



ANNUAL REPORT 2020/2021

# NFEC



# Contents

Chairman's Statements .....	2
The Board of Directors .....	6
Minutes of the 34 <sup>th</sup> AGM .....	8
Industrial Premises Committee .....	14
Commercial Premises Committee .....	16
Housing Premises Committee .....	17
Publicity Sub-Committee .....	19
Schools & Youth Committee .....	23
Highlights of Activities - WY 20/21 .....	28
Fund Raising & Membership Committee .....	30
Financial Statutory Reports .....	31
Acknowledgements .....	56

# Chairman's Statement

## NATIONAL FIRE AND CIVIL EMERGENCY PREPAREDNESS COUNCIL



Firstly, let me begin by welcoming everyone to NFEC's Annual General Meeting. Thank you for taking time to join us today.

2. Thanks to the pandemic, Work Year 2020/2021 has been unique, albeit somewhat challenging. Despite the obstacles faced, NFEC has still managed to successfully deliver our critical messages on fire prevention and emergency preparedness by leveraging on technology. For example, we switched our Annual Fire Safety Seminar to a virtual format, which meant that we were able to reach audience numbers that exceeded our expectations.
3. We have learnt a lot from this approach, and I believe the experience will be useful in guiding us through the new work year and beyond.
4. Let me continue by giving an overview of the Council's key accomplishments in Work Year 20/21, before I highlight our main objectives for the coming year.

### Report on Work Year 2020/2021

5. The Industrial Premises Committee (IPC) and the Commercial Premises Committee (CPC) jointly organised the annual Fire Safety Seminar, which was held online through the Zoom platform on 19 October 2020. The webinar made a second run on 30 October due to overwhelming response, and it attracted close to 4,000 participants comprising Fire-Safety Managers (FSMs), Fire-Safety Practitioners, Safety Officers, Community Emergency Response Team (CERT) members, as well as participants with a crucial role in enhancing emergency response at their respective premises.
6. The theme for the 2020 Webinar was **"The New Normal – Fire Safety"**. The key focal areas included the prevention of electrical and Personal Mobility Device (PMD) fires. We emphasised the importance of a strong commitment by individuals and premises to maintain a high standard of fire-safety. The participants were also equipped with the necessary knowledge to enhance fire prevention and emergency-preparedness measures at their own workplaces, while improvising and adapting under pandemic conditions.
7. Three speakers from the fire-prevention fraternity presented their papers at the seminar, closing with an interactive and enriching dialogue session among the experts. Many of the attendees expressed that that the event was insightful and offered alternate perspectives of fire safety in the new normal.
8. Every year, the NFEC designates September for its month-long, island-wide Mass Fire Evacuation Drill (MFED) campaign. The MFED month aims to promote fire safety and

emergency preparedness in commercial and industrial buildings, as well as at educational institutions. Unfortunately, due to the ongoing pandemic situation, we have had to postpone the annual MFED until Safe Management measures allow for it.

9. However, the Council has continued to conduct its regular dialogues and engagements with FSMs and fire safety officers in different sectors. The IPC initiated a series of online fire safety dialogues at various industrial estates in Kallang, Bedok North and Ubi with the objective of reiterating to participants the importance of fire safety at their workplaces.
10. Separately, the NFEC has always focused on building fire safety awareness among our youths. In this regard, the Schools and Youth Committee (SYC) has been actively engaging students from the primary to tertiary levels. With our support, the National Civil Defence Cadet Corps (NCDCC) partnered Kent Ridge Secondary School last year to develop the School Fire Safety and Emergency Preparedness Ambassador (SFEA) programme to increase awareness of fire safety and potential hazards in schools, raise the emergency preparedness level in students and promote understanding of SCDF's mission for non-NCDCC units.
11. The NCDCC also partnered the Nanyang Polytechnic School of Health and Social Sciences (NYP-SHSS) in co-creating online learning packages to promote game-based learning. These learning packages comprise First Aid, Fire Safety and Civil Emergency Preparedness and are uploaded onto MOE's Student Learning Space (SLS) to facilitate NCDCC cadets' on-demand learning experience.
12. Last year saw the awarding of the biennial CD Ready School Award, organised by SCDF and NFEC with the support of MOE, to 12 primary schools and 11 secondary schools. This award seeks to recognise schools that have made exceptional contributions to ensure a fire-safe and emergency prepared school environment by equipping schoolteachers and students with essential Emergency Preparedness (EP) skills and knowledge.
13. The Council has been sustaining its engagement with tertiary institutions through the Junior Civil Defence Lionhearter (JCDLH) programme, which trains and appoints Junior Lionhearters as ambassadors to disseminate EP and fire safety messages to their friends and families. NFEC supports the JCDLH challenge that is organised annually as a platform for students to refresh their EP skills. Held virtually on 19 February where about 150 Junior Lionhearters from 21 schools participated, teams had to complete a quiz followed by an activity-based game in the shortest time. As part of the challenge, teams also had to complete offline components prior to the actual event such as locating the AED within their schools, go through the online Tier 1 Community Emergency Preparedness Programme (CEPP), impart EP skills to fellow schoolmates and prepare a Ready Bag. We hope this will help our community, including our youths, to be well-prepared in the event of a crisis.
14. Fire statistics in 2020 indicated that most fires in Singapore had occurred in residential premises. Unattended cooking, discarded items and electrical fires made up the

top three types of fires in this category. Fires involving discarded items at common areas in HDB estates saw a marked decrease from 240 cases in 2019 to 193 cases last year. The continued efforts by the Housing Premises Committee (HPC) and SCDF to advise residents on the removal of unwanted bulky items and the issuance of the 'Guidelines on the Use of Common Areas in HDB Estates' have contributed to the substantial decrease in discarded item fires.

15. Between July and December last year, Town Council (TC) workers rendered assistance to extinguish over 40 minor fires as Community First Responders (CFRs). Hence, we specifically targeted our engagement with the various Town Council's during the virtual HPC-Town Council Dialogue on 24 February 2021 to help raise awareness of the myResponder mobile app and encourage more TC workers to sign up as CFRs. HDB, SCDF and the 17 TC representatives attended the dialogue and the session covered the CFR initiative and updates on fire trends in housing estates.
16. The National Civil Emergency Preparedness (NCEP) Award is a biennial award jointly organised by PA and SCDF with the support of the NFEC. It serves to value-add and enhance community emergency preparedness across residential heartlands by getting people to take ownership in preparing themselves and their families for emergencies. The award also provides a framework for grassroots organisations and community partners to take tangible actions that enhance the safety and security of their estates. Due to the COVID-19 situation, we had to present the certificates virtually. 14 constituencies received the Platinum Award, 29 constituencies received the Gold Award, 33 constituencies the Silver Award and 13 constituencies the Bronze Award.
17. Through the Publicity Committee, the Council will continue to amplify its work through various public education drives and media engagement. On 5 February 2021, the SCDF released its annual fire, ambulance and enforcement statistics for the year 2020. The Publicity Committee leveraged the presence of the mainstream media to reiterate the work done by the NFEC, SCDF and community partners in reaching out to the public with their fire safety and CFR messages. This was well featured by the local media. In addition, NFEC also collaborated with SCDF on an intensive publicity drive to generate public awareness on the revised Emergency Medical Service (EMS) tiered response framework, to reiterate the importance of calling 995 only during emergencies.

## **Plans for Work Year 2021/2022**

18. While COVID-19 had brought disruptions to our programmes, the Council took the opportunity to review and strengthen its plans to identify new ways of being advocates of fire safety and emergency preparedness in the community.
19. On the curriculum front, the NCDCC is engaging Nanyang Polytechnic (NYP) to design a new badge programme named the 'Infection Control Badge' to deepen cadets' awareness on infections and to manage the risk of transmission. The programme will provide a good foundation for junior cadets as they progress to take on specialization training in

Secondary 3. The SYC will continue to support the partnership between NYP 3rd year students and the NCDCC to refresh its curriculum as part of the NCDCC Curriculum Innovation Project (NCIP).

20. Following the pilot SFEA programme with Kent Ridge Secondary School, the SYC will extend the programme to more non-NCDCC schools. We have a target of reaching a school within each of the 4 NCDCC clusters in 2022.
21. Meanwhile, the CPC will build on the initiatives from the previous years and introduce new platforms such as webinar-styled dialogues with CapitaLand, Far East Organisation and Frasers, to further share fire safety and EP experiences and best practices.
22. Separately, the Fundraising and Membership Committee (FRMC) will be organising a pilot outreach programme where members of the public may visit fire station visits to learn about how it operates, as well as pick up EP-related skills and knowledge. When it is more convenient to organise mass participation events, the FRMC also plans to work with the NTUC Club to organize a pilot community EP outreach event at the Downtown East. We also look forward to resuming our annual Charity Film Premiere sometime soon, subject to the prevailing Covid-19 health and safety guidelines.
23. By end 2021, the Publicity Committee will be rolling out a Facebook page as a tool to support NFEC in better engaging the public in fire prevention and EP matters. We believe that this platform will enable us to better connect with our stakeholders and serve as a channel to profile the various activities and programmes of the Council.
24. The Council, through the HPC, will continue to collaborate with the SCDF to promote active citizenry by increasing its public engagement drives, such as to encourage more CFRs to attend to minor fire incidents.
25. In conclusion, the NFEC is working hard to actively engage it's stakeholders as much as possible. While the COVID pandemic continues to present challenges in the programmes and activities that we organise, I am proud to see how the various sub-committees have learnt to adapt and innovate, as they strive to raise the level of fire safety awareness in Singapore.
26. This leads me to thank all our sponsors, donors and well-wishers for their continuous support to the Council. I also extend my heartfelt gratitude to the NFEC Board of Directors for their leadership and guidance, and to the members of the various sub-committees for their passion, commitment and contributions. Finally, special thanks go to Commissioner Eric Yap, Commissioner SCDF, for his guidance and advice to the Council. I also appreciate his team of officers for their unstinting support and hard work in the various sub-committees.

