

18 August 2026

Ms Mary de Groot, Secretary

House of Assembly

Select Committee on Caretaker Conventions

Parliament of Tasmania

Dear Ms de Groot

***Questions on Notice - Public Hearing of the House of Assembly Select Committee on
Caretaker Conventions***

I refer to your correspondence dated 3 August 2026 regarding the Questions on Notice arising from my appearance before the House of Assembly Select Committee on Caretaker Conventions on Friday, 31 July 2026. Please find my responses below.

1. What was your position title and dates of employment for the Hon. Leonie Hiscutt MLC, former Member for Montgomery?

I was appointed as Adviser, Office of the Leader of the Government in the Legislative Council, commencing 13 November 2023. My appointment in that position continued until 10 April 2024, before my new appointment commenced on 11 April 2024.

2. What was your position title and dates of employment for Ms Jane Howlett MP, the current Member for Lyons?

I was appointed as Adviser in the Office of the Honourable Jane Howlett MP, commencing 11 April 2024. That appointment continued until 2 July 2024. From 3 July 2024, I was appointed

as Electorate Officer in the Electorate Office of Mark Shelton MP. Although I was formally appointed to Mr Shelton's office, I remained based in Ms Howlett's office while working, before subsequently taking a period of leave due to an arm and shoulder injury.

3. Please provide, if possible, the time at which the email on 22 March 2024 was sent from your Government email address.

I no longer have access to the Government email account and therefore cannot independently confirm the exact time the email was sent. However, during my public hearing, Mr Winter referred to the previous parliamentary record, which stated that the email was sent at 9.03 pm on 22 March 2024.

I have also located contemporaneous text messages between Ms Howlett and me from 21 and 22 March 2024 relating to the Tasman material. At 8.45 pm on 22 March 2024, I messaged Ms Howlett stating: *"I have done Tasman and it has gone from my parliament email. How do I change it?"*

I have attached the relevant sequence of messages from 21 and 22 March 2024 to provide the Committee with the context surrounding the preparation and distribution of the Tasman material. These messages include communications between Ms Howlett and me about preparing the Tasman material on 21 March and subsequent communications on 22 March. I provide the complete sequence so that the contemporaneous communications can be considered in their full context.

Please let me know if the Committee requires any further information.

Yours sincerely

Sharee Minnikin-Smith

To: Jane Howlett

21 Mar 2024 at 10:00pm

I emailed you a test run of the LGA Newsletter for Tasman Region but Matt has only sent me the letters without your letter head at the top and your signature

Ffs

I have copied the logo and added in your signature. I will send now and tell if you can tell any difference

Go to sleep and deal with it tomorrow xx



To: Jane Howlett

Sent it to you. I will chat in the morning. Night x



**Screenshot
2024-03-21
at 10.16.31
pm.png**

PNG Image ·
185 KB



22 Mar 2024 at 12:44 pm



**IMG_9024.
HEIC**

Image · 2 MB



**IMG_9025.
HEIC**

Image · 2.1 MB



**IMG_9026.
HEIC**

Image · 2.2
MB



To: Jane Howlett



**IMG_9027.H
EIC**

Image · 2.4
MB



22 Mar 2024 at 8:45 pm

Did you want me to delete
Campania school email
and Carole McQueeney
and Edwin Batt?

Yes please

I have done Tasman and it
has gone from my
parliament email. How do I
change it?