

NFEC

ANNUAL REPORT

WY 2016/2017 MCI (P) 003/02/2017



National Fire
And
Civil Emergency
Preparedness
Council

The Board of Directors 2016/2017



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, COL 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 – appointed on 15 Dec 2016.

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Chairman's Statement

NATIONAL FIRE AND CIVIL EMERGENCY PREPAREDNESS COUNCIL



1. Let me begin by thanking everyone for taking invaluable time off from your busy schedule to attend today's Annual General Meeting.
2. The Workyear of 2016/2017 has been a heartening and special one as NFEC marked its 30th 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. 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, I will recap the key engagements which the Council had managed or implemented in Workyear 2016/2017.

Report On Work Year 2016/2017

4. NFEC celebrated its 30th 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 30th 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. 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. Every year, NFEC designates the month of September for the campaign on Mass Fire Evacuation Drills (MFED). In its 12th 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. 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. 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, 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. 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. 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, 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. The Fund Raising and Membership Committee 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. 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. 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. The **NFEC Fire Safety Awards for Industrial Premises** 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, the Council will continue its support of 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, I would like to express my gratitude to the Board of Directors for their steadfast leadership and invaluable advice. I would also like to thank members of the various NFEC Committees for their hard work and untiring support for the Council. As we look forward to another exciting work year, I wish to express my appreciation to our past Board members, Secretaries and Assistant Secretaries for their contributions and commitment. And to our patrons, partners, members, friends and well-wishers, I would also like to thanked them for their continued support and encouragement. Allow me to close 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.

Alan Loh
Chairman NFEC

The Board of Directors 2016 - 2017

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



Mr Shaw Vee King
Advisor



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 Chua Kah Sheng
Chairman
Fire Safety Committee
for Schools & Youth
(till 14 Dec 2016)



Mr Ow Kwok Leong
Chairman
Fire Safety Committee
for Schools & Youth
(wef 15 Dec 2016)



Mr Markham Shaw Chai Chung
Chairman
Fund Raising & Membership
Committee



COL 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 30th ANNUAL GENERAL MEETING OF NATIONAL FIRE AND CIVIL EMERGENCY PREPAREDNESS COUNCIL

**HELD ON 26 JULY 2016 AT 1130 HRS AT THE VENUS 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 |
| COL Abdul Razak | Board Member |
| Mr Chua Kah Sheng | 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 Steven Chen | Board Member |
| Mr Ong Hwee Liang | Board Member |
| Mr Robert Ronald | Board Member |
| Mr Raizan Abdul Razak | Board Member |

SCDF

| | |
|--------------------|-----------------------|
| SAC Anwar Abdullah | Senior Director, SCDF |
| And 25 Others | |

Chairman's Address

1. Chairman commenced the meeting by extending his thanks to everyone for taking their time off their busy schedule to attend today's Annual General Meeting.
2. He said the last work year has been another busy and exciting year for all of us in the Council. Despite many challenges, he is glad to announce that the Council has been successful in reaching out effectively to everyone through its numerous activities and programs. He said the NFEC continues to be the leading organization in promoting fire safety and emergency preparedness awareness in Singapore. In recognition of our strong partnership with the SCDF, the NFEC was presented with the SCDF Strategic Partner Award during the SCDF Day Celebration last year. These achievements would not have been possible, without the hard work, commitment and dedication by members of the Council and its Sub-Committees and significantly the support, encouragement and contributions provided by our partners and supporters throughout the workyear.
3. He highlighted that inspite of these encouraging outcome, the Council will not rest on its laurels. Rather, the Council have set sights on exploring new frontiers and enlarging our partnerships to take the NFEC to a higher level of engagement. For a start, the Council has been expaded 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 first recapped the key engagements which the Council had managed or implemented in Workyear 2015/2016.

Report On Work Year 2015/2016

4. He said one of the key highlights in the last work year was the review conducted on the NFEC membership scheme. The main purpose of the review is twofold: firstly to expand the membership pool; and secondly to leverage on the resources from a larger membership pool for the furtherance of the NFEC's mission of promoting fire prevention and civil emergency preparedness in Singapore. He is glad to report that the review had been successfully completed and NFEC will implement the changes in the coming workyear.
5. The Council continues to support the SCDF in the **"Singapore-Global Fire-fighters and Paramedics Challenge"** (SGFPC) 2015 which was held at the Singapore EXPO from 13 to 15 November 2015. This time around, the event was held together with the Home Team Festival. A booth was set-up to share NFEC's activities and promote fire safety and emergency preparedness messages. Many visitors participated in the fire safety quiz at the NFEC booth and received prizes for providing the correct answers.
6. He informed the meeting that the annual **Fire Safety Seminar** was held on 28 July 2015 at the Marina Bay Sands Convention Centre. Jointly-organised by the NFEC's Commercial Premises Committee and the Industrial Premises Committee, the seminar was attended by more than 900 participants comprising Fire Safety Managers (FSM), Fire Safety Practitioners, Community Emergency Response Team (CERT) members, as well as those with a role in enhancing emergency

response at their workplaces or premises. The theme of the seminar **“Fire Evacuation: Doing It Right Saves Lives”** reiterated the importance for companies to remain actively involved in the planning, training and managing of fire safety and emergency preparedness matters and be better prepared in times of emergencies.