Markham Shaw  
Chairman NFEC



# The Board of Directors 2020-2021

## PATRON-IN-CHIEF



Mr K Shanmugam  
Minister for Home Affairs  
& Minister of Law

## OFFICE BEARER W2020/2021



Mr Markham  
Shaw Chai Chung  
Chairman NFEC



Mr John Wu  
Vice-Chairman NFEC



SAC Daniel Seet  
Executive Director



LTC Tay Zhi Wei  
Honorary Treasurer

## INDUSTRIAL PREMISES COMMITTEE



Mr Rowan Tan  
Co-Chairman



Mr Edwin Yap  
Co-Chairman



Mr Terence Koh  
Member



Mr Bernard Soh  
Member



## COMMERCIAL PREMISES COMMITTEE



Ms Margaret Heng  
Co-Chairperson



Mr Christopher Tan  
Co-Chairman



Mr Dennis Ng  
Member



Mr Steven Goh  
Member

## HOUSING PREMISES COMMITTEE



Mr Raymond Teo  
Co-Chairman



Mr Benedict Koh  
Co-Chairman



Mr Philip Tan  
Member



Mr Robert Ronald  
Member

## SCHOOLS AND YOUTH COMMITTEE



Mr Simon Gan Kok Soon  
Co-Chairman



Mr Seet Choh San  
Co-Chairman



Mr Raizan Bin Abd Razak  
Member



Ms Sarah Kiew  
Member

## FUND RAISING & MEMBERSHIP COMMITTEE



Mr Ho Kai Weng  
Co-Chairman



Mr Thuvinder Singh  
Co-Chairman



Mr Jonathan Tan  
Member

## PUBLICITY COMMITTEE



AC Abdul Razak  
Co-Chairman



AC Yazid Abdullah  
Co-Chairman



Mr Allan Phua

# MINUTES OF THE 34<sup>th</sup> ANNUAL GENERAL MEETING OF THE NATIONAL FIRE AND CIVIL EMERGENCY PREPAREDNESS COUNCIL

HELD VIRTUALLY ON 30 JULY 2020 AT 1130 HRS AT THE SINGAPORE  
CIVIL DEFENCE HQ

## PRESENT:

### BOARD OF DIRECTORS:

Mr Markham Shaw	Chairman
Mr John Wu	Vice-Chirman
SAC Daniel Seet	Executive Director
LTC Tay Zhi Wei	Hon Treasurer
AC Abdul Razak	Board Member
AC Yazid Abdullah	Board Member
Ms Margaret Heng	Board Member
Mr Christopher Tan	Board Member
Mr Rowan Tan	Board Member
Mr Edwin Yap	Board Member
Mr Simon Gan	Board Member
Mr Seet Choh San	Board Member
Mr Raymond Teo	Board Member
Mr Benedict Koh	Board Member
Mr Ho Kai Weng	Board Member
Mr Thuvinder Singh	Board Member
Mr Dennis Ng	Board Member
Mr Steven Goh	Board Member
Mr Robert Ronald	Board Member
Mr Raizan Abdul Razak	Board Member
Mr Terence Koh	Board Member
Mr Jonathan Tan	Board Member
Mr Bernard Soh	Board Member
Ms Chan Wei Han	Board Member

### SCDF

Comr Eric Yap  
And 10 Others

Commissioner, SCDF

## CHAIRMAN'S ADDRESS

1. Chairman commenced the meeting by extending his pleasure to welcome everyone to the NFEC's Annual General Meeting this year, which he said is taking place amidst unique and challenging times due to the COVID-19 situation. Before starting the formal proceedings, he gave an overview of the Council's key accomplishments in Work Year 2019/2020 and highlighted the key objectives of the NFEC's workplan for the coming year.

## REPORT ON WORK YEAR 2019/2020

2. Chairman said that NFEC has successfully organised the annual Fire Safety Seminar for the 17<sup>th</sup> year running. Jointly organised by the Industrial Premises Committee (IPC) and the Commercial Premises Committee (CPC), the event at the Marina Bay Sands Convention Centre on 9 Jul 2019 drew close to 900 participants. Fire Safety Managers (FSMs), Fire Safety Practitioners, Safety Officers and Community Emergency Response Team (CERT) members were amongst the attendees. The theme for the 2019 seminar was "*Knowledge, Skills & Enablers – the drivers towards Emergency Preparedness*" with a focus on the importance of equipping individuals and companies with the necessary knowledge to enhance fire prevention and emergency preparedness measures at their workplaces.
3. He said that every year, the NFEC designates September for its month-long, island-wide Mass Fire Evacuation Drill (MFED) campaign. The MFED month aims to promote fire safety and emergency preparedness in commercial and industrial buildings, as well as community centres and educational institutions. The launch of the campaign was held on 2 Sep 2019 at GLOBALFOUNDRIES Singapore in Woodlands Industrial Park. The MFED committee had simulated a fire outbreak at the scrubber yard, exercised the response of the Company Emergency Response Team (CERT), and this set the context for the mass evacuation involving some 1,200 employees. In all, a total of 260 premises and about 62,000 employees participated in the MFED campaign.
4. Chairman highlighted that the Council also continued to build on its regular dialogues and engagement sessions with FSMs and fire safety officers in the various sectors. The IPC organised a series of well-received dialogues at various industrial estates, which attracted more than 200 participants from industrial facilities in Jurong, Tuas, Ubi and Yishun. He said it is grateful to have speakers from SCDF's Fire Investigation Unit (FIU) and Fire Safety Department (FSD) to cover topics such as common fire safety non-compliances cases as well as case studies on fires involving warehouses and factories.

The sessions would always be followed by popular hands-on components such as basic fire fighting using fire extinguishers.

5. He said the CPC organised an inaugural dialogue session with Frasers Property on 6 Aug 2019 which was attended by 125 people comprising staff and tenants from their retail and commercial sectors. SCDF officers shared common fire safety hazards and good fire safety practices at work during the dialogue. The session also served as a good platform for participants to clarify on ways to maintain a high standard of fire safety and plans are in the pipeline to engage other mega mall developers to conduct similar dialogues and to encourage them to come on board as Strategic Partners of the NFEC.
6. Chairman shared that to recognise organisations for their commitment to maintain a high standard of fire safety, the Council started the biennial Industrial Premises Fire Safety Award (FSA) in 2017. The second edition of the Fire Safety Award saw 22 premises participating. 6 of the participating premises were awarded the Fire Safety Gold Award, 11 the Fire Safety Silver Award and 5 the Bronze Award.
7. Chairman highlighted that the Council has maintained its engagement with various schools and institutions through the Junior Civil Defence Lionhearter (JCDLH) programme, which trains and appoints Junior Lionhearters as Emergency Preparedness (EP) Ambassadors to disseminate EP and fire safety messages to their friends and families. The Appointment Ceremony for the JCDLH was held on 21 Aug 2019, where over 400 JCDLHs from 21 schools were appointed. He was pleased to note that the Emergency Preparedness Centre (EPC) at Central Fire Station, which the NFEC was one of the sponsors, continue to attract keen interest from schools and other organised groups. An average of 600 participants visit the EPC each month to learn fire safety and preparedness skills through interactive and 3D virtual reality simulators.
8. On the Fire statistics, Chairman pointed out that the majority of fire incidents in Singapore occur in residential premises, with unattended cooking, discarded items and household contents making up the top three types of fires in this category. The Housing Premises Committee (HPC), in partnership with SCDF, conducts public education programmes and publicity drives in a bid to reduce the occurrence of such fires. For instance, working with the Community Emergency and Engagement (C2E) Committee and the Management Corporation Strata Title (MCST) to conduct a Post-Fire Education Blitz at public and private housing estates following residential unit fires, as well as working with the Town Councils to put up fire safety advisories at HDB estates on the removal of unwanted bulky items. This approach has been successful as we have seen a decrease in the number of unattended cooking fires and fires involving discarded items by 6.1% and 18.9% respectively.

9. He said that to further extend its outreach to the community, a new series of SGSecure Roadshows were launched in August 2019 under the revamped Emergency Preparedness (EP) Days. Themed “*Our Response Matters. We make SGSecure*”, the roadshows aim to educate the public to better prevent, deal with and recover from terrorist attacks, as well as improve the community’s response and mobilisation. These roadshows, organised at the GRC-level, serve to provide a large-scale outreach engaging a diverse public audience. The programme over the past year attracted approximately 29,000 residents and saw over 2,500 residents signing up as SGSecure Responders. The HPC had also participated in HDB Heartland Talks and dialogues with management agents of condominiums to raise awareness on the latest fire trends and developments, such as the increase in Personal Mobility Devices’ (PMD) fires and advocating the installation of Home Fire Alarm Devices.
10. On the Publicity Committee he said it will continue to amplify the Council’s work through various public education drives and media engagement. On 12 Feb 2020, the SCDF released its annual fire, ambulance and enforcement statistics for the year 2019. The Publicity 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 and community first responder messages. This was well featured by the local mainstream media. In addition, the Council also collaborated with SCDF on an intensive publicity drive to generate public awareness on the revised EMS tiered response framework, to reiterate the importance of calling 995 only for emergencies.

## **Plans for Work Year 2020/2021**

11. Chairman said that NFEC had intended to roll out many activities in the new work year as part of NFEC’s regular series of programmes. However, in view of the ongoing COVID-19 pandemic and its impact on movement and social interaction, NFEC will need to be creative in how we run our campaigns to promote fire safety awareness despite the challenging times. For example, the Council is exploring the feasibility of running the highly popular annual Fire Safety Seminar as a virtual conference so that training can still be provided to our stakeholders.
12. He mentioned that NFEC also had plans to present the biennial Fire Safety Awards for commercial premises with exemplary standards in fire safety this year. The plan was to hold the awards in conjunction with the NFEC Appreciation Night and Award Ceremony. However, in view of the current situation, he said the event will be postponed until the situation allows us to move forward.



13. Separately, he announced that the Fundraising and Membership Committee will be looking to build partnerships with corporate organisations and seek their support for the Council's various outreach events. The Publicity Committee will also be revamping the NFEC website, as well as roll out a Facebook page for NFEC to improve our engagement with the public in fire prevention and emergency preparedness matters.
14. He said NFEC will continue to collaborate with the SCDF to promote active citizenry by increasing its public engagement drives, such as to encourage more Community First Responders (CFRs) to attend to minor fire incidents. The HPC will work closely with our strategic partners to explore new platforms to promulgate fire safety, such as tapping on HDB's dialogue sessions with the Town Councils to raise awareness on fire trends and the safer use of PMDs in housing estates.
15. In closing, Chairman extended his thanks to all our sponsors, donors and well-wishers for their continuous support to the NFEC. He also expressed his deep appreciation to the Board of Directors for their guidance, and in leading the various committees to steer the Council to achieve its mission. He mentioned that special thanks goes to Commissioner Eric Yap, Commissioner SCDF, for his wise counsel and guidance to the Council, as well as his team of officers for their dedicated service and support to us as secretaries and assistant secretaries in the various committees.
16. Last but not least, he extended his deepest appreciation to Mr Alan Loh, past Chairman NFEC, for his contributions and invaluable service to the Council over the last 26 years. The Council has grown and developed under Mr Alan's watch, benefitting greatly from his strong leadership style and selfless commitment. In addition, NFEC also would like to thank the other outgoing BODs for their service and support. The new incoming council pledges take up the mantle and ensure that the torch continues to burn brightly in this ongoing journey of fire safety and emergency preparedness.

## **CONFIRMATION OF MINUTES OF MEETING**

17. The minutes of 33<sup>rd</sup> AGM held at the Jupiter Ballroom, Furama Riverfront hotel, Singapore on 18 July 2019 was proposed for adoption by Mr Steven Goh and seconded by Mr Raizan Abdul Razak.



## **ANNUAL REPORT 2019/2020**

18. The meeting approved the NFEC Annual Report for WY 2019/2020. Mr Seet Choh San and Mr Thuvinder Singh proposed and seconded to accept the report respectively.

