

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

Review Report for the Reporting Year of 2018-19

(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 31 October 2019.]

Name of NGO (code) : Baptist Oi Kwan Social Service (052)

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] CSWO

(c) Post CEO

(d) Total annual staff costs ^[3] (including those not under SWD subventions, if applicable) \$ 1,473,357
[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 \$ 973,982
[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] \$ 846,941

(ii) Provident fund \$ 127,041

(iii) Cash allowance ^[5] (please specify if any:) \$ 0

(iv) Non-cash based benefits ^[6] (please specify if any:) \$ 0

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

- | | |
|--|---|
| (a) Number of staff | <u>2</u> |
| (b) Comparable rank in civil service ^[2] | <u>SSWO</u> |
| (c) Post | <u>Assistant Chief Executive 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>\$ 2,439,071</u>
(round up to the nearest dollar) |
| (e) Total annual staff costs under SWD subventions
[2(e)=2(f)(i)+(ii)+(iii)+(iv)] | <u>\$ 2,321,798</u>
(round up to the nearest dollar) |
| (f) Breakdown of (2)(e) | |
| (i) Salary ^[4] | <u>\$ 2,018,954</u> |
| (ii) Provident fund | <u>\$ 302,844</u> |
| (iii) Cash allowance ^[5] (please specify if any: |) <u>\$ 0</u> |
| (iv) Non-cash based benefits ^[6] (please specify if any: |) <u>\$ 0</u> |

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

- | | |
|---|--|
| (a) Number of staff | <u>3</u> |
| (b) Comparable rank in civil service ^[2] | <u>SWO / Nursing Officer</u> |
| (c) Post | <u>Service 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>\$ 2,938,499</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>\$ 2,910,899</u>
<i>(round up to the nearest dollar)</i> |

(f) Breakdown of (3)(e)

(i) Salary ^[4]	<u>\$ 2,586,236</u>
(ii) Provident fund	<u>\$ 324,663</u>
(iii) Cash allowance ^[5] (please specify if any:)	<u>\$ 0</u>
(iv) Non-cash based benefits ^[6] (please specify if any:)	<u>\$ 0</u>

(4) Review for changes ^[7]

	<u>2017-18</u> (the year before)	<u>2018-19</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)]	<u>\$ 6,388,947</u>	<u>\$ 6,206,679</u>

(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):

There was one staff in 3rd tier worked for several months during 2017-18.

The vacancy was not filled up throughout 2018-19.