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

**Controlling Officer: Secretary General, Legislative Council Secretariat
Session No. : 10
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CONTROLLING OFFICER'S REPLY

LC001

(Question Serial No. 2030)

Head: (112) Legislative Council Commission

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

Programme: (4) Redress System

Controlling Officer: Secretary General, Legislative Council Secretariat (Kenneth Chen)

Director of Bureau: Secretary General, Legislative Council Secretariat

This question originates from: Estimates on Expenditure Volume 1 Page 717 (if applicable)

Question (Member Question No. 42):

What is the average expense for processing a new case (not including telephone cases) in 2013-14? Please provide the information in the following tabulated form:

Name of Members	Number of new cases processed (not including telephone cases)	Number of cases concluded (not including telephone cases)

Asked by: Hon. LEONG Kah-kit, Alan

Reply:

In 2013-14 (up to 31 December 2013):

- (a) the number of new cases processed (not including telephone cases) was 16 128^{Note 1}; and
- (b) the number of cases concluded (not including telephone cases) was 15 949^{Note 1}.

Apart from the cases referred to in (a) and (b) above, the Public Complaints Office ("PCO") also handles telephone enquiries (enquiries in respect of which further follow-up actions are not required) and views received by telephone from the public. In 2013-14 (up to 31 December 2013), the number of telephone cases received and concluded by PCO was 1 053.

2. In 2013-14 (up to 31 December 2013), the average expense for processing a new case (not including telephone cases) was \$429^{Note 2}.

3. Details of the number of new cases handled and the number of cases concluded by individual Members of the Legislative Council up to 31 December 2013 in 2013-14 (not including telephone cases and 14 364 cases involving the two subjects mentioned in Note 1) are set out in the **Annex**.

^{Note 1} The figure includes the 8 042 and 6 322 cases received and concluded by PCO in respect of the following two subjects:

- (i) the proposed excision of Tai Long Sai Wan from the country park area; and
- (ii) issues relating to the vetting and approval of domestic free television programme service licence applications.

^{Note 2} The amount covers the expense for processing the 8 042 and 6 322 cases received in respect of the two issues referred to in Note 1.

**The Legislative Council Redress System
In 2013-14 (up to 31 December 2013)**

Members of the Legislative Council	Number of cases processed ^{Note 3}	Number of cases concluded ^{Note 3}
Hon. TSANG Yok-sing, Jasper, GBS, JP	135	154
Hon. HO Chun-yan, Albert	229	64
Hon. LEE Cheuk-yan	90	103
Hon. TO Kun-sun, James	71	102
Hon. CHAN Kam-lam, SBS, JP	59	74
Hon. LEUNG Yiu-chung	119	142
Hon. LAU Wong-fat, GBM, GBS, JP	50	49
Hon. LAU Wai-hing, Emily, JP	246	91
Hon. TAM Yiu-chung, GBS, JP	77	92
Hon. SHEK Lai-him, Abraham, GBS, JP	48	56
Hon. CHEUNG Yu-yan, Tommy, SBS, JP	237	71
Hon. FUNG Kin-kee, Frederick, SBS, JP	61	58
Hon. FANG Kang, Vincent, SBS, JP	66	74
Hon. WONG Kwok-hing, BBS, MH	473	397
Hon. LEE Kok-long, Joseph, SBS, JP, PhD, RN	64	73
Hon. LAM Kin-fung, Jeffrey, GBS, JP	64	84
Hon. LEUNG Kwan-yuen, Andrew, GBS, JP	419	413
Hon. WONG Ting-kwong, SBS, JP	66	76
Hon. TONG Ka-wah, Ronny, SC	58	108
Hon. HO Sau-lan, Cyd	74	85
Hon. LEE Wai-king, Starry, JP	84	85
Hon. LAM Tai-fai, SBS, JP	146	64
Hon. CHAN Hak-kan, JP	80	83
Hon. CHAN Kin-por, BBS, JP	58	59
Hon. LEUNG Mei-fun, Priscilla, SBS, JP	50	57
Hon. LEUNG Ka-lau	81	82
Hon. CHEUNG Kwok-che	131	130

^{Note 3} The number does not include telephone cases and 14 364 cases involving the two subjects mentioned in Note 1.

Members of the Legislative Council	Number of cases processed ^{Note 3}	Number of cases concluded ^{Note 3}
Hon. WONG Kwok-kin, BBS	53	79
Hon. IP Kwok-him, GBS, JP	96	105
Hon. IP LAU Suk-ye, Regina, GBS, JP	45	69
Hon. TSE Wai-chun, Paul, JP	422	426
Hon. LEONG Kah-kit, Alan, SC	88	144
Hon. LEUNG Kwok-hung	106	154
Hon. CHAN Wai-yip, Albert	64	58
Hon. WONG Yuk-man	158	80
Hon. MO, Claudia	160	65
Hon. TIEN Puk-sun, Michael, BBS, JP	51	96
Hon. TIEN Pei-chun, James, GBS, JP	91	87
Hon. NG Leung-sing, SBS, JP	54	62
Hon. HO Chun-yin, Steven	66	63
Hon. YICK Chi-ming, Frankie	74	77
Hon. WU Chi-wai, MH	169	86
Hon. YIU Si-wing	65	93
Hon. FAN Kwok-wai, Gary	411	414
Hon. MA Fung-kwok, SBS, JP	70	74
Hon. MOK, Charles Peter	196	191
Hon. CHAN Chi-chuen	82	62
Hon. CHAN Han-pan	387	384
Hon. CHAN Ka-lok, Kenneth	99	91
Hon. CHAN Yuen-han, SBS, JP	110	100
Hon. LEUNG Che-cheung, BBS, MH, JP	153	75
Hon. LEUNG, Kenneth	398	402
Hon. MAK Mei-kuen, Alice, JP	68	75
Hon. KWOK Ka-ki	55	58
Hon. KWOK Wai-keung	86	129
Hon. KWOK, Dennis	54	83
Hon. CHEUNG Wah-fung, Christopher, JP	51	80
Hon. CHEUNG Chiu-hung, Fernando	292	99

