



# **MINUTES**

## **Information Communication Technology Steering Committee Meeting**

**Wednesday, 25 October 2023**

**MINUTES OF CITY OF DARWIN  
INFORMATION COMMUNICATION TECHNOLOGY STEERING COMMITTEE MEETING  
HELD AT THE BIDJPIDJI MEETING ROOM (MEETING RM 1), LEVEL 1, CIVIC CENTRE,  
HARRY CHAN AVENUE, DARWIN  
ON WEDNESDAY, 25 OCTOBER 2023 AT 9.00AM**

- PRESENT:** Chair Neil Glentworth, Councillor Jimmy Bouhoris, Member Roland Chin, Member Tim Woods, Member Sarah Hicks
- OFFICERS:** Simone Saunders (Chief Executive Officer), Steve Thacker (General Manager Corporate and Chief Financial Officer), Natalie Williamson (ICT PMO Director), Alice Percy (General Manager Innovation), Chris Kelly (Executive Manager Corporate and Customer Service), Alexandra Vereker (Executive Manager Human Resources and Safety).
- APOLOGY:** Nil
- GUESTS:** Kon Vatskalis (Ex-officio), Councillor Sylvia Klonaris (Alt. Member)

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**Order Of Business**

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## 1 MEETING DECLARED OPEN

### RECOMMENDATIONS

The Chair declared the meeting open at 9:05am.

For Noting: Due to the meeting being the inaugural session of the ICT Steering Committee, Members and Officers made introductions and provided a summary of their relevant backgrounds and roles.

## 2 APOLOGIES AND LEAVE OF ABSENCE

Nil

## 3 ELECTRONIC MEETING ATTENDANCE

### 3.1 ELECTRONIC MEETING ATTENDANCE GRANTED

#### RECOMMENDATIONS

THAT The Committee note that pursuant to Section 98 (3) of the Local Government Act the following member(s) were granted permission for Electronic Meeting Attendance at this Information and Communication Technology Steering Committee Meeting held on Wednesday 25 October 2023

- Chair Neil Glentworth
- Member Tim Woods
- Member Roland Chin

### 3.2 ELECTRONIC MEETING ATTENDANCE REQUESTED

#### RECOMMENDATIONS

THAT Council note that pursuant to Section 61 (4) of the Local Government Act and Decision No. 21\0009 – 15/04/12, the following members request Electronic Meeting Attendance:

- A. Chair Neil Glentworth to attend all ICT Steering Committee Meetings for the period of October 2023, to June 2024.
- B. Member Tim Woods to attend all ICT Steering Committee Meetings for the period of October 2023, to June 2024.

## 4 DECLARATION OF INTEREST OF MEMBERS AND STAFF

### 4.1 DECLARATION OF INTEREST BY MEMBERS

## RECOMMENDATIONS

- A. THAT Council note that pursuant to Section 73 & 114 of the *Local Government Act 2019*, Member Sarah Hicks declared a Conflict of Interest in any matters relating to KPMG, and confirmed that her participation in the ICT Steering Committee is made in an independent capacity.
- B. THAT Council note that pursuant to Section 73 & 114 of the *Local Government Act 2019*, Chair Neil Glentworth declared a Conflict of Interest in any matters relating to GWI Australia and Redman Solutions and will declare any proprietary relationships with ICT vendors and suppliers as arising.

*Ex-officio Kon Vatskalis departed the meeting at 9:10 am.*

*Alternate Councillor Sylvia Klonaris attended the meeting as an observer.*

## 4.2 DECLARATION OF INTEREST BY STAFF

Nil

## 5 CONFIRMATION OF PREVIOUS MINUTES

Nil

## 6 ACTION REPORTS

### 6.1 ICT STEERING COMMITTEE TERMS OF REFERENCE

#### COMMITTEE RESOLUTION ISCCC001/23

Moved: Member Sarah Hicks

Seconded: Councillor Jimmy Bouhoris

1. THAT the report entitled ICT Steering Committee Terms of Reference be received and noted.
2. THAT the Committee endorse the ICT Steering Committee Terms of Reference.

**CARRIED 5/0**

## 7 QUESTIONS BY MEMBERS

Nil

## 8 GENERAL BUSINESS

Nil

## 9 CLOSURE OF MEETING TO THE PUBLIC

### COMMITTEE RESOLUTION ISCCC002/23

Moved: Councillor Jimmy Bouhoris

Seconded: Member Sarah Hicks

THAT pursuant to Section 65 (2) of the Local Government Act and Regulation 8 of the Local Government (Administration) Regulations the meeting be closed to the public to consider the Confidential Items of the Agenda.

**CARRIED 5/0**

### RECOMMENDATIONS

That Council 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:

#### 12.1 ICT Operations Strategy

This matter is considered to be confidential under Section 99(2) - 51(c)(i) and 51(c)(iv) of the Local Government Act, and the Council 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 and information that would, if publicly disclosed, be likely to subject to subregulation 51(3) – prejudice the interests of the council or some other person.

#### 12.2 ICT Roadmap Update

This matter is considered to be confidential under Section 99(2) - 51(c)(i) and 51(c)(iv) of the Local Government Act, and the Council 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 and information that would, if publicly disclosed, be likely to subject to subregulation 51(3) – prejudice the interests of the council or some other person.

**The Meeting closed at 9:24am.**

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

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**CHAIR**

UNCONFIRMED