



AGENDA

Information Communication Technology Steering Committee Meeting Thursday, 22 August 2024

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

Date: Thursday, 22 August 2024

Time: 1:00 pm

**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 Sarah Hicks

Member Tim Woods

Ex-officio Kon Vatskalis

Alternate Councillor Sylvia Klonaris

OFFICERS

Chief Executive Officer, Simone Saunders

General Manager Corporate, Natalie Williamson

General Manager Community, Matt Grassmayr

General Manager Innovation, Alice Percy

A/Executive Manager Corporate and Customer Service, Brooke Prince

Executive Manager HR & Safety, Alexandra Vereker

Manager Information and Communication Technology, Michael Devlin

Manager Digital Innovation, Keith Whannell

Order Of Business

1	Meeting Declared Open	5
2	Apologies and Leave of Absence	5
3	Electronic Meeting Attendance.....	5
4	Declaration of Interest of Members and Staff	5
5	Confirmation of Previous Minutes	5
6	Action Reports	6
	6.1 Smart City and Data Policy	6
7	Questions by Members	23
8	General Business.....	23
9	Closure of Meeting to the Public	24

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 member(s) were granted permission for Electronic Meeting Attendance at this Information Communication Technology Steering Committee meeting held on Thursday 22 August 2024:

- 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

Information Communication Technology Steering Committee Meeting - 14 May 2024

6 ACTION REPORTS

6.1 SMART CITY AND DATA POLICY

Author: General Manager Innovation

Authoriser: General Manager Corporate

Attachments:

1. Draft Data Policy [↓](#)
2. Draft Smart City Policy [↓](#)
3. Open Data Policy - to be rescinded [↓](#)

RECOMMENDATIONS

1. THAT the report entitled Smart City and Data Policy be received and noted.
2. THAT the Information Communication Technology Steering Committee provide feedback on the Smart City Policy and the Data Policy.

PURPOSE

The purpose of this report is for the Information Communication Technology Steering Committee to review and provide feedback on the Smart City Policy and Data Policy.

KEY ISSUES

- In November 2023, City of Darwin finalised a Smart City Framework and Management Plan (Plan).
- One of the key actions in the Plan was to develop Smart City policies and procedures.
- City of Darwin officers have drafted a Data Policy and a Smart City Policy with guidance from an independent local government consultant.
- City of Darwin officers are seeking advice from the Information Communication Technology Steering Committee on the two policies.
- The final Data Policy and Smart City Policy will be sent to Council for approval. The Open Data Policy will be rescinded concurrently.

DISCUSSION

In late 2023, City of Darwin finalised a Smart City Framework and Management Plan (Plan). The purpose of the Plan is to outline and guide the development and implementation of City of Darwin's smart city initiatives until 2030.

The Plan formalises the approach and provides clear objectives and principles necessary to optimise City of Darwin services and programs and enhance Darwin's liveability.

City of Darwin will achieve the following objectives throughout the delivery of the Plan:

- Leverage technology, data, and innovation to improve the overall quality of life for residents.
- Enhance sustainability and foster economic growth.
- Transform the city into a smarter, more efficient, and liveable urban city.

The Principles of the Plan include:

1. Next practice smart city management
2. Insights for improved service and program delivery
3. Data to create a liveable city for Darwin's current residents and future generations

Under Principle 1, an action includes development of Smart City policies and procedures.

City of Darwin officers have now developed a draft Data Policy (**Attachment 1**) and a draft Smart City Policy (**Attachment 2**) and would like to seek feedback from the Information Communication Technology Steering Committee on the two policies.

As part of the approval of the Data Policy and Smart City Policy by Council, it is intended that the current Open Data Policy (**Attachment 3**) will be rescinded.

PREVIOUS COUNCIL RESOLUTION

RESOLUTION ORD696/23

Moved: Councillor Morgan Rickard

Seconded: Councillor Jimmy Bouhoris

THAT the report entitled Smart City Framework and Management Plan be received and noted.

