

Guideline

LND/2019/4870

Version 1.00

May 2019

DNRME Fire Risk Management Plan

[Name of site], [local government area]

Date of plan	<i>Insert date</i>
Site Hazard Rating (Site Fire Hazard Rating as determined by Redi-Portal and ratified by DNRME)	<i>Insert site hazard rating</i>
Current Fire Risk Rating of Site – Pre Works Fire Risk Rating of Site PRIOR to Implementation of Planned Fire Risk Management Activities Detailed)	<i>Insert risk rating PRIOR to mitigation activities being put in place</i>
Final Risk Rating – Post Works (Following Implementation of Planned Fire Risk Management Activities)	<i>Insert risk rating after mitigation activities are put in place</i>
Plan review date	<i>Insert review date - this will depend on the risk rating (e.g. Very High – Yearly, High – Every Three Years)</i>

Approval

Position	Name	Date
Executive Director	Graham Nicholas	17/05/2019

Version history

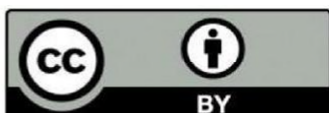
Version	Effective Date	Comments
1.00	17/05/2019	Endorsed

Further information

- Contact your nearest business centre (https://www.dnrme.qld.gov.au/?contact=state_land), or
- Refer to <https://www.qld.gov.au/environment/land/state>, or
- Call 13 QGOV (13 74 68).

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1. Purpose

Fire risk management plans have been developed for the strategic management of all the Department of Natural Resources, Mines and Energy (the department) land parcels, or groups of land parcels (aka “management units”), that are identified by the department to be very high or high risk based on recognised best practise risk assessment processes detailed herein.

Fire risk management plans provide detail of the activities proposed to be employed by the department to reduce that identified risk.

2. Rationale

The department is responsible for the management of a large and fragmented estate within the Queensland landscape. The department estate includes Unallocated State Land (USL), Reserved State lands without trustees, Reserved State lands where the department is appointed trustee and a portfolio of administered freehold lands held by the department and its predecessors.

The department has an effective framework for managing its estate which includes:

- DNRME Fire Management Mission Statement.
- DNRME Operational Policy Fire Management Program.
- SLM Regional Fire Risk Management Operational Plan.

3. Site description

Lot/plan	Address	Locality

3.1 List single lot and plan or multiple for management units’ identification.

3.2 Site location

Create Figure 1 showing the location of the site. Insert map/s with:

- DCDB boundaries
- tenure
- Parcel/s highlighted
- Lot/plan labels
- Aerial imagery

3.3 Management zones and history

Create Figure 2 showing the separate management zones (where relevant) and the management history of the site. Insert map/s with

- -DCDB boundaries
- -Separate management zones identified (where relevant)
- -Topographical information
- -Fire trails and roads
- -Water points
- -Fire history
- -Other relevant management activities e.g. slashed areas.

3.4 Exposed elements

Create Figure 3 showing the exposed elements on the site that are at risk and their risk.

Identify Elements raising the risk rating for the site and map with topography and Redi-portal fire rating. Insert map/s with:

- Control Lines/fire breaks
- Water point (if on mapped area)
- Buildings/infrastructure on adjacent properties (within 100m of the site)
- Cultural heritage sites
- Power lines
- Electrical pits
- Water mains/sewerage
- DCDB Major Roads
- Major infrastructure (i.e. Hospitals, schools, etc.)
- Any fire-sensitive vegetation types (e.g. Brigalow, mangroves, etc.).

4. Risk Statement

Insert a concise summary of the full assessment of the likelihood and consequence of the elements found to be at risk. Risk statements provide further context for developing future risk treatments by concisely detailing the cause of the risk and its anticipated effects (consequences).

- Formulate a Risk Statement using the risk assessment table and risk register entries for the site:
- What are the risks and their characteristics?
- What, who and where may be impacted? (Exposed Elements)
- Controls/mitigation measures in place (short, medium, long term)?

