

Statement – Mark Thompson

Name:	Mark Thompson	
Date of Birth:	30 th March 1954	-
Address:	141 Coward St, Mascot 2020	
Telephone: (W)	9366 3514	
Occupation:	Systems Administrator	1.61
Employer:	City of Botany Bay Council	1

STATE as follows:

- 1. My full name is Mark Thompson.
- 2. I am currently years of age and was born on the
- 3. I am aware that this statement is being provided to representative(s) of SINC Solutions Pty Ltd who are acting on behalf of Sparke Helmore Laywers for the City of Botany Bay Council in relation to allegations of alleged misconduct by staff and the misuse of Council resources in relation to the use of contractors; invoicing; purchasing; use of Council items including vehicles, and mobile phones; and recruitment, which may be a breach of the City of Botany Bay Council Code of Conduct and the Local Government Act 1993.
- 4. I acknowledge and agree to SINC Solutions Pty Ltd on behalf of Sparke Helmore Lawyers for the City of Botany Bay Council, collecting and using the information | provide here, including sensitive information if applicable, in accordance with City of Botany Bay Council Policies.
- 5. I am are aware of the confidentiality of this interview and the matters discussed and we have been informed accordingly during this meeting.
- I have been employed as a Systems Administrator with the City of Botany Bay Council since 1996. My original title was LGIS (Local Government Information Systems) Administrator. Mr previous employment was at Marrickville Council.
- 7. I currently work in the Finance Department.
- 8. I report to Barry Byrnes now, but I reported to Gary Goodman when he was here, and this has been the case from the time I started at Council.
- 9. Gary was the Chief Financial Officer.
- My role at council is to be responsible for our corporate computer systems. Making sure it works okay, maintaining and updating it.

Signed: 200 Mark Thompson

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Witness: Claire Broga

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Statement of Mark Thompson – 30 November 2015 Continued



- It involves a whole suite of systems, such as finance, property, accounts payable, accounts receivable. Everything under Authority. Also I look after the payroll system CHRIS; and TRIM; and the Map Info System.
- 12. I provide a brief overview of the computer systems to the new starters and then they get specialised training from someone from their department.
- 13. I am responsible for the logins for these systems.
- 14. I am also involved with costing for the invoices. An invoices will come to me and I will work out which job number it should be charged to.
- 15. The invoice then goes to Karen Rowe, the Finance Coordinator.
- 16. I create assets in the system and get involved with putting it on the asset register and the plant module.
- 17. I occasionally have to raise purchase orders. This involves entering information into Authority from the purchase requisition form.
- The finance type work is more to do with the capital items and the asset management systems.
- 19. I help with a little bit with Accounts Payable when there is a staff shortage.
- 20. The split of workload between the Systems Management and the finance related work would be a 60% to 40% with the Systems Management being the main work.
- 21. I also provide extracts from Authority for the quarterly reviews for the CFO. I download the data to an excel format and provide to the CFO. After meetings between the GM, DGM and CFO in finalising the review, I would format the review document and forward to Administration for inclusion in the Council business paper.
- 22. I work Monday to Friday, roughly from 8:30am to 5:00pm.
- 23. I do not have anyone that reports to me and have not had so in all my time at Botany Council.
- 24. In relation to the invoice processing part of my job, if there is a payment to be made, then the invoice would have been authorised by somebody else.
- 25. Depending on the value of the invoice, the invoice would be authorised by a Manager/Director through a signature on the invoice.
- 26. I do not have a list of the signatures for other staff, I would just recognise the signature of the Manager/Director.
- 27. The invoice would then get entered into Authority under Accounts Payable.
- 28. There is not always an order number from the supplier on the invoice. Usually the manager/director would have the job number (budget number) to cost against.
- If there is no job number costed, then I would review the general ledger and find an applicable code.
- 30. I also sometimes send the purchase requisition number back to the Manager/Director if I cannot identify an applicable job number. There are not many, as most do have a number.
- I then do a remittance extract, which goes through Authority seeing if there are any invoices to be processed for that supplier.

