



Environmental Report 2020
二零二零年 環保報告

(English Version)
(英文版)

(Traditional Chinese Version)
(中文版)



The Treasury

Lead and Excel



Environmental Report

2020

Table of Contents

Introduction	3
Treasury Policy Objectives	3
Environmental Policy Statement	3
Key Programme Areas	4
Size of Expenditure and Establishment	4
Stakeholders	4
Environmental Performance	5
Business Operations	5
Housekeeping Arrangements	7
Commitments under Clean Air Charter	8
Environmental Awareness Among Staff	9
Indoor Air Quality	10
Further Improvement Measures on Environmental Protection	10
Views and Suggestions	10

Introduction

This report sets out the Treasury's environmental policy, green measures taken in 2020 as well as further improvement measures planned for 2021 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 means and media for information transmission and 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 achieve our policy objectives, we deliver 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 paying salaries, pensions, allowances, housing and certain other benefits to civil servants.
- ❖ Providing secure, efficient and effective accounting and financial information systems and procedures throughout the Government.
- ❖ Managing the investments of designated funds in accordance with approved guidelines and achieving a reasonable return through prudent investment.

Size of Expenditure and Establishment

- ❖ The expenditure of the Treasury in the 2020-21 financial year was \$499.6 million.
- ❖ We had a staff establishment of 572 as at 31 December 2020.
- ❖ 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 such as internet banking, PPS and Faster Payment System has considerably saved resources and efforts in settling government bills, which would otherwise need to be made in-person or by post.
- The percentage of revenue collected through postal remittances continued to decrease in 2020 (1.3% in 2020 vs 1.4% in 2019), resulting in less issuance of returned cheques and corresponding saving of postage and envelopes in 2020.
- Continued promotion to creditors on the use of autopay to receive payments and receipt of remittance advice via e-mail.

* Government Financial Management Information System (GFMIS)

- Use of e-workflow and e-distribution of reports



- The Government Financial Management Information System (GFMIS) enables e-workflow and e-distribution of accounting and financial reports, reducing printing and the number of trips required by bureaux/departments to pick up reports, statements, etc. from the Treasury.

* Payroll and Pensions Administration

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



- In 2020, a total of 171,500 (170,500 in 2019) civil servants received e-statements through e-mail or e-Payroll. As a result, about 3,631,000 (3,507,000 in 2019) paper statements were saved in 2020.

- A total of 86,900 (79,600 in 2019) pensioners opted to receive e-Pension statements in 2020.

- The number of correspondence with pensioners by e-mail had increased to about 1,540 per month in 2020 (1,010 per month in 2019).

- e-Distribution of control reports, correspondences with bureaux/departments on pension administration matters



- Control reports of the systems in the Payroll Suite and correspondences with bureaux/departments on pension administration matters are produced and distributed through e-means to save paper.

* Medical and Dental Benefits Eligibility Checking System (ECS)

- e-Verification of eligibility for medical and dental treatment



- 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 paper saving of about 3,400,000 sheets of forms was achieved in 2020.

* Annual Estimates Production System Plus (AEPS Plus)

- Automation and e-workflow in the preparation and vetting of draft Estimates



- The Treasury was commissioned by the Financial Services and the Treasury Bureau to design, develop and implement the AEPS Plus. The system enables e-submission of draft Estimates by Controlling Officers, e-clearance by Directors of Bureaux and e-confirmation of the first proof and final print of the draft Estimates, achieving substantial paper saving during the Estimates preparation process.

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 since 2009.

Commitments under Clean Air Charter

✿ Energy Saving



- Set air conditioning temperature at 25.5 °C.
- Switch off lighting when the office area is not in use.
- Arrange the last-man-out to check and turn off all lighting and equipment.
- Set all computer and office equipment to energy saving mode during office hours and switch them off when not in use.
- Use timer switches on electrical appliances such as printers, water dispensers and paper shredders.

* Waste Recycle



- Put in place facilities to facilitate the collection of recyclable waste paper. About 14,115 kg of waste paper was collected for recycling in 2020.
- Make arrangement for the re-collection of empty toner cartridges. About 730 empty toner cartridges were collected for recycling in 2020.

* Fuel Use



- Use unleaded fuel in our departmental car.
- Switch off engine of our departmental car while waiting.

