

# CONTRACT NEGOTIATIONS

## STIC Proposed Arrangements – as at 12 April, 2021

Following discussions with Investment NSW and NSW Treasury officials, we understand that the following arrangements will be put in place (though subject to final confirmation at this stage).

- Salary + Super package of about \$Au450k, paid in local currency
- Appropriate temporary accommodation till longer term arrangements are found
- Reasonable relocation expenses
- Reasonable travel between the STIC location and Sydney as required
- Travel on an Official Government Passport
- Assistance regarding Visa arrangements

The appointment would commence with a two month induction period based in Sydney which would enable the incoming A-G to be fully familiar with NSW personnel, programs and processes. Any other arrangements that might be specific to a posting will be discussed and agreed with the preferred candidate.

Note that on shore there is support team to assist in developing target and pipeline opportunities.

Concurrently, Investment NSW has secured the services of Deloitte to assist putting local arrangements in place, with Freehills for legal services support and Cushman & Wakefield for facilities support.

Each STIC will also be supported by other in-region appointments and satellite offices which are currently be decided and finalised.

# CONTRACT NEGOTIATIONS

## NSW Agent-General Proposed Arrangements – as at 12 April 2021

Following discussions with Investment NSW and NSW Treasury officials, we understand that the following arrangements will be put in place (though subject to final confirmation at this stage).

- Salary + Super package of \$600k
- Significant contribution to accommodation, understanding that a well-located three bedroom residence is required
- Appropriate temporary accommodation till longer term arrangements are located
- Significant contribution to school fees for dependent children
- Reasonable relocation expenses
- Reasonable travel between the UK and Sydney as required

The appointment would commence with a two month induction period based in Sydney which would enable the incoming A-G to be fully familiar with NSW personnel, programs and processes.

Note that on shore there is support team to assist in developing target and pipeline opportunities.

Concurrently, Investment NSW has secured the services of Deloitte to assist putting local arrangements in place, with Freehills for legal services support and Cushman & Wakefield for facilities support.

Each STIC will also be supported by other in-region appointments and satellite offices which are currently be decided and finalised.

## RE: Status of Tokyo STIC and London AG appointments

---

To: Leah Lambert  
Date: Thu, 22 Apr 2021 16:44:42 +1000

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Thanks Leah.

Doesn't need to be today but should be tomorrow or latest Monday please.

Regards,  
Tim

**Tim Bayl | Executive Officer**

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

[tim.bayl@investment.nsw.gov.au](mailto:tim.bayl@investment.nsw.gov.au)



Investment  
NSW

I acknowledge and pay my respects to the traditional owners and custodians on whose land I walk, work and live

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 | Tue | Wed | Thu | Fri**

From: Leah Lambert  
Sent: Thursday, 22 April 2021 3:38 PM  
To: Tim Bayl  
Subject: FW: Status of Tokyo STIC and London AG appointments

Hi Tim,

I haven't had any response from Jenny on whether she can do a call with Evelina this afternoon. You might have a better idea on the urgency of this. If it is urgent, I will send her a text to progress. Otherwise, will just hold for her response for now.

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

[leah.lambert@investment.nsw.gov.au](mailto:leah.lambert@investment.nsw.gov.au)



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INV 001.001.5743

## CONTRACT NEGOTIATIONS

From: Leah Lambert  
Sent: Thursday, 22 April 2021 10:48 AM  
To: Jenny West  
Cc: Deputy Secretary of Trade  
Subject: RE: Status of Tokyo STIC and London AG appointments

Tim Bayl

Hi Jenny,

Please see below from Evelina. Are you happy to call her mobile today at 4:30 or 4:45pm when you finish up at The Leadership Academy? I can push back to early next week if preferred.

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: Evelina Polura  
Sent: Thursday, 22 April 2021 10:42 AM  
To: Deputy Secretary of Trade  
Cc: Leah Lambert  
Subject: Status of Tokyo STIC and London AG appointments

Hi Jenny,

I just wanted to update you on the status of the appointment and approval processes for the Tokyo STIC and London AG and highlight the information we are missing.

### Tokyo STIC

- We need a consolidated figure for the remuneration package plus for the relocation package (and to confirm currency so that the AUD equivalent can be clearly outlined in the brief).
- Once we have this I will update the CEO brief currently sitting in Objective for your approval, and will let you know once ready.
- Tim Bayl is going to find the DPC Secretary briefing template so we can also complete this if required for Tim Reardon – unless Amy is happy to send through informally from her as an email.

### London AG

- We need a consolidated figure for the remuneration package plus for the relocation package (and to confirm currency so that the AUD equivalent can be clearly outlined in the brief).
- Once we have this I will prepare the CEO brief in Objective for your approval, and will let you know once ready.
- Tim Bayl is going to find the DPC Secretary briefing template so we can also complete this if required for Tim Reardon – unless Amy is happy to send through informally from her as an email.
- We need to know if any meetings for endorsement have occurred since the recruitment panel on 31<sup>st</sup> March?
- Also who out of the Treasurer, DP and Premier the candidate will need to meet with, or if all of them, and who will be arranging those meetings?

@Leah Lambert could you please try find 15 minutes in Jenny's diary, preferably today but if not tomorrow, to discuss these items. I will make myself available whenever Jenny has a free slot and she's welcome to call on my mobile or via Teams, which suits her best.

Thanks and regards,

INV.001.001.5744



# CONTRACT NEGOTIATIONS

Evelina

**Evelina Polura | HR Business Partner**  
Investment NSW  
52 Martin Place, Sydney NSW 2000

[investment.nsw.gov.au](http://investment.nsw.gov.au)



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

INV 001.001.5745

## RE: Status of Tokyo STIC and London AG appointments

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**From:** Leah Lambert  
**To:** Evelina Polura  
**Date:** Thu, 22 Apr 2021 18:01:18 +1000

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Hi Evelina,

I have just sent through a Teams invite for tomorrow at 3.30pm.

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

[leah.lambert@investment.nsw.gov.au](mailto:leah.lambert@investment.nsw.gov.au)



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NSW**

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**From:** Evelina Polura  
**Sent:** Thursday, 22 April 2021 5:46 PM  
**To:** Leah Lambert  
**Subject:** RE: Status of Tokyo STIC and London AG appointments

That would be perfect, thanks so much Leah.

**Evelina Polura | HR Business Partner**  
Investment NSW  
52 Martin Place, Sydney NSW 2000

[evelina.polura@investment.nsw.gov.au](mailto:evelina.polura@investment.nsw.gov.au)



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**From:** Leah Lambert  
**Sent:** Thursday, 22 April 2021 5:37 PM  
**To:** Evelina Polura  
**Subject:** RE: Status of Tokyo STIC and London AG appointments

Hi Evelina,

I sent a note to Jenny today regarding this, but she has been off-site all day. I can look at scheduling a 15 min call tomorrow at 3.30pm if that works?

INV 001.001 5767

# CONTRACT NEGOTIATIONS

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:** Evelina Polura  
**Sent:** Thursday, 22 April 2021 10:42 AM  
**To:** Deputy Secretary of Trade  
**Cc:** Leah Lambert  
**Subject:** Status of Tokyo STIC and London AG appointments

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@Leah Lambert could you please try find 15 minutes in Jenny's diary, preferably today but if not tomorrow, to discuss these items. I will make myself available whenever Jenny has a free slot and she's welcome to call on my mobile or via Teams, which suits her best.

Thanks and regards,

Evelina

**Evelina Polura | HR Business Partner**  
Investment NSW  
52 Martin Place, Sydney NSW 2000

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INV.001.001.5768

## CONTRACT NEGOTIATIONS



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INV.001.001.5769

# FW: Confidential - Status of London AG and Tokyo STIC engagement

From: Evelina Polura [Redacted]  
 To: Jenny West [Redacted]  
 Cc: Anant Bamra [Redacted]  
 Date: Mon, 26 Apr 2021 16:42:31 +1000  
 Attachments: UK & Japan Rem.xlsx (11.14 kB)

Hi Jenny,

Please find attached a little summary I've done around Tokyo STIC and London AG remuneration and benefits, based on what we know so far and Mercer data we have from last year.

