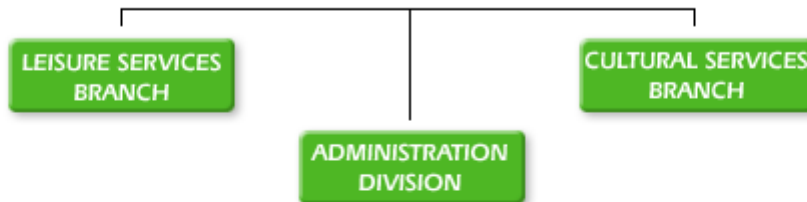




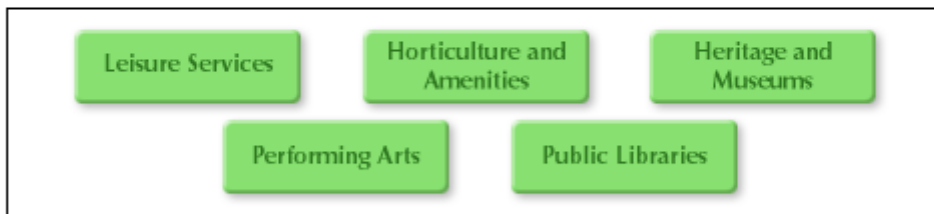
The Leisure and Cultural Services Department, set up on 1st January 2000 under the Home Affairs Bureau (HAB), is responsible for the territory-wide provision of recreational, sports and cultural facilities and services.

OVERALL VIEW OF OUR OPERATION

LEISURE AND CULTURAL SERVICES DEPARTMENT



Providing services in



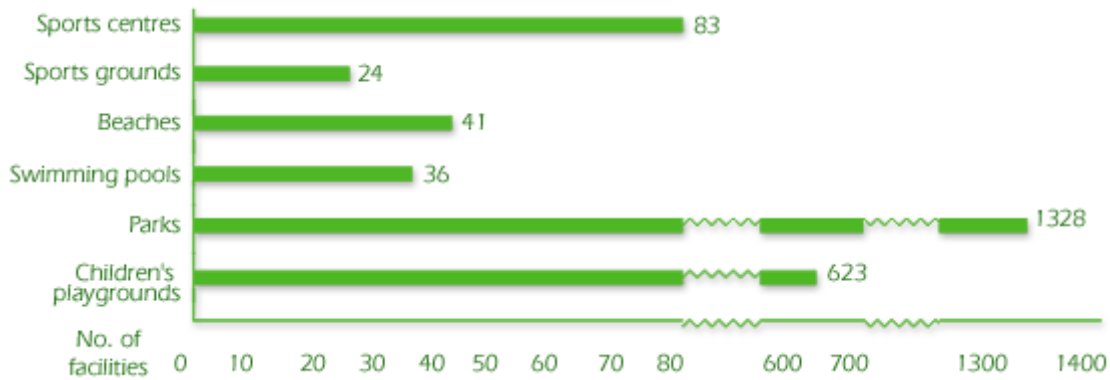
Activities with significant potential environment impacts



The Department organises and promotes a wide range of leisure and cultural activities for people of all ages with a view to enhancing arts appreciation and enriching the quality of life. Major responsibilities of the Department include leisure services, horticulture and amenities, heritage and museums, performing arts and public libraries.

Leisure Services

We manage and develop recreational and sports facilities, as well as promote wide range of leisure activities including swimming pools, parks, sports centres, sports grounds, etc. for enjoyment of the community. As at 31.12.2003, the number of such facilities included:



In 2003, the Department organised a total of 140 territory-wide projects and major events, comprising healthy exercises for all campaigns, corporate games, and masters games. In addition, 656 projects were organised/subvented through the Community Sports Club Project, 876 through the Sports Development Programmes and 5 524 through the Sports Subvention Programmes.

Horticulture and Amenities

We promote conservation of nature and greening of Hong Kong. We carry out an extensive planting programme in our parks and along major roads to promote greening. In 2003, we maintained a total of 1 531 hectares of amenities area and planted about 3.08 million trees, shrubs and annuals. We also organised a total of 2 680 projects to promote public awareness of the importance of preservation of trees and encourage public participation in greening the environment. These activities had recorded attendance of some 1 151 249 in 2003.

Heritage and Museums

We preserve heritage and provide museum services with a view to promoting appreciation of heritage, arts and culture. In 2003, we were responsible for the management of 13 museums including a film archive. The museums held 114 exhibitions and organised 21 207 education and extension activities which together attracted about 4.64 million of attendees.

Performing Arts

We promote arts and culture through the provision of cultural facilities and services and the presentation of programmes. In 2003, we organised a total of 4 060 cultural presentations of music, dance, opera, drama and other performing arts. Total attendance at these presentations was 1 539 248. Besides, 656 district free entertainment programmes were held, attracting a total attendance of 807 311. In addition, 5 461 participants were enrolled at the instrumental music training classes and outreach interest classes.

