

# Judiciary Environmental Report 2003-04



## **MESSAGE** from the Judiciary Administrator

*“Care for the Environment” has been one of the Judiciary’s priority concerns. In 2003-04, we continued to implement various green measures, particularly in respect of electricity consumption, to reduce our impact on the environment. In 2004-05, we shall continue with these measures and join hands with our colleagues to explore new green initiatives.*

*This report reflects our environmental performance in 2003-04 as well as our plans and targets for 2004-05. I hope you will enjoy reading this report.*



*Wilfred Tsui  
Judiciary Administrator*



## **Our Environmental Policy**

The Judiciary is committed to ensuring that our operations are conducted in an environmentally responsible manner. To realize this, we have adopted the following principles -

### Minimization of Consumption

By exercising the 3Rs - Reduce, Reuse and Recycle, we aim to minimize consumption of paper and make efficient use of natural resources and energy.

### Green Purchase

We support and promote the practice of environmentally responsible purchasing.

### Promoting Staff Awareness

Through periodical circulation of green notices by e-mail, holding green activities and dissemination of green messages through our Green Executives and section heads, we invite direct participation of staff in protecting the environment, and appeal to their support and contribution to achieve the environmental targets together.

## Regular Reviews

We regularly review practices and seek continuous improvement on environmental protection. We invite Green Executives to monitor the effectiveness of our green measures and suggest other green measures. We also invite venue managers to review the usage of natural resources and propose measures to cut down electricity and paper consumption.



## **Mission and Functions of the Judiciary**

The mission of the Judiciary is to maintain an independent and competent judicial system which upholds the rule of law, safeguards the rights and freedoms of the individual, and commands domestic and international confidence.

The Judiciary is responsible for the administration of justice in Hong Kong. It hears all prosecutions and civil disputes. It is completely independent of the executive and legislative branches of the Government.

As at the end of 2003-04, the Judiciary has around 1,600 staff. Our Courts, Tribunals and Magistrates' Courts are located in 13 different buildings (two of which are joint-user buildings managed by the Government Property Agency (GPA)) throughout Hong Kong.

The Judiciary influences the environment mainly by office-based activities. The consumption of electricity and paper has been our major concern.

To put in place an effective green management framework, the Judiciary Administrator has appointed a directorate officer - Assistant Judiciary Administrator (Corporate Services) as Green Manager to oversee the environmental issues. Two other officers have been appointed to implement day-to-day environmental management with the assistance of 43 Green Executives and a Work Improvement Team (WIT). Through venue managers and section heads, staff have been consulted from time to time on the possibilities of reducing paper and electricity consumption by reviewing their workflow.



## Our Environmental Measures in 2003-04



In addition to continuing with the daily green housekeeping measures in line with the 3R principles and such initiatives as maintaining the central recycling centres and on-line telephone directory as reported in our previous environmental reports, we also took a few other green measures in 2003-04 as elaborated below -


### Extending the Scope of WIT

The WIT, comprising venue managers of Court Buildings, was formed in mid 2002 to work on the issue of reducing electricity consumption. To maximize the benefit to be achieved from the team, its scope was further extended to cover the reduction of paper consumption. Having shared the experience on green measures applied and explored other practical measures, the venue managers implemented various new green measures in their Court Buildings. The efforts are reflected by the reduction in electricity and paper consumption in 2003-04.

### Minimizing the Usage of Air-conditioning and Lighting

Realizing that electricity consumed in air-conditioning alone accounts for 50% of the overall electricity consumption in general, measures were taken to minimize the usage of air-conditioning. For instance, the following initiatives were implemented in the High Court Building -

-  Court staff to call the Electrical and Mechanical Services Department (EMSD) site staff to switch off air-conditioning after court or when no hearing was scheduled for the day.
  
-  Court staff to help monitor the use of the consultation rooms and witness rooms outside the court rooms and help switch off the lighting and air-conditioning in the rooms after court, or when they note that the rooms were not in use.

 EMSD site staff to switch off air-conditioning for court rooms between 1:15 pm and 2:00 pm during lunch breaks.

These initiatives helped reinforce the efforts which the Property Attendants and the administration support staff had put in minimizing the usage of air-conditioning and lighting on court floors during their patrol duties.

Other measures taken at other court premises included - setting a higher indoor temperature, shortening the air-conditioning provisioning hours, and suspension of air-conditioning provision at lift lobbies in the autumn and winter seasons with windows opened as an alternative.

#### Promoting the Use of E-forms

In order to reduce use of those general forms which were available on the government intranet, an e-mail was sent to request all section heads to download such forms for use on a need basis as hard copies of the forms would no longer be provided. As such, it was no longer necessary to print piles of these forms as stock.

#### Green Message Stands and Stickers

To enable staff to turn green practices as their habits, we produced a green message stand with green tips on reducing electricity and paper consumption.

Energy-saving stickers were posted at lighting switches and electricity devices such as air-conditioners, photocopiers and computer monitors etc. to remind staff switching off lightings when leaving office for a period of time and electricity devices when they were not in use.

Noting that some court users would open the windows at staircases and corridors causing wastage of air-conditioning, "Keep windows closed" green notes were posted on such windows.



### Enhancement of Internet Facilities for Judiciary Staff

In support of the Government to Employee (G2E) initiatives, all staff were allocated with e-mail accounts for discharging official duties. In addition, more staff were provided with internet access. As a result, staff members were able to use electronic means instead of paper for dissemination of/sharing information and communication.

