

Waikato Working Group

Monitoring and Reporting Community Outcomes

MARCO

Terms of Reference

and

Work Programme 2010/11

Final

Modified following SPN meeting 19 August 2010

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.

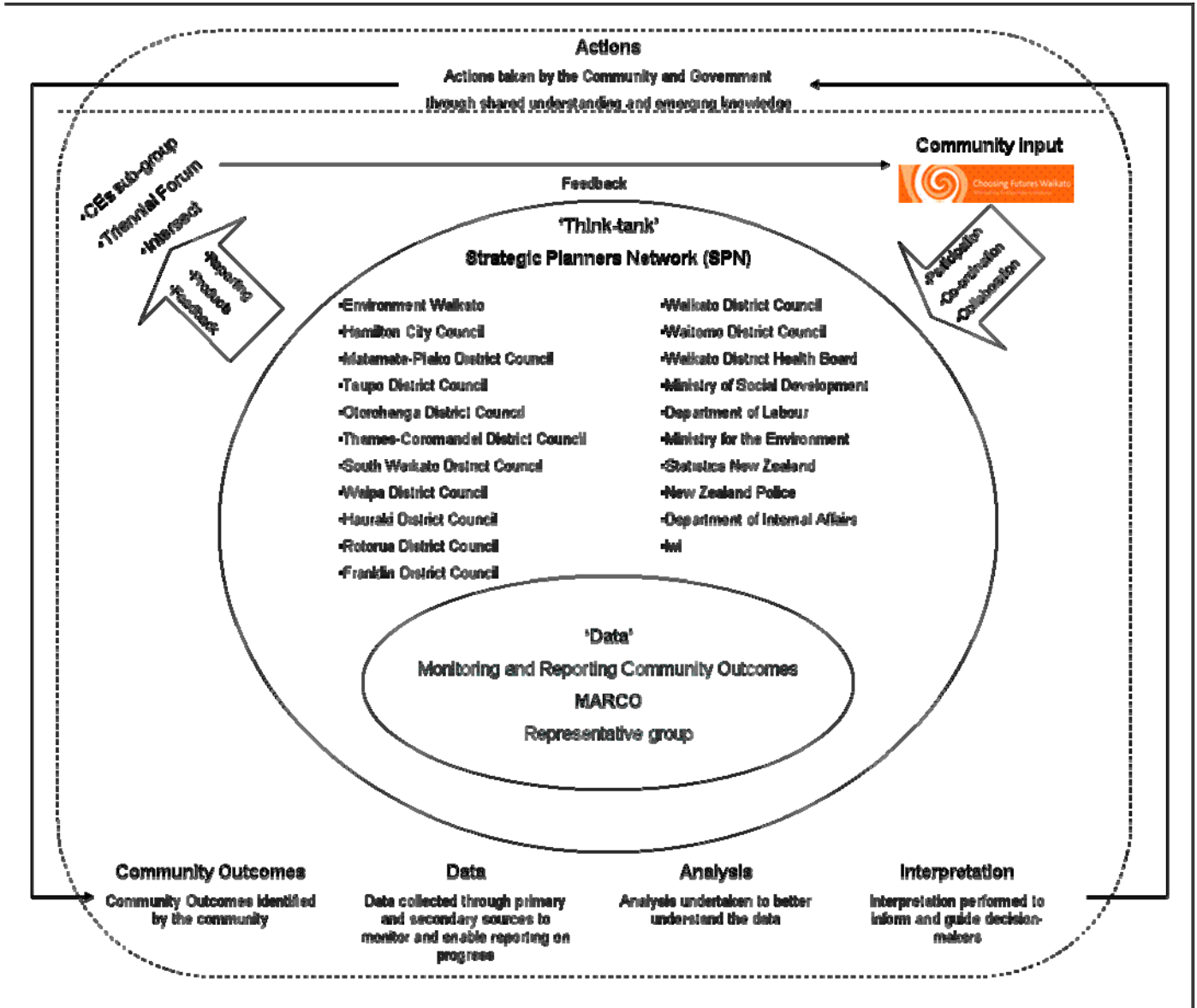
WINFO, founded in 2000, aims to *“share and co-ordinate the gathering of information that is of common interest to local authorities in the Waikato Region”*. The forum is administered by Environment Waikato, with members from all 12 District/City councils, relevant District Health Boards and the Ministry 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: This figure has been up-dated in June 2010 to reflect changes since adoption of the original Terms of Reference 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

2010/11 WORK PLAN

This Work Plan as outlined in the table below has been developed by the MARCO Team for discussion and approval by the Strategic Planners Network SPN at its meeting of 19 August 2010.

