

Minutes

Information Communication Technology Steering Committee Meeting

Monday, 17 November 2025



**MINUTES OF CITY OF DARWIN
INFORMATION COMMUNICATION TECHNOLOGY STEERING COMMITTEE MEETING
HELD AT THE COUNCIL CHAMBERS DARRANDIRRA, LEVEL 1, CIVIC CENTRE, HARRY
CHAN AVENUE, DARWIN
ON MONDAY, 17 NOVEMBER 2025 AT 3:00 PM**

PRESENT:

Chair Neil Glentworth
Councillor Jimmy Bouhoris
Member Roland Chin
Member Sarah Hicks
Member Tim Woods

OFFICERS:

Chief Executive Officer, Simone Saunders
General Manager Corporate, Natalie Williamson
General Manager Innovation, Alice Percy
Executive Manager Corporate and Customer Services, Silke Maynard
ICT PMO Director, Peter Ferguson
Manager Information and Communication Technology, Michael Devlin

APOLOGY:

Nil

GUESTS:

Lord Mayor Peter Styles

Order of Business

1	Acknowledgement of Country	4
2	Meeting Declared Open	4
3	Apologies and Leave of Absence	4
4	Electronic Meeting Attendance	4
5	Declaration of Interest of Members and Staff	5
6	Confirmation of Previous Minutes	5
7	Moving of Items	5
8	Deputations and Briefings	7
9	Officer Reports	8
10	Member Reports	8
11	General Business	8
12	Date, Time and Place of Next Committee Meeting	8
13	Closure of Meeting to the Public	8
14	Adjournment of Meeting	10

1 ACKNOWLEDGEMENT OF COUNTRY

City of Darwin acknowledges that we are living and working on Larrakia Country. We acknowledge the Larrakia people as the Traditional Owners of the Darwin region. We pay our respects to the Larrakia elders past and present and support emerging Larrakia leaders now and into the future. City of Darwin is committed to working together with all Larrakia to care for this land and sea for our shared future.

2 MEETING DECLARED OPEN

COMMITTEE RESOLUTION ISCCC023/25

Moved: Chair Neil Glentworth

Seconded: Member Roland Chin

The Chair declared the meeting open at 3:03 pm.

CARRIED 5/0

3 APOLOGIES AND LEAVE OF ABSENCE

3.1 APOLOGIES

Nil

3.2 LEAVE OF ABSENCE GRANTED

Nil

3.3 LEAVE OF ABSENCE REQUESTED

Nil

4 ELECTRONIC MEETING ATTENDANCE

4.1 ELECTRONIC ATTENDANCE GRANTED

COMMITTEE RESOLUTION ISCCC024/25

Moved: Member Sarah Hicks

Seconded: Councillor Jimmy Bouhoris

THAT the Committee note that pursuant to Section 95 (43) of the *Local Government Act 2019*, the following member(s) was granted permission for Electronic Meeting Attendance:

- Sarah Hicks
- Roland Chin

CARRIED 5/0

4.2 ELECTRONIC ATTENDANCE REQUESTED

Nil

5 DECLARATION OF INTEREST OF MEMBERS AND STAFF

5.1 DECLARATION OF INTEREST BY MEMBERS

RECOMMENDATIONS

THAT the Committee note that pursuant to Section 114 and 115 of the *Local Government Act 2019*, Sarah Hicks, declared a conflict in any items relating to KPMG.

5.2 DECLARATION OF INTEREST BY STAFF

Nil

6 CONFIRMATION OF PREVIOUS MINUTES

COMMITTEE RESOLUTION ISCCC025/25

Moved: Member Tim Woods

Seconded: Councillor Jimmy Bouhoris

THAT the minutes of the Information Communication Technology Steering Committee Meeting held on 5 June 2025 be confirmed.

CARRIED 5/0

7 MOVING OF ITEMS

7.1 MOVING OF ITEMS INTO CONFIDENTIAL

Nil

7.2 MOVING OF CONFIDENTIAL ITEMS INTO OPEN

Nil

7.3 MOVING CONFIDENTIAL ITEMS TO OPEN AT THE CONCLUSION OF THE MEETING

18.1 ICT ROADMAP UPDATE

COMMITTEE RESOLUTION ISCCC029/25

Moved: Councillor Jimmy Bouhoris

Seconded: Member Tim Woods

1. THAT the report entitled ICT Roadmap Update be received and noted.
2. THAT this report and any attachments be deemed confidential documents and be treated as such in accordance with Section 293 (1) of the *Local Government Act 2019*.
3. THAT the documents remain confidential and that this decision be moved into Open at the end of the meeting.

CARRIED 5/0

18.2 BASELINE CUSTOMER EXPERIENCE SURVEY DISCUSSION PAPER

COMMITTEE RESOLUTION ISCCC030/25

Moved: Member Tim Woods

Seconded: Member Sarah Hicks

1. THAT the report entitled Baseline Customer Experience Survey Discussion Paper be received and noted.
2. THAT this report and any attachments be deemed confidential documents and be treated as such in accordance with Section 293 (1) of the *Local Government Act 2019*.
3. THAT the documents remain confidential and that this decision be moved into Open at the end of the meeting.

CARRIED 5/0

18.3 ICT USAGE POLICY

COMMITTEE RESOLUTION ISCCC031/25

Moved: Member Tim Woods

Seconded: Member Roland Chin

1. THAT the report entitled ICT Usage Policy be received and noted.
2. THAT this report and any attachments be deemed confidential documents and be treated as such in accordance with Section 293 (1) of the *Local Government Act 2019*.
3. THAT the documents remain confidential and that this decision be moved into Open at the end of the meeting.

