

**He Pou a Rangi Climate Change Commission Board Meeting Minutes (Meeting 50)
Wednesday, 18 October 2023**

A meeting of the Climate Change Commission Board Members was held via Teleconference Facility. The meeting started on Wednesday 18 October 2023 at 10.02am and concluded at 3.42pm.

Climate Change Commission Attendees:

Dr Rod Carr – Board Chair
Professor James Renwick
Catherine Leining
Dr Judy Lawrence
Dr Andy Reisinger
Dr Tanira Kingi

Apologies:

Lisa Tumahai – Deputy Chair
Distinguished Professor Steven Ratuva

Invited Attendees:

Jo Hendy – Chief Executive
Anne Jonathan – Executive Assistant
Gemma Lawson – Senior Board Coordinator and Minute Taker

External Guests:

Dylan Shell – virtual Chief Financial Officer, KPMG

Guests:

Alison Cole – Kaiwhakahaere Matua Māori
Alison Oldershaw – Senior Advisor, Communications and Engagement
Barry Anderson – General Manager, Sector Analysis
Caterina Joseph – Principal Analyst, Adaptation
Damian Ryan – Manager, Strategy and Performance
Emily Button – Senior Advisor, Government Services, Strategy and Performance
Fran Lovell – Manager, Communications and Engagement
Gillian Thornton – Manager, Emissions Budgets
Grant Blackwell – Chief Scientist
Janet Humphris - Manager, Industry and Energy Team
Jazial Crossley – Principal Advisor, Communications and Engagement
Karen Lavin – acting General Manager, Emissions Budgets, Adaptation and Markets
Kathy Stirrat – Chief Advisor, Operational Delivery

Lara Wood – Manager, Corporate Services
Marcus Stickley – Principal Advisor, Communications and Engagement
Phirak Appleton - General Counsel
Sam King – Manager, Land Agriculture and Waste
Sapna Rana - Analyst, Adaptation
Sarah Bassett - Analyst, Adaptation
Sophie Carroll – Manager, Government Services
Stuart Dymond – Chief Advisor, Governance and Executive Support

The meeting started at 10.02am on Wednesday, 18 October 2023

Rod Carr, Judy Lawrence, Catherine Leining, Andy Reisinger, James Renwick and Tanira Kingi joined the meeting at 10.02am

The meeting opened with a karakia by Tanira Kingi.

Agenda Item 1: Board only time

1. The Board noted the matters for discussion over the Board meeting.
2. The Board noted and discussed the amended Chief Executive Key Performance Indicators six monthly assessment.

Jo Hendy, Gemma Lawson and Anne Jonathan joined the meeting at 10.22am

3. The Board confirmed with the Chief Executive that they had noted the amended Chief Executive Key Performance Indicators six monthly assessment.
4. The Board noted their concerns about the Minister of Climate Change making requests under section 5K of the Climate Change Response Act, without commensurate funding, and the resulting risk to the Commission.

Judy Lawrence left the meeting at 10.29am

Phirak Appleton, Sophie Carroll, Kathy Stirrat, Grant Blackwell, Barry Anderson, Janet Humphris, Damian Ryan and Karen Lavin joined the meeting at 10.30am

Agenda Item 2: Welcome and Introductions

2.1 Apologies

- 2.1.1 The Board noted apologies from Lisa Tumahai and Steven Ratuva.
- 2.1.2 The Board noted that Judy Lawrence had now left the meeting and that this will be captured in the minutes.
- 2.1.3 The Board noted that James Renwick would be absent for parts of the meeting and that this will be captured in the minutes.
- 2.1.4 No other apologies were received for the meeting.

2.2 Call for Additional Items

- 2.2.1 No additional items were raised.

2.3 Review of Interests

- 2.3.1 The Board noted receipt of the *Interests Agenda Memo* dated 12 October 2023.
- 2.3.2 The Board noted the Permissions letters dated 20 September, and 11 October 2023.
- 2.3.3 Andy Reisinger noted a minor update to an interest.
- 2.3.4 The Board noted no other conflicts of interest on the meeting agenda.

Sam King and Gillian Thornton joined the meeting at 10.37am

2.4 Any other governance matters

- 2.4.1 The Board Chair noted that the Nominating Committee will be providing advice to the incoming Minister on the upcoming Commissioner appointment processes.
- 2.4.2 The Board Chair noted that Board Members who are coming to the end of their terms will continue in role until they are either reappointed or replaced.

