

**Remuneration Packages for Staff in the Top Three Tiers  
of Non-governmental Organisations (NGOs) operating Subvented Welfare Services**

**Self assessment Report for the Reporting Year of 2022-23**

The Government has promulgated a set of guidelines concerning the effective control and monitoring of the structure, ranking and remuneration for the top three tiers executives in subvented bodies, and set out the arrangements for the public disclosure of such information. As stated in paragraph 4.16 of the Lump Sum Grant Manual, "to ensure proper use of public funds, NGOs are required to return their Self-assessment Report (SAR) on Remuneration Packages for Staff in the Top Three Tiers by 31 October of the financial year." For the avoidance of doubt, all subvented NGOs are required to submit the SARs regardless of whether they are exempt from submitting their Review Reports.

*[Please read the explanatory notes before completing this form. The completed form should reach the Social Welfare Department (SWD) through electronic submission by 31 October 2023.]*

**Name of NGO (code) :**      **Hong Kong Society for the Deaf (The) (372)**

1. The average recurrent subventions (Note 1) which this organisation received from SWD during the past four years from 2018-19 to 2021-22 (excluding the reporting year) amount to \$63,952,580 which represents 84% of this organisation's average operating income pertaining to welfare services/programmes (Note 3) within the same period. The details are listed as follows -

<b>Year (Note 2)</b> (the four years before the reporting year)	<b>Recurrent Subventions Received from SWD</b> (round up to the nearest dollar) \$	<b>Operating Income Pertaining to Welfare Services/Programmes (Note 3)</b> (round up to the nearest dollar) \$
2018-19	49,977,860 (a)	61,100,546 (aa)
2019-20	62,080,925 (b)	72,763,828 (bb)
2020-21	68,949,580 (c)	82,355,382 (cc)
2021-22	74,801,957 (d)	87,768,226 (dd)
Average: (e) = [(a)+(b)+(c)+(d)] / 4 (f) = [(aa)+(bb)+(cc)+(dd)] / 4	63,952,580 (e)	75,996,995 (f)
Average annual recurrent subventions / Average annual operating income [ (e) / (f) x 100% ] = (g)		84.15% (g)

2. I confirm that the following condition applies to this organisation -

## Submission of Review Report

(Please select as appropriate.)

<input checked="" type="radio"/>	This organisation is <b>required</b> to conduct an annual review of staff in the top three tiers and submit the Review Report in accordance with the Lump Sum Grant Manual.
<input type="radio"/>	This organisation is not required to conduct an annual review but the Review Report is <b>voluntarily submitted</b> to enhance public accountability and promote the public's understanding of this organisation's financial position.
<input type="radio"/>	This organisation is <b>exempt</b> from the requirement of submitting the Review Report.

Contact Person: Ms. Miranda Wong

Signature of Chairperson:

Post Title: Head of Finance

Name:

Mr. Lui Wai Bun

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Date:

13.10.2023

### Explanatory Notes

#### **Calculation of the Income Threshold**

Recurrent subventions provided by SWD  
to the NGO (e)

\_\_\_\_\_ x 100% = (g)

Operating income of the NGO  
pertaining to welfare services/programmes  
(within the policy purview of SWD) (f)

#### **List of all types of payment to be included and excluded in the calculation of the 50% income threshold for the Reporting Year of 2022-23**

1. **Recurrent subventions provided by SWD** refer to all payments from SWD to a subvented NGO for services / programmes within the welfare purview **including** -

- ✓ **Recurrent subventions** under the Lump Sum Grant / conventional subvention mode;
- ✓ Central Items, Rent and Rates Subvention, Subsidy under the Child Care Centres Subsidy Scheme;
- ✓ Contract sum of contract services, e.g. Contract Homes and Nursing Home Place Purchase Scheme;

but **excluding** the following marked with an "X" -

- ✗ **Non-recurrent subvention** (such as matching grants, one-off funding for supporting a particular activity [e.g. Lotteries Fund, Social Welfare Development Fund, etc.]);
- ✗ **Capital works subvention** (such as financial assistance for construction and renovation projects);

- ✗ **Capital non-works subvention** (such as funding for computer system development); and
- ✗ **Service fees** from the Lotteries Fund to service operators of the Pilot Scheme on Community Care Service Voucher for the Elderly and Pilot Scheme on Residential Care Service Voucher for the Elderly.

