

RMA Monitoring and Reporting Workshops

November 2006

Ministry for the Environment



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Introductions

- Facilitator – Amanda Moran
- Presenters – Sandra McIntyre
 - Warren Adler
 - Paula Rolfe
- Ministry for the Environment
- New Zealand Planning Institute
- Local Government New Zealand



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Thank you to these contributors:

- Karen Bell: Enviro Solutions
- Jane Johnston: LGNZ
- Beat Huser: Environment Waikatio
- Steve Markham: Tasman DC
- Kerry Grundy: Whangarei DC
- Gary Bedford: Taranaki RC
- Leigh Robcke: Thames-Coromandel DC
- Gina Sweetman & Donna Caddie: MfE



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Purpose of today

- Provide practical tools and guidance on RMA monitoring and reporting
- Stress benefits of integrated approach
- Identify what further guidance would be useful – www.qualityplanning.org.nz
- Facilitate discussion and exchange of information



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Agenda

Session 1	Integrated monitoring strategy
Session 2	Fitting monitoring to purpose
Session 3	How to monitor
Session 4	Reporting and review



Key times

10:45 – 11:00

Morning tea

12:30 – 1:15

Lunch

2:45 – 3:00

Afternoon Tea

5:00

End



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You will learn about ...

- Design and implementation of an integrated monitoring strategy
- Design of a monitoring plan
- How to monitor – use of monitoring tools and management of data
- Closing the loop - reporting and review



Where do you go?



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Session 1: An integrated monitoring strategy

Think creatively to balance needs and resource constraints



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Why monitor – a reminder

- Better information for decision making
- Improved policies, plans, programmes and activities
- Improved community understanding of issues - better participation
- Accountability to community
- Makes good business sense



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Exercise 1 – Brainstorm

Selling the case for monitoring



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Communicating a case for monitoring

- Capture the imagination of decision-makers and senior management
- What information can you provide for their needs?
- Identify partners within the organisation
- Look at local issues and information gaps
- Start small (focus on priorities) - with a plan to grow and take action



What's an integrated strategy?

