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Replies to initial written questions raised by Legislative Council Members in examining the Estimates of Expenditure 2022-23

Director of Bureau : Secretary for Civil Service

Session No. : 1

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CONTROLLING OFFICER'S REPLY

CSB001

(Question Serial No. 0258)

Head: (143) Government Secretariat: Civil Service Bureau
Subhead (No. & title): (000) Operational expenses
Programme: (2) Human Resource Management
Controlling Officer: Permanent Secretary for the Civil Service (Mrs Ingrid YEUNG)
Director of Bureau: Secretary for the Civil Service

Question:

During 2022-23, the Civil Service Bureau will review and update the assessment content of the Basic Law Test for civil service recruitment, and include the National Security Law in the scope of assessment. When does the Government expect to complete the updating work and proceed with its implementation? What are the details of the manpower deployment?

Asked by: Hon CHAN Chun-ying (LegCo internal reference no.: 22)

Reply:

In order to ensure that new recruits to the civil service will have basic understanding of the Basic Law and the National Security Law, we are reviewing and updating the assessment content of the Basic Law Test, and will include the National Security Law in the scope of assessment to render the test better-suited to the requirements of the relevant civil service posts.

We believe that the updated Basic Law and National Security Law Test can further promote the learning and deepen the understanding of the Basic Law and the National Security Law among those who are interested in joining the civil service. The new assessment content will be incorporated in the Basic Law and National Security Law Test from mid-2022 onwards.

The Government deploys existing manpower to handle the above work.

- End -

CONTROLLING OFFICER'S REPLY

CSB002

(Question Serial No. 0259)

Head: (143) Government Secretariat: Civil Service Bureau
Subhead (No. & title): (000) Operational expenses
Programme: (4) Civil Service Training and Development
Controlling Officer: Permanent Secretary for the Civil Service (Mrs Ingrid YEUNG)
Director of Bureau: Secretary for the Civil Service

Question:

One of the responsibilities of the Civil Service Bureau is to provide and co-ordinate training programmes to civil servants. It is mentioned under Matters Requiring Special Attention in 2022-23 that the Bureau will enhance national studies training programmes for civil servants and further increase the number of training places in these programmes. In this connection, will the Government inform this Committee of the following:

1. the numbers of civil servants participating in national studies training programmes and the major areas of training involved in the past 2 years?
2. the number of additional training places expected to be provided and the estimated expenditure involved in 2022-23?

Asked by: Hon CHAN Chun-ying (LegCo internal reference no.: 23)

Reply:

The Civil Service College (the College) under the Civil Service Bureau organises national studies training programmes for civil servants at different levels. Such programmes can broadly be classified into local programmes and programmes held in the Mainland. The programmes mainly cover topics such as the country's Constitution and the Basic Law, the relationship between the Central Authorities and the Hong Kong Special Administrative Region, the National Security Law and national security, the latest national policies (such as the "Belt and Road" Initiative, the Guangdong-Hong Kong-Macao Greater Bay Area Development), and a host of other topics (including China's economic development, foreign affairs and national defence policies, environmental protection, advanced technology developments, social security issues, history and culture, etc.)

In the past two years, owing to the epidemic, all training programmes, thematic visits as well as staff exchange programmes in the Mainland had to be cancelled, and some of the local programmes had to be switched to the on-line delivery mode. In mid-2021, after the epidemic situation stabilised, we resumed some of the local programmes and also organised seminars via video conferencing. The number of civil servants participating in national

studies training programmes (including Basic Law training) in 2020 and 2021 was 7 100 and 24 500 respectively.

Despite the epidemic, we have spared no efforts to enhance national studies training through various new initiatives, which include –

- launching the “Tsinghua Lecture Series” (in December 2020) in collaboration with Tsinghua University and continuing to run it in 2021 to provide middle and senior-level civil servants with a series of pre-recorded lectures on national policies and the latest development in the Mainland.
- enhancing training for civil servants on the country’s foreign affairs, through strengthened collaboration with the Office of the Commissioner of the Ministry of Foreign Affairs in the Hong Kong Special Administrative Region (OCMFA). Since January this year, the College and OCMFA have been organising a series of monthly talks on the country’s foreign affairs.
- launching a Master Programme in Public Policy organised by Peking University in 2022 for senior civil servants nominated by their departments, while continuing to sponsor senior civil servants nominated by their departments to attend the Project of Hong Kong Public Administrative Talents, Executive Master of Public Administration Programme, Tsinghua University.

For 2022, as soon as the epidemic situation has stabilised, we will resume the training programmes held locally and in the Mainland, and step up efforts in enhancing the foundation training for new recruits. The number of trainees is expected to rise to 28 000. The estimated expenditure on national studies training programmes in 2022-23 is \$29 million.

- End -

CONTROLLING OFFICER'S REPLY

CSB003

(Question Serial No. 0887)

Head: (143) Government Secretariat: Civil Service Bureau
Subhead (No. & title): (-) Not Specified
Programme: (2) Human Resource Management
Controlling Officer: Permanent Secretary for the Civil Service (Mrs Ingrid YEUNG)
Director of Bureau: Secretary for the Civil Service

Question:

Rural areas in the northern New Territories are relatively inaccessible and generally have an ageing population. There are more elderly singletons who generally have difficulties in walking and seldom go to the urban areas. To help the rural areas in the fight against the COVID-19 epidemic, will the Government consider setting up Mobile Vaccination Stations regularly in the rural areas, including Ta Ku Ling and Sha Tau Kok, so that the elderly can find it convenient to get the first dose and the subsequent doses of vaccines?

Asked by: Hon CHAN Yuet-ming (LegCo internal reference no.: 10)

Reply:

The Government spares no effort in boosting the vaccination rate by diversifying the venues for COVID-19 vaccination with multi-pronged approach. For instance, Mobile Vaccination Stations have been rolled out since December 2021 to provide vaccination service in various districts including remote rural areas like Ta Kwu Ling. Besides, outreach vaccination events were also arranged, including provision of vaccination services for the local residents of Sha Tau Kok. In addition, we set up a Pop-up Community Vaccination Centre at Wo Hing Playground in Fan Ling in February 2022 to provide a new and convenient vaccination venue for the residents of North District. Furthermore, the Government is planning for outreach at-home vaccination services for the elderly and disabled with mobility issues who need home care services. We will make announcement on the plan upon finalising the relevant arrangements. We will also continue to closely monitor and assess the demand for vaccination to provide suitable vaccination services for members of the public in various districts.

- End -

CONTROLLING OFFICER'S REPLY

CSB004

(Question Serial No. 0397)

Head: (143) Government Secretariat: Civil Service Bureau
Subhead (No. & title): (-) Not Specified
Programme: (2) Human Resource Management
Controlling Officer: Permanent Secretary for the Civil Service (Mrs Ingrid YEUNG)
Director of Bureau: Secretary for the Civil Service

Question:

It is mentioned in the 2022-23 Budget that the Government created time-limited jobs in the public and private sectors through the Anti-epidemic Fund (AEF). As at end-2021, some 60 000 jobs were created, of which about 45 000 jobs were filled. Will the Bureau inform this Committee:

- (a) the sectors in which the appointments were offered and the numbers of people involved;
- (b) the gender, age and education profile of the appointees;
- (c) the ranges of salary and the numbers of people involved (broken down by 5,000-\$10,000, \$10,000-\$15,000 and above \$15,000);
- (d) the posts created by the Government, with a tabulated breakdown by (1) department, and (2) post title.

Asked by: Hon CHAU Siu-chung (LegCo internal reference no.: 7)

Reply:

- (a) To relieve the unemployment situation due to the epidemic and the anti-epidemic measures, the Government has earmarked a total of \$13.2 billion under the Anti-epidemic Fund in 2020 and 2021 to create around 60 000 time-limited jobs in the public and private sectors for people of different skill sets and academic qualifications under the two rounds of the Job Creation Scheme. The financial impact of the Job Creation Scheme will be absorbed by the Anti-epidemic Fund, which does not form part of the Appropriation Bill or the estimates on the General Revenue Account.

As at end January 2022, all 30 000 jobs created under the first round of the Job Creation Scheme have been filled, including around 5 100 technical and non-skilled workers, 3 500 cleansing and supporting staff, 1 800 staff providing administrative, executive and clerical support, 1 300 venue helpers, 3 000 staff working in the property management industry and 2 200 jobs under the first round of the Development Bureau's subsidy scheme to subsidise private companies to employ fresh graduates and

assistant professionals of the engineering, architectural, surveying, town planning and landscape architecture streams, etc.

Under the second round of the Job Creation Scheme which rolled out in the second quarter of 2021, around 30 000 jobs have been created so far. Among the jobs already created, around 18 000 jobs have been filled, including around 4 000 venue helpers, 1 600 cleansing and supporting staff, 1 300 technical and non-skilled workers, 2 150 jobs employing practitioners in the travel trade to provide operation and administrative support at Community Vaccination Centres and 1 500 jobs under the second round of the Development Bureau's subsidy scheme to subsidise private companies to employ fresh graduates and assistant professionals, etc.

- (b) According to the information provided by bureaux and departments (B/Ds), among the 60 000 jobs already created under the two rounds of the Job Creation Scheme, around half of the jobs require academic qualification of tertiary education or above while the remaining half require secondary education or below. The Civil Service Bureau does not collect information on gender, age and academic qualification of appointees.
- (c) The remuneration of the jobs varies depending on the requirements of the positions and the qualifications of appointees. According to the information provided by B/Ds, among the 60 000 jobs already created under the two rounds of the Job Creation Scheme, the monthly pay of around 60% of time-limited jobs range from \$10,000 to \$20,000, and the monthly pay of around 30% of jobs are at \$20,000 or above.
- (d) As at end January 2022, around 60 000 jobs have been created under the Job Creation Scheme. Among which, half of the jobs were created in the government sector. For example, around 7 400 jobs were created in the Food and Environmental Hygiene Department, including 4 900 venue helpers and 2 500 cleansing and supporting staff; 4 300 jobs were created in the Leisure and Cultural Services Department, including 2 900 venue helpers, 1 000 cleaning and supporting staff and 100 staff providing administrative, executive and clerical support. There are some more examples such as 1 650 jobs for carrying out Coronavirus Disease 2019-related duties created by the Department of Health and 1 300 technical and non-skilled workers engaged by the Water Supplies Department, etc.

- End -

CONTROLLING OFFICER'S REPLY

CSB005

(Question Serial No. 0398)

Head: (143) Government Secretariat: Civil Service Bureau
Subhead (No. & title): (-) Not Specified
Programme: (2) Human Resource Management
Controlling Officer: Permanent Secretary for the Civil Service (Mrs Ingrid YEUNG)
Director of Bureau: Secretary for the Civil Service

Question:

Regarding non-civil service contract (NCSC) staff, please advise this Committee on the following:

- (a) the latest figure of NCSC staff employed by various government departments, broken down by rank (high, middle and low by reference to the Master Pay Scale of civil servants) and by length of continuous service (less than 3 years, 3 to 5 years, 5 to 10 years, and over 10 years);
- (b) the number of those who have all along been serving in the same position, broken down by the length of continuous service as provided in (a); and
- (c) among the NCSC staff, how many of them have signed another contract because of a change in position? If any, please list the titles of their previous and current posts as well as the corresponding duties.

Asked by: Hon CHAU Siu-chung (LegCo internal reference no.: 8)

Reply:

- (a) As at 30 June 2021, there were 12 009 full-time^(Note 1) NCSC staff employed by bureaux/departments (B/Ds). The Civil Service Bureau does not collect information on the breakdown by salary band of the relevant positions as mentioned in the question. Nevertheless, according to the statistical information provided by B/Ds on the salary range, about 38.7% of NCSC staff received monthly pay between \$8,000 and \$15,999, 40.5% received monthly pay between \$16,000 and \$29,999, and 18.7% received monthly pay of \$30,000 or above. Details are set out at **Annex A**. The breakdown of the number of full-time NCSC staff by B/Ds and length of continuous service^(Note 2) as at 30 June 2021 is set out at **Annex B**.
- (b) For NCSC staff with continuous service of less than five year, the Civil Service Bureau does not collect information on whether they have served in the same or different positions. As at 30 June 2021, the number of full-time NCSC staff with continuous service of five years to less than 10 years and of 10 years or more in the same position are 1 005 and 1 410 respectively.

- (c) The NCSC Staff Scheme aims at providing B/Ds with a flexible means of employment for coping with the changing service or operational needs. B/Ds may employ additional NCSC staff having regard to their service or operational needs, while at the same time some NCSC staff may leave their positions upon conclusion of tasks or due to some other reasons. The Civil Service Bureau does not collect information on NCSC staff who have signed another contract because of a change in position.

Note 1: “Full-time” employment means employment under a “continuous contract” as defined by the Employment Ordinance. According to the Ordinance, an employee is regarded as being employed under a continuous contract if he or she works continuously for the same employer for four weeks or more, with at least 18 hours in each week.

Note 2: “Continuous service” refers to employment in the same NCSC position, as well as employment in different NCSC positions of the same department without a break in service.

**Breakdown of full-time non-civil service contract (NCSC) staff
by salary range
(position as at 30 June 2021)**

Monthly salary	No. of NCSC staff (and percentage to total)	
\$30,000 or above	2 240	(18.7%)
\$16,000 - \$29,999	4 869	(40.5%)
\$8,000 - \$15,999	4 651	(38.7%)
Below \$8,000	249	(2.1%)
Total	12 009	(100%)

**Breakdown of full-time non-civil service contract (NCSC) staff
by years of continuous service
(position as at 30 June 2021)**

Bureau/Department/Office	No. of NCSC staff				Total
	with less than three years of continuous service	with three years to less than five years of continuous service	with five years to less than ten years of continuous service	with ten years or more of continuous service	
Agriculture, Fisheries and Conservation Department	80	13	6	5	104
Architectural Services Department	21	2	7	-	30
Buildings Department	45	-	29	9	83
Census and Statistics Department	1 420	-	-	-	1 420
Chief Executive's Office	1	3	-	-	4
Chief Secretary and Financial Secretary's Offices	49	12	2	-	63
Civil Aid Service	3	-	-	-	3
Civil Aviation Department	4	-	1	1	6
Civil Engineering and Development Department	28	2	2	1	33
Civil Service Bureau	8	-	1	-	9
Commerce and Economic Development Bureau	14	5	8	8	35
Companies Registry	84	28	13	-	125
Constitutional and Mainland Affairs Bureau	7	-	-	-	7
Correctional Services Department	3	-	1	-	4
Customs and Excise Department	4	-	1	-	5
Department of Health	216	17	52	209	494

Bureau/Department/Office	No. of NCSC staff				Total
	with less than three years of continuous service	with three years to less than five years of continuous service	with five years to less than ten years of continuous service	with ten years or more of continuous service	
Department of Justice	20	2	14	1	37
Development Bureau	43	14	11	2	70
Drainage Services Department	41	2	23	9	75
Education Bureau	898	196	125	74	1 293
Efficiency Office	271	69	84	105	529
Electrical and Mechanical Services Department	88	209	133	313	743
Environment Bureau	2	3	-	-	5
Environmental Protection Department	199	11	10	-	220
Financial Services and the Treasury Bureau	5	-	-	-	5
Fire Services Department	17	4	4	1	26
Food and Environmental Hygiene Department	97	20	20	20	157
Food and Health Bureau	46	2	3	2	53
Government Flying Service	4	1	-	1	6
Government Laboratory	3	4	3	2	12
Government Logistics Department	6	1	10	9	26
Government Property Agency	2	-	1	-	3
Highways Department	18	7	7	1	33
Home Affairs Bureau	155	1	4	3	163
Home Affairs Department	304	66	51	32	453

Bureau/Department/Office	No. of NCSC staff				Total
	with less than three years of continuous service	with three years to less than five years of continuous service	with five years to less than ten years of continuous service	with ten years or more of continuous service	
Hong Kong Observatory	16	3	-	-	19
Hong Kong Police Force	10	2	5	-	17
Hongkong Post	272	192	302	757	1 523
Immigration Department	546	3	5	20	574
Information Services Department	5	3	11	2	21
Inland Revenue Department	133	19	8	5	165
Innovation and Technology Bureau	3	-	-	-	3
Innovation and Technology Commission	10	7	2	9	28
Intellectual Property Department	1	5	1	2	9
Invest Hong Kong	35	11	11	34	91
Judiciary	80	27	10	12	129
Labour and Welfare Bureau	14	3	7	1	25
Labour Department	7	1	1	22	31
Land Registry	45	1	7	18	71
Lands Department	85	12	2	-	99
Legal Aid Department	7	-	-	-	7
Leisure and Cultural Services Department	429	20	38	177	664
Marine Department	-	1	3	-	4
Office of the Communications Authority	42	21	33	36	132

Bureau/Department/Office	No. of NCSC staff				Total
	with less than three years of continuous service	with three years to less than five years of continuous service	with five years to less than ten years of continuous service	with ten years or more of continuous service	
Office of the Government Chief Information Officer	2	-	-	-	2
Official Receiver's Office	8	6	-	3	17
Planning Department	11	5	7	2	25
Radio Television Hong Kong	62	33	32	16	143
Rating and Valuation Department	32	3	2	3	40
Registration and Electoral Office	951	31	121	9	1 112
Security Bureau	21	12	1	3	37
Social Welfare Department	66	4	14	-	84
Trade and Industry Department	20	3	15	15	53
Transport and Housing Bureau	5	4	1	-	10
Transport Department	37	4	4	4	49
Treasury	41	1	1	-	43
University Grants Committee Secretariat	24	2	1	2	29
Water Supplies Department	28	1	12	17	58
Working Family and Student Financial Assistance Agency	216	23	70	52	361
Total	7 470	1 157	1 353	2 029	12 009

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CONTROLLING OFFICER'S REPLY

CSB006

(Question Serial No. 0229)

Head: (143) Government Secretariat: Civil Service Bureau
Subhead (No. & title): (-) Not Specified
Programme: (2) Human Resource Management
Controlling Officer: Permanent Secretary for the Civil Service (Mrs Ingrid YEUNG)
Director of Bureau: Secretary for the Civil Service

Question:

It is stated in the Budget Speech that the Government's target of zero growth in the civil service establishment will remain unchanged in 2022-23, with the aim of ensuring the sustainability of public finances. It is expected that as at the end of March 2023, there will be about 197 000 posts in the civil service establishment. Please inform this Committee of the following:

1. apart from civil servants in the establishment, how many non-civil service contract staff and outsourced workers paid by public funds are there in the past 3 years? Which departments are they from?
2. the resignation of civil servants in the establishment in the past 3 years, broken down by grade and age.

Asked by: Hon CHOW Man-kong (LegCo internal reference no.: 6)

Reply:

1. The number of staff required by bureaux/departments (B/Ds) at different times would depend on the prevailing operational needs, including some time-limited service needs (such as 2021 Population Census). The number of non-civil service contract (NCSC) staff employed will decrease immediately upon the conclusion of these time-limited tasks. As a result, the employment figures of B/Ds fluctuate from time to time during the year and it is difficult to provide a figure throughout the year. Therefore, for statistical purpose, the number of NCSC staff employed by B/Ds on a certain date during the year is adopted instead. The number of full-time^(Note) NCSC staff employed by B/Ds as at 30 June 2019, 30 June 2020 and 30 June 2021 is set out at **Annex**.

It is up to the decision of individual B/Ds to determine what kinds of services to be outsourced and hence this Bureau does not have the relevant figures on outsourced workers.

Note: "Full-time" employment means employment under a "continuous contract" as defined by the Employment Ordinance. According to the Ordinance, an employee is regarded as being

employed under a continuous contract if he or she works continuously for the same employer for four weeks or more, with at least 18 hours in each week.

2. In the past three years from 2018-19 to 2020-21, the numbers of resignation of civil servants were 1 443, 1 571 and 1 863 respectively, involving about 150 civil service grades each year on average. A breakdown of the number of resignation of civil servants by age group is set out below -

Age Group	2018-19	2019-20	2020-21
Below 20	2	7	5
20 to below 30	660	699	664
30 to below 40	404	469	674
40 to below 50	193	191	312
50 to below 60	154	168	177
60 and above	30	37	31
Total	1 443	1 571	1 863

**Employment of full-time non-civil service contract staff
in Bureaux/Departments/Offices**

Bureau / Department / Office	Position as at 30 June 2019	Position as at 30 June 2020	Position as at 30 June 2021
Agriculture, Fisheries and Conservation Department	140	178	104
Architectural Services Department	23	30	30
Auxiliary Medical Service	1	1	-
Buildings Department	114	126	83
Census and Statistics Department	185	368	1 420
Chief Executive's Office	5	5	4
Chief Secretary and Financial Secretary's Offices	43	34	63
Civil Aid Service	-	27	3
Civil Aviation Department	4	3	6
Civil Engineering and Development Department	27	15	33
Civil Service Bureau	1	1	9
Commerce and Economic Development Bureau	32	37	35
Companies Registry	119	126	125
Constitutional and Mainland Affairs Bureau	5	8	7
Correctional Services Department	6	5	4
Customs and Excise Department	9	10	5
Department of Health	386	373	494
Department of Justice	55	40	37
Development Bureau	65	71	70
Drainage Services Department	82	73	75
Education Bureau	1 210	1 292	1 293
Efficiency Office	446	473	529

Bureau / Department / Office	Position as at 30 June 2019	Position as at 30 June 2020	Position as at 30 June 2021
Electrical and Mechanical Services Department	707	738	743
Environment Bureau	4	5	5
Environmental Protection Department	74	101	220
Financial Services and the Treasury Bureau	4	5	5
Fire Services Department	27	27	26
Food and Environmental Hygiene Department	168	158	157
Food and Health Bureau	20	30	53
Government Flying Service	7	4	6
Government Laboratory	13	14	12
Government Logistics Department	29	26	26
Government Property Agency	4	5	3
Highways Department	58	51	33
Home Affairs Bureau	51	128	163
Home Affairs Department	473	540	453
Hong Kong Observatory	18	21	19
Hong Kong Police Force	21	14	17
Hongkong Post	1 697	1 590	1 523
Immigration Department	474	567	574
Information Services Department	24	23	21
Inland Revenue Department	149	163	165
Innovation and Technology Bureau	1	2	3
Innovation and Technology Commission	38	38	28
Intellectual Property Department	15	13	9
Invest Hong Kong	83	89	91
Judiciary	122	113	129
Labour and Welfare Bureau	21	27	25
Labour Department	38	38	31
Land Registry	82	75	71

Bureau / Department / Office	Position as at 30 June 2019	Position as at 30 June 2020	Position as at 30 June 2021
Lands Department	105	88	99
Legal Aid Department	3	8	7
Leisure and Cultural Services Department	915	680	664
Marine Department	5	4	4
Office of the Communications Authority	127	153	132
Office of the Government Chief Information Officer	3	3	2
Official Receiver's Office	30	19	17
Planning Department	26	22	25
Radio Television Hong Kong	171	162	143
Rating and Valuation Department	25	36	40
Registration and Electoral Office	558	1 125	1 112
Security Bureau	39	37	37
Social Welfare Department	57	74	84
Trade and Industry Department	44	48	53
Transport and Housing Bureau	10	8	10
Transport Department	69	53	49
Treasury	14	56	43
University Grants Committee Secretariat	24	28	29
Water Supplies Department	66	57	58
Working Family and Student Financial Assistance Agency	773	465	361
Total	10 444	11 027	12 009

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CONTROLLING OFFICER'S REPLY

CSB007

(Question Serial No. 0220)

Head: (143) Government Secretariat: Civil Service Bureau
Subhead (No. & title): (-) Not Specified
Programme: (2) Human Resource Management
Controlling Officer: Permanent Secretary for the Civil Service (Mrs Ingrid YEUNG)
Director of Bureau: Secretary for the Civil Service

Question:

In the light of the deteriorating epidemic situation, the Government has implemented, on several occasions since 2020, the work from home (WFH) arrangement for civil servants. In this connection, will the Government please:

1. set out, by department and in table form, the number of civil servants under WFH arrangements and the number of WFH days; if the relevant data is not available, please advise on the reasons for that; and
2. set out, by department and in table form, the impact on public services due to the implementation of WFH arrangements by government departments?

Asked by: Hon HO Kwan-yiu, Junius (LegCo internal reference no.: 7)

Reply:

COVID-19 can be transmitted through either respiratory droplets or contact. An effective way to contain the spread of the virus is go out less and reduce social activities, and maintain appropriate social distance with other people as far as possible. The Centre for Health Protection had also strongly advised the public accordingly. Against this background, the Government would implement special work arrangement for government employees at the time when the epidemic situation deteriorated since 2020 so as to reduce the number of people going out and the chance of spreading the virus at the workplace. The Government also appealed to private enterprises to adopt the same arrangement. Besides, the Government has also adopted other measures to reduce the flow of people in government premises, such as suspending counter services for accepting applications and encouraging members of the public to use alternative means, such as the post, drop-in boxes or online channels, to receive the services they need as far as possible. On the other hand, civil servants play an important role and have an undeniable responsibility in the fight against the epidemic. The implementation of the special work arrangement for government employees may also release manpower as well as allow the Government to mobilise all available manpower and resources for anti-epidemic work, while maintaining the provision of emergency services and essential public services. Under this arrangement, government employees, no matter what their original duties are, should stand ready at all

times to join in the anti-epidemic work when called upon by their departments. At present, over 70% of the government employees had been mobilised to prevent and fight against the epidemic at different times and different posts. To reduce the flow of people and social contact, departments may arrange staff to stagger working and lunch hours, and some of them to work by roster while ensuring the operation being unaffected. When fighting against the epidemic in full swing, government departments must continue to provide emergency services and essential public services. To meet the needs of the public, quite a number of departments are still providing limited services, whereas several departments have also been maintaining necessary counter and hotline services.

To focus on the control of the epidemic and reduce the flow of people, some adjustments to non-emergency services would be unavoidable. Besides, some offices might need to suspend services due to staff having contracted COVID-19. Manpower might also be affected when some staff were put under isolation or quarantine, thereby affecting the provision of public services to some extent. The Government understood that the reduction in public services in view of the epidemic would cause inconvenience to members of the public, and had therefore reminded all departments to make public announcements about the changes in the provision of their public services as soon as practicable.

- End -

CONTROLLING OFFICER'S REPLY

CSB008

(Question Serial No. 0819)

Head: (143) Government Secretariat: Civil Service Bureau

Subhead (No. & title): (-) Not Specified

Programme: (2) Human Resource Management

Controlling Officer: Permanent Secretary for the Civil Service (Mrs Ingrid YEUNG)

Director of Bureau: Secretary for the Civil Service

Question:

Regarding the Government's present efforts in the fight against the epidemic, a total funding of \$13.2 billion has been earmarked under the Anti-epidemic Fund to create time-limited jobs in the public and private sectors.

- (1) Has the funding been used to recruit serving or retired civil servants to carry out anti-epidemic work?
- (2) What are the manpower and expenses on allowances involved in deploying serving civil servants to participate in the anti-epidemic work?
- (3) What are the manpower and expenditure involved in re-employing retired civil servants to participate in the anti-epidemic work?

Asked by: Hon KWOK Ling-lai, Lillian (LegCo internal reference no.: 4)

Reply:

- (1) To relieve the unemployment situation due to the epidemic and the anti-epidemic measures, the Government has earmarked a total of \$13.2 billion under the Anti-epidemic Fund (AEF) in 2020 and 2021 to create around 60 000 time-limited jobs in the public and private sectors for people of different skill sets and academic qualifications. In view of the persistent unemployment situation due to the epidemic, the Government has earmarked an additional \$6.6 billion to additionally create around 30 000 time-limited jobs under the sixth round of the AEF. The financial impact of the Job Creation Scheme will be absorbed by the AEF, which does not form part of the Appropriation Bill or the estimates on the General Revenue Account. Time-limited jobs created under the Job Creation Scheme do not cover civil service posts or post-retirement service contract positions.
- (2) The Civil Service Regulations (CSRs) have set out the criteria for civil servants to receive various allowances (such as Subsistence Allowance, Shift Duty Allowance and Overtime Allowance) under different circumstances. As long as civil servants meet the relevant requirements under the CSRs, Heads of Departments (HoDs) may grant them the appropriate allowances. In addition, HoDs may also submit Job-related

Allowance (JRA) proposals to the Civil Service Bureau (CSB) (e.g. Hardship Allowance) in accordance with the CSRs having regard to the actual working conditions of civil servants in different positions. Whether for the fight against the epidemic or other matters, CSB considers such proposals with strict standards. Under the framework of the CSRs or CSB' s approval, it is the responsibility of the relevant policy bureaux and departments to calculate the actual working hours and the number of staff involved. CSB does not keep information on the manpower and expenditures related to allowances granted by individual departments to serving civil servants who have participated in anti-epidemic work.

- (3) CSB does not collect the information on the manpower arrangement and expenditure of respective bureaux and departments on the employment of retired civil servants for anti-epidemic work.

- End -

CONTROLLING OFFICER'S REPLY

CSB009

(Question Serial No. 0494)

Head: (143) Government Secretariat: Civil Service Bureau
Subhead (No. & title): (-) Not Specified
Programme: (4) Civil Service Training and Development
Controlling Officer: Permanent Secretary for the Civil Service (Mrs Ingrid YEUNG)
Director of Bureau: Secretary for the Civil Service

Question:

Regarding civil service training, will the Government inform this Committee of the following:

1. What are the respective numbers of additional training programmes and places for civil servants to attend training in the Mainland? What are those additional programmes to be introduced
2. How many exchanges with the Mainland have been organised since the expansion of the Civil Service Staff Exchange Programme to cover the Mainland municipalities in the Guangdong-Hong Kong-Macao Greater Bay Area (Greater Bay Area)? Had the exchanges that were aborted due to the pandemic been conducted online? Have there been any arrangements for “taking up temporary positions for exchanges” with the Mainland under the exchange programme? If no, what is the outcome of the current discussion with the Mainland? When will the arrangements be implemented?
3. What are the details of efforts to continue enhancing the contents of the thematic visits to the Mainland municipalities in the Greater Bay Area? What are the municipalities that have been covered in the thematic visits in the past 3 years?

Asked by: Hon KWOK Wai-keung (LegCo internal reference no.: 5)

Reply:

The Civil Service Bureau has been committed to enhancing national studies training for civil servants, and such efforts include arranging for more civil servants to join national studies programmes and thematic visits in the Mainland. The number of training places for officers to attend training in the Mainland increased from 640 in 2015 to 1 000 in 2019. In the past two years (2020 and 2021), owing to the epidemic, all training programmes, thematic visits as well as staff exchange programmes in the Mainland had to be cancelled, rendering it not possible for civil servants to attend training in the Mainland. In any case, following the establishment of the Civil Service College (the College) in December 2021, we will strive to enhance training on this front. For 2022, the College looks forward to resuming, as soon as the epidemic situation has stabilised, its training programmes and exchange activities in the Mainland, and further increasing the number of training places in

the national studies training programmes jointly organised with nine Mainland institutions (including the National Academy of Governance, China Foreign Affairs University, Peking University, Tsinghua University, Zhejiang University, Nanjing University, Wuhan University, Jinan University and Sun Yat-sen University). The College is pursuing discussions with the relevant Mainland counterparts regarding the arrangements for provision of more training places.

To further promote cooperation between Hong Kong and the Mainland municipalities in the Guangdong-Hong Kong-Macao Greater Bay Area (GBA), the College will extend the Civil Service Staff Exchange Programme to cover the Mainland municipalities in the GBA, and continue to enhance the contents of the thematic visits to the Mainland municipalities in the GBA. The thematic visits in 2019 included Shenzhen, Dongguan, Huizhou, Guangzhou, Foshan and Zhongshan. The programme contents covered mainly innovation and technology, economic development, smart city planning, environmental protection, etc. For the Staff Exchange Programme, officers from Hong Kong and the Mainland are attached to each other's side to share experience and expertise, foster networking and communication, and gain first-hand experience of the host city's latest development. It is more appropriate for such activities to be conducted physically. We are exploring with the relevant Mainland authorities possible ways to deepen such exchanges. Specific programme arrangements are pending confirmation. The term "serving temporary posts" ("掛職") carries a specific connotation in the Mainland, and may not be very applicable to the arrangement of mutual staff exchanges between the HKSAR Government and the Mainland municipal authorities. Thus, the programme is named the "Civil Service Staff Exchange Programme".

- End -

CONTROLLING OFFICER'S REPLY

CSB010

(Question Serial No. 0499)

Head: (143) Government Secretariat: Civil Service Bureau
Subhead (No. & title): (-) Not Specified
Programme: (2) Human Resource Management
Controlling Officer: Permanent Secretary for the Civil Service (Mrs Ingrid YEUNG)
Director of Bureau: Secretary for the Civil Service

Question:

As regards the work of human resources management, will the Government inform this Committee of the following:

1. Following the completion of the Grade Structure Review for the Disciplined Services Grades, have the recommendations of the Standing Committee on Disciplined Services Salaries and Conditions of Service and the Standing Committee on the Directorate Salaries and Conditions of Service been fully implemented? Please list the recommendations which have been implemented and provide an implementation timetable for those which have not yet been implemented;
2. When is the National Security Law expected to be included in the scope of assessment for civil service recruitment this year?
3. As regards efforts to continue keeping the size of the civil service establishment under control, the Financial Secretary pointed out that the civil service establishment recorded zero growth in the previous year. Which departments increased/requested to increase their establishment and what are the respective numbers for the preceding 3 years?
4. How many supernumerary posts are there currently? Please provide a breakdown by bureau and department.

Asked by: Hon KWOK Wai-keung (LegCo internal reference no.: 6)

Reply:

1. The recommendations made by the Standing Committee on Disciplined Services Salaries and Conditions of Service (SCDS) and the Standing Committee on Directorate Salaries and Conditions of Service on the grade structure review (GSR) for the disciplined services cover areas including pay, conditions of service, grade structure, etc. With the approval of the Finance Committee (FC) of the Legislative Council, the recommendations on salary and increment were implemented with effect from 1 September 2021. The adjusted salaries and back pay were released to officers concerned at the end of October of the same year. The Civil Service Bureau (CSB) has already processed and approved the job-related allowance proposals submitted by

the disciplined services departments under the context of the GSR for the disciplined services in accordance with the established mechanism. As regards the matters relating to conditions of service under the GSR, CSB has also taken note of the comments made by the SCDS.

In addition, the GSR Report also recommends to create a permanent deputy commissioner or deputy director post each in the Correctional Services Department, Customs and Excise Department, Fire Services Department and Immigration Department and to upgrade the post of Controller, Government Flying Service. The Security Bureau is planning to consult the Panel on Security of the Legislative Council in May 2022 and then proceed to seek the endorsement of the Establishment Subcommittee. The target is to implement the proposals after the endorsement of FC in mid-2022.

2. In order to ensure that new recruits to the civil service will have basic understanding of the Basic Law and the National Security Law, we are reviewing and updating the assessment content of the Basic Law Test, and will include the National Security Law in the scope of assessment to render the test better-suited to the requirements of the relevant civil service posts.

We believe that the updated Basic Law and National Security Law Test can further promote the learning and deepen the understanding of the Basic Law and the National Security Law among those who are interested in joining the civil service. The new assessment content will be incorporated in the Basic Law and National Security Law Test from mid-2022 onwards.

3. According to the Estimates of Expenditure from 2019-20 to 2021-22, the estimated changes in the civil service establishment of bureaux/departments/offices are set out at **Annex A**.
4. According to the 2022-23 Estimates of Expenditure, the number of supernumerary directorate posts in various bureaux/departments/offices as at 31 March 2022 is set out at **Annex B**.

