



The Treasury
Lead and Excel



Environmental Report 2011

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Introduction

This report sets out our environmental policy as well as green measures taken in 2011 and further improvement measures planned for 2012 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 summarised 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. We emphasise on the use of electronic data transmission and data retention to reduce paper consumption.
- Within the Treasury, we endeavour to reduce the use of resources, to minimise waste, and to recover and recycle materials, wherever possible.

Key Programme Areas

To ensure that our policy objectives can be achieved, we need to deliver our services in the following key programme areas -



- Producing the accounts of the Government and arranging for the provision of centralised collection and payment services.



- Processing and pay salaries, pensions, allowances, housing and other benefits to civil servants.



- Providing secure and effective accounting and financial information systems and procedures throughout the Government.



- Managing 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 2011-12 financial year was \$327.4 million.
- We had a staff establishment of 487 as at 31 December 2011.
- Our office is located at Immigration Tower which is a joint-user government building.

Stakeholders

To achieve our environmental objectives, we need the support of our stakeholders, including bureaux and departments, pensioners, civil servants, our staff, Government's creditors as well as our payment and collection agents.

Environmental Performance

The business activities of the Treasury are office-based. Our environmental objectives are therefore focused on minimising paper usage and energy consumption in an office setting through various electronic means.

Business Operations

➤ Electronic Payment Methods

- ✧ Promoting wider use of various types of electronic payment methods for settling government bills



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

* The popular use of electronic payment methods has considerably saved resources and efforts in settling government bills, which would otherwise need to be made in-person or by post. As a result of the Treasury's e-Receipting initiative, the number of manual receipts printed in 2011 was reduced by around 100,000.

* The percentage of revenue collected through electronic means increased to 49.4% in 2011 (48.3% in 2010). Postal remittances fell to 2.8% in 2011 (3.0% in 2010), resulting in less issuance of returned cheques and corresponding saving of postage and 6,500 envelopes in 2011.

* Continued promotion on the use of autopay and receipt of e-mail remittance advice by creditors.

➤ Government Financial Management Information System (GFMIS)

- ✧ Full rollout of GFMIS



* Implementation of the Government Financial Management Information System (GFMIS) has enabled e-workflow and e-distribution of accounting and financial reports. It achieved further paper saving and reduced the number of trips required by bureaux/departments to pick up reports, statements, etc from the Treasury.

➤ Payroll and Pensions Administration

- ✧ Extension of electronic distribution to cover adhoc and annual statements



- * With the adoption of electronic distribution of all adhoc and annual statements to officers since early 2011, as well as the electronic delivery of Local Education Allowance reports to schools, there was no further need of printing paper statements in the Treasury. There was a further saving of about 166,000 paper statements in 2011.

- ✧ Use of e-means to communicate with civil servants and pensioners



- * In 2011, a total of 148,000 (146,000 in 2010) civil servants received e-statements through e-mail or e-Payroll. About 2,405,000 (2,282,000 in 2010) paper statements were saved in 2011.

- * A total of 28,000 (20,000 in 2010) pensioners opted to receive e-Pension statements in 2011.

- * The number of correspondence with pensioners by e-mail increased to about 820 per month in 2011 (780 per month in 2010).

- ✧ Distribution of softcopy control reports



- * With the distribution of softcopy control reports under Civil Service Housing Benefits System fully implemented in 2011, an annual paper saving of about 5,000 sheets was achieved.

➤ Medical and Dental Benefits Eligibility Checking System (ECS)

- ✧ e-Verification of eligibility for medical and dental treatment



- * Fully implemented in June 2008, ECS enables the verification of the eligibility of officers, pensioners and their eligible dependants for civil service medical and dental benefits, replacing paper forms used for application for medical and dental treatment (GF 181 for officers and Try. 447 for pensioners). An annual saving of about 3,995,000 (3,412,000 in 2010) sheets of paper was achieved in 2011.

➤ Scheme \$6,000

- ✧ e-Registration



- * The Treasury acted as paymaster for Scheme \$6,000. Eligible persons were encouraged to submit their registrations via e-Banking. Saving of around 768,000 paper registration forms was achieved in 2011.

Housekeeping Arrangements

➤ Paper Saving

- ✧ e-Staff communication



- * Communication with staff members of the Treasury is made through electronic means. Relevant information on briefing/training/seminars organised by the Treasury for bureaux/departments is posted on the Treasury Intranet for on-line access by colleagues.

✧ 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 via the Central Cyber Government Office website and the Treasury Intranet.

✧ Green use of paper

* Staff members of the Treasury have accustomed to doubled-sided printing and photocopying, as well as re-using envelopes and file jackets.

✧ Mandatory use of recycled paper

* In support of green procurement, the Treasury only orders recycled paper for departmental use starting from 2009.

Commitments under Clean Air Charter

➤ **Energy Saving**



* Switching off lighting when the office area is not in use.

* Setting all computer and office equipment to energy saving mode during office hours and switching them off when not in use.

* Arranging the last-man-out to check and turn off all lighting and equipments.

* Using timer switch in electrical appliances.

➤ **Waste Recycle**



- * About 27,000 kg of waste paper was collected for recycling in 2011.
- * About 300 empty toner cartridges were collected for recycling in 2011.

➤ **Fuel Use**



- * Using unleaded fuel in our departmental car.
- * Switching off our departmental car's engine while waiting.

Environmental Awareness Among Staff

➤ **Education/publicity**



- * Apart from promulgating energy saving tips to staff on a regular basis, we invited officers from Environmental Protection Department to give an environmental talk on “Low Carbon Living” in November 2011.

Indoor Air Quality

As a user department of the Immigration Tower, the indoor air quality of the Treasury office as well as other parts of the building was graded as “Good Class” under the Indoor Air Quality Certification Scheme for Offices and Public Places in 2011.

Further Improvement Measures on Environmental Protection

We shall continue our efforts to improve our environmental measures. Specifically, we will focus on the following areas for further enhancement in our environmental performance -

- Implementation of an “electronic billing” function in the General Demand Note System for use by various bureaux and departments.
- Promotion of payments to suppliers and revenue collection by electronic means.
- Promotion of green messages among colleagues through organising in-house green activities.

Views and Suggestions

If you have any opinions and suggestions on our environmental measures, please write to our Green Manager at the Treasury, 27/F, Immigration Tower, 7 Gloucester Road, Wan Chai, Hong Kong. You may also contact us by e-mail to info@try.gov.hk or by fax to 2598 9273.

