

For Information

Legislative Council Panel on Public Service

Follow-up to the Meeting on 17 December 2012

At the meeting of the Legislative Council Panel on Public Service (the Panel) on 17 December 2012, the Administration was requested to provide, inter alia, the following information in terms of the number of non-civil service contract (NCSC) staff in the respective Bureaux/Departments (B/D) –

- (a) A breakdown of the 4 741 NCSC staff with continuous service of five years or more by B/D (including the Buildings Department) and years of service
 - (b) A breakdown of the number of NCSC staff by B/D and their length of current contracts
 - (c) A breakdown of the number of NCSC staff by B/D and their monthly salaries
 - (d) A breakdown by B/D of the 5 080 NCSC positions which have been phased out and replaced by civil service posts as at 30 June 2012.
2. The details are set out at **Annexes A to D**.
 3. Other information requested at the meeting is under preparation. The Administration will revert to the Panel as soon as possible.

Civil Service Bureau
January 2013

**Employment of full-time NCSC staff by bureau/department/office
with continuous service of five years or more
(position as at 30.6.2012)**

Bureau/Department/Office (B/D)	No. of NCSC staff with five years or more continuous service	No. of NCSC staff with five years or more continuous service	
		engaged in different positions within the same B/D	engaged in the same position within the same B/D
	(a)	(b)	(c) = (a) - (b)
Hongkong Post	1 233	59	1 174 (Note 1)
Electrical and Mechanical Services Department	740	663	77 (Note 2)
Leisure and Cultural Services Department	523	188	335 (Note 3)
Department of Health	406	21	385 (Note 4)
Education Bureau	233	103	130 (Note 5)
Student Financial Assistance Agency	165	45	120 (Note 6)
Radio Television Hong Kong	135	27	108 (Note 7)
Buildings Department	127	43	84 (Note 8)
Social Welfare Department	126	27	99 (Note 9)
Agriculture, Fisheries and Conservation Department	116	4	112 (Note 10)
Food and Environmental Hygiene Department	91	34	57
Chief Secretary and Financial Secretary's Office (including the Efficiency Unit)	85	61	24
Labour Department	74	39	35
Hong Kong Police Force	66	7	59
Office of the Communications Authority	52	10	42
Transport Department	44	3	41
Water Supplies Department	44	3	41
Immigration Department	43	40	3
Land Registry	41	-	41
Invest Hong Kong	37	3	34
Home Affairs Department	32	2	30
Judiciary	32	25	7
Civil Engineering and Development Department	27	-	27
Registration and Electoral Office	21	4	17
Trade and Industry Department	20	13	7
Drainage Services Department	17	3	14
Government Logistics Department	16	1	15
Innovation and Technology Commission	16	4	12
Companies Registry	15	4	11
Inland Revenue Department	14	14	-
Environmental Protection Department	13	4	9
Rating and Valuation Department	13	-	13
Fire Services Department	12	1	11
Official Receiver's Office	12	-	12
Information Services Department	11	1	10
Treasury	9	4	5
Financial Services and the Treasury Bureau	8	-	8
Census and Statistics Department	6	5	1
Planning Department	6	3	3
Commerce and Economic Development Bureau	5	2	3
Department of Justice	5	-	5
Highways Department	5	-	5
Home Affairs Bureau	5	2	3
Intellectual Property Department	5	3	2
Government Laboratory	4	-	4
Office of the Government Chief Information Officer	4	-	4
University Grants Committee Secretariat	4	-	4

Bureau/Department/Office (B/D)	No. of NCSC staff with five years or more continuous service (a)	No. of NCSC staff with five years or more continuous service	
		engaged in different positions within the same B/D (b)	engaged in the same position within the same B/D (c) = (a) - (b)
Chief Executive's Office	3	-	3
Civil Aviation Department	3	1	2
Food and Health Bureau	3	1	2
Marine Department	3	-	3
Constitutional and Mainland Affairs Bureau	2	-	2
Hong Kong Observatory	2	1	1
Labour and Welfare Bureau	2	1	1
Customs and Excise Department	1	-	1
Development Bureau	1	-	1
Government Flying Service	1	1	-
Lands Department	1	1	-
Security Bureau	1	-	1
Architectural Services Department	-	-	-
Civil Service Bureau	-	-	-
Correctional Services Department	-	-	-
Environment Bureau	-	-	-
Government Property Agency	-	-	-
Legal Aid Department	-	-	-
Transport and Housing Bureau	-	-	-
Total	4 741	1 481	3 260

(Note 1)

Around 56% of the 1 174 NCSC staff who had been working in the same position in **Hongkong Post** for five years or more worked less than the conditioned hours required of civil servants. These staff were mainly involved in sorting, loading and unloading of mails. The remaining were engaged in providing marketing, sales and over-the-counter services, the need for which was subject to unpredictable market changes from time to time.

