

MEMORANDUM OF UNDERSTANDING

THE CITY OF WANNEROO

AND

TOKYU CORPORATION (YANCHEP SUN CITY)

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1. Parties to the Agreement

1.1 The parties to this Memorandum of Understanding (MOU) are:

The City of Wanneroo
23 Dundobar Road
WANNEROO WA 6065

The Tokyu Corporation
5-6 Nanpeidai-Cho, Shibuya
TOKYO 150-8511, JAPAN

Yanchep Sun City Pty Ltd
Level 9, QV1 Building
250 St George's Terrace
PERTH WA 6000

2. Preamble

- 2.1 The St Andrews project located around Yanchep and Two Rocks is four times larger than any other urban development in Australia. The Tokyu Corporation owns 4,352ha of land within the Project Area.
- 2.2 The City of Wanneroo and the Tokyu Corporation are parties to the St Andrews Strategic Cooperation Agreement (SCA) with the State Government of Western Australia (1999), which recognise the benefits to be gained through cooperation with a landowner in the provision and development of a significant amount of urban land. The SCA set out the objectives, coordinated actions, commitments and resource allocations by all the parties to the development.
- 2.3 The SCA established a Strategic Implementation Group (SIG) to meet on a regular basis to coordinate the implementation of the Agreement.

The current membership of the group is:

- Director General, Department for Planning and Infrastructure (or representative);
- Director General, Department of Industry and Resources formally Technology (or representative);
- Project Manager, Department of the Premier and Cabinet;
- Chief Executive Officer, City of Wanneroo;
- Member for Wanneroo (Co-Chair); and
- Senior Representative, Tokyu Corporation (Co-Chair).

The State Government has established an executive level committee comprising the Premier, the Chief representative of the Tokyu Corporation and the Mayor of the City of Wanneroo to meet two or three times a year to oversee the project.

- 2.4 The City of Wanneroo and Tokyu have established an Advisory Committee to ensure that there is strong levels of communication relating to the St Andrews Project. The Committee would act as an advisor to both the Council and to the Tokyu Corporation on matters of common interest. The Committee will be known as the St Andrews Project Advisory Committee.
- 2.5 The Committee is established under s.5.8 of the Local Government Act (1995) and involves the Mayor, the two North Ward Councillors, the Chief Executive Officer and three representatives from Tokyu Corporation. The Terms of Reference for the Committee are detailed in Attachment 1, with administrative support being provided by Council Administration.
- 2.6 The City of Wanneroo and the Tokyu Corporation (Yanchep Sun City) now wish to recognise and make arrangements for the cooperation framework through a Memorandum of Understanding. This Memorandum of Understanding is an in-principle agreement describing joint initiatives and cooperation between the parties, and foreshadows future projects and actions relating to the St Andrews development and to the local community.
- 2.7 Any business activity relating to this Memorandum of Understanding is subject to statutory requirements, conducive market conditions and business requirements at that time.
- 2.8 This Memorandum of Understanding is to be referred to as –

The City of Wanneroo and Tokyu Corporation Memorandum of Understanding

3. *A Shared Vision & Goals*

- 3.1 The vision for St Andrews Project is for a “dynamic hub of excellence recognized globally as a leading example of regional sustainability in a coastal setting. A place where the community and economy prospers in an enviable environment nestled between the Indian Ocean and Yanchep National Park”.
- 3.2 The goals of the project contained in the SCA have two key elements:
1. The development of the St Andrews holding generally will be based on the following potential outcomes:
 - Around 55 000 serviced residential lots with a population of some 148 000;
 - 50 000 – 60 000 jobs with the first thousand over the next five years;
 - Regional strategic commercial centre; and
 - Approximately 1600 hectares of regional open space on land already seeded for this use along the Indian Ocean foreshore and extensions of the Yanchep National Park.

2. The development of land should proceed in a manner, which is:

- Environmentally, socially and economically sustainable;
- Recognizes and uses worlds best practices in urban design wherever possible;
- Accords with relevant State and local government policies; and
- Places a high priority on encouragement of public transport use

4. Implementation

The SCA provides an innovative, integrative approach to achieving the Vision by: -

4.1 Collaborative Private Public Sector Partnering in City Planning and Economic Development;
Urban Development based on Best Practice New Urbanism; and
Cluster based Economic Development to create employment opportunities.

