

EVENTS CHECKLIST-Risk Assessment

Event Name: Sydney ANDA Show

Date of Event: 19/10/24 – 20/10/24

Event Onsite:	Tick	Comments
Gallery	<input type="checkbox"/>	
Administration	<input type="checkbox"/>	
PSZ	<input type="checkbox"/>	
Public Foyer	<input type="checkbox"/>	
Mint External	<input type="checkbox"/>	
VIP Door Access	<input type="checkbox"/>	
Front Door Timings (Point Schedule)	<input type="checkbox"/>	
Plant Room (Globule Schedule)	<input type="checkbox"/>	
Security Office Alarms	<input type="checkbox"/>	
VIPs	<input type="checkbox"/>	
Foreign Dignitaries (AFP and AGs)	<input type="checkbox"/>	
Australian Government Officials (AFP)	<input type="checkbox"/>	
Event Offsite:		
Within a Building	<input checked="" type="checkbox"/>	Hurstville Entertainment Centre, 16 Macmahon Street Hurstville, NSW 2220
Building Alarmed	<input checked="" type="checkbox"/>	Yes building has an alarm system
Marquee/Tent	<input type="checkbox"/>	N/A
Security Guard Present 24/7	<input checked="" type="checkbox"/>	<div></div> hired for <div></div> S.47G

Stock list / value	<input checked="" type="checkbox"/>	[REDACTED]
In a Public Area	<input checked="" type="checkbox"/>	Hurstville Entertainment Centre, 16 Macmahon Street Hurstville, NSW 2220
Within a Secure Boundary (Showground, etc.)	<input type="checkbox"/>	N/A
Staff Undertaken Armed Holdup Training	<input checked="" type="checkbox"/>	Yes - [REDACTED] s. 47F
Site has Existing Security	<input checked="" type="checkbox"/>	ANDA has hired security for the entirety of the show 24/7 .
Transport	<input checked="" type="checkbox"/>	[REDACTED] Stock being sent [REDACTED]
Overnight Cash Storage	<input checked="" type="checkbox"/>	Lockable Mint Container with stock, in secure building with security, Cash Collection services through [REDACTED] S.47G
Display Cabinets	<input checked="" type="checkbox"/>	N/A EXPO format, stock on tables at back of booth.

Threats/Hazard/Harm:	Outcome if Threat/Source/Harm Eventuates:	Adequacy of Existing Controls
<input checked="" type="checkbox"/> Theft of Assets <input checked="" type="checkbox"/> Damage to Assets <input checked="" type="checkbox"/> Harm to Staff	<input checked="" type="checkbox"/> Monetary Loss <input checked="" type="checkbox"/> Loss of Reputation <input checked="" type="checkbox"/> Personnel Injury	<input type="checkbox"/> Above Requirements <input checked="" type="checkbox"/> Adequate <input type="checkbox"/> Below requirements

Additional Treatments (if required):**Risk Rating After Treatments (Residual Risk with Updated Controls)(Refer to Consequence, Likelihood and Risk Rating Matrix Below):**

Consequence:	Likelihood:	Risk rating
<input type="checkbox"/> Severe	<input type="checkbox"/> Almost Certain	<input type="checkbox"/> Extreme
<input checked="" type="checkbox"/> Major	<input type="checkbox"/> Likely	<input type="checkbox"/> High
<input type="checkbox"/> Moderate	<input type="checkbox"/> Possible	<input type="checkbox"/> Medium
<input type="checkbox"/> Minor	<input checked="" type="checkbox"/> Unlikely	<input checked="" type="checkbox"/> Low (Acceptable)
<input type="checkbox"/> Insignificant	<input type="checkbox"/> Remote	<input type="checkbox"/> Negligible



Additional Comments:

Assessor:	Agency Security Adviser:	Event Organiser:
-----------	--------------------------	------------------


Signature and Print Name:

 11/10/2024

Signature and Print name:

 S.47F
 11/10/2024

Signature and Print name:

