

Canterbury Operations Forum: Terms of reference (November 2023)

Background

1. These terms of reference replace terms of reference agreed in January 2021.

Purpose

2. The purpose of the Forum is to:
 - 2.1. align operational working groups' work programmes with the priorities and work programme of the Canterbury Chief Executives Forum
 - 2.2. improve consistency, collaboration and value for money in the provision of local services by Canterbury councils.
3. The Forum reports to the Chief Executives Forum and is mandated by the Canterbury Local Authorities' Triennial Agreement 2020–22.

Membership and operation

4. The members of the Forum are one operations manager from each of the 11 local authorities in Canterbury region, including the convenors/chairs of the:
 - 4.1. Canterbury Engineering Managers Group
 - 4.2. Canterbury Stormwater Forum
 - 4.3. Canterbury Drinking Water Reference Group
 - 4.4. Canterbury Wastewater Working Group
 - 4.5. Canterbury Waste Joint Committee working group
 - 4.6. Regulatory Managers Group (non-RMA).
5. The Forum may invite other agencies to present and participate in its consideration of local government services, as the Forum considers appropriate.

Mayors standing together for Canterbury.

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6. A Chair shall be appointed annually by the Chief Executives Forum from its membership. The Chair is eligible for reappointment. The regional forums secretariat will provide secretariat support.
7. The forum may elect a deputy chair from its members to support the Chair.

Work programme

8. The Forum will develop its work programme annually and report on this quarterly to the Chief Executives Forum.
9. The Forum will meet virtually or in person at least two times each year.

Review and amendment of these terms of reference

10. The Forum may recommend changes to its terms of reference to the Chief Executives Forum.
11. The Chief Executives Forum will review the terms of reference three-yearly in the year following local authority elections.

Approved by the Canterbury Chief Executives Forum (6 November 2023).