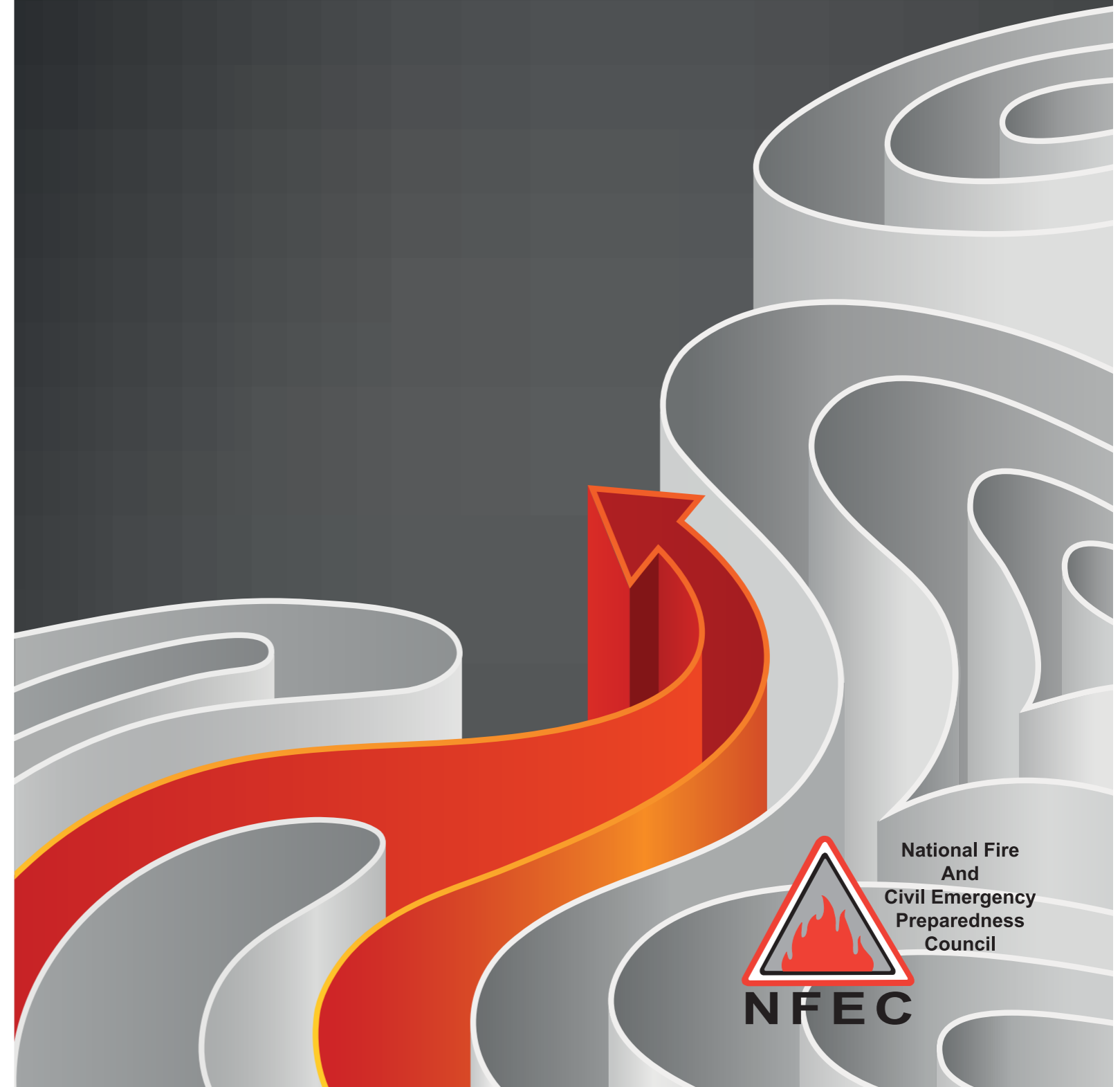


ANNUAL REPORT 2012/2013

MCI (P) 033/02/2013

# NFEC



National Fire  
And  
Civil Emergency  
Preparedness  
Council



## CENTRAL FIRE STATION

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*Designed & Printed by Integrated Press Pte Ltd*

# *The Board of Directors* *2012/2013*



*Seated (L to R)*

Mr Mike Chan, LTC Abdul Razak, COL Anwar Abdullah, Mr Markham Shaw, Mr Alan Loh, COMR Eric Yap, Mr Shaw Vee King, Mr Rowan Tan, Ms Margaret Heng

*Standing (L to R)*

Mr John Wu, Mr Tok Hock Soon, Mr Karthikeyan, Mr Seah Tjun Min, Mr Low Teck Lye, Mr Edwin Yap, Mr Benedict Koh, MAJ Wesley Lim.

*Not in picture*

Mr Ng Yong Hwee, Mr Loh Leong Beng, Mr Andrew Lim, Mr Ng Yeow Boon, Mr Chiew Nguang Yong, Mr Khor Thong Meng, Mr Steven Chen

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# Chairman's Statement

## NATIONAL FIRE AND CIVIL EMERGENCY PREPAREDNESS COUNCIL



1. A word of appreciation to everyone for taking their invaluable time to attend today's Annual General Meeting.
2. I am also pleased to announce that the Council has another successful work year. This has been made possible due to the close cooperation we have with our partners and the SCDF in organising numerous activities and programs. Before I begin elaborating on our plans for the coming year, let me take this opportunity to give you a quick recap on the key events that the Council organised in Work Year 2012/2013.

## REPORT ON WORK YEAR 2012/2013

3. Our annual Fire Safety Seminar continues to receive overwhelming responses from the commercial and industrial sectors. The event was successfully held at the Marina Bay Sands Convention Centre on 3 October 2012. Graced by the SCDF Chief-Of-Staff, Senior Assistant Commissioner Jackson Lim, the full-day event, themed "My Workplace, A Fire Safe Environment with an Emergency Prepared Workforce!" attracted over 650 participants in total.
4. To better equip our workforce in responding to situations of emergency, NFEC and SCDF launched the NFEC Mass Fire Evacuation Drills 2012 on 4th September at the North Crystal Pavilion of Marina Bay Sands. This event was an introduction to a series of fire evacuation drills held in numerous companies throughout the island, in the entire month of September. In total, 258 commercial and industrial premises participated in the drill.
5. The Council continues to engage building professionals in fire safety education by organizing the Fire Safety and Shelter Seminar, together with the Fire Safety and Shelter Department (FSSD) of the SCDF. The half-day seminar was held on 9 October 2012 at the Singapore Expo, Max Atria Hall. It was graced by Commissioner SCDF, Comr Eric Yap. More than 700 personnel comprising professional engineers, architects, fire product suppliers and interior designers attended the seminar for an update on the latest developments in the fire safety and shelter issues. Papers that were presented included the "Review of Technical Requirements for Shelters" and "Fire Safety Requirements for Outdoor Refreshment Area".
6. In our efforts to promote fire safety in the housing estates, particularly in reducing the occurrences of fire involving discarded items at common areas of HDB estates, NFEC collaborated with the HDB, Town Councils and the People's Association in a public education cum media campaign. This initiative kicked off with the placement of lift door stickers depicting pictorial fire safety advisory messages on 200 lifts at selected HDB flats. The launch of the campaign and the unveiling ceremony of the lift door sticker was held at the Tampines West Emergency Preparedness Day on 24 February 2013 and graced by Mr Masagos Zulkifli, Senior Minister of State for Home Affairs and Foreign Affairs. In addition, the campaign involved advisory tips against discarded items fire was aired over several MediaCorp radio stations.
7. Another significant development was the launching of the inaugural National Civil Emergency Preparedness (NCEP) Award. In partnership with SCDF and the People's Association, the Award was launched on 19 April 2013 by DPM Teo Chee Hean during the SCDF Workplan Seminar 2013. The national-level NCEP Award replaced the Fire Safe Constituency Award with effect from

May 2013 and it encourages grassroots leaders, in particular, the Community Emergency and Engagement (C2E) committee members, as well as the Community Emergency Preparedness Team (CERT) to be Emergency Preparedness (EP) advocates, acting as catalysts to impart and promote EP knowledge and skills to residents at each constituency.

8. To promote fire safety and civil emergency preparedness among the youths, the NFEC organized the inaugural NFEC Video Animation Competition in 2012. The competition attracted 18 entries for the Secondary Schools category and 4 entries for the Polytechnics and ITE category. This competition is a unique platform for students to express themselves creatively through the use of video animation while at the same time, promoting fire safety and civil emergency preparedness. To disseminate the importance of these messages, one of the award-winning videos was screened at the 2012 MOE Annual Safety Seminar for the schools' Vice-Principals.
9. With regards to fund raising initiatives, the Council has yet another busy year in organising seminars and the charity film show. These, along with the donations from our partners have enabled the NFEC to fund all the activities planned for the year.

## PLANS FOR WORK YEAR 2013/2014

10. For the work year of 2013/2014, the NFEC will be rolling out many exciting programmes and activities. This includes our continuing engagement with partners such as the Town Councils, HDB and the People's Association, to promote CD Ready constituencies and produce targeted materials to encourage greater fire safety awareness amongst the residents. For the Commercial and Industrial Sector, the ever-popular annual fire safety seminar will continue to be organised. The event will be closely coordinated with our critical partners, namely the A-CERT and FSMAS to achieve greater synergy so as to benefit all stakeholders. Allow me to briefly share some other key NFEC events to look out for in the coming year:

a) The Emergency Preparedness Centre.

