



# **Controlling Officer's Environmental Report 2017**

## **Content**

	Page
Introduction	2
Mission and Functions of the Judiciary	2 – 3
Environmental Policy of the Judiciary	3 – 4
Green Initiatives	4 – 13
Key Environmental Performance in 2017	13 – 14
Key Environmental Performance Targets in 2018	14
Comments	15

## Introduction

This is the 19<sup>th</sup> 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 2017. It also sets out our green targets for 2018.



## 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 2017, the Judiciary has around 170 Judges and Judicial Officers and 1,740 support staff. Our Courts, Tribunals and Offices are located in different buildings 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 17 venue managers, 41 Green Executives as well as 75 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 realise this, we have adopted the following principles –

(a) **Minimisation of Consumption**

By exercising the 5Rs – Replace, Reduce, Reuse, Recycle and Rethink – we aim to minimise 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 circulation of green tips by staff newsletters, 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 mobilise 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) air quality management;
- (e) paper consumption;
- (f) establishment of a green workplace/premises; and
- (g) 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 summarise some of the key initiatives carried out in 2017.

### **Energy Efficiency and Conservation**

9. Air-conditioning and lighting constitute around 70% of energy consumption in the offices. In the new West Kowloon Law Courts Building (“LCB”), the building facades adopts both vertical and horizontal sun-shading to reduce heat gain and optimise the energy efficiency of air conditioning. The building also makes use of daylight and is installed with photovoltaic panels on the roof. Besides, we continued to adopt various practical housekeeping energy saving measures in 2017 to minimise and optimise the usage of air-conditioning and lighting in various Judiciary premises. Improvement works were carried out in consultation with the Electrical and Mechanical Services Department (“EMSD”) and the Architectural Services Department (“ArchSD”).

(a) *Improvement works*

- (i) Replacement of existing lightings by more energy efficient lightings, such as T5 fluorescent light fittings and Light Emitting Diode (“LED”) downlights in the High Court Building (“HCB”), Kwun Tong and Shatin LCBs.
- (ii) Replacement of the existing air-conditioning system by a new set of computer-controlled system in the Kwun Tong LCB which increases the overall energy efficiency.
- (iii) Replacement of the air conditioners of a server room in the Fanling LCB by more energy saving types.

(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 maximise fresh air intake.
- (ii) Air-conditioning and lighting in courtrooms and conference rooms was switched off immediately after use.



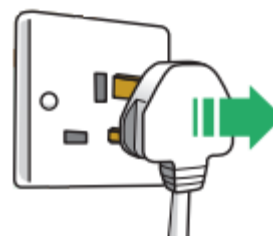
- (iii) We regulated the operating hours of the non-essential external lighting installations in the Judiciary premises to reduce energy consumption.

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

Using a 7-day timer to  
switch off shared  
equipment after office  
hours



- (v) 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. Intelligent power bars were also used with a view to reducing the standby power of the office equipment.



- (vi) Monthly returns on electricity consumption of individual Judiciary premises were compiled for monitoring purposes. Venue managers were alerted when significant increase in electricity consumption was observed.
- (vii) Regular maintenance checking of the lighting and air-conditioning systems was conducted by the EMSD to ensure that the systems were operated in an energy efficient condition.
- (viii) Energy audits for seven LCBs with annual electricity consumption in financial year 2013/14 of more than 500,000 kilowatt hour (kWh) were completed in 2017 with a view to identifying energy management opportunities specific to the operational and technical characteristics of individual buildings. According to the energy audits, the average Energy Utilisation Index of the seven LCBs is 123 kWh/m<sup>2</sup>/annum.
- (ix) Ways to optimise and minimise energy consumption were discussed between venue managers and the EMSD. The EMSD also facilitated venue managers to explore



improvement areas on how best energy could be efficiently utilised.

- (x) To promote energy efficiency and conservation, the Judiciary participated in the “2017 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 25 March 2017.



## 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) Procured printers and photocopiers with built-in duplex printing units.
- (c) Purchased office equipment and electrical appliances, e.g. photocopiers, fax machines, computer items, water dispensers, etc. with Energy Label under the Energy Efficiency Labelling Scheme of the EMSD.
- (d) Purchased energy saving fluorescent tubes/compact fluorescent lamps instead of tungsten filament lamps for general lighting purposes.



- (e) Adopted the green specifications in the purchases of products promulgated by the Environmental Protection Department (“EPD”) whenever practicable.
- (f) Recommended items with residual value for public auction for reuse or recycling at the Board of Condemnation for unserviceable inventory items.
- (g) Included ‘trade-in option’ in quotations when procuring fax machines, photocopying machines, water dispensers and refrigerators.
- (h) Used the green stationery items supplied by the Government Logistics Department (“GLD”), such as refillable ball pens and recycled pencils.
- (i) Returned used toners and inkjet cartridges to the contractor for reuse through the GLD.
- (j) Procured in an environmentally friendly manner e.g. procurement of CD-roms with minimum package (i.e. without disk containers).
- (k) Procured uniform made of materials free of Azo dyes.

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 practice recycling, use garbage bags made of degradable or recycled materials, and use cleansing



products that comply with the green specifications developed by the EPD and the GLD as far as possible.

13. To minimise the consumption of disposable foam and plastic cups, we encouraged our colleagues to bring their own cups to meetings, and serve drinking water in reusable cups when hosting meetings and conferences.

