Agenda

Information Communication Technology Steering Committee Meeting

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

Date: Friday, 27 November 2026

Time: 9:00 AM

Location: Council Chambers Darrandirra
Level 1, Civic Centre
Harry Chan Avenue, Darwin

Simone Saunders

Chief Executive Officer

INFORMATION COMMUNICATION TECHNOLOGY STEERING COMMITTEE MEMBERS

Chairperson Neil Glentworth

Community Member Roland Chin

Community Member Sarah Hicks

Community Member Tim Woods

Councillor Jimmy Bouhoris

OFFICERS

Chief Executive Officer, Simone Saunders

General Manager Community, Matt Grassmayr

General Manager Innovation, Alice Percy

General Manager Corporate, Natalie Williamson

Order of Business

1 Acknowledgement of Country 5
2 Meeting Declared Open 5
3 Apologies and Leave of Absence 5
4 Electronic Meeting Attendance 5
5 Declaration of Interest of Members and Staff 5
6 Confirmation of Previous Minutes 5
7 Moving of Items 5
8 Deputations and Briefings 5
9 Officer Reports 6
9.1 Proposed Meeting Dates and Report Schedule 2027 6
10 Member Reports 9
11 General Business 9
12 Date, Time and Place of Next Committee Meeting 9
13 Closure of Meeting to the Public 10
14 Adjournment of Meeting 11

1 ACKNOWLEDGEMENT OF COUNTRY

2 MEETING DECLARED OPEN

3 APOLOGIES AND LEAVE OF ABSENCE

3.1 Apologies

3.2 Leave of Absence Granted

3.3 Leave of Absence Notified

4 ELECTRONIC MEETING ATTENDANCE

4.1 Electronic Attendance Granted

4.2 Electronic Attendance Requested

5 DECLARATION OF INTEREST OF MEMBERS AND STAFF

6 CONFIRMATION OF PREVIOUS MINUTES

Information Communication Technology Steering Committee Meeting - 31 July 2026

7 MOVING OF ITEMS

7.1 Moving Open Items into Confidential

7.2 Moving of Confidential Items into Open

8 DEPUTATIONS AND BRIEFINGS

9 OFFICER REPORTS

9.1 PROPOSED MEETING DATES AND REPORT SCHEDULE 2027

Author: **General Manager Corporate**

Authoriser: **Chief Executive Officer**

Attachments: **Nil**

RECOMMENDATIONS

1. THAT the report entitled Proposed Meeting Dates and Report Schedule - 2027 be received and noted.
2. THAT the Information Communication Technology Steering Committee endorse the proposed meeting dates and report Schedule 2027.

PURPOSE

This report seeks the Information Communication Technology Steering Committee's endorsement of the proposed 2027 meeting dates and forward report schedule to support effective governance oversight of ICT projects, infrastructure and security, and to enable timely preparation of Committee reports.

KEY ISSUES

- Four meetings are proposed for 2027 (February, May, July and October), consistent with the Committee's Terms of Reference.
- A forward schedule of standing agenda items gives the Committee visibility of upcoming reports and allows report owners to plan and prepare in advance.
- The schedule is indicative; additional or emerging matters may be scheduled throughout the year where Committee oversight or advice is required.

DISCUSSION

As set out in its Terms of Reference, the Information Communication Technology Steering Committee exists to ensure accountability and governance oversight of the ICT function. Its focus is on assessing and monitoring ICT projects, decision-making and outcomes, together with the governance and oversight of ICT infrastructure, networks and security.

Four meetings are proposed for 2027, in February, May, July and October, with the below standing agenda items.

Agenda Item	2027			
	February	May	July	October
ICT Roadmap update	✓	✓	✓	✓
ICT Roadmap 2.0 development & update	✓	✓	✓	✓
ICT budget development considerations	✓			
ICT Cyclone Readiness update				✓
Operational ICT management update, risk management & emerging trends	✓	✓	✓	✓
Responsible use of AI Update	✓		✓	
Civic Centre Move and Transition Program (ICT)		✓		✓
Forward meeting and report schedule				✓

The forward schedule is indicative and may be adjusted to accommodate emerging issues, Council referrals and matters requiring Committee review or advice, including relevant policies and procedures.

PREVIOUS COUNCIL RESOLUTION

N/A

STRATEGIC PLAN ALIGNMENT	6 Governance Framework 6.4 Accountability
BUDGET / FINANCIAL / RESOURCE IMPLICATIONS	No additional budget, financial or resource implications are anticipated from endorsing the proposed meeting dates and report schedule.
LEGISLATION / POLICY CONTROLS OR IMPACTS	The proposed schedule is consistent with the ICT Sterring Committee Terms of Reference.
CONSULTATION, ENGAGEMENT & COMMUNICATION	Relevant report owners will be advised of the endorsed schedule to support timely preparation and submission.

DECLARATION OF INTEREST	The report author does not have a conflict of interest in relation to this matter. The report authoriser does not have a conflict of interest in relation to this matter. 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).

10 MEMBER REPORTS

11 GENERAL BUSINESS

12 DATE, TIME AND PLACE OF NEXT COMMITTEE MEETING

THAT the next Information Communication Technology Steering Committee Meeting be held in February 2027, at Council Chambers Darrandirra, Level 1, Civic Centre, Harry Chan Avenue, Darwin (Open Section followed by the Confidential Section).

