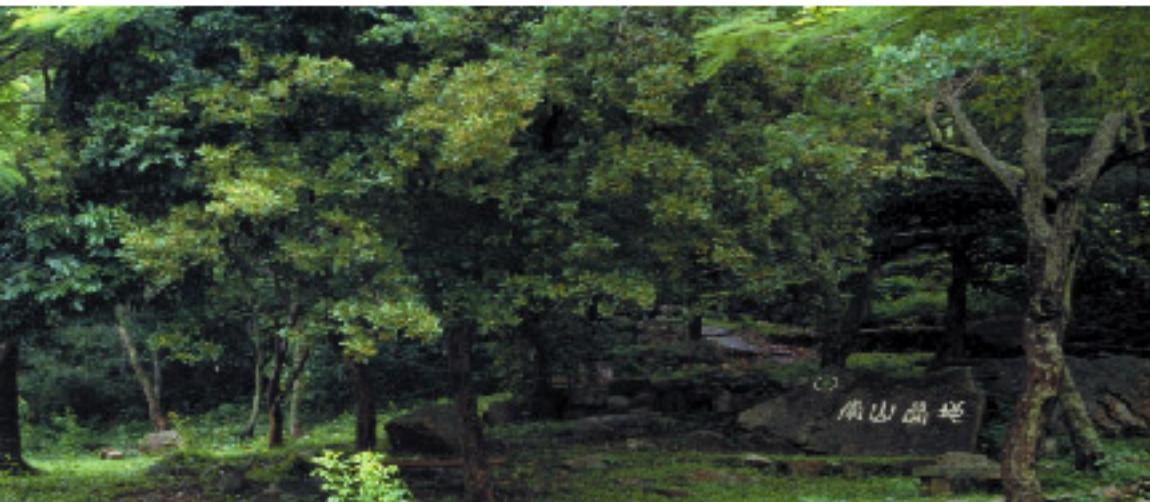
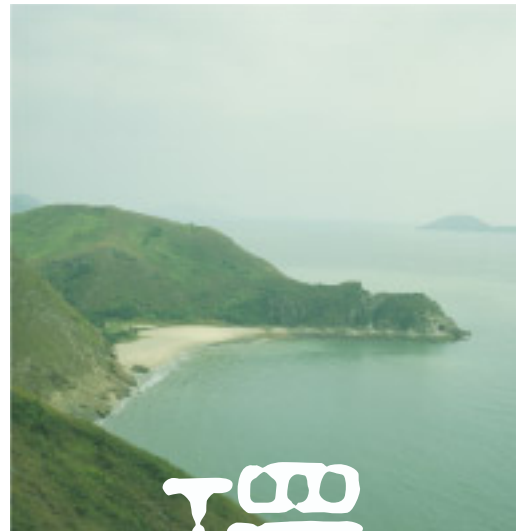




Environmental Report 2003



環
保
報
告
二〇〇三



地政總署
Lands Department

署長的話

Director's Message

這是地政總署作為香港地政監督發表的第五份環保報告。由於香港其中一項最寶貴的資源（土地）易被惡化的環境影響，本署作為管理土地的部門，有責任在切實可行的範圍內，致力在各項工作範疇貫徹環保精神。

在二〇〇三年，我們進一步檢討和改善了本署在批地及土地管理工作上的環保表現，並積極鼓勵各公私營機構採用數碼地圖，同時繼續在本署各辦事處實施減少廢物、節省資源、善用能源及物料、擴大辦公室自動化計劃和盡量避免浪費等多項環保措施。

為協助杜絕蚊患和防止登革熱蔓延，我們在轄下更多地點加強執行除草和清理環境工作。在二〇〇三年，我們清理了379個地點的垃圾及積水，以及進行了除草，較二〇〇二年增加了68%。