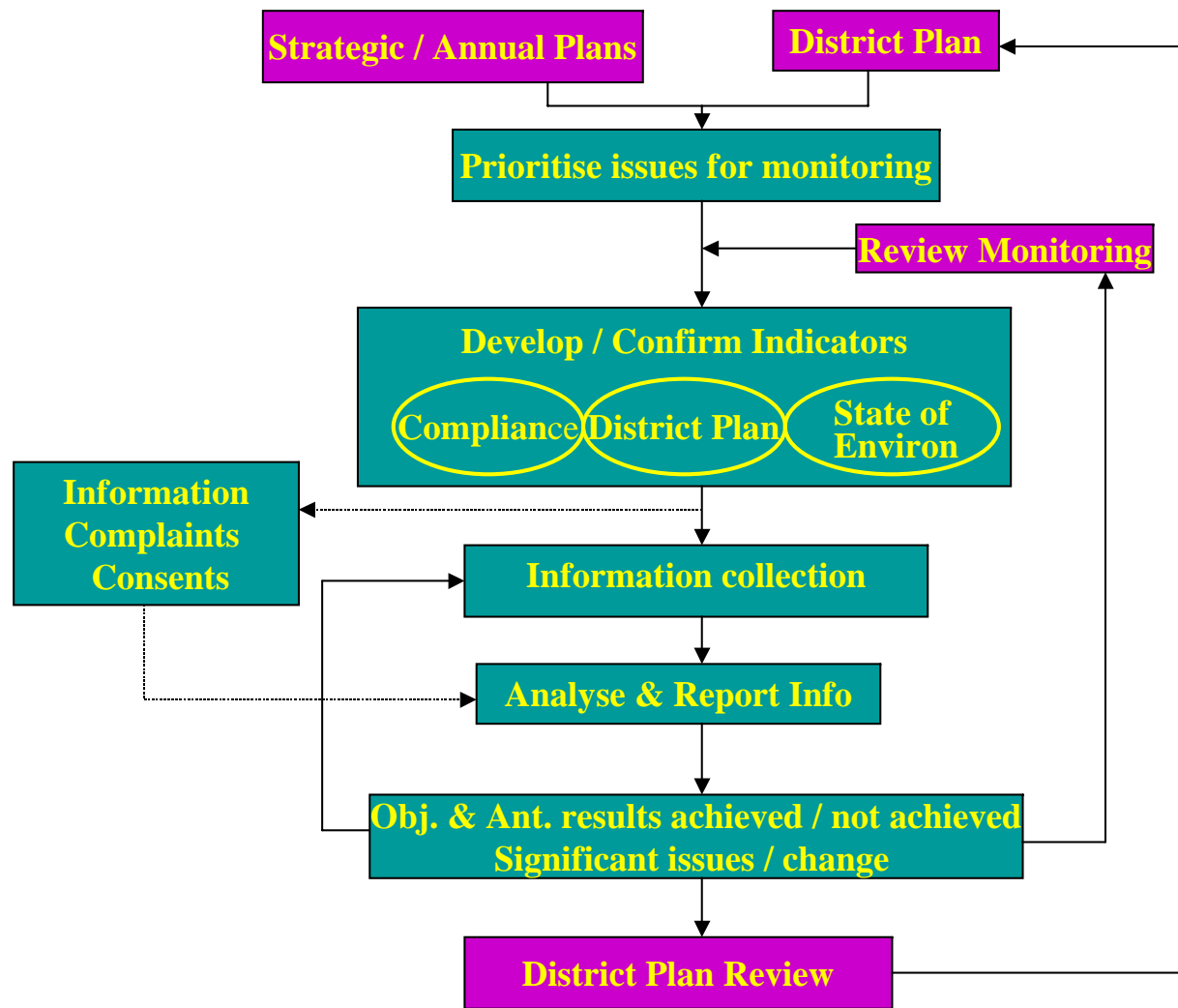
Integration is a continuum

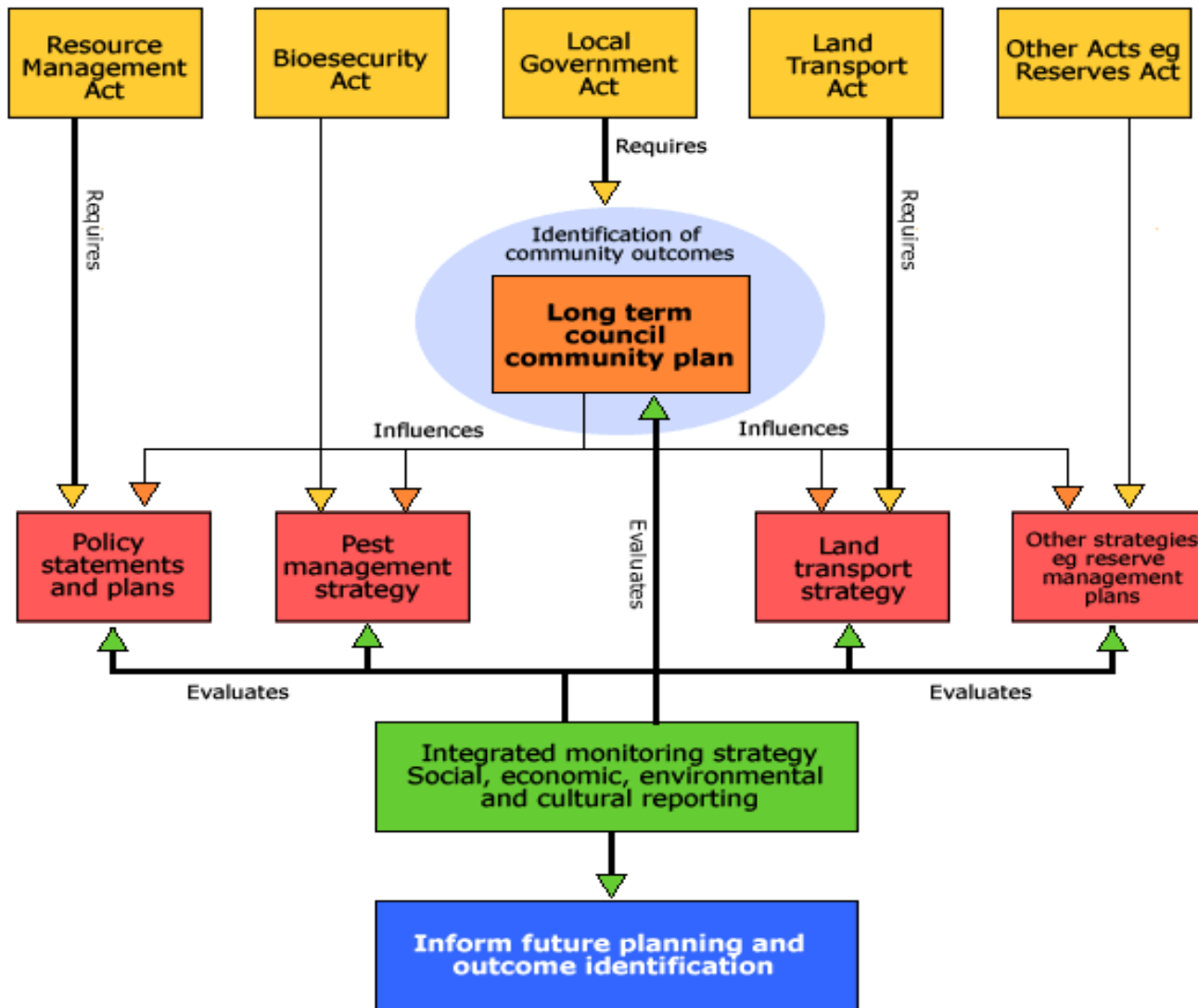
- Consents, complaints, plans and SOE monitoring and reporting
- Throughout council
- Local, regional, national, international
- With other organisations
- With other legislation



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Why an integrated approach?

- Consistent and useful information
- Can see the bigger picture
- To have information at the right time
- To identify links within and between local, regional and national monitoring
- Best use of available information and resources



Should we collaborate?

- No one person or agency is responsible for it all
- Tap into wider experience and skills
- Can be cost efficient e.g. data purchase
- But it takes time and money – consider carefully how to make it work for you



Barriers we know about

- Management buy-in and support - selling monitoring is challenging
- Setting realistic timeframes
- Data availability – improves over time
- Communicating and acting on results
- Making the information interesting



Exercise 2 – Where are you at?

- Discuss in pairs:
 - Where are you at with monitoring and reporting?
 - How integrated is your monitoring?
 - What would you like to work on to move forward?



Exercise 3 – Key attributes of an integrated monitoring strategy

- In your group develop the key attributes of an RMA integrated monitoring strategy
 - What needs to be in your strategy?
 - How will you sell it?
- Report back and discussion



Six Pillars of Wisdom

WHY?

WHAT?

WHEN?

HOW?

WHERE?

WHO?



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What will integration mean?

