

**He Pou a Rangi Climate Change Commission Board Meeting Minutes (Meeting 57)**  
**Wednesday 19 June 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 Wednesday, 19 June 2024 at 9.02am and concluded at 1.47pm.

**Climate Change Commission Attendees:**

Dr Rod Carr – Board Chair  
Lisa Tumahai – Deputy Chair  
Catherine Leining  
Dr Andy Reisinger  
Dr Tanira Kingi  
Dr Judy Lawrence  
Distinguished Professor Steven Ratuva

**Apology:**

Professor James Renwick

**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:**

Barry Anderson – General Manager, Sector Analysis  
Charlotte Delahunty – Programme Manager, Markets  
Ellen Winter – Principal Advisor, Planning and Performance Reporting  
Emily Button – Senior Advisor, Planning and Performance Reporting  
Eva Murray – Principal Analyst, Markets  
Gillian Thornton – Manager, Emissions Budgets  
Grant Blackwell – Chief Scientist  
Ian Thompson – Programme Manager, Operational Delivery  
Janet Humphris – Manager, Industry and Energy  
Julia Fink – Manager, Finance and Assurance  
Karen Lavin – Manager, Adaptation  
Kathy Stirrat – acting General Manager, Corporate Services  
Kerryn Davey – Project Coordinator, Markets

Lara Wood – Manager, Business Services  
Marcus Stickley - Manager, Communication and Engagement Delivery,  
Matthew Smith – Principal Analyst, Markets  
Sam Holmes - Principal Analyst, Emissions Budgets  
Simon Neale – Manager, Markets  
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, Business Services  
Vanessa Chalk- Senior Analyst, Markets

*The meeting started at 9.02am on Wednesday, 19 June 2024*

*Rod Carr, Lisa Tumahai, Judy Lawrence, Steven Ratuva, Andy Reisinger, Catherine Leining, Anne Jonathan, and Gemma Lawson joined the meeting at 9.02am*

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

- 1.1 The Board discussed the current context of the Commission and matters to be raised with the Chief Executive.

*Jo Hendy joined the meeting at 9.35am*

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

*Anne Jonathan and Gemma Lawson left the meeting at 9.47am*

- 1.3 The Board discussed the current context of the Commission with the Chief Executive.

*Barry Anderson, Dylan Shell, Gillian Thornton, Grant Blackwell, Julia Fink, Karen Lavin, Kathy Stirrat, Lara Wood, Simon Neale, Sophie Carroll, Stephen Walter, Stuart Dymond, Tammy Thompson, Anne Jonathan, and Gemma Lawson joined the meeting at 10.21am*

The meeting opened with a karakia by Andy Reisinger.

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

#### **2.1 Apologies**

- 2.1.1 The Board noted apologies for this meeting had been received from James Renwick.  
2.1.2 The Board noted that Lisa Tumahai, Catherine Leining, Steven Ratuva and Tanira Kingi 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 6 June 2024.
- 2.2.2 The Board noted the amendments to interests as set out in the memo.
- 2.2.3 The Board noted the permissions letter dated 12 June 2024.
- 2.2.4 The Board noted no other conflicts of interest on the meeting agenda.

## **2.4 Any other governance matters**

- 2.4.1 The Board noted the attendance register.

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

- 2.5.1 The Board reviewed the draft meeting minutes from the 28 & 29 May Board meeting.
- 2.5.2 The Board confirmed the minutes from the 28 & 29 May Board meeting as a true and accurate record of the meeting, subject to the amendments discussed.
- 2.5.3 The Board noted that the proposal for the release of provisional key findings from the Emissions Reduction Monitoring report, as requested in the 28 & 29 May Board meeting minutes, had been circulated to the Board by email on 13 June 2024.

## **2.6 Letters for noting**

- 2.6.1 The Board noted the letter from the Minister of Climate Change to the Board Chair regarding a report on the domestic contribution to the second nationally determined contribution, dated 17 June 2024.

## **2.7 Amended papers for noting**

- 2.7.1 The Board noted the 2023/24 Q3 Performance Report as sent to the Ministry for the Environment.
- 2.7.1 The Board noted the amended Tranche 2 policies, as approved in the May Board meeting.

