

**Review Report on
Remuneration Packages for Staff
in the Top Three Tiers 2016-17**

**Remuneration Packages for Staff in the Top Three Tiers
of Subvented Non-governmental Organisations
Self Assessment Report
for the Reporting Year of 2016-17**

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

[Please return this completed Form to SWD by 31 October of each reporting year]

Name of NGO


(code): The Neighbourhood Advice-Action Council (512)

1. The average subventions¹ which my organisation received from Social Welfare Department (SWD) during the past four years from 2012-13 to 2015-16 (excluding the reporting year) amount to \$ 362,422,307.75 which represents 73.3 % of the average operating income of my organisation within the same period. The details are listed as follows -

Year (the four years before the reporting year)	Subventions Received from SWD (round up to dollar) \$	Operating Income of the Organisation ² (round up to dollar) \$
2012-13	311,684,760.00(a)	424,066,144.00(aa)
2013-14	349,767,507.00(b)	482,993,892.00(bb)
2014-15	380,986,290.00(c)	512,029,563.00(cc)
2015-16	407,250,674.00(d)	558,548,049.00(dd)
Average: (e) = [(a)+(b)+(c)+(d)] / 4 (f) = [(aa)+(bb)+(cc)+(dd)] / 4	362,422,307.75(e)	494,409,412(f)
Average annual subventions / Average annual operating income [(e) / (f) × 100%]		73.30%

2. I declare that for this reporting year, my organisation ~~is~~ / **is not*** exempt from conducting an annual review of my staff in the top three tiers according to the Guidelines for Monitoring of Remunerations of Senior Executives in Subvented Bodies.

Contact Person : Ms LO Suk Yin
Title : HR Manager
Tel. : 28652797

Signature of Chairperson : 
Name : Dr. TSANG Fan Kwong
Tel. : 28652797
Date : 30/10/2017

*Delete as appropriate

- ¹ "Subventions" broadly cover all payments from SWD to a subvented NGO including recurrent subventions under Lump Sum Grant / conventional subvention mode, Lotteries Fund, Social Welfare Development Fund, other project funds and payments from SWD to the NGO, but excluding other payment for welfare services (formerly known as "hire of services").
2. Operating income of the organisation should tally with the corresponding figure in the audited financial statements of the organisation as a whole.

**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)

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

[Please read the explanatory notes before completing this proforma. The completed proforma should reach SWD by 31 October of each reporting year.]

Name of NGO (code) : The Neighbourhood Advice-Action Council (512)

Part A: Remuneration Packages

Information of my staff in the top three tiers -

(1) Staff of 1st Tier¹

(a) Number of staff 1

(b) Comparable rank in civil service Principal Executive Officer

(c) Post Executive Director

(d) Total annual staff costs² (including those not under SWD subventions, if applicable) \$2,058,623
[1(d) should be equal to or greater than 1(e)] (round up to dollar)

(e) Total annual staff costs under SWD subventions \$2,056,943
[1(e)=1(g)(i)+(ii)+(iii)+(iv)] (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) Salary³ \$1,785,000

(ii) Provident Fund \$ 267,744

(iii) Cash Allowance⁴ (please specify if any: Performance-base Award) \$ 2,000

(iv) Non-cash based Benefits⁵ (please specify if any: Group Medical Insurance) \$ 2,199

(2) Staff of 2nd Tier ¹

(a) Number of staff	1	
(b) Comparable rank in civil service	CSWO	
(c) Post	Deputy Executive Director	
(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)]		\$1,475,739 <i>(round up to dollar)</i>
(e) Total annual staff costs under SWD subventions [2(e)=2(f)(i)+(ii)+(iii)+(iv)]		\$1,474,059 <i>(round up to dollar)</i>
(f) Breakdown of (2)(e)		
(i) Salary ³		\$1,278,140
(ii) Provident Fund		\$ 191,720
(iii) Cash Allowance ⁴ (please specify if any: Performance-base Award)		\$ 2,000
(iv) Non-cash based Benefits ⁵ (please specify if any: Group Medical Insurance)		\$ 2,199

(3) Staff of 3rd Tier ¹

(a) Number of staff	11	
(b) Comparable rank in civil service	SWO	
(c) Post	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)]		\$10,297,062 <i>(round up to dollar)</i>
(e) Total annual staff costs under SWD subventions [3e=3(f)(i)+(ii)+(iii)+(iv)]		\$10,291,302 <i>(round up to dollar)</i>
(f) Breakdown of (3)(e)		
(i) Salary ³		\$ 9,170,680
(ii) Provident Fund		\$ 1,077,897

(iii) Cash Allowance ⁴ (please specify if any: Performance-base Award)	\$ 20,000
(iv) Non-cash based Benefits ⁵ (please specify if any: Group Medical Insurance)	\$ 22,725

Review for changes

	<u>2015-16</u> (the year before)	<u>2016-17</u> (the reporting year)
(1) Total annual staff costs under SWD subventions in respect of the top three tiers	\$13,424,359	\$13,822,304

(2) 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.)

Compared with the preceding year, the changes due to the following reasons:

➤ The normal annual increment and the increase of 4.19% for salary scale in 2016-17

Civil Service Pay Adjustment.

➤ Due to organization restructure, CSWO position has been replaced by SWO..

Part B: Public Disclosure of the Review Report


Our organisation ~~*has disclosed~~ / will disclose (*please specify* the commencement date: 1/11/2017) 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	
<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 to 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 : Ms. LO Suk Yin Signature of Chairperson : 

Title : HR Manager Name : Dr.TSANG Fan Kwong

Tel. : 2865 2797 Tel. : 2865 2797

Email : hrm@naac.org.hk Date : 30/10/2017