



Environmental Report of the Treasury for 2002

Introduction

This report sets out our environmental policy, green measures taken in 2002 and objectives for 2003 for enhancing environmental performance in conducting our business and activities.

Environmental Policy Statement

Our environmental policy is summarized as follows :-

- The Treasury is conscious of the need to remain environmentally alert, 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. As we recommend or implement work practices and systems, we emphasize the benefits of electronic transmission and retention of data rather than the use of paper.
- Within our own department, we endeavour to minimise waste, to optimise the consumption of resources and to recover and recycle materials, wherever possible.

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.

Key Result Areas

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

- produce the accounts of the government and provide centralised collection and payment services.
- pay salaries, pensions, allowances and housing and certain other benefits to civil servants.

- provide secure and effective accounting and financial information systems and procedures throughout the government.
- invest funds in accordance with approved guidelines and achieve a reasonable return.

Size of Expenditure and Establishment

- The expenditure of the Treasury in the 2002-03 financial year was HK \$302.6 million.
- We had a staff establishment of 635 as at 31 December 2002.
- Our office is located at Immigration Tower which is a joint-user government building.

Stakeholders

Our environmental objectives can only be achieved through the support of our stakeholders, which include bureaux and departments, the pensioners, all civil servants, our staff, as well as our payment and collection agents. We hope that our stakeholders can well understand our environmental concerns and will join us in environmental protection.

Environmental Performance

The activities of the Treasury are basically office-based. Our environmental objectives are therefore mainly confined to minimizing the use of papers and energy in an office setting.

Measures taken

Performance

➤ Operational Activities

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| <ul style="list-style-type: none"> ● Encourage government offices to use the on-line General Demand Note System (GDNS). | <ul style="list-style-type: none"> ● In 2002, over 70% (245,000 numbers) of the general demand notes issued by bureaux/departments have been processed through on-line operations. It is estimated that about 360,000 copies of demand notes have been saved by various bureaux/departments. |
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- Provide GDNS balance enquiry service through the “Treasury Hotline”.
- Promote wider use of various types of electronic payment methods for settlement of government bills.
- Extend the electronic bill settlement services to accept additional types of government bills.
- Promote wider use of the on-line system for bureaux/departments to report on the revenue collected.
- Bureaux / departments which are not on-line offices of GDNS can now obtain updated information by means of the automated answering machine. No more paper report is required to be sent to bureaux/departments, hence reducing paper consumption.
- The percentage of collections by autopay has continued to increase from 10% in 2001 to 11% in 2002. With a corresponding decrease of 7% in postal remittances (i.e. from 14% in 2001 to 7% in 2002) and the cessation of issuing receipts for regular payments made by postal remittances, substantial savings in postage and envelopes (650,000 numbers) have been achieved in 2002.
- Two more types of bills have been accepted for electronic settlement since the inception of PPS, JET and ATM.
- The popular use of the electronic payment methods for settlement of government bills has considerably saved the resources in handling payments made in-person and by post.
- In 2002, about 41% of the bureaux/departments (as compared with 29% in 2001) have used the on-line system to report revenue collections through on-line facilities, thus saving bureaux/departments the need to prepare paper input forms (GF37) manually and deliver the forms to the Treasury for receipting. As a result, about 22,000 copies of GF37 have been saved.

- Develop on-line procedures for processing payment vouchers in the government.
- Encourage correspondence with pensioners through e-mail on the internet.
- Issue of Financial and Accounting Regulations.
- System Development
- With the implementation of the Web-enabled Payment of Creditors System since October 2002, authorization officers in bureaux/departments are no longer required to sign on the payment vouchers forms. This has led to a reduction of 160,000 copies of paper form consumption by bureaux/departments.
- The number of e-mail received from and issued to pensioners has increased from about 40 per month in 2001 to about 70 per month in 2002, and the number is expected to further increase with the growing popularity of the use of e-mail on the internet.
- Soft copies of the Financial and Accounting Regulations have been installed in the Government Office Automation network for easy and wide access throughout the government. No hard copy has been issued in 2002.
- During the year we have issued a tender for the new Government Financial Management Information Management Information System (GFMIS) and have specified that as far as possible the system should use functions that can be effected electronically.

➤ **Housekeeping Arrangements**

Paper Saving

- Extend the use of electronic mode of communication.
- To minimize the sending of correspondence in hard copies and facilitate internal communication through e-mail, all staff in the Treasury have been provided with e-mail account.
- E-mail addresses of all Treasury grades officers are always maintained up-to-date to facilitate communication through e-mail.
- Cut down the number of paper publication to the absolute minimum.
- Treasury grades training circulars, seminar notes and monthly staff grade news are despatched to Treasury grades officers through electronic means.
- Since late 2001, the Annual Accounts of the Government for the Year Ended 31 March 2001 has been posted on our website. The printing of hard copies of this publication has been reduced from 340 in 2001 to 170 copies in 2002.
- From September 2002, all Treasury Circular Memoranda and Accounting Circulars are issued electronically to bureaux and departments.
- Minimize paper consumption.
- Use both sides of a sheet for photocopying and printing.
- Re-use envelopes and file jackets

Energy Conservation

- 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 when not in use.

- Arrange for the last-man-out to check and turn off all lighting and equipment.
- In 2002, 51,243 kg of waste paper has been collected.

Waste recycle

Environmental Actions Requiring Special Attention

Looking ahead, we will continue our efforts in improving our environmental actions and practices. Specifically, we will look into our environmental performance in the following areas:

- (a) To continue to enhance the electronic bill settlement service by extending the service to more networks and to accept additional types of government fees and charges.
- (b) To continue to promote the wider use of the on-line General Demand Notes System within the Government and on-line system for departments to report on the revenue collected.
- (c) To continue to promote and encourage the pensioners to communicate with us through e-mail.
- (d) To promote use of electronic reports and e-statements such as e-pay slips through the redevelopment of various Treasury systems pertaining to payments of civil service salaries, allowances and benefits.

Views and Suggestions

If you have any views and suggestions, 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-email at info@try.gov.hk or by fax on 2598 9273.