

**Climate Change Commission Board Meeting (Meeting 3)**  
**Friday, 24 January 2020**

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. The meeting started at 10.20am and finished at 5.30pm

**Climate Change Commission Attendees:**

Dr Rod Carr - Chairperson  
Lisa Tumahai - Deputy Chair – via Zoom teleconference  
Dr Harry Clark  
Catherine Leining  
Professor Nicola Shadbolt – via Zoom teleconference  
Professor James Renwick – via Zoom teleconference  
Dr Judy Lawrence - via Zoom teleconference

**Invited Attendees:**

Jo Hendy – Chief Executive, Climate Change Commission Secretariat  
[REDACTED] - Executive Assistant and Minute Taker, Climate Change Commission Secretariat

**Guests:**

[REDACTED] - Principal Analyst, Climate Change Commission  
[REDACTED] - Engagement and Communication Advisor, Climate Change Commission  
[REDACTED] - Principal Advisor, Climate Change Commission  
Grant Blackwell - Principal Scientist, Climate Change Commission  
[REDACTED] - Principal Advisor, Climate Change Commission  
[REDACTED] - Engagement Manager, Climate Change Commission  
[REDACTED] - Principal Advisor, Climate Change Commission  
[REDACTED] - Operations Manager, Climate Change Commission  
[REDACTED] - Principal Analyst, Climate Change Commission  
Sara Clarke - Director – Emissions Budgets, Climate Change Commission  
[REDACTED] – Senior Client Director at Senate SHJ  
[REDACTED] – Account Manager at Senate SHJ  
[REDACTED] – Finance Business Partner, The Treasury

*The meeting started at 10.20am*

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*Judy Lawrence joined the meeting at 10.20am via Zoom*

**Agenda Item 1: Board Only time**

- 1.1 The Chair welcomed the Commissioners to the third Climate Change Commission Board meeting. Judy Lawrence, Lisa Tumahai and Nicola Shadbolt joined the meeting via Zoom teleconferencing.

- 1.2 The Board discussed their expectations of the work for the Climate Change Commission and noted their monthly billable hours. The Chair provided guidance that billable time including preparation, attendance and follow up in relation to formal meetings of the commission and its committees. In addition preparation, attendance and presentation at meetings at the request of the Chair or Chief Executive are billable. Background reading relevant to the core business of the Commission could also be claimed if reasonable. Aggregate annual billing not to exceed the maximum sum specified in letters of appointment.

*Lisa Tumahai joined the meeting at 10.25am via Zoom*

*Jo Hendy, Sara Clarke, [REDACTED] and Grant Blackwell joined the meeting at 10.30am*

#### **Agenda Item 2: Welcome**

- 2.1 The Board agreed for the Secretariat to ensure that all technology for the Board meeting is in working order 15 minutes before the start of the meeting. (*Refer to Action Number 0084/2020*)

#### **Review Interest Register**

- 2.1 The Board discussed the Interest Register.
- 2.2 The Board noted the declarations of interest for Rod Carr, Catherine Leining and Judy Lawrence.

#### **Approval of Minutes from 11 December 2019 Board Meeting**

- 2.3 The Minutes from the 11 December 2019 meeting were reviewed, amended and approved by the Climate Change Commission Board.
- 2.4 The Board agreed that the Minutes from 11 December 2019 CCC Board meeting, as amended, were confirmed as a true and accurate record of the meeting and signed off by the Chair.

#### **Approval of Minutes from 17/18 December 2019 Board Meeting**

- 2.5 The Minutes from the 17 and 18 December 2019 meeting were reviewed, amended and approved by the Climate Change Commission Board.
- 2.6 The Board agreed that the Minutes from 17 and 18 December 2019 CCC Board meeting, as amended, were confirmed as a true and accurate record of the meeting and signed off by the Chair.

