

RE: OFFSHORE RECRUITMENT - Approval Required for "TA21/685 - For Approval 'Offshore Recruitment Partner for Global NSW - 2021' - 18-03-2021 15:19:00"

From: Amy Brown
To: Jenny West
Date: Mon, 29 Mar 2021 12:29:34 +1100

Approved – thanks Jenny.

Amy Brown | Chief Executive Officer
Investment NSW
52 Martin Place, Sydney NSW 2000

| investment.nsw.gov.au



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From: Jenny West
Sent: Monday, 29 March 2021 10:40 AM
To: Amy Brown
Subject: OFFSHORE RECRUITMENT - Approval Required for "TA21/685 - For Approval 'Offshore Recruitment Partner for Global NSW - 2021' - 18-03-2021 15:19:00"

Amy

We have a Headhunter – NGS Global running our Senior Trade & Investment Commissioner roles offshore – Tokyo candidate been given the go-ahead by Treasurer and DP today.

For other roles we are looking at getting Michael Page to be our global recruiter (for the next level down) given their extensive network globally

Attached is a brief for you to review – we are looking to recruit approximately 20 roles – total cost around \$480,000.

Can you please let me know if you are happy for me to progress – I just want to make sure you are fully across things as they evolve.

Thanks Jenny

From: Jo Blackwell
Sent: Friday, March 26, 2021 5:17:04 PM
To: Jenny West
Subject: FW: Approval Required for "TA21/685 - For Approval 'Offshore Recruitment Partner for Global NSW - 2021' - 18-03-2021 15:19:00"

Docs attached...

From: Jo Blackwell
Sent: Friday, 26 March 2021 3:55 PM
To: Kylie Bell

Jenny West

Cc: Simon Anderson

Kristy Manton <

INV.001.001.0229

RE: STIC - Tokyo

From: Tim Bayl
To: Jenny West
Date: Thu, 06 May 2021 12:17:58 +1000
Attachments: TA21_847 - Global NSW - Tokyo STIC Appointment.obr (8 bytes)
Evelina Polura

Thanks Jenny, have saved in Objective at attached ref.

Please send through the TO one when you locate/receive this.

Regards,
Tim

Tim Bayl | Executive Officer

Office of the Deputy Secretary, Trade | Investment NSW
Level 35, 52 Martin Place, Sydney NSW 2000

| investment.nsw.gov.au



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From: Jenny West
Sent: Thursday, 6 May 2021 12:14 PM
To: Tim Bayl
Subject: Fwd: STIC - Tokyo
Evelina Polura

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From: Joseph Brayford
Sent: Thursday, May 6, 2021 10:57:10 AM
To: Jenny West
Subject: FW: STIC - Tokyo

From: Joseph Brayford
Sent: Monday, 29 March 2021 10:21 AM
To: 'Amy Brown'
Subject: STIC - Tokyo
Jenny West

Good morning both

Happy Investment NSW day

Apologies, I'm unclear who is best to contact regarding this, so trying to cover all bases. As I think Jenny ascertained just now, the Deputy Premier is happy to progress with [REDACTED] as the Tokyo STIC candidate – a very impressive applicant.

Joseph

INV.001.001.8855

Joseph Brayford
Senior Policy Adviser
Office of The Hon. John Barilaro MP
Deputy Premier, and Minister for Regional New South Wales, Industry and Trade

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John Blighe
Cc: Ella Ambarchi
Subject: RE: Tokyo STIC confirmation process
Tim Bayl

Oops – copying in Tim as well.

From: Kylie Bell
Sent: Thursday, 1 April 2021 1:23 PM
To: Tom Stobo
Ashley White
John Blighe
Evelina Polura
Cc: Ella Ambarchi
Subject: RE: Tokyo STIC confirmation process

Hi Tom

Confirming that all STIC positions need to go via Premier, Treasurer and DP.

If you could please work with Ash and Evelina to prepare an email from Jenny to Amy will a quick one page brief on role and the proposed candidate to support the meeting request with the Premier, we can get that off ASAP. Just off phone from Jenny and she is aware this needs to happen. Amy is on leave next week. HR/ Mike's office are no longer leading on setting up the appointments and Jenny will need to manage (Tim also copying you for this purpose).

Copying in John so he can do the same for the London AG – appointments are still required with DP, Treasurer and Premier for this one.

At the same time Evelina, could you please liaise with Tamara – I understand there is a standard one page cabinet template for HR decisions. If we can get this completed as well for both candidates next week we will be good to go with cabinet approvals as soon as interviews are completed.

Hope this makes sense but lets try and get these emails out by next Tuesday at the latest. Ash could you please assist Tom and John (with Evelina) so that the timing doesn't slip.

Thanks
Kylie

From: Tom Stobo
Sent: Thursday, 1 April 2021 11:39 AM
To: Kylie Bell
Cc: Ella Ambarchi
Subject: Tokyo STIC confirmation process

Hi Kylie,

I just wanted to confirm that the Tokyo STIC is required to be approved by the Premier prior to Cabinet approval? If so, do you have any visibility as to when the candidate will be meeting with the Premier/who will be setting up that meeting?

Regards,

Tom

Tom Stobo | Associate, Global Operations | Trade
52 Martin Place, Sydney (enter via 127 Phillip Street)
GPO Box 5469, Sydney NSW 2001

W: www.treasury.nsw.gov.au

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INV.001.001.2738

Update on offshore roles and recruitment timeframes

From: Tim Bayl
 To: Jenny West
 Cc: Evelina Polura
 Date: Wed, 12 May 2021 12:44:15 +1000

Hi Jenny,

Joseph asked for this in the DPO fortnightly meeting last week.
 Are you happy for me to provide him the below and copy you and Amy?

Role	Status	Expected Start Date
STIC North Asia (Tokyo)	<ul style="list-style-type: none"> • Candidate selected. • Candidate endorsed by DP and Treasurer. • Premier endorsement is being sought prior to Cabinet consideration on 7 June. 	June/July 2021
AG UK/STIC EU & Israel (London)	<ul style="list-style-type: none"> • Candidate selected. • Remuneration being finalised. • Premier, DP and Treasurer endorsement to be sought. 	July/August 2021
Director Americas (San Francisco); Director India (Mumbai)	<ul style="list-style-type: none"> • Second interviews complete. • Preferred candidates' final interviews with Dep Sec 12/5. 	June/July 2021 June/July 2021
Associate Director Int'l Ed (Jakarta)	<ul style="list-style-type: none"> • First interviews complete. • Second interviews scheduled. 	June 2021
Director ASEAN (Jakarta)	<ul style="list-style-type: none"> • Shortlisting complete. • First interviews complete 12/5. 	June/July 2021
STIC Americas (New York); STIC India & Middle East (Mumbai); STIC ASEAN (Singapore)	<ul style="list-style-type: none"> • Advertised on 2/4. • Applications closed. • Shortlisting report due 13/5. • Interviews planned for 25-28/5 (with Warwick, Jenny, Tim, Mike). • Premier, DP and Treasurer endorsement to be sought in June. 	August/September 2021

Regards,
 Tim

Tim Bayl | Executive Officer

Office of the Deputy Secretary, Trade | Investment NSW
 Level 35, 52 Martin Place, Sydney NSW 2000

| investment.nsw.gov.au



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INV.001.002.0821

From: Evelina Polura
Sent: Wednesday, 12 May 2021 11:48 AM
To: Tim Bayl
Subject:

**1. Recruitment
San Fran Director**

- First round interviews complete - [REDACTED] & [REDACTED] through to 2nd round - scheduled for 6th May with Evelina and Ash.

