

Monitoring and Evaluation Section

INTRODUCTION

It is important for CDEM Groups know that success is being achieved to reach the goals of that Group and the expectations of the community. To enable the measure of success a program of monitoring and evaluation must take place.

PURPOSE OF THE MONITORING and EVALUATION SECTION

Provide an overview to the CDEM Group Plan monitoring and evaluation programme in order to ensure that legislative requirements are being met.

CONTEXT FOR MONITORING and EVALUATION

There are a number of requirements and methods for delivering on success through monitoring and evaluation they are:

Compliance

Compliance monitored for legislative purposes. The appropriate legislation is listed in the CDEM Act 2002 and at the end of this section.

Performance

Performance can be measured as capability and capacity. Whether the Group Plan/work programme is being carried out or the Local Authority planning/work programme is occurring.

Internally

Internally monitoring and evaluating within the CDEM Group using agreed processes.

Externally

Externally monitoring and evaluating using the services of agency outside the CDEM Group, such as MCDEM, other CDEM Group for peer review or a private consultancy firm.

Monitoring and evaluation are standard parts of the risk management process. Though often referred to together, monitoring and evaluation involve distinctly different aims and processes, as outlined below.

Requirements of CDEM Groups for monitoring and evaluation are:

Section	Text
17 (1) (h)	Monitor and report compliance within its area with this Act and legislative provisions relevant to the purpose of this Act.
37 (1)	A Civil Defence Emergency Management Group must ensure that its actions in exercising or performing its functions, duties, and powers under this Act are not inconsistent with any national civil defence emergency management strategy that is for the time being in force.

NATIONAL MONITORING and EVALUATION

The MCDEM 'CDEM Capability Assessment Tool' (in development) aims to create a standard New Zealand assessment of emergency management capability. It will consist of a set of key performance areas and indicators against which organisations can assess themselves, or be externally assessed on their CDEM performance. Indicators will span the 4Rs, and are organised in a framework based on the National CDEM Strategy. The Gisborne CDEM Group will use this tool (when finished) to assess specific parts of its activities on an annual basis.

The assessment tool provides:

- ▶ An assessment of organisational strengths, weaknesses and gaps.
- ▶ Audit and accountability to stakeholders and government.
- ▶ A strategic planning function.
- ▶ A nationwide picture of implementation of requirements of the CDEM Act.
- ▶ A nationwide picture of progress towards CDEM's high-level goals and objectives.

The CDEM Capability Assessment Tool will fulfil all of the monitoring and evaluation requirements of the CDEM Act in a simplified, flexible, all-inclusive, process.

To ensure effective management all project team leaders identified in the work program to be developed will be required to report to CEG at least once in a calendar year on the status of their project until it has been completed. The CEG is responsible to the Group to ensure that the team leaders complete their targets and actions and will report on progress when milestones are reached.

The CDEM Officer will check the Plan for any changes or minor alterations due to currency in February each year to coincide with the March CEG meeting. Any amendments shall be discussed and acted upon then and the Plan updated in accordance with section 57 of the Act.

Any major amendments that require review under section 56 of the Act, unless deemed critical to the overall emergency management function of the Group, will be held over until a new Plan is made. A full review of the Plan will commence at an appropriate date before its expiry date. The Plan needs to have a review commenced within five years after approval.

Supporting documents mentioned in this plan, i.e. SOP's and Contingency Plans, are not incorporated by reference in this Plan, they will be reviewed in February each year and if the amendments are significant will be approved by CEG.

LEGISLATIVE COMPLIANCE

The CDEM Officer is responsible for monitoring compliance between the Act and other relevant legislation.

EXTERNAL MONITORING

The Ministry of CD&EM will be invited to report to the CEG at each of its November meetings on its view of how the Group is performing. The CEG will prepare a report to Council on this activity for the next Council meeting following its November meeting. The preparation of this report will be the responsibility of the CEO of the Gisborne District Council.

Under section 8 of the Act, the Director of MCDEM has a function to “monitor the performance of CDEM Groups and persons who have responsibilities under this legislation”.

As a collection of autonomous authorities, local government has a wealth of experience in performance and compliance monitoring and in many respects is self-regulating. In addition, The Emergency Management Office is audited every year as part of Council's normal audit process.