

**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)  
38/F, Dah Sing Financial Centre,  
248 Queen's Road East  
Wan Chai, Hong Kong

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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) : The Kwloon Women's Welfare Club (436)

**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 One

(b) Comparable rank in civil service <sup>[2]</sup> ASWO

(c) Post Superintendent

(d) Total annual staff costs <sup>[3]</sup> (including those not under SWD subventions, if applicable) \$ 794,226  
[I(d) should be equal to or greater than I(e)]  
(round up to the nearest dollar)

(e) Total annual staff costs under SWD subventions \$ 794,226  
[I(e) = I(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: 12 months

(g) Breakdown of (1)(e)

(i) Salary <sup>[4]</sup> \$ 734,455

(ii) Provident fund \$ 60,537

(iii) Cash allowance <sup>[5]</sup> (please specify if any: COVID-19 Allowance) \$ 9,234

(iv) Non-cash based benefits <sup>[6]</sup> (please specify if any: Birthday bonus) \$ —

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

- (a) Number of staff One
- (b) Comparable rank in civil service <sup>[2]</sup> Senior Nursing Officer
- (c) Post Assistant Superintendent
- (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)] \$ 919,573-  
(round up to the nearest dollar)
- (e) Total annual staff costs under SWD subventions  
[2(e)=2(f)(i)+(ii)+(iii)+(iv)] \$ 919,573-  
(round up to the nearest dollar)
- (f) Breakdown of (2)(e)
- (i) Salary <sup>[4]</sup> \$ 738,780-
- (ii) Provident fund \$ 116,814-
- (iii) Cash allowance <sup>[5]</sup> (please specify if any: Birthday Bonus COVID-19 Allowance Responsible Allowance) \$ 69,979-
- (iv) Non-cash based benefits <sup>[6]</sup> (please specify if any: ) \$ —

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

- (a) Number of staff One
- (b) Comparable rank in civil service <sup>[2]</sup> Social Work Officer
- (c) Post Assistant Superintendent
- (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)] \$ 897,887-  
(round up to the nearest dollar)
- (e) Total annual staff costs under SWD subventions  
[3(e)=3(f)(i)+(ii)+(iii)+(iv)] \$ 897,887-  
(round up to the nearest dollar)

(f) Breakdown of (3)(e)

(i) Salary <sup>[4]</sup>	\$ <u>773400</u>
(ii) Provident fund	\$ <u>116007</u>
(iii) Cash allowance <sup>[5]</sup> (please specify if any: <i>COVID-19 Allowance</i> <i>Birthday bonus</i> )	\$ <u>10480</u>
(iv) Non-cash based benefits <sup>[6]</sup> (please specify if any: )	\$ <u>—</u>

**(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)]	\$ <u>2332734</u>	\$ <u>2613686</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):*

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