The Council is supporting the SCDF in establishing a state-of-the-art learning centre on fire safety and emergency preparedness. Slated to open by the middle of next year, the Emergency Preparedness Centre will be equipped with highly interactive simulators, including the immersive 4-D multimedia i-cube software, which will allow visitors to have an up-close and personal experience with near realistic encounters of disasters.

b) Engaging the Youth

For a greater outreach to the youths, the Council will be organizing the inaugural 2013 NFEC Digital Photography Competition for the promotion of fire safety and civil emergency preparedness. With the inclusion of participants not only from secondary schools but also from the ITEs and Polytechnics, the Council is indeed casting its nets wider for more youths to be involved in NFEC activities.

c) Fire Safety Asia Conference.

The second Fire Safety Asia Conference will be held from 11 to 13 September 2014. This conference is targeted at bringing the fire chiefs, disaster managers, emergency leaders and fire safety practitioners throughout the Asia Pacific region together to discuss and share knowledge, case studies and the best practices in emergency management and fire safety. Reputable international and local speakers will also be invited to participate in this event.

11. In conclusion, I would like to extend my heartfelt appreciation to the NFEC Board of Directors and members of the sub-committees for their passion, diligence and dedication and to all our patrons, members, friends and well-wishers for their unreserved support and encouragement throughout the years. A sincere gratitude and appreciation is accorded to Comr Eric Yap, Commissioner SCDF, for his guidance and direction and to his team of experienced and committed staff for their ever-strong support to the Council.

**Alan Loh**  
**1 July 2013**

# **The Board of Directors 2012 - 2013**

## **PATRON-IN-CHIEF**



**Mr Teo Chee Hean**  
**Deputy Prime Minister**  
**Minister for Home Affairs**

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## **OFFICE BEARERS**

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**Mr Alan Loh Peng Leong**  
**Chairman NFEC**



**Mr Markham**  
**Shaw Chai Chung**  
**Vice-Chairman NFEC**



**Mr Shaw Vee King**  
**Advisor**



**COL Anwar Abdullah**  
**Executive Director**



**MAJ Wesley Lim**  
**Honorary Treasurer**

## COMMITTEES' CHAIRPERSONS



Ms Margaret Heng  
Chairperson  
Commercial Premises Committee



Mr Rowan Tan  
Chairman  
Industrial Premises Committee



Mr Mike Chan  
Chairman  
Housing Premises Committee



Loh Leong Beng  
Chairman  
Fire Safety Committee for  
Schools & Youth



Mr Markham Shaw Chai Chung  
Chairman  
Fund Raising & Membership Committee



LTC Abdul Razak  
Chairman  
Publicity Committee

## MEMBERS



Mr John Wu Voon Liang



Mr Khor Thong Meng



Mr Seah Tjun Min



Mr Ng Yeow Boon



Mr Edwin Yap



Mr Andrew Lim Chee Hua



Mr Benedict  
Koh Yong Pheng



Mr Ng Yong Hwee



Mr K. Karthikeyan



Mr Tok Hock Soon



Mr Low Teck Lye



Mr Steven Chen

# Minutes Of The 26<sup>th</sup> Annual General Meeting Of National Fire And Civil Emergency Preparedness Council

Held On 30 Jul 2012 At 1130 Hrs At The Furama RiverFront Hotel

## **PRESENT:**

### **BOARD OF DIRECTORS**

<i>Mr Alan Loh Peng Leong</i>	Chairman
<i>Mr Markham Shaw</i>	Vice-Chairman
<i>COL Anwar Abdullah</i>	Executive Director
<i>MAJ Wesley Lim</i>	Hon Treasurer
<i>Mr Mike Chan</i>	Board Member
<i>Ms Margaret Heng</i>	Board Member
<i>Mr Rowan Tan</i>	Board Member
<i>Mr Tok Hock Soon</i>	Board Member
<i>Mr John Wu</i>	Board Member
<i>Mr Seah Tjun Min</i>	Board Member
<i>Mr Khor Thong Meng</i>	Board Member
<i>Mr Andrew Lim</i>	Board Member
<i>Mr Benedict Koh</i>	Board Member
<i>Mr Chiew Nguang Yong</i>	Board Member
<i>Mr Edwin Yap</i>	Board Member
<i>Mr K Karthikeyan</i>	Board Member
<i>Mr Steven Chen</i>	Board Member

### **SCDF**

<i>Comr Eric Yap</i>	Commissioner SCDF
<i>And 30 Others</i>	

## CHAIRMAN'S ADDRESS

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1. Chairman in his opening address thanks everyone for taking their invaluable time off their busy schedule to attend today's Annual General Meeting.
2. He said that since the Council was set up 25 years ago, it has grown in strength and stature to be the leading organisation in promoting fire safety and emergency preparedness awareness in Singapore. The Council works closely with the SCDF and many other partners to ensure that fire safety and emergency preparedness messages are reaching out effectively to everyone through its numerous activities and programmes. He reiterated that the last work year has been very busy, but highly successful and rewarding for NFEC as the Council also celebrated its Silver Jubilee.
3. Chairman said that despite these achievements, the Council is not resting on its laurels. Rather, NFEC have set its sights on exploring new frontiers and enlarging our partnerships to take the Council to a higher level of engagement. Members and partners can expect another exciting and engaging year. Chairman said that he will elaborate on the future plans after his report on key events that the Council had completed in Work Year 2011/2012.

## REPORT ON WORK YEAR 2011/2012

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4. Chairman lamented that the last work year had been the busiest period in the history of NFEC. As part of the Silver Jubilee celebration, the Council rolled out many exciting programmes and activities in the work year. This included a highly successful inaugural Fire Safety Asia Conference which was held at the Suntec City Convention Centre from 12 to 14 October 2011. The 2-day conference was supported by 10 foreign and 9 local speakers and 277 delegates. The event was graced by the Deputy Prime Minister and Minister for Home Affairs, Teo Chee Hean.
5. He added that another inaugural event was the Fire Safety Design Excellence Awards which had attracted 12 entries from major developers and consultants. Two Excellence Awards were presented by the Minister, Prime Minister's Office and Second Minister for Home Affairs & Trade and Industry, S Iswaran to Arup Singapore for the Marina Bay Sands project and Defence Science and Technology Agency for the Underground Ammo project at the Awards Gala Dinner on 12 October 2011. NFEC also partnered the newly registered Association of Company Emergency Response Team (Singapore) to organise a joint Fire Safety Seminar on 26 July 2011. The seminar attracted over 1000 participants.
6. Chairman said that in the area of educating and engaging students, the Council worked with Artistic Expressions to produce a drama show for the primary schools. The show with the theme "Fire Safety is Everyone's Responsibility" made good use of the two NFEC mascots, Misty and Impy to impart key messages on fire safety and emergency preparedness to the students in a highly engaging and entertaining manner. The Council also worked with the School of Interactive and Digital Media, Nanyang Polytechnic to produce a Facebook game on fire safety at home. This "Fire Away" interactive game also featured the NFEC mascots in promoting fire safety messages while the game player seeks to increase his or her possessions in the virtual world.

7. Chairman touched on the Council working closely with the SCDF in engaging all LPG suppliers and the public on the importance of the 5-point LPG Safety Check Programme. Under this programme, suppliers are required to ensure that their dealers carry out 5-point safety check on LPG systems installed in households at least once a year. Public education was conducted through exhibitions at the residential heartlands during the Emergency Preparedness Days. NFEC also worked closely with the C2Es to display fire safety banners in the HDB heartlands.
8. Chairman highlighted the significant milestone in the history of the Council - the launching of the commemorative book 'To Ready a Nation – The Story of NFEC' by the Deputy Prime Minister and Minister for Home Affairs, Teo Chee Hean during the 25th Anniversary dinner held at the Orchard Hotel on 9 November 2011 in conjunction with our Silver Jubilee celebration. This book chronicles the works and achievements of the Council, the key milestones, names of past board members and the transition from NFPC to NFEC.

## Plans For Workyear 2012/2013

9. Chairman mentioned that the key focus for the new workyear will undoubtedly be the opening of the NFEC Emergency Preparedness Learning Centre (EPLC) as an extension of the Civil Defence Heritage Gallery at the Central Fire Station. The EPLC will be equipped with interactive simulators and multimedia presentations to provide visitors with an experiential learning of emergency preparedness and life saving skills and targeted to open to the public in early 2013.
10. He said that NFEC will continue to organise the ever popular annual Fire Safety Seminar and will be looking at sharing key lessons from major incidents in Singapore and abroad to further enhance the understanding and readiness of our partners and communities in both fire safety and emergency preparedness.
11. Chairman recognised the need to impart fire safety knowledge and instil good habits to the children and youths and as such NFEC will be increasing its efforts in reaching out to these stakeholders. As a start, the Council has included representatives from the ITEs and Polytechnics in its Schools and Youth Sub-committee to widen its target audience. The Council will continue to stage the Fire Safety Drama Show for primary schools while a new programme – the NFEC Video Animation Competition will be organised for secondary schools, ITE and Polytechnic students. The Council also plans to hold a Fire Safety Leadership Publicity Talk for schools' Chief Safety Officers at the annual Ministry of Education School Safety Seminar in November 2012.
12. Chairman said that NFEC will also work closely with the SCDF, Town Councils and the HDB to promote fire safety awareness in the community, particularly on housekeeping issues such as cluttered corridor and discarded items which have contributed many fires recently.
13. In conclusion, he thanks the NFEC Board of Directors and members of the sub-committees for their dedication, hard work and commitment and our patrons, members, friends and well-wishers for their unreserved support and encouragement all this while. He also expressed the Council's gratitude and appreciation to Comr Eric Yap, Commissioner SCDF, for his guidance and direction and his team of dedicated staff for their ever strong support to the Council.

## CONFIRMATION OF MINUTES OF MEETING

14. The minutes of 25th AGM held at the Pan Pacific Orchard, Singapore on 28 Jul 2011 was proposed for adoption by Mr Chiew Nguang Yong and seconded by Mr Seah Tjun Min.

