



環保
報告

Environmental Report 2002



綠色地政
保育環境



這是地政總署發表的第四份環保報告。本署作為香港的地政監督，充份認同環保工作的重要性，亦致力在各個工作範疇內貫徹環保精神。

在二〇〇二年，我們進一步檢討和改善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，本署會在二〇〇三年於轄下容易滋生蚊蟲的地點加強執行除草和清理環境工作。

在環保管理方面，我們深明廣泛應用電子通訊科技有助提高部門運作效率和減少用紙。因此，本署轄下的地政處、法律諮詢及田土轉易處和部門行政處，均已推行辦公室自動化計劃。隨着測繪處於二〇〇三年推行辦公室自動化計劃，電子通訊在署內和本署與其他政府部門及私營機構之間將會更為普及。

我們決心協助香港締造一個清潔健康和可持續發展的環境，並會努力不懈，以求達到這個目標。



地政總署署長劉勵超

We are pleased to present our fourth Environmental Report for Lands Department. As the land authority in Hong Kong, we recognise the importance of environmental protection and have endeavoured to incorporate environmental protection in various areas of our work.

In 2002, 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.

In order to help eliminate mosquito breeding and prevent the spread of dengue fever, the Department will in 2003 step up grass-cutting and clearance on the more susceptible sites under its management.

On green housekeeping, we recognise the importance of wide use of e-communication in order to enhance operational efficiency and help reduce paper consumption. Office automation projects have been implemented in our Lands Administration Office, Legal Advisory and Conveyancing Office and Departmental Administration Office. With the forthcoming implementation of an office automation project in our Survey and Mapping Office in 2003, e-communication within the Department and with other Government departments and the private sector will be further enhanced.

We are committed to contributing towards a clean, healthy and sustainable environment in Hong Kong, and will maintain our efforts in helping achieve this goal.

A handwritten signature in black ink, appearing to read '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：

- ¥ 在制定部門政策及守則時，務求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，以提供途徑讓政府對已批租土地實施環保措施。

本署繼續落實政府鼓勵車輛使用石油氣作為燃料的政策。為此，過去數年，我們已向機電工程署提供合共 12 幅土地，供該署招標作售賣石油氣之用。我們亦已物色多幅土地，可供出售作提供石油氣車輛維修及保養設施的用途。

除以上措施外，環境運輸及工務局同時帶領有關政府部門與本港各大油公司磋商，鼓勵油公司為其現有加油站安裝石油氣加氣設施。本署在這方面一直加以配合，並在磋商過程中擔當重要的角色。政府其後與油公司達成協議，為合共 29 個現有加油站安裝石油氣加氣設施。這些加油站大多數已完成安裝工作，並已投入服務。

我們現正與環境保護署（下稱「環保署」）攜手研究如何把若干堆填區（包括馬游塘西堆填區）臨時闢作康樂用途。此外，我們亦協助環保署擬定牛潭尾堆填區的土地牌照條款，以便在該地設立堆肥場，利用堆肥方法處理有機廢物和生產堆肥。

本署一向是環保及創新樓宇工作小組的成員，並會繼續參與有關工作。在屋宇署、規劃署及本署的共同努力下，工作小組已發出一些聯合作業備考，鼓勵新建樓宇採用環保設計。工作小組會朝着這個方向繼續努力，並會在有需要時，再發出聯合作業備考。

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要通過複雜的環境審批程序，而審批的結果又往往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，為符合環境方面的規定，政府必須提供額外土地，計劃方可順利展開，而審批土地的工作便由地政總署負責。

本署為各種發展項目批地時，也着重樹木的存護；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。大型發展項目，尤其是與鐵路發展有關的項目，少不免涉及砍伐樹木，而且規模往往相當龐大。我們會審慎考慮所有砍伐樹木的申請，必要時亦會要求申請人進行代償性植樹。舉例來說，尖沙咀前水警總部這幅土地雖然招標出售，但該處一株被視作「地標」的老榕樹，在本署的協助下仍得以保留。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。在二〇〇二年，本署於佔地共 4.06 公頃的 137 幅政府土地上，種植了約 16,000 株樹木和 113,000 株灌木。當中，值得一提的是於恐龍坑進行的重點修復／保育植樹計劃。在該計劃下，我們種植了約 2,100 株樹木和 31,000 株灌木，其中八成以上為本地或極具生態價值的品種。

Through conscientious drafting of lease conditions in land sales, grants, exchanges and modifications, we provide a vehicle whereby the Government implements its environmental initiatives over leased land.

We have continued to realise Government's initiative to encourage the use of Liquefied Petroleum Gas (LPG) in motor vehicles by making available to the Electrical and Mechanical Services Department a total of twelve sites in the last couple of years for tender for LPG sales. Sites for the provision of LPG vehicle repair and maintenance facilities have also been identified and made available for sale.

