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Chapter 第三章

人力資源管理

Human Resource Management



助理署長（人力資源）單日堅（前排中）及團隊。  
Assistant Commissioner (Human Resource) Sin Yat-kin  
(middle in the front row) and his team.

妥善管理人力資源，是一個機構的成功關鍵。多年來，本署日益重視人力資源的管理。為了建立一支高度能幹、有紀律且積極主動的隊伍，我們一直把人力資源策略，與員工和部門的發展需要連繫起來。我們在關注員工的發展需要之餘，並沒有忽視他們的福利需要。我們相信只要與員工結成隊伍，將可取得更豐碩的成果，所以我們已採取措施，致力促進與員工的關係及加強溝通。

繼專為高級人員而設的「領導才能發展計劃」順利舉辦後，年內本署又開辦供高級懲教主任和懲教主任參加的「管理才能發展及培訓計劃」。該計劃旨在加強對中級人員在管理發展及領導方面的培訓，藉以幫助他們達成事業抱負，並為日後晉升作好準備。

除了員工的培訓和發展外，招聘也是實現部門接任計劃所必需的工作。鑑於對部門服務的需求迫切，我們有充分理據填補因自然流失而出現的職位空缺，以確保本署能滿足法定要求，以及達到工作表現指標。年內，我們成功招聘了20名懲教主任及4名工業主任。

Over the years, the Department has given increased emphasis on human resources management practices, which are critical to an organisation's success. To build a team of highly effective, disciplined and well-motivated staff, we have been aligning our human resource strategy with the development needs of both the staff and the Department. Apart from taking care of the development needs of staff, we have not overlooked the welfare needs of them. We have also taken initiatives to foster and strengthen staff relation and communication in the belief that an organisation could achieve more by working together as a team.

Further to the Leadership Development Programme successfully organised for senior officers, the Management and Development Training Programme for Principal Officers and Officers was launched in the year. The programme aims to enhance the management development and leadership training of Mid-career Officers and to enable them to achieve their career aspirations and prepare them for succession to posts up the echelon.

Apart from training and development, recruitment is also essential to cater for the succession planning needs of the Department. Filling of the vacancies arising from natural wastage is fully justified in terms of exigency of service. The vacant posts have to be filled to ensure the Department's ability to meet statutory requirements and to fulfill performance targets. In the year, we successfully recruited 20 Officers and 4 Industrial Officers.

為了提高宿舍編配工作的效率，我們在現有系統以外增設一個簡便易用的電子系統，讓員工可以在網上一次過選擇宿舍及遞交申請。新系統深受同事歡迎，愈來愈多申請者利用它來遞交申請，我們對此感到欣慰。我們下一步會改善系統，在網上增加供公開申請的宿舍的實用資料，包括有關建築物的照片、宿舍地點、單位圖則及可乘搭的公共交通工具等。

我們明白必須要有一支質素良好、訓練有素、積極進取及才幹多元的隊伍，才可確保懲教工作達到高度水平。因此，人力資源科會繼續努力，務求令培訓、事業發展政策及人力資源管理工作更臻完善，為員工提供最妥善的支援。

#### 助理署長(人力資源)單日堅

#### 管理才能發展及培訓計劃

為協助中級人員實現對事業的期望，並為他們攀上晉升階梯作好準備，本署在年內推出了管理才能發展及培訓計劃。該項綜合事業發展計劃，包括十個單元式的訓練課程。其重新設計的內容範圍廣泛，例如工作知識、報告寫作、應付傳媒技巧、人力資源及財務管理、溝通技巧、紀律部隊工作手法與程序、領導才能及項目管理等。該計劃不但為合資格的人員提供有系統及充實的訓練，亦有助他們作好準備，提升專業技能。年內共有 156 名高級懲教人員及 237 名懲教人員參加了該計劃。

#### 體驗式訓練 - 「挑戰網陣」

「挑戰網陣」是職員訓練院為實踐體驗及探索式訓練而設計的一項現代化多元培訓設施。透過繩網、攀石及游繩下降等體能挑戰活動，可鍛鍊受訓者的自信心及團隊合作精神。這些體驗性質的學習活動，可進一步提高受訓者的溝通能力、排解問題能力、團隊合作、互信建

職員訓練院為同事舉辦「挑戰網陣」一項體驗及探索式訓練。  
The "Challenge Course", an experiential and adventure based training offered by the Staff Training Institute.



