## 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)

Director of Social Welfare

To:

	<ul><li>(Attn: Subventions Section)</li><li>38/F, Sunlight Tower,</li><li>248 Queen's Road East</li><li>Wan Chai, Hong Kong</li></ul>							
Fax No.: 2575 6537 or email at suenq@swd.gov.hk								
_	ease read the explanatory notes before completing this form. Thial Welfare Department (SWD) <b>by <u>11 December 2020.</u>]</b>	ie con	ipleted form should reach					
Nai	ne of NGO (code) : STEWARDS		( 684 )					
<u>Par</u>	t (A): Remuneration Packages							
Info	ormation of my staff in the top three tiers -							
<i>(1)</i>	Staff of 1st Tier [1]							
(a)	Number of staff 1							
(b)	Comparable rank in civil service [2] Senior Social Work Officer							
(c)	Post Chief Executive							
(d)	Total annual staff costs $^{[3]}$ (including those not under SWD subventions, if applicable) $[1(d)$ should be equal to or greater than $1(e)$ ]		\$727,135 (round up to the nearest dollar)					
(e)	Total annual staff costs under SWD subventions $[1(e)=1(g)(i)+(ii)+(iii)+(iv)]$		\$618,065 (round up to the nearest dollar)					
(f)	Please specify the months covered if (1)(e) was not incurred for the full year: 7 months							
(g)	Breakdown of (1)(e)							
	(i) Salary [4]		\$588,633					
	(ii) Provident fund		\$29,432					
	(iii) Cash allowance [5] (please specify if any:	)	\$0					
	(iv) Non-cash based benefits [6] (please specify if any:	)	\$0					

) \$0

(2)	Staff of 2 <sup>nd</sup> Tier [1]							
(a)	Number of staff	1						
(b)	Comparable rank in civil service [2]							
(c)	Post	Service Director (Social Service)						
(d)	Total annual staff cos subventions, if applic [2(d) should be equal	\$1,624,276 (round up to the nearest dollar)						
(e)	Total annual staff cos $[2(e)=2(f)(i)+(ii)+(ii)$	\$1,603,273 (round up to the nearest dollar)						
(f)	Breakdown of (2)(e)							
	(i) Salary [4]		\$1,400,505					
	(ii) Provident fund		\$91,899					
	(iii) Cash allowance Chief Executive	for \$110,869						
	(iv) Non-cash based	benefits [6] (please specify if any:	\$0					
<i>(3)</i> (a)	Staff of 3 <sup>rd</sup> Tier [1]  Number of staff	5						
(b)	Comparable rank in							
(0)	civil service [2]	Social Work Officer/Assistant Social Work Officer						
(c)	Post	Youth Manager/Rehab. Managers/Financial Manager/HR & Admin Manager						
(d)	subventions, if applic	Total annual staff costs [3] (including those not under SWD ubventions, if applicable)  3(d) should be equal to or greater than 3(e)]  (round up to the new dollar)						
(e)	Total annual staff cos $[3(e)=3(f)(i)+(ii)+(ii)$	\$4,723,074						

(round up to the nearest dollar)

(f)	Brea	akdo	own of	(3)(e)				
	(i)	Sal	ary <sup>[4]</sup>				\$4,459,378	
	(ii)	Pro	vident	fund			\$263,696	
	(iii)	Ca	sh allo	wance [5] (please specify if any:		)	\$0	
	(iv)	No	n-cash	based benefits [6] (please specify	if any:	)	\$0	
(4)	Rev	⁄iew	for ch	nanges <sup>[7]</sup>	2018-19 (the year before)	)	2019-20 (the reporting year)	
(a)	sub	vent	ions in	taff costs under SWD respect of the top three tiers $+(3)(e)$	\$5,583,132		\$6,944,412	
(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 Adjustmen (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).							
			$\sqrt{}$	Increase/decrease of number of the bottom).	staff of the top th	ree	tiers (details are given at	
	Other circumstances (details are given at the bottom).							
	Details (please use additional sheet as necessary):  Apart from the upward pay adjustment in accordance with Civil Service Pay adjustment. The increase in remuneration in 2019-20 as compared with 2018-19							
	mainly due to the appointment of Chief Executive on 1 September 2019.							