

# Service Level Manual – Bushfire Mitigation 2025



---

Glenorchy City Council



**Glenorchy  
City Council**

|  |           |
|--|-----------|
| <b>INTRODUCTION.....</b>   | <b>4</b>  |
| <b>Bushfire risk mitigation – Aligning Documents .....</b>   | <b>5</b>  |
| Legislation .....  | 5         |
| Standards .....  | 5         |
| Policy and Strategy .....  | 5         |
| Plans .....  | 5         |
| Guidelines .....   | 6         |
| <b>Fire Trail Maintenance .....</b>  | <b>7</b>  |
| Asset group description .....  | 7         |
| Responsibilities .....   | 7         |
| Description.....   | 7         |
| Activity triggers.....   | 8         |
| Tasks undertaken .....   | 8         |
| <b>Fire Trail Maintenance Service Levels.....</b>  | <b>9</b>  |
| <b>Hazard Control Areas (Fuel Breaks).....</b>   | <b>10</b> |
| Asset group description .....  | 10        |
| Responsibilities .....   | 10        |
| Description.....   | 10        |
| Activity triggers.....   | 10        |
| Tasks undertaken .....   | 10        |
| <b>Hazard Control Area Service Levels .....</b>  | <b>11</b> |
| <b>Planned Burn Preparation .....</b>  | <b>12</b> |
| Activity description .....   | 12        |
| Responsibilities .....   | 12        |
| Bushfire Management Unit, Recreation and Environment Unit.....   | 12        |
| Activity triggers.....   | 12        |
| Tasks undertaken .....   | 12        |
| <b>General Bushfire Mitigation - Response and readiness .....</b>  | <b>13</b> |
| Activity description .....   | 13        |
| During high fire danger times of the year (typically late spring to early autumn) Bushfire mitigation staff closely monitor fire weather predictions and enact a set of tasks if certain trigger points are reached. This can involve placing out advisory signage, requesting social media posts and in some cases physically closing some larger bushland reserves. .... | 13        |

|  |           |
|--|-----------|
| Responsibilities .....   | 13        |
| Bushfire Management Unit .....   | 13        |
| Activity triggers.....   | 13        |
| Predictions of extreme or catastrophic fire danger weather, or the calling of a Total fire Ban by the TFS .....  | 13        |
| Tasks undertaken .....   | 13        |
| Signage, boomgate closures, social media requests, monitoring of weather conditions, preparation of light tankers as per the TFB and Reserves Closure Procedure. ....  | 13        |
| <b>NSP (Nearby Safer Place) .....</b>  | <b>14</b> |
| Activity description .....   | 14        |
| Nearby safer Places are TFS-designated places of relative safety in case of a bushfire incident. Each NSP has a TFS-produced plan and management specifications required to maintain an acceptably low bushfire risk. .... | 14        |
| These locations are not staffed recovery centres.....  | 14        |
| Responsibilities .....   | 14        |
| Bushfire Management Unit .....   | 14        |
| Activity triggers.....   | 14        |
| Assessment and initial vegetation control works in spring each year, benchmarked to the TFS specifications. Ongoing monitoring and follow-up works as required. ....   | 14        |
| Tasks undertaken .....   | 14        |
| Slashing, brushcutting, mowing, weed management, removal of vegetation, trimming of low-hanging tree limbs. ....   | 14        |
| <b>Nearby Safer Place Service Levels .....</b>   | <b>14</b> |
| <b>Fire Trail Boom Gates and Signage .....</b>   | <b>15</b> |
| Activity description .....   | 15        |
| The GCC fire trail network includes a number of gates and signs, intended respectively to control unauthorised vehicle access, and to provide information and navigation assistance to staff and authorised visitors. .... | 15        |
| Responsibilities .....   | 15        |
| Bushfire Management Unit .....   | 15        |
| Activity triggers.....   | 15        |
| Periodic inspections, repairs and replacements as necessary.....   | 15        |
| Tasks undertaken .....   | 15        |
| Repair and replacement of boom gates and associated infrastructure, including locks; cleaning, maintenance and replacement of signage as necessary.....  | 15        |
| <b>Fire Trail Boom Gates and Signage Service Levels .....</b>  | <b>15</b> |

