

**He Pou a Rangi Climate Change Commission Board Meeting Minutes (Meeting 55)**  
**Tuesday, 30 April 2024**

A meeting of the Climate Change Commission Board Members was held via Teleconference Facility. The meeting started on Tuesday, 30 April 2024 at 9.01am and concluded at 5.31pm.

**Climate Change Commission Attendees:**

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

**Apologies:**

Distinguished Professor Steven Ratuva

**Invited Attendees:**

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

**External Guests:**

Dylan Shell - virtual Chief Financial Officer, KPMG

**Guests:**

Alexandra Aimer-Seton – Principal Analyst, Industry and Energy  
Anna Hughes - Senior Analyst, Emissions Budgets  
Astrid Nunns – General Manager, Strategy, Engagement and Corporate Services  
Barry Anderson – General Manager, Sector Analysis  
Charlotte Delahunty – Programme Manager, Markets  
Eva Murray – Principal Analyst, Markets  
Fran Lovell – Manager, Strategic Engagement and Information Management  
Gillian Thornton – Manager, Emissions Budgets  
Grant Blackwell – Chief Scientist  
Ian Thompson – Programme Manager, Operational Delivery  
Janet Humphris – Manager, Industry and Energy  
Joanna Szczepanski – Project Advisor, Markets  
Julia Fink – Manager, Finance and Assurance  
Kathy Stirrat – (acting) General Manager, Corporate Services

Marcus Stickley - Manager, Communication and Engagement Delivery,  
Matthew Smith – Principal Analyst, Markets  
Naomi O'Connor – Senior Analyst, Markets  
Paul Young – Principal Analyst, Emissions Budgets  
Sophie Carroll - Manager, Government Services and Performance Reporting.  
Stephen Walter – General Manager, Emissions Budgets, Adaption and Markets  
Stuart Dymond – Chief Advisor, Executive Support  
Tammy Thompson – Principal Advisor, Governance

*The meeting started at 9.01am on Tuesday, 30 April 2024*

*Rod Carr, Lisa Tumahai, Catherine Leining, Andy Reisinger, Tanira Kingi, Judy Lawrence, James Renwick, and Gemma Lawson joined the meeting at 9.01am*

### **Agenda Item 1: Board only time**

1.1 The Board noted matters to be raised with the Chief Executive.

*Jo Hendy joined the meeting at 9.33am*

1.2 The Board discussed the work of the Commission with the Chief Executive.

The meeting opened with a karakia by Tanira Kingi.

*Tanira Kingi left the meeting at 9.59am*

*Barry Anderson, Dylan Shell, Grant Blackwell, Julia Fink, Kathy Stirrat, Sophie Carroll, Stephen Walter, Stuart Dymond, and Tammy Thompson joined the meeting at 10.01am*

### **Agenda Item 2: Welcome and Introductions**

#### **2.1 Apologies**

2.1.1 The Board noted that apologies have been received from Steven Ratuva.

2.1.2 The Board noted that Lisa Tumahai, Tanira Kingi, and James Renwick would be absent for some of the agenda, and this will be recorded in the minutes.

2.1.3 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 *Memo on Commissioner Interests* dated 10 April 2024.

2.3.2 The Board noted the permissions letter dated 8 April 2024.

2.3.3 The Board noted no other conflicts of interest on the meeting agenda.

## **2.4 Any other governance matters**

- 2.4.1 The Board discussed and provided feedback on the draft attendance register.
- 2.4.2 The Board agreed to adopt the attendance register, subject to the feedback given.
- 2.4.3 The Board noted that to ensure apologies are recorded in the register, these should be sent to the Senior Board Coordinator and the Board Chair.
- 2.4.4 The Board noted the letter to board chairs of Crown entities from Hon Nicola Willis (Minister of Finance, Minister for the Public Service) dated 23 April 2024.

## **2.5 Approve draft Board meeting minutes**

- 2.5.1 The Board reviewed the draft Board meeting minutes from 20 March 2024.
- 2.5.2 The Board confirmed the minutes from 20 March 2024 as a true and accurate record of the meeting.

## **2.6 Letters for noting**

- 2.6.1 The Board noted that no additional letters had been received beyond the letter from Hon Willis (see 2.4.4 above).

## **2.7 Amended papers for noting**

- 2.7.1 The Board noted the revised paper on the Chief Executive's Key Performance Indicators with their overall six-monthly assessment of the Chief Executive's performance.

## **2.8 Other matter for noting**

- 2.8.1 The Board noted the draft Statement of Performance Expectations 2024/25 would be sent to the Minister of Climate Change on 1 May 2023, and circulated to Commissioners by email and tabled for noting in the May Board meeting.

*Astrid Nunns, and Fran Lovell joined the meeting at 10.20am.*

## **2.9 Actions Register**

- 2.6.1 The Chief Executive updated the Board on the actions that were in progress.
- 2.6.2 The Board noted the ongoing actions.
- 2.6.3 The Board requested that action 474/2024 be closed.
- 2.6.4 The Board requested that an action be added to the register, regarding financial reporting on statutory deliverables (refer to action item 475/2024).
- 2.6.5 The Board requested that an action be added to the register, regarding finalizing the Chair's letter of expectation for Commissioners and confirming that related documents are up to date (refer to action item 476/2024).

## **2.7 Board Meeting Agenda Horizon Report**

- 2.7.1 The Chief Executive presented the *Board Meeting Agenda Horizon Report* to the Board.

