

**Working Family and Student Financial
Assistance Agency
Environmental Report 2018**

Introduction

The Working Family and Student Financial Assistance Agency (WFSFAA) is committed to improving its working environment and providing public services in an environmentally responsible manner. This report gives an account of the measures taken by WFSFAA in green management in 2018 and our direction for the coming year.

Key Responsibilities

2. We are committed to providing 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 2018/19 academic year, we have received around 680 000 applications under various student financial assistance schemes. In addition, we received around 86 000 applications for Low-income Working Family Allowance (renamed as the Working Family Allowance on 1 April 2018) or Working Family Allowance in 2018.

3. WFSFAA had an establishment of 1 225 permanent posts as at 31 December 2018. Our offices are located in 5 venues throughout Hong Kong.

Environmental Goal

4. Despite the large number of applications processed by WFSFAA, we act consciously in the implementation of green measures for minimising waste, conserving energy, promoting recycling of resources and arousing staff awareness in environmental conservation.

Green Measures taken in 2018

5. Since WFSFAA operates under an office type environment, the major environmental measures are confined to (1) Economisation of Paper Consumption; (2) Energy Saving; (3) Reuse and Recycling of Resources; and (4) Minimisation of Pollution and Establishment of a Green Workplace. Staff members are regularly reminded to economise the use of resources and reduce waste production.

6. WFSFAA is committed to ensuring that its operations are conducted in an environmentally responsible manner by adopting the following measures:

(a) **Economisation of Paper Consumption**

- Promoting the message of economisation of paper consumption by regular re-circulation of circulars to all WFSFAA staff;
- Minimising photocopies and avoiding the printing of excessive copies;
- Practising double-sided photocopying or printing;
- Maximising the use of electronic mails instead of memos in hardcopies;
- Posting share-use materials on the internal bulletin board of WFSFAA instead of making hardcopies to individual users;
- Using the blank side of used paper for receiving fax, drafting or photocopying;
- Reusing envelopes and loose minute jackets;
- Avoiding the use of fax cover sheets;
- Extending the e-leave system to all contract staff;
- Promoting the use of online application submission and uploading of supporting documents for designated student financial assistance schemes through SFO E-link – My Applications;
- Applicants of Tertiary Student Finance Scheme – Publicly-funded Programmes, Non-means-tested Loan Scheme for Full-time Tertiary Students, Financial Assistance Scheme for Post-secondary Students and Non-means-tested Loan Scheme for Post-secondary Students are now able to submit their applications and upload supporting documents online;
- Sending electronic seasonal greeting cards;
- Using electronic telephone directory of WFSFAA;
- Departmental publications were uploaded onto the homepage of WFSFAA and the number of printed copies was reduced; and
- Using printers equipped with duplex printing function.

(b) Energy Saving

- Switching off lights or electrical appliances when not in use;
- Affixing 'saving energy' notices and stickers on prominent places to remind staff;
- Using "energy-efficient" lighting and electrical appliances;
- Using venetian blinds to adjust the penetration of sunlight to suit different seasons;
- Requesting maintenance staff to check and adjust the air-conditioning system if "cold spots" are located;
- Always keeping the doors of air-conditioned rooms closed;
- Encouraging staff to use staircases instead of lifts, if possible;
- Except for zones having overtime work, provision of air-conditioning and lighting will stop after office hours;
- Providing water dispensers and photocopiers with timers to switch power off during non-office hours for energy saving;
- Setting 'sleep mode' in office equipment when not in use during office hours;
- Procuring and using electrical appliances affixed with the Energy Efficiency Labels;
- T5/LED fluorescent tubes are used for the replacement of the existing T8 types to economise power consumption; and
- Maintaining air-conditioned room temperature at 25.5°C during the year.

(c) Reusing and Recycling of Resources

- Collecting waste paper for recycling. Waste paper collected for recycling in 2018 was 92 990 kg;
- Collecting used toner cartridges of printers and fax machines for recycling. 1 743 pieces of recyclable toner cartridges for laser printers and fax machines were consumed in 2018;
- Choosing green products in procuring stores and office stationery such as recycled paper, etc. as far as practicable. The percentage of the use of recycled paper to the total paper consumption in 2018 is 95%;
- Putting up green boxes to collect reusable envelopes and papers; and
- Reusing decorative accessories for festival decorations.

(d) Minimisation of Pollution and Establishment of a Green Workplace

- Supporting the "Clean Air Charter", such as maximising the use of daylight and enhancing ventilation flow;
- Maintaining a smoke-free and clean workplace;
- Increasing the number of potted plants to beautify our working environment;
- Scheduling the same departmental car trip for users whose destinations are

- close to one another;
- Encouraging officers to use public transport when performing outside duties;
- Using electric vehicles as the departmental cars; and
- Promoting staff awareness and participation in activities and training on green management.

Way Forward

7. WFSFAA will continue to shoulder its environmental responsibility and strengthen the environmental awareness of our staff. To strive for continuous enhancements, our environmental objectives for 2019 include:

(a) **Economisation of Paper Consumption**

- Continue to explore the use of electronic application forms;
- Recycled papers will be used as far as practicable in office; and
- Make optimum use of the Intranet of WFSFAA to enable more environmentally friendly and speedy internal information transmission. Induction folders, training materials, staff posting notice, internal circular, etc. were uploaded onto the Intranet to facilitate updating and retrieval online and dispense with the keeping of personal printed copies.

(b) **Energy Saving**

- Continue to arrange for the replacement of all T8 fluorescent tubes by T5/LED types, and install T5/LED fluorescent tubes at new offices to conserve more energy;
- Continue to economise electricity consumption by close adherence to the energy saving measures; and
- Install timers on newly procured photocopiers and water dispensers.

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

- Continue to minimise waste production and increase the overall collection of wastes for recycling;
- Establish disposal schedules for programmes records in all Sections and seek Government Records Service's approval on the disposal schedules on a periodic basis; and
- Review of the files lists for the disposal schedules for programmes records and coordinate the disposal of time-expired administrative and programmes records.

(d) Minimisation of Pollution and Establishment of a Green Workplace

- Serve drinking water in glasses during meetings;
- Enhance green workplace by placing potted plants in office area;
- Consider whether environmental factors such as energy efficiency and recyclability are met when purchasing relevant products;
- Continue to encourage staff to participate in environmental protection practices and activities; and
- Continue to explore appropriate measures specific to the nature of our operation to fulfil the commitments of the “Clean Air Charter”.

Comments

8. Should you have any comments, please feel free to contact WFSFAA by the following means:

By Post	:	Working Family and Student Financial Assistance Agency 19/F, 181 Hoi Bun Road Kwun Tong, Kowloon
By Fax	:	3897 1902
By Email	:	wg_sfo@wfsfaa.gov.hk