

**He Pou a Rangi Climate Change Commission Board Meeting Minutes (Meeting 56)
Tuesday 28 and Wednesday 29 May 2024**

A meeting of the Climate Change Commission Board Members was held at the office of the Climate Change Commission Board Room, Level 21, Aon Centre, 1 Willis Street, Wellington with attendees also joining via Teleconference Facility. The meeting started on Tuesday, 28 May 2024 at 9.07am and adjourned at 5.15pm. The meeting reconvened on Wednesday, 29 May 2024 at 8.26am and concluded at 12.32pm.

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
Distinguished Professor Steven Ratuva

Invited Attendees:

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

External Guests:

Dylan Shell - virtual Chief Financial Officer, KPMG

Guests:

Astrid Nunns – General Manager, Strategic Operations
Barry Anderson – General Manager, Sector Analysis
Caterina Joseph – Principal Analyst, Adaptation
Charlotte Delahunty – Programme Manager, Markets
Ellen Winter – Principal Advisor, Planning and Performance Reporting
Emily Button – Senior Advisor, Planning and Performance Reporting
Emma Lemire – Senior Analyst, Adaptation
Fran Lovell – Manager, Strategic Engagement and Information Management
Gillian Thornton – Manager, Emissions Budgets
Grant Blackwell – Chief Scientist
Hikurangi Mills- Kaitātari Mātāmua Māori, Adaptation
Ian Thompson – Programme Manager, Operational Delivery
Janet Humphris – Manager, Industry and Energy
Joanna Szczepanski – Project Advisor, Markets
Julia Fink – Manager, Finance and Assurance

Karen Lavin – Manager, Adaptation
Kathy Stirrat – acting General Manager, Corporate Services
Lara Wood – Manager, Business Services
Marcus Stickley - Manager, Communication and Engagement Delivery,
Martin Dutton – Manager, Transport and Urban Systems
Maya Naff - Principal Analyst, Markets
Naomi O'Connor – Senior Analyst, Markets
Poppy Carter – Analyst, Markets
Sally Garden – Principal Analyst, Adaptation
Sam Holmes - Principal Analyst, Emissions Budgets
Sam King – Manager, Land Agriculture and Waste
Sarah Bassett – Senior Analyst, Adaptation
Shilpa Mandoda - Senior Analyst - Adaptation
Sophie Carroll - Manager, Government Services and Performance Reporting.
Stephen Walter – General Manager, Emissions Budgets, Adaption and Markets
Stuart Dymond – Chief Advisor, Executive Support

The meeting started at 9.07am on Tuesday, 28 May 2024

Rod Carr, Andy Reisinger, Tanira Kingi, Judy Lawrence, James Renwick, Steven Ratuva, Jo Hendy, Astrid Nunns, Kathy Stirrat, Stephen Walter, Sophie Carroll, Stuart Dymond, Anne Jonathan and Gemma Lawson joined the meeting at 9.07am

The meeting opened with a karakia by Tanira Kingi.

The Board confirmed that Judy Lawrence would chair the first item.

Agenda Item 1: Welcome and Introductions (previously agenda item 2)

1.1 Apologies

- 1.1.1 The Board noted that Lisa Tumahai, Catherine Leining, and James Renwick would be absent for some of the agenda, and this will be recorded in the minutes.
- 1.1.2 No other apologies were received for the meeting.

1.2 Call for Additional Items

- 1.2.1 No additional items were raised.

1.3 Review of Interests

- 1.3.1 The Board noted receipt of the *Memo on Commissioner Interests* dated 17 May 2024.
- 1.3.2 The Board noted the permissions letter dated 2 May 2024.
- 1.3.3 The Board reviewed and discussed the attached updated public interests register.
- 1.3.4 The Board approved the attached updated public interests register to be added to the website subject to the changes discussed.
- 1.3.5 The Board noted no other conflicts of interest on the meeting agenda.

Catherine Leining joined the meeting at 9.12am

1.4 Any other governance matters

1.4.1 The Board discussed and noted the attendance register.

1.5 Approve draft Board meeting minutes

1.5.1 The Board reviewed the draft meeting minutes from the 22 April Out-of-cycle Meeting, from the 30 April Board meeting and from the 15 May Out-of-cycle Meeting.

1.5.2 The Board confirmed the minutes from 22 April 2024 as a true and accurate record of the meeting, subject to the amendments discussed.

