

Climate Change Commission Board Meeting Minutes (Meeting 46)
Wednesday, 14 June 2023

A meeting of the Climate Change Commission Board Members was held via Teleconference Facility. The meeting started on Wednesday, 14 June 2023 at 8.46am and concluded at 4.37pm.

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

Apologies

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

Guests:

Alison Cole – Kaiwhakahaere Matua Māori
Alison Oldershaw - Senior Advisor Internal Communications, Communications and Engagement
Anna Hughes – Principal Advisor, Adaptation
Astrid Nunns – General Manager, Strategy Engagement and Corporate Services
Barry Anderson – General Manager, Sector Analysis
Chris Holland- Principal Analyst, Emissions Budgets
Corwin Wallens- Principal Analyst, Land, Agriculture and Waste
Damian Ryan – Manager, Strategy and Performance
Diny Kalidas - Senior Events and Logistics Advisor, Communications and Engagement
Emma Donnelly – Advisor, Communications and Engagement
Felicia Kolonjari – Senior Scientist
Fran Lovell – Manager, Communications and Engagement
Grant Blackwell – Chief Scientist
Helen Eglinton – Contractor, Strategy and Performance

Jazial Crossley - Principal Advisor, Communications and Engagement
Josi Bauch – Project Coordinator, Markets
Karen Lavin – acting General Manager, Emissions Budgets, Adaptation, and Markets
Lara Wood – Manager, Corporate Services
Mark Grams - Senior Analyst, Emissions Budgets
Matt Smith- Principal Analyst, Markets
Maya Naff - Principal Analyst, Markets
Nancy Golubiewski -Principal Analyst, Land, Agriculture and Waste
Paul Young – Principal Analyst, Emissions Budgets
Phirak Appleton - General Counsel
Sam King – Manager, Land Agriculture and Waste
Simon Neale – Manager, Markets
Sophie Carroll – Manager, Government Services
Stuart Dymond – Chief Advisor, Governance and Executive Support

The meeting started at 8.46am on Wednesday 14 June

Rod Carr, Lisa Tumahai, Judy Lawrence, James Renwick, Tanira Kingi, Catherine Leining, Andy Reisinger, Gemma Lawson and Anne Jonathan joined the meeting at 8.46am

Agenda Item 1: Board only time

1. Board only items

1. Tanira Kingi noted future travel that might affect attendance at Board meetings.
2. The Board noted matters to raise with the Chief Executive.

Jo Hendy joined the meeting at 9.14am

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

Alison Cole, Alison Oldershaw, Astrid Nunns, Damian Ryan, Diny Kalidas, Emma Donnelly, Fran Lovell, Grant Blackwell, Nancy Golubiewski, Jazial Crossley, Phirak Appleton, Sam King, Sophie Carroll and Stuart Dymond joined the meeting at 9.19am

The meeting opened with a karakia by Catherine Leining.

Agenda Item 2: Welcome and Introductions

2.1 Apologies

- 2.1.1 The Board noted that an apology was received from Steven Ratuva.
- 2.1.2 The Board noted that other Commissioners would be absent for parts of the meeting due to other commitments and that this will be captured in the minutes.
- 2.1.3 No other apologies were received for the meeting.

2.2 New Staff Introductions

- 2.2.1 The Manager, Strategy and Performance, introduced Alisdair Armstrong, Advisor.
- 2.2.2 The Manager, Communications and Engagement, introduced the following new staff:
- Emma Donnelly, Advisor;
 - Jazial Crossley, Principal Advisor;
 - Diny Kalidas, Senior Events and Logistics Advisor; and
 - Alison Oldershaw, Senior Advisor Internal Communications.
- 2.2.3 The Manager, Land, Agriculture and Waste, introduced Nancy Golubiewski, Principal Analyst.
- 2.2.4 The Board welcomed new staff to the Commission.

Alison Oldershaw, Diny Kalidas, Emma Donnelly, Nancy Golubiewski, and Jazial Crossley left the meeting at 9.27am

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 12 June 2023.
- 2.4.2 Andy Reisinger noted a small correction to the permissions letter dated 31 May 2023.
- 2.4.3 The Board noted the Permissions letter dated 31 May 2023, the Permissions letter dated 6 June 2023 and the Permissions and removal letter dated 12 June 2023.
- 2.4.4 The Board noted the Public Interests Register dated 8 May 2023.
- 2.4.5 The Board noted no conflicts of interest on the meeting agenda.

