

## **Attachment 2**

### **Written warning issued to Ms Puertollano**



## WRITTEN WARNING

**Name of Supervisor filing report:** Katrina Carlisle  
**Position:** Manager, FVPLS  
**Name of Employee concerned:** Rowena Puertollano  
**Position:** Coordinator – Broome FVPLS

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This letter constitutes a formal written warning, regarding a matter which has been deemed "Serious Misconduct" on your behalf.

1. A letter dated 27 April 2009, and signed by you, as Coordinator of the Broome FVPLS, was submitted to the Senate Standing Committee on Legal and Constitutional Affairs.
2. The ALSWA Policy and Procedures Manual (which applies to all ALSWA employees), clearly outlines the "Responsibilities of Staff" in Section 7. This section states:

*Aboriginal and non-Aboriginal staff are highly valued employees and are encouraged to actively contribute to the Objects of the ALSWA and the goals and priorities set from time to time. However, staff should be aware that all major decisions rest with the Senior Management Committee which acts to implement the decisions and directions of the Executive/Governing Committee. ALSWA staff are expected to behave in ways that affirm the authority of the Senior Management Committee and the Executive/Governing Committee as follows:*

- *Decision Making - Staff should not make decisions or act on behalf of the ALSWA without being specifically delegated this authority by the Chief Executive Officer. This includes the giving of written or verbal references, which may only be given with the direct authorisation of the Chief Executive Officer on each occasion.*
- *Accountability and Consultation - Staff should behave in a professional and respectful manner when dealing with Aboriginal clients or other members of the Aboriginal Community, remaining mindful of their responsibility as representatives of the ALSWA. Staff should consult their line manager for ongoing direction and assistance in undertaking their delegated duties and should regularly report on their activities to their line manager. Staff should advise their line manager or the Senior Management Committee of any information or events that may affect, either positively or negatively, the ALSWA's reputation and ability to achieve its Objects.*
- *Community and Political Involvement - Staff members wishing to participate in Aboriginal or Legal community activities (committees, projects, studies, etc) as an ALSWA representative must seek the prior approval of the Chief Executive Officer or the appropriate member of the Senior Management Committee. Individual staff are free to participate in political or Aboriginal or Legal Community activities in their private capacity but must not hold themselves out as a representative of ALSWA without permission from Senior Management.*

- 3. As an employee of ALSWA, you are required to seek the approval of the Senior Management Team of ALSWA, prior to submitting any such document. You have failed to do this and this action breaches ALSWA's Policies and Procedures.
- 4. As indicated to you during a phone discussion regarding this matter on Friday 12 June 2009, this matter is viewed as very serious breach of Organisational Policies by Senior Management at ALSWA, and consideration has been given to dismissal on the grounds of "Serious Misconduct". Your actions have placed undue pressure on ALSWA and the service it provides within the community as a whole, but more importantly, you have jeopardized the Auspice arrangements currently in place for the Broome FVPLS. It must also be noted that, the Broome FVPLS is performing its role and service within the community because of the current Auspice arrangements, and it could easily be argued that if ALSWA had not taken up the request to auspice the Broome FVPLS, that this service would not be operating at all, which would have been a great loss for the communities of the Broome Region.
- 5. This matter should be treated by you as very serious, and any further breaches of ALSWA Policies and Procedures will warrant, further disciplinary action and dependant on the seriousness of any breaches may include dismissal.
- 6. Any response you wish to make to this written warning will be recorded in a record of written warning and attached to a copy of this letter for inclusion in your personnel file.

Signed: K. Carlisle  
 Katrina Carlisle – Manager - FVPLS

Date 15/6/09

I acknowledge receipt of the original of this letter:

Signed: [Signature]  
 Employee

Date 16/6/09