Members of the Legislative Council	Number of cases processed ^{Note 3}	Number of cases concluded ^{Note 3}
Hon. SIN Chung-kai, SBS, JP	66	71
Hon. WONG Pik-wan, Helena	89	83
Hon. IP Kin-yuen	60	69
Hon. QUAT, Elizabeth, JP	151	87
Hon. LIAO Cheung-kong, Martin, JP	55	73
Hon. POON Siu-ping, BBS, MH	84	61
Hon. TANG Ka-piu	95	71
Hon. CHIANG Lai-wan, JP	53	55
Hon. LO Wai-kiwok, BBS, MH, JP	65	78
Hon. CHUNG Kwok-pan	389	401
Hon. CHUNG Shu-kun, Christopher, BBS, MH, JP	151	73
Hon. TSE Wai-chuen, Tony	76	78

CONTROLLING OFFICER'S REPLY**LC002****(Question Serial No. 2031)**

Head: (112) Legislative Council Commission

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

Programme: (6) Corporate Liaison and Education and Visitor Services

Controlling Officer: Secretary General, Legislative Council Secretariat (Kenneth Chen)

Director of Bureau: Secretary General, Legislative Council Secretariat

This question originates from: Estimates on Expenditure Volume 1 Page 719 (if applicable)

Question (Member Question No. 43):

Please provide the utilization rates and related expenditure of the Children's Corner since the commissioning of the new Legislative Council Complex in October 2011.

Asked by: Hon. LEONG Kah-kit, Alan

Reply:

The Children's Corner in the Legislative Council ("LegCo") Complex is an education activity room specially designed for children between the ages of three and eight to experience the legislative process and to understand the importance of public engagement in building the community. It is available for booking by schools, charitable organizations ("CO") and members of the public from Monday to Sunday. The usage of the Children's Corner since the commissioning of the LegCo Complex is as follows:

	2011-12 <i>(October 2011 - March 2012)</i>	2012-13 <i>(April 2012 - March 2013)</i>	2013-14 <i>(April 2013 - 10 March 2014)</i>
No. of participants (school and CO sessions)	1 565 (54)	5 755 (224)	7 377 (281)
No. of participants (public sessions)	391 (60)	3 228 (354)	1 792 (211)
Total no. of participants (sessions)	1 956 (114)	8 983 (578)	9 169 (492)
Annual expenditure, including staff and operating costs	\$174,000	\$383,000	\$414,000

CONTROLLING OFFICER'S REPLY

LC003

(Question Serial No. 2032)

Head: (112) Legislative Council Commission
Subhead (No. & title): (000) Operational expenses
Programme: (2) Council Business Services
Controlling Officer: Secretary General, Legislative Council Secretariat (Kenneth Chen)
Director of Bureau: Secretary General, Legislative Council Secretariat
This question originates from: Estimates on Expenditure Volume 1 Page 713 (if applicable)

Question (Member Question No. 44):

Regarding the posting of meeting information on social networking sites and the introduction of exclusive mobile applications ("Apps") by the Legislative Council ("LegCo"), will the Secretariat advise on the following:

1. How many staff members are designated to manage these social media services at present? How much does this item cost?
2. How many staff members are designated to manage the LegCo mobile Apps at present? If it were managed by an outside company, what would be the cost incurred and estimated to be incurred?
3. Has LegCo received any complaints from the public which arose from these new modes of dissemination? If yes, can a breakdown by the content of individual complaints be provided?

Asked by: Hon. LEONG Kah-kit, Alan

Reply:

The mobile application ("App") for the Legislative Council ("LegCo") was developed in-house by the Information Technology ("IT") Office of the LegCo Secretariat. Social media accounts (including YouTube and Flickr) for LegCo were also set up by the IT Office. Maintenance and enhancement are undertaken by IT Office with no additional cost required.

2. As the Secretariat is planning to upload all open meetings of LegCo committees as well as other educational videos produced by the Secretariat onto the LegCo YouTube Channel in addition to the Council meetings, an annual cost of \$400,000 has been earmarked for outsourcing the uploading services.
3. No complaint about the said services has so far been received by the Secretariat.

CONTROLLING OFFICER'S REPLY

LC004

(Question Serial No. 2033)

Head: (112) Legislative Council Commission

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

Programme: (6) Corporate Liaison and Education and Visitor Services

Controlling Officer: Secretary General, Legislative Council Secretariat (Kenneth Chen)

Director of Bureau: Secretary General, Legislative Council Secretariat

This question originates from: Estimates on Expenditure Volume 1 Page 719 (if applicable)

Question (Member Question No. 45):

The number of requests by schools and teachers on educational resources and services received and processed by the Legislative Council ("LegCo") Secretariat last year soared from 60 in 2011-12 to 520 in 2012-13. Why was there such a change? Besides, it is estimated by the LegCo that only 90 requests will be processed this year. Has the demand been underestimated?

Asked by: Hon. LEONG Kah-kit, Alan

Reply:

The increase of requests for education resources and services from 60 in 2011-12 to 520 in 2012-13 was due to the increase of requests by schools for the new teaching kit produced by the Secretariat in the first Session of the Fifth Term of the Legislative Council. It is anticipated that the number of requests will resume normal in 2013-14 which is estimated to be about 90 per annum.

CONTROLLING OFFICER'S REPLY**LC005****(Question Serial No. 2731)**

Head: (112) Legislative Council Commission

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

Programme: (2) Council Business Services

Controlling Officer: Secretary General, Legislative Council Secretariat (Kenneth Chen)

Director of Bureau: Secretary General, Legislative Council Secretariat

This question originates from: Estimates on Expenditure Volume 1 Page 721 (if applicable)

Question (Member Question No. 4):

The estimated expenditure for Council Business Services in 2014-15 is \$44.1 million higher than the revised estimated expenditure in 2013-14. The increased expenditure involves the creation of 7 posts with an aim to meet the service standard for the production of the Official Record of Proceedings of the Legislative Council ("LegCo") and for the translation of committee papers. Are the 7 posts created to deal with the upsurge of workload in the production of the Official Record of Proceedings of LegCo and in the translation of committee papers resulting from filibustering by some LegCo Members in Council meetings? In 2013-14, as some Members filibustered at the Council meetings during which the 2013-14 Budget was scrutinized, how much additional workload was generated for the staff of the Council Business Divisions and what was the relevant expenditure incurred?

