

抱負、使命和信念

Vision, Mission and Values



抱負 Vision

致力提供優質機電工程服務，精益求精，以提升市民的生活質素。

To improve the quality of life for our community through continuous enhancement of our electrical and mechanical engineering services.



使命 Mission

- 客戶

提供優質的工程方案，以滿足客戶的需要。

- 員工

建立一支卓越的員工隊伍，並維持和諧的工作環境。

- 部門

掌握科技發展和流程改善，以提供更佳服務。

- Customer

Providing quality engineering solutions to satisfy our customers' needs.

- Staff

Developing a competent workforce and maintaining a harmonious environment.

- Organisation

Keeping pace with technology development and process improvement for service enhancement.



信念 Values

- 誠信

我們秉持誠信，維持良好道德操守。

- 出色服務

我們提供安全可靠、高效率、具成本效益和優質的服務。

- 關懷

我們關懷員工、客戶和市民大眾，並重視環保。

- 以客為本

為滿足客戶的各種需要，我們盡心竭力，積極提供工程方案，以贏取客戶的信任和支持。

- 承擔

我們言行一致，信守承諾。

- Integrity

We uphold honesty and integrity to embrace an ethical culture.

- Service excellence

We provide safe, reliable, efficient, cost-effective and quality services.

- Caring

We care for our staff, customers, community and the environment.

- Customer focus

We focus on the needs of our customers and provide engineering solutions in a proactive and responsible manner to win their trust and support.

- Commitment

We do what we promise.

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常務委員會 Executive Board

主席 Chairman



韋志成太平紳士
Mr Wai Chi-sing, JP
發展局常任秘書長(工務)
Permanent Secretary for Development
(Works)

成員 Members



林天星太平紳士
Mr Lam Tin-sing, Enoch, JP
發展局副秘書長(工務)2
Deputy Secretary for Development
(Works) 2



陳帆太平紳士
Mr Chan Fan, Frank, JP
機電工程營運基金總經理
(機電工程署署長)
General Manager, EMSTF
(Director of Electrical and
Mechanical Services)



胡建明太平紳士
Mr Woo Kin-ming, JP
機電工程署副署長/營運服務
Deputy Director/Trading Services, EMSD

秘書 Secretary



周楚添先生
Mr Chow Chor-tim
機電工程署主任秘書
Departmental Secretary, EMSD



管理委員會 Management Board



主席 Chairman

1. 陳帆太平紳士
Mr Chan Fan, Frank, JP

機電工程營運基金總經理
(機電工程署署長)
General Manager, EMSTF
(Director of Electrical and
Mechanical Services)

成員 Members

2. 胡建明太平紳士
Mr Woo Kin-ming, JP

機電工程署副署長/營運服務
Deputy Director/Trading
Services, EMSD

3. 張丙權先生
Mr Cheung Ping-kuen

機電工程署助理署長/1
Assistant Director/ 1, EMSD

4. 張國輝先生
Mr Cheung Kwok-fai

機電工程署助理署長/2
Assistant Director/ 2, EMSD

5. 戴德謙太平紳士
Mr Tai Tak-him, JP

機電工程署助理署長/3
Assistant Director/ 3, EMSD

6. 羅雪芬女士
Ms Law Suet-fan, Rebecca

機電工程署財政經理
Finance Manager, EMSD

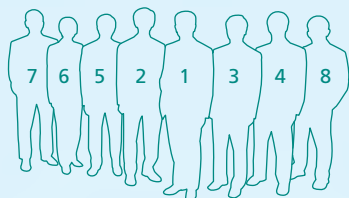
7. 羅福基先生
Mr Law Fuk-ki

機電工程署員工關係主任
Staff Relations Officer, EMSD

秘書 Secretary

8. 周楚添先生
Mr Chow Chor-tim

機電工程署主任秘書
Departmental Secretary, EMSD





總經理報告

General Manager's Report



機電工程營運基金2011/12年度業績穩健，財政與營運表現令人鼓舞。全年收入為43.18億元，收入回報率為11.8%。這除了反映客戶部門對我們服務需求增加，也是我們持續改善服務及員工勇於承擔的成果。

重要發展

年內，我們與多個主要客戶，如醫院管理局等，成功簽訂長期服務水平協議。這些協議彰顯了客戶對我們的高度信任，也是我們對客戶的承諾。簽訂長期服務水平協議的好處，是讓營運基金和客戶均能集中精力改善服務，最終令社會大眾得益。總體而言，這些協議也讓營運基金的業務更穩定，長遠規劃更清晰。

另一令人鼓舞的發展，是員工對部門的歸屬感明顯增強。根據2011年部門員工滿意度調查結果，員工除了關注如工作滿意度、工資和福利等的個人利益的事項外，他們亦拓闊了眼界，把部門的整體表現和部門形象，都列為關注的重要事項。這反映了員工對營運基金在服務市民方面的角色，已建立更為廣闊的視野。

我們經過多年的努力，業務漸趨穩定，現在正好自我審視，為下一階段的發展作準備。

整固業務

未來數年是營運基金的整固期，人才培養十分重要。我們的重點是提高前線員工的技能培訓，加強客戶服務培訓和接班人規劃，並會以更新的方式進行知識管理。除了為員工提供其服務範圍內必需的技術培訓外，我們還會擴闊視野，組織「知識群組」，在包括首長級同事的各層員工網羅不同領域的專才，共同切磋交流。假以時日，我們期望這些「知識群組」能為機構開拓出更闊更深的知識基石。同時，我們也會加強員工培訓和發展計劃，安排更多海外交流探訪，拓闊員工對各種機電工程系統和設施的視野。

考慮的重點，在於我們能否透過這些工作，創造公眾價值；以及如何能透過新的伙伴關係，讓我們善用有限的人力資源，去應付新的挑戰。

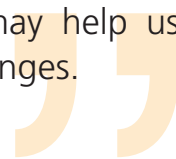
Our key considerations will be whether we can create public value via the work and how new forms of partnership may help us leverage our limited staff resources to meet new challenges.

陳帆太平紳士

Mr Chan Fan, Frank, JP

機電工程營運基金總經理（機電工程署署長）

General Manager, EMSTF (Director of Electrical and Mechanical Services)



The Electrical and Mechanical Services Trading Fund (EMSTF) performed steadily in 2011/12 with encouraging financial and operational results, with a revenue of \$4,318 million and a return on revenue of 11.8 per cent. It reflects increased activity by client departments, as well as continuous service improvement and staff commitment on our part.

Significant Developments

During the year, we secured a number of long-term Service Level Agreements (SLAs) with key clients, including the Hospital Authority. These SLAs underscore both the high level of trust our clients place in us and our commitment to them. Each of these SLAs allows EMSTF and its client to better focus on service improvements that will ultimately benefit end-users in the community. Taken together, the SLAs also provide greater clarity and certainty for our long-term planning.

Another positive development has been staff's growing sense of commitment as reflected in our Staff Satisfaction Survey 2011. Apart from matters of personal interest, such as job satisfaction, salary and benefits, the department's overall performance and public image have become important elements from the staff point of view. These are signs that staff members have taken a broader view in the role EMSTF is serving the community.

The stability we have achieved after many years of hard work gives us an opportunity now to take a critical look at ourselves as we embark on the next stage of our development.

Moving to Consolidate

The coming years will be a period of consolidation. A key task will be capacity building. Our priorities here will be frontline skills training, customer service training and succession planning. We will also renew our approach to knowledge management. Rather than simply training staff to meet immediate service needs, we shall adopt a broader perspective and set up specialised "knowledge communities" of experts comprising staff from all levels of the organisation including directorate-grade colleagues. The knowledge communities will aim to develop a broader and deeper knowledge base for the organisation over time. Along these lines, we will strengthen

staff training and development programmes, arrange more duty visits to enhance the expertise and widen the exposure of our staff in specific electrical and mechanical engineering systems and facilities.

As I have pointed out on many occasions, we must enhance and deliver "public value" in all that we do. This requirement cannot be emphasised enough. Consolidation is an opportunity for us to revisit and critically question every aspect of our operations. Through review and reflection, we will be able to differentiate between work that is necessary, essential and of value to the public and more mundane tasks.

The challenge for us then becomes how to best deploy our people to focus on work of higher public value. It will be sensible to make better use of the market by outsourcing lower value tasks on an incremental basis in order that we leverage our limited resources to deliver the greatest public value possible.

Focus on Service Delivery and Continuity

The focus on public value takes us to the heart of our vision: EMSTF improves the quality of life of our community through the continuous enhancement of our electrical and mechanical engineering services.

Within this context, our first priority is service delivery. The ability to provide uninterrupted service is vital here, as service continuity is a basic requirement that we must satisfy at all times. Our next priority is to require all our Strategic Business Units (SBUs) to take a fresh look at their current service levels from the citizen's point of view in order to assess if adjustments should be made to align our service value with the expectation of the community.

Historically, service levels were set using a risk assessment approach that allowed for necessary safety margins which may result in service interruptions from time to time. We would now like to see a sufficient safety margin so that service interruptions with serious implications can be avoided altogether. An even better approach would be to first assess community expectation and client needs and then to re-set our service levels accordingly.



總經理報告 General Manager's Report

近年在不同場合，我都一再強調我們的所有工作，都必須提升並創造「公眾價值」，這點十分重要。營運基金既要整固業務，目前正是好時機，深入檢討我們營運工作的每一方面。透過檢討和反思，我們將能辨清那些才是必需、重要及具公眾價值的工作，並把例行的一般事務區分出來。

接着的挑戰，就是怎樣調配員工，集中投入公眾價值較高的工作，例如善用市場力量，把價值較低的工作逐步外判，從而善用我們有限的人手去全力為公眾創造最大價值。

提供無間斷服務

重視公眾價值把我們帶到我們抱負的核心，就是致力提供優質機電工程服務，精益求精，以提升市民的生活質素。

在這大前提下，我們的首要任務是提供服務，尤其是無間斷服務。這是我們必須恆常達到的基本要求。另一任務是要求所有策略業務單位，都從市民的角度去重新審視目前提供的服務水平，以評估有否需要去作出調整，讓我們的服務價值與當今的社會期望緊密接軌。

以往我們制訂服務水平時，傳統做法是沿用評估風險的方式，定立僅為必要的安全界限，結果是有時候引致服務中斷事故。我們希望日後見到適度的安全邊際，杜絕引致嚴重後果的服務中斷事故。其實，更理想的做法，就是先評估社會大眾的期望和客戶的需要，再重新釐定相應的服務水平。

嚴謹評估

未來並非全無風險。香港已進入基建工程高峰期，勞工成本和各項支出必會隨之上升，對營運基金的運作會帶來衝擊。我們的外判政策，也會要求員工加強在合約管理和督導下屬方面的能力和技巧，以維持工作質素和服務水準。未來的公共基建項目很多，例如啟德發展區的區域供冷系統和新郵輪碼頭、廣深港高速鐵路香港段、蓮塘/香園圍口岸等，都會帶來很多機遇，但我們是否應該承接這些項目和怎樣去進行，都必須嚴謹評估，小心考量。考慮的重點，在於我們能否透過這些工作，創造公眾價值；以及如何能透過新的伙伴關係，讓我們善用有限的人力資源，去應付新的挑戰。

培養人才與公眾價值

2012/13 年度已經展開，我們會努力緊守營運基金的發展策略。加強培訓員工和知識管理的工作已經展開，並會持續進行。我們也已敦促各個業務策略單位重新檢視其服務水平及反思其工作帶來的公眾價值，以找出更有效的方法，確保為社會提供更大裨益的無間斷服務。我們的目標，是整合營運基金近年發展的多種工作，成為績效更高的一個整體。

致謝

我很高興營運基金得到員工、客戶和其他持份者鑠而不捨的支持。我衷心多謝全體營運基金的同事，他們憑着努力和才幹，把營運基金打成本港一個富有生氣的機電工程服務隊伍。客戶也給我們大力支持，把珍貴的機電工程資產和操作重任，託付給營運基金團隊，我們至為感謝。而市民大眾給我們的意見，是我們不斷改善服務的寶貴參考，我們表示謝意。

我也要感謝常務委員會的領導和支持。最後，對營運基金各個持份者，包括為我們提供服務的供應商、承辦商和顧問們，以及年內給我們各種支援和意見的機構與人士，我們謹此致謝。

營運基金會與持份者保持緊密協作，致力提升及創造更大的公眾價值，為我們的服務對象帶來更高的效益。

陳帆

機電工程營運基金總經理

Critical Evaluation

The future is not risk-free. As Hong Kong enters an infrastructure boom, labour cost and related expenses will escalate, making an impact to the operation of EMSTF. Our outsourcing policy will also require our staff to step up their contract management and supervision skills to maintain work quality and service standards. Many new opportunities are expected to arise from public infrastructure projects such as the District Cooling System in Kai Tak Development, the new cruise terminal at Kai Tak, the Hong Kong Section of the Guangzhou-Shenzhen-Hong Kong Express Rail Link and the Liantang/Heung Yuen Wai Boundary Control Point. Whether and how we ought to take them on will require careful evaluation. Again, our key considerations will be whether we can create public value via the work and how new forms of partnership may help us leverage our limited staff resources to meet new challenges.

Capacity Building and Public Value

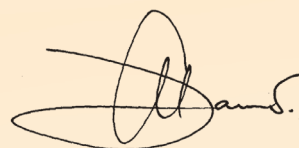
As the year 2012/13 unfolds, we shall work to ensure that we stay on course in line with our development strategy. Initiatives to build staff capacity and enhance knowledge management have already commenced and will be ongoing. We have also asked our SBUs to revisit their service levels and re-think the public value of their work in order to come up with more effective ways of delivering service continuity with greater value to the community. It is our aim to consolidate the diverse activities we have taken on in recent years into a more effective whole.

Appreciation for Support

EMSTF is blessed with the unfailing support of our staff, clients and other stakeholders. The tribute goes to all my EMSTF colleagues. By wholeheartedly sharing their talent and skills, they make us a vibrant force in the provision of E&M engineering services in Hong Kong. Our clients also support us in this role, entrusting their valuable E&M assets and operations to our team. I am also grateful to those members of the public who have given us their feedback, which we value immensely as a guide to our continuing improvement.

I would also like to thank the Executive Board for its guidance and support. Last but not least, we also thank all our stakeholders, including our suppliers, contractors and consultants, for their service, and all the organisations and individuals who have given us support and advice in the past year.

We shall continue to work with all our stakeholders as EMSTF strives to create, enhance and deliver more public value, especially to those it serves.



Chan Fan, Frank
General Manager,
Electrical and Mechanical Services Trading Fund



業務回顧與前瞻

Operations Review and Outlook



機電工程營運基金在過去一年平穩運作，而各項為提升服務成效和價值而推行的措施，亦取得進展。

誠如署長所說，營運基金在2011/12年度的財政表現良好，收入為43.18億元，回報率達11.8%。服務需求一直保持穩定，而隨着客戶逐步增添各項新設施，帶動了機電工程服務的需求，使服務需求可望繼續增長。我們很高興向大家報告，營運基金年內成功與醫院管理局和多個政府部門客戶續訂主要的操作及維修保養服務水平協議，對我們的長遠穩定發展有莫大幫助。

年內有數個重要新場地納入營運基金的業務範圍內。我們與政務司司長辦公室和立法會行政管理委員會簽訂兩份主要服務水平協議，分別為新政府總部大樓和新立法會綜合大樓提供操作和維修保養服務。此外，設施先進並採用嶄新科技的民航處新總部大樓、及活化後專用作推廣粵劇的油麻地戲院，也在年內交由我們負責操作和維修保養，豐富了我們的業務。機場管理局年內推出五份主要機電工程合約，我們亦成功投得四份，證明我們相當有競爭力。

支援政府服務添佳績

我們致力支援政府服務，年內取得多項佳績。其中的挑戰之一，就是添馬的新政府總部大樓和新立法會綜合大樓於2011年年中啟用，因此兩座大樓的機電及電子系統測試與校驗工作，都必須在極為緊迫的時間內完成。我們的團隊悉力以赴，日夜工作，確保新系統和各項設施均按計劃如期投入運作。

我們也支援海事處就更換及提升現時的船隻航行監察服務系統（航監系統）進行可行性研究。目前，海事處為1,000總噸或以上的訪港或過境遠洋船隻及內河船隻提供24小時無間斷航行監察服務，確保其航運安全，並協助船隻以最短時間完成抵港及離境安排。此外，香港警務處和香港海關也會運用航監系統的數據，進行本港水域的執法工作。新的航監系統將具備最先進科技，監察功能也會大增。待海事處取得項目撥款後，我們會繼續為系統提供項目管理服務。

我們會提升員工的能力，改善知識管理，並把常規性的簡單工作外判，以讓員工專注高產值的工作。

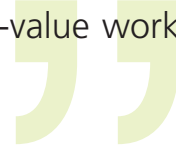
We intend to build staff capacity, improve our knowledge management and deploy our people to focus on high-value work while outsourcing mundane tasks.

胡建明太平紳士

Mr Woo Kin-ming, JP

機電工程署副署長/營運服務

Deputy Director/Trading Services, EMSD



The Electrical and Mechanical Services Trading Fund enjoyed smooth operations over the past year, while also making progress on various initiatives designed to render our services more effective and valuable.

As the Director has pointed out, we achieved positive financial performance in 2011/12, with revenue of \$4,318 million and a 11.8 per cent return on revenue. Service demand has been stable and is likely to continue to grow as clients steadily add new facilities that drive demand for E&M engineering service. We are glad to report that we have successfully renewed our major Service Level Agreements (SLAs) on provision of operation and maintenance services during the year, including those with the Hospital Authority and many government departments, contributing much to our long-term stability.