4.2 It is proposed that the Tokyu Corporation and the City of Wanneroo implement the vision by:

4.2.1. Continuing to actively participate in the implementation and review of the existing Strategic Co-operation Agreement;

4.2.2 Developing and maintaining strong lines of communication in order to ensure that the vision can be achieved as quickly and efficiently possible;

4.2.3 Agreeing to work together on the Smart Growth initiatives of the City;

4.2.4 Agreeing to develop and coordinate social and community development programs to meet the unmet needs of the existing community as well as the incoming community;

4.2.5 Agreeing that the Tokyu Corporation in consultation with the City of Wanneroo will prepare by agreed dates:

- A District Concept Plan;
- A District Structure Plan with related urban design plans; and
- A local economic development and employment strategy

The City of Wanneroo will give consideration to supporting the lodgement of a proposed Metropolitan Region Scheme (MRS) amendment relating to the alignment of transport infrastructure as expressed in the District Concept Plan.

4.2.6 Agreeing to work together to develop plans covering the staging of development and the provision of regional and local infrastructure.

5. *Strategic Projects*

5.1 **Smart Growth Policy and Regional Stewardship**

The City of Wanneroo is preparing a Smart Growth Strategy, which integrates environmental, economic and social elements to guide the future development of the City of Wanneroo. The strategy is being linked to Council's Strategic Plan and existing initiatives in planning and community development.

The strategy will help ensure that all the key areas of growth management are addressed in the assessment of development proposals. It covers both established and emerging suburbs and centres of development.

The City cannot implement a Smart Growth Strategy for Wanneroo on its own. Partnerships need to be formed and the best ideas of the public and private sectors and the community need to be implemented and demonstrated through real life projects. A number of models have been developed to guide this process. One such model is that of Regional Stewardship developed by the Alliance for Regional Stewardship in the United States.

The Tokyu Corporation agrees to actively support Council's Smart Growth initiative and agrees to fully participate in the project including representation on any Regional Stewardship Group that is established.

5.2 **Community Engagement**

In order to ensure that the vision and goals for the project are delivered the following principles have been formulated by the Tokyu Corporation to guide the culture of the project team during the planning, development and implementation phases of the project:

- Create a vital and involved community;
- Invest in community development;
- Develop a good quality of life;
- Excel in endeavour;
- Appreciate natural heritage in the planning process;
- Have an effective and responsive governance process;
- Make the area accessible and affordable;
- Create a net positive effect;
- Create a socially responsible development;
- Foster a strong cultural identity;
- Develop and encourage quality built form; and
- Facilitate advanced infrastructure.

The Tokyu Corporation is seeking to progress these guiding principles through collaboration and involvement of the local community, social service agencies, business and government.

During the development phase of the project, Tokyu will be an active participant in the community by commencing a series of initiatives aimed at building the capacity of the local community.

The City of Wanneroo has its own Community Development programs based in the Two Rocks Yanchep area. These initiatives are designed to build the capacity of the community through a range of initiatives including provision of community facilities, the coordination of recreation and community programs in addition to festival events and safer citizens programs.

It is acknowledged that the Two Rocks Yanchep area is an area of special need in respect to social and community development. Higher levels of unemployment combined with a lack of adequate services including: medical support, public transport and higher education have resulted in unacceptable levels of social disadvantage. The City of Wanneroo and the Tokyu Corporation need to work with the State Government and the community to address these problems.

The Tokyu Corporation and the City of Wanneroo will coordinate social and community infrastructure development programs, so that they can meet the needs of the existing community in addition to that which is incoming.

The City of Wanneroo with the support of the Tokyu Corporation engage the State Government and the community in strategies which are designed to address the problems of social disadvantage in the Two Rocks Yanchep area.

5.3 Structure Plans

5.3.1 Southern Workshop and Capricorn Coastal Village Structure Plans

One of the five strategic projects of the Strategic Co-operation Agreement was a feasibility study to assess the possibility of Lots 301, 302, 303 and 304 being developed to provide a supply of residential lots – an area known as the Southern Project.

