

**AGENDA OF ORDINARY MEETING OF YARRIAMBIACK SHIRE COUNCIL TO BE HELD
ON WEDNESDAY 13 NOVEMBER 2013 AT THE MUNICIPAL OFFICE 34 LYLE STREET
WARRACKNABEAL AT 9:30 AM**

1 WELCOME

2 ACKNOWLEDGEMENT

We acknowledge the traditional owners of the land on which we meet today and pay our respect to both past and present elders.

3 PRAYER

Almighty God, without whom no Council can stand nor anything prosper we ask that you be present and guide us in our deliberations today. We pray that we will be fair in our judgements and wise in our actions and that decisions will be made with goodwill and a clear conscience for the betterment and welfare of the people of Yarriambiack Shire.

Amen

4 PRESENT

Crs A McLean, R Kingston, K Zanker, G Massey, L Woods, H Ballentine, T Grange, Ray Campling (Chief Executive Officer), James Magee (Director Infrastructure & Planning) and Bernardine Schilling (Executive Assistant).

5 APOLOGIES

6 CONFIRMATION OF MINUTES

Ordinary Meeting of Council – 9 October 2013

Closed Session of Council – 9 October 2013

7 DECLARATION OF CONFLICT OF INTEREST

8 BUSINESS ARISING

8.1 Action List from last meeting

8.2 Ongoing and Pending Action List

9 PETITIONS

10 REPORTS

Corporate Reports

10.1 Mayor's Report

10.2 Councillor/Delegate Reports

10.3 Chief Executive Officer – Activity Report

10.4 Director Infrastructure & Planning Report

10.5 Works Report

10.6 Community Services Report

10.7 Infrastructure Services Report

10.8 Economic & Community Development Report

11 REPORTS FOR DECISION

11.1 Finance Report

11.2 Revenue Report

11.3 2012/2013 Annual Report

11.4 Council Delegates for 2014

11.5 Lease of Land at Rupanyup Recreation Reserve (Certificate of Title Volume 11192 Folio 081)

11.6 National Broadband Coverage (NBN) for Woomelang

11.7 Community Group Financial Assistance Scheme

11.8 SHARE Community Grants Program, November 2013

11.9 Municipal Early Years Plan 2013-2017

11.10 Heat Wave Plan 2013-2015

11.11 Request for Waiver on Rates - Hopetoun & District Historical Society Inc

10.1 Mayor's Report – prepared by Cr Kylie Zanker**Mayor Kylie Zanker**

10 October	Medical Local Breakfast in Horsham
10 October	Attended the Warracknabeal Show with Andrew Broad MP
11 October	Attended the Leadership Wimmera Business Presentations
11 October	2013 WorkCo Awards Night
12 October	Warracknabeal Croquet Club 100 th Birthday Celebration Dinner
12 October	Invited to speak at the Warracknabeal Action Group (WAG) meeting regarding the "Community Leaders Group" initiative
15 October	Dress rehearsal for Dancing with the Stars
16 October	Officially opened and attended the Seniors Concert
16 October	Attended the School Friendly Business Program hosted by Wimmera Southern Mallee Local Learning and Employment Networks (LLEN)
17 October	Mildura Rural Financial Counselling Meeting
17 October	Mildura Rural Financial Counselling Governance Meeting
18 October	Volunteering Western Victoria Lunch with partners of the Volunteering Awards
19 October	Master of Ceremonies at Dancing with the Stars Evening Event
20 October	Master of Ceremonies at Dancing with the Stars Afternoon Showcase Event
21 October	Internal Audit Committee Meeting
23 October	Council Forum
23 October	Volunteering Western Victoria General Meeting
24 October	Yarriambiack Lodge 5 th Birthday Celebrations
25 October	Attended the Municipal Association of Victoria State Council Meeting

YARRIAMBIACK SHIRE COUNCIL

COUNCIL MEETING

AGENDA

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27 October	Attended official opening of the Rupanyup Fire Station
27 October	Attended Woodbine AGM and official opening of the new Woodbine Aged Care Facility in Noall Street, Warracknabeal
31 October	Attended Mildura Rural Financial Counselling Annual General Meeting
1 November	Attended Yarriambiack Shire Council's Statutory Meeting
2 November	Attended the St Paul's Lutheran Church Choir (Shepparton) 'Joyful Sounds of Africa' presentation at the Warracknabeal Town Hall
7 November	Attended the Oaks Day Lunch at Patchewollock
7 November	Volunteering Western Victoria Dinner with NET Balance Sponsors of the Mentoring Program
11 November	Remembrance Day

Councillor's Reports**Cr G Massey**

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| 23 October | Council Forum |
| 27 October | Attended the official opening of the CFA Wilkur South Fire Station |
| 01 November | Council Statutory Meeting |
| 11 November | Remembrance Day Ceremony – Warracknabeal |

Cr A McLean

- | | |
|-------------|--|
| 10 October | Attended meeting of the Grampians Central West Victorian Regional Waste Management Transition Group at Stawell |
| 16 October | Drove the bus for the Seniors from Patchewollock and Brim to Warracknabeal for the Senior's Concert |
| 20 October | Attended the opening of the Beulah campus of Rural Northwest Health and the 10th Anniversary of the Beulah Business and Information Centre |
| 23 October | Attended Council Forum and Pre-Statutory Meeting |
| 30 October | Attended the GWMWater Joint Committees Meeting in Birchip |
| 31 October | Attended the AGM of the Patchewollock Community Centre |
| 01 November | Attended the Statutory Meeting of Council |
| 02 November | Attend the 'Joyful Sounds of Africa' Concert in Warracknabeal |
| 06 November | Attended the AGM and Meeting of the Yarriambiack Creek Advisory Committee at Brim |

Cr H Ballentine

- 17 October Opened Woomelang Flower Show in Woomelang Memorial Hall
- 18 October Attended Hopetoun Country Women's Association AGM at Hopetoun Neighbourhood House
- 18 October Launched Aged Persons Photograph Project for Hopetoun Neighbourhood House at Senior Citizen's Clubhouse – goal is to recognise the vital role our 'aged citizens' play in our community
- 22 October Chaired Wimmera Mallee Tourism Meeting at Dimboola
- 23 October Attended Council Forum in Warracknabeal
- 26 October Attended the 'High Tea' event for breast cancer awareness and nurses at Woomelang
- 28 October AGM of Hopetoun Swimming Pool and Chaired election, first ever Life Membership awarded by colleagues to Patti Thomas (long term volunteer for the pool)
- 31 October Attended Beulah Market Day
- 01 November Attended Statutory Meeting at the Yarriambiack Shire Council, Warracknabeal and election of new Mayor Cr A McLean and new Deputy Mayor Cr R Kingston
- 05 November Attended Melbourne Cup Day event at Hopetoun Senior Citizen's Clubhouse

Cr R Kingston

- 14 October Rupanyup Consultative Committee Meeting
- 27 October Murtoa Bowling Club Funding Announcement
- 27 October Opening of new Murtoa Angling Clubrooms
- 27 October Opening of new Rupanyup Fire Station
- 01 November Chaired the 'Lighting the Regions' Project Control Group Meeting
- 01 November Chaired the 'Lighting the Regions' Steering Committee Meeting
- 01 November Yarriambiack Shire Statutory Meeting
- 06 November Minyip Progress Association Special General Meeting
- 11 November Rupanyup Consultative Committee Meeting

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Cr L Woods

- 10 October Attended the Warracknabeal Agricultural Show
- 11 October Attended the official opening of the Hopetoun P-12 College Trade Training Centre with special guest Andrew Broad MP, Deputy Mayor Helen Ballentine and Cr Andrew McLean
- 16 October Attended the Warracknabeal Launch of Wimmera Southern Mallee LLEN's School Friendly Business Launch
- 23 October Council Forum
- 24 October Meet and greet with former Vogue Australia Editor, Kirstie Clements in Horsham
- 25 October Attended the Leadership Wimmera Graduation in Horsham
- 27 October Attended the official opening of the CFA Wilkur South Fire Station
- 28 October Chaired the Yarriambiack Tourism meeting at Rupanyup Commercial Hotel
- 29 October Attended the Warracknabeal Neighbourhood House AGM
- 30 October Attended the Woodbine Art Expo at the Creekside Hotel, Warracknabeal
- 30 October Attended the Alan Shaw Music Awards at the Yarriambiack Shire Office
- 01 November Attended the Statutory Meeting at the Yarriambiack Shire Office
- 02 November Attended the St Paul's Lutheran Church Choir (Shepparton) 'Joyful Sounds of Africa' presentation at the Warracknabeal Town Hall
- 07 November Attended the Yarriambiack Tourism hosted Photography Workshop at Warracknabeal Neighbourhood House
- 10 November Hosted The Honourable Fiona Simpson MP from Queensland Parliament for a weekend in Yarriambiack Shire; included a visit to Wheatlands Museum, a meet and greet with Councillors of the Yarriambiack Shire Council and attended a Yarriambiack Urban Professional's Dinner

YARRIAMBIACK SHIRE COUNCIL

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Cr T Grange

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| 09 Oct | Council Meeting |
| 11 Oct | Attended Western Highway Action Committee Meeting – Ararat |
| 16 Oct | Attended Senior Citizen’s Celebrations – Warracknabeal |
| 16 Oct | Attended the Launch of the School Friendly Business Program – Warracknabeal |
| 21 Oct | Met with Jaala Pulford MLC in Horsham re natural gas and other matters |
| 23 Oct | Preliminary Statutory Council Meeting, Council Chambers – Warracknabeal |
| 25 Oct | Minyip SHARE Meeting – Minyip |
| 27 Oct | Attended Murtoa Bowls Club Funding Announcement by Ministers Hugh Delahunty and Peter Walsh |
| 27 Oct | Attended Murtoa Angling Club’s official opening by Ministers Hugh Delahunty and Peter Walsh |
| 27 Oct | Attended official opening of the new Rupanyup Fire Brigade Building by Ministers Kim Wells, Hugh Delahunty and Peter Walsh |
| 28 Oct | Yarriambiack Tourism Committee Meeting – Rupanyup |
| 29 Oct | Met with small business owner in Rupanyup – various matters |
| 31 Oct | Attended the Warracknabeal Arts Council AGM at Warracknabeal, representing Mayor Kylie Zanker |
| 01 Nov | Council Statutory Meeting in Council Chambers – Warracknabeal |
| 02 Nov | Attended the ‘Joyful Sounds of Africa’ Concert – Warracknabeal |
| 03 Nov | Met with the President of Dunmunkle Indoor Bowls Club – various matters |
| 04 Nov | Met with Minyip resident – re drainage problem |
| 06 Nov | Attended Minyip Progress Association AGM – Minyip |
| 07 Nov | Met with Gayle Tierney MP MLC in Horsham re natural gas and various other matters |
| 12 Nov | Wimmera Development Association AGM - Horsham |

10.3 Chief Executive Officer, Activity Report – Prepared by Ray Campling

- Met with Barry Elvish, recently appointed CEO Wimmera Uniting Care
- Met with Marc Amos – Regional Development Victoria (RDV), Ballarat
- Attended the Launch of the School Friendly Business Program in Warracknabeal
- Attended Wimmera Development Association Internal Audit Committee Meeting
- Attended the Patchewollock Music Festival
- Met with Tim Westcott, Senior Projects Manager, RDV
- Met with Catherine Derbyshire – Department of Justice
- Attended Wimmera Southern Mallee LLEN Meeting in Horsham
- Met with Barbara Chalkley – Department of the Prime Minister & Cabinet
- Met with Madeleine Jones – Grampians Regional Management Forum
- Attended Council Internal Audit Committee Meeting
- Attended Wimmera Development Association (WDA) General Meeting in Horsham
- Attended Wimmera Local Government CEO's Meeting in Nhill
- Speaker at Rural Councils Victoria – Mayors, Councillors and CEO's Forum in Melbourne
- Met with Noel Tempest – ANZAC Park Book
- Met with Melissa Mitchell – Woomelang matters
- Attended Murtoa Bowling Club funding announcement by Ministers Hugh Delahunty and Peter Walsh
- Attended Murtoa Angling Club official opening by Ministers Hugh Delahunty and Peter Walsh
- Attended Woodbine AGM and Noall Street residential opening
- Attended Woodbine Art Exhibition at the Creekside Hotel, Warracknabeal
- Attended Warracknabeal Neighbourhood House AGM
- Attended Wimmera Mallee Southern Mallee Crime Prevention Meeting hosted by Yarriambiack Shire Council
- Attended Council Statutory Meeting in Warracknabeal
- Met with Jo Bourke, WDA – various matters

10.4 Director Infrastructure & Planning Report – Prepared by James Magee**Transport Safety Victoria (TSV) – formerly Marine Safety Victoria**

On 29 October 2013 Transport Safety Victoria met with Council and representatives of Committees of Management from the weir pools of Warracknabeal, Brim, Beulah and Lake Lascelles at Hopetoun.

Transport Safety Victoria was gauging interest from local groups to take on the role of waterway manager for boating purposes for their water body.

Further meetings have or will occur with Transport Safety Victoria and committees to draft rules in accordance with the Marine Act 2010.

Mobile Phone Coverage

Subsequent to Council's report at the October Council Meeting, Member for Mallee, Andrew Broad MP, has raised Council's mobile coverage concerns regarding the Patchewollock, Yaapeet and Lubeck areas with the Minister for Communications, Mr Malcolm Turnbull MP.

Andrew Broad MP will meet with Council in the early part of 2014 to discuss the matter.

Technical Support – Prepared by Nathan McLean

- Traffic Counter Operation
- Capital Works Program handover sheets
- Footpath Inspections and Data Entry with Tim Bryce

Environment – Prepared by Geoff Harvey

- Inspected infestation of African Lovegrass on Hopetoun-Yaapeet Road
- Attended Minyip Community Consultation evening
- Held talks with Department of Environment & Primary Industries re threatened species on Shire roads
- Organised tree trimming at ratepayer request in Warracknabeal
- Attended Tree Inspection course at Mildura TAFE
- Attended Wimmera Mallee Sustainability Alliance Meeting in St Arnaud
- Organised supply of Significant Roadside Vegetation signs
- Obtained trees for Scott Street, Warracknabeal.
- Responded to various customer complaints/requests

Assets – Prepared by Mick Evans

- Supervised the data validation and GIS layer implementation of the footpath network, at the same time as a condition assessment as per the Road Management Plan
- Developed Capital Works Re-seal Program Maps for Re-sealing Contractor
- Working on data validation of Council's Road Hierarchy
- Attended a Graphic Information System (GIS) meeting in Maryborough
- Carried out Aerodrome Inspections
- Assisted in the setting up of a fire prevention system in one of Council's current programs (MECC Central/Crisis works)
- Completed the Grants Commission Report

OH&S

- Reviewed the developed Hot Work Permit system to be implemented throughout Council
- Met with Brad Ead, AFS Chartered Accountants in regards to the Risk Management Audit

Emergency Management

- Commenced looking at Emergency Management exercise planned for 14 November 2013

Technical Services – Prepared by Tony Brennan

- Processed various Civica Requests as needed
- Issue Road Opening Permits as needed for various minor/major works
- Monitored all 'Dial Before You Dig' enquiries throughout the Shire to assess if Road Opening Permit required
- Completed data updates on Asset Asyst for six month and 12 month grading records
- Confirmed quote from Wimmera Container Lines to supply 40ft container with ventilation and entrance door for storage of old files and cabinets from the Technical Services Department
- Proof read all maintenance reports and letters for various playgrounds throughout the Shire prior to mailing out
- Performance review and update of Position Description
- Carried out inspections as required for storm water discharge outlets/connections as required by the Building and Planning Department

Warracknabeal Regional Livestock Exchange

- Continued with repairs to gates and fences as required
- Final sale held 16 October 2013

Design – Prepared by John Boehm**Council Capital Works Program 2013/2014****Surveys, Designs, Plans and Set out:**