13 CLOSURE OF MEETING TO THE PUBLIC

THAT pursuant to Section 99 (2) of the *Local Government Act 2019* and Regulation 51 of the *Local Government (General) Regulations 2021* 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 Proposed Data Insights Platform Management Guidelines

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.

18.2 ICT Roadmap Update - November 2026

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 Customer Experience Baseline and CRM Readiness

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.

18.4 Gateway Review Process 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.

18.5 Draft ICT Roadmap Renewal Planning

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.

18.6 ICT Cyclone Sub-Plan 2026/27 Status Update

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.

14 ADJOURNMENT OF MEETING

Minutes

Information Communication Technology Steering Committee Meeting

Friday, 31 July 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, 31 JULY 2026 AT 11:00 AM

PRESENT:

Chairperson Neil Glentworth

Deputy Lord Mayor Jimmy Bouhoris

Community Member Roland Chin

Community Member Sarah Hicks

Community Member Tim Woods

OFFICERS:

Lord Mayor, Peter Styles

Chief Executive Officer, Simone Saunders

General Manager Corporate, Natalie Williamson

Executive Manager Corporate and Customer Service, Silke Maynard

ICT PMO Director, Peter Ferguson

Manager ICT, Jason Breland

APOLOGY:

Nil

GUESTS:

Nil

Unconfirmed

Order of Business

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2 Meeting Declared Open 4
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7 Moving of Items 5
7.1 Moving of Items into Confidential 5
7.2 Moving of Confidential Items into Open 5
7.3 Moving Confidential Items to open at the Conclusion of the Meeting 6
8 Deputations and Briefings 7
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14 Adjournment of Meeting 9

Unconfirmed

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

RECOMMENDATIONS

The Chair declared the meeting open at 11:04am.

3 APOLOGIES AND LEAVE OF ABSENCE

3.1 APOLOGIES

Nil

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 ISCCC016/26

Moved: Community Member Roland Chin
Seconded: Deputy Lord Mayor Jimmy Bouhoris

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:

- Neil Glentworth
- Tim Woods

CARRIED 5/0

Unconfirmed

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 ISCCC017/26

Moved: Community Member Tim Woods
Seconded: Community Member Roland Chin

THAT the minutes of the Information Communication Technology Steering Committee Meeting held on 27 March 2026 be confirmed.

CARRIED 5/0

7 MOVING OF ITEMS

7.1 MOVING OF ITEMS INTO CONFIDENTIAL

Nil

7.2 MOVING OF CONFIDENTIAL ITEMS INTO OPEN

Nil

Unconfirmed

7.3 MOVING CONFIDENTIAL ITEMS TO OPEN AT THE CONCLUSION OF THE MEETING

18.1 ICT ROADMAP UPDATE JULY 2026

COMMITTEE RESOLUTION ISCCC021/26

Moved: Deputy Lord Mayor Jimmy Bouhoris
Seconded: Community Member Roland Chin

1. THAT the report entitled ICT Roadmap Update July 2026 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 5/0

18.2 CIVIC CENTRE - ICT UPDATE

COMMITTEE RESOLUTION ISCCC022/26

Moved: Community Member Sarah Hicks
Seconded: Deputy Lord Mayor Jimmy Bouhoris

1. THAT the report entitled Civic Centre - ICT 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 5/0

18.3 IT HEALTH CHECK 2026

COMMITTEE RESOLUTION ISCCC023/26

Moved: Community Member Roland Chin
Seconded: Community Member Tim Woods

1. THAT the report entitled IT Health Check 2026 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 5/0

18.4 RESPONSIBLE USE OF ARTIFICIAL INTELLIGENCE (AI) PROCEDURE

COMMITTEE RESOLUTION ISCCC024/26

Moved: Community Member Sarah Hicks
Seconded: Deputy Lord Mayor Jimmy Bouhoris

Unconfirmed

1. THAT the report entitled Responsible Use of Artificial Intelligence (AI) Procedure 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 5/0

8 DEPUTATIONS AND BRIEFINGS

Nil

9 OFFICER REPORTS

Nil

10 MEMBER REPORTS

Nil

11 GENERAL BUSINESS

Nil

12 DATE, TIME AND PLACE OF NEXT COMMITTEE MEETING

COMMITTEE RESOLUTION ISCCC018/26

Moved: Deputy Lord Mayor Jimmy Bouhoris
Seconded: Community Member Roland Chin

THAT the next Information Communication Technology Steering Committee be held on Friday, 18 September 2026, at 9:00 AM (Open Section followed by the Confidential Section), Council Chambers Darrandirra, Level 1, Civic Centre, Harry Chan Avenue, Darwin.

CARRIED 5/0

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.

Unconfirmed

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 ICT Roadmap Update July 2026

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.

18.2 Civic Centre - ICT 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 IT Health Check 2026

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.

18.4 Responsible Use of Artificial Intelligence (AI) Procedure

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.

Unconfirmed

14 ADJOURNMENT OF MEETING

COMMITTEE RESOLUTION ISCCC019/26

Moved: Community Member Roland Chin
Seconded: Community Member Tim Woods

THAT the open section of the meeting be adjourned at 11:05 am.

CARRIED 5/0

THAT the open section of the meeting be resumed at 12:33 pm.

THAT the chair declared the meeting closed at 12:33 pm.

The minutes of this meeting were confirmed at the Information Communication Technology Steering Committee Meeting held on 18 September 2026.

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CHAIR

Unconfirmed