



National Fire  
And  
Civil Emergency  
Preparedness  
Council

**NFEC**

# NFEC

## ANNUAL REPORT 2007 / 2008

# The Board of Directors 2007/2008



## **Seated (left to right)**

Mr Markham Shaw, LTC N Subhas, Mr Alan Loh, Mr Shaw Vee King,  
COL Eric Yap, Ms Margaret Heng, Ms Teo Lian Geok

## **Standing (left to right)**

Mr Tong Kok Wing, Mr Khor Thong Meng, Mr Seah Tjun Min, Ms Rosalind Li,  
Mrs Catherine Lam, Mr Tony Soh, Mr Larry Cheng, Mr John Wu

## **Not in picture**

Mr Terence Tan, Mr Rowan Tan

# **Mission**

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

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# Chairman's Statement



On behalf of my Board and Committees, I would like to thank everyone for taking their invaluable time off to attend today's Annual General Meeting.

Since the last AGM, which was also the Council's 21st anniversary, many significant changes have taken place. During this period, we saw major transition at the Council. The first was the retirement of Mr Shaw Vee King as the Chairman of this Council and second was the relinquishing of Executive Director appointment by COL Eric Yap to COL Anwar Abdullah. Another significant milestone was the progress made by the Council operating under the new banner of National Fire and Civil Emergency Preparedness Council (NFEC). Since the change in name and logo, the Council has continued to grow in strength and stature to be an effective organisation in promoting fire safety awareness and emergency preparedness education in Singapore. A sign of the Council's achievements and contributions over these years is in the declining number

of fire incidents recorded over the last 10 years. In particular, the 4796 fire occurrences last year remained as one of the lowest in the past decade.

This year's AGM is a memorable one for my team and I. Since being entrusted to lead the Council, we have embarked on formulating new trusts and directions. Many of the proposed activities will be geared towards enhancing our engagements and partnership with the community, be it at the schools, residential areas, industrial and commercial premises. I will elaborate on this after my report on the key events that the Council undertook in Workyear 2007/2008.

## **REPORT ON WORK YEAR 2007/2008**

### **Fire Safety for Industrial and Commercial Premises**

I am pleased to report that the two Committees have had another productive year. Amongst the main activities conducted were the CPR + AED Community Awareness Launch. Held on 12 Jan 2008 at the Ngee Ann City, Civic Plaza, the event was graced by Dr Vivian Balakrishnan, Minister for Community Development, Youth and Sports and Second Minister for Information, Communications and the Arts. Over 300 participants from building managements, medical practitioners and media personnel attended the event to pledge their support. This event aimed at raising the awareness level amongst the community-at-large and owners of commercial premises on the importance of installing AEDs in their premises and the prompt application of Cardio Pulmonary Resuscitation (CPR) during cardiovascular emergencies.

To recognize good fire practices adopted by the community, the biennial Fire Safety Award ceremony was held on 29 Nov 2007 at the Pan Pacific hotel. 121 commercial premises comprising office buildings, hotels, shopping centres and retail outlets were honoured. Of these, 37 were awarded the Fire Safety Excellence Awards and 84 were given the Fire

Safety Awards. The event officiating officer was Mr Shaw Vee King.

Another key event conducted last year was the inaugural SCDF Company Emergency Response Team (CERT) seminar that was supported by the Industrial Premises Committee (IPC). Held at the Home Team Academy on 28 September 2007, it attracted some 600 participants from over 250 companies. The event was graced by the Guest-of-Honour, Dr Choong May Ling, Deputy Secretary (Security), Ministry of Home Affairs. IPC will continue to work with SCDF to produce a CERT handbook for distribution to the companies requiring CERT. The handbook is meant to serve as a reference for the industries to implement a structured CERT that will enhance their operating procedures during emergencies.

The annual NFEC Fire Safety Seminar was successfully conducted on 7 Sep 2007 at the Furama Riverfront Hotel. Graced by Mr Shaw Vee King, Chairman NFEC, the theme of the seminar was "Emergency Preparedness – A Vital Link to Business Continuity", highlighted the importance of being prepared for all forms of emergencies at all times to minimise any business disruption. The one-day seminar saw about 300 participants from the commercial sector in attendance.

## **Fire Safety for Residential Premises**

The Housing Premises Committee (HPC) continues to educate the public on the importance of home fire safety, preventive measures, and actions to take in the event of a fire. Under the expanded role of the NFEC, the HPC has also embarked on promoting civil emergency preparedness to residents.

To address the rising number of fire occurrences at 4 constituencies, HPC had worked closely with the respective Community Development Councils (CDCs) and Civil Defence Executive Committees (CDECs) to promote fire safety awareness and civil emergency preparedness. This includes involvement in the Emergency Preparedness (EP) Days held at various constituencies. HPC was also involved in the South-West CDC Community Resilience Carnival held on 24 Feb 2008 where NFEC sponsored an engaging 30-minute puppet show that shared some important fire safety and civil emergency messages with the audience.

To promote and instil safer fire practices in the community, 8 CDECs were honoured for their excellent track records in maintaining the lowest number of fire occurrences in the past year. The ceremony was held at the Pan Pacific Hotel on 29 Nov 2007.

## **Fire Safety for Schools**

It was yet another exciting year for the Council's Schools and Youth Committee. With the main objective to educate the students at an early age on fire safety and emergency preparedness through learning in a fun way, a series of activities were conducted to engage the students and youth.

The first activity was the ever popular Fire Safety Puppet Show for primary school pupils. Into its second year, the show strives to educate younger students on the importance of fire safety in an interesting, interactive and creative way. It also aims to instill in students the message that fire prevention is everyone's responsibility. The interactive show teaches students on the importance of fire safety and prevention and the dangers of fire on lives and property through art forms such as puppeteering (ventriloquism) and songs. Also, in line with the enlargement of the Council's roles and responsibilities, the puppet show has incorporated civil emergency preparedness messages.

A second major activity conducted was the cartoon strip competition with a theme on "Fire Safety is Everyone's Responsibility". The aim was to create greater awareness on fire safety and to encourage creative expressions among students. The competition was opened to both secondary schools and primary schools students.

## **Fund Raising**

The committee continues its excellent task of raising fund for the Council. Two main fund raising events were organised. The first was the NFPC Charity Golf Tournament held on 19 April 2007 at the Laguna National Golf and Country Club. Graced by Dr Teo Ho Pin, GPC Chairman for Home Affairs and Law, the event managed to raise over \$30,000. The second was the NFEC Charity Film Premiere held on 13 Nov 2007. It was a huge success as the event raised over \$50,000 for the Council. The movie screening at the Lido 1 Cineplex was graced by Assoc Prof Ho Peng Kee, Senior Minister of State for Law and Home Affairs. "The Kingdom", directed by Peter Berg, was screened to a packed audience.

## **The Way Forward**

Our past approach in raising fire safety awareness on a common front has served its purpose. This was reflected in the declining trend of fire calls received over the last decade. Nonetheless, we do acknowledge that there is an inherent pattern observed in this statistics. It is apparent that the main contributors and causes of fire over these years were from the same fire-prone residential areas and the two most common causes were rubbish chutes and unattended cooking. While at the industrial site, fire occurrences were mainly contributed by the electrical/electronic, F&B and metal working activities.