- Pavement Widening, Reconstruction and Bitumen Sealing to the Lascelles Sea Lake Road (Start CH 440, Length 1350m)
- Road Reconstruction and Bitumen Sealing to the Glenorchy Road, south of the Wimmera Highway
- Replacement Concrete Kerb and Channel for one block in Market Street Minyip, between McLeod Street and Foundry Street (north side)
- Concrete footpath in Beggs Street, Warracknabeal, between King Street and Lyle Street
- Concrete footpath along the north side of O'Brien Street, Warracknabeal, between Anderson Street and Campbell Street

Flood Works Project

- Design proposal with Quotes for a new 'Reinforced Concrete' Inlet Control Weir at Beulah on the Yarriambiack Creek (Located south of Beulah)

Other Projects

Assessments and reports to Planning Applications, specifically covering engineering issues – two lot subdivision in Murtoa; proposed Ambulance Station project in Rupanyup

Risk & Safety Report – Prepared by Barry Sullivan

- Safety and Housekeeping Audits continuing in the main office of the Yarriambiack Shire Council
- WorkSafe Week included a B-B-Q followed by a Men's Health Talk by Rural Northwest Health Services conducted in Warracknabeal and Hopetoun
- Staff attended WorkSafe Forum in Horsham
- Workplace Bullying Policy currently under review, following Bullying Survey conducted throughout the Yarriambiack Shire
- Safety Review conducted on Warracknabeal Leisure Centre. Safety issues and recommendations have been itemised. Funding is available and will be spent on safety priorities in and around the building
- Developing Hot Work Permit. Training of Managers and Supervisors on the use of Hot Work Permits to be conducted once completed
- Kindergarten Risk and Safety Audit documentation currently being finalised (to be distributed to Kindergarten Directors shortly)
- Safety concerns with the erection of the flag at the Warracknabeal Town Hall. A Risk Assessment is being conducted and recommendations made to either eliminate the risk or minimise the risk of falls
- Upgrading Internal Audit Documents
- Builder inducted on safety prior to commencing work on renovations at the Hopetoun Kindergarten

10.5 Capital Works Program 2013/2014 – Prepared by Brian Poulton

Roads & Streets – Urban Roads				
Project	% Completed	Start Date	Completion Date	Comments
Anderson Street Warracknabeal (\$80,150)	100%	October 2013	October 2013	Construct & Widen Seal
Degenhardt Street Murtoa (\$20,480)		January 2014		Construct & Widen Seal
Market Street Minyip (\$56,133)		January 2014		Pavement Renewal
Simson Street Brim (\$14,960)		January 2014		Construct & Gravel
Hopetoun Street Beulah (\$31,232)		February 2014		Pavement Renewal 75 / 100mm Overlay
Hopetoun West Road Hopetoun (\$9,309)		May 2014		Construct & Widen Seal
Mackenzie Street Beulah (\$14,894)		February 2014		Construct & Seal
Phillips Street Beulah (\$73,625)	90%	October 2013		Shoulder Seal & Hotmix Works (2 Sections)
Marma Street Murtoa (\$20,000)				Bus Shelters

Roads & Streets – Rural Roads				
Project	% Completed	Start Date	Completion Date	Comments
Banyena Pimpinio Road (\$108,736)		January 2014		Pavement Renewal
Glenorchy Road (\$134,893)	90 %	October 2013		Construct & Seal
Lah Angle Road (\$441,674)	10%	October 2013		Pavement Renewal
Longerenong Road (\$30,000)				Construct Floodway & Reconstruct Pavement
Banyena Pimpinio Road (\$313,232)		March 2014		Pavement Renewal
Rupanyup Road (\$313,325)	100%	October 2013	October 2013	Kolmix Overlay
Rosebery Rainbow Road (\$266,990)	100%	October 2013	October 2013	Kolmix Overlay
Brim West Road (\$181,262)	100%	October 2013	October 2013	Kolmix Overlay
Sea Lake Lascelles Road (\$219,998)		November 2013		Construct, Widen & Seal
Patchewollock Temy Road (\$309,672)	100%	September 2013	October 2013	Construct & Seal
Hopetoun Yaapect Road (\$512,524)		January 2014		Construct, Widen & Seal

Gravel Shoulders				
Project	% Completed	Start Date	Completion Date	Comments
Ailsa Road (\$21,400)		January 2014		
Banyena Pimpinio Road (\$46,267)		February 2014		
Blue Ribbon Road (\$50,686)		January 2014		
Minyip Dimboola Road (\$47,080)		February 2014		
Minyip Rich Avon Road (\$20,159)		February 2014		
Rupanyup Road (\$109,568)		January 2014		
Watchem Warracknabeal Road (\$38,071)		December 2013		
Beyal Road (\$34,818)		November 2013		
Sheep Hills Bangerang Road (\$163,731)	90%	October 2013		YSC

Gravel Re-Sheets				
Project	% Completed	Start Date	Completion Date	Comments
Boundary Road (Northern Zone) (\$14,328)				Limestone
Burroin Road (\$27,860)				Limestone
Centre Hill Road (\$33,830)				Limestone
Hopevale Road (\$19,422)				Limestone
Jim Jollys Road (\$11,144)				Limestone
Jollys Road (\$13,850)				Limestone
King Road (\$40,254)				Sandstone
Kellys Road (\$39,482)				Limestone
Lah Angle Road (\$13,032)				Sandstone
McFarlanes Road (\$43,780)				Sandstone
Martins Road (\$17,955)				Sandstone
Maroskis Road (\$47,123)				Limestone
Phelans Road (\$19,582)				Limestone
Quicks Road (\$28,815)				Sandstone

Gravel Re-Sheets (continued)				
Project	% Completed	Start Date	Completion Date	Comments
Rosebery Rainbow Road (\$16,044)				Limestone
Sheep Hills Bangerang Road (\$25,021)				Limestone
Turriff Silo Road (\$10,507)				Limestone
Wirrbibial Road (\$18,786)				Limestone
Whites Road North (\$65,073)				Limestone
Yaapeet Kenmare Road (\$48,514)				Limestone
Ailsa Exchange Road (\$4,923)				Sandstone
Areegra Road (\$92,310)				Sandstone
Boolite Donald Road (\$20,091)				Sandstone
Boolite Hall Road (\$18,679)				Sandstone
Burrum Banyena Road (\$13,901)				Sandstone
Coorong Swamp Road (\$52,490)				Sandstone
Dogwood Road (\$23,023)				Sandstone
Donald Laen Road (\$28,960)				Sandstone

Gravel Re-Sheets (continued)				
Project	% Completed	Start Date	Completion Date	Comments
Dunmunkle Creek Road (\$12,308)				Sandstone
Johnston Road (\$5,358)				Sandstone
Kewell East Road (\$35,621)				Sandstone
Lutzes Road (\$19,982)				Sandstone
Massey Road (\$27,150)				Sandstone
Mellis Road (\$79,097)				Sandstone
Milgates Road (\$15,494)				Sandstone
Millers Road (\$25,919)				Sandstone
Nitschkes Road (\$23,168)				Sandstone
Schulz Road (\$35,621)				Sandstone
Schurmanns Road (\$18,534)				Sandstone

Total Gravel Re-sheet Works – 67.690km

Completed Works – October 2013

*Donald Laen Road

*Agreegra Exchange Road

*Martins Road

Total works completed – 15.800km

***Brim** – Drainage Works

*Roadside slashing continuing

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Footpaths				
Project	% Completed	Start Date	Completion Date	Comments
Anderson Street Warracknabeal (\$7,187)		December 2013		Concrete
Beggs Street Warracknabeal (\$55,517)	80%	October 2013		Concrete Brock Streeter
Campbell Street Warracknabeal (\$14,231)		February 2014		Concrete
Craig Avenue Warracknabeal (\$6,900)		February 2014		Concrete
Foundry Street Minyip (\$13,273)				Quarry Dust
McLeod Street Minyip (\$10,637)		December 2013		Concrete
Gardiner Street Warracknabeal (\$15,237)		March 2014		Concrete
Werrigar Street Warracknabeal (\$15,956)		January 2014		Concrete
O'Brien Street Warracknabeal (\$24,006)		November 2014		Concrete
Dennys Street Hopetoun (\$16,818)		January 2014		Concrete
Mandeville Street Hopetoun (\$6,469)		January 2014		Concrete
Brook Street Woomelang (\$2,731)	40%	November 2013		Concrete Willmore Contractors
Carr Street Woomelang (\$15,289)	40%	November 2013		Concrete Willmore Contractors
Rabl Park Toilets Murtoa (\$11,979)	100%	September 2013	October 2013	Concrete Brock Streeter

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Kerb & Channel				
Project	% Completed	Start Date	Completion Date	Comments
Anderson Street Warracknabeal (\$128,821)	100%	October 2013	October 2013	Willmore Contractors
Miller Street Murtoa (\$50,393)		December 2013		Willmore Contractors
Market Street Minyip (\$75,433)		November 2013		Willmore Contractors
Degenhardt Street Murtoa (\$68,440)		December 2013		Willmore Contractors
Lloyd Street Murtoa (\$59,796)		January 2014		Willmore Contractors
Phillips Street Beulah (\$89,831)	100%	September 2013	October 2013	Willmore Contractors
Carr Street Woomelang (\$25,040)	80%	November 2013		Willmore Contractors

10.6 Community Services – Prepared by Gavin Blinman

Kindergartens

We have now been assessed under the National Quality Framework at Hopetoun. Congratulations to Robyn Hallam and team, as we have been assessed as exceeding the standard.

This result is fantastic for Hopetoun as the rating is now posted on the school website and everyone across Australia can see that Hopetoun is a top rating pre-school.

The upgrade at Hopetoun has commenced with Jason McKay (Building Inspector) as our project manager. Council will use Woomelang Pre-School some days as the Hopetoun site will need closure days due to noise and safety issues during the build.

AGM time for kindergarten committees and many new first time committees are being elected. We have recently received a grant to assist with induction of new committees and improve our cluster management process to allow more community involvement. This work will probably start late this year and be completed in the New Year.

Planning for next year is taking place with enrolments figures increasing in small towns and dropping in Warracknabeal.

Aged and Disability

The Senior's Week Concert and picnic was successful, with around 250 attending. Due to the windy weather conditions we moved the picnic inside the stadium, this was acceptable and everyone enjoyed the day. The Home & Community Care staff worked hard all day to please the seniors and ensure the event was trouble free.

Council has employed a further four qualified Home & Community Care Workers for Hopetoun/Beulah and Warracknabeal, this is an extremely step, as our pool of staff with retirements and new clients needed increasing.

Bronwen Clayton has recently been appointed as our new Assessment Officer. Bronwen has extensive nursing and community support qualifications and will work four days per week. Lyn Peters our previous Assessment Officer retired 30 October 2013 after 31 years with the Shire.

We have been visited by Department of Human Services (DHS) Robyn Fletcher; our assessment targets are on track.

Training session held with all Home & Community Care Workers in client handling. Michelle Schilling (Nurse) also held training session with staff in Women's Health.

The new HACCPAC phone system is now working across the Shire with all staff completing training and using the system, Michelle Hallam (Aged & Disability Services Officer) is continuing to support staff through any teething problems.

Environmental Health / Local Laws

A recent upgrade has taken place of Council's public health related database. The upgrade allows for records and information to be accessed remotely and log inspections or complaints while in the field. A training day to explore the new software has taken place. Significant time will be spent on the system in terms of set-up, however in the long term; it is expected to streamline all forms of premises recording, particularly in relation to inspections and outward correspondence.

Work is continuing on Council's Public Health and Wellbeing Plan 2013-2017. Draft goals have been developed and staff are currently in the process of completing strategies in order to meet the requirements of respective goals. It is anticipated the first draft will be completed in coming weeks.

Council's Blue Green Algae monitoring program will commence in October and include visual assessments of all recreational swimming areas within the Yarriambiack Shire Council district. As per Council policy, routine monitoring takes place each month and a sample is obtained in January in order to ensure the public is not exposed to any adverse risks.

Council has received two complaints regarding failing onsite wastewater systems, both matters are currently being investigated.

The summer fire danger period commenced at 1am on 4 November 2013, signage will go up on this date in the North of the Shire and no permits will be issued from then until at least March next year. We are waiting on the date for the southern part of the Shire.

Pre-fire season inspections continue, a little slower as the Local Laws Officer has had to deal with a number of animal issues and the Relief Officer has now obtained full-time work elsewhere. Council are in the process of finding a replacement Local Laws Officer.

Only a small number of animal issues this month, most of these have now been finalised.

Emergency Relief

Met with Dunmunkle Health to help them set-up and distribute the allocated emergency relief funds; there has been a decrease in the number of people coming into the Shire Office since allocating the funds to Rural Northwest Health (RNH) and Dunmunkle Health Services.

We are supporting more clients (around two per month), to access the 'No Interest Loan Scheme' or 'NILS' and the 'Step Up Loans'. These schemes are allowing Centrelink clients to develop credit ratings and move off the welfare system.

We are preparing for an all services emergency exercise to test the MECC and Relief Centre preparedness on Thursday, 14 November 2013. All local emergency and relief services including our CART members will be involved.

We have been notified by DHS that we have been nominated for an award for the CART team concept and 'Awards' night in Melbourne is coming up in November (more on this later).

Volunteer Transport

11 clients were transported 2,322 kilometres this month, a busy time for our volunteer drivers. Six of these drives were to Horsham, two to Ballarat, two to Warracknabeal and one to Mildura.

Maternal and Child Health

We have had four staff and parents attend a Kinder-gym training session in Warracknabeal in a partnership with Rural Northwest Health to assist in getting the program out across the Shire.

Ros and Nanette (Maternal and Child Health Nurses) are establishing another mother's group, unfortunately the supported playgroup has gone into recess and we are working with RNH staff to re-establish this program.

New births -20

New enrolments - 27

School immunisations now complete for 2013

Shire immunisations continue on a monthly basis, this is where we can also provide a 'catch up' service for school students who may have been absent for the relevant school immunisation date.

Staff Hep B 3rd doses are now complete for those staff that required immunisation.

Children's Week – Come Read with Us: books have been given to all the Kindergartens in the Shire.

Nanette attended the Community Action Network [CAN] Meeting on Monday, 28 October 2013; 'Lets Read' program is being introduced to address the falling literacy rates across our Shire.

10.6 Infrastructure Services Report – Prepared by Bernie Naylor

Free Green Waste Day

Council held their annual **Free** Green Waste day on Sunday, 2 November 2013; the collection day was very well received by the rate payers with all transfer stations kept very busy.

The Warracknabeal Transfer Station received 130 loads of green waste.

This particular day is held in conjunction with our Fire Awareness Program.

Swimming Pools

With the swimming season nearly upon us, Council has been assisting our pool committees with the following works:-

Warracknabeal – Following extensive testing to ascertain where the swimming pool has been leaking from, Council has now undertaken the following works:-

Stage 1 -

- * Removal of all water from main pool shell
- * Scour and jet clean six meters of filtered water line in centre of pool from incline
- * Reline the existing filtered water line with a "synthetic impervious lining
- * reinstate fresh water holes in return line through the new reline.

Stage 2 -

- * Scour and jet clean 40 meters of cast iron piping from main pool, to main pump in plant room
- * Reline the existing filtered water line with a "synthetic impervious lining

Also some painting works have also been undertaken.

Hopetoun – Upgraded the main switchboard and also have replaced the failed prominent controller with a new one; these controllers monitor and control the water chemistry of the pool.

I attended the AGM on Monday, 4 November where Patti Thomas (volunteer) was awarded the first ever Life Membership of the Hopetoun Swimming Pool.

Murtoa – The Murtoa swimming pool has been painted with some crack repairs having been undertaken as well.

Woomelang – Upgraded the main switchboard: Council has also applied for Local Government Infrastructure Plan (LGIP) funding to replace shade cover over toddler's pool.

