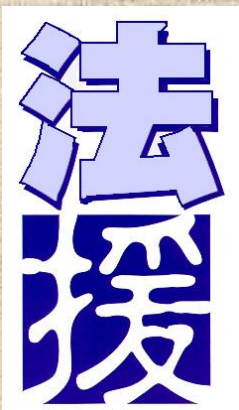


# 二〇〇九年環保報告

## Environmental Report 2009



Legal Aid Department  
法律援助署

## 法律援助署

### 二〇〇九年管制人員環保報告

#### 環保目的

法律援助署會竭力確保部門的日常運作和一切事務均切合環保精神。

除提供優質法律援助服務外，推行環保亦是本署的目的。

#### 環保政策

本署制訂了一套**環保政策**，以下列三項原則為本：

- 一 本署會透過積極鼓勵的方式，盡力令員工明白支持環保的重要，從而令他們視保護環境為己任，而非只是管方的責任。

## Legal Aid Department

### The Controlling Officer's Environmental Report 2009

#### Environmental Goal

The Legal Aid Department is committed to ensuring that its operation, business and activities are conducted in an environmentally responsible manner.

It is the Department's goal to deliver quality legal aid services while at the same time to care for the environment.

#### Environmental Policy

The Department has formulated an **environmental policy** which is premised upon three tenets.

The **first** is to ensure that through active encouragement, each staff member is aware of the importance of responding to environmental issues so that environmental efforts become the responsibility of every staff member and not just the responsibility of the management.

二 向員工提倡“三用原則”，即“物盡其用、廢物利用、循環再用”。本署會提醒員工，雖然香港處理廢物的主要方法是把廢物棄置於堆填區，但要物色新的堆填區用地愈趨困難，因此貫徹“三用原則”是減少廢物的關鍵。

三 繼續制訂可持續推行的措施，減少部門耗用的資源及能源。

## 環保目標

本署的環保目標為：

1. 切實遵行本港所有環保規例，並適當地採納政府公布的方針及指引。
2. 向員工宣傳或宣揚環保小貼士，以提高他們保護環境的意識，使他們在日常生活及家庭生活中為環保出一分力；灌輸員工環保的概念，以助他們養成離開辦公室時關燈，及將不使用的電子器材關掉的良好習慣。

The second is the implementation of the 3R Principle of “reduce, reuse and recycle” by all staff. Staff are reminded that as landfill is the primary method of waste disposal in Hong Kong and it is getting increasingly difficult to find new landfill sites, the implementation of the 3R Principle is crucial to the reduction of waste.

The **third** is the continued formulation of sustainable measures to reduce departmental use of resources and energy.

## Environmental Objectives

The Department’s objectives are:

1. To comply with all domestic environmental regulations and adopt directives and guidelines promulgated by the Administration as appropriate.
2. To promote or promulgate handy tips to raise staff awareness of the need for environmentally friendly behaviour in all aspects of their work activities and in their home lives. To instill in staff the habit of turning off lights when not in the office and of turning off electrical equipment when not in use.

3. 繼續探討不同的方法，以減少耗用電力及紙張、改善內部環保措施及盡量推行循環再用的做法。

## 環保經理及環保主任

部門主任秘書是部門指定的環保經理，各組的高級一等律政書記及副部門主任秘書則獲委任為環保主任，負責推行各項環保措施和監察所屬組別在環保方面的表現。

3. To continue to explore ways to reduce electricity and paper consumption, improve internal environmental practices and maximise recycling practices.

## Green Manager and Environmental Officers

The Departmental Secretary is the designated Green Manager of the Department and all Senior Law Clerks I of each section and the Deputy Departmental Secretary are appointed Environmental Officers. They are responsible for implementing various environmental protection measures and monitoring the performance in the respective sections.

## 二〇〇九年採取的環保及內務管理措施

### 節約用紙

- a) 二〇〇八年年報以電子版本取代印刷本；
- b) 參加署內培訓活動的學員獲發軟複本而非印刷本的教材。本署並把教材上載部門的入門網站，供員工參考；
- c) 在可行情況下，以電郵方式向退休員工發送《員工通訊》，而非郵寄印刷本；
- d) 鼓勵員工採用下列方法減少用紙：
- \* 盡量安排把通告及其他文件以電子方式傳閱，以取代每人一份的做法；
  - \* 減少提交會議的參考文件的數量；

## Environmental Initiatives and Housekeeping Measures Taken in 2009

### Economic use of paper

- a) Annual Departmental Report 2008 was published in electronic softcopy instead of printing hardcopies;
- b) Training materials to trainees for in-house training activities were in soft copies instead of hard copies and were uploaded to the departmental portal for staff's reference;
- c) Staff Newsletter is issued to retired staff by email instead of mailing hardcopies if applicable;
- d) Staff were encouraged to minimise paper consumption by:
- \* arranging circulation of circulars and other documents electronically as far as possible instead of issuing individuals with personal copies;
  - \* reducing copies of reference materials tabled at meetings;

