

ANNUAL REPORT 2017/2018  
MCI (P) 125/12/2017

# NFEC



National Fire  
And  
Civil Emergency  
Preparedness  
Council

# *The Board of Directors*

2017/2018



## **Seated (L to R)**

Mr Kenny Tan, Mr Raymond Teo, Mr Chua Kah Sheng, AC Ling Young Ern, Mr Alan Loh, Comr Eric Yap, Mr Markham Shaw, AC Abdul Razak, Mr Rowan Tan, LTC Dennis Quah, Ms Margaret Heng

## **Standing (L to R)**

Mr Robert Ronald, Mr Ong Hwee Liang, Mr Raizan Abd Razak, Mr Steven Chen, Mr Tok Hock Soon, Mr Seet Choh San, Mr Benedict Koh, Mr Dennis Ng, Mr Derek Teo, Mr Steven Goh, Mr Wong Chit Sieng, Mr John Wu, Mr Edwin Yap, Mr Terence Koh

## **Not in picture**

Mr Ow Kwok Leong

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# Chairman's Statement

## NATIONAL FIRE AND CIVIL EMERGENCY PREPAREDNESS COUNCIL



1. Please let me begin by expressing my appreciation to everyone for taking invaluable time off from your busy schedule to attend today's Annual General Meeting.
2. The Work Year of 2017/2018 has certainly been successful, fruitfully filled with meaningful events to deliver important messages on fire prevention and emergency preparedness. Each event was aligned, where possible, to the SGSecure national movement to reinforce Singapore's resilience against the threats of terrorism.
3. The Council is looking forward to explore new areas of potential and expand our partnerships to take the NFEC to higher heights with a more extensive level of outreach. To begin with, the Council has grown to include new key partners to aid us with our noble mission. Therefore, members, partners and supporters can expect yet another exhilarating and engaging year ahead. Before highlighting the Council's key objectives in the work plan for the coming year, let me first recap the key engagements which the Council had managed or implemented in Work Year 2017/2018.

### Report On Work Year 2017/2018

4. The Fire Safety Asia Conference (FiSAC), in its third run, was held at PARKROYAL on Beach Road from 15 to 17 November 2017. The opening ceremony of the conference was graced by Mrs Josephine Teo, Minister for Manpower and Second Minister for Home Affairs. Members of the local media were invited to cover the conference opening, where Mrs Josephine Teo announced the mandatory installation of Home Fire Alarm Devices (HFAD) in all new residential premises and those undergoing fire safety works from 1 June 2018 onwards. FiSAC 2017 concluded with a Gala Dinner held at Marriot Tangs Plaza. The evening saw the presentation of the prestigious Fire Safety Design Excellence Awards (FSDA) by Mr Amrin Amin, Senior Parliamentary Secretary for the Ministry of Home Affairs and Ministry of Health. The FSDA were presented to 10 individuals who have contributed to a strong fire safety culture amongst building professionals and to building projects which had incorporated innovative fire safety design.
5. NFEC successfully held its annual Fire Safety Seminar for the 15<sup>th</sup> year running on 29 June 2017 at the Marina Bay Sands Convention Centre. The event, jointly-organised by the Commercial Premises Committee (CPC) and Industrial Premises Committee (IPC), attracted more than 900 participants comprising Fire Safety Managers (FSM), Fire Safety Practitioners, Community Emergency Response Team (CERT) members as well as individuals who were actively involved in enhancing emergency response at their respective workplaces or premises. The seminar was themed "**Prepare, Prevent, Respond!**" to highlight the importance for companies to remain vigilant and be actively involved in the planning and implementation of fire safety measures to avoid fire occurrence, and be able to react quickly in the event of an emergency.
6. Every year for the past 13 years, NFEC designates the month of September for the campaign on Mass Fire Evacuation Drills (MFED). In September 2017, 355 commercial and industrial premises with a pool of 20,000 tenants and 70,000 participants responded overwhelmingly to the campaign by conducting evacuation drills at their respective premises. The end of the campaign

on 25 September 2017 was marked by a mass fire evacuation drill at Temasek Polytechnic. Drill participants comprising CD Lionhearters and Polytechnic staff exercised their responses, which included mitigating fires using fire extinguishers and applying the Improvised First Aid Skills (IFAS) of “Press, Tie, Tell”, for a fire scenario within the school premises. It was indeed a unique opportunity for the MFED month to involve Temasek Polytechnic, to highlight the importance of safety and security of our local educational institutions.

7. The Council continued to build on its success in regular dialogues and engagement sessions with FSMs and safety officers in various sectors to promote fire safety and emergency preparedness. During the work year, the Commercial Premises Committee with the support of SCDF, organised customised fire safety engagement sessions with the FSMs of numerous hotels. The Industrial Premises Committee also organised engagement sessions for the Industrial Premises’ FSMs/ Safety Officers and JTC Industrial Premises tenants where the latest fire trends and lessons from actual fire incidents were presented and discussed.
8. In addition, the Industrial Premises Committee successfully organised its inaugural Fire Safety Award (FSA) for Industrial Premises in 2017 to recognise terrace factories, flatted factories and warehouses with high fire safety standard. The Awards also served to raise awareness on the need for a regular programme of action to ensure that buildings are fire safe. Similarly, the Commercial Premises Committee had opened the nomination for the 12<sup>th</sup> Edition of the Fire Safety Award (FSA) for Commercial Premises in April 2018. The biennial Awards will be presented to deserving premises in November this year.
9. To cultivate a strong sense of fire safety awareness in the younger generation, NFEC’s Schools and Youth Committee took a calibrated approach to actively engage the students from Primary to Tertiary levels. The NFEC Fire Safety Assembly Show *‘Ever Ready for Emergencies’* was presented to all primary schools to capture the attention of the students through skits. These lively and interactive skits were incorporated with key messages on fire safety and emergency preparedness, such as Understanding AEDs, Fire Prevention and Response as well as Run, Hide, Tell and Press, Tie, Tell. The Schools and Youth Committee in collaboration with the National Civil Defence Cadet Corps (NCDCC) also organised the NFEC-NCDCC Inter-Unit Quiz at the Home Team Academy (HTA) on 25 August 2017. This annual quiz strives to promote fire prevention and civil emergency preparedness amongst the NCDCC youths through an exciting and challenging competition.
10. Another key school engagement programme to commemorate Total Defence Day was the Junior Civil Defence Lionhearter (JCDLH) Challenge, held at the Singapore Discovery Centre on 14 February 2018. Teams of upper primary JCDLH from 21 schools were put to the test in completing game stations specially designed with themes on Emergency Preparedness and the five pillars of Total Defence.
11. At the tertiary level, the National University of Singapore (NUS) and the Singapore University of Technology and Design (SUTD) CD Lionhearter Clubs were officially launched by A/P Ho Peng Kee on 14 September 2017 and 7 February 2018 respectively. In 2017, the Community First Responder (CFR) Challenge was organised in conjunction with Nanyang Polytechnic’s Safety and Security Day to promote the importance of lifesaving skills and rendering assistance to others during an emergency incident. The CFR Challenge also utilised a mobile phone App to guide participants through each pit stop via a series of SGSecure-related quizzes and puzzles.

12. Most of the fire incidents in Singapore occurred in residential premises and the bulk of these fires involved rubbish and unattended cooking. The Housing Premises Committee (HPC) takes an active approach, from conducting public education programmes to devising technical solutions in attempt to reduce fires in residential premises. This approach has been successful and rubbish fires were reduced by 14 % from 1,444 cases in 2016 to 1,240 cases in 2017.
13. Fires involving discarded items at common areas in HDB estates however registered an increase of 16% from 345 cases in 2016 to 401 cases in 2017. HPC and SCDF continued to work with Town Councils to address the issue of discarded item fires by putting up posters on notice boards of HDB blocks to advise residents on the removal of unwanted bulky items and to maintain the 'Guidelines on the Use of Common Areas in HDB Estates'. In addition, fire safety advisories were shared by SCDF and HPC on social media during the festive periods to remind residents of the fire hazards.
14. A total of 44 Emergency Preparedness (EP) Days were organised in 2017 to disseminate fire safety messages to more than 28,000 residents, including the residents at 5 newly-completed BTO estates during their HDB Welcome Party. HPC had also participated in HDB Heartland Talks to share fire safety tips with the general public, such as advocating the installation of home fire alarm devices and prevention of electrical fire.
15. The Publicity Committee continued to raise the profile of NFEC through media publicity on the fire safety and emergency preparedness events organised by the Council. The Committee has leveraged on popular social media platforms such as Facebook to share fire safety and emergency preparedness information using infographics. NFEC has worked closely with the SCDF to raise public awareness on rubbish chute fires and encourage community first responders to step forward in extinguishing such low-risk fires. NFEC was commended by the SCDF during its annual release of fire statistics on 9 February 2018, for reaching out to the public with its fire safety programmes and messages over the years and these efforts have contributed to Singapore recording the lowest number of fires in 40 years.

## Plans for Work Year 2018/2019

16. With the success in sharing knowledge on fire prevention and emergency preparedness, NFEC will continue to organise the highly popular annual Fire Safety Seminar in August 2018. The seminar will raise awareness on the updated Fire Code as well as the upward trend of electrical fires involving personal mobility devices and electronic devices. The seminar will provide insight on fire prevention measures that one could adopt to avoid electrical fires.
17. The 12<sup>th</sup> biennial Edition of the Fire Safety Award for Commercial Premises will be held this year with two categories of Awards. The 'Fire Safety Award' will be presented to premises that meet the stipulated standards while the 'Fire Safety Excellence Award' will recognise premises that have achieved beyond the required standards.
18. Following the success of past charity film premieres, the Fund Raising and Membership Committee (FRMC) will be organising another charity film premiere in July 2018. The FRMC will also be working with the Schools and Youth Committee to identify a national project with the aim of enhancing the emergency preparedness of young Singaporeans progressively through their teenage years. NFEC hopes to collaborate with its partners and supporters on this meaningful project.

19. In line with the NFEC's mission to promote civil emergency preparedness, the Council will continue to support the SGSecure national movement through its existing outreach programmes, such as the enhanced EP Day. Similarly, elements of SGSecure will be featured in the Fire Safety Assembly Shows for the primary schools.
20. NFEC will continue to partner the SCDF to promote active citizenry by increasing its public engagement drive to encourage community first response for minor fires, such as fires involving rubbish chute. NFEC will also work closely with our strategic partners to explore new platforms to promulgate fire safety, such as the 'HDB My Nice Home' organised by HDB, and collaborate with SCDF in its Dialogue Session with the Town Councils on fire trends.
21. As we look forward to yet another exciting work year, I wish to express my sincere appreciation to the Board of Directors for their staunch leadership and invaluable advice. My sincere gratitude goes to the various NFEC Committees for their hard work and untiring support for the Council. I also wish to thank our past Board members, Secretaries and Assistant Secretaries for their contributions and commitment. And to our patrons, partners, members, friends and well-wishers, thank you for your continued support and encouragement. Allow me to close with a special thanks to COMR Eric Yap, Commissioner SCDF, for his wise counsel and guidance over the years, and the team of dedicated SCDF staff for their unwavering commitment and service to the Council.