5. Objectives for Site/Management Zone

- insert zone identifier duplicate for each management area as required

5.1 Fire risk mitigation strategies

The following actions will be undertaken to reduce the identified risk and impact of fire on the site. These actions are recorded on the Fire Management - Recording sheet (Attachment 1) and the Fire Risk Mitigation Works - Recording sheet (Attachment 2).

Insert a brief description of fire risk mitigation strategies being undertaken for the zone/site. Include existing measures, maintenance requirements and new measures to be implemented. For example:

- Prescribed burning- the frequency/season/intensity
- Slashing
- Fire trail maintenance and/or upgrades
- Community engagement
- Other

5.2 Planned activity schedule

No		Task	Who is responsible	Timing
1		e.g. Assess fuel loads	DNRME	Ongoing though will need to be available before annual and tri-annual assessments in January of each year
2		Slash fire lines	DNRME / Contractor	Twice yearly Nov – December and Feb – March or as needed
3		Inspect condition of fire lines	DNRME	Ongoing continual monitoring throughout the year. Inspection prior to fire and wet season (Oct/Nov/Dec) and after fire and wet season rains (Feb/Mar/April)
4		Earthworks for fire lines	DNRME /Contractor	As required
5		Hazard reduction burns	DNRME / QFES	As per fire management guidelines or as risk warrants

6. Contact List

Name	Role	Phone
	Rural 1 st Officer	
	QFRS	
	QFES	
	Contractor	
	Contractor	
	Council	
	Police	

7. Related documents

Appendix 1 - Risk Management Framework and Risk Management Procedure.

8. Appendix 1 - Risk Management Framework and Risk Management Procedure

8.1 DNRME SLM will use the departmental Risk Management Procedures

8.1.1 This will follow the following steps

8.1.2 Step 1. Identify and Define:

In preparation for risk identification, it is necessary to establish the environment in which risks are identified, assessed and managed.

- DCDB boundaries
- Separate management zones identified (where relevant)
- Topographical information
- Fire trails and roads
- Water points
- Fire history
- Other relevant management activities e.g. slashed areas

8.1.3 Step 2. Analyse

Identify Elements raising the risk rating for the site and map with topography and Redi-portal fire rating

- Fuel Loads on site
- Control Lines/fire breaks
- Water point (if on mapped area)
- Buildings/infrastructure on adjacent properties (within 100m of the site)
- Cultural heritage sites
- Power lines
- Electrical pits
- Water mains/sewerage
- DCDB Major Roads
- Major infrastructure (i.e. Hospitals, schools, etc.)
- Any fire-sensitive vegetation types (e.g. Brigalow, mangroves, etc.)

8.1.4 Step 3. Evaluate

Using the Likelihood and Consequence matrix determine the expected Risk level
The following tables detail qualitative measures of risk definition and classification.

8.1.4.1 Consequence or impact

Level	Descriptor	Example detail description
1	Insignificant	No injuries, no financial loss.
2	Minor	First aid treatment, on-site release immediately contained, medium financial loss.
3	Moderate	Small scale injury - medical treatment required, on-site release contained with outside assistance, high financial loss.
4	Major	Extensive injuries, loss of production capability, off-site release with no detrimental effects. Major financial loss
5	Catastrophic	Death, toxic release off-site with detrimental effect, huge financial loss.

8.1.4.2 Likelihood

Level	Descriptor	Description
A	Almost certain	Risk is expected to occur in most circumstances.
B	Likely	Risk will probably occur in most circumstances.
C	Possible	Risk might occur at some time.
D	Unlikely	Risk could occur at some time but it is improbable.
E	Rare	Risk may occur only in exceptional circumstances.

8.1.4.3 Risk Rating

Likelihood	1 Insignificant	2 Minor	3 Moderate	4 Major	5 Catastrophic
A (almost certain)	M	M	H	E	E
B (likely)	L	M	H	H	E
C (possible)	L	M	M	H	H
D (unlikely)	L	L	M	M	H
E (rare)	L	L	L	M	M

- E - Extreme Risk -** Grave risk, risk not acceptable. Immediate urgent action required. Stop activity immediately. Conduct detailed risk analysis.
- H - High Risk -** Risk not acceptable. Prompt senior management action required.
- M - Medium Risk -** Prompt action is highly desirable. Management responsibility must be specified.
- L - Low Risk -** Scheduled corrective actions as part of normal operations/routine procedures.

