Legislative Assembly for the
Australian Capital Territory
Select Committee on Caretaker Conventions

Extracts of minutes of proceedings

Inquiry into Caretaker Conventions

Extract from *Minutes of Meeting 1* – Tuesday, 11 March 2025

Members present: Mr Shane Rattenbury MLA (Chair), Ms Leanne Castley MLA (Deputy Chair), Mr Taimus Werner-Gibbings MLA

---

1. **Commencement**

   1.1. The Chair opened the meeting at 1.01 pm.

2. **Election of Deputy Chair**

   2.1. Mr Werner-Gibbings moved that Ms Castley be appointed Deputy Chair of the Committee. There being no further proposal, Ms Castley was declared elected as Deputy Chair.

3. **Resolution of establishment**

   3.1. The Committee noted the resolution of establishment.

4. **Conflicts of interest**

   4.1. Mr Rattenbury advised the Committee that he was a member of Cabinet at the time the 2024 Caretaker Conventions were prepared. The Committee noted this advice.

5. **Standard resolutions**

   5.1. The Committee **resolved** [RATTERNBURY] to adopt the following general resolutions:

   5.1.1. The Committee authorises the Secretary to write on its behalf to informally request supplementary documents or ask follow-up questions as part of an inquiry.

   5.1.2. Pursuant to Standing Order 241(d) the Committee authorises the Chair to provide public briefings on matters related to an inquiry. Party political comments are not permitted. The Chair will provide as much notice as possible of any engagement.

   5.1.3. The privilege statement providing for witness and committees privilege is to be incorporated at the beginning of the transcript for all Committee hearings.

   5.1.4. Pursuant to Standing Order 241, the Committee authorises for publication all Ministerial and Statutory Officer responses to questions taken on notice and questions on notice received, unless there is a request for confidentiality.

5.1.5. The Committee authorises its Members to nominate one or more employees in their office to access Committee documents.

6. Meeting arrangements

6.1. The Committee deliberated on a regular meeting time.

6.2. The Committee **resolved** [WERNER-GIBBINGS] to set its next meeting for 2.00 pm on Monday, 24 March 2025.

6.3. The Committee **resolved** [WERNER-GIBBINGS] to set its regular meeting time as 9.30 am on non-sitting Wednesdays, commencing 30 April 2025.

7. Other business

7.1. No further business was raised.

8. Next meeting

8.1. The next meeting of the Committee is scheduled for:

Date: 24 March 2025
Time: 2.00 pm
Location: Kiribati Room

9. Close

9.1. The Chair closed the meeting at 1.12 pm.

Extract from *Minutes of Meeting 2* – Monday, 24 March 2025

Members present: Mr Shane Rattenbury MLA (Chair), Ms Leanne Castley MLA (Deputy Chair), Mr Taimus Werner-Gibbings MLA

---

1. Commencement

1.1. The Chair opened the meeting at 2.02 pm.

2. Conflicts of interest

2.1. Mr Rattenbury noted he was asked about the Committee during an ABC Radio interview on 24 March 2025, whereby he stated his capacity as Chair and discussed the terms of reference.

3. Confirmation of minutes

3.1. The Committee **resolved** [WERNER-GIBBINGS] to adopt the minutes of Meeting 1 – 11 March 2025.

4. Inquiry into Caretaker Conventions

4.1. The Committee noted the terms of reference.

4.2. The Committee considered the proposed inquiry timeline.

4.3. The Committee **resolved** [RATTENBURY] that submissions for the inquiry close on 9 May 2025, and that a public hearing be scheduled for the week commencing 10 June 2025.

4.4. The Committee **resolved** [RATTENBURY] to endorse the media release.

4.5. The Committee noted the list of stakeholders prepared by the secretariat, and suggested additions.

4.6. The Committee **resolved** [RATTENBURY] to approve the letter inviting the Chief Minister to make a submission to the inquiry.

4.7. The Committee **resolved** [RATTENBURY] to approve the letter inviting Statutory Office Holders to make a submission to the inquiry.

4.8. The Committee **resolved** [RATTENBURY] to approve the letter inviting other jurisdictions to make a submission to the inquiry.

4.9. The Committee **resolved** [RATTENBURY] to approve the letter inviting Members of the Legislative Assembly to make a submission to the inquiry.