Alan Loh  
Chairman NFEC

# The Board of Directors 2017 - 2018

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## PATRON-IN-CHIEF



**Mr K Shanmugam**  
**Minister for Home Affairs**  
**& Minister of Law**

## OFFICE BEARERS



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



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



**AC Ling Young Ern**  
**Executive Director**



**LTC Dennis**  
**Quah Chee Onn**  
**Honorary Treasurer**

## COMMITTEES' CHAIRPERSONS



Ms Margaret Heng  
Chairperson  
Commercial Premises Committee



Mr Rowan Tan  
Chairman  
Industrial Premises Committee



Mr Raymond Teo  
Chairman  
Housing Premises Committee



Mr Ow Kwok Leong  
Chairman  
Fire Safety Committee for  
Schools & Youth



Mr Markham Shaw Chai Chung  
Chairman  
Fund Raising & Membership  
Committee



AC Abdul Razak  
Chairman  
Publicity Committee

## MEMBERS



Mr John Wu Voon Liang



Mr Steven Goh



Mr Derek Teo



Mr Kenny Tan



Mr Steven Chen



Mr Edwin Yap



Mr Terence Koh



Mr Benedict Koh Yong Pheng



Mr Wong Chit Sieng



Mr Seet Choh San



Mr Ong Hwee Liang



Mr Tok Hock Soon



Mr Dennis Ng



Mr Robert Ronald



Mr Raizan Bin Abd Razak

# MINUTES OF THE 31<sup>st</sup> ANNUAL GENERAL MEETING OF NATIONAL FIRE AND CIVIL EMERGENCY PREPAREDNESS COUNCIL

**HELD ON 24 JULY 2017 AT 1130 HRS AT THE JUPITER BALLROOM,  
FURAMA RIVERFRONT HOTEL**

**Present:**

**Board of Directors:**

Mr Alan Loh Peng Leong	Chairman
Mr Markham Shaw	Vice-Chirman
AC Ling Young Ern	Executive Director
LTC Dennis Quah	Hon Treasurer
AC Abdul Razak	Board Member
Ms Margaret Heng	Board Member
Mr Rowan Tan	Board Member
Mr Ow Kwok Leong	Board Member
Mr John Wu	Board Member
Mr Benedict Koh	Board Member
Mr Tok Hock Soon	Board Member
Mr Dennis Ng	Board Member
Mr Edwin Yap	Board Member
Mr Seet Choh San	Board Member
Mr Terence Koh	Board Member
Mr Derek Teo	Board Member
Mr Steven Goh	Board Member
Mr Ong Hwee Liang	Board Member
Mr Robert Ronald	Board Member
Mr Raizan Abdul Razak	Board Member

**SCDF**

Comr Eric Yap And 28 Others	Commissioner, SCDF
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## Chairman's Address

1. Chairman commenced the meeting by thanking everyone for taking invaluable time off from their schedule to attend today's Annual General Meeting.
2. He said the Work year of 2016/2017 has been a heartening and special one as NFEC marked its 30<sup>th</sup> Anniversary in its endeavour to promote fire and civil emergency preparedness in Singapore. The Workyear was also filled with many purposeful events to reach out to everyone through various activities and programs designed to deliver critical messages on fire prevention and emergency preparedness. In light of the national SGSecure movement, NFEC is also contributing in every possible way to reinforce Singapore's resilience against the threats of terrorism by enhancing emergency preparedness. These meaningful contributions towards the safety and security of Singapore was a result of the hard work, commitment and dedication by members of the Council and its Sub-Committees, as well as the strong support, encouragement and contributions from NFEC's partners and supporters throughout the Workyear.
3. He highlighted that in spite of these encouraging outcomes, the Council is not resting on its laurels, but rather, we have set our sights on exploring new frontiers and growing our partnerships to take the NFEC to a higher level of engagement. For a start, we have expanded the Council to include new key partners to assist us with these intentions. As such, members, partners and supporters can expect yet another exciting and engaging year ahead. Before highlighting the Council's key objectives in the work plan for the coming year, he recapped the key engagements which the Council had managed or implemented in Workyear 2016/2017.

## Report On Work Year 2016/2017

4. Chairman said that the NFEC celebrated its 30<sup>th</sup> anniversary in serving the community through promoting fire safety and civil emergency preparedness on 31 October 2016 at the Furama Riverfront Hotel. The event was graced Mr Desmond Lee, then Senior Minister of State, Ministry of Home Affairs and Ministry of National Development and Associate Professor Fatimah Lateef, MP for Marine Parade GRC. To commemorate the NFEC's 30<sup>th</sup> anniversary, a video montage was screened, charting the key milestones of NFEC's active community engagement over the last thirty years in promoting fire safety in Singapore. On the evening of celebration, 87 commercial premises won Awards under the NFEC Fire Safety Award 2015/2016. In recognition of good fire safety governance in the public housing estates, 15 constituencies were handed the National Civil Emergency Preparedness (NCEP) Gold Awards. Sixteen schools also received the CD Ready School Award for outstanding fire safety standards in their respective schools.
5. In his address, he pointed out that NFEC successfully held its annual Fire Safety Seminar for the 14th year running on 16 August 2016 at the Marina Bay Sands Convention Centre. The event attracted about 600 participants consisting of Fire Safety Managers (FSM), Fire Safety Practitioners, Community Emergency Response Team (CERT) members and those with a role in enhancing emergency response at their workplaces or premises. In response to addressing electrical fires which has consistently been one of the top 3 types of fires in industrial and commercial premises in the past 3 years, the seminar was themed **Keep Electrical Hazards at Bay for a Fire Safe Environment**.

6. On the Mass Fire Evacuation Drills (MFED) which was held every year during the month of September for the campaign, it has in its 12<sup>th</sup> year running of MFED, 210 commercial and industrial building owners responded positively to the campaign by conducting evacuation drills at their premises in September 2016. The end of the campaign was marked by the conduct of a mass fire evacuation drill on 27 September 2016 at the Shaw Centre, Orchard Road. In tandem with the National SGSecure movement, the evacuation drill was incorporated with SGSecure elements. Drill participants exercised their responses, which encompassed the evacuation and application of medical skills like administering of CPR, AED and Improvised First Aid Skills (IFAS), for an explosion scenario in one of the cinema halls.
7. He said the Council continued to build on its success in regular dialogues and engagement sessions with FSMs and fire safety officers in various sectors to promote fire safety and emergency preparedness. During the Work Year, Commercial Premises Committee, with the support of SCDF, organised customised fire safety engagement sessions with the Hotel FSMs, Coffeeshop/Eating House Operators and FSMs of Shopping Complexes. The Industrial Premises Committee also organised engagement sessions for the Industrial Premises FSMs/Safety Officers and JTC Industrial Premises tenants where the latest fire trends and lessons from actual fire incidents as well as SGSecure messages were shared and discussed.
8. He informed that in 2016, the Commercial Premises Committee organised the 11th biennial Fire Safety Award to recognise commercial premises for good fire safety standards achieved. The Fire Safety Award (FSA) was accorded to premises that have shown good standards of fire safety while premises that have attained outstanding standards were presented with the Fire Safety Excellence Award (FSEA). A total of 88 commercial premises comprising hotels, hospitals, offices, retail outlets and shopping complexes participated in the Fire Safety Award and 56 premises clinched the FSEA while another 31 premises were awarded the FSA. All winners were invited to the NFEC Awards Ceremony held on 31 October 2016 at the Furama Riverfront Hotel where they received their award certificates.
9. To cultivate fire safety consciousness in our young, he said the NFEC's Schools and Youth Committee took a calibrated approach to engage the students from Primary to Tertiary levels. The NFEC Fire Safety Assembly Show was presented to Primary Schools nationwide to capture the attention of these young audiences through skits incorporated with messages on fire safety and emergency preparedness, such as SCDF's Save-A-Life Initiative. The Committee and the National Civil Defence Cadet Corps (NCDCC) also co-organised the NFEC-NCDCC Inter-Unit Quiz at the Home Team Academy (HTA) on 25 August 2016 to promote fire prevention and civil emergency preparedness awareness amongst NCDCC cadets through an exciting competition.
10. Another key school engagement programme - the Junior Civil Defence Lionhearter (JCDLH) Challenge was held at the Singapore Discovery Centre on 14 February 2017. Teams of Upper Primary JCDLH competed at speed-to-complete game stations designed with themes on Emergency Preparedness and the five pillars of Total Defence. The JCDLH Challenge attracted good participation from 24 Primary Schools.
11. He highlighted that most of the fire incidents in Singapore occurred in residential premises and the bulk of these fires involved rubbish and unattended cooking. The Housing Premises Committee (HPC) takes an active approach, from conducting public education to devising technical solutions in attempt to reduce the fire statistics. Rubbish fires saw a decrease by 2.8 % from 1,546 cases in year 2015 to 1,444 cases in year 2016. The reduction could be attributed to the public education

efforts in issuing fire safety advisories during festive period by the HPC and SCDF. After the successful commercialisation of the timer-based hob to reduce unattended cooking fires – an idea harvested from a joint NFEC and HDB ‘Cool ideas for HDB living’ competition, HPC will continue to partner HDB in this competition to support innovative solutions that would improve home fire safety.

12. He said a total of 42 Emergency Preparedness (EP) Days were organised to disseminate fire safety messages to more than 20,000 residents in the year 2016. These EP Day programmes were customised with different emphasis on fire safety in constituencies according to the fire statistics and demographics of the residents.
13. In the Workyear of 2016/2017, he mentioned that the Publicity Committee continued to raise the profile of NFEC through media publicity through fire safety and emergency preparedness events organised by the Council. The Committee has leveraged on popular social media platforms to share fire safety and emergency preparedness information using infographics. NFEC has also worked closely with the SCDF to raise public awareness on rubbish chute fires as well as encourage community self-help in extinguishing such low risk fires.
14. He commended the Fund Raising and Membership Committee for successfully organised the NFEC Charity Film Premiere of “Patriots Day” on 10 January 2017 at the Shaw Lido. The event was graced by Mr Louis Ng, Member of Parliament for Nee Soon GRC and Member of the Government Parliamentary Committee for Home Affairs and Law. The movie was specially selected for its theme on terrorism and global vulnerability which underscored the importance of NFEC’s role in promoting civil emergency preparedness and the SGSecure movement for Singapore to remain vigilant and resilient in the current security climate. NFEC will channel the funds raised from the event towards various public education and engagement activities, enhancing the safety and security of Singapore.

