

**Climate Change Commission Governance Board Meeting (Meeting 15)**  
**Tuesday, 19 January 2021**

A meeting of the Climate Change Commission Board Members was held via Zoom Teleconference Facility. The meeting started at 10.30am and concluded at 4.16pm.

**Climate Change Commission Attendees:**

Dr Rod Carr – Chairperson  
Lisa Tumahai – Deputy Chair  
Dr Harry Clark  
Dr Judy Lawrence  
Catherine Leining  
Professor James Renwick  
Professor Nicola Shadbolt

**Invited Attendees:**

Jo Hendy – Chief Executive

Not released to protect the privacy of an individual – Executive Assistant and Minute Taker  
– Board Coordinator and Minute Taker

**Guests:**

privacy – Principal Analyst  
privacy – General Manager - Strategy, Planning and Engagement  
privacy – Principal Analyst  
privacy – Martin Jenkins  
privacy – Senior Financial and Corporate Advisor  
Principal Analyst  
privacy – Chief Scientist  
privacy – Principal Advisor  
privacy – Principal Analyst  
privacy – Programme Manager  
privacy – General Manager, Governance and Corporate Services  
privacy – Executive Assistant

*The meeting started at 10.30am.*

---

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

*Rod Carr, Lisa Tumahai, James Renwick, Judy Lawrence, Nicola Shadbolt, Harry Clark and Catherine Leining joined the meeting at 10.30am*

- 1.1 The Board noted the lateness of papers for this month's Board meeting.
- 1.2 James Renwick informed the Board of the book he is writing for the general public on the science, the impacts and the solutions around climate change.
- 1.3 The Board discussed post-Covid remuneration rates for the Board. The Board noted that the pre-Covid rates will resume from 7 January 2021 and will notify the Senior Leadership team.
- 1.4 The Board discussed the letter dated 23 December 2020 to Minister Shaw regarding the Commissioners' Declaration of Interests.
- 1.5 The Board discussed the monitoring of adaptation and will discuss further with Commission staff.
- 1.6 The Board discussed the process for the Advice release time on 31 January 2021 at 2pm.

*Jo Hendy, [privacy] joined the meeting at 10.48am*

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

*The meeting opened with a karakia lead by [privacy]*

- 2.1 The Chair welcomed the Commissioners and Commission staff to the Climate Change Commission Board meeting. Apologies were received from Lisa Tumahai that she would need to leave the meeting at 2pm.

*[privacy] left the meeting at 10.51am*

- 2.2 The Board discussed with Commission staff the National Risk Assessment and declarations in the Minister's letter dated 23 December 2020.
- 2.3 The Chair informed the Commission staff that there has been no further correspondence received from the Public Service Commission regarding the post-Covid remuneration rates for the Board. It was noted that the pre-Covid rates will resume from the 7th January 2021.

### **Additional Items**

- 2.4 The Board noted that there were no additional agenda items.

## Review Interest Register

- 2.5 The Board discussed the letter sent to Minister James Shaw on 23 December 2020, which advised of various breaches of the Crown Entities Act in respect of permissions to act when Commissioners are interested and sought the Minister's approval for those that were unable to be approved by the Chair or Deputy Chair.
- 2.6 The Board reviewed and discussed the updates for the Interests Register.

## Agreed

- 2.7 The Board agreed to review the process around the Interest Register. *(Refer to Action number 317/2021)*

## Conflicts of Interest

- 2.8 The Board reviewed, discussed and noted the Board's disclosures sent to Minister Shaw on 23 December 2020. The disclosures are to be incorporated into the master copy of the Interests Register.

## Agreed

- 2.9 The Board agreed that Commission staff are to update the master copy of the Interests Register. *(Refer to Action number 318/2021)*
- 2.10 The Board agreed that Commission staff will take the actions from the letter from Minister Shaw and will update into the Commission's Action Register. *(Refer to Action number 319/2021)*
- 2.11 The Board agreed to ensure a process is in place for Commissioners to seek written permission to act from the Chair and Deputy Chair regarding any Declarations of Interest. *(Refer to Action number 320/2021)*
- 2.12 All Commissioners were asked to provide an update of their interests so any further instances of non-compliance with the Crown Entities Act could be determined and appropriate action taken. Commissioners were asked to provide as much detail as they could to enable these to be assessed. *(Refer to Action number 321/2021)*
- 2.13 The Board requested that a revised Interests Policy be drafted to give clearer guidance about what should be disclosed. *(Refer to Action number 322/2021)*

privacy [REDACTED] joined the meeting at 11.05am.

## Approval of Minutes from 15 – 16 December 2020 Board Meeting

- 2.14 The Minutes from 15 – 16 December 2020 Board meeting were reviewed.
- 2.15 Paragraph 12.3 Adoption of te reo Māori version of Climate Change Commission's Mission Statement – the text was agreed upon by the Board and updated with the following:
- The Board resolved to formally adopt the te reo Māori version of the Climate Change Commission's mission statement. The Chair advised that it can be included in our worked up versions of our advice.

