

**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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248 Queen's Road East
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) : New Life Psychiatric Rehabilitation Association (524)

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 PSWO/CSWO
- (c) Post Chief Executive Officer/Acting Chief Executive Officer
- (d) Total annual staff costs ^[2] (including those not under SWD subventions, if applicable) \$2,365,051
[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 \$2,365,051
[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: 11.5 Months
- (g) Breakdown of (1)(e)
- (i) Salary ^[3] \$2,125,485
- (ii) Provident fund \$236,729
- (iii) Cash allowance ^[4] (please specify if any:) \$NIL
- (iv) Non-cash based benefits ^[5] (please specify if any: Medical Insurance, Check-up and Dental Care Scheme) \$2,837

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

(a) Number of staff	<u>7</u>
(b) Comparable rank in civil service	<u>SSWO/SWO/EOI</u>
(c) Post	<u>Professional Service Manager / Director of Finance and Administration/ Business Advisor (2/5 Part-time) / Human Resources Manager</u>
(d) Total annual staff costs ^[2] (including those not under SWD subventions, if applicable) [2(d) should be equal to or greater than 2(e)]	<u>\$5,412,045</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>\$5,134,103</u> <i>(round up to the nearest dollar)</i>
(f) Breakdown of (2)(e)	
(i) Salary ^[3]	<u>\$4,692,357</u>
(ii) Provident fund	<u>\$425,954</u>
(iii) Cash allowance ^[4] (please specify if any:)	<u>\$NIL</u>
(iv) Non-cash based benefits ^[5] (please specify if any: Medical Insurance, Check-up and Dental Care Scheme)	<u>\$15,792</u>

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

(a) Number of staff	<u>20</u>
(b) Comparable rank in civil service	<u>SWO / ASWO / Senior Nursing Officer / CP / OTI / EOI / AOI /EOII/ AOII / Building Supervisor / Analyst/Programmer I</u>
(c) Post	<u>Social Work Supervisor / Superintendent / Clinical Psychologist / General Manager / Senior Manager / Manager</u>
(d) Total annual staff costs ^[2] (including those not under SWD subventions, if applicable) [3(d) should be equal to or greater than 3(e)]	<u>\$16,553,373</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>\$14,442,128</u> <i>(round up to the nearest dollar)</i>
(f) Breakdown of (3)(e)	

(i) Salary ^[3]	<u>\$13,108,211</u>
(ii) Provident fund	<u>\$1,282,169</u>
(iii) Cash allowance ^[4] (please specify if any:)	<u>\$NIL</u>
(iv) Non-cash based benefits ^[5] (please specify if any: Medical Insurance, Check-up and Dental Care Scheme)	<u>\$51,748</u>

(4) Any staff in the top three tiers serving their first contract ^[6] 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 ^[7]

	<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)]	<u>\$21,251,553</u>	<u>\$21,941,282</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 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.)

1. The Association's Chief Executive Officer passed away on 16 December 2017. The

Executive Committee resolved to appoint three Professional Services Managers to act as

Acting Chief Executive Officer on a three-month rotational basis from January 2018.

2. Other changes are due to annual increment and/or normal staff turnover.

(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]	1st/ 2nd/ 3rd*	1st/ 2nd/ 3rd*	1st/ 2nd/ 3rd*
(b) Comparable rank in civil service	EOI	/	
(c) Post	Human Resources Manager		
(d) Total annual staff costs ^[2]	\$495,799		\$
(e) Total annual staff costs under SWD subventions			
(e)=[(g)(i)+(ii)+(iii)+(iv)]	\$495,799		\$
(f) Please specify the months covered if (e) was not incurred for the full year	From 29 August 2017 to 31 March 2018		
(g)(i) Salary	\$470,530		\$
(g)(ii) Provident fund	\$23,527		\$
(g)(iii) Cash allowance (please specify if any)	\$NIL		\$
(g)(iv) Non-cash based benefits (please specify if any: Medical Insurance, Check-up and Dental Care Scheme)	\$1,742		\$