

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

**Review Report for the Reporting Year of 2017-18**

(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](mailto:suenq@swd.gov.hk)

[Please read the explanatory notes before completing this form. The completed form should reach SWD by 28 February 2019.]

Name of NGO (code) : The Hong Kong Catholic Marriage Advisory Council (280)

**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      Social Work Officer
- (c) Post      Executive Director
- (d) Total annual staff costs <sup>[2]</sup> (including those not under SWD subventions, if applicable)      \$1,087,095  
[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      \$1,087,095  
[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: \_\_\_\_\_ months
- (g) Breakdown of (1)(e)
- (i) Salary <sup>[3]</sup>      \$945,300
- (ii) Provident fund      \$141,795
- (iii) Cash allowance <sup>[4]</sup> (please specify if any:      )      \$0
- (iv) Non-cash based benefits <sup>[5]</sup> (please specify if any:      )      \$0

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

- (a) Number of staff      1
- (b) Comparable rank in civil service      Social Work Officer
- (c) Post      Grace & Joy Integrated Family Service Centre Supervisor
- (d) Total annual staff costs <sup>[2]</sup> (including those not under SWD subventions, if applicable)      \$1,039,416  
     [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      \$1,039,416  
     [2(e)=2(f)(i)+(ii)+(iii)+(iv)]      *(round up to the nearest dollar)*
- (f) Breakdown of (2)(e)
- (i) Salary <sup>[3]</sup>      \$903,840
- (ii) Provident fund      \$135,576
- (iii) Cash allowance <sup>[4]</sup> (please specify if any:      ) \$0
- (iv) Non-cash based benefits <sup>[5]</sup> (please specify if any:      ) \$0

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

- (a) Number of staff      1
- (b) Comparable rank in civil service      Assistant Social Work Officer
- (c) Post      Grace & Joy Integrated Family Service Assistant Centre Supervisor
- (d) Total annual staff costs <sup>[2]</sup> (including those not under SWD subventions, if applicable)      \$111,930  
     [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      \$111,930  
     [3(e)=3(f)(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:      2 months

(g) Breakdown of (3)(e)

|   |           |
|---|-----------|
| (i) Salary <sup>131</sup>   | \$106,600 |
| (ii) Provident fund   | \$5,330   |
| (iii) Cash allowance <sup>141</sup> (please specify if any:         | ) \$0     |
| (iv) Non-cash based benefits <sup>151</sup> (please specify if any: | ) \$0     |

**(4) Any staff in the top three tiers serving their first contract <sup>161</sup> in 2017-18?**

*\*Please tick as appropriate.*

\* Yes (Please provide supplementary information on the next page and use additional sheet as necessary)

\* No

**(5) Review for changes <sup>171</sup>**

|   | <u>2016-17</u><br>(the year before) | <u>2017-18</u><br>(the reporting year) |
|---|-------------------------------------|--|
| (a) Total annual staff costs under SWD subventions in respect of the top three tiers [(1)(e)+(2)(e)+(3)(e)] | \$3,472,058                         | \$2,238,441                            |

(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 changes** in their remuneration as compared with the preceding year.

I have reviewed the remuneration packages of the staff in the top three tiers and **found changes** in their remuneration as compared with the preceding year. The tier(s) having changes and reasons for such changes are stated below -

*(Please use additional sheet as necessary.)*

The difference in remuneration packages mainly due to changes in managerial hierarchy.

---



---



---



---



---



---

**(6) For Staff Serving Their First Contract**

*Please add column(s) where necessary.*

*\*Please delete as appropriate.*

|   | <b>Staff no. 1</b>   | <b>Staff no. 2</b> | <b>Staff no. 3</b> |
|---|--|--------------------|--------------------|
| <b>(a) Tier <sup>[1]</sup></b>  | 1st/2nd/ 3rd*  | 1st/ 2nd/ 3rd*     | 1st/ 2nd/ 3rd*     |
| <b>(b) Comparable rank in civil service</b>   | ASWO   |                    |                    |
| <b>(c) Post</b>   | Grace & Joy<br>Integrated Family<br>Service Assistant<br>Centre Supervisor |                    |                    |
| <b>(d) Total annual staff costs <sup>[2]</sup></b>  | \$111,930  | \$                 | \$                 |
| <b>(e) Total annual staff costs under SWD subventions<br/>(e)=[(g)(i)+<br/>(ii)+(iii)+(iv)]</b> | \$111,930  | \$                 | \$                 |
| <b>(f) Please specify the months covered if (e) was not incurred for the full year</b>          | 2 months   |                    |                    |
| <b>(g) (i) Salary</b>   | \$106,600  | \$                 | \$                 |
| <b>(g) (ii) Provident fund</b>  | \$5,330  | \$                 | \$                 |
| <b>(g) (iii) Cash allowance<br/>(please specify if any)</b>                                     | \$0  | \$                 | \$                 |
| <b>(g) (iv) Non-cash based benefits<br/>(please specify if any)</b>                             | \$0  | \$                 | \$                 |