



Ref: OIA 2023-023

[REDACTED]

21 December 2023

Kia ora [REDACTED],

Thank you for your request of 1 December 2023 seeking the following information under the Official Information Act 1982 (the Act):

- *The date, time and location of your initial meeting with the new Minister for your department;*
- *A list of attendees at this meeting*
- *The cost of any flights and accommodation for staff who reside outside of Wellington to attend this meeting*
- *Any documentation provided at the meeting*
- *All notes (including handwritten notes) taken at the meeting by department staff;*
- *A copy of any emails sent by department attendees or all staff communications regarding the meeting with the new Minister.*

The Climate Change Commission has considered your request in accordance with the Act.

The Commission met with the new Minister for Climate Change, Hon Simon Watts, for the first time on Tuesday 28 November at 5:00pm. This meeting was held at the Minister's office in Parliament Buildings.

The attendees at the meeting from the Commission were Dr Rod Carr (Board Chair), Jo Hendy (Chief Executive), and Alexandra Aimer-Seton (Principal Analyst - Industry & Energy). While our Board Chair usually resides outside of Wellington, he was already in the city when this meeting took place and did not travel specifically for it. The other attendees reside in Wellington and did not need to travel to Wellington to attend.

Attendees provided the following documentation at the meeting:

- our advice on the direction of policy for the Government's second emissions reduction plan (ERP) for 2026-2030,
- our 2022/23 Annual Report, and
- an A3 showing legislated deliverables for the Commission through to 2044.

The A3 has been included in the attached document pack (document 1) and is released to you in full. This is also referred to as "programme plan" in the emails released to you.



As the second ERP advice and the 2022/23 Annual Report are publicly available, this part of your request is refused under section 18(d) of the Act. You can find both documents on our website:

- 2023 Advice on the direction of policy for the Government’s second emissions reduction plan, <https://www.climatecommission.govt.nz/our-work/advice-to-government-topic/advice-for-preparation-of-emissions-reduction-plans/2023-draft-advice-to-inform-the-strategic-direction-of-the-governments-second-emissions-reduction-plan-april-2023/>
- 2022/23 Annual Report, <https://www.climatecommission.govt.nz/who-we-are/corporate-publications/2020/annual-report-2022-23/>

Only one attendee from the Commission took notes at the meeting, and these are released to you in full (Document 4).

Documents 5 through to 8 are copies of emails sent between Commission attendees regarding the meeting with the Minister. We have also included emails captured in these email chains sent by other Commission staff members who did not attend the meeting, as they pertain to the meeting with the Minister.

Please note, I was Acting Chief Executive at the time of the meeting being organised and had intentions of attending the meeting, however, as mentioned above, Chief Executive Jo Hendy attended.

A briefing with talking points was prepared for the Board Chair ahead of the meeting. This is referred to as a “prep doc”, “prep pack” or “briefing doc” in the emails released to you. This document is released to you in full (Document 9).

Commission staff were informed of the meeting and its outcomes at the Commission’s regular weekly all-staff meeting a few days later. The talking points used for this announcement are attached as Document 10.

Please note that some information contained in the documents is not within the scope of your request and so has not been included in our release. An outline of the documents released to you and the corresponding decisions under the Act are detailed in Appendix 1.

You have the right to seek an investigation and review of this response by the Office of the Ombudsman, in accordance with section 28(3) of the Act. Contact details for the Ombudsman can be found on their website at: [www.ombudsman.parliament.nz](http://www.ombudsman.parliament.nz)

Please note that the Commission proactively releases its responses to requests made under the Act. This is to help ensure others can also have access to this information. As such, this letter will shortly be published on our website with your name and contact details redacted to protect your privacy.

Ngā mihi



Grant Blackwell  
Chief Science Advisor

**Appendix One – Document Schedule**

Doc #	Document date	Description	Decision
1	N/A	Document provided at meeting - A3 of the Commission's statutory functions and deliverables	Released in full.
2	N/A	Document provided at meeting - 2023 Advice on the direction of policy for the Government's second emissions reduction plan	Refused in full under Section 18(d) of the Act – publicly available.
3	N/A	Document provided at meeting - 2022/23 Annual Report	Refused in full under Section 18(d) of the Act – publicly available.
4	28 November 2023	Handwritten notes taken at the meeting by Commission staff	Released in full.
5	26 November 2023 27 November 2023	Emails – subject: Re: Simon Watts	Information relevant to your request has been released in full.
6	27 November 2023	Emails – subject: Rod briefing with Minister tomorrow	Released in full.
7	28 November 2023	Emails – subject: RE: New Minister briefing – prep doc	Released in full.
8	28 November	Emails – subject: Re: UPDATED: New Minister briefing doc	Released in full.
9	N/A	Attachment to email in document 7 – Briefing with new Minister of Climate Change, Hon Simon Watts – 5pm, 28 November 2023	Released in full.
10	30 November 2023	Staff meeting 30 November notes	Information relevant to your request has been released in full.