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**CONFIDENTIAL SPECIAL CHIEF  
EXECUTIVE OFFICER SELECTION PANEL  
MEETING**

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**CONFIDENTIAL MATTERS**

- 3.1 Short-Listing of Applications Received for Position of Chief Executive Officer  
(Attachments) .....4

Released 13 August 2021

### **3.1 SHORT-LISTING OF APPLICATIONS RECEIVED FOR POSITION OF CHIEF EXECUTIVE OFFICER**

Contact Person: Steven Watson

#### **Why is this matter confidential?**

Subject to an order pursuant to Section 90 (3) (a) of the Local Government Act 1999, this matter is confidential because it contains information which relates to the personal details of individuals that have applied for the position of Chief Executive Officer.

#### **A. COUNCIL/COMMITTEE TO MOVE MOTION TO GO INTO CONFIDENCE**

No action – this motion passed in the open section

#### **B. THE BUSINESS MATTER**

### **3.1 SHORT-LISTING OF APPLICATIONS RECEIVED FOR POSITION OF CHIEF EXECUTIVE OFFICER**

Contact Person: Steven Watson

See Attachment No: 1. CEO Recruitment Information Pack  
2. CEO Application Selection Panel Criteria Checklist  
3. CEO Application Section Panel Summary  
4. CEO Efficient 7 Week Timeline

#### **Why is this matter before the Council or Committee?**

Matters delegated to the Committee

The Chief Executive Officer Selection Panel Charter stipulates that the Committee have delegation to participate in Selection Panel Meetings and short-list candidates for an interview in order to make a recommendation to Council on the preferred candidate for the position of Chief Executive Officer.

#### **Purpose**

For the Committee to shortlist applications received for the position of Chief Executive Officer.

#### **STAFF RECOMMENDATION**

That the Chief Executive Officer Selection Panel short-list the following candidates for and interview to fill the position of Chief Executive Officer:

1. <<Insert Candidate Name>>
2. <<Insert Candidate Name>>
3. <<Insert Candidate Name>>
4. <<Insert Candidate Name>>
5. <<Insert Candidate Name>>
6. <<Insert Candidate Name>>
7. <<Insert Candidate Name>>
8. <<Insert Candidate Name>>
9. <<Insert Candidate Name>>
10. <<Insert Candidate Name>>

## **Relevance to Strategic Plan**

### Strategy 5. Building our capabilities

Outcome 5.1 Highly performing organisation

## **Relevance to Public Consultation Policy**

There is no requirement in Council's Public Consultation Policy to consult with the community on this matter.

## **Background**

The Chief Executive Officer Selection Panel was established at the Special Council Meeting on 9 June 2015.

The Committee endorsed the CEO recruitment advertisement at the CEO Selection Panel Meeting held on 22 June 2015 and the CEO Position Description on 23 June 2015 as contained in the CEO Recruitment Information Pack (Attachment 1).

The CEO Recruitment Advertisement was placed as follows:

- Advertised in the Advertiser Newspaper on Saturday 27 June 2015
- Advertised in the Australian Newspaper on Saturday 27 June 2015
- Advertised on the City of Playford website under "Current Vacancies" for the period commencing 5pm Friday 26 June 2015 until 5pm Monday 13 July 2015
- Advertised on the South Australian Local Government Association "Careers in Councils" website for the period commencing 5pm Friday 26 June 2015 until 5pm Monday 13 July 2015.
- Advertised on Seek and Career One for the period commencing Wednesday 8 July 2015 until Monday 13 July 2015.

## **Analysis of Issues**

At the Committee meeting on 22 June 2015 as per resolution number, 2188, the Committee approved that Jane Jeffreys Consulting be the point of contact for applicant enquiries and receiving of applications via the company email address [jane@jjconsulting.net.au](mailto:jane@jjconsulting.net.au) for the period commencing 5pm Friday 26 June 2015 until 5pm Monday 13 July 2015.

It also requested that Jane Jeffreys Consulting keep a register of all enquiries, including capture of all responses, along with a register of all applications received, to go in Council's records management system.

38 applications have been received, with 68 enquiries and 51 Information Pack requested during the period of advertisement for the position of Chief Executive Officer.

The applications will be considered in confidence at the meeting to be held on 15 July 2015 at 5pm.

