

# Department of Justice

## Controlling Officer's Environmental Report 2000

### 1. Our environmental policy

The Department of Justice is committed to ensuring its 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

Along the principle of “*Reduce, Reuse, Recycle and Replace*”, we have taken the following measures regarding resource consumption -

#### ***Reduce***

##### ***Consumption of paper***

Reducing the consumption of paper to the minimum with computerization within the Department by

- 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;
- commencing the development of 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 21 CD-ROMs and 12 on-line databases which include law reports, statutes, statutory instruments, forms and precedents, practice directions, commentaries, treaties and dictionaries.

### ***Consumption of printed stationery and publications***

Reducing the use of standard printed stationery and publications by

- regularly reminding staff not to send unclassified documents in envelopes;
- reducing the use of printed stationery such as forms, paper file jackets and tags; and
- reviewing critically the distribution of such items as diaries, calendars, telephone directories and performance pledge booklets by minimising the quantities required and replacing them with electronic equivalents as far as possible.

### ***Use of energy***

Cutting down energy consumption by

- 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 for non-counsel grade staff where operationally appropriate so that less energy is consumed for lighting and air-conditioning.

### ***Reuse***

#### ***Paper***

- promoting the use of each piece of paper on both sides. While the collection and distribution of used papers is centrally coordinated, a lot of staff members have already developed the habit of using both sides of the paper before discarding it. Regular reminders are issued to maintain staff awareness in this respect.

#### ***Printed stationery***

- reusing envelopes and folders.

### *Decorative items*

- decorative items at Christmas and Spring Reception are reused as far as possible.

### **Recycle**

- placing over 150 “Green boxes” and waste paper collection bags at strategic locations for the collection of waste paper for recycling.
- using recycled paper instead of normal paper whenever possible.
- making arrangement to recycle the toner cartridges of printers.

### **Replace**

- using environmentally friendly products, (e.g clutch pencils, 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.
- further promoting staff awareness of environmental protection by participating in the following events -
  - “Ride Green Day” to motivate staff to take action in everyday life to help reducing pollution from vehicles; and
  - “The Community Chest Green Day” to encourage staff to dress in “green” by wearing green clothes/accessories or act in “green” by reducing the use of paper or using cloth bags instead of plastic bags.

## **3. Green managers**

- 3.1 The Departmental Secretary takes on the role of Departmental Green Manager. Divisional Executive Officers are designated as Divisional Green Managers to assist the Departmental Green Manager in initiating, implementing and reviewing green housekeeping programmes within the Department. There are also established channels for all staff to give suggestions that would enhance green management.
- 3.2 To ensure that green practices are followed in daily operations, we have issued a checklist for staff to follow, covering areas such as paper consumption, energy saving and the use of office stationery. There are periodic inspections to ensure that green practices are duly complied with and any necessary follow-up action taken immediately.

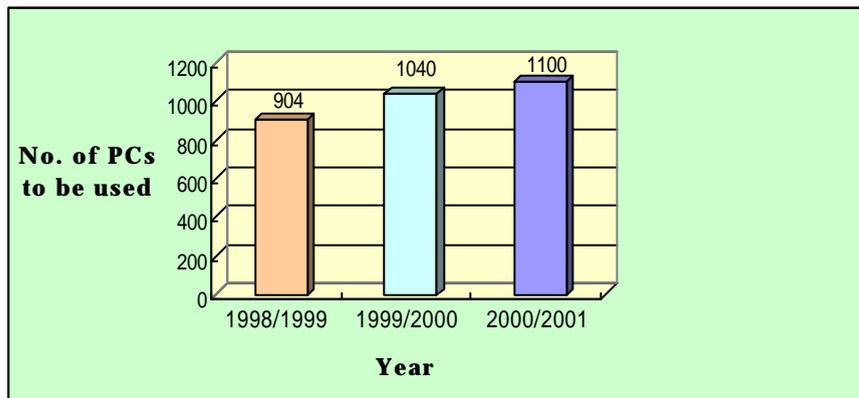
**3.3 Statistics on consumption of paper, envelopes, paper stationery and green products are maintained on a monthly basis and the usage rate is monitored in the monthly meetings of the Departmental Administration Committee.**

## **4. Targets/Performance**

**4.1 The total consumption of paper amounted to 36,191 reams in 2000/2001, which is mainly attributed to increase in workload.**

**4.2 The Department of Justice is committed to promoting greater use of computer applications and to provision of PCs to our staff. Our e-mail system has been integrated with our Document Management System. Transmission of correspondence and documents can be easily performed electronically through the computer network. In 2000/2001, the Department ranked the first in terms of the volume of incoming and outgoing e-mail among all government departments.**

**4.3 Regarding the provision of PCs, the Department of Justice is one of the government departments which provide the largest number of computers to its staff. The number of PCs had increased from 904 to 1,100 in the past three years. In 2000/2001, all staff who had the operational need to use computer in their daily work had been provided with PCs. The chart below shows the details -**



**4.4 The green measures adopted have increased the awareness of all staff in maintaining an environmentally friendly work environment. This is evidenced by a noticeable decrease of reported cases on non-compliance. Related remedial action has been taken accordingly.**

**4.5 The use of printed stationery items such as diaries, tags and envelopes is reduced to a minimum. There is a discernible drop in the quantity consumed compared with last year's figures. For example, the consumption of envelopes in 2000/2001 has dropped by 26.6% when compared with that in 1999/2000.**

Printed Stationery	Consumption in 1999/2000	Consumption in 2000/2001	Drop/Increase in percentage (%)
Desk Calender Refills*	780	820	+5.1
Desk Diaries	1,068	1,029	-3.7
Tags	96,900	94,902	-2.1
Envelopes	151,578	111,268	-26.6
Paper File Jackets	46,208	40,058	-13.3

- \* The increase in the consumption of desk calendar refills in 2000/2001 was because of -
- (a) the increase in the number of staff in the Department, which was partly due to the setting up of a legal advisory unit upon the abolition of the two municipal councils; and
  - (b) the increase in the operational needs of the staff in the magistracies.

4.6 The number of telephone directories and publications such as performance pledge booklets is reduced to a minimum. There is a discernible drop in the quantity consumed compared with last year's figures.

Items	Consumption in 1999/2000	Consumption in 2000/2001	Drop/Increase in percentage (%)
Government Telephone Directories	775	657	-15.2
Departmental Telephone Directories	2,250	600	-73.3
Performance Pledge Booklets	5,120	3,000	-41.4

## 5. Our continual commitment

The Department of Justice will continue to adopt effective measures of green management and explore new ideas to further achieve the goal of being an environmentally responsible department. We are proposing to establish a new public access web-site to further facilitate members of the public to communicate with the Department through electronic means.

## 6. Comments

Comments on this report are very 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.info.gov.hk/justice](http://www.info.gov.hk/justice).

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