Tokyu Corporation has submitted (April 2003) for the assessment of the City of Wanneroo, a Structure Plan for the Capricorn Coastal Village that covers 201 hectares, located between Yanchep and the northern edge of Club Capricorn.

The key features of the plan are:

- 2,615 residential lots with density codes for R5 to R80;
- Centre Zones (Coastal, Village and Corridor) 14,000m² retail and 38,000 m² commercial space;
- Mixed use zones to facilitate home based business;
- 9.9 hectare Aged Care site for a 130 bed aged care facility and approximately 200 independent living units;
- 18.4 ha of public open space; and

- Two primary school sites and a community facility site.

The structure plan caters for 7,600 people with a workforce of 2,280 (net self-sufficiency ratio of 60%).

The City of Wanneroo will use its best endeavours to progress the Capricorn Coastal Village Structure Plan as efficiently as possible whilst recognizing that these matters are subject to normal statutory and business feasibility processes.

5.3.2 Preparation of a District Concept Plan, Structure Plan and Metropolitan Scheme Amendment

The implementation of the vision for the St Andrews project requires a very high level of coordination and planning integration. The scale of the project over 6,800 hectares provides an opportunity for the creation of a community of nearly 150,000 people.

A District (or Regional) Structure Plan is needed to guide the development and to help ensure its best practice objectives can be achieved. As the first step in the preparation of the Structure Plan agreement needs to be reached on a Concept proposal. This is necessary in order to test assumptions about the nature of future public transport corridors and associated land uses.

Conceptual plans for the project prepared by Calthorpe and Associates for the Tokyu Corporation indicate that the project will be made up of a variety of different neighbourhood types anchored by a series of village and town centre activity nodes and knitted together by a mixed use transit corridor.

The Tokyu Corporation will submit to both the City of Wanneroo and to the State Government, the Calthorpe Concept Plans as the first stage in the District Structure planning process. These plans will be supplemented where required (by the City) with additional information sufficient for the City to make an appropriate level of assessment and determination.

The Concept Plans will be lodged within one month and a response from the City of Wanneroo will be provided as soon as practicable depending on the extent of involvement of State Government agencies, but in any event, will be no longer than six months.

It is expected that the Tokyu Corporation will work with the City of Wanneroo and the State Government to resolve any outstanding issues relating to the planning proposals including such matters as:

- The nature of the transport corridors and the type of public transport system to be adopted;
- The nature and location of retail centres;
- The range, location and density of housing forms; and

- The type and nature of commercial and industrial activities to be accommodated in the Plan.

The Concept Plan will lead directly to preparation of a District Structure Plan and amendments to the MRS. A formal District Structure Plan will be lodged within one year of the commencement of the process described above.

The District Structure Plan for the whole project needs to comply with the provisions of the City of Wanneroo District Planning Scheme No. 2 (Part 9).

Due to the large scale and long term nature of the project the structure plan will need to maintain a degree of flexibility and it is acknowledged that it will be subject to amendment processes.

As the District Structure Plan is considered to be a critical element of the overall planning process an agreement should be reached that until this plan is prepared no new local structure plans should be prepared, other than those currently lodged with Council.

The Tokyu Corporation agree to the preparation of a District Structure Plan covering all of the landholding;

As the first step in the District Structure Plan process, a Concept Plan will be lodged with Council within one month;

The District Structure Plan is to be submitted to the City within 12 months of the lodgement of the Concept Plan, subject to sufficient information being provided by the State Government on the future alignment and nature of the railway proposed through the Project Area. The City will have as a target the advertising of the draft Structure Plan within a further three months following lodgement.

The Tokyu Corporation agrees that it will not prepare any additional local Structure Plans involving as a primary focus residential development until the District Structure Plan is lodged with the City of Wanneroo.

The City of Wanneroo will give consideration to supporting the lodgement of a proposed Metropolitan Region Scheme (MRS) amendment relating to the alignment of transport infrastructure as expressed in the District Concept Plan.

5.4 Economic Development

5.4.1 The Innovation, Development, Employment, Application Strategy (IDEAS) Project

The provision of 50,000 to 60,000 jobs at St Andrews is a key component of the project as outlined in the Strategic Co-operation Agreement. It is also anticipated that some 1,000 of these jobs will be provided in the first five years from 2003 when the IDEAS project gets underway.