Asked by: Hon. TAM Yiu-chung

Reply:

The seven posts created in the Translation and Interpretation Division ("TID") of the Legislative Council ("LegCo") Secretariat include one Chief Translation Officer ("CTO") post (offset by the deletion of one Senior Translation Officer ("STO")), two STO posts, two Translation Officer ("TO") posts, one Administrative Assistant I ("AAI") post and one Administrative Assistant II ("AAII") post.

2. Under TID's performance pledge, the translated version of the Official Record of Proceedings of LegCo ("the Hansard") for a one-day Council meeting should be released within 24 working days after the relevant meeting. The annual workload of Hansard production has grown substantially by some 21% from some 7 million words in 2011-12 to some 8.45 million in 2012-13 due to longer Council meetings. As the existing two CTOs responsible for vetting Hansard translations can only manage to tackle a total workload of some 6.05 million words annually (with a capacity shortfall of about 2.4 million words), there has been a bottleneck in the vetting of Hansard translations, resulting in the slippages in the release of the translated versions of the Hansard for some Council meetings in the 2012-13 session. The upgraded CTO post is created to strengthen the translation vetting capacity in order to meet the Hansard service standard, in addition to enhancing the overall leadership for Hansard production and overseeing the provision of enhanced simultaneous interpretation ("SI") services.

3. With the addition of 10 Members, the translation workload generated from committee papers in the first year of the Fifth LegCo (i.e. 12.46 million words in 2012-13) has grown by some 23.3% compared with the corresponding period of the Fourth LegCo (i.e. 10.10 million words in 2008-09). The growth of workload is also attributable to the more diversified types of papers for translation and editing, coupled with the fact that the timeframe for the completion of translation assignments has become tighter, and the number of drafts involved has also increased. The two STO and two TO posts are created to ensure the efficient delivery of translation services for LegCo committees.

4. The AAI post and AAI post are created to cope with the increased workload of Chamber duties due to longer Council meetings, to co-ordinate and manage SI service bookings, and to strengthen administrative and logistics support essential to the effective delivery of translation services.

5. As regards the impact of filibustering on the workload of Council Business Divisions ("CBDs") in the 2013-14 session, the processing work of bills was mainly handled by CBD3 which is headed by Assistant Secretary General, supported by the following staff members:

- (a) 0.5 Chief Council Secretary;
- (b) 1.5 Senior Council Secretaries;
- (c) 0.5 Senior Administrative Assistant; and
- (d) 2 Administrative Assistants I.

6. The above staffing complement was not intended to deal with a large number of Committee Stage amendments ("CSAs") to a bill at a time. Given the unprecedented large number of CSAs received (762 in total, of which 710 were ruled admissible) to the Appropriation Bill 2013 ("the Bill"), the extremely short timeframe for processing such CSAs and the long Council meeting time taken to deal with the proceedings on the Bill (see table below), CBD3 through staff redeployment and a large amount of overtime work, absorbed the workload without recruiting additional staff. As all the staff concerned also carried out other duties concurrently, there is no separate breakdown of the cost incurred by the work relating to the Bill.

Total number of CSAs proposed by Members to the Appropriation Bill 2013 (considered by the Council from 17 April to 21 May 2013)	762 (of which 710 were ruled admissible)
Total time taken to deal with proceedings on the Bill: (a) resumption of Second Reading debate: 19 hours 9 minutes (b) Committee stage: 102 hours 25 minutes (c) Third Reading: 7 minutes	121 hours 41 minutes

CONTROLLING OFFICER'S REPLY

LC006

(Question Serial No. 4563)

Head: (112) Legislative Council Commission

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

Programme: (2) Council Business Services

Controlling Officer: Secretary General, Legislative Council Secretariat (Kenneth Chen)

Director of Bureau: Secretary General, Legislative Council Secretariat

This question originates from: Estimates on Expenditure Volume 1 Page 713 (if applicable)

Question (Member Question No. 583):

Please inform this Committee of the staffing complement for the preparation of background briefs for various committees of the Legislative Council ("LegCo"). What is the estimated annual expenditure on the above-mentioned task? Has the LegCo Secretariat considered making reference to similar work done by the Congressional Budget Office of the United States?

Asked by: Hon. LEUNG Kwok-hung

Reply:

There are four Council Business Divisions ("CBDs") in the Legislative Council Secretariat. A total of 17 committee teams in CBD1, CBD2 and CBD4 provide support services for about 50 committees of the Council (as provided for in the 2014-15 Estimates). Each team comprising a Chief Council Secretary, a Senior Council Secretary and a Council Secretary provides a wide range of administrative support and secretariat services to committees, including the preparation of background briefs.

2. The Research Office of the Information Services Division of the Secretariat produces research papers on a variety of topical issues, including budget-related matters, as necessary. The Secretariat will keep in view Members' research requirements and will seek the approval from The Legislative Council Commission for any expansion of the scope and scale of service provided by the Research Office.

CONTROLLING OFFICER'S REPLY

LC007

(Question Serial No. 6237)

Head: (112) Legislative Council Commission
Subhead (No. & title): (000) Operational expenses
Programme: (2) Council Business Services
Controlling Officer: Secretary General, Legislative Council Secretariat (Kenneth Chen)
Director of Bureau: Secretary General, Legislative Council Secretariat
This question originates from: Estimates on Expenditure Volume 1 Page 713 (if applicable)

Question (Member Question No. 63):

In February this year, the Legislative Council ("LegCo") Secretariat launched the LegCo Mobile Application ("LegCo App"). What are the manpower deployment and expenditure for its development and maintenance? What is the planned timetable and expenditure for adding new features to the "LegCo App"?

Asked by: Hon. MOK, Charles Peter

Reply:

The mobile application ("App") for the Legislative Council ("LegCo") was developed in-house by the Information Technology ("IT") Office of the LegCo Secretariat. Maintenance and enhancement are also undertaken by IT Office.

