

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

Self Assessment Report for the Reporting Year of 2019-20

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 Social Welfare Department (SWD) by 11 December 2020.]

The Neighbourhood Advice-Action Council

Name of NGO (code): (512)

1. The average recurrent subventions^(Note 1) which my organisation received from SWD during the past four years from 2015-16 to 2018-19 (excluding the reporting year) amount to \$ 445,519,257 which represents 74.8 % of my organisation's average operating income pertaining to welfare services/programmes^(Note 3) within the same period. The details are listed as follows -

Year ^(Note 2) (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 ^(Note 3) (round up to the nearest dollar) \$
2015-16	407,250,674 (a)	558,548,049 (aa)
2016-17	434,709,252 (b)	576,639,381 (bb)
2017-18	450,282,260 (c)	595,353,248 (cc)
2018-19	489,834,843 (d)	650,565,996 (dd)
Average: (e) = [(a)+(b)+(c)+(d)] / 4 (f) = [(aa)+(bb)+(cc)+(dd)] / 4	445,519,257 (e)	595,276,669 (f)
Average annual recurrent subventions / Average annual operating income [(e) / (f) × 100%]		74.8 %

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 issued in 2018.

Contact Person : Ms/ Ms LO Suk Yin
Title : HR Manager
Tel. : 2865 2797
Email Address : hrm@naac.org.hk

Signature of Chairperson : 

Name : Mr/-Ms YEN Yuen Ho
Tel. : 2865 2797
Date : 10 DEC 2020

*Delete as appropriate

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

Review Report for the Reporting Year of 2019-20
(to be completed if not exempt from the Government Guidelines)

To: Director of Social Welfare
(Attn: Subventions Section)
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Wan Chai, Hong Kong

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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 Tier ^[1]

(a) Number of staff 1

(b) Comparable rank in
civil service ^[2] CSWO

(c) Post Executive Director

(d) Total annual staff costs ^[3] (including those not under SWD
subventions, if applicable) \$1,127,669.83
[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(e)=1(g)(i)+(ii)+(iii)+(iv)] \$1,127,669.83
*(round up to the nearest
dollar)*

(f) Please specify the months covered if (1)(e) was not incurred for the full year: 7 months

(g) Breakdown of (1)(e)

(i) Salary ^[4] \$989,128.00

(ii) Provident fund \$136,765.00

(iii) Cash allowance ^[5] (please specify if any:) \$0.00

(iv) Non-cash based benefits ^[6] (please specify if any:) \$1,776.83

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

(a) Number of staff	2	
(b) Comparable rank in civil service ^[2]	CSWO & SSWO	
(c) Post	Deputy Executive Director	
(d) Total annual staff costs ^[3] (including those not under SWD subventions, if applicable) [2(d) should be equal to or greater than 2(e)]		<u>\$3,043,562.90</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>\$3,043,562.90</u> <i>(round up to the nearest dollar)</i>
(f) Breakdown of (2)(e)		
(i) Salary ^[4]		<u>\$2,775,796.00</u>
(ii) Provident fund		<u>\$261,674.90</u>
(iii) Cash allowance ^[5] (please specify if any:)	<u>\$0.00</u>
(iv) Non-cash based benefits ^[6] (please specify if any:)	<u>\$6,092.00</u>

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

(a) Number of staff	9	
(b) Comparable rank in civil service ^[2]	SWO	
(c) Post	Co-ordinator	
(d) Total annual staff costs ^[3] (including those not under SWD subventions, if applicable) [3(d) should be equal to or greater than 3(e)]		<u>\$9,485,351.50</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>\$9,485,351.50</u> <i>(round up to the nearest dollar)</i>

(f) Breakdown of (3)(e)

(i) Salary ¹⁴		\$8,558,303.00
(ii) Provident fund		\$899,634.50
(iii) Cash allowance ¹⁵ (please specify if any:)		\$0.00
(iv) Non-cash based benefits ¹⁶ (please specify if any:)		\$27,414.00

(4) Review for changes ¹⁷

	<u>2018-19</u> (the year before)	<u>2019-20</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)]	\$11,757,333.83	\$13,656,584.23

(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 change** in their remunerations as compared with the preceding year.
- I have reviewed the remuneration packages of the staff in the top three tiers and **found change(s)** in their remunerations as compared with the preceding year. The tier(s) having changes and reasons for such changes are stated below -
- Upward/downward pay adjustment in accordance with Civil Service Pay Adjustment (details are given at the bottom).
 - Upward/downward pay adjustment other than Civil Service Pay Adjustment (details are given at the bottom).
 - Incremental creep (details are given at the bottom).
 - Organisational restructuring or upgrading/downgrading of top three tier posts (details are given at the bottom).
 - Increase/decrease of number of staff of the top three tiers (details are given at the bottom).
 - Other circumstances (details are given at the bottom).

Details (please use additional sheet as necessary):

1. 4.75% pay adjustment in accordance with Civil Service Pay Adjustment.
2. One staff of 2nd Tier and two Staff of 3rd Tier has salary increases in 2019-2020.
3. The former Executive Director performed duties on a voluntary basis for last year.
(From 1 April 2019 to 31 August 2019)
4. One staff of 2nd Tier was promoted to 1st Tier, one staff of 3rd Tier was promoted to 2nd Tier and one staff was promoted to 3rd Tier.

Part (B): Information on Staff Serving Their First Contract ^{[8] [9]}

Please add column(s) where necessary.

*Please delete as appropriate.

- There is no staff member serving his/her first contract in 2019-20.
- The following staff member(s) served his/her/their first contract in 2019-20. Details are as follows:

	Staff no. 1	Staff no. 2	Staff no. 3
(a) Tier ^[1]	1st/ 2nd/ 3rd*	1st/ 2nd/ 3rd*	1st/ 2nd/ 3rd*
(b) Comparable rank in civil service ^[2]	CSWO	CSWO & SSWO	SWO
(c) Post	Executive Director	Deputy Executive Director	Co-ordinator
(d) Total annual staff costs ^[3]	\$1,127,669.83	\$847,334.83	\$596,352.33
(e) Total annual staff costs under SWD subventions (e)=[(g)(i)+(ii)+(iii)+(iv)]	\$1,127,669.83	\$847,334.83	\$596,352.33
(f) Please specify the months covered if (e) was not incurred for the full year	7 months	7 months	7 months
(g) (i) Salary ^[4]	\$989,128.00	\$743,621.00	\$555,678.00
(ii) Provident fund	\$136,765.00	\$101,937.00	\$38,897.50
(iii) Cash allowance ^[5] (please specify if any)	\$0.00	\$0.00	\$0.00
(iv) Non-cash based benefits ^[6] (please specify if any)	\$3,046.00	\$1,776.83	\$1,776.83

Part (C): Public Disclosure of the Review Report ¹⁹⁾


Our organisation ~~*has disclosed~~ / will disclose (please specify the commencement date: 1/3/2021) the Review Report for 2019-20 (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(s) 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 SWD's reference)

Part (D): Declaration by Chairperson

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

Contact Person : Mr/ Ms LO Suk Yin Signature of Chairperson : 

Title : HR Manager Name : Mr/Ms-YEN Yuen Ho

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

Email Address : hrm@naac.org.hk Date : 10 DEC 2020