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9 June 2005

Mrs Sharon TONG  
Clerk to the Manpower Panel  
Legislative Council  
8 Jackson Road  
Central  
Hong Kong

Dear Mrs TONG,

### Panel on Manpower

In the Meeting of the Panel on Manpower held on 18 November 2004, the Administration was requested to provide information on wages for security guards working on eight-hour shift.

Please be advised that the requested additional wage statistics have been compiled and published for the first time in end December 2004, in respect of the reference month of September 2004.

Extracts of the statistical reports for the reference months of September 2004 and December 2004 showing the additional statistics (and published in December 2004 and March 2005 respectively) are attached in Annexes I and II for your record please.

Yours sincerely,

  
( CS CHOI )

for Commissioner for Census and Statistics

c.c. DL/PSED(L) Attn. Miss Carrie CHANG (Fax: 3101 1018)

表 8 按行業及職業劃分的督導級、技術員級、文員級及其他非生產級工人職級的平均每月薪金、平均  
 正常工作時數與平均標準工作日數 --- 續頁

Table 8 Average Monthly Salaries, Average Number of Normal Hours of Work and Average  
 Number of Standard Working Days of Supervisory, Technical, Clerical and  
 Miscellaneous Non-Production Workers Analysed by Industry by Occupation --- Cont'd.

行業/職業	Industry/Occupation	平均每月薪金(元) Average monthly salaries(\$)			平均每日 正常工作時數 Average number of normal hours of work per day	平均每月 標準工作日數 Average number of standard working days per month
		男 Male	女 Female	合計 Overall		
<b>地產租賃業</b>	<b>Real estate leasing</b>					
督導級及技術員級人員	<i>Supervisory and technical workers</i>	12,466	15,056	12,930	9	25
會計文員	Accounting clerk	*	12,373	12,638	8	23
普通文員	General office clerk	*	10,749	11,129	8	24
文員級及秘書級人員	<i>Clerical and secretarial workers</i>	13,346	11,201	11,591	8	24
樓宇管理員/保安員 (請參閱第64頁的註釋1)	Building attendant/guard (see note 1 on page 64)	7,916	*	7,958	9	26
其他非生產級工人	<i>Miscellaneous non-production workers</i>	7,965	7,941	7,959	9	26
督導級、技術員級、 文員級及其他 非生產級工人	<i>Supervisory, technical, clerical and miscellaneous non-production workers</i>	10,627	11,036	10,795	8	25
<b>地產保養管理服務業 (一般亦稱為物業管理業)</b>	<b>Real estate maintenance management (more commonly known as property management)</b>					
會計主任	Accounting supervisor	*	15,764	16,094	8	24
保養技術員	Maintenance technician	12,624	*	12,627	8	25
屋邨主任/屋宇事務主任	Estate officer/building services officer	12,641	13,005	12,804	8	24
樓宇主任/保安主任	Building/security supervisor	9,395	8,028	9,256	9	26
督導級及技術員級人員	<i>Supervisory and technical workers</i>	11,039	11,968	11,217	9	25
會計文員	Accounting clerk	*	9,603	9,565	8	24
普通文員	General office clerk	10,379	8,947	9,194	8	25
文員級及秘書級人員	<i>Clerical and secretarial workers</i>	10,339	9,027	9,233	8	24
樓宇管理員/保安員 其中：	Building attendant/guard within which:	7,245	6,459	7,107	10	26
以三更制(8小時一更) 受聘的管理員/保安員 (請參閱第64頁的註釋1及2)	those employed under 3-shifts (8 hours per shift) (see notes 1 and 2 on page 64)	(6,569)	(5,827)	(6,373)	(8)	(26)
園丁	Gardener	8,379	*	8,098	8	26
清潔工	Cleaner	*	6,393	6,389	8	26
其他非生產級工人	<i>Miscellaneous non-production workers</i>	7,254	6,464	7,087	10	26
督導級、技術員級、 文員級及其他 非生產級工人	<i>Supervisory, technical, clerical and miscellaneous non-production workers</i>	8,016	7,692	7,939	10	26
<b>建築/測量/工程策劃 服務業</b>	<b>Architectural/surveying/ engineering firms</b>					
辦公室主任/行政主任	Office/administrative supervisor	-	16,163	16,163	8	24
會計主任	Accounting supervisor	*	16,402	16,543	8	24
繪圖員	Draughtsman	16,942	18,297	17,074	8	23
監工(建築師或工程師 所僱用)	Clerk of works/inspector/foreman (Architect's/engineer's)	23,281	*	23,025	8	24