在內部管理方面，我們深明廣泛應用電子通訊科技有助減少用紙。因此，本署轄下各專責事務處，均已推行辦公室自動化計劃。法律諮詢及田土轉易處在二〇〇三年建立了一套個案進度監察系統。這套系統是以中央電子資料庫形式，記錄個案的進度和過往的案例，員工可通過聯機系統監察和查詢個案進度，以及研究法律參考資料。此外，這套系統還能夠自動編製及以電子方式傳送統計報告。這套系統取代了先前以用紙為主的人手系統，預計對環保管理大有幫助。

我們歡迎讀者就如何改善本環保報告及增強本署作為環保部門的努力提出建議。



地政總署署長劉勵超

We are pleased to present our fifth Environmental Report for Lands Department which is the land authority in Hong Kong. As the custodian of one of the most precious resources of Hong Kong vulnerable to environmental degradation, we have incorporated environmental protection, wherever possible, in various areas of our work.

In 2003, we further reviewed and improved our environmental performance in land disposal and land management. We also encouraged the use of digital maps in public and private sectors, and continued with waste reduction, resource conservation, efficient use of energy and materials, extension of office automation projects and waste minimization in our offices.

To help eliminate mosquito breeding and prevent the spread of dengue fever, we have stepped up grass cutting and clearance on more sites under our management. In 2003, we cut grass and removed rubbish and stagnant water in 379 sites, an increase of 68% compared with 2002.

On the housekeeping front, we recognise the importance of wider use of e-communication in reducing paper consumption. Office automation projects have been implemented in all our offices. In 2003, a Case Progress Monitoring System (CPMS) was set up in our Legal Advisory and Conveyancing Office (LACO). The CPMS is a centralised electronic database for recording case progress and precedent cases. With this system, staff are able to maintain and enquire case progress, and research on legal reference, on-line. Statistical reports can also be compiled automatically and transmitted electronically. The system replaces the former paper-intensive manual system, and is expected to contribute much in green housekeeping.

We welcome readers' suggestions on how we might improve on our Environmental Report and enhance our efforts in being a Green Department.

A handwritten signature in black ink, reading 'P. Lau', which is the signature of Patrick L.C. Lau.

Patrick L.C. LAU
Director of Lands

環保政策

Environmental Policy

本署履行土地行政職能時，會致力循下列途徑改善環境：

- 在制定部門政策及措施時，配合當局的環保目標；
- 培養員工的環保文化；以及
- 奉行最佳的環保管理守則。

In carrying out our land administration functions, we strive to improve the environment by :-

- Formulating departmental policies and practices in line with the environmental objectives of the Administration;
- Developing a culture of environmental protection among staff members; and
- Employing the best practices in green housekeeping.

批地

Land Disposal

我們在處理賣地、批地、換地和契約修訂的工作時，會審慎擬備租契條件，在切實可行的情況下盡可能提供適當途徑讓政府對已批租土地實施環保措施。我們會視乎情況就各項環保倡議檢討本署的政策及措施，盡量全面配合當局的環保目標。

Through conscientious drafting of lease conditions in land sales, grants, exchanges and modifications, we provide, where appropriate, a vehicle whereby Government implements its environmental initiatives over leased land. The Department's policy and practices in environmental initiatives are reviewed as appropriate to give full support to the Administration's environmental objectives.

本署一向支持政府鼓勵車輛使用石油氣作為燃料的政策。我們曾在年內推出10幅加油站土地招標，其中包括石油氣加氣站用地。二〇〇四年內，最少再有五幅同類用途土地招標。在上述全部油站用地中，有七幅規定必須提供石油氣加氣設施。本署在批出這些加油站用地時，已加入除污條款，確保營辦商須避免在經營業務期間對土壤及地下水造成污染，並須在租約期滿時按環境保護署署長的要求進行評估及採取一切必要的補救措施，直至環境保護署署長滿意為止。

We have continued to facilitate Government's policy initiatives with regard to Liquefied Petroleum Gas (LPG) and have tendered ten sites for Petrol Filling Station (PFS), including LPG, purposes. At least five more sites will be tendered in 2004 and seven of the total sites will require the provision of LPG facilities. In granting these PFS sites, we have incorporated decontamination provisions to ensure that the operator is required to avoid soil and ground water contamination during operation, carry out an assessment at the end of the lease term and take any necessary remedial measures to the satisfaction of the Director of Environmental Protection.