4.10. The Committee **resolved** [RATTENBURY] to approve the template email inviting stakeholders to make a submission to the inquiry.

5. Other business

5.1. No further business was raised.

6. Next meeting

6.1. The next meeting of the Committee is scheduled for:

Date: 30 April 2025
Time: 9.30 am
Location: Kiribati Room

7. Close

7.1. The Chair closed the meeting at 2.16 pm.

Extract from *Minutes of Meeting 3* – Wednesday, 30 April 2025

Members present: Mr Shane Rattenbury MLA (Chair), Ms Leanne Castley MLA (Deputy Chair), Mr Taimus Werner-Gibbings MLA [via telephone]

---

1. Commencement

1.1. The Chair opened the meeting at 9.34 am.

2. Conflicts of interest

2.1. No new conflicts were declared.

3. Confirmation of minutes

3.1. The Committee **resolved** [CASTLEY] to adopt the minutes of Meeting 2 – 25 March 2025.

4. Inquiry into Caretaker Conventions

4.1. The Committee **resolved** [RATTENBURY] to receive and publish the following submission:

4.1.1. Submission 1: Australian Multicultural Action Network

4.2. The Committee **resolved** [RATTENBURY] that the secretariat may grant any requested submission deadline extensions up to 19 May 2025.

4.3. The Committee discussed potential witnesses for the public hearings.

4.4. The Committee requested that the secretariat contact the office of the Chief Minister to seek availability during the week of 10 – 13 June 2025, for both the Chief Minister and the Head of Service.

5. Other business

5.1. No further business was raised.

6. Next meeting

6.1. The next meeting of the Committee is a private meeting scheduled for:

Date: Wednesday, 21 May 2025
Time: 9.30 am
Location: Kiribati Room

7. Close

7.1. The Chair closed the meeting at 9.40 am.

Extract from *Minutes of Meeting 4* – Wednesday, 21 May 2025

Members present: Mr Shane Rattenbury MLA (Chair), Ms Leanne Castley MLA (Deputy Chair), Mr Taimus Werner-Gibbings MLA

---

1. Commencement

1.1. The Chair opened the meeting at 9.31 am.

2. Conflicts of interest

2.1. No new conflicts were declared.

3. Confirmation of minutes

3.1. The Committee **resolved** [CASTLEY] to adopt the minutes of Meeting 3 – 30 April 2025.

4. Inquiry into Caretaker Conventions

4.1. The Assembly referred the inquiry on 5 March 2025. Submissions closed on 9 May 2025. The inquiry report is due by 4 December 2025.

4.2. The Committee **resolved** [RATTENBURY] to receive and publish the following submissions:

4.2.1. Submission 2: Office of the Legislative Assembly of the Australian Capital Territory

4.2.2. Submission 3: ACT Government

4.2.3. Submission 4: Mark Fletcher

4.3. The Committee noted the overview of submissions provided by the secretariat.

4.4. The Committee noted correspondence received from the Queensland Department of Premier and Cabinet on 16 May 2025.

4.5. The Committee discussed the timeline for the inquiry, including public hearings and report drafting and consideration.

4.6. The Committee discussed the public hearing, with reference to potential witnesses and the management of requests for documents.

4.7. The Committee **resolved** [WERNER-GIBBINGS] that the Chair write to the Chief Minister outlining the Committee's position in relation to claims of public interest immunity, and that the letter be agreed out of session.

4.8. The Committee noted that the secretariat has confirmed the Chief Minister's availability on Wednesday 11 June 2025 from 3.00 pm – 5.00 pm.

4.9. The Committee **resolved** [RATTENBURY] to invite the Chief Minister, Minister for Health and Minister for the Public Service, and Mark Fletcher to appear at the public hearings on Wednesday, 11 June 2025.

4.10. The Committee **resolved** [RATTENBURY] to approve the public hearing schedule and associated media release out of session.

4.11. The Committee **resolved** [RATTENBURY] that the secretariat contact Mr Andrew Metcalfe and Professor Andrew Podger to seek a private briefing on 18 June 2025 or 2 July 2025, regarding the practical implications of caretaker conventions for senior public servants.

4.12. The Committee requested that the secretariat send members a digital copy of *Caretaker conventions in Australasia: Minding the shop for government* by Jennifer Menzies and Anne Tiernan.

