

**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

[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) : The Hong Kong Down Syndrome Association (315)

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 ^[2] SWO

(c) Post Director

(d) Total annual staff costs ^[3] (including those not under SWD subventions, if applicable) \$692,896.-
[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 \$623,588.-
[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: 8 months

(g) Breakdown of (1)(e)

(i) Salary ^[4] \$613,345.-

(ii) Provident fund \$7,841.-

(iii) Cash allowance ^[5] (please specify if any:) \$

(iv) Non-cash based benefits ^[6] (please specify if any: Medical Ins.) \$2,402.-

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

(a) Number of staff	<u>5</u>	
(b) Comparable rank in civil service ^[2]	<u>ASWO and EOII</u>	
(c) Post	<u>Assistant Director and Manager</u>	
(d) Total annual staff costs ^[3] (including those not under SWD subventions, if applicable) [2(d) should be equal to or greater than 2(e)]		<u>\$1,717,079.-</u> <i>(round up to the nearest dollar)</i>
(e) Total annual staff costs under SWD subventions [2(e)=2(f)(i)+(ii)+(iii)+(iv)]		<u>\$1,582,177.-</u> <i>(round up to the nearest dollar)</i>
(f) Breakdown of (2)(e)		
(i) Salary ^[4]		<u>\$1,532,881.-</u>
(ii) Provident fund		<u>\$46,894.-</u>
(iii) Cash allowance ^[5] (please specify if any:)		<u>\$</u>
(iv) Non-cash based benefits ^[6] (please specify if any: Medical Ins.)		<u>\$2,402.-</u>

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

(a) Number of staff	<u>7</u>	
(b) Comparable rank in civil service ^[2]	<u>ASWO</u>	
(c) Post	<u>Centre-In-Charge</u>	
(d) Total annual staff costs ^[3] (including those not under SWD subventions, if applicable) [3(d) should be equal to or greater than 3(e)]		<u>\$2,277,356.-</u> <i>(round up to the nearest dollar)</i>
(e) Total annual staff costs under SWD subventions [3(e)=3(f)(i)+(ii)+(iii)+(iv)]		<u>\$1,613,817.-</u> <i>(round up to the nearest dollar)</i>

(f) Breakdown of (3)(e)

(i) Salary ¹⁴	\$1,501,206.-
(ii) Provident fund	\$103,003.-
(iii) Cash allowance ¹⁵ (please specify if any:)	\$ _____
(iv) Non-cash based benefits ¹⁶ (please specify if any: Medical Ins.)	\$9,608.-

(4) Review for changes ¹⁷

	<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)]	\$4,082,540.-	\$3,829,189.-

(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):

1st Tier – Staff cost amount decreased due to the vacancy of Director for the

 period from Oct 2018 to Jan 2019.

2nd Tier – Service Manager (IFSS) post was responsible by Assistant Director from

 Jun 2018. Moreover, another Service Manager (IVRS) post has been vacated until

 Sep 2018. Therefore the total staff cost of 2018/19 was lower than the preceding year.

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 2018-19.
- The following staff member(s) served his/her/their first contract in 2018-19. 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]	SWO	ASWO	ASWO
(c) Post	Director	Service Manager	Centre-In-Charge
(d) Total annual staff costs ^[3]	\$171,540.-	\$296,670.-	\$158,968.-
(e) Total annual staff costs under SWD subventions (e)=[(g)(i)+(ii)+(iii)+(iv)]	\$154,386.-	\$296,670.-	\$158,968.-
(f) Please specify the months covered if (e) was not incurred for the full year	2	7	5
(g) (i) Salary ^[4]	\$171,540.-	\$286,635.-	\$152,024.-
(ii) Provident fund	\$	\$10,035.-	\$6,944.-
(iii) Cash allowance ^[5] (please specify if any)	\$	\$	\$
(iv) Non-cash based benefits ^[6] (please specify if any)	\$	\$	\$

Part (C): Public Disclosure of the Review Report ¹⁹¹

Our organisation ~~*has disclosed~~ / will disclose (please specify the commencement date: 25/11/2019) 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.)

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 : Mr/ Ms Sylvia Wong

Signature of Chairperson :



Title : Director

Name

: Mr/Ms Michael Leung

Tel. No. : 3427 2701

Tel. No.

: 3427 2701

Email Address : director@hk-dsa.org.hk

Date

: 16 OCT 2019

**Notes for Completing the Review Report on
Remuneration Packages for Staff in the Top Three Tiers
of Subvented Non-governmental Organisations**

- [1] The 1st tier staff is generally defined as the executive head of the NGO who is directly responsible to the NGO Board / Management Committee, the 2nd tier staff as senior staff directly responsible to the executive head of the NGO, and the 3rd tier staff as senior staff directly responsible to the 2nd tier staff.
- [2] For the comparable rank in civil service, NGOs may make reference to the information on “Salary Scale of Common Posts in the Non-governmental Organisations w.e.f. 1.4.2018” currently available at SWD website. https://www.swd.gov.hk/storage/asset/section/728/en/Salary_Scales_of_Common-Posts_w.e.f._01.04.2018.pdf
- When there are no comparable jobs in civil service, reference should be made to market practices.
- [3] Total annual staff costs for a tier of staff are the total remuneration costs covering salary, provident fund, cash allowances and non-cash based allowances of all staff members of the tier incurred in the whole reporting year (i.e. from 1 April to 31 March under the reporting year).
- [4] Salary refers to the annual salary of respective staff for the whole reporting year, or the total salary of the employment period if the staff member is not employed for the whole reporting year.
- [5] Cash allowances such as responsibility allowance, housing allowance, hardship allowance, bonus, gratuity, overtime allowance, entertainment expenses, travelling expenses, etc.
- [6] Non-cash based benefits include fringe benefits such as medical / dental insurance, staff quarters, transportation and / or chauffer, professional indemnity insurance, etc.
- [7] For Part (A)(4)(b), changes in remuneration amount may include significant upward / downward changes at 10% or more in total staff costs as compared with last reporting year, and/ or changes in the remuneration components.
- [8] For staff serving their first contracts, please give details of each of the staff member concerned in Part (B).
- [9] For public disclosure of the Review Report, only information in Part (A) will be disclosed.

- End -