表 8 按行業及職業劃分的督導級、技術員級、文員級及其他非生產級工人職級的平均每月薪金、平均  
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**Table 8 Average Monthly Salaries, Average Number of Normal Hours of Work and Average  
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 Miscellaneous Non-Production Workers Analysed by Industry by Occupation --- Cont'd**

行業/職業	Industry/Occupation	平均每月薪金(元) Average monthly salaries(\$)			平均每日 正常工作時數 Average number of normal hours of work per day	平均每月 標準工作日數 Average number of standard working days per month
		男 Male	女 Female	合計 Overall		
<b>建築/測量/工程策劃 服務業(續)</b>	<b>Architectural/surveying/ engineering firms (Cont'd.)</b>					
土地測量員/工料測量員 /產業及城市設計 測量員	Land surveying/Q.S./ valuation and planning technician	11,234	*	11,365	8	24
<b>督導級及技術員級人員</b>	<b>Supervisory and technical workers</b>	14,981	14,265	14,858	8	24
簿記員/會計文員	Bookkeeper/accounting clerk	*	12,843	12,672	8	23
普通文員	General office clerk	*	8,649	8,634	8	24
私人秘書/速記員	Personal secretary/stenographer	-	12,644	12,644	8	23
接待員/電話接線生	Receptionist/telephone operator	-	8,843	8,843	8	23
<b>文員級及秘書級人員</b>	<b>Clerical and secretarial workers</b>	*	10,943	10,895	8	24
雜工	General worker	*	6,254	6,427	8	26
信差/辦公室助理	Messenger/office assistant	6,044	6,466	6,275	8	24
司機	Driver	9,488	-	9,488	8	24
<b>其他非生產級工人</b>	<b>Miscellaneous non-production workers</b>	6,996	6,393	6,824	8	25
<b>督導級、技術員級、 文員級及其他 非生產級工人</b>	<b>Supervisory, technical, clerical and miscellaneous non-production workers</b>	<b>13,886</b>	<b>11,601</b>	<b>13,091</b>	<b>8</b>	<b>24</b>
<b>保安及偵探服務業 (請參閱第64頁的註釋4)</b>	<b>Security and detective services (see note 4 on page 64)</b>					
會計主任	Accounting supervisor	*	*	14,501	8	24
保安主任	Security supervisor	9,291	9,985	9,371	11	26
<b>督導級及技術員級人員</b>	<b>Supervisory and technical workers</b>	9,308	10,143	9,408	11	26
簿記員/會計文員	Bookkeeper/accounting clerk	*	9,068	8,937	8	24
普通文員	General office clerk	8,482	8,578	8,549	8	24
私人秘書/速記員	Personal secretary/stenographer	*	12,307	12,723	8	23
<b>文員級及秘書級人員</b>	<b>Clerical and secretarial workers</b>	9,110	9,313	9,267	8	24
保安員	Guard	6,681	6,478	6,639	11	26
其中：	within which:					
以三更制 (8小時一更)	those employed for non-airport work under 3-shifts (8 hours per shift)	(5,530)	(5,201)	(5,419)	(8)	(26)
受聘的非機場保安員 (請參閱第64頁的註釋1, 2及3)	(see notes 1, 2 and 3 on page 64)					
<b>服務人員</b>	<b>Service workers</b>	6,700	6,479	6,655	10	26
雜工	General worker	*	6,670	6,744	8	24
<b>其他非生產級工人</b>	<b>Miscellaneous non-production workers</b>	*	6,968	6,973	8	24
<b>督導級、技術員級、 文員級及其他 非生產級工人</b>	<b>Supervisory, technical, clerical and miscellaneous non-production workers</b>	<b>6,990</b>	<b>6,796</b>	<b>6,950</b>	<b>10</b>	<b>26</b>