## Plans For Work Year 2017/2018

15. He said that building on the success of the Fire Safety Asia Conference (FiSAC) held in 2011 and 2014, NFEC will be organising the third edition of FiSAC from 15 to 17 November 2017. With the theme “**New Frontiers in Fire Safety and Emergency Response**”, FiSAC 2017 promises to be an even bigger and more exciting conference where fire safety and emergency management issues will be presented and discussed with both local and international participants. The conference will also be a platform for showcasing the latest know-how and technological advancement in fire safety and emergency management.
16. In conjunction with FiSAC 2017, the prestigious Fire Safety Design Excellence Awards 2017 will also be organised to accord recognition to the individuals, organisations, and project teams for their ground-breaking, creative and forward-looking fire safety design in building projects in Singapore. It is through these Awards that the Council aims to promote a culture of high fire safety standards in building design for a safer Singapore.
17. He announced that the NFEC will continue to organise the highly popular annual Fire Safety Seminar. With the theme “**Prepare, Prevent, Respond**”, the seminar this year will reinforce knowledge on fire prevention and focus on emergency preparedness at the workplace. With the growing trend of electrical fires arising from the use of personal mobility devices and electronic devices, the Council will use the upcoming seminar to draw attention on the topic and the measures that one could adopt to prevent electrical fires.

18. Another event he highlighted was the **NFEC Fire Safety Awards for Industrial Premises**. It will be launched this year to recognise organisations for their commitment to maintaining a high standards of fire safety in their premises or buildings. The Awards will be differentiated to recognise the level of commitment by the participating organisation in promoting fire safety - the 'Fire Safety Award' will recognise premises that meet the stipulated standards, while the 'Fire Safety Excellence Award' will be presented to premises that have achieved beyond the required standard.
19. In line with the NFEC's mission to promote civil emergency preparedness, he said the Council will continue to support the SGSecure movement by upgrading existing outreach programmes to incorporate elements of the SGSecure. In partnership with SCDF and People Association's Emergency Preparedness Division, the Council will be rolling out in 2017, the enhanced EP Day programme to engage residents in all constituencies. Similarly, elements of SGSecure will be embedded in the skit for our Fire Safety Assembly Shows for primary schools.
20. NFEC will continue to partner the SCDF to promote active citizenry by increasing its public engagement drive to encourage community first response for minor fires, such as fires involving rubbish chute. Such fires can be easily put out by members of the public by simply pouring water into the chute. This will free up the scarce SCDF resources to attend to major or life-threatening incidents.
21. In conclusion, he expressed his gratitude to the Board of Directors for their steadfast leadership and invaluable advice. He thanked members of the various NFEC Committees for their hard work and untiring support for the Council. As the Council looks forward to another exciting work year, he expressed his appreciation to the past Board members, Secretaries and Assistant Secretaries for their contributions and commitment. And to our patrons, partners, members, friends and well-wishers, he also extended his thanks to them for their continued support and encouragement. He closed the meeting with a special thanks to Comr Eric Yap, Commissioner SCDF, for his wise counsel and direction over the years, and the team of dedicated SCDF staff for their unwavering commitment and service to the Council.

### **Confirmation of Minutes of Meeting**

22. The minutes of 30th AGM held at the Venus Ballroom, Furama Riverfront hotel, Singapore on 26 July 2016 was proposed for adoption by Mr John Wu and seconded by Mr Seet Choh San.

### **Annual Report 2016/2017**

23. The meeting approved the NFEC Annual Report for WY 2016/2017. Mr Robert Ronald and AC Abdul Razak proposed and seconded to accept the report respectively.

### **Approval of Financial Statement For The Year Ending 31 March 2017**

24. The accounts audited by Cypress Singapore PAC for the year ending 31 Mar 2017 were accepted and approved at the meeting. Mr Steven Goh proposed to accept the financial report with Mr Robert Ronald seconded it.

## **Conclusion**

25. There being no other matters, the meeting ended at 1210 hrs. All members adjourned for a luncheon.

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

**Vetted by** : **AC Ling Young Ern**  
**Executive Director, NFEC**

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

**Date** : **10 Aug 2017**

# Industrial Premises Committee

<b>Chairman</b>	: Mr Rowan Tan	
<b>Vice-Chairman</b>	: Mr Edwin Yap	
<b>Secretary</b>	: CPT Muhammad Azhar Said	
<b>Assistant Secretary</b>	: WO2 Mohamad Fazdli Bin Mohamad Suhaili	
<b>Members</b>	: Mr Abdul Rahman Bin Mohd Yatim	Mr David Goh
	: Mr Ong Pak Shoon	Mr Tan Gim Sun
	: Mr Chew Siang Heng	Mr Steven Teo
	: Mr Mark Wing Keong	Mr Peter Ho
	: Mr Tan Ann Kiong	Mr David Lim Kin Wai

## Introduction

The Industrial Premises Committee (IPC) plays an active role in promoting fire safety and civil emergency preparedness in the industrial premises in Singapore. To better engage the Industrial Fire Safety Managers (FSM) and Safety Officers, the IPC organised a series of events held in Work Year 2017/2018 in an effort to enhance fire safety awareness of the owners and occupiers of industrial premises. These events also served to support the objective of the Council.

## NFEC Fire Safety Seminar 2017

The annual Fire Safety Seminar was held at Marina Bay Sands Convention Centre on 29 June 2017. The IPC and the Commercial Premises Committee (CPC) jointly organised the event, which attracted more than 900 participants comprising Fire Safety Managers (FSM), Fire Safety Practitioners, Safety Officers, Community Emergency Response Team (CERT) members, as well as those with a role in enhancing emergency response in their respective premises. The theme of the event “*Prepare, Prevent, Respond*” reiterated the importance for companies to remain vigilant and be actively involved in the planning of fire safety matters to avoid fire occurrence and be able to react should any emergency occur.

A total of six speakers from the fire prevention fraternity presented their papers during the seminar followed by a lively interactive Q & A session facilitated by AC Abdul Razak, Director of SCDF Public Affair Department along with the other speakers. In line with the seminar theme, the event was concluded with a workshop on “**Prevention of Electrical Fires**” where participants discussed on the given scenario and shared their experience and good practices when faced with similar challenges.

## Mass Fire Evacuation Drills 2017

The aim of the Mass Fire Evacuation Drill is to better prepare our workforce in responding to emergency situations. On 25 September 2017, the NFEC and SCDF successfully conducted the NFEC Mass Fire Evacuation Drills 2017 at Temasek Polytechnic. The scenario involved a fire incident outside the school library which triggered the fire alarm, leading to a mass evacuation of the occupants. The fire was mitigated by the CD Lionhearters and staff from Temasek Polytechnic using fire extinguishers. Subsequently, they applied Improvised First Aid Skills on the casualties while waiting for the arrival of the ambulance.

In conjunction with the event at Temasek Polytechnic, all industrial and commercial building owners were also invited to conduct evacuation drills at their premises in a month-long drive held in September. 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 Mass Fire Evacuation Drills 2017 was taken part by a total of 355 premises which were all awarded with a Certificate of Appreciation from the NFEC, of which 196 were industrial premises. More than 70 000 participants took part in the drills.

### **JTC Safety and Security Event**

In collaboration with JTC Corporation, IPC organised the Safety and Security Event which was held at Block 20, Woodlands Link on 15 November 2017. 3<sup>rd</sup> SCDF Division and Sembawang NPC supported the event with activities such as a crime prevention exhibition, CPR & AED hands-on sessions, and fire-extinguisher hands-on sessions. The focus of the event was the presentation on Fire Safety and Fire Hazard to create greater awareness of the participants on the potential damage sustained during a fire incident.

In addition, IPC also collaborated with the Health Promotion Board (HPB), Workplace Safety and Health Council (WSHC) and National Environment Agency (NEA) to make the event a successful one. The event provided a platform for them to further reach out to the tenants in the industrial premises, which was well-received and attended by approximately 100 tenants.

### **1<sup>st</sup> NFEC Fire Safety Award for Industrial Premises**

In 2017, IPC organised its 1<sup>st</sup> Fire Safety Award (FSA) for all Industrial premises which include terrace factories, warehouses and flatted factories. The FSA aims to audit and recognise organisations for their commitment in maintaining a high standard of fire safety in their premises. The award also serves to inculcate a greater sense of awareness on the need for a regular programme of action to ensure that buildings are safe from fire at all times.

In March 2017, IPC opened the nomination for the 1<sup>st</sup> FSA for Industrial Premises. At the close of the nomination, 24 industrial premises signed up for the FSA. Two types of awards were given to the winners; Premises that have met the minimum criteria were presented with the 'Fire Safety Award', whereas premises that have achieved beyond the expected standard were presented with the 'Fire Safety Excellence Award'.

### **Moving Forward**

In the Work Year 2017/2018, the IPC will continue with its mission to enhance fire safety awareness at the workplace and to emphasize the importance of civil emergency preparedness. The IPC will do a deep dive to identify the areas of concern and build on its initiatives from the last Work Year to further reduce fire occurrences within the industrial premises. IPC will also explore new ways to share its fire safety and civil emergency preparedness message to a larger audience in the industrial sector.

# Commercial Premises Committee

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<b>Chairperson</b>	: Ms Margaret Heng
<b>Vice-Chairman</b>	: Mr John Wu
<b>Secretary</b>	: CPT Sheedy Bin Sies
<b>Assistant Secretary</b>	: WO Azman Shah Bin Bidin
<b>Members</b>	: Mr Benedict Koh Mr Derek Teo Mr Steven Goh

## Introduction

The Commercial Premises Committee (CPC) actively promotes fire safety and civil emergency preparedness in all commercial premises in Singapore. As part of CPC's continual effort to engage the key commercial stakeholders such as hotels, high-rise office buildings, shopping complexes, retail outlets and hospitals in raising their standards of fire safety and emergency preparedness, a series of events and activities were held in Work Year 2017/2018.

## NFEC Fire Safety Seminar 2017

The annual Fire Safety Seminar was held on 29 June 2017 at the Marina Bay Sands Convention Centre. The CPC and the Industrial Premises Committee (IPC) jointly-organised the event which was attended by more than 900 participants comprising Fire Safety Managers (FSM), Fire Safety Practitioners, Community Emergency Response Team (CERT) members, as well as other relevant personnel with a role in enhancing emergency response at their respective workplaces or premises. The theme of the seminar **“Prepare, Prevent, Respond”**, reminds companies to be actively involved in the planning of fire safety measures and emergency response, and be able to react quickly in the event of an emergency.

A total of six papers were presented during the seminar, with speakers from the Singapore Civil Defence Force (SCDF), Petrochemical Corporation of Singapore Pte Ltd, Capitaland Mall Asia Ltd, Galmon (S) Pte Ltd and a representative from Marina Bay Sands Complex. The seminar also featured a lively and interactive Question and Answer session facilitated by AC Abdul Razak, Director of SCDF Public Affairs Department (also a Council member) along with all the speakers. To build upon and reinforce the message of electrical fire safety, the event ended off with a workshop on “Prevention of Electrical Fires”. During the workshop, participants were given a case study. Applying the knowledge gained from the seminar and their personal experience, the participants developed a framework to prevent electrical fires in a commercial or industrial premises.