New major venues were also added to our portfolio during the year. We signed two major operation and maintenance SLAs: one with the Chief Secretary for Administration's Office for the new Central Government Offices and the other with the Legislative Council Commission for the new Legislative Council Complex. The new Civil Aviation Department Headquarters Building, equipped with state-of-the-art features and technologies, as well as the revitalised Yau Ma Tei Theatre dedicated to promoting Cantonese opera, were both handed over for O&M services and have further enriched our portfolio. We also won four of five major E&M tenders put out by the Airport Authority during the year, a sign of our competitiveness in the market.

Achievements in Supporting Government Service

Several of the year's achievements are notable as examples of how we support government service. One of the challenges is the new Central Government Offices and the new Legislative Council Complex, which were scheduled to be operational in mid-2011. The testing and commissioning of the E&M and electronic systems in both venues had to be completed on a very tight schedule. Our team worked round the clock to ensure that these systems and facilities were ready for service on time.

Our colleagues also supported the Marine Department (MD) in conducting a feasibility study for the replacement and upgrading of existing Vessel Traffic Services (VTS) system. The MD has been providing Vessel Traffic Services round the clock to ocean-going vessels and river trade vessels of 1,000 gross tonnage or over visiting or transiting Hong Kong to ensure their navigational safety, and facilitate their arrivals and departures as expeditiously as possible. In addition, the data obtained from the VTS system is shared with the Hong Kong Police Force and the Customs and Excise Department to support their law enforcement work in Hong Kong waters. Once the project funding has been secured by the MD, we shall continue to provide project management services for the new VTS system that comes with the most advanced technology and greatly enhanced surveillance capability.

During the year we also provided technical advice on a pilot biodiesel scheme. Our role included monitoring the performance of government vehicles using B5 diesel under the scheme. Another green initiative was to help the government promote the wider use of electric vehicles (EV) by providing professional support in procurement of EV for the government and installing EV charging points in government car parks throughout the territory. Preparations are now largely completed, with works commencing in 2012/13. These are just a few examples of how EMSTF has assisted client departments in serving the public and in making their services more environmentally sound.

Boosting Operational Effectiveness

A lot has been done to encourage our Strategic Business Units (SBUs) to make better use of the market by outsourcing routine, low-risk maintenance work. We are happy to report that the programme to outsource preventive maintenance work for about 300 general-purpose vehicles in the government fleet will commence in April 2012. The contractor's team will work at EMSTF premises, using our equipment and facilities. This will reduce turnaround time to a minimum and also facilitate supervision and quality monitoring. We are confident that vehicle availability, a key measure of success, will remain high under the pilot scheme. We shall evaluate the effectiveness of this outsourcing mode and decide on next steps in due course.



業務回顧與前瞻

Operations Review and Outlook

年內，我們亦為一項生物柴油試驗計劃提供技術意見，監察參與計劃的政府車輛在使用B5柴油後的表現。另一項環保措施，是在全港政府停車場安裝電動車充電設施，以協助政府鼓勵市民更廣泛使用電動車。準備工作已大致完成，工程將於2012/13年度展開。其實營運基金一直都協助客戶部門使其服務變得更環保，服務市民，上述只是幾個例子。

強化營運效益

我們極力鼓勵各策略業務單位善用市場資源，把常規性和低風險的維修保養工作外判。我們很高興向大家報告，政府車隊約300部一般用途車輛的預防性維修保養工作外判計劃，將於2012年4月展開。承辦商人員會來到營運基金的場地工作，並使用我們的儀器和設施，這樣不但可把車輛的維修時間減至最短，也便於我們進行現場監督和品質監察。我們有信心，車輛可用率在試驗計劃下會維持在高水平，這是量度維修外判計劃是否成功的主要指標。我們會評估這外判模式的成效，並在適當時間決定下一步工作。

年內，我們把多份小型外判合約合併成為一份區域性的大型運作和維修保養協議，這是強化營運效益的又一例子。另外我們也同時成功說服社會福利署，把約130份以場地為本的按年更新維修合約合併成為單一份服務水平協議，以簡化服務管理工作。將規模較小的多份協議合併，可避免重複行政工作，大大提升服務管理成效。

企業社會責任

作為負責任的企業公民，我們十分重視職業安全及健康、環境保護和節約能源。全賴我們的職安健隊伍努力不懈和員工竭誠合作，營運基金在2011/12年度的安全紀錄，是近年最佳紀錄之一，而一個策略業務單位更錄得內部員工零意外的佳績。承辦商事故率也較上年度大幅改善逾40%。

部門於2010年年中成立職業安全及健康策導委員會，目前已有機制確保營運基金各級員工都具備所需知識和警覺性，時刻保持工作場所高度安全。舉例說，我們為所有監工提供強制安全督導培訓，並透過每日簡布會、定期演習以及一系列以安全為主題的宣傳品、活動和比賽，不斷提醒前線人員以安全方式作業。

營運基金矢志推動綠色作業。除為客戶部門提供意見並協助落實各項能源效益和節約能源計劃外，我們也身體力行，在日常運作中採用綠色作業方式，例如把數據中心的實體伺服器轉移至虛擬伺服器平台，加強能源效益。

營運基金積極鼓勵員工回饋社會，參與社會服務或加入服務以維持本港工程專業水平為目標的專業團體。我們喜見一位新銳工程師獲香港工程師學會頒發「2012年度傑出青年工程師獎」，表揚其專業才能及對香港工程師學會和社會的卓越貢獻。此外，我們的學徒訓練計劃亦有三位成員榮獲職業訓練局「2011年度傑出學徒/見習員獎勵計劃」的獎項。對所有致力服務社會及工程界並贏得各方獎項和嘉許的員工，我們衷心祝賀。

我們認為，定期量度及了解員工的滿意度極為重要，這不但有助掌握員工對工作的滿意程度以進行架構改善，也是我們關顧員工的承擔。最新一次員工滿意度調查在2011年12月至2012年1月期間進行，結果顯示員工的整體滿意程度為6.5分（10分為滿分），與上次於2009年進行的調查相比，輕微上升0.2分。營運基金正在研究是次調查的定量分析結果及聚焦小組的結論，找出需予改善的地方。

未來挑戰

營運基金所面對的挑戰，可以一個問題概括：在資源有限但客戶需求持續增加且不斷改變的情況下，如何提供組合恰當的優質服務？署長已為這個問題提出一些建議。我們會提升員工的能力，改善知識管理，並把常規性的簡單工作外判，以讓員工專注高產值的工作。

我們正採取各種方法，例如更廣泛應用科技，以騰出更多人手從事高產值工作，同時提升客戶服務的水平。此外，我們亦審視提供服務的模式，簡化程序，以創新的方法迎接日後的挑戰。

持份者支持

我謹聯同署長對營運基金所有員工、客戶、常務委員會及其他持份者在過去一年的承擔和支持，致以衷心感謝。營運基金日後得以不斷完善、再上層樓，實有賴大家的持續支持、信任和寶貴指導。

胡建明

機電工程署副署長/營運服務

In another example of an initiative to improve operational effectiveness, we consolidated a number of our smaller outsourced contracts into a larger, region-based operation and maintenance agreement. At the same time, we successfully persuaded the Social Welfare Department to combine some 130 venue-based Annual Maintenance Contracts into a single SLA to streamline service management. The merger of smaller agreements in this way eliminates duplication of administrative work and has led to much more effective service management.

Corporate Social Responsibility

As a responsible corporate citizen, we attach great importance to occupational safety and health, as well as environmental protection and conservation. Thanks to the hard work of our safety team and the cooperation of staff, EMSTF achieved one of our best safety records of recent years in 2011/12, with an SBU achieving zero accident for in-house staff. Our contractor accident rate has improved significantly by more than 40 per cent over the previous year.

With the departmental Steering Committee on Occupational Safety and Health established in mid-2010, we now have a mechanism to ensure that EMSTF staff at all levels are equipped with the knowledge and awareness to maintain a high level of safety in the workplace. All work supervisors, for example, undertake compulsory safety supervision training. Frontline staff members are reminded of safety practices through daily briefings, regular exercises and an array of safety-themed publicity materials, events and competitions.

EMSTF aspires to be a leader in green practices. We advise and assist client departments in energy efficiency and conservation projects, but are also mindful of the need to adopt green practices in our day-to-day operations. For example, we have migrated physical servers in our Data Centre to the more energy efficient virtual server platform.

EMSTF is proud to encourage staff to give back to the community via social service or by serving in professional bodies dedicated to maintaining the standards of the engineering profession in Hong Kong. We are delighted that one of our up-and-coming engineers was named the 2012 Young Engineer of the Year by The Hong Kong Institution of Engineers for his professional expertise and outstanding service to the Institution and the community. Three members of the EMSD Apprentice Training Scheme also received awards in the Vocational Training Council Outstanding Apprentice/Trainee Award 2011. We congratulate all our staff members whose excellent service for the community and the engineering profession continue to win awards and recognition from many quarters.

We believe that it is important to measure and track staff satisfaction regularly to gauge staff perception of their satisfaction levels in order to facilitate organisational improvement, which is part of our commitment to caring for staff. The latest Staff Satisfaction Survey conducted from December 2011 to January 2012 reports an overall satisfaction rate of 6.5 on a scale of 10, which is a slight improvement of 0.2 as compared to the previous survey in 2009. EMSTF is reviewing both the quantitative findings and focus group highlights to identify areas for improvement.

The Challenges Ahead

The challenges facing EMSTF can be summarised in one question: how can we deliver the right mix of quality services when our resources are limited, but our clients' needs continue to grow and change? The Director has provided some pointers. We intend to build staff capacity, improve our knowledge management and deploy our people to focus on high-value work while outsourcing mundane tasks.

We are deploying measures to meet these challenges. For example, we are planning the use of technology on a much larger scale to further free up our staff for higher value work while also raising client service standards. We are also thinking through our service delivery mode, streamline procedures and find creative ways to tackle the challenges ahead.

Stakeholders' Support

I join the Director in conveying our gratitude to all EMSTF staff, our clients, the Executive Board, and other stakeholders for their commitment and support in the past year. No doubt we shall continue to count on their generous support, trust and advice to help us take our operations to the next level of excellence in the years to come.



Woo Kin-ming

Deputy Director/Trading Services, EMSD



機場及車輛工程服務
**Airport and Vehicle
Engineering Services**

服務需求增 業務表現佳
SUSTAINED DEMAND REINFORCES
GOOD PERFORMANCE



機場及車輛工程服務

Airport and Vehicle Engineering Services



民航處新總部大樓配備多項先進設施，包括設計精密的保安系統。

The New Civil Aviation Department Headquarters Building is equipped with state-of-the-art features, including a sophisticated security system.

機場及車輛工程處在2011/12年度由於客戶服務需求持續增長，加上生產力不斷提升，因此表現良好。車輛工程業務一如預期，不但在過去兩年做到收支平衡，並於2011/12年度錄得少量盈餘。機場工程業務也達到預期目標。我們成功透過公開投標續訂大部分於年內屆滿的機場管理局（機管局）維修保養合約，成績令人鼓舞，也反映了來自機管局的業務持續穩定。

The Airport and Vehicle Engineering Division performed well in 2011/12 as a result of sustained service demand from clients and continuous productivity improvements. As planned, the vehicle business achieved a small surplus after breaking even for the past two years. The airport business also reported on-target results. The work for the Airport Authority (AA) continued to be stable as reflected by the encouraging result of successfully renewing most of the maintenance contracts that expired in 2011/12 via open tender.

機場分部團隊年內的主要成績之一，是為機管局完成機場南跑道飛行區J滑行道的地面燈號重定線道及重編號碼工程。工程不但依期完成，並且符合預算及達到高質量水平。我們的表現深獲機管局讚賞。

A major achievement of our airport team was the successful completion of the AA's critical project in re-alignment and re-numbering of the airfield ground lighting for the "J" taxiways of the South Runway. The project was completed on time, with good quality and within budget. Our performance is well recognised by the AA.

民航處新總部大樓的光纖太陽能追蹤照明系統，提高整幢大樓的能源效益。
The solar tracking fibre optic lighting system at the new CAD Headquarters Building enhances energy efficiency for the whole complex.

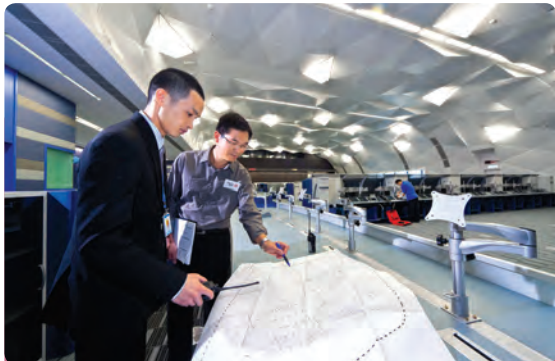


The New Civil Aviation Department (CAD) Headquarters Building also brought forth new opportunity to the airport sector. The Division offered professional advice on the E&M systems design and energy efficient features from project planning stage. The high-tech building is equipped with state-of-the-art features, including a sophisticated security system, an auditorium with latest audio-visual technology, and a solar tracking fibre optic lighting system that helps collect and distribute natural daylight effectively into the building. Our service with CAD will see continuous growth with the full operation of the new headquarters building in 2013. Apart from the new headquarters, the Division also proactively undertook various refurbishment projects to improve and enhance system reliability and service availability of major E&M and air-conditioning systems in existing buildings of CAD in the airport.



機場及車輛工程服務

Airport and Vehicle Engineering Services



新航空交通管制中心採用發光二極管，配以智能燈光控制系統；並以獨立形式把空調分配到個別的航空管制儀器，提升能源效益。

The new Air Traffic Control Centre adopts LED lights equipped with an intelligent lighting control system, and distributes cool air supply to individual air traffic control equipment for better energy efficiency.

民航處新總部大樓也為機場工程分部帶來新的業務發展機會。該部從工程規劃階段已為新大樓的機電系統設計和能源效益設施提供專業意見。新總部大樓採用高新科技並配備多項先進設施，包括先進保安系統，設有嶄新視聽科技的會議廳，及能有效收集及引導天然日光到大樓內的光纖太陽能追蹤照明系統。隨着新總部大樓於2013年全面投入服務，該部為民航處提供的操作及維修保養服務將會陸續增長。除新總部大樓外，該部也主動為民航處在機場現有建築物內的各主要機電及空調系統進行翻新工程，以提升它們的可靠度和可使用性。

車輛工程業務在2011/12年度發展穩定，主要是由於客戶對車輛維修保養服務持續有需求，其次是客戶願意更換舊車，也為車輛採購工作帶來額外收入。該部亦在內部實施多項加強生產力措施，包括實行外判，及安排承辦商到汽車工場為一般用途車輛進行維修保養等。實行外判可讓我們更靈活調配營運基金的人手，執行優先處理的項目。

為進一步加強客戶服務和促進溝通及互相了解，該部邀請客戶的司機和前線人員到訪汽車工場，認識工場的規模和各項維修保養設施，及分享我們的維修保養經驗。曾到訪汽車工場的客戶包括消防處、懲教署、渠務署和香港郵政，反應都非常正面。

Our vehicle operations saw stable development in 2011/12, mainly because of sustained vehicle maintenance service business and partly as a result of clients' readiness to renew aged vehicles, which led to increased revenue in vehicle procurement. Internally, the Division also implemented various improvement initiatives to enhance productivity including outsourcing, in which the Division brought contractors on-site to carry out maintenance of general-purpose vehicles at our vehicle workshop. The objective of outsourcing is to allow deployment of our in-house staff for priority commitments.

To further enhance client service, communication and mutual understanding, the Division invited clients' drivers and frontline staff to our vehicle workshop to appreciate the scale and maintenance facilities of the workshop; and to share our maintenance experience. Feedback from clients who had visited our vehicle workshop, including Fire Services Department (FSD), Correctional Services Department, Drainage Services Department and Hong Kong Post, is very positive.

In supporting government green procurement policy, the Division provided professional and technical support to the Government Logistics Department in procurement of hybrid and electric vehicles in 2011/12. The procurement project of the Double-decker Fire Safety Education Bus for the FSD is another critical task which the Division successfully completed to meet the operational needs of FSD in promoting fire safety in Hong Kong.



大型水冷空調系統，為民航處新總部大樓提供高能效及高度可靠的空調供應。

Large-scale water-cooled chillers provide energy efficient and reliable cool air supply to the new CAD Headquarters Building.



設計獨特的消防安全教育巴士，向市民推廣防火安全。

The Double-decker Fire Safety Education Bus with its unique design helps promote fire safety for the public.

我們致力支持政府的環保採購政策，在2011/12年度為政府物流服務署提供專業和技術支援，以協助該署採購混合動力車輛和電動車。此外，該部也在年內圓滿完成為消防處採購雙層消防安全教育巴士的重要任務，以配合該處在本港推廣消防安全的運作需要。

職業安全方面，機場分部實施了多項措施以加強前線人員的安全意識，在2011/12年度更取得零意外事故的佳績。該部亦鼓勵員工積極參與機管局的安全運動和比賽，以示我們對機場工作安全的支持和重視。該部更成功奪得機管局的「工地安全檢查」比賽金獎和海報設計比賽亞軍。

為了加強員工在航空業有關的安全管理系統上的知識，從而提供優質服務予民航處以符合國際民航組織的要求，我們分別安排了兩位員工到新加坡及澳洲接受有關的訓練。

展望2012/13年，機場及車輛工程業務會保持穩定，亦會取得合理回報。機管局的中場範圍發展計劃和擴建機場成為三跑道系統項目，連同赤鱗角和大嶼山的政府設施擴建計劃，長遠而言都會為我們帶來新的發展機會。

In occupational safety, the airport sector, after taking forward various initiatives to promote the safety awareness of frontline staff, achieved zero accident in 2011/12. The Division also encouraged staff to actively participate in the AA's safety campaigns and competitions to show our support and commitment to safety at work in the airport. The Division won the golden award of "Spot the Hazard" competition and the first runner-up of the poster design competition from the AA.