As soon as I get some info from Austrade I'll add to this, but happy to discuss and take you through this whenever you have a chance tomorrow, so that we can move forward with the briefs as soon as we hear from OGC about whether GSE applies and if we need an exemption or not.

Regards,

Evelina

Evelina Polura | HR Business Partner  
 Investment NSW  
 52 Martin Place, Sydney NSW 2000

[Redacted]

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Investment  
NSW

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

From: Amy Brown [Redacted]  
 Sent: Monday, 26 April 2021 4:15 PM  
 To: Jenny West [Redacted]  
 Cc: Evelina Polura [Redacted]; Anant Bamra [Redacted]  
 Subject: RE: Confidential - Status of London AG and Tokyo STIC engagement

Hi Jenny

Thanks for sending this through. I'm comfortable with the AG package as attached to your email. Thanks also for progressing the exemption from the GSE provisions. Let me know if you need anything else from me for this one.

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

[Redacted]

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**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 | Fri

From: Jenny West [Redacted]  
Sent: Monday, 26 April 2021 10:12 AM  
To: Amy Brown [Redacted]  
Cc: Evelina Polura [Redacted] Anant Bamra [Redacted]  
Subject: RE: Confidential - Status of London AG and Tokyo STIC engagement  
Importance: High

Amy

Further to our discussions I can update you on the latest for the STIC for Tokyo and the Agent General for London.

- We caught up with the CSO, Karen Smith at the end of last week to get advice and we will need to put forward an exemption under the GSE Act for the Agent General role (this shouldn't be too hard)
- In regard to the STIC roles – they should still fall in the Band 3 overall package (including extras) – Evelina can you please review this so we can put this up as a proposal and get approved

Feedback I need from you – Amy can you please check re the accommodation and school fees cover for the AG role.

Evelina – can you please provide some Austrade benchmarks here as well.

Both candidates have been spoken to by myself or NGS last week so we are hoping to get all of this finalised this week

Thanks Jenny

From: Jenny West [Redacted]  
Sent: Wednesday, 14 April 2021 8:57 PM  
To: Amy Brown [Redacted]  
Cc: Evelina Polura [Redacted] Anant Bamra [Redacted]  
Subject: Re: Confidential - Status of London AG and Tokyo STIC engagement

No problem Amy we will get onto this.

Evelina while I am away can you please work to finalise the briefs and I will approve up to Amy on Monday

Thanks everyone for their efforts

Jenny

Get Outlook for IOS

From: Amy Brown [Redacted]  
Sent: Wednesday, April 14, 2021 8:03:33 PM  
To: Jenny West [Redacted]  
Cc: Evelina Polura [Redacted] Anant Bamra [Redacted]  
[Redacted]

**Subject: RE: Confidential - Status of London AG and Tokyo STIC engagement**

Hi Jenny

Thanks for this comprehensive advice - and thanks to Evelina and Anant too!

As Tim Reardon would like to approve these appointments (including the salary and related incentives) please could you arrange for a brief to be sent up to him via me? I think it would involve you approving it on your side, and sending it to Alex Engel to upload into the DPC workflow system to send to the Secretary. Given he's already across it, he doesn't usually take long to approve these sort of briefs.

Well done on getting these finalised.

Amy

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

Redacted

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NSW**

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

**From:** Jenny West | Redacted  
**Sent:** Wednesday, 14 April 2021 2:53 PM  
**To:** Amy Brown | Redacted  
**Cc:** Evelina Polura | Redacted | Redacted | Anant Bamra  
Redacted  
**Subject:** Confidential - Status of London AG and Tokyo STIC engagement

Evelina and Anant,

Thank you both for your detailed work and confidentiality around the Agent General Recruitment in the UK and STIC recruitment for Tokyo.

Amy – I can confirm (see below) that we can engage these senior roles and they will be GSE Exempt.

On this basis we are recommending we get approval from Tim Reardon in regards to the packages discussed so we can then move to formalised contracts which we have been getting HSF (with the Treasury legal team) to finalise.

Please let me know how you would like to proceed. Both Anant and Evelina are the only ones working on this with me (and Marianne Broadbent) given the confidentiality of these positions.

Thanks Jenny



Jenny West | Deputy Secretary Trade & International  
Investment NSW

Level 36, 52 Martin Place, Sydney NSW 2000

Redacted

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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.

From: Evelina Polura

Redacted

Sent: Wednesday, 14 April 2021 2:44 PM

To: Jenny West

Redacted

Subject: Status of London AG and Tokyo STIC engagement

Hi Jenny,

Below is a short summary of where things are at with the AG and Tokyo STIC engagement and the advice we've sought or had in this respect from OGC, CSO and HSF/KWM with a whole bunch of relevant correspondence attached so you have the detailed picture if required;

- All current offshore locally engaged employees are GSE exempt and have bespoke contracts specific to the location where they are based;
- Final advice has been that both AG and STICs can also be GSE exempt if that is how we would like to engage them;
- UK contract template had been drafted and finalised by KWM and was in approved stage. It is now with HSF for the AG overlay which will include any additional clauses they deem necessary as well as clauses around relocation, cross jurisdictional tax and pension entitlements, payment across currencies, etc.
- Japan contract was in draft form and HSF advised on final version. That template is now with them for the STIC overlay which will include any additional clauses they deem necessary as well as clauses around relocation, cross jurisdictional tax and pension entitlements, payment across currencies, etc.

The first 6 attachments are all related to the AG and the final two related to the Tokyo STIC. We are expecting the AG and STIC contract templates from HSF soon, although Anant could probably provide a better idea of actual timing.

Please let me know if you need anything else, I will be on leave tomorrow and Friday but can be contacted on my mobile if need be.

Evelina

Evelina Polura | HR Business Partner

Investment NSW

52 Martin Place, Sydney NSW 2000

Redacted

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## AG & STIC Information for the Premier

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**From** Jenny West  
**To:** Evelina Polura  
**Cc:** Kylie Bell  
marianne.broadbent  
**Date:** Tue, 04 May 2021 15:49:43 +1000

Tim Bayl

Evelina

I just spoke to Amy and she would like the following information sent to her for on-forwarding to Tim Reardon to send to the Premier.

1. One brief for the Agent General including the package outlined. Also attach the Cabinet Submission as well.
2. Another brief separately for the Tokyo STIC including the package agreed as well as the Cabinet Submission documents.

We will also need to include any requests for exemption under the GSE Act.

As soon as we have this Tim Reardon will forward to the Premier for her sign-off.

Thanks for your work here.

Jenny

**Jenny West** | Deputy Secretary Trade & International  
Investment NSW

Level 35, 52 Martin Place, Sydney NSW 2000

| **Sensitive** |

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## CONTRACT NEGOTIATIONS

### FW: Urgent -coordination of advice for Special Determination for UK Agent General

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**From:** Tim Bayl  
**To:** Kristy Manton  
**Date:** Mon, 10 May 2021 15:42:05 +1000  
**Attachments:** 202101431 Advice 1 - 07 May 2021 pdf (228.41 kB)

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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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**From:** Fiona Walmsley  
**Sent:** Monday, 10 May 2021 8:54 AM  
**To:** Lauren Hannan

Kate Boyd

Jenny West

**Cc:** Kylie Bell

Evelina Polura

Tim Bayl

Anant Bamra

**Subject:** RE: Urgent -coordination of advice for Special Determination for UK Agent General

Hi All

Please see attached the advice received from the CSO late Friday, which I am circulating in the interests of time ahead of my own review.

Kind regards  
Fiona



Treasury

**Fiona Walmsley | Acting Deputy General Counsel –  
Economic, Trade and Investment, Office of General Counsel**  
Individualisation / Learner / Relator / Maximizer / Empathy

| [www.treasury.nsw.gov.au](http://www.treasury.nsw.gov.au)

**Legal Support Officer:**  
Gillian Earley,

INV 001 002 0561

# CONTRACT NEGOTIATIONS



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From: Lauren Hannan

Sent: Wednesday, 5 May 2021 2:18 PM

To: Kate Boyd

Cc: Kylie Bell

Fiona Walmsley  
Evelina Polura

Tim Bayl

Subject: Urgent -coordination of advice for Special Determination for UK Agent General

Importance: High

Hi Kate and Fiona

Could we please have an meeting, if only for 10-15 minutes, this afternoon with regard to the steps/processes around the PSSE Special Determination for the UK Agent General. I apologise for the short notice however we have had a request from Tim Reardons' office to address this as a priority prior to seeking the Premier's endorsement.

