

**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, 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 Social Welfare Department (SWD) by 31 October 2021.]

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 1st Tier ^[1]

- (a) Number of staff 1
- (b) Comparable rank in civil service ^[2] Chief Social Work Officer
- (c) Post Chief Executive
- (d) Total annual staff costs ^[3] (including those not under SWD subventions, if applicable) \$1,611,640
[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 \$1,611,640
[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: _____ months
- (g) Breakdown of (1)(e)
- (i) Salary ^[4] \$1,498,017
- (ii) Provident fund \$113,623
- (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	1	
(b) Comparable rank in civil service ^[2]	Senior Social Work Officer	
(c) Post	Deputy Chief Executive	
(d) Total annual staff costs ^[3] (including those not under SWD subventions, if applicable) <i>[2(d) should be equal to or greater than 2(e)]</i>		<u>\$1,200,213</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>\$1,200,213</u> <i>(round up to the nearest dollar)</i>
(f) Breakdown of (2)(e)		
(i) Salary ^[4]		<u>\$1,115,480</u>
(ii) Provident fund		<u>\$ 84,733</u>
(iii) Cash allowance ^[5] (please specify if any:)		<u>\$ -</u>
(iv) Non-cash based benefits ^[6] (please specify if any:)		<u>\$ -</u>

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

(a) Number of staff	7	
(b) Comparable rank in civil service ^[2]	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 ^[3] (including those not under SWD subventions, if applicable) <i>[3(d) should be equal to or greater than 3(e)]</i>		<u>\$6,505,859</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>\$6,505,859</u> <i>(round up to the nearest dollar)</i>

(f) Breakdown of (3)(e)

(i) Salary ^[4]		\$5,984,232
(ii) Provident fund		\$521,627
(iii) Cash allowance ^[5] (please specify if any:)	\$ -
(iv) Non-cash based benefits ^[6] (please specify if any:)	\$ -

(4) Review for changes ^[7]

	<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)]	\$7,297,897	\$9,317,712

(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) Annual salary point increment.

(2) Deputy Chief Executive was occupied for whole year.

(3) New post – Rehabilitation Manager

Part (B): Information on Staff Serving Their First Contract ^{[8] [9]}

Please add column(s) where necessary.

**Please delete as appropriate.*

There is no staff member serving his/her first contract in 2020-21.

The following staff member(s) served his/her/their first contract in 2020-21. Details are as follows:

	Staff no. 1	Staff no. 2	Staff no. 3
(a) Tier ^[1]	1st/ 2nd/ 3rd*	1st/ 2nd/ 3rd*	1st/ 2nd/ 3rd*
(b) Comparable rank in civil service ^[2]	Senior Occupational Therapist		
(c) Post	Rehabilitation Manager		
(d) Total annual staff costs ^[3]	\$830,174	\$	\$
(e) Total annual staff costs under SWD subventions (e)=[(g)(i)+(ii)+(iii)+(iv)]	\$830,174	\$	\$
(f) Please specify the months covered if (e) was not incurred for the full year	About 11 months		
(g) (i) Salary ^[4]	\$777,317	\$	\$
(ii) Provident fund	\$52,857	\$	\$
(iii) Cash allowance ^[5] (please specify if any)	Nil	\$	\$
(iv) Non-cash based benefits ^[6] (please specify if any)	Professional indemnity insurance	\$	\$

Part (C): Public Disclosure of the Review Report ^[9]

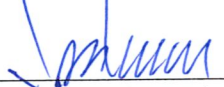
Our organisation ~~*has disclosed~~ / will disclose (please specify the commencement date: 1 November 2021) the Review Report for 2020-21 (only Part (A)) through one or more of the following channels and will make it available to the public upon request -

(*Please delete as appropriate.)

Channel(s) of Disclosure	
<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 : Peter
Tel. No. : 2776 2622 Tel. No. : 2776 2622
Email Address : vioncheng@wjcs.org.hk Date : 27 OCT 2021

Appendix

Tier	Post	Rank
1 st Tier	Chief Executive	Chief Social Work Officer
2 nd Tier	Deputy Chief Executive	Senior Social Work Officer
3 rd Tier	Supervisor	Social Work Officer
	Senior Administrative Manager	Social Work Officer
	Senior Accounting Manager	Accounting Officer I
	Rehabilitation Manger	Senior Occupational Therapist
	Health Service Manager	Nursing Officer