7. The annual **NFEC Mass Fire Evacuation Drills** (MFED) was held in September 2015 where commercial and industrial buildings were invited to conduct fire evacuation drills at their respective premises during the month-long campaign. The campaign which is into its 11th year kicked start was launched with the conduct of the MFED on 2 September 2015 at the industrial premises of Galmon (Singapore) Pte Ltd and served as a curtain raiser for the month long campaign. The response to the MFED 2015 has been very encouraging with an unprecedented participation from more than 33,000 workers from 211 Industrial and Commercial Premises throughout the island.
8. He said the Council continues to organize regular dialogue sessions with the FSMs and relevant staff from the hotel industry. Supported by the SCDF and the Singapore Hotel Association, the sessions have proven to be very useful as they provided a platform for clarification on issues and queries relating to fire safety. Through these dialogue sessions, key safety messages, initiatives, developments and actual fire incidents involving hotel premises were shared and discussed among the hotel FSMs. Each session is also an avenue for them to network and share the best fire safety practices in the hotel industry.
9. Building on the successful inaugural dialogue session with the coffee shop and eating house operators in 2014, a second dialogue session was held on 8 October 2015 at the Foo Chow Building. During the session, actual fire incidents and fire safety non-compliance incidents involving the coffee shops and eating houses were presented and discussed. The session ended with practical training on the use of fire extinguisher to tackle an incipient fire and participants were also taught on the administration of Cardiopulmonary Resuscitation (CPR) and the use of Automated External Defibrillator (AED).
10. He told the meeting that to address the rising concern of air-conditioner fires, the NFEC organized the **“Prevention of Air Conditioning Fires”** workshop on 31 March 2016 at the auditorium of 1st SCDF Division HQ. About 70 participants consisting of air conditioner manufacturers, distributors, installers and engineers attended the workshop. It was a meaningful and fruitful session where the participants shared their views and were reminded of the pivotal role they play in preventing air conditioning fires.
11. To actively promote awareness on fire safety to the youths and students, the NFEC’s Schools and Youth Committee has been organising a slew of educational programs and activities for not only primary and secondary schools, but even tertiary institutions. One of the main events organised in the last work year was the **“NFEC-NCDCC Inter-Unit Quiz”**. The event was conducted at the Home Team Academy on 28 Aug 2015. Through a fun and challenging competition, the Inter-Unit Quiz had created a greater awareness amongst the NCDCC cadets in promoting fire prevention and civil emergency preparedness to make Singapore safe and secure.

12. Last year also saw the NFEC continuing continued with its support for the Junior Civil Defence programmes. Together with the SCDF, the **“Junior Civil Defence (CD) Lionhearter Challenge”** was held at the Singapore Discovery Centre on 17 Feb 2016. This engagement is one of the anchor school programme to commemorate Total Defence Day. The fun-filled event not only helped to equip the young primary school participants with vital life-saving skills, it also enabled them to better appreciate the role of the Lionhearters as champions of Emergency Preparedness in schools and beyond.
13. He shared with all on the Council’s efforts to promote fire safety in housing estates, the NFEC’s Housing Premises Committee continues to be involved in the **“Emergency Preparedness Day”** events. These events attracted more than 10,000 residents over the past year. To further reduce the occurrences of rubbish chute fires within the HDB residential heartlands, the committee together with the SCDF, engaged the HDB and Town Councils to partake in the installation of Refuse Chute Timer-based Water Release System for trial at selected HDB precincts. This system has already been installed in twenty selected blocks in the Choa Chu Kang, Jurong and Seng Kang areas and their effectiveness is being closely monitored.
14. To enhance and generate further interest in NFEC activities and NFEC-related news stories, the NFEC’s Publicity Committee has revamped the layout of the Council’s website and also started using infographics to present its fire safety and emergency preparedness messages. Infographics gives us the option to present worded text and information in an engaging and illustrative way. Figures and advisories are now depicted in pictorial illustrations accompanied with succinct information nuggets to drive home key fire safety messages to our audiences. We will surely see more of such enhancements in this coming year.

Plans For Work Year 2016/2017

15. He highlighted several key trusts that NFEC will embark upon in Workyear 2016/2017. Details of these upcoming activities and intended initiatives can be found in this annual report. One of the main activities is the organising of the **“3rd Fire Safety Asia Conference”** (FiSAC) in 2017. Building on the success of the two similar conferences held previously in 2011 and 2014, 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. The Council will continue to organise the highly popular annual Fire Safety Seminar. For the coming year, the seminar will continue to focus on the prevention of electrical fire to stamp the increasing trend in electrical fires. NFEC will also utilize the upcoming seminar to share on the refined emergency evacuation guideline that was deliberated and developed during the 2015 Fire Safety Seminar.
17. He said the inaugural **Fire Safety Award for Industrial Premises** will be implemented this year to recognise premises that have achieved high standards of fire safety in the industry. It will be implemented in phases to ensure that members of the industry are prepared and ready to be part of this fire safety assessment.

18. Recognising the importance of imparting fire safety knowledge and to further instil good habits to our children and youths, he said the NFEC will increase its efforts in reaching out to these young stakeholders. For instance, the number of Fire Safety School Assembly Shows will be increased to reach out to more primary school students. Besides promoting fire safety and emergency preparedness messages, the shows will also highlight SCDF's Save-a-Life initiative to raise awareness that the AEDs installed at lift lobbies of HDB Blocks are critical to enhancing the survival rate of cardiac arrest victims before the arrival of the SCDF emergency response specialists.
19. NFEC will continue to promote public awareness and education on fire safety and emergency preparedness at the community level. Aside from addressing the rubbish chute and discarded items fires, the Council will partner the HDB and City Gas to promote a fire safe environment in homes. Arising from the **"Cool Ideas" competition** among schools which was held jointly by NFEC, HDB and City Gas last year, a timer-gas hob was developed and has already been made available commercially by City Gas. This will help to further reduce the occurrence of unattended cooking fires at the residential premises. In the area of emergency preparedness, the Council will continue to work closely with the SCDF and grassroot leaders to encourage residents to take on the role of community first responders and to step forward to assist those in distress during an emergency situation prior to the arrival of the SCDF forces.
20. Last but not least, NFEC will increase its public education drive especially in the areas of fires involving rubbish chutes and discarded items at HDB residential estates as these are the most common types of residential fires in Singapore. The Council will partner the SCDF to broadcast fire safety radio messages during the festive periods such as during the Lunar New Year, Hari Raya Puasa and Deepavali. These radio messages serve to remind the public to be more fire safety conscious during the festive seasons, a period where there is typically more baking and cooking of festive goodies and food.
21. In conclusion, he thanks the NFEC Board of Directors as well as Chairmen and members of the NFEC's Committees for their dedication, hard work and commitment and not forgetting our patrons, partners, members, friends and well-wishers for their unreserved support and encouragement all this while. He also placed on record his deepest appreciation to our past Board members, Secretaries and Assistant Secretaries for their services, contributions and commitments to champion the cause promulgated by the Council. Last but not least, NFEC is most grateful to Comr Eric Yap, Commissioner SCDF, for his guidance and direction and of course the team of dedicated SCDF staff for their unwavering strong support to the NFEC Council.

Confirmation Of Minutes Of Meeting

22. The minutes of 29th AGM held at the Heliconia Ballroom, Marina Bay Sands Convention Centre, Singapore on 28 July 2015 was proposed for adoption by Mr Seet Choh San and seconded by Mr Benedict Koh.

Annual Report 2015/2016

23. The meeting approved the NFEC Annual Report for WY 2015/2016. Mr Steven Chen and Mr Tok Hock Soon proposed and seconded to accept the report respectively.

