

## "Enhanced Productivity Programme : 2001-02" Booklet

### Report on EPP Savings -- Planning Department

Total value of EPP Savings : **\$3.965 million**, equivalent to **1.0%** 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 2001-02 on a **cumulative** basis is **2.0%**.

Category	Savings (\$m)	EPP Measures in 2001-02	Safeguards for Quality Service
PE/PRE	3.378	<ul style="list-style-type: none"> <li>● Merge the Housing Task Force Section with the Housing and Land Supply Division to enhance efficiency and to achieve better utilisation of resources.</li> <li>● Streamline the operating procedures and chain of command to reduce staff input.</li> <li>● Re-distribute the responsibilities of individual teams to avoid overlapping of duties and duplication of efforts.</li> </ul> <p><i>Savings:</i> Deletion of the following posts in 2001-02 –</p> <p style="padding-left: 40px;">2 Senior Town Planner 3 Town Planner/ Assistant Town Planner</p>	<p>Jobs will be re-prioritised to ensure that the Housing Policy Objectives would be met. Progress of work will be closely monitored through the Target-based Management Process/ Performance Review System. Staff will be well informed of the changes ahead. Suitable training and guidance will be provided to ensure satisfactory performance of duties.</p> <p>No staff redundancy will arise as staff will be redeployed to fill vacancies in other Sections.</p>
	0.354	<ul style="list-style-type: none"> <li>● Re-engineer the work process of the registry of the Central Enforcement and Prosecution Section through optimising the application of Office Automation and multi-user Bar-coding Filing System to enhance efficiency.</li> <li>● Review and re-align the duties of Clerical and Secretarial Grade officers to ensure effective deployment of staff.</li> </ul>	<p>The wider use of information technology will lead to more effective and efficient dissemination of information and more systematic maintenance of records. IT training courses, refresher courses and on-the-job coaching will be provided to the registry staff to facilitate their taking up of new responsibilities.</p>

Category	Savings (\$m)	EPP Measures in 2001-02	Safeguards for Quality Service
	0.283	<p><i>Savings:</i> Deletion of the following posts in 2001-02 –</p> <p>1 Personal Secretary II 1 Assistant Clerical Officer</p> <ul style="list-style-type: none"> <li>Improve the ratio of provision of personal computers to professionals through implementation of the Office Automation project such that efficiency in information retrieval and sharing can be enhanced, quality of planning data maintained can be ensured and quicker response to enquiries can be achieved.</li> </ul> <p><i>Savings:</i> Deletion of 2 Clerical Assistant posts in 2000-01.</p> <p><i>Additional requirements:</i> DE of \$0.201m (see DE below)</p>	<p>No staff redundancy will arise as we shall be able to accommodate the deletion of posts through internal redeployment.</p> <p>Professionals can make better use of the computer facilities. Training and guidelines are provided on how application of Information Technology facilities can help enhance the speed in searching and retrieval of planning data. More instant communication through electronic means can be achieved. The decision-making process can be shortened.</p> <p>No staff redundancy would arise as the two incumbents of the posts were reported to other departments through the Director of General Grades on 1 June 2000.</p>
<i>Subtotal</i>	4.015		
<b>DE/OC</b>	(0.201)	<ul style="list-style-type: none"> <li>Maintenance of computer systems and consumables (Please refer to the last bullet under PE/PRE)</li> </ul>	
	0.151	<ul style="list-style-type: none"> <li>Minimise the hire of pool transport for outdoor duties through optimum use of departmental vehicles and public transport.</li> </ul>	Staff have been briefed of the need to exercise tight control on the hire of pool transport to cases that are absolutely necessary.
<i>Subtotal</i>	(0.050)		
<b>Total</b>	<b>3.965</b>		

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