Proactive Release Process for Major Projects Performance Reports

18 December 2015

This document outlines the process for the proactive release of the Major Projects Performance Report (the Report), published on the Treasury website. The process is proactive in that it is not dependent upon receiving a request to release the information. The Cabinet has authorised the Treasury to undertake this process.

The Report is produced three times per year and provides status information on the major projects that Treasury monitors.

The release of the Report is undertaken with specific reference to the Official Information Act (OIA). One of the principles in the Act relates to availability – information shall be made available unless there is good reason for withholding it. The reasons for withholding information are explained in guidance notes on the Ombudsman website.[1]

The Treasury consults the responsible department(s) on each major project before releasing information in the Report.

The Report contains information on the major projects that are monitored by the Treasury. Other projects are managed solely through departmental reporting and accountability processes. The purpose of the Report is to provide an additional level of oversight and co-ordination. The data in the Report is supplied by a department and includes a commentary from the department on the progress of works. It includes views from Treasury and functional lead agencies, which contribute advice on a case by case basis.

Steps Required

The proactive release process starts when the Major Project Performance Report is noted by Cabinet and/or Investment Ministers and returned to the Treasury.

A. The Treasury sends individual project dashboards from the Report to senior responsible owners (SROs) and programme/project managers within the relevant department. These people are requested to consider any information they would like withheld from the relevant dashboards of the Report, mark-up any redactions, co-ordinate with the relevant people within their departments (eg. legal, communications, finance, planning, assurance and/or chief executive's office) and return the redacted dashboard to the Treasury, noting the grounds for withholding any information.

B. The Treasury reviews the information, and if necessary, seeks clarification from the department to resolve any questions.

---

[1] http://www.ombudsman.parliament.nz/resources-and-publications/guides/official-information-legislation-guides

C. The Treasury marks-up the Report in line with the redactions agreed with departments. The redacted Report is put through a quality assurance process to check that all redactions are included as intended.

D. The redacted Report is sent to the Minister of Finance and referred to the relevant Responsible Ministers so that Ministers and their offices have the redacted version prior to placing it on the Treasury website.

E. Once the Minister of Finance provides confirmation that the Report has been received and referred to Responsible Ministers, the Treasury distributes the redacted report to departmental chief executives and the SROs of the major projects and programmes prior to publishing the redacted report on the Treasury website.

For more information on this process, please contact: InvestmentManagement@treasury.govt.nz