

5 Chapter 第五章 行政 Administration



政务秘书黄永康（左三）及团队。
Civil Secretary Stanley Wong Wing-hong (third from left) and his team.

行政、人事及策划科人员专业投入，敬业致志，为部门运作提供必要但毫不显眼的支援，令身为主管的我感到钦佩。他们管理档案系统、提供通讯网络、输入资料、检查建筑图则、监察帐目、平衡结余、回答传媒问题等.....。以下是二零零五年本科工作简报。

展望二零零六年的新挑战，本人和同事会继续专心致力，为部门提供服务，发扬专业精神。

政务秘书黄永康

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、人事及策划科负责监督部门行政、人事管理、公共关系、财政、数字统计和研究，以及建设工程的策划工作。

一般行政

行政组的职责是为本署总部及各院所提供行政及后勤支援，包括资源管理、环保管理、记录管理、人事管理、电脑服务、翻译服务、物料供应和内部核数等。

环保管理

有关本署年内在环保方面的工作及成绩报告，载于本年报第七章。

内部核数

内部核数组主要负责视察各院所的财政及物料供应事宜，目的是确保有关人员遵从政府所定的规例及程序。年内，该组全面视察5间院所。为确保改善建议付诸实施，该组亦进行6次跟进检查。此外，内部核数组亦协助进行专题研究。

一般职系

本署共有488名一般职系人员(210人留驻本署总部，278人派驻各惩教院所，不少位于偏远地区)，为纪律人员提供重要的支援服

务。每间院所均设有小规模 totals 室，负责为院所管方提供行政支援，该等一般职系人员大多具备多种技能，并须执行多类职务。他们提供有效的行政支援，令院所的日常工

作得以畅顺进行，贡献良多。年内，共有64名一般职系文职人员获颁发奖项及嘉许状，足证他们的努力获得认同。

电脑化及资讯科技

本署致力将资讯管理系统现代化，并引进资讯科技，提高部门的行政和运作效率。资讯科技组和电子行政组在策划、推动及统筹署内电脑化及资讯科技工作方面，共同担当指导角色。资讯科技组专责于与行动有关的资讯科技计划及惩教署资料系统方面的网络发展和管理工作。电子行政组则专注于行政管理方面的电脑计划，以及部门网站和内联网的系统维护工作。二零零五年年底时，本署总部、各院所和外派办公室共设有2 829台个人电脑、162部伺服器及1 483台打印机。

本署设立服刑资料管理系统的广域网，透过框转接或异步传输形式连结总部和各院所的局域网，作为电邮、内联网和互联网以及各

由荔枝角旧职员宿舍改建的荔枝角惩教所工程正在进行中，荔枝角惩教所将提供650个宿位。
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)向政務秘書黃永康讲解女性囚人士的工作情况。
Superintendent of Chi Ma Wan Correctional Institution, Ms Li Lai-har, (right) briefs Civil Secretary Stanley Wong on female prisoners' work.

种应用程序(如软件资产管理、膳食订购管理系统及机密邮件系统)运作时的通讯中枢。本署现正落实资讯科技设施普及计划，并将于二零零六年完成。这项计划可以让所有职员透过电邮与政府各局及其他部门的同事联络。他们亦可透过惩教署的互联网、部门入门网站及数码政府合署存取资料。

本署继续在二零零五年展开两项大型的电脑化计划，分别是更生程序管理系统和服刑记录资料系统II。前者的开发是为储存和整理更生事务资料，现正提升至涵盖更多服务范畴，而后者则会提供较易用的图像界面、中文字支援和20项新增功能，并于二零零六年底取代现有的服刑记录资料系统。

本署在互联网的双语网站已于二零零四年十二月改换新装，以切合政府网站统一的「外观与风格」标准。网站继续提供有关本署运作的资料、年报、环境报告、在囚人口统计数字、招标公告和招聘广告等，供市民浏览和下载。

