

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

Review Report for the Reporting Year of 2019-20

(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 **11 December 2020.**]

Name of NGO (code) : The Samaritan Befrienders Hong Kong (720)

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] | Senior Social Work Officer |
| (c) Post | Executive Director |
| (d) Total annual staff costs ^[3] (including those not under SWD subventions, if applicable)
[1(d) should be equal to or greater than 1(e)] | \$1,020,364
<i>(round up to the nearest dollar)</i> |
| (e) Total annual staff costs under SWD subventions
[1(e)=1(g)(i)+(ii)+(iii)+(iv)] | \$764,284
<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 ^[4] | \$707,670 |
| (ii) Provident fund | \$56,614 |
| (iii) Cash allowance ^[5] (please specify if any:) |) \$ _____ |
| (iv) Non-cash based benefits ^[6] (please specify if any: |) \$ _____ |

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

(a) Number of staff	<u>7</u>	
(b) Comparable rank in civil service ^[2]	<u>SWO/SWA/ASWO/EOII/ACO</u>	
(c) Post	<u>Centre-in-charge/PR Manager/Central Administration Officer/IT Officer</u>	
(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>\$3,363,016</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>\$1,887,854</u> <i>(round up to the nearest dollar)</i>
(f) Breakdown of (2)(e)		
(i) Salary ^[4]		<u>\$1,617,165</u>
(ii) Provident fund		<u>\$109,098</u>
(iii) Cash allowance ^[5] (please specify if any: On-duty allowance)		<u>\$160,272</u>
(iv) Non-cash based benefits ^[6] (please specify if any: medical insurance)		<u>\$1,319</u>

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

(a) Number of staff	<u>8</u>	
(b) Comparable rank in civil service ^[2]	<u>CSWA/SSWA/SWA/EOII/ACO/CA</u>	
(c) Post	<u>Vice Centre-in-charge/Social Worker/ASWO/Assistant Manager-PR/HR & Admin Clerk/Account & Admin Clerk/Assistant Training Officer</u>	
(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>\$2,762,668</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>\$1,550,615</u> <i>(round up to the nearest dollar)</i>

(f) Breakdown of (3)(e)

(i) Salary ¹⁴	\$1,363,710
(ii) Provident fund	\$88,130
(iii) Cash allowance ¹⁵ (please specify if any: On-duty allowance)	\$97,456
(iv) Non-cash based benefits ¹⁶ (please specify if any:)	\$1,319

(4) Review for changes ¹⁷

	<u>2018-19</u> (the year before)	<u>2019-20</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)]	\$3,392,259	\$4,202,753

(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):

Compare with last year, the major changes are:

1. The new Central Administration Officer was on board in Apr 2019;

2. The Vice Centre-in-charge was promoted in Jan 2020;

3. Due to the change of assignment, some costs are under subvented;

4. Due to the need of operation, IT officer was changed from Part-time staff to Full-time staff on Sep 2019.
