

Climate Change Commission Board Meeting Minutes (Meeting 44)
Wednesday, 19 April 2023

A meeting of the Climate Change Commission Board Members was held via Teleconference Facility. The meeting started on Wednesday, 19 April at 9.03am and concluded at 4.56pm.

Climate Change Commission Attendees:

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

Invited Attendees:

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

External Guests:

Dylan Shell – virtual Chief Financial Officer, KPMG
Hugo Vitalis – Deputy Commissioner, Public Service Commission
Kate Salmond – Chief Advisor, Public Service Commission
Rob Anderson – Director, Public Service Commission

Guests:

Alexandra Aimer-Seton – acting Manager, Buildings, Industry, Transport and Energy
Alison Cole – Kaiwhakahaere Matua Māori
Astrid Nunns – General Manager, Strategy Engagement and Corporate Services
Barry Anderson – General Manager, Sector Analysis
Corwin Wallens - Principal Analyst, Land, Agriculture and Waste
Damian Ryan – Manager, Strategy and Performance
Emily Button – Senior Advisor, Strategy and Performance
Fran Lovell – Manager, Communications and Engagement
Grant Blackwell – Chief Scientist
James Muwunganirwa - Principal Analyst, Land, Agriculture and Waste
Kate Williams – Executive Assistant, Corporate Services
Lara Wood – Manager, Corporate Services
Marcus Stickley – Principal Advisor, Communications and Engagement

Mel Rae – Manager, Emissions Budgets
Sam King – Manager, Land, Agriculture and Waste
Simon Neale – acting General Manager, Emissions Budgets, Adaptation, and Markets
Sophie Carroll – Manager, Government Services
Stuart Dymond – Chief Advisor, Governance and Executive Support
Tia Greenaway – Manager, Rautaki Māori

The meeting started at 9.03am on Wednesday 19 April.

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

Agenda Item 1: Board only time

1.0 Board only items

- 1.1 The Board noted correspondence from the Public Service Commission received by individual Commissioners, regarding remuneration.

Tanira Kingi joined the meeting at 9.19am

- 1.2 The Board noted that additional time for the Board's final review of statutory deliverable content would be appreciated in the future.
- 1.3 The Board Chair noted his apologies for the May Risk Audit Safety and Health Committee meeting and for in person attendance at the May Board meeting.
- 1.4 Steven Ratuva noted his apologies for in person attendance at the May Board meeting.

Jo Hendy joined the meeting at 9.32am.

- 1.5 The Board noted items raised in the Board Only discussion with the Chief Executive.

Barry Anderson, Stuart Dymond, Alison Cole, Lara Wood, Sophie Carroll, and Mel Rae joined the meeting at 9.34am

The meeting opened with a karakia by Rod Carr.

Agenda Item 2: Welcome and Introductions

2.1 Apologies

- 2.1.1 The Board noted that an apology was received from Tanira Kingi, as he will be primarily observing the Board meeting due to illness.
- 2.1.2 No other apologies were received for the meeting.

Fran Lovell, Sam King, Kate Williams, James Muwunganirwa and Corwin Wallens joined the meeting at 9.41am

2.2 New Staff Introductions

- 2.2.1 The Manager, Corporate Services, introduced Kate Williams, Executive Assistant, to the Board.
- 2.2.2 The Manager, Land, Agriculture and Waste, introduced the following new staff to the Board:
- James Muwunganirwa, Principal Analyst, and
 - Corwin Wallens, Principal Analyst.
- 2.2.3 The Board welcomed new staff to the Commission.

*Sam King, Kate Williams, James Muwunganirwa and Corwin Wallens left the meeting at 9.49am
Damian Ryan joined the meeting at 9.51am*

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 *Interests Agenda Memo* dated 4 April 2023.
- 2.4.2 The Board noted that an interest amended by Catherine Leining had not been captured in the Interests Agenda Memo.
- 2.4.3 Andy Reisinger and Lisa Tumahai noted new interests to be declared.
- 2.4.4 The Board noted no conflicts of interest on the meeting agenda.