5. Other business

5.1. No further business was raised.

6. Next meeting

6.1. The next meeting of the Committee is scheduled for:

Date: Wednesday, 28 May 2025
Time: 9.30 am
Location: Kiribati Room

6.2. The committee agreed to cancel the meeting if the Chair deems there to be no urgent business for consideration.

7. Close

7.1. The Chair closed the meeting at 10.14 am.

Extract from *Minutes of Meeting 5* – Wednesday, 4 June 2025

Members present: Mr Shane Rattenbury MLA (Chair), Ms Leanne Castley MLA (Deputy Chair), Mr Taimus Werner-Gibbings MLA

---

1. Commencement

1.1. The Chair opened the meeting at 9.32 am.

2. Conflicts of interest

2.1. No new conflicts were declared.

3. Confirmation of minutes

3.1. The Committee **resolved** [CASTLEY] to adopt the minutes of Meeting 4 – 21 May 2025.

4. Inquiry into Caretaker Conventions

4.1. The Committee noted the following items of outward correspondence:

4.1.1. Sent 26 May 2025, letter to Chief Minister regarding the public hearings scheduled for 11 June 2025.

4.1.2. Sent 26 May 2025, letter to the Minister for Health and Minister for the Public Service regarding the public hearings scheduled for 11 June 2025.

4.2. The Committee noted the caretaker conventions and guidance across jurisdictions overview prepared by the secretariat.

4.3. The Committee **resolved** [RATTENBURY] that the Chair write to Mr Andrew Metcalfe, National President, IPAA inviting him to attend a private briefing with the Committee at 9:30am on 18 June 2025.

4.4. The Committee **resolved** [RATTENBURY] that the Chair write to Professor Andrew Podger, Australian National University, inviting him to attend a private briefing with the Committee at 10:00am on 18 June 2025.

4.5. The Committee discussed the public hearings scheduled for 11 June 2025.

5. Other business

5.1. No further business was raised.

6. Next meeting

6.1. The next meeting of the Committee is a public hearing for the Inquiry into Caretaker Conventions scheduled for:

Date: Wednesday, 11 June 2025
Time: 2.25 pm
Location: Prince Edward Island Room

7. Close

7.1. The Chair closed the meeting at 11.40 am.

Extract from *Minutes of Meeting 6* – Wednesday, 11 June 2025

Members present: Mr Shane Rattenbury MLA (Chair), Ms Leanne Castley MLA (Deputy Chair), Mr Taimus Werner-Gibbings MLA

---

1. Commencement

1.1. The Chair opened the meeting at 2.25 pm.

2. Inquiry into Caretaker Conventions – public hearing

2.1. The following witness came to the table and was examined:

- Mr Mark Fletcher, private capacity.

2.2. Evidence completed, the witness withdrew.

2.3. The Chair suspended proceedings between 2.55 pm and 3.00 pm.

2.4. The following witnesses came to the table and were examined:

- <u>Ms Rachel Stephen-Smith MLA, Minister for Health and Minister for the Public Service</u>
- Canberra Health Services official:
  - Mr Dave Peffer, Chief Executive Officer.
- ACT Health Directorate official:
  - Ms Robyn Hudson, Acting Director-General.
- Chief Minister, Treasury and Economic Development Directorate officials:
  - Ms Kathy Leigh, Head of Service and Director-General
  - Mr Robert Wright, Deputy Director-General, Office of Industrial Relations and Workforce Strategy.

2.5. Evidence completed, the witnesses withdrew.

2.6. The Chair suspended proceedings between 3.58 pm and 4.00 pm.

2.7. The following witnesses came to the table and were examined:

- Mr Andrew Barr MLA, Chief Minister
- Chief Minister, Treasury and Economic Development Directorate officials:
  - Ms Kathy Leigh, Head of Service and Director-General
  - Mr Robert Wright, Deputy Director-General, Office of Industrial Relations and Workforce Strategy.
- Justice and Community Safety Directorate official:
  - Mr Peter Garrisson, Solicitor-General for the ACT.

