

區議員 手冊

Handbook for
District Council Members

2020~2023



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(一) 序言

歡迎各位區議員加入第六屆區議會。

民政事務總署一直積極推動地區行政發展。作為政府的重要伙伴，區議會在推廣文化、體育和社區參與活動以及進行小型工程項目、社區重點項目和地區主導行動計劃上擔當至為重要的角色。

《區議員手冊》簡介區議員的操守指引以及區議會的運作情況，方便各位區議員查閱和參考。

我們的各項工作需要市民和持份者的支持，才能取得理想成效。在新一屆區議會開始之際，本署謹祝願各位區議員的地區工作事事順遂，並期待與新一屆區議會緊密合作，攜手共建關懷互愛、和諧共融及充滿活力的社會。

民政事務總署

(二) 引言

1. 區議會須根據公開透明的原則有效運作，履行區議會職能。區議會的運作程序由《區議會常規》規管。
2. 區議員為公職人員。市民對區議員的行為操守有很高的期望。
3. 區議員須緊記，身為公眾人物，其行為操守受到市民及傳媒密切監察。

要了解有關區議會運作程序的詳細規則，請參閱各區議會的《區議會常規》。

註：手冊內凡指男性的字及詞句也指女性，凡指單數的字及詞句也指眾數，反之亦然。

(三) 基本原則

4. 區議員應恪守以下的行為操守基本原則，以加強公眾對區議員履行公職的信心。

(1) **誠信**

區議員須廉潔守正、竭誠服務市民，並須時刻謹慎，確保行為操守良好，避免處事失當。

(2) **問責**

區議員須對執行區議會職務時所作的決定和行為負責。

(3) **公開**

區議員須以公開透明的原則執行區議會的職務。

(4) **誠實**

區議員有責任申報與公職有關的任何私人利益，並應避免任何利益衝突，以保障公眾利益。

(5) **公正**

區議員執行區議會職務時，須保持公平公正。

(四) 操守指引

5. 區議員必須時刻注意個人言行，以加強市民對區議會的信任和信心，切勿做出任何有損區議會信譽的事。
6. 區議員必須謹言慎行，切勿做出任何有損個人誠信、公正、客觀判斷能力或履行區議員職務能力的事。
7. 區議員必須遵守區議會為規管區議會及其轄下委員會的行事方式及程序，或區議員在處理區議會事務時的表現而制定的任何規則或規例。

要了解區議員應有行為操守的詳細準則，請參閱《區議員及區議會轄下委員會成員操守指引》。

收受利益和接受款待

8. 區議員不得因公職關係，索取或接受任何利益。
9. 區議員收受利益，使到其以區議員身分作出的行為受到影響，即屬違法。
10. 區議員須依循區議會制定的有關程序，處理其以區議員身分獲贈的禮物和紀念品。
11. 區議員因其職務與某些人士或機構有公事上的往來，不應接受該等人士或機構頻繁或奢華的款待。

要了解規管區議員接受利益的法律條文，請參閱《防止賄賂條例》第4條。要了解如何處理以區議員身分或私人身分接受的禮物 / 紀念品 / 款待，請參閱《區議員及區議會轄下委員會成員操守指引》。

利益衝突

12. 區議員必須切實遵守《區議會常規》內有關登記和申報利益的各項規定。
13. 若區議員發現他與區議會或其轄下委員會所考慮的事項有任何直接個人利益、金錢利益、其他利益或關連，必須在討論有關事項之前，向區議會或其轄下委員會申明。
14. 區議員登記的個人利益資料，會讓公眾查閱。

要了解登記和申報利益的詳細規定，請參閱各區議會的《區議會常規》。

處理機密或獨有資料

15. 區議員不得披露任何以區議員身份取得的機密或獨有資料，以免損害區議會利益。
16. 區議員不得利用以區議員身分取得的機密或獨有資料牟取利益。

避免濫用區議員身分

17. 區議員不得濫用其身分，以牟取私利，或為其他人士 / 機構牟取利益。

區議員酬金、津貼和開支償還款額

18. 區議員的酬金、津貼和開支償還款額以公帑支付。
19. 區議員使用津貼和開支償還款額時，須時刻嚴格遵守有關指引的規定，並須符合公開、公平和問責的原則。
20. 區議員須對所有發還款項的申請負責，而有關的申請必須可信和合理。
21. 區議員的津貼、開支償還款額及區議員辦事處，只可用作執行區議會職務。
22. 區議員須妥善記錄帳目。所有發還款項申請表、聲明 / 申報書及證明文件，均會讓公眾查閱。