Rupanyup – Council has applied for LGIP funding to replace shade cover over toddler's pool.

Stabilisation Works Program – 2013/2014

Council staff completed their inspection program regarding the stabilisation works for this year.

Following the inspection there will be approx 5,600m² of stabilisation works to be undertaken in both rural and urban areas.

Council is currently preparing contract documents for these works.

Contract C183/2013 – Water Truck

Council has called tender for the supply and delivery of one water truck based in Warracknabeal.

This unit will replace Council's existing Scania Prime Mover and Water Trailer.

With the availability of hydrants and tanks every 5kms on the Wimmera Mallee Water Pipeline, we are able to go back to a smaller tanker on a bogey drive rigid truck.

Tenders close on Monday, 25 November at 4.00pm.

For Councillor's information this is the first electronic tender, as we have now changed the way we advertise and receive tenders.

We are using a system called "Tenderlink".

Beulah Transfer Station

Council has engaged an earthmoving contractor to undertake some rehabilitation works at the former Beulah Landfill.

The works involve the capping of waste material on the mounds with clean fill obtained following flood rectification works at Beulah.

Procurement

Attended the collaborative procurement meeting with the five Council's involved in our region.

This project is being supported by Local Government Victoria to assist our Council's in updating our procurement policies.

It is anticipated that this will be finalised within the next month for Council to review at the next Council Forum.

10.8 Economic & Community Development Report – Prepared by Jaye Macumber

Meetings Attended

03/10/2013	Jean Wise re: Warracknabeal Y-Fest 2014
03/10/2013	Minister Peter Walsh – Minyip Bushland Reserve funding announcement
04/10/2013	Jenny Stewart – Warracknabeal Herald
10/10/2013	Richard Bales – Regional Development Victoria (DPCD)
0/10/2013	Lake Marma Committee (Murtoa)
14/10/2013	Warracknabeal Action Group
14/10/2013	Rupanyup Consultative Committee
15/10/2013	Murtoa Progress Association
17/10/2013	Adam McKenzie – Tuff Equipment Minyip
21/10/2013	Melissa Fletcher – Regional Living Victoria Expo
21/10/2013	Warracknabeal Y-Fest 2014 – AGM
23/10/2013	RES Australia Pty Ltd./Sinclair Knight Merz Global: re: Murra Warra Wind Farm
24/10/2013	Boolite Hall Committee re: Hall Upgrades
25/10/2013	SHARE and Minyip Progress Association Working Group
25/10/2013	Luci Pidgeon – Minyip Tennis Club
25/10/2013	Regional Arts Victoria
28/10/2013	Belinda Roberts re: Marma Gully Hotel Murtoa
28/10/2013	Noel Tempest re: Anzac Park Warracknabeal
28/10/2013	Murtoa Progress Association and Richard Bales (DPCD) re: Murtoa Community Action Plan
29/10/2013	Adam McKenzie – Tuff Equipment Minyip
29/10/2013	Willi Dutschke re: St Pauls Lutheran Choir “Joyful Sounds of Africa” Concert and Dinner
29/10/2013	Anthony (Tony) Fowler – Warracknabeal Secondary College
29/10/2013	Kathryn Wilken – Warracknabeal Action Group
29/10/2013	Jeffery Goad re: new small engines mechanic business in Warracknabeal
29/10/2013	Sue Afford – Neighbourhood House Hopetoun
30/10/2013	Michelle Schilling RNH re: Kinder-gym Warracknabeal
30/10/2013	Anthony Fowler – Warracknabeal Secondary College and Richard Bales (DPCD)
30/10/2013	Pastor John, Warracknabeal Lutheran Church re: St Pauls Lutheran Choir “Joyful Sounds of Africa” Concert and Dinner
02/11/2013	St Pauls Lutheran Choir “Joyful Sounds of Africa” Concert and Dinner
06/11/2013	Department of Justice – 2013 Public Safety Infrastructure Fund application seminar
06/11/2013	Minyip Progress Association

Community Development

Shire Assistance provided to committees preparing for the following 2013 events:

- Warracknabeal Action Group “2013 ‘Beals Christmas Festival’”: commenced 1 November
- Warracknabeal CWA “Dancing with the Stars”: 19 October
- Warracknabeal Lutheran Church “Joyful Sounds of Africa Concert and Dinner”: 2 November
- Warracknabeal Woodbine “WarracknaBeatles”: 1 November
- Warracknabeal RSL “Remembrance Day Service”: 11 November
- Warracknabeal Cubs/Scouts & Guides “Shopping Spree”: 10 November

Grant applications, Community Grant & SHARE Grant enquiries received and Shire assistance provided to Community Groups from: Patchewollock, Murtoa, Woomelang, Minyip, Beulah, Warracknabeal, Rupanyup, Hopetoun and Brim.

Discussions continued with Michelle Schilling from Rural Northwest Health re: Kinder-gym at Warracknabeal Leisure Centre. Hope to commence a six week Kinder-gym trial program in early 2014.

Department of Justice: 2013 Public Safety Infrastructure Fund application considerations seminar held in Melbourne.

Community Projects

Abbreviations:

EOI = Expression of Interest

RDV = Regional Development Victoria

Beulah Hall Kitchen Upgrade

An EOI for funding was lodged with RDV on 1 November 2013

Beulah Weir Gates

Assistance has been given to the Director of Infrastructure by preparing an EOI for funding a weir on the Yarriambiack Creek at the south end of Beulah. Design drawings are being prepared by the Technical Services Department. The EOI has been approved by RDV. A final application for funding now needs to be submitted.

Beulah and Minyip Community Facilities Upgrade

Funding application currently being prepared.

Boolite Hall Upgrade

An initial meeting was held with the local hall committee on 24 October regarding needs for the Hall. The committee will arrange quotes for planned works and a funding application will be prepared.

Brim Flagpole Rehabilitation

Waiting on a quote. A funding application will be prepared when a quote is received.

Hopetoun Community Centre

A preliminary cost estimate has been done and draft EOI prepared. This has been discussed with the local steering committee. Community consultation will occur to determine commitment to the project given the size of the local contribution required.

Hopetoun RSL Building Upgrade and Patchwork Club Relocation

Quotes have been obtained and EOI for funding was lodged with RDV on 2 October 2013. The RSL sub-branch met with RDV on 6 November to discuss funding of the project.

Hopetoun Mallee Bush Retreat

The final funding application was submitted on 21 August. RDV funding of \$60,000 was announced 24 October 2013. A Cultural Heritage site assessment was done in September. It gave a clearance for the project to proceed.

Lubeck Recreation Reserve Shelter

The local committee is scoping and costing the project.

Minyip Golf Club Photovoltaic System

The project is to be scoped and costed by the committee.

Minyip Bushland Reserve Resurfacing Project

Department of Transport funding of \$4,000, Rupanyup/Minyip Committee Bank funding of \$1,000 and RDV funding of \$7,800 have been approved. The committee is planning gravelling and signage works at the moment.

Minyip Tennis Club Court Upgrading

Some of the courts have poor drainage, are subject to differential concrete movement and have become unusable. The committee is planning a study to recommend the best treatment for upgrading the courts.

Minyip Recreation Reserve Committee of Management & Minyip Recreation Reserve Improvements Committee.

Projects to be scoped and costed by the committees.

Murtoa Lake Marma Stage 1 Redevelopment

The final funding application has been submitted to RDV. A Cultural Heritage site assessment has been completed. It gave a clearance for the project to proceed.

Patchewollock Music Event

RDV funding has been approved. The event was held on the weekend of 19 October 2013.

Patchewollock Railway Station and Walking Tracks

The project involving restoring the railway station building and upgrading some walking tracks have been scoped in conjunction with the committee. Quotes for rehabilitating the station building and walking tracks will need to be obtained. This may be funded by the Department of Transport

Rupanyup Golf Club Upgrade

The local committee is scoping the project and obtaining costs.

Rupanyup Railway Station Upgrade

The project to be scoped by local committee; a title transfer is required first.

Rupanyup Consultative Committee Men's Shed Application

Full application has been lodged with Department of Human Services.

Rupanyup Precinct Planning Project

The local committee through Rupanyup/ Minyip Community Bank is scoping the project and obtaining costs.

Warracknabeal Lutheran Church Sounds of Africa Music Event

Final funding application was lodged with RDV on 21 August. RDV funding of \$4,500 was approved on 24 October 2013. The concert was held on 2 November 2013.

Warracknabeal Schools Music Workshop

This is a five day event planned for April 2014 involving children from all local schools. The event will most likely be partially funded from RDV, Yarriambiack Shire SHARE Grant and local schools. The local committee is pursuing a number of funding avenues to obtain 100% funding.

Warracknabeal Town Hall Upgrade

The committee is scoping and costing the project and designing a new kitchen with a design consultant. This stage focuses on upgrading the kitchen and supper room. The committee have also had an EOI for a \$10,000 forward planning/business plan study supported by RDV. A final application for funding is currently being prepared.

Warracknabeal Wheatland's Museum Project

The committee has had an EOI approved for a business plan/marketing plan study to cost \$10,000. It is also planning to proceed immediately with the construction of the shell of the museum extension using its own funds.

Warracknabeal Yarriambiack Creek Footbridge

RDV funding of \$220,000 was approved on 24 October 2013. DOT funding of \$20,000 has been approved. The next steps will be to arrange soil testing on site and prepare tender documents for the design and construction of the bridge.

Woomelang Cronomby Tanks Walking Track Development

Walking tracks and car park have been gravelled. Received one quote for toilet construction. A planning permit for the toilet has been approved. There has been difficulty in getting contractors and quotes to get this project complete on time by the end of November 2013. Approaches have been made to the Department of Transport to have the deadline extended. Additional walking tracks are planned subject to additional funding.

Woomelang Precinct Planning Project

RDV funding of \$22,500 was approved on 25 October 2013.

Yarriambiack Shire Council Caravan Parks: October

Warracknabeal: 174 visitors in total. 131 visitors from Victoria, 3 visitors from Western Australia, 7 visitors from Tasmania, 20 visitors from South Australia, 7 visitors from Queensland and 6 visitors from New South Wales; 6 permanents living long-term.
Murtoa: 177 site bookings; 3 permanents living long-term, largest month in 2^{1/2} years.

Hopetoun: 133 visitors in total from Victoria, South Australia, Queensland, Tasmania; Northern Territory, New South Wales and Germany; 6 permanents living long-term.

Business & Economic Development

Hopetoun Industrial Estate: RDV funding of \$82,500 was approved on 17 September 2013. A Licensed Surveyor and Valuer have been engaged to commence the project. A survey of the property has been completed. An inspection and report on the cultural heritage of the property has been completed and found nothing significant.

Work commenced on Bi-Monthly Newsletter for Businesses in The Yarriambiack Shire (2nd Edition for 2013/2014).

Pop-Up Shop in Hopetoun: Shire assistance provided to Gateway BEETS' Jane Hatcher as she attempts to set-up a Pop-Up Shop in Hopetoun.

Patchewollock and Lascelles Hotels: Shire Assistance provided to co-owner Michelle McDougall as she attempts to grow her small business.

Rupanyup Living: Shire Assistance provided to owner Claire Morgan as she attempts to grow her small business.

Tuff Equipment Minyip: Shire Assistance provided to owner Adam McKenzie as he attempts to grow his small business.

Marma Gully Hotel Murtoa: Shire Assistance provided to potential new owner as she attempts to purchase the business.

Cute and Quirky: Shire Assistance provided to owner Julie Dunmill as she attempts to grow her small business.

RES Australia Pty Ltd. / Sinclair Knight Merz Global: Shire Assistance provided re: potential Wind Farm at Murra Warra.

New Small Engines mechanic business in Warracknabeal: Shire Assistance provided to potential new business owner considering Warracknabeal for his start-up business.

Warracknabeal Leisure Centre – October

Gym Memberships as of 31 October, 2013.

Adults:

6 monthly – 22

3 monthly – 16

Monthly x 2

Students:

22 x Gold (5 days access per week)

2 x Bronze (1 day access per week)

Casual visits x 18

Shire Staff: 3

Older Adults Strength Training Group: Three sessions this month – ongoing Friday sessions x 1 hour (6-12 patrons per session).

Aerobics: Sarnia Hose nights, five sessions this month – ongoing Tuesday sessions x 1 hour (15-24 patrons per session).

Women's Social Basketball: six week competition commenced 21 October (1 hour per week) (14-25 patrons per session).

Squash

4 x 3 month Memberships

8 Casual Players

Squash x 50 visits – includes casual and signed up members

Warracknabeal Secondary College – 3 sports teachers regularly make use of the Centre to hold their classes (10 visits this month). They have played sports such as, Basketball & Table Tennis as well as using the Gymnasium.

While the Year 12's sit exams from 30 October to mid November in the Assembly Hall, the Warracknabeal Secondary College will be utilising the Leisure Centre more frequently for a variety of activities.

Warracknabeal Special Development School visited once since the school holidays.

Active After School Communities Program: delivering 1 x 7 week program this term.

Indoor Cricket: 26 registered, with an average 12-15 attending each week.

Tuesday Night Drop-in Basketball is still quite popular with approximately 6-12 teenagers attending weekly with Secondary College teacher Jordan Chiang.

Wildcats Training Squad have recommenced training on Tuesday nights for their weekly competition in Horsham (five sessions this term).

Brim / Kellalac / Sheep Hills Cricket Club: pre-training twice at the Centre this month.

Kinder-gym: Warracknabeal Leisure Centre in conjunction with Rural Northwest Health – have had a training session delivered by Gymnastics Victoria with intentions of starting up a Kinder-gym group for pre-schoolers.

Community Projects – Prepared by Dennis Smith**Country Football and Netball Program 2012/2013**

The application for the Minyip Murtoa Football Netball Club to upgrade the existing lighting to meet the minimum training illumination standard at the Murtoa Recreation Reserve has been approved with a grant of \$80,000 for a total project cost of \$153,230. We are now waiting for the Activity Schedule from the Department of Transport, Planning and Local Infrastructure.

Community Facility Funding Program 2013/2014

The Beulah Bowling Club Synthetic Surface installation has commenced with works expected to be completed early December (dependent on the weather conditions).

The Hopetoun Cricket Club Practice Facility construction has commenced with the concrete slab laid, post, nets and synthetic surfaces installed. Some further synthetic surface material is required and will be ordered.

Community Facilities Funding Program 2014/2015

The Murtoa Bowling Club Synthetic Green project application has been approved with a grant of \$80,000 for a total project cost of \$153,000. We are now waiting for the Activity Schedule.

Murtoa Angling Club Clubhouse

The Official Opening was held on Sunday, 27 October with Ministers Hugh Delahunty and Peter Walsh in attendance. Acquittal documentation will now be prepared and submitted.

Warracknabeal Golf Club Clubhouse Redevelopment

Work on the construction of the disabled toilet facility is complete and the upgrade to the ladies locker room and men's locker room are both underway and will be ongoing over the next month, with the construction of the disabled access expected to be completed November/December.

Outcomes Reports

As a requirement of some grant programs two Outcomes Reports were completed for upgrade projects at Woomelang/Lascelles Combined Sporting Club and the Brim Sports and Social Club.

SHARE Program (Sustainable Healthy Adaptable Resilient Engaged) – Prepared by Marianne Ferguson**Rupanyup Community Planning Forum**

The Rupanyup Community Planning Forum was held on Monday, 21 October at the Rupanyup Memorial Hall with approximately 30 people in attendance. Results for the evening will be collated and utilised in the Rupanyup Community Action Plan.

Recreational Vehicle Friendly Town Audit

The Campervan and Motorhome Club of Australia's RV Friendly Town™ Scheme is an initiative aimed at creating an economic stimulus for regional and rural communities by tapping into the increasing recreational vehicle (RV) tourists as they journey throughout Australia. As a component of the Scheme, a criteria assessment has been completed for participating towns in the Yarriambiack Shire including the Beulah, Hopetoun, Minyip and Warracknabeal Caravan Parks.