**Change in Civil Service Establishment^{Note}
by Bureaux/Departments/Offices from 2019-20 to 2021-22**

Bureau / Department / Office	Change in Establishment		
	2019-20	2020-21	2021-22
Agriculture, Fisheries and Conservation Department	+ 36	+ 76	+ 14
Architectural Services Department	+ 81	+ 58	- 4
Audit Commission	-	+ 1	+ 1
Auxiliary Medical Service	-	-	-
Buildings Department	+ 72	+ 106	- 2
Census and Statistics Department	+ 74	+ 50	- 95
Chief Executive's Office	-	-	-
Chief Secretary and Financial Secretary's Offices	+ 8	+ 19	- 3
Civil Aid Service	-	+ 7	+ 2
Civil Aviation Department	+ 26	+ 85	+ 1
Civil Engineering and Development Department	+ 69	+ 52	- 13
Civil Service Bureau	+ 25	+ 10	- 3
Commerce and Economic Development Bureau (Commerce, Industry and Tourism Branch)	+ 30	+ 7	- 13
Commerce and Economic Development Bureau (Communications and Creative Industries Branch)	+ 4	+ 2	-
Companies Registry	+ 9	+ 6	-
Constitutional and Mainland Affairs Bureau	+ 22	+ 3	-
Correctional Services Department	+ 33	+ 130	-
Customs and Excise Department	+ 186	+ 293	- 2
Department of Health	+ 336	+ 76	+ 76
Department of Justice	+ 15	+ 57	- 8
Development Bureau (Planning and Lands Branch)	+ 22	+ 17	+ 7
Development Bureau (Works Branch)	+ 140	+ 30	+ 1
Drainage Services Department	+ 30	+ 58	-
Education Bureau	+ 199	+ 115	+ 10
Electrical and Mechanical Services Department	+ 79	+ 97	- 9
Environment Bureau	+ 3	-	-
Environmental Protection Department	+ 176	+ 61	- 8
Financial Services and the Treasury Bureau (Financial Services Branch)	+ 1	-	-

Bureau / Department / Office	Change in Establishment		
	2019-20	2020-21	2021-22
Financial Services and the Treasury Bureau (The Treasury Branch)	+ 4	+ 22	+ 3
Fire Services Department	+ 116	+ 177	+ 112
Food and Environmental Hygiene Department	+ 83	+ 138	- 2
Food and Health Bureau (Food Branch)	+ 1	+ 3	-
Food and Health Bureau (Health Branch)	+ 28	+ 29	-
General Expenses of the Civil Service	-	-	-
Government Flying Service	+ 30	+ 22	+ 5
Government Laboratory	+ 15	+ 3	+ 6
Government Logistics Department	+ 20	+ 16	-
Government Property Agency	+ 69	+ 70	-
Highways Department	+ 71	+ 66	- 42
Home Affairs Bureau	+ 17	+ 7	+ 35
Home Affairs Department	+ 69	+ 66	- 8
Hong Kong Monetary Authority	- 2	- 3	- 2
Hong Kong Observatory	+ 25	+ 7	+ 1
Hong Kong Police Force	+ 179	+2 543	- 16
Hospital Authority	- 135	- 105	- 95
Housing Authority	+ 90	+ 173	+ 73
Immigration Department	+ 60	+ 215	+ 15
Independent Commission Against Corruption	+ 18	+ 20	-
Information Services Department	+ 3	+ 20	- 1
Inland Revenue Department	+ 36	+ 14	- 5
Innovation and Technology Bureau	+ 4	+ 10	- 15
Innovation and Technology Commission	+ 40	+ 4	- 7
Intellectual Property Department	+ 18	+ 10	-
Invest Hong Kong	+ 1	+ 2	-
Joint Secretariat for the Advisory Bodies on Civil Service and Judicial Salaries and Conditions of Service	+ 10	+ 2	- 11
Judiciary	+ 68	+ 35	+ 4
Labour and Welfare Bureau	+ 16	+ 1	-
Labour Department	- 18	+ 70	- 14
Land Registry	-	+ 5	-

Bureau / Department / Office	Change in Establishment		
	2019-20	2020-21	2021-22
Lands Department	+ 175	+ 98	- 7
Legal Aid Department	+ 12	+ 5	-
Legal Aid Services Council	-	-	-
Leisure and Cultural Services Department	+ 87	+ 298	+ 25
Marine Department	+ 20	+ 16	- 1
Office for Film, Newspaper and Article Administration	-	-	- 2
Office of the Communications Authority	+ 20	+ 22	+ 5
Office of the Government Chief Information Officer	+ 23	+ 29	- 11
Official Receiver's Office	+ 20	+ 3	- 7
Overseas Economic and Trade Offices	+ 53	+ 1	-
Planning Department	+ 24	+ 29	- 5
Post Office	-	-	-
Public Service Commission Secretariat	-	-	+ 1
Radio Television Hong Kong	+ 17	+ 6	-
Rating and Valuation Department	+ 87	+ 29	- 93
Registration and Electoral Office	+ 30	+ 9	+ 14
Secretariat, Commissioner on Interception of Communications and Surveillance	-	-	-
Security Bureau	- 14	+ 6	+ 6
Social Welfare Department	+ 71	+ 170	- 6
Trade and Industry Department	+ 6	+ 4	-
Transport and Housing Bureau (Transport Branch)	+ 11	+ 6	+ 1
Transport Department	+ 38	+ 65	+ 1
Treasury	+ 13	+ 52	+ 1
University Grants Committee	+ 10	+ 6	-
Vocational Training Council	- 2	-	-
Water Supplies Department	+ 78	+ 168	- 6
Working Family and Student Financial Assistance Agency	+ 90	+ 2	- 2
Total	+3 481	+6 082	- 98

Note: The changes in civil service establishment are the comparison between the original estimate of the relevant financial year and the revised estimate of the previous financial year.

**Number of Supernumerary Directorate Posts
(As at 31 March 2022)**

Bureau / Department / Office	Number of Supernumerary Directorate Posts
Architectural Services Department	2
Buildings Department	1
Chief Secretary for Administration's Office and Financial Secretary's Office	2
Civil Aviation Department	2
Civil Engineering and Development Department	13
Commerce and Economic Development Bureau (Commerce, Industry and Tourism Branch)	3
Commerce and Economic Development Bureau (Communications and Creative Industries Branch)	2
Constitutional and Mainland Affairs Bureau	2
Department of Health	1
Department of Justice	3
Development Bureau (Planning and Lands Branch)	2
Development Bureau (Works Branch)	2
Drainage Services Department	1
Education Bureau	6
Electrical and Mechanical Services Department	3
Environment Bureau	1
Environmental Protection Department	7
Financial Services and the Treasury Bureau (Financial Services Branch)	3
Fire Services Department	1
Food and Environmental Hygiene Department	4
Food and Health Bureau (Food Branch)	1
Food and Health Bureau (Health Branch)	1
Government Property Agency	1
Highways Department	7
Home Affairs Bureau	5
Home Affairs Department	1
Hong Kong Police Force	1
Housing Authority	1

Bureau / Department / Office	Number of Supernumerary Directorate Posts
Immigration Department	1
Judiciary	2
Labour Department	2
Lands Department	2
Planning Department	2
Security Bureau	1
Social Welfare Department	1
Transport and Housing Bureau (Transport Branch)	4
Transport Department	3
Total	97

- End -

CONTROLLING OFFICER'S REPLY

CSB011

(Question Serial No. 0568)

Head: (143) Government Secretariat: Civil Service Bureau
Subhead (No. & title): (000) Operational expenses
Programme: (2) Human Resource Management
Controlling Officer: Permanent Secretary for the Civil Service (Mrs Ingrid YEUNG)
Director of Bureau: Secretary for the Civil Service

Question:

Amidst the fifth wave of the epidemic, civil servants have played a crucial role in the Government's anti-epidemic work. In a bid to maintain and boost their morale, will the Bureau advise this Committee on:

- (a) whether there is any plan to increase the budget and the maximum number of awardees under the Civil Service Outstanding Service Award Scheme, the Secretary for the Civil Service's Commendation Award Scheme as well as the Long and Meritorious Service Travel Award Scheme?
- (b) apart from the above schemes, whether the Bureau will consider setting up special awards for those civil servants with outstanding performance in the fight against the epidemic?

Asked by: Hon LAM Chun-sing (LegCo internal reference no.: 10)

Reply:

- (a) The Government strives to maintain and enhance the morale of the civil service, and encourage bureaux/departments (B/Ds) to fully use the following commendation schemes to recognise and motivate staff of exemplary performance:
 - (i) The Secretary for the Civil Service's Commendation Award Scheme (Commendation Award Scheme)
 - (ii) Long and Meritorious Service Travel Award Scheme (Travel Award Scheme)

Under the Commendation Award Scheme, the Secretary for the Civil Service gives recognition on behalf of the Government each year to selected civil servants with consistently exemplary performance. To qualify for an award under the Scheme, a civil servant should have had outstanding performance for at least five consecutive years. Each award recipient receives a certificate of recognition and a gold pin. For those award recipients who have 20 or more years of service and have not enjoyed government sponsored travel outside Hong Kong before, they will also receive a travel award. The travel award is granted

in the same manner as that of the “Travel Award Scheme” (see below). To encourage more deserving civil service colleagues and hence boost their morale, the target number of recipients per annum for commendation has been increased from 80 to 100 starting from 2016-17.

As regards the Travel Award Scheme, its objective is to recognise long and meritorious service of serving civil servants. All local non-directorate officers with a continuous service of 20 years or more, and who have a track record of consistently very good performance and have not received any government travel award before, are eligible for consideration for the grant of an award. To enhance the Scheme, the quota ratio has been increased from one award for every 30 eligible officers meeting the years of service requirement (1:30) to 1:27 starting from 2014-15. In 2021, the total number of recipients of the travel award was 2 704.

Given that the COVID-19 pandemic has impacted seriously on outbound travel since early 2020, awardees were unable to use the travel award to travel outside Hong Kong. In view of this, an exceptional arrangement has been made since July 2021 for awardees who have not been able to use the travel awards for outbound travel to claim reimbursement of travel allowance for local spending on items comparable to those travel-related expenses incurred outside Hong Kong. The exceptional arrangement is applicable to awardees in 2020 and 2021. The estimated expenditures of the Commendation Award Scheme and the Travel Award Scheme for 2022-23 are about \$5.2 million and \$130 million respectively, representing increases over the revised estimates for 2021-22.

(iii) Civil Service Outstanding Service Award Scheme

The Scheme aims to recognise the exemplary achievements of departments and teams in providing quality service, promote a customer-focused culture in the civil service, inspire innovation, and share experience in pioneering public service improvement. The Scheme is organised every two to three years. In addition to the original three categories of awards which will continue this year, the Civil Service Bureau (CSB) will for the first time collaborate with the Innovation and Technology Bureau to introduce the “Innovation and Technology Awards”. Award-winning departments will receive trophies and funding for staff welfare purposes. Apart from trophies, award-winning teams will also receive letters of appreciation and gift coupons as a token of encouragement. The estimated expenditure of the Scheme in 2022-23 is about \$3.05 million and no expenditure was incurred in 2021-22.

- (b) To cope with the COVID-19 pandemic, B/Ds have mobilised many government staff, including civil servants, contract staff and retired civil servants, to take part in anti-epidemic work. Among the civil servants who were commended under the Commendation Award Scheme, many of them have directly participated in the anti-epidemic work. For officers with exceptional contributions, they were awarded the Chief Executive’s Commendation for Government/Public Service. To show our appreciation of colleagues from B/Ds for their contributions to anti-epidemic efforts, CSB presented in 2020 and 2021 around 73 000 certificates of appreciation signed by

the Chief Secretary for Administration. Moreover, CSB also encourages B/Ds to recognise the contributions of their staff in fighting the pandemic through the Commendation Letter Scheme or by organising their own award schemes.

- End -

CONTROLLING OFFICER'S REPLY

CSB012

(Question Serial No. 0274)

Head: (143) Government Secretariat: Civil Service Bureau
Subhead (No. & title): (-) Not Specified
Programme: (2) Human Resource Management
Controlling Officer: Permanent Secretary for the Civil Service (Mrs Ingrid YEUNG)
Director of Bureau: Secretary for the Civil Service

Question:

It is mentioned in the Budget that the civil service establishment recorded zero growth this year and departments have enhanced effectiveness and efficiency through prioritisation, internal redeployment and streamlining of work processes, so that the workload can be handled even without increase in the civil service establishment. Please advise this Committee on the following:

- (a) What is the total number of civil servants as at end February this year?
- (b) Please set out, by rank (junior, middle, senior, directorate), the total establishment and vacancies in each department.
- (c) Given the freeze in the civil service establishment, how many non-civil servants, including contract and part-time staff, will be recruited in the coming year to meet the operational needs in the fight against the epidemic?

Asked by: Hon LAM Kin-fung, Jeffrey (LegCo internal reference no.: 8)

Reply:

- (a) According to the latest statistics of the Civil Service Bureau, the total number of posts in the civil service establishment is 194 390 as at end-November 2021.
- (b) According to the 2022-23 Estimates of Expenditure, the 2021-22 revised estimate of the civil service establishment of bureaux/departments (B/Ds) is set out at **Annex**. To allow flexibility in meeting their staffing needs, B/Ds may create or delete posts in existing non-directorate ranks provided that their respective establishment ceiling is not exceeded. They may also, having regard to the operational need and relevant considerations, decide on their own the grades which would require recruitment of civil servants and the number of civil servants required. Hence, the Civil Service Bureau does not have information on the number of posts and vacancies by rank in individual B/Ds in 2021-22.
- (c) Having regard to the prevailing service needs, B/Ds will decide on the number of full-time or part-time Non-Civil Service Contract staff required for anti-epidemic work

in the coming year and their employment will be handled in accordance with the established procedures. The Civil Service Bureau does not have estimates on related manpower arrangement for the coming year.

**Revised Estimate of Civil Service Establishment
by Bureaux/Departments in 2021-22**

Bureau / Department / Office	Establishment
Agriculture, Fisheries and Conservation Department	2 365
Architectural Services Department	2 042
Audit Commission	198
Auxiliary Medical Service	99
Buildings Department	2 128
Census and Statistics Department	1 275
Chief Executive's Office	103
Chief Secretary and Financial Secretary's Offices	544
Civil Aid Service	110
Civil Aviation Department	966
Civil Engineering and Development Department	2 094
Civil Service Bureau	673
Commerce and Economic Development Bureau (Commerce, Industry and Tourism Branch)	290
Commerce and Economic Development Bureau (Communications and Creative Industries Branch)	126
Companies Registry	394
Constitutional and Mainland Affairs Bureau	221
Correctional Services Department	7 281
Customs and Excise Department	7 864
Department of Health	7 120
Department of Justice	1 508
Development Bureau (Planning and Lands Branch)	217
Development Bureau (Works Branch)	462
Drainage Services Department	2 064
Education Bureau	6 477
Electrical and Mechanical Services Department	4 363
Environment Bureau	56
Environmental Protection Department	2 349
Financial Services and the Treasury Bureau (Financial Services Branch)	110

Bureau / Department / Office	Establishment
Financial Services and the Treasury Bureau (The Treasury Branch)	222
Fire Services Department	11 474
Food and Environmental Hygiene Department	11 515
Food and Health Bureau (Food Branch)	65
Food and Health Bureau (Health Branch)	226
General Expenses of the Civil Service	359
Government Flying Service	361
Government Laboratory	511
Government Logistics Department	750
Government Property Agency	346
Highways Department	2 510
Home Affairs Bureau	358
Home Affairs Department	2 300
Hong Kong Monetary Authority	3
Hong Kong Observatory	364
Hong Kong Police Force	38 390
Hospital Authority	510
Housing Authority	9 826
Immigration Department	9 223
Independent Commission Against Corruption	1 542
Information Services Department	455
Inland Revenue Department	2 934
Innovation and Technology Bureau	177
Innovation and Technology Commission	311
Intellectual Property Department	189
Invest Hong Kong	40
Joint Secretariat for the Advisory Bodies on Civil Service and Judicial Salaries and Conditions of Service	35
Judiciary	2 083
Labour and Welfare Bureau	139
Labour Department	2 578
Land Registry	591
Lands Department	4 824

Bureau / Department / Office	Establishment
Legal Aid Department	563
Legal Aid Services Council	4
Leisure and Cultural Services Department	10 431
Marine Department	1 499
Office for Film, Newspaper and Article Administration	66
Office of the Communications Authority	372
Office of the Government Chief Information Officer	725
Official Receiver's Office	286
Overseas Economic and Trade Offices	228
Planning Department	965
Post Office	5 347
Public Service Commission Secretariat	33
Radio Television Hong Kong	760
Rating and Valuation Department	918
Registration and Electoral Office	312
Secretariat, Commissioner on Interception of Communications and Surveillance	23
Security Bureau	247
Social Welfare Department	6 575
Trade and Industry Department	526
Transport and Housing Bureau (Transport Branch)	226
Transport Department	1 931
Treasury	573
University Grants Committee	97
Vocational Training Council	2
Water Supplies Department	4 771
Working Family and Student Financial Assistance Agency	1 372
Total	197 562

- End -

CONTROLLING OFFICER'S REPLY

CSB013

(Question Serial No. 0230)

Head: (143) Government Secretariat: Civil Service Bureau
Subhead (No. & title): (-) Not Specified
Programme: (4) Civil Service Training and Development
Controlling Officer: Permanent Secretary for the Civil Service (Mrs Ingrid YEUNG)
Director of Bureau: Secretary for the Civil Service

Question:

It is stated in the Matters Requiring Special Attention in 2022-23 that the Bureau will “continue to provide civil servants at different ranks with a variety of training opportunities to better equip the civil service for delivery of public service to keep pace with the rising aspirations of the community”, and the Government published in 2017 the Smart City Blueprint for Hong Kong with “Smart Government” being one of the important areas and set out a number of initiatives to enhance public services through innovation and technologies. In this connection, what training was and will be provided to civil servants at different ranks in the past 3 years and the coming year to cater for the implementation of the “Smart Government”? What are the actual and estimated expenditures of the respective years?

Asked by: Hon LAM Lam, Nixie (LegCo internal reference no.: 1)

Reply:

The Government adopts a multi-pronged approach to enhance training on innovation and technology (I&T) application for civil servants in support of the implementation of the “Hong Kong Smart City Blueprint”. Training provided for civil servants comprise I&T training provided by individual bureaux and departments for their own staff, and training provided by the Civil Service College (the College) to meet the service-wide training needs of the civil service.

Bureaux and departments provide I&T training for their staff based on operational needs to meet their business demands, such as training on building information modelling, robotics, artificial intelligence, big data analytics, etc.

As for the College, elements encouraging I&T application are incorporated in its training programmes provided to meet the generic training needs of the civil service, so as to support the implementation of the “Hong Kong Smart City Blueprint”. The College collaborates with different government departments and organisations in running training programmes, and engages experts, academics, industry practitioners and government officials to introduce the latest I&T developments and share experience with the participants. The training

content covers leadership and innovation, I&T application, smart city development, use of social media and design thinking, etc. The College has also enhanced the element of I&T application in different leadership and national studies programmes, so as to introduce the development of I&T promotion in the Mainland and smart city implementation, by means including visits to key I&T facilities and institutions in the Mainland. The College also provides e-learning resources via the Cyber Learning Centre Plus to help civil servants acquire I&T related knowledge.

In the two financial years of 2019-20 and 2020-21, about 62 000 civil servants participated in I&T related training each year for the Government as a whole. The annual training expenditure was about \$25 million. For 2021-22, the College will collect relevant information from departments after the close of the financial year.

In 2022-23, bureaux/departments and the College will continue to strengthen training in I&T application for civil servants. On the part of the College, we will continue to enhance training on I&T application for civil servants at different levels to address the service-wide training needs. We aim to enhance senior officers' capacity to harness the potential of new technology for devising strategies for service innovation, and foster middle managers' capability to implement service innovation and acquire the practical knowledge and skills for managing digital services. The College will also continue to enhance the I&T elements in leadership development and national studies programmes, and it is the College's plan to organise thematic visits to the Mainland municipalities in the Guangdong-Hong Kong-Macao Greater Bay Area (GBA). These visits, by providing opportunities of interactions with relevant authorities, experts and industry practitioners in the Mainland, will enable civil servants to keep abreast of the latest I&T trends and smart city development in the GBA.

- End -

CONTROLLING OFFICER'S REPLY**CSB014****(Question Serial No. 0233)**Head: (143) Government Secretariat: Civil Service BureauSubhead (No. & title): (-) Not specifiedProgramme: (4) Civil Service Training and DevelopmentControlling Officer: Permanent Secretary for the Civil Service (Mrs Ingrid YEUNG)Director of Bureau: Secretary for the Civil ServiceQuestion:

As pointed out by the Government, provision for 2022-23 under Programme (4) is \$28.8 million (19.5%) higher than the revised estimate for 2021-22 and one of the reasons is the resumption of a number of training programmes which had to be deferred or cancelled in 2021-22 due to the COVID-19 epidemic. Are these training programmes which had to be deferred or cancelled in 2021-22 due to the COVID-19 outbreak the ones which had to be deferred or cancelled in 2020-21 due to the COVID-19 outbreak? If yes, were the relevant expenditures set aside in the 2021/22 Estimates? Please provide the following information in tabular form:

	Training programmes deferred or cancelled in 2020-21 due to the epidemic	Training programmes deferred or cancelled in 2020-21 due to the epidemic and resumed in 2021/22	Training programmes deferred or cancelled in 2021-22 due to the epidemic	Training programmes deferred or cancelled in 2020-21 due to the epidemic and planned to resume in 2022/23
Name of programme (target number of participants and whether departure from Hong Kong is required)				

Asked by: Hon LAM Lam, Nixie (LegCo internal reference no.: 4)Reply:

In the past two years (2020 and 2021), owing to the epidemic, all training programmes in the Mainland and overseas had to be cancelled. These included the national studies programmes jointly organised with nine Mainland institutions (the National Academy of

Governance, China Foreign Affairs University, Peking University, Tsinghua University, Zhejiang University, Nanjing University, Wuhan University, Jinan University and Sun Yat-sen University), study tours and exchange activities co-organised with various provincial and municipal governments of the Mainland, as well as senior executive courses at overseas institutions. As for local programmes (including courses and seminars on leadership and management, language and communication, national studies, etc), some also had to be cancelled or deferred, and some were turned online, so as to reduce social contact and the risk of spreading the virus in the community. In respect of 2021, the corresponding reduction of training expenditure has been reflected in the revised estimate for 2021-22.

For 2022-23, we look forward to resuming, as soon as the epidemic situation has stabilised, those training programmes which had to be deferred or cancelled in 2021-22 due to the epidemic, and rolling out various initiatives to enhance civil service training on different fronts following the establishment of the Civil Service College in December 2021. To this end, the provision earmarked for 2022-23 is \$28.8 million (19.5%) higher than the revised estimate for 2021-22.

- End -

CSB015

CONTROLLING OFFICER'S REPLY

(Question Serial No. 0234)

Head: (143) Government Secretariat: Civil Service Bureau
Subhead (No. & title): (-) Not Specified
Programme: (2) Human Resource Management
Controlling Officer: Permanent Secretary for the Civil Service (Mrs Ingrid YEUNG)
Director of Bureau: Secretary for the Civil Service

Question:

During 2021-22, the Government conducted numerous “restriction-testing declaration” (RTD) and other anti-epidemic related operations, such as arranging members of the public to evacuate their homes and enter quarantine centres. During this period, a lot of manpower from non-public health departments was needed for assistance. In this connection, please advise this Committee from which departments the Government seconded the manpower and the total number of civil servants and non-civil service contract staff (if applicable) deployed (on headcount basis) for the operations in 2021-22? Among them, what are the three departments with the largest number of manpower seconded (on headcount basis)? Please provide a breakdown by department of the number of time-off hours and/or the amount of overtime allowance required to be granted due to the manpower secondment.

Asked by: Hon LAM Lam, Nixie (LegCo internal reference no.: 5)

Reply:

From 1 January to 4 April 2022, the Government had conducted a total of about 310 “restriction-testing declaration” (RTD) operations in various districts. The operations conducted in the earlier stage were mainly taken up by Home Affairs Department (HAD), Housing Department (HD) and Environmental Protection Department (EPD), with supporting staff deployed from other departments when necessary. The Police also assisted in cordoning off and maintaining order in each operation. Since late February, the Government has expanded the RTD operations and mobilised more staff gradually from nine bureaux and the 40 departments under their purview (see Annex) to join in the operations. All officers-in-charge of the RTD operations possessed experience in organising and leading RTD operations. Newly joined commanders have also been briefed on the details of how operations are planned. All participating staff have been provided with adequate personal protection equipment (PPE). The health authorities have also uploaded guidelines and videos about donning and doffing of full set PPE for reference. Apart from briefings before operations, staff would also be arranged to undergo testing after operations. The number of staff involved in each RTD operation depends on the size of the restriction zone, the duration of the operation, the number of residents affected, etc.

The above-mentioned departments have formed teams of staff to stand by for the operations. In general, the number of staff deployed in each RTD operation normally ranges from 150 to 450. As the RTD operations carried out in the earlier stage were mainly responsible by HAD, HD and EPD, these three departments have carried out the largest number of operations.

Civil servants who participate in RTD operations are mainly from civilian grades. Even though most of them take part in RTD operations after office hours and perform overtime work for the operations, officers such as those in the administrative and professional grades are only compensated by way of time off in lieu as they are not eligible for overtime allowance. Only frontline officers (i.e. officers in ranks whose scale maxima are on or below Point 25 (\$51,095) and whose scale minima are on or below Point 19 (\$38,595) of the Master Pay Scale) who have performed overtime work, and it is impracticable for them to take time off in lieu within one month of the date on which the overtime is worked, are eligible for overtime allowance. Since civil servants mobilised to work in restricted areas came from different bureaux and departments and involved different civil service grades, for those who are eligible for overtime allowance, the bureaux/departments to which they belong are responsible for the payment of the allowance. The Civil Service Bureau does not keep information on the expenditures on overtime allowance granted by individual departments to civil servants under individual operations.

**The nine government bureaux and 40 departments
responsible for restriction-testing declarations**

1. Home Affairs Bureau – Home Affairs Department, Information Services Department and Leisure and Cultural Services Department
2. Transport and Housing Bureau – Civil Aviation Department, Highways Department, Housing Department, Marine Department and Transport Department
3. Development Bureau – Architectural Services Department, Buildings Department, Civil Engineering and Development Department, Drainage Services Department, Electrical and Mechanical Services Department, Lands Department, Land Registry, Planning Department and Water Supplies Department
4. Environment Bureau – Environmental Protection Department
5. Education Bureau – University Grants Committee Secretariat and Working Family and Student Financial Assistance Agency
6. Commerce and Economic Development Bureau – Tourism Commission, Hong Kong Observatory, Intellectual Property Department, Invest Hong Kong, Office of the Communications Authority, Post Office, Radio Television Hong Kong, Trade and Industry Department and Belt and Road Office
7. Financial Services and the Treasury Bureau – Census and Statistics Department, Companies Registry, Government Logistics Department, Government Property Agency, Inland Revenue Department, Official Receiver’s Office, Rating and Valuation Department and Treasury
8. Labour and Welfare Bureau – Labour Department and Social Welfare Department
9. Civil Service Bureau – Joint Secretariat for the Advisory Bodies on Civil Service and Judicial Salaries and Conditions of Service

- End -

CONTROLLING OFFICER'S REPLY**CSB016****(Question Serial No. 0235)**

Head: (143) Government Secretariat: Civil Service Bureau

Subhead (No. & title): (-) Not Specified

Programme: (2) Human Resource Management

Controlling Officer: Permanent Secretary for the Civil Service (Mrs Ingrid YEUNG)

Director of Bureau: Secretary for the Civil Service

Question:

In the past 3 years, what were the lump sum provision and dedicated funding provided by the Government to the Hospital Authority (HA) for the medical services provided to civil service eligible persons (CSEPs) by its clinics and hospitals? Also, what were the respective numbers of attendances of CSEPs at the HA clinics and hospitals and the unit cost of the HA medical services (including general outpatient services, specialist outpatient services, accident and emergency services, and inpatient services)? Besides, has the Government conducted a study to examine the feasibility of providing civil service medical benefits through the private healthcare system? If yes, what are the details and related expenses? If no, what are the reasons?

Asked by: Hon LAM Lam, Nixie (LegCo internal reference no.: 6)

Reply:

The annual lump sum provision allocated by the Government to the Hospital Authority (HA) has included the resources required for the provision of medical benefits to civil service eligible persons (CSEPs). The expenditures on the provision of medical services to CSEPs by HA in the past 3 financial years calculated on the basis of attendances of CSEPs and the average unit cost of the services are tabulated as follows -

2019-20 (\$ billion)	2020-21 (\$ billion)	2020-21 (Revised Estimate) (\$ billion)
5.400	5.691	5.972

To enhance the provision of diagnostic and specialist outpatient services for CSEPs, the Government also provides dedicated funding to HA. In the past 3 financial years, the dedicated funding amounts to around \$92 million each year.

Statistics on the utilisation of HA’s medical services by CSEPs in the past 3 financial years are tabulated as follows -

	2019-20	2020-21	2021-22 (up to 31 December 2021) [provisional figures]
General outpatient services attendances	752 000	603 000	533 000
Specialist outpatient services attendances	1 214 000	1 168 000	1 017 000
Accident and emergency attendances	130 000	104 000	95 000
Inpatient patient days	392 000	334 000	280 000

^ The number of attendances and the number of patient days are rounded to the nearest thousand.

In accordance with the Civil Service Regulations, civil service medical benefits are provided by the Government or HA medical services. The provision of civil service medical benefits for CSEPs through the private healthcare system involves major policy changes. The Government has no plan to change the arrangement at present, but will continue to explore feasible measures in various fronts in collaboration with HA to further improve the medical and dental services for CSEPs.

- End -

CONTROLLING OFFICER'S REPLY

CSB017

(Question Serial No. 0236)

Head: (143) Government Secretariat: Civil Service Bureau

Subhead (No. & title): (-) Not Specified

Programme: (2) Human Resource Management

Controlling Officer: Permanent Secretary for the Civil Service (Mrs Ingrid YEUNG)

Director of Bureau: Secretary for the Civil Service

Question:

In 2022-23, the target of zero growth in the civil service establishment will remain unchanged. In this connection, please advise on the following:

If the Government aims at an across-the-board zero growth in the civil service establishment, has it considered the adverse impact on the relevant departments which are under urgent need to implement land and housing supply initiatives or take forward new railway projects? If yes, what are the details and relevant earmarked expenditures; if no, what are the reasons?

Asked by: Hon LAM Lam, Nixie (LegCo internal reference no.: 7)

Reply:

The Government's target of zero growth in the civil service establishment will remain unchanged in 2022-23, with the aim of ensuring the sustainability of public finances. We encourage bureaux and departments to enhance effectiveness and efficiency through re-prioritisation, internal redeployment and streamlining of work processes, so that the workload can be coped with even without increase in overall civil service establishment.

Nevertheless, this does not mean that the zero growth in establishment will then be implemented across-the-board in bureaux/departments (B/Ds). The establishment of individual B/Ds can still increase having regard to operational needs and when it is fully justified. Yet taking into account the deletion of posts which no longer have operational needs in other B/Ds, there will not be any increase in the overall civil service establishment.

- End -

CONTROLLING OFFICER'S REPLY**CSB018****(Question Serial No. 0511)**

Head: (143) Government Secretariat: Civil Service Bureau

Subhead (No. & title): (-) Not Specified

Programme: (2) Human Resource Management

Controlling Officer: Permanent Secretary for the Civil Service (Mrs Ingrid YEUNG)

Director of Bureau: Secretary for the Civil Service

Question:

A pilot scheme for provision of Chinese medicine (CM) services for civil service eligible persons (CSEPs) has been implemented since March 2020. In this connection, will the Government inform this Committee of:

- (1) the respective numbers of attendees, numbers of attendances, utilisation rates, average waiting times and amounts of treatment fees involved in relation to the 2 Civil Service Chinese Medicine Clinics (CSCMCs) for CSEPs since the implementation of the pilot scheme, broken down by type of treatment;
- (2) the establishment and actual number of staff of the 2 CSCMCs, as well as the total payroll cost involved, broken down by job type; and
- (3) the Government's assessment of the service usage and effectiveness of the pilot scheme since its implementation, and whether long-term planning for the development of CM services has been undertaken; if yes, the details; if no, the reasons?

Asked by: Hon LEE Chun-keung (LegCo internal reference no.: 2)

Reply:

- (1) The Pilot Scheme on Civil Service Chinese Medicine Clinics (the Pilot Scheme) was launched on 2 March 2020. As at end February 2022, the number of attendances for CSCMC (Tsuen Wan) and CSCMC (Eastern District) amounted to 57 400 and 60 200 respectively, with overall utilisation rates of over 90 percent. The number of attendances by service types are listed in the table below -

CSCMCs	Number of Attendances [^]		
	General Consultation	Acupuncture	Total
CSCMC (Tsuen Wan)	28 900	28 500	57 400
CSCMC (Eastern District)	24 300	35 900	60 200

[^] The number of attendances is rounded to the nearest hundred

In 2022-23, we provide a full-year recurrent provision of about \$22.40 million to the Hospital Authority (HA) via the Food and Health Bureau (FHB) for operating the CSCMCs.

- (2) Chinese Medicine services for CSEPs are provided by the non-governmental organisation service providers of the two CSCMCs, and therefore the employment of and remuneration packages for staff working at the clinics are determined by the respective service providers. We have not maintained the requested information.
- (3) To evaluate the implementation and effectiveness of the Pilot Scheme, we have been collecting relevant data from the service providers, and started collecting opinions from the users of the Pilot Scheme by way of questionnaires since August 2020. A review of the Pilot Scheme commenced in the first quarter of 2021 and completed in October 2021.

According to the review results, the Pilot Scheme has been well received by CSEPs. This reaffirms that the provision of CM services by the CSCMCs is in the right direction for enhancing civil service medical benefits, and hence we have regularised the Pilot Scheme. We will also increase the number of discs by enhancing the service capacity of the two existing CSCMCs and setting up a new CSCMC. Our target is to increase the annual service capacity from 63 000 at present to around 100 000 by 2022-23. In addition, we are developing a mobile application for appointment booking of CM services. The said application is targeted to be launched within 2022.

The Government will strive to improve the CM services for CSEPs in close collaboration with FHB and the HA, with a view to providing more comprehensive civil service medical benefits to CSEPs in the long run.

- End -

CONTROLLING OFFICER'S REPLY

CSB019

(Question Serial No. 0551)

Head: (143) Government Secretariat: Civil Service Bureau
Subhead (No. & title): (000) Operational expenses
Programme: (2) Human Resource Management
Controlling Officer: Permanent Secretary for the Civil Service (Mrs Ingrid YEUNG)
Director of Bureau: Secretary for the Civil Service

Question:

According to the Bureau, it will continue to maintain and enhance the morale of the civil service and encourage fuller use of various commendation schemes to recognise and motivate exemplary performance. Please inform this Committee of the following:

1. What are the expenditures on various commendation schemes over the past three years and the estimated expenditure for the coming year?
2. In addition to the award schemes, what plans does the Bureau have to enhance the morale of the civil service?
3. Will the Bureau plan to set performance indicators to specifically evaluate the work effectiveness of the civil service and various government subvented organisations, so as to foster good governance?