CARRIED 9/2

STRATEGIC PLAN ALIGNMENT	4 A Smart and Prosperous City 4.1 By 2030, Darwin will be recognised globally as a smart city
BUDGET / FINANCIAL / RESOURCE IMPLICATIONS	Budget/Funding: N/A
LEGISLATION / POLICY CONTROLS OR IMPACTS	Legislation: As per the policies Policy: Draft Data Policy Draft Smart City Policy Open Data Policy

CONSULTATION, ENGAGEMENT & COMMUNICATION	Engagement Level: Consult Tactics: Feedback Internal: Digital Innovation Manager Data Analyst General Manager Corporate Assets Supervisor External: ICT PMO Independent consultant
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>



Data policy

Policy No. Number

1 Purpose

The purpose of this policy is to establish a collaborative, standard, and secure method for the collection, use, sharing, and archiving/disposal of data and insights in accordance with the *Information Act 2002* (NT).

2 Scope

This policy covers all data that is related to City of Darwin operations and initiatives, and all related activity including collection, sharing, storage, archiving, and disposal. It applies to all staff of City of Darwin, as well as parties external to City of Darwin that interact with its data. This may include, but is not limited to, contractors, partner organisations, and grant recipients.

3 Policy statement

This policy of the City of Darwin sets out priorities and principles for the use of data in the City.

3.1 Priorities

Focusing on community service, City of Darwin has developed five key data priorities to align with City of Darwin's strategic directions and comply with relevant legislation. These priorities aim to build consistency in data collection, sharing, analytics, storage, archiving and disposal. The five data priorities are as follows. Data priorities guide the actions that will be implemented as a result of this policy.

- Data is an asset.
- Data is secure and reliable.
- Data informs decision making.
- Data is a shared responsibly.
- Data is accessible and transparent.

i) Data is an asset

Data and its metadata are assets and City of Darwin ensures all data is managed strategically and protected throughout its lifecycle.

City of Darwin combines data from various sources, gaining more insights to tailor our service delivery to better meet the needs of the community. This is undertaken in a manner that is aligned to City of

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Data policy - Number

Page 1 of 6

Version:	Decision Number:	Adoption Date:	Next Review Date:
DRAFT X	XXXXX	Select date.	Select date.
Responsible Officer: Enter name			

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Darwin’s strategic objectives, and with an emphasis on security, strategy, and privacy. Sharing and integration of data is undertaken in a secure manner, for appropriate uses. Open data is available for use under the Creative Commons Attribution 4.0 Australia (CC BY 4.0 AU) licensing, and is made available after acceptance of the terms and conditions of its use.

ii) Data is secure and reliable

City of Darwin encrypts data, uses access controls and backs-up data in secure systems and networks to ensure the security, safety, and quality (reliability) of data is maintained during collection and management. These measures protect data from unauthorised access and loss.

iii) Data informs decision making

City of Darwin uses data collected through our operations to provide insights. Insights generated are only those that guide decision making in alignment with our strategic directions. City of Darwin staff are encouraged to access and use relevant data insights collectively to provide context in decision making and improve services to the Darwin community.

iv) Data is shared responsibly

City of Darwin shares data responsibly and in accordance with relevant legislation and policies. Data sharing requires clearly identifying and evaluating recipients and reasons for the request. Specific conditions will apply and data will be shared through secure channels, with proper safeguards. Data sharing is undertaken for specific and limited purposes. City of Darwin shares data with government and non-government organisations, to benefit the community, and the aspirations of the communitiy . City of Darwin assures that no resident, person, or organisation will be disadvantaged by the release of data.

v) Data is accessible and transparent

City of Darwin releases deidentified data to the public, in a secure and ethical manner, to improve government transparency and promote innovation. Open data supports research to generate new knowledge and insights that support local economic growth, safety, tourism and mobility. It also enables local residents, businesses, academia, and other governments to be fully informed in their addressing of local challenges. City of Darwin aims to enable open data, particularly in digital and machine readable formats, in the interests of equity, fairness, and transparency.