- Evaluation of current monitoring needs
- A spring clean of indicators
- Introduction of other monitoring tools
- Developing new relationships
- Less stress

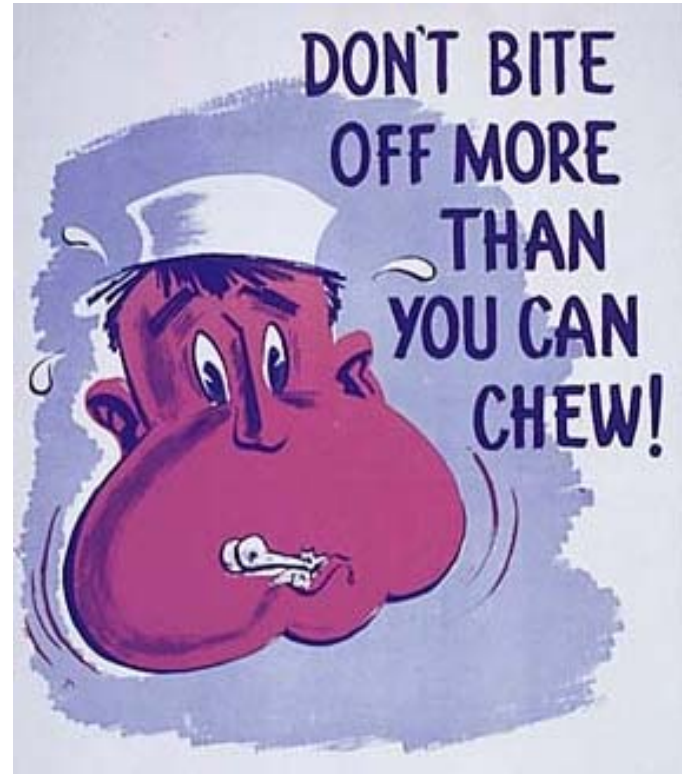


Information sharing on an integrated monitoring strategy

- What success have you achieved?
- What barriers are you facing and how could you overcome these?
- What information or assistance do you require?



Session 2: Fitting monitoring to purpose



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Designing a monitoring plan

- Think about your purpose
 - State of the environment
 - Plan and policy effectiveness
 - Consents, compliance and complaints
- Decide what you'll monitor and why before getting into how to do it



How much is enough?

- There is no magic number!
- Monitor:
 - “to the extent appropriate to enable [you] to carry out [your] functions”
- Reports should:
 - “enable public to be better informed about [your] functions and duties” and
 - “participate effectively”



Prioritising monitoring

- What does the community think is important?
- What do you need to know to review your plans?
- What are your key objectives?
- Where are the information gaps?



Exercise 4 – Designing a monitoring plan

- In your group consider one of three specific monitoring purposes:
 - state of the environment
 - plan effectiveness
 - consents/compliance and complaints
- Discuss how to plan monitoring for your selected monitoring purpose



Exercise 4 – Designing a monitoring plan

- Questions
 - What do we need the information for?
 - How do you decide what information is needed?
 - How do you prioritise competing needs?
 - When is the monitoring needed?
 - Who will be responsible/involved?
 - How will this be integrated with other monitoring?



Information sharing on monitoring with a purpose

- What success have you achieved?
- What barriers are you facing and how could you overcome these?
- What information or assistance do you require?



Session 3: How to monitor



Don't reinvent
the wheel!
...or the path!



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Different monitoring tools

- Not everything has to be scientific
- Participatory monitoring
- Not everything is about indicators
- What can other groups contribute?
- What are the appropriate timeframes?
- Ad hoc research to supplement