Asked by: Hon LEE Chun-keung (LegCo internal reference no.: 1)

Reply:

1. The Government strives to maintain and enhance the morale of the civil service, and encourage bureaux/departments (B/Ds) to fully use the following commendation schemes to recognise and motivate staff of exemplary performance:
 - (i) The Secretary for the Civil Service's Commendation Award Scheme (Commendation Award Scheme)
 - (ii) Long and Meritorious Service Travel Award Scheme (Travel Award Scheme)

Under the Commendation Award Scheme, the Secretary for the Civil Service gives recognition on behalf of the Government each year to selected civil servants with consistently exemplary performance. To qualify for an award under the Scheme, a civil servant should have had outstanding performance for at least five consecutive years. Each award recipient receives a certificate of recognition and a gold pin. For those award recipients who have 20 or more years of service and have not enjoyed government sponsored travel outside Hong Kong

before, they will also receive a travel award. The travel award is granted in the same manner as that of the “Travel Award Scheme” (see below).

As regards the Travel Award Scheme, its objective is to recognise long and meritorious service of serving civil servants. All local non-directorate officers with a continuous service of 20 years or more, and who have a track record of consistently very good performance and have not received any government travel award before, are eligible for consideration for the grant of an award. The award is granted on one-off basis and in the form of an accountable travel allowance. An awardee can flexibly nominate a travelling companion to receive the same travel allowance.

The estimated expenditures of the Commendation Award Scheme and the Travel Award Scheme for the coming year and the expenditures in the past three years are as follows:

Year	Commendation Award Scheme	Travel Award Scheme
	Expenditure (\$ million)	Expenditure (\$ million)
2022-23	5.20 (Estimate) [Note]	130.12 (Estimate) [SNote]
2021-22	4.00 (Revised Estimate) [Note]	100.09 (Revised Estimate) [Note]
2020-21	0.90 [Note]	1.19 [Note]
2019-20	3.61	122.92

[Note: For the Commendation Award Scheme and the Travel Award Scheme, given that the COVID-19 pandemic has impacted seriously on outbound travel since early 2020, awardees were unable to use the travel awards to travel outside Hong Kong. The actual expenditure for 2020-21 is thus lower than the expenditure for an ordinary year. An exceptional arrangement has been made since July 2021 for awardees who have not been able to use the travel awards for outbound travel to claim reimbursement of travel allowance for local spending on items comparable to those travel-related expenses incurred outside Hong Kong. The increase in provision for 2022-23 is mainly due to the above exceptional arrangement applicable to awardees in 2020 and 2021.]

(iii) Civil Service Outstanding Service Award Scheme

The scheme aims to recognise the exemplary achievements of departments and teams in providing quality service, promote a customer-focused culture in the civil service, inspire innovation, and share experience in pioneering public service improvement. The scheme is organised every two to three years. In addition to the original three categories of awards which will continue this year, the Civil Service Bureau (CSB) will for the first time collaborate with the Innovation and Technology Bureau to introduce the “Innovation and Technology Awards”. Award-winning departments will receive trophies and funding for staff welfare purposes. Apart from trophies, award-winning teams will also receive letters of appreciation and gift coupons as a token of encouragement.

The estimated expenditure for CSB is about \$3.05 million in 2022-23, no expenditure was incurred in 2021-22 and 2020-21, and the expenditure was \$2.29 million in 2019-2020.

2. Apart from the above schemes, Permanent Secretaries and Heads of Departments may issue commendation letters under the Commendation Letter Scheme to officers who have provided consistently outstanding service for at least three consecutive years; have made a substantial contribution towards enhancing the efficiency or the image of the B/D; or have performed an exceptionally meritorious or brave act warranting special recognition. B/Ds are also encouraged to organise their own award schemes to recognise the contributions of their staff.
3. Unlike the approach adopted by private organisations, the performance of civil servants could not simply be evaluated by quantitative targets. In addition, some public administration work including safeguarding public interest and procedural justice could hardly be quantified or measured by cost effectiveness. For government services provided directly to the public, all departments have suitably established performance pledges and targets and promulgated regularly their performance, with a view to providing quality assurance of the services provided.

As regards the performance of individual civil servants, the Government has all along strived to maintain an effective performance management system. Civil servants are subject to performance appraisal on an annual basis which enables the management to monitor and assess staff performance.

- End -

CONTROLLING OFFICER'S REPLY**CSB020****(Question Serial No. 0884)**

Head: (143) Government Secretariat: Civil Service Bureau

Subhead (No. & title): (-) Not Specified

Programme: (2) Human Resource Management

Controlling Officer: Permanent Secretary for the Civil Service (Mrs Ingrid YEUNG)

Director of Bureau: Secretary for the Civil Service

Question:

Two Civil Service Chinese Medicine Clinics (CSCMCs) were set up on a pilot basis in March 2020. Please provide the actual expenditure, usage rates, numbers of attendees, numbers of visits per attendee and percentages of eligible attendees who were not civil servants out of the total number of attendees, as well as the numbers of attendees by service and their corresponding percentages out of the total number of attendees, of the two CSCMCs since the initiative was launched.

Asked by: Hon LEE Hoey Simon (LegCo internal reference no.: 6)

Reply:

The Pilot Scheme on Civil Service Chinese Medicine Clinics was launched on 2 March 2020, providing free Chinese medicine general consultation and acupuncture services for civil service eligible persons. As at end February 2022, the number of attendances for CSCMC (Tsuen Wan) and CSCMC (Eastern District) amounted to 57 400 and 60 200 respectively, with overall utilisation rates of over 90 percent. We have not maintained the statistics on categories of attendees (i.e. whether they were civil servants) and their average number of attendances. The number of attendances by service types are listed in the table below -

CSCMCs	Number of Attendances [^]		
	General Consultation	Acupuncture	Total
CSCMC (Tsuen Wan)	28 900	28 500	57 400
CSCMC (Eastern District)	24 300	35 900	60 200

[^] The number of attendances is rounded to the nearest hundred

In 2022-23, we provide a full-year recurrent provision of about \$22.40 million to the Hospital Authority via the Food and Health Bureau for operating the CSCMCs.

- End -

CONTROLLING OFFICER'S REPLY

CSB021

(Question Serial No. 0115)

Head: (143) Government Secretariat: Civil Service Bureau
Subhead (No. & title): (-) Not Specified
Programme: (2) Human Resource Management
Controlling Officer: Permanent Secretary for the Civil Service (Mrs Ingrid YEUNG)
Director of Bureau: Secretary for the Civil Service

Question:

The people of Hong Kong attach great importance to the quality of the civil service. As such, they are very concerned about the hearing of disciplinary cases involving alleged misconducts of civil servants. In this connection, will the Government inform this Committee of the following figures for the past five years:

the numbers of completed and ongoing hearing of disciplinary cases broken down by department and cause, as well as the average time for conclusion of cases;
the types and numbers of disciplinary actions taken, broken down by cause;
the actual expenditure on conducting disciplinary case hearing; and
improvement plans for disciplinary hearing and their outcome.

Asked by: Hon LEE Tsz-king, Dominic (LegCo internal reference no.: 5)

Reply:

The Government attaches great importance to the conduct and integrity of civil servants and takes a serious approach against any officers who violate the law and commit misconduct. In handling disciplinary cases, the Government would not only need to uphold fairness and impartiality, but would also strive to complete the cases within a reasonable timeframe and promptly impose appropriate punishment.

In the past five financial years (up to 31 December 2021), a total of 1 080 civil servants were punished with formal disciplinary action for conviction of criminal offences or serious misconduct, among whom **140 civil servants were removed from the service**. The breakdown of the numbers of cases by years and departments is set out at Annex.

As mentioned in foregoing, in handling disciplinary cases, the Government would not only need to uphold fairness and impartiality, but would also strive to complete the cases within a reasonable timeframe and promptly impose appropriate punishment. The time required to process a case involving disciplinary hearing is subject to a host of factors including the complexity and circumstances of the case concerned. In any event, we would from time to

time review the relevant procedures with a view to enhancing the effectiveness of disciplinary action. For cases requiring disciplinary hearing under the Public Service (Administration) Order (“PS(A)O”), on average about 72% of the cases in the past five financial years (up to 31 December 2021) could be processed by CSB within nine months, i.e. from the point of notifying the officer on the ordering of hearing to that of seeking advice from the Public Service Commission (“PSC”) on the recommended punishment. For cases not requiring disciplinary hearing under PS(A)O (i.e. abscondment cases and cases of criminal conviction), on average about 96% of the cases in these five years could be processed by CSB within three months, i.e. from the point of receiving the requisite information or inviting the officer’s representations to that of seeking advice from PSC on the recommended punishment.

Handling of disciplinary cases under PS(A)O (including cases requiring disciplinary hearing) constitutes part of the overall operation of CSB. It would be difficult for us to account for the expenses involved separately.

**Numbers of cases of civil servants punished with formal disciplinary action
for conviction of criminal offences or serious misconduct**

Bureau/Department	2017-18		2018-19		2019-20		2020-21		2021-22 (as at 31 December 2021)	
	Removal (Note 1)	Other punishment (Note 2)	Removal	Other punishment	Removal	Other punishment	Removal	Other punishment	Removal	Other punishment
Agriculture, Fishers and Conservation Department	0	8	0	2	0	1	0	3	0	1
Architectural Services Department	0	0	0	1	0	0	0	1	0	1
Auxiliary Medical Service	0	1	0	2	0	0	0	0	0	0
Buildings Department	0	2	0	1	1	1	0	3	1	0
Census and Statistics Department	0	1	0	0	0	0	0	0	0	0
Chief Secretary for Administration's Office	0	0	0	1	0	1	0	1	0	0
Civil Aid Service	0	1	0	0	0	0	0	0	1	0
Civil Engineering and Development Department	0	1	0	2	0	2	0	0	0	0
Civil Service Bureau	0	1	0	0	0	0	0	0	0	1
Commerce and Economic Development Bureau	0	0	0	0	0	1	0	0	0	0
Constitutional and Mainland Affairs Bureau	0	0	0	1	0	0	0	0	0	0
Correctional Services Department	3	8	2	3	4	2	1	7	1	8
Customs and Excise Department	2	3	1	3	0	2	2	2	2	4
Department of Health	0	1	0	1	1	2	0	1	1	1
Department of Justice	0	2	0	0	0	0	0	0	1	0
Development Bureau	0	0	0	0	0	0	0	0	0	1
Drainage Services Department	0	1	0	2	1	0	1	0	1	2
Education Bureau	0	1	0	1	1	0	1	5	1	0

Bureau/Department	2017-18		2018-19		2019-20		2020-21		2021-22 (as at 31 December 2021)	
	Removal (Note 1)	Other punishment (Note 2)	Removal	Other punishment	Removal	Other punishment	Removal	Other punishment	Removal	Other punishment
Electrical and Mechanical Services Department	0	3	0	1	1	3	0	3	0	3
Environment Protection Department	0	3	0	5	0	0	0	0	0	1
Financial Services and the Treasury Bureau	0	1	0	1	0	0	0	0	0	0
Fire Services Department	1	72	1	148	1	26	0	10	4	15
Food and Environmental Hygiene Department	0	36	2	33	1	36	1	26	1	23
Government Logistics Department	0	2	0	3	0	1	0	1	0	1
Highways Department	0	1	0	0	0	0	0	0	0	0
Home Affairs Department	1	1	0	0	0	0	0	0	0	0
Hong Kong Monetary Authority	0	1	0	0	0	0	0	0	0	0
Hong Kong Police Force	6	60	18	52	13	44	8	34	19	18
Housing Department	1	2	1	2	0	2	1	3	0	0
Immigration Department	1	2	1	8	1	3	1	4	0	5
Information Services Department	0	0	0	0	0	0	1	0	0	0
Inland Revenue Department	0	2	0	0	0	1	0	0	0	0
Judiciary	0	0	0	1	0	1	2	0	1	2
Labour and Welfare Bureau	0	1	0	0	0	0	0	0	0	0
Labour Department	0	0	0	1	0	3	0	1	0	0
Land Registry	0	1	0	0	0	0	0	0	0	0
Lands Department	1	1	0	1	0	1	0	0	0	1
Legal Aid Department	1	0	0	0	0	0	0	0	0	0
Leisure and Cultural Services Department	2	9	3	2	3	7	1	0	1	0
Marine Department	0	0	1	1	0	1	0	0	1	0

Bureau/Department	2017-18		2018-19		2019-20		2020-21		2021-22 (as at 31 December 2021)	
	Removal (Note 1)	Other punishment (Note 2)	Removal	Other punishment	Removal	Other punishment	Removal	Other punishment	Removal	Other punishment
Office of the Communications Authority	0	0	0	2	0	0	0	0	0	0
Office of the Government Chief Information Officer	0	0	0	2	0	0	0	0	0	0
Post Office	0	6	2	17	0	11	0	8	0	14
Radio Television Hong Kong	0	0	0	1	0	0	0	1	0	0
Rating and Valuation Department	0	0	0	0	0	0	0	1	0	1
Security Bureau	0	0	0	1	0	0	0	0	0	1
Social Welfare Department	0	0	0	0	0	3	1	0	0	1
Transport Department	0	0	0	1	0	1	0	0	0	0
Water Supplies Department	2	6	0	0	1	7	1	8	0	4
Working Family and Student Financial Assistance Agency	0	0	0	1	0	0	0	0	0	0
Sub-total	21	241	32	304	29	163	22	123	36	109
Total	262		336		192		145		145	

Note 1 : Including dismissal and compulsory retirement.

Note 2 : Including reduction in rank, severe reprimand, reprimand, financial penalty, verbal warning and written warning, etc.

- End -

CONTROLLING OFFICER'S REPLY

CSB022

(Question Serial No. 0515)

Head: (143) Government Secretariat: Civil Service Bureau
Subhead (No. & title): (-) Not Specified
Programme: (2) Human Resource Management
Controlling Officer: Permanent Secretary for the Civil Service (Mrs Ingrid YEUNG)
Director of Bureau: Secretary for the Civil Service

Question:

It is mentioned in paragraph 38 of the Budget Speech that a funding of \$6.6 billion has been earmarked for the creation of 30 000 time-limited jobs, and as at end-2021, some 60 000 jobs were created under the two rounds of the Job Creation Scheme (the Scheme), of which about 45 000 jobs were filled. Will the Government inform this Committee of the following:

1. the distribution of the afore-mentioned 60 000 jobs among departments, their scope of duties and median monthly salary, and the reasons for around one quarter of them not being filled; whether the recruitment exercises for some of the jobs have not yet commenced, and if so, the reasons for that and the expected time for those jobs to be filled;
2. the up-to-date expenditure and current balance of the Scheme;
3. whether it has plans to create more time-limited jobs in the public and private sectors under the Scheme, and what are the details;
4. whether it will consider creating time-limited jobs for priority application by practitioners of industries hard hit by the epidemic; if so, the details; if not, the reasons for that?

Asked by: Hon LEE Wai-king, Starry (LegCo internal reference no.: 7)

Reply:

1. To relieve the unemployment situation due to the epidemic and the anti-epidemic measures, the Government has earmarked a total of \$13.2 billion under the Anti-epidemic Fund (AEF) in 2020 and 2021 to create around 60 000 time-limited jobs in the public and private sectors for people of different skill sets and academic qualifications under the two rounds of the Job Creation Scheme. The financial impact of the Job Creation Scheme will be absorbed by the AEF, which does not form part of the Appropriation Bill or the estimates on the General Revenue Account.

As at end January 2022, all of the some 30 000 jobs created under the first round of the Job Creation Scheme have been filled, including around 5 100 technical and non-skilled workers, 3 500 cleansing and supporting staff, 1 800 staff providing administrative, executive and clerical support, 1 300 venue helpers, 3 000 staff working in the property management industry and 2 200 jobs under the first round of the Development Bureau's subsidy scheme to subsidise private companies to employ fresh graduates and assistant professionals of the engineering, architectural, surveying, town planning and landscape architecture streams, etc.

Under the second round of the Job Creation Scheme which rolled out in the second quarter of 2021, around 30 000 jobs have been created so far. Among the jobs already created, around 18 000 jobs have been filled. Major examples of jobs already created include around 6 300 venue helpers, 1 800 cleansing and supporting staff, 2 600 technical and non-skilled workers, 1 800 staff providing administrative, executive and clerical support, 2 150 jobs employing practitioners in the travel trade to provide operation and administrative support at the Community Vaccination Centres and 1 900 jobs under the second round of the Development Bureau's subsidy scheme to subsidise private companies to employ fresh graduates and assistant professionals, etc.

The remuneration of the jobs varies depending on the requirements of the positions and the qualifications of appointees. According to the information provided by bureaux and departments (B/Ds), among the 60 000 jobs already created under the two rounds of the Job Creation Scheme, the monthly pay of around 60% of time-limited jobs range from \$10,000 to \$20,000, and the monthly pay of around 30% of jobs are at \$20,000 or above.

The recruitment of the remaining 12 000 jobs which have not been filled is in progress or will commence shortly. Over half of these jobs are in the non-governmental sector, of which most of them are created under subsidy schemes subsidising private companies to fill short-term manpower gap. As the implementation of subsidy schemes involves more coordination work and the launch of subsidy schemes is later than that of other positions, the recruitment of the jobs under subsidy schemes will also be completed at a later stage. The Civil Service Bureau (CSB) will continue to co-ordinate the work with relevant B/Ds with a view to expediting the implementation progress of the Job Creation Scheme.

2. Under the Job Creation Scheme, in addition to bearing the salary of the additional staff for time-limited jobs employed by various B/Ds, the Government subsidises part of the cost of the additional staff employed by the non-governmental sector. Over 95% of the funding has been earmarked for expenditure for jobs created under the two rounds of the Job Creation Scheme.
3. In view of the persistent unemployment situation due to the epidemic, the Government has earmarked an additional \$6.6 billion under the sixth round of the AEF in February 2022 to additionally create around 30 000 time-limited jobs. CSB is in the process of collaborating with B/Ds in formulating the detailed proposals of the third round of the Job Creation Scheme.

4. The Government understands that people from certain industries have been particularly hard hit by the epidemic and are facing the situation of underemployment or even unemployment. In this connection, relevant B/Ds will particularly take into account the situation of those industries when formulating detailed proposals of creating time-limited jobs under the third round of the Job Creation Scheme.

- End -

CONTROLLING OFFICER'S REPLY

CSB023

(Question Serial No. 0632)

Head: (143) Government Secretariat: Civil Service Bureau

Subhead (No. & title): (-) Not Specified

Programme: (2) Human Resource Management

Controlling Officer: Permanent Secretary for the Civil Service (Mrs Ingrid YEUNG)

Director of Bureau: Secretary for the Civil Service

Question:

One of the matters requiring special attention in 2022-23 is to continue to promote occupational safety and health in the civil service. In this connection, will the Government inform this Committee:

1. of the respective numbers of civil servants and non-civil service contract (NCSC) staff who contracted Coronavirus Disease 2019 (COVID-19) at work/in the workplace in various departments;
2. of the respective numbers of civil servants and NCSC staff who contracted COVID-19 at work/in the workplace in the departments operating under trading funds;
3. whether there is any plan to improve the working environment to reduce the incidence of government staff contracting the virus at work? If yes, what are the details; if no, will any study be conducted?

Asked by: Hon LEUNG Tsz-wing, Dennis (LegCo internal reference no.: 10)

Reply:

- (1)&(2) Since mid-July 2020, the Civil Service Bureau (CSB) has requested Bureaux/Departments (B/Ds) to report the number of positive cases of Coronavirus Disease 2019 (COVID-19) involving government employees (i.e. civil servants and non-civil service contract staff directly employed by the Government)(regardless of whether the officer is suspected to be infected in the working environment). As at 28 March 2022, a total of 43 971 cases were recorded, breakdown by B/Ds (including trading fund departments) as set out at the Annex.
- (3) The Government always attaches importance to the occupational safety and health (OSH) of its employees. Having regard to their specific operational needs and circumstances as well as OSH risks, B/Ds would conduct risk assessments to put in place effective safety management systems and safety measures, including provision of proper protective equipment and OSH training to their staff, etc.

COVID-19 can be transmitted through either respiratory droplets or contact. An effective way to contain the spread of the virus is go out less and reduce social activities, and maintain appropriate social distance with other people as far as possible. The Centre for Health Protection had also strongly advised the public accordingly. Against this background, at the time when the epidemic situation deteriorated since 2020, the Government has implemented special work arrangement for government employees to reduce the number of people going out and the chance of spreading the virus at the workplace. The Government also appealed to private enterprises to adopt the same arrangement.

B/Ds have implemented targeted measures to reduce social contacts, such as flexible and staggered working and lunch hours; using video conferencing to reduce the need for face-to-face meetings, etc. The Government has also provided frontline anti-epidemic staff with appropriate and adequate protective equipment and measures. Relevant briefings will be held before operations, and guidelines and videos on the donning and doffing of personal protective equipment uploaded by health authorities will be provided to our colleagues for reference in advance. Testing will also be arranged after operations to staff members in need.

The Government adopts various measures to reduce people flow in government venues, such as suspending the processing of applications over the counters, encouraging people to use the post, drop-in boxes or online channels to receive the services they need. Various infection control measures have also been implemented at government buildings and offices to reduce the risk of infection and the spread of the virus in order to protect staff and members of the public. Apart from enhancing the cleansing of public facilities, such as lifts and escalators, checking the body temperature of persons entering government buildings and offices, providing alcohol hand sanitiser and sanitising mats, members of the public should wear surgical masks at all times when entering or are present in any government buildings or offices, and comply with the infection control and social distancing measures implemented by relevant departments including using the “LeaveHomeSafe” mobile app, temperature checks and crowd control arrangements.

The Government has implemented the Vaccine Pass arrangements for all government employees at government buildings and office premises since 16 February this year. Save for those who are unfit for COVID-19 vaccination due to medical conditions supported by a valid Medical Exemption Certificate, all government employees entering government buildings and offices for work-related purposes are required to have received COVID-19 vaccine. To further strengthen the protective barrier against the virus among civil servants, the Government updated the Vaccine Pass arrangements in early March. All government employees, save for those who are medically certified as unfit for vaccination and those who have recovered from COVID-19, entering government buildings and offices for work-related purposes are required to have received the second dose of vaccine before 1 April 2022. They must also receive the third dose before 16 May 2022 or within five months after the day the employee received the second dose, before entering the relevant government premises. For

employees who were unvaccinated before infection, they must receive their first dose of vaccine within five months from the day when he or she is fit for resuming duty at the workplace, and from 1 April 2022 onwards, they should receive their second dose of vaccine within five months after the day of first dose. For employees who had received first dose before infection, starting from 1 April 2022, they must receive the second dose within five months after resuming duty at the workplace. Those who have received at least two doses before infection are not required to receive extra doses for the time being.

Government employees who are infected with COVID-19 or close contact are subject to isolation or home quarantine as required by the Centre for Health Protection, and are allowed to resume duty until fulfillment of the relevant testing requirements. In addition, B/Ds will provide rapid antigen test kits to their staff for rapid testing depending on risk of infection and operational needs.

B/Ds have also appointed Infection Control Officers for dissemination of health advice on disease prevention, coordination of the demands for protective equipment, and answering staff enquiries.

Numbers of Cases of Government Employees Tested Positive for COVID-19 Infection**(From mid-July 2020 to 28 March 2022)**

B/D	Number of cases
Agriculture, Fisheries and Conservation Department	469
Auxiliary Medical Service	26
Architectural Services Department	458
Audit Commission	41
Buildings Department	397
Customs and Excise Department	1 774
Census and Statistics Department	298
Civil Aviation Department	133
Civil Aid Service	31
Commerce and Economic Development Bureau	84
Civil Engineering and Development Department	455
Chief Executive's Office	19
Constitutional and Mainland Affairs Bureau	25
Companies Registry*	156
Civil Service Bureau	163
Correctional Services Department	1 817
Chief Secretary for Administration's Office	89
Development Bureau	138
Department of Health	1 775
Department of Justice	276
Drainage Services Department	481
Education Bureau	1 333
Efficiency Office	208
Electrical and Mechanical Services Department*	1 544
Environment Bureau	9
Environmental Protection Department	527

Food and Environmental Hygiene Department	2 677
Food and Health Bureau	94
Fire Services Department	3 125
Financial Secretary's Office	9
Financial Services and the Treasury Bureau	62
Government Flying Service	79
Government Logistics Department	126
Government Laboratory	81
Government Property Agency	60
Home Affairs Bureau	94
Home Affairs Department	700
Housing Department	1 893
Hong Kong Observatory	70
Hong Kong Police Force	7 449
Post Office*	1 913
Highways Department	641
Independent Commission Against Corruption	280
Immigration Department	1 832
Invest Hong Kong	12
Intellectual Property Department	32
Inland Revenue Department	517
Information Services Department	57
Innovation and Technology Bureau	24
Innovation and Technology Commission	70
Joint Secretariat for the Advisory Bodies on Civil Service and Judicial Salaries and Conditions of Service	5
Judiciary	491
Legal Aid Department	112
Lands Department	755
Leisure and Cultural Services Department	2 185
Labour Department	559
Land Registry*	131
Labour and Welfare Bureau	30
Marine Department	245
Office of the Communications Authority*	103

Office of the Government Chief Information Officer	109
Official Receiver's Office	73
Policy Innovation and Co-ordination Office	6
Planning Department	215
Public Service Commission	11
Registration and Electoral Office	333
Radio Television Hong Kong	168
Rating and Valuation Department	217
Security Bureau	93
Secretariat, Commissioner on Interception of Communications and Surveillance	4
Social Welfare Department	1 169
Transport Department	466
Transport and Housing Bureau	45
Trade and Industry Department	130
Treasury	155
University Grants Committee Secretariat	15
Working Family and Student Financial Assistance Agency	443
Water Supplies Department	1 080
Total	43 971

* The five trading fund departments.

- End -

CONTROLLING OFFICER'S REPLY

CSB024

(Question Serial No. 0677)

Head: (143) Government Secretariat: Civil Service Bureau
Subhead (No. & title): (-) Not Specified
Programme: (2) Human Resource Management
Controlling Officer: Permanent Secretary for the Civil Service (Mrs Ingrid YEUNG)
Director of Bureau: Secretary for the Civil Service

Question:

It is stated in paragraph 38 of the Budget Speech that the Government has earmarked total funding of \$13.2 billion under the Anti-epidemic Fund. As at end-2021, some 60 000 jobs were created under the 2 rounds of the Job Creation Scheme, of which about 45 000 jobs were filled. An additional funding of \$6.6 billion has also been earmarked in the latest round of the Scheme for the creation of another 30 000 time-limited jobs. In this connection, would the Government advise this Committee of:

1. the departments/organisations and job positions involved in the 15 000 jobs left unfilled in the previous 2 rounds of the Scheme;
2. whether the Government has reviewed the reasons why those jobs cannot be matched; if yes, the improvement measures to be implemented;
3. given that the average cost of each time-limited job is \$220,000 as calculated on the basis of the figures provided in the Budget Speech, the details of the use of relevant costs (such as job seeker's pay and administrative cost, etc.);
4. the number of time-limited jobs filled in the past 2 rounds, with a breakdown by (a) contract period, (b) full-time/part-time employment, (c) job position, (d) academic qualification requirement and (e) pay level; and
5. the number of time-limited jobs to be created in the new round, with a breakdown by (a) contract period, (b) full-time/part-time employment, (c) job position, (d) academic qualification requirement and (e) pay level?

Asked by: Hon LEUNG Tsz-wing, Dennis (LegCo internal reference no.: 3)

Reply:

- 1.&2. To relieve the unemployment situation due to the epidemic and the anti-epidemic measures, the Government has earmarked a total of \$13.2 billion under the Anti-epidemic Fund in 2020 and 2021 to create around 60 000 time-limited jobs in the public and private sectors for people of different skill sets and academic qualifications under the two rounds of the Job Creation Scheme. The financial impact of the Job Creation Scheme will be absorbed by the Anti-epidemic Fund,

which does not form part of the Appropriation Bill or the estimates on the General Revenue Account. As at end January 2022, all 30 000 jobs created under the first round of the Job Creation Scheme have been filled. As regards the second round of the Job Creation Scheme which rolled out in the second quarter of 2021, around 30 000 jobs have been created so far. Among the jobs already created, around 18 000 jobs have been filled while the recruitment of the remaining 12 000 jobs is in progress or will commence shortly. For those remaining jobs, over half of the jobs are in the non-governmental sector, of which most of them are positions under subsidy schemes subsidising private companies to fill short-term manpower gap. As the implementation of subsidy schemes involves more coordination work and the launch date of subsidy schemes is later than that of government positions, the recruitment of jobs under subsidy schemes will be completed at a later stage. The Civil Service Bureau will continue to co-ordinate the work with relevant bureaux and departments (B/Ds) with a view to expediting the implementation progress of the Scheme.

3. Under the Job Creation Scheme, in addition to bearing the salary of the additional staff for time-limited jobs employed by various B/Ds, the Government subsidises part of the cost of the additional staff employed by the non-governmental sector. According to the information provided by B/Ds, over 90% of expenditure under the two rounds of the Job Creation Scheme are salary expenses.
4. As at end January 2022, all 30 000 jobs created under the first round of the Job Creation Scheme have been filled, including around 5 100 technical and non-skilled workers, 3 500 cleansing and supporting staff, 1 800 staff providing administrative, executive and clerical support, 1 300 venue helpers, 3 000 staff working in the property management industry and 2 200 jobs under the first round of the Development Bureau's subsidy scheme to subsidise private companies to employ fresh graduates and assistant professionals of the engineering, architectural, surveying, town planning and landscape architecture streams, etc.

Under the second round of the Job Creation Scheme which rolled out in the second quarter of 2021, around 30 000 jobs have been created so far. Among the jobs already created, around 18 000 jobs have been filled, including around 4 000 venue helpers, 1 600 cleansing and supporting staff, 1 300 technical and non-skilled workers and 900 staff providing administrative, executive and clerical support, 2 150 jobs employing practitioners in the travel trade industry to provide operation and administrative support at Community Vaccination Centres and 1 500 jobs under the second round of the Development Bureau's subsidy scheme to subsidise private companies to employ fresh graduates and assistant professionals, etc.

According to the information provided by B/Ds, under the two rounds of the Job Creation Scheme, the monthly pay of around 60% of filled jobs range from \$10,000 to \$20,000, and the monthly pay of around 35% of filled jobs are at \$20,000 or above. Regarding the duration of jobs, around 85% of filled jobs last from 6 to 12 months. As regards the academic qualification requirements, around half of the filled jobs require tertiary education or above while the remaining half require secondary education or below. In the governmental sector, over 90% of the filled

jobs are full-time^(Note) jobs. The Civil Service Bureau does not collect information on the number of full-time or part-time jobs in the non-governmental sector.

5. In view of the persistent unemployment situation due to the epidemic, the Government has earmarked an additional \$6.6 billion under the Anti-epidemic Fund in February 2022 to additionally create around 30 000 time-limited jobs. The Civil Service Bureau is in the process of collaborating with B/Ds in formulating the detailed proposals of the third round of the Job Creation Scheme.

Note: “Full-time” employment means employment under a “continuous contract” as defined by the Employment Ordinance. According to the Ordinance, an employee is regarded as being employed under a continuous contract if he or she works continuously for the same employer for four weeks or more, with at least 18 hours in each week.

- End -

CONTROLLING OFFICER'S REPLY

(Question Serial No. 0195)

Head: (143) Government Secretariat: Civil Service Bureau
Subhead (No. & title): (-) Not Specified
Programme: (4) Civil Service Training and Development
Controlling Officer: Permanent Secretary for the Civil Service (Mrs Ingrid YEUNG)
Director of Bureau: Secretary for the Civil Service

Question:

Regarding the budget and work under Programme (4) Civil Service Training and Development, please inform this Committee of the following:

1. Provision for 2022–23 is \$28.8 million (19.5%) higher than the revised estimate for 2021-22. This is mainly due to the plan to resume a number of training programmes which had to be deferred or cancelled in 2021–22 due to the COVID-19 epidemic, and the initiatives to enhance training for civil servants on different fronts with the establishment of the Civil Service College in December 2021. In 2022, however, the situation of the fifth wave of the COVID-19 epidemic is severe and unlikely to be controlled in short run.

What are the details and timetable of the training programmes to be held in 2022-23, and the expenditure to be involved? In view of the development of the epidemic, will the training programmes be conducted online instead of being postponed or cancelled? What will be the financial implication if the training programmes are conducted online?

2. Please provide the details and effectiveness of the training programmes conducted in the past 2 years relating to the Constitution of our country, the Basic Law of the HKSAR and national security. Also, how will these training programmes be enhanced both in breadth and depth?
3. Will the arrangements for civil servants of Hong Kong to take up temporary positions on the Mainland for exchanges be implemented in 2022-23? If yes, what are the details of the exchange arrangements, number of civil servants to be involved and the estimated expenditure?
4. What were the details, numbers of participants and training expenditure in the area of innovation and technology applications in the past 3 years?

Asked by: Hon LIAO Cheung-kong, Martin (LegCo internal reference no.: 3)

Reply:

1. Overall Training and E-learning

The Civil Service College (the College) was established in December 2021 to further enhance training for civil servants in terms of both quality and quantity, deepen civil servants' understanding of the country's development and the constitutional order of the Hong Kong Special Administrative Region (HKSAR), strengthen training in leadership development and innovation and technology application, and broaden their international horizons and global outlook.

In the past two years, owing to the epidemic, all training programmes, thematic visits as well as staff exchange programmes in the Mainland had to be cancelled, and some of the local programmes had to be switched to on-line delivery mode. Despite the epidemic, we have continued to strengthen civil service training and introduce new initiatives through e-learning. These new initiatives include: launching a video talk on "Hong Kong National Security Law" delivered by the then Deputy Director of the Hong Kong and Macao Affairs Office of the State Council, Mr Deng Zhonghua in April 2021 to enhance civil servants' (in particular new recruits') accurate understanding of the National Security Law and raise their awareness of safeguarding national security; and launching the "Tsinghua Lecture Series" in collaboration with Tsinghua University in December 2020 to provide middle and senior-level civil servants with a series of pre-recorded lectures on national policies and the latest development in the Mainland. We also continue to strengthen the provision of online seminars and learning resources on various topics on the platform of Cyber Learning Centre Plus (CLC Plus) to support civil servants' learning under the epidemic. The estimated number of page views of CLC Plus in 2022 is expected to reach 6 300 000, an increase of 33% as compared to three years ago (2019).

The estimated total expenditure of the College on various training programmes in 2022-23 is \$71.8 million. The actual expenditure will be much subject to the impact of the epidemic development on the training programmes.

2. Training on Constitutional Order and National Security

Enhancing the understanding of the civil service on the constitutional order of the HKSAR, which includes understanding of the country's Constitution, the Basic Law of the HKSAR and the National Security Law, is the top priority of civil service training.

The Civil Service Bureau, through the former Civil Service Training and Development Institute, has in recent years continued to strengthen civil service training on the constitutional order and safeguarding national security by organising regular training programmes and thematic seminars, as well as developing more e-learning resources. In the past two years (2020 and 2021), we organised about 190 training programmes and thematic seminars, covering the topics of the country's Constitution, the Basic Law, the constitutional order of the HKSAR, the National Security Law and national security, etc., for around 20 100 trainees. Bureaux/departments have also incorporated related training programmes into their respective staff training and development plans, and systematically arranged for their new recruits and middle and senior-level officers

to participate in such programmes at different career stages. The feedback of participants on these programmes has been positive. They generally consider that the programmes have enhanced their understanding of the country's Constitution, the Basic Law and the National Security Law, and have helped them acquire a better understanding of the relationship between the Basic Law and the discharge of official duties.

