

The Treasury

Environmental Report 2008





Table of Content

| | |
|---|----|
| Introduction | 3 |
| Treasury Policy Objectives | 3 |
| Environmental Policy Statement | 3 |
| Key Result Areas | 4 |
| Size of Expenditure and Establishment | 4 |
| Stakeholders | 4 |
| Environmental Performance | 5 |
| - <i>Business Operations</i> | 5 |
| - <i>Housekeeping Arrangements</i> | 7 |
| - <i>Commitments under Clean Air Charter</i> | 8 |
| - <i>Environmental Awareness Among Staff</i> | 9 |
| Environmental Actions Requiring Special Attention | 9 |
| Views and Suggestions | 10 |



Introduction

This report sets out our environmental policy, green measures taken in 2008 and objectives for 2009 for enhancing environmental performance 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 summarized 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. As we recommend or implement systems and business practices, we emphasize the benefits of electronic data transmission and data retention rather than the use of paper.
- Within our own department, we endeavour to reduce the use of resources, to minimize waste, and to recover and recycle materials, wherever possible.



Key Result Areas



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

- 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 2008-09 financial year was \$311.9 million.
- We had a staff establishment of 510 as at 31 December 2008.
- 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 business 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. In 2008, we are able to achieve further paper saving through the following initiatives -

Business Operations

➤ Electronic Payment Methods

☞ Promote wider use of various types of electronic payment methods for settlement of government bills



☞ The popular use of electronic payment methods has considerably saved resources for settlement of government bills in handling payments made in-person or by post for settlement of government bills.

☞ The percentage of revenue collected through electronic means increased to 46.8% in 2008 (45.7% in 2007). Postal remittances fell to 3.3% in 2008 (3.6% in 2007), resulting in less number of returned cheques and correspondingly savings in postage and 10,000 envelopes in 2008.

☞ Encourage Government's creditors to receive payment by autopay and to receive remittance advice through e-mail

☞ Promotion of use of autopay and receipt of e-mail remittance advice by creditors continued.



➤ **PENS** Pension Management System

- ☞ Implementation of new Pension Management System
 - ☞ With the full rollout of the new Pension Management System in 2008, bureaux/departments are able to submit Notification of Retirement for retiring officers and receive reports electronically instead of in paper form.
- ☞ Promotion of e-Pension statements
 - ☞ About 6,000 pensioners have opted to receive e-pension statements in 2008.
- ☞ Encourage correspondence with pensioners through e-mail
 - ☞ The number of e-mail correspondence with pensioners increased to about 700 per month in 2008 (650 per month in 2007).

➤ **PAYS** Payroll System

- ☞ Full rollout of e-Payroll
 - ☞ By December 2008, the full rollout of e-Payroll in all government bureaux/departments was completed and colleagues can automatically receive their monthly e-salary statements. There was a saving of about 100,000 pages of hardcopy statements.

➤ **CSHB** Civil Service Housing Benefits System

- ☞ Promotion of e-Payslips and e-statements
 - ☞ A total of 140,000 (98,000 in 2007) civil servants have opted to receive e-statements through e-mail or e-Payroll System. E-statements including e-Payslips, Education / Passage Allowances Payment Advices and e-Housing Benefits Statements. About 1,500,000 paper payslips, 16,000 education / passage allowances payment advices, 15,000 housing benefit statements and 1,540,000 envelopes were saved in 2008.

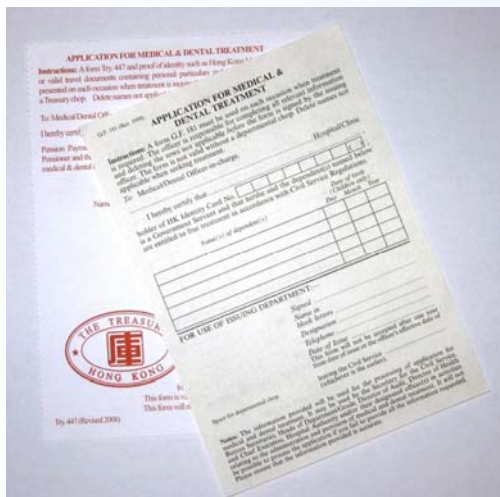


➤ Government Financial Management Information System (GFMIS)

- ☞ e-Workflow and distribution of accounting and financial reports
- ☞ Saving arising from GFMIS Phase 1 rollout in December 2007 was realized in 2008. The total saving was about 940,000 sheets of paper.

➤ Medical and Dental Benefits Eligibility Checking System (ECS)

- ☞ e-Verification of eligibility for medical and dental treatment
- ☞ The phased implementation of ECS started in January 2008, under which the eligibility for civil service medical and dental benefits of officers, pensioners and their eligible dependants can be verified electronically in place of paper Application for Medical and Dental Treatment Forms (GF 181 for officers and Try. 447 for pensioners).



- ☞ Upon full implementation of ECS in June 2008 covering all Civil Servants, Pensioners, Non-Civil Service Staff, and Staff in the Legislative Council Secretariat, an annual saving of about 1,450,000 paper forms of Application for Medical and Dental Treatment Forms was achieved in 2008.

Housekeeping Arrangements

➤ Paper Saving

- ☞ e-Staff communication
- ☞ Communication with staff members of the Treasury grades such as distribution of training circulars, seminar notes and staff grade news is by electronic means. 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.



☞ 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 on the Central Cyber Government Office website and the Treasury Intranet.

☞ 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.

Commitments under Clean Air Charter



➤ *Energy Saving*

☞ 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.

☞ Use of timer switch in electrical appliances.

➤ *Waste recycle*



- ✎ About 20,000 kg of waste paper was collected for recycling in 2008.
- ✎ About 400 empty toner cartridges were collected for recycling in 2008.

➤ *Air emission*

- ✎ Use of unleaded fuel in our departmental vehicle.
- ✎ The departmental driver will switch off engines while waiting.

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 protection actions and practices. Specifically, we will look into the following areas for further enhancement in our environmental performance -

- To achieve further reduction in paper consumption following full implementation of GFMIS, and the implementation of pull mode for Annual Statement for Housing Benefits under Civil Service Housing Benefit System.



- To develop an electronic billing function in General Demand Note System for issuing electronic bills.
- To promote receipt of payments and remittance advice by Government's creditors through electronic means.
- 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 or by fax on 2598 9273.