1.5.3 The Board confirmed the minutes from 30 April 2024 as a true and accurate record of the meeting, subject to the amendments discussed.

1.5.4 The Board confirmed the minutes from 15 May 2024 as a true and accurate record of the meeting, subject to the amendments discussed.

1.6 Note approved Risk Audit Safety and Health minutes

1.6.1 The Board noted the approved 23 February Risk Audit Safety and Health Committee meeting minutes.

1.7 Note approved Pou Herenga minutes

1.7.1 The Board noted the approved 13 November 2023 and 12 February 2024 Pou Herenga hui minutes.

1.8 Letters for noting

1.8.1 The Board noted the letter from the Board Chair to Hon. Simon Watts (Minister of Climate Change) and Hon. Nicola Willis (Associate Minister of Climate Change) regarding the Fast-track Approvals Bill, dated 1 May 2024.

1.8.2 The Board noted the letter from the Minister of Climate Change to the Board Chair regarding the draft Statement of Performance Expectations for 2024/25, dated 20 May 2024.

1.8.3 The Board noted the letter from the Board Chair to the Minister of Climate Change regarding a response to Letter of Expectations 2024- 25, dated 22 May 2024.

1.9 Other matter for noting

1.9.1 The Board noted the draft Statement of Performance Expectations 2024/25 as sent to Minister of Climate Change on 1 May 2023.

1.10 Actions Register

1.10.1 The Chief Executive updated the Board on the actions that were in progress.

1.10.2 The Board noted the ongoing actions.

1.10.3 The Board requested that action 470/2024 also be closed.

1.11 Board Meeting Agenda Horizon Report

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

1.11.2 The Board noted and discussed the *Board Meeting Agenda Horizon Report* and the engagements calendar.

Jo Hendy, Kathy Stirrat, Stephen Walter, Astrid Nunns, Stuart Dymond, Sophie Carroll, Gemma Lawson, and Anne Jonathan left the meeting at 9.29am

Agenda Item 2: Board only time (previously agenda item 1)

2.1 The Board discussed agenda items for the Board meeting and matters to be raised with the Chief Executive.

Steven Ratuva left the meeting at 10.04am

Jo Hendy joined the meeting at 10.07am

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

Stephen Walter and Karen Lavin joined the meeting at 10.40am

2.3 The Board discussed the content of the meeting.

James Renwick left the meeting at 10.54am

Karen Lavin left the meeting at 11.08am.

Astrid Nunns, Dylan Shell, Grant Blackwell, Kathy Stirrat, Stuart Dymond, Fran Lovell, Gillian Thornton, Hikurangi Mills, Janet Humphris, Joanna Szczepanski, Julia Fink, Marcus Stickley, Sophie Carroll, Anne Jonathan, and Gemma Lawson joined the meeting at 11.09am

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 Board discussed the Chief Executive's report.

3.4 The Board noted that Tanira Kingi had also attended the agriculture focussed webinar on 15 April.

3.5 The General Manager, Emissions Budgets, Adaption and Markets, outlined a proposal for the release of provisional key findings from the Emissions Reduction Monitoring report.

3.6 The Board requested that this proposal be circulated to the Board.

3.7 The Board noted the Chief Executive's report.

Joanna Szczepanski left the meeting at 11.17am

Dylan Shell left the meeting at 11.31am

Astrid Nunns, Kathy Stirrat, Stuart Dymond, Fran Lovell, Gillian Thornton, Janet Humphris, Julia Fink, Marcus Stickley, Sophie Carroll, left the meeting at 12.08am

The meeting adjourned from 12.08pm until 12.32pm

Karen Lavin, Sally Garden, Caterina Joseph, Charlotte Delahunty, Emma Lemire, Joanna Szczepanski, Maya Naff, Naomi O'Connor, Poppy Carter, Sarah Bassett, and Shilpa Mandoda joined the meeting at 12.32pm

Agenda Item 4: National Adaptation Plan Progress Assessment 2024: Approval of final recommendations