Public Libraries

We provide, manage and develop library services to meet the community needs on education, information, research and profitable use of leisure time. We also offer library extension activities to all ages and to help develop good reading habits. We managed 70 public libraries and the stock of books as at 31.12.2003 was 8.9 million and that for audio-visual materials was 1.19 million. In 2003, a total of 58.6 million items of library materials were borrowed by the public.

Chapter 2

Environmental Goal and Policy

Environmental Goal

Our environmental goal is to improve our living environment and to enrich the quality of life for our community by providing a wide range of leisure and cultural facilities and activities throughout the territory. We incorporate the in-depth environmental considerations from project inception to management/operation to minimise pollution, conserve resources and protect the natural environment.

Environmental Policy

In meeting our goal, we are committed to:

- ✦ Promoting greening and horticulture;
- ✦ Preserving assets of our heritage;
- ✦ Providing aesthetically pleasing open space;
- ✦ Practising waste reduction and energy saving; and
- ✦ Minimising air and noise pollution in organising leisure and cultural activities.

Promoting greening and horticulture

Up-grading of Existing Landscape Areas

Performance Targets (Year 2003)	Actual Performance (Year 2003)
<ul style="list-style-type: none"> • Up-grading of 32 hectares of existing landscape areas. 	<ul style="list-style-type: none"> • A total of 32.2 hectares of existing landscape area had been upgraded.

Performance Analysis

- The Department's target was over-achieved through the combined effort of districts staff and regional landscape teams to place more resources and effort to improve the environment.

Performance Targets in 2004

- 33 hectares of landscape areas will be upgraded.
- 36 prominent roadside amenity areas will be identified for landscape improvement.
- 12 pedestrian footbridges in various districts will be beautified with portable planters.
- 9 vacant government sites with the total area of about 6 ha. will be greened with trees, shrubs, climber, groundcovers and turf.

Aspects Requiring Special Attention

Plant species of colourful foliage and conspicuous flowers will be used to enhance visual effect.

Massive Planting Programme

Performance Targets	Actual Performance
---------------------	--------------------

(Year 2003)	(Year 2003)
<ul style="list-style-type: none"> To plant 40 000 trees and 3 000 000 shrubs and annuals. 	<ul style="list-style-type: none"> Target met. (breakdown at Annex I)

Performance Analysis

- Through regular meetings with the district managers, problems and constraints were solved at early stage.
- The problem of sourcing large flowering trees had been overcome by implementation of service contract that covered the supply of plants and provision of manpower for planting large trees.

Performance Target in 2004

In 2004, we will plant another 20 000 trees and aim to increase the planting of shrubs and annuals up to 3.1 million. The programme will emphasize on planting of flowering trees with a view to enhancing the visual impact with more seasonal colours.

Education & Promotion on Environmental Protection

I. School Guided Visit

Performance Targets (Year 2003)	Actual Performance (Year 2003)
<ul style="list-style-type: none"> To organise 630 guided visits for a target of 23 270 participants. 	<ul style="list-style-type: none"> Organised 627 guided visits for 23 195 participants.

Performance Analysis

The target of environmental performance was achieved through guided visits. School children were guided around Hong Kong Zoological & Botanical Gardens, Kowloon Park, Hong Kong Park, Tuen Mun Park, Tai Po Waterfront Park, Lower Shouson Hill Nursery and Tung Tze Nursery. During the visit, our staff explained to them the profile of plants and simple propagation techniques for plants. The content of the talk was designed to be related to the syllabus of environmental education for primary schools.

Performance Targets in 2004

We plan to conduct 630 visits for 23 270 participants in the year 2004. Invitation letters are distributed via Education and Manpower Bureau's e-circular to all primary schools to invite applications.

II. Horticulture Courses

Performance Targets (Year 2003)	Actual Performance (Year 2003)
<ul style="list-style-type: none"> To organise 26 horticulture courses for 780 participants. 	<ul style="list-style-type: none"> Organised 26 courses for 780 participants.

Performance Analysis

The target of environmental performance was achieved through the provision of horticulture courses to the general public.

Performance Targets in 2004

We plan to conduct 26 horticulture courses for 780 participants for the year 2004. We will arrange press release to media to publicise the horticulture courses. In addition, information on the courses will be put on the web page of the Department.

III. Outdoor Education Activity for Kindergarten

Performance Targets	Actual Performance
---------------------	--------------------

(Year 2003)	(Year 2003)
<ul style="list-style-type: none"> To organise 65 guided visits for 2 500 participants. 	<ul style="list-style-type: none"> Organised 54 guided visits for 2 127 participants.

