

Chapter 1

Controlling Officer's Profile of Key Responsibilities

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.

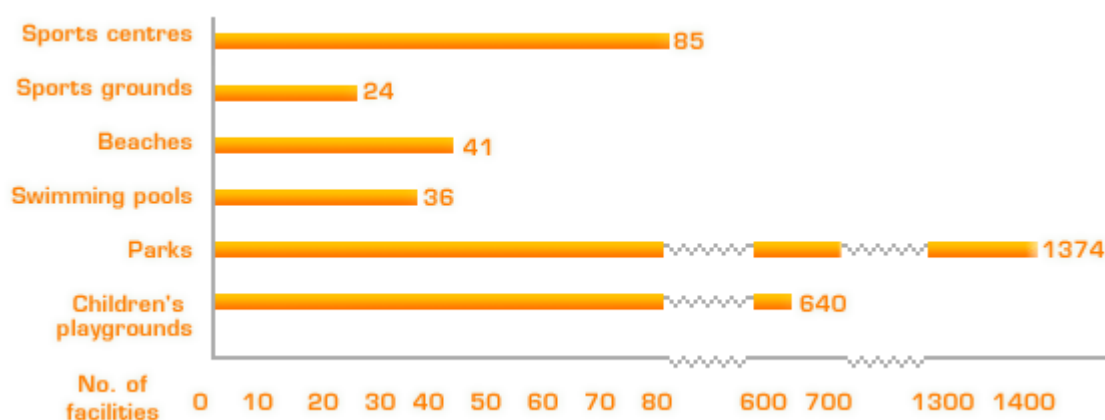
OVERALL VIEW OF OUR OPERATION



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 31.12.2004, the number of such facilities was as follows :



The Department organised a total of 450 territory-wide projects and major events, comprising Healthy Exercises for All Campaigns, Corporate Games and Masters Games. In addition, 863 projects were organised/subvented through the Community Sports Club Project, 689 through the Sports Development Programmes and 7 667 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 2004, we maintained a total of 1 521 hectares of amenities area and planted about 3.16 million trees, shrubs and annuals. We also organised a total of 2 954 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 1 205 462 in 2004.

Heritage and Museums

We preserve heritage and provide museum services with a view to promoting appreciation of heritage, arts and culture. In 2004, we were responsible for the management of 13 museums including a film archive. The museums held 186 exhibitions and organised 23 684 education and extension activities which together attracted about 4.66 million of attendees.

Performing Arts

We promote arts and culture through the provision of cultural facilities and services and the presentation of programmes. In 2004 we organised a total of 4 072 cultural presentations of music, dance, opera, drama and other performing arts. Total attendance at these presentations was 1 529 137. Besides, 661 district free entertainment programmes were held,

attracting a total attendance of 749 211. In addition, 6 650 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 72 public libraries and the stock of books as at 31.12.2004 was 9.8 million and that for multimedia materials was 1.33 million. In 2004, a total of 62.2 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.

Chapter 3 **Environmental Management, Performance Analysis and Targets/ Milestones**

● Promoting greening and horticulture

Up-grading of Existing Landscape Areas

Performance Targets (Year 2004)	Actual Performance (Year 2004)
<ul style="list-style-type: none">Up-grading of 33 hectares of existing landscape areas.	<ul style="list-style-type: none">A total of 33 hectares of existing landscape area had been upgraded.

Performance Analysis

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

Performance Targets in 2005

- 30 hectares of landscape areas will be upgraded.
- 30 prominent roadside amenity areas and 6 vacant government sites with the total area of about 5 hectares will be identified for landscape improvement.
- 7 pedestrian footbridges in various districts will be beautified with portable planters.

Aspects Requiring Special Attention

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

Massive Planting Programme

Performance Targets (Year 2004)	Actual Performance (Year 2004)
<ul style="list-style-type: none">To plant 20 000 trees and 3 100	<ul style="list-style-type: none">Target met. (breakdown at Annex I)

000 shrubs and annuals.	
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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 2005

In 2005, we will plant another 20 000 trees and aim to increase the planting of shrubs and annuals up to 3.2 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 2004)	Actual Performance (Year 2004)
<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 658 guided visits for 23 670 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 2005

We plan to conduct 650 visits for 23 400 participants in the year 2005. Invitation letters are sent to all primary schools to invite applications. Besides, details of the guided visit

programmes are uploaded to the web page of the Department and hyper-linked to the web page of Education and Manpower Bureau.