## Agreed

- 2.16 The Board agreed that the minutes from the 15 – 16 December 2020 Climate Change Commission Board meeting would be confirmed as a true and accurate record of the meeting once the amendment to paragraph 12.3 has been made. *(Refer to Action number 323/2021)*

## Actions Register

- 2.17 The Actions Register was taken as read.
- 2.18 **privacy** updated the Board on actions that were in progress and/ or completed.
- 2.19 The Board noted the completed actions and thanked the Commission staff for managing the Actions Register.

## Board Horizon

- 2.20 The Board Horizon document was taken as read.
- 2.21 **privacy** provided an update to the Board on the paper.
- 2.22 The Board noted that the February and March Board meeting dates are to be updated.
- 2.23 The Board noted and discussed the Board Horizon document.

## Agenda Item 3: 5K NDC Recommendations

- 3.1 The 5K NDC Recommendations was taken as read.
- 3.2 The Board noted and discussed the 5K NDC Recommendations.

*The meeting adjourned at 12.28pm*

**privacy** left the meeting at 12.28pm

The meeting reconvened at 12.59pm

Rod Carr, Nicola Shadbolt, Harry Clark, Lisa Tumahai, James Renwick, Judy Lawrence, Catherine Leining, Jo Hendy, **privacy** rejoined the meeting at 12.59pm

### Agenda Item 3: 5K NDC Recommendations (continued)

- 3.3 The Board approved the 5K NDC Recommendations subject to the agreed amendments being made.
- 3.4 Lisa Tumahai thanked the Commission staff for their work.

**privacy** rejoined the meeting at 1.23pm

**privacy** left the meeting at 1.45pm

### Agenda Item 4: Budget 21 – Martin Jenkins report and bid submission (formerly Agenda Item 6)

4.1 **privacy** provided an update to the Board on the bid submission.

**privacy** joined the meeting at 1.48pm.

4.2 **privacy** introduced **privacy** from Martin Jenkins to the Board.

4.3 **privacy** provided an update to the Board on the report from Martin Jenkins.

4.4 The Board noted receipt of the Martin Jenkins report.

4.5 The Board noted that the Treasury template has been completed and submitted to the Ministry for the Environment.

4.6 **Maintain constitutional conventions and the effective conduct of public affairs**

Lisa Tumahai left the meeting at 2.00pm

4.7 **privacy** thanked the Commissioners and Commission staff.

4.8 The Chair thanked **privacy** for his work under a tight deadline.

privacy ██████████ left the meeting at 2.43pm

#### **Agenda Item 5: Financial update to December 2020 and audit ratings (formerly Agenda Item 7)**

- 5.1 privacy ██████████ provided an update to the Board on the Financial update to December 2020 and audit ratings.
- 5.2 The Board noted the Finance Report.
- 5.3 The Board noted the audit findings and ratings.
- 5.4 The Chair thanked Commission staff for their work.

#### **Agreed**

- 5.5 The Chair requested that an additional column for the forecast for the full year be added into the Finance report. (*Refer to Action number 324/2021*)

privacy ██████████ joined the meeting at 2.44pm

#### **Agenda Item 6: Recommendations 1, 2 & 3 for Emissions Budgets – revised format (formerly Agenda Item 4)**

- 6.1 privacy ██████████ provided an update to the Board on the updated Recommendations for Emissions Budgets.
- 6.2 The Board noted and approved the revised format of Recommendations 2 and 3 for Emissions Budgets.

privacy ██████████ left the meeting at 3.06pm

*The meeting adjourned at 3.06pm*

privacy ██████████ joined the meeting at 3.13pm

*The meeting reconvened at 3.14pm*

#### **Agenda Item 7: CE Report (formerly Agenda Item 5)**

- 7.1 The Chief Executive report was taken as read.
- 7.2 The Board noted and discussed the Chief Executive's Report.
- 7.3 The Chair acknowledged the efforts of Commission staff on behalf of the Board.

*Harry Clark left the meeting at 3.44pm*

**Agenda Item 8: Programme status report**

- 8.1 **privacy** presented to the Board the Programme status report.
- 8.2 The Programme status report was taken as read.
- 8.3 The Board noted and discussed the Programme status report.

**privacy** left the meeting at 4.09pm

**privacy** joined the meeting at 4.12pm

*The meeting closed with a karakia lead by **privacy***

*The meeting concluded at 4.16pm*

**Climate Change Commission Governance Board Meeting (Meeting 15)  
Wednesday, 20 January 2021**

A meeting of the Climate Change Commission Board Members was held via Zoom Teleconference Facility. The meeting started at 9.30am and concluded at 4.49pm.

