

“Enhanced Productivity Programme: 2001-02” Booklet

Report on EPP Savings — Buildings Department

Total value of EPP savings in 2001- 02: **\$9.237m**, equivalent to **2.0** % of the 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 **3.0** %.

Category	Savings (\$m)	EPP Measures in 2001-02	Safeguard for Quality Service
PE/PRE	6.761	<ul style="list-style-type: none"> ● Reorganise the Existing Buildings Divisions of the Buildings Department and introduce the one-stop-shop approach in dealing with building safety problems in existing private buildings. <p><i>Savings:</i> Deletion of the following posts in 2000-01–</p> <ul style="list-style-type: none"> 4 Building Surveyor 3 Structural Engineer 9 Survey Officer 7 Technical Officer 3 Assistant Clerical Officer 1 Clerical Assistant 	<p>We shall be able to accommodate all deletion of posts through internal redeployment and deletion of vacant posts. No staff redundancy will arise. We have obtained agreement from the relevant Heads of Grade.</p> <p>We have provided suitable training to staff to ensure they can adapt to the new procedures. Staff can voice their feedback and proposals on EPP measures through established channels.</p>
	0.425	<ul style="list-style-type: none"> ● Computerise meeting rooms booking system and enhance the communication system to reduce paper work and documentation. <p><i>Savings:</i> Deletion of 3 Clerical Assistant posts in 2000-01.</p>	
	0.313	<ul style="list-style-type: none"> ● Computerise the records of practice notes for authorised persons/ registered structural engineers, administration circulars, departmental instructions and the records of occupation permits. 	

Category	Savings (\$m)	EPP Measures in 2001-02	Safeguard for Quality Service
	<p>0.172</p> <p>0.142</p> <p>0.344</p>	<p><i>Savings:</i> Deletion of the following posts in 2000-01–</p> <p>1 Assistant Clerical Officer 1 Clerical Assistant</p> <p>● Enhance the computerised network bar-coding library management system.</p> <p><i>Savings:</i> Deletion of 1 Assistant Clerical Officer post in 2000-01.</p> <p>● Streamline procedures for retrieving building records for public viewing</p> <p><i>Savings:</i> Deletion of 1 Clerical Assistant post in 2000-01.</p> <p>● Reduce overtime work through employment of temporary staff.</p>	<p>We have provided suitable training to temporary staff.</p>
<i>Subtotal</i>	8.157		
DE/OC	1.080	<p>● Reduce expenditure through the following measures:</p> <ul style="list-style-type: none"> - Corresponding decrease in departmental expenses due to deletion of posts. - Exploration of additional sources of suppliers of goods and services. - Wider use of information technology, including the use of internet. 	<p>These DE savings have no adverse effect on the quality of service.</p>
<i>Subtotal</i>	1.080		
Total	9.237		

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