

**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)
38/F, Sunlight Tower,
248 Queen's Road East
Wan Chai, Hong Kong

Fax No. : 2575 6537 or email at suenq@swd.gov.hk

*[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) : Women's Welfare Club (Eastern District) Hong Kong (The)

Part (A): Remuneration Packages

Information of my staff in the top three tiers -

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

- | | |
|--|--|
| (a) Number of staff | <u>1</u> |
| (b) Comparable rank in civil service ^[2] | <u>Social Work Officer</u> |
| (c) Post | <u>Supervisor (Part-time)</u> |
| (d) Total annual staff costs ^[3] (including those not under SWD subventions, if applicable)
[1(d) should be equal to or greater than 1(e)] | <u>\$492,614</u>
(round up to the nearest dollar) |
| (e) Total annual staff costs under SWD subventions
[1(e)=1(g)(i)+(ii)+(iii)+(iv)] | <u>\$492,614</u>
(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] | <u>\$462,516</u> |
| (ii) Provident fund | <u>\$28,254</u> |
| (iii) Cash allowance ^[5] (會慶 65 週年特別津貼) | <u>\$300</u> |
| (iv) Non-cash based benefits ^[6] (醫療保險 = 1,544 x 1) | <u>\$1,544</u> |

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

(a) Number of staff	<u>6</u>	
(b) Comparable rank in civil service ^[2]	<u>Assistant Social Work Officer, Senior Social Work Assistant, Social Work Assistant, Accounting Officer</u>	
(c) Post	<u>Superintendent, Centre-in-charge, Executive Secretary, Accounting Officer</u>	
(d) Total annual staff costs ^[3] (including those not under SWD subventions, if applicable) [2(d) should be equal to or greater than 2(e)]		<u>\$4,678,017</u> <i>(round up to the nearest dollar)</i>
(e) Total annual staff costs under SWD subventions [2(e)=2(f)(i)+(ii)+(iii)+(iv)]		<u>\$4,518,044</u> <i>(round up to the nearest dollar)</i>
(f) Breakdown of (2)(e)		
(i) Salary ^[4]		<u>\$4,026,270</u>
(ii) Provident fund		<u>\$475,201</u>
(iii) Cash allowance ^[5] (會慶 65 週年特別津貼 + 院舍特別津貼)		<u>\$8,853</u>
(iv) Non-cash based benefits ^[6] (醫療保險 1,544 x 5)		<u>\$7,720</u>

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

(a) Number of staff	<u>21</u>	
(b) Comparable rank in civil service ^[2]	<u>Nursing Officer, Assistant Social Work Officer, Social Work Assistant, Occupational Therapist I, Registered Nurse</u>	
(c) Post	<u>Assistant Superintendent, Social Worker, Registered Nurse</u>	
(d) Total annual staff costs ^[3] (including those not under SWD subventions, if applicable) [3(d) should be equal to or greater than 3(e)]		<u>\$7,284,884</u> <i>(round up to the nearest dollar)</i>
(e) Total annual staff costs under SWD subventions [3(e)=3(f)(i)+(ii)+(iii)+(iv)]		<u>\$7,284,884</u> <i>(round up to the nearest dollar)</i>

(f) Breakdown of (3)(e)

(i) Salary ^{14]}	\$6,704,691
(ii) Provident fund	\$542,369
(iii) Cash allowance ^{15]} (會慶 65 週年特別津貼 + 院舍特別津貼)	\$5,400
(iv) Non-cash based benefits ^{16]} (醫療保險 1,544 x 21)	\$32,424

(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)]	\$10,330,199	\$12,295,542

(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):

Our organization has adjusted all staff salaries in accordance with Civil Service Pay Adjustment. A new post of Assistant Social Work Officer has been created to replace Social Work Assistant. Additional government funding has been allocated to neighbourhood elderly centres since October 2018 to launch enhanced community services. In this regard, additional social workers were recruited to deliver the services.