

**Climate Change Commission Board Meeting Minutes (Meeting 37)
Tuesday, 16 August & Wednesday, 17 August 2022**

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 members also joining via Teleconference Facility. The meeting started on Tuesday 16 August at 12.56pm and adjourned at 4.54pm. The meeting reconvened on Wednesday 17 August at 8.59am and concluded at 2.44pm.

Climate Change Commission Attendees:

Dr Rod Carr – Chair
Lisa Tumahai – Deputy Chair
Dr Judy Lawrence
Catherine Leining
Professor James Renwick
Dr Andy Reisinger
Dr Tanira Kingi
Professor Nicola Shadbolt

Invited Attendees:

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

Guests:

Alexandra Aimer-Seton - Principal Analyst
Anna Hughes - Senior Analyst
Antonia Burbidge – Manager, Buildings, Industry, Transport and Energy
Ashleigh Grenfell – Governance and Corporate Advisor
Astrid Nunns – General Manager, Strategy, Engagement and Corporate Services
Barry Anderson – General Manager, Sector Analysis
Bhanu Soma – Senior Financial Advisor
Briana Yee - Senior Analyst
Damian Ryan – Manager, Strategy and Performance
Danny Eyre – Principal Analyst
Emma Richardson – Senior Analyst
Eva Murray – Principal Analyst
Felicia Kolonjari - Senior Analyst
Fran Lovell – Manager, Communications and Engagement
Grant Blackwell – Chief Scientist

Hikurangi Mills – Senior Analyst
Hugh Marshall-Tate – Senior Analyst
Karen Lavin – Acting Manager, Adaptation
Katie Osborne - Analyst
Laura Prowse - Senior Human Resources Advisor
Matt de Boer – Acting Manager, Land, Agriculture and Waste
Marcus Stickley – Principal Advisor, Communications and Engagement
Mel Rae – Manager, Emissions Budgets
Morgan Watkins - Government Services Advisor
Paul Young - Senior Analyst
Phil Wiles - Principal Analyst
Sam King – Manager, Land Agriculture and Waste
Sarah Bassett – Analyst
Sean Buchanan – Senior Analyst
Simon Neale - Manager, Markets
Stephen Walter – General Manager, Emissions Budgets, Adaptation, and Markets
Tanith Wirihana Te Waitohioterangi – Analyst
Tom Pettit – Senior Analyst
Vanessa Chalk – Analyst
Vanessa James – Senior Analyst
Zoe Mack – Senior Analyst

External Guests:

Hon. James Shaw – Minister of Climate Change
Tim Stewart – Ministry for the Environment
Anne Haira – Ministry for the Environment

The meeting started at 12.56pm on Tuesday 16 August.

Rod Carr, Judy Lawrence, Andy Reisinger, Tanira Kingi, Catherine Leining, Lisa Tumahai, James Renwick, Nicola Shadbolt, Gemma Lawson, and Anne Jonathan joined the meeting at 12.56pm.

Agenda Item 1: Board only time

1.0 Board only items

- 1.1 The Board requested that in the future, time be set aside with the Chief Executive immediately after Board only time.
- 1.2 The Board discussed the papers to be presented in the meeting.
- 1.3 The Board discussed possible learnings from the presentation of the Commission’s recent advice.
- 1.4 The Board discussed the process and protocol for karakia in meetings. The Board agreed that Commissioners would prioritise learning karakia for future meetings.
- 1.5 The Board noted that interviews are being conducted for a new General Manager Māori.

Jo Hendy joined the meeting at 1.41pm.

- 1.6 The Board directed the Chief Executive to review the effectiveness of the Commission’s post-

- release communications approach for the three statutory reports provided to the Government in 2022. (Refer to Action number 423/2022)
- 1.7 The Board noted to the Chief Executive that the Board has discussed the process and protocol for karakia in meetings and has agreed that Commissioners would prioritise learning karakia for future meetings.
 - 1.8 The Board acknowledged and thanked Commission staff for the excellent quality of the work that has recently been produced.
 - 1.9 The Board requested that clearer protocols around attendance by staff at Board meetings be established. (Refer to Action number 424/2022)

Stephen Walter, Astrid Nunns, Barry Anderson, Fran Lovell, Marcus Stickley, Grant Blackwell, Vanessa James, Anna Hughes, Simon Neale, Matt de Boer, Mel Rae, Bhanu Soma, Morgan Watkins, Felicia Kolonjari, Ashleigh Grenfell, Damian Ryan, Tanith Wirihana Te Waitohioterangi, Emma Richardson, and Hikurangi Mills joined the meeting at 1.59pm.

Agenda Item 2: Welcome and Introductions

2.0 Opening Karakia

The meeting opened with a karakia by Grant Blackwell.