## Mass Fire Evacuation Drill 2017

The annual NFEC Mass Fire Evacuation Drill (MFED) month was carried out in September 2017. Commercial and Industrial buildings and owners were invited to conduct evacuation drills at their respective premises within that month. This year, a total of 355 premises participated in the MFED month, involving more than 20 000 tenants and 70 000 participants. 159 of these premises were commercial premises. All participating premises were awarded with a Certificate of Appreciation from NFEC.

The month-long event concluded with an evacuation drill carried out at Temasek Polytechnic on 25 September 2017. The drill scenario involved a fire incident outside the school library. The fire triggered an alarm, leading to a mass evacuation of the school's occupants. The drill saw the CD Lionhearters from Temasek Polytechnic as well as the polytechnic staff coming into action to mitigate the fire with the use of fire extinguishers. Subsequently, they applied the Improvised First Aid Skills of "Press, Tie, Tell" on the casualties of the fire while awaiting the arrival of emergency responders. The event ended off with the presentation of the Certificate of Participation to Temasek Polytechnic by Mr Alan Loh, Chairman of the NFEC.

Having the Temasek Polytechnic evacuation drill as the highlight of the MFED month was a unique opportunity to bring attention to the safety and security of educational institutions. Evacuation drills at non-commercial and non-industrial premises allow for insights into areas not often tested by emergency response.

### **Dialogue with Hotel Fire Safety Managers**

The partnership between CPC and the Singapore Hotel Association (SHA) continued with regular dialogue sessions with FSMs from SHA member hotels. 2 dialogue sessions were held during this period. Usually, the dialogue session is attended by more than 50 FSMs from various hotels. Through this dialogue session, key safety messages, initiatives, developments and sharing of actual fire incidents involving hotel premises were discussed among the hotel FSMs. SCDF officers were also present to provide updates on fire safety matters and to address queries raised by the participants. These dialogue sessions provide a platform for the FSMs to network and share their best practices for fire prevention and fire safety.

### **NFEC Fire Safety Award for Commercial Premises 2017/2018**

Since 1995, the NFEC has been presenting the biennial Fire Safety Excellence Award. In 2007, the award was renamed the Fire Safety Award (FSA), making it a generic award that gives recognition to commercial premises that have achieved acceptable fire safety standards. To acknowledge premises which have taken steps that go beyond the prescribed standards of fire safety, the Fire Safety Excellence Award (FSEA) was branded as an upper tier for the FSA.

In 2017, the IPC organised its 1<sup>st</sup> FSA for Industrial Premises to extend the recognition to include terrace factories, flatted factories and warehouses. With this, the FSA for commercial and industrial premises will alternate each year. The FSA serves as a testament of the participating premises' commitment towards maintaining a high standard of fire safety.

In April 2018, CPC opened the nomination for the 12<sup>th</sup> Edition of the FSA for Commercial Premises with a submission period of one month. The FSA will be awarded in November 2018.

### **Moving Forward**

In Work Year 2018/2019, the CPC will continue with its mission to enhance fire safety at the workplace and increase the awareness of the importance of civil emergency preparedness among the members of the commercial premises community. The CPC will build upon the achievements and initiatives from the previous Work Years and initiate new platforms for further sharing and promotion of best practices. It will be another exciting year ahead for CPC as it strives to enhance the fire safety standards and improve the level of civil emergency preparedness in commercial premises in Singapore.

# Housing Premises Committee

## **Committee Members** :

<b>Chairman</b>	: Mr. Teo Swee Heng, Raymond
<b>Vice-Chairman</b>	: Mr. Tok Hock Soon
<b>Secretary</b>	: CPT Keith Chua Foong Chao
<b>Assistant Secretary</b>	: WO2 Abdul Qadir Bin Hashim

## **Introduction**

The Housing Premises Committee (HPC) strives to enhance the awareness of fire safety and readiness in emergency preparedness in residential premises through collaboration with key stakeholders and public outreaches to educate residents. Through engagements with the community, HPC aims to impart fire safety knowledge for a fire-safe home and to raise the resilience of the community by promoting life-saving and emergency skills.

## **Home Fire Safety and Emergency Preparedness Programme**

Fires occurring in residential premises constitute 68.6 % (2,657 cases) of the total fire calls (3,871 cases) attended by the Singapore Civil Defence Force (SCDF), from January to December 2017, and this is a decrease of 6.1 % (161 cases) as compared to year 2016. It was reassuring that the number of fires in residential premises had dipped further since year 2012 (3,184 cases) amidst a 11.9 % growth in residential households recorded by the Singapore Department of Statistics (from 1,152,000 in year 2012 to 1,289,900 in year 2017). The top three types of fires in residential premises accounts for 76.9 % (2,043 cases) of the total residential fires and in descending order were rubbish chute/bin (46.7 %), unattended cooking (15.1 %), and discarded items (15.0 %).

Rubbish fires formed the bulk of residential fires and a marked decrease by 14.1 % (204 cases) was registered, from 1,444 cases in year 2016 to 1,240 cases in year 2017. This reduction in the occurrence of rubbish fires could be attributed to the two-pronged approach adopted - on-going public awareness on fire prevention and supporting SCDF's campaign for members of public to step forward as community first responders to douse small fires.

Unattended cooking fires, which ranked second, also saw a decrease of 6.5 % (28 cases) from 430 cases in year 2016 to 402 in year 2017. To reinforce the importance of fire safety at homes, the SCDF worked with the Community Emergency and Engagement (C2E) Committee and Condominium Management to conduct Post-Fire Education Blitz following a residential unit fire. In addition to a home fire safety exhibition, SCDF officers would conduct house-to-house visits with the C2E committee to help residents to identify potential fire hazards through the dissemination of brochures in all four languages.

Fires involving discarded items at common areas in HDB estates registered an increase of 16.2 %, from 345 cases in 2016 to 401 cases in 2017. HPC and SCDF continued to work with the various Town Councils to put up posters on HDB Blocks' Notice Boards to advise residents on the removal of unwanted bulky items and to maintain the 'Guidelines on the Use of Common Areas in HDB Estates' to address the issue of discarded item fires. In addition, targeted approach of issuing fire safety advisories were carried out on social media during festive periods by SCDF and HPC to remind residents of the fire hazards.

Further to the 44 Revamped Emergency Preparedness (EP) Days that were conducted in year 2017 where there was a component to raise fire safety awareness of the existing residential estate, HPC had participated in HDB Welcome Party at 5 newly-completed BTO estates. The expanded outreach programme over the past year has attracted more than 28,000 residents. These outreach programmes were tailored to achieve specific improvements with emphasis on different aspects of fire safety at different constituencies. HPC had also participated in HDB Heartland Talks to reach out further to the general public to share on fire safety tips that could be adopted, such as advocating the installation of home fire alarm devices and the growing trend of electrical fire.

### **Way Forward**

Moving forward, the Committee will continue with its effort to improve fire safety awareness as well as emergency readiness level of residential premises to achieve the mission of the Council. To ensure the relevance and practicality of existing programmes and initiatives, HPC will work closely with our strategic partners to explore new platforms to promulgate fire safety, such as 'HDB My Nice Home' organised by HDB and collaborating with SCDF in its Dialogue Session with the Town Councils on concerned fire trends. HPC will also continue to perform analysis on emerging fire trends and devise appropriate strategies and targeted action plans to address the areas of concerns in collaboration with HPC's strategic partners.

# PUBLICITY SUB-COMMITTEE

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<b>Chairman</b>	: AC Abdul Razak
<b>Secretary</b>	: CPT Faizal Kamal
<b>Assistant Secretary</b>	: WO2 Alvin Hu
<b>Member</b>	: LTC Leslie Williams

## **The NFEC Publicity Sub-Committee**

The NFEC Publicity Sub-Committee manages the publicity for events and activities with the aim of raising the NFEC's profile, generating awareness and promoting community emergency preparedness among the populace. In addition, the Committee assists to prepare speeches and invitation for special guests to officiate the NFEC events. The key highlights undertaken by the Publicity Sub-Committee for the last work year are as follows:

### **NFEC Fire Safety Seminar 2017**

The annual NFEC Fire Safety Seminar was held on 29 June 2017 at the Marina Bay Sands Expo & Convention Centre. Publicity Sub-Committee provided advice on the theme "**Prepare, Prevent, Respond**", and prepared the speech which was delivered by SCDF Deputy Commissioner Chong Hoi Hung.

### **Mass Fire Evacuation Drill 2017**

As part of the annual NFEC Mass Fire Evacuation Drill (MFED) campaign, a fire evacuation drill was conducted at Temasek Polytechnic on 25 September 2017.

The drill at Temasek Polytechnic involved CD Lionhearters who responded to a simulated fire incident and rendered first aid to injured evacuees by performing the Improvised First Aid Skills (IFAS), prior to the arrival of SCDF emergency responders. Publicity Sub-Committee worked with SCDF Public Affairs Department to profile the MFED on the social media.

### **Release of SCDF's Fire, Ambulance and Enforcement Statistics 2017**

On 9 February 2018, the SCDF released its annual fire, ambulance and enforcement statistics for the year 2017. Publicity Sub-Committee leveraged on the presence of the media to reiterate the work done by the NFEC, SCDF and community partners in reaching out to the public with their fire safety programmes and messages. This was well featured by the local mainstream media.

SCDF will continue to collaborate with the NFEC, building owners and fire safety managers to ensure that their premises remain fire-safe.

### **Fire Safety Asia Conference (FiSAC) and Gala Dinner 2017**

Mrs Josephine Teo, Minister in the Prime Minister's Office and Second Minister for Manpower and Home Affairs was the Guest-of-Honour at the opening ceremony of FiSAC held at PARKROYAL on Beach Road on 16 November 2017. Publicity Sub-Committee prepared the keynote address in collaboration with SCDF Public Affairs Department and Ministry of Home Affairs.



## SCDF's Public Education Drive on the New Emergency Medical Services (EMS) Response Framework

To cope with the growing demand of EMS, SCDF had reviewed its EMS response framework to adopt a differentiated frontline response. In partnership with the NFEC, the SCDF is taking part in an on-going public education drive to generate greater public awareness on the new framework and the importance of calling 995 only for emergencies.



*Animation video on SCDF Facebook*



*Island-wide distribution of leaflets to every household*

## NFEC Flash Updates

The Sub-Committee had been actively issuing online announcements in the NFEC website. An initiative by the Sub-Committee is the “NFEC Flash Update”, an e-banner which is used to disseminate news alerts and photos on NFEC-led or NFEC-supported events. The NFEC Flash Update is a useful online tool which the Sub-Committee will continue to use in keeping the NFEC Board of Directors, its various Sub-Committees and secretaries informed on matters pertaining to the NFEC.