2.8. Evidence completed, the witnesses withdrew.

3. Next meeting

3.1. The next meeting of the Committee is a private meeting which includes two private briefings, scheduled for:

Date: Wednesday, 18 June 2025
Time: 9.30 am
Location: Kiribati Room

4. Close

4.1. The Chair closed the meeting at 4.59 pm.

Extract from *Minutes of Meeting 7* – Wednesday, 18 June 2025

Members present: Mr Shane Rattenbury MLA (Chair), Ms Leanne Castley MLA (Deputy Chair), Mr Taimus Werner-Gibbings MLA

---

1. Commencement

1.1. The Chair opened the meeting at 9.28 am.

2. Private briefing

2.1. The Committee received a private briefing with Mr Andrew Metcalfe AO FIPAA, National President, Institute of Public Administration Australia and discussed themes arising during the Inquiry into Caretaker Conventions.

2.2. The briefing concluded at 9.56 am.

3. Private briefing

3.1. The Committee received a private briefing with Professor Andrew Podger AO, Australian National University and discussed themes arising during the Inquiry into Caretaker Conventions.

3.2. The briefing concluded at 10.24 am.

4. Conflicts of interest

4.1. No new conflicts were declared.

5. Confirmation of minutes

5.1. The Committee **resolved** [WERNER-GIBBINGS] to adopt the minutes of the following meetings:

5.1.1. Meeting 5 – 3 June 2025

5.1.2. Meeting 6 – 11 June 2025.

6. Inquiry into Caretaker Conventions

6.1. The Committee deliberated on the conduct of the inquiry.

6.2. The Committee **resolved** [CASTLEY] to invite Mr Stuart Hocking, former Under Treasurer, to appear before the Committee.

6.3. The Committee requested the secretariat seek advice from the Clerk, for consideration at the next meeting, on the most appropriate method to invite Mr Hocking to appear before the Committee.

6.4. The Committee noted the deadline for lodging questions on notice within the Portal by close of business, 18 June 2025.

7. Other business

7.1. No further business was raised.

8. Next meeting

8.1. The next meeting of the Committee is scheduled for:

Date: Wednesday, 2 July 2025
Time: 9.30 am
Location: Kiribati Room

9. Close

9.1. The Chair closed the meeting at 10.34 am.

Extract from *Minutes of Meeting 8* – Wednesday, 2 July 2025

Members present: Mr Shane Rattenbury MLA (Chair), Ms Leanne Castley MLA (Deputy Chair)

Apology: Mr Taimus Werner-Gibbings MLA

---

1. **Commencement**

   1.1. The Chair opened the meeting at 9.30 am.

2. **Conflicts of interest**

   2.1. No new conflicts were declared.

3. **Confirmation of minutes**

   3.1. The Committee **resolved** [CASTLEY] to adopt the minutes of Meeting 7 – 18 June 2025.

4. **Inquiry into Caretaker Conventions**

   4.1. The Committee noted the answers received for QTONs 1, 2, 3 and 6.

   4.2. The Committee noted that the secretariat has sought updates regarding overdue answers to QTONs 4 and 5.

   4.3. The Committee considered the records of discussion prepared by the secretariat for the private briefings held with Mr Andrew Metcalfe and Professor Andrew Podger on 18 June 2025.

   4.4. The Committee **resolved** [CASTLEY] to adopt the records of discussion.

   4.5. The Committee considered advice prepared by the secretariat in relation to inviting Mr Stuart Hocking, former Under Treasurer, to appear before the Committee.

   4.6. The Committee **resolved** [RATTENBURY] that the Chair write to Mr Hocking outlining the areas the Committee wishes to discuss with him and inviting him to make a submission to the inquiry.

   4.7. The Committee **resolved** [RATTENBURY] that the Committee consider the draft letter out of session.

   4.8. The Committee **resolved** [RATTENBURY] that any response received from Mr Hocking prior to the next scheduled meeting be circulated out of session.

   4.9. The Committee discussed options for a public hearing, dependant on the response received from Mr Hocking.

   4.10. The Committee **resolved** [RATTENBURY] to consider a proposed date for a public hearing out of session, if applicable, following the circulation of Mr Hocking's response.