Recruitment of Mumbai Director (replacement for [REDACTED])

- First round interviews complete - [REDACTED] through to 2nd round – scheduled for 5th & 6th May with Kylie, Ash, Evelina.

Recruitment of Dubai Expo Project Manager

- Shortlisting done by Mounir Sankary and Moin Anwar, waiting for confirmation of how many and details of selected, interviews hopefully to start next week.

Jakarta Director & Associate Director

- AD: first interviews for 5 candidates happening this week with [REDACTED] and one more.
Second round hopefully from next week with [REDACTED] and one more.

Director: 4 candidates shortlisted for 1st round - [REDACTED]
[REDACTED] – hopefully starting next week with Lisette Groot, Karla Lampe and one more.

Evelina Polura | HR Business Partner

Investment NSW
52 Martin Place, Sydney NSW 2000

| investment.nsw.gov.au



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INV.001.002.0822

FW: Briefs today for Jenny/ Amy

From: Tim Bayl
To: Leah Lambert
Date: Thu, 20 May 2021 10:47:10 +1000

FYI

From: Kylie Bell
Sent: Thursday, 20 May 2021 9:26 AM
To: Jenny West
Cc: Tim Bayl
Subject: RE: Briefs today for Jenny/ Amy

Lauren Hannan

Hi Jenny

The brief for the Mumbai office is with you for decision, outlining the property search conducted and the final recommendation. If you are happy with the recommendation we can proceed with the lease negotiations etc, for now just seeking your approval (and then Amy's approval) to go with a location. We can walk you through it today. Our next one-on-one is not until Monday but we can schedule 15 minutes with Leah for this today or tomorrow.

Cheers
K

From: Jenny West
Sent: Thursday, 20 May 2021 9:00 AM
To: Kylie Bell
Cc: Tim Bayl
Subject: Re: Briefs today for Jenny/ Amy

Lauren Hannan

Kylie

Thanks for the update but I am a bit concerned not to be kept up to date on some of these decisions

No one has taken me through or updated me on the new Mumbai office location

Can we please ensure weekly meetings for 1 hour so I am across things please. This should be approved by myself as the final sign off

Thanks Jenny

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From: Kylie Bell
Sent: Thursday, May 20, 2021 8:16:13 AM
To: Jenny West
Cc: Tim Bayl
Subject: Briefs today for Jenny/ Amy

Lauren Hannan

Hi all

I am working from home today and in brief mode. Sending across this morning/ last night two briefs for Jenny to clear to go to Amy:

1. Brief on TIAC and letters from Amy to Committee members confirming appointments and including the conflict of interest declaration we need them to complete. Joseph called on Monday and asked that these letters now come from Amy so we have re-drafted them. Not sure if she even knows what TIAC is yet, so we drafted a quick cover brief for her. Once approved Lauren can put on the tracker and send across.

INV.001.002.3454

[REDACTED] has confirmed his availability for a Teams call next Tuesday. I have sent through a diary invite to Amy.

Jenny will be joining remotely so have not booked a meeting room, let me know if Amy requires a meeting room booked for the call.

Kind regards,
Leah

Leah Lambert | Executive Assistant to Jenny West
Office of the Deputy Secretary, Trade | Investment NSW
Level 35, 52 Martin Place, Sydney NSW 2000

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From: Leah Lambert
Sent: Tuesday, 18 May 2021 2:17 PM
To: Alicia Kemp
Subject: NGS Global update

Hi Alicia,

Amy has advised NGS Global that she no longer needs a catch up with them (I think she spoke to them earlier), so we can remove the hold at 3.30pm tomorrow.

I have followed up with NGS Global re a meeting for Amy and Jenny with [REDACTED] Thanks for continuing to hold Tuesday 25 May at 2.00 – 2.30pm. I will let you know once there is an update.

I have emailed you and Hayley separately re the shortlisting and interviews for the STIC appointments.

Kind regards,
Leah

Leah Lambert | Executive Assistant to Jenny West
Office of the Deputy Secretary, Trade | Investment NSW
Level 35, 52 Martin Place, Sydney NSW 2000

investment.nsw.gov.au



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INV.001.002.3361

Re: Summary of DPO/Investment NSW fortnightly meeting

From: Jenny West
To: Tim Bayl
Date: Mon, 24 May 2021 15:56:57 +1000

Thanks for the notes and follow up - very helpful

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From: Tim Bayl
Sent: Monday, May 24, 2021 2:25:35 PM
To: Joseph Brayford (Contact)
Cc: Eamon Waterford

Jenny West
Stewart Webster
Ian Smith

Kylie Bell
Sarah Timbrell

Rebecca Fox

Chris Hanger

Subject: Summary of DPO/Investment NSW fortnightly meeting

Hi Joseph,

Please find below a summary of our fortnightly meeting between the DPO and Investment NSW last week.

DPO/Investment NSW fortnightly meeting – 19 May 2021

Trade: Jenny West, Kylie Bell, Tim Bayl
Industry Strategy: Stewart Webster
Regional NSW: Ian Smith, Louise McMeeking, Rebecca Fox

Expo 2020 in Dubai (October 2021 to March 2022)

- DPO has asked Trade to look at options for a pre-Expo build-up food and bev event, possibly connected to an onshore trade mission and a local event, in consultation with Regional NSW and Destination NSW.
- Destination NSW have provided some possible events between June and September.
- Regional NSW indicated the next trade mission is slated for the New England and North West region, and would include the Moree SAP and showcase the plant-based protein industry.
- Although not scheduled till November, the trade mission could be brought forward to October or even earlier, as long as 3 months are allowed to plan it.
- There's an opportunity for NSW to really lead the plant-based protein industry, including at Expo. NSW has the only Modern Manufacturing Initiative (MMI) bid for plant-based protein. Ian Smith confirmed he would brief the DPO on the MMI next week.
- **[ACTION]** Trade will review options with Regional NSW and come back to the DPO with a proposal.
- DPO confirmed that November would focus on the Joint-Economic Meeting (JEM) with Guangdong.

Carry-forwards for Trade and Industry

- **[ACTION]** Trade to confirm with the COO and confirm status of carry forwards to DPO

Budget media

- Media Release to focus on achievements, appointments in Vietnam, Indonesia and Singapore, Going Global success and Export Grants. Possible op-ed on supporting exporters to access ASEAN markets.
- **[ACTION]** Industry Strategy to provide info on who helped and how.

TIAC letters

- Letters to the confirmed TIAC members will go from Amy.