SHARE Community Grants

The current round of SHARE Community Grants has now closed. Notification of successful applicants will be announced in November.

Tourist Information Centre

A campaign to attract additional volunteers for the Warracknabeal Tourist Information Centre is underway. The Warracknabeal Tourist Information Centre plays an important role in tourism within the Yarriambiack Shire and is often the first port of call for visitors to the area. The Centre is open from 9am to 5pm, 7 days a week.

Yaapeet Local History Grant

The Yaapeet Community Club is preparing to submit an application to the Local History Grants Program 2013-2014 for funding to install two double sided information boards in Byrne Street. The project named 'Yaapeet History Trail Stage 1' will detail Yaapeet's history including buildings, farming, people, sporting activities and accolades.

Yarriambiack Tourism

The Yarriambiack Tourism Facebook Page continues to grow and currently has 382 'Likes'. The Yarriambiack Touring Guide is currently being redesigned to comply with Tourism Victoria's Jigsaw branding. The Jigsaw logo was created to represent the tourism industry in Victoria and to become the brand identity for Victoria as a tourist destination.

Wimmera Mallee Tourism

Wimmera Mallee Tourism is continuing to update the website and promote the Facebook page using paid advertising. Wimmera Mallee Tourism is in the process of designing social media help sheets to assist small business owners and community representatives to upgrade skills and expand the social media platform in the region.

11 REPORTS FOR DECISION

11.1 Finance Report – Prepared by Anita McFarlane

The Finance Report as at October 2013 will be tabled.

Recommendation

The Finance Report as at October 2013 be received.

11.2 Revenue Report – Prepared by Chantelle Pitt

The Revenue Report as at November 2013 will be tabled.

Recommendation

The Revenue Report as at November 2013 be received.

11.3 2012/2013 Annual Report – Prepared by Anita McFarlane

The 2012/2013 Annual Report for Yarriambiack Shire Council has been prepared in accordance with Section 131 of the Local Government Act 1989. Council gives public notice that the Annual Report has been prepared and can be inspected at the Council offices.

Recommendation

The 2012/2013 Annual Report be adopted by Council.

11.4 Council Delegates for 2014 – prepared by Ray Campling

GWM Water Regional Recreational Water Users Group	H Ballentine
GWM Water Community Consultative Mallee Users Group	A McLean
Grampians Regional Waste Management Group	A McLean
Internal Audit Committee	K Zanker/ G Massey
Municipal Association of Victoria	R Kingston
Municipal Emergency Management Planning Committee	T Grange
North Western Municipalities Association	R Kingston
RoadSafe Wimmera	T Grange
Rural Financial Counselling Services, Victoria – Murray Mallee	K Zanker
Sunraysia Highway Improvement Committee	A McLean
Wimmera Mallee Sustainability Alliance	R Kingston
Livestock Association Victoria	R Kingston
Warracknabeal Saleyards Committee	R Kingston
Wimmera Development Association	L Woods/T Grange - Community Rep
Wimmera Mallee Tourism Association	H Ballentine
Wimmera Regional Library Service	G Massey
Wimmera Regional Transport Group	T Grange
Volunteering Western Victoria	K Zanker
Yarriambiack Chaplaincy Council	G Massey
Yarriambiack Community Leaders Group	K Zanker
Yarriambiack Creek Advisory Committee	A McLean
Yarrilinks	G Massey/A McLean
Yarriambiack Tourism Association	H Ballentine/T Grange/L Woods
Western Highway Action Committee	T Grange

RECOMMENDATION

That Council ratify delegates to Committees as presented for 2014.

11.5 Lease of Land at Rupanyup Recreation Reserve (Certificate of Title Volume 11192 Folio 081) – Prepared by James Magee

National Broadband Network Company (NBN Co Limited) has requested to lease a portion of land in the south east corner of the Rupanyup Recreation Reserve which is in Council ownership.

The proposed lease is 20 years with option for extension.

NBN Co Limited wish to construct, maintain and operate a telecommunications facility from the site, namely a 40m monopole to provide fixed wireless coverage via the National Broadband Network.

On 9 October 2013, Council resolved to lease the above mentioned land to NBN Co Limited. The lease documents have now been received for signing and sealing. The lease documents are tabled.

Recommendation

That Council Sign and Seal the Lease for the above mentioned land.

11.6 National Broadband Coverage (NBN) for Woomelang – Prepared by James Magee

NBN Co's plans for wireless coverage in Yarriambiack Shire include the following townships:

- Hopetoun
- Beulah
- Brim
- Warracknabeal
- Minyip
- Rupanyup
- Murtoa

Under the original proposal put to Council, the township of Woomelang was also to obtain wireless NBN coverage. Woomelang unfortunately has been excluded from having an NBN tower due to technical issues requiring installation of an additional repeater. Residents in Woomelang would therefore be required to utilise a satellite connection.

Woomelang is of similar size to other townships which will be provided with wireless coverage. The economic, social and public benefit from having the best possible quality internet and phone accessibility is worth the additional upfront cost.

Recommendation

That Council write to Federal Member for Mallee Mr Andrew Broad MP and Communications Minister Mr Malcolm Turnbull MP requesting that wireless NBN coverage be provided to the township of Woomelang and surrounding districts.

11.7 Community Group Financial Assistance Scheme, November 2013 – Prepared by Jaye Macumber

Council received 17 applications for funding under this scheme. The total amount requested by the various organisations was \$8273. The total budget for this round of funding is \$10,000 and as a consequence, all applications are eligible to receive their requested amount.

SUMMARY OF APPLICATIONS RECEIVED – NOVEMBER ROUND OF FUNDING

Community Group	Project Details	Amount Sought	Amount Recommended
Beulah Bowling & Croquet Club Inc	Purchase numbers and pegs	\$500	\$500
Boolite Public Hall & Recreation Reserve	Installation of BBQ	\$500	\$500
Brim Active Community Group	Christmas Dinner	\$500	\$500
Gateway BEET Hopetoun	Purchase safety mats – non slip	\$500	\$500
Rural Northwest Health Hopetoun Campus Ladies Auxiliary	Purchase chair covers and afternoon entertainment	\$350	\$350
Hopetoun Cricket Club	Purchase of rubber matting	\$500	\$500
Hopetoun Football Netball Club	Purchase mirrors for the netball change rooms	\$500	\$500
Lions Club of Minyip Inc	Australia Day Breakfast Celebrations	\$500	\$500
Minyip Golf Club Inc	Purchase notice board and signage	\$500	\$500
Murtoa/Marma Racing Club Inc	Purchase whipper snipper	\$483	\$483
Patchewollock Hall	Kitchen upgrade	\$500	\$500
Sheep Hills Mechanics Institute Inc	Facility upgrade	\$500	\$500
Warracknabeal A & P Society	Purchase stackable chairs and safety vests	\$500	\$500
Warracknabeal Action Group	Xmas promotion running costs	\$500	\$500
Warracknabeal Band & Scout Hall	Replacement of windows	\$500	\$500
Warracknabeal Girl Guides	Repair ceiling	\$460	\$460
Warracknabeal Model Aircraft Club Inc	Construction of starting benches	\$480	\$480
	Total	\$8,273	\$8,273

Recommendation

That Council endorses and approve the payment of the above grants to a total of \$8,273.

11.8 SHARE Community Grants Program, November 2013 – Prepared by Marianne Ferguson

Council extensively advertised the SHARE Community Grants Program for a period of six weeks throughout the Shire with the evaluation and selection of the applications taking place on 9 October, 2013. The total funding available in this round was \$22,000 Including GST.

The evaluation panel consisted of the following representatives;-

Cr Andrew McLean

Cr Graeme Massey

Cr Ray Kingston

Cr Terry Grange

Jaye Macumber (Manager Community, Business & Economic Development)

Marianne Ferguson (Community Development Officer)

29 applications were received requesting a total of \$65,619.

16 applications are recommended for funding as detailed below.

YARRIAMBIACK SHIRE COUNCIL

COUNCIL MEETING

AGENDA

13 NOVEMBER 2013

APPLICATION NO.	NAME OF ORGANISATION	DESCRIPTION OF REQUEST	FUNDING REQUESTED	FUNDING ALLOCATED
1	Beulah Memorial Hall	Commercial toilet roll holders	\$300	\$300
2	Brim Memorial Hall	Lockable display cabinet	\$1,780	\$1,000
3	Hopetoun Cricket Club	Watering system, shed and earthworks for the newly installed nets	\$3,000	\$1,500
4	Minyip A & P Society Inc	Mobile art display screens	\$445	\$445
5	Minyip CWA	Purchase park furniture for the Lions Park and Town Square	\$3,000	\$1,500
6	Murtoa Kindergarten Committee	Shade canopies	\$3,000	\$3,000
7	Rupanyup Activities (Auspiced by SLAAM)	Seating and urn	\$1,410	\$1,410
8	Rupanyup Dunmunkle Health Services	Music program 2014	\$350	\$350
9	Rupanyup/Minyip Finance Group Limited	Engage consultants to develop a template to establish a community based retail hub	\$3,000	\$3,000
10	Warracknabeal Bowling Club Inc	Defibrillator	\$1,845	\$1,000
11	Warracknabeal Golf Bowls Club	Defibrillator	\$2,300	\$1,000
12	Warracknabeal Ladies Rest Rooms Inc	Guttering	\$535	\$ 535
13	Our Redeemer Lutheran Church, Warracknabeal	Bus hire, jumping castle, hall hire and advertising for "The Joyful Sound of Africa" Concert	\$1000	\$1,000
14	Warracknabeal Wimmera Roller Derby League	Lockable cabinet, protective equipment, skates and brooms	\$2,465	\$1,500
15	Woomelang Cemetery Trust	Watering system	\$3,000	\$3,000
16	Woomelang Public Memorial Hall and Returned Soldiers Club Rooms	Seed funding to upgrade plumbing and drainage	\$3,000	\$1,500
		Total	\$65,619	\$22,040 Inc GST

Recommendation

That Council approve the above nominated projects under the 2013/2014 SHARE Community Grant Program.

11.9 Municipal Early Years Plan 2013-2017 – Prepared by Gavin Blinman

The amended draft Municipal Early Years Plan has now been available to the public for over a month for comment.

In this time I have had two submissions both positive and only a minor change to information about childcare providers needed.

Recommendation

That Council adopts the Municipal Early Years Plan July 2013 to June 2017 and the progress of goals of the plan be reported twice yearly to Council.

11.10 Heatwave Plan 2013-2015 – Prepared by Gavin Blinman

We have recently reviewed our current Heatwave Plan 2011-2012 as part of our annual emergency response preparedness.

Some minor changes have been made to content specifically around updating information of new government departments and contacts.

Recommendation

That Council adopts the updated Heatwave Plan 2013-2015 and that the updated copy be distributed to our networks.

11.11 Request for Waiver on Rates - Hopetoun & District Historical Society Inc – Prepared by Chantelle Pitt

Council have received a letter from the Hopetoun and District Historical Society Inc requesting a reduction to the Fire Services Property Levy for the building they lease from the Hopetoun Courier at 75 Toole Street, Hopetoun.

The Hopetoun and District Historical Society Inc is a volunteer organisation that relies on donations to collect, collate and restore records, provide information, and renovate, restore and maintain buildings, machinery and historical items for future generations.

Under Section 27 of the Fire Services Property Levy Act 2012, Council is only able to waive the whole or part of a levy payment under this section, if Council has already waived the whole or part of any rate or charge or interest under sections 170, 171 and 171A of the Local Government Act 1989 in respect to the same land.

Council have not previously resolved to provide a rate or charges waiver for the Hopetoun and District Historical Society Inc and the property at 75 Toole Street, Hopetoun. Therefore Council would not be able to provide a waiver for the Fire Services Levy.

The 2013/2014 annual Council rates and charges for this property are \$118.01. The 2013/2014 Fire Services Property Levy for this property is \$209.28.

Council currently provide general rates and municipal charge waivers under Section 171 of the Local Government Act 1989 for the Rupanyup Historical Society Inc and the Warracknabeal & District Historical Society Inc, but they are still required to pay the Fire Services Property Levy and any Garbage or Recycling charges.

Recommendation

That Council grant the Hopetoun and District Historical Society Inc a 100% waiver for the general rates and municipal charge for the property at 75 Toole Street, Hopetoun, to assist the Historical Society in preserving the history of Hopetoun and the surrounding district.

12 GENERAL BUSINESS (including strategic direction and specific issues)

13 CLOSED SESSION

14 MINUTES FROM MEETINGS

15 ATTACHMENTS / REPORTS

16 NEXT MEETING

The next meeting of Council will be held on Wednesday, 11 December 2013 at 9:30am at Warracknabeal.

17 CLOSE

Application Identifier <small>x (ppr v0.03)</small>	Property Location						Estimated Cost of Works	Proposed Use or Development	Applicant Details						Date Application Received	Current Land Use	Proposed Land Use	Number of New Dwellings (Yield)	Responsible Authority Outcome	Date of Responsible Authority Outcome	
	Street Address			Crown Description		Lot on Plan			Name	Address											
	Street Number, Name, Type	Locality	Postcode	Allotment, Block, Section, and Parish/Township	Lot	Plan				Line One	Street Number, Name, Type	Locality	Postcode	State							
1.2	1.4.1.1	1.4.1.2	1.4.1.3	1.4	1.4.5.1	1.4.5.2	1.7	1.8	1.9.1	1.9.1.0	1.9.1.1	1.9.1.2	1.9.1.3	1.9.1.4	2.1	3.2	3.3	3.4	4.1	4.2	
TP07-13	Dimboola Road	Warracknabeal	3393	45			\$4,000	Levie bank accross Yarrambiack Creek	Corey McFarlane		2 Phillips Street	Warracknabeal	3393	Vic	22/02/2013	Leisure & recreation	Leisure & recreation		Lapsed	30/10/2013	
TP31-13	8 Algerian Street	Patchewollock	3491	CA 2011 Parish Patchewollock	2011	TP946101F	\$12,000	Use and Development of land for the construction of a Caravan Park	Greg Wallace		PO Box 7	Lascelles	3487	Vic	18/06/2013	Residential/Accommodation	Residential/Accommodation		In progress		
TP32-13	82 Lyle Street	Warracknabeal	3393		2	PS114453	\$200,000	Development of Buildings & Works	Danielle and Andrew Barbetti		82 Lyle St	Warracknabeal	3393	Vic	24/06/2013	Industry and warehouse	Industry and warehouse		In progress		
TP45-13	1 McLeod St	Minyip	3392	1B Parish Nullan				Development of land by the construction of 2 two bedroom units	Dunmumkile Lodge		1 McLeod St	Minyip	3392	Vic	13/08/2013	Residential/Accommodation	Residential/Accommodation		Permit issued by delegate of Council	22/10/2013	
TP50-13	Longerenong-Warracknabeal Rd	Kewell	3393		Lot 1 & 2	TP433376Y		Subdivision	Hadden Farren Land Surveyors		188 Breen St	Golden Square	3555	Vic	13/07/2013	Agriculture	Utility Installation		No permit required	01/10/2013	
TP51-13	Wimmera Highway	Minyip	3392				\$1,153.00	Removal of native vegetation	Grampians Wimmera Mallee Water		PO Box 481	Horsham	3402	Vic	27/08/2013	Agriculture	Agriculture		Permit issued by delegate of Council	18/10/2013	
TP52-13	Cronomby Tanks Rd	Woomelang	3485				\$30,000	Construction of toilet block and walking track	Melissa Mitchell		PO Box 27	Woomelang	3485	Vic	10/09/2013	Leisure & recreation	Leisure & recreation		Permit issued by delegate of Council	18/10/2013	
TP53-13	126 Lascelles St	Hopetoun	3396		4	PS057595	\$11,800	Construction of a Garage	Mal McLean		16 Lascelles St	Hopetoun	3396	Vic	24/09/2013	Residential/Accommodation	Residential/Accommodation		Permit issued by delegate of Council	14/10/2013	
TP54-13	16 Conran St	Hopetoun	3396		1	TP699079T	\$12,000	Construction of a Garage	Mal McLean		16 Lascelles St	Hopetoun	3396	Vic	02/10/2013	Residential/Accommodation	Residential/Accommodation		Permit issued by delegate of Council	22/10/2013	
TP55-13	262 Henty Highway	Warracknabeal	3393		2	PS342448U	\$30,000	Relocate Existing Tanks & Shed Extensions	Scott Milne		251 Birchip Rd	Warracknabeal	3396	Vic	02/10/2013	Industry and warehouse	Industry and warehouse		In progress		
TP56-13	48 Lake Street	Murtoa	3390				\$135,000	Erection of 4x25 metre Light Towers	Andy Delahunty		PO Box 74	Murtoa	3390	Vic	09/10/2013	Leisure & recreation	Leisure & recreation		In progress		
TP57-13	6065 Stawell-Warracknabeal Rd	Minyip	3392	CA A Parish Nullan	A	TP72535Q	\$230,000	Develop site as a Industry repair and fabricating farm equipment.	Peter Niewand		Knapdale, Stawell-Warracknabeal Rd	Minyip	3392	Vic	14/10/2013	Agriculture	Industry and warehouse		In progress		
TP58-13	9-11 Lyle St	Warracknabeal	3393	13, 19, 14, 15, 20, 21			\$100,000	Installation and use of additional classroom building	KHLA Building Design Pty LTd		30 Victoria St	Ballarat	3350	Vic	14/10/2013	Place of assembly	Place of assembly		In progress		
TP59-13	7 Wal Wal Rd	Lubeck	3390	CA 3 Sec 4 Parish Marma			\$6,690	Construction of a Cricket Pavillion	Lubeck Memorial Reserve		3452 Horsham-Lubeck Rd	Lubeck	3385	Vic	21/10/2013	Leisure & recreation	Leisure & recreation		In progress		



