

He Pou a Rangi Climate Change Commission Board meeting minutes (meeting 62)
Tuesday 26 November 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, 26 November 2024 at 8.59am and concluded at 2.39pm.

Climate Change Commission attendees:

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

Apologies:

Distinguished Professor Steven Ratuva

Invited attendees:

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

Guests:

Astrid Nunns – General Manager, Corporate Accountability and Operations
Barry Anderson – General Manager, Evidence and Advice
Charlotte Delahunty – Programme Manager
Chris Yang – Senior Accountant
Ellen Winter – Principal Advisor, Planning and Performance Reporting
Emily Button – Senior Advisor, Planning and Performance Reporting
Eva Murray – Principal Analyst
Fran Lovell – Manager, Strategic Operations, Manager, Strategic Operations
Gillian Thornton - Manager, Analytics and Economics
Grant Blackwell – Chief Science Advisor
Izabella Milovanovich – Project Coordinator
Janet Humphris – Manager, Built Environment and Energy Transition
Karen Lavin – Project Director
Katherine Farmer – Senior Advisor, Information Management
Kathy Stirrat – Chief Advisor, Operational Delivery
Lara Wood – Manager, Business Services

Marcus Stickley – Manager, Impact
Martin Dutton – Manager, Reports – Deliver
Matthew Smith - Principal Analyst
Naomi O'Connor – Senior Technical Writer
Rachael Young – Senior Analyst
Robin Campbell – General Manager, Delivery
Sally Garden – Project Director
Sophie Carroll - Manager, Government Services and Performance Reporting
Stuart Dymond – Chief Advisor, Executive Support
Vanessa Chalk – Senior Analyst

External guests:

Jo Cribb – Jo Cribb Consultancy

The meeting started at 8.59am on Tuesday, 21 November 2024

Rod Carr, Lisa Tumahai, Catherine Leining, Judy Lawrence, Tanira Kingi, Andy Reisinger, James Renwick, Anne Jonathan and Gemma Lawson joined the meeting at 8.59am.

Agenda item 1: Board only time

- 1.1 The Board discussed the agenda for the Board meeting, and the Commission's ongoing work programme.
- 1.2 The Board noted that the Chair's term would end on 8 December and thanked Dr Carr for his contributions as the Commission's inaugural Chair.
- 1.3 The Board noted that a new Chair had not yet been appointed, and that, as provided for under the Crown Entities Act 2004, the Deputy Chair Ms Lisa Tumahai has and may exercise all of the functions and powers of the chair during a vacancy.
- 1.4 The Board, in the event of the Deputy Chair being required to act as the Chair for a period, resolved to appoint Dr Judy Lawrence as temporary Deputy Chair for a corresponding period.
- 1.5 The Board resolved to appoint Dr Judy Lawrence and Dr Andy Reisinger to the Risk Audit Safety and Health (RASH) Committee.
- 1.6 The Board, in the event of the Deputy Chair being required to act as the Chair for a period, resolved to appoint Dr Andy Reisinger as acting Chair of the RASH Committee for a corresponding period.
- 1.7 The Board requested that RASH Committee membership be brought to the attention of a new Chair once appointed (refer to action item 486/2024).

Gemma Lawson and Anne Jonathan left the meeting at 9.22am.

- 1.8 The Board continued to discuss the Commission's ongoing work programme.

Jo Hendy joined the meeting at 9.49am.

- 1.9 The Board discussed the agenda for the Board meeting and the Commission's ongoing work programme with the Chief Executive.

Jo Cribb, Robin Campbell, Barry Anderson, Grant Blackwell, Lara Wood, Stuart Dymond, Karen Lavin, Gemma Lawson and Anne Jonathan joined the meeting at 9.59am.

The meeting was opened with a karakia by Catherine Leining.

Agenda item 2: Welcome and introductions

2.1 Apologies

- 2.1.1 The Board noted that Steven Ratuva had provided apologies for the meeting.
- 2.1.2 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 15 November 2024.
- 2.3.2 The Board noted a permissions letter for Dr Rod Carr, dated 6 November 2024; a permissions letter for Dr Andy Reisinger, dated 15 November 2024; and a permissions letter for Lisa Tumahai, dated 15 November 2024.
- 2.3.3 The Board reviewed and approved the updated public interests register for uploading to the Commission's website.
- 2.3.4 The Board noted that Lisa Tumahai and Tanira Kingi have interests that hold the condition that they may not be involved in the oversight, preparation, or authorisation of advice on pricing related to domestic units created for New Zealand's Emissions Trading Scheme.
- 2.3.5 The Board noted that Lisa Tumahai and Tanira Kingi would not be present for the verbal update under Agenda Item 11: 2025 New Zealand Emissions Trading Scheme advice.
- 2.3.6 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 22 October 2024 Board meeting.
- 2.5.2 The Board confirmed the minutes from 22 October 2024 as a true and accurate record of the meeting.

2.6 Note approved Risk Audit Safety and Health Committee meeting minutes

- 2.6.1 The Board noted the approved 22 August 2024 Risk Audit Safety and Health Committee meeting minutes.

