

Monitoring, Evaluation and Reporting Plan

Canterbury Climate Partnership Plan

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Monitoring, Evaluation and Reporting Plan

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Document control and review

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Executive summary

Purpose of a monitoring, evaluation and reporting plan

Monitoring, evaluating and reporting performance against climate action plans is an important aspect of tracking progress, assessing effectiveness of actions and strengthening accountability. This process involves gathering specific data and evaluating changes to inform future planning and investment in meaningful climate action. By adopting a robust and thorough approach, alongside transparent reporting, Canterbury councils can demonstrate an authentic commitment to leadership and accountability in their approach to climate action.

The monitoring, evaluation and reporting plan outlined in this report has been specifically developed to support the Canterbury Climate Partnership Plan (CCPP). It is designed to measure, evaluate and report on the delivery of short-term CCPP implementation **Actions** to 2030, the achievement of long-term **Outcomes** to 2050, and the **Effectiveness** of council collaboration over the first CCPP period from 2024 to 2027 (as shown on the following page). Figure ES.1 illustrates the monitoring, evaluation and reporting plan, its various components, and its relationship to the CCPP strategic framework.

Primary insights from the monitoring, evaluation and reporting plan development

The core output of the process to develop a monitoring, evaluation and reporting plan was a set of indicators and metrics aligned to each Action and Outcome of the CCPP, along with measures of the partnership's Effectiveness. Indicators summarise high-level areas targeted for progress, forming the basis for a narrative of CCPP achievements; whilst the metrics provide detailed, measurable data beneath them.

An indicator reference sheet template has been developed to support consistent monitoring. Over time, these indicator reference sheets will serve as an enduring record of data sources, quality of those sources, collection methods and frequency, as well as capturing initial baseline measures. It has not been possible to complete indicator reference sheets for all metrics and this is an ongoing task that will be finalised within the next financial year, as further progress is made to implement the monitoring, evaluation and reporting plan.

The first set of CCPP metrics and baseline data marks the beginning of a robust, tailored approach for Canterbury. Monitoring climate impacts and responses is still a developing area for local government, and ideal datasets and indicators are not yet available for all aspects of measurement. Much of the relevant information is either not measured consistently or not collected at all. The CCPP monitoring, evaluation and reporting plan draws on the best data that is available now and incorporates new, targeted sources to generate useful insights in a cost-effective way. As climate action monitoring continues to evolve, the set of metrics will grow and improve over time, offering a more complete picture of progress and impact.

Collecting consistent data is a particular challenge for the CCPP, as it involves all 11 councils in the region — each with different approaches to data gathering and reporting. Aligning processes and agreeing on datasets that reflect shared priorities will take time. As part of this report, we've outlined potential next steps to help prioritise new data collection efforts in ways that strengthen the value case for the CCPP.

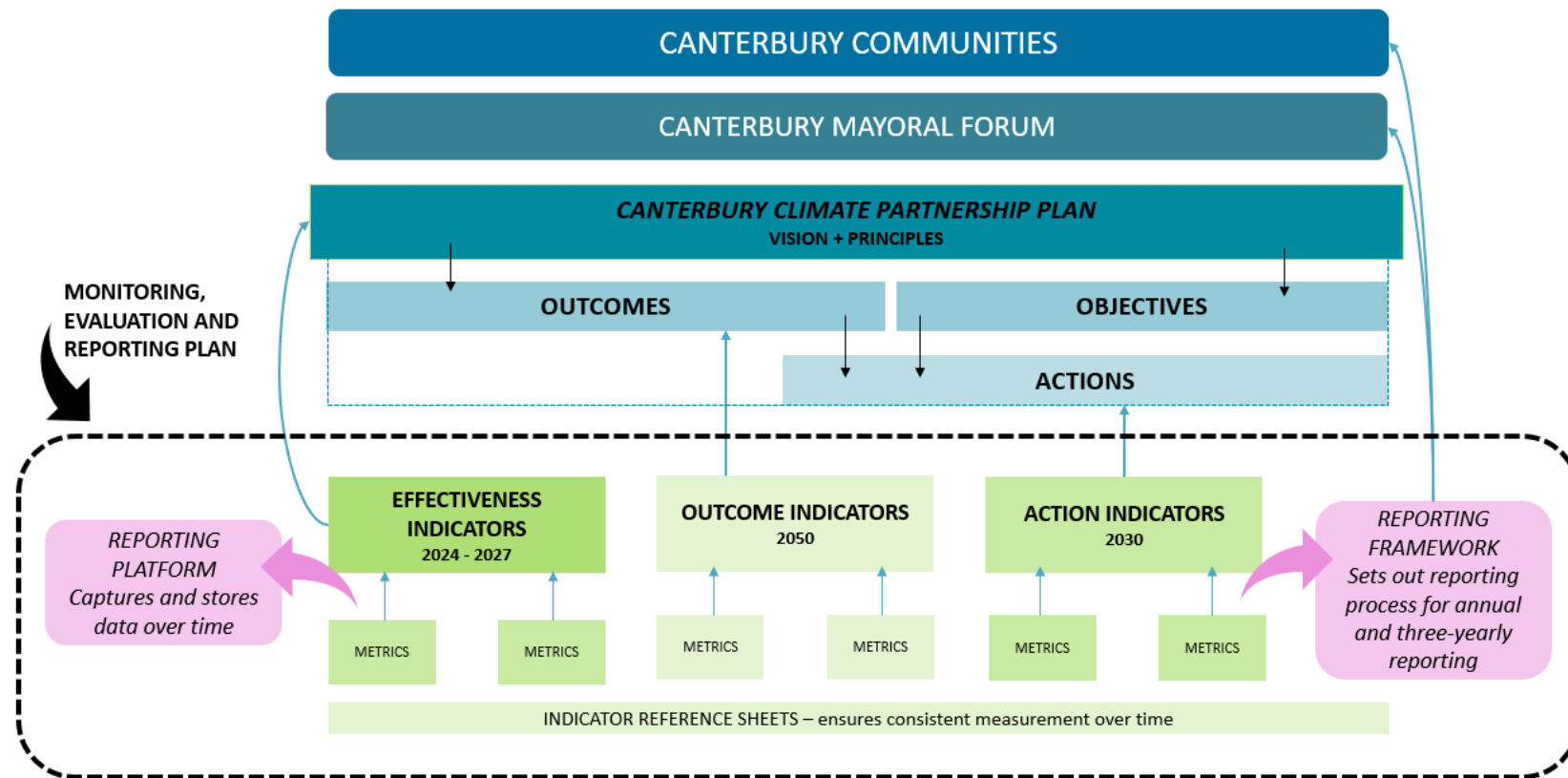


Figure ES.1: Key components of the monitoring, evaluation and reporting plan.

How monitoring, evaluation and reporting will work

All three aspects of monitoring, evaluation and reporting are important to support implementation of the CCPP and, more importantly, effective climate action by local government in Canterbury. The indicators and metrics comprising the CCPP monitoring and evaluation framework will ensure relevant data is available to monitor and assess progress. Evaluation of this data in context will enable judgements to be made about what is working and why; where changes may be needed; and how investments in climate action may be enhanced. The reporting function will share findings from the monitoring and evaluation work through Mayoral Forum governance channels annually and three-yearly to ensure appropriate accountability and transparency.

To support reporting, data will be captured and presented in two primary ways:

1. **Excel-based reporting platform:** This is a structured spreadsheet database to store, track, and (where possible) visualise progress. As a central repository for periodic measurement data, the platform will enable comparisons and help identify trends over time.
2. **Formal reporting:** The formal reporting cycle is proposed to align with Councils financial year (1 July – 30 June) and be integrated into regular quarterly reporting on the Canterbury Climate Partnership Plan to the relevant Mayoral Fora. The different levels of reporting for the CCPP are outlined in Table ES.1.

Table ES.1: CCPP reporting overview and governance.

