

# **Judiciary**

## **Controlling Officer's Environmental Report 2010**

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## Introduction

This is the 12th Environmental Report of the Judiciary. This report gives an updated account of the policies and management measures with respect to environmental issues and our environmental performance in 2010. It also sets out our green targets for 2011.



## **Mission and Functions of the Judiciary**

2. The mission of the Judiciary is to maintain an independent and effective judicial system which upholds the rule of law, safeguards the rights and freedoms of the individual, and commands confidence within and outside Hong Kong.

3. The Judiciary is responsible for the administration of justice in Hong Kong. It has unlimited jurisdiction in all civil and criminal matters and is completely independent of the executive authorities and the legislature.

4. As at 31 December 2010, the Judiciary has around 160 Judges and Judicial Officers and 1,500 support staff. Our Courts, Tribunals, Magistrates' Courts and Offices are located in 12 different buildings (two of which are joint-user buildings managed by the Government Property Agency) throughout Hong Kong.

5. The Judiciary contributes to the protection of the environment mainly by office-based activities. The consumption of electricity and paper is our major concern. To put in place an effective green management framework, the Judiciary Administrator has appointed a directorate officer, Assistant Judiciary Administrator (Corporate Services), as the Green Manager to oversee environmental issues. Two other officers have been appointed to implement day-to-day environmental management with the assistance of 16 venue managers, 43 Green Executives as well as 62 section/sub-section heads. Through them, staff are consulted from time to time on the green measures for and feasibility of reducing electricity and paper consumption by reviewing their facilities and workflow.

## **Environmental Policy of the Judiciary**

6. The Judiciary is committed to ensuring that our operations are conducted in an environmentally responsible manner. To realize this, we have adopted the following principles –

(a) **Minimization of Consumption**

By exercising the 5Rs – Replace, Reduce, Reuse, Recycle and Rethink – we aim to minimize consumption of energy and paper, and make efficient use of natural resources and energy.

(b) Green Purchase

We support and promote the practice of environmentally responsible purchasing.

(c) Promoting Staff Awareness

Through periodical circulation of green notices by e-mail, holding green activities and dissemination of green messages through our venue managers, Green Executives and section/sub-section heads, we invite direct participation of staff in protecting the environment, and appeal for their support and contribution to achieve the environmental targets together.

(d) Regular Reviews

We review practices regularly and seek continuous improvement in environmental protection. We invite Green Executives and section/sub-section heads to monitor the effectiveness of our green measures and put up new initiatives to enhance green practices and measures. We also mobilize venue managers to review the usage of natural resources and propose measures to cut down electricity and paper consumption.

## Green Initiatives

7. In view of our office-based nature, we focused on the following areas in our green initiatives –

- (a) energy efficiency and conservation;
- (b) waste reduction and management;
- (c) water management;
- (d) indoor air quality (“IAQ”);
- (e) compliance with the Clean Air Charter and reduction of greenhouse gas (“GHG”) emissions;
- (f) paper consumption;
- (g) establishment of a green workplace/premises; and
- (h) staff awareness and participation.

