

He Pou a Rangi Climate Change Commission Board Meeting Minutes (Meeting 59)
Tuesday 27 August 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, 27 August 2024 at 9.02am and concluded at 3.50pm.

Climate Change Commission Attendees:

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

Apologies:

Professor James Renwick

Invited Attendees:

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

Guests:

Astrid Nunns – General Manager, Strategic Operations
Barry Anderson – General Manager, Sector Analysis
Charlotte Delahunty – Programme Manager, Markets
Emily Button – Senior Advisor, Planning and Performance Reporting
Ellen Winter – Principal Advisor, Planning and Performance Reporting
Fran Lovell – Manager, Strategic Engagement, and Information Management
Gillian Thornton – Manager, Emissions Budgets
Grant Blackwell – Chief Science Advisor
Janet Humphris – Manager, Industry and Energy
Julia Fink – Manager, Finance and Assurance
Kathy Stirrat – Chief Advisor, Corporate Accountability
Marcus Stickley - Manager, Communication and Engagement Delivery
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

The meeting started at 9.02am on Tuesday, 27 August 2024

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

Agenda Item 1: Board only time

- 1.1 The Board discussed agenda items for the Board meeting, and the ongoing work at the Commission.

Jo Hendy joined the meeting at 9.45am

- 1.2 The Board discussed agenda items for the Board meeting and the ongoing work at the Commission with the Chief Executive.

Barry Anderson joined the meeting at 9.57am

- 1.3 The Board continued to discuss the ongoing work programme.

*Steven Ratuva left the meeting at 9.48am
Barry Anderson left the meeting at 10.25am
The meeting adjourned from 10.25am – 10.31am*

The meeting opened with a karakia by Catherine Leining.

Stephen Walter, Astrid Nunns, Kathy Stirrat, Julia Fink, Sophie Carroll, Marcus Stickley and Tammy Thompson joined the meeting at 10.31am

Agenda Item 2: Welcome and Introductions

2.1 Apologies

- 2.1.1 The Board noted that an apology had been received from James Renwick for the meeting.
2.1.2 The Board noted that Steven Ratuva had provided apologies for parts of the meeting and that 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 20 August 2024.
2.3.2 The Board noted the permissions letter dated 20 August 2024.
2.3.3 The Board reviewed and discussed the attached public interests register.

- 2.3.4 The Board requested that the public interests register be reviewed for historic and past interests (refer to action 484/2024).
- 2.3.5 The Board noted that Andy Reisinger's interest as a project manager for New Zealand Agricultural Greenhouse Gas Research Centre had been extended until 30 June 2025.
- 2.3.6 Lisa Tumahai noted that she had two notified interests that were not yet reflected on the register.
- 2.3.7 The Board approved the public interests register for release to the website, subject to the amendments discussed.
- 2.3.8 The Board noted no other conflicts of interest on the meeting agenda.

Grant Blackwell joined the meeting at 10.38am

2.4 Any other governance matters

- 2.4.1 The Board discussed and noted the attendance register.
- 2.4.2 The Board requested that out-of-cycle meetings be separated into their own table on the attendance register (refer to action 485/2024).

2.5 Approve draft Board meeting minutes

- 2.5.1 The Board reviewed the draft meeting minutes from the 23 July 2024 Board meeting.
- 2.5.2 The Board confirmed the minutes from 23 July 2024 as a true and accurate record of the meeting.

2.6 Letters for noting

- 2.6.1 The Board noted that no letters had been tabled for noting.

2.7 Amended papers for noting

- 2.7.1 The Board noted the amended version of the Delegations Framework, as approved in the May 2024 Board meeting.

2.8 Other matters for noting

- 2.8.1 The Board noted the Chair's letters of expectation for current Commissioners, and for new Commissioners.

2.9 Actions Register

- 2.9.1 The Chief Executive updated the Board on the closed actions.
- 2.9.2 The Board noted and discussed the completed and ongoing actions.
- 2.9.3 The Board requested that actions 482/2024 and 483/2024 also be closed.

2.10 Board Meeting Agenda Horizon Report

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

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

Stephen Walter left the meeting at 10.44am

The meeting adjourned from 10.50am until 11.01am

Barry Anderson, Gillian Thornton, Fran Lovell, Janet Humphris and Stuart Dymond joined the meeting at 11.01am

Agenda Item 3: Chief Executive Report

- 3.1 The Chief Executive Report: 1 –31 July 2024 was taken as read.
- 3.2 The Chief Executive provided the Board with an overview of the Commission's performance during July 2024.
- 3.3 The Board discussed and noted the Chief Executive's report.
- 3.4 The Board thanked commission staff for their work.

Stuart Dymond left the meeting at 11.46am

Gillian Thornton, Sophie Carroll, Fran Lovell and Janet Humphris left the meeting at 12.06pm

The meeting adjourned from 12.06pm until 12.32pm

Stuart Dymond joined the meeting at 12.32pm

Agenda Item 4: Update from Risk Audit Safety and Health Committee meeting

- 4.1 The Chair of the Risk Audit Safety and Health (RASH) Committee provided an update to the Board from the RASH meeting held on 22 August 2024.
- 4.2 The Chair of the RASH Committee noted that the Committee had referred the draft Annual Report to the auditors; and had endorsed and referred the *Policy and Procedures Review - Tranche Four Approval* paper, and the financial report from the Quarterly Finance Update: End of Q4 FY23/24 to the Board.
- 4.3 The Chair of the RASH Committee also noted that the Committee had directed that the Commission proceed with a request to change the capital appropriation to an operational appropriation.
- 4.4 The Board discussed the matters covered in the RASH Committee meeting.

