

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

### 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 NGOs are required to submit the SARs regardless of whether they are exempt from submitting the Review Reports.

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

Name of NGO (code): Hong Kong PHAB Association ( 348 )

1. The average recurrent subventions<sup>(Note 1)</sup> which my organisation received from SWD during the past four years from 2018-19 to 2021-22 (excluding the reporting year) amount to \$ 55,617,671 which represents 68.51 % of my organisation's average operating income pertaining to welfare services/programmes<sup>(Note 3)</sup> within the same period. The details are listed as follows -

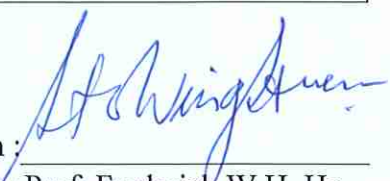
| Year <sup>(Note 2)</sup><br>(the four years before<br>the reporting year)                         | Recurrent Subventions<br>Received from SWD<br>(round up to the nearest<br>dollar)<br>\$ | Operating Income<br>Pertaining to Welfare<br>Services/Programmes <sup>(Note 3)</sup><br>(round up to the nearest dollar)<br>\$ |
|---------------------------------------------------------------------------------------------------|-----------------------------------------------------------------------------------------|--------------------------------------------------------------------------------------------------------------------------------|
| 2018-19                                                                                           | 44,862,800 (c)                                                                          | 63,646,563 (cc)                                                                                                                |
| 2019-20                                                                                           | 51,431,371 (d)                                                                          | 71,893,318 (dd)                                                                                                                |
| 2020-21                                                                                           | 61,509,295 (c)                                                                          | 97,230,068 (cc)                                                                                                                |
| 2021-22                                                                                           | 64,667,671 (d)                                                                          | 91,937,432 (dd)                                                                                                                |
| Average:<br>(e) = [(a)+(b)+(c)+(d)] / 4<br>(f) = [(aa)+(bb)+(cc)+(dd)] / 4                        | 55,617,784 (e)                                                                          | 81,176,845 (f)                                                                                                                 |
| Average annual recurrent subventions /<br>Average annual operating income<br>[ (e) / (f) × 100% ] |                                                                                         | 68.51%                                                                                                                         |

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

| Submission of Review Report            |                                                                                                                                                                               |
|----------------------------------------|-------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| <i>(Please select as appropriate.)</i> |                                                                                                                                                                               |
| <input checked="" type="checkbox"/>    | 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="checkbox"/>               | 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="checkbox"/> | This organisation is <b>exempt</b> from the requirement of submitting the Review Report. |

Contact Person : Ms. Emily Lau  
Post Title : Accounting Manager  
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Signature of Chairperson :   
Name : Prof. Frederick W.H. Ho  
Tel No. : 2551 4161  
Date : 19. 10. 2023

**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 PHAB Association (348)**

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) | Executive Director | 12                 |

Total number of month(s): 12

|                             |
|-----------------------------|
| Add Post title and Month(s) |
|-----------------------------|

(c) Total annual staff costs (Note 7) under SWD subventions \$ 1,204,465

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

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

(i) Salary (Note 8) \$ 1,128,766

(ii) Provident fund \$ 67,044

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

One-off incentive payment, Staff wellness programme \$ 6,650

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

Medical insurance \$ 2,005

(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) 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) |
|-------|-----------------------------------------|--------------------|
| (i)   | Service Director (Rehabilitation)       | 12                 |
| (ii)  | Service Director (C&Y)                  | 8.65               |
| (iii) | Administration and Development Director | 7.2                |
| (iv)  | Senior Physiotherapist                  | 12                 |

Total number of month(s): 39.85

|                             |
|-----------------------------|
| Add Post title and Month(s) |
|-----------------------------|

(c) Total annual staff costs (Note 7) under SWD subventions \$ 2,994,781

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

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

(i) Salary (Note 8) \$ 2,747,030

(ii) Provident fund \$ 222,584

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

One-off incentive payment, Training subsidy, Staff wellness programme \$ 19,590

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

Medical insurance \$ 5,577

(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) 9

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

|        | Post title                                       | Number of month(s) |
|--------|--------------------------------------------------|--------------------|
| (i)    | Senior Service Manager (Rehabilitation B)        | 12                 |
| (ii)   | Senior Service Manager (Elderly)                 | 12                 |
| (iii)  | Manager, PHAB Institute                          | 12                 |
| (iv)   | Senior Service Manager (Rehabilitation A)        | 12                 |
| (v)    | Administration Manager                           | 12                 |
| (vi)   | Accounting Manager                               | 12                 |
| (vii)  | Manager, Corporate Communication and Development | 12                 |
| (viii) | Senior Service Manager (Residential)             | 1.52               |
| (ix)   | Information and Communication Technology Manager | 6                  |

Total number of month(s): 91.52

Add Post title and Month(s)

(c) Total annual staff costs (Note 7) under SWD subventions \$ 5,954,680

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

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

(i) Salary (Note 8) \$ 5,380,557

(ii) Provident fund \$ 488,973

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

One-off incentive payment, Peng Chau Centre allowance, Training subsidy, Staff wellness programme, Combat COVID-19 allowance for staff in residential hostel \$ 70,040

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

Medical insurance \$ 15,110

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

**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) 0

(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)        |  |                    |