In parallel with the above moves, we have played a key role in the negotiations led by the Environment, Transport and Works Bureau with the major oil companies operating in Hong Kong for retro-fitting existing petrol filling stations with LPG filling facilities. Agreement has been reached with the oil companies for retrofitting a total of 29 existing petrol filling stations. Retrofitting works for the majority of these stations have been completed and are in operation.

We are also currently working with the Environmental Protection Department (EPD) to facilitate the temporary use of a number of landfill sites, including the Ma Yau Tong West landfill, for recreational purpose. In addition, we also assist EPD in the preparation of a land licence in respect of the landfill site at Ngau Tam Mei for a composting plant for treating organic waste under composting process and producing mature compost.

We have been and will continue to be part of the Working Group on Environmentally Friendly and Innovative Buildings. Joint Practice Notes promoting green features in new buildings have been issued by way of combined efforts amongst Buildings, Planning and Lands Departments. Work is continuing and further Joint Practice Notes will be issued as necessary.

We are also directly involved in making land available for railway projects. The size and nature of these projects generally means that a complex environmental approval process has to be followed, usually with a consequent requirement for re-provisioning of, say, wetlands, or other environmental enhancement works. In the cases of West Rail and the Sheung Shui to Lok Ma Chau Spur Line, the environmental requirements are such that additional land has to be made available to the projects' proponents, and this has been effected by Lands Department.

Lands Department also plays a key role in tree preservation in developments, mainly through lease conditions and in the approval mechanism for submitted development and landscaping plans. Major development projects and particularly those related to railway development inevitably involve tree felling, often on a very considerable scale. All applications for tree felling are carefully considered, and where appropriate, compensatory re-planting is required. In this respect, we were instrumental in the preservation of a "landmark" banyan tree in the former Marine Police Headquarters site in Tsim Sha Tsui that was offered by Government for sale by tender. On unallocated Government land, Lands Department further strives to greening the environment through planting of more trees. In 2002, about 16,000 trees and 113,000 shrubs were planted in 137 Government land sites with a total area of 4.06 hectares. Among such sites, Hung Lung Hang deserved mention as an important restoration/conservation planting project in which about 2,100 trees and 31,000 shrubs had been planted, and over 80% of such plants are either native species or of high ecological value.

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。

截至二〇〇二年年底，我們共清理了2,023個環境黑點，涉及247.31公頃私人及政府土地。年內，我們處理的非法傾倒垃圾個案有2,024宗，並在25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2.9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283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。

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。

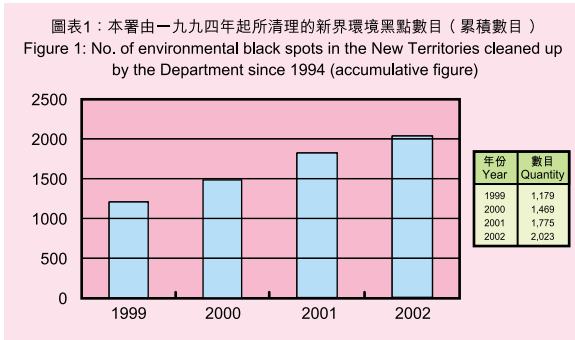
在二〇〇二年，我們完成了位於元朗、屯門和大埔的5個行動區的清理工作，令清理工作完畢的行動區的總數增至16個。我們亦繼續清理另外7個位於新界西北和東北的行動區，當中4個位處腹地。在二〇〇三年，我們會繼續清理該等腹地，並會完成3個行動區的清理工作。

在執行契約條款方面，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3,650份政府土地公告。我們又針對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646封違反契約條款警告信。此外，我們除了定期為226幅政府土地除草外，亦特別為另外360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在本港蔓延。

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

At the end of 2002, we had cleaned-up a total of 2,023 black spot sites involving 247.31 hectares of private and Government land. 2,024 cases of illegal dumping were cleared and preventive landscaping on 25 illegal dumping black spots was carried out during 2002. These sites spread across the New Territories where an area of approximately 2.9 hectares was restored by landscaping works. Through joint departmental efforts a further 283 dumping sites on Government land excluding ungazetted beaches, which come under the purview of the Food and Environmental Hygiene Department, were cleaned up.

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



During 2002, we completed the clean up work on 5 action areas in Yuen Long, Tuen Mun and Tai Po Districts adding to a total of 16 completed action areas. Clean up work also continued in 7 action areas, including 4 hinterland areas, located in north-west & north-east New Territories. In 2003, we will continue with the clean up work in the hinterland areas and complete clean up work in 3 action areas.