3.2 Principles

The following Principles guide the use of data in City of Darwin, and are to be considered at all points of the data life-cycle:

- Purposeful
- Accountable
- Regular
- Efficient
- High-quality

i) Purposeful

All data collection and use has a purpose, and there is clear line of sight between the data and its purpose at all points of the lifecycle. City of Darwin does not create, collect, collate, or use data which does not have a purpose. In alignment with the principle of data being an asset, it must be linked to its value delivery.

ii) Accountable

As an asset, data is to be managed in an accountable way. City of Darwin officers will be held to account for their compliance with this policy and associated documentation, and for delivering value from data where relevant.

iii) Regular

Processes, data formats, representations, units, and insights will be consistent across City of Darwin, and regular in so far as is practical and productive. Consistency across City departments and business functions is a targeted outcome of this policy.

iv) Efficient

All actions in carrying out this policy should, in the long term, improve the efficiency of service delivery and core business functions of City of Darwin. Whilst short-term effort in change management and capability uplift may be required, effective data processes and practices will promote efficient outcomes.

v) High-quality

Data will be dependable, trustworthy, and in formats that can be leveraged across the organisation. It will enable the development of insights and inputs into decisions which are trusted by officers and decisions makers across City of Darwin.

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Data policy - Number

Page 3 of 6

Version:	Decision Number:	Adoption Date:	Next Review Date:
DRAFT X	XXXXX	Select date.	Select date.
Responsible Officer: Enter name			

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4 Definitions

Data: Information or facts that are capable of being communicated, analysed, or processed. Data is most frequently collected, stored, communicated, analysed, and handled through the use of digital technology, but does not strictly need to be so. Data can be produced and generated from a range of operations and services. Data can include text, numbers, graphics, images, sounds, video, statistics, instructions, concepts, or digital information.

Analytics: Data analytics is the process of converting data in its raw form to an insight which can be actioned. It often includes the use of digital tools and technologies, in combination with human capabilities and processes.

Encryption: Refers to the process of transforming text, or information, that can be read, into an unreadable format (or ciphertext), often used to protect private or sensitive information.

Data Lifecycle: The lifecycle of data refers to its various stages as an asset. Based on the Data Management Body of Knowledge data lifecycle, it includes:

- Data creation/collection
- Storage
- Sharing
- Archival
- Disposal

Data Quality: The degree to which data is in condition and format fit to meet business needs in an efficient and reliable manner.

Metadata: Descriptive details about data sources, and characteristics, helping efficient data management and governance. Metadata is information about data.

Master Data: Data that provides a consistent, reliable record for all critical business data across City of Darwin. Core identifiers of an organisation, including customers and community members, suppliers, sites and assets, and herarchies.

Personally identifiable information (PII): Any information that can be used to identify an individual, either in isolation, or with other data/information points.

Shared Data: Data shared with authorised users under specific controls and conditions. Can include unit record level and deidentified data.

Open Data means de-identified data shared for public access and can be freely used, reused, and distributed. Open data is not limited in its distribution or usage.



5 Legislative references

The following relevant legislative considerations are cited:

- Information Act 2002 (NT)
- Local Government Act 2019 (NT)
- Civil Aviation Safety Regulations 1998 (CASR 1998)
- Surveillance Devices Act 2007 (NT)
- Australian Privacy Act 1988
- Australian Copyright Act 1968

6 Procedures and related documents

This policy sites the following procedures and related documents

- Australian Standard AS ISO 23081.1:2018
- 4000.010.I.R City of Darwin Code of Conduct
- City of Darwin Records Disposal Schedule 2010/05
- 6130.100.E.R CCTV Management Policy
- 2501.100.E.R Privacy Policy
- 0102.100.E.R Remotely Piloted Aircraft Policy
- City of Darwin Computer Usage Policy
- Creative Commons attribution licence Australia 4.0

7 Responsibility / application

The General Manager Innovation is responsible for the implementation and review of this Policy.

All workplace participants are responsible for adhering to this policy.

This policy will be reviewed every four years, or as required.