The objectives of the IDEA Project are to:

- Make an assessment of the possibility of sufficient suitable potential employers;
- Develop a framework and strategy to create a favourable and financially attractive environment to attract preferred industries to locate their businesses within the boundaries of an identified area of the property in an enterprise zone, science city or the like;
- Provide employment opportunities through the creation of 1,000 positions between 2003 and 2008; and
- Address the financial viability of the implementation of such a proposal.

The target Employment Self Sufficiency ratio (ESS) has been set at 60%, with the most recent calculations provided by the Tokyu Corporation being as follows:

| | | |
|-----------------------------------|---|-------------|
| Ultimate population | = | 150,000 |
| Ultimate dwellings/households | = | 55,000 |
| Estimated population in workforce | | |
| @1.2 jobs/household | = | 66,000 |
| 72% self containment | = | 47,520 jobs |
| 60% self sufficiency | = | 39,600 jobs |

The types of commercial activities that the region could attract due to its comparative and competitive advantages suggest clusters of related activities in the following categories:

- Knowledge-based employment generators;
- Environmental research and activities;
- Tertiary education linkages;
- Health and medicine;
- Tourism and lifestyle activities; and
- Value-adding to primary and other products.

The Quick Wins component of the IDEAS Project is concerned with securing employment opportunities at St Andrews through the creation of 1,000 positions between 2003 and 2008 which are additional to those provided in the normal way in retail service and support areas.

The work has followed a business process as follows:

- Assemble data on particular targets;
- Selection interview of targets;
- Memorandum of Understanding;
- Head of Agreement to test compliance; and
- Legal Agreement.

Quick Wins has produced to-date a provisional commitment of 120 jobs within the next three years with a further three to four hundred being the subject of ongoing discussions with five other prospects. No sites have yet been created, but the first of these commitments is dependent on the creation of a site through the subdivision and development of the Southern Precinct Capricorn Coastal Village.

5.4.2 City of Wanneroo Economic Development Strategy and Employment Strategy

Economic Development for the City of Wanneroo is about stimulation and support for business growth, generating new local employment opportunities, investment attraction and improving living standards.

Overall employment levels in the North West Corridor have lagged significantly behind population growth. The result has been an increasingly unsustainable reliance on long distance commuting and increasing congestion on the freeways of Perth. The number of jobs as a percentage of the resident workforce has declined from 35% in 1991 to less than 25% in 2001.

Targeted action is also required in areas experiencing particular difficulties including the Two Rocks Yanchep area, which has one of the highest levels of unemployment in the metropolitan area at more than 20%.

The City of Wanneroo Strategic Plan recognizes the importance of economic development with the following goal:

“The City is committed to maximizing opportunities for balanced economic growth and development for the enrichment of the region. The number one priority is to create local jobs and attract business opportunities that benefit the community”.

The City of Wanneroo is now in the process of preparing the following documents:

1. Economic Development Strategy – involving internal and external consultation that will allow many project directions and sub-policies to be initiated.
2. Employment Policy – a policy that invites relevant stakeholders, including land developers, to shape how employment-generating mechanisms can be put in place at the local structure plan level for new larger subdivisions.

The City of Wanneroo is hoping that the State Government will lead in the preparation of a Regional Economic Development Strategy for the northwest corridor. This Strategy has been discussed in the context of the SIG meetings but is yet to be agreed to by Government. The Strategy would be aimed at attracting regional infrastructure and business investment to the Region.

The Tokyu Corporation in consultation with the City of Wanneroo will prepare an economic development strategy which expands the IDEAS project to incorporate

additional local initiatives in order to expand employment opportunities for the existing community. The local initiatives could include:

- *Performing an advocacy role and pursuing funding;*
- *Developing partnerships with local businesses, associations and stakeholders;*
- *Encouraging the development of small business centres for the region; and*
- *Encouraging and supporting existing and new tourism initiatives and promote Wanneroo as a day stop destination.*

The Tokyu Corporation submit an expanded employment strategy to the City of Wanneroo by December 2003. This Strategy will be linked to the implementation programs already being undertaken through the IDEAS Project and Quick Wins Program; and

The City of Wanneroo and the Tokyu Corporation ask the State Government for the development of a Regional Economic Development Strategy which is aimed at attracting regional infrastructure and business investment in the Wanneroo region.

