



(iv) Non-cash based benefits <sup>l6l</sup> (please specify if any: ) \$0

**(2) Staff of 2<sup>nd</sup> Tier <sup>l1l</sup>**

(a) Number of staff 3

(b) Comparable rank in civil service <sup>l2l</sup> Senior Social Work Officer, Senior Executive Officer

(c) Post Assistant Director, Superintendent of Administration and Finance

(d) Total annual staff costs <sup>l3l</sup> (including those not under SWD subventions, if applicable) \$2,706,719  
*[2(d) should be equal to or greater than 2(e)]*  
*(round up to the nearest dollar)*

(e) Total annual staff costs under SWD subventions \$2,706,719  
*[2(e)=2(f)(i)+(ii)+(iii)+(iv)]*  
*(round up to the nearest dollar)*

(f) Breakdown of (2)(e)

(i) Salary <sup>l4l</sup> \$2,565,764

(ii) Provident fund \$132,661

(iii) Cash allowance <sup>l5l</sup> (please specify if any: Medical & one-off Anti-epidemic allowance) \$8,294

(iv) Non-cash based benefits <sup>l6l</sup> (please specify if any: ) \$0

**(3) Staff of 3<sup>rd</sup> Tier <sup>l1l</sup>**

(a) Number of staff 16

(b) Comparable rank in civil service <sup>l2l</sup> Social Work Officer, EO I

(c) Post Division Head, Senior Practitioner, Head of HR/Admin

(d) Total annual staff costs <sup>l3l</sup> (including those not under SWD subventions, if applicable) \$15,866,247  
*[3(d) should be equal to or greater than 3(e)]*  
*(round up to the nearest dollar)*

(e) Total annual staff costs under SWD subventions \$15,866,247  
*[3(e)=3(f)(i)+(ii)+(iii)+(iv)]*  
*(round up to the nearest dollar)*

(f) Breakdown of (3)(e)

(i) Salary <sup>l4l</sup>	\$14,683,213
(ii) Provident fund	\$1,111,924
(iii) Cash allowance <sup>l5l</sup> (please specify if any: Medical & One-off Anti-epidemic allowance)	\$71,110
(iv) Non-cash based benefits <sup>l6l</sup> (please specify if any: )	\$0

**(4) Review for changes <sup>l7l</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)]	\$17,985,167	\$20,274,540

(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 appointment of 3 Division Heads (3<sup>rd</sup> tier) in 2019-20 not in full year, but was incurred for the full year of 2020-21.

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2. 1 staff (3<sup>rd</sup> tier) promoted to SWO rank as Senior Practitioner in 6/2020.

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3. 2 staff (3<sup>rd</sup> tier) promoted to SWO rank in 4/2020 & 8/2020 respectively.

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