



# Judiciary Environmental Report 2004-05

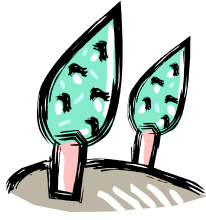
## MESSAGE *from the* Judiciary Administrator

*We are pleased to present our sixth Environmental Report.*

*In 2004-05, we continued to implement various green measures, particularly in respect of paper and electricity consumption, to reduce the impact on the environment. In 2005-06, we would continue with our effort to contribute more to environmental protection.*

*This report reflects our environmental performance in 2004-05 as well as our plans and targets for 2005-06. I hope you will enjoy reading this report and welcome your suggestions on how we might improve on the report and enhance our efforts in green initiatives.*

*Miss Emma Lau*  
*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 independent of the executive and legislative branches of the Government.

As at the end of 2004-05, the Judiciary has around 1,500 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) and one is a commercial building) throughout Hong Kong.



The Judiciary contributes to the protection of 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 are consulted from time to time on the possibilities of reducing electricity and paper consumption by reviewing their workflow.



## Our Environmental Measures in 2004-05

In addition to continuing with the daily green housekeeping measures in line with the 3R principles and such initiatives as uploading green tips on the intranet, adopting green approaches for publications as reported in our previous environmental reports, we also took a few other green measures in 2004-05 -


### Dissemination of Environmental Targets and Performance among Staff

All staff contribute to our environmental targets. To appeal to their support, we made use of various channels to inform staff of our environmental targets and performance -

- ✿ E-mail showing annual performance with monthly electricity consumption for each Judiciary premises to venue managers.
- ✿ E-mail to invite all staff to read the environmental report.
- ✿ Report the electricity and paper consumption at staff meetings, such as division meetings and Judiciary General Grades Consultative Committee meetings and appeal for the continuous support of staff.

## Minimizing the Usage of Air-conditioning and Lighting

Realizing that electricity consumed for 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 -

 On-site staff of the Electrical and Mechanical Services Department (EMSD) to switch on the air-conditioning of courtrooms according to the daily cause list provided by our Clerk of Court's Office so that courtrooms with no hearing scheduled would not be provided with air-conditioning unnecessarily.

 Court staff to -

- advise EMSD on-site staff to turn off the air-conditioning for the subject courtroom after the hearings;
- switch off lights inside the courtroom and the adjacent jury recess room after the hearings; and
- check and switch off lights and air-conditioning for the consultation rooms and witness rooms in the public lobbies.

- ✿ Property Attendants and administration support staff to switch off air-conditioning and lighting of consultation rooms, which were not in use, during their patrol duties.

Energy-saving measures taken at other court premises included - setting a higher indoor temperature, switching off lighting in waiting areas during non-peak hours, urging staff to help close the windows at waiting areas to minimize outflow of air-conditioning.

### Application of Information Technology (IT)

To minimize paper consumption, we have been actively pursuing application of IT in every aspect of our work -

- ✿ E-application for Personnel Matters

E-application for outside work was introduced. Staff could submit applications through e-mail, instead of in paper form.

- ✿ Computerized Stores Ordering System

To minimize printing and the use of paper forms, two computerized ordering systems, one for distilled water and the other for stationery items and office equipment, were implemented.

### E-registration System

The system was introduced for staff to enrol for human resources activities on-line. It was no longer necessary to print and fax paper forms.

### E-forms for Organizations/Public

E-forms were designed for applications for location filming at and use of Judiciary premises. The e-forms enabled applicants to provide all required information in one go by e-means and significantly reduced the number of supplementary correspondence.

### Enhancement of Internet Facilities for Judiciary Staff

All staff were allocated with e-mail accounts and internet access for discharging official duties. As a result, staff 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.	%
2003-04	1852	1777	96	1777	96	503	27
2004-05	1726	1726	100	1726	100	549	32

\* including contract staff and IT Support contractor staff.



## Recycling Activity

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



## Anti-smoking Activity



To provide a smoke-free environment to our court users at Judiciary premises, we uploaded a no-smoking icon on our intranet and distribute souvenirs to encourage our staff to refrain from smoking. Souvenirs were also distributed to court users.

## Training for Staff

### In-house training

To further enhance green awareness among staff, in particular in areas of electricity, paper and envelope consumption, we invited the Environmental Protection Department to deliver a green management talk on "Green Office" to our venue managers, Green Executives and interested staff on 9 July 2004. There was a group discussion and presentation at the end of the talk for sharing experience on effective green measures.