If we can find a time before 4.30 today I shall send out the link for a quick video call.

Thank you for your attention and support – hopefully with everyone included we can ensure clarity around next steps and resolve this today.

Kind Regards,

Lauren on behalf of Kylie Bell

**Lauren Hannan | Executive Officer – Executive Director Trade & International**

Investment NSW

Level 35, 52 Martin Place, Sydney NSW 2000

[investment.nsw.gov.au](http://investment.nsw.gov.au)



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INV-001-002-0562

22/11/22

S.CARTWRIGHT  
TENDER BUNDLE 001

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FW: STIC / AG Contracting conversations with Deloitte

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From: "Ogilvie, Dan"  
To: Tim Bayl Ella Ambarchi John Blighe  
Date: Thu, 13 May 2021 12:22:21 +1000

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Ella, John, Tim – just looping you into the below request from Jenny today for tax advice (detail below)

Given the timing pressure on this we will pull together a single SOW to sign off this small piece of work, rather than wait for the master services agreement we are looking to provide on Tuesday.

From: Ogilvie, Dan  
Sent: Thursday, 13 May 2021 11:48 AM  
To: 'Jenny West' Tim Bayl  
Cc: Cliff, Brandon Saveski, Kathy Coleman, Russell  
Subject: FW: STIC / AG Contracting conversations with Deloitte  
Sensitivity: Confidential

Hi Jenny,

Acknowledging that this work needs to move forward ahead of the Master Services Agreement we are working on for you by Tuesday as agreed just now we will pull together a single SOW to deliver this work.

This will need to be approved before we can commence the work (this is primarily a result of us needing to Deloitte UK and Japan to do the work), so it's hard to move much forward concurrently.

Tim - Jenny has asked that we loop you in to assist with the sign off.

We will work to finalise the SOW asap – but require some further inputs from both UK and Japan so assume this will land late today/early tomorrow.

Brandon/ Kathy please feel free to add any commentary – just want to make sure everyone is connected here.

Thanks Dan

**Dan Ogilvie**  
Partner  
Monitor Deloitte Australia  
Strategy Consulting  
  
Deloitte Consulting Pty Ltd  
Mobile:  
Personal Assistant: Simone Glover |

Monitor Deloitte

Please consider the environment before printing.

From: Jenny West  
Sent: Thursday, 13 May 2021 9:12 AM  
To: Saveski, Kathy Evelina Polura Cliff, Brandon  
Cc: Amy Brown  
Subject: [EXT]STIC / AG Contracting conversations with Deloitte  
Sensitivity: Confidential

Kathy

INV-001-002-1276



# CONTRACT NEGOTIATIONS

Thank you for your note and cost estimate for this work around UK and Japan packages.

Approved – please proceed.

Evelina – can we please work correct coding for this thanks

Jenny

Jenny West | Deputy Secretary Trade & International  
Investment NSW

Level 35, 57 Martin Place, Sydney NSW 2000

[jenny.west@treasury.nsw.gov.au](mailto:jenny.west@treasury.nsw.gov.au) | [+61\(0\)292213200](tel:+61(0)292213200)



Investment  
NSW

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From: Saveski, Kathy  
Sent: Thursday, 13 May 2021 9:00 AM  
To: Evelina Polura  
Cc: Jenny West  
Subject: STIC / AG Contracting conversations with Deloitte  
Sensitivity: Confidential

Cliff, Brandon

Good morning Evelina and Jenny

Apologies for the delay in getting back to you with a consolidated fee quote for the UK/Japan/Australian tax advice as discussed in our meeting on Monday.

Following my consultation with the Deloitte UK and Japan tax teams, please see below scope of services and proposed fees:

## UK/Australia tax calculations and advice

- Review of the documents provided in relation to the move to the UK for tax purposes;
- Correspondence with any follow-up questions we have in relation to the circumstances of the move. As part of this, we will agree context and assumptions for the advice
- Written advice addressing the following topics:
  - Confirmation of the UK payroll treatment during his UK and Australian-based periods of employment with the UK entity;
  - Calculation of the annual estimated UK tax and social security liability;
  - Recommendations on how best to structure any particular expenses or benefits provided to the individual relocating to ensure that the exemptions available in the UK are utilised where possible. There are a number of exemptions available for travel, subsistence and relocation costs in the UK that we will include in the advice;
  - Guidance on the ongoing costs of employment in the UK from an employment taxes perspective (including pensions);
  - Advice in relation to the differences in reporting, withholding and remittance of UK employment taxes in respect of the various benefits, expenses and salary provided to the individual;
  - Advice in relation to social security considerations for the employer;
- Confirmation of the Australian payroll treatment during his UK and Australian-based periods of employment with the UK entity;

INV-001-002-1277

## CONTRACT NEGOTIATIONS

- Calculation of the annual estimated Australian tax liability (for the two months the individual is working remotely from Australia); and
- Advice on the Australian employment tax obligations arising during that two month period.

Our total estimated fee for this service is \$18,000 - \$20,000 excluding GST and incidentals (we will discuss with you in advance in relation to any out of pocket expenses incurred).

### Japan/Australia tax calculations and advice

The scope of work will be the same as described above (as it relates to the Japan move).

Our total estimated fee for this service is \$14,000 - \$16,000 excluding GST and incidentals (we will discuss with you in advance in relation to any out of pocket expenses incurred).

Please let me know if you have any questions or comments regarding the above.

Regards

**Kathy Saveski**

Partner - Deloitte Tax Services Pty Ltd

### **Deloitte**

Deloitte Tax Services Pty Ltd is not licensed to provide financial product advice under the Corporations Act 2001 (Cth). Taxation is only one of the matters that must be considered when making a decision on a financial product; and you should consider taking advice from the holder of an Australian Financial Services Licence before making a decision on a financial product.



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From: Evelina Polura  
Sent: Tuesday, 11 May 2021 8:54 AM  
To: Saveski, Kathy  
Cc: Jenny West  
Subject: [EXT]FW: STIC / AG Contracting conversations with Deloitte  
Sensitivity: Confidential

Cliff, Brandon

Apologies the previous spread sheet had the wrong fx rate for conversion of AUD to JPY, so I have attached the correct version now, even though you likely won't need that part of the data anyway.

**Evelina Polura | HR Business Partner**  
Investment NSW  
52 Martin Place, Sydney NSW 2000

[invest@investment.nsw.gov.au](mailto:invest@investment.nsw.gov.au)



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NSW

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

From: Evelina Polura  
Sent: Monday, 10 May 2021 4:14 PM  
To: Saveski, Kathy  
Cc: Jenny West  
Subject: RE: STIC / AG Contracting conversations with Deloitte  
Sensitivity: Confidential

Cliff, Brandon

INV 001.002.1278



## CONTRACT NEGOTIATIONS

Hi Kathy and Brandon,

Attached are the Premier Briefing and Cabinet Appointment forms for the AG and Tokyo STIC that we had drafted on Friday, however please keep in mind that was before the change in strategy and us deciding that rather than obtaining a PSSE exemption we would include any amounts above salary bands as allowances.

I have also included the working spreadsheet we have been using to calculate relocation costs, allowances, salaries and conversions, etc.

I have not copied in Lucy and Dan here, as wasn't sure how widely we were comfortable distributing this level of detail, but if you need to send to them and Jenny is okay with it, then please do.

My number is in my signature below in case you have any questions or need to clarify anything.

Regards,

**Evelina Polura | HR Business Partner**  
Investment NSW  
52 Martin Place, Sydney NSW 2000

[investmentsw@investment.nsw.gov.au](mailto:investmentsw@investment.nsw.gov.au)



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**From:** Buchanan, Lucy  
**Sent:** Monday, 10 May 2021 3:45 PM  
**To:** Evelina Polura  
**Cc:** Jenny West

Saveski, Kathy

Cliff, Brandon

Ogilvie, Dan

**Subject:** STIC / AG Contracting conversations with Deloitte

Evelina,

Thanks for the call just now. Cc'ed on this email is Kathy and Brandon who were in the room with us.

