

**Working Family and  
Student Financial Assistance Agency  
Environmental Report 2020**

## **Introduction**

This Environmental Report gives an account of the green management measures taken by the Working Family and Student Financial Assistance Agency (WFSFAA) in 2020.

## **Key Responsibilities**

2. 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. In the 2020/21 academic year, we received around 775 000 applications under various student financial assistance schemes. In addition, we received around 131 000 applications for the Working Family Allowance Scheme, and around 42 000 applications for the Individual-based Work Incentive Transport Subsidy Scheme in 2020.

3. WFSFAA had a total of about 1 800 staff as at 31 December 2020, with offices located in six venues.

## **Environmental Goal**

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

## Green Measures taken in 2020

5. WFSFAA's activities are largely office-based. In 2020, 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 economize the use of resources and reduce waste production. Details of the environmental measures taken are as follows -

### (a) Economization 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; and
- promoting e-submission of application and uploading of supporting documents for various financial assistance schemes administered by WFSFAA.

#### *Economy use of paper*

- minimizing 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 384 tonnes of CO<sub>2</sub>-e;
- switching off air-conditioning units, lighting and office equipment when not in use;
- conducting regular checking to ensure that staff have switched off their office computers after work;
- affixing “Save Energy” notices and stickers on prominent places;
- 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;
- 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 destinations are close to one another;
- encouraging officers to use public transport when performing outdoor duties; and
- encouraging staff to participate in activities related to energy efficiency and conservation, such as the Green Day organized by the Community Chest and the Earth Hour organized by the World Wide Fund for Nature.

**(c) Reusing and Recycling of Resources**

- collecting used papers, newspapers and publications for recycling. In 2020, about 100 200 kg of waste paper was collected for recycling;
- collecting used toner cartridges of laser printers and fax machines for recycling. About 1 800 pieces of recyclable toner cartridges for laser printers and fax machines were consumed in 2020;
- choosing green products in procuring stores and office stationery, such as recycled paper, refillable ball pens, etc. as far as practicable. In 2020, the use of recycled paper amounted to 97% 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 and papers; and
- reusing decorative accessories for festive decorations.

**(d) Establishing Green and Healthy Working Environment**

- supporting the “Clean Air Charter”, such as maximizing 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, furniture and office equipment;
- increasing the number of potted plants in office for a greener working environment; and
- promoting staff awareness and participation in activities and training on green management.

**(e) Other Measures**

- circulating guidelines on green office practices to all staff on regular basis; and
- conducting regular green practice checking in office premises.

## **Way Forward**

6. 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;
- remind our staff to bring their own reusable tableware instead of disposable tableware for take-away meals; and
- explore ways to further reduce office energy consumption with the assistance of Electrical and Mechanical Services Department, in order to achieve the target of reducing electricity consumption by 6% by 2024-25 as set out in Environment Bureau Circular Memorandum No. 1/2020.

## Comments

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

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