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Replies to initial written questions raised by Finance Committee Members in examining the Estimates of Expenditure 2014-15

Director of Bureau : Secretary for the Civil Service

Session No. : 1

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CONTROLLING OFFICER'S REPLY

CSB001

(Question Serial No. 2843)

Head: (143) Government Secretariat: Civil Service Bureau
Subhead (No. & title): (-) Not Specified
Programme: (4) Civil Service Training and Development
Controlling Officer: Permanent Secretary for the Civil Service (Raymond H.C. Wong)
Director of Bureau: Secretary for the Civil Service
This question originates from: Estimates on Expenditure Volume 1 Page 312

Question (Member Question No. 31):

It is stated under Programme (4) that the Civil Service Bureau will “provide training programmes to civil servants which are best provided by a central training agency such as national studies and senior management development.” In this regard, please advise on:

1. the content of the said programmes; and
2. the target participants of the programmes and their ranks.

Asked by: Hon. CHEUNG Wah-fung, Christopher

Reply:

The Civil Service Training and Development Institute (CSTDI) organises over 1 000 training programmes and activities annually for civil servants at various ranks. Major topics covered include leadership and management, language and communication, the Basic Law, and policies and developments of the Mainland on political, economic, social, cultural aspects, etc. Besides, in the 2014 Policy Address, the Chief Executive has stressed the importance of having a professional, clean and dedicated civil service. We will provide more training opportunities for civil servants, encourage and provide subsidies for them to attend training courses and exchange programmes, and deepen their understanding of national development. Hence, the CSTDI will strengthen the following training services in 2014:

- (i) enriching our training programmes on innovative problem solving, leading change, positive psychology and managing adversity to boost the innovation and drive of civil servants;
- (ii) sponsoring civil servants to attend executive development programmes at renowned local and overseas universities, such as the “Leadership and Public Policy Programme” jointly organised by the Hong Kong University of Science and Technology and the Oxford University;
- (iii) organising seminars with experts and scholars as speakers to discuss topical issues such as “The Mid-term Review of the National 12th Five-year Plan” and “Global Economic Development”; and
- (iv) extending the Civil Service Exchange Programme with the Mainland. In 2014-15, the exchange programme will cover Beijing, Shanghai, Hangzhou, Chongqing and Wuhan.

The above programmes are targeted at civil servants at various ranks. Given the large numbers of training programmes and participants, we are unable to list the ranks of the participants in detail.

CONTROLLING OFFICER'S REPLY

CSB002

(Question Serial No. 2844)

Head: (143) Government Secretariat: Civil Service Bureau
Subhead (No. & title): (-) Not Specified
Programme: (4) Civil Service Training and Development
Controlling Officer: Permanent Secretary for the Civil Service (Raymond H.C. Wong)
Director of Bureau: Secretary for the Civil Service
This question originates from: Estimates on Expenditure Volume 1 Page 313

Question (Member Question No. 32):

One of the matters requiring special attention in 2014–15 is to “run a staff exchange programme with major Mainland cities. Under this programme, civil servants may be sent to the Governments of these cities for attachment and training for about one month, in exchange for inbound attachment of civil servants from these cities.” Please provide the following details of the programme relating to the past 3 years:

1. the departments which have participated in the exchange;
2. the number of participants and their ranks;
3. the expenses involved; and
4. how the effectiveness of the programme has been assessed.

Asked by: Hon. CHEUNG Wah-fung, Christopher

Reply:

1. Departments participating in the staff exchange programme in the past 3 years (i.e. from 2011 to 2013) are listed at the Appendix.
2. The number of civil servants (including both Hong Kong and Mainland) participating in the programme was 28, 33 and 30 for 2011, 2012 and 2013 respectively. Participating Hong Kong civil servants were officers on Master Pay Scale Point 45 or above (or equivalent) while the Mainland participants were mostly at division director or deputy division director level.
3. The expenses involved in the staff exchange programme in 2011-12, 2012-13 and 2013-14 were \$440,000, \$450,000 and \$360,000 respectively.
4. Participating civil servants and departments are required by the Civil Service Bureau to complete evaluation questionnaires in order to assess the effectiveness of the programme. Participants from both sides and their departments have found the programme practical and effective, especially in facilitating the sharing of experience and expertise between civil servants of the two sides and strengthening mutual communication. We will continue to gather feedback from participants and their departments to monitor the programme's effectiveness.

HKSAR and Mainland Government Departments Participating in
the Staff Exchange Programme from 2011 to 2013

HKSAR Departments

Beijing

1. Housing Department
2. Buildings Department
3. Drainage Services Department

Shanghai

1. Housing Department
2. Buildings Department
3. Architectural Services Department
4. Planning Department

Hangzhou

1. Hong Kong Police Force
2. Planning Department

Guangdong Province

1. Housing Department
2. Buildings Department
3. Planning Department
4. Electrical and Mechanical Services Department

Mainland Departments

Beijing

1. Beijing Public Housing and Development Centre
2. Beijing Municipal Public Security Bureau
3. Beijing Water Authority
4. Beijing Municipal Commission of City Administration
5. Beijing Municipal Commission of Transport
6. Beijing Municipal Commission of Housing and Urban-Rural Development
7. Beijing Municipal Housing Security Office
8. Flood Control and Drought Fighting Headquarters' Office of Beijing Municipal Government
9. Beijing Municipal Commission of Urban Planning
10. Beijing Municipal Health Bureau
11. Beijing Municipal Bureau of Environmental Protection
12. Beijing Municipal Administration of Hospitals

Shanghai

1. Shanghai Municipal Hong Kong and Macao Affairs Office
2. Shanghai Water Authority
3. Shanghai Municipal Transport and Port Authority
4. Shanghai Municipal Housing Security and Administration Bureau
5. Science & Technology Commission of Shanghai Municipality
6. Shanghai Municipal Bureau of Planning and Land Resources
7. Shanghai Municipal Commission of Economy and Informatization
8. Shanghai Municipal Health Bureau
9. Shanghai Municipal Commission of Health and Family Planning

Hangzhou

1. Hangzhou Public Security Bureau
2. Hangzhou Institute of Communications Planning, Design & Research
3. Hangzhou Civil Affairs Bureau
4. Hangzhou Municipal Office of City Management
5. Hangzhou Urban and Rural Construction Commission
6. Hangzhou Food Safety Commission
7. Hangzhou Tourism Commission

8. Hangzhou Trade Bureau
9. Hangzhou Yuhang Housing and Urban Construction Bureau
10. Hangzhou Xiaoshan Civil Affairs Bureau
11. Hangzhou Health Bureau
12. Hangzhou Environmental Protection Bureau

Guangdong Province

1. Guangdong Provincial Department of Human Resources and Social Security
2. Guangdong Provincial Transportation Engineering Quality Supervision Station
3. Guangdong Provincial Department of Housing and Urban-Rural Development
4. Guangdong Provincial Development and Reform Commission
5. Guangdong Provincial Department of Foreign Trade and Economic Cooperation
6. Guangdong Provincial Department of Environmental Protection
7. Shantou Social Insurance Fund Administration Bureau
8. Jiangmen Urban Comprehensive Management Bureau
9. Jiangmen Municipal Bureau of Urban and Rural Planning
10. Foshan Highways Bureau
11. Foshan Housing and Urban-Rural Development Bureau
12. Dongguan Health Bureau
13. Heyuan Water Authority
14. Maoming Water Authority
15. Communication and Cooperation Bureau, Administration Committee of Hengqin New Area, Zhuhai
16. Meizhou Housing and Urban Construction Bureau
17. Shenzhen Municipal Water Affairs Bureau
18. Qingyuan Transportation Bureau
19. Bureau of Public Utilities of Huizhou Municipality
20. Yangjiang Human Resources and Social Security Bureau
21. Yangjiang Transportation Bureau
22. Shaoguan Social Insurance Fund Management Centre
23. Shaoguan Environmental Protection Bureau
24. Guangzhou Urban Construction Committee

CONTROLLING OFFICER'S REPLY**CSB003****(Question Serial No. 2073)**

Head: (143) Government Secretariat: Civil Service Bureau

Subhead (No. & title): (-) Not Specified

Programme: (2) Human Resource Management

Controlling Officer: Permanent Secretary for the Civil Service (Raymond H.C. Wong)

Director of Bureau: Secretary for the Civil Service

This question originates from: Estimates on Expenditure Volume 1 Page 310

Question (Member Question No. 9):

Please provide details of the policies related to the promotion of good human resources management and family-friendly employment practices in the civil service, and the expenditure and manpower involved.

Asked by: Hon. CHIANG Lai-wan

Reply:

It is the Government's strategy to establish an open, flexible and caring style on human resources management (HRM) that will encourage and enable staff to do their best to support the department's mission. We have organised seminars and training courses to promote this HRM strategy to different levels of officers. A series of packages and guidebooks on various HRM related subjects has been issued as reference tools for managers and staff. Moreover, consultancy support has been provided to bureaux/departments (B/Ds) to encourage them to develop their own HRM plans and implement HRM initiatives. We do not have the consolidated information on the expenses and manpower involved for promoting HRM.

Regarding family-friendly employment practices, the Government has implemented the five-day week initiative in the Government in phases since 2006, with the objective of improving the quality of civil servants' family life without affecting the overall level and efficiency of public services or incurring additional costs to the taxpayer. In implementing the five-day week initiative, B/Ds have to abide by four basic principles, namely no additional staffing resources; no reduction in the conditioned hours of work of individual staff; no reduction in emergency services; and continued provision of some essential counter services on Saturdays. Therefore, the implementation of such policy does not require additional manpower and expenses.

As at 30 September 2012, around 106 800 civil servants (about 70.5% of the then prevailing civil service strength) distributed in all B/Ds were working on a five-day week work pattern. The Government will continue to actively encourage B/Ds to explore possible ways to migrate more staff to five-day week, subject to the four basic principles stated above. The Government will also continue to encourage B/Ds to arrange staff to work in five-day week posts by rotation where practicable and appropriate.

Furthermore, the provision of five working days of paid paternity leave to eligible government employees has been implemented with effect from 1 April 2012. In the 18 months between 1 April 2012 and 30 September 2013, a total of 4 175 eligible government employees have taken paternity leave. The staffing implications arising from the implementation of paternity leave are absorbed by B/Ds, and no additional resources are required.

CONTROLLING OFFICER'S REPLY

CSB004

(Question Serial No. 2084)

Head: (143) Government Secretariat: Civil Service Bureau

Subhead (No. & title): (-) Not Specified

Programme: (2) Human Resource Management

Controlling Officer: Permanent Secretary for the Civil Service (Raymond H.C. Wong)

Director of Bureau: Secretary for the Civil Service

This question originates from: Estimates on Expenditure Volume 1 Page 310

Question (Member Question No. 21):

With effect from 1 April 2012, eligible civil servants are entitled to full-pay paternity leave. Please inform this Committee of:

- (a) the number of civil servants receiving full-pay paternity leave and the number of days of full-pay paternity leave in 2013-14, and the expenditure and staffing arrangement involved; and
- (b) whether the Government has examined taking the lead in formulating and implementing more family-friendly employment measures in the civil service with a view to promoting the "employee-oriented" management culture and making such measures common practices in local enterprises.

Asked by: Hon. CHIANG Lai-wan

Reply:

- (a) With effect from 1 April 2012, eligible government employees are entitled to full-pay paternity leave of five working days. Within the 6-month period between 1 April 2013 and 30 September 2013, a total of 1 277 government employees have taken paternity leave. All bureaux/departments (B/Ds) have been able to absorb the staffing implications arising from the implementation of the scheme and no additional resources have been incurred.
- (b) Apart from full-pay paternity leave, the Government has implemented the five-day week initiative in the Government in phases since 2006, with the objective of improving the quality of civil servants' family life without affecting the overall level and efficiency of public services or incurring additional costs to the taxpayer. As at 30 September 2012, around 106 800 civil servants (about 70.5% of the then prevailing civil service strength) were working on a five-day week work pattern. The Government will continue to actively encourage B/Ds to explore possible ways to migrate more staff to five-day week, subject to the four basic principles (namely no additional staffing resources, no reduction in the conditioned hours of work of staff, no reduction in emergency services and continued provision of essential counter services on Saturdays) and after staff consultation. The Government will also continue to encourage B/Ds to arrange staff to work in five-day week posts by rotation where practicable and appropriate.

CONTROLLING OFFICER'S REPLY

CSB005

(Question Serial No. 1126)

Head: (143) Government Secretariat: Civil Service Bureau
Subhead (No. & title): (-) Not Specified
Programme: (2) Human Resource Management
Controlling Officer: Permanent Secretary for the Civil Service (Raymond H.C. Wong)
Director of Bureau: Secretary for the Civil Service
This question originates from: Estimates on Expenditure Volume 1 Page 310

Question (Member Question No. 43):

1. How many successful applicants for civil service posts in the past 5 years were associate degree holders?
2. How many civil service posts are expected to be put up by government departments for application by associate degree holders in 2014-15?

Asked by: Hon. CHUNG Shu-kun, Christopher

Reply:

Heads of department/grade are responsible for stipulating the entry requirements of their respective grades, which are set with reference to academic or professional qualifications, technical skills, working experience, etc. on the basis of the operational needs of individual grades. Under the prevailing arrangement, holders of local accredited Associate Degree may apply for civil service ranks which require such qualification for entry and those requiring qualifications below sub-degree level.

Recruitment exercises are handled by individual departments/grades. The Civil Service Bureau does not keep statistics on the number of new appointees holding local accredited Associate Degree and the number of posts that are expected to be open for application by candidates holding such qualification in 2014-15.

CONTROLLING OFFICER'S REPLY**CSB006****(Question Serial No. 2284)**

Head: (143) Government Secretariat: Civil Service Bureau

Subhead (No. & title): (-) Not Specified

Programme: (4) Civil Service Training and Development

Controlling Officer: Permanent Secretary for the Civil Service (Raymond H.C. Wong)

Director of Bureau: Secretary for the Civil Service

This question originates from: Estimates on Expenditure Volume 1 Pages 312-313

Question (Member Question No. 22):

The expenditure on civil service training and development has been increasing in recent years. Please advise on the followings:

- a. What are the expenses for organising national studies programmes in the past 3 years, i.e. from 2011 to 2013?
- b. Please provide the number of civil servants participating in national studies programmes in the past 3 years, i.e. from 2011 to 2013, broken down by ranks.
- c. The number of trainee-days of national studies programmes is estimated to increase by 100 days in 2014. What are the reasons for the increase and what are the expenses involved?
- d. Please list out the staff exchange programme organised with major Mainland cities in 2013, indicating the expenses involved.

Asked by: Hon. FAN Kwok-wai, Gary

Reply:

- a. The expenditure for organising national studies programmes in 2011-12, 2012-13 and 2013-14 was \$16 million, \$19 million and \$20.1 million respectively.
- b. From 2011 to 2013, about 12 700 civil servants at various ranks participated in national studies programmes annually. Every year, the Civil Service Bureau (CSB) organises over 100 training programmes and activities for civil servants of over 1 000 ranks from all bureaux/departments. Given the large numbers of civil servants and ranks involved, we are unable to break down the number of trainees by ranks.
- c. The CSB plans to organise more local thematic seminars on national studies in 2014. The number of trainees is estimated to increase by 300, while the number of trainee-days is estimated to increase by 100. The estimated expenditure is about \$50,000.
- d. In 2013, the CSB organised the staff exchange programme with Beijing, Shanghai, Hangzhou and the Guangdong Province, and a total of 30 Hong Kong and Mainland civil servants participated. All the participants from Hong Kong were officers on Master Pay Scale Point 45 or above (or equivalent) while the Mainland participants were mostly at division director or deputy division director level. Arrangement of hosting departments was made according to the nature of work of the participants. The areas of exchange included city planning, traffic management, public housing, health and food safety, trade and commerce, information technology, environmental protection, tourism development and promotion, etc. The expenditure for organising the staff exchange programme in 2013-14 was \$360,000.

CONTROLLING OFFICER'S REPLY

CSB007

(Question Serial No. 1641)

Head: (143) Government Secretariat: Civil Service Bureau

Subhead (No. & title): (-) Not Specified

Programme: (1) Director of Bureau's Office, (2) Human Resource Management, (3) Translation and Interpretation Services and Use of Official Languages, (4) Civil Service Training and Development

Controlling Officer: Permanent Secretary for the Civil Service (Raymond H.C. Wong)

Director of Bureau: Secretary for the Civil Service

This question originates from: Estimates on Expenditure Volume 1 Page 310

Question (Member Question No. 18):

Regarding the records management work of your bureau and the departments under its purview over the past three years:

1. Please provide information on the number and rank of officers designated to perform such work. If there is no officer designated for such work, please provide information on the number of officers and the hours of work involved in records management duties, and the other duties they have to undertake in addition to records management;
2. Please list in the table below information on programme and administrative records which have been closed pending transfer to the Government Records Service (GRS) for appraisal:

| Category of records | Years covered by the records | Number and linear metres of records | Retention period approved by GRS | Are they confidential documents |
|---------------------|------------------------------|-------------------------------------|----------------------------------|---------------------------------|
| | | | | |

3. Please list in the table below information on programme and administrative records which have been transferred to GRS for retention:

| Category of records | Years covered by the records | Number and linear metres of records | Years that the records were transferred to GRS | Retention period approved by GRS | Are they confidential documents |
|---------------------|------------------------------|-------------------------------------|--|----------------------------------|---------------------------------|
| | | | | | |

4. Please list in the table below information on records which have been approved for destruction by GRS:

| Category of records | Years covered by the records | Number and linear metres of records | Years that the records were transferred to GRS | Retention period approved by GRS | Are they confidential documents |
|---------------------|------------------------------|-------------------------------------|--|----------------------------------|---------------------------------|
| | | | | | |

Asked by: Hon. HO Sau-lan, Cyd

Reply:

Information regarding records management work in the Civil Service Bureau (CSB) and departments under its purview, i.e. Joint Secretariat for the Advisory Bodies on Civil Service and Judicial Salaries and Conditions of Service (JSSCS) and the Public Service Commission (PSC) over the past three years (i.e. 2011-12, 2012-13 and 2013-14) is as follows:

1. CSB has appointed a Principal Executive Officer as the Departmental Records Manager to establish and implement the departmental records management programme in accordance with the guidelines issued by the Government Records Service (GRS). In addition, a total of 21 Assistant Departmental Records Managers (of the rank of Senior Executive Officer or equivalent) and 23 Records Managers (of the rank of Executive Officer I/II or equivalent) have also been appointed in all divisions of CSB to oversee the day-to-day records management work. The daily filing and records management duties are performed by clerical staff of each division.

Regarding JSSCS, a Senior Principal Executive Officer is designated to assume overall responsibility for the administration of records management in JSSCS. JSSCS has also appointed a Senior Executive Officer as the Departmental Records Manager to establish and implement the departmental records management programme in the office in accordance with the guidelines issued by GRS. In addition, two Assistant Departmental Records Managers (of the rank of Executive Officer I) have been appointed to oversee the day-to-day records management work in their respective unit/division, while daily filing and records management duties are performed by their clerical staff.

PSC Secretariat has designated a Senior Executive Officer as the Departmental Records Manager to establish and implement the Secretariat's records management programme according to government's internal record management instructions and guidelines. In addition, a Senior Clerical Officer has been appointed as the Assistant Departmental Records Manager to monitor records management routines. The day-to-day filing and records management work are carried out by two Clerical Assistants under the supervision of a Clerical Officer.

2. The table below provides information on programme and administrative records which have been closed by CSB pending transfer to GRS for appraisal:

| Category of records | Years covered by the records | Number and linear metres of records | Retention period approved by GRS | Are they confidential documents |
|------------------------|------------------------------|-------------------------------------|----------------------------------|---------------------------------|
| Programme records | 1966 - 2014 | 696 records and 34.89 lm | 1 - 30 years | 5 are confidential records |
| Administrative records | 1995 - 2014 | 256 records and 12.74 lm | 3 - 7 years | 3 are confidential records |

JSSCS and PSC do not have any programme and administrative records which have been closed pending transfer to GRS for appraisal over the past three years.

3. The table below provides information on programme and administrative records which have been transferred to GRS by CSB for retention:

| Category of records | Years covered by the records | Number and linear metres of records | Years that the records were transferred to GRS | Retention period approved by GRS | Are they confidential documents |
|------------------------|------------------------------|-------------------------------------|--|----------------------------------|---------------------------------|
| Programme records | 1951 - 1994 | 4 records and 0.16 lm | 2011 to 2013 | 5 years - permanent | 2 are confidential records |
| Administrative records | 1962 - 2002 | 109 records and 0.08 lm | 2011 to 2013 | 3 - 7 years | No |

JSSCS and PSC do not have any programme and administrative records which have been transferred to GRS for appraisal over the past three years.

4. The table below provides information on records of CSB and JSSCS which have been approved for destruction by GRS:

| Category of records | Years covered by the records | Number and linear metres of records | Years that the records were transferred to GRS ^{Note} | Retention period approved by GRS | Are they confidential documents |
|------------------------|------------------------------|-------------------------------------|--|--|---------------------------------|
| (A) CSB | | | | | |
| Programme records | 1951 - 2013 | 11 323 records and 313.54 lm | Not applicable | 1 - 20 years | 2 531 are confidential records |
| Administrative records | 1950 - 2013 | 8 351 records and 283.33 lm | Not applicable | 6 months - Retain until superseded or obsolete | 466 are confidential records |
| (B) JSSCS | | | | | |
| Programme records | 2007 - 2010 | 394 records and 4.97 lm | Not applicable | 3 years | All are confidential records |
| Administrative records | 1954 - 2010 | 137 records and 3.7 lm | Not applicable | 1 - 3 years | No |

Note: The records have been destructed after approved by GRS, and are therefore not required to be transferred to GRS.

PSC does not have any records which have been approved for destruction by GRS over the past three years.

CONTROLLING OFFICER'S REPLY**CSB008****(Question Serial No. 2739)**

- Head: (143) Government Secretariat: Civil Service Bureau
- Subhead (No. & title): (-) Not Specified
- Programme: (1) Director of Bureau's Office, (2) Human Resource Management, (3) Translation and Interpretation Services and Use of Official Languages, (4) Civil Service Training and Development
- Controlling Officer: Permanent Secretary for the Civil Service (Raymond H.C. Wong)
- Director of Bureau: Secretary for the Civil Service
- This question originates from: Estimates on Expenditure Volume 1 Page 310

Question (Member Question No. 54):

1. Regarding the expenses on entertainment and gifts of your bureau and the departments under its purview over the past 3 years, please provide details using the table below:

| Bureau/ branch/ department and year | Estimated expenses on entertainment and gifts in the year | Actual expenses on entertainment and gifts in the year | Cap on entertainment expenses (including beverages) per head for the year | Cap on gift expenses per guest for the year | Number of receptions held and total number of guests entertained in the year |
|--|---|--|--|--|--|
| | | | | | |

2. Regarding the expenses on entertainment and gifts of your bureau and the departments under its purview in 2013-14, please provide details using the table below:

| Bureau/ branch/ department | Date of reception (day/ month/ year) | Departments/ organisations and titles of the guests entertained (grouped by department/ organisation and indicating the number of guests) | Food expenses incurred in the reception | Beverage expenses incurred in the reception | Gift expenses incurred in the reception | Venue of the reception (department office/ restaurant in government facilities/ private restaurant/ others (please specify)) |
|----------------------------------|---|--|--|--|---|---|
| | | | | | | |

3. Please provide the estimated expenses on entertainment and gifts for 2014-15 using the table below:

| Bureau/ branch/ department | Estimated provision for expenses on entertainment and gifts | Cap on entertainment expenses per guest | Cap on gift expenses per guest |
|-------------------------------|---|--|-----------------------------------|
| | | | |

Asked by: Hon. HO Sau-lan, Cyd

Reply:

As a general rule, all politically appointed officials and civil servants should observe the same principles and act in accordance with the relevant regulations and administrative guidelines when providing official entertainment in the form of meals. Government officers are required to exercise prudent judgement and economy when entertaining guest(s) for official purposes in order to avoid any public perception of extravagance. According to the existing general guidelines, the expenditure limits on official meals should not exceed \$450 per person for lunch or \$600 per person for dinner, inclusive of all expenses incurred on food and beverages consumed on the occasion, service charges and tips. The actual expenses in 2011-12 to 2013-14 and the estimated expenditure for 2014-15 on official entertainment incurred by Civil Service Bureau and its departments (i.e. Joint Secretariat for the Advisory Bodies on Civil Service and Judicial Salaries and Conditions of Service and Public Service Commission) are set out below:

| | <u>2011-12</u> | <u>2012-13</u> | <u>2013-14</u> (as at 17.3.2014) | <u>2014-15</u> Estimated expenditure |
|---|----------------|----------------|-------------------------------------|--|
| Civil Service Bureau | \$194,000 | \$218,000 | \$194,000 | \$200,000 |
| Joint Secretariat for the Advisory Bodies on Civil Service and Judicial Salaries and Conditions of Service | \$18,000 | \$15,000 | \$23,000 | \$23,000 |
| Public Service Commission | \$31,000 | \$37,000 | \$22,000 | \$38,000 |

In line with the Government's green policy, public officers should as far as possible refrain from bestowing gifts/souvenirs to others during the conduct of official activities. According to the existing guidelines, where bestowal of gifts/souvenirs is necessary or unavoidable due to operational, protocol or other reasons, the gift/souvenir items should not be lavish or extravagant and the number should be kept to a minimum. Also, the exchange of gifts/souvenirs should only be made from organisation to organisation. As we do not maintain separate accounts for the expenses on the procurement of gifts and souvenirs, we do not have the relevant statistics.

CONTROLLING OFFICER'S REPLY**CSB009****(Question Serial No. 1142)**

Head: (143) Government Secretariat: Civil Service Bureau

Subhead (No. & title): (-) Not Specified

Programme: (2) Human Resource Management

Controlling Officer: Permanent Secretary for the Civil Service (Raymond H.C. Wong)

Director of Bureau: Secretary for the Civil Service

This question originates from: Estimates on Expenditure Volume 1 Page 311

Question (Member Question No. 3):

This year, the Civil Service Bureau will continue to keep the size of the civil service establishment under control, while maintaining effectiveness and allowing a justified increase to address manpower needs including those arising from new and improved services. In this connection, please advise this Committee on the followings:

1. As outlined in the Policy Address, the work of the Government relating to planning, infrastructure development, poverty alleviation etc. will increase significantly. What does the Administration see as a justified increase in the civil service establishment this year?
2. What is the estimated wastage rate of civil servants this year? Among those leaving the civil service, how many will be retirees?
3. Apart from increasing the establishment, what are the specific measures to address the manpower needs of the civil service? What is the estimated financial commitment in this regard?
4. Further to the above, has the Administration considered implementing a scheme of voluntary extension of retirement age in the civil service? If yes, when will it complete the relevant study and publish the results?

Asked by: Hon. IP LAU Suk-ye, Regina

Reply:

1. To address the manpower need for implementing new policy initiatives and improving existing services, adequate manpower will be provided to bureaux/departments (B/Ds) in 2014-15. The 2014-15 Draft Estimates of Expenditure provide for 2 556 additional civil service posts in various B/Ds, representing an increase of 1.5% over the 2013-14 Revised Estimate of the civil service establishment. As a matter of policy, additional civil service posts will be created when the operational need is fully justified, when the work involved cannot be undertaken by re-deployment of existing staff, and when alternative modes of service delivery (e.g. automation, outsourcing, etc.) are considered inappropriate.
2. Retirement is the primary reason for departure of civil servants from the Civil Service. The estimated number of officers retiring in 2014-15 is around 6 100, representing a wastage rate of about 3.8% of the strength as at end January 2014.
3. Apart from increasing the civil service establishment, B/Ds will continue to address the increasing workload through provision of suitable training to staff, streamlining of the work procedures, and redeployment of existing staff resources for various tasks. Some of the B/Ds also employ retired civil servants to address short term operational needs.

4. The Civil Service Bureau is, in consultation with B/Ds, conducting an internal study to assess the manpower and retirement situation in the Civil Service in the coming years, and to look at possible options for extending the service of civil servants taking into account the unique features and circumstances of the civil service system. Upon completion of the study and internal discussion on the way forward, we aim to consult the staff sides and other relevant stakeholders in the second quarter of 2014.

CONTROLLING OFFICER'S REPLY**CSB010****(Question Serial No. 1143)**

Head: (143) Government Secretariat: Civil Service Bureau

Subhead (No. & title): (-) Not Specified

Programme: (2) Human Resource Management

Controlling Officer: Permanent Secretary for the Civil Service (Raymond H.C. Wong)

Director of Bureau: Secretary for the Civil Service

This question originates from: Estimates on Expenditure Volume 1 Page 310

Question (Member Question No. 4):

Under the programme of Human Resource Management, the main responsibilities of the Civil Service Bureau are to retain persons of a high caliber, adopt good human resource management practices to improve service quality, and foster amicable relations between management and staff. In this connection, please advise this Committee on the followings:

1. What are the latest figures relating to non-civil service contract (NCSC) staff?
2. Further to the above, what is the number of NCSC staff who have been working in various bureaux/departments (B/Ds) continuously for 3 years or more? Of these, how many have been in the same position during their service and how many have been in different positions in the same B/D without a break in service?
3. What is the number of NCSC positions that can be replaced by civil service posts in financial year 2014-2015? What is the estimated financial commitment involved?
4. Has the Administration issued any guidelines to B/Ds regarding the pay level, promotion prospects, employee benefits and job security for NCSC staff? If yes, what are the details? If no, how does the Administration ensure the proper operation of the NCSC Scheme in various B/Ds?

Asked by: Hon. IP LAU Suk-yee, Regina

Reply:

1. The number of full-time^(Note 1) non-civil service contract (NCSC) staff employed by bureaux/departments (B/Ds) as at 30 June 2013 is 12 900.
2. The number of full-time NCSC staff with continuous service^(Note 2) of three years or more as at 30 June 2013 is 6 240. This includes 1 494 NCSC staff with continuous service of three years up to less than five years and 4 746 NCSC staff with continuous service of five years or more. Among these 4 746 NCSC staff, 3 341 have remained in the same position and 1 405 have served in different positions in the same B/D. CSB does not collect breakdowns of the number of NCSC staff with continuous service of three years up to less than five years in the same or different positions.
3. The 2014-15 Draft Estimates of Expenditure provide for 2 556 additional civil service posts in various B/Ds. The growth in establishment includes some 670 posts for replacing NCSC positions the long term need for which has been established. Details of the expenditure involved in creation of civil service posts have been provided in the Controlling Officer's Report of respective B/Ds.

4. The Civil Service Bureau has issued guidelines on the employment of staff under the NCSC Staff Scheme. The guidelines provide for, inter alia, that Heads of Bureaux/Departments (HoDs) may determine the level of pay offered to NCSC staff, subject to the pay not exceeding the mid-point salaries of comparable civil service ranks or ranks of comparable level of responsibilities, having regard to the employment market, pay of comparable jobs in the market, recruitment results and cost of living, etc. Also, B/Ds will conduct periodic reviews on the pay of their NCSC staff and make adjustments where appropriate. As NCSC staff are not civil servants, they are not eligible for promotion. They are however provided with benefits no less than those provided for under the Employment Ordinance (EO) (Cap 57), including rest days, statutory holidays, paid annual leave, maternity leave, paid sick leave, long service payment, severance payment, etc. As regards job security, HoDs are given full discretion to determine the employment package for their NCSC staff under the Scheme, including contract duration, subject to the terms and conditions being no less favourable than those provided for under the EO and that the provisions of other employment legislation which binds the Government, including the Employees' Compensation Ordinance (Cap 282), must be fully met. HoDs may offer employment contracts to their NCSC staff for any duration up to three years, having regard to their service or operational needs. The employment relationship between a department and NCSC staff ends upon expiry of the contract. The offer of any further contract is solely at the discretion of the HoD concerned and subject to the prevailing terms and conditions as may be offered.

Note 1 : "Full-time" means the employment is on a "continuous contract" as defined by the Employment Ordinance, namely an employee who works continuously for the same employer for four weeks or more, with at least 18 hours in each week.

Note 2 : "Continuous service" means service in the same NCSC position, as well as service in different NCSC positions in the same department but without a break in service.

CONTROLLING OFFICER'S REPLY**CSB011****(Question Serial No. 1144)**

Head: (143) Government Secretariat: Civil Service Bureau

Subhead (No. & title): (-) Not Specified

Programme: (2) Human Resource Management

Controlling Officer: Permanent Secretary for the Civil Service (Raymond H.C. Wong)

Director of Bureau: Secretary for the Civil Service

This question originates from: Estimates on Expenditure Volume 1 Page 311

Question (Member Question No. 5):

The staff side generally disapproves of the mechanism adopted for civil service pay adjustment in 2013-14, with some staff side representatives withdrawing from the Pay Trend Survey Committee (PTSC). In this connection, please advise this Committee on the followings:

1. The Administration has earlier indicated that the PTSC is reviewing the methodology of the annual pay trend survey and will draw up a proposal for improvements. What are the details of the proposal?
2. What is the progress of the Administration's current efforts in persuading the withdrawn staff side representatives to rejoin the PTSC?
3. What specific measures have the Administration adopted in response to the staff side representatives' withdrawal from the PTSC?
4. Further to the above, if the withdrawn staff side representatives do not return to the PTSC, how will the Administration determine the adjustment of civil service pay in a reasonable way?

Asked by: Hon. Mrs Regina IP LAU Suk-ye

Reply:

In the course of the 2013-14 civil service pay adjustment, some staff bodies have raised comments on the Pay Trend Survey (PTS) methodology. In response, the Administration has, in July last year, invited the Chairman of the PTS Committee to consider kick-starting the discussion of the 2014 PTS methodology earlier. The PTS Committee has completed the review of the 2014 PTS methodology. During the review, the PTS Committee has considered all the issues about the PTS methodology raised by members (including the staff sides representatives). After thorough study and discussion, the PTS Committee has proposed the following changes to the 2014 PTS methodology –

- (1) new recruits who are not subject to pay adjustment decisions during the survey period as a result of company policy will be excluded from the survey; and
- (2) companies which have opted out of the PTS without justifications will not be invited to join the survey for the next two years.

The above proposed changes were supported by the Standing Commission on Civil Service Salaries and Conditions of Service and accepted by the Administration. Under the established mechanism, the PTS Committee has commissioned the Pay Survey and Research Unit (PSRU) to conduct the 2014 PTS. The PSRU is now conducting the survey, and is expected to report the findings to the PTS Committee in May.

The Administration has been persuading the staff sides representatives to return to the Committee in the past few months through various channels and will continue its efforts. The PTS Committee Secretariat has also

continued to send meeting invitations, papers and minutes of meetings to all PTS members, including those who have withdrawn. The Committee remains open to their views on the discussion items, if any.

The PTS is a long-established mechanism. Over the years, the PTS has objectively reflected the year-on-year pay movements of the private sector organisations, which is one of the factors considered by the Chief Executive (CE)-in-Council in making the annual civil service pay adjustment decision. While some staff sides representatives are not participating in the Committee for the time being, other remaining members, including representatives of the two advisory bodies ¹ and other staff sides representatives, have continued the work of the Committee. With many years of on-going efforts, the PTS Committee has contributed to the development of a mechanism and survey methodology which are representative and credible. The Committee will ensure that the 2014 PTS is conducted in accordance with the established mechanism and methodology. The survey findings will continue to be one of the factors considered by the CE-in-Council in making the coming civil service pay adjustment decision.

¹ The two advisory bodies are the Standing Commission on Civil Service Salaries and Conditions of Service and the Standing Committee on Disciplined Services Salaries and Conditions of Service.

CONTROLLING OFFICER'S REPLY

CSB012

(Question Serial No. 2115)

Head: (143) Government Secretariat: Civil Service Bureau
Subhead (No. & title): (-) Not Specified
Programme: (1) Director of Bureau's Office
Controlling Officer: Permanent Secretary for the Civil Service (Raymond H.C. Wong)
Director of Bureau: Secretary for the Civil Service
This question originates from: Estimates on Expenditure Volume 1 Page 310

Question (Member Question No. 2):

Please give a breakdown of the actual expenditure on salaries, regularly-paid allowances, job-related allowances and non-accountable entertainment allowances payable to the Secretary in 2013-14, as well as the estimate for salaries, regularly-paid allowances, job-related allowances and non-accountable entertainment allowances payable to the Secretary in 2014-15.

Asked by: Hon. KWOK Ka-ki

Reply:

In 2013-14, the expenditure on salary for the Secretary for the Civil Service (SCS) was about \$3.385 million. For budgetary purposes, the provision for the salary in respect of the position of Director of Bureau in the Civil Service Bureau (CSB) for 2014-15 is \$3.385 million.

In 2013-14 and 2014-15, no expenditure or estimate has been made by CSB for regularly-paid allowances, job-related allowances and non-accountable entertainment allowances payable to SCS.

CONTROLLING OFFICER'S REPLY

CSB013

(Question Serial No. 0198)

Head: (143) Government Secretariat: Civil Service Bureau

Subhead (No. & title): (-) Not Specified

Programme: (2) Human Resource Management

Controlling Officer: Permanent Secretary for the Civil Service (Raymond H.C. Wong)

Director of Bureau: Secretary for the Civil Service

This question originates from: Budget Speech Paragraph 157 Page 59

Question (Member Question No. 14):

The civil service establishment is expected to expand by 2 556 posts in 2014-15. Please provide a breakdown by departments in respect of the numbers, ranks, salary expenditure and reasons for creation of these new posts.

Asked by: Hon KWOK Wai-keung

Reply:

The 2014-15 Draft Estimates of Expenditure provide for 2 556 additional civil service posts in various bureaux and departments (B/Ds), representing an increase of 1.5% over the 2013-14 Revised Estimate of the civil service establishment. The changes in civil service establishment of B/Ds in 2014-15 are set out at Annex. The additional civil service posts are to address manpower needs of B/Ds in implementing new policy initiatives and improving existing services.

To allow flexibility in meeting their staffing needs, B/Ds may create or delete posts in existing non-directorate ranks provided that their respective establishment ceiling is not exceeded. They may also, having regard to the operational need and other considerations, decide on their own the number and grade of civil servants to be recruited. The Civil Service Bureau does not have information on the estimated number, ranks and salary of civil servants to be recruited by individual B/D or grades in 2014-15.

**Change in Civil Service Establishment
by Bureaux/Departments/Organizations in 2014-15**

| Bureau/Department/Organization | Change in Establishment |
|--|-------------------------|
| Agriculture, Fisheries and Conservation Department | 19 |
| Architectural Services Department | 14 |
| Audit Commission | 4 |
| Auxiliary Medical Service | 3 |
| Buildings Department | 215 |
| Census and Statistics Department | 73 |
| Chief Executive's Office | 1 |
| Chief Secretary and Financial Secretary's Office | 21 |
| Civil Aid Service | - |
| Civil Aviation Department | -4 |
| Civil Engineering and Development Department | 61 |
| Civil Service Bureau | 3 |
| Commerce and Economic Development Bureau (Commerce, Industry and Tourism Branch) | 2 |
| Commerce and Economic Development Bureau (Communications and Technology Branch) | 10 |
| Companies Registry | -1 |
| Constitutional and Mainland Affairs Bureau | 12 |
| Correctional Services Department | 44 |
| Customs and Excise Department | 138 |
| Department of Health | 117 |
| Department of Justice | 35 |
| Development Bureau (Planning and Lands Branch) | 10 |
| Development Bureau (Works Branch) | 5 |
| Drainage Services Department | 21 |
| Education Bureau | 90 |
| Electrical and Mechanical Services Department | 17 |
| Environment Bureau | 4 |
| Environmental Protection Department | 90 |
| Financial Services and the Treasury Bureau (Financial Services Branch) | - |
| Financial Services and the Treasury Bureau (The Treasury Branch) | 1 |
| Fire Services Department | 137 |
| Food and Environmental Hygiene Department | 30 |
| Food and Health Bureau (Food Branch) | 1 |
| Food and Health Bureau (Health Branch) | -5 |
| Government Flying Service | -1 |
| Government Laboratory | 16 |
| Government Logistics Department | 2 |
| Government Property Agency | - |
| Highways Department | 2 |
| Home Affairs Bureau | -2 |
| Home Affairs Department | 41 |
| Hong Kong Monetary Authority | -2 |
| Hong Kong Observatory | - |
| Hong Kong Police Force | 169 |
| Hospital Authority | -144 |
| Housing Authority | 206 |
| Immigration Department | 138 |

| Bureau/Department/Organization | Change in Establishment |
|--|--------------------------------|
| Independent Commission Against Corruption | 45 |
| Information Services Department | - |
| Inland Revenue Department | 6 |
| Innovation and Technology Commission | 16 |
| Intellectual Property Department | 10 |
| Invest Hong Kong | - |
| Joint Secretariat for the Advisory Bodies on Civil Service and Judicial Salaries and Conditions of Service | 1 |
| Judiciary | 66 |
| Labour and Welfare Bureau | 7 |
| Labour Department | 62 |
| Land Registry | - |
| Lands Department | 101 |
| Legal Aid Department | - |
| Legal Aid Services Council | - |
| Leisure and Cultural Services Department | 165 |
| Marine Department | 13 |
| Office for Film, Newspaper and Article Administration | 12 |
| Office of the Communications Authority | 2 |
| Office of the Government Chief Information Officer | 4 |
| Official Receiver's Office | 7 |
| Overseas Economic and Trade Offices | 1 |
| Planning Department | 35 |
| Post Office | - |
| Public Service Commission Secretariat | 1 |
| Radio Television Hong Kong | 35 |
| Rating and Valuation Department | 2 |
| Registration and Electoral Office | 75 |
| Secretariat, Commissioner on Interception of Communications and Surveillance | - |
| Security Bureau | 3 |
| Social Welfare Department | 202 |
| Student Financial Assistance Agency | -28 |
| Trade and Industry Department | 6 |
| Transport and Housing Bureau (Transport Branch) | -2 |
| Transport Department | 105 |
| Treasury | - |
| University Grants Committee | 3 |
| Vocational Training Council | -2 |
| Water Supplies Department | 10 |
| TOTAL | 2 556 |

CONTROLLING OFFICER'S REPLY

CSB014

(Question Serial No. 0962)

Head: (143) Government Secretariat: Civil Service Bureau
Subhead (No. & title): (-) Not Specified
Programme: (2) Human Resource Management
Controlling Officer: Permanent Secretary for the Civil Service (Raymond H.C. Wong)
Director of Bureau: Secretary for the Civil Service
This question originates from: Estimates on Expenditure Volume 1 Page 311

Question (Member Question No. 54):

What is the progress of the Pay Level Survey being conducted by the Standing Commission on Civil Service Salaries and Conditions of Service ("Standing Commission")? When is the survey expected to complete? What are the manpower requirement and total expenditure related to the Standing Commission?