- \* 盡量減少影印文件的數量；
  - \* 紙張雙面使用；
  - \* 把尚有一面未用的紙張用作草稿紙；
  - \* 以電郵及電話作內部溝通；
  - \* 避免使用傳真首頁；
  - \* 避免使用信封發出通知書／信件(改為把地址印在已摺疊好的通知書／信件背面)；
  - \* 重複使用暫用檔案夾及文件皮；
  - \* 盡量重複使用信封；
  - \* 使用舊信紙列印傳真信息；以及
  - \* 盡量使用再造紙，以取代普通紙張。
- \* minimising photocopies;
  - \* using both sides of paper;
  - \* using blank side of used paper for drafting;
  - \* using electronic mail and telephone for internal communication;
  - \* avoiding the use of fax leader pages;
  - \* avoiding the use of envelopes for issuing notifications/letters (instead, the addresses are printed on the back of the folded notifications/letters);
  - \* reusing loose minute jackets, file covers;
  - \* reusing envelopes as far as possible;
  - \* using obsolete letter heads for incoming fax; and
  - \* using recycled paper instead of ordinary paper where possible.
- e) 把部門出版的刊物上載網頁，避免印製過多的印刷本；
- e) Departmental publications were uploaded onto the Homepage and greater care was exercised to avoid excessive printing of hard copies;
- f) 在辦公室多處地方放置環保箱，回收廢紙作循環再造用途；以及
- f) Green boxes were placed at various locations and waste papers were collected for recycling; and

g) 更換傳真機，以使用普通紙張的型號代替；而所有影印機和網絡打印機均設有雙面影印和列印功能，並設有“環保盤”，以供存放尚有一面未用的紙張。

g) All fax machines were replaced by those using plain papers and all photocopiers and network printers were installed with double-side printing function and “green tray” for blank side of used papers.

## 節約能源和改善空氣質素的措施

- a) 支持“世界自然基金會”於三月二十八日舉行的“地球一小時”熄燈行動，以及“地球之友”於六月二十一日舉辦的夏至“夠照熄燈”行動；
- b) 提醒員工在適當情況下把電燈、其他電子器材及電器關掉；
- c) 退回打印機和傳真機的噴墨盒和炭粉盒給供應商循環再用，並使用可更換筆芯的原子筆；
- d) 在《員工通訊》介紹各類環保措施；
- e) 鼓勵員工使用樓梯往返各層辦公室，減少因乘搭電梯而耗用的電力；
- f) 縮短使用空調的時間，適當地調節溫度，以減低耗電量；

## Conservation of Energy and Air Quality Improvement

- a) The Department supported the WWF's Earth Hour on 28 March and Friends of the Earth's "Lights Out on the Summer Solstice" on 21 June.
- b) Staff were reminded to switch off lights and other electrical equipment and appliances where appropriate;
- c) Inkjet and toner cartridges for printers and fax machines were returned to the suppliers for recycling and refillable ball pens were used;
- d) Articles on various green measures were published in the Staff Newsletter;
- e) Staff were encouraged to use staircases for inter-floor traffic in order to reduce electricity consumption on lift services;
- f) Operating hours of the air-conditioning system were reduced and the temperature was suitably adjusted to minimise electricity consumption;



- g) 在辦公室走廊的大部分燈位安裝 T5 光管，以節省能源；
- g) T5 florescent tubes were used for most of the lights along the corridors of the Department's offices to save energy;
- h) 洗手間內的電燈安裝時間掣，晚上會自動關燈，於早上重開，從而節省能源；
- h) Toilet light timers were installed to automatically turn off the lights of toilets at night and turn them on again in the morning to save energy;
- i) 辦公室電梯大堂的燈光在晚上自動調節，以減低耗電量；以及
- i) Lighting in the lift lobbies of the offices have been automatically adjusted at night to reduce electricity consumption; and
- j) 司機在停車等候期間須關掉引擎。本署會派員進行突擊檢查，密切監察有關情況。
- j) Drivers are required to switch off vehicle engines while waiting. Surprise inspections are conducted to monitor the situation closely.

## 減少廢物

a) 重複使用節日裝飾品，並以電子賀卡代替紙製賀卡；

b) 參與大廈管理處舉辦的廢物分類計劃，收集紙張、鋁罐及膠樽，循環再造；

c) 在洗手間安裝自動感應的水龍頭，以節省用水；以及

d) 盡量遵行“環保採購”的原則，例如採購以可降解或再造物料製造的膠袋。

## Minimising Wastes

a) Decorative materials were reused and e-cards were used during festive seasons instead of paper greeting cards;

b) Joining the waste separation scheme held by the Building Management Office. Paper, aluminium cans and plastic bottles are collected and recycled;

c) Auto-sensitised water taps were installed in toilets to save water; and

d) “Green procurement” concept was adopted as far as practicable. For example, plastic bags with degradable or made of recycled materials were purchased.