Agent General (London) and STIC (Tokyo) roles

- The Treasurer and Amy are scheduled to meet with the AG candidate.
- Jenny and Amy are meeting with the AG candidate on Tuesday 25 May.

INV.001.002.5305

- Amy may also meet with the previous preferred AG candidate.
- Tokyo STIC candidate has been endorsed by the Premier and is on track for 7 June Cabinet.

International Network Rollout

- **[ACTION]** Trade will brief the DPO on the rationale for minor changes to locations based on metro precincts, special activation precincts, and post-COVID economic conditions.
- Trade will put a brief to the DPC Secretary to confirm the minor changes proposed for the expanded international network, following Jenny's presentation to the DPC Senior Executive.
- These adjustments to locations within regions are based on advice from Regional NSW and Destination NSW, Austrade and key chambers of commerce.

International students

- **[ACTION]** DPO has requested a stripped-down one-pager on the pending announcement be fact-checked, approved and returned – (the documentation Trade prepared was very detailed).

Regards,
Tim

Tim Bayl | Executive Officer

Office of the Deputy Secretary, Trade | Investment NSW
Level 35, 52 Martin Place, Sydney NSW 2000

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I hope this assists with clarifying our understanding on the current status. I've also copied in Alicia, so we're all in the loop with the same understanding.

Kind regards
Lynne

From: Leah Lambert
Sent: Monday, 31 May 2021 11:47 AM
To: Lynne Clements
Cc: Deputy Secretary of Trade
Subject: RE: STIC Roles - Shortlisting and Panel Interviews

Hi Lynne,

We now have the below dates held in the panel's diary – Tim Reardon, Warwick Smith, Amy Brown and Jenny West for two of the panel interviews: STIC Singapore/ASEAN and STIC India/Middle East.

Friday 25 June between 8:30am – 2.30pm Expect 4 candidates for Americas, 3 for Singapore/ASEAN. Can just fit in on this date. Important to do Americas early on.

Friday 2 July between 10.00am – 12.30pm Expect 4 candidates for India/Middle East

Can you please confirm the timings – ie. we may be able to fit both panels on the one day: 25 June or is there sufficient time on 2 July to do one of the panels and the other panel on 25 June. We would also ask you to confirm if these timings correlate to the timezone where the candidates are located. Dates are held currently, but it would be ideal to confirm timings so that we can circulate a diary invite to the panel.

TIMING: STIC India shortlist candidates (*pending final s/l confirmation of names?*) 1 candidate in India, 1 candidate in UAE other candidates AUS based).

Given UAE -6 hours; and India is -4.30. Therefore while afternoon meetings AEST are more desirable for these candidates, due to candidate 'crossover' Americas and Singapore need to be done on the same day and the last two candidates would be from India then UAE.

For the shortlisting meeting for the two roles noted above, we still require an earlier date as none of the earlier dates from Tim's office aligned with Warwick's availability. I have gone back to Tim's office to find an earlier date for the shortlisting meeting. Our understanding was that if Warwick could not be there at the same time, the Shortlist would be discussed with him separately. Please confirm that 4/6 for shortlisting can proceed.

For the STIC Americas role, as Mike had previously mentioned that he has limited availability in June we are seeking a July date for this panel. It would also require another shortlisting meeting for Mike to join and Jenny to drop off. Amy's assistant mentioned that the Americas role may be more urgent than July – can you please confirm if July interviews for STIC Americas is an appropriate timeline? Americas must be done as soon as possible, and we were not sure if Jenny is going to be on the Panels.

Kind regards,
Leah

Leah Lambert | Executive Assistant to Jenny West

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Level 35, 52 Martin Place, Sydney NSW 2000

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INV.001.002.7716

FW: NSW Senior Trade and Investment Commissioner - Mumbai and Middle East (edits 3 June) (003)

From: Tim Bayl
To: Evelina Polura
Date: Thu, 03 Jun 2021 14:05:35 +1000

FYI only please.
Not for further distribution.

From: Jenny West
Sent: Thursday, 3 June 2021 2:04 PM
To: Joseph Brayford (Contact)
Cc: Tim Bayl
Subject: NSW Senior Trade and Investment Commissioner - Mumbai and Middle East (edits 3 June) (003)

Joseph

It will be a Band 3 role – base pay including super.
Relocation costs to and from the destination will be included as well as 3 months temporary accommodation.

Thanks Jenny

From: Kylie Bell
Sent: Thursday, 3 June 2021 2:00 PM
To: Joseph Brayford (Contact)
Cc: Lauren Hannan
Evelina Polura
Kristy Manton
Jenny West
Alexandra Engel
Tim Bayl

Subject: NSW Senior Trade and Investment Commissioner - Mumbai and Middle East (edits 3 June) (003)

Hi Joseph

Please find attached the Mumbai STIC role description as discussed.

Thanks
Kylie

INV.001.003.0072

New Task - Notification - EMS Sent for Ministerial Approval for "TA21/1397 - For Approval 'DP Endorsement of Agent-General to the UK and STIC for Europe and Israel' - 22-06-2021 17:53:15"

From: Objective Administrator
To: Evelina Polura
Date: Fri, 25 Jun 2021 12:34:38 +1000

Hello Evelina Polura,

'TA21/1397 - DP Endorsement of Agent-General to the UK and STIC for Europe and Israel'

Pending Ministerial Approval

Approval order: » Kristy Manton » Executive Officer - Deputy Secretary - Trade (TD) (TR) » Deputy Secretary - Trade (TR) » Executive Officer - Deputy Secretary - Trade (TD) (TR)

Submitter: Evelina Polura

Printing: No printing required (electronic approval only)

Task CC:

Final Destination: Minister

INV.001.003.8297

Unique ID:

TA21/1397

TSY Due Date

25
Jun 2021

APPROVAL HISTORY

Comments	Actions Taken	Version
Finn Cowden "Softt copy emailed to Jo Brayford"	EMS - Send for Ministerial Approval (25-06-2021 12:34:12)	n/a
Evelina Polura ***	Send for Ministerial Approval (25-06-2021 10:51:57)	n/a
Tim Bayl "For DP endorsement ahead of 2 July in time for eCabinet lodgement."	Approve (25-06-2021 10:49:04)	n/a
Jenny West ***	Approve (22-06-2021 18:42:57)	n/a
Tim Bayl "Progressing to Dep Sec Trade. Consistent with Premier brief already approved by CEO and DPC Secretary."	Approve (22-06-2021 18:18:56)	n/a
Kristy Manton ***	Approve (22-06-2021 18:12:56)	n/a
Evelina Polura ***	Submitted for approval (22-06-2021 17:53:15)	n/a

INV.001.003.8298

DOCUMENT(S) FOR APPROVAL

Document(s) for Approval:

TA21/1397 - DP Endorsement of Agent-General to the
UK and STIC for Europe and Israel

Open →

Open Task →

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INV.001.003.8299

RE: Investment NSW and statutory officers

From: Vanessa Grimm

To: Amy Brown

Alexandra Engel

Date: Thu, 19 Aug 2021 15:07:53 +1000

This is very helpful. Thank you!

