

“Enhanced Productivity Programme : 2000-01” Booklet

Report on EPP Savings -- Environmental Protection Department

Total value of EPP Savings : **\$15.120m**, equivalent to **1.79%** of total Recurrent Baseline Expenditure in 2000-01 which is subject to EPP, made up of \$5.4m savings already achieved in 1999-2000 through advance implementation of EPP and \$9.720m additional savings in 2000-01.

Category	\$m	EPP Measures	Safeguards for Quality Service
PE/PRE	1.232	<ul style="list-style-type: none"> Contract out some of the air quality monitoring work and streamline the remaining laboratory work. <p><i>Savings:</i> Deletion of the following posts -</p> <p>1 Environmental Protection Officer 3 Environmental Protection Inspectors</p>	<p>We would hire competent contractor through the existing established procedures. The service standards are put down in the contracts and the performance of the contractors would be closely monitored accordingly.</p>
	0.262	<ul style="list-style-type: none"> Close down the Asbestos Laboratory by hiring external services <p><i>Savings:</i> Deletion of the following posts-</p> <p>1 Clerical Assistant 1 Workman II</p>	<p>We proactively coach the affected staff to adapt to the new working requirements and processes. We would also listen to the staff for ensuring a smooth transition.</p>
	0.749	<ul style="list-style-type: none"> Re-arrange staff duties, streamline existing work processes and re-prioritise activities to enable more efficient use of manpower resources in the Corporate Services Division. 	<p>We shall be able to accommodate all deletions and non-creation of posts through natural wastage or internal redeployment. No staff redundancy will arise. Where redeployment outside of department is involved, we have also obtained the agreement of relevant Heads of Grades.</p>

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	0.386	<p><i>Savings:</i> Deletion of the following posts on 1.4.2000-</p> <p>1 Assistant Clerical Officer 4 Typist</p> <ul style="list-style-type: none"> ● Streamline the contract supervision process of the refuse transfer stations (RTS) and rearrange the working hours and rest days of some site staff. <p><i>Savings:</i> Deletion of 1 Senior Environmental Protection Inspector post in 2000-01.</p>	<p>The following measures are adopted to minimise the risk of possible deterioration in the quality of service -</p> <ul style="list-style-type: none"> ● Review the contract supervision work schedule to ensure that all key aspects of contract supervision will be covered and maintained. ● Working hours and rest days of some site staff will be staggered to cover the opening hours of RTSs. Staff will be consulted on the new arrangements to avoid resistance. ● Results of the change will be closely monitored.
	0.252	<ul style="list-style-type: none"> ● Re-engineer the laboratory work to merge the Air Particulates Laboratory into the Air Services Laboratory. <p><i>Savings :</i> Deletion of 1 Environmental Protection Inspector post.</p>	

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	0.174	<ul style="list-style-type: none"> Streamline and rationalise duties and responsibilities, resulting in the cancellation of the upgrading of 1 Supplies Officer post to Senior Supplies Officer in 2000-01. 	<p>The establishment ceiling for 1999-2000 has included the upgrading changes (of the creation of 1 Senior Supplies Officer post offset by deletion of 1 Supplies Officer post) made in 1994-95. Adjustment has been made to the new establishment ceiling for 2000-01 to reflect the cancellation of the upgrading proposal. No redundancy will arise.</p>
	0.172	<ul style="list-style-type: none"> Streamline existing enforcement work processes of the Local Control Offices. <p><i>Savings:</i> Deletion of 1 Foreman post in 2000-01.</p>	
	0.142	<ul style="list-style-type: none"> Automate the process of issuing notices and make use of the computer aided enquiry answering services for smoky vehicle control programme. <p><i>Savings :</i> Deletion of 1 Clerical Assistant post.</p>	

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	1.307	<ul style="list-style-type: none"> Reduce allowance expenditure by streamlining existing enforcement work processes of the Local Control Offices. 	<p>A key initiative implemented progressively by the Local Control Offices (LCO) starting in October 1999 is the Integrated Enforcement (IE) programme that will not only improve the effectiveness of enforcement control but will also bring about efficiency gains. The productivity gains thus realised will enable the LCO to accommodate the required EPP savings without affecting the services of the LCO. For example, overtime allowance expenditure can be reduced by deploying multi-skilled IE enforcement teams instead of single media teams for doing off-hour enforcement work. For a given site with 2 or more media problems, one IE team can inspect the site instead of having to deploy two single media teams to the same site.</p>
	0.696	<ul style="list-style-type: none"> Reduce overtime allowance and acting allowance by streamlining the contract supervision process of the refuse transfer stations (RTS) and rearrange the working hours and rest days of some site staff. 	<p>The following measures are adopted to minimise the risk of possible deterioration in the quality of service:-</p> <ul style="list-style-type: none"> Review the contract supervision work schedule to ensure that all key aspects of contract supervision will be covered and maintained. Working hours and rest days of some site staff will be staggered to cover the opening hours of RTSs. Staff will be consulted on the new arrangements to avoid resistance. Results of the change will be closely monitored.

