

Report on EPP Savings – Civil Engineering Department

Total value of EPP savings in 2001-02: **\$17.172 m**, equivalent to **2.1%** 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 **3.9%**.

Category	Savings (\$m)	EPP Measures in 2001-02	Safeguards for Quality Service
PE/PRE	1.254	<ul style="list-style-type: none"> ● Streamline and re-distribute work among existing staff. <p><i>Savings:</i> <u>Various divisions in headquarters</u> Non-upgrading of the following posts in 2000-01–</p> <p>1 Assistant Clerical Officer and 3 Office Assistant to 2 Clerical Officer and 2 Clerical Assistant</p> <p>1 Technical Officer (Civil) to 1 Senior Technical Officer (Civil)</p> <p>Non-creation of the following posts in 2000-01 –</p> <p>1 Workman I 5 Workman II</p>	Part-time workers/ non-civil service contract staff may be employed as and when necessary to cope with fluctuations in workload. . No redundancy is likely to arise as a result of the deletion of posts.
	0.120	<p><u>Welfare and Training Unit of Administration Division</u> Non-upgrading of 1 Assistant Clerical Officer post to 1 Clerical Officer post in 2000-01.</p>	
	0.172	<p><u>Appointment and Establishment Section</u> Non-creation of 1 Assistant Clerical Officer post in 2000-01.</p>	

Category	Savings (\$m)	EPP Measures in 2001-02	Safeguards for Quality Service
	0.130	<u>Special Duties Office</u> Creation of 1 Senior Landscape Architect offset by non-creation of 2 Clerical Assistant, 1 Personal Secretary II, 1 Geotechnical Engineer, and 1 Technical Officer (Civil) in 2000-01.	
	0.154	<u>Geotechnical Engineering Office/ Landslip Preventive Measures Branch</u> Creation of 1 Senior Geotechnical Engineer, 1 Principal Technical Officer(Geo), 1 Senior Technical Officer (Geo), and 1 Assistant Clerical Officer offset by non-creation of 2 Geotechnical Engineer, 5 Technical Officer (Geo) and 3 Motor Driver in 2000-01.	
	1.351	<u>Survey Division</u> Deletion of the following posts in 2000-01 – 5 Survey Officer (Engineering) 3 Workman II Deletion of 1 Workman II post in 2001-02.	Survey Division has attained ISO 9001 Quality Management standard since 1999. The new quality management system has enabled the Division to maintain existing level of service with fewer staff.
	1.919	<u>Civil Engineering Office/Port Works & Technical Services Divisions</u> Deletion of the following posts in 2000-01 – 2 Technical Officer(Civil) 1 Clerical Assistant 1 Assistant Inspector of Works 4 Work Supervisor II Deletion of 3 Workman I posts in 2001-02.	Duties involved have been re-distributed. Efficiency measures are also in place to maintain the quality of service.

Category	Savings (\$m)	EPP Measures in 2001-02	Safeguards for Quality Service
	0.469	<u>Geotechnical Engineering Office/Advisory Division</u> Deletion of 1 Geotechnical Engineer post in 2001-02.	We will maintain the level and quality of service through re-distribution of duties and the increased use of information technology in all stages of work. The introduction of a Quality Assurance System has also reduced the amount of resources required in checking the work processes.
	0.469	<u>Geotechnical Engineering Office /Mainland East Division</u> Deletion of 1 Geotechnical Engineer post in 2001-02.	We will monitor the quality of checking of geotechnical submissions through surveillance audit under the ISO 9001 Certification to ensure that the service level is maintained. Performance targets and customer feedback will also be closely monitored to ensure the service level is maintained.
	0.360	<u>Geotechnical Engineering Office Design Division</u> Deletion of 2 Technical Officer(Civil) posts in 2000-01.	We will maintain the level and quality of service through re-distribution of work and increased use of computer aided drafting in the preparation of drawings.
	2.870	<ul style="list-style-type: none"> ● Optimise operation through re-distribution of work in the delivery of explosives and operation of the explosive depots in the Mines and Quarries Division. <p><i>Savings:</i> Deletion of the following posts in 2000-01 –</p> <p style="padding-left: 40px;">11 Explosives Supervisor 3 Motor Driver</p> <p>Deletion of 4 Explosives Supervisor posts in 2001-02.</p>	<p>Through redeployment, the current level of service will be maintained. We will monitor the quality of the delivery and storage service through surveillance audit under the ISO 9001 Certification.</p> <p>No redundancy is likely to arise as a result of the deletion of posts.</p>