Cheers,

--

**Lucy Buchanan**  
Director | Monitor Deloitte

**Working Days:** Monday, Tuesday, Wednesday, Friday

--

**Deloitte**

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INV-001.002.1279

## AG London - Candidate Endorsement

**From:** Jenny West  
**To:** Bran.Black  
**Cc:** Amy Brown  
**Date:** Thu, 13 May 2021 17:00:52 +1000

Tim Bayl

Bran

As you know, Investment NSW is establishing six global "hub" offices headed by new Senior Trade & Investment Commissioners (STICs) across key regions and an Agent General (AG) to the UK, under the Global NSW strategy.

The role of Agent General to the UK and Senior Trade and Investment Commissioner for Europe and Israel will be NSW's most senior representative overseas. They will lead in-market trade and investment activities across their region on behalf of NSW, and represent the NSW Government. The AG will head the London hub office – with spoke offices across Europe – with the aim of generating a larger and more targeted pipeline of foreign investment and better supporting NSW exporters to reach markets in the UK, Europe and Israel.

We are seeking to arrange for the **Treasurer and Deputy Premier to meet the preferred candidate** for the AG role – **[REDACTED]** – **and provide their endorsement of the candidate's appointment.**

With the Premier's, Treasurer's and Deputy Premier's endorsement we will then seek Cabinet endorsement to appoint the candidate.

Can you please let us know if the Treasurer would like to meet with the candidate.

Thanks Jenny

Jenny West | Deputy Secretary Trade & International  
Investment NSW  
Level 35, 52 Martin Place, Sydney NSW 2000

[tim.bayl@investment.nsw.gov.au](mailto:tim.bayl@investment.nsw.gov.au)



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INV 001.002.1408

## AG London - Candidate Endorsement

---

**From:** Jenny West  
**To:** Bran.Black  
**Cc:** Amy Brown Tim Bayl  
**Date:** Thu, 13 May 2021 17:00:52 +1000

Bran

As you know, Investment NSW is establishing six global "hub" offices headed by new Senior Trade & Investment Commissioners (STICs) across key regions and an Agent General (AG) to the UK, under the Global NSW strategy.

The role of Agent General to the UK and Senior Trade and Investment Commissioner for Europe and Israel will be NSW's most senior representative overseas. They will lead in-market trade and investment activities across their region on behalf of NSW, and represent the NSW Government. The AG will head the London hub office – with spoke offices across Europe – with the aim of generating a larger and more targeted pipeline of foreign investment and better supporting NSW exporters to reach markets in the UK, Europe and Israel.

We are seeking to arrange for the **Treasurer and Deputy Premier to meet the preferred candidate** for the AG role – Mr Stephen Cartwright – **and provide their endorsement of the candidate's appointment.**

With the Premier's, Treasurer's and Deputy Premier's endorsement we will then seek Cabinet endorsement to appoint the candidate.

Can you please let us know if the Treasurer would like to meet with the candidate.

Thanks Jenny

**Jenny West** | Deputy Secretary Trade & International

Investment NSW

Level 35, 52 Martin Place, Sydney NSW 2000

| M: **Sensitive**

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## FW: SOORT Determination

---

**From:** Kristy Manton  
**To:** Lisa Braid  
**Date:** Fri, 14 May 2021 12:56:39 +1000  
**Attachments:** Axxxxxxx - Attachment A - Submission Letter for xxxxxxxxx to the Statutory and Other Offices Remuneration Tribunal.docx (105.97 kB); Axxxxxxx- Special Determination for xxxxxxxx, xxxxxxxxxxxx.docx (51.32 kB)

---

FYI only!!

This is what needs to be completed for the AG role and the SOORT determination.

Once Simon is aware im acting from Monday ill ask it comes via me if you like?

K

**From:** Alison Black  
**Sent:** Friday, 14 May 2021 12:54 PM  
**To:** Simon Anderson  
**Cc:** Brooke Black

Tim Bayl

Kristy Manton

**Subject:** RE: SOORT Determination

Hi Simon

Please find example of brief and letter to the Premier.

The official Premier's letterhead will be placed on the letter once it arrives at DPC.

The brief will need to go via the DPC Director, People & Culture and DPC Chief People Officer before it goes to the Secretary and Premier.

Let me know if you have any further questions.

Kind regards

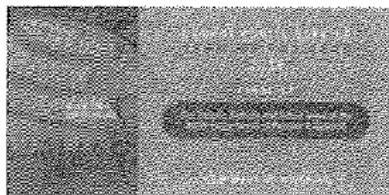
**Alison Black | Business Partner - People, Culture and Talent**

People and Operations Group, Department of Premier and Cabinet  
Level 12, 52 Martin Place, Sydney | GPO Box 5341, Sydney NSW 2001

| [alison.black@dpc.nsw.gov.au](mailto:alison.black@dpc.nsw.gov.au)

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*Our workplace supports those experiencing domestic and family violence and works to achieve gender equality  
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INV.001.002.1520

## CONTRACT NEGOTIATIONS

From: Simon Anderson  
Sent: Friday, 14 May 2021 9:58 AM  
To: Alison Black  
Subject: FW: SOORT Determination

Morning Alison

We made it to Friday! Hope your weeks been a good one.

Just reaching out re the below – I am getting followed up to keep the SOORT process rolling so if you can share the templates / previous SOORTs that have gone through so I can progress it all it would be a major help.

Thanks

From: Simon Anderson  
Sent: Thursday, 13 May 2021 9:06 AM  
To: Brooke Black  
Subject: RE: SOORT Determination

Alison Black

Thanks Brooke

New to this as I have not done one before so appreciate the support. Look forward to seeing the templates.

Thanks

From: Brooke Black  
Sent: Wednesday, 12 May 2021 12:29 PM  
To: Simon Anderson  
Subject: RE: SOORT Determination

Alison Black

Hi Simon

We can send you the templates ([@Alison Black](#)). We can help with the workflow in Objective once you've completed the process as it will need to go to Tim before it goes to the Premier.

### Brooke Black | Director, People, Culture and Talent

People & Operations Group, Department of Premier and Cabinet  
Level 12, 52 Martin Place, Sydney | GPO Box 5341, Sydney NSW 2001

[dpcc@nsw.gov.au](mailto:dpcc@nsw.gov.au)

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M



T



W



T



F



Premier  
& Cabinet

From: Simon Anderson  
Sent: Wednesday, 12 May 2021 9:55 AM  
To: Brooke Black  
Subject: SOORT Determination

Hi Brooke

Hope your well.

INV.001.002.1521



## CONTRACT NEGOTIATIONS

Im helping Evelina regarding the appointment of the AG London for investment NSW.

I was advised that you might be able to assist in sharing information / templates on how to put the brief together etc for a SOORT determination?

If you could share with me or help in getting the brief and/or other necessary documentation it would be appreciated.

Thanks

**Simon Anderson | Global Projects HR**  
**Business Partner**  
Investment NSW  
Level 35, 52 Martin Place, Sydney NSW 2000

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INV-001.002.1522

## FW: Band 2 & Band 3 - RD Templates for STIC Roles

---

**From:** Kristy Manton  
**To:** Evelina Polura Lauren Hannan  
**Date:** Thu, 03 Jun 2021 13:52:20 +1000  
**Attachments:** STIC RD Template - Band 3\_Investment NSW.docx (871.35 kB); STIC RD Template - Band 2\_Investment NSW.docx (997.62 kB)

---

I wouldn't worry about capabilities as we don't do capability assessments and aren't required to under the merit rules. (which is why they can't be band 3 only equivalent)

K

**From:** Evelina Polura  
**Sent:** Thursday, 3 June 2021 1:51 PM  
**To:** Lauren Hannan  
**Cc:** Kristy Manton  
**Subject:** FW: Band 2 & Band 3 - RD Templates for STIC Roles

Here is the full template with updated capabilities and key relationships if you need it.

