

Judiciary

Controlling Officer's Environmental Report 2013

Content

	Page
Introduction	2
Mission and Functions of the Judiciary	2 - 3
Environmental Policy of the Judiciary	3 - 4
Green Initiatives	4 - 14
Key Environmental Performance in 2013	14
Key Environmental Performance Targets in 2014	15
Comments	15

Introduction

This is the 15th Environmental Report of the Judiciary. This report gives an updated account of the policies and management measures with respect to environmental issues and our environmental performance in 2013. It also sets out our green targets for 2014.



Mission and Functions of the Judiciary

2. The mission of the Judiciary is to maintain an independent and effective judicial system which upholds the rule of law, safeguards the rights and freedoms of the individual, and commands confidence within and outside Hong Kong.

3. The Judiciary is responsible for the administration of justice in Hong Kong. It has unlimited jurisdiction in all civil and criminal matters and is completely independent of the executive authorities and the legislature.

4. As at 31 December 2013, the Judiciary has around 160 Judges and Judicial Officers and 1,600 support staff. Our Courts, Tribunals, Magistrates' Courts and Offices are located in 12 different buildings (two of which are joint-user buildings managed by the Government Property Agency) throughout Hong Kong.

5. The Judiciary contributes to the protection of the environment mainly by office-based activities. The consumption of electricity and paper is 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 the Green Manager to oversee environmental issues. Two other officers have been appointed to implement day-to-day environmental management with the assistance of 16 venue managers, 41 Green Executives as well as 70 section/sub-section heads. Through them, staff are consulted from time to time on the green measures for and feasibility of reducing electricity and paper consumption by reviewing their facilities and workflow.

Environmental Policy of the Judiciary

6. 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 –

(a) **Minimization of Consumption**

By exercising the 5Rs – Replace, Reduce, Reuse, Recycle and Rethink – we aim to minimize consumption of energy and paper, and make efficient use of natural resources and energy.

(b) **Green Purchase**

We support and promote the practice of environmentally responsible purchasing.

(c) **Promoting Staff Awareness**

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

(d) **Regular Reviews**

We review practices regularly and seek continuous improvement in environmental protection. We invite Green Executives and section/sub-section heads to monitor the effectiveness of our green measures and put up new initiatives to enhance green practices and measures. We also mobilize venue managers to review the usage of natural resources and

propose measures to cut down electricity and paper consumption.

Green Initiatives

7. In view of our office-based nature, we focused on the following areas in our green initiatives –

- (a) energy efficiency and conservation;
- (b) waste reduction and management;
- (c) water management;
- (d) indoor air quality (“IAQ”);
- (e) compliance with the Clean Air Charter and greenhouse gas (“GHG”) reduction;
- (f) paper consumption;
- (g) establishment of a green workplace/premises; and
- (h) staff awareness and participation.

8. Both housekeeping measures and retrofitting works had been conducted in order to enhance the environmental performance of Judiciary premises. The following paragraphs summarize some of the key initiatives carried out in 2013.

Energy Efficiency and Conservation

9. Air-conditioning and lighting constitute around 70% of energy consumption in the offices. We continued to adopt various practical housekeeping energy saving measures in 2013 to minimize and optimize the usage of air-conditioning and lighting in various Judiciary premises. Improvement works were carried out in consultation with the Electrical and Mechanical Services Department (“EMSD”) and the Architectural Services Department (“ArchSD”). Promotion of energy conservation measures were also included in the design of the new Court of Final Appeal (“CFA”) Building on No. 8 Jackson Road and the new West Kowloon Law Courts Building (“LCB”).

- (a) *Improvement works*
 - (i) Replacement of existing lightings by more energy efficient lightings, such as T5 fluorescent light fittings,

Light Emitting Diode (“LED”) tubes and downlights in the High Court Building (“HCB”) and Wanchai Tower.

- (ii) Replacement of aged chillers by more energy saving chillers in the HCB and the Kowloon City LCB.
- (iii) Replacement of conventional “Exit” signs by LED type in the HCB.

LED “Exit” sign



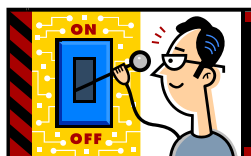
- (iv) Installation of motion sensors in the staircases of the Wanchai Tower.

(b) *Housekeeping measures*

- (i) We continued to set the temperature for indoor areas other than courtrooms at 25.5 °C during the summer months. In cooler months, ventilation (instead of chillers) would be turned on when the temperature and humidity outdoor were lower than those indoor to maximize fresh air intake.



- (ii) Air-conditioning in courtrooms and conference rooms was switched off immediately after use.
- (iii) Half of the lights in the office corridors in the Judiciary premises were switched off during lunch time.



- (iv) We regulated the operating hours of the non-essential external lighting installations in the Judiciary premises to reduce energy consumption.
- (v) 7-day timer switches were used to switch off shared equipment such as water dispensers automatically after office hours.

