

“Enhanced Productivity Programme : 2001-02” Booklet

Report on EPP savings – Lands Department

Total value of EPP Savings in 2001-02: **\$25.796 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 **3.0%**.

Category	Savings (\$m)	EPP Measures in 2001-02	Safeguards for Quality Service
PE/PRE	3.375	<ul style="list-style-type: none"> • Streamline procedures for Small House applications in New Territories District Lands Offices. <p><i>Savings:</i> Deletion of the following posts in 2000-01 –</p> <ul style="list-style-type: none"> 5 Land Executive 2 Land Inspector II 5 Clerical Assistant 2 Typist 1 Calligraphist 	By the introduction of a new streamlined system including interviews and site visits for processing small house applications, deletion of these posts is made possible without significantly affecting the productivity and efficiency in small house grants processing.
	3.341	<ul style="list-style-type: none"> • Streamline procedures in tackling and clearing black spots in the New Territories. <p><i>Savings:</i> Deletion of the following posts in 2001-02 –</p> <ul style="list-style-type: none"> 1 Land Executive 11 Land Inspector II 4 Assistant Clerical Officer 2 Clerical Assistant 	Through better planned and co-ordinated programmes for site inspections and checking in dealing with land control and short term tenancy / short term waiver cases, deletion of these posts can be made without affecting the output and progress to clearing the black spots in the New Territories.
	0.360	<ul style="list-style-type: none"> • Re-prioritise targets for lease enforcement action in Hong Kong Island and Kowloon. <p><i>Savings:</i> Deletion of 2 Survey Officer (Estate) posts in 2001-02.</p>	A new arrangement in conducting building inspections and enforcement will be adopted.

Category	Savings (\$m)	EPP Measures in 2001-02	Safeguards for Quality Service
	0.180	<ul style="list-style-type: none"> Streamline procedures in land valuation analysis. <p><i>Savings:</i> Deletion of 1 Survey Office (Estate) post in 2000-01.</p>	A more simplified system for analysing land transactions is adopted to increase the efficiency or accuracy of the valuation process.
	0.352	<ul style="list-style-type: none"> Re-deploy staff in the Estate Management Section upon completion of clearance of Government owned pre-war buildings. <p><i>Savings:</i> Deletion of the following posts in 2001-02 –</p> <p>1 Survey Officer (Estate) 1 Assistant Clerical Officer</p>	Deletion of these posts will not adversely affect the overall performance of the Estate Management Section since this specific project has been completed.
	0.630	<ul style="list-style-type: none"> Re-distribute professional estate surveying duties in the Estate Management Section. <p><i>Savings:</i> Deletion of 1 Estate Surveyor post in 2000-01.</p>	We shall review and reprioritise the tasks of this section to ensure that all priority tasks are met and that the quality of service will not be seriously affected.
	0.553	<ul style="list-style-type: none"> Re-prioritise and re-distribute duties in relation to slopes maintenance. <p><i>Savings:</i> Deletion of the following posts in 2000-01 –</p> <p>2 Technical Officer (Geotechnical) 1 Works Supervisor II</p>	Suitable training is given to staff to facilitate the re-distribution of duties.
	1.260	<ul style="list-style-type: none"> Reduce leave relief posts in the Land Administration Office by improving management. 	The management has adopted a more flexible approach in staff deployment.

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	0.894	<p><i>Savings:</i> Deletion of 2 Estate Surveyor posts in 2000-01.</p> <ul style="list-style-type: none"> ● Re-distribute duties in Departmental Administration Office upon completion of special project. 	The service quality will not be affected since the project-specific duties are no longer required.
	0.832	<p><i>Savings:</i> Deletion of 1 Assistant Clerical Officer post in 2000-01.</p> <p>Deletion of 1 Senior Executive Officer post in 2001-02.</p> <ul style="list-style-type: none"> ● Streamline procedures for processing Deeds of Mutual Covenant approvals in the Legal Advisory and Conveyancing Office. 	We shall issue clear instructions on the new procedures.
	3.027	<p><i>Savings:</i> Deletion of the following posts in 2001-02 –</p> <p>1 Solicitor 1 Assistant Clerical Officer</p> <ul style="list-style-type: none"> ● Achieve greater flexibility in deployment of staff in District Survey Offices. <p><i>Savings:</i> Deletion of the following posts in 2000-01 –</p> <p>1 Land Surveyor 3 Survey Officer (Land) 4 Technical Officer (Cartographic) 7 Chainman 1 Clerical Assistant 1 Workman II</p>	Office heads will exercise flexibility in the redeployment of staff between the Topographic Survey and Cadastral Survey sections to optimise the utilisation of staff resources and ensure the quality of service delivered will not be affected.

Category	Savings (\$m)	EPP Measures in 2001-02	Safeguards for Quality Service
	1.877	<ul style="list-style-type: none"> ● Reduce staff input in the delivery of survey and mapping services through the increased use of highly automated surveying and plan production methods. <p><i>Savings:</i> Deletion of the following posts in 2001-02 –</p> <p style="padding-left: 40px;">3 Survey Officer (Land) 1 Technical Officer (Cartographic) 2 Photoprinter 7 Workman II 1 Office Assistant</p>	Staff will be provided with adequate training in the use of high-tech survey equipment and computer software in the automated surveying and plan production processes to uphold productivity.
	1.183	<ul style="list-style-type: none"> ● Reduce spending through increased control of overtime allowance. 	Arrangements for overtime work will be closely monitored.
	0.832	<ul style="list-style-type: none"> ● Re-distribute duties in Account Section to facilitate taking up internal audit duties without creation of posts funded by the efficiency dividend. 	By reviewing existing financial and accounting systems, the additional duties can be absorbed from within the resources of the Account Section.
<i>Subtotal</i>	<i>18.696</i>		
DE/OC	0.800	<ul style="list-style-type: none"> ● Reduce spending on General Departmental Expenses as a result of the deletion of 79 posts in 2001-02. 	The quality of service will not be affected as savings are achieved by optimising the use of resources.
	3.600	<ul style="list-style-type: none"> ● Reduce travelling expenses by more stringent control on duty mileage allowance and implementation of new rules in controlling home to office mileage allowances with effect from 1.4.2000. 	

Category	Savings (\$m)	EPP Measures in 2001-02	Safeguards for Quality Service
	1.900	<ul style="list-style-type: none"> Reduce consumption of papers under department's green management programme, general and other stores items recruitment expenses. 	
	0.800	<ul style="list-style-type: none"> Reduce consumables used in the Land Information Centre as a result of improved technology. 	
<i>Subtotal</i>	<i>7.100</i>		
Total	25.796		

- 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