



## Appointment Paper: Chief Executive, Ministry of Business, Innovation and Employment

Date: 2 August 2018

Report No: SSC2018/787

Contact: Juanita Te Kani, Director, SSC

Telephone: 9(2)(a) privacy

	Action Sought	Deadline
Hon Chris Hipkins	Sign and submit the attached paper for consideration at APH on 8 August 2018	Lodge by 10am, Thursday 2 August 2018

Enclosure: Yes (attached)

### Executive Summary

- 1 Please find attached, for your consideration and signature, a paper for the Cabinet Appointments and Honours Committee on 8 August 2018 relating to a recommendation from the State Services Commissioner (the Commissioner) to transfer Ms Carolyn Tremain from the role of Comptroller of Customs and Chief Executive, New Zealand Customs Service and appoint her to the role of Chief Executive, Ministry of Business, Innovation and Employment.
- 2 Appropriate Ministers have been consulted about the proposed transfer and appointment.
- 3 In accordance with section 38 of the State Sector Act 1988, the Commissioner is required to consult with you and the Prime Minister before finalising the terms and conditions of employment for Ms Tremain. This consultation will commence shortly.

### Recommended Action

We recommend that you:

**Sign and submit** the attached paper for consideration by APH on 8 August 2018

Chair  
Cabinet Appointments and Honours Committee

**Appointment: Chief Executive, Ministry of Business, Innovation and Employment**

- 1 The State Services Commissioner (the Commissioner) has forwarded to me, as the Minister of State Services, a recommendation to transfer and appoint Ms Carolyn Tremain to the position of Chief Executive, Ministry of Business, Innovation and Employment, under sections 35 and 37A of the State Sector Act 1988.
- 2 I now submit the Commissioner's recommendation, attached under this coversheet, to the Cabinet Appointments and Honours Committee for consideration and referral to the Governor-General in Council.
- 3 Appropriate Ministers and I have been consulted by the Commissioner about the transfer.
- 4 The Commissioner will consult the Prime Minister and me before finalising conditions of employment for Ms Tremain, including her term of appointment, as required under section 38 of the Act.

**Recommendations**

- 5 I recommend that the Cabinet Appointments and Honours Committee:
  - 1 **note** the recommendation of the Commissioner to **transfer and appoint** Ms Carolyn **TREMAIN** to the position of Chief Executive, Ministry of Business, Innovation and Employment;
  - 2 **authorise** the submission of this recommendation and the attached curriculum vitae and warrant to the Governor-General in Council;
  - 3 **note** that the Commissioner is consulting with the Prime Minister and the Minister of State Services before finalising terms and conditions of employment with Ms Tremain;
  - 4 **note** that under the State Sector Act 1988, the Commissioner is required to publicly announce appointments; and
  - 5 **note** that subject to the Governor-General's acceptance of the Commissioner's recommendations, the Commissioner intends to:
    - 5.1 publicly announce the transfer and appointment of Ms Tremain; and
    - 5.2 proactively release associated documents on the State Services Commission's website.



Hon Chris Hipkins  
Minister of State Services

1, 8, 18

2 August 2018

Hon Chris Hipkins  
Minister of State Services

## **Appointment: Chief Executive, Ministry of Business, Innovation and Employment**

### **Proposal**

- 1 In this paper I recommend that Ms Carolyn Tremain be transferred from the role of Comptroller of Customs and Chief Executive, New Zealand Customs Service and appointed to the position of Chief Executive (CE), Ministry of Business, Innovation and Employment (MBIE).
- 2 Ms Tremain is currently the Acting CE, MBIE, a role that she has held since 1 July 2017. Ms Tremain was appointed until I could appoint a substantive CE. I intend to appoint Ms Tremain to the substantive CE, MBIE role for a term of five years from 20 August 2018 to 19 August 2023.
- 3 I consider that Ms Tremain has the necessary skills and experience to successfully lead MBIE. A copy of her summarised curriculum vitae is attached.
- 4 I propose that you forward my recommendation to the Cabinet Appointments and Honours Committee (APH) for referral to the Governor-General in Council. The recommendation for transfer is attached.

### **Background**

- 5 In 2017, I commenced an open and comprehensive recruitment process for a new CE, MBIE, which was to become vacant due to Mr David Smol's term ending on 30 June 2017.
- 6 It was not, however, possible to make an appointment before the pre-election period commenced. I decided, therefore, that it was appropriate to pause the recruitment process, consistent with the general government approach to significant appointments during this period.
- 7 Pausing the recruitment process also allowed the new incoming Government, which had a range of priorities with implications for this critical role and Ministry, to work through those changes. The last of those changes, which was the shifting of MBIE's housing and urban policy roles to the Ministry of Housing and Urban Development, is complete.
- 8 I believe that it is the right time to appoint a substantive CE to the role. While I could make an appointment in the usual manner, given the time lapse since the 2017 recruitment process and for reasons of certainty, I propose to appoint Ms Tremain to the CE, MBIE role via transfer, under sections 35 and 37A of the State Sector Act 1988 (the Act).

### **Transfer**

- 9 Before making a recommendation for the transfer of a current Public Service CE into a CE role in another department under section 37A of the Act, I must believe on reasonable grounds that the transfer would be in the public interest. Those reasons are outlined below.