2.5 Letters for noting

- 2.5.1 The Board noted and discussed the letter to Board Chairs of Statutory Crown Entities from Minister of Finance and Minister for the Public Service, re: Fiscal Sustainability and Effectiveness Programme, dated 28 September 2023.
- 2.5.2 The Board noted the letter from Board Chair to Minister of Climate Change regarding request for advice under section 5K of the Climate Response Act, dated 28 September 2023.
- 2.5.3 The Board noted the letter from Minister of Climate Change to Board Chair regarding request for advice under section 5K of the Climate Response Act, dated 9 October 2023.
- 2.5.3 The Board noted the letter from Board Chair to Minister of Climate Change regarding a request for advice under section 5K of the Climate Response Act, dated 12 October 2023

2.6 Approve draft Board meeting minutes

- 2.6.1 The Board reviewed the draft Board meeting minutes from 13 September 2023.
- 2.6.2 The Board agreed that the minutes from 13 September 2023 are confirmed as a true and accurate record of the meeting.

2.7 Amended Papers for noting

- 2.7.1 The Board noted the revised *Final scope for the review of emissions from international aviation and shipping paper*.

2.8 Actions Register

- 2.8.1 The Chief Executive updated the Board on the actions that were in progress.
- 2.8.2 The Board noted the ongoing actions.

2.9 Board Meeting Agenda Horizon Report

- 2.9.1 The Chief Executive presented the *Board Meeting Agenda Horizon report* to the Board.

- 2.9.2 The Board noted and discussed the *Board Meeting Agenda Horizon report*.
- 2.9.3 The Board requested that the Horizon Report be updated with confirmed dates of the 2024 workshops, and when the Board can expect to receive an update on the Maui.Tech review. (refer to action item 465/2023)
- 2.9.3 The Board noted the engagements calendar.

Alison Cole, Caterina Joseph and Fran Lovell joined the meeting at 10.46am

Agenda Item 3: Chief Executive Report

- 3.1 The Chief Executive Report: 1 to 30 September 2023 was taken as read.
- 3.2 The Chief Executive provided the Board with an overview of the Commission's performance during September 2023.

Dylan Shell and Stuart Dymond joined the meeting at 11.06am

James Renwick left the meeting at 11.08am

- 3.3 The Chief Scientist provided an update on a Dairy NZ, Beef + Lamb and Federated Farmers joint submission, including a commissioned study, provided to the Commission as part of the call for evidence to support the Commission's work on Aotearoa New Zealand's emissions reduction targets and emissions budgets, and on the public response by the Parliamentary Commissioner for the Environment.
- 3.4 The Board noted that the remuneration review for Tier Two staff has been completed and was approved by the Board Chair as delegated.
- 3.5 The Board requested that a standard operating procedure be developed for the release of artifacts produced by the Commission (refer to action item 466/2023).
- 3.6 The acting General Manager, Emissions Budgets, Adaptation and Markets, provided an update on mutual interests of the work of the Commission with the work of the Climate Change Chief Executives Board.
- 3.7 The Board noted and discussed the Chief Executive's report.

Karen Lavin left the meeting at 11.38am

Agenda Item 4: Update on Risk Audit Safety and Health Committee

- 4.1 Noting the apologies from the Risk Audit Safety and Health (RASH) Committee Chair, the Deputy Chair of the RASH Committee updated the Board on the RASH Committee meeting.
- 4.2 The Board noted the update from the RASH Committee meeting.
- 4.3 The Board noted the draft Audit Completion Report 2023.
- 4.4 The Board agreed for the Chair and Deputy Chair to sign the Statement of Responsibility and the audit representation letter on behalf of the Board.
- 4.5 The Board noted the response provided to the Ministry for the Environment and to the Treasury regarding Budget 24.

Phirak Appleton, Sophie Carroll, Sam King, Janet Humphris, Gillian Thornton, Caterina Joseph, Fran Lovell and Dylan Shell left the meeting at 11.49am

The Chief Executive and the Board Chair confirmed that the *Organisational values for the Commission* and the *Statutory Deliverables: Update* items would be brought forward in the agenda.

Agenda Item 5: Organisational values for the Commission (previously agenda item 8)

- 5.1 The Chief Executive and the Chief Advisor, Governance and Executive Support, introduced the organisational values for the Commission.
- 5.2 The Board noted the staff-informed process followed to develop the organisational values; that this had been completed; and that the values had been agreed by the Chief Executive, with the support of the Senior Leadership Team.
- 5.3 The Board noted that the organisational values for the Commission encompassed staff and Commissioners.
- 5.4 The Board endorsed the set of organisational values as presented.
- 5.5 The Board noted the next steps to be taken, including to embed the values into the organisation through 2023/24 and beyond.

Grant Blackwell and Damian Ryan left the meeting at 11.57am

Agenda Item 6: Statutory Deliverables: Update (previously agenda item 9)

- 6.1 The General Manager, Sector Analysis, introduced the update on the Statutory Deliverables.
- 6.2 The Board noted the September Programme Dashboard report, and the Programme on a Page for the Statutory Deliverables Programme.

