



GANNAWARRA

Shire Council

Wednesday, 16 August 2017

7:00pm

Kerang Council Chambers

AGENDA

Ordinary Council Meeting

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Nil

1 ACKNOWLEDGEMENT OF COUNTRY

I would like to take this time to acknowledge the Traditional Custodians of the land, and pay my respect to elders both past and present

2 OPENING DECLARATION

We, the Councillors of the Shire of Gannawarra, declare that we will undertake the duties of the office of Councillor, in the best interests of our community, and faithfully, and impartially, carry out the functions, powers, authorities and discretions vested in us, to the best of our skill and judgement.

3 APOLOGIES AND LEAVE OF ABSENCE

4 CONFIRMATION OF MINUTES

Ordinary Meeting - 19 July 2017

5 DECLARATION OF CONFLICT OF INTEREST

In accordance with sections 77A, 77B, 78 and 79 of the *Local Government Act 1989* Councillors are required to disclose a 'conflict of interest' in a decision if they would receive, or could be reasonably perceived as receiving a direct or indirect financial or non-financial benefit or detriment (other than as a voter, resident or ratepayer) from the decision.

In accordance with section 79B of the *Local Government Act 1989* Councillors who consider that they have a personal interest that is in conflict with their public duty in relation to a matter may, if they do not have a conflict of interest as described above, apply to Council to be exempted from voting on the matter.

Disclosure must occur immediately before the matter is considered or discussed.

6 QUESTION TIME

Question Time at Council meetings enables an opportunity for members of the public in the gallery to address questions to the Council of the Shire of Gannawarra.

QUESTIONS FROM THE GALLERY

- All questions are to be directed to the Chair.
- Members of the public may ask questions from the gallery and should provide their name (and organisation if relevant) at the beginning of their questions.
- There is a maximum number of 3 questions of up to 2 minutes each.
- Chair will respond or refer to Councillor or CEO.
- Sometimes a Councillor/officer may indicate that they require further time to research an answer. In this case, the answer will be provided in writing generally within 10 days.

- Where a question cannot be answered on the spot, the person is asked to write out their questions on a form provided to enable an accurate response to be prepared.
- Questions will be answered at the meeting, or later in writing, unless the Chairperson has determined that the relevant question relates to:
 - Personal matters
 - The personal hardship of any resident or ratepayers
 - Industrial matters
 - Contractual matters
 - Proposed developments
 - Legal advice
 - Matters affecting the security of council property
 - An issue outside the Gannawarra Shire Council core business
 - Or any other matter which the Council considers would prejudice it or any person
 - A matter which may disadvantage the Council or any other person
 - Is defamatory, indecent, abusive or objectionable in language or substance
 - Is repetitive of a question already answered (whether at the same or an earlier meeting)
 - Is asked to embarrass an officer or another Councillor
- No debate or discussion of questions or answers shall be permitted and all questions and answers shall be as brief as possible.

7 ASSEMBLY OF COUNCILLORS

7.1 ASSEMBLY OF COUNCILLORS JULY 20 2017 TO AUGUST 16 2017

Author: Eric Braslis, CEO

Authoriser: Eric Braslis, CEO

Attachments: 1 Assembly of Councillors - 24 July 2017
2 Assembly of Councillors - 07 August 2017

RECOMMENDATION

That Council notes the records of Assembly of Councillors from 20 July, 2017 to 16 August, 2017.

EXECUTIVE SUMMARY

To present to Council written records of Assembly of Councillors in accordance with section 80A of the *Local Government Act 1989*.

DECLARATIONS OF CONFLICT OF INTEREST

In accordance with Section 80B of the Local Government Act 1989, the Officer preparing this report declares no conflict of interest in regards to this matter.

COUNCIL PLAN

Council Plan 2013-2017 – Good Governance and a Healthy Organisation.

BACKGROUND INFORMATION

In accordance with Section 80A of the *Local Government Act 1989* a written record of assembly of councillors must be reported at an ordinary Council meeting and minuted as soon as practicable.

