

## “Enhanced Productivity Programme: 2000-01” Booklet

### Report on EPP Savings -- Civil Engineering Department

Total value of EPP Savings : **\$15.341m**, equivalent to **1.8%** of total Recurrent Baseline Expenditure in 2000-01 which is subject to EPP, made up of \$0.086m savings already achieved in 1999-2000 through advance implementation of EPP and \$15.255m additional savings in 2000-01.

Category	\$m	EPP Measures	Safeguards for Quality Service
<b>PE/PRE</b>	0.250	<ul style="list-style-type: none"> <li>• Introduce upgraded Computer Aided Design equipment to the Design Division and Special Projects Division to increase productivity and efficiency in the preparation of drawings and documents.</li> </ul> <p style="margin-left: 20px;"><i>Savings :</i> Deletion of 2 Tracer posts on 1.4.2000.</p>	<p>All the deletions of posts can be accommodated through natural wastage or internal redeployment. No staff redundancy will arise. Where deletion of posts involves other Heads of Grades, we have also obtained their agreement.</p>
	0.090	<ul style="list-style-type: none"> <li>• Reduce overtime allowance by streamlining databases, automation of updating and data checking, and the introduction of a new electronic data transfer system to save manual effort in updating the Fill Management Database.</li> </ul>	

Category	\$m	EPP Measures	Safeguards for Quality Service
	0.500	<ul style="list-style-type: none"> <li>Reduce overtime allowance for technical and clerical staff involved in the Landslip Preventive Measures Programme through streamlining the searching and updating of slope data with the use of the Landslip Preventive Measures Information System and Slope Information System.</li> </ul>	
	1.000	<ul style="list-style-type: none"> <li>Reduce overtime allowance for site supervisory staff involved in landslip preventive works in the Works Division by rescheduling non-critical duties.</li> </ul>	<p>To ensure there is no deterioration in site safety or the quality of works, we have implemented a system whereby some non-critical activities are re-scheduled to achieve reduction in overtime supervision.</p>
	0.193	<ul style="list-style-type: none"> <li>Reduce overtime allowance by streamlining Geotechnical checking through introduction of a new quality management system.</li> </ul>	<p>The quality management system improves the checking process and efficiency. We can systematically monitor non-conformity, achievement of targets and performance measures.</p>
	1.379	<ul style="list-style-type: none"> <li>Reduce overtime allowance by improving staff deployment, redistributing work and re-arranging work shifts to match peaks and troughs in workload mainly in the Survey Division, Administration Division, Special Projects Division and Mines &amp; Quarries Division.</li> </ul>	

Category	\$m	EPP Measures	Safeguards for Quality Service
	0.603	<ul style="list-style-type: none"> <li>● Streamline working procedure and redeploy staff in the Survey Division and Administration Division</li> </ul> <p><i>Savings:</i> Deletion of 2 Survey Officer posts on 1.4.2000.</p> <p>Non-creation of 1 Confidential Assistant post on 1.4.2000</p>	
	4.060	<ul style="list-style-type: none"> <li>● Reduce overtime allowance by regulating working hours of site staff in the Port Works Division and Technical Services Division</li> </ul>	<p>Joint efforts between staff side and management to establish a shift system to cater for the difference in working hours between contractors and our supervisory site staff in weekdays.</p>
	0.480	<ul style="list-style-type: none"> <li>● Use a new air supply system in the Technical Services Division for divers engaged in underwater inspection which can reduce the need for manpower support on ground.</li> </ul> <p><i>Savings:</i> Deletion of 2 Work Supervisors I posts on 1.4.2000.</p>	
	0.193	<ul style="list-style-type: none"> <li>● Review the record keeping process on construction site in the Development Division and eliminate duplications.</li> </ul> <p><i>Savings:</i> Deletion of 1 Works Supervisor II post on 1.4.2000.</p>	<p>As an initiative under our Continuous Improvement Scheme, we have reviewed our record keeping process on site and eliminated areas of duplication.</p>

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	1.800	<ul style="list-style-type: none"> <li>• Cut costs by decommissioning two existing depots following a review on the requirement for storage space and staff resources for maintaining steel and wooden molds.</li> </ul> <p><i>Savings :</i> Deletion of the following posts on 1.4.2000 -</p> <ul style="list-style-type: none"> <li>1 Senior Artisan</li> <li>3 Artisans</li> <li>1 Workman I</li> <li>8 Property Attendants</li> </ul>	Personnel and other maintenance materials are housed in the new depot on Stonecutter Island.
	10.548		
<b>DE/OC</b>	0.482	<ul style="list-style-type: none"> <li>• Reduce expenditure on consultants to provide relief staff during periods of emergency. For the Geotechnical Engineering Office Emergency Service, introduce an improved computerised Landslip Information Handling System, mobilise additional resources of Civil Engineering Department for after office hours manning of Emergency Teams, reduce unnecessary attendance to minor incidents handled by other Departments, and improve training and drills to enhance efficiency.</li> </ul>	To ensure no deterioration in our emergency advisory service, we have set maximum target response times, mobilised more staff resources after office hours, introduced improved data handling, and prioritised incidents according to relative safety implications.
	0.351	<ul style="list-style-type: none"> <li>• Reduce expenditure on hired services. But historical data for Hong Kong Island are inputted into the computerised District Information System using hired services aimed at future efficiency improvement.</li> </ul>	

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	0.439	<ul style="list-style-type: none"> <li>Reduce expenditure on hired services on future maintenance. After the completion of the one-off task of including additional data and slope safety information into the computerised Slope Information System and the Hong Kong Slope Safety Website using hired services, further downstream work of maintenance and updating of information will be streamlined and undertaken in-house.</li> </ul>	<p>Establishing computerised information systems, particularly geographical information systems, and inputting historical information from paper records is highly labour intensive in the short term. However, it leads to longer term efficiency gains, and once the systems are established they can be maintained and updated with less effort.</p>
	0.228	<ul style="list-style-type: none"> <li>Reduce expenditure on hired services. The Public Works Central Laboratory has been establishing facilities and training staff to undertake calibration of laboratory equipment in-house. Previously this had to be undertaken overseas at significant costs.</li> </ul>	<p>Calibration of laboratory equipment is an essential activity. Establishing in-house capability in equipment and staff will reduce reliance on overseas hired services.</p>
	1.200	<ul style="list-style-type: none"> <li>Reduce contract maintenance expenses after a comprehensive review of the existing maintenance practices in the Technical Services Division.</li> </ul>	<p>We intend to replace the wooden fenders gradually with rubber fenders to prolong the life of the fendering systems at piers. We adopt better planning technique to develop a more co-ordinated maintenance dredging schedule.</p>
	0.250	<ul style="list-style-type: none"> <li>Reduce subsistence allowance as a result of the re-engineering and re-arrangement of work mentioned above.</li> </ul>	
	1.843	<ul style="list-style-type: none"> <li>Economise on the use of resources for training and procurement of computing facilities, office furniture and equipment.</li> </ul>	

<b>Category</b>	<b>\$m</b>	<b>EPP Measures</b>	<b>Safeguards for Quality Service</b>
	4.793		
<b><i>Total</i></b>	<b>15.341</b>		

Note

- 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