Environmental Awareness Among Staff

* Education / Publicity



- Environmental protection has been a standing item in the Departmental Consultative Committee for communication with representatives of the various grades of staff on measures to reduce wastage and better protect the environment.
- In addition to promulgating energy saving tips to staff on a regular basis, we had also invited our staff to visit the website of Environmental Protection Department to learn more about information and tips on green living, waste reduction and nature reservation etc.

* Green Activities



- We supported the Earth Hour 2020 organised by World Wide Fund for Nature by disseminating the event information to all staff asking for their participation at home and turning off non-essential lighting in office during the event period.

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 has been graded as “Good Class” under the Indoor Air Quality Certification Scheme for Offices and Public Places since 2011.

Further Improvement Measures on Environmental Protection

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

- ❖ Promotion of payments to creditors and revenue collection by electronic means.
- ❖ Promotion of e-workflow and e-distribution of information to replace paper-based accounting processes and reports.
- ❖ 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.





庫 務 署
領 先 · 卓 越



二零二零年
環保報告

目 錄

引言	3
庫務署的施政方針	3
環保政策聲明	3
主要服務範疇	4
開支與編制	4
相關人士	4
環保成效	5
業務運作	5
內務管理安排	7
《清新空氣約章》的承諾	8
員工的環保意識	9
室內空氣質素	10
未來的環保工作	10
意見和建議	10

引言

本報告簡介庫務署的環保政策，並闡述二零二零年採取的環保措施，以及二零二一年進一步提高環保成效的計劃。

庫務署的施政方針

庫務署由庫務署署長掌管，署長負責編製和監管政府帳目、管理會計的操作及程序，以及確保根據《公共財政條例》(第2章)訂立的規例或發出的指示或指令均獲遵從。

環保政策聲明

庫務署的環保政策概述如下：

- ❖ 竭力推行環保和節能措施，履行《清新空氣約章》的承諾。
- ❖ 保持敏銳的環保觸覺，確保善用有限資源。
- ❖ 在兼顧環保因素的前提下，提倡具成本效益的運作方式；銳意推廣以電子方式傳送和保存資料，減少用紙。
- ❖ 致力節省內部資源，避免浪費，盡可能回收物料循環再用。

主要服務範疇

為貫徹施政方針，庫務署的主要服務範疇如下：



- ❖ 編製政府帳目和安排提供集中收款和付款服務。
- ❖ 處理和向公務員發放薪金、退休金／撫恤金、津貼、房屋及其他福利。
- ❖ 為政府各部門建立穩妥高效的會計和財務資料系統和程序。
- ❖ 根據已批准的指引管理指定基金的投資工作，並透過審慎的投資，為基金取得合理的回報。

開支與編制

- ❖ 在二零二零至二一財政年度，庫務署的開支為 4.996 億元。
- ❖ 在二零二零年十二月三十一日，庫務署編制有 572 名人員。
- ❖ 庫務署辦事處位於入境事務大樓(此為聯用政府大樓)。

相關人士

庫務署需要各局和部門、退休和現職公務員、署內人員、政府的債權人，以及付款和收款代理人等相關人士的支持，方能實現環保目標。

環保成效

庫務署的業務主要在辦公室進行，故環保目標着重把辦公室工作電子化，從而減少用紙，節約能源。

業務運作

* 電子付款方式

- 鼓勵市民更廣泛使用各種電子方式繳付政府帳單



- 電子付款方式(如網上銀行、繳費靈及轉數快)日趨普及，讓市民可方便快捷地繳付政府帳單，無須親身或以郵遞方式辦理有關事宜。

- 二零二零年，郵寄收款佔庫務署所收款項的百分比持續下降，由二零一九年的1.4%縮減至二零二零年的1.3%。年內退回的支票數目也因而減少，有助減省郵費和信封開支。

- 鼓勵政府的債權人以自動轉帳方式收款和以電郵收取領款通知書

- 庫務署繼續向債權人推廣以自動轉帳方式收款和以電郵收取領款通知書。

* 政府財務管理資料系統

- 工作流程和分發安排電子化



- 政府財務管理資料系統使會計和財務報告的工作流程和分發安排電子化，有助減少列印和各局／部門到庫務署提取報告、結算書和其他文件的次數。

* 薪俸和退休金／撫恤金管理

- 與公務員和領取退休金／撫恤金人士的通訊電子化



- 以電子方式分發管制報告及與各局／部門就退休金行政事宜的通訊



* 醫療及牙科福利資格核證系統

- 以電子方式核證享用醫療和牙科服務的資格



- 二零二零年，共有 171 500 名公務員(二零一九年為 170 500 名)經電郵或電子薪俸及福利系統收取電子結算書，年內因此共減省約 3 631 000 份紙本結算書(二零一九年減省了 3 507 000 份)。
- 二零二零年，共有 86 900 名領取退休金／撫恤金人士(二零一九年為 79 600 名)選擇收取電子退休金／撫恤金結算書。
- 二零二零年，庫務署與領取退休金／撫恤金人士通訊往來的電郵增至每月約 1 540 封(二零一九年為每月 1 010 封)。
- 薪酬相關系統的管制報告及與各局／部門就退休金行政事宜的通訊，均以電子方式製備和分發，以節省用紙。