2. The Secretariat plans to launch the new features of LegCo App in September/October 2014. These new features, including electronic books (i.e. Rules of Procedures and House Rules) and App version of LegCo Webcast, will also be developed in-house by IT Office with no additional cost required.

CONTROLLING OFFICER'S REPLY

LC008

(Question Serial No. 6239)

Head: (112) Legislative Council Commission
Subhead (No. & title): (000) Operational expenses
Programme: (2) Council Business Services
Controlling Officer: Secretary General, Legislative Council Secretariat (Kenneth Chen)
Director of Bureau: Secretary General, Legislative Council Secretariat
This question originates from: Estimates on Expenditure Volume 1 Page 713 (if applicable)

Question (Member Question No. 64):

To promote open data, the Legislative Council ("LegCo") Secretariat has uploaded the voting results in machine readable digital format. What are the relevant manpower deployment and expenditure? Has it planned to publish more open data in machine readable format in 2014-15? If it has, what are the types of information, timetable, as well as the expenditure and manpower involved?

Asked by: Hon. MOK, Charles Peter

Reply:

The following information are available in machine readable format for public use:

- (a) voting results in respect of meetings of Legislative Council ("LegCo"), Finance Committee and House Committee available in XML format; and
- (b) Database on Legislative History of Bills which contains the key dates and amendment history of some 6 000 bills considered by LegCo since 1906 is available in XML and JSON formats.

The above projects were developed in-house by the Information Technology ("IT") Office of the LegCo Secretariat with no additional cost required.

2. It is the plan of the Secretariat to provide the Database for Particular Public Policy Issue which contains summaries of previous discussions of the Council and its committees on selected policy issues in XML and JSON format for public use in July/August 2014. This project will also be developed in-house by IT Office with no additional cost required.

3. The Secretariat will keep in view public demand and publish information in machine readable format progressively giving forward.

CONTROLLING OFFICER'S REPLY**LC009****(Question Serial No. 6621)**

Head: (112) Legislative Council Commission

Subhead (No. & title): (366) Remuneration and reimbursements for Members of the Legislative Council

Programme: (1) Members' Offices and Remuneration

Controlling Officer: Secretary General, Legislative Council Secretariat (Kenneth Chen)

Director of Bureau: Secretary General, Legislative Council Secretariat

This question originates from: Estimates on Expenditure Volume 1 Page 713 (if applicable)

Question (Member Question No. 246):

At present, the level of Office Operating Expenses Reimbursement ("OOER") for Members' offices (including the reimbursement of staff salaries) are adjusted in accordance with the movement of Consumer Price Index (C). In other words, the average increase in the remuneration of the staff of Members' offices can only be based on the annual inflation rate, and it is not possible for Members to grant a higher rate of pay increases to staff according to their accumulated experience or better work performance, unless Members reduce other office expenses. Will the Legislative Council Secretariat consider revising the mechanism for annual adjustment to the level of OOER for Members' offices in 2014-15, so that apart from making reference to the inflation rate, the experience accumulated by staff will also be taken into account as a factor for granting additional adjustment, as well as dealing with staff salaries and other reimbursement items under separate accounts? If it will, what is the work plan and schedule for the review and study? If it will not, what are the reasons?

Asked by: Hon. CHAN Ka-lok, Kenneth

Reply:

The reimbursement ceilings for the Legislative Council ("LegCo") Members' operating expenses and the mechanism for their annual adjustment according to Consumer Price Index C are proposed by the Administration and approved by the Finance Committee.

2. Members have been seeking to address the issues identified in the question for many years. As a matter of fact, a Subcommittee on Members' Remuneration and Operating Expenses Reimbursement is formed under the House Committee every term to study issues relating to Members' remuneration and operating expenses. In March 2011, the Subcommittee of the Fourth LegCo submitted a review report to the Administration on the resources required by Members for the performance of their LegCo duties. Some of the recommendations had already been accepted by the Administration and were implemented.

3. The Subcommittee of the Fifth LegCo, with the support of Members, is following up with the Administration on those recommendations in the review report not adopted by the Administration. These recommendations include funding for increments and end-of-service gratuities for Members' staff, as well as adjustment of funding according to periodical reviews and the Civil Service's annual pay adjustment. The Subcommittee has conducted a survey on the remuneration package and turnover rate of Members' staff. The Secretariat will consult the Subcommittee on the way forward based on the findings.

CONTROLLING OFFICER'S REPLY**LC010****(Question Serial No. 6622)**

Head: (112) Legislative Council Commission

Subhead (No. & title): (366) Remuneration and reimbursements for Members of the Legislative Council

Programme: (1) Members' Offices and Remuneration

Controlling Officer: Secretary General, Legislative Council Secretariat (Kenneth Chen)

Director of Bureau: Secretary General, Legislative Council Secretariat

This question originates from: Estimates on Expenditure Volume 1 Page 713 (if applicable)

Question (Member Question No. 247):

Regarding the processing of reimbursement claims for the operating expenses of Members' offices, will the Secretariat inform this Committee of the following:

- a) Given that reimbursement claims from different offices are handled by different teams of Secretariat staff and there may be discrepancies in the interpretation of the provisions of the Reimbursement Guide, what measures are taken by the Secretariat to ensure consistency in application?
- b) A publication of a Member' office containing photographs showing the logo of the political party with which the Member is affiliated is regarded as a publication co-produced by that Member and his or her political party, and a portion of the amount claimed will be deducted by the Secretariat. These circumstances have caused great inconvenience to all those Members with political affiliations. Can the relevant restriction be reviewed in 2014-15? If yes, what are the details of the relevant work? If no, what are the reasons?

Asked by: Hon. CHAN Ka-lok, Kenneth

Reply:

To ensure that the Guide for Reimbursement of Operating Expenses for Members of the Legislative Council ("Reimbursement Guide") is complied with consistently, Members' reimbursement claims are routinely reviewed by three levels of accounting staff, including the head of the Accounts Office, deputy accountants and accounting clerks. All team members involved in the processing of reimbursement claims will meet as and when necessary to share information and resolve reimbursement issues together. Where necessary, Deputy Secretary General ("DSG") or Secretary General ("SG") will be consulted.