---

**Three-year schedule, 2024-25 to 2026-27 .....15**

**Version control**

| <b>Release No.</b> | <b>Author</b> | <b>Date</b> | <b>Approved</b> |
|--------------------|---------------|-------------|-----------------|
| 1                  | T Horton      | 9/09/2025   |                 |
|                    |               |             |                 |

## INTRODUCTION

The Glenorchy community expects GCC to play a leading role in managing bushfire risk on GCC-managed bushland. While the Tasmanian Fire Service (TFS) is the lead agency for bushfire incident response, GCC has a significant role in identifying and managing bushfire risk alongside TFS and other agencies.

The Bushfire Mitigation Strategy (2020-2030) collates GCC’s responsibilities and sets out the manner in which GCC will meet its various obligations. This Strategy also identifies a benchmark level of service to be provided.

Glenorchy City Council must also comply with relevant industry standards and guidelines to ensure its Statutory and Risk Management obligations are met. These are described in detail in the Strategy but for the purposes of this document, specific attention is called to the Parks and Wildlife Service (PWS) Fire Management Infrastructure Categories and Standards (2021) and the TFS documentation for the Collinsvale Nearby Safer Place (NSP).

Service levels are divided into six broad areas:

- Fire trails
- Fire breaks and Nearby Safer Places
- Planned burning
- Gates and locks
- Signs
- Response and readiness

It is also important to note GCC has other bushfire and disaster management responsibilities that sit outside this Service Level document:

- Statutory planning
- Fire hazard abatement on private land (nuisances)
- Emergency response and recovery

---

## Bushfire risk mitigation – Aligning Documents

### Legislation

- Fire Service Act 1979
- Local Government Act 1993
- Aboriginal Relics Act 1975
- Environmental Management and Pollution Control Act 1994
- Environment Protection and Biodiversity Conservation Act 1999 (EPBC Act)
- Fire Service Act 1979
- Forest Practices Act 1985
- Historical Cultural Heritage Act 1995
- Local Government Act 1993
- Mineral Resources Development Act 1995
- Nature Conservation Act 2002
- Tasmanian Threatened Species Protection Act 1995
- Tasmanian Weed Management Act 1999
- Wellington Park Act 1993

### Standards

- ISO 31000:2018 Risk management — Guidelines
- AS 3959:2018 Construction of buildings in bushfire-prone areas
- PWS Fire Management Infrastructure Categories and Standards v4 (2011)

### Policy and Strategy

- Tasmanian Vegetation Fire Management Policy 2017
- Environment Protection Policy (Air Quality) 2004
- Glenorchy City Council Bushfire Mitigation Policy 2022
- Tasmanian Air Quality Strategy 2006
- Glenorchy City Council Bushfire Mitigation Strategy 2020-2030

### Plans

- Glenorchy Municipal Emergency Management Plan
- Hobart Fire Management Area Bushfire Risk Management Plan
- Greater Wellington Range Zone 1 Bushfire Mitigation Strategy 2017
- Greater Wellington Range Bushfire Mitigation Strategy (in prep.)
- Fire Management Strategy for Wellington Park 2006 (obsolete)
- Goat Hills Fire Management Plan 2006 (obsolete)
- Lowes Ridge & Arunta Crescent Reserve (in prep. following GWR BMS)
- N.R. Pierce Reserve and Council surrounds (in prep. following GWR BMS)
- Poimena Reserve & Roseneath Park. (in prep. following GWR BMS)

- 
- Natural Areas Management Plan (NAMP) Fire Appendices- Lutana Woodlands, Amy St, Jim Bacon Reserve (in prep.)

## **Guidelines**

- TFS Forest Operations Guideline
- TFS Machinery Operations Guideline
- TFS Hot Work Guideline
- Bushfire Prone Areas Advisory Note No. 01-2014 (v3)

## Fire Trail Maintenance



### Asset group description

Fire trails are a means of access through bushland reserves specifically for the purposes of managing and responding to unplanned fire by the Tasmania Fire Service, other emergency response agencies and GCC staff. The trails also serve as access for broader land management, and as part of the recreational tracks and trail networks.