Year	No. of staff	Access to internet		Intranet e-mail		Internet e-mail	
		No.	%	No.	%	No.	%
2002-03	1,701	1,533	90	1,158	68	514	30
2003-04	1,614	1,614	100	1,614	100	503	31

### Recycling Activity

To encourage staff to directly participate in environmental protection, we organized a recycling activity to collect old clothes for donating to a non-profit-making green organization for reuse and recycling.

### Uploading of Green Tips to the Intranet

Contents of the in-house green tips - "How to Save Paper" and "How to Save Energy" were further enriched with reference to the general reduction measures, practices and useful tips suggested by EMSD and the Environmental Protection Department (EPD). The tips were uploaded to the Intranet for easy reference of staff and an e-memo was separately sent to section heads to appeal to their support and seek their assistance in disseminating the green message and our targets to their staff.

### Green Approaches for Publications

In support of environmental protection, we had applied the following approaches in general to the Judiciary's publications -



- ✿ Publications were printed with environmental friendly ink on paper made from woodpulp derived from sustainable forests.
- ✿ Printing quantity was kept to the absolute minimum.
- ✿ Design and printing work was carried out in such a manner that simplicity and cost-effectiveness were achieved without compromising attractiveness. For instance, use of two-colour printing and paper of less weight was encouraged.
- ✿ Electronic means such as uploading the publications to the internet and using CD-ROM were used as far as practicable.

### Training for Staff

Venue managers and officers responsible for green management were nominated to attend training sessions organized by government departments, such as the briefing sessions on energy saving tips by EMSD to exchange views and ideas on how to save energy in simple practical ways, and seminar on paper saving and other green office initiatives organized by EPD.



## Our Environmental Performance vs Targets for 2003-04

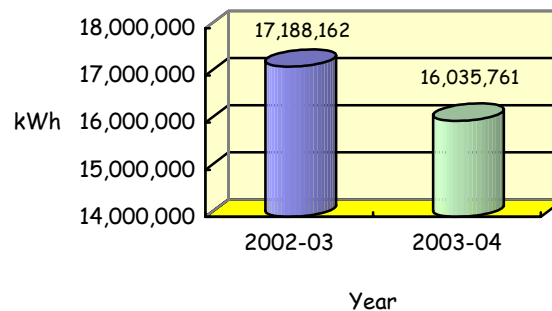
### Electricity Consumption (Target: 1.5% Reduction)



The total electricity consumption of the 11 Judiciary premises (excluding two accommodated in joint-user buildings managed by GPA) was reduced by 6.7%.

Target achieved

Electricity Consumption



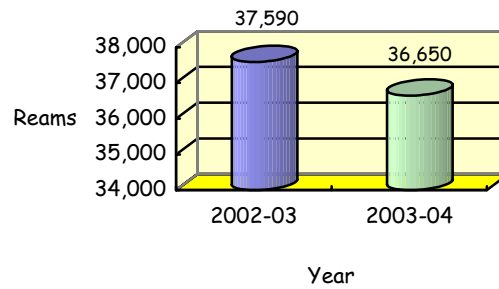
### Paper Consumption (Target: 2.5% Reduction)



With the efforts of all staff in the Judiciary, the total paper consumption was reduced by 2.5% when compared with 2002-03.

Target achieved

### Paper Consumption



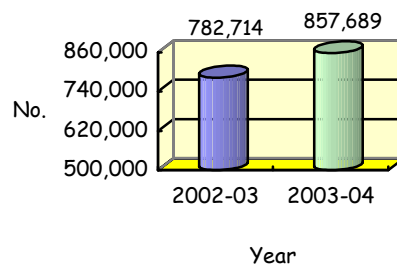
### Envelope Consumption (Target: 2% Reduction)



The total envelope consumption was increased by 9.6% (74,975 nos) when compared with 2002-03. This was attributed to the increase in envelope consumption (around 80,000 nos) by the Small Claims Tribunal and the increase of personnel correspondence relating to the voluntary retirement scheme. Such correspondence, unlike other general ones, contained personal data and had to be sealed in envelopes for despatch.

Target not achieved

### Envelope Consumption



### Waste Paper Collection (Target: 2% Increase)



The volume of waste paper collection was decreased by 1% as compared with 2002-03. This was related to the reduction in paper

consumption and paper correspondence/publications received from government bureaux/departments and private organizations, and the practice of keeping paper used on one side only for reuse.


Target not achieved






## Our Environmental Targets for 2004-05

### Potential Areas for Improvement



Taking into consideration our environmental performance in 2003-04, we have identified the following potential areas for improvement -

-  Appeal to venue managers and section heads for their support to reduce envelope consumption. To seek their assistance in disseminating the message of reduction of envelope consumption and appeal to their staff to despatch documents by electronic means, reuse envelope as far as practicable and use new envelope only on a need basis.



-  Remind staff to make use of our recycling bins to dispose waste paper.
-  With the assistance of our WIT and EMSD, keep on reviewing the current green measures, exploring and applying practical and effective green measures to cut down electricity consumption.
-  Organize at least two green activities to promote staff awareness and participation in protecting the environment.

#### Targets for 2004-05

To align with the Government's initiative on reducing electricity and paper consumption, we have set the following reduction targets taking 2002-03 as the base year -

-  3% reduction in electricity consumption.
-  5% reduction in paper consumption.

In addition, we also aim at achieving the following with reference to our performance in 2003-04 -

-  1% reduction in envelope consumption.
-  1% increase in waste paper collection.



## Your Comments

Your comments on this report are welcome. Please write to us at [enquiry@judiciary.gov.hk](mailto:enquiry@judiciary.gov.hk). This report is also available on our website at <http://www.judiciary.gov.hk>.

Judiciary  
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