

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

Self Assessment Report for the Reporting Year of 2018-19

To: Director of Social Welfare
(Attn: Subventions Section)
38/F, Sunlight Tower,
248 Queen's Road East, Wan Chai, Hong Kong

Fax No.: 2575 6537 or email at 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 2019.]


Name of NGO (code): HONG KONG JUVENILE CARE CENTRE (340)

1. The average recurrent subventions^(Note 1) which my organisation received from SWD during the past four years from 2014-15 to 2017-18 (excluding the reporting year) amount to \$18,477,063 which represents 99.21 % of my organisation's average operating income pertaining to welfare services/programmes^(Note 3) within the same period. The details are listed as follows -

Year ^(Note 2) (the four years before the reporting year)	Recurrent Subventions Received from SWD (round up to the nearest dollar) \$	Operating Income Pertaining to Welfare Services/Programmes ^(Note 3) (round up to the nearest dollar) \$
2014-15	17,286,336 (a)	17,551,657 (aa)
2015-16	17,920,209 (b)	18,032,397 (bb)
2016-17	19,021,085 (c)	19,098,582 (cc)
2017-18	19,680,620 (d)	19,813,358 (dd)
Average: (e) = [(a)+(b)+(c)+(d)] / 4 (f) = [(aa)+(bb)+(cc)+(dd)] / 4	18,477,063 (e)	18,623,999 (f)
Average annual recurrent subventions / Average annual operating income [(e) / (f) × 100%]	99.21	%

2. I declare that for this reporting year, my organisation ~~is~~ **is not*** exempt from conducting an annual review of my staff in the top three tiers according to the Guidelines for the Control and Monitoring of Remuneration Practices in Respect of Senior Staff in Subvented Organisations issued in 2018.

Contact Person : Mr/Ms TAM KWOK KEUNG
Title : SUPERINTENDENT
Tel. : 25180166
Email Address : hkjcc@hkjcc.org.hk

Signature of Chairperson : 
Name : Mr/Ms JOLANDA Y. CHAN
Tel. : 25180166
Date : 16/10/2019

*Delete as appropriate

**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)
38/F, Sunlight Tower,
248 Queen's Road East
Wan Chai, Hong Kong

Fax No. : 2575 6537 or email at suenq@swd.gov.hk

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Name of NGO (code) : HONG KONG JUVENILE CARE CENTRE (340)

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] SWD

(c) Post SUPERINTENDENT

(d) Total annual staff costs ^[3] (including those not under SWD subventions, if applicable) \$ 1,183,626
[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 \$ 1,183,626
[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 ^[4] \$ 1,029,240

(ii) Provident fund \$ 154,386

(iii) Cash allowance ^[5] (please specify if any:) \$ NIL

(iv) Non-cash based benefits ^[6] (please specify if any:) \$ NIL

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

- (a) Number of staff 1
- (b) Comparable rank in civil service ^[2] ASWO
- (c) Post ASSISTANT SUPERINTENDENT
- (d) Total annual staff costs ^[3] (including those not under SWD subventions, if applicable) \$ 626,899
 [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 \$ 626,899
 [2(e)=2(f)(i)+(ii)+(iii)+(iv)] (round up to the nearest dollar)
- (f) Breakdown of (2)(e)
- (i) Salary ^[4] \$ 545,229
- (ii) Provident fund \$ 81,670
- (iii) Cash allowance ^[5] (please specify if any:) \$ NIL
- (iv) Non-cash based benefits ^[6] (please specify if any:) \$ NIL

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

- (a) Number of staff 1
- (b) Comparable rank in civil service ^[2] SSWA
- (c) Post CASEWORK - IN - CHARGE
- (d) Total annual staff costs ^[3] (including those not under SWD subventions, if applicable) \$ 805,920
 [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 \$ 805,920
 [3(e)=3(f)(i)+(ii)+(iii)+(iv)] (round up to the nearest dollar)

(f) Breakdown of (3)(e)

(i) Salary ¹⁴	\$ <u>700,899</u>
(ii) Provident fund	\$ <u>105,021</u>
(iii) Cash allowance ¹⁵ (please specify if any:)	\$ <u>NZL</u>
(iv) Non-cash based benefits ¹⁶ (please specify if any:)	\$ <u>NZL</u>

(4) Review for changes ¹⁷

	<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)]	\$ <u>2,479,963</u>	\$ <u>2,616,445</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 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):

Part (B): Information on Staff Serving Their First Contract ^{181 191}

Please add column(s) where necessary.