5.5 Infrastructure Development

The development of the St Andrews Project will require a large variety of public and private infrastructure including roads (regional and local), a railway line, better bus services, schools, and recreational community facilities. It would also require health services, shops, and a variety of other commercial support functions. Communications will be a critical issue and high-speed broad banding access to the area for internet services will be essential.

The provision of infrastructure must be planned and implemented to accommodate and support growth. Agreements must be reached on the timing for the provision of infrastructure, to ensure that existing and new residents are not placed at disadvantage.

It is noted that the Tokyu Corporation and WAPC entered into a Deed of Infrastructure Agreement in March 1999. This arrangement relates to roadworks as part of superlot infrastructure. It may need to be reviewed as the project proceeds to ensure that it remains relevant to the proposals being put forward. The City of Wanneroo would consider becoming a party to the Agreement.

Two key pieces of regional infrastructure are the railway and the connection of Marmion Avenue. The City of Wanneroo and the Tokyu Corporation need to work together with other landowners and the Government to ensure that these services are planned and provided for when they are needed.

In the case of Marmion Avenue it is essential this connection be made by 2005-2006, when development will be well underway and additional road capacity will be required.

The provision of infrastructure needs also to be coordinated so that if land is sold off then suitable arrangements are in place for its provision in the context of the requirements of the District and Local Structure Plans.

The Tokyu Corporation agrees to work with the City of Wanneroo to ensure that appropriate mechanisms are in place for the provision of regional and local infrastructure, and that suitable arrangements are adopted for its provision should land be sold to third parties;

That the City of Wanneroo and the Tokyu Corporation agree to negotiate with the State Government and other landowners to the south of Yanchep with the objective of having Marmion Avenue connected to Yanchep by 2005-2006; and

The Tokyu Corporation as a matter of urgency investigates the connection of St Andrews to other parts of the metropolitan area via a broadband network.

6. Framework for Action by the Parties

6.1 The City of Wanneroo at its Council Meeting of 1 July 2003, adopted the following Resolutions:

6.1.1 *Confirms its continued participation in the Strategic Co-operation Agreement and the process review;*

6.1.2 *Endorses the current representation on the Strategic Implementation Group and the Executive Level Committee for the St Andrews Project;*

6.1.3 *Adopts the Terms of Reference for the Establishment of the St Andrews Project Advisory Committee to ensure that there are strong levels of communication (Council Resolution 1 July 2003 – Attachment 1);*

6.1.4 *Appoints the following members to the St Andrews Project Advisory Committee: Mayor Kelly; Cr Loftus; Cr McNamara; Chief Executive Officer; Director, Planning and Development; and three Tokyu Corporation (Yanchep Sun City) representatives; and*

6.1.5 *Enters into a Memorandum of Understanding with the Tokyu Corporation which provides agreement on the following:*

(a) *That the Tokyu Corporation actively supports Council's Smart Growth initiative and agrees to fully participate in the project including representation on any Regional Stewardship Group that is established;*

(b) *That the Tokyu Corporation and the City of Wanneroo coordinate social and community infrastructure development programs, so that they can meet the needs of the existing community in addition to that which is incoming;*

