

Climate Change Commission Board Meeting (Meeting 9)
Tuesday, 14 July 2020

A meeting of the Climate Change Commission Board Members was held via Zoom Teleconference Facility. The meeting started at 10.00am and finished at 3.52pm.

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
[REDACTED] - Executive Assistant and Minute Taker

Guests:

[REDACTED] – Principal Analyst
[REDACTED] – Principal Analyst
Astrid Nunns – General Manager - Strategy, Planning and Engagement
[REDACTED] - Advisor
[REDACTED] - Engagement and Communications Advisor
[REDACTED] - Principal Advisor
Grant Blackwell – Chief Scientist
[REDACTED] - Principal Advisor
[REDACTED] – Project Co-ordinator
[REDACTED] – Communication and Engagement Manager
[REDACTED] – Programme Manager
[REDACTED] - Contractor
[REDACTED] – Principal Analyst
[REDACTED] – Business Analyst
[REDACTED] – Principal Analyst
[REDACTED] - Contractor

The meeting started at 10.00am

Agenda Item 1: Board Only time

- 1.1 The Chair welcomed the Commissioners to the Climate Change Commission Board meeting.
- 1.2 The Board noted and discussed the agenda items for the Board meeting.

Lisa Tumahai joined the meeting at 10.12am

- 1.3 The Board discussed invitations received from political parties for Commissioners.
- 1.4 The Board noted that Commissioners should decline invitations received from political parties relating to launches of new climate change policies. The Commission should not be seen to endorse campaign promises.
- 1.5 The Board discussed the meeting held on 10 July 2020 with Commissioners and Commission staff on the closure of the Tiwai Point Aluminium Smelter.

Agreed

- 1.6 The Board agreed that for future meetings with Commissioners that are scheduled within a one to two-day period, Commission staff will contact Commissioners directly to provide advance notice of the meeting instead of emailing the notification. This will provide more opportunity for Commissioners to make themselves available if they are able to.

Jo Hendy, Grant Blackwell, [REDACTED] Astrid Nunns, [REDACTED] joined the meeting at 10.45am

Agenda Item 2: Welcome

- 2.1 The Chair welcomed the Leadership Team to the Climate Change Commission Board meeting.
- 2.2 The Board discussed Zoom recordings of meetings with Commissioners and Commission staff.
- 2.3 The Board acknowledged their appreciation to Commission staff for their timely delivery of Board papers to Commissioners for the July Board meeting.
- 2.4 The Board noted that the Waste Sector Report structure deferred from the June Board meeting will be added to the August Board Meeting agenda.

Review Interest Register

- 2.5 No conflicts were identified by Board or Commission staff.
- 2.6 The Board noted that there are no new declarations of interest for the Board.

Approval of Minutes from 9 – 10 June 2020 Board Meeting

- 2.7 The Minutes from the 9 – 10 June 2020 meeting were reviewed.

- 2.8 The Board agreed that the Minutes from 9– 10 June 2020 Climate Change Commission Board meeting were confirmed as a true and accurate record of the meeting and signed off by the Chair.

Review Actions Register

- 2.9 Astrid Nunns updated the Board on actions that are in progress and/or completed.
- 2.10 The Board noted the completed actions and thanked Commission staff for managing the Actions Register.

██████████ left the meeting at 11.15am

██ joined the meeting at 11.15am

Agenda Item 3: Chief Executive's Report

- 3.1 Jo Hendy provided an update to the Board that included the SOI and SPE extended deadlines; the Commission's submission on the COVID-19 Recovery (Fast-track Consenting) Bill, and the Climate Action Fund letter to Minister Shaw dated 25 June 2020. The Board noted the letter received from Minister Shaw, dated 7 July 2020, which confirmed the extension of the Commission's statutory deadline to 31 May 2021 for delivery of advice, with consultation to begin by 1 February 2021. The deadline applies to the emissions budgets 1-3, the emissions reduction plan, and the advice on biogenic methane and the Nationally Determined Contribution.
- 3.2 Jo Hendy also provided an update to the Board on the wellbeing, health and safety of the Commission staff. A full report will be provided to the RASH Committee in August and will provide details on the survey results on stress and anxiety levels monitoring.
- 3.3 Jo Hendy informed the Board that a Stakeholder newsletter is due to be sent out. The Commission will advise Stakeholders of the new delivery date through the extension.
- 3.4 The Chair provided an update to the Board on the recent meeting of the Independent Crown Entities (ICE) involving Chairs and Chief Executives.
- 3.5 Astrid Nunns informed the Board that the Commission's submission to the COVID-19 Response and Relief Fund for \$0.740m for COVID-19 related cost pressures was unsuccessful. Astrid Nunns outlined the process for the Commission's out of cycle budget bid to fund resourcing for new advice requested by Minister Shaw on biogenic methane and the Nationally Determined Contribution, and scoping new responsibilities given to the Commission under the Climate Change Response (Emissions Trading Reform) Amendment Act, as of June 2020. MfE are leading the drafting of a Cabinet paper which will be submitted to Cabinet before the House rises on 6 August.