Kathy Stirrat and Stuart Dymond left the meeting at 12.19pm

The meeting adjourned from 12.19pm until 12.49pm.

Alison Oldershaw, Marcus Stickley, Fran Lovell, and Jazial Crossley joined the meeting at 12.49pm

Agenda Item 7: Revised Communications and Engagement Strategy

- 7.1 The Chief Executive gave a summary of the purpose of the communications and engagement strategy.
- 7.2 The Manager, Communications and Engagement, gave an overview of key updates and context for the revised strategy.
- 7.3 The Board noted and discussed the revised strategy.

Karen Lavin joined the meeting 1.44pm

- 7.4 The Board approved the refreshed communications and engagement strategy for 2023 – 2025.
- 7.5 The Board thanked the team for their work in preparing the communications and engagement strategy.

Alison Oldershaw, Marcus Stickley, Fran Lovell and Jazial Crossley left the meeting at 2.11pm

Sapna Rana, Caterina Joseph and Sarah Bassett joined the meeting at 2.13pm

The Chief Executive and the Board Chair confirmed that the *2026 National Climate Change Risk Assessment - Initial Reflections* item and the *Annual Report 22/23* item would be swapped on the agenda.

Agenda Item 8: National Climate Change Risk Assessment - Initial Reflections (previously agenda item 9)

- 8.1 The acting General Manager, Emissions Budgets, Adaptation and Markets, introduced the purpose and context of the initial reflections item.
- 8.2 The Board noted the paper and presentation provided.
- 8.3 The Board discussed and gave feedback on key priorities, strategic risks and opportunities and possible outcomes of the 2026 National Climate Change Risk Assessment.
- 8.4 The Board noted that this discussion would inform project scoping of the 2026 National Climate Change Risk Assessment.
- 8.5 The Board suggested that the Board members not present be offered the opportunity to provide feedback.

Tanira Kingi left the meeting at 2.56pm

The Board Chair noted that the Board is not at quorum and the final resolution from this agenda item will be revisited after a short adjournment.

Karen Lavin, Sapna Rana, Caterina Joseph and Sarah Bassett left the meeting at 3.02pm

The meeting adjourned from 3.02pm until 3.11pm.

Tanira Kingi, Dylan Shell, Stuart Dymond, Damian Ryan, Emily Button and Lara Wood joined the meeting at 3.11pm

- 8.6 The Board agreed to close action 459/2023 on the Actions Register.

Agenda Item 9: Annual Report 22/23 (previously agenda item 8)

- 9.1 The Chief Advisor, Governance and Executive Support, introduced the Annual Report 22/23.
- 9.2 The virtual Chief Financial Officer updated the Board on a change to the FY 22/23 financial statements in the Annual Report 22/23, noting that three invoices for Commissioner remuneration in FY 22/23 had been received but not yet paid.
- 9.3 The Board noted that while the value of the invoices was not materially significant, they were qualitatively significant because they related to Commissioner remuneration.
- 9.4 The Board noted that payment of these invoices will be accrued, that they were reflected in the updated FY 22/23 financial statement, and that the updated statement had been provided to the auditors.
- 9.5 The Board noted the virtual Chief Financial Officer's assurance that the Statement of Responsibility and the audit representation letters remained in order for signing.
- 9.6 The Board noted that the auditors had presented the findings of the audit completion report to the Risk Audit Safety and Health committee on 16 October.
- 9.7 The Board noted that following receipt of the final Audit Report, the Commission had a statutory 15 working day period in which to provide the Annual Report to the Minister (including a caretaker Minister).

- 9.8 The Board approved the final version of the Annual Report 2022/23 for publication, including the statement of performance and statement of responsibility as appended, and financial statements as amended.
- 9.9 The Board agreed for the Chair and Deputy Chair to sign the Annual Report, (including Statement of Responsibility and audited sections), and the audit representation letter on behalf of the Board.
- 9.10 The Board delegated to the Chair approval of any further substantive changes that might be required to the Annual Report and delegated to the Chief Executive approval of any non-substantive changes.

Lara Wood left the meeting at 3.24pm

Agenda Item 10: General Business

- 13.1 The Chief Executive noted that the Commissioners will be provided a questionnaire to inform the review of the science capability and communication strategy.
- 13.2 No other matters of general business were raised.

Tanira Kingi closed the meeting with a karakia.

The meeting finished at 3.42pm.

These minutes have been accepted as a true and accurate record by the Board of the Climate Change Commission.

Signed: _____



Date: 22/11/2023