## **Review Matters Arising**

- 2.7 The Board discussed the Actions Register from the last two Board meetings. The Secretariat updated the Board on actions that are in progress and/or completed.
- 2.8 The Board agreed that completed and closed Actions are moved into a separate file Actions Register once noted by the Board. *(Refer to Action Number 0085/2020)*

██████████ left the meeting at 10.50am

██████████ joined the meeting at 10.50am

## **Agenda Item 3: Analysis Work Programme**

### **Overview of Work Programme**

- 3.1 Sara Clarke reported to the Board on the resetting of the planning approach of the work programme. This will become a standing item on the Board Agenda.
- 3.2 The Board agreed for the work programme to be distributed. This will enable the Board to prepare their questions and concerns at the February Board meeting. *(Refer to Action Number 0086/2020)*

*Nicola Shadbolt joined the meeting via Zoom at 11.05am*

### **Submission on the Climate Change Response (Emissions Trading Reform) Bill**

- 3.3 ██████████ presented a tabled presentation to the Board. The presentation contained information on two NZ ETS-related consultations: 1) the Select Committee led-consultation on the Climate Change Response (Emissions Trading Reform) Amendment Bill (ETR Bill) and 2) the Ministry for Environment-lead consultation on a provisional emissions budget and regulations for NZ ETS settings. The presentation highlighted the need to make an imminent decision about whether to submit on the ETR Bill, while clarifying that there was more time to consider the NZ ETS settings regulations and provisional emissions budget consultation, given it had a deadline for submissions of 28 February.
- 3.4 The Board thanked ██████████ for her informative and detailed presentation.

*Judy Lawrence left the meeting at 12.00pm*

### **Agreed**

- 3.5 The Board noted that ██████████ will send to Commissioners all the key documents relevant to the NZ ETS settings consultation, including the consultation document, the 4<sup>th</sup> Biennial Report to the UNFCCC, the marginal abatement cost curve analysis report, and the renewable energy and energy efficiency consultation document. *(Refer to Action Number 0087/2020)*

- 3.6 The Board agreed that the Commission would make a supplementary written submission on the ETR Bill supporting the ICCS submission and making a small number of additional comments. *(Refer to Action Number 0088/2020)*
- 3.7 The Board noted that Sara Clarke will contact the Clerk at the Environment Select Committee to advise them of the Commission's decision to provide a written submission. *(Refer to Action Number 0089/2020)*
- 3.8 The Board agreed that Staff are to set up sessions for Commissioners interested in detailed discussions on the NZ ETS settings regulations consultation. *(Refer to Action Number 0090/2020)*
- 3.9 The Board agreed that interested Commissioners will work with staff to come up with a proposed approach on the NZ ETS settings regulations submission, focused on matters of principle rather than matters of evidence. *(Refer to Action Number 0091/2020)*
- 3.10 The Board agreed to make a decision on an approach on the NZ ETS settings regulations submission at the Board meeting on 11/12 February. *(Refer to Action Number 0092/2020)*
- 3.11 The Board noted that staff will need to prepare a Comms plan and material for both the ETR Bill submission and the NZ ETS settings regulation submission. *(Refer to Action Number 0093/2020)*
- 3.12 The Board noted that staff time spent on the submissions needs to be minimised as staff time is being diverted from work on the engagement and analysis work programs.

█ left the meeting at 12.57pm

█ joined the meeting at 1.00pm

#### Agenda Item 4: Iwi/Māori Focus

##### **Update on Iwi/Māori Engagement**

*Apologies were received from Tia Greenaway – Tia was unable to attend the meeting.*

- 4.1 Dr Rod Carr and Jo Hendy reported to the Board on their meeting with Mike Smith – Chair of the Iwi Leaders Group committee on Climate Change. There are two actions for the Secretariat as follows:
  - 4.1.1. The Secretariat to send Mike Smith a copy of the timetable of our work programme. *(Refer to Action Number 0094/2020)*
  - 4.1.2. The Staff within the Commission to work with the Technical staff of the Iwi Leaders Group on Climate Change. *(Refer to Action Number 0095/2020)*

4.2 [REDACTED] reported to the Board on their work with Whetu and Iwi/Māori engagement.