(Note 2)

Of the 77 NCSC staff who had been working in the same position in **Electrical and Mechanical Services Department (EMSD)** for five years or more, the Department retained them so long as their experience and expertise commensurate with the operational needs of the Electrical and Mechanical Services Trading Fund. EMSD will convert those NCSC positions the service need of which is identified as long-term into civil service posts in phases.

(Note 3)

Among the 335 NCSC staff who had been working in the same position in **Leisure and Cultural Services Department** for five years or more, some 92% were engaged in services which were/are under review, such as frontline and support services in public libraries, training and support services in the Music Office and stage management and support services. The remainder were mainly IT staff engaged either to meet short-term service needs or to tap their market expertise to maintain the IT systems in the Department, or to serve as a stop-gap measure pending phasing out of the NCSC positions and their replacement by civil service posts as identified in the 2006 special review.

(Note 4)

About 69% of the 385 NCSC staff who had been working in the same position in **Department of Health** for five years or more were employed to support the stepping up of port health surveillance measures at the immigration control points and the mode of operation of which is under review. The remainder were deployed either to meet time-limited requirements, such as control and regulation of Chinese medicines and related enforcement work, or to serve as a stop-gap measure pending phasing out of the NCSC positions and their replacement by civil service posts as identified in the 2006 special review.

(Note 5)

Among the 130 NCSC staff who had been working in the same position in **Education Bureau** for five years or more, some 75% were employed by government schools under the school-based management initiative. The remainder were employed to support various time-limited projects, such as Task Force on Language Support endorsed by the Standing Committee on Language Education and Research and funded by Language Fund since September 2003.

(Note 6)

The 120 NCSC staff who had been working in the same position in **Student Financial Assistance Agency** for five years or more were employed to undertake work the mode of operation of which would likely to be changed upon the phased implementation of a new integrated information technology system from 2013-14 to 2015-16.

(Note 7)

The 108 NCSC staff who had been working in the same position in **Radio Television Hong Kong** for five years or more were engaged to tap the latest expertise in the information technology, film production and journalism fields.

(Note 8)

The 84 NCSC staff who had been working in the same position in **Buildings Department** for five years or more were engaged to meet time-limited service needs, such as the removal of unauthorised works-in-progress and the provision of administrative/IT support for various divisions/offices.

(Note 9)

The 99 NCSC staff who had been working in the same position in **Social Welfare Department** for five years or more were engaged in services under review/to be outsourced, including Community Work Organizers engaged by the Department since 1999 to assist in the implementation of the Support for the Self-reliance Scheme. Their work has been outsourced with effect from 1 January 2013.

(Note 10)

The 112 NCSC staff who had been working in the same position in **Agriculture, Fisheries and Conservation Department** for five years or more were engaged to meet service needs the mode of service delivery of which was under review or likely to be changed, such as cleansing and maintenance services in country parks.

**Number of full-time NCSC staff employed by bureau/department/office
by contract duration
(position as at 30.6.2012)**

Bureau/Department/Office	Length of current contract			
	< 1 year	1 - < 2 years	2 - ≤ 3 years	Total
Hongkong Post	196	1 868	9	2 073
Leisure and Cultural Services Department	1 053	881	47	1 981
Electrical and Mechanical Services Department	17	656	906	1 579
Education Bureau	251	877	106	1 234
Department of Health	381	473	7	861
Registration and Electoral Office	759	32	-	791
Student Financial Assistance Agency	101	431	1	533
Buildings Department	-	438	-	438
Home Affairs Department	51	329	22	402
Chief Secretary and Financial Secretary's Office (including the Efficiency Unit)	8	352	17	377
Radio Television Hong Kong	52	304	1	357
Food and Environmental Hygiene Department	19	298	6	323
Agriculture, Fisheries and Conservation Department	102	199	1	302
Social Welfare Department	13	217	1	231
Labour Department	7	218	-	225
Lands Department	10	206	-	216
Census and Statistics Department	113	94	-	207
Inland Revenue Department	147	21	-	168
Transport Department	5	131	-	136
Office of the Communications Authority	7	58	64	129
Water Supplies Department	2	100	18	120
Land Registry	1	111	6	118
Hong Kong Police Force	6	107	2	115
Judiciary	103	9	1	113
Environmental Protection Department	5	94	10	109
Trade and Industry Department	8	74	4	86
Immigration Department	69	14	-	83
Civil Engineering and Development Department	-	68	7	75
Drainage Services Department	2	56	16	74
Companies Registry	54	13	1	68
Rating and Valuation Department	2	64	2	68
Fire Services Department	9	41	11	61
Financial Services and the Treasury Bureau	1	56	1	58
Invest Hong Kong	-	2	56	58
Home Affairs Bureau	30	22	4	56
Department of Justice	10	45	-	55
Innovation and Technology Commission	-	10	44	54
Official Receiver's Office	27	22	-	49
Treasury	5	39	3	47
Government Logistics Department	-	44	-	44
Development Bureau	5	23	11	39
Architectural Services Department	-	36	-	36
Commerce and Economic Development Bureau	-	11	23	34
Government Laboratory	6	24	-	30
Highways Department	-	17	11	28
Labour and Welfare Bureau	-	11	14	25
Hong Kong Observatory	3	21	-	24
Civil Aviation Department	-	14	9	23
Planning Department	1	19	1	21
University Grants Committee Secretariat	-	20	-	20
Marine Department	-	14	5	19
Security Bureau	1	18	-	19
Office of the Government Chief Information Officer	1	11	6	18
Customs and Excise Department	3	14	-	17
Food and Health Bureau	1	12	4	17
Information Services Department	-	16	-	16
Government Flying Service	-	-	12	12
Intellectual Property Department	-	12	-	12
Constitutional and Mainland Affairs Bureau	2	6	3	11
Government Property Agency	1	7	-	8
Chief Executive's Office	4	-	3	7
Correctional Services Department	-	2	5	7
Environment Bureau	-	4	2	6
Legal Aid Department	1	5	-	6
Transport and Housing Bureau	1	4	-	5
Civil Service Bureau	-	1	-	1
Total	(Note) 3 656	(Note) 9 396	1 483	14 535