### Seminars organized by EMSD

We invited venue managers to attend seminars organized by EMSD on energy saving to facilitate them in developing effective green measures for implementation at their respective court premises.



## Our Environmental Performance in 2004-05



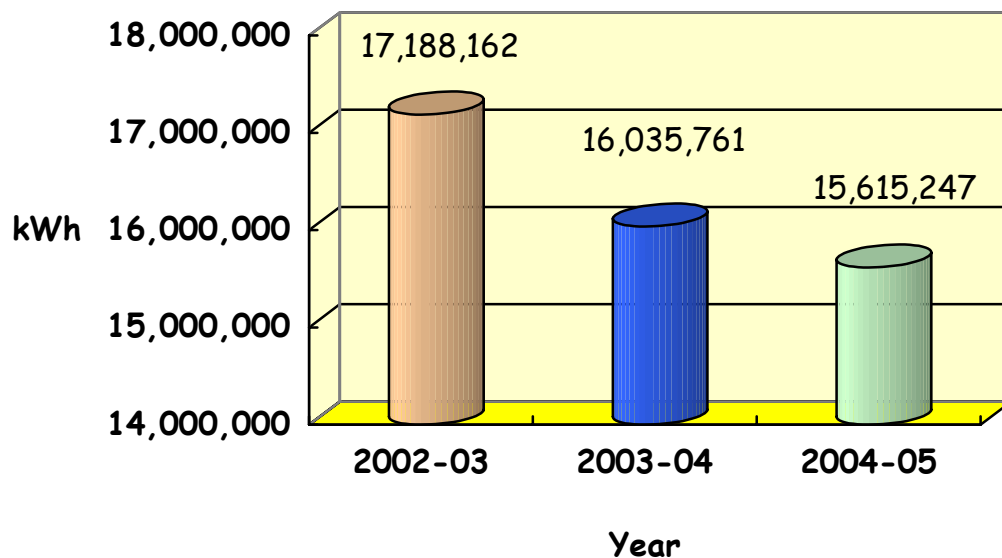
### Electricity Consumption

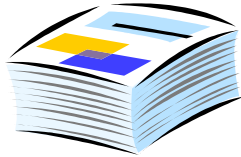
(Target - 3% reduction from 2002-03)

The total electricity consumption of the 11 Judiciary premises (excluding two accommodated in joint-user buildings managed by GPA) was reduced by 9.2% when compared with 2002-03.

Target achieved

### Electricity Consumption



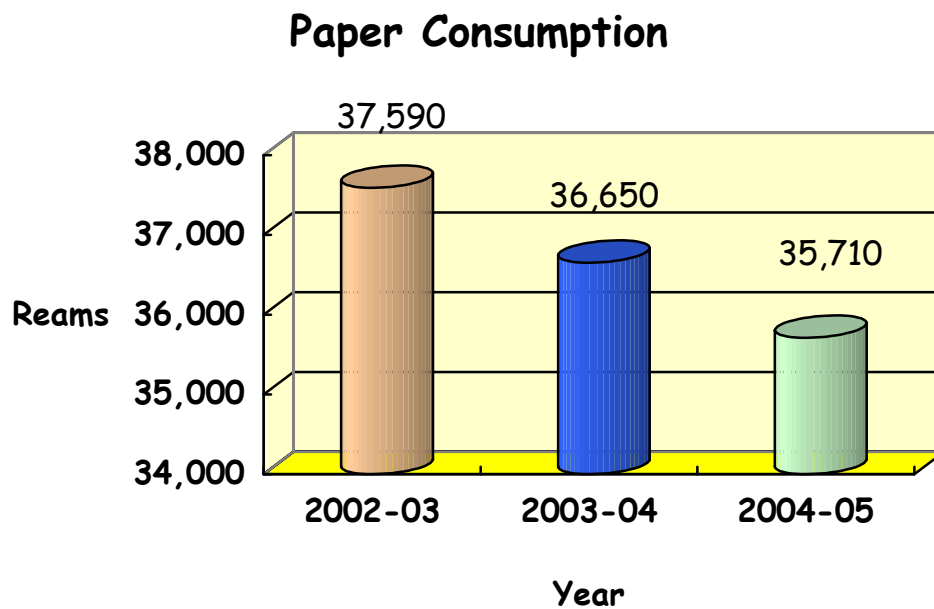


## Paper Consumption

(Target - 5% reduction from 2002-03)

With the efforts of all staff in the Judiciary, the total paper consumption was reduced by 5% when compared with 2002-03.

