

**Waikato Working Group**

**Monitoring and Reporting Community Outcomes**

**MARCO**

**Terms of Reference**

**and**

**Work Programme 2009/10**

**Approved by Waikato Strategic Planners Network (SPN) - 31 July 2009**

*Confirmed Terms of Reference (August 2008) and Work Programme 2009/10*

## TERMS OF REFERENCE

### BACKGROUND AND OVERVIEW

The Local Government Act 2002 updates the relationship between local authorities and their communities. The focus is on promoting social, cultural, economic and environmental wellbeing. As part of this broad role, councils are required to monitor and report on progress towards identified community outcomes on behalf of their local communities. Central Government agencies, health service providers, tertiary education institutes, iwi, economic development agencies and other community stakeholders are also exploring collaborative approaches to promote community well-being.

The Triennial Agreement signed by all local authorities in the Waikato Region includes a commitment to *“develop joint approaches to measuring and reporting on progress toward community outcomes”*. Transparent and accountable measuring and reporting requires a significant effort to ensure the planned, efficient and cost-effective gathering, storage, analysis and reporting of information. The Waikato Regional Working Group ‘Monitoring and Reporting Community Outcomes’ (MARCO) was formed in 2003 from the Waikato Information Forum to ensure a collaborative, integrated approach.

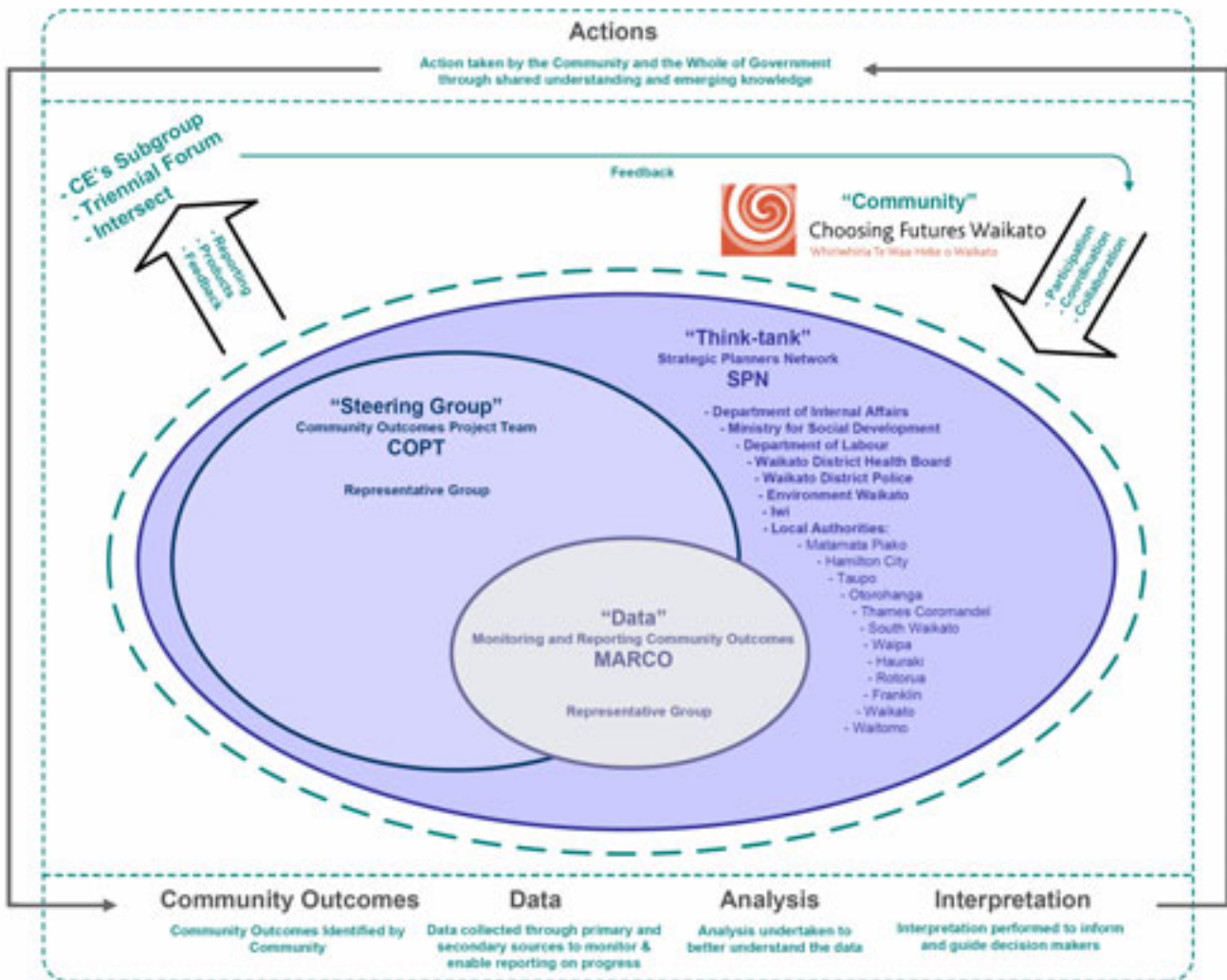
WINFO, founded in 2000, aims to *“share and co-ordinate the gathering of information that is of common interest to local authorities in the Waikato Region”*. The forum is administered by Environment Waikato, with members from all 12 District/City councils, relevant District Health Boards and the Ministry for the Environment. At the WINFO meeting held on March 29, 2004 it was decided to establish a working group to develop a framework for measuring and reporting on community outcomes to work closely with and support the Regional Community Outcomes Project team and the Regional Community Outcomes Co-ordinator.