Yarriambiack

SHIRE COUNCIL

2013-2015

HEATWAVE PLAN



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Executive summary

Heatwaves have been experienced in the past and are forecast to increase in frequency and intensity in the future. Evidence shows that heatwaves cause death and can aggravate existing health conditions. Those most at risk are vulnerable population groups including the elderly, babies and children and those with pre-existing medical conditions.

Adverse health effects of hot weather and heatwaves are largely preventable and this *Heatwave Plan* aims to form partnerships with other levels of government and local agencies to increase the resilience of the community and to ensure that solid plans are in place to respond to heatwaves in the future.

The aim of this plan is to:

- Assist in reducing illness and death caused by heatwave events in the community; and
- Provide support and recovery assistance throughout the duration of a heatwave.

The objectives of the plan include:

- Preparedness:
 - Have arrangements in place to reduce the impact of a heatwave on the community;
 - Increase the understanding of heatwave planning and management across Council and key stakeholders;
 - Develop partnerships and collaborative arrangements to better respond to heatwaves;
 - Increase understanding of heatwaves in communities so as to increase their capacity to respond during a heatwave event; and
 - Develop long term and sustainable behavioural change to minimise the impacts of heatwaves on health and wellbeing.
- Response:
 - Ensure that health information and support is readily available to the community, vulnerable population groups and their carers during a heatwave; and
 - Provide a coordinated emergency response to heat events so as to increase effectiveness.
- Communication:
 - Develop media and communication messages, in line with whole of government messages, to inform the community and staff of impending heatwaves and any changes to normal municipal service delivery.
- Community support and recovery:
 - Maintain a community response to community members who continue to be at risk as a heatwave abates.

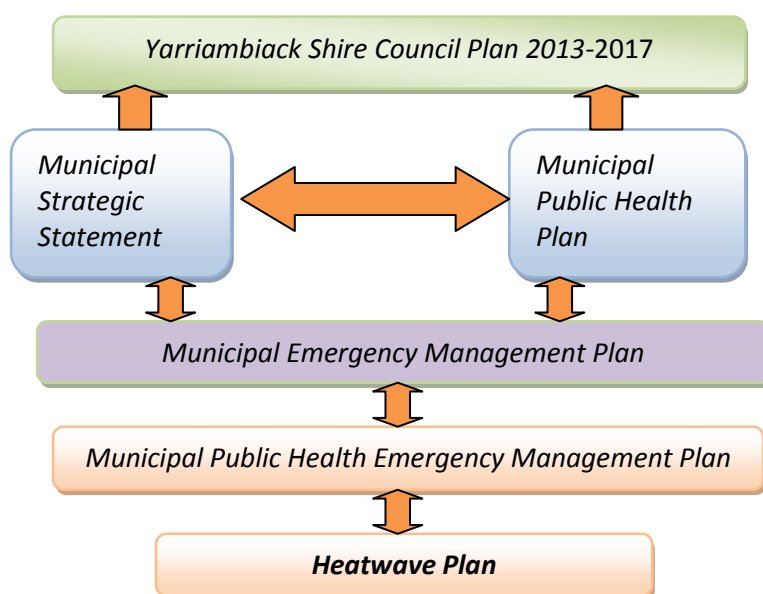
Policy context

The *Heatwave Plan* has been written to:

- Be consistent with legislation, departmental guidelines and other Council planning frameworks relevant to heatwaves. These include:
 - *Heatwave Plan for Victoria* (2011);
 - *Public Health and Wellbeing Act 2008*;
 - *Our Environment Our Future Sustainability Action Statement 2006*;
 - *Emergency Management Act 1986*;
 - *Taking action for Victoria's future: Climate Change White Paper – The implementation plan*;
 - *Climate Change Act 2010*;
 - *Planning and Environment Act 1987*; and
 - *Local Government Act 1989*.
- Outline health and community actions and response arrangements to heatwave alert;
- Identify vulnerable persons within the Yarriambiack community;
- Propose a clear communication strategy to initiate alert, response and recovery phases of the plan;
- Describe key stakeholder roles and recommend stakeholder actions; and
- Promote a community awareness and education component.

The *Yarriambiack Shire Council Heatwave Plan* is an important part of a suite of Council publications that provide consistent community-wide messages around how to stay healthy. This plan informs existing frameworks by outlining a coordinated, municipal wide approach to better understanding the health impacts of heatwaves. The plan is a sub-plan of the Shire's *Municipal Public Health Emergency Management Plan*, itself a sub-plan of the *Yarriambiack Shire Council Municipal Emergency Management Plan*.

Figure 1: Planning responsibilities of local government



What is a heatwave?

There is no single nationally or internationally accepted definition of a heatwave. Factors such as humidity, demographics, urban and rural design, and acclimatisation mean that similar temperatures might vary in impact in different environments or on different communities. Heatwaves are typically described as a minimum temperature over a prescribed duration that is likely to impact on the health of the community.

Heatwaves and the Yarriambiack Shire

The Yarriambiack Shire covers a 7,158 square kilometre area in the Wimmera Mallee district of Victoria. The Shire had an estimated population at the last Census in 2011 of 7,088 people a number which continues to slowly decrease. The Yarriambiack Shire is also facing an ageing population with 24.6% over 65 years of age, compared to the state figures of 14.2%. The region is the heartland of grain production and handling. One quarter of Victoria's total production of wheat and barley is produced locally.

People in the Yarriambiack Shire are generally accustomed to living in hot weather and are known to be resilient in hot conditions. For this reason, many of us can become complacent about extreme heat events and don't believe we could be susceptible to heat-related health impacts.

The events of the January 2009 heatwave in Victoria resulted in an estimated 374 excess deaths compared with the average rate in the same week over the previous five years, and serves as a reminder that the impact of heatwaves on human health is real and life threatening¹. Our region experienced heat of unprecedented intensity and duration with maximum temperatures 12 to 15°C above normal for much of the area. The temperature was above 43°C for three consecutive days from 28 to 30 January reaching a peak of 45.1°C on 30 January 2009.

Research tells us that climate change is expected to increase the frequency and intensity of such heatwaves in our area. During the last decade, average daily maximum temperatures in our region have been recorded as 0.6°C warmer than the 30 year (1961 to 1990) average². The future climate of our area is expected to be hotter and drier than it is today. By 2030, average annual temperatures will be around 0.8°C warmer and the number of hot days (days over 30°C) will continue to increase. Extreme weather events are predicted to become more frequent and severe in the years to come.

Yarriambiack Shire's landscape and climate make it vulnerable to drought, bushfire and heatwave conditions. Drought has been a constant feature of the climate conditions in recent years. Extended dry hot periods have seen natural waterways reduced and communities and industry adapt to the conditions. High temperatures in the Wimmera Mallee typically correspond to low humidity values because the prevailing winds originate from the dry inland parts of the country.

Very hot days are usually associated with hazardous fire weather conditions in the region. The fire threat is increased when thunderstorms develop causing lightning that provides the ignition for storms. This is particularly the case when thunderstorms cause little or no rain, as is sometimes the case in our municipality.

1. Victorian Office of the Chief Health Officer (2009). Office of the Chief Health Officer Report

2. Victorian Government of Sustainability and Environment (2008). Climate Change in Wimmera/Mallee

Heat health alert

The Department of Health (DoH) has developed a state-wide Heat Health Alert System to notify councils, hospitals, and health and community service providers of forecast heatwave conditions which are likely to affect human health. Research tells us that when our area, north of the netting fence in the Mallee District, reaches a heat health temperature threshold of 34°C or above, heat-related illness and mortality increases substantially. When the threshold reaches 32°C or above, south of the netting fence in the Wimmera District, a similar alert will be given. Our Shire is the only municipality in Victoria with two different heat health thresholds.

These thresholds are calculated by the Bureau of Meteorology (BoM). They determine the daily average temperature: the average of the forecast daily maximum temperature and the forecast overnight temperature (which is the daily minimum for the following day).

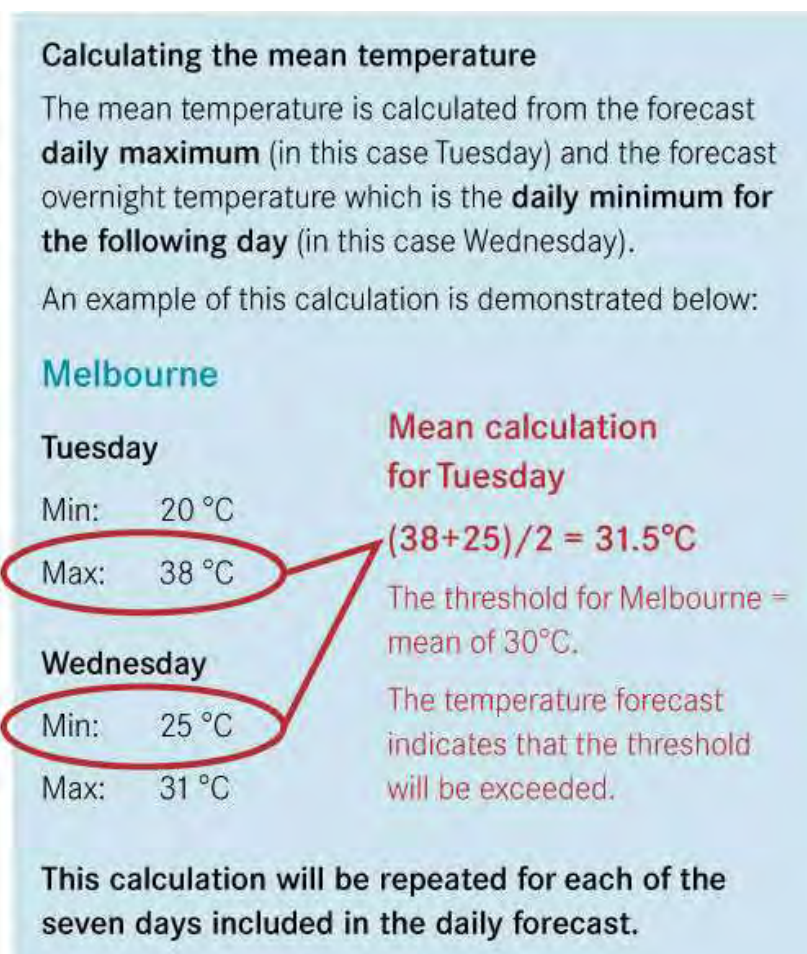
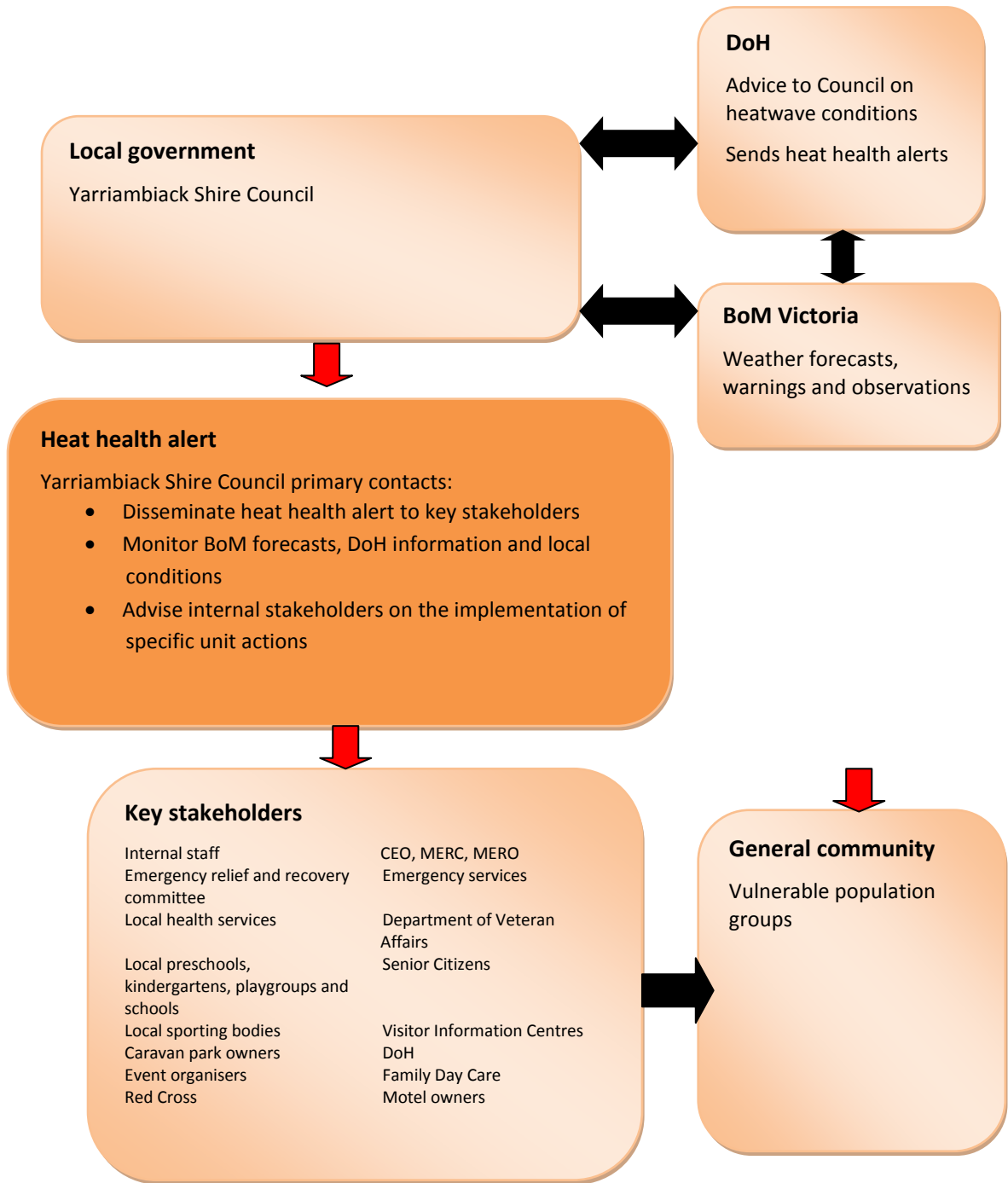


Figure 2: Calculating Heat Health Alert thresholds

When forecast average temperatures are predicted to reach or exceed the heat health temperature thresholds for the two areas within the Yarriambiack Shire, the department will issue a heat health alert to designated contacts (see Appendix 1), including our Council primary contacts.

