

Friday, 25 October 2019

Mr Brendan Gaitani  
20 Bindaree Street  
HEBERSHAM, NSW, 2270  
**DELIVERED BY HAND:**

Dear Brendan

**RE: Request to attend disciplinary meeting**

The purpose of this letter is to formally advise you that allegations of poor workplace performance and serious and wilful misconduct have recently been brought to our attention.

Specifically, it is alleged that:

- On 11 September you were in possession of a Ford Ranger from Cumberland Ford and on that day, your fuel card was used on a non-diesel vehicle for an amount of \$91.17. We note you were at work at this time and your card had not been reported stolen.
- On 23 September 2019 your fuel card was used a second time for petrol vehicle again, for the amount of \$81.71. As with the previous instances, you were in position of a diesel vehicle at the time and this occurred during your regular working hours.
- Our records also indicate that you have agreed to and completed your AAG online training. As part of this training you had read and agreed to our AAG Policy Manual (Rev 1.2.1) - General Policies which includes outlines our policy on the use of fuel cards and specifically states:

*Fuel Cards are only to be used by the person the card was assigned to and, for the AAG vehicle assigned to that person. Other uses for example personal use of the fuel card where it is not authorised in writing will be considered as theft and treated as such.*

If proven, this misconduct may result in a written warning, a final written warning or the termination of your employment.

Prior to any decision being made, and to enable a full and detailed investigation of this matter, we request your attendance at a disciplinary meeting which has been specifically convened to provide a suitable opportunity for you to respond to these allegations.

This disciplinary meeting is to be conducted at 9.00 pm on Tuesday 29 October 2019 in the Service Managers office at Cumberland Ford.

You are expected to make every effort to attend this meeting and are placed on notice that the Company reserves the right to make a determination in your absence if you fail to attend this meeting for whatever reason.

I will have sole responsibility for the conduct of this meeting, together with any resulting decision which is to be made.

You are of course welcome to bring a support person to this meeting should you choose.

All matters and information relating to this allegation are confidential and you are directed not to discuss them with any other person without my express prior consent. Any failure by you to maintain confidentiality may lead to disciplinary action.

If you have any enquiries in relation to this matter, please contact me on 02 9332 8167.

Yours sincerely

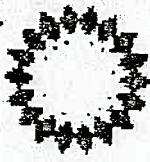


David Berlusconi  
Human Resources Manager

BP

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bp



BP SHALVEY  
ABN: 37 152 273 446  
PH: 9528 2178

PROOF OF PURCHASE

(\*) denotes items which attract GST  
23/09/2019 10:36am

Monday

\*Pump #6 PULP 98  
49.25 L @ 165.9 c/L

\$81.71

Total (1 item)  
EFTPOS

\$81.71  
\$81.71

BP SHALVEY 0928  
SHALVEY AU

CUSTOMER COPY

23/09/19 10:37  
SITE ID 0928  
TERMINAL ID 00092601  
BP PLUS CARD 02/23  
ACCT NO. 705001 737  
REFERENCE NO. 000566  
PRODUCT QUANTITY  
ESTIMATE L 49.25  
TOTAL \$81.71  
TOTAL \$81.71

APPROVED

VEHICLE REG: Gaitani 8

WWW.BP.COM.AU/BPPLUS



SAVITR AUSTRALIA P/L

bp



BP SHALVEY

ABN: 37 152 273 446

PH: 9628 2178

PROOF OF PURCHASE

(\*) denotes items which attract GST  
11/09/2019 12:21pm Wednesday

\*Pump #2 PULP 38 \$51.17  
49.04 L @ 185.9 c/L

**\$91.17**

**Total (1 item)**

ETPOS

GST

Served by DAYSHIFT

Receipt Number

Lane #01

00740303

TRADING HOURS : 24 HOURS

The Total Price includes GST

For this Supply

THANK YOU - PLEASE CALL AGAIN SOON



# Drivers Log Book

| DATE OUT | TIME OUT | REGO   | DRIVER        | DESTINATION                     | DATE IN | TIME IN |
|----------|----------|--------|---------------|---------------------------------|---------|---------|
| 9/9/19   | 5:30     | ECW634 | Lachlan       | home / Rydges                   |         |         |
| 11/19    | 8:15     | ECR735 | craig         | Blacktown                       | 9am     | 11/9    |
| 11/19    | 9:30     | ED1982 | craig<br>Tony | parra                           | 11/9    | 10:30   |
| 11/19    | " "      | " "    | " "           | Blacktown                       | 11/9    | 12:30   |
| 11/19    | 12:30    | ECA925 | craig         | " "                             | 11/19   | 1:20    |
| 11/19    | 1:30     | EDP63E | craig         | S/Hill                          | 11/19   | 2:10    |
| 11/19    | 2:40     | ECR735 | " "           | -                               | 11/19   | 3:10    |
| 11/19    | 5:00     | ED1989 | Sony          | Home                            | 13/11   | 6:18    |
| 11/19    | 5:30     | ECR735 | BL            | Home                            | 12/19   | 6:30    |
| 12/19    | 8:15     | ECA925 | craig         | m/park                          | 12/12   | 9:50    |
| 12/19    | 10:10    | ECA925 | " "           | crayson                         | 11am    | 12/9    |
| 12/19    | 12:20    | ECA925 | " "           | Blacktown<br><del>crayson</del> | 12/19   | 1:50    |
| 12/19    | 3:10     | ECR735 | " "           | Blacktown                       | 12/19   | 3:30    |
| 12/19    | 5:00     | ECR735 | BL            | Home                            |         |         |
| 13/19    | 8:15     | ECW634 | craig         | Blacktown                       | 16/19   | 7am     |
| 13/19    | 10:04    | ED1977 | Joey          | gladings                        |         |         |
| 13/19    | 10:16    | ECR735 | Brod          | Pumpkin                         | 13/9    | 12:15   |
| 13/19    | 12:30    | ECR735 | craig         | Blacktown                       |         |         |
| 13/19    | 1:20     | ECR735 | Brod          | Mushbury                        | 13/9    | 2:31    |
| 13/19    | 5:30     | ECR735 | BL            | Home                            |         |         |
| 16/19    | 8:15     | EDP63E | craig         | B/Hill and S/Par                | 16/9    | 2:50    |
| 16/19    | 12:30    | ECR735 | craig         | Blacktown                       | 12:30   | 16/19   |