

“Enhanced Productivity Programme: 2000-01” Booklet

Report on EPP savings -- Planning Department

Total value of EPP Savings : **\$4.026m** equivalent to **1%** of total Recurrent Baseline Expenditure in 2000-01 which is subject to EPP.

Category	\$m	EPP Measures	Safeguards for Quality Service
PE/PRE	2.550	<p><u>Central Enforcement and Prosecution Section</u></p> <ul style="list-style-type: none"> • Redistribute the responsibilities of each enforcement teams. To improve efficiency, areas of similar responsibility would be grouped together under the monitoring of a single enforcement team. • Delegate more authority to Survey Grade Officers in particular the Principal Survey Officer and Senior Survey Officer in the investigation of enforcement cases. • Optimise the use of resources and computerise the storage of information for fast retrieval. • Change enforcement strategy and enhance public awareness of the enforcement and prosecution action taken by the Planning Authority in the rural New Territories. <p><i>Savings:</i> Deletion of the following posts-</p> <p style="margin-left: 40px;">1 Senior Town Planner 3 Town Planner/Assistant Town Planner</p>	<p>Suitable training and guidelines will be provided to ensure that staff can adapt to the transition.</p> <p>There have been some changes in the enforcement strategy. These would help increase the deterrent effect of the enforcement action, and save resources in subsequent prosecution work.</p> <p>Procurement of the computer system for viewing 3-dimensional images of aerial photos, which has been approved by the Finance Bureau and would be made in 2000, would facilitate the assessment of unauthorised development. By providing more detailed and accurate information, it would help improve efficiency and effectiveness of the enforcement work.</p> <p>The use of wide-angle camera lens in taking site photos would save the number of photos required to be taken in each site investigation and hence the time and resources for preparation of photo index as well as the reduction in the number of enclosures that need to be filed.</p>

Category	\$m	EPP Measures	Safeguards for Quality Service
	0.182	<ul style="list-style-type: none"> Re-arrange and redistribute duties among Clerical Grade officers in particular the Assistant Clerical Officers and Clerical Assistants. Also simplify the procedure and practice in filing record. <p><i>Savings:</i> Deletion of 1 Assistant Clerical Officer post in 2000-01.</p>	<p>The setting up of a homepage on the Internet about unauthorised development would enhance public understanding of the enforcement and prosecution action taken by the Planning Authority in the rural New Territories.</p> <p>As the savings are achieved by means of streamlining of work and optimisation of existing available resources, it is anticipated that the quality of work would not be affected.</p> <p>No staff redundancy will arise as staff will be redeployed to fill vacancies in other Sections.</p>
	0.125	<p><u>Departmental Administration Division</u></p> <ul style="list-style-type: none"> Re-engineer the despatch service. With effect from 1 June 1999, by-hand delivery of all paper-based open and restricted documents has ceased. These documents are now delivered by normal despatch, facsimile transmission, e-mail or by post. <p><i>Savings:</i> Deletion of 1 Office Assistant post.</p>	<p>Meetings have been held with all Clerks-in-charge to ensure that they understand the new mode of delivery service and can operate smoothly. Other affected staff are duly informed of the change to ensure that they can adapt to the new arrangements.</p> <p>No staff redundancy will arise as this only involves the deletion of a vacant post.</p>
	1.043	<ul style="list-style-type: none"> Tighten control on the administration of overtime. 	<p>To tighten control on approval of overtime work and overtime allowance, a departmental general circular has been promulgated in March 1999 setting out the criteria under which overtime work can be approved.</p>
	3.900		

Category	\$m	EPP Measures	Safeguards for Quality Service
DE/OC	0.126	<ul style="list-style-type: none"> Conduct a comprehensive review of existing land search practice to avoid unnecessary search and to minimise the scope to what is absolutely essential. In addition, establish a database on land search records to avoid duplication of land search. 	<p>District Planning Offices are fully briefed of the result of the review to ensure that land search is kept to the minimum essential.</p> <p>Establishment of a central database enhances the optimal use of resources within the Department. Efficiency is increased because of shorter time required for search of land records.</p>
Total	4.026		

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