

“Enhanced Productivity Programme: 2002-03” Booklet

Report on EPP Savings -- Environmental Protection Department

Total value of EPP savings in 2002-03 : **\$12.279 m**, equivalent to **1.4%** 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 2002-03 on a **cumulative** basis is **5.0%**.

Category	Savings (\$m)	EPP Measures in 2002-03	Safeguards for Quality Service
PE/PRE	1.288	<ul style="list-style-type: none"> • Full year effect of posts deleted in 2001-02 <li style="margin-left: 20px;">1 Environmental Protection Officer (5 months) <li style="margin-left: 20px;">1 Environmental Protection Officer (2 months) <li style="margin-left: 20px;">1 Assistant Clerical Officer (10 months) <li style="margin-left: 20px;">5 Assistant Clerical Officers (6 months) <li style="margin-left: 20px;">1 Foreman (9 months) <li style="margin-left: 20px;">2 Foremen (6 months) <li style="margin-left: 20px;">2 Clerical Assistants (6 months) 	<p>All the existing services of the ECL provided to EPD users would be contracted out to an accredited laboratory. We would closely monitor the performance of the contracted laboratory and the quality of its service to ensure that the existing level and quality of ECL services would be maintained.</p>
	0.993	<ul style="list-style-type: none"> • Contract out the chemical analytical services of the Environmental Chemistry Laboratory (ECL) of the Waste and Water Division Savings : <li style="margin-left: 20px;">3 Environmental Protection Inspectors <li style="margin-left: 20px;">2 Laboratory Attendants 	

Category	Savings (\$m)	EPP Measures in 2002-03	Safeguards for Quality Service
	0.855	<ul style="list-style-type: none"> • Re-arrange staff duties, reprioritise jobs and streamline work processes to enable efficient use of manpower resources in the Environmental Assessment & Noise Division. <p>Savings :</p> <p>2 Environmental Protection Officers</p>	<p>Internal and external guidelines on good practices have been issued to help safeguard quality of services.</p>
	0.815	<ul style="list-style-type: none"> • Re-arrange some of the field operation of enforcement work processes of the Local Control Offices. <p>Savings :</p> <p>3 Environmental Protection Inspectors</p> <p>1 Workman II</p>	<p>We shall continue to streamline the process of site data collection and reporting, and carry out internal redeployment of staff resources.</p> <p>Due consideration will also be given to staff's view when redeployment is arranged. Quality of service will be maintained by providing adequate training to the deployed staff.</p>
	0.428	<ul style="list-style-type: none"> • Re-arrange the activities on air policy, planning and related matters. <p>Savings :</p> <p>1 Environmental Protection Officer</p>	<p>The quality of service will be maintained through re-prioritising activities on air policy coordination and development issues, streamlining the local and strategic planning matters and air toxic pollution review.</p>
	0.234	<ul style="list-style-type: none"> • Streamline the procedures on handling of new vehicle emission control products and vehicle emission related information downloaded from the internet. <p>Savings :</p> <p>1 Environmental Protection Inspector</p>	<p>The streamlining will enhance efficiency without compromising the quality of our work. Nevertheless, we will closely monitor the situation and take appropriate measures if necessary to maintain the quality of services.</p>

Category	Savings (\$m)	EPP Measures in 2002-03	Safeguards for Quality Service
	0.145	<ul style="list-style-type: none"> Reprioritise activities to enable more efficient and effective use of manpower resources in the Waste and Water Division <p>Savings : 1 Cook</p>	
	2.411	<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.
	1.581	<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 quality of service because the performance of staff during the acting period, irrespective of any acting allowance payable, will count towards the annual performance appraisal exercise.
<i>Subtotal</i>	8.750		
DE	1.698	<ul style="list-style-type: none"> Reduce the use of hire of vehicles, casual workers, summer students and reduce the number of contract staff doing the Chinese word processing as well in the Local Control Division. 	Quality of service will be maintained by future streamlining of the work processes, wider use of information technology and staff redeployment with the provision of appropriate training.
	1.123	<ul style="list-style-type: none"> Reduce expenditure on hire of services for sourcing external expert advice and assessment on various waste management issues in the Waste Facilities Division. 	We will conduct studies in-house by re-prioritising work, making use of internet to obtain relevant information and exchange of views with other government agencies or some reputable sources, consultants and known reputable international experts as well as specialist groups within EPD.

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	0.500	<ul style="list-style-type: none"> Reduce the need for vehicle repairs arising from accidents by promoting safe driving, reduce the minor fitting out or modification work by minimising office reshuffling, and suspend holding the departmental Spring Reception. 	
	0.208	<ul style="list-style-type: none"> Reduce expenditure by optimising the use of hired service and better duty visit arrangement in the Environmental Assessment & Noise Division. 	
<i>Subtotal</i>	3.529		
Total	12.279		

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