

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

Review Report for the Reporting Year of 2017-18

(to be completed if not exempt from the Government Guidelines)

To: Director of Social Welfare
(Attn: Subventions Section)
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Wan Chai, Hong Kong

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[Please read the explanatory notes before completing this form. The completed form should reach SWD by 28 February 2019.]

Name of NGO (code) : Po Leung Kuk (556)

Part A: Remuneration Packages

Information of my staff in the top three tiers -

(1) Staff of 1st Tier ^[1]

(a) Number of staff 2

(b) Comparable rank in civil service NA

(c) Post Principal Social Services Secretary

(d) Total annual staff costs ² (including those not under SWD subventions, if applicable) \$ 3,599,988
[I(d) should be equal to or greater than I(e)] *(round up to dollar)*

(e) Total annual staff costs under SWD subventions \$ 3,228,924
[I(e)=I(g)(i)+(ii)+(iii)+(iv)] *(round up to 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 ³ \$ 2,982,720

(ii) Provident Fund \$ 246,204

(iii) Cash Allowance ⁴ (please specify if any:) \$ --

(iv) Non-cash based Benefits ⁵ (please specify if any:) \$ --

¹The remuneration package for the two Principal Social Service Secretaries reported in 2016/17 comprised: (a) the salary part set at the level of Assistant Principal Social Services Secretary and (b) the allowance which recognized the additional responsibilities at their current higher level. In 17/18, the allowance was incorporated into their salaries.

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

| | | |
|---|---|--|
| (a) Number of staff | 5 | |
| (b) Comparable rank in civil service | NA | |
| (c) Post | Assistant Principal Social Services Secretary | |
| (d) Total annual staff costs ^[2] (including those not under SWD subventions, if applicable) <i>[2(d) should be equal to or greater than 2(e)]</i> | | <u>\$ 5,479,153</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>\$ 5,479,153</u> <i>(round up to the nearest dollar)</i> |
| (f) Breakdown of (2)(e) | | |
| (i) Salary ^[3] | | <u>\$ 5,228,280</u> |
| (ii) Provident fund | | <u>\$ 250,873</u> |
| (iii) Cash allowance ^[4] (please specify if any:) | | <u>\$ --</u> |
| (iv) Non-cash based benefits ^[5] (please specify if any:) | | <u>\$ --</u> |

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

| | | |
|---|------------------------|--|
| (a) Number of staff | 5 | |
| (b) Comparable rank in civil service | NA | |
| (c) Post | Senior Service Manager | |
| (d) Total annual staff costs ^[2] (including those not under SWD subventions, if applicable) <i>[3(d) should be equal to or greater than 3(e)]</i> | | <u>\$ 3,784,996</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>\$ 2,350,197</u> <i>(round up to the nearest dollar)</i> |

(f) Breakdown of (3)(e)

| | | |
|--|---|--------------|
| (i) Salary ¹³ | | \$ 2,187,835 |
| (ii) Provident fund | | \$ 162,362 |
| (iii) Cash allowance ¹⁴ (please specify if any: |) | \$ -- |
| (iv) Non-cash based benefits ¹⁵ (please specify if any: |) | \$ -- |

(4) Any staff in the top three tiers serving their first contract ¹⁶ in 2017-18?

**Please tick as appropriate.*

* Yes (Please provide supplementary information on the next page and use additional sheet as necessary)

* No

(5) Review for changes ¹⁷

| | <u>2016-17</u> (the year before) | <u>2017-18</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)] | \$ 18,030,340 | \$ 11,058,274 |

(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 changes** in their remuneration as compared with the preceding year.

I have reviewed the remuneration packages of the staff in the top three tiers and **found changes** in their remuneration as compared with the preceding year. The tier(s) having changes and reasons for such changes are stated below -

(Please use additional sheet as necessary.)

Restructuring the top management of the Social Services Department for better service management and strengthening the support to social service centres since Jan 2017 was reported in last year.

The posts of Principal Social Services Secretary and Assistant Principal Social Services Secretary remain to be the first and second tiers respectively of the Department. As compared with 16/17, the major change in remuneration packages is on the third tier, which reflected the full-year's effect on annual staff cost after the restructuring.

(6) For Staff Serving Their First Contract

Please add column(s) where necessary.

**Please delete as appropriate.*

| | Staff no. 1 | Staff no. 2 | Staff no. 3 |
|--|---|---------------------------|---------------------------|
| (a) Tier ^[1] | 2nd | 3rd | 3rd |
| (b) Comparable rank in civil service | NA | NA | NA |
| (c) Post | Assistant Principal Social Services Secretary | Senior Service Manager | Senior Service Manager |
| (d) Total annual staff costs ^[2] | \$597,000 | \$616,209 | \$196,903 |
| (e) Total annual staff costs under SWD subventions (e)=[(g)(i)+(ii)+(iii)+(iv)] | \$597,000 | \$554,588 | \$196,903 |
| (f) Please specify the months covered if (e) was not incurred for the full year | 7 | 9 | 3 |
| (g) (i) Salary | \$586,000 | \$543,056 | \$192,403 |
| (g) (ii) Provident fund | \$10,500 | \$11,532 | \$4,500 |
| (g) (iii) Cash allowance (please specify if any) | \$ -- | \$ -- | \$ -- |
| (g) (iv) Non-cash based benefits (please specify if any) | \$ -- | \$ -- | \$ -- |