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- 32. Once this is done it then creates a batch file number according to the bank requirements and produces a remittance advice. On that remittance advice there may be a number of invoices.
- 33. Remittance Advices are either emailed automatically by the system if we have their email address in Authority. If not then it gets printed and mailed.
- I only assist with that process if someone says that this invoice needs to be paid today. Otherwise every Wednesday Finance run the payments.
- 35. The payments are made by cheque or EFT.
- 36. With EFT, I transfer the file to the bank with the payment details.
- 37. Once that is done we produce a report that is generated by the bank and that gets filed. That is basically it. I do the EFT transfers all the time.
- 38. If payment is by cheque, then the system would produce a cheque through Authority.
- At the moment, we have myself, Barry Byrnes and Lorraine Cullinane that can sign cheques. Suman Sharma was not able to sign cheques.
- 40. Previously Gary also had authority to sign cheques.
- 41. We have a system where two (2) people need to sign the cheques. This has always been that way. It requires any combination of two (2) people.
- 42. It term of these finance processes, I am capable of doing them and I am authorised.
- 43. When invoices come across my desk and I'm not sure of something, the staff from other departments usually are cooperative with me.
- 44. Nothing really impedes this processing of payments besides workload or time pressure.
- 45. In relation to the email dated 18 May 2015 4:06pm from Gary Goodman to myself (refer attached), that is not a normal item. Normally I would get the invoice. But in that case I would just process the payment.
- 46. Taking that example, it could have been me or Sharon Dale chasing up the invoice. The copy of the email would be attached to the remittance advice.
- 47. All that would be filed would be the email and the remittance advice.
- This example is not an ideal process. But Gary Goodman is the boss and I just do what he tells me to do.
- 49. When I receive such a request, I would just process it. I'm not sure on this occasion, but in other occasions, I know that I would have asked Gary 'where is the invoice'.
- 50. In relation to the email dated 6 October 2015 10:51am from Gary Goodman to myself (refer attached), I would follow the same process as detailed above, I would take the email from Gary Goodman as being the authorisation to pay, rather than a signature or other authorisation.
- 51. In terms of trying to find the costing code, this one didn't have a costing code so I would then identify a job number.
- 52. I am not looking at the budget when finding a job number, just finding the most suitable one.
- 53. The system doesn't alert you if the job number is over budget. That would get picked up from the Quarterly review or it is up to that person to know if there is enough in the budget.
- 54. That example, the email of 6 October 2015 is one that would not normally have the details (stamp) required for authorised as the invoices were attached to the email.

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- That example, with no stamp or other authorisation is an occasional process. It doesn't happen that often.
- 56. If I had an email from Gary, then I would pay it if he asked me to pay it. I have asked for invoices on some occasions or I would question why we couldn't wait for the normal finance processing run for example, the next day, as opposed to doing a one off specific case. Gary's response was often words to the effect that "the supplier still need to pay their employees".
- 57. Sometimes also Gary just gets intimidating and he says "just pay it". It was the way he says it, is a bit more aggressive.
- 58. In terms of any payments that had me concerned, I cannot say that I had any real concerns, because the invoices were either authorised by Gary or by someone else such the Business Unit.
- I am not really involved with paying for things for the Business Unit, but occasionally I would have to make payments for the Business Unit.
- 60. These would come to me through Gary, not from a person from the Business Unit. Sometimes they would be last minute payments required at the end of the day.
- 61. With that particular invoice of the 6th October, I somehow inherited the management of the phones.
- 62. I would keep the phones in the cupboard, in my office and distribute them when required for staff that had broken or caused damage to their phones.
- 63. I don't have spare phones in my office at the moment.
- 64. I keep a record of the allocation of the phones. The records include the date; the phone; the person; but not the serial number of the phone or sim. Usually it was a replacement phone so they had a number already.
- 65. For a new employee, we would issue them a phone, and then the company Teletec, who were acting on our behalf, would arrange for a sim card.
- 66. With new employees, I would have been told by the Manager to provide a phone.
- 67. I would deal with Sam Alexander from Teletec by ringing him up or sending an email. I am not aware if he had other employees we dealt with.
- 68. With regards to delegations, as far as I know I have delegations up to a \$1000.
- In the finance department, Barry had up to \$10,000 but as acting CFO I assume he has higher delegations. Gary had \$50,000.
- 70. I was provided with some examples of cheques that I have signed (see attached). On these cheques I am just co-signing cheques with Gary. The authorisation has occurred prior to that via the invoices.
- In the example of the cheque for KK Civil, there would be an invoice which has had an order number and signature on it.
- 72. I would normally always co-sign cheques.
- 73. Up until Barry retired in the end of June this year, he and Gary would normally sign the cheques.
- 74. Barry returned roughly three (3) days a week in August and then returned five (5) days a week when Gary left, as the acting CFO. Since then I have been signing more cheques.

