

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

Review Report for the Reporting Year of 2020-21

(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 31 October 2021.]

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 1
- (b) Comparable rank in civil service ^[2] PSWO
- (c) Post Chief Executive Officer / Acting Chief Executive Officer
- (d) Total annual staff costs ^[3] (including those not under SWD subventions, if applicable) \$1,996,225
[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 \$1,996,225
[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: 12 months
- (g) Breakdown of (1)(e)
- (i) Salary ^[4] \$1,882,069
- (ii) Provident fund \$113,115
- (iii) Cash allowance ^[5] (please specify if any:) \$0
- (iv) Non-cash based benefits ^[6] (please specify if any: Medical Insurance) \$1,041

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

(a) Number of staff	<u>8</u>	
(b) Comparable rank in civil service ^[2]	<u>SSWO/SWO/SEO/EOI/Auditor</u>	
(c) Post	<u>Professional Service Manager / Director of Finance and Administration / General Manager / Human Resources Manager / Internal Auditor</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>\$7,288,626</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>\$6,647,639</u> <i>(round up to the nearest dollar)</i>
(f) Breakdown of (2)(e)		
(i) Salary ^[4]		<u>\$6,085,472</u>
(ii) Provident fund		<u>\$547,181</u>
(iii) Cash allowance ^[5] (please specify if any: Special Allowance in respect of COVID-19)		<u>\$8,600</u>
(iv) Non-cash based benefits ^[6] (please specify if any: Medical Insurance)		<u>\$6,386</u>

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

(a) Number of staff	<u>23</u>	
(b) Comparable rank in civil service ^[2]	<u>SWO / ASWO / Senior Nursing Officer / CP / SOT / OTI / EOI / AOI / EOII / AOII / Building Supervisor / Analyst/Programmer I</u>	
(c) Post	<u>Social Work Supervisor / Superintendent / Clinical Psychologist / Senior Manager / Manager / Assistant Manager</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>\$18,482,618</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>\$17,497,229</u> <i>(round up to the nearest dollar)</i>

(f) Breakdown of (3)(c)

(i) Salary ¹⁴	\$15,966,800
(ii) Provident fund	\$1,468,911
(iii) Cash allowance ¹⁵ (please specify if any: Special Allowance in respect of COVID-19)	\$43,000
(iv) Non-cash based benefits ¹⁶ (please specify if any: Medical Insurance)	\$18,518

(4) Review for changes ¹⁷

	<u>2019-20</u> (the year before)	<u>2020-21</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)]	\$26,026,147	\$26,141,093

(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):

1. Acting Chief Executive Officer, who was a Head of Professional Services, reported duty in late January 2021 following the resignation of Chief Executive Officer.
2. Civil Service Pay Adjustment was frozen in 2020/21.
3. Other changes are due to pay adjustment in accordance with the Association's remuneration policy, annual increment and normal staff turnover.