本署會繼續鼓勵新建樓宇採用環保設計。新的契約已加入條款以准許和鼓勵環保設計，如公用平台及空中花園等。我們亦回應廢物處置及回收業的要求，以短期租約方式在百勝角提供土地作私人垃圾車及垃圾船停泊及有關附帶用途。此外，我們又以短期租約方式提供了三幅土地供廢物回收業使用。

The Department has continued to promote green features in new buildings and provisions are included in new leases to permit and encourage green features such as utility platforms and sky gardens. We have also responded to demands from the waste disposal/recycling industry by making land available by Short Term Tenancy at Pak Shing Kok for parking of private refuse collection vehicles together with refuse skips and ancillary purposes. In addition, we have made available three other sites by way of Short Term Tenancy for use by the waste recycling industry.

二〇〇三年十二月，土木工程署建議的建築廢物處置收費計劃已提交立法會審議。有關計劃將在《2003年廢物處置（修訂）（第2號）條例草案》作出修訂後公布。地政總署將提供土地，以配合設置填料分類設施所需。

In December 2003, the Civil Engineering Department's proposed construction waste disposal charging scheme was introduced to LegCo. This will be promulgated by amendments to the Waste Disposal (Amendment) (No. 2) Bill 2003 and Lands Department will be making the necessary land available to facilitate the provision of the necessary fill sorting facilities.

本署也直接參與為鐵路計劃提供土地的工作。這些鐵路計劃大都因其規模及性質關係而必須通過複雜的環境審批程序，而審批的結果往往

We are also directly involved in making land available for railway projects. The size and nature of these projects generally mean that a complex environmental approval process must be followed,

會規定須重建一些設施（例如濕地）或進行其他環境改善工程。以西鐵和上水至落馬洲支線這兩項鐵路計劃為例，環保方面的規定涉及須向計劃提議者增撥土地，而地政總署已落實有關規定。我們會繼續盡量優先配合此類計劃建議。

本署為各種發展項目批地時，也着重樹木的保留和維護；本署主要通過訂立批地條件，以及發展和美化環境計劃的審批機制，以保護樹木。我們會審慎考慮所有發展項目中砍伐樹木的申請，必要時亦會要求申請人進行代償性植樹。另一方面，我們亦致力在未撥用的政府土地上種植更多樹木，以綠化環境。在二〇〇三年，本署種植了約10 721株樹木，其中大部分在新界區栽種。

usually with a consequent requirement for reprovisioning of, say, wetlands, or other environmental enhancement works. In the cases of West Rail and the Sheung Shui to Lok Ma Chau Spur Line, for example, the environmental requirements involved additional land being made available to the projects' proponents, and this has been effected by Lands Department. We will continue to facilitate such proposals with due priority.

Lands Department plays a key role in tree preservation in developments, mainly through lease conditions and in the approval mechanism for submitted development and landscaping plans. All applications for tree felling in development projects are carefully considered, and, where appropriate, compensatory re-planting is required. On unallocated Government land, Lands Department further strives to green the environment through planting of more trees and 10 721 trees were planted in 2003, mainly in the New Territories.