In a move to enhance the efficiency of the allocation exercise of quarters, we have established a user-friendly e-system in addition to the existing one through which staff could select their favourite quarters and submit their application on the intranet in one go. We are delighted to see that the new system has been greeted with warm applause and more and more applicants have opted to submit their application through the new system. Our next step is to enhance the system by providing useful information of the quarters opened for application on the web-site. Details such as photographs of the buildings, location of the quarters, layout maps of the flats and available means of transport, etc will be displayed on line.

Understanding that without a team of good quality, well-trained, well-motivated and versatile staff, high standard of correctional work can hardly be ensured, the Human Resource Division will continue committing more efforts to perfect its training, career development policies, human resource practices as well as giving the best possible support to the staff.

#### **SIN Yat-kin**

**Assistant Commissioner (Human Resource)**

### **Management and Development Training Programme (MDTP)**

To help Mid-career Officers achieving their career aspirations and preparing them for succession to posts up the echelon, the Department launched the Management Development and Training Programme (MDTP) in 2005. MDTP is an integrated career development initiative composing of ten module-based training courses. The re-engineered contents cover a wide range of topics like operational knowledge, report writing skills, handling media, human resource and financial management, communication skills, disciplinary practice and procedures, leadership and project management. The programme not only provides the eligible officers with systematic and substantial training opportunities for the acquisition of knowledge, but also helps them for the preparedness towards professionalism. In 2005, a total of 156 Principal Officers and 237 Officers participated in the programme.

### **Experiential Training Opportunities through the “Challenge Course”**

The “Challenge Course” is a modern and multi-purpose training facility set up in the Staff Training Institute for facilitating experiential and adventure based training. It aims to conduct the confidence training and team building training through the challenging physical



助理署長（人力資源）單日堅及高級監督（人力資源）關錫松與參加「管理才能發展及培訓計劃」的同事分享經驗。  
Assistant Commissioner (Human Resource) Sin Yat-kin and Senior Superintendent Kwan Sek-chung share experience with course participants of “Management and Development Training Programme”.

立及自信。為使更多人員受惠，本署已將「挑戰網陣」訓練納入入職及發展訓練課程之內。

### 槍械訓練

戶外練靶場的翻新工程已於年內完成，標誌著本署持續提升射擊訓練質素的一個新里程。本署的戶外練靶場及室內練靶場，為進行射擊訓練的職員提供了理想的場地和設施。年內共有686名職員參加了射擊訓練及進行射擊練習。

### 基本必要的訓練

入職訓練旨在為入職者提供有關執行職務的基礎知識和技巧，以及向他們灌輸懲教工作的基本理念，藉此改善人力資源。新入職的懲教主任須接受26週訓練，而新入職二級懲教助理的訓練則為期23週，當中包括在懲教院所實習兩週。入職訓練的內容理論與實踐並重，課程大綱包括香港法律、規則及規例、輔導、社工技巧、管理技巧、心理學、犯罪學、監獄學、急救、步操、防暴演

習、自衛術、緊急應變策略、處境訓練、歷險訓練及野外訓練等。為應付不斷轉變的社會需求，訓練課程更加入了普通話、中文寫作及基本法知識等科目。年內共有20名新入職的懲教主任及30名懲教助理參加了入職訓練課程。

### 提高員工表現的現代培訓

本署因應工作環境的急速轉變及公眾期望的提高，於年內為轄下職員特別設計了一系列的發展訓練及管理課程，當中包括為不同院所的職員而設的指揮課程、複修課程、實用課程，以及針對負責特別職務人員而設計的職務為本課程等(見附錄14)。

為了進一步加強員工的基要技能和知識，俾便應付日後的挑戰，署方在年內安排了不同的專家及專業人士講授訓練課程。對於在各院所的槍械庫工作的人員，署方物色了經驗豐富的美國導師舉辦雷明登散彈槍槍械員課程，以提高有關人員的專業水準及技術知識。共有22



activities including the rope course, sport climbing and abseiling. By using such experiential learning activities, the communication competence, problem solving ability, team cooperation, trust building and self-confidence of the participants will be further developed. To maximise the number of staff benefited from the training, the "Challenge Course" training is incorporated in the recruit and development training programme.

### Firearms Training

The renovation of the Outdoor Firing Range completed in 2005 marks the milestone of our continuous enhancement in the quality of firearms training. The Outdoor Firing Range, together with the Indoor Firing Range, offer ideal venues and facilities for staff undergoing firearms training. In 2005, 686 staff underwent firearms training and participated in firearms practice.

