



# Environmental Report of the Treasury for 2006

## Introduction

This report sets out our environmental policy, green measures taken in 2006 and objectives for 2007 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 2006-07 financial year was \$305.1 million.
- We had a staff establishment of 519 as at 31 December 2006.
- 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"> <li>● Encourage bureaux/departments to use the on-line General Demand Note System (GDNS)</li> </ul>                                   | <ul style="list-style-type: none"> <li>● All general demand notes issued by bureaux/departments have been processed by them through on-line operations since 2005, thus saving bureaux/departments the need to deliver a set of demand note to the Treasury for further processing. About 398,000 sheets of paper were saved in 2006.</li> </ul> |
| <ul style="list-style-type: none"> <li>● Encourage bureaux/departments to use the on-line Bank Pay-in Information System (BPIS) to report revenue collections</li> </ul> | <ul style="list-style-type: none"> <li>● All bureaux/departments have used the on-line system to report revenue collections since 2005, thus reducing the need to fill in and submit paper input forms (GF37s) to the Treasury for further processing. About 180,000 paper GF37s were saved.</li> </ul>  |

- Promote electronic distribution of GDNS and BPIS regular reports
- Provide GDNS balance enquiry service through the “Treasury Hotline” and Internet
- Encourage submission of returns of arrears of revenue through e-mail
- Promote wider use of various types of electronic payment methods for settlement of government bills
- Encourage Government’s creditors to receive payment by autopay and to receive remittance advice through e-mail
- 13 types of GDNS reports have been distributed in electronic form since 2005. It is estimated that about 540,000 sheets of paper each year have been saved.
- BPIS reports have been distributed in electronic form since 2005. It is estimated that 19,000 sheets of paper each year have been saved.
- 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.
- In 2006, about 91% of bureaux/departments submitted returns of arrears of revenue through e-mail, thus reducing paper consumption.
- The popular use of the electronic payment methods for settlement of government bills has considerably saved the resources in handling payments made in-person or by post.
- The percentage of revenue collected through electronic means increased to 45.0% in 2006 (43.8% in 2005). Postal remittances fell to 3.9% in 2006 (4.3% in 2005), resulting in less number of returned cheques and correspondingly savings in postage and 11,000 envelopes in 2006.
- Promotion on use of autopay and receipt of e-mail remittance advice by creditors 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 switch to receive payment by autopay.

- Encourage correspondence with pensioners through e-mail
- Implementation of new Pension Management System
- Promotion of e-pension statements
- Implementation of new Payroll System
- Implementation of Education Allowance and Passage System (EAPS)
- Promotion of e-payslips and e-statements
- Issue of Approval-in-principle documents to applicants under Home Purchase Scheme in soft copy
- The number of e-mail correspondence with pensioners increased to about 400 per month in 2006.
- Under the first phase of the new Pension Management System launched in July 2006, 11 bureaux/departments have been submitting Notification of Retirement for retiring officers electronically instead of in paper form.
- About 3,000 pensioners have opted to receive e-pension statements in 2006.
- Since the implementation of the new Payroll System in September 2003, bureaux/departments have been receiving payroll reports electronically instead of printed payroll reports.
- Upon implementation of the EAPS in October 2006, users have received reports electronically, bringing about an annual saving of 710,000 sheets of paper reports.
- A total of 90,000 civil servants have opted to receive e-Payslips and e-statements including Education / Passage Allowances Payment Advices and e-Housing Benefit statements. About 760,000 paper payslips, 3,800 education / passage allowances payment advices, 39,200 housing benefit statements and 852,400 envelopes were saved in 2006.
- 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 2006.

- Distribute system reports, tax returns / schedules to bureaux/departments electronically
- Since 2005, 8 types of system reports of Education Paylist & Provident Fund System (EMBPAY) have been transformed to electronic form. About 50,000 sheets of paper have been saved annually.
- Ledger Accounting Financial Information System (LAFIS) reports have been distributed to bureaux / departments electronically through Treasury's File Transfer System in 2006. About 3.55 million sheets of paper were saved in 2006.
- The distribution of tax returns/schedules electronically to bureaux/departments through the Treasury File Transfer System continued. It is estimated that 25,000 sheets of paper were saved in 2006.
- 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 in 2006.
- 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 on-line electronic 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***

**Standing practices put in place:**

- 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.
- 37,743 kg of waste paper was collected for recycling in 2006.
- 496 empty toner cartridges were collected for recycling in 2006.

***Waste recycle***

➤ **Environmental Awareness Among Staff**

*Education/publicity*

- Energy saving tips are regularly promulgated to staff. Environmental protection talks are also regularly organized for staff members to increase their general awareness of green management.

**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 system 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.

**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.