

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

**Review Report for the Reporting Year of 2019-20**

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

To: Director of Social Welfare  
(Attn: Subventions Section)  
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[Please read the explanatory notes before completing this form. The completed form should reach Social Welfare Department (SWD) by 11 December 2020.]

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 1<sup>st</sup> Tier*** <sup>[1]</sup>

- (a) Number of staff      1 post (2 persons due to turnover)
- (b) Comparable rank in  
civil service <sup>[2]</sup>      SWO
- (c) Post      Director
- (d) Total annual staff costs <sup>[3]</sup> (including those not under SWD  
subventions, if applicable)      \$1,155,491.-  
*[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  
*[1(e)=1(g)(i)+(ii)+(iii)+(iv)]*      \$1,039,942.-  
*(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>      \$1,014,379.-
- (ii) Provident fund      \$20,564.-
- (iii) Cash allowance <sup>[5]</sup> (please specify if any: Travel Allowance)      \$4,999.-
- (iv) Non-cash based benefits <sup>[6]</sup> (please specify if any: \_\_\_\_\_)      \$ \_\_\_\_\_

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

|  |  |   |
|--|--|---|
| (a) Number of staff  | <u>3 posts (5 persons due to turnover)</u>                     |   |
| (b) Comparable rank in civil service <sup>[2]</sup>  | <u>ASWO (upper range) and EOII</u>                             |   |
| (c) Post   | <u>Assistant Director, Service Manager and Finance Manager</u> |   |
| (d) Total annual staff costs <sup>[3]</sup> (including those not under SWD subventions, if applicable)<br>[2(d) should be equal to or greater than 2(e)] |  | <u>\$1,611,697.-</u><br><i>(round up to the nearest dollar)</i> |
| (e) Total annual staff costs under SWD subventions<br>[2(e)=2(f)(i)+(ii)+(iii)+(iv)]   |  | <u>\$1,509,195.-</u><br><i>(round up to the nearest dollar)</i> |
| (f) Breakdown of (2)(e)  |  |   |
| (i) Salary <sup>[4]</sup>  |  | <u>\$1,437,613.-</u>  |
| (ii) Provident fund  |  | <u>\$56,415.-</u>   |
| (iii) Cash allowance <sup>[5]</sup> (please specify if any: <u>Travel Allowance</u> )  |  | <u>\$13,919.-</u>   |
| (iv) Non-cash based benefits <sup>[6]</sup> (please specify if any: <u>Medical Ins.</u> )  |  | <u>\$1,248</u>  |

**Remarks: some vacant period due to staff turnover**

**(3) Staff of 3<sup>rd</sup> Tier** <sup>[1]</sup>

|  |  |   |
|--|--|---|
| (a) Number of staff  | <u>5 posts</u>                           |   |
| (b) Comparable rank in civil service <sup>[2]</sup>  | <u>ASWO (lower range till mid-point)</u> |   |
| (c) Post   | <u>Centre-in-charge</u>                  |   |
| (d) Total annual staff costs <sup>[3]</sup> (including those not under SWD subventions, if applicable)<br>[3(d) should be equal to or greater than 3(e)] |  | <u>\$1,931,006.-</u><br><i>(round up to the nearest dollar)</i> |
| (e) Total annual staff costs under SWD subventions<br>[3(e)=3(f)(i)+(ii)+(iii)+(iv)]   |  | <u>\$1,463,942.-</u><br><i>(round up to the nearest dollar)</i> |

|   |                      |
|---|----------------------|
| (f) Breakdown of (3)(e)   |                      |
| (i) Salary <sup>[4]</sup>   | <u>\$1,371,925.-</u> |
| (ii) Provident fund   | <u>\$89,357.-</u>    |
| (iii) Cash allowance <sup>[5]</sup> (please specify if any: <u>Travel Allowance</u> )     | <u>\$</u>            |
| (iv) Non-cash based benefits <sup>[6]</sup> (please specify if any: <u>Medical Ins.</u> ) | <u>\$2,660</u>       |

**Remarks: vacant post starting from August 2019**

**(4) Review for changes <sup>[7]</sup>**

|  | <u>2018-19</u><br>(the year before) | <u>2019-20</u><br>(the reporting year) |
|--|-------------------------------------|--|
| (a) Total annual staff costs under SWD subventions in respect of the top three tiers<br>[(1)(e)+(2)(e)+(3)(e)] | <u>\$3,289,189.-</u>                | <u>\$4,013,079.-</u>                   |

(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):*

- The post of the Director has been vacant for 4 months in 18-19, while it was fully engaged in the year 19-20

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- Due to termination of a non-subvented project, there was a cutting of 1 centre-in-charge grade staff in 19-20.

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- There was a vacancy for one of the centre-in-charge posts for 9 months in 19-20.

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- The travelling allowance paid to some staff was only a temporarily incentive allowance due to the relocation of the relevant centre/ office.

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- There was a vacancy for one service manager for 4 months in 19-20

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