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TOWN COUNCILS ACT (CHAPTER 329A)

TOWN COUNCILS (GOVERNANCE) RULES 2017

ARRANGEMENT OF RULES

Rule

1. Citation and commencement
 2. Definition
 3. Form of declaration of acceptance of office or appointment
 4. Form of register of interests
 5. Allowances payable to members
 6. Revocation
- The Schedules
-

In exercise of the powers conferred by section 57(1) of the Town Councils Act, the Minister for National Development makes the following Rules:

Citation and commencement

1. These Rules are the Town Councils (Governance) Rules 2017 and come into operation on 23 May 2017.

Definition

2. In these Rules, “Form” means a form set out in the First Schedule and a form referred to by a number means the form so numbered in that Schedule.

Form of declaration of acceptance of office or appointment

3. For the purposes of sections 9(11), 13(4), 14(10), 20(1B) and (4), and 31(5) of the Act, a declaration of acceptance of an office or an

appointment of a Town Council, mentioned in the table below, must be in the form mentioned opposite in that table.

TABLE

<i>Office or appointment</i>	<i>Form</i>
1. Chairman	Form 1
2. Vice-chairman	Form 2
3. Elected member	Form 3
4. Appointed member	Form 4
5. Secretary	Form 5
6. Relevant key officer	Form 6
7. Committee member	Form 7

Form of register of interests

4. For the purposes of section 15(2)(a) of the Act, the secretary to a Town Council must maintain and keep a register of interests, in the form set out in the Second Schedule, for each member of the Town Council who makes a disclosure of a conflict of interest.

Allowances payable to members

5.—(1) Subject to paragraph (2), the monthly allowance payable to a chairman, vice-chairman or any other member of a Town Council is an amount fixed by the Town Council.

(2) For the purposes of section 16(1) of the Act, the allowance paid to a chairman, vice-chairman or member of a Town Council managing a number of equivalent dwelling units specified in the Third Schedule must not exceed the amount specified in that Schedule for the office and opposite the number.

(3) For the purposes of paragraph (2), the number of equivalent dwelling units managed by a Town Council is ascertained by the formula $A \times$ number of units, where A is —

- (a) 1 for residential property unit;
- (b) 2 for commercial property unit; and

(c) 2 for market or food stall.

Revocation

6. The Town Councils (Allowances for Chairman and Members) Rules (R 3) are revoked.

FIRST SCHEDULE

Rule 2

FORM 1

TOWN COUNCILS ACT
(CHAPTER 329A)

DECLARATION OF ACCEPTANCE OF OFFICE
OF CHAIRMAN OF TOWN COUNCIL

TOWN OF.....

To the Minister,

I,
of

**(a)* who under section *9(1)(a)/9(1)(b) of the Town Councils Act is
chairman;

**(b)* having been appointed under section *9(3)/12(5) of the Town
Councils Act to the office of chairman;

**(c)* having been appointed under section 9(7) of the Town Councils Act
to act as chairman,

of the Town Council declare that I accept the office.

Dated

Signature

This declaration was made in the presence of

Signature

*Delete whichever is inapplicable.

FIRST SCHEDULE — *continued*

FORM 2

TOWN COUNCILS ACT
(CHAPTER 329A)

DECLARATION OF ACCEPTANCE OF OFFICE
OF VICE-CHAIRMAN OF TOWN COUNCIL

TOWN OF.....

To the Minister,

I,
of
having been appointed under section *9(5)/12(5) of the Town Councils Act to
the office of vice-chairman of the Town Council declare that I accept the office.

Dated

Signature

This declaration was made in the presence of

Signature

*Delete whichever is inapplicable.

FIRST SCHEDULE — *continued*

FORM 3

TOWN COUNCILS ACT
(CHAPTER 329A)

DECLARATION OF ACCEPTANCE OF OFFICE
OF ELECTED MEMBER OF TOWN COUNCIL

TOWN OF.....

To the Minister,

I,
of
who under section 13(1) of the Town Councils Act is an elected member of
the Town Council declare that I accept the office.

Dated

Signature

This declaration was made in the presence of

Signature

FIRST SCHEDULE — *continued*

FORM 4

TOWN COUNCILS ACT
(CHAPTER 329A)

DECLARATION OF ACCEPTANCE OF OFFICE
OF APPOINTED MEMBER OF TOWN COUNCIL

TOWN OF.....