## ANNUAL REPORT 2011/2012

15. The meeting approved the NFEC Annual Report for WY 2011/2012. Mr Andrew Lim and Mr Edwin Yap proposed and seconded to accept the report respectively.

## APPROVAL OF FINANCIAL STATEMENTS FOR THE YEAR ENDING 31 MAR 2012

16. The accounts audited by Cypress Singapore PAC for the year ending 31 Mar 2012 were accepted and approved at the meeting. Mr Khor Thong Meng proposed to accept the financial report with Mr Andrew Lim seconded it.

## CONCLUSION

17. There being no other matters, the meeting ended at 1210 hrs. All members adjourned to a lunch reception.

**Prepared by** : **Mr Zee Chung Wei**  
**Admin Executive, NFEC**

**Vetted by** : **COL Anwar Abdullah**  
**Executive Director, NFEC**

**Approved by** : **Mr Alan Loh Peng Leong**  
**Chairman, NFEC**

**Date** : **25 Aug 2012**

# Housing Premises Committee

## Members:

<b>Chairman:</b>	Mr Mike Chan
<b>Secretary:</b>	CPT Ng Wee Boon
<b>Assistant Secretary:</b>	WO2 Gary Ong
<b>Members:</b>	Mr Tok Hock Soon Mr Simon Koh

## Introduction

The Housing Premises Committee (HPC) strives to improve fire safety awareness and readiness level of the home environment through education on the importance of home fire safety, prevention measures and actions to undertake in the event of a fire. With this objective in mind, HPC events and activities are organized to impart fire safety knowledge to residential home dwellers.

## Home Fire Safety and Emergency Preparedness Programme

Of the total number of fires responded by Singapore Civil Defence Force (SCDF) from January to December 2012, 71% (3184 cases) of the fires were attributed to fires in residential premises. In fact, the number of residential fires dropped to a 5-year low in 2012. The top three fire categories remained to be Rubbish Chute fires, Discarded items fires and Unattended cooking fires.

Fires involving discarded items at common areas in HDB estates such as corridors, lift lobbies, staircases and void decks have the potential to be more serious in nature due to the high fire load present and proximity to dwellings. To generate the greater public awareness on the dangers of discarding items at common areas in HDB estates, over 200 lift door stickers with fire safety advisory messages were put up at the lifts of selected HDB flats. The initiative was launched during the Tampines West Emergency Preparedness Day on 24 February 2013 by Mr Masagos Zulkifli, Senior Minister of State for Home Affairs and Foreign Affairs.

To address the persistently high occurrences of rubbish fires, HPC will continue its efforts to reach out to the Town Councils to partake in joint collaborations and projects such as the installation of the Refuse Chute Water Spray System for trial in their precincts as well as Refuse Chute Stickers to advise the heartlanders against acts of carelessness such as not extinguishing lighted cigarettes completely before disposal, disposing flammable materials into the refuse chute and etc.

In partnership with SCDF and People's Association, the inaugural National Civil Emergency Preparedness (NCEP) Award was launched by DPM Teo Chee Hian during the SCDF Workplan Seminar 2013 on 19 April 2013. The national-level NCEP Award will replace the Fire Safe Constituency Award with effect from 2013 and it encourages the grassroots leaders, particularly the Community Emergency and Engagement (C2E) committee members, to be Emergency Preparedness (EP) advocates, acting as catalysts to impart and promote EP knowledge and skills to residents at each constituency. By instilling the value of self-help to the residents, they would take greater responsibility and pride in ensuring a fire-safe and EP ready environment. Each participating constituency will be evaluated on three categories - 'Community Participation', 'Readiness for Emergencies' and 'Network and Collaboration' and constituencies will be awarded either bronze, silver and gold award if they satisfy the minimum criteria stipulated. The criteria of the NCEP Award will be reviewed on an annual basis to ensure its relevance and practicality.

In working closely with grassroots to promote fire safety awareness and civil emergency preparedness, HPC also provides support for Emergency Preparedness (EP) Days and other constituencies' events as such platforms offer good outreach to residents.

## Way Forward

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Together with SCDF, HPC is supporting the promotion fire safety awareness in housing estates. Town councils will be partnered to elevate fire safety level in common areas of housing estates by ways of maintaining the minimum corridor clearance of 1.2m and removal of bulky discarded items which are serious hazards of fire. HPC will also be exploring competition-based efforts to spur the housing estates in becoming fire incident-free.

Besides placing concerted emphasis on fire safety and prevention in the identified high fire prone areas of Singapore, HPC will explore other aspects of public education, such as targeting specific audience groups and liaising with education institutes on projects to effectively control fires in residential premises. With this in view, HPC has leveraged on the 'Cool Ideas for Better HDB Living' initiative to generate ideas to tackle the prevalent problem of fires resulting from unattended cooking and ideas would be garnered via the 'Constituency competition for residents', 'Design competition for students (JC and Tertiary level)' and 'Calls for ideas via Facebook for the online community at large'. The Constituency Competition 2013 was launched on 24 March 2013 by Senior Minister of State for National Development and Trade & Industry, Mr. Lee Yi Shyan, where the issue of *Unattended Cooking* was featured along side *Rain Water Splashing along corridor* and *Household Recycling* which was reported by the media.

In addition to the above initiatives, HPC will also research on technologies that will offer practical and effective fire prevention and extinguishment solutions to residential premises.

# Industrial Premises Committee

## Members:

<b>Chairman</b>	:	Mr Rowan Tan	
<b>Vice-Chairman</b>	:	Mr Edwin Yap	
<b>Secretary</b>	:	MAJ Quek Wei Liang	
<b>Assistant Secretary</b>	:	SWO2 Azharee Bin Arsad	
<b>Members</b>	:	Mr Chew Siang Heng	Mr Joseph Chng
		Mr David Goh	Mr Peter Ho
		Mr Lee Kah Bee	Mr Andrew Lim
		Mr Mark Wing Keong	Mr Ong Pak Shoon
		Mr Tan Ann Kiong	Mr Tan Gim Sun
		Mr Steven Teo	Mr Wong Siew Hong

## Introduction

The Work Year 2012/2013 was an eventful one for the Industrial Premises Committee (IPC). During the year, the committee organized several events aimed at supporting the objectives of the Council, as well as meeting the goals of promoting fire safety and enhancing civil emergency preparedness standards for industrial premises.

## Distribution of Fire Safety Posters and Brochures to Industrial Premises

In order to reinforce good fire safety practices in industrial premises, IPC distributed posters, highlighting key messages specifically crafted to address areas of concern such as the risk of electrical fires, and tips on avoiding poor fire safety practices. These posters, printed in both English and Chinese, were distributed through member associations and organizations such as SISO, HDB and JTC as well as by SCDF officers performing fire safety and enforcement checks on industrial premises.

## NFEC Fire Safety Seminar & Workshop 2012

The annual Fire Safety Seminar & Workshop was organized by NFEC, with strong support from SCDF. The full-day event, themed ***“My Workplace! A Fire Safe Environment with an Emergency Prepared Workforce!”*** was held at Marina Bay Sands Convention Centre on 3 October 2012 and drew an attendance of over 600 participants from both the commercial and industrial sectors. The event was graced by the SCDF Chief-Of-Staff, Senior Assistant Commissioner Jackson Lim.

The event was targeted at fire safety managers, fire safety practitioners, safety officers as well as personnel with a keen interest or role in enhancing emergency response at their workplace and to help make Singapore a safer place to live and work in.

The following five papers were shared during the seminar:

- 1) "Fire Statistics And Case Studies on Recent Fires"
- 2) "Pulau Bukom Fire: SCDF's Operational Response"
- 3) "Crisis Management In The Event of A Major Fire"
- 4) "Business Continuity Plan"
- 5) "Evolving Role of A Fire Safety Manager"

In the second half of the event, participants were split into groups, where they shared their experiences via a discussion workshop led by facilitators from NFEC and SCDF. Participants were put through a table-top exercise (TTX), which featured emergency scenarios based on commercial and industrial premises.

## **Mass Fire Evacuation Drills 2012**

To better prepare our workforce in responding to emergency situations, NFEC and SCDF launched the NFEC Mass Fire Evacuation Drills 2012 on 4 September 2012 at the Marina Bay Sands North Crystal Pavilion. This launch event was the prelude to the entire month of September, where companies were encouraged to conduct Fire Evacuation Drills at their own premises.

Through such drills, members of the public would be better prepared to respond to emergency situations, which would in turn increase their chances of survival in times of adversity. The 258 commercial and industrial premises that took part also received a Certificate of Participation from the NFEC.

## **Jurong Island Safety and Security Seminar**

In collaboration with the Safety and Security Watch Group (SSWG), JTC held their annual Safety and Security Seminar on 24 January 2013, involving the companies on Jurong Island. Speakers from MHA, SPF and SCDF shared on various aspects of safety and security relevant to the Jurong Island industries. IPC supported the event as one of the key exhibitors, providing fire safety tips to the industries through distribution of educational posters and instructional videos.

## **Forthcoming Activities**

In the coming Work Year 2013/2014, IPC will strengthen its efforts to heighten fire safety awareness among the industries by implementing action plans targeting specific areas of concern highlighted in the annual fire statistics. These include the distribution of posters and circulars promulgating good fire safety practices and useful tips through various channels, such as our member associations and during key NFEC events.

IPC is also organizing the annual Fire Safety Seminar in collaboration with the Commercial Premises Committee, and supported by SCDF. Through other initiatives such as dialogues with key stakeholders and the Mass Fire Evacuation Drill, IPC hopes to reach out to more of the industries and enhance overall fire safety and civil emergency preparedness standards. Two other key initiatives for the new work year include a workshop on electrical fires and launching of the Fire Safety Award for Industries. The Fire Safety Award for Industries recognises industrial premises that have achieved certain standards of fire safety, and would serve as a testimony of the participating organization's deep-rooted commitment towards maintaining a high standard of fire safety.

