

“Enhanced Productivity Programme: 2002-03” Booklet

Report on EPP Savings – Transport Department

Total value of EPP savings in 2002-03: **\$16.627 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	0.551	<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 deletion of 4 posts. <i>Savings:</i> Deletion of the following posts in 2002-03 1 Supplies Supervisor II 1 Senior Typist 1 Typist 1 Confidential Assistant 	<p>We shall be able to accommodate the deletion of posts and no staff redundancy will arise as these posts are under the Voluntary Retirement Scheme.</p> <p>We will re-engineer office procedures as well as workflow and provide suitable training, coaching and counselling within the Department to ensure that existing staff can adapt to the change. Staff can voice their feedbacks 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>
	1.263	<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 and sharing the work of officers onleave. 	
<i>Subtotal</i>	<i>1.814</i>		

Category	Savings (\$m)	EPP Measures in 2002-03	Safeguards for Quality Service
DE/OC	3.868	<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. Negotiate a more favourable contract price. 	<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> <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>
	5.227	<ul style="list-style-type: none"> Negotiate a more competitive maintenance contract with the Electrical and Mechanical Services Trading Fund. 	
	5.706	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 TD Intranet, and wider use of public transport instead of government pool transport.	
<i>Subtotal</i>	<i>14.801</i>		
Subventions	0.012	<p>Road Safety Association</p> <ul style="list-style-type: none"> Streamline existing work process to allow for optimum utilization of resources. 	<p>The Association has been asked to streamline operations, optimise use of machines and economise the use of consumables while maintaining the quality of service at the present level.</p>
	<i>Subtotal</i>	<i>0.012</i>	
Total	16.627		

- 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