

Relevant Information for Council

FILE: X111683 **DATE:** 12 December 2025

TO: Lord Mayor and Councillors

FROM: Erin Cashman, Manager OCEO

THROUGH: Emma Rigney, A/Chief Executive Officer

SUBJECT: Information Relevant To Item 6.9 – Tender - Reject and Negotiate - T-2025-1437 - Board Meeting Management Solution

For Noting

This memo is for the information of the Lord Mayor and Councillors.

Purpose

To provide additional information on the Board Meeting Management Solution and the system used to publish papers to the public via the City's website.

Background

At the meeting of the Corporate, Finance, Properties and Tenders Committee on 8 December 2025, further information was sought on the difference between the Board Meeting Management Solution used by Councillors and Committee members and the system used to publish papers to the public via the City's website.

Board Meeting Management Solution

The City uses a Board Meeting Management Solution (BMMS) to securely manage Executive, Council and Committee meetings, CEO Updates and a number of other meetings. The system is primarily used by Councillors, Councillor Support Officers, City Executive and the Office of the CEO. External users (members of the Audit, Risk and Compliance Committee and members of the Central Sydney Planning Committee) also use the platform.

Committee Reports System (CRS)

The City also uses a Committee Reports System (CRS) to write, review and publish meeting papers for Council, Council Committees, the Central Sydney Planning Committee, the Local Planning Panel and the Tender Review Group.

The CRS involves internal report templates, multi-step workflows and manages the review and sign-off process prior to report finalisation and publication. This program/software builds and collates the agendas and minutes that are subsequently published on the City's website.

The BMMS is used for secure delivery of meeting papers to decision makers (not for the creation, review and publication of papers). The BMMS also delivers meeting/board papers that are not created via the CRS (Executive papers, CEO Updates and Audit, Risk and Compliance Committee papers).

The BMMS provides additional functionalities for decision makers, such as provisions for annotation, notes and the ability to share the annotations/notes.

The City's public website is the appropriate location for published Council and Committee meeting papers. Member of the public are familiar with information about Council and Committee meeting via the City's website.

It is also considered that the separation of platforms increases the security of sensitive Executive papers and confidential Council and Committee matters.

Each system provides different, complementary functionalities. As part of the reject and negotiate process, the BMMS project and relevant operational teams will review requirements and remove any identified duplications.

Memo from Erin Cashman, Manager OCEO

Prepared by: Erin Cashman, Manager OCEO

Approved



EMMA RIGNEY

A/Chief Executive Officer