

CONTROLLING OFFICER'S REPLY

SB859

(Question Serial No. 4861)

Head: (27) Civil Aid Service

Subhead (No. & title): ()

Programme: Not Specified

Controlling Officer: Chief Staff Officer, Civil Aid Service (FONG Yiu-tong, Francis)

Director of Bureau: Secretary for Security

Question:

Regarding the work in relation to the Code on Access to Information, will the Government advise this Committee on the following:

1) Concerning the requests for information under the Code on Access to Information received by the Civil Aid Service (CAS) from October 2018 to present for which only some of the required information has been provided, please state in table form: (i) the content of the requests for which only some of the required information has been provided; (ii) the reasons for providing some of the information only; (iii) whether the decision on withholding some of the information was made at the directorate (D1 or D2) level (according to paragraph 1.8.2 of the Guidelines on Interpretation and Application (GIA)); (iv) whether the decision on withholding some of the information was made subject to a "harm or prejudice test", i.e. whether the public interest in disclosure of such information outweighs any harm or prejudice that could result from disclosure (according to paragraph 2.1.1 of GIA)? If yes, please provide details.

From October to December 2018

(i) Content of the requests for which only some of the required information was provided	(ii) Reasons for providing some of the information only	(iii) Whether the decision on withholding some of the information was made at the directorate (D1 or D2) level (according to paragraph 1.8.2 of GIA)	(iv) Whether the decision on withholding some of the information was made subject to a "harm or prejudice test", i.e. whether the public interest in disclosure of such information outweighs any harm or prejudice that could result from disclosure (according to paragraph 2.1.1 of GIA). If yes, please provide details.

(i) Content of the requests for which only some of the required information was provided	(ii) Reasons for providing some of the information only	(iii) Whether the decision on withholding some of the information was made at the directorate (D1 or D2) level (according to paragraph 1.8.2 of GIA)	(iv) Whether the decision on withholding some of the information was made subject to a “harm or prejudice test”, i.e. whether the public interest in disclosure of such information outweighs any harm or prejudice that could result from disclosure (according to paragraph 2.1.1 of GIA). If yes, please provide details.

2) Concerning the requests for information under the Code on Access to Information received by CAS from October 2018 to present for which the required information has not been provided, please state in table form: (i) the content of the requests refused; (ii) the reasons for refusal; (iii) whether the decision on withholding the information was made at the directorate (D1 or D2) level (according to paragraph 1.8.2 of GIA); (iv) whether the decision on withholding the information was made subject to a “harm or prejudice test”, i.e. whether the public interest in disclosure of such information outweighs any harm or prejudice that could result from disclosure (according to paragraph 2.1.1 of GIA)? If yes, please provide details.

From October to December 2018

(i) Content of the requests refused	(ii) Reasons for refusal	(iii) Whether the decision on withholding the information was made at the directorate (D1 or D2) level (according to paragraph 1.8.2 of GIA)	(iv) Whether the decision on withholding the information was made subject to a “harm or prejudice test”, i.e. whether the public interest in disclosure of such information outweighs any harm or prejudice that could result from disclosure (according to paragraph 2.1.1 of GIA). If yes, please provide details.

(i) Content of the requests refused	(ii) Reasons for refusal	(iii) Whether the decision on withholding the information was made at the directorate (D1 or D2) level (according to paragraph 1.8.2 of GIA)	(iv) Whether the decision on withholding the information was made subject to a “harm or prejudice test”, i.e. whether the public interest in disclosure of such information outweighs any harm or prejudice that could result from disclosure (according to paragraph 2.1.1 of GIA). If yes, please provide details.

3) Any person who believes that a department has failed to comply with any provision of the Code on Access to Information may ask the department to review the situation. Please advise this Committee in each of the past 5 years, (i) the number of review cases received; (ii) the number of cases, among the review cases received in the year, in which further information was disclosed after review; (iii) whether the decisions on review were made at the directorate (D1 or D2) level.

Year in which review cases were received	(i) Number of review cases received	(ii) Number of cases, among the review cases received in the year, in which further information was disclosed after review	(iii) Whether the decisions on review were made at the directorate (D1 or D2) level
2015			
2016			
2017			
2018			
2019			

4) With reference to the target response times set out in paragraphs 1.16.1 to 1.19.1 of GIA of the Code on Access to Information, please advise this Committee on the following information by year in table form (with text descriptions).

