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Chapter 第三章

人力资源管理

Human Resource Management



助理署长（人力资源）单日坚（前排中）及团队。
Assistant Commissioner (Human Resource) Sin Yat-kin
(middle in the front row) and his team.

妥善管理人力资源，是一个机构的成功关键。多年来，本署日益重视人力资源的管理。为了建立一支高度能干、有纪律且积极主动的队伍，我们一直把人力资源策略，与员工和部门的发展需要连系起来。我们在关注员工的发展需要之余，并没有忽视他们的福利需要。我们相信只要与员工结成队伍，将可取得更丰硕的成果，所以我们已采取措施，致力促进与员工的关系及加强沟通。

继专为高级人员而设的「领导才能发展计划」顺利举办后，年内本署又开办供高级惩教主任和惩教主任参加的「管理才能发展及培训计划」。该计划旨在加强对中级人员在管理发展及领导方面的培训，借以帮助他们达成事业抱负，并为日后晋升作好准备。

除了员工的培训和发展外，招聘也是实现部门接任计划所必需的工作。鉴于对部门服务的需求迫切，我们有充分理据填补因自然流失而出现的职位空缺，以确保本署能满足法定要求，以及达到工作表现指标。年内，我们成功招聘了20名惩教主任及4名工业主任。

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.

为了提高宿舍编配工作的效率，我们在现有系统以外增设一个简便易用的电子系统，让员工可以在网上一次过选择宿舍及递交申请。新系统深受同事欢迎，愈来愈多申请者利用它来递交申请，我们对此感到欣慰。我们下一步会改善系统，在网上增加供公开申请的宿舍的实用资料，包括有关建筑物的照片、宿舍地点、单位图则及可乘搭的公共交通工具等。

我们明白必须要有一支质素良好、训练有素、积极进取及才干多元的队伍，才可确保惩教工作达到高度水平。因此，人力资源科会继续努力，务求令培训、事业发展政策及人力资源管理工作更臻完善，为员工提供最妥善的支援。