2.5 Any other governance matters

- 2.5.1 No governance matters were raised.

Lara Wood and Karen Lavin joined the meeting at 9.44am

2.6 Approve Draft Board Meeting Minutes

- 2.6.1 The Board reviewed the draft Board meeting minutes from 16 May 2023.
- 2.6.2 The Board agreed that subject to the changes discussed, the minutes from 16 May 2023 are confirmed as a true and accurate record of the meeting.

2.7 Note approved Risk, Audit, Safety and Health Committee minutes

- 2.7.1 The Board noted the approved 20 February 2023 Risk, Audit, Safety and Health Committee meeting minutes.

2.8 Letters for noting

- 2.8.1 The Board noted the letter to the Chair from the Minister of Climate Change re: Feedback on the Climate Change Commission's SOI 2023-2027 and SPE 2023/24, dated 18 May 2023.
- 2.8.2 The Board noted the letter to the Chair from the Public Service Commissioner re: Board members standing for Parliament, dated 23 May 2023.

2.9 Amended Papers - for noting

- 2.9.1 The Board noted the amended scoping paper for the National Adaptation Plan progress report.
- 2.9.2 The Board noted that if there was any additional feedback for future discussion relating to this paper, this could be submitted to the Chief Executive who would then provide it to Commission staff.

2.10 Actions Register

- 2.10.1 The Chief Executive updated the Board on the actions that were in progress and/or completed.
- 2.10.2 The Board noted that action 440/2023 could also be marked as complete.
- 2.10.3 The Board requested a due date be added for action 440/2023.
- 2.10.3 The Board noted the completed actions, including 440/2023, and thanked Commission staff for managing the Actions Register.

2.11 Board Meeting Agenda Horizon Report

- 2.11.1 The Chief Executive presented the *Board Meeting Agenda Horizon report* to the Board.
- 2.11.2 The Board noted and discussed the *Board Meeting Agenda Horizon report*.
- 2.11.3 The Board noted the engagements calendar.
- 2.11.4 The Board noted that revisions to the engagements calendar could be communicated to Commission staff and, if necessary, forwarded to the Board.

Simon Neale and Dylan Shell joined the meeting at 9.55am

Agenda Item 3: Chief Executive Report

- 3.1 The Chief Executive Report: 1 May to 31 May 2023 was taken as read.
- 3.2 The Chief Executive provided the Board with an overview of the Commission's performance during May 2023.
- 3.3 The Board Chair provided a brief update relating to the legal proceedings initiated by LCANZI against the Minister of Climate Change.
- 3.4 The Board discussed and noted the Chief Executive's Report.
- 3.5 The Board requested that a copy of the Commission's response to Estimates be provided to the Board for noting (*refer to action item 458/2023*).

Corwin Wallens, Matt Smith, Maya Naff and Josi Bauch joined the meeting at 10.37am

Astrid Nunns, Damian Ryan, Dylan Shell, Fran Lovell, Karen Lavin, Lara Wood, Phirak Appleton and Sophie Carroll left the meeting at 10.47am

The meeting adjourned from 10.47am until 11.00am

Barry Anderson and Felicia Kolonjari joined the meeting at 11.00am

Agenda Item 4: Confirm scope for the 2050 Target review

- 4.1 The Manager, Land Agriculture and Waste introduced the paper seeking agreement to the final scope of the 2050 target review. He noted that the final scope had been prepared following the Board's consideration of the initial scope at the 21 February 2023 Board meeting.
- 4.2 The Principal Analyst, Land Agriculture and Waste, introduced the recommendations before the Board.
- 4.3 The Board discussed the final scope of the 2050 target review as presented.
- 4.4 The Board discussed the first ten recommendations.
- 4.5 The Board agreed to recommendations 1, 2, 3, 4, 6, 7, 8, 9 and 10 as presented.
- 4.6 The Board agreed to recommendation five, subject to the changes discussed.
- 4.7 The Principal Analyst introduced the sections of recommendation eleven.
- 4.8 The Board discussed recommendations 11, 12 and 13.
- 4.9 The Board reviewed the draft knowledge products list as at 14 June 2023.
- 4.10 The Board noted that questions or feedback on the draft knowledge products list can be provided to the Chief Executive.
- 4.11 The Board noted that the draft knowledge products list will continue to be developed.
- 4.12 The Board agreed to recommendations 11, 12 and 13 as presented.
- 4.13 The Board approved the final scope and initiated the 2050 target review project.
- 4.14 The Board thanked Commission staff for their work in delivering the scope for this project.

