

**CONTROLLING OFFICER'S REPLY TO  
INITIAL WRITTEN QUESTION**

Head: 82 Buildings Department

Subhead (No. & title):

Programme: Buildings and Building Works

Controlling Officer: Director of Buildings

Director of Bureau: Secretary for Development

Question:

Regarding the engagement of agency workers, please provide the following information:

	2012-13	2011-12	2010-11
Number of contracts with employment agencies	( )	( )	( )
Contract sum paid to each employment agency	( )	( )	( )
Total amount of commission paid to each employment agency	( )	( )	( )
Duration of service for each employment agency	( )	( )	( )
Number of agency workers	( )	( )	( )
Distribution of the positions held by agency workers			
Monthly salary range of agency workers			
• \$30,001 or above	( )	( )	( )
• \$16,001 - \$30,000	( )	( )	( )
• \$8,001 - \$16,000	( )	( )	( )
• \$6,501 - \$8,000	( )	( )	( )
• \$5,001 - \$6,500	( )	( )	( )
• \$5,000 or below	( )	( )	( )
• number of workers with salary below \$5,824	( )	( )	( )
• number of workers with salary between \$5,824 and \$6,500	( )	( )	( )
Length of service of agency workers			
• 5 years or above	( )	( )	( )
• 3 - 5 years	( )	( )	( )
• 1 - 3 years	( )	( )	( )

• less than 1 year	( )	( )	( )
Percentage of agency workers against the total staff in the department	( )	( )	( )
Percentage of expenditure for employment agencies against the total staff costs in the department	( )	( )	( )
Number of workers with paid meal break	( )	( )	( )
Number of workers without paid meal break	( )	( )	( )
Number of workers working 5 days per week	( )	( )	( )
Number of workers working 6 days per week	( )	( )	( )

*Figures in ( ) denote percentage changes*

Asked by: Hon. WONG Kwok-hing

Reply:

The information in respect of engagement of agency workers is set out below. It excludes services provided under term contracts centrally administered by the Office of the Government Chief Information Officer. We are not able to provide information for 2012-13 as the number of agency workers to be engaged varies over time with changing service needs of the Buildings Department.

**(a) Number of contracts with employment agencies**

2011-12 (as at 30.9.2011)	2010-11 (as at 31.3.2011)
1 (-50%)	2

**(b) Contract sum and duration of services**

Contract sum	2011-12 (as at 30.9.2011)	2010-11 (as at 31.3.2011)
	Number of contracts	
Less than \$0.5 million	0 (0%)	0
\$0.5 million to \$1 million	0 (0%)	0
Over \$1 million	1 (-50%)	2
<b>Total:</b>	1 (-50%)	2

Duration of services	2011-12 (as at 30.9.2011)	2010-11 (as at 31.3.2011)
	Number of contracts	
6 months or less	0 (0%)	0
Over 6 months to 1 year	1 (-50%)	2
Over 1 year to 2 years	0 (0%)	0
Over 2 years	0 (0%)	0
<b>Total:</b>	1 (-50%)	2

**(c) Commission paid to employment agencies**

In procuring employment agency services, departments must comply with the relevant requirements of the Stores and Procurement Regulations, Financial Circulars and guidelines issued by the Civil Service Bureau. These regulations and guidelines do not require departments to specify the amount or the rate of commission payable to the employment agencies. As such, we do not have information on the commission paid to the employment agencies.

**(d) Number and job categories of workers**

	2011-12 (as at 30.9.2011)	2010-11 (as at 31.3.2011)
<b>Number of workers</b>	125 (-44%)	225

Job categories of workers <sup>Note</sup>	2011-12 (as at 30.9.2011)	2010-11 (as at 31.3.2011)
	Number of workers	
Backend office support	125 (-44%)	225
<b>Total:</b>	125 (-44%)	225

Note: Agency workers are generally referred to as temporary staff and are not assigned any specific post titles.

**(e) Monthly salary range of agency workers**

We require the employment agencies to state the lowest wage they will pay to their employees. Since April 2010, we have specified in the contracts that, for the whole duration of the concerned service contracts, the employment agencies must pay their agency workers wages no less than the average monthly wage of miscellaneous non-production workers in all selected industries published in the latest Census and Statistics Department's Quarterly Report of Wage and Payroll Statistics at the time

when tenders are invited. For the period from April to December 2011, the minimum monthly wages specified in the contracts ranged from \$7,183 to \$7,523. Furthermore, upon the implementation of the Statutory Minimum Wage (SMW) with effect from 1 May 2011, employment agencies are also obliged by law to provide wages to their workers at levels no less than the SMW and to comply with other applicable requirements of the Minimum Wage Ordinance (Cap. 608). Nevertheless, we do not keep information on the wage that each agency worker is receiving.

**(f) Length of service of agency workers**

An employment agency may arrange any of their employees who meet our requirements to work in the Department or arrange replacement of agency workers during the contract period for different reasons. Therefore, we do not have information on the years of service of agency workers who are employees of the employment agencies and are at the disposal of the latter.

**(g) Percentage of workers against the total staff in the Department**

2011-12 (as at 30.9.2011)	2010-11 (as at 31.3.2011)
9% (-7%)	16%

**(h) Percentage of expenditure for employment agencies against the total staff costs in the Department**

2011-12 (as at 30.9.2011)	2010-11 (as at 31.3.2011)
2.7% (+0.3%)	2.4%

**(i) Paid meal break for workers**

The agency workers are employed by the employment agencies, and whether meal breaks are paid or not is governed by the employment contract between the two parties. We do not have information on this matter.

**(j) Working days of workers**

<b>Working days</b>	2011-12 (as at 30.9.2011)	2010-11 (as at 31.3.2011)
	<b>Number of workers</b>	
5 working days or less per week	125 (-44%)	225
More than 5 working days per week	0 (0%)	0
<b>Total:</b>	125 (-44%)	225

*Figures in ( ) denote percentage changes*

Signature \_\_\_\_\_

Name in block letters AU Choi-kai

Post Title Director of Buildings

Date 27.2.2012