The record must include:

1. The names of all Councillors and members of council staff attending
2. The matters considered
3. Any conflict of interest disclosures made by a councillor attending
4. Whether a Councillor who has disclosed a conflict of interest left the assembly.

CONSULTATION

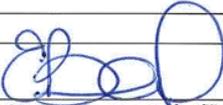
Consultation with Councillors and staff has occurred to ensure the accuracy of the Assemblies of Councillors records.

CONCLUSION

To ensure compliance with Section 76A of the *Local Government Act 1989* it is recommended that Council note the Assemblies of Councillors records as outlined in this report.



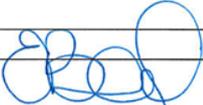
Assembly of Councillors Record Form

Date:	Monday, 24 July 2017
Time:	5:30pm - 8.30pm
Location:	Council Chambers, Kerang
In Attendance: (Councillors)	Cr Brian Gibson, Cr Charlie Gillingham, Cr Mark Arians, Cr Jodie Basile, Cr Lorraine Learmonth, Cr Sonia Wright and Cr Steve Tasker
Apologies	
In Attendance: (Officers)	Eric Braslis, Tom O'Reilly, Geoff Rollinson, Lisa Clue
Matters Discussed:	Cheryl Bromfield , CMB Associates – Council Meeting Procedures presentation
Conflict of Interest Disclosures (Councillors)	Nil
Conflict of Interest Disclosures (Officers)	Nil
Completed By:	Eric Braslis – Chief Executive Officer 

This form MUST be completed by the attending Council Officer and returned immediately to Manager Governance for filing (See over for Explanation/Notes)



Assembly of Councillors Record Form

Date:	Monday, 07 August 2017
Time:	9:30am - 3.30pm
Location:	Council Chambers, Kerang
In Attendance: (Councillors)	Cr Brian Gibson, Cr Charlie Gillingham, Cr Mark Arians*, Cr Jodie Basile, Cr Lorraine Learmonth, Cr Sonia Wright and Cr Steve Tasker
Apologies	
In Attendance: (Officers)	Eric Braslis, Tom O'Reilly, Geoff Rollinson, Narelle O'Donoghue, Annette Millard, Kellie Burmeister, Alissa Harrower, Stevie Pearce, Peter Bergman, Katrina Thorne
Matters Discussed:	Rob Law – Central Victorian Greenhouse Alliance update Heatwave Plan Children's Services Fee 2017 Application for Planning Permit P17.020 Policy Review Customer Service Charter Solar Systems Update Footpath Occupancy Permits update Annual Report Progress Update Koondrook NBT Hub Update Cohuna Aquatics Future Report listing Staffing Update Building Maintenance and Cleaning NMB – Securing land in the Cohuna Industrial Estate Council Memberships, Sponsorship and Contributions 2017 Loddon Mallee Community Leadership Program Strategic Land Purchases Councillor Only Discussion
Conflict of Interest Disclosures (Councillors)	Cr Wright declared an interest in NBM and left the room during the discussion
Conflict of Interest Disclosures (Officers)	Nil
Completed By:	Eric Braslis – Chief Executive Officer 

This form MUST be completed by the attending Council Officer and returned immediately to Manager Governance for filing (See over for Explanation/Notes)

*Absent from 11am to 11.45am

8 BUSINESS REPORTS FOR DECISION

8.1 REVISED GANNAWARRA HEAT HEALTH PLAN - ADOPTION

Author: Narelle O'Donoghue, Manager Community Health
Authoriser: Mandy Hutchinson, Director Community Wellbeing
Attachments: 1 2017 Gannawarra Heat Health Plan

RECOMMENDATION

That Council adopt the 2017 Gannawarra Heat Health Plan.

EXECUTIVE SUMMARY

The Emergency Management Act 1986 (Vic) requires a municipal council to have arrangements in place to prevent, respond to and recover from any emergencies that could occur in the municipality.