Corwin Wallens, Felicia Kolonjari, Matt Smith, Josi Bauch, Sam King and Simon Neale left the meeting at 12.25am

The meeting adjourned from 12.25pm to 1.00pm

Anna Hughes, Karen Lavin and Paul Young joined the meeting at 1.00pm

Agenda Item 5: Confirm scope for emissions reduction monitoring project

- 5.1 The General Manager, Sector Analysis, introduced the proposed scope of work to deliver the first annual report on progress towards meeting emissions budgets and the 2050 target (2024 emissions reduction progress report).
- 5.2 The Principal Analyst, Emissions Budgets, introduced the recommendations before the Board.
- 5.3 The Board discussed and agreed to recommendation one.
- 5.4 The Board discussed each of the remaining recommendations.
- 5.5 The Board agreed to recommendations 2, 3, 4, 5, 6, 7, 8, 9, and 10, noting the feedback given.
- 5.6 The Board thanked Commission staff for their work in delivering the scope for this project.

Lisa Tumahai, Anna Hughes, Karen Lavin and Paul Young left the meeting at 2.07pm

Chris Holland, Mark Grams and Sam King joined the meeting at 2.09pm

Agenda Item 6: Confirm scope for Emissions Budgets four (2036-2040)

- 6.1 The Principal Analyst, Emissions Budgets, introduced the proposed scope of the fourth emissions budget advice project.
- 6.2 The Principal Analyst, Emissions Budgets, introduced the recommendations before the Board.
- 6.3 The Board discussed recommendations 1, 2, 3, 4, 5, 6, and 7.
- 6.4 The Board agreed to recommendations 1, 2, 3, 4, 5, and 7 as set out in the paper.
- 6.5 The Board agreed to recommendation 6 with a minor amendment.
- 6.6 The Board discussed recommendations 8, 9, 10, 11, 12, 13, 14, and 15.
- 6.7 The Board agreed to recommendations 8, 9, 10, 11, 12, 13, 14, and 15, noting the feedback given.

Stuart Dymond left the meeting at 2.56pm

- 6.8 The Board discussed recommendations 16, 17, 18, 19, and 20.
- 6.9 The Board agreed to recommendations 16, 17, 18, 19, and 20.
- 6.10 The Board thanked Commission staff for their work in delivering the scope for this project.

Andy Reisinger, Chris Holland, Maya Naff, Mark Grams and Sam King left the meeting at 3.09pm

Stuart Dymond, Simon Neale and Phirak Appleton joined the meeting at 3.12pm

Agenda Item 7: Statutory deliverables: progress update

- 7.1 The General Manager, Sector Analysis, introduced the May dashboard reports.
- 7.2 The Board noted and discussed the May dashboard reports.

Simon Neale left the meeting at 3.19pm

Astrid Nunns, Damian Ryan, Dylan Shel, and Lara Wood joined the meeting at 3.20pm

Agenda Item 8: Final draft budget FY 23/24 and outyears tabled for approval

- 8.1 The General Manager, Strategy Engagement and Corporate Services introduced the final draft budget FY 23/24 and outyears.

Tanira Kingi left the meeting at 3.30pm

- 8.2 The virtual Chief Financial Officer continued with the introduction of the final draft budget FY 23/24 and outyears.
- 8.3 The Board noted and discussed the final draft budget FY 23/24 and outyears.
- 8.4 The Board noted the increased appropriation for wage pressures and the possible agricultural emissions pricing function.
- 8.5 The Board noted the advice received from Treasury and from the Ministry for the Environment, on application of the increased revenue for the possible agricultural emissions pricing function.
- 8.6 The Board approved the Draft FY23/24 and outyears budget.
- 8.7 The Board approved the Chief Executive to spend from 1 July 2023 in line with the approved budget.
- 8.8 The Board noted that any spend against the possible agricultural emissions pricing function needs subsequent Board approval.

