

**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

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 2021.**]*

Name of NGO (code) : Project Care (572)

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] SSWO

(c) Post Head of Service

(d) Total annual staff costs ^[3] (including those not under SWD subventions, if applicable) \$ 1,235,961
[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 \$ 1,235,961
[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] \$ 1,081,713

(ii) Provident fund \$ 141,084

(iii) Cash allowance ^[5] (please specify if any: COVID-19 Special Allowance) \$ 8,000

(iv) Non-cash based benefits ^[6] (please specify if any: Medical Insurance) \$ 5,164

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

(a) Number of staff	2	
(b) Comparable rank in civil service ^[2]	ASWO	
(c) Post	Social Worker	
(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>\$ 1,004,649</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>\$ 1,004,649</u> <i>(round up to the nearest dollar)</i>
(f) Breakdown of (2)(e)		
(i) Salary ^[4]		<u>\$ 936,887</u>
(ii) Provident fund		<u>\$ 51,987</u>
(iii) Cash allowance ^[5] (please specify if any: COVID-19 Special Allowance)		<u>\$ 8,343</u>
(iv) Non-cash based benefits ^[6] (please specify if any: Medical Insurance)		<u>\$ 7,432</u>

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

(a) Number of staff	1	
(b) Comparable rank in civil service ^[2]	EOII	
(c) Post	Administrative Officer	
(d) Total annual staff costs ^[3] (including those not under SWD subventions, if applicable) [3(d) should be equal to or greater than 3(e)]		<u>\$ 563,237</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>\$ 563,237</u> <i>(round up to the nearest dollar)</i>

(f) Breakdown of (3)(e)

(i) Salary ^{l4}	\$ <u>523,893</u>
(ii) Provident fund	\$ <u>29,070</u>
(iii) Cash allowance ^{l5} (please specify if any: COVID-19 Special Allowance)	\$ <u>4,646</u>
(iv) Non-cash based benefits ^{l6} (please specify if any: Medical Insurance)	\$ <u>5,628</u>

(4) Review for changes ^{l7}

	<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>2,123,439</u>	\$ <u>2,803,847</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):

We have employed 1 more social worker (ASWO) since 1 April 2020 and restructured our organizational management (ie. 2 ASWO at the same position responsible to 1 SSWO) for enhancing our service management, development and delivery. Moreover, our Administrative Officer will be the third tier for assisting and implementing all the administration work of our service.