Performance Analysis

The target of environmental performance was achieved through guided visits. Children from kindergartens were arranged to join a guided tour around Kowloon Park. During the tour, our staff explained to them the common knowledge of plants and taught them the manner and courtesy of visiting parks. Apart from that, opportunity was also taken to inculcate concepts of environmental conservation to the participants.

Performance Targets in 2004

We plan to conduct 65 visits for some 2 500 participants in the year 2004.

IV. Programme for Interest Badge Courses for Brownies and Girl Guides

The programmes provide a wide range of courses in gardening and arboriculture for Brownies and Girl Guides. It aims at promoting the concept of nature conservation to children. The training programme is designed in such a way that participants will have to be involved in group-discussion and complete a project. During the learning process, participants may learn not only about plants and gardening but also problem-solving techniques from the tutors.

Performance Targets (Year 2003)	Actual Performance (Year 2003)
<ul style="list-style-type: none"> To organise 27 courses for 700 participants. 	<ul style="list-style-type: none"> Organised 21 courses for 613 participants.

Performance Analysis

The target of environmental performance was achieved through a series of conservation courses for the Brownies and Girl Guides. The content of the talk was related to the syllabus of interest badge courses for Girl Guides and Brownies. Knowledge of conservation was disseminated to the participants through a series of course, lectures, guided visits and practical sessions.

Performance Targets in 2004

On request from the Hong Kong Girl Guides Association, we will conduct 19 conservation courses for some 480 Brownies and Girl Guides in the year 2004.

Greening Activities

Performance Analysis in 2003

Apart from the Department's extensive planting programme to improve the cityscape of Hong Kong, a series of greening education and community involvement programmes were also launched by the Department to enhance public awareness. A total of 2 236 greening activities were organised by the Green Campaign Section and exceeded our performance target of 1 250 for the year of 2003.

Hong Kong Flower Show

The Hong Kong Flower Show 2003 was held from 7 to 16 March in Victoria Park attracting 550 000 visitors. The Flower Show aimed at promoting public interest in horticulture and arousing an awareness of the conservation of the natural environment. Over 130 local and overseas horticultural organisations participated in the Show. Major attractions included colourful garden displays and flower arrangements staged by horticultural organisations, plant nurseries and flower clubs; beautiful plant exhibits and floral art arrangements entered for competition by individuals and schools. A wide range of educational activities, musical performances and entertainment programmes were also provided for the enjoyment of visitors.

Community Planting Days

To promote public awareness in greening, the Department organised 40 Community Planting Days in 2003. A total of 10 185 participants had planted 44 713 trees and shrubs in 18 Districts. The performance targets of 40 Community Planting Day with 10 000 participants had been met.

Green Volunteer Scheme

Under this Scheme, Green Volunteers are recruited in 18 Districts to undertake simple horticultural maintenance tasks in parks and gardens and serve as stewards in greening promotion activities. They are encouraged to participate in greening their own neighbourhoods. The performance target of 300 voluntary greening activities with a total of 8 000 sessions of voluntary services provided by the volunteers in 2003 had been met.

Greening School Subsidy Scheme

The Scheme was launched for schools and kindergartens to implement planting projects in their campuses with technical advice from horticultural instructors, and to organise greening activities. It aimed at fostering green consciousness amongst students through participation in campus greening projects and activities. This Scheme was very popular and had attracted the participation of 746 schools and kindergartens in 2003. The performance target of increasing school participation by 12% had been met.

"One Student, One Flower" Programme

The Scheme aimed to enhance the knowledge of students about plants and cultivate their interests in growing them. In 2003, 270 000 seedlings were distributed for students to nurture at home.

Greening Hong Kong Activities Subsidies Scheme

The Scheme aimed at encouraging more greening activities to be organised by the local community. Five organisations were subsidised under this Scheme in 2003 to organise greening activities. The performance target of subsidising 5 organisations to hold greening activities had been met.

School Planting Plot in Park Scheme

The Scheme aimed at promoting a green culture among youth and to help students to develop a sense of belonging and commitment to the community. A total of 40 sites had been selected in parks or gardens for students of nearby schools to practise gardening with guidance from LCSD and their teachers.

Greening Exhibitions and talks

Greening Exhibitions and talks on horticulture were organized at the newly established Green Education and Resource Centre at Kowloon Park in 2003 with a view to educating and arousing the public's awareness in greening. A total of 169 exhibitions and talks with 9 964 participants were organized.

Performance Targets in 2004

The Department will promote a green culture in the community through a series of greening educational and community involvement programmes and encourages public to participate in greening activities. The Green Campaign Section is targeted to organise 2 245 greening activities with over 1 132 070 participants in 2004. The proposed greening promotion programme for the year of 2004 is outlined below -

Hong Kong Flower Show

The Hong Kong Flower Show 2004 will be held from 5 to 14 March 2004 in Victoria Park and about 555 000 visitors are expected.