Vanessa Grimm | Director of Communications, Media & Engagement

Investment NSW

Level 9, 52 Martin Place, Sydney NSW 2000

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From: Amy Brown

Sent: Thursday, 19 August 2021 2:57 PM

To: Vanessa Grimm

Alexandra Engel

Subject: FW: Investment NSW and statutory officers

In case helpful – when the DP wanted clarification on whether the STICs were ministerial appointments or not. It was a fair question, because Treasury initially set up an erroneous process where they had to go to Cabinet, which is completely inappropriate.

Amy Brown | Chief Executive Officer

Investment NSW

52 Martin Place, Sydney NSW 2000

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From: Amy Brown

Sent: Friday, 2 July 2021 10:24 AM

To: Joseph Brayford (Contact)

Subject: Investment NSW and statutory officers

Hi Joseph

Further to your question on the above:

INV.001.005.3701

- Investment NSW is an executive agency 'related to the Department of Premier and Cabinet', which does not have an Act or statutory functions sitting behind it
- By contrast, Infrastructure NSW and the Greater Sydney Commission (both also in the Premier & Cabinet cluster) have statutory functions which sit behind them in their own Acts
- In the case of the GSC for example, this Act creates 'Commissioners' which are statutory officers appointed by the Minister(s) on specific terms
- Because Investment NSW does not have an Act, our Senior Trade and Investment Commissioners are public servants, subject to the Government Sector Employment Act. This has the benefit of affording them the usual employment protections as set out in the GSE Act.
- Statutory positions (such as GSC Commissioners) tend to be more arms length in nature, and sit outside of normal employment contracts and arrangements
- In order for Investment NSW to have an Act, the usual process of passing legislation would need to be followed. This act would then be allocated to the Premier, Deputy Premier and Minister for Jobs, Investment, Tourism and Western Sydney (although particular portions of the Act could be allocated to one of those Ministers)
- There is complexity around the STICs being statutory officers which may make it more appropriate to retain their status as public servants. The day-to-day activities of the STICs are subject to the direction and control of the CEO of Investment NSW and each STIC will have strong KPIs around their outputs and performance. Statutory officers appointment to a Minister are not subject to the direction and control of an agency CEO, making those KPIs difficult to monitor and enforce. Additionally, all the staff supporting the STICs offshore in NSW Government offices will continue to be public servants. Their reporting lines will be difficult to maintain where the STIC is an independent statutory officer but their staff are not.

Hope that helps,

Amy

Amy Brown
CEO, Investment NSW

RE: REVIEW: Premier Briefing - Appointment of Senior Trade and Investment Commissioner July 2021

From: Amy Brown
To: Alexandra Engel
Date: Sun, 25 Jul 2021 12:30:03 +1000
Attachments: AXXXXXX Premier Briefing - Appointment of Senior Trade and Investment Commissioner July 2021_AB comments.docx (55.6 kB)

Here you go. Thanks so much for preparing. Jim B strongly recommends that the recruitment reports fully signed by each panel member (even if it's 'subject to referee checks and psychometric testing') be completed before this brief is sent up to the Ministers, in anticipation of them messing with due process.... (Realise that might delay this brief going up slightly). Could you please liaise with Kristy/Marianne on that?

Amy Brown | Chief Executive Officer
Investment NSW
52 Martin Place, Sydney NSW 2000

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From: Alexandra Engel
Sent: Friday, 23 July 2021 4:50 PM
To: Amy Brown
Subject: REVIEW: Premier Briefing - Appointment of Senior Trade and Investment Commissioner July 2021

Hi Amy,

Sorry this took awhile to get to you – see attached STIC brief for the Premier.

Please confirm if Mike was involved in any of the interview panels (his name currently in red). Sorry if I've got any other details wrong – I've pieced things together from as many sources as I could find. Alicia is putting all the files together for me (CVs and panel reports), that I'll attach to the workflow when I send through.

I'll now prepare drafts for Treasurer, DP, Ayres, Tim and Mike in their templates – but will await your final approval of the attached content before inserting everything into workflow.

Alex

Alex Engel-Mallon | Chief of Staff
Office of the Chief Executive, Investment NSW
52 Martin Place, Sydney NSW 2000

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NSW**

INV.001.004.7382

Re: Senior Trade & Investment Commissioners - Recruitment Report - 3 of 3

From: Marianne Broadbent
To: Alicia Kemp
Cc: Lynne Clements
Date: Mon, 26 Jul 2021 14:05:13 +1000
Attachments: Selection Panel Report- STIC_Americas_2107_Draft1.xlsx (71.28 kB)

Alicia, attached now is the Selection Report for Americas. Again if you can get Amy to review and sign please. And then either do the same with Jim Betts and Warwick Smith or send us back the Report signed by Amy and we will do the rest.

Thanks much. Marianne B

Dr Marianne Broadbent
MANAGING PARTNER

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From: Marianne Broadbent
Date: Monday, 26 July 2021 at 1:41 pm
To: Alicia Kemp
Cc: Lynne Clements
Subject: Re: Senior Trade & Investment Commissioners - Recruitment Report

Alicia, THought we had already sent those reports for India/ Middle East and for ASEAN/Singapore to Amy to review, and will shortly also provide the Americas one. Best if Amy checks them first please before going to the other Panel members. Happy then once checked by Amy for you to then send directly to Tim Reardon and Warwick Smith. If you need us to this after Amy approves, let's know.

Thanks Marianne B

Dr Marianne Broadbent
MANAGING PARTNER

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From: Alicia Kemp
Date: Monday, 26 July 2021 at 1:25 pm
To: Marianne Broadbent
Cc: Lynne Clements
Subject: Senior Trade & Investment Commissioners - Recruitment Report

INV.001.004.7519

Hi Marianne,

We are currently preparing the briefs for the Premier and Ministers regarding the appointment of Senior Trade and Investment Commissioners.

Amy has requested a recruitment report (Panel debrief/recommendations etc) for each position be prepared and fully signed by each panel member.

Would you please assist in preparing the reports as urgency so we can have these signed off by each panel member and attached to our briefs.

Kind regards,
Alicia

Alicia Kemp | Executive Assistant to Chief Executive Officer
Investment NSW
52 Martin Place, Sydney NSW 2000

investment.nsw.gov.au



**Investment
NSW**

Investment NSW believes in 'all roles flex'. I work flexibly. I am sending this message now because it's a good time for me, but I don't expect that you will read, respond or action it outside of your own regular hours.

My workdays are: Mon | Tues | Wed | Thurs

RE: Senior Trade & Investment Commissioners - Recruitment Reports

From: Alexandra Engel
To: Kristy Manton
Cc: Alicia Kemp
Date: Mon, 02 Aug 2021 11:00:29 +1000

Thanks all.

We don't need the psychometrics completed before sending the Americas report up for approval.

Marianne – if we could just get the signed panellist report for this one ASAP, that will be sufficient.