8 Document control

Title			Responsible Officer:	
Version	Decision Number	Adoption Date	History	Next Review Date
1				
2				

Data policy - Number

Page 5 of 6

Version:	Decision Number:	Adoption Date:	Next Review Date:
DRAFT X	XXXXX	Select date.	Select date.

Responsible Officer: Enter name

Electronic version current. Uncontrolled copy valid only at time of printing.



Title			Responsible Officer:	
3				



Smart city policy

Policy No. 6220.100.E.R

1 Purpose

The purpose of this policy is to establish the principles for the design, development and deployment of Darwin's smart city future and to ensure that smart city initiatives are ethical, responsible, and transparent.

2 Scope

This policy applies to the design, delivery, and implementation of all new and existing smart city initiatives undertaken by City of Darwin. Smart city initiatives integrate data and technology into projects, services and processes and could include:

- installing smart city or connectivity infrastructure such as smart poles, sensors and smart furniture
- integrating data, technology or automation in City of Darwin services, including parking and irrigation
- digitalising City of Darwin processes or services such as real-time data insights and using economic development portals
- optimising planning and decision-making with data or real-time information such as data dashboard, virtual twin or data-informed master planning
- promoting digital innovation through presentations, pilot projects and data sharing.

3 Policy statement

City of Darwin is taking steps to become a smarter city by using solutions and technology to, among other priorities, enhance urban planning, improve environmental measurement, activate public spaces, support traffic analysis, and encourage active transport.

City of Darwin's objective is to ensure that smart initiatives and technologies, such as sensors and counters, provide real benefits for the Darwin community by responding to the priorities of the people, including their diversity, equity, and inclusion needs.

City of Darwin believes that smart city initiatives are key to building resilience, efficiency, and liveability, and aims to prevent and mitigate associated risks related to privacy, security, and sustainability.

There are eight key building blocks of this policy, including:

- strategic alignment and community value
- privacy, security and ethics
- data management
- planning and collaboration
- inclusion and accessibility
- external partnerships

Smart city policy - 6220.100.E.R

Page 1 of 5

Version:	Decision Number:	Adoption Date:	Next Review Date:
DRAFT X	XXXXX	Select date.	Select date.
Responsible Officer: Enter name			

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- procurement and contracting.



3.1 Strategic alignment and community value

All smart city initiatives must align with key City of Darwin strategies and priorities, especially the 2030 Smart City Framework and Management Plan. Smart initiatives or technology should:

- detail the purpose or challenge it is aiming to address
- describe the value it delivers for residents, staff, and other stakeholders.

3.2 Privacy, security and ethics

City of Darwin adheres to strong ethical, privacy and security standards to foster community trust and confidence in Smart City initiatives and technology.

When planning, designing, procuring, operating, and integrating smart city initiatives and technology, City of Darwin officers should carefully consider and reflect the principles and requirements of key policies and procedures, such as:

- 4000.010.I.R City of Darwin Code of Conduct
- 6150.001.I.N Information Communication Technology Disaster Recovery Plan

Version:	Decision Number:	Adoption Date:	Next Review Date:
DRAFT X	XXXXX	Select date.	Select date.
Responsible Officer: Enter name			
Electronic version current. Uncontrolled copy valid only at time of printing.			



- 2510.010.I.R Privacy Management Framework.

3.3 Data management

Deliberate and effective data management is a base requirement for all City of Darwin activity, and is most relevant in the smart city context, given the breadth and depth of data collection enabled by smart technology.

All smart city initiatives should be designed with reference to the City of Darwin’s Data Policy. Data management practices should then be detailed in relevant project initiation briefs, procurement documents, contracts, and project plans.

3.4 Sustainability

City of Darwin is committed to leveraging smart city technology to support sustainability outcomes, while being conscious of the sustainability impacts of the technology itself such as embedded carbon and waste management.

3.5 Planning and collaboration

City of Darwin officers should consult with the Digital Innovation team to explore any relevant, high-value smart city opportunities when planning and conducting projects, including when preparing budgets or grant applications.