- 3.6 The Board acknowledged and thanked Commission staff for providing informative updates from the Chief Executive's Report.
- 3.7 The Board noted and discussed the Chief Executive's Report.
- 3.8 The Board noted that the Chief Executive KPIs as part of the revamped reporting framework will come to the Board for consideration in August, along with a draft work plan for the coming year. *(Refer to Action Number 0286/2020)*

Agenda Item 4: Feedback from Commissioners on papers to the Board

- 4.1 Jo Hendy introduced the Board to the item regarding feedback on how the Board and Commission staff can best empower each other over the coming months to ensure the successful delivery of the Commission's work programme to 31 May 2021.
- 4.2 The Board noted and discussed the feedback to ensure the Board lands a common view on the type of feedback they wish to provide to Commission staff.

████████████████████ joined the meeting at 11.52am

Agreed

- 4.3 The Board agreed that a half day workshop be scheduled for the Board and Commission staff to identify four key issues and judgements. *(Refer to Action Number 0287/2020)*

Agenda Item 5: Draft Statement of Intent and draft Statement of Performance Expectations

Approving the Statement of Intent

- 5.1 Astrid Nunns presented the draft Statement of Intent (SOI) to the Board for final consideration. The Board noted that the SOI and SPE will not include the new Commission brand until the brand is formally released later in the year.
- 5.2 Astrid Nunns informed the Board that the SOI and SPE will be delivered to the Minister on 27 July. Commission staff will write the covering letter to the Minister from the Chair on behalf of the Climate Change Commission and.
- 5.3 The Board acknowledged and showed their appreciation to Astrid Nunns, ██████████ ██████████ for the work on the SOI and the SPE. The Board also formally noted and acknowledged ██████████ preliminary work on the SOI.

James Renwick left the meeting at 12.33pm

- 5.4 The Board noted and discussed the SOI.

Agreed

- 5.5 The Board approved the SOI content with the agreed amendments.

5.6 The Board agreed that the final sign off on the SOI be delegated to the Chair and Deputy Chair. *(Refer to Action Number 0288/2020)*

Approving the Statement of Performance Expectations

5.7 Astrid Nunns presented the Statement of Performance Expectations (SPE) to the Board, highlighting that changes to the earlier draft have been made from the integrated feedback from the Board, the proposed auditor and MfE.

5.8 The Board noted and discussed the changes made to the SPE.

James Renwick joined the meeting at 12.42pm

Agreed

5.9 The Board approved the changes to the SPE so that it can be sent to the Minister for comment by Thursday 16 July. *(Refer to Action Number 0289/2020)*

5.10 The Board agreed that the Chair and Deputy Chair will formally sign off the Statement of Performance Expectations and the prospective financial statements once amendments have been completed. *(Refer to Action Number 0290/2020)*

██ left
the meeting at 1.00pm

The meeting adjourned at 1.00pm for lunch. The meeting reconvened at 1.20pm

██
joined the meeting at 1.20pm

Agenda Item 6: Stakeholder Engagement Review for June 2020

6.1 ██████████ provided an overview to the Board of the stakeholder engagement that the Commission has undertaken over the month of June 2020.

██
joined the meeting at 1.30pm

6.2 ██████████ informed the Board that the level of requests for leadership engagement has increased as lockdown restrictions have eased. It is expected this will continue to increase as the Commission continues to engage and will continue to be a focus for the engagement team.

