

“Enhanced Productivity Programme : 2002-03” Booklet

Report on EPP Savings – Lands Department

Total value of EPP savings in 2002-03 : **\$29.152 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 2002-03 on a **cumulative** basis is **5.0%**.

Category	Savings (\$m)	EPP Measures in 2002-03	Safeguards for Quality Service
PE/PRE	7.478	<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 post in 2001-02 -</p> <p style="padding-left: 20px;">1 Land Inspector II</p> <p>Deletion of the following posts in 2002-03 -</p> <p style="padding-left: 20px;">4 Land Executive 21 Land Inspector II 1 Assistant Clerical Officer 3 Clerical Assistant 1 Personal Secretary II 4 Chainman 1 Chinese Language Officer II 1 Calligraphist</p>	Monitoring devices will be incorporated into the new processing procedures to be introduced to ensure that there will be no sacrifice in the level of output and service quality resulting from the new arrangements. Also, through better planned and co-ordinated programs for patrolling and inspections in the New Territories District Land Offices (NTDLOs) for absorbing the work to be hived off from the Task Force - Black Spots (TFB), the new arrangement should not have any adverse effect on NTDLOs' other routine duties nor lead to any compromise in the objectives to be achieved for this specific aspects of the TFB's work.
	3.419	<ul style="list-style-type: none"> • Centralise the processing of building plan approval work. <p><i>Savings:</i> Deletion of the following posts in 2001-02 -</p> <p style="padding-left: 20px;">1 Office Assistant</p> <p>Deletion of the following posts in 2002-03 -</p> <p style="padding-left: 20px;">2 Estate Surveyor 4 Survey Officer (Estate) 3 Assistant Clerical Officer 5 Clerical Assistant</p>	The existing performance pledge could be met through a greater degree of specialization.

Category	Savings (\$m)	EPP Measures in 2002-03	Safeguards for Quality Service
	1.319	<ul style="list-style-type: none"> Implement an initiative on job enrichment in District Lands Offices. <p><i>Savings:</i> Deletion of the following posts in 2001-02 -</p> <p>2 Typist</p> <p>Deletion of the following posts in 2002-03 -</p> <p>1 Survey Officer (Estate) 4 Assistant Clerical Officer 1 Typist</p>	The service quality could be maintained through more flexible deployment of staff and redistribution of work. The overall situation is kept under constant review by the management.
	0.186	<ul style="list-style-type: none"> Re-prioritize and re-distribute duties in relation to slopes maintenance. <p><i>Savings:</i> Deletion of the following post in 2002-03 -</p> <p>1 Works Supervisor II</p>	Suitable training is given to staff to facilitate the re-distribution of duties.
	0.587	<ul style="list-style-type: none"> Re-distribute duties in Departmental Administration Office. <p><i>Savings:</i> Deletion of the following posts in 2002-03 -</p> <p>1 Assistant Clerical Officer 2 Clerical Assistant 1 Office Assistant</p>	The overall situation is kept under constant review by the management.
	3.777	<ul style="list-style-type: none"> Sharing of survey support staff among different units in District Survey Offices (DSO). <p><i>Savings:</i> Deletion of the following posts in 2001-02 -</p> <p>19 Chainman 9 Workman II</p>	Co-ordination between units is closely monitored by DSO management.
	1.765	<ul style="list-style-type: none"> Streamline procedures for processing Deeds of Mutual Covenant approvals in the Legal Advisory and Conveyancing Office. <p><i>Savings:</i> Deletion of the following posts in 2002-03 -</p>	We shall issue clear instructions on the new procedures.

Category	Savings (\$m)	EPP Measures in 2002-03	Safeguards for Quality Service
	0.474	2 Solicitor 1 Assistant Clerical Officer 1 Clerical Assistant 1 Office Assistant • Reduce staff input in the delivery of survey and mapping services through the increased use of highly automated surveying and plan production methods. <i>Savings:</i> Deletion of the following posts in 2002-03 - 2 Technical Officer (Cartographic) 1 Workman II	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 and quality.
	1.305	• Reduce spending through increased control of overtime allowance.	Increased efficiency through training and optimization of resources
<i>Sub-total</i>	<i>20.311</i>		
DE/OC	2.374	• Reduce spending in General Departmental Expenses as a result of the deletion of 101 posts for EPP in 2002-03.	Savings are achieved by optimizing the use of resources.
	4.700	• Reduce expenditure on travelling, Land Registry services, hire of vehicles, office furniture and equipment, advertisement and other offices supplies by exercising more stringent controls.	
	1.767	• Reduce consumption of papers, stationery and printing under department's green management program.	
<i>Sub-total</i>	<i>8.841</i>		
Total	29.152		

- 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