Asked by: Hon. KWOK Wai-keung

Reply:

The Standing Commission accepted the Administration's invitation in early 2012 to conduct the Pay Level Survey ("PLS"). We understand that the consultant commissioned by the Standing Commission to carry out the PLS is now conducting field work of the survey. As far as we know, the Standing Commission's plan is to submit the PLS report to the Administration in 2014.

In 2014-15, an expenditure of \$1.92 million has been reserved for the commissioning of a consultancy firm to conduct the PLS. We will also continue to provide the Joint Secretariat for the Advisory Bodies on Civil Service and Judicial Salaries and Conditions of Service with four time-limited civil service posts until 31 March 2015 to assist the Standing Commission to conduct the PLS.

CONTROLLING OFFICER'S REPLY**CSB015****(Question Serial No. 0963)**

Head: (143) Government Secretariat: Civil Service Bureau

Subhead (No. & title): (-) Not Specified

Programme: (2) Human Resource Management

Controlling Officer: Permanent Secretary for the Civil Service (Raymond H.C. Wong)

Director of Bureau: Secretary for the Civil Service

This question originates from: Estimates on Expenditure Volume 1 Page 311

Question (Member Question No. 53):

Regarding this programme, it is mentioned under Matters Requiring Special Attention that the Administration will “continue to keep the size of the civil service establishment under control, while maintaining effectiveness and allowing a justified increase to address manpower needs including those arising from new and improved services”. Will the Administration inform this Committee of the size of civil service establishment and the numbers of full-time and part-time non-civil service contract staff in the past two years and the estimated figures for 2014-15? Please provide a breakdown by department.

Asked by: Hon. KWOK Wai-keung

Reply:

The civil service establishment by bureaux/departments (B/Ds) in the past two years (from 2012-13 to 2013-14), and their respective estimated establishment in 2014-15 are set out at Annex A.

The number of full-time^(Note 1) and part-time^(Note 2) non-civil service contract (NCSC) staff employed by B/Ds in 2012 and 2013 are set out at Annex B.

Under the NCSC Staff Scheme, Heads of Bureaux/Departments (HoDs) are given full discretion to employ NCSC staff to meet changing operational and service needs. Since HoDs may recruit additional NCSC staff and/or extend contracts of serving NCSC staff, or terminate contracts of serving NCSC staff in a year, B/Ds are unable to project the number of full-time or part-time NCSC staff (be they new or serving) to be employed in the 2014-15 financial year before it begins.

Note 1 : “Full-time” means the employment is on a “continuous contract” as defined by the Employment Ordinance, namely an employee who works continuously for the same employer for four weeks or more, with at least 18 hours in each week.

Note 2 : “Part-time” NCSC staff refers to those NCSC staff who work for less than 18 hours a week. The number of part-time NCSC staff set out at Annex B refers to those with employment contractual relations with the user B/Ds as at 30 June 2012 and 2013 respectively but some of them might not have been called upon to perform duty on that date.

Civil Service Establishment by Bureaux/Departments/Organisations

| Bureau/Department/Organisation | Establishment (Number of posts) as at | | |
|---|---------------------------------------|------------------------------------|-------------------------|
| | 31.3.2013 (Actual) | 31.3.2014 (Revised estimate) | 31.3.2015 (Estimate) |
| Agriculture, Fisheries and Conservation Department | 2 008 | 2 042 | 2 061 |
| Architectural Services Department | 1 789 | 1 796 | 1 810 |
| Audit Commission | 187 | 187 | 191 |
| Auxiliary Medical Service | 96 | 96 | 99 |
| Buildings Department | 1 232 | 1 322 | 1 537 |
| Census and Statistics Department | 1 218 | 1 225 | 1 298 |
| Chief Executive's Office | 101 | 103 | 104 |
| Chief Secretary and Financial Secretary's Office | 506 | 533 | 554 |
| Civil Aid Service | 103 | 103 | 103 |
| Civil Aviation Department | 756 | 761 | 757 |
| Civil Engineering and Development Department | 1 746 | 1 760 | 1 821 |
| Civil Service Bureau (including General Expenses of the Civil Service) | 965 | 972 | 975 |
| Commerce and Economic Development Bureau (excluding locally engaged staff working in Overseas Economic and Trade Offices) | 337 | 346 | 359 |
| Companies Registry | 292 | 309 | 308 |
| Constitutional and Mainland Affairs Bureau | 147 | 163 | 175 |
| Correctional Services Department | 6 849 | 6 899 | 6 943 |
| Customs and Excise Department | 5 740 | 5 948 | 6 086 |
| Department of Health | 5 787 | 6 050 | 6 167 |
| Department of Justice | 1 202 | 1 253 | 1 288 |
| Development Bureau | 361 | 362 | 377 |
| Drainage Services Department | 1 856 | 1 869 | 1 890 |

| Bureau/Department/Organisation | Establishment (Number of posts) as at | | |
|--|--|---|---------------------------------|
| | 31.3.2013 (Actual) | 31.3.2014 (Revised estimate) | 31.3.2015 (Estimate) |
| Education Bureau (including Vocational Training Council) | 5 447 | 5 461 | 5 549 |
| Electrical and Mechanical Services Department | 3 900 | 3 915 | 3 932 |
| Environment Bureau | 41 | 46 | 50 |
| Environmental Protection Department | 1 713 | 1 732 | 1 822 |
| Financial Services and the Treasury Bureau | 342 | 352 | 353 |
| Fire Services Department | 9 946 | 10 127 | 10 264 |
| Food and Environmental Hygiene Department | 11 142 | 11 153 | 11 183 |
| Food and Health Bureau | 158 | 163 | 159 |
| Government Flying Service | 227 | 230 | 229 |
| Government Laboratory | 453 | 459 | 475 |
| Government Logistics Department | 712 | 713 | 715 |
| Government Property Agency | 204 | 213 | 213 |
| Highways Department | 2 107 | 2 125 | 2 127 |
| Home Affairs Bureau (including Legal Aid Services Council) | 234 | 248 | 246 |
| Home Affairs Department | 1 912 | 1 937 | 1 978 |
| Hong Kong Monetary Authority | 30 | 25 | 23 |
| Hong Kong Observatory | 298 | 301 | 301 |
| Hong Kong Police Force | 33 067 | 33 229 | 33 398 |
| Hospital Authority | 2 083 | 1 911 | 1 767 |
| Housing Authority | 8 243 | 8 487 | 8 693 |
| Immigration Department | 6 813 | 6 971 | 7 109 |
| Information Services Department | 430 | 432 | 432 |
| Inland Revenue Department | 2 818 | 2 826 | 2 832 |
| Innovation and Technology Commission | 190 | 190 | 206 |

| Bureau/Department/Organisation | Establishment (Number of posts) as at | | |
|--|--|---|---------------------------------|
| | 31.3.2013 (Actual) | 31.3.2014 (Revised estimate) | 31.3.2015 (Estimate) |
| Intellectual Property Department | 122 | 129 | 139 |
| Invest Hong Kong | 35 | 35 | 35 |
| Joint Secretariat for the Advisory Bodies on Civil Service and Judicial Salaries and Conditions of Service | 34 | 34 | 35 |
| Judiciary (excluding Judges and Judicial Officers) | 1 490 | 1 533 | 1 592 |
| Labour and Welfare Bureau | 104 | 106 | 113 |
| Labour Department | 2 191 | 2 257 | 2 319 |
| Land Registry | 489 | 523 | 523 |
| Lands Department | 3 913 | 3 975 | 4 076 |
| Legal Aid Department | 542 | 542 | 542 |
| Leisure and Cultural Services Department | 8 731 | 9 034 | 9 199 |
| Marine Department | 1 372 | 1 391 | 1 404 |
| Office for Film, Newspaper and Article Administration | 55 | 55 | 67 |
| Office of the Communications Authority | 305 | 326 | 328 |
| Office of the Government Chief Information Officer | 627 | 641 | 645 |
| Official Receiver's Office | 233 | 235 | 242 |
| Planning Department | 798 | 820 | 855 |
| Post Office | 5 214 | 5 347 | 5 347 |
| Public Service Commission Secretariat | 27 | 27 | 28 |
| Radio Television Hong Kong | 560 | 665 | 700 |
| Rating and Valuation Department | 856 | 859 | 861 |
| Registration and Electoral Office | 160 | 139 | 214 |
| Secretariat, Commissioner on Interception of Communications and Surveillance | 20 | 20 | 20 |
| Security Bureau | 189 | 190 | 193 |

| Bureau/Department/Organisation | Establishment (Number of posts) as at | | |
|--|--|---|---------------------------------|
| | 31.3.2013 (Actual) | 31.3.2014 (Revised estimate) | 31.3.2015 (Estimate) |
| Social Welfare Department | 5 466 | 5 622 | 5 824 |
| Student Financial Assistance Agency | 582 | 673 | 645 |
| Trade and Industry Department | 499 | 497 | 503 |
| Transport and Housing Bureau | 178 | 181 | 179 |
| Transport Department | 1 381 | 1 438 | 1 543 |
| Treasury | 487 | 486 | 486 |
| University Grants Committee | 59 | 62 | 65 |
| Water Supplies Department | 4 396 | 4 486 | 4 496 |
| Sub-total | 166 903 | 169 673 | 172 177 |
| Judges and Judicial Officers/ICAC officers/ locally engaged staff working in Overseas Economic and Trade Offices | 1 691 | 1 732 | 1 784 |
| TOTAL | 168 594 | 171 405 | 173 961 |

Employment of full-time and part-time NCSC staff in Bureaux/Departments/Offices

| Bureau/Department/Office | As at 30.6.2012 | | As at 30.6.2013 | |
|--|-----------------------------|-----------------------------|-----------------------------|-----------------------------|
| | No. of full-time NCSC staff | No. of part-time NCSC staff | No. of full-time NCSC staff | No. of part-time NCSC staff |
| Agriculture, Fisheries and Conservation Department | 302 | 134 | 295 | 132 |
| Architectural Services Department | 36 | 15 | 30 | 18 |
| Buildings Department | 438 | 1 | 451 | - |
| Census and Statistics Department | 207 | - | 164 | - |
| Chief Executive's Office | 7 | - | 6 | - |
| Chief Secretary and Financial Secretary's Office | 37 | 2 | 29 | 1 |
| Civil Aviation Department | 23 | 52 | 20 | 62 |
| Civil Engineering and Development Department | 75 | 1 | 69 | 1 |
| Civil Service Bureau | 1 | 5 | 1 | 5 |
| Commerce and Economic Development Bureau | 34 | 9 | 33 | 8 |
| Companies Registry | 68 | - | 67 | - |
| Constitutional and Mainland Affairs Bureau | 11 | 1 | 8 | 1 |
| Correctional Services Department | 7 | 45 | 3 | 40 |
| Customs and Excise Department | 17 | - | 137 | - |
| Department of Health | 861 | 261 | 760 | 243 |
| Department of Justice | 55 | 2 | 45 | 2 |
| Development Bureau | 39 | 2 | 42 | 2 |
| Drainage Services Department | 74 | - | 66 | - |
| Education Bureau | 1 234 | 70 | 1 190 | 65 |
| Efficiency Unit | 340 | 71 | 373 | 79 |
| Electrical and Mechanical Services Department | 1 579 | - | 1 336 | - |
| Environment Bureau | 6 | - | 6 | - |
| Environmental Protection Department | 109 | 78 | 106 | 96 |
| Financial Services and the Treasury Bureau | 58 | - | 72 | 2 |

| Bureau/Department/Office | As at 30.6.2012 | | As at 30.6.2013 | |
|---|-----------------------------|-----------------------------|-----------------------------|-----------------------------|
| | No. of full-time NCSC staff | No. of part-time NCSC staff | No. of full-time NCSC staff | No. of part-time NCSC staff |
| Fire Services Department | 61 | 92 | 36 | 143 |
| Food and Environmental Hygiene Department | 323 | 1 | 291 | 1 |
| Food and Health Bureau | 17 | - | 19 | - |
| Government Flying Service | 12 | 1 | 13 | 1 |
| Government Laboratory | 30 | 1 | 31 | 1 |
| Government Logistics Department | 44 | - | 42 | - |
| Government Property Agency | 8 | - | 8 | - |
| Highways Department | 28 | - | 41 | - |
| Home Affairs Bureau | 56 | - | 26 | - |
| Home Affairs Department | 402 | 73 | 395 | 120 |
| Hong Kong Observatory | 24 | - | 15 | - |
| Hong Kong Police Force | 115 | 5 | 82 | 5 |
| Hongkong Post | 2 073 | - | 2 048 | - |
| Immigration Department | 83 | - | 43 | - |
| Information Services Department | 16 | 1 | 17 | 1 |
| Inland Revenue Department | 168 | 4 | 166 | 5 |
| Innovation and Technology Commission | 54 | 1 | 39 | 2 |
| Intellectual Property Department | 12 | 3 | 18 | 4 |
| Invest Hong Kong | 58 | - | 57 | - |
| Judiciary | 113 | 5 | 88 | 7 |
| Labour and Welfare Bureau | 25 | 3 | 27 | 1 |
| Labour Department | 225 | - | 195 | - |
| Land Registry | 118 | - | 154 | - |
| Lands Department | 216 | - | 225 | - |
| Legal Aid Department | 6 | - | 4 | - |
| Leisure and Cultural Services Department | 1 981 | 5 652 | 1 908 | 5 561 |
| Marine Department | 19 | 16 | 9 | 15 |

| Bureau/Department/Office | As at 30.6.2012 | | As at 30.6.2013 | |
|--|------------------------------------|------------------------------------|------------------------------------|------------------------------------|
| | No. of full-time NCSC staff | No. of part-time NCSC staff | No. of full-time NCSC staff | No. of part-time NCSC staff |
| Office of the Communications Authority | 129 | - | 132 | - |
| Office of the Government Chief Information Officer | 18 | - | 21 | - |
| Official Receiver's Office | 49 | - | 42 | - |
| Planning Department | 21 | - | 23 | - |
| Radio Television Hong Kong | 357 | 224 | 278 | 267 |
| Rating and Valuation Department | 68 | - | 60 | - |
| Registration and Electoral Office | 791 | - | 71 | - |
| Security Bureau | 19 | 8 | 18 | - |
| Social Welfare Department | 231 | 157 | 144 | 153 |
| Student Financial Assistance Agency | 533 | - | 469 | 1 |
| Trade and Industry Department | 86 | - | 84 | - |
| Transport and Housing Bureau | 5 | - | 3 | - |
| Transport Department | 136 | 4 | 84 | 22 |
| Treasury | 47 | - | 29 | - |
| University Grants Committee Secretariat | 20 | - | 20 | - |
| Water Supplies Department | 120 | - | 116 | - |
| Total | 14 535 | 7 000 | 12 900 | 7 067 |

CONTROLLING OFFICER'S REPLY**CSB016****(Question Serial No. 0972)**

Head: (143) Government Secretariat: Civil Service Bureau

Subhead (No. & title): (-) Not Specified

Programme: (2) Human Resource Management

Controlling Officer: Permanent Secretary for the Civil Service (Raymond H.C. Wong)

Director of Bureau: Secretary for the Civil Service

This question originates from: Estimates on Expenditure Volume 1 Page 311

Question (Member Question No. 77):

It is stated in Matters Requiring Special Attention under this Programme that the Civil Service Bureau will “continue to keep the size of the civil service establishment under control, while maintaining effectiveness and allowing a justified increase”. Please advise this Committee on the followings:

1. Is the appointment of non-civil service contract (NCSC) staff one of the initiatives to “keep the size of the civil service establishment under control”?
2. Will funds be allocated this year for reviewing the effectiveness of the NCSC Staff Scheme? If yes, what are the details? If no, what are the reasons?
3. Have NCSC staff been engaged in overtime work? If yes, please list the total hours of overtime work they have performed over the past 3 years, broken down by department. If no such record is available, will the Administration consider requiring departments to report the relevant figures annually for use as reference when reviewing staff establishment?
4. Are they entitled to overtime allowance? If yes, please list the total amounts of overtime allowance they have received over the past 3 years, broken down by department. If no, will the Administration consider implementing a system for payment of such allowance?

Asked by: Hon. KWOK Wai-keung

Reply:

1. The Non-Civil Service Contract (NCSC) Staff Scheme, introduced in 1999, aims at providing Heads of Bureaux/Departments (HoDs) with a flexible means of employment to respond more promptly to changing operational and service needs of bureaux/departments (B/Ds) (a) which may be time-limited, seasonal, or subject to market fluctuations; or (b) which require staff to work less than the conditioned hours; or (c) which require tapping the latest expertise in a particular area; or (d) where the mode of service delivery is under review or likely to be changed. Since the nature and purposes of civil service and NCSC appointments are different, the NCSC Staff Scheme is not one of the measures to control the size of civil service establishment.
2. We have kept the NCSC Staff Scheme under constant review. We do not see a need to conduct a review on the NCSC Staff Scheme this year.
3. Under the NCSC Staff Scheme, HoDs are given full discretion to decide on the employment of their NCSC staff and related matters, including deployment and daily management. HoDs may arrange their NCSC staff to perform overtime work having regard to operational needs and are responsible for keeping proper records on the overtime work performed. Since we do not micro-manage the administration of overtime work which belongs to internal operations of individual B/Ds, we do not have the statistics on overtime work undertaken by NCSC staff of individual B/Ds. B/Ds will continue to manage overtime

work of the NCSC staff under their purview in accordance with the established mechanism and their operational needs. We do not consider it necessary to require B/Ds to report the information on overtime work of NCSC staff.

4. The remuneration offered to NCSC staff is an “all-inclusive” pay package. Apart from the basic salary, NCSC staff are not entitled to any allowance. Overtime work done by NCSC staff in excess of the normal hours of work should be compensated by time off in lieu. We have no plan to change the current arrangement.

CONTROLLING OFFICER'S REPLY**CSB017****(Question Serial No. 0973)**

Head: (143) Government Secretariat: Civil Service Bureau

Subhead (No. & title): (-) Not Specified

Programme: (4) Civil Service Training and Development

Controlling Officer: Permanent Secretary for the Civil Service (Raymond H.C. Wong)

Director of Bureau: Secretary for the Civil Service

This question originates from: Estimates on Expenditure Volume 1 Page 314

Question (Member Question No. 79):

Regarding Programme (4), it is stated in the Analysis of Financial and Staffing Provision that "... .. the provision is \$8.9 million (7.2%) higher... This is mainly due to an increase of one post and filling of vacancies in 2014-15". Will the Government advise this Committee on the post to be created, the vacancies to be filled and the expenses on salaries and benefits so involved? In addition, what is the exact use of the remainder of the increase in provision?

Asked by: Hon. KWOK Wai-keung

Reply:

Provision for 2014-15 is \$8.9 million (7.2%) higher than the revised estimate for 2013-14 under Programme (4) "Civil Service Training and Development". This is mainly due to:

- (a) creation of one Chief Training Officer post and filling of existing vacancies, and increased provision for Mandatory Provident Fund contribution and Civil Service Provident Fund contribution (\$4.8 million);
- (b) increased expenditure on training programmes and activities which includes programme and trainers' fees, and costs for enhancing training contents and upgrading the functionalities of the e-learning portal, CLC Plus, etc. (\$3.5 million); and
- (c) additional expenses for enhancement and maintenance of information systems (\$0.6 million).

CONTROLLING OFFICER'S REPLY**CSB018****(Question Serial No. 2340)**

Head: (143) Government Secretariat: Civil Service Bureau

Subhead (No. & title): (-) Not Specified

Programme: (2) Human Resource Management

Controlling Officer: Permanent Secretary for the Civil Service (Raymond H.C. Wong)

Director of Bureau: Secretary for the Civil Service

This question originates from: Budget Speech Paragraph 157 Page 59

Question (Member Question No. 22):

It is mentioned in the Estimates that the civil service establishment will reach 173 961 in the coming year, representing an increase of 2 556 posts over last year. Will the Administration inform this Committee of the Grades and Departments which will need to recruit and their respective target numbers of recruitment; whether the Administration plans to convert, as a matter of priority, existing contract staff into civil servants on permanent terms?

Asked by: Hon. LAM Kin-fung, Jeffrey

Reply:

The 2014-15 Draft Estimates of Expenditure provide for 2 556 additional civil service posts in various bureaux and departments (B/Ds), representing an increase of 1.5% over the 2013-14 Revised Estimate of the civil service establishment. The growth in civil service establishment includes some 670 posts for replacing non-civil service contract (NCSC) positions the long term need for which is established. To allow flexibility in meeting their staffing needs, B/Ds may create or delete posts in existing non-directorate ranks provided that their respective establishment ceiling is not exceeded. They may also, having regard to the operational need and other considerations, decide on their own the number and grade of civil servants to be recruited. The Civil Service Bureau does not have information on the estimated number, ranks and salary of civil servants to be recruited by individual B/D or grades in 2014-15.

It is the Government's policy to select the most suitable persons to fill civil service vacancies through an open, fair and competitive process. As the circumstances and nature of the employment of NCSC staff are different from those of civil servants and the entry requirements as well as selection process for NCSC positions may differ from those of civil service posts, it is not appropriate to accord priority to employing NCSC staff as civil servants. We welcome serving NCSC staff to apply for civil service posts through open and fair recruitment process if they are interested in such posts. Since relevant working experience is one of the factors considered in the recruitment of civil servants, NCSC staff who meet the basic entry requirements of civil service ranks should generally enjoy a competitive edge over other applicants because of their work experience in the Government.

CONTROLLING OFFICER'S REPLY

CSB019

(Question Serial No. 1834)

Head: (143) Government Secretariat: Civil Service Bureau
Subhead (No. & title): (-) Not Specified
Programme: (4) Civil Service Training and Development
Controlling Officer: Permanent Secretary for the Civil Service (Raymond H.C. Wong)
Director of Bureau: Secretary for the Civil Service
This question originates from: Estimates on Expenditure Volume 1 Page 313

Question (Member Question No. 4):

What topics are included in the contents of the national studies training programmes? Are the participants of the training programmes required to hand in coursework or take examinations? If yes, will the coursework/examination results of a trainee be a factor of consideration for promotion?

Asked by: Hon. LAU Wai-hing, Emily

Reply:

National studies programmes include training programmes conducted in the Mainland, thematic visits to the Mainland and thematic seminars held locally. Topics covered include the Basic Law, and policies and developments of the Mainland on political, economic, social, cultural aspects, etc. Generally speaking, for programmes conducted in the Mainland, participants would also visit government departments/agencies and have exchanges with students of the universities where the programmes are conducted. They would also have the opportunities to visit Mainland cities where they would meet with local officials, visit local enterprises and residents to gain a more in-depth understanding of the social development and people's livelihood in different areas of the Mainland.

Programme participants do not need to take examinations but they are required to submit study reports summarising the learning focuses and key benefits they gained from the programme. The study report is not a relevant factor in considering the promotion of the relevant officers.

CONTROLLING OFFICER'S REPLY**CSB020****(Question Serial No. 1964)**

Head: (143) Government Secretariat: Civil Service Bureau

Subhead (No. & title): (-) Not Specified

Programme: (2) Human Resource Management

Controlling Officer: Permanent Secretary for the Civil Service (Raymond H.C. Wong)

Director of Bureau: Secretary for the Civil Service

This question originates from: Estimates on Expenditure Volume 1 Page 310

Question (Member Question No. 87):

1. Has the Administration compiled any statistics on the weekly working hours of all civil service grades? If yes, please list out the average weekly working hours of all grades for the years 2011, 2012 and 2013.
2. Have any civil servants complained to the Administration about excessive work pressure? If yes, will the complaints raised by the civil servants to their respective bureaux/departments be subsequently referred to the Civil Service Bureau for action?
3. Please list out the number of complaints on excessive work pressure for the years 2011, 2012 and 2013 respectively.
4. Has the Administration allocated resources to resolve the problem of excessive workload/work pressure faced by civil servants? If yes, what are the expenditures and estimated expenditures involved in the years 2012-13, 2013-14 and 2014-15? What are the measures?
5. Has the Administration allocated resources to boost the morale of the civil service, and what measures have been adopted? If yes, what are the expenditures and estimated expenditures involved in the years 2012-13, 2013-14 and 2014-15? What are the measures?

Asked by: Hon. LAU Wai-hing, Emily

Reply:

1. Specific conditioned hours of work are laid down for different grades of civil servants (including civilian and disciplined services staff) according to operational requirements and other relevant considerations. Civil servants usually work according to the conditioned hours of work of their respective grades. The Civil Service Bureau (CSB) does not compile statistics on the actual weekly working hours of the respective civil service grades.
- 2.&3. Generally speaking, civil servants suffering from work pressure may first discuss and resolve the matter with their immediate supervisors. If the matter remains unresolved, civil servants may report the matter in accordance with the complaint procedures laid down by their bureau/departments (B/Ds). The complaint cases will be handled directly by the relevant B/Ds. The CSB does not compile statistics on the complaints arising from work pressure of civil servants.
4. The CSB has commissioned professional bodies to provide hotline counselling service on stress management to help staff cope with stress from work and other personal problems. Such service, available to staff from some 60 B/Ds, includes telephone and face-to-face counselling and referral services. The expenditures in 2012-13 and 2013-14 are about \$0.34 million and \$0.28 million respectively. The estimated expenditure in 2014-15 is about \$0.46 million.

Separately, 11 departments provide their own counselling services to their staff.

In light of the implementation of various new policies and growing public demand on government services, civil servants are facing increasing workload and work pressure. The Administration will provide necessary manpower to B/Ds having regard to their actual operational needs, for implementing the new policies initiatives and relieving work pressure of civil servants. In 2012-13 and 2013-14, the civil service establishment has increased by about 1%. In 2014-15, the civil service establishment is expected to increase by 2 556 posts to 173 961, representing an increase of 1.5% when compared to the revised estimate of 2013-14. The details of additional expenditure incurred by individual B/D for the additional posts are set out in the Controlling Officer's Reports in the Estimates of respective financial years.

5. The Government believes that a robust commendation system enhances staff morale and helps induce proactive as well as sustained exemplary performance from civil servants. Major staff award schemes include:

(i) Secretary for the Civil Service (SCS)'s Commendation Award Scheme

Through this Scheme, SCS, on behalf of the Administration, gives recognition to selected civil servants for their consistently outstanding performance. An award recipient should be an exceptionally meritorious officer who has a track record of outstanding performance for at least five consecutive years. Each recipient is awarded a certificate and a gold pin, and granted a travel award if he/she satisfies the length of service required under the Long and Meritorious Service Travel Award Scheme (i.e. a continuous service of 20 years or more) set out in item (iii) below and has not received any Government travel award before. About 80 commendations are awarded under this Scheme annually. The expenditure for this Scheme in 2012-13 was about \$2.66 million, and the estimated expenditure in 2013-14 and 2014-15 is about \$2.44 million and \$3.06 million respectively.

(ii) Commendation Letter Scheme

Heads of Bureau/Department (HoB/D) may issue a commendation letter to an officer who has provided consistently outstanding service for at least three years; made a substantial contribution towards enhancing the efficiency or the image of his/her department; or performed an exceptionally meritorious act warranting special recognition. HoB/D will issue commendation letters to selected officers after considering the recommendations of their bureau/departmental commendation committees. In recent years, on average around 1 900 commendation letters were issued annually.

(iii) Long and Meritorious Service Travel Award Scheme

The objective of this Scheme is to recognise and reward long and meritorious service of serving civil servants. All local non-directorate civil servants with a continuous service of 20 years or more, who have track records of consistently very good performance and have not received any Government travel award before, are eligible for consideration for the grant of an award. The award is granted in the form of an accountable travel allowance. If the selected officer is married and will be travelling with his/her spouse, the same travel allowance will be provided to the spouse. The number of awards for 2013-14 is determined on the basis of one award for every 30 civil servants (1:30) meeting the length of service requirement. The quota ratio has been in place since 1997 and competition for the awards has been intense. The Administration considers it appropriate to improve the ratio in order to provide better incentives to motivating civil servants to deliver quality service to the public. As such, the Administration plans to improve the quota ratio from 1:30 to 1:27 commencing 2014-15. The expenditure for this Scheme in 2012-13 was about \$87.63 million, and the estimated expenditure in 2013-14 and 2014-15 is about \$94.63 million and \$116.67 million respectively.

(iv) Civil Service Outstanding Service Award Scheme

The objective of this Scheme is to encourage the pursuit of excellence in service delivery and give recognition to departments and teams of civil servants for their outstanding achievements in

providing quality services to the public. The awards are divided into three levels, i.e. interdepartmental, departmental and team. The CSB will invite all bureaux and departments to participate in the Scheme, and participating departments and teams have to submit details of their services to the adjudication panel for assessment. The adjudication panels consist of Legislative and District Councillors, staff side members of the Central Consultative Councils of the Civil Service, representatives from different sectors and professions and senior officials from the CSB. The Scheme is organised on a biennial basis, the last one was completed in September 2013. The total expenditure in 2012-13 and 2013-14 was \$2.8 million. The Scheme will be organised again in 2015-16, and we have earmarked about \$0.65 million for preparation work for the Scheme in 2014-15.

CONTROLLING OFFICER'S REPLY

CSB021

(Question Serial No. 0144)

Head: (143) Government Secretariat: Civil Service Bureau
Subhead (No. & title): (000) Operational expenses
Programme: (1) Director of Bureau's Office
Controlling Officer: Permanent Secretary for the Civil Service (Raymond H.C. Wong)
Director of Bureau: Secretary for the Civil Service
This question originates from: Estimates on Expenditure Volume 1 Page 310

Question (Member Question No. 6):

Please provide information on the actual staff establishment of the Director of Bureau's Office, and the actual expenditure on salaries, allowances, job-related allowances and contribution to the Mandatory Provident Fund or Civil Service Provident Fund for each post/rank in the office in the 2012-13 financial year.

Asked by: Hon. LEUNG Kwok-hung

Reply:

In the 2012-13 financial year, in addition to the Secretary for the Civil Service (SCS), the establishment of SCS's Office under Programme (1) included 4 civil servants (1 Administrative Officer Staff Grade C, 1 Personal Assistant, 1 Personal Secretary and 1 Chauffeur) who provided support to the office.

In the 2012-13 financial year, the expenditure on salary and contribution to the Mandatory Provident Fund for SCS were about \$3.385 million and \$14,500 respectively. As for the supporting staff, the total expenditure on salaries, allowances, job-related allowances and contribution to the Civil Service Provident Fund was about \$3.32 million.

CONTROLLING OFFICER'S REPLY

CSB022

(Question Serial No. 1016)

Head: (143) Government Secretariat: Civil Service Bureau
Subhead (No. & title): (000) Operational expenses
Programme: (-) Not Specified
Controlling Officer: Permanent Secretary for the Civil Service (Raymond H.C. Wong)
Director of Bureau: Secretary for the Civil Service
This question originates from: Estimates on Expenditure Volume 1 Page 310

Question (Member Question No. 14):

Regarding the establishment of the Civil Service Bureau, please inform this Committee of:

1. the number of directorate civil servants in the bureau;
2. the ranks of these directorate civil servants, the expenses on their salaries and relevant benefits and allowances, and the personnel-related expenses pertaining to them; and
3. the percentage of the total amount of salary and personnel-related expenses pertaining to these directorate civil servants in relation to the relevant overall expenditure.

Asked by: Hon. LEUNG Kwok-hung

Reply:

1. There are 21 directorate posts in the Civil Service Bureau (CSB).
2. The ranks of the 21 directorate posts include Administrative Officer Staff Grade A1, Administrative Officer Staff Grade B1, Administrative Officer Staff Grade B, Director of General Grades, Administrative Officer Staff Grade C, Senior Principal Executive Officer, Principal Training Officer, Principal Executive Officer, Principal Official Languages Officer and Assistant Principal Training Officer. In 2013-14, the expenditure on salaries, allowances and personnel-related expenses of these directorate officers under Head 143 is around \$35.8 million.
3. In 2013-14, the total amount of salaries, allowances and personnel-related expenses of the directorate officers in CSB accounts for around 9.4% of the total personal emoluments and personnel-related expenses under Head 143.

CONTROLLING OFFICER'S REPLY

CSB023

(Question Serial No. 1893)

Head: (143) Government Secretariat: Civil Service Bureau

Subhead (No. & title): (-) Not Specified

Programme: (3) Translation and Interpretation Services and Use of Official Languages

Controlling Officer: Permanent Secretary for the Civil Service (Raymond H.C. Wong)

Director of Bureau: Secretary for the Civil Service

This question originates from: Estimates on Expenditure Volume 1 Page 311-312

Question (Member Question No. 35):

The Civil Service Bureau facilitates the effective use of Chinese and English in official business by providing a wide range of support services to government departments. Please list out in detail the support services provided by the Administration in respect of written Chinese, written English, Cantonese, Putonghua and spoken English. What were the manpower and expenditure involved in providing translation, interpretation and support services over the past 3 years? What were the service utilisation/participation rates? What is the estimated expenditure in the coming year? As the language standard of the civil service has drawn criticism from time to time in recent years and the use of expressions should keep up with the times, what measures will the Administration take to improve the situation? Will the Administration adjust or enhance the support services mentioned above? Are there any specific plans? What are the details?

Asked by: Hon. MO, Claudia

Reply:

Apart from delivering translation, interpretation, vetting and drafting services to government bureaux/departments, the Civil Service Bureau (CSB) provides other support services to facilitate the effective use of Chinese and English in official business within the civil service. The details are as follows:

- 1.operating telephone hotlines to answer enquiries on the use of written Chinese, written English, Cantonese, Putonghua and spoken English. Enquiries on written Chinese and English answered covered, among others, format of official writing, word usage, and translation of terms. Enquiries on Cantonese, Putonghua and spoken English answered covered, among others, pronunciation, meaning and usage of words, as well as reference tools on pronunciation;
- 2.compiling reference materials for civil servants. These include English-Chinese glossaries of terms commonly used in the Government and reference materials on Chinese and English official writing and language use, such as the *Guidebooks on Official Chinese Writing*, *Easily Confused Chinese Words and Phrases*, *Style Guide on Official Writing* and *English Spelling Guide*;
- 3.advising on the use of Chinese and English in official business, such as giving advice on the proposed names of streets, government buildings and government posts;
- 4.providing coaching, Pinyin and recording services with regard to the use of Putonghua.

CSB will continue to provide the above support services with existing resources in the coming year.

CSB provides translation, interpretation (including consecutive and simultaneous interpretation) and language support services through members of the Official Languages Officer (OLO) and the Simultaneous Interpreter (SI) Grades. Over the past 3 years, the number of OLOs working in CSB was around 110 (while some 330 OLOs were deployed to various departments) and the number of SIs was around 12 to13. As the above services are delivered with in-house resources, that is, they are not funded by project vote, it is not

possible to provide the actual and estimated expenditures involved. As for the utilisation rate of translation, interpretation and language support services, it depends on the operational needs of the departments. Over the past 3 years, we have been able to meet the departments' service demand.

Regarding the language standard of the civil service, all departments will ensure in recruitment that the appointees meet the language standard required of the posts. Moreover, CSB will help civil servants continue to enhance their language proficiency through the efforts of the Official Languages Division and the Civil Service Training and Development Institute. For training, every year we offer Chinese and English training programmes for civil servants, such as courses, thematic seminars and e-learning programmes. As for other initiatives, in addition to the support services mentioned above, we also publish *Word Power*, a quarterly publication on Chinese and English languages and cultures. We will continue to provide related support services with in-house resources in the coming year. These include updating glossaries of terms commonly used in the Government and producing new reference materials on language use.

CONTROLLING OFFICER'S REPLY**CSB024****(Question Serial No. 0623)**

Head: (143) Government Secretariat: Civil Service Bureau

Subhead (No. & title): (-) Not Specified

Programme: (2) Human Resource Management

Controlling Officer: Permanent Secretary for the Civil Service (Raymond H.C. Wong)

Director of Bureau: Secretary for the Civil Service

This question originates from: Estimates on Expenditure Volume 1 Page 310

Question (Member Question No. 9):

Regarding civil service establishment in 2014-15, there will be an addition of 2 556 new posts (an increase of 1.5%). Will the Civil Service Bureau inform this Committee of:

- a) the establishment/estimated establishment of civil service staff and numbers of non-civil service contract (NCSC) staff in various departments in the past two years (i.e. 2012-13 to 2013-14);
- b) the projected establishment/estimated establishment of civil service staff and numbers of NCSC staff in various departments in 2014-15;
- c) the numbers of NCSC staff converted to civil servants in various departments in 2013-14;
- d) the numbers of NCSC staff in various departments who have been working in the same department for not less than 5 years, not less than 7 years and more than 10 years respectively in 2013-14;
- e) the projected number of NCSC staff converted to civil servants in various departments in 2014-15; and
- f) the projected numbers of retiring officers in the establishment/estimated establishment of civil service staff in various departments in 2014-15?

Asked by: Hon. POON Siu-ping

Reply:

- (a)&(b) The civil service establishment by bureaux/departments (B/Ds) in the past two years (from 2012-13 to 2013-14), and their respective estimated establishment in 2014-15 are set out at Annex A.

The number of full-time^(Note 1) non-civil service contract (NCSC) staff employed by B/Ds in 2012 and 2013 are set out at Annex B.

Under the NCSC Staff Scheme, Heads of Bureaux/Departments (HoDs) are given full discretion to employ NCSC staff to meet changing operational and service needs. Since HoDs may recruit additional NCSC staff and/or extend contracts of serving NCSC staff, or terminate contracts of serving NCSC staff in a year, B/Ds are unable to project the number of NCSC staff (be they new or serving) to be employed in the 2014-15 financial year before it begins.

- (c)&(e) It is the Government's policy to select the most suitable persons for civil service vacancies through an open, fair and competitive process. Since there is no direct appointment of NCSC staff to civil servant, we are not able to provide such information.

That said, we welcome serving NCSC staff to apply for civil service posts through open and fair recruitment process if they are interested in such posts. Since relevant working experience is one

of the factors considered in the recruitment of civil servants, NCSC staff who meet the basic entry requirements of civil service ranks should generally enjoy a competitive edge over other applicants because of their work experience in the Government.

- (d) The breakdown of the number of full-time NCSC staff as at 30 June 2013 by B/Ds with continuous service^(Note 2) of five years up to less than seven years, seven years up to less than ten years and ten years or more is at Annex C.
- (f) The estimated number of civil servants retiring in 2014-15 is at Annex D.

Note 1 : “Full-time” means the employment is on a “continuous contract” as defined by the Employment Ordinance, namely an employee who works continuously for the same employer for four weeks or more, with at least 18 hours in each week.

Note 2 : “Continuous service” means service in the same NCSC position, as well as service in different NCSC positions in the same department but without a break in service.