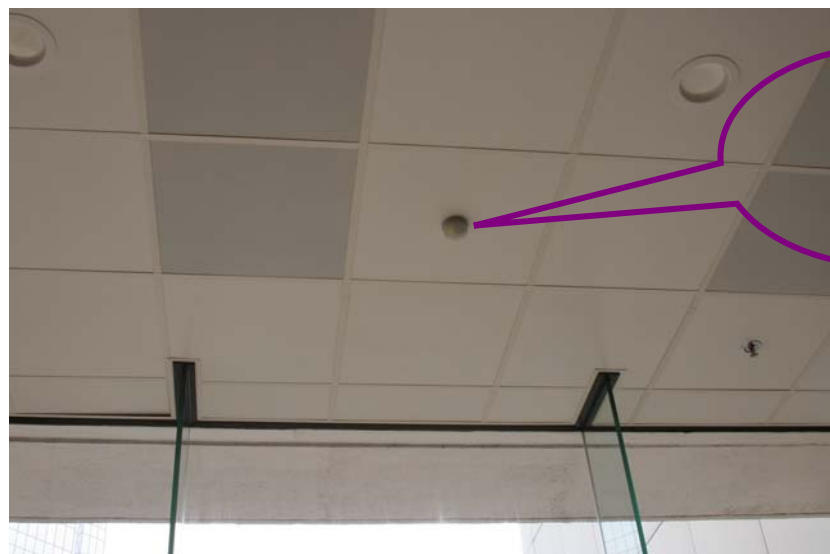
8. Both housekeeping measures and retrofitting works had been conducted in order to enhance the environmental performance of Judiciary premises. The following paragraphs summarize some of the key housekeeping measures and retrofitting works carried out in 2010.

## Energy Efficiency and Conservation

9. Air-conditioning and lighting constitute around 70% of energy consumption in the offices. We continued to adopt various practical housekeeping energy saving measures in 2010 to minimize and optimize the usage of air-conditioning and lighting in various Judiciary premises. Improvement works were also carried out in consultation with the Electrical and Mechanical Services Department (“EMSD”).

### (a) *Improvement works*

- (i) Replacement of existing lightings by more energy efficient lightings such as T5 fluorescent and dual mode Light Emitting Diode (“LED”) sensor type light fittings, LED spot lamps and floodlights, and lighting with motion sensors in the Court of Final Appeal (“CFA”), High Court Building (“HCB”), and various Law Courts Buildings (“LCBs”).
- (ii) Replacement of aged air-conditioning units by energy saving air-conditioning units, and the conversion of the valve for fan coil units into energy saving type in Kowloon City LCB.
- (iii) Replacement of conventional “Exit” signs by LED type in Shatin LCB and Tsuen Wan LCB.
- (iv) Installation of motion sensors and photo cells for the lighting system in HCB.



(b) *Housekeeping measures*

- (i) We continued to set the temperature for indoor areas other than courtrooms at 25.5°C during the summer months. In cooler months, ventilation (instead of chillers) would be turned on when the temperature and humidity outdoor were lower than those indoor to maximize fresh air intake.
- (ii) Half of the lights in the office corridors in the Judiciary premises were switched off during non-office hours i.e. lunch time.
- (iii) Air-conditioning in courtrooms and conference rooms was switched off immediately after use.
- (iv) Colleagues were encouraged to reduce use of standby mode by turning off monitors, computers, printers and photocopying machines after office hours, and to unplug equipment chargers and adapters from socket outlets when not in use.
- (v) Intelligent power bars were introduced on a trial basis with a view to reducing the standby power of the office equipment. By switching off the main device which was plugged into the master socket (e.g. computer) of the power bar, it automatically switched off all the peripheral devices (e.g. printer) which were plugged into the slave sockets.



- (vi) 7-day timer switches were used to switch off shared equipment such as water dispensers automatically after office hours.

- (vii) Regular maintenance checking of the lighting and air-conditioning systems was conducted by EMSD to ensure that the systems were operated in an energy efficient condition.
- (viii) Monthly returns on electricity consumption of individual court buildings were compiled for monitoring purposes. Venue managers were alerted when significant increase in electricity consumption was observed.
- (ix) Ways to optimize and minimize energy consumption were discussed between venue managers and EMSD during regular meetings. EMSD also facilitated venue managers to explore improvement areas on how best energy could be efficiently utilised.

### **Waste Reduction and Management**

10. To reduce the generation of waste, we continue to adopt green procurement by supporting and promoting the practice of environmentally responsible purchasing –

- (a) Purchased recycled paper with forestry certifications or green labels for printing and photocopying purposes.
- (b) Purchased office equipment and electrical appliances, e.g. photocopiers, fax machines, computer items, water dispensers, etc. with Recognition Type Energy Label under the Energy Efficiency Labelling Scheme of EMSD.