Level of reporting	Timeframe	Reporting focus	Audience
CCPP implementation	Quarterly	<ul style="list-style-type: none">• Progress of action implementation.	Canterbury Policy, Chief Executives, and Mayoral Forums.
Baseline report	Q1 FY 2026/2027	<ul style="list-style-type: none">• Baseline report.	Canterbury Council staff, Canterbury Policy, Chief Executives, and Mayoral Forums.
CCPP monitoring, evaluation and reporting	Annually (Q1) First annual report in Q1 FY 2026/2027	<ul style="list-style-type: none">• Provide an assessment and progress update for all Action and Effectiveness indicators and metrics.• Describe initiatives that have been undertaken in the last year.• Present short case studies of partnership successes/challenges (partnership Effectiveness indicators).• Assess early signs of change (where available).	Canterbury Council staff, Canterbury Policy, Chief Executives, and Mayoral Forums.

Level of reporting	Timeframe	Reporting focus	Audience
CCPP monitoring, evaluation and reporting	Three Yearly (Q1)	<ul style="list-style-type: none"> • Provide an assessment against all Action, Outcome, and Effectiveness indicators and metrics. • Describe initiatives that have been undertaken to date. • Present short case studies of partnership successes/challenges (partnership Effectiveness indicators). • Deliver an evaluation of outcome trends, impact, and any signs of system changes. • Support and inform a three-yearly review of the CCPP and the monitoring and evaluation framework to inform any appropriate recommendations, adjustments, and improvements (see Section 4.3 for examples). 	Canterbury Council staff, Canterbury Policy, Chief Executives, and Mayoral Forums, and the general public.

Recommendations to strengthen and further develop the monitoring, evaluation and reporting plan

While developing the monitoring, evaluation and reporting plan, a range of next steps have been identified to support successful implementation and development over time. The main areas identified for future work are:

- Confirm and clarify who will be responsible for overseeing and undertaking required monitoring, evaluating, and reporting tasks.
- Agree applicable data quality assurance processes.
- Continue to compile indicator reference sheet data to establish baseline measures that are as comprehensive as possible.
- Agree an order of priority for development of any new data collection processes, including assessment for feasibility and cost-effectiveness.
- Set milestones and targets for each indicator.
- Review applicability and relevance of metrics following the first three-yearly public report, which will conclude the first period of the CCPP.

1.0 Purpose of the CCPP monitoring, evaluation and reporting plan

In 2024, the Mayoral Forum developed the CCPP to lay out how Canterbury councils will collaboratively address climate change through mitigation and adaptation. To understand the effectiveness and success of the CCPP actions, a monitoring, evaluation, and reporting plan has been co-developed with the Mayoral Forum Climate Change Working Group (CCWG). The three elements of *monitoring*, *evaluating* and *reporting* relate to measuring specific data, analysing and assessing the data against anticipated results, and then reporting relevant data, findings, insights and corresponding future actions. For the CCPP, the purpose of the monitoring, evaluation and reporting plan is to:

- Track and communicate progress and impact of actions towards achieving climate goals and outcomes.
- Assess and learn from the effectiveness of climate mitigation and adaptation strategies to identify areas for improvement.
- Inform future action planning and decision-making to prioritise the most effective investments for climate action.
- Ensure accountability and transparency for achieving the CCPP goals.
- Demonstrate a commitment to leadership in climate action.

The monitoring, evaluation and reporting plan lays out how Canterbury councils will track and assess progress against three important performance areas of the CCPP:

1. Regional climate **Actions** in the short-term (2030).
2. Desired **Outcomes** showing progress in climate action over the long-term (2050).
3. **Effectiveness** of council collaboration over the first period of the CCPP (2024 – 2027).

This report provides an overview of the monitoring, evaluation and reporting plan, agreed indicators and metrics, baseline data currently available, and the structure and process used to report on progress.

1.1 CCPP and the foundations for a monitoring, evaluation and reporting plan

Prior to Tonkin & Taylor Ltd.'s (T+T) involvement, an initial monitoring and evaluation framework together with a long list of indicators was developed with support from Resilient Organisations. This provided the starting point and foundation for the work that T+T was retained to deliver. The monitoring and evaluation framework is aligned with the strategic framework¹ embedded at the heart of the CCPP which paints a clear picture of the desired future for Canterbury (Figure 1.1).

¹ Canterbury Mayoral Forum (2024). The Canterbury Climate Partnership Plan. canterburymayors.org.nz/wp-content/uploads/COR9403-CCPP-Document.pdf

Strategic framework

Anga Rautaki



Figure 1.1: CCPP strategic framework.¹

Tonkin + Taylor: Canterbury Climate Partnership Plan Monitoring, Evaluation and Reporting Plan

1.2 Development of the monitoring, evaluation and reporting plan

T+T was engaged to finalise the development of an overarching monitoring, evaluation and reporting plan for the CCPP. Core tasks included finalising indicators, facilitating development of metrics, and supporting the process to gather a first set of baseline data for metrics. T+T's scope of work also included developing a reporting framework setting out how progress will be reported; and a reporting platform for hosting all relevant indicator information and baseline measurements. For clarity, Table 1.1 on the following page, provides a list of the different deliverables with a short description of each.

T+T have worked closely with the CCPP Project Lead throughout and engaged with the CCWG at regular intervals to ensure a collaborative and participatory design process. T+T's role has been to facilitate and provide advice to co-create a simple and pragmatic monitoring, evaluation and reporting plan, aligned to the CCPP and building from the initial monitoring and evaluation framework.

Much of the work to develop meaningful metrics for the CCPP relied on input from subject matter experts from Canterbury councils and CCWG Actions Leads. These experts were essential for interpreting the intentions of the CCPP Actions and Outcomes; and identifying relevant, available data to measure progress.

With data availability for a number of relevant climate action areas still emergent, further work is required to complete the collation of all relevant data sources for the full set of metrics. Monitoring climate action is a complex and new area for many councils. It appropriately involves some new, locally relevant measures to provide useful information about climate change impacts and the effectiveness of responses.

The CCPP monitoring, evaluation, and reporting plan is being developed concurrently with the Environment Canterbury Climate Action Plan (CAP), also with support from T+T. Where the CCPP and CAP address similar issues, indicators and metrics have been aligned to ensure consistency, and to support efficiencies of shared data collection. Whilst created alongside each other, the two plans have been developed separately and reflect the different roles and functions of the regional and territorial authorities.

Table 1.1: Terms used in this report for different deliverables

Key terms	Description
Monitoring, evaluation, and reporting plan	The plan is a systematic approach for tracking, assessing and reporting on implementation of the Actions and progress towards the Outcomes, as well as Effectiveness of the CCPP as a collective initiative of all Canterbury councils. It includes all of the components below.
Monitoring and evaluation framework	This is the framework of indicators and metrics aligned to the CCP Outcomes and Actions, and to measure Effectiveness of the CCPP as a collective initiative of all Canterbury councils. This framework sits at the core of the work to monitor results from implementing the CCPP. The data and information gathered from monitoring enables meaningful evaluation of progress and performance.
Reporting platform	This is a Microsoft Excel spreadsheet that records a comprehensive set of information about each metric and provides a tool to store and analyse metric data that is gathered over time.
Reporting framework	This framework provides a clear, consistent, and transparent process specifically developed for collecting and sharing CCPP monitoring and evaluation information with partners and stakeholders.

2.0 Approach

The core purpose of the monitoring, evaluation and reporting plan is to establish how Canterbury councils will demonstrate progress on climate goals from implementing the CCPP, and to provide useful feedback for future decision making. It provides an important mechanism to ensure that implementation of the CCPP remains aligned with the strategic framework vision, principles, outcomes, and objectives¹.

Table 2.1 below summarises the steps in the process to develop the monitoring, evaluation and reporting plan. Further detailed information explaining the approach for steps 2-4 is set out in Appendix A; whilst steps 5 and 6 are covered in Section 3 of the main report. Step 1 was undertaken prior to the work carried out by T+T and is not covered further in this report.

