

**Climate Change Commission Board Meeting Minutes (Meeting 29)
Tuesday, 16 November 2021**

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 at 9.05am and concluded at 3.50pm.

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
Anne Jonathan – Executive Assistant and Minute Taker
Sandra Davies – Board Coordinator and Minute Taker

Guests:

Anita King – Principal Analyst
Antonia Burbidge – Principal Analyst
Astrid Nunns – General Manager, Strategy, Planning and Engagement
Barry Anderson – General Manager, Sector Analysis
Ben Aves – Principal Analyst
Bhanu Soma – Senior Financial and Corporate Advisor
Christopher Holland – Principal Analyst
Emily Laing – Senior Advisor, Strategy and Performance
Eva Murray – Principal Analyst
Gemma Seddon – Government Services Manager
Grant Blackwell – Chief Scientist
Karen Lavin – Principal Analyst
Katie Osborne - Analyst
Kerryn Davey – Analyst, Rautaki Māori
Marcus Stickley – Principal Communications Advisor
Matt de Boer - Senior Analyst, Sector Analysis – Land and Waste

Matt Smith – Principal Analyst
Olivia Prior - Analyst
Phil Wiles – Principal Analyst
Sapna Rana - Analyst
Sally Garden – Principal Analyst
Sandra Velarde – Senior Analyst
Sharon Kerry – General Manager, Governance and Corporate Services
Stephen Walter – General Manager, Emissions Budgets, Adaptation, and Markets
Tia Greenaway - Principal Analyst
Vicky Robertson - Ministry for the Environment - Manatū Mō Te Taiao
Carla Wellington - Ministry for the Environment - Manatū Mō Te Taiao
Anne Haira - Ministry for the Environment - Manatū Mō Te Taiao

The meeting started at 9.05am.

Agenda Item 1: Board only time

Rod Carr, Lisa Tumahi, Harry Clark, Judy Lawrence, Nicola Shadbolt, James Renwick, Catherine Leining, Anne Jonathan and Sandra Davies joined the meeting.

Board Only Time

1.1 Chief Executive Deed of Indemnity

- 1.1.1 The Board noted and discussed the proposed Chief Executive Deed of Indemnity.
- 1.1.2 Subject to clarification of clause 2.1 the Board approved the Chief Executive Deed of Indemnity. *(Refer to Action number 386/2021)*

Jo Hendy joined the meeting at 9.15am

Sandra Davies and Anne Jonathan left the meeting at 9.20am.

1.2 Other Board Only items discussed

- 1.2.1 The Board discussed the structure and reporting lines for the Senior Leadership team.

Sandra Davies, Anne Jonathan, Stephen Walter, Grant Blackwell, Ben Aves, Barry Anderson, Gemma Seddon, Sapna Rana, Bhanu Soma and Katie Osborne joined the meeting at 9.38am.

The meeting opened with a karakia by Ben Aves.

Agenda Item 2: Welcome and Introductions

2.1 Apologies

- 2.1.1 No apologies were received for this meeting.

2.2 New Staff Introductions

- 2.2.1 The Chief Executive introduced the Commission's new staff to the Board:
Vanessa Chalk – Analyst
Katie Osborne – Analyst
Marcus Stickley – Principal Communications Advisor
Ben Aves – Principal Analyst
Gemma Seddon – Government Services Manager
Dr Sapna Rana - Analyst

Anita King joined the meeting at 9.40am.

Sharon Kerry, Astrid Nunns and Marcus Stickley joined the meeting at 9.44am.

Anita King left the meeting at 9.45am.

Marcus Stickley, Katie Osborne, Ben Aves, Gemma Seddon and Sapna Rana left the meeting at 9.48am.

2.3 Conflicts of Interest

- 2.3.1 Board members confirmed that for the purposes of this meeting there were no relevant Commissioner interests.
- 2.3.2 Nicola Shadbolt raised a new interest pertaining to her appointment as an Independent Director of Cooperative Business New Zealand.
- 2.3.3 Nicola Shadbolt advised the Board that her interest in Ironsand Forests Ltd could now be removed from the Interests Register as the organisation is no longer in the ETS Scheme.
- 2.3.4 The Board noted Nicola Shadbolt's changes in interests would be managed by the Commission's interests process.
- 2.3.5 Catherine Leining updated the Board regarding a previously discussed item relating to Motu submitting a project bid to MBIE. The bid is no longer proceeding.
- 2.3.6 The Board requested a copy of the current Interests Register. (*Refer to Action number 387/2021*)

Emily Laing joined the meeting at 9.51am.

Bhanu Soma left the meeting at 9.52am.

2.4 Additional Items

- 2.4.1 The Board noted the signed Financial Statements and Audit Report for FY 2021/22.