Signed: Di. Womp Mark Thomoson

Claire Brg

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- The recent cheques would be signed by Lorraine and myself. Barry has not been signing many cheques.
- 76. Looking at the Delegations List from the Council Procurement Procedures and Guidelines for Officers, the only people with delegations from Finance were Gary, Barry, myself and Karen Rowe, however, not everyone in Finance with delegations is on that Delegations List.
- 77. When Gary was here Karen did not have delegation but she does now. Her delegations may be up to \$10,000. She is the coordinator which is why she has more than me.
- 78. The delegations were mentioned at a staff meeting by Lorraine recently.
- 79. With regards to a tax invoice for \$6821.00 from the City of Botany Bay Council to Mr G Goodman dated 25 September 2014 in relation to an Enforcement Order from the Office of State Revenue (see attached), I knew that this Order was hanging around. Although we get fines, we don't normally get to the stage of it progressing to an Order.
- 80. I don't get involved with them usually, as they go to Barry.
- 81. I can't remember how I knew about this particular Order.
- 82. I got the email from Gary asking me to BPay it and I did pay it.
- 83. The fact that he asked to raise a debtor account made me think he was intending to pay it.
- 84. Raising a debtor account for staff is not normally something we do.
- 85. We have not had to raise a debtor accounts for staff before.
- I can't recall the conversation with Gary but there would have probably been a conversation about it.
- I have no idea why it was not paid by Gary from the start as it would have been cheaper for him.
- 88. I do know that it was Gary's car, his Toyota Landcruiser BK48ZN listed in the Order.
- 89. I couldn't say if I have seen the original infringement notice or not.
- 90. I made the Bpay payment.
- I charged it out from the Plant item for the vehicle. This is usually the case. I would usually use the job number for the plant item.
- 92. I then gave it to Francis Singh (Accounts receivable) to set up the Debtor account.
- 93. It is Francis's job to set up debtors and chase debtors for payments. It is still his job to do that. He would have been the one to chase up Gary for this payment.
- 94. A copy of the tax invoice would have been given to Gary by Francis and then the invoice would be put on a file.
- 95. In this case the debt has not been paid but I am not involved with the debtor, but I believe that Francis would have sent a letter to Gary.
- 96. Council has a 14 day payment period which would have applied in this case.
- 97. It is unusual that the debt would not have been paid by now.
- 98. I have never had to set up debtors account for any other staff, other than Gary.
- 99. I cannot recall if I had to do anything like this for Gary on any other occasion.
- 100. With that example of the Office of the State Revenue, I have no idea why it would be set up in such a way in the debtor system.