The Fire Trails are managed to different classes according to the type of fire appliance it is intended to provide access for. Primary of these are the heavy tanker/Category 3 (large truck-based appliances), and light tanker/Category 5 (smaller 4WD based appliances). Details on classes and management prescriptions are contained in the PWS Fire Management Infrastructure Categories and Standards v4 (2011).

Note: The legal status of fire trails can vary from being public rights of way, private rights of carriage to (most commonly) no legal status as a road or public/private access at all.

### Responsibilities

Bushfire Management Unit

The Zigzag Fire Trail, upper part of Chapel Fire Trail and the Jackson Fire Trail are a shared responsibility with TasNetworks

The Water Fire Trail is a shared responsibility with TasWater

The East-West Fire Trail from Big Bend west to the municipal boundary is the sole responsibility of PWS

The Big Bend Fire Trail is the sole responsibility of the City of Hobart

The Jackson fire trail exit to Montrose Road across 159B Montrose Road is Glenorchy City Council responsibility as per the existing MOU with property owner Chris Price

### Description

- one class 1 (1.8km)
- nine class 3 (17.2km)
- sixteen class 5 (20.8km) and

one trail (3.4km) sub class 5 dry weather 4wd access track

---

## Activity triggers

Periodic inspections:

- Monthly from October to May

Reactive inspections:

- After any significant wind or rain event
- After any planned or unplanned fire
- After any period of higher than usual trail usage

Tasks undertaken

- Check and clear trailside drains
- Check and clear grips, gutters and outfalls
- Verge vegetation management
- Surface repairs and renewal
- Drainage repairs and renewal
- Repair or renewal of unstable trail batters, subsurface and edges
- Pre-winter drainage works



## Fire Trail Maintenance Service Levels

| Project No.                              | Activity Code | Activity  | Intervention level  | Response  | Response Times                             |
|--|---------------|---|---|---|--|
| Location based number from annual budget | 2288          | Inspections   | Non-compliance with PWS Fire Trail standard classes   | Scope works and assess natural value risks  | Periodic-seasonal<br>Reactive (post-event) |
|  |               | Trail surface management-extensive degradation                  | Trail unfit for vehicles as per PWS classes for distances over ~10m.<br>Surface condition poor<br>Pavement condition rutted, corrugated, wash outs, rough | Scope re-sheet works and assess natural value risks   | Reactive                                   |
|  |               | Trail surface management-minor, localised degradation           | Deformities, potholes, surface rills and erosion patches up to ~10 metres of trail length   | Minor works- no approvals.<br>Remediate with new material, reinstate failed drainage  | Reactive                                   |
|  |               | Trail base, bench or foundation                                 | Trail unstable, slumping or eroded  | Scope works and assess natural value risks  | Reactive                                   |
|  |               | Trail drainage management-culverts, grips, gutters and outfalls | Culverts blocked or eroded<br>Grips and gutters blocked or eroded<br>Surface water flowing on trail outside drainage infrastructure                       | Remove litter, silt and debris<br>Remediate erosion and rebuild drainage features<br>Establish drainage features where needed | Seasonal,<br>Reactive                      |
|  | 2288          | Vegetation control: trail verges                                | Maintain verge vegetation clearance according to fire trail class specifications  | Scope works extent, assess  | Seasonal,<br>Reactive                      |

---

## Hazard Control Areas (Fuel Breaks)



### Asset group description

A fuel break (Hazard Management Area) is an area of managed vegetation, typically on the edge of a bushland reserve adjoining private properties. The fuel break is intended to provide a reduced fuel load to diminish potential risk from an unplanned fire. A secondary purpose is to provide access to the reserve edges and a buffer of managed land to lessen the chance of weed and garden plant infestations into the reserve.

Fuel break size and specifications alter according to the needs of each individual site, and whether the bushland concerned is considered fire-prone for the purposes of statutory planning or not.

