

## Relevant Information for Council

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**FILE:** S095194.009 **DATE:** 13 December 2024

**TO:** Lord Mayor and Councillors

**FROM:** Erin Cashman, Manager OCEO

**THROUGH:** Monica Barone PSM, Chief Executive Officer

**SUBJECT:** Information Relevant To Item 6.13 – Exemption from Tender and Contract Variation – Board Meeting Management – Diligent Board Books

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### For Noting

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

### Purpose

This memo is to provide information in response to questions asked at the meeting of the Corporate, Properties, Finance and Tenders Committee on 9 December 2024.

### Background

At the meeting of the Corporate, Finance, Properties and Tenders Committee on 9 December 2024, further information was sought on the following:

#### Requirement for a Board Meeting Management platform

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

Documentation for the meetings that are managed via the Diligent platform can contain highly sensitive, confidential information.

Diligent provides a secure, environmentally friendly platform to consistently distribute this information to the various stakeholders.

Administrative requirements and usage in developing and releasing meeting documentation is also a consideration. Diligent enables administrators to develop, publish and update meeting documentation, with agenda development undertaken in a number of ways depending on the type of meeting.

It is noted that, as set out in the report, the City intends to undertake a market process in the coming year to procure a board meeting management platform and the current exemption from tender and contract variation process is requested to enable that process to be undertaken in an appropriate manner.

### **Use of other City of Sydney systems**

Usage of other City of Sydney systems (such as TRIM or OneDrive) to publish and distribute meeting documentation is considered to be impractical, difficult to implement and likely to be more onerous for users (particularly regarding management of external users).

For example, the 9 December 2024 Transport, Heritage and Planning Committee was a 232MB, 1,748-page document. This comprised of 9 agenda items which was made up of 67 separate documents).

There would also be additional risk and IT security considerations if there was a change in how documentation was distributed.

### **Memo from Erin Cashman, Manager OCEO**

Prepared by: Erin Cashman, Manager OCEO

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Approved

*P. M. Barone*

**MONICA BARONE PSM**  
Chief Executive Officer