



# The Treasury

*Lead and Excel*



## Environmental Report

### 2012

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# Table of Content

Introduction	3
Treasury Policy Objectives	3
Environmental Policy Statement	3
Key Programme 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
Indoor Air Quality	9
Further Improvement Measures on Environmental Protection	10
Views and Suggestions	10

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## *Introduction*

This report sets out our environmental policy, green measures taken in 2012 as well as further improvement measures planned for 2013 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.

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## *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 centralized collection and payment services.
- ❖ Processing and paying 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 achieving a reasonable return.

## *Size of Expenditure and Establishment*

- ❖ The expenditure of the Treasury in the 2012-13 financial year was \$338.6 million.
- ❖ We had a staff establishment of 487 as at 31 December 2012.
- ❖ 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



- ❖ 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.

- ❖ The percentage of revenue collected through postal remittances fell to 2.6% in 2012 (2.8% in 2011), resulting in less issuance of returned cheques and corresponding saving of postage and envelopes in 2012.

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

- ❖ 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, achieving further paper saving and reducing the number of trips required by bureaux/departments to pick up reports, statements, etc. from the Treasury.

## ☸ Payroll and Pensions Administration

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



- ❖ In 2012, a total of 149,000 (148,000 in 2011) civil servants received e-statements through e-mail or e-Payroll. About 2,579,000 (2,405,000 in 2011) paper statements were saved in 2012.

- ❖ A total of 33,000 (28,000 in 2011) pensioners opted to receive e-Pension statements in 2012.

- ❖ The number of correspondence with pensioners by e-mail had increased to about 900 per month in 2012 (820 per month in 2011).

- ☆ e-Distribution of control reports and statements



- ❖ An annual paper saving of about 5,000 (same in 2011) sheets of control reports under Civil Service Housing Benefits System was achieved in 2012.

- ❖ An annual paper saving of about 25,000 (30,000 in 2011) Local Education Allowance statements and reports was achieved in 2012. The decrease in the quantity of papers saved was mainly due to the reduction in the number of participants in the Local Education Allowance Scheme.

## ☸ 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 4,247,000 (3,995,000 in 2011) sheets of paper was achieved in 2012.

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## ♻️ 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 481,000 paper registration forms was achieved in 2012.

## 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 since 2009.

## 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 them off when not in use.
- ❖ Arrange the last-man-out to check and turn off all lighting and equipments.
- ❖ Use timer switches on electrical appliances such as printers, water dispensers and paper shredders.

♻️ Waste Recycle



- ❖ About 15,000 kg of waste paper was collected for recycling in 2012.
- ❖ About 740 empty toner cartridges were collected for recycling in 2012.

♻️ Fuel Use



- ❖ Use unleaded fuel in our departmental car.
- ❖ Switch off engine of our departmental car while waiting.



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## Environmental Awareness Among Staff

### Education / Publicity



- ❖ Environmental protection has been a standing item in the Departmental Consultative Committee for communication with representatives of the various grades of staff on measures to reduce wastage and better protect the environment.
- ❖ Apart from promulgating energy saving tips to staff on a regular basis, we invited officer from Environmental Protection Department to give an environmental talk on “Green Living” in November 2012.

### Green Activities



- ❖ To promote environmental protection awareness and celebrate the 170<sup>th</sup> Anniversary of the Treasury, we organized a second-hand book fair cum fun day for staff and their families in July 2012. More than 300 books were collected from staff and the revenue generated from the activity was donated to the Children's Cancer Foundation.
- ❖ We supported the Earth Hour 2012 organized by World Wide Fund for Nature by forwarding the event information to all staff asking for their participation at home and turning off non-essential lighting in office during the event period.

## *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 has been graded as “Good Class” under the Indoor Air Quality Certification Scheme for Offices and Public Places since 2011.

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## *Further Improvement Measures on Environmental Protection*

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

- ❖ Promotion of “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](mailto:info@try.gov.hk) or by fax to 2598 9273.