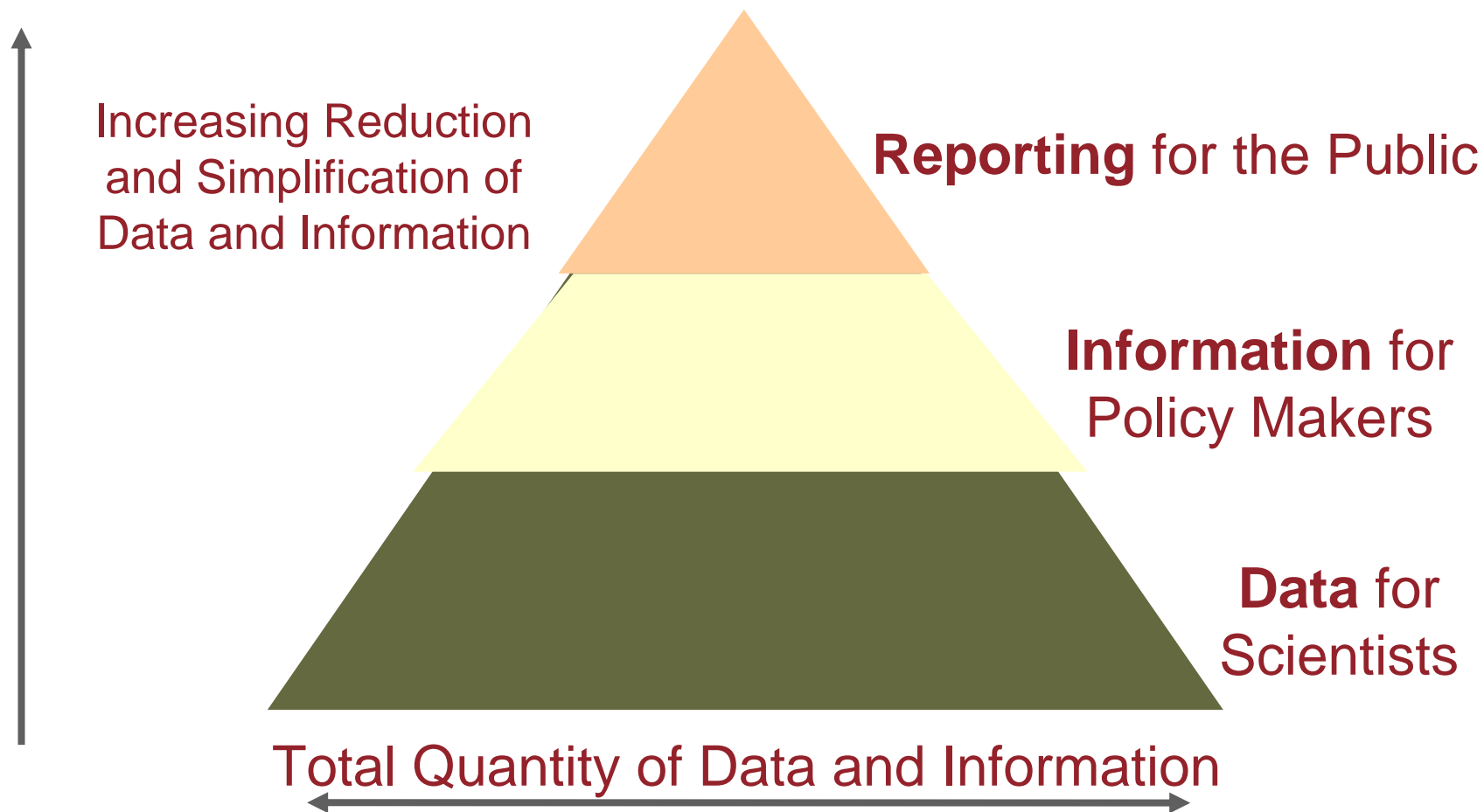


Integrating different monitoring needs

- Map monitoring needs
- Consider links between SOE, plan effectiveness, consent, compliance and LTCCP monitoring
- Smart processes to enable more information collection



Indicators - an 'indication'



Selecting indicators

- Lots of documents on developing indicators
- www.choosingfutures.co.nz
- Indicators help us measure (simplify)
- Indicators are for audiences
- Core set can be headline indicators – multi taskers
- Start from monitoring purpose, not from current monitoring activity



Exercise 5 – How to monitor

How to monitor the objectives? Consider ...

- what does the objective mean?
- what causal factors/ pressure points are there?
- what sources of information tell us about these (including mitigation responses)?
- how do we check if effects are due to our policies?
- do we already collect relevant information? Does anyone else? What else can we do?



