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15 April 2004

Clerk to Bills Committee
Legislative Council
Legislative Council Building
8 Jackson Road, Central
Hong Kong
(Attn: Mr Raymond Lam)

(By Fax: 2509 0775)

Dear Mr Lam,

**Bills Committee on
Hong Kong Sports Development Board (Repeal) Bill**

Subsequent to my letter of 10 February 2004, I would like to provide the information requested in Para.5(c) of the minutes of the above Bills Committee.

The salary scale and establishment of the Hong Kong Sports Development Board is attached at Annex A1-2 and the proposed structure for the reconstituted Hong Kong Sports Institute is attached at Annex B.

Yours sincerely,

(Eddie Poon)
for Secretary for Home Affairs

c.c. DD(LS) (Attn: Mr Alan Siu)	Fax No. 2602 1480
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Internal

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Annex A1**Staffing Structure and Remuneration Package of HKSDB (prior to 1.4.2004)**

Item	Grade	Establishment	Base Salary		Cash Allowance %	Gratuity/MPF/Provident Fund %	Annual Leave (Days)
			Min (HK\$)	Max (HK\$)			
1	Chief Executive	-	133,010	170,900	60	15% or 25% (G)	30
2	Executive Director*	1	167,200	167,200	-	15% or 25% (G)	21
3	Director	1	79,140	113,690	60	15% or 25% (G)	30
4	Head	4	47,100	69,830	45	15% or 25% (G)	25
5	Head Coach 1	2	70,520	92,790	45	15% or 25% (G)	20-23
6	Head Coach 2	2	45,870	67,800	45	15% or 25% (G)	20-23
7	Head Coach 3/Coach 3	14	27,600	44,120	45	15% or 25% (G)	20-23
8	Manager	22	28,660	67,800	45	15% or 25% (G)	20-23
9	Coach 4/Assistant Coach	21	19,710	38,400	-	15% or 25% (G)	20-23
10	Assistant Manager	37	29,170	38,400	-	5% (MPF) or 15% (PF)	20-23
11	Officer	35	19,710	28,050	-	5% (MPF) or 15% (PF)	20-23
12	Supervisor	6	19,710	24,950	-	5% (MPF) or 15% (PF)	15-18
13	Assistant	61	8,010	18,970	-	5% (MPF) or 15% (PF)	15-18
14	Operations Supervisor	12	16,860	20,500	-	5% (MPF) or 15% (PF)	15-18
15	Operations Staff I	38	11,860	16,210	-	5% (MPF) or 15% (PF)	15-18
16	Operations Staff II	55	8,010	11,400	-	5% (MPF) or 15% (PF)	12-15

Total: 311

* : *The current Executive Director's annual remuneration is about 20% below the minimum remuneration package for the Chief Executive.*

The following benefits was provided under HKSDB policy:-

- Sick Leave and Maternity Leave
- Medical Insurance Benefits
- Group Travel Insurance Benefits
- Group Life Insurance Benefits
- Employee Compensation Benefits

Staffing Structure and Remuneration Package of Reorganised HKSD B with effect from 1.4.2004

Item	Grade	Retained posts in reorganised HKSD B (B1)					New posts created in reorganised HKSD B (B2)					Annual Leave (Days)	Total Establishment (B1) + (B2)
		Establishment (B1)	Base Salary		Cash Allowance %	Gratuity/MPF/Provident Fund %	Establishment (B2)	Base Salary (Note 1)		Cash Allowance %	Gratuity (G) / MPF (Note 2) %		
			Min (HK\$)	Max (HK\$)				Min (HK\$)	Max (HK\$)				
1	Chief Executive	0	133,010	170,900	60	15% or 25% (G)	0	78,560	133,560	-	10% (G)	30	0
2	Executive Director*	1	167,200	167,200	-	15% or 25% (G)	0	N/A	N/A	-	10% (G)	21	1
3	Director	1	79,140	113,690	60	15% or 25% (G)	0	N/A	N/A	-	10% (G)	30	1
4	Head	1	47,100	69,830	45	15% or 25% (G)	1	50,000	81,090	-	10% (G)	25	2
5	Coordinator/Controller		N/A				1	49,240	65,000	-	10% (G)	20-23	1
6	Head Coach 1	2	70,520	92,790	45	15% or 25% (G)	0	70,520	92,790	-	10% (G)	20-23	2
7	Head Coach 2	2	45,870	67,800	45	15% or 25% (G)	0	45,870	67,800	-	10% (G)	20-23	2
8	Head Coach 3/Coach 3	14	27,600	44,120	45	15% or 25% (G)	0	27,600	44,120	-	10% (G)	20-23	14
9	Manager	9	28,660	67,800	45	15% or 25% (G)	5	36,480	62,010	-	10% (G)	20-23	14
10	Coach 4/Assistant Coach	21	19,710	38,400	-	15% or 25% (G)	0	19,710	38,400	-	10% (G)	20-23	21
11	Assistant Manager	28	29,170	38,400	-	5% (MPF) or 15% (PF)	11	19,640	33,390	-	10% (G)	20-23	39
12	Officer	21	19,710	28,050	-	5% (MPF) or 15% (PF)	3	14,550	21,820	-	10% (G)	20-23	24
13	Supervisor	2	19,710	24,950	-	5% (MPF) or 15% (PF)	0	14,550	21,820	-	10% (G)	15-18	2
14	Assistant	45	8,010	18,970	-	5% (MPF) or 15% (PF)	10	6,950	14,260	-	10% (G)	15-18	55
15	Operations Supervisor	10	16,860	20,500	-	5% (MPF) or 15% (PF)	0	11,660	18,650	-	10% (G)	15-18	10
16	Operations Staff I	27	11,860	16,210	-	5% (MPF) or 15% (PF)	0	9,340	13,080	-	10% (G)	15-18	27
17	Operations Staff II	47	8,010	11,400	-	5% (MPF) or 15% (PF)	0	6,940	9,720	-	10% (G)	12-15	47
		231					31					Total	262