土地管理

Land Management

我們的目標，是透過有效的土地管理和執行契約條款措施，改善所有未批租政府土地及私人土地的環境質素。

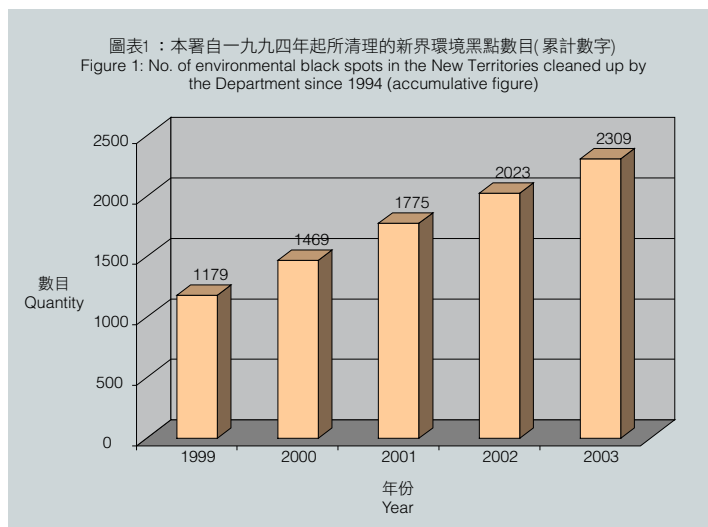
Our target is to improve the environmental conditions of all unallocated Government land and private land through effective land control and lease enforcement measures.

截至二〇〇三年年底，本署的清理環境專責組共清理了2 309個環境黑點，涉及275公頃私人及政府土地。二〇〇三年內，我們處理的非法傾倒垃圾個案有2 919宗，並在38個非法傾倒垃圾的環境黑點加建設施，防止該類非法活動。這些環境黑點分布在新界各區，其中約有2公頃的土地經進行環境美化工程後回復原狀。透過與其他政府部門合作，我們又另外清理了290個位於政府土地上的垃圾傾卸區，但不包括非憲報公布泳灘在內。該等泳灘的清理工作，由食物環境衛生署負責。

At the end of 2003, our Task Force (Black Spots) had cleaned-up a total of 2 309 black spot sites involving 275 hectares of private and Government land. 2 919 cases of illegal dumping were cleared and preventive landscaping on 38 illegal dumping black spots was carried out during 2003. These sites spread across the New Territories where an area of approximately 2 hectares was restored by landscaping works. Through joint departmental efforts a further 290 dumping sites on Government land excluding ungazetted beaches, which come under the purview of the Food and Environmental Hygiene Department, were cleared.

本署自一九九四年起所清理的新界環境黑點數目載列於圖表1。

在二〇〇三年，清理環境專責組完成了位於元朗區3個行動區的清理工作，令清理工作完畢的行動區的總數增至19個。清理環境專責組完成這19個行動區的清理工作後，將於二〇〇四年



The number of environmental black spots in the New Territories cleaned up by the Department since 1994 is indicated in **Figure 1**.

During 2003, Task Force (Black Spots) completed the clean up work on 3 action areas in Yuen Long District adding to a total of 19 completed action areas. The Task Force (Black Spots) has completed the cleaning up of

三月三十一日解散。各有關分區地政處會接手該組餘下的工作，繼續清理四個腹地範圍。

在執行土地管理方面，本署根據《土地（雜項條文）條例》，就非法傾倒垃圾和非法佔用政府土地的個案，共發出4 147份政府土地公告。我們又針對在私人土地上的滋擾他人、違例建築工程和非法更改核准用途等情況，發出709封違反契約條款警告信。此外，我們除了定期為614幅政府土地除草外，亦特別為另外379幅政府土地清理垃圾及積水和除草，合力與政府各部門一起防止登革熱病在本港蔓延。



改善後
After Improvement



改善前
Before Improvement

some 19 action areas and will disband on 31 March 2004. The remaining task, namely the cleaning up of the four hinterland areas will be undertaken by the respective District Lands Offices.

On enforcement, 4 147 Government land notices were issued under the Land (Miscellaneous Provisions) Ordinance for cases of illegal dumping and occupation of Government land. Another 709 warning letters were issued for breach of the lease conditions of private land in respect of nuisances, unauthorized building works and unauthorized conversion of permitted use. In addition to undertaking grass cutting on a regular basis to 614 government sites, we also removed rubbish and stagnant water and cut grass on another 379 government sites as part of Government's effort to prevent the spread of dengue fever in Hong Kong.