Using a 7-day timer to
switch off shared
equipment after office
hours



- (vi) Colleagues were encouraged to reduce use of standby mode by turning off monitors, computers, printers and photocopying machines after office hours, and to unplug equipment chargers and adapters from socket outlets when not in use. Intelligent power bars were also used with a view to reducing the standby power of the office equipment.
- (vii) Monthly returns on electricity consumption of individual Judiciary premises were compiled for monitoring purposes. Venue managers were alerted when significant increase in electricity consumption was observed.
- (viii) Regular maintenance checking of the lighting and air-conditioning systems was conducted by the EMSD to ensure that the systems were operated in an energy efficient condition.
- (ix) Ways to optimize and minimize energy consumption were discussed between venue managers and the EMSD. The EMSD also facilitated venue managers to explore improvement areas on how best energy could be efficiently utilised.

(c) *New building design*

Various forms of energy efficient features would be adopted in the refurbishment of the new CFA building on No. 8 Jackson Road and the construction of the new West Kowloon LCB. These include water-cooled chiller, photovoltaic system, service-on-demand control for escalators, LED down light and spot light, etc.

Waste Reduction and Management

10. To reduce the generation of waste, we continue to adopt green procurement by supporting and promoting the practice of environmentally responsible purchasing –

- (a) Purchased recycled paper with forestry certifications or green labels for printing and photocopying purposes.
- (b) Procured printers and photocopiers with built-in duplex printing units.
- (c) Purchased office equipment and electrical appliances, e.g. photocopiers, fax machines, computer items, water dispensers, etc. with Recognition Type Energy Label under the Energy Efficiency Labelling Scheme of the EMSD.



- (d) Purchased energy saving fluorescent tubes/compact fluorescent lamps instead of tungsten filament lamps for general lighting purposes.
- (e) Adopted the green specifications in the purchases of products promulgated by the Environmental Protection Department (“EPD”) whenever practicable.
- (f) Recommended items with residual value for public auction for reuse or recycling at the Board of Condemnation for unserviceable inventory items.

- (g) Included ‘trade-in option’ in quotations when procuring fax machines, photocopying machines, water dispensers and refrigerators.
- (h) Used the green stationery items supplied by the Government Logistics Department (“GLD”), such as refillable ball pens and recycled pencils.
- (i) Returned used toners and inkjet cartridges to the contractor for reuse through the GLD.
- (j) Procured in an environmentally friendly manner e.g. procurement of CD-roms with minimum package (i.e. without disk containers).
- (k) Procured uniform made of materials free of Azo dyes.

11. To promote awareness on waste management, we placed waste separation bins in various Judiciary premises to collect recyclable materials.



12. We included environmental friendly measures in the cleansing contract by requiring our cleansing contractors to practice recycling, use garbage bags made of degradable or recycled materials, and use cleansing products that comply with the green specifications developed by the EPD and the GLD as far as possible.

13. To minimize the consumption of disposable foam and plastic cups, we encouraged our colleagues to bring their own cups to meetings, and serve drinking water in reusable cups when hosting meetings and conferences.



14. With regard to the Administration's introduction of green practices and waste avoidance measures when organizing and attending events and meetings, the Judiciary supported the practices and measures as a matter of principle. We encouraged our support staff not to use and accept corsages, and to minimize the use of name badges when organizing and attending events and meetings. When attending local functions, we would also consider advising the organizers in advance that they were not obliged to arrange for souvenirs and gifts. Besides, when organizing events, we chose materials and tableware which could be reused or recycled afterwards, and avoided excessive decorations and impractical souvenirs.

Water Management

15. Fresh water is a precious resource and we have tried to preserve it by adopting the following measures –

- (a) Water conservation devices, such as dual flush cistern, urinal bowls with sensors, sensor water taps were used in various LCBs.



- (b) Remind colleagues to reduce water consumption and prevent water wastage.



- (c) Remind cleansing contractors, canteen and kiosk operators to conserve water usage.
- (d) Place posters and other publicity materials in prominent places (e.g. pantries and washrooms) to encourage water conservation.
- (e) Rainwater recycling system would be installed in the new West Kowloon LCB for irrigating the greenery.

Indoor Air Quality

辦公室及公眾場所
室內空氣質素檢定計劃
Indoor Air Quality Certification Scheme for
Offices and Public Places

16. We aimed to achieve good IAQ to safeguard the health of our colleagues and court users and contribute to their comfort and well-being. Apart from the full implementation of no smoking policy, air-conditioning vents and carpets were cleaned regularly to maintain good IAQ in the offices. Assessments under “IAQ Certification Scheme for Offices and Public Places” (“IAQ Certification Scheme”) and regular IAQ inspections were conducted in various Judiciary premises by phases.

Compliance with the Clean Air Charter and GHG Reduction

17. We adhered to the commitments stated in the Clean Air Charter through implementation of various measures and initiatives to reduce fuel consumption and GHG emissions.