In Victoria, natural events like heatwaves constitute an emergency under the Emergency Management Act 1986 with the Department of Health and Human Services having the overall responsibility for the coordination of heat health activities in Victoria.

The Heat Health Plan for Victoria outlines a coordinated approach to the prevention, preparation and management of extreme heat with a focus on health and community service providers and local and state government.

The Gannawarra Heat Health Plan is a sub-plan of the Gannawarra Municipal Emergency Management Plan and provides a framework for Council to meet its emergency management and other legislative obligations and ensure that a plan is in place to support the community during extreme heat events and heatwaves.

BACKGROUND

Extreme heat events and heatwaves have contributed to more deaths in Australia than any other natural hazard. Several consecutive days of extreme temperatures, with high night-time temperatures, are the most lethal however impacts to human health can occur on a single day of extreme heat.

Council first adopted a Heatwave Plan in November 2009. Minor reviews have occurred to the original plan since this time with implementation occurring over each summer period.

While extreme heat events occur on an annual basis in Gannawarra, there have been two significant heatwave events over recent years:

1. In January and February 2009, Victoria experienced an unprecedented statewide heatwave with temperatures being extreme for a number of days with little overnight relief. A report by the Chief Health Officer concluded that there were 374 additional deaths during the heatwave in comparison to the previous five years. During the 2009 heatwave, Gannawarra Shire experienced 4 days of heat above the heat health threshold set down for the Mallee district with the highest daily temperature reaching 46.9°C on 7 February 2009.

2. In January and February 2014, a further 167 excess deaths occurred across Victoria during a heatwave. Six extreme heat days impacted on Gannawarra during this time with the highest daily temperature reaching 45.5°C.

The Municipal Emergency Management Committee, through the Community Emergency Risk Assessment Framework, last assessed the risk of heat to the municipality in June 2015. The risk was assessed as being a Medium risk. The development, adoption and ongoing review of a Heat Health Plan supports the mitigation of the risk of extreme heat and heatwaves on the Gannawarra community.

In 2016, Gannawarra Shire Council was involved in a Resilient Community Asset project through the Central Victorian Greenhouse Alliance. The project was a partnership between the Victorian Government and six councils: Gannawarra, Buloke, Central Goldfields, Loddon, Macedon Ranges and Mount Alexander.

A template Heat Health Plan was a component of the project and aimed to provide consistency in heat health planning across the wider region. The draft Gannawarra Heat Health Plan, as attached, has been based on the template.

In addition, Council successfully applied for a 2015 Climate Change Grant through the Department of Environment, Land, Water and Planning (DELWP). The \$10,000 project titled *Be Cool in Gannawarra* has developed a suite of heat related resources, reviewed and improved assessment processes for two vulnerable population groups to heat – those aged over 65 and those aged under 5 years of age, as well as updating Council's heat related strategies. The Gannawarra Heat Health Plan, as attached, also captures components of the *Be Cool in Gannawarra* project to ensure that they are embedded in policy and strategies going forward.

POLICY CONTEXT

Council Plan 2017-2021 –Strong Healthy Communities: Ensure our communities are welcoming, inclusive and safe for all.

The implementation of Council's Heat Health Plan also forms part of Council's obligations under various pieces of legislation, including:

- *Emergency Management Act 1986*: requires Council to have arrangements in place to prevent, respond to and recover from any emergencies that could occur in the municipality.
- *Public Health and Wellbeing Act 2008*: states that Council's function is to 'seek to protect, improve and promote public health and wellbeing within the municipal district.'
- *Local Government Act 1989*: outlines the responsibility of Council to protect public health in emergencies.
- *Planning and Environment Act 1987*: fosters better planning of the built environment to withstand the impact of a range of likely emergencies, including extreme heat.

DISCUSSION

Municipal emergency management plans document roles, responsibilities and actions relevant to emergency prevention, preparedness, response and recovery. Plans also assist in maximising the positive impact of response and recovery activities and reducing the likelihood of avoidable negative outcomes on the community.