### Foundation Training

Recruit training aims to provide new personnel with basic knowledge and skills for carrying out their duties and a foundation orientation of correctional work towards the improvement of human resources. The duration of training for recruit Officers is 26 weeks and that for recruit Assistant Officers II is 23 weeks including a two-week field placement at penal institutions. The contents of Recruit Training emphasise on both theory

and practice. The training syllabus includes Laws of Hong Kong, rules and regulations, counselling, social work techniques, management, psychology, criminology, penology, first-aid, foot drill, anti-riot drill, self-defence, emergency response tactics, the use of weapons and personal computer, scenario training, adventure training and field training, etc. In response to ever-changing social needs, subjects such as Putonghua, Chinese Writing and knowledge on Basic Law have been included in the training curriculum. In 2005, 20 recruited Officers and 30 recruited Assistant Officers participated in the Recruit Training Course.

### Contemporary Training for Enhancing Staff Performance

In response to the dynamic change in our working environment and the rising expectation from the public, we embarked on a series of tailor-made development training and management programmes for our staff in the year. The scope of these training programmes included command course, refresher course, functional course for staff working in different types of penal institutions, duties-oriented course for staff in special duties, etc (see Appendix 14).

To further equip staff with the essential skills and knowledge to meet the challenges ahead, we arranged specialist and professional training courses throughout



- 1 保安局局長李少光檢閱會操隊伍。  
Secretary for Security, Mr Ambrose S K Lee, inspects a parade.
- 2 新入職學員接受步操訓練。  
New recruits in drill training session.
- 3 青年人參觀本署在「教育及職業博覽2005」的攤位。  
Young visitors through the Department's booth at the Education and Careers Expo, 2005.

名職員取得維修及保養雷明登散彈槍的合格證書。

在戰術培訓方面，本署舉辦了懲教署緊急應變隊訓練課程，藉此裝備那些準備加入本署緊急應變隊的人員。課程包括了戰術實習、處境演習及槍械訓練等關鍵元素。

在控制策略技巧訓練方面，本署邀請了美國PPCT公司的合資格導師舉辦壓力控制策略導師培訓課程，成功將26名選定人員訓練成可為本署懲教院所舉辦壓力控制策略課程的合資格導師。

為滿足前線人員的培訓需要，本署與外展訓練學校合辦了14個團隊管理課程，以提高職員的領導技巧及團隊精神，共有168名懲教助理參加。

年內，本署合共為4 158名職員舉辦了241項不同性質的發展訓練課程。

### 為社區提供訓練

年內，本署繼續支持教育統籌局舉辦供中學生參與的「多元智能挑戰營」。透過在本署職員訓練院進行的六天住宿及紀律訓練，學員可學習如何加強自律和自信、改善人際相處技巧、建立團隊精神及增強體能。自二零零零年起計，共有406名學生參與該訓練計劃。

香港懲教博物館作為一個旅遊熱點，擔當起本署與公眾之間的橋樑，成為展現香港懲教歷史的一個教育平台，讓市民認識到懲教署在刑事司法系統中所肩負的重要角色。本署又向學校學生及其他非政府機構等團體訪客提供導覽服務，向他們講解所員更生及社會給予接納的重要性。年內共有60 724名訪客參觀了懲教博物館。

### 職員關係及福利

職員關係及福利組負責統籌一切職員福利事宜，並向需要協助的職員及其家人提供即時協助。此外，該組亦於重大行動期間



the year. In order to upgrade the professionalism and technical knowledge of staff working in the armouries at institutions, Remington Shotgun Armourer Course conducted by experienced instructor from USA was organised. A total of 22 staff were awarded the qualified certificate in repair and maintenance of Remington Shotgun.

On tactical training, we organised Correctional Emergency Response Team (CERT) training course for staff who were prepared to take up posts in the emergency response teams of the Department. Important and essential elements such as tactical practices, scenario exercises, firearms training, etc. were incorporated in the course.

On control tactics skills training, we invited qualified instructors from PPCT Incorporation, USA to conduct the Pressure Point Control Tactics (PPCT) Instructors' Trainer Course. 26 selected staff were successfully trained as instructors and qualified to conduct PPCT training in institutions.