6.3 The Board noted and discussed the stakeholder engagement over the past month and the requests for leadership engagement.

██
left the meeting at 2.04pm

[REDACTED] joined the meeting at 2.06pm

[REDACTED] led a karakia before the start of Agenda Item 7.

Agenda Item 7 Māori-Collectives and Emissions Reductions Paper

- 7.1 [REDACTED] presented to the Board the Māori-Collectives and Emissions Reductions paper (formally called the Land Use Options Report). A storyboard has been developed to provide an overview of the key sections and proposed content and methodology.
- 7.2 The Board noted and discussed the narrative, proposed content and methodology for the Māori-Collectives and Emissions Reductions paper.

Agreed

- 7.3 The Board agreed that Commission staff present a draft of the first four sections of the Storyboard to the next Board meeting. (Refer to Action Number 0291/2020)

Agenda Item 8: Paepae Update

- 8.1 [REDACTED] and Lisa Tumahai provided an update to the Board on the Paepae and relayed conversations in progress with Mike Smith and Hinekaa Mako regards the Ihirangi project.
- 8.2 Based on current information, we understand Ihirangi is a Māori climate action panel that may be a good platform for engagement and to access insights from Māori. While we are learning more about Ihirangi's role, function, and purpose it was recommended that the Board hold off on establishing a Paepae so we can ensure we will not be duplicating effort.
- 8.3 The Board noted and discussed the Ihirangi project.
- 8.4 The Chair informed the Board that a hui has been scheduled on 29 July 2020 with Mike Smith from the Iwi Chairs Climate Change Group. The attendees from the Commission are Lisa Tumahai, Rod Carr, Jo Hendy, Astrid Nunns and [REDACTED].

[REDACTED] left the meeting at 3.00pm

The meeting adjourned at 3.00pm. The meeting reconvened at 3.08pm

[REDACTED] joined the meeting at 3.08pm

Agenda Item 9: Logo and visual identity for the Climate Change Commission

- 9.1 [REDACTED] presented to the Board the three logo options for the Board to consider. Commission staff are seeking a view from the Board as to which of the options is most fit for purpose to represent the Commission visually. The paper also covers the methodology behind developing the visual component of a brand, and the work behind the development of the visual component of the Commission's brand.
- 9.2 The Board acknowledged and thanked [REDACTED] and [REDACTED] for getting the Commission and the Board to point of selecting a logo for the Commission.
- 9.3 The Board noted and discussed the three logo options.

Agreed

- 9.4 The Board adopted the third option as the Climate Change Commission's logo.
- 9.5 The Climate Change Commission will now be known as "He Pou a Rangi - Climate Change Commission".

[REDACTED] left the meeting at 3.25pm

Grant Blackwell and Astrid Nunns left the meeting at 3.26pm

Agenda Item 10: Tier 2 Update (formally Agenda Item 15)

- 10.1 Jo Hendy provided an update to the Board on the appointments of the Leadership Tier two roles, the process for selection, recruitment and appointment of the Senior Leadership team.
- 10.2 The Board noted the appointment of Grant Blackwell as Chief Science Adviser, Sharon Kerry as General Manager - Corporate Governance and Services, and Astrid Nunns as General Manager – Strategy, Planning, and Engagement.
- 10.3 The Board noted the offer of employment for each of the appointees is consistent with the terms and conditions approved by the Board in May 2020, and the remuneration offer was agreed by each panel.
- 10.4 The Board noted the amendments for the position descriptions for the three roles that were made by the Board in May 2020.

Agenda Item 11: Discuss future needs for meetings (formally Agenda Item 16)

- 11.1 The Board discussed the meeting format for the next Board meeting on 11 and 12 August 2020. Vicky Robertson, Secretary for the Environment at the MfE is attending the Board meeting on 11 August 2020.
- 11.2 The Board noted that they will attend the Board meeting in person.

11.3 The Board noted that the quarterly meeting for the Risk, Assurance, Safety and Health Committee is scheduled on 10 August 2020.

11.4 The Board noted that they will attend in person at the 10 and 11 November 2020 Board meeting. The September and October Board meetings will be held online.