2.1 Apologies

- 2.1.1 The Chief Executive informed the Board that due to an apology from the Manager of the Rautaki Māori team, Agenda Item 7 will be deferred until the next Board meeting.

2.2 New Staff Introductions

- 2.2.1 The General Manager, Sector Analysis introduced Emma Richardson, Senior Analyst, to the Board.
- 2.2.2 The General Manager, Strategy, Engagement and Corporate Services introduced the Commission's new staff to the Board:
 - Tanith Wirihana Te Waitohioterangi – Analyst
 - Hikurangi Mills – Senior Analyst
- 2.2.3 The General Manager, Emissions Budgets, Adaptation, and Markets introduced the Commission's new staff to the Board:
 - Felicia Kolonjari - Senior Analyst
 - Vanessa James - Senior Analyst
 - Anna Hughes - Senior Analyst
- 2.2.4 The Manager, Strategy and Performance introduced Harry Kent, Senior Advisor.
- 2.2.5 The Board welcomed new staff to the Commission.

2.3 Call for Additional Items

- 2.3.1 No additional items were raised.

Tanith Wirihana Te Waitohioterangi, Emma Richardson, and Hikurangi Mills left the meeting at 2.09pm

2.4 Review of Interests

- 2.4.1 The Board noted receipt of the Interests Agenda Memo.
- 2.4.2 The Board noted the Permissions Letter dated 9 August 2022 – signed by Chair.
- 2.4.3 Nicola Shadbolt noted a new interest, as head of the Ministry of Primary Industries peer review of foot and mouth readiness, to be recorded. (*Refer to Action number 425/2022*)
- 2.4.4 Judy Lawrence requested a change of wording to interest number JL006, from “...any review of the Coastal Hazards...” to “...any review of that Coastal Hazards...”.
- 2.4.5 Judy Lawrence noted that the end date of the Resilience Science Challenge “Enabling Coastal Adaptation” in interest number JL002 should be recorded as 2024.
- 2.4.6 The Board noted and agreed to these amendments. (*Refer to Action number 426/2022*)
- 2.4.7 The Board undertook its quarterly of the Interests Register and the Public Interests Register.
- 2.4.8 The Board noted the changes to the Interests Register over the past quarter.
- 2.4.9 The Board approved the Public Interests Register, subject to the specified amendments. (*Refer to Action number 427/2022*)
- 2.4.10 The Board noted that Nicola Shadbolt, Lisa Tumahai and Tanira Kingi all have interests that overlap with agenda item 8 and that they would be excused for that item.

*Marcus Stickley, Mel Rae, Vanessa James, Anna Hughes, and Felicia Kolonjari left the meeting at 2.16pm
Laura Prowse joined the meeting at 2.20pm*

2.5 Approve Draft Board Meeting Minutes

- 2.5.1 The Board reviewed the draft Board meeting minutes from 5 July 2022.
- 2.5.2 The Board agreed that subject to the changes discussed, the minutes from 5 July 2022 are confirmed as a true and accurate record of the meeting.

2.6 Letters for noting

- 2.6.1 The Board noted the Climate Change Commission's response to the Minister of Climate Change's Letter of Expectation FY 2022/2023, dated 27 July 2022.
- 2.6.2 The Board noted the Letter to Chair of the Environment Select Committee from the Chief Executive re: Engagement with the Environment Committee – NZ Emissions Trading Scheme advice provided to Government, dated 9 August 2022.
- 2.6.3 The Board noted the Letter to Chair of the Environment Select Committee from the Chief Executive re: Engagement with the Environment Committee – Agricultural Advice provided to Government, dated 13 July 2022.

2.7 Amended Papers for noting

- 2.7.1 The Board noted the amended *Chief Executive's KPI* paper from the 5 July Board meeting.
- 2.7.2 The Board noted the out-of-cycle *Chief Executive's report for June*, received by the Board on 18 July 2022.

2.8 Actions Register

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

2.9 Board Meeting Agenda Horizon Report

- 2.9.1 The General Manager, Strategy, Engagement and Corporate Services presented the *Board Meeting Agenda Horizon report* to the Board.
- 2.9.2 The Board noted and discussed the *Board Meeting Agenda Horizon report*.
- 2.9.3 The Board requested that the December Board meeting be held in person. (*Refer to Action number 427/2022*)

Ashleigh Grenfell left the meeting at 2.37pm

Antonia Burbidge, Marcus Stickley and Karen Lavin joined the meeting at 2.45pm

Agenda Item 3: Chief Executive Report

- 3.1 The *Chief Executive Report: 1 - 31 July 2022* was taken as read.
- 3.2 The Chief Executive provided the Board with an overview of the Commission's performance during July 2022.