CARRIED 4/1

18.4 EXTERNAL COST PRESSURES

COMMITTEE RESOLUTION ISCCC032/25

Moved: Member Tim Woods
Seconded: Member Roland Chin

1. THAT the report entitled External Cost Pressures be received and noted.
2. THAT this report and any attachments be deemed confidential documents and be treated as such in accordance with Section 293 (1) of the *Local Government Act 2019*.
3. THAT the documents remain confidential and that this decision be moved into Open at the end of the meeting.

CARRIED 5/0

18.5 CYBER SECURITY

COMMITTEE RESOLUTION ISCCC033/25

Moved: Member Roland Chin
Seconded: Member Tim Woods

1. THAT the report entitled Cyber Security be received and noted.
2. THAT this report and any attachments be deemed confidential documents and be treated as such in accordance with Section 293 (1) of the *Local Government Act 2019*.
3. THAT the documents remain confidential and that this decision be moved into Open at the end of the meeting.

CARRIED 5/0

18.6 BRING YOUR OWN DEVICE MANAGEMENT

COMMITTEE RESOLUTION ISCCC034/25

Moved: Councillor Jimmy Bouhoris
Seconded: Member Tim Woods

1. THAT the report entitled Bring Your Own Device Management be received and noted.
2. THAT this report and any attachments be deemed confidential documents and be treated as such in accordance with Section 293 (1) of the *Local Government Act 2019*.
3. THAT the documents remain confidential and that this decision be moved into Open at the end of the meeting.

CARRIED 5/0

8 DEPUTATIONS AND BRIEFINGS

Nil

9 OFFICER REPORTS

Nil

10 MEMBER REPORTS

Nil

11 GENERAL BUSINESS

Nil

12 DATE, TIME AND PLACE OF NEXT COMMITTEE MEETING

RECOMMENDATIONS

THAT the next Information Communication Technology Steering Committee be held on Friday 27 March 2026 (Open Section followed by the Confidential Section), Council Chambers Darrandirra, Level 1, Civic Centre, Harry Chan Avenue Darwin.

13 CLOSURE OF MEETING TO THE PUBLIC

RECOMMENDATIONS

THAT pursuant to Section 99 (2) of the *Local Government Act 2019* and Regulation 8 of the *Local Government (General) Regulations* the meeting be closed to the public to consider the Confidential Items of the Agenda.

RECOMMENDATIONS

That the Committee considers the confidential report(s) listed below in a meeting closed to the public in accordance with Section 99(2) of the *Local Government Act 2019*:

18.1 ICT Roadmap Update

This matter is considered to be confidential under Section 99(2) - 51(c)(i) of the Local Government Act, and the Committee is satisfied that discussion of this matter in an open meeting would, on balance, be contrary to the public interest as it deals with information that would, if publicly disclosed, be likely to cause commercial prejudice to, or confer an unfair commercial advantage on, any person.

18.2 Baseline Customer Experience Survey Discussion Paper

This matter is considered to be confidential under Section 99(2) - 51(c)(i) of the Local Government Act, and the Committee is satisfied that discussion of this matter in an open meeting would, on balance, be contrary to the public interest as it deals with information that would, if publicly disclosed, be likely to cause commercial prejudice to, or confer an unfair commercial advantage on, any person.

18.3 ICT Usage Policy

This matter is considered to be confidential under Section 99(2) - 51(c)(iv) of the Local

Government Act, and the Committee is satisfied that discussion of this matter in an open meeting would, on balance, be contrary to the public interest as it deals with information that would, if publicly disclosed, be likely to subject to subregulation 51(3) – prejudice the interests of the council or some other person.

18.4 External Cost Pressures

This matter is considered to be confidential under Section 99(2) - 51(c)(iv) of the Local Government Act, and the Committee is satisfied that discussion of this matter in an open meeting would, on balance, be contrary to the public interest as it deals with information that would, if publicly disclosed, be likely to subject to subregulation 51(3) – prejudice the interests of the council or some other person.

18.5 Cyber Security

This matter is considered to be confidential under Section 99(2) - 51(c)(iv) of the Local Government Act, and the Committee is satisfied that discussion of this matter in an open meeting would, on balance, be contrary to the public interest as it deals with information that would, if publicly disclosed, be likely to subject to subregulation 51(3) – prejudice the interests of the council or some other person.

18.6 Bring Your Own Device Management

This matter is considered to be confidential under Section 99(2) - 51(c)(iv) of the Local Government Act, and the Committee is satisfied that discussion of this matter in an open meeting would, on balance, be contrary to the public interest as it deals with information that would, if publicly disclosed, be likely to subject to subregulation 51(3) – prejudice the interests of the council or some other person.

14 ADJOURNMENT OF MEETING

COMMITTEE RESOLUTION ISCCC026/25

Moved: Member Tim Woods

Seconded: Councillor Jimmy Bouhoris

THAT the open section of the meeting be adjourned at 3:05 pm.

CARRIED 5/0

THAT the open section of the meeting be resumed at 5:03 pm.

THAT the chair declared the meeting closed at 5:03 pm.

The minutes of this meeting were confirmed at the Information Communication Technology Steering Committee Meeting held on .

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CHAIR