

"Enhanced Productivity Programme: 2001-02" Booklet

Report on EPP Savings - Environmental Protection Department

Total value of EPP savings in 2001-02: \$ **15.682 m** equivalent to **1.9%** 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 **3.6%**.

Category	Savings (\$m)	EPP Measures in 2001-02	Safeguards for Quality Service
PE/PRE	2.765	<ul style="list-style-type: none"> ● Re-arrange staff duties, streamline existing work processes, re-prioritise activities and rationalise staff leave plans to enable more efficient use of manpower resources in the Corporate Services Division. <p><i>Savings:</i> Deletion of the following posts in 2000-01–</p> <ul style="list-style-type: none"> 1 Environmental Protection Officer /Assistant Environmental Protection Officer 1 Supplies Assistant 2 Assistant Clerical Officer 1 Clerical Assistant <p>Deletion of the following posts in 2001-02–</p> <ul style="list-style-type: none"> 5 Assistant Clerical Officer (6 months) 1 Assistant Clerical Officer (2 months) 2 Clerical Assistant (6 months) 2 Calligraphist 1 Senior Typist 4 Typist 	<p>We shall be able to accommodate all deletion of posts through non-filling of vacant posts, non-creation of funded posts, internal redeployment, the Voluntary Retirement Scheme and external redeployment of surplus staff. No staff redundancy will arise. Where redeployment outside of department is involved, we have also obtained the agreement of relevant Heads of Grades.</p>

Category	Savings (\$m)	EPP Measures in 2001-02	Safeguards for Quality Service
	1.159	<ul style="list-style-type: none"> ● Re-arrange some of the field operation of enforcement work and further streamlining of work processes of the Local Control Offices (LCOs). <i>Savings:</i> Deletion of the following posts in 2000-01– 1 Environmental Protection Inspector 1 Workman II Deletion of the following posts in 2001-02– 1 Senior Foreman 2 Foreman (6 months) 1 Foreman (3 months) 1 Laboratory Attendant 1 Workman I 1 Workman II 	<p>We shall streamline the process of site data collection and reporting, and carry out internal redeployment of staff resources.</p> <p>Due consideration will be given to staff's view when redeployment is arranged. Suitable training will be provided to staff where necessary. Employment of casual staff will also be arranged to handle specific surge of workload. Hence, we shall be able to accommodate the deletion of the posts.</p>
	1.159	<ul style="list-style-type: none"> ● Streamline the contract supervision process of the refuse transfer stations (RTS) and re-arrange the working hours and rest days of some site staff in the Waste Facilities Division. <i>Savings:</i> Deletion of 3 Senior Environmental Protection Inspector posts in 2000-01. 	<p>The quality of waste transfer service at the RTS will be maintained at the present level. This is achieved through improved operational procedures and streamlined management arrangements. The following measures are adopted to guard against the risk of possible deterioration in the quality of service:</p> <ul style="list-style-type: none"> - Continuous review of the contract supervision work schedule to ensure that all key aspects of contract supervision will be adequately covered and maintained.

Category	Savings (\$m)	EPP Measures in 2001-02	Safeguards for Quality Service
	0.625	<ul style="list-style-type: none"> ● Reprioritise activities to enable more efficient use of manpower resources and cut down some non-routine and specific laboratory tests in the Waste and Water Division. <p><i>Savings:</i></p> <p>Deletion of 1 Assistant Clerical Officer post in 2000-01.</p> <p>Deletion of 3 Laboratory Attendant posts in 2001-02.</p>	<ul style="list-style-type: none"> - Working hours and rest days of some site staff will be staggered to cover the opening hours of RTS. The affected staff have been consulted on the new arrangements to avoid resistance. - Results of the change will be closely monitored. <p>We would hire services from other institutes on need basis when such specific and non-routine tests are required. Staff are internally redeployed to even out the workload among different teams. Where redeployment outside of department is involved, we have obtained the agreement of relevant Heads of Grades.</p>
	0.581	<ul style="list-style-type: none"> ● Re-organise the workflow of the quota system for ozone depletion substances and streamline work process in programme management activities in the Air Division. <p><i>Savings:</i></p> <p>Deletion of the following posts in 2001-02 -</p> <p>1 Environmental Protection Officer (10 months)</p> <p>1 Environmental Protection Officer (7 months)</p>	<p>The situation should be manageable in view of the effective phasing out of ozone depletion substances and streamlining of workflow. Close monitoring will be put in place to ensure no deterioration of quality service.</p>

Category	Savings (\$m)	EPP Measures in 2001-02	Safeguards for Quality Service
	6.149	<ul style="list-style-type: none"> Reduce acting allowance by complying with the new policy on acting allowance requiring a qualifying period of 30 days or above and by complementing it by encouraging staff to take leave with short duration. 	The new policy will not affect the quality of service because the performance of staff during acting period, irrespective of any acting allowance payable, will count towards the annual performance appraisal exercise.
	0.958	<ul style="list-style-type: none"> Reduce overtime allowance by further implementation of the Integrated Enforcement Programme since its commencement in Oct 1999; reprioritising activities and streamlining of work procedures to enable more efficient use of manpower resources; and partly due to the deletion of various posts. 	Staff will be encouraged to take time-off instead of claiming overtime allowance.
	0.098	<ul style="list-style-type: none"> Reduce job-related allowance by streamlining the manpower input. 	
<i>Subtotal</i>	<i>13.494</i>		
DE/OC	0.865	<ul style="list-style-type: none"> Achieve savings in general departmental expenses by optimising the use of hired services in the Environmental Assessment and Noise Division. 	
	0.474	<ul style="list-style-type: none"> Reduce expenditure on commissioning of targeted investigations and information gathering in the Waste and Water Division. 	
	0.335	<ul style="list-style-type: none"> Achieve savings as a result of reduction of expenditure on ad hoc projects that were completed in 2000 in the Air Division. 	Ad hoc projects are reviewed from time to time to ensure no deterioration of work quality.
	0.230	<ul style="list-style-type: none"> Reduce expenditure on laboratory consumables by cutting down some non-routine and specific laboratory tests; and by adopting micro-analytical methods in the Waste and Water Division. 	We would hire services from other institutes on need basis.

Category	Savings (\$m)	EPP Measures in 2001-02	Safeguards for Quality Service
	0.180	<ul style="list-style-type: none"> Employ less temporary workers for laboratory and field work during bathing season by reprioritising activities to enable more efficient use of manpower resources in the Waste and Water Division. 	We would employ less temporary workers for laboratory and field work during bathing season and the work will be absorbed by other staff after reprioritising activities.
	0.104	<ul style="list-style-type: none"> Reduce the production of display materials and environmental games in the Community Relations Unit. 	We would make better utilisation of the existing display materials and environmental games and focus on the strategic environmental games.
<i>Subtotal</i>	<i>2.188</i>		
Total	15.682		

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