

“Enhanced Productivity Programme: 2001-02” Booklet

Report on EPP Savings – Electrical and Mechanical Services Department

Total value of EPP savings in 2001-02: **\$4.066 m**, equivalent to **2.0%** 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 **3.0%**.

Category	Savings (\$m)	EPP Measures in 2001-02	Safeguards for Quality Service
PE/PRE	0.577	<ul style="list-style-type: none"> ● Streamline the application procedures on the registration of competent persons for maintenance of LPG vehicles and the processing procedures on the type approval of liquefied petroleum gas (LPG) vehicles. <p style="margin-left: 20px;"><i>Savings :</i> Deletion of 1 Workman II post in 2000-01 and 1 Mechanical Inspector post in 2001-02.</p>	We shall issue Code of Practice to assist in the enforcement of gas safety for LPG vehicles and workshops.
	0.172	<ul style="list-style-type: none"> ● Re-arrange the registration procedures of gas contractors and installers in order to cope with the seasonal demand of manpower. <p style="margin-left: 20px;"><i>Savings :</i> Deletion of 1 Assistant Clerical Officer post in 2001-02.</p>	Based on seasonal demand of manpower, we shall engage temporary staff to deliver the services.
	0.464	<ul style="list-style-type: none"> ● Further simplify the application procedures on the registration of electrical worker and contractor. <p style="margin-left: 20px;"><i>Savings :</i> Deletion of 1 Electrical Inspector post in 2001-02.</p>	Effective application of enhanced computerised system will be adopted to ensure a smooth discharge of duties by all the front line officers concerned. We shall be able to accommodate all the deletion of posts through internal re-deployment and natural wastage. No staff redundancy will arise.

Category	Savings (\$m)	EPP Measures in 2001-02	Safeguards for Quality Service
	0.929	<ul style="list-style-type: none"> ● Streamline the inspection procedures on communal electrical installation by means of regionalisation. <p><i>Savings :</i> Deletion of 2 Electrical Inspector posts in 2000-01 and 2001-02 respectively.</p>	<p>Better pooling of staff resources by regionalisation will be arranged.</p> <p>We shall be able to accommodate all the deletion of posts through internal re-deployment and natural wastage. No staff redundancy will arise.</p>
	0.525	<ul style="list-style-type: none"> ● Merge the two administration units of the Energy Efficiency Office in order to achieve synergy and increase operational efficiency through elimination of duplicated efforts. <p><i>Savings :</i> Deletion of the following posts in 2000-01 –</p> <p style="padding-left: 20px;">1 Personal Secretary II 2 Assistant Clerical Officer</p>	<p>We shall provide appropriate training to all the supporting officers to ensure smooth discharge of duties.</p> <p>We shall be able to accommodate all the deletion of posts through internal re-deployment and natural wastage. No staff redundancy will arise.</p>
	0.224	<ul style="list-style-type: none"> ● Re-engineer and review the work process and work procedures on the gathering, compilation and analyses of energy data. <p><i>Savings :</i> Deletion of 1 Senior Technical Officer post in 2001-02.</p> <p><i>Additional requirements :</i> Creation of 1 Technical Officer post in 2001-02.</p>	<p>Effective use of technological know-how assist in providing an efficient and user friendly environment in discharging duties.</p>
	0.420	<ul style="list-style-type: none"> ● Re-engineer the business process on the vetting of the application for approval of use of lifts and escalators. <p><i>Savings :</i></p>	<p>The enhanced vetting procedures are documented for easy implementation by all the front line staff.</p>

Category	Savings (\$m)	EPP Measures in 2001-02	Safeguards for Quality Service
	0.172	<p>Deletion of 1 Clerical Assistant post in 2000-01 and 1 Assistant Mechanical Inspector post in 2001-02.</p> <ul style="list-style-type: none"> Engage temporary staff to discharge the general administrative duties in the Administrative Division according to demand and usage. <p><i>Savings :</i> Deletion of 1 Assistant Clerical Officer post in 2000-01.</p>	<p>We shall be able to accommodate all the deletion of posts through internal re-deployment and natural wastage. No staff redundancy will arise.</p> <p>We shall review the control over the provision of common services within the department regularly.</p>
<i>Subtotal</i>	3.483		
DE/OC	0.261	<ul style="list-style-type: none"> Review and reduce the usage of the simultaneous interpretation services by user departments and the expenses of overtime allowances claimed by Pacific Century CyberWorks Limited. 	Regular performance review meeting will be held with Pacific Century CyberWorks Limited in order to reduce overtime and operating expenses.
	0.322	<ul style="list-style-type: none"> Re-assess the training needs to match demand; reduce expenditure on fax, photocopying paper, equipment maintenance etc., through wider application of information technology including Lotus Notes, Internet and government office automation. 	We shall tighten the control over recurrent expenditure on consumable and energy consumption in order to tie in with the requirements of ISO 14001. Wider use of information technology will lead to more effective and efficient dissemination of information and hence reduce cost.
<i>Subtotal</i>	0.583		
Total	4.066		

- 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