測量及繪圖

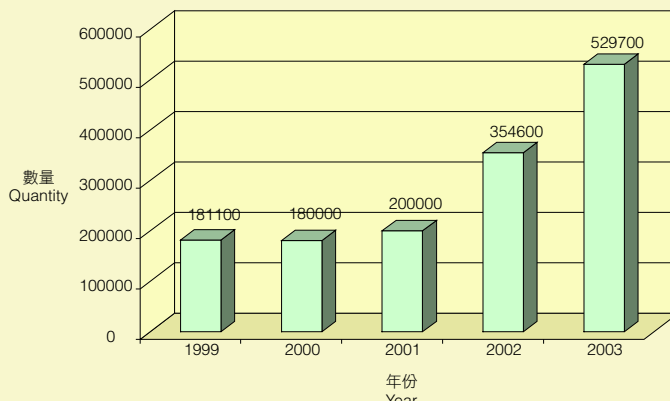
Survey and Mapping

在二〇〇三年，測繪處透過各種巡迴展覽、研討會及外展計劃，推廣和鼓勵社會各界廣泛使用數碼地圖。自二〇〇二年開始，不論是政府內部或私營機構，數碼地圖的使用者均大幅增加（見圖表2）。

事實上，數碼地圖的使用數量，已由一九九九年的181 100份增至二〇〇一年的200 000份，每年平均增加5%。有關數字隨後激增至二〇〇二年的354 600份及二〇〇三年的529 700，每年增幅分別為77%及49%。數字顯示愈來愈多的使用者棄用紙品地圖而改用數碼地圖，故此可減省化學品和紙張的使用量。

In 2003, the Survey and Mapping Office (SMO) continued to promote and encourage wider use of digital maps through various exhibitions, seminars and out-reaching programmes. More and more users in the Government and in the private sector have used more digital maps since 2002 as can be seen in **Figure 2**.

圖表2：提供予政府部門和私營機構的數碼地圖數量
Figure 2: No. of digital maps provided to Government departments and private users



The number of digital maps used increased from 181 100 in 1999 to 200 000 in 2001, representing an average increase of 5% per annum. It rose sharply to 354 600 in 2002 and to 529 700 in 2003, giving an annual percentage increase of 77% and 49% respectively. Obviously, the more use of digital maps than conventional paper maps results in greater savings in chemicals and paper.

由於數碼地圖及航空照片檢索系統獲得廣泛使用，紙品地圖的使用量因而減少，對保護環境大有幫助。

全面採用噴墨繪圖機，以取代舊式的靜電繪圖機。新繪圖機的用墨量和所需試繪次數較少，可大為減少碳粉盒及繪圖紙的消耗量。

西貢、北區、荃灣及葵青四個測量處所保存的土地界線記錄均已掃描完畢，現時已可在桌上電腦檢索和取得有關記錄，因而免卻了不必要的影印。我們會繼續掃描其他測量處保存的記錄。長遠來說，我們亦可能以數碼方式，即以唯讀光碟或透過互聯網，向客戶提供土地界線資料，這將可進一步節省用紙量。

測繪處在二〇〇四年已全面實行辦公室操作自動化系統，方便廣泛應用電子通信及減少用紙量。

The popular use of the computerized Map Archives Retrieval System also contributed to the green environment in that less paper maps are used.

The employment of inkjet plotters which replaced the old electrostatic plotters greatly reduced the consumption of toner and plotting paper as the new plotters used less ink and required fewer test plots.

The completion of the scanning of the land boundary records in District Survey Offices of Islands, Sai Kung, North, Tsuen Wan and Kwai Tsing enabled these records to be retrieved on desktop computers readily thereby avoiding unnecessary photocopying. The scanning exercise would continue in other District Survey Offices. Eventually, land boundary records could be provided in digital form using CD-ROM or via the Internet, resulting in further paper savings.

In 2004, the full implementation of the Office Automation System in the SMO will facilitate wider use of e-communication and further reduce paper consumption.