助理署长(人力资源)单日坚

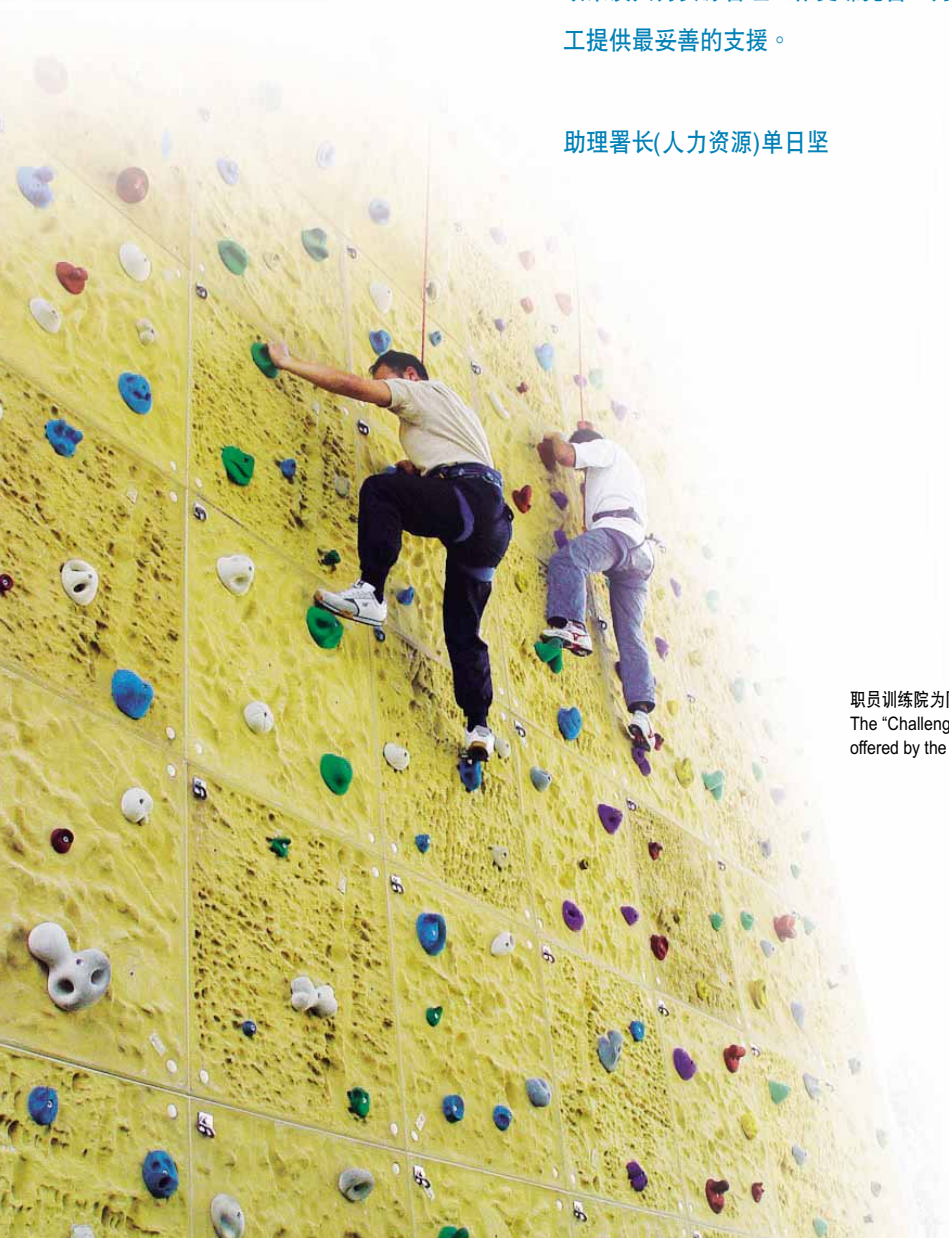
管理才能发展及培训计划

为协助中级人员实现对事业的期望，并为他们攀上晋升阶梯作好准备，本署在年内推出了管理才能发展及培训计划。该项综合事业发展计划，包括十个单元式的训练课程。其重新设计的内容范围广泛，例如工作知识、报告写作、应付传媒技巧、人力资源及财务管理、沟通技巧、纪律部队工作手法与程序、领导才能及项目管理等。该计划不但为合格的人员提供有系统及充实的训练，亦有助他们作好准备，提升专业技能。年内共有156名高级惩教人员及237名惩教人员参加了该计划。

体验式训练 - 「挑战网阵」

「挑战网阵」是职员训练院为实践体验及探索式训练而设计的一项现代化多元培训设施。透过绳网、攀石及游绳下降等体能挑战活动，可锻链受训者的自信心及团队合作精神。这些体验性质的学习活动，可进一步提高受训者的沟通能力、排解问题能力、团队合作、互信建

职员训练院为同事举办「挑战网阵」一项体验及探索式训练。
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



助理署长（人力资源）单日坚及高级监督（人力资源）关锡松与参加「管理才能发展及培训计划」的同事分享经验。
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。为使更多人员受惠，本署已将「挑战网阵」训练纳入入职及发展训练课程之内。

枪械训练

户外练靶场的翻新工程已于年内完成，标志着本署持续提升射击训练质素的一个新里程。本署的户外练靶场及室内练靶场，为进行射击训练的职员提供了理想的场地和设施。年内共有686名职员参加了射击训练及进行射击练习。

基本必要的训练

入职训练旨在为入职者提供有关执行职务的基础知识和技巧，以及向他们灌输惩教工作的基本理念，借此改善人力资源。新入职的惩教主任须接受26周训练，而新入职二级惩教助理的训练则为期23周，当中包括在惩教院所实习两周。入职训练的内容理论与实践并重，课程大纲包括香港法律、规则及规例、辅导、社工技巧、管理技巧、心理学、犯罪学、监狱学、急救、步操、防暴演