The Civil Service College, established in December 2021, will further enhance training for civil servants on the country's Constitution, the Basic Law and the National Security Law. The College will establish a more systematic training framework and designate training programmes for mandatory attendance by different levels of officers. All new recruits shall complete the foundation training within a specified period to enhance their understanding of the HKSAR's constitutional order, the country's development and national security. The College will also increase the number of training places and arrange for more middle and senior-level civil servants to take part in national studies programmes in the Mainland as they advance in their career. Apart from covering the country's latest policies and development, the programmes include talks on the country's Constitution and the Basic Law and safeguarding national security delivered by authoritative experts in the Mainland. Furthermore, the College will arrange for senior civil servants to attend master programmes on public policy organised by Mainland institutions, including the Master Programme in Public Policy offered by Peking University, as well as the Project of Hong Kong Public Administrative Talents, Executive Master of Public Administration Programme offered by Tsinghua University. These programmes provide opportunities for civil servants to deepen their understanding of the country's system, the relationship between the Central Authorities and the HKSAR, and the country's development. We also collaborate with the Office of the Commissioner of the Ministry of Foreign Affairs in the HKSAR to run a series of talks on the country's foreign affairs to deepen civil servants' understanding of the international scene and national security.

3. Civil Service Staff Exchange Programme

To further promote cooperation between Hong Kong and the Mainland municipalities in the Guangdong-Hong Kong-Macao Greater Bay Area (GBA), we will extend the Civil Service Staff Exchange Programme to cover the Mainland municipalities in the GBA. The Staff Exchange Programme for 2022-23 is now under preparation. Under the programme, officers from Hong Kong and the Mainland are attached to each other's side to share experience and expertise, foster networking and communication, and gain first-hand experience of the host city's latest development. It is more appropriate for such activities to be conducted physically. We are exploring with the relevant Mainland authorities possible ways to deepen such exchanges. Specific programme arrangements are pending confirmation. We look forward to launching, if circumstances allow, the exchange activities as soon as possible. The term "serving temporary posts" ("掛職") carries a specific connotation in the Mainland and may not be very applicable to the arrangement of mutual staff exchanges between the HKSAR Government and the Mainland municipal authorities. Thus, the programme is named the "Civil Service Staff Exchange Programme".

4. Innovation and Technology Application Training

The Government adopts a multi-pronged approach to enhance training on innovation and technology (I&T) application for civil servants in support of the implementation of the “Hong Kong Smart City Blueprint”. Training provided for civil servants comprise I&T training provided by individual bureaux and departments for their own staff, and training provided by the Civil Service College to meet the service-wide training needs of the civil service.

Bureaux/departments provide I&T training for their staff based on operational needs to meet their business demands, such as training on building information modelling, robotics, artificial intelligence, big data analytics, etc.

As for the College, elements encouraging I&T application are incorporated in its training programmes provided to meet the generic training needs of the civil service, so as to support the implementation of the “Hong Kong Smart City Blueprint”. The College collaborates with different government departments and organisations in running training programmes, and engages experts, academics, industry practitioners and government officials to introduce the latest I&T developments and share experience with the participants. The training content covers leadership and innovation, I&T application, smart city development, use of social media and design thinking, etc. The College has also enhanced the element of I&T application in different leadership and national studies programmes, so as to introduce the development of I&T promotion in the Mainland and smart city implementation, by means including visits to key I&T facilities and institutions in the Mainland. The College also provides e-learning resources via the Cyber Learning Centre Plus to help civil servants acquire I&T related knowledge.

In the two financial years of 2019-20 and 2020-21, about 62 000 civil servants participated in I&T related training each year for the Government as a whole. The annual training expenditure was about \$25 million. For 2021-22, the College will collect relevant information from departments after the close of the financial year.

- End -

CONTROLLING OFFICER'S REPLY

CSB026

(Question Serial No. 0088)

Head: (143) Government Secretariat: Civil Service Bureau

Subhead (No. & title): (-) Not Specified

Programme: (2) Human Resource Management

Controlling Officer: Permanent Secretary for the Civil Service (Mrs Ingrid YEUNG)

Director of Bureau: Secretary for the Civil Service

Question:

The Financial Secretary mentioned in paragraph 192 of the Budget Speech that the civil service establishment recorded zero growth in this financial year. Departments have enhanced effectiveness and efficiency through prioritisation, internal redeployment and streamlining of work processes, so that the workload can be handled even without increase in the civil service establishment. In this connection, please inform this Committee of the following:

- 1) the numbers of construction and related engineering professionals actually employed by the relevant government departments (including the Planning Department, Housing Department, Buildings Department, Civil Engineering and Development Department, Drainage Services Department, Water Supplies Department, Electrical and Mechanical Services Department, Transport Department, Highways Department and Environmental Protection Department) in 2021-22 in tabular form;
- 2) as the public works projects will keep increasing in future, in addition to development of the Northern Metropolis in the New Territories, there will also be increases in land and housing supplies and improvement to the railway and traffic networks, whether the Government has considered the inappropriate impact on relevant departments caused by the implementation of across-the-board zero growth in the civil service establishment; if so, of the details; if no, of the reasons; and
- 3) given that Hong Kong is still suffering the impact of COVID-19 and facing the pressure of the economic downturn, will the Government allocate additional resources, following the example of the Development Bureau in launching the "Graduate Internship Programmes" in 2020, to provide short-term posts and induction training opportunities for fresh graduates in the engineering, surveying and planning professions and to nurture successors for these professions; if so, of the details; if no, of the reasons.

Asked by: Hon LO Wai-kwok (LegCo internal reference no.: 10)

Reply:

- 1) There are a total of 6 079 posts in the construction and relevant engineering professional grades created in the departments referred to in the question in 2021-22. Details are set out at Annex.
- 2) The Government's target of zero growth in the civil service establishment will remain unchanged in 2022-23, with the aim of ensuring the sustainability of public finances. We encourage bureaux and departments to enhance effectiveness and efficiency through re-prioritisation, internal redeployment and streamlining of work processes, so that the workload can be coped with even without increase in overall civil service establishment.

Nevertheless, this does not mean that the zero growth in establishment will then be implemented across-the-board in bureaux/departments (B/Ds). The establishment of individual B/Ds can still increase having regard to operational needs and when it is fully justified. Yet taking into account the deletion of posts which no longer have operational needs in other B/Ds, there will not be any increase in the overall civil service establishment.

- 3) In view of the latest epidemic situation and private market manpower situation in professional sectors of construction industry, the Government is considering, continuing the measure implemented through the Job Creation Scheme under the Anti-epidemic Fund in the past two years, to provide salary subsidies to private organisations this year with a view to encouraging and supporting them to employ new graduates and assistant professionals in the engineering, architectural, surveying, town planning and landscape sectors so as to retain talents and foster long-term development of the professional sectors.

**Number of posts in the construction and
relevant engineering professional grades^{Note} in 2021-22**

Department	Number of posts in relevant professional grades on 31 March 2022
Planning Department	325
Housing Department	1 202
Buildings Department	730
Civil Engineering and Development Department	792
Drainage Services Department	390
Water Supplies Department	396
Electrical and Mechanical Services Department	595
Transport Department	254
Highways Department	679
Environmental Protection Department	716
Total	6 079

Note: The relevant professional grades refer to Architect, Building Services Engineer, Building Surveyor, Electrical and Mechanical Engineer, Electrical Engineer, Electronics Engineer, Engineer, Estate Surveyor, Geotechnical Engineer, Land Surveyor, Landscape Architect, Maintenance Surveyor, Mechanical Engineer, Planning Officer, Quantity Surveyor, Shift Charge Engineer, Structural Engineer, Town Planner, Cartographer, Chemist, Environmental Protection Officer and Waterworks Chemist.

- End -

CONTROLLING OFFICER'S REPLY

CSB027

(Question Serial No. 0028)

Head: (143) Government Secretariat: Civil Service Bureau

Subhead (No. & title): (-) Not Specified

Programme: (2) Human Resource Management

Controlling Officer: Permanent Secretary for the Civil Service (Mrs Ingrid YEUNG)

Director of Bureau: Secretary for the Civil Service

Question:

In response to the outbreak of the fifth wave of COVID-19 in Hong Kong, the Government conducted numerous “restriction-testing declaration” (RTD) and compulsory testing operations, during which a lot of staff from different departments was needed for assistance. In this connection, will the Government inform this Council of the following:

- a. Please list in table form the government departments which have participated in the RTD and compulsory testing operations under the fifth wave of the epidemic, as well as the number of participations and the number of staff involved in various departments and the percentage of such staff in the total strength of their respective department;
- b. The current command and organisational structure for RTD and compulsory testing operations;
- c. Whether senior civil servants responsible for planning, managing or commanding the operations have received any training on the prevention and control of infectious diseases in advance; if so, what are the details; if no, what are the reasons;
- d. Whether civil servants assigned to perform frontline duties have received any training on the prevention and control of infectious diseases in advance; if so, what are the details; if no, what are the reasons;
- e. Since the outbreak of COVID-19, has the Government stepped up civil service training on the prevention and control of infectious diseases in the past two years? If so, what are the details, the departments and the number of staff involved; if no, what are the reasons?

Asked by: Hon NGAN Man-yu (LegCo internal reference no.: 1)

Reply:

From 1 January to 4 April 2022, the Government had conducted a total of about 310 “restriction-testing declaration” (RTD) operations in various districts. The operations conducted in the earlier stage were mainly taken up by Home Affairs Department, Housing Department and Environmental Protection Department, with supporting staff deployed from

other departments when necessary. The Police also assisted in cordoning off and maintaining order in each operation. Since late February, the Government has expanded the RTD operations and mobilised more staff gradually from nine bureaux and the 40 departments under their purview (see **Annex**) to join in the operations. All officers-in-charge of the RTD operations possessed experience in organising and leading RTD operations. Newly joined commanders have also been briefed on the details of how operations are planned. All participating staff have been provided with adequate personal protection equipment (PPE). The health authorities have also uploaded guidelines and videos about donning and doffing of full set PPE for reference. Apart from briefings before operations, staff would also be arranged to undergo testing after operations. The number of staff involved in each RTD operation depends on the size of the restriction zone, the duration of the operation, the number of residents affected, etc. The above-mentioned departments have formed teams of staff to stand by for the operations. In general, the number of staff deployed in each RTD operation normally ranges from 150 to 450.

**The nine government bureaux and 40 departments
responsible for restriction-testing declarations**

1. Home Affairs Bureau – Home Affairs Department, Information Services Department and Leisure and Cultural Services Department
2. Transport and Housing Bureau – Civil Aviation Department, Highways Department, Housing Department, Marine Department and Transport Department
3. Development Bureau – Architectural Services Department, Buildings Department, Civil Engineering and Development Department, Drainage Services Department, Electrical and Mechanical Services Department, Lands Department, Land Registry, Planning Department and Water Supplies Department
4. Environment Bureau – Environmental Protection Department
5. Education Bureau – University Grants Committee Secretariat and Working Family and Student Financial Assistance Agency
6. Commerce and Economic Development Bureau – Tourism Commission, Hong Kong Observatory, Intellectual Property Department, Invest Hong Kong, Office of the Communications Authority, Post Office, Radio Television Hong Kong, Trade and Industry Department and Belt and Road Office
7. Financial Services and the Treasury Bureau – Census and Statistics Department, Companies Registry, Government Logistics Department, Government Property Agency, Inland Revenue Department, Official Receiver’s Office, Rating and Valuation Department and Treasury
8. Labour and Welfare Bureau – Labour Department and Social Welfare Department
9. Civil Service Bureau – Joint Secretariat for the Advisory Bodies on Civil Service and Judicial Salaries and Conditions of Service

- End -

CONTROLLING OFFICER'S REPLY

CSB028

(Question Serial No. 0029)

Head: (143) Government Secretariat: Civil Service Bureau

Subhead (No. & title): (-) Not Specified

Programme: (2) Human Resource Management

Controlling Officer: Permanent Secretary for the Civil Service (Mrs Ingrid YEUNG)

Director of Bureau: Secretary for the Civil Service

Question:

Regarding the civil service establishment, will the Government inform this Committee of the following:

- a. the numbers of civil servants having left the service and the percentages they accounted for in the entire civil service in each of the past 5 years, broken down by reason for leaving the service, age distribution, department and seniority;
- b. of the above staff leaving the service, how many had left the service before the end of the probation period; how many had been in the service for 10 or more years but left before reaching normal retirement age and the percentage such staff accounted for in the number of civil servants leaving the service in the respective year, broken down by reason for leaving the service, age distribution and department;
- c. the numbers of civil service vacancies in government departments in 2022-23, broken down by job type, post and pay level;
- d. whether the Government has reconsidered and evaluated the establishment and the job nature of the civil service to cater for the increasing workload, for example, the replacement of administrative staff with technology and engineering staff and the development of intelligent systems and advanced engineering systems to assist in highly repetitive tasks; if yes, the details, and the departments and the number of staff involved; and if no, the reasons;
- e. whether the Government has considered replacing some of the civil service posts with non-civil service contract staff (NCSC) positions; whether increments will be provided to NCSC staff to make NCSC positions more attractive so as to recruit and retain NCSC staff with suitable talents, and whether the benefits and promotion arrangements for NCSC staff will be aligned with those of civil servants.

Asked by: Hon NGAN Man-yu (LegCo internal reference no.: 2)

Reply:

- a. In the past five years from 2016-17 to 2020-21, the numbers of wastage of civil servants were 7 793, 8 616, 8 557, 8 311 and 8 494 respectively. When compared

with the civil service strength at the beginning of the year concerned, the wastage rates were 4.7%, 5.1%, 5.0%, 4.8% and 4.8% respectively. A breakdown of the statistics by reason of wastage, age group, bureau/department/office and length of service is set out at

at
Annex A.

- b. The numbers of staff who left the service before the end of the probationary period in the past five years from 2016-17 to 2020-21 were 699, 899, 1 013, 1 038 and 1 087 respectively, accounting for 9.0%, 10.4%, 11.8%, 12.5% and 12.8% of staff wastage of the year concerned. A breakdown of the statistics by reason of wastage, age group and bureau/department/office is set out at **Annex B.**

As regards the numbers of staff who had been in the service for 10 or more years and left the service before reaching the normal retirement age in the past five years from 2016-17 to 2020-21, they were 315, 331, 364, 381 and 560 respectively, accounting for 4.0%, 3.8%, 4.3%, 4.6% and 6.6% of staff wastage of the year concerned. A breakdown of the statistics by reason of wastage, age group and bureau/department/office is set out at **Annex C.**

- c. Heads of Department/Grade would, having regard to the number of vacancies in different grades and ranks, conduct recruitment exercises each year with a view to filling the vacancies arising from creation of new civil service posts and other reasons as soon as possible. In 2020-21, there were 11 576 appointments to the civil service (including direct appointment and in-service appointment). As the recruitment exercises are conducted by relevant departments/grades, the Civil Service Bureau does not keep information on the number of civil service vacancies expected to be filled by recruitment conducted by departments/grades in 2022-23.
- d. To ensure sustainability of public finance, we encourage bureaux and departments (B/Ds) to enhance effectiveness and efficiency through re-prioritisation, internal redeployment and streamlining of work processes, so that the workload can be coped with even without increase in civil service establishment. In addition, to allow flexibility in meeting their staffing needs, B/Ds may create or delete posts in existing non-directorate ranks provided that their respective establishment ceiling is not exceeded. They may also, having regard to the operational need and relevant considerations, decide on their own the grades which would require recruitment of civil servants and the number of civil servants required. As in the past, B/Ds would examine the manpower of various grades, including those responsible for the development of intelligent systems and advanced engineering systems, to take forward various initiatives and enhance existing services. At the same time, B/Ds would review the administrative procedures from time to time. Where there is room to streamline the procedures, B/Ds would redeploy the administrative personnel saved to work with operational needs or delete the posts concerned.
- e. The purposes of engaging civil servants and NCSC staff are distinct. Under the NCSC Staff Scheme, Heads of Bureaux/Departments (B/Ds) may employ NCSC staff to meet changing operational and service needs. They include those: (a) which may be time-limited, seasonal, or subject to market fluctuations; or (b) which require staff to work less than the conditioned hours; or (c) which require tapping the latest expertise

in a particular area from the labour market; or (d) where the mode of service delivery is under review or likely to be changed. B/Ds will arrange appropriate staff mix having regard to their operational and service needs. Since the purposes and circumstances of civil service and NCSC appointments are entirely different, direct comparison on salary and terms and conditions of employment between them would not be appropriate. As regards the terms and conditions of NCSC staff, Civil Service Bureau has reminded B/Ds from time to time to set a good example for employers by offering better terms and conditions of service to NCSC staff, if possible, having regard to the principle of the proper use of public funds. B/Ds also conduct periodic reviews on the terms and conditions of service of NCSC staff. Generally speaking, B/Ds are offering their NCSC staff with employment packages with terms and conditions of service better than the provisions in the Employment Ordinance (EO), such as providing more annual leave than that prescribed under the EO, and offering end-of-contract gratuity. With a view to further enhancing the employment terms of NCSC staff, B/Ds have been required to provide their full-time ^(Note 1) NCSC staff 17 days of General Holidays with pay starting from 1 April 2020.

Note 1: “Full-time” employment means employment under a “continuous contract” as defined by the EO. According to the Ordinance, an employee is regarded as being employed under a continuous contract if he or she works continuously for the same employer for four weeks or more, with at least 18 hours in each week.

**Statistics on Civil Servants Leaving the Service
2016-17 to 2020-21**

A. Reason of Wastage

Reason of Wastage	2016-17	2017-18	2018-19	2019-20	2020-21
Retirement	6 152	6 660	6 507	6 137	6 137
Resignation	1 052	1 333	1 443	1 571	1 863
Completion of Agreement	404	449	424	404	241
Death	126	124	130	130	136
Dismissal	18	14	14	14	13
Termination of Service	12	10	14	15	31
Other Reasons	29	26	25	40	73
Total	7 793	8 616	8 557	8 311	8 494

B. Age Group

Age Group	2016-17	2017-18	2018-19	2019-20	2020-21
Below 20	7	2	2	7	5
20 to below 30	443	580	676	709	687
30 to below 40	352	428	423	494	700
40 to below 50	253	278	281	266	377
50 to below 60	3 689	3 777	3 616	3 442	3 049
60 and above	3 049	3 551	3 559	3 393	3 676
Total	7 793	8 616	8 557	8 311	8 494

C. Bureau/Department/Office

Bureau/Department/Office	2016-17	2017-18	2018-19	2019-20	2020-21
Agriculture, Fisheries and Conservation Department	113	102	115	98	97
Architectural Services Department	76	89	113	109	107
Audit Commission	12	6	13	9	16
Auxiliary Medical Service	7	5	5	4	5
Buildings Department	49	49	62	48	62
Census and Statistics Department	52	54	48	52	64
Chief Executive's Office	6	1	2	4	5
Chief Secretary for Administration's Office	29	20	23	27	36
Civil Aid Service	5	10	7	2	4
Civil Aviation Department	29	41	33	31	33
Civil Engineering and Development Department	77	88	78	69	95
Civil Service Bureau	34	37	45	49	39
Commerce and Economic Development Bureau	10	14	16	18	16
Companies Registry	12	17	13	11	13
Constitutional and Mainland Affairs Bureau	2	2	7	8	6
Correctional Services Department	353	335	400	311	290
Customs and Excise Department	279	279	234	224	224
Department of Health	250	276	329	312	389
Department of Justice	52	63	54	65	59
Development Bureau	8	12	17	17	21
Drainage Services Department	99	100	100	107	103
Education Bureau	234	215	236	224	269
Electrical and Mechanical Services Department	177	192	165	205	168
Environmental Protection Department	60	69	57	70	94
Environment Bureau	2	2	2	0	1
Financial Services and the	11	56	9	9	11

Bureau/Department/Office	2016-17	2017-18	2018-19	2019-20	2020-21
Treasury Bureau					
Fire Services Department	403	407	436	440	455
Food and Environmental Hygiene Department	687	790	643	528	578
Food and Health Bureau	7	5	6	11	8
Government Flying Service	12	13	12	15	15
Government Laboratory	12	11	10	12	17
Government Logistics Department	35	42	44	41	44
Government Property Agency	9	13	10	11	12
Highways Department	96	98	121	127	118
Home Affairs Bureau	12	17	8	11	11
Home Affairs Department	66	101	90	96	92
Hong Kong Monetary Authority	4	2	3	0	1
Hong Kong Observatory	14	15	13	15	17
Hong Kong Police Force	1 663	1 786	1 714	1 802	1 537
Hongkong Post	262	293	286	304	311
Hospital Authority	172	192	185	164	142
Housing Department	354	432	429	427	520
Immigration Department	249	302	356	267	307
Information Services Department	12	26	9	10	16
Inland Revenue Department	132	138	153	147	160
Innovation and Technology Bureau	2	0	8	3	8
Innovation and Technology Commission	10	10	8	13	10
Intellectual Property Department	2	3	1	6	4
Invest Hong Kong	1	0	1	0	2
Joint Secretariat for the Advisory Bodies on Civil Service and Judicial Salaries and Conditions of Service	1	0	1	0	3
Judiciary	53	92	66	81	86
Labour and Welfare Bureau	2	6	4	0	9

Bureau/Department/Office	2016-17	2017-18	2018-19	2019-20	2020-21
Labour Department	79	88	99	76	102
Land Registry	13	24	26	23	33
Lands Department	179	197	208	220	219
Legal Aid Department	25	28	36	26	27
Leisure and Cultural Services Department	380	459	439	430	427
Marine Department	84	83	74	67	73
Office of the Communications Authority	15	17	22	21	23
Office of the Government Chief Information Officer	18	15	24	27	34
Official Receiver's Office	13	17	13	11	12
Planning Department	19	30	42	48	48
Public Service Commission	3	1	4	2	1
Radio Television Hong Kong	31	32	38	25	32
Rating and Valuation Department	51	49	54	50	37
Registration and Electoral Office	7	11	6	13	7
Secretariat, Commissioner on Interception of Communications and Surveillance	0	0	2	2	0
Security Bureau	5	7	10	7	12
Social Welfare Department	181	214	205	203	241
Trade and Industry Department	22	21	20	29	19
Transport and Housing Bureau	3	6	8	7	7
Transport Department	60	68	81	62	101
Treasury	25	26	28	29	32
University Grants Committee Secretariat	5	3	4	2	2
Water Supplies Department	237	252	266	265	220
Working Family and Student Financial Assistance Agency	28	40	48	52	75
Total	7 793	8 616	8 557	8 311	8 494

D. Length of Service

Length of Service	2016-17	2017-18	2018-19	2019-20	2020-21
Below 3 years	675	863	986	1 015	1 018
3 to below 5 years	145	213	151	174	268
5 to below 10 years	173	273	167	215	299
10 to below 20 years	332	226	146	152	286
20 to below 30 years	1 549	1 771	1 815	1 543	1 469
30 to below 40 years	4 625	4 915	4 797	4 656	4 492
40 years and above	294	355	495	556	662
Total	7 793	8 616	8 557	8 311	8 494

**Statistics on Officers Leaving the Service
Before End of Probationary Period
2016-17 to 2020-21**

A. Reason of Wastage

Reason of Wastage	2016-17	2017-18	2018-19	2019-20	2020-21
Retirement	1	2	2	0	1
Resignation	652	864	975	988	989
Death	5	4	6	5	5
Dismissal	1	2	1	1	1
Termination of Service	12	10	14	14	31
Other Reasons	28	17	15	30	60
Total	699	899	1 013	1 038	1 087

B. Age Group

Age Group	2016-17	2017-18	2018-19	2019-20	2020-21
Below 20	7	2	2	7	5
20 to below 30	382	506	609	586	585
30 to below 40	178	215	231	252	303
40 to below 50	54	96	81	84	70
50 to below 60	49	46	46	49	43
60 and above	29	34	44	60	81
Total	699	899	1 013	1 038	1 087

C. Bureau/Department/Office

Bureau/Department/Office	2016-17	2017-18	2018-19	2019-20	2020-21
Agriculture, Fisheries and Conservation Department	9	7	18	9	7
Architectural Services Department	3	4	13	7	17
Audit Commission	0	0	0	1	1
Auxiliary Medical Service	3	2	0	2	1
Buildings Department	8	3	3	6	8
Census and Statistics Department	4	4	1	3	2
Chief Executive's Office	0	0	0	0	1
Chief Secretary for Administration's Office	5	1	4	6	4
Civil Aid Service	0	1	2	0	0
Civil Aviation Department	4	7	8	11	10
Civil Engineering and Development Department	3	5	4	5	11
Civil Service Bureau	3	5	4	5	5
Commerce and Economic Development Bureau	0	3	2	1	1
Companies Registry	1	0	2	2	3
Constitutional and Mainland Affairs Bureau	0	0	1	1	1
Correctional Services Department	36	40	60	40	70
Customs and Excise Department	11	10	22	31	39
Department of Health	44	50	64	64	64
Department of Justice	9	12	10	9	11
Development Bureau	0	1	1	0	2
Drainage Services Department	6	5	4	6	8
Education Bureau	23	29	20	31	35
Electrical and Mechanical Services Department	4	7	3	11	15
Environmental Protection Department	2	3	3	6	14
Environment Bureau	0	0	0	0	1

Bureau/Department/Office	2016-17	2017-18	2018-19	2019-20	2020-21
Financial Services and the Treasury Bureau	1	1	0	1	0
Fire Services Department	41	43	82	61	46
Food and Environmental Hygiene Department	75	66	69	62	104
Food and Health Bureau	0	0	0	3	2
Government Flying Service	2	2	3	2	1
Government Laboratory	1	1	3	2	1
Government Logistics Department	8	3	4	3	3
Government Property Agency	1	5	2	0	3
Highways Department	5	2	9	4	11
Home Affairs Bureau	2	3	0	4	6
Home Affairs Department	10	12	24	25	23
Hong Kong Observatory	1	1	0	3	4
Hong Kong Police Force	165	209	217	293	184
Hongkong Post	14	26	20	7	10
Housing Department	23	31	22	29	41
Immigration Department	19	38	71	20	40
Information Services Department	0	1	0	2	2
Inland Revenue Department	17	22	18	21	25
Innovation and Technology Bureau	1	0	3	1	2
Innovation and Technology Commission	1	2	1	3	1
Intellectual Property Department	1	0	0	0	2
Invest Hong Kong	0	0	0	0	1
Judiciary	2	8	5	9	15
Labour and Welfare Bureau	0	0	0	0	1
Labour Department	9	12	12	3	13
Land Registry	1	3	1	7	2
Lands Department	10	15	18	19	33
Legal Aid Department	5	4	4	5	7
Leisure and Cultural Services	60	88	77	99	63

Bureau/Department/Office	2016-17	2017-18	2018-19	2019-20	2020-21
Department					
Marine Department	4	6	9	5	9
Office of the Communications Authority	1	3	6	0	1
Office of the Government Chief Information Officer	2	2	0	2	4
Official Receiver's Office	2	6	4	4	1
Planning Department	1	3	7	2	6
Public Service Commission	0	0	0	0	1
Radio Television Hong Kong	1	2	1	4	1
Rating and Valuation Department	5	5	6	8	5
Registration and Electoral Office	0	3	1	1	3
Secretariat, Commissioner on Interception of Communications and Surveillance	0	0	1	0	0
Security Bureau	0	0	1	3	2
Social Welfare Department	13	30	23	24	26
Trade and Industry Department	1	1	1	1	2
Transport and Housing Bureau	1	1	0	1	1
Transport Department	2	7	13	8	15
Treasury	2	4	4	3	6
University Grants Committee Secretariat	1	1	0	1	1
Water Supplies Department	7	16	18	21	16
Working Family and Student Financial Assistance Agency	3	12	4	5	10
Total	699	899	1 013	1 038	1 087

**Statistics on Officers Who Had Been in the Service for 10 or More Years
and Left the Service Before Reaching the Normal Retirement Age
2016-17 to 2020-21**

A. Reason of Wastage

Reason of Wastage¹	2016-17	2017-18	2018-19	2019-20	2020-21
Resignation	203	231	254	274	444
Death	99	87	97	97	104
Dismissal	12	8	9	6	6
Other Reasons	1	5	4	4	6
Total	315	331	364	381	560

B. Age Group

Age Group	2016-17	2017-18	2018-19	2019-20	2020-21
20 to below 30	0	1	1	2	1
30 to below 40	45	62	64	82	139
40 to below 50	123	103	129	123	213
50 to below 60	147	165	170	174	207
Total	315	331	364	381	560

¹ The figures do not include (i) civil servants who are re-employed after retirement without a break in service; (ii) civil servants who have opted to transfer from the Old Pension Scheme to the New Pension Scheme and are retired before reaching the new retirement age; and (iii) civil servants who are on early retirement, compulsory retirement (including abolition of office) or invaliding.

C. Bureau/Department/Office

Bureau/Department/Office	2016-17	2017-18	2018-19	2019-20	2020-21
Agriculture, Fisheries and Conservation Department	3	3	2	3	8
Architectural Services Department	1	3	5	5	3
Audit Commission	1	1	1	0	2
Buildings Department	1	0	1	4	8
Census and Statistics Department	1	0	3	0	6
Chief Executive's Office	1	0	0	1	0
Chief Secretary for Administration's Office	3	1	1	2	8
Civil Aviation Department	3	5	5	2	2
Civil Engineering and Development Department	3	2	3	1	7
Civil Service Bureau	6	7	9	10	11
Commerce and Economic Development Bureau	1	1	3	1	2
Companies Registry	1	0	1	1	2
Constitutional and Mainland Affairs Bureau	0	0	3	0	2
Correctional Services Department	12	10	11	10	13
Customs and Excise Department	4	13	9	7	19
Department of Health	17	9	27	33	45
Department of Justice	6	5	7	7	9
Development Bureau	2	3	3	2	3
Drainage Services Department	1	3	2	2	4
Education Bureau	16	25	18	17	27
Electrical and Mechanical Services Department	4	5	5	8	8
Environmental Protection Department	6	2	3	4	12
Environment Bureau	1	0	0	0	0
Financial Services and the Treasury Bureau	0	0	1	1	4
Fire Services Department	12	9	11	13	29
Food and Environmental Hygiene Department	14	11	15	12	18
Food and Health Bureau	1	1	1	1	3

Bureau/Department/Office	2016-17	2017-18	2018-19	2019-20	2020-21
Government Flying Service	0	3	0	1	0
Government Laboratory	2	0	0	1	2
Government Logistics Department	1	0	1	3	4
Government Property Agency	0	1	0	1	1
Highways Department	3	3	5	5	4
Home Affairs Bureau	2	3	1	1	1
Home Affairs Department	3	4	5	3	11
Hong Kong Observatory	1	2	1	0	0
Hong Kong Police Force	75	76	73	89	78
Hongkong Post	8	10	8	4	11
Hospital Authority	5	5	4	2	5
Housing Department	14	7	10	12	18
Immigration Department	11	9	12	8	13
Information Services Department	1	2	2	2	4
Inland Revenue Department	1	7	6	8	17
Innovation and Technology Bureau	1	0	1	0	1
Innovation and Technology Commission	1	1	1	2	2
Intellectual Property Department	0	1	0	0	1
Joint Secretariat for the Advisory Bodies on Civil Service and Judicial Salaries and Conditions of Service	0	0	0	0	1
Judiciary	4	5	1	2	2
Labour and Welfare Bureau	0	0	0	0	1
Labour Department	3	2	6	5	14
Land Registry	2	0	2	0	2
Lands Department	9	8	4	15	7
Legal Aid Department	2	3	3	3	2
Leisure and Cultural Services Department	17	12	14	21	28
Marine Department	0	2	3	1	5
Office of the Communications Authority	1	0	4	2	2
Office of the Government Chief Information Officer	0	0	2	3	5

Bureau/Department/Office	2016-17	2017-18	2018-19	2019-20	2020-21
Official Receiver's Office	1	3	0	0	1
Planning Department	1	2	2	4	4
Radio Television Hong Kong	2	4	3	4	2
Rating and Valuation Department	1	5	2	0	5
Registration and Electoral Office	0	0	0	1	0
Secretariat, Commissioner on Interception of Communications and Surveillance	0	0	0	1	0
Security Bureau	0	1	2	1	2
Social Welfare Department	15	15	17	15	29
Trade and Industry Department	0	1	2	2	2
Transport and Housing Bureau	0	1	1	1	1
Transport Department	1	5	5	3	6
Treasury	1	1	2	2	2
University Grants Committee Secretariat	0	1	2	0	0
Water Supplies Department	3	6	4	6	6
Working Family and Student Financial Assistance Agency	2	1	3	0	3
Total	315	331	364	381	560

- End -

CONTROLLING OFFICER'S REPLY

CSB029

(Question Serial No. 0060)

Head: (143) Government Secretariat: Civil Service Bureau

Subhead (No. & title): (-) Not Specified

Programme: (2) Human Resource Management

Controlling Officer: Permanent Secretary for the Civil Service (Mrs Ingrid YEUNG)

Director of Bureau: Secretary for the Civil Service

Question:

A special scheme for extending the service of police officers was launched last year for all serving Pre-2000 police officers at non-directorate level to apply for extending their service beyond the retirement age (i.e. 55) up to the age of 60. In view of the above, would the Government give expeditious consideration to extending the arrangement to other disciplined services, and commence relevant discussions and studies with them? If yes, what are the details? If no, what are the reasons?

Asked by: Hon QUAT Elizabeth (LegCo internal reference no.: 8)

Reply:

To meet the operational needs and long-term manpower challenges, the Hong Kong Police Force (HKPF) launched a scheme on 1 April 2021 for all serving police officers at non-directorate level who joined the Government before 1 June 2000 to apply for extending their service beyond the retirement age (i.e. 55) up to the age of 60.

As regards the other disciplined services departments (DSDs), their situation is not exactly the same as that of HKPF. After thorough consideration, the management of the DSDs concerned concluded that introducing a similar scheme is not the best way out to meet the actual operational needs of the DSDs. On the contrary, it may cause complicated management and implementation issues, which will not be conducive to the healthy development of the DSDs in the long run. Specifically, the manpower situation of the DSDs varies from one another, with different vacancy situation and circumstances in respect of promotion or recruitment. If a similar scheme is implemented, it will inevitably affect the promotion prospect of serving officers, departmental quarters benefits as well as manpower planning and personnel turnover of the DSDs, etc. As a result, feelings of unfairness and negative sentiments will be aroused among colleagues with a detrimental impact on the overall morale, and the DSDs' intake of new blood will also be hindered. In addition, having regard to the future manpower situation, it is anticipated that the number of quotas available will be small even if a similar scheme is implemented, and the proposal will unavoidably be divisive among colleagues. Therefore, the management of the DSDs concerned decided that it is not appropriate to implement the scheme in question at this

stage. Taking into account their respective requirements and the overall benefits, they will continue to flexibly deploy the existing measures for extending the service of civil servants (including the Post-retirement Service Contract Scheme, final extension of service and the adjusted further employment mechanism) to meet their genuine operational and manpower needs. The Civil Service Bureau will continue to render necessary assistance to DSDs in making effective use of the various measures for extending the service of civil servants with a view to meeting the manpower demand and operational needs.