- (c) Procured printers and photocopiers with built-in duplex printing units.

- (d) Purchased energy saving fluorescent tubes/compact fluorescent lamps instead of tungsten filament lamps for general lighting purposes.
- (e) Arranged printing of publications such as reports and booklets by outsourced service providers with environmental friendly ink.
- (f) Recommended items with residual value for public auction for reuse or recycling at the Board of Condemnation for unserviceable inventory items.
- (g) Returned used toners and inkjet cartridges to the contractor for reuse through the Government Logistics Department (“GLD”).
- (h) Procured in an environmentally friendly manner e.g. procurement of CD-roms with minimum package (i.e. without disk containers).
- (i) Included ‘trade-in option’ in quotations when procuring fax machines, photocopying machines, water dispensers and refrigerators.
- (j) Procured uniform made of materials free of Azo dyes.
- (k) Used the green stationery items supplied by GLD, such as refillable ball pens and recycled pencils.

11. To promote awareness on waste management, we placed waste separation bins in various Judiciary premises to collect recyclable materials.

12. We included environmental friendly measures in the cleansing contract by requiring our cleansing contractors to use garbage bags made of degradable or recycled materials.

## Water Management

13. Fresh water is a precious resource and we have tried to preserve it by adopting the following measures –

- (a) Installation of various kinds of water conservation devices, such as dual flush cistern, urinal bowls with sensors, sensor water taps in HCB, Wanchai Law Courts and Tuen Mun LCB.

Dual flush  
cistern



- (b) Remind colleagues to reduce water consumption and prevent water wastage.



- (c) Remind cleansing contractors, canteen and kiosk operators to conserve water usage.
- (d) Place posters and other publicity materials in prominent places (e.g. pantries and washrooms) to encourage water conservation.

## Indoor Air Quality



14. We aimed to achieve good IAQ, which safeguards the health of our colleagues and court users and contributes to their comfort and well-being. Apart from the full implementation of no smoking policy, air-conditioning vents and carpets were cleaned regularly to maintain good IAQ in the offices. “IAQ Certification Scheme for Offices and Public Places”<sup>1</sup> (“IAQ Certification Scheme”) assessment and regular IAQ inspections<sup>2</sup> were conducted by EMSD in various Judiciary premises.

### Compliance with the Clean Air Charter and Reduction of GHG Emissions

15. We adhered to the commitments stated in the Clean Air Charter through implementation of various measures and initiatives to reduce fuel consumption and GHG emissions.

- (a) All our saloon cars were environmental-friendly petrol saloon cars with low emission and fuel-efficient engines.
- (b) Our drivers continued to comply with the requirement to turn off the engines while waiting and observe eco-driving practices.
- (c) All members of the Judiciary were encouraged to support the “Carfree Day” by using public transport instead of private vehicles on 22 September 2010.



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<sup>1</sup> To improve IAQ and promote public awareness of the importance of IAQ, the Government has launched a voluntary “IAQ Certification Scheme for Offices and Public Places” which aims to recognise good IAQ management practices, and provide incentives for owners of premises/buildings or property management companies to pursue the best level of IAQ.

<sup>2</sup> Compared to the IAQ Certification Scheme assessment, the regular IAQ inspection is a less stringent form of inspection.

- (d) We ensured that all the paints used by the contractor in renovation works were with low volatile organic compounds (“VOC”) and within the limit stipulated in the VOC Regulation under the Air Pollution Control Ordinance.
- (e) The Judiciary participated in the “2010 Earth Hour” (i.e. Lights Out Campaign) organised by the “World Wide Fund for Nature” by switching off the non-essential lighting from 8:30 pm to 9:30 pm on 27 March 2010.



- (f) Carbon audit for HCB was conducted to measure GHG emissions.