8.1.5 Step 4: Complete the Risk Assessment Table: Risk Assessment Report for Management zone / site form.

8.1.5.1 Attachment 1: Risk Assessment Table (insert risk assessment summary from matrix)

Risk Assessment Report for Management zone / site : Insert name of area					
Risk (as measured by Redi-Portal)	Exposed Elements	Likelihood	Existing Risk Treatments or Controls	Consequence	Risk Level
Hazard – The hazard under assessment including the category where appropriate	Insert list of known assets potential under threat. A detailed list of the “elements at risk”. Exposed Elements sections: - Essential Infrastructure- Access & Resupply Community & Social- Medical - Significant Industries - Environmental cultural	Determine the Likelihood of those identified assets from Likelihood Table:	Insert the existing and expected Fire Risk Mitigation Activities undertaken and planned: - Existing Risk Treatments or Controls – An assessment of the current strategies, plans and resources that are in place and/or act to control or mitigate (treat) the identified vulnerabilities of exposed elements	Consequence Rating –The assessment of the projected or anticipated impact of the risk manifesting against the exposed elements after all existing treatments and controls have been considered. Rated from “Insignificant” to “Catastrophic”.	Inherent Risk Rating – the output of the two processes derived from the risk matrix. This assigns an overall severity rating across five levels of risk which range from “Low” to “Extreme”. Awarding an overall level of risk aids in the determination of risk priorities.

8.1.6 Step 5. Respond.

Insert a brief description of fire risk mitigation strategies being undertaken for the zone/site. Include existing measures, maintenance requirements and new measures to be implemented. For example:

- Prescribed burning- the frequency/season/intensity
- Slashing
- Fire trail maintenance and/or upgrades
- Community engagement
- Other

Complete

8.1.6.1 Attachment 2 - Fire Management Recording sheet

Date of fire	Map coordinates of ignition	Wildfire or Planned burn	Area burned (Ha)	Notes

Or

8.1.6.2 Attachment 3 - Fire Mitigation Works - Recording sheet

<i>Date of works</i>	<i>Description of works</i>	<i>Contractor</i>	<i>Comments</i>	<i>Cost</i>

8.1.7 Step 6. Monitor and report

Complete the Risk assessment Form

The Risk Assessment Form outlines the risks that require attention and provides treatment options for further action. This additional action is vital to risk based planning and for transparency and accountability in the management of residual risk and the subsequent request for and provision of support if required.

A Risk Assessment Form should be prepared for each site (single or multiple parcels of land) that maintains a Very High to High residual risk. It should include a Residual Risk decision and recommendation as to how to best mitigate the identified risk assessment.

Attachment 4: Risk Assessment Form

Insert risk assessment summary from assessment

RISK ASSESSMENT FORM : Insert name of area								
Date of assessment:				Risk Assessment number:				
Briefly describe the task/activity/plant/equipment:								
Location where task/activity is being conducted:								
SLM Team:								
Assessment completed by (SLM Officers):								
References (Acts, regulations, policies, procedures or any other supporting documentation):								
Review date for risk assessment:				(to be reviewed- specify date)				
Hazards in carrying out this task	Risk (Harm)	Existing treatments/controls	Risk evaluation with existing treatments/controls		Additional treatments/controls required	Person responsible for implementation & date to be completed	Risk evaluation with additional treatments/ controls	
The hazard under assessment including the category where appropriate	For example: •	List all current treatments that are already in place and will be used to undertake the task for example: • identify types facility, location • existing mitigation activities • existing emergency procedures	Risk level	Risk score	List additional treatments required to reduce risk. Remember the risk treatment options (hierarchy of control): • Elimination • Engineering • Administration		Risk level	Risk score
Risk Assessment Reviewed by (name):								
Supervisor or Manager or Designated Officer (circle)				Date: / /				