Efficient response to heat health alerts is dependent upon the Yarriambiack Shire informing all key stakeholders of their responsibilities to enact their own heatwave actions via email, fax or telephone. An activation plan will be followed to ensure this process is carried out smoothly and effectively (see Figure 3).

Figure 3: Heat Health Alert Activation Plan



Heatwaves and health

As temperatures rise, so does the risk of contracting a heat related illness, a medical condition that results from the body's inability to cope with heat and cool itself. If left untreated, a heat illness can lead to serious complications, even death. In fact, heat kills more people than tornadoes, hurricanes, lightning and flash floods – combined.

Heat-related illness can range from mild conditions, such as a rash or cramps, to very serious conditions, such as heat stroke, which can be fatal. Heatwaves can also exacerbate existing medical conditions including heart and kidney disease. Heat-related illness can make people feel uncomfortable, not so much because they feel hot, but rather because they sense how difficult it has become to lose body heat at the rate necessary to keep their inner body temperature close to 37°C. The body responds to this stress progressively through three phases.

1. Heat cramps - muscular pains and spasms caused by heavy exertion. Although heat cramps are the least severe Phase they are an early signal that the body is having trouble with the heat.
2. Heat exhaustion - typically occurs when people exercise heavily or work in a hot, humid place where body fluids are lost through heavy sweating. Blood flow to the skin increases, causing a decrease of flow to the vital organs. This results in mild shock with symptoms of cold, clammy and pale skin, together with fainting and vomiting. If not treated the victim may suffer heat stroke.
3. Heat stroke - is life threatening. The victim's temperature control system, which produces sweating to cool the body, stops working. The body temperature may exceed 40.6°C potentially causing brain damage and death if the body is not cooled quickly.

High temperatures can also be linked to increased hospital admissions relating to heat stress, dehydration, or as a result of heat exacerbating existing conditions; increased rates of certain crimes particularly those related to aggressive behaviour such as homicide; increased number of work-related accidents and reduced work productivity; and decreased sporting performance.

To help prevent the onset of a heat related illness, people in the Yarriambiack Shire are advised to follow the **four key health messages** promoted by DoH.

- Keep cool
- Drink plenty of water
- Stay out of the sun
- Look after yourself and others.

General care for heat emergencies includes cooling the body, giving fluids and minimising shock. Prevention is the best way to manage heat related illness.



People most at risk to heatwaves

Heatwaves can affect anybody, including the young and healthy; however, there are certain population groups that are more at risk than others. These include the elderly, infants and young children, people with a disability, people with a pre-existing medical condition and people who are socially and economically disadvantaged. Other groups at risk to heat include people who are overweight, people who over exert during work or exercise and people confined to bed and unable to care for themselves.

While the *Yarriambiack Shire Council Heatwave Plan* plans for a whole-of-community response, it particularly focuses upon the following groups:

- The elderly: People over 65 years of age

Most studies have found that heat-related mortality is highest in those over 65 years of age. In Victoria's January 2009 heatwave, reportable deaths for those 65 years and older more than doubled³. Yarriambiack Shire's population, like most parts of Australia, is ageing. This ageing trend is projected to continue, but at a higher rate as the baby boomers enter old age. Activities which improve the care of the elderly will improve their ability to cope with heatwaves. This includes regular monitoring, ensuring proper clothing, a cool environment, appropriate diet and adequate intake of fluids.

- Infants: Children aged 0 to 4 years

Young children are also sensitive to the effects of high temperatures because they produce more metabolic heat than adults and rely on others to regulate their environments and provide adequate liquids. Their core temperature can rise quickly causing dehydration. Our Maternal and Child Health nurses will provide education to families on how to care for young children in hot weather.

- Tourists and residents of caravan parks

Tourists can be more prone to the effects of heatwaves, particularly if they are visiting from cooler regions and are not acclimatised to the hot dry heat that rural Victoria can experience during the summer months. Nevertheless, it is assumed that most tourists in their own vans visiting the area over the summer period would have air-conditioning and be prepared for hot weather.

Caravan park residents (temporary or permanent) are more vulnerable to the effects of heatwave events, particularly vans without air conditioning when daytime and night time temperatures remain high, or there is a power outage. Education around heatwaves will target tourist destinations within the Yarriambiack Shire, particularly focused on caravan parks and community events. Caravan park owners and community event organisers will be encouraged to designate and promote areas where patrons can find relief from the heat on hot weather days. These designated areas should be air conditioned and provided with a potable water supply. A fridge where water can be cooled to a drinkable temperature should also be provided.

- People working in hot environments

Many occupations require people to work in hot conditions irrespective of the weather. Air temperature, radiant temperature, air velocity, humidity, clothing and activity are recognised as factors that interact to determine heat stress.

3. Victorian Office of the Chief Health Officer 2009. Office of the Chief Health Officer Report

Anyone having to work outside in hot weather without appropriate protection, particularly if it involves heavy physical activity, is at increased risk of suffering health effects from heat. Protective clothing, particularly for workers in the emergency services, may become a dangerous hazard. Employers and employees have Occupational Health and Safety obligations to follow to ensure that the health and wellbeing of staff is a priority.

- People participating in physical activity

Exercising in the heat creates competitive demands on the cardiovascular system, which is required to increase the blood supply to exercising muscles. In extreme heat and high humidity, evaporation is slowed and the body must work harder to maintain a normal temperature. Most heat disorders occur because a person has been over-exposed to heat and/or has over-exercised.

Council will encourage sporting clubs to consider introducing policies for heatwave days based on Sports Medicine Australian guidelines. A full copy of the Sports Medicine Australia guidelines is available from the website www.sma.org.au.

- People with chronic diseases

Virtually all chronic diseases present a risk of death/illness due to heat and since the elderly are more likely to have a chronic medical condition, this is another reason why they are at increased risk. Those at the greatest risk are people with psychiatric disorders, depression, and diabetes, pulmonary, cardiovascular and cerebrovascular conditions.

Partners

Council is working alongside stakeholders from within the targeted sector groups in the Yarriambiack community to act as key partners in the future evaluation of the *Heatwave Plan*. We will partner with government, private sector, service provider and community group organisations that represent our vulnerable communities.

These partners include:

- Emergency relief and recovery committee
- Local health services
- Local preschools, kindergartens, playgroups and schools
- Local sporting bodies
- Caravan park owners
- Event organisers
- Red Cross
- Emergency services
- Department of Veteran Affairs
- Senior Citizens
- Visitor Information Centres
- DoH
- Family Day Care
- Motel owners

Each of the key partners has an important role to play in the event of a declared heatwave. Recommendations around what stakeholders can do in times of extreme heat are summarised in the following action plan.

Comprehensive contact details for emergency management agencies and individuals in the Yarriambiack Shire Council Shire are contained in the *Yarriambiack Shire Council Municipal Emergency Management Plan*.

What we are going to do

To be better prepared for heatwave conditions this summer, Yarriambiack Shire Council is going to:

- Include heatwave preparation, response and recovery into existing municipal plans;
- Make use of existing community registers;
- Use our community services and organisations to support vulnerable populations;
- Engage in a communication and media campaign using heatwave messages consistent with DoH materials; and
- Respond to state activated heat alert system in a planned and considered way.

Our action plan

Our action plan is not just about responding to a pending heatwave; instead, it provides guidance all-year-round as we prepare our community in advance for very hot summers. Our actions then can be divided into four phases.

- Phase 1: Pre summer preparation
- Phase 2: During summer prevention
- Phase 3: Heatwave response
- Phase 4: Heatwave recovery

Each phase is characterised by a set of key actions (see Figure 4).

Figure 4: Summary of heatwave plan actions

Phase 1 Pre summer preparation April 1 to November 30	<ul style="list-style-type: none"> • Revisit vulnerable groups and update community register • Engage key stakeholders • Identify cool areas • Revisit communication resources and materials
Phase 2 During summer prevention December 1 to March 31	<ul style="list-style-type: none"> • Disseminate heat health information • Organise cool areas for possible use • Monitor BoM thresholds • Audits on vulnerable groups • Advise key stakeholders of roles and responsibilities
Phase 3 Heatwave response Trigger: Department of Health (DoH) heat health alert	<ul style="list-style-type: none"> • Alert key stakeholders of Heat Health Alert • Enact internal Council heatwave actions • Media alert of key messages and cool area locations • Notify the Emergency relief and recovery committee • Monitor local conditions
Phase 4 Heatwave recovery	<ul style="list-style-type: none"> • Review heatwave actions • Modify <i>Yarriambiack Shire Council Heatwave Plan</i> according to recommendations

What we will do in Phase 1

Phase 1 includes a range of actions to build capacity within Yarriambiack communities leading up to the summer months. It identifies and engages all key stakeholders. This phase is implemented between April 1 and November 30 each year.

Phase 1 actions	Responsibility	Time frame
Revisit vulnerable groups and update community registers <ul style="list-style-type: none"> Update client base contact information 	Manager Community Services, Aged and Disability Coordinator, MCH Coordinator	April - November
Engage key stakeholders <ul style="list-style-type: none"> Distribute <i>Staying Healthy in the Heat</i> information to stakeholders Advise on Phase 1 actions (see below) 	EHO	April - November
Identify cool areas <ul style="list-style-type: none"> Compile lists of cool areas 	Manager Community Services, Emergency relief and recovery committee	April - November
Revisit communication resources and materials <ul style="list-style-type: none"> Seek updated resources to support heatwave messages Plan for summer media campaign 	EHO	April - November

What key stakeholders can do in Phase 1

In Phase 1, key stakeholders will be advised by Council to consider:

- Revisiting their actions from the previous summer and evaluate their levels of effectiveness;
- Meeting with other stakeholders to revise and amend key heatwave messages and actions;
- Updating their community registers;
- Collecting general heatwave information from Council;
- Educating any staff of key heatwave messages; and
- Auditing client homes (if appropriate).

What we will do in Phase 2

Phase 2 includes a range of actions to further build resilience amongst Yarriambiack Shire residents during the summer months. It directly involves the actions of most key stakeholders. This phase is implemented between December 1 and March 31 each year.

Phase 2 actions	Responsibility	Time frame
Disseminate heat health information <ul style="list-style-type: none">• General media release• Place information brochures in Council Offices and spaces	EHO	December
Organise cool areas for possible use	Manager Community Services	December
Monitor heat health thresholds for the Shire	EHO	Summer
Audits on vulnerable groups <ul style="list-style-type: none">• Assist clients to plan what they would do in a heatwave	Aged and Disability Coordinator, MCH Coordinator	Summer
Advise key stakeholders of roles and responsibilities <ul style="list-style-type: none">• Advice on Phase 2 actions (see below)	EHO	December

What key stakeholders can do in Phase 2

In Phase 2, key stakeholders will be advised by Council to consider:

- Distributing heatwave information to clients;
- Identifying cool areas;
- Keeping in regular contact with vulnerable clients;
- Modifying client programs; and
- Providing staff with access to extra water and cool clothing.

What we will do in Phase 3

Phase 3 is triggered when imminent heatwave temperatures are predicted by BoM for the Yarriambiack Shire. Council will know to move to this phase when it is notified by DoH. Two staff members at Council will receive an email Heat Health Alert when forecasted temperatures are expected to exceed threshold levels. It will then be up to Council to continue to monitor forecast temperatures and notify the relevant stakeholders to activate specific actions in Phase 3 of this *Heatwave Plan*.

Phase 3 actions	Responsibility	Time frame
Alert key stakeholders of Heat Health Alert <ul style="list-style-type: none"> Send generic DoH message to all listed stakeholders 	EHO	Activation of Heat Health Alert
Enact internal Council heatwave actions <ul style="list-style-type: none"> Send generic DoH message to managers Enact client phone trees 	EHO, Aged and Disability Coordinator	Activation of Heat Health Alert
Media alert of key heat health messages and cool area locations/messages	EHO	Activation of Heat Health Alert
Notify the Emergency relief and recovery committee, CEO, MERC and MERO	Manager Community Services	Activation of Heat Health Alert
Monitor local conditions <ul style="list-style-type: none"> Reassess any outdoor run events Alter staff scheduling Revisit pool opening and closing times 	Manager Community Services , EHO, MERO	During heatwave

Aspects of the *Municipal Emergency Management Plan* would be activated by Yarriambiack Shire Council in response to declared emergencies resulting from heatwave conditions. In this case, the Emergency Management Committee would assume command.

What key stakeholders can do in Phase 3

Prompt action by stakeholders during Phase 3 will ensure the impacts of heat on the elderly, very young, tourists and Council staff is kept to a minimum. Key stakeholders will be advised by Council to consider:

- Enacting their phone trees;
- Prioritising tasks especially for those involving physical exertion;
- Assessing risk for clients and staff;
- Rescheduling staff work times and hours;
- Providing additional fluids and cool places to rest for clients and staff;
- Modifying client programs;
- Transporting clients in cooler parts of the day; and
- Altering children's outdoor activities and play times.

What we will do in Phase 4

Phase 4 ensures our *Heatwave Plan* remains relevant and meets the changing needs of our community. Council will review heatwave actions in this phase after each heatwave event or at the end of summer and use any amendments to inform an updated *Heatwave Plan* every four years. This will be carried out in conjunction with the *Municipal Emergency Management Plan* review cycle. The review process will take into account changes at state, regional and local levels. All relevant stakeholders will actively participate in the evaluation. The following questions will be addressed.

- Were the actions in Phase 3 appropriate and timely?
- What worked?
- What didn't work?
- Was information communicated effectively to stakeholders?
- Was information communicated effectively to the general community?
- What could we do differently next summer?

Phase 4 actions	Responsibility	Time frame
Review current <i>Heatwave Plan</i> <ul style="list-style-type: none">• Engage internal stakeholders in planned review• Follow up on clients as to how they went during last summer	Manager Community Services	April – Annually
Modify <i>Yarriambiack Shire Council Heatwave Plan</i> according to recommendations	EHO	Post summer

What key stakeholders can do in Phase 4

In Phase 4, key stakeholders will be advised by Council to consider:

- Participating in Council's evaluation of the *Yarriambiack Shire Council Heatwave Plan*;
- Reviewing their own actions during prolonged periods of hot weather; and
- Making recommendations to modify their own plans.

