

第五章

Chapter 5

行政

Administration



政務秘書黃永康 (右三) 及團隊巡視荔枝角收押所工程。
Mr Stanley Wong (third from right), Civil Secretary, and supporting team inspecting the construction project at Lai Chi Kok Reception Centre.

行政、人事及策劃科人員專業投入，敬業致志，默默耕耘為部門運作提供必要的支援，令身為主管的我感到欽佩。他們管理檔案系統、提供通訊網絡、輸入資料、策劃及監察工程、監察帳目、平衡結餘、回應傳媒查詢問題等.....。以下是二零零四年本科工作簡報。

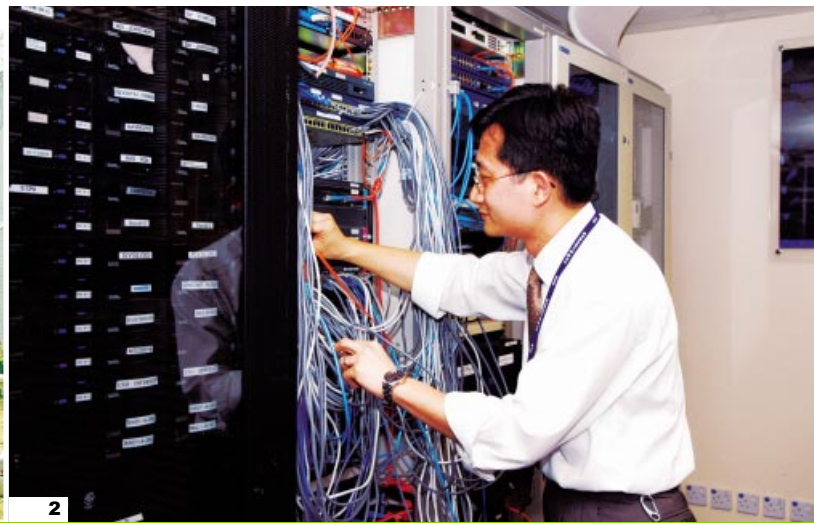
展望二零零五年，情況大致一樣，本人和同事會繼續專心致力，為部門提供服務，發揚專業精神。

政務秘書黃永康

Being the head of the Administration, Personnel and Planning Division, I have been positively impressed by the professionalism and dedication of my staff who provide the necessary but often mundane support to the operation of the Department. They maintain filing systems, provide communication networks, key in data, planning and monitoring building plans, crunch numbers, balance accounts, answer media enquiries... . Here is an account of what we did in 2004.

In looking forward to more of the same in 2005, I and my colleagues in the Division will continue to render professional and dedicated support to the Department.

Stanley W.H. WONG, Civil Secretary



行政、人事及策劃科負責監督部門行政、人事管理、公共關係、財政、數字統計和研究，以及建設工程的策劃工作。

一般行政

行政組的職責是為本署總部及各院所提供行政及後勤支援，包括資源管理、環保管理、記錄管理、人事管理、電腦服務、翻譯服務、物料供應和內部核數等。

環保管理

有關本署年內在環保方面的工作及成績報告，載於本年報第七章。

內部核數

內部核數組主要負責視察各院所的財政及物料供應事宜，目的是確保有關人員遵從政府所定的規例及程序。年內，該組全面視察 5 間院所。為確保改善建議付諸實施，該組亦進行 4 次跟進檢查。此外，內部核數組亦協助進行專題研究。

一般職系

本署共有 500 名一般職系人員(195 人留駐本署總部，305 人派駐各懲教院所，其中不少位於偏遠地區)，為紀律人員提供重要的支援服務。支援範圍廣泛，包括行政支援、委員會秘書服務、電腦和數碼化服務、人力和財政資源管理、記錄管理、翻譯及傳譯服務、物料供應、處理囚犯信件，以及向囚犯派發小賣物品等。每間院所均設有小規模的總務室，負責為院所管方提供行政支援，該等一般職系人員大多具備多種技能，並須執行多類職務。他們提供有效的行政支援，令院所的日常工作得以暢順進行，貢獻良多。年內，共有 55 名一般職系文職人員獲頒發獎項及嘉許狀，足證他們的努力獲得認同。

電腦化及資訊科技

本署致力將資訊管理系統現代化，並引進資訊科技，提高部門的行政和運作效率。資訊科技組和電子行政組在策劃、推動及統籌署內電腦化及資訊科技工作方面，共



- 1 本署行政科支持環保不遺餘力，而各院所包括：馬坑監獄均奉行保育。
The Administration's keen support of conservation is reflected in greening of its penal institutions including Ma Hang Prison.
- 2 資訊科技組和電子行政組的通訊中樞有助提高部門行政及院所有效運作。
The computer and information technology nerve system of the Information Technology Services Unit enhances administrative and operational efficiency.