To meet the training need of the frontline staff, we organised jointly with the Outward Bound Training School a total of 14 classes of Team Building Course for 168 Assistant Officers to enhance their leadership skill and teamwork spirit.

In 2005, we conducted a total of 241 development training courses of different nature for 4 158 staff members.

### Training for the Community

In 2005, the Department continued to support the Education and Manpower Bureau in running the Smart Teen Challenge Camp for secondary schools students. Through the 6-day residential and disciplinary training programme run in the Staff Training Institute, the participants achieved significant enhancement in their confidence, self-discipline, interpersonal skills, teamwork and physical fitness. From the year 2000 onwards, a total of 406 students have participated in the programme.

Being an attractive tourist spot, the Hong Kong Correctional Services Museum serves as a channel between the Department and the community and an educational platform through which the penal history of Hong Kong and the importance of the Department as an integral part of the criminal justice system are showcased to the public. We also provide guided tour services to group visitors like school students and other NGO's groups who are explained about the importance of the rehabilitation of inmates and their acceptance by society. During the year, a total of 60 724 visitors visited our Museum.



**1 & 2** 秋季賣物會吸引大批市民參觀。  
The Autumn Fair pulls a large crowd.

**3** 香港懲教博物館展示160多年來本地懲教制度的演進。  
Correctional Services Museum showcases the evolution of the some 160 years' penal system in Hong Kong.



提供後勤支援。

懲教署福利基金的作用是向職員提供貸款，並在特別情況下，為需要經濟援助的職員、退休人員及已故職員的遺屬提供補助金。

本署在二零零四年成立一項獎勵計劃，以改善職員福利和激勵職員士氣，而今年亦繼續推行這項饒具意義的計劃。二零零五年五月，院所最優秀軍裝職員選舉的五名得獎者獲頒發上述獎勵，參加新加坡考察團，在副署長的帶領下考察當地的藥物康復治療中心、監獄學校及監獄。獲獎的同事均認為該考察團與新加坡當局在交流有關懲教管理的意見方面作用很大且收獲甚豐。

職員關係及福利組亦管理懲教署中央基金，為本署人員提供保險服務。截至二零零五年十二月三十一日為止，基金共有3 509名成員。

懲教署儲蓄互助社於一九九一年六月成立，目的是鼓勵會員節儉，並接受會員的儲蓄和向他們提供貸款。年底時，儲蓄互助社共有4 754名會員。

懲教署人員子女教育信託基金繼續為懲教助理及部門同等職系人員的子女提供經濟援助，使他們能夠接受高等教育。接受全日制教育或訓練的殘疾兒童亦獲信託基金的經濟援助。年內，信託基金共發放653,933元。

### 體育及康樂

本署旨在提倡職員奉行健康生活，而康體活動實為健康生活的重要一環。本署與懲教署體育會合辦康體活動，注重職員的體能及團隊精神。本署設有康樂體育主任一職，由康樂及文化事務署借調職員出任，就策劃和安排活動，提供專業意見及協助。

年內，本署舉辦了多項活動，除大型的周年項目如陸運會、水運會和「家庭同樂在喜靈」之外，又舉辦了九項院際體育比



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## Staff Relations and Welfare

The Staff Relations and Welfare Unit co-ordinates all matters relating to staff welfare and offers immediate assistance to staff and their family members when in need. In addition, the Unit provides logistical support for staff in major operations.

The Correctional Services Department Welfare Fund provides loans and, in special cases, grants for serving and retired personnel and for family members of deceased staff who are in need of financial assistance.

With the endeavour to enhancing staff welfare and morale, the Department initiated an award scheme in 2004 and continued maintaining this meaningful effort in this year. In May 2005, five winners of the "Best All Round Staff Competition" were granted the award to join the Singapore study tour. The delegation was led by the Deputy Commissioner to visit the drug rehabilitation centres, prison school and prison in Singapore. The awardees found the study tour very fruitful and useful in exchanging views in penal management with Singaporean counterparts.

The Unit also administers the CSD Central Fund to provide insurance coverage to our staff. As at 31 December 2005, the Fund had 3 509 members.

The CSD Credit Union has been set up since June 1991. It aims to promote thrift among its members and it receives savings from members and makes loans to them. As at the end of 2005, the Credit Union had 4 754 members.

During the year, the Correctional Services Children's Education Trust continued to provide financial assistance to children of Assistant Officers and equivalent grades in the Department to assist them in pursuing higher education. Disabled children undertaking full-time education or training also received financial assistance from the Trust. In 2005, a total of \$653,933 was granted from the Trust.