Hence, it is timely that we revisit some of these approaches and refined them to target at specific groups. This will certainly help us address the issue effectively. In this aspect, our Housing Premises Committee will work closely with the Town Councils on how best to implement the new approach. For both Commercial and Industrial premises, the launching of CERT Audit system is another significant move to ensure and enhance fire safety practices in these communities. We will collaborate with SCDF to ensure smooth implementation is achieved at all premises.

We also recognise that continued investment in educating the young on fire safety and emergency preparedness is critical. It is important that we nurture and inculcate them with the right attitude towards fire prevention and emergency preparedness. Furthermore, we recognise that the young ones could help to spread good fire safety tips and educate their family members on fire safe behaviours (e.g. avoid unattended cooking and prevent rubbish chute fire). In this aspect, the Science Centre project that we undertook will enhance our outreach to the young.

In the last work plan, NFEC has promoted the use of AED in commercial premises and supported the SCDF in reaching out to industry on CERT audit. It is too early to gauge the impact of these projects. However, recognising its importance, it is crucial that we continue to engage our partners and communities in these two areas and create programmes and activities that will further reinforce the importance of these projects.

In the area of public image, we gather that some segments of the community are still not au fait with the new and expanded roles and responsibilities of the Council. Thus, concerted efforts will be made to explain and publicise the expanded roles of NFEC. This will be done through speeches, competitions, skits, puppet shows and the NFEC website.

## Focus

In a nutshell, our main thrusts for the coming year are as follows:

- a. Streamline and engage Town Councils and industries on fire safety education
- b. Continue engaging the young ones on the importance of fire safety and emergency preparedness knowledge and know-how
- c. Follow up with the commercial premises on AED implementation plan and to promote the use of AED in industrial premises. Subsequently to promote this usage in other public premises such as community centres, sports complex, etc.
- d. Continue to support the CERT audit scheme by engaging industry to compile a guide on good CERT practices.
- e. Continue educating the community and partners on NFEC roles and responsibilities.

Before concluding, I would like to express my heartfelt appreciation to all our patrons, members, friends and well-wishers who have been giving us their unwavering support and encouragement all these while. We certainly look forward to be engaged and count on your continued support this year.

I would also like to express our gratitude and appreciation to a few personnel who have helped the Council to move forward. The first is to Mr Shaw Vee King, our past Chairman, for his astute leadership, invaluable support and contributions to the Council. We are very much indebted to his sincerity and generosity to our cause. Second, is to COL Eric Yap for his dedication, commitment and contributions to the Council. Last but not least, to Comr James Tan, Commissioner SCDF, and his team of capable staff for their strong support and invaluable advice to the Council.

Thank you.

**Alan Loh Peng Leong**

Chairman

National Fire And Civil Emergency Preparedness Council

17 Jul 2008



# The Board of Directors 2007-2008

## PATRON-IN-CHIEF



*Mr Wong Kan Seng  
Deputy Prime Minister and Minister for Home Affairs*

## OFFICE BEARERS



*Mr Shaw Vee King  
Chairman*



*Mr Alan Loh Peng Leong  
Vice-Chairman*



*Mr Yang Soo Suan  
Advisor*



*COL Eric Yap Wee Teck  
Executive Director*



*LTC N Subhas  
Honorary Treasurer  
Chairman  
Publicity Committee*

# COMMITTEES' CHAIRPERSONS



*Ms Margaret Heng  
Chairperson  
Commercial Premises  
Committee*



*Mr Alan Loh Peng Leong  
Chairman  
Industrial Premises  
Committee*



*Mr Larry Cheng  
Chairman  
Housing Premises  
Committee*



*Ms Teo Lian Geok  
Chairperson  
Fire Safety Committee  
for Schools & Youth*



*Mr Markham  
Shaw Chai Chung  
Chairman  
Fund Raising &  
Membership Committee*

# OFFICE BEARERS



*Mr Khor Thong Meng*



*Mr Tong Kok Wing*



*Mr Tai Wei Shyong*



*Mr John Wu Voon Liang*



*Mr Rowan Tan*



*Mr Seah Tjun Min*



*Mr Terence Tan*



*Ms Rosalind Li*

# Minutes Of The 21<sup>st</sup> Annual General Meeting Of National Fire Prevention Council

Held on 19 July 2007 at 1130 hrs at the Grand Hyatt Singapore

## PRESENT:

### BOARD OF DIRECTORS:

Mr Shaw Vee King	Chairman
Mr Alan Loh Peng Leong	Vice-Chairman
COL Eric Yap	Executive Director
LTC N Subhas	Hon Treasurer
Ms Margaret Heng	Board Member
Mr Markham Shaw	Board Member
Mr Larry Cheng	Board Member
Mr Tong Kok Wing	Board Member
Mr John Wu	Board Member
Mr Seah Tjun Min	Board Member
Mr Tony Soh	Board Member
Mr Rowan Tan	Board Member

## SCDF

Comr James Tan

Commissioner SCDF And 78 Others

## CHAIRMAN'S ADDRESS

- 1 Chairman, Mr Shaw Vee King called the meeting to order at 1140 hrs. On behalf of the Board and Committees, he extended a warm welcome to everyone at the Annual General Meeting.
- 2 In his address, Chairman shared on how the Council has grown in strength and stature to be an effective organisation in promoting fire safety awareness and education in Singapore. He added that while it may be difficult to measure the amount of contributions the Council had provided to society, it was heartening to know that the 4702 fire incidents recorded in 2006 was the second lowest in the past 20 years.
- 3 Chairman informed that the past Workyear 2006/2007 has been an exciting one for the Council and its committees in terms of the activities and community outreach which the Council had achieved. Across the board, every Committee had invested considerable amount of efforts toward planning and implementing the numerous activities.
- 4 Chairman highlighted one of the several key activities which the Council undertook in 2006. This was the annual Fire Safety Seminar jointly organised by the Industrial and Commercial Premises Committees. The event, graced by Comr James Tan, Commissioner SCDF, was held on 18 October 2006 at the Furama Riverfront Hotel. He said that the seminar continues to draw very strong support from the FSMs with nearly 300 participants attended the full-day seminar that was based on the theme 'Fire Destroys – Let's Prevent It'. He shared that from the feedback received, the participants really enjoyed the seminar, in particular the workshop segment where the Council shared the newly in-house developed 'Fire Risk Assessment Guide' with them. The guide serves as a safety tool to assist anyone who wishes to conduct a fire risk assessment of their workplace or home.
- 5 The Mass Fire Evacuation Drill held last year was another successful event that Chairman highlighted. From a 2-week period in 2005, the event had to be extended to a full month in November 2006 due to the overwhelming response from companies. In total, over 60 buildings participated in the drill.
- 6 Chairman complimented both the Committees for their active efforts in engaging the FSMs through regular dialogues where fire safety best practices were shared.
- 7 Chairman said that one of the key initiatives introduced last year by the Housing Premises Committee (HPC) was the 'Refuse Chute Fire Alert Programme'. This programme entailed a two-prong strategy targeted at the reduction of fire incidents in refuse chutes. The first strategy premised on public education and the second strategy involved the installation of smoke detectors in rubbish chutes. Linked to the chute flushing system, water will be activated automatically once smoke is detected and it has proven to be effective in extinguishing incipient fires. The system was trial tested at Blk 193 in Toa Payoh in September 2006 and Jurong Town Council is the first to install the system at Blk 546 Jurong West St 52.
- 8 On the Fire Safety Committee for Schools and Youth, Chairman was pleased to report that it also had a very eventful year in engaging a key segment of our society – students and youths. This committee has always pride themselves on organising programmes that educate its audience on fire safety while promoting creativity and exploratory learning. He said that last year was no exception.
- 9 In particular, Chairman highlighted the Fire Safety Puppet Show for primary schools' pupils. Through the use of art forms such as ventriloquism, songs and interactive theatre, important messages on the dangers of fire and what one can do in the event of fire were conveyed to students. The 30 shows that were made available last year were taken up shortly after booking was opened.