Target achieved



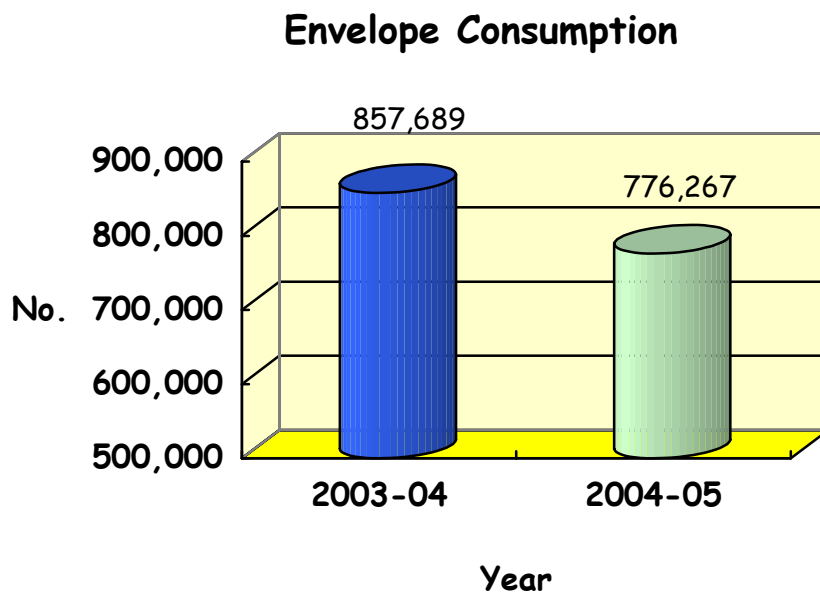


## Envelope Consumption

(Target: 1% reduction from 2003-04)

The total envelope consumption was decreased by 9.5% when compared with 2003-04.

Target achieved





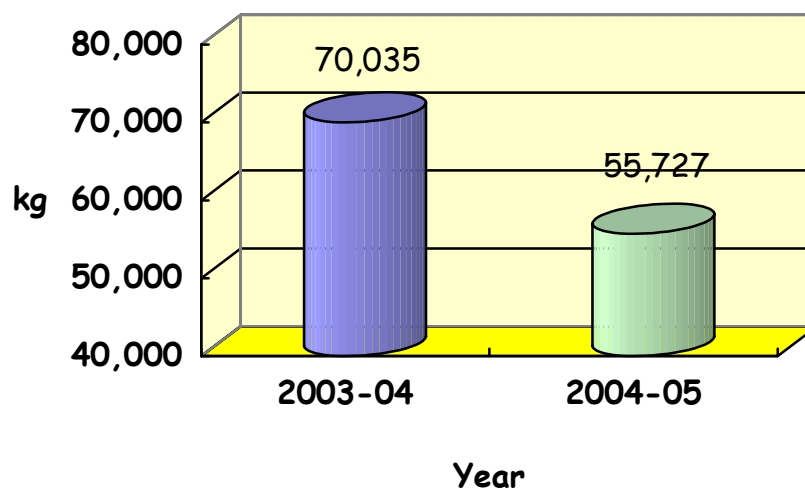
## Waste Paper Collection

(Target: 1% increase from 2003-04)

The volume of waste paper collection was decreased by 20.4% as compared with 2003-04. This was mainly attributed to the reduction in paper consumption and paper correspondence/publications received from government bureaux/departments and private organizations.

☒ Target not achieved

### Waste Paper Collection





## Our Environmental Targets for 2005-06

### Potential Areas for Improvement

Taking into consideration our environmental performance in 2004-05, we have identified the following potential areas for improvement in 2005-06 -

- ✿ Remind staff to make use of our recycling bins to dispose of 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 a green activity to promote staff awareness and participation in protecting the environment.

## Targets for 2005-06

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 -

✿ 4.5% reduction in electricity consumption.

✿ 7.5% reduction in paper consumption.

In addition, we also aim at achieving the following with reference to our performance in 2004-05 -

✿ 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 <http://www.judiciary.gov.hk>.

Judiciary

April 2006