Civil Service Establishment by Bureaux/Departments/Organisations

| Bureau/Department/Organisation | Establishment (Number of posts) as at | | |
|---|---------------------------------------|---------------------------------|-------------------------|
| | 31.3.2013 (Actual) | 31.3.2014 (Revised estimate) | 31.3.2015 (Estimate) |
| Agriculture, Fisheries and Conservation Department | 2 008 | 2 042 | 2 061 |
| Architectural Services Department | 1 789 | 1 796 | 1 810 |
| Audit Commission | 187 | 187 | 191 |
| Auxiliary Medical Service | 96 | 96 | 99 |
| Buildings Department | 1 232 | 1 322 | 1 537 |
| Census and Statistics Department | 1 218 | 1 225 | 1 298 |
| Chief Executive's Office | 101 | 103 | 104 |
| Chief Secretary and Financial Secretary's Office | 506 | 533 | 554 |
| Civil Aid Service | 103 | 103 | 103 |
| Civil Aviation Department | 756 | 761 | 757 |
| Civil Engineering and Development Department | 1 746 | 1 760 | 1 821 |
| Civil Service Bureau (including General Expenses of the Civil Service) | 965 | 972 | 975 |
| Commerce and Economic Development Bureau (excluding locally engaged staff working in Overseas Economic and Trade Offices) | 337 | 346 | 359 |
| Companies Registry | 292 | 309 | 308 |
| Constitutional and Mainland Affairs Bureau | 147 | 163 | 175 |
| Correctional Services Department | 6 849 | 6 899 | 6 943 |
| Customs and Excise Department | 5 740 | 5 948 | 6 086 |
| Department of Health | 5 787 | 6 050 | 6 167 |
| Department of Justice | 1 202 | 1 253 | 1 288 |
| Development Bureau | 361 | 362 | 377 |
| Drainage Services Department | 1 856 | 1 869 | 1 890 |

| Bureau/Department/Organisation | Establishment (Number of posts) as at | | |
|--|---------------------------------------|---------------------------------|-------------------------|
| | 31.3.2013 (Actual) | 31.3.2014 (Revised estimate) | 31.3.2015 (Estimate) |
| Education Bureau (including Vocational Training Council) | 5 447 | 5 461 | 5 549 |
| Electrical and Mechanical Services Department | 3 900 | 3 915 | 3 932 |
| Environment Bureau | 41 | 46 | 50 |
| Environmental Protection Department | 1 713 | 1 732 | 1 822 |
| Financial Services and the Treasury Bureau | 342 | 352 | 353 |
| Fire Services Department | 9 946 | 10 127 | 10 264 |
| Food and Environmental Hygiene Department | 11 142 | 11 153 | 11 183 |
| Food and Health Bureau | 158 | 163 | 159 |
| Government Flying Service | 227 | 230 | 229 |
| Government Laboratory | 453 | 459 | 475 |
| Government Logistics Department | 712 | 713 | 715 |
| Government Property Agency | 204 | 213 | 213 |
| Highways Department | 2 107 | 2 125 | 2 127 |
| Home Affairs Bureau (including Legal Aid Services Council) | 234 | 248 | 246 |
| Home Affairs Department | 1 912 | 1 937 | 1 978 |
| Hong Kong Monetary Authority | 30 | 25 | 23 |
| Hong Kong Observatory | 298 | 301 | 301 |
| Hong Kong Police Force | 33 067 | 33 229 | 33 398 |
| Hospital Authority | 2 083 | 1 911 | 1 767 |
| Housing Authority | 8 243 | 8 487 | 8 693 |
| Immigration Department | 6 813 | 6 971 | 7 109 |
| Information Services Department | 430 | 432 | 432 |
| Inland Revenue Department | 2 818 | 2 826 | 2 832 |
| Innovation and Technology Commission | 190 | 190 | 206 |

| Bureau/Department/Organisation | Establishment (Number of posts) as at | | |
|--|---------------------------------------|---------------------------------|-------------------------|
| | 31.3.2013 (Actual) | 31.3.2014 (Revised estimate) | 31.3.2015 (Estimate) |
| Intellectual Property Department | 122 | 129 | 139 |
| Invest Hong Kong | 35 | 35 | 35 |
| Joint Secretariat for the Advisory Bodies on Civil Service and Judicial Salaries and Conditions of Service | 34 | 34 | 35 |
| Judiciary (excluding Judges and Judicial Officers) | 1 490 | 1 533 | 1 592 |
| Labour and Welfare Bureau | 104 | 106 | 113 |
| Labour Department | 2 191 | 2 257 | 2 319 |
| Land Registry | 489 | 523 | 523 |
| Lands Department | 3 913 | 3 975 | 4 076 |
| Legal Aid Department | 542 | 542 | 542 |
| Leisure and Cultural Services Department | 8 731 | 9 034 | 9 199 |
| Marine Department | 1 372 | 1 391 | 1 404 |
| Office for Film, Newspaper and Article Administration | 55 | 55 | 67 |
| Office of the Communications Authority | 305 | 326 | 328 |
| Office of the Government Chief Information Officer | 627 | 641 | 645 |
| Official Receiver's Office | 233 | 235 | 242 |
| Planning Department | 798 | 820 | 855 |
| Post Office | 5 214 | 5 347 | 5 347 |
| Public Service Commission Secretariat | 27 | 27 | 28 |
| Radio Television Hong Kong | 560 | 665 | 700 |
| Rating and Valuation Department | 856 | 859 | 861 |
| Registration and Electoral Office | 160 | 139 | 214 |
| Secretariat, Commissioner on Interception of Communications and Surveillance | 20 | 20 | 20 |
| Security Bureau | 189 | 190 | 193 |

| Bureau/Department/Organisation | Establishment (Number of posts) as at | | |
|--|--|---|---------------------------------|
| | 31.3.2013 (Actual) | 31.3.2014 (Revised estimate) | 31.3.2015 (Estimate) |
| Social Welfare Department | 5 466 | 5 622 | 5 824 |
| Student Financial Assistance Agency | 582 | 673 | 645 |
| Trade and Industry Department | 499 | 497 | 503 |
| Transport and Housing Bureau | 178 | 181 | 179 |
| Transport Department | 1 381 | 1 438 | 1 543 |
| Treasury | 487 | 486 | 486 |
| University Grants Committee | 59 | 62 | 65 |
| Water Supplies Department | 4 396 | 4 486 | 4 496 |
| Sub-total | 166 903 | 169 673 | 172 177 |
| Judges and Judicial Officers/ICAC officers/ locally engaged staff working in Overseas Economic and Trade Offices | 1 691 | 1 732 | 1 784 |
| TOTAL | 168 594 | 171 405 | 173 961 |

Employment of Full-time NCSC Staff by Bureaux/Departments/Offices

| Bureau/Department/Office | Number of NCSC Staff | |
|--|----------------------|-----------------|
| | as at 30.6.2012 | as at 30.6.2013 |
| Agriculture, Fisheries and Conservation Department | 302 | 295 |
| Architectural Services Department | 36 | 30 |
| Buildings Department | 438 | 451 |
| Census and Statistics Department | 207 | 164 |
| Chief Executive's Office | 7 | 6 |
| Chief Secretary and Financial Secretary's Office | 37 | 29 |
| Civil Aviation Department | 23 | 20 |
| Civil Engineering and Development Department | 75 | 69 |
| Civil Service Bureau | 1 | 1 |
| Commerce and Economic Development Bureau | 34 | 33 |
| Companies Registry | 68 | 67 |
| Constitutional and Mainland Affairs Bureau | 11 | 8 |
| Correctional Services Department | 7 | 3 |
| Customs and Excise Department | 17 | 137 |
| Department of Health | 861 | 760 |
| Department of Justice | 55 | 45 |
| Development Bureau | 39 | 42 |
| Drainage Services Department | 74 | 66 |
| Education Bureau | 1 234 | 1 190 |
| Efficiency Unit | 340 | 373 |
| Electrical and Mechanical Services Department | 1 579 | 1 336 |
| Environment Bureau | 6 | 6 |
| Environmental Protection Department | 109 | 106 |
| Financial Services and the Treasury Bureau | 58 | 72 |
| Fire Services Department | 61 | 36 |
| Food and Environmental Hygiene Department | 323 | 291 |
| Food and Health Bureau | 17 | 19 |
| Government Flying Service | 12 | 13 |
| Government Laboratory | 30 | 31 |
| Government Logistics Department | 44 | 42 |

| Bureau/Department/Office | Number of NCSC Staff | |
|--|----------------------|-----------------|
| | as at 30.6.2012 | as at 30.6.2013 |
| Government Property Agency | 8 | 8 |
| Highways Department | 28 | 41 |
| Home Affairs Bureau | 56 | 26 |
| Home Affairs Department | 402 | 395 |
| Hong Kong Observatory | 24 | 15 |
| Hong Kong Police Force | 115 | 82 |
| Hongkong Post | 2 073 | 2 048 |
| Immigration Department | 83 | 43 |
| Information Services Department | 16 | 17 |
| Inland Revenue Department | 168 | 166 |
| Innovation and Technology Commission | 54 | 39 |
| Intellectual Property Department | 12 | 18 |
| Invest Hong Kong | 58 | 57 |
| Judiciary | 113 | 88 |
| Labour and Welfare Bureau | 25 | 27 |
| Labour Department | 225 | 195 |
| Land Registry | 118 | 154 |
| Lands Department | 216 | 225 |
| Legal Aid Department | 6 | 4 |
| Leisure and Cultural Services Department | 1 981 | 1 908 |
| Marine Department | 19 | 9 |
| Office of the Communications Authority | 129 | 132 |
| Office of the Government Chief Information Officer | 18 | 21 |
| Official Receiver's Office | 49 | 42 |
| Planning Department | 21 | 23 |
| Radio Television Hong Kong | 357 | 278 |
| Rating and Valuation Department | 68 | 60 |
| Registration and Electoral Office | 791 | 71 |
| Security Bureau | 19 | 18 |
| Social Welfare Department | 231 | 144 |
| Student Financial Assistance Agency | 533 | 469 |
| Trade and Industry Department | 86 | 84 |
| Transport and Housing Bureau | 5 | 3 |

| Bureau/Department/Office | Number of NCSC Staff | |
|---|-----------------------------|------------------------|
| | as at 30.6.2012 | as at 30.6.2013 |
| Transport Department | 136 | 84 |
| Treasury | 47 | 29 |
| University Grants Committee Secretariat | 20 | 20 |
| Water Supplies Department | 120 | 116 |
| Total | 14 535 | 12 900 |

**Breakdown of full-time Non-Civil Service Contract (NCSC) staff by years of continuous service
(position as at 30 June 2013)**

| Bureau/Department/ Office | No. of NCSC staff with five years up to less than seven years continuous service | No. of NCSC staff with seven years up to less than ten years continuous service | No. of NCSC staff with ten years or more continuous service | Total |
|--|---|--|--|--------------|
| Agriculture, Fisheries and Conservation Department | 5 | 76 | 15 | 96 |
| Buildings Department | 48 | 48 | 34 | 130 |
| Census and Statistics Department | 8 | - | - | 8 |
| Chief Executive's Office | 1 | - | 2 | 3 |
| Chief Secretary and Financial Secretary's Office | 2 | 2 | 1 | 5 |
| Civil Aviation Department | - | - | 1 | 1 |
| Civil Engineering and Development Department | - | 5 | 15 | 20 |
| Commerce and Economic Development Bureau | 6 | 1 | - | 7 |
| Companies Registry | 8 | 3 | 1 | 12 |
| Constitutional and Mainland Affairs Bureau | 1 | 1 | - | 2 |
| Department of Health | 195 | 186 | 30 | 411 |
| Department of Justice | 1 | - | - | 1 |
| Development Bureau | 1 | - | - | 1 |
| Drainage Services Department | 1 | 10 | 2 | 13 |
| Education Bureau | 124 | 92 | 29 | 245 |
| Efficiency Unit | 73 | 26 | 33 | 132 |
| Electrical and Mechanical Services Department | 262 | 132 | 271 | 665 |
| Environmental Protection Department | 6 | 2 | - | 8 |
| Financial Services and the Treasury Bureau | 4 | 5 | - | 9 |
| Fire Services Department | 3 | 8 | 2 | 13 |
| Food and Environmental Hygiene Department | 15 | 47 | 23 | 85 |
| Food and Health Bureau | - | 1 | - | 1 |

| Bureau/Department/ Office | No. of NCSC staff with five years up to less than seven years continuous service | No. of NCSC staff with seven years up to less than ten years continuous service | No. of NCSC staff with ten years or more continuous service | Total |
|---|---|--|--|--------------|
| Government Flying Service | 2 | - | - | 2 |
| Government Laboratory | 3 | 2 | 1 | 6 |
| Government Logistics Department | 2 | 11 | - | 13 |
| Government Property Agency | 1 | - | - | 1 |
| Highways Department | - | - | 3 | 3 |
| Home Affairs Bureau | 2 | 2 | - | 4 |
| Home Affairs Department | 33 | 6 | 12 | 51 |
| Hong Kong Police Force | 8 | 33 | 6 | 47 |
| Immigration Department | 14 | 17 | 2 | 33 |
| Information Services Department | 3 | 2 | 6 | 11 |
| Inland Revenue Department | 12 | 6 | - | 18 |
| Innovation and Technology Commission | 4 | 6 | 4 | 14 |
| Intellectual Property Department | 1 | 1 | 2 | 4 |
| Invest Hong Kong | 6 | 19 | 13 | 38 |
| Judiciary | 13 | 13 | 8 | 34 |
| Labour and Welfare Bureau | - | 2 | - | 2 |
| Labour Department | 34 | 33 | 13 | 80 |
| Land Registry | 28 | 12 | 20 | 60 |
| Lands Department | 7 | - | - | 7 |
| Leisure and Cultural Services Department | 55 | 86 | 327 | 468 |
| Office of the Communications Authority | 14 | 9 | 32 | 55 |
| Office of the Government Chief Information Officer | 3 | 1 | - | 4 |
| Official Receiver's Office | 5 | 2 | 4 | 11 |
| Planning Department | 2 | 1 | 2 | 5 |

| Bureau/Department/ Office | No. of NCSC staff with five years up to less than seven years continuous service | No. of NCSC staff with seven years up to less than ten years continuous service | No. of NCSC staff with ten years or more continuous service | Total |
|--|---|--|--|--------------|
| Post Office | 469 | 346 | 602 | 1 417 |
| Radio Television Hong Kong | 39 | 25 | 49 | 113 |
| Rating and Valuation Department | 5 | 3 | 4 | 12 |
| Registration and Electoral Office | 4 | 8 | 11 | 23 |
| Security Bureau | 3 | - | - | 3 |
| Social Welfare Department | 25 | 14 | 19 | 58 |
| Student Financial Assistance Agency | 72 | 63 | 46 | 181 |
| Trade and Industry Department | 2 | 7 | 8 | 17 |
| Transport and Housing Bureau | 1 | - | - | 1 |
| Transport Department | 10 | 11 | 10 | 31 |
| Treasury | 2 | - | 4 | 6 |
| University Grants Committee Secretariat | 3 | 2 | 1 | 6 |
| Water Supplies Department | 5 | 9 | 25 | 39 |
| Total | 1 656 | 1 397 | 1 693 | 4 746 |

Estimated Number of Civil Servants Retiring in 2014-15
by Bureaux/Departments/Organisations ^{Note 1}

| Bureau/Department/Organisation | Estimated No. of Officers Retiring in 2014-15 |
|--|--|
| Agriculture, Fisheries and Conservation Department | 91 |
| Architectural Services Department | 61 |
| Audit Commission | 6 |
| Auxiliary Medical Service | 8 |
| Buildings Department | 28 |
| Census and Statistics Department | 36 |
| Chief Executive's Office | 1 |
| Civil Aid Service | 6 |
| Civil Aviation Department | 31 |
| Civil Engineering and Development Department | 62 |
| Companies Registry | 7 |
| Correctional Services Department | 248 |
| Customs and Excise Department | 202 |
| Department of Health | 189 |
| Department of Justice | 29 |
| Drainage Services Department | 58 |
| Electrical and Mechanical Services Department | 145 |
| Environmental Protection Department | 44 |
| Fire Services Department | 386 |
| Food and Environmental Hygiene Department | 654 |
| Government Flying Service | 11 |
| Government Laboratory | 9 |
| Government Logistics Department | 30 |

| Bureau/Department/Organisation | Estimated No. of Officers Retiring in 2014-15 |
|---|--|
| Government Property Agency | 9 |
| Government Secretariat: Offices of the Chief Secretary for Administration and the Financial Secretary | 11 |
| Government Secretariat: Civil Service Bureau | 12 |
| Government Secretariat: Commerce and Economic Development Bureau (CEDB) | 6 |
| Innovation and Technology Commission (within CEDB) | 7 |
| Office of the Government Chief Information Officer (within CEDB) | 10 |
| Government Secretariat: Constitutional and Mainland Affairs Bureau | 6 |
| Government Secretariat: Development Bureau | 2 |
| Government Secretariat: Education Bureau | 163 |
| Government Secretariat: Financial Services and the Treasury Bureau | 10 |
| Government Secretariat: Food and Health Bureau | 2 |
| Government Secretariat: Home Affairs Bureau | 4 |
| Government Secretariat: Labour and Welfare Bureau | 1 |
| Government Secretariat: Security Bureau | 2 |
| Government Secretariat: Transport and Housing Bureau | 2 |
| Highways Department | 68 |
| Home Affairs Department | 34 |
| Hong Kong Monetary Authority ^{Note 2} | 4 |
| Hong Kong Observatory | 7 |
| Hong Kong Police Force | 712 |
| Hospital Authority ^{Note 2} | 157 |
| Housing Department | 324 |
| Immigration Department | 161 |
| Independent Commission Against Corruption | 5 |
| Information Services Department | 13 |
| Inland Revenue Department | 90 |

| Bureau/Department/Organisation | Estimated No. of Officers Retiring in 2014-15 |
|--|---|
| Intellectual Property Department | 4 |
| Judiciary | 57 |
| Labour Department | 39 |
| Land Registry | 12 |
| Lands Department | 144 |
| Legal Aid Department | 23 |
| Leisure and Cultural Services Department | 284 |
| Marine Department | 63 |
| Office of the Communications Authority | 7 |
| Official Receiver's Office | 6 |
| Planning Department | 27 |
| Post Office | 164 |
| Public Service Commission Secretariat | 2 |
| Radio Television Hong Kong | 18 |
| Rating and Valuation Department | 26 |
| Registration and Electoral Office | 5 |
| Social Welfare Department | 131 |
| Student Financial Assistance Agency | 12 |
| Trade and Industry Department | 22 |
| Transport Department | 42 |
| Treasury | 19 |
| Water Supplies Department | 203 |
| Estimate to cater for unanticipated retirement cases | 650 |
| Total | 6 124 |

Note 1:

- (a) The figures in this Annex are compiled according to the information provided by the Treasury.
- (b) The estimated numbers of retiring officers have excluded judges/judicial officers who are not civil servants.

Note 2:

These organisations have posts to accommodate staff who have remained in the Civil Service.

CONTROLLING OFFICER'S REPLY**CSB025****(Question Serial No. 0719)**

Head: (143) Government Secretariat: Civil Service Bureau

Subhead (No. & title): (-) Not Specified

Programme: (2) Human Resource Management

Controlling Officer: Permanent Secretary for the Civil Service (Raymond H.C. Wong)

Director of Bureau: Secretary for the Civil Service

This question originates from: Estimates on Expenditure Volume 1 Page 311

Question (Member Question No. 79):

It is mentioned under Matters Requiring Special Attention that the Civil Service Bureau will “continue to keep the size of the civil service establishment under control, while maintaining effectiveness and allowing a justified increase”. Please provide information on the followings in table form, broken down by Bureau and Department (B/D):

1. the ranks and numbers of full-time non-civil service contract (NCSC) positions in the past three years; and
2. the numbers of skilled and non-skilled full-time NCSC positions in the past three years.

Asked by: Hon. TANG Ka-piu

Reply:

1. The number of full-time^(Note 1) non-civil service contract (NCSC) staff employed by bureaux/departments (B/Ds) in the past three years (2011 – 2013) is set out at Annex. As NCSC staff are employed outside the civil service establishment, there is no rank for NCSC positions. CSB is not able to provide information on the number of full-time NCSC staff by rank.
2. Under the NCSC Staff Scheme, Heads of Bureaux/Departments are given full discretion to decide on the matters relating to employment of NCSC staff. These include whether the NCSC staff are required to perform skilled job (i.e. requiring skills in managerial, professional, technical, or other specialised fields). CSB does not collect information on the breakdown of NCSC positions of each B/D by skilled job and non-skilled job.

Note 1 : “Full-time” means the employment is on a “continuous contract” as defined by the Employment Ordinance, namely an employee who works continuously for the same employer for four weeks or more, with at least 18 hours in each week.

Employment of Full-time NCSC Staff by Bureau/Department/Office

| Bureau/Department/Office | Number of NCSC Staff | | |
|--|----------------------|-----------------|-----------------|
| | as at 30.6.2011 | as at 30.6.2012 | as at 30.6.2013 |
| Agriculture, Fisheries and Conservation Department | 296 | 302 | 295 |
| Architectural Services Department | 33 | 36 | 30 |
| Buildings Department | 412 | 438 | 451 |
| Census and Statistics Department | 463 | 207 | 164 |
| Chief Executive's Office | 8 | 7 | 6 |
| Chief Secretary and Financial Secretary's Office | 36 | 37 | 29 |
| Civil Aviation Department | 21 | 23 | 20 |
| Civil Engineering and Development Department | 106 | 75 | 69 |
| Civil Service Bureau | 1 | 1 | 1 |
| Commerce and Economic Development Bureau | 31 | 34 | 33 |
| Companies Registry | 90 | 68 | 67 |
| Constitutional and Mainland Affairs Bureau | 10 | 11 | 8 |
| Correctional Services Department | 7 | 7 | 3 |
| Customs and Excise Department | 15 | 17 | 137 |
| Department of Health | 839 | 861 | 760 |
| Department of Justice | 62 | 55 | 45 |
| Development Bureau | 39 | 39 | 42 |
| Drainage Services Department | 78 | 74 | 66 |
| Education Bureau | 1 170 | 1 234 | 1 190 |
| Efficiency Unit | 341 | 340 | 373 |
| Electrical and Mechanical Services Department | 1 631 | 1 579 | 1 336 |
| Environment Bureau | 5 | 6 | 6 |
| Environmental Protection Department | 122 | 109 | 106 |
| Financial Services and the Treasury Bureau | 54 | 58 | 72 |
| Fire Services Department | 85 | 61 | 36 |
| Food and Environmental Hygiene Department | 320 | 323 | 291 |
| Food and Health Bureau | 14 | 17 | 19 |
| Government Flying Service | 14 | 12 | 13 |
| Government Laboratory | 24 | 30 | 31 |
| Government Logistics Department | 48 | 44 | 42 |

| Bureau/Department/Office | Number of NCSC Staff | | |
|--|----------------------|-----------------|-----------------|
| | as at 30.6.2011 | as at 30.6.2012 | as at 30.6.2013 |
| Government Property Agency | 9 | 8 | 8 |
| Highways Department | 33 | 28 | 41 |
| Home Affairs Bureau | 35 | 56 | 26 |
| Home Affairs Department | 375 | 402 | 395 |
| Hong Kong Observatory | 20 | 24 | 15 |
| Hong Kong Police Force | 113 | 115 | 82 |
| Hongkong Post | 2 103 | 2 073 | 2 048 |
| Immigration Department | 122 | 83 | 43 |
| Information Services Department | 16 | 16 | 17 |
| Inland Revenue Department | 172 | 168 | 166 |
| Innovation and Technology Commission | 58 | 54 | 39 |
| Intellectual Property Department | 11 | 12 | 18 |
| Invest Hong Kong | 57 | 58 | 57 |
| Judiciary | 140 | 113 | 88 |
| Labour and Welfare Bureau | 23 | 25 | 27 |
| Labour Department | 144 | 225 | 195 |
| Land Registry | 137 | 118 | 154 |
| Lands Department | 230 | 216 | 225 |
| Legal Aid Department | 7 | 6 | 4 |
| Leisure and Cultural Services Department | 2 153 | 1 981 | 1 908 |
| Marine Department | 18 | 19 | 9 |
| Office of the Communications Authority ^{Note 2} | - | 129 | 132 |
| Office of the Government Chief Information Officer | 19 | 18 | 21 |
| Office of the Telecommunications Authority ^{Note 2} | 97 | - | - |
| Official Receiver's Office | 50 | 49 | 42 |
| Planning Department | 38 | 21 | 23 |
| Radio Television Hong Kong | 349 | 357 | 278 |
| Rating and Valuation Department | 67 | 68 | 60 |
| Registration and Electoral Office | 413 | 791 | 71 |
| Security Bureau | 16 | 19 | 18 |
| Social Welfare Department | 294 | 231 | 144 |
| Student Financial Assistance Agency | 615 | 533 | 469 |
| Television and Entertainment Licensing Authority ^{Note 2} | 41 | - | - |

| Bureau/Department/Office | Number of NCSC Staff | | |
|---|----------------------|-----------------|-----------------|
| | as at 30.6.2011 | as at 30.6.2012 | as at 30.6.2013 |
| Trade and Industry Department | 93 | 86 | 84 |
| Transport and Housing Bureau | 6 | 5 | 3 |
| Transport Department | 174 | 136 | 84 |
| Treasury | 52 | 47 | 29 |
| University Grants Committee Secretariat | 26 | 20 | 20 |
| Water Supplies Department | 117 | 120 | 116 |
| Total | 14 818 | 14 535 | 12 900 |

Note 2 : With effect from 1 April 2012, the Office of the Communications Authority has been set up by merging the Office of the Telecommunications Authority and the relevant divisions of the Television and Entertainment Licensing Authority.

CONTROLLING OFFICER'S REPLY

CSB026

(Question Serial No. 0720)

Head: (143) Government Secretariat: Civil Service Bureau

Subhead (No. & title): (-) Not Specified

Programme: (2) Human Resource Management

Controlling Officer: Permanent Secretary for the Civil Service (Raymond H.C. Wong)

Director of Bureau: Secretary for the Civil Service

This question originates from: Estimates on Expenditure Volume 1 Page 311

Question (Member Question No. 81):

1. Please list the total hours of overtime work performed by civil servants in each department in the past three years;
2. If such record is not available, please advise on whether the Administration will consider requiring all departments to report the relevant figures annually for use as reference when reviewing staff establishment;
3. Please advise on whether civil servants are entitled to payments/time-off for the overtime work they perform. If yes, please list the total amount of payments/number of days of time-off so granted by each department in the past three years; and
4. Please advise on whether the Administration will take the lead by implementing systems of standard working hours and overtime payment in the civil service. If yes, when will they be implemented? If no, what are the reasons?

Asked by: Hon. TANG Ka-piuReply:

1. & 2. Specific conditioned hours of work are laid down for different grades of civil servants (including civilian and disciplined services staff) having regard to operational requirements and other relevant considerations. According to the Civil Service Regulations (CSRs), overtime is work undertaken by civil servants beyond their conditioned hours, regardless of the day or time of day on or at which it is undertaken. Since the administration of overtime work falls within the internal operations of individual bureaux and departments (B/Ds), we do not have the statistics on overtime work undertaken by civil servants of individual B/Ds. We have no plan to collect such data.
3. Pursuant to the CSRs, overtime work undertaken by civil servants should normally be compensated by time off in lieu (TOIL). Heads of B/Ds may grant TOIL to staff subject to exigencies of service. Where it is, or is likely to be, impracticable to arrange TOIL within one month or within a reasonable period of time from the date when overtime work is performed, Overtime Allowance, or Disciplined Services Overtime Allowance, may be paid to eligible staff in the civilian grades and disciplined services respectively. We do not have the statistics on TOIL and overtime allowances granted to civil servants of individual B/Ds.
4. As pointed out in the first part of this reply, specific conditioned hours of work are laid down for different grades of civil servants (including civilian and disciplined services staff) having regard to operational requirements and other relevant considerations. The stipulated conditioned hours of work have been taken into account when the Administration determined the pay of different civil service grades. In other words, there are no uniform conditioned hours of work or standard working hours in

the civil service and there is no plan to standardise the conditioned hours of work of all civil service grades.

CONTROLLING OFFICER'S REPLY

CSB027

(Question Serial No. 1610)

Head: (143) Government Secretariat: Civil Service Bureau

Subhead (No. & title): (-) Not Specified

Programme: (3) Translation and Interpretation Services and Use of Official Languages

Controlling Officer: Permanent Secretary for the Civil Service (Raymond H.C. Wong)

Director of Bureau: Secretary for the Civil Service

This question originates from: Estimates on Expenditure Volume 1 Page 312

Question (Member Question No. 47):

In 2014-15, the Administration will “facilitate the effective use of Chinese and English in official business by providing a wide range of support services”. In this connection, will the Administration advise on:

- a. the details of the support services provided by the Administration in respect of written Chinese, written English, Cantonese, Putonghua and spoken English, and the commitment for the coming year;
- b. the respective manpower for providing translation and interpretation services, as well as enhancing the language proficiency of civil servants over the past 5 years and the expenditures involved;
- c. the measures implemented to enhance the Chinese and English proficiency of civil servants over the past 5 years. Please provide the expenditure on each measure and the total expenditure per year;
- d. plans targeted at enhancing the Chinese and English proficiency of civil servants in the coming year and the estimated expenditure.

Asked by: Hon. TIEN Puk-sun, Michael

Reply:

- a. Apart from delivering translation, interpretation, vetting and drafting services to government bureaux/ departments, the Civil Service Bureau (CSB) provides other support services to facilitate the effective use of Chinese and English in official business within the civil service. The details are as follows:
 1. operating telephone hotlines to answer enquiries on the use of written Chinese, written English, Cantonese, Putonghua and spoken English. Replies to enquiries on written Chinese and English covered, among others, format of official writing, word usage, and translation of terms. Enquiries on Cantonese, Putonghua and spoken English answered covered, among others, pronunciation, meaning and usage of words, as well as reference tools on pronunciation;
 2. compiling reference materials for civil servants. These include English-Chinese glossaries of terms commonly used in the Government and reference materials on Chinese and English official writing and language use, such as the *Guidebooks on Official Chinese Writing*, *Easily Confused Chinese Words and Phrases*, *Style Guide on Official Writing* and *English Spelling Guide*;
 3. advising on the use of Chinese and English in official business, such as giving advice on the proposed names of streets, government buildings and government posts;
 4. providing coaching, Pinyin and recording services with regard to the use of Putonghua.

CSB will continue to provide the above support services with existing resources in the coming year.

- b. Broadly speaking, CSB provides translation and interpretation (including consecutive and simultaneous interpretation) services through its Official Languages Division (OLD) and language training through its Civil Service Training and Development Institute (CSTDI). Over the past 5 years, the number of Official Languages Officers (OLOs) working in OLD was around 110 to 120 (while some 330 OLOs were deployed to various departments) and the number of Simultaneous Interpreters was around 12 to 13. As for CSTDI, the unit responsible for coordinating language training was staffed with some 10 to 12 Training Officers (TOs) (while about 20 TOs were deployed to various departments to assist with the departments' training arrangements). As all these officers are responsible for more than one duty, it is difficult to work out the manpower and expenditure involved in undertaking individual initiatives mentioned above.
- c. CSB helps civil servants enhance their Chinese and English proficiency mainly through the efforts of OLD and CSTDI. Over the past 5 years, we offered Chinese and English training programmes for civil servants annually, including courses, thematic seminars and e-learning programmes. The approximate expenditures involved are as follows: \$4.7 million in 2009-10, \$5.8 million in 2010-11, \$5.8 million in 2011-12, \$6.4 million in 2012-13, and the revised estimated expenditure in 2013-14 is \$5.5 million. As for other initiatives, in addition to the support services mentioned in paragraph a. above, we also publish *Word Power*, a quarterly publication on Chinese and English languages and cultures. We have implemented these initiatives with our in-house resources.
- d. CSB will continue to adopt a two-pronged approach in carrying out related initiatives in the coming year. For training, we will continue to organise language training programmes for civil servants. The estimated expenditure is \$6.1 million. As for support services, we will continue to deploy in-house resources to operate telephone hotlines for answering civil servants' enquiries on the use of English and Chinese, update glossaries of terms commonly used in the Government, and produce new reference materials on language use.

CONTROLLING OFFICER'S REPLY**CSB028****(Question Serial No. 0945)**

Head: (143) Government Secretariat: Civil Service Bureau

Subhead (No. & title): (-) Not Specified

Programme: (2) Human Resource Management

Controlling Officer: Permanent Secretary for the Civil Service (Raymond H.C. Wong)

Director of Bureau: Secretary for the Civil Service

This question originates from: Budget Speech Paragraph 157 Page 59

Question (Member Question No. 165):

According to the Financial Secretary, the civil service establishment "is expected to expand by 2 556 posts" as compared to that of the previous year. Please list out the respective numbers of new posts to be filled by open recruitment and conversion of non-civil service contract (NCSC) staff.

Asked by: Hon. WONG Kwok-hing

Reply:

The 2014-15 Draft Estimates of Expenditure provide for 2 556 additional civil service posts in various bureaux and departments (B/Ds), representing an increase of 1.5% over the 2013-14 Revised Estimate of the civil service establishment. The growth in civil service establishment includes some 670 posts for replacing non-civil service contract (NCSC) positions the long term need for which is established. To allow flexibility in meeting their staffing needs, B/Ds may create or delete posts in existing non-directorate ranks provided that their respective establishment ceiling is not exceeded. They may also, having regard to the operational need and other considerations, decide on their own the number and grade of civil servants to be recruited. The Civil Service Bureau does not have information on the estimated number, ranks and salary of civil servants to be recruited by individual B/D or grades in 2014-15.

It is the Government's policy to select the most suitable persons to fill civil service vacancies through an open, fair and competitive process. As such, regardless of whether the civil service posts to be created are for conversion of NCSC positions or not, B/Ds would normally conduct open recruitment to cast the widest net for candidates.

CONTROLLING OFFICER'S REPLY

CSB029

(Question Serial No. 0946)

Head: (143) Government Secretariat: Civil Service Bureau

Subhead (No. & title): (-) Not Specified

Programme: (2) Human Resource Management

Controlling Officer: Permanent Secretary for the Civil Service (Raymond H.C. Wong)

Director of Bureau: Secretary for the Civil Service

This question originates from: Estimates on Expenditure Volume 1 Page 311

Question (Member Question No. 166):

1. Please list in table form the numbers of full-time non-civil service contract (NCSC) staff in various bureaux and departments (B/Ds), broken down by length of continuous service (less than 3 years, 3 to less than 5 years, 5 to less than 10 years, 10 years or above), and providing the total number for each B/D.
2. For those positions which have been held by full-time NCSC staff continuously for more than 3 years, will the Administration consider converting them to positions in the permanent establishment? If yes, what are the details? If no, what are the reasons?

Asked by: Hon. WONG Kwok-hing

Reply:

1. A breakdown of the number of full-time^(Note 1) non-civil service contract (NCSC) staff as at 30 June 2013 by bureaux/departments (B/Ds) by length of continuous service^(Note 2) (less than three years, three years up to less than five years, five years up to less than ten years, ten years or above) is at Annex.
2. The nature and purposes of civil service and NCSC appointments are different. In determining whether a NCSC position should be replaced by a civil service post, B/Ds have to ascertain whether the work involved is of a sufficiently permanent nature, whether it should more appropriately be handled by civil servants, and whether employing full-time civil servants on a permanent basis to undertake these duties is considered a prudent or cost-effective way in deploying public resources. The 2014-15 Draft Estimates of Expenditure provide for 2 556 additional civil service posts in various B/Ds. The growth in establishment includes some 670 posts for replacing NCSC positions the long term need for which has been established. The Administration will continue to review the employment situation of NCSC staff from time to time and seek to replace the NCSC positions by civil service posts according to the established procedures if the work involved is of a permanent nature. The review is an ongoing process and the replacement of NCSC positions by civil service posts has been carried out progressively.

Note 1 : "Full-time" means the employment is on a "continuous contract" as defined by the Employment Ordinance, namely an employee who works continuously for the same employer for four weeks or more, with at least 18 hours in each week.

Note 2 : "Continuous service" means service in the same NCSC position, as well as service in different NCSC positions in the same department but without a break in service.

**Breakdown of full-time Non-Civil Service Contract (NCSC) staff
by years of continuous service
(position as at 30 June 2013)**

| Bureau / Department / Office | No. of NCSC staff with less than three years continuous service | No. of NCSC staff with three years up to less than five years continuous service | No. of NCSC staff with five years up to less than ten years continuous service | No. of NCSC staff with ten years or more continuous service | Total |
|--|--|---|---|--|--------------|
| Agriculture, Fisheries and Conservation Department | 179 | 20 | 81 | 15 | 295 |
| Architectural Services Department | 26 | 4 | - | - | 30 |
| Buildings Department | 290 | 31 | 96 | 34 | 451 |
| Census and Statistics Department | 127 | 29 | 8 | - | 164 |
| Chief Executive's Office | 3 | - | 1 | 2 | 6 |
| Chief Secretary and Financial Secretary's Office | 19 | 5 | 4 | 1 | 29 |
| Civil Aviation Department | 15 | 4 | - | 1 | 20 |
| Civil Engineering and Development Department | 40 | 9 | 5 | 15 | 69 |
| Civil Service Bureau | - | 1 | - | - | 1 |
| Commerce and Economic Development Bureau | 20 | 6 | 7 | - | 33 |
| Companies Registry | 47 | 8 | 11 | 1 | 67 |
| Constitutional and Mainland Affairs Bureau | 4 | 2 | 2 | - | 8 |
| Correctional Services Department | 2 | 1 | - | - | 3 |
| Customs and Excise Department | 136 | 1 | - | - | 137 |
| Department of Health | 225 | 124 | 381 | 30 | 760 |
| Department of Justice | 35 | 9 | 1 | - | 45 |
| Development Bureau | 37 | 4 | 1 | - | 42 |
| Drainage Services Department | 42 | 11 | 11 | 2 | 66 |
| Education Bureau | 798 | 147 | 216 | 29 | 1 190 |
| Efficiency Unit | 184 | 57 | 99 | 33 | 373 |
| Electrical and Mechanical Services Department | 426 | 245 | 394 | 271 | 1 336 |
| Environment Bureau | 4 | 2 | - | - | 6 |
| Environmental Protection Department | 80 | 18 | 8 | - | 106 |
| Financial Services and the Treasury Bureau | 57 | 6 | 9 | - | 72 |
| Fire Services Department | 23 | - | 11 | 2 | 36 |
| Food and Environmental Hygiene Department | 172 | 34 | 62 | 23 | 291 |
| Food and Health Bureau | 13 | 5 | 1 | - | 19 |

| Bureau / Department / Office | No. of NCSC staff with less than three years continuous service | No. of NCSC staff with three years up to less than five years continuous service | No. of NCSC staff with five years up to less than ten years continuous service | No. of NCSC staff with ten years or more continuous service | Total |
|--|--|---|---|--|--------------|
| Government Flying Service | 9 | 2 | 2 | - | 13 |
| Government Laboratory | 23 | 2 | 5 | 1 | 31 |
| Government Logistics Department | 26 | 3 | 13 | - | 42 |
| Government Property Agency | 7 | - | 1 | - | 8 |
| Highways Department | 35 | 3 | - | 3 | 41 |
| Home Affairs Bureau | 18 | 4 | 4 | - | 26 |
| Home Affairs Department | 289 | 55 | 39 | 12 | 395 |
| Hong Kong Observatory | 12 | 3 | - | - | 15 |
| Hong Kong Police Force | 29 | 6 | 41 | 6 | 82 |
| Immigration Department | 4 | 6 | 31 | 2 | 43 |
| Information Services Department | 6 | - | 5 | 6 | 17 |
| Inland Revenue Department | 147 | 1 | 18 | - | 166 |
| Innovation and Technology Commission | 14 | 11 | 10 | 4 | 39 |
| Intellectual Property Department | 13 | 1 | 2 | 2 | 18 |
| Invest Hong Kong | 16 | 3 | 25 | 13 | 57 |
| Judiciary | 34 | 20 | 26 | 8 | 88 |
| Labour and Welfare Bureau | 21 | 4 | 2 | - | 27 |
| Labour Department | 102 | 13 | 67 | 13 | 195 |
| Land Registry | 69 | 25 | 40 | 20 | 154 |
| Lands Department | 163 | 55 | 7 | - | 225 |
| Legal Aid Department | 4 | - | - | - | 4 |
| Leisure and Cultural Services Department | 1 293 | 147 | 141 | 327 | 1 908 |
| Marine Department | 7 | 2 | - | - | 9 |
| Office of the Communications Authority | 60 | 17 | 23 | 32 | 132 |
| Office of the Government Chief Information Officer | 16 | 1 | 4 | - | 21 |
| Official Receiver's Office | 20 | 11 | 7 | 4 | 42 |
| Planning Department | 15 | 3 | 3 | 2 | 23 |
| Post Office | 548 | 83 | 815 | 602 | 2 048 |
| Radio Television Hong Kong | 127 | 38 | 64 | 49 | 278 |
| Rating and Valuation Department | 34 | 14 | 8 | 4 | 60 |
| Registration and Electoral Office | 42 | 6 | 12 | 11 | 71 |
| Security Bureau | 7 | 8 | 3 | - | 18 |
| Social Welfare Department | 68 | 18 | 39 | 19 | 144 |
| Student Financial Assistance Agency | 210 | 78 | 135 | 46 | 469 |

| Bureau / Department / Office | No. of NCSC staff with less than three years continuous service | No. of NCSC staff with three years up to less than five years continuous service | No. of NCSC staff with five years up to less than ten years continuous service | No. of NCSC staff with ten years or more continuous service | Total |
|---|--|---|---|--|---------------|
| Trade and Industry Department | 33 | 34 | 9 | 8 | 84 |
| Transport and Housing Bureau | 2 | - | 1 | - | 3 |
| Transport Department | 37 | 16 | 21 | 10 | 84 |
| Treasury | 18 | 5 | 2 | 4 | 29 |
| University Grants Committee Secretariat | 9 | 5 | 5 | 1 | 20 |
| Water Supplies Department | 69 | 8 | 14 | 25 | 116 |
| Total | 6 660 | 1 494 | 3 053 | 1 693 | 12 900 |

CONTROLLING OFFICER'S REPLY**CSB030****(Question Serial No. 0947)**

Head: (143) Government Secretariat: Civil Service Bureau

Subhead (No. & title): (-) Not Specified

Programme: (2) Human Resource Management

Controlling Officer: Permanent Secretary for the Civil Service (Raymond H.C. Wong)

Director of Bureau: Secretary for the Civil Service

This question originates from: Estimates on Expenditure Volume 1 Page 311

Question (Member Question No. 167):

Please list out by department all expenditures on remuneration of full-time Non-civil Service Contract (NCSC) staff and their respective percentages in the total expenditures of the departments concerned in the past three years. If such figures are not available, will the Administration consider collecting the relevant data to serve as reference for “keeping the size of the civil service establishment under control” starting from the coming year? If no, what are the reasons?

Asked by: Hon. WONG Kwok-hing

Reply:

For the purpose of overall monitoring of the implementation of the non-civil service contract (NCSC) Staff Scheme, CSB collects information from bureaux/departments on the employment statistics of NCSC staff from time to time. This notwithstanding, we have not collected data in respect of the expenditure on remuneration of full-time^(Note) NCSC staff and their respective percentages in the total expenditures of the departments concerned. This is because under the NCSC Staff Scheme, Heads of Departments (HoDs) are given the authority and discretion to determine the employment package for their NCSC staff. They are the ones accountable for the employment of their NCSC staff and the funding required. They have to meet from their own resources the entire cost for the employment as well as any operating expenditure arising from or in connection with the employment of these staff. We do not consider it necessary to collect such data as reference for “keeping the size of the civil service establishment under control” as the nature and purposes of civil service and NCSC appointments are different. Moreover, NCSC staff complement does not count towards the civil service establishment.

Note : “Full-time” means the employment is on a “continuous contract” as defined by the Employment Ordinance, namely an employee who works continuously for the same employer for four weeks or more, with at least 18 hours in each week.

CONTROLLING OFFICER'S REPLY

CSB031

(Question Serial No. 1045)

Head: (143) Government Secretariat: Civil Service Bureau

Subhead (No. & title): (-) Not Specified

Programme: (2) Human Resource Management

Controlling Officer: Permanent Secretary for the Civil Service (Raymond H.C. Wong)

Director of Bureau: Secretary for the Civil Service

This question originates from: Budget Speech Paragraph 138 Page 50

Question (Member Question No. 172):

The Financial Secretary and the Working Group on Long-Term Fiscal Planning both mentioned the need to strictly contain the growth of expenditure. However, many civil servants are complaining that as a result of manpower shortage, they have to constantly work overtime and cannot take their entitled leave. Please advise on whether the necessary and normal growth of the civil service establishment will be affected amidst the initiative to strictly contain the growth of expenditure.

Asked by: Hon. WONG Kwok-hing

Reply:

In 2014-15, the Government will continue to keep the civil service establishment under control, while maintaining effectiveness and allowing a justified increase to address manpower needs of bureaux and departments (B/Ds) in implementing new policy initiatives and improving existing services. As a matter of policy, additional civil service posts will be created when the operational need is fully justified, when the work involved cannot be undertaken by re-deployment of existing staff, and when alternative modes of service delivery (e.g. automation, outsourcing, etc.) are considered inappropriate.

The 2014-15 Draft Estimates of Expenditure provide for 2 556 additional civil service posts in various B/Ds, representing an increase of 1.5% over the 2013-14 Revised Estimate of the civil service establishment.

CONTROLLING OFFICER'S REPLY**CSB032****(Question Serial No. 1243)**

Head: (46) General Expenses of the Civil Service

Subhead (No. & title): (040) Non-accountable cash allowance

Programme: (-) Not Specified

Controlling Officer: Director of Accounting Services (Martin M.T. SIU)

Director of Bureau: Secretary for the Civil Service

This question originates from: Estimates on Expenditure Volume 1 Page 261

Question (Member Question No. 2):

According to the 2013-14 Controlling Officer's Report, the estimated number of recipients of housing benefits in the form of non-accountable cash allowance would increase from 1 613 in 2012 to 2 415 in 2013. However, the actual number in 2013 has turned out to be 2 112, i.e. 12.5% less than estimated. For 2014, the estimated number of recipients of the same allowance increases to 3 190. Please advise on the followings:

1. What is the reason for the difference between the actual and estimated numbers of recipients in 2013?
2. What is the reason for the increase in the estimated number of recipients in 2014? Among the new recipients, how many are expected to become eligible as a result of salary increment or promotion? How many are new recruits?

Asked by: Hon. CHAN Chi-chuen

Reply:

1. Non-accountable cash allowance is payable to eligible officers offered appointment on or after 1 June 2000. Eligible officers who join the scheme will receive a monthly non-accountable cash allowance at specified rates appropriate to their salary point for a maximum period of 120 months. Officers are not required to join the scheme immediately upon their attaining eligibility. They may join the scheme at anytime of their choice according to individual's preference. The actual number of recipients in 2013 is lower than the estimate because the number of new joinees is lower than expected.
2. Due to the increasing number of officers attaining eligibility for the scheme through salary progression, promotion and new appointment, the estimated number of eligible recipients for non-accountable cash allowance will continue to increase in 2014. The increase is estimated by reference to the overall past pattern of joining the scheme by all eligible officers yet to join the scheme. Hence, we do not have breakdown on the estimated number of new joinees by salary progression, promotion and new appointment. As a general indication, based on the profile of these new joinees in past years, roughly 85% are new joinees by salary progression/promotion and the remaining 15% are new recruits.

