

Chapter 2

The Labour Department

- 2.1** The Labour Department is the principal agency in the Hong Kong Special Administrative Region (HKSAR) Government responsible for the execution and co-ordination of major labour administration functions. For details of our structure and services, please visit our website: www.labour.gov.hk

Vision, Mission and Values

2.2 Our Vision

We aspire to be a leading labour administrator in the region. Our aim is to enhance the well-being of our workforce progressively and to promote the safety and health of those at work at a pace commensurate with the socio-economic development of Hong Kong.

2.3 Our Mission

- To improve the utilisation of human resources by providing a range of employment services to meet changes and needs in the labour market;
- To ensure that risks to people's safety and health at work are properly managed by legislation, education and promotion;
- To foster harmonious labour relations through promotion of good employment practices and resolution of labour disputes; and
- To improve and safeguard employees' rights and benefits in an equitable manner.

2.4 Our Values

We believe in:

- Professional excellence
- Pro-activeness
- Premier customer service
- Partnership
- Participation

Key Programme Areas

- 2.5** The department has four key areas of work, namely, Labour Relations, Safety and Health at Work, Employment Services, and Employees' Rights and Benefits. The objectives of these areas are set out below:

Labour Relations

- To foster and maintain harmonious employer and employee relations in establishments outside the government sector.

Safety and Health at Work

- To help employers and employees control their risks at work through legislation and enforcement, education and training, as well as publicity and promotion.

Employment Services

- To provide free employment assistance and counselling services to help job seekers find suitable jobs and employers fill their vacancies.

Employees' Rights and Benefits

- To improve and safeguard the rights and benefits of employees.

- 2.6** Detailed functions and major activities of these programme areas are contained in the following chapters.

Central Support Services

- 2.7** The Administration Division assumes the primary responsibility for financial, personnel and general resources management.

- 2.8** The Information and Public Relations Division is responsible for the department's overall strategy on publicity and public relations. It mounts extensive publicity and explains the policy and work of the department to the public through the media, and co-ordinates the production of major departmental publications.

- 2.9** The International Liaison Division mainly oversees matters relating to the application of International Labour Conventions in the HKSAR, participation in International Labour Organisation activities, and liaison with labour administration authorities in the Mainland and other places. Besides, the division manages the departmental reference library, collects information pertaining to labour administration and provides secretariat support to the Labour Advisory Board (LAB).
- 2.10** The Prosecutions Division and the Legal Services Division help enforce relevant legislation by instituting prosecutions against suspected offenders. Major statistics on prosecution work are at [Figure 2.1](#).
- 2.11** The Occupational Safety and Health Training Centre organises and co-ordinates training and development activities for staff of the Occupational Safety and Health Branch.
- 2.12** The Information Technology Management Division offers support and advice to the development and management of information technology services.
- 2.13** The Staff Training and Development Division is responsible for implementing the staff training and development policies and coordinating training activities for staff of the Labour Administration Branch.
- 2.14** An organisation chart of the department is set out at [Figure 2.2](#).

Customer-oriented Services

- 2.15** Performance standards and targets are laid down for a wide range of services. A Customer Liaison Group has been formed to collect feedback from users of the department's pledged services. For details of our performance pledges, please visit the webpage: www.labour.gov.hk/eng/perform/content.htm

Advisory Boards and Committees

- 2.16** The department consults various advisory boards and committees on labour matters. The most important one is the LAB. It is a high-level and representative tripartite advisory body with members from the employee and employer sectors as well as the Government. It advises Commissioner for Labour on matters affecting labour, including legislation and Conventions and Recommendations of the International Labour Organisation. The terms of reference and composition of the LAB and its membership for the term 2011-2012 are in [Figure 2.3](#).