



The Treasury

Lead and Excel



Environmental Report

2017

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
Business Operations	5
Housekeeping Arrangements	7
Commitments under Clean Air Charter	8
Environmental Awareness Among Staff	9
Indoor Air Quality	10
Further Improvement Measures on Environmental Protection	10
Views and Suggestions	10

Introduction

This report sets out the Treasury's environmental policy, green measures taken in 2017 as well as further improvement measures planned for 2018 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 means and media for information transmission and 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 achieve our policy objectives, we deliver 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 certain other benefits to civil servants.
- ❖ Providing secure, efficient and effective accounting and financial information systems and procedures throughout the Government.
- ❖ Managing the investments of designated funds in accordance with approved guidelines and achieving a reasonable return through prudent investment.

Size of Expenditure and Establishment

- ❖ The expenditure of the Treasury in the 2017-18 financial year was \$396.5 million.
- ❖ We had a staff establishment of 507 as at 31 December 2017.
- ❖ 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. Payers can also settle certain government bills through new electronic payment means such as the Electronic Bill Presentment and Payment (EBPP) Service and e-Cheques.
- The percentage of revenue collected through postal remittances fell to 1.7% in 2017 (1.8% in 2016), resulting in less issuance of returned cheques and corresponding saving of postage and envelopes in 2017.

- Continued promotion to creditors on the use of autopay to receive payments and receipt of remittance advice via e-mail.

* Government Financial Management Information System (GFMIS)

- Use of e-workflow and e-distribution of reports



- The Government Financial Management Information System (GFMIS) enables e-workflow and e-distribution of accounting and financial reports, reducing printing and 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 2017, a total of 161,400 (157,700 in 2016) civil servants received e-statements through e-mail or e-Payroll. About 3,156,000 (3,015,000 in 2016) paper statements were saved in 2017.

- A total of 65,100 (58,100 in 2016) pensioners opted to receive e-Pension statements in 2017.

- The number of correspondence with pensioners by e-mail had increased to about 980 per month in 2017 (970 per month in 2016).

- e-Distribution of control reports, correspondences with bureaux/departments on pension administration matters

- Control reports of the systems in the Payroll Suite and correspondences with bureaux/departments on pension administration matters are produced and distributed through e-means to save paper.



* Medical and Dental Benefits Eligibility Checking System (ECS)

- e-Verification of eligibility for medical and dental treatment



- 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 paper saving of about 4,000,000 sheets of forms was achieved in 2017.

* Annual Estimates Production System Plus (AEPS Plus)

- Automation and e-workflow in the preparation and vetting of draft Estimates



- The Treasury was commissioned by the Financial Services and the Treasury Bureau to design, develop and implement the AEPS Plus. The system enables e-submission of draft Estimates by Controlling Officers, e-clearance by Directors of Bureaux and e-confirmation of the first proof and final print of the draft Estimates, achieving substantial paper saving during the Estimates preparation process.

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



- Set air conditioning temperature at 25.5 °C.
- Switch off lighting when the office area is not in use.
- Arrange the last-man-out to check and turn off all lighting and equipment.
- Set all computer and office equipment to energy saving mode during office hours and switch them off when not in use.
- Use timer switches on electrical appliances such as printers, water dispensers and paper shredders.

* Waste Recycle



- Put in place facilities to facilitate the collection of recyclable waste paper. About 16,234 kg of waste paper was collected for recycling in 2017.
- Make arrangement for the re-collection of empty toner cartridges. About 625 empty toner cartridges were collected for recycling in 2017.

* Fuel Use



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

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.
- In addition to promulgating energy saving tips to staff on a regular basis, we had also invited our staff to visit the website of Environmental Protection Department to learn more about information and tips on green living, waste reduction and nature reservation etc.

* Green Activities



- We supported the Earth Hour 2017 organized by World Wide Fund for Nature by disseminating 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.

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 payments to creditors and revenue collection by electronic means.
- ❖ Promotion of e-workflow and e-distribution of information to replace paper-based accounting processes and reports.
- ❖ 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.