CONTROLLING OFFICER'S REPLY

CSB033

(Question Serial No. 0199)

Head: (46) General Expenses of the Civil Service

Subhead (No. & title): (039) Rent allowance

Programme: General Expenses of the Civil Service

Controlling Officer: Director of Accounting Services (Martin M.T. SIU)

Director of Bureau: Secretary for the Civil Service

This question originates from: Estimates on Expenditure Volume 1 Page 267

Question (Member Question No. 16):

Why was there only one recipient of rent allowance in 2013-14? Please also provide information on the rank and department of the recipient, the years in which he/she was granted the allowance and the total amount of allowance he/she has received so far.

Asked by: Hon. KWOK Wai-keung

Reply:

Only officers who were offered appointment on common agreement terms between 1.1.1999 and 31.5.2000 and with salary on or above Master Pay Scale Point 34 or equivalent are eligible to apply for Rent Allowance Scheme. Depending on the individual's preference, an officer eligible for the Rent Allowance Scheme may opt to join the Home Financing Scheme instead.

The only officer drawing rental allowance in 2013-14 is a Commission Against Corruption Officer working in the Independent Commission Against Corruption. He joined the Scheme in 2010-11 and has since received a total amount of about \$0.7 million in rental allowance.

CONTROLLING OFFICER'S REPLY

CSB034

(Question Serial No. 0961)

Head: (46) General Expenses of the Civil Service
Subhead (No. & title): (-) Not Specified
Programme: General Expenses of the Civil Service
Controlling Officer: Permanent Secretary for the Civil Service (Raymond H.C. Wong)
Director of Bureau: Secretary for the Civil Service
This question originates from: Estimates on Expenditure Volume 1 Page 262

Question (Member Question No. 21):

General expenses of the civil service in 2013-14 are 6.2% lower than the original estimate. What are the reasons? Please also list out the reduction items.

Asked by: Hon. KWOK Wai-keung

Reply:

The revised estimate for 2013-14 for "General Expenses of the Civil Service" is 6.2% lower than the original estimate. This is mainly due to the projected decrease in expenditure on housing allowances, education allowances and passage allowances.

CONTROLLING OFFICER'S REPLY**CSB035****(Question Serial No. 2562)**

Head: (46) General Expenses of the Civil Service

Subhead (No. & title): (032) Accommodation allowance

Programme: General Expenses of the Civil Service

Controlling Officer: Director of Accounting Services (Martin M.T. SIU)

Director of Bureau: Secretary for the Civil Service

This question originates from: Estimates on Expenditure Volume 1 Page 264

Question (Member Question No. 22):

Regarding the civil servants receiving accommodation allowance in the past 2 years and next year, please provide information on their departments and ranks, and the amounts of accommodation allowance granted to each officer in these 3 years.

Asked by: Hon. KWOK Wai-keung

Reply:

Accommodation Allowance is payable to eligible officers who were offered appointment on overseas terms between 1 October 1990 and 31 December 1998. Eligible officers are granted a monthly allowance at specified rates appropriate to their salary. The information on the departments, ranks and amounts of accommodation allowance granted to the officers under the scheme in 2012-13, 2013-14 and 2014-15 is as follows:

| Department | Grade | Number of recipients | | |
|------------------------------------|---|------------------------|-----------------------------|------------------------|
| | | 2012-13 Actual | 2013-14 Revised Estimate | 2014-15 Estimate |
| Civil Aviation Department | Air Traffic Control Officer | 16 | 15 | 13 |
| Hong Kong Police Force | Inspectorate / Superintendent of Police | 24 | 22 | 22 |
| Monthly allowance for each officer | | \$25,770 – \$42,820 | \$30,540 – \$43,420 | \$30,540 – \$43,420 |

CONTROLLING OFFICER'S REPLY

CSB036

(Question Serial No. 1833)

Head: (46) General Expenses of the Civil Service
Subhead (No. & title): (-) Not Specified
Programme: General Expenses of the Civil Service
Controlling Officer: Permanent Secretary for the Civil Service (Raymond H.C. Wong)
Director of Bureau: Secretary for the Civil Service
This question originates from: Estimates on Expenditure Volume 1 Page 261

Question (Member Question No. 3):

Are the awardees of the Long and Meritorious Service Travel Award Scheme granted the same amount of allowance? If yes, what is the amount? If no, what are the reasons?

Asked by: Hon. LAU Wai-hing, Emily

Reply:

The objective of the Long and Meritorious Service Travel Award Scheme is to recognise and reward long and meritorious service of serving civil servants. All local non-directorate civil servants with a continuous service of 20 years or more, who have track records of consistently very good performance and have not received any Government travel award before, are eligible for consideration for the grant of an award. The award is granted in the form of an accountable travel allowance and the amount is the same for all award recipients. If the selected officer is married and will be travelling with his/her spouse, the same travel allowance will be provided to the spouse. The rate of travel allowance is revised on 1 April each year with reference to the rate of change in the package tour charges in the Consumer Price Index C for the 12-month period ending February of the year. The rate for 2013-14 is \$24,450.

CONTROLLING OFFICER'S REPLY**CSB037****(Question Serial No. 1015)**

Head: (46) General Expenses of the Civil Service

Subhead (No. & title): (025) Long and Meritorious Service Travel Award Scheme

Programme: General Expenses of the Civil Service

Controlling Officer: Permanent Secretary for the Civil Service (Raymond H.C. Wong)

Director of Bureau: Secretary for the Civil Service

This question originates from: Estimates on Expenditure Volume 1 Page 264

Question (Member Question No. 13):

Regarding the Long and Meritorious Service Travel Award Scheme, I notice that the estimated expenditure for 2014-15 is 48.6% higher than that of 2011-12 (\$78,489,000), representing an increase of 29.4% in per capita expenditure. Also, there is an increase of 15.7%, which is higher than the inflation rate, in per capita expenditure this year when compared to that of last year. Please advise me of the following:

1. the reasons for the increases in expenditure for the Scheme in the past 4 years since 2011;
2. the number of awardees who are directorate civil servants and their respective percentages in the total numbers of awardees during the same period.

Asked by: Hon. LEUNG Kwok-hung

Reply:

1. The objective of the Long and Meritorious Service Travel Award Scheme (the "Scheme") is to give recognition to and reward long and meritorious service of serving civil servants. All local non-directorate civil servants with a continuous service of 20 years or more, who have track records of consistently very good performance and have not received any Government travel award before, are eligible for consideration for the grant of an award. The award is granted in the form of an accountable travel allowance. If the selected officer is married and will be travelling with his/her spouse, the same travel allowance will be provided to the spouse. The rate of travel allowance is revised on 1 April each year with reference to the rate of change in package tour charges in the Consumer Price Index C for the 12-month period ending February of the year.

The expenditure of the Scheme varies in different years mainly due to the change in the number of eligible officers, the number of selected officers who are accompanied by their spouses, and the adjustment in the rate of travel allowance. For 2014-15, the estimated increase is also due to the improvement of the quota ratio of awards for eligible officers from one award for every 30 officers (i.e. 1:30) to one award for every 27 officers (i.e. 1:27).

2. The Scheme is not applicable to directorate officers.

CONTROLLING OFFICER'S REPLY

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| CSB038 |
|---------------|

(Question Serial No. 2385)

Head: (46) General Expenses of the Civil Service

Subhead (No. & title): (-) Not Specified

Programme: General Expenses of the Civil Service

Controlling Officer: Director of Accounting Services (Martin M.T. SIU)

Director of Bureau: Secretary for the Civil Service

This question originates from: Estimates on Expenditure Volume 1 Page 264

Question (Member Question No. 28):

At present, eligible civil servants may apply for Non-accountable Cash Allowance (“NCA”) as a kind of housing benefit, with a maximum entitlement period of 120 months. In this connection, please advise this Committee on the followings:

1. What is the amount of NCA paid by the Administration in the past 3 years? What is the number of recipients?
2. What are the estimated expenses on NCA in the coming 3 years?

Asked by: Hon. LEUNG Mei-fun, Priscilla

Reply:

1. The expenditure and number of recipients of the Non-accountable Cash Allowance Scheme in 2011-12, 2012-13 and 2013-14 are as follows:

| | <u>2011-12</u> | <u>2012-13</u> | <u>2013-14</u> <u>(Revised Estimate)</u> |
|--------------------------------|-----------------|-----------------|---|
| Non-accountable Cash Allowance | \$243.4 million | \$341.1 million | \$466 million |
| Number of recipients | 1 250 | 1 736 | 2 360 |

2. The estimated expenditure on the Non-accountable Cash Allowance Scheme in 2014-15 is \$672 million. At this moment, we do not have the estimates for expenditure on the scheme beyond 2014-15.

CONTROLLING OFFICER'S REPLY

CSB039

(Question Serial No. 2323)

Head: (120) Pensions
Subhead (No. & title): (015) Public and judicial service pension benefits and compensation
Programme: (1) Public and Judicial Service Pension Benefits
Controlling Officer: Director of Accounting Services (Martin M.T. SIU)
Director of Bureau: Secretary for the Civil Service
This question originates from: Estimates on Expenditure Volume 1 Page 789

Question (Member Question No. 1):

Please provide information regarding pension payment to public and judicial officers in 2014-15:

(a) the number of retired public and judicial officers and the amount of pension involved

| Amount of monthly pension | Estimated no. of pensioners | Estimated average annual amount of pension per pensioner | Estimated total expenditure in 2014-15 |
|---------------------------|-----------------------------|--|--|
| Below \$5,000 | | | |
| \$5,000 - \$10,000 | | | |
| \$10,001 - \$30,000 | | | |
| \$30,001 - \$50,000 | | | |
| \$50,001 - \$100,000 | | | |
| Above \$100,000 | | | |

(b) the age of retired public and judicial officers

| Age of retired public and judicial officers at present | Estimated no. of pensioners | | | | |
|--|--------------------------------|---|---|--|---------------------------------|
| | Monthly pension below \$10,000 | Monthly pension from \$10,001 to \$30,000 | Monthly pension from \$30,001 to \$50,000 | Monthly pension from \$50,001 to \$100,000 | Monthly pension above \$100,000 |
| Below 50 | | | | | |
| 50-54 | | | | | |
| 55-59 | | | | | |
| 60-64 | | | | | |
| 65-69 | | | | | |
| 70-74 | | | | | |
| 75-79 | | | | | |
| 80-84 | | | | | |
| 85-89 | | | | | |
| 90-94 | | | | | |
| 95 or above | | | | | |

Asked by: Hon. LAM Kin-fung, Jeffrey

Reply:

(a) The estimated number of retired public and judicial officers and the estimated amount of pension payment for 2014-15 are provided below :

| Amount of monthly pension | Estimated no. of pensioners | Estimated average annual amount of pension per pensioner \$ | Estimated total expenditure in 2014-15 \$ Million |
|---------------------------|-----------------------------|--|--|
| Below \$5,000 | 45 456 | 32,500 | 1,477.3 |
| \$5,000 – \$10,000 | 24 976 | 86,560 | 2,161.9 |
| \$10,001 – \$30,000 | 40 318 | 191,750 | 7,730.9 |
| \$30,001 – \$50,000 | 5 879 | 440,380 | 2,589.0 |
| \$50,001 – \$100,000 | 1 472 | 718,870 | 1,058.2 |
| Above \$100,000 | 29 | 1,334,070 | 38.7 |

(b) The estimated number of retired public and judicial officers receiving monthly pension analysed by age groups in 2014-15 is provided below :

| Age of retired public and judicial officers at present | Estimated no. of pensioners | | | | |
|--|--------------------------------|---|---|--|---------------------------------|
| | Monthly pension below \$10,000 | Monthly pension from \$10,001 to \$30,000 | Monthly pension from \$30,001 to \$50,000 | Monthly pension from \$50,001 to \$100,000 | Monthly pension above \$100,000 |
| Below 50 | 1 110 | 142 | 1 | - | - |
| 50-54 | 3 158 | 913 | 55 | 3 | - |
| 55-59 | 9 701 | 10 041 | 925 | 153 | 1 |
| 60-64 | 18 992 | 12 229 | 1 613 | 383 | 10 |
| 65-69 | 13 109 | 7 890 | 1 588 | 537 | 13 |
| 70-74 | 7 248 | 3 086 | 796 | 217 | 5 |
| 75-79 | 7 251 | 3 198 | 496 | 85 | - |
| 80-84 | 5 321 | 1 807 | 265 | 62 | - |
| 85-89 | 3 187 | 711 | 108 | 24 | - |
| 90-94 | 1 129 | 237 | 26 | 7 | - |
| 95 or above | 226 | 64 | 6 | 1 | - |

CONTROLLING OFFICER'S REPLY**CSB040****(Question Serial No. 2324)**

Head: (120) Pensions

Subhead (No. & title): (015) Public and judicial service pension benefits and compensation

Programme: (1) Public and Judicial Service Pension Benefits

Controlling Officer: Director of Accounting Services (Martin M.T. SIU)

Director of Bureau: Secretary for the Civil Service

This question originates from: Estimates on Expenditure Volume 1 Page 789

Question (Member Question No. 2):

Please provide the number of civil servants receiving pension gratuities in 2014-15:

| Amount of pension gratuity | Estimated no. of new retiring officers | | Estimated total expenditure |
|----------------------------|--|--------------------------------------|-----------------------------|
| | Total no. of retiring officers | No. of retiring directorate officers | |
| Below \$500,000 | | | |
| \$500,000 - \$1,000,000 | | | |
| \$1,000,001 - \$3,000,000 | | | |
| \$3,000,001 - \$5,000,000 | | | |
| Above \$5,000,000 | | | |

Asked by: Hon. LAM Kin-fung, Jeffrey

Reply:

The estimated number of new retiring officers in 2014-15 analysed by the estimated amount of pension gratuity payable is shown in the table below.

| Amount of pension gratuities | Estimated no. of new retiring officers | | Estimated total expenditure in 2014-15 |
|------------------------------|--|--------------------------------------|--|
| | Total no. of retiring officers | No. of retiring directorate officers | |
| Below \$500,000 | 673 | - | 253.2 |
| \$500,000 - \$1,000,000 | 1 611 | 5 | 1,159.6 |
| \$1,000,001 - \$3,000,000 | 3 041 | 1 | 5,302.2 |
| \$3,000,001 - \$5,000,000 | 691 | 16 | 2,481.2 |
| Above \$5,000,000 | 224 | 102 | 1,369.0 |

CONTROLLING OFFICER'S REPLY**CSB041****(Question Serial No. 2386)**

Head: (120) Pensions

Subhead (No. & title): (-) Not Specified

Programme: (1) Public and Judicial Service Pension Benefits

Controlling Officer: Director of Accounting Services (Martin M.T. SIU)

Director of Bureau: Secretary for the Civil Service

This question originates from: Estimates on Expenditure Volume 1 Page 789

Question (Member Question No. 29):

At present, some civil servants are eligible for pension entitlement upon retirement. In this regard, please inform this Committee of the followings:

1. What are the expenses on civil service pensions in the past 3 years? What is the number of pensioners?
2. What is the expected increase in pension expenses in the coming 3 years when the wave of retirement starts to emerge in the civil service?
3. Does the Administration have any plan to extend the retirement age so that experienced civil servants may continue to hold office to ensure a sufficient manpower in the civil service and to maintain service quality? If yes, what are the details? If no, what are the reasons?

Asked by: Hon. LEUNG Mei-fun, Priscilla

Reply:

1. The expenditures on public and judicial service pensions and the numbers of pensioners in the past 3 years are provided below :

| | <u>2010-11</u> | <u>2011-12</u> | <u>2012-13</u> |
|----------------------|--------------------|--------------------|--------------------|
| Amount | \$17,213.0 million | \$18,934.7 million | \$20,917.5 million |
| Number of pensioners | 100 200 | 103 800 | 107 800 |

2. The revised estimate in 2013-14 and estimate in 2014-15 of the expenditure on pensions are \$22,980.2 million and \$26,331.7 million respectively. For the years beyond 2014-15 which are not covered in this 2014-15 annual estimates exercise, it is expected that the general trend of increase in the expenditure will continue due to more pensioners receiving pensions.
3. The Civil Service Bureau is, in consultation with bureaux and departments, conducting an internal study to assess the manpower and retirement situation in the Civil Service in the coming years, and to look at possible options for extending the service of civil servants taking into account the unique features and circumstances of the civil service system. Upon completion of the study and internal discussion on the way forward, Civil Service Bureau aims to consult the staff sides and other relevant stakeholders in the second quarter of 2014.

CONTROLLING OFFICER'S REPLY**CSB042****(Question Serial No. 2590)**

Head: (136) Public Service Commission Secretariat

Subhead (No. & title): (-) Not Specified

Programme: Secretariat services for the Public Service Commission

Controlling Officer: Secretary, Public Service Commission (Ms Candice Ho)

Director of Bureau: Secretary for the Civil Service

This question originates from: Estimates on Expenditure Volume 1 Page 803

Question (Member Question No. 45):

Regarding the records management work of the Public Service Commission Secretariat over the past 3 years:

1. Please provide information on the number and rank of officers designated to perform such work. If there is no officer designated for such work, please provide information on the number of officers and the hours of work involved in records management duties, and the other duties they have to undertake in addition to records management;
2. Please list in the table below information on programme and administrative records which have been closed pending transfer to the Government Records Service (GRS) for appraisal:

| Category of records | Years covered by the records | Number and linear meters of records | Retention period approved by GRS | Are they confidential documents |
|---------------------|------------------------------|-------------------------------------|----------------------------------|---------------------------------|
| | | | | |

3. Please list in the table below information on programme and administrative records which have been transferred to GRS for retention:

| Category of records | Years covered by the records | Number and linear meters of records | Years that the records were transferred to GRS | Retention period approved by GRS | Are they confidential documents |
|---------------------|------------------------------|-------------------------------------|--|----------------------------------|---------------------------------|
| | | | | | |

4. Please list in the table below information on records which have been approved for destruction by GRS:

| Category of records | Years covered by the records | Number and linear meters of records | Years that the records were transferred to GRS | Retention period approved by GRS | Are they confidential documents |
|---------------------|------------------------------|-------------------------------------|--|----------------------------------|---------------------------------|
| | | | | | |

Asked by: Hon. HO Sau-lan, Cyd

Reply:

1. The Public Service Commission Secretariat has designated a Senior Executive Officer as the Departmental Records Manager to establish and implement the Secretariat's records management programme according to the Government's internal record management instructions and guidelines. In addition, a Senior Clerical Officer has been appointed as the Assistant Departmental Records Manager to monitor records management routines. The day-to-day filing and records management work are carried out by two Clerical Assistants under the supervision of a Clerical Officer.
2. Below is the table showing information on programme and administrative records which have been closed pending transfer to the Government Records Service (GRS) for appraisal over the past three years (2011-12, 2012-13, 2013-14):

| Category of records | Years covered by the records | Number and linear metres of records | Retention period approved by GRS | Are they confidential documents |
|---------------------|------------------------------|-------------------------------------|----------------------------------|---------------------------------|
| Nil | | | | |

3. Below is the table showing information on programme and administrative records which have been transferred to GRS for retention over the past three years (2011-12, 2012-13, 2013-14):

| Category of records | Years covered by the records | Number and linear metres of records | Years that the records were transferred to GRS | Retention period approved by GRS | Are they confidential documents |
|---------------------|------------------------------|-------------------------------------|--|----------------------------------|---------------------------------|
| Nil | | | | | |

4. Below is the table showing information on records which have been approved for destruction by GRS over the past three years (2011-12, 2012-13, 2013-14):

| Category of records | Years covered by the records | Number and linear metres of records | Years that the records were transferred to GRS | Retention period approved by GRS | Are they confidential documents |
|---------------------|------------------------------|-------------------------------------|--|----------------------------------|---------------------------------|
| Nil | | | | | |

CONTROLLING OFFICER'S REPLY**CSB043****(Question Serial No. 1839)**

Head: (174) Joint Secretariat for the Advisory Bodies on Civil Service and Judicial Salaries and Conditions of Service

Subhead (No. & title): (-) Not Specified

Programme: Secretariat services for the following advisory bodies: Standing Commission on Civil Service Salaries and Conditions of Service, Standing Committee on Disciplined Services Salaries and Conditions of Service, Standing Committee on Directorate Salaries and Conditions of Service, Standing Committee on Judicial Salaries and Conditions of Service, Advisory Committee on Post-service Employment of Civil Servants

Controlling Officer: Secretary General, Joint Secretariat for the Advisory Bodies on Civil Service and Judicial Salaries and Conditions of Service (Ms Winnie NG)

Director of Bureau: Secretary for the Civil Service

This question originates from: Estimates on Expenditure Volume 1 Page 668

Question (Member Question No. 9):

Regarding the Advisory Committee on Post-service Employment of Civil Servants, please list out the numbers of applications considered, approved and rejected by the Committee in 2011, 2012 and 2013.

Asked by: Hon. LAU Wai-hing, Emily

Reply:

Details on applications considered by the Advisory Committee on Post-service Employment of Civil Servants (the Advisory Committee) in 2011, 2012 and 2013 are as follows –

| Calendar year (1 January – 31 December) | 2011 | 2012 | 2013 |
|---|-------------|-------------|-------------|
| No. of applications considered by the Advisory Committee [#] | 47 | 54* | 49 |
| No. of applications recommended for approval by the Advisory Committee | 41 | 51 | 46 |
| No. of applications recommended for rejection by the Advisory Committee | 6 | 2 | 3 |

[#] Data are prepared on the basis of the date of approval/rejection of an application by Secretary for the Civil Service after taking into account the recommendation of the Advisory Committee.

* Including one application withdrawn by the applicant.

CONTROLLING OFFICER'S REPLY

CSB044

(Question Serial No. 0624)

Head: (37) Department of Health
Subhead (No. & title): (-) Not Specified
Programme: (7) Medical and Dental Treatment for Civil Servants
Controlling Officer: Director of Health (Dr. Constance CHAN)
Director of Bureau: Secretary for the Civil Service
This question originates from: Estimates on Expenditure Volume 1 Page 167

Question (Member Question No. 10):

In 2014-15, there will be an increase of 55 posts to meet the needs for medical and dental treatment for civil servants. In this regard, would the Bureau advise on:

- a) the posts created under Medical and Dental Treatment for Civil Servants in 2013-14, their job nature and remunerations;
- b) the posts and numbers of entrants and leavers under Medical and Dental Treatment for Civil Servants in 2013-14;
- c) the 55 additional posts expected to be created under Medical and Dental Treatment for Civil Servants in 2014-15, their job nature and remunerations.

Asked by: Hon. POON Siu-ping

Reply:

- a) 55 posts were actually created under Programme (7) – Medical and Dental Treatment for Civil Servants in 2013-14. Details are at Annex A. These posts are for providing medical and dental services for civil service eligible persons.
- b) The numbers of entrants and leavers under Programme (7) – Medical and Dental Treatment for Civil Servants in 2013-14 are at Annex B.
- c) Details of 55 additional posts proposed to be created under Programme (7) in 2014-15 are at Annex C. These posts are for providing medical and dental services for civil service eligible persons.

**Posts Created in 2013-14 under
Programme (7) – Medical and Dental Treatment for Civil Servants**

| <u>Initiative / Rank</u> | <u>No. of posts created</u> | <u>Annual recurrent cost of civil service posts (\$)</u> |
|--|---------------------------------|--|
| (a) Enhancing general dental services for civil service eligible persons | | |
| Senior Dental Officer | 1 | 1,153,800 |
| Dental Officer | 19 | 15,360,360 |
| Senior Dental Surgery Assistant | 3 | 1,179,360 |
| Dental Surgery Assistant | 2 | 501,720 |
| Assistant Clerical Officer | 1 | 222,420 |
| Clerical Assistant | 5 | 867,600 |
| Laboratory Attendant | 3 | 554,760 |
| Workman II | 4 | 551,760 |
| <i>Sub-total :</i> | 38 | 20,391,780 |
| (b) Enhancing medical services for civil service eligible persons | | |
| Senior Medical and Health Officer | 1 | 1,153,800 |
| Nursing Officer | 1 | 593,940 |
| Registered Nurse | 2 | 748,800 |
| Dietitian | 1 | 494,340 |
| Dispenser | 3 | 674,820 |
| Assistant Clerical Officer | 1 | 222,420 |
| Clerical Assistant | 6 | 1,041,120 |
| Workman II | 2 | 275,880 |
| <i>Sub-total :</i> | 17 | 5,205,120 |
| <i>Total :</i> | 55 | 25,596,900 |

**Numbers of Entrants and Leavers in 2013-14 under
Programme (7) – Medical and Dental Treatment for Civil Servants
(up to 28 February 2014)**

| <u>Grade / Rank</u> | <u>No. of Entrants</u> ^{Note} | <u>No. of Leavers</u> ^{Note} |
|-------------------------------------|--|---------------------------------------|
| Medical and Health Officer / | | |
| Medical & Health Officer | 5 | 3 |
| Registered Nurse / | | |
| Nursing Officer | 0 | 1 |
| Registered Nurse | 7 | 5 |
| Dental Officer / | | |
| Dental Consultant | 1 | 0 |
| Senior Dental Officer | 3 | 5 |
| Dental Officer | 17 | 8 |
| Dental Surgery Assistant / | | |
| Senior Dental Surgery Assistant | 1 | 1 |
| Dental Surgery Assistant | 23 | 10 |
| Dental Technician / | | |
| Senior Dental Technologist | 1 | 0 |
| Dental Technologist | 1 | 2 |
| Dental Technician I | 1 | 4 |
| Dental Technician II | 0 | 1 |
| Dispenser / | | |
| Dispenser | 2 | 0 |
| Dietitian / | | |
| Dietitian | 1 | 0 |
| Clerical Officer / | | |
| Clerical Officer | 1 | 0 |
| Assistant Clerical Officer | 5 | 5 |
| Clerical Assistant / | | |
| Clerical Assistant | 21 | 7 |
| Laboratory Attendant / | | |
| Laboratory Attendant | 4 | 2 |
| Workman II / | | |
| Workman II | 7 | 6 |
| Total : | 101 | 60 |

Note:

Entrants include posting to Programme 7, new recruits or promotion.

Leavers include transferring out to other Programmes in DH/other Departments, resignation/retirement/death or promotion.

**Posts proposed to be created in 2014-15 under
Programme (7) – Medical and Dental Treatment for Civil Servants**

| | <u>No. of posts to be created</u> | <u>Annual recurrent cost of civil service posts (\$)</u> |
|---|---------------------------------------|--|
| (a) Enhancing general dental services for civil service eligible persons | | |
| Senior Dental Officer | 1 | 1,153,800 |
| Dental Officer | 9 | 7,275,960 |
| Senior Dental Surgery Assistant | 1 | 393,120 |
| Dental Surgery Assistant | 10 | 2,508,600 |
| Dental Hygienist | 1 | 265,980 |
| Laboratory Attendant | 1 | 184,920 |
| Assistant Clerical Officer | 1 | 222,420 |
| Clerical Assistant | 3 | 520,560 |
| Workman II | 3 | 413,820 |
| <i>Sub-total :</i> | <i>30</i> | <i>12,939,180</i> |
| (b) Strengthening administrative support for families clinics and planning of clinic projects under Programme (7) | | |
| Executive Officer I | 1 | 621,900 |
| Hospital Administrator II | 1 | 393,120 |
| <i>Sub-total :</i> | <i>2</i> | <i>1,015,020</i> |
| (c) Providing dedicated oral-maxillofacial and dental surgery services for civil service eligible persons | | |
| Senior Dental Officer | 4 | 4,615,200 |
| Senior Dental Surgery Assistant | 2 | 786,240 |
| Dental Surgery Assistant | 2 | 501,720 |
| Clerical Officer | 1 | 356,640 |
| Assistant Clerical Officer | 1 | 222,420 |
| Clerical Assistant | 1 | 173,520 |
| Workman II | 1 | 137,940 |
| <i>Sub-total :</i> | <i>12</i> | <i>6,793,680</i> |
| (d) Expanding the dental clinic at Kwun Tong Jockey Club Clinic upon its reprovisioning | | |
| Senior Dental Officer | 1 | 1,153,800 |
| Dental Officer | 3 | 2,425,320 |
| Senior Dental Surgery Assistant | 1 | 393,120 |
| Dental Surgery Assistant | 3 | 752,580 |
| Assistant Clerical Officer | 1 | 222,420 |
| Clerical Assistant | 1 | 173,520 |
| Workman II | 1 | 137,940 |
| <i>Sub-total :</i> | <i>11</i> | <i>5,258,700</i> |
| <i>Total :</i> | <i>55</i> | <i>26,006,580</i> |

CONTROLLING OFFICER'S REPLY

CSB045

(Question Serial No. 1606)

Head: (37) Department of Health
Subhead (No. & title): (-) Not Specified
Programme: (7) Medical and Dental Treatment for Civil Servants
Controlling Officer: Director of Health (Dr. Constance CHAN)
Director of Bureau: Secretary for the Civil Service
This question originates from: Estimates on Expenditure Volume 1 Page 167

Question (Member Question No. 43):

Regarding attendances at dental clinics, please provide the following information for the years 2010 to 2014:

- a. Set out in table form the attendances at various dental clinics of the Department of Health (DH);
- b. Set out in table form the attendances of elderly aged over 60 at non-public clinics and DH's dental clinics respectively;
- c. What practical and feasible measures will be taken by the Administration to raise the percentage of new dental cases receiving an appointment within six months?

Asked by: Hon. TIEN Puk-sun, Michael

Reply:

- a. The attendances of civil service eligible persons at various dental clinics of DH from 2010 to 2014 are attached at Annex.
- b. "Non-public clinics" under Programme 7 refers to families clinics providing medical services to civil service eligible persons. DH does not keep statistics on the age breakdown of clients at both families clinics and dental clinics.
- c. DH pledges to offer appointment for over 90% of new dental cases within six months. We have secured resources to set up a total of 34 additional general dental surgeries in 2012-13 and 2013-14. With the operation of additional surgeries, DH was able to meet the target by giving appointment to 92% of new dental cases within six months in both 2012 and 2013. DH plans to set up 14 new surgeries in 2014-15 and will continue to encourage clients of the more popular dental clinics to switch to clinics with a smaller patient pool with a view to raising the percentage of new dental cases receiving an appointment within six months as far as possible.

**Attendances of Civil Service Eligible Persons at Dental Clinics/Units
in Department of Health from 2010 to 2014**

| Dental Clinics | Attendances | | | | |
|---|-------------|--------|--------|--------|------------------------------------|
| | 2010 | 2011 | 2012 | 2013 | 2014 (Up to January 2014) |
| Aberdeen Jockey Club Dental Clinic | 10 309 | 9 793 | 9 713 | 9 428 | 856 |
| Argyle Street Government Dental Clinic# | 10 138 | 9 864 | 9 574 | 3 401 | - |
| Castle Peak Hospital Dental Clinic | 10 247 | 10 487 | 10 339 | 10 951 | 1 005 |
| Chai Wan Government Dental Clinic | 21 358 | 20 051 | 19 831 | 18 971 | 1 727 |
| Cheung Chau Dental Clinic* | 1 406 | 1 104 | 1 111 | 1 032 | 86 |
| Cheung Sha Wan Government Offices Dental Clinic | 71 301 | 68 637 | 67 821 | 68 286 | 5 834 |
| Fanling Health Centre Dental Clinic | 23 510 | 24 837 | 25 681 | 26 744 | 2 737 |
| Ha Kwai Chung Government Dental Clinic | 11 335 | 12 648 | 13 215 | 13 938 | 1 235 |
| Harbour Building Dental Clinic | 9 539 | 9 458 | 19 659 | 26 410 | 2 393 |
| Harbour Building Orthodontic Clinic | 11 911 | 10 359 | 9 492 | 12 247 | 1 233 |
| Hong Kong Police College Dental Clinic* | 2 273 | 2 081 | 1 793 | 1 669 | 150 |
| Kennedy Town Community Complex Dental Clinic | 25 416 | 22 114 | 18 713 | 18 789 | 1 633 |
| Kowloon City Dental Clinic | - | - | - | 8 642 | 1 793 |
| Kwai Chung Hospital Dental Clinic | 3 378 | 2 894 | 2 990 | 3 140 | 243 |
| Kwun Tong Jockey Club Dental Clinic | 8 403 | 8 779 | 9 524 | 9 022 | 707 |
| Kwun Tong Yung Fung Shee Dental Clinic | - | - | - | 5 261 | 1 027 |
| Lee Kee Government Dental Clinic# | 10 427 | 9 353 | 9 141 | 5 953 | - |
| Li Po Chun Dental Clinic | 16 566 | 16 264 | 15 443 | 16 321 | 1 405 |
| Ma On Shan Dental Clinic | 13 481 | 13 261 | 12 175 | 13 527 | 1 231 |
| MacLehose Dental Centre 2/F | 13 559 | 12 912 | 11 763 | 11 944 | 1 012 |
| MacLehose Dental Centre 6/F | 34 878 | 35 907 | 36 552 | 36 001 | 3 125 |
| Madam Yung Fung Shee Dental Clinic | 14 792 | 14 269 | 13 959 | 14 220 | 1 204 |
| Mona Fong Dental Clinic | 3 437 | 4 009 | 4 035 | 3 991 | 334 |
| Pamela Youde Government Dental Clinic | 18 223 | 18 791 | 21 847 | 21 946 | 1 922 |
| Queensway Government Offices Dental Clinic | 34 158 | 31 452 | 29 614 | 30 173 | 2 208 |
| Sai Ying Pun Dental Clinic 3/F | - | 1 419 | 3 446 | 3 895 | 334 |
| Sai Ying Pun Dental Clinic 8/F | - | - | - | 3 818 | 482 |
| Tai O Dental Clinic* | 189 | 153 | 156 | 194 | 23 |
| Tai Po Wong Siu Ching Dental Clinic | 17 974 | 18 317 | 14 926 | 14 635 | 1 292 |
| Tang Shiu Kin Dental Clinic | 14 541 | 14 142 | 14 586 | 15 813 | 1 462 |
| Tseung Kwan O Dental Clinic | 18 727 | 18 824 | 17 576 | 20 611 | 1 847 |
| Tsuen Wan Dental Clinic | 14 211 | 14 068 | 14 157 | 13 518 | 1 019 |
| Tsuen Wan Government Offices Dental Clinic | 16 154 | 17 260 | 16 914 | 17 899 | 1 466 |
| Tung Chung Dental Clinic | 8 081 | 8 313 | 7 983 | 8 302 | 728 |
| Victoria Road Dental Clinic | - | 775 | 2 493 | 2 267 | 173 |

| Dental Clinics | Attendances | | | | |
|--|-------------|--------|--------|--------|------------------------------------|
| | 2010 | 2011 | 2012 | 2013 | 2014 (Up to January 2014) |
| Wan Chai Dental Clinic | 40 008 | 40 165 | 40 180 | 39 825 | 3 443 |
| Western Dental Clinic | - | 617 | 3 667 | 4 134 | 328 |
| Yan Oi Dental Clinic | 9 191 | 9 432 | 9 266 | 9 604 | 866 |
| Yau Ma Tei Jockey Club Dental Clinic 6/F | 33 737 | 31 657 | 33 378 | 33 921 | 2 691 |
| Yau Ma Tei Jockey Club Dental Clinic 7/F | 27 102 | 28 115 | 23 825 | 19 190 | 1 941 |
| Yuen Long Jockey Club Dental Clinic | 9 825 | 9 672 | 9 943 | 9 181 | 666 |

* Operated on part-time basis

Argyle Street Government Dental Clinic and Lee Kee Government Dental Clinic were closed in June and August 2013 respectively.

| Oral Maxillofacial Surgery & Dental Units in Hospitals | Attendances | | | | |
|--|-------------|-------|-------|-------|------------------------------------|
| | 2010 | 2011 | 2012 | 2013 | 2014 (Up to January 2014) |
| North District Hospital Oral Maxillofacial Surgery & Dental Unit | 1 718 | 1 773 | 1 816 | 1 837 | 182 |
| Pamela Youde Nethersole Eastern Hospital Oral Maxillofacial Surgery & Dental Unit | 3 702 | 3 374 | 3 357 | 3 505 | 355 |
| Prince of Wales Hospital Oral Maxillofacial Surgery & Dental Unit | 2 433 | 3 058 | 3 038 | 2 929 | 323 |
| Princess Margaret Hospital Oral Maxillofacial Surgery & Dental Unit | 3 299 | 3 181 | 2 844 | 2 635 | 205 |
| Queen Elizabeth Hospital Oral Maxillofacial Surgery & Dental Unit | 3 384 | 3 209 | 2 701 | 2 559 | 249 |
| Queen Mary Hospital Oral Maxillofacial Surgery & Dental Unit | 3 924 | 3 791 | 3 546 | 3 523 | 252 |
| Tuen Mun Hospital Oral Maxillofacial Surgery & Dental Unit | 2 470 | 2 419 | 2 225 | 2 201 | 148 |

CONTROLLING OFFICER'S REPLY

CSB046

(Question Serial No. 3577)

Head: (143) Government Secretariat: Civil Service Bureau
Subhead (No. & title): (000) Operational expenses
Programme: (2) Human Resource Management
Controlling Officer: Permanent Secretary for the Civil Service (Raymond H.C. Wong)
Director of Bureau: Secretary for the Civil Service
This question originates from: Estimates on Expenditure Volume 1 Page 311

Question (Member Question No. 515):

How much expenditure was involved in experience sharing seminars, workshops and visits in 2013-14? Please provide details on the number of such activities and exercises held in 2013-14.

Asked by: Hon. CHAN Ka-lok, Kenneth

Reply:

In 2013-14, the Civil Service Bureau (CSB) organised a total of 18 seminars on occupational safety and health (OSH) to promote OSH messages among government employees. The topics covered included "Prevention of Upper and Lower Limb Disorders" (twice), "Smart Work, Exercise and Healthy Lifestyle" (twice), "Health Hints on the Use of Display Screen Equipment" (twice), "Prevention of Musculoskeletal Disorders" (twice), "Work Stress Management" (twice), "Air Quality Health Index" (twice), "Safety at Work under Inclement and Hot Weather" (twice), "First Aid Care in the Workplace" (twice), "Influence of Indoor Air Quality on Occupational Health" (once) and "Prevention and Handling of Workplace Violence" (once).

To enhance the understanding of the responsible staff in bureau/departments on OSH, CSB organised a General Training Course on OSH (two classes) and a Specialised Training Course on Safety Review (one class) for them and arranged an annual experience sharing seminar to promote the exchange of experience and ideas among themselves.

Furthermore, CSB, the Labour Department and the staff side representatives of the Working Group on OSH in the Civil Service pay goodwill visits to government departments from time to time to understand departments' latest efforts in promoting and implementing OSH measures, and to share experience and exchange views with departmental OSH personnel. In 2013-14, a visit was paid to the Department of Health.

The expenditure involved in implementing the above OSH initiatives by the CSB was about \$162,000.

CONTROLLING OFFICER'S REPLY

CSB047

(Question Serial No. 3588)

Head: (143) Government Secretariat: Civil Service Bureau
Subhead (No. & title): (000) Operational expenses
Programme: (2) Human Resource Management
Controlling Officer: Permanent Secretary for the Civil Service (Raymond H.C. Wong)
Director of Bureau: Secretary for the Civil Service
This question originates from: Estimates on Expenditure Volume 1 Page 310

Question (Member Question No. 513):

There is an increase of 7% in the estimate for human resource management in 2014-15 as compared with last year. Which areas of work have mainly contributed to the rise in cost of expenditure? Furthermore, please list out in detail how the increase in estimate will be spent.

Asked by: Hon. CHAN Ka-lok, Kenneth

Reply:

The increase in provision for Programme (2) is mainly due to the increased salary provision for the net increase of four posts in 2014-15 and a projected increase in departmental expenses. The net increase of four posts under Programme (2) is for strengthening executive support to meet the increase in workload and long-term service need. The annual total expenditure for these posts is about \$3.473 million, representing about 1.4% of the 2014-15 estimate for Programme (2).

CONTROLLING OFFICER'S REPLY

CSB048

(Question Serial No. 3589)

Head: (143) Government Secretariat: Civil Service Bureau
Subhead (No. & title): (000) Operational expenses
Programme: (2) Human Resource Management
Controlling Officer: Permanent Secretary for the Civil Service (Raymond H.C. Wong)
Director of Bureau: Secretary for the Civil Service
This question originates from: Estimates on Expenditure Volume 1 Page 311

Question (Member Question No. 514):

Human resource management aims to foster stable and amicable relations between management and staff. How can this aim be achieved? What kinds of work should be done? What was the expenditure in 2013-14?

Asked by: Hon. CHAN Ka-lok, Kenneth

Reply:

The Administration values good staff relations in the civil service and will continue to foster amicable relations between the management and staff sides through candid two-way communication. The Administration and departmental management consult and engage staff on issues of mutual concern through the established staff consultative machinery both at the central and departmental levels and other appropriate communication channels with a view to building a close partnership and enhancing staff's sense of belonging. Moreover, a robust commendation system helps to enhance staff morale and induce proactive performance from civil servants, fostering stable relations between the management and staff sides. Major staff award schemes include the Long and Meritorious Service Travel Award Scheme, Secretary for the Civil Service's Commendation Award Scheme, Civil Service Outstanding Service Award Scheme and Commendation Letter Scheme. The estimated expenditure for the former three schemes in 2013-14 is about \$94.63 million, \$2.44 million and \$2.35 million respectively.

The Administration also provides training programmes on team building, staff motivation and coaching skill, etc. These programmes aim at enhancing communication, mutual trust and team spirit, as well as fostering stable and amicable relations between the management and staff sides.

CONTROLLING OFFICER'S REPLY

CSB049

(Question Serial No. 3590)

Head: (143) Government Secretariat: Civil Service Bureau
Subhead (No. & title): (000) Operational expenses
Programme: (2) Human Resource Management
Controlling Officer: Permanent Secretary for the Civil Service (Raymond H.C. Wong)
Director of Bureau: Secretary for the Civil Service
This question originates from: Estimates on Expenditure Volume 1 Page 311

Question (Member Question No. 516):

What are the expenses involved in respect of the commendation schemes implemented by various departments in 2013-14? Will the Administration provide the detailed information of the expenses of the various commendation schemes implemented in different departments?

