

**He Pou a Rangi Climate Change Commission Board Meeting Minutes (Meeting 49)
Wednesday, 13 September 2023**

A meeting of the Climate Change Commission Board Members was held via Teleconference Facility. The meeting started on Wednesday 13 September 2023 at 7.59am and concluded at 5.37pm.

Climate Change Commission Attendees:

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

Apologies:

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:

Andrea Brandon – Principal Scientist, Ministry for the Environment
Ankit Kishore – Private Secretary, Office of the Minister of Climate Change
Arek Wojasz – Senior Advisor, Ministry for the Environment
Dylan Shell – virtual Chief Financial Officer, KPMG
Hamish Clark – Ministerial Advisor, Office of the Minister of Climate Change
Hemi Smiler – Director, Mitigation, Ministry for the Environment
Hon. James Shaw – Minister of Climate Change
Meredith Davis – Manager Targets and Budgets team, Ministry for the Environment

Guests:

Alexandra Aimer-Seton – Principal Analyst, Industry and Energy
Astrid Nunns – General Manager, Strategy Engagement and Corporate Services
Barry Anderson – General Manager, Sector Analysis
Charlotte Delahunty – Programme Manager, Markets
Chris Holland - Principal Analyst, Emissions Budgets
Corwin Wallens - Principal Analyst, Land Agriculture and Waste

Damian Ryan – Manager, Strategy and Performance
Erika Hill Takahashi – Project Coordinator, Markets
Felicia Kolonjari – Senior Scientist
Fran Lovell – Manager, Communications and Engagement
Gillian Thornton – Manager, Emissions Budgets
Grant Blackwell – Chief Scientist
Janet Humphris - Manager, Industry and Energy Team
Karen Lavin –Manager, Adaptation
Kathy Stirrat – Chief Advisor, Operational Delivery
Martin Dutton – Manager, Transport & Urban Systems
Maya Naff - Principal Analyst, Markets
Nicole Kennington – Project Coordinator, Markets
Phirak Appleton - General Counsel
Sam King – Manager, Land Agriculture and Waste
Stephen Walter - General Manager, Emissions Budgets, Adaptation, and Markets
Stuart Dymond – Chief Advisor, Governance and Executive Support

The meeting started at 7.59am on Wednesday, 13 September

Rod Carr, Lisa Tumahai, Judy Lawrence, Catherine Leining, Andy Reisinger, James Renwick, Gemma Lawson, and Anne Jonathan joined the meeting at 7.59am

Agenda Item 1: Board only time

1. The Board noted the matters for discussion in Board only time.

Jo Hendy joined the meeting at 8.03am

Anne Jonathan and Gemma Lawson left the meeting at 8.03am

2. The Chief Executive briefed the Board on an internal employment matter.

Astrid Nunns, Anne Jonathan, and Gemma Lawson joined the meeting at 8.13am

3. The General Manager, Strategy Engagement and Corporate Services, briefed the Board on the context, controls and follow up actions taken in relation to a matter under the Privacy Act.

Astrid Nunns left the meeting at 8.39am

Barry Anderson and Stephen Walter joined the meeting at 8.39am

4. The General Manager, Emissions Budgets, Adaptation, and Markets, briefed the Board on recent correspondence regarding a possible request for advice under section 5K of the Climate Change Response Act 2002 (the Act).
5. The General Manager, Sector Analysis, briefed the Board on ongoing discussions related to a possible future work stream.

Barry Anderson and Stephen Walter left the meeting at 9.17am

Agenda Item 2: Tier Two Remuneration

2.1 The Board noted that discussions regarding remuneration for Tier Two staff was ongoing.

Astrid Nunns, Grant Blackwell, Stuart Dymond, Janet Humphris, Stephen Walter, Kathy Stirrat, Sam King, Damian Ryan joined the meeting at 9.23am

The meeting opened with a karakia by Catherine Leining.

Agenda Item 3: Welcome and Introductions

3.1 Apologies

3.1.1 The Board noted apologies from Tanira Kingi and Steven Ratuva.

3.1.2 The Board noted that James Renwick would be absent for parts of the meeting and that this will be captured in the minutes.

3.1.3 No other 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 *Interests Agenda Memo* dated 8 September 2023.

3.3.2 The Board noted the Permissions letters dated 29 August 2023, and 8 September 2023.

3.3.3 The Board noted that Lisa Tumahai has interests that overlap with sections of the final emissions reduction plan advice and will be excused from that item as required.

3.3.4 The Board noted no other conflicts of interest on the meeting agenda.

3.4 Any other governance matters

3.4.1 No governance matters were raised.

Barry Anderson, Karen Lavin, Phirak Appleton, Gillian Thornton, Martin Dutton and Dylan Shell joined the meeting at 9.31am

3.5 Approve draft Board meeting minutes

3.5.1 The Board reviewed the draft Board meeting minutes from 15 & 16 August 2023.

3.5.2 The Board agreed that the minutes from 15 & 16 August 2023 are confirmed as a true and accurate record of the meeting, subject to the amendments discussed.