### Responsibilities

Bushfire Management Unit, Parks and Recreation Unit, Vegetation Control Unit, Recreation and Environment Unit, supported by Urban Services Unit

### Description

A network of managed vegetation across the GCC bushland reserves, including Poimena reserve, Amy Street Reserve, Catherine Street Reserve and 53A Ripley Road

### Activity triggers

- TFS Permit Period begins
- Reactive through fire season
- Cessation at end of TFS Permit Period

### Tasks undertaken

- Pre-fire season initial pass
- Inspection, monitoring, contractor management
- response to community requests
- Initiating subsequent works

- Cessation at end of TFS Permit Period

## Hazard Control Area Service Levels

| Project No.                              | Activity Code | Activity  | Intervention levels                                   | Response                                   | Response Times  |
|--|---------------|---|---|--|---|
| Location based number from annual budget | 2293          | Hazard Management Areas: Inspections            | Non-compliance with specifications<br>Periodic audits | Scope works and assess natural value risks | Early season<br>Mid-season<br>Late-season<br>Reactive |
|  |               | Hazard Management Areas: Initial seasonal works | TFS Permit period called                              | Initiate contractor works                  | Spring/early summer                                   |
|  |               | Hazard Management Areas: Respond to requests    | Receipt of firebreak works request                    | Assess and if required initiate works      | Reactive  |
|  | 2293          | Vegetation Control: Subsequent works            | Regrowth sufficient to diminish firebreak efficacy    | Initiate works                             | Reactive  |



## Planned Burn Preparation



### Activity description

Preparing delineated areas of bushland for a planned burn, supporting the delivery of the planned burn under the direction of the lead agency including working on the burn itself, and follow-up works to assess the success of the plan.

### Responsibilities

Bushfire Management Unit, Recreation and Environment Unit

### Activity triggers

Requests from TFS, City of Hobart or other agency within the Hobart Fire Management Area

### Tasks undertaken

- Site inspection,
- pre- and post- burn weed control,
- raking fuel around significant trees,
- fuel hazard assessments,
- post-burn impact assessments

| Project No.                              | Activity Code | Activity                 | Intervention level   | Response  | Response Times |
|--|---------------|--------------------------|--|---|----------------|
| Location based number from annual budget | 2294          | Planned Burn Preparation | Advice from TFS planners, or fuel levels reaching specified levels | Prioritise burn areas and plan works and resources. | 12 months      |
|  | 2294          | Conduct planned burning  | As arranged with TFS, CoH or other partner agency                  | Attend and assist in delivering planned burn        | As required    |

## General Bushfire Mitigation - Response and readiness



### Activity description

During high fire danger times of the year (typically late spring to early autumn) Bushfire mitigation staff closely monitor fire weather predictions and enact a set of tasks if certain trigger points are reached. This can involve placing out advisory signage, requesting social media posts and in some cases physically closing some larger bushland reserves.

### Responsibilities

Bushfire Management Unit

### Activity triggers

Predictions of extreme or catastrophic fire danger weather, or the calling of a Total fire Ban by the TFS

### Tasks undertaken

Signage, boomgate closures, social media requests, monitoring of weather conditions, preparation of light tankers as per the TFB deploy bulldozer as required and Reserves Closure Procedure.

| Project No.                              | Activity Code | Activity                    | Intervention level                                | Response  | Response Time |
|--|---------------|-----------------------------|---|---|---------------|
| Location based number from annual budget | 2291          | General Bushfire Mitigation | Fire weather/danger predictions issued by the TFS | Signage, reserve closures, and preparations as per the relevant procedure | Reactive      |

## NSP (Nearby Safer Place)



### Activity description

Nearby safer Places are TFS-designated places of relative safety in case of a bushfire incident. Each NSP has a TFS-produced plan and management specifications required to maintain an acceptably low bushfire risk.

These locations are not staffed recovery centres.

### Responsibilities

Bushfire Management Unit

### Activity triggers

Assessment and initial vegetation control works in spring each year, benchmarked to the TFS specifications. Ongoing monitoring and follow-up works as required.

### Tasks undertaken

Slashing, brushcutting, mowing, weed management, removal of vegetation, trimming of low-hanging tree limbs.

