

# JUDICIARY

## ENVIRONMENTAL REPORT 1999

### Judiciary Administrator's Message

This is the first Environmental Report of the Judiciary. As an environmentally responsible management, the Judiciary is committed to adopting green management to help conserve the environment for the benefit of all. In this brief report, we aim to cover the green measures adopted and our performance in 1999 and the targets planned for 2000.

Wilfred Tsui  
Judiciary Administrator

### ENVIRONMENTAL GOAL AND POLICY

The Judiciary is committed to ensuring its operations are conducted in an environmentally responsible manner.

We act consciously in minimising waste, conserving energy, promoting "reuse" and "recycle" of resources, and promoting staff awareness and participation in conserving the environment.



### ENVIRONMENTAL MEASURES ADOPTED

In line with our environmental policy, we have taken the following measures of minimising waste, conserving energy, recycling waste and promoting awareness and participation amongst staff.

## **Waste Minimisation**

We minimise the use of paper by –

### **∞ *Using both sides of paper***

- ☼ using paper printed on one side for drafting, photocopying and printings.

### **∞ *Reducing copies of documents***

- ☼ making photocopies only when absolutely necessary;
- ☼ encouraging the sharing of papers at meetings;
- ☼ critically examining the distribution list every time when issuing a document to ensure that no unnecessary copies are sent;
- ☼ keeping file copies only when necessary;
- ☼ reminding staff not to keep personal files.

### **∞ *Using the computer***

- ☼ printing preview of a document on the computer screen and fine-tuning its page setup before sending it to print; and making full use of the page by setting the appropriate font size and adjusting the page break pattern;
- ☼ using e-mail for communication as far as possible;
- ☼ circulating circulars on the computer network database.

### **∞ *Reducing the use of paper and paper products***

- ☼ using a leader page for outgoing faxes only when absolutely necessary;
- ☼ enclosing documents in envelopes only when necessary. Where a cover is necessary, using old envelopes by sticking labels over them;
- ☼ reducing the consumption of “loose minute” folders, minute sheets, forms, tags, etc.



## **Energy Conservation**

We conserve the use of energy by –

### ***☞ Saving energy consumption on lighting***

- ☼ reminding officers to pull up venetian blinds in rooms to reduce the need for electric lighting;
- ☼ reminding officers to switch off all lights as soon as any area becomes unoccupied;
- ☼ where possible, switching on only half of the lights in waiting halls, corridors and common areas during office hours;
- ☼ switching off all lights in the public waiting area on court floors, including those in lift lobby once the court hearings on the floor are adjourned;
- ☼ keeping the lights on to the minimum if there are staff remaining working after office hours.

### ***☞ Saving energy consumption on air-conditioning***

- ☼ reminding officers to turn off air-conditioning in public as well as office areas wherever possible;
- ☼ switching on air-conditioning only 30 minutes before officers start work;
- ☼ adjusting upwards the temperature of the air-conditioning where appropriate;
- ☼ providing air-conditioning to only those courts having court hearings as shown on the daily cause list.

### ***☞ Saving energy consumption on other electrical equipment and appliances***

- ☼ reminding officers to switch off electrical equipment and appliances such as window-type air conditioners, fans, photocopiers, shredding machines etc. when they are not in use;
- ☼ advising officers to switch off computer monitors when they are not in use during lunch hour;
- ☼ reminding officers not to use personal electrical appliances in the office, such as ventilation fans, heaters and hi-fi systems



## **Waste Recycling**

Apart from reducing waste, we have also implemented measures to recycle waste by –

### ***Collecting waste paper for recycling***

- ☼ reminding officers to separate waste paper from other kinds of waste. “Green Boxes” are provided in every office to collect paper which cannot be reused;
- ☼ arranging government contractor to collect and dispose of large volume of paper documents like paper files, reports and publications;
- ☼ reminding cleaning contractors of various court buildings to dispose of waste paper separately from other kinds of waste.



### ***Collecting printer cartridges for recycling***

- ☼ returning cartridges due for replacement to the supplier for recycling.

## **Promoting Staff Awareness and Participation**

We have promoted staff's awareness of the need to protect the environment and encouraged their participation by –

### ***Appointing Green Executives***

- ☼ Green Executives have been appointed in each section/office to help monitor the implementation of green measures;

### ***Regular reporting on performance***

- ☼ Green Executives are required to complete half-yearly report on the effectiveness of green measures implemented in each section;

### ***Encouraging staff suggestions about green measures***

- ☼ Staff are encouraged to contribute their suggestions on green measures to the Staff Suggestions Scheme. An officer was awarded for her suggestion of switching off computer monitors during lunch hours, which helps reduce electricity consumption.



## ENVIRONMENTAL PERFORMANCE IN 1999

### Major Environmental Initiatives Introduced in 1999

In 1999, we introduced the following environmental initiatives –

- ☞ Procuring recycled paper for office use;
- ☞ Advising computer users to switch off their computer monitors during lunch hours in order to save energy;
- ☞ Developing a database for Finance Circulars and Finance Bureau Circular Memorandum on our computer network, thereby reducing the hard copies required for circulation;
- ☞ Using Lotus Notes extensively for circulation of internal circulars and for internal communication.