Asked by: Hon. CHAN Ka-lok, Kenneth

Reply:

The Government believes that a robust commendation system enhances staff morale and helps induce proactive as well as sustained exemplary performance from civil servants. Major staff award schemes include :

(i) Secretary for the Civil Service (SCS)'s Commendation Award Scheme

Through this Scheme, SCS, on behalf of the Administration, gives recognition to selected civil servants for their consistently outstanding performance. An award recipient should be an exceptionally meritorious officer who has a track record of outstanding performance for at least five consecutive years. Each recipient is awarded a certificate and a gold pin, and granted a travel award if he/she satisfies the length of service required under the Long and Meritorious Service Travel Award Scheme (i.e. a continuous service of 20 years or more) set out in item (iii) below and has not received any Government travel award before. About 80 commendations are awarded under this Scheme annually. The estimated expenditure for this Scheme in 2013-14 is about \$2.44 million.

(ii) Commendation Letter Scheme

Heads of Bureau/Department (HoB/D) may issue a commendation letter to an officer who has provided consistently outstanding service for at least three years; made a substantial contribution towards enhancing the efficiency or image of his/her department; or performed an exceptionally meritorious act warranting special recognition. HoB/D will issue commendation letters to selected officers after considering the recommendations of their bureau/departmental commendation committees. In recent years, on average around 1 900 commendation letters were issued annually.

(iii) Long and Meritorious Service Travel Award Scheme

The objective of this Scheme is to recognise and reward long and meritorious service of serving civil servants. All local non-directorate civil servants with a continuous service of 20 years or more, who have track records of consistently very good performance and have not received any Government travel award before, are eligible for consideration for the grant of an award. The award is granted in the form of an accountable travel allowance. If the selected officer is married and will be travelling with his/her spouse, the same travel allowance will be provided to the spouse. The number of awards for 2013-14 is determined on the basis of one award for every 30 civil servants who have continuous service of 20

years or more, and the estimated expenditure is about \$94.63 million.

(iv) Civil Service Outstanding Service Award Scheme

The objective of this Scheme is to encourage the pursuit of excellence in service delivery and give recognition to departments and teams of civil servants for their outstanding achievements in providing quality services to the public. The awards are divided into three levels, i.e. interdepartmental, departmental and team. The Civil Service Bureau (CSB) invites all bureaux and departments to participate in the Scheme, and participating departments and teams have to submit details of their services to the adjudication panel for assessment. The adjudication panels consist of Legislative and District Councillors, staff side members of the Central Staff Consultative Councils of the Civil Service, representatives from different sectors and professions and senior officials from CSB. The Scheme is organised on a biennial basis. The last one was completed in September 2013 and the expenditure for it in 2013-14 is about \$2.35 million. The Scheme will be organised again in 2015-16.

In addition, some departments organise their own award schemes to recognise the contributions of their staff. CSB does not have the information on the expenses involved.

CONTROLLING OFFICER'S REPLY

CSB050

(Question Serial No. 6274)

Head: (143) Government Secretariat: Civil Service Bureau

Subhead (No. & title): (-) Not Specified

Programme: (3) Translation and Interpretation Services and Use of Official Languages

Controlling Officer: Permanent Secretary for the Civil Service (Raymond H.C. Wong)

Director of Bureau: Secretary for the Civil Service

This question originates from: Estimates on Expenditure Volume 1 Page 312

Question (Member Question No. 70):

1. Matters Requiring Special Attention in 2014-15 include “facilitate the effective use of Chinese and English in official business by providing a wide range of support services”. What support services are provided by the Administration in respect of written Chinese, written English, Cantonese, Putonghua and spoken English respectively? What are the utilisation rates? What is the commitment for the coming year?
2. Please provide information on the establishment of the Official Languages Division under the Civil Service Bureau. What are the manpower and expenditures on the provision of translation, interpretation and support services on the use of the official languages by the Division respectively?

Asked by: Hon. CHAN Ka-lok, Kenneth

Reply:

1. Apart from delivering translation, interpretation, vetting and drafting services to government bureaux/departments, the Civil Service Bureau (CSB) provides other support services to facilitate the effective use of Chinese and English in official business within the civil service. Details are as follows:
 - a. operating telephone hotlines to answer enquiries on the use of written Chinese, written English, Cantonese, Putonghua and spoken English. Enquiries on written Chinese and English answered covered, among others, format of official writing, word usage, and translation of terms. Replies to enquiries on Cantonese, Putonghua and spoken English covered, among others, pronunciation, meaning and usage of words, as well as reference tools on pronunciation;
 - b. compiling reference materials for civil servants. These include English-Chinese glossaries of terms commonly used in the Government and reference materials on Chinese and English official writing and language use, such as the *Guidebooks on Official Chinese Writing*, *Easily Confused Chinese Words and Phrases*, *Style Guide on Official Writing* and *English Spelling Guide*;
 - c. advising on the use of Chinese and English in official business, such as giving advice on the proposed names of streets, government buildings and government posts;
 - d. providing coaching, Pinyin and recording services with regard to the use of Putonghua.

As for the utilisation rate of translation, interpretation and language support services, it depends on the operational needs of the departments. CSB will continue to provide the above support services with existing resources in the coming year.

2. As at 31 March 2014, the Official Languages Division (OLD) of CSB has a total establishment of 188 posts, of which 117 are Official Languages Officer (OLO) posts, 14 are Simultaneous Interpreter (SI) posts, 27 are Calligraphist posts and 30 are posts of various General Grades. CSB provides translation, vetting, consecutive interpretation and other language-related support services to bureaux/departments through the OLOs of OLD, while SIs provide simultaneous interpretation services to, among others,

bureaux/departments and the Legislative Council. As all these officers are responsible for more than one duty, it is difficult to work out the manpower and expenditure involved in undertaking individual initiatives mentioned above.

CONTROLLING OFFICER'S REPLY

CSB051

(Question Serial No. 6314)

Head: (143) Government Secretariat: Civil Service Bureau

Subhead (No. & title): (-) Not Specified

Programme: (2) Human Resource Management

Controlling Officer: Permanent Secretary for the Civil Service (Raymond H.C. Wong)

Director of Bureau: Secretary for the Civil Service

This question originates from: Estimates on Expenditure Volume 1 Page 311

Question (Member Question No. 471):

What are the indicators considered by the Administration to control the growth of civil service establishment in addressing manpower needs, including those for implementing new policy initiatives and improving existing services?

Asked by: Hon. CHAN Ka-lok, Kenneth

Reply:

To address the manpower need for implementing new policy initiatives and improving existing services, adequate manpower will be provided to bureaux/departments (B/Ds) in 2014-15. The 2014-15 Draft Estimates of Expenditure provide for 2 556 additional civil service posts in various B/Ds, representing an increase of 1.5% over the 2013-14 Revised Estimate of the civil service establishment. As a matter of policy, additional civil service posts will be created when the operational need is fully justified, when the work involved cannot be undertaken by re-deployment of existing staff, and when alternative modes of service delivery (e.g. automation, outsourcing, etc.) are considered inappropriate. In considering the growth of the civil service establishment, we will also take into account other relevant factors, such as the overall financial situation and long-term financial commitment of the Government.

CONTROLLING OFFICER'S REPLY

(Question Serial No. 6315)

Head: (143) Government Secretariat: Civil Service Bureau

Subhead (No. & title): (-) Not Specified

Programme: (2) Human Resource Management

Controlling Officer: Permanent Secretary for the Civil Service (Raymond H.C. Wong)

Director of Bureau: Secretary for the Civil Service

This question originates from: Estimates on Expenditure Volume 1 Page 311

Question (Member Question No. 472):

The Administration organised experience sharing seminars, workshops and visits to consolidate and reinforce departmental efforts in the promotion of occupational safety and health in the civil service. How many activities of this kind were organised? What were the venues and expenditures?

Asked by: Hon. CHAN Ka-lok, Kenneth

Reply:

In 2013-14, the Civil Service Bureau (CSB) organised a total of 18 seminars on occupational safety and health (OSH) to promote OSH messages among government employees. The topics covered included "Prevention of Upper and Lower Limb Disorders" (twice), "Smart Work, Exercise and Healthy Lifestyle" (twice), "Health Hints on the Use of Display Screen Equipment" (twice), "Prevention of Musculoskeletal Disorders" (twice), "Work Stress Management" (twice), "Air Quality Health Index" (twice), "Safety at Work under Inclement and Hot Weather" (twice), "First Aid Care in the Workplace" (twice), "Influence of Indoor Air Quality on Occupational Health" (once) and "Prevention and Handling of Workplace Violence" (once). These seminars were held at the Lecture Theatre of Hong Kong Central Library and/or the Lecture Hall of Hong Kong Science Museum.

To enhance the understanding of the responsible staff in bureau/departments on OSH, CSB organised a General Training Course on OSH (two classes) and a Specialised Training Course on Safety Review (one class) for them at the venues of the Occupational Safety and Health Council and arranged an annual experience sharing seminar of Tamar Central Government Complex to promote the exchange of experience and ideas among themselves.

Furthermore, CSB, the Labour Department and the staff side representatives of the Working Group on OSH in the Civil Service pay goodwill visits to government departments from time to time to understand departments' latest efforts in promoting and implementing OSH measures, and to share experience and exchange views with departmental OSH personnel. In 2013-14, visits were paid to the headquarters of the Department of Health and its Public Health Laboratory Centre.

The expenditure involved in implementing the above OSH initiatives by the CSB was about \$162,000.

CONTROLLING OFFICER'S REPLY**CSB053****(Question Serial No. 6316)**

Head: (143) Government Secretariat: Civil Service Bureau

Subhead (No. & title): (-) Not Specified

Programme: (3) Translation and Interpretation Services and Use of Official Languages

Controlling Officer: Permanent Secretary for the Civil Service (Raymond H.C. Wong)

Director of Bureau: Secretary for the Civil Service

This question originates from: Estimates on Expenditure Volume 1 Page 311

Question (Member Question No. 473):

- a) The financial provision for Programme (3) for 2012-13 and 2013-14 are \$117.1 million and \$122.7 million respectively. What are the expenditure items? (Please provide an expenditure breakdown.)
- b) Please provide information accounting for the estimated expenditure in the coming year.

Asked by: Hon. CHAN Ka-lok, Kenneth

Reply:

- a) The financial provision for Programme (3) for 2012-13 and 2013-14 by expenditure breakdown:

| | 2012-13 (Actual) (\$million) | 2013-14 (Revised Estimate) (\$million) |
|---|---|---|
| Personal Emoluments | | |
| - Salaries | 114.0 | 118.7 |
| - Allowances | 0.5 | 0.5 |
| Personnel Related Expenses | | |
| - Mandatory Provident Fund contribution | 0.1 | 0.1 |
| - Civil Service Provident Fund contribution | 0.2 | 0.3 |
| Departmental Expenses | | |
| - Training expenses | 0.6 | 0.8 |
| - General departmental expenses | 1.7 | 2.3 |
| Total financial provision: | 117.1 | 122.7 |

b) Breakdown of the estimated expenditure for Programme (3) for 2014-15:

| | 2014-15 (Estimate) (\$million) |
|---|---|
| Personal Emoluments | |
| - Salaries | 123.1 |
| - Allowances | 0.5 |
| Personnel Related Expenses | |
| - Mandatory Provident Fund contribution | 0.1 |
| - Civil Service Provident Fund contribution | 0.4 |
| Departmental Expenses | |
| - Training expenses | 0.9 |
| - General departmental expenses | 1.9 |
| Total financial provision: | 126.9 |

CONTROLLING OFFICER'S REPLY

CSB054

(Question Serial No. 6317)

Head: (143) Government Secretariat: Civil Service Bureau

Subhead (No. & title): (-) Not Specified

Programme: (3) Translation and Interpretation Services and Use of Official Languages

Controlling Officer: Permanent Secretary for the Civil Service (Raymond H.C. Wong)

Director of Bureau: Secretary for the Civil Service

This question originates from: Estimates on Expenditure Volume 1 Page 312

Question (Member Question No. 474):

- a) How many cases of incorrect translation and interpretation were found in the past 3 years?
- b) Further to the above question, how will the Administration deal with related issues?

Asked by: Hon. CHAN Ka-lok, Kenneth

Reply:

- a) & b) The Civil Service Bureau does not have the relevant statistics. In the event that a mistake in translation or interpretation is found, the officer-in-charge will take remedial actions and introduce improvement measures promptly, such as making rectifications and reminding colleagues to exercise extra care in future.

CONTROLLING OFFICER'S REPLY

CSB055

(Question Serial No. 6319)

Head: (143) Government Secretariat: Civil Service Bureau

Subhead (No. & title): (-) Not Specified

Programme: (3) Translation and Interpretation Services and Use of Official Languages

Controlling Officer: Permanent Secretary for the Civil Service (Raymond H.C. Wong)

Director of Bureau: Secretary for the Civil Service

This question originates from: Estimates on Expenditure Volume 1 Page 312

Question (Member Question No. 475):

- a) The Administration has mentioned that a wide range of support services will be provided to facilitate the effective use of Chinese and English in official business. What are these support services? What is the expenditure of these services?
- b) The Administration has mentioned "official languages". What do the "official languages" refer to? Is Cantonese included?

Asked by: Hon. CHAN Ka-lok, Kenneth

Reply:

- a) Apart from delivering translation, interpretation, vetting and drafting services to government bureaux/departments, the Civil Service Bureau (CSB) provides other support services to facilitate the effective use of Chinese and English in official business within the civil service. These include operating telephone hotlines to answer civil servants' enquiries on language usage; compiling reference materials on Chinese and English official writing and language use as well as glossaries of terms commonly used in the Government; advising on the use of Chinese and English in official business, such as giving advice on the proposed names of streets, government buildings and government posts; and providing Putonghua coaching, Pinyin and recording services. As CSB provides the above support services with in-house resources, it is difficult to work out the expenditure of a single initiative.
- b) Section 3(1) of the Official Languages Ordinance (Cap.5) stipulates that "The English and Chinese languages are declared to be the official languages of Hong Kong for the purposes of communication between the Government or any public officer and members of the public and for court proceedings". The "official languages" mentioned under programme (3) refer to the English and Chinese languages prescribed in the above statutory provision. Overall speaking, Hong Kong is largely a biliterate and trilingual society; "biliterate" refers to written Chinese and written English, and "trilingual" refers to Cantonese, Putonghua and spoken English.

CONTROLLING OFFICER'S REPLY

CSB056

(Question Serial No. 6321)

Head: (143) Government Secretariat: Civil Service Bureau

Subhead (No. & title): (-) Not Specified

Programme: (4) Civil Service Training and Development

Controlling Officer: Permanent Secretary for the Civil Service (Raymond H.C. Wong)

Director of Bureau: Secretary for the Civil Service

This question originates from: Estimates on Expenditure Volume 1 Page 312

Question (Member Question No. 476):

The Administration mentions that it will provide training programmes to civil servants which are best provided by a central training agency such as national studies and senior management development. Regarding these training programmes,

- a) what are the cost of design and the parties responsible?
- b) is participation compulsory?
- c) what are the aims?

Asked by: Hon. CHAN Ka-lok, Kenneth

Reply:

The Civil Service Training and Development Institute ("CSTDI") provides training programmes which are best provided by a central training agency, such as leadership and management, language and communication, national studies and the Basic Law programmes, etc. While some of the programmes are designed and conducted by Training Officers of the CSTDI, we also design and organise programmes in partnership with universities, training institutions, experts and scholars. The objective is to equip civil servants with the skills, knowledge and mindset necessary for providing quality service to the public. Bureaux/departments will nominate suitable civil servants to participate in training programmes in response to their job and development needs. In 2014-15, the estimated expenditure on the various training programmes and activities is about \$63 million.

CONTROLLING OFFICER'S REPLY

CSB057

(Question Serial No. 6322)

Head: (143) Government Secretariat: Civil Service Bureau
Subhead (No. & title): (-) Not Specified
Programme: (4) Civil Service Training and Development
Controlling Officer: Permanent Secretary for the Civil Service (Raymond H.C. Wong)
Director of Bureau: Secretary for the Civil Service
This question originates from: Estimates on Expenditure Volume 1 Page 312

Question (Member Question No. 477):

What is taught in the senior leadership development programmes and national studies programmes mentioned by the Administration. What is the expenditure involved?

Asked by: Hon. CHAN Ka-lok, Kenneth

Reply:

In 2014-15, the Civil Service Bureau (CSB) will continue to organise a variety of senior management development programmes for directorate officers and officers on Master Pay Scale Point 45 or above (or equivalent). These include leadership development programmes that last for a few weeks and workshops or seminars that last for half a day to two days, covering topics such as the latest social and economic developments in the global environment and Hong Kong, public policy formulation and management, communication with the public and the media, and innovative thinking. CSB will also sponsor selected civil servants to attend executive development programmes at renowned local and overseas institutions. The estimated expenditure on relevant programmes is about \$12 million.

CSB will continue to organise national studies programmes for civil servants at various ranks, including training programmes conducted in the Mainland, thematic visits to the Mainland and thematic seminars held locally. Topics covered include the Basic Law, and policies and developments of the Mainland on political, economic, social, cultural aspects, etc. The estimated expenditure on relevant programmes is about \$20.5 million.

CONTROLLING OFFICER'S REPLY**CSB058****(Question Serial No. 6323)**

Head: (143) Government Secretariat: Civil Service Bureau

Subhead (No. & title): (000) Operational expenses

Programme: (-) Not Specified

Controlling Officer: Permanent Secretary for the Civil Service (Raymond H.C. Wong)

Director of Bureau: Secretary for the Civil Service

This question originates from: Estimates on Expenditure Volume 1 Page 310

Question (Member Question No. 478):

What items are included under the Administration's general departmental expenses? (Please show them in table form by year from 2012-13)

Asked by: Hon. CHAN Ka-lok, Kenneth

Reply:

Items included under the General Departmental Expenses for 2012-13 and 2013-14 are set out below.

| | 2012-13 | 2013-14 |
|-----|--|--|
| 1. | Stores and Equipment | Stores and Equipment |
| 2. | Light and Power | Light and Power |
| 3. | Temporary Staff | Temporary Staff |
| 4. | Hire of Services and Professional Fees | Hire of Services and Professional Fees |
| 5. | Administration | Administration |
| 6. | Transport and Travelling | Transport and Travelling |
| 7. | Data Processing | Data Processing |
| 8. | Specialist Supplies | Specialist Supplies |
| 9. | Maintenance Materials | Maintenance Materials |
| 10. | Contract Maintenance | Contract Maintenance |
| 11. | Recruiting Expenses | Recruiting Expenses |
| 12. | Workshop Services | Workshop Services |
| 13. | Trading Fund Services | Trading Fund Services |
| 14. | Staff Suggestion Scheme | Staff Suggestion Scheme |
| 15. | Staff Welfare Fund | Staff Welfare Fund |
| 16. | Staff Motivation Scheme | Staff Motivation Scheme |
| 17. | -- | Remuneration for Special Appointment |

CONTROLLING OFFICER'S REPLY

CSB059

(Question Serial No.6324)

Head: (143) Government Secretariat: Civil Service Bureau
Subhead (No. & title): (-) Not specified
Programme: (2) Human Resource Management
Controlling Officer: Permanent Secretary for the Civil Service (Raymond H.C. Wong)
Director of Bureau: Secretary for the Civil Service
This question originates from: Estimates on Expenditure Volume 1 Page 310

Question (Member Question No. 479):

What does the Administration mean by good human resource management measures? What is the expenditure involved?

Asked by: Hon. CHAN Ka-lok, Kenneth

Reply:

Good human resource management (HRM) measures aim to adopt an open, flexible and caring approach to management, in order to encourage and enable the staff to do their best to support the department's mission. We do not have consolidated information on the expenditure involved in promoting HRM.

CONTROLLING OFFICER'S REPLY

CSB060

(Question Serial No. 6327)

Head: (143) Government Secretariat: Civil Service Bureau
Subhead (No. & title): (-) Not Specified
Programme: (2) Human Resource Management
Controlling Officer: Permanent Secretary for the Civil Service (Raymond H.C. Wong)
Director of Bureau: Secretary for the Civil Service
This question originates from: Estimates on Expenditure Volume 1 Page 311

Question (Member Question No. 480):

- a) How does the Administration measure the level of morale of the civil service?
- b) Does the Administration have a set of indicators specifically for measuring the morale of the civil service? If yes, what are the details? If no, what are the reasons?

Asked by: Hon. CHAN Ka-lok, Kenneth

Reply:

The Administration attaches great importance to the morale of the civil service. We are committed to promoting candid exchanges between the management and staff sides so that they can establish a close working relationship and, with mutual trust and respect, work together towards the common goal of providing better services to the public. At the central level, the Civil Service Bureau consults the staff sides of the Central Staff Consultative Councils and major civil service-wide staff unions on civil service matters. The Secretary for the Civil Service regularly meets with heads of departments and visits departments to better understand the work challenges faced by staff and their morale. The departmental management is encouraged to listen to the views of staff, in particular the valuable views and experience of frontline staff in policy execution, and engage staff in relevant processes so as to promote partnership between the management and staff sides and foster a sense of belonging among staff for sustaining good team spirit. At the departmental level, the bureau/departmental management makes use of the existing communication channels, including departmental consultative committees, consultation meetings and visits to frontline offices, to better understand the views and aspirations of staff on departmental operations and staff matters, and take follow-up actions in a pragmatic manner.

The Administration also endeavours to boost staff morale through a series of commendation schemes. Apart from giving due recognition to civil servants and teams for their exemplary performances, the schemes also serve to promote the work of civil servants, thereby enabling the public to understand that civil servants are impartial and professional in the discharge of their duties. The support and recognition thus won from the public help raise the morale of the civil service.

It is hard to devise objective indicators for measuring the morale of the civil service. The Administration will however continue to pay attention to and boost the civil service morale through various channels as well as proactively discussing with the staff sides on matters of concern, and making best endeavours for reaching a consensus.

CONTROLLING OFFICER'S REPLY

CSB061

(Question Serial No. 5349)

Head: (143) Government Secretariat: Civil Service Bureau

Subhead (No. & title): (-) Not Specified

Programme: (3) Translation and Interpretation Services and Use of Official Languages

Controlling Officer: Permanent Secretary for the Civil Service (Raymond H.C. Wong)

Director of Bureau: Secretary for the Civil Service

This question originates from: Estimates on Expenditure Volume 1 Page 311

Question (Member Question No. 106):

1. The main responsibilities of the Civil Service Bureau include “give advice on language usage”. Please list out the number of cases where advice was given on the use of Chinese and English, that is, written Chinese, written English, Cantonese, Putonghua and spoken English, as well as the manpower and expenditures involved in the past 3 years.
2. For the operation of telephone hotlines to answer enquiries on language usage, please provide the following information:
 - (a) The utilisation rates of the telephone hotlines in the past 3 years;
 - (b) The expenditures for providing the service in the past 3 years;
 - (c) The breakdown of the number of enquiries on spoken English, Cantonese and Putonghua;
 - (d) Are all civil servants aware of this service? Has the department concerned promoted this service? If yes, what are the details?
3. Please provide details of the work plans to enhance the capability of the civil service to communicate effectively in the official languages under the programme “Translation and Interpretation Services and Use of Official Languages”; are there any types of official language services that are available not only to the civil servants but also to the public?
4. What has the department concerned done to help civil servants enhance their language proficiency in “Cantonese”? What were the expenditures involved in the past 3 years?

Asked by: Hon. CHAN Wai-yip, Albert

Reply:

1. To facilitate the effective use of Chinese and English in official business within the civil service, the Civil Service Bureau (CSB), apart from delivering translation, interpretation and vetting services to government bureaux/departments, also provides language advisory service to civil servants by answering their enquiries on language usage. The number of related written and telephone enquiries we handled over the past 3 years is set out below:

| Year | 2011-12 | | 2012-13 | | 2013-14 (as at 28 February 2014) | |
|----------------|-----------|------------|-----------|------------|-------------------------------------|------------|
| | Written | Telephone | Written | Telephone | Written | Telephone |
| Chinese | 35 | 254 | 45 | 253 | 30 | 252 |
| English | 31 | 52 | 42 | 80 | 28 | 94 |
| Cantonese | 2 | 19 | 3 | 9 | 0 | 12 |
| Putonghua | 4 | 2 | 3 | 5 | 4 | 9 |
| Spoken English | 0 | 1 | 0 | 0 | 0 | 0 |
| Total | 72 | 328 | 93 | 347 | 62 | 367 |

CSB provides this service with in-house resources. As the staff concerned are responsible for more than one duty, it is difficult to work out the manpower and expenditure involved in a single initiative.

2. (a) In the past 3 years, the telephone enquiry service we provide to civil servants received a total of 1 042 telephone enquiries on the use of written Chinese, written English, Cantonese, Putonghua and spoken English.
 - (b) As CSB provides this service with in-house resources, it is difficult to work out the expenditure of a single initiative.
 - (c) Please refer to the breakdown in the above table.
 - (d) The hotlines are operated by the Official Languages Division (OLD) of CSB. Our efforts to promote this service to civil servants through various channels include: setting out details of the service in the CSB circular issued to bureaux/departments; and making information about the service easily accessible to civil servants on such electronic platforms as the intranets of CSB and OLD and the Cyber Learning Centre Plus, as well as on *Word Power*, our quarterly publication on language and culture. In addition, to promote this service, the hotline numbers are printed on leaflets produced by OLD for distribution to civil servants.
3. CSB will continue to implement related initiatives under programme (3). These include producing reference materials on official writing and language use; publishing *Word Power*, a quarterly publication on Chinese and English languages and cultures; operating telephone hotlines to answer enquiries on language usage; organising language-related thematic seminars; and vetting Chinese and English drafts prepared by civil servants.

Mainly we provide Chinese and English language-related services directly to government departments, namely translation, interpretation and other support services. In delivering some of these services, we serve the public indirectly. For example, the translation of various types of government documents to enable the public to choose to read/use the Chinese or the English version, and provision of interpretation service at meetings and interviews to facilitate communication between government officers and members of the public. In addition, some of the reference materials on official writing and language use as well as publications produced for civil servants are also available for use/reading by the public. These include the *Guidebooks on Official Chinese Writing*, *Samples of Official Chinese Writing – Administrative and Personnel Matters*, some 20 sets of glossaries of terms commonly used in the Government and *Word Power*.

4. Under programme (3), CSB operates telephone hotlines to answer civil servants' enquiries on language usage. On Cantonese, enquiries answered cover, among others, pronunciation and meaning of words, as well as reference tools on Cantonese expressions and pronunciation. There are also articles on knowledge about Cantonese in *Word Power*. Moreover, Cantonese and language use in Hong Kong is among the topics of the language-related thematic talks we have organised for civil servants. As we have implemented these initiatives with our in-house resources, it is difficult to work out the expenditure of individual initiatives.

CONTROLLING OFFICER'S REPLY

CSB062

(Question Serial No. 6424)

Head: (143) Government Secretariat: Civil Service Bureau

Subhead (No. & title): (-) Not Specified

Programme: (2) Human Resource Management

Controlling Officer: Permanent Secretary for the Civil Service (Raymond H.C. Wong)

Director of Bureau: Secretary for the Civil Service

This question originates from: Estimates on Expenditure Volume 1 Page 311

Question (Member Question No. 251):

1. To promote equal employment opportunities for ethnic minorities, will the Civil Service Bureau please advise whether a review will be conducted on the Chinese language proficiency requirement for all posts and ranks? If yes, what are the details? If no, what are the reasons?
2. In case the Government updates the entry requirements for civil service posts in respect of the Chinese language, will assessment be made on the competence in using the four language skills of listening, speaking, reading and writing respectively? If yes, what are the details? If no, what are the reasons?
3. Furthermore, for applicants who are multilingual, will the Government recognize them as qualified and/or exempt them from the requirement in Chinese language proficiency?
4. Will the Government set an indicator in terms of the specific percentage or number of ethnic minorities employed in order to demonstrate and play a leading role in the promotion of cultural diversity and social inclusion?

Asked by: Hon. CHEUNG Kwok-che

Reply:

1. to 3. : To ensure that heads of department/grade (HoDs/HoGs) make continuous efforts in reviewing and where appropriate, adjusting the language proficiency requirements (LPRs), the Civil Service Bureau (CSB) conducts, in consultation with bureaux/departments, reviews of LPRs of all civil service grades from time to time. Under the prevailing guidelines, individual civil service grade management should ensure that the LPRs specified are relevant to and commensurate with the satisfactory performance of the duties of the grades concerned.

Generally speaking, for civil service grades that have prescribed academic qualification requirements, the LPRs are aligned with the academic qualifications and set having regard to the following guidelines –

- (a) *degree / professional grades:* the LPRs are set at either Level 2 or Level 1 in the two language papers (viz. Use of Chinese and Use of English) in the Common Recruitment Examination (CRE) conducted by the Civil Service Examinations Unit of CSB, or equivalent, having regard to the job requirements of the concerned grades;
- (b) *non-degree grades with academic qualification requirements at the Hong Kong Diploma of Secondary Education Examination (HKDSEE) / Hong Kong Certificate of Education Examination (HKCEE) level or above:* the LPRs are at Level 2 in the English Language and Chinese Language subjects in the HKDSEE/HKCEE, or equivalent; and

- (c) *non-degree grades with academic qualification requirements lower than the HKDSEE/HKCEE level*: the LPRs should at least be aligned with the minimum academic qualification prescribed for the concerned grades.

For grades that have not set any academic qualification requirements, the LPRs should be set at a level commensurate with the job requirements of the grades concerned.

Since 2010, there have been a total of 20 grades which have relaxed the Chinese LPRs upon review, including the Veterinary Officer grade of the Agriculture, Fisheries and Conservation Department, the Air Crewman Officer grade of the Government Flying Service (GFS), etc. Among these grades, some such as the Pilot grade of GFS have removed the Chinese LPRs while maintaining only the English LPRs. In addition, the Hong Kong Police Force has adjusted the recruitment selection process of Police Constable. Applicants who possess foreign language skills are awarded extra marks in the selection process.

In stipulating the LPRs, whether HoDs/HoGs set an aspect of LPRs at a certain level would hinge on the job requirements of the individual grades. In the same vein, due regard has to be given to the job requirements of the grade concerned in considering whether an applicant possessing foreign language skills should be awarded extra marks. The Administration will continue its efforts in reviewing and where appropriate, adjusting the Chinese LPRs of civil service grades.

4. Appointments to the Civil Service are based on the principle of open and fair competition. All candidates in an open recruitment exercise are assessed on the basis of their ability, performance and character, and having regard to the stipulated entry requirements (including language proficiency) set according to the job requirements of the grade concerned. Race is not a relevant consideration in the selection process. On this basis, we do not consider it appropriate to set an indicator for the employment of ethnic minorities to the Civil Service. Instead, the Administration will continue its efforts to ensure those who wish to join the Civil Service, including ethnic minorities, will have equal access to job opportunities in the government.

CONTROLLING OFFICER'S REPLY

CSB063

(Question Serial No. 5642)

Head: (143) Government Secretariat: Civil Service Bureau

Subhead (No. & title): (-) Not Specified

Programme: (2) Human Resource Management

Controlling Officer: Permanent Secretary for the Civil Service (Raymond H.C. Wong)

Director of Bureau: Secretary for the Civil Service

This question originates from: Estimates on Expenditure Volume 1 Page 310

Question (Member Question No. 55):

Regarding the prevalence of "5-day week" in the civil service and public sector, will the Administration inform this Committee: the number of staff in the civil service and in the public organisations who worked and are expected to work on a "5-day week" work pattern in the past 2 years and in the coming 2 years, and the percentage they account for? Will the Administration draw up a timetable for the civil service and public organisations to fully migrate to a "5-day week" work pattern?

Asked by: Hon. FUNG Kin-kee, Frederick

Reply:

The Civil Service Bureau (CSB) conducts biennial surveys on the implementation of five-day week in bureaux and departments. According to the results of the last survey, as at 30 September 2012, there were 106 800 civil servants working on five-day week work pattern, accounting for around 71% of the civil service strength by that time, but this figure did not include civil servants working in government schools, the Judiciary, the Independent Commission Against Corruption, the Hospital Authority, the Vocational Training Council and the Hong Kong Monetary Authority, etc.

In the past two years, the overall position of implementation of five-day week has remained steady and we expect that this situation would remain largely the same in the coming two years.

We will continue to encourage Government departments that are unable to fully migrate to a five-day week work pattern to continue exploring possible ways to enable more staff to work five days a week without affecting the service to the public or the need for additional staffing resources, including allowing staff to rotate to five-day week posts within the same department where operational circumstances permit. We have not drawn up a timetable for the civil service to fully migrate to a five-day week.

Public organisations operate independently according to their respective service nature, management structure and established protocol. They can autonomously decide whether to implement five-day week having regard to their respective operational arrangements, clients' needs and staff views, etc. CSB does not keep statistics on the implementation of five-day week in public organisations and have not drawn up a timetable for them to fully migrate to a five-day week.

CONTROLLING OFFICER'S REPLY**CSB064****(Question Serial No. 5643)**

Head: (143) Government Secretariat: Civil Service Bureau

Subhead (No. & title): (-) Not Specified

Programme: (2) Human Resource Management

Controlling Officer: Permanent Secretary for the Civil Service (Raymond H.C. Wong)

Director of Bureau: Secretary for the Civil Service

This question originates from: Estimates on Expenditure Volume 1 Page 310

Question (Member Question No. 56):

Regarding the employment of persons with disabilities in the Government and public sector, will the Administration inform this Committee: the number of employees with disabilities and the percentage they accounted for in the total number of staff in the past 2 year, broken down by lower, middle and higher ranks (i.e. the banding used in salary adjustment), and the expenditures involved for improving facilities or upgrading equipment in the past 2 years to facilitate employees with disabilities to carry out their work? Will the Administration set a target proportion of employees with disabilities in the civil service and in the public organisations? If not, what are the reasons?

Asked by: Hon. FUNG Kin-kee, Frederick

Reply:

The Administration does not keep statistics on the employment of persons with disabilities by public organisations.

As regards the number of persons with disabilities employed in the Civil Service, we compile the statistics as at 31 March each year ^{Note 1}. According to available information, we set out below the number of persons with disabilities ^{Note 2} in the Civil Service with breakdown by the lower and middle ranks and the higher ranks as at 31 March for the years of 2012 and 2013 –

| Group | As at 31 March 2012 | | As at 31 March 2013 | |
|--|---|-----------------------------|---|-----------------------------|
| | No. of persons with disabilities in the Civil Service | % of strength in that group | No. of persons with disabilities in the Civil Service | % of strength in that group |
| Lower and middle ranks ^{Note 3} (Covers ranks with maximum salary below Master Pay Scale (MPS) Point 34 or equivalent) | 3 230 | 2.32% | 3 232 | 2.30% |
| Upper ranks (Covers ranks with maximum salary between MPS Point 34 to 49 and on Directorate Pay Scale or equivalent) | 161 | 0.81% | 169 | 0.83% |
| Total | 3 391 | 2.13% | 3 401 | 2.12% |

Note

1. The statistics are compiled on the basis of information available to the management of bureaux/departments (e.g. through applicants' requests for special arrangements for selection interview/test during the recruitment process, and serving officers' applications for fund to purchase technical aids to assist in their performance of duties).
2. Persons with colour blindness or defective colour perception in the Civil Service are not included in the statistics.
3. We do not collect breakdown figures specifically for the lower ranks.

As far as serving officers are concerned, the Government provides on-the-job assistance and reasonable accommodation to officers with disabilities to facilitate them in performing their duties. Such assistance may take the form of modifications of work areas and facilities, appropriate changes to job design or work schedules, provision of necessary equipment, etc. We do not have consolidated information on expenditures incurred by government departments for improving facilities or upgrading equipment for officers with disabilities in the past two years.

In line with the Government's commitment to promoting the employment of persons with disabilities, the Civil Service Bureau has been providing departments with financial support to purchase technical aids for officers with disabilities to perform their duties in the workplace. Breakdown of such expenditure from 2011-12 to 2013-14 (as at 13 March 2014) is as follows-

| <u>Financial Year</u> | <u>Amount</u> <u>(\$'000)</u> |
|-----------------------|----------------------------------|
| 2011-12 | 126 |
| 2012-13 | 49 |
| 2013-14 | 101 |

(as at 13 March 2014)

The Government does not see the need to set a maximum or minimum proportion of persons with disabilities employed in the Civil Service. According to the studies on promotion of employment of people with disabilities conducted by the European Commission and the International Labour Organisation in 2000 and 2003 respectively, a mandatory employment quota system has not been proven successful overseas in helping persons with disabilities secure employment. Some countries have already abolished the quota system. The prevailing trend has moved away from employment quota system to anti-discrimination legislation and enhanced support measures for persons with disabilities. In view of the foregoing, we consider that persons with disabilities should be assisted to find suitable jobs based on their abilities rather than disabilities. On this basis, we will continue to implement our policy and relevant measures with a view to facilitating persons with disabilities who are interested in joining the Civil Service in applying for government jobs.

For public organisations, as advised by the Labour and Welfare Bureau, apart from providing vocational training and employment support for persons with disabilities, the Government has been adopting positive encouragement measures to enhance job opportunities for persons with disabilities, such as giving due recognition to good employers, sharing good practices and providing incentive and assistance to employers, etc. The Government will continue its efforts in promoting the employment of persons with disabilities.

CONTROLLING OFFICER'S REPLY

CSB065

(Question Serial No. 4619)

Head: (143) Government Secretariat: Civil Service Bureau

Subhead (No. & title): (-) Not Specified

Programme: (4) Civil Service Training and Development

Controlling Officer: Permanent Secretary for the Civil Service (Raymond H.C. Wong)

Director of Bureau: Secretary for the Civil Service

This question originates from: Estimates on Expenditure Volume 1 Page 313

Question (Member Question No. 117):

In regard to the growing co-operation between Hong Kong and the Mainland in recent years, please provide relevant information on Hong Kong/Mainland cross-boundary projects or programmes in which your bureau and the departments under its purview have been involved.

(a) For Hong Kong/Mainland cross-boundary projects or programmes, please provide information in 2011-12 to 2013-14 as per following table:

| Project / Programme | Details, objective and whether it is related to the Framework Agreement on Hong Kong / Guangdong Co-operation (the Framework Agreement) | Expenditure involved | Mainland official and department / organisation involved | Progress (% completed, commencement date, target completion date) | Have the details, objectives, amount involved or impact on the public, society, culture and ecology been released to the public? If so, through which channels and what were the manpower and expenditure involved? If not, what are the reasons? | Details of the legislative amendments or policy changes involved in the project / programme |
|---------------------|---|----------------------|--|---|---|---|
| | | | | | | |

(b) For Hong Kong/Mainland cross-boundary projects or programmes in 2014-15, please provide information as per following table:

| Project / Programme | Details, objective and whether it is related to the Framework Agreement | Expenditure involved | Mainland official and department / organisation involved | Progress (% completed, commencement date, target completion date) | Will the details, objectives, amount involved or impact on the public, society, culture and ecology be released to the public? If so, through which channels and what will be the manpower and expenditure involved? If not, what are the reasons? | Details of the legislative amendments or policy changes involved in the project/ programme |
|---------------------|---|----------------------|--|---|--|--|
| | | | | | | |

(c) Apart from the projects or programmes listed above, are there any other modes of Hong Kong/Mainland cross-boundary co-operation? If so, what are they? What were the manpower and expenditure involved over the past 3 years? How much financial and manpower resources have been earmarked in the Estimates for 2014-15?

Asked by: Hon. HO Sau-lan, Cyd

Reply:

(a) From 2011-12 to 2013-14, the Civil Service Bureau participated in the following Hong Kong/Mainland cross-boundary cooperation projects:

| Project / Programme | Details, objective and whether it is related to the Framework Agreement on Hong Kong/ Guangdong Co-operation (the Framework Agreement) | Expenditure involved | Mainland official and department/ organisation involved | Progress (% completed, commencement date, target completion date) | Have the details, objectives, amount involved or impact on the public, society, culture and ecology been released to the public? If so, through which channels and what were the manpower and expenditure involved? If not, what are the reasons? | Details of the legislative amendments or policy changes involved in the project/ programme |
|------------------------|--|----------------------------------|---|---|---|--|
| Civil Service Exchange | The Civil Service Bureau and the | About \$1.25 million for 3 years | Mainland government departments participating in the | About 90 HKSARG and Mainland civil | The Civil Service Bureau reported this | No legislative amendments or policy |

| | | | | | | |
|---|--|--|---|---|---|---|
| Programme between HKSARG and the Mainland | relevant authorities of Beijing/ Shanghai/ Hangzhou/ Guangdong arranged their civil servants for attachment to government departments of the other side for about one month with a view to sharing experience and expertise, fostering communication , as well as widening civil servants' exposure and vision. The Agreement between HKSARG and Guangdong was related to the Framework Agreement. | | programme include the Foreign Trade and Economic Cooperation Department, Environmental Protection Bureau, Health Bureau, Civil Affairs Bureau, Human Resources and Social Security Bureau, Planning and Land Resources Bureau, Housing Security and Administration Bureau, Water Authority, Urban Planning Commission, Transport Commission, Urban and Rural Construction Commission, Food Safety Commission, Science & Technology Commission, and Tourism Commission, etc. | servants participated in the programme from 2011-12 to 2013-14. The activities were completed in the corresponding years. | exchange programme to the Legislative Council Panel on Public Service in the respective years. No additional manpower and expenditure was involved in the release of the above information. | changes were involved in the programme. |
|---|--|--|---|---|---|---|

The departments under the Civil Service Bureau, including the Public Service Commission and the Joint Secretariat for the Advisory Bodies on Civil Service and Judicial Salaries and Conditions of Service, have not participated in any Hong Kong/Mainland cross-boundary co-operation project from 2011-12 to 2013-14.

- (b) In 2014-15, the Civil Service Bureau will participate in the following Hong Kong/Mainland cross-boundary cooperation projects:

| Project / Programme | Details, objective and whether it is related to the Framework Agreement | Expenditure involved | Mainland official and department/ organisation involved | Progress (% completed, commencement date, target completion date) | Will the details, objectives, amount involved or impact on the public, society, culture and ecology be released to the public? If so, through which channels and what will be the manpower and expenditure involved? If not, what are the reasons? | Details of the legislative amendments or policy changes involved in the project/ programme |
|---|---|-----------------------------|--|--|---|---|
| Civil Service Exchange Programme between HKSARG and the | The Civil Service Bureau and the relevant authorities of Beijing/ Shanghai/ Hangzhou/ | About \$0.4 million | Preparatory work for the 2014-15 programme is underway. | Implementation scheduled for 2014. | The Civil Service Bureau reported this exchange programme to the Legislative Council Panel on Public Service on | No legislative amendments or policy changes will be involved in the |

| | | | | | | |
|----------|--|--|--|--|---|------------|
| Mainland | Chongqing/ Wuhan will arrange their civil servants for attachment to government departments of the other side. The objectives and arrangements of the exchange programme are basically the same as before. The programme is not related to the Framework Agreement. | | | | 17 February 2014. No additional manpower and expenditure was involved in the release of the above information. | programme. |
|----------|--|--|--|--|---|------------|

The Public Service Commission and the Joint Secretariat for the Advisory Bodies on Civil Service and Judicial Salaries and Conditions of Service will not participate in any Hong Kong/Mainland cross-boundary co-operation project in 2014-15.