## **APPROVAL OF FINANCIAL STATEMENT FOR THE YEAR ENDING 31 MARCH 2020**

19. The accounts audited by Cypress Singapore PAC for the year ending 31 Mar 2020 were accepted and approved at the meeting. Mr Edwin Yap proposed to accept the financial report with Mr Raymond Teo seconded it.

## **CONCLUSION**

20. There being no other matters, the virtual meeting ended at 1200 hrs.

Prepared by : Mr Zee Chung Wei  
Admin Executive, NFEC

Vetted by : SAC Daniel Seet  
Executive Director, NFEC

Approved by : Mr Markham Shaw Chai Chung  
Chairman, NFEC

Date : 18 August 2020

# Industrial Premises Committee

Co-Chairman	: Mr Rowan Tan	
	: Mr Edwin Yap	
Secretary	: CPT Sahul Hameed	
Assistant Secretary	: WO2 Shirleen Ho	
Members	: Mr Terence Koh	Mr David Goh
	: Mr Bernard Soh	Mr Ong Pak Shoon
	: Mr Chew Siang Heng	Mr Steven Teo
	: Mr Mark Wing Keong	Mr Peter Ho
	: Mr Tan Ann Kiong	Mr David Lim Kin Wai
	: Ms Eleen Seah	Mr Lau Koi Fong
	: Mr Abdul Rahman Bin Md Yatim	

## Introduction

The Industrial Premises Committee (IPC) plays an integral role in advocating fire safety and civil emergency preparedness to industrial premises in Singapore. In Work Year 2020/2021, the challenges were more complex due to the COVID-19 pandemic which prevented most planned activities from being carried out. Companies and industries were closed during the circuit breaker, and only essential businesses could continue operating, but on a controlled basis. Following a three-month hiatus, and with the gradual ease of restrictions, many industrial companies commenced operations. However, with the uncertainty of the highly dynamic situation, the nation had to embrace the “new norms”, with many operations and functions carried out remotely and online. While NFEC events such as the Mass Fire Evacuation Drill and Fire Safety Award were postponed, IPC continued to partner external stakeholders in co-organising the Annual Fire Safety Webinar 2020 with Commercial Premises Committee (CPC). This enabled NFEC to continuously engage with Fire-Safety Managers (FSMs), Safety Officers, and fire-safety practitioners to deepen the fire-safety knowledge and awareness of the owners and occupiers of industrial premises.

## NFEC Fire Safety Webinar 2020

Jointly coordinated by IPC and the Commercial Premises Committee (CPC), the annual Fire Safety Seminar was held online through the Zoom platform on 19<sup>th</sup> and 30<sup>th</sup> October 2020. The webinar, which even made a second run due to overwhelming response for registration, attracted close to 4000 participants, comprising Fire-Safety Managers (FSMs), Fire-Safety Practitioners, Safety Officers, Community Emergency Response Team (CERT) members, as well as those with a crucial role in enhancing emergency response in their respective premises. The theme for the 2020 Webinar was “**The New Normal – Fire Safety**”. The webinar’s key areas of focus included the prevention of electrical and PMD fires. Emphasis was placed on the importance of individuals’ and companies’ strong commitments in maintaining a high standard of fire-safety. The participants were also equipped with the necessary knowledge to enhance their fire-prevention and emergency-preparedness measures at their workplaces, while improvising and adapting to the new normal during the pandemic situation.

A total of three speakers from the fire-prevention fraternity presented their papers during the webinar, which ended with an interactive and enriching dialogue session amongst industry experts. Many of the attendees, fed back that the event was insightful and offered alternate perspectives of fire safety in the new norms, validating the efforts and the primary objective of the organising committee.

## **Fire Safety Dialogues and Network**

IPC is in the process of organising a series of Fire Safety webinars for participants from various industrial estates such as Kallang, Bedok North and Ubi. The webinars are slated for 2021 and will be held online to adhere to safe management measures. The key objective of the webinars will be to reinforce the importance of workplace fire safety to all participants and to remind them that fire safety is everyone's responsibility.

IPC has been engaging the relevant fire stations, to identify potential hot spots for fire incidents, based on historical data and type of industries. IPC plans to leverage on various stakeholders for Fire Safety in these industries, in order to set up a fire safety network. This network, grouped by clusters, will focus on delivering, sharing and gathering information with regards to fire safety and civil emergency preparedness. IPC also aims to foster greater bonding and camaraderie among neighbouring premises to enhance emergency response and fire safety management practices in these clusters. As part of the engagement within the network, a series of dialogues will be conducted, and stakeholders may also be invited to attend and observe fire safety drills within their clusters to allow cross-sharing of knowledge and cross-fertilisation of ideas and best practices.

## **Moving Forward**

In the Work Year 2021/2022, the Industrial Premises Committee will continue with its mission to enhance its outreach initiatives in advocating fire-safety awareness at the workplace and reiterating the importance of civil-emergency preparedness. As we head towards economic recovery and adjustments to usual norms, industries and companies must continue to remain vigilant and factor in additional concerns in their safety planning. The IPC will continue studying trends to identify key areas of concern, and drive industries to be better prepared for any Fire and Civil emergencies.

# Commercial Premises Committee

Co-Chairperson	: Ms Margaret Heng	Assistant Secretary	: WO Mohamed Nazli
	: Mr Christopher Tan	Members	: Mr Dennis Ng
Secretary	: CPT Muhammad Izwan		: Mr Steven Goh

## Introduction

The Commercial Premises Committee (CPC) strives to raise the standards of fire safety and civil emergency preparedness in all commercial premises in Singapore. In its concerted effort to engage key stakeholders such as hotels, high-rise office buildings, shopping complexes, retail outlets and hospitals in fire safety and civil emergency preparedness, several events and activities were held in Work Year 2020/2021.

## NFEC Fire Safety Webinar 2020

Due to the current pandemic restrictions, the annual Fire Safety Seminar was conducted virtually this year. As there was a huge demand, the webinar ran two separate sessions which were held on the 19<sup>th</sup> and 30<sup>th</sup> October 2020. This event was jointly organised by the CPC and the Industrial Premises Committee (IPC). In the two sessions, there were almost 4000 participants registered for the webinars, comprising Fire Safety Managers (FSM), Fire Safety Practitioners, Community Emergency Response Team (CERT) members, as well as other individuals with a role in ensuring effective emergency response at their respective premises. The theme of the webinar was aptly titled **“The New Normal – Fire Safety”** and the webinar objectives were to prepare and equip all participants with the knowledge and tools to prevent fires as well as handle emergencies and crises in the workplace during the pandemic.

There were two presentations, with both speakers from the Singapore Civil Defence Force (SCDF). The presentations focussed on sharing on fire statistics and findings from fire safety enforcement checks shared by SCDF officers. After the presentations, SAC Daniel Seet, NFEC’s Executive Director, along with the speakers facilitated the Question & Answer session.

The webinar ended with a panel discussion moderated by AC Abdul Razak who is the Director of SCDF’s Corporate Communications Department, with panellist, DC Teong How Hwa (Deputy Commissioner, SCDF), Mr Jason Loy (Head Operations, CapitaLand) and Mr Alan Lee (Managing Director, Tacam Steel Pte Ltd). The panel discussion focussed on emergency planning or measures taken during the current pandemic and how fire safety is managed within premises.

## Moving Forward

In Work Year 2021/2022, the CPC will continue with its mission to enhance fire safety at the workplace and encourage greater awareness of the importance of civil emergency preparedness among the members of the commercial premises community. The CPC will build upon the achievements and initiatives from the previous Work Years and initiate new platforms (such as mini-webinar dialogue sessions with CapitaLand, Far East Organisation and Frasers) for further sharing of experiences and best practices. The Fire Safety Excellence Award and Mass Evacuation Drills are also major events planned. The year ahead is expected to be another active one for CPC as it endeavours to enhance fire safety standards and civil emergency preparedness in Singapore.

# Housing Premises Committee

---

## Committee Members:

Co-Chairman	: Mr. Teo Swee Heng, Raymond
	: Mr. Benedict Koh
Members	: Mr. Ronald Robert
	: Mr. Philip Tan
Secretary	: CPT V Nisha
Assistant Secretary	: WO1 Jason Kwek

## Introduction

The Housing Premises Committee (HPC) strives to enhance the awareness of fire safety and emergency preparedness in both private and public residential premises, through collaborations with key stakeholders and public outreach to educate residents. Through engagements with the community, HPC aims to impart fire safety knowledge for a fire-safe home, raise the resilience of the community by promoting lifesaving and emergency skills, and highlight any fire trends. Due to the COVID-19 pandemic since Dec 2019, much of HPC's planned engagements, such as HDB My Nice Home and SGSecure Roadshows, had to be put on hold while half yearly dialogues with all Town Councils were converted into virtual sessions.

## Fire Statistics

Fires occurring in residential premises constitute 56.1 % (1,054 cases) of the total fire calls (1,877 cases) attended by the Singapore Civil Defence Force (SCDF), from January to December 2020, and this is a decrease of 9.8 % (114 cases) as compared to year 2019 (with exclusion of minor fires which involve rubbish, rubbish chutes, and rubbish bins<sup>1</sup>). It was reassuring that the number of fires in residential premises had dipped further since year 2012 (3,184 cases) amidst a 19.1 % growth in residential households recorded by the Singapore Department of Statistics (from 1,152,000 in year 2012 to 1,372,600 in year 2020). The top three types of fires in residential premises accounts for 71.6 % (755 cases) of the total residential fires and in descending order were unattended cooking (375 cases), discarded items (193 cases) and electrical fires (187 cases).

Fires involving discarded items at common areas in HDB estates, which ranked second, registered a marked decrease of 19.6 %, from 240 cases in 2019 to 193 cases in 2020. HPC's and SCDF's continued efforts to advise residents on the removal of unwanted bulky items and maintain the 'Guidelines on the Use of Common Areas in HDB Estates' have contributed to alleviating the issue of discarded item fires.

<sup>1</sup> Rubbish fires are relatively low risk and have minor consequences. Their exclusion will more accurately depict the state of fire safety in Singapore, without inflating fire statistics with low severity incidents.

## **HPC-Town Council Dialogue**

The HPC-Town Council (TC) Dialogue took place virtually through the Zoom platform on 24<sup>th</sup> Feb 2021. HDB, SCDF and the 17 TCs representatives were in attendance. The session covered the Community First Responders (CFRs) initiative and updates on fire trends in housing estates. TCs' assistance was sought to raise awareness of the myResponder application and to encourage more TCs workers to sign up as CFRs. It was highlighted that TC workers had assisted to extinguish more than 40 minor fires as CFRs between Jul 2020 and Dec 2020. An update on statistics and trends on active mobility device fire incidents, regulations introduced to curb non-compliant devices and ongoing outreach efforts to engage citizens to encourage the disposal of non-UL2272 certified Personal Mobility Devices (PMDs) was also presented. TCs were encouraged to harness their publicity platforms to promulgate the fire safety messages amongst the community.