**Climate Change Commission Attendees:**

Dr Rod Carr - Chairperson  
Lisa Tumahai - Deputy Chair  
Dr Harry Clark  
Dr Judy Lawrence  
Catherine Leining  
Professor James Renwick  
Professor Nicola Shadbolt

**Invited Attendees:**

Jo Hendy – Chief Executive  
privacy [redacted] - Executive Assistant and Minute Taker  
[redacted] - Board Coordinator and Minute Taker

**Guests:**

privacy [redacted] – Senior Communications and Engagement Manager  
privacy [redacted] – Principal Analyst  
privacy [redacted] – General Manager - Strategy, Planning and Engagement  
privacy [redacted] – Principal Analyst  
privacy [redacted] – Senior Analyst  
privacy [redacted] – Engagement and Events Coordinator  
privacy [redacted] – Senior Advisor, Communications and Engagement  
privacy [redacted] – Principal Analyst  
privacy [redacted] – Manager, Communications and Engagement  
privacy [redacted] – Chief Scientist  
privacy [redacted] – Principal Advisor, Engagement and Communications  
[redacted] – Engagement and Project Coordinator  
[redacted] – Programme Manager  
privacy [redacted] – General Manager, Governance and Corporate Services  
privacy [redacted] – Executive Assistant



The meeting started at 9.30am.

---

privacy Jo Hendy, privacy  
privacy joined the meeting at 9.30am

The meeting began with a karakia lead by privacy

Apologies were received from Lisa Tumahai that she would join the meeting at 12:30pm.

privacy joined the meeting at 9.32am

The Board acknowledged Commission staff new starters privacy

privacy left at 9.38am

privacy left the meeting at 9.47am

privacy left the meeting at 9.55am

### Agenda Item 9: Consultation – Calendar of events and release plan (formerly Agenda Item 11)

9.1 privacy provided an update to the Board on the release plan.

9.2 The Board discussed the release plan for the Commission's draft advice report for consultation. The Board noted the journalists approved by the Chair to receive an advance copy under embargo. The Board delegated authority to the Chair to sign off on the redactions necessary to protect market sensitive information in the report.

privacy rejoined the meeting at 10.45am

9.3 privacy provided an update to the Board on the Calendar of events for consultation.

9.4 The Board noted and discussed the Calendar of events.

9.5 privacy provided an update to the Board on iwi/Māori consultation.

#### Agreed

9.6 The Commission staff agreed to provide an updated version of the calendar to the Board.  
(Refer to Action Item 325/2021)

The meeting adjourned at 11:20am

privacy joined the meeting at 11.35am

The meeting reconvened at 11.36am

## Agenda Item 10: Consultation questions (formerly Agenda Item 12)

- 10.1 **privacy** provided an overview to the Board of the Consultation questions and the process.
- 10.2 The Board noted and discussed the Consultation questions.

*Lisa Tumahai joined the meeting at 12.16pm*

*The meeting adjourned at 12:48pm. The meeting reconvened at 1.28pm*

## Agenda Item 11: Consultation workshop – making the key messages your own (formerly Agenda Item 13)

*Rod Carr, Harry Clark, Nicola Shadbolt, Lisa Tumahai, Judy Lawrence, Catherine Leining, James Renwick, Jo Hendy, **privacy***

**privacy** rejoined the meeting at 1.28pm

- 11.1 The Board and Commission staff discussed key messaging for the upcoming consultation starting on 1 February 2021.

**privacy** rejoined the meeting at 1.33pm

**privacy** left the meeting at 2.08pm

### Agreed

- 11.2 The Board agreed that the Briefing for Māori MPs document would be shared with Commissioners. (Refer to Action number 326/2021)

*The meeting adjourned at 3.32pm. The meeting reconvened at 3.45pm.*

**privacy** rejoined the meeting at 3.45pm

## Agenda Item 12: Consultation workshop – Answering the tough questions (formerly Agenda Item 14)

- 12.1 **privacy** provided the Board with an outline of the Consultation workshop – Answering the tough questions.
- 12.2 The Board and Commission staff discussed answering the tough questions in preparation for our consultation.

**privacy** joined the meeting at 4.13pm

privacy [redacted] rejoined the meeting at 4.25pm

privacy [redacted] joined the meeting at 4.43pm

### Agenda Item 13: General Business

- 13.1 The Chair thanked the Commission Staff for all the work that has been put in over the last year for their level of commitment.
- 13.2 The Chair thanked the Board for their goodwill and professional attitude they have brought over the last year.


#### Agreed

- 13.3 privacy [redacted] provided an update to the Board on the Interests Register and requested that the Commissioners update the Interests register as needed by the end of Thursday 21 January 2021. (Refer to Action number 327/2021)

The meeting closed with a karakia lead by privacy [redacted]

The meeting adjourned at 4.49pm

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

Signed:  \_\_\_\_\_ Dated: 9/2/21.