**10** On Fund Raising, Chairman said that the Council successfully organised a Charity Film Premiere on 4 October 2006 and over \$55,000 was raised. The movie entitled 'World Trade Center' was screened and graced by Assoc Prof Ho Peng Kee, Senior Minister of State for Law and Home Affairs. Chairman congratulated the Fund Raising and Membership Committee for the excellent effort.

**11** Looking ahead, Chairman shared that the global security environment is constantly threatened by disasters, be it accidental or terror-related. He said that whilst the NFPC has been effective in serving its purpose of educating the communities on fire safety, the environment by which the notion of how safety is defined has changed significantly in recent years. The need for a greater level of public emergency preparedness is evident in all parts of the world, including Singapore. He reminded that public emergency preparedness encompasses a larger framework of activities where fire safety is one component of it. In line with this view, it was imperative for the NFPC to expand its roles to incorporate elements of emergency preparedness. With the addendum of emergency preparedness to its existing mission, Chairman said that he is certain that it would serve to better enunciate the messages that the Council has been seeking to share with the public.

**12** On this note, Chairman announced that the NFPC will change its name to the National Fire and Civil Emergency Preparedness Council or NFEC with effect from this AGM. In line with the change, the new Mission Statement and Objectives shall also be changed to reflect the new roles of the Council after the Resolutions have been adopted. He said that along with the changes are larger roles and responsibilities which the Council had been entrusted to undertake. With the strong support of his Board members and Committees, he was confident that the Council will live up to expectations.

**13** In conclusion, Chairman expressed his heartfelt appreciation to all corporate and individual members, friends and well-wishers who have been giving the Council their unwavering support and encouragement and he hopes to count on their continued support this year. Finally, he also expressed his heartfelt gratitude to Comr James Tan, Commissioner of SCDF and his team of capable staff for their strong support and invaluable advice to the Council.

## **CONFIRMATION OF MINUTES OF MEETING**

**14** The minutes of 20th AGM held at the Grand Hyatt Singapore on 19 Jul 2006 was proposed for adoption by Mr John Wu and seconded by Mr Seah Tjun Min.

## **ANNUAL REPORT 2006/2007**

**15** The meeting approved the NFPC Annual Report for WY 2006/2007. Ms Margaret Heng and Mr Markham Shaw proposed and seconded to accept the report respectively.

## **APPROVAL OF FINANCIAL STATEMENT FOR THE YEAR ENDING 31 MAR 2007**

**16** The accounts audited by Cypress Singapore PAC for the year ending 31 Mar 2007 were accepted and approved at the meeting. Mr Tong Kok Wing proposed to accept the financial report and Mr Rowan Tan seconded it.

## APPROVAL OF THE RENAMING OF THE COUNCIL'S NEW NAME AND ITS ACRONYM

- 17** The new name of the Council '**National Fire and Civil Emergency Preparedness Council**' and acronym '**NFEC**' were tabled for approval. The members present at the meeting unanimously accepted the change.

## APPROVAL TO THE CHANGE OF THE NFEC'S MISSION STATEMENT

- 18** The revised mission statement of the Council that reads: '**The National Fire and Civil Emergency Preparedness Council is committed towards promoting fire prevention and civil emergency preparedness to make Singapore safe and secure**' was tabled for approval. The members present at the meeting unanimously endorsed the new mission statement.

## APPROVAL TO THE CHANGES TO THE OBJECTIVES OF THE NEW COUNCIL

- 19** The revised objectives of the new Council as tabulated below were tabled for approval:-
- To educate the public on the dangers of fire, proper use of the emergency services and the importance of emergency preparedness;**
  - To involve the public in implementing fire prevention and emergency measures against the loss of life and property; and**
  - To instil a sense of self-reliance and preparedness towards civil emergencies.**

The amendments to the new objectives were unanimously endorsed and accepted by the members present at the meeting.

## UNVEILING OF THE NFEC LOGO

- 20** Having the resolutions adopted for the change in the Council's name, the mission statement and the new objectives, Chairman NFEC and Comr James Tan were invited on stage to unveil the new logo of the **National Fire and Civil Emergency Preparedness Council**, marking a new chapter for the NFEC.

## CONCLUSION

- 21** There being no other matters, the meeting ended at 1215 hrs. All members adjourned to a luncheon.

Prepared by : Zee Chung Wei  
Admin Executive, NFEC

Vetted by : COL Eric Yap  
Executive Director, NFEC

Approved by : Mr Shaw Vee King  
Chairman, NFEC

Date : 30 Jul 2007

# Housing Premises Committee

## COMMITTEE MEMBERS:

Chairman	-	Mr Larry Cheng
Vice-Chairman	-	Mr Seah Tjun Min
Secretary	-	CPT Jerry Teoh

## INTRODUCTION

The Housing Premises Committee (HPC) continues to educate the public on the importance of home fire safety, preventative measures, and actions to take in the event of a fire. Under the expanded role of the NFEC, the HPC has also embarked on promoting civil emergency preparedness to residents.

## HOME FIRE SAFETY AND EMERGENCY PREPAREDNESS PROGRAMME

The programmes introduced by the HPC have been closely aligned to address any trends of concern in relation to the fire statistics. For instance, in Work Year 2006/07, the HPC targeted its fire safety programmes in constituencies that have the highest number of fire occurrences. 4 main constituencies were identified and the Committee worked closely with the respective Community Development Councils (CDCs) and Civil Defence Executive Committee (CDECs) to promote fire safety awareness and civil emergency preparedness.

In addition, the HPC also participated in several Emergency Preparedness (EP) Days held at various constituencies. The HPC has also been very active in its involvement in various CDCs and constituencies' events as such platforms offer good outreach to residents in disseminating public education messages. One such activity was the South-West CDC Community Resiliency Carnival 2008 held on 24 Feb 2008 where NFEC sponsored an engaging 30-minute puppet show that shared some important fire safety and civil emergency messages with the audience.



