

Ref: AM 12/01/19 (08-12)

**Subcommittee on Members' Remuneration and
Operating Expenses Reimbursement**

**Report on the Survey on Members'
Operating Expenses Reimbursement**

Part II : Office Furniture and Equipment

Purpose

This paper highlights the findings of a recent study on the resources required for setting up a central office and two district offices with a staffing complement of 7 full-time staff to assist Members to carry out their work. The paper also seeks members' views on whether there is a need to adjust the levels of the Setting Up Expenses Reimbursement ("SUER") and the Information Technology and Communication Equipment Expenses Reimbursement ("ITER").

Background

2. At present, a Legislative Council ("LegCo") Member is eligible for expenses reimbursement of up to \$150,000 in a term for setting up his/her offices, including the central office provided by the Secretariat. However, a re-elected Member who has claimed any setting up expenses reimbursement in the previous term may only claim up to \$75,000 in the current term for the purposes of renovation, removal, expansion and/or setting up of additional offices and for the addition or replacement of equipment and furniture. A Member may also claim reimbursement of up to \$100,000 for the purchase or upgrading of information technology and communication equipment in each term.

3. The setting up allowance of \$100,000 for each Member was introduced in May 1993 for their setting up of one office. In July 1993, a Commission was appointed by the Governor to review the remuneration package for non-official Members of the LegCo. In 1994, the Commission recommended for implementation after the LegCo elections in 1995 that, inter alia, only directly elected Members should be eligible for the allowance of \$100,000, on a one-off and reimbursement basis, to set up one office in his/her district. A LegCo Member who would be re-elected for a subsequent term and who already had an office set up with the setting up allowance should only be eligible to claim up to 50% of the allowance. Further, each LegCo Member should be eligible for an allowance of up to \$50,000, claimable on a one-off and reimbursement basis, to equip his/her office at Central Government Offices when occupying this for the first time. A LegCo Member who would be re-elected to the LegCo for a subsequent term and who had already claimed the allowance in the preceding LegCo term should only be eligible to claim up to 50% of the allowance. The Commission also recommended that, if non-directly elected LegCo Members gave up their offices in Central Government Offices, they could also be eligible to the \$100,000 for setting up an office elsewhere, on a one-off and reimbursement basis.

4. In 1996, the Administration proposed that the one-off setting-up allowance of up to \$100,000 should be granted to Members irrespective of whether they would give up their allocated offices in Central Government Offices.

5. In July 1999, the Administration proposed to merge the reimbursement for expenses on setting up the central office (\$50,000) with that for district office(s) (\$100,000), making a total of \$150,000 available to each LegCo Member for setting up offices for each LegCo term (up to 50% of this amount would be available to re-elected Members who have claimed the setting up expenses in the previous term for the purposes of renovation, removal, expansion and/or setting up of additional office(s)).

6. The ITER of up to \$100,000 was made available to each LegCo Member per LegCo term in 1999.

7. It is to be noted that back in 1993, when the allowance system was devised, the Administration applied a notional figure of \$44,630 for expenditure on staff. This staff cost figure was equivalent to the sum of the mid-point salaries of an Executive Officer I, a Personal Secretary II and a Clerical Officer II. In other words, reference should have been made to this staffing complement when determining the provision for furniture and equipment.

Latest development

8. Compared to the position in the past, current Members of the Fourth LegCo are serving substantially larger constituencies and dealing with a much wider range of complex issues. The workload is increasingly heavy involving conflicting demands and views from various stakeholders. In 2001, the number of electors listed in the final register for the geographical constituencies and functional constituencies were 3,007,244 and 175,603 respectively. By 2010, the constituencies increased to 3,431,592 and 225,639, representing increases of 14% and 28% respectively. This calls for the need to set up more district offices to cater for the needs of electors.

9. Having regard to the shortfalls as revealed from a recent survey on the necessary resources required by individual LegCo Members to recruit and retain a team of good quality staff to assist them in carrying out their LegCo duties, members generally supported the recommended staffing complement of 7 full-time staff per Member on the basis of running 3 offices including the central office. Compared with the staffing complement of one Executive Officer I, one Personal Secretary II and one Clerical Officer II adopted by the Commission for working out the allowance system for Members in 1993, there appears to be an obvious shortfall, not to mention the fact that the setting up fund was drawn up on the basis of one district office and one central office. Should the proposed staffing complement on the basis of running 3 offices be adopted, there is a need to increase the provision of the SUER and the ITER to cope with the actual circumstances.