 15/10/24

Consequence Table

	Insignificant	Minor	Moderate	Major	Severe
People: Skills & Resources	<ul style="list-style-type: none"> Low-level loss of capabilities or capacity in personnel not requiring action 	<ul style="list-style-type: none"> Minor loss of capability or capacity in personnel requiring additional training 	<ul style="list-style-type: none"> Moderate loss of capability or capacity in personnel leading to the unavailability of core skills 	<ul style="list-style-type: none"> Major loss of capability or capacity in personnel leading to unavailability of critical skills 	<ul style="list-style-type: none"> Protracted loss of critical skills
Health, Safety & Environment	<ul style="list-style-type: none"> Low-level harm not requiring medical attention or intervention Limited environmental impact to local area but no long term effects 	<ul style="list-style-type: none"> Non-permanent injuries / illness requiring first aid treatment only Localised short to medium term environmental impact 	<ul style="list-style-type: none"> Serious non-permanent injuries / illness requiring minimal medical treatment Localised medium to long term environmental impact 	<ul style="list-style-type: none"> Serious permanent injury / illness requiring hospitalisation with ongoing medical treatment Widespread, medium to long environmental term impact 	<ul style="list-style-type: none"> Death or life threatening injuries / illness Widespread, irreparable environmental damage
Financial	<ul style="list-style-type: none"> < \$500 of Project or Annual budget 	<ul style="list-style-type: none"> \$500 to \$5 000 of Project or Annual budget 	<ul style="list-style-type: none"> \$5 000 to \$50 000 of Project or Annual budget 	<ul style="list-style-type: none"> \$50 000 to \$500 000 of Project or Annual budget 	<ul style="list-style-type: none"> \$500 000 plus of Project or Annual budget
Reputation	<ul style="list-style-type: none"> Minimal impact Internal criticism / debate 	<ul style="list-style-type: none"> Localised, quickly forgotten Minor impact on trust and confidence in the Mint. Criticism from minor community segment. Local media coverage 	<ul style="list-style-type: none"> National public, political and media scrutiny. Customer awareness Moderate impact on trust and confidence in the Mint 	<ul style="list-style-type: none"> Persistent intense national public, political and media scrutiny. Major impact on trust and confidence in the Mint. 	<ul style="list-style-type: none"> International awareness/concern and/or persistent intense national, public, political and media scrutiny. Severe impact on trust and confidence in the Mint.
External Stakeholders	<ul style="list-style-type: none"> Low-level tensions 	<ul style="list-style-type: none"> Minor client complaints 	<ul style="list-style-type: none"> Damage to relationships with key stakeholders / clients 	<ul style="list-style-type: none"> Breakdown in key relationships requiring external mediation Major stakeholder / client dissatisfied 	<ul style="list-style-type: none"> Breakdown in relationship with key stakeholders / clients requiring Ministerial intervention More than one stakeholder / client dissatisfied
Service Delivery: Production & Continuity	<ul style="list-style-type: none"> Low-level delays, delivery of services not compromised 	<ul style="list-style-type: none"> Delays within manageable timeframe, minor impact on some service delivery 	<ul style="list-style-type: none"> Significant delays, delivery of services in jeopardy 	<ul style="list-style-type: none"> Causing a degradation in or loss of organisational capability to an extent and duration that the Mint cannot perform one or more of its primary functions 	<ul style="list-style-type: none"> Causing a total loss of organisational capability to an extent and duration that the Mint cannot perform any of its primary functions
ICT Systems	<ul style="list-style-type: none"> Low-level system disruption causing inconvenience 	<ul style="list-style-type: none"> System disruption causing delay 	<ul style="list-style-type: none"> System outage causing delay in key services 	<ul style="list-style-type: none"> Key system outage affecting multiple areas 	<ul style="list-style-type: none"> Key system outage impacting on whole Mint.
Security: Physical, Information & Personnel	<ul style="list-style-type: none"> Insignificant impact on operations, systems or information integrity that is dealt with by routine processes. 	<ul style="list-style-type: none"> Loss of operations, systems or information integrity which has a minor adverse effect on operations, assets, stakeholders or individuals. 	<ul style="list-style-type: none"> Loss of operations, systems or information integrity which has a serious adverse effect on operations, assets, stakeholders or individuals. 	<ul style="list-style-type: none"> Loss of operations, systems or information integrity which has a major effect on operations, assets, stakeholders or individuals. 	<ul style="list-style-type: none"> Loss of operations, systems or information integrity which has a catastrophic effect on operations, assets, stakeholders or individuals.

Likelihood Table

Rating	Criteria to be used to establish rating
Almost certain	Over 99% probability; or 'happens often'; or could occur within 'days to weeks'.
Likely	Greater than 50% probability; or 'could easily happen'; or could occur within 'weeks to months'.
Possible	Greater than 10% probability; or 'could happen'; or 'has occurred before'; or could occur within a 'year or so'.
Unlikely	Greater than 1% probability; or 'has not happened yet, but could'; or could occur 'after several years'.
Remote	Less than 1% probability; or 'conceivable but only in extreme circumstances'; or exceptionally unlikely, even in the 'long term future'.

Risk Matrix

Likelihood		Consequence				
		Insignificant	Minor	Moderate	Major	Severe
	Remote	Negligible	Negligible	Negligible	Low	Medium
	Unlikely	Negligible	Negligible	Low	Low	Medium
	Possible	Negligible	Low	Low	Medium	High
	Likely	Low	Low	Medium	High	High
	Almost certain	Low	Medium	High	High	Extreme

Action Table

Risk Rating	Action required
Extreme	These risks must be <i>urgently</i> elevated to CEO for consideration and treatment. The CEO may, where appropriate, consult with the Advisory Board and Treasury in regards to the risk and its proposed treatment.
High	These risks must be <i>immediately</i> elevated to the Senior Managers Forum and CEO for consideration and treatment, as appropriate. The Senior Managers Forum will assist the CEO, where possible.
Medium	These risks are to be routinely monitored at the Senior Managers Forum level, and should be managed by the responsible Senior Manager.
Low	These risks are managed at the operational/project level. They require monitoring and management, as necessary.
Negligible	These risks are routinely managed at the operational/project level.