Community Planting Days

A total of 20 Community Planting Days with 6 000 participants will be organised in 2004.

Green Volunteer Scheme

Members of the public will be recruited as Green Volunteers in 18 Districts to perform simple garden maintenance in LCSD parks and playground, and to serve as stewards in greening activities organized by LCSD. A total of 300 voluntary greening activities with 6 000 sessions of voluntary services will be provided by volunteers in 2004.

Greening School Subsidy Scheme

The Department aims to attract the participation of 500 schools and kindergartens in this Scheme in 2004.

"One Person, One Flower" Programme

The Department will continue to distribute 300 000 seedlings to students in 2004.

Greening Hong Kong Activities Subsidies Scheme

Five applications for subsidy to hold greening activities are expected from local organisations in 2004.

Educational Materials

A photo-gallery of 50 Hong Kong's common shrubs will be uploaded onto our web site in 2004 for general information by the public.

Greening Exhibitions and talks

Greening Exhibitions and talks on horticulture will be organized at Green Education and Resource Centre in 2004 with a view to educating and arousing the public's awareness in greening.

School Planting Plot in Park Scheme

The School Planting Plot in Park Scheme will be launched in June 2004. A total of 40 sites will be selected in parks or gardens for students of nearby schools to practise gardening with guidance from LCSD and their teachers.

Community Garden Programme

Community gardens will be established in five selected sites for organizing gardening courses for members of the public to practise gardening with guidance from LCSD.

Best Landscape Award for Private Property Development

The Award aims at promoting greening and environment conscious development by the private sector. It will be launched between late 2003 and early 2004 with 70 entries from private organizations.

Preserving Assets of Our Heritage

The Department, through its Antiquities and Monuments Office (AMO), is committed to preserving Hong Kong's cultural heritage. Under the Antiquities and Monuments Ordinance, the Antiquities Advisory Board (AAB) advises the Secretary for Home Affairs, the Authority for enforcing the Ordinance. The AMO thus works closely with AAB and implements provisions of the Ordinance on behalf of the Authority.

In addition, AMO plays an important role in the monitoring of Environmental Impact Assessment (EIA) projects on development proposals, which are required under the Environmental Impact Assessment Ordinance. The work involves inspecting cultural heritage sites, working out mitigation measures to remedy any possible damage to the sites, and conducting where necessary rescue excavations at archaeological sites and cartographic recording of historical building, etc.

The AMO also organizes educational programmes to promote heritage preservation amongst the public.

Performance Targets in 2003

The targets set for 2003 by the AMO of the Department were :

- a. to declare 3 monuments under the Antiquities and Monuments Ordinance;
- b. to excavate and monitor 200 archaeological sites;
- c. to issue 15 archaeological licences;
- d. to restore and maintain 18 historical buildings;
- e. to process 140 EIA projects;
- f. to organize 160 heritage educational programmes; and
- g. to publish 14 publications.

We set these targets because of our conviction that cultural heritage is very much part of our physical as well as cultural environment. Not only that it enhances the built environment and the natural landscape, it also provides an essential, finite and irreplaceable link between the past, the present and the future. It forms the basic for points of reference for our cultural identity and traditions.

Actual Performance in 2003

In 2003, we endeavoured to achieve the targets with stringent resources.

Hau Ku Shek Ancestral Hall was declared as a monument. In addition, restoration and repair works were undertaken at various historical buildings, including the Hau Mei Fung Ancestral Hall in Sheung Shui, the Tin Hau Temple in Causeway Bay, the Old House at Wong Uk Village in Shatin, the Pak Mong Watchtower and its Gate House on Lantau Island, and the Lawson's Bunker and Former West Brigade Headquarters in Wong Nai Chung.

To save the archaeological heritage from destruction by the development projects at Kong Sin Wan, Hong Kong Island and Ngau Hom Shek, Yuen Long, rescue excavations were launched in May and September 2003 respectively. A kiln structure of Tang dynasty was discovered at Kong Sin Wan and abundant ceramics vessels of Tang, Song and Ming dynasties were retrieved from Ngau Hom Shek. We joined hands with the United Nations Educational, Scientific and Cultural Organisation (UNESCO) to organise 'the UNESCO Asia-Pacific Regional Workshop on the 2001 Convention on the Protection of the Underwater Cultural Heritage' from 18 to 20 November, which attracted 100 experts in underwater archaeology and Law of the Sea from more than 20 countries and cities.

The setting up of a heritage resource centre in Kowloon Park is in good progress and will be partially opened in mid-2005. A thematic gallery, lecture theatre and activity rooms will be open to the public, while commissioning programmes and educational events will also be launched. A standing exhibition on Hong Kong archaeology and the built heritage will be ready for public visits in late 2006.