Table 2.1: Process used to develop the monitoring, evaluation and reporting plan

Step	Deliverable	Process
1 Initial monitoring and evaluation framework (Phase 1)	Initial monitoring and evaluation framework with draft indicators and metrics for Actions, Outcomes and CCPP Effectiveness.	Developed by the CCWG with support from Resilient Organisations and approved by the Canterbury Policy Forum in December 2024.
2 Indicator assessment framework	Refined list of indicators, using the indicator assessment framework SMAARTI tool (Specific, Measurable, Achievable, Attributable, Relevant, Timeless, Inspirational).	Indicators assessed and refined by T+T and reviewed by the CCWG on 26th March 2025.
3 Metric development	Draft metrics aligned to reviewed set of indicators.	Draft list of options developed by T+T, then reviewed, refined and prioritised by the CCWG on 9th April 2025.
4 Indicator reference sheets	Indicator reference sheet template developed to gather information about data sources, data collection frequency and cost, quality of data, and other relevant information about the metric.	Developed by T+T and distributed to relevant Action Leads and subject matter experts to gather relevant metric information.
5 Reporting platform	Excel spreadsheet for compiling baseline data, recording collected data and comparison of data over time.	Developed by T+T to store data for both the CCPP and Environment Canterbury CAP.
6 Reporting framework	Reporting framework outlining the process for annual and three-yearly reporting cycles.	Developed by T+T.

T+T's role has involved working alongside the CCPP Project Lead and the CCWG to facilitate developing a final set of indicators and metrics as a monitoring and evaluation framework. The approach adopted was iterative, collaborative and inclusive to ensure a full variety of perspectives and expertise from different councils informed the final framework. This participatory co-development approach was important to reflect the essence of partnership underlying the CCPP.

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The approach also ensured appropriate opportunities for participation by Action Leads to foster their ownership of indicators and metrics. Action Leads are members of the CCWG who have been given responsibility to lead particular CCPP Actions and are responsible for monitoring and evaluating the relevant data. To reflect this responsibility, Action Leads were asked to confirm indicators and metrics for their Actions, and also to complete the indicator reference sheets for data collection. This approach will support the next stage of work to implement the monitoring, evaluation and reporting plan. Whilst a strong foundation has been established for the measurement and monitoring, Action Leads will need to continue their work confirming relevant data sources and identifying baseline metrics to complete that process.

Noting this is the initial monitoring and evaluation framework for the CCPP, and that monitoring climate change is a new area for many councils, the following guiding principles were agreed with the CCWG for developing indicators and metrics:

- Less is more – keep it simple to start.
- Indicators should reflect the underlying intent of CCPP Actions and Outcomes.
- Indicators and metrics should support a consistent narrative.
- Metrics must be capable of measurement.

That said, during the iterative process of developing final indicators and metrics, the SMAARTI assessment framework criteria, used to test the initial draft set of indicators (see Table 2.1 above and Section A.3) has been kept in mind and used, where appropriate, to refine them. It should also be noted that a number of metrics for CCPP Actions are based on a measure of the ‘number of’ CCPP councils. This will initially provide an indication for the number of the CCPP councils that have implemented Actions and of the momentum in a collective approach. At an appropriate time, this will need to be supplemented with further information about the effectiveness and quality of those councils’ implementation efforts.

3.0 Monitoring, evaluation and reporting plan

This monitoring, evaluation and reporting plan comprises three components: **monitoring**, **evaluation**, and **reporting**.

Monitoring is an ongoing process, drawing on data collected at varying frequencies depending on the metric and availability of information. The monitoring and evaluation framework is the foundation to monitoring as it outlines the indicators and metrics that are being measured. The reporting platform spreadsheet database will be used to store this data, with more detailed information about each metric being kept in the indicator reference sheet to ensure consistency over time.

Evaluation is the process of assessing and understanding the metric data that has been gathered to evaluate progress and inform future decisions. The reporting platform provides a tool to gather data into one place and for analysis of trends over time. Given the CCPP includes all 11 Canterbury councils, it will be important to consider the diverse perspectives from across the region to reflect on progress collectively and identify scope for potential improvements.

Reporting will occur in annual and three-yearly cycles.

- The annual report will support internal review, learning and accountability through the Policy, Chief Executives, and Mayoral Forums.
- The three-yearly public report will reflect longer-term progress and tell the broader story of how council efforts are contributing to Canterbury's climate action goals.

A reporting framework is set out in Section 3.1.1. The purpose of this framework is to clearly record the different primary aspects of the annual and three-yearly reporting cycles.

Appendix B sets out a recommended comprehensive structure for reporting progress against the CCPP. This provides a starting point and can be adjusted to suit final decisions about tone and audience needs. However, the emphasis on transparency, learning, and communicating regional impact achieved through the CCPP initiatives should remain central. This suggested structure is likely to be more relevant for the three-yearly public report, with a more targeted mix of sections being used for annual reports.

3.1 Monitoring

Monitoring lies at the heart of useful data collection. The three tables below (Table 3.1, Table 3.2, and Table 3.3) sets out the CCPP monitoring and evaluation framework, showing indicators and metrics aligned to each CCPP Action and Outcome. As noted above, many of the Action metrics measure the 'number of councils' implementing the relevant Action. This approach was agreed due to the shorter-term nature of the Actions and their metrics, and to reflect the importance of ensuring all councils collectively implement the CCPP. However, as implementation matures, it will be appropriate to measure the effectiveness and quality of councils' contributions to the CCPP Actions and Outcomes by supplementing the metrics with qualitative insights.

The final column of the tables sets out the status of the baseline data measurement, which is an ongoing process that Action Leads will complete in the 2025-2026 year.

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It's not unreasonable for this process to require further time, for reasons explained above. Specifically in the case of the CCPP, out of a total 34 metrics, 23 of them require compatible data from all 11 councils, whilst some of the others are new measures for which data collection processes are yet to be finalised.

In Table 3.1, “not yet measured” means that an indicator reference sheet has been completed, and data will be available for the metric, but it has not been previously measured. Baseline data is therefore not available, and a data collection process will need to be developed.

“Baseline to be established” means that an indicator reference sheet has not been completed for those metrics and, therefore, it is currently unknown whether there is a data source available for measurement. This situation is more common for the CCPP Outcomes which, not surprisingly, require a range of new metrics specifically designed to measure desired outcomes that show a successful response to climate change challenges.

Table 3.1: Final draft indicators and metrics for the Action areas

Action area	Sub-actions	Indicators	Metrics	Baseline data
Action 1 Understanding climate risks and improving resilience	1.1 - Scope and develop a Canterbury-wide visualisation tool for use by councils to support climate adaptation and resilience planning.	Integration of climate risk understanding into decision-making and resilience planning for current and future generations.	<ul style="list-style-type: none"> Number of councils that have identified communities most at risk from climate impacts. Number of place-based risk assessments undertaken covering communities most at risk. 	Baseline to be established
	1.2 - Update the Canterbury climate change risk and urgency assessment to ensure a comprehensive and up-to-date understanding of key risks and opportunities under different climate change scenarios at a regional and district level.			Baseline to be established
Action 2 Emissions reduction	2.1 - Collate data and develop models to prepare greenhouse gas emissions inventories and identify emissions reduction pathways for Canterbury to support Aotearoa New Zealand's national greenhouse gas commitments.	Build equitable and inclusive emissions reduction pathways in a collaborative manner.	<ul style="list-style-type: none"> Number of councils, mana whenua, and stakeholders actively collaborating on CCPP emission reduction planning and implementation. 	Baseline to be established
	2.2 - Based on the emissions reduction pathways identified for Canterbury, undertake a regional transition risk and opportunities assessment, considering social, cultural, environmental, and economic impacts, to inform an equitable and inclusive transition to a low-emissions region.			