## Nearby Safer Place Service Levels

| Project No.                              | Activity Code | Activity                                       | Intervention level   | Response  | Response Time      |
|--|---------------|--|--|---|--------------------|
| Location based number from annual budget | 2293          | Nearby Safer Place – provision and maintenance | Seasonal (springtime) inspection and works, maintain until late autumn | Slashing, brushcutting, weed control, removal of vegetation | Seasonal, reactive |

## Fire Trail Boom Gates and Signage



### Activity description

The GCC fire trail network includes a number of gates and signs, intended respectively to control unauthorised vehicle access, and to provide information and navigation assistance to staff and authorised visitors.

### Responsibilities

Bushfire Management Unit

### Activity triggers

Periodic inspections, repairs and replacements as necessary

### Tasks undertaken

Repair and replacement of boom gates and associated infrastructure, including locks; cleaning, maintenance and replacement of signage as necessary.

## Fire Trail Boom Gates and Signage Service Levels

| Project No.                              | Activity Code | Activity                          | Intervention level  | Response  | Response Time |
|--|---------------|-----------------------------------|---|---|---------------|
| Location based number from annual budget | 2296          | Fire Trail Boom Gates and Signage | Periodic inspections, response to notifications from other staff, park visitors | Assess, document and effect repairs or other works as required. | Reactive      |

### Three-year schedule, 2024-25 to 2026-27

Assumptions: Consistent staffing and budget across the three-year period.

| <b>2024-25</b> | <b>Responsive, cyclic and seasonal works</b>   | <b>Projects</b>  | <b>Staff, resources, strategy and planning</b>  |
|----------------|--|--|---|
| <b>Winter</b>  | <p>Post- weather event inspections and remedial works</p> <p>Vandalism/misuse response</p>   | <p>Scoping and preparation of RFQs for project works</p> <p>Planned burn preliminary works for Spring season</p>   | <p>Complete BMS 1<sup>st</sup> 3-year review</p> <p>Update BMS</p> <p>Complex Burn Planning training for BMWO</p> <p>Progress GCC internal planned burn capacity</p>                                    |
| <b>Spring</b>  | <p>Post- weather event inspections and remedial works</p> <p>Vandalism/misuse response</p> <p>Fire Trail inspections, verge vegetation management</p> <p>Firebreak and HMA veg works</p> <p>Collinsvale NSP veg works</p> <p>Incident preparation- plant and vehicles</p>            | <p>Planned burn preparation for Spring/Autumn</p> <p>Participation in Spring burning program</p> <p>Fire trail/HMA project works</p>   | <p>Fuel Hazard Assessments-vegetation monitoring sites</p> <p>Post-burn assessments (Spring program)</p> <p>FMAC action items</p> <p>Progress GCC internal planned burn capacity</p>                    |
| <b>Summer</b>  | <p>Post- weather event inspections and remedial works</p> <p>Vandalism/misuse response</p> <p>Firebreak and HMA regrowth inspections, works as required</p> <p>Collinsvale NSP regrowth inspections, works as required</p> <p>Bushfire response preparedness- vehicles and plant</p> | <p>Planned burn preparation for Autumn</p> <p>Fire trail/HMA project works</p>   | <p>Bushfire season situational awareness</p> <p>NSP, Firebreak and HMA auditing</p> <p>Progress GCC internal planned burn capacity</p> <p>Review Fire trail Natural and Cultural Values Assessments</p> |
| <b>Autumn</b>  | <p>Post- weather event inspections and remedial works</p> <p>Vandalism/misuse response</p> <p>Collinsvale NSP regrowth inspections, works as required</p> <p>Pre-winter Fire Trail surface and drainage check and clear</p>  | <p>Planned burn preparation for Autumn, next Spring</p> <p>Participation in Autumn program</p> <p>Fire trail/HMA project works (completion for FY)</p> <p>Renew threatened species permits</p> | <p>Post-burn assessments (Autumn program)</p> <p>Post-season after-action review and inspections</p> <p>FMAC action items</p> <p>Progress GCC internal planned burn capacity</p>                        |