(a) Within 10 days from date of receipt of a written request:

	Number of requests for which the information requested	Number of requests involving third party information for which	Number of requests for which the information requested could not be	Number of requests for information which were refused under the	Number of applications which the applicants indicated that they did

	was provided	the information requested could not be provided	provided since the requests had to be transferred to another department which held the information under request	exemption provisions in Part 2 of the Code on Access to Information	not wish to proceed with and withdrew since they did not accept the charge
2020					
2019					
2018					
2017					
2016					

Within 10 to 21 days from date of receipt of a written request:

	Number of requests for which the information requested was provided	Number of requests involving third party information for which the information requested could not be provided	Number of requests for which the information requested could not be provided since the requests had to be transferred to another department which held the information under request	Number of requests for information which were refused under the exemption provisions in Part 2 of the Code on Access to Information	Number of applications which the applicants indicated that they did not wish to proceed with and withdrew since they did not accept the charge
2020					
2019					
2018					
2017					
2016					

Within 21 to 51 days from date of receipt of a written request:

	Number of requests for which the information requested	Number of requests involving third party information	Number of requests for which the information requested	Number of requests for information which were refused	Number of applications which the applicants indicated
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	was provided	for which the information requested could not be provided	could not be provided since the requests had to be transferred to another department which held the information under request	under the exemption provisions in Part 2 of the Code on Access to Information	that they did not wish to proceed with and withdrew since they did not accept the charge
2020					
2019					
2018					
2017					
2016					

(b) cases in which information could not be provided within 21 days from date of receipt of a request in the past 5 years:

Date	Subject of information requested	Specific reason

(c) cases in which information could not be provided within 51 days from date of receipt of a request in the past 5 years:

Date	Subject of information requested	Specific reason

5) Please state in table form the number of those, among the cases in which requests for information were refused under the exemption provisions in Part 2 of the Code on Access to Information, on which the Privacy Commissioner for Personal Data was consulted when they were being handled in the past 5 years. For cases on which advice had been sought, was it fully accepted in the end? For cases where the advice of the Privacy Commissioner for Personal Data was not accepted or was only partially accepted, what are the reasons?

Date	Subject	Particular exemption provision in Part 2 of the Code on Access to	Whether the advice of the Privacy Commissioner for Personal	Reasons for refusing to accept or only partially accepting the advice of the

		Information under which requests for information were refused	Data was fully accepted	Privacy Commissioner for Personal Data

Asked by: Hon CHAN Tanya (LegCo internal reference no.: 428)

Reply:

From October 2018 to September 2019, concerning the requests for information under the Code on Access to Information received by the Civil Aid Service (CAS), there were no requests for which only some of the information requested was provided or which were refused provision of the information requested.

2. The CAS did not receive any requests for review from 2015 to September 2019.
3. From 2016 to September 2019, the number of requests for which the information requested was provided within 10 days and 11 to 21 days from the date of the CAS's receipt of a written request were 1 and 3 respectively.
4. From 2016 to September 2019, there was no case in which information could not be provided within 21 days from date of CAS's receipt of a request.
5. From 2016 to September 2019, the CAS had not consulted the Privacy Commissioner for Personal Data on any case in which request for information was refused.

- End -

CONTROLLING OFFICER'S REPLY

SB860

(Question Serial No. 5270)

Head: (27) Civil Aid Service

Subhead (No. & title): ()

Programme: Not specified

Controlling Officer: Chief Staff Officer, Civil Aid Service (FONG Yiu-tong, Francis)

Director of Bureau: Secretary for Security

Question:

Regarding the masks for use by the Civil Aid Service, please provide:

1. the quantity of current stock;
2. the quantities of monthly stock in the past 5 years;
3. the quantities produced by the Correctional Services Department in the monthly stock in the past 5 years;
4. the expenditures incurred in the past 5 years;
5. the quantities of monthly consumption in the past 5 years;
6. the quantities of procurement in the past 5 years;
7. the quantities depleted due to storage problems in the past 5 years.

Asked by: Hon CHEUNG Chiu-hung, Fernando (LegCo internal reference no.: 1875)

Reply:

With the rapid surge of global demand for personal protective equipment (PPE), the SAR Government's procurement work faces keen competition. The Government opines that at this stage it is not appropriate to disclose publicly any further specific information such as the stock of PPE of individual departments from the past few years to present, sources of PPE, information about suppliers, quantity procured and the amount of money involved, delivery timetable and quantity of consumption to avoid undermining the bargaining power of the Government Logistics Department and all other departments in procuring PPE.

