

## Caitlin Knell

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**Subject:** Quick check in re approach to first Min meeting  
**Location:** Microsoft Teams Meeting

**Start:** Tue 28/11/2023 2:30 pm  
**End:** Tue 28/11/2023 3:00 pm  
**Show Time As:** Tentative

**Recurrence:** (none)

**Meeting Status:** Not yet responded

**Organizer:** Kay Thomson  
**Required Attendees:** Raelene Castle; Katy Cook  
**Optional Attendees:** Harry Tod-Smith; Julie Morrison; Dave Adams

Morning

Harry has confirmed that some agencies are having relatively detailed meetings with Min Bishop straight off the bat. Generally, they are CEO, Chair and in some cases GM of strategy. Obviously over to you Raelene who attends alongside you. Harry is meeting with Min Bishop at midday so will then know more including the time/date. This a quick check in post this to discuss timings and our approach e.g. is it just covering BIM material or are we going to discuss S&I refresh, funding issues etc. And if yes, do we need to supply additional briefings for this.

Julie, I know you're out **9(2)(a)** but just an FYI

Kay

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## Microsoft Teams meeting

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## Caitlin Knell

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**From:** Aida Rima  
**Sent:** Wednesday, 29 November 2023 1:26 pm  
**To:** Harry Tod-Smith  
**Cc:** SportNZ Policy; Raelene Castle; Steve Tew; Julie Morrison; Kay Thomson; Katy Cook; Paula Ryan  
**Subject:** Wednesday bag - 29/11  
**Attachments:** OFF-13153 - Sport NZ Officials Meeting - 30 November 2023.docx

Kia ora Harry,

See attached and below the details for today's bag.

Title	Type	Due	Comment
OTH-13153 – Sport NZ Officials Meeting – 30 November 2023	Agenda	29/11/2023	