環保管理

Green Housekeeping

本署致力在工作間推廣環保文化，並已就辦公室的環保管理訂立內部守則，要求員工遵守。署方於二〇〇三年七月向所有員工發出新一套詳細守則，提示員工如何加強署內的環保管理措施。

二〇〇三年實行的新 / 進一步環保管理措施包括： -

- 由組別主管委任員工監督辦公室的環保管理措施（如經常巡視，確保無需要或無人使用的冷氣機、電燈及其他電力設備已經關掉）；
- 在電掣旁貼上「節省能源」貼紙，提醒員工在無需要使用冷氣機、電燈及其他電力設備時將其關掉或作出適當調較；
- 有關組別主管須定期檢討文件和報告的印刷量，盡量將印刷數量降至最低；
- 盡可能以電子方式傳播訊息（如將出版物上載部門網頁）及呈遞定期報告；及
- 各辦事處每季呈交報告，匯報及稽核環保管理措施的執行情況，確保環保管理規則能恰當執行。

This Department is committed to the promotion of green culture in the workplace. We have established house rules on green office management for staff to follow. In July 2003, a new set of comprehensive guidelines on enhancing green management practices in the Department was issued to all staff.

Among other things, our new/enhanced green housekeeping initiatives introduced in 2003 included :-

- Section Heads to deploy staff to oversee green management practices in the office (e.g. routine checking to ensure that air conditioning units, lightings and other electrical equipment are switched off when not required/in use);
- To affix 'Save Energy' stickers to power switches to remind staff to turn off air conditioning units/lighting not in use or keep them at suitable settings;
- Relevant Section Heads to review regularly the issue of publications including papers/reports and keep the number of paper publications to the absolute minimum;
- To use electronic means as far as possible in disseminating messages (e.g. uploading publications onto the departmental homepage) and submitting regular returns; and
- To conduct quarterly returns on reporting and auditing of green management practices in all offices in order to ensure proper implementation of green housekeeping rules.

為了讓更多員工可參與環保管理工作，署方已要求署內各組別委任環保主任，以協助在辦公室實施和執行環保管理措施。我們明白，員工的支持和環保意識，對在辦公室推廣環保文化至為重要。為使員工具備在辦公室推行環保管理的知識和技巧，署方在二〇〇三年繼續為員工提供有關培訓。年內，署方邀請環保署為員工舉辦一系列的環保意識工作坊，介紹如何在辦公室推廣環保和減少廢物。員工的反應十分熱烈，共有151名環保主任及其助理參加這些工作坊。

本署自一九九九年起的耗紙量和信封用量，分別載於圖表3.1和3.2，以反映本署在環保管理方面的表現。雖然紙張及信封用量在個別年分微增，但整體而言，有關用量自一九九九年即持續有所減省，成績值得鼓舞。二〇〇三年的耗紙量較二〇〇二年節省3.5%。隨着員工日益注重減少用紙/信封，以及署內更廣泛地使用電子方式通訊和收發資料，本署定能使紙張和信封用量減少的趨勢得以持續下去，在二〇〇四年的目標是要把兩者的耗用量減少2.5%。

To widen the net of staff's participation in green housekeeping, all sections in the Department have been requested to appoint Green Executives to assist in implementing and enforcing green practices in the office. We recognize that staff's commitment and consciousness

is of prime importance in any green office promotion work. To equip our staff with the necessary competence and skills for application in work, we continued to provide training for them in 2003. This year,

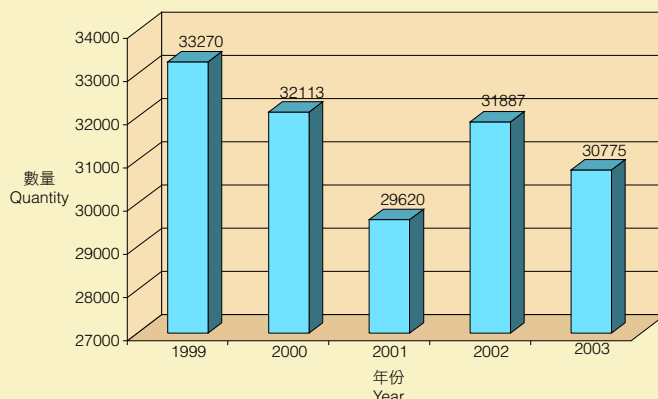
we invited the Environmental Protection Department to conduct a series of environmental awareness workshops on green office and waste reduction. Response from our staff was encouraging and a total of 151 Green Executives and their assistants attended these workshops.

