

"Enhanced Productivity Programme : 2002-03" Booklet

Report on EPP Savings - Architectural Services Department

Total value of EPP savings in 2002-03 : **\$26.482 m**, equivalent to **1.7%** 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 2002-03 on a **cumulative** basis is **5.0%**.

Category	Savings (\$m)	EPP Measures in 2002-03	Safeguards for Quality Service
PE	5.671	<ul style="list-style-type: none"> ● Re-distribute architectural duties and reorganise existing staff between divisions to achieve better utilisation of resources. ● Review and streamline existing work processes through wider use of computer-aided drafting (CAD) personnel provided by services providers or drafting services companies stationed in ArchSD. <p><i>Savings :-</i> Deletion of the following posts in 2002-03 -</p> <p style="margin-left: 20px;">2 Architect/Assistant Architect 11 Technical Officer/Technical Officer Trainee (Architectural) 6 Assistant Clerk of Works 5 Works Supervisor II (Building)</p>	<p>Regular review of existing workload of architectural divisions to achieve higher efficiency.</p> <p>Meetings on work quality are held regularly to ensure efficient operation of the CAD services..</p> <p>Quality and efficiency of CAD production will be ensured through enhanced CAD standards and technologies.</p> <p>No staff redundancy will arise.</p>
	3.474	<p style="margin-left: 20px;">1 Technical Officer/ Technical Officer Trainee (Building Services)</p> <ul style="list-style-type: none"> ● Re-distribute quantity surveying duties relating to 	<p>Strict compliance with contract/project programmes by</p>

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	2.821	<p>contract work to achieve better utilisation of resources. In addition, enhanced productivity is achieved by continuing to engage consultants for contract services.</p> <ul style="list-style-type: none"> 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 2002-03 -</p> <p>2 Quantity Surveyor/Assistant Quantity Surveyor 14 Survey Officer/Survey Officer Trainee(Quantity)</p> <ul style="list-style-type: none"> Re-distribute structural engineering duties to achieve higher efficiency. <p>Meetings on work quality are held regularly to ensure work quality of professionals.</p> <p><i>Savings :-</i> Deletion of the following posts in 2002-03 -</p>	<p>constant monitoring of progress and performance standards of project officers to ensure timely completion of contract services.</p> <p>The Consultant Management Division with closely monitor the performance of consultants.</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> <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>1 Structural Engineer/ Assistant Structural Engineer 13 Technical Officer/ Technical Officer Trainee (Structural)</p>	<p>No staff redundancy will arise.</p>

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	<p>1.127</p> <p>0.542</p>	<ul style="list-style-type: none"> ● Streamline existing work processes & engage consultants for research & development works. <p><i>Savings :-</i> Deletion of the following posts in 2002-03 -</p> <ul style="list-style-type: none"> 1 Architect/Assistant Architect 1 Quantity Surveyor/Assistant Quantity Surveyor 1 Technical Officer/Technical Officer Trainee (Architectural) <ul style="list-style-type: none"> ● Re-distribute the duties of Technical Officer and Survey Officer grades staff among the Senior Technical Officers to achieve better utilization of resources and quality service. <p><i>Savings :-</i> Deletion of the following posts in 2002-03 -</p> <ul style="list-style-type: none"> 1 Technical Officer/Technical Officer Trainee (Architectural) 2 Survey Officer/Survey Officer Trainee(Quantity) 	<p>Regular monitoring to ensure the quality performance of services.</p> <p>Regular monitoring and review by senior professional officers will be conducted to ensure the quality of the advisory service can be maintained and the target dates in the performance pledge can be met.</p>
	4.095	<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 	<p>The Technical Assurance Audit Teams set up in previous year will continue to ensure and maintain uniformity of standards in the supervision and control of the work of contractors.</p>

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		<p>releasing professional and supervisory staff for other duties.</p> <p><i>Savings :-</i> Deletion of the following posts in 2002-03 -</p> <p>2 Maintenance Surveyor 1 Technical Officer/ Technical Officer Trainee (Architectural) 2 Assistant Clerk of Works 11 Works Supervisor II (Building)</p>	<p>No staff redundancy will arise.</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>Sub-total</i>	17.730		
DE	0.268	<ul style="list-style-type: none"> Strengthen green housekeeping measures and, develop and expand the electronic communication means to achieve continued reduction in consumption of paper. 	<p>The implementation of government office automation and the development of local area network will enhance the efficiency and effectiveness of work.</p>
OC	8.484	<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. 	<p>(a) 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.</p>
		<ul style="list-style-type: none"> Further reduce the use of Star Rate items i.e. rates for term contracts not specifically 	<p>(b) The tender document has been improved to include the commonly used Star Rate</p>

Category	Savings (\$m)	EPP Measures in 2002-03	Safeguards for Quality Service
		mentioned in the Schedule of Rates. <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. 	items in the Schedule of Rates. (c) 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>Sub-total</i>	8.752		
Total	26.482		

- PE : Personal Emoluments i.e. i.e. Staff salaries and allowances
- DE : Departmental Expenses i.e. The day-to-day operating expenses of departments e.g. fuel, traveling expenses and furniture.
- OC : Other Charges i.e. Significant expenditure peculiar to a particular department's operation