Exercise 5 – How to monitor

- From indicators provided, consider which might be helpful, using selection criteria (Session 3 - Attachment 1 in the Handbook)
- What other monitoring tools could help to fill information gaps?
- Report back and discussion



Managing the data

- Metadata - planning for data
- Data management, common issues and tips
- E.g. quality control, keeping it simple, software solutions, data agreements



Building the data profile

- Two perspectives: business purpose and target audience
- What attributes are required:
 - ✓ How would a person find relevant data?
 - ✓ What makes the data fit for purpose?
 - ✓ How will the data be shared and with whom?
 - ✓ How will it be secured for future use?



Exercise 6 – Data management

- With your selected information set, write metadata, including:
 - Technique for measurement
 - Timing, locations and coverage of samples
 - Who will collect it
 - How will it be stored and shared
 - Possible limitations of method used
- Report back on key learnings



Information sharing on how to monitor

- What success have you achieved?
- What barriers are you facing and how could you overcome these?
- What information or assistance do you require?



Session 4 – Reporting & Review



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When to report

- Statutory requirements leave room to manoeuvre
- Try to incorporate into formal decision making and planning cycles
- Use targeted reports to highlight a particular issue that needs action
- Don't over-promise and under-deliver



How to report

- Target your audience & tailor accordingly
- Use different media
- Brand different reports as part of your overall monitoring package
- Both qualitative and quantitative information
- Present the good, the bad & the limitations
- Look forward as well as back - include messages about how to improve



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Reporting examples

- Dunedin City Council *Monitoring Natural Areas*
- Environment Waikato:
www.ew.govt.nz/enviroinfo/indicators
- Matamata-Piako District Council:
www.mpdc.govt.nz/link_policyplans.htm



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Using the results

- Monitoring results in the policy cycle:
 - issue prioritisation ⇒ setting work programmes
 - development of community plan & other strategies
 - plan/policy evaluation or review
 - section 32 reports
 - pre-consultation for plan changes
 - implementation e.g. resource consent processing



Closing the loop

- Plan-Do-Monitor-Review
- Monitoring without action is pointless
- Timing is everything:
 - is there enough information?
 - are cause and effect apparent?
 - would it be better to wait for more results?
 - would it be better to investigate in more depth?
 - can we deal with the consequences?



From reporting to review

- Indicators and other monitoring results only one part of the story
- Other inputs into review may include:
 - consultation
 - specific research
 - case law
 - previous issues or concerns raised by staff
 - practitioner evaluation



Review of plan effectiveness

- Suitability of provisions
 - have significant issues changed?
 - do AERs still reflect community aspirations?
 - are objectives still appropriate?
- Effectiveness and efficiency
 - are policies, methods, rules effective in achieving the objectives and AERs?
 - are the policies, methods, rules cost-effective?



Slide 49

CAPS4

conflicting discussion in notes. talks about a broader view - and then says the Act has a narrow requirement - would suggest to keep it a little less contradictory

prolfe, 28/08/2006

Exercise 7 – Closing the loop

- In your group:
 - Choose 2-3 of the scenarios provided
 - Where does the scenario fit into the monitoring strategy?
 - How would you monitor?
 - Is any additional action required?
(reporting, review, other action)



Exercise 7 – Closing the loop

- Report back and discussion
- Discuss good practice for reporting and closing the loop:
 - what key elements need to happen once monitoring is completed?
 - what approaches work well?
 - consider the 6 pillars: why? what? when? how? where? who?



Information sharing on reporting and review

- What success have you achieved?
- What barriers are you facing and how could you overcome these?
- What information or assistance do you require?



Wrap Up

- Discussion on:
 - Making best use of existing info/networks
 - What additional guidance is needed on QP?
- Reflect on:
 - Key things you learnt
 - Questions that remain unanswered
 - Things you'll do when you return to council
- Close