The Administration, Personnel and Planning Division oversees departmental administration, personnel services, public relations, finance, statistics and research and planning of capital projects.

General Administration

The Administration Section provides administrative and logistical support for both departmental headquarters and institutions in resources management, green management, records management, personnel services, computerisation, information technology services, translation services, stores, and internal audit.

Green Management

A report on the Department's endeavours and achievements in environmental protection for the year 2004 is in Chapter 7 of this Review.

Internal Audit

The Internal Audit Team is responsible for inspecting the financial and stores functions of all institutions to ensure that government regulations and procedures are complied with. In 2004, full inspections were carried out to five institutions. To ensure that recommended improvements were

implemented, four follow-up visits were conducted. The Team also helped in thematic studies.

General Grades

A total of 500 General Grades staff, with 195 deployed to departmental headquarters and 305 to penal institutions many of which in remote locations, provide backup services for the disciplined staff. They serve in wide-ranging areas including administrative support, committee secretaryship, computerisation and digitisation, human and financial resources management, records management, translation and interpretation services, stores and supplies, handling of prisoners' mail, and provision of canteen items to prisoners. There is a general office in each institution providing administrative support to the institutional management. The General Grades staff are multi-skilled and carry out diversified duties. They provide efficient administrative support and contribute significantly to the smooth operation of the institutional routines. The General Grades' effort and contribution were well recognised as reflected in the awards and commendations won by 55 civilian staff in 2004.

Computerisation and Information Technology

The Department is committed to modernising its information



同擔當指導角色。資訊科技組專責於與行動有關的資訊科技計劃及懲教資料系統方面的網絡發展和管理工作。電子行政組則專注於行政管理方面的電腦計劃，以及部門網站和內聯網的系統維護工作。年底時，本署總部、各院所及外派辦公室共設有 2 604 台個人電腦、160 部伺服器及 1 433 台打印機。

本署設立服刑資料管理系統的廣域網，透過框轉接或異步傳輸形式連結總部和各院所的局域網，作為電郵、內聯網和互聯網以及各種應用程式(如軟件資產管理及膳食訂購管理系統)運作時的通訊中樞。

本署在二零零零年和二零零三年年初分別實施政府辦公室自動化計劃及政府辦公室自動化拓展計劃後，已有超過 2 390 個用戶與政府通訊網絡連接。他們可登入數碼政府合署，透過電郵與政府各局及其他部門的同事聯絡。至於最初在二零零二年二月實施的機密郵件系統，可提供安全保密

的途徑，把包括「Confidential」類別的機密文件以電子方式傳送，符合《保安規例》的規定。

本署已於二零零四年四月落實部門入門網站計劃，讓職員使用「政府與僱員」的應用項目。電子處理假期申請系統計劃於二零零四年八月實施後，職員可在網上申請放假和查閱其假期記錄。

本署繼續在二零零四年展開兩項大型的電腦化運作計劃，分別是更生計劃資料管理系統和服刑記錄資料系統 II。前者是一個儲存和整理更生事務資料的系統，於二零零五年年初投入服務；後者會提供圖像介面、中文字支援和 20 項新增功能，並於二零零五年年底取代現有系統。

本署在互聯網的雙語網站已於二零零四年十二月改換新裝，以切合政府網站統一的「外觀與風格」標準。網站新加了不少特色，例如介紹本署活動的照片集、多媒體



- 1&2** 荔枝角收押所加建囚倉工程。
Construction work for an additional dormitory block at Lai Chi Kok Reception Centre.
- 3** 羅湖懲教所將會重建發展以收納更多犯人。
Lo Wu Correctional Institution will be redeveloped to accommodate more inmates.

management systems and enhancing its administrative and operational efficiency by means of information technology (IT). The Information Technology Services Unit (ITSU) and the Electronic Administration (e-Admin) Unit jointly play a guiding role in planning, initiating and co-ordinating computerisation and IT activities in the Department. The ITSU specialises in network development and management of operational IT projects and penal information systems. The e-Admin Unit focuses on the management of administrative computer projects, and maintenance of the departmental website and the Intranet. At the end of 2004, there were 2 604 PCs, 160 servers, and 1 433 printers in Headquarters, institutions and out-posted offices.