# Commercial Premises Committee

<b>Chairperson</b>	: Ms Margaret Heng
<b>Vice-Chairman</b>	: Mr John Wu
<b>Secretary</b>	: CPT Eugene Phng
<b>Asst Secretary</b>	: WO Mohd Fazil Abdul Rashid
<b>Members</b>	: Mr Benedict Koh Mr Sulaiman Bin Syed Mr Abdul Fazil Mr Kelvin Goh MAJ Winson Cheung

## Introduction

The Commercial Premises Committee (CPC) plays an essential role in promoting fire safety and civil emergency preparedness in all commercial premises in Singapore. As part of our on-going efforts to effectively engage our key stakeholders such as hotels, high-rise office buildings, shopping complexes, retail outlets and hospitals in defining fire safety and civil emergency preparedness in Singapore, the CPC hosted and organised a series of events and activities in Work Year 2012/2013.

## Fire Safety Seminar 2012

The annual Fire Safety Seminar was held at the Marina Bay Sands Convention Centre on 3 October 2012. The Commercial Premises Committee and the Industrial Premises Committee (IPC) worked hand-in-hand to organise and ensure the success of the event. The event attracted a total of 650 participants comprising Fire Safety Managers (FSM), Fire Safety Practitioners, Community Emergency Response Team (CERT) members, as well as those with a role in enhancing emergency response at the workplace. The theme of the seminar “My Workplace! A Fire Safe Environment with an Emergency Prepared Workforce!” served as a timely reminder of the critical need for companies to create a fire safe working environment, with trained personnel to react in the event of emergencies.

A total of five papers were presented during the seminar; with speakers from the SCDF, Willis, BCM Institute and Resort World Sentosa. A workshop was also conducted for the participants on “Conducting of Table Top Exercise”.

## Fire Safety And Shelter Seminar 2012

The half-day seminar was held on 9 October 2012 at the Singapore Expo, Max Atria Hall and was jointly organised by NFEC and SCDF. The event was graced by Commissioner SCDF. The objective of the seminar is to update on the latest fire safety and shelter requirements. A total of more than 700 personnel comprising of professional engineers, architects, fire product suppliers and interior designers attended the seminar. Participants were awarded Continuing Professional Development (CPD) points for attending the seminar (3 for Professional Engineers Board and 4 for Board of Architects). Amongst the 7 speakers, five are from SCDF and two external speakers. The main papers presented touched on Review of Technical Requirements for Shelters, Fire Safety Requirements for Outdoor Refreshment Area, Interpretation of Fire Code and Changes to the Standards for Fire Safety in Rapid Transit System.

## Dialogue for the Fire Safety Managers of Shopping Complexes

This is an initiative by CPC that started in Work Year 2009/2010 to rally the FSMs of all Shopping Complexes and to engage them via a common platform to promote good fire safety and emergency preparedness practices. The session served to provide an opportunity for the FSMs of Shopping Complexes to interact with NFEC representatives and SCDF officers to address any concern they may have in carrying out their duties.

The Dialogue Session with FSMs of Shopping Complexes in Work Year 2012/2013 was conducted on 23 August 2012 at Shaw Centre. The SCDF shared the key findings from inspection, including non-compliances in shopping complexes. The presentation was followed by a fruitful interaction session where many FSMs shared their experiences and occurrence in their workplaces.

## Mass Fire Evacuation Drills 2012

The annual NFEC Mass Fire Evacuation Drills were held once again in September 2012. The evacuation drill organised by the Marina Bay Sands at the North Crystal Pavilion marked the beginning of the month-long exercise. MBS's CERT and employees, together with SCDF and SPF resources participated in the drill. The drill involved a simulated fire that broke out in the Louis Vuitton boutique.

In total, 258 Commercial and Industrial premises held their annual fire evacuation drill exercises during the month of September 2012, in support to the Council's event. The number showed a good increase of 85 participating premises, as compared with the 173 premises in the previous year 2011. SCDF officers were also invited as observers during the drills. At the end of the evacuation drills, the SCDF officers would highlight positive points observed as well as share key learning points with the FSMs and employees on how the premises could further improve on their evacuation procedures.

## Bi-monthly Dialogue with Hotel FSMs

The CPC continued its partnership with the Singapore Hotel Association through the regular meetings with Fire Safety Managers (FSMs) from hotels. Through the forum, key fire safety messages, initiatives and developments were shared. The meeting also provided a platform for FSMs to network and share good fire safety best practices.

## Moving Forward

In Work Year 2013/2014, the CPC will continue with its mission to enhance fire safety at the workplace and greater awareness of the importance of civil emergency preparedness among the commercial community. The CPC will build on its achievements and initiatives from previous Work Years and initiate new projects and platforms for the promotion and sharing of best practices and experiences.

In 2013, new fire safety posters would be designed and printed to promote good fire safety practices. On top of the annual Fire Safety Seminar, the CPC would also collaborate with the IPC, with the strong support of the SCDF, to organise the Fire Safety Award and a workshop on electrical fire.

It will certainly be another exciting year ahead for CPC as it strives to further enhance the overall fire safety standards and level of civil emergency preparedness in Singapore.

# Fire Safety Committee for Schools & Youth

## Members:

<b>Chairman</b>	: Mr Loh Leong Beng
<b>Secretary</b>	: CPT Eric Lee Kar Kiat
<b>Assistant Secretary</b>	: WO1 Rafidah Ibrahim
<b>Members</b>	: Mdm Theresa Ng (NZ Schs Rep) Mr Lim Meng Wei (EZ Schs Rep) Mrs Chandler Siva (WZ Schs Rep) Mr Yeo Kuerk Heng (SZ Schs Rep) Ms Teo Liling (SCDF PAD) Mr Lee Lye Peng (NCDCC HQ Rep) Mr Tan Poh Seng (Polytechnics Rep) Mr Christopher Leow (ITEs Rep)

## Introduction

The objective of the Fire Safety Committee for Schools and Youth is to educate students at an early age on fire safety and emergency preparedness through learning in a fun yet effective manner. The Committee has organised a series of activities to ensure effectiveness in the outreach and inculcation of values in the students. Reinforcement of fire safety and emergency preparedness messages, and the sustainability of students' interest are key considerations for the Committee's choice of activities. The activities are also aimed at promoting creativity and bonding amongst the students. Since 2012, the Committee has enhanced their efforts and promotional activities in engaging the youth from post-secondary sector.

## NFEC Art Competition

The NFEC Art Competition was organised for students in the upper primary and lower secondary level from Apr to Jun 12. The theme of the Competition was "Be Prepared for Emergencies" and sparked a keen interest amongst the students with a total of 38 entries received from 12 schools.

The art works were judged on the following criteria – relevance to theme, presentation and creativity and overall impression. Art works showed a good understanding of the theme and different media were used. The judges were very impressed with the high quality of work and creative efforts of the pupils. All the art works have been digitalised for NFEC publicity purposes.

## NFEC Fire Safety Drama Show

In 2012, the Committee worked with Magic Avenue to produce a drama show incorporating key messages on fire safety and emergency preparedness to primary schools in Singapore. The show was titled "Ever Ready For Emergencies". The show, which wowed the students, incorporated the NFEC mascots, Misty and Impy, in imparting the key messages to the students in a creative manner.

The drama show aims to educate students on the importance of fire safety and emergency preparedness through an interesting, interactive and creative way. The important messages conveyed in the show are:

- Fire Prevention – How to prevent a fire and things to do and not to do during a fire
- Peacetime Emergency – Things to do and not to do during lightning, tremors and power outage
- Terrorism – Things to do when you see a suspicious object (could be a suspected parcel with bomb) and during evacuation under such circumstances

## **Inaugural NFEC Video Animation Competition**

The Committee organized the inaugural NFEC Video Animation Competition in 2012. The aim of this competition is to promote fire safety and civil emergency preparedness among the teenage youth. This competition attracted 18 entries for the Secondary Schools category and 4 entries for the Polytechnics and ITE category. The entries were judged on the basis of four criteria: content, technical quality, creativity and engagement.

This competition is a unique platform for students to express themselves creatively through the use of video animation, and to promote fire safety and civil emergency preparedness. Most of the entries focused on fire safety rather than civil emergency preparedness. These entries highlighted the important causes of fire such as lack of supervision, the easy access of flammable materials by children, and carelessness amongst the adults. Fire safety tips were highlighted to emphasize that prevention is better than cure. Tips on how to prepare for a civil emergency were also given. A great deal of thought has gone into these entries to bring out the key message. Obviously, participants have internalized the key message advocated by NFEC. One of the award-winning videos was screened at the 2012 MOE Annual Safety Seminar for school Vice-Principals.

## **Future Plans**

The Committee will continue to stage the Fire Safety Drama Show this year to reach out to more primary-school students on fire safety and civil emergency preparedness messages. The Magic Avenue, a drama company, has been re-engaged for 2013 assembly shows based on the pre-determined evaluation criteria such as value for money, reputable track records of delivery service and quality of performance.

For greater outreach to the youth, the committee will be organizing the inaugural 2013 NFEC Digital Photography Competition for the promotion of fire safety and civil emergency preparedness. With the inclusion of representatives from the ITEs and Polytechnics, the Committee will be casting its net wider for its target audience. The inaugural Competition will be opened to secondary, ITE and Polytechnic students.

