

**Remuneration Packages for Staff in the Top Three Tiers  
of Non-governmental Organisations (NGOs) operating Subvented Welfare Services**

**Self assessment Report for the Reporting Year of 2021-22**

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

*[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 2022.]*

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

1. The average recurrent subventions (Note 1) which this organisation received from SWD during the past four years from 2017-18 to 2020-21 (excluding the reporting year) amount to \$522,693,456 which represents 77% of this organisation's average operating income pertaining to welfare services/programmes (Note 3) within the same period. The details are listed as follows -

<b>Year (Note 2)</b> (the four years before the reporting year)	<b>Recurrent Subventions Received from SWD</b> <i>(round up to the nearest dollar)</i> \$	<b>Operating Income Pertaining to Welfare Services/Programmes (Note 3)</b> <i>(round up to the nearest dollar)</i> \$
2017-18	450,282,260 (a)	595,353,248 (aa)
2018-19	489,834,843 (b)	650,565,996 (bb)
2019-20	553,976,822 (c)	713,924,403 (cc)
2020-21	596,679,901 (d)	742,274,579 (dd)
Average: (e) = [(a)+(b)+(c)+(d)] / 4 (f) = [(aa)+(bb)+(cc)+(dd)] / 4	522,693,456 (e)	675,529,556 (f)
Average annual recurrent subventions / Average annual operating income [ (e) / (f) x 100% ] = (g)		77.37% (g)

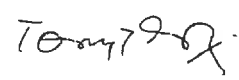
2. I confirm that the following condition applies to this organisation -

### Submission of Review Report

(Please select as appropriate.)

<input checked="" type="radio"/>	This organisation is required 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="radio"/>	This organisation is not required to conduct an annual review but the Review Report is voluntarily submitted to enhance public accountability and promote the public's understanding of this organisation's financial position.
<input type="radio"/>	This organisation is exempt from the requirement of submitting the Review Report.

Contact Person: Ms. LO Suk Yin

Signature of Chairperson: 

Post Title: HR Manager

Name: Mr. YEN Yuen Ho

Tel. No.: 28652797

Tel. No.: 28652797

Email Address: hrm@naac.org.hk

Date: 31.10.2022

### Explanatory Notes

#### Calculation of the Income Threshold

Recurrent subventions provided by SWD  
to the NGO (e)

x 100% = (g)

Operating income of the NGO  
pertaining to welfare services/programmes  
(within the policy purview of SWD) (f)

#### List of all types of payment to be included and excluded in the calculation of the 50% income threshold for the Reporting Year of 2021-22

1. Recurrent subventions provided by SWD refer to all payments from SWD to a subvented NGO for services / programmes within the welfare purview **including** -

- ✓ **Recurrent subventions** under the Lump Sum Grant / conventional subvention mode;
- ✓ Central Items, Rent and Rates Subvention, Subsidy under the Child Care Centres Subsidy Scheme;
- ✓ Contract sum of contract services, e.g. Contract Homes and Nursing Home Place Purchase Scheme;

but **excluding** the following marked with an "X" -

- ✗ **Non-recurrent subvention** (such as matching grants, one-off funding for 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);

**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 2021-22**

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 2022.]*

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

Please tick as appropriate (may tick both)

- We have a staff member serving his/her second or further contract in 2021-22 for which **Part (A)** is completed.
- We have a staff member serving his/her first contract in 2021-22 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 or rank (Note 5) *[Please add row if necessary]*

Post or rank	
	Executive Director

Add Post or rank

(c) For each staff whose staff costs not incurred for full year, please specify the number of month(s) covered (Note 6)

*[Please add row if necessary] #optional field*

	Post or rank	Month(s)
		

Add Post or rank and Month(s)

(d) Total annual staff costs (including those not under SWD subventions, if applicable) (Note 7) \$ 1,840,051

