5 Chapter 第五章
行政
Administration

政務秘書黃永康（左三）及團隊。
Civil Secretary Stanley Wong Wing-hong (third from left) and his team.

行政、人事及策劃科人員專業投入，敬業致志，為部門運作提供必要但毫不顯眼的支援，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、檢查建築圖則、監察帳目、平衡結餘、回答傳媒問題等.....。以下是二零零五年本科工作簡報。

展望二零零六年的新挑戰，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, check building plans, crunch numbers, balance accounts, answer media enquiries ... Here is an account of what we did in 2005.

In looking forward to more challenges in 2006, 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 6 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488 名一般職系人員(210 人留駐本署總部，278 人派駐各懲教院所，不少位於偏遠地區)，為紀律人員提供重要的支援服務。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64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署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。二零零五年年底時，本署總部、各院所和外派辦公室共設有 2 829 台個人電腦、162 部伺服器及 1 483 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

由荔枝角舊職員宿舍改建的荔枝角懲教所工程正進行中，荔枝角懲教所將提供 650 個宿位。
Construction works in progress to convert the old staff married quarters adjacent to Lai Chi Kok Reception Centre (LCKRC) into a 650-place penal facility, Lai Chi Kok Correctional Institution (LCKCI).

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 2005 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 2005, full inspections were carried out to five institutions. To ensure that recommended improvements were implemented, six follow-up visits were conducted. The Team also helped in thematic studies.

General Grades

A total of 488 General Grades staff, with 210 deployed to departmental headquarters and 278 to penal institutions, many of which in remote locations, provide backup services for the disciplined staff. 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 64 civilian staff in 2005.

Computerisation and Information Technology

The Department is committed to modernising its information 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, maintenance of the departmental website and the Intranet. At the end of 2005, there were 2 829 PCs, 162 servers, and 1 483 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 with institutions through Frame Relay or Asynchronous Transfer Mode. The WAN forms the CSD communication backbone for electronic mails, Intranet and Internet services, and operation of various applications, such as Software

1 芝蔴灣懲教所監督李麗霞（右）向政務秘書黃永康講解女性在囚人士的工作情況。
Superintendent of Chi Ma Wan Correctional Institution, Ms Li Lai-har, (right) briefs Civil Secretary Stanley Wong on female prisoners' work.

種應用程式(如軟件資產管理、膳食訂購管理系統及機密郵件系統)運作時的通訊中樞。本署現正落實資訊科技設施普及計劃，並將於二零零六年完成。這項計劃可以讓所有職員透過電郵與政府各局及其他部門的同事聯絡。他們亦可透過懲教署的互聯網、部門入門網站及數碼政府合署存取資料。

本署繼續在二零零五年展開兩項大型的電腦化計劃，分別是更生程序管理系統和服刑記錄資料系統II 。前者的開發是為儲存和整理更生事務資料，現正提升至涵蓋更多服務範疇，而後者則會提供較易用的圖像界面、中文字支援和20項新增功能，並於二零零六年年底取代現有的服刑記錄資料系統。

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。網站繼續提供有關本署運作的資料、年報、環境報告、在囚人口統計數字、招標通告和招聘廣告等，供市民瀏覽和下載。

工程及計劃

為提供宿位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，本署完成了芝新懲教所內的改建囚倉工程，增加一個額外囚倉。是項工程提供了 48 個女犯懲教名額，有助紓緩女性院所的嚴重擠迫問題。施工及計劃中的主要工程，包括在荔枝角舊已婚職員宿舍重置域多利監獄，以及在荔枝角收押所加建一個囚倉。

本署一直進行改善各院所設施的工程。大欖懲教所的露天混凝土製件臨時儲存庫已於年內竣工。正進行或籌劃中的大型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、在喜靈洲戒毒所興建汽車維修場、在職員訓練院室外射擊場進行改善工程、更換院所的拉閘、以及改善閉路電視系統等。此外，本署亦正為院所換上省電光管，並加強其污水處理設施和消防系統，以體現本署致力環保及防火安全的一貫方針。本署很多規模較小的建造、改善和維修工程均由囚犯進行。此舉不但為囚犯提供懲教和職業訓

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Asset Management, Ration Orders Management System and Confidential Mail System.

The Department is implementing the Accessibility Programme (AP), which will be completed in 2006. AP will provide all staff with an email account for their electronic communication with counterparts in other government bureaux and departments. They will also be able to access the resources on the CSD Intranet, Departmental Portal and the Central Cyber Government Office through the Internet.

The Department continued with two major operational computerisation projects in 2005, namely the Rehabilitative Programmes Management System (RPMS) and Penal Record Information System II (PRIS II). RPMS, which is developed for storing and processing rehabilitation service information, is being enhanced to cover more service areas. PRIS II, which will provide a user-friendly graphical interface, Chinese characters support and 20 new functions, is being developed to replace the existing PRIS in late 2006.

