

## RISK ASSESSMENT WORKSHEET

July 2025 – June 2026

Queensland Police Museum

Community Programs CCE



The Risk, in priority order, and related issues	Current Controls	Current Probability	Current Consequence	Current Risk Rating	Assessment outcome
<b>RISKS</b>					
<p><b>Insufficient engagement with stakeholders within the Queensland Police Museum</b></p>	<ul style="list-style-type: none"> <li>Planned leave to facilitate a succession plan that ensures fairness, openness and value for money</li> </ul>	Unlikely	Minor	<i>Low</i>	<ul style="list-style-type: none"> <li>Controls adequate – no further action planned</li> </ul>
<p><b>Unlawful access to and/or release of information held by the QPS.</b></p>	<ul style="list-style-type: none"> <li>Museum staff member includes a requirement to undertake specific training to provide guidance on access to, and release of information.</li> <li>Museum staff are required to undertake online training products about release of information.</li> <li>Breaches are identified, behaviour addressed and reported for investigation through the complaint management process.</li> <li>Consequences of breaches, including possible assessment as corrupt conduct are reinforced to all staff.</li> <li>Standard processes in place for declarable association matters to minimise risk;</li> </ul>	Possible	Minor	<i>Medium</i>	<ul style="list-style-type: none"> <li>Controls adequate – no further action planned</li> <li>Ongoing compliance auditing of staff</li> </ul>
<p><b>Failure in ethical decision making by staff which does not withstand the community expectation test.</b></p>	<ul style="list-style-type: none"> <li>Random and ongoing audits of corporate card transactions to ensure compliance with FMPM 15.2 GST and Corporate Card processes.</li> </ul>	Unlikely	Moderate	<i>Medium</i>	<ul style="list-style-type: none"> <li>Controls adequate – no further action planned</li> </ul>
<p><b>Loss of equipment and resources</b></p>	<ul style="list-style-type: none"> <li>Processes in place to reduce likelihood of loss of equipment through local asset/equipment registers in accordance with MSM 2.3.3 and OPM 14.22.</li> </ul>	Unlikely	Minor	<i>Low</i>	<ul style="list-style-type: none"> <li>Controls adequate – no further action planned</li> </ul>

Workplace health and safety	<ul style="list-style-type: none"> <li>Inappropriate storage of and lack of space for the Museum’s collections may lead to workplace safety issues and deterioration of collection items</li> </ul>	Likely	Major	High	<ul style="list-style-type: none"> <li>Controls inadequate – space allocation for collection required</li> </ul>
Museum Security	<ul style="list-style-type: none"> <li>Breaches affecting the security and health of the museum’s collections</li> </ul>	Possible	Major	High	<ul style="list-style-type: none"> <li>Controls adequate – no further action planned</li> <li>Continue security inspections.</li> </ul>
Corporate Card Use	<ul style="list-style-type: none"> <li>The Curator holds the Corporate Card.</li> <li>All transactions on <i>ExpenseMe</i> are to be added by the Credit Card holder and then verified and approved by the Supervisor/ Inspector at the end of each month.</li> </ul>	Unlikely	Major	Low	<ul style="list-style-type: none"> <li>Controls adequate – no further action planned</li> </ul>
Security Awareness – Working From Home	<ul style="list-style-type: none"> <li>Access controlled on laptops</li> <li>Unauthorised usage not allowed</li> <li>Documents are physically secure</li> <li>Environment awareness</li> <li>All work data kept on work on a computer</li> <li>Suspected security breaches reported to Cyber Security Operations Centre: 3635 3767</li> </ul>	Possible	Moderate	Moderate	<ul style="list-style-type: none"> <li>WFH staff advised of these risks and requirements</li> </ul>



**RISK TREATMENT PLAN**  
 Queensland Police Museum  
 Community Programs CCE



The Risk in priority order from Risk Assessment Worksheet	Treatment Options	Preferred Options	Risk Rating <u>after</u> Treatment	Result of Cost / Benefit Analysis: <u>Accept</u> or <u>Reject</u>	Risk Treatment Officer/Member Officer/s	Timeframe to implement, monitor and review	Managers FINALISATION Comments and date.
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**RISKS REQUIRING FURTHER TREATMENT**

OFFICIAL

<b>Workplace health and safety</b>	<ul style="list-style-type: none"><li>Investigate appropriate storage of for the Museum's collections</li></ul>	Cost Benefit Analysis	Not yet able to treat		Curator, Assistant Curator	2026	
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