**Evelina Polura | HR Business Partner**  
Investment NSW  
52 Martin Place, Sydney NSW 2000

[invest@investment.nsw.gov.au](mailto:invest@investment.nsw.gov.au)



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**From:** Tommasina Di-Mento  
**Sent:** Thursday, 3 June 2021 1:49 PM  
**To:** Evelina Polura  
**Subject:** Band 2 & Band 3 - RD Templates for STIC Roles

Hi Evelina,

As per your request I have attached two RD templates for Band 2 and Band 3 roles respectively.

As agreed, I have stripped back the position specific information and left formatted placeholders, and also retained the 'Key Relationships' and 'Focus/ Complimentary Capabilities' for roles evaluated at Band 2 and Band 3 level.

Kind regards,

**Tommasina Di-Mento**  
Investment NSW  
Level 35, 52 Martin Place, Sydney NSW 2000

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INV-001.003.0041



**RE: Band 3 salary**

---

**From:** Amy Brown  
**To:** Kristy Manton  
**Cc:** Lisa Braid  
**Date:** Tue, 08 Jun 2021 09:58:10 +1000

Evelina Polura

---

Thanks Kristy.

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

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**From:** Kristy Manton  
**Sent:** Tuesday, 8 June 2021 9:53 AM  
**To:** Amy Brown  
**Cc:** Lisa Braid  
**Subject:** RE: Band 3 salary

Evelina Polura

Hi Amy

The maximum remuneration package for band 3 is \$487,050 .

Please let me know if there is anything else needed 😊

K

**From:** Amy Brown  
**Sent:** Tuesday, 8 June 2021 9:39 AM  
**To:** Kristy Manton  
**Cc:** Lisa Braid  
**Subject:** Band 3 salary

Evelina Polura

Hi Kristy

Could you please confirm for us the absolute top of the band for Band 3 salaries? If we can get base salary within that then we won't need to go to SOORT (one less thing to get done!).

Thanks

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

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INV 001 003 1447

## high level update for Lisa/Amy 9th June

To: Kristy Manton  
Date: Wed, 09 Jun 2021 10:38:33 +1000

- No news yet on the AG candidate but discussions are ongoing and we hope to have a decision from the preferred candidate soon
- Tokyo STIC - candidate endorsed by Cabinet and working towards a potential 21<sup>st</sup> June start date. (Exception for onboarding during Treasury-DPC transition freeze).
- Candidate list provided by NGS to Jenny and Amy for Mumbai, Singapore and NY STICs and shortlisting meetings are being arranged with the interview panel.
- Mumbai Director - candidate selected and approved by Jenny. background checks currently in progress, salary discussions underway and contract being drafted.
- Director San Francisco - interviews completed and preferred candidate confirmed. Awaiting reference checks before commencing background checks and assessments.
- Project Manager Dubai Expo (Austrade) - preferred candidate selected and meeting with Jenny 10/06 for endorsement.
- Associate Director Education, Jakarta (Austrade) - preferred candidate has been endorsed by Jenny and Austrade now taking over for checks, offer and onboarding.
- Michael Page recruiting for Regional Business Manager (previously called Office Manager) roles for London and Tokyo - candidates shortlisted and interviews happening over the next 2 weeks.

**Evelina Polura | HR Business Partner**  
Investment NSW  
52 Martin Place, Sydney NSW 2000

[invest@investment.nsw.gov.au](mailto:invest@investment.nsw.gov.au)



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From: Evelina Polura  
Sent: Wednesday, 2 June 2021 2:18 PM  
To: Kristy Manton  
Subject: FW: Urgent- high level update for Lisa/Amy 25 May

Only minor changes from last week's report, so have just done these in red in the email below.

**Evelina Polura | HR Business Partner**  
Investment NSW  
52 Martin Place, Sydney NSW 2000

[invest@investment.nsw.gov.au](mailto:invest@investment.nsw.gov.au)



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INV.001.003.2134

FW: SOORT Question

---

From: Kristy Manton  
To: Evelina Polura  
Date: Thu, 10 Jun 2021 14:08:49 +1000

---

Hey Evelina

Please see below.

Super wasn't on top was it?

K

From: Kanchan Bakshi  
Sent: Thursday, 10 June 2021 2:05 PM  
To: Simon Anderson  
Cc: Kristy Manton  
Subject: RE: SOORT Question

Jim Lloyd

Hi Simon

I am well and thank you for asking.

The super is included in the remuneration determined by the SOORT so it will have to be capped at \$487,050 which is the top of PSSE Band 3. If you wish to go above this amount then you will need an above band determination.

In respect of the allowance of \$112,950 can you please provide the authority that you are relying upon? I note that clause 38 of the *Government Sector Employment Regulation 2014* (GSE Regulation) provides for the payment of allowances for Public Service senior executives.

Also, \$60,000 relocation package will need to be reimbursed in accordance with the Senior Executive Relocation Expenses Framework and it cannot be a cash payment to the individual.

Regards,  
Kanchan

From: Simon Anderson  
Sent: Wednesday, 9 June 2021 4:40 PM  
To: Kanchan Bakshi  
Cc: Kristy Manton  
Subject: SOORT Question

Afternoon Kanchan

Hope all is well in your world.

We spoke a few weeks ago regarding a remuneration question for an overseas Senior Trade and Investment Commissioner (STIC) to understand if the proposed package would need to go to SOORT.

We have a similar question again.

We are looking to appoint an Agent General in London and we want to offer a total package of AUD\$600K which would be broken down as follows:

- AUD\$487,050 Base + super (TRP)
- AUD\$112,950 Allowances
- AUD\$60K relocation package

My assumption is this will not need to go to SOORT as this is at the top of SES Band 3 and the rest is in allowances so we should be fine.

INV 001.003.2001

## CONTRACT NEGOTIATIONS

Can you confirm that this is correct? Your advice on the STIC confirmed this is correct but we wanted to double check.

Thanks

**Simon Anderson | Global Projects HR  
Business Partner**  
Investment NSW  
Level 35, 52 Martin Place, Sydney NSW 2000

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INV-001-003-2602

RE: AG approval for London (Important)

From: Kristy Manton  
To: Evelina Polura  
Date: Fri, 18 Jun 2021 16:25:42 +1000

Thanks E. Do we still need to call NGS re

From: Evelina Polura  
Sent: Friday, 18 June 2021 4:23 PM  
To: Jenny West  
Cc: Kristy Manton  
Subject: RE: AG approval for London (Important)

Tim Bayl

No problem Jenny, have set aside time on Monday (and will do so for Tuesday also just in case) to prepare both the Tokyo STIC and AG contracts.

**Evelina Polura | HR Business Partner**  
Investment NSW  
52 Martin Place, Sydney NSW 2000

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

From: Jenny West  
Sent: Friday, 18 June 2021 1:31 PM  
To: Evelina Polura  
Cc: Kristy Manton  
marianne.broadbent  
Subject: AG approval for London (Important)  
Importance: High

Tim Bayl

Evelina

As discussed can you please get a DRAFT CONTRACT for next week.

Please let me know if there are any issues from your end

Thanks Jenny

From: Jenny West  
Sent: Friday, 18 June 2021 1:29 PM  
To: Michael Pratt  
Cc: Evelina Polura

Joseph Brayford (Contact)

Amy Brown

Armine Nalbantian

Tim Bayl

Kristy Manton

Subject: AG approval for London (Important)  
Importance: High

Mike, Amy, Joseph and Armine

I am writing to you with a request in terms of urgent approval.

INV-001-003,5360

## CONTRACT NEGOTIATIONS

The AG role for London as you are aware has been taking a long time to on-board due to all the approvals.

We need to get sign-off as soon as possible from the Treasurer, DP and Premier ASAP so we can go to Cabinet on the 5<sup>th</sup> July

Tim and Evelina are pushing this through currently.

I would greatly appreciate it if you can approve as soon as you receive it and reach out if you have any concerns.

