

“Enhanced Productivity Programme: 2001-02” Booklet

Report on EPP Savings – Transport Department

Total value of EPP savings in 2001-02: **\$15.162 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	1.890	<ul style="list-style-type: none"> ● Review and streamline the existing work process to allow for redistribution of duties for the purpose of absorbing the additional work within the staff resource and right sizing of divisions through net deletion of 35 posts. <p><i>Savings:</i> Deletion of the following posts in 2000-01–</p> <ul style="list-style-type: none"> 6 Assistant Clerical Officer 1 Clerical Assistant 1 Driving Examiner I 1 Supplies Assistant 1 Motor Vehicle Examiner II 4 Technical Officer/ Technical Officer Trainee (Traffic) 3 Traffic Assistant 2 Typist <p>Non-creation of the following posts in 2000-01–</p> <ul style="list-style-type: none"> 5 Assistant Clerical Officer 1 Chief Transport Officer 2 Engineer/Assistant Engineer 3 Motor Vehicle Examiner II 2 Senior Engineer 1 Senior Transport Officer 	<p>We shall be able to accommodate the deletions of vacant posts and non-creation of funded posts and no staff redundancy will arise as these posts are either not yet created or not filled.</p> <p>We will provide suitable training, coaching and counselling within the Department to ensure that existing staff can adapt to the change. Staff can voice their feedback and proposals for service improvement in regular divisional meetings. Such proposals will be channelled to the Commissioner by division heads through the quarterly review.</p>

Category	Savings (\$m)	EPP Measures in 2001-02	Safeguards for Quality Service
	2.144	<p>7 Technical Officer/Technical Officer Trainee (Traffic) 2 Technical Officer/ Technical Officer Trainee (Civil) 1 Tracer 9 Vehicle Tester 2 Workman I 1 Workman II</p> <p><i>Additional requirements:</i> Creation of the following posts in 2000-01-</p> <p>1 Chief Engineer 1 Principal Transport Officer 1 Chief Executive Officer 1 Chief Transport Officer 1 Clerical Officer 1 Electrical and Mechanical Engineer/ Assistant Electrical & Mechanical Engineer 5 Engineer/Assistant Engineer 2 Executive Officer I 1 Senior Electrical & Mechanical Engineer 1 Senior Engineer 1 Senior Transport Officer 4 Transport Officer II</p> <ul style="list-style-type: none"> ● Reduce spending on overtime allowance and acting allowance through re-arranging work shifts, compensating overtime work by time-off in lieu instead of paying overtime allowance and sharing the work of officers on-leave. 	
<i>Subtotal</i>	4.034		

Category	Savings (\$m)	EPP Measures in 2001-02	Safeguards for Quality Service
DE/OC	2.600	<ul style="list-style-type: none"> Review the existing equipment maintenance schedule by making reference to the actual wear and tear of the equipment and the optimal mode of carrying out maintenance work to avoid wastage. 	<p>We require that all revisions to maintenance, and service schedules must comply with established safety standards and will not affect the reliabilities of the facilities. All staff are advised to take note of and be conversant with the requirements.</p>
	6.269	<ul style="list-style-type: none"> Negotiate a more favourable maintenance contract with the Electrical and Mechanical Services Trading Fund (EMSTF). This is made possible because of market competition. 	
	2.247	<ul style="list-style-type: none"> Reduce expenditure on electricity, paper, consumables and travelling expenses, etc. through outsourcing of the survey work, the promotion of energy conservation cum green practice, wider use of information technology and Transport Department's Intranet, and wider use of public transport instead of government pool transport. 	<p>We will closely monitor the survey work.</p> <p>The wider use of information technology will lead to more effective and efficient dissemination of information and reduce expenditure on paper.</p>
<i>Subtotal</i>	<i>11.116</i>		
Subventions	0.012	<ul style="list-style-type: none"> Reduce the recurrent subventions to Road Safety Association by 2% of current allocation. 	<p>The Association has been asked to streamline operations, optimise use of machines and economise the use of consumables so that the quality of service will be maintained at the present level.</p>
<i>Subtotal</i>	<i>0.012</i>		
Total	15.162		

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