The MARCO group includes representatives from local authorities, central government and the Waikato District Health Board, membership to the group is not exclusive and participation from a wide ranging audience is encouraged.

MARCO is also closely affiliated with the Strategic Planners Network, a collaborative group for community, corporate planning and strategic planning staff of central government agencies and local authorities in the Waikato region. As local authorities approach the first round of reporting progress made in achieving community outcomes under the LGA 2002, MARCO’s relationship with SPN will become increasingly important.

## MARCO STRUCTURE AND RELATIONSHIPS

Relationships between MARCO and other groups are illustrated in the diagram below together with the community outcomes process. MARCO has a close working relationship with the Choosing Futures Waikato Project Team (COPT) and network relationships with the Waikato Strategic Planners Network and Waikato Information Forum (WINFO). Accountability is most directly to the Choosing Futures Waikato Project Team.



Note: The COPT Steering Group has been dissolved in 2008.

## **PURPOSE OF MARCO**

- To develop joint approaches to measuring and reporting progress toward community outcomes in the Waikato Region as a basis for more evidence-informed decision making.

## **PARTICIPATION**

- (a) Meetings are two-monthly or as necessary, with hosting shared between participants. Notes are distributed within ten working days of the meeting. All administrative tasks and costs associated with holding a meeting are met by the host organisation.
- (b) Participation is voluntary and non-exclusive. Participants may include planning and monitoring staff from local authorities throughout the Waikato Region, Waikato District Health Board, Central Government departments and any other key community stakeholder.
- (c) Participants with specific expertise or linkages may be co-opted as required.
- (d) Activities of the group are reported to the Choosing Futures Waikato Project Team, Waikato Strategic Planners Network, WINFO and other groups and agencies. Activities are reported internally in accordance with the requirements of each participating organisation.

## **PRINCIPLES**

- (a) MARCO is underpinned by the principles of the Waikato Regional Triennial Agreement.
- (b) MARCO recognises resource constraints on all participating organisations.
- (c) MARCO is proactive in meeting legislative requirements for monitoring and reporting progress towards community outcomes.

## **ROLES AND OBJECTIVES**

- (a) To identify and select indicators for monitoring and reporting progress on the Waikato Regional Community Outcomes.
- (b) To enable effective and efficient co-ordination of monitoring activities between Waikato regional community stakeholders.
- (c) To maintain a framework for cost-effective gathering and dissemination of information that is relevant to community outcomes and social, economic, environmental and cultural well-being throughout the Waikato Region.
- (d) To identify linkages between local, regional and national data relevant to community outcomes.
- (e) To develop and use good practice in monitoring and reporting community outcomes, and continually review and evaluate processes.
- (f) To support the Choosing Futures Waikato Project Team in exploring options for joint reporting on progress towards community outcomes.
- (g) To support the Choosing Futures Waikato Project Team in raising awareness of the benefits of more evidence-informed decision making.

## KEY OUTPUTS

### 2009/10 WORK PLAN

This Work Plan as outlined in the table below has been developed by the MARCO Team for approval by the Strategic Planners Network SPN at its meeting of 30 July 2009.

