

The Treasury

South Canterbury Finance Limited Information Release

Release Document

April 2011

www.treasury.govt.nz/publications/informationreleases/scf

Key to sections of the Official Information Act 1982 under which information has been withheld.

Certain information in this document has been withheld under one or more of the following sections of the Official Information Act, as applicable:

- [1] 9(2)(a) - to protect the privacy of natural persons, including deceased people
- [2] 9(2)(b)(i) - to protect trade secrets
- [3] 9(2)(b)(ii) - to avoid unreasonable prejudice to the commercial position of the person who supplied the information or who is the subject of the information
- [4] 9(2)(ba) - to protect information that is subject to an obligation of confidence, or that was or could be provided under legal compulsion, where making the information available would be likely to prejudice the supply of similar information and it is in the public interest for that information to continue to be supplied
- [5] 9(2)(d) - to avoid prejudice to the substantial economic interests of New Zealand
- [6] 9(2)(g)(i) - to maintain the effective conduct of public affairs through the free and frank expression of opinions
- [7] 9(2)(h) - to maintain legal professional privilege
- [8] 9(2)(i) - to enable the Crown to carry out commercial activities without disadvantage or prejudice.

Where information has been withheld, a numbered reference to the applicable section of the Official Information Act has been made, as listed above. For example, an [8] appearing where information has been withheld in a release document refers to section 9(2)(i).

In preparing this Information Release, the Treasury has considered the public interest considerations in section 9(1) of the Official Information Act.

General Steps

Step One

The **Proposed Panel** is called to discuss whether or not they would be interested in providing inspection services to the Treasury.

Step Two (for those interested)

A **Confidentially Agreement** is sent to the interested prospective Inspectors, with a request to provide confirmation of those NBDTs that the Inspector has a conflict of interest with.

Step Three

The Inspector returns the signed **Confidentially Agreement** to Treasury along with a **Conflict Letter** outlining those NBDTs that the Inspector has a conflict of interest with.

The **Consultant Contract** and a **Terms of Reference Letter** (which includes a request for a quote) are to be sent out to the Inspector.

Step Four

The signed **Consultant Contract** and **Indicative Quote** based on the **Terms of Reference Letter** are received.

An **Acceptance Letter** is sent to accepted prospective Inspectors confirming that they have been accepted onto the panel.

Step Five

Once an inspection is required, a **Bespoke Letter of Appointment** is sent out to the non-conflicted, suitable panel members for a **Detailed Quote**.

Step Six

Once the **Detailed Quotes** are received (discussed and approved internally), those inspectors that are unsuccessful are notified by e-mail/phone. A face to face meeting is then set up with the successful inspector.

Step Seven

The scope of the inspection outlined in the **Bespoke Letter of Appointment** is discussed between the Inspector and the Treasury at length in the meeting.

Step Five

The Inspector provides Treasury with a **Scoping Document** (which includes an updated quote)

Step Six

Treasury approves the scope of work by sending the inspector an **Acceptance of the Scope Letter** and the Inspection begins.

Documents

Proposed Panel – DGS Inspector	Proposed Panel - DGS Inspector
Confidentially Agreement	Confidentially Agreement
Conflict Letter	Inspector created
Consultancy Contract – DGS Inspector	Consultancy Contract - DGS Inspector
Indicative Quote	Inspector created
Terms of Reference Letter – DGS Inspector	Terms of Reference Letter - DGS Inspector
Acceptance E-mail	Standard form Treasury Letter.
Bespoke Letter of Appointment – DGS Inspector (sample)	Bespoke Letter of Appointment - DGS Inspector
Detailed Quote	Inspector created
Scoping Document	Inspector created
Acceptance of the Scope and Quote	Standard form Treasury Letter.

[3]

& SCF Steps

Step One

Proposed Inspector called to discuss if they would be interested in providing inspection services to the Treasury.

Step Two

A **Confidentially Agreement** is sent to the interested prospective Inspectors.

Step Three

The Inspector returns the signed **Confidentially Agreement** to Treasury along with a **Conflict Letter** confirming that the Inspector does not have a conflict of interest with [3] /SCF].

The **Consultant Contract** and a **Letter of Appointment** (which includes a request for a quote) are to be sent out to the Inspector.

Step Seven

The signed **Consultant Contract** is received, and meeting is set up between the inspector and the Treasury to discuss the scope of the [3] /SCF] inspection.

Step Five

The Inspector provides Treasury with a **Scoping Document**, which includes a detailed quote for the [3] /SCF] inspection.

Step Six

Treasury approves the scope of work for the [3] /SCF] inspection by sending the inspector an **Acceptance of the Scope and Quote** Letter and the [3] /SCF] Inspection begins.

Documents

Confidentially Agreement	Confidentially Agreement
Conflict Letter	Inspector created
Consultancy Contract – DGS Inspector	Consultancy Contract - DGS Inspector
Letter of Appointment	[3] SCF Letter of Appointment
Scoping Document	Inspector created
Acceptance of the Scope and Quote	Standard form Treasury Letter.