

INDEPENDENT COMMISSION AGAINST CORRUPTION

STATEMENT IN THE MATTER OF: Operation Sonet - File No. E14/1727

PLACE: MACQUARIE FIELDS

NAME: Sharon Mary Geraldine AMBROSE

ADDRESS: Known to ICAC

OCCUPATION: IT Coordinator

TELEPHONE NO: Known to ICAC

DATE: 16 July 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 wilfully stated in it anything which I know to be false or do not believe to be true.
 2. I am [REDACTED] years of age.
 3. I wish to add the following clarification information to my previous statement made to the Independent Commission Against Corruption ("ICAC") dated 15 May 2015.
 4. In relation to paragraph 104 of my previous statement I wish to elaborate further upon the procedures that we follow when placing shopping carts/purchase orders.

Signature

Witness

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5. Orders are generally raised to the vendor who are able to provide the ICT Equipment such as hardware, software or IT Services which are mostly from "In-Contract" DEC approved vendors. When goods or services are not available from "In-Contract" vendor, then goods or services are purchased from "Out of Contract" vendors.
6. Single orders are always raised for the Section, Unit or Faculty requesting for the purchase of ICT Equipment (i.e. IT hardware, software or IT Services) as and when the need arises from the appropriate vendor. The funding for these orders come from the relevant Section, Unit or Faculty's recurrent budget. The delivery location for these orders are chosen on SAP based on where the Section, Unit or Faculty is located unless otherwise specified by them when placing an order. The requestor is able to specify where they want the hardware, software or IT Services to be delivered at any of the locations within South Western Sydney Institute.
7. ICT Services Unit orders are raised against the ICT recurrent budget or ICT fulfilment budget based on the identified individual requirement on the budget which has been approved and funding allocated by the Institute Finance Unit at Bankstown. Separate orders are raised for each identified requirement from the appropriate vendor. The delivery of these orders are mainly to the ICT Services Unit central office located at Macquarie Fields College. The orders are raised against the ICT Cost Centre Code i.e. [REDACTED] Fund [REDACTED]

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8. Major Equipment orders are those orders where separate funding and a unique cost centre code are provided to ICT Services Unit by the Institute Finance Unit located at Bankstown. Generally the cost centre code will be [REDACTED] Fund [REDACTED] unless otherwise specified.
9. With regard to Major Equipment orders we follow the same procedure mentioned above. However, when we have requirements for small number of staff, classroom or CAD desktop computers, we collate the desktop computer requirement college-wise and place nine separate orders to the single vendor indicating on the purchase orders the delivery address of the nine main colleges within South Western Sydney Institute. The delivery is made by the single vendor to the individual college and the desktop computers are distributed within the colleges by the local IT Support Officers based on the distribution list provided to them by us.
10. The only time we place one order with a single vendor is when huge numbers of staff, classroom or CAD desktop computers are approved for purchase through Major Equipment funding. In this case either the Institute Finance Unit located at Bankstown or myself will raise three separate orders i.e. one order for staff desktop computers, one order for Classroom desktop computers and one order for CAD desktop computers to the vendor giving only one delivery location. When the desktop computers are received at the delivery location we organise our IT Support Officers from the various colleges to pick up the desktop computers

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allocated for their college or we arrange for a courier company (at additional costs) to pick up the desktop computers and delivery them to the nine colleges within South Western Sydney Institute. Sometimes we reach an agreement with the vendor where we provide the vendor with the distribution list on the number of staff, classroom and CAD desktop computers to be delivered to the nine college locations within South Western Sydney Institute. Once the purchase orders are received by the vendor, the vendor organises the delivery of the goods to the nine colleges based on our distribution list.

11. The ordering and delivery procedure mentioned above make it easier to asset all new ICT equipment and transfer or dispose old ICT equipment in the nine main and three annexure college locations within South Western Sydney Institute. The local IT Support Officer is responsible for recording all ICT Equipment purchased by ICT Services Unit on SAP. They record new assets, transfer or dispose old assets when required. I continue to provide the required support such as providing details of the purchase order number, costing, location or room numbers, warranty, etc.

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Witness _____