On enforcement, 3,650 government land notices were issued under the Land (Miscellaneous Provisions) Ordinance for cases of illegal dumping and occupation of Government land. Another 646 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 226 government sites, we also removed rubbish and stagnant water and cut grass on another 360 government sites as part of Government's effort to prevent the spread of dengue fever in Hong Kong.



改善前的情況
Before Improvement



改善後的情況
After Improvement

在二〇〇二年，本署用於繪圖的紙張和碳粉的耗用量大幅下降。我們主要透過下列措施取得節約成效：

- 藉着各種巡迴宣傳、展覽及研討會，推廣和鼓勵社會各界廣泛使用數碼地圖，以取代紙品地圖。不論是政府內部或私營機構，均有愈來愈多使用者以數碼地圖取代紙品地圖。

In 2002, our consumption of plotting paper and toner has been greatly reduced. The savings mainly came from the following areas:

- promotion and encouragement of the wider use of digital maps instead of paper maps through various roadshows, exhibitions and seminars. More and more users in both government and private sector have since used more digital maps than paper maps.

- 全面採用噴墨繪圖機，以取代舊有的靜電繪圖機。新的繪圖機在用墨量和所須試繪次數方面，均合乎經濟原則。
- 推行全面電腦化的地圖及航空照片檢索系統，以協助其他政府部門和普羅大眾檢索以數碼方式貯存的地圖和航空照片檔案。本署總部內亦設立了兩個瀏覽資訊站，供市民使用該系統。

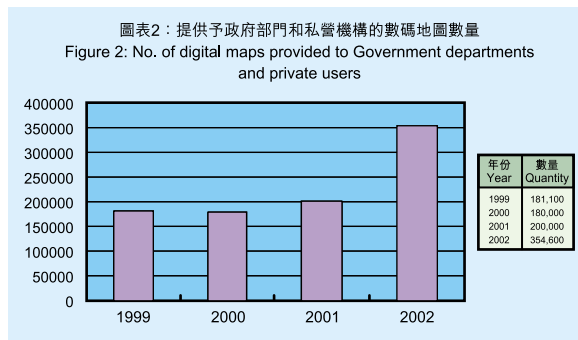
事實上，政府部門和私人用戶使用數碼地圖的數量，已由一九九九年的 181,100 份激增至二〇〇二年的 354,600 份，顯示無論在公營或私營機構內，都有愈來愈多的使用者棄用紙品地圖而改用數碼地圖，以應用於工程設計、規劃及其他用途。本署在一九九九至二〇〇二年期間提供予政府部門和私營機構的數碼地圖的數量，載列於圖表 2。

西貢、北區、荃灣及葵青四個測量處所保存的土地界線記錄，均已改用數碼方式貯存。這些測量處的人員現時已可在桌上電腦檢索和取得有關記錄，因而大大減少不必要的影印資料工作。我們已着手籌劃轉換其他測量處貯存資料的方式。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。

來年，我們會發掘更多途徑以支持環保工作。

- full employment of inkjet plotters which replaced the old electrostatic plotters. The new plotters proved to be economical on ink and the number of test plots.
- implementation of a computerised Map Archives Retrieval System to facilitate other government departments and the general public to search and inspect the maps and aerial photo archives stored in digital form. Two kiosks have been set up at our headquarters for access by the public.

The number of digital maps used by Government departments and private users had increased from 181,100 in 1999 to 354,600 in 2002, which indicated that more and more users in both Government and private sector had used digital maps instead of paper maps for project design, planning and other applications. The numbers of digital maps provided to Government departments and private sector from 1999 to 2002 are indicated in **Figure 2**.



With the completion of the digitisation of the land boundary records in District Survey Offices of Sai Kung, North, Tsuen Wan and Kwai Tsing, staff in these Offices could access and view the records on desktop computers, thus

reducing a lot of unnecessary photocopying of the information. Data conversion in other District Survey Offices was being planned. In the long run, such information might also be provided to our customers in digital form, i.e. CD-ROM or via the Internet.

In the coming year, we will explore more initiatives in support of environmental protection.