Agenda Item 12: Recap and discuss needs for 15 July 2020 Meeting

12.1 The Board recapped the day's meeting and discussed the agenda for 15 July.

The meeting finished at 3.52pm

The Climate Change Commission meeting will reconvene at 10.00am on 15 July 2020

Climate Change Commission Board Meeting (Meeting 9)
Wednesday, 15 July 2020

A meeting of the Climate Change Commission Board Members was held via Zoom Teleconference Facility. The meeting started at 10.00am and finished at 4.28pm

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
[REDACTED] - Executive Assistant and Minute Taker

Guests:

[REDACTED] - Principal Analyst
[REDACTED] - Principal Analyst
[REDACTED] - Principal Analyst
Astrid Nunns – General Manager - Strategy, Planning and Engagement
[REDACTED] - Analyst
[REDACTED] – Senior Analyst
[REDACTED] - Principal Analyst
Grant Blackwell - Chief Scientist
[REDACTED] - Principal Analyst
[REDACTED] - Principal Analyst
[REDACTED] - Engagement Manager
[REDACTED] - Principal Analyst
[REDACTED] – Programme Manager
[REDACTED] - Operations Manager
[REDACTED] - Senior Analyst
[REDACTED] - Principal Analyst
[REDACTED] – Principal Analyst
[REDACTED] - Principal Analyst
[REDACTED] – Senior Analyst
[REDACTED] - Department for the Prime Minister and the Cabinet (DPMC)

The meeting started at 10.00am

Jo Hendy, [REDACTED] Astrid Nunns, Grant Blackwell and [REDACTED] joined the meeting at 10.00am.

Agenda Item 13: Policy Approach (formally Agenda Item 11)

- 13.1 [REDACTED] introduced the proposed approach to structuring and presenting the Commission's policy advice within the emissions reduction plan.
- 13.2 [REDACTED] informed the Board that the draft policy framework would allow the Commission's advice to focus on the outcomes that policies need to deliver. This will be used as a starting point for the Commission's policy analysis to underpin advice on the Government's emissions reduction plan.
- 13.3 [REDACTED] also informed the Board of the three pillars of policy that are necessary to mitigate climate change. These three pillars are based on work by Lord Nicholas Stern, Professor Michael Grubb of the International Energy Agency.

[REDACTED] *joined the meeting at 11.00am*

Astrid Nunns left the meeting at 11.00am

- 13.4 The Board noted and discussed the proposed structure and the Commission's policy on the emission reduction plan.
- 13.5 The Board noted that Commission staff will incorporate the Board's feedback into the proposed workshop for the Board and Commission staff to discuss four key judgements and issues on 29 July 2020.

[REDACTED] *left the meeting at 11.25am*

The meeting adjourned at 11.25am. The meeting reconvened at 11.29am.

[REDACTED] *joined the meeting at 11.29am*

Agenda Item 14: Chapter Review (formally Agenda Item 12)

The Board requested that the Transport Sector Chapters (Agenda Item 12.2) is moved to the afternoon session of the Board meeting.

14.1 [REDACTED] presented the structure and style of the chapter review for both Transport Sector and Land Sector chapters.

14.2 The Board noted and discussed the structure and style of the chapters.

Agreed

14.3 The Board agreed with the structure and style of the Transport Sector and Land Sector Chapters.

14.4 The Board agreed that Commission staff will provide a separate paragraph within the chapters on ETS pricing behaviours. (Refer to Action Number 0292/2020)

Land Sector Chapter 2 (Agenda Item 12.1)

14.5 [REDACTED] introduced the Board to Chapter 2 of the draft Land Sector report.

14.6 [REDACTED] informed the Board that Chapter 2 gives an overview of the sources and sinks of greenhouse gases in the land sector. The chapter also introduces some of the key drivers of emissions in the land sector.

14.7 The Board noted and discussed Chapter 2 of the draft Land Sector report.

[REDACTED] left the meeting at 12.49pm

The meeting adjourned at 12.49pm for lunch. The meeting reconvened at 1.15pm

[REDACTED] joined the meeting at 1.15pm

Agenda Item 15: Rio Tinto's closure of the New Zealand Aluminium Smelter (NZAS) (formally Agenda Item 16)

15.1 [REDACTED] provided an update to the Board with information and key messages regarding Rio Tinto's decision to close the NZAS.

15.2 [REDACTED] informed the Board that Commission staff have provided the Chair with a proposed list of stakeholders for the Chair to engage with regarding the closure announcement and potential impacts.

