

**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)  
38/F, Sunlight Tower,  
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 2020.]

Name of NGO (code) : Wai Ji Christian Service ( 432 )

**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 1

(b) Comparable rank in civil service <sup>[2]</sup> Chief Social Work Officer / Senior Social Work Officer

(c) Post Chief Executive

(d) Total annual staff costs <sup>[3]</sup> (including those not under SWD subventions, if applicable) \$1,519,198  
[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 \$1,519,198  
[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 <sup>[4]</sup> \$1,411,460

(ii) Provident fund \$107,738

(iii) Cash allowance <sup>[5]</sup> (please specify if any: ) \$ -

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

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

(a) Number of staff	1	
(b) Comparable rank in civil service <sup>[2]</sup>	Senior Social Work Officer / Social Work Officer	
(c) Post	Deputy Chief Executive	
(d) Total annual staff costs <sup>[3]</sup> (including those not under SWD subventions, if applicable) <i>[2(d) should be equal to or greater than 2(e)]</i>		<u>\$ 293,963</u> <i>(round up to the nearest dollar)</i>
(e) Total annual staff costs under SWD subventions <i>[2(e)=2(f)(i)+(ii)+(iii)+(iv)]</i>		<u>\$ 293,963</u> <i>(round up to the nearest dollar)</i>
(f) Breakdown of (2)(e)		
(i) Salary <sup>[4]</sup>		<u>\$ 266,930</u>
(ii) Provident fund		<u>\$ 27,033</u>
(iii) Cash allowance <sup>[5]</sup> (please specify if any: )		<u>\$ -</u>
(iv) Non-cash based benefits <sup>[6]</sup> (please specify if any: )		<u>\$ -</u>

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

(a) Number of staff	7	
(b) Comparable rank in civil service <sup>[2]</sup>	Social Work Officer, Accounting Officer I, Nursing Officer	
(c) Post	Supervisor, Senior Administrative Manager, Senior Accounting Manager, Health Service Manager	
(d) Total annual staff costs <sup>[3]</sup> (including those not under SWD subventions, if applicable) <i>[3(d) should be equal to or greater than 3(e)]</i>		<u>\$5,484,736</u> <i>(round up to the nearest dollar)</i>
(e) Total annual staff costs under SWD subventions <i>[3(e)=3(f)(i)+(ii)+(iii)+(iv)]</i>		<u>\$5,484,736</u> <i>(round up to the nearest dollar)</i>

- (f) Breakdown of (3)(e)
- (i) Salary <sup>[4]</sup> \$5,028,045
  - (ii) Provident fund \$456,691
  - (iii) Cash allowance <sup>[5]</sup> (please specify if any: ) \$ -
  - (iv) Non-cash based benefits <sup>[6]</sup> (please specify if any: ) \$ -

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

	<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)]	\$6,193,506	\$7,297,897

(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) Upward pay adjustment of 4.75% or 5.26% from 1 April 2019 in accordance with Civil Service Pay Adjustment.

(2) Annual salary point increment.

(3) Vacancy of Deputy Chief Executive is filled up.

**Part (B): Information on Staff Serving Their First Contract** <sup>[8] [9]</sup>

Please add column(s) where necessary.

\*Please delete as appropriate.

There is no staff member serving his/her first contract in 2019-20.

The following staff member(s) served his/her/their first contract in 2019-20. Details are as follows:

	Staff no. 1	Staff no. 2	Staff no. 3
<b>(a) Tier</b> <sup>[1]</sup>	1st/ 2nd/ 3rd*	1st/ 2nd/ 3rd*	1st/ 2nd/ 3rd*
<b>(b) Comparable rank in civil service</b> <sup>[2]</sup>	Senior Social Worker / Social Worker		
<b>(c) Post</b>	Deputy Chief Executive		
<b>(d) Total annual staff costs</b> <sup>[3]</sup>	\$293,963	\$	\$
<b>(e) Total annual staff costs under SWD subventions (e)=[(g)(i)+(ii)+(iii)+(iv)]</b>	\$293,963	\$	\$
<b>(f) Please specify the months covered if (e) was not incurred for the full year</b>	3 months		
<b>(g) (i) Salary</b> <sup>[4]</sup>	\$266,930	\$	\$
<b>(ii) Provident fund</b>	\$27,033	\$	\$
<b>(iii) Cash allowance</b> <sup>[5]</sup> (please specify if any)	Nil	\$	\$
<b>(iv) Non-cash based benefits</b> <sup>[6]</sup> (please specify if any)	Professional indemnity insurance	\$	\$

**Part (C): Public Disclosure of the Review Report** <sup>[9]</sup>


Our organisation \*~~has disclosed~~ / will disclose (please specify the commencement date: 31 October 2020) the Review Report for 2019-20 (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.)

<b>Channel(s) of Disclosure</b>	
<i>(Please tick as appropriate.)</i>	
<input type="checkbox"/>	Posting the information prominently on the notice board(s) at the Central Administration Unit / Head Office
<input checked="" type="checkbox"/>	Uploading the information to 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 SWD's reference)

**Part (D): Declaration by Chairperson**

I declare that the information as provided in Parts (A) to (C) is correct.

Contact Person : Ms. CHENG Sik Yuk, Vion Signature of Chairperson :   
Title : Senior Admin. Manager Name : Ms. KWONG Sum Mei, Esther  
Tel. No. : 2776 2622 Tel. No. : 2776 2622  
Email Address : vioncheng@wjcs.org.hk Date : - 9 OCT 2020

**Appendix**

<b>Tier</b>	<b>Post</b>	<b>Rank</b>
1 <sup>st</sup> Tier	Chief Executive	Chief Social Work Officer / Senior Social Work Officer
2 <sup>nd</sup> Tier	Deputy Chief Executive	Senior Social Work Officer / Social Work Officer
3 <sup>rd</sup> Tier	Supervisor	Social Work Officer
	Senior Administrative Manager	Social Work Officer
	Senior Accounting Manager	Accounting Officer I
	Health Service Manager	Nursing Officer