#### **Update on Te Reo name for the Commission**

4.3 [REDACTED] updated the Board on the advice received from [REDACTED] on the Te Reo name for the Climate Change Commission.

#### **Agreed**

4.4 The Board agreed that the staff to run a similar process that was for the Green Investment Fund's Te Reo name. *(Refer to Action Number 0096/2020)*

4.5 The Board agreed that Lisa Tumahai is kept notified ahead of the process and to have the opportunity to be briefed before papers are presented to the Board. *(Refer to Action Number 0097/2020)*

4.6 The Board agreed for staff to provide an update at the 11/12 February Board meeting on the process of a Te Reo name for the Commission. *(Refer to Action Number 0098/2020)*

4.7 The Board agreed that staff to keep Minister Shaw's office informed on developments of the Te Reo name for the Commission. *(Refer to Action Number 0099/2020)*

[REDACTED] left the meeting at 1.10pm

*The Board left the meeting at 1.10pm for lunch*

*The meeting reconvened at 1.33pm*

[REDACTED] Sara Clarke, [REDACTED]  
[REDACTED] joined the meeting at 1.33pm

Sara Clarke introduced [REDACTED] to the Board. They have both recently joined the Climate Change Commission.

[REDACTED] left the meeting at 1.37pm

#### **Agenda Item 5: Engagement and Communication**

##### **Engagement and Comms Plan and overview of legal advice on consultation**

5.1 [REDACTED] provided the Board with the draft Engagement and Communications Plan and first associated 90-day plan, and an overview of the legal advice on consultation.

5.2 The Board provided feedback on the Engagement and Communications High level Plan and first 90-day Plan.

5.3 The Board noted the current legal advice provided around the risks of successful judicial review presented by the proposed timing of public consultations.

- 5.4 The Board noted that further legal advice on consultation will be circulated by 31 January 2020. *(Refer to Action Number 0100/2020)*
- 5.5 That the Board noted that the Commission will make the high-level plan available to the public by 31st of January 2020. *(Refer to Action Number 0101/2020)*
- 5.6 The Board noted the process for receiving invitations for attending events or speaking engagements as Commissioners. Specifically before responding to a request, the invitation is to be referred to the CE and assessed in terms of priority, required support and precedent. Weight will be given to Commissioners need for local engagement and existing relationships where appropriate.

#### **Agreed**

- 5.7 The Board agreed that a section of risk management for accessibility and transparency is added to the Comms plan. *(Refer to Action Number 0102/2020)*
- 5.8 The Board agreed that [REDACTED] will provide the Board with the Organisational Stakeholder list. The list will be discussed at the next Board meeting on 11/12 February. *(Refer to Action Number 0103/2020)*

[REDACTED] left the meeting at 2.34pm

#### **Key Issues**

##### **Role of Natural Gas**

- 5.9 [REDACTED] reported to the Board on the role of natural gas in the transition to a net zero emissions economy in New Zealand.

##### **Afforestation**

- 5.10 [REDACTED] reported to the Board on the role of afforestation in reducing net emissions.
- 5.11 The Board noted that the papers will help write and inform the Board around material that will go into the final Reports as well as get across information that they need to be aware of.
- 5.12 The Board noted that the staff will consider a peer review process around these papers.

#### **Agreed**

- 5.13 The Board agreed that the Issues Paper is reframed as a Technical Briefing paper to include technical key messages that are more fact based and less opinion. *(Refer to Action Number 0104/2020)*

[REDACTED] Sara Clarke, [REDACTED] left the meeting at 3.00pm

joined the meeting at 3.00pm

#### Media 101

5.13 provided a presentation to the Board on media training 101.