| 2025-26 | Responsive, cyclic and seasonal works   | Projects  | Staff, resources, strategy and planning  |
|---------|---|---|--|
| Winter  | Post- weather event inspections and remedial works<br>Vandalism/misuse response   | Scoping and preparation of RFQs for project works<br>Planned burn preliminary works for Spring season   | Develop Bushfire Management Plans/burn schedules<br>Progress GCC internal planned burn capacity  |
| Spring  | Post- weather event inspections and remedial works<br>Vandalism/misuse response<br>Fire Trail inspections, verge vegetation management<br>Firebreak and HMA veg works<br>Collinsvale NSP veg works<br>Incident preparation- plant and vehicles                | Planned burn preparation for Spring/Autumn<br>Participation in Spring burning program<br>Fire trail/HMA project works   | Fuel Hazard Assessments-vegetation monitoring sites<br>Post-burn assessments (Spring program)<br>FMAC action items<br>Progress GCC internal planned burn capacity                    |
| Summer  | Post- weather event inspections and remedial works<br>Vandalism/misuse response<br>Firebreak and HMA regrowth inspections, works as required<br>Collinsvale NSP regrowth inspections, works as required<br>Bushfire response preparedness- vehicles and plant | Planned burn preparation for Autumn<br>Fire trail/HMA project works   | Bushfire season situational awareness<br>NSP, Firebreak and HMA auditing<br>Progress GCC internal planned burn capacity<br>Review Fire trail Natural and Cultural Values Assessments |
| Autumn  | Post- weather event inspections and remedial works<br>Vandalism/misuse response<br>Collinsvale NSP regrowth inspections, works as required<br>Pre-winter Fire Trail surface and drainage check and clear  | Planned burn preparation for Autumn, next Spring<br>Participation in Autumn program<br>Fire trail/HMA project works (completion for FY)<br>Renew threatened species permits | Post-burn assessments (Autumn program)<br>Post-season after-action review and inspections<br>FMAC action items<br>Progress GCC internal planned burn capacity                        |

| <b>2026-27</b> | <b>Responsive, cyclic and seasonal works</b>  | <b>Projects</b>   | <b>Staff, resources, strategy and planning</b>   |
|----------------|---|---|--|
| <b>Winter</b>  | Post- weather event inspections and remedial works<br>Vandalism/misuse response   | Scoping and preparation of RFQs for project works<br>Planned burn preliminary works for Spring season   | Progress GCC internal planned burn capacity  |
| <b>Spring</b>  | Post- weather event inspections and remedial works<br>Vandalism/misuse response<br>Fire Trail inspections, verge vegetation management<br>Firebreak and HMA veg works<br>Collinsvale NSP veg works<br>Incident preparation- plant and vehicles                | Planned burn preparation for Spring/Autumn<br>Participation in Spring burning program<br>Fire trail/HMA project works   | Fuel Hazard Assessments-vegetation monitoring sites<br>Post-burn assessments (Spring program)<br>FMAC action items<br>Progress GCC internal planned burn capacity  |
| <b>Summer</b>  | Post- weather event inspections and remedial works<br>Vandalism/misuse response<br>Firebreak and HMA regrowth inspections, works as required<br>Collinsvale NSP regrowth inspections, works as required<br>Bushfire response preparedness- vehicles and plant | Planned burn preparation for Autumn<br>Fire trail/HMA project works   | Bushfire season situational awareness<br>NSP, Firebreak and HMA auditing<br>Progress GCC internal planned burn capacity<br>Review Fire trail Natural and Cultural Values Assessments   |
| <b>Autumn</b>  | Post- weather event inspections and remedial works<br>Vandalism/misuse response<br>Collinsvale NSP regrowth inspections, works as required<br>Pre-winter Fire Trail surface and drainage check and clear  | Planned burn preparation for Autumn, next Spring<br>Participation in Autumn program<br>Fire trail/HMA project works (completion for FY)<br>Renew threatened species permits | Post-burn assessments (Autumn program)<br>Post-season after-action review and inspections<br>FMAC action items<br>Progress GCC internal planned burn capacity<br>Prepare next 3-year schedule<br>BMS 2 <sup>nd</sup> 3-year review commences |