- (a) All our saloon cars were environmental-friendly saloon cars with low emission and fuel-efficient engines.



- (b) We included desirable vehicle emission standard in the hiring of transport services whenever practicable.

- (c) Our drivers continued to comply with the requirement to switch off idling engines and observe eco-driving practices.



- (d) We ensured that all the paints used by the contractor in renovation works were with low volatile organic compounds (“VOC”) and within the limit stipulated in the VOC Regulation under the Air Pollution Control Ordinance.
- (e) The Judiciary participated in the “2013 Earth Hour” (i.e. Lights Out Campaign) organised by the “World Wide Fund for Nature” by switching off the non-essential lighting from 8:30 pm to 9:30 pm on 23 March 2013.



Paper Consumption

18. We continued to minimize paper consumption by –
- (a) introducing e-services and publications;
 - (b) providing internet and intranet facilities for members of the Judiciary;
 - (c) disseminating information through intranet;
 - (d) extending the use of recycled paper;
 - (e) photocopying limited to the absolute minimum;
 - (f) making full use of the blank side of used paper;
 - (g) reusing envelopes and loose minutes jackets; and
 - (h) using e-invitations for various ceremonies.

Establishment of Green Workplace/Premises

19. Greening plays an important role in building an environmentally friendly and quality working environment. We aimed to establish a green workplace for both our colleagues and court users.

20. Green features, such as green roof and vertical greening on building facades, would be incorporated in the building design of the new West Kowloon LCB.

Staff Awareness and Participation

21. To raise awareness of a sustainability-conscious lifestyle and to promote green living, we adopted conservation-conscious menus in official entertainment functions by excluding shark fin, bluefin tuna, black moss and their related food items in the menus of official entertainment functions.

22. To encourage our colleagues to be more conscious about environmental protection and to stimulate their awareness and knowledge of environmental concerns, green activities, workshops and training sessions were held and provided to all members of the Judiciary. Family members were also invited to participate in some of the activities.

- (a) A recycling activity was organised to collect usable items for donation to a non-profit making organization for redistribution to the underprivileged. In addition, a site visit to a green shop operated by a social enterprise was arranged for colleagues and their family members to let them understand more about organic food production and its benefits to the environment.



- (b) To inspire colleagues and their family members to directly participate in green activity, an organic farming activity was organised. The participants were introduced to the concept of organic farming, simple farm tools and field work. Through such experience, they developed a better understanding of green living and sustainable development of the environment.



- (c) Colleagues were encouraged to participate in “The Community Chest Green Day 2013” held on 16 and 17 June 2013. The event aimed to encourage the participants to act green and live green by taking a greener form of transport, saving energy, water, food, etc.



- (d) Venue managers, Green Executives and colleagues were invited to attend seminars on energy efficiency and conservation organised by the EMSD and in-house green management sharing session to facilitate them in developing

best green practices for implementation in their respective Judiciary premises.

- (e) Green tips were published in the Judiciary Staff Newsletter and on the intranet to reinforce the importance of environmental protection and sustainability.
- (f) Colleagues were encouraged to bring their own lunch boxes for take-away meals from the staff canteen.

Key Environmental Performance in 2013

23. We are committed to ensuring that our operations are conducted in a sustainable manner. To align with our green initiatives on reducing electricity and paper consumption and promote sustainable development, quantitative targets for electricity and paper consumption levels were set to measure our environmental performance in 2013. With the support from members of the Judiciary, we have been able to achieve the following in 2013 –

- (a) A 1.7% saving on the overall electricity consumption for existing facilities after discounting activity changes (using the electricity consumption in 2012 as the baseline), which is 1.2% higher than our set target.
- (b) The procurement of recycled papers reached 34% of total procurement, which is 3% higher than our set target.
- (c) The successful renewal of “Good Class” IAQ Certificates for Lands Tribunal, Labour Tribunal, Wanchai Tower, Eastern, Kwun Tong and Kowloon City LCBs under the IAQ Certification Scheme.



Key Environmental Performance Targets in 2014

24. We fully recognize the importance of environmental protection and sustainable development. We will continue to maintain good practices on green management and develop new initiatives to reduce the overall impact on the environment.

25. To measure the environmental performance in 2014, the following key targets are set –

- (a) To achieve a 1% saving on overall electricity consumption for existing facilities after discounting activity changes (using the electricity consumption in 2013 as the baseline).
- (b) To achieve 32% recycled paper procurement of the total paper procurement.
- (c) To achieve “Good Class” grading in the issue and renewal of IAQ Certificates under IAQ Certification Scheme, and to carry out regular IAQ inspections for various Judiciary premises.
- (d) To continue implementing energy saving projects and installing environmental friendly devices to reduce energy consumption in the Judiciary premises in consultation with the ArchSD and the EMSD.
- (e) To organize sharing sessions, workshops and activities to promote staff awareness of green management.

Comments

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



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