

政府總部  
勞工及福利局  
香港添馬添美道  
政府總部



LABOUR AND WELFARE BUREAU  
GOVERNMENT SECRETARIAT

Central Government Offices  
Tim Mei Avenue  
Tamar, Hong Kong

本函檔號 Our Ref.: LWB CR 23/5094/14 Pt III  
來函檔號 Your Ref.: CB1/F/3/6

電話號碼 Tel No.: 3655 5837  
傳真號碼 Fax No.: 2523 1973

By e-mail: shcheung@legco.gov.hk  
23 June 2014

Clerk to the Establishment Subcommittee  
Legislative Council Complex  
1 Legislative Council Road  
Central, Hong Kong  
(Attn: Mr Hugo CHIU)

Dear Mr CHIU,

**Establishment Subcommittee  
Follow-up to meeting on 11 June 2014**

**(ESC Paper No. EC(2014-15)10)**

I refer to your letter of 12 June 2014 seeking supplementary information regarding the proposal for creation of one supernumerary post of Senior Principal Executive Officer (“SPEO”), one permanent post of Principal Executive Officer (“PEO”) and one permanent post of Administrative Officer Staff Grade B for implementing the Low-income Working Family Allowance (“LIFA”) Scheme, as discussed at the Subcommittee meeting on 11 June 2014. We set out our response in the ensuing subparagraphs.

- (a) **The timetable on the corresponding manpower requirement for the setting up of the Planning Team, the Start-up Team, and the future Working Family Allowance Office (comprising over 500 staff) to tie-in with implementation of various phases of LIFA Scheme**

For devising the implementation details of the LIFA Scheme, a Planning Team of 25 civil service posts, including the supernumerary SPEO post, and three Non-Civil Service Contract (“NCSC”) positions will be set up in the Labour and Welfare

Bureau ("LWB"). A total of 20 civil service posts will be transferred to the Working Family Allowance Office ("WFAO") in March 2015. The remaining five civil service posts, including the supernumerary SPEO post, and the three NCSC positions will remain in the LWB until end-March 2016.

To prepare for establishment of the WFAO, a Start-up Team comprising 72 civil service posts will be set up by phases under the LWB. Ten posts, including the PEO post, will be created from October 2014 and the other 62 posts from January 2015. The whole Start-up Team will be transferred to the WFAO in March 2015.

The WFAO will have 373 civil service posts (with 20 and 72 transferred from the Planning Team and Start-Up Team respectively) and 159 NCSC positions. It will be set up by phases starting from March 2015. Three of the civil service posts and all 159 NCSC positions are time-limited up to end-March 2017 and end-March 2018 respectively.

In the WFAO, there will be another 80 time-limited NCSC staff engaged for six months during the roll-out of the Scheme.

- (b) The relevant arrangements on manpower and administrative cost for LIFA Scheme if the number of applications per year is substantially below the estimated number of 400 000**

As referred to above, the 159 NCSC positions in the WFAO will last until the end of 2017-18 and the need for these positions will be reviewed. As for the 373 civil service posts in the WFAO, three will be time-limited up to end-March 2017. The civil service posts are largely general grades posts of the Executive Officer grade and clerical grades. In case there is surplus of general grades staff in the WFAO in future, the staff concerned can be posted to other bureaux or departments. We will review, at an appropriate time, the manpower requirement having regard to the actual number of LIFA applications and the operational needs.

Yours sincerely,



(Ms Joyce LAM)

for Secretary for Labour and Welfare

c.c. Deputy Secretary for Financial Services and the Treasury (Treasury)1