

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

Review Report for the Reporting Year of 2016-17

(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

[Please read the explanatory notes before completing this proforma. The completed proforma should reach SWD by 31 October of each reporting year.]

Name of NGO (code): Hong Kong Lutheran Social Service, LC-HKS (344)

(A) Remuneration Packages

Information of my staff in the top three tiers –

(1) Staff of 1st Tier

- (a) Number of staff 1
- (b) Comparable rank in
civil service Chief Social Work Officer
- (c) Post Chief Executive
- (d) Total annual staff cost (including those not under SWD
Subventions, if applicable \$1,506,764.00
- (e) Total annual staff cost under SWD Subventions
\$1,506,764.00
- (f) Please specify the months covered if (1)(e) was not
Incurred for the full year (Full year)
- (g) Breakdown of (1)(e)
- (i) Salary \$ 1,237,185.00
- (ii) Provident Fund \$ 185,579.00
- (iii) Cash Allowance
(Please specify if any) (Duty Allowance) \$ 72,000.00

(Performance Award) \$ 12,000.00

(iv) Non-cash based Allowance

(Please specify if any) \$ 0.00

(2) Staff of 2nd Tier

(a) Number of staff 3

(b) Comparable rank in
civil service Senior Social Work Officer (3)

(c) Post Deputy Chief Executive (1) &
Assistant Chief Executive (2)

(d) Total annual staff cost (including those not under SWD
Subventions, if applicable) \$ 3,644,398.00

(e) Total annual staff cost under SWD Subventions
\$ 3,644,398.00

(f) Breakdown of (1)(e)

(i) Salary \$ 3,073,460.00

(ii) Provident Fund \$ 366,938.00

(iii) Cash Allowance

(Please specify if any: (Duty Allowance) \$ 168,000.00

(Performance Award) \$ 36,000.00

(iv) Non-cash based Allowance \$ 0.00

(3) Staff of 3rd Tier

- (a) Number of staff 7
- (b) Comparable rank in
civil service Social Work Officer (6) & Executive Officer (I)(1)
- (c) Post Service Director
- (d) Total annual staff cost (including those not under SWD
Subventions, if applicable \$7,313,318.00
- (e) Total annual staff cost under SWD Subventions
\$7,313,318.00
- (f) Breakdown of (1)(e)
- (i) Salary \$6,266,790.00
- (ii) Provident Fund \$ 944,528.00
- (iii) Cash Allowance
(Please specify if any: (Duty Allowance) \$ 18,000.00
(Performance Award) \$ 84,000.00
- (iv) Non-cash based Allowance \$ 0.00

(B) Review for changes

2015 – 2016 (the year before) 2016 – 2017 (the reporting year)

(1) Total annual staff cost under SWD

Subventions in respect

Of the top three tiers \$11,196,058.00 \$12,464,480.00

(2) Please tick and complete the following as appropriate to state the result of your view –

I have reviewed the remuneration packages of the staff in the top three tiers and found no changes in their remuneration as compared with the preceding year.

I have reviewed the remuneration packages of the staff in the top three tiers and found changes in their remuneration as compared with the preceding year. The tier(s) having changes and reasons for such changes are stated below –

1. Civil Service pay adjustment
2. Annual increment

Part B: Public Disclosure of the Review Report

Our organisation ~~*has disclosed~~ / will disclose (please specify the commencement date: 1st November 2017) the Review Report (only Part A) through one or more of the following channels and will make it available to the public upon request -

(*Please delete as appropriate.)

Channel of Disclosure	
<i>(Please tick as appropriate.)</i>	
<input checked="" type="checkbox"/>	Posting the information prominently on the notice board(s) at the Central Administration Unit / Head Office
<input type="checkbox"/>	Uploading the information to our website
<input type="checkbox"/>	Reporting the information in our Annual Report
<input type="checkbox"/>	Publishing the information through special circular(s), newsletter(s) or whatever means (please enclose the copy/copies for reference)

Part C: Declaration by Chairperson

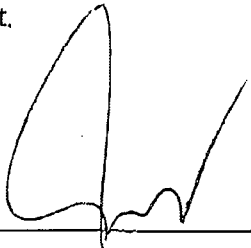
I declare that the information as provided in Part A and Part B is correct.

Contact Person : Ms. Lam Yin Kwan
Human Resources

Title : Director

Tel. : 2199 9308

Email : dodo.lam@hklss.hk

Signature of Chairperson : 

Name : Rev. Lau Yat Chiu Tony

Tel. : 2711 9131

Date : 3 1 OCT 2017