



**Working Family and
Student Financial Assistance Agency**

Environmental Report 2024



Introduction

This Environmental Report gives an account of the green management measures taken by the Working Family and Student Financial Assistance Agency (WFSFAA) in 2024.

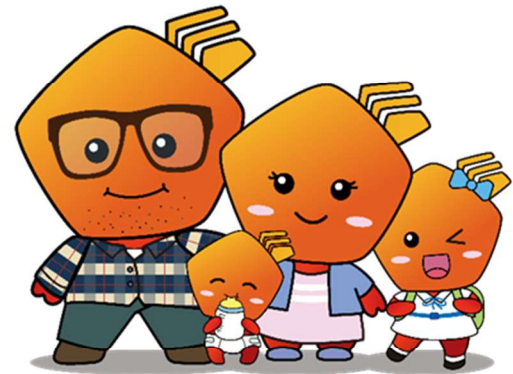
Key Responsibilities

WFSFAA's key responsibilities are to provide dedicated financial assistance to needy families in Hong Kong, supporting children and youths receiving education and encouraging working households to stay in active employment for self-reliance.

WFSFAA had a total of about 1 900 staff as at 31 December 2024, with offices located in seven venues. In financial year 2024-25, the total expenditure of the WFSFAA was about \$6,600 million.

Environmental Goal

WFSFAA is committed to providing public services in an environmental responsible manner through the optimum use of resources and energy.











Green Measures taken in 2024









WFSFAA's activities are largely office-based. In 2024, WFSFAA continued to implement the green measures taken in the past and explore new initiatives aiming at achieving a healthier and more sustainable working environment. To cultivate a culture to care for our environment, we have been promoting awareness among our staff members to economise the use of resources and reduce waste production. Details of the environmental measures taken are as follows –

(a) Economisation of Paper Consumption














Dissemination by electronic means










-  using e-mails extensively for internal and external communication and transmitting documents for editing and review;
-  using departmental intranet for dissemination of internal circulars, guidelines, forms and notices;
-  using electronic departmental telephone directory;
-  adopting the Government-to-employee (G2E) services, such as e-Payroll system;
-  extending the e-Leave system to all contract staff;
-  uploading application guidelines and leaflets onto the website of WFSFAA to reduce the number of printed copies;
-  promoting e-submission of application and uploading of supporting documents for various financial assistance schemes administered by WFSFAA; and
-  preparing for the implementation of an Electronic Recordkeeping System, aimed at further reducing paper consumption.

Economy use of paper









-  minimising photocopies and avoiding the printing of excessive copies;
-  practising double-sided photocopying or printing;
-  using the blank side of used paper for receiving fax, drafting or photocopying;
-  reusing envelopes and loose minute jackets;
-  avoiding use of fax cover sheets;
-  avoiding use of envelopes for unclassified documents;
-  avoiding issue of original documents that have been sent by fax or e-mail; and
-  using printers/photocopiers with duplex printing function.

(b) Energy Conservation








-  conducting carbon audit for our office at One Harbour Square, 181 Hoi Bun Road, Kwun Tong. The total carbon emission was 293 tonnes of CO₂-e;
-  switching off air-conditioning units and lighting when not in use;
-  installing energy saving timers on shared use office equipment and distilled water dispensers to cut off the power at specific time after office hour;
-  conducting regular checking to ensure that staff have switched off their office computers after work;
-  affixing “Save Energy” notices and stickers on prominent places;
-  maintaining room temperature normally at 25.5°C;
-  using venetian blinds to adjust the penetration of sunlight to suit different seasons;
-  adjusting the air-conditioning system if “cold spots” are identified;
-  keeping doors of air-conditioned rooms closed at all times;
-  encouraging staff to use staircases instead of lifts, if feasible;
-  setting all photocopiers to automatic energy saving mode;
-  procuring and using electrical appliances affixed with the Energy Efficiency Labels;
-  adopting the green specifications promulgated by the Environmental Protection Department in procurement of goods and services including IT products where applicable;

-  ordering environmentally-friendly, low-/no- volatile organic compounds products for use whenever practicable and purchasing green stationery items and IT consumables, including recyclable printer cartridges, clutch pencils and refillable ball pens, etc.;
-  using T5/LED fluorescent tubes extensively in office areas;
-  using LED desk lights with longer service life and higher energy efficiency;
-  lowering illumination of ancillary areas after office hours;
-  using electric vehicles as departmental cars;
-  scheduling same departmental car trip for users whose workplaces are close to one another;
-  encouraging staff to use public transport when performing outdoor duties;
-  reminding drivers to switch off vehicle engines while waiting; and
-  encouraging staff to participate in activities related to energy efficiency and conservation, such as the Green Low Carbon Day organised by the Community Chest.