- 資格核證系統可於公務員、退休公務員和其合資格家屬就診時，核實求診者是否合資格享用公務員醫療和牙科福利，無須使用紙本就醫申請表格(就公務員而言，指通用表格第 181 號；就退休公務員而言，指庫務署表格第 447 號)。二零二零年共節省約 3 400 000 張紙本就醫申請表格。

* 周年預算編製系統(更新版本)

- 製備和審核預算草案的流程自動化和電子化



- 財經事務及庫務局委託庫務署設計、研發和推出更新版本的周年預算編製系統。在製備預算草案的過程中，管制人員遞交草案，以及各局局長審批和確認初次校對稿和最終列印稿，均透過該系統以電子方式處理，大幅減少用紙。

內務管理安排

* 節省用紙

- 以電子方式與員工通訊



- 庫務署以電子方式與署內人員通訊。為各局／部門舉辦簡報會／培訓課程／研討會的相關資料，均上載庫務署內聯網，供員工和參加者網上查閱。

- 以電子方式向各局／部門發出通告、指令和規例



- 所有會計通告、庫務署通函、《常務會計指令》和《財務及會計規例》均以電郵公布。各局／部門的人員也可登入數碼政府合署網站或庫務署內聯網查閱該等文件。

- 環保用紙

- 庫務署全體員工已習慣雙面影印和列印，以及重複使用信封和文件夾。

➤ 規定採用再造紙



- 為支持環保採購，庫務署由二零零九年起只訂購再造紙供署內人員使用。

《清新空氣約章》的承諾

✿ 節約能源



- 把空調溫度設定為 25.5 °C。
- 辦公地方無人使用時，關掉照明系統。
- 安排最後離開辦公室的員工檢查並關掉所有照明系統和其他設備。
- 在辦公時間內，把所有電腦和辦公室設備設定為節能模式；無人使用時，關掉該等設備。
- 啓動打印機、蒸餾水機、碎紙機等電子設備的時間開關裝置。

✿ 廢物循環再用



- 提供方便收集廢紙的設施。二零二零年，庫務署共收集了約 14 115 公斤廢紙，以供循環再造。
- 安排回收舊炭粉盒。二零二零年，庫務署共收集了約 730 個舊炭粉盒，以供循環再用。

* 燃料使用



- 庫務署車輛使用無鉛燃料。
- 庫務署司機遵守「停車熄匙」規定。

員工的環保意識

* 教育／宣傳



- 環保是庫務署部門諮詢委員會會議的常設議題。會上，庫務署會與不同職系的代表商討減廢和環保措施。
- 庫務署除定期向員工建議實用的節能方法外，還請員工瀏覽環境保護署網頁，以更深入了解綠色生活、減廢、保育等方面的資料及建議。

* 環保活動



- 為響應世界自然基金會舉辦的「地球一小時 2020」活動，庫務署向全體員工派發活動資料，鼓勵他們在家中參與，並在活動期間把辦公室內不必要的照明設備關掉。

室內空氣質素

自二零一一年起，庫務署與入境事務大樓內其他部門的辦公室，在辦公室及公眾場所室內空氣質素檢定計劃下，同獲「良好」評級。

未來的環保工作

庫務署會持之以恆，繼續加強環保工作。為進一步提高成效，庫務署會特別注重下列範疇的工作：

- ❖ 推廣以電子方式付款予債權人和收取款項。
- ❖ 推廣工作流程和資訊發放電子化，以取代使用紙張的會計程序和報告。
- ❖ 在署內舉辦環保活動，向同事宣揚環保訊息。

意見和建議

如對庫務署的環保工作有任何意見或建議，請致函庫務署環保經理(地址：香港灣仔告士打道 7 號入境事務大樓 27 樓)，或以電郵(電郵地址：info@try.gov.hk)或傳真(傳真號碼：2598 9273)方式與我們聯絡。

