

**He Pou a Rangi Climate Change Commission Board meeting minutes (meeting 63)
Tuesday 17 December 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, 17 December 2024 at 9.02am and concluded at 2.27pm.

Climate Change Commission attendees:

Lisa Tumahai – acting Board Chair
Dr Judy Lawrence – acting Deputy Chair
Dr Andy Reisinger
Dr Tanira Kingi
Distinguished Professor Steven Ratuva
Felicity Underhill
Devon McLean

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
Bevan Hunter – Principal Advisor, Māori Engagement and Capability
Celia Karl – Principal Adviser, Māori Economy
Charlotte Delahunty – Programme Manager
Ellen Winter – Principal Advisor, Planning and Performance Reporting
Gillian Thornton – Manager, Analytics and Economics
Grant Blackwell – Chief Science Advisor
Hikurangi Mills – Principal Advisor, Māori
James Muwunganirwa – Manager, Primary Industries and Environment
Janet Humphris – Manager, Built Environment and Energy Transition
Julia Fink – Chief Financial Officer and Manager, Finance and People
Karen Lavin – Project Director, Reports – Deliver
Kathy Stirrat – Chief Advisor, Operational Delivery
Lara Wood – Manager, Business Services
Marcus Stickley – Manager, Impact
Martin Dutton – Manager, Reports – Deliver
Naomi O'Connor – Senior Technical Writer, Impact
Robert Carr – Project Director, Reports – Deliver

Robin Campbell – General Manager, Delivery
Sophie Carroll - Manager, Government Services and Performance Reporting
Tammy Thompson – Principal Advisor, Governance

The meeting started at 9.02am on Tuesday, 17 December 2024

Lisa Tumahai, Judy Lawrence, Tanira Kingi, Andy Reisinger, Steven Ratuva, Felicity Underhill, Devon McLean, Jo Hendy, Barry Anderson, Grant Blackwell, Astrid Nunns, Robin Campbell, Tammy Thompson, Bevan Hunter, Anne Jonathan and Gemma Lawson joined the meeting at 8.59am.

Agenda item 1: Mihi whakatau

- 1.1 The Board and Commission staff welcomed Felicity Underhill and Devon McLean to He Pou a Rangi Climate Change Commission Board with a mihi whakatau, opened with a karakia from the Principal Advisor, Māori Engagement and Capability.

*Jo Hendy, Barry Anderson, Grant Blackwell, Astrid Nunns, Robin Campbell, Tammy Thompson, Bevan Hunter, Anne Jonathan and Gemma Lawson left the meeting at 9.26am.
The meeting adjourned from 9.26am – 9.42am*

Agenda item 2: Board only time

- 2.1 The Board discussed the items on the agenda for the Board meeting.

Jo Hendy, Tammy Thompson, Gemma Lawson and Anne Jonathan joined the meeting at 10.07am.

- 2.2 The Board continued to discuss the items on the agenda for the Board meeting with the Chief Executive.

Robin Campbell, Barry Anderson, Grant Blackwell, Astrid Nunns, James Muwunganirwa, Sophie Carroll, Karen Lavin, Julia Fink and Robert Carr joined the meeting at 10.22am.

Agenda item 3: Welcome and introductions

3.1 Apologies

- 3.1.1 The Board noted that no apologies were received for the meeting.

3.2 Call for additional items

- 3.2.1 No additional items were raised.

3.3 Review of interests

- 3.3.1 The Board noted receipt of the *Memo on Commissioner Interests* dated 9 December 2024.
3.3.2 The Board noted that the new Commissioners were in the process of having their interests assessed and that no interests relevant to the meeting agenda had been identified in the interests or appointments process to date.

- 3.3.3 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.
- 3.3.4 The Board noted that the papers for *Agenda item 5: 2025 New Zealand Emissions Trading Scheme advice - matters for noting* had not been provided to Lisa Tumahai and Tanira Kingi, but that the item itself would be sufficiently high level that they were not required to be excused.
- 3.3.5 The Board noted no amendments to interests had been raised
- 3.3.6 The Board noted no other conflicts of interest on the meeting agenda.

