

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

**Self Assessment Report for the Reporting Year of 2017-18**

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](mailto:suenq@swd.gov.hk)

[Please return this completed form to SWD by 28 February 2019]


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

1. The average recurrent subventions<sup>(Note 1)</sup> which my organisation received from Social Welfare Department (SWD) during the past four years from 2013-14 to 2016-17 (excluding the reporting year) amount to \$ 393,178,430.75 which represents 73.83 % of my organisation's average operating income pertaining to welfare services/programmes within the same period. The details are listed as follows -

Year <sup>(Note 2)</sup> (the four years before the reporting year)	Recurrent Subventions Received from SWD (round up to the nearest dollar) \$	Operating Income Pertaining to Welfare Services/Programmes <sup>(Note 3)</sup> (round up to the nearest dollar) \$
2013-14	349,767,507.00(a)	482,993,892.00(aa)
2014-15	380,986,290.00(b)	512,029,563.00(bb)
2015-16	407,250,674.00(c)	558,548,049.00(cc)
2016-17	434,709,252.00(d)	576,639,381.00(dd)
Average: (e) = [(a)+(b)+(c)+(d)] / 4 (f) = [(aa)+(bb)+(cc)+(dd)] / 4	393,178,430.75(e)	532,552,721.25(f)
Average annual recurrent subventions / Average annual operating income [ (e) / (f) × 100% ]		73.83%

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 the Control and Monitoring of Remuneration Practices in Respect of Senior Staff in Subvented Organisations in 2018.

Contact Person : Ms LO Suk Yin  
Title : HR Manager  
Tel. : 2865 2797  
Email Address : [hrm@naac.org.hk](mailto:hrm@naac.org.hk)

Signature of Chairperson :   
Name : Mr YEN Yuen Ho  
Tel. : 2865 2797  
Date : 22 FEB 2019

\*Delete as appropriate

**Notes for Completing the Self Assessment Report on Remuneration Packages for Staff in the Top Three Tiers of Subvented Non-government Organisations**

1. **Recurrent Subventions** refer to all payments from SWD to a subvented NGO for services / programmes within the welfare purview **including** -
  - ✓ **Recurrent subventions** under Lump Sum Grant / conventional subvention mode, Central Items, Rent and Rates Subvention, Subsidy under Child Care Centre Subsidy Scheme;but **excluding** the following marked with an “x” -
  - × **Non-recurrent subvention** (such as matching grants, one-off funding from supporting a particular activity [e.g. Lotteries Fund, Social Welfare Development Fund, etc.]);
  - × **Capital works subvention** (such as financial assistance for construction and renovation projects);
  - × **Capital non-works subvention** (such as funding for computer system development); and
  - × **Other Payment for Welfare Services** (also known as “hire of services”, e.g. payment by SWD to NGOs for provision of Contract Residential Care Service for the Elderly, Enhanced Home and Community Care Services and Nursing Home Place Purchase Scheme);
  - × **Service fee** from Lotteries Fund to operators of Pilot Scheme on Community Care Service Voucher for the Elderly and Pilot Scheme on Residential Care Service Voucher for the Elderly.
  
2. For a subvented NGO receiving SWD’s subvention for less than four years before the reporting year, reference should be made to all of the preceding years concerned.
  
3. **Operating income** should take into account only the portion of income pertaining to services / programmes **under welfare purview**. It includes the following –
  - ✓ **Recurrent subvention** provided by SWD to NGOs for services / programmes within the welfare purview as mentioned at Note 1;
  - ✓ **Fees and charges** collected by the NGO for services / programmes within welfare purview, including self-financing services; Pilot Scheme on Community Care Service Voucher for the Elderly and Pilot Scheme on Residential Care Service Voucher for the Elderly (excluding the seed money for purchase of capital items); and those hire of services such as Contract Residential Care Service for the Elderly, Enhanced Home and Community Care Services and Nursing Home Place Purchase Scheme;
  - ✓ **Designated / non-designated donations / sponsorships** # received by an NGO and **spent** on services / programmes within welfare purview;
  - ✓ **Investment / interest income** of the NGO **spent** on services / programmes within welfare purview; and
  - ✓ **Rental and / or other recurrent incomes** of the NGO **spent** on services / programmes within welfare purview;but **excluding** the following marked with an “x” -
  - × **Capital and / or non-recurrent subventions**;
  - × **Donations / sponsorships for capital projects**, e.g. construction, renovation, purchasing furniture and equipment, Social Welfare Development Fund for the purpose of **staff training** (scope A), **business system upgrading** (scope B) and **studies** (scope C);
  - × **Direct cash assistance or benefits in kind to service users**.