To further enrich our staff knowledge on aviation related Safety Management System for providing quality service to CAD in meeting the International Civil Aviation Organisation requirements, two staff were arranged to receive training in Singapore and Australia respectively.

Looking forward in 2012/13, both the airport and vehicle business will be stable with reasonable return on revenue. The midfield development plan and expanding the airport into the three-runway system coupled with expansion of government facilities at Chek Lap Kok and elsewhere on Lantau Island will bring new opportunities to us in the long run.



我們年內透過公開競投贏得四份維修保養合約。機管局和營運基金團隊主要成員出席了簽約儀式。

We won four maintenance contracts through open tendering in the year. Key members of the AA and EMSTF team attended the Contract Signing Ceremony.



綜合工程服務

General Engineering Services

進駐蕪新場地 業務穩定發展
MAJOR NEW VENUES ENHANCE STABILITY



綜合工程服務 General Engineering Services



行政長官辦公室、新政府總部和立法會綜合大樓已於2011年夏季啟用，並會在2012年年中全面移交給綜合工程部，進行機電系統日常操作和維修保養工作。

The Chief Executive's Office, new Central Government Offices and the Legislative Council Complex have been in operation since summer of 2011 and will be fully handed over to the Division for O&M services in mid-2012.

綜合工程部的業務在2011/12年度保持穩定。該部年內與政務司司長辦公室及立法會行政管理委員會簽訂兩項主要服務水平協議，為行政長官辦公室、新政府總部和立法會綜合大樓的機電系統提供操作和維修保養服務。

上述三座位於添馬的大樓已於2011年夏天啟用，並會在2012年年中全面移交給綜合工程部，進行機電系統的日常操作和維修保養工作。該部已為此成立駐場工作團隊，提供機電支援及協助客戶和大樓用戶，使用各個嶄新先進的智能機電系統。與此同時，我們仍有一隊操作和維修保養團隊留守舊政府總部，繼續提供服務。



技術人員於添馬政府總部大樓檢查控制台，確保空調系統運作穩定。
Technical staff checking the control panels to ensure the reliability of the air-conditioning system at Tamar.



技術員正檢查海港政府大樓機電系統的運行參數，確保正常操作。
Technicians checking the operating parameters of E&M systems at Harbour Building to ensure normal operation.

Business remained stable for the General Engineering Services Division in 2011/12. Two major Service Level Agreements (SLAs) were signed with clients for provision of operation and maintenance (O&M) services: the Chief Secretary for Administration's Office for the Chief Executive's Office, new Central Government Offices, and the Legislative Council Commission for the Legislative Council Complex.

The three buildings, all located at Tamar, have been in operation since summer of 2011 and will be fully handed over to the Division for O&M services in mid-2012. A resident team from the Division provides E&M support and assists clients and tenants in adopting the state-of-the-art intelligent E&M systems. In the meantime, an existing O&M team is still remaining at the old Central Government Offices to continuously provide O&M services.

Another development in the year was the consolidation of some 130 venue-based Annual Maintenance Contracts into one Social Welfare Department SLA for better management of the services.



綜合工程服務 General Engineering Services

該部年內的另一項發展，是把約130份與社會福利署簽訂以場地為本的按年更新維修合約，整合為一份服務水平協議，以提升管理成效。

為加強推廣本港的無障礙通道設施，綜合工程部與建築署攜手為政府樓宇打造無障礙通道，包括安裝梯級升降機和油壓升降台方便輪椅人士出入，及安裝感應圈系統以協助配戴助聽器的人士。其他工作，則包括在殘疾人士洗手間安裝緊急召喚鐘等。這些工作的推展，均有賴場地擁有人的合作和支持。

為政府建築物的升降機優化電動機控制系統及提升安全水平，是綜合工程部推行的重點改善計劃之一。有關改善工程日後仍會繼續進行。

能源效益方面，綜合工程部現正為2012年9月開始實施的《建築物能源效益條例》（第610章）做好準備。該部將為客戶提供協助，確保他們的建築物符合有關《條例》的各種實務守則的技術規定。

For better promotion of barrier-free access facilities in Hong Kong, the Division has been working with the Architectural Services Department to provide barrier-free access facilities to government buildings. Stairlifts and hydraulic platforms have been installed to enhance accessibility for wheelchair users; induction loop systems have been installed to assist public with hearing aids. Other works include the installation of emergency call bells in toilets for persons with disability. Cooperation and support from venue owners are essential in these works.

Upgrade of lift motor control system and enhancement of lift safety for government buildings are one of the major improvement tasks and the Division will continuously carry out these improvement works in the near future.

On the energy efficiency front, the Division has been preparing for the implementation of the Buildings Energy Efficiency Ordinance (Cap. 610) (BEEO) which will be effective from September 2012. The Division will assist clients to comply with the technical requirements set out in the Codes of Practice under the Ordinance.



營運基金定期檢查高等法院吊船系統，確保系統安全及可靠運作。
EMSTF conducts regular checks to ensure the safety and reliability of the suspended working platform at the High Court.





我們為秦石社區會堂設計和安裝油壓升降台，務求傷健無障礙。
We designed and installed the hydraulic platform at Chun Shek Community Hall to enable barrier-free access for all.

繼綜合工程部數年前率先採用無油離心式製冷機後，現時已有更多政府建築物採用這項技術，以節省能源和保養費用。此外，為加強港島區多幢政府建築物空調系統地下海水冷卻喉管的可靠性，中環、金鐘和灣仔地下的海水冷卻喉管更換/修復工程，已於今年完成。

展望2012/13年，綜合工程部的業務將穩步發展。無障礙通道項目和提升升降機安全水平會是來年的工作重點，而綜合工程部亦會主動協助客戶遵行各項新的法定要求，例如《建築物能源效益條例》，以及為客戶的運作引進如升降機優化措施等的最佳方法。

Subsequent to the Division's pioneering use of oil-free centrifugal chillers in the past few years, more government buildings have adopted the technology which can save energy and maintenance cost. To enhance the reliability of underground seawater pipes supplying seawater for the air-conditioning system in many of the government buildings on Hong Kong Island, replacement/rehabilitation of underground seawater pipes at Central, Admiralty and Wan Chai have also been completed this year.

Looking to 2012/13, business will grow steadily. Barrier-free access projects and enhancement of lift safety will be a focus in the coming year, while the Division will work pro-actively to assist its client in complying with new statutory requirements, such as the BEEQ, and in adopting best practices, such as lift modernisation measures.



衛生工程服務

Health Sector Services

集中提升服務 新合約達雙贏
NEW SLA SHARPENS SERVICE
IMPROVEMENT FOCUS



衛生工程服務 Health Sector Services



衛生工程部開始為多個新場地的機電設施提供操作及維修保養服務，包括威爾斯親王醫院的住院主樓暨創傷中心。該部由2011年4月起為中心全面提供操作及維修保養服務。

O&M services commenced at several new venues, including the Main Clinical Block and Trauma Centre (MCBTC) of the Prince of Wales Hospital. The Division has provided full O&M services for MCBTC since April 2011.

衛生工程部在2011/12年度業務繁忙，取得理想工作成果，並達到財務表現指標。

衛生工程部年內的重要成就，是與醫院管理局（醫管局）成功簽訂為期5年的服務水平協議，以取代現時的3年期另加可選擇延長2年的服務水平協議。新協議有助長遠的人力規劃及合約管理，讓醫管局及衛生工程部雙方，都能專注提升服務。

2011/12年度，衛生工程部開始為多個新場地的機電設施提供操作及維修保養服務，包括現已命名為住院主樓暨創傷中心的威爾斯親王醫院新擴建大樓、將軍澳醫院日間醫療大樓及天水圍（天業路）社區健康中心。

The Health Sector Division had a busy and productive year in 2011/12 while meeting its financial performance target.

The key achievement was the success in concluding a Five-year Service Level Agreement (SLA) with the Hospital Authority (HA) to replace the existing three-year SLA with two-year optional extension. This new SLA facilitates long-term manpower planning and contract management, enabling both the HA and the Division to focus on service improvements.

Operation and maintenance services commenced at a number of new venues during 2011/12. They included the Prince of Wales Hospital Extension Block, now named the Main Clinical Block and Trauma Centre (MCBTC), the Tseung Kwan O Hospital Ambulatory Care Block and the Tin Shui Wai (Tin Yip Road) Community Health Centre.

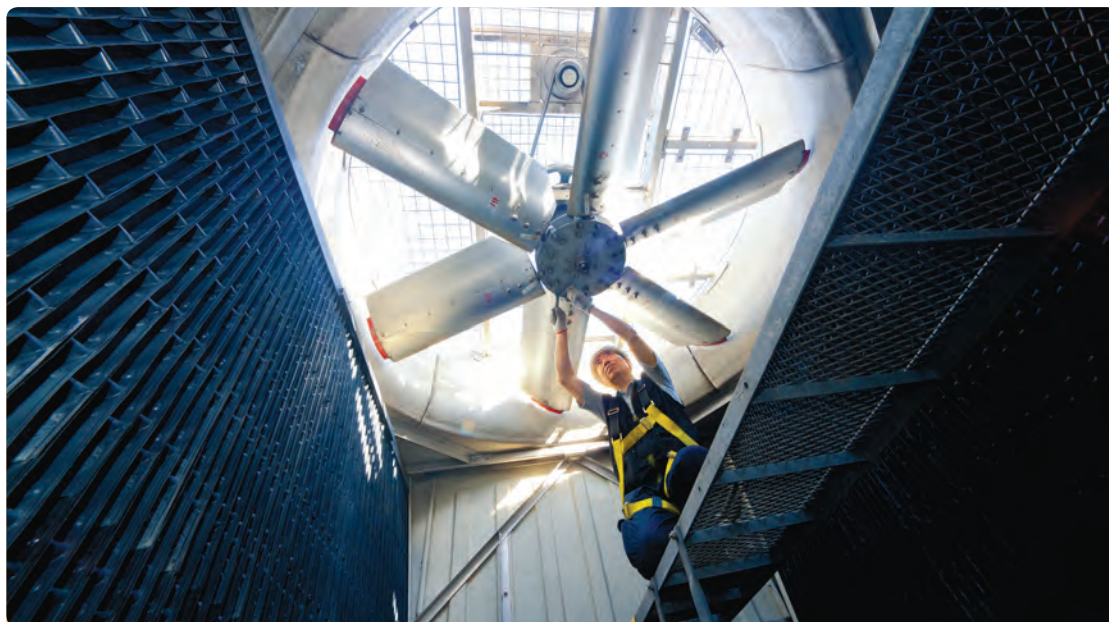


將軍澳醫院日間醫療大樓的太陽能光伏板系統，為場地提供清潔能源。

The solar panel system at Tseung Kwan O Hospital Ambulatory Care Block provides clean energy to the venue.



衛生工程服務 Health Sector Services



菲臘牙科醫院的新水冷式空調系統，為大樓使用者締造更舒適的環境。
The new water-cooled air-conditioning system at Prince Philip Dental Hospital makes the environment more comfortable for users.

衛生工程部於2011年年底完成菲臘牙科醫院的水冷式空調系統更新工程。該院現已停用的舊海水冷卻管道系統，不時因老化爆裂而引致空調服務中斷，和影響附近交通。新系統由6個淡水冷卻塔及3個製冷機組成，不但顯著提升了該院的空調系統的可靠度，亦解決了上述種種問題。

衛生工程部年內面對的一項挑戰，是瑪麗醫院出現病人感染退伍軍人症個案後，為醫院主座的冷熱供水系統進行消毒。這項消毒工作在香港屬首次，而且是在運作中的主要醫院進行。衛生工程部及院方攜手制訂了一套程序，利用熱力和化學消毒的方法，除去冷熱水喉管內可能存在的退伍軍人桿菌。為免影響醫院的正常運作，消毒工作於黃昏至午夜期間進行，並取得圓滿成果。

繼數年前協助醫管局轄下5所醫院取得澳洲醫療服務標準委員會認證後，衛生工程部也將會在第二期的認證計劃中扮演重要的角色。

In late 2011, the Division completed the installation of a new water-cooled air-conditioning system at the Prince Philip Dental Hospital which replaced the now disused, aged system which its seawater cooling mains burst from time to time, disrupting air-conditioning services and nearby traffic. Comprising six fresh-water cooling towers and three chillers, the new system has enhanced significantly the reliability of the Hospital's air-conditioning system and eliminated the disruptions.

One challenge during the year was the disinfection of the hot and cold water supply system at the Main Block of Queen Mary Hospital after an outbreak of Legionnaires' disease. The disinfection exercise was the first of its kind in Hong Kong and was conducted in a major hospital that was still providing services to the public. The Division and the hospital jointly developed a procedure to remove Legionella bacteria which might exist within the hot and cold water pipes by thermal and chemical disinfections. To avoid interruption of normal hospital operations, the exercise was conducted from late afternoon to midnight and proved to be a success.

Subsequent to assisting HA in the successful accreditation of five HA hospitals to the Australian Council on Healthcare Standards (ACHS) a few years ago, the Division will play an active role in phase II of the accreditation programme.

第二期認證計劃將於2012年展開，目標是讓東華醫院、九龍醫院、聖母醫院、北區醫院、威爾斯親王醫院和博愛醫院取得該委員會的認證。衛生工程部將運用之前積累的經驗，與上述6所醫院緊密聯繫，協助他們把澳洲醫療服務標準委員會的品質管理框架及持續改善原則，融入醫院的業務常規內，以增強公眾對醫療機構的信心。

衛生工程部最近正為衛生署在各公共牙科診所採購最新的牙科技術設備，例如數碼牙科X光造影系統。為確保員工具備操作及維修保養最新設備和系統的技術知識，衛生工程部已加強在該方面的員工培訓。我們的員工將接受關於生物醫學設備方面維修保養的培訓，以及修讀有關生物污染的海外課程。

展望將來，更多的中型醫院將會相繼投入服務，包括將於2013年初啟用的北大嶼山醫院，以及其他規劃中並將於稍後興建的醫院，如天水圍醫院等；衛生工程部的業務前景是樂觀的。此外，為了向醫管局提供更完善的服務，衛生工程部已進行內部重組，因應醫管局的7個地區醫院聯網，劃分為7個分區分部，從而更切合醫管局的服務要求及加強彼此的聯繫。

Commencing in 2012, the Division will use its previous accreditation experience and targets to assist the Tung Wah Hospital, Kowloon Hospital, Our Lady of Maryknoll Hospital, North District Hospital, Prince of Wales Hospital and Pok Oi Hospital in gaining successful accreditation to ACHS. The Division will liaise closely with the six hospitals to integrate the ACHS quality management framework and continuous improvement principles into the hospitals' day-to-day operational practices. This will enhance public confidence in healthcare organisations.

The Division has been assisting the Department of Health in procuring dental equipment with the latest technologies, such as digital dental X-ray imaging systems at public dental institutions. To ensure that our staff are equipped with the requisite knowledge for operation and maintenance of the latest technological equipment and systems, the Division has stepped up staff training programme. Our staff will undergo training in biomedical equipment maintenance and undertake overseas courses on bio-contamination.

Looking forward, future prospects are positive as more medium-sized hospitals, such as North Lantau Hospital, will become operational in early 2013 and others, including Tin Shui Wai Hospital, are in the pipeline for later development. To better serve HA, the Division has also re-organised itself into seven sub-divisions that mirror HA's seven geographic clusters for more effective service alignment and communication.



我們全力協助天水圍（天業路）社區健康中心，為市民提供可靠的醫療服務。

We support the Tin Shui Wai (Tin Yip Road) Community Health Centre in providing reliable medical services to the public.



市政工程服務

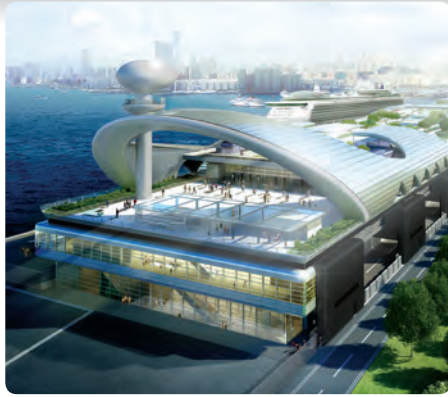
Municipal Sector Services

基建工程增長 服務更多更廣
INFRASTRUCTURE WORK SPURS
GROWTH AND DIVERSITY



市政工程服務

Municipal Sector Services



啟德新郵輪碼頭是市政工程部的大型基建項目之一，隨着工程按計劃順利展開，新郵輪碼頭的第一及第二個郵輪停泊位，預計於2013年年中和2014年年中如期投入運作。

The new cruise terminal at Kai Tak is one of the Division's major infrastructure projects. With work progressing as planned, the first and second berths of the new cruise terminal are expected to be operational on schedule in mid-2013 and mid-2014 respectively.

市政工程部在2011/12年度在各工程項目和保養服務取得穩定增長。

The Municipal Sector Division achieved steady growth with project and maintenance work in 2011/12.

啟德新郵輪碼頭是市政工程部兩個橫跨數年的大型基建項目之一，該部為郵輪碼頭前沿區的機電設施、電子和通訊裝置提供項目顧問和管理服務。有關郵輪碼頭的多份合約，包括乘客登船橋設備，皆已公開招標或批出執行。隨着工程按計劃順利展開，新郵輪碼頭的第一及第二個郵輪停泊位，預計於2013年年中和2014年年中如期投入運作。

In one of its two multi-year infrastructure projects, the Division is providing project consultancy and management services for the apron facilities, electronic and communication installations of the new cruise terminal at Kai Tak. Various contracts are already up for tender or awarded for implementation, including that for the seaport passenger boarding bridges. With work progressing as planned, the first and second berths of the new cruise terminal are expected to be operational on schedule in mid-2013 and mid-2014 respectively.