- End -

CONTROLLING OFFICER'S REPLY

CSB030

(Question Serial No. 0703)

Head: (143) Government Secretariat: Civil Service Bureau
Subhead (No. & title): (000) Operational expenses
Programme: (2) Human Resource Management
Controlling Officer: Permanent Secretary for the Civil Service (Mrs Ingrid YEUNG)
Director of Bureau: Secretary for the Civil Service

Question:

In the 2020-21 financial year, the Government earmarked \$6.6 billion under the Anti-epidemic Fund to create about 30 000 time-limited jobs in the public and private sectors within two years for people of different skill sets and academic qualifications. In this connection, will the Government inform this Committee of the following:

1. If the epidemic situation remains severe and the unemployment has not recovered, will the Government consider further allocating funding for the creation of about 30 000 time-limited jobs lasting no more than 12 months to ensure that the Government system and the healthcare system have sufficient manpower required for the anti-epidemic work?
2. Please set out in table form the categories and respective numbers of time-limited jobs created and planned to be created in the past 3 years. What is the respective distribution of jobs for anti-epidemic work, health care and elderly care sector?
3. Many of the jobs under the scheme are created for fresh graduates and young people. However, some jobs require administrative experience and professional skills. Has the Government considered provided training to young people who are offered such jobs? Have any specific training arrangement and financial budget been planned?

Asked by: Hon SO Cheung-wing (LegCo internal reference no.: 3)

Reply:

1. To relieve the unemployment situation due to the epidemic and the anti-epidemic measures, the Government has earmarked a total of \$13.2 billion under the Anti-epidemic Fund (AEF) in 2020 and 2021 to create around 60 000 time-limited jobs in the public and private sectors for people of different skill sets and academic qualifications under the two rounds of the Job Creation Scheme. The financial impact of the Job Creation Scheme will be absorbed by the Anti-epidemic Fund, which does not form part of the Appropriation Bill or the estimates on the General Revenue Account. In view of the persistent unemployment situation due to the epidemic, the Government has earmarked an additional \$6.6 billion under the AEF in February 2022 to additionally create around 30 000 time-limited jobs. The Civil Service Bureau is in

the process of collaborating with bureaux and departments (B/Ds) in formulating the detailed proposals of the third round of the Job Creation Scheme. Jobs to be created include the jobs for the community isolation facilities.

2. As at end January 2022, around 30 000 jobs have been created under the first round of the Job Creation Scheme, including around 5 100 technical and non-skilled workers, 3 500 cleansing and supporting staff, 1 800 staff providing administrative, executive and clerical support, 3 000 staff working in the property management industry and 2 200 jobs under the first round of the Development Bureau's subsidy scheme to subsidise private companies to employ fresh graduates and assistant professionals of the engineering, architectural, surveying, town planning and landscape architecture streams, etc. As regards jobs for anti-epidemic work, health care and elderly care sectors, there are around 1 300 venue helpers assisting in venue management and carrying out anti-epidemic measures in various Government venues and premises, 1 200 staff carrying out Coronavirus Disease 2019-related duties and 930 positions under Social Welfare Department's subsidy scheme for the elderly and rehabilitation service units.

Under the second round of the Job Creation Scheme which rolled out in the second quarter of 2021, around 30 000 jobs have been created so far. Major examples of jobs already created include around 2 600 technical and non-skilled workers, 1 800 cleansing and supporting staff, 1 800 staff providing administrative, executive and clerical support and 1 900 jobs under the second round of the Development Bureau's subsidy scheme to subsidise private companies to employ fresh graduates and assistant professionals, etc. As regards jobs for anti-epidemic work, health care and elderly care sectors, there are around 6 300 venue helpers assisting in venue management and carrying out anti-epidemic measures in various Government venues and premises, 1 000 staff carrying out Coronavirus Disease 2019-related duties, 2 150 jobs employing practitioners in the travel trade industry to provide operation and administrative support at Community Vaccination Centres, and 950 positions under Social Welfare Department's subsidy scheme for the elderly and rehabilitation service units.

3. Due to the raging epidemic, the unemployment rate remains high. It is particularly difficult for graduates and young people to seek job opportunities in the prevailing labour market due to lack of work experience. In this connection, around 15 000 jobs under the two rounds of the Job Creation Scheme are created specifically for fresh graduates or especially suitable for young people to apply. For instance, various B/Ds created administrative and executive support positions in their B/Ds which are suitable for people without work experience; the Civil Service Bureau and the Hong Kong Jockey Club Charities Trust launched the "PROcruit C" programme under which, apart from providing the graduates with the opportunities to innovate at workplace, pre-onboarding and on-the-job trainings were also organised so as to facilitate them to carve out their professional pathway; and the Development Bureau launched the subsidy scheme to subsidise employers to provide short-term positions for graduates of the engineering, architectural, surveying, town planning and landscape architecture streams. All these jobs offer graduates and young people with on-the-job training in the relevant industries with a view to enabling them to gain relevant work experience,

which will be conducive to their career development in the long run while some may even facilitate them to acquire related professional qualifications.

- End -

CONTROLLING OFFICER'S REPLY

CSB031

(Question Serial No. 0770)

Head: (143) Government Secretariat: Civil Service Bureau
Subhead (No. & title): (000) Operational expenses
Programme: (2) Human Resource Management
Controlling Officer: Permanent Secretary for the Civil Service (Mrs Ingrid YEUNG)
Director of Bureau: Secretary for the Civil Service

Question:

The Civil Service Bureau mentioned in the Matters Requiring Special Attention in 2022–23 that, “it will continue to keep the size of the civil service establishment under control, while maintaining effectiveness to support the Government in taking forward initiatives and ensuring steady development of the civil service”. In this connection, will the Government inform this Committee of the following:

1. The expected wastage rate of the civil service in this year, and the number of retirees out of the staff wastage?
2. The Financial Secretary mentioned in this year’s Budget Speech that the civil service establishment recorded zero growth in this financial year and effectiveness and efficiency were enhanced through prioritisation, internal redeployment and streamlining of work processes. Therefore, how can the Government ensure that sufficient manpower will be available in this financial year to meet the additional human resource demands arising from huge workload on “fighting the epidemic”? Has allocation of sufficient resources been duly considered in the relevant financial estimate?
3. Given that the Civil Service College will start organising training programmes, will the Government organise specific programmes on enhancing the governance efficacy of the Government and the work efficiency of the civil service? Is there any plan to improve or establish a comprehensive assessment system for the civil service?
4. In view of the current severe epidemic situation, what occupational safety management measures and support have been provided by bureaux and administrative departments for their staff to reduce their risk of contracting COVID-19? What is the estimated expenditure involved?

Asked by: Hon SO Cheung-wing (LegCo internal reference no.: 2)

Reply:

1. Retirement has always been the primary reason for departure of civil servants from the Civil Service. The estimated number of officers reaching normal retirement age in 2022-23 is around 5 900, representing a wastage rate (arising from retirement) of about 3.3% of the strength as at end March 2021.
2. In respect of the anti-epidemic work against the Coronavirus Disease 2019, all government employees, regardless of the departments they belong to, are putting the fight against the epidemic as the top priority and overriding mission. Government employees, whether deployed to work in the office or otherwise, and no matter what their original/usual duties are, stand ready at all times when called upon by their departments. Having regard to the development of the epidemic and actual needs, bureaux/departments would flexibly redeploy their manpower resources to make all-out efforts in mobilising their staff to participate in anti-epidemic work.
3. The Civil Service Bureau is committed to providing, through the Civil Service College, civil servants across departments with suitable training in areas including leadership and innovation, design thinking, application of technology, work process improvement, supervisory management, customer service skills, etc. Such training seeks to better enable civil servants to move ahead with times, enhance work efficiency and provide good quality service to the public. With the establishment of the Civil Service College, and upon commissioning of its premises in Kwun Tong later on, we look forward to enhancing the training facilities and training programmes to strengthen the capacity of the civil service in coping with challenges and scaling higher in public service delivery.

On performance management of civil servants, the Government has all along strived to maintain an effective performance management system. Civil servants are subject to performance appraisal on an annual basis which enables the management to monitor and assess staff performance. Throughout the appraisal period, the management will regularly monitor the work progress of the staff and the major areas of concern regarding their performance, and provide constant feedback for the staff to address such areas. After completion of the appraisal report, the appraising officer should honestly discuss with the appraisee his/her performance, areas for improvement, potential, development needs, future posting, etc.

The Civil Service Bureau will keep the civil service performance management system under review from time to time to facilitate the enhancement of the related arrangements and practices as appropriate. In our review of the selection and appointment mechanism for senior civil service positions, one of the tasks is to examine the appraisal arrangement for directorate civil servants, with a view to enabling a more comprehensive and detailed reflection of the competencies and potential of directorate civil servants in their appraisal reports. Apart from the performance management system, we will also take other appropriate measures (e.g. strengthening training and running commendation schemes) to enhance the performance of civil servants.

4. The Government always attaches importance to the occupational safety and health (OSH) of its employees. Having regard to their specific operational needs and

circumstances as well as OSH risks, B/Ds would conduct risk assessments to put in place effective safety management systems and safety measures, including provision of proper protective equipment and OSH training to their staff, etc.

COVID-19 can be transmitted through either respiratory droplets or contact. An effective way to contain the spread of the virus is go out less and reduce social activities, and maintain appropriate social distance with other people as far as possible. The Centre for Health Protection had also strongly advised the public accordingly. Against this background, at the time when the epidemic situation deteriorated since 2020, the Government has implemented special work arrangement for government employees to reduce the number of people going out and the chance of spreading the virus at the workplace. The Government also appealed to private enterprises to adopt the same arrangement.

B/Ds have implemented targeted measures to reduce social contacts, such as flexible and staggered working and lunch hours; using video conferencing to reduce the need for face-to-face meetings, etc. The Government has also provided frontline anti-epidemic staff with appropriate and adequate protective equipment and measures. Relevant briefings will be held before operations, and guidelines and videos on the donning and doffing of personal protective equipment uploaded by health authorities will be provided to our colleagues for reference in advance. Testing will also be arranged after operations to staff members in need.

The Government adopts various measures to reduce people flow in government venues, such as suspending the processing of applications over the counters, encouraging people to use the post, drop-in boxes or online channels to receive the services they need. Various infection control measures have also been implemented at government buildings and offices to reduce the risk of infection and the spread of the virus in order to protect staff and members of the public. Apart from enhancing the cleansing of public facilities, such as lifts and escalators, checking the body temperature of persons entering government buildings and offices, providing alcohol hand sanitiser and sanitising mats, members of the public should wear surgical masks at all times when entering or are present in any government buildings or offices, and comply with the infection control and social distancing measures implemented by relevant departments including using the “LeaveHomeSafe” mobile app, temperature checks and crowd control arrangements.

The Government has implemented the Vaccine Pass arrangements for all government employees at government buildings and office premises since 16 February this year. Save for those who are unfit for COVID-19 vaccination due to medical conditions supported by a valid Medical Exemption Certificate, all government employees entering government buildings and offices for work-related purposes are required to have received COVID-19 vaccine. To further strengthen the protective barrier against the virus among civil servants, the Government updated the Vaccine Pass arrangements in early March. All government employees, save for those who are medically certified as unfit for vaccination and those who have recovered from COVID-19, entering government buildings and offices for work-related purposes are required to have received the second dose of vaccine before 1 April 2022. They must also receive the third dose before 16 May 2022 or within five months after the day the

employee received the second dose, before entering the relevant government premises. For employees who were unvaccinated before infection, they must receive their first dose of vaccine within five months from the day when he or she is fit for resuming duty at the workplace, and from 1 April 2022 onwards, they should receive their second dose of vaccine within five months after the day of first dose. For employees who had received first dose before infection, starting from 1 April 2022, they must receive the second dose within five months after resuming duty at the workplace. Those who have received at least two doses before infection are not required to receive extra doses for the time being.

Government employees who are infected with COVID-19 or close contact are subject to isolation or home quarantine as required by the Centre for Health Protection, and are allowed to resume duty until fulfillment of the relevant testing requirements. In addition, B/Ds will provide rapid antigen test kits to their staff for rapid testing depending on risk of infection and operational needs.

B/Ds have also appointed Infection Control Officers for dissemination of health advice on disease prevention, coordination of the demands for protective equipment, and answering staff enquiries.

CSB does not have the information on the expenditure incurred by B/Ds for implementing the various measures concerned.

- End -

CONTROLLING OFFICER'S REPLY

(Question Serial No. 0771)

Head: (143) Government Secretariat: Civil Service Bureau
Subhead (No. & title): (000) Operational expenses
Programme: (2) Human Resource Management
Controlling Officer: Permanent Secretary for the Civil Service (Mrs Ingrid YEUNG)
Director of Bureau: Secretary for the Civil Service

Question:

The Government launched the Pilot Scheme on Civil Service Chinese Medicine Clinics (the Pilot Scheme) in March 2020, setting up Civil Service Chinese Medicine Clinics (CSCMCs) at the Chinese Medicine Clinic cum Training and Research Centre in Pamela Youde Nethersole Eastern Hospital and Yan Chai Hospital to provide free general consultation and acupuncture services for civil service eligible persons (CSEPs). In this connection, please provide the following data:

1. the attendance and expenditure of each CSCMC in the past financial year;
2. the utilisation rates of general consultation and acupuncture services and average waiting times for follow-up consultations;
3. the grades, establishment and actual number of staff (including those employed on civil service terms and contract terms) involved in the provision of Chinese medicine services for civil servants;
4. in view of the overwhelming response of the Pilot Scheme, back in August 2020, the Civil Service Bureau started to collect from service users their feedback on the Pilot Scheme by means of questionnaires. Regarding the degree of convenience of telephone booking, over 50% of the responding civil servants considered the system not user-friendly enough. Does the Government have any improvement measures in place?
5. the Bureau has also mentioned that it will conduct a review on the arrangement of the Pilot Scheme in the first quarter of 2021, what is the latest progress? Is there a specific timetable to increase service capacity; if yes, the details; if not, the reasons?
6. with the fifth wave of the epidemic coming inexorably, the healthcare system is overloaded and on the verge of collapse. There is also an acute shortage of healthcare manpower. The Hong Kong Registered Chinese Medicine Practitioners Association has pointed out that Chinese medicine delivers good results in the treatment of Coronavirus Disease 2019 (COVID-19). Has the Government mobilised the Chinese Medicine Practitioners (CMPs) of the CSCMCs to support the current medical action against COVID-19?

Asked by: Hon SO Cheung-wing (LegCo internal reference no.: 4)

Reply:

1. The Pilot Scheme was launched on 2 March 2020. In financial year 2020-21, the number of attendances for CSCMC (Tsuen Wan) and CSCMC (Eastern) amounted to 28 900 and 30 300 respectively.

During the aforesaid financial year, we provide a full-year recurrent provision of about \$17.20 million to the Hospital Authority (HA) via the Food and Health Bureau (FHB) for operating the CSCMCs.

2. The overall utilisation rates of CSCMC (Tsuen Wan) and CSCMC (Eastern) are over 90 percent. CSCMCs arrange follow-up appointment within 30 days of consultation based on the recommendation of the attending CMPs. We have not maintained information on the average waiting time for follow-up appointments.
3. To assist in coordinating the Pilot Scheme, 3 posts including 1 Senior Executive Officer (time-limited post for 3 years), 1 Executive Officer I and 1 Assistant Clerical Officer (time-limited post for 3 years) were created in the Civil Service Bureau in 2019-20. The two time-limited posts mentioned above will be extended for another 3 years starting from 2022-23 to handle tasks relating to the regularisation of the Pilot Scheme. Furthermore, the Chinese Medicine (CM) services for CSEPs are provided by two CSCMCs run by non-governmental organisation (NGO) service providers, and the staff working at the clinics are employed by the respective service providers. We have not maintained the requested information.
4. To improve the telephone booking arrangement, enhancement works for the telephone booking systems of CSCMC (Tsuen Wan) and CSCMC (Eastern) were carried out in November 2020 and January 2021 respectively. The two CSCMCs can activate a pre-recorded message to inform callers once all the available discs are exhausted. In addition, we are developing a mobile application for appointment booking of CM services. The said application is targeted to be launched within 2022.
5. To evaluate the implementation and effectiveness of the Pilot Scheme, we have been collecting relevant data from the service providers, and started collecting opinions from the users of the Pilot Scheme by way of questionnaires since August 2020. A review of the Pilot Scheme commenced in the first quarter of 2021 and completed in October 2021.

According to the review results, the Pilot Scheme has been well received by CSEPs. This reaffirms that the provision of CM services by the CSCMCs is in the right direction for enhancing civil service medical benefits, and hence we have regularised the Pilot Scheme. We will also increase the number of discs by enhancing the service capacity of the two existing CSCMCs and setting up a new CSCMC. Our target is to increase the annual service capacity from 63 000 at present to around 100 000 by 2022-23.

6. At present, there are altogether 18 Chinese Medicine Clinics cum Training and Research Centres (CMCTRs), which operates on a tripartite collaboration model

involving the HA, a NGO and a local university, over the territory. The NGOs are responsible for the day-to-day clinic operation. Two CSCMCs are located in Tsuen Wan District CMCTR and Eastern District CMCTR respectively, at which CSEPs are the service targets. All staff working at CSCMCs are employed and managed by the respective NGOs operating the clinics. The Government supports and encourages both public and private organisations in Hong Kong to mobilise their staff to support various anti-epidemic measures, the NGOs operating the two CSCMCs are no exception. We understand each CMCTRs (including the two CMCTRs which provide services to CSEPs) have assisted the Government to distribute anti-epidemic proprietary Chinese medicines donated by the Central People's Government to members of the public.

Apart from the above, HA has all along been supporting the Government's epidemic control efforts, including stepping up the role of CMPs in combating the epidemic, with the participation of CMCTRs (including the two CMCTRs which provide services to CSEPs) and the CM sector. With the full support by the FHB, the HA has implemented the Special CM Out-patient Programme since 24 April 2020. Recovered COVID-19 patients can receive a maximum of 10 free CM general consultations at any CMCTRs within six months after their discharge or completion of isolation. In addition, HA has also commenced the Special CM Programme for COVID-19 In patients since 26 January 2021. CMPs of the CMCTRs, stationed on site, provide consultation via video to patients receiving treatment at North Lantau Hospital Hong Kong Infection Control Centre and Community Treatment Facility at the AsiaWorld-Expo. Follow-up consultation and treatment will also be arranged based on clinical needs.

To better support persons under isolation arrangement and the general public, HA set up a CM tele-advice hotline in February 2022, which is manned by registered CMPs of CMCTRs to answer CM-related enquiries from members of the public. As residential care homes for the elderly (RCHEs) are significantly affected by the fifth wave of the epidemic, HA launched in February 2022 the CM Programme for RCHEs to engage the CM sector, universities, CMCTRs and NGOs to provide free CM tele-consultation or outreach services to residents and staff in RCHEs who are COVID-19 confirmed cases, with a view to providing appropriate treatment and care for the elderly.

- End -

CONTROLLING OFFICER'S REPLY

CSB033

(Question Serial No. 0198)

Head: (143) Government Secretariat: Civil Service Bureau
Subhead (No. & title): (-) Not Specified
Programme: (2) Human Resource Management
Controlling Officer: Permanent Secretary for the Civil Service (Mrs Ingrid YEUNG)
Director of Bureau: Secretary for the Civil Service

Question:

To enable Hong Kong to achieve sustainable development and to provide Hong Kong people with a quality living environment, the SAR Government needs to identify more suitable sites for construction of housing and other infrastructure and community facilities. Such work requires the participation of and implementation by an adequate number of professionals in the planning, design and construction fields within the Government. In this connection, please provide the information on the staff establishment of the architectural, surveying, planning and landscape professionals in 2021-22 and the projected establishment in 2022-23. Please set out such information by (i) ranks and (ii) grades in respective bureaux/departments, with separate presentation of the permanent/non-permanent staff establishment of the ranks in relevant departments, as well as the strength, wastage, number of staff having opted for extension of service and number of retirees of the ranks.

Asked by: Hon TSE Wai-chuen, Tony (LegCo internal reference no.: 21)

Reply:

According to the information provided by relevant bureaux/departments/offices, the estimated total establishment of the grades relating to the Architectural, Surveying, Planning and Landscape professions in 2021-22 and 2022-23 with breakdown by rank is set out at **Annex A**. The breakdown of establishment by individual grades in bureaux/departments is set out at **Annex B**. The strength of the relevant professional grades with breakdown by rank as at 31 January 2022 is set out at **Annex C**. The breakdown of strength by individual grades in bureaux/departments is set out at **Annex D**.

Retirement has always been the primary reason for departure of civil servants from the Civil Service. According to the information provided by relevant Heads of Grades, the estimated number of retirees in grades relating to the Architectural, Surveying, Planning and Landscape professions in 2021-22 and 2022-23 are set out at **Annex E**.

In addition, in July 2018, the Government launched the option for serving civil servants who joined the Government between 1 June 2000 and 31 May 2015 (hereafter referred to as "Eligible Civil Servants") to choose to retire at the age of 65 (for civilian grades) or 60 (for

disciplined services grades, regardless of ranks) (hereafter referred to as “the Option”). Eligible Civil Servants can decide whether or not to take the Option within the two-year option period commencing on 17 September 2018. The option period ended on 16 September 2020. Among some 56 000 Eligible Civil Servants (comprising about 35 000 civilian officers and 21 000 disciplined services officers), about 28 000 civilian officers and 19 000 disciplined services officers (i.e. a total of about 47 000 Eligible Civil Servants, or 83% of them) had taken the Option. Officers in grades relating to the Architectural, Surveying, Planning and Landscape professions are all civilian staff. A breakdown of the statistics by bureaux/departments/offices is set out at **Annex F**. Since the number of staff and the civil service grades involved vary in different bureaux/departments/offices, and the posting of general grades staff to different bureaux/departments/offices from time to time will result in changes in the related figures and composition due to staff changes, it is inappropriate to directly compare the number of Eligible Civil Servants who had taken the Option among different bureaux/departments/offices.

**Number of posts in the grades relating to the Architectural,
Surveying, Planning and Landscape Professions in Bureaux / Departments** [Note]

Bureau / Department / Office	2021-22					2022-23				
	Above D2	D2	D1	Senior Professional (Sr Prof) Rank	Professional / Assistant Professional (Prof / Asst Prof) Rank	Above D2	D2	D1	Sr Prof Rank	Prof / Asst Prof Rank
Agriculture, Fisheries and Conservation Department	-	-	-	-	1	-	-	-	-	1
Architectural Services Department	-	7	21	110	265	-	7	21	109	262
Buildings Department	-	4	16	87	315	-	4	16	87	315
Chief Secretary and Financial Secretary's Offices	-	-	-	1	-	-	-	-	1	-
Civil Aviation Department	-	-	-	1	1	-	-	-	1	1
Civil Engineering and Development Department	-	1	3	17	37	-	1	3	17	37
Commerce and Economic Development Bureau (Commerce, Industry and Tourism Branch)	-	-	-	2	-	-	-	-	2	-
Department of Health	-	-	-	-	1	-	-	-	-	1
Development Bureau (Planning and Lands Branch)	-	1	1	20	15	-	1	1	21	14
Development Bureau (Works Branch)	1	1	2	18	25	1	1	2	18	23
Drainage Services Department	-	-	-	2	5	-	-	-	2	5
Education Bureau	-	-	1	6	15	-	-	1	6	15
Environment Bureau	-	-	-	1	1	-	-	-	1	1
Environmental Protection Department	-	-	-	2	4	-	-	-	2	4

Bureau / Department / Office	2021-22					2022-23				
	Above D2	D2	D1	Senior Professional (Sr Prof) Rank	Professional / Assistant Professional (Prof / Asst Prof) Rank	Above D2	D2	D1	Sr Prof Rank	Prof / Asst Prof Rank
Financial Services and the Treasury Bureau (The Treasury Branch)	-	-	-	-	1	-	-	-	-	1
Fire Services Department	-	-	-	1	2	-	-	-	1	2
Food and Health Bureau	-	-	-	-	1	-	-	-	-	1
Government Property Agency	-	-	6	22	53	-	-	6	21	52
Highways Department	-	-	2	9	33	-	-	2	9	33
Home Affairs Bureau	-	1	-	5	3	-	1	-	5	3
Home Affairs Department	-	-	1	5	23	-	-	1	5	23
Housing Authority	-	-	20	161	487	-	-	20	161	487
Judiciary	-	-	-	1	-	-	-	-	1	-
Labour Department	-	-	-	-	1	-	-	-	-	-
Lands Department	3	9	25	118	309	3	9	25	118	308
Leisure and Cultural Services Department	-	-	-	2	2	-	-	-	2	2
Marine Department	-	-	-	2	6	-	-	-	2	6
Planning Department	3	6	18	87	207	3	6	18	87	207
Post Office	-	-	-	1	1	-	-	-	1	2
Rating and Valuation Department	2	4	8	23	70	2	4	8	27	75
Social Welfare Department	-	-	-	4	16	-	-	-	4	16
Transport and Housing Bureau (Transport Branch)	-	-	-	2	-	-	-	-	2	-

Bureau / Department / Office	2021-22					2022-23				
	Above D2	D2	D1	Senior Professional (Sr Prof) Rank	Professional / Assistant Professional (Prof / Asst Prof) Rank	Above D2	D2	D1	Sr Prof Rank	Prof / Asst Prof Rank
Water Supplies Department	-	-	-	1	4	-	-	-	1	4
Total	9	34	124	711	1 904	9	34	124	714	1 901

Note: Posts that can be filled by multi-disciplined officers are excluded.

**Number of posts in the grades relating to the Architectural, Surveying,
Planning and Landscape Professions in Bureaux / Departments**

Breakdown by grades

Architect

Bureau / Department / Office	2021-22					2022-23				
	Above D2	D2	D1	Senior Professional (Sr Prof) Rank	Professional / Assistant Professional (Prof / Asst Prof) Rank	Above D2	D2	D1	Sr Prof Rank	Prof / Asst Prof Rank
Architectural Services Department	-	5	11	51	108	-	5	11	50	107
Civil Engineering and Development Department	-	-	-	4	7	-	-	-	4	7
Development Bureau (Planning and Lands Branch)	-	-	-	1	4	-	-	-	1	4
Development Bureau (Works Branch)	-	1	1	8	13	-	1	1	8	12
Drainage Services Department	-	-	-	-	1	-	-	-	-	1
Education Bureau	-	-	-	1	1	-	-	-	1	1
Environmental Protection Department	-	-	-	2	2	-	-	-	2	2
Food and Health Bureau	-	-	-	-	1	-	-	-	-	1
Government Property Agency	-	-	1	3	5	-	-	1	3	4
Highways Department	-	-	-	-	2	-	-	-	-	2
Home Affairs Bureau	-	1	-	2	-	-	1	-	2	-
Home Affairs Department	-	-	-	2	9	-	-	-	2	9
Housing Authority	-	-	9	63	177	-	-	9	63	177
Judiciary	-	-	-	1	-	-	-	-	1	-
Leisure and Cultural Services Department	-	-	-	1	-	-	-	-	1	-
Social Welfare Department	-	-	-	2	5	-	-	-	2	5
Total	-	7	22	141	335	-	7	22	140	332

Building Surveyor

Bureau / Department / Office	2021-22					2022-23				
	Above D2	D2	D1	Sr Prof Rank	Prof / Asst Prof Rank	Above D2	D2	D1	Sr Prof Rank	Prof / Asst Prof Rank
Buildings Department	-	4	16	87	315	-	4	16	87	315
Civil Engineering and Development Department	-	-	-	-	1	-	-	-	-	1
Development Bureau (Planning and Lands Branch)	-	-	-	1	-	-	-	-	1	-
Development Bureau (Works Branch)	-	-	-	2	-	-	-	-	2	-
Highways Department	-	-	-	1	1	-	-	-	1	1
Home Affairs Department	-	-	1	2	11	-	-	1	2	11
Housing Authority	-	-	-	3	2	-	-	-	3	2
Labour Department	-	-	-	-	1	-	-	-	-	-
Lands Department	-	-	-	1	1	-	-	-	1	1
Social Welfare Department	-	-	-	-	5	-	-	-	-	5
Total	-	4	17	97	337	-	4	17	97	336

Estate Surveyor

Bureau / Department / Office	2021-22					2022-23				
	Above D2	D2	D1	Sr Prof Rank	Prof / Asst Prof Rank	Above D2	D2	D1	Sr Prof Rank	Prof / Asst Prof Rank
Commerce and Economic Development Bureau (Commerce, Industry and Tourism Branch)	-	-	-	1	-	-	-	-	1	-
Development Bureau (Planning and Lands Branch)	-	-	-	4	-	-	-	-	4	-
Development Bureau (Works Branch)	-	-	-	-	1	-	-	-	-	1
Government Property Agency	-	-	2	5	11	-	-	2	5	11
Housing Authority	-	-	3	21	74	-	-	3	21	74
Lands Department	2	7	21	85	219	2	7	21	85	219
Total	2	7	26	116	305	2	7	26	116	305

Land Surveyor

Bureau / Department / Office	2021-22					2022-23				
	Above D2	D2	D1	Sr Prof Rank	Prof / Asst Prof Rank	Above D2	D2	D1	Sr Prof Rank	Prof / Asst Prof Rank
Agriculture, Fisheries and Conservation Department	-	-	-	-	1	-	-	-	-	1
Civil Engineering and Development Department	-	-	1	3	8	-	-	1	3	8
Department of Health	-	-	-	-	1	-	-	-	-	1
Development Bureau (Planning and Lands Branch)	-	-	1	3	4	-	-	1	3	3
Development Bureau (Works Branch)	-	-	-	1	1	-	-	-	1	1
Drainage Services Department	-	-	-	1	1	-	-	-	1	1
Fire Services Department	-	-	-	1	1	-	-	-	1	1
Highways Department	-	-	1	2	8	-	-	1	2	8
Home Affairs Department	-	-	-	1	2	-	-	-	1	2
Housing Authority	-	-	-	1	8	-	-	-	1	8
Lands Department	1	2	4	31	85	1	2	4	31	84
Marine Department	-	-	-	2	6	-	-	-	2	6
Water Supplies Department	-	-	-	-	1	-	-	-	-	1
Total	1	2	7	46	127	1	2	7	46	125

Maintenance Surveyor

Bureau / Department / Office	2021-22					2022-23				
	Above D2	D2	D1	Sr Prof Rank	Prof / Asst Prof Rank	Above D2	D2	D1	Sr Prof Rank	Prof / Asst Prof Rank
Architectural Services Department	-	1	4	25	66	-	1	4	25	64
Civil Aviation Department	-	-	-	1	-	-	-	-	1	-
Development Bureau (Works Branch)	-	-	-	-	2	-	-	-	-	2
Education Bureau	-	-	1	4	10	-	-	1	4	10
Fire Services Department	-	-	-	-	1	-	-	-	-	1
Government Property Agency	-	-	-	4	6	-	-	-	4	6
Housing Authority	-	-	4	32	95	-	-	4	32	95
Leisure and Cultural Services Department	-	-	-	1	1	-	-	-	1	1
Post Office	-	-	-	1	-	-	-	-	1	1
Social Welfare Department	-	-	-	1	1	-	-	-	1	1
Total	-	1	9	69	182	-	1	9	69	181

Quantity Surveyor

Bureau / Department / Office	2021-22					2022-23				
	Above D2	D2	D1	Sr Prof Rank	Prof / Asst Prof Rank	Above D2	D2	D1	Sr Prof Rank	Prof / Asst Prof Rank
Architectural Services Department	-	1	5	29	74	-	1	5	29	74
Civil Aviation Department	-	-	-	-	1	-	-	-	-	1
Civil Engineering and Development Department	-	-	-	-	2	-	-	-	-	2
Development Bureau (Planning and Lands Branch)	-	-	-	-	2	-	-	-	-	2
Development Bureau (Works Branch)	-	-	-	2	2	-	-	-	2	2
Drainage Services Department	-	-	-	-	1	-	-	-	-	1
Education Bureau	-	-	-	1	4	-	-	-	1	4
Financial Services and the Treasury Bureau (The Treasury Branch)	-	-	-	-	1	-	-	-	-	1
Government Property Agency	-	-	-	-	1	-	-	-	-	1
Highways Department	-	-	-	1	5	-	-	-	1	5
Home Affairs Bureau	-	-	-	1	2	-	-	-	1	2
Home Affairs Department	-	-	-	-	1	-	-	-	-	1
Housing Authority	-	-	2	19	64	-	-	2	19	64
Post Office	-	-	-	-	1	-	-	-	-	1
Social Welfare Department	-	-	-	1	5	-	-	-	1	5
Water Supplies Department	-	-	-	1	1	-	-	-	1	1
Total	-	1	7	55	167	-	1	7	55	167

Valuation Surveyor

Bureau / Department / Office	2021-22					2022-23				
	Above D2	D2	D1	Sr Prof Rank	Prof / Asst Prof Rank	Above D2	D2	D1	Sr Prof Rank	Prof / Asst Prof Rank
Government Property Agency	-	-	3	10	28	-	-	3	9	28
Rating and Valuation Department	2	4	8	23	70	2	4	8	27	75
Total	2	4	11	33	98	2	4	11	36	103

Town Planner

Bureau / Department / Office	2021-22					2022-23				
	Above D2	D2	D1	Sr Prof Rank	Prof / Asst Prof Rank	Above D2	D2	D1	Sr Prof Rank	Prof / Asst Prof Rank
Chief Secretary and Financial Secretary's Offices	-	-	-	1	-	-	-	-	1	-
Civil Engineering and Development Department	-	1	1	4	3	-	1	1	4	3
Commerce and Economic Development Bureau (Commerce, Industry and Tourism Branch)	-	-	-	1	-	-	-	-	1	-
Development Bureau (Planning and Lands Branch)	-	1	-	11	3	-	1	-	12	3
Development Bureau (Works Branch)	1	-	-	2	2	1	-	-	2	1
Environment Bureau	-	-	-	1	1	-	-	-	1	1
Environmental Protection Department	-	-	-	-	1	-	-	-	-	1
Home Affairs Bureau	-	-	-	1	-	-	-	-	1	-
Planning Department	3	6	18	85	198	3	6	18	85	198
Transport and Housing Bureau (Transport Branch)	-	-	-	2	-	-	-	-	2	-
Total	4	8	19	108	208	4	8	19	109	207

Planning Officer

Bureau / Department / Office	2021-22					2022-23				
	Above D2	D2	D1	Sr Prof Rank	Prof / Asst Prof Rank	Above D2	D2	D1	Sr Prof Rank	Prof / Asst Prof Rank
Housing Authority	-	-	2	16	43	-	-	2	16	43
Total	-	-	2	16	43	-	-	2	16	43

Landscape Architect

Bureau / Department / Office	2021-22					2022-23				
	Above D2	D2	D1	Sr Prof Rank	Prof / Asst Prof Rank	Above D2	D2	D1	Sr Prof Rank	Prof / Asst Prof Rank
Architectural Services Department	-	-	1	5	17	-	-	1	5	17
Civil Engineering and Development Department	-	-	1	6	16	-	-	1	6	16
Development Bureau (Planning and Lands Branch)	-	-	-	-	2	-	-	-	-	2
Development Bureau (Works Branch)	-	-	1	3	4	-	-	1	3	4
Drainage Services Department	-	-	-	1	2	-	-	-	1	2
Environmental Protection Department	-	-	-	-	1	-	-	-	-	1
Government Property Agency	-	-	-	-	2	-	-	-	-	2
Highways Department	-	-	1	5	17	-	-	1	5	17
Home Affairs Bureau	-	-	-	1	1	-	-	-	1	1
Housing Authority	-	-	-	6	24	-	-	-	6	24
Lands Department	-	-	-	1	4	-	-	-	1	4
Leisure and Cultural Services Department	-	-	-	-	1	-	-	-	-	1
Planning Department	-	-	-	2	9	-	-	-	2	9
Water Supplies Department	-	-	-	-	2	-	-	-	-	2
Total	-	-	4	30	102	-	-	4	30	102