- (c) *That the City of Wanneroo with the support of the Tokyu Corporation engage the State Government and the community in strategies which are designed to address the problems of social disadvantage in the Two Rocks Yanchep area;*
- (d) *That the City of Wanneroo will use its best endeavours to progress the Capricorn Coastal Village Structure Plan as efficiently as possible whilst recognising that these matters are subject to normal statutory and business feasibility processes;*
- (e) *That the Tokyu Corporation agree to the preparation of a District Structure Plan covering all of the landholding;*
- (f) *That as the first step in the Structure Plan process, a Concept Plan will be lodged with Council within one month;*
- (g) *That the District Structure Plan is to be submitted to the City within 12 months of the lodgement of the Concept Plan, subject to sufficient information being provided by the State Government on the future alignment and nature of the railway proposed through the Project Area. The City will have as a target the advertising of the draft Structure Plan within a further three months following lodgement;*
- (h) *That the Tokyu Corporation agrees that it will not prepare any additional local Structure Plans involving, as a primary focus, residential development, until the District Structure Plan is lodged with the City of Wanneroo;*
- (i) *That the City of Wanneroo will give consideration to supporting the lodgement of a Metropolitan Region Scheme Amendment that seeks to resolve the alignment of major transport infrastructure as expressed in the District Structure Plan;*
- (j) *That the Tokyu Corporation in consultation with the City of Wanneroo prepare an Economic Development Strategy which expands the IDEAS project to incorporate additional local initiatives in order to expand employment opportunities for the existing community. The local initiatives could include:*
 - (i) *Performing an advocacy role and pursuing funding;*
 - (ii) *Developing partnerships with local businesses, associations and stakeholders; and*
 - (iii) *Encouraging the development of small business centres for the region; and*
 - (iv) *Encouraging and supporting existing and new tourism initiatives and promote Wanneroo as a day stop destination.*

- (k) *That the Tokyu Corporation agree to submit an expanded employment strategy to the City of Wanneroo by December 2003. This Strategy will be linked to the implementation programs already being undertaken through the IDEAS Project and Quick Wins Program;*
- (l) *That the City of Wanneroo and the Tokyu Corporation ask the State Government for the development of a Regional Economic Development Strategy which is aimed at attracting regional infrastructure and business investment in the Wanneroo region;*
- (m) *That the Tokyu Corporation agrees to work with the City of Wanneroo to ensure that appropriate mechanisms are in place for the provision of regional and local infrastructure, and that suitable arrangements are adopted for its provision should land be sold to third parties;*
- (n) *That the City of Wanneroo and the Tokyu Corporation agree to negotiate with the State Government and other landowners to the south of Yanchep with the objective of having Marmion Avenue connected to Yanchep by 2005-2006; and*
- (o) *That the Tokyu Corporation as a matter of urgency investigates the connection of St Andrews to other parts of the metropolitan area via a broadband network.*

6.1.6 *Authorises the Mayor and Chief Executive Officer of the City of Wanneroo to sign a Memorandum of Understanding with the Tokyu Corporation (Yanchep Sun City), based on the contents of Part 5 (6.1.5 above), of the Council Resolution.*

6.2 The Tokyu Corporation (Yanchep Sun City), endorses the resolutions of the City of Wanneroo Council of 1 July 2003 as the framework for the Memorandum of Understanding between the parties.

7 Arrangements for Implementation of this Memorandum of Understanding

7.1 The City of Wanneroo has established the St Andrews Project Advisory Committee as per City of Wanneroo Council Resolution dated 1 July 2003

7.2 The function of the St Andrews Project Advisory Committee is to provide a forum for coordinating and discussing the various aspects of the cooperation process, such as the Strategic Cooperation Agreement (SCA) pertaining to the St Andrews Project, and the Memorandum of Understanding between the Tokyu Corporation and the City of Wanneroo.

7.3 The Parties agree to continue to support the principles and goals of the Strategic Cooperation Agreement (SCA) via the Strategic Implementation Group by providing appropriate level representation and participation.

- 7.4 The Parties recognise that the implementation of this Memorandum of Understanding is subject to the normal statutory processes, the outcome of which can not be guaranteed. They will, however, use their best endeavours to expedite any zoning amendments, development approvals, administration, management and resources to ensure progress of the identified projects and tasks.
- 7.5 This Memorandum of Understanding will remain in force at the direction of the City of Wanneroo Council and the Tokyu Corporation, and be reviewed each year.
- 7.6 Third Parties may enter into this Memorandum of Understanding with the agreement of both the City of Wanneroo and the Tokyu Corporation.
- 7.7 The Memorandum of Understanding reflects the intentions of the parties, but does not confer legally enforceable rights and obligations.
- 7.8 The Memorandum of Understanding is entered into on the basis that Tokyu Corporation is the owner of the land mentioned in paragraph 2.1. Tokyu Corporation will cease to have any obligations in relation to the whole or part of the land in the event of a sale to a third party. However, Tokyu Corporation will endeavour to seek from any purchaser an undertaking to be bound by terms of the Memorandum of Understanding.

