

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

(a) Number of staff 3

(b) Comparable rank in civil service <sup>[2]</sup> CSWO

(c) Post Acting Chief Executive Officer

(d) Total annual staff costs <sup>[3]</sup> (including those not under SWD subventions, if applicable) \$1,537,577  
[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 \$1,537,577  
[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 <sup>[4]</sup> \$1,418,835

(ii) Provident fund \$117,888

(iii) Cash allowance <sup>[5]</sup> (please specify if any: ) \$NIL

(iv) Non-cash based benefits <sup>[6]</sup> (please specify if any: Medical Insurance) \$854

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

(a)	Number of staff	8	
(b)	Comparable rank in civil service <sup>[2]</sup>	SSWO/SWO/SEO/EOI/Senior Examiner	
(c)	Post	Professional Service Manager / Director of Finance and Administration/ Business Advisor (2/5 Part-time) / General Manager/ Human Resources Manager/ Internal Auditor	
(d)	Total annual staff costs <sup>[3]</sup> (including those not under SWD subventions, if applicable) <i>[2(d) should be equal to or greater than 2(e)]</i>		<u>\$5,504,961</u> <i>(round up to the nearest dollar)</i>
(e)	Total annual staff costs under SWD subventions <i>[2(e)=2(f)(i)+(ii)+(iii)+(iv)]</i>		<u>\$5,113,287</u> <i>(round up to the nearest dollar)</i>
(f)	Breakdown of (2)(e)		
(i)	Salary <sup>[4]</sup>		<u>\$4,700,122</u>
(ii)	Provident fund		<u>\$408,696</u>
(iii)	Cash allowance <sup>[5]</sup> (please specify if any: )	\$NIL	<u>                    </u>
(iv)	Non-cash based benefits <sup>[6]</sup> (please specify if any: Medical Insurance)		<u>\$4,469</u>

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

(a)	Number of staff	21	
(b)	Comparable rank in civil service <sup>[2]</sup>	SWO / ASWO / Senior Nursing Officer / CP / OTI / EOI / AOI /EOII/ AOII / Building Supervisor / Analyst/Programmer I	
(c)	Post	Social Work Supervisor / Superintendent / Clinical Psychologist / General Manager / Senior Manager / Manager / Assistant General Manager	
(d)	Total annual staff costs <sup>[3]</sup> (including those not under SWD subventions, if applicable) <i>[3(d) should be equal to or greater than 3(e)]</i>		<u>\$17,411,610</u> <i>(round up to the nearest dollar)</i>
(e)	Total annual staff costs under SWD subventions <i>[3(e)=3(f)(i)+(ii)+(iii)+(iv)]</i>		<u>\$15,316,895</u> <i>(round up to the nearest dollar)</i>

(f) Breakdown of (3)(e)

(i) Salary <sup>[4]</sup>	\$13,954,193
(ii) Provident fund	\$1,347,800
(iii) Cash allowance <sup>[5]</sup> (please specify if any: )	\$NIL
(iv) Non-cash based benefits <sup>[6]</sup> (please specify if any: Medical Insurance)	\$14,902

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

	<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)]	\$21,941,282	\$21,967,759

(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. 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 Executive Officer on a three-month rotational basis from January 2018 to March 2019. A new Chief Executive Officer reported duty from April 2019.
2. Other changes are due to pay adjustment by the same percentage of Civil Service Pay Adjustment, pay adjustment in accordance with the Association's remuneration policy, annual increment and normal staff turnover.

3. In 2018/19, the post of Internal Auditor was created to strengthen the corporate governance of the Association.