

**He Pou a Rangi Climate Change Commission Board Meeting Minutes (Meeting 61)**  
**Tuesday 22 October 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, 22 October 2024 at 9.03am and concluded at 3.39pm.

**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  
Professor James Renwick

**Invited Attendees:**

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

**Guests:**

Anna Hughes – Principal Analyst  
Astrid Nunns – General Manager, Corporate Accountability and Operations  
Barry Anderson – General Manager, Evidence and Advice  
Charlotte Delahunty – Programme Manager  
Ellen Winter – Principal Advisor, Planning and Performance Reporting  
Eva Murray – Principal Analyst  
Grant Blackwell – Chief Science Advisor  
Hans Landon-Lane – Principal Advisor, Channels and Information Systems  
Hikurangi Mills – Principal Advisor Māori  
Izabella Milovanovich – Project Coordinator  
Janet Humphris – Manager, Built Environment and Energy Transition  
Julia Fink – Chief Financial Officer, Manager, Finance and People  
Karen Lavin – Project Director  
Kathy Stirrat – Chief Advisor, Operational Delivery  
Lara Wood – Manager, Business Services  
Martin Dutton – Manager, Reports – Deliver  
Naomi O'Connor – Senior Technical Writer  
Robert Carr – Project Director

Robin Campbell – General Manager, Delivery  
Sally Garden – Project Director  
Sophie Carroll - Manager, Government Services and Performance Reporting  
Stuart Dymond – Chief Advisor, Executive Support

*The meeting started at 9.03am on Tuesday, 22 October 2024*

*Rod Carr, Lisa Tumahai, Catherine Leining, Judy Lawrence, Steven Ratuva, Andy Reisinger, James Renwick, Anne Jonathan, and Gemma Lawson joined the meeting at 9.03am.*

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

- 1.1 The Board discussed the agenda for the Board meeting, and the current context of the Commission's work.

*Jo Hendy and Astrid Nunns joined the meeting at 9.30am.  
Gemma Lawson and Anne Jonathan left the meeting at 9.36am.*

- 1.2 The Board discussed the agenda for the day and the current context of the Commission's work with the Chief Executive and the General Manager, Corporate Accountability and Operations.
- 1.3 The Board agreed to defer additional Board only discussion until later in the meeting.

*Astrid Nunns left the meeting at 9.58am.  
Robin Campbell, Barry Anderson, Grant Blackwell, Hikurangi Mills, Sophie Carroll, Gemma Lawson, and Anne Jonathan joined the meeting at 9.59am.*

The meeting opened with a karakia by Lisa Tumahai.

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

#### **2.1 Introductions**

- 2.1.1 The Chief Executive introduced the new General Manager, Delivery to the Board.

#### **2.2 Apologies**

- 2.2.1 The Board noted that Tanira Kingi, Andy Reisinger, and Steven Ratuva had provided apologies for parts of the meeting and that this will be recorded in the minutes.
- 2.2.2 No other apologies were received for the meeting.

#### **2.3 Call for Additional Items**

- 2.3.1 No additional items were raised.

#### **2.4 Review of Interests**

- 2.4.1 The Board noted receipt of the *Memo on Commissioner Interests* dated 14 October 2024.

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

## **2.5 Any other governance matters**

2.5.1 The Board noted the attendance register.

## **2.6 Approve draft Board meeting minutes**

2.6.1 The Board reviewed the draft meeting minutes from the 19 and 24 September 2024 Board meeting.

2.6.2 The Board confirmed the minutes from 19 September 2024 as a true and accurate record of the meeting, subject to the agreed amendment.