The Committee are now required to assess the applications in accordance with the Committee Charter and relevant delegation in order to progress to the interview stage.

## **Options**

### Option 1

That the Chief Executive Officer Selection Panel short-list the following candidates for and interview to fill the position of Chief Executive Officer:

1. <<Insert Candidate Name>>
2. <<Insert Candidate Name>>
3. <<Insert Candidate Name>>
4. <<Insert Candidate Name>>
5. <<Insert Candidate Name>>
6. <<Insert Candidate Name>>
7. <<Insert Candidate Name>>
8. <<Insert Candidate Name>>
9. <<Insert Candidate Name>>
10. <<Insert Candidate Name>>

### Option 2

That the Chief Executive Officer Selection Panel defer the short-listing of Candidates to fill the position Chief Executive Officer.

## **Analysis of Options**

### Option 1

Option 1 allows to Committee to consider applications received in accordance with the Committee Charter.

The Committee is to assess applications using the Application Selection Criteria Checklist (Attachment 2) and Application Selection Criteria Summary (Attachment 3) assessing the essential and desirable criteria against each application.

### Option 2

Option 2 allows the Committee to defer the short-listing of candidates to fill the position Chief Executive Officer. If the Committee selected this option it would not meet the Efficient Process, being the 7 week timeline (Attachment 4) as adopted by the Council at the Special Council Meeting held on 9 June 2015

## **Financial Implications**

At the Special Council Meeting on 9 June 2015, Council allocated a budget of \$25,000 to undertake recruitment to fill the position of Chief Executive Officer.

## **Preferred Options and Justification**

Option 1 is the preferred option as it allows the Committee to continue with the recruitment process and ensures Council are on target to meet the Efficient 7 week timeline.



# CHIEF EXECUTIVE OFFICER RECRUITMENT INFORMATION PACK

Document Control			
Rev No	Date	Revision Details	Approver
1.0	26 June 2015	New Document	Service Coordinator, Governance

Chief Executive Officer Recruitment Information Pack

Date: 26/06/2015

Endorsed by: CEO Selection Panel

Produced by:

City of Playford

12 Bishopstone Road

Davoren Park SA 5112

For further contact

(08) 8256 0333 or visit [www.playford.sa.gov.au](http://www.playford.sa.gov.au)

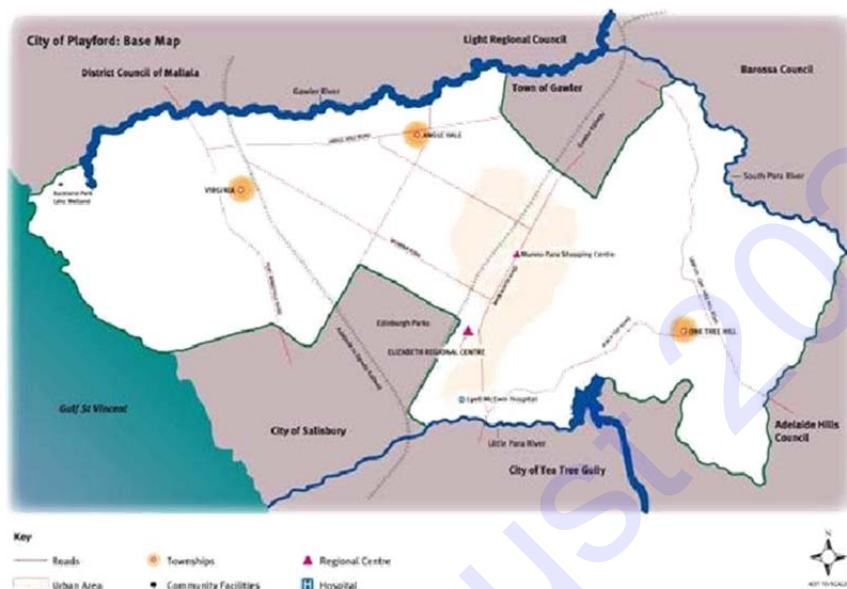
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## EXECUTIVE SUMMARY

### MESSAGE FROM THE MAYOR



*Mayor Glenn Docherty welcomes you to the City of Playford. Whether you live, work, play, build or connect in the City, we have resources, project and information to support your needs.*

As the fastest growing Council in our state, we make up a **vibrant community** with many different needs and wants.

So as a progressive and forward thinking Council we know that it's the things we do and don't do that determine, more than anything else, how well our city is run.