表 8 按行業及職業劃分的督導級、技術員級、文員級及其他非生產級工人職級的平均每月薪金、平均  
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- 註釋：  
 Notes:
- @ 指工資統計調查涵蓋的所有行業，包括並沒有列出其統計數字的電力及燃氣業。  
 Refers to all industries covered by the Wage Enquiry, including the electricity and gas sector whose statistics are not separately shown.
- \* 為使個別公司所提供的資料得以保密，數據不予公布。  
 Data not released in order to safeguard confidentiality of information provided by individual firms.  
 (參照本報告第IV部的4.14段)。  
 (see paragraph 4.14 in Part IV of this report).
- 統計調查期內並沒有數據。  
 Data not available for the survey period.
- (1) 大部分樓宇管理員和保安員的工時為12小時(以2更制聘用)，其次為8小時(以3更制聘用)，其他9小時、10小時等等也有。  
 政府部門外判合約多採用8小時的3更制。為方便參考，除整體平均薪金外，本報告也附加編制以3更制(8小時一更)受聘的樓宇  
 管理員/保安員及保安員的平均薪金。  
 The majority of the building attendants/guards and security guards work for 12 hours a day (under 2-shifts).  
 Some work for 8 hours (under 3-shifts). Other working hours, such as 9 hours and 10 hours, are also prevalent.  
 However, under government departments' contracting out service arrangements, building attendants and  
 security guards are generally employed with 3 shifts. To facilitate reference, the average salary for those  
 working under 3-shifts arrangement is additionally compiled and published in this report, besides the overall  
 average for all attendants and guards.
- (2) 樓宇管理員的主要職責為：  
 The major duties of building attendant are:
- (i) 防止未經許可人士進入大廈；  
 to prevent unauthorized entry into the building；
  - (ii) 遇有緊急事故，趕往現場支援及通知警方；  
 to rush to the scene to assist and report to the police as appropriate if an emergency occurs；
  - (iii) 登記進出大廈的訪客資料；  
 to register visitors going in and out of the building；
  - (iv) 記錄大廈發生的事故(如電梯損壞、停電、漏水、警鐘鳴響等)，並通知有關負責人跟進處理；  
 to record every incident that occurs in the building (e.g. lift breakdown, power failure, water seepage,  
 alarm ringing), and notify those responsible for appropriate follow-up action；
  - (v) 確保公共走廊及走火通道暢通無阻，及  
 to ensure that common corridors and fire escapes are always kept clear； and
  - (vi) 處理大廈業主、住客和訪客的投訴和查詢。  
 to attend to all complaints and enquiries lodged by owners, occupants and visitors.
- 保安員的主要職責為：  
 The major duties of guard are:
- (i) 防止未經許可人士進入大廈；  
 to prevent unauthorized entry into the building；
  - (ii) 定時巡樓，以防範暴力事件，火災及其他滋擾；及  
 to patrol regularly to prevent violence, fire or disturbances； and
  - (iii) 遇有緊急事故，趕往現場支援及通知警方。  
 to rush to the scene to assist and report to the police as appropriate if an emergency occurs.
- (3) 數字不包括駐守機場的保安員，這是由於他們的特殊工作性質(例如進行X光保安檢查及機場禁區進出控制)，以及相關的  
 特別技能要求。  
 Figures not including guards performing airport security due to their special job duties (such as X-ray screening  
 and access control to the airport restricted area) and related requirements of special skills.
- (4) 統計調查所包括的公司主要為保安服務公司。  
 The companies included in the statistical survey are essentially security services companies.