Thanks,

Alex

Alex Engel-Mallon | Chief of Staff
Office of the Chief Executive, Investment NSW
52 Martin Place, Sydney NSW 2000

| investment.nsw.gov.au

From: Kristy Manton
Sent: Monday, 2 August 2021 10:59 AM
To: Alicia Kemp
Cc: Alexandra Engel
Subject: FW: Senior Trade & Investment Commissioners - Recruitment Reports

Hey Alicia

FYI- This one is being dealt with in a different way due the applicants

Alex has confirmed I can get the preferred candidate report from NGS so I can organise psychometric testing today (will be about 5 days till we get results) . If we send through a report today from NGS please note it will not have testing results

K

From: Alicia Kemp
Sent: Monday, 2 August 2021 10:55 AM
To: Kristy Manton
Cc: Michelle Vigo
Subject: RE: Senior Trade & Investment Commissioners - Recruitment Reports

Evelina Polura

Hi all – Amy has advised she would like to send the Americas report to the DPO today – could we please prioritise this report so I can have the panellists approve today.

Thanks,
Alicia

Alicia Kemp | Executive Assistant to Chief Executive Officer
Investment NSW
52 Martin Place, Sydney NSW 2000

| investment.nsw.gov.au

INV.001.005.0051



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My workdays are: Mon | Tues | Wed | Thurs

From: Alicia Kemp
Sent: Monday, 2 August 2021 9:46 AM
To: Kristy Manton
Cc: Michelle Vigo
Subject: RE: Senior Trade & Investment Commissioners - Recruitment Reports

Evelina Polura

Thanks Kristy – can you please confirm once this has been actioned?

Amy is wanting to finalise and have the panellist individually sign the reports – we will be including the reports in the final briefs to PO/MO.

Alicia Kemp | Executive Assistant to Chief Executive Officer
Investment NSW
52 Martin Place, Sydney NSW 2000

| investment.nsw.gov.au



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My workdays are: Mon | Tues | Wed | Thurs

From: Kristy Manton
Sent: Friday, 30 July 2021 11:51 AM
To: Evelina Polura
Cc: Michelle Vigo
Subject: RE: Senior Trade & Investment Commissioners - Recruitment Reports

Alicia Kemp

Hi Alicia

We will populate into the selection report. Just grabbing off Marianne now

K

From: Evelina Polura
Sent: Friday, 30 July 2021 11:08 AM
To: Kristy Manton
Subject: RE: Senior Trade & Investment Commissioners - Recruitment Reports

Alicia Kemp

Hi Alicia,

Please find attached the OPQ results for the India/Middle East and Singapore STIC candidates.

Please don't hesitate to reach out if you need anything else.

Regards,

INV.001.005.0052

Evelina Polura | HR Business Partner

Investment NSW

52 Martin Place, Sydney NSW 2000

| investment.nsw.gov.au



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My workdays are: Mon | Tues | Wed | Thurs | Fri

From: Kristy Manton
Sent: Friday, 30 July 2021 10:32 AM
To: Alicia Kemp
Cc: Evelina Polura
Subject: RE: Senior Trade & Investment Commissioners - Recruitment Reports

Hey Alicia

Happy Friday!

Evelina is our HRBP for International so will be able to assist in the first instance.

K

From: Alicia Kemp
Sent: Friday, 30 July 2021 10:26 AM
To: Kristy Manton
Subject: FW: Senior Trade & Investment Commissioners - Recruitment Reports

Hi Kristy,

Happy Friday!

Are you able to assist or advise who is best to assist with the OPQ results for the STIC reports?

Thanks,
Alicia

Alicia Kemp | Executive Assistant to Chief Executive Officer

Investment NSW

52 Martin Place, Sydney NSW 2000

| investment.nsw.gov.au



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My workdays are: Mon | Tues | Wed | Thurs

From: Marianne Broadbent
Sent: Thursday, 29 July 2021 8:29 PM
To: Alicia Kemp
Cc: Lynne Clements
Subject: Re: Senior Trade & Investment Commissioners - Recruitment Reports

INV.001.005.0053

Alicia – thanks. Yes people explained when / how they knew the candidates, and whatever was needed by way of Conflicts of Interest.

Re completion of the Report, Investment NSW or the qualified person in P&C needs to enter the OPQ results. We do not complete the OPQ part as that is done internally by the HR folks, at least that is my experience to date. In Treasury Ken Boots did it in the format that the Dept required.

Thanks Marianne B

Dr Marianne Broadbent
MANAGING PARTNER

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From: Alicia Kemp
Date: Thursday, 29 July 2021 at 5:08 pm
To: Marianne Broadbent
Cc: Lynne Clements
Subject: RE: Senior Trade & Investment Commissioners - Recruitment Reports

Hi Marianne,

Apologies for missing your call.

Option 1 is the preference rather than having individual reports (we will be providing these with the Premier and Minister briefs).

When each panel convened, did all the members confirm their 'Candidates Conflict of Interest Declaration'? Amy's signed copy will be in PDF format so it will be difficult to edit the Conflict of Interest Declaration so I am planning to leave this as 'No Conflict of Interest' for each panel member.

Can you please confirm the copies I have are the finalised copies for signing and no other fields need to be completed.

Many thanks,
Alicia

Alicia Kemp | Executive Assistant to Chief Executive Officer
Investment NSW
52 Martin Place, Sydney NSW 2000

| investment.nsw.gov.au



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My workdays are: Mon | Tues | Wed | Thurs

From: Marianne Broadbent
Sent: Thursday, 29 July 2021 3:55 PM
To: Alicia Kemp

INV.001.005.0054

Cc: Lynne Clements

Subject: Re: Senior Trade & Investment Commissioners - Recruitment Reports

Alicia, attached is the revised report. As per my phone message, can you please confirm which of the following approaches you want to have the reports signed:

Option 1: Amy completes her part of the each Report then send to me and I get the same elec version signed by the other Panel members and return that to you,
OR

Option 2: I send an elec copy of each Report to each Panel member and they sign their own copy, return to me, then we return all elect copies to you as would need to keep all copies – if three panel members then 3 copies of each report, each with a different signature.

Please advise, and if Option 1, please send me the 'Amy signed' version and we will do the round robin with that version.

Thanks Marianne B

Dr Marianne Broadbent
MANAGING PARTNER

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INV.001.005.0055

**RE: Selection Panel Report- STIC_Americas_2107 - SIGNED
VERSION.xlsx**

To: Kristy Manton
Cc: Alexandra Engel

Michelle Vigo

Date: Mon, 02 Aug 2021 12:50:15 +1000

Thanks Kristy.

It was requested by Amy and Jim Betts that we should have each panel member sign the report rather than approving via email/to Amy.

Alicia Kemp | Executive Assistant to Chief Executive Officer
Investment NSW
52 Martin Place, Sydney NSW 2000

| investment.nsw.gov.au



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My workdays are: Mon | Tues | Wed | Thurs

From: Kristy Manton
Sent: Monday, 2 August 2021 12:13 PM
To: Alicia Kemp
Cc: Alexandra Engel

Michelle Vigo

Subject: Selection Panel Report- STIC_Americas_2107 - SIGNED VERSION.xlsx

Hey Alicia

Here is the report where I have removed what is not required

Due to obvious sensitivities only myself and Michelle (at Investment NSW) should be contacted in relation to the recruitment.