**Community pride** is important to us all, so every day you'll see us out working, mowing verges, repairing roads and footpaths, removing unsightly graffiti and controlling litter so our neighbourhoods are more attractive and safer.

At Playford we love our sport, and we're the home of Centrals Districts Football Club, but we also look after other sporting codes and provide **popular recreational facilities** with lighting, clubrooms, and playgrounds.

We are also creating **sustainable wetlands** that not only provide lakes and parks with walking and cycling trails for a healthy lifestyle, but also make us less reliant on other costly water sources.

Our social programs encourage collaboration with local businesses and youth organisations to create skills training programs to provide **local jobs for local people**.

To keep pace with growth, we have developed a Playford Masterplan with special precincts and social hubs to **connect** us with our neighbours and give us our **real community spirit**.

Furthermore, so we can develop new and exciting initiatives to ensure a bright future here for our children and grandchildren, we are committed to becoming **financially sustainable** by 2014/15.

**Our aim is to make Playford the best place to live, work, play...and grow.**

## ABOUT THE CITY OF PLAYFORD

### ABOUT THE COUNCIL

City of Playford is located in Adelaide's outer northern suburbs, about 30 kilometres from the Adelaide CBD. City of Playford is bounded by the District Council of Mallala area, the Light Regional Council area, the Town of Gawler, the Barossa Council area in the north, the Adelaide Hills Council area in the east, the Cities of Salisbury and Tea Tree Gully in the south and Gulf St Vincent in the west.

City of Playford is a growing urban area, with some industrial and commercial areas. The City encompasses a total land area of 346 square kilometres. Rural land is located mainly in the east and west, and is used largely for market gardens, orchards, vineyards, horse studs and hobby farms.

City of Playford is often referred to as the CBD of the North and is becoming a vibrant and prosperous place. It is home to a diverse community that can take advantage of numerous activities and amenities, from wine tasting in the hills, visiting townships, shopping at one of the major shopping centres, to enjoying quality parks and reserves, using outstanding community facilities such as the Aquadome.

As one of the State's fastest growing areas, City of Playford is at the forefront of the strong growth that South Australia is experiencing. The local economy is diversifying and is now home to a myriad of industries, with a focus on local jobs for local people. Urban regeneration projects as well as new residential developments are continuing to enhance the population and appearance of the area.

### CONTACT DETAILS

**Visit:** Playford Civic Centre, 10 Playford Boulevard, Elizabeth

**Post:** Playford Operations Centre, 12 Bishopstone Road, Davoren Park SA 5113

**Tel:** 08 8256 0333 | Fax: 08 8256 0578 | Email: [playford@playford.sa.gov.au](mailto:playford@playford.sa.gov.au)

### MAYOR AND COUNCILLORS

The City is divided into six wards represented by the Mayor and 15 Councillors. This equates to a representation quota of 1:3227.

Visit the link to the COP website: ["Meet Your Mayor and Councillors"](#)

### ORGANISATIONAL STRUCTURE

To view the Organisational Structure visit the COP website: [Organisational Structure](#)

## COUNCIL DOCUMENTS

Please refer to the links below on the City of Playford website to review Council Documents which highlight Council's Strategic Direction and Performance:

- [ANNUAL BUSINESS PLAN](#)
- [ANNUAL REPORT](#)
- [ASSET MANAGEMENT PLAN](#)
- [COUNCIL DELEGATIONS](#)
- [COUNCIL POLICY](#)
- [LONG TERM FINANCIAL PLAN](#)
- [OPEN SPACE STRATEGY](#)
- [PLAYFORD COMMUNITY VISION 2043](#)
- [PUBLIC HEALTH PLAN](#)
- [RESIDENT SATISFACTION SURVEY](#)
- [STATE OF THE CITY REPORT](#)
- [STRATEGIC PLAN](#)

## SNAPSHOT OF MAJOR PROJECTS

Playford's new era of growth is represented by a range of multi-million dollar projects, some which have attracted state and federal funding, and others that represent part of an ongoing investment into the City's infrastructure.