Anne Jonathan left the meeting at 3.09pm

- 3.3 The Board noted and discussed the Chief Executive's Report.

Antonia Burbidge left the meeting at 3.26pm

Matt de Boer and Karen Lavin left the meeting at 3.47pm

Agenda Item 4: Update from Risk, Audit, Safety and Health (RASH) Committee Meeting – 16 August 2022

- 4.1 Nicola Shadbolt provided an update to the Board from the RASH Meeting held on 16 August 2022.

The meeting adjourned at 4.00pm and reconvened at 4.10pm

Anne Jonathan joined the meeting at 4.18pm

Marcus Stickley, Simon Neale and Fran Lovell left the meeting at 4.20pm

Laura Prowse left the meeting at 4.31pm

Agenda Item 5: Review 2021/22 Quarter Four Performance Report

- 5.1 The General Manager, Strategy, Engagement and Corporate Services presented the *Quarter Four Performance Report FY 2021/22* to the Board.

- 5.2 The Board noted and discussed the Quarter Four progress towards performance measures and financial position as reported.
- 5.3 The Board delegated approval of the *Quarter Four Performance Report FY 2021/2022* to the Board Chair and to the Chair of the RASH committee, subject to the amendments discussed.
- 5.4 The Board noted that, once approved, the *Quarter Four Performance Report FY2021/2022* is to be provided to the Commission's monitoring agency. (Refer to Action number 428/2022)

Agenda Item 6: Draft Annual Report 2021-22 presentation for feedback

- 6.1 The General Manager, Emissions Budgets, Adaptation, and Markets introduced the update on the development of the *Draft Annual Report 2021-22* to the Board.
- 6.2 The Board noted the Draft Annual Report progress and confirmed that this item would be rescheduled for further discussion the following day.

This item was paused and was readdressed after Item 14.

Agenda Item 7: Verbal update regarding Rautaki Māori programme update

- 7.1 The Board noted that this item had been deferred to the next meeting.

Lisa Tumahai, Tanira Kingi, Nicola Shadbolt, Stephen Walter, Barry Anderson, Bhanu Soma, Morgan Watkins and Damian Ryan left the meeting at 4.50pm

Agenda Item 8: CLOSED ITEM - Approve Special Board Meeting Minutes - ETS Special Board Meeting 28 June

- 8.1 The Board reviewed the draft Board meeting minutes from 28 June 2022.
- 8.2 The Board agreed that the minutes from 28 June 2022 are confirmed as a true and accurate record of the meeting.

The meeting adjourned for the day at 4.54pm.

The meeting reconvened on Wednesday, 17 August at 8.59am.

Rod Carr, Tanira Kingi, Andy Reisinger, Lisa Tumahai, Catherine Leining, James Renwick, Judy Lawrence, Nicola Shadbolt, Jo Hendy, Astrid Nunns, Grant Blackwell, Barry Anderson, Stephen Walter, Minister James Shaw, Tim Stewart, Anne Haira joined the meeting at 8.59am.

Agenda Item 9: CLOSED ITEM - Annual Discussion with Minister of Climate Change

- 9.1 The Chief Executive welcomed the Minister of Climate Change to the meeting.
- 9.2 The Board, the Chief Executive and the Minister of Climate Change discussed the Commission's upcoming strategy refresh process.

Grant Blackwell, Barry Anderson, Minister James Shaw, Tim Stewart, and Anne Haira left the meeting at 10.09am

The meeting adjourned at 10.09am and reconvened at 10.21am

Gemma Lawson, Felicia Kolonjari, Mel Rae, Anne Jonathan, Zoe Mack, Fran Lovell and Simon Neale joined the

meeting at 10.21am

The Chair and Chief Executive informed the Board and Commission Staff of changes to the order of the Board agenda for today's meeting.

Briana Yee joined the meeting at 10.30am

Agenda Item 10: Initial review of piloted approach to statutory deliverables

10.1 The General Manager, Strategy, Engagement and Corporate Services provided an update to the Board on the initial review of piloted approach to statutory deliverables.

Danny Eyre joined the meeting at 10.45am

10.2 The Board noted and discussed the Draft Terms of Reference for Review of the Advice 22 Programme.

Tom Pettit, Sam King, Morgan Watkins and Katie Osborne joined the meeting at 10.57am

10.3 The Board provided feedback on the Draft Terms of Reference for Review of the Advice 22 Programme.

10.4 The Board identified the critical areas of the scope relating to project governance that should be central to the Board's review.