*[1(d) should be equal to or greater than 1(e)]*

(e) Total annual staff costs (Note 7) under SWD subventions \$ 1,840,051

*[1(e) = 1(f)(i)+(ii)+(iii)+(iv)]*

(f) Breakdown of (1)(e) under SWD subventions

(i) Salary (Note 8) \$ 1,600,404

(ii) Provident fund \$ 236,905

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

\$ 0

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

Group Medical \$ 2,742

(g) Comparable rank in civil service as assessed by SWD (Note 11) Between Chief Social Work Officer and Senior Social Work Officer

Remarks by NGO, if any:

**(2) Staff of Second Tier (Note 3)**

(a) Number of post (Note 4) 2

(b) Post or rank (Note 5) *[Please add row if necessary]*

	Post or rank
	Deputy Executive Director

Add Post or rank

(c) For each staff whose staff costs not incurred for full year, please specify the number of month(s) covered (Note 6)

*[Please add row if necessary] #optional field*

	Post or rank	Month(s)

Add Post or rank and Month(s)


- |  |   |
|--|---|
| (d) Total annual staff costs (including those not under SWD subventions, if applicable) (Note 7) | \$ 2,936,958                                  |
| <i>[2(d) should be equal to or greater than 2(e)]</i>  |   |
| (e) Total annual staff costs (Note 7) under SWD subventions                                      | \$ 2,936,958                                  |
| <i>[2(e) = 2(f)(i)+(ii)+(iii)+(iv)]</i>  |   |
| (f) Breakdown of (2)(e) under SWD subventions  |   |
| (i) Salary (Note 8)  | \$ 2,680,069                                  |
| (ii) Provident fund  | \$ 251,405                                    |
| (iii) Cash allowance (Note 9) (please specify if any:)   | \$ 0  |
| (iv) Non-cash based benefits (Note 10) (please specify if any:)                                  |   |
| Group Medical  | \$ 5,484                                      |
| (g) Comparable rank in civil service as assessed by SWD (Note 11)                                | Assistant Director of Social Welfare or above |

Remarks by NGO, if any:

**(3) Staff of Third Tier (Note 3)**

(a) Number of post (Note 4) 9


(b) Post or rank (Note 5) [Please add row if necessary]

Post or rank	
	SWO

Add Post or rank

(c) For each staff whose staff costs not incurred for full year, please specify the number of month(s) covered (Note 6)

[Please add row if necessary] #optional field

Post or rank		Month(s)
		

Add Post or rank and Month(s)

- (d) Total annual staff costs (including those not under SWD subventions, if applicable) (Note 7) \$ 9,159,959  
[3(d) should be equal to or greater than 3(e)]
- (e) Total annual staff costs (Note 7) under SWD subventions \$ 9,159,959  
[3(e) = 3(f)(i)+(ii)+(iii)+(iv)]
- (f) Breakdown of (3)(e) under SWD subventions
- (i) Salary (Note 8) \$ 8,277,365
  - (ii) Provident fund \$ 859,744
  - (iii) Cash allowance (Note 9) (please specify if any:) \$ 0
  - (iv) Non-cash based benefits (Note 10) (please specify if any:)  
Group Medical \$ 22,850
- (g) Comparable rank in civil service as assessed by SWD (Note 11) Assistant Director of Social Welfare or above

Remarks by NGO, if any:

**Part (B): Remuneration Packages for Staff Serving the First Contract (Note 1)**


Information of 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 2021-22.

**(1) Staff of First Tier (Note 3)**

(a) Number of post (Note 4)


(b) Post or rank (Note 5) [*Please add row if necessary*]

Post or rank	
	

Add Post or rank

(c) For each staff whose staff costs not incurred for full year, please specify the number of month(s) covered (Note 6)

[*Please add row if necessary*] #optional field

Post or rank		Month(s)
		

Add Post or rank and Month(s)

(d) Total annual staff costs (including those not under SWD subventions, if applicable) (Note 7) \$

[*1(d) should be equal to or greater than 1(e)*]

(e) Total annual staff costs (Note 7) under SWD subventions \$ 0

[*1(e) = 1(f)(i)+(ii)+(iii)+(iv)*]

(f) Breakdown of (2)(e) 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:) \$