Ellen Winter and Emily Button joined the meeting at 12.40pm

Agenda Item 5: Review Q4 FY23/24 Performance Report

- 5.1 Commission staff introduced the Quarterly Performance Report for Q4 2023/24 and summarized the feedback received from the RASH Committee.
- 5.2 The Board reviewed and gave feedback on the Quarterly Performance Report for Q4 2023/24.
- 5.3 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 22 August 2024 meeting.

- 5.4 The Board approved the Quarterly Performance Report for Q4 2023/24 and, further to the Board's feedback, agreed that any substantive post-Board meeting amendments be approved by the Chair and any non-substantive amendments by the Chief Executive.
- 5.5 The Board agreed to send the Quarterly Performance Report for Q4 2023/24, subject to incorporation of the Board's amendments, to the Ministry for the Environment in their role as the Commission's monitoring agency.

Stuart Dymond left the meeting at 1.05pm

Agenda Item 6: Annual Report 2023/24: early draft

- 6.1 Commission staff introduced the draft Annual Report and noted the feedback received from the RASH Committee.
- 6.2 The Board noted the Annual Report 2023/24 early draft, which has been developed in line with the Commission's obligations under the Crown Entities Act 2004.
- 6.3 The Board noted that the RASH Committee was provided with the same early draft Annual Report at its 22 August 2024 meeting, to approve the provision of the draft to Baker Tilly Staples Rodway for the year-end audit.
- 6.4 The Board noted that the year-end audit commenced on 26 August 2024.
- 6.5 The Board discussed and provided feedback on the overall framing and narrative direction of the Annual Report.
- 6.6 The Board noted that Commissioners would advise Commission staff of any updates required to the Commissioner profiles in the 'Our governance and people' section.
- 6.7 The Board noted that a second draft of the Annual Report 2023/24 will be provided to the Board at the 24 September 2024 meeting, in line with the timeline provided at the June 2024 Board meeting.

Julia Fink, Marcus Stickley, Ellen Winter and Emily Button left the meeting at 1.31pm

Agenda Item 7: Policy and Procedures Review

- 7.1 Commission staff introduced the *Policy and Procedures Review – Tranche Four Approval* paper.
- 7.2 The Board noted and gave feedback on the policy appended to the *Policy and Procedures Review – Tranche Four Approval* paper.
- 7.3 The Board approved the Remuneration policy, subject to the feedback given.

Agenda Item 8: Update from Pou Herenga

- 8.1 The Chair of He Pou Herenga provided an update to the Board from the Pou Herenga hui held on 8 August 2024.
- 8.2 The Board discussed the work of He Pou Herenga.
- 8.3 The Board noted the update from the Chair of He Pou Herenga and noted the draft meeting minutes from the 8 August 2024.

Barry Anderson and Kathy Stirrat left the meeting at 1.54pm

Steven Ratuva joined the meeting at 1.56pm

Agenda Item 9: Board Evaluation: Proposal

- 9.1 Commission staff introduced the proposal for the next Board Evaluation.
- 9.2 The Board discussed and agreed on a hybrid approach to its evaluation.
- 9.3 The Board discussed and gave feedback on the proposal and what considerations to take into account for setting down the next Board Evaluation.
- 9.4 The Board noted the indicative timeline for this project.

*Grant Blackwell, Astrid Nunns and Anne Jonathan left the meeting at 2.35pm
The meeting adjourned from 2.35pm until 2.46pm*

Agenda Item 10: Chief Executive's Key Performance Indicators: Noting Feedback and Approval

- 10.1 Commission staff introduced the Chief Executive's Key Performance Indicators for FY 2024/25 (CE KPIs).
- 10.2 The Board noted that the Board annually sets the CE KPIs, aligned with the financial year.
- 10.3 The Board noted the Commission is going through a period of change, with an organisational restructure and resizing of its work programme as reflected in the Pivot24 project.
- 10.4 The Board discussed and gave feedback on the CE KPIs as set out in the paper.
- 10.5 The Board agreed to set high-level KPIs for the full 2024/25 financial year, supported by performance metrics covering the first six-month period of FY 24/25 to reflect the CE's focus on the Pivot24 project.
- 10.6 The Board approved the draft CE KPIs for FY 2024/25, subject to minor agreed amendments.

Stephen Walter, Barry Anderson and Charlotte Delahunty joined the meeting at 3.33pm.

Agenda Item 11: Statutory Deliverables: Update

- 11.1 Commission staff introduced the update on the Statutory Deliverables.
- 11.2 The Board noted and discussed the July Programme Dashboard reports and the Programme on a Page for the Statutory Deliverables Programme.

Agenda Item 12: General Business

- 12.1 No matters of general business were raised.

Tanira Kingi closed the meeting with a karakia.

The meeting finished at 3.50pm.

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

Signed: 

He Pou a Rangi
Climate Change Commission

Date: 24/9/2024