2.7 Letters for noting

- 2.7.1 The Board noted the letter to the Chair from Hon Simon Watts (Minister of Climate Change), regarding the second Emissions Reduction Plan and the Commission's 2025 New Zealand Emissions Trading Scheme advice, dated 13 November 2024.
- 2.7.2 The Board noted that the above letter had not been provided to Commissioners with related interests and that the embargoed attachments had not been provided.
- 2.7.3 The Board noted the letter to the Chair from Hon Scott Simpson (Chairperson of the Environment Committee) regarding a petition, dated 8 November 2024.
- 2.7.4 The Board noted a verbal update from Commission staff on the proposed response to the letter from Hon Scott Simpson.

Sally Garden joined the meeting at 10.13am.

2.8 Amended papers for noting

- 2.8.1 The Board noted and discussed the *National Climate Change Risk Assessment 2026: Approval of Scope* paper.
- 2.8.2 The Board requested a further update on the work being taken regarding the National Climate Change Risk Assessment 2026 in the December Board meeting (refer to action item 487/2024).

Astrid Nunns joined the meeting at 10.35am.

Karen Lavin and Sally Garden left the meeting at 10.37am.

2.9 Other matters for noting

- 2.9.1 The Board noted the Annual Report 2023/24.

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.

The meeting adjourned from 10.37am until 10.48am.

Kathy Stirrat, Fran Lovell, Ellen Winter, Gillian Thornton, Karen Lavin, Janet Humphris, Sophie Carroll, Martin Dutton, Sally Garden and Marcus Stickley joined the meeting at 10.48am.

Agenda item 3: Chief Executive Report

- 3.1 The Chief Executive's Report: 1 – 31 October 2024 was taken as read.

- 3.2 The Chief Executive provided the Board with an overview of the Commission's performance during October 2024.
- 3.3 The Board discussed and noted the Chief Executive's report.

*Grant Blackwell, Karen Lavin, Janet Humphris, and Sally Garden left the meeting at 11.30am.
Barry Anderson, Robin Campbell, Astrid Nunns, Kathy Stirrat, Fran Lovell, Ellen Winter, Gillian Thornton, Marcus Stickley, Sophie Carroll and Martin Dutton left the meeting at 11.45am.*

Agenda item 4: Board changeover: verbal update

- 4.1 Commission staff provided an update to the Board on matters relating to forthcoming changes to Board membership.

*Fran Lovell joined the meeting at 11.49am.
Stuart Dymond and Fran Lovell left the meeting at 12.00pm.
Barry Anderson, Robin Campbell, and Charlotte Delahunty joined the meeting at 12.01pm.*

Agenda item 5: Statutory deliverables: update

- 5.1 Commission staff introduced the update on the statutory deliverables.
- 5.2 The Board noted and discussed the October Programme Dashboard reports and the Programme on a Page for the Statutory Deliverables Programme.
- 5.3 The Board provided feedback on the recently circulated letter on the Climate Change Response Act 2002 technical amendments.

*Grant Blackwell joined the meeting at 12.06pm.
Lara Wood, Charlotte Delahunty and Anne Jonathan left the meeting at 12.10pm.
The meeting adjourned from 12.10pm until 12.31pm.
Astrid Nunns and Stuart Dymond joined the meeting at 12.31pm.*

Agenda item 6: Update from Risk Audit Safety and Health Committee meeting

- 6.1 The acting Risk Audit Safety and Health (RASH) Committee Chair provided an update on the 21 November RASH Committee meeting.
- 6.2 The acting RASH Committee Chair noted that the recommendation regarding RASH Committee membership had been addressed in Board only time.
- 6.3 The acting RASH Committee Chair provided an update on the RASH Committee discussion regarding the Draft Audit Findings Report 2023/24 and confirmed that the report had been referred to the Board by the RASH Committee.
- 6.4 The Board noted the Draft Audit Findings Report 2023/24, noted that it will be amended following the RASH Committee discussion and noted that a finalised report would be tabled with the Board in December 2024.

Anne Jonathan and Chris Yang joined the meeting at 12.37pm.

- 6.5 Commission staff and the acting RASH Committee Chair updated the Board on the RASH Committee discussion regarding the FY 24/25 Financial Forecast (as at end of Q1) and confirmed that the forecast had been referred to the Board by the RASH Committee.

- 6.6 The Board noted the Q1 forecast, including the change in year-end position against the Statement of Performance Expectations (SPE) budget.
- 6.7 The Board noted the forecasted deficits in the out-years and the decisions ahead to reduce cost to meet the Minister's expectation that the Commission operate within its annual appropriation.
- 6.8 The Board noted the forecast and variation against the SPE budget will be included in the Q1 Quarterly Report to the Ministry for the Environment as the Commission's monitoring agency.
- 6.9 The Board approved the Chief Executive to spend in accordance with the updated forecast for the fiscal year 24/25.
- 6.10 The acting RASH Committee Chair and Commission staff updated the Board on the RASH Committee discussion regarding the updated Procedure for Financial and People Delegations and confirmed that the procedure had been referred to the Board by the RASH Committee for approval.
- 6.11 The Board provided additional feedback on the updated Procedure for Financial and People Delegations.
- 6.12 The Board approved the updated Procedure for Financial and People Delegations subject to the discussed amendment.
- 6.13 The Board noted that there was an area for additional investigation that had been identified by the Committee and that future amendments would be brought to the Board for approval.