2. For a subvented NGO receiving SWD's subvention for less than four years before the reporting year, reference should be made to all of the preceding years concerned.

3. **Operating income of the NGO** should take into account only the portion of income pertaining to services / programmes **under welfare purview**. It **includes** the following :

- ✓ **Recurrent subventions** provided by SWD to NGOs for services / programmes within the welfare purview as mentioned at Note 1 above;
- ✓ **Fees and charges** collected by the NGO for services / programmes within welfare purview, including self-financing services; Pilot Scheme on Community Care Service Voucher for the Elderly and Pilot Scheme on Residential Care Service Voucher for the Elderly (excluding the seed money for purchasing capital items); and contract services such as Contract Homes and Nursing Home Place Purchase Scheme;
- ✓ **Designated / non-designated donations / sponsorships** # received by an NGO and spent on services / programmes within welfare purview;
- ✓ **Investment / interest income** of the NGO spent on services / programmes within welfare purview; and
- ✓ **Rental and / or other recurrent incomes** of the NGO spent on services / programmes within welfare purview;

but **excluding** the following marked with an "✗" -

- ✗ **Capital and / or non-recurrent subventions;**
- ✗ **Donations / sponsorships for capital projects**, e.g. construction, renovation, purchasing furniture and equipment, Social Welfare Development Fund for the purpose of staff training (scope A), business system upgrading (scope B) and service studies (scope C);
- ✗ **Direct cash assistance or benefits in kind to service users.**

# **Designated / non-designated donations / sponsorships** received by the NGO and **spent on services / programmes under welfare purview** may include the following examples :

- ✧ Lotteries Fund;
- ✧ Community Care Fund;
- ✧ Child Development Fund;
- ✧ Enhancing Employment of People with Disabilities through Small Enterprise Project;
- ✧ Partnership Fund for the Disadvantaged;
- ✧ Hong Kong Paralympians Fund;
- ✧ Beat Drugs Fund;
- ✧ Community Inclusion Investment Fund;
- ✧ Enhancing Self-Reliance Through District Partnership Programme;
- ✧ The Hong Kong Jockey Club Charities Trust;
- ✧ The Community Chest; and
- ✧ Funds provided by District Councils.

**Remuneration Packages for Staff in the Top Three Tiers  
of Non-governmental Organisations (NGOs) operating Subvented Welfare Services**

**Review Report for the Reporting Year of 2022-23**

According to the Lump Sum Grant Manual, NGOs receiving recurrent subventions of not less than \$10 million a year and such amount exceeds 50% of their operating income pertaining to services / programmes within the welfare purview are required to submit the "Review Report on Remuneration Packages for Staff in the Top Three Tiers" (Review Report), and regularly review the number, rank and remuneration packages of their senior executives in the top three tiers.

NGOs currently exempted from completing and disclosing their Review Report are encouraged to consider making public the remuneration information of such staff in order to enhance their public accountability and promote the public's understanding of NGOs' financial position.

In cases where the top three-tier positions of the NGO (or of a particular division, e.g. social service of the NGO, where appropriate) are funded entirely by the NGO's income from sources other than the Government, other senior staff of the NGO (or of its particular division) occupying the subsequent three-tier positions may be covered subject to the NGO's particular circumstances such as its organisational structure.

*[Please read the explanatory notes before completing this form. The completed form should reach the Social Welfare Department (SWD) through electronic submission by 31 October 2023.]*

**Name of NGO (code) :** **Hong Kong Society for the Deaf (The) (372)**

Please tick as appropriate (may tick both)

- We have a staff member serving his/her second or further contract in 2022-23 for which **Part (A)** is completed.
- We have a staff member serving his/her first contract in 2022-23 for which **Part (B)** is completed.

