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Environment, Transport  
and Works Bureau  
Government Secretariat  
Murray Building, Garden Road,  
Hong Kong

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Group : 12

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**Development Bureau**  
**Technical Circular (Works) No. 5/2017**  
**Community Involvement in Planting Works**

**Scope**

This Circular sets out the policy and requirements for community involvement in planting works of capital works projects.

2. Policy Secretaries have agreed to the contents of this Circular.

**Effective Date**

3. This Circular takes immediate effect.

**Effect on Existing Circulars**

4. This Circular supersedes Environment, Transport and Works Bureau Technical Circular (Works) No. 34/2003.

**Background**

5. The Government is firmly committed to the promotion of quality-led approach on landscape and tree management with the objective to

promote liveability through delivering higher quality landscape planning and design in the upstream and more diligent landscape management downstream. One important component of the strategy is to promote community involvement so as to raise public awareness and understanding of the importance of the holistic approach as well as to develop a sense of ownership among local residents.

## **Policy**

6. District Councils (DCs) should be consulted on the preliminary designs of planting and associated landscape works of capital works projects prior to tender invitation. Furthermore, the community should be invited to participate in planting works near or after the completion of capital works projects. This policy is applicable to capital works projects in the Public Works Programme including Cat D items irrespective of the modes of delivery but excluding maintenance works and planting on man-made slopes under the Landslip Prevention and Mitigation Programme. Subvented capital works projects in the Capital Works Programme are encouraged to follow this practice if considered appropriate.

## **Requirements for Consultation**

7. For all capital works contracts with an estimated value exceeding \$10 million for planting and associated landscape works and tender invitation dates scheduled after the effective date of this Circular, the respective DCs should be consulted on the related works, including planting and associated landscape works prior to tender invitation or implementation. To ensure that adequate information is presented to DCs, the consultation paper should include the following information –

- (a) plan(s) and/or drawing(s) showing the landscape design with proposed planting areas, description of key plant species and an estimated quantity of proposed planting; and

- (b) plan(s) and/or other information showing the proposed treatment of existing trees<sup>1</sup> on site.

Please refer to **Annex 1** for definitions of plants, planting areas and value of planting and associated landscape works.

8. For large scale building/infrastructure projects comprising several contracts, there may not be sufficient details on the planting and associated landscape works in the initial consultation stage. In such cases, supplementary information can be provided to respective DCs prior to tender invitation for individual contract. For design and build contracts, provisions should be stipulated in the contracts requiring the contractors to allow ample time for the Government to consult respective DCs on the planting and associated landscape works of the contracts prior to implementation. Similar provisions should be made for other modes of delivery. Works departments should ensure the cost-effectiveness of the suggested planting and associated landscape works before acceding to any community suggestions in this regard.

9. Briefs of consultancies should include appropriate provisions to cover the requirements set out in this Circular.

### **Requirements on Community Planting**

10. All capital works contracts with an estimated value of planting and associated landscape works at or exceeding \$10 million should allow for community planting near or after the completion of projects. Works departments may exercise discretion to allow community planting in projects or contracts with an estimated value of planting and associated landscape works less than \$10 million, if considered appropriate.

11. Works departments should be responsible for the planting activities including the seeking of funding, planting and associated works and taking care of insurance and safety matters. Works departments, may consult the

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<sup>1</sup> For the purpose of this Circular, an “existing tree” is considered as a “tree” if its trunk diameter measures 95 mm or more at a height of 1.3 m above the ground level. Guidance on measurement of tree trunk diameter is given in the Agriculture, Fisheries and Conservation Department’s Nature Conservation Practice Note No. 2, which can be viewed from the Cyber Manual for Greening (<http://devb.host.ccgo.hksarg/>) or AFCD’s web page ([http://www.afcd.gov.hk/english/conservation/con\\_tech/con\\_tech.html](http://www.afcd.gov.hk/english/conservation/con_tech/con_tech.html)).

respective District Officer, to draw up the invitation lists and the arrangement of the community planting activities. Co-ordination and liaison with other target community groups, including elder volunteer group should be considered as far as possible.

### **Exemption**

12. On very exceptional grounds such as serious contractual implications or security reasons, exemption of consultation with DCs and/or the allowance of community planting activities could be endorsed by respective works departments heads or their delegated officers in D3 capacity supported by full justifications. For situations where the user departments consider community planting activities are inappropriate for the project, exemption could be endorsed from the respective user department heads or delegated officers in D3 capacity, supported by full justifications. Works departments shall appropriately keep the records on the approvals for exemptions with detailed justifications and/or reasons.

### **Enquiries**

13. Enquiries on this circular can be addressed to Assistant Secretary (Greening and Landscape)3 of GLTM Section of DEVB.

**(C K HON)**  
**Permanent Secretary for Development (Works)**

**Definition of Terms on Planting and Associated Landscape Works**

- (A) Plants are broadly divided into four categories, namely trees, shrubs, herbaceous plants and grass.**

***Trees include:***

- *Trees of all sizes including mature trees, semi-mature trees, heavy standard trees, standard trees, light standard trees, whips and seedling trees*
- *Conifers*
- *Palms*
- *Bamboos*

***Shrubs include:***

- *Large and small shrubs*
- *Climbers*
- *Ground cover plants*
- *Aquatic plants*

***Herbaceous plants include:***

- *Herbaceous plants*
- *Annuals, Biennials and Perennials*
- *Bulbs*

***Grass***

(Note: The plant categories above are for general reference and standardized presentation in consultation only. Works departments should exercise own judgment for reasonable and appropriate plant categorization. For instance, low-growing bamboo planted as hedges should be categorized as Shrubs instead of Trees.)

- (B) Planting areas include all areas (in square metre) planted with trees, shrubs, herbaceous plants and grass as listed above.**

- (C) Value of planting and associated landscape works includes the costs for:**

- *Site clearance and site preparation (i.e. ground modelling) for the planting areas*
- *Provision of planters or planting pits*
- *Soiling*
- *Provision of planting materials*
- *Planting operations*
- *Establishment operations*
- *Provision of plant-related materials such as tree guards, tree grilles, etc.*
- *Provision of irrigation, drainage and associated facilities for vegetation maintenance*
- *Transplanting*