Survey on LegCo Members' needs for office furniture and equipment

10. In order to solicit Members' views on the essential items needed to be placed in an office, and hence, the resources required, a questionnaire was sent to all Members vide LC Paper No. AS 32/10-11 on 26 October 2010. 34 Members responded to the survey. Against a list of furniture and equipment in the questionnaire, Members were requested to indicate the quantity of each item that they considered as normally needed and they could also add other items not provided on the list. Based on the quantities indicated by the respondents, an average quantity¹ needed is worked out in respect of each item. The average quantity needed for each item is then either rounded down or rounded up. Items rounded to zero are not classified as "standard items" for the purpose of resource calculation. The standard items so classified are as follows:

¹ The average quantity needed for each item was compiled based on valid responses provided by Members.

| Item | Standard furniture and equipment required by: | | | | | |
|--|---|----------|-------------|-----------------------|----------|-------------|
| | District Office | | | Central Office | | |
| | a full-time assistant | a Member | common area | a full-time assistant | a Member | common area |
| | Qty | Qty | Qty | Qty | Qty | Qty |
| a. desk | 1 | 1 | | 1 | 1 | |
| b. side return | 1 | 1 | | 1 | 1 | |
| c. pedestal | 2 | 2 | | 1 | 1 | |
| d. chair | 1 | 1 | | 1 | 1 | |
| e. desktop personal computer with monitor, Windows 7, Office and anti-virus software | 1 | 1 | 2 | 1 | 1 | 2 |
| f. notebook computer with Windows 7, Office and anti-virus software | | | | | 1 | |
| g. iPad/portable digital assistant etc | | | | | 1 | |
| h. printer | 1* | 1* | 1 | 1* | 1 | 1 |
| i. computer table | | | 2 | 1 | | 1 |
| j. telephone (fixed line) | 1 | 1 | | 1 | 1 | |
| k. mobile phone | 1 | | | 1 | 1 | |
| l. calculator | 1 | 1 | | 1 | 1 | |
| m. filing cabinet | 2 | 1 | | 2 | 2 | |
| n. partition/panel/screen | 1 | 1 | 2 | 1 | 1 | 1 |
| o. visitor chair | | | 7 | 1 | 1 | 3 |
| p. camera | | | 1 | | | 1 |
| q. roller shutter | | | 1 | | | |
| r. counter | | | 1 | | | 1 |
| s. sofa for visitors | | | | | | |
| • 2-seater | | | | | | 1 |
| • 3-seater | | | | | | 1 |
| t. wall clock | | | 1 | | | 1 |
| u. air-conditioner | | | | | | |
| • split-type | | | 1 | | | |
| • window unit | | | 1 | | | |
| v. electric fan | | | 1 | | | 1 |
| w. computer server | | | 1 | | | 1 |
| x. computer network (including modem and router) for | | | | | | |
| • wired clients | | | 1 | | | 1 |
| • wireless clients | | | 1 | | | 1 |
| y. conference table | | | 1 | | | 1 |
| z. desk/table | | | 3 | | | 2 |
| aa. bench | | | 2 | | | 1 |
| ab. television | | | 1 | | | 1 |
| ac. DVD player/recorder or VCR | | | 1 | | | 1 |
| ad. MP3/cassette player/recorder | | | 1 | | | 1 |
| ae. photocopier | | | 1 | | | 1 |
| af. scanner | | | 1 | | | 1 |
| ag. fax machine | | | 1 | | | 1 |
| ah. filing cabinet | | | 4 | | | 4 |
| ai. video camera | | | 1 | | | 1 |
| aj. public address system (including microphones, speakers, mixer, amplifier etc) | | | 1 | | | 1 |
| ak. paper guillotine | | | 1 | | | 1 |
| al. paper shredder | | | 1 | | | 1 |
| am. water dispenser | | | 1 | | | 1 |
| an. microwave oven | | | 1 | | | |
| ao. refrigerator | | | 1 | | | |
| ap. kettle | | | 1 | | | |
| aq. vacuum cleaner | | | 1 | | | |
| ar. ladder | | | 1 | | | 1 |
| as. trolley | | | 2 | | | 1 |
| at. folding chair | | | 2 | | | |

* The Secretariat has used the price of a network printer for cost estimation purposes, instead of using the total price of several single-user printers.

Details of the survey results are summarized in the **Appendix**.

Estimation of resources required for procuring the standard items

11. On the basis of Members' returns and assuming that Members are operating 3 offices with a staffing complement of 7 full-time staff, the Supplies Office of the Secretariat has worked out the resources required for procuring the standard items for Members in the offices from the market. Estimated prices of individual standard items are in the **Appendix**. Provisions for part-time staff are excluded from the calculation.

12. After excluding those standard items that will be provided by the Secretariat for each Member's central office in the new LegCo Complex, the estimated costs for equipping 3 offices (i.e. 1 central office + 2 district offices) are estimated to be \$482,422. Breakdown of the cost estimates for central office and district office are set out below:

| | Estimated provision for 1 central office |
|-----------------------------------|---|
| 1 Member | \$24,124 |
| 3 x full-time staff (\$13,804) | \$41,412 |
| Common area | \$93,042 |
| Total for 1 central office | \$158,578 |

| | Estimated provision for 1 district office |
|-------------------------------------|--|
| 1 Member | \$16,269 |
| 2 x full-time staff (\$17,439) | \$34,878 |
| Common area | \$110,775 |
| Total for 1 district office | \$161,922 |
| Total for 2 district offices | \$323,844 |

Observations

13. In the past, the SUER and the ITER were drawn up on the basis of one central office and one district office with a staffing complement of three staff members. With the need for more district offices and more staff to assist Members, the combined provision of the SUER and the ITER of \$250,000 is no longer adequate to meet the present day demand for Members.