要了解詳情，請參閱《有關香港特別行政區區議會議員酬金、津貼和開支償還款額安排的指引》和《香港特別行政區區議會議員運用外訪撥款守則》。

出席會議

23. 區議員應重視區議會會議。
24. 區議員有責任出席會議，並應準時出席及避免在會議中途離席。
25. 區議會會議的法定人數，不得少於區議會議員人數的一半。
26. 委員會會議的法定人數，不得少於委員會成員人數的一半，而出席會議的成員，最少一半須是區議員。
27. 區議員出席會議的記錄，會讓公眾查閱。

要了解區議員出席會議的規則，請參閱各區議會的《區議會常規》。

會議上言行舉止

28. 除非另有規定，區議會所有會議均對公眾開放。
29. 區議員須遵守會議程序。
30. 區議員須遵守以下各項規定：
 - (1) 進出會議場地，衣著、舉止必須莊重。
 - (2) 會議進行期間，必須把所有響鬧裝置關掉或轉至靜音模式，不得使用手提電話等電訊器材通話。
 - (3) 有與會者發言時，必須保持肅靜，不得作不當插言。
 - (4) 言詞須得當，不得帶冒犯或侮辱成分。
 - (5) 只限對所討論的議題發言。

(五) 區議會運作

31. 區議會全體會議最少每兩個月召開一次。
32. 為履行區議會職能，區議會可成立委員會及工作小組處理不同範疇工作，包括地區設施管理、文化及康樂服務、食物及環境衛生等。
33. 為保持工作效率，區議會應把轄下委員會及工作小組數量減至最少。

要了解規管區議會運作及舉行會議的詳細規則，請參閱各區議會的《區議會常規》。

運用區議會撥款

34. 政府每年預留撥款，供全港18區區議會推行社區參與計劃，以建設社區，促進區內居民福祉。
35. 區議會受公眾所託，負責決定如何使用所屬地區的區議會撥款，並監察獲資助活動的進度。
36. 區議會撥款屬公帑，因此區議會須以公開、公平和具透明度的原則分配撥款。
37. 我們鼓勵區議會與非政府機構及社會不同界別緊密合作，擬定計劃合辦活動，並提出具有地區特色的活動，以切合地區的需要。

要了解運用區議會撥款的詳情，請參閱《[運用區議會撥款守則](#)》。

地區小型工程專用撥款

38. 政府每年預留撥款，供全港18區區議會進行管轄範圍內的地區小型工程項目。
39. 撥款涵蓋區議會參與管理的地區設施的小規模建築工程、裝修工程及小規模改建、加建及改善工程。撥款亦涵蓋在規劃上述工程計劃時引致的一切費用，例如顧問費，以及進行可行性研究，地盤勘測和其他研究的費用。
40. 區議會可考慮提出和推行更多令社會受惠的地區性工程計劃。
41. 區議會在推行這些計劃時，應充分考慮市民的意見。

要了解推行地區小型工程計劃的詳情，請參閱《[推行地區小型工程指引](#)》。

(六) 區議會徽號及 香港特別行政區區徽的使用

42. 區議員在執行與區議會有關的職務時，可使用區議會徽號，但須遵守有關指引。
43. 區議員在執行區議會職務時，也可使用印有香港特別行政區區徽的名片、信封及信紙，但須小心處理，以免觸犯《區旗及區徽條例》。

要了解使用區議會徽號及香港特別行政區區徽的詳細指引，請參考各區議會的《區議會常規》以及《區議員使用香港特別行政區區徽指引》。

(七) 查詢

44. 若對手冊的內容或當中引述的條例、指引和守則有任何查詢，請聯絡所屬地區的區議會秘書處。



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I. Foreword

Welcome all District Council Members to join the sixth-term District Councils.