Approval Of Financial Statement For The Year Ended 31 Mar 2016

24. The accounts audited by Cypress Singapore PAC for the year ended 31 Mar 2016 were accepted and approved at the meeting. Mr Derek Teo proposed to accept the financial report with Mr Edwin Yap seconded it.

Revised NFEC Constitution

25. The NFEC Constitution was revised after a series of discussion and was then endorsed by the Board members. The Constitution was circulated at the AGM to seek formal approval. COL Razak proposed to accept the revised Constitution and seconded by Mr Derek Teo

Conclusion

26. 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 2016**

Industrial Premises Committee

| | | |
|----------------------------|--|----------------------|
| Chairman | : Mr Rowan Tan | |
| Vice-Chairman | : Mr Edwin Yap | |
| Secretary | : CPT Muhammad Azhar Said | |
| Assistant Secretary | : WO2 Mohamad Fazdli Bin Mohamad Suhaili | |
| Members | : 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) strives to enhance fire safety awareness of the owners and occupiers of industrial premises through engagements with the Industrial Fire Safety Managers (FSM) and Safety Officers. As part of the effort to reach out to Industrial FSMs and SISO Members, the IPC organised a series of events aimed at supporting the objectives of the Council, as well as meeting the goals of promoting fire safety, and enhancing civil emergency preparedness standards for industrial premises throughout the year.

NFEC Fire Safety Seminar 2016

The annual Fire Safety Seminar was held at Marina Bay Sands Convention Centre on 16 August 2016. The IPC and the Commercial Premises Committee (CPC) jointly organised the event, which attracted about 600 participants comprising of Fire Safety Managers (FSM), 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 “***Keep Electrical Hazards at Bay for a Fire Safe Environment***” reiterated the importance of good housekeeping and maintenance of electrical appliances in industrial and commercial premises. It also served as a timely reminder for building owners to develop a good audit regime to trigger necessary actions, and rectify electrical faults before the occurrence of a fire.

Mass Fire Evacuation Drills 2016

The aim of the Mass Fire Evacuation Drill is to better prepare our workforce in responding to emergency situations. On 28 September 2016, the NFEC and SCDF successfully launched the NFEC Mass Fire Evacuation Drills 2016 at Shaw Centre. The scenario involved a small explosion at level 5 Cinema theatre 4. The fire was mitigated by CERT before the arrival of SCDF and SPF.

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. 209 premises took part in the Mass Fire Evacuation Drills.

127 of them were industrial premises. They were all awarded with a Certificate of Appreciation from the NFEC.

JTC Safety and Security Event

In collaboration with JTC Corporation, the Safety and Security Event was held at Block 20, Woodlands Link on 14 December 2016. 3rd 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 awareness to the participants on the potential damage sustained during a fire incident. The event was well-received with about 60 tenants attending.

Dialogue Session with FSMs and Safety Officers

A dialogue session with the FSMs and Safety Officers was held on 23 February 2017 at HQ SCDF. 35 participants from the Fire Safety Managers' Association (FSMAS) and Singapore Institution of Safety Officers (SISO) participated actively in the dialogue session. SWO Bashir Md Yusof from Fire Investigation Unit shared the 2016 fire statistics while CPT Kang Kim Long from Central Enforcement Department shared the common fire safety non-compliances. The session ended with a Question & Answer session where participants had their queries answered and clarified.

Moving Forward

The IPC is organising the 1st NFEC Fire Safety Award for Industrial Premises from May to July 2017 to acknowledge industrial building owners for their efforts and commitment to promoting fire safety in Singapore. The Fire Safety Award also recognises industrial premises that have achieved certain standards of fire safety, and would serve as a testimony of the participating organisation's commitment towards maintaining a high standard of fire safety.

In the Work Year 2017/2018, the IPC will continue to strengthen its efforts to heighten fire safety awareness in the industrial sector by implementing action plans targeting specific areas of concern highlighted in the annual fire statistics. The IPC will build on its initiatives from the last Work Year, and explore new ways to share its fire safety and civil emergency preparedness message to a larger audience in the industrial sector.

Commercial Premises Committee

| | |
|----------------------------|--|
| Chairman | : Ms Margaret Heng |
| Vice-Chairman | : Mr John Wu |
| Secretary | : CPT Soh Seok Yuen |
| Assistant Secretary | : WO Azman Shah Bin Bidin |
| Members | : Mr Benedict Koh Mr Derek Teo Mr Steven Goh |

Introduction

The Commercial Premises Committee (CPC) endeavours to raise standards of fire safety and civil emergency preparedness in all commercial premises in Singapore. As part of CPC's continuous efforts to engage the key stakeholders such as hotels, high-rise office buildings, shopping complexes, retail outlets and hospitals in fire safety and civil emergency preparedness, a series of events and activities were held in Work Year 2016/2017.

NFEC Fire Safety Seminar 2016

The annual Fire Safety Seminar was held on 16 August 2016 at Marina Bay Sands Convention Centre. The event was jointly-organised by CPC and the Industrial Premises Committee (IPC) and attended by about 600 participants comprising Fire Safety Managers (FSM), Fire Safety Practitioners, Community Emergency Response Team (CERT) members, as well as those with a role in enhancing emergency response at their respective workplaces or premises. The theme of the seminar "Keep Electrical Hazards at Bay for a Fire Safe Environment" was a timely reminder for companies as fires caused by electrical origin was the second most common fire cause in 2016.

A total of five papers were presented during the seminar; with Speakers from the SCDF and the industry in the field of electrical engineering (PQR Technologies Pte Ltd) and loss adjustment (Insight Adjusters Group). The seminar also saw a lively interactive Q & A session facilitated by COL Abdul Razak, Director of SCDF Public Affairs Department (also a Council member) along with the Speakers. To reinforce the electrical fire safety messages, the event concluded with a workshop on "Prevention of Electrical Fires" where participants discussed and applied the knowledge and fire safety tips picked up during the seminar and in their experiences to specific case studies.

Dialogue with Coffeeshop/Eating House Operators

The dialogue session with Coffeeshop/Eating House Operators was an initiative that was launched in Work Year 2013/2014 by the CPC to deliver targeted fire safety knowledge and provide opportunities for the operators to exchange of information with the NFEC and SCDF. The third dialogue, which was held on 22 March 2017 at Foo Chow Building, saw over 20 participants.