## **National Civil Emergency Preparedness (NCEP) Award 2020**

The NCEP Award is a biennial award jointly organised by PA and SCDF, and supported by NFEC. It serves to value-add and enhance community emergency preparedness across the residential heartlands by getting Singaporeans to take ownership in preparing themselves and their families for emergencies. The award also provides a basic framework for Grassroots Organisations and Community Partners to undertake tangible actions to ensure the safety and security of their estates.

14 constituencies were awarded the Platinum Award, 29 constituencies were awarded the Gold Award, 33 constituencies were awarded the Silver Award and 13 constituencies were awarded the Bronze Award. PA would find appropriate platforms to present the awards subject to Safe Management Measures due to the COVID-19 situation.

## **Way Forward**

Moving forward, the HPC will continue with its effort to improve fire safety awareness as well as emergency readiness of residential premises to achieve the mission of the Council. To ensure the relevance of existing programmes and initiatives, HPC will keep abreast of emerging fire trends and formulate appropriate strategies to address the areas of concerns in collaboration with HPC's strategic partners. As the society moves towards its recovery, HPC looks forward to organising more fire-safety related community outreach programmes.



# PUBLICITY SUB-COMMITTEE

Co-Chairman : AC Abdul Razak  
: AC Yazid Abdullah  
Secretary : LTA Lina Chan  
Assistant Secretary : WO2 Ramesh Lavanesvaran  
Member : COL Leslie Williams

## The NFEC Publicity Sub-Committee

The NFEC Publicity Sub-Committee manages the publicity for events and activities with the aim of raising the NFEC's profile, generating awareness and promoting community emergency preparedness among the populace. In addition, the sub-committee assists to prepare speeches and invitation for VIPs/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 2020

Due to the COVID-19 pandemic and the safety measurement guidelines, the NFEC Fire Safety Seminar took the form of a Webinar, and was held on 19<sup>th</sup> October. Due to overwhelming response, NFEC held another Webinar on 30<sup>th</sup> October. Publicity Sub-Committee provided advice on the theme "**Fire Safety in the New Normal**", and prepared the webinar poster design for publicity purposes on SCDF Facebook page, NFEC Flash Update, as well as for dissemination to the relevant target audience through SCDF and NFEC point of contacts.



The poster features a dark background with white and yellow text. At the top left, a diagonal banner reads "BACK BY POPULAR DEMAND". The main title "NFEC FIRE SAFETY WEBINAR 2020" is prominently displayed in large, bold, white letters. Below the title, the theme "FIRE SAFETY IN THE NEW NORMAL" is written in a smaller font. The central text announces a "Keynote Address by Commissioner Eric Yap, Commissioner SCDF" and lists speakers from SCDF's Fire Investigation Unit and Fire Safety Department. On the left, event details specify the date as 30 October 2020, time as 2.30PM - 5PM, and that it is conducted virtually on Zoom. The programme includes fire statistics for 2019, enforcement findings, and a panel discussion. On the right, panelists are listed: Deputy Commissioner Teong How Hwa, Mr Jason Loy, and Mr Alan Lee. Logos for NFEC and SCDF are at the bottom left. A QR code and registration link are at the bottom right.

**BACK BY POPULAR DEMAND**

# NFEC FIRE SAFETY WEBINAR 2020

*"FIRE SAFETY IN THE NEW NORMAL"*

## Keynote Address by Commissioner Eric Yap, Commissioner SCDF

& Speakers from SCDF's Fire Investigation Unit and Fire Safety Department

**Event Details:**  
**30 October 2020**  
**2.30PM - 5PM**  
Conducted virtually on Zoom

**Programme:**  
■ Fire Statistics for 2019 and Case Studies on Recent Fires  
■ Fire Safety Enforcement Findings and Non-Compliances  
■ Panel Discussion on 'Fire Safety In The New Normal'

**Panelists:**  
**Deputy Commissioner Teong How Hwa**  
Deputy Commissioner (Future Technology & Public Safety) SCDF  
**Mr Jason Loy,**  
Head, Operations (Singapore),  
Capitaland Retail Group Safety & Security Officer (Capitaland)  
**Mr Alan Lee,**  
Managing Director,  
Tacam Steel Pte Ltd &  
Deputy Chairman,  
SMF's Building Products & Construction Materials Industry Group

Find out more & register (by 26 October) through this link:  
<https://www.events-sign-up.com/NFEC2020>  
Or scan the QR code



Poster that was designed for the Webinar, with the added 'Back by popular demand' for its second run.



The seminar saw subject matter experts speaking on fire safety, fire prevention and emergency preparedness, including sharing of recent case studies on local major fire incidents, followed by a panel discussion.

## Release of SCDF's Fire, Ambulance and Enforcement Statistics 2020

On 5<sup>th</sup> February 2021, the SCDF released its annual fire, ambulance and enforcement statistics for the year 2020. Publicity Sub-Committee leveraged on the presence of the media to reiterate the work done by the NFEC, SCDF and community partners in reaching out to the public with their fire safety and community first responder messages. This was well featured by the local mainstream media.

# Fewer calls for emergency medical services last year

First overall drop in 20 years due in part to decline in traffic and workplace accidents, false alarms

190,882

Number of calls the SCDF responded to for emergency medical services last year, or about 100 calls a day - a 0.1 per cent drop from 2019.

175,953

Number of emergency calls to Paramedics last year - the first overall drop in numbers since 2000.

The decline can be attributed to the sharp decrease in non-emergency and false alarm calls, and the Singapore Civil Defence Force's (SCDF) annual report yesterday.

It added that fewer traffic and workplace accidents during and after the circuit breaker also contributed to the drop in calls.

The SCDF responded to 190,882 calls for emergency medical services last year, or about 100 calls a day - a 0.1 per cent drop from 2019.

These included a 'surge' of a 600+ calls involving migrant worker dormitories.

There were 175,953 emergency calls to 995 - up 1.2 per cent from 2019 and the smallest increase in 20 years.

Around 50 per cent of the emergencies were medical in nature, from industrial accidents, falls and assaults made up of 45 per cent, while the remaining 45 per cent were related to road accidents.

Non-emergency calls fell by 26.1 per cent to 3,875 last year while false alarm calls dropped by 22.1 per cent to 6,024 last year.

These were due in part to more people staying at home and SCDF's efforts to inform the public not to call 995 for non-emergencies.

The SCDF also conveyed about 2,000 Covid-19-positive cases to hospital and around 5,000 suspected cases, of which 50 or so were later diagnosed as positive.

There were 1,877 fire calls last year, 34.4 per cent down from 2019.

This was largely due to the significant decrease in vegetation fires (last year) due to shorter periods of dry weather, the SCDF said.

Incidents in non-building premises such as vegetation and vehicle fires dropped by around 60 per cent to 437 last year.

Personal mobility devices (PMDs) fell by about 50 per cent from 2019, but those involving power-assisted bicycles (PABs) doubled to 26.

Senior Assistant Commissioner Daniel Seah, senior director of SCDF's operations department, said some riders tamper with their devices and use battery packs that are not from the original equipment manufacturers.

"This is actually not a safe thing to do," he said.

Around 17 per cent of the fires involving PMDs and PABs occurred at residential premises.

Members of the public who own PABs and PMDs should continue to be vigilant when handling their devices as these fires can result in casualties and serious damage to property," the SCDF said.

scdf.gov.sg

SCDF's Annual Statistics Release 2020 featured by The Straits Times on 6<sup>th</sup> February

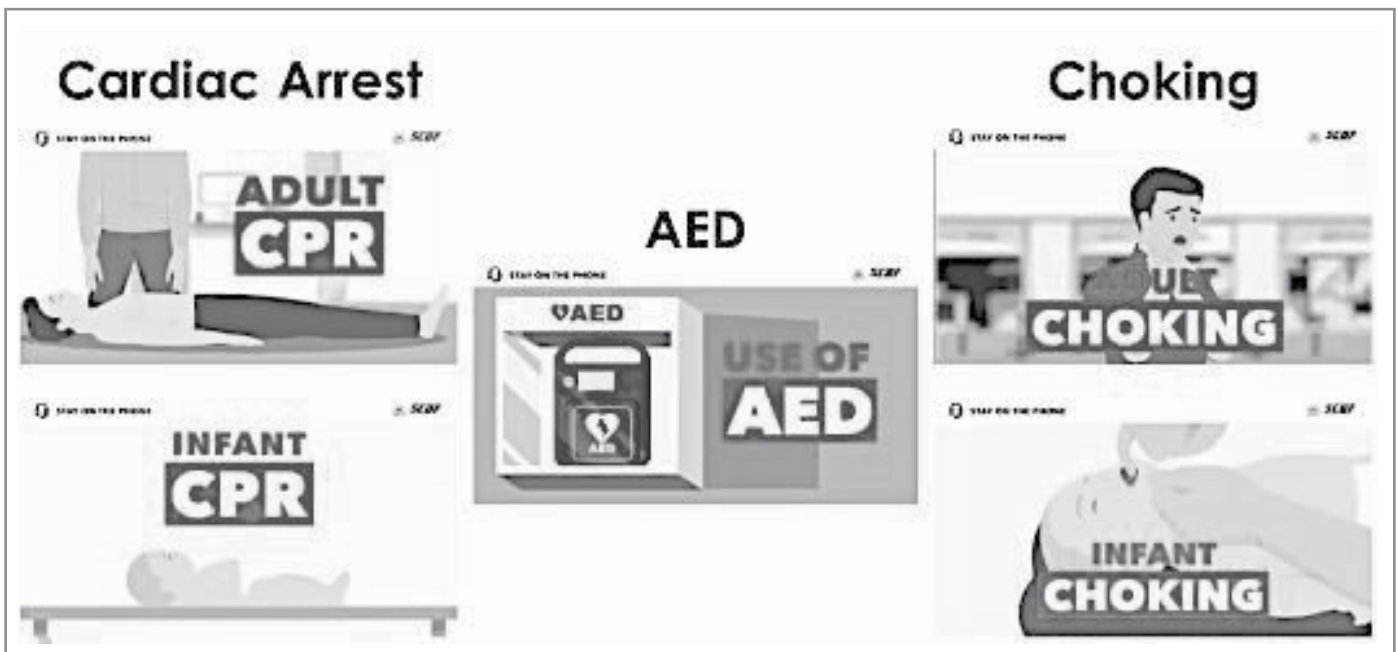
## SCDF's Initiative on Releasing Visual Guides for 995 Callers

On 1<sup>st</sup> March 2021, SCDF's Operations Centre released visual guides, in the form of Graphics Interchange Format (GIF) files, to 995 callers for cases that involve choking in adults and infants, CPR on adults and infants and how to use an AED.

These GIF animations act as visual guides to 995 callers who are at the scene to render immediate aid to a victim who is suffering from cardiac arrest or choking. GIFs will be sent to callers of mobile phone through a link via SMS.

These visual guides will augment the pre-arrival instructions given by SCDF's Operations Centre specialists over the phone, which guide 995 callers on the step-by-step process of performing CPR, using the AED or performing the Heimlich Manoeuvre on choking patients.