3.4 Any other governance matters

- 3.4.1 The Board noted the attendance register.
- 3.4.2 The Board requested that the attendance information for He Pou Herenga, an advisory body which includes Commissioners, be included in the attendance register (refer to action item 488/2024).
- 3.4.3 The Board requested that the timing of the 2025 Board meeting dates be reconfirmed with Commissioners once the new Chair was available (refer to action item 489/2024).

3.5 Approve draft Board meeting minutes

- 3.5.1 The Board reviewed the draft meeting minutes from the 26 November 2024 Board meeting.
- 3.5.2 The Board confirmed the minutes from 26 November 2024 as a true and accurate record of the meeting.

3.6 Note approved Risk Audit Safety and Health Committee meeting minutes

- 3.6.1 The Board noted the approved 21 November 2024 Risk Audit Safety and Health Committee meeting minutes, which had been approved by unanimous written resolution.

3.7 Letters for noting

- 3.7.1 The Board noted the letter from the Chair to Hon Simon Watts (Minister of Climate Change), regarding the Climate Change Response Act Technical Amendments, dated 28 November 2024.
- 3.7.2 The Board noted the letter from the Chair to Hon Scott Simpson (Chairperson of the Environment Committee), regarding Industrial Allocation, dated 2 December 2024.
- 3.7.3 The Board noted the letter from the Chief Executive to the Chairperson of the Climate Change Chief Executives Board, regarding Independent Executive Board Data Request, dated 4 December 2024.

3.8 Amended papers for noting

- 3.8.1 The Board noted and discussed the final version of the Information Management policy as approved in the Policy and Procedures Review item in the November 2024 Board meeting.

3.9 Other matters for noting

- 3.9.1 The Board noted the finalised Audit Completion Report, as updated following feedback in the November 2024 Board meeting.
- 3.9.2 The Board noted the final quarterly performance report for Q1 2024/25.
- 3.9.3 The Board noted the external evaluation report on the Board.
- 3.9.4 The Board requested that the findings of the external evaluation report on the Board be revisited by the Board in early 2025 (refer to action item 490/2024).

3.10 Actions Register

- 3.10.1 The Board noted and discussed the actions proposed for closure.
- 3.10.2 The Board noted the ongoing actions.
- 3.10.3 The Board agreed to the proposed closure of actions 466/2023, 475/2024, and 487/2024.

Lara Wood and Gillian Thornton joined the meeting at 10.35am

3.11 Board Meeting Agenda Horizon Report

- 3.11.1 The Board noted and discussed the *Board Meeting Agenda Horizon Report* and the engagements calendar.
- 3.11.2 The Board noted that the *Board Meeting Agenda Horizon Report* will continue to be updated as the Commission transitions to the new ways of working.

Kathy Stirrat and Ellen Winter joined the meeting at 10.43am

Agenda item 4: Chief Executive Report

- 4.1 The Chief Executive's Report: 1 – 30 November 2024 was taken as read.
- 4.2 The Chief Executive provided the Board with an overview of the Commission's performance during November 2024, including updates on recent engagements, and advised the Board of the resignation of the General Manger, Evidence and Advice.

Janet Humphris joined the meeting at 10.54am

Devon McLean left the meeting at 10.55am

- 4.3 The Board acknowledged the contributions of the General Manger, Evidence and Advice, and thanked him for his work.
- 4.4 The Board discussed the Chief Executive's report and the wider context of the Commission's work.
- 4.5 The Board noted the Chief Executive's report.
- 4.6 The Board noted that the format of the Chief Executive's report will be refreshed to better align with the new structure of the Commission.