5. **Other business**

   5.1. No further business was raised.

6. Next meeting

6.1. The next meeting of the Committee is a private meeting scheduled for:

Date: Wednesday, 6 August 2025
Time: 9.30 am
Location: Kiribati Room

7. Close

7.1. The Chair closed the meeting at 9.42 am.

Extract from *Minutes of Meeting 9* – Wednesday, 13 August 2025

Members present: Mr Shane Rattenbury MLA (Chair), Ms Leanne Castley MLA (Deputy Chair)

Apology: Mr Taimus Werner-Gibbings MLA

---

1. Commencement

1.1. The Chair opened the meeting at 10.00am.

2. Conflicts of interest

2.1. No new conflicts were declared.

3. Confirmation of minutes

3.1. The Committee **resolved** [CASTLEY] to adopt the minutes of Meeting 8 – 2 July 2025.

4. Inquiry into Caretaker Conventions

4.1. The Committee noted responses received for QTONs 4 and 5.

4.1.1. The Committee noted that QTON 4 appears to be partially answered.

4.2. The Committee **resolved** [RATTENBURY] that the secretariat prepare a draft letter to the Chief Minister, with input to be provided by Ms Castley, seeking further clarification in relation to QTON 4, for out of session consideration.

4.3. The Committee noted the correspondence sent on 15 July 2025 to Stuart Hocking regarding the inquiry.

4.3.1. The Committee noted that no response has been received.

4.4. The Committee noted background materials prepared by the secretariat on two international jurisdictions with processes in place to support post-election negotiations for minority governments.

4.5. The Committee discussed the timeline for the inquiry.

5. Other business

5.1. No further business was raised.

6. Next meeting

6.1. The Committee agreed to cancel the meeting scheduled for 20 August 2025.

6.2. The next meeting of the Committee is scheduled for:

Date: Wednesday, 27 August 2025
Time: 9.30 am
Location: Kiribati Room

7. Close

7.1. The Chair closed the meeting at 10.10 am.

Extract from *Minutes of Meeting 10* – Wednesday, 27 August 2025

Members present: Mr Shane Rattenbury MLA (Chair), Ms Leanne Castley MLA (Deputy Chair), Mr Taimus Werner-Gibbings MLA

---

1. Commencement

1.1. The Chair opened the meeting at 9.31 am.

2. Conflicts of interest

2.1. No new conflicts were declared.

3. Confirmation of minutes

3.1. The Committee **resolved** [CASTLEY] to adopt the minutes of Meeting 9 – 13 August 2025.

4. Inquiry into Caretaker Conventions

4.1. The Committee noted that as of 26 August 2025, no response has been received from Stuart Hocking regarding the correspondence sent by the Committee on 15 July 2025.

4.2. The Committee **resolved** [RATTENBURY] that the secretariat seek an update from Mr Hocking via email.

4.3. The Committee discussed the draft letter to the Chief Minister regarding the answer to QTON 4.

4.4. The Committee **resolved** [RATTENBURY] that the secretariat finalise the draft letter to the Chief Minister, with input to be provided by Ms Castley, seeking further clarification in relation to QTON 4, for out of session consideration.

4.5. The Committee discussed the proposed Chair's draft report structure.

4.6. The Committee discussed the call by Mr Braddock for the Committee to examine the issues he has identified from documents released for FOI request CMTEDDFOI 2025-088.

4.6.1. The Committee agreed to consider the key issues from the documents, and a potential public hearing, at the next scheduled meeting.

5. Other business

5.1. No further business was raised.

6. Next meeting

6.1. The next meeting of the Committee is scheduled for:

Date: Wednesday, 10 September 2025
Time: 9.30 am
Location: Kiribati Room

7. Close

7.1. The Chair closed the meeting at 9.46 am.

Extract from *Minutes of Meeting 11* – Wednesday, 10 September 2025

Members present: Mr Shane Rattenbury MLA (Chair), Ms Leanne Castley MLA (Deputy Chair), Mr Taimus Werner-Gibbings MLA

---

1. Commencement

1.1. The Chair opened the meeting at 9.35 am.

2. Conflicts of interest

2.1. No new conflicts were declared.

3. Confirmation of minutes

3.1. The Committee **resolved** [CASTLEY] to adopt the minutes of Meeting 10 – 27 August 2025.

4. Inquiry into Caretaker Conventions

4.1. The Committee noted the letter sent to the Chief Minister on 1 September 2025, and the response subsequently received on 8 September 2025.