我們為活化後的油麻地戲院提供操作和維修保養服務。
We provide operation and maintenance support for the revitalised Yau Ma Tei Theatre.



市政工程服務 Municipal Sector Services



油麻地戲院毗鄰的紅磚屋，可為戲曲團體提供綵排活動室和輔助設施。
The Red Brick Building next to the Yau Ma Tei Theatre provides function rooms for Chinese opera's rehearsal and workshop use.

該部另一個為期數年的大型基建項目，是協助海事處更換和提升船隻航行監察服務系統（航監系統）。新航監系統將採用先進科技，具備較現時系統效能更強的監察及管理功能，追蹤能力由現時系統的5,000艘船隻，顯著提升至能處理多達10,000艘船隻。新系統連同一個新的船隻高度檢測系統，有助改善現時全人手處理船隻通過青馬大橋的高度安全檢測工作，從而保護連接大嶼山與本港其他地方的大橋設施。此外，新系統亦配備可與珠江三角洲其他港口分享航監數據的功能。

市政工程部的操作及維修保養服務在2011/12年度有新的發展，為活化後的油麻地戲院和旁邊紅磚屋組成的新演藝場地，提供機電及舞台燈光設施的操作及維修保養服務。新場地有300個座位，由該兩座已獲評級的歷史建築物組成，經活化改建為兼備戲院與輔助設施的演出及綵排場地，專供推廣粵劇和培訓年輕粵劇新秀之用。

In another multi-year project, the Division is assisting the Marine Department in the replacement and upgrading of the Vessel Traffic Services (VTS) system. The new VTS system will adopt advanced technologies providing more powerful and effective vessel traffic surveillance and management capabilities than were previously possible. It provides tracking capacity of up to 10,000 vessels – a significant enhancement compared to the existing handling capacity of 5,000 vessels. The new system also includes a new vessel height detection system to improve manual clearance of large vessels passing through the Tsing Ma Bridge, thus protecting the vital link connecting Lantau Island to the rest of Hong Kong. Moreover, the new VTS system will support sharing of VTS data with neighbouring ports in the Pearl River Delta region.

The Division expanded its E&M and stage lighting operation and maintenance services to a new performing arts venue in 2011/12. Dedicated to promoting Cantonese opera and nurturing young talent, the new venue comprises two graded historic buildings, the 300-seat Yau Ma Tei Theatre and the adjacent Red Brick Building, which have been conserved and converted into performance and rehearsal venues and supporting facilities.



早於堅尼地城游泳池重建計劃進行初期，營運基金已參與其中，而現時我們負責為泳池的機電系統，包括太陽能熱水系統，提供維修保養服務。

EMSTF has been involved since the early stage of the re-provisioning of Kennedy Town Swimming Pool and we are now responsible for the maintenance of E&M systems, including the Solar Water Heating System, in the Swimming Pool.



我們在年內為海事處就更換及提升現時的船隻航行監察服務系統完成了顧問研究。
We conducted a feasibility study for Marine Department on replacement and upgrading of existing Vessel Traffic Services system in the year.



該部在本年度內接收了堅尼地城游泳池（第一期）的機電系統操作及維修保養工作。

此外，該部也完成了葵涌火葬場和富山火葬場環保化寶爐的可行性研究、設計及安裝的工作。環保化寶爐採用的技術和設計，均是該部專業人員研發和制定的。此等技術及要求，是走在業界之先，並提供處理中式冥鏹標準的參考。新化寶爐投入服務後，在環保效能方面較傳統化寶爐大為提升。

展望2012/13年度，隨著新郵輪碼頭和新一代航監系統的工作陸續展開，市政工程部的業務應會持續穩定發展。我們會密切監察承辦商和外判項目的成本效益和工程質素，更會進行架構與運作檢討，確保各分部提供的服務，均能合乎客戶利益。

Kennedy Town Swimming Pool Phase I was completed and handed over to the Division for operation and maintenance of E&M systems in 2011/12.

The Division is also delighted to complete the feasibility study, design and installation of the environment-friendly joss paper burners at Kwai Chung and Fu Shan Crematoria. The technology employed, as well as the detailed design were developed and carried out by our in-house professionals. Such technology and requirements are one step ahead of the trade to set forth a new standard for reference in handling Chinese sacrificial offerings. The operation of new burners has greatly enhanced the environmental performance as compared to the traditional burners.

The Division anticipates another year of steady business in 2012/13 as work progresses on the new cruise terminal and the new VTS system. We will continue to keep a close eye on the cost effectiveness and quality of our contractors as well as outsourced works, and carry out organisational and operational reviews regularly to ensure that our sub-divisions are effectively aligned with the interests of our clients.



工程策劃服務
Project Services

善用科技 服務社羣
TECHNOLOGY-ENABLED SOLUTIONS
MEET COMMUNITY NEEDS



工程策劃服務 Project Services



香港海關各個陸路邊境管制站的車輛自動清關支援系統已完成安裝工作，令整個清關過程自動化。

The Automatic Vehicle Clearance Support System was installed for the Customs and Excise Department at various land boundary control points to automate the entire clearance operation.

工程策劃部在2010年與前電子通訊部合併後，員工和工程項目數量均有所增加，而業務在2011/12年度亦相應大幅增長。

工程策劃部處理的工程項目主要集中在四大範疇：包括智能交通系統、集群無線電通訊系統、基礎建設、和環保及節約能源工程。而數據中心服務則是新增的重點工作。

工程策劃部的工作範疇在2011/12年度有良好的進展。智能交通系統方面，該部現正就吐露港公路和粉嶺公路的擴闊工程，研訂交通管制及監察系統方案。而運輸署的偵速攝影機系統第二期擴展計劃也已經完成，並開始運作，第四期衝紅燈攝影機系統擴展工程亦已展開。更

The Project Division experienced a surge of business in 2011/12 as its workforce and number of projects increased following the merger with the former Electronics and Data Communication Division in 2010.

The Division continued to concentrate on projects in four key areas, namely intelligent transport solutions, trunked radio communication systems, infrastructural projects, and environmental and energy-saving work, with data centre services providing a new and additional focus of work.

Several areas of work progressed well in 2011/12. Intelligent transport solutions, such as the Traffic Control and Surveillance System (TCSS) for the widening of Tolo Highway/Fanling Highway, are now being developed, while phase IV expansion of the Red Light Camera



隧道新安裝的數碼廣播電台轉播系統，令駕駛人士得知最新的隧道資訊。

The new Radio Rebroadcasting System for Digital Audio Broadcasting at Tunnel enables motorists to receive the latest tunnel information.



工程策劃服務 Project Services



營運基金技術員檢測安裝在添馬公園的無線上網設施，方便公眾獲得高質素互聯網服務。
EMSTF technicians test WiFi facilities installed at Tamar Park to ensure the public enjoys good quality Internet access.

新紅磡海底隧道及青馬管制區自動收費系統工程在年內圓滿完成。懲教署的數碼集群無線電通訊系統正按照計劃進行安裝工程，消防處的數碼集群無線電通訊系統也按計劃順利投入服務。此外，香港海關陸路邊境管制站的車輛自動清關支援系統已完成安裝工作，令整個清關過程自動化。

基礎建設方面，工程策劃部已開始就港珠澳大橋項目，為路政署提供設計評核服務。在蓮塘/香園圍口岸的項目，該部為土木工程拓展署提供顧問服務。有關工作主要是為長達11公里，連接該口岸與粉嶺公路的雙程行車線道提供機電、交通管制及監察系統、和各種電子系統的技術諮詢服務。

在2011/12年度取得的新業務，包括運輸署的平均車速偵速攝影機系統試驗計劃，在受監察路段的出入口安裝偵測設備，以量度平均車速。其他新的項目，包括為將軍澳百勝角的消防訓練學校重建工程項目，設置嶄新先進的模擬實況訓練系統。為運輸署在政府行車隧道內安裝無線電轉播系統，作數碼聲音廣播。工程策劃部繼續為香港警務處提供聯合數碼通訊平台項目的工程管理服务。透過該通訊平台，香港警務處可在跨部門行動中與其他部門作出協調。另一個電訊工程項目，是為政府資訊科技總監辦公室提供項目管理服務，在約400個政府場地設置更多無線上網設施，讓市民免費接達互聯網。

System for the Transport Department (TD) has commenced. Also for TD, the phase II expansion of its Speed Enforcement Camera System was completed and operational. The Cross Harbour Tunnel and Tsing Ma Control Area automatic toll collection systems were successfully upgraded during the year. The implementation work of the Correctional Services Department's Digital Trunked Radio System is on schedule and the Fire Services Department's Digital Trunked Radio System was smoothly deployed as planned. The Automatic Vehicle Clearance Support System was installed for the Customs and Excise Department at various land boundary control points to automate the entire clearance operation.

As for infrastructural projects, design vetting services for the Hong Kong-Zhuhai-Macao Bridge project for the Highways Department (HyD) have commenced. So too have the consultancy services on the Liantang/Heung Yuen Wai Boundary Control Point project for the Civil Engineering and Development Department (CEDD). The focus of the consultancy services is on the E&M, TCSS and electronics systems for the 11km long, dual two lane trunk road connecting the Boundary Control Point with Fanling Highway.

Among new business secured in 2011/12 was a TD trial project to deploy an average-speed camera system to measure average vehicle speed by installing detection equipment at both the entry and exit points of a road section under monitoring. Other new projects are

在環保工作方面，該部將繼續支援政府建立一個完善的電動車公共充電網絡。該網絡將設有500個標準充電站，分布於香港、九龍及新界共18個政府停車場內。

為配合政府的無障礙通道政策，工程策劃部將協助路政署和土木工程拓展署在全港270多座行人天橋安裝升降機，服務有需要人士。升降機將選用具有能源效益的設計，以推廣低碳生活。

展望來年，客戶對工程策劃服務的需求將繼續維持在高水平。多項基礎建設正在同期規劃中，包括中九龍幹線、將軍澳-藍田隧道、及屯門西繞道，和其他經常性工程，如為各道路和隧道更換交通管制及監察系統等。

科技應用是工程策劃部的工作重點。該部在X射線、電訊及交通管制技術等各方面會加強員工培訓，以繼續為客戶提供既能配合最新國際科技發展、又符合本港社會需要的工程方案。



營運基金負責安裝及維修保養的雷達車速探測器有助監控車速，保障道路使用者安全。
EMSTF is responsible for the installation and maintenance of speed radar detectors, used to monitor vehicle speed and ensure the safety of road users.

the re-development of Fire Services Training School at Pak Shing Kok, Tseung Kwan O with state-of-the-art simulators for training, and the supply and installation of Radio Rebroadcasting System for Digital Audio Broadcasting in government tunnels for the TD. The Division continues to provide project management services to the Hong Kong Police Force for a Unified Digital Communications Platform that will allow it to coordinate with other departments on multi-party action. Also related to telecommunications is the provision of project management services to the Office of the Government Chief Information Officer in deploying more WiFi facilities for free wireless Internet access by the public in some 400 government premises.

For environmental work, the Division will continue to support the Government to establish a comprehensive public electric vehicle charging network. The network will comprise of 500 standard charging points distributed at 18 government car parks in Hong Kong, Kowloon and the New Territories.

To support the Government's barrier-free access policy, the Division will assist HyD and CEDD to install lifts at more than 270 footbridges throughout Hong Kong to serve people in need. Lift designs with energy efficient features will be introduced to promote low carbon life.

Demand for project services will continue to be high next year, with several infrastructure projects in the pipeline, including the Central Kowloon Route, the Tseung Kwan O-Lam Tin Tunnel and the Tuen Mun Western Bypass, in addition to recurrent work such as TCSS replacement at roads and tunnels.

With its focus on technology applications, the Division will step up staff training in areas such as X-ray, telecommunication and traffic control technologies so as to continue to provide project solutions that are both in sync with international technology trends and in tune with local community needs.



運輸、保安及中央工程服務
**Transport, Security and
Central Services**

業務增長 範疇更廣
SERVICE SCOPE BROADENS AS
ACTIVITIES GROW



運輸、保安及中央工程服務 Transport, Security and Central Services



運輸、保安及中央工程部分在年內接手添馬政府總部三座大樓的電子系統操作及維修保養工作。本署助理署長與立法會秘書長正商討系統運作安排。

During the year, the Division took over the O&M of electronic systems at the three buildings at Tamar. EMSD Assistant Director and Legislative Council Secretary General discussed operational arrangements.

運輸、保安及中央工程部的業務在2011/12年度錄得增長。該部成功與客戶續訂所有服務水平協議，而客戶委託的操作及維修保養服務亦相應增加。

運輸、保安及中央工程部分在年內接手添馬新行政長官辦公室、政府總部大樓和立法會綜合大樓的電子系統操作及維修保養工作，具體裝置包括立法會綜合大樓內的電視製作系統、電子投票系統和即時傳譯系統，以及政府總部大樓的大型視像幕牆及會議系統。此外，該部亦負責北角新海關總部大樓的各類系統操作及維修保養服務。除機電、空調及屋宇裝備系統外，還包括先進的電

The Transport, Security and Central Services Division recorded growth in 2011/12. It successfully renewed all its Service Level Agreements with clients, while there is also increase in the demand on operation and maintenance services.

During the year, the Division took over the operation and maintenance of electronic systems at the new Chief Executive's Office, Central Government Offices (CGO) and Legislative Council Complex (LCC) at Tamar. The electronic systems include the TV production system, electronic voting system and simultaneous interpretation system in the LCC as well as the video wall and conference system in CGO.



新立法會議事廳的電子投票系統，由機電工程營運基金操作和維修保養。

The Electronic Voting System for the new Legislative Council Chamber is operated and maintained by EMSTF.



運輸、保安及中央工程服務 Transport, Security and Central Services

子設施如即時傳譯系統、模擬實況射擊系統、自動辨識圖書館管理系統、符合保安要求的專用電訊設備、及嶄新的視聽設備等。在路政署方面，自廣深港高速鐵路香港段工程合約陸續批出後，目前正如期進行有關機電系統的設計開發、安裝及測試的技術查核工作。另外亦為新啟用的羅湖懲教所及屯門湖康警察宿舍提供全面的維修保養服務。

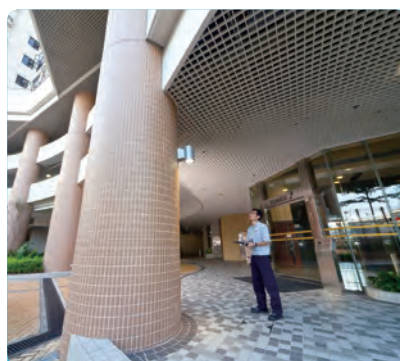
該部年內也為香港警務處完成多項能源效益項目，當中包括警察總部大樓外面的獨立太陽能街燈，以及粉嶺警察機動部隊訓練中心的高效能太陽能熱水系統。

The Division also took over the operation and maintenance of various systems at the new Customs and Excise Headquarters Building at North Point. Apart from the electrical, mechanical, air-conditioning and building services systems, the new headquarters comes with advanced facilities, including a simultaneous interpretation system, simulated firing range, automated library management system, secured and dedicated telecommunication provisions and state-of-art audio-visual equipment. At the same time, work for the Highways Department to provide technical review of the post-contract award design development, installation and testing of the electrical and mechanical systems of the Hong Kong Section of the Guangzhou-Shenzhen-Hong Kong Express Rail Link (XRL) is progressing as scheduled. Another growth area is taking over the comprehensive maintenance services for the newly operated Lo Wu Correctional Institution and Tuen Mun Wu Hong Police Quarters.

The Division has also completed several energy efficiency projects, including the installation of stand-alone solar street lights outside the Police Headquarters and the deployment of a highly energy efficient solar hot water system at the Police Tactical Unit Training Base and Training Camp in Fanling.



香港警察總部的新太陽能街燈，能節省能源。
The new solar street lights installed at the Hong Kong Police Headquarters is an energy saving project.



我們為屯門湖康警察宿舍提供機電維修保養服務，為住戶帶來更優質生活。
Our E&M maintenance services to Tuen Mun Wu Hong Police Quarters enhance the quality of life for residents.



我們為政府總部大樓的影音設備提供設計和維修保養服務。

We design and maintain the audio-visual equipment at the Central Government Offices.

繼2011年3月日本發生嚴重海嘯後，香港對入境人士和進口產品輻射檢測的需求有所增長。運輸、保安及中央工程處協助保安局維修保養輻射監測器及探測器，以及購置額外的儀器，供邊境管制站及其他政府部門使用。

運輸、保安及中央工程處去年也在職業安全方面表現卓越，達至內部人員零事故的佳績。這是該部積極推展多項活動以培育安全文化的成果，有關活動包括廣泛的員工安全意識培訓、簡介會和特別活動，例如最佳駐場安全及環保表現比賽等。

為增進員工的專業知識，運輸、保安及中央工程處特派工程師參加歐洲列車控制系統（ERTMS）的培訓課程。該控制系統與香港息息相關，因為其中的列車運行控制系統的主要組成部分，正是將用於廣深港高速鐵路香港段的中國列車運行控制系統第三級的骨幹。該部亦有工程師在年內前往瑞典參與一項地下鐵路系統全面的燃燒測試，深入了解防火安全因素對列車設計的影響。

Following the devastating Japanese tsunami in March 2011, there was an increasing need for radiation detection in Hong Kong, in particular with regard to visitors and imported products. The Division helped the Security Bureau in maintenance and repair of various types of radiation monitoring and detection equipment and procure additional equipment for use at border control points and other government departments.