## Forthcoming Activities

Besides the ongoing projects and publicity for NFEC events, the Sub-Committee will be looking at revamping the NFEC website and exploring greater use of infographics to better engage the public in community emergency preparedness.

# FIRE SAFETY COMMITTEE FOR SCHOOLS & YOUTH

## Committee Members :

<b>Chairman</b>	: Mr Ow Kwok Leong
<b>Vice-Chairman</b>	: LTC Bob Tan
<b>Secretary</b>	: CPT Ang Hwee Ting
<b>Assistant Secretary</b>	: SSG Caleb Kelvin Cheang
<b>Member</b>	: Mr Huang Hansheng Mr Jeffrey Quek

## **Introduction**

The objective of the Fire Safety Committee for Schools and Youth is to educate students from an early age to their tertiary phase on fire safety and emergency preparedness through learning in a fun and engaging manner.

To achieve its objective, a series of activities had been organised to equip students with emergency preparedness knowledge and skills of, including elements of SGSecure movement. The activities were designed for students to be ambassadors of fire safety and emergency preparedness, sharing what they had learnt with their family members and friends.

Uniformed Groups are also engaged as advocates of fire safety and emergency preparedness as part of the Keep Singapore Safe project.

## **NFEC Fire Safety Assembly Show**

Since 2012, the Committee had been working with The Magic Avenue to produce a skit incorporating key messages on fire safety and emergency preparedness to primary schools students nationwide in a fun and interesting manner.

Titled “Ever Ready For Emergencies”, the assembly show, which featured the NFEC mascots - Impy and Misty, provided a creative and interactive platform to convey important fire safety and emergency preparedness messages to the students. The students also pick up knowledge in responding to fire incidents, such as rubbish chute fire. The students were encouraged to share what they had learnt with their family members.

The key messages conveyed through the show were:

- **Understanding AED** - What to do when encountering a collapsed victim.
- **Fire Prevention and Response** - How to prevent a fire and things to do and not to do during a fire.
- **Run, Hide, Tell & Press, Tie, Tell** - Actions to take if caught in a Terror Attack.

## **NFEC-NCDCC Inter-Unit Quiz**

The Committee and the National Civil Defence Cadet Corps (NCDCC) co-organised the NFEC-NCDCC Inter-Unit Quiz on 25 Aug 2017 at the Home Team Academy (HTA). Through a fun and challenging competition, this Inter-Unit Quiz generated promoting fire prevention and civil emergency preparedness awareness amongst NCDCC cadets.

The winners of the competition were:

Award	School
Champion	Kuo Chuan Presbyterian Secondary School
1 <sup>st</sup> runner-up	St. Hilda's Secondary School
2 <sup>nd</sup> runner-up	ACS (I) Team 1

Consolation Prizes

Award	School
4 <sup>th</sup> place	Evergreen Secondary School
5 <sup>th</sup> place	ACS (I) Team 2
6 <sup>th</sup> place	Beatty Secondary School Team 1
7 <sup>th</sup> place	Orchid Park Secondary School Team 2
8 <sup>th</sup> place	Bedok South Secondary School Team 1
9 <sup>th</sup> place	CHIJ Katong Convent Team 1
10 <sup>th</sup> place	Pei Hwa Secondary School Team 1

An Open category was introduced to all other Uniformed Groups (UGs) to raise fire prevention and civil preparedness awareness amongst cadets. A total of 8 teams across 4 UGs; National Cadet Corps (NCC), National Police Cadet Corps (NPCC), Red Cross Youths (RCY) and Scouts participated in this quiz.

The winners of the competition were:

Award	School
Champion	Scouts (East Spring Secondary School)
1 <sup>st</sup> runner-up	NCC (Tanglin Secondary School)
2 <sup>nd</sup> runner-up	NPCC (CHIJ St. Nicholas)
3 <sup>rd</sup> runner-up	RCY (Greendale Secondary School)

## Junior Civil Defence Lionhearter Challenge

Since the success of the inaugural Junior Civil Defence Lionhearter (JCDLH) Challenge in 2014, the JCDLH has become a key school engagement programme to commemorate Total Defence Day.

This year's JCDLH Challenge was held at the Singapore Discovery Centre on 14 Feb 2018. Aligning to the theme of Total Defence, Together We Keep Singapore Strong, Junior CD Lionhearters were challenged to be the fastest team in completing fun-filled and hands-on game stations. Through the process, the Junior CD Lionhearters learnt vital lifesaving skills, Emergency Preparedness (EP) knowledge, as well as how they could do a part for Total Defence, so to equip them to be effective EP champions and ambassadors in schools and the community.

This year's event also featured a new component, the Best CD Ready Bag Contest, where each school was invited to submit their most accurate and creative rendition of a CD Ready Bag. The CD Ready Bag contained the essential items required for swift evacuation in times of a crisis.

The JCDLH Challenge 2018 witnessed participation from 21 JCDLH Primary Schools, each sending a team of four Junior CD Lionhearters, to compete in the Challenge. Every team was assigned two mentors (either senior CD Lionhearters from the ITE Colleges, Polytechnics, Junior Colleges and Universities, or NCDCC Cadet Lieutenants) who guided them along and competed alongside them.

The three winning schools of the Junior CD Lionhearter Challenge 2018 were:

Award	School
Champion	Xingnan Primary School
1 <sup>st</sup> runner-up	Park View Primary School
2 <sup>nd</sup> runner-up	Meridian Primary School

The winning school of the CD Best Ready Bag Contest was:

School
Qifa Primary School

## Civil Defence Lionhearter Club Launches

The National University of Singapore (NUS) and Singapore University of Technology and Design (SUTD) CD Lionhearter Clubs were officially launched by A/P Ho Peng Kee on 14 September 2017 and 7 February 2018 respectively.

The Nanyang Technological University (NTU) was the first university to join the CD Lionhearter fraternity on 11 August 2016. There are 13 CD Lionhearter Clubs which have been set up and there are plans to set up more CD Lionhearter Clubs in other universities to extend the outreach of emergency preparedness awareness to tertiary students.

This year, the Community First Responder (CFR) Challenge was organised in conjunction with Nanyang Polytechnic's Safety and Security Day to promote the importance of lifesaving skills and helping others during an emergency incident (Community First Response).

A total of 160 participants comprising of CD Lionhearters from various institutions, Nanyang Polytechnic's student leaders and National Civil Defence Cadet Corps cadet lieutenants took part in the Challenge. The participants were grouped randomly into teams of four, while ensuring that all teams have at least one NYP CD Lionhearter or student leader who is familiar with the location.

In addition, the Challenge leveraged on a mobile application that provided instructions to participants on how they may proceed to each pit stop through a series of SGSecure-related quizzes and puzzles.

## Future Plans

The Committee will continue to stage the Fire Safety Assembly Show to reach out to all primary school students on fire safety and civil emergency preparedness messages within a two-year cycle. The show will also incorporate SGSecure elements to prepare students and teachers if they were to encounter a terror situation one day.

NFEC is committed to educating and offering lifesaving skills and programmes to enhance the ability of youths in identifying potential fire hazards, and to raise their level of awareness on emergency preparedness. Messages on emergency response are constantly aligned to meet the different education levels of students from pre-school to tertiary institutions, and uniformed groups are the perfect advocates in spreading the awareness on emergency preparedness to the community.

# Highlight Of Activities For WY 17/18

## FIRE SAFETY ASIA CONFERENCE 2017 (15-17 NOV 2017)



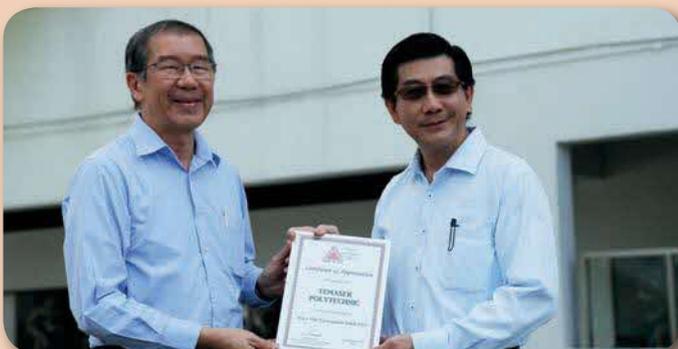
## FIRE SAFETY AWARD 2017 (16 NOV 2017)



## AGM 2017 (24 JUL 2017)



## MASS FIRE EVACUATION DRILL AT TEMASEK POLYTECHNIC (25 SEP 2017)



## FIRE SAFETY SEMINAR 2017 (29 JUN 2017)



## FIRE SAFETY ASSEMBLY SHOW



## NFEC-NCDCC INTER UNIT QUIZ (25 AUGUST 2017)



## JUNIOR CD LIONHEARTER CHALLENGE (14 FEB 2018)



## LAUNCH OF CD LIONHEARTER CLUB AT NATIONAL UNIVERSITY OF SINGAPORE (14 SEP 2017)



# Fund Raising and Membership Committee

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<b>Chairman</b>	: Mr Markham Shaw
<b>Vice-Chairman</b>	: Mr Wong Chit Sieng
<b>Members</b>	: LTC Dennis Quah Mr Steven Chen
<b>Secretary</b>	: CPT Raymond Lee
<b>Assistant Secretary</b>	: WO1 Iswadi Bin Zaba

## 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, charity golf tournaments 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.

## Formalisation of Revised Constitution

At the 30<sup>th</sup> Annual General Meeting of the NFEC held on 26 July 2017, an amended NFEC Constitution was supported by the board to facilitate the recommended changes of the council's partnership system.

Thereafter, the revised constitution was drafted and submitted to Ministry of Culture, Community and Youth (MCCY) as well as Registry of Societies (ROS) to seek the organisations' endorsement of the revision. The revised constitution was formally approved by ROS on 6<sup>th</sup> December 2017 and uploaded to the iROSES system.

## Corporate Partnership Program

Following the changes in the partnership program, FRMC shortlisted Temasek Foundation CARES out of potential corporate partners to collaborate with in the coming work year. Temasek Foundation CARES was a choice partner as they shared the similar objective of building Singapore community through enhancing emergency preparedness of citizens.

