

INDEPENDENT COMMISSION AGAINST CORRUPTION

STATEMENT IN THE MATTER OF: Operation Tunic E13/1800

PLACE: PICTON

NAME: Kim Mary Reid

ADDRESS: c/- Mine Subsidence Board
Suite 5 & 6, 100 Argyle Street
PICTON NSW 2571

OCCUPATION: Customer Service Assistant

TELEPHONE NO: Known to ICAC

DATE: 26 May 2015

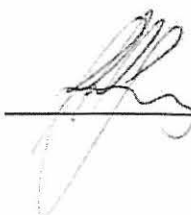
States: -

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1. This statement made by me accurately sets out the evidence which I would be prepared, if necessary, to give in Court as a witness. The statement is true to the best of my knowledge and belief, and I make it knowing that, if it is tendered in evidence, I shall be liable to prosecution if I have willfully stated in it anything which I know to be false or do not believe to be true.
 2. I am 44 years of age.
 3. I am currently employed as a Customer Service Officer at the Mine Subsidence Board (hereafter referred to as the 'MSB') located at Suites 5 and 6, 100 Argyle Street, Picton, NSW 2571. I am employed in a temporary role through Hays Employment and have held this position since November 2011.

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4. In my role as a Customer Service Officer, I work alongside Ms Lyn Evans and we are responsible for the administration duties for the MSB Picton office, including answering telephone queries, attending to over the counter enquiries, typing correspondence and general office duties.
5. When I first commenced employment at the MSB, the District Manager was Darren Bullock. He held this position until his resignation in December 2014. Currently the staff at the MSB Picton comprise of John Rawes; Matthew Montgomery and Gareth Davies, District Supervisors; Lyn Evans, Customer Service Supervisor and myself.

MSB Mail Procedures

6. The MSB Picton office receives correspondence through a post office box, a DX box and via email. Lyn Evans and I are responsible for collecting the post office box and DX mail. Once we collect the mail and return to the office, the procedure is to open the correspondence and date stamp the first page of that document. The document is then scanned into the computer system and is saved to the MSB property claim file to which it relates. If a document is received via email then it is up to the person receiving it to print the document, date stamp it, scan it to the relevant property claim file and then attach a hard copy to the file.
7. The stamp that is utilised is a Trodat brand stamp which has the words "RECEIVED" and a date below that. This date is set manually every day by turning the dial to change the numbers. Under the date the stamp has the words "MINE SUBSIDENCE BOARD PICTON".

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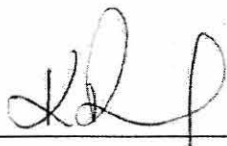
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8. If a document is received via email then it is up to the person receiving it to print the document, date stamp it then scan it and enter it in the relevant property claim file. Once the document is entered onto the computer system it is also stamped "ENTERED". If one of the District Supervisors receives a document by email they should follow the above procedure and then transfer the document to the relevant claim file in the MSB system called Documaps.
9. I can state that every document that is received at the MSB Picton office should have one or both stamps showing when it was received and/or that it had been entered onto the computer system.

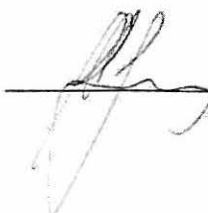
MSB Picton Claims procedure

10. I can state the procedure at the MSB Picton office for receiving claims from homeowners for repairs to their properties due to mine subsidence is as follows: the claimant completes and submits a MSB Claim Application Form which goes to the District Manager. Lyn Evans or I create a blue MSB Claim File for the property address and type a letter acknowledging receipt of the claim for the signature of the District Manager to be sent to the owner. The District Manager then allocates the claim to a District Supervisor or the District Manager may handle the claim themselves. The District Supervisor or District Manager attend the site and conduct an inspection from which a Claim Investigation Report is compiled. Depending on the allocation of funds needed to carry out repairs the District Manager can approve the claim or if it exceeds their delegation this report is forwarded to the MSB Head Office in Newcastle for approval. If the works go out to tender, then the process is that a number of building companies are

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chosen from the Selected Tenderers List inviting them to attend a site inspection, where they are provided with an information package that Lyn and I have collated from the MSB tender template system and Scope of Works done by the Officer handling the claim. It is at this time that either Lyn or I fill out the MSB Picton Tender Book with the details about the tender including the address of the property, the names of the companies to whom the tender package was provided and the closing date and time of the tender. Within the tender package is a specified closing time and date in which the tenders are due. The closing time for tenders is usually 2 pm on the chosen date. Once the building companies have completed their tender package they attend our office and place their documents in the Tender Box. They are also able to mail their documents to the office and once received they are placed into the locked Tender Box.

