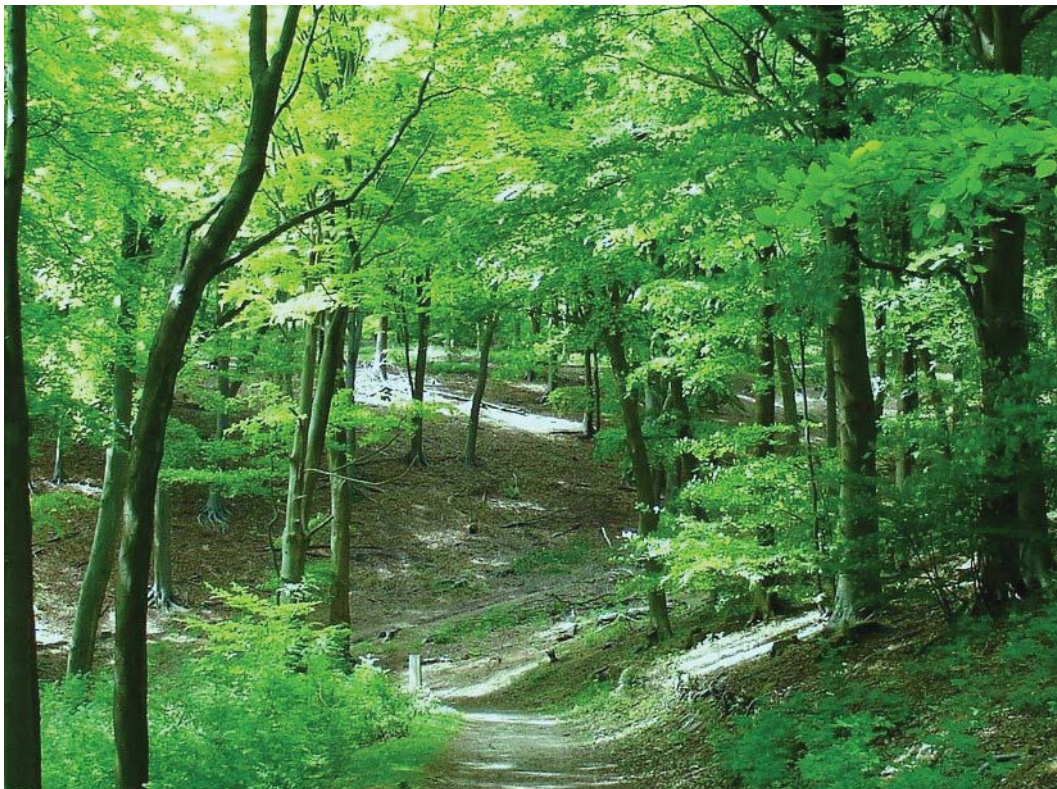




# Environmental Report 2009



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## Introduction

This report sets out our environmental policy, green measures taken in 2009 and objectives for 2010 for enhancing environmental performance in conducting our business activities.

## Treasury Policy Objectives

The Treasury is headed by the Director of Accounting Services, who is responsible for the compilation and supervision of the accounts of the Government, for the management of accounting operations and procedures, and for ensuring that all regulations, directions or instructions made or given under the Public Finance Ordinance (Cap. 2) are complied with.

## Environmental Policy Statement

Our environmental policy is summarized as follows -

- The Treasury endeavours to implement green and energy-efficient measures to meet the commitments under the Clean Air Charter.
- The Treasury is conscious of the need to remain environmentally alert, and to ensure that our scarce resources are used as efficiently as possible.
- We seek to encourage cost-effectiveness in our operations and we do so having regard to environmental considerations. We emphasize the benefits of electronic data transmission and data retention rather than the use of paper.
- Within the Treasury, we endeavour to reduce the use of resources, to minimize waste, and to recover and recycle materials, wherever possible.

## Key Result Areas

To ensure that our policy objectives can be achieved, we must deliver results in the following key areas -



- produce the accounts of the Government and to arrange for the provision of centralized collection and payment services.
- process and pay salaries, pensions, allowances, housing and certain other benefits to civil servants.
- provide secure and effective accounting and financial information systems and procedures throughout the Government.
- manage the investments of the designated funds in accordance with approved guidelines and achieve a reasonable return.

## Size of Expenditure and Establishment

- The expenditure of the Treasury in the 2009-10 financial year was \$318.9 million.
- We had a staff establishment of 491 as at 31 December 2009.
- Our office is located at Immigration Tower, which is a joint-user government building.

## Stakeholders

To achieve our environmental objectives, we require the support of our stakeholders, which include bureaux and departments, the pensioners, all civil servants, our staff, Government's creditors as well as our payment and collection agents.

## Environmental Performance

The business activities of the Treasury are basically office-based. Our environmental objectives are therefore mainly confined to minimizing the use of papers and energy consumption in an office setting. The Government Financial Management Information System (GFMS) enables greater use of e-workflow and e-distribution of accounting and financial reports. Since the full rollout of GFMS in August 2009, we achieved further paper saving and helped reduce the numbers of trips required by bureaux/departments to pick up reports, statements, etc from the Treasury.

### Business Operations

#### ➤ Electronic Payment Methods

- ✿ Promote wider use of various types of electronic payment methods for settlement of government bills



- ✿ The popular use of electronic payment methods has considerably saved resources and efforts for settlement of government bills, which would otherwise need to be made in-person or by post. Furthermore, it can also reduce the issuance of paper receipts.