14. Compared with the SUER of \$150,000 (for a Member who has not claimed SUER in the previous term) and the ITER of \$100,000 claimable in a LegCo term, the shortfall for equipping two district offices and one central office would be about \$232,422 if we use the data obtained in the survey.

15. Even if we adopt the basis used by the Commission for computation purpose, a shortfall of \$150,000 is still recorded. These include the set-up cost of \$100,000 for one additional district office, and the cost of \$50,000 (i.e. the set-up cost for a central office) for procuring additional equipment for a team of seven full-time staff instead of three. The items mentioned above has not included any renovation or fitting out expenses under the SUER.

Advice sought

16. Members may wish to consider:

- (a) whether a proposal should be made to the Administration to increase the levels of the SUER and the ITER, and if so, to which level; and
- (b) whether a proposal should be made to merge the SUER and the ITER into one single item to increase flexibility.

Administration Division
Legislative Council Secretariat
February 2011

Central Office

(A) office furniture and equipment for a full-time assistant

| Item | Unit price | No. of respondents requesting the item | Requested by respondents | | | |
|---|------------|--|--------------------------|-----------|--------------------------------------|--|
| | | | On average | | In round figures | |
| | | | Average quantity | Amount \$ | Quantity rounded to the nearest unit | Amount \$ |
| <i>Items on the questionnaire</i> | | | | | | |
| (a) desk | 410.00 | 34 | 1.00 | 410.00 | 1 | 410.00 |
| (b) side return | 350.00 | 33 | 0.97 | 339.50 | 1 | 350.00 |
| (c) pedestal | 430.00 | 34 | 1.29 | 554.70 | 1 | 430.00 |
| (d) chair | 580.00 | 34 | 1.00 | 580.00 | 1 | 580.00 |
| (e) desktop personal computer with monitor, Windows 7, Office and anti-virus software | 10,954.00 | 34 | 1.00 | 10,954.00 | 1 | 10,954.00 |
| (f) notebook computer with Windows 7, Office and anti-virus software | 12,236.00 | 15 | 0.43 | 5,261.48 | 0 | 0.00 |
| (g) netbook computer with Windows 7, Office and anti-virus software | 10,236.00 | 13 | 0.38 | 3,889.68 | 0 | 0.00 |
| (h) iPad/portable digital assistant etc | 4,688.00 | 16 | 0.47 | 2,203.36 | 0 | 0.00 |
| (i) printer | 2,400.00 | 29 | 0.85 | 2,040.00 | 0 | 0.00 |
| (j) computer table | 450.00 | 17 | 0.50 | 225.00 | 1 | 450.00 |
| (k) telephone (fixed line) | 85.00 | 32 | 0.94 | 79.90 | 1 | 85.00 |
| (l) mobile phone | 2,000.00 | 21 | 0.62 | 1,240.00 | 1 | 2,000.00 |
| (m) calculator | 50.00 | 32 | 0.94 | 47.00 | 1 | 50.00 |
| (n) filing cabinet | 900.00 | 31 | 1.90 | 1,710.00 | 2 | 1,800.00 |
| (o) partition/panel/screen | 350.00 | 29 | 1.15 | 402.50 | 1 | 350.00 |
| (p) visitor chair | 230.00 | 15 | 0.66 | 151.80 | 1 | 230.00 |
| 34 respondents to this question | | | Subtotal | 30,088.92 | Subtotal | 17,689.00 |
| | | | | | | Less: items provided by the Secretariat [△] |
| | | | | | | 3,885.00 |
| θ to share a network printer | | | | | | 13,804.00 |