## **FIRE SAFE CONSTITUENCY AWARD**

8 constituencies were honoured for their excellent track records in maintaining the lowest number of fire occurrences in the past year. The ceremony was held at the Pan Pacific Hotel on 29 Nov 2007. Together, they represented the top 10% of the most fire safe constituencies in Singapore for the year. The recipients of the Fire-Safe Constituency Awards for 2007 are as follows:

Bukit Gombak CDEC

Sengkang West CDEC

Bukit Timah CDEC

Taman Jurong CDEC

Paya Lebar CDEC

Tampines West CDEC

Potong Pasir CDEC

Tanjong Pagar CDEC

## **FORTHCOMING ACTIVITIES**

The HPC will continue with its strategy to target trends of concern shown up in the annual fire statistics. One such area that will be addressed in the new Work Year will be fires involving rubbish in residential estates. Added focus will be given to address rubbish chute fires and fires involving discarded items in common areas. From the 2007 fire statistics, such fires comprise about 61% of the total fires in residential premises.

And alongside with the expansion of the Council's roles and responsibilities, the HPC will also use suitable outreach activities to disseminate civil emergency preparedness knowledge and skills.



# Industrial Premises Committee

## COMMITTEE MEMBERS:

Chairman	-	Mr Alan Loh	
Secretary	-	CPT Ryan Ong	
Members	-	Mr Lee Kah Bee	Mr Chew Siang Heng
		Mr Ng Hock Huat	Mr Peter Ho
		Mr Edwin Yap	Mr Wong Siew Hong
		Mr David Goh	Mr Ong Pak Shoon
		Mr Steven Teo	Mr Tan Jiak Chau
		Mr Tan Gim Sun	Mr Weng Yin

## INTRODUCTION

The Work Year 2007/2008 proved to be an eventful year for the Industrial Premises Committee (IPC). During this period, our members have actively launched key initiatives and organized several NFEC events, aimed at supporting the objectives of the Council and meeting the fire safety goals as well as the enhanced role of civil emergency preparedness for industrial premises.

## COMPANY EMERGENCY RESPONSE TEAM (CERT) SEMINAR

The IPC supported SCDF in organizing the CERT seminar that was held at the Home Team Academy on 28 September 2007. Over 600 participants from more than 250 companies attended the event which was graced by the Guest-of-Honour, Dr Choong May Ling, Deputy Secretary (Security), Ministry of Home Affairs.

The seminar was designed to share the importance of having a competent CERT to prevent any small incidents from escalating. Under the Fire Safety (Petroleum And Flammable Materials) Regulations 2005, the licensees of all premises storing petroleum or flammable materials or both of more than 5,000 litres or more than 5,000kg in aggregate weight, shall be required to establish and maintain an in-house CERT.

The full-day seminar was organised around the theme of "CERT Audit – Key to Emergency Preparedness". Following the opening address by the GOH, LTC Teong How Hwa from SCDF started the series of presentations by giving an overview on the requirements for CERT and how the audit will be conducted from April 2008 onwards. To allay any anxiety from the participants in anticipation of the implementation of the new CERT audit, speakers from two companies (Merck Sharp and Dohme Singapore Ltd and Sun Ace Kakoh Pte Ltd) were invited to share their experiences on CERT management. Speakers from Singapore Chemical Industry Council (SCIC) and Society of Loss Prevention (SLP) were also invited to share on the courses and funding available to build up CERT.

Besides the presentations, participants were also invited to view the booth displays during the intermission. Booths were set up by NFEC, SCIC and SLP to provide CERT brochures and handbooks. The two companies who shared their experiences during the presentations also displayed the suite of equipment used by their CERT.

After the last presentation, the key learning points of the seminar were summed up and concluded by Mr Alan Loh, Vice-Chairman, NFEC. Overall, it was a fruitful session for all the participants. The next step would be for the participants to implement what they have learnt in their respective companies. More of such seminars will be organized regularly to inform the industries about the latest updates on CERT audit.

## **“GUIDELINES ON CERT” HANDBOOK**

Following the CERT seminar, the committee worked with SCDF to produce a CERT handbook for distribution to the companies requiring CERT. The handbook is meant to serve as a reference for the industries to implement a structured CERT that will enhance their operating procedures during emergencies. General guidelines on CERT requirements are highlighted for companies to adopt as these can minimize business disruption during an incident in their premises. Valuable inputs from the IPC members were also solicited for the handbook.

Hard copies will be distributed in future CERT seminars and the softcopy version has been made available on the NFEC website for companies to download.

## **FORTHCOMING ACTIVITIES**

In the coming Workyear of 2008/09, the IPC seeks to further improve fire safety awareness by partnering the industries and targeting the areas of concern highlighted in the annual fire statistics report. The IPC will also organize a Fire Safety Seminar and a Mass Fire Evacuation Drill together with the Commercial Premises Committee. Where publications are concerned, the IPC will produce posters that the industries can use to raise awareness on fire safety and emergency preparedness. A CERT good practice guide highlighting the good practices adopted by companies will also be produced to complement the “Guidelines on CERT” handbook.

# Commercial Premises Committee

## COMMITTEE MEMBERS:

Chairperson	-	Ms Margaret Heng
Secretary	-	CPT Koh Chee Wee
Members	-	Mr John Wu Mr Hassan Bakar Mr Richard Wong Mr S Ganasan Mr Steven Lee Mr Steven Yeo

## INTRODUCTION

The Commercial Premises Committee (CPC) plays a critical role in promoting fire safety prevention and civil emergency preparedness in all commercial premises in Singapore. With these objectives in mind, a host of events and activities were organized in Work Year 2007/2008 for hotels, high-rise office buildings, shopping centres and retail outlets.

## NFPC FIRE SAFETY SEMINAR 2007

Held at the Furama Riverfront Hotel, the NFEC Fire Safety Seminar 2007 was successfully conducted on 7 Sep 2007. The Guest-of-Honour for the event was Mr Shaw Vee King, Chairman NFEC. The theme of the seminar, "Emergency Preparedness – A Vital Link to Business Continuity", highlighted the importance of being prepared for all forms of emergencies at all times to minimise any business disruption. The one-day seminar saw about 300 participants from the commercial sector in attendance.

The following papers were shared at the seminar:

1. An Analysis of the Fire Situation in Commercial Premises: Case Studies of Recent Fire Incidents.
2. Company Emergency Response Team Roles, Responsibilities & Requirements.
3. Application of Company Emergency Response Team (CERT).
4. Tremors – Adopting the Right Procedures.
5. Save Lives with Automated External Defibrillators (AED).

The Seminar was complemented by a workshop session where participants were brought together in smaller groups for a table-top exercise on how certain closely located premises can work together to identify suitable Assembly Areas for its occupants during an evacuation. This aims to reduce confusion and an over-subscription

of a certain site by different building management. Overall, the participants gave very positive feedback with regards to the organization and contents of the Seminar. Many have expressed that they were looking forward to the next event.

## **NFEC FIRE SAFETY AWARD (FSA) 2007**

Since 1995, the NFEC has been presenting the biennial Fire Safety Award to deserving premises that have demonstrated a high standard of fire safety at their work places. This year, the award was presented in two categories. Firstly, the "Fire Safety Award" recognises commercial premises that have achieved a good standard in fire safety. For those premises which have achieved an outstanding standard in fire safety, they were recognised with the Fire Safety Excellence Award (FSEA).