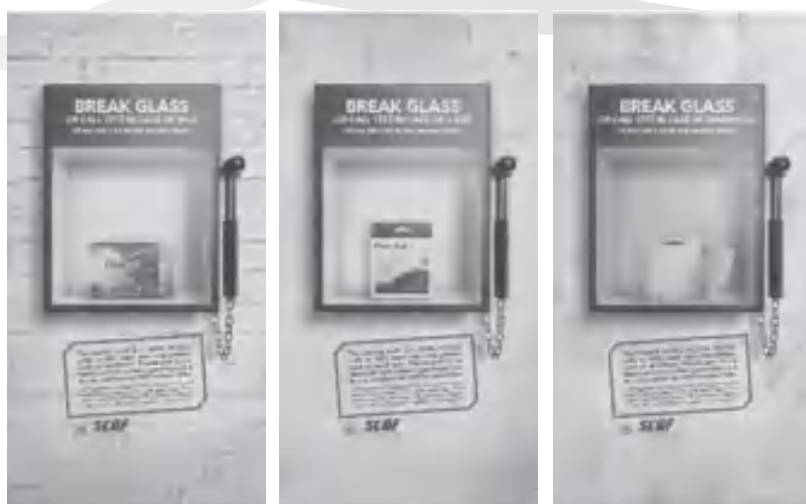
With this latest initiative, coupled with Dispatcher-Assisted CPR, 995 callers will be supported by instructions over the phone as well as a visual reference to carry out medical aid to victims while waiting for the SCDF emergency responders to arrive.



GIFs for the respective cases

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

To cope with the growing demand of EMS, SCDF had reviewed its EMS response framework to adopt a differentiated frontline response. In partnership with the NFEC, SCDF has embarked on an intensive publicity drive to generate greater public awareness on the new framework and on the importance of calling 995 only for emergencies.



Illustrations designed for social media posts, bus stop ads and tabletop stickers at coffee shops



SCDF's online collaboration with SGAG on a rap video entitled "995 for emergencies only"



SCDF's online collaboration with King Kong Media on "995 for emergencies only"

## Forthcoming Activities

Besides publicising the upcoming NFEC events and activities, Publicity Committee, together with Schools and Youth Committee, have launched an NFEC fire safety advisory competition for the institutes of higher learning from 15<sup>th</sup> March to 30<sup>th</sup> April.

This competition was held to gather videos and infographics in preparation for the launch of NFEC's Facebook page. This ensures that there will be relevant and new content that will be published on the upcoming NFEC Facebook Page, to better engage the public in fire prevention and emergency preparedness.



# SCHOOLS & YOUTH COMMITTEE

---

## Committee Members:

Co-Chairman	: Mr Simon Gan
	: Mr Seet Choh San
Secretary	: CPT Teo Sim Joo
Assistant Secretary	: WO2 Syed Yazid
Members	: Mr Raizan Abdul Razak
	: Ms Chan Wei Han
	: Ms Sarah Kiew
	: Ms Ng Yun Shiean

## Introduction

The Schools and Youth Committee (SYC) aims to educate students from an early age to their tertiary phase on fire safety and emergency preparedness through the provisions of diverse and hands-on learning experiences.

To achieve its objective, a series of activities had been organised to equip students with emergency preparedness knowledge and skills, incorporating elements from the SGSecure campaign. The activities were designed for students to step up as ambassadors of fire safety and emergency preparedness. Being empowered at school, these students were able to impart the knowledge and skills learnt with their family members and friends.

Prevailing safe management measures arising from the COVID-19 situation impacted SYC's WY20/21 schedule of activities significantly. Despite the challenges posed by COVID-19, the committee was able to re-format some of its key programmes and adopted a blended approach to allow for meaningful student learning and acquisition of fire safety and civil emergency preparedness knowledge and skills.

## School Fire Safety and Emergency Preparedness Ambassador (SFEA) Programme

With the support of NFEC, the National Civil Defence Cadet Corps (NCDCC) in partnership with Kent Ridge Secondary School developed a School Fire Safety and Emergency Preparedness Ambassador (SFEA) programme aimed at increasing awareness of fire safety and potential hazards within a school, raising emergency preparedness (EP) levels amongst students and promoting understanding of SCDF's mission for non-NCDCC units.

The pilot run was conducted in a blended learning format of online and face-to-face modules for 40 students from Kent Ridge Secondary School from 14 to 28 October 2020. The online learning curriculum culminated in a one-day practical training session on 28 October 2020, which was well-received by the participants. After the programme, these 40 students were appointed as ambassadors, empowered to play an active role in their school as fire safety and emergency preparedness advocates, as well as potential community first responders.



Chairman and Vice-Chairman of NFEC observing the programme



Learning how to use a fire hose



First Aid Lesson



Fire Safety Lesson

## CD Ready School Award 2020

The *CD Ready School Award* is a biennial award jointly organised by SCDF and NFEC, and supported by MOE. The *CD Ready School Award* seeks to recognise schools that have made exceptional contributions in ensuring a fire-safe and emergency-prepared school environment through equipping the school teachers and students with essential EP skills and knowledge.

12 primary schools and 11 secondary schools were awarded the CD Ready School Award 2020.

The winners of the challenge were:

Primary Schools	Secondary Schools
1. Anchor Green Primary School	1. Anglo-Chinese School (Independent)
2. Anderson Primary School	2. Beatty Secondary School
3. Elias Park Primary School	3. Evergreen Secondary School
4. Junyuan Primary School	4. Juying Secondary School
5. Marsiling Primary School	5. Meridian Secondary School
6. North View Primary School	6. Monfort Secondary School
7. Seng Kang Primary School	7. Orchid Park Secondary School
8. South View Primary School	8. St. Hilda's Secondary School
9. Telok Kurau Primary School	9. Woodlands Secondary School
10. Woodgrove Primary School	10. Yishun Town Secondary School
11. Xingnan Primary School	11. Yuhua Secondary School
12. Xishan Primary School	



## NCDCC Curriculum Innovation Project (NCIP)

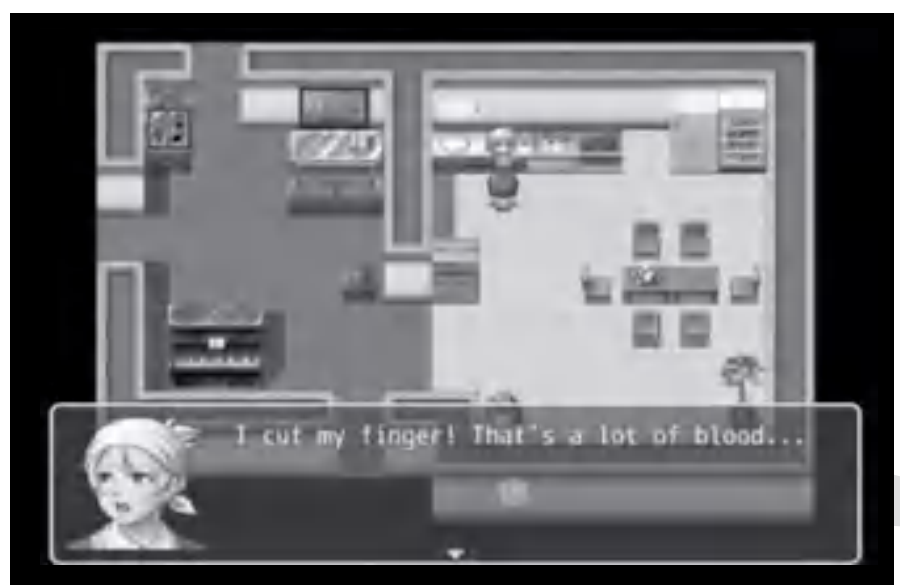
Under the NCIP, NCDCC, in partnership with Nanyang Polytechnic School of Health and Social Sciences (NYP-SHSS), co-created online learning packages that sought to promote game-based learning. NFEC supported the project development and design cost through the acquisition of software tools for online content creation. These learning packages comprising of First Aid, Fire Safety and Civil Emergency Preparedness are uploaded onto MOE's Student Learning Space (SLS) to facilitate NCDCC cadets' on-demand learning experience.



*CPR AED*



*Infection Control*



*Cuts and Bleeding*

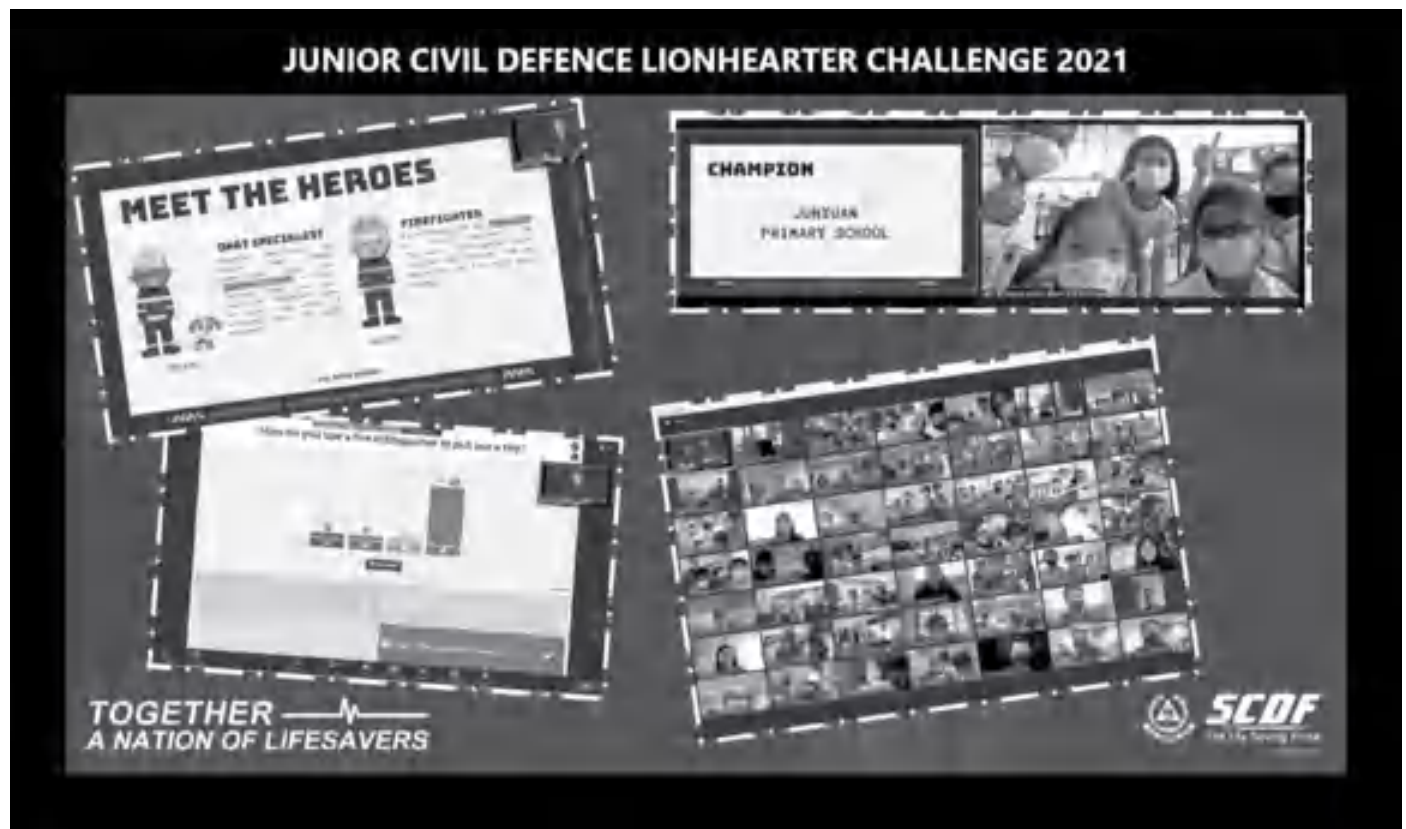
## Junior Civil Defence Lionhearter Challenge 2021

Due to the COVID-19 situation, an inaugural virtual event was held in lieu of the annual physical Junior Civil Defence Lionhearter (JCDLH) Challenge on 19 February 2021. The Challenge was graced by Associate Professor Ho Peng Kee, Chairman of the Home Team Volunteer Network.