- End -

CONTROLLING OFFICER'S REPLY

SB861

(Question Serial No. 5492)

Head: (27) Civil Aid Service

Subhead (No. & title): ()

Programme: Civil Aid Service

Controlling Officer: Chief Staff Officer, Civil Aid Service (FONG Yiu-tong, Francis)

Director of Bureau: Secretary for Security

Question:

To tackle the Wuhan pneumonia, the Civil Aid Service (CAS) participates in epidemic prevention. In this connection, please advise the following:

1. the category of epidemic prevention in which CAS participates, the number of participating officers and members, their average number of hours on duty, total working hours, salary and job duties by category and quarantine centre;
2. the number of quarantine assistants newly-recruited by CAS, their actual salary and working hours; if their working hours exceed 45 hours per week, the reasons for that;
3. whether those CAS members who assist in epidemic prevention are provided with personal protective equipment (PPE), the specifications of the PPE, the quantities of the PPE stock; whether any special trainings are provided; if so, the training contents.

Asked by: Hon CHEUNG Chiu-hung, Fernando (LegCo internal reference no.: 953)

Reply:

1. The Civil Aid Service (CAS) is mainly responsible for the management and daily operation of quarantine centre (QCs), which includes arranging the admission and discharge of confinees in QCs; preparing and allocating rooms to confinees; receiving and handling requests for meals and daily necessities for confinees, and referring such requests to meal suppliers and the Social Welfare Department for follow-up; delivering meals and daily necessities to confinees; arranging cleaning, disinfection and tidying of rooms and the QCs, etc. In case of emergencies in QCs, members on duty will also provide immediate assistance to those under quarantine.

As at 1 April, there were 4 QCs under CAS's management, namely the Lei Yue Mun Park and Holiday Village, the Heritage Lodge of the Jao Tsung-I Academy, Chun Yeung Estate in Fo Tan and the Junior Police Call Permanent Activity Centre in Pat Heung. The number of officers on duty at these 4 operating QCs together with the supporting staff at the headquarters

was more than 330 in total, and they work on 3 shifts each day. From 23 January to 1 April 2020, the total number of attendance by CAS staff exceeded 16 000, involving over 122 000 working hours in total.

According to the existing guidelines, a member of an auxiliary force who performs duty will be eligible for full pay and allowances for his first 8 hours of attendance and half pay for the attendance in the subsequent 9th to 16th hours within a 24-hour period. To meet the huge demand for manpower in QCs and allow more members to receive reasonable pay and allowances for their work, with effect from 23 January 2020, those who perform duties for a continuous period of more than 8 hours within a 24-hour period are granted a full-rate ex-gratia allowance for their attendance from the 9th hour to 12th hour. In addition, as CAS members have to work under heavy pressure amid the severe epidemic and their duties are considered of high-risk, all members involved in duties related to preventing the spread of the novel coronavirus for a continuous period of 8 hours or more within a 24-hour period shall be granted a special honorarium of \$400 with effect from 13 February 2020, in addition to the existing pay and allowances.

2. As at 1 April 2020, there were a total of 28 quarantine assistants working in the QCs. Quarantine assistants are paid on a monthly-rated or daily-rated basis, and their duties are the same as those of CAS members. The monthly-rated quarantine assistants are paid a monthly salary of \$20,270, work 5 days per week and 10 hours per day. The daily-rated quarantine assistants are paid a daily salary of \$985, work not less than 12 days per month and 10 hours per day. The daily working hours of quarantine assistants (10 hours per day) include the travel time for trips between the CAS Headquarters and the QCs where there are on duty. In setting their working hours, the CAS must meet the actual operational needs of the QCs.

3. All CAS members who perform duties QCs duties have undergone training in wearing protective equipment and preventing infection. The CAS has adequate personal protective equipment in stock, such as surgical masks, gloves, goggles and protective gowns, for use by members on duty as necessary. Duty members are also required to wear and take off protective equipment according to the guidelines issued by the Department of Health to ensure that they can perform the QCs duties and any other duties related to the novel coronavirus safely. In addition, with a view to enhancing CAS members' protection awareness, the CAS has organised a number of workshops on wearing protective equipment and preventing infection, and updated the guidelines on wearing and taking off protective equipment, etc..