II. Horticulture Courses

Performance Targets (Year 2004)	Actual Performance (Year 2004)
<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 2005

We plan to conduct 30 horticulture courses for 900 participants for the year 2005. Details of the courses are publicized in the "Community Recreation and Sports Programme" booklet and enrollment through LCSD Leisure Link Computer Booking System. In addition, information on the courses will be put on the web page of the Department.

III. Outdoor Education Activity for Kindergarten

Performance Targets (Year 2004)	Actual Performance (Year 2004)
<ul style="list-style-type: none">To organise 65 guided visits for 2 500 participants.	<ul style="list-style-type: none">Organised 70 guided visits for 2 330 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 2005

We plan to conduct 65 visits for some 2 500 participants in the year 2005.

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 2004)	Actual Performance (Year 2004)
<ul style="list-style-type: none">To organise 19 courses for 480 participants.	<ul style="list-style-type: none">Organised 19 courses for 531 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 2005

On request from the Hong Kong Girl Guides Association, we will conduct 19 conservation courses for some 530 Brownies and Girl Guides in the year 2005.

V. Seminar and Gallery on Environmental Protection

Performance Analysis in 2004

The Science Museum organized seminars and obtained a grant to establish an Environmental Conservation Gallery in 2004. On 5 June 2004, the Hong Kong University of Science & Technology, Hong Kong Science Museum and the Education and Manpower Bureau jointly organized a symposium on environmental issues for secondary schools. The objectives of this programme are to promote students' interest in science, to enhance their understanding of the environmental issues in Hong Kong and to increase their environmental awareness. Students of the participating schools presented their methods and findings of their school-based programme on environmental studies related to their school and community. The programme attracted 203 students and teachers in participation.

The Hong Kong Jockey Club Charities Trust approved a grant of HK\$15 million in April 2004 for setting up The Jockey Club Environmental Conservation Gallery in the Hong Kong Science Museum. The Gallery seeks to communicate the importance of environmental conservation to the community at large, to promote a better understanding of the global environment and the delicate balance between nature and human, to foster a holistic view of environmental conservation using Hong Kong as an example, and to advocate an environmental friendly lifestyle to the public. The Gallery is expected to be completed by the end of 2007.

Performance Targets in 2005

The Science Museum will continue to organize symposium/seminars on environmental issues for schools.

The Science Museum will proceed with detail planning of the Jockey Club Environmental Conservation Gallery targeted for completion by end 2007.

Greening Activities

Performance Analysis in 2004

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 2 452 greening activities were organised by the Green Campaign Section and exceeded our performance target of 2 250 for the year of 2004.

Hong Kong Flower Show

The Hong Kong Flower Show 2004 was held from 5 to 14 March in Victoria Park attracting 555 000 visitors. The Flower Show aimed at promoting public interest in horticulture and arousing an awareness of the conservation of the natural environment. Over 180 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 28 Community Planting Days in 2004. A total of 32 300 participants had planted 62 500 trees and shrubs in 18 Districts. The performance targets of 20 Community Planting Day with 6 000 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 3 000 sessions of voluntary services provided by the volunteers in 2004 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 700 schools and kindergartens in 2004. The performance target of 500 schools 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 2004, 330 000 seedlings were distributed for students to nurture at home or in school.

Greening Hong Kong Activities Subsidies Scheme

The Scheme aimed at encouraging more greening activities to be organised by the local community. Seven organisations were subsidised under this Scheme in 2004 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 Green Education and Resource Centre at Kowloon Park in 2004 with a view to educating and arousing the public's awareness in greening. A total of 370 exhibitions and talks with 10 000 participants were organized.

Performance Targets in 2005

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 2 475 greening activities with over 1 190 000 participants in 2005. The proposed greening promotion programme for the year of 2005 is outlined below -

Hong Kong Flower Show

The Hong Kong Flower Show 2005 will be held from 11 to 20 March 2005 in Victoria Park and about 550 000 visitors are expected.

Community Planting Days

A total of 25 Community Planting Days with 12 000 participants will be organised in 2005.

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 2005.