Working with NCDCC HQ, the committee will introduce a revamped NFEC-NCDCC Quiz focussing on current affairs in light of raising concerns about safety issues and emergency preparedness as well as building resilience against natural and man-made threats. The organising committee of NFEC-NCDCC Inter-Units Quiz takes a calibrated approach towards enhancing the junior cadets' real-life knowledge first so that they can find more meaning in their weekly training back in schools. The NFEC is committed to support the Quiz with the sponsorship of a new Challenge Shield and merit prizes.

# Publicity Committee

## Members:

<b>Chairman</b>	: LTC Abdul Razak Abdul Raheem
<b>Secretary</b>	: CPT Umar Ngalim
<b>Assistant Secretary</b>	: WO Saifulbahari Md Idris
<b>Member</b>	: LTC Leslie Williams

## Introduction

The role of the Publicity Committee is to manage publicity and media coverage for NFEC events, programmes and activities. The aim is to help raise the profile of the NFEC and promote emergency preparedness awareness among members of public. In addition, the NFEC Publicity Committee assists to prepare speeches and invites for special guests officiating at NFEC events such as the annually-held NFEC Fire Safety Seminar. Below are some of the highlights of key activities by the Publicity Committee in the last work year.

## Digital Print for Flashpoint

The last copy of NFEC newsletter Flashpoint was last printed in January 2012. Since then, the publicity committee has conceptualised a digital Flashpoint and managed its editorial aspects. The publicity committee continues to update NFEC members through this digital Flashpoint with latest information on the council's events and messages. The digital Flashpoint allows members to be updated with NFEC related news more quickly and conveniently.

## NFEC Fire Safety Seminar 2012

The NFEC Fire Safety Seminar 2012 was held at Marina Bay Sands on 3 October 2012 to an audience of 650 people, the largest thus far. The NFEC Publicity Committee had conceptualised the theme of the seminar "My Workplace. A Fire Safe Environment with an Emergency Prepared Workforce" to reflect a sense of ownership to the workplace and for everyone to play his or her part by keeping the work area fire safe. The speech for Guest-of-Honour, SAC Jackson Lim, Chief-of-staff, SCDF was also specially prepared by the Publicity Committee to further deliver the theme and promote an emergency prepared workforce to the audience.

## Unveiling of the lift door stickers for fire safety messages

In the latest campaign to increase fire safety awareness, NFEC Publicity Committee partnered with the SCDF and other stakeholders such as the People's Association to launch the lift door stickers with fire safety messages. Each sticker covered the entire length and width of a lift door and depicted pictorial images of an immediate aftermath of a fire due to discarded items being placed at common areas in HDB flats. In view of the rising trend of such discarded items fire at residential premises, the stickers are timely reminders to the residents about the fire hazards and fire damages that discarded items along common corridors poses. The lift door sticker on fire safety messages was unveiled by Mr Masagos Zulkifli, Senior Minister of State for Home Affairs and Foreign Affairs and Mr Alan Loh, the Chairman of NFEC on 24 February 2013 at the Tampines West Emergency Preparedness Day.

## **Release of SCDF Fire Statistics**

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The SCDF Fire Statistics for 2012 was presented to the public on 7 Feb 2013 through a press conference. The NFEC publicity committee leveraged on the press conference to announce the launch of the lift door sticker on fire safety messages to increase public awareness on the dangers of leaving discarded items at the common areas of residential premises. This was done through media soundbite in the four official languages and was reported extensively by the local print and broadcast media, including the online media.

## **Collaboration with NCDCC Rhino Magazine**

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To extend the reach of NFEC's outreach and publicity efforts, the Publicity Committee partnered with the National Civil Defence Cadet Corps (NCDCC) to publish several articles on the Rhino Magazine, which is a half yearly publication by the NCDCC. The articles featured key events organised by the NFEC as well as important emergency preparedness tips to better equip youths with emergency preparedness knowledge.

## **Forthcoming activities**

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The Publicity Committee will be looking into new avenues with mass outreach to engage the public. This includes exploring the use of social media to encourage interaction and engagement with the public.

# Fund Raising and Membership Committee

## Members:

<b>Chairman</b>	: Mr Markham Shaw
<b>Secretary</b>	: CPT Abdullah B Abu Bakar Bafadhal
<b>Assistant Secretary</b>	: WO Muhammad Azhar
<b>Member</b>	: COL Anwar Abdullah

## Introduction

The role of the Fund Raising and Membership Committee (FRMC) is to raise funds to aid the Council in conducting its public education activities and campaigns targeted at increasing the population's level of awareness and skills on fire safety and civil emergency preparedness. Different fund-raising projects in the form of Charity Film Premieres and donation draws are organised from time to time.

The Committee also leverages on the Council's fund raising activities and the public outreach programmes to recruit new members who are keen to assist the Council to execute its myriad of activities.

In Workyear 2012/13, the FRMC conducted a highly successful fund-raising drive.

## NFEC Charity Film Premiere

The movie 'The Impossible' was screened on 9 Jan 2013 at 9.15 pm simultaneously at three Lido cineplexes in Shaw Centre. Mr Vikram Nair, Member of Parliament for Sembawang GRC graced the event, which raised over \$50,000 for the Council through the sale of tickets and donations for the premiere. The event was also attended by Mayor Teo Ho Pin and Commissioner Eric Yap.

Based on a true story, 'The Impossible' is the unforgettable account of a family caught with tens of thousands of strangers, in the mayhem of one of the worst catastrophes of our time. But the true-life terror is tempered by the unexpected displays of compassion, courage and simple kindness that the family encountered during the darkest hours of

their lives. Both epic and intimate, devastating and uplifting, The Impossible is a journey to the core of the human heart.

The event was well received with a healthy turnout - a queue was already formed outside the three theatres 5 minutes before the theatre opened. At the end of the evening, the audience were very satisfied with the heart warming story, which resonated well with the charitable cause.

## Membership Incentives

In recognition of their commitment and contributions, all members are eligible to utilise the corporate membership that NFEC has with the HomeTeamNS Clubs. Members may loan the HomeTeamNS corporate cards to use the facilities at any of the five HomeTeamNS Clubhouses. Members also have privileged access to NFEC's publications, posters and brochures to assist them in promoting fire safety and civil emergency preparedness at their workplaces.

## Future Plans

The committee will continue to raise funds by holding annual NFEC Charity Film Premiere. The Committee will continue to seek new members to join the Council as either individual or corporate members. This will gradually translate to a larger base of people who will help to promote the Council's mission.

The Committee would like to express its appreciation to all individual and corporate well-wishers for their generous sponsorships and donations to the NFEC. In particular, the Committee would like to thank the Shaw Foundation for their continuous strong support over the years.

## PLEDGE FORM

YES! I/We would like to be part of the Council.  
Enclosed is my/our contribution in cheque for  
the desired membership category

**\* All donations to the Council are tax-exempted**

Second Fold

Name:  
(Dr/Mr/Miss/Mdm/Ms)

**ENTRANCE FEE**  
**(One time)**

**SUBSCRIPTION FEE**  
**(Annual)**

Company: \_\_\_\_\_

☐ A. Corporate: \$50

\$500

\_\_\_\_\_

☐ B. Individual: \$10

\$100

Address: \_\_\_\_\_

☐ C. SPECIAL DONOR\*

I/We sincerely believe in the efforts of the NFEC and  
would like to donate the following amount:

Cheque No: \_\_\_\_\_

Amount: S\$ \_\_\_\_\_

S\$ \_\_\_\_\_

*\* all donations made are tax exempt*

*\* Cheque Payment : National Fire And Civil Emergency Preparedness Council or NFEC*

First Fold

## BENEFITS FOR CORPORATE AND INDIVIDUAL MEMBERS OF NFEC

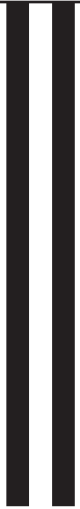
- Membership in NFEC has its rewards and all corporate and individual members of the council can look forward to the following benefits:-
- Members will be issued with a Certificate on signing up.
- Members will be able to promote public awareness and concerns about outbreaks of fire and to secure co-operation of the public in establishing proper prevention and protection measures against loss of life and property in case of fire under the guidance of the NFEC.
- Members shall have access to the FS booklets, posters and brochures produced by any of the committees of the Council.
- Members shall have access to the Home Team NS Clubhouse as Corporate members.
- Members shall have access to and be invited to attend all activities organised by NFEC at a special rate.
- Members shall have special rates for rental of the Council's Fire Safety Exhibition Panels.
- Members will receive copies of the NFEC Newsletter 'Flashpoint' to keep them updated on fire safety issues, activities and events organised by the council.
- Any member, whether individual or corporate shall be entitled to one vote at all general meetings held by the Council
- Any corporate member may nominate any individual as its representative at meetings of the Council.

Business Reply Service  
LICENCE NO. 05295



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Singapore 179367

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# National Fire And Civil Emergency Preparedness Council

(REGISTERED UNDER THE SOCIETIES ACT, CAP. 311)

**UEN No. S86SS0064F**

## Financial Statements

For the year ended

**31 March 2013**

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**NATIONAL FIRE AND CIVIL EMERGENCY PREPAREDNESS COUNCIL  
(REGISTERED UNDER THE SOCIETIES ACT, CAP. 311)**

**STATEMENT BY COUNCIL MEMBERS**

In our opinion, the accompanying financial statements are drawn up so as to present fairly the state of affairs of the Council as at 31 March 2013 and of its results and changes in accumulated fund and cash flows for the year ended on that date, and at the date of this report, there are reasonable grounds to believe that the Council will be able to pay its debts as and when they fall due.

