

**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) : Po Leung Kuk ( 556 )

**Part (A): Remuneration Packages**

Information of my staff in the top three tiers -

**(1) Staff of 1<sup>st</sup> Tier**<sup>11</sup>

(a) Number of staff 2

(b) Comparable rank in civil service<sup>12</sup> NA

(c) Post Principal Social Services Secretary

(d) Total annual staff costs<sup>13</sup> (including those not under SWD subventions, if applicable) \$4,039,131  
[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 \$3,581,935  
[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: 12 months

(g) Breakdown of (1)(e)

(i) Salary<sup>14</sup> \$3,289,372

(ii) Provident fund \$292,564

(iii) Cash allowance<sup>15</sup> (please specify if any: ) \$-

(iv) Non-cash based benefits<sup>16</sup> (please specify if any: ) \$-

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

- |   |   |   |
|---|---|---|
| (a) Number of staff   | 5   |   |
| (b) Comparable rank in civil service <sup>[2]</sup>   | NA  |   |
| (c) Post  | Assistant Principal Social Services Secretary |   |
| (d) Total annual staff costs <sup>[3]</sup> (including those not under SWD subventions, if applicable)<br><i>[2(d) should be equal to or greater than 2(e)]</i> |   | <u>\$6,238,301</u><br><i>(round up to the nearest dollar)</i> |
| (e) Total annual staff costs under SWD subventions<br><i>[2(e)=2(f)(i)+(ii)+(iii)+(iv)]</i>   |   | <u>\$6,238,301</u><br><i>(round up to the nearest dollar)</i> |
| (f) Breakdown of (2)(e)   |   |   |
| (i) Salary <sup>[4]</sup>   |   | <u>\$5,971,589</u>  |
| (ii) Provident fund   |   | <u>\$266,712</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   | 5                      |   |
| (b) Comparable rank in civil service <sup>[2]</sup>   | NA                     |   |
| (c) Post  | Senior Service Manager |   |
| (d) Total annual staff costs <sup>[3]</sup> (including those not under SWD subventions, if applicable)<br><i>[3(d) should be equal to or greater than 3(e)]</i> |                        | <u>\$5,123,649</u><br><i>(round up to the nearest dollar)</i> |
| (e) Total annual staff costs under SWD subventions<br><i>[3(e)=3(f)(i)+(ii)+(iii)+(iv)]</i>   |                        | <u>\$4,569,369</u><br><i>(round up to the nearest dollar)</i> |

(f) Breakdown of (3)(e)

(i) Salary <sup>14</sup>		\$4,347,075
(ii) Provident fund		\$222,293
(iii) Cash allowance <sup>15</sup> (please specify if any:	)	\$-
(iv) Non-cash based benefits <sup>16</sup> (please specify if any:	)	\$-

**(4) Review for changes <sup>17</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)]	\$11,058,274	\$14,389,605

(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):*

Increase in total staff costs of the top three tiers included the upward pay adjustment in accordance with Civil Service Pay Adjustment effective from 1 April 2018, and the annual upward performance-linked pay adjustment

One of our Principal Social Services Secretaries retired in 2018/19, the extra cost incurred for encashing his accumulated annual leave also led to the increase in total staff costs of the 1<sup>st</sup> tier.

---

A new Assistant Principal Social Service Secretary joined the Kuk in the mid of 2017/18. The increase in total salary costs in the 2<sup>nd</sup> tier reflected a whole-year's effect in 2018/19.

---

---

Top management of the Social Services Department was restructured for better service management and administration support in early 2017. Two new posts of senior service managers were created and filled up in the 2<sup>nd</sup> and 4<sup>th</sup> quarter of 2017/18 respectively. Their whole year's salary was reflected in 2018/19.

---

---

There was another senior service manager being partially deployed to oversee a special project in 2017/18 thus lowered the staff cost under subventions in the year. In 2018/19, the whole year's salary cost was put back under subventions.

---