工程及计划

为提供宿位以应付近年囚犯不断增加的情况，本署透过辖下的工程及计划组与建筑署共同策划增建新的院所，并重新发展现有院所。年内，本署完成了芝新惩教所内的改建囚仓工程，增加一个额外囚仓。是项工程提供了48个女犯惩教名额，有助纾缓女性院所的严重挤迫问题。施工及计划中的主要工程，包括在荔枝角旧已婚职员宿舍重置域多利监狱，以及在荔枝角收押所加建一个囚仓。

本署一直进行改善各院所设施的工程。大榄惩教所的露天混凝土物件临时储存库已于年内竣工。正进行或筹划中的大型工程包括在小榄精神病治疗中心兴建新探访室暨办公大楼、在喜灵洲戒毒所兴建汽车维修场、在职员训练院室外射击场进行改善工程、更换院所的拉闸、以及改善闭路电视系统等。此外，本署亦正为院所换上省电光管，并加强其污水处理设施和消防系统，以体现本署致力环保及防火安全的一贯方针。本署很多规模较小的建造、改善和维修工程均由囚犯进行。此举不但为囚犯提供惩教和职业训



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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).

练的机会，更可节省公帑。

本署的主要工程计划一览表载于附录 18。

入境处与本署达成协议，让本署接管青山湾入境事务中心，为期五年。该中心已于二零零五年八月正式投入服务。它是一所提供 384 个名额的惩教院所，收容因触犯《入境条例》而被拘留的人士，以及从其他惩教院所转解的犯人，以便安排他们在获释后遣返 / 递解回原居地。

为纾缓监狱挤迫问题，本署正研究重新发展部分惩教院所，以额外提供 2 600 个惩教名额，应付及至二零一五年时的在囚人口增长。第一阶段计划是把罗湖惩教所重新发展为三所共提供 1 400 个名额的院所，建筑工程预期在二零零七年年中展开，于二零零九年十二月完成。

财政

本署在二零零五年的总开支为 23.61 亿元，较去年减少 5.3%。开支缩减主要是因为个人薪

酬减少所致。这数额并不包括建设工程费用。

从各项来源所得的全年总收入为 4,600 万元，其中 3,700 万元来自职员宿舍租金。

年内，惩教署工业组暂记帐内的订购和收款总额分别为 1.07 亿元和 1.03 亿元。

公共关系及新闻发放

公共关系组对传媒发放有关本署各项计划、服务和活动的消息，让更多市民得知本署所提供的羁押及更生服务的最新情况。

该组在年内共答覆了 18 483 宗新闻界及民众的查询，发出了 190 份新闻稿，以及安排 75 次传媒与惩教署人员的会面。该组也曾多次安排传媒参观各间惩教院所，并筹组部门人员主持新闻简报会和记者会。

该组协助制作多种宣传品，并就制作事宜提供意见。有关宣传品包括单张、小册子、海报、展板，以及电视、电台的政府宣传声带、短片和文告等。此外，亦负责本署「爱群」月刊的编辑工作。



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 **Hong Kong Correctional Services**
The Government of the Hong Kong Special Administrative Region

CSD Remote Access System 懲教署遠方存取系統

User name 用戶：

Password 密碼：

System 系統：

If you are NOT authorised to use the system, please close the browser immediately.
如你未獲授權使用本系統，請即關閉瀏覽器。

For technical support, please call the e-Admin. Unit, CSD HQ, at 2582 2097.
如需技術支援，請聯絡總部電子行政組（電話：2582 2097）

Please click [here](#) to download the login and logout procedures.
請按此下載系統登入及登出指南。

If you forget your password, please click [here](#) to download the new password request form.
請按此下載新密碼申請表。

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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 「远方存取系统」让所有职员不受时间及地点限制，透过互联网连线至内联网使用多种线上服务，包括收发电邮、申请宿舍及处理假期申请。
Remote Access System provides all staff with access to departmental portal to check emails, apply quarters and process vacation leaves outside the workplace.