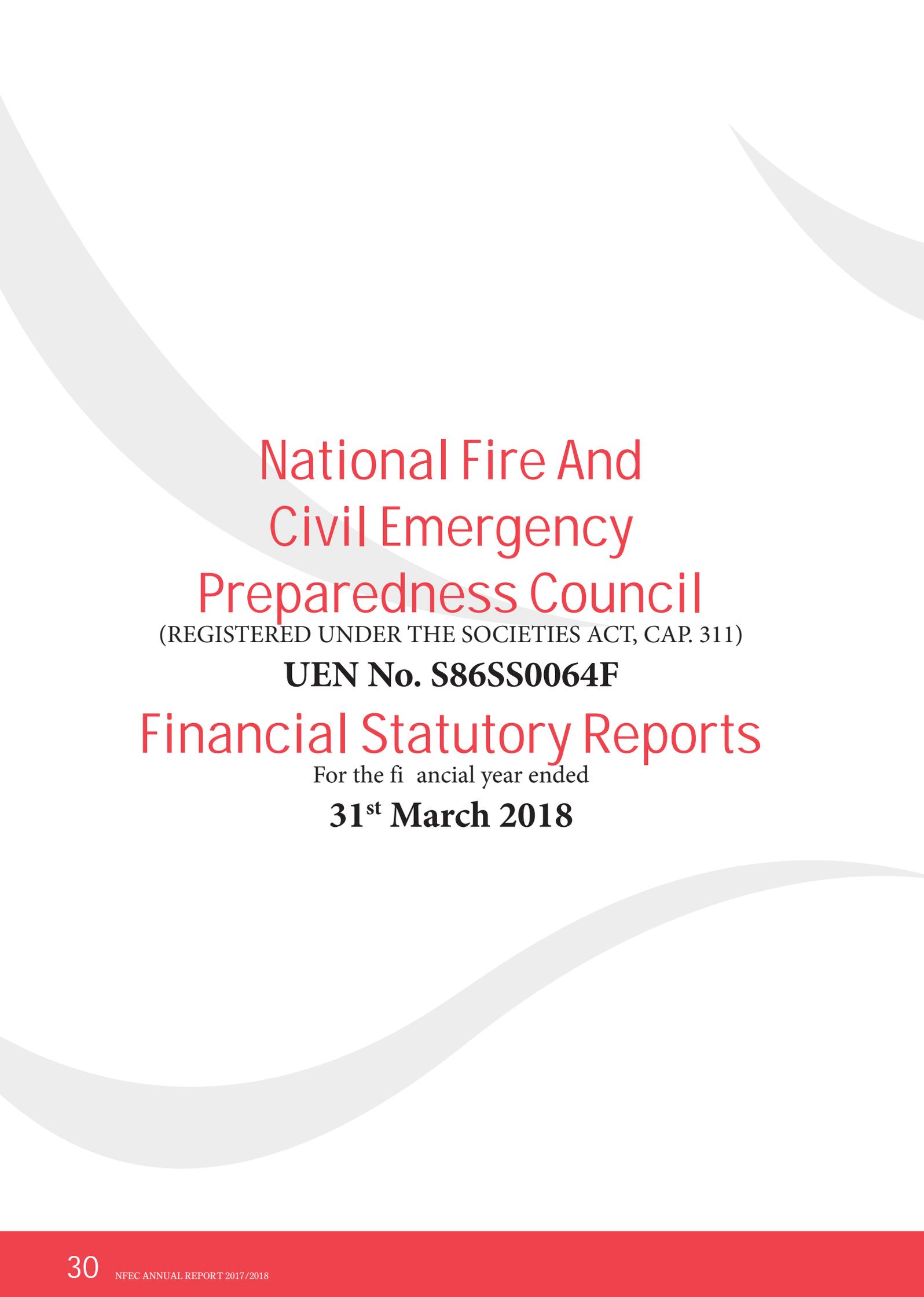
FRMC would be facilitating the application of funding for selected NFEC projects in WY18/19.

## Future Plans

FRMC will continue to seek opportunities to raise funds in WY 18/19. In addition, the committee will place emphasis on kick starting the corporate partnership program.

Following the success of past charity film premieres, FRMC look to organise the well-received fund raiser in the 3<sup>rd</sup> quarter of year 2018. Concurrently, FRMC will be working with Schools and Youth Committee to scope a sizeable national project with the aim of enhancing the emergency preparedness of young Singaporeans progressively through their teenage years. This project will then be presented to Temasek Foundation CARES to seek their collaboration.

The Committee would like to express its appreciation to all individuals and corporate well-wishers for their continuous support to NFEC. In particular, the Committee would like to thank the Shaw Foundation for being an integral and supportive stakeholder over the years.



# National Fire And Civil Emergency Preparedness Council

(REGISTERED UNDER THE SOCIETIES ACT, CAP. 311)

**UEN No. S86SS0064F**

## Financial Statutory Reports

For the financial year ended

**31<sup>st</sup> March 2018**

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**STATEMENT BY BOARD OF DIRECTORS**

In our opinion, the accompanying financial statements, together with the notes thereon are drawn up so as to present fairly in all material respects of the financial position of National Fire and Civil Emergency Preparedness Council ("the Council") as at 31 March 2018 and of the performance, changes in accumulated fund and cash flows of the Council for the year ended 31 March 2018 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 BOARD



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ALAN LOH PENG LEONG  
Chairman



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DENNIS QUAH CHEE ONN  
Honorary Treasurer

Singapore, 13 JUN 2018

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

**REPORT ON THE AUDIT OF THE FINANCIAL STATEMENTS**

**Opinion**

We have audited the financial statements of National Fire and Civil Emergency Preparedness Council (the Council), which comprise the statement of financial position of the Council as at 31 March 2018, and the statement of comprehensive income, statement of changes in accumulated fund and statement of cash flows for the year then ended, and notes to the financial statements, including a summary of significant accounting policies.

In our opinion, the accompanying financial statements are properly drawn up in accordance with the provisions of the Societies Act, Chapter 311 (the Societies Act), the Charities Act, Chapter 37 and other relevant regulations (the Charities Act and Regulations) and Financial Reporting Standards in Singapore (FRSs) so as to present fairly, in all material respects, the financial position of the Council as at 31 March 2018 and of the financial performance, changes in accumulated fund and cash flows of the Council for the year ended on that date.

**Basis for Opinion**

We conducted our audit in accordance with Singapore Standards on Auditing (SSAs). Our responsibilities under those standards are further described in the Auditor's Responsibilities for the Audit of the Financial Statements section of our report. We are independent of the Council in accordance with the Accounting and Corporate Regulatory Authority (ACRA) Code of Professional Conduct and Ethics for Public Accountants and Accounting Entities (ACRA Code) together with the ethical requirements that are relevant to our audit of the financial statements in Singapore, and we have fulfilled our other ethical responsibilities in accordance with these requirements and the ACRA Code. We believe that the audit evidence we have obtained is sufficient and appropriate to provide a basis for our opinion.

**Other Information**

Management is responsible for the other information. The other information comprises the Statement by Board of Directors.

Our opinion on the financial statements does not cover the other information and we do not express any form of assurance conclusion thereon.

In connection with our audit of the financial statements, our responsibility is to read the other information and, in doing so, consider whether the other information is materially inconsistent with the financial statements or our knowledge obtained in the audit or otherwise appears to be materially misstated. If, based on the work we have performed, we conclude that there is a material misstatement of this other information, we are required to report that fact. We have nothing to report in this regard.

### **Responsibilities of Management and Directors for the Financial Statements**

Management is responsible for the preparation and fair presentation of financial statements in accordance with the provisions of the Societies Act, the Charities Act and Regulations and FRSs, and for such internal control as management determines is necessary to enable the preparation of financial statements that are free from material misstatement, whether due to fraud or error.

In preparing the financial statements, management is responsible for assessing the Council's ability to continue as a going concern, disclosing, as applicable, matters related to going concern and using the going concern basis of accounting unless management either intends to liquidate the Council or to cease operations, or has no realistic alternative but to do so.

Those charged with governance are responsible for overseeing the Council's financial reporting process.

### **Auditor's Responsibilities for the Audit of the Financial Statements**

Our objectives are to obtain reasonable assurance about whether the financial statements as a whole are free from material misstatement, whether due to fraud or error, and to issue an auditor's report that includes our opinion. Reasonable assurance is a high level of assurance, but is not a guarantee that an audit conducted in accordance with SSAs will always detect a material misstatement when it exists. Misstatements can arise from fraud or error and are considered material if, individually or in the aggregate, they could reasonably be expected to influence the economic decisions of users taken on the basis of these financial statements.

As part of an audit in accordance with SSAs, we exercise professional judgement and maintain professional scepticism throughout the audit. We also:

- Identify and assess the risks of material misstatement of the financial statements, whether due to fraud or error, design and perform audit procedures responsive to those risks, and obtain audit evidence that is sufficient and appropriate to provide a basis for our opinion. The risk of not detecting a material misstatement resulting from fraud is higher than for one resulting from error, as fraud may involve collusion, forgery, intentional omissions, misrepresentations, or the override of internal control.
- Obtain an understanding of internal control relevant to the audit 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 Council's internal control.
- Evaluate the appropriateness of accounting policies used and the reasonableness of accounting estimates and related disclosures made by management.
- Conclude on the appropriateness of management's use of the going concern basis of accounting and, based on the audit evidence obtained, whether a material uncertainty exists related to events or conditions that may cast significant doubt on the Council's ability to continue as a going concern. If we conclude that a material uncertainty exists, we are required to draw attention in our auditor's report to the related disclosures in the financial statements or, if such disclosures are inadequate, to modify our opinion. Our conclusions are based on the audit evidence obtained up to the date of our auditor's report. However, future events or conditions may cause the Council to cease to continue as a going concern.

**Auditor's Responsibilities for the Audit of the Financial Statements (continued)**

- Evaluate the overall presentation, structure and content of the financial statements, including the disclosures, and whether the financial statements represent the underlying transactions and events in a manner that achieves fair presentation.

We communicate with those charged with governance regarding, among other matters, the planned scope and timing of the audit and significant audit findings, including any significant deficiencies in internal control that we identify during our audit.

**REPORT ON OTHER LEGAL AND REGULATORY REQUIREMENTS**

In our opinion,

the accounting and other records required to be kept by the Council have been properly kept with the provisions of the Societies Regulations enacted under the Societies Act, the Charities Act and Regulations.

During the course of our audit, nothing has come to our attention that causes us to believe that during the year:

the Council has not used the donation moneys in accordance with its objectives as required under Regulation 11 of the Charities (Institution of a Public Character) Regulations.