- 10 I believe that Ms Tremain has the necessary experience and skills to successfully lead MBIE. Ms Tremain has more than 20 years' experience leading large, complex service delivery organisations and substantial change programmes. She is an experienced and highly regarded CE and senior leader.
- 11 Since commencing in the Acting CE, MBIE role 12 months ago, Ms Tremain has proven that she can provide stable and effective leadership, and can deliver on the priorities of a large number of responsible Ministers. During this time, she has performed credibly, and is currently progressing a number of significant initiatives.
- 12 Attached to this report are the summarised curriculum vitae and the recommendation for Ms Tremain's transfer and appointment to the CE, MBIE role, for execution by the Governor-General. I propose that you forward these recommendations to APH for consideration and referral to the Governor-General in Council.
- 13 Transferring and appointing Ms Tremain to the CE, MBIE role will create a vacancy in the Comptroller of Customs and CE, New Zealand Customs Service role. I intend to advertise and fill the position on an open basis, and will shortly submit a vacancy paper to APH. Ms Christine Stevenson will act as the Comptroller of Customs and CE, New Zealand Customs Service until a substantive CE is appointed.

#### **Conditions of employment**

- 14 As required under the Act, appropriate Ministers have been consulted regarding the proposed transfer of Ms Tremain.
- 15 In accordance with section 38 of the Act, I will consult the Prime Minister and the Minister of State Services before finalising conditions of employment for Ms Tremain, including her term of appointment.
- 16 The CE, MBIE must be able to obtain and maintain a Top Secret security clearance.

#### **Publicity**

- 17 Subject to the Governor-General's acceptance of my recommendation above, I intend to publicly announce the transfer and appointment of Ms Tremain on Tuesday 14 August 2018. This will meet my obligation under the Act to publicly notify appointments.
- 18 It is also my intention to publicly release associated documents, including this paper, on the State Services Commission's website, as is our standard practice for CE appointment recommendations. The documents will have any necessary redactions in accordance with the Official Information Act 1982. You will be consulted on the communications plan and material to be released.

## Recommendations

19 I recommend that you:

- 1 **forward** my recommendation to **transfer and appoint** Ms Carolyn **TREMAIN** to the position of Chief Executive, Ministry of Business, Innovation and Employment to the Cabinet Appointments and Honours Committee for referral to the Governor-General in Council;
- 2 **note** that I will run an appointment process for the Comptroller of Customs and Chief Executive, New Zealand Customs Service following the Chief Executive vacancy as a consequence of the transfer;
- 3 **note** that I believe on reasonable grounds that the proposed transfer is in the public interest;
- 4 **note** that appropriate Ministers have been consulted in relation to the proposed transfer;
- 5 **note** that a curriculum vitae and the recommendation for transfer are attached for Ms Tremain, for referral to the Governor-General;
- 6 **note** that I will consult the Prime Minister and the Minister of State Services before finalising the conditions of employment for Ms Tremain, including her term of appointment; and
- 7 **note** that subject to the Governor-General's acceptance of my recommendation, I intend to:
  - 7.1 publicly announce the transfer and appointment of Ms Carolyn Tremain on Tuesday 14 August 2018; and
  - 7.2 proactively release associated documents on the State Services Commission's website.



Peter Hughes  
State Services Commissioner



## In Executive Council

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*Her Excellency the Governor-General is recommended to*

accept the recommendation of the State Services Commissioner that

**CAROLYN DOREEN TREMAIN**

be appointed, pursuant to sections 35 and 37A of the State Sector Act 1988,  
as the Chief Executive, Ministry of Business, Innovation and Employment.

A handwritten signature in blue ink, appearing to read 'C. Hipkins'.

Hon Chris Hipkins  
Minister of State Services

*Approved in Council*

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*Clerk of the Executive Council*

Date:

# CURRICULUM VITAE

## Carolyn Tremain

### ***Employment History***

- 2017 - present      **Ministry of Business, Innovation and Employment**  
Acting Chief Executive (from July 2017)
- 2011 - 2017      **New Zealand Customs Service**  
Comptroller of Customs and Chief Executive
- 2004 - 2011      **Inland Revenue Department**  
Deputy Commissioner Service Delivery  
Deputy Commissioner People, Capabilities and Governance
- 2003 - 2004      **Self-employed**
- 1990 - 2003      **Air New Zealand**  
Senior Vice President, Human Resources and Organisation Change  
Group General Manager, Human Resources and Organisation Change (Ansett – Air New Zealand Group)  
General Manager, Human Resources and Organisational Change  
Project Leader Project Save  
Manager, Group Quality Process  
Manager, Human Resources, National Airline  
Head Personnel Services, New Zealand and Pacific Island Region
- 1976 - 1998      **Further work history**  
Personnel Officer, Farmers Trading Company Ltd (1988 – 1990)  
Personnel Manager, Rex Consolidated Ltd (1986 – 1988)  
Advisory Officer, Government Printing Officer (1985 – 1986)  
Royal New Zealand Air Force (1976 – 1985)

### ***Academic Qualifications and Professional Memberships***

- 1990      Victoria University of Wellington, Bachelor of Arts
- 2014 - present      Auckland Career Board, Chair
- 2014 - present      Victoria University of Wellington Business Advisory Board, Member
- 2016 - 2017      Auckland Kindergarten Association, Member
- 2013 - 2015      Government Legal Network Board, Chair
- 2012 - 2017      Leadership Development Centre Trust Board, Deputy Chair