- (c) Apart from those listed above, there is no other Hong Kong/Mainland cross-boundary co-operation project/programme administered by the Civil Service Bureau, Public Service Commission and Joint Secretariat for the Advisory Bodies on Civil Service and Judicial Salaries and Conditions of Service.

CONTROLLING OFFICER'S REPLY

CSB066

(Question Serial No. 4633)

Head: (143) Government Secretariat: Civil Service Bureau

Subhead (No. & title): (-) Not Specified

Programme: (1) Director of Bureau's Office, (2) Human Resource Management, (3) Translation and Interpretation Services and Use of Official Languages, (4) Civil Service Training and Development

Controlling Officer: Permanent Secretary for the Civil Service (Raymond H.C. Wong)

Director of Bureau: Secretary for the Civil Service

This question originates from: Estimates on Expenditure Volume 1 Page 310

Question (Member Question No. 131):

Regarding the studies (if any) conducted by the your bureau and the departments under its purview for the purpose of formulating and assessing policies, please provide information in the following format.

(a) Using the table below, please provide information on studies on public policy and strategic public policy for which funds had been allocated in the past 2 financial years (2012-13 and 2013-14):

| Name of consultant | Mode of award (open auction/tender/others (please specify)) | Title, content and objective of project | Consultancy fee(\$) | Start date | Progress of studies (under planning/ in progress/ completed) | Follow-up actions taken by the Administration on the study report and their progress (if any) | For completed projects, have they been made public? If yes, through what channels? If no, why? |
|--------------------|---|---|---------------------|------------|--|---|--|
| | | | | | | | |

(b) Are there any projects for which funds have been reserved for conducting consultancy studies this year (2014-15)? If yes, please provide the following information:

| Name of consultant | Mode of award (open auction/tender/others (please specify)) | Title, content and objective of project | Consultancy fee(\$) | Start date | Progress of studies (under planning/ in progress/ completed) | Follow-up actions taken by the Administration on the study report and their progress (if any) | For projects that are expected to be completed this year, is there any plan to make them public? If yes, through what channels? If no, why? |
|--------------------|---|---|---------------------|------------|--|---|---|
| | | | | | | | |

(c) What are the criteria for considering the award of consultancy projects to the research institutions concerned?

Asked by: Hon. HO Sau-lan, Cyd

Reply:

(a) The Civil Service Bureau (CSB) and the departments under its purview, i.e. Joint Secretariat for the Advisory Bodies on Civil Service and Judicial Salaries and Conditions of Service (JSSCS) and the Public Service Commission (PSC), have not conducted any consultancy studies for the purpose of formulating and assessing policies in 2012-13 and 2013-14.

(b) We have not reserved funds for conducting consultancy studies in 2014-15.

(c) Not applicable.

CONTROLLING OFFICER'S REPLY

CSB067

(Question Serial No. 4251)

Head: (143) Government Secretariat: Civil Service Bureau

Subhead (No. & title): (-) Not Specified

Programme: (2) Human Resource Management

Controlling Officer: Permanent Secretary for the Civil Service (Raymond H.C. Wong)

Director of Bureau: Secretary for the Civil Service

This question originates from: Estimates on Expenditure Volume 1 Page 311

Question (Member Question No. 25):

It is mentioned in Matters Requiring Special Attention in 2014–15 that the Civil Service Bureau will continue to keep the size of the civil service establishment under control. In this regard, will the Government advise this Committee on:

1. the number of staff leaving the civil service over the past 3 years, broken down by department and rank; and
2. whether a survey on the reasons for resignation has been conducted. If yes, please provide the findings of the survey. If no, will such survey be conducted with officers who leave the civil service in future?

Asked by: Hon. KWOK Wai-keung

Reply:

1. The wastage figures for the Civil Service in the past three years are at Annex. We do not have breakdown figures by rank for the period in question.
2. The vast majority of civil servants have left the service due to retirement and resignation only accounts for a small portion. According to the information collected from the resignees who responded to the survey conducted by the Civil Service Bureau (CSB) in collaboration with bureaux / departments, in 2012-13, the major reasons for resignation included the taking up of a job in the private sector, further studies, and marriage or family reasons. CSB will brief the Panel on Public Service of the Legislative Council on the overview of the civil service establishment and wastage, including the resignation situation, in April 2014.

Wastage of Civil Servants by Bureau/Department/Organisation in 2010/2011, 2011/12 and 2012/13
2010/2011、2011/12 及 2012/13 年度公務員流失人數 - 按政策局／部門／機構列出

| Bureau/Department/ Organisation <small>Note 1</small> | 政策局／部門／機構 ^{註1} | 2010/11 | 2011/12 | 2012/13 |
|--|--------------------------------|----------------|----------------|----------------|
| Agriculture, Fisheries and Conservation Department | 漁農自然護理署 | 83 | 78 | 101 |
| Architectural Services Department | 建築署 | 49 | 55 | 67 |
| Audit Commission | 審計署 | 5 | 7 | 4 |
| Auxiliary Medical Service | 醫療輔助隊 | 2 | 6 | 5 |
| Buildings Department | 屋宇署 | 29 | 40 | 31 |
| Census and Statistics Department | 政府統計處 | 26 | 36 | 37 |
| Chief Executive's Office | 行政長官辦公室 | 3 | 4 | 5 |
| Civil Aid Service | 民眾安全服務處 | 4 | 2 | 5 |
| Civil Aviation Department | 民航處 | 20 | 21 | 30 |
| Civil Engineering and Development Department | 土木工程拓展署 | 56 | 62 | 66 |
| Companies Registry | 公司註冊處 | 6 | 10 | 10 |
| Correctional Services Department | 懲教署 | 282 | 284 | 266 |
| Customs and Excise Department | 香港海關 | 97 | 108 | 134 |
| Department of Health | 衛生署 | 165 | 208 | 196 |
| Department of Justice | 律政司 | 33 | 28 | 33 |
| Drainage Services Department | 渠務署 | 63 | 58 | 53 |
| Electrical and Mechanical Services Department | 機電工程署 | 185 | 131 | 150 |
| Environmental Protection Department | 環境保護署 | 25 | 31 | 27 |
| Fire Services Department | 消防處 | 279 | 261 | 325 |
| Food and Environmental Hygiene Department | 食物環境衛生署 | 479 | 609 | 653 |
| Government Flying Service | 政府飛行服務隊 | 6 | 8 | 7 |
| Government Laboratory | 政府化驗所 | 6 | 5 | 6 |
| Government Logistics Department | 政府物流服務署 | 38 | 36 | 34 |
| Government Property Agency | 政府產業署 | 6 | 7 | 9 |
| G.S.*: Offices of the Chief Secretary for Administration and the Financial Secretary | 政府總部：政務司司長及財政司司長辦公室 | 21 | 13 | 20 |
| G.S.: Civil Service Bureau | 政府總部：公務員事務局 | 17 | 22 | 28 |

| Bureau/Department/ Organisation ^{Note 1} | 政策局／部門／機構 ^{註1} | 2010/11 | 2011/12 | 2012/13 |
|--|--------------------------|---------|---------|---------|
| G.S.: Commerce and Economic Development Bureau (CEDB) | 政府總部：商務及經濟發展局 | 9 | 13 | 15 |
| Innovation and Technology Commission (within CEDB) | 商務及經濟發展局轄下的創新科技署 | 6 | 2 | 6 |
| Office of the Government Chief Information Officer (within CEDB) | 商務及經濟發展局轄下的政府資訊科技總監辦公室 | 7 | 9 | 16 |
| G.S.: Constitutional and Mainland Affairs Bureau | 政府總部：政制及內地事務局 | 3 | 2 | 1 |
| G.S.: Development Bureau | 政府總部：發展局 | 10 | 7 | 10 |
| G.S.: Education Bureau | 政府總部：教育局 | 163 | 197 | 230 |
| G.S.: Environment Bureau | 政府總部：環境局 | - | - | 1 |
| G.S.: Financial Services and the Treasury Bureau | 政府總部：財經事務及庫務局 | 7 | 8 | 9 |
| G.S.: Food and Health Bureau | 政府總部：食物及衛生局 | 2 | 2 | 4 |
| G.S.: Home Affairs Bureau | 政府總部：民政事務局 | 4 | 4 | 4 |
| G.S.: Labour and Welfare Bureau | 政府總部：勞工及福利局 | 2 | 4 | 3 |
| G.S.: Security Bureau | 政府總部：保安局 | 5 | 2 | 2 |
| G.S.: Transport and Housing Bureau | 政府總部：運輸及房屋局 | 4 | 5 | 6 |
| Highways Department | 路政署 | 54 | 61 | 63 |
| Home Affairs Department | 民政事務總署 | 46 | 62 | 55 |
| Hong Kong Monetary Authority ^{Note 2} | 香港金融管理局 ^{註2} | 2 | 1 | 1 |
| Hong Kong Observatory | 香港天文台 | 12 | 9 | 9 |
| Hong Kong Police Force | 香港警務處 | 1 270 | 1 348 | 1 355 |
| Hospital Authority ^{Note 2} | 醫院管理局 ^{註2} | 174 | 203 | 194 |
| Housing Department | 房屋署 | 224 | 259 | 271 |
| Immigration Department | 入境事務處 | 103 | 132 | 152 |
| Information Services Department | 政府新聞處 | 13 | 18 | 19 |
| Inland Revenue Department | 稅務局 | 85 | 74 | 94 |
| Intellectual Property Department | 知識產權署 | 4 | 4 | 1 |
| Invest Hong Kong | 投資推廣署 | 1 | 1 | 1 |
| Joint Secretariat for the Advisory Bodies on Civil Service and Judicial Salaries and Conditions of Service | 公務及司法人員薪俸及服務條件諮詢委員會聯合秘書處 | 1 | - | 1 |

| Bureau/Department/ Organisation ^{Note 1} | 政策局／部門／機構 ^{註1} | 2010/11 | 2011/12 | 2012/13 |
|--|--------------------------|--------------|--------------|--------------|
| Judiciary | 司法機構 | 52 | 38 | 53 |
| Labour Department | 勞工處 | 47 | 58 | 63 |
| Land Registry | 土地註冊處 | 11 | 14 | 13 |
| Lands Department | 地政總署 | 134 | 132 | 138 |
| Legal Aid Department | 法律援助署 | 17 | 16 | 9 |
| Leisure and Cultural Services Department | 康樂及文化事務署 | 253 | 302 | 317 |
| Marine Department | 海事處 | 82 | 69 | 59 |
| Office of the Telecommunications Authority ^{Note 3} | 電訊管理局 ^{註3} | 3 | 5 | N.A. 不適用 |
| Office of the Communications Authority ^{Note 3} | 通訊事務管理局辦公室 ^{註3} | N.A. 不適用 | N.A. 不適用 | 10 |
| Official Receiver's Office | 破產管理署 | 5 | 7 | 15 |
| Planning Department | 規劃署 | 10 | 13 | 17 |
| Post Office | 郵政署 | 174 | 183 | 156 |
| Public Service Commission | 公務員絀用委員會 | 2 | 3 | 1 |
| Radio Television Hong Kong | 香港電台 | 22 | 12 | 20 |
| Rating and Valuation Department | 差餉物業估價署 | 15 | 28 | 32 |
| Registration and Electoral Office | 選舉事務處 | 2 | 3 | 1 |
| Secretariat, Commissioner on Interception of Communications and Surveillance | 截取通訊及監察事務專員 秘書處 | - | - | 4 |
| Social Welfare Department | 社會福利署 | 149 | 150 | 163 |
| Student Financial Assistance Agency | 學生資助辦事處 | 3 | 9 | 15 |
| Television and Entertainment Licensing Authority ^{Note 3} | 影視及娛樂事務管理處 ^{註3} | 6 | 7 | N.A. 不適用 |
| Trade and Industry Department | 工業貿易署 | 13 | 9 | 11 |
| Transport Department | 運輸署 | 43 | 38 | 38 |
| Treasury | 庫務署 | 12 | 18 | 14 |
| University Grants Committee | 大學教育資助委員會 | 1 | 1 | 1 |
| Water Supplies Department | 水務署 | 200 | 191 | 205 |
| Total 總數 | | 5 452 | 5 863 | 6 180 |

Note 1:

- (a) All statistics include civil servants working in government bureaux/departments and those who have been seconded/posted to subvented/public-funded bodies.
- (b) Judges, Judicial Officers, Independent Commission Against Corruption officers and locally engaged staff working in Hong Kong Economic and Trade Offices are excluded.

Note 2:

These organisations have posts to accommodate staff who have remained in the Civil Service.

Note 3:

The Office of the Communications Authority was established in 2012-13 by redeploying resources from the Office of the Telecommunications Authority and the Television and Entertainment Licensing Authority.

*G.S. = Government Secretariat

註 1:

- (a) 所有統計數字包括在各政府政策局／部門任職的公務員及借調／調派到補助／公帑資助機構的公務員。
- (b) 數字不包括法官、司法人員、廉政公署人員及香港駐外地經濟貿易辦事處在當地聘請的人員。

註 2:

這些機構設有可讓仍屬公務員編制的人員出任的職位。

註 3:

當局在 2012-13 年透過重行調配電訊管理局和影視及娛樂事務管理處的資源成立通訊事務管理局辦公室。

CONTROLLING OFFICER'S REPLY

CSB068

(Question Serial No. 4412)

Head: (143) Government Secretariat: Civil Service Bureau

Subhead (No. & title): (-) Not Specified

Programme: (4) Civil Service Training and Development

Controlling Officer: Permanent Secretary for the Civil Service (Raymond H.C. Wong)

Director of Bureau: Secretary for the Civil Service

This question originates from: Estimates on Expenditure Volume 1 Page 312

Question (Member Question No. 115):

Regarding the Programme on Civil Service Training and Development, please inform this Committee in table form of:

1. the operational expenses of the national studies programmes, including staff establishment, salaries and fringe benefits, training expenses and departmental expenses; and
2. the major subjects of the studies, and the source and qualifications of the tutors.

Asked by: Hon. LEUNG Kwok-hung

Reply:

1. In 2014-15, the estimated expenditure on national studies programmes is about \$20.5 million. There are two units with a total of 23 Training Officers in the Civil Service Training and Development Institute involved in organising national studies programmes. As these officers are not responsible only for a single area of work, it would be difficult to break down the manpower, salaries and operating expenses involved in national studies programmes.
2. National studies programmes include training programmes conducted in the Mainland, thematic visits to the Mainland and thematic seminars held locally. Topics covered include the Basic Law, and policies and developments of the Mainland on political, economic, social, cultural aspects, etc. Speakers include local and Mainland academics, experts and government officials.

CONTROLLING OFFICER'S REPLY

CSB069

(Question Serial No. 6515)

Head: (143) Government Secretariat: Civil Service Bureau
Subhead (No. & title): (-) Not Specified
Programme: (4) Civil Service Training and Development
Controlling Officer: Permanent Secretary for the Civil Service (Raymond H.C. Wong)
Director of Bureau: Secretary for the Civil Service
This question originates from: Estimates on Expenditure Volume 1 Page 317

Question (Member Question No. 145):

Please advise on the following for this year:

1. The number and ranks of staff implementing the staff exchange and attachment programme with major Mainland cities
2. The salaries and staff-related expenses
3. Operational expenditure and non-recurrent expenditure (if any)
4. Government departments taking part in the staff exchange and attachment programme and their Mainland counterparts

Asked by: Hon. LEUNG Kwok-hung

Reply:

In 2014-15, there are six training officers in the unit responsible for organising the staff exchange programme in the Civil Service Training and Development Institute. As these officers are not responsible only for a single area of work, it would be difficult to give a breakdown of the salaries and other expenses involved in organising the staff exchange programme. Preparation for the programme this year is underway. The estimated expenditure is about \$400,000. Arrangement of hosting departments/Mainland authorities will be made according to the nature of work of the participants. The areas of exchange in the past included city planning, traffic management, public housing, health and food safety, trade and commerce, information technology, environmental protection, and tourism development and promotion, etc.

CONTROLLING OFFICER'S REPLY

CSB070

(Question Serial No. 4392)

Head: (143) Government Secretariat: Civil Service Bureau
Subhead (No. & title): (-) Not Specified
Programme: (-) Not Specified
Controlling Officer: Permanent Secretary for the Civil Service (Raymond H.C. Wong)
Director of Bureau: Secretary for the Civil Service
This question originates from: Estimates on Expenditure Volume 1 Page 310

Question (Member Question No. 106):

In connection with the provision of public information and gathering of public opinions by means of the Internet, please advise on the following:

- (a) the information regarding the social media platforms set up and operated by your bureau/ departments/public bodies or their agents (such as out-sourced contractors or consultants) for the past year in tabulated form (see Annex 1).

| Commencement of operation (Month/ Year) | Status (keep updating /ceased updating) (as at 31 January 2014) | Government agencies (including policy bureaux/ departments /public bodies/ government consultations) | Name | Social media (Facebook/ Flickr/ Google+ /LinkedIn /Sina Weibo/ Twitter/ YouTube) | Purpose of establishment and no. of updates (as at 31 January 2014) | No. of "Likes"/ No. of subscribers / Average monthly visits (as at 31 January 2014) | Compiling summary of comments and following up on a regular basis (Yes/ No) | Rank and No. of officers responsible for the operation (as at 31 January 2014) | Financial resources involved in the establishment and daily operation (as at 31 January 2014) |
|---|---|--|--------|--|---|---|---|--|---|
| | | | (1)... | (1)... | | | | | |
| | | | (2)... | (2)... | | | | | |
| | | | (3)... | (3)... | | | | | |

- (b) whether the "Guidelines on the Use of Social Media" available on Government intranets give instructions to your department on the ceilings on expenditures for using social media or web-based platforms, such as registration fees, advertising expenditures and value-added services. If yes, what are the details? If not, will the guidelines be revised to set out the reasonable levels of expenditures derived from the use of social media.
- (c) In recent years, governments around the world have introduced systems through which citizens may hand in their online proposals. They have also undertaken that they will give a formal online response if a certain number of citizens have indicated their support of the proposals. Has the Administration examined ways to improve the existing channels for collecting public opinions on the Internet and evaluate the feasibility of the system of collecting online proposals mentioned above? If yes, what are the details? If not, what are the reasons?

Asked by: Hon. MOK, Charles Peter

Reply:

- (a) Information on the social media platform set up and operated by the Civil Service Bureau (CSB) for the past year is at Annex 1.

- (b) The “Guidelines on the Use of Social Media” posted on the Government intranets provide information security and other general guidelines for reference by bureaux and departments, including setting up a thematic webpage, elaborating the information about social media and sharing tips of using the media. In considering the use of social media as a communication channel with the public, CSB will take into account the operational needs and make arrangement with reference to the above Guidelines and the Government’s Stores and Procurement Regulations.
- (c) CSB will consider the use of social media as a communication channel with the public according to operational needs.

| Commencement of operation (Month/Year) | Status (keep updating/ceased updating) (as at 31 January 2014) | Government agencies (including policy bureaux/ departments / public bodies/ government consultations) | Name | Social media (Facebook/ Flickr/ Google+/ LinkedIn/ Sina Weibo/ Twitter/ YouTube) | Purpose of establishment and no. of updates (as at 31 January 2014) | No. of "Likes"/ No. of subscribers/ Average monthly visits (as at 31 January 2014) | Compiling summary of comments and following up on a regular basis (Yes/ No) | Rank and No. of officers responsible for the operation (as at 31 January 2014) | Financial resources involved in the establishment and daily operation (as at 31 January 2014) |
|---|---|--|--|---|--|---|---|---|--|
| 12/2011 | Pending updating | Civil Service Bureau | Administrative Service Summer Internship Programme (ASSIP) | Facebook | To promote ASSIP; the Administration will update the page from time to time to provide latest information, such as progress of processing applications and highlights of relevant activities | Number of "Likes" : about 4860 | No (the page is for promoting ASSIP. The Administration will follow up on any enquiries relating to the Programme) | 1 Executive Officer I | N/A |

CONTROLLING OFFICER'S REPLY

CSB071

(Question Serial No. 6181)

Head: (143) Government Secretariat: Civil Service Bureau
Subhead (No. & title): (000) Operational expenses
Programme: (-) Not Specified
Controlling Officer: Permanent Secretary for the Civil Service (Raymond H.C. Wong)
Director of Bureau: Secretary for the Civil Service
This question originates from: Estimates on Expenditure Volume 1 Page 310

Question (Member Question No. 115):

Regarding official entertainment expenses of the Bureau and its departments, will the Administration inform this Committee of:

- (1) the number of exceptions where official entertainment expenses of public officers for lunch and dinner exceeded the respective ceilings per head, the number of exceptions with approval of directorate officers, the exceeded amounts and the reasons for the excess over the past three years? Please provide the information by bureau/department/public organisation, etc.
- (2) the number of non-compliance with the guidelines on the bestowal of gifts or souvenirs by public officers during the conduct of official activities, and the number of and reasons for exceptions with approval of directorate officers over the past three years? Please provide the information by bureau/department/public organisation, etc.

Asked by: Hon. MOK, Charles Peter

Reply:

The Civil Service Regulations (CSRs) set out the principles, rules and approval procedures relating to official entertainment. Heads of Departments have the delegated authority to authorise all expenditure from the departmental entertainment vote. In addition, according to the Government's internal guidelines, the expenditure limits on entertaining guests should not exceed \$450 per person for lunch or \$600 per person for dinner. Government officers are required to exercise prudent judgement and economy when entertaining guest(s) for official purposes in order to avoid any public perception of extravagance. Where there are sufficient justifications for exceeding the expenditure limits, the departments are required to consider those applications according to the established mechanism and to document properly the detailed justifications for granting such approval.

In line with the Government's green policy, public officers should as far as possible refrain from bestowing gifts/souvenirs to others during the conduct of official activities. According to the existing guidelines, where bestowal of gifts/souvenirs is necessary or unavoidable due to operational, protocol or other reasons, the gift/souvenir items should not be lavish or extravagant and the number should be kept to a minimum. Also, the exchange of gifts/souvenirs should only be made from organisation to organisation.

In the past three years (i.e. 2011-12, 2012-13 and 2013-14), no officer of the Civil Service Bureau and the departments under its purview (i.e. the Joint Secretariat for the Advisory Bodies on Civil Service and Judicial Salaries and Conditions of Service and the Public Service Commission) was subject to disciplinary action for alleged contravention of the CSRs or other government requirements in relation to claiming reimbursement of entertainment expenses or offering gifts/souvenirs.

CONTROLLING OFFICER'S REPLY

CSB072

(Question Serial No. 6200)

Head: (143) Government Secretariat: Civil Service Bureau

Subhead (No. & title): (000) Operational expenses

Programme: (-) Not Specified

Controlling Officer: Permanent Secretary for the Civil Service (Raymond H.C. Wong)

Director of Bureau: Secretary for the Civil Service

This question originates from: Estimates on Expenditure Volume 1 Page 310

Question (Member Question No. 155):

The Government has announced that it would make all government information released for public consumption machine-readable in digital formats. In respect of this,

- (1) Please provide in the table below details of the government information to be released for public consumption by your Bureau/Department.

| Bureau/ Department | Information items that can be released for public consumption | Description of the information | Period of the information | Is the information released in digital formats currently and date of release | If not, will it be converted into digital formats | Digital format already/planned to be used (please choose) | | | |
|-----------------------|--|--------------------------------------|---------------------------------|---|--|---|--|--|---|
| | | | | | | Machine- readable, non- proprietary formats (e.g. CSV) | Machine- readable, proprietary formats (e.g. MS Excel, Word) | Non- Machine- readable formats (e.g. JPG, PDF, PNG) | Open- standard formats (e.g. XML) |
| | | | | | | | | | |

- (2) Would the Administration indicate the manpower and expenditure involved for releasing government information for public consumption in 2014-15? Will more resources and manpower be provided to your Bureau/Department for handling this task so that the plan can be more effectively implemented?

Asked by: Hon. MOK, Charles Peter

Reply:

(1) The government information released by the Civil Service Bureau (CSB) for public consumption is as follows:

| Bureau/ Department | Information items that can be released for public consumption | Description of the information | Period of the information | Is the information released in digital formats currently and date of release | If not, will it be converted into digital formats | Digital format already/planned to be used (please choose) | | | |
|--------------------|--|---|---------------------------|--|---|---|---|---|----------------------------------|
| | | | | | | Machine-readable, non-proprietary formats (e.g. CSV) | Machine-readable, proprietary formats (e.g. MS Excel, Word) | Non-Machine-readable formats (e.g. JPG, PDF, PNG) | Open-standard formats (e.g. XML) |
| CSB | CSB and related websites (www.csb.gov.hk) | General information including the policies, organisational structure, latest news and related documents of CSB. | since 2000 | Yes; 2000 | N.A. | N.A. | MS Excel, Word, PDF | JPG, PDF, PNG, GIF | HTML 4.0 |
| | Dedicated website on Service Excellence (www.serviceexcellence.gov.hk) | Information on the services provided by the participants and awardees of the Civil Service Outstanding Service Award Scheme, including articles, photos and short films. | since 2009 | Yes; 6 September 2013 | N.A. | N.A. | N.A. | JPG, PDF, PNG, GIF, WMV, MP4 | HTML 4.0 |

(2) The CSB and related websites are managed by an Analyst/Programmer (who does not only take up this single duty). The estimated expenditure on managing the websites and updating the information for 2014-15 is \$113,400. No additional financial resources and manpower are required for 2014-15.

The dedicated website on Service Excellence is managed by a Training Officer (who does not only take up this single duty). The estimated expenditure on managing the website and updating the information for 2014-15 is \$150,000. No additional financial resources and manpower are required for 2014-15.

CONTROLLING OFFICER'S REPLY

CSB073

(Question Serial No. 6210)

Head: (143) Government Secretariat: Civil Service Bureau
Subhead (No. & title): (000) Operational expenses
Programme: (-) Not Specified
Controlling Officer: Permanent Secretary for the Civil Service (Raymond H.C. Wong)
Director of Bureau: Secretary for the Civil Service
This question originates from: Estimates on Expenditure Volume 1 Page 310

Question (Member Question No. 182):

Regarding the Bureau's expenditure on the procurement of computer software and hardware, could the Administration inform this Committee of the following:

- (a) Does the Administration have any standard internal procurement guidelines which set out criteria for the purchase or upgrade of computer software and hardware for the Bureau? If yes, what are the details? Do the guidelines require that the Bureau must upgrade its computer software and hardware in a timely manner?
- (b) Given that the computer software and hardware supplier Microsoft will terminate its support service for the operating platform of its Windows XP, please provide the respective numbers of computers in the Bureau which are using (1) the operating platform of Microsoft Windows XP; (2) the operating platforms released by Microsoft before 2001; and (3) other operating platforms (please specify the version), as well as the respective percentages of these three types of operating systems in the Bureau's total number of computers. Does the Bureau have any plan to upgrade the above operating platform versions which are now obsolete?
- (c) What are the expenditure on and criteria for the procurement of tablet computers by the Bureau? What are the model numbers and the uses of the tablet computers? Is there any classified information saved on the tablet computers? If yes, what are the details? Is there any information security software installed in the tablet computers used by the Bureau? What is the expenditure involved?

Asked by: Hon. MOK, Charles Peter

Reply:

- (a) According to the existing guidelines, bureaux/departments (b/ds) must develop a 3-year-plan of IT projects and the planning of IT-related projects annually to ensure that operational needs can be met effectively. In planning of IT projects for update purposes, b/ds should review and evaluate a wide range of potential risks in technology, including product compatibility, maintenance support, replacement products as well as market supply, and set in place mitigation measures.

In purchasing or updating computer hardware and software, we will adopt the most cost-effective way amongst fair and open market competitions in compliance with the government's procurement guidelines. We will also consider the importance and priorities of our IT projects in handling the updating issues as and when appropriate.

- (b) According to the figures as at 14 March 2014, the major operating platforms running on the computers of the Bureau are as follows:

| | (i) The operating platform of Microsoft Windows XP | (ii) The operating platforms released by Microsoft before 2001 | (iii) Other operating platforms | |
|---------------------------|---|---|-------------------------------------|---|
| | | | The operating platform of Windows 7 | The operating platform of Windows Vista |
| Total number of computers | 386 | 8 | 876 | 2 |
| Percentage | 30.35% | 0.63% | 68.87% | 0.15% |

The versions of Windows XP and the operating platforms released by Microsoft before 2001 are being upgraded. It is anticipated that the project will be completed by this April.

- (c) We make purchases of tablet computers in the most cost-effective way amongst fair and open market competitions in compliance with the government's procurement guidelines. We have three models of tablet computers, namely, Apple iPad, Lenovo ThinkPad and Samsung Galaxy Note, with the total cost being around \$210,000. They are used to serve various operational needs, such as emails, SMS and Internet browsing; giving support to the work of the Recruitment Board; as well as the development and function test of various mobile web and programs of the Bureau.

We do not store classified information on our mobile devices (including tablet computers). In managing the mobile devices, we have taken security measures as appropriate, such as power-on passwords for mobile devices, device wipe after specified number of failed login attempts and activation of the detection and recovery system against virus and malicious code. As most of the tablet computers that we have purchased are equipped with an information security function, only a small number of them have to be installed with information security software. The expenditure involved is around \$2,400.

CONTROLLING OFFICER'S REPLY

CSB074

(Question Serial No. 6246)

Head: (143) Government Secretariat: Civil Service Bureau

Subhead (No. & title): (-) Not Specified

Programme: (2) Human Resource Management

Controlling Officer: Permanent Secretary for the Civil Service (Raymond H.C. Wong)

Director of Bureau: Secretary for the Civil Service

This question originates from: Estimates on Expenditure Volume 1 Page 310

Question (Member Question No. 81):

Please provide the following information on the one-rank grades under the existing establishment of the Government:

| one-rank grade | minimum salary point | salary point of serving officer | government post previously held by serving officer (if any) | entry requirements |
|----------------|----------------------|---------------------------------|---|--------------------|
| | | | | |

Asked by: Hon. MOK, Charles Peter

Reply:

Relevant information on one-rank grades under the civil service establishment as at end of 2013 is provided at Annex. The pay point of a serving officer falls within the pay scale of the relevant rank. The Civil Service Bureau does not collect information on the government posts, if any, previously held by officers serving in the one-rank grades.

List of one-rank grades under the civil service establishment as at end of 2013

| | Grade ^{Note 1} | Pay Scale ^{Note 2} | Qualification Group (QG) ^{Note 3} |
|-----|---|-----------------------------|--|
| 1. | Agricultural Laboratory Technician | MPS 22 - 28 | QG 3 |
| 2. | Artisan | MPS 5 - 8 | QG 6 |
| 3. | Assistant Commissioner for Innovation and Technology | D2 | Not applicable |
| 4. | Bailiff's Assistant | MPS 3 - 12 | QG 1 |
| 5. | Car Park Attendant I | MPS 5 - 8 | QG 6 |
| 6. | Car Park Attendant II | MOD 3 - 13 | QG 10 |
| 7. | Chainman | MPS 5 - 8 | QG 6 |
| 8. | Clerical Assistant | MPS 1 - 10 | QG 1 |
| 9. | Commissioner for Innovation and Technology | D6 | Not applicable |
| 10. | Communications Controller | MPS 4 - 13 | QG 1 |
| 11. | Consumer Services Inspector | MPS 9 - 17 | QG 5 |
| 12. | Controller, Centre for Food Safety | D4 | Not applicable |
| 13. | Controller, Centre for Health Protection | D5 | Not applicable |
| 14. | Controller, Government Flying Service | GDS(C) 3 | Not applicable |
| 15. | Cook | MPS 5 - 8 | QG 6 |
| 16. | Darkroom Technician | MPS 5 - 8 | QG 6 |
| 17. | Dental Hygienist | MPS 5 - 19 | QG 12 |
| 18. | Deputy Director (Administration), Department of Justice | D3 | Not applicable |
| 19. | Deputy Head, Efficiency Unit | D3 | Not applicable |
| 20. | Director-General of Investment Promotion | D6 | Not applicable |
| 21. | Director of Civil Engineering and Development | D6 | Not applicable |
| 22. | Director of Drainage Services | D5 | Not applicable |
| 23. | Director of General Grades | D3 | Not applicable |
| 24. | Director of Highways | D6 | Not applicable |
| 25. | Director of Lands | D5 | Not applicable |
| 26. | Director of Planning | D5 | Not applicable |
| 27. | Director of Protocol | D2 | Not applicable |
| 28. | Domestic Servant | MPS 5 - 8 | QG 6 |
| 29. | Drain Chageman | MPS 8 - 10 | QG 6 |
| 30. | Driving Instructor | MPS 9 - 17 | QG 12 |
| 31. | Enrolled Nurse | MPS 7 - 21 | QG 12 |
| 32. | Executive Administrator (Accreditation) | D1 | Not applicable |
| 33. | Explosives Depot Attendant | MOD 3 - 13 | QG 10 |
| 34. | Explosives Supervisor | MPS 3 - 13 | QG 12 |
| 35. | Fisheries Craft Technician | MPS 24 - 33 | QG 4 |
| 36. | Forest Guard | MPS 5 - 8 | QG 6 |
| 37. | Ganger | MOD 3 - 13 | QG 10 |
| 38. | Gardener | MOD 3 - 13 | QG 10 |
| 39. | General Manager (Correctional Services Industries) | GDS(C) 1 | Not applicable |
| 40. | Government Chief Information Officer | D6 | Not applicable |
| 41. | Government Economist | D4 | Not applicable |
| 42. | Government Security Officer | D1 | Not applicable |
| 43. | Head, Efficiency Unit | D4 | Not applicable |
| 44. | Head of Create Hong Kong | D3 | Not applicable |
| 45. | Head of Greening, Landscape and Tree Management Section | D2 | Not applicable |
| 46. | Head of Tree Management Office | D1 | Not applicable |
| 47. | Head Property Attendant | MPS 5 - 8 | QG 6 |
| 48. | Housekeeper | MPS 26 - 31 | QG 12 |
| 49. | Hydrographer | D1 | Not applicable |
| 50. | Instructor (Correctional Services) | GDS(R) 3 - 20 | Not applicable |

| | Grade ^{Note 1} | Pay Scale ^{Note 2} | Qualification Group (QG) ^{Note 3} |
|-----|---|------------------------------------|---|
| 51. | Investment Promotion Project Officer | MPS 43 - 49 | QG 9 |
| 52. | Judiciary Administrator | D8 | Not applicable |
| 53. | Laboratory Attendant | MPS 5 - 8 | QG 6 |
| 54. | Laboratory Specialist Services Officer | MPS 31 - 36 | QG 12 |
| 55. | Land Registrar | D4 | Not applicable |
| 56. | Law Officer | DL6 | Not applicable |
| 57. | Leading Sewerman | MPS 5 - 8 | QG 6 |
| 58. | Midwife | MPS 7 - 21 | QG 12 |
| 59. | Mortuary Attendant | MPS 8 - 10 | QG 6 |
| 60. | Mortuary Officer | MPS 8 - 21 | QG 2 |
| 61. | Mortuary Technician | MPS 11 - 15 | QG 5 |
| 62. | Motor Driver | MPS 5 - 8 | QG 6 |
| 63. | Occupational Therapy Assistant | MPS 7 - 15 | QG 5 |
| 64. | Office Assistant | MPS 1 - 6 | QG 1 |
| 65. | Operations and Training Assistant | MPS 3 - 13 | QG 12 |
| 66. | Optometrist | MPS 13 - 23 | QG 3 |
| 67. | Photogrammetric Operator | MPS 4 - 13 | QG 1 |
| 68. | Property Attendant | MOD 3 - 13 | QG 10 |
| 69. | Registrar of Companies | D4 | Not applicable |
| 70. | Registry Manager | D2 | Not applicable |
| 71. | Scientific Officer (Medical) | MPS 27 - 44 | QG 8 |
| 72. | Secretary-General of the Film Development Council | D2 | Not applicable |
| 73. | Secretary-General, University Grants Committee | D4 | Not applicable |
| 74. | Senior Artisan | MPS 8 - 10 | QG 6 |
| 75. | Special Driver | MPS 8 - 10 | QG 6 |
| 76. | Speech Therapist | MPS 16 - 33 | QG 9 |
| 77. | Supervisor of Typing Services | MPS 17 - 24 | Not applicable |
| 78. | Supplies Assistant | MPS 1 - 10 | QG 1 |
| 79. | Supplies Attendant | MOD 3 - 13 | QG 10 |
| 80. | Tailor | MPS 6 - 10 | QG 5 |
| 81. | Technical Instructor (Correctional Services) | GDS(O) 4 - 14 | Not applicable |
| 82. | Telephone Operator | MPS 2 - 11 | QG 1 |
| 83. | Timekeeper/Checker | MPS 2 - 11 | QG 1 |
| 84. | Tracer | MPS 1 - 7 | QG 1 |
| 85. | Tribunal Officer | MPS 25 - 39 | QG 12 |
| 86. | Valuation Referencer | MPS 3 - 12 | QG 1 |
| 87. | Vehicle Tester | MPS 9 - 12 | QG 5 |
| 88. | Ward Attendant | MOD 3 - 13 | QG 10 |
| 89. | Water Sampler | MPS 2 - 11 | QG 1 |
| 90. | Workman I | MOD 3 - 13 | QG 10 |
| 91. | Workman II | MOD 0 - 8 | QG 10 |
| 92. | Workshop Attendant | MOD 3 - 13 | QG 10 |

Note

1. Excluding relevant ranks in the Hospital Authority and Vocational Training Council that accommodate staff who have remained in the Civil Service.
2. D : Directorate Pay Scale
DL : Directorate (Legal) Pay Scale
MPS : Master Pay Scale
MOD : Model Scale 1 Pay Scale
GDS(C) : General Disciplined Services (Commander) Pay Scale
GDS(O) : General Disciplined Services (Officer) Pay Scale
GDS(R) : General Disciplined Services (Rank and File) Pay Scale

3. Under the existing civil service system, non-directorate civilian grades are classified into 12 QGs as follows –

- QG 1 : Grades not requiring five passes in Hong Kong Certificate of Education Examination (HKCEE)
- QG 2 : School Certificate Grades
 - Group I : Grades requiring five passes in HKCEE
 - Group II : Grades requiring five passes in HKCEE plus considerable experience
- QG 3 : Higher Diploma and Diploma Grades
 - Group I : Higher Diploma Grades
 - Group II : Diploma Grades
- QG4 : Technical Inspectorate and Related Grades - Higher Certificate plus experience
- QG 5 : Technician, Supervisory and Related Grades Group I : Certificate or apprenticeship plus experience
- QG 6 : Technician, Supervisory and Related Grades Group II : Craft and skill plus experience, or apprenticeship plus experience
- QG 7 : Grades requiring two passes at Advanced Level in Hong Kong Advanced Level Examination plus three credits in HKCEE
- QG 8 : Professional and Related Grades
 - Group I : Membership of a professional institution or equivalent
 - Group II : Grades with pay structure related to grades in Group I
- QG 9 : Degree and Related Grades
- QG 10 : Model Scale 1 Grades
- QG 11 : Education Grades
- QG 12 : Other Grades

Having regard to the different job nature and requirements, some grades such as those at directorate level and in the disciplined services are not classified by QGs.

CONTROLLING OFFICER'S REPLY

CSB075

(Question Serial No. 6547)

Head: (143) Government Secretariat: Civil Service Bureau
Subhead (No. & title): (000) Operational expenses
Programme: (-) Not Specified
Controlling Officer: Permanent Secretary for the Civil Service (Raymond H.C. Wong)
Director of Bureau: Secretary for the Civil Service
This question originates from: Estimates on Expenditure Volume 1 Page 310

Question (Member Question No. 142):

In respect of the public relations expenses of various government departments in the past year, please inform this Committee of:

- (1) The expenses this department spent on advertisement on mainstream or online media as well as the relevant details in table form (please see Annex 1):

| Published / Broadcasted Time (Month / Year) | Status (one-off / ongoing / done) (as at 31 January 2014) | Government or Public Organisation (including policy bureau / department / public organisation / government advisory body) | Name of Advertisement | Name of Publisher or Broadcasting Media (newspaper / radio station / TV station / advertising panel / car wrap advertising / website, etc) | Purpose and Frequency of the Advertisement (as at 31 January 2014) | Rank and No. of Responsible Person(s) (as at 31 January 2014) | Financial resources for the expenses involved (as at 31 January 2014) |
|---|---|---|-----------------------|--|--|---|---|
| | | | (1)... | (1)... | | | |
| | | | (2)... | (2)... | | | |
| | | | (3)... | (3)... | | | |

- (2) The expenses this department spent on sponsoring media to provide programmes or materials as well as the relevant details (please see Annex 2):

| Programme / Materials Published / Broadcasted Time (Month / Year) | Status (one-off / ongoing / done) (as at 31 January 2014) | Sponsoring Government or Public Organisation (including policy bureau / department / public organisation / government advisory body) | Name of Programme / Materials | Name of Publisher or Broadcasting Media (newspaper / radio station / TV station / website, etc) | Purpose and Frequency of the Sponsorship (as at 31 January 2014) | Rank and No. of Responsible Person(s) (as at 31 January 2014) | Expenses (as at 31 January 2014) |
|---|---|--|-------------------------------|---|--|---|----------------------------------|
| | | | | | | | |

| | | | | | | | |
|--|--|--|--------|--------|--|--|--|
| | | | (1)... | (1)... | | | |
| | | | (2)... | (2)... | | | |
| | | | (3)... | (3)... | | | |

(3) The expenses on and details of the Advertorial of this department (please see Annex 3):

| Programme / Materials Published / Broadcasted Time (Month / Year) | Status (one-off / ongoing / done) (as at 31 January 2014) | Government Organisation (including policy bureau / department / public organisation / government advisory body) | Name of Programme / Materials | Name of Publisher or Broadcasting Media (newspaper / radio station / TV station / website, etc) | Purpose and Frequency of the Programme / Materials (as at 31 January 2014) | Rank and No. of Responsible Person(s) (as at 31 January 2014) | Non-government organisation / Personnel Responsible for Writing Advertisement Script (if any) | Expenses (as at 31 January 2014) |
|---|---|---|-------------------------------|---|--|---|---|----------------------------------|
| | | | (1)... | (1)... | | | | |
| | | | (2)... | (2)... | | | | |
| | | | (3)... | (3)... | | | | |

Asked by: Hon. MOK, Charles Peter

Reply:

(1) The expenses spent by Civil Service Bureau (CSB) on advertisement on mainstream or online media as well as the relevant details in 2013-14 (as at 31 January 2014) are as follows:

| Published / Broadcasted Time (Month / Year) | Status (one-off / ongoing / done) (as at 31 January 2014) | Government or Public Organisation (including policy bureau / department / public organisation / government advisory body) | Name of Advertisement | Name of Publisher or Broadcasting Media (newspaper / radio station / TV station / advertising panel / car wrap advertising / website, etc) | Purpose and Frequency of the Advertisement (as at 31 January 2014) | Rank and No. of Responsible Person(s) (as at 31 January 2014) | Financial resources for the expenses involved (as at 31 January 2014) |
|---|---|---|---|--|--|--|---|
| September 2013 | Done | Civil Service Bureau | Civil Service Outstanding Service Award Scheme 2013 | (1) Ming Pao (2) Headline Daily (3) The Standard | To announce the results of the Civil Service Outstanding Service Award Scheme (Published once) | Training Officer: 1 (The officer is not responsible only for a single area of work) | \$125,600 |

(2) CSB did not sponsor any media to provide programmes or materials in 2013-14 (as at 31 January 2014).

