

"Enhanced Productivity Programme : 2001-02" Booklet

Report on EPP Savings - Architectural Services Department

Total value of EPP savings in 2001-02: **\$28.448m**, equivalent to **1.9%** of total recurrent baseline expenditure in that year that is subject to EPP. Total EPP savings (as a percentage of recurrent baseline expenditure subject to EPP) achieved by 2001-02 on a **cumulative** basis is **3.3%**.

Category	Savings (\$m)	EPP Measures in 2001-02	Safeguards for Quality Service
PE/PRE	2.991	<ul style="list-style-type: none"> ● Re-distribute duties of the Landscape design staff following the finalisation of projects transferred to the Architectural Services Department (ArchSD) from Territory Development Department (TDD). ● Review and streamline existing work process through wider use of computer-aided drafting (CAD) provided by services providers or drafting services companies stationed in ArchSD under the direction of Senior Technical Officers. <p><i>Savings :</i> Deletion of the following posts in 2000-01-</p> <p style="padding-left: 40px;">1 Landscape Architect 4 Technical Officer/Technical Officer Trainee (Architectural) 1 Assistant Clerk of Works 3 Works Supervisor II (Building)</p> <p>Deletion of 5 Works Supervisor II (Building) posts in 2001-02.</p>	<p>Regular review of existing workload in landscape design to achieve higher efficiency.</p> <p>Meetings on work quality are held regularly to ensure efficient operation of the CAD. No staff redundancy will arise.</p>

Category	Savings (\$m)	EPP Measures in 2001-02	Safeguards for Quality Service
	1.110	<ul style="list-style-type: none"> Reduce overtime allowance by contracting out drafting services of architectural work. 	<p>With better internal staffing redeployment and use of CAD contract services under the direct supervision of Senior Technical Officers, reduction of overtime allowance has not led to the deterioration in the quality of the drafting services of architectural work.</p>
	0.757	<ul style="list-style-type: none"> Reduce overtime work by better utilising technical and site staff resources where appropriate, delegate more site supervision work from Assistant Clerks of Works level to Works Supervisors level. 	<p>Works Supervisors will be assigned to carry out site supervision work whilst those work that require decision making will still be handled by Assistant Clerks of Works.</p> <p>The quality of overtime work is immediately checked by supervisors.</p>
	6.316	<ul style="list-style-type: none"> Re-distribute the building services engineering duties in project sections and reorganise existing staff between divisions to achieve better utilisation of resources <p><i>Savings :</i> Deletion of the following posts in 2000-01-</p> <p>5 Building Services Engineer/ Assistant Building Services Engineer</p> <p>6 Technical Officer/ Technical Officer Trainee (Building Services)</p> <p>3 Assistant Building Services Inspector</p> <p>4 Works Supervisor II (Building Services)</p>	<p>Develop better practical guidelines and streamline working procedures for maintaining the quality of work at a reduced level of resources.</p> <p>Deletion of posts through natural wastage and redeployment of surplus staff as agreed with Electrical & Mechanical Services Department. No staff redundancy will arise.</p>

Category	Savings (\$m)	EPP Measures in 2001-02	Safeguards for Quality Service
	2.776	<p>Deletion of 6 Works Supervisor II (Building Services) posts in 2001-02.</p> <p>Corresponding reduction in overtime allowance.</p> <ul style="list-style-type: none"> ● Re-distribute the pre and post-contract work among quantity surveyor and survey officer grades staff. Contract out pre-contract and post-contract services to consultants. ● Review and streamline where appropriate, existing work process to achieve high efficiency of quantity surveying services. <p><i>Savings :</i> Deletion of the following posts in 2000-01-</p> <p style="padding-left: 40px;">4 Quantity Surveyor/Assistant Quantity Surveyor 5 Survey Officer/Survey Officer Trainee (Quantity)</p>	<p>Strict compliance with contract/project programmes by constant monitoring of progress and performance standards of project officers to ensure on time completion of tender pre and post-contract services.</p> <p>Reinforce the functioning of the Consultant Management Division for better monitoring of consultant performance.</p> <p>Meetings with senior management of the Quantity Surveying Branch are held regularly to oversee and review the operational procedures and initiate action to overcome deficiencies.</p> <p>No staff redundancy will arise.</p>
	1.389	<ul style="list-style-type: none"> ● Re-distribute structural engineering duties to achieve higher efficiency. ● Contract out drafting and calculating the quantity of reinforcing bars used in the contracts of structural engineering works. 	<p>Meetings on work quality are held regularly to ensure work quality of professionals.</p> <p>The quality of contractors' output is closely monitored.</p> <p>No staff redundancy will arise.</p>