## **2.8 Other matter for noting**

- 2.8.1 The Board noted the Standard Estimates Questions 2024/25 as sent to the Minister of Climate Change.
- 2.8.2 The Board noted the Supplementary Estimates Questions 2024/25.

## **2.9 Actions Register**

- 2.9.1 The Board noted the completed and ongoing actions.
- 2.9.2 The Board requested that action 448/2024 also be closed.

## **2.10 Board Meeting Agenda Horizon Report**

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

*Janet Humphris, Marcus Stickley, and Ian Thompson joined the meeting 10.45am*

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

- 3.1 The Chief Executive Report: 1 –31 May 2024 was taken as read.
- 3.2 The Chief Executive provided the Board with an overview of the Commission's performance during May 2024.
- 3.3 The Board discussed the Chief Executive's report.
- 3.4 The Board noted the Chief Executive's report.

*Lisa Tumahai, Janet Humphris, Marcus Stickley, Ian Thompson, Dylan Shell, Gillian Thornton, Karen Lavin, Lara Wood, Simon Neale, Sophie Carroll, Stephen Walter, Tammy Thompson, Anne Jonathan, and Gemma Lawson left the meeting at 10.59am*  
*The meeting adjourned from 10.59am until 11.10am.*

### **Agenda Item 4: Final draft budget FY 24/25 and outyears for approval**

- 4.1 The Chief Executive introduced the revised draft budget FY 24/25 to the Board, noting that the Minister of Climate Change had set out his clear expectations following receipt of the Commission's draft forecast financial statements for the Commission's Statement of Performance Expectations (SPE) for 2024/25.
- 4.2 The Board discussed the revised draft budget FY 24/25 and its implications.
- 4.3 The Board approved the revised budget FY24/25 and related forecast financial statements for the SPE 2024/25.
- 4.4 The Board approved the Chief Executive to spend from 1 July 2024 in line with the approved FY24/25 budget
- 4.5 The Board approved repayment of the unspent funding received in FY23/24 for a possible agricultural emissions pricing function in a way that preserved sufficient liquidity for the Commission. The Board delegated to the Chair the approval, as required, of the repayment approach, on advice from the Chief Executive.
- 4.6 The Board approved providing the revised SPE forecast financial statements for 2024/25 to the Minister for information.

*Jo Hendy left the meeting at 11.30am*

*Lisa Tumahai, Gemma Lawson, Sophie Carroll, Emily Button, Ellen Winter, and Anne Jonathan joined the meeting at 11.31am*

### **Agenda Item 5: Final Statement of Performance Expectations 24/25 for approval**

- 5.1 The Board reviewed and gave feedback on the finalised SPE 2024/25.
- 5.2 The Board noted that the Chair's message has been updated to reflect the Commission's forthcoming baseline adjustment.
- 5.3 The Board noted the draft SPE forecast financial statements were sent to the Minister of Climate Change (Minister) and the Ministry for the Environment's Crown Monitoring team on 4 June 2024.
- 5.4 The Board noted the forecast financial statements, as amended, and approved on 19 June

2024, are to be included in the finalised SPE 2024/25 to be provided to the Minister.

- 5.5 The Board approved the finalised SPE 2024/25 as amended, and subject to the feedback given.
- 5.6 The Board delegated signing the Statement of Responsibility and approval of any post-Board meeting changes to the Board Chair and Deputy Chair.
- 5.7 The Board noted the timeline to publication, and that the Commission must provide the final SPE to the Minister on or before 27 June 2024.

The Board noted that agenda item 6, the verbal update from the out-of-cycle Risk Audit Safety and Health Committee was not required.