2.5 Approve Draft Board Meeting Minutes

- 2.5.1 The Board reviewed the draft Board meeting minutes from 20 October 2021.
- 2.5.2 The Board agreed that subject to the changes discussed the minutes from the 20 October 2021 Board meeting would be confirmed as a true and accurate record of the meeting.

2.6 RASH Meeting Minutes

- 2.6.1 The Board noted approved minutes for the RASH meetings held on 10 February 2020, 11 May 2020, 17 June 2020, 10 August 2020, 25 November 2020, 9 February 2021, 13 April 2021 and 13 July 2021.
- 2.6.2 The Board noted that future approved RASH minutes would be tabled at Board meetings as they become available.

2.7 Action Register

- 2.7.1 Jo Hendy updated the Board on the actions that were in progress and/or completed.
- 2.7.2 The Board discussed the Action Register and noted the changes that were required.
- 2.7.3 The Board noted the completed actions and thanked Commission staff for managing the Actions Register.

Matt de Boer, Sandra Velarde and Vanessa Chalk, joined the meeting at 10.08am.

Antonia Burbidge, Anita King and Eva Murray joined the meeting at 10.10am.

2.8 Board Horizon Report

- 2.8.1 The Board Horizon report was taken as read.
- 2.8.2 The Board noted and discussed the Board Horizon report.

Agenda Item 3: Chief Executive Report

- 3.1 The *Chief Executive Report: 1 – 31 October 2021* was taken as read.
- 3.2 Jo Hendy provided the Board with an overview of the Commission's performance during October 2021.

Anita King and Vanessa Chalk left the meeting at 10.28am.

Matthew Smith joined the meeting at 10.32am.

Karen Lavin joined the meeting at 10.52am.

- 3.3 The Board noted and discussed the Chief Executive's Report.
- 3.4 The Board requested that the RASH Committee review the Risk Register at the RASH meeting on 15 February 2022, and then present it to the Board at the next applicable meeting. *(Refer to Action number 388/2021)*
- 3.5 The Board directed the release of the Commission Information Note "The NDC and further domestic action" provided to the Minister of Climate Change on 22 October 2021. *(Refer to Action number 389/2021)*
- 3.6 The Board requested copies of the affidavits lodged by the Applicant in the judicial review proceedings. *(Refer to Action number 390/2021)*

Matt Smith left the meeting at 10.32am.

The meeting adjourned at 11.06am and reconvened at 11.16am.

Bhanu Soma and Vanessa Chalk joined the meeting at 11.16am.

Phil Wiles joined the meeting at 11.22am.

Agenda Item 4: 2021/22 Quarter One Performance Report review

- 4.1 Emily Laing presented the *Quarter One Performance Report FY 2021/22* paper to the Board.
- 4.2 The Board noted and discussed the *Quarter One Performance Report FY 2021/22* and the performance measures.

Matt de Boer, Phil Wiles and Sandra Velarde left the meeting at 11.32am.

Laura Stevens joined the meeting at 11.48am.

- 4.3 The Board requested that an amended copy of *Quarter One Performance Report FY 2021/22* to the Ministry for the Environment - Manatū Mō Te Taiao is recirculated to the Board with

the agreed changes. (*Refer to Action number 391/2021*)

Phil Wiles joined the meeting at 12.00pm.

Agenda Item 5: Budget Bid Discussion

- 5.1 Emily Laing presented the *Budget 22 – framing and scaling of the Commission’s bid for Budget 22* paper to the Board.
- 5.2 The Board noted and discussed the *Budget 22 – Framing and scaling of the Commission’s bid for Budget 22 paper*.
- 5.3 The Board noted that Commission’s bid is due to the Ministry for the Environment - Manatū Mō Te Taiao by 3 December 2021.
- 5.4 The Board noted that Commission staff will work with both the Ministry for the Environment - Manatū Mō Te Taiao and Treasury.
- 5.5 The Board noted that an internal quality assurance process will be completed before the bid is submitted.
- 5.6 The Board authorised the Chair and Deputy Chair to approve any change to the framing and scaling of the bid on the Board’s behalf, noting the CE has the delegation to approve the final bid.

Sharon Kerry left the meeting at 12.30pm.

Agenda Item 6: Pre-guest discussion

- 6.1 The Board noted and discussed talking points ahead of Vicky Robertson’s attendance at the Board meeting.

Eva Murray, Phil Wiles, Laura Stevens, Bhanu Soma, Vanessa Chalk, Matt de Boer, Matt Smith and Karen Lavin left the meeting at 12.35pm.

The meeting adjourned at 12.35pm and reconvened at 1.00pm.

Agenda Item 7: Vicky Robertson, Chief Executive and Secretary for the Ministry for the Environment

- 7.1 The Board welcomed Vicky Robertson, Carla Wellington and Anne Haira from the Ministry for the Environment - Manatū Mō Te Taiao.

