



Environmental Report 2008

2008年  
環保報告

法  
援

Legal Aid Department  
法律援助署

## 法律援助署

### 二〇〇八年管制人員環保報告

## 環保目的

法律援助署會竭力確保部門的日常運作和一切事務均切合環保精神。

除提供優質法律援助服務外，關注環保亦是本署的目的。

## 環保政策

本署制訂了一套**環保政策**，以下列三項原則為本：

一. 本署會透過積極鼓勵的方式，盡力令員工明白支持環保的重要，從而令他們視保護環境為己任，而非只是管方的責任。

二. 向員工提倡“三用原則”，即“物盡其用、廢物利用、循環再用”。本署會提醒員工，雖然香港處理廢物的主要方法是把廢物棄置於堆填區，但要物色新的堆填區用地愈趨困難，因此貫徹“三用原則”是減少廢物的關鍵。

三. 繼續制訂可持續推行的措施，減少部門耗用的資源及能源。

## Legal Aid Department

### The Controlling Officer's Environmental Report 2008

## Environmental Goal

The Legal Aid Department is committed to ensuring that its operation, business and activities are conducted in an environmentally responsible manner.

It is the Department's goal to deliver quality legal aid services while at the same time to care for the environment.

## Environmental Policy

The Department has formulated an **environmental policy** which is premised upon three tenets.

The **first** is to ensure that through active encouragement, each staff member is aware of the importance of responding to environmental issues so that environmental efforts become the responsibility of every staff member and not just the responsibility of the management.

The **second** is the implementation of the 3R Principle of “reduce, reuse and recycle” by all staff. Staff are reminded that as landfill is the primary method of waste disposal in Hong Kong and it is getting increasingly difficult to find new landfill sites, the implementation of the 3R Principle is crucial to the reduction of waste.

The **third** is the continued formulation of sustainable measures to reduce departmental use of resources and energy.

## 環保目標

本署的環保目標為：

1. 切實遵行本港所有環保規例，並適當地採納政府公布的方針及指引。
2. 向員工宣傳或宣揚環保小貼士，以提高他們保護環境的意識，使他們在日常生活及家庭生活中為環保出一分力；灌輸員工環保的概念，以助他們養成離開辦公室時關燈，及將不使用的電子器材關掉的良好習慣。
3. 繼續探討不同的方法，以減少耗用電力及紙張、改善內部環保措施及盡量推行循環再用的做法。

## 環保經理及環保主任

部門主任秘書是部門指定的環保經理，各組的高級一等律政書記及副部門主任秘書則獲委任為環保主任，負責推行各項環保措施和監察所屬組別在環保方面的表現。

## Environmental Objectives

The Department's objectives are:

1. To comply with all domestic environmental regulations and adopt directives and guidelines promulgated by the Administration as appropriate.
2. To promote or promulgate handy tips to raise staff awareness of the need for environmentally friendly behaviour in all aspects of their work activities and in their home lives. To instill in staff the habit of turning off lights when not in the office and of turning off electrical equipment when not in use.
3. To continue to explore ways to reduce electricity and paper consumption, improve internal environmental practices and maximise recycling practices.

## Green Manager and Environmental Officers

The Departmental Secretary is the designated Green Manager of the Department and all Senior Law Clerks I of each section and the Deputy Departmental Secretary are appointed Environmental Officers. They are responsible for implementing various environmental protection measures and monitoring the performance in the respective sections.

## 二〇〇八年環保工作的回顧

本署在二〇〇八年採取下列環保措施：

a) 鼓勵員工採用下列方法減少用紙：

- 盡量安排把通告及其他文件以電子方式傳閱，以取代每人一份的做法；
- 減少提交會議的參考文件的數量；
- 盡量減少影印文件的數量；
- 紙張雙面使用；
- 把尚有一面未用的紙張用作草稿紙；
- 以電郵及電話作內部溝通；
- 避免使用傳真首頁；
- 避免使用信封發出通知書 / 信件(改為把地址印在已摺疊好的通知書 / 信件背面)；
- 重複使用暫用檔案夾及文件皮；
- 盡量重複使用信封；
- 使用舊信紙列印傳真信息；以及
- 盡量使用再造紙，以取代普通紙張。

b) 把部門出版的刊物上載網頁，避免印製過多的印刷本；

## Environmental Measures Taken

In 2008, the Department took the following measures to protect the environment:

a) Staff were encouraged to minimise paper consumption by:

- arranging circulation of circulars and other documents electronically as far as possible instead of issuing individuals with personal copies;
- reducing copies of reference materials tabled at meetings;
- minimising photocopies;
- using both sides of paper;
- using blank side of used paper for drafting;
- using electronic mail and telephone for internal communication;
- avoiding the use of fax leader pages;
- avoiding the use of envelopes for issuing notifications/letters (instead, the addresses are printed on the back of the folded notifications/letters);
- reusing loose minute jackets, file covers;
- reusing envelopes as far as possible;
- using obsolete letter heads for incoming fax; and
- using recycled paper instead of ordinary paper where possible.