Held at the Pan Pacific Hotel on 29 Nov 2007, the FSA 2007 Presentation Ceremony witnessed 37 FSEA and 84 FSA recipients who were given due recognition for their commitment towards maintaining a high standard of fire safety in their respective premises.

## **NFEC CPR + AED COMMUNITY AWARENESS LAUNCH 2007**

The CPC also organised the CPR + AED Community Awareness Launch that was held on 12 Jan 2008 at the Ngee Ann City Plaza. Over 300 participants from building managements, medical practitioners and media personnel attended the event to pledge their support. The event was graced by Dr Vivian Balakrishnan, Minister for Community Development, Youth and Sports and Second Minister for Information, Communications and the Arts.

Through the launch, the NFEC hopes to raise the awareness level amongst the community-at-large and owners of commercial premises on the importance of installing AEDs in their premises and the prompt application of Cardio Pulmonary Resuscitation (CPR) during cardiovascular emergencies. The event is the first programme organised by the NFEC following the expansion of the Council's scope of responsibilities to encompass civil emergency preparedness.

At the event, certificates of appreciation were presented by the Guest-of-Honour to seven building managements for having implemented the CPR + AED programme at their respective premises.

## **BI-MONTHLY DIALOGUE WITH HOTEL FSMs**

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

## **FORTHCOMING ACTIVITIES**

In Work Year 2008/2009, the CPC will continue with its mission to enhance fire safety awareness among commercial premises owners. And in line with the expansion of the Council's role and the entrustment of added responsibilities to the CPC, the Committee will seek to introduce more initiatives that will increase the level of civil emergency preparedness among its target audience.

# Fire Safety Committee for Schools & Youth

## COMMITTEE MEMBERS:

- Chairperson : Ms Teo Lian Geok
- Secretary : CPT Tan Chee Keong
- Members : Mr Lak Pati Singh  
Mrs Ang Ju Lang  
Mrs Eileen Goh  
Dr Irene Ho  
Mdm Tan May Ling  
Mrs Chandler Jay Siva  
Mr Wong Hen Jeng  
CPT Pandi Karrupiah

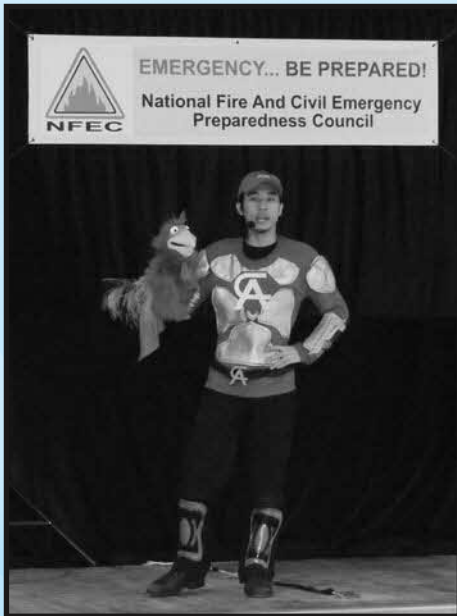
## INTRODUCTION

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

## FIRE SAFETY PUPPET SHOW

The show strives to educate younger students on the importance of fire safety through an interesting, interactive and creative way. It also aims to instill in students the message that fire prevention is a shared responsibility. Into its second year, the Fire Safety Puppet Show continues to be an informative, fun-filled and educational programme for primary students. The interactive show teaches students on the importance of fire safety and prevention and the dangers of fire on lives and property through art forms such as puppeteering (ventriloquism) and songs. And in line with the enlargement of the Council's roles and responsibilities, the puppet show has incorporated civil emergency preparedness messages.

A total of 60 shows were carried out for the primary students between January and August 2007. These were very well received by both students and teachers.



## CARTOON STRIP COMPETITION

To create greater awareness on fire safety and to encourage creative expressions among students, a cartoon strip competition was organised for schools. The theme of the competition was "Fire Safety is Everyone's Responsibility". There were 2 categories catering to both secondary schools (Category A) and primary schools (Category B).

The competition attracted very keen participation. For Category A, the 1st, 2nd and 3rd prize winners were from Yio Chu Kang Secondary School, Pierce Secondary School and Tampines Secondary School respectively. For Category B, the 1st, 2nd and 3rd prize winners were from Rulang Primary School, Holy Innocent's Primary School and Radin Mas Primary School respectively. Mr. Shaw Vee King, Chairman of NFEC, presented the prizes to the winners on 30 July 2007 at the HQ SCDF auditorium.

## INTER-SECONDARY SCHOOL FIRE PREVENTION SKIT COMPETITION

The Fire Prevention Skit Competition is another hugely popular event with schools annually. Seven schools made it to the finals at the HQ SCDF auditorium on 30 July 2007. The theme of this year's competition was "Fire Prevention Saves Lives". The exciting songs, dance and drama were highly popular with the students and drew rave reviews from the audience. St Patrick's School emerged as the overall winner with Coral Secondary School and Balestier Hill Secondary School clinching the 1st and 2nd runner-up positions respectively. The Guest-Of-Honour for the finals was Mr Shaw Vee King, Chairman NFEC.

## FORTHCOMING ACTIVITIES

The new Workyear looks set to be another exciting one for the Committee. Apart from conducting the regular activities, the Committee also aims to initiate a digital art competition for upper primary and lower secondary pupils. The competition will leverage on the IT skills and interests of the students to inculcate fire safety and civil emergency preparedness knowledge.

# HIGHLIGHT OF ACTIVITIES

## CPR + AED Community Awareness Launch - 12 Jan 2008



## 21<sup>st</sup> Annual General Meeting - 19 Jul 2007



## 6<sup>th</sup> Charity Golf Tournament - 19 Apr 2007



## 'The Kingdom' Charity Film Premiere - 13 Nov 2007



# FOR WY 07/08

## NFEC Fire Safety Skit Competition - 30 Jul 2007



## Fire Safety Award 2007 - 29 Nov 2007



## Fire Safe Constituency Award 2007 - 29 Nov 2007



## Fire Safety Seminar 2007 - 7 Sep 2007





# Publicity Committee

## COMMITTEE MEMBERS:

Chairman - LTC N Subhas  
Secretary - CPT Eric Chua

## INTRODUCTION

Working tirelessly behind the scene with the Council's mission of promoting fire prevention and civil emergency preparedness deeply rooted in our ethos, the Publicity Committee is glad to report that all targets for the work year were met. Below, we revisit some highlights of the past year's activities:

## NEW LOGO, EXPANDED ROLE

The year started with a bang on 19 July 2007 as Chairman Mr Shaw Vee King unveiled the new name, objectives and logo for the Council at the NFEC's 21<sup>st</sup> Annual General Meeting. Established in 1986, the Council's efforts in the promotion of fire safety and prevention awareness in Singapore have reaped impressive results. This is evident from the steady decline in the number of fire occurrences over the years. In addition, the NFEC has fostered strong relationships with various segments of the community. The Council hopes to leverage on such bonds to play an even more active role in not only keeping Singapore a fire safe city, but also a community that is well prepared to deal with any civil emergency situation.