Appendix 1: Heat health alert distribution list 2010–2011

Local government authorities: Designated contacts (minimum 2 per council)

Minister's office:

- Minister for Health
- Minister for Ageing
- Children & Early Childhood Development
- Minister for Mental Health;
- Women's Affairs;
- Community Services

DH – Head office

- DH Secretary
- Executive Directors
- Directors
- Executive Officers

DH/DHS – Regional

- REOC
- Regional Director
 - EM Coordinator/Manager
 - Corporate Service Managers
- Director – Health & Aged Care
 - Public Health Manager
 - Regional Environmental Health Officer (REHO)

DHS – Head office

- DHS Secretary
- Executive Directors
- Directors
- Executive Officers

DH – Program areas

- WICA
 - Aged Care
 - Health Protection and Chief Health Officer
 - Prevention and Population Health
 - Integrated Care
- Strategy, Policy & Finance
 - Business Planning & Communications – Media Unit
 - Health Regulation and Reform – Private Hospitals Unit
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 - Quality, Safety & Patient Experience (VHEC)

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- Department of Justice
 - Office of the Emergency Services Commissioner
 - Office of the Fire Services Commissioner
- Department of Environment and Primary Industries
- Department of Transport, Planning and Local Infrastructure
- Information Victoria (DIIRD)
- Community Registers

Government agencies

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- Bureau of Meteorology
- Centrelink
- Coroners Court

Statewide or major metropolitan service providers

- Bapcare
- Brotherhood of St Laurence, Integrated Community Care
- Life Saving Victoria
- Melbourne Medical Deputising Service
- Multiple Sclerosis Australia (Victoria)
- NURSE-ON-CALL provider (Medibank Private)
- Personal Alert Victoria
- Royal District Nursing Service (RDNS)
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Peak or advocacy bodies

- Aged and Community Care Australia
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Yarriambiack

SHIRE COUNCIL

2011-2012

HEATWAVE PLAN



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Executive summary

Heatwaves have been experienced in the past and are forecast to increase in frequency and intensity in the future. Evidence shows that heatwaves cause death and can aggravate existing health conditions. Those most at risk are vulnerable population groups including the elderly, babies and children and those with pre-existing medical conditions.

Adverse health effects of hot weather and heatwaves are largely preventable and this *Heatwave Plan* aims to form partnerships with other levels of government and local agencies to increase the resilience of the community and to ensure that solid plans are in place to respond to heatwaves in the future.

The aim of this plan is to:

- Assist in reducing illness and death caused by heatwave events in the community; and
- Provide support and recovery assistance throughout the duration of a heatwave.

The objectives of the plan include:

- Preparedness:
 - Have arrangements in place to reduce the impact of a heatwave on the community;
 - Increase the understanding of heatwave planning and management across Council and key stakeholders;
 - Develop partnerships and collaborative arrangements to better respond to heatwaves;
 - Increase understanding of heatwaves in communities so as to increase their capacity to respond during a heatwave event; and
 - Develop long term and sustainable behavioural change to minimise the impacts of heatwaves on health and wellbeing.
- Response:
 - Ensure that health information and support is readily available to the community, vulnerable population groups and their carers during a heatwave; and
 - Provide a coordinated emergency response to heat events so as to increase effectiveness.
- Communication:
 - Develop media and communication messages, in line with whole of government messages, to inform the community and staff of impending heatwaves and any changes to normal municipal service delivery.
- Community support and recovery:
 - Maintain a community response to community members who continue to be at risk as a heatwave abates.

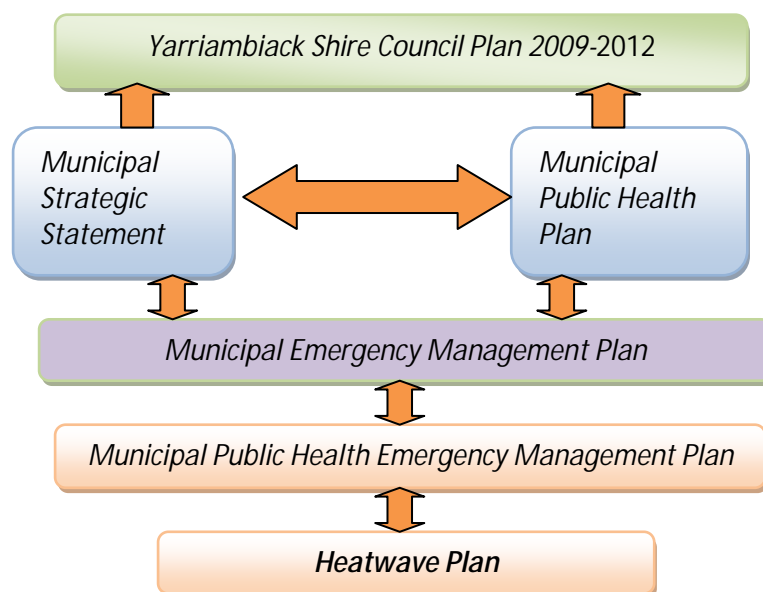
Policy context

The *Heatwave Plan* has been written to:

- Be consistent with legislation, departmental guidelines and other Council planning frameworks relevant to heatwaves. These include:
 - *Heatwave Plan for Victoria* (2011);
 - *Public Health and Wellbeing Act 2008*;
 - *Our Environment Our Future Sustainability Action Statement 2006*;
 - *Emergency Management Act 1986*;
 - *Taking action for Victoria's future: Climate Change White Paper – The implementation plan*;
 - *Climate Change Act 2010*;
 - *Planning and Environment Act 1987*; and
 - *Local Government Act 1989*.
- Outline health and community actions and response arrangements to heatwave alert;
- Identify vulnerable persons within the Yarriambiack community;
- Propose a clear communication strategy to initiate alert, response and recovery phases of the plan;
- Describe key stakeholder roles and recommend stakeholder actions; and
- Promote a community awareness and education component.

The *Yarriambiack Shire Council Heatwave Plan* is an important part of a suite of Council publications that provide consistent community-wide messages around how to stay healthy. This plan informs existing frameworks by outlining a coordinated, municipal wide approach to better understanding the health impacts of heatwaves. The plan is a sub-plan of the Shire's *Municipal Public Health Emergency Management Plan*, itself a sub-plan of the *Yarriambiack Shire Council Municipal Emergency Management Plan*.

Figure 1: Planning responsibilities of local government



What is a heatwave?

There is no single nationally or internationally accepted definition of a heatwave. Factors such as humidity, demographics, urban and rural design, and acclimatisation mean that similar temperatures might vary in impact in different environments or on different communities. Heatwaves are typically described as a minimum temperature over a prescribed duration that is likely to impact on the health of the community.

Heatwaves and the Yarriambiack Shire

The Yarriambiack Shire covers a 7,160 square kilometre area in the Wimmera Mallee district of Victoria. The Shire had an estimated population at the last Census in 2006 of 7,742 people a number which continues to slowly decrease. The Yarriambiack Shire is also facing an ageing population with 22.9% over 65 years of age, compared to the state figures of 13.3%. The region is the heartland of grain production and handling. One quarter of Victoria's total production of wheat and barley is produced locally.

People in the Yarriambiack Shire are generally accustomed to living in hot weather and are known to be resilient in hot conditions. For this reason, many of us can become complacent about extreme heat events and don't believe we could be susceptible to heat-related health impacts.

The events of the January 2009 heatwave in Victoria resulted in an estimated 374 excess deaths compared with the average rate in the same week over the previous five years, and serves as a reminder that the impact of heatwaves on human health is real and life threatening¹. Our region experienced heat of unprecedented intensity and duration with maximum temperatures 12 to 15°C above normal for much of the area. The temperature was above 43°C for three consecutive days from 28 to 30 January reaching a peak of 45.1°C on 30 January 2009.

Research tells us that climate change is expected to increase the frequency and intensity of such heatwaves in our area. During the last decade, average daily maximum temperatures in our region have been recorded as 0.6°C warmer than the 30 year (1961 to 1990) average². The future climate of our area is expected to be hotter and drier than it is today. By 2030, average annual temperatures will be around 0.8°C warmer and the number of hot days (days over 30°C) will continue to increase. Extreme weather events are predicted to become more frequent and severe in the years to come.

Yarriambiack Shire's landscape and climate make it vulnerable to drought, bushfire and heatwave conditions. Drought has been a constant feature of the climate conditions in recent years. Extended dry hot periods have seen natural waterways reduced and communities and industry adapt to the conditions. High temperatures in the Wimmera Mallee typically correspond to low humidity values because the prevailing winds originate from the dry inland parts of the country.

Very hot days are usually associated with hazardous fire weather conditions in the region. The fire threat is increased when thunderstorms develop causing lightning that provides the ignition for storms. This is particularly the case when thunderstorms cause little or no rain, as is sometimes the case in our municipality.

1. Victorian Office of the Chief Health Officer (2009). Office of the Chief Health Officer Report

2. Victorian Government of Sustainability and Environment (2008). Climate Change in Wimmera/Mallee

Heat health alert

The Department of Health (DoH) has developed a state-wide Heat Health Alert System to notify councils, hospitals, and health and community service providers of forecast heatwave conditions which are likely to affect human health. Research tells us that when our area, north of the netting fence in the Mallee District, reaches a heat health temperature threshold of 34°C or above, heat-related illness and mortality increases substantially. When the threshold reaches 32°C or above, south of the netting fence in the Wimmera District, a similar alert will be given. Our Shire is the only municipality in Victoria with two different heat health thresholds.

These thresholds are calculated by the Bureau of Meteorology (BoM). They determine the daily average temperature: the average of the forecast daily maximum temperature and the forecast overnight temperature (which is the daily minimum for the following day).

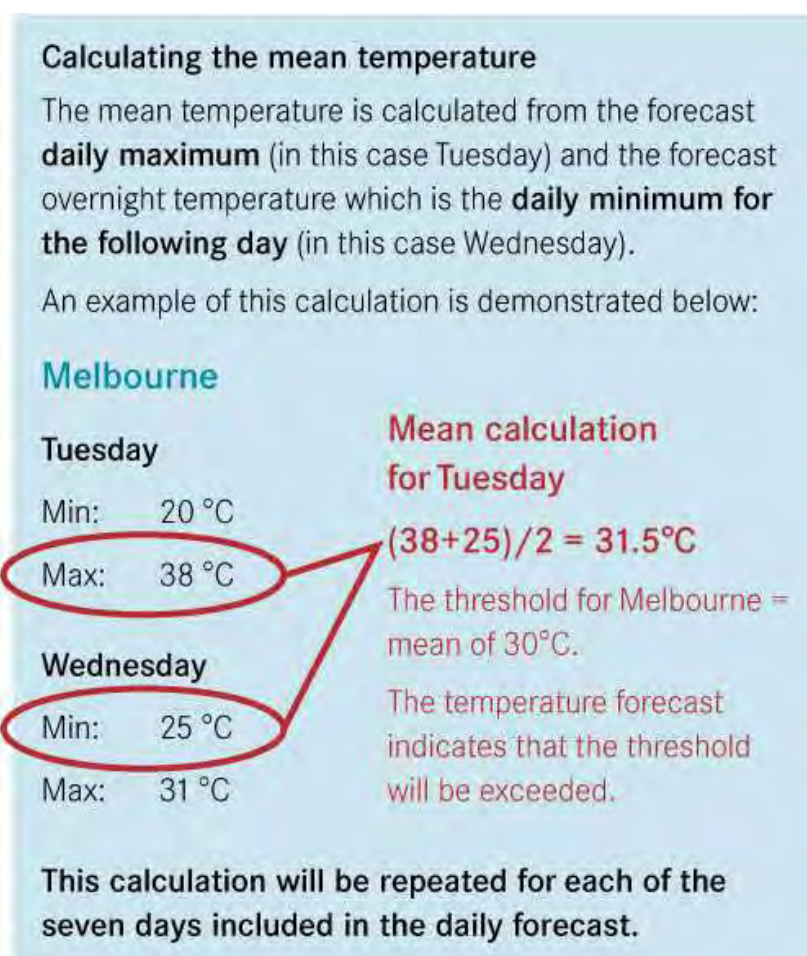
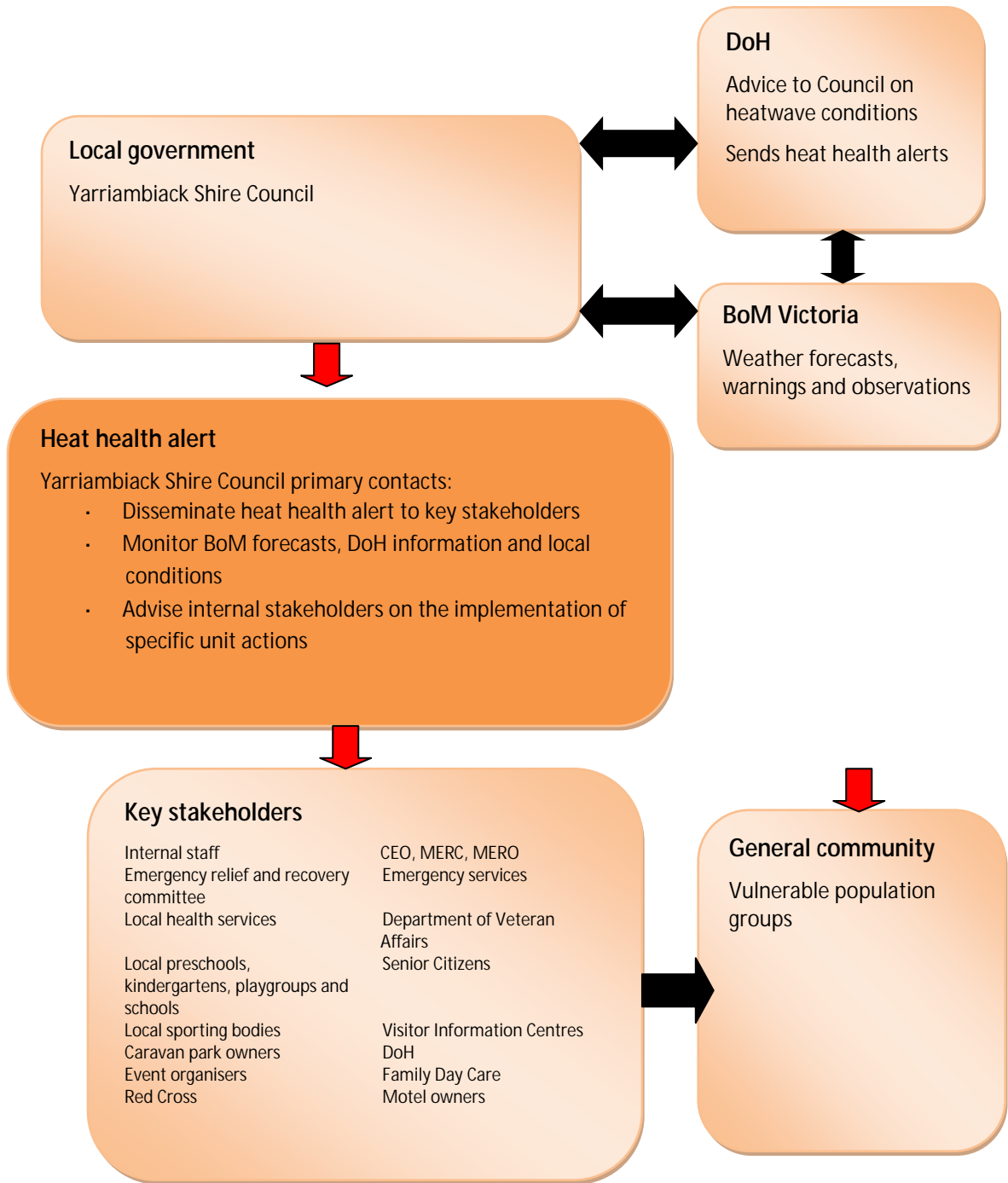


Figure 2: Calculating Heat Health Alert thresholds

When forecast average temperatures are predicted to reach or exceed the heat health temperature thresholds for the two areas within the Yarriambiack Shire, the department will issue a heat health alert to designated contacts (see Appendix 1), including our Council primary contacts.

Efficient response to heat health alerts is dependent upon the Yarriambiack Shire informing all key stakeholders of their responsibilities to enact their own heatwave actions via email, fax or telephone. An activation plan will be followed to ensure this process is carried out smoothly and effectively (see Figure 3).

Figure 3: Heat Health Alert Activation Plan



Heatwaves and health

As temperatures rise, so does the risk of contracting a heat related illness, a medical condition that results from the body's inability to cope with heat and cool itself. If left untreated, a heat illness can lead to serious complications, even death. In fact, heat kills more people than tornadoes, hurricanes, lightning and flash floods – combined.

