



Environmental Report of the Treasury for 2005

Introduction

This report sets out our environmental policy, green measures taken in 2005 and objectives for 2006 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 minimize waste, to optimize 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 to arrange for the provision of centralized 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 2005-06 financial year was \$303.1 million.
- We had a staff establishment of 526 as at 31 December 2005.
- 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 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 bureaux/departments to use the on-line General Demand Note System (GDNS) | <ul style="list-style-type: none"> ● In 2005, all general demand notes issued by bureaux/departments were processed by them through on-line operations, thus saving bureaux / departments the need to deliver a copy of demand note to the Treasury for further processing. As a result, about 424,000 paper demand notes were saved in 2005. |
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- Promote electronic distribution of GDNS regular reports
- 13 types of GDNS reports were distributed in electronic form. It is estimated that about 540,000 sheets of paper were saved in 2005.
- Bank Pay-in Information System reports were distributed in electronic form. It is estimated that 19,000 sheets of paper were saved in 2005.
- Provide GDNS balance enquiry service through the “Treasury Hotline” and Internet
- Bureaux/departments which are not on-line users of GDNS can obtain updated information through the automated telephone answering machine and the internet. Paper report is no longer 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 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.
- The percentage of collections by electronic payment methods increased from 42% in 2004 to 44% in 2005. With a decrease in postal remittances from 5% in 2004 to 4% in 2005, the number of returned cheques has correspondingly decreased, resulting in savings in postage and 24,000 envelopes in 2005.
- Promote wider use of the on-line system for bureaux/departments to report revenue collections
- In 2005, all bureaux/ departments used the on-line system to report revenue collections, thus reducing the need to fill in and submit paper input forms (GF37) to the Treasury for further processing. As a result, about 181,000 paper GF37s were saved.

- Encourage Government's creditors to receive payment by autopay and to receive remittance advice through e-mail
- Promotion on use of autopay and receipt of e-mail remittance advice by creditor continued. A message "PLEASE USE AUTOPAY: IT'S SPEEDY & CONVENIENT" is printed on every remittance advice to creditors who receive payments by cheques to encourage them to receive payments by autopay.
- The proportion of creditors receiving payment by autopay and remittance advice through e-mail increased by 2%.
- Encourage correspondence with pensioners through e-mail
- The number of e-mail correspondence with pensioners increased to about 250 per month in 2005.
- Implementation of new Payroll System
- Since the implementation of the new Payroll System in September 2003, bureaux/departments have been receiving payroll reports electronically instead of printed payroll reports.
- Promotion of e-payslips and e-statements
- About 45,000 civil servants have opted to receive e-Payslips and e-Housing Benefit statements. About 531,500 paper payslips, 29,000 housing benefit statements and 611,900 envelopes were saved in 2005.
- Issue of Approval-in-principle documents to applicants under Home Purchase Scheme in soft copy
- The approval-in-principle documents were issued in the form of CD-ROM instead of hard copy. 56,500 sheets of paper were saved in 2005.

- Distribute system reports, tax returns / schedules to bureaux/departments electronically
- In 2005, 8 types of system reports of Education Paylist & Provident Fund System (EMBPAY) were transformed to electronic form. About 50,000 sheets of paper were saved.
- The distribution of Ledger Accounting Financial Information System (LAFIS) reports to bureaux / departments electronically through Treasury's File Transfer System saved about 2.7 million sheets of paper in 2005.
- The distribution of tax returns /schedules electronically to bureaux/departments through the Treasury File Transfer System saved 26,000 sheets of paper in 2005.
- Submit tax-return electronically
- In 2005, all Employer Returns on salaries and pensions of the civil service to Inland Revenue Department were submitted in the form of CD-ROM and officers receiving their payslip in electronic form also received their copy of Employer Return electronically. As a result, about 203,000 sheets of paper were saved.
- Direct updating of officers' spouse and dependant details by bureaux / departments
- The implementation of the Central Payroll Related Database (CPRD) in 2005 has enabled bureaux / departments to update officers' spouse and dependant details onto the CPRD electronically instead of through paper notifications to Treasury. As a result, about 40,000 sheets of paper were saved.

- Distribute Circulars, Instructions and Regulations to bureaux/departments electronically
- All Accounting Circulars, Treasury Circular Memoranda, Standing Accounting Instructions and Financial and Accounting Regulations are issued by e-mail. Officers in bureaux/departments can also access the documents on the Central Cyber Government Office website and the Treasury Intranet.

➤ **Housekeeping Arrangements**

Paper Saving

- Use electronic mode of communication
- Reference material and information are disseminated/re-circulated to staff by e-mail and placed on Treasury Intranet to minimize the use of paper.
- Communication with staff members of the Treasury grades such as distribution of training circulars, seminar notes and staff grade news is by electronic means.
- Presentation materials and other relevant information on briefing/training/seminars organized by the Treasury for bureaux/departments are posted on Treasury Intranet for access by participants.
- Minimize paper consumption
- All staff members of the Treasury have adopted the practice to use both sides of paper 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 the last-man-out to check and turn off all lighting and equipment.

Waste recycle

- 36,749 kg of waste paper was collected for recycling in 2005.
- 505 empty toner cartridges were collected for recycling in 2005.

➤ **Environmental Awareness Among Staff**

Education/publicity

- Guidelines on best green practices were promulgated to staff. Staff members also participated in energy saving experience sharing seminars to increase their general awareness of green management in office. Environmental protection talks were also organized for staff members.

Environmental Actions Requiring Special Attention

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

- (a) To extend the electronic distribution of regular GDNS reports and systems reports to bureaux/ departments.
- (b) To promote wider use of various types of electronic payment methods for settlement of Government bills.
- (c) To promote receipt of payments and remittance advice by Government's creditors through electronic means.
- (d) To promote the use of e-mail by pensioners to communicate with the Treasury.
- (e) To extend e-pay slips to all civil servants when all bureaux/departments are Accessibility Programme ready by end of 2006.
- (f) To extend the application of e-statements to other payroll related statements such as the Education Allowance and Passage System and Pensions Management System.

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.