Action area	Sub-actions	Indicators	Metrics	Baseline data
	2.3 - Work with partners, communities, and key stakeholders to build a regional low-emissions transition strategy that supports equitable, inclusive local pathways to a thriving, climate-resilient region meeting emissions reduction targets.			
Action 3 Adaptation planning	3.1 - Develop and implement a best practice approach for councils in Canterbury to work effectively and efficiently together with communities on adaptation planning and implementation.	Collaboration and alignment on best practice adaptation planning.	<ul style="list-style-type: none"> Existence of an agreed regional best practice approach for adaptation planning with communities that apply a Treaty-based approach (yes / no / in development). Number of councils applying a regional best practice approach for adaptation planning (no application/partial application / full application). 	No
			<ul style="list-style-type: none"> Number of councils with adaptation plans which prioritise communities identified as being most at-risk to climate change impacts (in progress or completed, or at the implementation stage). 	Best practice approach to be confirmed
		Community centred adaptation planning.		Not yet measured
Action 4 Nature based solutions	4.1 - Develop a Canterbury-wide natural ecosystem climate change risk and vulnerability assessment.	Collaborative blue-green network plan development between councils and community-centred implementation.	<ul style="list-style-type: none"> Collaboration mechanisms put in place by councils focused on blue-green networks. Proportion of councils participating in blue green network planning. 	Baseline to be established
	4.2 - Develop a blue-green network plan for Canterbury and accompanying guidance to support locally-led implementation.			
	4.2a - Maximise opportunities to collaborate with key stakeholders to provide guidance on blue-green infrastructure placement and hazard resilience investment.			
	4.2b - Collaborate and align with Greater Christchurch Partnership and key stakeholders			

Action area	Sub-actions	Indicators	Metrics	Baseline data
	to deliver a blue-green network.			
	4.2c - Investigate the feasibility of establishing blue-green infrastructure on council-owned land, including identifying priority locations for implementation across Canterbury.			
Action 5 Climate change education and advocacy	5.1 - Continue to develop the It's Time, Canterbury initiative into a comprehensive resource hub for climate education and collective action across Canterbury.	Reach and relevance of climate change education and engagement for community.	<ul style="list-style-type: none"> Community feedback on usefulness of climate education resources. Annual reach of the 'It's time, Canterbury' digital resources and degree of engagement (number of users, duration, downloads, event attendees, number of clicks on website). 	<p>Not yet measured</p> <p>Website sessions: 728 New visitors: 555 Engaged sessions: 295 Average engagement time/ session: 0:34</p>
	5.2 - Collaborate with Civil Defence Emergency Management in Canterbury to produce communications materials that integrate climate action and resilience to natural hazards.			
Action 6 Supporting Papatipu Rūnanga	6.1 - Understand the climate action requirements of Papatipu Rūnanga across Canterbury.	Council follow-through on commitments to support and partner with Papatipu Rūnanga in climate action planning.	<ul style="list-style-type: none"> Number of councils actively working in partnership with Papatipu Rūnanga on climate action. 	Baseline to be established
	6.2 - Support councils to work in partnership with Papatipu Rūnanga to integrate their requirements into local climate action planning.			
Action 7 Integrating climate change considerations into council processes	7.1 - Integrate climate change mitigation and adaptation considerations across all council business including decisions, policies, projects, procurement, and infrastructure development.	Integration of climate change understanding into decisions, planning and operations.	<ul style="list-style-type: none"> Number of councils which have GHG inventories for scope 1 and 2 emissions. Proportion of councils with documented climate change policy or strategy guiding decisions. 	<p>Baseline to be established</p> <p>Baseline to be established</p>
Action 8 Climate funding and financing	8.1 - Advocate to central government for funding to be made available to address the gap between current local government funding and what is needed for the comprehensive local	Progress in securing and leveraging funding and finance for climate adaptation and resilience.	<ul style="list-style-type: none"> Total value and proportion of submitted applications for climate-related external funding that are successfully secured per year. 	Baseline to be established

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Action area	Sub-actions	Indicators	Metrics	Baseline data
	government climate action that is required in the future.			
Action 9 Monitoring and evaluation	9.1 - Develop and implement a monitoring and evaluation plan which includes the co-development of climate-related indicators appropriate to Canterbury.	Development and implementation of a fit-for-purpose monitoring, evaluation, and reporting plan.	<ul style="list-style-type: none"> Qualitative improvements made to indicators or metrics based on lessons learned during implementation. Inclusion of "lessons learned" sections in annual reporting, with clear links to resulting shifts in priorities or delivery. 	<p>Baseline to be established</p> <p>Baseline to be established</p>
Action 10 Implementation	<i>No sub-actions.</i>	Establishment and operation of a dedicated team to lead implementation of CCPP.	<ul style="list-style-type: none"> All councils actively participate in CCPP implementation - including resourcing, council mandate, and ongoing funding. 	Baseline to be established

Table 3.2: Final draft indicators and metrics for the Outcome areas

Outcome area	Outcome definition	Indicators	Metrics	Baseline
A healthy environment	Our healthy environment enables our communities to thrive.	Connected and regenerating indigenous ecosystems.	<ul style="list-style-type: none"> Number of sites included in Blue-Green network plan. Area (ha) of indigenous ecosystems on land managed by Canterbury Councils protected and restored. 	<p>Baseline to be established</p> <p>Baseline to be established</p>
An equitable and inclusive transition	Our communities are empowered through an equitable and inclusive transition to a low-emissions and climate resilient future.	Extent to which all communities are included in, and benefit from, the transition to a low-emissions and climate-resilient future.	<ul style="list-style-type: none"> Geographic and demographic spread of Partnership Plan adaptation and mitigation investments. 	Baseline to be established

Outcome area	Outcome definition	Indicators	Metrics	Baseline
Prosperity	Our environmental, cultural, economic, and social wellbeing is improved by identifying and taking early opportunities to mitigate and adapt to climate change.	Impact of climate-related opportunities that enhance community and regional wellbeing.	<ul style="list-style-type: none"> Percentage of surveyed stakeholders and/or community members who perceive climate-related initiatives as contributing positively to their wellbeing (environmental, cultural, economic, and / or social). 	Baseline to be established
Adapted and resilient communities	Our communities are resilient and have the necessary infrastructure, knowledge, and tools they need to adapt to climate change.	Community resilience and adaptive capacity of those most at-risk to climate impacts across the region.	<ul style="list-style-type: none"> Percentage of significant council-owned assets assessed for climate risks. Percentage of significant council-owned assets identified as high risk that are addressed in asset management planning. 	Baseline to be established Baseline to be established
Emissions reduction	Greenhouse gas emissions reductions are achieved in line with our national and international commitments at a minimum.	Progress against GHG emissions reduction targets.	<ul style="list-style-type: none"> Percentage reduction in regional GHG emissions relative to baseline year, aligning with national GHG reduction targets. 	13,176 kt (to be calculated on a per capita basis)
Climate action leadership	Canterbury is a leader in climate change mitigation, adaptation, and inclusive climate action planning promoting the four wellbeings.	Recognition and profile of Canterbury's leadership in inclusive climate action.	<ul style="list-style-type: none"> Number of councils including climate change as a strategic priority in their LTPs. Number of councils with dedicated climate governance mechanisms. 	Baseline to be established Baseline to be established

Table 3.3: Final draft indicators and metrics for the Effectiveness areas

Effectiveness area	Indicators	Metrics	Baseline
Satisfaction	Satisfaction and confidence of councils in the effectiveness and value of the CCPP collaboration mechanisms.	<ul style="list-style-type: none"> Level of satisfaction reported by council staff and governors relating to structure, function and outcomes of collaboration mechanisms. Percentage of agreed actions delivered effectively on budget and on time. 	Baseline to be established Baseline to be established
Collaboration	Impact of collaboration between councils, mana whenua and other stakeholders.	<ul style="list-style-type: none"> Number of cross-district boundary CCPP initiatives implemented in partnership between councils, and/or mana whenua, and/or other stakeholders. 	Baseline to be established

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Effectiveness area	Indicators	Metrics	Baseline
Financial benefits	Financial efficiencies and value created through CCPP collaboration.	<ul style="list-style-type: none"> CCPP partners feedback on whether collaboration has led to time, cost, or resource savings. Number of jointly developed tools, plans, or resources under the CCPP used by multiple councils. 	Baseline to be established Baseline to be established
Participation	Level of council capacity to participate in and implement the CCPP, including allocation of dedicated staff, funding, and use of shared resources.	<ul style="list-style-type: none"> Number of staff hours allocated to the CCPP. Total annual amount of additional funding contributed by each council to the CCPP initiative. 	Baseline to be established Baseline to be established
Capability	Capability of councils to plan for and deliver effective climate change mitigation and adaptation.	<ul style="list-style-type: none"> Change in confidence levels of relevant staff and elected members to make informed climate-related decisions, as influenced by participation in the CCPP (survey - baseline and ongoing). 	Baseline to be established

3.1.1 Reporting platform

The reporting platform is a spreadsheet database system to organise, store, present and analyse metric information in a structured and meaningful way (Figure 3.1). It follows a similar format to the monitoring and evaluation framework in the tables above but contains further information about the metric taken from the indicator reference sheets - such as data collection methods, frequencies, and data sources. The reporting platform will help the CCWG track performance and communicate insights more effectively through basic charts and tables that compare data over time.