The projects not only prepare our community for future growth, but also ensure we have a strong, healthy and inclusive community for years to come. Click on the links below to find further information on current major projects:

- [CBD OF THE NORTH](#)
- [HEALTH PRECINCT](#)
- [OPAL](#)
- [PLAYFORD ALIVE](#)
- [PLAYFORD GROWTH PROJECT](#)
- [REGIONAL SPORTS PRECINCT](#)
- [STRETTON CENTRE](#)
- [WATERPROOFING PLAYFORD](#)

## RECRUITMENT ADVERTISEMENT

See on next page

Released 13 August 2021

# Chief Executive Officer

## Fixed Term Contract

## Attractive Remuneration Package

### Opportunity to lead the fastest growing Council in South Australia

The City of Playford is located in northern metropolitan Adelaide and is currently undergoing unprecedented change. The City of Playford is the fastest growing council in South Australia and employs more than 400 operational staff. We are a progressive and forward thinking Council, set to deliver \$83M of services and \$40M of capital works in the next financial year.

The Council is searching for a highly skilled and passionate executive with the drive and leadership qualities to partner with the Mayor and Councillors in continuing the delivery of efficient and effective services to the community.

Your ability to inspire staff across the organisation and translate the Strategic and Community Plan into innovative and tangible outcomes for the community, whilst maximising the efficiency of Council's resources, will be highly regarded. In addition you will have the demonstrated capacity to influence and drive required outcomes.

Your high calibre interpersonal and communication skills will be well complemented by your ability to analyse, review and report on complex business matters and budgets. You will be able to point to an impressive career in executive leadership, strategic change management, and a commitment to achieving excellence in governance.

It is expected that the successful candidate will have significant relevant experience and tertiary qualifications, and be able to demonstrate an ongoing commitment to professional and personal development.

The position is offered under a fixed term contract. An attractive remuneration package will be negotiated with the successful candidate and may include, but is not limited to salary, superannuation, and private use of a motor vehicle.

Confidential enquiries and requests for an information pack to be made via email to Jane Jeffreys Consulting at [jane@jjconsulting.net.au](mailto:jane@jjconsulting.net.au).

Written applications addressing the criteria and including a CV to be emailed to [jane@jjconsulting.net.au](mailto:jane@jjconsulting.net.au) detailing City of Playford Chief Executive Officer in the subject line.

Released 13 August 2021

## CHIEF EXECUTIVE OFFICER JOB DESCRIPTION

See on next page

Released 13 August 2021



## POSITION DESCRIPTION

Updated 23/06/2015

<b>Title</b>	<b>Chief Executive Officer</b>
<b>Level of Work</b>	<b>Executive</b>
<b>Reports to</b>	<b>Council through Mayor</b>
<b>Business Unit</b>	<b>Executive</b>

## POSITION OBJECTIVE

The Chief Executive Officer, in partnership with the Mayor and Councillors is responsible for leading, managing and implementing efficient and effective services to the community.

Ensure that the Council's statutory and governance obligations are met in a timely and effective manner.

## POSITION ACCOUNTABILITIES

### Leadership and Strategy

- Work closely with Council to ensure that Strategic Plans are developed, implemented and monitored within appropriate and legislated timeframes
- Drive and ensure financial sustainability of the Council through the development of strategic and operational financial plans within the parameters set by relevant legislation and guided by the Council
- Effectively communicate the Council vision and strategy to all stakeholders
- Drive and sponsor continuous improvement across the organisation, integrating and aligning all aspects of the organisation, to effectively manage the quantum of continuous improvement required
- Provide and demonstrate clear direction through consistent messaging and guidance, to ensure fair and ethical behavior at all times

### Finance and Asset Management

- Ensure Annual and Long Term Financial Plans are developed, monitored, communicated and controlled
- Closely monitor and control budgets
- Ensure Council has the required corporate infrastructure to fulfil its plans and obligations
- Ensure maximum value is derived from the broad use of Council services physically, financially and intellectually, for community benefit
- Monitor organisational performance to ensure objectives are achieved and opportunities for development are identified



## POSITION DESCRIPTION

Updated 23/06/2015

- Effectively manage all assets to optimise their use, benefits and return to the community
- Develop and maintain effective strategies and procedures to manage and mitigate risk

### People and Culture

- Attract and retain talent to achieve the Council's objectives
- Bring people along with change in ways that support, stretch and develop their capabilities
- Draw the diverse range of staff into a collaborative, positive, team oriented culture that fosters talent, individual accountability and leaderships at all levels
- As the responsible Officer, take reasonable steps to ensure Council completes all required obligations under the Workplace Health, Safety Act 2012 and associated legislation to ensure a safe and positive working environment
- Create and maintain a work environment that fosters mutually beneficial relationships between employee and employer

### Service Delivery

- Proactively champion, develop and maintain a strong customer service focus for the organisation
- Ensure all the residents, ratepayers and businesses of the City of Playford are treated as its customers and that their best interests are reasonably served at all times.
- Review and add value to Council processes, reports and debate to ensure they support the Mayor and Councillors decision making, effective governance and responsible action.