**Please delete as appropriate.*

There is no staff member serving his/her first contract in 2018-19.

The following staff member(s) served his/her/their first contract in 2018-19. Details are as follows:

	Staff no. 1	Staff no. 2	Staff no. 3
(a) Tier ¹¹	1st/ 2nd/ 3rd*	1st/ 2nd/ 3rd*	1st/ 2nd/ 3rd*
(b) Comparable rank in civil service ¹²			
(c) Post			
(d) Total annual staff costs ¹³	\$	\$	\$
(e) Total annual staff costs under SWD subventions (e)=[(g)(i)+(ii)+(iii)+(iv)]	\$	\$	\$
(f) Please specify the months covered if (e) was not incurred for the full year			
(g) (i) Salary ¹⁴	\$	\$	\$
(ii) Provident fund	\$	\$	\$
(iii) Cash allowance ¹⁵ (please specify if any)	\$	\$	\$
(iv) Non-cash based benefits ¹⁶ (please specify if any)	\$	\$	\$

Part (C): Public Disclosure of the Review Report ^[9]

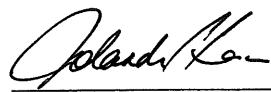
Our organisation ~~*has disclosed / will disclose~~ (please specify the commencement date: 11/10/2019) the Review Report for 2018-19 (only Part (A)) through one or more of the following channels and will make it available to the public upon request -

(*Please delete as appropriate.)

Channel(s) of Disclosure	
<i>(Please tick as appropriate.)</i>	
<input checked="" type="checkbox"/>	Posting the information prominently on the notice board(s) at the Central Administration Unit / Head Office
<input type="checkbox"/>	Uploading the information to our website
<input type="checkbox"/>	Reporting the information in our Annual Report
<input type="checkbox"/>	Publishing the information through special circular(s), newsletter(s) or whatever means (please enclose the copy/copies for SWD's reference)

Part (D): Declaration by Chairperson

I declare that the information as provided in Parts (A) to (C) is correct.

Contact Person : Mr/Ms TAM KWOK KEUNG Signature of Chairperson : 

Title : SUPERINTENDENT Name : Mr/Ms JOLANDA Y. CHAN

Tel. No. : 25180166 Tel. No. : 25180166

Email Address : hkjcc@hkjcc.org.hk Date : 16/10/2019

Reply Slip

(Please reply on or before 31 October 2019)

To : Subventions Section
 Social Welfare Department
 (Attn.: A(S)1)
 (Fax: 2575 5632 or email at suenq@swd.gov.hk)

**Public Disclosure of Review Reports on
 Remuneration Packages for Staff in the Top Three Tiers (RRs)
 on the Social Welfare Department (SWD)'s Website**

Name of NGO : HONG KONG JUVENILE CARE CENTRE
 NGO Code : 340

I would like to inform you that our organisation has opted for the following arrangement*—

RR (if not exempt)


Our **2018-19 RR** has already been uploaded to our organisation's website. Please display the following hyperlink on SWD's website:

www.hkjcc.org.hk



Please post up a copy of our **2018-19 RR** on SWD's website.

*Remark: Please tick a box as appropriate.

Signature of Organisation Head : 

Name of Organisation Head : Mr/Ms TAM KWOK KEUNG

Post Title : SUPERINTENDENT

Contact Person : TAM KWOK KEUNG

Telephone No. : 25180166

Email Address : hkjcc@hkjcc.org.hk