Many Thanks

Jenny

**Jenny West | Deputy Secretary Trade & International**  
Investment NSW  
Level 35, 52 Martin Place, Sydney NSW 2000

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**Investment  
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INV-001.003.5381

22/11/22

S.CARTWRIGHT  
TENDER BUNDLE 001

Page 31 of 50



## CONTRACT NEGOTIATIONS

### RE: AG approval for London (Important)

From: Kristy Manton  
To: Evelina Polura  
Date: Fri, 18 Jun 2021 16:25:42 +1000

Thanks E. Do we still need to call NGS re:

From: Evelina Polura  
Sent: Friday, 18 June 2021 4:23 PM  
To: Jenny West  
Cc: Kristy Manton  
Subject: RE: AG approval for London (Important)

Tim Bayl

No problem Jenny, have set aside time on Monday (and will do so for Tuesday also just in case) to prepare both the Tokyo STIC and AG contracts.

**Evelina Polura | HR Business Partner**  
Investment NSW  
52 Martin Place, Sydney NSW 2000

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**Investment  
NSW**

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

From: Jenny West  
Sent: Friday, 18 June 2021 1:31 PM  
To: Evelina Polura  
Cc: Kristy Manton  
Subject: AG approval for London (Important)  
Importance: High

marianne.broadbent

Tim Bayl

Evelina

As discussed can you please get a DRAFT CONTRACT for next week.

Please let me know if there are any issues from your end

Thanks Jenny

From: Jenny West  
Sent: Friday, 18 June 2021 1:29 PM  
To: Michael Pratt  
Cc: Evelina Polura

[@premier.nsw.gov.au](mailto:@premier.nsw.gov.au); Joseph Brayford (Contact)

Amy Brown

Tim Bayl

Armine Nalbandian

Kristy Manton

Subject: AG approval for London (Important)  
Importance: High

Mike, Amy, Joseph and Armine

I am writing to you with a request in terms of urgent approval.

INV.001.003.5380

## CONTRACT NEGOTIATIONS

The AG role for London as you are aware has been taking a long time to on-board due to all the approvals.

We need to get sign-off as soon as possible from the Treasurer, DP and Premier ASAP so we can go to Cabinet on the 5<sup>th</sup> July

Tim and Evelina are pushing this through currently.

I would greatly appreciate it if you can approve as soon as you receive it and reach out if you have any concerns.

Many Thanks

Jenny

**Jenny West | Deputy Secretary Trade & International**  
Investment NSW  
Level 35, 52 Martin Place, Sydney NSW 2000

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

INV.001.003.5381

**Re: AG approval for London (Important)**

---

**From:** Evelina Polura  
**To:** Kristy Manton  
**Date:** Fri, 18 Jun 2021 15:16:18 +1000

Sure am, have set aside Monday to work on the AG and Tokyo STIC contracts  
Get [Outlook for iOS](#)

**From:** Kristy Manton  
**Sent:** Friday, June 18, 2021 3:12:01 PM  
**To:** Evelina Polura  
**Subject:** FW: AG approval for London (Important)

You ok with this Evelina?

---

**From:** Jenny West  
**Sent:** Friday, 18 June 2021 1:31 PM  
**To:** Evelina Polura  
**Cc:** Kristy Manton; marianne.broadbent; Tim Bayl  
**Subject:** AG approval for London (Important)  
**Importance:** High

Evelina

As discussed can you please get a DRAFT CONTRACT for Stephen for next week.

Please let me know if there are any issues from your end

Thanks Jenny

---

**From:** Jenny West  
**Sent:** Friday, 18 June 2021 1:29 PM  
**To:** Michael Pratt; Amy Brown; Joseph Brayford  
(Contact)  
**Cc:** Evelina Polura; Kristy Manton; Tim Bayl  
**Subject:** AG approval for London (Important)  
**Importance:** High

Mike, Amy, Joseph and Armine

I am writing to you with a request in terms of urgent approval.

The AG role for London as you are aware has been taking a long time to on-board due to all the approvals.

**We need to get sign-off as soon as possible from the Treasurer, DP and Premier ASAP so we can go to Cabinet on the 5<sup>th</sup> July**

Tim and Evelina are pushing this through currently.



I would greatly appreciate it if you can approve as soon as you receive it and reach out if you have any concerns.

Many Thanks

Jenny

**Jenny West | Deputy Secretary Trade & International**  
Investment NSW

Level 35, 52 Martin Place, Sydney NSW 2000

| M Sensitive |

| [investment.nsw.gov.au](http://investment.nsw.gov.au)



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



# RE: Actions from International Network Expansion program working session

From: Kylie Bell [Redacted]  
 To: John Blighe [Redacted], Karla Lampe [Redacted], Jim Dickins [Redacted], Ashley White [Redacted], Mark Rawlinson [Redacted], Joseph Di Maria [Redacted], Evelina Polura [Redacted], Stephen Ginger [Redacted], Ella Ambarchi [Redacted], Tom Stobo [Redacted], Anant Bamra [Redacted], Richelle Kumar [Redacted], Clare O'Connor [Redacted], Fiona Walmsley [Redacted]

Date: Tue, 22 Jun 2021 22:13:31 +1000

Hi again

The one critical thing to also complete is the brief to Premier seeking approval (or exemption) for opening new international offices. Amy would not sign the Japan entity structure brief until she has seen this as well so it is impacting on our ability to get started with the registration of the Tokyo office.

Cheers  
 Kylie

From: Kylie Bell  
 Sent: Tuesday, 22 June 2021 10:11 PM  
 To: John Blighe [Redacted], Karla Lampe [Redacted], Jim Dickins [Redacted], Ashley White [Redacted], Mark Rawlinson [Redacted], Joseph Di Maria [Redacted], Evelina Polura [Redacted], Stephen Ginger [Redacted], Ella Ambarchi [Redacted], Tom Stobo [Redacted], Anant Bamra [Redacted], Richelle Kumar [Redacted], Clare O'Connor [Redacted], Fiona Walmsley [Redacted]

Subject: RE: Actions from International Network Expansion program working session

Hi John

The only thing I would say is that myself, Ash and Karla have been working on the revised staffing structure and subsequent budget allocation/ implications for the international network with Jenny and Deloitte, so put my name here rather than poor Evelina.

Mike Pratt signed the London Lease – Lisa's delegation is only \$300,000 same as mine so it will need to be Amy due to the \$ value of the lease over the four year period. Lisa will need to clear first though as will Jenny.

Jenny has approved the Japan STIC and London AG onboarding plans and these are being executed now by Karla, Ash, Evelina, Tim B and myself and respective teams.



# CONTRACT NEGOTIATIONS

TSY 0004 0002 5889

STIC North Asia Media release has been approved tonight.

Cheers  
K

From: John Blighe [Redacted]  
Sent: Tuesday, 22 June 2021 6:00 PM  
To: Kylie Ball [Redacted]; Karla Lampe [Redacted] Jim  
Dickins [Redacted] Ashley White [Redacted] Mark  
Rawlinson [Redacted] Joseph Di Maria  
Stephen Ginger [Redacted] Evelina Polura [Redacted]  
[Redacted] John Blighe [Redacted]; Tom Stobo  
[Redacted] Anant Bamra [Redacted] Richelle Kumar  
[Redacted] Clare O'Connor <Clare.O'Connor@treasury.nsw.gov.au>; Fiona  
Walmsley [Redacted]  
Subject: Actions from International Network Expansion program working session

Hi all,

Thanks for your time today. Below are actions captured from today's working session, all for action as soon as possible.