We excavated and monitored 184 archaeological sites, processed 120 EIA projects and restored /maintained 40 historical buildings. 16 archaeological licences were issued in 2003. We also conducted 136 heritage educational programmes.

Performance Targets in 2004

The performance targets in preserving assets of heritage for 2004 are :

(a) no. of building/structures declared as monuments	2
(b) no. of archaeological site excavated/monitored	200
(c) no. of archaeological excavation licences issued	12
(d) no. of historical buildings restored/maintained	36
(e) no. of EIA projects under processing	140
(f) no. of educational programmes	150
(g) no. of publications	12

To achieve these targets, the Department (through AMO) will continue to work under the guidance of AAB and liaise closely with bureaux and departments concerned, including the Home Affairs Bureau, Housing, Planning and Lands Bureau, Education and Manpower Bureau, Architectural Services Department, Environmental Protection Department, Planning Department, etc, and with Hong Kong Tourism Board, private developers and land owners.

Aspects Requiring Special Attention

The AMO is conducting a territory-wide survey on historical buildings and it will continue to assist the Home Affairs Bureau in the policy review on heritage preservation.

Providing Aesthetically Pleasing Open Space

We achieve our objective through:

- Land use zoning and acquisition of land for open space development-
 - i. We have taken an active role in negotiating with the Planning Department and Lands Department to acquire more quality and genuine open spaces at good locations with easy accessibility for recreational development.
 - ii. Special care has been and will continue to be taken to avoid taking over land which have either low potential for open space development or have excessive site constraints such as steep slopes, drainage reserves, road reserves and polluted sites for recreational use.
 - iii. As part of the Government's greening efforts, we are working with Territory Development Department to provide simple landscaping to vacant government land in prominent/strategic position with no imminent/known development programme in the near future.

- Design of Aesthetically Pleasing Open Space
 - i. We ensure that soft landscape areas are maximised and in the passive recreation area, in general, 85% of the site will be used as landscape area.
 - ii. Conspicuous flowering and shade trees, colour foliage and flowering shrubs of hardy species will be chosen to create colour contrast and seasonal changes.
 - iii. Through careful design, selection of heavy standard trees and increase of planting density, instant greening for new projects will be achieved.
 - iv. When planning new open spaces, the facility will be designed and constructed with the consideration to its environmental performance such as application of energy saving building services installation and use of environmental friendly materials, such as recycled plastic seating benches, refuse bins, etc. Wooden materials from regenerated forests will be used.

Performance indicators

In 2003, 16 open space projects (including capital works projects, minor works projects and sponsored projects) were completed, resulting in an increase of about 21.26 hectares of open space in Hong Kong. In 2004, 21 open space projects (including open space projects jointly developed with the Territory Development Department under the Greening Programme) have been / will be completed, which will provide an additional 26.12 hectares of open space. A list of these projects is shown at the [Annex II](#).

For 2005, it is anticipated that five projects, which are currently under active planning, will be completed. This will bring an additional provision of 8.47 hectares of open space to the public.

Apart from new open space projects, there are on-going improvement and upgrading works to existing parks and playgrounds.

Practising Waste Reduction and Energy Savings

We have been paying much attention to green housekeeping, waste reduction and energy savings. We have adopted the following measures in our offices and computer centres in practising waste reduction and saving energy and natural resources:

On paper saving

In addition to some common practices in saving paper such as using both sides of paper, re-using used paper for drafting, computer printout and photocopying, re-using envelopes and file covers, etc, we had the following achievement:

- Our Information and Public Relations Section (IPRS) saved at least 450 reams of papers through recycling the hard copies of the daily newspaper cuttings and other publicity materials for re-use in copying machines or computer printers in 2003.
- IPRS had adopted an electronic newspaper clipping services to the Department's Lotus Notes users and managerial-grade officers. Although manual processed hard copies of newspaper clippings were provided to the directorates and section heads, efforts had been made to further trim down the number through share reading.
- During the year 2003, we had issued 2505 press releases on the internet via the Information Services Department's GNIS computer network and the Department's website. All our officers and members of the public were able to have access. Hard copies for distribution were cut to the minimum.
- In line with environmental protection, the Photo Team of IPRS had built up a digital photo library system and adopted digital photo images for press releases to the media. The less environmental friendly photo-finishing process for developing films and colour prints were cut to the minimum.
- We achieved full swing in computerization in IPRS and application of PCs, Intranet and e-mail had been widely used in this office for internal and external communications, conveyance of digital photographs and design works. This contributes to office economy, saving relevant manpower, paper work and energy consumption.
- In line with the Government's policy on paper reduction, the Department will only produce the e-version for the departmental yearbook.
- We recycled paper and library materials which were for condemnation. In the year 2003, 576 000 kg of library materials were recycled. Moreover, we implemented email notification service in 2003 which provided readers with the option of receiving overdue and reservation notices through e-mail thus economising on the use of paper. The Book Donation and Sale Campaign was held for the second consecutive year. In addition to encouraging reading in the community, the event also helped promote the cause of paper saving.
- We achieved wider use of electronic means for communication and collecting regular returns with a view to reducing paper consumption in the Department. PCs, Intranet and e-mail services have been provided to all officers with operational needs. Dedicated email accounts have already been provided to around 1 900 officers, and another 1 200 group accounts are being used by over 3 000 junior staff. Over 3 400 staff at around 400 office locations are connected to the Departmental network, while another 65 users can now access the network through dial-up modems.
- We saved over 11 552 reams of papers and 287 279 envelopes which recorded overall decreases of 12.57% and 21.9% respectively when compared with similar figures in the previous year.
- We will continue to observe the principle of 'reduce and reuse' in the consumption of materials, and seek continual improvement in the efficient use of natural resources and energy in our operations.
- Our Information Technology Office (ITO) had introduced an electronic magazine services (e-Magazine) pilot scheme to the public in 2002 and enhanced the services with larger capacity in 2003. Members of the public can

register at the e-Magazine, and select or amend their required information such as cultural events of various categories, leisure activities organized in different districts and the Department news according to his/her own interest. They are no longer required to get corresponding event leaflets and programme pamphlets from our venues. The required information will be sent to the registered members electronically via email every week free of charge. Efforts have been made to promote this service since 2003. There are now around 23 500 members using the e-magazine with a monthly growth rate of about 1.8%. With the growth of registered members, the distributions of the hard copies of the event leaflets and programme pamphlets will be further reduced to save more paper.

On energy saving

We manage our resources responsibly with a view to preserving natural resources. Good practices are widely used in our offices and venues. Such practices include switching off air-conditioners, lights and electric equipment while not in use, setting air-conditioning at appropriate temperature, using natural lighting where at all possible, keeping all windows and outside doors closed when air conditioning units are running, etc. In particular, we have taken the following actions in our venues to save energy without affecting services rendered to members of the public:

- Use of energy saving lights instead of tungsten lights.
- Regular checking of the proper function of light sensor.
- Identify the maximum LUX required at individual facilities.
- Setting at 23°C plus or minus one degree for all hiring units.
- Setting at 24°C plus or minus one degree for all public areas.
- Turning off the air conditioning system in the Main Foyer half hour/one hour before the close of the venue when there is no performance/activity in the venues.
- Shorten pre-cool time of the air conditioning system required on stage while maintain fairly reasonable level of services.
- Exercise vigilance in the use of water and regulate outflow of water taps and replace them with timer-taps at our offices and venues as far as possible.
- Achieve water saving by using less water for watering plants and for water features in major parks.
- Setting water temperature of the heated swimming pools at 26°C for the general public and 28°C for persons with a disability during the period from 1 November to 15 April of the following year.
- Adoption of bulk tariff in most of the civic centres.
- Monitor on the saving on application of bulk tariff to venues with large quantity of electricity consumption and to revert to normal tariff once if negative saving is detected.
- Hong Kong Heritage Museum has been working alongside with Electrical and Mechanical Services Department and China Light & Power Co. Ltd. on the saving of energy. Some energy efficient lighting equipment, such as electronic ballast have been installed in the office area and public corridors to save energy consumption. The recommendations suggested in the energy audit report of Electrical and Mechanical Services Department have

been well implemented which include :

1. disconnect / switch off some of the lights in over illuminated area at the public corridors and office area;
 2. switch off escalators during museum closing days;
 3. switch on and off the lights in the public area by phases; and
 4. turn on and off the air-conditioning supply in office area by phases to reduce energy consumption.
- Architectural Services Department had installed energy saving lighting tubes (TL-5) at the arena of Smithfield Sports Centre, Sheung Wan Sports Centre and Shek Tong Tsui Sports Centre. They had also installed reflective window glass film at the glass panel walls of the lawn bowling green of Ap Lei Chau Sports Centre to reduce solar gain to the venue. Upon implementation of these energy saving measures in 2003, the respective sports centres have saved more on energy consumption.
 - Energy audits will continue to be conducted at new venues.
 - As part of the pilot energy management opportunity (EMO) programme of Electrical and Mechanical Services Department, a new variable speed drive (VSD) system for an existing water-cooled chiller (no. 2) had been installed in Sha Tin Town Hall in December 2002 for trial, with an anticipated annual energy saving for about 110 000 kwh after relevant installation. The new system was already in service and EMSD will provide a report to evaluate the energy saving efficiency of the new system.
 - Routine checking to switch off lights as far as possible during non-office hours and lunch breaks.
 - Routine checking to switch off air-conditioners as far as possible during non-office hours.