ON BEHALF OF THE COUNCIL



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**ALAN LOH PENG LEONG**  
Chairman



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**WESLEY LIM CHERN CHOONG**  
Honorary Treasurer

Singapore, 18 JUN 2013

**INDEPENDENT AUDITORS' REPORT TO THE MEMBERS OF  
NATIONAL FIRE AND CIVIL EMERGENCY PREPAREDNESS COUNCIL  
(REGISTERED UNDER THE SOCIETIES ACT, CAP. 311)**

**REPORT ON FINANCIAL STATEMENTS**

We have audited the accompanying financial statements of National Fire and Civil Emergency Preparedness Council, which comprise the statement of financial position as at 31 March 2013, 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.

**Management's Responsibility for the Financial Statements**

Management is responsible for the preparation of the financial statements in accordance with Singapore Financial Reporting Standards (SFRS), and for such internal control as it determines is necessary to enable the preparation of financial statements that are free from material misstatements, whether due to fraud or error.

**Auditor's Responsibility**

Our responsibility is to express an opinion on these financial statements based on our audit. We conducted our audit in accordance with Singapore Standards on Auditing. Those standards require that we 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 and fair presentation of these financial statements 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 management, as well as evaluating the overall presentation of the financial statements.

We believe that the audit evidence we have obtained is sufficient and appropriate to provide a basis for our audit opinion.

**INDEPENDENT AUDITORS' REPORT TO THE MEMBERS OF  
NATIONAL FIRE AND CIVIL EMERGENCY PREPAREDNESS COUNCIL  
(REGISTERED UNDER THE SOCIETIES ACT, CAP. 311)**

**(Continued)**

**Opinion**

In our opinion, the financial statements presents fairly, in all material respects, the state of affairs of the society as at 31 March 2013 and the results, changes in accumulated fund and cash flows of the Council for the year ended in accordance with the provisions of the Societies Act and Singapore Financial Reporting Standards.

**REPORT ON OTHER LEGAL AND REGULATORY REQUIREMENTS**

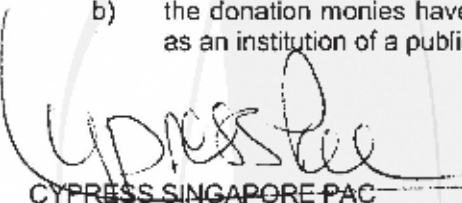
In our opinion,

- a) the accounting and other records required by the Societies Act to be kept by the Council have been properly kept in accordance with those regulations;
- b) the fund-raising appeals held during the year ended 31 March 2013 have been carried out in accordance with Regulation 6 of the Societies Regulations issued under the Societies Act and proper accounts and other records have been kept of the fund-raising appeals.

In our opinion, the accounting and other records required by the regulations enacted under the Charities Act to be kept by the Council have been properly kept in accordance with those regulations.

During the course of our audit, nothing came to our attention that caused us to believe that:

- a) the Association did not comply with the requirements of Regulation 15(1) of the Charities Act, Cap. 37 (Institutions of a Public Character) Regulations 2007 and Charities (Institutions of a Public Character) (Amendment) Regulations 2008 which states that the total relevant fund-raising and sponsorship expenses for the financial period should not exceed 30% of the total relevant receipts from fund-raising and sponsorships for the reporting year; and
- b) the donation monies have not been using in accordance with the objectives of the society as an institution of a public character.

  
**CYPRESS SINGAPORE PAC**  
Public Accountants and  
Certified Public Accountants  
Singapore

Date 18 JUN 2013

**NATIONAL FIRE AND CIVIL EMERGENCY PREPAREDNESS COUNCIL**  
**(REGISTERED UNDER THE SOCIETIES ACT, CAP. 311)**

**STATEMENT OF FINANCIAL POSITION AS AT 31 MARCH 2013**

	Note	2013 S\$	2012 S\$
ACCUMULATED FUND	3	<u>1,279,993</u>	<u>1,707,738</u>
Represented by:			
PLANT AND EQUIPMENT	4	-	-
INVESTMENTS	5	756,715	757,207
CURRENT ASSETS			
Deposit		32,400	-
Cash at bank and on hand	6	505,375	966,517
		<u>537,775</u>	<u>966,517</u>
Less:			
CURRENT LIABILITIES			
Accrued operating expenses		7,037	15,986
Deferred income		7,460	-
		<u>14,497</u>	<u>15,986</u>
NET CURRENT ASSETS		<u>523,278</u>	<u>950,531</u>
		<u>1,279,993</u>	<u>1,707,738</u>

The accompanying notes form an integral part of the financial statements

**NATIONAL FIRE AND CIVIL EMERGENCY PREPAREDNESS COUNCIL  
(REGISTERED UNDER THE SOCIETIES ACT, CAP. 311)**

**STATEMENT OF COMPREHENSIVE INCOME FOR THE YEAR ENDED 31 MARCH 2013**

	Note	2013 S\$	2012 S\$
<b>REVENUE</b>			
Donation received-tax exempt		421,000	337,017
Charity Film Premiere-non-tax exempt donation		18,319	-
Charity Film Premiere-tax exempt donation		48,256	-
NFEC CERT Seminar		-	190,950
NFEC Anniversary Dinner		-	43,965
NFEC Charity Golf - non-tax exempt donation		-	27,355
NFEC Charity Golf - tax exempt donation		-	68,742
Fire Code Seminar		59,400	-
Fire Safety Seminar		162,506	39,070
Fire Safety Asia Conference		-	25,424
Fire Safety Award		1,018	7,930
Fire Safety Mobile Exhibits		3,050	2,810
Fire Safety Orientation Toolkits		130	974
Interest income			
- Deposit with bank		3,577	2,504
- Interest on bonds		25,458	25,503
Sponsorship		-	500
Other income		510	14,500
		<u>743,224</u>	<u>787,244</u>
<b>LESS: OPERATING EXPENSES</b>			
<b>COMMITTEE EXPENSES</b>			
Commercial Premises Committee		-	(364)
Fire Safety Committee for Schools & Youth		(30,970)	(23,500)
Publicity Committee		(36,231)	(2,519)
<b>PROJECT EXPENSES</b>			
Annual General Meeting		(5,794)	(3,178)
Fire code seminar		(20,253)	-
Fire Safety Seminar		(80,956)	(15,784)
Charity Film Premiere		(984)	-
Charity Golf Tournament		-	(39,179)
EPLC - Sponsorship		(870,000)	-
Fire Safety Skit Competition		-	(7,505)
NFEC 25th Anniversary		(482)	(43,710)
NFEC Art Competition		-	(1,770)
NFEC CERT Seminar		-	(129,672)
NFEC Silver Jubilee		-	(41,554)
NYP - 3D Animation Project		-	(10,914)
<b>ADMINISTRATIVE EXPENSES</b>			
Employee benefits expense	7	(98,487)	(98,428)
Printing, postage and stationery		(6,194)	(34,258)
Other operating expenses		(20,618)	(16,921)
		<u>(427,745)</u>	<u>317,988</u>
<b>(DEFICIT)/ SURPLUS BEFORE TAXATION</b>			
<b>TAXATION</b>	9	-	-
		<u>(427,745)</u>	<u>317,988</u>
<b>NET (DEFICIT)/ SURPLUS FOR THE YEAR</b>			
<b>OTHER COMPREHENSIVE INCOME</b>		-	-
<b>TOTAL COMPREHENSIVE INCOME FOR THE YEAR</b>		<u>(427,745)</u>	<u>317,988</u>

The accompanying notes form an integral part of the financial statements.

**NATIONAL FIRE AND CIVIL EMERGENCY PREPAREDNESS COUNCIL**  
**(REGISTERED UNDER THE SOCIETIES ACT, CAP. 311)**

**STATEMENT OF CHANGES IN ACCUMULATED FUND FOR THE YEAR ENDED**  
**31 MARCH 2013**

	Accumulated Fund S\$
BALANCE AS AT 1 APRIL 2011	1,389,750
Total comprehensive income for the year	317,988
BALANCE AS AT 31 MARCH 2012	<u>1,707,738</u>
Total comprehensive income for the year	(427,745)
BALANCE AS AT 31 MARCH 2013	<u><u>1,279,993</u></u>

**STATEMENT OF CASH FLOWS FOR THE YEAR ENDED 31 MARCH 2013**

	Note	2013 S\$	2012 S\$
<b>CASH FLOWS FROM OPERATING ACTIVITIES</b>			
(Deficit)/ Surplus before taxation		(427,745)	317,988
Adjustment for non-cash items :			
Interest income		<u>(29,035)</u>	<u>(28,007)</u>
Operating (deficit)/ surplus before working capital changes		(456,780)	289,981
Deposit		<u>(32,400)</u>	<u>-</u>
Accrued operating expenses		<u>(8,949)</u>	<u>9,694</u>
Deferred income		<u>7,460</u>	<u>-</u>
		<u>(33,889)</u>	<u>9,694</u>
Net cash effect of operating activities		<u>(490,669)</u>	<u>299,675</u>
<b>CASH FLOWS FROM INVESTMENT ACTIVITIES</b>			
Interest income received		<u>29,527</u>	<u>28,482</u>
Net cash effect of investment activities		<u>29,527</u>	<u>28,482</u>
<b>NET CHANGE IN CASH AND CASH EQUIVALENTS</b>		<u>(461,142)</u>	<u>328,157</u>
<b>CASH AND CASH EQUIVALENTS AS AT 1 APRIL</b>	6	<u>966,517</u>	<u>638,360</u>
<b>CASH AND CASH EQUIVALENTS AS AT 31 MARCH</b>	6	<u><u>505,375</u></u>	<u><u>966,517</u></u>

The accompanying notes form an integral part of the financial statements.

