

# Minutes

## Information Communication Technology Steering Committee Meeting

Friday, 27 March 2026

Unconfirmed



**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 FRIDAY, 27 MARCH 2026 AT 9:00 AM**

**PRESENT:**

Chair Neil Glentworth  
Councillor Jimmy Bouhoris  
Community Member Roland Chin  
Community Member Tim Woods

**OFFICERS:**

Chief Executive Officer, Simone Saunders  
Executive Manager Corporate and Customer Services, Silke Maynard  
ICT PMO Director, Peter Ferguson

**APOLOGY:**

Community Member Sarah Hicks

**GUESTS:**

Lord Mayor Peter Styles

## Order of Business

<b>1</b>	<b>Acknowledgement of Country</b> .....	<b>4</b>
<b>2</b>	<b>Meeting Declared Open</b> .....	<b>4</b>
<b>3</b>	<b>Apologies and Leave of Absence</b> .....	<b>4</b>
<b>4</b>	<b>Electronic Meeting Attendance</b> .....	<b>5</b>
<b>5</b>	<b>Declaration of Interest of Members and Staff</b> .....	<b>5</b>
<b>6</b>	<b>Confirmation of Previous Minutes</b> .....	<b>5</b>
<b>7</b>	<b>Moving of Items</b> .....	<b>6</b>
	7.1 Moving of Items into Confidential .....	6
	7.2 Moving of Confidential Items into Open .....	6
	7.3 Moving Confidential Items to open at the Conclusion of the Meeting.....	6
<b>8</b>	<b>Deputations and Briefings</b> .....	<b>7</b>
<b>9</b>	<b>Officer Reports</b> .....	<b>7</b>
<b>10</b>	<b>Member Report</b> .....	<b>7</b>
<b>11</b>	<b>General Business</b> .....	<b>8</b>
<b>12</b>	<b>Date, Time and Place of Next Committee Meeting</b> .....	<b>8</b>
<b>13</b>	<b>Closure of Meeting to the Public</b> .....	<b>8</b>
<b>14</b>	<b>Adjournment of Meeting</b> .....	<b>10</b>

## 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 ISCCC001/26

Moved: Councillor Jimmy Bouhoris

Seconded: Community Member Roland Chin

The Chair declared the meeting open at 9:03 am.

**CARRIED 4/0**

## 3 APOLOGIES AND LEAVE OF ABSENCE

### 3.1 APOLOGIES

#### COMMITTEE RESOLUTION ISCCC002/26

Moved: Councillor Jimmy Bouhoris

Seconded: Community Member Roland Chin

THAT an apology from Community Member Sarah Hicks be received.

**CARRIED 4/0**

### 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 ISCCC003/26

Moved: Councillor Jimmy Bouhoris  
Seconded: Community Member Roland Chin

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:

- Chair Neil Glentworth
- Member Tim Woods

**CARRIED 4/0**

### 4.2 ELECTRONIC ATTENDANCE REQUESTED

Nil

## 5 DECLARATION OF INTEREST OF MEMBERS AND STAFF

### 5.1 DECLARATION OF INTEREST BY MEMBERS

Nil

### 5.2 DECLARATION OF INTEREST BY STAFF

Nil

## 6 CONFIRMATION OF PREVIOUS MINUTES

#### COMMITTEE RESOLUTION ISCCC004/26

Moved: Community Member Tim Woods  
Seconded: Councillor Jimmy Bouhoris

THAT the minutes of the Information Communication Technology Steering Committee Meeting held on 17 November 2025 be confirmed.

**CARRIED 4/0**

*Lord Mayor Peter Styles joined meeting at 9:05 am*

## 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 RESPONSIBLE USE OF AI POLICY

##### COMMITTEE RESOLUTION ISCCC008/26

Moved: Councillor Jimmy Bouhoris

Seconded: Community Member Tim Woods

1. THAT the report entitled Responsible Use of AI 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 4/0**

#### 18.2 ICT ROADMAP UPDATE

##### COMMITTEE RESOLUTION ISCCC009/26

Moved: Community Member Roland Chin

Seconded: Community 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 4/0**

#### 18.3 OPERATIONAL AND EMERGING ICT RISKS

##### COMMITTEE RESOLUTION ISCCC010/26

Moved: Councillor Jimmy Bouhoris

Seconded: Community Member Roland Chin

1. THAT the report entitled Operational and Emerging ICT Risks 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 4/0**

#### **18.4 BRING YOUR OWN DEVICE (BYOD)**

##### **COMMITTEE RESOLUTION ISCCC011/26**

Moved: Community Member Tim Woods

Seconded: Community Member Roland Chin

1. THAT the report entitled Bring Your Own Device (BYOD) 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 4/0**

#### **18.5 FORWARD REPORT SCHEDULE**

##### **COMMITTEE RESOLUTION ISCCC012/26**

Moved: Councillor Jimmy Bouhoris

Seconded: Community Member Roland Chin

1. THAT the report entitled Forward Report Schedule 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 4/0**

#### **8 DEPUTATIONS AND BRIEFINGS**

Nil

#### **9 OFFICER REPORTS**

Nil

#### **10 MEMBER REPORT**

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, 26 June 2026, at 9:00 AM (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 Responsible Use of AI 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.

#### 18.2 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.

#### 18.3 Operational and Emerging ICT Risks

This matter is considered to be confidential under Section 99(2) - 51(c)(iii) 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 prejudice the security of the council, its members or staff.

**18.4 Bring Your Own Device (BYOD)**

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 Forward Report Schedule**

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.

## 14 ADJOURNMENT OF MEETING

### **COMMITTEE RESOLUTION ISCCC005/26**

Moved: Councillor Jimmy Bouhoris

Seconded: Community Member Roland Chin

THAT the open section of the meeting be adjourned at 9:08 am.

**CARRIED 4/0**

THAT the open section of the meeting be resumed at 10:45 am.

THAT the chair declared the meeting closed at 10:45 am.

**The minutes of this meeting were confirmed at the Information Communication Technology Steering Committee Meeting held on 26 June 2026.**

.....  
**CHAIR**