

“Enhanced Productivity Programme : 2000-01” Booklet

Report on EPP Savings -- Government Property Agency

Total value of EPP Savings: **\$42.557m**, equivalent to **2%** of total Recurrent Baseline Expenditure in 2000-01 which is subject to EPP, made up of \$15.424m savings already achieved in 1999-2000 through advance implementation of EPP and \$27.133m additional savings in 2000-01.

Category	\$m	EPP Measures	Safeguards for Quality Service
PE/PRE	1.209	<ul style="list-style-type: none"> ● Use Property Managing Agents for government buildings instead of employing Property Attendants. <p><i>Savings:</i> Deletion of 8 Head Property Attendant posts in 1999-2000.</p>	<p>We stipulate the service standards in contracts and closely monitor contractors’ performance by frequent site inspections.</p> <p>We have regular meetings with the contractors to enhance quality of service.</p>
	0.915	<ul style="list-style-type: none"> ● Streamline work process in the Agency’s Management Services Division and Technical Services Division <p><i>Savings:</i> Deletion of the following posts in 1999-2000 -</p> <p style="padding-left: 40px;">1 Senior Management Services Officer</p> <p style="padding-left: 40px;">1 Technical Officer</p>	<p>There is no staff redundancy. Incumbents of deleted posts are posted back to parent departments.</p>
	2.124		

Category	\$m	EPP Measures	Safeguards for Quality Service
DE/OC	3.300	<ul style="list-style-type: none"> Reduce electricity consumption in joint-user buildings by soliciting assistance from user departments and the Electrical and Mechanical Services Department. 	<p>We promote energy saving housekeeping practices, monitor air-conditioning hours and indoor air temperature, report to user departments their actual consumption of electricity and seek their co-operation in reducing consumption level. These measures will not affect departments' efficiency or reduce the comfort level in offices.</p>
	20.326	<ul style="list-style-type: none"> Through negotiation with departments, de-lease leased departmental quarters and reprovision to government-owned accommodation. Persuade departments in leased office accommodation to move to cheaper accommodation or to Kai Tak. 	<p>We provide departments with quarters of comparable grade as replacements to ensure no deterioration in standard.</p> <p>We take departments' operational requirements into account in the matching process and ensure that departments' needs are met as far as practicable.</p>
	3.000	<ul style="list-style-type: none"> Reduce level of provision for contract services through better planning and budgeting. 	<p>We monitor contractors' performance closely by routine site inspections.</p> <p>We have regular meetings with contractors and Property Managing Agents (PMAs) to enhance the quality of service.</p> <p>We require contractors and PMAs to submit monthly management reports.</p>

Category	\$m	EPP Measures	Safeguards for Quality Service
	13.807	<ul style="list-style-type: none"> Review existing Service Level Agreements (SLA) with the Electrical and Mechanical Services Trading Fund to ensure value-for-money services. 	<p>We require PMAs to meet regularly with resident associations of Departmental Quarters and Building Management Committees of Joint User Building.</p> <p>We negotiate with the Electrical and Mechanical Service Trading Fund for price reduction and ensure that the same level of service is maintained despite the price cut.</p>
	40.433		
Total	42.557		

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