

Oversight of Managing Agent's Work by AHPETC

Entity (date established)	Membership	Frequency of Meeting	Scope of Work
Town Council (2011)	MP Ms Sylvia Lim (Chair) MP Mr Pritam Singh (Vice-Chair) MP Mr Png Eng Huat (Vice-Chair) MP Mr Low Thia Kiang MP Mr Chen Show Mao MP Mr Faisal Manap MP Ms Lee Li Lian 14 appointed Town Councillors	Initially Monthly, then Quarterly wef June 2012	As per Town Councils Act
Estate & Community Liaison Committee (June 2012)	MP Mr Faisal Manap (Chair) MP Mr Pritam Singh MP Mr Png Eng Huat MP Mr Low Thia Kiang MP Mr Chen Show Mao MP Mr Faisal Manap MP Ms Lee Li Lian 7 Legislative Assistants to the MPs 2 appointed Town Councillors	Monthly	<ul style="list-style-type: none"> • To review and recommend cost-effective maintenance management programs to enhance the physical environment of the Town • To recommend and monitor policies for the control and use of common properties • To undertake feasibility studies for the long-term physical development of the Town and make appropriate recommendations accordingly • To assess and implement requests for additional amenities from residents and other organizations
Finance & Investments Committee (June 2012)	MP Mr Chen Show Mao (Chair) 2 appointed Town Councillors 3 appointed Non-Councillors	Monthly	<ul style="list-style-type: none"> • To prepare the annual budget and financial report for each financial year of the Town Council • To review and report on the financial performance of the Town Council • To review the investment of surplus funds of the Town Council • To monitor and report the arrears level of the Town Council

Tenders & Contracts Committee (April 2012)	MP Mr Pritam Singh (Chair) MP Ms Sylvia Lim 2 appointed Town Councillors	Regular meetings when tenders are called and decisions needed	<ul style="list-style-type: none"> • To vet specifications of tenders • To evaluate tenders received • To interview tenderers as needed • To decide on award of tenders
Audit Committee (Aug 2013)	MP Mr Png Eng Huat (Chair) MP Ms Lee Li Lian 1 appointed Town Councillor	Preliminary meetings only; regular meetings deferred due to various audits	<ul style="list-style-type: none"> • To make recommendations to the Council on the appointment of Audit firm • To meet with Auditors to discuss the nature and scope of audit and to agree to the terms of the engagement letter • To review the management representation letter, auditors' management letter and the management's response • To monitor and review the Town Council's system for internal financial control, financial reporting and risk management
Project Meetings (as projects progress)	MP Ms Sylvia Lim (as TC Chair) MP Mr Faisal Manap (as Chair of Estate and Community Liaison Committee) The MP for the division where the project work is being done Project Consultants, Contractors Managing Agent Project Team	Monthly	<ul style="list-style-type: none"> • To decide on the scope of each project • To monitor progress of each project • To manage the project within the budget
Chairman Meetings	MP Ms Sylvia Lim (as TC Chair) MP Mr Pritam Singh (as TC Vice-Chair) MP Mr Png Eng Huat (as TC Vice-Chair) Managing Agent	Weekly	<ul style="list-style-type: none"> • To meet with the Managing Agent to plan Town Council work, discuss feedback from residents and coordinate service levels • To make decisions on ad hoc expenditure within the Chairman's authority

MP Meetings	MP Ms Sylvia Lim MP Mr Pritam Singh MP Mr Png Eng Huat MP Mr Low Thia Kiang MP Mr Chen Show Mao MP Mr Faisal Manap MP Ms Lee Li Lian	Fortnightly	<ul style="list-style-type: none"> To discuss Town Council work
MP Estate Visits	MPs and MPs' representatives	Weekly (often, no notice to MA is given)	<ul style="list-style-type: none"> To inspect the cleanliness and maintenance condition of block To speak to residents on the service levels
i-Maintenance Management System (iMMS)	All MPs and Legislative Assistants to the MPs can enter system to check service completion status	Ongoing	<ul style="list-style-type: none"> Central depository of requests for service by residents System for service case work flow tracking and monitoring