(3) CSB did not publish any Advertorial in 2013-14 (as at 31 January 2014).

CONTROLLING OFFICER'S REPLY

CSB076

(Question Serial No. 5535)

Head: (143) Government Secretariat: Civil Service Bureau

Subhead (No. & title): (-) Not Specified

Programme: (2) Human Resource Management

Controlling Officer: Permanent Secretary for the Civil Service (Raymond H.C. Wong)

Director of Bureau: Secretary for the Civil Service

This question originates from: Estimates on Expenditure Volume 1 Page 311

Question (Member Question No. 56):

Civil service disciplinary matters have all along been a major task of the Civil Service Bureau. In 2014-15, what specific work plan does the Bureau have in this particular area?

Asked by: Hon. TAM Yiu-chung

Reply:

In order to maintain a high level of probity and integrity in the civil service, the Civil Service Bureau has put in place a system under which disciplinary cases are processed with regard to the principles of natural justice and observance of procedural propriety. Safeguards are in place to ensure that a civil servant suspected of misconduct is given a fair hearing and sufficient opportunities to defend himself/herself. We will continue to monitor their implementation and effectiveness.

In 2014-15, we will continue to work with the management and staff sides of the disciplined services to refine the proposed amendments to the subsidiary regulations on discipline to the Disciplined Services Legislation. We will also continue to collaborate with the Independent Commission Against Corruption in sustaining and strengthening an ethical culture in the civil service under the Ethical Leadership Programme.

CONTROLLING OFFICER'S REPLY

CSB077

(Question Serial No. 5536)

Head: (143) Government Secretariat: Civil Service Bureau

Subhead (No. & title): (-) Not specified

Programme: (2) Human Resource Management

Controlling Officer: Permanent Secretary for the Civil Service (Raymond H.C. Wong)

Director of Bureau: Secretary for the Civil Service

This question originates from: Estimates on Expenditure Volume 1 Page 311

Question (Member Question No. 57):

On sustaining and fostering a culture of integrity in the civil service, what specific work plan does the Bureau have in 2014-15?

Asked by: Hon. TAM Yiu-chung

Reply:

Throughout the years, the Civil Service Bureau (CSB) and Independent Commission Against Corruption (ICAC) have been working closely with Bureaux/Departments (B/Ds) to promote and enhance the core value of integrity in the civil service under a three-pronged approach, namely, prevention, education and training, and sanction. On prevention, CSB has issued and put under regular review service-wide regulations and guidelines on conduct and disciplinary matters to provide clear guidance to civil servants. These regulations and guidelines are circulated to all staff on a regular basis to remind them of the requirements. Regarding education and training, sustained efforts have been made to entrench the culture of integrity and honesty in the civil service through the arrangement of workshops and seminars, issue of publications and sharing of online resources under the Ethical Leadership Programme. Besides, CSB/ICAC representatives will visit senior management of selected B/Ds to facilitate their implementation of integrity management. As for sanction, disciplinary punishments will be strictly administered upon finding a civil servant guilty of misconduct after fair proceedings in order to achieve punitive and deterrent effect.

Apart from the above on-going efforts, CSB and ICAC plan to roll out an e-learning programme for civil servants on corruption prevention and integrity in 2014-15. The programme will be launched at the "Cyber Learning Centre Plus", a learning portal managed by the Civil Service Training and Development Institute of CSB, to further provide integrity education to civil servants.

CONTROLLING OFFICER'S REPLY

CSB078

(Question Serial No. 5537)

Head: (143) Government Secretariat: Civil Service Bureau

Subhead (No. & title): (-) Not Specified

Programme: (2) Human Resource Management

Controlling Officer: Permanent Secretary for the Civil Service (Raymond H.C. Wong)

Director of Bureau: Secretary for the Civil Service

This question originates from: Estimates on Expenditure Volume 1 Page 311

Question (Member Question No. 58):

Please inform this Committee of the relevant workflow and the corresponding timetable for this year's pay level survey.

Asked by: Hon. TAM Yiu-chung

Reply:

The Standing Commission on Civil Service Salaries and Conditions of Service ("Standing Commission") accepted the Administration's invitation in 2012 to conduct the Pay Level Survey ("PLS"). We understand that the consultant commissioned by the Standing Commission to carry out the PLS is now conducting field work of the survey. The Standing Commission's plan is to submit the PLS report to the Administration in 2014.

Upon receipt of the Standing Commission's report, we will consult the staff sides on the survey findings and the Standing Commission's recommendations and seek the advice from the Standing Committee on Disciplined Services Salaries and Conditions of Service and the Standing Committee on Directorate Salaries and Conditions of Service on how the survey findings should be applied to the disciplined services and the directorate before arriving at a decision.

CONTROLLING OFFICER'S REPLY

CSB079

(Question Serial No. 5538)

Head: (143) Government Secretariat: Civil Service Bureau
Subhead (No. & title): (-) Not Specified
Programme: (2) Human Resource Management
Controlling Officer: Permanent Secretary for the Civil Service (Raymond H.C. Wong)
Director of Bureau: Secretary for the Civil Service
This question originates from: Estimates on Expenditure Volume 1 Page 311

Question (Member Question No. 59):

What are the specific plans in 2014-15 for continuing to maintain and enhance the morale of the civil service?
What are the estimated expenses for various commendation schemes?

Asked by: Hon. TAM Yiu-chung

Reply:

The Government believes that a robust commendation system enhances staff morale and helps induce proactive as well as sustained exemplary performance from civil servants. We will continue to give due recognition to civil servants for their exemplary performance through the following award schemes in 2014-15 :

(i) Secretary for the Civil Service (SCS)'s Commendation Award Scheme

Through this Scheme, SCS, on behalf of the Administration, gives recognition to selected civil servants for their consistently outstanding performance. An award recipient should be an exceptionally meritorious officer who has a track record of outstanding performance for at least five consecutive years. Each recipient is awarded a certificate and a gold pin, and granted a travel award if he/she satisfies the length of service required under the Long and Meritorious Service Travel Award Scheme (i.e. a continuous service of 20 years or more) set out in item (iii) below and has not received any Government travel award before. About 80 commendations are awarded under this Scheme annually. The estimated expenditure for this Scheme in 2014-15 is about \$3.06 million.

(ii) Commendation Letter Scheme

Heads of Bureau/Department (HoB/D) may issue a commendation letter to an officer who has provided consistently outstanding service for at least three years; made a substantial contribution towards enhancing the efficiency or the image of his/her department; or performed an exceptionally meritorious act warranting special recognition. HoB/D will issue commendation letters to selected officers after considering the recommendations of their bureau/departmental commendation committees. In recent years, on average around 1 900 commendation letters were issued annually.

(iii) Long and Meritorious Service Travel Award Scheme

The objective of this Scheme is to recognise and reward long and meritorious service of serving civil servants. All local non-directorate civil servants with a continuous service of 20 years or more, who have track records of consistently very good performance and have not received any Government travel award before, are eligible for consideration for the grant of an award. The award is granted in the form of an accountable travel allowance. If the selected officer is married and will be travelling with his/her spouse, the same travel allowance will be provided to the spouse. The number of awards for 2013-14 is determined on the basis of one award for every 30 officers (1:30) meeting the length of service

requirement. The quota ratio has been in place since 1997 and competition for the awards has been intense. The Administration considers it appropriate to improve the ratio in order to provide better incentives to continue motivating civil servants to deliver quality service to the public. As such, the Administration plans to improve the quota ratio from 1:30 to 1:27 commencing 2014-15. The estimated expenditure is about \$116.67 million.

(iv) Civil Service Outstanding Service Award Scheme

The objective of this Scheme is to encourage the pursuit of excellence in service delivery and give recognition to departments and teams of civil servants for their outstanding achievements in providing quality services to the public. The awards are divided into three levels, i.e. interdepartmental, departmental and team. The Civil Service Bureau (CSB) invites all bureaux and departments to participate in the Scheme, and participating departments and teams have to submit details of their services to the adjudication panel for assessment. The adjudication panels consist of Legislative and District Councillors, staff side members of the Central Staff Consultative Councils of the Civil Service, representatives from different sectors and professions and senior officials from CSB. The Scheme is organised on a biennial basis and the last one was completed in September 2013. The Scheme will be organised again in 2015-16. In 2014-15, we have earmarked about \$0.65 million for preparation work for the Scheme.

CONTROLLING OFFICER'S REPLY

CSB080

(Question Serial No. 4793)

Head: (143) Government Secretariat: Civil Service Bureau

Subhead (No. & title): (-) Not Specified

Programme: (2) Human Resource Management

Controlling Officer: Permanent Secretary for the Civil Service (Raymond H.C. Wong)

Director of Bureau: Secretary for the Civil Service

This question originates from: -

Question (Member Question No. 41):

It is mentioned in the Estimates that the aim of this Programme is to provide medical and dental services for serving and retired civil servants and other eligible persons. Will the Administration provide funding to study the allocation of additional resources for incorporating public Chinese medicine clinics services? Has there been any estimation about the amount required for incorporating public Chinese medicine clinics services? If yes, what is the estimated provision involved? If no, will the Administration provide funding to conduct the study?

Asked by: Hon. TANG Ka-piu

Reply:

We do not have any estimation about the resources required for inclusion of public Chinese medicine clinic services in the scope of civil service medical benefits. We have no plan to provide funding to study the resources required. Nonetheless, we would keep in view any significant changes to the nature and mode of service delivery of Chinese medicine services in the public sector in future that would merit a review on the matter.

CONTROLLING OFFICER'S REPLY

CSB081

(Question Serial No. 4795)

Head: (143) Government Secretariat: Civil Service Bureau

Subhead (No. & title): (-) Not Specified

Programme: (2) Human Resource Management

Controlling Officer: Permanent Secretary for the Civil Service (Raymond H.C. Wong)

Director of Bureau: Secretary for the Civil Service

This question originates from: Estimates on Expenditure Volume 1 Page 311

Question (Member Question No. 62):

It is mentioned under the Brief Description of the Programme that the Bureau “followed up and implemented the recommendations made by the Standing Commission and the Standing Committee on Disciplined Services Salaries and Conditions of Service on the application of the 2012 Starting Salaries Survey findings to the civil service”. What is the progress of the follow-up actions? Please elaborate in detail.

Asked by: Hon. TANG Ka-piu

Reply:

The Standing Commission on Civil Service Salaries and Conditions of Service (“Standing Commission”) had completed the 2012 Starting Salaries Survey (“SSS”) and submitted its Report No. 49 to the Administration on 18 December 2012.

The survey findings indicated that amongst the existing benchmark pay of Qualification Groups (“QGs”) with sufficient market data, all but two QGs closely reflected the market P75 levels. Taking into account the relevant factors and considerations, the Standing Commission recommended that a holistic approach should be adopted in applying the 2012 SSS findings and that the starting salaries of all civilian civil service grades should remain unchanged.

Upon receiving the Standing Commission’s report, the Administration sought advice from the Standing Committee on Disciplined Services Salaries and Conditions of Service (“SCDS”) which also recommended no change to the starting salaries of the disciplined services. The Administration had also consulted various stakeholders including the major civil service bodies and the Legislative Council Panel on Public Service (“the Panel”) (at its meeting held on 21 January 2013). On 19 March 2013, the Chief Executive (“CE”)-in-Council decided to adopt the recommendations of the Standing Commission and SCDS and make no change to the starting salaries of all civil service grades. The Administration subsequently briefed the Panel on the CE-in-Council’s decision at the meeting held on 15 April 2013.

CONTROLLING OFFICER'S REPLY

CSB082

(Question Serial No. 5883)

Head: (143) Government Secretariat: Civil Service Bureau

Subhead (No. & title): (-) Not Specified

Programme: (2) Human Resource Management

Controlling Officer: Permanent Secretary for the Civil Service (Raymond H.C. Wong)

Director of Bureau: Secretary for the Civil Service

This question originates from: Estimates on Expenditure Volume 1 Page 311

Question (Member Question No. 43):

One of the main responsibilities under this programme is to recruit and retain persons of integrity and of a high caliber. In this connection, will the Government inform this Committee of the followings for the past three years:

1. the respective number of vacancies in each department;
2. the number of vacancies that could be filled within one year;
3. the longest time that a post was left vacant, as well as the longest and the average time required to fill the vacancies.

Asked by: Hon. TANG Ka-piu

Reply:

The vacancy number of each department as at 31 March for the years of 2011, 2012 and 2013 is set out at Annex. The overall vacancy position of the Civil Service has remained at a low level of 4% or below of the establishment since 2008, which is comparable to the position before the lifting of the recruitment freeze.

According to a recent survey conducted by the Civil Service Bureau (CSB), for the open recruitment exercises launched by bureaux/departments (B/Ds) in 2011-12, the average time taken was about six months, with the time ranging from about 2.5 months to 16 months. Over 96% of these exercises were completed within one year. The time needed to complete a recruitment exercise depends on a host of factors, including the number of applications received, the selection arrangements (e.g. whether written examination is involved), etc. CSB has promulgated guidelines to B/Ds with a view to ensuring fairness, openness, due process and efficiency of the recruitment process. We will continue to work with B/Ds to ensure that they will formulate manpower plans (including anticipated number of vacancies) and conduct recruitment exercises to fill vacancies in a timely manner.

Establishment, Strength and Vacancy of the Civil Service

| Department | As at 31 March 2011 | | | As at 31 March 2012 | | | As at 31 March 2013 | | |
|--|-------------------------|--------------------|---------|-------------------------|--------------------|---------|-------------------------|--------------------|---------|
| | Establishment Note 1 | Strength Note 2 | Vacancy | Establishment Note 1 | Strength Note 2 | Vacancy | Establishment Note 1 | Strength Note 2 | Vacancy |
| Agriculture, Fisheries and Conservation Department | 1 984 | 1 808 | 176 | 1 991 | 1 813 | 178 | 2 008 | 1 777 | 231 |
| Architectural Services Department | 1 781 | 1 738 | 43 | 1 792 | 1 776 | 16 | 1 789 | 1 729 | 60 |
| Audit Commission | 185 | 189 | - 4 | 185 | 183 | 2 | 187 | 186 | 1 |
| Auxiliary Medical Service | 93 | 90 | 3 | 96 | 97 | - 1 | 96 | 92 | 4 |
| Buildings Department | 996 | 973 | 23 | 1 173 | 1 144 | 29 | 1 232 | 1 197 | 35 |
| Census and Statistics Department | 1 297 | 1 185 | 112 | 1 215 | 1 194 | 21 | 1 218 | 1 202 | 16 |
| Chief Executive's Office | 100 | 98 | 2 | 101 | 99 | 2 | 101 | 99 | 2 |
| Civil Aid Service | 103 | 96 | 7 | 102 | 104 | - 2 | 103 | 102 | 1 |
| Civil Aviation Department | 770 | 721 | 49 | 773 | 741 | 32 | 756 | 713 | 43 |
| Civil Engineering and Development Department | 1 726 | 1 696 | 30 | 1 731 | 1 700 | 31 | 1 746 | 1 701 | 45 |
| Companies Registry | 291 | 280 | 11 | 291 | 290 | 1 | 292 | 284 | 8 |
| Correctional Services Department | 6 724 | 6 459 | 265 | 6 810 | 6 669 | 141 | 6 849 | 6 777 | 72 |
| Customs and Excise Department | 5 556 | 5 459 | 97 | 5 588 | 5 453 | 135 | 5 740 | 5 564 | 176 |
| Department of Health | 5 540 | 5 383 | 157 | 5 659 | 5 507 | 152 | 5 787 | 5 675 | 112 |
| Department of Justice | 1 146 | 1 040 | 106 | 1 172 | 1 075 | 97 | 1 202 | 1 109 | 93 |
| Drainage Services Department | 1 847 | 1 763 | 84 | 1 845 | 1 748 | 97 | 1 856 | 1 739 | 117 |
| Electrical and Mechanical Services Department | 3 845 | 3 660 | 185 | 3 878 | 3 656 | 222 | 3 900 | 3 776 | 124 |
| Environmental Protection Department | 1 660 | 1 642 | 18 | 1 684 | 1 664 | 20 | 1 713 | 1 691 | 22 |
| Fire Services Department | 9 624 | 9 522 | 102 | 9 825 | 9 796 | 29 | 9 946 | 9 840 | 106 |
| Food and Environmental Hygiene Department | 11 142 | 9 845 | 1 297 | 11 142 | 9 981 | 1 161 | 11 142 | 10 073 | 1 069 |
| Government Flying | 227 | 214 | 13 | 227 | 215 | 12 | 227 | 210 | 17 |

| Department | As at 31 March 2011 | | | As at 31 March 2012 | | | As at 31 March 2013 | | |
|---|-------------------------|--------------------|---------|-------------------------|--------------------|---------|-------------------------|--------------------|---------|
| | Establishment Note 1 | Strength Note 2 | Vacancy | Establishment Note 1 | Strength Note 2 | Vacancy | Establishment Note 1 | Strength Note 2 | Vacancy |
| Service | | | | | | | | | |
| Government Laboratory | 434 | 413 | 21 | 446 | 437 | 9 | 453 | 441 | 12 |
| Government Logistics Department | 712 | 672 | 40 | 713 | 687 | 26 | 712 | 681 | 31 |
| Government Property Agency | 204 | 200 | 4 | 204 | 202 | 2 | 204 | 197 | 7 |
| Government Secretariat : Offices of the Chief Secretary for Administration and the Financial Secretary | 486 | 451 | 35 | 492 | 474 | 18 | 506 | 472 | 34 |
| Government Secretariat : Civil Service Bureau | 958 | 805 | 153 | 962 | 868 | 94 | 965 | 860 | 105 |
| Government Secretariat: Commerce and Economic Development Bureau (CEDB) | 327 | 323 | 4 | 330 | 324 | 6 | 337 | 329 | 8 |
| Innovation and Technology Commission (within CEDB) | 170 | 164 | 6 | 170 | 167 | 3 | 190 | 186 | 4 |
| Office of the Government Chief Information Officer (within CEDB) | 624 | 576 | 48 | 619 | 595 | 24 | 627 | 604 | 23 |
| Government Secretariat : Constitutional and Mainland Affairs Bureau | 129 | 127 | 2 | 138 | 135 | 3 | 147 | 147 | 0 |
| Government Secretariat : Development Bureau | 336 | 329 | 7 | 343 | 339 | 4 | 361 | 350 | 11 |
| Government Secretariat : Education Bureau | 5 660 | 5 119 | 541 | 5 662 | 5 027 | 635 | 5 447 | 4 923 | 524 |
| Government Secretariat : Environment Bureau | 39 | 37 | 2 | 39 | 38 | 1 | 41 | 41 | 0 |
| Government Secretariat : Financial Services and the | 338 | 330 | 8 | 345 | 339 | 6 | 342 | 330 | 12 |

| Department | As at 31 March 2011 | | | As at 31 March 2012 | | | As at 31 March 2013 | | |
|---|-------------------------|--------------------|---------|-------------------------|--------------------|---------|-------------------------|--------------------|---------|
| | Establishment Note 1 | Strength Note 2 | Vacancy | Establishment Note 1 | Strength Note 2 | Vacancy | Establishment Note 1 | Strength Note 2 | Vacancy |
| Treasury Bureau | | | | | | | | | |
| Government Secretariat : Food and Health Bureau | 130 | 127 | 3 | 139 | 132 | 7 | 158 | 152 | 6 |
| Government Secretariat: Home Affairs Bureau | 202 | 196 | 6 | 224 | 218 | 6 | 234 | 234 | 0 |
| Government Secretariat: Labour and Welfare Bureau | 103 | 102 | 1 | 102 | 101 | 1 | 104 | 104 | 0 |
| Government Secretariat : Security Bureau | 188 | 183 | 5 | 190 | 189 | 1 | 189 | 189 | 0 |
| Government Secretariat: Transport and Housing Bureau | 154 | 152 | 2 | 164 | 163 | 1 | 178 | 178 | 0 |
| Highways Department | 2 087 | 2 030 | 57 | 2 100 | 2 054 | 46 | 2 107 | 2 043 | 64 |
| Home Affairs Department | 1 852 | 1 784 | 68 | 1 885 | 1 835 | 50 | 1 912 | 1 842 | 70 |
| Hong Kong Monetary Authority ^{Note 3} | 32 | 24 | 8 | 31 | 23 | 8 | 30 | 22 | 8 |
| Hong Kong Observatory | 290 | 289 | 1 | 292 | 289 | 3 | 298 | 290 | 8 |
| Hong Kong Police Force | 32 791 | 32 704 | 87 | 32 998 | 32 708 | 290 | 33 067 | 32 754 | 313 |
| Hospital Authority ^{Note 3} | 2 509 | 2 509 | 0 | 2 297 | 2 297 | 0 | 2 083 | 2 083 | 0 |
| Housing Department | 7 920 | 7 567 | 353 | 8 002 | 7 624 | 378 | 8 243 | 7 809 | 434 |
| Immigration Department | 6 610 | 6 360 | 250 | 6 654 | 6 538 | 116 | 6 813 | 6 723 | 90 |
| Independent Police Complaints Council ^{Note 3} | 10 | 8 | 2 | - | - | - | - | - | - |
| Information Services Department | 428 | 423 | 5 | 428 | 430 | - 2 | 430 | 426 | 4 |
| Inland Revenue Department | 2 818 | 2 776 | 42 | 2 818 | 2 822 | - 4 | 2 818 | 2 801 | 17 |
| Intellectual Property Department | 114 | 112 | 2 | 115 | 111 | 4 | 122 | 119 | 3 |
| Invest Hong Kong | 35 | 34 | 1 | 35 | 34 | 1 | 35 | 34 | 1 |
| Joint Secretariat for the Advisory Bodies on Civil Service and Judicial | 28 | 28 | 0 | 28 | 29 | - 1 | 34 | 34 | 0 |

| Department | As at 31 March 2011 | | | As at 31 March 2012 | | | As at 31 March 2013 | | |
|--|-------------------------|--------------------|---------|-------------------------|--------------------|---------|-------------------------|--------------------|---------|
| | Establishment Note 1 | Strength Note 2 | Vacancy | Establishment Note 1 | Strength Note 2 | Vacancy | Establishment Note 1 | Strength Note 2 | Vacancy |
| Salaries and Conditions of Service | | | | | | | | | |
| Judiciary | 1 445 | 1 342 | 103 | 1 460 | 1 396 | 64 | 1 490 | 1 407 | 83 |
| Labour Department | 1 859 | 1 822 | 37 | 2 175 | 2 091 | 84 | 2 191 | 2 102 | 89 |
| Land Registry | 479 | 446 | 33 | 479 | 459 | 20 | 489 | 461 | 28 |
| Lands Department | 3 854 | 3 671 | 183 | 3 889 | 3 752 | 137 | 3 913 | 3 775 | 138 |
| Legal Aid Department | 532 | 516 | 16 | 542 | 524 | 18 | 542 | 522 | 20 |
| Leisure and Cultural Services Department | 8 066 | 7 502 | 564 | 8 481 | 7 887 | 594 | 8 731 | 8 202 | 529 |
| Marine Department | 1 370 | 1 247 | 123 | 1 372 | 1 260 | 112 | 1 372 | 1 247 | 125 |
| Office of the Communications Authority ^{Note 4} | - | - | - | - | - | - | 360 | 328 | 32 |
| Office of the Telecommunications Authority ^{Note 4} | 217 | 204 | 13 | 226 | 202 | 24 | - | - | - |
| Official Receiver's Office | 225 | 222 | 3 | 225 | 226 | - 1 | 233 | 227 | 6 |
| Planning Department | 768 | 755 | 13 | 781 | 774 | 7 | 798 | 776 | 22 |
| Post Office | 5 189 | 5 089 | 100 | 5 196 | 5 006 | 190 | 5 214 | 4 960 | 254 |
| Public Service Commission | 27 | 29 | - 2 | 27 | 27 | 0 | 27 | 27 | 0 |
| Radio Television Hong Kong | 531 | 426 | 105 | 537 | 436 | 101 | 560 | 524 | 36 |
| Rating and Valuation Department | 852 | 817 | 35 | 854 | 836 | 18 | 856 | 817 | 39 |
| Registration and Electoral Office | 153 | 146 | 7 | 177 | 175 | 2 | 160 | 142 | 18 |
| Secretariat, Commissioner on Interception of Communications and Surveillance | 20 | 20 | 0 | 20 | 20 | 0 | 20 | 20 | 0 |
| Social Welfare Department | 5 279 | 5 133 | 146 | 5 352 | 5 170 | 182 | 5 466 | 5 326 | 140 |
| Student Financial Assistance Agency | 324 | 308 | 16 | 439 | 426 | 13 | 582 | 530 | 52 |

| Department | As at 31 March 2011 | | | As at 31 March 2012 | | | As at 31 March 2013 | | |
|--|-------------------------|--------------------|--------------------------------------|-------------------------|--------------------|--------------------------------------|-------------------------|--------------------|--------------------------------------|
| | Establishment Note 1 | Strength Note 2 | Vacancy | Establishment Note 1 | Strength Note 2 | Vacancy | Establishment Note 1 | Strength Note 2 | Vacancy |
| Television and Entertainment Licensing Authority ^{Note 4} | 125 | 118 | 7 | 125 | 119 | 6 | - | - | - |
| Trade and Industry Department | 495 | 463 | 32 | 496 | 464 | 32 | 499 | 475 | 24 |
| Transport Department | 1 277 | 1 218 | 59 | 1 298 | 1 250 | 48 | 1 381 | 1 340 | 41 |
| Treasury | 486 | 461 | 25 | 487 | 473 | 14 | 487 | 458 | 29 |
| University Grants Committee | 54 | 51 | 3 | 56 | 53 | 3 | 59 | 57 | 2 |
| Water Supplies Department | 4 428 | 4 065 | 363 | 4 404 | 4 035 | 369 | 4 396 | 4 006 | 390 |
| Total for all Departments | 163 410 | 156 886 | 6 524 (4.0% of the establishment) | 165 343 | 159 195 | 6 148 (3.7% of the establishment) | 166 903 | 160 663 | 6 240 (3.7% of the establishment) |

- Notes
- 1 Establishment figures include permanent posts, and supernumerary posts approved by the Finance Committee of the Legislative Council. But Judges and Judicial Officers, Independent Commission Against Corruption officers and locally engaged staff working in Hong Kong Economic and Trade Offices are excluded.
 - 2 Strength figures include officers on final leave and hence the strength may be larger than the establishment in certain departments.
 - 3 These organisations have posts to accommodate staff who have remained in the Civil Service.
 - 4 The Office of the Communications Authority was established in 2012-13 by redeploying resources from the Office of the Telecommunications Authority and the Television and Entertainment Licensing Authority.

CONTROLLING OFFICER'S REPLY

CSB083

(Question Serial No. 5248)

Head: (143) Government Secretariat: Civil Service Bureau
Subhead (No. & title): (000) Operational expenses
Programme: (-) Not Specified
Controlling Officer: Permanent Secretary for the Civil Service (Raymond H.C. Wong)
Director of Bureau: Secretary for the Civil Service
This question originates from: Estimates on Expenditure Volume 1 Page 317

Question (Member Question No. 24):

What is the 2014-15 estimate for the Civil Service Bureau's duty visits or exchanges in the Mainland? Please provide information about the themes of duty visits or exchanges in the Mainland planned for 2014-15. How will the Administration prevent activities irrelevant to official duties from taking place during duty visits outside Hong Kong? And how will the Administration prevent applications for revising visit destinations from becoming a mere formality?

Asked by: Hon. WONG Yuk-man

Reply:

Officers of the Civil Service Bureau may conduct duty visits to the Mainland in 2014-15 due to operational needs. There are no specific plans for the time being.

Duty visits, if publicly funded, are subject to control under relevant regulations and guidelines to ensure effective monitoring and proper use of public funds. There is control on aspects, such as duty visits should only be conducted when there are strong operational reasons; all duty visits should obtain prior approval formally and should avoid non-official activities; the officers concerned should provide all necessary information in respect of the proposed visit as far as possible when submitting the application; if there are any subsequent changes to the arrangements, the officers concerned should inform the approving officers as soon as possible who should then assess whether re-consideration of the applications is needed.

CONTROLLING OFFICER'S REPLY

CSB084

(Question Serial No. 4250)

Head: (46) General Expenses of the Civil Service
Subhead (No. & title): (-) Not Specified
Programme: General Expenses of the Civil Service
Controlling Officer: Director of Accounting Services (Martin M.T. SIU)
Director of Bureau: Secretary for the Civil Service
This question originates from: Estimates on Expenditure Volume 1 Page 261

Question (Member Question No. 23):

Regarding the home purchase allowance and private tenancy allowance, will the Administration advise this Committee on:

1. the number of recipients of the two allowances over the past 2 years and next year, broken down by department;
2. the longest, the shortest and average waiting time from submitting application to receiving the allowances; and
3. the amount of allowance for each recipient, the year in which the amounts were last adjusted, the adjustment rates and whether the amounts will be reviewed in the coming year.

Asked by: Hon. KWOK Wai-keung

Reply:

1. The number of recipients of the Home Purchase Allowance and the Private Tenancy Allowance in 2012, 2013 and 2014 broken down by department are listed at Annexes I and II respectively.
2. It takes about one month to complete the processing of an application for Home Purchase Allowance or Private Tenancy Allowance upon receiving all required documents.
3. Eligible officers who join the Home Purchase Scheme will receive a monthly allowance at specified rates appropriate to their salary for a maximum period of 120 months. The monthly rates of the allowance for eligible officers in 2013-14 range from \$2,030 to \$18,950. Eligible officers who join the Private Tenancy Allowance Scheme will receive a monthly allowance at specified rates appropriate to their salary and family size. The monthly rates of the allowance for eligible officers in 2013-14 range from \$8,980 to \$38,690. The rates of Home Purchase Allowance are adjusted annually taking into account the changes in the annual Private Domestic-Price Indices and Composite Consumer Price Index (CPI). The rates of Private Tenancy Allowance are adjusted annually according to the rental movements.

Number of recipients of the Home Purchase Allowance (HPA) Analysed by Bureaux/Departments in 2012, 2013 and 2014

| Bureaux/Departments | 2012 (Actual) | 2013 (Actual) | 2014 (Estimate) |
|---|------------------|------------------|--------------------|
| Chief Executive's Office | 7 | 7 | 6 |
| Agriculture, Fisheries and Conservation Department | 173 | 164 | 156 |
| Architectural Services Department | 200 | 202 | 194 |
| Audit Commission | 31 | 28 | 24 |
| Auxiliary Medical Service | 15 | 14 | 13 |
| Buildings Department | 73 | 74 | 77 |
| Census and Statistics Department | 175 | 178 | 177 |
| Civil Aid Service | 8 | 8 | 10 |
| Civil Aviation Department | 54 | 52 | 51 |
| Civil Engineering and Development Department | 182 | 186 | 181 |
| Companies Registry Trading Fund | 43 | 42 | 42 |
| Correctional Services Department | 259 | 239 | 222 |
| Customs and Excise Department | 360 | 347 | 305 |
| Department of Health | 571 | 533 | 514 |
| Department of Justice | 108 | 112 | 110 |
| Drainage Services Department | 178 | 176 | 163 |
| Electrical and Mechanical Services Department | 53 | 54 | 49 |
| Electrical and Mechanical Services Trading Fund | 472 | 463 | 440 |
| Environmental Protection Department | 145 | 125 | 104 |
| Fire Services Department | 444 | 439 | 378 |
| Food and Environmental Hygiene Department | 1 029 | 971 | 898 |
| General Expenses of the Civil Service | 14 | 14 | 13 |
| Government Flying Service | 13 | 12 | 10 |
| Government Laboratory | 34 | 32 | 31 |
| Government Logistics Department | 82 | 82 | 78 |
| Government Property Agency | 26 | 27 | 25 |
| Government Secretariat : Civil Service Bureau | 63 | 60 | 56 |
| Government Secretariat : Commerce and Economic Development Bureau (Commerce, Industry and Tourism Branch) | 15 | 17 | 15 |
| Government Secretariat : Commerce and Economic Development Bureau (Communications and Technology Branch) | 8 | 9 | 8 |
| Government Secretariat : Constitutional and Mainland Affairs Bureau | 5 | 8 | 8 |
| Government Secretariat : Development Bureau (Planning and Lands Branch) | 6 | 5 | 4 |
| Government Secretariat : Development Bureau (Works Branch) | 16 | 17 | 15 |
| Government Secretariat : Education Bureau | 838 | 822 | 779 |
| Government Secretariat : Environment Bureau | 2 | 2 | 1 |

Number of recipients of the Home Purchase Allowance (HPA) Analysed by Bureaux/Departments in 2012, 2013 and 2014

| Bureaux/Departments | 2012 (Actual) | 2013 (Actual) | 2014 (Estimate) |
|--|------------------|------------------|--------------------|
| Government Secretariat : Financial Services and the Treasury Bureau (Financial Services Branch) | 17 | 17 | 19 |
| Government Secretariat : Financial Services and the Treasury Bureau (The Treasury Branch) | 20 | 16 | 16 |
| Government Secretariat : Food and Health Bureau (Food Branch) | 2 | 1 | 1 |
| Government Secretariat : Food and Health Bureau (Health Branch) | 5 | 7 | 8 |
| Government Secretariat : Home Affairs Bureau | 19 | 21 | 23 |
| Government Secretariat : Innovation and Technology Commission | 20 | 19 | 19 |
| Government Secretariat : Labour and Welfare Bureau | 7 | 7 | 7 |
| Government Secretariat : Office of the Government Chief Information Officer | 99 | 95 | 91 |
| Government Secretariat : Offices of the Chief Secretary for Administration and the Financial Secretary | 43 | 42 | 42 |
| Government Secretariat : Security Bureau | 17 | 14 | 12 |
| Government Secretariat : Transport and Housing Bureau (Transport Branch) | 11 | 14 | 16 |
| Highways Department | 233 | 232 | 230 |
| Home Affairs Department | 209 | 223 | 218 |
| Hong Kong Monetary Authority | 2 | 1 | 1 |
| Hong Kong Observatory | 40 | 37 | 33 |
| Hong Kong Police Force | 1 449 | 1 412 | 1 311 |
| Hospital Authority | 156 | 145 | 127 |
| Housing Department | 1 268 | 1 305 | 1 262 |
| Immigration Department | 257 | 253 | 254 |
| Independent Commission Against Corruption | 42 | 40 | 37 |
| Information Services Department | 29 | 26 | 21 |
| Inland Revenue Department | 303 | 310 | 311 |
| Intellectual Property Department | 15 | 15 | 14 |
| Invest Hong Kong | 3 | 3 | 2 |
| Joint Secretariat For Advisory Bodies on Civil Service and Judicial Salaries and Conditions Of Service | 1 | 1 | - |
| Judiciary | 174 | 173 | 163 |
| Labour Department | 245 | 255 | 244 |
| Land Registry Trading Fund | 71 | 72 | 70 |
| Lands Department | 533 | 534 | 512 |
| Legal Aid Department | 61 | 63 | 64 |
| Leisure and Cultural Services Department | 596 | 615 | 588 |
| Marine Department | 160 | 153 | 137 |
| Office for Film, Newspaper and Article Administration | 9 | 14 | 16 |

Number of recipients of the Home Purchase Allowance (HPA) Analysed by Bureaux/Departments in 2012, 2013 and 2014

| Bureaux/Departments | 2012 (Actual) | 2013 (Actual) | 2014 (Estimate) |
|--|------------------|------------------|--------------------|
| Office of the Communications Authority Trading Fund | 44 | 50 | 47 |
| Official Receiver's Office | 36 | 36 | 34 |
| Planning Department | 46 | 45 | 47 |
| Post Office Trading Fund | 751 | 787 | 781 |
| Public Service Commission Secretariat | 6 | 8 | 7 |
| Radio Television Hong Kong | 84 | 88 | 82 |
| Rating and Valuation Department | 125 | 141 | 153 |
| Registration and Electoral Office | 23 | 16 | 15 |
| Secretariat, Commissioner on Interception of Communications and Surveillance | 2 | 2 | 2 |
| Social Welfare Department | 792 | 830 | 791 |
| Student Financial Assistance Agency | 76 | 84 | 85 |
| Trade and Industry Department | 84 | 83 | 79 |
| Transport Department | 139 | 140 | 135 |
| Treasury | 97 | 92 | 87 |
| University Grants Committee | 6 | 6 | 5 |
| Vocational Training Council | 85 | 64 | 64 |
| Water Supplies Department | 469 | 495 | 487 |
| Estimated number of new joiners of HPA | | | 1 043 |
| Total number of recipients of HPA | 14 683 | 14 623 | 14 970 |

Number of recipients of Private Tenancy Allowance (PTA) Analysed by Bureaux/Departments in 2012, 2013 and 2014

| Bureaux/Departments | 2012 (Actual) | 2013 (Actual) | 2014 (Estimate) |
|---|------------------|------------------|--------------------|
| Agriculture, Fisheries and Conservation Department | 2 | 2 | 2 |
| Architectural Services Department | 2 | 3 | 3 |
| Audit Commission | 2 | 2 | 2 |
| Auxiliary Medical Service | 1 | 1 | 1 |
| Buildings Department | 4 | 4 | 4 |
| Census and Statistics Department | 1 | - | - |
| Civil Aviation Department | - | 1 | 1 |
| Civil Engineering and Development Department | 8 | 5 | 5 |
| Correctional Services Department | 3 | 3 | 3 |
| Customs and Excise Department | 19 | 18 | 18 |
| Department of Health | 14 | 13 | 13 |
| Department of Justice | 3 | 3 | 3 |
| Drainage Services Department | 4 | 4 | 4 |
| Electrical and Mechanical Services Department | 2 | - | - |
| Electrical and Mechanical Services Trading Fund | 5 | 6 | 6 |
| Environmental Protection Department | 13 | 12 | 12 |
| Fire Services Department | 19 | 18 | 18 |
| Food and Environmental Hygiene Department | 5 | 5 | 5 |
| General Expenses of the Civil Service | 2 | 1 | 1 |
| Government Flying Service | 1 | 1 | 1 |
| Government Laboratory | 1 | 1 | 1 |
| Government Logistics Department | 4 | 3 | 3 |
| Government Property Agency | 6 | 6 | 6 |
| Government Secretariat : Civil Service Bureau | 14 | 11 | 10 |
| Government Secretariat : Commerce and Economic Development Bureau (Commerce, Industry and Tourism Branch) | 2 | 4 | 3 |
| Government Secretariat : Constitutional and Mainland Affairs Bureau | 1 | - | - |
| Government Secretariat : Development Bureau (Planning and Lands Branch) | 2 | 2 | 2 |
| Government Secretariat : Development Bureau (Works Branch) | 3 | 2 | 2 |
| Government Secretariat : Education Bureau | 51 | 48 | 47 |
| Government Secretariat : Financial Services and the Treasury Bureau (Financial Services Branch) | 3 | 2 | 2 |
| Government Secretariat : Financial Services and the Treasury Bureau (The Treasury Branch) | 1 | 3 | 3 |
| Government Secretariat : Food and Health Bureau (Food Branch) | 1 | - | - |
| Government Secretariat : Food and Health Bureau (Health Branch) | 1 | 1 | 1 |
| Government Secretariat : Home Affairs Bureau | 3 | 3 | 3 |

Number of recipients of Private Tenancy Allowance (PTA) Analysed by Bureaux/Departments in 2012, 2013 and 2014

| Bureaux/Departments | 2012 (Actual) | 2013 (Actual) | 2014 (Estimate) |
|--|------------------|------------------|--------------------|
| Government Secretariat : Innovation and Technology Commission | 1 | 2 | 2 |
| Government Secretariat : Labour and Welfare Bureau | 2 | 1 | 1 |
| Government Secretariat : Office of the Government Chief Information Officer | 17 | 13 | 13 |
| Government Secretariat : Offices of the Chief Secretary for Administration and the Financial Secretary | 8 | 7 | 7 |
| Government Secretariat : Overseas Economic and Trade Offices | - | 1 | 1 |
| Government Secretariat : Security Bureau | 1 | 1 | 1 |
| Government Secretariat : Transport and Housing Bureau (Transport Branch) | 2 | 1 | 1 |
| Highways Department | 9 | 6 | 6 |
| Home Affairs Department | 10 | 8 | 8 |
| Hong Kong Monetary Authority | 2 | 1 | 1 |
| Hong Kong Observatory | 4 | 3 | 3 |
| Hong Kong Police Force | 16 | 12 | 12 |
| Hospital Authority | 2 | 2 | 2 |
| Housing Department | 41 | 38 | 36 |
| Immigration Department | 37 | 36 | 34 |
| Independent Commission Against Corruption | 11 | 11 | 10 |
| Information Services Department | 4 | 5 | 5 |
| Inland Revenue Department | 40 | 38 | 37 |
| Intellectual Property Department | 1 | 2 | 2 |
| Invest Hong Kong | 1 | 1 | 1 |
| Judiciary | 3 | 5 | 5 |
| Labour Department | 10 | 9 | 9 |
| Land Registry Trading Fund | 2 | 2 | 2 |
| Lands Department | 19 | 18 | 18 |
| Legal Aid Department | 1 | 2 | 2 |
| Leisure and Cultural Services Department | 29 | 25 | 25 |
| Marine Department | 3 | 3 | 3 |
| Office of the Communications Authority Trading Fund | 9 | 9 | 9 |
| Official Receiver's Office | 1 | 1 | 1 |
| Planning Department | 3 | 3 | 3 |
| Post Office Trading Fund | 3 | 3 | 3 |
| Public Service Commission Secretariat | 1 | - | - |
| Radio Television Hong Kong | 4 | 3 | 3 |
| Rating and Valuation Department | 10 | 9 | 9 |
| Registration and Electoral Office | 5 | 3 | 3 |

Number of recipients of Private Tenancy Allowance (PTA) Analysed by Bureaux/Departments in 2012, 2013 and 2014

| Bureaux/Departments | 2012 (Actual) | 2013 (Actual) | 2014 (Estimate) |
|--|------------------|------------------|--------------------|
| Secretariat, Commissioner on Interception of Communications and Surveillance | 2 | 2 | 2 |
| Social Welfare Department | 43 | 42 | 41 |
| Trade and Industry Department | 2 | 1 | 1 |
| Transport Department | 11 | 11 | 10 |
| Treasury | 3 | 2 | 2 |
| University Grants Committee | 2 | 2 | 2 |
| Water Supplies Department | 11 | 11 | 11 |
| Estimated number of new joinees of PTA | | | 13 |
| Total number of recipients of PTA | 589 | 543 | 545 |

CONTROLLING OFFICER'S REPLY**CSB085****(Question Serial No. 4408)**Head: (46) General Expenses of the Civil ServiceSubhead (No. & title): (013) Personal allowancesProgramme: General Expenses of the Civil ServiceControlling Officer: Director of Accounting Services (Martin M.T. SIU)Director of Bureau: Secretary for the Civil ServiceThis question originates from: Estimates on Expenditure Volume 1 Page 266Question (Member Question No. 109):

A provision of \$709,900,000 is earmarked as local and overseas education allowances this year for civil servants' eligible children who are receiving education either locally or overseas. Please provide the following information on local and overseas education allowances in tabular form separately:

1. the total expenditures on allowances and year-on-year changes for the 5 years from 2010-11;
2. the numbers of beneficiaries and average amount of allowance per person for the same period;
3. the numbers and percentages of beneficiaries who are children of directorate civil servants for the same period; and
4. the total amounts and percentages of allowances received by children of directorate civil servants for the same period.

