

**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)  
38/F, Dah Sing Financial Centre,  
248 Queen's Road East  
Wan Chai, Hong Kong

**Fax No. : 2575 6537 or email at [suenq@swd.gov.hk](mailto:suenq@swd.gov.hk)**

[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) : Tung Wah Group of Hospitals (744)**

**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

(b) Comparable rank in civil service <sup>[2]</sup> Comparable to Directorate D1 (starting salary) to D2

(c) Post Head of Community Services Division

(d) Total annual staff costs <sup>[3]</sup> (including those not under SWD subventions, if applicable) \$1,893,083  
[I(d) should be equal to or greater than I(e)] *(round up to the nearest dollar)*

(e) Total annual staff costs under SWD subventions \$1,893,083  
[I(e)=I(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: N.A. months

(g) Breakdown of (1)(e)

(i) Salary <sup>[4]</sup> \$1,801,031

(ii) Provident fund \$90,052

(iii) Cash allowance <sup>[5]</sup> (please specify if any: incentive ) \$2,000

(iv) Non-cash based benefits <sup>[6]</sup> (please specify if any: ) \$0

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

(a) Number of staff	<u>5</u>
(b) Comparable rank in civil service <sup>[2]</sup>	<u>Comparable to Chief Social Work Officer, Senior Social Work Officer, Senior Executive Officer</u>
(c) Post	<u>Deputy Head(Community Services), Senior Section Manager</u>
(d) Total annual staff costs <sup>[3]</sup> (including those not under SWD subventions, if applicable) [2(d) should be equal to or greater than 2(e)]	<u>\$7,562,766</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>\$7,562,766</u> <i>(round up to the nearest dollar)</i>
(f) Breakdown of (2)(e)	
(i) Salary <sup>[4]</sup>	<u>\$6,280,389</u>
(ii) Provident fund	<u>\$567,507</u>
(iii) Cash allowance <sup>[5]</sup> (please specify if any: Performance-based incentive in respect of the last reporting year, leave encashment upon contract expiry, acting allowance, responsibility allowance & incentive)	<u>\$714,870</u>
(iv) Non-cash based benefits <sup>[6]</sup> (please specify if any: )	<u>\$0</u>

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

(a) Number of staff	<u>7</u>
(b) Comparable rank in civil service <sup>[2]</sup>	<u>Comparable to Senior Social Work Officer, Social Work Officer</u>
(c) Post	<u>District Coordinator</u>
(d) Total annual staff costs <sup>[3]</sup> (including those not under SWD subventions, if applicable) [3(d) should be equal to or greater than 3(e)]	<u>\$9,505,465</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>\$9,505,465</u>

*(round up to the nearest dollar)*

- (f) Breakdown of (3)(e)
- |  |             |
|--|-------------|
| (i) Salary <sup>[4]</sup>  | \$8,041,535 |
| (ii) Provident fund  | \$1,206,230 |
| (iii) Cash allowance <sup>[5]</sup> (please specify if any: responsibility allowance & incentive ) | \$257,700   |
| (iv) Non-cash based benefits <sup>[6]</sup> (please specify if any: )                              | \$0         |

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

	<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)]	\$18,345,607	\$18,961,314

(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):*

A new post Deputy Head(Community Services) under 2<sup>nd</sup> tier was in post from  
September 2020.