

“Enhanced Productivity Programme: 2002-03” Booklet

Report on EPP Savings – Territory Development Department

Total value of EPP savings in 2002-03 : **\$4.483 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	0.473	<ul style="list-style-type: none"> ● Redistribute the workload of the post concerned among existing staff by streamlining the procedures. <p>Savings: Deletion of 1 Landscape Architect post in 2001-02.</p>	The deletion of the post concerned will not affect the services provided. The post will be deleted by March 2002 after redeployment of the affected staff to another department. No staff redundancy will arise. The Head of Grade (Director of Architectural Services) has agreed to the redeployment.
	0.542	<ul style="list-style-type: none"> ● Improve productivity by increasing the use of IT facilities. <p>Savings: Deletion of 3 Technical Officer (Civil) posts in 2001-02.</p>	The deletion of the posts concerned will not affect the supporting services provided. The 3 posts will be deleted by March 2002 after redeployment of the affected staff to other departments. No staff redundancy will arise. The Head of Grade (Director of Highways) has agreed to the redeployment.
	0.931	<ul style="list-style-type: none"> ● Redistribute the workload of the posts concerned among existing staff, and contract out some of the clerical/secretarial duties when operationally justified. <p>Savings: Deletion of 5 Personal Secretary II posts in 2001-02.</p>	The deletion of the posts concerned will not affect the supporting services provided. The deletion of posts will be implemented by March 2002 after redeployment of the affected staff to other departments. No staff redundancy will arise. The Head of Grade (Director of General Grades) has agreed to the redeployment.
	0.481	<ul style="list-style-type: none"> ● Streamline office procedures, rearrange duties among existing staff and hire outside courier service when required. <p>Savings: Deletion of 4 Office Assistant posts in 2001-02.</p>	The deletion of the posts concerned will not affect the supporting services provided. The posts will be deleted by March 2002 through natural wastage and redeployment of the affected staff to other departments. No staff redundancy will arise. The Head of Grade (Director of General Grades) has agreed to the redeployment.
	0.256	<ul style="list-style-type: none"> ● Redistribute the workload of the posts concerned among existing staff, and hire outside service for photoprinting plans and drawings when required. <p>Savings:</p>	The deletion of the posts concerned will not affect the supporting services provided. The posts will be deleted by March 2002 through natural wastage and redeployment of the affected staff to other departments. No staff redundancy

Category	Savings (\$m)	EPP Measures in 2002-03	Safeguards for Quality Service
	0.375	<p>Deletion of 2 Photoprinter II posts in 2001-02.</p> <ul style="list-style-type: none"> Discontinue with the security service at the New Territories North Development Office which will be relocated to a new Government Offices building from April 2002. <p>Savings: Deletion of 3 Property Attendant posts in 2001-02.</p>	<p>will arise.</p> <p>The deletion of the posts concerned will not affect the supporting services provided. The posts will be deleted by early 2002 through natural wastage and redeployment of the affected staff. No staff redundancy will arise.</p>
	0.155	<ul style="list-style-type: none"> Discontinue with the telephone connection service at the New Territories North Development Office which will be relocated to a new Government Offices building from April 2002. <p>Savings: Deletion of 1 Telephone Operator post in 2001-02.</p>	<p>The deletion of the post concerned will not affect the supporting services provided. The post will be deleted by early 2002 through natural wastage. No staff redundancy will arise.</p>
	0.226	<ul style="list-style-type: none"> Redistribute duties of the posts concerned among existing staff, and streamline the existing procedures. <p>Savings: Deletion of 2 Workman II in 2001-02.</p>	<p>The deletion of the posts concerned will not affect the supporting services provided. The posts will be deleted by March 2002 through redeployment of the affected staff to other departments. No staff redundancy will arise.</p>
Subtotal	3.439		
DE/OC	0.200	<ul style="list-style-type: none"> Optimize usage of office stationery and material upon deletion of posts and streamlining of office procedures. 	
	0.843	<ul style="list-style-type: none"> Reduce expenditure on IT facilities by optimizing use of existing resources and improved efficiency through enhanced softwares. 	
Subtotal	1.044		
Total	4.483		

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