(B) office furniture and equipment for a part-time assistant

| Item | Unit price | No. of respondents requesting the item | Requested by respondents | | | |
|---|------------|--|--------------------------|-----------|--------------------------------------|--|
| | | | On average | | In round figures | |
| | | | Average quantity | Amount \$ | Quantity rounded to the nearest unit | Amount \$ |
| <i>Items on the questionnaire</i> | | | | | | |
| (a) desk | 410.00 | 19 | 0.95 | 389.50 | 1 | 410.00 |
| (b) side return | 350.00 | 17 | 0.85 | 297.50 | 1 | 350.00 |
| (c) pedestal | 430.00 | 19 | 1.10 | 473.00 | 1 | 430.00 |
| (d) chair | 580.00 | 20 | 1.00 | 580.00 | 1 | 580.00 |
| (e) desktop personal computer with monitor, Windows 7, Office and anti-virus software | 10,954.00 | 17 | 0.85 | 9,310.90 | 1 | 10,954.00 |
| (f) notebook computer with Windows 7, Office and anti-virus software | 12,236.00 | 7 | 0.35 | 4,282.60 | 0 | 0.00 |
| (g) netbook computer with Windows 7, Office and anti-virus software | 10,236.00 | 3 | 0.15 | 1,535.40 | 0 | 0.00 |
| (h) iPad/portable digital assistant etc | 4,688.00 | 3 | 0.15 | 703.20 | 0 | 0.00 |
| (i) printer | 2,400.00 | 5 | 0.23 | 552.00 | 0 | 0.00 |
| (j) computer table | 450.00 | 8 | 0.40 | 180.00 | 0 | 0.00 |
| (k) telephone (fixed line) | 85.00 | 15 | 0.73 | 62.05 | 1 | 85.00 |
| (l) mobile phone | 2,000.00 | 2 | 0.10 | 200.00 | 0 | 0.00 |
| (m) calculator | 50.00 | 12 | 0.58 | 29.00 | 1 | 50.00 |
| (n) filing cabinet | 900.00 | 17 | 1.10 | 990.00 | 1 | 900.00 |
| (o) partition/panel/screen | 350.00 | 15 | 0.80 | 280.00 | 1 | 350.00 |
| (p) visitor chair | 230.00 | 5 | 0.40 | 92.00 | 0 | 0.00 |
| 20 respondents to this question | | | Subtotal | 19,957.15 | Subtotal | 14,109.00 |
| | | | | | | Less: items provided by the Secretariat [△] |
| | | | | | | 1,770.00 |
| | | | | | | 12,339.00 ^Ω |

Ω On the assumption that only standard items for three full-time assistants would be provided for each central office, the estimated resources for equipping/furnishing a central office have not included those for a part-time assistant. The estimate here will be used for future reference.

(C) office furniture and equipment for a Member

| Item | Unit price | No. of respondents requesting the item | Requested by respondents | | | | |
|---|------------|--|--------------------------|-----------|--------------------------------------|-----------|-----------|
| | | | On average | | In round figures | | |
| | | | Average quantity | Amount \$ | Quantity rounded to the nearest unit | Amount \$ | |
| <i>Items on the questionnaire</i> | | | | | | | |
| (a) desk | 1,750.00 | 31 | 1.00 | 1,750.00 | 1 | 1,750.00 | |
| (b) side return | 740.00 | 28 | 0.90 | 666.00 | 1 | 740.00 | |
| (c) pedestal | 430.00 | 30 | 1.29 | 554.70 | 1 | 430.00 | |
| (d) chair | 580.00 | 31 | 1.00 | 580.00 | 1 | 580.00 | |
| (e) desktop personal computer with monitor, Windows 7, Office and anti-virus software | 10,954.00 | 24 | 0.77 | 8,434.58 | 1 | 10,954.00 | |
| (f) notebook computer with Windows 7, Office and anti-virus software | 12,236.00 | 26 | 0.84 | 10,278.24 | 1 | 12,236.00 | |
| (g) netbook computer with Windows 7, Office and anti-virus software | 10,236.00 | 8 | 0.26 | 2,661.36 | 0 | 0.00 | |
| (h) iPad/portable digital assistant etc | 4,688.00 | 21 | 0.68 | 3,187.84 | 1 | 4,688.00 | |
| (i) printer | 2,400.00 | 21 | 0.68 | 1,632.00 | 1 | 2,400.00 | |
| (j) computer table | 450.00 | 13 | 0.42 | 189.00 | 0 | 0.00 | |
| (k) telephone (fixed line) | 85.00 | 31 | 1.03 | 87.55 | 1 | 85.00 | |
| (l) mobile phone | 5,000.00 | 21 | 0.68 | 3,400.00 | 1 | 5,000.00 | |
| (m) calculator | 50.00 | 24 | 0.77 | 38.50 | 1 | 50.00 | |
| (n) filing cabinet | 900.00 | 27 | 1.63 | 1,467.00 | 2 | 1,800.00 | |
| (o) partition/panel/screen | 350.00 | 18 | 0.61 | 213.50 | 1 | 350.00 | |
| (p) visitor chair | 230.00 | 21 | 1.35 | 310.50 | 1 | 230.00 | |
| <i>Item(s) suggested by respondents</i> | | | | | | | |
| (a) wardrobe | 1,200.00 | 4 | 0.13 | 156.00 | 0 | 0.00 | |
| 31 respondents to this question | | | | Subtotal | 35,606.77 | Subtotal | 41,293.00 |
| | | | | | | | 17,169.00 |
| | | | | | | | 24,124.00 |
| | | | | | | | |