The Division's performance in occupational safety last year was also excellent, with the Division recording zero accident for its in-house staff. This has resulted from a range of activities geared up to foster a culture of safety, including extensive staff safety-awareness training, briefings and special events, such as the Best Attended Venue Safety and Environmental Performance Competition.

To boost staff expertise, the Division appointed an engineer to attend a training programme on the European Rail Traffic Management System (ERTMS). The ERTMS, which comprises train control and command systems, is relevant to Hong Kong. Its main components are the foundation of the Chinese Train Control System Level 3, which will be adopted by the Hong Kong Section of XRL. During the year, the Division also appointed another engineer to attend a full-scale underground rail system fire test in Sweden, in order to gain insight into how fire safety considerations related to rolling stock design.



企業支援、業務發展及部門支援服務
**Corporate Support, Business
Development and Departmental
Support Services**

專業團隊支援 加強業務管理
EXPERT TEAMS SUPPORT SBU AND
MANAGEMENT EFFICIENCY



企業支援、業務發展及部門支援服務 Corporate Support, Business Development and Departmental Support Services



企業支援及業務發展科策劃的「未來之路」營運基金前瞻工作坊2011，探索營運基金的未來方向。
The EMSTF Way Forward Workshop 2011 was organised by the Branch to explore future directions of EMSTF.

企業支援及業務發展科透過多項專業服務，協助策略業務單位提升客戶服務質素。該科也為高層管理人員提供意見，確保各項具成效的營運方式都得到落實，並協助進行策略性規劃以進一步精簡營運基金的運作，在長遠方面提升營運效率。此外，也有3個部門支援單位負責執行一般行政、財務及員工關係等事務，協助營運基金暢順運作。

企業支援及業務發展科有9個分部和組，職能包括業務規劃、業務支援、物料供應、電腦服務、品質管理、部門安全、員工培訓、合約行政和顧問支援。

進行遠期規劃是企業支援及業務發展科最重要的策略性功能之一。在2011/12年度，該科除舉辦每年一度的營運基金策略制定工作坊以開展策略業務單位的規劃周期外，亦舉辦了「未來之路」營運基金前瞻工作坊。這個特設工作坊讓營運基金回顧成立15年來的運作情況，反思過去，吸取經驗，探索未來的發展路向。此外，隨着2012年度客戶意見調查的準備工作展開，我們亦開始定期檢視客戶滿意度及實施改善措施。年內，企業支援及業務發展科的業務支援隊從不同方面支援策略業務單位的工作，包括編製各類企業刊物、籌辦活動以慶祝營運基金十五周年，以及透過管理研究，協助策略業務單位加強監察人手調配計劃。

暢順的專業工程服務，有賴妥善的物料供應管理。繼於2010/11年度為機電工程署推出第一套物料供應程序手冊後，企業支援及業務發展科現已制訂相關的配對流程圖、核對表和範本，並就最新產品和價格協助進行市場研究，務求提供更具效率的採購及庫存管理，讓策略業務單位為其客戶服務。

電腦服務為營運基金資訊系統的發展、保養及運作提供重要支援，對我們的服務可靠度和效率具關鍵作用。在2011/12年度，企業支援及業務發展科研發了電子合約管理系統，就策略業務單位的合約管理工作收集主要資料，同時偵察任何不當和不符規定的情況，能及時作出糾正，保障客戶利益。此外，機電工程署的內聯網和各策略業務單位的網頁亦已更新和改良，令知識分享更為便捷。企業管理電腦系統也同時持續得到改善。

Offering a range of professional services, the Corporate Support and Business Development Branch helps the Strategic Business Units (SBUs) deliver better client service. The Branch also advises senior management to ensure that efficient and effective operational practices are followed and assists in strategic planning to further streamline EMSTF operations and achieve greater efficiencies in the longer term. In addition, three departmental support units also provide general administration, finance and staff relations functions to facilitate the smooth operation of EMSTF.

The Branch comprises nine sub-divisions and units. It performs functions in business planning, business support, supplies, computer services, quality, safety, training, contract administration and advisory support.

Forward planning is one of the Branch's most important strategic functions. During 2011/12 the Branch held the annual EMSTF Strategy Formulation Workshop to facilitate the SBUs' planning cycle, as well as the EMSTF Way Forward Workshop. This special workshop was an opportunity for EMSTF to reflect on its 15 years in order to learn from past experiences and explore future directions. Besides, regular measurement of customer satisfaction level and implementation of improvement measures were initiated with the preparation of Customer Opinion Survey 2012 being kicked off. Throughout the year, the Branch's business support team contributed to the SBUs' work by producing various corporate publications, organising activities to celebrate the EMSTF 15th anniversary, and conducting management studies to help the SBUs better monitor their manpower deployment plans.

The efficient management of stores and supplies is fundamental to the provision of professional engineering services. Having published EMSTF's first Supplies Procedural Manual in 2010/11, the Branch has now produced matching flowcharts, checklists and templates and also assisted in conducting market research on the latest products and prices, making procurement and stores management more effective for SBUs for delivering services to their clients.

Computer services provide essential support on the development, maintenance and operation of EMSTF's information systems, making a vital contribution to our service reliability and efficiency. During 2011/12 the Branch developed an electronic Contract Administration System



企業支援、業務發展及部門支援服務

Corporate Support, Business Development and Departmental Support Services



「品質及安全日」與會嘉賓和我們的管理層合照。
Guest speakers of the Quality & Safety Day and our management team.

品質、生產力、安全和培訓都是優質服務的基礎。年內，我們繼續舉辦「品質及安全日」，就品質和安全改善方面，促進同事與業界的經驗分享。而透過品質改善的標竿借鑑研究，品質隊伍得以就本港其他大機構的品管運作模式與營運基金作出比較。此外，為提高營運基金策略業務單位的應急能力，我們亦制訂了機電工程署營運服務的危機預防、應變與處理計劃。這些措施，都旨在讓各業務單位掌握更多方法以進一步提升服務質素，當事故發生時有更充分的準備。



更好的培訓，更好的服務：「2011年學徒訓練計劃」畢業生準備就緒，全力以赴。
Better trained to better serve – graduates of the Apprentice Training Scheme 2011 are geared to serve.

我們的安全工作在2011/12年度取得長足進展，內部意外數字為19宗，而涉及承辦商的則有9宗，為10年以來的新低。這全賴年內採取多管齊下的措施，加強工作場地安全，包括舉辦各項職業安全及健康比賽、由署內的安全專家經常進行實地視察及舉行員工簡報會，以及規定所有前線員工參加強制性安全訓練。透過上述措施，全體員工的安全得以改善，停機次數有所減少，令客戶和市民受惠。

(e-CAS) to capture key information and detect any irregularities and non-compliances in SBUs' contract management, thus enabling timely rectification in the interest of clients. In addition, the EMSD intranet and various SBU homepages have been revamped and improved to facilitate knowledge sharing, while the corporate computer system has undergone continuous improvement.

Quality, productivity, safety and training are essential to service excellence. During the year, as an effective way for experience sharing with the industry on quality and safety aspects, Quality and Safety Day was conducted again with great success. The quality team also conducted a quality improvement study to benchmark EMSTF with other leading local organisations. As a quality organisation, our capability to promptly respond to critical incident is important. We therefore formulated the EMSD Trading Services Crisis Prevention, Response and Management Plan. The aim of these initiatives was to equip the Trading Fund SBUs with more tools to further enhance service quality and to better incident preparedness.

Our safety work made big strides in 2011/12 as in-house and contractor accident numbers reached a decade low of 19 and nine respectively. This was the result of a multi-pronged approach to enhancing workplace safety that included various occupational safety and health competitions, frequent site visits and staff briefings by our in-house safety experts, and mandatory safety training for all front-line supervisors. This will improve safety for all personnel and reduce downtime, thus benefiting clients and the community at large.

The Branch has always aimed to help build staff capacity by providing training that is aligned with client and community needs. Our training team not only administers the Hong Kong Institution of Engineers (HKIE) Scheme "A" Training for engineering graduates, as well as the Apprentice Training Scheme, but also reviews the Schemes from time to time for improvement. It also encourages trainees to participate in awards for broader exposure. During 2011/12, two young engineers were honoured to join the HKIE President's Protégé Scheme, while three apprentices were recognised in the 2011 Vocational Training Council Outstanding Apprentice/Trainee Awards, boosting EMSD's image and staff capabilities.

2011年度署長簡報會喜見員工踴躍參與，加強了管理層與員工的有效溝通。

The DEMS Briefing 2011, well attended by EMSD staff, facilitates effective communication between management and staff.



企業支援及業務發展科一直以來的目標，是協助員工發展才能，為員工提供切合客戶及市民需要的培訓。我們的訓練隊不但執行見習工程師的「香港工程師學會工程畢業生培訓計劃」及學徒訓練計劃，更不時檢討該兩項計劃以作出所需改善。我們亦鼓勵學員參與不同比賽以擴闊視野。在2011/12年度，有兩名年輕工程師獲選加入香港工程師學會的「師傳蒼」計劃，另有三名學徒亦在職業訓練局的「2011年度傑出學徒/見習員獎勵計劃」中獲獎。這些殊榮不但提升了機電工程署的形象，亦有助員工加強專業才能。

合約管理是我們的核心工作之一。企業支援及業務發展科的合約行政組和合約顧問組為各策略業務單位研訂多項加強合約管理成效的措施。機電工程項目管理手冊和電子合約管理系統已分別於年內推出。策略業務單位的人員可透過上述手冊提升合約管理技巧，再加上電子合約管理系統，便可更易監察合約進度，在網上取得主要數據，從而加強與客戶的聯繫。我們亦已檢視內部承辦商名單及相關的行政程序，並且公布檢討後的加入承辦商名單要求和行政程序，以提高承辦商的工程和服務質素。

正如其他機構一樣，機電工程署的行政和財務隊伍，為其他管理服務提供堅穩可靠的基礎支援。年內，部門的行政隊伍為各策略業務單位提供一般行政支援，妥善管理總部大樓的設施，執行人事及員工福利、員工招聘及晉升等事務，提供翻譯服務及落實能源效益計劃等，使策略業務單位和總部得以暢順運作。財務隊伍則提供範圍廣泛的支出、發單、財政預算和成本方面的會計支援服務，擬備財務報表和資料，制訂營運基金的5年財務計劃，以及提供財務上的意見。內部審計組進行審計檢查，確保既定的財務程序及規則均予遵行，令營運基金的運作得到妥善規管。

作為關懷員工的僱主，我們非常重視員工關係及與員工的溝通。部門員工關係組在年內執行廣泛的員工關係及溝通活動，促進管理層與員工的有效雙向溝通，並提升員工的滿意度。該組與工會和部門協商委員會的員工代表緊密聯繫，對員工的感受及關注有所掌握。該組亦繼續促進部門就重要事項諮詢員工。

展望2012/13年，企業支援及業務發展科的各個分部和單位，以及部門支援隊伍，將會繼續透過日常支援、研訂新措施、檢討及簡化工作程序，以及提出創新方案，協助各策略業務單位提升服務質素。企業支援及業務發展科亦會協助高層管理人員探討營運基金的長遠整體策略發展路向。



我們舉辦各項比賽和探訪，致力提高員工的職安健意識。圖為海報設計比賽得獎作品。

We are committed to raising staff awareness of occupational safety and health through competitions and visits. These are winning designs of the poster competition.

Contract management is a core part of our work. The Branch's contract administration and contract advisory teams provide various tools to help SBUs manage contracts more effectively. During the year, the Project Administration Handbook for Electrical and Mechanical Engineering Works was launched, as was e-CAS. The Handbook enables the SBUs to enhance their contract management skills, and, together with e-CAS, is making it easier to monitor contract progress and to capture key data online for better communication with clients. We have also reviewed the in-house contractors list and the associated administration procedures. The reviewed admission requirements and administration procedures were also promulgated with a view to enhancing the quality of contractors' works and services.

As in other organisations, the EMSD administration and finance functions provide the bedrock for other management services. During the year, the departmental administration team provided general administrative support, facilities management for our headquarters building, personnel and staff welfare services, manpower recruitment and promotion, and translation services, as well as energy efficiency project work, thus contributing to the smooth running of the SBUs and our headquarters. The finance team provided a wide range of accounting support services in payment, billing, budgeting and costing, prepared financial statements and information, as well as the five-year financial plan for EMSTF, and provided financial advice. The internal audit unit carried out audit inspections to ensure compliance with established financial procedures and regulations, contributing to good governance of EMSTF operations.

As a caring employer, we attach great importance to staff relations and staff communication. The departmental staff relations team has undertaken a wide range of staff relations and communication activities during the year to facilitate effective two-way communication between management and staff and enhance staff satisfaction. The team has maintained close liaison with staff unions and staff representatives of the departmental consultative committees to gauge staff sentiments and concerns. The team has also continued to promote and facilitate consultation with staff on important issues.

Looking to 2012/13, the Branch's sub-divisions and units, as well as the departmental support teams, will continue to provide day-to-day support, develop new tools, review and streamline procedures, and create innovative new solutions to help SBUs deliver better services. The Branch will also assist senior management in exploring the longer term strategic direction of EMSTF as a whole.



財務報告 Financial Report

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獨立審計報告 致立法會

茲證明我已審核及審計列載於第43至72頁機電工程營運基金的財務報表，該等財務報表包括於2012年3月31日的財務狀況表與截至該日止年度的全面收益表、權益變動表和現金流量表，以及主要會計政策概要及其他附註解釋資料。

機電工程營運基金總經理就財務報表須承擔的責任

機電工程營運基金總經理須負責按照《營運基金條例》(第430章)第7(4)條及香港財務報告準則製備真實而中肯的財務報表，及落實其認為必要的內部控制，以使財務報表不存有由於欺詐或錯誤而導致的重大錯誤陳述。

審計師的責任

我的責任是根據我的審計對該等財務報表作出意見。我已按照《營運基金條例》第7(5)條及審計署的審計準則進行審計。這些準則要求我遵守道德規範，並規劃及執行審計，以合理確定財務報表是否不存有任何重大錯誤陳述。

審計涉及執行程序以獲取有關財務報表所載金額及披露資料的審計憑證。所選定的程序取決於審計師的判斷，包括評估由於欺詐或錯誤而導致財務報表存有重大錯誤陳述的風險。在評估該等風險時，審計師考慮與該基金製備真實而中肯的財務報表有關的內部控制，以設計適當的審計程序，但並非為對基金的內部控制的效能發表意見。審計亦包括評價機電工程營運基金總經理所採用的會計政策的合適性及所作出的會計估計的合理性，以及評價財務報表的整體列報方式。

我相信，我所獲得的審計憑證是充足和適當地為我的審計意見提供基礎。

意見

我認為，該等財務報表已按照香港財務報告準則真實而中肯地反映機電工程營運基金於2012年3月31日的狀況及截至該日止年度的運作成果及現金流量，並已按照《營運基金條例》第7(4)條所規定的方式妥為製備。

審計署署長
(審計署助理署長劉新和代行)

2012年9月20日

審計署
香港灣仔
告士打道7號
入境事務大樓26樓



Audit Commission

The Government of the Hong Kong Special Administrative Region

Independent Audit Report To the Legislative Council

I certify that I have examined and audited the financial statements of the Electrical and Mechanical Services Trading Fund set out on pages 43 to 72, which comprise the statement of financial position as at 31 March 2012, and the statement of comprehensive income, statement of changes in equity and statement of cash flows for the year then ended, and a summary of significant accounting policies and other explanatory information.

General Manager, Electrical and Mechanical Services Trading Fund's Responsibility for the Financial Statements

The General Manager, Electrical and Mechanical Services Trading Fund is responsible for the preparation of financial statements that give a true and fair view in accordance with section 7(4) of the Trading Funds Ordinance (Cap. 430) and Hong Kong Financial Reporting Standards, and for such internal control as the General Manager, Electrical and Mechanical Services Trading Fund determines is necessary to enable the preparation of financial statements that are free from material misstatement, whether due to fraud or error.

Auditor's Responsibility

My responsibility is to express an opinion on these financial statements based on my audit. I conducted my audit in accordance with section 7(5) of the Trading Funds Ordinance and the Audit Commission auditing standards. Those standards require that I comply with ethical requirements and plan and perform the audit to obtain reasonable assurance about whether the financial statements are free from material misstatement.

An audit involves performing procedures to obtain audit evidence about the amounts and disclosures in the financial statements. The procedures selected depend on the auditor's judgment, including the assessment of the risks of material misstatement of the financial statements, whether due to fraud or error. In making those risk assessments, the auditor considers internal control relevant to the entity's preparation of financial statements that give a true and fair view in order to design audit procedures that are appropriate in the circumstances, but not for the purpose of expressing an opinion on the effectiveness of the entity's internal control. An audit also includes evaluating the appropriateness of accounting policies used and the reasonableness of accounting estimates made by the General Manager, Electrical and Mechanical Services Trading Fund, as well as evaluating the overall presentation of the financial statements.

I believe that the audit evidence I have obtained is sufficient and appropriate to provide a basis for my audit opinion.

Opinion

In my opinion, the financial statements give a true and fair view of the state of affairs of the Electrical and Mechanical Services Trading Fund as at 31 March 2012, and of its results of operations and cash flows for the year then ended in accordance with Hong Kong Financial Reporting Standards and have been properly prepared in accordance with the manner provided in section 7(4) of the Trading Funds Ordinance.