### Stakeholder Engagement

- Provide input and influence into International, Commonwealth, State or Local Government initiatives or programs affecting the City.
- Engage others outside the community to bring benefit and attract resources to the Council and region.
- Lead the development of relevant strategic partnerships
- Establish and maintain quality relationships with local businesses and industry, educational institutions, community service providers, and government agencies.



## POSITION DESCRIPTION

Updated 23/06/2015

### Council Relationship

- Develop and maintain a positive and collaborative working relationship with the Mayor and Councillors
- Provide Council with reports that indicate the status, success and effectiveness of all operations and major projects.
- Ensure all decisions of Council are progressed, implemented and reported on (where applicable) in a timely and appropriate manner.
- Provide the Mayor and Councillors with appropriate professional development opportunities which include mandated training.
- Ensure workplace policies, procedures and systems for risk identification, risk assessment, risk control and workplace health and safety meet or exceed expected standards
- Implement all policies and procedures adopted by the City of Playford including the Code of Conduct for Council Employees is complied with by self and team to expected standards.

## 4. QUALIFICATIONS/KNOWLEDGE/EXPERIENCE

### Qualifications:

#### Essential

- Tertiary Qualifications in a relevant discipline

#### Desirable

- MBA or equivalent post graduate qualification

### Knowledge, Skills & Experience (Essential)

- Experience in Executive Management
- Extensive experience in the management of multi-functioned service organisation, together with extensive experience in the supervision and management of strategy staff, assets and finances
- Sound knowledge of relevant Local, State and Federal Government legislation
- Highly developed, communication skills (written and oral), suitable for a range of audiences and situations
- Proven ability to negotiate and influence at senior levels



## POSITION DESCRIPTION

Updated 23/06/2015

- Demonstrated capacity to lead and develop relationships across a broad spectrum
- Ability to plan, prioritise and effectively manage complex and competing tasks
- Capability to mentor, empower and develop strong performers
- Capacity and ability to effectively respond to unforeseen circumstances
- Well-developed presentation and public speaking skills
- Active and strong networks across Northern Adelaide, South Australia and Nationally
- Local Government knowledge and/or experience
- An understanding of the importance of effective Human Resource Principles and Equal Employment Opportunity

### Personal Attributes

- Conducts self with a high level of personal integrity and honesty
- Shows interest in the development of communities and networks
- Has the courage to have robust conversations
- Demonstrates resilience, perseverance, and ethical behavior
- Has a high degree of self-motivation and enthusiasm
- Demonstrates a high level of interpersonal skills and work ethic including high degree of confidentiality, discretion and diplomacy

## HOW TO APPLY

Written applications addressing the essential and desirable criteria and including a CV maybe emailed to [jane@jjconsulting.net.au](mailto:jane@jjconsulting.net.au) detailing City of Playford Chief Executive Officer Confidential in the subject line.

*Applications close 5pm, Monday 13 July 2015*

**Please Note:**

Your application will be acknowledged by a return email.

Released 13 August 2021

## CEO Application Selection Panel Criteria Checklist



Position Title: Chief Executive Officer

Department: Executive

Applicant:

Panel Member Assessing :

Date: 15/07/2015

When comparing the candidate applications against the criteria, please score as follows:

2. Criteria Met
1. Criteria Not Met

CRITERIA	SCORE		COMMENTS
	2.	1.	
	Criteria Met	Criteria Not Met	
<u>QUALIFICATIONS</u>			
<b>Essential</b> Tertiary Qualifications in a relevant discipline			
<b>Desirable</b> MBA or equivalent post graduate qualification			

CRITERIA	SCORE		COMMENTS
	2.	Criteria Met	
	1.	Criteria Not Met	
<b><u>KNOWLWDGE, SKILLS AND EXPERIENCE - ESSENTIAL</u></b>			
Experience in Executive Management			
Extensive experience in the management of multi-functioned service organisation, together with extensive experience in the supervision and management of strategy staff, assets and finances			

