

AGENDA

Information Communication Technology Steering Committee Meeting Tuesday, 14 May 2024

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

Date: Tuesday, 14 May 2024

Time: 1.00pm

**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 Kon Vatskalis

Alternate Councillor Sylvia Klonaris

OFFICERS

Chief Executive Officer, Simone Saunders

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

THAT the apology from Member [Enter name](#), be received.

2.2 Leave of Absence Granted

- A. THAT it be noted Member [Enter name](#) is an apology due to a Leave of Absence previously granted on [Enter date](#) for the period [Enter date](#) to [Enter date](#).
- B. THAT it be noted Member [Enter name](#) is an apology due to a Leave of Absence previously granted on [Enter date](#) for the period [Enter date](#) to [Enter date](#).

2.3 Leave of Absence Requested

- A. THAT a Leave of Absence be granted for Member [Enter name](#) for the period
- B. THAT a Leave of Absence be granted for Member [Enter name](#) for the period

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 member(s) were granted permission for Electronic Meeting Attendance at this Information Communication Technology Steering Committee meeting held on Tuesday, 14 May 2024:

- Chair Neil Glentworth
- Member Tim Woods

3.2 Electronic Meeting Attendance Requested

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. Member [Enter name](#) to attend all Council and Committee Meetings for the period of [** **](#), to [** **](#).
- B. Member [Enter name](#) to attend all Council and Committee Meetings for the period of [** **](#), to [** **](#).

4 DECLARATION OF INTEREST OF MEMBERS AND STAFF

5 CONFIRMATION OF PREVIOUS MINUTES

Information Communication Technology Steering Committee Meeting - 25 October 2023

6 ACTION REPORTS

Nil

7 QUESTIONS BY MEMBERS

8 GENERAL BUSINESS

8.1

Common No.

THAT

9 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 2019*:

12.1 Update on Cyber Security

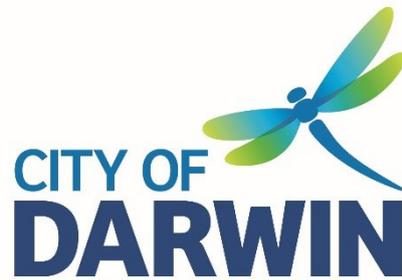
This matter is considered to be confidential under Section 99(2) - 51(c)(iii) of the Local Government Act, and the Council is satisfied that discussion of this matter in an open meeting would, on balance, be contrary to the public interest as it deals with information that would, if publicly disclosed, be likely to prejudice the security of the council, its members or staff.

12.2 ICT Disaster Recovery Plan

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

12.3 ICT Roadmap - Program Update

This matter is considered to be confidential under Section 99(2) - 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 subject to subregulation 51(3) – prejudice the interests of the council or some other person.



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:

Lord Mayor Kon Vatskalis
Alternate Elected Member Sylvia Klonaris

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9	Closure of Meeting to the Public	6

Unconfirmed

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:

- C. Chair Neil Glentworth to attend all ICT Steering Committee Meetings for the period of October 2023, to June 2024.
- D. 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.

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