During the dialogue session, analysis of fire incidents arising from kitchen exhaust system (KES) was shared. The importance of regular maintenance of the KES and fire safety tips to prevent such fires were also highlighted by the SCDF Officers. Participants also had the opportunity to interact with the SCDF officers to clarify their doubts and exchange views relating to fire safety.

In addition, the participants also undergone a practical session on life saving skills which are useful during medical and fire emergencies. Knowledge and skills on the administration of Cardiopulmonary Resuscitation (CPR) and the Automated External Defibrillator (AED) as well as the operation of a fire extinguisher was imparted to the participants by SCDF.

Mass Fire Evacuation Drill 2016

The annual NFEC Mass Fire Evacuation Drills (MFED) was held in September 2016 where commercial and industrial buildings/owners were invited to conduct evacuation drills at their premises in that month. This year, a total of 210 such premises participated in the MFED.

The month-long event concluded with the conduct of a MFED on 27 September 2016 in the heart of Orchard Road – Shaw Centre. The evacuation drill was a unique one because for the first time, SGSecure elements were incorporated to support the SGSecure national movement. The drill involved an explosion scenario in one of the cinema halls and as a result of the explosion, there were mass casualties among the cinema goers. The drill saw Community First Responders, comprising staff, tenants and patrons of Shaw Centre, coming into action to aid the evacuation process. These responders also provided good demonstration of Improvised First Aid Skills on casualties who were bleeding prior to the arrival of emergency forces. The explosion triggered a fire alarm and an eventual mass evacuation of the building occupants. The event came to a close with the presentation of Certificate of Participation to Shaw Centre by Mr Alan Loh, Chairman of the NFEC.

Dialogue with Hotel Fire Safety Managers

CPC continued its partnership with the Singapore Hotel Association (SHA) through regular dialogues with Fire Safety Managers (FSMs) from hotels. These regular dialogue sessions held in Work Year 2015/2016 saw good representation from the hotel industry in Singapore. SCDF officers were present to provide key updates on fire safety matters relating to hotels as well as address concerns raised by the participants. The sessions also provided a platform for the FSMs to network and share their best fire safety practices.

NFEC Fire Safety Award 2015/2016

Since 1995, the NFEC has been presenting the biennial Fire Safety Excellence Award. In 2007, the award was renamed “Fire Safety Award” (FSA) to make it a generic award that recognises commercial premises that have achieved acceptable standards of fire safety. For premises which have achieved beyond the expected standards, they were presented with the Fire Safety Excellence Award (FSEA). The FSA is a testimony of the participating organisation’s deep-rooted commitment towards maintaining a high standard of fire safety.

In December 2015, CPC opened the nomination for the 11th edition of the FSA to commercial premises. 88 commercial premises, which included hotels, hospitals, offices, retail outlets and shopping centres, signed up for the award. Of these 88 commercial premises, 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 Furama Riverfront Hotel where they were presented with their award certificates by Mr Desmond Lee, Senior Minister of State (Home Affairs and National Development) and Mr Alan Loh, Chairman of NFEC.

NFEC Shopping Centre Fire Safety Managers Dialogue

The initiative mooted by the CPC to engage the Shopping Centre FSMs on a common platform to share pertinent fire safety and civil emergency messages targeted at the Shopping Centres started in Work Year 2009/2010.

The dialogue session was held on 30 June 2016 at Shaw Centre. The session was attended by about 40 participants from 30 Shopping Centres located island-wide in Orchard Road, central and the heartland areas. Relevant case studies and fire safety inspection findings were presented and discussed with the participants.

NFEC 30th Anniversary and Awards Ceremony 2016

NFEC held its 30th Anniversary Celebration and Awards Ceremony on 31 October 2016 at the Furama Riverfront Hotel. The joyous occasion was graced by Guest-of-Honour, Mr Desmond Lee, Senior Minister of State, Ministry of Home Affairs and Ministry of National Development and Associate Professor Fatimah Lateef, MP for Marine Parade GRC, along with NFEC Chairman, Mr Alan Loh, NFEC Board of Directors, SCDF Deputy Commissioner Chong Hoi Hung and Senior Management from SCDF. There were also good representatives from the commercial premises, constituencies and schools in attendance.

In celebration of NFEC's 30th anniversary, Guest-of-Honour, Mr Desmond Lee along with NFEC Board of Directors blew out the candles and made their wishes for NFEC on a birthday cake presented by the Singapore Hotel and Tourism Education Centre (SHATEC). A video charting the events and milestones also brought audiences through the tireless journey that NFEC has taken through the years to promote fire safety and civil emergency preparedness.

The event was also a fruitful one for 87 commercial premises that 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 gold National Civil Emergency Preparedness (NCEP) awards. 16 schools also received the CD Ready School award for the outstanding fire safety standards they uphold in education institutions, making it a safer place for learning to take place.

Moving Forward

In Work Year 2017/2018, the CPC will continue with its mission to enhance fire safety at the workplace and greater awareness of the importance of civil emergency preparedness among the

commercial community. The CPC will build on its achievements and initiatives from the previous Work Years and initiate new projects and platforms for the promotion and sharing of best practices and experiences. It will certainly be another exciting year ahead for CPC as it strives to further enhance the overall fire safety standards and level of civil emergency preparedness in commercial premises in Singapore.

Housing Premises Committee

Chairman : Mr. Teo Swee Heng, Raymond
Vice-Chairman : Mr. Tok Hock Soon
Secretary : CPT Keith Chua Foong Chao
Assistant Secretary : 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 public outreach to educate residents and key stakeholders in the neighbourhood. Through engagements with members of 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 68.5 % (2,818 cases) of the total fire calls (4,114 cases) attended by the Singapore Civil Defence Force (SCDF), from January to December 2016, and this is a decrease of 2.8 % (79 cases) as compared to 2015. Cognizant of the downwards trend since year 2012 (3,184 cases), except in year 2015 (2,897 cases) where there was a marginal increase of 0.3 % (9 cases) from year 2014 (2,888 cases), it is reassuring that the figure has fallen despite a growth of 3.13 % in the number of resident households recorded by the Singapore Department of Statistics (from 1,225,300 in year 2015 to 1,263,600 in year 2016). The top three types of fires in residential premises accounts for 78.7 % of the total residential fires and in descending order are rubbish chute (51.5 %), unattended cooking (29.9 %), and discarded items (12.2 %).

