



# Environmental Report of the Treasury for 2003

## Introduction

This report sets out our environmental policy, green measures taken in 2003 and objectives for 2004 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 in electronic form 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.
- process and 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.

- 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 2003-04 financial year was \$307.7 million.
- We had a staff establishment of 597 as at 31 December 2003.
- Our office is located at Immigration Tower, which is a joint-user government building.

### **Stakeholders**

To achieve our environmental objectives requires 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.

### **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**

- |  |  |
|--|--|
| ● Encourage government offices to use the on-line General Demand Note System (GDNS)  | ● In 2003, over 65% (194,000 numbers) of the general demand notes issued by bureaux / departments were processed through on-line operations. It is estimated that about 300,000 file copies of demand notes were saved by various bureaux/departments. |
| ● Promote electronic storage of regular reports of General Demand Note System (GDNS) | ● In 2003, 11 types of system reports were retained in electronic form for record purpose. It is estimated that about 80,000 sheets of paper were saved by this change.  |

- Provide GDNS balance enquiry service through the “Treasury Hotline”
- Bureaux / departments which are not on-line users 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.
- Promote wider use of various types of electronic payment methods for settlement of government bills
- The percentage of collections by electronic payment methods has continued to increase from 39% in 2002 to 40% in 2003. With a corresponding decrease in postal remittances from 7% in 2002 to 6% in 2003, the number of returned cheques has decreased, resulting in savings in postage and of 6,000 envelopes in 2003.
- Promote wider use of the on-line system for bureaux/departments to report on the revenue collections
- 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 2003, about 72% of the bureaux / departments (as compared with 41% in 2002) used the on-line system to report revenue collections, 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 53,000 copies of GF37 were saved in 2003.

- Encourage correspondence with pensioners through e-mail on the internet
- The number of e-mails received from and issued to pensioners has increased from about 70 per month in 2002 to about 100 per month in 2003, and the number is expected to continue to increase.
- Implementation of the new Payroll System
- Upon implementation of the new Treasury Payroll System in September 2003, bureaux / departments have received all payroll reports online. As a result, about 270,000 sheets of printed reports issued to bureaux / departments were saved in 2003.
- Bureaux / departments can input the payroll data either online or through electronic means resulting in the abolition of 22 types of paper GF/TRY forms. Hence savings in printing resources and paper consumption were achieved.
- Introduction of E-payslip
- Since September 2003, 28,000 civil servants have opted to receive monthly e-pay slip. As a result, 28,000 paper pay slips and envelopes have been saved each month respectively.
- Issue of Financial and Accounting Regulations
- 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. Hard copy would no longer be issued.

- System Development

- During the year we have awarded a contract for the development of the new Government Financial Management Information Management Information System (GFMIS) which, when fully implemented, will optimise the use of electronic functions, many of which are paper based at present. In the course of the project, monthly newsletters were distributed throughout Government by e-mail and all drafts of discussion documents were produced electronically.

➤ **Housekeeping Arrangements**

*Paper Saving*

- Use electronic mode of communication

- Reference material and information were disseminated by e-mail and placed on Treasury Intranet to minimize the use of hardcopies.

- 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.

- All Treasury Circular Memoranda and Accounting Circulars are issued electronically to bureaux / departments.

- Minimize paper consumption

- All staff have adopted the practice to use both sides of a sheet for photocopying and printing and 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 them when not in use.
- Arrange for the last-man-out to check and turn off all lighting and equipment.

### ***Waste recycle***

- In 2003, 47,811kg of waste paper has been collected.
- In 2003, we have started collecting used CD for recycling purposes.
- In 2003, we have collected 142 empty toner cartridges for recycling.

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

#### ***Seminar/Talks***

- Environmental Seminars are arranged for staff to increase their general awareness of green management in office and green living.

### **Environmental Actions Requiring Special Attention**

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

- (a) 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 collections.

- (b) To continue to promote and encourage pensioners to communicate with us through e-mail.
- (c) To continue to promote the use of e-pay slips among civil servants and to extend the use of e-statement to other payroll related statements such as Statement of Loan Account, Notice of Change of Interest Rate for Housing Loan/Downpayment Loan of Housing Loan/Home Purchase/Home Financing Scheme and Notification of Priority Number under Home Purchase Scheme/Non-accountable Cash Allowance Scheme.
- (d) To request Bureaux / Departments to input House Allowance and Furniture & Domestic Appliances Allowance, Removal Allowance and Non-accountable Cash Allowance for Judicial Officers to the Payroll System direct instead of submitting paper forms.
- (e) To submit Employer Tax Return to IRD in form of CD-ROM with a view to saving paper return forms.
- (f) To extend the issue of financial/accounting reports to bureaux and departments through electronic means.

### **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](mailto:info@try.gov.hk) or by fax on 2598 9273.