Communication and Consultation

In an ISO 31000 framework, communication and consultation:
- Takes place at all stages of the risk management process
- Is planned for at an early stage, addressing issues relating to risk, causes, consequences and treatment measures
- Supports stakeholders to understand the basis for decision-making
- Ensures that stakeholder’s perceptions are identified, recorded and are taken into account during decision-making, and
- Facilitates truthful, relevant, accurate and understandable exchanges of information.

OBRM verification methods:
- BRM Plan reviewed against the criteria in the Communication Strategy section of the Checklist.

Establishing the Context

In an ISO 31000 framework, establishing the context:
- Defines responsibilities for the risk management process
- Defines the scope of the risk management activities undertaken
- Defines the risk assessment methodologies, and
- Defines the criteria used for evaluating the significance of risk including how likelihood will be defined, how the level of risk will be determined, the views of the stakeholders and the level at which risk becomes acceptable or tolerable.

OBRM verification methods:
- BRM Plan reviewed against the criteria in the Context section of the Checklist.

Risk Assessment

Risk Identification

In an ISO 31000 framework, risk identification:
- Identifies sources of risk, areas of impacts, events and their causes and potential consequences
- Considers all significant causes and consequences, and
- Applies risk identification tools and techniques suited to objectives and capabilities, and to the risks faced.

OBRM verification methods:
- BRM Plan reviewed against the criteria in the Asset Identification section of the Checklist, and
- Interrogation of BRMS.

Risk Analysis

In an ISO 31000 framework, risk analysis:
- Provides an input to risk evaluation and to decisions on whether risks need to be treated, and on the most appropriate risk treatment strategies and methods, and
- Considers the causes and sources of risk, their consequences, and the likelihood that they can occur.

OBRM verification methods:
- BRM Plan reviewed against the criteria in the Risk Assessment section of the Checklist, and
- Interrogation of BRMS.

Risk Evaluation

In an ISO 31000 framework, risk evaluation:
- Assists in making decisions about which risks need treatment and the priority for treatment implementation.

OBRM verification methods:
- BRM Plan reviewed against the criteria in the Risk Acceptability section of the Checklist.

Risk Treatment

In an ISO 31000 framework, risk treatment:
- Involves selecting the options for modifying risks, and implementing those options, and
- Involves planning that clearly identifies the priority order in which individual risk treatments should be implemented.

OBRM verification methods:
- BRM Plan reviewed against the criteria in the Risk Treatment section of the Checklist, and
- Interrogation of BRMS.

Monitoring and Review

In an ISO 31000 framework, monitoring and review:
- Should be a planned part of the Risk Management process
- Responsibilities should be clearly defined, and
- Processes should encompass all aspects of the risk management process:
  - Controls should be effective and efficient in design and operation
  - Further information should be sought to improve risk assessment
  - Analysis should be carried out and lessons learnt identified, and
  - Changes in context, including changes to risk criteria should be identified and risk priorities and treatments revised where necessary.

OBRM verification methods:
- BRM Plan reviewed against criteria in the Monitoring and Review section of the Checklist
- Annual Reporting by Local Government, and
- Interrogation of BRMS.
# Local Government Bushfire Risk Management Plan
## OBRM Review Procedures Checklist

### ESTABLISHING THE CONTEXT
- Have the roles and responsibilities of the key agencies/stakeholders been described?
- Has the scope, context and support for the BRM Plan been established?
  - Link to strategic and corporate framework
  - Document endorsements
- Has the local government bushfire risk context been established?
  - Location, Boundaries and Tenure
  - Population and Demographics
  - Economic Activities and Industry
  - Topography and Landscape Features
  - Climate and Bushfire Season
  - Vegetation
  - Bushfire Frequency and Causes of Ignition
- Has the information been appropriately sourced and referenced?

### RISK ASSESSMENT

#### RISK IDENTIFICATION
- Have assets been identified in all planning areas and in all asset categories?
- Has an appropriate method of prioritisation been used for asset identification and risk assessment?
- Is there evidence that relevant stakeholders have assisted with the identification and assessment of assets (for example, Parks and Wildlife assisting with environmental assets)?

#### RISK ANALYSIS
- Have risk assessments been completed and recorded for all assets identified?
- If a treatment schedule has been provided, are the treatment strategies identified appropriate to the level of risk?

#### RISK EVALUATION
- Has the level of risk acceptability been documented in the BRM Plan?
- Has the course of action table been completed appropriately?

#### RISK TREATMENT
- Have local government – wide controls been identified and their contribution to bushfire risk management adequately explained?
- Where a treatment schedule has not been provided, is there evidence that activities have been planned to engage with relevant stakeholders in the development of a treatment schedule (for example, in the communications strategy)?

### COMMUNICATION STRATEGY
- Have communication roles and responsibilities been identified?
- Have key stakeholders been identified, with consideration given to how the implementation of the BRM Plan will impact them and the level or engagement they require?
- Have high-level communication objectives, messages and methods been identified for all stages of the BRM Plan (development, implementation and review)?
- Have risks to these communications been considered, along with suitable strategies to manage risks?
- Have appropriate monitoring and evaluation methods been identified for these communications?

### MONITORING AND REVIEW
- Have appropriate processes for monitoring and review of the BRM Plan been documented?
- Have the responsibilities for these monitoring and review processes been detailed?