

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

Review Report for the Reporting Year of 2020-21

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

To: Director of Social Welfare
(Attn: Subventions Section)
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Wan Chai, Hong Kong

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[Please read the explanatory notes before completing this form. The completed form should reach Social Welfare Department (SWD) by 31 October 2021.]

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 1st Tier** ^[1]

(a) Number of staff 1

(b) Comparable rank in civil service ^[2] SSWO

(c) Post Executive Director

(d) Total annual staff costs ^[3] (including those not under SWD subventions, if applicable) \$ 1,292,646
[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 \$ 1,292,646
[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 ^[4] \$1,124,040

(ii) Provident fund \$168,606

(iii) Cash allowance ^[5] (please specify if any:) \$0

(iv) Non-cash based benefits ^[6] (please specify if any:) \$0

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

- | | | |
|--|---------------------|---|
| (a) Number of staff | 3 | |
| (b) Comparable rank in civil service ^[2] | Social Work Officer | |
| (c) Post | Centre Supervisor | |
| (d) Total annual staff costs ^[3] (including those not under SWD subventions, if applicable)
[2(d) should be equal to or greater than 2(e)] | | <u>\$3,113,795</u>
<i>(round up to the nearest dollar)</i> |
| (e) Total annual staff costs under SWD subventions
[2(e)=2(f)(i)+(ii)+(iii)+(iv)] | | <u>\$3,113,795</u>
<i>(round up to the nearest dollar)</i> |
| (f) Breakdown of (2)(e) | | |
| (i) Salary ^[4] | | <u>\$2,784,120</u> |
| (ii) Provident fund | | <u>\$329,675</u> |
| (iii) Cash allowance ^[5] (please specify if any: |) | <u>\$0</u> |
| (iv) Non-cash based benefits ^[6] (please specify if any: |) | <u>\$0</u> |

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

- | | | |
|--|-------------------------------|---|
| (a) Number of staff | 1 | |
| (b) Comparable rank in civil service ^[2] | Assistant Social Work Officer | |
| (c) Post | Assistant Centre Supervisor | |
| (d) Total annual staff costs ^[3] (including those not under SWD subventions, if applicable)
[3(d) should be equal to or greater than 3(e)] | | <u>\$740,801</u>
<i>(round up to the nearest dollar)</i> |
| (e) Total annual staff costs under SWD subventions
[3(e)=3(f)(i)+(ii)+(iii)+(iv)] | | <u>\$740,801</u>
<i>(round up to the nearest dollar)</i> |

- (f) Breakdown of (3)(e)
- | | |
|--|-----------|
| (i) Salary ¹⁴ | \$703,620 |
| (ii) Provident fund | \$37,181 |
| (iii) Cash allowance ¹⁵ (please specify if any:) | \$0 |
| (iv) Non-cash based benefits ¹⁶ (please specify if any:) | \$0 |

(4) Review for changes ¹⁷

	<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)]	\$4,231,297	\$5,147,242

(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):

Two new Specialised Co-parenting Support Centres were set up in the year 2019/20.

Consequently two new posts of Centre Supervisor, which could be classified as 2nd

Tier of the top 3 tiers, were established since September 2019. Meanwhile, the

salaries of these new posts only accounted for seven months in the year 2019/20

which resulted a lower total annual staff cost.