**Strength of the grades relating to the Architectural, Surveying,
Planning and Landscape Professions in Bureaux / Departments
(position as at 31 January 2022)**

Bureau / Department / Office	Above D2	D2	D1	Senior Professional Rank	Professional / Assistant Professional Rank
Agriculture, Fisheries and Conservation Department	-	-	-	-	1
Architectural Services Department	-	6	24	100	261
Buildings Department	-	3	10	82	319
Chief Secretary and Financial Secretary's Offices	-	-	-	2	2
Civil Aviation Department	-	-	-	1	1
Civil Engineering and Development Department	-	-	3	14	35
Commerce and Economic Development Bureau (Commerce, Industry and Tourism Branch)	-	-	-	2	-
Department of Health	-	-	-	-	1
Development Bureau (Planning and Lands Branch)	-	1	1	20	15
Development Bureau (Works Branch)	1	-	3	16	20
Drainage Services Department	-	-	-	1	7
Education Bureau	-	-	1	6	15
Environment Bureau	-	-	-	1	1
Environmental Protection Department	-	-	-	1	4
Financial Services and the Treasury Bureau (The Treasury Branch)	-	-	-	-	1
Fire Services Department	-	-	-	-	3
Food and Health Bureau	-	-	-	-	1
Government Property Agency	-	-	5	21	47

Bureau / Department / Office	Above D2	D2	D1	Senior Professional Rank	Professional / Assistant Professional Rank
Highways Department	-	-	2	10	29
Home Affairs Bureau	-	1	-	3	5
Home Affairs Department	-	-	1	5	22
Housing Authority	-	-	20	156	467
Judiciary	-	-	-	1	-
Labour Department	-	-	-	-	1
Lands Department	1	7	22	117	288
Leisure and Cultural Services Department	-	-	-	1	3
Marine Department	-	-	-	2	6
Planning Department	2	6	15	80	200
Post Office	-	-	-	1	1
Rating and Valuation Department	1	5	6	16	64
Social Welfare Department	-	-	-	2	18
Transport and Housing Bureau (Transport Branch)	-	-	-	2	-
Water Supplies Department	-	-	-	1	4
Total	5	29	113	664	1 842

Strength of the grades relating to
the Architectural, Surveying, Planning and Landscape Professions in Bureaux / Departments

Breakdown by grades
(position as at 31 January 2022)

Architect

Bureau / Department / Office	Above D2	D2	D1	Senior Professional Rank	Professional / Assistant Professional Rank
Architectural Services Department	-	4	13	45	106
Civil Engineering and Development Department	-	-	-	2	6
Development Bureau (Planning and Lands Branch)	-	-	-	1	4
Development Bureau (Works Branch)	-	-	2	7	9
Drainage Services Department	-	-	-	-	1
Education Bureau	-	-	-	1	1
Environmental Protection Department	-	-	-	1	3
Food and Health Bureau	-	-	-	-	1
Government Property Agency	-	-	1	2	6
Highways Department	-	-	-	-	2
Home Affairs Bureau	-	1	-	1	1
Home Affairs Department	-	-	-	2	8
Housing Authority	-	-	9	56	177
Judiciary	-	-	-	1	-
Leisure and Cultural Services Department	-	-	-	-	1
Social Welfare Department	-	-	-	-	7
Total	-	5	25	119	333

Building Surveyor

Bureau / Department / Office	Above D2	D2	D1	Senior Professional Rank	Professional / Assistant Professional Rank
Buildings Department	-	3	10	82	319
Civil Engineering and Development Department	-	-	-	-	1
Development Bureau (Planning and Lands Branch)	-	-	-	1	-
Development Bureau (Works Branch)	-	-	-	2	-
Highways Department	-	-	-	2	1
Home Affairs Department	-	-	1	2	11
Housing Authority	-	-	-	4	2
Labour Department	-	-	-	-	1
Lands Department	-	-	-	1	1
Social Welfare Department	-	-	-	-	5
Total	-	3	11	94	341

Estate Surveyor

Bureau / Department / Office	Above D2	D2	D1	Senior Professional Rank	Professional / Assistant Professional Rank
Commerce and Economic Development Bureau (Commerce, Industry and Tourism Branch)	-	-	-	1	-
Development Bureau (Planning and Lands Branch)	-	-	-	4	-
Government Property Agency	-	-	2	3	12
Housing Authority	-	-	3	19	68
Lands Department	1	6	19	84	204
Total	1	6	24	111	284

Land Surveyor

Bureau / Department / Office	Above D2	D2	D1	Senior Professional Rank	Professional / Assistant Professional Rank
Agriculture, Fisheries and Conservation Department	-	-	-	-	1
Civil Engineering and Development Department	-	-	-	4	8
Department of Health	-	-	-	-	1
Development Bureau (Planning and Lands Branch)	-	-	1	3	4
Development Bureau (Works Branch)	-	-	-	1	1
Drainage Services Department	-	-	-	1	1
Fire Services Department	-	-	-	-	2
Highways Department	-	-	1	2	8
Home Affairs Department	-	-	-	1	2
Housing Authority	-	-	-	1	8
Lands Department	-	1	3	31	80
Marine Department	-	-	-	2	6
Water Supplies Department	-	-	-	-	1
Total	-	1	5	46	123

Maintenance Surveyor

Bureau / Department / Office	Above D2	D2	D1	Senior Professional Rank	Professional / Assistant Professional Rank
Architectural Services Department	-	1	4	21	69
Civil Aviation Department	-	-	-	1	-
Development Bureau (Works Branch)	-	-	-	-	2
Education Bureau	-	-	1	4	10
Environmental Protection Department	-	-	-	-	1
Fire Services Department	-	-	-	-	1
Government Property Agency	-	-	-	4	4
Housing Authority	-	-	4	36	94
Leisure and Cultural Services Department	-	-	-	1	1
Post Office	-	-	-	1	-
Social Welfare Department	-	-	-	1	1
Total	-	1	9	69	183

Quantity Surveyor

Bureau / Department / Office	Above D2	D2	D1	Senior Professional Rank	Professional / Assistant Professional Rank
Architectural Services Department	-	1	6	30	71
Civil Aviation Department	-	-	-	-	1
Civil Engineering and Development Department	-	-	-	-	1
Development Bureau (Planning and Lands Branch)	-	-	-	-	2
Development Bureau (Works Branch)	-	-	-	2	2
Drainage Services Department	-	-	-	-	1
Education Bureau	-	-	-	1	4
Financial Services and the Treasury Bureau (The Treasury Branch)	-	-	-	-	1
Government Property Agency	-	-	-	-	1
Highways Department	-	-	-	1	4
Home Affairs Bureau	-	-	-	1	2
Home Affairs Department	-	-	-	-	1
Housing Authority	-	-	2	18	64
Post Office	-	-	-	-	1
Social Welfare Department	-	-	-	1	5
Water Supplies Department	-	-	-	1	1
Total	-	1	8	55	162

Valuation Surveyor

Bureau / Department / Office	Above D2	D2	D1	Senior Professional Rank	Professional / Assistant Professional Rank
Government Property Agency	-	-	2	12	23
Rating and Valuation Department	1	5	6	16	64
Total	1	5	8	28	87

Town Planner

Bureau / Department / Office	Above D2	D2	D1	Senior Professional Rank	Professional / Assistant Professional Rank
Chief Secretary and Financial Secretary's Offices	-	-	-	2	2
Civil Engineering and Development Department	-	-	2	4	3
Commerce and Economic Development Bureau (Commerce, Industry and Tourism Branch)	-	-	-	1	-
Development Bureau (Planning and Lands Branch)	-	1	-	11	3
Development Bureau (Works Branch)	1	-	-	1	3
Environment Bureau	-	-	-	1	1
Home Affairs Bureau	-	-	-	1	-
Planning Department	2	6	15	79	192
Transport and Housing Bureau (Transport Branch)	-	-	-	2	-
Total	3	7	17	102	204

Planning Officer

Bureau / Department / Office	Above D2	D2	D1	Senior Professional Rank	Professional / Assistant Professional Rank
Housing Authority	-	-	2	16	31
Total	-	-	2	16	31

Landscape Architect

Bureau / Department / Office	Above D2	D2	D1	Senior Professional Rank	Professional / Assistant Professional Rank
Architectural Services Department	-	-	1	4	15
Civil Engineering and Development Department	-	-	1	4	16
Development Bureau (Planning and Lands Branch)	-	-	-	-	2
Development Bureau (Works Branch)	-	-	1	3	3
Drainage Services Department	-	-	-	-	4
Government Property Agency	-	-	-	-	1
Highways Department	-	-	1	5	14
Home Affairs Bureau	-	-	-	-	2
Housing Authority	-	-	-	6	23
Lands Department	-	-	-	1	3
Leisure and Cultural Services Department	-	-	-	-	1
Planning Department	-	-	-	1	8
Water Supplies Department	-	-	-	-	2
Total	-	-	4	24	94

**Estimated Number of Retirees in Grades Relating to the
Architectural, Surveying, Planning and Landscape Professions
in 2021-22 and 2022-23**

Grade	Estimated Number of Retirees	
	2021-22	2022-23
Architect	17	16
Building Surveyor	11	8
Estate Surveyor	12	16
Land Surveyor	9	4
Maintenance Surveyor	10	10
Quantity Surveyor	4	8
Valuation Surveyor	6	3
Town Planner	9	11
Planning Officer	0	1
Landscape Architect	2	1

**Number of Eligible Civil Servants who had taken the Option
(as at 16 September 2020)**

Bureau / Department / Office	Number of Eligible Civil Servants	Number of Eligible Civil Servants who had taken the Option
Agriculture, Fisheries and Conservation Department	702	611
Architectural Services Department	518	438
Audit Commission	55	49
Auxiliary Medical Service	37	34
Buildings Department	881	770
Census and Statistics Department	338	284
Chief Executive's Office	28	19
Chief Secretary for Administration's Office and Financial Secretary's Office	124	91
Civil Aid Service	22	17
Civil Aviation Department	270	183
Civil Engineering and Development Department	557	496
Civil Service Bureau	276	163
Commerce and Economic Development Bureau	163	74
Companies Registry	88	64
Constitutional and Mainland Affairs Bureau	64	31
Correctional Services Department	2 238	2 030
Customs and Excise Department	2 112	1 966
Department of Health	1 985	1 237
Department of Justice	414	270
Development Bureau	256	168
Drainage Services Department	461	410
Education Bureau	1 251	685

Bureau / Department / Office	Number of Eligible Civil Servants	Number of Eligible Civil Servants who had taken the Option
Electrical and Mechanical Services Department	1 270	1 201
Environment Bureau	17	14
Environmental Protection Department	601	485
Financial Services and the Treasury Bureau	131	65
Fire Services Department	4 177	3 865
Food and Environmental Hygiene Department	3 922	3 563
Food and Health Bureau	81	48
Government Flying Service	71	65
Government Laboratory	191	166
Government Logistics Department	223	203
Government Property Agency	76	64
Highways Department	595	522
Home Affairs Bureau	100	57
Home Affairs Department	618	449
Hong Kong Observatory	78	55
Hong Kong Police Force	11 539	9 744
Hongkong Post	1 304	1 096
Housing Department	2 608	2 255
Immigration Department	2 737	2 494
Information Services Department	231	156
Inland Revenue Department	670	425
Innovation and Technology Bureau	47	26
Innovation and Technology Commission	99	74
Intellectual Property Department	67	41
Invest Hong Kong	11	8

Bureau / Department / Office	Number of Eligible Civil Servants	Number of Eligible Civil Servants who had taken the Option
Joint Secretariat for the Advisory Bodies on Civil Service and Judicial Salaries and Conditions of Service	18	16
Judiciary	542	435
Labour and Welfare Bureau	39	27
Labour Department	734	524
Land Registry	100	76
Lands Department	1 282	1 139
Legal Aid Department	153	101
Leisure and Cultural Services Department	3 110	2 637
Marine Department	411	386
Office of the Communications Authority	122	102
Office of the Government Chief Information Officer	116	89
Office of the Government Economist	29	17
Official Receiver's Office	80	67
Planning Department	207	150
Public Service Commission	9	6
Radio Television Hong Kong	259	207
Rating and Valuation Department	172	132
Registration and Electoral Office	87	49
Secretariat, Commissioner on Interception of Communications and Surveillance	12	8
Security Bureau	77	43
Social Welfare Department	2 119	1 623
Trade and Industry Department	118	81
Transport and Housing Bureau	75	49
Transport Department	644	497
Treasury	111	76

Bureau / Department / Office	Number of Eligible Civil Servants	Number of Eligible Civil Servants who had taken the Option
University Grants Committee Secretariat	21	13
Water Supplies Department	1 037	964
Working Family and Student Financial Assistance Agency	300	232
Total	56 288	46 977

- End -

CONTROLLING OFFICER'S REPLY

CSB034

(Question Serial No. 0910)

Head: (143) Government Secretariat: Civil Service Bureau
Subhead (No. & title): (-) Not Specified
Programme: (2) Human Resource Management
Controlling Officer: Permanent Secretary for the Civil Service (Mrs Ingrid YEUNG)
Director of Bureau: Secretary for the Civil Service

Question:

It is mentioned in paragraph 26 of the Budget Speech that the Government will mobilise all available manpower and resources to contain and stabilise the epidemic. As the HKSAR Government's anti-epidemic expenditures are increasing, I have received a number of calls from the public seeking information on the use of public funds by the Government in combating the epidemic as follows:

- (1) The Government recruited retired disciplined service officers at an hourly rate of \$390 early this year to assist in quarantine work. How was the relevant salary rate determined? How many staff were recruited in total on this occasion and how much public expenditure was involved?
- (2) Further to the above question, has the Government considered recruiting volunteers from the civil service before introducing the relevant measure?

Asked by: Hon TSE Wai-chun, Paul (LegCo internal reference no.: 5)

Reply:

- (1)&(2) Given the severe situation of fifth wave of the epidemic, the Government has been all along mobilising all available manpower and resources to take forward and support anti-epidemic efforts. All government employees, be they serving staff in the professional grades or civilian staff in the general grades, colleagues in the disciplined service grades, members of the Auxiliaries or retired officers, are fully committed to the anti-epidemic efforts.

Since early 2021, the Government has carried out restriction-testing declaration operations (hereafter referred to as "RTD operations") across the territory as one of the major strategies in fighting COVID-19. In late January, there were positive and preliminary positive cases identified in Kwai Chung Estate. More positive cases were detected after RDT operations at the building concerned, therefore, the Government had enforced RTD in 3 buildings of Kwai Chung Estate for five to seven consecutive days. Other buildings in the same estate were also subjected to one-day RTD. At the same time, positive sewage testing

results with relatively high viral loads were also detected in areas outside Kwai Chung Estate. Considering that members of the public would travel around more frequently during the Lunar New Year period, there might be potential outbreak. Relevant bureaux/departments (B/Ds) had to deploy a large number of supporting staff to cater for the possibility of large-scale RTD operations during the Lunar New Year.

The Civil Service Bureau (CSB) recruited retired officers on a short-term and part-time basis under the Post-retirement Service Contract Scheme from 31 January 2022 to 4 February 2022 to ensure that sufficient manpower could be mobilised at short notice to support such operations during the Lunar New Year holidays. In determining the hourly wage rate of these part-time staff, reference was made to the pay level set by other government departments in recruiting staff with similar work nature; and the special factors were considered such as the requirement for the staff to remain on standby and support the RTD operations during the Lunar New Year holidays. A total of about 430 part-time staff were engaged in more than 10 RTD operations during the 5-day employment period. Their salaries were calculated based on the actual working hours and the amount involved (including the expenditure on Mandatory Provident Fund contribution) was about \$1.3 million.

From late January to early February, CSB further mobilised nearly 1,000 government staff from more than 20 B/Ds to join the operations in view of the increased number and extended scale of RTD operations. Since late February, the Government has expanded the RTD operations and mobilised more staff gradually from nine bureaux and the 40 departments under their purview (see **Annex**) to join in the operations. The number of staff involved in each RTD operation depends on the size of the restriction zone, the duration of the operation, the number of residents affected, etc. In general, the number of staff deployed in each RTD operation normally ranges from 150 to 450.

**The nine government bureaux and 40 departments
responsible for restriction-testing declarations**

1. Home Affairs Bureau – Home Affairs Department, Information Services Department and Leisure and Cultural Services Department
2. Transport and Housing Bureau – Civil Aviation Department, Highways Department, Housing Department, Marine Department and Transport Department
3. Development Bureau – Architectural Services Department, Buildings Department, Civil Engineering and Development Department, Drainage Services Department, Electrical and Mechanical Services Department, Lands Department, Land Registry, Planning Department and Water Supplies Department
4. Environment Bureau – Environmental Protection Department
5. Education Bureau – University Grants Committee Secretariat and Working Family and Student Financial Assistance Agency
6. Commerce and Economic Development Bureau – Tourism Commission, Hong Kong Observatory, Intellectual Property Department, Invest Hong Kong, Office of the Communications Authority, Post Office, Radio Television Hong Kong, Trade and Industry Department and Belt and Road Office
7. Financial Services and the Treasury Bureau – Census and Statistics Department, Companies Registry, Government Logistics Department, Government Property Agency, Inland Revenue Department, Official Receiver’s Office, Rating and Valuation Department and Treasury
8. Labour and Welfare Bureau – Labour Department and Social Welfare Department
9. Civil Service Bureau – Joint Secretariat for the Advisory Bodies on Civil Service and Judicial Salaries and Conditions of Service

- End -

CONTROLLING OFFICER'S REPLY

CSB035

(Question Serial No. 0473)

Head: (143) Government Secretariat: Civil Service Bureau

Subhead (No. & title): (-) Not Specified

Programme: (2) Human Resource Management

Controlling Officer: Permanent Secretary for the Civil Service (Mrs Ingrid YEUNG)

Director of Bureau: Secretary for the Civil Service

Question:

With regard to the progress of the creation of time-limited jobs, please provide the following information:

1. List the numbers of time-limited jobs created in the first two rounds of the Job Creation Scheme (as of 31 March this year) broken down by type of organisation, department and rank, post, terms of appointment and wage level involved as well as the number and the percentage of staff who have already reported for duty;
2. How old are the staff recruited for these time-limited jobs? Please provide a breakdown by age group (i.e. 18-24, 25-30, 31-40, 41-50, 51-60 and above 60);
3. The Financial Secretary mentioned in his Budget speech that an additional funding of \$6.6 billion had been earmarked in the latest round of Anti-epidemic Fund injection for the creation of another 30 000 time-limited jobs. What are the details of the work and the timetable for the commencement and expected completion of the recruitment exercise(s) for all the jobs involved?

Asked by: Hon WONG Kwok, Kingsley (LegCo internal reference no.: 3)

Reply:

1. To relieve the unemployment situation due to the epidemic and the anti-epidemic measures, the Government has earmarked a total of \$13.2 billion under the Anti-epidemic Fund in 2020 and 2021 to create around 60 000 time-limited jobs in the public and private sectors for people of different skill sets and academic qualifications under the two rounds of the Job Creation Scheme. The financial impact of the Job Creation Scheme will be absorbed by the Anti-epidemic Fund, which does not form part of the Appropriation Bill or the estimates on the General Revenue Account.

As at end January 2022, all of the some 30 000 jobs created under the first round of the Job Creation Scheme have been filled, including around 5 100 technical and non-skilled workers, 3 500 cleansing and supporting staff, 1 800 staff providing administrative, executive and clerical support, 1 300 venue helpers, 3 000 staff working in the property management industry and 2 200 jobs under the first round of the

Development Bureau's subsidy scheme to subsidise private companies to employ fresh graduates and assistant professionals of the engineering, architectural, surveying, town planning and landscape architecture streams, etc.

Under the second round of the Job Creation Scheme which rolled out in the second quarter of 2021, around 30 000 jobs have been created so far, of which around 60% of jobs have been filled. Major examples of jobs already created include around 6 300 venue helpers, 1 800 cleansing and supporting staff, 2 600 technical and non-skilled workers, 1 800 staff providing administrative, executive and clerical support, 2 150 jobs employing practitioners in the travel trade to provide operation and administrative support at Community Vaccination Centres and 1 900 jobs under the second round of the Development Bureau's subsidy scheme to subsidise private companies to employ fresh graduates and assistant professionals, etc.

Under the two rounds of the Job Creation Scheme, about half of the jobs are created in the Government while the remaining half are created in the non-governmental sector. As regards the terms of appointment, the time-limited jobs created in the Government under the Job Creation Scheme mainly include Non-civil Service Contract positions, manpower requirements under government service contracts (for example, agency workers or outsourcing workers used under contracts), and manpower required under consultancy contracts. As for the jobs created in the non-governmental sector, they include jobs created in individual public bodies or organisations and those created in non-government organisations or under the subsidy scheme administered by the relevant umbrella organisations acting as the agents of the bureaux and departments (B/Ds) concerned.

The remuneration of the jobs varies depending on the requirements of the positions and the qualifications of appointees. According to the information provided by B/Ds, among the some 60 000 jobs already created under the two rounds of the Job Creation Scheme, the monthly pay of around 60% of time-limited jobs range from \$10,000 to \$20,000, and the monthly pay of around 30% of jobs are at \$20,000 or above.

2. The Civil Service Bureau does not collect statistics on the age of appointees under the Job Creation Scheme.
3. In view of the persistent unemployment situation due to the epidemic, the Government has earmarked an additional \$6.6 billion under the Anti-epidemic Fund in February 2022 to additionally create around 30 000 time-limited jobs. The Civil Service Bureau is in the process of collaborating with B/Ds in formulating the detailed proposals of the third round of the Job Creation Scheme.

- End -

CONTROLLING OFFICER'S REPLY

CSB036

(Question Serial No. 0476)

Head: (143) Government Secretariat: Civil Service Bureau
Subhead (No. & title): (-) Not Specified
Programme: (2) Human Resource Management
Controlling Officer: Permanent Secretary for the Civil Service (Mrs. Ingrid YEUNG)
Director of Bureau: Secretary for the Civil Service

Question:

It is stated in Matters Requiring Special Attention in 2022-23 that the Government will continue to keep the size of civil service establishment under control. Regarding the employment of staff in government departments, would the Government advise this Committee on the following:

- (a) the respective numbers of civil servants, non-civil service contract (NCSC) staff and agency workers employed by various departments in the past 3 years;
- (b) the respective numbers of NCSC staff and agency workers who have been serving in the same or similar position for over 3 years, 5 years, 8 years, 10 years and more, broken down by department, post title and job type; and
- (c) whether the Government plans to convert NCSC posts with actual service needs to permanent posts; if yes, of the details and the estimated expenditure; if no, of the reasons?

Asked by: Hon WONG Kwok, Kingsley (LegCo internal reference no.: 6)

Reply:

- (a) According to the Estimates of Expenditure from 2019-20 to 2021-22, the civil service establishment of bureaux/departments (B/Ds) is set out at **Annex A**. For NCSC staff, the number of staff required by B/Ds at different times would depend on the prevailing operational needs, including some time-limited service needs (such as the 2021 Population Census). The number of NCSC staff they employed will decrease immediately upon the conclusion of these time-limited tasks. As a result, the employment figures of NCSC staff in B/Ds would fluctuate from time to time during the year and it is difficult to provide a figure for the entire year. Therefore, for statistical purpose, the number of NCSC staff employed by B/Ds on a certain date during the year is adopted instead. The number of full-time^(Note 1) NCSC staff employed by B/Ds as at 30 June 2019, 30 June 2020 and 30 June 2021 are set out at **Annex B**. As regards agency workers, the employment situation is similar to that of NCSC staff. The number of agency workers used by B/Ds as at 30 September 2019, 30 September 2020 and 30 September 2021 are set out at **Annex C**.

- (b) For NCSC staff, the Civil Service Bureau (CSB) does not collect information on the length of service of relevant NCSC staff as requested in the question. However, the breakdown of the number of full-time NCSC staff by B/Ds, work types and length of continuous service ^(Note 2) as at 30 June 2021 are set out at **Annex D**. As regards agency workers, since they are employed by the agencies which are responsible for their deployment, CSB does not have information on their years of service.
- (c) B/Ds will review the employment situation of their NCSC staff from time to time to ascertain the need to replace those NCSC positions with established long-term service needs by civil service posts. In determining whether an NCSC position should be replaced by a civil service post, B/Ds have to ascertain whether there is a long-term operational need for the work of the position concerned, and whether it is more appropriate for civil servant to take over the duties and, where appropriate, seek necessary resources to replace it with a civil service post. That said, we would like to point out that some of these positions can hardly be replaced by civil service posts given the nature of their work, such as service needs that are subject to market fluctuations, that require staff to work less than the conditioned hours of civil servants, that are under review or that involve duties for which no appropriate civil service posts in the government structure could be identified, etc.

Note 1: “Full-time” employment means employment under a “continuous contract” as defined by the Employment Ordinance. According to the Ordinance, an employee is regarded as being employed under a continuous contract if he or she works continuously for the same employer for four weeks or more, with at least 18 hours in each week.

Note 2: “Continuous service” refers to employment in the same NCSC position, as well as employment in different NCSC positions of the same department without a break in service.

Civil Service Establishment ^{Note}
by Bureaux/Departments from 2019-20 to 2021-22

Bureau / Department / Organisation	2019-20	2020-21	2021-22
Agriculture, Fisheries and Conservation Department	2 297	2 371	2 367
Architectural Services Department	1 989	2 046	2 042
Audit Commission	197	198	198
Auxiliary Medical Service	99	99	99
Buildings Department	2 028	2 134	2 128
Census and Statistics Department	1 321	1 371	1 276
Chief Executive's Office	103	103	103
Chief Secretary and Financial Secretary's Offices	531	551	546
Civil Aid Service	105	112	112
Civil Aviation Department	880	965	966
Civil Engineering and Development Department	2 066	2 118	2 104
Civil Service Bureau	668	677	673
Commerce and Economic Development Bureau (Commerce, Industry and Tourism Branch)	298	305	290
Commerce and Economic Development Bureau (Communications and Creative Industries Branch)	125	127	126
Companies Registry	388	394	394
Constitutional and Mainland Affairs Bureau	218	221	221
Correctional Services Department	7 151	7 281	7 281
Customs and Excise Department	7 573	7 866	7 864
Department of Health	6 970	7 045	7 120
Department of Justice	1 459	1 516	1 508
Development Bureau (Planning and Lands Branch)	193	210	217
Development Bureau (Works Branch)	431	461	462
Drainage Services Department	2 033	2 091	2 074
Education Bureau	6 352	6 467	6 477
Electrical and Mechanical Services Department	4 212	4 315	4 323
Environment Bureau	56	56	56
Environmental Protection Department	2 296	2 357	2 349

Bureau / Department / Organisation	2019-20	2020-21	2021-22
Financial Services and the Treasury Bureau (Financial Services Branch)	114	114	114
Financial Services and the Treasury Bureau (The Treasury Branch)	197	219	222
Fire Services Department	11 188	11 365	11 474
Food and Environmental Hygiene Department	11 379	11 517	11 515
Food and Health Bureau (Food Branch)	62	65	65
Food and Health Bureau (Health Branch)	197	226	226
General Expenses of the Civil Service	359	359	359
Government Flying Service	334	356	361
Government Laboratory	502	505	511
Government Logistics Department	734	750	750
Government Property Agency	278	348	346
Highways Department	2 486	2 552	2 510
Home Affairs Bureau	316	323	358
Home Affairs Department	2 244	2 310	2 300
Hong Kong Monetary Authority	5	3	3
Hong Kong Observatory	357	364	364
Hong Kong Police Force	35 863	38 406	38 390
Hospital Authority	833	689	553
Housing Authority	9 580	9 753	9 826
Immigration Department	8 993	9 208	9 223
Independent Commission Against Corruption	1 522	1 542	1 542
Information Services Department	437	456	455
Inland Revenue Department	2 925	2 939	2 934
Innovation and Technology Bureau	182	192	177
Innovation and Technology Commission	314	318	311
Intellectual Property Department	179	189	189
Invest Hong Kong	38	40	40
Joint Secretariat for the Advisory Bodies on Civil Service and Judicial Salaries and Conditions of Service	44	46	35
Judiciary	2 045	2 080	2 083
Labour and Welfare Bureau	138	139	139
Labour Department	2 526	2 592	2 578

Bureau / Department / Organisation	2019-20	2020-21	2021-22
Land Registry	586	591	591
Lands Department	4 733	4 831	4 824
Legal Aid Department	558	563	563
Legal Aid Services Council	4	4	4
Leisure and Cultural Services Department	10 108	10 406	10 431
Marine Department	1 484	1 500	1 499
Office for Film, Newspaper and Article Administration	68	68	66
Office of the Communications Authority	361	379	374
Office of the Government Chief Information Officer	707	736	725
Official Receiver's Office	293	296	289
Overseas Economic and Trade Offices	227	228	228
Planning Department	941	970	965
Post Office	5 347	5 347	5 347
Public Service Commission Secretariat	32	32	33
Radio Television Hong Kong	755	761	760
Rating and Valuation Department	982	1 011	918
Registration and Electoral Office	289	298	312
Secretariat, Commissioner on Interception of Communications and Surveillance	23	23	23
Security Bureau	243	247	247
Social Welfare Department	6 429	6 599	6 593
Trade and Industry Department	522	526	526
Transport and Housing Bureau (Transport Branch)	220	226	227
Transport Department	1 865	1 930	1 931
Treasury	523	575	573
University Grants Committee	91	97	97
Vocational Training Council	2	2	2
Water Supplies Department	4 641	4 803	4 797
Working Family and Student Financial Assistance Agency	1 372	1 374	1 372
Total	191 816	197 845	197 646

Note: The civil service establishment of bureaux/departments is set out in the Estimates of Expenditure of the relevant financial year.

**Breakdown of the number of full-time non-civil service contract staff
by Bureau / Department / Office**

Bureau / Department / Office	Position as at 30 June 2019	Position as at 30 June 2020	Position as at 30 June 2021
Agriculture, Fisheries and Conservation Department	140	178	104
Architectural Services Department	23	30	30
Auxiliary Medical Service	1	1	0
Buildings Department	114	126	83
Census and Statistics Department	185	368	1 420
Chief Executive's Office	5	5	4
Chief Secretary and Financial Secretary's Offices	43	34	63
Civil Aid Service	0	27	3
Civil Aviation Department	4	3	6
Civil Engineering and Development Department	27	15	33
Civil Service Bureau	1	1	9
Commerce and Economic Development Bureau	32	37	35
Companies Registry	119	126	125
Constitutional and Mainland Affairs Bureau	5	8	7
Correctional Services Department	6	5	4
Customs and Excise Department	9	10	5
Department of Health	386	373	494
Department of Justice	55	40	37
Development Bureau	65	71	70
Drainage Services Department	82	73	75
Education Bureau	1 210	1 292	1 293
Efficiency Office	446	473	529
Electrical and Mechanical Services Department	707	738	743
Environment Bureau	4	5	5
Environmental Protection Department	74	101	220
Financial Services and the Treasury Bureau	4	5	5
Fire Services Department	27	27	26

Bureau / Department / Office	Position as at 30 June 2019	Position as at 30 June 2020	Position as at 30 June 2021
Food and Environmental Hygiene Department	168	158	157
Food and Health Bureau	20	30	53
Government Flying Service	7	4	6
Government Laboratory	13	14	12
Government Logistics Department	29	26	26
Government Property Agency	4	5	3
Highways Department	58	51	33
Home Affairs Bureau	51	128	163
Home Affairs Department	473	540	453
Hong Kong Observatory	18	21	19
Hong Kong Police Force	21	14	17
Hongkong Post	1 697	1 590	1 523
Immigration Department	474	567	574
Information Services Department	24	23	21
Inland Revenue Department	149	163	165
Innovation and Technology Bureau	1	2	3
Innovation and Technology Commission	38	38	28
Intellectual Property Department	15	13	9
Invest Hong Kong	83	89	91
Judiciary	122	113	129
Labour and Welfare Bureau	21	27	25
Labour Department	38	38	31
Land Registry	82	75	71
Lands Department	105	88	99
Legal Aid Department	3	8	7
Leisure and Cultural Services Department	915	680	664
Marine Department	5	4	4
Office of the Communications Authority	127	153	132
Office of the Government Chief Information Officer	3	3	2
Official Receiver's Office	30	19	17
Planning Department	26	22	25
Radio Television Hong Kong	171	162	143
Rating and Valuation Department	25	36	40
Registration and Electoral Office	558	1 125	1 112

Bureau / Department / Office	Position as at 30 June 2019	Position as at 30 June 2020	Position as at 30 June 2021
Security Bureau	39	37	37
Social Welfare Department	57	74	84
Trade and Industry Department	44	48	53
Transport and Housing Bureau	10	8	10
Transport Department	69	53	49
Treasury	14	56	43
University Grants Committee Secretariat	24	28	29
Water Supplies Department	66	57	58
Working Family and Student Financial Assistance Agency	773	465	361
Total	10 444	11 027	12 009

**Breakdown of the number of agency workers
by Bureau / Department / Office**

Bureau / Department / Office	Position as at 30 September 2019	Position as at 30 September 2020	Position as at 30 September 2021
Agriculture, Fisheries and Conservation Department	23	18	26
Auxiliary Medical Service	1	-	-
Buildings Department	46	74	64
Census and Statistics Department	-	4	13
Chief Secretary and Financial Secretary's Offices	4	11	12
Civil Aid Service	-	20	-
Civil Engineering and Development Department	4	5	5
Commerce and Economic Development Bureau	15	11	16
Companies Registry	-	3	1
Correctional Services Department	8	10	9
Department of Health	81	90	44
Department of Justice	26	8	11
Development Bureau	13	11	12
Drainage Services Department	18	11	17
Education Bureau	146	141	150
Efficiency Office	5	4	4
Electrical and Mechanical Services Department	17	19	19
Environment Bureau	2	-	-
Environmental Protection Department	35	39	48
Financial Services and the Treasury Bureau	2	3	7
Fire Services Department	5	10	4
Food and Environmental Hygiene Department	58	118	80
Food and Health Bureau	19	23	29
Government Flying Service	1	-	5
Government Laboratory	-	-	2
Government Logistics Department	6	7	2

Bureau / Department / Office	Position as at 30 September 2019	Position as at 30 September 2020	Position as at 30 September 2021
Government Property Agency	-	9	9
Home Affairs Bureau	1	59	101
Hong Kong Police Force	8	7	3
Hongkong Post	-	3	31
Immigration Department	27	27	23
Information Services Department	39	37	40
Innovation and Technology Bureau	4	2	3
Innovation and Technology Commission	7	8	16
Intellectual Property Department	-	3	5
Invest Hong Kong	3	4	5
Inland Revenue Department	-	-	31
Labour and Welfare Bureau	8	9	8
Lands Department	56	38	55
Leisure and Cultural Services Department	75	52	68
Marine Department	26	28	26
Official Receiver's Office	24	22	23
Planning Department	13	19	19
Rating and Valuation Department	46	38	52
Registration and Electoral Office	123	-	11
Security Bureau	-	-	1
Trade and Industry Department	1	9	-
Transport and Housing Bureau	3	6	5
Transport Department	15	16	17
University Grants Committee Secretariat	13	12	9
Water Supplies Department	50	62	66
Working Family and Student Financial Assistance Agency	543	106	189
Total	1 620	1 216	1 396