With the rapid surge of global demand for personal protective equipment (PPE), the SAR Government's procurement work faces keen competition. The Government opines that at this stage it is not appropriate to disclose publicly any further specific information (such as the stock) of PPE of individual departments to avoid undermining the bargaining power of the Government Logistics Department and all other departments in procuring PPE.

- End -

CONTROLLING OFFICER'S REPLY

SB862

(Question Serial No. 6034)

Head: (27) Civil Aid Service

Subhead (No. & title): ()

Programme: (1) Civil Aid Service

Controlling Officer: Chief Staff Officer, Civil Aid Service (FONG Yiu-tong, Francis)

Director of Bureau: Secretary for Security

Question:

- a. Please set out the quantity, value and stock of surgical masks produced by the Correctional Services Department (CSI masks) that the Civil Aid Service obtained from the Government Logistics Department (GLD) each month in the past 3 years in the following table:

Month/Year	No. of CSI masks obtained	Value of CSI masks obtained	Stock of CSI masks

- b. Please set out the quantity, value, stock and consumption of surgical masks that the Civil Aid Service obtained from the GLD or procured each month in the past 3 years in the following table:

Month/Year	No. of surgical masks obtained from GLD (value)	No. of surgical masks procured (value)	Stock	Consumption

- c. Please set out the quantity, value, stock and consumption of N95 masks that the Civil Aid Service obtained from the GLD or procured each month in the past 3 years in the following table:

Month/Year	No. of N95 masks obtained from GLD (value)	No. of N95 masks procured (value)	Stock	Consumption

- d. Please set out the quantity, value, stock and consumption of gowns that the Civil Aid Service obtained from the GLD or procured each month in the past 3 years in the following table:

Month/Year	No. of gowns obtained from GLD (value)	No. of gowns procured (value)	Stock	Consumption

- e. Please set out the quantity, value, stock and consumption of protective coverall suits that the Civil Aid Service obtained from the GLD or procured each month in the past 3 years in the following table:

Month/Year	No. of protective coverall suits obtained from GLD (value)	No. of protective coverall suits procured (value)	Stock	Consumption

- f. Please set out the quantity, value, stock and consumption of face shields that the Civil Aid Service obtained from the GLD or procured each month in the past 3 years in the following table:

Month/Year	No. of face shields procured	Value of face shields procured	Stock of face shields

- g. Please set out the quantity, value, stock and consumption of goggles that the Civil Aid Service obtained from the GLD or procured each month in the past 3 years in the following table:

Month/Year	No. of goggles procured	Value of goggles procured	Stock of goggles

- h. Did the Civil Aid Service supply or sell surgical masks, N95 masks, face shields, goggles, gowns and protective coverall suits to other organisations in the past 3 years? If yes, please provide the relevant information, including the quantity, consumption and stock, in the following table:

Month/Year	Name of organisations	Manner of provision (e.g. sold or supplied for free)	Surgical masks	N95 masks	Face shields	Goggles	Gowns	Protective coverall suits	Value

- i. If the Civil Aid Service did supply or sell surgical masks, N95 masks, face shields, goggles, gowns and protective coverall suits to other organisations, what are the departments and the ranks of the officers responsible for making such decisions? Please provide the ranks of the officers involved in each decision, the date they made the decision and other relevant information.

Asked by: Hon MO Claudia (LegCo internal reference no.: 123)

Reply:

- a. to g. With the rapid surge of global demand for personal protective equipment (PPE), the SAR Government's procurement work faces keen competition. The Government opines that at this stage it is not appropriate to disclose publicly any further specific information such as the stock of PPE of individual departments from the past few years to present, sources of PPE, information about suppliers, quantity procured and the amount of money involved, delivery timetable and quantity of consumption to avoid undermining the bargaining power of the Government Logistics Department and all other departments in procuring PPE.
- h.& i. The CAS did not supply or sell surgical masks, N95 masks, protective coverall suits, face shields and goggles to other organisations in the past 3 years.

