

**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

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

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

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 CSWO
- (c) Post Executive Director
- (d) Total annual staff costs ^[2] (including those not under SWD subventions, if applicable) \$1,482,001
[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 \$1,482,001
[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 ^[3] \$1,386,056
- (ii) Provident fund \$94,252
- (iii) Cash allowance ^[4] (please specify if any: outpatient medical allowance) \$300
- (iv) Non-cash based benefits ^[5] (please specify if any: hospitalization) \$1,393

medical scheme)

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

(a) Number of staff	<u>4</u>	
(b) Comparable rank in civil service	<u>SEO, SSWO, ASWO, EO-I</u>	
(c) Post	<u>Administration and Development Director, Service Director, Head of PHAB Institute, Senior Manager (Business)</u>	
(d) Total annual staff costs ^[2] (including those not under SWD subventions, if applicable) [2(d) should be equal to or greater than 2(e)]		<u>\$2,575,864</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>\$1,729,497</u> <i>(round up to the nearest dollar)</i>
(f) Breakdown of (2)(e)		
(i) Salary ^[3]		<u>\$1,602,982</u>
(ii) Provident fund		<u>\$112,391</u>
(iii) Cash allowance ^[4] (please specify if any: outpatient medical allowance, special allowance for extra duties)		<u>\$12,201</u>
(iv) Non-cash based benefits ^[5] (please specify if any:)		<u>\$1,923</u>

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

(a) Number of staff	<u>13</u>	
(b) Comparable rank in civil service	<u>Accounting Officer I, EO-I, SSWA, ASWO, EO-II, ARSO-I, IT Analyst</u>	
(c) Post	<u>Accounting Manager, Administration Manager, Regional Manager/Hong Kong Island Region I, Regional Manager/Hong Kong Island Region II, Regional Manager/Kowloon Region, Regional Manager/New Territories Region, Manager/Unity Place, Manager/Care for the Carers, Manager/Youth Development, Manager/PHAB Institute, Manager/Corporate Communication and Development, Manager/Jockey Club PHAB Camp, Information & Communication Technology Manager</u>	

(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)]	<u>\$8,787,002</u> (round up to the nearest dollar)
(e) Total annual staff costs under SWD subventions [3(e)=3(f)(i)+(ii)+(iii)+(iv)]	<u>\$7,184,381</u> (round up to the nearest dollar)
(f) Breakdown of (3)(e)	
(i) Salary ^[3]	<u>\$6,448,568</u>
(ii) Provident fund	<u>\$699,156</u>
(iii) Cash allowance ^[4] (please specify if any: outpatient medical allowance, allowance for Peng Chau Centre staff, special allowance for extra duties)	<u>\$24,122</u>
(iv) Non-cash based benefits ^[5] (please specify if any: hospitalization medical scheme)	<u>\$12,535</u>

(4) Any staff in the top three tiers serving their first contract ^[6] 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 ^[7]

	<u>2016-17</u> (the year before)	<u>2017-18</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)]	<u>\$11,068,272</u>	<u>\$10,395,879</u>

(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.)

Part B: Public Disclosure of the Review Report

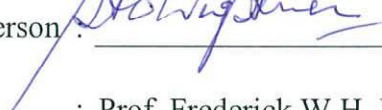
Our organisation ~~*has disclosed~~ / will disclose (please specify the commencement date: 1.3.2019) the Review Report for 2017-18 (only Part A) through one or more of the following channels and will make it available to the public upon request -

(*Please delete as appropriate.)

Channel of Disclosure	
<i>(Please tick as appropriate.)</i>	
<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 onto our website
<input type="checkbox"/>	Reporting the information in our Annual Report
<input type="checkbox"/>	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	: <u>Mr/Ms Samantha Ko</u>	Signature of Chairperson	: 
Title	: <u>Executive Director</u>	Name	: <u>Prof. Frederick W.H. Ho</u>
Tel. No.	: <u>25514161</u>	Tel. No.	: <u>25514161</u>
Email Address	: <u>samanthako@hkphab.org</u> <u>.hk</u>	Date	: <u>26/2/2019</u>