The bilingual Internet website of the Department, revamped in December 2004 to comply with the "Common Look and Feel" standards of Government websites, continues to provide information about departmental operations, annual reviews, environmental reports, penal population statistics, tender notices and recruitment advertisements, etc. 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 converted the Aftercare Office of Chi Sun Correctional Institution into an additional dormitory. The project, which provides 48 penal places for female prisoners, has helped to alleviate somewhat the severe overcrowding problem at 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 temporary open storage for precast concrete products at Tai Lam Correctional Institution was completed this year. Major projects in hand or under planning include construction of a new visit room cum administration block in Siu Lam Psychiatric Centre and a vehicle repair depot in Hei Ling Chau Addiction Treatment Centre, improvement works to the outdoor range of Staff Training Institute, and replacement of sliding gates and enhancement of CCTV systems in institutions. In addition, as part of its continuous commitment to environmental protection and fire safety, the Department is replacing the lighting devices with

1 - 3 荔枝角懲教所第一期工程竣工：設施包括供荔枝角收押所及荔枝角懲教所共用的探訪登記室（左及中）及內設押解及支援組、部門運輸組、職員關係及福利組辦公室及職員營房的大樓（右）。
Phase one works of the LCKCI completes: two low-rise buildings at the former Kowloon Motor Bus depot site provide a visitors' registration unit serving both LCKRC and LCKCI (left and centre), offices for the Escort and Support Group, Departmental Transport Office and Staff Relations and Welfare Unit, and ancillary facilities including staff barracks, changing rooms and storage areas (right).

練的機會，更可節省公帑。

本署的主要工程計劃一覽表載於附錄18。

入境處與本署達成協議，讓本署接管青山灣入境事務中心，為期五年。該中心已於二零零五年八月正式投入服務。它是一所提供384個名額的懲教院所，收容因觸犯《入境條例》而被拘留的人士，以及從其他懲教院所轉解的犯人，以便安排他們在獲釋後遣返/遞解回原居地。

為紓緩監獄擠迫問題，本署正研究重新發展部分懲教院所，以額外提供2 600個懲教名額，應付及至二零一五年時的在囚人口增長。第一階段計劃是把羅湖懲教所重新發展為三所共提供1 400個名額的院所，建築工程預期在二零零七年年中展開，於二零零九年十二月完成。

財 政

本署在二零零五年的總開支為23.61億元，較去年減少5.3%。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4,600萬元，其中3,700萬元來自職員宿舍租金。

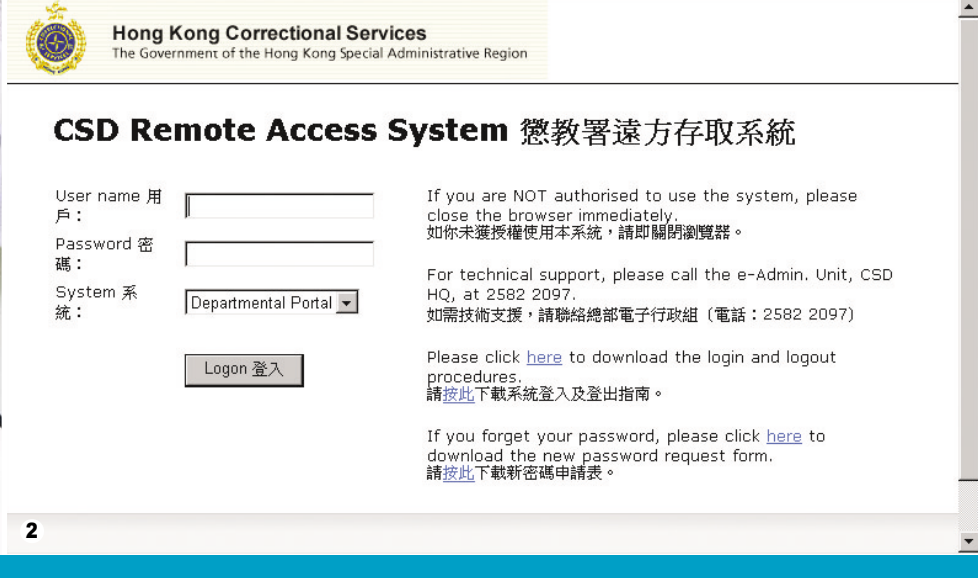
年內，懲教署工業組暫記帳內的訂購和收款總額分別為1.07億元和1.03億元。

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18 483宗新聞界及市民的查詢，發出了190份新聞稿，以及安排75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。



energy saving fluorescent tubes in its institutions, and upgrading their sewage treatment facilities and fire services installations.

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 18.

Having reached a consensus with the Immigration Department, CSD has undertaken to assist in the management and operation of Castle Peak Bay Immigration Centre for a period of 5 years. The Centre was operated formally in August 2005. Designated as a penal institution, it offers 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.

As a measure to ease the prison overcrowding problem, we are studying the feasibility of redeveloping some of the existing institutions, with a view to providing 2 600 additional penal places to meet the growth of penal population by 2015. The first stage is to redevelop the Lo Wu Correctional Institution into 3 institutions with a total of 1 400 places. The construction works are anticipated to commence in mid-2007 and be completed by December 2009.

Finance

The total expenditure for the Department in 2005 was $2,361 million, excluding the capital cost of building works, representing a 5.3% 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 $46 million, including $37 million in rent for staff quarters.

For 2005, the total amounts of purchases and recoveries under the Correctional Services Industries Suspense Account were $107 million and $103 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 2005, the Section handled about 18 483 press and public enquiries, issued 190 press releases and arranged 75 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.

1 & 2 「遠方存取系統」讓所有職員不受時間及地點限制，透過互聯網連線至內聯網使用多種線上服務，包括收發電郵、申請宿舍及處理假期申請。
Remote Access System provides all staff with access to departmental portal to check emails, apply quarters and process vacation leaves outside the workplace.