The Department has established a Wide Area Network (WAN) under the Penal Information Management System, which merges the Local Area Networks of Headquarters and institutions through Frame Relay or Asynchronous Transfer Mode. The WAN forms the communication backbone for electronic mails, Intranet and Internet services and operation of various applications, such as Software Asset Management and Ration Orders Management System.

Since the completion of Government Office Automation (GOA) Project in 2000 and GOA Extension Programme in early 2003,

more than 2 390 users in the Department have been connected to the Government Communication Network. They can browse the Central Cyber Government Office and exchange electronic mails with counterparts in other government bureaux and departments. The Confidential Mail System first established in February 2002 provides a secure means for electronic transmission of classified documents up to 'Confidential' level in compliance with Security Regulations.

The Department implemented the Departmental Portal Programme in April 2004, on which Government-to-Employee applications are available for staff access. The Department also rolled out e-Leave Project in August 2004 for staff to apply for leave electronically and view their on-line leave records.

The Department continued with two major operational computerisation projects in 2004, namely the Rehabilitative Programmes Management System (RPMS) and Penal Record Information System II (PRIS II). RPMS, a system for storing and processing rehabilitation services information, will start working in early 2005. PRIS II will provide users with a graphical interface, Chinese character support and 20 new functions. It will replace the existing system by the end of 2005.



內容和方便列印的功能。市民可瀏覽和下載本署的資訊、年報、環境報告、在囚人口統計數字、招標通告和招聘廣告等。

工程及計劃

為提供收容額以應付近年囚犯不斷增加的情況，本署透過轄下的工程及計劃組與建築署共同策劃增建新的院所，並重新發展現有院所。年內，本署在喜靈洲戒毒所附屬中心完成了臨時住宿設施及工場的建造工程。工程提供了80個女犯人懲教名額，稍為紓緩其他女犯人院所的擠迫情況。在施工及計劃中的主要工程，包括在荔枝角已婚職員宿舍舊址重置域多利監獄，以及在荔枝角收押所加建囚倉。

本署一直進行改善各院所設施的工作。大欖女懲教所加建辦公大樓的工程已於年內竣工。正進行或籌劃中的主要工程包括在小欖精神病治療中心興建新探訪室暨辦公大樓，在職員訓練院室外射擊場進行改善工程，更換各院所的圍網以及加強各院所

的閉路電視系統等。此外，本署亦正改善院所的污水處理設施和消防裝置，以落實本署致力推廣環保及防火安全的一貫方針。

本署很多小規模的建造、改善和維修保養工程均由囚犯進行。此舉不但為囚犯提供懲教和職業訓練的機會，更可節省大量公帑。

本署的主要工程計劃一覽表載於附錄 17。

入境處已與本署達成協議，讓本署接管於二零零五年五月落成的青山灣入境中心，為期5年。該中心會用作懲教院所，提供384個懲教名額，收容因觸犯《入境條例》而被羈留的人士及從其他懲教院所轉介的犯人，以便安排他們在獲釋後遣送/遞解原居地。

鑑於公眾反對，政府決定擱置於喜靈洲興建新綜合監獄的計劃。本署正研究重新發展羅湖懲教所及芝蔴灣兩間懲教院所的可



中區域多利監獄將會騰出及發展成為歷史文物。
The Victoria Prison in Central will be vacated and turned into a heritage attraction.

- 1 監獄內的通道。
Internal access.
- 2 廣場運動場。
The compound.
- 3 囚倉走廊。
Cell corridor.

The bilingual Internet website of the Department was revamped in December 2004 to comply with "the Common Look and Feel" standards of Government websites. New features such as a photo album highlighting departmental activities, multimedia contents and a print-friendly function were also introduced. Information about departmental operations, annual reviews, environmental reports, penal population statistics, tender notices and recruitment advertisements are available for public browsing and downloading.

Works and Planning

To provide accommodation for the increasing number of offenders, the Department, through its Works and Planning Section, has been planning for the construction of new institutions and redevelopment of existing institutions in conjunction with the Architectural Services Department. This year the Department has completed the construction of temporary sleeping accommodation facilities and workshop at Hei Ling Chau Addiction Treatment Centre (Annex). The project, which provides 80 penal places for female prisoners, has helped to alleviate somewhat the severe overcrowding problem at the other female institutions. Major projects under construction or planning include the reprovisioning of Victoria Prison at the Lai Chi Kok Old Staff Married Quarters site, and construction of an

additional dormitory block in Lai Chi Kok Reception Centre.