Task	Timeframe	Undertaken by	Indicative Hours and Resources ¹
<p>1) Waikato Regional Perceptions Survey</p> <p>Undertaking, analysing and reporting on Waikato Regional Perception Survey. Fieldwork planned for June/July 2010.</p> <p>Deliverables:</p> <p>(1) Questionnaire completed and agreed by all partners (2) Pilot survey and field work successfully undertaken (3) Core (regional) report, individual reports for each participating TA and raw data delivered (4) Presentation to MARCO</p>	<p>Pilot survey undertaken by 30 June 2010</p> <p>Survey completed by July 2010</p> <p>Results analysed (by district) and reports and data distributed to participating councils and placed on CFW/MARCO website by 30 Sept 2010.</p> <p>Presentation to MARCO 5 Nov</p>	<p>MARCO</p> <p>Participating councils, led by Beat</p>	<p>50 hours (Beat)</p> <p>\$10 (EW) plus \$20k (participating councils) John Dennis (IRC Ltd)</p>
<p>2) Web Application</p> <p>Access to core indicator data and associated metadata by all community stakeholders in a suitable format.</p> <p>Deliverables:</p> <p>Enhanced website functionality:</p> <p>(1) Provides standardised <u>Report Card</u> for each indicator, and <u>per district</u> where data available. (2) Adding health indicators from Waikato DHB (3) Enables access to raw data. (4) Provides hyperlinks to additional data and information. (5) Promotes awareness of key results. (6) Explores new data presentation tools (GIS, data visualisation).</p>	<p>Draft District Report Cards amended by TAs (adding explanations and local interpretations, comments and links to other information), by Dec 2010, for an example see here</p> <p>WDHB health indicators available on website by 31 Oct 2010 (subject to approval)</p> <p>Proposal outlining specification for additional functionality (GIS framework, data access, data presentation/ visualisation), by February 2011.</p>	<p>MARCO / EW</p> <p>One staff from each TA to amend Report Cards.</p> <p>Nova, Ellerlie, Jason Led by Ellerlie</p>	<p>40 hours (Beat)</p> <p>\$4k (for technical support and proposal)</p>
<p>3) MARCO Indicators Review Process</p> <p>Review the current MARCO indicators with a view to align them closer to TA needs and relevant national indicators. All indicators used in the Waikato have been mapped, see here.</p> <p>Deliverables:</p> <p>1) Up-date and maintain list of current indicators used by EW, TAs, WDHB (and relevant national datasets: SNZ, MfE, MSD, MED, MCH, QoL). 2) Develop searchable web-based application for above indicator inventory. 3) Identify and prioritise TA needs for (Community Outcomes?) indicators. 4) Agree on up-dated set of MARCO indicators. Significant data/information gaps identified and a process proposed to fill these gaps.</p>	<p>All indicators are listed by 30 Sept 2010.</p> <p>The listed indicator are available on a searchable web application, by end Feb 2011.</p> <p>Indicator needs of TA /MARCO identified and prioritised, by 31 May 2011.</p>	<p>MARCO</p> <p>(in liaison with National information Forum led by MfE and SNZ).</p> <p>Tony, Terri, Sally, Sandra, Andrew, Beat, others???</p> <p>Led by (?).</p>	<p>60 hours (Beat)</p>

¹ Labour hours and contracted services are for EW only (280 hrs, \$20,000); additional in-kind support is provided by other MARCO members, as well as resources for specific and agreed projects (e.g. Perception Survey).

MARCO Terms of Reference with Proposed Work Programme for 2010/11

<p>4) Updating MARCO Indicators</p> <p>Updating, analysing and reporting of MARCO indicator set.</p> <p>Deliverables:</p> <ol style="list-style-type: none"> (1) Compilation of latest data. (2) Refresh all data, graphs and hyperlinks in Report Cards on CFW/MARCO website. (3) Produce 2011 Data Analysis Report. (4) Refresh 'circles of well-being'. (5) Update Report Cards (EW, TA, WDHB) 	<p>Data collation completed by May 2011.</p> <p>Data Analysis Report 2011 and all Report Cards updated and available from CFW/MARCO website, by June 2011.</p> <p><i>(in the future a more dynamic process is envisaged where data will be automatically up-dated as they become available)</i></p>	<p>Contractor (APR – Paul Killerby)</p>	<p>20 hours (Beat)</p> <p>\$6k (APR Consultants)</p>
<p>5) Communications</p> <p>Regular progress reports to Waikato Strategic Planners Network. Attendance at monitoring and reporting workshops as appropriate. Review, update and maintenance of MARCO pages on CFW website.</p> <p>Deliverables:</p> <ol style="list-style-type: none"> 1) Update provided to each SPN meeting. 2) MARCO website pages up-to-date, 3) MARCO nationally recognised as a 'good practice' collaborative initiative for cost effective information sharing. 	<p>As required</p>	<p>MARCO Beat</p>	<p>30 hours (Beat)</p>
<p>6) New Indicator Developments and Innovation</p> <p>Explore the co-ordinated development, gathering and management of indicators for the benefit of local government. Learning from national and international indicator initiatives.</p> <p>Deliverables:</p> <ol style="list-style-type: none"> 1) MARCO has input into national and international indicator work (DIA, SNZ, MfE, OECD etc). 2) Participation in National Information Forum 3) Ongoing review of MARCO indicators and if necessary align with other work. 4) Be aware and learn from relevant new (inter)national initiatives. 5) Explore the feasibility of sustainability indicators, such as Genuine Progress Index (GPI), Ecological Footprint (EF) etc. 6) Investigate links to the Global Project on "Measuring the Progress of Societies" and the www.wikiprogress.org web portal. 	<p>Ongoing</p>	<p>MARCO / EW</p>	<p>60 hours (Beat)</p>
<p>7) Work Plan Review</p> <p>Annual work plan review.</p> <p>Deliverables:</p> <p>2011/12 Work Plan completed.</p>	<p>By May 2011</p>	<p>MARCO / SPN Beat</p>	<p>20 hours</p>

RESOURCING

- (a) Funding for contract work is approved from time-to-time by the Strategic Planners Network and administered on behalf of MARCO by Environment Waikato.
- (b) In-kind and cash contributions by participating agencies may be offered at any time.

Detailed work programmes, timelines and budget estimates are developed in consultation with the Waikato Strategic Planners Network.