Emily Laing left the meeting at 1.10pm.

- 7.2 The Board and Ministry for the Environment - Manatū Mō Te Taiao staff discussed the consultation on the emissions reduction plan.
- 7.3 The Board and Ministry for the Environment - Manatū Mō Te Taiao staff discussed the monitoring role MfE provides to the Commission.
- 7.4 The Board thanked Vicky Robertson, Carla Wellington and Anne Haira for their time and

insights.

*Vicky Robertson, Carla Wellington, Anne Haira and Jo Hendy left the meeting at 1.48pm.
Chris Holland, Olivia Prior, Sandra Velarde, Sally Garden, Eva Murray, Vanessa Chalk and Phil Wiles joined the meeting at 1.54pm.*

Agenda Item 8: Confirming Agricultural Assistance scope

8.1 Chris Holland and Barry Anderson presented the *Confirming Agricultural Assistance scope* paper to the Board.

Harry Clark left the meeting at 2.00pm.

Jo Hendy, Karen Lavin, Francisco Hernandez and Anita King joined the meeting at 2.02pm.

8.2 The Board discussed the *Confirming Agricultural Assistance scope* paper.

8.3 The Board requested that feedback provided is incorporated into the *Confirming Agricultural Assistance Scope* paper and the final paper is made available to the Board in Diligent. (Refer to Action number 392/2021)

Antonia Burbidge and Katie Osborne joined the meeting at 2.10pm.

Ben Aves joined the meeting at 2.14pm.

8.4 The Board noted the final Terms of Reference for the section 5K request on agricultural assistance has been received from the Minister of Climate Change and the Minister of Agriculture and are now published on the Commission's website.

8.5 The Board noted that the proposed scope of the Agricultural Assistance Project intends to meet the requirements of the Terms of Reference and includes discretionary tasks which may be completed if time and resourcing allow.

8.6 The Board agreed to the scope of the Agricultural Assistance Project as outlined in Annex 1 of the paper.

Sally Garden and Olivia Prior left the meeting at 2.30pm.

Paul Young, Sapna Rana and Sean Buchanan joined the meeting at 2.30pm.

Eva Murray, Francisco Hernandez, Chris Holland, Sandra Velarde and Katie Osborne left the meeting at 2.47pm.

Agenda Item 9: Modelling Work Programme

9.1 Catherine Leining highlighted to the Board a previously declared interest in relation to her role at Motu, given that Motu is involved in modelling work with the Commission. Catherine noted her role at Motu does not involve modelling.

9.2 Anita King and Stephen Walter presented the *2021-2026 Modelling work programme* paper to the Board.

9.3 The Board discussed and noted the modelling work programme.

9.4 The Board approved the overall high-level work programme and agreed with staff continuing to scope the requirements for any new models.

- 9.6 The Board noted there may be significant resourcing implications from any new model development. These will be managed by the Chief Executive through the standard budgeting and planning process.
- 9.7 The Board noted that as individual modelling projects commence, an invitation would be extended to Board members to provide optional input into the modelling work programme outside of Board meetings.

Anita King, Ben Aves, Paul Young, Vanessa Chalk, Sapna Rana, Sean Buchanan and Karen Lavin left the meeting at 3.15pm.

The meeting adjourned at 3.16pm and reconvened at 3.25pm.

Sandra Velarde, Tia Greenaway and Kerryyn Davey joined the meeting at 3.25pm.

Agenda Item 10: Update on Establishing the Interim Pou Herenga

- 10.1 Tia Greenaway provided an update to the Board on the Interim Pou Herenga following the establishment meeting.
- 10.2 Lisa Tumahai congratulated the team on the work to date, and acknowledged the support received from Trevor Moeke.
- 10.3 The Board noted and discussed the Interim Pou Herenga.
- 10.4 The Board accepted the draft Terms of Reference for the Interim Pou Herenga.
- 10.5 The Board noted their earlier decision that the Terms of Reference and appointment to the Pou Herenga would be delegated to the Chair and Deputy Chair of the Interim Pou Herenga.
- 10.5 The Board noted the agenda for the upcoming Interim Pou Herenga hui on 22 November 2021.

Antonia Burbidge joined the meeting at 3.36pm.

Sandra Velarde, Tia Greenaway and Kerryyn Davey left the meeting at 3.48pm.

Agenda Item 11: General Business

- 11.1 The Board noted the Commission's decision to postpone or cancel all-of-staff events for the rest of 2021 due to the Covid pandemic. The staff events will be reconsidered in FY 2021/22 quarter three.

Grant Blackwell closed the meeting with a karakia.

The meeting finished at 3.50pm.

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

Signed: _____

Date: 8/12/2021