Greening School Subsidy Scheme

The Department aims to attract the participation of 700 schools and kindergartens in this Scheme in 2005.

"One Person, One Flower" Programme

The Department will continue to distribute 330 000 seedlings to students in 2005.

Greening Hong Kong Activities Subsidies Scheme

Five applications for subsidy to hold greening activities are expected from local organisations in 2005.

Greening Exhibitions and talks

Greening Exhibitions and talks on horticulture will be organized at Green Education and Resource Centre in 2005 with a view to educating and arousing the public's awareness in greening.

Community Garden Programme

The programme will be extended to cover all districts in 2005.

Best Landscape Award for Private Property Development 2006

The Award aims at promoting greening and environment conscious development by the private sector. It will be launched between late 2005 and early 2006 with 50 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 2004

The targets set for 2004 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 40 historical buildings;
- e. to process 140 EIA projects;
- f. to organize 160 heritage educational programmes; and
- g. to publish 14 publications.

It is the Department's 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 2004

In 2004, we endeavoured to achieve the targets with stringent resources.

Notable performance of the year included the declaration of Morrison Building of Hoh Fuk Tong Centre in Tuen Mun as a monument; restoration and improvement works at various declared monuments, including Tin Hau Temple in Causeway Bay and the Old House at Wong Uk in Shatin; technical support to the private restoration of Liu Ying Lung Study Hall in Sheung Shui, preservation of Kom Tong Hall, a private property, from demolition as well as the handover of the Red Brick Building at 344 Shanghai Street from the Urban Renewal Authority to the Government for preservation.

To save the archaeological heritage from destruction by development projects at So Kwun Wat in Tuen Mun and Kau Sai Chau in Sai Kung, abundant artefacts of Bronze Age were retrieved by the archaeological survey and excavation conducted in June and December 2004. Besides, relics were discovered from the drainage work site at the junction of Soy Street and Tung Choi Street on 7 May 2004. The AMO arranged immediate site inspection and archaeological monitoring to recover a small quantity of prehistoric and Han pottery sherds in addition to the four pottery vessels of Eastern Han to Jin dynasties found intact by the workers.

The Hong Kong Heritage Awards (HKHA 2004) was organized in late 2004 to give recognition and encouragement to members of the public for commendable

achievements in heritage conservation and heritage education. Responses were encouraging and a diversity of submissions was received.

The refurbishment works of the Hong Kong Heritage Discovery Centre in Kowloon Park is at its final stage and will be partially opened in October 2005. Thematic exhibitions, commissioning programmes and educational events will be launched to promote public awareness in heritage preservation. A standing exhibition on Hong Kong archaeology and the built heritage will also be ready for public visits in 2007.

We excavated and monitored 182 archaeological sites and issued 13 archaeological licences. In addition, we processed 111 EIA projects and restored/maintained 46 historical buildings. We also conducted 214 heritage educational programmes and produced 12 publications.

Performance Targets in 2005

The performance targets in preserving assets of heritage for 2005 are :

(a) no. of building/structures declared as monuments	1
(b) no. of archaeological site excavated/monitored	180
(c) no. of archaeological excavation licences issued	15
(d) no. of historical buildings restored/maintained	40
(e) no. of EIA projects under processing	140
(f) no. of educational programmes	160
(g) no. of publications	14

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.

● 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 Civil Engineering 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 2004, 13 open space projects (including capital works projects, minor works projects and sponsored projects) were completed, resulting in an increase of about 20.46 hectares of open space in Hong Kong. In 2005, 18 open space projects have been / will be completed, which will provide an additional 21.71 hectares of open

space. A list of these projects is shown at the [Annex II](#).

For 2006, it is anticipated that nine projects, which are currently under active planning, will be completed. This will bring an additional provision of 8.22 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**

In the department, environmental-related policies are regularly reviewed through the Departmental Committee on Environmental Efforts (DCEE). The committee also assists in co-ordinating practices and monitoring their implementation throughout the department. In October, the fourth environmental report was issued to cover detailed activities of the department in this area.

Under the DCEE there is the Task Force on Energy Savings. It meets regularly to ensure that green housekeeping practices were strictly adhered to at all venues and offices. It also proactively conducting energy audits to identify good energy management practices.