The environmental performance of this Department in terms of paper and envelope consumption since 1999 is indicated in Figure 3.1 and Figure 3.2 respectively. Overall, it is encouraging to note that there had been steady savings

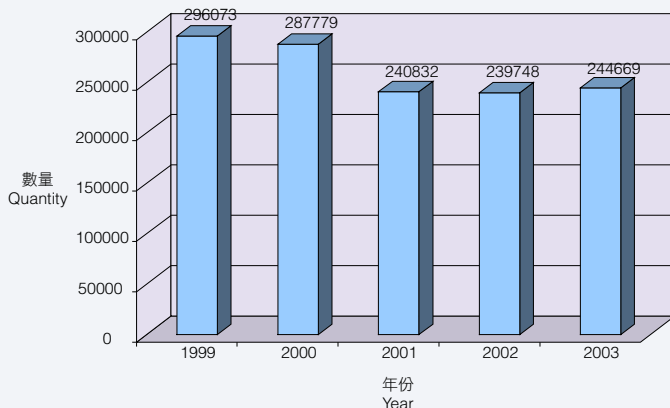
in paper and envelope consumption since 1999 though there might be a slight increase of consumption for a particular year. For paper consumption, we were able to achieve 3.5% saving in 2003 when compared with 2002. Through greater awareness of staff in minimizing use of paper/envelopes and the wider use of electronic means for communication, information dissemination and retrieval, we will sustain the momentum of reducing paper and envelope consumption. The target for reduction of both paper and envelope consumption in 2004 is 2.5%.

This year, we collected about 59 881 kg of waste paper and 3 049 used toner cartridges for recycling. We also collected about 847 kg of plastic waste for recycling. Our performance in respect of these areas in the past

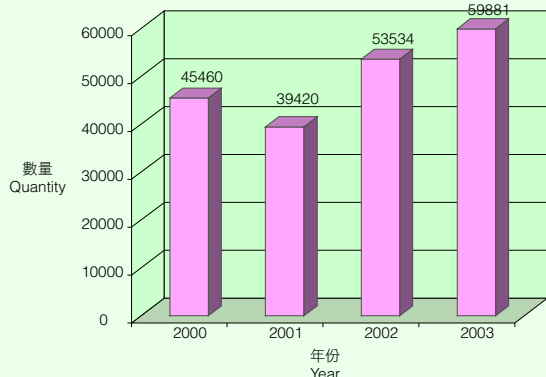
圖表3.1：耗紙量（以令計）
Figure 3.1: Paper consumption (in reams)



圖表3.2：信封用量
Figure 3.2: No. of envelopes consumed

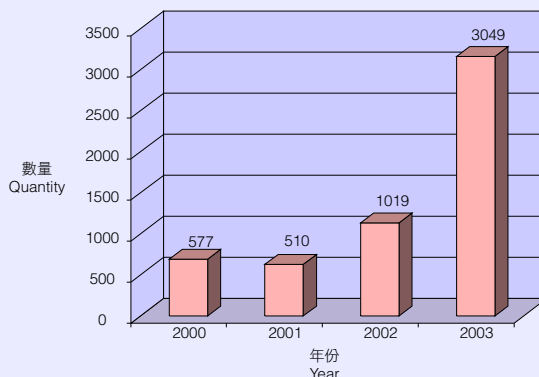


圖表3.3：供循環再造的廢紙回收量（以公斤計）
Figure 3.3: Quantity of waste paper collected for recycling (in kg)



今年，我們共回收了約59 881公斤廢紙、3 049個打印機碳粉盒和847公斤塑料廢物，供循環再造。圖表3.3、3.4和3.5分別載列了這三方面的數字，以反映本署過去數年的表