11. The Tender Box is a lockable box attached to the underside of the front counter of the MSB office at Picton. There are two keys to the Tender Box one was held by Darren Bullock in his capacity of District Manager, and the other key was held in the petty cash tin within the MSB office accessed by Lyn Evans.

12. Once the time for the closing of tenders has passed, two people must be present to open the tenders. The District Supervisor or District Manager who is responsible for that particular tender is not able to open the received tenders.

13. Once the tenders are opened, the Tender Book is completed and the persons responsible for opening the tenders then sign the book. The tender forms are then

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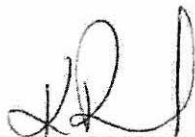
scanned and collated within the relevant MSB Claim File. The tender forms are then provided to the District Manager or Supervisor whom is responsible for the works. A Minute is then drafted for on forwarding to the MSB head office in Newcastle which is signed by the District Manager outlining who of the tenders have been accepted to conduct the work. After the Minute is approved by head office outlining who the successful tenderer is then letters are drafted advising all parties and work commences.

M Bruton Building Co

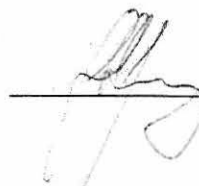
14. I cannot recall the date, however I do recall an occasion in 2014 where I had cause to telephone a building contractor, M Bruton Building Co, who is listed on the Selected Tenderers List for the MSB Picton office. I do not know if my query was in regard to a tender pertaining to 336 Moreton Park Road, Douglas Park or 47 Abelia Street, Tahmoor. I do recall there having been some confusion with regards to the spelling of the name of the building contractor, M Bruton Building Co. The reason is because on the Selected Tenderers List held in the MSB Picton office, the company is actually listed as M Burton Building Co.

15. On Friday 15 May 2015, Chief Investigator Jeffrey Lawrence showed me a copy of a Mine Subsidence Board Tender Form for the property located at 47 Abelia Street, Tahmoor which had handwriting on it stating it was submitted by "M Burton Co of 12 Hillclimb Dr Annangrove". This form had a signature on it and was dated 17-12-2014.

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16. I cannot recall this abovementioned Tender Form specifically, however this Tender Form was probably the reason why I had cause to query the name as outlined on the form "M Burton Co".

17. I do recall attending the office of the District Manager, Darren Bullock (hereafter referred to as 'Bullock') and having a conversation with him about the spelling of the name of the company. I can recall Bullock telling me that the surname of the named company was Bruton. I informed Bullock that I would telephone the company and confirm the spelling. At no time did Bullock ask me to make the telephone call to confirm the correct spelling nor did he express any doubt about the veracity of the Tender Form.

18. As a result of this conversation with Bullock, I made a telephone call to the company, speaking to whom I believe to be the Director/owner. At the commencement of this conversation I introduced myself and informed him I was from the MSB and was calling to confirm the spelling of his surname. He asked me the reason why I wanted to confirm the spelling of his surname and I told him that it was just a general query regarding the company names listed on the MSB selected tenderers list. He informed me that the correct spelling of his name, and that of his company, was M. Bruton. At no time during this phone conversation did I mention any specific address nor any recent tender forms received.

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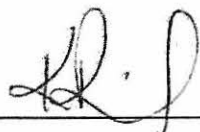


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19. At the conclusion of the telephone call with who I believed to be Mr Bruton I confirmed with Bullock who was standing in the front office area that the correct spelling was in fact Bruton, to which Bullock responded in words to the effect of "I told you so".
20. I can state that the most recent contact I had with Darren Bullock was at a MSB Picton's Christmas luncheon in December 2014.

Signature



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Witness



Matthew Montgomery