Barry Anderson, and Stuart Dymond left the meeting at 12.56pm.

Sophie Carroll, Fran Lovell, Emily Button and Ellen Winter joined the meeting at 12.56pm.

Agenda Item 7: Review Quarterly Performance Report for Q1 2024/25

- 7.1 Commission staff introduced the Quarterly Performance Report for Q1 2024/25.
- 7.2 The Board reviewed and provided feedback on the Quarterly Performance Report for Q1 2024/25.
- 7.3 The Board approved the Quarterly Performance Report for Q1 2024/25.
- 7.4 The Board noted that within the financial statements there is a new forecast report, which aligns with the Board-endorsed Crown Entity Monitoring Framework requirements.
- 7.5 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 21 November 2024 meeting.
- 7.6 The Board delegated authority to the Chief Executive to approve and sign out any amendment post-Board meeting, inclusive of the amendments discussed.
- 7.7 The Board noted that the final version of the Quarterly Performance Report for Q1 2024/25 would be tabled for noting at a subsequent Board meeting.
- 7.8 The Board agreed to send the Quarterly Performance Report for Q1 2024/25, subject to incorporation of any Board amendments, to the Commission's monitoring agency.

Sophie Carroll, Fran Lovell, Emily Button and Ellen Winter left the meeting at 1.13pm.

Lara Wood joined the meeting at 1.15pm.

Agenda Item 8: Project Costing Model

- 8.1 Commission staff introduced the update on the Project Costing Model.
- 8.2 The Board noted and discussed the Project Costing Model.
- 8.3 The Board noted that the costing model has been updated for previous deliverables in line with audited financial statements.
- 8.4 The Board noted the work underway to cost the forward projects for FY24/25 and outyears.
- 8.5 The Board noted that in February 2025 the RASH Committee will be provided with a forward focused model.
- 8.6 The Board noted the move to project accounting to be able to record and report on actual project costs.

Chris Yang left the meeting at 1.23pm.

Sophie Carroll, Fran Lovell and Katherine Farmer joined the meeting at 1.24pm.

Agenda Item 9: Policy and Procedures Review

- 9.1 Commission staff introduced the policies provided for the Board's review and confirmed that the feedback from the 21 November 2024 RASH Committee meeting had been incorporated for the Board's review and approval.
- 9.2 The Board approved the updated Privacy policy.
- 9.3 The Board discussed the Information Management policy.
- 9.4 The Board approved the Information Management policy subject to the amendments discussed.
- 9.5 The Board noted that there will be future work regarding Māori data sovereignty in relation to the Information Management policy.
- 9.6 The Board requested that an update on this future work be brought back to the RASH Committee in February 2025.

Katherine Farmer left the meeting at 1.44pm

- 9.7 The Board approved the Official Information Act policy, the Diversity, Equity and Inclusion policy and the Leave policy.

Agenda Item 10: General Business

- 10.1 No matters of general business were raised.

Tanira Kingi, Lisa Tumahai, Astrid Nunns, Sophie Carroll, Lara Wood and Fran Lovell left the meeting at 1.49pm.

The meeting adjourned from 1.49pm until 2.00pm.

Barry Anderson, Janet Humphris, Eva Murray, Sally Garden, Naomi O'Connor, Matthew Smith, Vanessa Chalk, Rachael Young and Izabella Milovanovich joined the meeting at 2.00pm.

Agenda item 11: 2025 New Zealand Emissions Trading Scheme advice: verbal update

- 11.1 The Board noted that Lisa Tumahai and Tanira Kingi had been excused from this item.
- 11.2 Commission staff updated the Board on the change to the expected timelines for the 2025 New Zealand Emissions Trading Scheme advice and the impact of this on the previously

approved scope for this work, further to the letter received from the Minister of Climate Change tabled with the Board in this meeting.

- 11.3 Commission staff confirmed that a response to this letter was being drafted, and the response would be tabled with the Board once it had been sent.
- 11.4 The Board noted that a revised scope for the 2025 New Zealand Emissions Trading Scheme advice was being prepared and would be provided to the Board for approval via unanimous written resolution.

Janet Humphris, Eva Murray, Sally Garden, Naomi O'Connor, Matthew Smith, Vanessa Chalk, Rachael Young, and Izabella Milovanovich left the meeting at 2.31pm.


Lisa Tumahai joined the meeting at 2.31pm.

The departing Board Chair thanked Commissioners and Commission staff for their work to establish the Commission, and for their ongoing efforts in the Commission's work.

Catherine Leining closed the meeting with a karakia.

The meeting finished at 2.39pm.

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

Signed: 
Acting Board Chair

Date: 17/12/2024