

“Enhanced Productivity Programme: 2000-01” Booklet

Report on EPP savings -- Lands Department

Total value of EPP Savings: **\$16.008m**, equivalent to **1.04%** of total Recurrent Baseline Expenditure in 2000-01 which is subject to EPP.

| Category | \$m | EPP Measures | Safeguards for Quality Service |
|---------------|-------|---------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|--------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| PE/PRE | 0.809 | <ul style="list-style-type: none"> • Re-distribute and re-prioritise land acquisition and land control work in District Lands Office/Tsuen Wan & Kwai Tsing. <p><i>Savings:</i> Deletion of 2 Land Executive posts on 4.1.2000.</p> | The management has adopted a flexible approach in the deployment of staff. For instance, the Topographical and Cadastral Survey teams in District Survey Offices are mixed together on a need basis to reduce the number of survey staff required. |
| | 0.577 | <ul style="list-style-type: none"> • Implement computer systems viz. Land Acquisition Management System (LAMS) and Urban Land Acquisition System (ULAS) in the Acquisition Section of the Lands Administration Office. <p><i>Savings:</i> Deletion of 3 Survey Officer (Estate) posts on 1.4.2000.</p> | The management has also utilised the latest information technology to enhance the productivity level. To cite an example, Lands Administration Office has designed new computer systems to streamline the work procedures in land acquisition. The management has also issued clear instructions on the new work procedures. Regular monitoring of performance is carried out to ensure that the current level of performance can be maintained. |
| | 0.706 | <ul style="list-style-type: none"> • Re-distribute professional estate surveying work in the Lands Administration Office resulting in the deletion of two assistant professional posts. | We shall be able to accommodate all deletion of posts through natural wastage and/or internal redeployment of staff. No staff redundancy will arise. |

| Category | \$m | EPP Measures | Safeguards for Quality Service |
|----------|-------|------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|---------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| | 0.807 | <p><i>Savings :</i> Deletion of 2 Assistant Estate Surveyor posts on 1.4.2000.</p> <ul style="list-style-type: none"> ● Reduce requirement for typing pool and despatch services through office automation in the Departmental Administration Office and District Land Offices. <p><i>Savings:</i> Deletion of the following posts on 1.4.2000 -</p> <p style="padding-left: 40px;">2 Workman II 4 Typist</p> | <p>We have kept staff and their associations informed of our EPP policy and initiatives through regular meetings and the Departmental Consultative Committee. Staff are also encouraged to reflect their concerns to their supervisors as well as staff associations.</p> |
| | 2.070 | <ul style="list-style-type: none"> ● Reduce leave relief posts in the Lands Administration Office by improving management. <p><i>Savings:</i> Deletion of 3 Estate Surveyor posts on 1.4.2000.</p> | |
| | 3.755 | <ul style="list-style-type: none"> ● Achieve greater flexibility in deployment of staff through merging the Topographical and Cadastral Survey teams in District Survey Offices. <p><i>Savings:</i> Deletion of the following posts on 1.4.2000 -</p> <p style="padding-left: 40px;">2 Lands Surveyor 3 Survey Officer (Lands) 3 Technical Officer (Cartographic) 13 Workman II</p> | |

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|--------------|---------------|---------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|--------------------------------|
| | 1.752 | <ul style="list-style-type: none"> ● Streamline work procedures for processing Deeds of Mutual Covenant approvals and legal documents in relation to land and flats supply in the Legal Advisory Conveyancing Office. <p><i>Savings :</i> Deletion of the following posts on 1.4. 2000 -</p> <ul style="list-style-type: none"> 1 Senior Land Conveyancing Officer 2 Land Conveyancing Officer II 1 Senior Clerical Officer | |
| | 3.410 | <ul style="list-style-type: none"> ● Streamline procedures and re-prioritise resources for Small House applications in the New Territories District Lands Offices. <p><i>Savings :</i> Deletion of the following posts on 1.4.2000 -</p> <ul style="list-style-type: none"> 7 Land Executive 3 Land Inspector II | |
| | 1.595 | <ul style="list-style-type: none"> ● Reduce spending through increased control of overtime allowance. | |
| | <i>15.482</i> | | |
| DE/OC | 0.526 | <ul style="list-style-type: none"> ● Reduce spending in General Departmental Expenses as a result of the deletion of the 51 posts above. | |
| Total | 16.008 | | |

Note

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| 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 |