

**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

[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 1st Tier** ^[1]

- (a) Number of staff 1
- (b) Comparable rank in civil service Principal Executive Officer
- (c) Post Executive Director
- (d) Total annual staff costs ^[2] (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 ^[3] \$1,411,561.00
- (ii) Provident fund \$161,396.00
- (iii) Cash allowance ^[4] (please specify if any:) \$0.00
- (iv) Non-cash based benefits ^[5] (please specify if any: Group Medical Insurance) \$1,321.00

(f) Breakdown of (3)(e)

(i) Salary ¹³¹	<u>\$8,883,622.00</u>
(ii) Provident fund	<u>\$1,036,516.00</u>
(iii) Cash allowance ¹⁴¹ (please specify if any:)	<u>\$0.00</u>
(iv) Non-cash based benefits ¹⁵¹ (please specify if any: Group Medical Insurance)	<u>\$17,317.00</u>

(4) Any staff in the top three tiers serving their first contract ¹⁶¹ 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 ¹⁷¹

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

(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 2018.

➤ As the successor of the Executive Director has been performing on a voluntary basis and the Deputy Executive Director commenced duty on 1 February 2019. As a result, the remuneration packages of the 1st and 2nd Tiers were decreased in 2017-2018.

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.)

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 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

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Date : 22 FEB 2019