The platform draws all its data from the indicator reference sheets in a summarised form, providing a single point of storage for all CCPP data relevant for progress reporting. Once stored on Environment Canterbury's IT system, the reporting platform can link directly to the actual indicator reference sheet, which will contain all detailed information about the metrics.

The reporting platform is designed as a living tool that should be actively managed and maintained to capture data as it becomes available. We recommend allocating that work to a nominated person or role to ensure accountability.

Indicator Type	Action/ Outcome/ Effectiveness	Indicator	Milestone	Metric	Does the metric need data from all councils?	Metric Info/ IRS Last Updated	Data Source Name	URL/ Source	Data Owner	Qualitative/ Quantitative	Data Collection Frequency	Data Collection Method
Action	Action 5 - Climate change education and advocacy	Reach and relevance of climate change education and engagement		Action 5a - Community feedback on usefulness of climate education resources	No	Expected 2025	It's time, Canterbury	TBC	Mark Roulston, Rebecca McKinney	Qualitative	TBC	Survey
Action	Action 5 - Climate change education and advocacy	Reach and relevance of climate change education and engagement		Action 5b - Number of users accessing 'It's time, Canterbury' digital resources	No	01/05/2025	It's time, Canterbury – Google Analytics	https://analytics.google.com/	Mark Roulston, Rebecca McKinney	Quantitative	Monthly	Automated analytics

Figure 3.1: A screenshot of the reporting platform showing an example of how information is being captured and stored.

3.2 Evaluation

The evaluation component of the CCPP monitoring, evaluation and reporting plan is about stepping back to ask if the plan is delivering what it set out to achieve and understanding the metric data that has been collected. It involves making sense of progress, identifying what's working (or not), and testing the plans assumptions. Through periodic reflection and learning, evaluation ensures the CCPP remains relevant, effective, and aligned with Canterbury's long-term goals in a changing climate.

A process for evaluating the monitoring data will need to be agreed. Critically, findings and insights will need to take account of local context in different council districts. This is likely to require a diverse and representative mix of people to contextualise and interpret any findings or conclusions from the data. The process may even benefit from some independent assessment or facilitation to ensure an inclusive and objective approach to evaluation that can reliably update on meaningful progress and inform future decisions.

Drawing on previous experience, T+T suggest using some of the following example questions to support the evaluation process:

- What's working well, and why?
- How does performance compare to last year?
- Are we heading in the right direction and on track to meet short and long-term goals? If not, why not?
- Which actions are showing measurable progress? Which have stalled, and why?
- Are actions delivering their intended outcomes?
- What unintended outcomes (positive and negative) are emerging?
- What assumptions did we make that no longer hold true?
- Are all councils contributing meaningfully? If not, what's holding them back?
- Are any communities or sectors being left behind?
- Are stakeholders still supportive of the CCPP? If not, why?
- What gaps or issues are emerging? How could they be addressed?
- Are there metrics that aren't telling us anything useful?
- What information is missing that would help us understand progress better?
- What else is happening that is affecting progress?
- Are the actions and outcomes still relevant in light of new risks, science or policy?
- Do we need to evolve the plan to remain aligned with Canterbury's vision?
- What lessons can be applied to future actions or plans?

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3.3 Reporting

Two reporting approaches have been developed as part of the project.

1. **CCPP reporting framework:**
A tailored framework designed for the CCPP to ensure transparent and consistent reporting over the annual and three-yearly reporting cycles (see Table 3.4 below).
2. **Progress reporting structure outline:**
A suggested good practice outline for the three-yearly public progress report. This guidance is based on a review of other published climate action plan progress reports and provides a comprehensive starting point that can be adjusted to suit specific audiences (see Appendix B).

3.3.1 CCPP reporting framework

The CCPP reporting framework (Table 3.4 below) provides a clear, consistent, and transparent process specifically developed for collecting and sharing CCPP monitoring and evaluation information with partners and stakeholders. It supports accountability, consistency and transparency in a way that will enable data and findings to be compared over time.

Table 3.4: CCPP reporting framework

Element	Details
Data collection frequency	<ul style="list-style-type: none">• The data collection methodologies for all metrics are set out comprehensively in indicator reference sheets to ensure consistency over time.• Data collection may occur monthly, annually, or bi-annually (as examples) and will vary for each metric.
Data reporting	<p>The CCPP will apply two different reporting cycles, for different audiences – annually and three-yearly.</p> <p>Annual Reporting</p> <ul style="list-style-type: none">• Report to Canterbury Policy Forum, Chief Executive Forum, Canterbury Mayoral Forum.• First report is to be delivered in the Q1 of the 2026 / 2027 financial year (FY) covering progress made in the 2025 / 2026 FY, as compared to baseline measurements set as of June 2025.• The aim of this report is to:<ul style="list-style-type: none">– Provide an assessment and progress update for all Action and Effectiveness indicators and metrics.– Describe initiatives that have been undertaken in the last year.– Present short case studies of partnership successes / challenges (partnership Effectiveness indicators).– Assess early signs of change (where available).

Element	Details
	Three-Yearly Public Report <ul style="list-style-type: none"> • Report to Canterbury Policy Forum, Chief Executive Forum, Canterbury Mayoral Forum, as well as publicly. • First report to cover the period of 2024-2027 financial years. • The aim of this report is to: <ul style="list-style-type: none"> – Provide an assessment and progress update for all Action, Outcome, and Effectiveness indicators and metrics. – Describe initiatives that have been undertaken to date. – Present short case studies of partnership successes / challenges (partnership Effectiveness indicators). – Deliver an evaluation of outcome trends, impact, and any signs of system changes. – Support and inform a three-yearly review of the CCPP and the monitoring and evaluation framework to inform any appropriate recommendations, adjustments, and improvements.
Data quality assurance process	<ul style="list-style-type: none"> • Data quality assurance processes will be confirmed to apply agreed practices for validating, reviewing, and updating data over time. • Data quality controls, versioning, or audit processes will be agreed to ensure integrity of the reporting platform.
Association with the Environment Canterbury Climate Action Plan	<ul style="list-style-type: none"> • Where metrics are similar, the same, or have synergies with the Environment Canterbury CAP, Environment Canterbury should collaborate with the Mayoral Forum to ensure monitoring is effective and efficient. This will ensure higher value for lower cost for both climate plans. • Where possible, CCPP reports will be published the same year as the Environment Canterbury CAP reports for alignment and useful comparison.
Responsibility for the monitoring, evaluation and reporting plan	<ul style="list-style-type: none"> • Action Leads are responsible for overseeing data collection and annual progress updates for Actions and Outcomes assigned to them. • The Mayoral Forum Secretariat and CCPP Implementation Lead will coordinate overall monitoring, evaluation, and reporting work, compile reports, and convene working sessions to develop report content. • An independent external evaluator (consultant) will conduct an independent evaluation every three years to review the monitoring, evaluation, and reporting practices and effectiveness of the CCPP.

