



AGENDA

Information Communication Technology Steering Committee Meeting

Wednesday, 25 October 2023

**I hereby give notice that a Information Communication Technology
Steering Committee Meeting will be held on:**

Date: Wednesday, 25 October 2023

Time: 9.00am

**Location: Bidjpidji Meeting Room (Meeting Rm 1)
Level 1, Civic Centre
Harry Chan Avenue, Darwin**

**Simone Saunders
Chief Executive Officer**

INFORMATION COMMUNICATION TECHNOLOGY STEERING COMMITTEE MEMBERS

Chair Neil Glentworth

Councillor Jimmy Bouhoris

Member Roland Chin

Member Tim Woods

Member Sarah Hicks

Ex-officio The Right Worshipful, The Lord Mayor Kon Vatskalis

Alternate Councillor Sylvia Klonaris

OFFICERS

Chief Executive Officer, Simone Saunders

General Manager Corporate and Chief Financial Officer, Steve Thacker

ICT PMO Director, Natalie Williamson

General Manager Innovation, Alice Percy

General Manager Community, Matt Grassmayr

Executive Manager Corporate and Customer Service, Chris Kelly

Manager Information and Communication Technology, Michael Devlin

Manager Digital Innovation, Keith Whannell

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1 MEETING DECLARED OPEN

2 APOLOGIES AND LEAVE OF ABSENCE

2.1 Apologies

2.2 Leave of Absence Granted

2.3 Leave of Absence Requested

3 ELECTRONIC MEETING ATTENDANCE

3.1 Electronic Meeting Attendance Granted

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

- Chair Neil Glentworth
- Member Tim Woods

3.2 Electronic Meeting Attendance Requested

4 DECLARATION OF INTEREST OF MEMBERS AND STAFF

5 CONFIRMATION OF PREVIOUS MINUTES

5 ACTION REPORTS

6.1 ICT STEERING COMMITTEE TERMS OF REFERENCE

Author: Executive Manager Corporate and Customer Services

Authoriser: General Manager Corporate

Attachments: 1. ICT Steering Committee Terms of Reference [↓](#)

RECOMMENDATIONS

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.

PURPOSE

The purpose of this report is to present the ICT Steering Committee Terms of Reference to the ICT Steering Committee for review and input.

KEY ISSUES

- City of Darwin commissioned KPMG to undertake an IT Architecture Review and Systems Mapping Review (Roadmap).
- A governance structure was established that included an ICT Steering Committee to provide accountability and a broader range of technical expertise and commercial experience.
- The Terms of Reference have been endorsed by Council and are presented for the Committee's review and input.

DISCUSSION

City of Darwin commissioned a consultant to undertake an IT Architecture Review and Systems Mapping Review (Roadmap). This project consisted of 3 phases:

1. Understand City of Darwin's requirements and review the current IT landscape
2. Define the guiding principles for future IT requirements and identify an initial list of achievable initiatives
3. Build a roadmap of systems projects based on priority and need.

The intent of this process was to undertake a facilitated internal engagement process to determine business challenges and needs, and then determine a priority list of projects to inform budget development and delivery priorities over the coming years.

At the Ordinary Council Meeting of 11 October 2022, Council endorsed this Roadmap and supported the establishment of a Project Management Office to lead delivery. This group will:

- take central responsibility and accountability for developing, managing and tracking ICT projects across City of Darwin including program timeline, milestones, dependencies, scope risks, issues and mitigation strategies
- ensure consistency of ICT project execution approach across City of Darwin to meet stated outcomes and success criteria
- manage change through enforcement of change management
- commission and decommission systems.

Natalie Williamson has been appointed Director ICT Project Management Office and recruitment is underway for the staff members.

As part of the IT Architecture Review, a governance structure was established that included an ICT Steering Committee to provide accountability and a broader range of technical expertise and commercial experience. This Steering Committee is a group of informed advisors and subject matter experts who can provide commercial expertise on ICT governance, risk management, project management, systems selection and implementation, and financial management. Their industry expertise will help City of Darwin benefit from the experience and challenges of the private sector and other government agencies in corporate system delivery. They will complement and support the expertise of City of Darwin's executive and the Project Management Office.