The Gannawarra Heat Health Plan contains a number of different parts and contact lists that are reviewed by the Gannawarra Municipal Emergency Management Committee prior to each summer season.

Council's Manager Community Health is responsible for implementing the plan in close consultation with a range of other Council staff, the Municipal Emergency Resource Officer and Municipal Recovery Manager.

The plan has a clear aim of reducing illness and deaths at a local level caused by extreme temperatures. To achieve this aim takes a coordinated approach across all agencies, particularly those providing care to those most vulnerable to heat, including the aged and those with a disability.

Council officers engage frequently with a range of other agencies outside of the traditional emergency and health service agencies and will continue to have heat health related conversations to ensure that everyone is working in a coordinated manner. This will reduce duplication of effort and ensure that the heat health messages are spread quickly and effectively to those most vulnerable when needed.

CONSULTATION

Communication has occurred with a wide range of stakeholders across the organisation and with other agencies involved in service delivery.

The draft plan was distributed internally to all staff on Council's Internal Heat Health Alert system. Each of these staff members is responsible for communicating the heat alert notification to staff under their responsibility and for disseminating this information to their network of contacts. Some staff have activation responsibilities as well as service continuity and occupational health and safety responsibilities that are to be activated in the event of extreme heat and heatwave.

Team meeting briefings have been conducted with Council's Community Care workforce and Maternal and Child Health workforce. These workers have direct contact with vulnerable persons on a day to day basis. Their feedback on simple strategies Council can implement to care for these clients and to make the work of our community care workers and volunteers more comfortable during extreme weather is most valuable and has been included in the draft plan as presented.

In addition, the draft plan was distributed externally to stakeholder organisations listed in the Gannawarra Heat Health Plan. These organisations are important partners in planning, response and recovery from heatwaves and extreme heat events that impact on our Gannawarra community and include:

- Department of Health and Human Services
- VicPolice
- Australian Red Cross
- Southern Mallee Primary Care Partnership
- Kerang District Health
- Ambulance Victoria
- Cohuna District Hospital
- Murray Primary Health Network
- Northaven Bapcare Facility
- Northern District Community Health
- Cohuna Retirement Village (Island Care)

The draft plan was endorsed by the Gannawarra Municipal Emergency Management Committee on 6 July 2017 for presentation to Council for formal adoption.

CONFLICT OF INTEREST

In accordance with Section 80B of the Local Government Act, the Officer preparing this report declares no conflict of interest in regards to this matter.

CONCLUSION

The Heat Health Plan is a comprehensive document that has been developed in close consultation with internal staff and stakeholder agencies. The plan is particularly focused on reducing heat related illness and deaths over the summer months. The strategies are clearly defined and will be implemented on an annual basis to gain the greatest impact.

The plan has a clear review process in place to ensure that the effectiveness of the plan can be evaluated and its effect maintained in future years.

The plan is consistent with State emergency management arrangements and accurate local information including contact details. Following a full review, the Gannawarra Heat Health Plan is now presented to Council for adoption.

GANNAWARRA SHIRE

HEAT HEALTH PLAN



Municipal Endorsement

The Gannawarra Shire as part of its emergency management planning has developed this Heat Health Plan.

This plan is a sub-plan of the Gannawarra Shire’s Municipal Emergency Management Plan and was endorsed through formal motion by the Gannawarra Shire Municipal Emergency Management Planning Committee (MEMPC) on 6 July 2017 and adopted by Gannawarra Shire Council on 16 August 2017.

Plan endorsed by Municipal Emergency Management Planning Committee:

Signed: _____ Date: _____

Cr Brian Gibson
Chair of the Municipal Emergency Management Planning Committee

Plan adopted by Council:

Signed: _____ Date: _____

Eric Braslis
Chief Executive Officer

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1: Introduction

Extreme heat events have contributed to more deaths in Australia than any other natural hazard (Bureau of Meteorology 2015). Extreme heat also causes livestock and crop losses, damage to infrastructure such as roads, railways and bridges, and increased demand on, and/or failure of, essential services such as power, transport and water. Failure of infrastructure can further affect the functioning of government, community services, business and industry and exacerbate the impact on human health.

