**Terms of Reference for the
Scotland Island Water and Wastewater Commercial Feasibility Study
Working Group**

# Purpose

The Working Group will work with Council to ensure that a commercial feasibility study for the provision of water and sewerage services to Scotland Island is conducted that represents the views of the Scotland Island community and key stakeholders.

The Working Group will speak on behalf of residents and stakeholders on the island, and encourage participation by residents in any consultation conducted as part of the study. The Working Group will:

* provide input into the scope of work prior to the tendering process
* provide feedback on the servicing options proposed to be assessed for commercial feasibility
* assist Council to achieve broader community engagement during the project
* provide feedback on the draft outcomes of the commercial feasibility study.

The Working Group is a consultative body and will not:

* take part in the selection of tenderers
* direct Council or contract staff on the conduct of the tender.

# Background

Funding from the State Government’s Stronger Communities Fund has been provided to Northern Beaches Council to undertake a commercial feasibility study for the provision of water and wastewater services for Scotland Island. Scotland Island is identified on the NSW State Government Priority Sewerage Program; however this program is currently unfunded.

# Composition of the Working Group

Membership of the Working Group will be by self-nomination using an online form, with key stakeholders targeted for membership. Representatives will be selected by Council staff for this project according to the following composition:

* three local community representatives selected from applicants who submit expressions of interest. An effort will be made to ensure the three representatives have varied geographic locations on the island, and ideally varied demographics (eg. age). Where two or more nominees appear similar, one will be randomly selected to take part in the group; however, if only three people from Scotland Island nominate, all three will be accepted.
* one representative each for businesses operating from Scotland Island, local accommodation providers, Bushcare/environment, Rural Fire Service, and the Kindergarten
* one representative of SIRA
* one representative of SIPCO (Taylors Point).

Please note: Local Councillors and employees of Northern Beaches Council, the office of the Local State Member, Sydney Water, or of WICA licencees may not nominate for the working group.

# Meetings

The Working Group will be established and hold its first meeting in June 2018.

A meeting schedule and agendas for each meeting will be made available to all members in advance.

After the final meeting has been held the Working Group will be disbanded.

Meetings will not be open to observers, except with agreement of the Working Group.

# Reporting

Records will be taken on the deliberations of the Working Group and these will be made available to members of the public on the project Your Say webpage.

# Feasibility Study development indicative process and timeline

The Scotland Island Water and Wastewater Commercial Feasibility Study will follow this process (this may change depending on the tender process and how the study is structured):

Tender Process (May/June 2018) – Working Group established

* Working Group will provide input to the scope of the study

Stage 1a (November 2018) – Stage 1a report on social and environmental factors/literature review/information gathering

* This stage of the process may involve the Working Group providing information to the consultants developing the Stage 1a report.

Stage 1b (May 2019) – Stage 1b report on options

* The Working Group will meet to discuss the servicing options assessment and provide input to the selection of the two options that will be assessed for commercial feasibility.

Stage 2 (August 2019) – Public Exhibition of the Stage 2 Commercial Feasibility Report

* The general community will be consulted on willingness to connect to/pay for proposed options (this is dependent on the final project design by the consultant)
* The Working Group will review the draft Stage 2 report to ensure conclusions are consistent with general community views/perceptions.

Once the study has been exhibited, the results will be reported to Council (December 2019).