2.5 Any other governance matters

- 2.5.1 The Board noted and discussed guidance for invitations to speak at events, outside of their capacity as Commissioners.

Lara Wood and Mel Rae left the meeting at 9.56am

The Board Chair and Chief Executive noted that Agenda Item 2 would be continued following Agenda Item 3

Rob Anderson, Hugo Vitalis and Kate Salmond joined the meeting at 10.03am

Agenda Item 3: Public Service Commission Visit

- 3.1 The Board were introduced to Hugo Vitalis, Rob Anderson, and Kate Salmond from the Public Service Commission.
- 3.2 The Board noted the statutory obligation for the Commission to consult on the Commission's advice on the Second Emissions Reduction Plan, and that some aspects of this would occur in the lead up to the general election.
- 3.3 The Board noted the variety of other roles held by Commissioners and that, as expected, their established areas of expertise and public engagement at times overlap with the work of the Climate Change Commission.

- 3.4 The Board also noted that Commissioners used their judgment on a case-by-case basis as to when guidance was sought from the Board Chair for such activity.
- 3.5 The Board and the visitors from the Public Service Commission discussed the importance of political neutrality.
- 3.6 The Board thanked Hugo Vitalis, Rob Anderson, and Kate Salmond for attending the meeting.

*Rob Anderson, Hugo Vitalis, Kate Salmond, Sophie Carroll and Fran Lovell left the meeting at 10.59am
The meeting adjourned from 10.59am to 11.15am*

Agenda Item 2: Welcome and Introductions (continued)

2.6 Approve Draft Board Meeting Minutes

- 2.6.1 The Board reviewed the draft Board meeting minutes from 22 March 2023.
- 2.6.2 The Board agreed that the minutes from 22 March 2023 are confirmed as a true and accurate record of the meeting.

2.7 Letters for noting

- 2.7.1 The Board noted the letter from the Minister of Climate Change to the Chairperson re: 2023/24 Letter of Expectations for the Climate Change Commission, dated 27 March 2023.

2.8 Other Items - for noting

- 2.8.1 The Board noted the Joint Memorandum of Counsel re: Allocation of Hearing Date provided.
- 2.8.2 The Board noted the submission on Climate Change Response (Late Payment Penalties and Industrial Allocation) Amendment Bill.

2.9 Actions Register

- 2.9.1 The Chief Executive updated the Board on the actions that were in progress and/or completed.
- 2.9.2 The Board noted the completed actions and thanked Commission staff for managing the Actions Register.

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*.
- 2.10.3 The Board noted the dates for Maui.Tech should be added to the *Board Meeting Agenda Horizon report (refer to action item 446/2023)*.
- 2.10.4 The Board noted the engagements calendar.

Alexandra Aimer-Seton, Fran Lovell, Lara Wood, Sam King, Simon Neale, Sophie Carroll, Tia Greenaway and Dylan Shell joined the meeting at 11.23am

Agenda Item 4: Chief Executive Report

- 4.1 The *Chief Executive Report: 1 March to 31 March 2023* was taken as read.
- 4.2 The Chief Executive provided the Board with an overview of the Commission's performance during March 2023.

Dylan Shell, and Tia Greenaway left the meeting at 11.51pm

- 4.3 The Manager, Communications and Engagement, provided an update to the Board on the release of the ETS advice.
- 4.4 The Chief Advisor, Governance and Executive Support, provided an update on the International Climate Councils Network for which the Commission served on the Steering Committee for 2023.
- 4.5 The Board discussed the Chief Executive's Report.
- 4.6 The Board discussed the Commission's ongoing regional engagement, and the underlying principles that inform this work.

Sam King left the meeting at 12.18pm

- 4.7 The Board noted the Chief Executive's Report.