Note

The number of full-time NCSC staff employed with a contract period of less than one year and those with a contract period between one year and less than two years as reported in the LC Paper No. CB(4) 209/12-13(03) were 3 867 and 9 185 respectively. Upon further verification, the respective figures should read 3 656 and 9 396.

**Number of full-time NCSC staff employed by bureau/department/office
by salary range
(position as at 30.6.2012)**

Bureau/Department/Office	Monthly salary					Total
	\$30,000 or above	\$16,000 - \$29,999	\$8,000 - \$15,999	\$5,000 - \$7,999	Others	
Hongkong Post	29	16	1 020	775	233	2 073
Leisure and Cultural Services Department	70	263	1 642	6	-	1 981
Electrical and Mechanical Services Department	136	556	749	138	-	1 579
Education Bureau	154	137	941	2	-	1 234
Department of Health	55	50	756	-	-	861
Registration and Electoral Office	14	77	700	-	-	791
Student Financial Assistance Agency	9	117	407	-	-	533
Buildings Department	78	90	270	-	-	438
Home Affairs Department	13	53	336	-	-	402
Chief Secretary and Financial Secretary's Office (including the Efficiency Unit)	31	87	259	-	-	377
Radio Television Hong Kong	59	158	140	-	-	357
Food and Environmental Hygiene Department	7	67	249	-	-	323
Agriculture, Fisheries and Conservation Department	29	20	253	-	-	302
Social Welfare Department	8	34	140	49	-	231
Labour Department	3	79	143	-	-	225
Lands Department	65	25	126	-	-	216
Census and Statistics Department	21	5	181	-	-	207
Inland Revenue Department	-	9	49	110	-	168
Transport Department	10	29	97	-	-	136
Office of the Communications Authority	21	55	53	-	-	129
Water Supplies Department	17	23	80	-	-	120
Land Registry	12	17	86	3	-	118
Hong Kong Police Force	47	23	45	-	-	115
Judiciary	7	-	106	-	-	113
Environmental Protection Department	37	36	36	-	-	109
Trade and Industry Department	23	35	28	-	-	86
Immigration Department	5	11	67	-	-	83
Civil Engineering and Development Department	24	23	28	-	-	75
Drainage Services Department	20	32	22	-	-	74
Companies Registry	3	6	59	-	-	68
Rating and Valuation Department	13	7	48	-	-	68
Fire Services Department	10	9	42	-	-	61
Financial Services and the Treasury Bureau	22	27	9	-	-	58
Invest Hong Kong	49	4	5	-	-	58
Home Affairs Bureau	5	27	24	-	-	56
Department of Justice	27	2	26	-	-	55
Innovation and Technology Commission	41	11	2	-	-	54
Official Receiver's Office	6	26	17	-	-	49
Treasury	23	16	8	-	-	47
Government Logistics Department	-	2	37	4	1	44
Development Bureau	29	8	2	-	-	39
Architectural Services Department	25	10	1	-	-	36
Commerce and Economic Development Bureau	14	14	6	-	-	34
Government Laboratory	7	2	21	-	-	30
Highways Department	18	6	4	-	-	28
Labour and Welfare Bureau	9	14	2	-	-	25
Hong Kong Observatory	-	24	-	-	-	24
Civil Aviation Department	16	4	3	-	-	23
Planning Department	6	11	4	-	-	21
University Grants Committee Secretariat	7	7	6	-	-	20
Marine Department	3	7	9	-	-	19
Security Bureau	3	-	16	-	-	19
Office of the Government Chief Information Officer	9	4	5	-	-	18
Customs and Excise Department	1	4	12	-	-	17
Food and Health Bureau	3	10	4	-	-	17
Information Services Department	11	5	-	-	-	16
Government Flying Service	11	1	-	-	-	12
Intellectual Property Department	6	4	2	-	-	12
Constitutional and Mainland Affairs Bureau	5	4	2	-	-	11
Government Property Agency	1	4	3	-	-	8
Chief Executive's Office	-	4	3	-	-	7
Correctional Services Department	-	5	2	-	-	7
Environment Bureau	2	3	1	-	-	6
Legal Aid Department	-	-	6	-	-	6
Transport and Housing Bureau	-	-	5	-	-	5
Civil Service Bureau	1	-	-	-	-	1
Total	1 390	2 419	9 405	1 087 <small>(Note 1)</small>	234 <small>(Note 2)</small>	14 535

