

“Enhanced Productivity Programme: 2001-02” Booklet

Report on EPP Savings – Fire Services Department

Total value of EPP savings in 2001-02: **\$58.218 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	15.000	<ul style="list-style-type: none"> Reduce expenditure on disciplined services overtime allowance by compensating overtime work with time-off in-lieu and more effective deployment of staff in sharing the work of officers on leave and releasing staff to attend training courses. 	Senior Commanders of operational commands will closely monitor the operation of their command and ensure that operational efficiency will not be jeopardised.
	5.000	<ul style="list-style-type: none"> Reduce expenditure on acting allowance. 	Management will ensure that acting appointments without pay will be properly scheduled and performance of which will be suitably reflected in the staff report.
	3.242	<ul style="list-style-type: none"> Achieve more flexible deployment of Ambulance Officers (AOs) by grouping all leave relief AOs in the same pool. <p><i>Savings :</i> Deletion of 8 Ambulance Officer posts in 2001-02.</p>	The savings are achieved by a flexible redeployment of resources. The shift pattern of AOs will continue and the level of services can be maintained. No staff redundancy will arise as the posts to be deleted are vacant.
	0.380	<ul style="list-style-type: none"> Delete surplus Craft Apprentice posts. <p><i>Savings :</i> Deletion of 5 Craft Apprentice posts in 2001-02.</p>	After a review of the rate of natural wastage of the Fireman (Workshop) [Fn(W/S)] grade, it is considered acceptable to retain only 6 out of 11 Craft Apprentice posts to provide a pool of trainees for future appointment of Fn(W/S). The Workshop Management will review the training programme and monitor the work standard and skill level of the trainees. No staff redundancy will arise as the posts to be deleted are vacant.

Category	Savings (\$m)	EPP Measures in 2001-02	Safeguards for Quality Service
	1.240	<ul style="list-style-type: none"> • Hire private cleansing service for Tsim Sha Tsui Complex and Kowloon Bay Fire Station. Employ non-civil service contract (NCSC) staff for cleansing of ambulances at ambulance depots in- lieu of civil servants with a view to outsourcing the service in future. <p><i>Savings :</i> Deletion of 11 Workman II posts in 2001-02.</p> <p><i>Additional Requirements:</i> DE of \$0.079m (see entry under DE below).</p>	No staff redundancy will arise as the posts to be deleted are all vacant. Supervisors will closely monitor the performance of service providers and NCSC staff to ensure satisfactory work standard.
	0.453	<ul style="list-style-type: none"> • Employ NCSC staff to provide catering services for frontline operational staff at fire stations with a view to outsourcing the service in future. <p><i>Savings :</i> Deletion of 3 Cook posts in 2001-02.</p> <p><i>Additional Requirements:</i> DE of \$0.317m (see entry under DE below).</p>	No staff redundancy will arise as the posts to be deleted are vacant. Supervisors will closely monitor the performance of NCSC staff to ensure satisfactory standard of service.
	3.990	<ul style="list-style-type: none"> • Reduce staffing requirements for administrative support through streamlining work procedures, re-prioritising work schedule, minimising the number of returns and statistics, sharing workforce and office automation. <p><i>Savings :</i> Non-creation of the following posts in 2000-01–</p>	No staff redundancy will arise as the posts have not yet been created. Management will provide guidance and closely monitor the performance of the units concerned to ensure satisfactory standard of service.

Category	Savings (\$m)	EPP Measures in 2001-02	Safeguards for Quality Service
		1 Senior Chinese Language Officer 1 Chinese Language Officer II 1 Assistant Librarian II 3 Clerical Officer 6 Assistant Clerical Officer 4 Clerical Assistant 1 Personal Secretary II	
<i>Subtotal</i>	29.305		
DE/OC	6.000 0.322 (0.396) 1.739 1.437	<ul style="list-style-type: none"> ● Reduce the maintenance cost charged by the Electrical & Mechanical Services Trading Fund through revising the existing scope of maintenance service and re-arranging the payment schedule. ● Savings in related departmental expenses upon deletion/non-creation of posts as referred to the 3^d to 7th bullets under PE/PRE above. ● Additional departmental expenses for hire of service/NCSC staff arising from deletion of posts as referred to the 5th & 6th bullets under PE/PRE above. ● Reduce expenditure on light and power. ● Reduce expenditure on procurement of stores and equipment. 	<p>Management will closely monitor the delivery of maintenance service to ensure no deterioration in standard.</p> <p>Units concerned have worked out necessary arrangement and given guidelines to staff to reduce light and power consumption.</p> <p>The Supplies Section will exercise tighter control of stock level and closely control the procurement plan.</p>

Category	Savings (\$m)	EPP Measures in 2001-02	Safeguards for Quality Service
	3.491	<ul style="list-style-type: none"> Reduce expenditure on maintenance cost of telecommunication systems and maintenance materials through active negotiation with suppliers for competitive pricing; and reduce expenditure on travelling expenses. 	Management will closely monitor the delivery of maintenance service/materials to ensure no deterioration in standard.
	16.320	<ul style="list-style-type: none"> Re-deploy 30 existing disciplined staff from various units to take up inspection duties and carry out enforcement actions under the initiative to step up fire safety in private buildings. The redeployment of posts will result in a reduction of resources required for engaging NCSC staff for the same purpose. 	The redeployment of staff is made by effecting a series of administrative measures such as re-shuffling office routines, re-distributing duties, streamlining work procedures and delegation of work, under the pre-requisite that quality of service will not be affected. Besides, it is considered more effective and efficient to engage permanent staff to step up fire safety inspection and carry out enforcement actions.
<i>Subtotal</i>	28.913		
Total	58.218		

- 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