

“Enhanced Productivity Programme: 2002-03” Booklet

Report on EPP Savings -- Planning Department

Total value of EPP savings in 2002-03 : **\$12.837 m**, equivalent to **3.0%** 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	6.924	<p><u>Central Enforcement and Prosecution Section and Departmental Administration Division</u></p> <ul style="list-style-type: none"> • Streamline the investigation and assessment procedures to facilitate prompt determination of planning status and appropriate course of action • Redistribute areas of responsibility among enforcement officers for better utilisation of resources • Equip the Section with enhanced Computer Aided Drafting and Geographical Information System facilities so that the plan-making process can be more efficient and quality of output can be further improved • Redistribute the translation work among staff of the Translation Unit and encourage more professional officers' involvement in translating planning-related documents so as to achieve greater cost-effectiveness • Review and re-align the duties of Clerical and Secretarial Grade officers to ensure effective deployment of staff • Re-engineer the work process of the Registry through wider application of Information Technology so that information retrieval and sharing can be enhanced. 	<p>Enforcement action will be re-prioritised to focus on the unauthorised developments causing significant adverse environmental impact. Staff will be well informed of the changes ahead. Clear operational procedures and necessary changes will be set out. Suitable training and guidance will be provided to ensure satisfactory performance of the duties. Information technology will be widely used to enable more efficient and effective dissemination of information, shorten the time for plan production and ensure the maintenance of a systematic record management system so that information retrieval can be speeded up. Level of service delivered will be closely monitored via the computerised Performance Review System.</p> <p>No staff redundancy will arise as incumbents of the TP and SO(P) grade posts will be redeployed to fill vacancies in other Sections; the STO and 2 TO/TOT(C)s will be reposted to other departments through the Director of Lands; the two CLO I and the Calligraphist posts will be transferred to other departments through the Commissioner of Official Languages; and the PS II, CA and 2 OAs will be reposted to other departments through the Director of General Grades on 1 April 2002.</p>

Category	Savings (\$m)	EPP Measures in 2002-03	Safeguards for Quality Service
		<p><i>Savings:</i> Deletion of the following posts in 2002-03 -</p> <ul style="list-style-type: none"> 1 Senior Town Planner 2 Town Planner/ Assistant Town Planner (TP/ ATP) 2 Chinese Language Officer I (CLO I) 4 Senior Survey Officer (Planning) 4 Survey Officer/ Survey Officer Trainee (Planning) 1 Senior Technical Officer (Cartographic) 2 Technical Officer/ Technical Officer Trainee (TO/ TOT) (Cartographic) 1 Personal Secretary II (PSII) 1 Calligraphist 1 Clerical Assistant (CA) 2 Office Assistant (CA) 	
	1.034	<p><u>Sub-regional Planning Section</u></p> <ul style="list-style-type: none"> • Re-organise areas of responsibility of individual teams in the Section to optimise utilisation of resources • Redistribute work relating to follow-up actions of sub-regional studies to the concerned District Planning Offices (DPOs) <p><i>Savings:</i> Deletion of the following post in 2002-03 -</p> <ul style="list-style-type: none"> 1 Senior Town Planner 	<p>Staff will be fully briefed of the changes ahead and informed of the re-distribution of duties so as to ensure smooth transition. Regular meetings will be conducted to ensure that proper follow-up actions are taken in respect of the sub-regional studies.</p> <p>No staff redundancy will arise as the STP will be redeployed to fill a vacancy in another Section.</p>
	1.034	<p><u>New Territories Headquarters (NTHQs) District Planning Division</u></p> <ul style="list-style-type: none"> • Merge teams and redistribute the planning responsibilities to optimise the use of staff resources • Co-locate six Sections/Offices of the Department in April 2002 to one office premises so that resources can 	<p>The NT District Planning Division will regularly review the redeployment of staff resources across Sections under its purview to ensure that planning service under various policy objectives are delivered on time. Planning actions</p>

Category	Savings (\$m)	EPP Measures in 2002-03	Safeguards for Quality Service
	0.473	<p>be flexibly pooled together for redeployment to handle urgent tasks.</p> <p><i>Savings:</i> Deletion of the following post in 2002-03:</p> <p>1 Senior Town Planner</p> <p><u>Housing Task Force Section</u></p>	<p>will be monitored by means of computerised database.</p> <p>No staff redundancy will arise as the STP will be redeployed to fill a vacancy in another Section.</p>
	1.420	<ul style="list-style-type: none"> • Re-align further the responsibilities of individual teams after merging the Housing Task Force Section with the Housing and Land Supply Division to avoid overlapping of duties <p><i>Savings:</i> Deletion of the following post in 2002-03 -</p> <p>1 Town Planner/Assistant Town Planner</p> <ul style="list-style-type: none"> • Tighten up the policy on acting appointments 	<p>Jobs will be re-prioritised to ensure that the Housing Policy Objectives will be met. Progress of work will be closely monitored through the Target-based Management Process/ Performance Review System.</p> <p>No staff redundancy will arise as the TP/ATP will be redeployed to fill a vacancy in another Section.</p> <p>A departmental circular has been issued promulgating the criteria under which acting appointments and chained acting should be approved. Supervisors will closely monitor the performance of the teams to ensure that the arrangement will not undermine the quality of service of the Department.</p>
<i>Subtotal</i>	10.886		

Category	Savings (\$m)	EPP Measures in 2002-03	Safeguards for Quality Service
DE	1.951	<ul style="list-style-type: none"> • Limit land searches to cases that are absolutely necessary and have not been conducted before • Make use of new technology to produce photos, thereby saving the expenses incurred using conventional methods of photo taking • Minimise expenditure on maintenance of computer system and office equipment to those which have cost-value 	<p>A central database on land search records has been established and will be extensively used so as to minimise duplication of land searches.</p> <p>More digital cameras will be acquired for DPOs for photo taking so that the need for film development and related consumables can be reduced considerably. Editing work will be made easier and speedier. Only those photographs that are useful will be printed out.</p> <p>The need for continued maintenance of computer system and office equipment of the Department has been comprehensively reviewed. A departmental policy has been established to discontinue maintenance of equipment that will soon become obsolete. This new policy will be strictly complied with.</p> <p>To ensure that quality of service will not be affected by breakdown of equipment, provision has been set aside to arrange for urgent on-call repair service. In addition, a database has been prepared and uploaded onto the Department's intranet setting out a list of equipment that can be shared use amongst Sections/Offices.</p>
<i>Subtotal</i>	<i>1.951</i>		
Total	12.837		

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