习、自卫术、紧急应变策略、处境训练、历险训练及野外训练等。为应付不断转变的社会需求，训练课程更加入了普通话、中文写作及基本法知识等科目。年内共有20名新入职的惩教主任及30名惩教助理参加了入职训练课程。

提高员工表现的现代培训

本署因应工作环境的急速转变及公众期望的提高，于年内为辖下职员特别设计了一系列的发展训练及管理课程，当中包括为不同院所的职员而设的指挥课程、复修课程、实用课程，以及针对负责特别职务人员而设计的职务为本课程等(见附录14)。

为了进一步加强员工的基要技能和知识，俾便应付日后的挑战，署方在年内安排了不同的专家及专业人士讲授训练课程。对于在各院所的枪械库工作的人员，署方物色了经验丰富的美国导师举办雷明登散弹枪枪械员课程，以提高有关人员的专业水准及技术知识。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

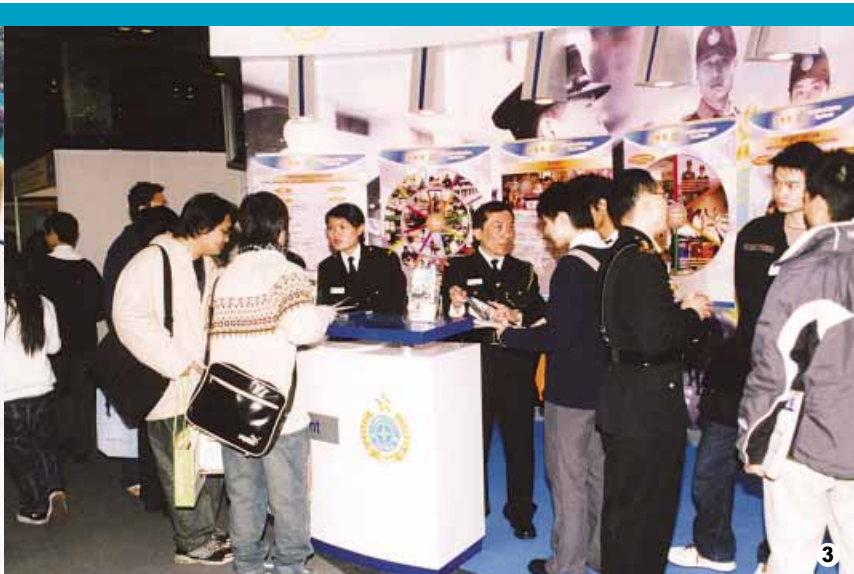
Recruit training aims to provide new personnel with basic knowledge and skills for carrying out their duties and a foundation orientation of correctional work towards the improvement of human resources. The duration of training for recruit Officers is 26 weeks and that for recruit Assistant Officers 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 保安局局长李少光检阅会操队伍。
Secretary for Security, Mr Ambrose S K Lee, inspects a parade.
- 2 新入职学员接受步操训练。
New recruits in drill training session.
- 3 青年人参观本署在「教育及职业博览2005」的摊位。
Young visitors through the Department's booth at the Education and Careers Expo, 2005.

名职员取得维修及保养雷明登散弹枪的合格证书。

在战术培训方面，本署举办了惩教署紧急应变队训练课程，借此装备那些准备加入本署紧急应变队的人员。课程包括了战术实习、处境演习及枪械训练等关键元素。

在控制策略技巧训练方面，本署邀请了美国PPCT公司的合格导师举办压力控制策略导师培训课程，成功将26名选定人员训练成可为本署惩教院所举办压力控制策略课程的合格导师。

为满足前线人员的培训需要，本署与外展训练学校合办了14个团队管理课程，以提高职员的领导技巧及团队精神，共有168名惩教助理参加。

年内，本署合共为4 158名职员举办了241项不同性质的发展训练课程。

为社区提供训练

年内，本署继续支持教育统筹局举办供中学生参与的「多元智能挑战营」。透过在本署职员训练院进行的六天住宿及纪律训练，学员可学习如何加强自律和自信、改善人际相处技巧、建立团队精神及增强体能。自二零零零年起计，共有406名学生参与该训练计划。

