

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

Review Report for the Reporting Year of 2017-18

(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 SWD by 28 February 2019.]

Name of NGO (code) : Hong Kong Lutheran Social Service, Lutheran Church – Hong Kong Synod Limited (344)

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 | <u>Chief Social Work Officer</u> | |
| (c) Post | <u>Chief Executive</u> | |
| (d) Total annual staff costs ^[2] (including those not under SWD subventions, if applicable)
[I(d) should be equal to or greater than I(e)] | | <u>\$1,588,923</u>
(round up to the nearest dollar) |
| (e) Total annual staff costs under SWD subventions
[I(e)=I(g)(i)+(ii)+(iii)+(iv)] | | <u>\$1,588,923</u>
(round up to the nearest dollar) |
| (f) Please specify the months covered if (1)(e) was not incurred for the full year: | <u>12</u> | months |
| (g) Breakdown of (1)(e) | | |
| (i) Salary ^[3] | | <u>\$1,371,240</u> |
| (ii) Provident fund | | <u>\$205,683</u> |
| (iii) Cash allowance ^[4] (please specify if any: One-off Performance Award) | | <u>\$12,000</u> |
| (iv) Non-cash based benefits ^[5] (please specify if any:) | | <u>\$0</u> |

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

(a) Number of staff	<u>3</u>	
(b) Comparable rank in civil service	<u>Senior Social Work Officer (3)</u>	
(c) Post	<u>Deputy Chief Executive (1) & Assistant Chief Executive (2)</u>	
(d) Total annual staff costs ^[2] (including those not under SWD subventions, if applicable) [2(d) should be equal to or greater than 2(e)]		<u>\$3,936,591</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>\$3,936,591</u> <i>(round up to the nearest dollar)</i>
(f) Breakdown of (2)(e)		
(i) Salary ^[3]		<u>\$3,487,550</u>
(ii) Provident fund		<u>\$413,041</u>
(iii) Cash allowance ^[4] (please specify if any: One-off Performance Award)		<u>\$36,000</u>
(iv) Non-cash based benefits ^[5] (please specify if any:)		<u>\$0</u>

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

(a) Number of staff	<u>7 (Full Year) & 1 (1/4/2017 – 15/5/2017)</u>	
(b) Comparable rank in civil service	<u>Social Work Officer [6(Full-Year) & 1(1/4/2017 – 15/5/2017)] & Executive Officer (I) (1)</u>	
(c) Post	<u>Service Director</u>	
(d) Total annual staff costs ^[2] (including those not under SWD subventions, if applicable) [3(d) should be equal to or greater than 3(e)]		<u>\$7,567,937</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>\$7,567,937</u> <i>(round up to the nearest dollar)</i>

(f) Breakdown of (3)(e)

(i) Salary ^[3]	\$6,488,459
(ii) Provident fund	\$977,478
(iii) Cash allowance ^[4] (please specify if any: a) One-off Performance Award & b) Duty Allowance	\$ 102,000
(iv) Non-cash based benefits ^[5] (please specify if any:)	\$0

(4) Any staff in the top three tiers serving their first contract ^[6] in 2017-18?

**Please tick as appropriate.*

* Yes (Please provide supplementary information on the next page and use additional sheet as necessary)

* No

(5) Review for changes ^[7]

	<u>2016-17</u> (the year before)	<u>2017-18</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)]	\$12,464,480	\$13,093,451

(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 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 -

(Please use additional sheet as necessary.)

Civil Service Pay Adjustment and incremental creep

Part B: Public Disclosure of the Review Report

Our organisation *has disclosed / will disclose (please specify the commencement date: March 1, 2019) the Review Report for 2017-18 (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 onto 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 : Mr/ Ms LAM Yin-kwan

Signature of Chairperson : 

Title : Human Resource Director

Name : Rev. LAU Yat Chiu, Tony

Tel. No. : 21999308/27119131

Tel. No. : 27119131

Email Address : dodo.lam@hklss.hk

Date : 18 JAN 2019