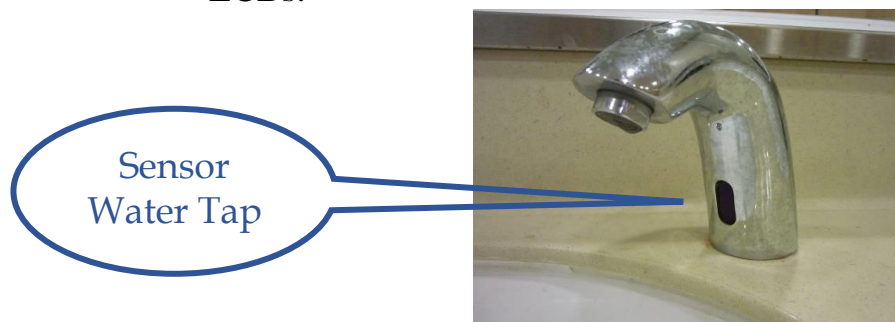


14. We implemented green practices and waste avoidance measures when organising and attending events and meetings. We encouraged our support staff not to use and accept corsages, and to minimise the use of name badges when organising and attending events and meetings. When attending local functions, we would also consider advising the organisers in advance that they were not obliged to arrange for souvenirs and gifts. Besides, when organising events, we chose materials and tableware which could be reused or recycled afterwards, and avoided excessive decorations and impractical souvenirs.

### **Water Management**

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

- (a) Water conservation devices, such as dual flush cistern, urinal bowls with sensors, sensor water taps were used in various LCBs.



- (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.



- (e) Rainwater recycling system was installed in the new West Kowloon LCB for irrigating the greenery.

## Air Quality Management



16. We aimed to achieve good indoor air quality (“IAQ”) to safeguard the health of our colleagues and court users and contribute 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. Assessments under “IAQ Certification Scheme for Offices and Public Places” (“IAQ Certification Scheme”) and regular IAQ inspections were conducted in various Judiciary premises by phases.

17. We implemented various measures and initiatives to reduce greenhouse gas emission and fuel consumption.

- (a) Our saloon cars were environmental-friendly saloon cars with low emission and fuel-efficient engines.



- (b) We included desirable vehicle emission standard in the hiring of transport services whenever practicable.
- (c) Our drivers continued to comply with the requirement to switch off idling engines and observe eco-driving practices.



- (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.

### **Paper Consumption**

18. We continued to minimise 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; and
- (h) using e-invitations for various ceremonies.

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

19. Greening plays an important role in building an environmentally friendly and quality environment for both our colleagues and court users.

20. Greenery of different species was placed at various LCBs to beautify the environment. Green features, such as green roof and vertical greening on building facades were incorporated in the building design of the new West Kowloon LCB.

## **Staff Awareness and Participation**

21. To raise awareness of a sustainability-conscious lifestyle and to promote green living, we adopted conservation-conscious menus in official entertainment functions by excluding shark fin, bluefin tuna, black moss and their related food items in the menus of official entertainment functions.

22. To encourage our colleagues to be more conscious about environmental protection, 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 organisation for redistribution to the underprivileged.
- (b) Venue managers, Green Executives and colleagues were invited to attend seminars on energy efficiency and conservation organised by the EMSD and in-house green management sharing session to facilitate them in developing best green practices for implementation in their respective Judiciary premises. Besides, venue managers were invited to visit the Eco Expo Asia 2017 to acquire the latest information on green technologies.
- (c) Green tips were published in the Judiciary Staff Newsletter to reinforce the importance of environmental protection and sustainability.



- (d) Colleagues were encouraged to bring their own lunch boxes for take-away meals from the staff canteen.

## **Key Environmental Performance in 2017**

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 2017. With the support from members of the Judiciary, we have been able to achieve the following in 2017 –

- (a) A 1.27 % saving on the overall electricity consumption for existing facilities after discounting activity changes (using the electricity consumption in 2016 as the baseline), which exceeds our set target of 1% saving.
- (b) The procurement of recycled papers reached 42% of total procurement, which is 7% higher than our set target.
- (c) Achieved “Excellent Class” grading under the IAQ Certification Scheme for West Kowloon Law Courts Building, and successfully renewed “Excellent Class” IAQ Certificates for Court of Final Appeal and “Good Class” IAQ Certificates for HCB, Lands Tribunal Building, Labour Tribunal Building, Wanchai Tower, Eastern, Kwun Tong, Kowloon City, Shatin, Fanling and Tuen Mun LCBs under the IAQ Certification Scheme.



- (d) Carbon audits were carried out for 11 LCBs. According to the carbon audits, the average greenhouse gas emission of the 11 LCBs is 0.081 tonnes CO<sub>2</sub>-e/ m<sup>2</sup> / annum in 2017.



## **Key Environmental Performance Targets in 2018**

24. We fully recognise 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.

25. To measure the environmental performance in 2018, 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 2017 as the baseline).
- (b) To achieve 36% recycled paper procurement of the total paper procurement.
- (c) To achieve “Good Class” grading or above in the issue and renewal of IAQ Certificates under IAQ Certification Scheme, and to carry out regular IAQ inspections for various Judiciary premises.
- (d) To continue implementing energy saving projects and installing environmental friendly devices to reduce energy consumption as well as greenhouse gas emissions in the Judiciary premises in consultation with the ArchSD and the EMSD.
- (e) To organise sharing sessions, workshops and activities to promote staff awareness of green management.



## Comments

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



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