圖表3.4：供循環再造的打印機碳粉盒回收量
Figure 3.4: No. of used printer toner cartridges collected for recycling



現。縱觀回收這些廢物以供循環再造的整體成績，確實令人鼓舞。

同時，我們也鼓勵員工以各種措施節省能源，例如在無需使用電燈及電力設備時將其關掉；將辦公室冷氣調較至適當溫度；經常關閉分隔空氣調節地方及沒有空氣調節地方的門；關閉窗戶，以及在切實可行的情況下盡量使用樓梯代替升降機。署方

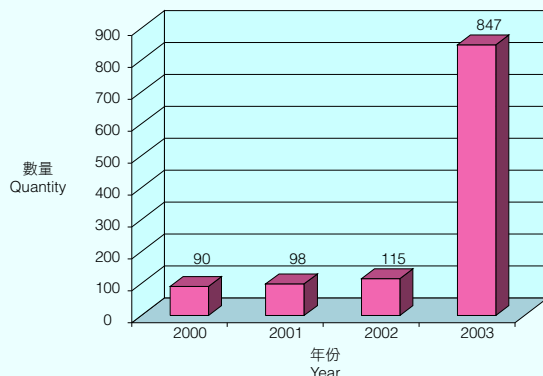
為衡量員工在節約能源工作上取得的成效，自二〇〇二年起已記錄設有獨立電錶的辦事處的用電量。二〇〇三年的耗電量較二〇〇二年節省0.6%。我們的目標，是按照環境運輸及工務局發出的指引，在二〇〇四年內把本署用電量削減最少1.5%，並在其後數年逐步調高減幅。

為節省資源，署方已檢討並調低部分辦公室文具的分配比例。我們亦鼓勵員工使用環保產品，例如影印時用的再造紙、鉛芯筆、可再充電電池及再造紙印製的名片等。我們會繼續購置環保用具，並會為辦公室引入更多環保產品。

為環保起見，本環保報告的印刷量，已由二〇〇二年的500份減至今年的100份。有興趣人士可於本署網頁（網址：<http://www.info.gov.hk/landsd/>）瀏覽本報告。

在二〇〇四年，我們會繼續盡力做好環保管理，並會探索更多環保新方法。

圖表3.5：供循環再造的塑料廢物回收量（以公斤計）
Figure 3.5: Quantity of plastic waste collected for recycling (in kg)



years is indicated in **Figures 3.3, 3.4 and 3.5** respectively. The overall trend of collecting these items for recycling has been encouraging.

Staff have also been encouraged to conserve energy by measures such as switching off lights and electrical equipment when not in use, keeping office temperature to suitable settings, keeping doors closed between air-conditioned and non-air-conditioning space, keeping windows closed, and use of staircases instead

of lifts whenever practicable. In order to measure the energy saving efforts by our staff, we have since 2002 started to record electricity consumption for those offices served by separate electricity meters. In 2003, we recorded a saving of 0.6% in electricity consumption when compared with 2002's. Our target in 2004 is to reduce electricity consumption by at least 1.5% in accordance with the guidelines of the Environment, Transport and Works Bureau with incremental reductions over the next few years.

The scale of distribution of some stationery has been reviewed and revised downwards to economize the use of resources. We also encourage staff to use green products, such as recycled paper for photocopying, clutch pencils, rechargeable batteries and name cards printed on recycled paper. We will continue with green purchase and identify opportunities for introducing more green products in the offices.

For green management reasons, the number of printed copies of this Report has been reduced to 100 from 500 for the 2002 Environmental Report. This Report can also be viewed at the department's website (<http://www.info.gov.hk/landsd/>).

In 2004, we will continue to give our best efforts to green housekeeping and explore new initiatives.

建議

Suggestion

歡迎大家對本報告提出意見及建議。請把意見或建議以電郵（landsd@landsd.gov.hk）傳送本署。

Comments and suggestions on this Report are most welcome. You may email them to us at landsd@landsd.gov.hk.