2. Where a Member may claim a percentage of an expense, the Secretariat will discuss with the Member or his/her staff how the percentage should be worked out. All reasons and supporting documents provided by the Member or his/her assistant concerning the claims in question will be carefully considered, and any unresolved disagreement will be reviewed by DSG or SG.

3. Through the aforesaid review procedure and exchange of views between Members and the Secretariat, a reasonable solution which is consistent with principles and provisions in the Reimbursement Guide can normally be worked out.

4. The following paragraphs in the Reimbursement Guide govern the reimbursement for Members' publication expenses:

- (a) "A Member of the Legislative Council ("LegCo") is provided with reimbursement to cover expenses arising out of his/her LegCo duties" (paragraph 1 of the Reimbursement Guide);
- (b) "A Member should use public funds in an open, fair and accountable manner" (paragraph 9 of the Reimbursement Guide);
- (c) "Should there be a transaction in respect of which reimbursement is claimed or may be claimed, and there is a perceived conflict of interest, or the transaction has become a matter of public concern, the Member should take steps to resolve the conflict in favour of the public interest" (paragraph 11 of the Reimbursement Guide);
- (d) "...if certain work is not fully related to LegCo business or if it should more appropriately be classified as a dual-purpose activity in accordance with paragraph 80 below, only a portion of the related expenses should be claimed" (paragraph 65 of the Reimbursement Guide); and
- (e) "Where publications and publicity items also report the work and/or achievements of the Member's political party or an organization to which the Member is affiliated, or the work of the Member in his/her other capacity (such as a District Councillor), the expenses incurred on the production and distribution of such items should be shared on a fair basis. For example, reimbursement claims should be scaled down according to the percentage of printed areas not used solely for reporting the Member's LegCo work" (paragraph 80 of the Reimbursement Guide).

5. If the name of a Member or the name of his/her office appears in a photograph in the Member's publication, indicating that the Member is participating in an event in the capacity as a legislator (rather than as a member of the political party to which he/she is affiliated), no deduction of the reimbursement amount is required. In case where the Member's image is shown, but only with the name and/or logo of his political party (be they in the form of a banner or backdrop), normally 50% of the photograph is assumed to be for publicity of the political party and the related expenses shared on a 50:50 basis.

6. To enhance transparency of Members' claims, they are, after reimbursement, open for public inspection at the LegCo Library and subject to audit. To protect the use of public funds as well as the image of LegCo and its Members, the Secretariat has to review reimbursement claims carefully with a view to assisting Members concerned in preventing any actual and potential conflict of interests in their claims. The Secretariat will continue to work closely with Members and their staff to streamline the process in order to reduce workload of both the Secretariat and Members' Offices in processing reimbursement claims.

7. The reimbursement principles contained in the Reimbursement Guide are based on the recommendations of the Independent Commission on Remuneration for Members of the Executive Council and the Legislature, and Officials under the Political Appointment Systems of the HKSAR ("Independent Commission") and the Independent Commission Against Corruption. The Independent Commission advises the Administration on the resources to be made available to LegCo Members.

8. If Members have suggestions about the reimbursement principles, they should submit them to the Subcommittee on Members' Remuneration and Operating Expenses Reimbursement, which may after consulting all Members forward the suggestions to the Administration for consideration.

CONTROLLING OFFICER'S REPLY**LC011****(Question Serial No. 6623)**

Head: (112) Legislative Council Commission

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

Programme: (2) Council Business Services

Controlling Officer: Secretary General, Legislative Council Secretariat (Kenneth Chen)

Director of Bureau: Secretary General, Legislative Council Secretariat

This question originates from: Estimates on Expenditure Volume 1 Page 713 (if applicable)

Question (Member Question No. 249):

What are the staff turnover rates under the relevant Programme in the past 5 years? Please provide statistics on the turnover rates of different levels of staff with a breakdown by rank.

Asked by: Hon. CHAN Ka-lok, Kenneth

Reply:

In the past 5 years (i.e. from 1.4.2008 to 31.12.2013), the turnover rates of Secretariat staff concerned under different ranks are given below:

2008-09		
Ranks	Turnover	
	<i>Rate (%)</i>	<i>Number of staff</i>
Directorate	0%	0
CCS level	0%	0
SCS level	5%	3
CS level	9%	3
below CS level	4%	7
<i>Total for the year</i>	<i>5%</i>	<i>13</i>

2009-10		
Ranks	Turnover	
	<i>Rate (%)</i>	<i>Number of staff</i>
Directorate	0%	0
CCS level	11%	2
SCS level	7%	4
CS level	5%	2
below CS level	3%	5
<i>Total for the year</i>	<i>4%</i>	<i>13</i>

2010-11		
Ranks	Turnover	
	<i>Rate (%)</i>	<i>Number of staff</i>
Directorate	0%	0
CCS level	10%	2
SCS level	5%	3
CS level	2%	1
below CS level	7%	14
<i>Total for the year</i>	<i>6%</i>	<i>20</i>

2011-12		
Ranks	Turnover	
	<i>Rate (%)</i>	<i>Number of staff</i>
Directorate	9%	1
CCS level	0%	0
SCS level	12%	7
CS level	4%	2
below CS level	9%	21
<i>Total for the year</i>	<i>8%</i>	<i>31</i>

2012-13		
Ranks	Turnover	
	<i>Rate (%)</i>	<i>Number of staff</i>
Directorate	0%	0
CCS level	4%	1
SCS level	5%	3
CS level	4%	2
below CS level	4%	11
<i>Total for the year</i>	<i>4%</i>	<i>17</i>

2013-14 (up to 31 December 2013)		
Ranks	Turnover	
	<i>Rate (%)</i>	<i>Number of staff</i>
Directorate	0%	0
CCS level	0%	0
SCS level	0%	0
CS level	7%	4
below CS level	4%	12
<i>Total for the year</i>	<i>4%</i>	<i>16</i>

CONTROLLING OFFICER'S REPLY**LC012****(Question Serial No. 6624)**

Head: (112) Legislative Council Commission

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

Programme: (2) Council Business Services

Controlling Officer: Secretary General, Legislative Council Secretariat (Kenneth Chen)

Director of Bureau: Secretary General, Legislative Council Secretariat

This question originates from: Estimates on Expenditure Volume 1 Page 713 (if applicable)

Question (Member Question No. 250):

Every day the Legislative Council ("LegCo") receives many documents sent to the LegCo through various means by members of the public who request to have such documents circulated to all or some LegCo Members. Should such situation arise in the future, will the LegCo Secretariat consider switching to the electronic mode for circulating documents to Members in order to save manpower and paper? If it will not do so, what are the reasons?

