

# Risk assessment template (Attachment 2)

Public Interest Disclosures Act 2002

File number:

Date of assessment:

Name of assessing officer:

## Risk assessed to:

Please select all relevant options

- |                          |                               |                          |                                                       |
|--------------------------|-------------------------------|--------------------------|-------------------------------------------------------|
| <input type="checkbox"/> | Discloser                     | <input type="checkbox"/> | Other employees including potential witnesses         |
| <input type="checkbox"/> | Your public body              | <input type="checkbox"/> | Other (e.g. Tasmanian Government, the general public) |
| <input type="checkbox"/> | The subject of the disclosure |                          |                                                       |

## Type of risk / possible harm

Such as:

- Adverse employment action
- Workplace injury
- Physical violence
- Verbal abuse
- Stress
- Untenable work environment
- Withdrawal of cooperation due to fear of reprisal/lack of support
- Reputational damage
- Risk to public safety
- Misuse of public funds
- Disruption to functioning of public body

Please provide details:

## Likelihood risk/s will occur

- Unlikely
- Possible
- Likely

## Considerations:

- Can confidentiality be maintained?
- Is the discloser (or others) concerned about reprisals?
- How many public officers are involved in the alleged improper conduct?
- What is their level of seniority?

- What is the seriousness of the alleged conduct?
- Is there a history of conflict in the workplace?

**Please provide your reasons:**

### Seriousness of consequences if risk/s occurs

- Minor
- Moderate
- Major

### Considerations:

- What is the potential impact if the risk occurs?
- Will the impact be limited, with the person able to readily deal with it?
- Will the impact have consequences which will affect the person’s work or their personal and home life?
- Will the consequences be short-term, medium-term or long-term?

**Please provide your reasons:**

### Evaluation of level of risk

Risk occurrence	Minor consequence	Moderate consequence	Major consequence
Unlikely	Low	Low	Medium
Possible	Low	Medium	High
Likely	Medium	High	High

**Determine your level of risk:**

## Steps needed to mitigate risk

Consult with discloser and other parties as required. Possible strategies include:

- maintaining confidentiality as much as possible
- ensuring all parties are aware of their obligations
- when the identity of the discloser will be known or guessed by the subject of the disclosure and/or associates, proactively identifying the discloser (with their written permission) and advising relevant parties of the consequences of taking reprisal action and that their actions are being monitored
- altering reporting structures
- increasing monitoring of the work environment
- standing down the subject of the disclosure
- temporarily relocating the subject of the disclosure or the discloser to a different location/ role
- independently verifying the work performance of the discloser
- providing access to specialist support services if required
- making a statement to all staff or the media to address concerns

**Please provide details:**

## Action to be taken

### Considerations:

- risk rating
- ease or difficulty of mitigating risk
- financial cost of taking action
- consequences of not taking action should risk occur

**Please provide details of your risk action plan:**

## Approval

### Approved by:

Public Interest Disclosure Officer or Principal Officer – Type Name

### Date of approval

## Risk assessment review

Risk assessment to be reviewed on (date) or when (event) occurs.

**Name of reviewing officer:**

**Date of assessment:**

## Notes on changes to risk since last assessment

**Review outcome**

No change to action plan

Further action required

**Please provide details:**

*Thank you to the Queensland Ombudsman for the use of some of its  
risk assessment materials in this template.*