Other Green Measures

- Connection of sewer for disposal of sewage or shower water up to the requirement of Environmental Protection Department. It is estimated that the connection work for all beaches in Tsuen Wan will be completed in 2009.
- Issue of good practices in energy saving for operational staff & contractors ([Annex III](#)). They are constantly reminded and monitored from time to time to follow the good practices to achieve waste reduction and savings.
- To encourage waste reduction, we promulgate on our Database Library a list of term contracts for waste disposal/recycling. From 1.1.2003 - 31.12.2003 inclusive, our sale of the unserviceable items under the term contracts are at [Annex IV](#).
- Swimming pools (except 2 pools - Victoria Park & Lei Cheng Uk Swimming Pool which involved redevelopment programme in the long run) are using ozone sterilization or electro-chlorination system as sterilizing agent which are more environmental-friendly.
- Introduce environmental friendly pesticide for plants under our purview.
- Use of more green products such as solar cell electronic calculators.
- Engagement of contractors to collect waste paper for recycling.

- Placing waste separation bins in open-air area of various performing arts venues.
- Since December 2001, waste separation bins for recovery of waste paper, aluminium cans and plastic bottles are provided at over 300 venues including parks, playgrounds, sports grounds, beaches, swimming pools, sports centres, water sportscentres, outdoor recreation centres and cultural venues.

Minimising Air and Noise Pollution in Organizing Leisure and Cultural Activities

We monitor closely the generator and machinery installed for activities to ensure that dark smoke emission would not exceed the prescribed requirement set out in the relevant Regulations.

We also monitor the noise generated from events held in our performing venues and ensure they are within the limits set in the relevant Regulations.

We persuade hirers of the Hong Kong Stadium to declare their events held at the Stadium as smoke-free event and advise spectators not to smoke within the Stadium.

Chapter 4 Towards a Quality Future

We will continue to work towards our environmental goal by :

- planting more trees and increasing the planting of shrubs and seasonal flowers with a view to enhancing the visual impact with more seasonal colours;
- focusing our efforts of greening promotion on two aspects : family participation and local participation;
- preserving more assets of our heritage;
- providing more aesthetically pleasing open space for the enjoyment of the community; and
- maintaining our efforts in practising waste reduction, and saving energy and natural resources.

We believe that with the targets and goals we set for ourselves, we will, for the coming year, contribute towards a more sustainable development of Hong Kong for the community.

Annex

Annex I

Summary of Massive Planting Programme 2003

District	Tree	Shrubs	Annuals	Total
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C&W	1 005	121 118	58 802	180 925
Wch	887	92 894	18 970	112 751
E	1 667	128 730	39 279	169 676
S	1 030	54 801	28 034	83 865
SSP	1 440	111 119	10 919	123 478
YTM	809	138 662	63 935	203 406
KC	879	257 712	17 418	276 009
WTS	920	123 022	21 625	145 567
KT	1 410	189 037	23 222	213 669
Is	3 090	77 650	8 000	88 740
TM	2 832	158 094	25 154	186 080
YL	3 347	112 042	180 023	133 412
KwT	2 373	102 161	13 500	118 034
TW	3 008	72 605	39 816	115 429
N	5 707	211 640	35 244	252 591
TP	2 877	135 560	80 587	219 024
ST	3 920	176 206	62 624	242 750
SK	3 137	173 983	37 918	215 038
	40 338	2 437 036	603 070	3 080 444

Annex II

I. Open Space Projects Completed in 2003

<u>Item No.</u>	<u>District</u>	<u>Project title</u>	<u>Additional Open Space Area (ha)</u>
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1	KT	Jordan Valley Playground (Phase II) (Stage 2)	2.00
2	TM	Local Open Space in Area 44 Tuen Mun	1.76
3+	TW	Provision of a children's play area at Ha Fa Shan Village, Tsuen Wan	0.01
4*	C&W	Public Open Space at G/F Government Accommodation (Site B) at Queen's Street, Sheung Wan	0.12
5*	E	Promenade and adjoining District Open Space at Aldrich Bay Reclamation Area	1.72
6*	KwT	Tsing Yi Promenade (portion of Maritime Square)	0.77
7*	TW	Public Open Space, Tsuen Wan Town Lot 382, Comprehensive Development Area 3	0.24
8*	C&W	Roof Garden at Central Pier 2	0.13
9#	YTM	Greening works at Southern Tip of West Kowloon Reclamation, Kowloon	8.00
10#	KC	Local Open Space site C along Hung Hom South Road, Kowloon	0.09
11#	Is	District Open Space in Area 52, Tung Chung	1.00
12#	SK	District Open Space at Area 40A, Tseung Kwan O (part)	1.70
13#	SK	District Open Space at Area 37, Tseung Kwan O	1.93
14#	ST	Open Space Site between Fok On Garden and Chung On Estate, Ma On Shan	1.40
15#	ST	Local Open Space Area 75, Ma On Shan	0.30
16#	ST	Local Open Space 31C, Tai Wai	0.09
		Total	21.26