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 achievements:

- Our Information and Public Relations Section (IPRS) saved at least 386 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 2004.
- 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 2004, we had issued 2 485 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.
- Application of PCs, Intranet and e-mail had been widely used in IPRS 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 only produced the e-version of the departmental yearbook and has provided e-version designs of departmental Christmas cards and Lunar New Year cards for officers.
- We recycled paper and library materials which were for condemnation. In the year 2004, 512 770 kg of library materials were recycled. Moreover, the email notification service which provided readers with the option of receiving overdue and reservation notices through e-mail thus economising on the use of paper was well received. As at 31.12.2004, about 64 000 registered borrowers had opted for the service. The Book Donation and Sale Campaign was held again this year. In addition to encouraging reading in the community, the event also helped promote the cause of paper saving. Museums and Film Archive also reduce waste by recycling exhibition materials and place collection boxes for collecting unused guided maps and pamphlets for recycling purpose.
- We saved over 2,256 reams of papers and 402,999 envelopes which recorded overall decreases of 2.81% and 39.36% 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.

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 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.
- 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. Adoption of bulk tariff in most of the civic centres in order to economize electricity charges.
- All museums continue to exercise tight measures on energy saving:
 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;
 4. turn on and off the air-conditioning supply in office area by phases to reduce energy consumption; and
 5. adjust temperature settings in working area to save energy on air-conditioning.
- Electrical and Mechanical Services Department (EMSD) had conducted energy saving improvement works in sports centres, including the replacement of the aging condenser coil in Shek Tong Tsui Sports Centre in 2004 to improve the performance of air-conditioning system and save energy. They had also adopted free cooling mode air-conditioning system for the arena of Smithfield Sports Centre in 2005. Upon implementation of these energy saving measures in 2004 and 2005, 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 EMSD, 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 kilo watt hour after relevant installation. The new system has been put in practical operation since January 2004. EMSD has provided a report stating that energy saving at an average of 85,812 kilo watt hour per year was achieved.
 - The Headquarters has been working with Architectural Services Department and EMSD on the saving of energy. The following energy saving initiatives were implemented at the HQ building in 2004:
 1. Installation of electronic ballasts for the fluorescent lamps in the majority of the office area, with an anticipated annual energy saving of about 146,490 kilo watt hour after relevant installation.
 2. Modification of lighting system to enable independent control of fluorescent lamps in the office area and tungsten halogen lamps in the public area, with an approximate of 74,100 kilo watt hour can be saved annually.
 3. Installation of the energy efficient type supply air duct and return air grilles for the Fan Coil Units at passenger lift lobbies.
 4. Upgrading of Air-Handling Unit at Computer Centre with the latest

energy efficient model.

5. Provision of reflective window glass film to some of the offices.

- 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.
- Information Technology Division (ITD) has introduced the CRT monitors replacement exercise which aims at protecting the safety and health of employees who use display screen equipment at work for prolonged periods of time on one hand, and committing to protect the environment and reduce public expenditure by cutting down the power consumption on the other. CRT monitors consume substantial electricity for their operation and the heat generated also requires more power for air-conditioning. As recommended by EMSD in the Energy Saving Tips in Nov 2003, use of Liquid Crystal Display (LCD) monitors would be an effective means to reduce the power consumption. If a CRT monitor is replaced by a LCD monitor, it is estimated that monthly power savings of approximately HK\$9 could be achieved. Moreover, LCD monitors generate less heat and the air-conditioning requirement can be lowered, contributing to further reduction in electricity expenses.

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 1.1.2004 - 31.12.2004 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 about 370 venues including parks, playgrounds, sports grounds, beaches, swimming pools, sports centres, water sportscentres, outdoor recreation centres, camps 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.

Summary of Massive Planting Programme 2004				
District	Tree	Shrubs	Annuals	Total
C&W	364	86 289	59 421	146 074
Wch	200	80 656	27 319	108 175
E	88	96 147	38 227	134 462
S	294	38 227	20 180	58 701
SSP	2 394	223 989	5 506	231 889
YTM	477	131 658	59 191	191 326
KC	106	102 247	17 524	119 877
WTS	34	90 262	10 662	100 958
KT	504	69 720	14 126	84 350
Is	1 925	118 094	11 350	131 369
TM	744	180 123	34 464	215 331
YL	6 530	86 597	38 752	131 879
KwT	401	207 756	3 000	211 157
TW	1 516	82 724	77 878	162 118
N	1 817	155 482	44 421	201 720
TP	1 612	184 010	142 045	327 667
ST	554	235 595	57 402	293 551
SK	2 396	241 490	64 805	308 691
	21 956	2 411 066	726 273	3 159 295