Rubbish fires continued to form the bulk of residential fires and marked a decreased by 2.8 % (102 cases), from 1,546 cases in year 2015 to 1,444 cases in year 2016. The reduction in the occurrence of rubbish fires could be attributed to the targeted approach of issuing fire safety advisories during festive period by HPC and SCDF. HPC will continue its efforts to reach out to the Town Councils to partake in joint collaborations and projects administered by SCDF, such as the Refuse Chute Timer-based Water Release System (TWRS) and Gas Detector Sprinkler System (GDSS).

Unattended cooking fires, which ranked as the second largest type of fires in residential estate, saw an increase of 8.5 % (36 cases) from 396 cases in year 2015 to 430 in year 2016. Following the commercialisation of timer-based hob by City Gas and Aerogaz in year 2015, which NFEC had collaborated with the Housing and Development Board (HDB) in the '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. Following a major fire in a HDB residential unit, the SCDF also worked with Community Emergency and Engagement (C2E) Committees to reach out to the residents through a Post-Fire Education Blitz to reinforce home fire safety. In addition to a home fire safety exhibition, SCDF officers would conduct house-to-house visits with the C2E committees

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 15.0%, from 300 cases in 2015 to 345 cases in 2016. HPC and SCDF continue to work with HDB and 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.

42 Emergency Preparedness (EP) Days, inclusive of 8 revamped EP Days piloted under the SGSecure movement, were conducted in year 2016 to educate the general public and create better fire safety awareness. The EP Days reached out to more than 20,000 residents in 2016 and were tailored to achieve specific improvements with emphasis on different aspects of fire safety at different constituencies. For instance, in Punggol North, the rubbish chute fire stickers was launched to educate residents on the prevention of rubbish chute fire, while in Tampines East, block fire evacuation exercise involving residents and CERT volunteers were conducted.

In partnership with the SCDF and People's Association, the National Civil Emergency Preparedness (NCEP) Award serves to encourage and incentivises the grassroots leaders, particularly the C2E Committee members, to be Emergency Preparedness (EP) advocates, acting as catalysts to impart and promote EP knowledge and skills to residents at each constituency. The award also provides a basic framework for C2E committee to undertake and instil the value of community self-help by encouraging resident to take on greater responsibility and pride in ensuring a fire-safe and EP-ready environment. A total of 15 Gold Award, 43 Silver Award and 28 Bronze Award were presented to recipients in 2016.

Way Forward

Moving forward, the HPC 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, while supporting the new national movement – SGSecure – by incorporating elements to prepare the community in response to crisis. To ensure the relevance and practicality of existing programmes and initiatives, review will be made to the judging criteria of the NCEP Award and full implementation of the revamped EP days. HPC will work closely with our strategic partners to participate in previously untapped platform to promulgate fire safety at home, such as 'Heartland Talk' and 'HDB Welcome Party for newly-completed BTO estate' organised by HDB.

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. Further to HPC's efforts in addressing refuse chute fires, the Committee will be monitor closely on the effectiveness of the TWRS and GDSS.

PUBLICITY SUB-COMMITTEE

| | |
|----------------------------|-----------------------|
| Chairman | : COL A Razak Raheem |
| Secretary | : CPT Faizal Kamal |
| Assistant Secretary | : WO2 Alvin Hu |
| Member | : 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 and more importantly, raising awareness and promoting community emergency preparedness among the populace. In addition, the Committee assists to prepare speeches and invites 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 2016

The annual NFEC Fire Safety Seminar was held on 16 August 2016 at the Marina Bay Sands Expo & Convention Centre. More than 600 participants including FSMs and fire safety practitioners from the commercial and industrial premises took part in the Seminar.

The seminar theme **“Keep Electrical Hazards at Bay for a Fire Safe Environment”** was chosen to reiterate the importance of electrical fire safety in commercial and industrial premises. Speakers from SCDF also shared CERT success stories as well as medical preparedness at the workplace.

The event concluded with a workshop where participants discussed and shared best practices on how to prevent electrical fires at their workplaces.

Mass Fire Evacuation Drill 2016

The curtain closure of the annual NFEC Mass Fire Evacuation Drill campaign was held at Shaw Centre on 27 September 2016. The drill at Shaw Centre was unique because for the first time, SGSecure elements were incorporated to support the SGSecure national movement. The Committee invited the local media and the drill was positively covered by Shin Min Daily News and Lianhe Zaobao. More than 200 premises participated in the month-long campaign in September.

Release of SCDF Fire and Ambulance Statistics 2016

On 17 February 2017, the SCDF released its annual fire and ambulance statistics release for the year 2016. The Committee leveraged 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 print media as well as across selected MediaCorp radio stations during the festive seasons throughout the year.

Use of Infographics and Social Media for Fire Safety and Emergency Preparedness Messages

Leveraging on social media platforms, the Committee has started using infographics to present its fire safety and emergency preparedness messages. Infographics gives us the option to present worded text and information in an engaging and illustrative way. Figures and advisories are now depicted in animated pictures with a succinct explanation to drive home the important fire safety message to our audiences.

SCDF's Annual Public Education Drive on Fire Safety Messages

Fires involving rubbish chutes form bulk of residential fires in Singapore. In partnership with the NFEC, the SCDF is taking part in an on-going public education drive to generate greater public awareness on rubbish chute fires and to encourage members of the public to act as community first responders by helping to extinguish these small, smouldering fires.

NFEC Flash Updates

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

Forthcoming Activities

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

FIRE SAFETY COMMITTEE FOR SCHOOLS & YOUTH

| | |
|----------------------------|--|
| Chairman | : Mr Chua Kah Sheng – (<i>till 14 Dec 2016</i>) Mr Ow Kwok Leong – (<i>wef 15 Dec 2016</i>) |
| Vice-Chairman | : LTC Bob Tan |
| Secretary | : CPT Ang Hwee Ting |
| Assistant Secretary | : SSG Caleb Kelvin Cheang |
| Member | : Mr Jeffrey Quek |

Introduction

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

NFEC Fire Safety Assembly Show

Since 2012, the Committee has been working with Magic Avenue to produce a skit incorporating key messages on fire safety and emergency preparedness to primary schools nationwide in a fun and interesting manner. Titled "Ever Ready For Emergencies", the assembly show, which features the NFEC mascots, Impy and Misty provides a creative and interactive platform to convey key emergency preparedness messages on fire safety and highlighting SCDF's Save-A-Life Initiative to primary school students and the public.