4.2. The Committee noted the email from Mr Stuart Hocking, received 28 August 2025.

4.3. The Committee discussed issues arising from the FOI Request CMTEDDFOI 2025-088.

4.4. The Committee **resolved** [RATTENBURY] to hold an additional public hearing and invite the Chief Minister to appear on 7 October 2025 (subject to the Chief Minister's availability).

4.4.1. The Committee **resolved** [RATTENBURY] to consider a draft schedule and letter of invitation out of session.

4.5. The Committee discussed the proposed report structure, and the timeline for the preparation of the Chair's draft report.

4.6. The Committee discussed the possibility of seeking an extension on the reporting date of 4 December 2025, noting that

4.6.1. The secretariat's drafting capacity is limited during both school holidays and the public hearings for Annual and Financial Reports 2024–25;

4.6.2. Drafting instructions would need to be finalised at the next meeting; and

4.6.3. Dependant upon the scope of the drafting instructions, delivery of a chair's draft report within the required timeframe may not be possible.

5. Other business

5.1. No further business was raised.

6. Next meeting

6.1. The Committee will deliberate on a public hearing schedule out of session.

6.2. The next private meeting of the Committee is scheduled for:

Date: Wednesday, 15 October 2025
Time: 9.30 am
Location: Kiribati Room

6.3. The Chair closed the meeting at 9.55 am.

Extract from *Minutes of Meeting 12* – Thursday, 2 October 2025

Members present: Mr Shane Rattenbury MLA (Chair), Ms Leanne Castley MLA (Deputy Chair), Mr Taimus Werner-Gibbings MLA

---

1. Commencement

1.1. The Chair opened the meeting at 2:00pm.

2. Inquiry into Caretaker Conventions – Public hearing

2.1. The following witnesses came to the table and were examined:

- Andrew Barr MLA, Chief Minister, Treasury and Economic Development Directorate
- Mr Russ Campbell A/g Head of Service and Director-General, CMTEDD
- Mr Peter Garrisson Solicitor-General for the Australian Capital Territory
- Mr Michael Young A/g Deputy Director-General, Office for Industrial Relations and Workforce Strategy, CMTEDD

2.2. Evidence completed, the witnesses withdrew.

3. **Private discussion**

3.1. The Committee agreed to deliberate on recommendations once answers to Questions taken on notice had been answered, and noted that a final hearing with the Head of Service may be necessary contingent on the QTON responses.

4. **Next meeting**

4.1. The next private meeting of the Committee is scheduled for:

Date: Wednesday, 15 October 2025
Time: 9.30 am
Location: Kiribati Room

4.2. The Chair closed the meeting at 3:06pm.

Extract from *Minutes of Meeting 13* – Wednesday, 15 October 2025

Members present: Mr Shane Rattenbury MLA (Chair), Ms Leanne Castley MLA (Deputy Chair), Mr Taimus Werner-Gibbings MLA

---

1. **Commencement**

1.1. The Chair opened the meeting at 9.34 am.

2. **Conflicts of interest**

2.1. No new conflicts were declared.

3. **Confirmation of minutes**

3.1. The Committee **resolved** [WERNER-GIBBINGS] to adopt the minutes of:

3.1.1. Meeting 11 – 10 September 2025; and

3.1.2. Meeting 12 – 2 October 2025.

4. **Inquiry into Caretaker Conventions**

4.1. The Committee noted responses to questions taken on notice at the public hearing held on 2 October 2025 are due by close of business 15 October 2025.

4.2. The Committee considered the following documents tabled during the public hearing on 2 October 2025:

4.2.1. Letter from the Head of Service to the Chief Minister, dated 19 October 2024;

4.2.2. Issues for immediate consideration;

4.2.3. Ministerial brief for the Chief Minister, dated 24 October 2025;

4.2.4. Email from EPSDD DLO dated 8 October 2024;

4.2.5. Email from Venues Canberra, dates 2 October 2024;

4.2.6. Social media post by the Chief Minister, dated 12 October 2024;

4.2.7. Social media post by Mallika Raj, dated 12 October 2024.

4.3. The Committee **resolved** [CASTLEY] to publish the documents tabled at the public hearing on 2 October 2025 to the inquiry website.

4.4. The Committee deliberated on the inquiry, including the timeframe for tabling the Committee's report.

4.5. The Committee **agreed** [CASTLEY] to seek an extension to report from the Assembly until 26 February 2025.

4.6. The Committee **agreed** [CASTLEY] the draft motion and accompanying speaking notes, as amended.

4.7. The Committee requested the secretariat provide copies of responses to questions on notice as they are received prior to the next meeting.