* : The current Executive Director's annual remuneration is about 20% below the minimum remuneration package for the Chief Executive.

Note 1: For existing SDB staff who are eventually selected to take up these new posts and whose present salary package falls within new salary scales, their existing salary package will be used. For staff whose present salary package exceeds the new scales, a "special supplement" will be considered as long as the total pay package including the special supplement would not exceed the maximum point of the current HKSD B salary scales.

Note 2: Under the Mandatory Provident Fund Scheme (MPF Scheme), both the employer and the employee are required to make a monthly contribution equivalent to 5% of the employee's relevant income (maximum capped at \$1,000 from each party). The employer's monthly contribution to the MPF would be deducted from the 10% end-of-contract gratuity, in line with the general practice.

The following benefits will be maintained in accordance with HKSD B policy:-

- Sick Leave and Maternity Leave
- Medical Insurance Benefits
- Group Travel Insurance Benefits
- Group Life Insurance Benefits
- Employee Compensation Benefits

Remuneration Package

for staff of the Future Hong Kong Sports Institute Limited

Note: The remuneration package for coaching staff will be handled separately. They will be employed on a 24-month contract.

Grading & Salary Scales for Non-Coaching Staff

		Monthly Base Salary HK\$	
Grade	Rank	Minimum	Maximum
1	Chief Executive	\$78,560	\$133,560
2	Division Head	\$47,700	\$81,090
3	Manager	\$36,480	\$62,010
4	Assistant Manager	\$19,640	\$33,390
	Officer	\$14,550	\$21,820
	Assistant	\$6,950	\$14,260
Operations	Operations Supervisor	\$11,660	\$18,650
	Operations Staff I	\$9,340	\$13,080
	Operations Staff II	\$6,940	\$9,720

- **Base Salary**

* Annual base salary will be calculated on a 12-month basis.

- **Contract Term**

➤ All employees will be employed on a 24-month contract.

- **Gratuity**

➤ End-of-contract gratuity to be payable to all employees calculated at the rate of 10% of the total base salary drawn during the contract period will be paid upon satisfactory completion of the contract.

➤ Since the employees are required by legislation to join a MPF scheme to be provided by HKSIL, the gratuity will be payable as follows:

From the starting date of the employment contract, HKSIL will make a monthly contribution in respect of the employee to a scheme approved by HKSIL and registered under the MPF Scheme Ordinance at the statutory contribution rate (i.e. 5% of the monthly relevant income but limiting the contribution to the maximum amount stipulated by the MPF Ordinance, which is currently set at HK\$1,000 per month). The gratuity payable for the whole contract period will be the sum which, when added to the HKSIL's contribution to the said MPF Scheme, equals 10% of the total base salary drawn during that period.

- **Mandatory Provident Fund Scheme**

- All employees are required to join a MPF Scheme to be provided by HKSIL.

- **Annual Leave for non-coaching staff**

Grade	Rank	No. of working days
1	Chief Executive	21
2	Division Head	21
3	Manager	18
4	Assistant Manager	14
	Officer	14
	Assistant	14
Operations	Operations Supervisor	14
	Operations Staff I	14
	Operations Staff II	14

The following benefits will be provided in accordance with current HKSDB policy:-

- Sick Leave and Maternity Leave
- Medical Insurance Benefits
- Group Travel Insurance Benefits
- Group Life Insurance Benefits
- Employees' Compensation Benefits

8 December 2003