Category	Savings (\$m)	EPP Measures in 2001-02	Safeguards for Quality Service
	0.306	<ul style="list-style-type: none"> Merge two typing pools into one under supervision of one Supervisor of Typing Services. <p><i>Savings :</i> Deletion of 1 Supervisor of Typing Services post in 2001-02.</p>	<p>Through re-distribution of work, establishment of typists has been trimmed down. We will continue to monitor and review the situation to ensure quality of service will be maintained.</p>
	0.151	<ul style="list-style-type: none"> Streamline process through adjusting work process and re-distributing work in Materials Division. <p><i>Savings:</i> Deletion of 1 Laboratory Attendant post in 2000-01.</p>	<p>No redundancy is likely to arise as a result of the deletion of the post.</p> <p>We have put the revised work process and staff deployment on trial. It is working satisfactorily.</p> <p>No redundancy is likely to arise as a result of the deletion of the post.</p>
	0.600	<ul style="list-style-type: none"> Reduce overtime allowance by re-distributing work and re-arranging work shifts in Headquarters. 	<p>The introduction of efficiency measures will be kept under constant review.</p>
	0.200	<ul style="list-style-type: none"> Regulate working hours of site staff, saving in overtime allowance in Port works Division. 	<p>We have established a shift system with the joint efforts between the staff side and management.</p>
	0.300	<ul style="list-style-type: none"> Reduce expenditure on overtime allowance through the use of information technology to improve the existing work processes in Island Division. 	<p>By setting up a computerised District Information System, the overall efficiency in carrying out information search for various engineering development projects will be substantially improved, resulting in savings in overtime payment.</p>

Category	Savings (\$m)	EPP Measures in 2001-02	Safeguards for Quality Service
	0.200	<ul style="list-style-type: none"> Reduce expenditure in overtime by streamlining the operation for searching and updating of slope data as part of the process improvement for selection, design and construction of landslip preventive works, enabled by the use of the computerised Landslip Preventive Measures Information System (LPMIS) and Slope Information System (SIS). 	<p>The data in the computerised systems LPMIS and SIS are updated regularly to ensure accuracy of the information. We shall monitor the efficiency of data searching and carry out measures to improve the systems as necessary.</p>
<i>Subtotal</i>	<i>11.025</i>		
DE/OC	1.437	<ul style="list-style-type: none"> Reduce expenditure in the procurement of furniture, equipment, books, contracting-out service and hire of services in Headquarters, Special Projects and Material Divisions. 	<p>By adopting modern surveying techniques and equipment, Survey Division can perform most requests in-house.</p> <p>We will monitor user satisfaction and availability of reference materials required.</p> <p>We will also monitor adequacy of equipment for laboratory testing through surveillance audit under the Hong Kong Laboratory Accreditation Scheme.</p>
	0.200	<ul style="list-style-type: none"> Reduce expenditure in the procurement of computer hardware and software by better utilisation of computer facilities in Island and Special Projects Divisions. 	<p>Optimise the use of information technology facilities through continuous improvement and better management of application and network system.</p>
	0.060	<ul style="list-style-type: none"> Reduce overseas attachment training by adopting training the trainer principle in Survey Division. 	<p>The trained officer will train his colleagues when he returns from training.</p>

Category	Savings (\$m)	EPP Measures in 2001-02	Safeguards for Quality Service
	1.800	<ul style="list-style-type: none"> Centralise maintenance depots to achieve more efficient use of maintenance materials in Technical Services Division. 	We have decommissioned depots at Causeway Bay and Quarry Bay & house all personnel & maintenance materials in the new centralised depot on Stonecutter Island.
	1.400	<ul style="list-style-type: none"> Reduce contract maintenance estimate to tie in with market conditions in Technical Services Division. 	Maintenance works can be ordered and carried out at market prices.
	1.020	<ul style="list-style-type: none"> Decommission the hydraulic laboratory at Tuen Mun in Technical Services Division. 	Hydraulic analyses are carried out by mathematical model at Headquarters.
	0.230	<ul style="list-style-type: none"> Reduce expenditure through streamlining of databases, by automation using a new electronic data transfer system to save service costs and renewal of computer system to save maintenance cost in Fill Management Division. 	We will monitor and check the accuracy and quality of data input. We will monitor the reliability of the new computer system.
<i>Subtotal</i>	<i>6.147</i>		
Total	17.172		

- 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