Signed: Mr. Homps-Mark Thompson

Witness: Claire Brog

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- 101. The fine was clearly overdue and I'm not sure why Gary did not pay it directly himself and follow the process. It was for a failure to supply the name of the driver but I don't know the circumstances around that.
- 102. In terms of that process and looking back on it, I don't think it was the right process to set up a debtor account for Gary. But I can't recall the conversation between us.
- 103. Beside myself, Barry would be aware of this, as all the fines would go to Barry in the first place.
- 104. The only way the debt would be removed, was if it went to Council for approval and that would be very unlikely.
- 105. With regards to large payments made by Council to the Office of State Revenue (OSR), they would usually go to Sharon Dale or Tien Luk in Finance to process. I would have made some payments is the past to the OSR mainly because they were late.
- 106. The request to make those late payments for Office of State Revenue would come from Gary.
- 107. They would usually follow the same process as I explained before with payments requested by Gary to do done outside the normal processing runs.
- 108. In terms of why there are so many infringement notices sent to Gary, I would not know why that is the case.
- 109. To my knowledge, I am not aware if anyone else is using his vehicles.
- 110. The processing of the actual fines and identifying the driver and vehicle is handled by Barry.
- 111. [Further to my interview of 30 November 2015, I provided additional information to the investigation in relation to payments made by Council to the OSR, by email dated 1 December 2015. That when the RMS threatened to deregister the Council fleet or not register a vehicle that was due for registration because of unpaid fines, Gary Goodman would direct Barry Byrnes to contact State Debt Recovery to find out what outstanding fines are causing this restriction and then have the fines paid.]
- 112. In terms of setting up any creditor accounts for staff, they would most likely be set up by Accounts payable.
- I can't recall being involved in setting up creditor accounts for staff but it is possible for reimbursing staff.
- 114. For example, we have had to reimburse staff for some petrol. These would go to Sharon and would normally be authorised by a manager.
- 115. I have not been involved in any other payments made to staff through accounts payable.
- I cannot recall any payments such as long service leave to staff but I can recall a leave cash in payment for Gary.
- 117. The leave cash in would follow the same process as in setting up a creditor, and you would think would be accompanied by a leave form.
- 118. The leave cash in is not normally done, it is instead of taking the leave, and it really should have gone through the payroll system.
- 119. I do not know why it would go through the creditor system rather than the payroll system.
- 120. In regards to creditor payments made to staff, the best person to speak to on that might be Sharon. It doesn't happen very often.

ni Sompo Signed: Mark Thompson

Witness: Claire Broga

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- 121. In regards to other issues or concerns, I can't think of any other thing, other than mentioning to Gary that the timing could wait for some of the things he requested.
- 122. With regards to setting up creditors, I wasn't involved in that but from a system point overview, you would require a name; address; ABN; and contact number. This information is usually on the invoice.
- I am not too sure but Sharon would check the ABN details to see that it is still current and correct.
- 124. This statement was prepared by SINC Solutions on 30 November 2015 based on the information provided at the meeting of 30 November 2015 and the documentation listed in this statement.
- 125. I have read this statement and I have nothing further to add or alter.
- 126. I hereby acknowledge that the above statement has been made of my own free will and is true and correct to the best of my knowledge and belief.
- 127. In providing information to SINC Solutions Pty Ltd on behalf of the City of Botany Bay Council, I acknowledge and agree that I have read copies of the relevant City of Botany Bay Council Codes and Policies.

Mark Thompson's signature appears at the end of each page of this statement and Mark Thompson concurs that this statement is in his own words.

Mark Thompson's signature was witnessed by:

Claire Brogan Senior Consultant SINC Solutions Pty Ltd PO Box 455 GLEBE NSW 2037

at 3 : 01 am/pm on 3 Dec 2015

at 141 Coward St Mascot, NSW 2020

Attached:

- 1. Email dated 18 May 2015 4:06pm from Gary Goodman to Mark Thompson
- 2. Email dated 6 October 2015 10:51am from Gary Goodman to Mark Thompson
- 3. Copies of signed cheques for Mascot Laundry; KK Civil; Ms H Castrission; and Telstra
- 4. Documentation relating to Enforcement Order

Signed: Mark Thomoson

SINC Solutions Pty Ltd.

Witness: Claire Bro

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user20

From: Sent: To: Subject: Goodman, Gary Monday, 18 May 2015 4:06 PM Thompson, Mark Invoice sacl plant

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Mark

Please prepare a payment of 10,695.40 to Elias and sons For repair of SACL plant Charge to 7053005300534 Inv to follow

Regards

Gary Goodman

Chief Financial Officer Botany Bay City Council PO Box 331 Mascot 2020 Ph 02 93663666 Fax 02 93663777 Mob

E14/2586/049/0169

user20

From: Sent: To: Subject: Attachments: Goodman, Gary Tuesday, 6 October 2015 10:51 AM Thompson, Mark FW: Three New Invoices CBB 151004.pdf; CBB 151003.pdf; CBB 151002.pdf

1

For Payment

From: Sam Alexander [mailto:samalexander@teletec.com.au] Sent: Tuesday, 6 October 2015 10:31 AM To: Goodman, Gary Subject: Three New Invoices

With Thanks.