## Sports and Recreation

It is the aim of the Department to promote a healthy lifestyle amongst staff in which sports and recreation play a major part. Sports and recreation activities are organised by the Department in partnership with the CSD Sports Association (CSDSA). Emphasis is placed on sustaining physical fitness amongst staff members and cultivating their esprit de corps. A Leisure Services Manager is seconded from the Leisure and Cultural Services Department to give professional advice and assistance in planning and arranging activities.

During the year, a variety of activities were organised.



**1** 儲蓄互助社社長黃德誠(左一)、懲教事務職員協會初級組主席何沛霖(左二)及監督(職員關係及福利)林珣(左三)代表本署多個職方團體將善款移交受惠機構代表。

President of CSD Credit Union Wong Tack-sing (first from left), Junior Section Chairman of Correctional Services Officers' Association Ho Pui-lam (second from left) and Superintendent (Staff Relations & Welfare) Lam Lou (third from left) present a check to a representative of relief agencies.

**2 & 3** 本署同事積極參與慈善活動，包括「執法人員火炬慈善跑」(中)及「毅力十二愛心跑」。

CSD staff participate in various charity events, including the "Law Enforcement Torch Run for Special Olympics" (centre) and "Run With Your Heart".

賽。二零零五年三月，本署代表團到新西蘭的奧克蘭市參加「超級競賽」，比賽項目包括草地滾球、越野長跑、半馬拉松、水陸兩項鐵人、壁球、游泳、田徑、水肺潛水及高爾夫球，並取得 62 金、19 銀及 12 銅的佳績。

懲教署體育會贊助的隊伍/會社共有 35 個，大部分均積極參加各項公開比賽。年內，長跑隊、飛鏢隊、草地滾球隊、射擊隊、足球隊、保齡球隊和室內划艇隊均在公開比賽中獲得許多獎項。

二零零五年六月，本署派出代表團到加拿大魁北克參加第十一屆全球警察及消防員運動會，在射擊項目中取得一金、一銀和一銅的成績。

二零零五年十一月，本署共有七支隊伍(包括三支女子隊伍)參加樂施會主辦的「毅行者 2005」，最快的隊伍以 26 小時 49 分行畢 100 公里的賽程。年內，懲教署體育會的 15 支體育隊伍參加了工商機構運動會

2005 的一系列賽事。此外，本署又分別於一月及九月舉辦紀律部隊十公里長跑大賽及紀律部隊羽毛球錦標賽。

為推廣健康生活，本署也為職員及其家屬舉辦多項康樂活動。十二月四日，超過 1 600 名職員及其家屬參加「家庭同樂在喜靈」的活動。周年秋季賣物會於十一月十二日在赤柱舉行，籌得的善款捐給超過 35 個機構作慈善用途。

位於馬坑監獄內的懲教署體育會會所設有戶外及室內康樂設施，例如卡拉 OK、燒烤場、射擊場、高爾夫球練習場和果嶺、鳥舍、籃球場和足球場。年內，會所設備如常大受職員及家屬歡迎。

### 參與社會活動

年內，本署繼續參加多項慈善活動，並在公益金舉辦的籌款活動中奪得二零零四至零五年度優異獎、商業及僱員募捐計劃銀獎得獎機構、僱員樂助計劃政府部門最高籌款獎第二名，並獲評定為十



Apart from major annual events such as Annual Sports Meet, Swimming Gala and Family Day on Hei Ling Chau, nine more inter-institutional sport competitions were organised. In March 2005, a delegation participated in the Third Super Games held in Auckland, New Zealand in a series of sports competitions including lawn bowls, cross country running, half marathon, aquathon, squash, swimming, track & field, scuba diving and golf with 62 Gold, 19 Silver and twelve Bronze achieved.

There were 35 sports teams/clubs sponsored by the CSDSA in the year and most of them participated actively in various open competitions. In 2005, the distance running, dragon boat, lawn bowls, shooting, soccer, bowling and indoor rowing teams achieved many prizes in the public competitions.

In June 2005, a departmental delegation visited Quebec, Canada for the Eleventh World Police and Fire Games in the events of shooting with one Gold, one Silver and one Bronze achieved.