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。署方會定期發出內部守則，提醒員工減少廢物和節省能源的方法及途徑。

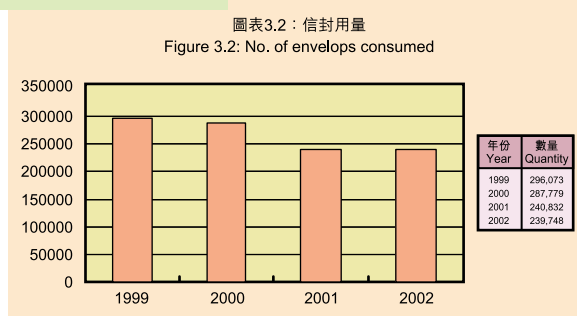
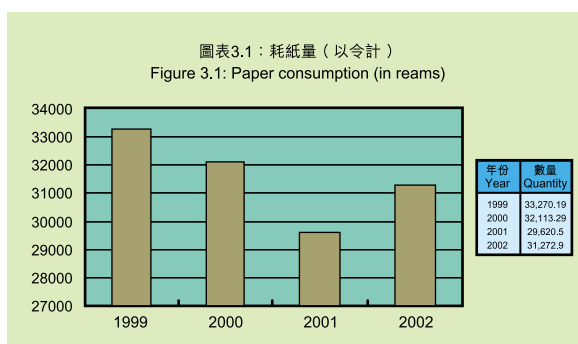
為了讓更多員工可參與環保管理工作，署方已要求署內各組別委任環保主任，以協助在辦公室實施和執行環保管理措施。我們明白，員工的支持和環保意識，對在辦公室推廣環保文化至為重要。為使員工具備在辦公室推行環保管理的知識和技巧，署方在二〇〇二年繼續為員工提供有關培訓。在二〇〇二年十二月，署方邀請環保署為員工舉辦一系列環保意識工作坊，介紹如何在辦公室推行環保和減少廢物。員工的反應十分熱烈，共有 96 名環保主任及其助理參加這些工作坊。

本署自一九九九年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。令人鼓舞的是，信封用量自一九九九年起一直持續下降。至於耗紙量在二〇〇二年有所增加，是由於本署在年內須接管若干額外職務，例如原本由房屋署負責的寮屋管制工作，以及原本由庫務署負責的徵收地稅及地價工作。然而，二〇〇二年的耗紙量即使較前一年的高，卻仍較一九九九及二〇〇〇年的低。隨着員工日益注重減少用紙 / 信封，以及署內更廣泛使用電

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. Through regular issue of such house rules, our staff are reminded of the ways and means of waste reduction and energy conservation.

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 2002. In December 2002, we invited the EPD to conduct a series of environmental awareness workshops on green office and waste reduction. Response from our staff was encouraging and a total of 96 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. It is encouraging to note that there have been continuous savings in envelope consumption since 1999. There was an increase in paper consumption in 2002. This was because this Department has taken up additional duties such as squatter control work from the Housing Department and collection of government rent and



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，在二〇〇三年的目標是要把兩者的耗用量減少 2.5%。

今年，我們共回收了約 53,533 公斤廢紙、1,019 個打印機碳粉盒和 115 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，例如在無須使用電燈及電力設備時將其關掉；在離開房間時將由使用者控制的冷氣機關掉；經常關閉通往升降機大堂及沒有空氣調節的房間的大門，以及在切實可行的情況下盡量使用樓梯而非升降機。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。我們的目標，是按照環境運輸及工務局發出的指引，在二〇〇三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，已由去年的 1,000 份減至今年的 500 份。市民可於本署網頁（網址：<http://www.info.gov.hk/landsd/>）瀏覽本報告。

在二〇〇三年，我們會繼續盡力做好環保管理，並會探索更多環保新方法。

premium duties from the Treasury. Notwithstanding the increase over the previous year, the level of paper consumption in 2002 was still lower than that of 1999 and 2000. 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 2003 is 2.5%.

This year, we collected about 53,533 kg of waste paper and 1,019 used toner cartridges for recycling. We also collected about 115 kg of plastic waste for recycling. Our performance in respect of these areas in the past 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.

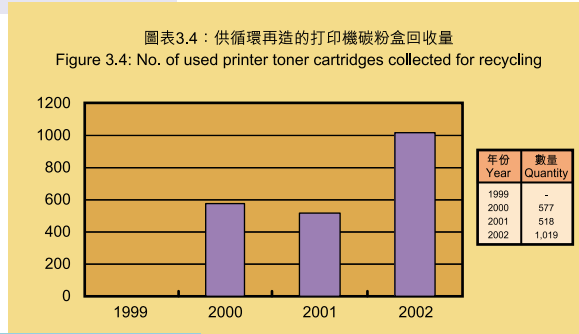
Staff have also been encouraged to conserve energy by measures such as switching off lights and electrical equipments when not in use, switching off user-controlled air conditioners upon vacating a room, keeping entrance doors to lift lobbies and non-air-conditioned rooms closed, and use of staircases 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. Our target is to reduce electricity consumption by at least 1.5% in 2003 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 stationeries 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 copies of the report printed for distribution has been reduced to 500 from 1,000 for the 2001 Environmental Report. This Report can also be viewed at the Department's website (<http://www.info.gov.hk/landsd/>).

In 2003, we will continue to give our best efforts to green housekeeping and explore new initiatives.



建議

Suggestions

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.