The important messages conveyed through the show are:

- **Understanding AED** – What to do when encountering a collapsed victim.
- **Fire Prevention** – How to prevent a fire and things to do and not to do during a fire.
- **Peacetime Emergency** – Things to do and not to do during lightning and tremors.
- **Terrorism** – Things to do when you see a suspicious object.

NFEC-NCDCC Inter-Unit Quiz

The Committee and the National Civil Defence Cadet Corps (NCDCC) co-organised the NFEC-NCDCC Inter-Unit Quiz in 2016. The event was conducted at the Home Team Academy (HTA) on 25 Aug 2016. Through a fun and challenging competition, this Inter-Unit Quiz aimed to create a greater awareness amongst NCDCC cadets in promoting fire prevention and civil emergency preparedness in order to make Singapore safe and secure.

The winners of the competition were:

| Award | School |
|---------------------------|---|
| Champion | Anglo-Chinese School (Independent) Team 1 |
| 1 st runner-up | Evergreen Secondary School Team 1 |
| 2 nd runner-up | Boon Lay Secondary School Team 2 |

Consolation Prizes

| School |
|--|
| Kuo Chuan Presbyterian Secondary School Team 2 |
| CHIJ Secondary School Team 1 |
| Temasek Secondary School Team 1 |
| Orchid Park Secondary School Team 2 |

Junior Civil Defence Lionhearter Challenge

Positioned as one of the key school engagement programmes to commemorate Total Defence Day, the Junior Civil Defence Lionhearter (JCDLH) Challenge was held at the Singapore Discovery Centre on 14 Feb 2017.

Following the success of the inaugural challenge in 2014, 2017's challenge featured teams of Upper Primary Junior CD Lionhearters competing to be the fastest team to complete game stations themed in line with Emergency Preparedness (EP) and the five pillars of Total Defence. The fun-filled games challenge served to educate participating students in vital lifesaving skills, EP knowledge, as well as the crucial values and concepts of Total Defence, so to enable them to better carry out their roles as EP champions and ambassadors in their schools and surrounding communities.

The JCDLH Challenge this year saw a good turn out from 24 JCDLH Primary Schools, who each sent a team of four Junior CD Lionhearters to compete in the Challenge. Each 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 2017 were:

| Award | School |
|---------------------------|---------------------------|
| Champion | Xishan Primary School |
| 1 st runner-up | Loyang Primary School |
| 2 nd runner-up | Elias Park Primary School |

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 (Run, Hide, Tell and Improvised First Aid Skills – Press, Tie, Tell) to prepare students and teachers should 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 emergency preparedness awareness.

Highlight Of Activities For WY 16/17

NFEC 30th Anniversary Celebration and Award Presentation Ceremony (31 October 2016)



NFEC Fire Safety Seminar
(16 August 2016)



NFEC Mass Fire Evacuation Drill
(27 September 2016)



NFEC Coffee Shop
Association Dialogue session
(22 March 2017)



Charity Film Premiere
@ Lido Shaw 123
(9 January 2017)



Fund Raising and Membership Committee 2016/2017

| | |
|----------------------------|--|
| Chairman | : Mr Markham Shaw |
| Vice-Chairman | : Mr Wong Chit Sieng |
| Secretary | : CPT Eddie Tan |
| Assistant Secretary | : WO1 Iswadi Bin Zaba |
| Members | : LTC Dennis Quah Chee Onn Mr Steven Chen |

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.

Review of Membership System

In WY2016/17, the Fund-Raising and Membership Committee completed its study of the membership system and made recommendations to revamp the system. Robust discussion was held within the Board regarding the matter. At the 30th Annual General Meeting of the NFEC held on 26 July 2017, an amended NFEC Constitution was endorsed to facilitate the recommended changes.

The new partnership system is expected to (a) expand and extend membership pool; and (b) to achieve greater leverage on resources from a larger membership pool for the furtherance of the NFEC's mission of promoting fire prevention and civil emergency preparedness.

National Fire and Civil Emergency Preparedness Council (NFEC) Charity Film Premiere 2017: "Patriots Day"

The NFEC held its Charity Film Premiere of "Patriots Day" on 10 January 2017 at Shaw Lido. The film "Patriots Day" was screened in Lido Hall 1 at 9.15 pm. The event was graced by Mr Louis Ng, Member of Parliament for Nee Soon GRC and Founder of Animal Concerns Research & Education Society (ACRES). A total of about \$20,000 was raised from the Premiere

Directed by acclaimed filmmaker Peter Berg and starring Mark Wahlberg, Kevin Bacon, John Goodman, J.K. Simmons and Michelle Monaghan, "Patriots Day" is an account of the 2013

Boston Marathon bombing and the everyday heroes who inspired the world in the extraordinary hours that followed. The movie provided the audience with a stimulating account of the aftermath of the attack through by convincing acting, chilling detail, and nail-biting suspense.

The movie also revealed just how vulnerable the global community is to terrorism, and is very pertinent to NFEC's message of the importance of civil emergency preparedness and SGSecure's call for all Singaporeans to be vigilant and resilient in the current security climate.

Membership Incentives

In recognition of their commitment and contributions, all members have privileged access to utilize the NFEC Mobile Fire Safety Exhibit Panels, NFEC's publications, posters and brochures to assist them in promoting fire safety and civil emergency preparedness at their workplaces. They also enjoy invitations and special member rates for NFEC Activities, such as the Annual Fire Safety Seminar.

Future Plans

The committee will continue to seek opportunities to raise funds in WY 2017/18. The Committee will also work towards launching NFEC's new partnership system with a two-pronged approach.

Firstly, the committee will work to enhance its incentives and benefits and make the partnership package more attractive. For instance, the committee is intending to allow partners priority registration for its events, and is also intending to waive all membership fees. Secondly, the committee will adopt the Corporate Social Responsibility (CSR) approach and encourage partnerships from the various NFEC platforms. Partners will be engaged to join NFEC in its call to promote fire and especially, civil emergency preparedness, in the current security climate.

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

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

31st March 2017

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

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 the financial position of National Fire and Civil Emergency Preparedness Council ("the Council") as at 31 March 2017 and of the performance, changes in accumulated fund and cash flows of the Council for the year ended 31 March 2017 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



ALAN LOH PENG LEONG
Chairman



DENNIS QUAH CHEE ONN
Honorary Treasurer

Singapore, 29 MAY 2017

**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 2017, 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 as at 31 March 2017 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,

- a) 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; and
- b) the fund-raising appeals held during the year ended 31 March 2017 have been carried out in accordance with Regulation 6 of the Societies Regulations issued under the Societies Act and proper accounts and other records have been kept of the fund-raising appeals.

