

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

**Self Assessment Report for the Reporting Year of 2020-21**

To: Director of Social Welfare  
(Attn: Subventions Section)  
38/F, Dah Sing Financial Centre,  
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 Social Welfare Department (SWD) by 31 October 2021.]

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

1. The average recurrent subventions<sup>(Note 1)</sup> which my organisation received from SWD during the past four years from 2016-17 to 2019-20 (excluding the reporting year) amount to \$ 553,976,822 which represents 76 % of my organisation's average operating income pertaining to welfare services/programmes<sup>(Note 3)</sup> 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) \$
2016-17	434,709,252 (a)	576,639,381 (aa)
2017-18	450,282,260 (b)	595,353,248 (bb)
2018-19	489,834,843 (c)	650,565,996 (cc)
2019-20	553,976,822 (d)	713,924,403 (dd)
Average: (e) = [(a)+(b)+(c)+(d)] / 4 (f) = [(aa)+(bb)+(cc)+(dd)] / 4	482,200,794 (e)	634,120,757 (f)
Average annual recurrent subventions / Average annual operating income [ (e) / (f) × 100% ] = (g)		76.0% (g)

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

\*Delete as appropriate

Signature of Chairperson : 

Name : Mr/Ms-YEN Yuen Ho

Tel. : 2865 2797

Date : 29 OCT 2021

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

**Review Report for the Reporting Year of 2020-21**  
(to be completed if not exempt from the Government Guidelines)

To: Director of Social Welfare  
(Attn: Subventions Section)  
38/F, Dah Sing Financial Centre,  
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)

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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 1<sup>st</sup> Tier** <sup>[1]</sup>

- (a) Number of staff      1
- (b) Comparable rank in civil service <sup>[2]</sup>      CSWO
- (c) Post      Executive Director
- (d) Total annual staff costs <sup>[3]</sup> (including those not under SWD subventions, if applicable)  
*[1(d) should be equal to or greater than 1(e)]*      \$1,744,578.00  
*(round up to the nearest dollar)*
- (e) Total annual staff costs under SWD subventions  
*[1(e)=1(g)(i)+(ii)+(iii)+(iv)]*      \$1,744,578.00  
*(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 <sup>[4]</sup>      \$1,514,640.00
- (ii) Provident fund      \$227,196.00
- (iii) Cash allowance <sup>[5]</sup> (please specify if any: )      \$0.00
- (iv) Non-cash based benefits <sup>[6]</sup> (please specify if any: Group Medical )      \$2,742.00

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

- (a) Number of staff 2
- (b) Comparable rank in civil service <sup>[2]</sup> CSWO & SSWO
- (c) Post Deputy Executive Director
- (d) Total annual staff costs <sup>[3]</sup> (including those not under SWD subventions, if applicable)  
[2(d) should be equal to or greater than 2(e)] \$2,836,280.00  
*(round up to the nearest dollar)*
- (e) Total annual staff costs under SWD subventions  
[2(e)=2(f)(i)+(ii)+(iii)+(iv)] \$2,836,280.00  
*(round up to the nearest dollar)*
- (f) Breakdown of (2)(e)
- (i) Salary <sup>[4]</sup> \$2,586,000.00
- (ii) Provident fund \$242,796.00
- (iii) Cash allowance <sup>[5]</sup> (please specify if any: Special Reward for performance ) \$2,000.00
- (iv) Non-cash based benefits <sup>[6]</sup> (please specify if any: Group Medical ) \$5,484.00

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

- (a) Number of staff 9
- (b) Comparable rank in civil service <sup>[2]</sup> SWO
- (c) Post Co-ordinator
- (d) Total annual staff costs <sup>[3]</sup> (including those not under SWD subventions, if applicable)  
[3(d) should be equal to or greater than 3(e)] \$9,349,881.00  
*(round up to the nearest dollar)*
- (e) Total annual staff costs under SWD subventions  
[3(e)=3(f)(i)+(ii)+(iii)+(iv)] \$9,349,881.00  
*(round up to the nearest dollar)*

- (f) Breakdown of (3)(e)
- (i) Salary <sup>[4]</sup> \$8,394,666.00
  - (ii) Provident fund \$879,458.00
  - (iii) Cash allowance <sup>[5]</sup> (please specify if any: Special Reward for performance, Anti-Epidemic Allowance) \$51,079.00
  - (iv) Non-cash based benefits <sup>[6]</sup> (please specify if any: Group Medical ) \$24,678.00

**(4) Review for changes <sup>[7]</sup>**

	<u>2019-20</u> (the year before)	<u>2020-21</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)]	\$13,656,584.23	\$13,930,739.00

(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 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):*

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**Part (B): Information on Staff Serving Their First Contract** <sup>[8] [9]</sup>

Please add column(s) where necessary.

\*Please delete as appropriate.

There is no staff member serving his/her first contract in 2020-21.

The following staff member(s) served his/her/their first contract in 2020-21. Details are as follows:

	<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> <sup>[2]</sup>			
<b>(c) Post</b>			
<b>(d) Total annual staff costs</b> <sup>[3]</sup>	\$	\$	\$
<b>(e) Total annual staff costs under SWD subventions</b> <b>(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> <sup>[4]</sup>	\$	\$	\$
<b>(ii) Provident fund</b>	\$	\$	\$
<b>(iii) Cash allowance</b> <sup>[5]</sup> (please specify if any)	\$	\$	\$
<b>(iv) Non-cash based benefits</b> <sup>[6]</sup> (please specify if any)	\$	\$	\$

**Part (C): Public Disclosure of the Review Report <sup>[9]</sup>**

Our organisation ~~\*has disclosed~~ / will disclose (please specify the commencement date: 1/3/2022 ) the Review Report for 2020-21 (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

: 29 OCT 2021