**Breakdown of full-time non-civil service contract (NCSC) staff
by bureau/department/office, work types and year of continuous service
(position as at 30 June 2021)**

Bureau / Department / Office	Work type	No. of NCSC staff		
		With three years to less than five years of continuous service	With five years to less than ten years of continuous service	With ten years or more of continuous service
Agriculture, Fisheries and Conservation Department	Administration / Executive support / Project co-ordination staff	3	3	2
	Clerical support staff	-	1	1
	Professional support staff	-	1	-
	Technical support staff	9	1	1
	Education staff	1	-	-
	Non-skilled staff	-	-	1
Architectural Services Department	Administration / Executive support / Project co-ordination staff	-	7	-
	Professional support staff	2	-	-
Buildings Department	Clerical support staff	-	26	6
	Professional support staff	-	1	2
	Technical support staff	-	2	1
	Customer services / Public relations staff	-	-	-
Census and Statistics Department	Administration / Executive support / Project co-ordination staff	-	-	-
	Clerical support staff	-	-	-
	IT support staff	-	-	-
	Professional support staff	-	-	-
	Research work staff	-	-	-

Bureau /	Work type	No. of NCSC staff
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Department / Office		With three years to less than five years of continuous service	With five years to less than ten years of continuous service	With ten years or more of continuous service
Chief Executive's Office	Administration / Executive support / Project co-ordination staff	1	-	-
	General support staff	1	-	-
	Customer services / Public relations staff	1	-	-
Chief Secretary and Financial Secretary's Offices	Administration / Executive support / Project co-ordination staff	7	1	-
	Clerical support staff	-	-	-
	General support staff	-	1	-
	IT support staff	1	-	-
	Professional support staff	1	-	-
	Accounting staff	-	-	-
	Customer services / Public relations staff	1	-	-
Civil Aid Service	Legal services staff	2	-	-
	Administration / Executive support / Project co-ordination staff	-	-	-
Civil Aviation Department	Clerical support staff	-	-	-
	Professional support staff	-	1	-
Civil Engineering and Development Department	Technical support staff	-	-	1
	Administration / Executive support / Project co-ordination staff	-	1	1
	Clerical support staff	2	-	-
	Professional support staff	-	1	-
Civil Service Bureau	Technical support staff	-	-	-
	Administration / Executive support / Project co-ordination staff	-	-	-
	Research work staff	-	1	-
	Customer services / Public relations staff	-	-	-

Bureau / Department / Office	Work type	No. of NCSC staff		
		With three years to less than five years of continuous service	With five years to less than ten years of continuous service	With ten years or more of continuous service
Commerce and Economic Development Bureau	Administration / Executive support / Project co-ordination staff	2	6	6
	Clerical support staff	1	1	-
	Secretarial support staff	-	-	1
	Research work staff	1	-	-
	Customer services / Public relations staff	-	1	-
	Trade-related staff	1	-	1
Companies Registry	Administration / Executive support / Project co-ordination staff	19	6	-
	Clerical support staff	8	6	-
	Accounting staff	-	1	-
	Legal services staff	1	-	-
Constitutional and Mainland Affairs Bureau	Administration / Executive support / Project co-ordination staff	-	-	-
	Customer services / Public relations staff	-	-	-
Correctional Services Department	Administration / Executive support / Project co-ordination staff	-	1	-
	Leisure and culture services staff	-	-	-
Customs and Excise Department	Administration / Executive support / Project co-ordination staff	-	1	-

Bureau / Department / Office	Work type	No. of NCSC staff		
		With three years to less than five years of continuous service	With five years to less than ten years of continuous service	With ten years or more of continuous service
Department of Health	Administration / Executive support / Project co-ordination staff	4	1	6
	Clerical support staff	-	1	6
	General support staff	4	21	178
	IT support staff	-	1	-
	Professional support staff	1	-	-
	Technical support staff	-	-	1
	Accounting staff	-	2	-
	Customer services / Public relations staff	-	-	1
	Medical / Hygiene / Welfare-related work staff	8	26	17
Department of Justice	Clerical support staff	-	1	-
	General support staff	-	-	-
	IT support staff	-	-	-
	Translation staff	-	-	-
	Customer services / Public relations staff	0	-	-
	Legal services staff	2	13	1
Development Bureau	Administration / Executive support / Project co-ordination staff	5	4	1
	Clerical support staff	1	-	-
	Professional support staff	3	3	1
	Technical support staff	-	2	-
	Research work staff	2	-	-
	Leisure and culture services staff	2	-	-
	Legal services staff	1	2	-
	Non-skilled staff	-	-	-
Drainage Services Department	Administration / Executive support / Project	1	5	1

Bureau / Department / Office	Work type	No. of NCSC staff		
		With three years to less than five years of continuous service	With five years to less than ten years of continuous service	With ten years or more of continuous service
	co-ordination staff			
	Clerical support staff	-	7	2
	IT support staff	1	1	2
	Secretarial support staff	-	1	1
	Professional support staff	-	3	2
	Technical support staff	-	1	-
	Accounting staff	-	-	-
	Customer services / Public relations staff	-	5	1
Education Bureau	Administration / Executive support / Project co-ordination staff	18	19	1
	Clerical support staff	29	14	16
	General support staff	-	-	-
	IT support staff	25	11	5
	Professional support staff	6	5	1
	Technical support staff	1	4	4
	Accounting staff	-	-	-
	Education staff	60	20	12
	Research work staff	-	-	-
	Translation staff	-	-	-
	Customer services / Public relations staff	-	1	-
	Medical / Hygiene / Welfare-related work staff	4	-	-
	Legal services staff	-	-	-
	Design staff	-	-	-
Non-skilled staff	53	51	35	
Efficiency Office	Administration / Executive support / Project co-ordination staff	-	3	3

Bureau / Department / Office	Work type	No. of NCSC staff		
		With three years to less than five years of continuous service	With five years to less than ten years of continuous service	With ten years or more of continuous service
	Clerical support staff	2	3	2
	IT support staff	3	9	6
	Education staff	3	1	8
	Research work staff	-	-	1
	Customer services / Public relations staff	61	68	85
Electrical and Mechanical Services Department	Administration / Executive support / Project co-ordination staff	-	-	11
	Clerical support staff	-	7	13
	IT support staff	-	5	105
	Professional support staff	2	-	5
	Technical support staff	207	120	169
	Accounting staff	-	-	1
	Customer services / Public relations staff	-	-	5
Non-skilled staff	-	1	4	
Environment Bureau	Administration / Executive support / Project co-ordination staff	1	-	-
	Professional support staff	1	-	-
	Customer services / Public relations staff	1	-	-

Bureau / Department / Office	Work type	No. of NCSC staff		
		With three years to less than five years of continuous service	With five years to less than ten years of continuous service	With ten years or more of continuous service
Environmental Protection Department	Administration / Executive support / Project co-ordination staff	4	-	-
	General support staff	2	4	-
	Professional support staff	3	3	-
	Technical support staff	2	2	-
	Accounting staff	-	1	-
	Education staff	-	-	-
	Legal services staff	-	-	-
Financial Services and the Treasury Bureau	Administration / Executive support / Project co-ordination staff	-	-	-
	Customer services / Public relations staff	-	-	-
Fire Services Department	IT support staff	1	-	1
	Technical support staff	3	4	-
Food and Environmental Hygiene Department	Administration / Executive support / Project co-ordination staff	4	2	-
	Clerical support staff	5	1	1
	Accounting staff	-	-	-
	Customer services / Public relations staff	2	-	-
	Medical / Hygiene / Welfare-related work staff	9	17	17
	Non-skilled staff	-	-	2
Food and Health Bureau	Administration / Executive support / Project co-ordination staff	1	2	2
	Clerical support staff	-	1	-
	Medical / Hygiene / Welfare-related work staff	1	-	-

Bureau / Department / Office	Work type	No. of NCSC staff		
		With three years to less than five years of continuous service	With five years to less than ten years of continuous service	With ten years or more of continuous service
Government Flying Service	Administration / Executive support / Project co-ordination staff	-	-	-
	Education staff	1	-	1
Government Laboratory	Administration / Executive support / Project co-ordination staff	-	-	-
	Clerical support staff	-	1	-
	General support staff	-	1	-
	IT support staff	-	-	2
	Professional support staff	1	-	-
	Technical support staff	1	-	-
	Supplies staff	1	1	-
	Non-skilled staff	1	-	-
Government Logistics Department	Administration / Executive support / Project co-ordination staff	-	-	-
	Clerical support staff	-	8	1
	Printing staff	-	-	6
	Non-skilled staff	1	2	2
Government Property Agency	Administration / Executive support / Project co-ordination staff	-	1	-
	Professional support staff	-	-	-
Highways Department	Clerical support staff	1	1	-
	Professional support staff	5	6	1
	Technical support staff	1	-	-
Home Affairs Bureau	Administration / Executive support / Project co-ordination staff	1	4	3
	Clerical support staff	-	-	-

Bureau / Department / Office	Work type	No. of NCSC staff		
		With three years to less than five years of continuous service	With five years to less than ten years of continuous service	With ten years or more of continuous service
Home Affairs Department	Administration / Executive support / Project co-ordination staff	46	24	16
	Clerical support staff	10	11	6
	IT support staff	-	1	1
	Professional support staff	-	-	-
	Accounting staff	-	-	1
	Translation staff	3	2	1
	Legal services staff	-	1	-
	Licensing staff	7	12	6
	Non-skilled staff	-	-	1
Hong Kong Observatory	IT support staff	1	-	-
	Customer services / Public relations staff	1	-	-
	Design staff	1	-	-
Hong Kong Police Force	Clerical support staff	-	3	-
	Professional support staff	-	-	-
	Technical support staff	-	1	-
	Customer services / Public relations staff	2	1	-
Hongkong Post	Administration / Executive support / Project co-ordination staff	3	1	-
	General support staff	-	-	4
	IT support staff	15	5	5
	Professional support staff	1	3	1
	Technical support staff	-	-	-
	Accounting staff	1	-	-
	Education staff	-	-	2
	Postal services staff	97	163	398
	Sales staff	-	1	2
Non-skilled staff	75	129	345	
Immigration	Administration / Executive	-	-	2

Bureau / Department / Office	Work type	No. of NCSC staff		
		With three years to less than five years of continuous service	With five years to less than ten years of continuous service	With ten years or more of continuous service
Department	support / Project co-ordination staff			
	Clerical support staff	-	-	15
	Translation staff	3	5	3
	Customer services / Public relations staff	-	-	-
Information Services Department	Clerical support staff	-	-	-
	Customer services / Public relations staff	3	11	2
Inland Revenue Department	Clerical support staff	16	-	-
	General support staff	2	-	-
	IT support staff	1	6	3
	Professional support staff	-	-	2
	Accounting staff	-	2	-
Innovation and Technology Bureau	Administration / Executive support / Project co-ordination staff	-	-	-
	Accounting staff	-	-	-
Innovation and Technology Commission	Administration / Executive support / Project co-ordination staff	-	-	1
	IT support staff	-	-	1
	Professional support staff	2	-	-
	Accounting staff	-	-	1
	Translation staff	1	-	-
	Customer services / Public relations staff	2	-	-
	Trade-related staff	2	2	6
Intellectual Property Department	Customer services / Public relations staff	-	-	2
	Intellectual property examination staff	5	1	-

Bureau / Department / Office	Work type	No. of NCSC staff		
		With three years to less than five years of continuous service	With five years to less than ten years of continuous service	With ten years or more of continuous service
Invest Hong Kong	Administration / Executive support / Project co-ordination staff	-	-	-
	IT support staff	-	-	-
	Accounting staff	-	-	2
	Trade-related staff	11	11	32
Judiciary	Administration / Executive support / Project co-ordination staff	-	1	-
	Clerical support staff	4	-	5
	General support staff	8	-	5
	Secretarial support staff	2	3	1
	Professional support staff	-	-	-
	Accounting staff	-	1	-
	Legal services staff	13	5	1
Labour and Welfare Bureau	Administration / Executive support / Project co-ordination staff	2	5	1
	Accounting staff	1	-	-
	Research work staff	-	2	-
	Customer services / Public relations staff	-	-	-
Labour Department	Administration / Executive support / Project co-ordination staff	-	-	16
	Clerical support staff	1	-	-
	Medical / Hygiene / Welfare-related work staff	-	-	1
	Investigation staff	-	1	5
Land Registry	Clerical support staff	-	5	16
	Accounting staff	-	1	1
	Customer services / Public relations staff	-	-	1
	Legal services staff	1	1	-

Bureau / Department / Office	Work type	No. of NCSC staff		
		With three years to less than five years of continuous service	With five years to less than ten years of continuous service	With ten years or more of continuous service
Lands Department	Administration / Executive support / Project co-ordination staff	2	-	-
	Clerical support staff	-	1	-
	IT support staff	3	-	-
	Professional support staff	-	-	-
	Technical support staff	-	-	-
	Legal services staff	2	1	-
	Land administration staff	5	-	--
Legal Aid Department	Administration / Executive support / Project co-ordination staff	-	-	-
	Research work staff	-	-	-
	Non-skilled staff	-	-	-
Leisure and Cultural Services Department	Administration / Executive support / Project co-ordination staff	2	3	8
	Clerical support staff	2	6	40
	IT support staff	-	9	13
	Professional support staff	-	-	1
	Technical support staff	-	-	2
	Research work staff	1	4	-
	Transport services staff	1	-	2
	Leisure and culture services staff	13	9	106
	Customer services / Public relations staff	1	4	3
	Event assistants	-	-	-
	Sports instructors	-	3	-
	Publicity staff	-	-	-
	Non-skilled staff	-	-	2
Marine	Administration / Executive	1	-	-

Bureau / Department / Office	Work type	No. of NCSC staff		
		With three years to less than five years of continuous service	With five years to less than ten years of continuous service	With ten years or more of continuous service
Department	support / Project co-ordination staff			
	Professional support staff	-	2	-
	Technical support staff	-	1	-
Office of the Communications Authority	Administration / Executive support / Project co-ordination staff	3	3	2
	Clerical support staff	4	10	7
	General support staff	-	1	-
	IT support staff	2	2	5
	Secretarial support staff	1	2	2
	Technical support staff	-	1	-
	Accounting staff	1	-	1
	Supplies staff	-	1	-
	Transport services staff	3	2	2
	Customer services / Public relations staff	4	5	11
	Regulatory services staff	1	-	-
	Broadcasting affairs staff	2	4	4
	Non-skilled staff	-	2	2
Office of the Government Chief Information Officer	IT support staff	-	-	-
	Customer services / Public relations staff	-	-	-
Official Receiver's Office	Administration / Executive support / Project co-ordination staff	1	-	-
	Clerical support staff	-	-	2
	Accounting staff	1	-	1
	Legal services staff	4	-	-

Bureau / Department / Office	Work type	No. of NCSC staff		
		With three years to less than five years of continuous service	With five years to less than ten years of continuous service	With ten years or more of continuous service
Planning Department	Administration / Executive support / Project co-ordination staff	-	-	-
	Clerical support staff	-	-	-
	IT support staff	2	-	-
	Professional support staff	-	1	-
	Technical support staff	1	5	2
	Research work staff	1	1	-
	Translation staff	-	-	-
	Transport services staff	1	-	-
Radio Television Hong Kong	Administration / Executive support / Project co-ordination staff	1	-	-
	IT support staff	-	1	2
	Professional support staff	1	9	-
	Technical support staff	4	4	1
	Accounting staff	-	-	-
	Customer services / Public relations staff	27	18	13
Rating and Valuation Department	Administration / Executive support / Project co-ordination staff	-	-	-
	General support staff	-	-	-
	IT support staff	2	2	3
	Professional support staff	-	-	-
	Technical support staff	-	-	-
	Recovery staff	1	-	-

Bureau / Department / Office	Work type	No. of NCSC staff		
		With three years to less than five years of continuous service	With five years to less than ten years of continuous service	With ten years or more of continuous service
Registration and Electoral Office	Administration / Executive support / Project co-ordination staff	18	33	1
	Clerical support staff	8	56	4
	Accounting staff	-	-	-
	Supplies staff	-	1	-
	Non-skilled staff	5	31	4
Security Bureau	Administration / Executive support / Project co-ordination staff	10	-	-
	Clerical support staff	2	-	-
	Technical support staff	-	-	3
	Customer services / Public relations staff	-	1	-
	Legal services staff	-	-	-
Social Welfare Department	Administration / Executive support / Project co-ordination staff	4	8	-
	Clerical support staff	-	3	-
	IT support staff	-	-	-
	Professional support staff	-	2	-
	Accounting staff	-	1	-
	Research work staff	-	-	-
Trade and Industry Department	Clerical support staff	2	4	2
	IT support staff	-	-	1
	Trade-related staff	1	11	12

Bureau / Department / Office	Work type	No. of NCSC staff		
		With three years to less than five years of continuous service	With five years to less than ten years of continuous service	With ten years or more of continuous service
Transport and Housing Bureau	Administration / Executive support / Project co-ordination staff	3	1	-
	Clerical support staff	-	-	-
	Professional support staff	-	-	-
	Research work staff	-	-	-
	Customer services / Public relations staff	1	-	-
Transport Department	Administration / Executive support / Project co-ordination staff	-	-	-
	Clerical support staff	2	-	2
	Professional support staff	2	-	-
	Technical support staff	-	-	1
	Accounting staff	-	1	-
	Transport services staff	-	3	1
Treasury	Administration / Executive support / Project co-ordination staff	-	-	-
	Clerical support staff	-	1	-
	Accounting staff	1	-	-
University Grants Committee Secretariat	Administration / Executive support / Project co-ordination staff	2	-	1
	Clerical support staff	-	-	1
	IT support staff	-	-	-
	Accounting staff	-	1	-
	Research work staff	-	-	-

Bureau / Department / Office	Work type	No. of NCSC staff		
		With three years to less than five years of continuous service	With five years to less than ten years of continuous service	With ten years or more of continuous service
Water Supplies Department	Administration / Executive support / Project co-ordination staff	1	1	-
	IT support staff	-	-	4
	Professional support staff	-	-	-
	Technical support staff	-	1	-
	Accounting staff	-	8	-
	Customer services / Public relations staff	-	2	13
Working Family and Student Financial Assistance Agency	Administration / Executive support / Project co-ordination staff	11	7	16
	Clerical support staff	11	54	33
	General support staff	-	-	1
	IT support staff	1	9	2
	Accounting staff	-	-	-
Total		1 157	1 353	2 029

- End -

CONTROLLING OFFICER'S REPLY**CSB037****(Question Serial No. 0721)**

Head: (143) Government Secretariat: Civil Service Bureau

Subhead (No. & title): (-) Not Specified

Programme: (2) Human Resource Management, (4) Civil Service Training and Development

Controlling Officer: Permanent Secretary for the Civil Service (Mrs Ingrid YEUNG)

Director of Bureau: Secretary for the Civil Service

Question:

It is mentioned in the Budget that the Government's target of zero growth in the civil service establishment will remain unchanged, with the aim of ensuring the sustainability of public finances. While the Government is striving to control the size of the civil service establishment, many countries are implementing performance management in their governments and reform of their civil service to enhance the effectiveness of governance. In this connection, please inform this Committee of the following:

- (1) Has the Government earmarked any funding to examine and assess the development of performance management of the civil service in Hong Kong? If so, of the details;
- (2) To enhance the efficiency of the civil service, many countries have introduced a bonus system which is linked to performance as an incentive to motivate civil servants. Will the Government consider introducing such system to ensure a specific performance target for civil servants under a zero growth in the establishment and to enhance its efficiency in order to tackle the workload without any growth in the establishment?
- (3) Please set out the number of civil servants having been disciplined, interdicted and dismissed in the past 5 years, with a breakdown by (i) the respective bureau/department/office; (ii) years of service; and (iii) post;

Disciplinary actions	2016-2017	2017-2018	2018-2019	2019-2020	2021-2022
Summary disciplinary action					
Formal disciplinary action					
(a) Removal/dismissal					
(b) Interdiction or removal					
(c) Other disciplinary actions					

Total					
Proportion of civil servants who are subject to disciplinary actions (%)					

- (4) In view of the zero growth to be implemented in the civil service establishment, whether the Government has assessed which departments are having the greatest shortages in manpower, the underlying causes and how the problem would be tackled;
- (5) Please set out, by rank (junior, middle, senior, directorate), the current number of establishment and vacancies in each department;
- (6) The number of full-time non-civil service contract (NCSC) staff and their percentage to the total number of full-time NCSC staff, broken down by (i) bureau/department; (ii) type of job and (iii) years of continuous service.

Asked by: Hon WONG Yuen-shan (LegCo internal reference no.: 10)

Reply:

- (1) The Government has all along strived to maintain an effective performance management system. Civil servants are subject to performance appraisal on an annual basis which enables the management to monitor and assess staff performance. Throughout the appraisal period, the management will regularly monitor the work progress of the staff and the major areas of concern regarding their performance, and provide constant feedback for the staff to address such areas. After completion of the appraisal report, the appraising officer should honestly discuss with the appraisee his/her performance, areas for improvement, potential, development needs, future posting, etc.

The Civil Service Bureau will keep the civil service performance management system under review from time to time to facilitate the enhancement of the related arrangements and practices as appropriate. In our review of the selection and appointment mechanism for senior civil service positions, one of the tasks is to examine the appraisal arrangement for directorate civil servants, with a view to enabling a more comprehensive and detailed reflection of the competencies and potential of directorate civil servants in their appraisal reports. Apart from the performance management system, we will also take other appropriate measures (e.g. strengthening training and running commendation schemes) to enhance the performance of civil servants. Since work related to the civil service performance management system constitutes only part and parcel of the work of the relevant officers, it would be difficult to account for the expenses for such work separately.

- (2) The Hong Kong Special Administrative Region (HKSAR) Government attaches great importance to civil service performance management. The Civil Service Regulations provide that an individual civil servant may be granted an increment only if his/her performance at work (including conduct, diligence and efficiency) has been satisfactory during the appraisal period. As regards the arrangements in other countries and regions, the Government invited the Standing Commission on Civil

Service Salaries and Conditions of Service to conduct a review on the Civil Service Pay Level Survey and Starting Salaries Survey in 2017, including research on civil service pay arrangements in five countries (including Australia, Canada, New Zealand, Singapore and the United Kingdom). The research showed that each of the countries surveyed had developed different approaches to civil service pay administration to meet its specific needs. Given the considerable differences in cultural, social and political settings between the countries surveyed and Hong Kong, it is not appropriate to apply directly the pay arrangement of any particular country or region to Hong Kong. In any event, we will review the civil service performance management system from time to time with a view to enhancing the relevant arrangements and practices.

- (3) The Government attaches great importance to the conduct and integrity of civil servants and takes a serious approach against any officers who violate the law and commit misconduct. In the past five financial years (up to 31 December 2021), a total of 1 080 civil servants were punished with formal disciplinary action for conviction of criminal offences or serious misconduct, among whom **140 civil servants were removed from the service**. In addition, a total of 1 854 civil servants were punished with summary disciplinary action for committing misconduct which is less serious in nature.

The yearly breakdown of the numbers of cases punished with formal and summary disciplinary actions is set out at **Annex A**. We do not maintain case statistics by years of service and types of post.

The number of officers subject to disciplinary action represents only a tiny fraction of the civil service, which reflects that civil servants on the whole are law-abiding and observe discipline.

- (4) The Government's target of zero growth in the civil service establishment will remain unchanged in 2021-22 and 2022-23, with the aim of ensuring the sustainability of public finances. We encourage bureaux and departments to enhance effectiveness and efficiency through re-prioritisation, internal redeployment and streamlining of work processes, so that the workload can be coped with even without increase in civil service establishment. Nevertheless, this does not mean that the zero growth in establishment will then be implemented across-the-board in bureaux/departments (B/Ds). The establishment of individual B/Ds can still increase having regard to operational needs and when it is fully justified. Yet taking into account the deletion of posts which no longer have operational needs in other B/Ds, there will not be any increase in the overall civil service establishment. In addition, to allow flexibility in meeting their staffing needs, B/Ds may create or delete posts in existing non-directorate ranks provided that their respective establishment ceiling is not exceeded. They may also, having regard to the operational need and relevant considerations, decide on their own the grades which would require recruitment of civil servants and the number of civil servants required.
- (5) According to the 2022-23 Estimates of Expenditure, the 2021-22 revised estimate of the civil service establishment of B/Ds is set out at **Annex B**. To allow flexibility in meeting their staffing needs, B/Ds may create or delete posts in existing non-directorate ranks provided that their respective establishment ceiling is not

exceeded. They may also, having regard to the operational need and relevant considerations, decide on their own the grades which would require recruitment of civil servants and the number of civil servants required. Hence, the Civil Service Bureau does not have information on the number of posts and vacancies by rank in individual B/Ds in 2021-22.

- (6) The breakdown of the number of full-time NCSC staff by bureaux/departments, work types and length of continuous service ^(Note 1), and its percentage to the total number of NCSC staff as at 30 June 2021 are set out at **Annex C**.

Note 1: “Continuous service” refers to employment in the same NCSC position, as well as employment in different NCSC positions of the same department without a break in service.

The numbers of cases of civil servants punished with formal and summary disciplinary actions (breakdown by years and bureaux/departments)

Bureau/ Department	2017-18		Summary disciplinary action (Note 3)	2018-19		Summary disciplinary action	2019-20		Summary disciplinary action	2020-21		2021-22 (as at 31 December 2021)		Summary disciplinary action	
	Formal disciplinary action			Formal disciplinary action			Formal disciplinary action			Formal disciplinary action		Formal disciplinary action			
	Removal (Note 1)	Other punishment (Note 2)	Removal	Other punishment	Removal	Other punishment	Removal	Other punishment	Removal	Other punishment	Removal	Other punishment	Removal	Other punishment	
Agriculture, Fisheries and Conservation Department	0	8	1	0	2	6	0	1	4	0	3	2	0	1	0
Architectural Services Department	0	0	0	0	1	0	0	0	0	0	1	1	0	1	0
Auxiliary Medical Service	0	1	0	0	2	4	0	0	0	0	0	0	0	0	0
Buildings Department	0	2	3	0	1	0	1	1	2	0	3	0	1	0	3
Census and Statistics Department	0	1	0	0	0	3	0	0	0	0	0	0	0	0	0
Chief Secretary for Administration's Office	0	0	0	0	1	0	0	1	1	0	1	0	0	0	0
Civil Aid Service	0	1	0	0	0	0	0	0	0	0	0	0	1	0	0
Civil Engineering and Development Department	0	1	1	0	2	1	0	2	0	0	0	0	0	0	1
Civil Service Bureau	0	1	1	0	0	0	0	0	1	0	0	0	0	1	0
Commerce and Economic Development Bureau	0	0	0	0	0	0	0	1	0	0	0	0	0	0	0
Companies Registry	0	0	0	0	0	0	0	0	0	0	0	1	0	0	0
Constitutional and Mainland Affairs Bureau	0	0	0	0	1	0	0	0	0	0	0	0	0	0	1
Correctional Services Department	3	8	43	2	3	32	4	2	30	1	7	30	1	8	27
Customs and Excise Department	2	3	10	1	3	10	0	2	17	2	2	10	2	4	14

Bureau/ Department	2017-18		2018-19		2019-20		2020-21		2021-22 (as at 31 December 2021)						
	Formal disciplinary action		Summary disciplinary action (Note 3)	Formal disciplinary action		Summary disciplinary action	Formal disciplinary action		Summary disciplinary action	Formal disciplinary action					
	Removal (Note 1)	Other punishment (Note 2)		Removal	Other punishment		Removal	Other punishment		Removal	Other punishment				
Department of Health	0	1	10	0	1	7	1	2	6	0	1	5	1	1	5
Department of Justice	0	2	0	0	0	2	0	0	1	0	0	2	1	0	8
Development Bureau	0	0	0	0	0	0	0	0	0	0	0	0	0	1	0
Drainage Services Department	0	1	7	0	2	0	1	0	4	1	0	4	1	2	0
Education Bureau	0	1	7	0	1	4	1	0	10	1	5	14	1	0	14
Electrical and Mechanical Services Department	0	3	6	0	1	9	1	3	10	0	3	7	0	3	4
Environmental Protection Department	0	3	1	0	5	0	0	0	0	0	0	2	0	1	3
Financial Services and the Treasury Bureau	0	1	0	0	1	0	0	0	0	0	0	0	0	0	0
Fire Services Department	1	72	16	1	148	14	1	26	12	0	10	24	4	15	16
Food and Environmental Hygiene Department	0	36	51	2	33	30	1	36	34	1	26	17	1	23	23
Government Laboratory	0	0	0	0	0	0	0	0	0	0	0	2	0	0	0
Government Logistics Department	0	2	0	0	3	0	0	1	1	0	1	0	0	1	4
Government Property Agency	0	0	0	0	0	1	0	0	0	0	0	0	0	0	0
Highways Department	0	1	3	0	0	2	0	0	2	0	0	1	0	0	1
Home Affairs Department	1	1	1	0	0	0	0	0	1	0	0	1	0	0	0
Hong Kong Monetary Authority	0	1	0	0	0	0	0	0	0	0	0	0	0	0	0
Hong Kong Observatory	0	0	1	0	0	0	0	0	2	0	0	0	0	0	0
Hong Kong Police Force	6	60	75	18	52	136	13	44	79	8	34	109	19	18	61
Housing Department	1	2	2	1	2	5	0	2	5	1	3	4	0	0	4
Immigration	1	2	65	1	8	45	1	3	21	1	4	7	0	5	13

Bureau/ Department	2017-18		2018-19		2019-20		2020-21		2021-22 (as at 31 December 2021)						
	Formal disciplinary action		Summary disciplinary action (Note 3)	Formal disciplinary action		Summary disciplinary action	Formal disciplinary action		Summary disciplinary action	Formal disciplinary action					
	Removal (Note 1)	Other punishment (Note 2)		Removal	Other punishment		Removal	Other punishment		Removal	Other punishment				
Department															
Information Services Department	0	0	0	0	0	0	0	0	0	1	0	0	0	0	0
Inland Revenue Department	0	2	6	0	0	7	0	1	2	0	0	4	0	0	3
Innovation and Technology Commission	0	0	1	0	0	0	0	0	0	0	0	0	0	0	0
Judiciary	0	0	2	0	1	1	0	1	0	2	0	1	1	2	5
Labour and Welfare Bureau	0	1	0	0	0	0	0	0	0	0	0	0	0	0	0
Labour Department	0	0	1	0	1	3	0	3	1	0	1	1	0	0	5
Land Registry	0	1	0	0	0	0	0	0	0	0	0	0	0	0	0
Lands Department	1	1	1	0	1	3	0	1	3	0	0	7	0	1	6
Legal Aid Department	1	0	0	0	0	1	0	0	0	0	0	0	0	0	1
Leisure and Cultural Services Department	2	9	30	3	2	17	3	7	23	1	0	8	1	0	8
Marine Department	0	0	1	1	1	1	0	1	3	0	0	10	1	0	8
Office of the Communications Authority	0	0	0	0	2	0	0	0	0	0	0	0	0	0	0
Office of the Government Chief Information Officer	0	0	0	0	2	0	0	0	0	0	0	0	0	0	0
Official Receiver's Office	0	0	1	0	0	0	0	0	0	0	0	2	0	0	0
Planning Department	0	0	1	0	0	0	0	0	0	0	0	0	0	0	0
Post Office	0	6	96	2	17	66	0	11	54	0	8	54	0	14	43
Radio Television Hong Kong	0	0	1	0	1	1	0	0	0	0	1	1	0	0	5
Rating and Valuation Department	0	0	0	0	0	0	0	0	2	0	1	2	0	1	0
Security Bureau	0	0	0	0	1	0	0	0	0	0	0	0	0	1	0
Social Welfare Department	0	0	1	0	0	2	0	3	1	1	0	1	0	1	1

Bureau/ Department	2017-18		2018-19		2019-20		2020-21		2021-22 (as at 31 December 2021)					
	Formal disciplinary action		Formal disciplinary action		Formal disciplinary action		Formal disciplinary action		Formal disciplinary action					
	Removal (Note 1)	Other punishment (Note 2)	Removal	Other punishment	Removal	Other punishment	Removal	Other punishment	Removal	Other punishment				
Trade and Industry Department	0	0	0	0	1	0	0	0	0	0	0	0	0	1
Transport and Housing Bureau	0	0	0	0	0	0	0	0	0	0	0	0	0	1
Transport Department	0	0	2	0	1	2	0	1	1	0	0	1	0	0
Treasury	0	0	0	0	0	0	0	0	1	0	0	0	0	0
University Grants Committee Secretariat	0	0	0	0	0	0	0	0	1	0	0	0	0	0
Water Supplies Department	2	6	6	0	0	5	1	7	4	1	8	7	0	4
Working Family and Student Financial Assistance Agency	0	0	0	0	1	0	0	0	0	0	0	0	0	1
Sub-total	21	241	454	32	304	421	29	163	339	22	123	342	36	109
Total	716		757		531		487		443					

Note 1 : Including dismissal and compulsory retirement.

Note 2 : Including reduction in rank, severe reprimand, reprimand, financial penalty, verbal warning and written warning, etc.

Note 3 : Including verbal warning, written warning and admonishment/admonition.