Ngā mihi  
Aida

**Aida Rima (she/her)**

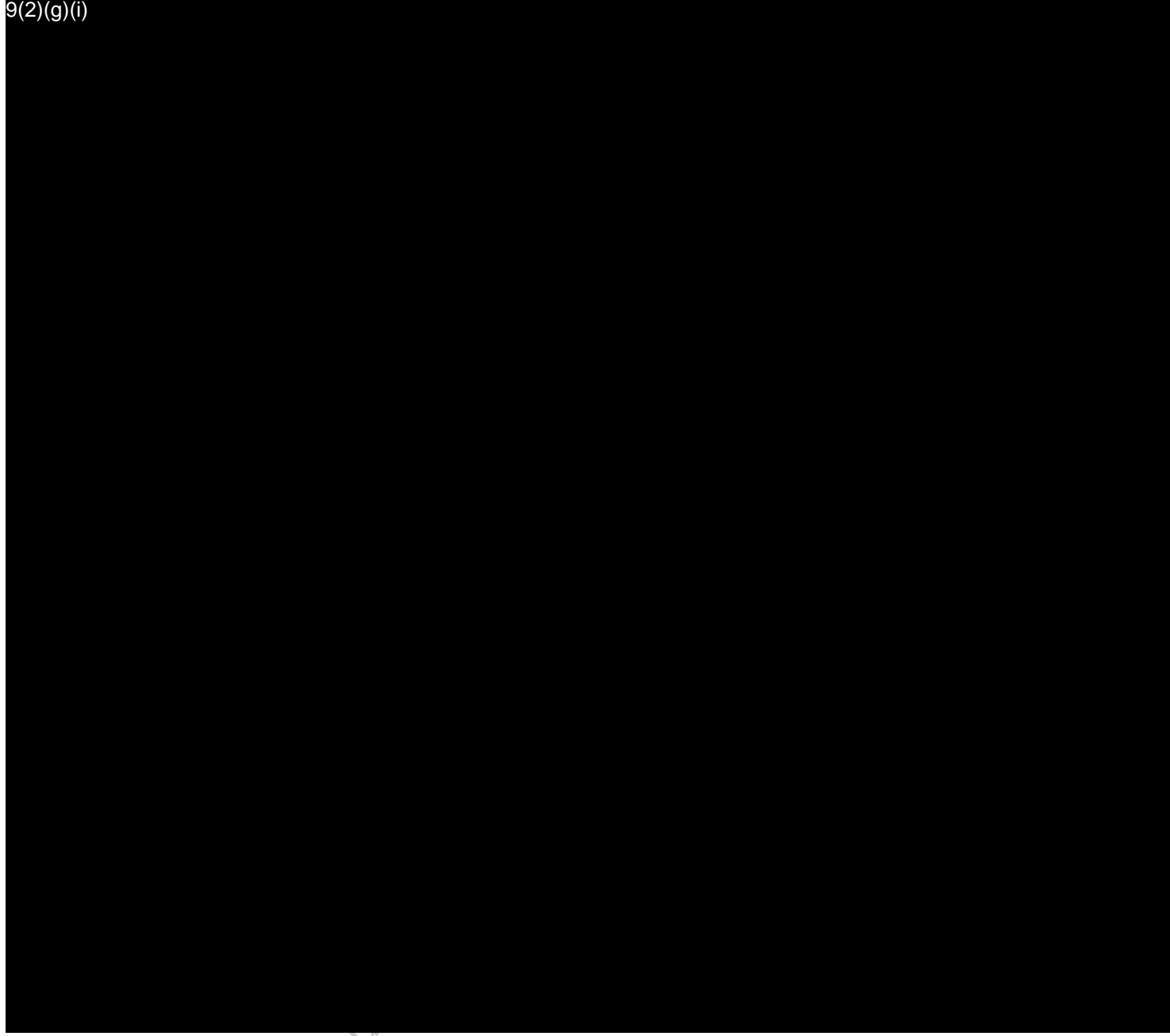
Ministerial Servicing Team Leader

MOBILE **9(2)(a)**



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9(2)(g)(i)



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**From:** [Paula Ryan](#) on behalf of [Harry Tod-Smith](#)  
**To:** [SportNZ Policy](#); [Caitlin Knell](#); [Raelene Castle](#); [Steve Tew](#)  
**Subject:** FW: Meeting with Minister Bishop and advisors  
**Start:** Thursday, 30 November 2023 3:15:00 pm  
**End:** Thursday, 30 November 2023 3:45:00 pm  
**Location:** EW 6.3

# Outside of Scope

-----Original Appointment-----

From: Harry Tod-Smith <~~xxxx~~<mailto:Harry.~~xxxx~~>>  
Sent: Tuesday, November 28, 2023 2:19 PM  
To: Harry Tod-Smith; Raelene Castle; Steve Tew  
Subject: Meeting with Minister Bishop and advisors  
When: Thursday, 30 November 2023 3:15 pm-3:45 pm (UTC+12:00) Auckland, Wellington.  
Where: EW 6.3

Sorry – now I understand why you were confused about start time Raelene!

Clerical error on my behalf – confirming correct time is 3.15pm.

Kia ora kōrua,

Minister Bishop has asked for an initial meeting with you both on Thursday. It doubles as a meet-and-greet and chance to talk through the BIM/key initial issues and decisions.

It will be just the Minister, his advisors and you two for this first one (i.e. I won't attend) – he is running similar meetings today and tomorrow with CEs for his other portfolios.

I'll meet you both down at reception as apparently there have been issues with swipe cards since the changeover.

Let me know if any queries, can discuss with you further shortly anyway Raelene.

Many thanks,

Harry Tod-Smith (he/him) | Private Secretary – Sport and Recreation | Office of the Hon Chris Bishop

Minister of Housing, Minister for Infrastructure, Minister Responsible for RMA Reform, Minister for Sport and Recreation, Leader of the House, Associate Minister of Finance  
Parliament Buildings | Wellington | **9(2)(a)** |

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**From:** [Paula Ryan](#)  
**To:** [SportNZ Policy](#)  
**Subject:** FW: Tuesday bag - 28/11 - BIM and Supplementary Briefings  
**Date:** Monday, 11 December 2023 6:38:31 pm  
**Attachments:** [image001.png](#)  
[image002.png](#)  
[image003.png](#)  
[image004.png](#)

## Outside of Scope

**From:** Aida Rima <xxxx.xxxx@xxxxxxx.xxx.xx>  
**Sent:** Tuesday, November 28, 2023 12:42 PM  
**To:** Harry Tod-Smith <xxxx.xxxxxxxxx@xxxxxxxxxxx.xxx.xx>  
**Cc:** SportNZ Policy <xxxxxx@xxxxxxx.xxx.xx>; Raelene Castle <rcastle@sportnz.org.nz>; Julie Morrison <xxxxx.xxxxxxx@xxxxxxx.xxx.xx>; Kay Thomson <xxx.xxxxxxx@xxxxxxx.xxx.xx>; Katy Cook <xxxx.xxxx@xxxxxxx.xxx.xx>  
**Subject:** RE: Tuesday bag - 28/11 - BIM and Supplementary Briefings

Thanks Harry.