表 8 按行業及職業劃分的督導級、技術員級、文員級及其他非生產級工人職級的平均每月薪金、平均  
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行業/職業	Industry/Occupation	平均每月薪金(元)†† Average monthly salaries(\$) <sup>††</sup>			平均每日 正常工作時數 Average number of normal hours of work per day	平均每月 標準工作日數 Average number of standard working days per month
		男 Male	女 Female	合計 Overall		
<b>地產保養管理服務業 (一般亦稱為物業管理業)</b>	<b>Real estate maintenance management (more commonly known as property management)</b>					
督導級及技術員級人員	<i>Supervisory and technical workers</i>	11,272	12,408	11,472	8	25
其中:	within which:					
會計主任	Accounting supervisor	*	16,462	16,590	8	23
保養技術員	Maintenance technician	13,074	*	13,071	8	25
屋邨主任/屋宇事務主任	Estate officer/building services officer	11,881	12,725	12,184	8	25
樓宇主任/保安主任	Building/security supervisor	9,675	8,414	9,574	9	26
文員級及秘書級人員	<i>Clerical and secretarial workers</i>	10,903	8,979	9,264	8	24
其中:	within which:					
會計文員	Accounting clerk	*	9,952	10,405	8	24
普通文員	General office clerk	10,302	8,701	8,940	8	25
其他非生產級工人	<i>Miscellaneous non-production workers</i>	7,328	6,902	7,242	10	26
其中:	within which:					
樓宇管理員/保安員	Building attendant/guard	7,319	6,652	7,216	10	26
其中:	within which:					
以三更制(8小時一更)	those employed under 3-shifts (8 hours per shift)	(6,876)	(5,895)	(6,660)	(8)	(26)
受聘的管理員/保安員 (請參閱第66頁的註釋1及2)	(see notes 1 and 2 on page 66)					
園丁	Gardener	8,183	*	7,957	8	26
清潔工	Cleaner	*	7,494	7,485	8	26
督導級、技術員級、 文員級及其他 非生產級工人	<b><i>Supervisory, technical, clerical and miscellaneous non-production workers</i></b>	<b>8,121</b>	<b>8,033</b>	<b>8,101</b>	<b>10</b>	<b>26</b>
<b>建築/測量/工程策劃 服務業</b>	<b>Architectural/surveying/ engineering firms</b>					
督導級及技術員級人員	<i>Supervisory and technical workers</i>	16,476	14,509	16,139	8	24
其中:	within which:					
辦公室主任/行政主任	Office/administrative supervisor	-	17,319	17,319	8	24
會計主任	Accounting supervisor	*	17,843	18,163	8	24
繪圖員	Draughtsman	17,068	15,607	16,917	8	23
監工(建築師或工程師 所僱用)	Clerk of works/inspector/foreman (Architect's/engineer's)	23,778	*	23,467	8	24
土地測量員/工料測量員 /產業及城市設計 測量員	Land surveying/Q.S./ valuation and planning technician	13,375	*	12,846	8	23
文員級及秘書級人員	<i>Clerical and secretarial workers</i>	*	11,738	11,630	8	23
其中:	within which:					
簿記員/會計文員	Bookkeeper/accounting clerk	*	12,195	12,035	8	23
普通文員	General office clerk	*	8,804	8,736	8	24
私人秘書/速記員	Personal secretary/stenographer	-	14,249	14,249	8	23
接待員/電話接綫生	Receptionist/telephone operator	-	9,382	9,382	8	23

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建築/測量/工程策劃 服務業(續)	<b>Architectural/surveying/ engineering firms (Cont'd.)</b>					
其他非生產級工人	<i>Miscellaneous non-production workers</i>	7,483	6,971	7,333	8	24
其中:	within which:					
雜工	General worker	*	6,533	6,478	8	25
信差/辦公室助理	Messenger/office assistant	6,405	7,248	6,842	8	23
司機	Driver	10,476	-	10,476	8	24
督導級、技術員級、 文員級及其他 非生產級工人	<b>Supervisory, technical, clerical and miscellaneous non-production workers</b>	<b>15,391</b>	<b>12,266</b>	<b>14,306</b>	<b>8</b>	<b>24</b>
保安及偵探服務業 (請參閱第66頁的註釋4)	<b>Security and detective services (see note 4 on page 66)</b>					
督導級及技術員級人員	<i>Supervisory and technical workers</i>	8,919	9,720	8,989	11	26
其中:	within which:					
會計主任	Accounting supervisor	*	*	15,606	8	23
保安主任	Security supervisor	8,905	9,337	8,941	11	26
文員級及秘書級人員	<i>Clerical and secretarial workers</i>	8,801	9,244	9,150	8	24
其中:	within which:					
簿記員/會計文員	Bookkeeper/accounting clerk	*	9,332	9,264	8	24
普通文員	General office clerk	8,305	8,465	8,415	8	24
私人秘書/速記員	Personal secretary/stenographer	*	11,460	11,792	8	23
服務人員	<i>Service workers</i>	6,611	6,275	6,547	10	26
其中:	within which:					
保安員	Guard	6,568	6,274	6,512	10	26
其中:	within which:					
以三更制 (8小時一更)	those employed for non-airport work under 3-shifts (8 hours per shift)	(5,769)	(5,173)	(5,576)	(8)	(26)
受聘的非機場保安員 (請參閱第66頁的註釋1, 2及3)	(see notes 1, 2 and 3 on page 66)					
其他非生產級工人	<i>Miscellaneous non-production workers</i>	*	6,738	6,889	8	24
其中:	within which:					
雜工	General worker	*	6,386	6,586	8	24
督導級、技術員級、 文員級及其他 非生產級工人	<b>Supervisory, technical, clerical and miscellaneous non-production workers</b>	<b>6,873</b>	<b>6,564</b>	<b>6,816</b>	<b>10</b>	<b>26</b>