3.4 Governance and implementation guidelines

3.4.1 Governance

The CCPP has an existing governance process, with ultimate oversight resting with the Mayoral Forum. The monitoring, evaluation and reporting plan should be integrated into this process with clear roles, responsibilities, accountability and oversight. Table 3.4 below sets out an overview of the different reporting components that embed regular reporting and review cycles into the current governance and oversight structure.

Table 3.5: CCPP reporting overview and governance

Level of reporting	Timeframe	Reporting focus	Audience
CCPP implementation	Quarterly	<ul style="list-style-type: none"> Progress of Action implementation. 	Canterbury Policy, Chief Executives, and Mayoral Forums.
Baseline report	Q1 FY 2026 / 2027	<ul style="list-style-type: none"> Baseline report. 	Canterbury Council staff, Canterbury Policy, Chief Executives, and Mayoral Forums.
CCPP monitoring, evaluation, and reporting	Annually (Q1) First annual report in Q1 FY 2026 / 2027	<ul style="list-style-type: none"> Provide an assessment and progress update for all Action and Effectiveness indicators and metrics. Describe initiatives that have been undertaken in the last year. Present short case studies of partnership successes / challenges (partnership Effectiveness indicators). Assess early signs of change (where available). 	Canterbury Council staff, Canterbury Policy, Chief Executives, and Mayoral Forums.
CCPP monitoring, evaluation, and reporting	Three Yearly (Q1)	<ul style="list-style-type: none"> Provide an assessment against all Action, Outcome, and Effectiveness indicators and metrics. Describe initiatives that have been undertaken to date. Present short case studies of partnership successes / challenges (partnership Effectiveness indicators). Deliver an evaluation of outcome trends, impact, and any signs of system changes. Support and inform a three-yearly review of the CCPP and the monitoring and evaluation framework to inform any appropriate recommendations, adjustments, and improvements (see Section 4.3 for examples). 	Canterbury Council staff, Canterbury Policy, Chief Executives, and Mayoral Forums, and the general public.

Overtime, the monitoring, evaluation and reporting plan should be aligned with councils' strategic direction and long-term plans, as well as Te Tiriti o Waitangi commitments and any relevant Māori engagement frameworks. Once established, it should also be embedded into routine reporting and planning cycles.

A good governance process will ensure that findings from the monitoring and evaluation work feed into other council risk management, performance and resilience frameworks. It can do this by identifying emerging risks, gaps or unintended consequences that can then be efficiently brought to the attention of appropriate governance bodies and decision-makers. Cross functional coordination (for example with asset management, transport, planning and finance) will also be a feature of good governance processes.

3.4.2 Implementation

As highlighted elsewhere in this report, the most important next steps for implementation relate to establishing clear roles and responsibilities to ensure all tasks required for the monitoring, evaluation and reporting plan are allocated. Roles of Implementation Lead, Project Lead and Action Leads are already established and can form the foundation for allocating further roles. Roles will need to be resourced with a clear mandate and authority to act.

Specific roles that need to be allocated include:

- Data collection for metrics, including from all 11 CCPP councils where required.
- Establishing baseline data for all metrics.
- Data entry of metric information into the reporting platform.
- Overall management and maintenance of the reporting platform.
- Data extraction from the reporting platform for evaluation.
- Evaluation roles to assess progress, identify trends and develop insights from metric data for reporting. This should include a diverse and representative mix of CCPP perspectives.
- Report writing and compilation (for all reports referred to in the table above and covering all aspects in the reporting framework).
- Reviewing indicators and metrics as part of the three-yearly reporting cycle.
- Establishing a data quality assurance process.

4.0 Recommended next steps

This section summarises priority next steps identified through the project that continue to build and strengthen the monitoring, evaluation and reporting plan.

In the short term (1 year):

1. Continue compiling indicator reference sheet information for each metric and agree a clear deadline with the CCWG for completion. The completed set will provide a clear view of what metric data is available and what data is not.
2. Allocate responsibility for annual and three-yearly public reporting at the earliest opportunity to embed processes and ensure accountability for confirming available baseline data and metric data. This role may include responsibility for maintaining the reporting platform and ensuring all information is up to date and aligned with reporting frequency requirements.
3. Confirm the roles or people responsible for collecting data for each metric to input into the reporting platform (this person may differ from the owner of the data).
4. Confirm timings for the annual and three-yearly public reporting cycles to ensure sufficient time for planning and preparing the reporting process.
5. Confirm the data quality assurance process for data in the reporting platform and indicator reference sheets to establish a standard approach for validating, reviewing and updating data over time. Data quality controls, versioning, or audit processes should also be developed for the reporting platform.

In the medium term (3 years):

1. Refine definitions for rating data quality and cost / effort estimates in the indicator reference sheets to ensure ratings are consistent across the metrics and usefully comparable. For example, define the monetary brackets for low, medium, and high-cost data collection.
2. Prioritise metrics for development of new data collection processes where data is not currently collected or available. This prioritisation should consider a full range of factors, including strategic value, cost, and effort involved.
3. Consider developing explicit milestones / targets to include in the monitoring and evaluation framework for each indicator to provide a clear benchmark against which progress of CCPP Actions and Outcomes can be compared. A field has already been included in the reporting platform to incorporate these. This would also be an ideal time to review the relationship between the indicators, milestones, and metrics.

In the longer-term (5-10 years):

1. Schedule a review of the monitoring and evaluation framework to follow the first three-yearly public report, including using the SMAARTI framework as a tool to review of the indicators and metrics. This will be the right time for a first review of indicators and metrics.
2. Review the reporting framework after the first three-yearly public report to ensure the management of the CCPP monitoring, evaluation and reporting plan is efficient and effective, with structured governance and responsibility, consistent data collection and reporting, and robust quality assurance processes.



Appendices

Appendix A. Detailed approach

This appendix sets out in detail the approach adopted to develop the CCPP monitoring, evaluation and reporting plan.

A.1 Alignment with the CCPP strategic framework

The CCPP strategic framework is the foundation for the monitoring, evaluation and reporting plan, outlining the Outcomes and Actions set out in the CCPP. A close review of strategic framework at the start of the project focused on the intent of the Actions, Sub-actions, and Outcome definitions to clearly understand underlying intentions and objectives of the CCPP.

The relationships between Actions and Outcomes in the CCPP were reviewed, with the understanding Actions will contribute to multiple Outcomes. The links between the CCPP and Environment Canterbury's Climate Action Plan (CAP) were also examined to identify overlaps in Actions and Outcomes that could support the use of common indicators and metrics. Aligning metrics in this way offers clear benefits: reducing cost and workload and improving consistency in climate action data across the region.

As part of this process, definitions were developed and agreed to ensure a clear and shared understanding of what constitutes an *indicator*, and what constitutes a *metric*, to ensure a consistent approach across both the CCPP and the Environment Canterbury CAP (Table A.1).

Table A.1: Definitions for indicator and metric in the CCPP and Environment Canterbury CAP

Terminology	Definition / description	Example Indicator
Indicator	An indicator serves as a high-level summary of what will be measured, while the metrics provide detailed data beneath it.	Integration of climate change understanding into decisions, planning and operations
Metric	Specific data or measurable variable that contributes to an indicator by providing quantitative or qualitative information about activities, outcomes, and impact.	Proportion of councils with documented climate change policy or strategy guiding decisions

A.2 Indicator development

Indicators provide a structured way to collate and interpret multiple sources of information as an evidence base for assessing trends, patterns, and outcomes. Indicators were designed to be enduring even if the metrics sitting under them might change over time.

When developing both indicators and metrics for the CCPP monitoring, evaluation and reporting plan, the following guiding principles were applied.

- Less is more – keep it simple to start.

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- Indicators should reflect the underlying intent of CCPP Actions and Outcomes.
- Indicators and metrics should support a consistent narrative.
- Metrics must be capable of measurement.

The CCPP has 3 different types of indicators: Action, Outcome, and Effectiveness indicators (Table A.2).

