



## ATTACHMENT 11.1.2

### CONFIDENTIALITY AGREEMENT CEO RECRUITMENT PANEL - AUGUST 2021

The following individuals have been authorised by Council at the Council Meeting of the **27 July 2021** to participate as Selection Panel Members in the CEO Recruitment & Selection Process commencing August 2021:

1. **Cr Mike Walmsley - Shire President – (Panel Chair)**
2. **Cr Naomi Purcell - Deputy Shire President (Panel Deputy Chair)**
3. **Cr Karen Odorisio– Councillor**
4. **Mr Barry Austin – Independent Representative**
5. **Sylvana Caranna – Executive Recruitment Consultant (LO-GO Appointments)**

In accordance with the Local Government (Administration) Amendment Regulations 2021 as outlined in the “Guidelines for Local Government CEO Recruitment and Selection, Performance Review and Termination” as amended in February 2021 all individuals involved must sign a Confidentiality Agreement in relation to any of the processes undertaken in either Part 1,2 or 3 of the Guidelines.

A copy of the Guidelines mentioned above is attached to this agreement to ensure all individuals are aware of the standards set out in the Guidelines and the scope of their role in this process.

**Therefore, the Confidentiality Agreement set out below is in line with the Guidelines, Part 1, Recruitment and Selection and applies to all the individuals nominated above.**

#### WHEREAS:

- A) From the beginning to the conclusion of the process, absolute confidentiality must be maintained by every individual involved in the recruitment and selection process.
- B) All individuals possess confidential information relating to candidates, employees, committee members, referees, recruitment consultant and independent representative, which are required to be collected and stored securely as per the State Records Act 2000 and Privacy Act WA 1988.
- C) The individual may be privy to confidential information in relation to their duties at the Shire or externally.
- D) The individual agrees not to deal with the confidential information other than in accordance with the terms of this agreement and the guidelines.

The Panel Members agree as follows:

#### 1.0 DEFINITIONS

1.1 For the Purposes of this Agreement:

“Confidential information”

- means all information, data or experience relating to the personal files and all forms including documents, databases, records, certificates, oral disclosures.

“Documents”

- includes, but is not limited to - applications by candidates, emails, staff meeting minutes, telephone calls/messages, questionnaires, resumes, working with children checks, police clearance, staff information forms, reports from outside professionals pertaining to candidate, personal correspondence, Panel meeting minutes.

“Code of Conduct”

- all eligible individuals must adhere to the code of conduct of the Shire for both Councillors and employees.
- Consultant or third-party panel members must adhere to professional standards expected in providing services to the Shire and in line with the Guidelines.

## 2. CONFIDENTIAL OBLIGATIONS

2.1 The Panel Member unless expressly otherwise agreed with is:

- not to reveal any of the confidential information to any person outside of the Panel or relevant staff.
- keep all information confidential and securely stored.
- not to make copies or duplicates of the confidential information except to the extent that it is reasonably necessary to carry out the business of the Shire or their duties.

2.2 The obligation to maintain confidentiality and not to use the confidential information shall remain in effect for an indefinite period, or if the disclosure is required or permitted by law.

## 3. GENERAL

- In line with Shire’s Code of Conduct if there is a breach of this Confidentiality Agreement, disciplinary action will be taken which could result in instant removal from the Panel.
- Third party recruitment consultants or the independent representative must act in a professional manner always abide by this Confidentiality Agreement, if there is a breach this may result in termination of the contract and instant removal from the Panel.

ACKNOWLEDGEMENT AND AGREEMENT	
<p><b>I will abide by this Confidentiality Agreement to ensure respect for the privacy of the candidates, panel members, employees and external stakeholders.</b></p>	
<b>MEMBER NAME</b>	
<b>SIGNATURE</b>	
<b>DATE</b>	