3.6 Note the approved Risk Audit Safety and Health meeting minutes

3.6.1 The Board noted the approved Pou Herenga hui minutes from 13 May 2023.

3.7 Note the approved Pou Herenga hui minutes

3.7.1 The Board noted the approved Pou Herenga hui minutes from 11 July 2023.

3.8 Letters for noting

3.8.1 The Board noted the letter from the Minister of Climate Change to the Chair requesting advice under section 5k, dated 12 September 2023.

3.9 Amended Papers for noting

3.9.1 The Board noted that the revised *Final scope for the review of emissions from international aviation and shipping* paper will be tabled for noting in the October Board meeting.

3.9.2 The Board noted the *Response to Board feedback on the enduring Quality Management System* paper.

3.10 Actions Register

3.10.1 The Chief Executive updated the Board on the actions that were in progress and/or completed.

3.10.2 The Board noted the completed actions and resolved to retain action 459/2023.

3.10.3 The Board requested that due dates be provided for actions 319/2021 and 399/2021.

3.11 Board Meeting Agenda Horizon Report

3.11.1 The Chief Executive presented the *Board Meeting Agenda Horizon report* to the Board and noted that some dates were no longer accurate due to scheduling changes.

3.11.2 The Board noted and discussed the *Board Meeting Agenda Horizon report*.

3.11.3 The Board noted the engagements calendar.

Fran Lovell joined the meeting at 9.39pm

Agenda Item 4: Chief Executive Report

4.1 The Chief Executive Report: 1 to 31 August 2023 was taken as read.

4.2 The Chief Executive provided the Board with an overview of the Commission's performance during August 2023.

Karen Lavin, Kathy Stirrat, Janet Humphris, Phirak Appleton, Astrid Nunns, Fran Lovell, Martin Dutton, Damian Ryan, and Anne Jonathan left the meeting at 10.04am

Corwin Wallens joined the meeting at 10.07am

Dylan Shell left the meeting at 10.15am

Felicia Kolonjari, Charlotte Delahunty and Erika Hill Takahashi joined the meeting at 10.21am

Agenda Item 5: Update on Call for evidence for 2050 target, Emission Budgets, and International Aviation and Shipping projects

- 5.1 The Manager, Land Agriculture and Waste, presented a summary of the submissions received from the call for evidence.
- 5.2 The Board discussed the call for evidence.
- 5.3 The Board suggested clarification might be required regarding the process for handling submissions following a call for evidence.

Anne Jonathan joined the meeting at 10.30am

James Renwick, Felicia Kolonjari, Gillian Thornton, Corwin Wallens, Charlotte Delahunty, Erika Hill Takahashi, and Sam King left the meeting at 10.31am

Agenda Item 6: Update on Pou Herenga Meeting

- 6.1 The Deputy Chair of the Pou Herenga updated the Board on the Pou Herenga hui, as the Chair had provided his apologies.
- 6.2 The Board noted the update from the Pou Herenga.
- 6.3 The Board noted that draft minutes from the hui had also been provided.

Stuart Dymond left the meeting at 10.43am

The meeting adjourned from 10.43am until 11.05am

Charlotte Delahunty, Maya Naff, Alexandra Aimer-Seton, and Nicole Kennington joined the meeting at 11.05am

Agenda Item 7: Approval of recommendations for final emissions reduction plan advice

- 7.1 The Chief Executive updated the Board on the process followed in bringing this advice to the Board.
- 7.2 The General Manager, Sector Analysis, introduced the planned approach for the discussion.
- 7.3 The General Manager, Sector Analysis, confirmed that some elements of this deliverable relate to advice on pricing related to domestic units created for New Zealand's Emissions Trading Scheme and as such, where Commissioners hold interests in New Zealand Units (NZUs) they may not be involved in the oversight, preparation, or authorisation of those elements of this advice.
- 7.4 The Board noted that Lisa Tumahai has interests in NZUs, and will be excused from discussion of recommendations 1, 2, 3, and 20.
- 7.5 The Board discussed and provided feedback on the general framing of the recommendations.

Lisa Tumahai left the meeting at 11.31am

- 7.6 The Board discussed and provided feedback on proposed recommendations 1, 2, 3, and 20, and the related content.
- 7.7 The Board agreed to the recommendations subject to the changes discussed.

Anne Jonathan left the meeting at 11.44am

The meeting adjourned from 12.04pm until 12.31pm.

Lisa Tumahai and Anne Jonathan joined the meeting at 12.31pm

- 7.8 The Board discussed and provided feedback on proposed recommendations 4, 5, and 6 and the related content.
- 7.9 The Board agreed to recommendations 4, 5, and 6 subject to the changes discussed.