Less: items provided by the Secretariat △

(D) office furniture and equipment for common area

| Item | Unit price | No. of respondents requesting the item | Requested by respondents | | | |
|---|------------|--|--------------------------|-----------|--------------------------------------|-----------|
| | | | On average | | In round figures | |
| | | | Average quantity | Amount \$ | Quantity rounded to the nearest unit | Amount \$ |
| <i>Items on the questionnaire</i> | | | | | | |
| (a) counter | 2,000.00 | 19 | 0.73 | 1,460.00 | 1 | 2,000.00 |
| (b) sofa for visitors | | | | | | |
| • 1-seater | 2,100.00 | 11 | 0.47 | 987.00 | 0 | 0.00 |
| • 2-seater | 2,800.00 | 20 | 0.78 | 2,184.00 | 1 | 2,800.00 |
| • 3-seater | 3,400.00 | 17 | 0.69 | 2,346.00 | 1 | 3,400.00 |
| (c) visitor chairs | 230.00 | 22 | 3.36 | 772.80 | 3 | 690.00 |
| (d) wall clock | 100.00 | 25 | 0.88 | 88.00 | 1 | 100.00 |
| (e) electric fan | 598.00 | 24 | 1.16 | 693.68 | 1 | 598.00 |
| (f) computer server | 3,070.00 | 23 | 0.72 | 2,210.40 | 1 | 3,070.00 |
| (g) computer network (including modem and router) for | | | | | | |
| • wired clients | 1,190.00 | 22 | 0.69 | 821.10 | 1 | 1,190.00 |
| • wireless clients | 1,190.00 | 23 | 0.72 | 856.80 | 1 | 1,190.00 |
| (h) desktop personal computer with monitor, Windows 7, Office and anti-virus software | 10,954.00 | 24 | 1.89 | 20,703.06 | 2 | 21,908.00 |
| (i) computer table | 450.00 | 18 | 1.09 | 490.50 | 1 | 450.00 |
| (j) conference table | 2,500.00 | 28 | 1.03 | 2,575.00 | 1 | 2,500.00 |
| (k) desk/table | 410.00 | 21 | 1.89 | 774.90 | 2 | 820.00 |
| (l) bench | 950.00 | 14 | 1.31 | 1,244.50 | 1 | 950.00 |
| (m) television | 1,900.00 | 29 | 0.94 | 1,786.00 | 1 | 1,900.00 |
| (n) DVD player/recorder or VCR | 2,300.00 | 23 | 0.72 | 1,656.00 | 1 | 2,300.00 |
| (o) MP3/cassette player/recorder | 260.00 | 25 | 0.78 | 202.80 | 1 | 260.00 |
| (p) photocopier | 10,800.00 | 29 | 0.94 | 10,152.00 | 1 | 10,800.00 |
| (q) printer | 4,288.00 | 26 | 0.84 | 3,601.92 | 1 | 4,288.00 |
| (r) scanner | 2,620.00 | 28 | 0.91 | 2,384.20 | 1 | 2,620.00 |
| (s) fax machine | 1,000.00 | 29 | 0.91 | 910.00 | 1 | 1,000.00 |
| (t) filing cabinet | 900.00 | 29 | 4.45 | 4,005.00 | 4 | 3,600.00 |
| (u) partition/panel/screen | 350.00 | 15 | 1.44 | 504.00 | 1 | 350.00 |
| (v) camera | 2,580.00 | 26 | 1.06 | 2,734.80 | 1 | 2,580.00 |
| (w) video camera | 9,980.00 | 21 | 0.66 | 6,586.80 | 1 | 9,980.00 |
| (x) public address system (including microphones, speakers, mixer, amplifier etc) | 7,000.00 | 24 | 0.91 | 6,370.00 | 1 | 7,000.00 |
| (y) overhead projector | 4,485.00 | 9 | 0.28 | 1,255.80 | 0 | 0.00 |
| (z) projector screen | 900.00 | 10 | 0.31 | 279.00 | 0 | 0.00 |
| (aa) paper guillotine | 2,200.00 | 20 | 0.63 | 1,386.00 | 1 | 2,200.00 |
| (ab) paper shredder | 2,080.00 | 30 | 0.94 | 1,955.20 | 1 | 2,080.00 |
| (ac) water dispenser | 2,500.00 | 28 | 0.88 | 2,200.00 | 1 | 2,500.00 |
| (ad) ladder | 338.00 | 22 | 0.75 | 253.50 | 1 | 338.00 |
| (ae) trolley | 380.00 | 25 | 0.97 | 368.60 | 1 | 380.00 |
| <i>Item(s) suggested by respondents</i> | | | | | | |
| (a) white board | 290.00 | 5 | 0.19 | 55.10 | 0 | 0.00 |
| (b) coffee table | 1,030.00 | 4 | 0.13 | 133.90 | 0 | 0.00 |
| (c) speed printing machine | 32,800.00 | 1 | 0.03 | 984.00 | 0 | 0.00 |
| (d) loudhailer | 1,995.00 | 1 | 0.25 | 498.75 | 0 | 0.00 |
| (e) first aid kit | 71.00 | 1 | 0.03 | 2.13 | 0 | 0.00 |
| (f) fire extinguisher | 100.00 | 1 | (Note) | 0.00 | 0 | 0.00 |
| (g) keyboard drawer | 400.00 | 1 | 0.03 | 12.00 | 0 | 0.00 |
| 32 respondents to this question | | | Subtotal | 88,485.24 | Subtotal | 95,842.00 |
| | | | | | | 2,800.00 |
| | | | | | | 93,042.00 |

