



Ref: OIA 2024-011

[REDACTED]
[REDACTED]

29 April 2024

Kia ora [REDACTED]

I refer to your request of 5 March 2024 to Minister Watts, seeking information under the Official Information Act 1982 (the Act). Part of this request was transferred to the Climate Change Commission on 27 March 2024, as outlined below:

“Minutes; agenda; notes; action points resulting from the meeting; talking points, key lines, briefs and documents provided in advance of the meeting; and detail on who attended the following meetings:

- 4. 28/11/2023 5:00 PM - 6:00 PM
 - a. Meet: Climate Change Commission Parliament Buildings
- 31. 19/12/2023 3:45 PM - 4:15 PM
 - a. Meet: Board of the Climate Change Commission Microsoft Teams Meeting
- 34. 21/12/2023 9:00 AM - 9:30 AM
 - a. Phone: Climate Change Commission Chairperson Phone”

The Commission has considered your request in accordance with the Act, as follows. An outline of the documents released to you and the corresponding decisions under the Act are detailed in Appendix 1.

Item 4. 28/11/2023 - Meet Climate Change Commission

The Commission met with the Minister of 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).

Attendees provided the following documentation at the meeting:

- our advice on the direction of policy for the Government’s second emissions reduction plan (ERP2),
- 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.

As the ERP2 advice and the 2022/23 Annual Report are publicly available, we will not be providing this information in reliance on section 18(d) of the Act. You can find both such 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 2).

A briefing with talking points was prepared for the Board Chair ahead of the meeting. This document is released to you in full (Document 3).

Item 31. 19/12/2023 - Meet Board of Climate Change Commission

Minister Watts attended the Climate Change Commission Board Meeting on 19 December 2023, remotely, via Microsoft Teams, for around 30 minutes.

This meeting was seen as an opportunity for the then new Minister to introduce himself and meet the Commissioners. There is an email to the Board, to this effect, released to you with a private staff phone number deleted in reliance on section 9(2)(a) of the Act. (Document 4). We do not consider there is any countervailing public interest in the release of this information

There were no documents prepared by the Commission as a pre-read or briefing for Minister Watts, nor any formal talking points for any participant. We rely on [section 18\(e\)](#) of the Act as our basis for not providing this information, as the information does not exist.

The Board Meeting agenda has been provided to you in relation to the Minister's attendance (Document 5).

Climate Change Commission Board minutes are publicly available [here](#). The Minutes relating to the meeting of 19 and 20 December 2023, are in the process of being uploaded to this site and will be publicly available imminently. All Board Minutes include a list of attendees.

Item 34. 21/12/23 - Phone Climate Change Commission Chairperson

Dr Carr has advised that he spoke with Minister Watts on this date in his capacity as Chair of the Nominating Committee. There are no written notes from this conversation and Dr Carr recollects that the oral discussion concerned nominees and sitting members. As this dialogue was about appointments yet to be made, we consider that for the time being, it falls within confidentiality of advice tendered between Ministers of the Crown and officials. As such, we are unable to provide any further information and rely on [section 9\(2\)\(f\)\(iv\)](#) of the Act to support this decision. We do not consider there is any countervailing public interest in the release of this information.

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.

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



Astrid Nunns
General Manager, Strategic Operations

Annex One

Doc #	Document date	Description	Decision
1	undated	A3 Legislated Deliverables	Released in full
2	undated	Handwritten notes (2pp)	Released in full
3	27/11/2023	Board Chair Briefing	Released in full
4	17/12/2023	Email to Board re Minister attendance	Released in full
5	19/12/2023	Board Meeting agenda	Excerpt released

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