The Challenge was conducted via Zoom where participating teams had to complete a quiz followed by an activity-based game in the shortest time possible. As part of the Challenge, participating teams were also required to complete offline components prior to the actual event such as locating the AED within their schools, go through the Community Emergency Preparedness Programme (CEPP) Tier 1, impart EP skills to fellow school mates and prepare a Ready Bag.

To assist schools in the impartation of EP skills, SCDF developed a Civil Defence Resource Pack (comprising a teachers' aid deck, inflatable manikins, bandages, collaterals etc.) and delivered them to JCDLH schools. NFEC extended its support for the Challenge by sponsoring \$1,300 worth of Popular book vouchers for the winning teams.

In total, 150 JCDLHs from 28 schools participated in the virtual JCDLH Challenge. Junyuan Primary School emerged as the overall champion.



*Inaugural Virtual Junior CD Lionhearter Challenge 2021*

## Future Plans

While COVID-19 has brought much disruption to SYC programmes, the committee took the opportunity to review and strengthen its plans to nurture students as advocates of fire safety and civil emergency preparedness across the various age groups. Key to the committee's work is to deepen the synergy between the Civil Defence Lionhearter (CDLH) and NCDCC to nurture leaders who will influence their peers and the community to play their part in keeping Singapore safe and secure.

Starting with the Junior CDLH in the primary schools, students who have completed learning activities such as fundamentals of triangle of life skills and emergency preparedness skills will be assigned leadership roles to support teachers in communicating school safety messages to their peers as well as assisting teachers during school emergency drills.

For JCDLHs who progress to join NCDCC in secondary schools, they could be assigned leadership roles to guide their peers and to support their Teacher Officers during CCA training. Beyond the secondary years, these members can opt to be trained as Cadet Lieutenant (a volunteer scheme in NCDCC) to support NCDCC programmes in the secondary schools. Others will be encouraged to be part of the CDLH in their tertiary institutions and undergo the Community Emergency Preparedness Programme to be appointed as CDLH, where they will be skilled to provide first level response to incidents within their campuses.

Following the pilot SFEA programme with Kent Ridge Secondary School, the committee will extend the programme to more non-NCDCC schools, targeting a school each within the 4 clusters of NCDCC in 2022. The intent is also to attract these non-NCDCC schools to take up NCDCC as one of their CCAs after the programme. SYC is looking at leveraging the pioneer batch of SFEAs or the upper secondary school NCDCC cadets for the scaling up of the programme, so that these students are meaningfully engaged as ambassadors.

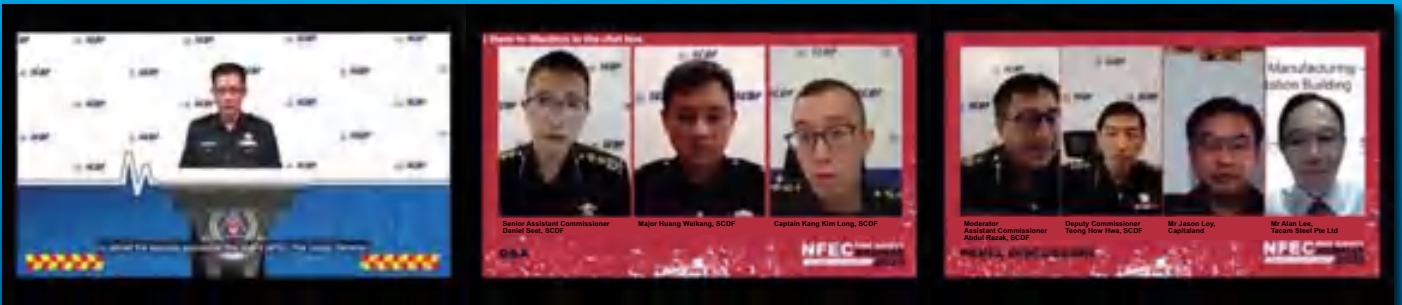
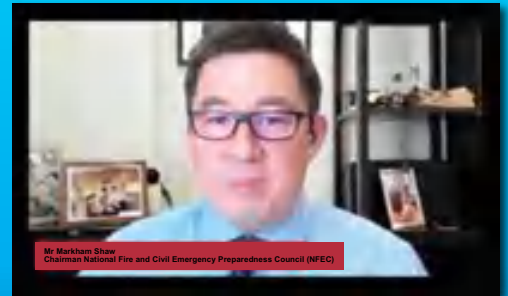
On the curriculum front, NCDCC will be engaging Nanyang Polytechnic to design a new badge programme named, 'Infection Control Badge', to deepen cadets' awareness on infection transmission and how to manage the risk of transmission. The programme will provide a good foundation for the junior cadets as they progress to take on specialization training in Secondary 3. SYC will continue to support the partnership between NCDCC and NYP 3rd year students to refresh NCDCC curriculum as part of the NCDCC Curriculum Innovation Project.

The new work year will yet be an exciting one as SYC continues to refine and innovate its programmes within a fluid COVID-19 environment. SYC is committed to engage youths and students across levels to be ambassadors of fire safety and emergency preparedness.

# Highlight of **ACTIVITIES**



**NFEC FIRE SAFETY WEBINAR 2020**  
 19 October 2020 and 30 October 2020



## SCHOOL FIRE SAFETY AND EMERGENCY PREPAREDNESS AMBASSADOR (SFEA) PROGRAMME – KENT RIDGE SECONDARY SCHOOL 28 October 2020





# FOR WY 20/21



## JUNIOR CD LIONHEARTER CHALLENGE 2021

19 February 2021



### CHAMPION

JUNTUAN  
PRIMARY SCHOOL



### 1<sup>ST</sup> RUNNER UP

PEI HWA PRESBYTERIAN  
PRIMARY SCHOOL



### 2<sup>ND</sup> RUNNER UP

ST JOSEPH'S  
INSTITUTION JUNIOR



### TOP 3 TEAMS



## NFEC 34<sup>TH</sup> ANNUAL GENERAL MEETING (VIRTUAL)

30 July 2020



# FUND RAISING AND MEMBERSHIP COMMITTEE

---

Co-Chairman : Mr Ho Kai Weng  
                  : Mr Thuvinder Singh  
Secretary : CPT Gladis Choo  
Assistant Secretary : WO2 Anuar Osman

## Introduction

The role of the Fund Raising and Membership Committee (FRMC) is to raise funds and seek partnership with organizations 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.

## Outreach to Prospective Strategic Partners

FRMC had sought concurrence from the Board that organisations that have significant interest in fire safety such as premises owners, hotel managers, fire safety equipment/service supplies and industry companies in Oil & Gas, Chemical & Pharmaceutical would be considered beneficial for NFEC to attempt to bring on board as partners. The Board had identified the senior representatives of the relevant organisations and agreed on the most suitable NFEC representative to approach each specific prospect.

FRMC had also worked with other NFEC Committees to identify the common interest of each prospect with NFEC and drafted specific outreach messaging to these prospects.

## Charity Film Premiere

The annual charity film premiere was suspended due to Covid-19.

## Future Plans

FRMC will continue to seek opportunities to engage prospective partners. It will prioritise efforts to engage prospective partners based on the scheduled events and activities in FY 2021/22, starting with Fire Safety Dialogues led by CPC.

FRMC will also organize a pilot engagement with Unions through a Fire Station Visit where they can learn about the daily operations of a Fire Station, the different roles of SCDF, and the Civil Defence system manned by personnel on round-the-clock standby.

FRMC has agreed with NTUC Club to organize a pilot public outreach event at Downtown East when mass events are possible later.

Fundraising through the annual charity film premiere shall also resume subject to prevailing Covid-19 health and safety guidelines.

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



# **National Fire And Civil Emergency Preparedness Council**

(REGISTERED UNDER THE SOCIETIES ACT, CAP. 311)

**UEN No. S86SS0064F**

## **Statutory Reports**

For the financial year ended

**31<sup>st</sup> March 2021**



# Contents

Statement by Board of Directors .....	33
Independent Auditor's Report .....	34 - 36
Statement of Financial Position .....	37
Statement of Comprehensive Income .....	38
Statement of Changes in Accumulated Fund .....	39
Statement of Cash Flows .....	40
Notes to Financial Statements .....	41 - 54

**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 in all material respects of the financial position of National Fire and Civil Emergency Preparedness Council (the Council) as at 31 March 2021 and of the financial performance, changes in accumulated fund and cash flows of the Council for the year ended 31 March 2021 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



---

MARKHAM SHAW CHAI CHUNG  
Chairman



---

TAY ZHI WEI  
Honorary Treasurer

Singapore, 20 May 2021

**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 2021, and the statement of comprehensive income, statement of changes in accumulated fund and statement of cash flows for the year then ended, and notes to the financial statements, including a summary of significant accounting policies.

In our opinion, the accompanying financial statements are properly drawn up in accordance with the provisions of the Societies Act, Chapter 311 (the Societies Act), the Charities Act, Chapter 37 and other relevant regulations (the Charities Act and Regulations) and Financial Reporting Standards in Singapore (FRSs) so as to present fairly, in all material respects, the financial position of the Council as at 31 March 2021 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.