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

- a) 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; and
- b) the Council has not complied with the requirements of Regulation 15 of the Charities (Institution of a Public Character) Regulations.



CYPRESS SINGAPORE PAC
Public Accountants and
Chartered Accountants
Singapore

Date, 29 MAY 2017

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

STATEMENT OF FINANCIAL POSITION AS AT 31 MARCH 2017

| | Note | 2017 SGD | 2016 SGD |
|----------------------------|------|------------------|------------------|
| ACCUMULATED FUND | 3 | <u>1,623,185</u> | <u>1,592,958</u> |
| Represented by: | | | |
| NON-CURRENT ASSETS | | | |
| Investment | 5 | 503,812 | 754,312 |
| Plant and equipment | 4 | 6,731 | 6,333 |
| CURRENT ASSETS | | | |
| Investment | 5 | 250,500 | - |
| Prepaid operating expenses | | 258 | 87 |
| Cash at bank and on hand | | 879,777 | 856,401 |
| | | <u>1,130,535</u> | <u>856,488</u> |
| Less: | | | |
| CURRENT LIABILITIES | | | |
| Accrued operating expenses | | 17,893 | 17,455 |
| Deferred revenue | | - | 6,720 |
| | | <u>17,893</u> | <u>24,175</u> |
| NET CURRENT ASSETS | | <u>1,112,642</u> | <u>832,313</u> |
| | | <u>1,623,185</u> | <u>1,592,958</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 2017

| | Note | 2017 SGD | 2016 SGD |
|---|------|----------------------|----------------------|
| REVENUE | | | |
| Donation received- tax exempt | | 100,000 | 101,000 |
| Fire Safety Seminar | | 118,830 | 191,474 |
| Fire Safety Award | | 7,040 | - |
| Fire Safety Orientation Toolkits | | 228 | 203 |
| 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 | | 3,150 | 3,132 |
| Interest on bonds | | 19,180 | 19,170 |
| Other income | | 1,470 | 2,954 |
| | | <u>320,534</u> | <u>317,933</u> |
| LESS: OPERATING EXPENSES | | | |
| COMMITTEE EXPENSES | | | |
| Fire Safety Committee for Schools & Youth | | (25,344) | (8,400) |
| EVENT EXPENSES | | | |
| Fire Safety Seminar | | (59,585) | (89,783) |
| NFEC 30th Anniversary Celebration and Fire Safety Award Ceremony | | (42,418) | - |
| NFEC Charity Film Premiere | | (5,307) | - |
| NFEC NEAR Project | | - | (910) |
| NFEC Program at Home Team Festival | | - | (8,046) |
| ADMINISTRATIVE EXPENSES | | | |
| Annual general meeting | | (5,939) | (6,003) |
| Depreciation of plant and equipment | | (2,023) | (1,564) |
| Employee benefits expense | 7 | (118,770) | (114,536) |
| Entertainment | | (7,033) | (2,634) |
| Printing, postage and stationery | | (5,869) | (6,176) |
| Other operating expenses | | (18,019) | (22,546) |
| | | <u>(290,307)</u> | <u>(260,598)</u> |
| SURPLUS BEFORE TAXATION | | <u>30,227</u> | <u>57,335</u> |
| TAXATION | 9 | - | - |
| NET SURPLUS FOR THE YEAR | | <u>30,227</u> | <u>57,335</u> |
| OTHER COMPREHENSIVE INCOME | | | |
| 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 | | - | - |
| TOTAL COMPREHENSIVE INCOME FOR THE YEAR | | <u><u>30,227</u></u> | <u><u>57,335</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 CHANGES IN ACCUMULATED FUND FOR THE YEAR ENDED 31 MARCH 2017

| | Accumulated Fund SGD |
|---|----------------------------|
| BALANCE AS AT 1 APRIL 2015 | 1,535,623 |
| Total comprehensive income for the year | 57,335 |
| BALANCE AS AT 31 MARCH 2016 | <u>1,592,958</u> |
| Total comprehensive income for the year | 30,227 |
| BALANCE AS AT 31 MARCH 2017 | <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 CASH FLOWS FOR THE YEAR ENDED 31 MARCH 2017

| | Note | 2017 SGD | 2016 SGD |
|---|------|----------------|----------------|
| CASH FLOWS FROM OPERATING ACTIVITIES | | | |
| Surplus before taxation | | 30,227 | 57,335 |
| Adjustment for: | | | |
| Depreciation of plant and equipment | | 2,023 | 1,564 |
| Interest income | | (22,330) | (22,302) |
| Operating cash flows before working capital changes | | <u>9,920</u> | <u>36,597</u> |
| Changes in working capital: | | | |
| Prepaid operating expenses | | (171) | 156 |
| Accrued operating expenses | | 438 | 8,196 |
| Deferred revenue | | (6,720) | 6,720 |
| | | <u>(6,453)</u> | <u>15,072</u> |
| NET CASH EFFECT OF OPERATING ACTIVITIES | | <u>3,467</u> | <u>51,669</u> |
| CASH FLOWS FROM INVESTING ACTIVITIES | | | |
| Interest income received | | 22,330 | 22,302 |
| Purchase of plant and equipment | | (2,421) | (7,897) |
| NET CASH EFFECT OF INVESTING ACTIVITIES | | <u>19,909</u> | <u>14,405</u> |
| NET CHANGE IN CASH AND CASH EQUIVALENTS | | 23,376 | 66,074 |
| CASH AND CASH EQUIVALENTS AS AT 1 APRIL | 6 | 856,401 | 790,327 |
| CASH AND CASH EQUIVALENTS AS AT 31 MARCH | 6 | <u>879,777</u> | <u>856,401</u> |

The accompanying notes form an integral part of the financial statements

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

NOTES TO THE FINANCIAL STATEMENTS – 31 MARCH 2017

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 2017 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 2016. These new and revised Financial Reporting Standards have no significant effects on the Council's accounting policies used except for:-

Amendments to FRS 16 and FRS 38: Clarification of Acceptable Methods of Depreciation and Amortisation

The amendments clarify that revenue-based depreciation and amortisation method is inappropriate. This is because revenue generated by an activity that includes the use of an asset generally reflects factors other than the consumption of the economic benefits of the asset. However, there is some exceptions for intangible assets. Revenue-based amortisation method can be used only when (i) intangible asset is expressed as a measure of revenue; or (ii) when revenue and the consumption of the economic benefits of the intangible asset are highly correlated.