### **Carbon Audit for HCB**



16. Climate change has become a major challenge to the world. Emission of GHG from human activities has been proven as one of the major causes of climatic change. To identify, examine and report GHG emissions arising from the operation of the buildings and to take appropriate actions to reduce such emissions, we had engaged EMSD to conduct a carbon audit for HCB as a pilot study in 2010.

17. The audit result indicated that the net GHG emissions of HCB were 4,137 tonnes of carbon dioxide equivalent and a significant portion of which came from the indirect GHG emissions resulted from the electricity consumption. Our core GHG reduction initiatives are to minimize energy use through on-going housekeeping measures and energy efficiency enhancement works.

18. A benchmarking on the indirect GHG emissions resulted from the electricity consumption with other private and government offices was also made. The indirect GHG emissions from the electricity consumption of HCB was found significantly lower than the benchmark private and government offices by 71.7% and 65.6% respectively.

### **Paper Consumption**

19. We continued to minimize paper consumption by –
- (a) introducing e-services and publications;
  - (b) providing internet and intranet facilities for members of the Judiciary;
  - (c) disseminating information through intranet;
  - (d) extending the use of recycled paper;
  - (e) photocopying limited to the absolute minimum;
  - (f) making full use of the blank side of used paper;
  - (g) reusing envelopes and loose minutes jackets;
  - (h) using e-invitations for various ceremonies; and
  - (i) using lighter papers for court-related documents [100 grams per m<sup>2</sup> (gsm) paper was replaced by 75 gsm type].

### **Establishment of Green Workplace/Premises**

20. Greening plays an important role in building an environmentally friendly and quality working environment. We aimed to establish a green workplace for both our colleagues and court users.

21. The following greening works were being carried out by the Architectural Services Department (“ArchSD”) –

- (a) Greening on the top of the covered walkway from the G/F main entrance of HCB to Queensway Government Offices.
- (b) Greening on the rooftop of the low block of HCB.

### **Staff Awareness and Participation**

22. To encourage staff to be more conscious about environmental protection and to stimulate their awareness and knowledge of environmental concerns, green activities, workshops and training sessions were held and provided to all members of the Judiciary. Family members were also invited to participate in some of the activities.

- (a) A recycling activity was organised to collect usable items for donation to a non-profit making organization for reuse and recycling. In addition, a site visit to a workshop of a Recycling Programme run by a non-profit making organization was arranged for staff and family members to learn more about the concept of recycling.



## 司法機構政務處義工活動 物品回收

所收集之物品包括：

- 新舊衣物
- 性能良好的家庭電器（如風扇、熨斗、電腦及電視機等）
- 禮品、手袋、鞋、玩具、書籍及文具
- 正版電腦軟件及影音光碟
- 節日裝飾用品（如聖誕節、春節）

日期：2010年2月3日至5及8至9日

地點：  
 高等法院－低層3樓305室      九龍城裁判法院－7樓712室  
 屯門裁判法院－2樓220室      觀塘裁判法院－2樓211室  
 粉嶺裁判法院－6樓606室      勞資審裁處－1樓130室

茶灣裁判法院－地下通向停車場樓梯

時間：下午1時至2時  
 下午5時至6時



- (b) To encourage and inspire colleagues and their family members to directly participate in green activity, an organic farming activity was organised for staff and family members. They were introduced to the concept of organic farming, simple farm tools and field work. Through such experience, staff and family members developed a better understanding of green living and sustainable development of the environment.



- (c) Venue managers, Green Executives and colleagues were invited to attend seminars on target-based green performance framework organized by the Environment Bureau, experience sharing workshops on energy saving measures organised by EMSD and in-house green management sharing sessions to facilitate them in developing best practices on environmental measures for implementation in their respective Judiciary premises.
- (d) Green tips were published in the Judiciary Staff Newsletter and circulated regularly to staff to reinforce the importance of environmental protection and sustainability.
- (e) Colleagues were encouraged to bring their own lunch boxes for take-away meals from the staff canteen. Recyclable lunch boxes were also provided in the staff canteen.