The panel will need to now sign off. Im assuming this will occur post Dep Prem discussion?

All that will be required is an email to all panel members with a response of approved.

We have sent out OPQ today and will complete the selection report with these results by CoB Friday

K

Kristy Manton | A/Director People & Culture
Investment NSW
Level 35, 52 Martin Place, Sydney NSW 2000

| investment.nsw.gov.au

INV.001.005.0140



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My workdays are: Mon | Tues | Wed | Thurs | Fri



RE: STIC Panel - Approval/Signature required

From: Leanne Stacey
To: Alicia Kemp
Date: Tue, 03 Aug 2021 14:32:06 +1000
Attachments: Selection Panel Report- STIC_Americas_2107 - SIGNED VERSION.pdf (271.14 kB)

Please see attached –

Kind regards

Leanne

Leanne Stacey
Executive Assistant to Secretary Jim Betts

Office of the Secretary | Department of Planning, Industry and Environment

4 Parramatta Square, 12 Darcy St, Parramatta, NSW 2150.

From: Alicia Kemp
Sent: Tuesday, 3 August 2021 2:25 PM
To: Leanne Stacey
Subject: FW: STIC Panel - Approval/Signature required
Importance: High

Hi Leanne,

Just wanted to confirm when we might receive an approved/signed copy of the panel selection report.

We need to include this with our brief to the DPO and across ASAP.

Many thanks,
Alicia

Alicia Kemp | Executive Assistant to Chief Executive Officer
Investment NSW
52 Martin Place, Sydney NSW 2000

| investment.nsw.gov.au



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My workdays are: Mon | Tues | Wed | Thurs

From: Alicia Kemp
Sent: Monday, 2 August 2021 12:43 PM
To: Leanne Stacey
Subject: STIC Panel - Approval/Signature required
Importance: High

CONFIDENTIAL

Hi Leanne,

INV.001.005.0481

Hope you are well and had a nice weekend.

Attached is the STIC Americas Selection Panel Report which required approval/signing – could you please arrange for Jim to approve/sign.

Amy would like to arrange for the DPO to have a copy today if possible.

Thanks,
Alicia

Alicia Kemp | Executive Assistant to Chief Executive Officer
Investment NSW
52 Martin Place, Sydney NSW 2000

| investment.nsw.gov.au



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My workdays are: Mon | Tues | Wed | Thurs

Draft background email ahead of PSC call for comment

From: Chris Carr
To: Kristy Manton
Date: Tue, 21 Sep 2021 09:06:43 +1000

Dear Sarah

Ahead of our call today, I wanted to set out the issue that has arisen that we will need to discuss.

Background

Investment NSW is leading the delivery of the Global NSW policy which includes the opening of new offices and the employment of additional resources in 6 so-called hub locations. Each of these hubs will be led by a Senior Trade and Investment Commissioner (a STIC) or in the case of the UK, an Agent-General. For simplicity we will refer to them all as STICs. There are peculiarities under English law that are not relevant to this question that cause that role to be termed an Agent General. That role is essentially the same as the other STICs.

Employment Terms

STICs have been appointed for the two hubs of Singapore and UK/Europe. Both have commenced but only one has been announced owing to protocols with the UK Government. Those appointments were made under the GSE Act but made subject to the Regulation 10A of the GSE Regulations. Specifically, they are not statutory officers nor are they public officers. They are appointed by applying s47A of the NSW Constitution Act and not s47. Advice has been obtained in relation to that already. They each have employment contracts entered into by the Crown in the Right of the state of NSW acting through Investment NSW.

The issue

Under Regulation 10A(5) of the GSE Regulations, it says:

(5) Persons may be employed as overseas trade employees without compliance with the government sector employment rules on merit-based employment. However, any decision to employ a person as an overseas trade employee must be based on the person's appropriateness for the role concerned having regard to the nature of the role and the person's qualifications, skills and experience.

To date, that has been the basis for all the STICs (as well as other offshore roles in the hub offices). They have been appointed by the CEO of Investment NSW (noting the impact of the Administrative Orders establishing Investment NSW replacing the Secretary with the CEO).

In total we are expecting there to be 6 STICs (including the UK/Europe). We are therefore addressing an issue relevant to a very small number of very senior roles.

We are now asked to consider whether there are alternative methods that STICs could be employed. Specifically, we have been asked whether there is an option for Ministerial appointments. Advice has already been provided in relation to s47 and s47A of the NSW Constitution Act as well as the use of other mechanisms such as the enactment of specific legislation (eg as is done in Victoria) to create statutory officers. Likewise, the option of using contractors with the material risks of those arrangements having been highlighted through a WA audit report on their approach to offshore structures.

Where there is a specific question we want to discuss with you is in relation to Regulation 10A(5) of the GSE Regulations.

We are asked whether an amendment to Regulation 10A is feasible to provide for the relevant Minister to make recommendations to the CEO of Investment NSW on the appointments of the STICs outside Regulation 10A(5). That is, if possible there may be a desire for these positions to remain in the Public Service and subject to various codes of conduct and employment terms but that their appointment is subject to a ministerial recommendation. Given the seniority and prominence of these roles, advice is needed on whether the appointments can be made more akin to Agency Head appointments as currently made under the GSE Act, while the ongoing accountability remains with the agency head, in this case the Investment NSW CEO. Clearly a change in the regulations would be required to achieve that, so we are seeking to discuss with you any potential issues or concerns before this is further explored.

INV.001.006.0119

That's the general basis for the discussion this afternoon. The urgency driving this is that recruitment processes are well advanced for the next batch of appointments and there is now a need to clarify whether this alternative is viable.

I look forward to discussing with you later today.

Kind regards

Chris

Chris Carr, General Counsel
Investment NSW
52 Martin Place, Sydney NSW 2000

| investment.nsw.gov.au



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AMY BROWN: Of course I knew Mr Barilaro in the past. I was with the Public Service Commissioner, who knows the structure of the public service and that he was the Minister for trade and industry.

The Hon. COURTNEY HOUSSOS: Ms Brown, you have just said that you didn't insist on Mr Barilaro completing his own declarations, but you could have made your own about a conflict-of-interest declaration. Why didn't you?

AMY BROWN: I could have but there was no conflict of interest, so I did not. Kathrina Lo, who is the Public Service Commissioner—hopefully you will call her and she can talk to that point.

The Hon. WES FANG: What's the conflict?

AMY BROWN: I don't know.

The CHAIR: Order! Mr Fang, we're doing so well.

The Hon. DANIEL MOOKHEY: Secretary Brown, can I take you to page 12 of the tender bundle?

The CHAIR: What page did you say?