- ✿ The percentage of revenue collected through electronic means increased to 47.2% in 2009 (46.8% in 2008). Postal remittances fell to 3.1% in 2009 (3.3% in 2008), resulting in less number of returned cheques and corresponding savings in postage and 10,000 envelopes in 2009.

- ✿ Encourage Government's creditors to receive payment by autopay and to receive remittance advice through e-mail

- ✿ Promotion of use of autopay and receipt of e-mail remittance advice by creditors continued.

## ➤ Government Financial Management Information System (GFMIS)

☼ Full rollout of GFMIS



☼ A further saving of about 365,000 sheets of paper was achieved.

## ➤ Payroll and Pensions Administration



☼ Full rollout of e-Payroll

☼ With the full rollout of e-Payroll at end 2008 and the implementation of bulk download function of regular statements by most bureaux/departments in 2009, the Treasury substantially reduced the printing of hard copy statements. There was a saving of about 250,000 pages of hard copy statements in 2009.

☼ Use of e-Means to Communicate with Civil Servants and Pensioners

☼ In 2009, a total of 143,000 (140,000 in 2008) civil servants received e-statements through e-mail or e-Payroll. About 2,101,000 (1,500,000 in 2008) paper statements were saved in 2009.

☼ A total of 8,000 pensioners opted to receive e-pension statements in 2009 against 6,000 pensioners in 2008.

☼ The number of correspondence with pensioners by e-mail increased to about 740 per month in 2009 (700 per month in 2008).

## ➤ Medical and Dental Benefits Eligibility Checking System (ECS)

- ✿ e-Verification of eligibility for medical and dental treatment



- ✿ The ECS which was fully implemented in June 2008, enables the verification of the eligibility of officers, pensioners and their eligible dependants for civil service medical and dental benefits, replacing paper form of Application for Medical and Dental Treatment Forms (GF 181 for officers and Try. 447 for pensioners). An annual saving of about 3,030,000 (1,450,000 in 2008) paper forms of Application for Medical and Dental Treatment Forms was achieved in 2009.

## Housekeeping Arrangements

### ➤ Paper Saving

- ✿ e-Staff communication



- ✿ Communication with staff members of the Treasury such as distribution of training circulars, seminar notes and staff grade news is by electronic means. Relevant information on briefing/training/seminars organized by the Treasury for bureaux/departments are posted on Treasury Intranet for on-line electronic access by participants.

- ✿ e-Distribution of Circulars, Instructions and Regulations to bureaux/ departments

- ✿ All Accounting Circulars, Treasury Circular Memoranda, Standing Accounting Instructions and Financial and Accounting Regulations are now promulgated via e-mail. Officers in bureaux/departments can also access these documents on the Central Cyber Government Office website and the Treasury Intranet.

- ✿ Green use in paper

- ✿ All staff members of the Treasury have been used to the practice of using both sides of paper for photocopying and printing and re-use envelopes and file jackets.

❁ Mandatory use of recycled paper

❁ In support of green procurement, starting from July 2009, the Treasury only orders recycled paper for departmental use.

### ***Commitments under Clean Air Charter***



#### **➤ Energy Saving**

- ❁ Switch off lighting when the office area is not in use.
- ❁ Set all computer and office equipment to energy saving mode during office hours and switch off them when not in use.
- ❁ Arrange the last-man-out to check and turn off all lighting and equipment.
- ❁ Use of timer switch in electrical appliances.

#### **➤ Waste Recycle**



- ❁ About 19,000 kg of waste paper was collected for recycling in 2009.
- ❁ About 418 empty toner cartridges were collected for recycling in 2009.

#### **➤ Air Emission**

- ❁ Use of unleaded fuel in our departmental car.
- ❁ The departmental driver switches off the car engines while waiting.



## ***Environmental Awareness Among Staff***

### **➤ *Education/publicity***



- ❁ Energy saving tips are regularly promulgated to staff. Environmental protection talks are also held annually for staff members to increase their general awareness of green management.

### **➤ *Green activities***



- ❁ To reduce waste and reuse old spectacles, we had arranged an activity in September 2009 to collect old spectacles from colleagues within and outside the department. Some 800 numbers of old spectacles collected were donated to charity organisation as gifts for those in need both locally and in developing countries.

## **Environmental Actions Requiring Special Attention**

We shall continue our efforts to improve our environmental protection actions and practices. Specifically, we will look into/implement the following areas for further enhancement in our environmental performance -

- Further paper saving of about 13,000 sheets per annum is expected upon implementation of the push mode for Annual Information Statement for Housing Benefits under the Civil Service Housing Benefits System (CSHBS).
- Expansion of e-delivery to cover ad hoc and annual pay statements to civil servants.
- Development of e-delivery of Local Education Allowances reports to schools via the Communication Delivery System of Education Bureau.

- Development of an electronic billing function in General Demand Note System.
- Promotion of payments to suppliers and revenue collection by electronic means.
- Promotion of green messages among colleagues through organising in-house green activities.

### Views and Suggestions

If you have any views and suggestions on our environmental actions, please write to our Green Manager at the Treasury, 27/F, Immigration Tower, 7 Gloucester Road, Wan Chai, Hong Kong. You may also get in touch with us by e-mail at [info@try.gov.hk](mailto:info@try.gov.hk) or by fax on 2598 9273.