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	0.195	<ul style="list-style-type: none"> Reduce overtime allowance by streamlining work procedures, and redeployment of staff to enable more efficient use of manpower resources. 	
	0.062	<ul style="list-style-type: none"> Reduce overtime allowance in the Environmental Assessment and Noise Division by implementing business process re-engineering and streamlining measures. 	
	0.014	<ul style="list-style-type: none"> Reduce overtime allowance by hiring casual workers to take up non-critical routine duties or computer maintenance service from bulk contract of the Information Technology Services Department. 	
	0.731	<ul style="list-style-type: none"> Other savings in overtime and acting allowances. 	
	6.374		
DE/OC	0.541	<ul style="list-style-type: none"> Achieve savings in specialist supplies and equipment, hire of service and general departmental expenses in advertisement. 	<p>We will make better utilisation of equipment to optimise their use. We will also consider re-prioritisation of resources in order to cope with the lower hire of service budget without compromising our quality of service.</p>

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	0.511	<ul style="list-style-type: none"> Better control the utilisation of resources. Since most of the computer hardware and software have been upgraded for Y2K compliance, future Personal Computers replacement will be subject to very tight control. 	
	0.120	<ul style="list-style-type: none"> Reduce expenditure on office stationery, office furniture and equipment by maximising the use of existing provision; and deploy fewer temporary staff by arranging re-distribution of work in our Community Relations Unit (CRU). 	<p>The Unit will :</p> <ul style="list-style-type: none"> work out some measures to make better utilisation of office stationery. continue to borrow some equipment from other sections will employ less Temporary Assistant for about six man-months. The work will be absorbed by other staff.
	0.100	<ul style="list-style-type: none"> Reduce expenditure on office and other supply items through review and implementation of conservation, reuse and recycling measures. 	<p>For example, effort will be made to reduce the number of photographs taken during site inspections insofar as the enforcement objectives are not compromised. Consideration will also be given to increased use of digital camera. Similar review will be given to other enforcement supply and office supply items.</p>
	0.141	<ul style="list-style-type: none"> Reduce expenses for purchasing office stationery, furniture & equipment, other supplies & equipment and printing requirement. 	

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	0.670	<ul style="list-style-type: none"> Conduct some computer programming development work and risk assessments and studies in-house. Redistribute duties and assignments through greater use of computer technology. 	
	0.580	<ul style="list-style-type: none"> Reduce expenditure on hire of service by pursuing IT and efficiency initiatives. 	
	0.428	<ul style="list-style-type: none"> Reduce expenses on hiring of external speakers for vocational talks by running more in-house seminars. 	<p>Officers attending overseas training or duty visits are required to share their experience and present any knowledge they acquired in the trip with other interested officers in in-house seminars.</p>
	0.145	<ul style="list-style-type: none"> Close down the Asbestos and Emission Laboratories by hiring of external services. 	<p>We adopt the following measures to try to maintain the level of services as much as possible-</p> <ul style="list-style-type: none"> We would hire competent contractor through the existing established procedures. The service standards are put down in the contracts and the performance of the contractors would be closely monitored accordingly. We proactively coach the affected staff to adapt to the new working requirements and processes. We would also listen to the staff for ensuring a smooth transition.

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	0.110	<ul style="list-style-type: none"> Reduce expenses on overseas duty visits. For example, the Annual Conference of the International Association for Impact Assessment will be held in Hong Kong in 2000 and Hong Kong has become a regional hub of Environment Impact Assessment (EIA) connection through the new web site "EIA Gateway" and the web site on the EIA Ordinance. We can therefore still maintain international connections with our counterparts overseas and provide international exposures for our staff. 	
	5.400	<ul style="list-style-type: none"> Productivity gain achieved in 1999-2000 identified through improvements brought about by restructuring, re-engineering and efficiency. 	
	8.746		
Total	15.120		

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