The ICT Steering Committee will not be involved in the day to day management of ICT, rather the purpose of this ICT Steering Committee is to:

- Oversee the implementation of the ICT Roadmap and provision of ICT Infrastructure, Networks and Security.
- Consider, evaluate and provide commercial, financial and risk recommendations regarding ICT projects and investment in future Information Technology (IT) capability.
- Provide guidance and recommendations regarding strategic investment priorities, decision making and project methodologies, and provide advice to Chief Executive Officer.
- Provide oversight and monitoring of IT implementation programs and schedules including the identification of key risks and dependencies and provide appropriate solutions and mitigation strategies that consider overarching return on ICT investments.
- Make recommendations to Council about any matters the committee considers appropriate in connection with Terms of Reference (TOR).

The Terms of Reference were endorsed by Council on 6 December 2022 and the Committee was appointed by Council on 16 May 2023. The Terms of Reference are now presented for the Committee’s feedback.

PREVIOUS COUNCIL RESOLUTION

At the 6 December 2022 meeting Council resolved:

1. THAT the report entitled Establishment of ICT Steering Committee be received and noted.
2. THAT Council approve the establishment of the ICT Steering Committee.
3. THAT Council adopt the Terms of Reference for the ICT Steering Committee at **Attachment 1**.
4. THAT Council notes that expressions of interest will be sought for external membership of the ICT Steering Committee in early 2023.

STRATEGIC PLAN ALIGNMENT	6 Governance Framework 6.4 Accountability
BUDGET / FINANCIAL / RESOURCE IMPLICATIONS	N/A
LEGISLATION / POLICY CONTROLS OR IMPACTS	N/A
CONSULTATION, ENGAGEMENT & COMMUNICATION	N/A
DECLARATION OF INTEREST	<p>The report author does not have a conflict of interest in relation to this matter.</p> <p>The report authoriser does not have a conflict of interest in relation to this matter.</p> <p>If a conflict of interest exists, staff will not act in the matter, except as authorised by the CEO or Council (as the case requires).</p>



1 PURPOSE

The City of Darwin Information Communication Technology (ICT) Steering Committee is established in accordance with section 82 of the *Local Government Act 2019*. The purpose of the Committee is to ensure accountability and governance oversight of the ICT function, with a particular focus on assessment and monitoring of ICT projects, decision making and outcomes. In addition, the governance and oversight of ICT Infrastructure, Networks and Security.

2 SCOPE

In relation to the monitoring of ICT frameworks, the Committee will:

- consider officers reports and provide recommendations to Council as required
- provide a forum to enable matters to be reviewed and discussed.

3 AUTHORITY / DELEGATION

The ICT Steering Committee is subject to control and direction by the Council.

The ICT Steering Committee does not have any delegation to make decisions. The Committee can provide specialist advice based on members expertise, put recommendations to Council for endorsement, and may be responsible for oversight of any outcomes determined by Council resolution.

The Committee is authorised to, via the CEO:

- obtain any information it requires from any member of staff and/or external party
- discuss any matters with internal and/or external auditors, or other external parties
- request attendance of any member of staff at Committee meetings
- request external legal or other professional advice, as considered necessary to meet its responsibilities.

4 FUNCTIONS

In accordance with Section 83 of the *Local Government Act 2019* the ICT Steering Committee has the following functions assigned to it:

- (a) Oversee the implementation of the ICT Roadmap and provision of ICT Infrastructure, Networks and Security ICT operations.
- (b) Consider, evaluate and provide commercial, financial and risk recommendations regarding ICT projects and investment in future Information Technology (IT) capability.
- (c) Provide guidance and recommendations regarding strategic investment priorities, decision making and project methodologies, and provide advice to Chief Executive Officer.