Can you please let me know the time and destination of the meeting? Unfortunately, I can't remember where your new office is.

I'll get started on the agenda. Is there anything specifically that the Minister would like to discuss? Otherwise, I'll work with the items discussed in yesterday's meeting.

Ngā mihi  
Aida

**Aida Rima (she/her)**  
Ministerial Servicing Team Leader

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[sportnz.org.nz](#)



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**From:** Harry Tod-Smith <xxxx.xxxxxxxxx@xxxxxxxxxxx.xxx.xx>  
**Sent:** Tuesday, November 28, 2023 11:52 AM  
**To:** Aida Rima <xxxx.xxxx@xxxxxxx.xxx.xx>  
**Cc:** SportNZ Policy <xxxxxx@xxxxxxx.xxx.xx>; Raelene Castle <xxxxxx@xxxxxxx.xxx.xx>; Julie Morrison <xxxxx.xxxxxxx@xxxxxxx.xxx.xx>; Kay Thomson <xxx.xxxxxxx@xxxxxxx.xxx.xx>; Katy Cook <xxxx.xxxx@xxxxxxx.xxx.xx>  
**Subject:** RE: Tuesday bag - 28/11 - BIM and Supplementary Briefings

Many thanks Aida.

## Outside of Scope

Holding off on Supp BIMs for now based on direction that Minister has communicated via SPS, but aiming to have a chat with advisors in the next day about what we get in front of him before initial meeting this week. Looks like it will be Thursday for the meeting (sorry Raelene) but likely that Steve will be able to join virtually, provided that he is the only one who needs to join online – will confirm in due course.

## Outside of Scope

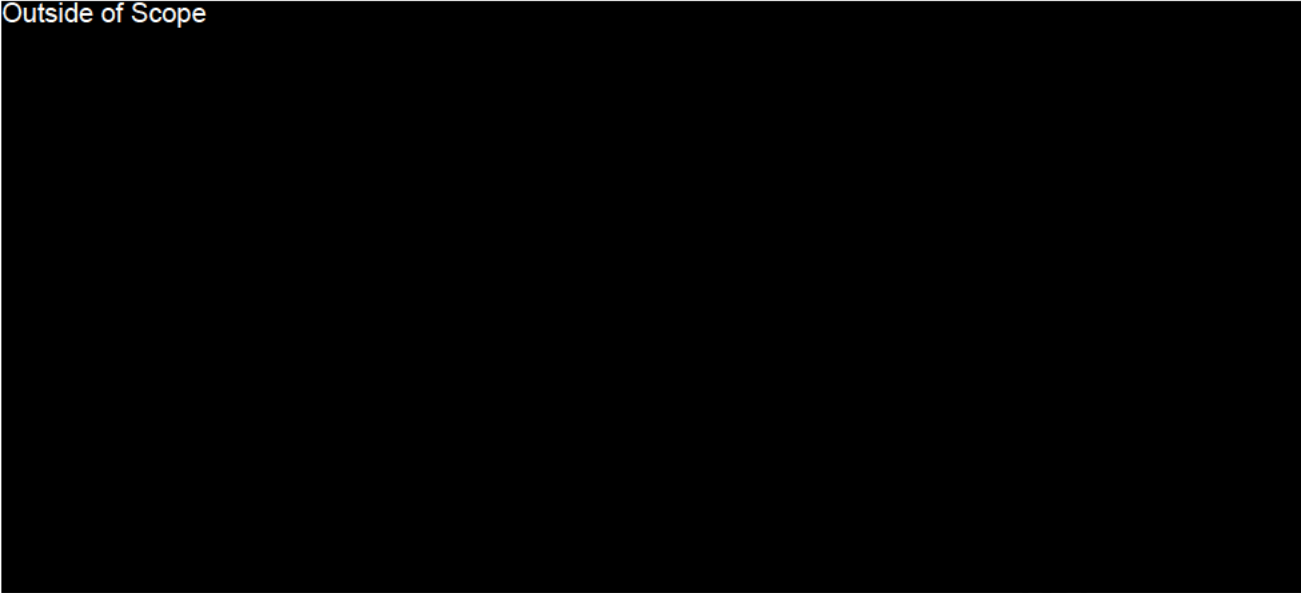
Thanks all,

**Harry Tod-Smith (he/him) | Private Secretary – Sport and Recreation | Office of the Hon Chris Bishop**

Minister of Housing, Minister for Infrastructure, Minister Responsible for RMA Reform, Minister for Sport and Recreation, Leader of the House, Associate Minister of Finance  
Parliament Buildings | Wellington | 9(2)(a)

## Outside of Scope

Outside of Scope



Sport New Zealand is the crown entity responsible for Aotearoa New Zealand's play, active recreation and sport system.