Asked by: Hon. LEUNG Kwok-hungReply:

1. The total expenditures on local education allowance (LEA) and overseas education allowance (OEA) and the annual rate of change from 2010-11 to 2014-15 are as follows:

| <u>Education Allowances (EA)</u> | <u>2010-11 Actual Expenditure (\$m)</u> | <u>2011-12 Actual Expenditure (\$m)</u> | <u>2012-13 Actual Expenditure (\$m)</u> | <u>2013-14 Revised Estimate (\$m)</u> | <u>2014-15 Estimate (\$m)</u> |
|----------------------------------|---|---|---|---------------------------------------|-------------------------------|
| LEA | 432.6 | 443.2 | 433.3 | 447.1 | 466.7 |
| OEA | 282.1 | 268.0 | 240.1 | 230.0 | 243.2 |
| Total | 714.7 | 711.2 | 673.4 | 677.1 | 709.9 |
| Annual rate of change | | -0.5% | -5.3% | +0.5% | +4.8% |

2. The numbers of students and average amount (Avg amt) of LEA and OEA per student for the period from 2010-11 to 2014-15 are as follows:

| EA | 2010-11 Actual | | 2011-12 Actual | | 2012-13 Actual | | 2013-14 Revised Estimate | | 2014-15 Estimate | |
|-----|--------------------|--------------------|--------------------|--------------------|--------------------|--------------------|--------------------------------|--------------------|---------------------|--------------------|
| | Avg amt (\$) | No. of students | Avg amt (\$) | No. of students | Avg amt (\$) | No. of students | Avg amt (\$) | No. of students | Avg amt (\$) | No. of students |
| LEA | 21,951 | 19 708 | 22,977 | 19 287 | 23,736 | 18 254 | 24,867 | 17 980 | 26,352 | 17 710 |
| OEA | 92,729 | 3 042 | 95,033 | 2 820 | 94,589 | 2 538 | 94,845 | 2 425 | 100,496 | 2 420 |

3. & 4. For the period from 2010-11 to 2013-14, the amount of LEA and OEA received by directorate officers and number of directorate officers' children involved as compared to the overall figures are as follows ^{Note:}

| | 2010-11 | | 2011-12 | | 2012-13 | | 2013-14 (up to 28.2.2014) | |
|---|--|------|--|------|--|------|--|------|
| | % in respect of the total expenditure/ total no. of students | | % in respect of the total expenditure/ total no. of students | | % in respect of the total expenditure/ total no. of students | | % in respect of the total expenditure/ total no. of students | |
| <u>LEA</u> | | | | | | | | |
| Total amount received by directorate officers | \$14.4m | 3.3% | \$14.7m | 3.3% | \$14.5m | 3.3% | \$12.4m | 3.2% |
| <i>No. of directorate officers' children involved</i> | 419 | 2.1% | 401 | 2.1% | 390 | 2.1% | 371 | 2.1% |
| <u>OEA</u> | | | | | | | | |
| Total amount received by directorate officers | \$11.8m | 4.2% | \$13.8m | 5.1% | \$11.5m | 4.8% | \$11.0m | 5.5% |
| <i>No. of directorate officers' children involved</i> | 123 | 4.0% | 127 | 4.5% | 118 | 4.6% | 115 | 4.8% |

Note: No anticipated figures in respect of 2014-15 are available.

CONTROLLING OFFICER'S REPLY

CSB086

(Question Serial No. 4409)

Head: (46) General Expenses of the Civil Service

Subhead (No. & title): (013) Personal allowances

Programme: General Expenses of the Civil Service

Controlling Officer: Director of Accounting Services (Martin M.T. SIU)

Director of Bureau: Secretary for the Civil Service

This question originates from: Estimates on Expenditure Volume 1 Page 266

Question (Member Question No. 110):

The total expenditure on personal allowances has increased by 4.7% when compared with that of last year. There are restrictions on the year of appointment of beneficiaries under this expenditure item. The overseas and local education allowances ceased in 1996 and 2000 respectively when other allowances under this item also ceased accordingly. This means that the number of beneficiaries should be decreasing. Please explain why the expenditure has increased instead.

Asked by: Hon. LEUNG Kwok-hung

Reply:

The increase in the estimated expenditure under Head 46 Subhead 013 – Personal allowances for 2014-15 is to reflect the projected increase of payment of education allowance. For overseas education allowance, the projected increase of payment is due to a higher exchange rate of sterling pound. For local education allowance, the average rate of allowance to be claimed by students is expected to increase, but the effect is partly offset by the anticipated decrease in the number of eligible students.

CONTROLLING OFFICER'S REPLY

CSB087

(Question Serial No. 4410)Head: (46) General Expenses of the Civil ServiceSubhead (No. & title): (022) PassagesProgramme: General Expenses of the Civil ServiceControlling Officer: Director of Accounting Services (Martin M.T. SIU)Director of Bureau: Secretary for the Civil ServiceThis question originates from: Estimates on Expenditure Volume 1 Page 267 (if applicable)Question (Member Question No. 111):

Provision of \$162,300,000 for this year is for the payment of leave passage allowance in respect of eligible officers and their dependants, as well as travelling allowance and related expenditure in respect of children of eligible officers being educated overseas. Please provide a breakdown of leave passage allowance and school passage allowance separately with the following details tabulated:

1. the total amount of allowance and the annual rate of change over the past 5 years since 2010-11;
2. the number of beneficiary directorate civil servants/dependants and their children as well as the percentage of the total number of beneficiaries they account for during the same period; and
3. the total amount of allowance for directorate civil servants/dependants and their children as well as the percentage of the total amount of allowance they account for during the same period.

Asked by: Hon. LEUNG Kwok-hungReply:

1. The actual/estimated amount of leave passage allowance (LPA) and school passage allowance (SPA) and the annual rate of change from 2010-11 to 2014-15 are as follows:

| <u>Passage Allowances</u> | <u>2010-11 Actual Expenditure (\$m)</u> | <u>2011-12 Actual Expenditure (\$m)</u> | <u>2012-13 Actual Expenditure (\$m)</u> | <u>2013-14 Revised Estimate (\$m)</u> | <u>2014-15 Estimate (\$m)</u> |
|---------------------------|---|---|---|---|---------------------------------------|
| LPA | 71.2 | 75.4 | 73.8 | 83.0 | 90.9 |
| SPA | 86.8 | 78.8 | 70.8 | 67.5 | 71.4 |
| Total | 158.0 | 154.2 | 144.6 | 150.5 | 162.3 |
| Annual rate of change | | -2.4% | -6.2% | +4.1% | +7.8% |

2. & 3. The amount of allowance, the number of directorate civil servants and their eligible family members (including spouse and children) involved, and the percentage they account for during the period from 2010-11 to 2013-14 are as follows:

| | 2010-11 | | 2011-12 | | 2012-13 | | 2013-14 (up to 28.2.2014) | |
|---|------------------------------------|-------|------------------------------------|-------|------------------------------------|-------|------------------------------------|-------|
| | % in respect of the total | | % in respect of the total | | % in respect of the total | | % in respect of the total | |
| <u>LPA</u> | | | | | | | | |
| Amount received by directorate officers | \$56.0m | 78.7% | \$58.2m | 77.2% | \$59.7m | 80.9% | \$65.2m | 81.6% |
| <i>No. of directorate officers and their eligible family members involved</i> | 3 071 | 81.5% | 2 999 | 81.4% | 2 951 | 82.8% | 2 962 | 83.5% |
| <u>SPA</u> | | | | | | | | |
| Amount received by directorate officers | \$2.6m | 3.0% | \$3.1m | 3.9% | \$1.9m | 2.7% | \$1.8m | 2.7% |
| <i>No. of directorate officers' children involved</i> | 133 | 2.9% | 152 | 3.6% | 97 | 2.4% | 88 | 2.3% |

CONTROLLING OFFICER'S REPLY

CSB088

(Question Serial No. 5539)

Head: (46) General Expenses of the Civil Service

Subhead (No. & title): (013) Personal allowances

Programme: General Expenses of the Civil Service

Controlling Officer: Director of Accounting Services (Martin M.T. SIU)

Director of Bureau: Secretary for the Civil Service

This question originates from: Estimates on Expenditure Volume 1 Page 266

Question (Member Question No. 60):

Under Subhead 013 Personal allowances, the revised estimate in 2013-14 is \$56.86 million lower than the approved estimate, amounting to a saving of 7.6%, but it will increase by 4.7% in 2014-15. What are the reasons?

Asked by: Hon. TAM Yiu-chung

Reply:

The 2013-14 revised estimate under Head 46 Subhead 013 Personal allowances is lower than the approved estimate mainly due to a decrease in both the number of eligible students receiving the education allowances and the average amount of allowance claimed. The increase in 2014-15 estimate is to reflect the projected increase of payment of education allowance. For overseas education allowance, the projected increase of payment is due to a higher exchange rate of sterling pound. For local education allowance, the average rate of allowance to be claimed by students is expected to increase, but the effect is partly offset by the anticipated decrease in the number of eligible students.

CONTROLLING OFFICER'S REPLY

CSB089

(Question Serial No. 5540)

Head: (46) General Expenses of the Civil Service

Subhead (No. & title): (013) Personal allowances

Programme: General Expenses of the Civil Service

Controlling Officer: Director of Accounting Services (Martin M.T. SIU)

Director of Bureau: Secretary for the Civil Service

This question originates from: Estimates on Expenditure Volume 1 Page 266

Question (Member Question No. 61):

Under Subhead 013 Personal allowances, what will be the respective amounts of payment of local education allowance and overseas education allowance in 2014-15?

Asked by: Hon. TAM Yiu-chung

Reply:

The amounts of local education allowance and overseas education allowance to be paid in 2014-15 are estimated to be \$466.7 million and \$243.2 million respectively.

CONTROLLING OFFICER'S REPLY

CSB090

(Question Serial No. 5541)

Head: (46) General Expenses of the Civil Service

Subhead (No. & title): (013) Personal Allowances

Programme: General Expenses of the Civil Service

Controlling Officer: Director of Accounting Services (Martin M.T. SIU)

Director of Bureau: Secretary for the Civil Service

This question originates from: Estimates on Expenditure Volume 1 Page 264

Question (Member Question No. 62):

What are the estimated numbers of officers who will continue to receive the furniture and domestic appliances allowances and the house allowance under Subhead 013 Personal allowances in 2014-15? What are the expenditures involved respectively? What are the respective average amounts of allowance per officer per year?

Asked by: Hon. TAM Yiu-chung

Reply:

It is estimated that the total number of recipients for the furniture and domestic appliances allowances will be 13 560 and the expenditure will amount to \$16.6 million in 2014-15. The monthly rates of furniture allowance and domestic appliances allowance for each eligible officer are \$100 and \$50 respectively. It is expected that no officer will receive the house allowance in 2014-15.

CONTROLLING OFFICER'S REPLY

CSB091

(Question Serial No. 5542)

Head: (46) General Expenses of the Civil Service
Subhead (No. & title): (040) Non-accountable cash allowance
Programme: General Expenses of the Civil Service
Controlling Officer: Director of Accounting Services (Martin M.T. SIU)
Director of Bureau: Secretary for the Civil Service
This question originates from: Estimates on Expenditure Volume 1 Page 267

Question (Member Question No. 63):

The provision under Subhead 040 Non-accountable cash allowance for 2014-15 will increase by \$200 million, amounting to 44.2%. What is the estimated number of recipients in the year? What is the estimated increase in number of recipients? What will be the additional expenditures involved owing to salary progression, promotion and new appointment respectively?

Asked by: Hon. TAM Yiu-chung

Reply:

Non-accountable cash allowance is payable to eligible officers offered appointment on or after 1 June 2000. Eligible officers who join the scheme will receive a monthly non-accountable cash allowance at specified rates appropriate to their salary point for a maximum period of 120 months. Officers are not required to join the scheme immediately upon their attaining eligibility. They may join the scheme at anytime of their choice according to individual's preference. The estimated number of recipients is 2 360 in 2013-14. Due to the increasing number of officers attaining eligibility for the scheme through salary progression, promotion and new appointment, the number of recipients is estimated to increase by 1 040 to 3 400 in 2014-15. The increase is estimated by reference to the overall past pattern of joining the scheme by all eligible officers yet to join the scheme. Hence, we do not have breakdown on the estimated expenditures of new joinees by salary progression, promotion and new appointment. As a general indication, based on the profile of the new joinees in past years, roughly 85% are new joinees by salary progression/promotion and the remaining 15% are new recruits.

CONTROLLING OFFICER'S REPLY

CSB092

(Question Serial No. 6117)

Head: (46) General Expenses of the Civil Service

Subhead (No. & title): (-) Not Specified

Programme: General Expenses of the Civil Service

Controlling Officer: Director of Accounting Services (Martin M.T. SIU)

Director of Bureau: Secretary for the Civil Service

This question originates from: Estimates on Expenditure Volume 1 Page 266

Question (Member Question No. 60):

How much public money was spent in funding children of eligible officers to pursue university education in the United Kingdom in the 2013-14 financial year and how many recipients were funded? What are the changes in estimated expenditure and number of recipients in the 2014-15 financial year?

Asked by: Hon. TSE Wai-chun, Paul

Reply:

Overseas education allowance is payable to eligible civil servants whose eligible children are receiving full-time education in overseas approved institutions (which are mainly schools and universities in the United Kingdom). The estimated expenditure for this allowance is \$230 million in 2013-14 and \$243.2 million in 2014-15. It is estimated that around 2 400 children will receive this allowance in each of these 2 years. We do not have the breakdown of the number of children concerned who are pursuing university education in the United Kingdom and the expenditure involved.

CONTROLLING OFFICER'S REPLY**CSB093****(Question Serial No. 5908)**

Head: (120) Pensions

Subhead (No. & title): (015) Public and judicial service pension benefits and compensation

Programme: (1) Public and Judicial Service Pension Benefits

Controlling Officer: Director of Accounting Services (Martin M.T. SIU)

Director of Bureau: Secretary for the Civil Service

This question originates from: Estimates on Expenditure Volume 1 Page 784

Question (Member Question No. 101):

Please provide a breakdown of the pension expenditure on all directorate posts of government departments in the past 5 years and a breakdown of the estimated expenditure for the next financial year.

Asked by: Hon. CHEUNG Chiu-hung, Fernando

Reply:

Breakdown of the expenditure on pension payments for all the directorate officers retired in the past 5 years and estimated expenditure in this respect for 2014-15 are provided below –

| Year of retirement | Total pension gratuity payment for directorate officers retired in the respective year of retirement | Estimated expenditure on pension payments in 2014-15 for the directorate officers retired in the respective year of retirement |
|----------------------------|--|--|
| | \$ Million | \$ Million |
| 2009-10 | 512.0 | 58.9 |
| 2010-11 | 525.0 | 59.2 |
| 2011-12 | 702.4 | 71.0 |
| 2012-13 | 705.7 | 84.6 |
| 2013-14 (revised estimate) | 650.5 | 87.8 |

CONTROLLING OFFICER'S REPLY**CSB094****(Question Serial No. 6566)**

Head: (120) Pensions

Subhead (No. & title): (-) Not specified

Programme: (1) Public and Judicial Service Pension Benefits

Controlling Officer: Director of Accounting Services (Martin M.T. SIU)

Director of Bureau: Secretary for the Civil Service

This question originates from: -

Question (Member Question No. 250):

Regarding civil service pension, please advise of the following:

- (a) the exact amount of pension received by retired civil servants in the past 5 years;
- (b) the exact amount reserved for payment of civil service provident fund in the next 10 years;
- (c) the exact amount for payment of civil service provident fund in 2014-2015; and
- (d) the number of officers applying for civil service pension in the next 10 years.

Asked by: Hon. KWOK Ka-ki

Reply:

- (a) The expenditures on public and judicial service pensions in the past 5 years are provided below :

| Financial Year | Total expenditure |
|----------------------------|-------------------|
| | \$ Million |
| 2009-10 | 16,155.6 |
| 2010-11 | 17,213.0 |
| 2011-12 | 18,934.7 |
| 2012-13 | 20,917.5 |
| 2013-14 (revised estimate) | 22,980.2 |

- (b) The expenditure on Civil Service Provident Fund (CSPF) contribution is provided for on an annual basis through the estimate exercise. The Government has not reserved in 2014-15 Estimate any provision for payment of the CSPF contribution beyond 2014-15.
- (c) The estimated expenditure on CSPF contribution in 2014-15 is \$1,846 million.
- (d) The number of pensioners in receipt of pension in the next 10 years depends on, amongst other things, the number of new retirees and the life expectancy of pensioners. Such an estimate is outside the exercise of the 2014-15 Estimate.

CONTROLLING OFFICER'S REPLY

CSB095

(Question Serial No. 5543)

Head: (120) Pensions
Subhead (No. & title): (-) Not Specified
Programme: (1) Public and Judicial Service Pension Benefits
Controlling Officer: Director of Accounting Services (Martin M.T. SIU)
Director of Bureau: Secretary for the Civil Service
This question originates from: Estimates on Expenditure Volume 1 Page 785

Question (Member Question No. 64):

The estimated number of public and judicial officers retiring and start receiving pensions in 2014 will increase by 11.57% to 6 055. What is the estimated number of retiring officers in each department and the percentage it accounts for in the establishment of the respective department? What is the estimated number of retiring directorate officers in each department?

Asked by: Hon. TAM Yiu-chung

Reply:

The estimated number of public and judicial officers retiring in 2014 analysed by bureau/department and the percentage it accounts for in the establishment of the respective bureau/department, as well as the estimated number of retiring directorate officers in each bureau/department are shown in the Annex.

Estimated Number of Officers Retiring in 2014 by Bureau / Department

| Bureaux/Departments | Public and Judicial Officers Retiring in 2014 | | Estimated No. of Directorate Officers Retiring in 2014 |
|--|---|--|--|
| | Estimated No. of Retiring Officers | As a % of Estimated Establishment of 31.3.2015 | |
| Agriculture, Fisheries and Conservation Department | 87 | 4.2 | - |
| Architectural Services Department | 56 | 3.1 | 2 |
| Audit Commission | 5 | 2.6 | - |
| Auxiliary Medical Service | 10 | 10.1 | - |
| Buildings Department | 28 | 1.8 | 3 |
| Census and Statistics Department | 34 | 2.6 | - |
| Chief Executive's Office | 2 | 1.9 | - |
| Civil Aid Service | 7 | 6.8 | - |
| Civil Aviation Department | 28 | 3.7 | 3 |
| Civil Engineering and Development Department | 58 | 3.2 | 2 |
| Companies Registry | 4 | 1.3 | - |
| Correctional Services Department | 245 | 3.5 | 1 |
| Customs and Excise Department | 204 | 3.4 | 1 |
| Department of Health | 167 | 2.7 | 3 |
| Department of Justice | 24 | 1.9 | 6 |
| Drainage Services Department | 60 | 3.2 | 3 |
| Electrical and Mechanical Services Department | 13 | 3.3 | 2 |
| Electrical and Mechanical Services Trading Fund | 122 | 3.5 | 1 |
| Environmental Protection Department | 41 | 2.3 | 4 |
| Fire Services Department | 347 | 3.4 | 2 |
| Food and Environmental Hygiene Department | 599 | 5.4 | - |
| General Expenses of the Civil Service | - | - | - |
| Government Flying Service | 8 | 3.5 | 1 |
| Government Laboratory | 8 | 1.7 | 2 |
| Government Logistics Department | 27 | 3.8 | - |
| Government Property Agency | 7 | 3.3 | 1 |
| Government Secretariat (GS): Civil Service Bureau | 12 | 1.9 | - |

| Bureaux/Departments | Public and Judicial Officers Retiring in 2014 | | Estimated No. of Directorate Officers Retiring in 2014 |
|--|---|--|--|
| | Estimated No. of Retiring Officers | As a % of Estimated Establishment of 31.3.2015 | |
| GS: Commerce and Economic Development Bureau (Commerce, Industry and Tourism Branch) | 3 | 1.5 | - |
| GS: Commerce and Economic Development Bureau (Communications and Technology Branch) | 3 | 2.5 | - |
| GS: Constitutional and Mainland Affairs Bureau | 4 | 2.3 | 1 |
| GS: Development Bureau (Planning and Lands Branch) | - | - | - |
| GS: Development Bureau (Works Branch) | 2 | 0.9 | - |
| GS: Education Bureau | 149 | 2.7 | 6 |
| GS: Environment Bureau | - | - | - |
| GS: Financial Services and the Treasury Bureau (Financial Services Branch) | 3 | 1.7 | - |
| GS: Financial Services and the Treasury Bureau (The Treasury Branch) | 4 | 2.2 | 1 |
| GS: Food and Health Bureau (Food Branch) | - | - | - |
| GS: Food and Health Bureau (Health Branch) | 2 | 1.8 | - |
| GS: Home Affairs Bureau | 5 | 2.1 | 1 |
| GS: Innovation and Technology Commission | 7 | 3.4 | 1 |
| GS: Labour and Welfare Bureau | 1 | 0.9 | - |
| GS: Office of the Government Chief Information Officer | 11 | 1.7 | 1 |
| GS: Offices of the Chief Secretary for Administration and the Financial Secretary | 9 | 1.6 | 3 |
| GS: Overseas Economic and Trade Offices | 1 | 0.7 | 1 |
| GS: Security Bureau | 1 | 0.5 | 1 |
| GS: Transport and Housing Bureau (Transport Branch) | 2 | 1.1 | 1 |
| Highways Department | 70 | 3.3 | 1 |
| Home Affairs Department | 37 | 1.9 | 3 |
| Hong Kong Monetary Authority * | 4 | 17.4 | - |

| Bureaux/Departments | Public and Judicial Officers Retiring in 2014 | | Estimated No. of Directorate Officers Retiring in 2014 |
|--|---|--|--|
| | Estimated No. of Retiring Officers | As a % of Estimated Establishment of 31.3.2015 | |
| Hong Kong Observatory | 5 | 1.7 | - |
| Hong Kong Police Force | 698 | 2.1 | 14 |
| Hospital Authority * | 141 | 8.0 | - |
| Housing Department | 312 | 3.6 | 6 |
| Immigration Department | 164 | 2.3 | 2 |
| Independent Commission Against Corruption | 5 | 0.3 | 1 |
| Information Services Department | 13 | 3.0 | 1 |
| Inland Revenue Department | 85 | 3.0 | 3 |
| Intellectual Property Department | 3 | 2.2 | - |
| Invest Hong Kong | 1 | 2.9 | - |
| Joint Secretariat for the Advisory Bodies on Civil Service and Judicial Salaries and Conditions of Service | - | - | - |
| Judiciary | 56 | 3.1 | 6 |
| Labour Department | 38 | 1.6 | - |
| Land Registry | 11 | 2.1 | - |
| Lands Department | 132 | 3.2 | 4 |
| Legal Aid Department | 22 | 4.1 | 1 |
| Legal Aid Services Council | - | - | - |
| Leisure and Cultural Services Department | 276 | 3.0 | 1 |
| Marine Department | 66 | 4.7 | 5 |
| Office for Film, Newspaper and Article Administration | - | - | - |
| Office of the Communications Authority | 10 | 3.0 | - |
| Official Receiver's Office | 7 | 2.9 | 1 |
| Planning Department | 29 | 3.4 | 4 |
| Post Office | 150 | 2.8 | - |
| Public Service Commission Secretariat | 2 | 7.1 | - |

| Bureaux/Departments | Public and Judicial Officers Retiring in 2014 | | Estimated No. of Directorate Officers Retiring in 2014 |
|---|---|--|--|
| | Estimated No. of Retiring Officers | As a % of Estimated Establishment of 31.3.2015 | |
| Radio Television Hong Kong | 24 | 3.4 | 1 |
| Rating and Valuation Department | 28 | 3.3 | 2 |
| Registration and Electoral Office | 5 | 2.3 | - |
| Secretariat, Commissioner on Interception of Communications and Surveillance | - | - | - |
| Social Welfare Department | 132 | 2.3 | 3 |
| Student Financial Assistance Agency | 13 | 2.0 | - |
| Trade and Industry Department | 21 | 4.2 | - |
| Transport Department | 44 | 2.9 | 2 |
| Treasury | 20 | 4.1 | - |
| University Grants Committee | - | - | - |
| Vocational Training Council* | 1 | 9.1 | - |
| Water Supplies Department | 188 | 4.2 | 2 |
| Ex-civil servants working in public bodies eligible for pension under the pension legislation upon retirement | 182 | - | 6 |
| Estimate to cater for unanticipated retirement cases | 650 | - | - |
| Total | 6 055 | - | 123 |

* For the Hong Kong Monetary Authority, Hospital Authority and the Vocational Training Council, the figures include officers who have retained civil servant status upon transfer to these bodies.

CONTROLLING OFFICER'S REPLY

CSB096

(Question Serial No. 5544)

Head: (120) Pensions
Subhead (No. & title): (015) Public and judicial service pension benefits and compensation
Programme: (1) Public and Judicial Service Pension Benefits
Controlling Officer: Director of Accounting Services (Martin M.T. SIU)
Director of Bureau: Secretary for the Civil Service
This question originates from: Estimates on Expenditure Volume 1 Page 790

Question (Member Question No. 65):

What are the respective amounts of pensions that will be paid in 2014-15 under Subhead 015 to officers on agreement terms and dependants of these deceased officers on account of injuries suffered whilst on duty? What are the numbers of these 2 types of recipients?

Asked by: Hon. TAM Yiu-chung

Reply:

In 2014-15, the provision is \$314,000 for payment of pensions to nine officers on agreement terms who were injured on duty while no provision is made for dependant pensions under Subhead 015.

CONTROLLING OFFICER'S REPLY

| |
|---------------|
| CSB097 |
|---------------|

(Question Serial No. 4577)

Head: (136) Public Service Commission Secretariat

Subhead (No. & title): (-) Not Specified

Programme: Secretariat services for the Public Service Commission

Controlling Officer: Secretary, Public Service Commission (Ms Candice Ho)

Director of Bureau: Secretary for the Civil Service

This question originates from: Estimates on Expenditure Volume 1 Page 751

Question (Member Question No. 72):

Regarding the studies (if any) conducted by the Public Service Commission Secretariat for the purpose of formulating and assessing policies, please provide information in the following format.

(a) Using the table below, please provide information on studies on public policy and strategic public policy for which funds had been allocated in the past 2 financial years (2012-13 and 2013-14):

| Name of consultant | Mode of award (open auction/tender/others (please specify)) | Title, content and objective of project | Consultancy fee(\$) | Start date | Progress of studies (under planning/ in progress/ completed) | Follow-up actions taken by the Administration on the study report and their progress (if any) | For completed projects, have they been made public? If yes, through what channels? If no, why? |
|--------------------|---|---|---------------------|------------|--|---|--|
| | | | | | | | |

(b) Are there any projects for which funds have been reserved for conducting consultancy studies this year (2014-15)? If yes, please provide the following information:

| Name of consultant | Mode of award (open auction/tender/others (please specify)) | Title, content and objective of project | Consultancy fee(\$) | Start date | Progress of studies (under planning/ in progress/ completed) | Follow-up actions taken by the Administration on the study report and their progress (if any) | For projects that are expected to be completed this year, is there any plan to make them public? If yes, through what channels? If no, why? |
|--------------------|---|---|---------------------|------------|--|---|---|
| | | | | | | | |

(c) What are the criteria for considering the award of consultancy projects to the research institutions concerned?

Asked by: Hon Cyd HO Sau-lan

Reply:

- (a) The Public Service Commission Secretariat has not conducted any consultancy studies for the purpose of formulating and assessing policies in 2012-13 and 2013-14.
- (b) No funds have been reserved for conducting consultancy studies in 2014-15.
- (c) Not applicable.

CONTROLLING OFFICER'S REPLY**CSB098****(Question Serial No. 4599)**

Head: (136) Public Service Commission Secretariat

Subhead (No. & title): (-) Not Specified

Programme: Secretariat services for the Public Service Commission

Controlling Officer: Secretary, Public Service Commission (Ms Candice HO)

Director of Bureau: Secretary for the Civil Service

This question originates from: Estimates on Expenditure Volume 1 Page 803

Question (Member Question No. 99):

1. Regarding the expenses on entertainment and gifts of the Secretariat over the past 3 years, please provide details using the table below:

| Bureau/ branch/ department and year | Estimated expenses on entertainment and gifts in the year | Actual expenses on entertainment and gifts in the year | Cap on entertainment expenses (including beverages) per head for the year | Cap on gift expenses per guest for the year | Number of receptions held and total number of guests entertained in the year |
|--|---|--|--|--|--|
| | | | | | |

2. Regarding the expenses on entertainment and gifts of the Secretariat in 2013-14, please provide details using the table below:

| Bureau/ branch/ department | Date of reception (day/ month/ year) | Departments/ organisations and titles of the guests entertained (grouped by department/ organisation and indicating the number of guests) | Food expenses incurred in the reception | Beverage expenses incurred in the reception | Gift expenses incurred in the reception | Venue of the reception (department office/ restaurant in government facilities/ private restaurant/ others (please specify)) |
|----------------------------------|---|--|--|--|---|---|
| | | | | | | |

3. Please provide the estimated expenses on entertainment and gifts for 2014-15 using the table below:

| Bureau/ branch/ department | Estimated provision for expenses on entertainment and gifts | Cap on entertainment expenses per guest | Cap on gift expenses per guest |
|-------------------------------|---|--|-----------------------------------|
| | | | |

Asked by: Hon. HO Sau-lan, Cyd

Reply:

As a general rule, all politically appointed officials and civil servants should observe the same principles and act in accordance with the relevant regulations and administrative guidelines when providing official entertainment in the form of meals. Government officers are required to exercise prudent judgement and economy when entertaining guest(s) for official purposes in order to avoid any public perception of extravagance. According to the existing general guidelines, the expenditure limits on official meals should not exceed \$450 per person for lunch or \$600 per person for dinner, inclusive of all expenses incurred on food and beverages consumed on the occasion, service charges and tips. In 2011-12, 2012-13 and 2013-14 (as at 17.3.2014), the actual expenses on official entertainment incurred by the Public Service Commission are \$31,000, \$37,000 and \$22,000 respectively. The estimated expenditure for 2014-15 is \$38,000.

In line with the Government's green policy, public officers should as far as possible refrain from bestowing gifts/souvenirs to others during the conduct of official activities. According to the existing guidelines, where bestowal of gifts/souvenirs is necessary or unavoidable due to operational, protocol or other reasons, the gift/souvenir items should not be lavish or extravagant and the number should be kept to a minimum. Also, the exchange of gifts/souvenirs should only be made from organisation to organisation. As we do not maintain separate accounts for the expenses on the procurement of gifts and souvenirs, we do not have the relevant statistics.

CONTROLLING OFFICER'S REPLY

CSB099

(Question Serial No. 4651)

Head: (136) Public Service Commission Secretariat

Subhead (No. & title): (-) Not Specified

Programme: Secretariat services for the Public Service Commission

Controlling Officer: Secretary, Public Service Commission (Ms Candice Ho)

Director of Bureau: Secretary for the Civil Service

This question originates from: Estimates on Expenditure Volume 1 Page 803

Question (Member Question No. 149):

In regard to the growing co-operation between Hong Kong and the Mainland in recent years, please provide relevant information on Hong Kong/Mainland cross-boundary projects or programmes in which the Public Service Commission Secretariat have been involved.

(a) For Hong Kong/Mainland cross-boundary projects or programmes, please provide information in 2011-12 to 2013-14 as per following table:

| Project / Programme | Details, objective and whether it is related to the Framework Agreement on Hong Kong /Guangdong Co-operation (the Framework Agreement) | Expenditure involved | Mainland official and department/ organisation involved | Progress (% completed, commencement date, target completion date) | Have the details, objectives, amount involved or impact on the public, society, culture and ecology been released to the public? If so, through which channels and what were the manpower and expenditure involved? If not, what are the reasons? | Details of the legislative amendments or policy changes involved in the project/ programme |
|---------------------|--|----------------------|---|---|---|--|
| | | | | | | |

(b) For Hong Kong/Mainland cross-boundary projects or programmes in 2014-15, please provide information as per following table:

| Project / Programme | Details, objective and whether it is related to the Framework Agreement | Expenditure involved | Mainland official and department/ organisation involved | Progress (% completed, commencement date, target completion date) | Will the details, objectives, amount involved or impact on the public, society, culture and ecology be released to the public? If so, through which channels and what will be the manpower and expenditure involved? If not, what are the reasons? | Details of the legislative amendments or policy changes involved in the project/ programme |
|---------------------|---|----------------------|---|---|--|--|
| | | | | | | |

- (c) Apart from the projects or programmes listed above, are there any other modes of Hong Kong/Mainland cross-boundary co-operation? If so, what are they? What were the manpower and expenditure involved over the past 3 years? How much financial and manpower resources have been earmarked in the Estimates for 2014-15?

Asked by: Hon. HO Sau-lan, Cyd

Reply:

- (a) The Public Service Commission Secretariat (the Secretariat) has not been involved in any Hong Kong/Mainland cross-boundary projects or programmes in 2011-12 to 2013-14.
- (b) The Secretariat does not have any plan to participate in Hong Kong/Mainland cross-boundary projects or programmes in 2014-15.
- (c) The Secretariat has no other modes of Hong Kong/Mainland cross-boundary co-operation.

CONTROLLING OFFICER'S REPLY

CSB100

(Question Serial No. 4252)

Head: (37) Department of Health
Subhead (No. & title): (-) Not Specified
Programme: (7) Medical and Dental Treatment for Civil Servants
Controlling Officer: Director of Health (Dr. Constance CHAN)
Director of Bureau: Secretary for the Civil Service
This question originates from: Estimates on Expenditure Volume I Page 170

Question (Member Question No. 52):

In the past year, there was an increase of 75 posts. In 2014-15, there will also be an increase of 55 posts. Please provide details on and the reasons for these additional posts.

Asked by: Hon. KWOK Wai-keung

Reply:

Details of 75 additional posts approved for creation in 2013-14 and 55 additional posts proposed to be created in 2014-15 under Programme (7) – Medical and Dental Treatment for Civil Servants are at Annexes A and B respectively. These posts are for providing medical and dental services for civil service eligible persons.

**Additional Posts Approved for Creation in 2013-14 under
Programme (7) – Medical and Dental Treatment for Civil Servants**

| <u>Initiative / Rank</u> | <u>No. of posts</u> |
|---|---------------------|
| (a) Enhancing general dental services for civil service eligible persons | |
| Senior Dental Officer | 2 |
| Dental Officer | 15 |
| Senior Dental Surgery Assistant | 2 |
| Dental Surgery Assistant | 15 |
| Dental Hygienist | 1 |
| Executive Officer I | 1 |
| Assistant Clerical Officer | 1 |
| Clerical Assistant | 9 |
| Supplies Supervisor II | 1 |
| Laboratory Attendant | 2 |
| Workman II | 5 |
| <i>Sub-total :</i> | <u>54</u> |
| (b) Expanding Kowloon Families Clinic | |
| Senior Medical and Health Officer | 1 |
| Medical and Health Officer | 2 |
| Nursing Officer | 1 |
| Registered Nurse | 3 |
| Dietitian | 1 |
| Dispenser | 4 |
| Assistant Clerical Officer | 1 |
| Clerical Assistant | 3 |
| Workman II | 2 |
| <i>Sub-total :</i> | <u>18</u> |
| (c) Conversion of non-civil service contract positions to civil service posts for strengthening the provision of dental services for civil service eligible persons | |
| Laboratory Attendant | 3 |
| <i>Sub-total :</i> | <u>3</u> |
| <i>Total :</i> | <u>75</u> |

**Additional Posts Proposed for Creation in 2014-15 under
Programme (7) – Medicial and Dental Treatment for Civil Servants**

| | <u>Initiative / Rank</u> | <u>No. of posts</u> |
|-----|---|---------------------|
| (a) | Enhancing general dental services for civil service eligible persons | |
| | Senior Dental Officer | 1 |
| | Dental Officer | 9 |
| | Senior Dental Surgery Assistant | 1 |
| | Dental Surgery Assistant | 10 |
| | Dental Hygienist | 1 |
| | Laboratory Attendant | 1 |
| | Assistant Clerical Officer | 1 |
| | Clerical Assistant | 3 |
| | Workman II | 3 |
| | <i>Sub-total :</i> | <u>30</u> |
| (b) | Strengthening administrative support for families clinics and planning of clinic projects under Programme (7) | |
| | Executive Officer I | 1 |
| | Hospital Administrator II | 1 |
| | <i>Sub-total :</i> | <u>2</u> |
| (c) | Providing dedicated oral-maxillofacial and dental surgery services for civil service eligible persons | |
| | Senior Dental Officer | 4 |
| | Senior Dental Surgery Assistant | 2 |
| | Dental Surgery Assistant | 2 |
| | Clerical Officer | 1 |
| | Assistant Clerical Officer | 1 |
| | Clerical Assistant | 1 |
| | Workman II | 1 |
| | <i>Sub-total :</i> | <u>12</u> |
| (d) | Expanding the dental clinic at Kwun Tong Jockey Club Clinic upon its reprovisioning | |
| | Senior Dental Officer | 1 |
| | Dental Officer | 3 |
| | Senior Dental Surgery Assistant | 1 |
| | Dental Surgery Assistant | 3 |
| | Assistant Clerical Officer | 1 |
| | Clerical Assistant | 1 |
| | Workman II | 1 |
| | <i>Sub-total :</i> | <u>11</u> |
| | <i>Total :</i> | <u>55</u> |

CONTROLLING OFFICER'S REPLY

CSB101

(Question Serial No. 4791)

Head: (37) Department of Health
Subhead(No. & title): (-) Not Specified
Programme: (7) Medical and Dental Treatment for Civil Servants
Controlling Officer: Director of Health (Dr. Constance CHAN)
Director of Bureau: Secretary for the Civil Service
This question originates from: Estimates on Expenditure Volume 1 Page 170

Question(Member Question No. 39):

It is stated in the Estimate that the provision for 2014-15 is \$104.6 million (10.6%) higher than the revised estimate for meeting the increasing demand for payment and reimbursement of medical fees and hospital charges in respect of civil service eligible persons. In this regard, will the Government inform this Committee:

1. What criteria the Administration has used for projecting “the increasing demand for payment and reimbursement of medical fees and hospital charges in respect of civil service eligible persons”?
2. Regarding the increase in the estimate, what are the specific items for which there is an increasing demand?
3. How much of the increased provision will be for emoluments of the newly created posts?

Asked by: Hon. TANG Ka-piu

Reply:

1. To project the expenditure on payment and reimbursement of medical fees and hospital charges required for the next financial year, we draw reference to the actual expenditures over the past years.
2. The actual utilisation of the provision is demand driven. We do not have an estimate on the demand for specific items, the expenses of which are met by the provision.
3. For 2014-15, the proposed provision for Programme (7) – Medical and Dental Treatment for Civil Servant is increased by \$104.6 million (10.6%) when compared with the 2013-14 Revised Estimate. Among the increase of \$104.6 million, \$40 million represents additional provision for meeting the demand for payment and reimbursement of medical fees and hospital charges in respect of civil service eligible persons. No additional post will be created for administering such payment and reimbursement. The remaining increase of provision is for enhancing the medical and dental services for civil service eligible persons, involving the creation of 55 posts in 2014-15 to meet operational needs.

CONTROLLING OFFICER'S REPLY**CSB102****(Question Serial No. 4792)**

Head: (37) Department of Health

Subhead(No. & title): (-) Not Specified

Programme: (7) Medical and Dental Treatment for Civil Servants

Controlling Officer: Director of Health (Dr. Constance CHAN)

Director of Bureau: Secretary for the Civil Service

This question originates from: Estimates on Expenditure Volume 1 Page 170

Question(Member Question No. 40):

Please list out the costs involved in respect of “medical services at non-public clinics”, “dental treatment services at dental clinics” and “payment for medical fees and hospital charges incurred” for the previous two years as well as 2014-15 respectively.

Asked by: Hon. TANG Ka-piu

Reply:

The expenditures in respect of “medical services at non-public clinics”, “dental treatment services at dental clinics” and “payment and reimbursement of medical fees and hospital charges” for civil service eligible persons in 2012-13, 2013-14 and 2014-15 are as follows-

| | <u>2012-13</u> (Actual) | <u>2013-14</u> (Revised Estimate) | <u>2014-15</u> (Estimate) |
|--|----------------------------|---|------------------------------|
| | \$ million | \$ million | \$ million |
| Medical services at non-public clinics | 86.2 | 94.2 | 98.8 |
| Dental treatment services at dental clinics | 453.1 | 529.9 | 589.9 |
| Payment and reimbursement of medical fees and hospital charges | 303.6 | 360.0 | 400.0 |
| Total | 842.9 | 984.1 | 1,088.7 |

CONTROLLING OFFICER'S REPLY**CSB103****(Question Serial No. 4794)**

Head: (37) Department of Health

Subhead (No. & title): (-) Not Specified

Programme: (7) Medical and Dental Treatment for Civil Servants

Controlling Officer: Director of Health (Dr. Constance CHAN)

Director of Bureau: Secretary for the Civil Service

This question originates from: Estimates of Expenditure Volume 1 Page 167

Question (Member Question No. 42):

Regarding "medical fees and hospital charges", can eligible persons apply for reimbursement of expenses on the self-financed items and self-financed drugs of the Hospital Authority? If yes, what were the respective amounts of reimbursement for the past year?

Asked by: Hon. TANG Ka-piu

Reply:

Under the existing policy, civil service eligible persons can apply for payment and reimbursement of self-financed items and drugs of Hospital Authority (HA) as prescribed by HA doctors on medical grounds. The breakdown for payment and reimbursement of self-financed items and drugs of HA for 2012-13 is as follows-

| Payment and reimbursement of self-financed drugs and items of HA | 2012-13 \$ million |
|---|-------------------------------|
| Self-financed drugs | 186.5 |
| Self-financed items | 57.1 |
| Total | 243.6 |