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 Refers to all industries covered by the Wage Enquiry, including the electricity and gas sector whose statistics are not separately shown.
- \* 為使個別公司所提供的資料得以保密，數據不予公布。  
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 (參照本報告第IV部的4.14段)。  
 (see paragraph 4.14 in Part IV of this report).
- 統計調查期內並沒有數據。  
 Data not available for the survey period.
- †† 本報告所包括的「督導級、技術員級、文員級及其他非生產級工人」的平均工資是以月為計算基準的。  
 按其他時計方式支薪的工人的工資，亦會轉換為以月計算及包括在本表的平均月薪工資內。  
 The wage rates of all employees under "supervisory, technical, clerical and miscellaneous non-production workers" are estimated and presented on a monthly basis in this report. For those employees paid on other time bases, their wage rates are also converted to the monthly rates and included in the average monthly wages in this table.
- (1) 大部分樓宇管理員和保安員的工時為12小時(以2更制聘用)，其次為8小時(以3更制聘用)，其他9小時、10小時  
 等等也有。政府部門外判合約多採用8小時的3更制。為方便參考，除整體平均薪金外，本報告也附加  
 編制以3更制(8小時一更)受聘的樓宇管理員/保安員及保安員的平均薪金。  
 The majority of the building attendants/guards and security guards work for 12 hours a day (under 2-shifts).  
 Some work for 8 hours (under 3-shifts). Other working hours, such as 9 hours and 10 hours, are also prevalent.  
 However, under government departments' contracting out service arrangements, building attendants and  
 security guards are generally employed with 3 shifts. To facilitate reference, the average salary for those  
 working under 3-shifts arrangement is additionally compiled and published in this report, besides the overall  
 average for all attendants and guards.
- (2) 樓宇管理員的主要職責為：  
 The major duties of building attendant are:
- (i) 防止未經許可人士進入大廈；  
 to prevent unauthorized entry into the building；
  - (ii) 遇有緊急事故，趕往現場支援及通知警方；  
 to rush to the scene to assist and report to the police as appropriate if an emergency occurs；
  - (iii) 登記進出大廈的訪客資料；  
 to register visitors going in and out of the building；
  - (iv) 記錄大廈發生的事故(如電梯損壞、停電、漏水、警鐘鳴響等)，並通知有關負責人跟進處理；  
 to record every incident that occurs in the building (e.g. lift breakdown, power failure, water seepage,  
 alarm ringing), and notify those responsible for appropriate follow-up action；
  - (v) 確保公共走廊及走火通道暢通無阻，及  
 to ensure that common corridors and fire escapes are always kept clear; and
  - (vi) 處理大廈業主、住客和訪客的投訴和查詢。  
 to attend to all complaints and enquiries lodged by owners, occupants and visitors.
- 保安員的主要職責為：  
 The major duties of guard are:
- (i) 防止未經許可人士進入大廈；  
 to prevent unauthorized entry into the building；
  - (ii) 定時巡樓，以防範暴力事件，火災及其他滋擾；及  
 to patrol regularly to prevent violence, fire or disturbances; and
  - (iii) 遇有緊急事故，趕往現場支援及通知警方。  
 to rush to the scene to assist and report to the police as appropriate if an emergency occurs.
- (3) 數字不包括駐守機場的保安員，這是由於他們的特殊工作性質(例如進行X光保安檢查及機場禁區進出控制)，  
 以及相關的特別技能要求。  
 Figures not including guards performing airport security due to their special job duties (such as X-ray screening  
 and access control to the airport restricted area) and related requirements of special skills.
- (4) 統計調查所包括的公司主要為保安服務公司。  
 The companies included in the statistical survey are essentially security services companies.