(g) Comparable rank in civil service as assessed by SWD (Note 11)

Remarks by NGO, if any:

**(2) Staff of Second Tier (Note 3)**

(a) Number of post (Note 4)


(b) Post or rank (Note 5) *[Please add row if necessary]*

Post or rank	
	

Add Post or rank

(c) For each staff whose staff costs not incurred for full year, please specify the number of month(s) covered (Note 6)

*[Please add row if necessary] #optional field*

Post or rank		Month(s)
		

Add Post or rank and Month(s)

- (d) Total annual staff costs (including those not under SWD subventions, if applicable) (Note 7) \$  
*[2(d) should be equal to or greater than 2(e)]*
- (e) Total annual staff costs (Note 7) under SWD subventions \$ 0  
*[2(e) = 2(f)(i)+(ii)+(iii)+(iv)]*
- (f) Breakdown of (2)(e) 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:) \$
- (g) Comparable rank in civil service as assessed by SWD (Note 11)


Remarks by NGO, if any:



**(3) Staff of Third Tier (Note 3)**

(a) Number of post (Note 4) 1

(b) Post or rank (Note 5) [Please add row if necessary]

Post or rank	
	SWO

Add Post or rank

(c) For each staff whose staff costs not incurred for full year, please specify the number of month(s) covered (Note 6)

[Please add row if necessary] #optional field

Post or rank		Month(s)
	SWO	4

Add Post or rank and Month(s)

(d) Total annual staff costs (including those not under SWD subventions, if applicable) (Note 7) \$ 375,379

[3(d) should be equal to or greater than 3(e)]

(e) Total annual staff costs (Note 7) under SWD subventions \$ 375,379

[3(e) = 3(f)(i)+(ii)+(iii)+(iv)]

(f) Breakdown of (2)(e) under SWD subventions

(i) Salary (Note 8) \$ 327,437

(ii) Provident fund \$ 47,028

(iii) Cash allowance (Note 9) (please specify if any:) \$ 0

(iv) Non-cash based benefits (Note 10) (please specify if any:)  
Group Medical \$ 914

(g) Comparable rank in civil service as assessed by SWD (Note 11) Between Social Work Officer and Assistant Social Work Officer

Remarks by NGO, if any:

**Part (C): Review for changes (Note 12)**

	<u>2020-21</u> (the year before)	<u>2021-22</u> (the reporting year)
(a) Total annual staff costs under SWD		
subventions in respect of the top three tiers	\$ 13,930,739	\$14,312,347
<i>[Part (A)(1)(e)+(2)(e)+(3)(e)+ Part (B)(1)(e)+(2)(e)+(3)(e)]</i>		

(b) Please select and complete the following as appropriate to state the result of this review -

- The remuneration packages of staff in the top three tiers have been reviewed and **no change** was found in their remunerations as compared with the preceding year.
- The remuneration packages of staff in the top three tiers have been reviewed and **change(s)** was found 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, if any).
  - Upward/downward pay adjustment other than Civil Service Pay Adjustment (details are given at the bottom, if any).
  - Incremental creep (details are given at the bottom, if any).
  - Organisational restructuring or upgrading/downgrading of top three tier posts (details are given at the bottom, if any).
  - Increase/decrease in the number of staff of the top three tiers (details are given at the bottom, if any).
  - Other circumstances (please provide details in the box below).

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

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

01.03.2023 ) the Review Report for 2021-22 (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 The relevant hyperlink is: <a href="https://www.naac.org.hk/">https://www.naac.org.hk/</a>
<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 (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 checked="" type="checkbox"/>	SWD posts a copy of <b>Part (A) to (C)</b> of the Review Report on the SWD's website
<input 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

### **Part (F): Declaration by Chairperson**

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

Contact Person: Ms. LO Suk Yin

Signature of Chairperson: 

Post Title: HR Manager

Name:

Mr. YEN Yuen Ho

Tel. No.: 2865 2797

Tel. No.:

2865 2797

Email Address: [hrm@naac.org.hk](mailto:hrm@naac.org.hk)

Date:

31.10.2022