## CONNECTING WITH THE COMMUNITY THROUGH THE WEB

Since the major facelift that it received a year ago, the number of "hits" or online visits to the NFEC's online portal ([www.nfec.gov.sg](http://www.nfec.gov.sg)) has reached over 15,000. The website was designed primarily with the aim of engaging the Council's various tech-savvy target audiences. To keep interest alive and to secure subsequent online visits, no effort has been spared to ensure that information on the website is up-to-date and enticing at the same time. For instance, younger web visitors can have a rolling good time playing the "fire prevention game", have a go at "numbers jumbled", challenge themselves at "matching the pix" and exercise their creativity in a "colouring activity" - the latest addition to the NFEC's online treasure trove of games, designed specially for our young ones.

## **A NEW LOOK FLASHPOINT**

A stalwart in the Council's publicity arsenal, Flashpoint continues to inform and educate its many and varied readers. Distributed to the many "friends" of the Council, Flashpoint has become an iconic publication seen by many as being synonymous with the Council. In WY07/08, Flashpoint received a fresh new look as the trusty former design was retired to make way for a trendy dynamic look. With the new "look", we hope to continue to engage the Council's old friends as well as to enthrall and make many new acquaintances in the years ahead.

## **MEDIA PUBLICITY FOR NFEC EVENTS**

In the last work year, the Publicity Committee endeavoured to generate greater fire safety and prevention awareness in the general public as well as to project the Council's corporate image through local broadcast and print media publicity. An event that received extensive local media coverage was the "CPR + AED Community Awareness Launch". An audience of more than 300 (including representatives of over 100 building managements, medical practitioners and media journalists) attended the event held at the Ngee Ann City Civic Plaza on 12 January 2008. Through this launch, the importance of installing AEDs (or Automated External Defibrillators) in buildings as an essential life-saving gadget and performing CPR on victims during cardiovascular emergencies were emphasised. The Council hopes that the awareness of the importance of AEDs will grow and eventually, the AED will become as ubiquitous as fire extinguishers in buildings. This event was publicised extensively by the local media, including The Sunday Times, Lianhe Zaobao and Lianhe Wanbao.

# Fund Raising and Membership Committee

## COMMITTEE MEMBERS:

Chairman - Mr Markham Shaw                      Members - Mr Khor Thong Meng  
Secretary - CPT Chai Sheng Hau                      LTC Eric Yap  
   LTC N Subhas

## INTRODUCTION

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

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

In Work Year 2007/08, the FRMC conducted two fund-raising drives.

## NFPC CHARITY GOLF TOURNAMENT

The NFPC Charity Golf Tournament was held on 19 April 2007 at the Laguna National Golf and Country Club which saw the participation of 68 golfers. The event was graced by Dr Teo Ho Pin, GPC Chairman for Home Affairs and Law, and over \$30,000 was raised.

## NFEC CHARITY FILM PREMIERE

The NFEC Charity Film Premiere held on 13 Nov 2007 was a huge success as the event raised over \$50,000 for the Council. The movie screening at the Lido 1 Cineplex was graced by Assoc Prof Ho Peng Kee, Senior Minister of State for Law and Home Affairs. "The Kingdom", directed by Peter Berg, was screened to a packed audience. Oscar winner Jamie Foxx starred in the thriller about an explosive clash between an elite team led by him and the terrorists in Riyadh following a deadly attack on his fellow countrymen working in Saudi Arabia.

## MEMBERSHIP INCENTIVES

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

## FORTHCOMING ACTIVITIES

The Committee will continue to seek new members to join the Council as either individual or corporate members. This will gradually translate to a larger base of people that will help to promote the Council's mission.

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

Glue to seal  
Please fold along dotted line

## PLEDGE FORM

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

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

Second Fold

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

\_\_\_\_\_

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

\_\_\_\_\_

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

\_\_\_\_\_

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

\_\_\_\_\_

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

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

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

A. Corporate: \$50

\$500

B. Individual: \$10

\$100

C. SPECIAL DONOR\*

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

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

*\* all donations made are tax exempt*

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

First Fold

## BENEFITS FOR CORPORATE AND INDIVIDUAL MEMBERS OF NFEC

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



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Singapore 179367

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# **NATIONAL FIRE AND CIVIL EMERGENCY PREPAREDNESS COUNCIL**

**(Formerly known as National Fire Prevention Council)**

**(REGISTERED UNDER THE SOCIETIES ACT, CAP.311)**

**Society Registration No. ROS 0198/1986WEL**

**Charity Registration No. 00378**

## **FINANCIAL STATEMENTS**

**For the year ended  
31 March 2008**



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**NATIONAL FIRE AND CIVIL EMERGENCY PREPAREDNESS COUNCIL**  
**(Formerly known as National Fire Prevention Council)**  
**(REGISTERED UNDER THE SOCIETIES ACT, CAP. 311)**

**STATEMENT BY COUNCIL MEMBERS**

In our opinion, the accompanying financial statements are drawn up so as to present fairly the state of affairs of the Council as at 31 March 2008 and of its results and changes in accumulated fund and cash flows for the year ended on that date, and at the date of this report, there are reasonable grounds to believe that the Council will be able to pay its debts as and when they fall due.

ON BEHALF OF THE COUNCIL



---

ALAN LOH PENG LEONG  
Chairman



---

MAJ DAVID CHOW TAI WEI  
Honorary Treasurer

Singapore, 23 MAY 2008



**INDEPENDENT AUDITORS' REPORT TO THE MEMBERS OF  
NATIONAL FIRE AND CIVIL EMERGENCY PREPAREDNESS COUNCIL  
(Formerly known as National Fire Prevention Council)  
(REGISTERED UNDER THE SOCIETIES ACT, CAP. 311)**

We have audited the accompanying financial statements of National Fire and Civil Emergency Preparedness Council which comprise the balance sheet as at 31 March 2008, and the income statement, statement of changes in accumulated fund and cash flow statement for the year then ended, and a summary of significant accounting policies and other explanatory notes.

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

The management is responsible for the preparation and fair presentation of these financial statements in accordance with the provisions of the Societies Act, Cap. 311 (the "Act") and Singapore Financial Reporting Standards. This responsibility includes: devising and maintaining a system of internal accounting controls sufficient to provide a reasonable assurance that assets are safeguarded against loss from unauthorised use or disposition; and transactions are properly authorised and that they are recorded as necessary to permit the preparation of true and fair profit and loss accounts and balance sheets and to maintain accountability of assets; selecting and applying appropriate accounting policies; and making accounting estimates that are reasonable in the circumstances.

***Auditor's Responsibility***

Our responsibility is to express an opinion on these financial statements based on our audit. We conducted our audit in accordance with Singapore Standards on Auditing. Those standards require that we comply with ethical requirements and plan and perform the audit to obtain reasonable assurance whether the financial statements are free from material misstatement.

