

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

**Review Report for the Reporting Year of 2020-21**

(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 **31 October 2021.**]

**Name of NGO (code) : Hong Kong Family Welfare Society ( 0320 )**

**Part (A): Remuneration Packages**

Information of my staff in the top three tiers -

**(1) Staff of 1<sup>st</sup> Tier** <sup>[1]</sup>

- |   |  |  |
|---|--|--|
| (a) Number of staff   | <u>1</u>                                   |  |
| (b) Comparable rank in civil service <sup>[2]</sup>   | <u>Chief Social Work Officer (remarks)</u> |  |
| (c) Post  | <u>Chief Executive</u>                     |  |
| (d) Total annual staff costs <sup>[3]</sup> (including those not under SWD subventions, if applicable)<br><i>[I(d) should be equal to or greater than I(e)]</i> |  | \$ <u>1,939,608</u><br><i>(round up to the nearest dollar)</i> |
| (e) Total annual staff costs under SWD subventions<br><i>[I(e)=I(g)(i)+(ii)+(iii)+(iv)]</i>   |  | \$ <u>1,939,608</u><br><i>(round up to the nearest dollar)</i> |
| (f) Please specify the months covered if (1)(e) was not incurred for the full year: _____ / _____ months  |  |  |
| (g) Breakdown of (1)(e)   |  |  |
| (i) Salary <sup>[4]</sup>   |  | \$ <u>1,778,638.80</u>   |
| (ii) Provident fund   |  | \$ <u>159,458.00</u>   |
| (iii) Cash allowance <sup>[5]</sup> (please specify if any: _____ )   |  | \$ <u>0.00</u>   |
| (iv) Non-cash based benefits <sup>[6]</sup> (Medical Scheme & Professional Indemnity Insurance)   |  | \$ <u>1,511.00</u>   |

**(2) Staff of 2<sup>nd</sup> Tier** <sup>[1]</sup>

(a) Number of staff	<u>5</u>	
(b) Comparable rank in civil service <sup>[2]</sup>	<u>Senior Social Work Officer</u>	
(c) Post	<u>Head of Service</u>	
(d) Total annual staff costs <sup>[3]</sup> (including those not under SWD subventions, if applicable) [2(d) should be equal to or greater than 2(e)]		<u>\$ 6,855,926</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>\$ 6,855,926</u> <i>(round up to the nearest dollar)</i>
(f) Breakdown of (2)(e)		
(i) Salary <sup>[4]</sup>		<u>\$ 5,955,114.12</u>
(ii) Provident fund		<u>\$ 893,257.00</u>
(iii) Cash allowance <sup>[5]</sup> (please specify if any: )		<u>\$ 0.00</u>
(iv) Non-cash based benefits <sup>[6]</sup> (Medical Scheme & Professional Indemnity Insurance)		<u>\$ 7,555.00</u>

**(3) Staff of 3<sup>rd</sup> Tier** <sup>[1]</sup>

(a) Number of staff	<u>25</u>	
(b) Comparable rank in civil service <sup>[2]</sup>	<u>Social Work Officer</u>	
(c) Post	<u>Social Work Consultant &amp; Senior Manager</u>	
(d) Total annual staff costs <sup>[3]</sup> (including those not under SWD subventions, if applicable) [3(d) should be equal to or greater than 3(e)]		<u>\$ 26,985,796</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>\$ 24,570,900</u> <i>(round up to the nearest dollar)</i>

(f) Breakdown of (3)(e)

(i) Salary <sup>[4]</sup>	\$ 21,326,199.75
(ii) Provident fund	\$ 3,206,925.25
(iii) Cash allowance <sup>[5]</sup> (please specify if any: )	\$ 0.00
(iv) Non-cash based benefits <sup>[6]</sup> (Medical Scheme & Professional Indemnity Insurance)	\$ 37,775.00

**(4) Review for changes <sup>[7]</sup>**

	<u>2019-20</u> (the year before)	<u>2020-21</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)]	\$ 29,688,714	\$ 33,366,434

(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. Retention of existing competent staff

2. Affordability of the Society – healthy budgeting.

3. To actualize the objective of creating a performance – based culture, salary adjustment is linked up with performance.

4. Number of staff of the 3<sup>rd</sup> tier increased from 24 to 25 in Year 2020/21.

Remarks: The salary of staff had delink from Master Pay Scale of the Government, and the Society had developed its own salary level and salary adjustment mechanism.