CYPRESS SINGAPORE PAC  
Public Accountants and  
Chartered Accountants  
Singapore

Date, 13 JUN 2018

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

**STATEMENT OF FINANCIAL POSITION AS AT 31 MARCH 2018**

	Note	2018 SGD	2017 SGD
ACCUMULATED FUND	3	<u>1,477,646</u>	<u>1,623,185</u>
Represented by:			
<b>NON-CURRENT ASSETS</b>			
Investments	5	753,812	503,812
Plant and equipment	4	4,667	6,731
<b>CURRENT ASSETS</b>			
Investments	5		250,500
Prepaid operating expenses		69	258
Cash at bank and on hand		736,876	879,777
		<u>736,945</u>	<u>1,130,535</u>
Less:			
<b>CURRENT LIABILITIES</b>			
Accrued operating expenses		17,778	17,893
		<u>17,778</u>	<u>17,893</u>
<b>NET CURRENT ASSETS</b>		<u>719,167</u>	<u>1,112,642</u>
		<u><u>1,477,646</u></u>	<u><u>1,623,185</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)**

**STATEMENT OF COMPREHENSIVE INCOME FOR THE YEAR ENDED 31 MARCH 2018**

	Note	2018 SGD	2017 SGD
<b>REVENUE</b>			
Donation received- tax exempt		100,000	100,000
Fire Safety Award		16,436	7,040
Fire Safety Posters		30	-
Fire Safety Orientation Toolkits		245	228
Fire Safety Seminar		200,839	118,830
NFEC 30th Anniversary Celebration and Fire Safety Award Ceremony - tax exempt donation		-	500
NFEC 30th Anniversary Celebration and Fire Safety Award Ceremony - non tax exempt donation		-	44,086
NFEC Charity Film Premiere- tax exempt donation		-	17,130
NFEC Charity Film Premiere- non tax exempt donation		-	8,920
Interest income		3,481	3,150
Interest on bonds		19,170	19,180
Other income		1,768	1,470
		<u>341,969</u>	<u>320,534</u>
<b>LESS: OPERATING EXPENSES</b>			
<b>COMMITTEE EXPENSES</b>			
Fire Safety Committee for Schools and Youth		(17,646)	(25,344)
<b>EVENT EXPENSES</b>			
Fire Safety Award		(14,366)	-
Fire Safety Seminar		(95,177)	(59,585)
NFEC 30th Anniversary Celebration and Fire Safety Award Ceremony		-	(42,418)
NFEC Charity Film Premiere		-	(5,307)
<b>ADMINISTRATIVE EXPENSES</b>			
Advertisement		(199,112)	-
Annual general meeting		(6,581)	(5,939)
Depreciation of plant and equipment		(2,064)	(2,023)
Employee benefits expense	7	(123,488)	(118,770)
Entertainment		(8,150)	(7,033)
Printing, postage and stationery		(1,510)	(5,869)
Other operating expenses		(19,414)	(18,019)
		<u>(487,508)</u>	<u>(290,307)</u>
<b>(DEFICIT)/ SURPLUS BEFORE TAXATION</b>		<u>(145,539)</u>	<u>30,227</u>
<b>TAXATION</b>	9	-	-
<b>NET (DEFICIT)/ SURPLUS FOR THE YEAR</b>		<u>(145,539)</u>	<u>30,227</u>
<b>OTHER COMPREHENSIVE INCOME</b>			
Items that will not be reclassified to profit or loss		-	-
Items that may be reclassified subsequently to profit or loss		-	-
Other comprehensive income, net of tax		-	-
<b>TOTAL COMPREHENSIVE INCOME FOR THE YEAR</b>		<u>(145,539)</u>	<u>30,227</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 2018**

	Accumulated Fund SGD
BALANCE AS AT 1 APRIL 2016	1,592,958
Total comprehensive income for the year	30,227
BALANCE AS AT 31 MARCH 2017	<u>1,623,185</u>
Total comprehensive income for the year	(145,539)
BALANCE AS AT 31 MARCH 2018	<u><u>1,477,646</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)**

**STATEMENT OF CASH FLOWS FOR THE YEAR ENDED 31 MARCH 2018**

	Note	2018 SGD	2017 SGD
<b>CASH FLOWS FROM OPERATING ACTIVITIES</b>			
(Deficit)/ Surplus before taxation		(145,539)	30,227
Adjustment for:			
Depreciation of plant and equipment		2,064	2,023
Interest income		(22,651)	(22,330)
Operating cash flows before working capital changes		<u>(166,126)</u>	<u>9,920</u>
Changes in working capital:			
Prepaid operating expenses		689	(171)
Accrued operating expenses		(115)	438
Deferred revenue		-	(6,720)
		<u>574</u>	<u>(6,453)</u>
<b>NET CASH EFFECT OF OPERATING ACTIVITIES</b>		<u>(165,552)</u>	<u>3,467</u>
<b>CASH FLOWS FROM INVESTING ACTIVITIES</b>			
Interest income received		22,651	22,330
Purchase of plant and equipment		-	(2,421)
<b>NET CASH EFFECT OF INVESTING ACTIVITIES</b>		<u>22,651</u>	<u>19,909</u>
<b>NET CHANGE IN CASH AND CASH EQUIVALENTS</b>		<u>(142,901)</u>	<u>23,376</u>
<b>CASH AND CASH EQUIVALENTS AS AT 1 APRIL</b>	6	879,777	856,401
<b>CASH AND CASH EQUIVALENTS AS AT 31 MARCH</b>	6	<u><u>736,876</u></u>	<u><u>879,777</u></u>

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

**NOTES TO THE FINANCIAL STATEMENTS – 31 MARCH 2018**

**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 office and principal place of business 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 2015 to 28 June 2018.

**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 and in accordance with the provisions of the Societies Act, Cap. 311 and Charities Act, Cap. 37 and other relevant regulations.

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 2018 are authorised to be issued on the date of the Statement by Board of Directors.

**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 2017. These new and revised Financial Reporting Standards have no significant effects on the Council's accounting policies used except for:-

Amendments to FRS 7 Statement of Cash Flows

The amendments require that an entity shall provide disclosures that enable users of financial statements to evaluate changes in liabilities arising from financing activities, including both changes arising from cash flows and non-cash changes.

An entity shall disclose changes in liabilities arising from financing activities such as changes from financing cash flows; changes arising from obtaining or losing control of subsidiaries or other businesses; the effect of changes in foreign exchange rates; changes in fair values; and other changes.

## SIGNIFICANT ACCOUNTING POLICIES (CONTINUED)

### 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:-

#### FRS 109 Financial Instruments

FRS 109 was introduced to replace FRS 39 in the following three phases:

#### (i) Recognition, classification and measurement of financial assets and liabilities

FRS 109 consists only two broad measurement and classification categories for financial assets i.e. fair value or amortised cost eliminating the existing four categories. Financial assets shall only measured at amortised cost if:-

- (a) the financial asset is held within a business model whose objective is to hold financial assets in order to collect contractual cash flows and
- (b) the contractual terms of the financial asset give rise on specified dates to cash flows that are solely payments of principal and interest on the principal amount outstanding.

On the other hand, the main changes in FRS 109 for financial liabilities relates to the presentation of changes in the fair value. The changes is recognised directly in other comprehensive income and no reclassification to profit or loss unless it would creates or enlarge an accounting mismatch in profit or loss.

#### (ii) Impairment methodology

FRS 109 requires entity to recognise loss allowance (impairment) for expected credit losses, as opposed to incurred credit losses under FRS 39. The amount of expected credit losses should be reviewed and updated at each reporting date to reflect the changes in credit risk since initial recognition.

#### (iii) Hedge accounting

FRS 109 introduced a general hedge accounting model that aligns more closely with companies' risk management strategies. The effectiveness test has been replaced with the principle of an "economic relationship" and that retrospective assessment is no longer required. There is also additional disclosure requirement introduced.

#### FRS 115 Revenue from Contracts with Customers

FRS 115 establishes a single comprehensive model for entities to use in accounting for revenue arising from contracts with customers. It will supersede FRS 18, FRS 11 and related interpretations.

The new standard replaces the current "risk and rewards" revenue recognition model to "a promise for transfer of control" model. In addition, the "promise of transfer" requires to be separately identifiable (ie distinguishable as a separate promise within the context of the contract).

Revenue is recognised as control is passed, either over time or at a point in time. FRS 115 also introduces a principle based five-step approach to revenue recognition and measurement. Extensive disclosures will be needed to meet the requirements of the standard.

## 2. SIGNIFICANT ACCOUNTING POLICIES (CONTINUED)

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

#### FRS 115 Revenue from Contracts with Customers (continued)

In addition, FRS 115 also provides some clarification the determination of the classification and rights of an entity. These principles revolve around the assessment of control to the good or service promised.

#### FRS 116 Leases

Financial Reporting Standard 116 Leases (FRS 116) sets out the principles for the recognition, measurement, presentation and disclosure of leases. The objective is to ensure that lessees and lessors provide relevant information in a manner that faithfully represents those transactions. This information gives a basis for users of financial statements to assess the effect that leases have on the financial position, financial performance and cash flows of the entity.

The new approach to lease accounting under FRS 116 requires a lessee to recognise assets and liabilities for the rights and obligations created by leases (with limited exceptions). This approach will result in a more faithful representation of a lessee's assets and liabilities and, together with enhanced disclosures, will provide greater transparency of a lessee's financial leverage and capital employed.

FRS 116 substantially carries forward the lessor accounting requirements in FRS 17. Accordingly, a lessor continues to classify its leases as operating leases or finance leases, and to account for those two types of leases differently.

FRS 116 also requires enhanced disclosures to be provided by lessors that will improve information disclosed about a lessor's risk exposure, particularly to residual value risk.

### 2.4 Significant judgments by the board of directors in applying accounting policies

In the process of applying the Council's accounting policies, the board of directors 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 board of directors' 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 except for:-

#### *Depreciation of plant and equipment*

The estimates for the residual values, useful lives and related depreciation charges for the plant and equipment are based on commercial and production factors which could change significantly as a result of technical innovations and competitors' actions in response to the market conditions.

## SIGNIFICANT ACCOUNTING POLICIES (CONTINUED)

### 2.5 Key sources of estimation uncertainty (continued)

The Council anticipates that the residual values of its plant and equipment will be insignificant. As a result, residual values are not being taken into consideration for the computation of the depreciable amount.

Changes in the expected level of usage and technological development could impact the economic useful lives and the residual values of these assets, therefore future depreciation charges could be revised.

### 2.6 Plant and equipment and depreciation

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.

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 instalments over the estimated lives of the assets. The annual rates of depreciation are as follows:

	% per annum
Equipment – NEAR Project	20%
Computer	20%

The residual value and the useful life of an asset is reviewed at each year end, and if expectations are 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 carrying amount of an asset is not recoverable, impairment loss is recognised in the statement of comprehensive income.

### 2.7 Investments

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

### 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 Other receivables

Other receivables 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.

## 2. SIGNIFICANT ACCOUNTING POLICIES (CONTINUED)

### 2.9 Other receivables (continued)

The carrying amount of receivables impaired by non recovery is reduced by an allowance account unless on the date the impairment loss is recognised, the Council ascertains the amount to be uncollectible whereby it would be reduced directly. In subsequent periods, when a receivable is ascertained to be uncollectible, it is written off against the allowance account.

Significant financial difficulties of the debtor, probability that the debtor will enter bankruptcy or financial reorganisation, and default or delinquency in payments are considered indicators that the receivable is impaired. Individual receivable is written off when management deems the amount not to be collectible.

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.

