



PREMIER OF TASMANIA

8 September 2026

Ms Tabatha Badger
Committee Chair
House of Assembly Select Committee on Caretaker Conventions
By Email: caretaker@parliament.tas.gov.au

Dear Ms Badger

I refer to your letter dated 25 August 2026 requesting further information in relation to the ongoing work of the House of Assembly Select Committee on Caretaker Conventions.

Please see my response to the Committee's questions below.

- 1. Please provide the Committee with the Terms of Reference, or other such establishing request or investigatory remit, of the investigation you requested Ms Morgan-Wicks undertaken in light of the evidence provide by Ms Minnikin-Smith.**

- A: I have requested that the Department of Premier and Cabinet Secretary, Ms Morgan-Wicks investigates:
- Whether any policies, procedures, codes of conduct, employment arrangements or other requirements applicable to Parliamentary Services, the State Service or the Department of Premier and Cabinet have been breached: and
 - Whether concerns raised by Ms Minnikin-Smith were appropriated managed and responded to.

A copy of my letter to the Secretary is attached.

- 2. Could Ministerial and Parliamentary Services (MPS) please confirm the following in relation to Ms Minnikin-Smith's employment:**

- a) Her dates of employment, her role, statement of duties and formal reporting structure, for then Member for Montgomery, the Hon Leonie Hiscutt MLC.**

- A: Ms Minnikin-Smith was employed from 13 November 2023 to 10 April 2024 as a general adviser in the Office of the Leader for Government, supporting the Leader and the Deputy Leader.

- b) Her dates of employment, her role, statement of duties and formal reporting structure, for Member for Lyons, Ms Jane Howlett MP; and**

- A: Ms Minnikin-Smith was employed from 11 April 2024 to 2 July 2024 as a general adviser in the Ministerial Office of the Hon Jane Howlett MP. During this period Ms

Minnikin-Smith had a workplace accident on 1 May 2024 resulting in her incapacity to work for a period of time.

c) *Her dates of employment, her role, statement of duties and formal reporting structure, for any other Members of Parliament from 2023 – 2025.*

A: Ms Minnikin-Smith was employed on a six-month contract from 3 July 2024 to 3 January 2025 as an Electorate officer in the office of Mr Mark Shelton MP. Her contract concluded on the 3rd January. However, due to her injury she continued to receive workers compensation payments as is required under the Act until 19th August 2025 when she signed a Deed of Release and her compensation case was finalised.

3. *Who initiated Ms Minnikin-Smith's appointment to MPS in November 2023 and who authorised the appointment? Are there any records available which reflect this? What was the intention of the initial role Ms Minnikin-Smith was appointed to in the office of the Leader of the Government in the Legislative Council?*

A: Employment for any MPS employee is by way of an Instrument of Appointment authorised by the Premier's Delegate. This is the same for all Liberal, Labor, Green and Independent employees.

4. *Who had authority to direct the day-to-day work of Ms Minnikin-Smith while in her roles in MPS?*

A: Generally Members direct the day to date work of MPS employees. However, if a staff member is employed in a ministerial office, the Chief of Staff directs their day-to-day work.

5. *Is the undertaking of election campaign related activities consistent with employment in MPS? Were the undertaking of such potential duties consistent with Ms Minnikin-Smith's appointed statement of duties for the Hon Leonie Hiscutt MLC.*

A: MPS employees undertake a range of duties consistent with their roles working for Members of Parliament with all MPS staff required to continue to work during the caretaker period.

Yours sincerely



Jeremy Rockliff MP
Premier



PREMIER OF TASMANIA

5 August 2026

Ms Kathrine Morgan-Wicks
Head of the State Service
Secretary
Department of Premier and Cabinet
Email: Kathrine.morgan-wicks@dpac.tas.gov.au

Dear Ms Morgan-Wicks

INVESTIGATION OF MATTERS RAISED BEFORE THE HOUSE OF ASSEMBLY SELECT COMMITTEE ON CARETAKER CONVENTIONS

I write regarding evidence given to the House of Assembly Select Committee on Caretaker Conventions by former Parliamentary Services employee Ms Sharee Minnikin-Smith.

Ms Minnikin-Smith made a number of allegations concerning the duties she was directed to perform during her employment.

I request that you undertake an investigation into the matters raised by Ms Minnikin-Smith and provide advice on:

- whether any policies, procedures, codes of conduct, employment arrangements or other requirements applicable to Parliamentary Services, the State Service or the Department of Premier and Cabinet have been breached; and
- whether concerns raised by Ms Minnikin-Smith were appropriately managed and responded to.

I would be grateful if you could provide a report of your findings at the earliest practicable opportunity.

Thank you for your attention to this matter.

Yours sincerely

A handwritten signature in blue ink, appearing to read 'Jeremy Rockliff'.

Jeremy Rockliff MP
Premier of Tasmania