2.6.3 The Board confirmed the minutes from 24 September 2024 as a true and accurate record of the meeting.

## **2.7 Note approved He Pou Herenga meeting minutes**

2.7.1 The Board noted the approved 15 April 2024, 09 July 2024, and 08 August 2024 He Pou Herenga meeting minutes.

## **2.8 Letters for noting**

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

## **2.9 Amended papers for noting**

2.9.1 The Board deferred agenda item 2.9 until later in the meeting.

## **2.10 Actions Register**

2.10.1 The Board noted the ongoing actions.

## **2.11 Board Meeting Agenda Horizon Report**

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

2.11.2 The Board noted that the Chief Executive and Board Chair have been invited to brief the Environment Select Committee on 7 November.

*Karen Lavin, Kathy Stirrat, Stuart Dymond, Martin Dutton, Hans Landon-Lane, and Ellen Winter joined the meeting at 10.09am.*

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

3.1 The Chief Executive's Report: 1 – 30 September 2024 was taken as read.

3.2 The Chief Executive provided the Board with an overview of the Commission's performance during September 2024.

- 3.3 The Board discussed and noted the Chief Executive's report.
- 3.4 The Board confirmed the opportunity would be provided to review a letter being prepared regarding proposed changes in the Climate Change Response Act 2002.

*Astrid Nunns and Julia Fink joined the meeting at 10.21am.*

*Martin Dutton left the meeting at 10.29am*

*Tanira Kingi and Lara Wood joined the meeting at 10.42am.*

*Steven Ratuva, Hikurangi Mills, Sophie Carroll, Julia Fink, Lara Wood, Karen Lavin, Kathy Stirrat, Stuart*

*Dymond, Hans Landon-Lane, Ellen Winter, Gemma Lawson, and Anne Jonathan left the meeting at 10.58am*

*The meeting adjourned from 10.58am until 11.20am*

#### **Agenda Item 1: Board only time (continued)**

- 1.4 The Board continued to discuss the agenda for the day and the current context of the Commission's work with the executive leadership team.
- 1.5 The Board provided further feedback on the tabled *National Climate Change Risk Assessment 2026: Approval of Scope* paper – as was approved in September Board.

*Gemma Lawson and Anne Jonathan joined the meeting at 12.35pm.*

*Astrid Nunns left the meeting at 12.36pm.*

#### **Agenda Item 4: Update from Pou Herenga**

- 4.1 The Chair of He Pou Herenga updated the Board on the recent 3 October meeting of He Pou Herenga.
- 4.2 The Chair of He Pou Herenga contacted He Pou Herenga members individually to discuss their experience in He Pou Herenga to date.

*Barry Anderson left the meeting at 12.43pm.*

*Kathy Stirrat and Lara Wood joined the meeting at 12.44pm.*

#### **Agenda Item 5: Policy and Procedures Review**

- 5.1 Commission staff introduced the two policies provided for the Board's review.
- 5.2 The Board approved the updated Management of Change policy.
- 5.3 The Board discussed the updated Use of Commission Assets and Info Tech Systems policy.
- 5.4 The Board queried the definition of 'Commission Information' as used in the policy and confirmed that this will be addressed in the draft Information Management Policy, due to be reviewed by Risk Audit, Safety and Health Committee, and the Board in November.
- 5.5 The Board approved the updated Use of Commission Assets and Info Tech Systems policy.

*Kathy Stirrat and Lara Wood left the meeting at 12.54pm.*

*The meeting adjourned from 12.54pm until 1.15pm.*

*Barry Anderson, Janet Humphris, Sally Garden, Robert Carr, Anna Hughes, and Hikurangi Mills joined the meeting at 1.15pm.*

*Naomi O'Connor, Charlotte Delahunty and Martin Dutton joined the meeting at 1.23pm.*