+ denotes minor works projects

* denotes sponsored projects

denotes open space projects developed by TDD

II. Open Space Projects to be Completed in 2004

<u>Item No.</u>	<u>District</u>	<u>Project title</u>	<u>Additional Open Space Area (ha)</u>
1	KT	A Multi-purpose Grass Pitch on Sai Tso Wan Former Landfill	3.00
2	KwT	District Open Space in Areas 3 and 8, Tsing Yi	4.10
3	TM	Local Open Space in Area 14 (Mouse Island), Tuen Mun	0.47
4	ST	Ma On Shan Sports Ground - Phase 2	4.10
5	YL	Local Open Space in Ping Shan, Yuen Long	1.15
6	KT	Kowloon Bay Recreation Ground	4.10
7	TP	District Open Space in Area 5, Tai Po	0.99
8	TP	Football Pitch in Area 5, Tai Po	1.80
9	YL	Local Open Space in Area 15, Tin Shui Wai	1.73
10	N	Local Open Space in Areas 18 and 21 Fanling	1.38

11+	E	B65MR -Open Space Development at junction of Chai Wan Road and Yee Tai Street, Chai Wan	0.18
12+	KwT	Local Open Space at Tsing Luk Street, Tsing Yi (Extension of Tsing Yi Park)	0.15
13+	KwT	Local Open Space in Area 17, Kwai Chung	0.48
14+	ST	District Open Space between Hang Hong Street and Heng On Estate Area 92, Ma On Shan	0.80
15+	YL	Local open space, Lo Uk Tsuen, Ha Tsuen, Yuen Long	0.26
16+	SK	Development of a local open space in Area 19, Tseung Kwan O	0.36
17*	TW	Ma Wan Village Development	0.24
18*	TM	District Open Space in Area 16, Tuen Mun	0.35
19#	N	Local Open Space Area 3 (remainder), Fanling	0.05
20#	N	Local Open Space Area 29, Fanling	0.11
21#	N	Local Open Space Area 29A, Fanling	0.32
		Total	26.12

+ denotes minor works projects

* denotes sponsored projects

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Annex III

Proposed Good Practices to Operational Staff and Contractors

1. Choose energy efficient electrical appliances.
2. Do without unnecessary electrical appliances, e.g. electric pencil sharpener.
3. Use power-saving light bulbs.
4. Switch off the air-conditioner and lights on leaving the room.
5. Use lead-free petrol.
6. Switch off vehicles or machines when not in use.
7. Save paper, print or photocopy only when necessary.
8. Write on both sides of every piece of paper before throwing it away.
9. Reuse envelopes.
10. Send waste paper for recycling.

11. Use your own cup. Avoid throw-away paper cup and other utensils.
12. Separate garbage in paper, can and bottle and send them to collection centers for recycling.
13. Reuse polythene bags if possible.
14. Put used batteries in litterbins. Do not leave them outdoor or throw them into water.
15. No smoking in public places.
16. Save water. Turn off water taps when not in use. Repair leaked water taps as soon as possible.
17. Minimize copies of circulars (e.g. by circulating a copy to staff).
18. Reuse loose minute jackets.
19. Avoid use of fax leader pages.
20. Minimize copies of flimsies and reference copies at meetings.
21. Reduce lighting to minimum level required for illumination.
22. Photocopy on both sides of every piece of paper as far as possible.
23. Photocopy on the unused side of waste paper for internal use documents.

Annex IV

Sale of Unserviceable Items				
	<u>Contract No.</u>	<u>Subject</u>	<u>Quantity</u>	<u>Amount</u> (HK\$)
1.	GSD Contract No. C0526/2002 & C0527/2002	Purchase from the Government of the HKSAR/Hospital Authority of Paper Wastes	2,853 kg.	555.3
2.	GSD Contract No. C0325/2001 & C0237/2003	Purchase of the used/ unserviceable Microcomputers and Accessories from the Government of the HKSAR	781 no.	20,097
3.	GSD Contract No. C0931/2001	Purchase of the used/ unserviceable Office Steel Furniture and Equipment from the Government of the HKSAR	889 kg.	1,597
4.	GSD Contract No. C0275/2002 & C0158/2003	Purchase of Metal Scraps and Electric Cable Scraps from the Government of the HKSAR (Ferrous metal scrap)	14,464 kg.	13,100.15