Several consecutive days of extreme temperatures, with high night-time temperatures, are the most lethal however impacts can occur on a single day of extreme heat.

People generally adapt to changing temperature patterns and become acclimatised gradually over long periods of time. There is however a level to which humans become accustomed and these thresholds vary between regions.

In January 2009, Victoria experienced an unprecedented statewide heatwave with temperatures being extreme for a number of days with little overnight relief. A report by the Chief Health Officer concluded that there were 374 additional deaths during the heatwave in comparison to the previous five years. A further 167 excess deaths occurred during the 2014 heatwave.

Across Victoria, the duration, frequency and intensity of heat is expected to increase as a result of climate change (Steffen et al 2014).

Extreme heat can affect anyone; however there are some sectors of the population that are more susceptible. These include the elderly, the very young, those with some pre-existing medical conditions, those on particular medications and the socially isolated (See Appendix 1 for further detail on those vulnerable to extreme heat).

The aim of this Heat Health Plan is to support the community to prepare for, respond to and recover from heatwaves and extreme heat events.

Implementation of this Heat Health Plan will:

- Ensure health information and support is available to the community.
- Increase the understanding and capacity of the community to respond during heat events.
- Manage a heat event emergency effectively.
- Influence long term changes to improve community health and wellbeing.

This will be achieved by:

- Undertaking strategies and actions to increase community resilience to extreme heat.
- Identifying and supporting vulnerable groups and the risks they face during heat events.
- Developing partnerships with local organisations to better coordinate response to heat events.

2: Planning Framework

The following Acts outline the responsibility of Council when it comes to the heatwaves and extreme heat events:

- *Emergency Management Act 1986* requires Council to have arrangements in place to prevent, respond to and recover from any emergencies that could occur in the municipality.
- *Public Health and Wellbeing Act 2008* states that Council's function is to 'seek to protect, improve and promote public health and wellbeing within the municipal district.'
- *Local Government Act 1989* outlines the responsibility of Council to protect public health in emergencies.
- *Planning and Environment Act 1987* fosters better planning of the built environment to withstand the impact of a range of likely emergencies, including extreme heat.

The Emergency Management Manual Victoria (EMMV) details the emergency roles and responsibilities of agencies in relation to the prevention, mitigation, risk reduction, response and recovery components of emergencies.

In Victoria, natural events like heatwaves constitute an emergency under the *Emergency Management Act 1986*.

The Department of Health and Human Services, Health Protection Branch has the overarching responsibility for the coordination of heat health activities in Victoria. The *Heat Health Plan for Victoria* (Department of Health and Human Services 2015) outlines a coordinated approach to the prevention, preparation and management of extreme heat in Victoria with a focus on health and community service providers and local and state government.

A *Heatwave Planning Guide* (Department of Human Services 2009) assists local government to develop heat health management plans that are relevant to their local community.

Management of extreme heat and heatwave straddles a number of local government areas of responsibility including emergency management, home care services, children services, community health and wellbeing, sustainability and environment, town planning and occupational health and safety.

Gannawarra Shire Council first developed a Heat Health Plan in 2009. This plan has been reviewed since this time and implemented over the summer period each year.

This Gannawarra Heat Health Plan provides a framework for Council to meet its emergency management and other legislative obligations and ensure that a plan is in place to support the community during heatwaves and extreme heat events.

3: Terminology

3.1 Heatwave

The Bureau of Meteorology's *Heatwave Service for Australia* defines heatwaves as 'three days or more of high maximum and minimum temperatures that are unusual for that location'. This definition of heatwave also applies to emergency management when, after three days of extreme heat; that is a heatwave, the Emergency Management Commissioner (EMC) assumes the role of control agency to manage the event (see Section 7).