The Home Affairs Department is committed to advocating the development of District Administration. As our key partners, the District Councils play a pivotal role in promoting and implementing cultural, sports and community involvement activities as well as minor works projects, signature projects and the District-led Actions Scheme for the benefits of local communities.

The “Handbook for District Council Members” provides a handy guide to the code of conduct for members of District Councils and the operation of District Councils.

The success of our work hinges on the support of the public and stakeholders. As the District Councils start their new term, we wish members every success in their endeavours in district work. We look forward to working in close partnership with members to help build a caring, harmonious and vibrant community.

Home Affairs Department

II. Introduction

1. District Councils (DCs) are expected to conduct their business in an open, transparent, efficient and effective manner. The procedures for conducting DC business are regulated by the ‘Standing Orders of the District Councils’.
2. A DC member is regarded as a public servant. The public has high expectations of his conduct and behaviour.
3. A DC member should bear in mind that he is a public figure whose conduct comes under close scrutiny of the public and the media.

*For detailed rules governing the operation of DCs, please refer to the **Standing Orders of the respective DCs**.*

Note: Words and expressions in this handbook importing the masculine gender include the feminine, and words and expressions in the singular include the plural, and vice versa.

III. General Principles

4. A DC member is expected to observe the following general principles of conduct to reinforce public confidence in the way in which he performs his public duties -

(1) Integrity

A DC member should serve the community with integrity. He must be vigilant at all times to avoid malpractice and to ensure the propriety of his conduct and behaviour.

(2) Accountability

A DC member is accountable for his decisions and actions on DC business.

(3) Openness

A DC member should carry out DC business in an open and transparent manner.

(4) Honesty

A DC member has a duty to declare any private interests relating to his public duties and to take steps to resolve any conflicts arising in a way that protects the public interest.

(5) Impartiality

A DC member should be fair and objective in carrying out DC business.

IV. Code of Conduct

5. A DC member shall at all times conduct himself in a manner which will help strengthen the public's trust and confidence in the integrity of the DC and never undertake any action which would bring the DC into disrepute.
6. A DC member should be careful not to do anything that may compromise or impair his integrity, impartiality, objectivity or his ability to perform his duties as a DC member.
7. A DC member shall adhere to any rules or regulations made by the DC governing the practice and procedure of the DC and its committees, or members' behaviour in their conduct of DC business.

For details on the standard of conduct expected of a member, please refer to the 'Code of Conduct for Members of a District Council or its Committees'.

Acceptance of Advantages and Entertainment

8. A DC member should not solicit or accept any advantages on account of his public duties.
9. The acceptance of advantages to influence his conduct as a DC member is contrary to the law.
10. A DC member should follow the procedures laid down by the DC for disposal of gifts and souvenirs presented to him in his capacity as a DC member.
11. A DC member is advised not to accept frequent or lavish entertainment from persons or organisations with whom/which he has official dealings.

For legal provisions governing acceptance of advantages by DC members, please see section 4 of the [Prevention of Bribery Ordinance](#). For details on how to deal with gifts/souvenirs/entertainment received in a DC member's official or private capacity, please see the ['Code of Conduct for Members of a District Council or its Committees'](#).

Conflict of Interest

12. A DC member shall fulfil conscientiously the requirements in respect of the registration and declaration of interests as stipulated in the Standing Orders of the DC.

13. If a DC member has any direct personal or pecuniary interest or other interest in or links with any matters under consideration by the DC or its committees, he must, after he has become aware of it, disclose it to the DC or its committees prior to the discussion of the item.

14. A DC member's registered personal interests shall be made available for inspection by the public.

For detailed requirements for registration and declaration of conflict of interest, please see the [Standing Orders of the respective DCs](#).

Handling of Confidential or Privileged Information

15. A DC member shall not disclose any confidential or privileged information obtained in his capacity as a DC member and risk undermining the interest of the DC.

16. A DC member shall not take advantage of any confidential or privileged information obtained in his capacity as a DC member.