3.6 Inclusion and accessibility

City of Darwin is committed to inclusion and accessibility across all services and activities, and this extends to digital/technology inclusion and access.

All workplace participants delivering smart city projects and programs should consider the Access and Inclusion Plan and consult with relevant stakeholders as required.

3.7 External partnerships

To promote innovation, collaboration, knowledge sharing, risk management, investment and impact, City of Darwin encourages smart city partnerships with stakeholders such as:

- universities
- industry associations
- other governments
- sister cities
- community groups
- researchers.

Version:	Decision Number:	Adoption Date:	Next Review Date:
DRAFT X	XXXXX	Select date.	Select date.
Responsible Officer: Enter name			



3.8 Procurement and contracting

All procurement documents and contracts relating to smart city initiatives and technologies should refer to, consider and promote the objectives and requirements of this policy.

4 Definitions

- Smart City** means one that uses technology and data to enhance its liveability, workability, and sustainability.
- Smart city infrastructure** means a physical device, tool or item enabled by power and a connectivity network that enables data collection and/or the delivery of identified outcomes.
- Connectivity infrastructure** including fibre, telecommunications, Internet of Things, and other wireless networks supports the communication of information between smart city infrastructure and City of Darwin.
- Data** means information, especially facts or numbers, collected to be examined and considered and used to help decision-making, or information in an electronic or digital form that can be stored and used by a computer or some other interface.
- Digitalisation** means the adaptation of systems, processes and services to be supported by technology and data.
- Pilot projects** means initiatives that aim to co-create trial solutions to local urban challenges, maximising opportunities for innovation and learning, and growing tropical city knowledge and expertise.
- Privacy** means a basic right or freedom that a person should be able to enjoy, such as the right to be left alone or to be free from unnecessary intrusion into one’s personal life.
- Virtual twin** means data-driven three-dimensional model of Darwin above and below ground that creates a virtual representation of the physical world.
- Workplace participants** means employees, volunteers, work experience placements, contractors, consultants, and labour-hire staff of City of Darwin.

5 Legislative references

- Privacy Act 1988 (CTH)
- Information Act 2002 (NT)
- Local Government Act 2019 (NT)



6 Procedures / related documents

- ISO 37166:2022: Smart community infrastructures - Urban data integration framework for smart city planning (SCP)
- ISO 37106:2021: Sustainable cities and communities - Guidance on establishing smart city operating models for sustainable communities
- Draft Data Policy
- 2005.100.I.R Records Management Policy
- 2501.100.E.R. Privacy Policy
- 6130.100.E.R. CCTV Management Policy
- 6230.100.E.R Data Policy
- 2510.010.I.R Privacy Management Framework
- 4000.010.I.R City of Darwin Code of Conduct
- 6150.001.I.N Information and Communications Technology Disaster Recovery Plan
- City of Darwin Retention and Disposal Schedule 2010
- ICT Strategy

7 Responsibility / application

This policy will be reviewed every four years, or as required.

All City of Darwin workplace participants are responsible for ensuring that they understand and adhere to this policy.

The implementation, maintenance and compliance with this policy is the responsibility of the General Manager Innovation.



1 PURPOSE

The purpose of this policy is to guide staff and contractors on the provision of Council-owned datasets in its open data websites. This includes all datasets and databases stored in various formats.

2 SCOPE

This policy applies to Council staff, Elected Members and contractors in relation to data creation and collection, development of systems that collect or create data and any modernisation of existing or new data systems.

This policy determines how open data will be readily available and reusable and appropriate open licensing will be in place to facilitate its use.

3 POLICY STATEMENT

Council recognises the value of open data to stimulate economic growth, foster innovation, facilitate greater transparency and increase efficiency which provides value to the community.

Council is committed to identifying, collating, and publishing relevant, accurate, high quality datasets to its owned and operated websites, including open data and transparency portals, providing value of Council data to drive innovation and improve the delivery of services. Data will be made available in machine-readable formats, while appropriately safeguarding sensitive information and rigorously protecting privacy.

