



**Policy**

## Attachment A – Suspension Risk Assessment Template

For assistance in completing this template please contact [workforcestrategy@pwss.gov.au](mailto:workforcestrategy@pwss.gov.au).

<b>MOP(S) Act employee name:</b>		
<b>Employing parliamentarian name:</b>		
<b>Assessor name and position:</b>		
<b>Assessment date:</b>		
<b>Reason for proposed suspension:</b> <i>Please provide sufficient detail about the alleged incident/allegations that may warrant suspension from duties</i>		
<b>Is the employee already suspended?</b>	YES or NO	If yes, provide date of original suspension decision:

## Assessment

Risk posed if the employee remains in the workplace	Do you consider this risk to be present?	If yes, provide details of the identified risk	Outline any control measures to mitigate the identified risk (if applicable)  <i>Possible mitigation actions could include, but are not limited to, temporary reassignment and amendment of duties, alternative reporting lines, reasonable directions, remote working arrangements etc.</i>
To their own safety and wellbeing	Yes or No		
To the safety and wellbeing others - <i>for example Commonwealth parliamentary workplace participants, members of the public, constituents etc.</i>	Yes or No		
Compromises the integrity and security of Commonwealth resources	Yes or No		
Compromises an investigation and/or evidence related to alleged misconduct	Yes or No		

Risk posed if the employee remains in the workplace	Do you consider this risk to be present?	If yes, provide details of the identified risk	Outline any control measures to mitigate the identified risk (if applicable)  <i>Possible mitigation actions could include, but are not limited to, temporary reassignment and amendment of duties, alternative reporting lines, reasonable directions, remote working arrangements etc.</i>
The alleged misconduct may be repeated	Yes or No		
Other identified risks (please specify):	Yes or No		

**Decision (select one)**

<input type="checkbox"/> Based on the assessment of potential risks and control measures, I am of the view that <b><u>it is appropriate</u></b> to suspend the identified employee from duties.	<input type="checkbox"/> Based on the assessment of potential risks and control measures, I am of the view that <b><u>it is not appropriate</u></b> to suspend the identified employee from duties.
Please provide a detailed assessment of any identified risks and possible control measures that you considered in making your decision.	