I. Open Space Projects Completed in 2004			
<u>Item No.</u>	<u>District</u>	<u>Project title</u>	<u>Additional Open Space Area (ha)</u>
1	KwT	District Open Space in Areas 3 and 8, Tsing Yi	4.10
2	KT	A Multi-purpose Grass Pitch on Sai Tso Wan Former Landfill	2.75
3	KT	Kowloon Bay Recreation Ground	4.10
4	ST	Ma On Shan Sports Ground - Phase 2	4.10
5	TM	Local Open Space in Area 14 (Mouse Island), Tuen Mun	0.47
6	YL	Local Open Space in Ping Shan, Yuen Long	1.15
7	YL	Local Open Space in Area 15, Tin Shui Wai	1.73
8+	E	B65MR - Open Space Development at junction of Chai Wan Road and Yee Tai Street, Chai Wan	0.17
9+	KwT	Local Open Space at Tsing Luk Street, Tsing Yi (Extension of Tsing Yi Park)	0.15
10+	KwT	Local Open Space in Area 17, Kwai Chung	0.48
11+	ST	District Open Space between Hang Hong Street and Heng On Estate Area 92, Ma On Shan	0.80
12+	YL	Local open space, Lo Uk Tsuen, Ha Tsuen, Yuen Long	0.26
13*	TW	Open Space in Ma Wan Village Type Development - Phase I	0.20
		Total	20.46

+ denotes minor works projects

* denotes sponsored projects

II. Open Space Projects to be Completed in 2005			
<u>Item No.</u>	<u>District</u>	<u>Project title</u>	<u>Additional Open Space Area (ha)</u>

2	KT	Kowloon Bay Recreation Ground	4.10
3	N	Local Open Space in Area 18 and 21 Fanling - Phase II	0.49
4	TP	District Open Space in Area 5, Tai Po	0.99
5	TP	Football Pitch in Area 5, Tai Po	1.80
6	TW	Additional open space adjacent to Tsuen Wan Town Hall	0.43
7	TM	District Open Space in Area 18 Tuen Mun	1.42
8	YTM	Cherry Street Park, Tai Kok Tsui	3.78
9+	SK	Development of a local open space in Area 19, Tseung Kwan O	0.36
10*	KwT	District Open Space, Shek Lei Estate Phase II, Kwai Chung	1.44
11*	TW	SOA in Area 51, Ting Kau	0.93
12*	TM	District Open Space in Area 16, Tuen Mun	0.35
13*	TM	Public Open Space, Fuk Hang Tsuen Road, Lam Tei, Tuen Mun	0.70
14#	N	Local Open Space in Area 3, Fanling/Sheung Shui	0.05
15#	N	Local Open Space in Area 29, Fanling/Sheung Shui	0.11
16#	ST	Local Open Space in Area 75, Ma On Shan	0.26
17#	YTM	Temporary waterfront promenade at West Kowloon Cultural District	2.00
18△	KwT	Local Open Space, Kwai Chung Estate Phase 3	0.68
		Total	21.71

+ denotes minor works projects

* denotes sponsored projects

denotes open space projects developed by CEDD

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.

Sale of Unserviceable Items				
	<u>Contract No.</u>	<u>Subject</u>	<u>Quantity</u>	<u>Amount</u> (HK\$)
1.	GLD Contract No. C0526/2002 C0527/2002 & C0343/2004	Purchase from the Government of the HKSAR/Hospital Authority of Paper Wastes	4,142 kg.	1,174.26
2.	GLD Contract No. C0237/2003	Purchase of the used/ unserviceable Microcomputers and Accessories from the Government of the HKSAR	198 no.	5,170
3.	GLD Contract No.C0515/2003	Purchase of the used/ unserviceable Office Steel Furniture and Equipment from the Government of the HKSAR	224 kg.	1,187.60
4.	GLD Contract No.C0102/2004	Purchase of Metal Scraps and Electric Cable Scraps from the Government of the HKSAR (Ferrous metal scrap)	529 kg.	937.16