(Note 1)

Of the 1 087 NCSC staff who received monthly pay between \$5,000 to \$7,999, 71% were NCSC staff engaged by Hongkong Post and were remunerated on a daily/hourly basis. They were Workers and Sorting Office Assistants who received an hourly rate of at least \$44 per hour. Another 13% were engaged by Electrical and Mechanical Services Department as apprentices with a monthly pay of \$6,315. The NCSC apprentices are engaged under the Technician Training Scheme which aims to provide a three-year engineering skill training program to Secondary 3 and Secondary 5 school leavers who have finished one-year fundamental programme of relevant field at the Vocational Training Council. The Scheme offers on-the-job training in various disciplines covering electrical, mechanical, air-conditioning, vehicle as well as electronics. The NCSC apprentices are required to provide various kinds of services such as clerical, IT, technical/ inspectorate and customer service support to the Electrical and Mechanical Services Trading Fund. Another 10% were Temporary Junior Clerks engaged by Inland Revenue Department to undertake clerical duties to cope with short-term projects such as issue of various tax returns, tax return collection and assessment peaks. Their hourly rate was above \$28 per hour.

(Note 2)

All these 234 NCSC staff were remunerated on a hourly basis. Their monthly salary varied according to the number of hours actually worked. 233 staff members were engaged by Hongkong Post. They were Workers and Sorting Office Assistants whose hourly wage rate was at least \$44 per hour. The remaining one was a Printing Machine Operator engaged by Government Logistics Department. His hourly wage was \$72.5 per hour.

**Breakdown of 5084 phased-out NCSC positions
by bureau/department/office
(position as at 30.6.2012)**

Bureau/Department/Office	No. of NCSC positions
Leisure and Cultural Services Department	909
Food and Environmental Hygiene Department	671
Department of Health	623
Social Welfare Department	491
Student Financial Assistance Agency	203
Education Bureau	195
Immigration Department	190
Home Affairs Department	162
Highways Department	145
Buildings Department	144
Water Supplies Department	123
Judiciary	121
Labour Department	110
Inland Revenue Department	104
Agriculture, Fisheries and Conservation Department	98
Hong Kong Police Force	95
Drainage Services Department	85
Transport Department	59
Customs and Excise Department	55
Lands Department	46
Fire Services Department	42
Intellectual Property Department	36
Government Laboratory	35
Department of Justice	34
Civil Engineering and Development Department	26
Electrical and Mechanical Services Department	21
Marine Department	21
Environmental Protection Department	19
Census and Statistics Department	17
Office of the Government Chief Information Officer	15
Land Registry	13
Legal Aid Department	13
Planning Department	13
Rating and Valuation Department	13
Trade and Industry Department	13
Registration and Electoral Office	11
Government Logistics Department	10
Civil Aviation Department	9
Radio Television Hong Kong	9
Commerce and Economic Development Bureau	8
Office of the Communications Authority	8

Bureau/Department/Office	No. of NCSC positions
Chief Secretary and Financial Secretary's Office (including the Efficiency Unit)	7
Government Flying Service	7
Treasury	7
Audit Commission	6
Correctional Services Department	5
Home Affairs Bureau	5
University Grants Committee Secretariat	5
Development Bureau	4
Innovation and Technology Commission	4
Constitutional and Mainland Affairs Bureau	3
Food and Health Bureau	3
Civil Service Bureau	2
Companies Registry	2
Financial Services and the Treasury Bureau	2
Information Services Department	2
Transport and Housing Bureau	2
Auxiliary Medical Service	1
Environment Bureau	1
Security Bureau	1
Total	5 084

Note: The NCSC positions were phased out by creation of civil service posts, filling of existing civil service vacancies or re-grading of existing civil service vacancies.