- End -

CONTROLLING OFFICER'S REPLY

SB863

(Question Serial No. 6307)

Head: (27) Civil Aid Service

Subhead (No. & title): ()

Programme: (1) Civil Aid Service

Controlling Officer: Chief Staff Officer, Civil Aid Service (FONG Yiu-tong, Francis)

Director of Bureau: Secretary for Security

Question:

Regarding the Civil Aid Service's support to the Government's regular emergency services, including counter-disaster activities, mountain search and rescue, and countryside protection duties, what are the respective man-hours and actual provisions involved between 2015 and 2019 in respect of :

- 1) counter-disaster activities;
- 2) mountain search and rescue and
- 3) countryside protection duties

Asked by: Hon SHIU Ka-chun (LegCo internal reference no.: 187)

Reply:

Regarding the question, the response of the Civil Aid Service (CAS) is as follows:

<u>Service</u>	<u>Year</u>	<u>Man-hour</u>
Counter-disaster activity	2015	16 993
	2016	5 539
	2017	13 094
	2018	9 104
	2019	2 128
Mountain search and rescue	2015	27 195
	2016	29 558
	2017	28 825
	2018	28 141
	2019	26 406

Countryside protection duty	2015	45 673
	2016	44 009
	2017	45 352
	2018	41 537
	2019	42 499

The expenditure on the above services is funded by the provision under Subhead 000 Operational expenses. The CAS does not have a breakdown of the provision.

- End -

CONTROLLING OFFICER'S REPLY

(Question Serial No. 5145)

Head: (27) Civil Aid Service

Subhead (No. & title): (002) Allowances

Programme: (1) Civil Aid Service

Controlling Officer: Chief Staff Officer, Civil Aid Service (FONG Yiu-tong, Francis)

Director of Bureau: Secretary for Security

Question:

With Wuhan pneumonia epidemic persisting, the 3 existing Government's isolation camps are being guarded by members of the Civil Aid Service. Will the Service inform this Committee of:

the duties of the members stationed on-site; the criteria for selecting them; the number of their working hours per shift;

whether any epidemic-related training and appropriate protective equipment are provided; if so, the details; if not, the reasons for that;

how to solve their meal issues; whether any additional allowance is provided to help them financially; if so, the principles of paying the allowance; if not, whether payment of any additional allowance is considered so as to boost their morale?

Asked by: Hon TAM Man-ho, Jeremy (LegCo internal reference no.: 410)

Reply:

The Civil Aid Service (CAS) is mainly responsible for the management and daily operation of quarantine centres, which includes arranging the admission and discharge of confinees in quarantine centres; preparing and allocating rooms to confinees; receiving and handling requests for meals and daily necessities for confinees, and referring such requests to meal suppliers and the Social Welfare Department for follow-up; delivering meals and daily necessities to confinees; arranging cleaning, disinfection and tidying of rooms and the quarantine centres, etc. In case of emergencies in quarantine centres, members on duty will also provide immediate assistance to those under quarantine.

The CAS is composed of volunteers. All CAS members who perform quarantine centres duties have undergone training in wearing protective equipment and preventing infection. The CAS has adequate personal protective equipment in stock, such as surgical masks, gloves, goggles and protective gowns, for use by members on duty as necessary. Duty members are also required to wear and take off protective equipment according to the guidelines issued by

the Department of Health to ensure that they can perform the quarantine centre duties and any other duties related to the novel coronavirus safely. In addition, with a view to enhancing CAS members' protection awareness, the CAS has organised a number of workshops on wearing protective equipment and preventing infection, and updated the guidelines on wearing and taking off protective equipment, etc..

The quarantine centres operate round the clock, while members perform duty on 3 shifts of 8 to 12 hours each every day. Generally, a team leader is responsible for coordinating meal arrangements for the CAS duty members. All members are granted a ration allowance for any duty which lasts for 8 hours or more, and they have to pay for their own meals.

According to the existing guidelines, a member of an auxiliary force who performs duty will be eligible for full pay and allowances for his first 8 hours of attendance and half pay for the attendance in the subsequent 9th to 16th hours within a 24-hour period. To meet the huge demand for manpower in quarantine centres and allow more members to receive reasonable pay and allowances for their work, with effect from 23 January 2020, those who perform duties for a continuous period of more than 8 hours within a 24-hour period are granted a full-rate ex-gratia allowance for their attendance from the 9th hour to 12th hour. In addition, as CAS members have to work under heavy pressure amid the severe epidemic and their duties are considered of high-risk, all members involved in duties related to preventing the spread of the novel coronavirus for a continuous period of 8 hours or more within a 24-hour period, shall be granted a special honorarium of \$400 with effect from 13 February 2020, in addition to the existing pay and allowances.

- End -