To the Minister,

I,
of

*(a) who under section 14(1) of the Town Councils Act is an appointed member;

*(b) having been appointed under section 14(3) of the Town Councils Act as a temporary appointed member,

of the Town Council declare that I accept the office.

Dated

Signature

This declaration was made in the presence of

Signature

*Delete whichever is inapplicable.

FIRST SCHEDULE — *continued*

FORM 5

TOWN COUNCILS ACT
(CHAPTER 329A)

DECLARATION OF ACCEPTANCE OF APPOINTMENT
AS SECRETARY OF TOWN COUNCIL

TOWN OF.....

To the Minister,

I,
of
having been appointed under section 20(1) of the Town Councils Act as the
secretary to the Town Council declare that I accept the appointment.

Dated

Signature

This declaration was made in the presence of

Signature

FIRST SCHEDULE — *continued*

FORM 6

TOWN COUNCILS ACT
(CHAPTER 329A)

DECLARATION OF ACCEPTANCE OF APPOINTMENT
AS RELEVANT KEY OFFICER OF TOWN COUNCIL

TOWN OF.....

To the Minister,

I,
of
having been appointed under section 20(2) of the Town Councils Act as a
relevant key officer (as defined under section 20(5) of that Act) of the Town
Council declare that I accept the appointment
as

Dated

Signature

This declaration was made in the presence of

Signature

FIRST SCHEDULE — *continued*

FORM 7

TOWN COUNCILS ACT
(CHAPTER 329A)

DECLARATION OF ACCEPTANCE OF APPOINTMENT
AS COMMITTEE MEMBER OF TOWN COUNCIL

TOWN OF.....

To the Minister,

I,
of
having been appointed under section 31(5) of the Town Councils Act as a
member of the committee of the
Town Council declare that I accept the appointment.

Dated

Signature

This declaration was made in the presence of

Signature

 SECOND SCHEDULE

Rule 4

 TOWN COUNCILS ACT
 (CHAPTER 329A)

 REGISTER OF INTERESTS
 TOWN COUNCIL OF TOWN OF.....

Name of member:

Designation of member:

The table below sets out the disclosure by the member, under section 15(1) of the Town Councils Act, of any conflict of interest in a question that has arisen or is about to arise before the Town Council:

<i>S/N</i>	<i>Date of disclosure</i>	<i>Details of conflict of interest</i>	<i>Disclosure made to</i>	<i>Action taken to mitigate conflict</i>
1.				

Notes:

1. Under the heading “*Date of disclosure*”, state the date that the member made the written disclosure of the conflict of interest in a question that has arisen or is about to arise before the Town Council.
2. Under the heading “*Details of conflict of interest*”, state the following:
 - (a) the question to which the conflict relates to;
 - (b) the fact, nature, character and extent of every personal and/or financial interest that gives rise to the conflict.
3. Under the heading “*Disclosure made to*”, state whether the written disclosure has been made, under section 15(1) of the Town Councils Act, to the secretary and —
 - (a) chairman;
 - (b) vice-chairman; or
 - (c) all other members of the Town Council.
4. Under the heading “*Action taken to mitigate conflict*”, state a brief summary of every measure, if any, taken by the member and/or the Town Council to mitigate the conflict.

SECOND SCHEDULE — *continued*

5. Where a field is not applicable, state “N.A.”.

 THIRD SCHEDULE

	Rule 5(2)		
<i>Number of equivalent dwelling units</i>	<i>Monthly allowance of part-time chairman</i>	<i>Monthly allowance of part-time vice-chairman</i>	<i>Monthly allowance of any other part-time member</i>
1. Less than 20,000	\$ 500	\$ 300	\$200
2. 20,000 to 40,000	\$ 800	\$ 500	\$300
3. 40,001 to 60,000	\$1,000	\$ 700	\$300
4. 60,001 to 80,000	\$1,200	\$ 900	\$300
5. More than 80,000	\$1,400	\$1,100	\$300

Made on 19 May 2017.

OW FOONG PHENG
*Permanent Secretary,
 Ministry of National Development,
 Singapore.*

[ND 311/4-146 Pt59; AG/LEGIS/SL/329A/2015/26 Vol. 1]

(To be presented to Parliament under section 57(3) of the Town Councils Act).