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

Review Report for the Reporting Year of 2016-17

(to be completed if not exempt from the Government Guidelines)

То:	Director of Social (Attn: Subvention 38/F, Sunlight Tov	s Section) ver,					
248 Queen's Road East Wan Chai, Hong Kong Fax No.: 2575 6537							
[Ple shot	ase read the explanauld reach SWD by 31	tory notes before completing this p October of each reporting year.]	roforma.	The completed proforma			
Nar	ne of NGO (code) : _	The Hong Kong Catholic Marriag	<u>e Advisory</u>	Council (280)			
<u>Par</u>	t A: Remuneration J	'ackages					
	Information of my st	aff in the top three tiers -					
(1)	Staff of 1st Tier 1						
(a)	Number of staff	1					
(b)	Comparable rank in civil service	Social Work Officer	, had a supple of the supple o				
(c)	Post	Executive Director					
(d)	subventions, if applic	ats ² (including those not under SWD able) to or greater than 1(e)]		\$1,067,016 (round up to dollar)			
(e)	[1(e)=1(g)(i)+(ii)+(iii)+(iv)] \$1,067,016		\$1,067,016 (round up to 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 ³			\$927,840			
	(ii) Provident Fund			\$139,176			
	(iii) Cash Allowance	⁴ (please specify if any:)	\$0			
	(iv) Non-cash based	Benefits ⁵ (please specify if any:)	\$0			

(2)	Staff of 2 nd Tier 1				
(a)	Number of staff	1	-		
(b)	Comparable rank in Social Work Officer				
(c)	Post	Grace & Joy Integrated Family Service Centre Supervisor			
(d)	subventions, if applicable) §		\$985,613 (round up to dollar)		
(e)	Total annual staff costs under SWD subventions $[2(e)=2(f)(i)+(ii)+(iii)+(iv)]$			\$985,613 (round up to dollar)	
(f)	Breakdown of (2)(e)				
	(i) Salary ³			\$857,055	
	(ii) Provident Fund			\$128,558	
	(iii) Cash Allowance	e ⁴ (please specify if any:)	\$0	
	(iv) Non-cash based Benefits ⁵ (please specify if any:)	<u>\$0</u>	
(a)	Staff of 3 rd Tier ¹ Number of staff	2			
(b)	Comparable rank in civil service	Assistant Social Work Officer	······································		
(c)	Post Grace & Joy Integrated Family Service Centre Unit Co-ordinator				
(d)	Total annual staff costs ² (including those not under SWD subventions, if applicable) [3(d) should be equal to or greater than 3(e)]			\$1,419,429 (round up to dollar)	
(e)	Total annual staff costs under SWD subventions $[3e=3(f)(i)+(ii)+(iii)+(iv)]$			\$1,419,429 (round up to dollar)	
(£)				(rouna up to aoitar)	
(f)	Breakdown of (3)(e)			(rouna up to aouar)	
(1)	Breakdown of (3)(e) (i) Salary ³			(rouna up to aouar) \$1,282,780	
(1)					
(1)	(i) Salary ³ (ii) Provident Fund	e ⁴ (please specify if any:)	\$1,282,780	

Review for changes

			<u>2015-16</u> (the year before)	2016-17 (the reporting year)			
(1)	Total a	nnual staff costs under SWD					
` '	subventions in respect of the top three tiers		\$3,250,822	\$3,472,058			
(2)	Please	Please tick and complete the following as appropriate to state the result of your review -					
		I have reviewed the remuneration production found no changes in their remuneration					
	Ø	I have reviewed the remuneration produced changes in their remuneration tier(s) having changes and reasons for	n as compared with th	e preceding year. The			
	(Please use additional sheet as necessary.)						
	Chang	ges in remuneration due to:					
	i) civil pay adjustment; or						
	ii) annual increment based on satisfactory performance						
	<u></u>						

	N. I.						
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2810 1104

: 10 October 2017

#### Part B: Public Disclosure of the Review Report

: _____ 2810 1104 Tel.

: ed@cmac.org.hk Date

Tel.

Email

Our organisation *has disclosed / will disclose (please specify the commencement								
date: the Review Report (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 of Disclosure								
(Please tick as appropriate.)								
Posting the information prominently on the notice board(s) at the Central Administration Unit / Head Office								
☑ Uploading the information to our website								
Reporting the information in our Annual Report								
Publishing the information through special circular(s), newsletter(s) or whatever means (please enclose the copy/copies for reference)								
Part C: Declaration by Chairperson								
I declare that the information as provided in Part A and Part B is correct.								
Contact Person: Mrs. Angela Chiu Signature of Chairperson:								
Γitle : Executive Director Name : Mr. Joseph K. C. Lee, BBS								

#### Notes for Completing the Review Report on Remuneration Packages for Staff in the Top Three Tiers of Subvented Non-governmental Organisations

- (1) The 1st tier staff is generally defined as the executive head of the NGO who is directly responsible to the NGO Board / Management Committee, the 2nd tier staff as senior staff directly responsible to the executive head of the NGO, and the 3rd tier staff as senior staff directly responsible to the 2nd tier staff.
- (2) Total annual staff costs for a tier of staff are the total remuneration costs covering salary, provident fund, cash allowances and non-cash based allowances of all staff members of the tier incurred in the whole reporting year (i.e. from 1 April to 31 March under the reporting year).
- (3) Salary refers to the annual salary of respective staff for the whole reporting year, or the total salary of the employment period if the staff member is not employed for the whole reporting year.
- (4) Cash allowances such as responsibility allowance, housing allowance, hardship allowance, bonus, gratuity, overtime allowance, entertainment expenses, travelling expenses, etc.
- (5) Non-cash based Benefits include fringe benefits such as medical / dental insurance, staff quarters, transportation and / or chauffer, professional indemnity insurance, etc.