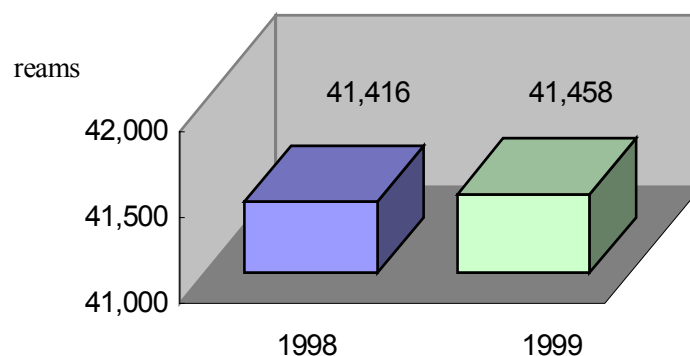


### Environmental Performance

#### ☞ *Paper Consumption*

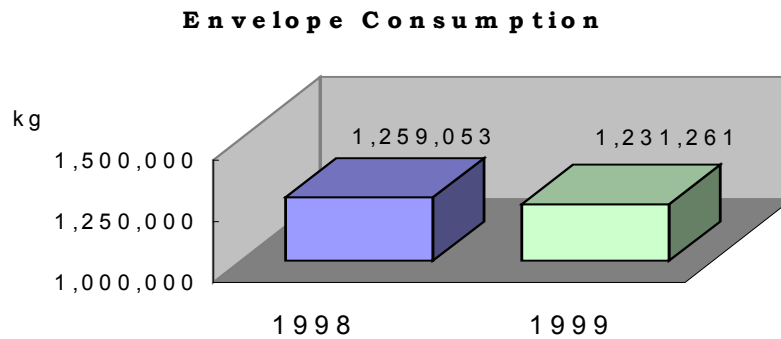
Despite increases in caseload for the High Court by 6% and the Labour Tribunal by 25% over 1998, the total paper consumption as measured in number of reams has only increased slightly by 0.1 %.

#### Paper Consumption



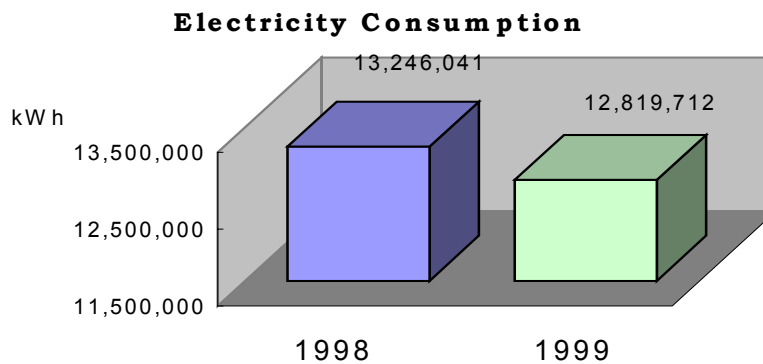
☞ **Envelope Consumption**

The number of envelopes consumed in 1999 has reduced by 2% when compared with 1998.



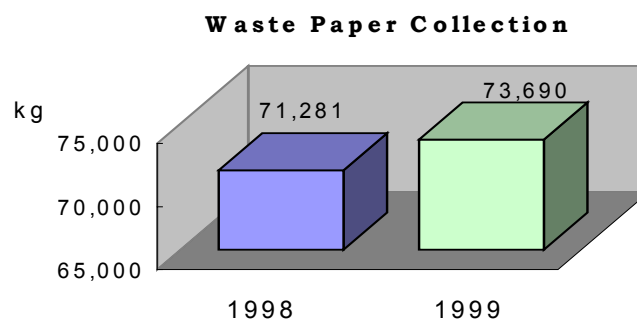
☞ **Electricity Consumption**

The electricity consumption, measured in kWh has reduced by 3.2% as compared with 1998.



☞ **Waste Paper Collection**

The volume of waste paper collected has increased by 3.4% as compared with 1998.



## OBJECTIVES AND TARGETS FOR 2000

### Potential Areas for Improvement

Environmentally, the Judiciary has performed effectively in 1999 and we will continue to adopt effective measures of green management. In the year 2000, we will focus on the following environmental issues –

- ☞ Creating a smoke-free work/court environment in court premises for members of the Judiciary and court users.
- ☞ Enhancing staff awareness and promoting staff participation in protecting the environment.

### Targets for 2000

The Judiciary is committed to further improving its environmental performance in the year 2000. We aim at achieving in 2000 the following –

- ☞ a reduction in paper consumption by 2%;
- ☞ a further reduction of 2% in envelope consumption;
- ☞ a further reduction of 4% in electricity consumption;
- ☞ a further increase of 4% in waste paper collection.



## COMMENTS

Comments on this report are most welcome. Please write to our Green Manager, Assistant Judiciary Administrator (Corporate Services) at Judiciary, LG2, High Court Building, 38, Queensway, Hong Kong or get in touch with us at <http://www.info.gov.hk/jud>. A copy of this report is also available on Judiciary's Internet homepage at the above web site.

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