3.2 Extreme heat

The *Heat Health Plan for Victoria* defines extreme heat as the minimum mean temperature that is likely to impact on the health of a community. This is known as the Department of Health and Human Services' heat health temperature threshold. Extreme heat does not have a prescribed duration and may last as little as 24 hours.

3.3 Heat health temperature thresholds

The Department of Health and Human Services has identified heat health temperature thresholds for each weather forecast district in Victoria (which align with the Victorian Country Fire Authority districts). Above these thresholds heat-related illness and mortality increases.

The heat health temperature threshold is based on the forecast average temperature for any given day; that is the average of the forecast daily maximum temperature and the forecast overnight temperature (see Appendix 2).

3.4 Heat health alerts

Heat health alerts are issued by the Department of Health and Human Services for a particular district once the forecast average temperatures reach or exceed the heat health threshold for that district (see Section 7).

3.5 Prevention

The elimination or minimisation of the impacts of extreme heat on communities and individuals.

3.6 Preparedness

Planning and raising community awareness in the lead up to summer and heat events.

3.7 Response

The implementation of pre-determined actions in the event of extreme heat and providing relief and recovery services.

3.8 Recovery

The follow up actions to support persons affected by the event to achieve proper and effective levels of functioning.

4: How heat affects health

As temperatures rise so too does the risk of developing a heat related illness; a medical condition that results from the body’s inability to cope with heat and cool itself. If left untreated, heat related illness can lead to serious complications, including death.

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 heat stress progressively through three stages:

Stage	Body Response	Symptoms	What to do
1	Heat Cramps	<ul style="list-style-type: none"> • Muscle pains. • Spasms in the abdomen, arms or legs. 	<ul style="list-style-type: none"> • Stop activity and sit quietly in a cool place. • Drink cool water. • Rest a few hours before returning to activity. • See a doctor if cramps persist.
2	Heat Exhaustion	<ul style="list-style-type: none"> • Pale complexion and sweating. • Rapid heart rate. • Muscle cramps, weakness. • Dizziness, headache. • Nausea, vomiting. • Fainting. 	<ul style="list-style-type: none"> • Go to a cool area and lie down. • Fan if possible. • Drink cool water if not vomiting. • Remove outer clothing. • Wet skin with cool water or wet cloths.
3	Heatstroke (a life-threatening emergency)	<ul style="list-style-type: none"> • Same symptoms as heat exhaustion except sweating stops. • Mental condition worsens, confusion. • Seizure. • Stroke-like symptoms or collapsing. • Unconsciousness. 	<ul style="list-style-type: none"> • Call an ambulance – phone triple zero. • Get the person to a cool area and lay them down. • Remove clothing. • Wet skin with water, fanning continuously. • Position an unconscious person on their side and clear their airway.

Source: *How to Cope and Stay Safe in Extreme Heat* brochure (Department of Health and Human Services 2016)