香港惩教博物馆作为一个旅游热点，担当起本署与公众之间的桥梁，成为展现香港惩教历史的一个教育平台，让市民认识到惩教署在刑事司法系统中所肩负的重要角色。本署又向学校学生及其他非政府机构等团体访客提供导览服务，向他们讲解所员更生及社会给予接纳的重要性。年内共有60 724名访客参观了惩教博物馆。

职员关系及福利

职员关系及福利组负责统筹一切职员福利事宜，并向需要协助的职员及其家人提供即时协助。此外，该组亦于重大行动期间



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.

提供后勤支援。

惩教署福利基金的作用是向职员提供贷款，并在特别情况下，为需要经济援助的职员、退休人员及已故职员的遗属提供补助金。

本署在二零零四年成立一项奖励计划，以改善职员福利和激励职员士气，而今年亦继续推行这项饶具意义的计划。二零零五年五月，院所最优秀军装职员选举的五名得奖者获颁发上述奖励，参加新加坡考察团，在副署长的带领下考察当地的药物康复治疗中心、监狱学校及监狱。获奖的同事均认为该考察团与新加坡当局在交流有关惩教管理的意见方面作用很大且收获甚丰。

职员关系及福利组亦管理惩教署中央基金，为本署人员提供保险服务。截至二零零五年十二月三十一日为止，基金共有3 509名成员。

惩教署储蓄互助社于一九九一年六月成立，目的是鼓励会员节俭，并接受会员的储蓄和向他们提供贷款。年底时，储蓄互助社共有4 754名会员。

惩教署人员子女教育信托基金继续为惩教助理及部门同等职系人员的子女提供经济援助，使他们能够接受高等教育。接受全日制教育或训练的残疾儿童亦获信托基金的经济援助。年内，信托基金共发放653,933元。

体育及康乐

本署旨在提倡职员奉行健康生活，而康体活动实为健康生活的重要一环。本署与惩教署体育会合办康体活动，注重职员的体能及团队精神。本署设有康乐体育主任一职，由康乐及文化事务署借调职员出任，就策划和安排活动，提供专业意见及协助。

年内，本署举办了多项活动，除大型的周年项目如陆运会、水运会和「家庭同乐在喜灵」之外，又举办了九项院际体育比



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)林柳(左三)代表本署多個職方團體將善款移交予受惠機構代表。
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".

赛。二零零五年三月，本署代表团到新西兰的奥克兰市参加「超级竞赛」，比赛项目包括草地滚球、越野长跑、半马拉松、水陆两项铁人、壁球、游泳、田径、水肺潜水及高尔夫球，并取得62金、19银及12铜的佳绩。

惩教署体育会赞助的队伍/会社共有35个，大部分均积极参加各项公开比赛。年内，长跑队、飞镖队、草地滚球队、射击队、足球队、保龄球队和室内划艇队均在公开比赛中获得许多奖项。

二零零五年六月，本署派出代表团到加拿大魁北克参加第十一届全球警察及消防员运动会，在射击项目中取得一金、一银和一铜的成绩。

二零零五年十一月，本署共有七支队伍(包括三支女子队伍)参加乐施会主办的「毅行者2005」，最快的队伍以26小时49分行毕100公里的赛程。年内，惩教署体育会的15支体育队伍参加了工商机构运动会

2005的一系列赛事。此外，本署又分别于一月及九月举办纪律部队十公里长跑大赛及纪律部队羽毛球锦标赛。

为推广健康生活，本署也为职员及其家属举办多项康乐活动。十二月四日，超过1600名职员及其家属参加「家庭同乐在喜灵」的活动。周年秋季卖物会于十一月十二日在赤柱举行，筹得的善款捐给超过35个机构作慈善用途。

位于马坑监狱内的惩教署体育会会所设有户外及室内康乐设施，例如卡拉OK、烧烤场、射击场、高尔夫球练习场和果岭、鸟舍、篮球场和足球场。年内，会所设备如常大受职员及家属欢迎。