Marcus Stickley joined the meeting at 11.11am

Robert Carr left the meeting at 11.27am

Astrid Nunns, James Muwunganirwa, Sophie Carroll, Karen Lavin, Julia Fink, Marcus Stickley, Gillian Thornton, Ellen Winter, Kathy Stirrat and Janet Humphris left the meeting at 11.38am

The meeting adjourned from 11.38am until 11.46am

Devon McLean, Martin Dutton and Naomi O'Connor joined the meeting at 11.46am

Agenda item 5: 2025 New Zealand Emissions Trading Scheme advice - matters for noting

- 5.1 The Board reconfirmed that no Commissioners were required to be excused for this item.
- 5.2 The Board noted the letter from the Chair to Hon Simon Watts (Minister of Climate Change), regarding the second Emission Reduction Plan and the Commission's upcoming New Zealand Emissions Trading Scheme advice, dated 4 December 2024
- 5.3 The Board noted the *Amendment to scope for the 2025 NZ ETS unit limits and price control settings advice (2026-2030)*, as approved out of cycle by unanimous written resolution on 4 December.

Karen Lavin, Robert Carr and Charlotte Delahunty joined the meeting at 11.50am

Agenda item 6: Statutory deliverables: update

- 6.1 Commission staff introduced the update on the statutory deliverables.
- 6.2 The Board noted and discussed the November Programme Dashboard reports and the Programme on a Page for the Statutory Deliverables Programme.
- 6.3 The Board discussed the additional update on the National Climate Change Risk Assessment project.

Martin Dutton, Karen Lavin, Robert Carr, Charlotte Delahunty and Naomi O'Connor left the meeting at 12.01pm

Agenda item 7: Update from He Pou Herenga hui

- 7.1 The Chair of He Pou Herenga provided an update on the 27 November 2024 He Pou Herenga hui, and on future work for He Pou Herenga.
- 7.2 The Board noted the draft minutes from 27 November 2024 He Pou Herenga hui.
- 7.3 The Board noted the approved minutes from 3 October 2024 He Pou Herenga hui.

The meeting adjourned from 12.10pm until 1.02pm

Astrid Nunns, Celia Karl and Hikurangi Mills joined the meeting at 1.02pm

Agenda Item 8: Update on work to embed ao Māori Capability

- 8.1 The Chief Executive and Commission staff introduced the context of the paper and updated the Board on the ongoing work to embed ao Māori capability at the Commission.
- 8.2 The Board discussed and provided feedback and reflections on the report recommendations and the corresponding management response.
- 8.3 The Board requested time with the Chief Executive later in the meeting to discuss this further.
- 8.4 The Board noted the recommendations provided to the Chief Executive in the report by Te Amokura.
- 8.5 The Board noted that the Commission has a structured approach to embedding ao Māori capability across the office under the Transition24 Project, informed by the findings in the

Report by Te Amokura.

- 8.6 The Board noted the management response commissioned by the Chief Executive.

Barry Anderson, Celia Karl and Hikurangi Mills left the meeting at 1.45pm

Agenda Item 9: Policy and Procedures Review

- 9.1 Commission staff introduced the policy provided for the Board's review and the policy provided for the Board to note.
- 9.2 The Board discussed and provided feedback on the two policies.
- 9.3 The Board approved the Endorsements and Involvement in External Projects policy, subject to the feedback given.
- 9.4 The Board noted the updated Media and Social Media policy, as provided and as approved by the Chief Executive.
- 9.5 The Board requested that a minor amendment be made to the updated Media and Social Media policy for clarity.

Agenda Item 10: General Business

- 10.1 No matters of general business were raised.

Grant Blackwell, Astrid Nunns, Robin Campbell, Tammy Thompson, Lara Wood, Anne Jonathan, and Gemma Lawson left the meeting at 2.05pm

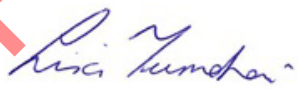
Agenda Item 8: Update on work to embed a Māori Capability (continued)

- 8.7 The Board and the Chief Executive continued to discuss the ongoing work to embed a Māori capability at the Commission.

Steven Ratuva closed the meeting with a karakia.

The meeting finished at 2.27pm.

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

Signed: 
Deputy Chair

Date: 26/02/2025