Less: items provided by the Secretariat [△]

(Note) as required by law

Office furniture and equipment requested by respondents

District Office

(A) office furniture and equipment for a full-time assistant

| Item | Unit price | No. of respondents requesting the item | Requested by respondents | | | |
|---|------------|--|--------------------------|-----------|--------------------------------------|-----------|
| | | | On average | | In round figures | |
| | | | Average quantity | Amount \$ | Quantity rounded to the nearest unit | Amount \$ |
| <i>Items on the questionnaire</i> | | | | | | |
| (a) desk | 410.00 | 27 | 1.04 | 426.40 | 1 | 410.00 |
| (b) side return | 350.00 | 22 | 0.81 | 283.50 | 1 | 350.00 |
| (c) pedestal | 430.00 | 27 | 1.52 | 653.60 | 2 | 860.00 |
| (d) chair | 580.00 | 27 | 1.04 | 603.20 | 1 | 580.00 |
| (e) desktop personal computer with monitor, Windows 7, Office and anti-virus software | 10,954.00 | 27 | 1.04 | 11,392.16 | 1 | 10,954.00 |
| (f) notebook computer with Windows 7, Office and anti-virus software | 12,236.00 | 12 | 0.43 | 5,261.48 | 0 | 0.00 |
| (g) netbook computer with Windows 7, Office and anti-virus software | 10,236.00 | 7 | 0.26 | 2,661.36 | 0 | 0.00 |
| (h) iPad/portable digital assistant etc | 4,688.00 | 8 | 0.30 | 1,406.40 | 0 | 0.00 |
| (i) printer | 2,400.00 | 20 | 0.73 | 1,752.00 | 1 | - |
| (j) computer table | 450.00 | 13 | 0.48 | 216.00 | 0 | 0.00 |
| (k) telephone (fixed line) | 85.00 | 27 | 1.04 | 88.40 | 1 | 85.00 |
| (l) mobile phone | 2,000.00 | 15 | 0.56 | 1,120.00 | 1 | 2,000.00 |
| (m) calculator | 50.00 | 26 | 1.00 | 50.00 | 1 | 50.00 |
| (n) filing cabinet | 900.00 | 26 | 1.85 | 1,665.00 | 2 | 1,800.00 |
| (o) partition/panel/screen | 350.00 | 21 | 0.93 | 325.50 | 1 | 350.00 |
| <i>Item(s) suggested by respondents</i> | | | | | | |
| (a) camera | 2,580.00 | 1 | 0.04 | 103.20 | 0 | 0.00 |
| 27 respondents to this question | | | Subtotal | 28,008.20 | Subtotal | 17,439.00 |

θ to share a network printer

(B) office furniture and equipment for a part-time assistant

| Item | Unit price | No. of respondents requesting the item | Requested by respondents | | | |
|---|------------|--|--------------------------|-----------|--------------------------------------|-----------|
| | | | On average | | In round figures | |
| | | | Average quantity | Amount \$ | Quantity rounded to the nearest unit | Amount \$ |
| <i>Items on the questionnaire</i> | | | | | | |
| (a) desk | 410.00 | 22 | 0.81 | 332.10 | 1 | 410.00 |
| (b) side return | 350.00 | 15 | 0.56 | 196.00 | 1 | 350.00 |
| (c) pedestal | 430.00 | 21 | 0.96 | 412.80 | 1 | 430.00 |
| (d) chair | 580.00 | 22 | 0.81 | 469.80 | 1 | 580.00 |
| (e) desktop personal computer with monitor, Windows 7, Office and anti-virus software | 10,954.00 | 19 | 0.70 | 7,667.80 | 1 | 10,954.00 |
| (f) notebook computer with Windows 7, Office and anti-virus software | 12,236.00 | 6 | 0.22 | 2,691.92 | 0 | 0.00 |
| (g) netbook computer with Windows 7, Office and anti-virus software | 10,236.00 | 3 | 0.11 | 1,125.96 | 0 | 0.00 |
| (h) iPad/portable digital assistant etc | 4,688.00 | 3 | 0.11 | 515.68 | 0 | 0.00 |
| (i) printer | 2,400.00 | 5 | 0.16 | 384.00 | 0 | 0.00 |
| (j) computer table | 450.00 | 10 | 0.37 | 166.50 | 0 | 0.00 |
| (k) telephone (fixed line) | 85.00 | 12 | 0.43 | 36.55 | 0 | 0.00 |
| (l) mobile phone | 2,000.00 | 5 | 0.19 | 380.00 | 0 | 0.00 |
| (m) calculator | 50.00 | 14 | 0.52 | 26.00 | 1 | 50.00 |
| (n) filing cabinet | 900.00 | 19 | 0.78 | 702.00 | 1 | 900.00 |
| (o) partition/panel/screen | 350.00 | 15 | 0.67 | 234.50 | 1 | 350.00 |
| 27 respondents to this question | | | Subtotal | 15,341.61 | Subtotal | 14,024.00 |

Ω On the assumption that only standard items for two full-time assistants would be provided for each district office, the estimated resources for equipping/furnishing a district office have not included those for a part-time assistant. The estimate here will be used for future reference.