CRITERIA	SCORE		COMMENTS
	2.	Criteria Met	
	1.	Criteria Not Met	
Sound knowledge of relevant Local, State and Federal Government legislation			
Highly developed, communication skills (written and oral), suitable for a range of audiences and situations			
Proven ability to negotiate and influence at senior levels			

CRITERIA	SCORE		COMMENTS
	2.	Criteria Met	
	1.	Criteria Not Met	
Conducts self with a high level of personal integrity and honesty			
Shows interest in the development of communities and networks			
Has the courage to have robust conversations			

CRITERIA	SCORE		COMMENTS
	2. 1.	Criteria Met Criteria Not Met	
Demonstrates resilience, perseverance, and ethical behavior			
Has a high degree of self-motivation and enthusiasm			
Demonstrates a high level of interpersonal skills and work ethic including high degree of confidentiality, discretion and diplomacy			

CRITERIA	SCORE	COMMENTS
	2. Criteria Met 1. Criteria Not Met	
Total	X/26	

## CEO Application Section Panel Summary

Position Title: Chief Executive Officer

Department: Executive

Panel Members:

Date: 15/07/2015

### Post-Shortlising Summary

Name of Candidate	Total Score	Other Comments
	/104	
	/104	

Name of Candidate	Total Score	Other Comments
	/104	
	/104	
	/104	
	/104	
	/104	

Name of Candidate	Total Score	Other Comments
	/104	
	/104	
	/104	
	/104	

## Chief Executive Officer Recruitment - Efficient Process

[illegible]

## **C. COUNCIL/COMMITTEE TO DECIDE HOW LONG ITEM 3.1 IS TO BE KEPT IN CONFIDENCE**

### **Purpose**

To resolve how long agenda item 3.1 is to be kept confidential.

### **STAFF RECOMMENDATION**

That pursuant to Section 90(2) and Section 91(7) of the Local Government Act 1999 the Council orders that the following aspects of Item 3.1 be kept confidential:

- Tabled Attachment(s) for Item 3.1 will be held for a period of twelve (12) months after which they will be destroyed.
- Completed Attachments 2 and 3 for Item 3.1, will be held for a period of two (2) years after which they will be destroyed.
- Discussion for Item 3.1 will be held in confidence indefinitely
- Decision for Item 3.1 will be held in confidence in the minutes indefinitely, with the following exceptions:
  - Candidates that have been selected for an interview as per the resolution of the Committee to be advised by Jane Jeffries Consulting of interview details accordingly

### **Options**

#### Option 1

That pursuant to Section 90(2) and Section 91(7) of the Local Government Act 1999 the Council orders that the following aspects of Item 3.1 be kept confidential:

- Tabled Attachment(s) for Item 3.1 will be held for a period of twelve (12) months after which they will be destroyed.
- Completed Attachments 2 and 3 for Item 3.1, will be held for a period of two (2) years after which they will be destroyed.
- Discussion for Item 3.1 will be held in confidence indefinitely
- Decision for Item 3.1 will be held in confidence in the minutes indefinitely, with the following exceptions:
  - Candidates that have been selected for an interview as per the resolution of the Committee to be advised by Jane Jeffries Consulting of interview details accordingly

#### Option 2

The Committee determines a different timeframe for any “in confidence” aspects of agenda item 3.1 to remain in confidence.

### **Analysis of Options**

#### Option 1

This item is excluded from the public on the basis that it relates to Section 90 (3) (a) of the Local Government Act 1999.

Attachments which have been tabled at the Committee Meeting, containing the Candidate Applications are to be kept confidential indefinitely.

Attachments which are referred to in this report as Attachments 2 and 3 are to also be kept confidential once the Panel have undertaken the short-listing process.

The Tabled Attachments and completed Attachments 2 and 3 are to be kept confidential as the applications and checklist contain the personal details of candidates who have applied for the position of Chief Executive Officer.

### Option 2

The Committee may determine that certain or all aspects of agenda item 3.1 remain in confidence.

The Committee can determine that other aspects be released or withheld in confidence, however, releasing the tabled attachments and completed attachments 2 and 3, would put the Council at risk if it released personal details of another individual.