- 8.9 The Board approved the financial statements for inclusion in the 2023/24 Statement of Performance Expectations.
- 8.10 The Board thanked Commission staff for their work on the budget.

Barry Anderson and Phirak Appleton left the meeting at 3.46pm

The meeting adjourned from 3.46pm to 3.54pm

Helen Eglinton joined the meeting at 3.54pm

Agenda Item 9: Final draft of new Statement of Intent for approval

- 9.1 The Chief Advisor, Governance and Executive Support, introduced the final draft of the Statement of Intent (SOI) 2023-27, and noted the process that had been followed to date.
- 9.2 The Board noted the final draft of the SOI reflects feedback from the Minister of Climate Change, previous comments and input from the Board, and amendments resulting from internal quality control checks.
- 9.3 The Board reviewed and provided final comments on the content of the SOI.
- 9.4 The Board approved the SOI, subject to any final amendments discussed.
- 9.5 The Board delegated the approval of final amendments, any other subsequent non-substantive changes, and the designed version of the SOI, to the Chief Executive.
- 9.6 The Board delegated the approval of any substantive changes to the Chair.
- 9.7 The Board agreed to send the final designed version of the SOI, as approved by the Chief Executive, to the Minister of Climate Change.
- 9.8 The Board noted that the final designed version of the SOI will be published on the Commission's website (after it is provided to the Minister).

Agenda Item 10: Final Statement of Performance Expectations 2023/24 for approval

- 10.1 The Chief Advisor, Governance and Executive Support, introduced the final draft of the Statement of Performance Expectations (SPE) 2023/24.
- 10.2 The Board noted that the final draft of the SPE reflects feedback from the Minister of Climate Change, previous comments and input from the Board, and amendments resulting from internal control checks.
- 10.3 The Board reviewed and discussed the SPE, particularly those changes / amendments that have been highlighted to them.
- 10.4 The Board approved the SPE subject to any final amendments being made.
- 10.5 The Board delegated the approval of final amendments, any other subsequent non-substantive changes, and the designed version of the SPE to the Chief Executive.
- 10.6 The Board delegated approval of any substantive changes to the Chair.
- 10.7 The Board agreed to send the final designed version of the SPE, as approved by the CE, to the Minister of Climate Change.
- 10.8 The Board noted that the final designed version of the SPE will be published on the Commission's website (after it is provided to the Minister).
- 10.9 The Board thanked Commission staff for their work in finalizing the SOI and SPE 2023/24.

Agenda Item 11: Annual Report: update

- 11.1 The Chief Advisor, Governance and Executive Support, introduced the update on the Annual Report.
- 11.2 The Board noted that the structure of the proposed Annual Report 22/23, and content to be developed, has taken the requirements of the CEA (2004) and reporting standards of PBE FRS 48 into account.
- 11.3 The Board noted the timeline for production and delivery of the Annual Report 22/23, including auditing, through to October 2023.
- 11.4 The Board reviewed and provided feedback on the proposed story board for Annual Report

Damian Ryan, Dylan Shell and Helen Eglinton left the meeting at 4.19pm

Agenda Item 12: Organisational values for the Commission: update

- 12.1 The Chief Executive introduced the update on the development of the organisational values project.
- 12.2 The Board discussed and gave feedback on the development of the project.
- 12.3 The Board noted that work is underway to develop and define a set of organisational values for the Commission.
- 12.4 The Board noted that the organisational values need to support the implementation of the refreshed Strategic Framework and reflect the “archetype” of the Commission.
- 12.5 The Board noted that the work to develop the organisational values is following a conventional “bottom-up informed” approach, with input from staff leading to a set of values to be defined by the Chief Executive.
- 12.6 The Board agreed that the set of values identified for the Commission will be brought to the Board in due course for endorsement.
- 12.7 The Board discussed the need for Board involvement in the process, including the opportunity for Board members to provide individual input to the development of the values.

Agenda Item 13: General Business

- 13.1. The Board discussed future meeting dates.

Lara Wood closed the meeting with a karakia.

The meeting finished at 4.38pm.

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

Signed:  _____

Date: 19/7/2023

Proactively Released