b) Departmental publications were uploaded onto the Homepage and greater care was exercised to avoid excessive printing of hard copies;



- c) 在辦公室多處地方放置環保箱，回收廢紙作循環再造用途；
  - d) 提醒員工在適當情況下把電燈、其他電子器材及電器關掉；
  - e) 退回打印機和傳真機的噴墨盒和炭粉盒給供應商循環再用，並使用可更換筆芯的原子筆；
  - f) 在《員工通訊》介紹各類環保措施；
  - g) 鼓勵員工使用樓梯往返各層辦公室，減少因乘搭電梯而耗用的電力；
  - h) 縮短使用空調的時間，適當地調節溫度，以減低耗電量；
  - i) 在辦公室走廊的大部分燈位安裝T5光管，以節省能源；
  - j) 更換傳真機，以使用普通紙張的型號代替；而所有影印機和網絡打印機均設有雙面影印和列印功能，並設有“環保盤”，以供存放尚有一面未用的紙張；
  - k) 重複使用節日裝飾品，並以電子賀卡代替紙製賀卡；
- c) Green boxes were placed at various locations and waste papers were collected for recycling;
  - d) Staff were reminded to switch off lights and other electrical equipment and appliances where appropriate;
  - e) Inkjet and toner cartridges for printers and fax machines were returned to the suppliers for recycling and refillable ball pens were used;
  - f) Articles on various green measures were published in the Staff Newsletter;
  - g) Staff were encouraged to use staircases for inter-floor traffic in order to reduce electricity consumption on lift services;
  - h) Operating hours of the air-conditioning system were reduced and the temperature was suitably adjusted to minimise electricity consumption;
  - i) T5 florescent tubes were used for most of the lights along the corridors of the Department's offices to save energy;
  - j) All fax machines were replaced by those using plain papers and all photocopiers and network printers were installed with double-side printing function and "green tray" for blank side of used papers;
  - k) Decorative materials were reused and e-cards were used during festive seasons instead of paper greeting cards;

- l) 洗手間內的電燈安裝時間掣，晚上會自動關燈，於早上重開，從而節省能源。辦公室電梯大堂的燈光在晚上自動調節，以減低耗電量；
  - m) 司機在停車等候期間須關掉引擎。本署會派員進行突擊檢查，密切監察有關情況；
  - n) 參與大廈管理處舉辦的廢物分類計劃，收集紙張、鋁罐及膠樽，循環再造；
  - o) 在洗手間安裝自動感應的水龍頭，以節省用水；以及
  - p) 盡量遵行“環保採購”的原則，例如採購以可降解或再造物料製造的膠袋。
- l) Toilet light timers were installed to automatically turn off the lights of toilets at night and turn them on again in the morning to save energy. Lighting in the lift lobbies of the offices have been automatically adjusted at night to reduce electricity consumption;
  - m) Drivers were required to switch off vehicle engines while waiting. Surprise inspections were conducted to monitor the situation closely;
  - n) Joining the waste separation scheme held by the Building Management Office. Paper, aluminium cans and plastic bottles were collected and recycled;
  - o) Auto-sensitised water taps were installed in toilets to save water; and
  - p) “Green procurement” concept was adopted as far as practicable. For example, plastic bags with degradable or made of recycled materials were purchased.

## 環保表現分析

本署的服務主要在辦公室提供，因此，已盡力控制用電量。香港分處在二〇〇八年二月由合和中心搬到稅務大樓後，本署轄下各辦事處均設於與其他部門共用的政府大樓內。本署總部和九龍分署<sup>1</sup>已裝設用電分錶，兩個辦事處及香港分處搬遷之前的耗電量共為663 666千瓦小時。香港分處在遷往稅務大樓後並沒有安裝獨立用電分錶，本署會研究在香港分處安裝用電分錶是否可行，以便記錄整個部門的耗電量。

二〇〇八年，因用電而導致的廢氣排放情況估計如下<sup>2</sup>：

	二氧化硫	氮氧化物	可吸入懸浮粒子
電力	1 267.6公斤	769.9公斤	39.8公斤

本署擁有的一輛房車及一輛輕型貨車均使用無鉛汽油。本署鼓勵員工在執行外勤工作時，盡量乘搭公共交通工具。兩車在二〇〇八年的總行車里數為19 052公里。

1 自本年四月起，本署已備有九龍分署的耗電量資料。本署亦分別在五月和十一月在總部伺服器房，安裝了兩部用電分錶，以監察該伺服器房的空調系統24小時操作的用電量。

2、3 排放量是按照環境保護署公布的《清新空氣約章環境報告指引》所載的程式計算。

## Environmental Performance Analysis

The Department delivers its services mainly in an office environment and has therefore devoted considerable efforts to contain its electricity consumption. As a result of the relocation of the Hong Kong Sub-office from the Hopewell Centre to the Revenue Tower in February 2008, all the office premises of the Department were in Government buildings which were also used by other departments. Power-check meters were installed in the Headquarters and Kowloon Branch Office<sup>1</sup>, and an electricity consumption of 663 666 kilowatt hours (kWh) was recorded for the two offices and the Hong Kong Sub-Office prior to its relocation. There was no individual power-check meter for the Hong Kong Sub-Office. The Department would look into the feasibility of installing power-check meters in the Hong Kong Sub-Office at the Revenue Tower to record the electricity consumption of the whole of the department.

