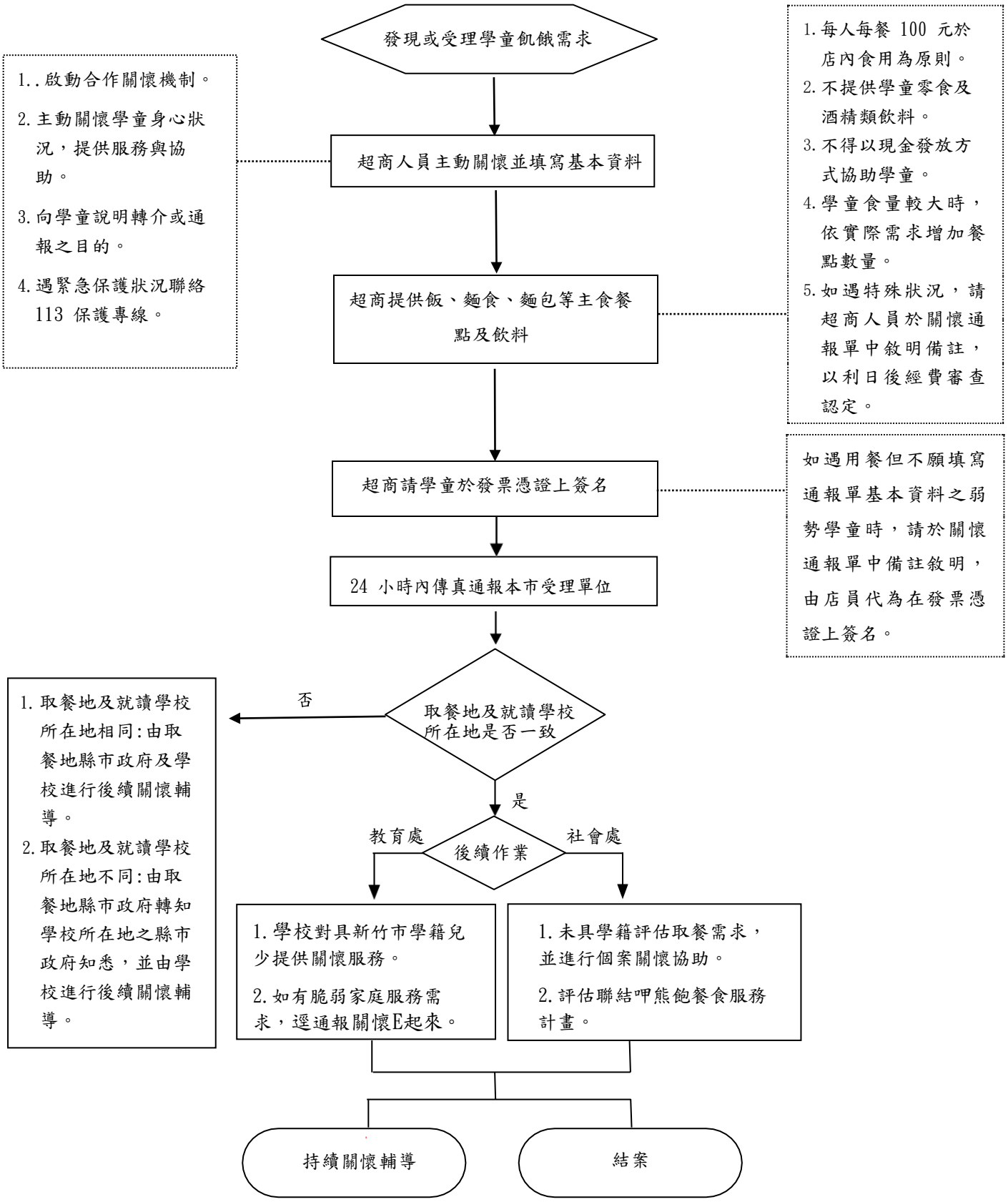新竹市幸福保衛站作業流程