Independent Police Complaints Council Secretariat Environmental Report 2004

Introduction

This Environmental Report presents the environmental policy and performance of the Independent Police Complaints Council (IPCC) Secretariat in 2004.

The IPCC is an independent body whose Members are appointed by the Chief Executive. Its main function is to monitor and review the investigations of public complaints against the Police conducted by the Complaints Against Police Office (CAPO) of the Hong Kong Police Force.

The IPCC is supported by a full-time Secretariat, headed by the Secretary, IPCC with 21 general grades staff and a Senior Government Counsel serving as legal adviser to the IPCC. The major function of the Secretariat is to examine all the complaint investigation reports submitted by CAPO in detail to ensure that each and every case is investigated in a thorough and impartial manner before passing them on to IPCC Members for endorsement.

Under the supervision of the Secretary and the Deputy Secretary, three teams, each comprising one Senior Assistant Secretary and one Assistant Secretary, are responsible exclusively for vetting complaint investigations. The fourth team, Planning and Support, comprising one Senior Assistant Secretary and 13 executive, clerical and secretarial staff, is responsible for general administration, research, publicity and other support services.

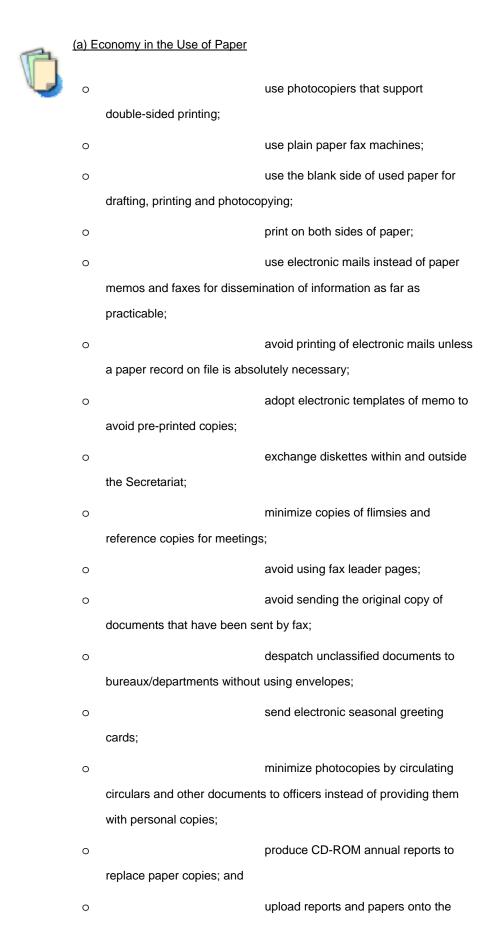
Environmental Goal and Policy

The IPCC Secretariat supports the Government's efforts to improve the environment and is committed to promoting environmental protection by:

0		complying with the relevant environmental protection ordinances;
0		promoting the efficient use of resources;
0		minimizing the production of waste and environmental pollutants;
0		improving the environmental conditions of the Secretariat of the IPCC; and
0		reviewing regularly the environmental protection measures so that continued improvements
	can be made.	

Environmental Protection Measures

The activities of the IPCC Secretariat are mainly office-based. In discharging its functions, the Secretariat has adopted the following environmental protection measures:



IPCC's Homepage for public access through the Internet to reduce printed copies.

(b) Energy Conservation

• switch off lights and equipment when the office is not in use;

 conduct routine checks during lunch hour and after office hours to ensure that any unnecessary lights and equipment are switched off;

 switch off unnecessary lighting in perimeter area lit by sufficient daylight;

 affix 'Save Energy' stickers to lighting switches to remind staff to switch lights off when not in use;

o use energy-saving light bulbs;

o procure LCD monitors instead of CRT

monitors when replacement of monitors is required; and

o economize on the use of

air-conditioning.



(c) Waste Minimization

- re-use envelopes and loose-minute jackets;
- collect used papers for drafting and printing purposes; and

o I use refillable ball pens.

(d) Green Procurement

0

æ,

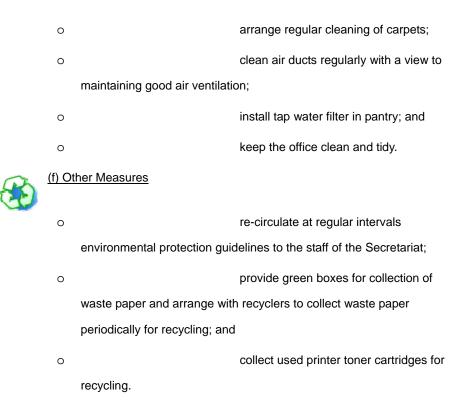
procure environmentally friendly products such as recycled paper, refillable ball pens, non-chlorinated correction fluid and environmental thinner; and

procure energy-saving photocopiers
and plain paper fax machines.



(e) Healthy Workplace

enforce no-smoking in the office;
display potted plants in offices;



Performance

The performance of the IPCC Secretariat in implementing the above green measures has been satisfactory. With enhanced environmental awareness and cooperation of the staff of the Secretariat, the resources of the Secretariat, in particular paper and electricity, have been put to efficient and optimum use.

The Way Forward

The IPCC Secretariat will continue to implement and improve its environmental protection measures and promote the environmental awareness of staff of the Secretariat in the years to come.

Enquiries

If you have any comments or enquiries on this report, please send them to us by one of the following means:

Post		10/F, Bank of East Asia Harbour View Centre, 56 Gloucester Road, Wan
	•	Chai, Hong Kong.
Fax	:	2525 8042
E-mail	:	ipccenq@ipcc.gov.hk