

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

**Review Report for the Reporting Year of 2018-19**

(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](mailto: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 2019.**]

**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) \$1,062,591  
[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 \$1,062,591  
[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 <sup>[4]</sup> \$994,935

(ii) Provident fund \$67,656

(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>11</sup>

(a) Number of staff	0	
(b) Comparable rank in civil service <sup>12</sup>	Senior Social Work Officer / Social Work Officer	
(c) Post	Deputy Chief Executive	
(d) Total annual staff costs <sup>13</sup> (including those not under SWD subventions, if applicable) [2(d) should be equal to or greater than 2(e)]		\$ - <i>(round up to the nearest dollar)</i>
(e) Total annual staff costs under SWD subventions [2(e)=2(f)(i)+(ii)+(iii)+(iv)]		\$ - <i>(round up to the nearest dollar)</i>
(f) Breakdown of (2)(e)		
(i) Salary <sup>14</sup>		\$ -
(ii) Provident fund		\$ -
(iii) Cash allowance <sup>15</sup> (please specify if any: )		\$ -
(iv) Non-cash based benefits <sup>16</sup> (please specify if any: )		\$ -

**(3) Staff of 3<sup>rd</sup> Tier** <sup>11</sup>

(a) Number of staff	8	
(b) Comparable rank in civil service <sup>12</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>13</sup> (including those not under SWD subventions, if applicable) [3(d) should be equal to or greater than 3(e)]		\$5,130,915 <i>(round up to the nearest dollar)</i>
(e) Total annual staff costs under SWD subventions [3(e)=3(f)(i)+(ii)+(iii)+(iv)]		\$5,130,915 <i>(round up to the nearest dollar)</i>

(f) Breakdown of (3)(e)

(i) Salary <sup>141</sup>		\$4,732,803
(ii) Provident fund		\$398,112
(iii) Cash allowance <sup>151</sup> (please specify if any:	)	\$ -
(iv) Non-cash based benefits <sup>161</sup> (please specify if any:	)	\$ -

**(4) Review for changes <sup>171</sup>**

	<u>2017-18</u> (the year before)	<u>2018-19</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)]	\$12,085,898	\$6,193,506

(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) Occupational Therapist, Physiotherapist and Clinical Psychologist are restructured to the fourth tier.

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(2) Vacancy of Chief Executive is filled up.

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


Our organisation ~~\*has disclosed~~ / will disclose (please specify the commencement date: 1 November 2019) the Review Report for 2018-19 (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 checked="" 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 : 17 OCT 2019

**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