LAU Sun-wo
Assistant Director of Audit
for Director of Audit

20 September 2012

Audit Commission
26th Floor
Immigration Tower
7 Gloucester Road
Wanchai, Hong Kong



機電工程營運基金全面收益表

Electrical and Mechanical Services Trading Fund Statement of Comprehensive Income

截至2012年3月31日止年度
(以港幣千元位列示)

for the year ended 31 March 2012
(Expressed in thousands of Hong Kong dollars)

		附註 Note	2012	2011
營業額	Turnover	(3)	4,317,640	4,217,056
運作成本	Operating costs	(4)	(3,853,337)	(3,614,376)
運作盈利	Profit from operations		464,303	602,680
其他收入	Other income	(5)	141,180	33,042
名義利得稅前盈利	Profit before notional profits tax		605,483	635,722
名義利得稅	Notional profits tax	(6)	(94,785)	(99,412)
年度盈利	Profit for the year		510,698	536,310
其他全面收益	Other comprehensive income		-	-
年度總全面收益	Total comprehensive income for the year		510,698	536,310
固定資產回報率	Rate of return on fixed assets	(7)	45.5%	58.1%

第49至72頁的附註為此
財務報表的一部分。

The notes on pages 49 to 72 form part of these financial statements.



機電工程營運基金財務狀況表

Electrical and Mechanical Services Trading Fund Statement of Financial Position

於2012年3月31日

(以港幣千元位列示)

as at 31 March 2012

(Expressed in thousands of Hong Kong dollars)

		附註 Note	2012	2011
非流動資產	Non-current assets			
物業、設備及器材	Property, plant and equipment	(8)	821,647	839,318
無形資產	Intangible assets	(9)	21,461	23,711
外匯基金存款	Placement with the Exchange Fund	(10)	2,278,641	-
			3,121,749	863,029
流動資產	Current assets			
存貨	Inventories		71,652	73,941
應收帳款及預付帳款	Debtors and prepayments	(11)	37,129	10,587
應收關連人士帳款	Amounts due from related parties		148,192	193,724
銀行存款	Bank deposits		2,426,000	4,557,000
現金及銀行結餘	Cash and bank balances		22,692	1,770
			2,705,665	4,837,022
流動負債	Current liabilities			
客戶訂金	Customers' deposits	(12)	(905,117)	(811,213)
應付帳款	Creditors		(435,528)	(354,456)
應付關連人士帳款	Amounts due to related parties		(138,854)	(196,218)
僱員福利撥備	Provision for employee benefits	(13)	(48,779)	(51,162)
遞延收入	Deferred revenue	(14)	(494,006)	(614,554)
應付名義利得稅	Notional tax payable		(50,737)	(50,348)
			(2,073,021)	(2,077,951)
流動資產淨額	Net current assets		632,644	2,759,071
總資產減去流動負債	Total assets less current liabilities		3,754,393	3,622,100
非流動負債	Non-current liabilities			
遞延稅款	Deferred tax	(15)	(5,860)	(6,635)
僱員福利撥備	Provision for employee benefits	(13)	(423,528)	(393,003)
			(429,388)	(399,638)
資產淨額	NET ASSETS		3,325,005	3,222,462



機電工程營運基金財務狀況表 (續)

Electrical and Mechanical Services Trading Fund Statement of Financial Position (continued)

於2012年3月31日
(以港幣千元位列示)

as at 31 March 2012
(Expressed in thousands of Hong Kong dollars)

		附註 Note	2012	2011
資本及儲備	CAPITAL AND RESERVES			
營運基金資本	Trading fund capital	(16)	706,600	706,600
保留盈利	Retained earnings	(17)	2,223,056	2,107,707
擬發股息	Proposed dividend	(18)	395,349	408,155
			3,325,005	3,222,462

第49至72頁的附註為此
財務報表的一部分。

The notes on pages 49 to 72 form part of these financial statements.

陳帆
機電工程營運基金總經理

CHAN Fan, Frank
General Manager,
Electrical and Mechanical Services Trading Fund

2012年9月20日

20 September 2012



機電工程營運基金權益變動表

Electrical and Mechanical Services Trading Fund Statement of Changes in Equity

截至2012年3月31日止年度
(以港幣千元位列示)

for the year ended 31 March 2012
(Expressed in thousands of Hong Kong dollars)

		2012	2011
年初結餘	Balance at beginning of year	3,222,462	3,139,818
年度總全面收益	Total comprehensive income for the year	510,698	536,310
年內已付股息	Dividend paid during the year	(408,155)	(453,666)
年終結餘	Balance at end of year	3,325,005	3,222,462

第49至72頁的附註為此
財務報表的一部分。

The notes on pages 49 to 72 form part of these financial statements.



機電工程營運基金現金流量表

Electrical and Mechanical Services Trading Fund Statement of Cash Flows

截至2012年3月31日止年度
(以港幣千元位列示)

for the year ended 31 March 2012
(Expressed in thousands of Hong Kong dollars)

	附註 Note	2012	2011
營運項目的現金流量	Cash flows from operating activities		
運作盈利	Profit from operations	464,303	602,680
折舊及攤銷	Depreciation and amortisation	25,850	25,131
出售物業、設備及 器材的收益	Gain on disposal of property, plant and equipment	(217)	(181)
僱員福利撥備的增加	Increase in provision for employee benefits	28,142	4,421
應收帳款及預付帳款的減少	Decrease in debtors and prepayments	1,210	2,615
應收關連人士帳款的減少	Decrease in amounts due from related parties	45,532	12,110
存貨的減少	Decrease in inventories	2,289	4,667
應付帳款的增加	Increase in creditors	81,072	30,621
應付關連人士帳款的減少	Decrease in amounts due to related parties	(57,364)	(23,584)
客戶訂金的增加 / (減少)	Increase / (Decrease) in customers' deposits	93,904	(36,948)
遞延收入的減少	Decrease in deferred revenue	(120,548)	(43,166)
已付名義利得稅	Notional profits tax paid	(95,171)	(102,616)
來自營運項目的現金淨額	Net cash from operating activities	469,002	475,750
投資項目的現金流量	Cash flows from investing activities		
原有期限超過3個月的 銀行存款的減少 / (增加)	Decrease / (Increase) in bank deposits with original maturity over three months	1,470,000	(110,000)
外匯基金存款的增加	Increase in placement with the Exchange Fund	(2,278,641)	-
購置物業、設備及器材 以及無形資產	Purchase of property, plant and equipment and intangible assets	(5,929)	(18,956)
出售物業、設備及器材所得	Proceeds from disposal of property, plant and equipment	217	181
已收利息	Interest received	113,428	36,601
用於投資項目的現金淨額	Net cash used in investing activities	(700,925)	(92,174)



機電工程營運基金現金流量表 (續)

Electrical and Mechanical Services Trading Fund Statement of Cash Flows (continued)

截至2012年3月31日止年度
(以港幣千元位列示)

for the year ended 31 March 2012
(Expressed in thousands of Hong Kong dollars)

	附註 Note	2012	2011
融資項目的現金流量	Cash flows from financing activities		
已付股息	Dividend paid	(408,155)	(453,666)
用於融資項目的現金淨額	Net cash used in financing activities	(408,155)	(453,666)
現金及等同現金的減少淨額	Net decrease in cash and cash equivalents	(640,078)	(70,090)
現金及等同現金的年初結餘	Cash and cash equivalents at beginning of year	748,770	818,860
現金及等同現金的年終結餘	Cash and cash equivalents at end of year	108,692	748,770

第49至72頁的附註為此
財務報表的一部分。

The notes on pages 49 to 72 form part of these financial statements.



財務報表附註

Notes to the Financial Statements

(除另有註明外，所有金額均以港幣千元位列示)

(Amounts expressed in thousands of Hong Kong dollars, unless otherwise stated)

1. 總論

前立法局在1996年6月26日根據《營運基金條例》(第430章)第3、4及6條通過決議，在1996年8月1日成立機電工程營運基金，為客戶提供全面的機電及電子工程服務、車輛工程服務以及工程及顧問服務。

政府各決策局、各部門及各自主機構均可自由選擇採用機電工程營運基金或其他服務機構的服務，以切合他們部分或全部的機電服務需要。

General

The Electrical and Mechanical Services Trading Fund (EMSTF) was established on 1 August 1996 under the Legislative Council Resolution passed on 26 June 1996 pursuant to sections 3, 4 and 6 of the Trading Funds Ordinance (Cap. 430) to provide comprehensive electrical, mechanical and electronic services, vehicle services, and project and consultancy services to clients.

Government bureaux, departments and autonomous bodies have the freedom to use the services of the EMSTF or to choose alternative service providers to meet part or all of their electrical and mechanical service needs.

2 主要會計政策

Significant accounting policies

2.1 符合準則聲明

本財務報表是按照香港公認的會計原則及所有適用的香港財務報告準則（此詞是統稱，當中包括香港會計師公會頒布的所有適用的個別香港財務報告準則、香港會計準則及詮釋）編製。機電工程營運基金所採納的主要會計政策摘要如下。

Statement of compliance

These financial statements have been prepared in accordance with accounting principles generally accepted in Hong Kong and all applicable Hong Kong Financial Reporting Standards (HKFRSs), a collective term which includes all applicable individual Hong Kong Financial Reporting Standards, Hong Kong Accounting Standards (HKASs) and Interpretations issued by the Hong Kong Institute of Certified Public Accountants (HKICPA). A summary of the significant accounting policies adopted by the EMSTF is set out below.



2. 主要會計政策 (續)

2.2 編製財務報表的基礎

本財務報表的編製基礎均以原值成本法計量。

編製符合香港財務報告準則的財務報表需要管理層作出判斷、估計及假設。該等判斷、估計及假設會影響會計政策的應用，以及資產與負債和收入與支出的呈報款額。該等估計及相關的假設，均按以往經驗及其他在有關情況下被認為合適的因素而制訂。倘若沒有其他現成數據可供參考，則會採用該等估計及假設作為判斷有關資產及負債的帳面值的基礎。估計結果或會與實際價值有所不同。

該等估計及其所依據的假設會作持續檢討。如修訂會計估計只會影響當年的會計期，當年的會計期內會確認有關修訂；如修訂會影響當年及未來的會計期，則會在當年及未來的會計期內確認有關修訂。

機電工程營運基金在採納會計政策方面並不涉及任何關鍵性的會計判斷。無論對未來作出的假設，或在報告期結束日估計過程中所存在的不明朗因素，皆不足以構成重大風險，導致資產和負債的帳面金額在來年大幅修訂。

Significant accounting policies (continued)

Basis of preparation of the financial statements

The measurement basis used in the preparation of these financial statements is historical cost.

The preparation of financial statements in conformity with HKFRSs requires management to make judgements, estimates and assumptions that affect the application of policies and reported amounts of assets and liabilities, income and expenses. The estimates and associated assumptions are based on historical experience and various other factors that are believed to be reasonable under the circumstances, the results of which form the basis for making judgements about carrying values of assets and liabilities that are not readily apparent from other sources. Actual results may differ from these estimates.

The estimates and underlying assumptions are reviewed on an ongoing basis. Revisions to accounting estimates are recognised in the period in which the estimate is revised if the revision affects only that period, or in the period of the revision and future periods if the revision affects both current and future periods.

There are no critical accounting judgements involved in the application of the EMSTF's accounting policies. There are also no key assumptions concerning the future, or other key sources of estimation uncertainty at the end of the reporting period, that have a significant risk of causing a material adjustment to the carrying amounts of assets and liabilities in the next year.



2. 主要會計政策 (續)

2.3 金融資產及金融負債

2.3.1 初始確認

機電工程營運基金會按起初取得資產或引致負債的目的將金融資產及金融負債作下列分類：貸款及應收帳款及其他金融負債。

金融資產及金融負債最初按公平值計量；公平值通常相等於成交價，加上因收購金融資產或產生金融負債而直接引致的交易成本。

機電工程營運基金在成為有關金融工具的合約其中一方之日會確認有關金融資產及金融負債。

2.3.2 分類

2.3.2.1 貸款及應收帳款

貸款及應收帳款為具有固定或可以確定支付金額，但在活躍市場並沒有報價的非衍生金融資產，而機電工程營運基金亦無意將之持有作交易用途。此類別包括應收帳款、應收關連人士帳款、銀行存款、現金及銀行結餘及外匯基金存款。

貸款及應收帳款採用實際利率法按攤銷成本值扣除任何減值虧損（如有）列帳（附註2.3.4）。

Significant accounting policies (continued)

Financial assets and financial liabilities

Initial recognition

The EMSTF classifies its financial assets and financial liabilities into different categories at inception, depending on the purpose for which the assets were acquired or the liabilities were incurred. The categories are loans and receivables and other financial liabilities.

Financial assets and financial liabilities are measured initially at fair value, which normally equals to the transaction prices plus transaction costs that are directly attributable to the acquisition of the financial asset or issue of the financial liability.

The EMSTF recognises financial assets and financial liabilities on the date it becomes a party to the contractual provisions of the instrument.

Categorisation

Loans and receivables

Loans and receivables are non-derivative financial assets with fixed or determinable payments that are not quoted in an active market and which the EMSTF has no intention of trading. This category includes debtors, amounts due from related parties, bank deposits, cash and bank balances and placement with the Exchange Fund.

Loans and receivables are carried at amortised cost using the effective interest method less impairment losses, if any (note 2.3.4).



2. 主要會計政策 (續)

2.3.2.1 貸款及應收帳款 (續)

實際利率法是計算金融資產或金融負債的攤銷成本值，以及攤分在有關期間的利息收入或支出的方法。實際利率是指可將金融工具在預計有效期間（或適用的較短期間）內的預計現金收支，折現成該金融資產或金融負債的帳面淨值所適用的貼現率。機電工程營運基金在計算實際利率時，會考慮金融工具的所有合約條款以估計現金流量，但不會計及日後的信貸虧損。有關計算包括與實際利率相關的所有收取自或支付予合約各方的費用、交易成本及所有其他溢價或折讓。

2.3.2.2 其他金融負債

其他金融負債採用實際利率法按攤銷成本值列帳。

Significant accounting policies (continued)

Loans and receivables (continued)

The effective interest method is a method of calculating the amortised cost of a financial asset or a financial liability and of allocating the interest income or interest expense over the relevant period. The effective interest rate is the rate that exactly discounts estimated future cash payments or receipts through the expected life of the financial instrument or, when appropriate, a shorter period to the net carrying amount of the financial asset or financial liability. When calculating the effective interest rate, the EMSTF estimates cash flows considering all contractual terms of the financial instruments but does not consider future credit losses. The calculation includes all fees paid or received between parties to the contract that are an integral part of the effective interest rate, transaction costs and all other premiums or discounts.

Other financial liabilities

Other financial liabilities are carried at amortised cost using the effective interest method.



財務報表附註

Notes to the Financial Statements

2. 主要會計政策 (續)

2.3.3 註銷確認

當從金融資產收取現金流量的合約權屆滿時，或當金融資產及其絕大部分風險和回報的擁有權已轉讓時，該金融資產會被註銷確認。

當合約指明的債務被解除、取消或到期時，該金融負債會被註銷確認。

2.3.4 金融資產減值

貸款及應收帳款的帳面值會在每個報告期結束日作出評估，以確定是否有客觀的減值證據。貸款及應收帳款若存在減值證據，虧損會以該資產的帳面值與按其原本的實際利率用折現方式計算其預期未來現金流量的現值之間的差額，在全面收益表內確認。如其後減值虧損降低，而該虧損降低可與在確認減值虧損後發生的事件客觀地聯繫上，則該減值虧損會在全面收益表內回撥。

2.4 名義利得稅

2.4.1 根據《稅務條例》(第112章)機電工程營運基金並無稅務責任，但香港特別行政區政府(政府)要求機電工程營運基金須向政府一般收入支付一筆款項以代替利得稅(即名義利得稅)，該款項是根據《稅務條例》的規定所計算。本年度名義利得稅支出包括本期稅款及遞延稅款資產和負債的變動。

2.4.2 本期稅款為本年度對應課稅收入按報告期結束日已生效或實際有效的稅率計算的預計應付稅款，並包括以往年度應付稅款的任何調整。

Significant accounting policies (continued)

Derecognition

A financial asset is derecognised when the contractual rights to receive the cash flows from the financial asset expire, or where the financial asset together with substantially all the risks and rewards of ownership have been transferred.

A financial liability is derecognised when the obligation specified in the contract is discharged or cancelled, or when it expires.

Impairment of financial assets

The carrying amount of loans and receivables is reviewed at the end of each reporting period to determine whether there is objective evidence of impairment. If any impairment evidence exists, a loss is recognised in the statement of comprehensive income as the difference between the asset's carrying amount and the present value of estimated future cash flows discounted at the asset's original effective interest rate. If in a subsequent period, the amount of such impairment loss decreases and the decrease can be linked objectively to an event occurring after the impairment loss was recognised, the impairment loss is reversed through the statement of comprehensive income.

Notional profits tax

The EMSTF has no tax liability under the Inland Revenue Ordinance (Cap.112). However, the Government of the Hong Kong Special Administrative Region (the Government) requires the EMSTF to pay to the General Revenue an amount in lieu of profits tax (i.e. notional profits tax) calculated on the basis of the provisions of the Inland Revenue Ordinance. Notional profits tax expense for the year comprises current tax and movements in deferred tax assets and liabilities.

Current tax is the expected tax payable on the taxable income for the year, using tax rates enacted or substantively enacted at the end of the reporting period, and any adjustment to tax payable in respect of previous years.