In November 2005, seven walking teams including three female teams participated in the Oxfam Trailwalker 2005 with the fastest one completed the 100km trail by 26 hours 49 minutes. In the year, 15 sports teams of CSDSA participated in a series of competitions in the Corporate Games 2005 and

achieved the overall runner-up. Besides, in January and September 2005, the Department organised the Disciplined Services 10K Distance Run and the Disciplined Services Badminton Tournament respectively.

To promote healthy lifestyle, various recreational activities have been organised for staff and their family members. Over 1 600 staff and their family members participated in the Family Outing on Hei Ling Chau held on 4 December. The annual Autumn Fair at Stanley was held on 12 November. Donations from the funds raised were made to more than 35 agencies for charity purpose.

The CSDSA Recreation Complex situated in Ma Hang Prison has both indoor and outdoor recreation and sports facilities, such as karaoke, barbecue site, archery range, golf driving range, putting green, aviary, basketball court and soccer pitch. It continued to be well patronised by staff and their family members in the year.

## Community Involvement

During 2005, the Department continued to participate in various charity events. In the fund-raising events organised by the Community Chest, the Department was awarded an "Award of Merit" for the year 2004-05, the Silver Donor Award of the Corporate & Employee Contribution Programme, the Second Highest Donation Award of the CARE Scheme - "Civil Service Category", and rated one of the Top Ten Fund-raising Organisations.



- 1 周年運動會競爭激烈。  
Keen competitions at the Annual Sports Meet.
- 2 周年水運會剪影。  
A glimpse of the Swimming Gala.
- 3 本署主辦的第二屆「粵港監獄論壇」於3月15至18日在香港舉行。  
The Department hosts the 2<sup>nd</sup> Guangdong - Hong Kong Prison Forum in Hong Kong from March 15 to 18.

3

大籌款機構之一。

年初，多個東南亞國家因重大海嘯事故而蒙受傷亡，本署為此成功籌得 698,517 元救助海嘯災民。有關款項分別捐贈予香港紅十字會、香港樂施會、救世軍、香港世界宣明會以及聯合國兒童基金會等五個慈善組織。

### 義工服務

懲教職員義工團於二零零五年二月四日成立，以加強統籌及支持由在職及退休同事進行的義工服務。義工團由一個幹事會管理，其宗旨是透過參與慈善活動表達對社會的關顧。

截至年底，共有 936 人加入了義工團，他們分別來自 15 個院所的工作隊，其中 750 人為在職人員，23 人為退休人員，163 人為職員家屬。

自從義工團於二月成立以來，已參與了廣泛的義工活動。

### 職員協商

本署定期舉行職員協商會議，以促進管方與職方之間的溝通。職員協商委員會分高級職員協商委員會和初級職員協商委員會，每季召開聯席會議一次，討論職員關注的事項。

就高級職員協商委員會而言，懲教事務職員協會和香港政府華員會懲教署職員分會 / 組別聯席會議均有派代表出席會議。至於初級職員協商委員會，除上述兩個協會外，還有香港懲教署懲教助理總會的派代表出席會議。

年內，管方曾與員方代表舉行數次特別的諮詢和討論會，就宿舍編配政策及接收青山灣入境事務中心等特定事項，徵詢員方意見。

### 職員協會和工會

共有四個註冊的職員協會和工會，分別是懲教事務職員協會、懲教署懲教助理總會、香港懲教人員總工會和香港懲教署退休人員協會。他們均與本署維持有效溝通。



In early 2005, in the wake of the massive tsunami which caused death and destruction in various South Asia countries, the Department successfully raised a total sum of \$698,517 to help tsunami victims. The Donation was made to five charitable organisations, i.e. Hong Kong Red Cross, Oxfam Hong Kong, the Salvation Army, World Vision Hong Kong and UNICEF.

### Volunteer Services

To better co-ordinate and support volunteer services undertaken by serving and retired volunteer staff, the Correctional Services Staff Volunteer Group (CSSVG) was established on 4 February 2005. It aims to extend our spirit of care to the community through benevolent activities. The Volunteer Group is managed by an Executive Committee.

As at the end of the year, a total of 936 members under 15 institution-based work teams joined the Group. Amongst them 750 are serving staff, 23 retired staff and 163 family members.

Since its establishment in February 2005, the CSSVG has participated in a wide range of volunteer activities.

### Staff Consultation

Staff consultation meetings are held at regular intervals to foster staff relations. The two Departmental

Consultative Committees (DCCs), namely the Senior Departmental Consultative Committee (SDCC) and the Junior Departmental Consultative Committee (JDCC), met quarterly in the year to discuss issues of staff concern.