Improvements to facilities in institutions are constantly being carried out. The construction of an additional office block in Tai Lam Centre for Women was completed this year. Major projects in hand or under planning include a new visit room-cum-administration block in Siu Lam Psychiatric Centre, improvement works to the outdoor range of Staff Training Institute, replacement of security perimeter fences and enhancement of CCTV systems in institutions. In addition, as part of its continuous commitment to environmental protection and fire safety, the Department is upgrading the sewage treatment facilities and fire services installations in its institutions.

Inmate labour is used in many minor building works, improvement and maintenance projects. This not only provides opportunities for inmates to receive corrective and vocational training, but also achieves considerable savings in public expenditure.

A list of the Department's major works projects is at Appendix 17.

Immigration Department and this Department have reached a consensus that CSD will take over the management and



署長 (圖中) 及署長級人員出席周年記者會與傳媒代表會晤。
The Commissioner (Centre) and the Directorate meeting media representatives at the annual press conference.

行性，並另覓地點興建綜合監獄，作為紓緩監獄擠迫的替代措施。這替代計劃將額外提供 2 600 個懲教名額，以應付及至 2015 年時的在囚人口增長。

財政

本署在二零零四年的總開支為 24.93 億元，較去年減少 3.5%。開支縮減主要是因為個人薪酬減少所致。這數額並不包括建設工程費用。

從各項來源所得的全年總收入為 5,300 萬元，其中 3,800 萬元來自職員宿舍租金。

年內，懲教署工業組暫記帳內的訂購和收款總額分別為 1.19 億元和 1.1 億元。

公共關係及新聞發放

公共關係組對傳媒發放有關本署各項計劃、服務和活動的消息，讓更多市民得知本署所提供的羈押及更生服務的最新情況。

該組在年內共答覆了 17 400 宗新聞界及市民的查詢，發出了 158 份新聞稿，以及安排 50 次傳媒與懲教署人員的會面。該組也曾多次安排傳媒參觀各間懲教院所，並籌組部門人員主持新聞簡報會和記者會。

該組協助製作多種宣傳品，並就製作事宜提供意見。有關宣傳品包括單張、小冊子、海報、展板，以及電視、電台的政府宣傳聲帶、短片和文告等。此外，亦負責本署《愛群》月刊的編輯工作。

operation of Castle Peak Bay Immigration Centre for a period of five years from its commissioning in May 2005. Designated as a penal institution, the Centre will offer a capacity of 384 penal places for persons detained under the Immigration Ordinance and inmates transferred from other penal institutions before removal/deportation to their places of domicile upon their release.

In view of public opposition, the Administration has decided to shelve the project for the co-location of penal institutions on Hei Ling Chau. As an alternative measure to ease the prison overcrowding problem, we are studying the feasibility of the redevelopment of Lo Wu Correctional Institution and the two penal institutions at Chi Ma Wan; and to search for a new site for construction of a new prison complex. The alternative plan will provide 2 600 additional penal places to meet the growth of penal population by 2015.

Finance

The total expenditure for the Department in calendar year 2004 was \$2,493 million, excluding the capital cost of building works. This represents a 3.5% decrease against the previous year. The decrease was mainly due to reduced expenditure on personal emoluments.

Total revenue collected from various sources during the year amounted to \$53 million, including \$38 million in rent for staff quarters.

For 2004, the total amounts of purchases and recoveries under the Correctional Services Industries Suspense Account were \$119 million and \$110 million respectively.

Public Relations and Information

The Public Relations Section disseminates information about the Department's plans, services and activities to the media. By keeping the media informed, the Section helps enhance public awareness of the latest developments in custodial and rehabilitative services of the Department. In 2004, the Section handled about 17 400 press and public enquiries, issued 158 press releases and arranged 50 interviews between the media and CSD officers. Media visits to penal institutions and press briefings and conferences hosted by departmental officers were also arranged.

The Section assists and advises on a number of publicity items, including pamphlets, booklets, posters, exhibition panels and TV and radio announcements of public interest. It also provides editorial service to the Department's monthly newsletter — The Guardian.