*Grant Blackwell, Julia Fink, Stuart Dymond, Sophie Carroll, Emily Button, and Ellen Winter left the meeting at 11.43am*

*Lara Wood, and Ian Thompson joined the meeting at 11.44am*

#### **Agenda Item 7: Policy and Procedures Review**

- 7.1 The acting General Manager, Corporate Services, introduced Tranche Three of the Policy and Procedures Review, and summarised the feedback received in the Risk Audit Safety and Health Committee meeting.
- 7.2 The Board discussed the policies appended to Tranche 3.
- 7.3 The Board approved the Risk Management Policy, the Health, Safety and Wellbeing Policy and the Business Continuity Policy.
- 7.4 The Board gave feedback on the conflicts of interest policy.
- 7.5 The Board delegated approval of the Conflicts of Interest policy to the Board Chair, subject to the feedback given.
- 7.6 The Board discussed the remuneration policy and referred the policy back to the Risk Audit Safety Health Committee for further consideration.
- 7.7 The Board approved that the Pandemic Health Policy be rescinded.

*Catherine Leining, Kathy Stirrat, Lara Wood, and Ian Thompson left the meeting at 12.11pm*

*The meeting adjourned from 12.11pm until 12.46pm*

*Grant Blackwell, Stephen Walter, Simon Neale, Charlotte Delahunty and Kerryn Davey joined the meeting at 12.46pm*

The Board Chair updated the Board on the revised order of the agenda.

#### **Agenda Item 8: Statutory Deliverables: Update (Previously agenda item 11)**

- 8.1 The General Manager, Emissions Budgets, Adaptation and Markets, introduced the update on the Statutory Deliverables.
- 8.2 The Board discussed the update on the Statutory Deliverables.
- 8.3 The Board noted and discussed the May Programme Dashboard report, and the Programme on a Page for the Statutory Deliverables Programme.

*Simon Neale left the meeting at 12.50pm*

*Gillian Thornton and Sam Holmes joined the meeting at 12.51pm*

#### **Agenda Item 9: Section 5K advice: input into Nationally Determined Contribution advice**

- 9.1 The Manager, Emissions Budgets, introduced the current context of the requested report on the domestic contribution to the second nationally determined contribution.
- 9.2 The Board noted the letter tabled from the Minister of Climate Change regarding this report, including the draft terms of reference.
- 9.3 The Board noted that the project scope and timeline for the report would be brought back to the Board for approval.

*Stephen Walter left the meeting at 12.59pm*

- 9.4 The Board discussed the draft terms of reference.
- 9.5 The Board noted the delivery date advised.
- 9.6 The Board noted that Commission staff will draft a response to the Minister's letter and finalise this with the Board Chair.

*Gillian Thornton and Sam Holmes left the meeting at 1.06pm  
Sophie Carroll and Ellen Winter joined the meeting at 1.06pm*

#### **Agenda Item 10: Outline paper for 23/24 Annual Report**

- 10.1 The Board noted the proposed process and indicative timeline for developing the Annual Report 2023/24.

*Sophie Carroll and Ellen Winter left the meeting at 1.10pm  
Simon Neale, Matthew Smith, Eva Murray, and Vanessa Chalk joined the meeting at 1.11pm*

#### **Agenda Item 11: New Zealand Emissions Trading Scheme 2025: Initial reflections from New Zealand Emissions Trading Scheme 2024 to test scope for New Zealand Emissions Trading Scheme 2025 (previously agenda item 8)**

- 11.1 The Board noted that the purpose of this item was sufficiently high level, and that commissioners with overlapping interests were not required to be excused.
- 11.2 The Manager, Markets, spoke to the current context of the New Zealand Emissions Trading Scheme (NZ ETS), and asked for strategic reflections to inform planning for 2025 NZ ETS settings advice.
- 11.3 The Board discussed their reflections on the 2024 NZ ETS settings advice and what issues may need to be taken into account as Commission staff continue to work on the scope and process for the 2025 NZ ETS settings advice.

*Steven Ratuva left the meeting at 1.34pm  
Tanira Kingi joined the meeting at 1.36pm  
Simon Neale, Matthew Smith, Eva Murray, Kerryn Davey and Vanessa Chalk left the meeting at 1.43pm*

## Agenda Item 12: General Business

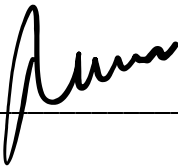
16.1 No other matters of general business were raised.

*Tanira Kingi closed the meeting with a karakia.*

*The meeting finished at 1.47pm.*

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

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



Date: 23/7/2024

Proactively released