- 4.1 The General Manager, Emissions Budgets, Adaptation and Markets, and the Manager, Adaptation, introduced the content of the paper.
- 4.2 The Board noted the Commission's analysis covers all matters required under the Climate Change Response Act 2002 relevant to consider for biennial national adaptation plan progress assessment reports.
- 4.3 The Board discussed and gave feedback on the provisional key findings and recommendations.
- 4.4 The Board agreed to input provisional findings of the National Adaptation Plan Progress Report (NAPPA) to the Finance and Expenditure Select Committee inquiry on climate adaptation, as appropriate.
- 4.5 The Board provisionally agreed to the overarching finding, to key findings 2 and 3 and to recommendations 1 and 2, subject to requested changes and circulation in writing to the Board.
- 4.6 The Board noted that Commission staff will take the Board's feedback and continue refining key findings 4, 5, 6, 7, 8, 9 and recommendations 3, 4, 5, 6, 7, 8, 9, and 10.
- 4.7 The Board requested that the revised key findings and recommendations be circulated in writing, and that an out of cycle Board meeting be scheduled to enable the Board to approve the remaining key findings and recommendations.
- 4.8 The Board agreed that minor changes may be made to the wording of the key findings following our formal quality assurance processes or for clarity. Significant changes, at the discretion of the Chief Executive, will be brought back before the Board.
- 4.9 The Board agreed to delegate completion of the final report to the Chief Executive.

Grant Blackwell, and Charlotte Delahunty left the meeting at 12.55pm

Astrid Nunns joined the meeting at 12.56pm

Joanna Szczepanski left the meeting at 1.18pm

Astrid Nunns left the meeting at 2.00pm

The meeting adjourned from 1.59pm until 2.08pm

Barry Anderson joined the meeting at 2.05pm

Charlotte Delahunty joined the meeting at 2.10pm

Barry Anderson left the meeting at 2.32pm

Catherine Leining, and Hikurangi Mills left the meeting at 3.18pm

Jo Hendy left the meeting at 3.50pm

Karen Lavin, Sarah Bassett, Sally Garden, Emma Lemire, Shilpa Mandoda, Maya Naff, Naomi O'Connor, Poppy Carter, Caterina Joseph and Charlotte Delahunty left the meeting at 4.02pm

The meeting adjourned from 4.02pm – 4.07pm

Jo Hendy, Kathy Stirrat, Julia Fink, Ian Thompson and Lara Wood joined the meeting at 4.07pm

Agenda Item 5: Policy and Procedures Review

- 5.1 The acting General Manager, Corporate Services, introduced Tranche Two of the Policy and Procedures Review, and summarised the feedback received in the Risk Audit Safety and Health Committee meeting.
- 5.2 The Board discussed the policies appended to Tranche 2 and the delegations framework.
- 5.3 The Board approved the sensitive expenditure policy, the travel and accommodation policy and the delegations framework.
- 5.4 The Board approved the delegated authority policy, the gifts policy, and the koha policy subject to the feedback given.

Julia Fink, Ian Thompson and Lara Wood left the meeting at 4.37pm

Martin Dutton and Sam King joined the meeting at 4.37pm

The Board noted that agenda item 6, the verbal update on consultation, was deferred until the following day.

Agenda Item 6: Board reflections on next steps from consultation (previously agenda item 7)

- 6.1 The Board discussed the Board's role in the process, following the conclusion of consultation.

Tanira Kingi left the meeting at 4.59pm

The meeting adjourned for the day at 5.14pm.

The meeting reconvened on Wednesday, 29 May at 8.26am.

Rod Carr, Andy Reisinger, Catherine Leining, James Renwick, Judy Lawrence, Lisa Tumahai, Steven Ratuva, Tanira Kingi, Jo Hendy, Astrid Nunns, Barry Anderson, Kathy Stirrat, Stephen Walter, Stuart Dymond, Dylan Shell, and Julia Fink joined the meeting at 8.26am

Agenda Item 7: Verbal Update from Risk Audit Safety and Health Committee

- 7.1 Catherine Leining provided a verbal update on the 23 May 2024 Risk Audit Safety and Health (RASH) Committee as acting chair for the meeting.
- 7.2 The acting chair noted that RASH had made enquiries about the health and safety of staff during consultation, that assurances had been received from the Secretariat and that a briefing would also be provided for the Board.
- 7.3 The Board discussed the FY23/24 Financial Forecast (as at end of Quarter 3) and requested further detail on appendix 3 (refer to action item 481/2024).

Agenda Item 8: Draft budget for 24/25

- 8.1 The Chief Executive introduced the draft budget for FY 24/25.
- 8.2 The Board noted that RASH had discussed and provided feedback to the Secretariat on the

proposed FY 24/25 budget and that additional financial scenarios had subsequently been prepared to inform the Board's consideration.