- 2.7.2 The Board noted and discussed the *Board Meeting Agenda Horizon Report* and the engagements calendar.
- 2.7.3 The Board requested the proposed “ETS 2025: Scope approval” item have its timing with the Board re-confirmed in the *Board Meeting Agenda Horizon Report* (refer to action item 477/2024).
- 2.7.4 The Board requested that time be set for the Board to provide reflections on the next steps for consultation (refer to action item 478/2024).

*James Renwick left the meeting at 10.33am*

*Julia Fink, and Sophie Carroll left the meeting at 10.48am*

*The meeting adjourned at 10.48am until 11.03am*

*Tanira Kingi, Gillian Thornton, Marcus Stickley, and Janet Humphris joined the meeting at 11.03am*

### **Agenda Item 3: Chief Executive Report**

- 3.1 The Chief Executive Report: 1 –31 March 2024 was taken as read.
- 3.2 The Chief Executive provided the Board with an overview of the Commission’s performance during March 2024.
- 3.3 The General Manager, Emissions Budgets, Adaption and Markets, provided an update on the request to provide advice to inform the second Nationally Determined Contribution.
- 3.4 The Board noted and discussed the Chief Executive’s report.

*Dylan Shell, Gillian Thornton, Kathy Stirrat, Stuart Dymond, and Tammy Thompson left the meeting at 11.55am*

### **Agenda Item 4: Verbal Update on Consultation**

- 4.1 The Manager, Communication and Engagement Delivery, gave the Board an update on the progress of the current consultation.
- 4.2 The Board discussed the progress of the current consultation.

*Lisa Tumahai left the meeting at 12.30pm*

*Astrid Nunns, Fran Lovell, Grant Blackwell, Janet Humphris, and Marcus Stickley left the meeting at 12.45pm*

*The meeting adjourned from 12.45pm until 1.05pm*

*Lisa Tumahai, Alexandra Aimer-Seton, Anna Hughes, Eva Murray, Janet Humphris, Joanna Szczepanski, Naomi O'Connor, and Paul Young joined the meeting at 1.05pm*

*Charlotte Delahunty joined the meeting at 1.17pm*

*Grant Blackwell joined the meeting at 1.40pm*

### **Agenda Item 5: Emissions Reduction Monitoring: Approval of key findings**

- 5.1 The General Manager, Emissions Budgets, Adaption and Markets and the Manager, Industry and Energy, introduced the proposed key findings and key context for the 2024 Emissions Reduction Monitoring report.
- 5.2 The Board discussed and gave feedback on the proposed key findings and key context for the report.

*Charlotte Delahunty left the meeting at 3.16pm  
The meeting adjourned from 3.30pm until 3.40pm  
Matthew Smith joined the meeting at 3.52pm*

- 5.3 The Board requested an out-of-cycle meeting to approve the proposed key findings and key context, subject to the feedback given (*refer to action item 479/2024*).

*Alexandra Aimer-Seton, Anna Hughes, Eva Murray, Janet Humphris, Joanna Szczepanski, Naomi O'Connor, and Paul Young left the meeting at 4.28pm*

#### **Agenda Item 6: Draft letter to Minister and Associate Minister of Climate Change on Fast track approvals bill**

- 6.1 The Board discussed and gave feedback on the draft letter to Minister and Associate Minister of Climate Change on Fast track approvals bill.
- 6.2 The Board approved the draft letter subject to the suggested amendments and delegated the final sign out of the letter to the Board Chair.

*Matthew Smith left the meeting at 4.46pm*

#### **Agenda Item 7: Verbal Update from Pou Herenga**

- 7.1 The Chair of He Pou Herenga provided a verbal update on the 15 April 2024 He Pou Herenga hui.

#### **Agenda Item 8: Statutory Deliverables: Update**

- 8.1 The General Manager, Sector Analysis, introduced the update on the Statutory Deliverables.
- 8.2 The Board noted and discussed the Programme Dashboard report, and the Programme on a Page for the Statutory Deliverables Programme.

*Kathy Stirrat, Dylan Shell, Ian Thompson, and Julia Fink joined the meeting at 4.55pm*

#### **Agenda Item 9: Policy and Procedures Review**

- 9.1 The acting General Manager, Corporate Services, introduced the updates to the Tranche 1 policies and procedures.
- 9.2 The Board noted and approved the updated Tranche 1 policies and procedures.

*Lisa Tumahai, Tanira Kingi, Barry Anderson, Stephen Walter, Dylan Shell, Grant Blackwell, Ian Thompson, Julia Fink, and Kathy Stirrat left the meeting at 5.05pm  
Stuart Dymond joined the meeting at 5.05pm*

#### **Agenda Item 10: Board Performance Evaluation**

- 10.1 The Chief Advisor, Executive Support, introduced the revised Board Performance Evaluation paper.

- 10.2 The Board discussed and provided feedback on the revised Board Performance Evaluation paper.
- 10.3 The Board requested confirmation that the actions arising from the evaluation are incorporated into the Commission's work as required (*refer to action item 480/2024*).
- 10.4 The Board noted that the Q3 Performance Report will note the 2023 Board performance evaluation has been completed.
- 10.5 The Board approved the attached report of the Board performance evaluation 2023, including the actions arising, subject to the feedback given.

*Stuart Dymond and Gemma Lawson left the meeting at 5.10pm*

#### **Agenda Item 11: Executive Leadership Team review: Update**

- 11.1 The Chief Executive updated the Board on the changes to the Executive Leadership Team.

#### **Agenda Item 12: General Business**

- 12.1 No matters of general business were raised.

*Jo Hendy closed the meeting with a karakia.*

*The meeting finished at 5.31pm.*

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

Signed: \_\_\_\_\_

Date: 1/7/2024