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) 3

(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 Director (DSC)                  | 8                  |
| (ii)  | Service Director (C&Y)                  | 1                  |
| (iii) | Administration and Development Director | 1.07               |

Total number of month(s): 10.07

|                             |
|-----------------------------|
| Add Post title and Month(s) |
|-----------------------------|

(c) Total annual staff costs (Note 7) under SWD subventions \$ 830,627

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

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

(i) Salary (Note 8) \$ 787,935

(ii) Provident fund \$ 35,351

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

One-off incentive payment, Staff wellness programme \$ 7,000

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

Medical insurance \$ 341

(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)        | Senior Service Manager (Residential) | 8.27               |

Total number of month(s): 8.27

|                             |
|-----------------------------|
| Add Post title and Month(s) |
|-----------------------------|

(c) Total annual staff costs (Note 7) under SWD subventions \$ 516,021

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

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

(i) Salary (Note 8) \$ 473,688

(ii) Provident fund \$ 26,725

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

One-off incentive payment, Staff wellness programme, Combat  
COVID-19 allowance for staff in residential hostel \$ 15,226

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

Medical insurance \$ 382

(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><br>(the year before) | <u>2022-23</u><br>(the reporting year) |
|-------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|-------------------------------------|----------------------------------------|
| (a) Total annual staff costs under SWD subventions in respect of the top three tiers<br>[Part (A)(1)(c)+(2)(c)+(3)(c)+<br>Part (B)(1)(c)+(2)(c)+(3)(c)]                                                                                                                             | \$ 10,794,067                       | \$11,500,574                           |
| (b) Please select and complete the following as appropriate to state the result of this review -                                                                                                                                                                                    |                                     |                                        |
| <input type="radio"/> The remuneration packages of staff in the top three tiers have been reviewed and <b>no change</b> was found in their remunerations as compared with the preceding year.                                                                                       |                                     |                                        |
| <input checked="" type="radio"/> The remuneration packages of staff in the top three tiers have been reviewed and <b>change(s)</b> was found in their remunerations as compared with the preceding year. The tier(s) having changes and reasons for such changes are stated below : |                                     |                                        |
| <input checked="" type="checkbox"/> Upward/downward pay adjustment in accordance with Civil Service Pay Adjustment (details are given at the bottom, if any).                                                                                                                       |                                     |                                        |
| <input checked="" type="checkbox"/> Upward/downward pay adjustment other than Civil Service Pay Adjustment (details are given at the bottom, if any).                                                                                                                               |                                     |                                        |
| <input checked="" type="checkbox"/> Incremental creep (details are given at the bottom, if any).                                                                                                                                                                                    |                                     |                                        |
| <input type="checkbox"/> Organisational restructuring or upgrading/downgrading of top three tier posts (details are given at the bottom, if any).                                                                                                                                   |                                     |                                        |
| <input checked="" type="checkbox"/> Increase/decrease in the number of staff of the top three tiers (details are given at the bottom, if any).                                                                                                                                      |                                     |                                        |
| <input checked="" type="checkbox"/> Other circumstances (please provide details in the box below).                                                                                                                                                                                  |                                     |                                        |
| 1. An upward adjustment of 2.5% in salary, according to the rate of Civil Service Adjustment, was given to all staff retroactive 1.4.2022.                                                                                                                                          |                                     |                                        |
| 2. An upward adjustment of 11.08% in salary was given to Senior Service Managers starting from 1.1.2023.                                                                                                                                                                            |                                     |                                        |
| 3. An annual Merit increase ranging between 3% and 5% was given to 6 staff members whose salaries had not yet reached the maximum salaries of their respective ranks.                                                                                                               |                                     |                                        |
| 4. An additional Service Director post was set up due to expansion of service.                                                                                                                                                                                                      |                                     |                                        |
| 5. Due to COVID-19, special allowance was given to staff in residential hostels                                                                                                                                                                                                     |                                     |                                        |
| 6. Due to high vacancy rate during the year, the workload of existing staff members had increased. Therefore, a one-off incentive was given to staff members as an appreciation of                                                                                                  |                                     |                                        |

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

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

01.11.2023 ) 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 checked="" 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<br>The relevant hyperlink is:<br><a href="https://hkphab.org.hk/wp-content/uploads/2023/10/Remuneration-Packages-for-Staff-in-the-Top-3-Tiers-of-Subvented-NGO_RR_Part-A_d.pdf">https://hkphab.org.hk/wp-content/uploads/2023/10/Remuneration-Packages-for-Staff-in-the-Top-3-Tiers-of-Subvented-NGO_RR_Part-A_d.pdf</a><br><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<br>(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

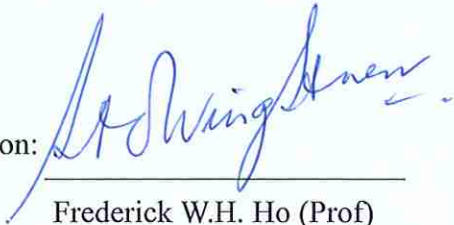
I declare that the information as provided in Parts (A) to (E) is correct.

Contact Person: Ms. Emily P.K. Lau

Post Title: Administration Manager

Tel. No.: 25514162

Email Address: emilylau@hkphab.org.hk

Signature of Chairperson: 

Name:

Frederick W.H. Ho (Prof)

Tel. No.:

25514161

Date:

13.10.2023