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

**(Continued)**

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

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

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

**REPORT ON OTHER LEGAL AND REGULATORY REQUIREMENTS**

In our opinion,

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

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

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



CYPRESS SINGAPORE PAC  
Public Accountants and  
Chartered Accountants  
Singapore

Date, 20 May 2021



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

**STATEMENT OF FINANCIAL POSITION AS AT 31 MARCH 2021**

	Note	2021 SGD	2020 SGD
ACCUMULATED FUND	3	<u>1,739,013</u>	<u>1,607,103</u>
Represented by:			
NON-CURRENT ASSETS			
Plant and equipment	4	40	598
Right-of-use asset	5(a)	3,889	5,445
Investments	6	250,000	250,000
CURRENT ASSETS			
Investments	6	3,812	503,812
Prepayments		60	-
Cash at bank and on hand		1,504,398	871,750
		<u>1,508,270</u>	<u>1,375,562</u>
Less:			
CURRENT LIABILITIES			
Other payable and accruals	7	19,120	18,947
Lease liability	5(b)	1,566	1,489
		<u>20,686</u>	<u>20,436</u>
NET CURRENT ASSETS		<u>1,487,584</u>	<u>1,355,126</u>
		<u>1,741,513</u>	<u>1,611,169</u>
LESS: NON-CURRENT LIABILITY			
Lease liability	5(b)	2,500	4,066
		<u>1,739,013</u>	<u>1,607,103</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 2021**

	Note	2021 SGD	2020 SGD
<b>INCOME</b>			
Donation received- tax exempt		100,000	100,000
Fire Safety Award		-	1,280
Fire Safety Orientation Toolkits		35	35
Fire Safety Seminar		175,455	187,427
NFEC Charity Film Premiere- tax exempt donation		-	17,016
NFEC Charity Film Premiere- non tax exempt donation		-	10,554
Grant income from Jobs Support Scheme		29,527	-
Interest income		3,386	3,224
Interest on bonds		21,325	21,325
Other income		593	1,451
		<u>330,321</u>	<u>342,312</u>
<b>LESS: EXPENDITURE</b>			
<b>COMMITTEE EXPENSES</b>			
Fire Safety Committee for Schools and Youth		-	(11,029)
<b>EVENT EXPENSES</b>			
Fire Safety Award		(460)	(956)
Fire Safety Seminar		(45,417)	(77,277)
NFEC Charity Film Premiere		-	(6,007)
<b>ADMINISTRATIVE EXPENSES</b>			
Advertisement		-	(50,000)
Annual general meeting		(5,297)	(5,350)
Depreciation of plant and equipment		(558)	(2,005)
Depreciation of right-of-use asset		(1,556)	(1,556)
Employee benefits expense	8	(125,773)	(128,567)
Entertainment		-	(4,387)
Interest expenses on lease liability		(244)	(287)
Printing, postage and stationery		(1,210)	(1,344)
Project expenses		(3,751)	-
Other operating expenses		(14,145)	(14,997)
		<u>(198,411)</u>	<u>(303,762)</u>
<b>SURPLUS INCOME OVER EXPENDITURE</b>		<b>131,910</b>	<b>38,550</b>
<b>TAXATION</b>	9	-	-
<b>NET SURPLUS FOR THE YEAR</b>		<b>131,910</b>	<b>38,550</b>
<b>OTHER COMPREHENSIVE INCOME</b>			
Items that will not be reclassified to profit or loss		-	-
Items that may be reclassified subsequently to profit or loss		-	-
Other comprehensive income, net of tax		-	-
<b>TOTAL COMPREHENSIVE INCOME FOR THE YEAR</b>		<b>131,910</b>	<b>38,550</b>

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 2021**

	Accumulated Fund SGD
BALANCE AS AT 1 APRIL 2019	1,568,553
Total comprehensive income for the year	38,550
BALANCE AS AT 31 MARCH 2020	<u>1,607,103</u>
Total comprehensive income for the year	131,910
BALANCE AS AT 31 MARCH 2021	<u><u>1,739,013</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 2021**

	Note	2021 SGD	2020 SGD
<b>CASH FLOWS FROM OPERATING ACTIVITIES</b>			
Surplus before taxation		131,910	38,550
Adjustment for:			
Depreciation of plant and equipment		558	2,005
Depreciation of right-of-use asset		1,556	1,556
Interest expenses on lease liability		244	287
Interest income		(24,711)	(24,549)
Operating cash flows before working capital changes		<u>109,557</u>	<u>17,849</u>
Changes in working capital:			
Prepaid operating expenses		(60)	-
Other payable and accruals		173	708
		<u>113</u>	<u>708</u>
<b>NET CASH EFFECT OF OPERATING ACTIVITIES</b>		<u>109,670</u>	<u>18,557</u>
<b>CASH FLOWS FROM INVESTING ACTIVITY</b>			
Interest income received		24,711	24,549
Proceeds from redemption of unquoted bond		500,000	-
<b>NET CASH EFFECT OF INVESTING ACTIVITY</b>		<u>524,711</u>	<u>24,549</u>
<b>CASH FLOWS FROM FINANCING ACTIVITIES</b>			
Payment of lease liability		(1,733)	(1,733)
<b>NET CASH EFFECT OF FINANCING ACTIVITIES</b>		<u>(1,733)</u>	<u>(1,733)</u>
<b>NET CHANGE IN CASH AND CASH EQUIVALENTS</b>		632,648	41,373
CASH AND CASH EQUIVALENTS AS AT 1 APRIL	10	871,750	830,377
CASH AND CASH EQUIVALENTS AS AT 31 MARCH	10	<u>1,504,398</u>	<u>871,750</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 2021**

**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 2018 to 28 June 2021.

With the occurrence of COVID-19 pandemic globally, the management is closely monitoring the negative impact of the pandemic on its operation. As at the date of this report, the management is confident that the council is able to weather through the negative effects of this pandemic.

**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 dollar.

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 2021 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 2020. These new and revised Financial Reporting Standards have no significant effects on the Council's accounting policies used except for:-

Amendments to FRS1 and FRS 8 Definition of material

The amendment stated that an information is material if omitting, misstating or obscuring could reasonably be expected to influence decisions that the primary users of general purpose financial statements make on the basis of those financial statements, which provide financial information about a specific reporting entity.



## 2. SIGNIFICANT ACCOUNTING POLICIES (CONTINUED)

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

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

#### Amendments to FRS 1: Classification of Liabilities as Current or Non-current

The amendment stated that an entity's right to defer settlement of a liability for at least twelve months after the reporting period must have substance and must exist at the end of the reporting period. If the right to defer settlement is subject to the entity complying with specified conditions, the right exists at the end of the reporting period only if the entity complies with those conditions at the end of the reporting period. The entity must comply with the conditions at the end of the reporting period even if the lender does not test compliance until a later date.

Classification of a liability is unaffected by the likelihood that the entity will exercise its right to defer settlement of the liability for at least twelve months after the reporting period. If a liability meets the criteria in paragraph 69 for classification as non-current, it is classified as non-current even if management intends or expects the entity to settle the liability within twelve months after the reporting period, or even if the entity settles the liability between the end of the reporting period and the date the financial statements are authorised for issue. However, in either of those circumstances, the entity may need to disclose information about the timing of settlement to enable users of its financial statements to understand the impact of the liability on the entity's financial position.

For the purpose of classifying a liability as current or non-current, settlement refers to a transfer to the counterparty that results in the extinguishment of the liability. The transfer could be of cash or other economic resources; or the entity's own equity instruments.

Terms of a liability that could, at the option of the counterparty, result in its settlement by the transfer of the entity's own equity instruments do not affect its classification as current or non-current if, applying FRS 32 Financial Instruments: Presentation, the entity classifies the option as an equity instrument, recognising it separately from the liability as an equity component of a compound financial instrument.

#### Amendments to FRS 16: Property, Plant and Equipment – Proceeds before Intended Use

The amendment stated to prohibit deducting from the cost of an item of property, plant and equipment any proceeds from selling items produced while bringing that asset to the location and condition necessary for it to be capable of operating in the manner intended by management. Instead, an entity recognises the proceeds from selling such items, and the cost of producing those items, in profit or loss. The amendment also clarifies the disclosures on such transaction.

#### Amendments to FRS 37: Onerous Contracts – Cost of fulfilling a contract

The amendment elaborates the direct cost of fulfilling a contract to be the incremental costs of fulfilling a contract and an allocation of other costs that relate directly to fulfilling a contract.

Before a separate provision for an onerous contract is established, an entity recognises any impairment loss that has occurred on assets used in fulfilling the contract in accordance with FRS 36.

## 2. SIGNIFICANT ACCOUNTING POLICIES (CONTINUED)

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

#### Amendments to FRS 37: Onerous Contracts – Cost of fulfilling a contract (continued)

An entity shall apply those amendments to contracts for which it has not yet fulfilled all its obligations at the beginning of the annual reporting period in which it first applies the amendments (the date of initial application). The entity shall not restate comparative information. Instead, the entity shall recognise the cumulative effect of initially applying the amendments as an adjustment to the opening balance of retained earnings or other component of equity, as appropriate, at the date of initial application.

An entity shall apply those amendments to contracts for which it has not yet fulfilled all its obligations at the beginning of the annual reporting period in which it first applies the amendments (the date of initial application). The entity shall not restate comparative information. Instead, the entity shall recognise the cumulative effect of initially applying the amendments as an adjustment to the opening balance of retained earnings or other component of equity, as appropriate, at the date of initial application.

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

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

### 2.5 Key sources of estimation uncertainty

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

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

#### *Depreciation of plant and equipment*

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

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. SIGNIFICANT ACCOUNTING POLICIES (CONTINUED)

### 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:

	<u>No. of years</u>
Equipment – NEAR Project	5
Computer	5

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

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

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

### 2.7 Right-of-use asset

The company recognises a right-of-use asset and a lease liability at the lease commencement date. The right-of-use asset is initially measured at cost, which comprises the present value of total lease liabilities adjusted for any lease payments made at or before the commencement date, plus any initial direct costs incurred and an estimate of costs to dismantle and remove the underlying asset or to restore of the site which the underlying asset is located, less any lease incentives received. Subsequent to initial recognition, right-of-use asset is stated at cost less accumulated depreciation and accumulated impairment losses, if any, and an adjustment for certain remeasurements of the lease liability.

Depreciation of a right-of-use asset commences from the commencement date of the lease to the earlier of the end of the useful life of the right-of-use asset or the end of the lease term. The estimated useful lives is as follows:

	<u>No. of months</u>
Copier	54

### 2.8 Investments

These investments are non-derivatives financial assets classified as financial asset measured at amortised cost as the financial asset gives rise on specified dates to cash flows that are solely payments of principal and interest on the principal amount outstanding. These investments are stated at cost less amortised cost and adjusted for any loss allowance at the year end.

## 2. SIGNIFICANT ACCOUNTING POLICIES (CONTINUED)

### 2.9 Financial assets

Financial assets, are classified as 'financial assets at fair value through profit or loss', 'amortised costs', or 'fair value through other comprehensive income' 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 trade receivables at their transaction price if the trade receivables do not contain a significant financing component in accordance with FRS115. The classification of financial assets, after initial recognition, is re-evaluated and reclassified where allowed and appropriate.

All financial assets are measured at fair value through profit or loss unless they are measured at amortised cost or at fair value through other comprehensive income.

### 2.10 Cash at bank and on hand

Cash at bank and on hand are classified and accounted for as 'amortised cost financial assets' 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 assets are derecognised or impaired, as well as through the amortisation process.