The emissions from the consumption of electricity in 2008 are estimated as follows<sup>2</sup> :-

	Sulphur dioxide (SO <sub>2</sub> )	Nitrogen oxides (NO <sub>x</sub> )	Respirable suspended particulates (RSP)
Electricity	1 267.6 kg	769.9 kg	39.8 kg

The Department also maintained and operated one saloon car and one light goods vehicle, both of which use unleaded petrol. Staff were encouraged to use public transport as far as possible when performing outdoor duties. In 2008, the total mileage of the two vehicles was 19 052 km.

1 Data on the electricity consumption for Kowloon Branch Office are available since April. To monitor the electricity consumption for the round-the-clock air-conditioners of server rooms at the Headquarters, two sets of power-check meters have been installed since May and November.

2, 3 The emissions are estimated based on the equation provided by the Environmental Protection Department in its "Guide to Clean Air Charter Report Writing".

二〇〇八年，有關車輛的廢氣排放情況估計如下<sup>3</sup>：

	氮氧化物	可吸入懸浮粒子
車輛	17.2公斤	微量

## 與二〇〇七年<sup>4</sup>相比：

1. 二〇〇八年的耗紙量為10 904令，增加了7%<sup>5</sup>。
2. 原子筆及鉛筆等消耗品的用量分別為2 683支及357支，前者的耗用量減少21%，後者減少43%。
3. 二〇〇八年的影印文件數量為4 137 816張，增加了4%<sup>6</sup>。
4. 二〇〇八年退回的炭粉 / 噴墨盒共720個，增加了16%。
5. 二〇〇八年購入的膠袋共1 240個，減少了11%。

## 本署在二〇〇八年採取了下列環保措施：

- a. 在稅務大樓的香港分處安裝節能設備，例如自動感應照明系統和電腦控制的空調系統；

<sup>4</sup> 有關數字以整數計算。

<sup>5、6</sup> 由於推行法律援助電子服務入門網站，以及為填補法律援助律師和律政書記的空缺，進行3輪招聘工作，涉及3 300多名申請者，令耗紙量增加。

The emissions from vehicles in 2008 are estimated as follows<sup>3</sup> :-

	Nitrogen oxides (NOx)	Respirable suspended particulates (RSP)
Vehicle	17.2kg	Negligible

## As compared with 2007<sup>4</sup>:

1. The consumption of paper in 2008 was 10 904 reams which represented an increase by 7%<sup>5</sup>.
2. The consumption of other consumable stock such as pens and pencils were 2 683 and 357 which represented a decrease by 21% and 43% respectively.
3. The number of photocopies in 2008 was 4 137 816 which represented an increase by 4%<sup>6</sup>.
4. There was a total trade-in on toner/inkjet cartridges in 2008 of 720 which represented an increase by 16%.
5. The procurement of plastic bags in 2008 was 1 240 which represented a decrease by 11%.

## The Department took the following environmental initiatives in 2008:

- a. Energy saving equipment items such as auto-sensitised lightings and computer-controlled air-conditioning were installed in the Hong Kong Sub-Office at the Revenue Tower;

<sup>4</sup> Figures are rounded to the nearest integer.

<sup>5, 6</sup> The increases were attributed to the launching of the Legal Aid Electronic Services Portal and the conducting of three recruitment exercises to fill Legal Aid Counsel and Law Clerk vacancies involving over 3 300 applicants.



- b. 香港分處由合和中心搬到稅務大樓時，辦公室內的家具盡量保留，繼續使用；
  - c. 本署把總部24樓的繳款處搬到27樓時，在新辦事處裝設了具能源效益的照明系統；
  - d. 進行了室內空氣質素測試，結果顯示所有辦公室均達到“良好級”標準；以及
  - e. 支持“地球之友”於六月二十一日舉辦的“夏至6.21亞洲聯線熄燈一小時”活動。
- b. As far as possible, furniture in use in the Hong Kong Sub-Office at the Hopewell Center was kept for use when the Sub-office was relocated to the Revenue Tower;
  - c. Energy efficient lighting system was installed when the shroff office on 24/F at the Headquarters was relocated to 27/F;
  - d. Indoor air quality tests were conducted and all offices attained the “Good Class” standard; and
  - e. The Department supported the Friends of the Earth’s “One-hour-long Lights Out on the Summer Solstice” on 21 June.

## 持續環保

本署會繼續致力推行各項環保政策，實現目標。

## Continual Commitment

The Department continues to commit to its environmental policy and objectives.