### 2.10 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 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.

### 2.12 Impairment of 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. SIGNIFICANT ACCOUNTING POLICIES (CONTINUED)

### 2.13 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 at 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.

### 2.14 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.

### 2.15 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.

- (i) Donations and income from fund raising projects are recognised as and when the Council's entitlement to such income is established with certainty and the amount can be measured with sufficient reliability.
- (ii) Income from charitable events and other events are recognised upon the completion of such events.
- (iii) Interest income is recognised on time apportioned basis using the effective interest method.

### 2.16 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. SIGNIFICANT ACCOUNTING POLICIES (CONTINUED)

### 2.17 Operating lease

Lease rental under operating leases (net of any incentives received from the lessor) are charged to the statement of comprehensive income on a straight-line basis over the period of the lease.

### 2.18 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.

### 2.19 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 realise 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

	Equipment- NEAR project SGD	Computer SGD	Total SGD
<u>Cost</u>			
As at 1 April 2016	7,897	-	7,897
Additions	-	2,421	2,421
As at 31 March 2017	7,897	2,421	10,318
Additions	-	-	-
As at 31 March 2018	7,897	2,421	10,318
<u>Accumulated depreciation</u>			
As at 1 April 2016	1,564	-	1,564
Depreciation charge for the year	1,579	444	2,023
As at 31 March 2017	3,143	444	3,587
Depreciation charge for the year	1,580	484	2,064
As at 31 March 2018	4,723	928	5,651
<u>Carrying amount</u>			
As at 31 March 2018	3,174	1,493	4,667
As at 31 March 2017	4,754	1,977	6,731

## 5. INVESTMENTS

	2018 SGD	2017 SGD
Unquoted investment in bonds:		
<u>Current asset</u>		
SMRT bonds with a coupon rate of 1.388% per annum maturing on 16.10.2017	-	250,500
<u>Non-current assets</u>		
HDB bonds with a coupon rate of 3.14% per annum maturing on 18.3.2021	503,812	503,812
HDB bonds with a coupon rate of 2.25% per annum maturing on 21.11.2024	250,000	-
	<u>753,812</u>	<u>503,812</u>

## 6. CASH AND CASH EQUIVALENTS

Cash and cash equivalents stated in the statement of cash flows comprised cash at bank and on hand only.

## 7. EMPLOYEE BENEFITS EXPENSE

	2018 SGD	2017 SGD
Staff salaries and bonuses	107,440	99,811
Employer's CPF and other contributions	13,048	12,952
Staff transport allowance	3,000	3,000
Staff welfare	-	3,007
	<u>123,488</u>	<u>118,770</u>

There is no remuneration to key management personnel during the year.

## 8. FUTURE COMMITMENTS

The Council has the following future commitments approved and budgeted by the board of directors but not provided for in the financial statements as follows:

	2018/2017 SGD	2017/2016 SGD
<u>Project planned</u>		
Fire Safety Committee for Schools and Youth	51,300	54,000
Industrial Premises Committee	3,000	4,500
Housing Premises Committee	11,000	8,000
Commercial Premises Committee	4,000	6,500
Publicity Committee	50,000	10,000
Secretarial	10,000	10,000
	<u>129,300</u>	<u>93,000</u>

## 9. TAXATION

The Council is a registered charity and is exempted from income tax under Section 13(1)(zm) of the Income Tax Act.

## 10. RELATED PARTY TRANSACTIONS

The Council is governed by the committee which is the final authority and is overall responsible for the policy making and determination of all activities. The members of the committee are volunteers and receive no monetary remuneration for their contribution.

## 11. OPERATING LEASE COMMITMENT

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

	2018 SGD	2017 SGD
Payable within 1 year	1,733	1,733
Payable within 2 to 5 years	<u>3,964</u>	<u>5,697</u>

The Council leases office equipment under operating lease. The lease has tenure of 5 years.

## 12. 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.

#### 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's exposure to interest rate risk primarily relates to held-to-maturity investments.

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

Changes in market interest risk of 1% (2017: 1%) on interest bearing financial assets as at the year end will have the effect on the financial statements as follows:-

## 12. FINANCIAL RISK MANAGEMENT (CONTINUED)

- a) Market risk (continued)
- ii) Interest rate risk (continued)

	2018 SGD	2017 SGD
Deficit/ Surplus before taxation	7,538	7,543
Equity	-	-

### b) Credit risk

The Council has no significant concentration of credit risk except for investment in bonds and cash at bank. However, these investments 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 in 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 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.

### e) Derivative instruments

The Council does not utilise any derivative instruments.

The responsibility for managing the above risk is vested in the board of directors.

### 13. FINANCIAL INSTRUMENTS

#### 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 SGD	Held-to- maturity investments SGD	Total SGD
As at 31 March 2018			
<u>Assets</u>			
Investments	-	753,812	753,812
Cash at bank and on hand	736,876	-	736,876
Total financial assets	<u>736,876</u>	<u>753,812</u>	<u>1,490,688</u>
Total non-financial assets			4,736
Total assets			<u>1,495,424</u>
<u>Liabilities</u>			
Total financial liabilities	<u>-</u>	<u>-</u>	<u>-</u>
Total non-financial liabilities			(17,778)
Total liabilities			<u>(17,778)</u>
As at 31 March 2017			
<u>Assets</u>			
Investments	-	754,312	754,312
Cash at bank and on hand	879,777	-	879,777
Total financial assets	<u>879,777</u>	<u>754,312</u>	<u>1,634,089</u>
Total non-financial assets			6,989
Total assets			<u>1,641,078</u>
<u>Liabilities</u>			
Total financial liabilities	<u>-</u>	<u>-</u>	<u>-</u>
Total non-financial liabilities			(17,893)
Total liabilities			<u>(17,893)</u>

#### 14. FUNDS RISK MANAGEMENT

The Council's objective when managing funds is to safeguard the Council's ability to continue as a going concern in order to accomplish the Council's objective. The directors regularly review and monitor its fund position to ensure that the Council's activities and growth are prudently funded. The Council seeks to maintain a positive net current asset position and fund surplus position.

	2018 SGD	2017 SGD
Current assets	736,945	1,130,535
Current liabilities	<u>(17,778)</u>	<u>(17,893)</u>
Net current assets	<u>719,167</u>	<u>1,112,642</u>
Total assets	1,495,424	1,641,078
Total liabilities	<u>(17,778)</u>	<u>(17,893)</u>
Fund surplus	<u>1,477,646</u>	<u>1,623,185</u>

There are no changes on the Council's objective policies or processes relating to the management of the Council and the capital structure during the year.

The Council is not subject to any externally imposed capital management requirement and is not in breach of any debts covenant made with its lenders.

# ACKNOWLEDGEMENTS

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The Council wishes to extend its thanks to the following organisations for their support and contributions:-

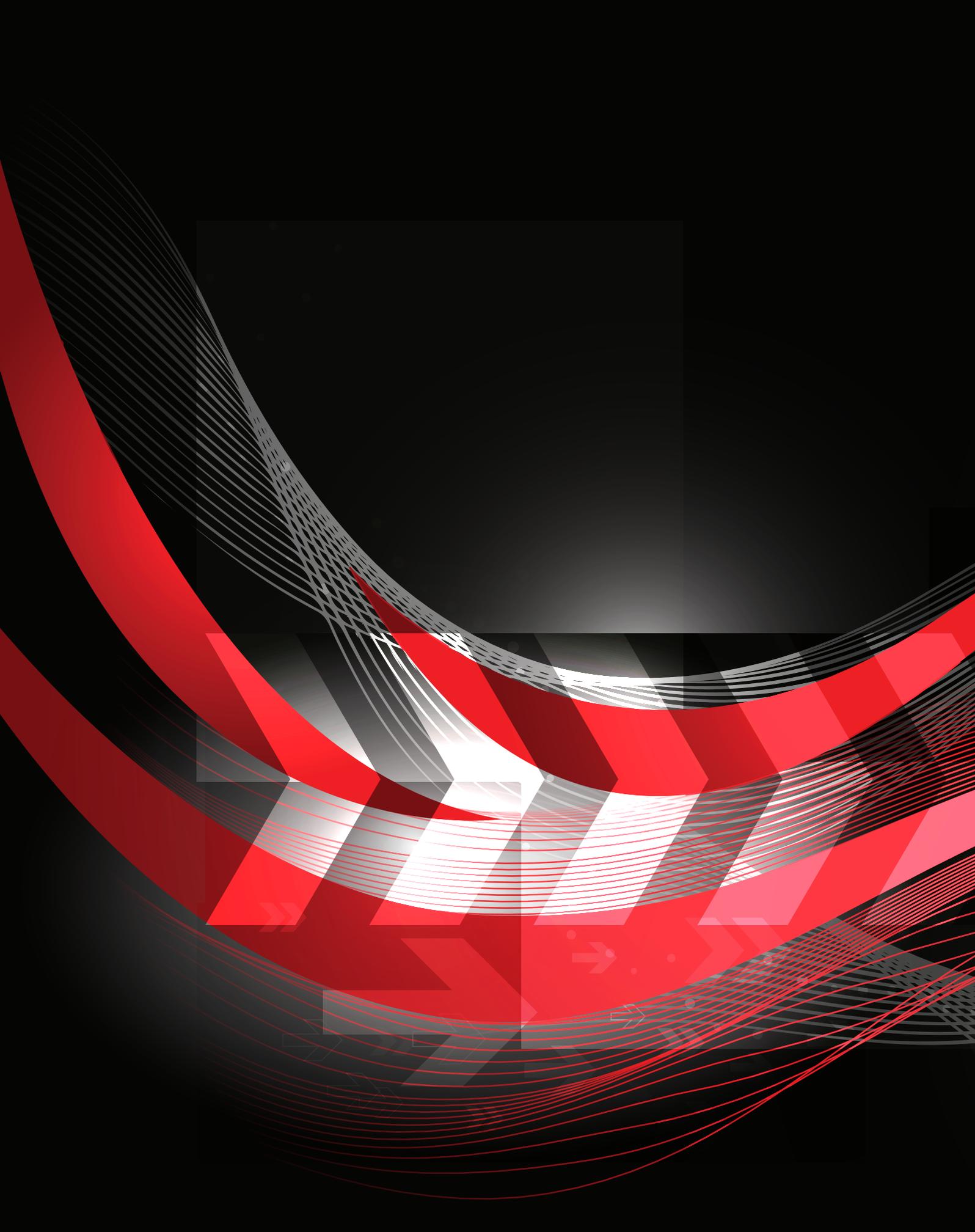
- **Association Of Company Emergency Response Team**
- **Fire Safety Managers' Association of Singapore**
- **General Insurance Association**
- **Orchard Road Business Association**
- **People's Association**
- **Singapore Chemical Industry Council**
- **Singapore Civil Defence Force**
- **Singapore Hotel Association**
- **Singapore Institution Of Safety Officers**
- **Singapore Manufacturing Federation**
- **The Shaw Foundation Pte**



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.



**CENTRAL FIRE STATION**

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