Heat-related illness can range from mild conditions, such as a rash or cramps, to very serious conditions, such as heat stroke, which can be fatal. Heatwaves can also exacerbate existing medical conditions including heart and kidney disease. Heat-related illness can make people feel uncomfortable, not so much because they feel hot, but rather because they sense how difficult it has become to lose body heat at the rate necessary to keep their inner body temperature close to 37°C. The body responds to this stress progressively through three phases.

1. Heat cramps - muscular pains and spasms caused by heavy exertion. Although heat cramps are the least severe Phase they are an early signal that the body is having trouble with the heat.
2. Heat exhaustion - typically occurs when people exercise heavily or work in a hot, humid place where body fluids are lost through heavy sweating. Blood flow to the skin increases, causing a decrease of flow to the vital organs. This results in mild shock with symptoms of cold, clammy and pale skin, together with fainting and vomiting. If not treated the victim may suffer heat stroke.
3. Heat stroke - is life threatening. The victim's temperature control system, which produces sweating to cool the body, stops working. The body temperature may exceed 40.6°C potentially causing brain damage and death if the body is not cooled quickly.

High temperatures can also be linked to increased hospital admissions relating to heat stress, dehydration, or as a result of heat exacerbating existing conditions; increased rates of certain crimes particularly those related to aggressive behaviour such as homicide; increased number of work-related accidents and reduced work productivity; and decreased sporting performance.

To help prevent the onset of a heat related illness, people in the Yarriambiack Shire are advised to follow the **four key health messages** promoted by DoH.

- Keep cool
- Drink plenty of water
- Stay out of the sun
- Look after yourself and others.

General care for heat emergencies includes cooling the body, giving fluids and minimising shock. Prevention is the best way to manage heat related illness.



People most at risk to heatwaves

Heatwaves can affect anybody, including the young and healthy; however, there are certain population groups that are more at risk than others. These include the elderly, infants and young children, people with a disability, people with a pre-existing medical condition and people who are socially and economically disadvantaged. Other groups at risk to heat include people who are overweight, people who over exert during work or exercise and people confined to bed and unable to care for themselves.

While the *Yarriambiack Shire Council Heatwave Plan* plans for a whole-of-community response, it particularly focuses upon the following groups:

- The elderly: People over 65 years of age

Most studies have found that heat-related mortality is highest in those over 65 years of age. In Victoria's January 2009 heatwave, reportable deaths for those 65 years and older more than doubled³. Yarriambiack Shire's population, like most parts of Australia, is ageing. This ageing trend is projected to continue, but at a higher rate as the baby boomers enter old age. Activities which improve the care of the elderly will improve their ability to cope with heatwaves. This includes regular monitoring, ensuring proper clothing, a cool environment, appropriate diet and adequate intake of fluids.

- Infants: Children aged 0 to 4 years

Young children are also sensitive to the effects of high temperatures because they produce more metabolic heat than adults and rely on others to regulate their environments and provide adequate liquids. Their core temperature can rise quickly causing dehydration. Our Maternal and Child Health nurses will provide education to families on how to care for young children in hot weather.

- Tourists and residents of caravan parks

Tourists can be more prone to the effects of heatwaves, particularly if they are visiting from cooler regions and are not acclimatised to the hot dry heat that rural Victoria can experience during the summer months. Nevertheless, it is assumed that most tourists in their own vans visiting the area over the summer period would have air-conditioning and be prepared for hot weather.

Caravan park residents (temporary or permanent) are more vulnerable to the effects of heatwave events, particularly vans without air conditioning when daytime and night time temperatures remain high, or there is a power outage. Education around heatwaves will target tourist destinations within the Yarriambiack Shire, particularly focused on caravan parks and community events. Caravan park owners and community event organisers will be encouraged to designate and promote areas where patrons can find relief from the heat on hot weather days. These designated areas should be air conditioned and provided with a potable water supply. A fridge where water can be cooled to a drinkable temperature should also be provided.

- People working in hot environments

Many occupations require people to work in hot conditions irrespective of the weather. Air temperature, radiant temperature, air velocity, humidity, clothing and activity are recognised as factors that interact to determine heat stress.

3. Victorian Office of the Chief Health Officer 2009. Office of the Chief Health Officer Report

Anyone having to work outside in hot weather without appropriate protection, particularly if it involves heavy physical activity, is at increased risk of suffering health effects from heat. Protective clothing, particularly for workers in the emergency services, may become a dangerous hazard. Employers and employees have Occupational Health and Safety obligations to follow to ensure that the health and wellbeing of staff is a priority.

- People participating in physical activity

Exercising in the heat creates competitive demands on the cardiovascular system, which is required to increase the blood supply to exercising muscles. In extreme heat and high humidity, evaporation is slowed and the body must work harder to maintain a normal temperature. Most heat disorders occur because a person has been over-exposed to heat and/or has over-exercised.

Council will encourage sporting clubs to consider introducing policies for heatwave days based on Sports Medicine Australian guidelines. A full copy of the Sports Medicine Australia guidelines is available from the website www.sma.org.au.

- People with chronic diseases

Virtually all chronic diseases present a risk of death/illness due to heat and since the elderly are more likely to have a chronic medical condition, this is another reason why they are at increased risk. Those at the greatest risk are people with psychiatric disorders, depression, and diabetes, pulmonary, cardiovascular and cerebrovascular conditions.

Partners

Council is working alongside stakeholders from within the targeted sector groups in the Yarriambiack community to act as key partners in the future evaluation of the *Heatwave Plan*. We will partner with government, private sector, service provider and community group organisations that represent our vulnerable communities.

These partners include:

- Emergency relief and recovery committee
- Local health services
- Local preschools, kindergartens, playgroups and schools
- Local sporting bodies
- Caravan park owners
- Event organisers
- Red Cross
- Emergency services
- Department of Veteran Affairs
- Senior Citizens
- Visitor Information Centres
- DoH
- Family Day Care
- Motel owners

Each of the key partners has an important role to play in the event of a declared heatwave. Recommendations around what stakeholders can do in times of extreme heat are summarised in the following action plan.

Comprehensive contact details for emergency management agencies and individuals in the Yarriambiack Shire Council Shire are contained in the *Yarriambiack Shire Council Municipal Emergency Management Plan*.

What we are going to do

To be better prepared for heatwave conditions this summer, Yarriambiack Shire Council is going to:

- Include heatwave preparation, response and recovery into existing municipal plans;
- Make use of existing community registers;
- Use our community services and organisations to support vulnerable populations;
- Engage in a communication and media campaign using heatwave messages consistent with DoH materials; and
- Respond to state activated heat alert system in a planned and considered way.

Our action plan

Our action plan is not just about responding to a pending heatwave; instead, it provides guidance all-year-round as we prepare our community in advance for very hot summers. Our actions then can be divided into four phases.

- Phase 1: Pre summer preparation
- Phase 2: During summer prevention
- Phase 3: Heatwave response
- Phase 4: Heatwave recovery

Each phase is characterised by a set of key actions (see Figure 4).

Figure 4: Summary of heatwave plan actions

Phase 1 Pre summer preparation April 1 to November 30	<ul style="list-style-type: none"> • Revisit vulnerable groups and update community register • Engage key stakeholders • Identify cool areas • Revisit communication resources and materials
Phase 2 During summer prevention December 1 to March 31	<ul style="list-style-type: none"> • Disseminate heat health information • Organise cool areas for possible use • Monitor BoM thresholds • Audits on vulnerable groups • Advise key stakeholders of roles and responsibilities
Phase 3 Heatwave response Trigger: Department of Health (DoH) heat health alert	<ul style="list-style-type: none"> • Alert key stakeholders of Heat Health Alert • Enact internal Council heatwave actions • Media alert of key messages and cool area locations • Notify the Emergency relief and recovery committee • Monitor local conditions
Phase 4 Heatwave recovery	<ul style="list-style-type: none"> • Review heatwave actions • Modify <i>Yarriambiack Shire Council Heatwave Plan</i> according to recommendations

What we will do in Phase 1

Phase 1 includes a range of actions to build capacity within Yarriambiack communities leading up to the summer months. It identifies and engages all key stakeholders. This phase is implemented between April 1 and November 30 each year.

Phase 1 actions	Responsibility	Time frame
Revisit vulnerable groups and update community registers <ul style="list-style-type: none"> Update client base contact information 	Manager Community Services, Aged and Disability Coordinator, MCH Coordinator	April - November
Engage key stakeholders <ul style="list-style-type: none"> Distribute <i>Staying Healthy in the Heat</i> information to stakeholders Advise on Phase 1 actions (see below) 	EHO	April - November
Identify cool areas <ul style="list-style-type: none"> Compile lists of cool areas 	Manager Community Services, Emergency relief and recovery committee	April - November
Revisit communication resources and materials <ul style="list-style-type: none"> Seek updated resources to support heatwave messages Plan for summer media campaign 	EHO	April - November

What key stakeholders can do in Phase 1

In Phase 1, key stakeholders will be advised by Council to consider:

- Revisiting their actions from the previous summer and evaluate their levels of effectiveness;
- Meeting with other stakeholders to revise and amend key heatwave messages and actions;
- Updating their community registers;
- Collecting general heatwave information from Council;
- Educating any staff of key heatwave messages; and
- Auditing client homes (if appropriate).

What we will do in Phase 2

Phase 2 includes a range of actions to further build resilience amongst Yarriambiack Shire residents during the summer months. It directly involves the actions of most key stakeholders. This phase is implemented between December 1 and March 31 each year.

Phase 2 actions	Responsibility	Time frame
Disseminate heat health information <ul style="list-style-type: none">General media releasePlace information brochures in Council Offices and spaces	EHO	December
Organise cool areas for possible use	Manager Community Services	December
Monitor heat health thresholds for the Shire	EHO	Summer
Audits on vulnerable groups <ul style="list-style-type: none">Assist clients to plan what they would do in a heatwave	Aged and Disability Coordinator, MCH Coordinator	Summer
Advise key stakeholders of roles and responsibilities <ul style="list-style-type: none">Advice on Phase 2 actions (see below)	EHO	December

What key stakeholders can do in Phase 2

In Phase 2, key stakeholders will be advised by Council to consider:

- Distributing heatwave information to clients;
- Identifying cool areas;
- Keeping in regular contact with vulnerable clients;
- Modifying client programs; and
- Providing staff with access to extra water and cool clothing.

What we will do in Phase 3

Phase 3 is triggered when imminent heatwave temperatures are predicted by BoM for the Yarriambiack Shire. Council will know to move to this phase when it is notified by DoH. Two staff members at Council will receive an email Heat Health Alert when forecasted temperatures are expected to exceed threshold levels. It will then be up to Council to continue to monitor forecast temperatures and notify the relevant stakeholders to activate specific actions in Phase 3 of this *Heatwave Plan*.

Phase 3 actions	Responsibility	Time frame
Alert key stakeholders of Heat Health Alert <ul style="list-style-type: none"> Send generic DoH message to all listed stakeholders 	EHO	Activation of Heat Health Alert
Enact internal Council heatwave actions <ul style="list-style-type: none"> Send generic DoH message to managers Enact client phone trees 	EHO, Aged and Disability Coordinator	Activation of Heat Health Alert
Media alert of key heat health messages and cool area locations/messages	EHO	Activation of Heat Health Alert
Notify the Emergency relief and recovery committee, CEO, MERC and MERO	Manager Community Services	Activation of Heat Health Alert
Monitor local conditions <ul style="list-style-type: none"> Reassess any outdoor run events Alter staff scheduling Revisit pool opening and closing times 	Manager Community Services , EHO, MERO	During heatwave

Aspects of the *Municipal Emergency Management Plan* would be activated by Yarriambiack Shire Council in response to declared emergencies resulting from heatwave conditions. In this case, the Emergency Management Committee would assume command.

What key stakeholders can do in Phase 3

Prompt action by stakeholders during Phase 3 will ensure the impacts of heat on the elderly, very young, tourists and Council staff is kept to a minimum. Key stakeholders will be advised by Council to consider:

- Enacting their phone trees;
- Prioritising tasks especially for those involving physical exertion;
- Assessing risk for clients and staff;
- Rescheduling staff work times and hours;
- Providing additional fluids and cool places to rest for clients and staff;
- Modifying client programs;
- Transporting clients in cooler parts of the day; and
- Altering children's outdoor activities and play times.

What we will do in Phase 4

Phase 4 ensures our *Heatwave Plan* remains relevant and meets the changing needs of our community. Council will review heatwave actions in this phase after each heatwave event or at the end of summer and use any amendments to inform an updated *Heatwave Plan* every four years. This will be carried out in conjunction with the *Municipal Emergency Management Plan* review cycle. The review process will take into account changes at state, regional and local levels. All relevant stakeholders will actively participate in the evaluation. The following questions will be addressed.

- Were the actions in Phase 3 appropriate and timely?
- What worked?
- What didn't work?
- Was information communicated effectively to stakeholders?
- Was information communicated effectively to the general community?
- What could we do differently next summer?

Phase 4 actions	Responsibility	Time frame
Review current <i>Heatwave Plan</i> <ul style="list-style-type: none">• Engage internal stakeholders in planned review• Follow up on clients as to how they went during last summer	Manager Community Services	April – Annually
Modify <i>Yarriambiack Shire Council Heatwave Plan</i> according to recommendations	EHO	Post summer

What key stakeholders can do in Phase 4

In Phase 4, key stakeholders will be advised by Council to consider:

- Participating in Council's evaluation of the *Yarriambiack Shire Council Heatwave Plan*;
- Reviewing their own actions during prolonged periods of hot weather; and
- Making recommendations to modify their own plans.

Appendix 1: Heat health alert distribution list 2010–2011

Local government authorities: Designated contacts (minimum 2 per council)

Minister's office:

- Minister for Health
- Ageing Minister for Housing
- Children & Early Development
- Minister for Mental Health;
- Women's Affairs;
- Community Services

DH – Head office

- DH Secretary
- Executive Directors
- Directors
- Executive Officers

DH/DHS – Regional

- REOC
- Regional Director
 - EM Coordinator/Manager
 - Corporate Service Managers
- Director – Health & Aged Care
 - Public Health Manager
 - Regional Environmental Health Officer (REHO)

DHS – Head office

- DHS Secretary
- Executive Directors
- Directors
- Executive Officers

DH – Program areas

- WICA
 - Aged Care
 - Health Protection and Chief Health Officer
 - Prevention and Population Health
 - Integrated Care
- Strategy, Policy & Finance
 - Business Planning & Communications – Media Unit
 - Health Regulation and Reform – Private Hospitals Unit
- Mental Health, Drugs & Regions
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State government departments/programs

- Department of Premier and Cabinet
- Department of Education and Early Childhood Development
- Department of Justice
 - Office of the Emergency Services Commissioner
 - Office of the Fire Services Commissioner
- Department of Primary Industries
- Department of Sustainability and Environment
- Department of Transport
- Information Victoria (DIIRD)
- Community Registers

Government agencies

- Ambulance Victoria
- Bureau of Meteorology
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- Coroners Court

Statewide or major metropolitan service providers

- Bapcare

- Brotherhood of St Laurence, Integrated Community Care
- Life Saving Victoria
- Melbourne Medical Deputising Service
- Multiple Sclerosis Australia (Victoria)
- NURSE-ON-CALL provider (Medibank Private)
- Personal Alert Victoria
- Royal District Nursing Service (RDNS)
- Red Cross (regional and EOC)

Peak or advocacy bodies

- Aged and Community Care Australia
- Aged Care Standards and Accreditation Agency
- Alzheimer's Australia Vic (AAV)
- Aquatics and Recreation Victoria
- Australian Psychological Society
- Carer's Victoria Inc.
- Disability Emergency Management Advocacy
- Ethnic Communities Council of Victoria (ECCV)
- General Practice Victoria
- KidSafe Victoria
- Municipal Association of Victoria
- Pharmacy Guild of Australia
- Pharmaceutical Society of Australia
- Seniors Information Victoria (COTA)
- Victorian Eyecare Service

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