5: Community profile relating to heat

- Gannawarra Shire is located in Northern Victoria.
- There are two main townships Kerang (population 3,893) and Cohuna (population 2,428).
- Rural townships are Koondrook (population 991), Leitchville (population 558), Quambatook (population 249) and Lalbert, Murrabit, Mystic Park and Lake Charm, each with a population of less than 250.
- 10,549 people lived in Gannawarra at the last census in 2016.
- Kerang is on the Melbourne to Swan Hill train line.
- The median age is 49 years, compared to median age for Australia of 38 years.
- 27.6% of the population are aged 65 and over.
- 60% of older people aged over 65 years live in some form of partnership (based on 2011 Census data).
- There is a higher proportion of lone person households 32.5% compared to the Victorian average of 24.7% placing them at increased risk of social isolation.
- 1,326 families with children live in the Gannawarra Shire.
- 86.5% of residents were born in Australia.
- 1.9% of the population identify as aboriginal.
- 91.0% of the population speak English with 2.9% speaking English as well as another language.
- 23.9% of employment is in agriculture, 14.6% manufacturing and construction and 10.5% in health care and social assistance (based on 2011 Census data).
- Residents are more disadvantaged than the state average – based on income, education, unemployment and skill levels (SEIFA Index of Disadvantage).
- Levels of social housing are higher than other areas.
- The Shire has a range of natural and cultural attractions and over holiday periods is a popular location for tourists. Peak tourism areas are along the Murray River and lakes and wetlands.
- Chronic disease prevalence is higher than the state average including diabetes, cardiovascular disease, asthma and musculoskeletal system diseases and dental health conditions.
- Gannawarra has a higher proportion of the population that are at very high risk of short term harm from alcohol consumption.
- There is a higher proportion of the population that are aged mental health clients.
- There is a significantly higher rate of people aged 70 years and over that are receiving Home and Community Care services.
- 30.3% of households across the Shire had no internet connection.
- 7% of older people use some form of residential aged care (based on 2011 Census data).
- 5.1% of people living in the Shire have a severe and profound disability (based on 2011 Census data).
- 6.6% require assistance with core daily activities (based on 2011 Census data).
- Council offers a range of community health programs including home care, meals on wheels, immunisations, childcare and preschool, maternal and child health, and family day care.
- There are a range of health services operating in the Gannawarra Shire including two hospitals, district health service and residential aged care facilities.
- Community strength indicators show that community strength is stronger in the Gannawarra Shire than the state average.
- Residents have access to domestic water, rivers, lakes and public swimming pools for relief.
- The community is heavily reliant on air-conditioning over the summer.

**Data provided is from the 2016 Census unless otherwise stated.*

6: Local weather and climate statistics

An exceptional heatwave affected south eastern Australia during late January and early February 2009. Many records were set for high day and night time temperatures as well as for the duration of extreme heat. The first stage of the heatwave occurred from 27 to 31 January 2009. After a slight drop in temperature during the first few days of February, extreme heat returned on February 6, and February 7 saw the most exceptional heat of the whole event, accompanied by high winds and very low humidity.

Bureau of Meteorology data for January and February 2009 for Kerang show the temperature for 7 February to be 46.9°C passing the previous record of 46.1°C set on 10 January 1939.

The following table provides Bureau of Meteorology data specific to Kerang for the period 26 January to 9 February 2009 (an exceptionally hot summer). This information provides a sense of how many days a year, Council and partner agencies may need to activate heat health responsibilities in the future:

Date	Maximum temperature	Date	Minimum temperature	Mean temperature
26 January 2009	37.2	27 January 2009	15.6	26.4
27 January 2009	40.0	28 January 2009	20.6	32.3
28 January 2009	44.2	29 January 2009	29.0	36.6*
29 January 2009	44.3	30 January 2009	23.3	33.8
30 January 2009	45.2	31 January 2009	24.9	35.1*
31 January 2009	45.1	1 February 2009	23.2	34.2*
1 February 2009	42.3	2 February 2009	23.4	32.9
2 February 2009	37.0	3 February 2009	20.2	28.6
3 February 2009	37.5	4 February 2009	18.8	28.2
4 February 2009	39.8	5 February 2009	20.6	30.2
5 February 2009	42.5	6 February 2009	18.3	30.4
6 February 2009	42.2	7 February 2009	21.7	32.0
7 February 2009	46.9	8 February 2009	23.7	35.3*
8 February 2009	34.6	9 February 2009	13.4	24.0

**Days where the heat health threshold of 34°C was reached during 2009 in Kerang.*

During the 2014 heatwave, Council issued 5 heat health alerts for days when the heat health threshold of 34°C was reached including for 3 consecutive days between 14-16 January 2014, two consecutive days between 1-2 February 2014 and a single day on 8 February 2014. The highest daily temperature reached during this summer was 45.5°C.

According to the Australian Climate Council’s 2016 report January and February 2016 were significantly hotter than any other January and February on record and prolonged hot temperatures contributed to a major blue green algae bloom of the Murray River and other local waterways.