Table A.2: Definitions and timeframes for the three CCPP indicator types

Indicator Type	Definition	Timeframe
Action indicators	High-level measures that track progress on the implementation of regional climate actions undertaken by councils.	Short term (2030)
Outcome indicators	High-level measures that assess progress toward the desired long-term climate outcomes for Canterbury.	Long term (2050)
Effectiveness indicators	The value of the Canterbury councils working together.	Short term (2024 - 2027)

A.3 Indicator assessment framework

An indicator assessment framework was developed to review the initial longlist of indicators developed by the CCWG with support from Resilient Organisations in Phase 1. The indicator assessment framework was designed to test the relevance, feasibility and reliability of all three indicator types.

The internationally recognised SMART framework has been widely used for assessing indicators and metrics for climate change; and provided a solid foundation for the indicator assessment framework. The SMART criteria were then modified, with two additional criteria added to make it specifically applicable to the CCPP. The resulting SMAARTI approach is outlined below and was used to test whether the draft indicators were:

- Specific: Clear, unambiguous, and specific to the intent of the Action or Outcome.
- Measurable: Able to track progress and define criteria for success.
- Achievable: Realistic and attainable within available resources.
- Attributable: Realistically connected to the Actions and change (Outcome) in the CCPP.
- Relevant: Aligned to the broader objectives, outcomes, and values of the CCPP.
- Timeless: Applicable at different timescales to assess progress over short, medium, and long-term periods.
- Inspirational: Using information to inspire climate change mitigation and adaptation action in Canterbury.

The SMAARTI framework was used as a reference point for the remainder of the project, while adopting an iterative approach for refining the indicators and metrics.

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A.4 Indicator workshop

The first workshop was held on 26th March 2025 at Environment Canterbury with a sub-group of the CCWG. The group comprised of people involved in establishing the CCPP and developing initial draft indicators. Their background knowledge and understanding were invaluable for aligning indicators with the intent of the Actions and Outcomes, as well as identifying gaps.

The aim of the workshop was to:

- Share the purpose and process of the indicator assessment framework.
- Review and discuss the new draft list of indicators for the Actions, Outcomes, and Effectiveness areas.

The workshop format was based around group discussion to encourage conversations, critiquing, and to bounce new ideas around the table.

After the workshop, changes were made to the indicators to reflect the feedback and suggestions.

A.5 Metric development

Once the draft indicators were finalised, a long list of draft metrics was developed for each indicator. These metrics were tested, refined and prioritised in a workshop with the CCWG on 9th April 2025 at the Lincoln Events Centre. The aim of the workshop was to:

- Gain final consensus on a set of draft indicators.
- Critique the draft long list of metric options.
- Establish a shared view amongst the CCWG about which metrics would be used in the monitoring, evaluation and reporting plan.

In accordance with the guiding principles, the CCWG confirmed that the final number of metrics for the first iteration of the CCPP should be kept to a minimum; and indicated their preferred metrics for each indicator. Primary considerations were strategic alignment, ease of measurability, potential availability of data and a focus on building momentum by measuring the shift towards collective action initially, rather than the effectiveness of action. This is why a number of CCPP Action indicators measure ‘the number of councils’ implementing relevant actions. In due course, it will be appropriate to shift towards measuring not just whether collective action is being taken, but the effectiveness of different councils’ actions.

The majority of CCWG Action Leads were able to attend the workshop and provide input about how they envisioned the actions they were responsible for could best be measured. The attendees were split into five groups, with each group assessing a set of Actions and related Outcomes. This was necessary because, whilst people have been allocated to CCCP Actions (Action Leads), there has been no such allocation to CCPP Outcomes. For example, one group discussed the emissions reduction action, the emissions reduction Outcome, and the Outcome relating to an equitable and inclusive transition.

Each group also assessed the indicators and metrics for the effectiveness of the partnership between Canterbury councils. For both indicators and metrics, there were guiding questions that drove the direction of the conversation.

The guiding questions for receiving useful feedback on indicators were:

1. Does the indicator properly represent the intent of the Action / Outcome / Effectiveness of the partnership?
2. Does the indicator reflect the desired narrative for the Action / Outcome / Effectiveness of the partnership?
3. Does the indicator capture what we want to measure for the Action / Outcome / Effectiveness of the partnership?

The guiding questions for receiving useful feedback on metrics were:

1. Is data for this metric already being collected?
2. If yes, who collects and / or owns the data?
3. If not, is it possible or feasible to gather the data considering cost, time, and people time?
4. If you could choose only one metric for this indicator, would this be it?
5. Is there any other data that councils collect which could be used to measure this indicator?

Input generated through the workshop was used to finalise the set of indicators and further refine the final draft metrics, which are set out in the monitoring and evaluation framework in Section 3.1.

A.6 Metric data collection

Climate change is a relatively new area of focus for most councils. Whilst some councils developed climate action plans some years ago, most are still grappling with the reality of integrating the impacts of, and responses to climate change challenges into existing monitoring systems and processes. As a result, the range of existing metrics and relevant local data covering the most material issues tends to be sparse. The monitoring, evaluation and reporting plan draws on existing data where possible but has also identified a range of new metrics – some of which will require additional effort to source and collect relevant data. This will necessarily take time and be part of a process of evolution.

A.7 Indicator reference sheets

To support data collection, the project included the development of indicator reference sheets. These sheets are essentially a template for describing all the relevant aspects of metrics informing a particular indicator and are an effective means of ensuring consistent data collection over time (Table A.3). The sheets include the metric definition along with information like data sources, frequency and cost of collection, quality of data and other relevant information about the metric. The information captured in the indicator reference sheets has been used to inform the reporting platform in a more summarised form.

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Indicator reference sheets were sent to the nominated CCPP Action and Implementation Leads, with each being allocated specific indicators to identify the relevant metric information and complete the sheet. For this stage of the project, T+T were reliant on the CCWG, Action Leads and other subject matter experts to efficiently identify the most relevant existing metrics or required new processes to collect required data.

Table A.3: Indicator reference sheet template

Action: Adaptation Planning	
Indicator: Collaboration and alignment on best practice adaptation planning	
Metric: Existence of an agreed regional best practice approach for adaptation planning with communities that apply a Treaty-based approach (yes / no / in development)	
Data source name:	
Data source URL (or other source):	
Data owner (person or team):	
Qualitative / Quantitative:	
Unit of measurement:	
Data source last updated:	
Frequency of data collection How often is this data currently collected? <i>Please add any recommendations for the ideal frequency of reporting</i>	
Data quality rating (1, 2 or 3). 1- poor data and / or no standardised methodology 2- some data gaps or methodology difficulties 3- good quality data and clear methodology <i>Please add any other relevant comments about data quality</i>	
Process of data collection <i>State how the data is currently collected.</i> <i>If the data is not currently collected, outline any future process for collection, along with any barriers or challenges that may hinder data collection.</i>	

High level estimate of cost / effort associated with data collection process Scale 1-3. 1 = low effort and 3 = high effort. <i>Where appropriate, please outline any relevant further information about cost / effort for data collection relevant to feasibility of this metric</i>	
Geographic scope <i>Where the data applies or covers e.g. national, regional, district, or local level</i>	
Baseline data If available, please provide the current data / measure for this metric If not available, please provide a short description of the current status (e.g., data in development, data collection methodology to be developed, etc) <i>Where appropriate, please outline any relevant further information about the feasibility of data collection of this metric</i>	
Additional comments <i>Please share any further comments or information relevant to collecting data for and reporting on this metric</i>	

A.8 Baseline data

Completing the indicator reference sheets included identifying the current baseline performance of metrics and indicators where it was available. This work to compile foundational metric information for the monitoring, evaluation, and reporting plan has started well. At the date of this report, nine of the 34 metrics are complete. Of the nine completed indicator reference sheets, there are currently four that have baseline data available.

Monitoring climate impacts and responses is still a developing area for councils, and ideal datasets are not yet available for all aspects of measurement. Much of the relevant information is either not measured consistently or not collected at all. As climate action monitoring continues to evolve, the set of metrics will grow and improve over time, offering a more complete picture of progress and impact.

