

Department of Justice

Controlling Officer's Environmental Report 2024

1. Our environmental policy

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

2. Green measures adopted

Reduce

Reducing paper consumption

- sharing documents via the Local Area Network;
- using computer fax instead of normal fax machines;
- using photocopiers / printers with double-side copying / printing function;
- using electronic mail extensively for both inter-departmental and intra-departmental communication, and for responding to public enquiries received electronically;
- posting notices, circulars, announcements and government regulations requiring wide circulation on the electronic bulletin board;
- providing a system to facilitate keeping and sharing of documents in electronic form;
- providing "Hong Kong e-Legislation" to facilitate free online access to the legislation of Hong Kong by members of the Department and the public;
- supporting the confidential mail system that allows the transmission of classified documents in electronic form; and
- reducing printed copies of publications by the Department's library by providing online databases which include law reports, statutes, statutory instruments, forms and precedents, practice directions, commentaries, treaties and dictionaries. In 2024, we subscribed to 28 online 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 and telephone directories by electronic equivalents as far as practicable; and
- reducing the requirements for printed copies of the Government Gazette and other departmental publications, including performance pledge booklets and environmental reports, etc.

Cutting down energy consumption

- using air-conditioning system with high efficiency water cooled chiller and heat wheels for heat energy reclaim of exhaust air in Justice Place (JP);
- using automatic demand control of chilled water circulation system, demand control of fresh air supply with carbon dioxide sensors, fan coil units with brushless demand control motors, demand control of lighting by occupancy sensor and / or daylight sensor and task lighting in JP;
- using light-emitting diode (LED) type exit signs and light fittings in JP;
- using lift power regeneration system and photovoltaic system for renewable energy in JP;
- appointing green wardens in all divisions and the Secretary for Justice's Office of the Department to monitor and maintain room temperature at the target of 25.5 °C and reminding 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 distilled water dispensers) when they are not needed;
- using energy saving equipment and devices wherever possible;
- reminding all staff to use the stairs instead of lifts 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 papers for recycling;
- trading-in used toner cartridges with the supplier for recycling;
- using recycled papers instead of normal papers whenever possible; and
- providing recycling bins for waste papers, plastic and metal wastes on different floors of the buildings in JP.

Replace

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

Other Green Measures

- making full use of our websites in disseminating useful information on the work of the Department to the legal profession and members of the public;
- adopting electronic version of departmental reports and newsletters as the main mode of publication;
- providing 30 electric vehicle (EV) chargers at the carparks in JP to support wider use of EVs;
- acquiring or substituting small and medium-sized private vehicles that are due for replacement with EVs;
- using rainwater recycling system for irrigating the greenery and adopting greening on rooftops in JP;
- providing a green workplace to staff by decorating offices with plants and improving air quality by using air purifiers in certain offices and cleaning of air-ducts; and
- encouraging staff to dress casual and smart in summer months, where appropriate, to complement the energy conservation policy of the Government.

3. Green managers

- 3.1 The Departmental Secretary takes on the role of Departmental Green Manager. In general, an Executive Officer in each of the Divisions / Secretary for Justice’s Office of the Department are designated as Divisional Green Managers to assist the Departmental Green Manager in initiating, implementing and reviewing green housekeeping programmes. Green wardens are appointed by Divisional Green Managers to assist in implementing various green measures in the Department.

- 3.2 The Divisional Green Managers and green wardens conduct audit checks on the implementation of green measures. Audit reports are reviewed by the Secretary to the Departmental Administration Committee regularly and appropriate measures are introduced where required.

4. Performance

- 4.1 The Department met 35% of paper demand in 2024 by using recycled papers. This has continued to exceed the target of 30% set by the Government in Circular Memorandum of 25 July 2006 issued by the then Environment, Transport and Works Bureau.
- 4.2 A total of 1 842 boxes of empty cartridge were traded-in for recycling in 2024.
- 4.3 The Department has switched to use recycled plastic bags since 2007. There was a decrease of 33% in the total number of consumption in 2024 when compared with that of 2008.
- 4.4 The Building Management Office (BMO) of JP has fulfilled the requirements for the Programme on Source Separation of Commercial and Industrial Waste launched by the Environmental Protection Department (EPD) and has been registered as a member of the Programme. In addition to placing recycling bins for waste papers, plastic and metal wastes in JP, the cleaners screened garbage collected from offices for recyclable materials. In 2024, 31 096 kg of paper wastes and 21 kg of metal wastes were collected for recycling by the BMO. Besides, another 47 683 kg of paper wastes were collected by the contractor engaged by the Government Logistics Department for recycling in the same year.
- 4.5 In 2024, the M&EW as well as WW of JP achieved an "Excellent Class" of the Indoor Air Quality (IAQ) Objectives under the IAQ Certification Scheme.
- 4.6 The Department supported the event - Earth Hour 2024 organised by the World Wide Fund for Nature by switching off non-essential lighting during the event period. Staff members were also encouraged to join the collective environmental action by turning off their non-essential lights at home during the Earth Hour. Furthermore, the Department complies with the then Environment Bureau Circular Memorandum No. 3/2015 by switching off external decorative lighting in JP between 10 p.m. and 7 a.m. daily.
- 4.7 The Department conducted a carbon audit for JP M&EW and WW in 2024. According to the findings, the greenhouse gas (GHG) emission over the reporting period is 0.10 tonnes CO₂ per m² per annum, with purchased electricity being the major source of GHG emission from the premises.
- 4.8 In the annual report on energy performance in 2024-25, the energy consumption and renewable energy generation of the Department are 3 013 576 kWh and 28 471 kWh respectively.

5. Our continual commitment

- 5.1 To ensure that green practices are followed in daily operations, a checklist covering areas such as paper consumption, energy saving and the use of office stationery is issued and re-circulated regularly for staff to follow.
- 5.2 The Department will continue to adopt effective measures of green management. We will also explore new ideas in our continuous endeavour to be environmentally responsible in the use of our 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 website at www.doj.gov.hk.