Avoiding Misuse of Status as a District Council Member

17. A DC member shall not misuse his status to benefit himself or any other person or organisation.

Remuneration Package for District Council Members

18. Remuneration package for DC members is paid out of public funds.
19. A DC member shall at all times ensure that his use of allowances / expenses reimbursement is strictly in accordance with the relevant guidelines and use the allowances / expenses reimbursement in an open, fair and accountable manner.
20. A DC member is personally accountable for all his claims which should be credible and reasonable.
21. A DC member shall only use his allowances / expenses reimbursement and ward office for DC business.
22. A DC member shall maintain proper documentation of his accounts. All claim forms, declaration forms and supporting documents submitted by DC members are available for public inspection.

For details, please refer to the ‘Guidelines on Remuneration Package for Members of the District Councils of the HKSAR’ and ‘Manual on the Use of Provision for Duty Visits outside Hong Kong for Members of the District Councils of the HKSAR’.

Attendance at Meetings

23. A DC member is expected to attach great importance to the meetings of the DC.

24. A DC member has the responsibility to attend meetings, and is expected to attend meetings punctually and stay throughout the meeting.

25. The quorum of a DC shall not be less than half the members of the DC.

26. The quorum of a committee meeting shall not be less than half the members of the committee, with the proviso that at least half the members present shall be DC members.

27. Details of members' attendance at meetings will be made available for public inspection.

*For rules governing members' attendance at meetings, please refer to the **Standing Orders of the respective DCs**.*

Behaviour at Meetings

28. All DC meetings, unless specified otherwise, are open to the public.

29. A DC member should follow the proceedings of the meetings.

30. A DC member should observe the following –
 - (1) enter or leave the meeting venue properly attired and with decorum;
 - (2) switch off or put in silent mode all devices which may emit sound and do not use any telecommunication devices such as mobile phones for conversation during a meeting;
 - (3) remain silent and not make unseemly interruptions when others are speaking;
 - (4) use appropriate language and not use offensive or insulting language; and
 - (5) restrict his observations or opinions to the subject under discussion.

V. Operation of a District Council

31. A DC will hold a full Council meeting at least once every two months.
32. A DC may appoint committees and working groups for the purpose of carrying out its functions in different work areas, such as district facilities management, culture and leisure services, food and environmental hygiene, etc.
33. For the sake of work efficiency, a DC should limit the number of its committees and working groups to the minimum.

For detailed rules governing the operation of DCs and conduct of meetings, please refer to the [Standing Orders of the respective DCs](#).

Use of District Council Funds

34. An annual provision is reserved for the 18 DCs to undertake community involvement programmes for the benefit of local residents and for community building purposes.
35. DCs are entrusted to make decisions on the spending of DC funds in their districts and monitor implementation of the funded projects.
36. DC funds are public money. DCs should allocate their funds in an open, fair, and transparent manner.
37. DCs are encouraged to work closely with non-governmental organisations and different sectors of the community in drawing up plans for collaboration on projects and initiate proposals with district characteristics to address district needs.

For details on the use of DC funds, please refer to the [‘Manual on the Use of District Council Funds’](#).

Dedicated Funds for District Minor Works

38. An annual provision is reserved for the 18 DCs to undertake district minor works projects.
39. It covers minor building works, fitting out works and minor alterations, additions and improvement works in respect of the district facilities under the purview of the DCs. It also covers all costs to be incurred in the planning of the above projects, such as consultant fees, feasibility studies, site investigation and other studies.
40. DCs are encouraged to initiate and undertake more district-wide works projects that will benefit the community.
41. DCs are also encouraged to take into account public views in implementing such works.

For details on implementing district minor works projects, please refer to the ‘[Guidelines for Implementing District Minor Works Projects](#)’.

VI. Use of District Council Logo and Regional Emblem of the HKSAR

42. A DC member may adopt the DC logo but must observe the relevant guidelines.

43. A DC member may also adopt the Regional Emblem of the HKSAR on the name cards, envelopes and letterheads for discharging DC duties but should be careful not to contravene the Regional Flag and Regional Emblem Ordinance when using it.

For detailed guidelines on the use of the DC logo and the Regional Emblem of the HKSAR, please see the Standing Orders of the respective DCs and the [‘Guidelines on the Use of Regional Emblem by District Council Members’](#).

VII. Enquiries

44. Members may approach the relevant DC Secretariat for any enquiries about the content of this handbook and the various cited ordinances, guidelines and manuals.





民政事務總署
Home Affairs Department