8 *Endorsement*

| | | |
|---|-------|-------|
| _____ Signed: Mayor Jon Kelly, JP On behalf of the City of Wanneroo | Date: | _____ |
| _____ Signed: Charles Johnson, Chief Executive Officer On behalf of the City of Wanneroo | Date: | _____ |
| _____ Signed: Nobu Kawasaki Managing Director On behalf of Yanchep Sun City Pty Ltd | Date: | _____ |
| _____ Signed: On behalf of Tokyu Corporation | Date: | _____ |

9 Attachments

9.1 Terms of Reference – St Andrews Project Advisory Committee

St Andrews Project Advisory Committee

TERMS OF REFERENCE

1.0 INTRODUCTION

The Council of the City of Wanneroo (the "Council") establishes this committee under the powers given in Section 5.8 of the Local Government Act 1995, the committee to be known as the *St Andrews Project Advisory Committee*, (the "Committee").

The Council appoints to the Committee those persons or organizational representatives whose names appear in Section 4.0 below. Membership of the Committee shall, unless otherwise specified, be for a term ceasing on the first Saturday in May in the year the City's local government elections are held, after which time the Council may appoint members for a further term.

The Committee shall act for and on behalf of Council in accordance with provisions of the Local Government Act 1995.

2.0 NAME

The name of the Committee is the St Andrews Project Advisory Committee

3.0 OBJECTIVE

Objective:

To provide a forum for coordinating and discussing the various aspects of:

- The Strategic Cooperation Agreement between Tokyu Corporation, Yanchep Sun City, the Western Australian State Government and the City of Wanneroo pertaining to the St Andrews project; and
- Any Memorandum of Understanding or such other agreement reached between the Tokyu Corporation and the City of Wanneroo.

Tasks:

- 3.1 To participate in the implementation and review of the existing Strategic Co-operation Agreement;
- 3.2 Develop and maintain strong lines of communication in order to ensure that the vision for St Andrews can be achieved as quickly and efficiently as possible;

- 3.3 Advise on the connection between Smart Growth initiatives of the City of Wanneroo and the St Andrews project;
- 3.4 Advise on the social and community development programs;
- 3.5 Advise on Concept Plans, Metropolitan Region Scheme Amendments and District Structure Plan with related urban design plans;
- 3.6 Advise on local economic development and employment strategy for the project; and
- 3.7 Advise on plans covering the staging of development and the provision of regional and local infrastructure.

4.0 MEMBERSHIP

Elected Members

Mayor
2 North Ward Councillors

Council Officers (voting members)

Chief Executive Officer
Director, Planning & Development

Tokyu Corporation

Three Representatives

5.0 PRESIDING MEMBER

The Committee shall appoint a Presiding Member and Deputy Presiding Member to conduct its business. The Presiding Member shall ensure that minutes of the proceedings are kept. The CEO or delegated nominee will attend the first meeting to conduct the election of the Presiding Member or at a subsequent meeting if a new Presiding Member is to be elected.

6.0 MEETINGS

- 6.1 The Committee shall determine the scheduling and frequency of meetings, however, it is to meet at least once every three months;
- 6.2 Notice of meetings including an agenda shall be given to members at least 3 days prior to each meeting when possible;
- 6.3 The Presiding member shall ensure that detailed minutes of all meetings are kept and shall, not later than 5 days after each meeting, provide the members and Council with a copy of such minutes; and
- 6.4 All Members of the Committee shall have one vote. If the vote of the members present are equally divided, the person presiding can cast a second vote.

7.0 QUORUM

Quorum for a meeting shall be at least 50% of the number of offices including at least two representatives each from Council and Tokyu Corporation, whether vacant or not. A decision of the Committee does not have effect unless it has been made by a simple majority.

8.0 DELEGATED POWERS

The Committee has no specific powers under the Local Government Act and is to advise and make recommendations to Council and the Tokyu Corporation only.

9.0 TERMINATION OF COMMITTEE

Termination of the Committee shall be:

- 9.1 in accordance with the Local Government Act 1995; or
- 9.2 at the direction of Council.

10.0 Officer(s) Responsible for Management of Committee

Planning and Development Directorate