(c) Reusing and Recycling of Resources

-  collecting used papers, newspapers and publications for recycling. In 2024, about 87 500 kg of waste paper was collected for recycling;
-  collecting used toner cartridges of laser printers and fax machines for recycling. A total of 1 576 pieces of recyclable toner cartridges for laser printers and fax machines were collected in 2024;
-  choosing green products in procuring stores and office stationery, such as recycled paper, refillable ball pens, etc. as far as practicable. In 2024, the use of recycled paper amounted to 89% of the total paper consumption;
-  placing collection boxes next to photocopiers for collecting one-sided used paper for reuse or drafting purpose;
-  placing green boxes to collect reusable envelopes, papers and treasury tags;
-  reusing containers for hand sanitiser;
-  avoiding the use of one-off disposal items such as paper cups and plastic bottles/utensils; and
-  reusing decorative accessories for festive decorations.

(d) Establishing Green and Healthy Working Environment

-  supporting the “Clean Air Charter”, such as maximising the use of daylight and enhancing ventilation flow;
-  participating in the Indoor Air Quality (IAQ) Certification Scheme and conducting regular IAQ tests;
-  placing air purifiers near photocopiers;
-  maintaining a smoke-free and clean workplace;
-  arranging regular cleaning of carpets, office furniture and equipment;
-  placing potted plants in office for a greener working environment; and
-  promoting staff awareness and participation in activities and training on environmental protection.

(e) Other Measures

-  circulating guidelines on green office practices to all staff on regular basis;
-  organising a day trip to T • PARK on 15 June 2024, with participation from senior management, staff and their friends and relatives to learn about the concept and operation of “waste-to-energy” in order to raise staff’s awareness towards waste management and resource recovery and recycling; and
-  conducting regular green practice checking in office premises.

Energy Consumption

The Government has set a 6% “Green Energy Target” for the period from financial year (FY) 2020-21 to FY 2024-25 under comparable operating conditions¹ in FY 2018-19 as the baseline. In FY 2024-25, WFSFAA’s energy performance improved by 6.1% and achieved the target of reducing energy consumption.

	Energy consumption (billed & RE)	Energy consumption under comparable operating conditions	Renewable energy (RE) generation
FY 2018-19 (baseline) (kWh)	709,167 (a)		0
FY 2024-25 (kWh)	899,707	665,683	0
Net change (kWh)	190,540	-43,484	0
Change compared with (a) (%)		+6.1% ² (b)	0% (c)
Energy Performance (b)+(c) (%)	+6.1%		

¹ Activities of bureaux/departments evolve over time in meeting the public service demands which lead to changes of operating conditions (such as operating hours, facilities usage rate, number of equipment, the floor area of venues, volume of water/sewage flow, etc.) . These changes have significant impact on energy consumption situation. Hence, B/D are required to adjust the datasets through normalisation processes) in order to more accurately reflect the likely energy consumption under comparable operating conditions to the baseline situation.

² A positive value indicates a reduction in energy consumption compared to the baseline.

Way Forward

Promoting green management is an on-going commitment of WFSFAA. We will continue to devote efforts and resources to maintaining a high level of green management practice and enhancing environmental awareness among our staff. In the coming year, we will continue to –

- 🌱 promote the 3Rs principle of “Reduce, Re-use and Recycle” in office management;
- 🌱 arrange/encourage staff to attend training/seminars/workshops/briefings on environmental issues and green management;
- 🌱 explore ways to further reduce office energy consumption with the assistance of Electrical and Mechanical Services Department.

Comments and Suggestions

WFSFAA welcomes your views and suggestions on this Environmental Report. Please contact WFSFAA by the following means –

Post : Working Family and Student Financial Assistance Agency
19/F, 181 Hoi Bun Road
Kwun Tong, Kowloon

Phone : 3897 1705

Fax : 3897 1902

Email : dad@wfsfaa.gov.hk