Council will make available Council-held public data which does not contain personal information, in an easily reusable format for the community to utilise in innovative ways to deliver services and develop new applications that will benefit the community. Furthermore:

- a) Council aims to ensure public data is freely available, in a digital machine readable and standard format
- b) Council aims to actively encourage, promote and nurture the use of its open data to provide new and innovative technology services to enhance the efficiency and responsiveness of Council

Open Data Policy 0086.100.E.R		Page 1 of 3	
Version: 2	Decision Number: ORD370/21		Adoption Date: 27/07/2021
Responsible Officer: General Manager Innovation, Growth and Development		Next Review Date: 27/07/2024	

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OPEN DATA POLICY 0086.100.E.R

- c) Council aims to self-publish data as available and ensure its accessibility across Government where possible by provision of data to other portals.
- d) Council aims to actively encourage and promote the use of its open data for integration with other external datasets in order to enable discovery and innovative use by individuals or organisations
- e) Council assures that no person or organisation will be disadvantaged by the introduction of the technology or the data
- f) Council will work with other government agencies and the private sector as required to ensure technology is optimal, information is efficient and to reduce red tape; and
- g) Open data is available for use under the Creative Commons Attribution 3.0 Australia (CC BY 3.0 AU) license and is made available after acceptance of the terms and conditions for its use.

3.1 OPEN DATA PRINCIPLES

Council data is considered open data in accordance with this policy if it complies with the following principles:

Public - Consistent with the City of Darwin's commitment, Council will start from a position of data openness, favoring the release of data unless by law, privacy, confidentiality, security, or other valid restrictions. Only data owned by the Council or licensed to Council will be released under this policy

Accessible - Open data is made available in a machine-readable format that makes it easy to use, transform and reuse. Open data is made available to the widest range of users in formats that are non-proprietary and publicly available.

Described - Open data is described so that consumers of the data are informed of metadata, data elements and data dictionaries, if applicable.

Reusable - Open data is made available under an open license that places no restrictions on their use commonly under a Creative Commons Attribution License.

Timely - Open data is made available in a timely fashion as necessary to preserve the value of the data. The frequency of publishing is determined by the data source.

Open Data Policy 0086.100.E.R		Page 2 of 3
Version: 2	Decision Number: ORD370/21	Adoption Date: 27/07/2021
Responsible Officer: General Manager Innovation, Growth and Development		Next Review Date: 27/07/2024

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4 DEFINITIONS

Datasets are a collection of data presented in tabular or non-tabular format.

Machine-readable Data or computer-readable data, is data in a format that can be processed by a computer that is structured data.

Metadata is data that defines and provides information about one or more aspects of the data through summarising, allowing users to discover, manage, control and understand that data. For example: title, author, references, spatial, etc.

Open Data is digital information that has been collected and published by City of Darwin and made available for reference or analysis of the community. Data does not include software.

Open Data Portal is a web-based portal for Open Data datasets.

5 LEGISLATIVE REFERENCES

Australian Copyright Act 1968
Australian Privacy Act 1988
Information Act 2002 (NT)
Local Government Act 2019 (NT) - Section 292 Public access to information

6 PROCEDURES AND RELATED DOCUMENTS

City of Darwin Code of Conduct
City of Darwin Computer Usage Policy
City of Darwin 0033.100.E.R Privacy Policy
City of Darwin 2001.100.I.R Records and Information Management Policy

7 RESPONSIBILITY AND APPLICATION

The Chief Executive Officer (or delegated authority) is responsible for ensuring this policy is understood and adhered to by Elected Members and relevant City of Darwin staff.

The General Manager Innovation, Growth and Development Services is accountable for the overall management of this policy and complies with the requirements of the *Local Government Act 2019* (NT), Chapter 14 Reporting and Public Disclosure Part 14.2 Public Access to Information.

Open Data Policy 0086.100.E.R		Page 3 of 3
Version: 2	Decision Number: ORD370/21	Adoption Date: 27/07/2021
Responsible Officer: General Manager Innovation, Growth and Development		Next Review Date: 27/07/2024

Electronic version current. Uncontrolled copy valid only at time of printing



7 QUESTIONS BY MEMBERS

8 GENERAL BUSINESS

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 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.