The Hon. DANIEL MOOKHEY: Twelve. This is correspondence that you sent to your chief of staff, in which you say:

Here you go. Thanks so much for preparing. Jim B—

which is a reference to Jim Betts, who at the time was the incoming Secretary of the Department of Premier and Cabinet—

strongly recommends that the recruitment reports fully signed by each panel member ... be completed before this brief is sent up to the Ministers, in anticipation of them messing with due process ...

Did you have a conversation with then Secretary Betts about signing the selection reports?

AMY BROWN: I did have a conversation with Secretary Betts about signing the selection report.

The Hon. DANIEL MOOKHEY: Did he warn you that there was a chance that Ministers would mess with due process?

AMY BROWN: We had a conversation about the fact that because the other two appointments went to Cabinet, there was a lot of confusion, and I was concerned that certain Ministers or their offices may feel that they have veto rights over my appointment.

The Hon. DANIEL MOOKHEY: Who were you concerned would have veto rights over your appointment?

AMY BROWN: I was concerned that the Deputy Premier's office would feel that they had veto rights.

The Hon. DANIEL MOOKHEY: You were concerned that the Deputy Premier's office would, and then Secretary Betts gave you the advice to make sure that every panel checked it. Is that correct?

AMY BROWN: Yes, and particularly because the first-ranked candidate was a current bureaucrat.

The Hon. DANIEL MOOKHEY: Can we now turn to page 35 of the bundle? You will have to start on page 36, and then we will go to 35. It's an email chain that starts on the bottom of page 36 and then goes up, so we will have to start on 36. You can see here right at the bottom of 35, I think one of your executive assistants chases up for the signed panel report that Secretary Betts recommended. You see right at the bottom here your executive assistant is informing someone else—your chief of staff, I think—that:

Amy would like to arrange for the DPO to have a copy today if possible.

Do you see that?

AMY BROWN: Yes, I do.

The Hon. DANIEL MOOKHEY: Can you go to page 35?

AMY BROWN: Yes.

The Hon. DANIEL MOOKHEY: Can you go up the page?

AMY BROWN: Yes.

The Hon. DANIEL MOOKHEY: You see here that this person, who is the executive assistant, is emailing now the executive assistant of Secretary Betts?

AMY BROWN: Yes.

The Hon. DANIEL MOOKHEY: So your EA is emailing Mr Betts' EA.

AMY BROWN: Yes.

The Hon. DANIEL MOOKHEY: It says this:

Hi ...

Just wanted to confirm when we might receive an approved/signed copy of the panel selection report.

We need to include this with our brief to the DPO and across ASAP.

You understand "DPO" to be a reference to the Deputy Premier's office?

AMY BROWN: That is true.

The Hon. DANIEL MOOKHEY: Why was it so urgent to send it to the Deputy Premier's office?

AMY BROWN: I wanted to provide briefs for noting briefs to the four Ministers who I referred to before, and I wanted the selection reports to be signed before I did that.

The Hon. DANIEL MOOKHEY: Indeed.

AMY BROWN: I had already verbally offered—well, no, at this point I hadn't verbally offered the candidate, but I wanted to get going on the appointment. So "ASAP" was—

The Hon. DANIEL MOOKHEY: But you don't mention the other offices in this email: "We need to include this with our brief to the DPO and across". It's not "DPO and Treasury", "DPO and Premier", "DPO and Ayres". It's DPO.

AMY BROWN: He was the portfolio Minister, so—

The Hon. DANIEL MOOKHEY: But was he asking for this brief urgently?

AMY BROWN: His office was.

The Hon. DANIEL MOOKHEY: His office was asking for an urgent brief outlining the selection report for the New York position?

AMY BROWN: They wanted to know the outcome of the process.

The Hon. DANIEL MOOKHEY: Can I have an indulgence, Chair? Can I just ask a few more questions?

The CHAIR: Just one—

The Hon. SCOTT FARLOW: No.

The Hon. WES FANG: You've had two hours.

The CHAIR: Finish the line of questioning.

The Hon. DANIEL MOOKHEY: Thank you. The only line of questioning is: Did you then send the report to the Deputy Premier's office?

AMY BROWN: It was attached to the for noting brief that went up on 11 August.

The Hon. DANIEL MOOKHEY: It went up on 11 August?

AMY BROWN: That's right.

The Hon. DANIEL MOOKHEY: The report went to the Deputy Premier's office about the Americas position?

AMY BROWN: Yes. Because it was attached to the briefing.

The CHAIR: Thank you very much. We finish at midday, unless the Government would like to, with the permission of the witness—

The Hon. SCOTT FARLOW: The Government does.

The CHAIR: If the witness is able to stay, the Government would like to ask questions for the remaining 15 minutes, with the indulgence of the—

AMY BROWN: Yes, okay.

The Hon. SCOTT FARLOW: I thought that was the resolution of the Committee.

The Hon. WES FANG: I note, also, that Ms Brown said she's got some answers to provide to the—

The CHAIR: Questions from the Government. Who would like to—

The Hon. SCOTT FARLOW: I will start off, thank you. Just for clarification, with respect to the obligations of a Minister in seeking future employment and whether you gave any reference to this, the NSW Ministerial Code of Conduct at 24 (2) specifically says that the "clause does not apply to any offer of post-separation employment by the State of New South Wales or any agency representing the State". Is that something you would've considered, perhaps, in terms of your discussions with Mr Barilaro?

AMY BROWN: That's very helpful. I suspect that the Public Service Commissioner is very aware of that provision, as I also would expect my general counsel is. That is why I did not receive any counsel or advice to the contrary.

The Hon. SCOTT FARLOW: Also turning back to the evidence you gave with respect to there being no suitable applicant at the end of the process on 1 October, as I understand it, you outlined that in about mid-September you started to make Ms West aware of the potential that there was going to be some changes in terms of how that role was appointed. I think you invited the Committee before that potentially you were happy to go into—maybe not happy but could go into why you'd come to that view that Ms West was not suitable for the role. I invite you to perhaps outline to the Committee why, as of 1 October, you had come to the view that she was not suitable for the role.

The Hon. DANIEL MOOKHEY: Point of order: As I recall, what the secretary said was that she was happy to provide further evidence in camera. I'm happy to resolve that we go in camera to hear the evidence, because it's a good question. I think the appropriate thing to do would be to go in camera.

The CHAIR: That's correct. We have also been very careful throughout the past two hours. I remind Government members to try not to name individuals.

The Hon. SCOTT FARLOW: I think Ms West has been quite high profile in this inquiry.

The CHAIR: To use these final 15 minutes of a public hearing to outline why an applicant is not suitable—I would suggest we go in camera for that.

The Hon. SCOTT FARLOW: I think that it's fundamental when it comes to the actual nature of this inquiry that there was a candidate who was deemed to not be suitable for a certain reason by 1 October.

The Hon. DANIEL MOOKHEY: Just to be clear about the point of order, I am not challenging the right of the Government to ask the question. The Government has the right to ask the question. There has been previous practice in the Legislative Council that we go in camera when we are giving sensitive information about a person. The Committee can make a decision later as to whether we publish the transcript. My view is that if the Government wishes to continue to move down this path—because it's a valid question—the appropriate way for us to deal with it would be in camera, with the Committee making a decision later as to whether we publish it.