(C) office furniture and equipment for a Member

| Item | Unit price | No. of respondents requesting the item | Requested by respondents | | | | |
|---|------------|--|--------------------------|-----------|--------------------------------------|-----------|---|
| | | | On average | | In round figures | | |
| | | | Average quantity | Amount \$ | Quantity rounded to the nearest unit | Amount \$ | |
| <i>Items on the questionnaire</i> | | | | | | | |
| (a) desk | 1,750.00 | 27 | 1.04 | 1,820.00 | 1 | 1,750.00 | |
| (b) side return | 740.00 | 23 | 0.89 | 658.60 | 1 | 740.00 | |
| (c) pedestal | 430.00 | 26 | 1.67 | 718.10 | 2 | 860.00 | |
| (d) chair | 580.00 | 27 | 1.04 | 603.20 | 1 | 580.00 | |
| (e) desktop personal computer with monitor, Windows 7, Office and anti-virus software | 10,954.00 | 24 | 0.89 | 9,749.06 | 1 | 10,954.00 | |
| (f) notebook computer with Windows 7, Office and anti-virus software | 12,236.00 | 21 | 0.78 | - | 1 | - | # |
| (g) netbook computer with Windows 7, Office and anti-virus software | 10,236.00 | 10 | 0.37 | - | 0 | - | # |
| (h) iPad/portable digital assistant etc | 4,688.00 | 20 | 0.74 | - | 1 | - | # |
| (i) printer | 2,400.00 | 16 | 0.56 | 1,344.00 | 1 | - | θ |
| (j) computer table | 450.00 | 12 | 0.44 | 198.00 | 0 | 0.00 | |
| (k) telephone (fixed line) | 85.00 | 23 | 0.89 | 75.65 | 1 | 85.00 | |
| (l) mobile phone | 5,000.00 | 24 | 0.93 | - | 1 | - | # |
| (m) calculator | 50.00 | 21 | 0.81 | 40.50 | 1 | 50.00 | |
| (n) filing cabinet | 900.00 | 23 | 1.33 | 1,197.00 | 1 | 900.00 | |
| (o) partition/panel/screen | 350.00 | 17 | 0.78 | 273.00 | 1 | 350.00 | |
| <i>Item(s) suggested by respondents</i> | | | | | | | |
| (a) camera | 2,580.00 | 1 | 0.04 | 103.20 | 0 | 0.00 | |
| 27 respondents to this question | | | Subtotal | 16,780.31 | Subtotal | 16,269.00 | |

mobile items included on the Central Office's list of office furniture and equipment for a Member

