

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

**SB203**

Question Serial No.

0846

Head: 27 Civil Aid Service Subhead (No. & title):

Programme: Civil Aid Service

Controlling Officer: Chief Staff Officer, Civil Aid Service

Director of Bureau: Secretary for Security

Question:

The actual man-hours worked by the Civil Aid Service (CAS) for “patrolling country parks and hiking trails”, “providing full-time and part-time training for CAS members through the CAS Training School” and “providing training on mountain rescue, hiking safety and work safety at height for staff of government departments and non-government organisations” in 2011 increased when compared with 2010. However, it was reported that many members retired from the CAS in recent years, resulting in a succession problem. Besides, recruitment of 240 people aged above 16 for enrolment as CAS members was conducted this January. In this connection, will the Government inform this Committee:

- (a) of the current manpower and expenditure of each grade in the CAS;
- (b) of the existing level of the allowances granted to CAS members; whether the CAS will consider increasing the amount of allowances to attract more applicants and of the details of expenditure involved; and
- (c) whether the CAS has planned to extend the recruitment exercise of cadets; if so, of the details; if not, the reasons for that?

Asked by: Hon. LAM Tai-fai

Reply:

- (a) The existing establishment of the Civil Aid Service (CAS) is tabulated as follows:

<u>Rank</u>	<u>Establishment</u>
Officer (Grade IV to Senior Grade VII)	379
Other Ranks (Grade I to Senior Grade III)	3 255
<b>Total</b>	<b>3 634</b>

The expenditure on CAS pay and allowances in 2011-12 was \$31.442m. The said expenditure included salaries for members' operations, training and activities, members' mandatory provident fund and cadets' ration allowance.

- (b) The pay and allowances payable in respect of attendance or training undergone by CAS members is stipulated in the Auxiliary Forces Pay and Allowances Ordinance, Chapter 254 of the Laws of Hong Kong. Salaries for training and attendance would be paid to members according to their respective ranks. The hourly rate of pay ranges from \$32.4 for Grade I Member to \$157.8 for Senior Grade VII Officer. The pay and allowances concerned will be revised by the Government biennially.
- (c) The CAS has no plan to extend the recruitment exercise of cadets for the moment. The CAS Cadet Corps has a fixed establishment. Recruitment exercise will be carried out annually to fill vacancies arising from normal wastage.

Signature: \_\_\_\_\_

Name in block letters: LAM Kwok-wah

Post Title: Chief Staff Officer, Civil Aid Service

Date: 27.2.2012

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

**SB204**

Question Serial No.

0277

Head: 27 Civil Aid Service

Subhead (No. & title):

Programme: Civil Aid Service

Controlling Officer: Chief Staff Officer, Civil Aid Service

Director of Bureau: Secretary for Security

Question:

In 2012-13, the expenditure of the Civil Aid Service will increase, mainly due to the creation of one post. What is the title of the post and the conditions of service?

Asked by: Hon. LAU Wong-fat

Reply:

The Civil Aid Service will create the post of Analyst/Programmer II in 2012-13. The starting salary is set at Master Pay Scale Point 16, currently amounted to HK\$23,360. Apart from salary, the Analyst/Programmer II also enjoys a range of civil service fringe benefits put in place by the Civil Service Bureau, including pay leave, medical and dental treatment etc.

Signature: \_\_\_\_\_

Name in block letters: LAM Kwok-wah

Post Title: Chief Staff Officer, Civil Aid Service

Date: 27.2.2012

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

**SB205**

Question Serial No.

1450

Head: 27 Civil Aid Service

Subhead (No. & title): 000 Operational expenses

Programme: Civil Aid Service

Controlling Officer: Chief Staff Officer, Civil Aid Service

Director of Bureau: Secretary for Security

Question:

The Administration is requested to provide the following information:

- (a) An account of the existing and anticipated (in 2012-13) establishment, grade, rank and pay situation of the Civil Aid Service (CAS) (department);
- (b) An account of the existing and anticipated (in 2012-13) establishment, pay scale and allowances of the CAS (volunteers);
- (c) The time required for and procedures of issuing pay to volunteers of the auxiliary force;
- (d) The amount of departmental expenditure saved, in monetary terms, from no pay duty carried out by the auxiliary force;
- (e) Whether the auxiliary force members are getting half pay for attendance starting from the ninth hour; if yes, whether such measure is inconsistent with the Statutory Minimum Wage requirement, i.e. \$28 per hour;
- (f) The reasons for the half pay arrangement by the CAS and whether consent on the said arrangement had been obtained from the majority of the auxiliary force members; if yes, the details; if not, the reasons why the Administration still implemented the measures concerned;
- (g) Whether the uniform and accoutrements provided by the CAS could effectively protect the safety of members, for instance, whether members performing countryside fire fighting duty were provided with accoutrements such as fire protective clothing and shoes; and
- (h) The CAS' efforts in implementing occupational safety measures.