2. 主要會計政策 (續)

2.4.3 遞延稅款資產及負債是因資產及負債的帳面值與其計稅基準之間的差異所分別產生的可扣稅及應課稅的暫時性差異。遞延稅款資產亦可由尚未使用的稅務虧損及稅項抵免而產生。

所有遞延稅款負債及估計未來有足夠的應課稅盈利予以抵銷的遞延稅款資產均予以確認。

遞延稅款的確認金額是根據資產及負債的帳面值之預期實現及結算的方式，以報告期結束日已生效或基本上已生效的稅率計算。遞延稅款資產及負債不作折現。

遞延稅款資產的帳面值會在報告期結束日進行覆檢，為預期不再有足夠的應課稅盈利以實現相關稅務利益作出相應扣減。被扣減的遞延稅款資產會在再有足夠的應課稅盈利時，予以相應回撥。

2.5 物業、設備及器材

於1996年8月1日撥歸機電工程營運基金的物業、設備及器材，最初的成本值是按相等於前立法局所通過設立營運基金的決議中所列的估值入帳。自1996年8月1日起購置的物業、設備及器材均按其購置成本入帳。

以下物業、設備及器材以成本值扣除累計折舊及任何減值虧損後列出（附註2.7）：

- 建築物；以及
- 設備及器材，包括電腦器材、車輛、傢具及固定裝置和其他器材。

折舊是依直線法按物業、設備及器材成本值減去其在使用期末的估計剩餘值，在其預計可使用年內逐年分期定額註銷。這些物業、設備及器材的可使用年期如下：

- 建築物	10—35年
- 電腦器材	4—10年
- 車輛	5年
- 傢具及固定裝置	5年
- 其他器材	7年

Significant accounting policies (continued)

Deferred tax assets and liabilities arise from deductible and taxable temporary differences respectively, being the differences between the carrying amounts of assets and liabilities for financial reporting purposes and their tax bases. Deferred tax assets also arise from unused tax losses and unused tax credits.

All deferred tax liabilities, and all deferred tax assets to the extent that it is probable that future taxable profits will be available against which the assets can be utilised, are recognised.

The amount of deferred tax recognised is measured based on the expected manner of realisation or settlement of the carrying amount of the assets and liabilities, using tax rates enacted or substantively enacted at the end of the reporting period. Deferred tax assets and liabilities are not discounted.

The carrying amount of a deferred tax asset is reviewed at the end of each reporting period and is reduced to the extent that it is no longer probable that sufficient taxable profit will be available to allow the related tax benefit to be utilised. Any such reduction is reversed to the extent that it becomes probable that sufficient taxable profit will be available.

Property, plant and equipment

Property, plant and equipment appropriated to the EMSTF on 1 August 1996 were measured initially at deemed cost equal to the value contained in the Legislative Council Resolution for the setting up of the EMSTF. Property, plant and equipment acquired since 1 August 1996 are capitalised at their costs of acquisition.

The following property, plant and equipment are stated at cost less accumulated depreciation and any impairment losses (note 2.7):

- buildings; and
- plant and equipment, including computer equipment, motor vehicles, furniture and fixtures and other equipment.

Depreciation is calculated to write off the cost of property, plant and equipment, less their estimated residual value, on a straight-line basis over their estimated useful lives as follows:

- Buildings	10 – 35 years
- Computer equipment	4 – 10 years
- Motor vehicles	5 years
- Furniture and fixtures	5 years
- Other equipment	7 years



財務報表附註

Notes to the Financial Statements

2. 主要會計政策 (續)

2.5 物業、設備及器材 (續)

機電工程營運基金的建築物所在土地，被視作不折舊的資產。

出售物業、設備及器材的損益以出售所得淨額與資產的帳面值之間的差額來決定，並於出售當日在全面收益表內確認。

2.6 無形資產

無形資產包括已購入的電腦軟件牌照及已資本化的電腦軟件程式開發成本值。倘電腦軟件程式在技術上可行，而且機電工程營運基金有足夠資源及有意完成開發工作，有關的開發費用會被資本化。無形資產按成本值扣除累計攤銷及任何減值虧損入帳（附註2.7）。

無形資產的攤銷按資產的估計可用年期（4至10年）以直線法記入全面收益表內。

2.7 固定資產的減值

固定資產（包括物業、設備及器材以及無形資產）的帳面值會在每個報告期結束日進行覆檢，以確定有否出現減值跡象。倘出現減值跡象，每當資產的帳面值高於其可收回數額時，則有關減值虧損會在全面收益表內確認。資產的可收回數額為其公平值減出售成本與使用值兩者中的較高者。

2.8 存貨

存貨是提供服務所需的物料。它們是以成本值或可實現淨值之中較低者列出，成本值是以加權平均成本法計算。所有存貨虧損及撇帳至可實現淨值的虧損會在虧損發生時確認為當期的一項開支。

提供服務時被支用的存貨，其帳面值會於確認其相關收入的同一期間確認為一項開支。

Significant accounting policies (continued)

Property, plant and equipment (continued)

The land on which the EMSTF's buildings are situated is regarded as a non-depreciating asset.

Gains or losses arising from the disposal of property, plant and equipment are determined as the difference between the net disposal proceeds and the carrying amount of the asset, and are recognised in the statement of comprehensive income on the date of disposal.

Intangible assets

Intangible assets include acquired computer software licences and capitalised development costs of computer software programmes. Expenditure on development of computer software programmes is capitalised if the programmes are technically feasible and the EMSTF has sufficient resources and the intention to complete development. Intangible assets are stated at cost less accumulated amortisation and any impairment losses (note 2.7).

Amortisation of intangible assets is charged to the statement of comprehensive income on a straight-line basis over the assets' estimated useful lives of 4 to 10 years.

Impairment of fixed assets

The carrying amounts of fixed assets, including property, plant and equipment and intangible assets, are reviewed at the end of each reporting period to identify any indication of impairment. If there is an indication of impairment, an impairment loss is recognised in the statement of comprehensive income whenever the carrying amount of an asset exceeds its recoverable amount. The recoverable amount of an asset is the greater of its fair value less costs to sell and value in use.

Inventories

Inventories are materials to be consumed in the rendering of services. They are stated at the lower of cost and net realisable value, cost being determined using the weighted average cost method. The amount of any write-down of inventories to net realisable value and all losses of inventories are recognised as an expense in the period the write-down or loss occurs.

When inventories are consumed in the rendering of services, the carrying amount of those inventories is recognised as an expense in the period in which the related revenue is recognised.



2. 主要會計政策 (續)

2.9 等同現金

等同現金指短期及流動性高的投資，這些投資可隨時轉換為已知數額的現金，在價值上變動的風險低，而在購入時距離到期日不超過三個月。

2.10 僱員福利

機電工程營運基金的僱員包括公務員及合約員工。薪金、約滿酬金及年假開支均在僱員提供有關服務年度內以應計基準確認入帳。就公務員而言，僱員附帶福利開支包括政府給予僱員的退休金及房屋福利，均在僱員提供有關服務年度內支銷。

就按可享退休金條款受聘的公務員的長俸負債已於付予政府有關附帶福利開支時支付。就其他員工向強制性中央公積金計劃的供款於全面收益表中支銷。

2.11 收入確認

2.11.1 收入

收入是於提供服務時確認入帳（另見附註14）。

2.11.2 利息收入

利息收入採用實際利率法以應計方式確認。

2.12 外幣換算

年內的外幣交易按交易日的匯率換算為港元。以非港幣為單位的貨幣資產及負債則按報告期結束日的匯率換算為港元。有關的兌換損益在全面收益表內確認。

Significant accounting policies (continued)

Cash equivalents

Cash equivalents are short-term highly liquid investments that are readily convertible to known amounts of cash and subject to an insignificant risk of changes in value, having been within three months of maturity at acquisition.

Employee benefits

The employees of the EMSTF comprise civil servants and contract staff. Salaries, staff gratuities and annual leave entitlements are accrued and recognised as expenditure in the year in which the associated services are rendered by the staff. For civil servants, staff on-costs, including pensions and housing benefits provided to the staff by the Government, are charged as expenditure in the year in which the associated services are rendered.

For civil servants employed on pensionable terms, the pension liabilities of the EMSTF are discharged by reimbursement of the staff on-costs charged by the Government. For other staff, contributions to the Mandatory Provident Fund Scheme are charged to the statement of comprehensive income as incurred.

Revenue recognition

Revenue

Revenue is recognised as services are provided (also see note 14).

Interest income

Interest income is recognised as it accrues using the effective interest method.

Foreign currency translation

Foreign currency transactions during the year are translated into Hong Kong dollars using the spot exchange rates at the transaction dates. Monetary assets and liabilities denominated in currencies other than Hong Kong dollars are translated into Hong Kong dollars using the closing exchange rate at the end of the reporting period. Exchange gains and losses are recognised in the statement of comprehensive income.



2. 主要會計政策 (續)

2.13 撥備及或有負債

如機電工程營運基金須就已發生的事件承擔法律或推定責任，而又可能需要付出經濟代價以履行該項責任，機電工程營運基金會在能夠可靠地估計涉及的金額時，為該項在時間上或金額上尚未確定的責任撥備。如金錢的時間價值重大，則會按預計履行該項責任所需開支的現值作出撥備。

若承擔有關責任可能無須付出經濟代價或是無法可靠地估計涉及的金額，該責任便會以或有負債的形式披露，除非須付出經濟代價的可能性極低。至於只能由日後是否發生某宗或多宗事件才確定會否出現的或然責任，亦會以或有負債的形式披露，除非須付出經濟代價的可能性極低。

2.14 關連人士

機電工程營運基金是根據《營運基金條例》成立，屬於政府轄下的一個獨立會計單位。本年內在機電工程營運基金的日常業務中，曾與不同的關連人士進行交易，其中包括政府各決策局及部門、營運基金，以及由政府所控制或有重大影響力的財政自主機構。

2.15 新訂及經修訂香港財務報告準則的影響

香港會計師公會頒布了多項在本會計期內生效的新訂或經修訂的香港財務報告準則。適用於本財務報表所呈報的年度的會計政策，並未因這些發展而有任何改變。

機電工程營運基金並沒有採納在本會計期尚未生效的任何新香港財務報告準則（附註24）。

Significant accounting policies (continued)

Provisions and contingent liabilities

Provisions are recognised for liabilities of uncertain timing or amount when the EMSTF has a legal or constructive obligation arising as a result of a past event, it is probable that an outflow of economic benefits will be required to settle the obligation and a reliable estimate can be made. Where the time value of money is material, provisions are stated at the present value of the expenditure expected to settle the obligation.

Where it is not probable that an outflow of economic benefits will be required, or the amount cannot be estimated reliably, the obligation is disclosed as a contingent liability, unless the probability of outflow of economic benefits is remote. Possible obligations, whose existence will only be confirmed by the occurrence or non-occurrence of one or more future events, are also disclosed as contingent liabilities unless the probability of outflow of economic benefits is remote.

Related parties

The EMSTF is a separate accounting entity within the Government established under the Trading Funds Ordinance. During the year, the EMSTF has entered into transactions with various related parties, including government bureaux and departments, trading funds and financially autonomous bodies controlled or significantly influenced by the Government, in the ordinary course of its business.

Impact of new and revised HKFRSs

The HKICPA has issued a number of new and revised HKFRSs that are effective for the current accounting period. There have been no changes to the accounting policies applied in these financial statements for the years presented as a result of these developments.

The EMSTF has not applied any new HKFRSs that are not yet effective for the current accounting period (note 24).



財務報表附註

Notes to the Financial Statements

3. 營業額

Turnover

		2012	2011
機電及電子工程服務	Electrical, mechanical and electronic services	3,715,437	3,617,825
車輛工程服務	Vehicle services	249,118	242,211
工程及顧問服務	Project and consultancy services	334,765	341,236
其他	Others	18,320	15,784
總額	Total	4,317,640	4,217,056

4. 運作成本

Operating costs

		2012	2011
員工費用	Staff costs	1,969,511	1,806,854
材料	Materials	395,539	355,139
承辦商費用	Contractors cost	1,349,978	1,221,451
租金及管理費用	Rental and management charges	20,977	29,943
就過往年度租金及管理費用撥備的回撥	Write-back of provision for rental and management charges in respect of previous years	(69,664)	-
一般運作及行政開支	General operating and administration expenses	160,332	175,127
折舊及攤銷	Depreciation and amortisation	25,850	25,131
審計費用	Audit fees	814	731
總額	Total	3,853,337	3,614,376



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5. 其他收入

Other income

		2012	2011
銀行存款的利息收入	Interest income from bank deposits	30,812	33,042
外匯基金存款的利息收入	Interest income from placement with the Exchange Fund	110,368	-
總額	Total	141,180	33,042

6. 名義利得稅

Notional profits tax

(a) 於全面收益表內扣除的名義利得稅如下：

The notional profits tax charged to the statement of comprehensive income represents:

		2012	2011
本期稅款	Current tax		
本期名義利得稅的撥備	Provision for notional profits tax for the year	95,560	98,770
遞延稅款	Deferred tax		
暫時性差異的產生及轉回	Origination and reversal of temporary differences	(775)	642
名義利得稅	Notional profits tax	94,785	99,412



財務報表附註

Notes to the Financial Statements

6. 名義利得稅 (續)

- (b) 稅項支出與會計溢利按適用稅率計算的對帳如下：

Notional profits tax (continued)

The reconciliation between tax expense and accounting profit at applicable tax rates is as follows:

		2012	2011
名義利得稅前盈利	Profit before notional profits tax	605,483	635,722
按香港利得稅率16.5% (2011年：16.5%) 所計算出的稅款	Tax at Hong Kong profits tax rate of 16.5% (2011: 16.5%)	99,905	104,894
非課稅收入對稅款的影響	Tax effect of non-taxable revenue	(5,120)	(5,482)
實際稅款支出	Actual tax expense	94,785	99,412

7. 固定資產回報率

固定資產回報率是以總全面收益（不包括利息收入和利息支出）除以固定資產平均淨值所得的百分率。固定資產包括物業、設備、器材及無形資產。預期機電工程營運基金可以達致財政司司長定下每年固定資產回報率8.5%（2011年：8.5%）的目標。

Rate of return on fixed assets

The rate of return on fixed assets is calculated as total comprehensive income (excluding interest income and interest expenses) divided by average net fixed assets, and expressed as a percentage. Fixed assets include property, plant and equipment and intangible assets. The EMSTF is expected to meet a target rate of return on fixed assets of 8.5% per year (2011: 8.5%) as determined by the Financial Secretary.



8. 物業、設備及器材

Property, plant and equipment

		土地及建築物 Land and buildings	電腦器材 Computer equipment	車輛 Motor vehicles	傢具及 固定裝置 Furniture and fixtures	其他器材 Other equipment	總值 Total
成本	Cost						
於2010年4月1日	At 1 April 2010	950,100	73,720	43,712	51,619	45,727	1,164,878
增加	Additions	-	2,238	2,293	7,914	6,511	18,956
出售	Disposals	-	-	(2,262)	-	-	(2,262)
於2011年3月31日	At 31 March 2011	950,100	75,958	43,743	59,533	52,238	1,181,572
於2011年4月1日	At 1 April 2011	950,100	75,958	43,743	59,533	52,238	1,181,572
增加	Additions	-	-	1,212	2,044	-	3,256
調整	Adjustments	-	-	-	-	(151)	(151)
出售	Disposals	-	-	(2,536)	-	-	(2,536)
於2012年3月31日	At 31 March 2012	950,100	75,958	42,419	61,577	52,087	1,182,141
累計折舊	Accumulated depreciation						
於2010年4月1日	At 1 April 2010	161,077	57,970	34,351	44,220	26,601	324,219
年度費用	Charge for the year	7,841	3,675	2,694	4,316	1,771	20,297
出售回撥	Written back on disposals	-	-	(2,262)	-	-	(2,262)
於2011年3月31日	At 31 March 2011	168,918	61,645	34,783	48,536	28,372	342,254
於2011年4月1日	At 1 April 2011	168,918	61,645	34,783	48,536	28,372	342,254
年度費用	Charge for the year	7,841	3,751	3,008	3,992	2,184	20,776
出售回撥	Written back on disposals	-	-	(2,536)	-	-	(2,536)
於2012年3月31日	At 31 March 2012	176,759	65,396	35,255	52,528	30,556	360,494
帳面淨值	Net book value						
於2012年3月31日	At 31 March 2012	773,341	10,562	7,164	9,049	21,531	821,647
於2011年3月31日	At 31 March 2011	781,182	14,313	8,960	10,997	23,866	839,318



9. 無形資產

Intangible assets

電腦軟件牌照及系統開發成本
Computer software licences
and system development costs

		2012	2011
成本	Cost		
於年初	At beginning of year	44,339	44,339
增加	Additions	2,824	-
於年終	At end of year	47,163	44,339
累計攤銷	Accumulated amortisation		
於年初	At beginning of year	20,628	15,794
年度費用	Charge for the year	5,074	4,834
於年終	At end of year	25,702	20,628
帳面淨值	Net book value		
於年終	At end of year	21,461	23,711

10. 外匯基金存款

Placement with the Exchange Fund

外匯基金存款結餘為22.786億港元（2011年：無），其中22億港元為原有存款，7,860萬港元為報告期結束日已入帳但尚未提取的利息。該存款為期六年（由存款日起計），期內不能提取原有存款。

外匯基金存款利息按每年1月釐定的固定息率計算。該息率是基金投資組合過去6年的平均年度投資回報，或3年期外匯基金債券在上一個年度的平均年度收益，兩者取其較高者，下限為0%。2012年固定息率為每年5.6%，2011年為每年6.0%。

The balance of the placement with the Exchange Fund amounted to HK\$2,278.6 million (2011: Nil), being the placement of HK\$2,200 million plus HK\$78.6 million interest paid but not yet withdrawn at the end of the reporting period. The term of the placement is six years from the date of placement, during which the amount of original placement cannot be withdrawn.

Interest on the placement is payable at a fixed rate determined every January. The rate is the average annual investment return of the Exchange Fund's Investment Portfolio for the past six years or the average annual yield of three-year Exchange Fund Notes for the previous year subject to a minimum of zero percent, whichever is the higher. The interest rate has been fixed at 5.6% per annum for the year 2012 and at 6.0% per annum for the year 2011.