**# Designated / non-designated donations / sponsorships received by the NGO and spent on services / programmes under welfare purview may include the following examples –**

- ◇ Lotteries Fund;
- ◇ Community Care Fund;
- ◇ Child Development Fund;
- ◇ Enhancing Employment of People with Disabilities through Small Enterprise Project;
- ◇ Partnership Fund for the Disadvantaged;
- ◇ Hong Kong Paralympians Fund;
- ◇ Beat Drugs Fund;
- ◇ Community Inclusion Investment Fund;
- ◇ Enhancing Self-Reliance Through District Partnership Programme;
- ◇ Hong Kong Jockey Club Charitable Trust;
- ◇ Community Chest; and
- ◇ Funding from District Council.

- End -

**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](mailto: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) : The Neighbourhood Advice-Action Council ( 512 )

**Part A: Remuneration Packages**

Information of my staff in the top three tiers -

**(1) Staff of 1<sup>st</sup> Tier** <sup>[1]</sup>

- (a) Number of staff 1
- (b) Comparable rank in civil service Principal Executive Officer
- (c) Post Executive Director
- (d) Total annual staff costs <sup>[2]</sup> (including those not under SWD subventions, if applicable) \$1,574,518.00  
[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 \$1,574,278.00  
[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: 9 months
- (g) Breakdown of (1)(e)
- (i) Salary <sup>[3]</sup> \$1,411,561.00
- (ii) Provident fund \$161,396.00
- (iii) Cash allowance <sup>[4]</sup> (please specify if any: ) \$0.00
- (iv) Non-cash based benefits <sup>[5]</sup> (please specify if any: Group Medical Insurance ) \$1,321.00

**(2) Staff of 2<sup>nd</sup> Tier** <sup>[1]</sup>

(a) Number of staff	1	
(b) Comparable rank in civil service	CSWO	
(c) Post	Deputy Executive Director	
(d) Total annual staff costs <sup>[2]</sup> (including those not under SWD subventions, if applicable) [2(d) should be equal to or greater than 2(e)]		<u>\$1,435,102.00</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>\$1,433,542.00</u> <i>(round up to the nearest dollar)</i>
(f) Breakdown of (2)(e)		
(i) Salary <sup>[3]</sup>		<u>\$1,268,847.00</u>
(ii) Provident fund		<u>\$163,080.00</u>
(iii) Cash allowance <sup>[4]</sup> (please specify if any: )		<u>\$0.00</u>
(iv) Non-cash based benefits <sup>[5]</sup> (please specify if any: Group Medical Insurance )		<u>\$1,615.00</u>

**(3) Staff of 3<sup>rd</sup> Tier** <sup>[1]</sup>

(a) Number of staff	10	
(b) Comparable rank in civil service	SWO	
(c) Post	Co-ordinator	
(d) Total annual staff costs <sup>[2]</sup> (including those not under SWD subventions, if applicable) [3(d) should be equal to or greater than 3(e)]		<u>\$9,939,375.00</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>\$9,937,455.00</u> <i>(round up to the nearest dollar)</i>

(f) Breakdown of (3)(e)

(i) Salary <sup>13]</sup>	\$8,883,622.00
(ii) Provident fund	\$1,036,516.00
(iii) Cash allowance <sup>14]</sup> (please specify if any: )	\$0.00
(iv) Non-cash based benefits <sup>15]</sup> (please specify if any: Group Medical Insurance )	\$17,317.00

**(4) Any staff in the top three tiers serving their first contract <sup>16]</sup> 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 <sup>17]</sup>**

	<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)]	\$13,822,304.00	\$12,945,275.00

(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.)*

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

➤ The prior Executive Director and the Deputy Executive Director left our Council on 31 December 2017.

➤ As the successor of the Executive Director has been performing on a voluntary basis, he took up duties on 3 January 2018 and the Deputy Executive Director commenced duty on 1 February 2018. As a result, the remuneration packages of the 1st and 2nd Tiers were decreased in 2017-2018.