An audit involves performing procedures to obtain audit evidence about the amounts and disclosures in the financial statements. The procedures selected depend on the auditor's judgment, including the assessment of the risks of material misstatement of the financial statements, whether due to fraud or error. In making those risk assessments, the auditor considers internal control relevant to the entity's preparation and fair presentation of the financial statements in order to design audit procedures that are appropriate in the circumstances, but not for the purpose of expressing an opinion on the effectiveness of the entity's internal control. An audit also includes evaluating the appropriateness of accounting policies used and the reasonableness of accounting estimates made by management, as well as evaluating the overall presentation of the financial statements.

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

***Opinion***

In our opinion,

- (a) the financial statements are properly drawn up in accordance with the provisions of the Act and Singapore Financial Reporting Standards so as to give a true and fair view of the state of affairs of the Council as at 31 March 2008 and the results, changes in accumulated fund and cash flows of the Council for the year ended on that date; and
- (b) the accounting and other records required by the Act to be kept by the Council have been properly kept in accordance with the provisions of the Act.

  
CYPRESS SINGAPORE PAC  
Public Accountants and  
Certified Public Accountants, Singapore  
1, Scotts Road #21-07/08/09  
Shaw Centre, Singapore 228208

Date, 23 MAY 2008

**NATIONAL FIRE AND CIVIL EMERGENCY PREPAREDNESS COUNCIL**  
**(Formerly known as National Fire and Prevention Council)**  
**(REGISTERED UNDER THE SOCIETIES ACT, CAP. 311)**

**BALANCE SHEET AS AT 31 MARCH 2008**

	Note	2008 S\$	2007 S\$
ACCUMULATED FUND	3	<u>1,153,627</u>	<u>1,100,487</u>
Represented by:			
PLANT AND EQUIPMENT	4	-	-
INVESTMENTS	5	752,520	754,004
<b>CURRENT ASSETS</b>			
Cash at bank and on hand		413,353	356,259
Less:		413,353	356,259
<b>CURRENT LIABILITIES</b>			
Accrued operating expenses		6,996	4,841
Subscription fee received in advance		5,250	4,935
		12,246	9,776
<b>NET CURRENTS ASSETS</b>		401,107	346,483
		<u>1,153,627</u>	<u>1,100,487</u>

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

**NATIONAL FIRE AND CIVIL EMERGENCY PREPAREDNESS COUNCIL**  
**(Formerly known as National Fire and Prevention Council)**  
**(REGISTERED UNDER THE SOCIETIES ACT, CAP. 311)**

**INCOME AND EXPENDITURE STATEMENT FOR THE YEAR ENDED 31 MARCH 2008**

	Note	2008 S\$	2007 S\$
<b>REVENUE</b>			
Donation received-tax exempt		124,820	112,000
Charity Film Premiere-non tax exempt donation		21,228	27,568
Charity Film Premiere-tax exempt donation		30,997	36,207
NFPC Charity Golf 2007-non tax exempt donation		16,500	5,000
NFPC Charity Golf 2007-tax exempt donation		39,000	-
Fire Safety Seminar		16,645	38,400
Fire safety Orientation Toolkits		872	1,294
Fire Safety Award 2007		9,590	-
Fire Safety Mobile Exhibits		2,000	2,500
Interest income			
- Deposit with banks		1,346	988
- Interest on bonds		26,746	26,740
Subscription fee		7,185	6,905
		<u>296,929</u>	<u>257,602</u>
<b>LESS: OPERATING EXPENSES</b>			
<b>COMMITTEE EXPENSES</b>			
Commercial Premises Committee		-	(704)
Fire Safety Committee for Schools & Youth		(33,979)	(20,605)
Housing Premises Committee		(450)	-
Publicity Committee		(7,253)	(14,608)
<b>PROJECT EXPENSES</b>			
AED Awareness Programme 2008		(27,121)	-
Fire Evacuation Drill 2006		-	(9,208)
Annual General Meeting		(13,896)	(10,895)
Fire Safety Seminar		(6,816)	(22,672)
Charity Film Premiere		(9,209)	(8,066)
Charity Golf Tournament		(30,935)	-
Fire Safety Award 2007		(6,951)	-
<b>ADMINISTRATIVE EXPENSES</b>			
Employee benefits expense	7	(84,928)	(51,554)
Depreciation of plant and equipment	4	-	(2,414)
Printing, postage and stationery		(6,236)	(3,106)
Other operating expenses		<u>(16,015)</u>	<u>(12,648)</u>
<b>SURPLUS FOR THE YEAR BEFORE TAXATION</b>		<b>53,140</b>	<b>101,122</b>
<b>TAXATION</b>	9	-	-
<b>SURPLUS FOR THE YEAR</b>		<u><b>53,140</b></u>	<u><b>101,122</b></u>

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

**NATIONAL FIRE AND CIVIL EMERGENCY PREPAREDNESS COUNCIL**  
**(Formerly known as National Fire and Prevention Council)**  
**(REGISTERED UNDER THE SOCIETIES ACT, CAP. 311)**

**STATEMENTS OF CHANGES IN ACCUMULATED FUND FOR THE YEAR ENDED**  
**31 MARCH 2008**

	Accumulated Fund S\$
BALANCE AS AT 31 MARCH 2006	999,365
Net surplus for the year	<u>101,122</u>
BALANCE AS AT 31 MARCH 2007	1,100,487
Net surplus for the year	<u>53,140</u>
BALANCE AS AT 31 MARCH 2008	<u><u>1,153,627</u></u>

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

**NATIONAL FIRE AND CIVIL EMERGENCY PREPAREDNESS COUNCIL**  
**(Formerly known as National Fire and Prevention Council)**  
**(REGISTERED UNDER THE SOCIETIES ACT, CAP. 311)**

**CASH FLOW STATEMENT FOR THE YEAR ENDED 31 MARCH 2008**

	Note	2008 S\$	2007 S\$
<b>CASH FLOWS FROM OPERATING ACTIVITIES</b>			
Surplus before taxation		53,140	101,122
Adjustment for non-cash items :			
Depreciation of plant and equipment		-	2,414
Interest income		(29,576)	(27,728)
Operating surplus before working capital changes		23,564	75,808
Accrued operating expenses		2,155	321
Deferred income		315	285
Net cash generated from operating activities		<u>26,034</u>	<u>76,414</u>
<b>CASH FLOWS FROM INVESTMENT ACTIVITIES</b>			
Interest income received		<u>31,060</u>	<u>29,163</u>
Net cash generated from investment activities		<u>31,060</u>	<u>29,163</u>
<b>NET CHANGE IN CASH AND CASH EQUIVALENT</b>		57,094	105,577
<b>CASH AND CASH EQUIVALENT AS AT 1 APRIL</b>	6	<u>356,259</u>	<u>250,682</u>
<b>CASH AND CASH EQUIVALENT AS AT 31 MARCH</b>	6	<u><u>413,353</u></u>	<u><u>356,259</u></u>

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

**NATIONAL FIRE AND CIVIL EMERGENCY PREPAREDNESS COUNCIL**  
**(Formerly known as National Fire Prevention Council)**  
**(REGISTERED UNDER THE SOCIETIES ACT, CAP. 311)**

**NOTES TO THE FINANCIAL STATEMENTS – 31 MARCH 2008**

These notes form an integral part of and should be read in conjunction with the accompanying financial statements.