10.5 The Board requested that the Draft Terms of Reference be rewritten in light of the Commissioners' comments and discussion and then presented to the Board for additional discussion. *(Refer to Action number 429/2022)*

Sam King and Astrid Nunns left the meeting at 11.20am

Vanessa Chalk joined the meeting at 11.25am

Morgan Watkins left the meeting at 11.31am

Astrid Nunns and Antonia Burbidge joined the meeting at 11.33am

Agenda Item 11: Update on approach to programme planning

11.1 The General Manager, Emissions Budgets, Adaptation, and Markets introduced the item and updated the Board on the planning approach to the Commission's statutory deliverable programme as well as on the progress with developing the analytical framework.

11.2 The Board noted and discussed the update on the Commission's approach to programme planning.

Eva Murray and Hugh Marshall-Tate joined the meeting at 12.03pm

11.3 The Board noted the decision to consult, and plan for consultation, on statutory deliverables, is a power and function retained by the Board under the Delegations Framework.

11.4 The Board directed that, in principle, the Commission will always consult when preparing advice on Statutory Deliverables (as currently identified, out to 31 December 2024).

- 11.5 The Board noted that the Chief Executive would bring an item to the Board's attention for consideration if it is identified during the development of the workplan that a statutory deliverable may mean consultation is not required.

Fran Lovell, Vanessa Chalk, Zoe Mack, Astrid Nunns and Simon Neale left the meeting at 12.17pm

The meeting adjourned at 12.17pm and reconvened at 12.46pm

Grant Blackwell, Barry Anderson, Phil Wiles, Sean Buchanan, Paul Young, Sarah Bassett, Alexandra Aimer-Seton, Marcus Stickley and Fran Lovell joined the meeting at 12.46pm

Briana Yee left the meeting at 1.00pm

Karen Lavin and Vanessa Chalk joined the meeting at 1.07pm

Agenda Item 12: - Emissions Reduction Plan (ERP) approach and consultation (previously item 13)

- 12.1 The Chief Executive introduced the ERP approach and consultation to the Board.
- 12.2 The General Manager, Sector Analysis, requested early input from the Board on the approach to the next ERP advice.
- 12.3 The Board noted and discussed the paper.
- 12.4 The Board provided feedback to staff on the purpose of the next ERP advice and on factors that might influence the work of the Commission in providing advice.

Karen Lavin and Mel Rae left the meeting at 1.26pm

- 12.4 The Board noted that the discussion will inform project scoping of the next ERP advice to be presented in September 2022.

Astrid Nunns joined the meeting at 1.39pm

Agenda Item 13: - Target Review approach and consultation (previously item 14)

- 13.1 The Chief Executive introduced the Target Review approach and consultation item.
- 13.2 The Chief Scientist requested early input from the Board to feed into the more detailed work program scoping and planning that is underway.
- 13.3 The Board noted and discussed the framework for the 2050 Target Review.
- 13.4 The Board provided feedback on the purpose of the advice on this Target Review Advice and on factors that might influence the work of the Commission in providing that advice.

Antonia Burbidge, Danny Eyre, Hugh Marshall-Tate, Katie Osborne, Paul Young, Sarah Bassett, Sean Buchanan, Tom Pettit, Vanessa Chalk, Alexandra Aimer-Seton and Phil Wiles left the meeting at 1.55pm

Damian Ryan joined the meeting at 1.55pm

Agenda Item 14: Approach to strategy review process (previously item 12)

- 14.1 The General Manager, Strategy, Engagement and Corporate Services summarised the background and purpose of this item.
- 14.2 The Board noted that the Crown Entities Act requires the Commission to set out its strategic intentions in a Statement of Intent.

- 14.3 The Board noted that the Commission's current Statement of Intent must be reviewed, and an updated draft provided to the Minister of Climate Change in April 2023, with the final version completed by June 2023.
- 14.4 The Board noted that the key component for the Statement of Intent is the strategic framework. This will be the focus of the first step in developing a new Statement of Intent.
- 14.5 The Board discussed and provided feedback on the Commission's current strategic framework, and strategic themes the Board would like to explore.
- 14.6 The Board noted that staff will use the Board's feedback to design the strategy refresh process for Quarter 2.
- 14.6 The Board noted that they will be provided the opportunity to confirm the scope of strategy refresh work.

Morgan Watkins joined the meeting at 2.21pm

Rod Carr, Marcus Stickley, and Eva Murray left the meeting at 2.25pm

The meeting moved back to Agenda Item 6

Agenda Item 6: Draft Annual Report 2021-22 presentation for feedback - Continued

- 6.1 The General Manager, Emissions Budgets, Adaptation, and Markets summarised the earlier introduction to the update on the development of the *Draft Annual Report 2021-22*.
- 6.2 The Board noted and discussed the Draft Annual Report progress and direction.

Agenda Item 12: General Business

- 12.1. No matters were raised.

Grant Blackwell closed the meeting with a karakia.

The meeting finished at 2.44pm.

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

Signed: _____



Date: 14/09/2022