**(6) For Staff Serving Their First Contract**

*Please add column(s) where necessary.*

*\*Please delete as appropriate.*

	<b>Staff no. 1</b>	<b>Staff no. 2</b>	<b>Staff no. 3</b>
<b>(a) Tier</b> <sup>[1]</sup>	1st/ 2nd/ 3rd*	1st/ 2nd/ 3rd*	1st/ 2nd/ 3rd*
<b>(b) Comparable rank in civil service</b>			
<b>(c) Post</b>			
<b>(d) Total annual staff costs</b> <sup>[2]</sup>	\$	\$	\$
<b>(e) Total annual staff costs under SWD subventions (e)=[(g)(i)+(ii)+(iii)+(iv)]</b>	\$	\$	\$
<b>(f) Please specify the months covered if (e) was not incurred for the full year</b>			
<b>(g) (i) Salary</b>	\$	\$	\$
<b>(g) (ii) Provident fund</b>	\$	\$	\$
<b>(g) (iii) Cash allowance (please specify if any)</b>	\$	\$	\$
<b>(g) (iv) Non-cash based benefits (please specify if any)</b>	\$	\$	\$

**Part B: Public Disclosure of the Review Report**

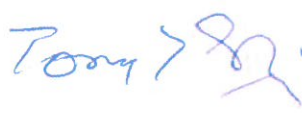
Our organisation ~~\*has disclosed~~ / will disclose (please specify the commencement date: 1/3/2019) the Review Report for 2017-18 (only Part A) through one or more of the following channels and will make it available to the public upon request -

(\*Please delete as appropriate.)

<b>Channel of Disclosure</b>	
<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 : Ms LO Suk Yin Signature of Chairperson : 

Title : HR Manager Name : Mr YEN Yuen Ho

Tel. No. : 2865 2797 Tel. No. : 2865 2797

Email Address : hrm@naac.org.hk Date : 22 FEB 2019



**Notes for Completing the Review Report on  
Remuneration Packages for Staff in the Top Three Tiers  
of Subvented Non-governmental Organisations**

- [1] The 1<sup>st</sup> tier staff is generally defined as the executive head of the NGO who is directly responsible to the NGO Board / Management Committee, the 2<sup>nd</sup> tier staff as senior staff directly responsible to the executive head of the NGO, and the 3<sup>rd</sup> tier staff as senior staff directly responsible to the 2<sup>nd</sup> tier staff.
- [2] Total annual staff costs for a tier of staff are the total remuneration costs covering salary, provident fund, cash allowances and non-cash based allowances of all staff members of the tier incurred in the whole reporting year (i.e. from 1 April to 31 March under the reporting year).
- [3] Salary refers to the annual salary of respective staff for the whole reporting year, or the total salary of the employment period if the staff member is not employed for the whole reporting year.
- [4] Cash allowances such as responsibility allowance, housing allowance, hardship allowance, bonus, gratuity, overtime allowance, entertainment expenses, travelling expenses, etc.
- [5] Non-cash based benefits include fringe benefits such as medical / dental insurance, staff quarters, transportation and / or chauffer, professional indemnity insurance, etc.
- [6] For staff serving their first contract, please give details of each of the concerned staff member in Part (6).
- [7] For Part 5(b), changes in remuneration packages may include significant upward / downward change at 10% or more in total staff costs as compared with last reporting year, and/ or changes in the remuneration components. In explaining the reason for changes, please elaborate on uncommon factors other than Civil Service Pay Adjustment and incremental creep.

**- End -**

## Reply Slip

(Please reply on or before **28 February 2019**)

To : Subventions Section  
 Social Welfare Department  
 (Attn.: A(S)1)

Fax No.: 2575 6537 or email at [suenq@swd.gov.hk](mailto:suenq@swd.gov.hk)

**Public Disclosure of Review Reports on  
 Remuneration Packages for Staff in the Top Three Tiers (RRs)  
 on the Social Welfare Department (SWD)'s Website**

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

I would like to inform you that our organisation has opted for the following arrangement –

**RR** (if not exempt)

\* Our 2017-18 RR has already been uploaded onto our organisation's website. Please display the following hyperlink on SWD's website:

\* Please post up a copy of our 2017-18 RR on SWD's website.

Signature of Organisation Head : 

Name of Organisation Head : Mr TAI Keen Man

Post Title : Executive Director

Contact Person : Ms LO Suk Yin

Telephone No. : 2865 2797

Email Address : hrm@naac.org.hk

Date : 21/2/2019

\*Please tick as appropriate