For more details, visit [www.sportnz.org.nz](http://www.sportnz.org.nz)

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**From:** [Paula Ryan](#)  
**To:** [SportNZ Policy](#)  
**Subject:** FW: Wednesday bag - 29/11  
**Date:** Monday, 11 December 2023 6:39:41 pm  
**Attachments:** [image001.png](#)  
[image002.png](#)  
[image003.png](#)  
[image004.png](#)

Outside of Sc

**From:** Harry Tod-Smith <[Harry.Tod-Smith@parliament.govt.nz](mailto:Harry.Tod-Smith@parliament.govt.nz)>  
**Sent:** Wednesday, November 29, 2023 4:40 PM  
**To:** Aida Rima <[Aida.Rima@sportnz.org.nz](mailto:Aida.Rima@sportnz.org.nz)>  
**Cc:** SportNZ Policy <[policy@sportnz.org.nz](mailto:policy@sportnz.org.nz)>; Raelene Castle <[rcastle@sportnz.org.nz](mailto:rcastle@sportnz.org.nz)>; Steve Tew <[Steve.Tew@hpsnz.org.nz](mailto:Steve.Tew@hpsnz.org.nz)>; Julie Morrison <[Julie.Morrison@sportnz.org.nz](mailto:Julie.Morrison@sportnz.org.nz)>; Kay Thomson <[Kay.Thomson@sportnz.org.nz](mailto:Kay.Thomson@sportnz.org.nz)>; Katy Cook <[Katy.Cook@sportnz.org.nz](mailto:Katy.Cook@sportnz.org.nz)>; Paula Ryan <[paula.ryan@sportnz.org.nz](mailto:paula.ryan@sportnz.org.nz)>  
**Subject:** RE: Wednesday bag - 29/11

Many thanks Aida.

Along with the agenda, I've provided the Minister and his lead advisor (Matt Burgess – who has come down from the PM's office until the new year) with the overall BIM, funding overview supplementary briefing, and the Integrity BIM ahead of tomorrow's meeting – I've explained that the latter paper is just for his info, given that it's not an agenda item for tomorrow, but thought it was worth getting on his radar since there may not be an opportunity to meet with Don/Rebecca until the new year.

Outside of Scope

- [Redacted]
- [Redacted]
- [Redacted]
- [Redacted]

9(2)(g)(i)

- [Redacted]
- [Redacted]

Please feel free to add any thoughts on the above or come back to me with questions, otherwise look forward to touching base post-meeting tomorrow!

Ngā mihi,

**Harry Tod-Smith (he/him) | Private Secretary – Sport and Recreation | Office of the Hon Chris Bishop**

Minister of Housing, Minister for Infrastructure, Minister Responsible for RMA Reform, Minister for Sport and Recreation, Leader of the House, Associate Minister of Finance  
Parliament Buildings | Wellington | 9(2)(a) |

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**Sent:** Wednesday, 29 November 2023 1:26 PM  
**To:** Harry Tod-Smith <[Harry.Tod-Smith@parliament.govt.nz](mailto:Harry.Tod-Smith@parliament.govt.nz)>  
**Cc:** SportNZ Policy <[policy@sportnz.org.nz](mailto:policy@sportnz.org.nz)>; Raelene Castle <[rcastle@sportnz.org.nz](mailto:rcastle@sportnz.org.nz)>; Steve Tew <[Steve.Tew@hpsnz.org.nz](mailto:Steve.Tew@hpsnz.org.nz)>; Julie Morrison <[Julie.Morrison@sportnz.org.nz](mailto:Julie.Morrison@sportnz.org.nz)>; Kay Thomson <[Kay.Thomson@sportnz.org.nz](mailto:Kay.Thomson@sportnz.org.nz)>; Katy Cook <[Katy.Cook@sportnz.org.nz](mailto:Katy.Cook@sportnz.org.nz)>; Paula Ryan <[paula.ryan@sportnz.org.nz](mailto:paula.ryan@sportnz.org.nz)>  
**Subject:** Wednesday bag - 29/11

Kia ora Harry,

See attached and below the details for today's bag.

Title	Type	Due	Comment
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Ngā mihi  
Aida

**Aida Rima (she/her)**  
Ministerial Servicing Team Leader

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