## **Key Environmental Performance in 2010**

23. We are committed to ensuring that our operations are conducted in a sustainable manner. To align with our green initiatives on reducing electricity and paper consumption, and promote sustainable development, quantitative targets for electricity and paper consumption levels were set to measure our environmental performance in 2010. With the support from members of the Judiciary, we have been able to achieve the following in 2010 –

- (a) A 2.6% saving on overall electricity consumption for existing facilities after discounting activity changes (using the electricity consumption in 2009 as the baseline), which is 1.6% higher than our set target.
- (b) The procurement of recycled papers reached 23% of total procurement, which is 5% higher than our set target.
- (c) The achievement of a “Good Class” grading under the IAQ Certification Scheme assessment conducted by EMSD for Kwun Tong LCB.
- (d) Completion of the carbon audit to measure GHG emissions for HCB with the recommendations on GHG reduction initiatives being implemented.

24. Comparing to 2009, there was a 2.6% drop in the emission of major air pollutants, namely, sulphur dioxide, nitrogen oxides and respirable suspended particulates in 2010.

## New Initiatives to Meet New Challenges

25. We shall enhance the overall environment in the Judiciary through adopting energy conservation measures, managing IAQ, controlling GHG emissions resulting from the building operation, and conserving water in existing Judiciary premises. Efforts in promoting green buildings will also be made in the design of a new LCB.

### Energy Conservation

26. Apart from continuing to adopt housekeeping measures, we will also enhance energy efficiency through energy saving projects. The following energy saving works would be conducted in 2011 –

- (a) To replace existing chiller with oil free centrifugal compressor chiller in HCB.
- (b) To install additional LED lighting “Exit” sign boxes at staircases in HCB.
- (c) To replace control motors by energy saving type for lifts in Shatin LCB.
- (d) To install sensor water taps, dual flush cisterns and urinal bowls with sensors in staff toilets of HCB.

### Managing IAQ

27. Ensuring good IAQ is important as all staff spend more than 70% of their time indoors. EMSD would continue to carry out regular IAQ inspections for Judiciary premises.

### Controlling GHG Emissions

28. Most GHG emissions from Judiciary premises come from electricity consumption. We will continue to reduce GHG emissions through various housekeeping measures and energy saving retrofitting works.

## Water Conservation

29. To be in line with the prevailing standard in new government buildings, the Judiciary would use water conservation designs and devices e.g. self-closing taps, in our premises. Infrared sensor taps would also be extended to all Judiciary premises by phases.

## Green Building Design

30. The new LCB to be constructed in West Kowloon would aim to comply with the Building Energy Codes issued by EMSD. Other green features including photovoltaic panels, green roofs, sky gardens and vertical greening etc. would also be incorporated in the building design.

## **Key Environmental Performance Targets in 2011**

31. We fully recognize the importance of environmental protection and sustainable development. We will continue to maintain good practices on green management and develop new initiatives to reduce the overall impact on the environment.

32. To measure the environmental performance in 2011, the following key targets are set –

- (a) To achieve a 1% saving on overall electricity consumption for existing facilities after discounting activity changes (using the electricity consumption in 2010 as the baseline).
- (b) To achieve 24% recycled paper procurement of the total procurement of paper.
- (c) To green our workplace/premises in consultation with ArchSD.
- (d) To provide more waste separation bins in Judiciary premises to collect recyclable waste.
- (e) To organize sharing sessions, workshops and activities to promote staff awareness on green management.

## Comments

33. Your comments on this report are welcome. Please write to us at [enquiry@judiciary.gov.hk](mailto:enquiry@judiciary.gov.hk). This report is also available on our website <http://www.judiciary.gov.hk>.



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