Asked by: Hon. CHAN Ka-lok, Kenneth

Reply:

For written submissions received by the Public Complaints Office ("PCO") from members of the public who request for their submissions to be circulated to all Members, PCO will forward the softcopy of the submissions to all Members. As regards form letters from members of the public, PCO will only forward samples of those letters in softcopy to all Members.

2. For written submissions on a subject that falls within the purview of a committee, the committee clerk concerned will forward the softcopy of the submissions to the committee members. If the committee decides to discuss the subject at a future meeting, the hardcopy of the related submissions will be sent to members concerned according to their preference.

3. From time to time, there are members of the public who insist that the hardcopy of their letters or submissions be distributed to Members. The Legislative Council Secretariat will normally accede to their requests if sufficient copies have already been sent to the Secretariat.

CONTROLLING OFFICER'S REPLY

LC013

(Question Serial No. 6625)

Head: (112) Legislative Council Commission

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

Programme: (2) Council Business Services

Controlling Officer: Secretary General, Legislative Council Secretariat (Kenneth Chen)

Director of Bureau: Secretary General, Legislative Council Secretariat

This question originates from: Estimates on Expenditure Volume 1 Page 713 (if applicable)

Question (Member Question No. 251):

Will the Legislative Council ("LegCo") Secretariat recruit more simultaneous interpreters in 2014-15 to provide Putonghua and sign language interpretation services for all committee meetings? If it will, what will be the staffing complement and the estimated expenditure? If it will not, when it expects the LegCo to provide Putonghua and sign language interpretation services fully?

Asked by: Hon. CHAN Ka-lok, Kenneth

Reply:

The Legislative Council Commission ("the Commission") decided in December 2012 that as a policy objective, simultaneous Putonghua ("SP") and simultaneous sign language ("SSL") interpretation should be provided for all meetings of the Council and its committees, subject to the availability of qualified interpreters and necessary resources.

2. For SP interpretation service, the Commission will outsource the provision of the SP service for all open meetings of the Council and its committees with effect from 1 April 2014. The estimated annual cost for the service is \$5.56 million.

3. Regarding SSL interpretation service, the Commission has also outsourced the provision of this service for meetings of the Council and the service will continue in 2014-15. The estimated annual cost is \$0.6 million. With a view to extending the service to all open meetings of committees, an open tender was recently conducted in February 2014 but no tender submission was received. The Commission has therefore decided to defer extending the service to all committee meetings pending the supply of qualified interpreters on the market. To enhance the service in the interim, the Commission will invite quotations for the provision of SSL interpretation service for meetings of Finance Committee and its two subcommittees as well as House Committee. This enhanced service will be implemented in June 2014 subject to the availability of the qualified interpreters.

CONTROLLING OFFICER'S REPLY**LC014****(Question Serial No. 6626)**

Head: (112) Legislative Council Commission

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

Programme: (4) Redress System

Controlling Officer: Secretary General, Legislative Council Secretariat (Kenneth Chen)

Director of Bureau: Secretary General, Legislative Council Secretariat

This question originates from: Estimates on Expenditure Volume 1 Page 717 (if applicable)

Question (Member Question No. 252):

Regarding the staffing situation of the Complaints Division of the Legislative Council ("LegCo"), will the Secretariat inform this Committee of the following:

- a) How many posts in the LegCo Complaints Division are still vacant at present? What are the ranks and number of the vacant posts?
- b) What are the respective staff turnover rates of the LegCo Complaints Division in each of the past 5 years? Please provide a breakdown of the staff turnover rates of the LegCo Complaints Division and the overall staff turnover rates of the LegCo Secretariat for comparison; and
- c) What measures will the LegCo Secretariat adopt in 2014-15 to maintain the staff stability of the LegCo Complaints Division, with a view to providing better services to the public?

Asked by: Hon. CHAN Ka-lok, Kenneth

Reply:

As at 15 March 2014, one Administrative Assistant II post is vacant in the Public Complaints Office ("PCO") of the Complaints and Resources Management Division (formerly known as "the Complaints Division").

2. The turnover rate of PCO as compared to the overall turnover rate of the Secretariat is as follows:

	PCO		The Secretariat	
	Turnover rate	(Number of staff)	Turnover rate	(Number of staff)
2008-09	6%	1	5%	16
2009-10	0%	0	4%	14
2010-11	11%	2	6%	24
2011-12	0%	0	9%	39
2012-13	36% ^{Note}	6	5%	27
2013-14 (up to 31 December 2013)	0%	0	3%	18

^{Note} One Council Secretary and five Administrative Assistants in PCO resigned in 2012-13. The turnover rate is 36% which is exceptionally high comparing with other years

3. PCO comprises staff of various grades, namely Council Secretary, Administrative Assistant, Clerical Assistant and Office Assistant. While they are subject to postings to other divisions, the Secretariat will ensure that there is at any time in PCO a sufficient number of staff experienced in complaints handling to provide effective and efficient support for the Redress System. The Secretariat also provides training in areas such as handling of persistent complainants and enhancing emotional quotient for staff to equip them with the necessary skills and knowledge, enhance their performance and increase their confidence in work. Furthermore, continuous efforts will be made to streamline procedures to enhance work efficiency and productivity.

