

# Department of Justice

## Controlling Officer's Environmental Report 2005

### 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 and share documents in electronic form;
- 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 providing CD-ROM and on-line databases which include law reports, statutes, statutory instruments, forms and precedents, practice directions, commentaries, treaties and dictionaries. Currently, we have 19 CD-ROMs and 19 on-line databases.

##### *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;
- reducing the requirements for printed copies of the Government Gazette and other departmental publications.

#### *Cutting down energy consumption*

- appointing energy wardens in all divisions of the Department since July 2005 to monitor and maintain the room temperature at 25.5 and remind colleagues to comply with other green housekeeping measures;
- 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
- reusing 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;
- trading-in used toner cartridges with the supplier for recycling; and
- using recycled paper instead of normal paper whenever possible.

#### *Replace*

- using environmentally friendly products (e.g. refills for ball pen, refills for correction mouse, 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.
- adopting electronic version of departmental reports as the main mode of publication.

## **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 programs. 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 and the utilization rates are monitored by the Departmental Administration Committee.

## **4. Performance**

- 4.1 The consumption of paper in 2005/06 was 31,566 reams. This represented a decrease by 2.61% when compared with that in 2004/05 and exceeded the Government's target of 2.5% reduction in the paper consumption. Taking the consumption of paper in 2002/03 as the base year, our paper consumption has been reduced by 7.89% for the past three years, exceeding the Government's target of 7.5%.
- 4.2 In 2005/06, the total departmental consumptions of desk calendar refills and desk diaries were reduced by 1.74% when compared with that in 2004/05.
- 4.3 A trade-in program of toner cartridge has been arranged with the supplier since July 2004 and a total of 1,151 boxes of empty cartridge were traded-in in 2005/06.
- 4.4 To promote the use of electronic means in sending greetings, an electronic Christmas Card Design Competition was organized in November 2005. Winning designs were posted on the departmental bulletin board for use by colleagues.
- 4.5 To promote the recycling of rechargeable battery, all staff in Queensway Government Offices (QGO) have been encouraged to place used rechargeable batteries into the recycling bins placed at the Deck Floor of QGO.
- 4.6 The e-mail system has remained to be vigorously used. In 2005/06, the Department ranked among one of the top three bureaux and departments that had the highest total number of e-mail traffic. All staff who have operational needs to use

computer in their daily work have been provided with PCs, for either dedicated or shared use.

## 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 endeavor 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](mailto:dojinfo@doj.gov.hk). A copy of this report is available on the Department's internet homepage [www.doj.gov.hk](http://www.doj.gov.hk).

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