

Department of Justice

Controlling Officer's Environmental Report 2002

1. Our environmental policy

The Department of Justice is committed to ensuring that our operations are conducted in an environmentally responsible manner. We exercise the principle of “*Reduce, Reuse, Recycle and Replace*” and seek continual improvement in the efficient use of resources.

2. Green measures adopted

Reduce

Reducing the consumption of paper

- sharing documents via the Local Area Network;
- using computer fax instead of normal fax machines;
- using electronic mail extensively for both inter-departmental and intra-departmental communication, and to respond to public enquiries received electronically;
- posting notices, circulars, announcements and government regulations which require wide circulation on the electronic bulletin board;
- providing a system to facilitate staff to keep documents in electronic form;
- establishing an information management system to provide statistics and management reports;
- providing a Bilingual Laws Information System to facilitate access to the Laws of Hong Kong by members of the Department and the public;
- providing the confidential mail system that allows the transmission of classified documents in electronic form; and
- reducing the printed copies of publications by the Department's library by subscribing to 22 CD-ROMs and 20 on-line databases which include law reports, statutes, statutory instruments, forms and precedents, practice directions, commentaries, treaties and dictionaries.

Reducing the use of standard printed stationery and publications

- regularly reminding staff not to send unclassified documents in envelopes;
- reducing the use of printed stationery such as forms, paper file jackets and tags;
- replacing paper diaries, calendars, telephone directories and performance pledge booklets by electronic equivalents as far as practicable; and
- reducing the requirements for printed copies of the Government Gazette.

Cutting down energy consumption

- reminding all staff to switch off lights when not in the office;
- turning off electrical equipment and appliances (except those which should be switched on continuously, e.g. fax machines and water-coolers) when they are not needed;
- using energy saving equipment and devices wherever possible;
- reminding all staff to use the stairs instead of the elevator as far as practicable and not to open windows when air-conditioning is on; and
- promoting and putting into practice the use of open plan offices where operationally appropriate.

Reuse

- promoting the use of each piece of paper on both sides;
- reusing envelopes and folders if and when practicable; and
- recycling decorative items used at staff functions.

Recycle

- placing “green boxes” in different floors of our offices and waste paper collection bags in photocopying rooms for the collection of waste paper for recycling; and
- using recycled paper instead of normal paper whenever possible.

Replace

- using environmentally friendly products (e.g. refills for ball pen, non-chlorinated correction fluid and alkaline batteries) as far as possible.

Other Green Measures

- providing a green workplace to staff by decorating offices with plants and improving air quality by using air purifiers for certain offices.
- promoting staff awareness of environmental protection by encouraging staff to participate in the following events -
 - taking part in “Hong Kong Environmental Protection Festival 2002” to arouse staff’s awareness of protection of water resources.
 - participating in “World Environment Day 2002” to promote staff’s awareness of clean air and waste reduction.

3. Green managers

- 3.1 The Departmental Secretary takes on the role of Departmental Green Manager. An Executive Officer in each of the six Divisions of the Department is designated as Divisional Green Manager to assist the Departmental Green Manager in initiating, implementing and reviewing green housekeeping programmes. Staff are encouraged to give suggestions on enhancing green management.
- 3.2 To ensure that green practices are followed in daily operations, we have issued a checklist covering areas such as paper consumption, energy saving and the use of office stationery. The checklist is re-circulated regularly for staff to follow.
- 3.3 Statistics on consumption of paper, envelopes, paper stationery and green products are maintained on a monthly basis and the usage rate is monitored by the Departmental Administration Committee.

4. Performance

- 4.1 The total consumption of paper in 2002/03 was 33,774 reams, representing a decrease of 3.3% when compared with that in 2001/02.
- 4.2 The e-mail system has remained to be vigorously used. In 2002/03, the Department ranked among one of the top three bureaux and departments that had the highest total number of e-mail traffic.
- 4.3 All staff who had operational needs to use computer in their daily work (almost 91% of our staff establishment) were provided with PCs.

- 4.4 In 2002/03 the total departmental consumptions of desk calendar refills, desk diaries and paper file jackets were reduced by 7.2% (from 501 to 465), 0.5% (from 750 to 746) and 4.5% (from 36,530 to 34,885) respectively when compared with those in 2001/02.
- 4.5 No hard copies of departmental telephone directory and performance pledge were made in 2002/03. Instead electronic versions of both publications were made available on the Department's bulletin board.
- 4.6 Electronic versions of departmental reports were adopted as the main mode of publication. As a result, the numbers of hard copies were significantly reduced.

5. Our continual commitment

The Department of Justice will continue to adopt effective measures of green management. We will explore new ideas in our continuous endeavour to environmentally responsible use of resources.

6. Comments

Comments on this report are welcome. Please contact the Green Manager of the Department of Justice by e-mailing to dojinfo@doj.gov.hk. A copy of this report is available on the Department's internet homepage www.info.gov.hk/justice.

July 2003