Collecting consistent data is a particular challenge for the CCP, as it involves all 11 councils in the region — each with different approaches to data gathering and

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reporting. 25 metrics require compatible data and information from all 11 councils which means aligning processes and agreeing datasets that work for all of them. It is likely to take some time for all councils to set up the required processes that ensure smooth and timely delivery of the right data.

The current available baseline data is shown in the monitoring and evaluation framework set out in Section 3.1. The Action Leads will continue to work on compiling detailed metric information in the indicator reference sheets and developing new data sources and associated data collection methods, with a view to having a complete set of baseline data by 30 June 2026.

A.9 Limitations and gaps in baseline data

There are a number of factors that affected the ability of Actions Leads to obtain a full set of baseline data for all metrics during the project timeframe for developing the monitoring, evaluation, and reporting plan:

- **Resourcing constraints:** There are tight project timeframes and competing workloads for the CCWG members who are responsible for gathering information. This is exacerbated in smaller councils where climate change does not have a dedicated role.
- **Lack of easily accessible information:** Some of the data that is to be collected does not currently exist or the quality of the data will vary with each council, due to monitoring, evaluation and reporting of climate action plans being a new area.
- **New terrain for councils:** Many of the metrics are novel, reflecting the evolving nature of climate change roles and responsibilities in local government.
- **Data maturity gaps:** In many cases, baseline data is unlikely to exist at this stage or isn't routinely collected. Many of the initiatives in the CCPP have not yet started, or rely on future work, which can integrate the provision of relevant data.
- **Unclear ownership for Outcome baseline data collection and management:** Whilst specific people have been assigned to specific CCPP Actions and Effectiveness indicators, the same is not true for the CCPP Outcomes – with the Actions expected to contribute to a broad range of Outcome areas.

We offer the following insights to support future progress:

- **Perfect should not be the enemy of good:** Full and precise baselines are not needed for all metrics from day one. A tiered approach can unlock early wins.
- **Socialisation will support progress over time:** People closest to the data (e.g. infrastructure, planning, communications teams) may not yet see themselves as contributors to climate monitoring but may have access to relevant data.
- **Metrics need to feel useful:** If council staff can't yet see how a metric will inform future decisions, the work can drop down the priority list – especially when climate change work sits outside of core roles and responsibilities.
- **Shared metrics may not yet equate to shared understanding:** There may be variations in how different councils interpret important terms (e.g. 'resilience', 'at-risk communities', or 'adaptation') which affects the ability to identify consistent ways of measuring activities and performance.

Some next steps might include:

1. **Confirm the theory of change to highlight expected short term wins**
Confirming and articulating the theories of change sitting behind specific Actions and Outcomes could help prioritise those metrics most likely to show short term progress and impact.
2. **Prioritise 'tier 1' metrics that build momentum**
An initial set of tier 1 metrics could be agreed with the CCWG relating to the most visible Actions or Outcomes. This may be possible to identify with low effort in the short-term; and could focus on issues that are most likely to influence councils' decision-making and reporting. Focusing on metrics that demonstrate quick wins could help build momentum and show tangible value from the CCPP initiatives.
3. **Clarify ownership of Outcome metrics and attract more champions**
The connection between CCPP Actions and Outcomes could be made more explicit, to ensure it is clear which individuals are responsible for overseeing the monitoring, evaluation and reporting of specific CCPP Outcomes.
4. **Clarify use-cases for metric data**
Linking priority CCPP metrics to other decision-making processes or proof of council value delivery (e.g. funding bids, performance scorecards or public communications) may support the case for investing more council resources into gathering data for CCPP metrics. Articulating how CCPP indicators and metrics can underpin a narrative or trend analysis that is a priority for Canterbury councils may also support additional resourcing and raise broader interest in accelerating progress on the CCPP metrics.
5. **Support progressive completion of indicator reference sheets**
Encourage Action Leads to complete as much of the indicator reference sheet template as they can and agree review dates to understand the barriers and challenges preventing further progress. It may be worth considering additional support from Environment Canterbury for particularly tricky metrics; and encouraging the sharing of knowledge and experience across different councils to understand how metric data from all councils can be aligned.
6. **Align with broader systems**
One of the strengths of the CCPP monitoring, evaluation and reporting plan is that it has been tailored specifically to the CCPP strategic framework, Actions and Outcomes. In time, this will provide a locally useful monitoring, evaluation and reporting approach that supports the most effective climate change action for the Canterbury context. The constraint is that some data sources for relevant metrics are yet to be developed or measured. In the meantime, Action Leads, and subject matter experts could look to plug gaps with relevant national datasets, where they can be usefully and relevantly applied.

Appendix B. Suggested structure of the three-yearly public report

Table B.1: Suggested structure of the three-yearly public report for the CCPP monitoring, evaluation and reporting plan

Sections	Details	Suggestions for report focus and information gathering
Executive summary	<ul style="list-style-type: none"> Summary of main insights covering achievements and performance against the CCPP and any lessons learned. 	
Canterbury Climate Partnership Plan	<ul style="list-style-type: none"> What is the CCPP and its purpose? What does the plan aim to achieve? Why do we monitor and evaluate? CCPP governance structure, roles, and partnerships. Relationship between CCPP and Environment Canterbury CAP. 	Use information from CCPP – keep short and concise.
Why we need to act now?	<ul style="list-style-type: none"> Short background context on climate change urgency, and relevant international / domestic commitments (e.g. Paris Agreement / NZ national targets). Summary of the current climate and climate change hazards specific to Canterbury and each district (potentially a map of Canterbury with symbols of climate change hazards). Projection of climate changes into the future for Canterbury and each district (either in the form of a narrative, map, or table). Summary of recent climate change events that have impacted Canterbury or individual districts. 	Use some of the information from the CCPP - keep short and concise.
Current state of Canterbury's emissions	<ul style="list-style-type: none"> Current GHG emissions for Canterbury and each district if available. Sources of largest GHG emissions. GHG emissions from previous years for Canterbury and each district if available (through time with updated monitoring, evaluation and reporting plans, these can be compared to see increases or decreases). 	Take information from Canterbury regional GHG inventory – keep short and concise.
What action are we taking?	<ul style="list-style-type: none"> How Canterbury and each district are reducing emissions. How Canterbury and each district is adapting to climate change. What actions are planned / what are the priority goals? 	Keep short and concise.
What has changed since the last report?	<ul style="list-style-type: none"> Environmental (e.g., climate change events). Political context. 	Keep short and concise and include commentary only where relevant.

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Sections	Details	Suggestions for report focus and information gathering
	<ul style="list-style-type: none"> • Social context. • Economic context. • Any other relevant contextual change. 	
Implementation plan	<ul style="list-style-type: none"> • Introduction to the indicators and metrics, and what the difference is. • Explain the different types of indicators: Outcomes and Actions (and Effectiveness, if these are to be reported on). • Explain how the 3 indicator types work together/ their relationship (potential diagram). • Provide explanation for how data will be most useful (performance)? 	Core focus of the report– most energy should be used in this section.
Implementation summary	<ul style="list-style-type: none"> • Section for each Action or Outcome Indicator briefly explaining what they are, what they are trying to achieve, and how they are connected to the Outcome or Action. • Use diagrams from the CCPP document. • Under each Action or Outcome Indicator, outline the relevant indicators and their narrative / story and purpose. Summarise any relevant analysis of the data and explain the progress that has been made or any challenges that have arisen. • For each indicator summarise the metrics, associated baseline data, any previous year's data, and most up to date data. This could be in the form of a table. This would be the place to highlight where data is not being currently captured and future plans to expand data. • Repeat for each Action / Outcome, indicator, and metrics. • Add a similar section for each Effectiveness indicator. 	Core focus of the report – most energy should be used in this section.
Insights	<ul style="list-style-type: none"> • What changes need to be made to the metrics or indicators to help the plan achieve what it is set out to do? • What's been learned from implementing any changes? • Are there any significant challenges, or are their earlier steps that need to be undertaken before you can start measuring the metrics? • What work needs to be started? • Are the Councils working well together? 	This should flow into a summary of next steps.