[REDACTED] joined the meeting at 1.33pm

15.3 The Board noted and discussed the key messaging regarding Rio Tinto's decision to close the NZAS.

Agreed

15.4 The Board agreed with the key messages provided if the Commission is approached to provide a public position on the closure of Tiwai Point. (Refer to Action Number 0293/2020)

15.5 The Board approved the proposed list of stakeholders for the Chair and Chief Executive to engage with regarding the closure announcement.

██ left the meeting at 2.15pm

████████████████████ joined the meeting at 2.15pm

Agenda Item 16: COVID Modelling Presentation (formally Agenda Item 13)

16.1 ██████████ introduced ██████████ to the Board. ██████████ is working in the Department of the Prime Minister and Cabinet (DPMC) and planning for pathways for our response to COVID-19.

16.2 ██████████ presented to the Board a presentation of the central Government planning and assumptions around the 2-3 year recovery options from the COVID-19 pandemic.

16.3 ██████████ informed the Board that the scenarios are a high-level picture of the socio-economic implications of different trajectories of progression of COVID-19 infection in New Zealand and internationally.

Astrid Nunns joined the meeting at 2.28pm

16.4 The Board noted and discussed the planning and assumptions around the 2 – 3 year recovery options from the COVID-19 pandemic.

16.5 The Board acknowledged and thanked ██████████ for his informative presentation.

████████████████████ left the meeting at 3.15pm

██ joined the meeting at 3.15pm

Agenda Item 14: Chapter Review (formally Agenda Item 12)

Draft Transport Sector Chapters 2 and 3 (formally Agenda Item 12.2)

14.8 ██████████ introduced the Board to chapters 2 and 3 of the draft Transport Sector reports.

14.9 [REDACTED] informed the Board that these chapters are designed to be accessible reports. The chapters are aimed at a broad general audience with the purpose of providing the reader with a clear and compelling understanding of our conclusions and why we have reached those conclusions.

14.10 The Board noted and discussed the draft Transport sector Chapters 2 and 3.

Agreed

14.11 The Board agreed with the level of approach for the draft Transport Sector Chapters 2 and 3.

The meeting adjourned at 4.00pm. The meeting reconvened at 4.10pm

[REDACTED] *joined the meeting at 4.10pm*

Agenda Item 18: Corporate Services (formally Agenda Item 14)

Financial Update

18.1 [REDACTED] provided an update to the Board on the financial position of the Commission to 30 June 2020 and the year-end processes.

18.2 [REDACTED] also provided an update on the forecast surplus for FY 19/20.

18.3 [REDACTED] informed the Board of the proposed appointment of an Auditor for the Climate Change Commission (Chrissie Murray of Baker Tilly Staples Rodway). Chrissie Murray has expressed interest in working with us and will prepare an audit proposal. Ms Murray has been invited to attend the RASH Committee meeting on 10 August 2020.

Draft operating expenditure plan for FY 20/21

18.4 [REDACTED] provided an update to the Board on the draft operating expenditure plan for financial year end 20/21.

18.5 Noting the upcoming change in the Leadership Team, the Board acknowledged and thanked [REDACTED] for her work to date in the establishment of the Commission.

Funds Reconciliation with the Ministry for the Environment (MfE)

18.6 [REDACTED] provided an update to the Board on the reconciliation of operating expenditure from FY 19/20 between the Commission and MfE.

18.7 The Board noted the actions taken to check the reconciliation of operating expenditure held by MfE.

Agenda Item 19: Any other business

- 19.1 The Board agreed to replace the Climate Change Commission stand-up meeting on 29 July 2020 with a Board workshop on issues and key judgements.
- 19.2 The Chair agreed that the Report chapters for the next Board meeting do not require the Chair to review prior to the papers being sent to the Commissioners. The Chair and Commissioners will receive the chapters at the same time.
- 19.3 [REDACTED] informed the Board that the finalised Employee policies will be sent to the Board for their information. The Information Management policies will be sent to the Board for their feedback.


Next meeting Date

The next monthly meeting of the Climate Change Commission Board will be held on 11 and 12 August 2020.

The meeting finished at 4.28pm

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

Signed:



Chair

Date: 11/8/2020