

**Remuneration Packages for Staff in the Top Three Tiers
of Subvented Non-governmental Organisations**

Review Report for the Reporting Year of 2019-20

(to be completed if not exempt from the Government Guidelines)

To: Director of Social Welfare
(Attn: Subventions Section)
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[Please read the explanatory notes before completing this form. The completed form should reach Social Welfare Department (SWD) by 11 December 2020.]

Name of NGO (code) : SAHK (656)

Part (A): Remuneration Packages

Information of my staff in the top three tiers -

(1) Staff of 1st Tier ^[1]

(a) Number of staff 1

(b) Comparable rank in civil service ^[2] PSWO

(c) Post Chief Executive Officer

(d) Total annual staff costs ^[3] (including those not under SWD subventions, if applicable) \$1,983,416
[1(d) should be equal to or greater than 1(e)] *(round up to the nearest dollar)*

(e) Total annual staff costs under SWD subventions \$1,983,416
[1(e)=1(g)(i)+(ii)+(iii)+(iv)] *(round up to the nearest dollar)*

(f) Please specify the months covered if (1)(e) was not incurred for the full year: _____ months

(g) Breakdown of (1)(e)

(i) Salary ^[4] \$1,833,900

(ii) Provident fund \$149,516

(iii) Cash allowance ^[5] (please specify if any:) \$-

(iv) Non-cash based benefits ^[6] (please specify if any:) \$-

(2) Staff of 2nd Tier ^[1]

| | | |
|---|---------------------------------------|---|
| (a) Number of staff | <u>2</u> | |
| (b) Comparable rank in civil service ^[2] | <u>CSWO, SSWO</u> | |
| (c) Post | <u>Deputy Chief Executive Officer</u> | |
| (d) Total annual staff costs ^[3] (including those not under SWD subventions, if applicable) <i>[2(d) should be equal to or greater than 2(e)]</i> | | <u>\$3,249,635</u> <i>(round up to the nearest dollar)</i> |
| (e) Total annual staff costs under SWD subventions <i>[2(e)=2(f)(i)+(ii)+(iii)+(iv)]</i> | | <u>\$3,249,635</u> <i>(round up to the nearest dollar)</i> |
| (f) Breakdown of (2)(e) | | |
| (i) Salary ^[4] | | <u>\$2,825,335</u> |
| (ii) Provident fund | | <u>\$423,800</u> |
| (iii) Cash allowance ^[5] (please specify if any:) | | <u>\$500</u> |
| (iv) Non-cash based benefits ^[6] (please specify if any:) | | <u>\$-</u> |

(3) Staff of 3rd Tier ^[1]

| | | |
|---|-------------|---|
| (a) Number of staff | <u>3</u> | |
| (b) Comparable rank in civil service ^[2] | <u>SSWO</u> | |
| (c) Post | <u>Head</u> | |
| (d) Total annual staff costs ^[3] (including those not under SWD subventions, if applicable) <i>[3(d) should be equal to or greater than 3(e)]</i> | | <u>\$3,954,564</u> <i>(round up to the nearest dollar)</i> |
| (e) Total annual staff costs under SWD subventions <i>[3(e)=3(f)(i)+(ii)+(iii)+(iv)]</i> | | <u>\$3,924,737</u> <i>(round up to the nearest dollar)</i> |

(f) Breakdown of (3)(e)

| | | |
|--|---|-------------|
| (i) Salary ¹⁴ | | \$3,454,753 |
| (ii) Provident fund | | \$469,484 |
| (iii) Cash allowance ¹⁵ (please specify if any: |) | \$500 |
| (iv) Non-cash based benefits ¹⁶ (please specify if any: |) | \$- |

(4) Review for changes ¹⁷

| | <u>2018-19</u> (the year before) | <u>2019-20</u> (the reporting year) |
|---|-------------------------------------|--|
| (a) Total annual staff costs under SWD subventions in respect of the top three tiers [(1)(e)+(2)(e)+(3)(e)] | \$8,771,938 | \$9,157,788 |

(b) Please tick and complete the following as appropriate to state the result of your review -

- I have reviewed the remuneration packages of the staff in the top three tiers and **found no change** in their remunerations as compared with the preceding year.
- I have reviewed the remuneration packages of the staff in the top three tiers and **found change(s)** in their remunerations as compared with the preceding year. The tier(s) having changes and reasons for such changes are stated below -
 - Upward/downward pay adjustment in accordance with Civil Service Pay Adjustment (details are given at the bottom).
 - Upward/downward pay adjustment other than Civil Service Pay Adjustment (details are given at the bottom).
 - Incremental creep (details are given at the bottom).
 - Organisational restructuring or upgrading/downgrading of top three tier posts (details are given at the bottom).
 - Increase/decrease of number of staff of the top three tiers (details are given at the bottom).
 - Other circumstances (details are given at the bottom).

Details (please use additional sheet as necessary):

1. Follow Master Pay Scale for annual salary increment

2. Follow Civil Service Pay Trend Adjustment

3. Performance-based merit award