**1. GENERAL INFORMATION**

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

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

The Council is a registered Charity under the Charities Act since 30 September 1986.

**2. SIGNIFICANT ACCOUNTING POLICIES**

**2.1 Basis of accounting**

The financial statements are prepared in compliance with Singapore Financial Reporting Standards issued by Council on Corporate Disclosure and Governance of Singapore ("CCDG"). With effect from 1 November 2007, The Accounting Standards Council took over the task of prescribing accounting standards from the CCDG.

The financial statements are presented in Singapore Dollars.

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

The financial statements for the financial year ended 31 March 2008 were authorised to be issued on the date of the Statement by Council members

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

The accounting policies adopted in the financial year are consistent with those used in the previous financial year except for the adoption of certain new and revised Financial Reporting Standards effective for the financial year beginning 1 April 2007. These new and revised Financial Reporting Standards have no significant effects on the council's accounting policies.

**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 has been issued but not yet come into effect. These new or revised standards upon adoption will not have significant impact on the financial statements.

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

In the process of applying the council's accounting policies, the council members did not made 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 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 balance sheet date that would have significant risk of causing a material adjustment to the carrying amounts of assets and liabilities within the next financial year.

## 2. SIGNIFICANT ACCOUNTING POLICIES (CONTINUED)

### 2.6 Plant and equipment

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

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

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

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

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

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

### 2.7 Impairment assets

As at each balance sheet date, 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 income and expenditure statement 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 income and expenditure statement, in which case it is recognised as income.

### 2.8 Financial assets

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

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

### 2.9 Cash at bank and on hand

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

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

### 2.10 Investments

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

### 2.11 Other payables

These liabilities, are initially recognised at fair value and subsequently measured at amortised cost using the effective interest method.

Gains or losses are recognised in the income and expenditure statement when these liabilities are derecognised or impaired, as well as through the amortisation process.

## 2. SIGNIFICANT ACCOUNTING POLICIES (CONTINUED)

### 2.12 Income recognition

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

### 2.13 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.

### 2.14 Employee benefits

As required by law, the Council has a defined contribution plan to make contributions to the state pension's scheme, the Central Provident Fund (CPF). CPF contributions are recognised as compensation expenses in the same period as the employment that gives rise to the contribution.

Employees' entitlements to annual and other leave are recognised when they accrue to employees. A allowance is made for the estimated liability for leave as a result of services rendered by the employees up to the balance sheet date.

### 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.

## 3. ACCUMULATED FUND

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

## 4. PLANT AND EQUIPMENT

	Office equipment S\$	Fire Safety Robots S\$	Total S\$
<u>Cost</u>			
As at 1.4.2006	12,953	33,935	46,888
Additions	-	-	-
As at 31.3.2007	12,953	33,935	46,888
Additions	-	-	-
As at 31.3.2008	12,953	33,935	46,888
<u>Accumulated depreciation</u>			
As at 1.4.2006	12,236	32,238	44,474
Depreciation charge for the year	717	1,697	2,414
As at 31.3.2007	12,953	33,935	46,888
Depreciation charge for the year	-	-	-
As at 31.3.2008	12,953	33,935	46,888
<u>Carrying amount</u>			
As at 31.3.2008	-	-	-
As at 31.3.2007	-	-	-

## 5. INVESTMENTS

	2008 S\$	2007 S\$
Unquoted investment in bonds:		
Power Seraya bonds with a coupon rate of 3.97% per annum, maturing on 30.9.2010	250,764	251,025
WBSP bonds with a coupon rate of 4.1% per annum maturing on 30.9.2019	251,040	251,555
CCL bonds with a coupon rate of 3.2% per annum maturing on 16.6.2008	250,716	251,424
	<u>752,520</u>	<u>754,004</u>



**6. CASH AND CASH EQUIVALENTS**

	2008 S\$	2007 S\$
Cash at bank	412,953	355,846
Cash on hand	400	413
	<u>413,353</u>	<u>356,259</u>

**7. EMPLOYEE BENEFITS EXPENSE**

	2008 S\$	2007 S\$
Staff salary and bonus	76,534	46,482
Staff CPF contribution	8,150	4,875
Staff welfare	244	197
	<u>84,928</u>	<u>51,554</u>

There was no remuneration to key management personnel.

**8. FUTURE COMMITMENTS**

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

	2008/2009 S\$	2007/2008 S\$
Project planned		
Commercial Premises Committee	9,500	12,967
Fire Safety Committee for Schools & Youth	39,200	39,450
Fund Raising and Membership Committee	9,000	-
Industrial Premises Committee	8,500	2,167
Housing Premises Committee	6,500	10,666
Publicity Committee	15,000	15,000
Secretariat Committee	10,200	15,200
	<u>97,900</u>	<u>95,450</u>

**9. TAXATION**

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

**10. OPERATING LEASE COMMITMENT**

At the balance sheet date, the commitments in respect of rental of office equipment were as follows:

	2008 S\$	2007 S\$
Due within 1 year	1,733	-
Due within 2 – 5 years	5,923	-
	<u>7,656</u>	<u>-</u>

**11. RISK MANAGEMENT**

The Council is exposed to the following risks through its normal operations.

i) Liquidity risk

The Council relies on the financial support of its members and well-wishers to fund its operation. The Council monitors the Council's funding requirements on a regular basis to ensure that sufficient funds are available for the council's operating requirements.

## 11. RISK MANAGEMENT (CONTINUED)

ii) Interest rate risk

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

iii) Foreign exchange risk

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

iv) Credit risk

The Council places its cash with creditworthy institutions.

v) Fair value risk

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

vi) Derivative instruments

The Council does not utilise any derivative instruments.

The responsibility for managing the above risks is vested in the Council Members

# Corporate & Individual Members

## **CORPORATE MEMBERS**

Association of Banks in Singapore  
City Developments Ltd  
City Gas Pte Ltd  
Conrad Centennial Singapore  
Grand Hyatt Singapore  
Housing and Development Board  
Lee Foundation  
Management Corporation Strata Title No. 1008  
Management Corporation Strata Title No. 1143  
MTU Asia Pte Ltd  
Ngee Ann Property Management Pte Ltd  
NTUC Fairprice Cooperative Ltd  
Peninsula, Excelsior Hotel  
Real Estate Developers' Association of Singapore  
The Shaw Foundation Pte  
Singapore Tourism Board  
Singapore Institute of Architects  
Yat Yuen Hong Co Ltd

## **INDIVIDUAL MEMBERS**

Allan Lim  
Daniel Chia  
David Goh King Siang  
Desmond Lee  
Don Lim Chye Hock  
G Gopalakrishna  
Goh Hoo Peng  
John Wu  
Lee Soon Heng  
Lim Teng Leong  
Mahavir Singh  
Poovanur Swaminathan Venkatesh  
Tan Yeow Teck, Andy



**National Fire  
And  
Civil Emergency  
Preparedness  
Council**

**NFEC**

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