11. 應收帳款及預付帳款

Debtors and prepayments

		2012	2011
應收帳款	Debtors	472	634
預付帳款	Prepayments	627	1,675
外匯基金存款應計利息	Accrued interest from placement with the Exchange Fund	31,727	-
銀行存款應計利息	Accrued interest from bank deposits	4,303	8,278
總額	Total	37,129	10,587

12. 客戶訂金

Customers' deposits

		2012	2011
從關連人士收取的訂金	Deposits received from related parties	904,536	811,213
從其他客戶收取的訂金	Deposits received from other customers	581	-
總額	Total	905,117	811,213

13. 僱員福利撥備

Provision for employee benefits

此為在計至報告期結束日就僱員所提供的服務給予年假及合約僱員約滿酬金的估計負債。

This represents the estimated liability for employees' annual leave and obligations on contract end gratuities payable to contract staff for services rendered up to the end of the reporting period.

14. 遞延收入

Deferred revenue

指尚未提供服務，但已收取的預繳合約費用。

This represents contract fees received in advance for which services have not yet been rendered.

		2012	2011
從關連人士收取的預繳合約費用	Contract fees received in advance from related parties	484,994	607,008
從其他客戶收取的預繳合約費用	Contract fees received in advance from other customers	9,012	7,546
總額	Total	494,006	614,554



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Notes to the Financial Statements

15. 遞延稅款

以下為在財務狀況表內確認的遞延稅款的主要組成部分以及其在年內的變動：

Deferred tax

Major components of deferred tax recognised in the statement of financial position and the movements during the year are as follows:

		超逾有關折舊及攤銷的折舊免稅額 Depreciation allowances in excess of the related depreciation and amortisation	其他暫時性差異 Other temporary differences	合計 Total
2010年4月1日結餘	Balance at 1 April 2010	14,577	(8,584)	5,993
於全面收益表扣除	Charged to statement of comprehensive income	88	554	642
2011年3月31日結餘	Balance at 31 March 2011	14,665	(8,030)	6,635
2011年4月1日結餘	Balance at 1 April 2011	14,665	(8,030)	6,635
於全面收益表(轉回)/扣除	(Credited) / Charged to statement of comprehensive income	(907)	132	(775)
2012年3月31日結餘	Balance at 31 March 2012	13,758	(7,898)	5,860

16. 營運基金資本

此為政府對機電工程營運基金的投資。

Trading fund capital

This represents the Government's investment in the EMSTF.

17. 保留盈利

Retained earnings

		2012	2011
年初結餘	Balance at beginning of year	2,107,707	1,979,552
年度總全面收益	Total comprehensive income for the year	510,698	536,310
擬發股息	Proposed dividend	(395,349)	(408,155)
年終結餘	Balance at end of year	2,223,056	2,107,707



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Notes to the Financial Statements

18. 擬發股息

向政府擬發股息是根據年度總全面收益及經財經事務及庫務局局長核准的年度營運計劃裏列出的50%目標派息比率（2011年：50%）作出，另額外附加1.4億港元（2011年：1.4億港元）。

Proposed dividend

The proposed dividend to the Government is based on the total comprehensive income for the year and the dividend payout ratio of 50% (2011: 50%) stated in the annual business plan approved by the Secretary for Financial Services and the Treasury, plus an additional amount of HK\$140 million (2011: HK\$140 million).

19. 現金及等同現金

Cash and cash equivalents

		2012	2011
現金及銀行結餘	Cash and bank balances	22,692	1,770
銀行存款	Bank deposits	2,426,000	4,557,000
小計	Sub-total	2,448,692	4,558,770
減：原有期限超過3個月的銀行存款	Less: Bank deposits with original maturity over three months	(2,340,000)	(3,810,000)
現金及等同現金	Cash and cash equivalents	108,692	748,770

20. 承擔

Commitments

(a) 資本承擔

在2012年3月31日，機電工程營運基金未有在財務報表中作出撥備的資本承擔如下：

Capital commitments

At 31 March 2012, the EMSTF had capital commitments, so far as not provided for in the financial statements, as follows:

		2012	2011
已批准及簽約	Authorised and contracted for	363	516
已批准惟未簽約	Authorised but not yet contracted for	42,287	-
總額	Total	42,650	516



財務報表附註

Notes to the Financial Statements

20. 承擔 (續)

(b) 營運租約承擔

在2012年3月31日，根據不可撤銷的土地及建築物營運租約須於日後支付的最低應付租金總額為：

		2012	2011
不超過1年	Not later than one year	356	1,713
超過1年但不超過5年	Later than one year but not later than five years	10	256
總額	Total	366	1,969

Commitments (continued)

Operating lease commitments

At 31 March 2012, the total future minimum lease payments under the non-cancellable operating leases for land and buildings were payable as follows:

21. 或有負債

於2012年3月31日，機電工程營運基金就一銀行向若干受益客戶發出的526萬港元（2011年：753萬港元）履約保證書向該銀行提供相應的損害賠償保證。有關客戶為機電工程營運基金的關連人士。

Contingent liabilities

At 31 March 2012, the EMSTF had provided a bank with counter-indemnity in respect of performance bonds for HK\$5.26 million (2011: HK\$7.53 million) issued by the bank in favour of certain clients who are related parties of the EMSTF.



財務報表附註

Notes to the Financial Statements

22. 與關連人士的交易

除了在財務報表中另行披露的交易外，在本年度內與關連人士進行的重大交易，可總結如下：

- (a) 向關連人士提供的服務包括機電及電子工程服務、車輛工程服務和工程及顧問服務。這些服務帶來收入總額為43.14億港元（2011年：42.11億港元）。這金額已納入附註3「營業額」內。
- (b) 由關連人士提供的服務包括維修、辦公地方、中央行政及審計。這些服務總額為7,020萬港元（2011年：7,900萬港元）。這金額已納入附註4「運作成本」內。
- (c) 向關連人士購入的固定資產包括裝置工程及車輛。這些資產的總成本為110萬港元（2011年：780萬港元）。

向關連人士提供的服務，是以成本加成法定價，而由關連人士提供的服務，若有關服務亦有提供予公眾，則以公眾所須付的價格繳費，否則便按所提供服務的機構以收回全部成本的基礎來繳費。

Related party transactions

Apart from those separately disclosed in the financial statements, the other material related party transactions for the year are summarised as follows:

Services provided to related parties included electrical, mechanical and electronic services; vehicle services; and project and consultancy services. The total revenue derived from these services amounted to HK\$4,314 million (2011: HK\$4,211 million). This amount was included in turnover under note 3.

Services received from related parties included maintenance, accommodation, central administration and auditing. The total cost incurred on these services amounted to HK\$70.2 million (2011: HK\$79.0 million). This amount was included in operating costs under note 4.

Acquisition of fixed assets from related parties included fitting out projects and motor vehicles. The total cost of these assets amounted to HK\$1.1 million (2011: HK\$7.8 million).

Services provided to related parties were priced on a cost-plus basis. Services received from related parties were charged at the rates payable by the general public for services which were also available to the public or on a full cost recovery basis for services which were available only to related parties.

23. 財務風險管理

23.1 投資政策

機電工程營運基金將現金盈餘投放於金融工具，包括定期存款。根據機電工程營運基金的政策，所有投放於金融工具的投資均應保本。

Financial risk management

Investment policy

Surplus cash is invested in financial instruments including fixed deposits. It is the EMSTF's policy that all investments in financial instruments should be principal-protected.



23. 財務風險管理 (續)

Financial risk management (continued)

23.2 信貸風險

信貸風險指金融工具的其中一方因未能履行責任而引致另一方蒙受財務損失的風險。

於報告期結束日，未計及所持有的任何抵押品或其他提升信貸質素項目所須承擔的最高信貸風險如下：

Credit risk

Credit risk is the risk that one party to a financial instrument will fail to discharge an obligation and cause the other party to incur a financial loss.

The maximum exposure to credit risk at the end of the reporting period without taking account of any collateral held or other credit enhancements is shown below:

		2012	2011
應收帳款	Debtors	36,502	8,912
應收關連人士帳款	Amounts due from related parties	148,192	193,724
銀行存款	Bank deposits	2,426,000	4,557,000
外匯基金存款	Placement with the Exchange Fund	2,278,641	-
銀行結餘	Bank balances	22,578	1,667
總額	Total	4,911,913	4,761,303

應收帳款主要包括應計利息，其相關的信貸風險極低。至於外匯基金存款，其相關信貸風險亦甚低。

為盡量減低信貸風險，所有定期存款均存於香港的持牌銀行。

Debtors include mainly accrued interest and the associated credit risk is minimal. For the placement with the Exchange Fund, the credit risk is considered to be low.

To minimise credit risks, all fixed deposits are placed with licensed banks in Hong Kong.



23. 財務風險管理 (續)

23.3 流動資金風險

流動資金風險指一個機構將難以履行與金融負債相關的責任的風險。

機電工程營運基金採用預計現金流量分析來管理流動資金風險，透過預測所需的現金款額及監察機電工程營運基金的營運資金，確保可以支付所有到期負債及已知的資金需求。由於機電工程營運基金的流動資金狀況穩健，所以沒有重大的流動資金風險。

23.4 利率風險

利率風險指因市場利率變動而引致虧損的風險。利率風險可進一步分為公平值利率風險及現金流量利率風險。

公平值利率風險指金融工具的公平值會因市場利率變動而波動的風險。由於機電工程營運基金所有銀行存款均按固定利率計息，當市場利率上升，這些存款的公平值便會下跌。不過，由於這些存款均按攤銷成本值列示，市場利率變動不會影響其帳面值及機電工程營運基金的盈利和儲備。

Financial risk management (continued)

Liquidity risk

Liquidity risk is the risk that an entity will encounter difficulty in meeting obligations associated with financial liabilities.

The EMSTF employs projected cash flow analysis to manage liquidity risk by forecasting the amount of cash required and monitoring the working capital of the EMSTF to ensure that all liabilities due and known funding requirements could be met. As the EMSTF has a strong liquidity position, it has no significant liquidity risk.

Interest rate risk

Interest rate risk refers to the risk of loss arising from changes in market interest rates. This can be further classified into fair value interest rate risk and cash flow interest rate risk.

Fair value interest rate risk is the risk that the fair value of a financial instrument will fluctuate because of changes in market interest rates. Since all of the EMSTF's bank deposits bear interest at fixed rates, their fair values will fall when market interest rates increase. However, as they are all stated at amortised cost, changes in market interest rates will not affect their carrying amounts and the EMSTF's profit and reserves.



23. 財務風險管理 (續)

Financial risk management (continued)

23.4 利率風險 (續)

Interest rate risk (continued)

現金流量利率風險指金融工具的未來現金流量會因市場利率變動而波動的風險。機電工程營運基金無須面對重大的現金流量利率風險，因為其持有的主要金融工具都不是浮息金融工具。

Cash flow interest rate risk is the risk that future cash flows of a financial instrument will fluctuate because of changes in market interest rates. The EMSTF is not exposed to material cash flow interest rate risk because it has no major financial instruments bearing interest at a floating rate.

下表列示機電工程營運基金所面對的利率風險，各主要付息資產皆以報告期結束日的帳面值列出，並按合約重訂利率日期或到期日兩者中的較早者作分類。

The table below sets out the EMSTF's exposure to interest rate risk, based on the major interest bearing assets stated at carrying amounts at the end of the reporting period and categorised by the earlier of contractual repricing dates or maturity dates.

		重訂利率期 Repricing period		
		3個月或以下 3 months or less	超過3個月但 不超過1年 More than 3 months but not more than 1 year	總額 Total
2012	2012			
銀行存款	Bank deposits	1,086,000	1,340,000	2,426,000
2011	2011			
銀行存款	Bank deposits	4,107,000	450,000	4,557,000



23. 財務風險管理 (續)

23.5 貨幣風險

貨幣風險指金融工具的公平值或未來的現金流量會因匯率變動而波動的風險。

機電工程營運基金沒有重大的貨幣風險，因為其金融工具絕大部分是以港元為本位。

23.6 其他財務風險

機電工程營運基金因於每年一月釐定的外匯基金存款息率（附註10）的變動而須面對金融風險。於2012年3月31日，假設2011年及2012年的息率增加/減少50個基點而其他因素不變，估計年度盈利及儲備將增加/減少1,100萬港元。

23.7 公平值

在活躍市場交易的金融工具的公平值是根據報告期結束日的市場報價釐定。如沒有該等市場報價，則以現值或其他估值方法以報告期結束日的市況數據評估其公平值。

所有金融工具均以與其公平值相等或相差不大的金額列於財務狀況表內。

Financial risk management (continued)

Currency risk

Currency risk is the risk that the fair value or future cash flows of a financial instrument will fluctuate because of changes in foreign exchange rates.

The EMSTF does not have significant exposure to currency risk as substantially all of its financial instruments are denominated in Hong Kong dollars.

Other financial risk

The EMSTF is exposed to financial risk arising from changes in the interest rate on the placement with the Exchange Fund which is determined every January (Note 10). It was estimated that, as at 31 March 2012, a 50 basis point increase/decrease in the interest rates for 2011 and 2012, with all other variables held constant, would increase/decrease the profit for the year and reserves by HK\$11.0 million.

Fair values

The fair value of financial instruments traded in active markets is based on quoted market prices at the end of the reporting period. In the absence of such quoted market prices, fair values are estimated using present value or other valuation techniques, using inputs based on market conditions existing at the end of the reporting period.

All financial instruments are stated in the statement of financial position at amounts equal to or not materially different from their fair values.



財務報表附註

Notes to the Financial Statements

24. 已頒布但於截至2012年3月31日止年度尚未生效的修訂、新準則及詮釋可能造成的影響

直至本財務報表發出之日，香港會計師公會已頒布多項修訂、新準則及詮釋。該等修訂、新準則及詮釋於截至2012年3月31日止年度尚未生效，亦沒有提前在本財務報表中被採納。

機電工程營運基金正就該等修訂、新準則及詮釋在首次採納期間預期會產生的影響進行評估。直至目前為止，所得結論是採納該等修訂、新準則及詮釋不大可能會對機電工程營運基金的運作成果及財務狀況構成重大影響。

下列財務報告準則修訂及新準則可能會引致日後的財務報表須作出新的或修改的資料披露：

Possible impact of amendments, new standards and interpretations issued but not yet effective for the year ended 31 March 2012

Up to the date of issue of these financial statements, the HKICPA has issued a number of amendments, new standards and interpretations which are not yet effective for the year ended 31 March 2012 and which have not been early adopted in these financial statements.

The EMSTF is in the process of making an assessment of what the impact of these amendments, new standards and interpretations is expected to be in the period of initial adoption. So far it has concluded that the adoption of them is unlikely to have a significant impact on the EMSTF's results of operations and financial position.

The following developments may result in new or amended disclosures in future financial statements:

在以下日期或之後
開始的會計期間生效
**Effective for accounting periods
beginning on or after**

香港會計準則第1號（經修訂） 「財務報表的呈報」的修訂 - 其他全面收益項目的呈報	Amendments to HKAS 1 (Revised), Presentation of Financial Statements - Presentation of Items of Other Comprehensive Income	2012年7月1日 1 July 2012
香港會計準則第19號（2011） 「僱員福利」	HKAS 19 (2011), Employee Benefits	2013年1月1日 1 January 2013
香港會計準則第32號「金融工具：呈報」的修訂 - 金融資產與金融負債的對銷	Amendments to HKAS 32, Financial Instruments: Presentation - Offsetting Financial Assets and Financial Liabilities	2014年1月1日 1 January 2014
香港財務報告準則第7號「金融工具：披露」的修訂 - 披露－金融資產的轉移 - 披露－金融資產與金融負債的對銷	Amendments to HKFRS 7, Financial Instruments: Disclosures - Disclosure – Transfer of Financial Assets - Disclosure – Offsetting Financial Assets and Financial Liabilities	2011年7月1日 1 July 2011 2013年1月1日 1 January 2013
香港財務報告準則第9號「金融工具」	HKFRS 9, Financial Instruments	2015年1月1日 1 January 2015
香港財務報告準則第13號「公平值計量」	HKFRS 13, Fair Value Measurement	2013年1月1日 1 January 2013

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香港機場管理局

建築署

政務司司長辦公室

民航處

香港海關

衛生署

食物環境衛生署

政府物流服務署

政府產業署

民政事務總署

香港消防處

香港警務處

醫院管理局

立法會行政管理委員會

康樂及文化事務署

政府資訊科技總監辦公室

威爾斯親王醫院

菲臘牙科醫院

天水圍(天業路)社區健康中心

旅遊事務署

運輸署

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西區牙科診所

AIRPORT AUTHORITY HONG KONG

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CHIEF SECRETARY FOR ADMINISTRATION'S OFFICE

CIVIL AVIATION DEPARTMENT

CUSTOMS AND EXCISE DEPARTMENT

DEPARTMENT OF HEALTH

FOOD AND ENVIRONMENTAL HYGIENE DEPARTMENT

GOVERNMENT LOGISTICS DEPARTMENT

GOVERNMENT PROPERTY AGENCY

HOME AFFAIRS DEPARTMENT

HONG KONG FIRE SERVICES DEPARTMENT

HONG KONG POLICE FORCE

HOSPITAL AUTHORITY

LEGISLATIVE COUNCIL COMMISSION

LEISURE AND CULTURAL SERVICES DEPARTMENT

OFFICE OF THE GOVERNMENT CHIEF INFORMATION OFFICER

PRINCE OF WALES HOSPITAL

PRINCE PHILIP DENTAL HOSPITAL

TIN SHUI WAI (TIN YIP ROAD) COMMUNITY HEALTH CENTRE

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TRANSPORT DEPARTMENT

TSEUNG KWAN O HOSPITAL

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