5. Other business

5.1. No further business was raised.

6. Next meeting

6.1. The next meeting of the Committee is scheduled for:

Date: Wednesday, 5 November 2025
Time: 9.30 am
Location: Kiribati Room

7. Close

7.1. The Chair closed the meeting at 10.04 am.

Extract from *Minutes of Meeting 14* – Wednesday, 26 November 2025

Members present: Mr Shane Rattenbury MLA (Chair), Ms Leanne Castley MLA (Deputy Chair), Mr Taimus Werner-Gibbings MLA

---

1. Commencement

1.1. The Chair opened the meeting at 9.33 am.

2. Conflicts of interest

2.1. No new conflicts were declared.

3. Confirmation of minutes

3.1. The Committee **resolved** [CASTLEY] to adopt the minutes of Meeting 13 – 15 October 2025.

4. **Correspondence**

4.1. The Committee discussed an email from Matt Watts received by Mr Rattenbury on 19 October 2025 regarding evidence provided by the Chief Minister and Head of Service at the public hearing on 11 June 2025.

4.2. The Committee directed the Secretary to reply by email thanking Mr Watts for the correspondence.

5. **Inquiry into Caretaker Conventions**

5.1. The Committee noted that all responses to questions taken on notice at the public hearing held on 2 October 2025 had been received, added to the L drive and published on the inquiry webpage.

5.2. The Committee discussed proposed recommendations for inclusion in the Chair's draft report. The Secretary will circulate a summary of the agreed recommendations to Members for review.

5.3. The Committee agreed to the following proposed timeline for preparation of the report:

- W/c 26 January 2026 – Chair's draft circulated to Committee
- W/c 2 February 2026 – sitting week
- 11 February 2026 – 1st Consideration meeting
- 18 February 2026 – 2nd Consideration meeting
- 26 February 2026 – Report due to be tabled (sitting week)

6. **Other business**

6.1. No further business was raised.

7. **Next meeting**

7.1. The next meeting of the Committee is scheduled for:

Date: Wednesday, 10 December 2025
Time: 9.30 am
Location: Kiribati Room

8. **Close**

8.1. The Chair closed the meeting at 10.35 am.

Extract from *Minutes of Meeting 15* – Wednesday, 18 February 2026

Members present: Mr Shane Rattenbury MLA (Chair), Ms Leanne Castley MLA (Deputy Chair)

