



# **AGENDA**

## **Information Communication Technology Steering Committee Meeting Thursday, 5 June 2025**

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

**Date: Thursday, 5 June 2025**

**Time: 1:00 PM**

**Location: Meeting Room 1 Bidjpidji  
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

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

Executive Manager HR & Safety, Alexandra Vereker

Manager Information and Communication Technology, Michael Devlin

**Order Of Business**

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



**1 MEETING DECLARED OPEN AND ACKNOWLEDGEMENT OF COUNTRY**

**2 APOLOGIES AND LEAVE OF ABSENCE**

**2.1 Apologies**

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

**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 5 June 2025:

- 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 - 13 March 2025

**6 ACTION REPORTS**

Nil

**7 QUESTIONS BY MEMBERS**

**8 GENERAL BUSINESS**

## 9 CLOSURE OF MEETING TO THE PUBLIC

THAT pursuant to Section 99 (2) of the Local Government Act and Regulation 52 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 Server Management Update

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 Responsible Use of Artificial Intelligence (AI)

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.

#### 12.4 ICT Roadmap - Update on Progress

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.

#### 12.5 Data Centre and Telephone Strategy Discussion Paper

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.

#### 12.6 Civic Centre - Digital Infrastructure Considerations

This matter is considered to be confidential under Section 99(2) - 51(c)(i) 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.



# **MINUTES**

## **Information Communication Technology Steering Committee Meeting**

**Thursday, 13 March 2025**

**Date: Thursday, 13 March 2025**

**Time: 1:00 PM**

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

**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 THURSDAY, 13 MARCH 2025 AT 1:00 PM**

**PRESENT:**

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

**OFFICERS:**

Simone Saunders (Chief Executive Officer)  
Natalie Williamson (General Manager Corporate)  
Alice Percy (General Manager Innovation)  
Alexandra Vereker (Executive Manager HR & Safety)  
Brooke Prince (A/Executive Manager Corporate & Customer Service)  
Michael Devlin (Manager Information and Communication Technology)

**GUESTS:**

Dipti Patel (Business Process Improvement Specialist)  
Kirsty McInnes (Senior Manager Major Projects)  
Suman Ghimire (IT Network & Systems Officer)  
Councillor Sylvia Klonaris



## **Order of Business**

|          |   |          |
|----------|---|----------|
| <b>1</b> | <b>Meeting Declared Open and Acknowledge of Country .....</b> | <b>4</b> |
| <b>2</b> | <b>Apologies and Leave of Absence .....</b>                   | <b>4</b> |
| <b>3</b> | <b>Electronic Meeting Attendance.....</b>                     | <b>4</b> |
| <b>4</b> | <b>Declaration of Interest of Members and Staff .....</b>     | <b>5</b> |
| <b>5</b> | <b>Confirmation of Previous Minutes .....</b>                 | <b>5</b> |
| <b>6</b> | <b>Action Reports .....</b>                                   | <b>5</b> |
| <b>7</b> | <b>Questions by Members .....</b>                             | <b>5</b> |
| <b>8</b> | <b>General Business.....</b>                                  | <b>5</b> |
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## **1 MEETING DECLARED OPEN AND ACKNOWLEDGE OF COUNTRY**

### **RECOMMENDATIONS**

The Chair declared the meeting open at 1.01 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 ISCCC001/25**

Moved: Councillor Jimmy Bouhoris

Seconded: Member Roland Chin

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 13 March 2025:

- Chair Neil Glentworth
- Member Tim Woods

**CARRIED 5/0**

### **3.2 ELECTRONIC MEETING ATTENDANCE REQUESTED**

Nil

## **4 DECLARATION OF INTEREST OF MEMBERS AND STAFF**

### **4.1 DECLARATION OF INTEREST BY MEMBERS**

#### **RECOMMENDATIONS**

Chair Neil Glentworth advised GWI is now known as Evinact.

### **4.2 DECLARATION OF INTEREST BY STAFF**

Nil

## **5 CONFIRMATION OF PREVIOUS MINUTES**

#### **COMMITTEE RESOLUTION ISCCC002/25**

Moved: Member Tim Woods

Seconded: Member Sarah Hicks

THAT the minutes of the Information Communication Technology Steering Committee Meeting held on 13 November 2024 be confirmed.

**CARRIED 5/0**

## **6 ACTION REPORTS**

Nil

## **7 QUESTIONS BY MEMBERS**

Nil

## **8 GENERAL BUSINESS**

Nil

## 9 CLOSURE OF MEETING TO THE PUBLIC

### COMMITTEE RESOLUTION ISCCC003/25

Moved: Councillor Jimmy Bouhoris

Seconded: Member Roland Chin

THAT pursuant to Section 99 (2) of the *Local Government Act 2019* and Regulation 52 of the *Local Government (General) Regulations 2021* 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 Server Management Update

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.

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#### 12.3 ICT Roadmap - Update on Progress

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.

#### 12.4 Civic Centre Briefing - ICT Integrated Fit Out

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.

#### 12.5 ICT Aged Asset Report (ICT Asset Management 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.

**The Meeting closed at 2.40pm.**

**The minutes of this meeting were confirmed at the Information Communication Technology Steering Committee held on 5 June 2025.**

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**CHAIR**

Unconfirmed