

Minutes

Scotland Island Working Group for the Water and Wastewater Commercial Feasibility Study

Held on Sunday 1 July 2018

In the Scotland Island Community Hall commencing at 10am

2018/401804

Attendees: Ruby Ardren and David Munday (Council), Colin Haskell, Peter Heffernan, Jenny Cullen, Cameron Nicol, Graeme Crayford, Cass Gye, Fabienne d'Hautefeuille, Steve Yorke, Steve Blackwood

Apologies: John Cave

Have Your Say: <https://yoursay.northernbeaches.nsw.gov.au/scotlandislandwater>

Item	Summary	Action	Who
2	Admin		
2.1	Working Group selection process was explained.	Selection process summary to be placed on "Have Your Say" project webpage.	RA
2.2	Discussed Code of Conduct including; no intimidation, harassment or verbal abuse of members, be consistent and fair, treat each other with respect, consider reports promptly. Be considerate of people on the Island that may not have the same views regarding the need for services.	Working Group endorsed the Code of Conduct.	
2.3	Ran through Terms of Reference. Key responsibility of the group is to discuss the project with the community, provide feedback on the project, and share any community issues with the working group.	Meeting records to be placed on "Have Your Say" project webpage.	RA
2.4	Responsibilities	2-3 meetings initiated by Council are expected. Consultant on the project may choose to convene an additional meeting – on an 'as needs' basis.	RA
2.5	Reaching consensus	Record to be kept in meeting minutes.	RA

3	Background to study		
3.1	Study historically initiated by Scotland Island residents, and funded by State Government. Council running project as independent body (Northern Beaches Council doesn't provide reticulated water or wastewater services – Council's role is regulation of on-site systems).	Noted by Working Group	
3.2	Key studies were completed in 1997.	Links are available on "Have Your Say" project webpage.	
3.3	Acceptance of study results. Working Group concerned about impartiality of consultants completing feasibility study, as the winning tenderer could potentially be Sydney Water or a private provider of sewer/water.	Determine how the tender could be structured to ensure an impartial outcome for the study. Council to investigate opportunity for independent peer review.	RA
4	Scope		
4.1	Proposed scope for the study to be issued with the public tender was discussed. Due to the risk of providing commercial advantage, the scope cannot be publicly released until the tender is made public in August.	Working Group members not to discuss the scope outside the meeting until notified of the tender public release. Working Group to be notified of the date the tender will be made public.	WG RA
4.2	Thorough discussion of the proposed scope of the project.	Working Group endorsed the scope for inclusion in the tender documents.	
5	Information sharing		
5.1	Working Group agreed to their names shared on "Have Your Say" project webpage and meeting records.	Working Group to be listed on "Have Your Say" project webpage, included in meeting records, and names provided in summary of selection process.	RA
5.2	The Working Group to exchange email addresses with other members of the Group. These contact details will not be shared online.	Email addresses to be exchanged	WG members
5.3	SIRA newsletter was felt to be a good vehicle for sharing information. A percentage of residents are not members of SIRA, so an alternative method of communicating is required.	"Have Your Say" project webpage to be promoted to all residents on Scotland Island and owners of property.	RA to investigate options
6	Next meeting	To be confirmed. Meeting location was acceptable, and Sundays okay if there weren't too many meetings.	RA

+	Questions on notice and notes		
A	IPART has initiated consultation on the next Sydney Water Operating Licence review.	Submissions invited. Information and links on the “Have Your Say” project webpage.	All
B	Funding models: would State Government provide funding support to private operators; how will the consultant decide for the study, the amount residents will contribute to costs; will they factor in any subsidies?	These are questions that will be addressed in the commercial feasibility study in order to assess the costs of each model. They will test a number of models to show how the cost of building and operating the system varies with the level of contributions/subsidies etc.	
C	The Working Group raised concerns about transparency and unbiased analysis from the consultant who wins the tender for the commercial feasibility study, as they may have an interest in any future schemes.	To allay concerns, the scope has been revised. A separate contract will be issued for an independent external peer review of the study. They will work alongside the tenderer and review work as it is progressed to ensure options and estimates are realistic.	RA
D	A “do nothing” option	While this won’t be considered as an option, aspects relevant to such an option will be raised e.g. equity of service, environmental risk etc.	RA