Apology: Mr Taimus Werner-Gibbings MLA

1. **Commencement**

1.1. The Chair opened the meeting at 9.33 am.

2. **Conflicts of interest**

2.1. No new conflicts were declared.

3. **Confirmation of minutes**

3.1. The Committee **resolved** [CASTLEY] to adopt the minutes of Meeting 14 – 26 November 2025.

4. **Inquiry into Caretaker Conventions—First report consideration**

4.1. The Committee noted that the Chair's draft report was circulated on 10 February 2026.

4.2. No Member submitted an alternative draft report.

4.3. The Committee agreed to consider the report by paragraphs together.

4.4. The Committee deliberated on the report as follows:

Chapter 1 – agreed to

Chapter 2 – agreed to

Paragraphs 3.1 to 3.8 – agreed to

Paragraph 3.9 – amended

Paragraphs 3.10 to 3.24 – agreed to

Paragraphs 4.1 to 4.10 – agreed to

Paragraph 4.11 – amended

Paragraph 4.12 – amended

Paragraphs 4.13 to 4.26 – agreed to

Recommendation 3 – amended

Recommendation 4 – agreed to

Paragraphs 4.27 to 4.31 – agreed to

Paragraph 4.32 – amended

Insert new Finding 1

Recommendation 5 – agreed to

Paragraphs 5.1 to 5.4 – agreed to

Insert paragraphs 5.8 to 5.12 ahead of paragraph 5.5

Paragraph 5.5 – agreed to

Paragraph 5.6 – amended

Paragraph 5.14 amended

Insert new Finding 2

Recommendation 6 – agreed to

Recommendation 7 – removed

Paragraphs 5.15 to 5.19 – agreed to

Recommendation 8 – replaced with a new finding 3

Insert new Finding 3

Paragraphs 5.20 to 5.27 – agreed to

Finding 1 – amended

Paragraph 5.28 – amended

Recommendation 7 – amended

4.5. The Committee agreed to reconsider the amended report at its next meeting.

5. Other business

5.1. No further business was raised.

6. Next meeting

6.1. The next meeting of the Committee is scheduled for:

Date: Friday, 20 February 2025
Time: 10.30 am
Location: Kiribati Room

7. Close

7.1. The Chair closed the meeting at 10.14 am.

Extract from *Minutes of Meeting 16* – Friday, 20 February 2026

Members present: Mr Shane Rattenbury MLA (Chair), Ms Leanne Castley MLA (Deputy Chair), Mr Taimus Werner-Gibbings MLA

---

1. Commencement

1.1. The Chair opened the meeting at 10.33 am.

2. Conflicts of interest

2.1. No new conflicts were declared.

3. Confirmation of minutes

3.1. The Committee **resolved** [CASTLEY] to adopt the for Meeting 15 – 18 February 2026.

4. Inquiry into Caretaker Conventions—Second report consideration

4.1. The Committee noted that an updated Chair's draft report was circulated on 18 February 2026.

4.2. No Member submitted an alternative draft report.

4.3. The Committee agreed to consider the report by paragraphs together.

4.4. The Committee deliberated on the report as follows:

Pages i to vii – agreed to

Pages viii to ix – amended and agreed to

Paragraphs 1.1 to 1.12 – agreed to

Paragraphs 2.1 to 2.13 – agreed to

Paragraphs 3.1 to 3.9 – agreed to

Paragraphs 3.10 – amended and agreed to

Paragraphs 3.11 to 3.24 – agreed to

Paragraphs 4.1 to 4.13 – agreed to

Recommendation 1 – agreed to

Recommendation 2 – amended and agreed to

Paragraphs 4.14 to 4.26 – agreed to

Recommendation 3 – agreed to

Recommendation 4 – amended and agreed to

Paragraph 4.27 to 4.31 – agreed to

Paragraph 4.32 – amended and agreed to

Paragraph 4.33 – amended and agreed to

Finding 1 removed

Recommendation 5 – amended and agreed to

Paragraphs 5.1 to 5.6 – agreed to

Paragraph 5.7 – amended and agreed to

Paragraphs 5.9 to 5.12 – agreed to

Paragraph 5.13 – amended and agreed to

Finding 2 (new finding 1) - amended and agreed to

Recommendation 6 – agreed to

Paragraphs 5.14 to 5.18 – agreed to

Finding 3 (new finding 2) – agreed to

Paragraphs 5.19 to 5.26 – agreed to

Finding 4 (new finding 3) – amended and agreed to

Paragraph 5.27 – agreed to

Recommendation 7 – agreed to

Paragraph 6.1 – agreed to

Paragraph 6.2 – amended and agreed to

Appendix A – Agreed to

Appendix B – Agreed to

Appendix C – Agreed to

Appendix D – Agreed to

Appendix E – Agreed to

4.5. The Committee **resolved** [RATTENBURY] that the report (as amended) be agreed to.

4.6. The Committee **resolved** [CASTLEY] that the Secretary be authorised to make minor formatting and typographical changes to the report to prepare it for printing, after its adoption by the Committee but prior to its presentation.

4.7. Noting the order of the Assembly required requires the report to be concluded by 26 February 2026, the Committee agreed that the Chair would table the report on Thursday, 26 February 2026.

4.8. The Committee noted that dissenting reports or additional comments, if any, are to be provided at least a day before tabling and they are not circulated to Members prior to tabling.

4.9. The Committee deliberated on Members' intention to speak to the report in the Assembly.

4.10. The Committee noted that the Chair would move that the report be noted.

4.11. The Committee noted the Chair's speaking notes.

4.12. The Committee deliberated on the draft media release. The Committee **resolved** [CASTLEY] to adopt the media release.

5. Other business

5.1. No further business was raised.

6. Close

6.1. The Chair closed the meeting at 11:45 am.

All minutes are signed by the Chair, except for Meeting 16, which is certified correct by the secretary.

[CERTIFIED CORRECT]

KLangham

Ms Katie Langham
Committee Secretary
24 February 2026