- 8.3 The Board approved a draft FY 24/25 budget and the corresponding draft SPE financial statements.
- 8.4 In approving the draft FY 24/25 budget, the Board acknowledged the impact on:
- Commission staff and their wellbeing;
 - The ability to deliver in the short-term on the Commission's statutory responsibilities and the longer term sustainability of the Commission;
 - The ability to be responsive to future Ministerial requests;
 - Legal risks.
- 8.5 The Board requested the CE to undertake a restructure of the Commission to give effect to the FY 24/25 budget.

Agenda Item 9: Statement of Performance Expectations: Update

- 9.1 The Board discussed the update on the Statement of Performance Expectations (SPE).
- 9.2 The Board noted that the draft SPE, as approved on 22 April 2024, was sent to the Minister of Climate Change on 1 May 2024, and that this version did not include the draft SPE financial statements.
- 9.3 The Board noted they had approved the draft FY 24/25 budget and corresponding draft SPE financial statements and approved the provision of the draft SPE financial statements to the Minister of Climate Change for review.
- 9.4 The Board noted that the draft SPE financial statements would also be shared with the Ministry for the Environment's Crown monitoring team.
- 9.5 The Board noted the updated action plan to deliver the final SPE within the statutory deadline.
- 9.6 The Board noted the correction to advice provided at the 22 April 2024 meeting.

Stephen Walter left the meeting at 10.06am

James Renwick, Steven Ratuva, Dylan Shell, Kathy Stirrat, Julia Fink and Stuart Dymond left the meeting at 10.35am

The meeting adjourned from 10.35am until 10.47am

Gemma Lawson, Anne Jonathan, Emily Button, Ellen Winter, and Sophie Carroll joined the meeting at 10.47am

Agenda Item 10: Review 2023/24 Q3 Performance Report

- 10.1 The General Manager, Strategic Operations, introduced 2023/24 Q3 Performance report.
- 10.2 The Board reviewed and gave feedback on the 2023/24 Q3 Performance report.
- 10.3 The Board noted that the financial statements are the same as those provided in the Quarterly Finance Update paper presented to the RASH Committee at its 23 May 2024 meeting.
- 10.4 The Board noted that the RASH Committee had received an update on the management response to the recommendations from the Maui.Tech internal review, and that the Quarterly Performance Report included a summary of the Maui.Tech internal review and management response.
- 10.5 The Board approved the Quarterly Performance Report for Q3 2023/24, subject to the feedback given.

- 10.6 The Board agreed that any substantive post-Board meeting amendments be approved by the Chair and any non-substantive amendments by the Chief Executive.
- 10.7 The Board agreed to send the Quarterly Performance Report for Q3 2023/24, subject to incorporation of any Board amendments, to the Ministry for the Environment in their role as our monitoring agency.

Emily Button, Ellen Winter, and Sophie Carroll left the meeting at 11.00am
Gillian Thornton, and Sam Holmes joined the meeting at 11.01am

Agenda Item 11: Section 5K advice: input into NDC advice

- 11.1 The General Manager, Emissions Budgets, Adaptation and Markets, introduced the Principal Analyst to the Board.
- 11.2 The Principal Analyst introduced the context of the paper.
- 11.3 The Board noted that in October 2023 the previous Minister of Climate Change, under Section 5K (s5K) of the Act, requested advice from the Commission on New Zealand's second Nationally Determined Contribution (2031-2035, NDC2) under the Paris Agreement.
- 11.4 The Board noted that the existing Terms of Reference for this s5K request include analysis of NDC2 emissions levels consistent with global 1.5oC ambition; analysis of impacts of different levels of domestic emissions reduction for NDC2; and options for target presentation and accounting for progress.
- 11.5 The Board noted that the Commission indicated to the Minister at the time of the s5K request that the Commission could not start work without additional funding.
- 11.6 The Board noted that the Commission had further noted that this work was paused subject to resourcing in the Briefing to the Incoming Minister Hon Simon Watts in December.
- 11.7 The Board noted that the Commission has received no additional funding for this work.
- 11.8 The Board noted the limited time to deliver this work now further constrains the feasible scope.
- 11.9 The Board noted that the Minister has indicated the advice will be needed by September or October 2024.
- 11.10 The Board noted that the advice will be delivered as a short, standalone report with basic formatting.
- 11.11 The Board noted a manageable scope would be to focus on the impacts of different levels of domestic mitigation as a contribution to NDC2 and that the Minister has now indicated he would like Ministry for the Environment (MfE) to consult with the Commission on new Terms of Reference along these lines.
- 11.12 The Board noted that the Commission has been working with MfE officials as they develop options for the Minister to rescope the terms of reference for the s5K request.
- 11.13 The Board discussed the broad scope outline described in this paper and noted that the Commission will work with MfE based on the outline as described.
- 11.14 The Board agreed to delegate the negotiation of the terms of reference to the Chief Executive.
- 11.15 The Board noted that Commission staff will work towards being able to provide revised terms of reference for the Board's consideration at the 19 June Board meeting.