CONTROLLING OFFICER'S REPLY**LC015****(Question Serial No. 6627)**

Head: (112) Legislative Council Commission

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

Programme: (4) Redress System

Controlling Officer: Secretary General, Legislative Council Secretariat (Kenneth Chen)

Director of Bureau: Secretary General, Legislative Council Secretariat

This question originates from: Estimates on Expenditure Volume 1 Page 717 (if applicable)

Question (Member Question No. 253):

Regarding the cases which are being handled or have been concluded in 2013-14 by the Complaints Division of the Legislative Council ("LegCo"), what is the time required for individual cases from their commencement to conclusion? Please provide a breakdown with the time taken for processing the cases as set out below:

- a) not more than 3 months;
- b) 3 to 6 months;
- c) 6 months to 1 year;
- d) 1 to 2 years; and
- e) more than 2 years.

Asked by: Hon. CHAN Ka-lok, Kenneth

Reply:

The time taken by the Public Complaints Office ("PCO") of the Complaints and Resources Management Division (formerly known as the "Complaints Division") of the Legislative Council for concluding cases in 2013-14 (up to 31 December 2013) was as follows:

	Number of cases	Percentage
(a) not more than 3 months	15 546 ^{Note}	97.47%
(b) 3 to 6 months	268	1.68%
(c) 6 months to 1 year	82	0.52%
(d) 1 to 2 years	27	0.17%
(e) more than 2 years	26	0.16%
	15 949	100%

^{Note} The figure includes the 8 042 and 6 322 cases received and concluded by PCO on the following two subjects respectively:

- (i) the proposed excision of Tai Long Sai Wan from the country park area; and
- (ii) issues relating to the vetting and approval of domestic free television programme service licence applications.

CONTROLLING OFFICER'S REPLY

LC016

(Question Serial No. 6628)

Head: (112) Legislative Council Commission
Subhead (No. & title): (000) Operational expenses
Programme: (2) Council Business Services
Controlling Officer: Secretary General, Legislative Council Secretariat (Kenneth Chen)
Director of Bureau: Secretary General, Legislative Council Secretariat
This question originates from: Estimates on Expenditure Volume 1 Page 717 (if applicable)

Question (Member Question No. 254):

Since the commissioning of the Legislative Council ("LegCo") Complex, the trees in the garden on the podium of the Complex need replacing a number of times. What were the respective expenditures of LegCo on the replacement, management and maintenance of trees in 2013-14? What measures will the LegCo Secretariat adopt in 2014-15 to optimize the management and maintenance of trees within the precincts of the Complex?

Asked by: Hon. CHAN Ka-lok, Kenneth

Reply:

No tree in the Roof Garden of the Legislative Council ("LegCo") Complex and LegCo Square has been replaced since the commissioning of the Complex in 2011.

2. The LegCo Secretariat has engaged a professional horticultural service contractor to maintain the trees and plants in the LegCo Complex and LegCo Square. The annual expenditure for this outsourced service in 2013-14 was \$180,000, i.e. \$15,000 per month. The Secretariat will closely monitor the performance of the horticultural service contractor to ensure that trees and plants are properly maintained.

CONTROLLING OFFICER'S REPLY**LC017****(Question Serial No. 6633)**

Head: (112) Legislative Council Commission

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

Programme: (2) Council Business Services

Controlling Officer: Secretary General, Legislative Council Secretariat (Kenneth Chen)

Director of Bureau: Secretary General, Legislative Council Secretariat

This question originates from: Estimates on Expenditure Volume 1 Page 713 (if applicable)

Question (Member Question No. 271):

The Legislative Council ("LegCo") Secretariat provides lunch and even dinner for Members during Council meetings. What were the amounts of expenditure spent on preparing such meals in each of the past 3 years? What were the amounts of food waste generated from the preparation of such meals in each of the past 3 years? Will the LegCo Secretariat take measures to reduce the food waste generated? If it will, what are the details of such measures; if it will not, what are the reasons?

Asked by: Hon. CHAN Ka-lok, Kenneth

Reply:

To facilitate Members' attendance at Council meetings which are normally held continuously without breaks, the Legislative Council ("LegCo") Secretariat will arrange lunches and, where necessary, dinners for Members on Council meeting days. The actual expenditure on meals in the last three LegCo sessions are as follows:

<u>Session</u>	<u>Expenditure</u>
2011-12	\$561,264.20
2012-13	\$481,477.00
2013-14 (5 months: October 2013 to February 2014)	\$242,946.50

The above meal expenditure is shared among Members (the prevailing charge per head is under \$100 per meal). The Legislative Council Commission does not need to bear the cost.

2. The Secretariat normally engages caterers for the meals, and will try to keep surplus to a minimum when ordering food. Where there is surplus food, it will be donated to Foodlink Foundation, which is a registered charity, for re-distribution to the needy. In 2013, the total weight of food donated to the Foundation was 629.7kg (i.e. 7.16 kg per meal on average).

CONTROLLING OFFICER'S REPLY

LC018

(Question Serial No. 6634)

Head: (112) Legislative Council Commission
Subhead (No. & title): (000) Operational expenses
Programme: (2) Council Business Services
Controlling Officer: Secretary General, Legislative Council Secretariat (Kenneth Chen)
Director of Bureau: Secretary General, Legislative Council Secretariat
This question originates from: Estimates on Expenditure Volume 1 Page 713 (if applicable)

Question (Member Question No. 272):

Regarding the cleaners engaged in the outsourced cleaning work for the Legislative Council ("LegCo") Complex, will the Secretariat inform this Committee of the following:

- a) What was the overall turnover rate of such cleaners since the commissioning of the LegCo Complex?
- b) What are the details of the terms of employment for such cleaners, including their salaries, annual leave, working hours, etc.?
- c) Has the LegCo Secretariat adopted any measures to gauge the views of such cleaners so as to evaluate the contractor's performance and check whether there has been any violation of the contract terms? If it has, what are the details of the relevant measures? If not, what are the reasons?

Asked by: Hon. CHAN Ka-lok, Kenneth

Reply:

The turnover rate of cleaners employed by the cleansing contractor of the Legislative Council ("LegCo") Complex under the existing contract is 4.8%.

2. According to the service contract, the cleansing contractor is required to pay each cleaner/worker, during the service period, monthly wage in an amount not less than:

- (i) the Average Monthly Salary for Cleaner (general) as promulgated in the latest Quarterly Report of Wage and Payroll Statistics published by the Census and Statistics Department;
or
- (ii) statutory minimum wage plus paid rest days;

whichever is the higher. The contractor is also required to report to the Secretariat the result of each wage level review and make available documents and information for inspection by the Secretariat at any time.

