



Environmental Report 2010

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Introduction

This report sets out our environmental policy as well as green measures taken in 2010 and further improvement measures planned for 2011 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 summarised 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 emphasise on the use of electronic data transmission and data retention to reduce paper consumption.
- Within the Treasury, we endeavour to reduce the use of resources, to minimise waste, and to recover and recycle materials, wherever possible.

Key Programme Areas

To ensure that our policy objectives can be achieved, we need to deliver our services in the following key programme areas -



- Producing the accounts of the Government and arranging for the provision of centralised collection and payment services.
- Processing and pay salaries, pensions, allowances, housing and other benefits to civil servants.
- Providing secure and effective accounting and financial information systems and procedures throughout the Government.
- Managing 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 2010-11 financial year was \$317.6 million.
- We had a staff establishment of 488 as at 31 December 2010.
- Our office is located at Immigration Tower which is a joint-user government building.

Stakeholders

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

Environmental Performance

The business activities of the Treasury are office-based. Our environmental objectives are therefore focused on minimising paper usage and energy consumption in an office setting through various electronic means.

Business Operations

➤ Electronic Payment Methods

- ✧ Promoting wider use of various types of electronic payment methods for settling government bills



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

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

- ✧ The percentage of revenue collected through electronic means increased to 48.3% in 2010 (47.2% in 2009). Postal remittances fell to 3.0% in 2010 (3.1% in 2009), resulting in less issuance of returned cheques and corresponding saving of postage and 8,000 envelopes in 2010.

- ✧ Continued promotion on use of autopay and receipt of e-mail remittance advice by creditors.

➤ Government Financial Management Information System (GFMIS)

- ✧ Full rollout of GFMIS



- ✧ Implementation of the Government Financial Management Information System (GFMIS) has enabled e-workflow and e-distribution of accounting and financial reports. It achieved further paper saving and reduced the number of trips required by bureaux/departments to pick up reports, statements, etc from the Treasury.

➤ Payroll and Pensions Administration

- ✧ Use of bulk download function for monthly pay statements



- ✧ With the wider use of bulk download function for monthly pay statements by bureaux / departments in 2010, the Treasury further reduced the printing of paper statements. There was a further saving of about 60,000 paper statements in 2010.

- ✧ Use of e-means to communicate with civil servants and pensioners



- ✧ In 2010, a total of 146,000 (143,000 in 2009) civil servants received e-statements through e-mail or e-Payroll. About 2,282,000 (2,101,000 in 2009) paper statements were saved in 2010.
- ✧ A total of 20,000 (8,000 in 2009) pensioners opted to receive e-Pension statements in 2010.
- ✧ The number of correspondence with pensioners by e-mail increased to about 780 per month in 2010 (740 per month in 2009).

➤ Medical and Dental Benefits Eligibility Checking System (ECS)

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



- ✧ Fully implemented in June 2008, ECS enables the verification of the eligibility of officers, pensioners and their eligible dependants for civil service medical and dental benefits, replacing paper forms used for application for medical and dental treatment (GF 181 for officers and Try. 447 for pensioners). An annual saving of about 3,412,000 (3,030,000 in 2009) sheets of paper was achieved in 2010.

Housekeeping Arrangements

➤ Paper Saving

✧ e-Staff communication



* Communication with staff members of the Treasury is made through electronic means. Relevant information on briefing/training/seminars organised by the Treasury for bureaux/departments is posted on the Treasury Intranet for on-line access by colleagues.

✧ 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 promulgated via e-mail. Officers in bureaux/departments can also access these documents via the Central Cyber Government Office website and the Treasury Intranet.

✧ Green use of paper

* Staff members of the Treasury have accustomed to doubled-sided printing and photocopying, as well as re-using envelopes and file jackets.

✧ Mandatory use of recycled paper

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

Commitments under Clean Air Charter

➤ Energy Saving



* Switching off lighting when the office area is not in use.

* Setting all computer and office equipment to energy saving mode during office hours and switching them off when not in use.

- * Arranging the last-man-out to check and turn off all lighting and equipments.
- * Using timer switch in electrical appliances.

➤ Waste Recycle



- * About 33,000 kg of waste paper was collected for recycling in 2010.
- * About 300 empty toner cartridges were collected for recycling in 2010.

➤ Fuel Use



- * Using unleaded fuel in our departmental car.
- * Switching off our departmental car's engine while waiting.

Environmental Awareness Among Staff

➤ Education/publicity



- * Apart from promulgating energy saving tips to staff on a regular basis, we invited officers from Electrical and Mechanical Services Department to give environmental protection talks on “Energy Label” and “Energy Saving Tips for Office” in November 2010.

➤ Green activities



- ✳ To promote environmental awareness and reading interest among our colleagues and their families, we organised a “Book Fair cum Fun Day” in July 2010. Some 800 books were collected from colleagues and 300 of them were sold with the revenue donated to a charity organisation. The remaining books were given to a social enterprise for re-cycling.

Indoor Air Quality

As a user department of the Immigration Tower, the indoor air quality of the Treasury office as well as other parts of the building was graded as “Good Class” under the Indoor Air Quality Certification Scheme for Offices and Public Places in 2010.

Further Improvement Measures on Environmental Protection

We shall continue our efforts to improve our environmental measures. Specifically, we will focus on the following areas for further enhancement in our environmental performance -

- Enhancement under the Civil Service Housing Benefits System (CSHBS) to deliver management reports in softcopy.
- Extension of e-Delivery to cover ad hoc and annual pay statements to civil servants.
- Implementation of e-Delivery system for sending Local Education Allowance reports to schools via the Communication and Delivery System of the Education Bureau.
- Implementation of an “electronic billing” function in the General Demand Note System for use by various bureaux and departments.
- 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 opinions and suggestions on our environmental measures, please write to our Green Manager at the Treasury, 27/F, Immigration Tower, 7 Gloucester Road, Wan Chai, Hong Kong. You may also contact us by e-mail to info@try.gov.hk or by fax to 2598 9273.