Task	Timeframe	Undertaken by	Indicative Hours <sup>1</sup> and Resources
<p><b>Waikato Regional Perceptions Survey</b></p> <p>Planning, coordination and undertaking of Waikato Regional Perception Survey. Fieldwork planned for June/July 2010.</p> <p><b>Deliverables:</b></p> <p>(1) Evaluation of 2007 survey process &amp; results                      (2) Mapping of questions against other surveys to identify potential overlaps. (QoL, EW EAAA, Lincoln Survey etc)                      (3) Consultant brief developed and agreed by SPN (content, timeframes, budget)                      (4) Survey completed and results distributed</p>	<p>Consultant brief completed and agreed by March 2010 (<u><i>draft proposal appended</i></u>)</p> <p>Survey completed by July 2010</p> <p>Results analysed (by district) and reports distributed to participating councils and placed on CFW/MARCO website by Sept 2010</p>	<p>MARCO</p> <p>Sandra, Terri, AnjiKeri, Beat</p> <p>led by Anji/Keri</p>	<p>40 hours</p> <p>\$10 (MARCO/EW) \$20k (participating councils)</p>
<p><b>Web Application</b></p> <p>Access to core indicator data and associated metadata by all community stakeholders in a suitable format.</p> <p><b>Deliverables:</b></p> <p>Website functionality that:</p> <p>(1) Enables access to raw data.                      (2) Provides hyperlinks to additional data and information.                      (3) Provides standardised Report Card for each indicator, per district where data available.                      (4) Promotes awareness of key results.                      (5) Explores new data presentation tools (GIS, data visualisation).</p>	<p>District Report Cards by Nov 2009</p> <p>Proposal outlining specification for GIS framework and data access by March 2010</p>	<p>MARCO/EW</p> <p>Nova, Beat, ??? ...</p> <p>led by Beat</p>	<p>40 hours</p> <p>6k (for TA Report Cards)</p>
<p><b>MARCO Indicators Review Process</b></p> <p>Review the current MARCO indicators with a view to align them closer to TA needs and relevant national indicators.</p> <p><b>Deliverables:</b></p> <p>1) TA Community Outcome indicators mapped across the Region and compared against other relevant indicator sets.                      2) Liaise with WDHB to align Health Indicators with MARCO indicators.                      3) Identify and prioritise TA needs for Community Outcomes indicators.                      4) Agree on up-dated set of MARCO indicators, and regularly up-date, analyse and report on the new set of MARCO indicators.                      5) Current data/information gaps identified and a process proposed to fill these gaps.</p>	<p>Indicator Workshop held on 27 August 2009.</p> <p>All TA indicators listed and mapped against WDHB Health Indicators, and other relevant indicator sets (AnewNZ, OECD, SNZ sustainable development indicators, MfE, MSD, Quality of Life, MED, MCH etc), by Feb 2010</p> <p>Indicator needs of TA prioritised by April 2010.</p>	<p>MARCO in liaison with National Working Group for Integrated Reporting (led by MfE, with SNZ, DIA, LGNZ).</p> <p>Tony, Terri, Sally, Sandra, Beat, ??? ...</p> <p>Led by Beat.</p>	<p>80 hours</p>

<sup>1</sup> Labour hours are for EW (300hrs) only, additional in-kind support is provided by other MARCO members.



## Appendix Proposal for Waikato Regional Perception Survey 2010

### Background

The first 'Waikato Regional Perception Survey' was undertaken in May/June 2007.

800 interviews were completed (70 per TA, except for Rotorua with 30 interviews).

22 topics were covered with a total of 74 (sub-)questions asked.

Questionnaire available from <http://www.choosingfutures.co.nz/Publications/>.

The survey was bulk-funded by CFW. Some councils took up the option (charged separately to each council) for:

- Additional interviews to reduce margins of error
- Additional question(s)

Feedback and evaluation of the 2007 survey was highly supportive for undertaking a similar survey every three years. This is a proposal for approval by SPN to plan and undertake the next survey in June/July 2010.

### Proposal for 2010 Survey

#### Costs

A similar survey (74 questions, 70 interviews per council) is estimated to cost \$30,000<sup>2</sup>.

Options for payment:

1)	<b>Eight</b> participating councils <sup>3</sup> EW/MARCO <sup>4</sup>	8 x <b>\$2,500</b>	\$20,000 <u>\$10,000</u> <b>\$30,000</b>
2)	<b>Ten</b> participating councils EW/MARCO <sup>3</sup>	10 x <b>\$2,000</b>	\$20,000 <u>\$10,000</u> <b>\$30,000</b>

For both options:

- Additional interviews \$37.00 per interview
- Additional question \$ 1.60 per minute (= \$112 per minute for 70 interviews)<sup>5</sup>

#### Timing of Survey

It is proposed to undertake the survey in June/July 2010. This allows councils to pay for the survey in either the 2009/10 or 2010/11 financial year, or to spread the costs over two years.

#### Deliverables

- Regional and District/City reports, including raw data and analysed results
- Results and reports published on CFW/MARCO website
- (possibly – joint media release?)

#### Relevance for Councils

- Meets LGA requirements for Community Outcomes monitoring and reporting
- Demonstrates collaboration and cost effectiveness of data gathering
- Provides valuable feedback and input into the next full LTCCP 2012-2022.

<sup>2</sup> Quote received 28 April 2009 (John Dennis, IRC).

<sup>3</sup> Confirmed: Hamilton CC, Taupo, Hauraki, Matamata Piako, Thames Coromandel, Waipa, Waikato (tentative), Franklin DCs (subject to Auckland Governance decision).

<sup>4</sup> EW funding subject to at least eight councils participating in the survey.

<sup>5</sup> Total time to complete the 2007 was about 12 minutes.