Gillian Thornton and Sam Holmes left the meeting 11.31am
Stuart Dymond and Lara Wood joined the meeting at 11.32am

Agenda Item 12: Board Manual Review

- 12.1 The Chief Advisor, Executive Support, introduced the context for the review of the Board Manual.
- 12.2 The Board noted that the Board Manual had been reviewed to ensure alignment with Public Service Commission 2023 guidance, the review of Commission policies and procedures, and to account for maturity of the Commission.
- 12.3 The Board noted that the formatting of the Board Manual had been updated to make it more streamlined and accessible.
- 12.4 The Board discussed and approved the proposed updates to the Board Manual, including to the Pou Herenga and Voting sections, subject to the feedback given.
- 12.5 The Board delegated final approval of the Board Manual to the Board Chair.
- 12.6 The Board noted that the Board Manual would undergo an annual 'hygiene check', with any substantial updates brought to the Board for consideration and approval.

Lisa Tumahai and Stephen Walter left the meeting at 11.53am

Agenda Item 13: Chairs Letter of Expectation

- 13.1 The Chief Advisor, Executive Support, introduced the Chair's letters of expectations for current and future new Commissioners.
- 13.2 The Board discussed the revised letters and noted that they were subject to finalisation by the Chair.
- 13.3 The Board noted that the Chair would issue a letter of expectations to individual members once finalised.
- 13.4 The Board noted the attached final draft Chair's Letter of Expectations for new Commissioners, and that this would be provided by the Chair to new members as part of the induction process.

Catherine Leining left the meeting at 12.10pm

Agenda Item 14: Verbal Update on Consultation

- 14.1 Further to the Risk Audit, Safety and Health Committee's enquiries, the Board were briefed on the approach that the Commission took to support the health and safety of staff during consultation, particularly those who were travelling.
- 14.2 The Board had the opportunity to make enquires of Commission staff regarding this approach.
- 14.3 The Board noted that the approach included:
 - An applied model of identify risk, plan and prepare, monitor and adjust.
 - The provision of confrontational conversations training for staff who were going to be presenting.
 - The provision of a list of Health and Safety considerations while travelling, to all staff who were travelling which covered driving, becoming unwell and personal safety.
 - Close monitoring of social media about the Commission throughout consultation, with daily briefings.

- 14.4 The Board noted that when assessing whether security was needed at individual events, Commission staff considered factors such as the scale and audience of the event, and the level of experience of Commission staff in attendance.
- 14.5 The Board noted that, where there was a perceived risk, staff were briefed on the risk and on tactics to manage the situation depending on the level of escalation needed, and that venue staff were also notified so appropriate arrangements could be made.
- 14.6 The Board noted that in all cases where a perceived elevated risk was identified, the risk did not eventuate.
- 14.7 The Board noted that the RASH Committee suggested at the 23 May Committee meeting that the Commission formally codify the process to create guidelines for engagement events.
- 14.8 The Board noted the approach as set out, and that this would be incorporated within the Commission's Health, Safety and Wellbeing system.

Agenda Item 15: Statutory Deliverables: Update

- 15.1 The General Manager, Emissions Budgets, Adaptation and Markets, introduced the update on the Statutory Deliverables.
- 15.2 The Board noted and discussed the April Programme Dashboard report, and the Programme on a Page for the Statutory Deliverables Programme.

Agenda Item 16: General Business

- 16.1 The Board noted that following the provisional approval of the 2024 Emissions reduction monitoring key findings on 15 May 2024, the key findings were revised based on the feedback from Commissioners.
- 16.2 The Board noted that the revised key findings had been circulated to Commissioners by email on 24 May 2024.
- 16.3 The Board confirmed their approval for the key findings for the 2024 Emissions reduction monitoring report, subject to the final suggested amendments provided.
- 16.4 No other matters of general business were raised.

Tanira Kingi closed the meeting with a karakia.

The meeting finished at 12.32pm.

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

Signed: _____

Date: 1/7/2024