

### 7.3 Checklist for Implementing Environment Improvement Action Plan

Tick box when action item has been completed:

- ☐ New **partnership implementation structures** have been established or existing ones strengthened,
- ☐ Local authority has linked Environment Improvement Action Plan to **statutory development planning**
- ☐ **Special Area Plans** have been developed based on the Environment Improvement Action Plan
- ☐ Local authority to integrate Environment Improvement Action Plan into existing **municipal policies**, budgets and internal practices and procedures
- ☐ The Community Vision has been adopted as a supporting vision to the overall **municipal development vision**
- ☐ Annual **municipal budgets** has incorporated programs and activities of the Environment Improvement Action Plan
- ☐ Municipal **policies** on urban management and development has incorporated the goals and objectives of the Environment Improvement Action Plan
- ☐ Implementation and progress of the Environment Improvement Action Plan must be part of the local authority **management meeting** agenda
- ☐ Local authority monitoring **future municipal policies** and decisions to support Environment Improvement Action Plan

## **8.0 EVALUTION AND FEEDBACK**

### **8.1 Purpose**

The purpose of Evaluating Progress is to enable stakeholder partners review the effectiveness of the Heritage Action Plans, the Heritage Partnership Mechanism and also the Public Participation process in improving their town. This helps stakeholders make informed decisions about the future of the process and about effective strategies for a better town. This process also develops accountability and transparency among stakeholder partners, as it requires joint analysis and evaluation.

### **8.2 Actions to be Taken**

There are four key actions to be taken by the Task Force, Study Groups and the Working Committee in producing an effective evaluation process, these are:

1. The Working Committee, with advice from the Task Force, must establish a **system of reporting** for all stakeholder partners; this must include:
  - a. Regular scheduled project implementation meetings by Study Groups to monitor programs, project and activities
  - b. Monthly monitoring meetings by the Heritage Committee; outcome from these meetings should be brought to the local authority council meetings for their attention
  - c. The Task Force on public participation must produce **monthly progress reports** on implementation Heritage Action Plans
2. The Study Groups must **develop and measure the indicators** to enable systematic and effective ways of monitoring progress towards achieving the Community Vision and Environment Improvement Action Plan
  - a. Targets set during the Action Planning process form the basis of heritage conservation and urban development **indicators** to be used
  - b. Study Groups with the support of relevant agencies and organisations must, at agreed periods, **obtain data** on these indicators
3. The Working Committee and each Study Group must review progress towards achieving the Future Community Vision
  - a. Each Study Group should review the effectiveness of their Action Plans and programs; deficiencies should be identified for further work and successes are documented and celebrated

- b. The Working Committee must review the overall progress towards achieving the Community Vision, the effectiveness of the Environment Improvement Action Plan and the implementation partnership mechanism itself; deficiencies should be identified for further work and successes are documented.
  - c. This review process should be carried out in a **public workshop** using SWOT analysis to identify current strengths and weaknesses as well as future opportunities and threats; this evaluation workshop closes the Public Participation Process and should produce an updated State of the Town Report.
4. The local authority, through the Task Force, must then **publicise the findings** of the evaluation process to the wider community to build confidence and to obtain continuous cooperation, supports, and trust from the public on the capability of the local authority in achieving the Future Community Vision. The updated State of the Town Report containing latest indicator data and evaluation of the action plans must also be widely circulated among the stakeholders.

#### **Criteria for developing effective indicators**

An effective indicator must be **jointly developed** by stakeholder partners and should meet these criteria:

1. Address the allowable capacity of the area's built and natural **resources**,
2. Address the allowable capacity of the urban and environmental **services** upon which the community relies
3. Address the allowable capacity of the aesthetic, cultural and **historical assets** that are important to the local community
4. Address the allowable capacity of the local community's **human resource**, i.e. skills, education, health and natural abilities of the people in the community
5. Address the allowable capacity of the community's **social assets** i.e. interaction between people in the community: relationship of families, friends, neighbourhoods, social groups, businesses, governments and their ability to work together
6. Address the allowable capacity of the community's **built assets** i.e. the ability to maintain and enhance the community's infrastructure, building, parks, playgrounds and support systems
7. **Easily understood** and used by the community at large,
8. Provide a **long-term view** on the Future Community Vision,
9. Measure equity among stakeholders
10. Measure relationship between economy and heritage conservation
11. Measure relationship between heritage conservation and society
12. Measure relationship between culture and economy.

### 8.3 Checklist for Evaluation and Feedback

Tick box when action item is completed:

- ☐ The Working Committee established a **system of reporting**
- ☐ Regular scheduled **project implementation meetings** by Study Group to monitor programs, project and activities were held
- ☐ Monthly monitoring **meetings** by the Working Committee were held
- ☐ Outcome from Working Committee meetings were be brought to the local authority **council meetings**
- ☐ The Task Force produced **monthly progress reports** on implementation of the Environment Improvement Action Plan
- ☐ Study Groups **measured indicators** to monitor progress towards achieving the Community Vision and Environment Improvement Action Plan
- ☐ Study Group reviewed the effectiveness of their Action Plans, programs and the Study Group itself
- ☐ The Working Committee reviewed the overall progress towards achieving the Community Vision, the effectiveness of the Environment Improvement Action Plan and the implementation partnership mechanism itself
- ☐ A **public workshop** was conducted to identify currents strengths and weaknesses as well as future opportunities and threats
- ☐ An updated State of the Town report was produced to document currents strengths and weaknesses as well as future opportunities and threats
- ☐ The local authority, **publicised the findings** of the evaluation process to the wider community
- ☐ The updated State of the Town report containing latest indicator data and evaluation of the action plans was widely circulated among stakeholders.