## Agenda Item 6: ERM 2025: Scope Approval

- 6.1 Commission staff introduced the Emissions Reduction Monitoring (ERM) 2025: Scope Approval to the Board.
- 6.2 The Board noted and discussed the proposed scope.
- 6.3 The Board noted the first ERM report was delivered in July, and the Minister was required to provide a public response to the report by no later than 17 October 2024.
- 6.4 The Board noted that on 16 October 2024 the Government presented to the House of Representatives and publicly released a report in response to the Commission's ERM report, as required under s5ZK of the Climate Change Response Act 2002.
- 6.5 The Board noted that the release of the Government's s5ZK report has not resulted in any change to the proposed scope outlined in the *ERM 2025 Scope Approval* paper.
- 6.6 The Board agreed that the scope for the 2025 ERM project will focus primarily on repeating the analytical approach and methodology established for the 2024 report, focusing on essential analysis as set out in Table 1, given time and resource constraints.
- 6.7 The Board noted that Commission staff will take on the Board's feedback given regarding the implementation of the scope.
- 6.8 The Board noted that a joint iwi/Māori engagement approach will be undertaken across National Climate Change Risk Assessment, the National Adaptation Plan Progress Assessment and ERM.
- 6.9 The Board agreed that the Commission will not consult publicly on this monitoring work (as per the agreed 2024 scope), and that Commission staff will undertake targeted engagement for the project in line with the Board-approved engagement strategy.
- 6.10 The Board noted that work is being undertaken to consider the design of the report and supporting communication products to further enhance the value and impact of the Commission's monitoring work.
- 6.11 The Board noted the draft project phases and Board interaction points as provided.

*Andy Reisinger, Sally Garden, Robert Carr, Anna Hughes, Hikurangi Mills, Naomi O'Connor, Charlotte Delahunty, and Martin Dutton left the meeting at 2.13pm.*

*Eva Murray, and Izabella Milovanovich joined the meeting at 2.14pm.*

## Agenda Item 7: NZ ETS 2025 Advice Delegation Considerations

- 7.1 The Board noted that due to the high-level nature of the discussion, in relation to process, no management of interests was required for this agenda item.
- 7.2 Commission staff introduced the context that led to this paper being brought to the Board for their consideration.
- 7.3 The Board discussed the proposed approach.
- 7.4 The Board noted that there is significant uncertainty with how the previously approved timeline might interact with the appointment of new Commissioners.
- 7.5 The Board agreed that as part of the final approvals in the November 2024 meeting, the Board would consider delegating the completion of the final report to the Chief Executive.
- 7.6 The Board noted that this request is being made considering the unusual circumstances with Commissioner renewal, project timelines, and the stability of the annual NZ ETS advice.
- 7.7 The Board noted that there is no intent to create a precedent for future Commission work.

*Janet Humphris, Eva Murray, and Izabella Milovanovich left the meeting at 2.40pm.  
Charlotte Delahunty, and Hikurangi Mills joined the meeting at 2.41pm.*

#### **Agenda Item 8: Statutory Deliverables: Update (previously agenda item 9)**

- 8.1 Commission staff introduced the update on the Statutory Deliverables.
- 8.2 The Board noted and discussed the September Programme Dashboard reports and the Programme on a Page for the Statutory Deliverables Programme.

*Barry Anderson, Robin Campbell, Grant Blackwell, Charlotte Delahunty, Hikurangi Mills, Gemma Lawson, and Anne Jonathan left the meeting at 2.49pm.  
Lara Wood, and Stuart Dymond joined the meeting at 2.51pm.*

#### **Agenda Item 9: CE KPIs for 2024/25: six-month review (previously agenda item 8)**

- 9.1 The Board noted the Chief Executive's self-assessment against the measures of performance for the January to June 2024 period.
- 9.2 The Board further noted the ratings and anonymised comments from Commissioners about the Chief Executive's performance.
- 9.3 The Board recognised the Chief Executive's high performance during the period and concurred with the assessment of performance provided.
- 9.4 The Board invited the Chief Executive to identify areas of professional development for the next year.

*Tanira Kingi left the meeting at 3.16pm.*

#### **Agenda Item 10: General Business**

- 10.1 No matters of general business were raised.

*Lisa Tumahai closed the meeting with a karakia.*

*The meeting finished at 3.39pm.*

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

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



Date: 26/11/2024