Asked by: Hon. PAN Pey-chyou

Reply:

- (a) The existing and anticipated (in 2012-13) establishment, grade/rank and pay of the Civil Aid Service (CAS) (department) are illustrated in the table below:

<b>Grade/Rank</b>	<b>Existing establishment</b>	<b>Anticipated establishment in 2012-13</b>	<b>Pay</b>
<b>Chief Staff Officer</b>	1	1	Directorate Pay Scale D2
<b>Staff Officer</b>	1	1	Master Pay Scale 45 - 49
<b>Operations and Training Staff</b>	38	38	Master Pay Scale 11 - 44
<b>Civilian Staff</b>	62	63*	Master Pay Scale 1 - 44 and Model Scale 1 Pay Scale 0 - 13
<b>Total</b>	102	103	

\* CAS planned to create one post of Analyst/Programmer II in 2012-13.

- (b) The existing establishment of the CAS (volunteers) is tabulated below:

<b><u>Rank</u></b>	<b><u>Establishment</u></b>
Officer (Grade IV to Senior Grade VII)	379
Other Ranks (Grade I to Senior Grade III)	3 255
<b>Total</b>	<b>3 634</b>

The expenditure on CAS pay and allowances in 2011-12 was \$31.442m. The said expenditure included salaries for members' operations, training and activities, members' mandatory provident fund and cadets' ration allowance.

The pay and allowances payable in respect of attendance or training undergone by CAS members is stipulated in the Auxiliary Forces Pay and Allowances Ordinance, Chapter 254 of the Laws of Hong Kong. Salaries for attendance or training would be paid to members according to their respective ranks. The hourly rate of pay ranges from \$32.4 for Grade I Member to \$157.8 for Senior Grade VII Officer. The pay and allowances concerned will be revised by the Government biennially. It is expected that the establishment of CAS will remain unchanged in 2012-13 while members' pay and allowances will be reviewed in 2012-13.

- (c) Upon attendance or training, members are required to complete the Attendance Claim which will be certified by Officer-in-charge and further approved by Senior Officer. The Accounts Office of the Headquarters will verify the applications for submission to the Security Bureau (SB) for endorsement. With endorsement of the SB, pay and allowances will be paid to members by the Treasury through banks on a monthly basis.

- (d) The pay and allowances payable in respect of attendance undergone by CAS members is issued in accordance with the mechanism as stipulated in the Auxiliary Forces Pay and Allowances Ordinance, Chapter 254 of the Laws of Hong Kong. The CAS allocates a fixed estimated provision to pay and allowances every year. The CAS organises interest groups and recreational activities from time to time for participation by members, e.g. canoeing and mountaineering training courses, etc. These activities are not regarded as no pay duty as members' voluntary participation is solely out of personal interest. Therefore, no saving of departmental expenditure is involved.
- (e) According to the Auxiliary Forces Pay and Allowances Ordinance, Chapter 254 of the Laws of Hong Kong, a CAS member with attendance of 8 hours or more will be paid at the daily rate of pay. However, in consideration of the hardship under prolonged hours of duty, members with attendance over 8 hours but less than 16 hours will be granted ex-gratia allowance, i.e. 50% of the hourly rate of pay. Based on occupational safety and health considerations, duration of attendance of all members will not exceed 12 hours. Hence, the average hourly rate of pay of members will not be lower than the required Statutory Minimum Wage rate.
- (f) The CAS does not have any half pay arrangement. The Finance Committee of the Legislative Council endorsed the arrangement of granting ex-gratia allowance in August 1980. Details of the ex-gratia allowance are elaborated in paragraph (e) above.
- (g) All along been following the occupational and safety requirements, the CAS provides members with uniforms and accoutrements that comply with safety standards, including helmets, goggles and gloves, for effective protection of their safety.
- (h) The CAS has established the CAS Volunteer Units Occupational Safety and Health Management Sub-committee, the CAS Occupational Safety and Health Committee, the CAS Departmental Occupational Safety and Health Management Sub-committee, and the CAS Occupation Safety and Health Technical Sub-committee to implement, monitor and review the occupational safety measures. The committees convene meetings regularly.

Signature: \_\_\_\_\_

Name in block letters: LAM Kwok-wah

Post Title: Chief Staff Officer, Civil Aid Service

Date: 29.2.2012