## 環保表現分析

本署的服務主要在辦公室提供，因此，已盡力控制用紙和用電量。

### 用紙量<sup>1</sup>

- a) 與二〇〇八年相比，二〇〇九年的耗紙量為 11 870 令，增加了 9%<sup>2</sup>。
  
- b) 與二〇〇八年相比，二〇〇九年的影印文件數量為 4 377 367 張，增加了 6%<sup>3</sup>。

### 用電量<sup>4</sup>

本署總部和九龍分署已裝設用電分錶，兩個辦事處的耗電量為 674 812 千瓦小時。香港分處並沒有安裝獨立用電分錶。在二〇一〇年，本署會在位於稅務大樓的香港分處安裝用電分錶，以記錄整個部門的耗電量。

<sup>1,4</sup> 有關數字調整至最接近的整數。

<sup>2,3</sup> 由於申請法援的宗數上升，以及在推行民事司法制度改革後，本署在案件管理實施新程序，令耗紙量增加。

## Environmental Performance Analysis

The Department delivers its services mainly in an office environment and has therefore devoted considerable efforts to contain its paper and electricity consumption.

### Paper Consumption<sup>1</sup>

- a) The consumption of paper in 2009 was 11 870 reams which represented an increase by 9% comparing to 2008<sup>2</sup>.
  
- b) The number of photocopies in 2009 was 4 377 367 which represented an increase by 6% comparing to 2008<sup>3</sup>.

### Energy Consumption<sup>4</sup>

Power-check meters were installed in the Headquarters and Kowloon Branch Office, and an electricity consumption of 674 812 kilowatt hours (kWh) was recorded for the two offices. There was no individual power-check meter for the Hong Kong Sub-Office. The Department will install power-check meters in the Hong Kong Sub-Office at the Revenue Tower in 2010 to record the electricity consumption of the whole of the Department.

<sup>1,4</sup> Figures are rounded to the nearest integer.

<sup>2,3</sup> The increases were attributed to the increase of legal aid applications and new procedures in case management upon the implementation of the Civil Justice Reform.

二〇〇九年，因用電而導致的廢氣排放情況估計如下<sup>5</sup>：

	二氧化硫	氮氧化物	可吸入懸浮粒子
電力	1 288.9 公斤	782.8 公斤	40.5 公斤

本署擁有的一輛房車及一輛輕型貨車均使用無鉛汽油。本署鼓勵員工在執行外勤工作時，盡量乘搭公共交通工具。兩車在二〇〇九年的總行車里數為 17 861 公里。

二〇〇九年，有關車輛的廢氣排放情況估計如下<sup>6</sup>：

	氮氧化物	可吸入懸浮粒子
車輛	16.1 公斤	微量

The emissions from the consumption of electricity in 2009 are estimated as follows<sup>5</sup> :-

	Sulphur dioxide (SO <sub>2</sub> )	Nitrogen oxides (NO <sub>x</sub> )	Respirable suspended particulates (RSP)
Electricity	1288.9 kg	782.8 kg	40.5 kg

The Department also maintained and operated one saloon car and one light goods vehicle, both of which use unleaded petrol. Staff were encouraged to use public transport as far as possible when performing outdoor duties. In 2009, the total mileage of the two vehicles was 17 861km.

The emissions from vehicles in 2009 are estimated as follows<sup>6</sup> :-

	Nitrogen oxides (NO <sub>x</sub> )	Respirable suspended particulates (RSP)
Vehicle	16.1 kg	Negligible

<sup>5,6</sup> 排放量是按照環境保護署公布的《清新空氣約章環境報告指引》所載的程式計算。

<sup>5,6</sup> The emissions are estimated based on the equation provided by the Environmental Protection Department in its “Guide to Clean Air Charter Report Writing”.

## **雜項耗用量**

1. 原子筆及鉛筆等消耗品的用量分別為 2 846 支及 552 支，前者的耗用量增加 6%，後者增加 55%。
2. 二〇〇九年退回的炭粉／噴墨盒共 670 個，減少了 7%。
3. 二〇〇九年購入的膠袋共 1 000 個，減少了 19%。

## **持續環保**

本署會繼續致力推行各項環保政策，實現目標。

## **Miscellaneous Consumption**

1. The consumption of other consumable stock such as pens and pencils were 2 846 and 552 which represented an increase by 6% and 55% respectively.
2. There was a total trade-in on toner/inkjet cartridges in 2009 of 670 which represented a decrease by 7%.
3. The procurement of plastic bags in 2009 was 1 000 which represented a decrease by 19%.

## **Continual Commitment**

The Department will continue to be committed to its environmental policy and objectives.