The Hon. JOHN GRAHAM: If that was the wish of the witness, yes.

The CHAIR: If that was the wish of the witness and if the Opposition members wanted to move that way, then that's what we do. Does the witness wish to proceed in that manner in terms of discussing—

AMY BROWN: Other than to say the relationship deteriorated, specific details of that are probably best for in camera.

The CHAIR: Yes. If that's the way—

The Hon. DANIEL MOOKHEY: We will happily move—

The CHAIR: Okay. Let's proceed—

The Hon. SCOTT FARLOW: Why don't we come back to this line of—if I can pass to my colleague Mr Fang and return to this in an in-camera hearing—

The Hon. PENNY SHARPE: The other option is to do that on a different day.

The Hon. DANIEL MOOKHEY: Yes, we can do it on a different day.

The CHAIR: Order! What we are going to do—any other questions from the Government that don't require us to go in camera, then, if time permits, we will go in camera to go down that line of questioning by Mr Farlow. Mr Fang—

From: Amy Brown
Sent: Saturday, 18 September 2021 12:56 PM
To: Jenny West
Subject: FW: Confidential - JW

Hi Jenny

I wanted to drop you a brief note post our discussion yesterday morning and after looking into what written confirmation I can and can't provide in the circumstances.

I appreciate that my last correspondence to you (below email) and our chat indicated that I was comfortable for our People and Culture team to proceed with formalising appointment documentation on the basis of the package outlined.

Given the Deputy Premier has now formally lodged a submission to Cabinet which would, if approved, affect Investment NSW's delegations in relation to appointment of all Senior Trade and Investment Commissioner roles, I won't be able to proceed with finalisation of your contract until I am aware of Cabinet's decision.

I will be in touch as soon as I have further clarity on this, and will continue to keep your personal and professional wellbeing at the forefront.

Kind regards

Amy

Amy Brown | Chief Executive Officer
Investment NSW
52 Martin Place, Sydney NSW 2000

| investment.nsw.gov.au

SENSITIVE: NSW GOVERNMENT

Briefing for the Deputy Premier: A5056478

Appointment of Senior Trade & Investment Commissioner - Americas**Investment
NSW**

Issue:	<p>As part of the NSW Global strategy and revamp of the NSW international network, the Government announced the intended appointment of Senior Trade & Investment Commissioners (STICs) located in ASEAN (Singapore), India/Middle-East and the Americas (New York). This is in addition to an Agent General role in London and the recently appointed STIC in North Asia (Tokyo).</p> <p>NGS Global was engaged to undertake the executive search for the STIC roles following the review of proposals from three NSW Government approved suppliers.</p> <p>A preferred candidate for the STIC - Americas has been identified, interviewed and endorsed by the recruitment panel. The Deputy Premier is now invited to endorse the preferred candidate, prior to submission to Cabinet.</p>
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Key reasons

- To invite the Deputy Premier to endorse the preferred STIC candidate for the Americas. The preferred candidate will also be submitted to the Premier and Treasurer for endorsement before submission to Cabinet.
- The preferred candidate for the Americas is Jenny West – Deputy Secretary Trade & International Group, Investment NSW (see Attachments A and B).
- The preferred candidate has been recommended by a recruitment panel comprised of:
 - Amy Brown – CEO Investment NSW
 - The Hon. Warwick Smith AO, independent member
 - Jim Betts – Secretary Department of Planning, Industry & Environment
 - Dr Marianne Broadbent, Managing Partner NGS Global (in attendance)
- Candidate reports (including CVs and cover letters) and the final panel selection report from NGS Global are attached, which includes details of the other interviewed candidates.

Financial or other impact

- All STIC roles are fully funded and budget approved through the Global NSW process.

Supporting information**List of attachments**

- Attachment A - Americas Selection Panel Report - FINAL SIGNED - AUG 2021
- Attachment B - Candidate Report_NGS_STIC_Americas_JennyWest
- Attachment C - Candidate Report_NGS_STIC_Americas_Sensitive
- Attachment D - Candidate Report_NGS_STIC_Americas_Sensitive
- Attachment E - Candidate Report_NGS_STIC_Americas_Sensitive

Recommendations and actions

- **Endorse** the preferred candidate for the STIC - Americas, prior to final submission to Cabinet.

Investment NSW Office Use:


Sensitivity label: **SENSITIVE: NSW
GOVERNMENT**

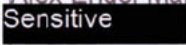
Date Investment NSW action

Investment NSW

SENSITIVE: NSW GOVERNMENT

Investment NSW final approver:	Approved
	Amy Brown, CEO, Investment NSW

The Deputy Premier comments	Date	Approved/Not Approved/Noted
	11/08/2021	

Responsible Action Officer:	Alex Engel-Mallon – Chief of Staff to the CEO, Investment NSW Sensitive 
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SENSITIVE: NSW GOVERNMENT

Briefing for the Minister for Jobs, Investment, Tourism and Western
Sydney: A5067290



**Investment
NSW**

Appointment of Senior Trade & Investment Commissioner - Americas

Issue:	A full recruitment process for the role of Senior Trade & Investment Commissioner (STIC) – Americas has been undertaken, and a successful candidate identified.
Analysis:	As part of the NSW Global strategy and revamp of the NSW international network, the Government announced the intended appointment of STICs located in ASEAN (Singapore), India/Middle-East and the Americas (New York). This is in addition to an Agent General role in London and the recently appointed STIC in North Asia (Tokyo). NGS Global was engaged to undertake the executive search for the STIC roles following the review of proposals from three NSW Government approved suppliers.

Key reasons

- To notify the Minister of the outcome of the recruitment search for a STIC – Americas. The Premier, Deputy Premier, and Treasurer will also be notified of the successful candidate
- The role of STIC – Americas is a public service senior executive employed under the *Government Sector Employment Act 2013* by the CEO of Investment NSW.
- After a full recruitment process, the successful candidate is Ms Jenny West – Deputy Secretary Trade & International Group, Investment NSW.
- The successful candidate was recommended by a recruitment panel comprised of:
 - Ms Amy Brown – CEO Investment NSW
 - The Hon. Warwick Smith AO, independent member
 - Mr Jim Betts – Secretary Department of Planning, Industry & Environment
 - Dr Marianne Broadbent, Managing Partner NGS Global

Financial or other impact

- All STIC roles are fully funded and budget approved through the Global NSW process.

Supporting information

List of attachments

- Attachment A - Americas Selection Panel Report - FINAL SIGNED - AUG 202

Recommendations and actions

- Note the selection of Ms Jenny West as the successful candidate for the STIC – Americas role.
- Note Investment NSW will liaise with the Minister's office to offer a meeting between the Minister and Ms West to discuss priorities for international trade and investment for NSW, prior to her relocation to New York.

Investment NSW final approver:	Approved
	Amy Brown, CEO Investment NSW

Investment NSW Office Use:

Sensitivity label: **SENSITIVE: NSW
GOVERNMENT**

Date Investment NSW action due: Date

Date final action due: Date