**Part (A): Remuneration Packages for Staff Serving the Second or Further Contract (Note 1)**

Information of staff in the top three tiers serving the second or further contract. (Note 2)

**(1) Staff of First Tier (Note 3)**

(a) Number of post (Note 4) 1

(b) Post title (Note 5) & Number of month(s) covered in the year for each post (Note 6)

	Post title	Number of month(s)
(i)	Director	12

Total number of month(s): 12

Add Post title and Month(s)

(c) Total annual staff costs (Note 7) under SWD subventions \$ 1,213,449

[I(c) = I(d)(i)+(ii)+(iii)+(iv)]

(d) Breakdown of (1)(c) under SWD subventions

(i) Salary (Note 8) \$ 1,143,164

(ii) Provident fund \$ 57,459

(iii) Cash allowance (Note 9) (please specify if any:)

Anti-pandemic Allowance \$ 6,000

(iv) Non-cash based benefits (Note 10) (please specify if any:)

Medical Insurance \$ 6,826

(e) Comparable rank in civil service as assessed by SWD (Note 11) Between Social Work Officer and Assistant Social Work Officer

**(2) Staff of Second Tier (Note 3)**

(a) Number of post (Note 4)

(b) Post title (Note 5) & Number of month(s) covered in the year for each post (Note 6)

Post title	Number of month(s)
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Total number of month(s):

Add Post title and Month(s)
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(c) Total annual staff costs (Note 7) under SWD subventions \$ 0

[2(c) = 2(d)(i)+(ii)+(iii)+(iv)]

(d) Breakdown of (2)(c) under SWD subventions

(i) Salary (Note 8) \$

(ii) Provident fund \$

(iii) Cash allowance (Note 9) (please specify if any:) \$

(iv) Non-cash based benefits (Note 10) (please specify if any:) \$

(e) Comparable rank in civil service as assessed by SWD (Note 11)

**(3) Staff of Third Tier (Note 3)**

(a) Number of post (Note 4) 6

(b) Post title (Note 5) & Number of month(s) covered in the year for each post (Note 6)

	Post title	Number of month(s)
(i)	Service Coordinator (Social Service)	12
(ii)	Service Coordinator (Pre-school Service)	12
(iii)	Head of Human Resources & Administration	3
(iv)	Head of Finance	12

Total number of month(s): 39

Add Post title and Month(s)

(c) Total annual staff costs (Note 7) under SWD subventions \$ 2,555,825

[3(c) = 3(d)(i)+(ii)+(iii)+(iv)]

(d) Breakdown of (3)(c) under SWD subventions

(i) Salary (Note 8) \$ 2,324,915

(ii) Provident fund \$ 146,748

(iii) Cash allowance (Note 9) (please specify if any:)

Anti-pandemic Allowance, Untaken Annual Leave Payment \$ 61,977

(iv) Non-cash based benefits (Note 10) (please specify if any:)

Medical Insurance \$ 22,185

(e) Comparable rank in civil service as assessed by SWD (Note 11) Between Social Work Officer and Assistant Social Work Officer

**Part (B): Remuneration Packages for Staff Serving the First Contract (Note 1)**

Information of *newly employed* staff in the top three tiers serving the *first contract*. (Note 2)  
Please skip this part if there is no staff member serving his/her first contract in 2022-23.

**(1) Staff of First Tier (Note 3)**

(a) Number of post (Note 4)

(b) Post title (Note 5) & Number of month(s) covered in the year for each post (Note 6)

Post title	Number of month(s)
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Total number of month(s):

Add Post title and Month(s)

(c) Total annual staff costs (Note 7) under SWD subventions \$ 0

[I(c) = I(d)(i)+(ii)+(iii)+(iv)]

(d) Breakdown of (1)(c) under SWD subventions

(i) Salary (Note 8) \$

(ii) Provident fund \$

(iii) Cash allowance (Note 9) (please specify if any:) \$

(iv) Non-cash based benefits (Note 10) (please specify if any:) \$

(e) Comparable rank in civil service as assessed by SWD (Note 11)



**(2) Staff of Second Tier (Note 3)**

(a) Number of post (Note 4) 1

(b) Post title (Note 5) & Number of month(s) covered in the year for each post (Note 6)

	Post title	Number of month(s)
(i)	Deputy Director	3

Total number of month(s): 3

Add Post title and Month(s)

(c) Total annual staff costs (Note 7) under SWD subventions \$ 179,550  
[2(c) = 2(d)(i)+(ii)+(iii)+(iv)]

(d) Breakdown of (2)(c) under SWD subventions

(i) Salary (Note 8) \$ 168,000

(ii) Provident fund \$ 8,550

(iii) Cash allowance (Note 9) (please specify if any:)  
Anti-pandemic Allowance \$ 3,000