Grant Blackwell left the meeting at 12.59pm

- 7.10 The Board discussed and provided feedback on proposed recommendations 7, 8, 9, 10, 11, 12, 13, 14, 17, 18, 19, 21, 22, 23, 24, 25, 26 and the related content.
- 7.11 The Board agreed to recommendation 8, 9, 10, 11, 12, 14, 15, 16, 17, 18, 19, 21, 23, and 25 subject to the changes discussed.
- 7.12 The Board agreed to proposed recommendations 7, 13, 22, 24, and 26.
- 7.13 The Board noted that an additional recommendation has been proposed.
- 7.14 The Board discussed the proposed recommendation.

Stephen Walter left the meeting at 1.29pm

Stephen Walter joined the meeting at 1.45pm

Stephen Walter and Charlotte Delahunty left the meeting at 2.49pm

The meeting adjourned from 2.49pm – 2.54pm

Anne Jonathan left the meeting at 2.59pm

Stephen Walter and Anne Jonathan joined the meeting at 3.14pm

- 7.15 The Board discussed and provided feedback on the supporting content.
- 7.16 The Board discussed and provided feedback on the proposed final structure.
- 7.17 The Board discussed and gave feedback on the order of the chapters.
- 7.18 The Board noted that any further comments could be provided to the Chief Executive.
- 7.19 The Board noted that the proposed additional recommendation would be circulated to the Board out-of-cycle for approval.
- 7.20 The Board agreed to the proposed chapter structures in Appendix 1, subject to the consideration of the Board's feedback.
- 7.21 The Board noted that minor changes may be made to the headings outlined in chapter structures where required for communication purposes, without significantly changing meaning.
- 7.22 The Board noted the proposed final report aligns with the approved scope.
- 7.23 The Board noted that the advice covers all matters required under the Climate Change Response Act, relevant to consider for advice on emissions reduction plans.
- 7.24 The Board noted the summary of the "What we heard" chapter outlined in Appendix 2.
- 7.25 The Board agreed to delegate the completion of the final advice to the Chief Executive subject to the Board's approval of the additional proposed recommendation and noted that this was similar to the approach taken while preparing the draft advice document for consultation.
- 7.26 The Board noted the timeline for the next steps.
- 7.27 The Board thanked Commission staff for their work in preparing the recommendations for final emissions reduction plan advice.

Maya Naff, Alexandra Aimer-Seton, and Nicole Kennington left the meeting at 3.34pm

Agenda Item 8: Annual Report: Statement of Performance Expectations

- 8.1 The Board noted and discussed the draft Annual Report 2022/2023 Statement of Performance.
- 8.2 The Board noted the recommendations as set out in the paper.
- 8.3 The Board approved the draft Statement of Performance, subject to amendments to one of the performance measures.

Agenda Item 9: Revised Communications and Engagement Strategy

- 9.1 The Board noted that, due to time constraints, this item would be postponed to the October Board meeting.

The Board Chair informed attendees that Agenda Item 12 Statutory Deliverables: Update, would be brought forward in the agenda.

Agenda Item 10: Statutory Deliverables: Update

- 10.1 The Board noted the August Programme Dashboard report, Programme on a Page, and Emissions Budget 4 Advice Dashboard for the Statutory Deliverables Programme.

Gemma Lawson and Anne Jonathan left the meeting at 3.41pm

The meeting adjourned from 3.41pm until 3.55pm

Minister James Shaw, Ankit Kishore, Andrea Brandon, Meredith Davis, Hemi Smiler, Hamish Clark, Arek Wojasz, James Renwick, Grant Blackwell, Chris Holland, and Gillian Thornton joined the meeting at 3.55pm

Agenda Item 11: Meeting with the Minister of Climate Change

- 11.1 The Minister of Climate Change discussed the context behind his request for advice under section 5K of the Act.
- 11.2 The Board thanked the Minister of Climate Change and noted the additional resource that would be required to deliver that advice within the timeframes discussed.

Lisa Tumahai left the meeting at 4.30pm

Minister James Shaw, Ankit Kishore, Andrea Brandon, Meredith Davis, Hemi Smiler, Hamish Clark, and Arek Wojasz left the meeting at 4.49pm

Sam King, Gemma Lawson, and Anne Jonathan joined the meeting at 4.49pm

- 11.3 The Board discussed the meeting with the Minister of Climate Change.

Chris Holland and Gillian Thornton left the meeting at 5.12pm

Kathy Stirrat, and Dylan Shell joined the meeting at 5.13pm

Agenda Item 12: Expanding Capacity on Agriculture

- 12.1 The General Manager, Sector Analysis, introduced the paper on progress towards expanding the Commission's capacity in Agriculture.
- 12.2 The Board discussed the Commission's options to expand capacity.

12.3 The Board approved the release of an additional \$1.3m (for a total budget of \$1.8m) for this work, to be reviewed as required.

Grant Blackwell left the meeting at 5.22pm

Agenda Item 13: General Business

13.1 No items of general business were raised.

Barry Anderson closed the meeting with a karakia.

The meeting finished at 5.37pm.

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

Signed:  _____

Date: 18/10/2023