5.14 The Board noted that an additional follow-up session on media training for the Board will be scheduled within the next couple of months. (Refer to Action Number 0105/2020)

Nicola Shadbolt left the meeting at 3.35pm

left the meeting at 3.55pm

joined the meeting at 4.00pm

#### Agenda Item 6: Analysis Work Programme

##### Presentation on Legislative and Policy Context

6.1 presented to the Board a tabled presentation on the Legislative and Policy Context. The presentation is to raise awareness about elements of the Climate Change Response Act 2002 (CCRA) which are important for the Commission's analysis and advice.

Lisa Tumahai left the meeting at 4.00pm

##### Agreed

6.2 The Board agreed for Sara Clarke to provide the Board with a tabled copy of the Board work programme at the next Board meeting in February. (Refer to Action Number 0106/2020)

left the meeting at 5.10pm

joined the meeting at 5.13pm

#### Agenda Item 7: Corporate Services

##### Budget and Finance

7.1 reported to the Board that the Budget and Finance report will be provided at the Risk, Audit, Safety and Health Committee meeting on 10 February 2020.

## Delegations

- 7.2 [REDACTED] discussed with the Board the Delegations policy that enables the Chief Executive to sub-delegate some aspects of the operation of the Commission to Tier 2 managers.
- 7.3 [REDACTED] reported that the Policy sits within the Framework. The Policy describes in more detail how the Chief Executive will sub-delegate and set the limits on what sub-delegates will be responsible for.
- 7.4 The Board discussed and noted the delegation schedules.

## Agreed

- 7.5 The Board have agreed for the Chief Executive to sub-delegate some aspects of the operation of the Commission to use the preferred Delegations Policy. (*Refer to Action Number 0107/2020*)

## Operations Transitional Work – IT Systems

- 7.6 [REDACTED] reported to the Board on the new hardware for phones and laptops; and the new operational Sharepoint document system.
- 7.7 [REDACTED] reported that the draft Terms of Reference for the Risk, Audit, Safety and Health Committee have been emailed to the Lisa Tumahai.

## Climate Change Commission officers

- 7.8 [REDACTED] reported to the Board on the staff members responsible for organisational roles for the Climate Change Commission. The Commission is required to have individuals with responsibilities for certain organisational areas:
- 7.8.1. Chief Security Officer (required by Protective Security Requirements) - this role will be held by [REDACTED]
  - 7.8.2 Privacy Officer (required by the Privacy Act) - this role will be held by Sara Clarke.
  - 7.8.3 An Executive Sponsor with oversight of information and records management (required by the Information and records management standard issued by the Chief Archivist under the Public Records Act) - this role will be held by [REDACTED]  
[REDACTED]

## Agenda Item 8: Any other Business

- 8.1 [REDACTED] provided an update to the Board on Indemnity Insurance for the Commissioners. The broker is working with QBE to prepare a proposal for covering the Commission and Commissioners. A Deed of Indemnity will be prepared by Chapman Tripp and brought back to the Board.



- 8.2 The Chair updated the Commissioners on the GST components and PAYE issues. [REDACTED] will speak to Board members individually and work out the best solution for invoices.
- 8.3 [REDACTED] provided an update to the Board on advice received from Chapman Tripp around using consultants and contractors.
- 8.4 The Board discussed their invites to the British High Commissioner dinner on 28 January.
- 8.5 The Board noted the dinner on the evening of the 12 February with the three international visitors.
- 8.6 Jo Hendy provided an update to the Board on the Chief Executive's KPIs.
- 8.7 Jo Hendy updated the Board on MOU for data sharing. There have been initial conversations had with three agencies. A draft MOU has been prepared.
- 8.8 The Board noted that staff positions (and teams) will be circulated to the Board. (*Refer to Action Number 0108/2020*)

**Next meeting:** The next meeting of the Climate Change Commission Board will be held on 11 and 12 February 2020, Climate Change Commission Board Kyoto Meeting Room, Level 21, Aon Centre, 1 Willis Street, Wellington.

The meeting finished at 5.35pm

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

Signed:  \_\_\_\_\_  
Chair

Date: 3/2/2020