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Responsible Officer: Chief Executive Officer		Next Review Date: 06/12/2024

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- (d) Provide oversight and monitoring of IT implementation programs and schedules including the identification of key risks and dependencies and provide appropriate solutions and mitigation strategies that consider overarching return on ICT investments.
- (e) Make recommendations to Council about any matters the committee considers appropriate in connection with Terms of Reference (TOR).

5 MEMBERSHIP

5.1 CHAIR

The Chair of the ICT Steering Committee will be an Independent Chair appointed by Council.

The Chair will be appointed from the external membership of the committee in accordance with section 82(2) of *the Local Government Act 2019* for a term of no greater than two years.

In addition to the duties and responsibilities as a committee member, the Chair shall:

- (a) provide leadership and direction to the ICT Steering Committee including overseeing meeting procedure at the meeting
- (b) ensure effective communication between the Committee, Chief Executive Officer, management, and
- (c) ensure the independence and objectivity of the committee functions are maintained.

5.2 MEMBERS

Membership of the committee will be appointed by Council resolution pursuant to section 82(2) of the *Local Government Act 2019* for a period of 2 years.

The Committee will comprise five (5) members:

- one (1) Elected Member
- one (1) Elected Member (alternate)
- four (4) External Members
 - one (1) of whom will be the Chair of the Risk Management and Audit Committee
 - at least one (1) be qualified or have significant business experience in the field of ICT governance and project management
 - at least one (1) be qualified or have significant business experience in the field of commercial finance and contract management
- the Chair is to be one the External Members, and may be the Chair of the Risk Management and Audit Committee
- the Committee may appoint a Deputy Chair for the purposes of chairing a meeting if the Chair is not present or at a meeting as required.
- preference will be given to local representation; however, the Council may appoint members from outside the Darwin local government area to ensure appropriate expertise
- the Chief Executive Officer or Acting Chief Executive Officer will attend all meetings.
- The Lord Mayor may attend as an ex-officio.



6 MEETINGS

The ICT Steering Committee will adhere to the requirements for meetings as outlined in the *Local Government Act 2019*, *Local Government (General) Regulations 2021* and *City of Darwin Policy, Meetings – 043*.

6.1 FREQUENCY OF MEETING AND LOCATION

Subject to direction by Council, the Committee will set its meeting schedule for the calendar year at the last meeting of the year prior.

The Committee will meet a minimum of four (4) times per year at times and dates set by the committee.

Special meetings can be convened by the Chief Executive Officer on the request of the Chair, or a majority of committee members. The Chief Executive Officer will then issue a Notice of Meeting with the time, date and location of the meeting, and the items to be discussed at the special meeting.

6.2 VOTING

A resolution of the committee will be passed by a majority vote. A majority vote is half plus 1 of the members present at the meeting.

The Chair must exercise, in the event of an equality of votes, a second or casting vote.

7 CODE OF CONDUCT

All members are accountable to the *Local Government Act 2019* Code of Conduct, Schedule 1. This includes the requirement to declare gifts and/or benefits.

8 CONFLICT OF INTEREST

On appointment to a Committee, all members must identify if there are any conflicts of interest in performing their role on the committee.

Conflicts of Interest must also be identified at any meeting in which a member has a conflict of interest on a matter.

9 REVIEW AND PERFORMANCE EVALUATION

9.1 TERMS OF REFERENCE

The Terms of Reference will be reviewed every two (2) years by the Committee and formally approved by the Council.

9.2 PERFORMANCE EVALUATION

The Chief Executive Officer will initiate a review of the performance of the Committee at least once every two (2) years. The review will be on an internal assessment basis with appropriate input from the Council, Chief Executive Officer and senior staff, internal and external auditors, and any other relevant stakeholders.



10 RESPONSIBILITY / APPLICATION

All members of the committee will be asked to sign the Terms of Reference as part of their induction to the Committee, to ensure they are aware of their responsibilities under the *Local Government Act 2019* as member of a Council appointed committee.

These Terms of Reference were adopted by Council on 6 December 2022.

Name: _____

Signature: _____

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6 QUESTIONS BY MEMBERS

7 GENERAL BUSINESS

8 CLOSURE OF MEETING TO THE PUBLIC

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.

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.