

 **The Treasury**  
*Lead and Excel*



*Environmental Report*  
**2023**

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# Table of Contents

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
Environmental Awareness Among Staff	10
Indoor Air Quality of Immigration Tower and Treasury Building	11
Green Measures in the Treasury Building	11
Further Improvement Measures on Environmental Protection	13
Views and Suggestions	14

## Introduction

This report sets out the Treasury's environmental policy, green measures taken in 2023 as well as further improvement measures planned for 2024 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 contribute towards the Government's overall environmental goal.
- ❖ 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 centralised 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 2023-24 financial year was \$579.9 million.
- ❖ We had a staff establishment of 578 as at 31 December 2023.
- ❖ Our office originally located at the Immigration Tower was relocated to the Treasury Building by phases in late 2023. Both buildings are joint-user government buildings.

## 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 and efforts made towards Hong Kong's overall environmental goal are therefore focused on wider adoption of electronic means for business operations and 4-R concept (i.e. reduce, reuse, recycle and replace) in an office setting.

### 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 such as internet banking, Faster Payment System and PPS has considerably saved resources and efforts in settling government bills, which would otherwise need to be made in-person or by post.
- The Treasury continued to encourage the use of electronic payment methods. The transaction volume of revenue collected through postal remittances remained low in 2023 at about 1%, contributing towards the corresponding saving of postage and envelopes.
- 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



- GFMIS enables e-workflow and e-distribution of accounting and financial reports, reducing printing and the number of trips required by bureaux/departments (B/Ds) to pick up reports, statements, etc. from the Treasury and within the respective B/Ds.

## \* Payroll and Pensions Administration

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



- In 2023, a total of 170 400 civil servants received e-statements through e-mail or e-Payroll. As a result, about 3 846 000 (3 833 000 in 2022) paper statements were saved in 2023.

- A total of 109 000 (102 000 in 2022) pensioners opted to receive e-Pension statements in 2023.

- The number of correspondence with pensioners by e-mail was about 1 550 per month in 2023 (1 560 per month in 2022).

- e-Distribution of control reports, correspondences with B/Ds on pension administration matters



- Control reports of the systems in the Payroll Suite and correspondences with B/Ds 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 on-line verification of the eligibility of officers, pensioners and their eligible dependants for civil service medical and dental benefits, hence 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 4 620 000 sheets of forms was achieved in 2023 (4 257 000 in 2022).

## \* 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 B/Ds is posted on the Treasury Intranet for on-line access by colleagues.

- e-Distribution of Circulars, Instructions and Regulations to bureaux/ departments



- Green use of paper

- Mandatory use of recycled paper



#### \* Energy Saving



- All Accounting Circulars, Treasury Circular Memoranda, Standing Accounting Instructions and Financial and Accounting Regulations are promulgated via e-mail. Officers in B/Ds can also access these documents via the Central Cyber Government Office website and the Treasury Intranet.

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

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

- In 2023, we consumed 6 430 reams of recycled paper (7 495 reams in 2022).

- 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.
- Use central programme to switch off network computers after designated time.



- A total of 309 489.5 kWh of electricity was consumed in 2023 in Treasury Offices in Treasury Building.

### \* Waste Recycle



- Put in place facilities to facilitate the collection of recyclable waste paper. About 46 780 kg of waste paper was collected for recycling in 2023.
- Make arrangement for the re-collection of empty toner cartridges. About 479 empty toner cartridges were collected for recycling in 2023.

### \* Green Transport



- Reduce fuel consumption and emission of air pollutants by organising car pool and optimising the trips run by the departmental car.
- Ensure proper maintenance of the departmental car.

### \* Green Procurement

- Adopt green specifications for procurements according to guidelines promulgated by the Environmental Protection Department as appropriate.
- In 2023, about \$2.6 million was spent on green procurements including steel filing cabinet(s), cleansing services, air purifier(s) / cleaner, etc.

## 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 2023 organised 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.

### \* Energy Warden

- To ensure that the energy-saving measures are fully implemented, our Energy Warden would continue to conduct routine checks and help foster an environmentally friendly culture in the office.

## Indoor Air Quality of Immigration Tower and Treasury Building

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” for Immigration Tower under the Indoor Air Quality Certification Scheme for Offices and Public Places for 13 consecutive years since 2011. As regards the Treasury Building, it has been graded as “Excellent Class” under the same Scheme since its commissioning in 2022.

## Green Measures in the Treasury Building

Our office was relocated to the Treasury Building in Cheung Sha Wan by phases in late 2023. The Building has achieved Final Gold rating under BEAM Plus of the Hong Kong Green Building Council with a host of energy conserving, greening and recycling features adopted, including -



- ❖ Variable speed drive for chiller
- ❖ Automatic demand control of supply air
- ❖ Heat recovery system of exhaust air
- ❖ Vertical greening on facades of the building
- ❖ Rainwater harvest system for landscape irrigation
- ❖ Condensation water recycling system
- ❖ Oil-free chiller

## \* Adoption of Energy Efficient Features and Technologies

- Energy efficient features
  - The Treasury Building has adopted various energy efficient features, including variable speed drive chiller and automatic demand control ventilation and heat recovering system.
  - The Treasury Building has adopted various energy-efficient facilities in the building design, including LED lighting and lighting control system with occupancy and daylight sensors.
- Passive energy efficiency features
  - The Treasury Building has adopted solid wall façade system to achieve low Overall Thermal Transfer Value and external sun shading devices to optimise the shading effect.

## \* Separation, Storage and Collection of Recyclables



- Recycling bins were provided in the common area of general office at the Treasury Building to encourage recycling of waste paper, plastics, metal cans, glass bottles, etc.
- Collection boxes and bags were provided to facilitate the collection of recyclable waste paper.

## \* Promotion of the Use of Electric Vehicle (EV)



- EV chargers were available in the car park of the Treasury Building.
- Smart system supporting the use of EV-link (RFID authentication card) was installed for the charging facilities.

## \* Application of Renewable Energy (RE) Technologies

- The Treasury building has adopted RE technologies including photovoltaic panel system and power regeneration lifts.

## 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.

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## Views and Suggestions

If you have any opinions and suggestions on our environmental measures, please write to our Green Manager at the Treasury, 21/F, Treasury Building, 3 Tonkin Street West, Cheung Sha Wan, Kowloon, 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.