θ to share a network printer

(D) office furniture and equipment for common area

| Item | Unit price | No. of respondents requesting the item | Requested by respondents | | | |
|---|------------|--|--------------------------|------------|--------------------------------------|------------|
| | | | On average | | In round figures | |
| | | | Average quantity | Amount \$ | Quantity rounded to the nearest unit | Amount \$ |
| <i>Items on the questionnaire</i> | | | | | | |
| (a) roller shutter | 2,650.00 | 21 | 0.78 | 2,067.00 | 1 | 2,650.00 |
| (b) counter | 2,000.00 | 21 | 1.04 | 2,080.00 | 1 | 2,000.00 |
| (c) sofa for visitors | | | | | | |
| • 1-seater | 2,100.00 | 5 | 0.19 | 399.00 | 0 | 0.00 |
| • 2-seater | 2,800.00 | 13 | 0.48 | 1,344.00 | 0 | 0.00 |
| • 3-seater | 3,400.00 | 12 | 0.48 | 1,632.00 | 0 | 0.00 |
| (d) visitor chairs | 230.00 | 26 | 6.93 | 1,593.90 | 7 | 1,610.00 |
| (e) wall clock | 100.00 | 26 | 1.00 | 100.00 | 1 | 100.00 |
| (f) air-conditioner | | | | | | |
| • split-type | 5,780.00 | 20 | 1.04 | 6,011.20 | 1 | 5,780.00 |
| • window unit | 4,480.00 | 12 | 0.70 | 3,136.00 | 1 | 4,480.00 |
| (g) electric fan | 598.00 | 22 | 1.19 | 711.62 | 1 | 598.00 |
| (h) computer server | 3,070.00 | 19 | 0.78 | 2,394.60 | 1 | 3,070.00 |
| (i) computer network (including modem and router) for | | | | | | |
| • wired clients | 1,190.00 | 20 | 0.74 | 880.60 | 1 | 1,190.00 |
| • wireless clients | 1,190.00 | 19 | 0.70 | 833.00 | 1 | 1,190.00 |
| (j) desktop personal computer with monitor, Windows 7, Office and anti-virus software | 10,954.00 | 20 | 1.93 | 21,141.22 | 2 | 21,908.00 |
| (k) computer table | 450.00 | 17 | 1.56 | 702.00 | 2 | 900.00 |
| (l) conference table | 2,500.00 | 23 | 1.07 | 2,675.00 | 1 | 2,500.00 |
| (m) desk/table | 410.00 | 21 | 2.57 | 1,053.70 | 3 | 1,230.00 |
| (n) bench | 950.00 | 14 | 1.63 | 1,548.50 | 2 | 1,900.00 |
| (o) television | 1,900.00 | 23 | 0.85 | 1,615.00 | 1 | 1,900.00 |
| (p) DVD player/recorder or VCR | 2,300.00 | 18 | 0.67 | 1,541.00 | 1 | 2,300.00 |
| (q) MP3/cassette player/recorder | 260.00 | 22 | 0.93 | 241.80 | 1 | 260.00 |
| (r) photocopier | 10,800.00 | 26 | 1.04 | 11,232.00 | 1 | 10,800.00 |
| (s) printer | 4,288.00 | 23 | 1.00 | 4,288.00 | 1 | 4,288.00 |
| (t) scanner | 2,620.00 | 23 | 0.93 | 2,436.60 | 1 | 2,620.00 |
| (u) fax machine | 1,000.00 | 26 | 0.96 | 960.00 | 1 | 1,000.00 |
| (v) filing cabinet | 900.00 | 24 | 4.00 | 3,600.00 | 4 | 3,600.00 |
| (w) partition/panel/screen | 350.00 | 20 | 1.96 | 686.00 | 2 | 700.00 |
| (x) camera | 2,580.00 | 21 | 0.89 | 2,296.20 | 1 | 2,580.00 |
| (y) video camera | 9,980.00 | 20 | 0.74 | 7,385.20 | 1 | 9,980.00 |
| (z) public address system (including microphones, speakers, mixer, amplifier etc) | 7,000.00 | 21 | 1.43 | 10,010.00 | 1 | 7,000.00 |
| (aa) overhead projector | 4,485.00 | 10 | 0.37 | 1,659.45 | 0 | 0.00 |
| (ab) projector screen | 900.00 | 11 | 0.41 | 369.00 | 0 | 0.00 |
| (ac) paper guillotine | 2,200.00 | 20 | 0.81 | 1,782.00 | 1 | 2,200.00 |
| (ad) paper shredder | 2,080.00 | 27 | 1.00 | 2,080.00 | 1 | 2,080.00 |
| (ae) water dispenser | 2,500.00 | 26 | 0.96 | 2,400.00 | 1 | 2,500.00 |
| (af) microwave oven | 570.00 | 27 | 1.00 | 570.00 | 1 | 570.00 |
| (ag) refrigerator | 2,780.00 | 27 | 1.00 | 2,780.00 | 1 | 2,780.00 |
| (ah) kettle | 585.00 | 22 | 0.81 | 473.85 | 1 | 585.00 |
| (ai) vacuum cleaner | 628.00 | 23 | 0.85 | 533.80 | 1 | 628.00 |
| (aj) ladder | 338.00 | 23 | 1.04 | 351.52 | 1 | 338.00 |
| (ak) trolley | 380.00 | 24 | 1.63 | 619.40 | 2 | 760.00 |
| (al) power generator (for outdoor activities) | 4,100.00 | 9 | 0.33 | 1,353.00 | 0 | 0.00 |
| (am) car battery (for outdoor activities) | 1,306.00 | 6 | 0.22 | 287.32 | 0 | 0.00 |
| <i>Item(s) suggested by respondents</i> | | | | | | |
| (a) CCTV | 2,000.00 | 3 | 0.11 | 220.00 | 0 | 0.00 |
| (b) air purifier | 3,500.00 | 2 | 0.07 | 245.00 | 0 | 0.00 |
| (c) speed printing machine | 32,800.00 | 1 | 0.04 | 1,312.00 | 0 | 0.00 |
| (d) first aid kit | 71.00 | 2 | 0.07 | 4.97 | 0 | 0.00 |
| (e) white board | 290.00 | 2 | 0.07 | 20.30 | 0 | 0.00 |
| (f) fire extinguisher | 100.00 | 1 | (Note) | 0.00 | 0 | 0.00 |
| (h) keyboard drawer | 350.00 | 1 | 0.11 | 38.50 | 0 | 0.00 |
| (i) folding chair | 100.00 | 1 | 1.85 | 185.00 | 2 | 200.00 |
| (j) folding table | 600.00 | 1 | 0.15 | 90.00 | 0 | 0.00 |
| 27 respondents to this question | | | Subtotal | 113,970.25 | Subtotal | 110,775.00 |

(Note) as required by law