### 2.11 Cash and cash equivalents

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

### 2.12 Impairment of non-financial assets

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

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

## 2. SIGNIFICANT ACCOUNTING POLICIES (CONTINUED)

### 2.13 Lease Liability

The lease liability is initially measured at the present value of the lease payments that are not paid at the commencement date, discounted using the interest rate implicit in the lease or, if that rate cannot be readily determined, the company's incremental borrowing rate of similar asset. Generally, the company uses its incremental borrowing rate as the discount rate.

Lease payments included in the measurement of the lease liability comprise of the following:

- Fixed payments, including in-substance fixed payments;
- Variable lease payments that depend on an index or a rate, initially measured using the index or rate as at the commencement date;
- Amounts expected to be payable under a residual value guarantee; and
- The exercise price under a purchase option that the company is reasonably certain to exercise, lease payments in an optional renewal period if the company is reasonably certain to exercise an extension option, and penalties for early termination of a lease unless the company is reasonably certain not to terminate early.

The lease liability is measured at amortised cost using the effective interest method. It is remeasured when there is a change in future lease payments arising from a change in an index or rate, if there is a change in the company's estimate of the amount expected to be payable under a residual value guarantee, or if the company changes its assessment of whether it will exercise a purchase, extension or termination option. A lessee shall use an unchanged discount rate, unless the change in lease payments results from a change in floating interest rates.

When the lease liability is remeasured in this way, a corresponding adjustment is made to the carrying amount of the right-of-use asset, or is recorded in profit or loss if the carrying amount of the right-of-use asset has been reduced to zero.

### 2.14 Other payables

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

Gains and losses are recognised in the statement of comprehensive income 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.

### 2.15 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. SIGNIFICANT ACCOUNTING POLICIES (CONTINUED)

### 2.16 Income recognition

Donations is recognised as and when the council's entitlement to such income is established with no significant uncertainty and the amount can be measured with sufficient reliability. This normally coincides with the receipt of the donation in full.

Income from seminar and other events are recognised when enforceable performance obligations is satisfied. Performance obligations satisfied when the information on fire-safety related issues and the latest developments in the field of fire safety legislation and prevention has been benefit by the participants.

### 2.17 Government grants

Grants from the government are recognised as a receivable at their fair value when there is reasonable assurance that the grant will be received and the company will comply with all the attached conditions.

Government grants receivable are recognised as income over the periods necessary to match them with the related costs which they are intended to compensate, on a systematic basis. Government grants relating to expenses are shown separately as other income.

Government grants relating to assets are deducted against the carrying amount of the assets.

### 2.18 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.

### 2.19 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.

### 2.20 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 Note 1 to the Financial Statements.

### 4. PLANT AND EQUIPMENT

	Equipment- NEAR project SGD	Computer SGD	Total SGD
<u>Cost</u>			
As at 1 April 2019	7,897	2,421	10,318
Additions	-	-	-
As at 31 March 2020	<u>7,897</u>	<u>2,421</u>	<u>10,318</u>
Additions	-	-	-
As at 31 March 2021	<u>7,897</u>	<u>2,421</u>	<u>10,318</u>
<u>Accumulated depreciation</u>			
As at 1 April 2019	6,303	1,412	7,715
Depreciation charge for the year	<u>1,521</u>	<u>484</u>	<u>2,005</u>
As at 31 March 2020	<u>7,824</u>	<u>1,896</u>	<u>9,720</u>
Depreciation charge for the year	<u>73</u>	<u>485</u>	<u>558</u>
As at 31 March 2021	<u>7,897</u>	<u>2,381</u>	<u>10,278</u>
<u>Carrying amount</u>			
As at 31 March 2021	<u>-</u>	<u>40</u>	<u>40</u>
As at 31 March 2020	<u>73</u>	<u>525</u>	<u>598</u>

*This section is intentionally left blank.*

## 5. LEASES

The Council leases a copier which is accounted for under FRS 116. The Council depreciates these right-of-use asset and recognises interest on lease liability during the year. Information about leases for which the Council is a lessee is summarised as below:

### (a) Right-of-use asset

	Copier SGD
<u>Cost</u>	
As at 1 April 2019	-
Effect of adoption of FRS116	7,001
As at 31 March 2020	<u>7,001</u>
Additions	-
As at 31 March 2021	<u>7,001</u>
<u>Accumulated depreciation</u>	
As at 1 April 2019	-
Depreciation for the year	1,556
As at 31 March 2020	1,556
Depreciation for the year	1,556
As at 31 March 2021	<u>3,112</u>
<u>Carrying amount</u>	
As at 31 March 2021	<u>3,889</u>
As at 31 March 2020	<u>5,445</u>

### (b) Lease liability

	2020 SGD	2019 SGD
As at 1 April	5,555	7,001
Interest expenses on lease liability	244	287
Payment of lease liability	<u>(1,733)</u>	<u>(1,733)</u>
As at 31 March	<u>4,066</u>	<u>5,555</u>

The total cash outflow for leases in 2020 was SGD1,733 (2019: SGD1,733) which includes redemptions of principal and interest payments.

Maturity of the lease liability is analysed as follows:-

	2020 SGD	2019 SGD
Within one year	1,566	1,489
Between 1 and 5 years	<u>2,500</u>	<u>4,066</u>
	<u>4,066</u>	<u>5,555</u>

## 6. INVESTMENTS

	2021 SGD	2020 SGD
Unquoted investment in bonds:		
<u>Current asset</u>		
HDB bonds with a coupon rate of 3.14% per annum maturing on 18.3.2021	<u>3,812</u>	<u>503,812</u>
<u>Non-current asset</u>		
HDB bonds with a coupon rate of 2.25% per annum maturing on 21.11.2024	<u>250,000</u>	<u>250,000</u>

## 7. OTHER PAYABLE AND ACCRUALS

	2020 SGD	2019 SGD
Other payable	366	-
Accrued operating expenses	11,197	11,390
Provision for unutilised staff annual leave	<u>7,557</u>	<u>7,557</u>
	<u>19,120</u>	<u>18,947</u>

## 8. EMPLOYEE BENEFITS EXPENSE

	2021 SGD	2020 SGD
Staff salaries and bonuses	109,361	111,893
Employer's CPF and other contributions	13,412	13,674
Staff transport allowance	<u>3,000</u>	<u>3,000</u>
	<u>125,773</u>	<u>128,567</u>

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

## 9. TAXATION

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

## 10. CASH AND CASH EQUIVALENTS

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

## 11. 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:

	2021/2020 SGD	2020/2019 SGD
<u>Project planned</u>		
Fire Safety Committee for Schools and Youth	9,200	61,500
Industrial Premises Committee	1,250	3,500
Housing Premises Committee	5,000	3,000
Commercial Premises Committee	2,000	2,500
Publicity Committee	53,000	50,000
Secretarial	5,000	5,000
Fund Raising & Membership Committee	-	12,375
	<u>75,450</u>	<u>137,875</u>

## 12. 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.

## 13. FINANCIAL RISK MANAGEMENT

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

### a) Market risk

#### i) Foreign exchange risk

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

#### ii) Interest rate risk

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

The Council's exposure to interest rate risk primarily relates to investments.

*This section is intentionally left blank.*



### 13. FINANCIAL RISK MANAGEMENT (CONTINUED)

#### a) Market risk (continued)

##### ii) Interest rate risk (continued)

Changes in market interest risk of 1% (2020: 1%) on interest bearing financial assets as at the year end will have the effect on the financial statements as follows:-

	2021 SGD	2020 SGD
Surplus income over expenditure	2,538	7,538
Equity	<u>-</u>	<u>-</u>

The above analysis assumes all other variables are held constant.

#### 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. Investment in bonds are with creditworthy government institution.

##### *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 has the financial liability which is disclosed as below:-

	Less than 1 year SGD	Between 1 and 5 years SGD	Total SGD
As at 31 March 2021			
Lease liability	<u>1,733</u>	<u>2,600</u>	<u>4,333</u>
As at 31 March 2020			
Lease liability	<u>1,733</u>	<u>4,334</u>	<u>6,067</u>

### 13. FINANCIAL RISK MANAGEMENT (CONTINUED)

#### 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.

### 14. 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:

	Financial assets at amortised cost SGD	Financial liabilities at amortised cost SGD	Total SGD
As at 31 March 2021			
<u>Assets</u>			
Investments	253,812	-	253,812
Cash at bank and on hand	1,504,398	-	1,504,398
Total financial assets	<u>1,758,210</u>	<u>-</u>	<u>1,758,210</u>
Total non-financial assets			3,988
Total assets			<u>1,762,198</u>
<u>Liabilities</u>			
Other payable	-	(366)	(366)
Lease liability	-	(4,066)	(4,066)
	<u>-</u>	<u>(4,432)</u>	<u>(4,432)</u>
Total non-financial liabilities			(18,754)
Total liabilities			<u>(23,186)</u>

#### 14. FINANCIAL INSTRUMENTS (CONTINUED)

Classification of financial instruments (continued)

	Financial assets at amortised cost SGD	Financial liabilities at amortised cost SGD	Total SGD
As at 31 March 2020			
<u>Assets</u>			
Investments	753,812	-	753,812
Cash at bank and on hand	871,750	-	871,750
Total financial assets	<u>1,625,562</u>	<u>-</u>	<u>1,625,562</u>
Total non-financial assets			6,043
Total assets			<u>1,631,605</u>
<u>Liabilities</u>			
Total financial liabilities	<u>-</u>	<u>(5,555)</u>	<u>(5,555)</u>
	<u>-</u>	<u>(5,555)</u>	<u>(5,555)</u>
Total non-financial liabilities			<u>(18,947)</u>
Total liabilities			<u>(24,502)</u>

#### 15. 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.

	2021 SGD	2020 SGD
Current assets	1,508,270	1,375,562
Current liabilities	<u>(20,686)</u>	<u>(20,436)</u>
Net current assets	<u>1,487,584</u>	<u>1,355,126</u>
Total assets	1,762,198	1,631,605
Total liabilities	<u>(23,186)</u>	<u>(24,502)</u>
Fund surplus	<u>1,739,012</u>	<u>1,607,103</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.

*This page is intentionally left blank*

# **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**
- **Housing and Development Board**
- **Orchard Road Business Association**
- **People's Association**
- **Singapore Chemical Industry Council**
- **Singapore Civil Defence Force**
- **Singapore Hotel Association**
- **Singapore Institution Of Safety Officers**
- **Singapore Manufacturing Federation**
- **The Shaw Foundation Pte**



National Fire  
And  
Civil Emergency  
Preparedness  
Council

# *Mission*

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





## **CENTRAL FIRE STATION**

62 Hill Street Singapore 179367 • Tel: 6332 3178 Fax: 6286 0073  
E-mail: [secretariat@nfec.org.sg](mailto:secretariat@nfec.org.sg) • Website: [www.nfec.org.sg](http://www.nfec.org.sg)