**Revised Estimate of Civil Service Establishment
by Bureaux/Departments in 2021-22**

Bureau / Department / Office	Establishment
Agriculture, Fisheries and Conservation Department	2 365
Architectural Services Department	2 042
Audit Commission	198
Auxiliary Medical Service	99
Buildings Department	2 128
Census and Statistics Department	1 275
Chief Executive's Office	103
Chief Secretary and Financial Secretary's Offices	544
Civil Aid Service	110
Civil Aviation Department	966
Civil Engineering and Development Department	2 094
Civil Service Bureau	673
Commerce and Economic Development Bureau (Commerce, Industry and Tourism Branch)	290
Commerce and Economic Development Bureau (Communications and Creative Industries Branch)	126
Companies Registry	394
Constitutional and Mainland Affairs Bureau	221
Correctional Services Department	7 281
Customs and Excise Department	7 864
Department of Health	7 120
Department of Justice	1 508
Development Bureau (Planning and Lands Branch)	217
Development Bureau (Works Branch)	462
Drainage Services Department	2 064
Education Bureau	6 477
Electrical and Mechanical Services Department	4 363
Environment Bureau	56
Environmental Protection Department	2 349
Financial Services and the Treasury Bureau (Financial Services Branch)	110

Bureau / Department / Office	Establishment
Financial Services and the Treasury Bureau (The Treasury Branch)	222
Fire Services Department	11 474
Food and Environmental Hygiene Department	11 515
Food and Health Bureau (Food Branch)	65
Food and Health Bureau (Health Branch)	226
General Expenses of the Civil Service	359
Government Flying Service	361
Government Laboratory	511
Government Logistics Department	750
Government Property Agency	346
Highways Department	2 510
Home Affairs Bureau	358
Home Affairs Department	2 300
Hong Kong Monetary Authority	3
Hong Kong Observatory	364
Hong Kong Police Force	38 390
Hospital Authority	510
Housing Authority	9 826
Immigration Department	9 223
Independent Commission Against Corruption	1 542
Information Services Department	455
Inland Revenue Department	2 934
Innovation and Technology Bureau	177
Innovation and Technology Commission	311
Intellectual Property Department	189
Invest Hong Kong	40
Joint Secretariat for the Advisory Bodies on Civil Service and Judicial Salaries and Conditions of Service	35
Judiciary	2 083
Labour and Welfare Bureau	139
Labour Department	2 578
Land Registry	591
Lands Department	4 824

Bureau / Department / Office	Establishment
Legal Aid Department	563
Legal Aid Services Council	4
Leisure and Cultural Services Department	10 431
Marine Department	1 499
Office for Film, Newspaper and Article Administration	66
Office of the Communications Authority	372
Office of the Government Chief Information Officer	725
Official Receiver's Office	286
Overseas Economic and Trade Offices	228
Planning Department	965
Post Office	5 347
Public Service Commission Secretariat	33
Radio Television Hong Kong	760
Rating and Valuation Department	918
Registration and Electoral Office	312
Secretariat, Commissioner on Interception of Communications and Surveillance	23
Security Bureau	247
Social Welfare Department	6 575
Trade and Industry Department	526
Transport and Housing Bureau (Transport Branch)	226
Transport Department	1 931
Treasury	573
University Grants Committee	97
Vocational Training Council	2
Water Supplies Department	4 771
Working Family and Student Financial Assistance Agency	1 372
Total	197 562

**Breakdown of full-time non-civil service contract (NCSC) staff
by bureaux/departments, work types and years of continuous service
and the percentage to the total number of NCSC staff
(position as at 30 June 2021)**

Bureau / Department / Office	Work type	No. of NCSC staff					Percentage
		With less than three years of continuous service	With three years to less than five years of continuous service	With five years to less than ten years of continuous service	With ten years or more of continuous service		
Agriculture, Fisheries and Conservation Department	Administration / Executive support / Project co-ordination staff	6	3	3	2	0.12%	
	Clerical support staff	-	-	1	1	0.02%	
	Professional support staff	5	-	1	-	0.05%	
	Technical support staff	69	9	1	1	0.67%	
	Education staff	-	1	-	-	0.01%	
	Non-skilled staff	-	-	-	1	0.01%	
Architectural Services Department	Administration / Executive support / Project co-ordination staff	3	-	7	-	0.08%	
	Professional support staff	18	2	-	-	0.17%	
Buildings Department	Clerical support staff	-	-	26	6	0.27%	
	Professional support staff	21	-	1	2	0.20%	
	Technical support staff	23	-	2	1	0.22%	
	Customer services / Public relations staff	1	-	-	-	0.01%	
Census and Statistics Department	Administration / Executive support / Project co-ordination staff	4	-	-	-	0.03%	
	Clerical support staff	32	-	-	-	0.27%	
	IT support staff	6	-	-	-	0.05%	
	Professional support staff	22	-	-	-	0.18%	
	Research work staff	1356	-	-	-	11.29%	

Bureau / Department / Office	Work type	No. of NCSC staff					Percentage
		With less than three years of continuous service	With three years to less than five years of continuous service	With five years to less than ten years of continuous service	With ten years or more of continuous service		
Chief Executive's Office	Administration / Executive support / Project co-ordination staff	-	1	-	-	0.01%	
	General support staff	1	1	-	-	0.02%	
	Customer services / Public relations staff	-	1	-	-	0.01%	
Chief Secretary and Financial Secretary's Offices	Administration / Executive support / Project co-ordination staff	38	7	1	-	0.38%	
	Clerical support staff	3	-	-	-	0.02%	
	General support staff	1	-	1	-	0.02%	
	IT support staff	-	1	-	-	0.01%	
	Professional support staff	2	1	-	-	0.02%	
	Accounting staff	2	-	-	-	0.02%	
	Customer services / Public relations staff	1	1	-	-	0.02%	
	Legal services staff	2	2	-	-	0.03%	
Civil Aid Service	Administration / Executive support / Project co-ordination staff	1	-	-	-	0.01%	
	Clerical support staff	2	-	-	-	0.02%	
Civil Aviation Department	Professional support staff	2	-	1	-	0.02%	
	Technical support staff	2	-	-	1	0.02%	
Civil Engineering and Development Department	Administration / Executive support / Project co-ordination staff	7	-	1	1	0.07%	
	Clerical support staff	-	2	-	-	0.02%	
	Professional support staff	17	-	1	-	0.15%	
	Technical support staff	4	-	-	-	0.03%	

Bureau / Department / Office	Work type	No. of NCSC staff					Percentage
		With less than three years of continuous service	With three years to less than five years of continuous service	With five years to less than ten years of continuous service	With ten years or more of continuous service		
Civil Service Bureau	Administration / Executive support / Project co-ordination staff	7	-	-	-	0.06%	
	Research work staff	-	-	1	-	0.01%	
	Customer services / Public relations staff	1	-	-	-	0.01%	
Commerce and Economic Development Bureau	Administration / Executive support / Project co-ordination staff	8	2	6	6	0.18%	
	Clerical support staff	-	1	1	-	0.02%	
	Secretarial support staff	-	-	-	1	0.01%	
	Research work staff	2	1	-	-	0.02%	
	Customer services / Public relations staff	-	-	1	-	0.01%	
	Trade-related staff	4	1	-	1	0.05%	
Companies Registry	Administration / Executive support / Project co-ordination staff	46	19	6	-	0.59%	
	Clerical support staff	35	8	6	-	0.41%	
	Accounting staff	2	-	1	-	0.02%	
	Legal services staff	1	1	-	-	0.02%	
Constitutional and Mainland Affairs Bureau	Administration / Executive support / Project co-ordination staff	6	-	-	-	0.05%	
	Customer services / Public relations staff	1	-	-	-	0.01%	
Correctional Services Department	Administration / Executive support / Project co-ordination staff	2	-	1	-	0.02%	
	Leisure and culture services staff	1	-	-	-	0.01%	

Bureau / Department / Office	Work type	No. of NCSC staff					Percentage
		With less than three years of continuous service	With three years to less than five years of continuous service	With five years to less than ten years of continuous service	With ten years or more of continuous service		
Customs and Excise Department	Administration / Executive support / Project co-ordination staff	4	-	1	-	0.04%	
Department of Health	Administration / Executive support / Project co-ordination staff	49	4	1	6	0.50%	
	Clerical support staff	85	-	1	6	0.77%	
	General support staff	4	4	21	178	1.72%	
	IT support staff	1	-	1	-	0.02%	
	Professional support staff	-	1	-	-	0.01%	
	Technical support staff	-	-	-	1	0.01%	
	Accounting staff	-	-	2	-	0.02%	
	Customer services / Public relations staff	2	-	-	1	0.02%	
	Medical / Hygiene / Welfare-related work staff	75	8	26	17	1.05%	
Department of Justice	Clerical support staff	-	-	1	-	0.01%	
	General support staff	1	-	-	-	0.01%	
	IT support staff	1	-	-	-	0.01%	
	Translation staff	1	-	-	-	0.01%	
	Customer services / Public relations staff	1	0	-	-	0.01%	
	Legal services staff	16	2	13	1	0.27%	

Bureau / Department / Office	Work type	No. of NCSC staff					Percentage
		With less than three years of continuous service	With three years to less than five years of continuous service	With five years to less than ten years of continuous service	With ten years or more of continuous service		
Development Bureau	Administration / Executive support / Project co-ordination staff	12	5	4	1	0.18%	
	Clerical support staff	6	1	-	-	0.06%	
	Professional support staff	7	3	3	1	0.12%	
	Technical support staff	3	-	2	-	0.04%	
	Research work staff	-	2	-	-	0.02%	
	Leisure and culture services staff	10	2	-	-	0.10%	
	Legal services staff	3	1	2	-	0.05%	
	Non-skilled staff	2	-	-	-	0.02%	
Drainage Services Department	Administration / Executive support / Project co-ordination staff	2	1	5	1	0.07%	
	Clerical support staff	1	-	7	2	0.08%	
	IT support staff	2	1	1	2	0.05%	
	Secretarial support staff	-	-	1	1	0.02%	
	Professional support staff	7	-	3	2	0.10%	
	Technical support staff	24	-	1	-	0.21%	
	Accounting staff	1	-	-	-	0.01%	
	Customer services / Public relations staff	4	-	5	1	0.08%	

Bureau / Department / Office	Work type	No. of NCSC staff					Percentage
		With less than three years of continuous service	With three years to less than five years of continuous service	With five years to less than ten years of continuous service	With ten years or more of continuous service		
Education Bureau	Administration / Executive support / Project co-ordination staff	114	18	19	1	1.27%	
	Clerical support staff	118	29	14	16	1.47%	
	General support staff	1	-	-	-	0.01%	
	IT support staff	63	25	11	5	0.87%	
	Professional support staff	28	6	5	1	0.33%	
	Technical support staff	1	1	4	4	0.08%	
	Accounting staff	2	-	-	-	0.02%	
	Education staff	373	60	20	12	3.87%	
	Research work staff	4	-	-	-	0.03%	
	Translation staff	1	-	-	-	0.01%	
	Customer services / Public relations staff	-	-	1	-	0.01%	
	Medical / Hygiene / Welfare-related work staff	6	4	-	-	0.08%	
	Legal services staff	1	-	-	-	0.01%	
	Design staff	1	-	-	-	0.01%	
	Non-skilled staff	185	53	51	35	2.70%	
Efficiency Office	Administration / Executive support / Project co-ordination staff	3	-	3	3	0.07%	
	Clerical support staff	8	2	3	2	0.12%	
	IT support staff	4	3	9	6	0.18%	
	Education staff	-	3	1	8	0.10%	
	Research work staff	-	-	-	1	0.01%	
	Customer services / Public relations staff	256	61	68	85	3.91%	

Bureau / Department / Office	Work type	No. of NCSC staff					Percentage
		With less than three years of continuous service	With three years to less than five years of continuous service	With five years to less than ten years of continuous service	With ten years or more of continuous service		
Electrical and Mechanical Services Department	Administration / Executive support / Project co-ordination staff	-	-	-	11	0.09%	
	Clerical support staff	-	-	7	13	0.17%	
	IT support staff	-	-	5	105	0.92%	
	Professional support staff	28	2	-	5	0.29%	
	Technical support staff	60	207	120	169	4.63%	
	Accounting staff	-	-	-	1	0.01%	
	Customer services / Public relations staff	-	-	-	5	0.04%	
	Non-skilled staff	-	-	1	4	0.04%	
Environment Bureau	Administration / Executive support / Project co-ordination staff	1	1	-	-	0.02%	
	Professional support staff	-	1	-	-	0.01%	
	Customer services / Public relations staff	1	1	-	-	0.02%	
Environmental Protection Department	Administration / Executive support / Project co-ordination staff	15	4	-	-	0.16%	
	General support staff	6	2	4	-	0.10%	
	Professional support staff	29	3	3	-	0.29%	
	Technical support staff	145	2	2	-	1.24%	
	Accounting staff	1	-	1	-	0.02%	
	Education staff	2	-	-	-	0.02%	
	Legal services staff	1	-	-	-	0.01%	
Financial Services and the Treasury Bureau	Administration / Executive support / Project co-ordination staff	4	-	-	-	0.03%	
	Customer services / Public relations staff	1	-	-	-	0.01%	

Bureau / Department / Office	Work type	No. of NCSC staff					Percentage
		With less than three years of continuous service	With three years to less than five years of continuous service	With five years to less than ten years of continuous service	With ten years or more of continuous service		
Fire Services Department	IT support staff	1	1	-	1	0.02%	
	Technical support staff	16	3	4	-	0.19%	
Food and Environmental Hygiene Department	Administration / Executive support / Project co-ordination staff	26	4	2	-	0.27%	
	Clerical support staff	14	5	1	1	0.17%	
	Accounting staff	4	-	-	-	0.03%	
	Customer services / Public relations staff	1	2	-	-	0.02%	
	Medical / Hygiene / Welfare-related work staff	52	9	17	17	0.79%	
	Non-skilled staff	-	-	-	2	0.02%	
Food and Health Bureau	Administration / Executive support / Project co-ordination staff	20	1	2	2	0.21%	
	Clerical support staff	4	-	1	-	0.04%	
	Medical / Hygiene / Welfare-related work staff	22	1	-	-	0.19%	
Government Flying Service	Administration / Executive support / Project co-ordination staff	4	-	-	-	0.03%	
	Education staff	-	1	-	1	0.02%	

Bureau / Department / Office	Work type	No. of NCSC staff					Percentage
		With less than three years of continuous service	With three years to less than five years of continuous service	With five years to less than ten years of continuous service	With ten years or more of continuous service		
Government Laboratory	Administration / Executive support / Project co-ordination staff	1	-	-	-	0.01%	
	Clerical support staff	-	-	1	-	0.01%	
	General support staff	1	-	1	-	0.02%	
	IT support staff	-	-	-	2	0.02%	
	Professional support staff	-	1	-	-	0.01%	
	Technical support staff	-	1	-	-	0.01%	
	Supplies staff	-	1	1	-	0.02%	
	Non-skilled staff	1	1	-	-	0.02%	
Government Logistics Department	Administration / Executive support / Project co-ordination staff	1	-	-	-	0.01%	
	Clerical support staff	-	-	8	1	0.07%	
	Printing staff	2	-	-	6	0.07%	
	Non-skilled staff	3	1	2	2	0.07%	
Government Property Agency	Administration / Executive support / Project co-ordination staff	1	-	1	-	0.02%	
	Professional support staff	1	-	-	-	0.01%	
Highways Department	Clerical support staff	-	1	1	-	0.02%	
	Professional support staff	18	5	6	1	0.25%	
	Technical support staff	-	1	-	-	0.01%	
Home Affairs Bureau	Administration / Executive support / Project co-ordination staff	145	1	4	3	1.27%	
	Clerical support staff	10	-	-	-	0.08%	

Bureau / Department / Office	Work type	No. of NCSC staff					Percentage
		With less than three years of continuous service	With three years to less than five years of continuous service	With five years to less than ten years of continuous service	With ten years or more of continuous service		
Home Affairs Department	Administration / Executive support / Project co-ordination staff	241	46	24	16	2.72%	
	Clerical support staff	47	10	11	6	0.62%	
	IT support staff	1	-	1	1	0.02%	
	Professional support staff	1	-	-	-	0.01%	
	Accounting staff	-	-	-	1	0.01%	
	Translation staff	3	3	2	1	0.07%	
	Legal services staff	3	-	1	-	0.03%	
	Licensing staff	8	7	12	6	0.27%	
	Non-skilled staff	-	-	-	1	0.01%	
Hong Kong Observatory	IT support staff	14	1	-	-	0.12%	
	Customer services / Public relations staff	1	1	-	-	0.02%	
	Design staff	1	1	-	-	0.02%	
Hong Kong Police Force	Clerical support staff	2	-	3	-	0.04%	
	Professional support staff	1	-	-	-	0.01%	
	Technical support staff	5	-	1	-	0.05%	
	Customer services / Public relations staff	2	2	1	-	0.04%	
Hongkong Post	Administration / Executive support / Project co-ordination staff	3	3	1	-	0.06%	
	General support staff	-	-	-	4	0.03%	
	IT support staff	18	15	5	5	0.36%	
	Professional support staff	7	1	3	1	0.10%	
	Technical support staff	1	-	-	-	0.01%	
	Accounting staff	2	1	-	-	0.02%	
	Education staff	-	-	-	2	0.02%	
	Postal services staff	151	97	163	398	6.74%	
	Sales staff	-	-	1	2	0.02%	
Non-skilled staff	90	75	129	345	5.32%		

Bureau / Department / Office	Work type	No. of NCSC staff					Percentage
		With less than three years of continuous service	With three years to less than five years of continuous service	With five years to less than ten years of continuous service	With ten years or more of continuous service		
Immigration Department	Administration / Executive support / Project co-ordination staff	-	-	-	2	0.02%	
	Clerical support staff	-	-	-	15	0.12%	
	Translation staff	-	3	5	3	0.09%	
	Customer services / Public relations staff	546	-	-	-	4.55%	
Information Services Department	Clerical support staff	1	-	-	-	0.01%	
	Customer services / Public relations staff	4	3	11	2	0.17%	
Inland Revenue Department	Clerical support staff	74	16	-	-	0.75%	
	General support staff	26	2	-	-	0.23%	
	IT support staff	-	1	6	3	0.08%	
	Professional support staff	7	-	-	2	0.07%	
	Accounting staff	26	-	2	-	0.23%	
Innovation and Technology Bureau	Administration / Executive support / Project co-ordination staff	2	-	-	-	0.02%	
	Accounting staff	1	-	-	-	0.01%	
Innovation and Technology Commission	Administration / Executive support / Project co-ordination staff	-	-	-	1	0.01%	
	IT support staff	-	-	-	1	0.01%	
	Professional support staff	5	2	-	-	0.06%	
	Accounting staff	1	-	-	1	0.02%	
	Translation staff	-	1	-	-	0.01%	
	Customer services / Public relations staff	1	2	-	-	0.02%	
	Trade-related staff	3	2	2	6	0.11%	
Intellectual Property Department	Customer services / Public relations staff	-	-	-	2	0.02%	
	Intellectual property examination staff	1	5	1	-	0.06%	

Bureau / Department / Office	Work type	No. of NCSC staff					Percentage
		With less than three years of continuous service	With three years to less than five years of continuous service	With five years to less than ten years of continuous service	With ten years or more of continuous service		
Invest Hong Kong	Administration / Executive support / Project co-ordination staff	1	-	-	-	0.01%	
	IT support staff	1	-	-	-	0.01%	
	Accounting staff	-	-	-	2	0.02%	
	Trade-related staff	33	11	11	32	0.72%	
Judiciary	Administration / Executive support / Project co-ordination staff	3	-	1	-	0.03%	
	Clerical support staff	24	4	-	5	0.27%	
	General support staff	3	8	-	5	0.13%	
	Secretarial support staff	1	2	3	1	0.06%	
	Professional support staff	1	-	-	-	0.01%	
	Accounting staff	3	-	1	-	0.03%	
	Legal services staff	45	13	5	1	0.53%	
Labour and Welfare Bureau	Administration / Executive support / Project co-ordination staff	7	2	5	1	0.12%	
	Accounting staff	-	1	-	-	0.01%	
	Research work staff	4	-	2	-	0.05%	
	Customer services / Public relations staff	3	-	-	-	0.02%	
Labour Department	Administration / Executive support / Project co-ordination staff	-	-	-	16	0.13%	
	Clerical support staff	1	1	-	-	0.02%	
	Medical / Hygiene / Welfare-related work staff	-	-	-	1	0.01%	
	Investigation staff	6	-	1	5	0.10%	

Bureau / Department / Office	Work type	No. of NCSC staff					Percentage
		With less than three years of continuous service	With three years to less than five years of continuous service	With five years to less than ten years of continuous service	With ten years or more of continuous service		
Land Registry	Clerical support staff	45	-	5	16	0.55%	
	Accounting staff	-	-	1	1	0.02%	
	Customer services / Public relations staff	-	-	-	1	0.01%	
	Legal services staff	-	1	1	-	0.02%	
Lands Department	Administration / Executive support / Project co-ordination staff	7	2	-	-	0.07%	
	Clerical support staff	-	-	1	-	0.01%	
	IT support staff	10	3	-	-	0.11%	
	Professional support staff	33	-	-	-	0.27%	
	Technical support staff	18	-	-	-	0.15%	
	Legal services staff	2	2	1	-	0.04%	
	Land administration staff	15	5	-	--	0.17%	
Legal Aid Department	Administration / Executive support / Project co-ordination staff	2	-	-	-	0.02%	
	Research work staff	1	-	-	-	0.01%	
	Non-skilled staff	4	-	-	-	0.03%	

Bureau / Department / Office	Work type	No. of NCSC staff					Percentage
		With less than three years of continuous service	With three years to less than five years of continuous service	With five years to less than ten years of continuous service	With ten years or more of continuous service		
Leisure and Cultural Services Department	Administration / Executive support / Project co-ordination staff	15	2	3	8	0.23%	
	Clerical support staff	16	2	6	40	0.53%	
	IT support staff	-	-	9	13	0.18%	
	Professional support staff	-	-	-	1	0.01%	
	Technical support staff	265	-	-	2	2.22%	
	Research work staff	1	1	4	-	0.05%	
	Transport services staff	4	1	-	2	0.06%	
	Leisure and culture services staff	89	13	9	106	1.81%	
	Customer services / Public relations staff	10	1	4	3	0.15%	
	Event assistants	17	-	-	-	0.14%	
	Sports instructors	10	-	3	-	0.11%	
	Publicity staff	2	-	-	-	0.02%	
	Non-skilled staff	-	-	-	2	0.02%	
Marine Department	Administration / Executive support / Project co-ordination staff	-	1	-	-	0.01%	
	Professional support staff	-	-	2	-	0.02%	
	Technical support staff	-	-	1	-	0.01%	

Bureau / Department / Office	Work type	No. of NCSC staff					Percentage
		With less than three years of continuous service	With three years to less than five years of continuous service	With five years to less than ten years of continuous service	With ten years or more of continuous service		
Office of the Communications Authority	Administration / Executive support / Project co-ordination staff	6	3	3	2	0.12%	
	Clerical support staff	7	4	10	7	0.23%	
	General support staff	-	-	1	-	0.01%	
	IT support staff	5	2	2	5	0.12%	
	Secretarial support staff	1	1	2	2	0.05%	
	Technical support staff	4	-	1	-	0.04%	
	Accounting staff	1	1	-	1	0.02%	
	Supplies staff	-	-	1	-	0.01%	
	Transport services staff	1	3	2	2	0.07%	
	Customer services / Public relations staff	4	4	5	11	0.20%	
	Regulatory services staff	8	1	-	-	0.07%	
	Broadcasting affairs staff	5	2	4	4	0.12%	
	Non-skilled staff	-	-	2	2	0.03%	
Office of the Government Chief Information Officer	IT support staff	1	-	-	-	0.01%	
	Customer services / Public relations staff	1	-	-	-	0.01%	
Official Receiver's Office	Administration / Executive support / Project co-ordination staff	1	1	-	-	0.02%	
	Clerical support staff	-	-	-	2	0.02%	
	Accounting staff	5	1	-	1	0.06%	
	Legal services staff	2	4	-	-	0.05%	

Bureau / Department / Office	Work type	No. of NCSC staff					Percentage
		With less than three years of continuous service	With three years to less than five years of continuous service	With five years to less than ten years of continuous service	With ten years or more of continuous service		
Planning Department	Administration / Executive support / Project co-ordination staff	2	-	-	-	0.02%	
	Clerical support staff	1	-	-	-	0.01%	
	IT support staff	1	2	-	-	0.02%	
	Professional support staff	3	-	1	-	0.03%	
	Technical support staff	2	1	5	2	0.08%	
	Research work staff	-	1	1	-	0.02%	
	Translation staff	2	-	-	-	0.02%	
	Transport services staff	-	1	-	-	0.01%	
Radio Television Hong Kong	Administration / Executive support / Project co-ordination staff	1	1	-	-	0.02%	
	IT support staff	1	-	1	2	0.03%	
	Professional support staff	-	1	9	-	0.08%	
	Technical support staff	3	4	4	1	0.10%	
	Accounting staff	1	-	-	-	0.01%	
	Customer services / Public relations staff	56	27	18	13	0.95%	
Rating and Valuation Department	Administration / Executive support / Project co-ordination staff	2	-	-	-	0.02%	
	General support staff	7	-	-	-	0.06%	
	IT support staff	2	2	2	3	0.07%	
	Professional support staff	1	-	-	-	0.01%	
	Technical support staff	20	-	-	-	0.17%	
	Recovery staff	-	1	-	-	0.01%	

Bureau / Department / Office	Work type	No. of NCSC staff					Percentage
		With less than three years of continuous service	With three years to less than five years of continuous service	With five years to less than ten years of continuous service	With ten years or more of continuous service		
Registration and Electoral Office	Administration / Executive support / Project co-ordination staff	407	18	33	1	3.82%	
	Clerical support staff	460	8	56	4	4.40%	
	Accounting staff	6	-	-	-	0.05%	
	Supplies staff	-	-	1	-	0.01%	
	Non-skilled staff	78	5	31	4	0.98%	
Security Bureau	Administration / Executive support / Project co-ordination staff	5	10	-	-	0.12%	
	Clerical support staff	12	2	-	-	0.12%	
	Technical support staff	2	-	-	3	0.04%	
	Customer services / Public relations staff	1	-	1	-	0.02%	
	Legal services staff	1	-	-	-	0.01%	
Social Welfare Department	Administration / Executive support / Project co-ordination staff	54	4	8	-	0.55%	
	Clerical support staff	6	-	3	-	0.07%	
	IT support staff	1	-	-	-	0.01%	
	Professional support staff	1	-	2	-	0.02%	
	Accounting staff	3	-	1	-	0.03%	
	Research work staff	1	-	-	-	0.01%	
Trade and Industry Department	Clerical support staff	4	2	4	2	0.10%	
	IT support staff	-	-	-	1	0.01%	
	Trade-related staff	16	1	11	12	0.33%	

Bureau / Department / Office	Work type	No. of NCSC staff					Percentage
		With less than three years of continuous service	With three years to less than five years of continuous service	With five years to less than ten years of continuous service	With ten years or more of continuous service		
Transport and Housing Bureau	Administration / Executive support / Project co-ordination staff	1	3	1	-	0.04%	
	Clerical support staff	1	-	-	-	0.01%	
	Professional support staff	1	-	-	-	0.01%	
	Research work staff	1	-	-	-	0.01%	
	Customer services / Public relations staff	1	1	-	-	0.02%	
Transport Department	Administration / Executive support / Project co-ordination staff	1	-	-	-	0.01%	
	Clerical support staff	9	2	-	2	0.11%	
	Professional support staff	5	2	-	-	0.06%	
	Technical support staff	-	-	-	1	0.01%	
	Accounting staff	-	-	1	-	0.01%	
	Transport services staff	22	-	3	1	0.22%	
Treasury	Administration / Executive support / Project co-ordination staff	7	-	-	-	0.06%	
	Clerical support staff	26	-	1	-	0.22%	
	Accounting staff	8	1	-	-	0.07%	
University Grants Committee Secretariat	Administration / Executive support / Project co-ordination staff	18	2	-	1	0.17%	
	Clerical support staff	3	-	-	1	0.03%	
	IT support staff	1	-	-	-	0.01%	
	Accounting staff	1	-	1	-	0.02%	
	Research work staff	1	-	-	-	0.01%	

Bureau / Department / Office	Work type	No. of NCSC staff					Percentage
		With less than three years of continuous service	With three years to less than five years of continuous service	With five years to less than ten years of continuous service	With ten years or more of continuous service		
Water Supplies Department	Administration / Executive support / Project co-ordination staff	7	1	1	-	0.07%	
	IT support staff	-	-	-	4	0.03%	
	Professional support staff	11	-	-	-	0.09%	
	Technical support staff	4	-	1	-	0.04%	
	Accounting staff	-	-	8	-	0.07%	
	Customer services / Public relations staff	6	-	2	13	0.17%	
Working Family and Student Financial Assistance Agency	Administration / Executive support / Project co-ordination staff	42	11	7	16	0.63%	
	Clerical support staff	171	11	54	33	2.24%	
	General support staff	-	-	-	1	0.01%	
	IT support staff	2	1	9	2	0.12%	
	Accounting staff	1	-	-	-	0.01%	
Total		7 470	1 157	1 353	2 029	100%	

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CONTROLLING OFFICER'S REPLY

CSB038

(Question Serial No. 0841)

Head: (143) Government Secretariat: Civil Service Bureau
Subhead (No. & title): (-) Not Specified
Programme: (2) Human Resource Management
Controlling Officer: Permanent Secretary for the Civil Service (Mrs Ingrid YEUNG)
Director of Bureau: Secretary for the Civil Service

Question:

Regarding the Northern Metropolis Development Strategy, please inform this Committee:

- 1) of the numbers of civil service and non-civil service contract posts created by various departments in the past year, with a breakdown by respective bureau/department and type of work;
- 2) of the manpower to be deployed and created, types of work and positions for the Northern Metropolis Development Strategy in the next 5 years;
- 3) whether relevant office/task force will be set up for this purpose; and
- 4) of the expenditures of the above 3 items.

Asked by: Hon ZHANG Xinyu, Gary (LegCo internal reference no.: 3)

Reply:

To ensure sustainability of public finance, we encourage bureaux and departments (B/Ds) to enhance effectiveness and efficiency through re-prioritisation, internal redeployment and streamlining of work processes, so that the additional work can be coped with even without increase in civil service establishment. The Northern Metropolis Development Strategy was announced in the 2021 Policy Address. There was no increase in the establishment of relevant B/Ds up to 31 March 2022 in order to take forward the initiative. Yet to allow flexibility in meeting their staffing needs, B/Ds may create or delete posts in non-directorate ranks provided that their respective establishment ceiling is not exceeded. They may also, having regard to the operational need and relevant considerations, decide on their own the grades which would require recruitment of civil servants and the number of civil servants required. The Civil Service Bureau does not keep information on the creation or deletion of non-directorate posts where the establishment ceiling of B/Ds is not exceeded.

To flexibly redeploy their manpower resources, B/Ds would examine the manpower of various civil service grades taking into account their operational circumstances, and employ non-civil service contract staff when there is operational need, or set up task forces to implement various initiatives, including the Northern Metropolis Development Strategy.

- End -

CONTROLLING OFFICER'S REPLY

CSB039

(Question Serial No. 0599)

Head: (46) General Expenses of the Civil Service

Subhead (No. & title): (022) Passages

Programme: General Expenses of the Civil Service

Controlling Officer: Director of Accounting Services (Ms Susanna CHEUNG)

Director of Bureau: Secretary for the Civil Service

Question:

The provision under Subhead 022 Passages for 2022-23 is \$109 million, which is \$39 million (55.7%) higher than the revised estimate for 2021-22. The Government stated that exceptional arrangement has been made since July 2021 for eligible officers to claim reimbursement of leave passage allowance for local spending on items comparable to those travel-related expenses incurred outside Hong Kong. Will the Government inform this Committee of the following:

1. number of recipients, the highest, the lowest, the average and the median amount claimed, as well as the actual expenditure on leave passage allowance, passages and related expenditure in respect of eligible officers and their dependants, and children of eligible officers being educated overseas in the past 3 years;
2. number of recipients, the highest, the lowest, the average and the median amount claimed, as well as the actual expenditure on reimbursement of leave passage allowance for local spending on items comparable to those travel-related expenses incurred outside Hong Kong under the exceptional arrangement since July 2021; and
3. the Financial Secretary stated in paragraph 178 of his Budget Speech that government expenditure should enter a consolidation period and an expenditure reduction programme will be implemented. Does the Government have any plan to reduce passage expenses? If yes, what are the details? If no, what are the reasons?

Asked by: Hon LEE Hoey Simon (LegCo internal reference no.: 7)

Reply:

1. During the period from 2019-20 to 2021-22, the number of recipients, the highest rate of allowance, the average amount claimed and the total expenditure in respect of leave passage allowance and school passage allowance are set out in the table below:

Leave Passage Allowance	2019-20 (Actual)	2020-21 (Actual)	2021-22 (Revised Estimate)
Number of civil servants receiving the allowance	1 461	731	1 332
Highest rate of allowance ¹ (Annual)	\$19,810 - \$75,210	\$20,820 - \$79,050	\$20,820 - \$79,050
Average amount claimed	\$55,277	\$27,825	\$36,036
Total expenditure	\$80.76 million	\$20.34 million	\$48 million

School Passage Allowance	2019-20 (Actual)	2020-21 (Actual)	2021-22 (Revised Estimate)
Number of students receiving the allowance	2 188	1 732	1 287
Highest rate of allowance ² (Annual)	\$11,800 - \$23,600	\$11,800 - \$23,600	\$11,800 - \$23,600
Average amount claimed	\$17,559	\$13,695	\$17,094
Total expenditure	\$38.42 million	\$23.72 million	\$22 million

2. Since early 2020, the COVID-19 pandemic has impacted seriously on outbound travel. To prevent eligible officers from accumulating a large amount of leave passage allowance rendering it not possible to estimate the annual expenditure with any accuracy, as well as the difficulty of releasing a large number of eligible officers to take leave to use their accumulated allowance when outbound travel resumes, exceptional arrangement has been made since July 2021 for eligible officers to claim reimbursement of leave passage allowance for local spending on items comparable to those travel-related expenses incurred outside Hong Kong. From July 2021 to end of February 2022, the number of recipients, the highest rate of allowance, the average amount claimed and the total expenditure incurred under the above exceptional arrangement are set out in the table below:

	From 1 July 2021 to 28 February 2022 (Actual)
Number of civil servants receiving the allowance	1 057
Highest rate of allowance ¹ (Annual)	\$20,820 - \$79,050
Average amount claimed	\$35,497
Total expenditure	\$37.52 million

3. Leave passage allowance and school passage allowance are fringe benefits of civil servants and form part of the eligible officers' employment contracts with the Government. We do not have plan to reduce the expenditure on leave passage allowance and school passage allowance.

¹ The rate of leave passage allowance enjoyed by each eligible officer depends on the respective rank of the eligible officer.

² The rate of school passage allowance depends on the age of the eligible child receiving education.

- End -

CONTROLLING OFFICER'S REPLY**CSB040****(Question Serial No. 0598)**Head: (37) Department of HealthSubhead (No. & title): (-) Not SpecifiedProgramme: (7) Medical and Dental Treatment for Civil ServantsControlling Officer: Director of Health (Dr. Ronald LAM)Director of Bureau: Secretary for the Civil ServiceQuestion:

Regarding medical and dental treatment for civil servants, the provision for 2022-23 is \$725.2 million (36.4%) higher than the revised estimate for 2021-22. Will the Government please advise this Committee on:

1. the breakdown of the estimated expenditure under Programme (7): Medical and Dental Treatment for Civil Servants for 2022-23;
2. the reasons for the estimated additional provision for enhancing the medical and dental services for civil service eligible persons (CSEPs) for 2022-23; and
3. the numbers of CSEPs attending various families clinics and the overall utilisation rates of such clinics in the past 3 years?

Asked by: Hon LEE Hoey Simon (LegCo internal reference no.: 6)Reply:

1. The estimated expenditure on Programme (7) Medical and Dental Treatment for Civil Servants in 2022-23 is broken down as follows-

Item	Estimated expenditure (\$million)
Medical services	204.1
Dental services	843.5
Payment and reimbursement of medical fees and hospital charges	1,665.9
Procurement of equipment	5.1
Total:	2,718.6

2. The provision for 2022-23 is \$725.2 million (36.4%) higher than the revised estimate for 2021-22. This is mainly due to the additional provision for meeting the increasing

demand for the payment and reimbursement of medical fees and hospital charges in respect of CSEPs. Such expenditure is demand-driven. In view of the growing number of CSEPs, their longer average life expectancy, and more medications, treatments and equipment made available through research and development as technology advances, the number of reimbursement applications and actual expenditure will see continued growth. It is therefore necessary for the Department of Health to earmark additional resources for 2022-23 to cope with the demand which cannot be fully anticipated so that applications from eligible persons with medical needs can be processed in a timely manner.

3. The attendances of CSEPs at each families clinic in the past 3 years are as follows:

Year	2019	2020	2021
Number of attendances ^{Note 1}			
Chai Wan Families Clinic	58 000	45 000	52 000
Hong Kong Families Clinic	58 000	47 000	52 000
Kowloon Families Clinic	64 000	56 000	59 000
New Territories Families Clinic	52 000	41 000	48 000
Fanling Families Clinic	40 000	29 000	43 000
Sai Kung Families Clinic	9 000	9 000	10 000

Note 1: The number of attendances is rounded to the nearest thousand.

The overall utilisation rates^{Note 2} of families clinics in the past 3 years are as follows:

2019	2020	2021
98%	93%	95%

Note 2: The utilisation rates are rounded to the nearest whole percent.

Families clinics do not keep statistics on the number of patients attending individual clinics.

- End -