**NATIONAL FIRE AND CIVIL EMERGENCY PREPAREDNESS COUNCIL  
(REGISTERED UNDER THE SOCIETIES ACT, CAP. 311)**

**NOTES TO THE FINANCIAL STATEMENTS – 31 MARCH 2013**

**1. GENERAL INFORMATION**

The Council is registered as a society in Singapore under the Societies Act, Cap. 311 and is domiciled in Singapore. The mission of the Council is to make Singapore safe by promoting fire prevention and civil emergency preparedness amongst the public.

The registered address of the Council is at Singapore Civil Defence Force, Central Fire Station, 62 Hill Street, Singapore 179367.

The Council is a registered Charity under the Charities Act since 30 September 1986. The Council is an Institute of Public Character from 29 June 2012 to 28 June 2015 (Previously 29 June 2007 to 28 June 2012).

**2. SIGNIFICANT ACCOUNTING POLICIES**

**2.1 Basis of accounting**

The financial statements are prepared in compliance with Singapore Financial Reporting Standards issued by Accounting Standards Council.

The financial statements are presented in Singapore Dollars.

The financial statements are prepared in accordance with the historical cost convention except as disclosed in the accounting policies below.

The financial statements for the financial year ended 31 March 2013 are authorised to be issued on the date of the Statement by Council Members.

**2.2 Adoption of new and revised Financial Reporting Standards**

The accounting policies adopted in the financial year are consistent with those used in the previous financial year except for the adoption of certain new and revised Financial Reporting Standards effective for the financial year beginning 1 April 2012. These new and revised Financial Reporting Standards have no significant effects on the Council's accounting policies used except for:-

Amendments to FRS 107 Transfers of Financial Assets

The amendment introduces disclosure requirements for all transferred assets, existing at the reporting date, irrespective of when the related transfer transaction occurred. These additional disclosure requirements are to enable users of financial statements to evaluate the risk exposures relating to transfers transactions of financial assets (for example, securitisations), including understanding the possible effects of any risks that may remain with the entity that transferred the assets. The amendments also require additional disclosures if a disproportionate amount of transfer transactions are undertaken around the end of a reporting period.

Amendments to FRS113 Fair Value Measurement

This amendment provides guidance on how to measure fair values including those for both financial and non-financial items and introduces significantly enhanced disclosure about fair values. It does not address or change the requirements on when fair value should be used. When measuring fair value, an entity shall use valuation techniques that are appropriate in the circumstances and for which sufficient data are available to measure fair value, maximising the use of relevant observable inputs and minimising the use of unobservable inputs. It establishes a fair value hierarchy for doing this. This amendment is unlikely to have any significant impact to the financial position and financial performance when implemented.

**2.3 Issued but not yet effective Financial Reporting Standards**

As at the date of this report, the Council has not applied any new or revised Financial Reporting Standards that have been issued but not yet come into effect. These new or revised standards upon adoption will not have significant impact on the financial statements except for:-

## 2. SIGNIFICANT ACCOUNTING POLICIES (CONTINUED)

### 2.3 Issued but not yet effective Financial Reporting Standards (Continued)

#### Amendments to FRS 1 Presentation of Items of Other Comprehensive Income

The amendment changes the grouping of items presented in other comprehensive income. Items that could be reclassified to income statement at a future point in time would be presented separately from items which will never be reclassified. As the amendments only affect the presentation of items that are already recognised in other comprehensive income, there is no impact on its financial position or performance upon adoption of this standard.

#### Amendments to FRS 107 Disclosure of Offsetting Financial Assets and Financial Liabilities

Amendments to FRS 107 provides disclosure requirements that are intended to help financial statement users better assess the effect or potential effect of offsetting arrangements on an entity's financial position. The new disclosures require information about the gross amount of financial assets and financial liabilities before offsetting and the amounts set off in accordance with offsetting model in FRS 32. An entity shall provide the disclosure required by those amendments retrospectively. As this is a disclosure standard, there is no impact on its financial position or financial performance upon adoption of this standards.

#### Amendments to FRS 32 Offsetting Financial Assets and Financial Liabilities

Amendments to FRS 32 clarify that an entity must currently have a legally enforceable right of set-off if that right of set-off is not contingent on a future event and legally enforceable in all of the following circumstances: (i) the normal course of business; (ii) the event of default; and (iii) the event of insolvency or bankruptcy of the entity and all of the counterparties. An entity shall apply those amendments retrospectively. As this is a disclosure standard, there is no impact on its financial position or financial performance upon adoption of this standards.

#### Amendments to FRS 1 Presentation of Financial Statements

The amendment clarifies that when an entity produces an additional statement of financial position as required by FRS 8, the statement of financial position should be as at the date of the beginning of the preceding period – that is, the opening position. No notes are required to support this statement of financial position. However, where management provides additional comparative information voluntarily, it should present the supporting notes to these additional statements. As this is a disclosure standard, there is no impact on its financial position or financial performance upon adoption of this standards.

#### Amendments to FRS 32 Financial Instruments: Presentation

Previously, FRS 32 requires that the distributions to holders of an equity instrument to be recognised directly in equity net of any related income tax while FRS12 requires that tax consequences of dividends generally to be recognised in profit or loss unless certain conditions are met. The amendment address the inconsistencies by clarifying that income tax related to distributions is recognised in the income statement, and income tax related to the costs of equity transactions is recognised in equity. This amendment is unlikely to have any significant impact to the financial position and financial performance when implemented.

### 2.4 Significant judgments by the Council Members in applying accounting policies

In the process of applying the Council's accounting policies, the council members did not make any significant judgments, apart from those involving estimations, that have significant effects on the amounts recognised in the financial statements.

### 2.5 Key sources of estimation uncertainty

The preparation of financial statements in conformity with Singapore Financial Reporting Standards requires the use of estimates and assumptions that affect the reported amounts of assets and liabilities and disclosure of contingent assets and liabilities as at the date of the financial statements, and the reported amounts of income and expenses during the financial year. Although these estimates are based on the council members' best knowledge of current event and actions, actual results may differ from those estimates.

There are no significant key assumptions concerning the future, nor other key sources of estimation uncertainty at the year end that would have significant risk of causing a material adjustment to the carrying amounts of assets and liabilities within the next financial year.

### 2.6 Plant and equipment

Plant and equipment are initially stated at cost. Subsequent to initial recognition, plant and equipment are stated at cost less accumulated depreciation and accumulated impairment losses.

## 2. SIGNIFICANT ACCOUNTING POLICIES (CONTINUED)

### 2.6 Plant and equipment (Continued)

Depreciation of an asset commences when the asset is available for use. Depreciation is provided on gross carrying amounts less residual value in equal annual installments over the estimated lives of the assets. The annual rates of depreciation are as follows:

	% per annum
Office equipment	20%
Fire safety robots	20%

The residual value and the useful life of an asset is reviewed at each year end, and if expectations different from previous estimate, changes are made to the depreciation charge for the remaining undepreciated amount.

Fully depreciated assets are retained in the financial statements until they are no longer in use or disposed and no further charges for depreciation is made in respect of these assets. Any gain or loss arising from the derecognition of the asset is recognised in the statement of comprehensive income.

When events or changes in circumstances indicate that the carry amount of an asset is not recoverable, impairment loss is recognised in the statement of comprehensive income.

### 2.7 Impairment assets

As at each year end, assets are reviewed for impairment whenever events or changes in circumstances indicate that the carrying amount of the assets may not be recoverable. Whenever the carrying amount of an asset exceeds its recoverable amount, an impairment loss is recognised in the statement of comprehensive income unless it reverses a previous revaluation credited to reserve. The recoverable amount is the higher of an asset's net selling price and value in use. The net selling price is the amount realisable from the sale of the asset in an arm's length transaction. Value in use is the present value of estimated future cash flows expected to arise from the continuing use of the asset and from its disposal at the end of its useful life. Recoverable amounts are estimated for individual assets or, if impossible to be estimated individually, for the cash-generating unit in which the asset is deployed.

Reversal of an impairment loss previously recognised is recorded to the extent the impairment loss had previously been recognised. A reversal of an impairment loss on a revalued asset is credited directly to reserve, unless the impairment loss on the same revalued asset was previously expensed in the statement of comprehensive income, in which case it is recognised as income.

### 2.8 Financial assets

Financial assets, are classified as 'financial assets at fair value through profit or loss', 'loans and receivables', held-to-maturity investments', or 'available-for-sale' financial assets. Financial assets are recognised in the statement of financial position when the Council becomes a party to the contractual provisions of the financial assets.

All financial assets are initially recognised at fair value plus any directly attributable transactional costs, except for 'financial assets at fair value through profit or loss' which are measured at fair value only. The classification of financial assets, after initial recognition, is re-evaluated and reclassified where allowed and appropriate.

### 2.9 Cash and cash equivalents

Cash and cash equivalents included in the statement of cash flows comprise cash on hand, non restricted bank balances and fixed deposits with original maturity of three months or less, net of bank overdrafts which are repayable on demand.

### 2.10 Cash at bank and on hand

Cash at bank and on hand are classified and accounted for as 'loans and receivable' as they are non-derivatives financial assets with fixed or determinable payments that are not quoted in an active market. These assets are carried at amortised cost using the effective interest method.

Gains or losses are recognised in the statement of comprehensive income when these loans and receivables are derecognised or impaired, as well as through the amortisation process.

### 2.11 Investments

These investments are non-derivatives financial assets that are designated as held-for-maturity financial assets. These investments are stated at cost less amortised cost at the year end.

### 2.12 Other payables

These liabilities, which are normally settled on 30 – 90 day terms, are financial liabilities. Financial liabilities are recognised on the statement of financial position when, and only when, the entity becomes a party to the contractual provisions of the financial instrument. Financial liabilities are initially recognised at fair value of consideration received less directly attributable transaction costs and subsequently measured amortised cost using the effective interest method.

Gains and losses are recognised when the liabilities are derecognised as well as through the amortisation process. The liabilities are derecognised when the obligation under the liability is discharged or cancelled or expired.

