

EVENTS CHECKLIST-Risk Assessment

Event Name: Roadshow Stage 1 Townsville

Date of Event 30/4/24

| 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"/> | Mall: Castletown Mall Corner Woolcock St & Kings Rd Hyde Park, Townsville QLD 4812 |
| Building Alarmed | <input type="checkbox"/> | N/A |
| Marquee/Tent | <input type="checkbox"/> | N/A |
| Security Guard Present 24/7 | <input type="checkbox"/> | Mall has 24/7 Security we have hired [REDACTED] security [REDACTED] through [REDACTED] for the [REDACTED] |

| | | |
|---------------------------------------------|-------------------------------------|-----------------------------------------------------------------------------------------------------------------------|
| Stock list / value | <input type="checkbox"/> | 47G |
| | | Significant amount expected to be sold at ANDA show, Sunshine Coast Rockhampton and Mackay stops prior to this event. |
| In a Public Area | <input checked="" type="checkbox"/> | Yes inside public mall. |
| Within a Secure Boundary (Showground, etc.) | <input type="checkbox"/> | N/A |
| Staff Undertaken Armed Holdup Training | <input checked="" type="checkbox"/> | Yes, 47F |
| Site has Existing Security | <input checked="" type="checkbox"/> | Yes, Mall security |
| Transport | <input checked="" type="checkbox"/> | Hire Car, Hire truck. 47G |
| Overnight Cash Storage | <input checked="" type="checkbox"/> | |
| Display Cabinets | <input checked="" type="checkbox"/> | Glass lockable cabinets, Lockable tool chest drawers. |

| Threats/Hazard/Harm: | Outcome if Threat/Source/Harm Eventuates: | Adequacy of Existing Controls |
|----------------------|-------------------------------------------|---------------------------------------------|
| X Theft of Assets | X Monetary Loss | <input type="checkbox"/> Above Requirements |
| X Damage to Assets | X Loss of Reputation | <input type="checkbox"/> Adequate |
| X Harm to Staff | X Personnel Injury | <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 |
| X 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 | X Unlikely | X Low (Acceptable) |
| <input type="checkbox"/> Insignificant | <input type="checkbox"/> Remote | <input type="checkbox"/> Negligible |

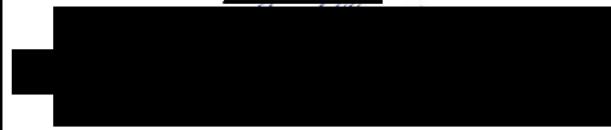
Additional Comments:**Assessor:** **Agency Security Adviser:** **Event Organiser:**

Signature and Print Name:

47f



Signature and Print name:



Signature and Print name:



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 | Negligible | Low | Medium |
| Unlikely | Negligible | Negligible | Low | Low | Low | Medium |
| Possible | Negligible | Low | Low | Medium | Medium | High |
| Likely | Low | Low | Medium | High | High | High |
| Almost certain | Low | Medium | High | 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. |

