

**ATTENDEES:**

Michael Harris	Chair
Chris Arnol	Chief Officer, TFS
Jeremy Smith	A/Deputy Chief Officer, TFS
Rod Sweetnam,	Chair SFC
Andrew Lea	Director, SES
Todd Crawford	Director, Business Services, DPFEM, Proxy for Donna Adams
Lisa Caswell	Senior Policy Analyst, OSEM, Proxy for Simon Roberts
Fiona Calvert	Director, Intergovernmental and Financial Relations, DOTAF
Mark Bryce	Manager Operations PWS, Proxy for Jason Jacobi
Gary Swain	A/Deputy Secretary, Industry and Business Development, State Growth

**APOLOGIES:**

Donna Adams	Deputy Secretary, Business & Executive Services
Jason Jacobi	Deputy Secretary, Parks and Wildlife Service
Simon Roberts	Director, Office of Security and Emergency Management

**IN ATTENDANCE:**

Felicity Novy	Project Manager
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**ITEM 1 WELCOME / APOLOGIES**

The Chair welcomed Steering Committee members and declared the meeting open at 1400 hours.

**ITEM 2 TERMS OF REFERENCE FOR THE REVIEW**

The Terms of Reference for the Review as approved by Cabinet were noted.

**ITEM 3 DRAFT STEERING COMMITTEE TERMS OF REFERENCE**

It was agreed that it was not realistic for members to meet the needs of all stakeholders and that this will be amended. The Steering Committee Terms of Reference were approved subject to minor amendment. The Terms of Reference will be placed on the Review's web site.

**Action: Project Manager to amend Terms of Reference and place on web site.**

**ITEM 4 DRAFT PROJECT PLAN**

The Project Plan was approved subject to some amendment to the Risk Register and some additions to the Stakeholder list.

**Action: Project Manager to amend the Risk Register and the Stakeholder list. The Chair will write to the additional stakeholders informing them that the Review has commenced.**

**ITEM 5 CONSULTATION UNDERTAKEN TO DATE**

The consultation undertaken to date, and that planned for the remainder of 2017 was noted.

**ITEM 6 DRAFT STRUCTURE OF THE ISSUES PAPER**

The draft structure of the Issues Paper was noted.

**ITEM 7 STEERING COMMITTEE MEMBERS' CONTACT DETAILS**

The contact details of members of the Steering Committee were noted.

**ITEM 8 PROPOSED STEERING COMMITTEE MEETING DATES FOR 2018**

The proposed dates for meetings of the Steering Committee in 2018 were noted.

**ITEM 9 NEXT MEETING OF THE STEERING COMMITTEE**

The next meeting of the Steering Committee will be 27 February 2018 at 10.00 am in the TFS Boardroom.


**ITEM 10: OTHER BUSINESS**

There was no other business.

**ITEM 10 MEETING CLOSURE**

Meeting closed at 1530.

**Signed:**

  
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**Michael Harris, Chair**

**Dated:**

27/11/17  
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