## 2. SIGNIFICANT ACCOUNTING POLICIES (CONTINUED)

### 2.13 Revenue recognition

Revenue comprises the fair value of the consideration received or receivable for the sale of goods and services, net of goods and services tax, rebates and discounts.

Revenue is recognised when the amount of revenue can be reliably measured, it is probable that future economic benefits will flow in and specific criteria have been met for each of the activities as described below. The amount of revenue is not considered to be reliably measured until all contingencies relating to the transaction have been resolved. In recognising revenue, estimates based on historical results, taking into consideration the type of customer, the type of transaction and the specifics of each arrangement are considered.

Income from donations and sponsorships are recognised on a cash basis. Income from charitable events and other events are recognised upon the completion of such events. Interest income is recognised on time proportioned basis using the effective interest method.

### 2.14 Functional currency

Functional currency is the currency of the primary economic environment in which the entity operates. The financial statements are prepared using Singapore dollar as the functional currency.

### 2.15 Employee benefits

Employee benefits, which include base pay, cash bonuses, contribution to defined contribution plans such as the Central Provident Fund and other staff-related allowances, are recognised in the statement of comprehensive income when incurred. For defined contribution plans, contributions are made to publicly or privately administered funds on a mandatory, contractual or voluntary basis. Once the contributions have been paid, there will be no further payment obligations.

Employee entitlement to annual and other leave is recognised when they accrue to employees. A provision is made for the estimated liability for annual leave as a result of services rendered by employees up to the year end.

### 2.16 Provisions

Provisions are recognised when the Council has a present obligation as a result of a past event which is probable and will result in an outflow of economic benefits that can be reliably estimated.

### 2.17 Offsetting financial instruments

Certain financial assets and liabilities offset each other and the net amount is reported in the statement of financial position when there is a legally enforceable right to set off the recognised amounts and there is an intention to settle them on a net basis, or realize the asset and settle the liability simultaneously.

## 3. ACCUMULATED FUND

The accumulated fund is an unrestricted fund to meet the expenditure in accordance with the mission of National Fire and Civil Emergency Preparedness Council as stated in Notes to the Financial Statements 1.

## 4. PLANT AND EQUIPMENT

	Office equipment S\$	Fire safety robots S\$	Total S\$
<u>Cost</u>			
As at 31 March 2011	12,953	33,935	46,888
Additions	-	-	-
As at 31 March 2012	12,953	33,935	46,888
Additions	-	-	-
As at 31 March 2013	12,953	33,935	46,888
<u>Accumulated depreciation</u>			
As at 31 March 2011	12,953	33,935	46,888
Depreciation charge for the year	-	-	-
As at 31 March 2012	12,953	33,935	46,888
Depreciation charge for the year	-	-	-
As at 31 March 2013	12,953	33,935	46,888
<u>Carrying amount</u>			
As at 31 March 2013	-	-	-
As at 31 March 2012	-	-	-

## 5. INVESTMENTS

	2013 S\$	2012 S\$
Unquoted investment in bonds:		
WBSP bonds with a coupon rate of 4.1% per annum maturing on 30.9.2019	251,360	251,524
HDB bonds with a coupon rate of 3.14% per annum maturing on 18.03.2021	<u>505,355</u>	<u>505,683</u>
	<u>756,715</u>	<u>757,207</u>

## 6. CASH AND CASH EQUIVALENTS

	2013 S\$	2012 S\$
Cash at bank	504,965	966,153
Cash on hand	<u>410</u>	<u>364</u>
	<u>505,375</u>	<u>966,517</u>

## 7. EMPLOYEE BENEFITS EXPENSE

	2013 S\$	2012 S\$
Staff salary and bonus	83,220	85,296
Employer's CPF contribution	11,605	10,046
Staff welfare	662	336
Staff transport allowance	<u>3,000</u>	<u>2,750</u>
	<u>98,487</u>	<u>98,428</u>

There is no remuneration to key management personnel included in employee benefits expense.

## 8. FUTURE COMMITMENTS

The Council has the following future commitments approved or budgeted by the Board of Directors but not provided for in the financial statements as follows:

	2013/2014 \$	2012/2013 \$
Project planned		
Commercial Premises Committee	2,200	2,200
Fire Safety Committee for Schools & Youth	39,500	43,500
Industrial Premises Committee	6,800	9,000
Housing Premises Committee	15,000	7,000
Publicity Committee	<u>7,000</u>	<u>5,804</u>
	<u>70,500</u>	<u>67,504</u>

## 9. TAXATION

The council is a registered charity and no provision for income tax is required for the Council.

## 10. OPERATING LEASE COMMITMENT

At the year end, the commitments in respect of rental of office equipment are as follows:

	2013 S\$	2012 S\$
Due within 1 year	1,733	1,733
Due within 2 – 5 years	<u>4,334</u>	<u>6,067</u>

The Council leases office equipment under operating lease. The lease has tenure of 5 years with an option to renew the lease on a year to year basis.

## 11. FINANCIAL RISK MANAGEMENT

The Council is exposed to the following risks through its normal operations. There are no changes on the Council's objectives, policies or processes relating to the management of the Council's financial risk during the year.

### a) Market risk

#### i) Foreign exchange risk

The Council is not exposed to foreign exchange risk as all of its transactions are carried out in local currency.

## 11. FINANCIAL RISK MANAGEMENT (CONTINUED)

### a) Market risk (Continued)

#### ii) Interest rate risk

Interest rate risk is the risk that the fair value or future cash flows of financial instrument will fluctuate because of changes in market interest rate.

The Council closely monitors interest rates to ensure that favourable interest rates are obtained from its investments.

### b) Credit risk

The Council has no significant concentrations of credit risk except for investment in bonds and cash at bank. However, these investment and cash at bank are placed in creditworthy institutions.

The maximum exposure to credit risk is represented by the carrying amount of financial assets which are mainly investment on bonds and bank balances.

*Financial assets that are neither past due nor impaired*

Bank deposits, are mainly transacted with banks of high credit ratings assigned by international credit rating agencies.

*Financial assets that are past due and/or impaired*

There is no other class of financial assets that is past due and/or impaired.

### c) Liquidity risk

The Council manages its liquidity position with a view to meet its obligations on a timely basis. The Council measures and manages its cash flow requirements regularly and constantly monitors its sources of funds to ensure that these sources yields the funds required to meet its obligations.

The Council does not have any significant financial liabilities.

### d) Fair value risk

The fair value of Council's financial assets and financial liabilities reported in the statement of financial position approximate their carrying value.

The responsibility for managing the above risk is vested in the council members.

## 12. FINANCIAL INSTRUMENTS

### a) Classification of financial instruments

Financial assets and financial liabilities are measured on an ongoing basis either at fair value or at amortised cost. The significant accounting policies in Note 2 describe how the classes of financial instruments are measured, and how income and expenses, including fair value gains and losses, are recognised. The following table analyses the financial assets and financial liabilities in the statement of financial position by the class of financial instrument to which they are assigned, and therefore by the measurement basis:

	Loans and receivables S\$	Held-to- maturity investments S\$	Financial liabilities at amortised cost S\$	Total S\$
As at 31 March 2013				
<b>Assets</b>				
Investments	-	756,715	-	756,715
Deposit	32,400	-	-	32,400
Cash at bank and on hand	505,375	-	-	505,375
Total financial assets	<u>537,775</u>	<u>756,715</u>	<u>-</u>	<u>1,294,490</u>
Total non-financial assets				-
Total assets				<u>1,294,490</u>
<b>Liabilities</b>				
Total financial liabilities	<u>-</u>	<u>-</u>	<u>-</u>	-
Total non-financial liabilities				14,497
Total liabilities				<u>14,497</u>

12. **FINANCIAL INSTRUMENTS (CONTINUED)**

a) Classification of financial instruments (continued)

	Loans and receivables S\$	Held-to- maturity investments S\$	Financial liabilities at amortised cost S\$	Total S\$
As at 31 March 2012				
<u>Assets</u>				
Investments	-	757,207	-	757,207
Cash at bank and on hand	966,517	-	-	966,517
Total financial assets	<u>966,517</u>	<u>757,207</u>	<u>-</u>	<u>1,723,724</u>
Total non-financial assets				-
Total assets				<u>1,723,724</u>
<u>Liabilities</u>				
Total financial liabilities	<u>-</u>	<u>-</u>	<u>-</u>	<u>-</u>
Total non-financial liabilities				15,986
Total liabilities				<u>15,986</u>

b) Derivative Instruments

The Council does not utilise any derivative instruments.

## **Corporate Members**

City Gas Pte Ltd

Lee Foundation

MSIG Insurance (Singapore) Pte. Ltd.

The Shaw Foundation Pte

# Highlight Of Activities For WY 12/13



NFEC 26<sup>th</sup> Annual General Meeting (30 Jul 2012)



NFEC Fire Safety Seminar (3 Oct 2012)



Guests at the Award Ceremony

National Schools' Digital Media Competition 2013



Secondary Schools' Category Winner - Nanyang Girls' High School



Junior CD Lionhearts Programme Launching at Elias Primary School (11 April 2013)



Charity Film Premiere 'The Impossible' (9 Jan 2013)



Unveiling the lift door sticker with fire safety advisory messages at Tampines West Emergency Preparedness Day (24 Feb 2013)



NFEC Fire Safety Drama Show (60 Primary Schools)



NFEC Poster Art competition (April - June 2012)



National Fire  
And  
Civil Emergency  
Preparedness  
Council

## *Mission*

The National Fire and  
Civil Emergency Preparedness Council  
(NFEC) is committed towards promoting  
fire prevention and civil emergency preparedness  
to make Singapore safe and secure.