On SDCC, there is representation from the members of the Correctional Services Officers' Association (CSOA) and the CSD Staff Branches/Class Unit Joint Conference, Hong Kong Chinese Civil Servants' Association. Apart from the two associations mentioned, there is also representation from members of the Hong Kong Correctional Services Department Assistant Officers General Association (AOGA) on the JDCC.

Several ad hoc consultation and briefing sessions were conducted with staff side representatives in 2005 to solicit staff views on particular matters such as the quartering policy and the takeover of Castle Peak Bay Immigration Centre, etc.

### Staff Associations and Unions

There are four registered staff associations and unions, namely the Correctional Services Officers' Association, the Hong Kong Correctional Services Department Assistant Officers General Association, the Hong Kong Correctional Services General Union and the Association for the Retired Staff of the Hong Kong



- 1 由現職及退休職員及家屬組成的「懲教職員義工團」於二月正式成立。Serving and retired staff pool their resources and contribute their own time and efforts to form the Correctional Services Staff Volunteer Group in February.
- 2 & 3 「懲教職員義工團」成員積極參與義務工作。Members of the Correctional Services Staff Volunteer Group participate in a wide range of volunteer activities.

### 職員心理輔導服務

由一名臨床心理學家主理的職員心理輔導服務組於二零零一年成立，旨在提高職員的工作效率和促進其心理健康。赤柱及荔枝角的健智中心為職員提供設施和資源，讓他們學習如何有效處理壓力。有關服務更包括向職員及其家屬提供個人輔導及心理治療服務。年內，本署共為超過1 000名前線員工提供了一系列有關健康生活模式及壓力管理的專家講座及在職訓練。

### 嘉獎

在二零零五年授勳名單中，有一名職員獲頒香港懲教事務卓越獎章，另有八名職員獲頒香港懲教事務榮譽獎章。年內共有101名職員在執行職務時表現卓越，獲公務員事務局局長、署長或助理署長嘉獎，有關名單載於錄15。



Correctional Services Department. They maintain effective communication with the Department.

### Staff Psychological Services

The Staff Psychological Services was established in 2001 to enhance the work efficacies and psychological well-being of staff. The services is led by a clinical psychologist. The Staff Health Centre in Stanley and Lai Chi Kok provide facilities and resources for staff to learn the effective ways of managing stress. The services also provide individual consultation and psychotherapy service to staff and their family. In the year, the services provided a series of specialist talks and in-service training on the theme of healthy lifestyle and stress management to more than one thousand frontline staff.

### Awards and Commendations

In the 2005 Honours List, one staff member was awarded the Hong Kong Correctional Services Medal for Distinguished Service (CSDSM) and eight awarded Hong Kong Correctional Services Medal for Meritorious Service (CSMSM). In the year, 101 staff members were awarded the commendations of Secretary for Civil Service, Commissioner or Assistant Commissioners for their meritorious contributions made in the course of duty. Their names are at Appendix 15.



- 署長彭詢元(中)與獲頒香港懲教事務榮譽獎章的人員在禮賓府合照。(左起)總懲教主任傅成志、一級懲教助理方燕、一級懲教助理徐紹基、監督譚兆明、監督麥志偉、監督李永康、懲教主任陸耀文及一級懲教助理彭志強。  
Commissioner Pang Sung-yuen (centre) pose for a photo with recipients of the Correctional Services Medal for Meritorious Service at the Government House. From left: Chief Officer Fu Shing-chi, Assistant Officers I Fong Yin and Tsui Siu-kee, Superintendents Tam Shiu-ming, Mak Chi-wai and Lee Wing-hong, Officer Luk Yiu-man, and Assistant Officer I Pang Chi-keung.
- 獲頒香港懲教事務卓越獎章的總經理許德福(中)與獲頒香港懲教事務榮譽獎章的一級懲教助理方燕(左一)及徐紹基與傳媒會面。  
General Manager Daniel Hui Tak-fuk (centre), recipient of the Correctional Services Medal for Distinguished Service, meets the media with Assistant Officers I Fong Yin (first from left) and Tsui Siu-kee.
- 五名 2005 年「最優秀軍裝職員選舉」得獎者隨代表團外訪新加坡監獄署。  
Five winners of "The Best All-round Staff Competition 2005" in a CSD delegation to visit the Singapore Prison Service.