12.2 ICT Operational Risk Review

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.

12.3 ICT Desktop Hardware Program

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

Tuesday, 14 May 2024

Date: Tuesday, 14 May 2024

Time: 1.00pm

**Location: Meeting Room Bidjpidji (Meeting Room 1,
Civic Centre)**

**MINUTES OF CITY OF DARWIN
INFORMATION COMMUNICATION TECHNOLOGY STEERING COMMITTEE MEETING
HELD AT THE MEETING ROOM BIDJPIDJI (MEETING ROOM 1, CIVIC CENTRE)
ON TUESDAY, 14 MAY 2024 AT 1.00PM**

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

OFFICERS Simone Saunders (Chief Executive Officer), Natalie Williamson (ICT PMO Director), Alice Percy (General Manager Innovation), Alexandra Vereker (A/General Manager Corporate), Chris Kelly (Executive Manager Corporate and Customer Service)

APOLOGY: Nil

GUESTS: Nil

Order of Business

1	Meeting Declared Open and Acknowledgement of Country	3
2	Apologies and Leave of Absence	3
3	Electronic Meeting Attendance	3
4	Declaration of Interest of Members and Staff	4
5	Confirmation of Previous Minutes	4
6	Action Reports	4
	Nil	
7	Questions by Members	5
8	General Business.....	5
9	Closure of Meeting to the Public	6

1 MEETING DECLARED OPEN AND ACKNOWLEDGEMENT OF COUNTRY

The Chair declared the meeting open at 1.06 pm.

ACKNOWLEDGEMENT OF COUNTRY

We the members of City of Darwin acknowledge that we are meeting on Larrakia Country.

We recognise and pay our respects to all Larrakia people, Traditional Owners and Custodian Elders of the past and present.

We support emerging Larrakia leaders now and into the future.

We are committed to working together with all Larrakia to care for this land and sea for our shared future.

2 APOLOGIES AND LEAVE OF ABSENCE

Nil

3 ELECTRONIC MEETING ATTENDANCE

3.1 ELECTRONIC MEETING ATTENDANCE GRANTED

COMMITTEE RESOLUTION ISCCC001/24

Moved: Councillor Jimmy Bouhoris

Seconded: Member Sarah Hicks

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

CARRIED 5/0

3.2 ELECTRONIC MEETING ATTENDANCE REQUESTED

RECOMMENDATIONS

Nil

4 DECLARATION OF INTEREST OF MEMBERS AND STAFF

4.1 DECLARATION OF INTEREST BY MEMBERS

RECOMMENDATIONS

- A. Chair Neil Glentworth advised that in addition to declaration made on 25 October 2023 ICT Steering Committee Meeting he continues to provide consultancy services to a number of Local Government entities.
- B. Member Sarah Hicks advised no material changes to her declarations made at the 25 October 2023 ICT Steering Committee Meeting.

4.2 DECLARATION OF INTEREST BY STAFF

RECOMMENDATIONS

Nil

5 CONFIRMATION OF PREVIOUS MINUTES

COMMITTEE RESOLUTION ISCCC002/24

Moved: Councillor Jimmy Bouhoris

Seconded: Member Sarah Hicks

THAT the minutes of the Information Communication Technology Steering Committee Meeting held on 25 October 2023 be confirmed.

CARRIED 5/0

6 ACTION REPORTS

Nil

7 QUESTIONS BY MEMBERS

RECOMMENDATIONS

Nil

8 GENERAL BUSINESS

RECOMMENDATIONS

Nil

9 CLOSURE OF MEETING TO THE PUBLIC

COMMITTEE RESOLUTION ISCCC003/24

Moved: Councillor Jimmy Bouhoris

Seconded: Member Roland Chin

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 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.

The Meeting closed at 1.13pm.

The minutes of this meeting were confirmed at the Information Communication Technology Steering Committee held on 22 August 2024.

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CHAIR