Category	Savings (\$m)	EPP Measures in 2001-02	Safeguards for Quality Service
	4.210	<ul style="list-style-type: none"> ● Re-distribute geotechnical duties to achieve higher efficiency. <p><i>Savings :</i> Deletion of the following posts in 2000-01-</p> <p>1 Structural Engineer/ Assistant Structural Engineer 3 Technical Officer/Technical Officer Trainee (Structural)</p> <p>Deletion of 1 Technical Officer/Technical Officer Trainee (Geotechnical) post in 2001-02.</p> <p>Corresponding reduction in overtime allowance.</p> <ul style="list-style-type: none"> ● Devolve design responsibilities to design and building contractors for refurbishment and minor works projects requiring substantial design input, thus releasing professional and supervisory staff for other duties. 	<p>The Technical Assurance Audit Teams set up last year will continue to ensure and maintain uniformity of standards in the supervision and control of the work of contractors.</p> <p>No staff redundancy will arise.</p>

Category	Savings (\$m)	EPP Measures in 2001-02	Safeguards for Quality Service
		<p><i>Savings :</i> Deletion of the following posts in 2000-01-</p> <ul style="list-style-type: none"> 2 Maintenance Surveyor 3 Assistant Clerk of Works 2 Works supervisor II (Building) 2 Technical Officer/ Technical Officer Trainee (Architectural) <p>Deletion of the following posts in 2001-02-</p>	<p>Cross-functional meetings on quality of works are held regularly to oversee the operational procedures and initiate action to overcome deficiencies.</p> <p>Meetings on work quality are held regularly to ensure work quality of contractors.</p> <p>Contract staff/Consultancy service will be employed as appropriate to ensure no deterioration in quality of services.</p>
<i>Subtotal</i>	19.549	<ul style="list-style-type: none"> 1 Geotechnical Engineer/ Assistant Geotechnical Engineer 5 Technical Officer/Technical Officer Trainee (Geotechnical) 	
DE/OC	8.899	<ul style="list-style-type: none"> ● Improve the coordination between day-to-day maintenance works and planned maintenance works so that non-essential and non-urgent minor repairs will be included in planned maintenance programme to reduce maintenance cost. ● Further reduce the use of Star Rate items. Improve the tender document to include the commonly used Star Rate items (i.e. items not specifically mentioned in the Schedule of Rates) in the Schedule of Rates. 	The clients will be duly consulted to ensure that the arrangement will not affect clients' operational need, the condition of the building and public safety.

Category	Savings (\$m)	EPP Measures in 2001-02	Safeguards for Quality Service
		<ul style="list-style-type: none"> Reduce requirement for contractors' overtime work, through improved coordination between client departments and the contractors, better planning and programming of work. 	Client departments are invited to proactively take part in the planning and programming of work. Prefabricated materials and components will be employed as far as possible to reduce site working hours.
<i>Subtotal</i>	8.899		
Total	28.448		

- PE : Personal Emoluments i.e. Staff salaries and allowances
- PRE : Personnel Related Expenses i.e. Costs related to the employment of staff other than pay and allowances e.g. pensions, staff housing
- DE: Departmental Expenses i.e. The day to day operating expenses of departments e.g. fuel, travelling expenses and furniture
- OC: Other Charges i.e. Significant expenditure peculiar to a particular department's operation
- Subventions i.e. Recurrent payment to non-government bodies in support of their on-going expenses