#	Action	Responsible
1	Confirm Agent-General start date (26 July?), and protocol for managing pre-UK gov't endorsement/announcement.	Evelina
2	UK bank account set-up – work with Citi and Finance to progress account name issue, provide HSF summary on naming.	Ash/Helena
3	JLL contract (London) – progress for approval as soon as received	Joseph/John
4	Overseas insurances – quote from Marsh expected end of week, progress procurement if satisfactory	Joseph
5	Meet and agree on budget and design for London office fit-out	Jenny/Kylie/Ash/Ella/Joseph
6	Confirm final working date for Keirra Smith	Evelina
7	Share recalibrated overseas headcount/positions/titles with the team, including new commencement dates and any dependencies. Confirm new timelines with Deputy Secretary	Evelina
8	Review and amend milestones for Tokyo lease/fit-out	Tom/Joseph
9	Provide Tokyo landlord with required documentation demonstrating NSW Tsy=> Investment NSW continuity	Tom
10	Confirm that Lisa Braid/Amy Brown will sign Tokyo lease	Kylie
11	Review and approve Tokyo STIC media release	Kylie
12	Confirm Jenny has approved draft onboarding plan and update milestone accordingly	Tom
13	Move Jetro accommodation milestone to 1 Aug and confirm with Jetro	Tom
14	Progress NYC lease to Lisa Baird once received	Ash
15	Provide revised date for Employee contract templates in place milestone	Evelina
16	Review place to work milestones for all locations, particularly NYC, Singapore, Mumbai	Joseph/Mark

# CONTRACT NEGOTIATIONS

TSY 0004.0002 5890

18	Confirm if participating in use of US payroll provider in US	Ash
19	Follow up with HSF for ETA on Premier's Exemption work	Tom
20	Assign names to milestones in reports	John/Tom

Thanks,

John Blighe | Associate, Global Operations  
Investment NSW  
Level 35, 52 Martin Place, Sydney NSW 2000

Redacted

investment.nsw.gov.au

and

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



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**Re: Monday**

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**From** Jenny West

:

**To:** Chris Carr

Amy Brown

**Date:** Sat, 17 Jul 2021 15:47:48 +1000

Thanks Chris

Hope you and the kids are okay

Jenny

Get [Outlook for iOS](#)**From:** Chris Carr**Sent:** Saturday, July 17, 2021 3:31:44 PM**To:** Jenny West

Amy Brown

**Subject:** RE: Monday

Thanks Jenny. We had a blackout/power outage for all this morning which only got resolved about 45 mins ago – just what you need on a Saturday in lockdown with kids. I will blame that for the delay (which is actually true). Will take forward.

**Chris Carr**, General Counsel

Investment NSW

52 Martin Place, Sydney NSW 2000

T: **Sensitive**[investment.nsw.gov.au](http://investment.nsw.gov.au)**Investment  
NSW****From:** Jenny West**Sent:** Saturday, 17 July 2021 1:58 PM**To:** Chris Carr

Amy Brown

**Subject:** Fwd: Monday

Chris

I have spoken to Amy and we are comfortable with you finalising the contract with Stephen

Thanks for your help

Jenny

Get [Outlook for iOS](#)**From:** Stephen Cartwright **Sensitive****Sent:** Saturday, July 17, 2021 8:39:41 AM**To:** Chris Carr**Cc:** Jenny West**Subject:** Monday

Hi Chris

Just checking that we are still on track to finalise the contract today and ensure Cabinet can approve on Monday.

This whole process has dragged on for too long so keen to ensure it gets finalised on Monday for a 26/7 start date.

Thanks for your help with this and apologies if it means working on a Saturday.

Kind regards

Stephen.

Sent from my iPhone

INSW 003 001 0291

**Chief Executive Briefing - Employment Agreement - Agent General UK - CARTWRIGHT Stephen**  
mailto:stephen.cartwright@insw.gov.au

**From:** Evelina Pelura  
**To:** Kneay Manton  
**Date:** Tue, 20 Jul 2021 10:54:37 +1000  
**Attachments:** Chief Executive Briefing - Employment Agreement - Agent General UK - CARTWRIGHT Stephen.docx (85.19 KB)

Approval workflow would be:

Yourself (outside of Objective)  
Chris Carr  
Jenny West  
Lisa Braid  
Amy Brown

**RE: Appointment of AG 19 July 2021 [cabinet-in-confidence]**

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**From:** Boards  
**To:** Lauren Hannan  
**Cc:** Evelina Polura  
**Date:** Tue, 20 Jul 2021 15:06:59 +1000

Hi Lauren

Thank you for your enquiry.

We confirm that the appointment of the Agent-General to the United Kingdom, and Senior Trade & Investment Commissioner for Europe and Israel was endorsed at the Cabinet meeting on Monday, Cabinet 19 July 2021.

Regards

Tracey

**Appointments, Boards and Committees Team**

Office of General Counsel, Department of Premier and Cabinet  
Level 10, 52 Martin Place, Sydney | GPO Box 5341, Sydney NSW 2001  
Appointments, Boards & Committees Hotline:

[www.dpc.nsw.gov.au](http://www.dpc.nsw.gov.au)



**Premier  
& Cabinet**

**SENSITIVE: NSW CABINET**

**From:** Lauren Hannan  
**Sent:** Tuesday, 20 July 2021 2:19 PM  
**To:** Boards  
**Cc:** Evelina Polura  
**Subject:** Appointment of AG 19 July 2021 [cabinet-in-confidence]

Hello,

I was wondering whether you could advise in writing whether the Agent General to the United Kingdom was endorsed at the Cabinet meeting yesterday? This information will be used to progress HR decisions.

Thank you,

Lauren

**Lauren Hannan** | Associate Director – Trade & International

Investment NSW

Level 9, 52 Martin Place, Sydney NSW 2000

**Sensitive**

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**RE: Next steps**

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**From:** Evelina Polura  
**To:** Stephen Cartwright Sensitive  
**Cc:** Kristy Manton  
**Date:** Thu, 22 Jul 2021 14:38:48 +1000  
**Attachments:** A5037435 Attachment A- Investment NSW - Employment Agreement - AG UK - Stephen Cartwright.pdf (761.58 kB); A5037435 Attachment B- UK AG Relocation letter.pdf (419.21 kB)

Hi Stephen,

Apologies for the delay, was just waiting on Amy Brown's signature, but please now find the signed and finalised employment agreement and relocation letter attached.

Your laptop has already been sent out and we are expecting that you will receive this tomorrow. You will also receive some information to your personal email around equipment setup, as well as an invite for a Monday morning call from our IT person (Richard) to set-up your computer and get you connected to our systems (please charge up your laptop in preparation for this).

Please note that this is a second hand laptop as we have a bit of an IT equipment shortage at the moment, however the plan is to replace this with a new one once available and prior to you going offshore, so as to minimise the risk of you having problems with it whilst in the UK and far away from our IT helpdesk.

In terms of the completed forms and signed contract, you can just scan and email them to me. That will probably work better than couriering anyway as there won't be anyone in the office to receive them and might not be ideal to courier to me or anyone else at home.

Happy to discuss other options for getting all the documents to us if scanning is not feasible or simple.

Regards,

**Evelina Polura** | HR Business Partner  
Investment NSW  
52 Martin Place, Sydney NSW 2000  
M: Sensitive | [investments@investment.nsw.gov.au](mailto:investments@investment.nsw.gov.au)



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**From:** Stephen Cartwright Sensitive  
**Sent:** Thursday, 22 July 2021 10:53 AM  
**To:** Evelina Polura  
**Subject:** RE: Next steps

Good morning Evelina

I have now completed, printed and signed all of the documents that you sent to me.

How would you like to have them forwarded to you?

I have not received my employment contract or laptop as yet, so if you would like the courier who delivers those to take these documents back to you please let me know, or better yet I could read and sign the employment contract and side letter and send everything back to you by courier before Friday afternoon? Just let me know what works best for you.

Kind regards

Stephen

Sent from [Mail](#) for Windows 10

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**From:** [Evelina Polura](#)  
**Sent:** Tuesday, 20 July 2021 12:31 PM  
**To:** [Stephen Cartwright](#)  
**Cc:** [Kristy Manton](#)  
**Subject:** RE: Next steps

Hi Stephen,

As per our conversation just now, please find attached a file with the new starter forms for your completion by your start date of Monday 26th please.

Thanks and regards,

Evelina Polura | HR Business Partner  
Investment NSW  
52 Martin Place, Sydney NSW 2000  
M: [Sensitive](#) | [investment.nsw.gov.au](#)

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-----Original Message-----

**From:** Kristy Manton  
**Sent:** Tuesday, 20 July 2021 10:00 AM  
**To:** Stephen Cartwright [Sensitive](#)  
**Cc:** Chris Carr; Evelina Polura

**Subject:** RE: Next steps

Hi Stephen

This is great news!! Congratulations.