(iv) Non-cash based benefits (Note 10) (please specify if any:)  
\$

(e) Comparable rank in civil service as assessed by SWD (Note 11) Between Social Work Officer and Assistant Social Work Officer

**(3) Staff of Third Tier (Note 3)**

(a) Number of post (Note 4) 1

(b) Post title (Note 5) & Number of month(s) covered in the year for each post (Note 6)

	Post title	Number of month(s)
(i)	Head of Human Resources & Administration	10

Total number of month(s): 10

Add Post title and Month(s)

(c) Total annual staff costs (Note 7) under SWD subventions \$ 457,847

[3(c) = 3(d)(i)+(ii)+(iii)+(iv)]

(d) Breakdown of (3)(c) under SWD subventions

(i) Salary (Note 8) \$ 432,252

(ii) Provident fund \$ 21,613

(iii) Cash allowance (Note 9) (please specify if any):  
\$

(iv) Non-cash based benefits (Note 10) (please specify if any):  
Medical Insurance \$ 3,982

(e) Comparable rank in civil service as assessed by SWD (Note 11) Between Social Work Officer and Assistant Social Work Officer

**Part (C): Review for changes (Note 12)**

	<u>2021-22</u> (the year before)	<u>2022-23</u> (the reporting year)
(a) Total annual staff costs under SWD		
subventions in respect of the top three tiers	\$ 7,444,675	\$4,406,671
<i>[Part (A)(1)(c)+(2)(c)+(3)(c)+ Part (B)(1)(c)+(2)(c)+(3)(c)]</i>		

(b) Please select and complete the following as appropriate to state the result of this review -

- The remuneration packages of staff in the top three tiers have been reviewed and **no change** was found in their remunerations as compared with the preceding year.
- The remuneration packages of staff in the top three tiers have been reviewed and **change(s)** was found 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, if any).
  - Upward/downward pay adjustment other than Civil Service Pay Adjustment (details are given at the bottom, if any).
  - Incremental creep (details are given at the bottom, if any).
  - Organisational restructuring or upgrading/downgrading of top three tier posts (details are given at the bottom, if any).
  - Increase/decrease in the number of staff of the top three tiers (details are given at the bottom, if any).
  - Other circumstances (please provide details in the box below).  
Review definition of top three tiers

**Part (D): Public Disclosure of the Review Report (Note 13)**

This organisation  **has disclosed** /  **will disclose** (please specify the commencement date:

31.10.2023 ) the Review Report for 2022-23 (only **Part (A) to (C)**) through one or more of the following means and will make it available to the public upon request -

### Means of Disclosure

*(Please tick as appropriate.)*

<input type="checkbox"/>	Posting the information prominently on the notice board(s) at the Central Administration Unit / Head Office
<input checked="" type="checkbox"/>	Uploading the information to the website of this organisation The relevant hyperlink is: <a href="https://www.deaf.org.hk/documents/annual/HKSD_RR2023.pdf">https://www.deaf.org.hk/documents/annual/HKSD_RR2023.pdf</a> <i>(Please provide a hyperlink to facilitate direct and easy access to the report by the public.)</i>
<input type="checkbox"/>	Reporting the information in the Annual Report of this organisation
<input type="checkbox"/>	Publishing the information through special circular(s), newsletter(s) or other means (please enclose the copy/copies for reference)

### Part (E): Public Disclosure of the Review Report on the SWD's Website

This organisation has opted for the following arrangement:

*(Please tick as appropriate.)*

<input type="checkbox"/>	SWD posts a copy of <b>Part (A) to (C)</b> of the Review Report on the SWD's website
<input checked="" type="checkbox"/>	<b>Part (A) to (C)</b> of the Review Report will be uploaded to the website of this organisation through the relevant hyperlink as provided at Part (D) above. The hyperlink should facilitate direct and easy access to the report by the public.

### Part (F): Declaration by Chairperson

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

Contact Person: Ms. Shin Fung Kwan

Signature of Chairperson:

Post Title: Head of HR & Administration

Name:

Mr. Lui Wai Bun

Tel. No.: 2419 3131

Tel. No.:

2527 8969

Email Address: [patsy.shin@deaf.org.hk](mailto:patsy.shin@deaf.org.hk)

Date:

19.10.2023