6 x Samsung S4 for Mark Thompson 1 x Car Kit for Mark Goodman



The Divine Samuel Alexander BD MTh Telecommunications Consultant M: 0457 749 310 E: <u>samalexander@teletec.com.au</u> W: <u>www.teletec.com.au</u>

A: PO Box 369 Leichhardt NSW 2040

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Telephone: 9366 3666 Facsimile: 9366 3777

GENERAL ACCOUNT

Cheque No: 00123588

Account No: 541

Remittance Date: 12/08/2015

Mascot Laundry 1069 Botany Road MASCOT NSW 2020

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Administration Centre 141 Coward Street, Mascot NSW 2020 PO Box 331 Mascot NSW 1460 Telephone: 9366 3666 Facsimile: 9366 3777

GENERAL ACCOUNT

Cheque No: 00123596

Account No : 5301

Remittance Date : 12/08/2015

KK Civil PO Box A329 ARNCLIFFE NSW 2205

Page: 1 of 1

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Administration Centre 141 Coward Street, Mascot NSW 2020 PO Box 331 Mascot NSW 1460 Telephone: 9366 3666 Facsimile: 9366 3777

GENERAL ACCOUNT

Cheque No: 00123634

Account No : 64

Remittance Date : 26/08/2015 12:00

Telstra GPO Box 9901 Melbourne Vic 3001

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Thompson, Mark

From: Sent: To: Subject: Goodman, Gary Tuesday, 26 August 2014 2:24 PM Thompson, Mark Enforcement Order 333677232 Office of State Revenue

Mark

Please B Pay the following enforcement order and charge to a debtor account

17

1

Biller code 198788

Amt 6821.00

Regards

Gary Goodman

Chief Financial Officer Botany Bay City Council PO Box 331 Mascot 2020 Ph 02 93663666 Fax 02 93663777 Mob

10040.350.239

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ALC 81045 p. 682)

10040.350.259



Office of State Revenue State Debt Recovery

H 005512 000 CITY OF BOTANY BAY PO_BOX 331 MASCOT NSW 1460

Enquiries:1300 655 805 TTY:133 677 See over the page for full State Debt Recovery Office contact details.

Why have you been sent this enforcement order?

You have been sent this enforcement order because you have not paid a fine set by the court. See below for details of what this enforcement order is about. Please note: Do not ignore this enforcement order. Read the information in the enforcement order carefully concerning your options. If you do not pay or take up one of the options detailed over the page by the due date, it will cost you more.

	y or fine which you have not paid	2:	
Court of issue:	DOWNING CENTRE LOCAL COURT		
	201400104402001	D):	2
Date of decision:	06 May 2014		• • • •
Description of the offence:	FAIL TO SUPPLY DETAILS OF DRIVER - COP	RPORATION - FIRS	T OFFENCE
Location:	SYDNEY		98 (A. 1997)
Vehicle registration:	ė	*	1 ×
Date of the offence:	27 November 2013		.*.
Amount of the original penal	ty: \$6,756,00		. a.,
The amount due on this enf	prcement order includes up to \$ 65 in additional cos listed on subsequent pages.	sts. Additional penalt	ies/fines in this order are
	listed on subsequent pages.		• •
How to pay	listed on subsequent pages. Importan		ies/fines in this order are age for more information
How to pay	listed on subsequent pages.		age for more information
How to pay Online: www.sdro.r	listed on subsequent pages. Importan	t: See over the pr Paymon Referen	age for more information t ge No
How to pay Online: www.sdro.r	listed on subsequent pages. Importan sw.gov.au to pay by Mastercard or Visa.*	t: See over the particular the parti	age for more information t ge No



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Post: Post a cheque or money order made payable to the State Debt

POSTbillpay: Take this to Australia Post and pay by cash, cheque or

Recovery Office, Locked Bag 2128 North Sydney NSW 2059. Please write the Enforcement Order Number on the reverse of the cheque or money order.

<0000682100>

Enforcement

Quote this number when discussing the matter with the State Debt Recovery Office

16 Jul 2014

333677232

\$6.821.0

13 Aug 2014

Irder

Enforcement Orger No.:

Amount du

Date due

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