3. Currently, the wage for cleaners is \$31 per hour and they normally work eight hours per day. The cleaners are entitled to one paid rest day for every period of seven days, 12 paid statutory holidays, and seven days of annual leave increasing progressively to a maximum of 14 days according to their length of service.

4. The contractor is required to provide on a quarterly basis and upon request of the Secretariat details of working hours, working days, payment of wages and record of contribution to the statutory provident fund schemes in respect of the cleaners employed for providing cleansing service for the LegCo Complex for inspection by the Secretariat.

CONTROLLING OFFICER'S REPLY

LC019

(Question Serial No. 6635)

Head: (112) Legislative Council Commission

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

Programme: (2) Council Business Services

Controlling Officer: Secretary General, Legislative Council Secretariat (Kenneth Chen)

Director of Bureau: Secretary General, Legislative Council Secretariat

This question originates from: Estimates on Expenditure Volume 1 Page 713 (if applicable)

Question (Member Question No. 273):

Since the commissioning of the Legislative Council ("LegCo") Complex, how many times has the passageway connecting the carparks of the LegCo Complex and Central Government Complex been used and how many persons have used it? Will the LegCo Secretariat review the functions of the passageway so as to ensure that the passageway is used only in emergency situations? If it will, what are the details? If it will not, what are the reasons?

Asked by: Hon. CHAN Ka-lok, Kenneth

Reply:

Since the commissioning of the Legislative Council ("LegCo") Complex, the passageway connecting the carparks of the LegCo Complex and Central Government Complex ("CGC") ("the passageway") has been used by users of the LegCo Complex on two occasions when the entrances of the LegCo Carpark was blocked by members of the public participating in demonstrations held in the vicinity of the LegCo Complex.

2. The Legislative Council Commission ("the Commission") reviewed the usage of the passageway in January 2014 and agreed that the passageway should be maintained in order to ensure unobstructed access to and departure from the LegCo Complex by Members, as well as public officers and other persons on official business at the LegCo Complex. The Commission also agreed that the passageway should be used as a reserve vehicular thoroughfare subject to the following conditions being met:

- (a) Tim Mei Avenue, Legislative Council Road or the entrance of the LegCo Carpark being blocked; and
- (b) upon the request of the Member or the person on official business in the LegCo Complex who has parked his/her car in the LegCo Carpark.

3. The Commission also authorized the Chief Security Officer of the LegCo Secretariat to give permission for the passageway to be used in order to provide unobstructed access to or departure from the LegCo Complex by Members, as well as public officers and other persons on official business at the Complex in circumstances not falling under 2(a) and 2(b) above, where there are compelling security circumstances which may render the use of the passageway necessary.

CONTROLLING OFFICER'S REPLY**LC020****(Question Serial No. 6636)**

Head: (112) Legislative Council Commission

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

Programme: (2) Council Business Services

Controlling Officer: Secretary General, Legislative Council Secretariat (Kenneth Chen)

Director of Bureau: Secretary General, Legislative Council Secretariat

This question originates from: Estimates on Expenditure Volume 1 Page 713 (if applicable)

Question (Member Question No. 274):

What are the monthly expenditures on electricity and water supply since the commissioning of the Legislative Council ("LegCo") Complex? Will the LegCo Secretariat allocate resources for adopting measures to reduce the consumption of electricity and water? If it will, what are the relevant details? If not, what are the reasons?

Asked by: Hon. CHAN Ka-lok, Kenneth

Reply:

The Legislative Council ("LegCo") Secretariat has no information on water supply expenses as fresh water and flushing water for the LegCo Complex are provided by the Administration.

2. The monthly electricity consumption and charges for the LegCo Complex are as follows:

Month	Electricity consumption (kWh)	Electricity charge^{Note 2} (\$)
May 2011 to January 2012 ^{Note 1}	-	5,468,599
February 2012	847,125	1,204,709
March 2012	790,040	1,138,051
April 2012	903,709	1,239,211
May 2012	811,779	1,062,426
June 2012	811,122	1,059,154
July 2012	796,768	1,043,144
August 2012	713,916	931,237
September 2012	698,654	911,734
October 2012	675,613	884,076
November 2012	699,221	912,195
December 2012	667,036	874,563

Month	Electricity consumption (kWh)	Electricity charge^{Note 2} (\$)
January 2013	698,843	934,831
February 2013	687,536	927,374
March 2013	617,640	839,004
April 2013	685,296	922,665
May 2013	689,162	931,369
June 2013	720,738	969,129
July 2013	707,277	953,092
August 2013	664,316	892,040
September 2013	658,121	882,152
October 2013	644,944	871,983
November 2013	652,929	883,690
December 2013	623,243	848,808
January 2014	640,000	868,105
February 2014	631,740	853,418

Note

¹ During the initial occupation period, electricity costs were shared between The Legislative Council Commission ("the Commission") and Architectural Services Department's contractors.

² Percentage increase in electricity tariff of the Hongkong Electric Company Limited for period from 2012 to 2014 is summarized below:

Year	2012	2013	2014
Increase in tariff (%)	6.3	2.9	0

3. Apart from the electricity expenses shown above, the Commission needs to bear part of the expenses on electricity for the central chiller plant and seawater pump house after moving into the LegCo Complex. The consumption and expenditure in the past two years are as follows:

Year	Electricity consumption (kWh)	Electricity charge (\$)
2012-13	2,756,676	3,786,810
2013-14 (from April 2013 to February 2014)	2,219,864	3,140,111

4. The electricity consumption for the LegCo Complex in 2013 has decreased by 12% as compared to 2012. The LegCo Secretariat will continue to explore and implement additional measures to reduce electricity consumption in the LegCo Complex.

5. The LegCo Secretariat is committed to operate in an environmentally responsible manner. Since 1999, the Commission has regularly published the "Secretary General's Environmental Report", which is appended to the Commission's annual report, to set out the environmental goal, policy, management targets and measures adopted by the Commission. All staff members of the Secretariat are required to make their best efforts to protect the environment.