

**Working Family and Student Financial
Assistance Agency
Environmental Report 2019**

Introduction

This Environmental Report gives an account of the green management measures taken by the Working Family and Student Financial Assistance Agency (WFSFAA) in 2019.

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 2019/20 academic year, we received around 740 000 applications under various student financial assistance schemes. In addition, we received around 102 000 applications for the Working Family Allowance Scheme, 3 470 000 applications for the Caring and Sharing Scheme and 31 000 applications for the Individual-based Work Incentive Transport Subsidy Scheme in 2019.

3. WFSFAA had a total of about 2 000 staff as at 31 December 2019, with offices located in six venues.

Environmental Goal

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

Green Measures taken in 2019

5. WFSFAA's activities are largely office-based. In 2019, WFSFAA continued to implement the green measures taken in the past year and explore new initiatives aiming at achieving a more healthy and 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 e-bulletin board and intranet for dissemination of internal circulars, guidelines, forms and notices;
- adopting the Government-to-employee (G2E) services, such as e-Payroll system;
- extending the e-Leave system to all contract staff;
- promoting e-submission of application and uploading of supporting documents for various financial assistance schemes administered by WFSFAA;
- using electronic telephone directory of WFSFAA; and
- uploading departmental publications onto the website of WFSFAA to reduce the number of printed copies.

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 first carbon audit for our office in One Harbour Square, 181 Hoi Bun Road, Kwun Tong. The total carbon emission was 345 tonnes of CO_{2-e};
- switching off air-conditioning units, lighting and office equipment when not in use;
- 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 possible;
- 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 outside duties; and
- encouraging staff to participate in activities related to energy efficiency and conservation, for example the Green Day organised by the Community Chest and the Earth Hour organised by the World Wide Fund for Nature.

(c) Reusing and Recycling of Resources

- collecting used papers, newspapers and publications for recycling. Waste paper collected for recycling in 2019 was about 118 600 kg;
- 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 2019;
- choosing green products in procuring stores and office stationery such as recycled paper, refillable ball pens, etc. as far as practicable. The percentage of the use of recycled paper to the total paper consumption in 2019 is 98%;
- 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 festival 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 indoor air quality 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 to beautify working environment; and
- promoting staff awareness and participation in activities and training on green management.

(e) Other Measures

- circulating guidelines on green office practices for reference by all officers 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;
- review WFSFAA’s green measures regularly to seek continual improvement and identifying new initiatives to reduce resource consumption;
- remind our staff to bring their own reusable tableware instead of disposable tableware for take-away meals; and
- implement improvement measures to achieve further energy conservation.

Comments

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

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