参与社会活动

年内，本署继续参加多项慈善活动，并在公益金举办的筹款活动中夺得二零零四至零五年度优异奖、商业及雇员募捐计划银奖得奖机构、雇员乐助计划政府部门最高筹款奖第二名，并获评定为十



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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 周年运动会竞争激烈。
Keen competitions at the Annual Sports Meet.
- 2 周年水运会剪影。
A glimpse of the Swimming Gala.
- 3 本署主办的第二届「粤港监狱论坛」于3月15至18日在香港举行。
The Department hosts the 2nd Guangdong - Hong Kong Prison Forum in Hong Kong from March 15 to 18.

大筹款机构之一。

年初，多个东南亚国家因重大海啸事故而蒙受伤亡，本署为此成功筹得 698,517 元救助海啸灾民。有关款项分别捐赠予香港红十字会、香港乐施会、救世军、香港世界宣明会以及联合国儿童基金会等五个慈善组织。

义工服务

惩教职员义工团于二零零五年二月四日成立，以加强统筹及支持由在职及退休同事进行的义工服务。义工团由一个干事会管理，其宗旨是透过参与慈善活动表达对社会的关系。

截至年底，共有 936 人加入了义工团，他们分别来自 15 个院所的工作队，其中 750 人为在职人员，23 人为退休人员，163 人为职员家属。

自从义工团于二月成立以来，已参与了广泛的义工活动。

职员协商

本署定期举行职员协商会议，以促进管方与职方之间的沟通。职员协商委员会分高级职员协商委员会和初级职员协商委员会，每季召开联席会议一次，讨论职员关注的事项。

就高级职员协商委员会而言，惩教事务职员协会和香港政府华员会惩教署职员分会 / 组别联席会议均有派代表出席会议。至于初级职员协商委员会，除上述两个协会外，还有香港惩教署惩教助理总会的代表出席会议。

年内，管方曾与员方代表举行数次特别的谘询和讨论会，就宿舍编配政策及接收青山湾入境事务中心等特定事项，征询员方意见。

职员协会和工会

共有四个注册的职员协会和工会，分别是惩教事务职员协会、惩教署惩教助理总会、香港惩教人员总工会和香港惩教署退休人员协会。他们均与本署维持有效沟通。



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 由现职及退休职员及家属组成的「惩教职员义工团」于二月正式成立。 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 「惩教职员义工团」成员积极参与义务工作。 Members of the Correctional Services Staff Volunteer Group participate in a wide range of volunteer activities.

职员心理辅导服务

由一名临床心理学家主理的职员心理辅导服务组于二零零一年成立，旨在提高职员的工作效率和促进其心理健康。赤柱及荔枝角的健智中心为职员提供设施和资源，让他们学习如何有效处理压力。有关服务更包括向职员及其家属提供个人辅导及心理治疗服务。年内，本署共为超过1 000名前线员工提供了一系列有关健康生活模式及压力管理的专家讲座及在职训练。

嘉奖

在二零零五年授勋名单中，有一名职员获颁香港惩教事务卓越奖章，另有八名职员获颁香港惩教事务荣誉奖章。年内共有101名职员在执行职务时表现卓越，获公务员事务局局长、署长或助理署长嘉奖，有关名单载于录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.



- 署长彭询元(中)与获颁香港惩教事务荣誉奖章的人员在礼宾府合照。(左起)总惩教主任傅成志、一级惩教助理方燕、一级惩教助理徐绍基、监督谭兆明、监督麦志伟、监督李永康、惩教主任陆耀文及一级惩教助理彭志强。
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.
- 获颁香港惩教事务卓越奖章的总经理许德福(中)与获颁香港惩教事务荣誉奖章的一级惩教助理方燕(左一)及徐绍基与传媒会面。
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「最优秀军装职员选举」得奖者随代表团外访新加坡监狱署。
Five winners of "The Best All-round Staff Competition 2005" in a CSD delegation to visit the Singapore Prison Service.