

Agenda

Information Communication Technology Steering Committee Meeting

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

Date: Friday, 31 July 2026
Time: 11:00 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
Deputy Lord Mayor Jimmy Bouhoris
Community Member Roland Chin
Community Member Sarah Hicks
Community Member Tim Woods

OFFICERS

Chief Executive Officer, Simone Saunders
General Manager Community, Matt Grassmayr
General Manager Innovation, Alice Percy
General Manager Corporate, Natalie Williamson

Order of Business

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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 - 27 March 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

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 on Friday, 18 September 2026, 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 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.

14 ADJOURNMENT OF MEETING

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

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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.

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CHAIR