

EVENTS CHECKLIST-Risk Assessment

Event Name Melbourne ANDA show

Date of Event 10/2/24 – 11/2/24

Event Onsite:	Tick	Comments
Gallery	☐	
Administration	☐	
PSZ	☐	
Public Foyer	☐	
Mint External	☐	
VIP Door Access	☐	
Front Door Timings (Point Schedule)	☐	
Plant Room (Globule Schedule)	☐	
Security Office Alarms	☐	
VIPs	☐	
Foreign Dignitaries (AFP and AGs)	☐	
Australian Government Officials (AFP)	☐	
Event Offsite:		
Within a Building	☒	Malvern Town Hall Melbourne
Building Alarmed	☒	N/A
Marquee/Tent	☐	N/A
Security Guard Present 24/7	☒	security hired through [REDACTED] for the duration of event. [REDACTED] hired for [REDACTED]

Stock list / value	☒	[REDACTED]
In a Public Area	☐	Malvern Town Hall
Within a Secure Boundary (Showground, etc.)	☐	N/A
Staff Undertaken Armed Holdup Training	☒	[REDACTED]
Site has Existing Security	☐	N/A
Transport	☒	[REDACTED] engaged to transport [REDACTED] container, [REDACTED] Pallets
Overnight Cash Storage	☒	[REDACTED]
Display Cabinets	☒	Trestle Tables.

Threats/Hazard/Harm:	Outcome if Threat/Source/Harm Eventuates:	Adequacy of Existing Controls
X Theft of Assets	X Monetary Loss	☐ Above Requirements
X Damage to Assets	X Loss of Reputation	X Adequate
X Harm to Staff	X Personnel Injury	☐ Below requirements

Additional Treatments (if required):

[REDACTED]

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

Consequence:	Likelihood:	Risk rating
☐ Severe ☒ Major ☐ Moderate ☐ Minor ☐ Insignificant	☐ Almost Certain ☐ Likely ☐ Possible ☒ Unlikely ☐ Remote	☐ Extreme ☐ High ☐ Medium ☒ Low (Acceptable) ☐ Negligible

Additional Comments:

Assessor:	Agency Security Adviser:	Event Organiser:
Signature and Print Name: [REDACTED]	Signature and Print name: [REDACTED]	Signature and Print name: [REDACTED]

Consequence Table

	Insignificant	Minor	Moderate	Major	Severe
People: Skills & Resources	Low-level loss of capabilities or capacity in personnel not requiring action	Minor loss of capability or capacity in personnel requiring additional training	Moderate loss of capability or capacity in personnel leading to the unavailability of core skills	Major loss of capability or capacity in personnel leading to unavailability of critical skills	Protracted loss of critical skills
Health, Safety & Environment	- Low-level harm not requiring medical attention or intervention - Limited environmental impact to local area but no long term effects	- Non-permanent injuries / illness requiring first aid treatment only - Localised short to medium term environmental impact	- Serious non-permanent injuries / illness requiring minimal medical treatment - Localised medium to long term environmental impact	- Serious permanent injury / illness requiring hospitalisation with ongoing medical treatment - Widespread, medium to long environmental term impact	- Death or life threatening injuries / illness - Widespread, irreparable environmental damage
Financial	< \$500 of Project or Annual budget	\$500 to \$5 000 of Project or Annual budget	\$5 000 to \$50 000 of Project or Annual budget	\$50 000 to \$500 000 of Project or Annual budget	\$500 000 plus of Project or Annual budget
Reputation	- Minimal impact - Internal criticism / debate	- Localised, quickly forgotten - Minor impact on trust and confidence in the Mint. - Criticism from minor community segment. - Local media coverage	- National public, political and media scrutiny. - Customer awareness - Moderate impact on trust and confidence in the Mint	- Persistent intense national public, political and media scrutiny. - Major impact on trust and confidence in the Mint.	- International awareness/concern and/or persistent intense national, public, political and media scrutiny. - Severe impact on trust and confidence in the Mint.
External Stakeholders	Low-level tensions	Minor client complaints	Damage to relationships with key stakeholders / clients	- Breakdown in key relationships requiring external mediation - Major stakeholder / client dissatisfied	- Breakdown in relationship with key stakeholders / clients requiring Ministerial intervention - More than one stakeholder / client dissatisfied
Service Delivery: Production & Continuity	Low-level delays, delivery of services not compromised	Delays within manageable timeframe, minor impact on some service delivery	Significant delays, delivery of services in jeopardy	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	Causing a total loss of organisational capability to an extent and duration that the Mint cannot perform any of its primary functions
ICT Systems	Low-level system disruption causing inconvenience	System disruption causing delay	System outage causing delay in key services	Key system outage affecting multiple areas	Key system outage impacting on whole Mint.
Security: Physical, Information & Personnel	Insignificant impact on operations, systems or information integrity that is dealt with by routine processes.	Loss of operations, systems or information integrity which has a minor adverse effect on operations, assets, stakeholders or individuals.	Loss of operations, systems or information integrity which has a serious adverse effect on operations, assets, stakeholders or individuals.	Loss of operations, systems or information integrity which has a major effect on operations, assets, stakeholders or individuals.	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.