2. SIGNIFICANT ACCOUNTING POLICIES (CONTINUED)

2.2 Adoption of new and revised Financial Reporting Standards (continued)

Amendment to FRS 107 Financial Instruments: Disclosures

The amendments clarify that disclosures not specifically required for interim financial report. It also clarify whether servicing contracts constitute continuing involvement. A servicer will have continuing involvement if (i) servicing fee is dependent on the amount or timing of the cash flows collected from the transferred financial asset, or (ii) has an interest in the future performance of the transferred financial asset.

Amendment to FRS 19 Employee Benefits

This amendment clarifies that the discount rate used for the post-employment benefit obligations shall be determined at currency level instead of country level.

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.

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

(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.

2. SIGNIFICANT ACCOUNTING POLICIES (CONTINUED)

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

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.

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.

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.

2. SIGNIFICANT ACCOUNTING POLICIES (CONTINUED)

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:-

(i) 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.

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 |
|--------------------------|-------------|
| Office equipment | 20% |
| Fire safety robots | 20% |
| 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. SIGNIFICANT ACCOUNTING POLICIES (CONTINUED)

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.

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. SIGNIFICANT ACCOUNTING POLICIES (CONTINUED)

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.

2.13 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 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.

2. SIGNIFICANT ACCOUNTING POLICIES (CONTINUED)

2.15 Revenue recognition (continued)

(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.

2.17 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

| | Office equipment SGD | Fire safety robots SGD | Equipment- NEAR Project SGD | Computer SGD | Total SGD |
|---------------------|----------------------------|------------------------------|--------------------------------------|-----------------|--------------|
| <u>Cost</u> | | | | | |
| As at 1 April 2015 | 12,953 | 33,935 | - | - | 46,888 |
| Additions | - | - | 7,897 | - | 7,897 |
| Write off | (12,953) | (33,935) | - | - | (46,888) |
| As at 31 March 2016 | - | - | 7,897 | - | 7,897 |
| Additions | - | - | - | 2,421 | 2,421 |
| As at 31 March 2017 | - | - | 7,897 | 2,421 | 10,318 |

4. PLANT AND EQUIPMENT (CONTINUED)

| | Office equipment SGD | Fire safety robots SGD | Equipment- NEAR Project SGD | Computer SGD | Total SGD |
|-------------------------------------|----------------------------|------------------------------|--------------------------------------|-----------------|--------------|
| <u>Accumulated depreciation</u> | | | | | |
| As at 1 April 2015 | 12,953 | 33,935 | - | - | 46,888 |
| Depreciation charge for the year | - | - | 1,564 | - | 1,564 |
| Write off | (12,953) | (33,935) | - | - | (46,888) |
| As at 31 March 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 |
| <u>Carrying amount</u> | | | | | |
| As at 31 March 2017 | - | - | 4,754 | 1,977 | 6,731 |
| As at 31 March 2016 | - | - | 6,333 | - | 6,333 |

5. INVESTMENTS

| | 2017 SGD | 2016 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> | | |
| SMRT bonds with a coupon rate of 1.388% per annum maturing on 16.10.2017 | - | 250,500 |
| HDB bonds with a coupon rate of 3.14% per annum maturing on 18.3.2021 | 503,812 | 503,812 |
| | 503,812 | 754,312 |

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

| | 2017 SGD | 2016 SGD |
|--|-------------|-------------|
| Staff salaries and bonuses | 99,811 | 98,183 |
| Employer's CPF and other contributions | 12,952 | 12,853 |
| Staff transport allowance | 3,007 | 500 |
| Staff welfare | 3,000 | 3,000 |
| | 118,770 | 114,536 |

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:

| | 2016/2017 SGD | 2015/2016 SGD |
|---|------------------|------------------|
| <u>Project planned</u> | | |
| Fire Safety Committee for Schools and Youth | 54,000 | 51,400 |
| Fund Raising and Membership Committee | - | 4,000 |
| Industrial Premises Committee | 4,500 | 8,500 |
| Housing Premises Committee | 8,000 | 8,000 |
| Commercial Premises Committee | 6,500 | 7,000 |
| Publicity Committee | 10,000 | 1,000 |
| Secretarial | 10,000 | 13,000 |
| | <u>93,000</u> | <u>92,900</u> |

9. TAXATION

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

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:

| | 2017 SGD | 2016 SGD |
|------------------------|--------------|--------------|
| Due within 1 year | 1,733 | 1,733 |
| Due within 2 - 5 years | <u>5,697</u> | <u>7,430</u> |

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

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.

12. FINANCIAL RISK MANAGEMENT

a) Market risk (continued)

ii) Interest rate risk (continued)

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% (2016: 1%) on interest bearing financial assets as at the year end will have the effect on the financial statements as follows:-

| | 2017 SGD | 2016 SGD |
|-------------------------|-------------|-------------|
| Surplus before taxation | 7,543 | 7,543 |
| Equity | <u>-</u> | <u>-</u> |

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 | Financial liabilities at amortised cost SGD | Total SGD |
|---------------------------------|---------------------------------|--|--|------------------|
| 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>-</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> | <u>-</u> |
| Total non-financial liabilities | | | | (17,893) |
| Total liabilities | | | | <u>(17,893)</u> |
| As at 31 March 2016 | | | | |
| <u>Assets</u> | | | | |
| Investments | - | 754,312 | - | 754,312 |
| Cash at bank and on hand | 856,401 | - | - | 856,401 |
| Total financial assets | <u>856,401</u> | <u>754,312</u> | <u>-</u> | <u>1,610,713</u> |
| Total non-financial assets | | | | 6,420 |
| Total assets | | | | <u>1,617,133</u> |
| <u>Liabilities</u> | | | | |
| Total financial liabilities | <u>-</u> | <u>-</u> | <u>-</u> | <u>-</u> |
| Total non-financial liabilities | | | | (24,175) |
| Total liabilities | | | | <u>(24,175)</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.

| | 2017 SGD | 2016 SGD |
|---------------------|------------------|------------------|
| Current assets | 1,130,535 | 856,488 |
| Current liabilities | (17,893) | (24,175) |
| Net current assets | <u>1,112,642</u> | <u>832,313</u> |
| | | |
| Total assets | 1,641,078 | 1,617,133 |
| Total liabilities | (17,893) | (24,175) |
| Fund surplus | <u>1,623,185</u> | <u>1,592,958</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

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.



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