Alexandra Aimer-Seton, Barry Anderson, Simon Neale, Fran Lovell and Sophie Carroll left the meeting at 12.43pm

The meeting adjourned from 12.43pm to 1.09pm

Grant Blackwell, and Emily Button joined the meeting at 1.09pm

Agenda Item 5: New Statement of Intent (SOI) 23-27: Draft for Minister

- 5.1 The Chief Advisor, Governance and Executive Support, introduced the draft SOI to the Board.
- 5.2 The Board noted that Commission staff have prepared the draft SOI based on the provisional strategic framework and storyboard shared with Commissioners at a Board workshop, held on 3 February 2023.
- 5.3 The Board discussed and provided feedback on the content of the draft SOI.
- 5.4 The Board noted that the draft has been shared with the Ministry for the Environment (MfE) monitoring team.
- 5.5 The Board noted the timeline for delivery of the SOI, including the date of 1 May for the Commission to present a draft for the Minister to review.
- 5.6 The Board noted that this schedule provides for a second review and final approval of the SOI by the Board at the June Board meeting.
- 5.7 The Board noted that subsequent drafts of the SOI will go through a quality assurance process involving the MfE monitoring team, the auditors, and the legal team.

Jo Hendy left the meeting at 1.45pm

- 5.8 The Board delegated the approval of the draft SOI to the Chief Executive, consistent with the feedback provided by the Board, in order for a draft of the SOI to be presented to the Minister for review by 1 May.

Astrid Nunns and Dylan Shell joined the meeting at 2.02pm

Agenda Item 6: Statement of Performance Expectations (SPE) FY 23-24: Draft for Minister

- 6.1 The Manager, Strategy and Performance introduced the purpose of the paper to the Board.
- 6.2 The virtual Chief Financial Officer introduced the financial aspect of the SPE.
- 6.3 The General Manager, Strategy Engagement and Corporate Services, gave a verbal summary of the Commission's budget bids and how that relates to the financial reporting in the SPE.
- 6.4 The Board noted the timeline for delivery of the SPE 23/24, including that a final version of the SPE will come to the Board for approval in June.
- 6.5 The Board noted the new financial reporting standard (PBE FRS 48) requirements and their implications for the Commission.
- 6.6 The Board noted that the financial information for the draft SPE is subject to change, including due to Budget outcomes, and that a finalised forecast will be submitted for RASH approval in May 2023.
- 6.7 The Board discussed and provided feedback on the content and structure of the draft SPE 23/24.
- 6.8 The Board agreed to the Performance Measures, as amended based on the Board's feedback.
- 6.9 The Board provided feedback on the overall narrative of the SPE.
- 6.10 The Board noted that they are invited to provide any additional comments or feedback on the draft SPE to the team.
- 6.11 The Board agreed to send the draft SPE, as revised based on the feedback received, to the Minister of Climate Change for his comment; and authorised the Chief Executive to sign out the draft SPE to the Minister.

Dylan Shell, Astrid Nunns, Lara Wood, and Emily Button left the meeting at 2.41pm

The meeting adjourned from 2.41pm to 2.52pm

Jo Hendy, and Barry Anderson joined the meeting at 2.52pm

Damian Ryan, and Barry Anderson left the meeting at 3.04pm

Agenda Item 7: Pou Herenga: appointments process: update

- 7.1 Lisa Tumahai and Tanira Kingi introduced the seven Pou Herenga members nominated by the selection panel, and the suggested establishment of a Taiohi (Future Generations) representative on the Pou Herenga and a separate Pou Tikanga role. They also set out the details of the selection process.
- 7.2 The Board noted the process used in selecting the seven nominated Pou Herenga members including the Taiohi representative.
- 7.3 The Board agreed to expand the size of the Pou Herenga to allow up to nine members in total, including the appointment of a Taiohi representative.

