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**REPORT 4**  
*(1215/52/02/IM)*

## **FORWARD PROGRAMME**

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### **1. Purpose of Report**

To present the Council Controlled Organisation Performance Subcommittee (CCOPS) forward programme for the Committee's consideration.

### **2. Recommendations**

It is recommended that the Subcommittee:

- 1. Receive the information.*
- 2. Agree to the forward programme attached as Appendix One to this report.*

### **3. Background**

To assist with the planning of the CCO Subcommittee, officers prepare a forward programme that outlines future meetings and issues to be considered. This is currently the practise with the subcommittee's parent committee, the Strategy and Policy Committee.

### **4. Discussion**

The forward Programme is presented to the CCO Subcommittee at each meeting, and outlines:

- Upcoming meeting dates
- Papers to be considered
- Issues for discussion
- A schedule of CCOs to attend and participate in Subcommittee discussions.

It is intended that, in addition to assisting the subcommittee in preparing for future meetings, the forward programme will also support CCOs and Council officers in programming and prioritising reports.

While dates are yet to be confirmed for 2008 CCOPS meetings, officers have scheduled an indicative forward programme for the subcommittee's consideration.

Contact Officer: *Allan Prangnell, Manager Council Controlled Organisations*

**Appendix One**  
**Council Controlled Organisation Performance Subcommittee**  
**Forward Programme 2008**

| <b><i>April 2008</i></b>                    |   |
|---|---|
| <b>TITLE</b>                                | <b>DESCRIPTION</b>  |
| CO Annual Reports 2006/07                   | Residual Annual Reports for 2006/07 (those not received in time for CCOPS 14 December 2007)   |
| 2 <sup>nd</sup> Quarter CCO Reports 2007/08 | Presentation and analysis of reports on the second quarter performance of CCOs for 2007/08  |
| Draft Statements of Intent for 2008/09      | Presentation of draft 2008/09 Statements of Intent from CCOs for discussion and feedback to CCOs  |
| CCO Discussion                              | One or more CCOs invited to discuss current and future issues with the Subcommittee: <ul style="list-style-type: none"> <li>• Wellington Museums Trust</li> <li>• Positively Wellington Tourism</li> <li>• Carter Observatory (CO)</li> </ul> |
| Forward Programme                           | Subcommittee approval of the CCOPS Forward Programme for 2008   |
| <b><i>June 2008</i></b>                     |   |
| <b>TITLE</b>                                | <b>DESCRIPTION</b>  |
| 3 <sup>rd</sup> Quarter CCO Reports 2007/08 | Presentation and analysis of reports on the third quarter performance of CCOs for 2007/08   |
| Final 2008/09 Statements of Intent          | Approval of final Statements of Intent for 2008/09 (for recommendation to SPC Committee)  |
| CCO Discussion                              | One or more CCOs invited to discuss current and future issues with the Subcommittee: <ul style="list-style-type: none"> <li>• Wellington Stadium Trust</li> <li>• Basin Reserve Trust</li> <li>• Wellington Waterfront Limited</li> </ul>     |
| Forward Programme                           | Subcommittee approval of the CCOPS Forward Programme for 2008   |
| <b><i>October 2008</i></b>                  |   |
| <b>TITLE</b>                                | <b>DESCRIPTION</b>  |
| CCO Annual Reports                          | Review of CCO Annual Reports for 2007/08  |
| CO Annual Report                            | Review of CO Annual Reports for 2007/08   |
| CCO Discussion                              | One or more CCOs invited to discuss current and future issues with the Subcommittee:  |

|                                     |   |
|-------------------------------------|---|
|                                     | <ul style="list-style-type: none"> <li>• Wellington Zoo Trust</li> <li>• St James Theatre Trust</li> <li>• Capacity</li> </ul>  |
| <b><i>December 2008</i></b>         |   |
| <b>TITLE</b>                        | <b>DESCRIPTION</b>  |
| CCO 1 <sup>st</sup> quarter reports | Presentation and analysis of reports on the first quarter performance of CCOs for 2008/09   |
| CCO Discussion                      | <p>One or more CCOs invited to discuss current and future issues with the Subcommittee:</p> <ul style="list-style-type: none"> <li>• Karori Wildlife Sanctuary</li> <li>• Wellington Cable Car Limited</li> </ul> |
| 2009/10 Letters of Expectation      | Seeking the subcommittee's input into the drafting of the 2009/10 Letters of Expectation to CCOs  |
| Forward Programme                   | Subcommittee approval of the CCOPS Forward Programme for 2009   |