Absolutely happy to touch base with you to discuss next steps. We can give you a call now (Evelina and i) or happy to wait until you get back from the jab (fingers crossed its painless 😊 )

K

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

M: Sensitive

| investment.nsw.gov.au

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-----Original Message-----

From: Stephen Cartwright Sensitive

Sent: Tuesday, 20 July 2021 9:56 AM

To: Kristy Manton

Cc: Chris Carr

Subject: Next steps

Good morning Kristy

Jenny has advised me this morning that Cabinet signed off on my new role late last night, which is great news.

She also asked me to connect with you to discuss next steps, which I assume involves executing an employment contract ASAP and agreeing a media / communications plan. I am also keen to understand how we manage my first day next Monday given the lockdown will still be in force.

I look forward to hearing from you.

By the way, I am getting my second AZ jab at 11am today so will be out of the house for an hour or so. I am hoping it doesn't affect me as badly as the first one did!

Kind regards

Stephen

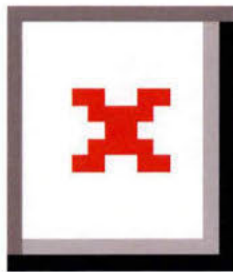
Sent from my iPhone



## DPC Cluster - Commitment and Declaration of Interest Form submitted by Stephen Cartwright requires your approval

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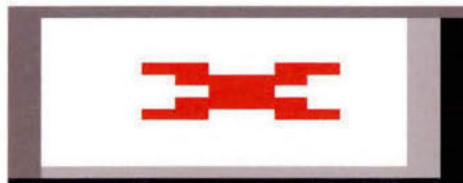
**From:** donotreply@csod.com  
**To:** Jenny West  
**Date:** Wed, 04 Aug 2021 08:40:24 +1000



Dear Jenny,

Stephen Cartwright has submitted their DPC Cluster - Commitment and Declaration of Interest Form form which requires your approval.

To approve the form, log in to myCareer and navigate to the form approval request link in the Inbox widget.



Kind regards

The Recruitment Team

## Holding Lines – STIC Recruitment and Expenses – SO 52

The following statements will be used to answer potential media enquiries. The statement could be used in its entirety or in sections depending on the nature of the enquiry.

Any media enquiries will still require review and approval from the appropriate SMEs, OCEO and the Minister's Office

### ***Why is the Agent General and Senior Trade and Investment Commissioners remunerated at such a high rate?***

The roles of the Agent General and Senior Trade and Investment Commissioners require extensive business and trade expertise in diverse and highly complex international markets. These positions are critical to drive opportunities for NSW and better connect our businesses and industries with global trade sectors, buyers and investors.

The Agent General and Senior Trade and Investment Commissioners receive remuneration equivalent to a band three senior executive in accordance with the Statutory and Other Offices Remuneration Act 1975, with salaries set by the Statutory and Other Offices Remuneration Tribunal (SOORT).

These roles are instrumental in helping NSW business scale up and go global to generate jobs and economic growth for the state.

NSW is on track to establish six global Investment NSW "hub" offices across key global regions, as an important part of the government's response to COVID-19 and economic recovery in cities and regional centres.

NSW is committed to expanding our international trade and investment network with more "boots on the ground" in priority offshore markets. This includes up to 55 dedicated staff in 21 cities across 15 countries.

Our Senior Trade and Investment Commissioners form part of the work by Investment NSW, under the Global NSW Strategy, which is about taking the best of NSW to the world and bringing the best of the world to NSW.

***The Agent General Employment agreement shows Stephen Cartwright has a total salary and super package of AU\$487,050 per annum (equivalent to salary and super package of GBP 263,070) along with an annual allowance of AU\$112,950 (GBP 60,993) to offset costs such as of housing, schooling and home leave flights.***

***This is in addition to one-off relocation expenses of up to AU\$60,000 (GBP 32,400), paid as reimbursement against receipts of costs incurred for: flights to London for employee and immediate family (up to four people), temporary accommodation for up to three months, household goods shipment, and incidentals such as home and school search, car hire, tax advice, etc.***

***That is an annual salary of \$600,000 and including the one-off relocation expense - \$660,000 this year - how is that justified?***

(answer with first three paragraphs of question one and the following statement)



Annual allowances and one-off relocation expenses of up to AU\$60,000 are part of standard allowances for candidates who are required to relocate internationally to take up their position.

All roles have been specifically designed for their market and the commercial opportunity for NSW.

Employment contracts are tailored for each jurisdiction to ensure we comply with local laws and incorporate NSW Government Sector Employment Act elements where appropriate and lawful in specific markets to do so.

Investment NSW works with an independent recruitment firm or Austrade to run a transparent and competitive recruitment process, including two stages of interviews and capability assessments.

### ***What is the recruitment and selection process?***

The Agent General and Senior Trade and Investment Commissioners were appointed following a lengthy and competitive global search process, managed by external recruitment firm NGS Global, who identified the preferred and most suitable candidates for each role. The process involved external advertising in national and international newspapers and candidates were subsequently interviewed by a selection panel comprised of senior public servants and independent specialists.

### ***What is the status of recruitment?***

This week we announced our third and fourth STICS, Mr Andrew Parker (ASEAN) and Mr Vishwesh Padmanabhan (India and Middle East) who will lead our engagement in these markets, taking up their posts in early 2022.

Recruitment for the final two Senior Trade and Investment Commissioner positions for the Americas and Greater China is underway and will be finalised in the coming months.

Senior Trade and Investment Commissioner for North Asia Michael Newman started in his role in July this year and Mr Stephen Cartwright commenced his role as NSW Agent General UK, Senior Trade & Investment Commissioner in Europe and Israel soon after.

Our expansion will see representation across 21 locations, rather than postings. Currently NSW is represented in 12 offices in 10 countries: China, Indonesia, India, Japan, Republic of Korea, Singapore, the United Arab Emirates, the United Kingdom, the United States and Vietnam.

Additional new offices planned over the next 12 months include New York, Frankfurt, Paris, Bangalore, Hong Kong, Kuala Lumpur, Toronto and Santiago.

### ***What has been the delay in the roll-out of the global expansion?***

COVID-19 has impacted the world differently and delayed processes such as real estate searches and employment processes. Establishing new offices and legal entities overseas is a complex process we want to get right. This has included ensuring legal, tax and HR structures and processes are appropriate for each jurisdiction and are aligned with our obligations as a Government and employer in NSW.

The following is background information that can be supplied to journalists.

This information is not for direct quoting from a NSW Government or Investment NSW spokesperson but can be used to inform the media article.

The Agent General and five Senior Trade & Investment Commissioners (STICs) are the NSW Government's most senior representatives for each of our new regional hubs:





London (Agent General) – responsible for UK, Europe and Israel

Mumbai – responsible for India and the Middle East

New York – responsible for the Americas region

Singapore – responsible for the ASEAN region

Shanghai – responsible for Greater China

Tokyo – responsible for North Asia (Japan and the Republic of Korea).

**As of December 2021, NSW is now represented in 12 offices in 10 countries:**

China, Indonesia, India, Japan, Republic of Korea, Singapore, the United Arab Emirates, the United Kingdom, the United States and Vietnam.

**Offices soon to open are:**

Frankfurt, Paris, New York, Washington, Toronto, Santiago, Bangalore, Kuala Lumpur, Beijing, and Hong Kong.

**The NSW Trade Statement outlines strategies to expand NSW exports including:**

- increasing the number of exporting businesses from NSW, particularly small and medium-sized enterprises (SMEs)
- exporting a more diverse range of goods, services and technologies, reflecting the true breadth and depth of NSW's world leading capabilities
- not only growing exports in established markets, but also increasing the number of overseas markets that we export to
- building new pathways like ecommerce for how we export to reach a global customer base of billions of consumers.

Download the NSW Trade Statement at <https://www.investment.nsw.gov.au/>.

**Background Only for MO:**

In line with the GSE Act, persons may be employed as overseas trade employees without compliance with the government sector employment rules on merit-based employment. However, under the GSE Regulations any decision by Investment NSW 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.

Owner	Date	Approvals
Vanessa Grimm Dir Comms	17/12/21	Kylie Bell ED Trade & Int
		Kristy Manton Dir People & C
		Chris Carr Gen Counsel