- 7.4 The Board agreed with the selection panels' suggested appointments to the Pou Herenga and resolved that letters of offer should be provided to the seven nominated members.
- 7.5 The Board noted that in addition to the seven nominated members, two members of the Commission's Board would also be members of the Pou Herenga.
- 7.6 The Board agreed to appoint Tanira Kingi as the inaugural Chair of the Pou Herenga.
- 7.7 The Board noted that the Chair of the Commission's Board, or the delegate of the Commission's Board Chair, is to be appointed as the Deputy Chair of the Pou Herenga.
- 7.8 The Board agreed to appoint Lisa Tumahai as Deputy Chair of the Pou Herenga, as the delegate of the Board Chair.
- 7.9 The Board noted that the Terms of Reference (TOR) for the Pou Herenga will require amendment, noting the expanded number of members and the addition of the Taiohi representative.
- 7.10 The Board noted the term lengths set out under *Process of appointment* in the Pou Herenga TOR and delegated the decision on the term length to be offered to the Taiohi representative to Lisa Tumahai and Tanira Kingi.
- 7.11 The Board directed that the revised TOR be circulated to Commissioners for comment out of cycle and noted that Lisa Tumahai had previously been delegated authority to finalise and approve the TOR (*refer to action item 447/2023*).
- 7.12 The Board noted that the review and finalisation of the TOR should take place concurrent with the provision of appropriate documentation to engage the services of the nominated Pou Herenga members.
- 7.13 The Board noted that the selection panel had suggested the discretionary establishment of a Pou Tikanga role and had suggested a nominated candidate for the role.
- 7.14 The Board agreed to the creation of such a role in principle and requested that a draft letter of offer be provided to the Board (*refer to action item 448/2023*).
- 7.15 The Board thanked the selection panel, and the interim Pou Herenga members, for their efforts in advancing the selection process to this point.

Fran Lovell, Simon Neale, Marcus Stickley and Sophie Carroll joined the meeting at 3.41pm

Tanira Kingi left the meeting at 3.50pm

Agenda Item 8: Second Emissions Reduction Plan (ERP2) advice: release, public consultation, and communication

- 8.1 The Manager, Communications and Engagement, introduced the papers *Approach to release and consultation – draft emissions reduction plan advice*, and *ERP2: Approach to consultation*.
- 8.2 The Manager, Communications and Engagement, set out the approach to the release of the Commission's draft emissions reduction plan advice, and the Principal Advisor, Communications and Engagement, talked in more detail about the approach to releasing the information under embargo.
- 8.4 The Board noted and discussed the outlined plans for the release, public consultation, and communications around the ERP2 advice.
- 8.5 The Board noted the contents of the *Approach to release and consultation - draft emissions reduction plan advice* paper.
- 8.6 The Board noted the contents of the *ERP2: Approach to consultation* paper and the approach to engaging on the draft advice.
- 8.7 The Board noted that the Board Chair will be the media spokesperson for the release of the

ERP2 advice.

- 8.8 The Board requested that the Commissioners get high-level talking points from the Communications and Engagement team to support the release (*refer to action item 449/2023*).
- 8.9 The Board delegated approval to the Chief Executive of the stakeholders to be invited to an in-person embargoed briefing on the draft advice and requested that the list of stakeholders be circulated to Commissioners (*refer to action item 450/2023*).

Fran Lovell, Marcus Stickley and Sophie Carroll left the meeting at 4.21pm

- 8.10 The Board noted that the EPR2 advice had been circulated to Commissioners for their final comment in advance of the release.
- 8.11 The Board directed that the content in the Chair's message needed an additional review in advance of the release (*refer to action item 451/2023*).
- 8.12 The Chief Executive confirmed that a review of the content's overall quality control procedure would take place (*refer to action item 452/2023*).

Jo Hendy, Alison Cole and Simon Neale left the meeting at 4.31pm

Agenda Item 9: Progress Update on Statutory Deliverables

- 9.1 The General Manager, Sector Analysis, introduced the March dashboard reports.
- 9.2 The Board noted and discussed the attached dashboard reports.
- 9.3 The Board provided feedback on possible wider engagement for the National Adaption Plan.
- 9.4 The Board noted that advice had been requested, related to National Adaption Plan engagement, and queried whether that had been received.

Agenda Item 10: General Business

- 10.1. The Board discussed possible topics for future informal Board discussions.


Agenda Item 11: Special Board Meeting: 2 March 2023 - Special Board Meeting Minutes

- 11.1 The Board reviewed the draft Board meeting minutes from 2 March 2023.
- 11.2 The Board agreed that the minutes from 2 March 2023 are confirmed as a true and accurate record of the meeting.

Lisa Tumahai closed the meeting with a karakia.

The meeting finished at 4.56pm.

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

Signed:  _____

Date: 14/5/2023

Proactively Released