During January and February 2016 there was only a single day when the temperature met the heat health alert threshold for the Gannawarra Shire. This was on 19 January 2016, when the daily temperature reached 41.7°C followed by an overnight temperature of 27°C.

During the summer of 2017, two heat health alerts were issued for single days of extreme heat, on 7 January 2017 and 9 January 2017.

The above climate data provides some historical context and guidance as to how many days this Heat Health Plan is likely to be activated.

7: Roles and Responsibilities

The responsibility for preparing and protecting vulnerable population groups is shared across state and local governments, health and community service providers and emergency management agencies.

The Department of Health and Human Services has responsibility for reducing the impact of extreme heat on public health by preparing for, and responding to, heat events. It does this by:

- Developing the *Heat Health Plan for Victoria* to raise awareness of the impacts of extreme heat and actions to minimise the risks.
- Developing a *Heatwave Planning Guide*.
- Issuing heat health alerts.
- Maintaining a heat health information surveillance system.
- Developing a communication strategy with a range of resources.
- Providing support and guidance to other agencies.

Local government has a central role in building community capacity and resilience to prepare, plan for, respond to and recover from extreme heat events (Department of Justice 2014).

Heat health alerts

The Department of Health and Human Services issues heat health alerts for relevant weather districts when forecast average temperatures reach or exceed threshold levels. The purpose of heat health alerts is to notify relevant agencies of forecast extreme heat conditions in preparation for enacting heat health plans.

Heat health alerts are accessible at www.health.vic.gov.au/environment/heatwaves-alert (see Appendix 2).

Gannawarra Shire Council is located within the Mallee District for heat health alerts.

When a heat health alert is issued for the Mallee weather district Council's Municipal Emergency Resource Officer and Municipal Recovery Manager will make the decision to activate Council's Heat Health Plan (see Appendix 3).

Emergency management

The *State Heat Plan 2014* (Department of Justice 2014) provides a whole-of-government approach to responding to extreme heat events. It outlines the responsibilities of a number of agencies and departments in responding to heat events, including the impacts on health, energy and transport.

Extreme heat is a Class 2 emergency under the *Emergency Management Act 2013* and during extreme heat events the main emergency management tasks are:

- Ensuring the messages to the public are coordinated, consistent and complementary.
- Ensuring the impact and consequences of extreme heat on the community are identified and managed in an integrated and coordinated manner.
- Coordinating the whole-of-government response to the varied emergencies caused by the heat.

The Emergency Management Commissioner is the control agency and responsible for emergency response coordination of extreme heat at the state level, and to ensure the coordination, control, consequence management; communications and recovery functions for these events are integrated and effective (Emergency Management Victoria 2017).

The Department of Health and Human Services coordinates the health response during emergencies through the State Health Emergency Response Plan. The Chief Health Officer and the State Health Coordinator participate in the State Coordination Team and the State Emergency Management Team in order to ensure a whole-of-government heat health response.

Local government has a responsibility to protect public health in emergencies. The *Heat Health Plan for Victoria* encourages local government to address this responsibility by:

- Planning for extreme heat events.
- Enacting arrangements to support vulnerable members of the community.
- Communicating heat health messages.
- Coordinating ongoing support and local recovery activities as required.

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8: Heat Health Actions - What we are going to do?

This Gannawarra Heat Health Plan groups actions into the following themes:

- **Planning:** Longer term planning and environmental interventions relevant to reducing the ongoing effects of extreme heat.
- **Organisational capacity:** Training of Council staff to deliver care and support to individuals during extreme heat, assisting service providers and ensuring that essential Council services continue to be run during a heat event.
- **Stakeholder partnerships:** Actions to engage, support and work with partner agencies in preparing for and responding to heat events.
- **Community support:** A strategy and set of actions to identify, prepare and support vulnerable or isolated individuals and sectors of the community in preparation for, or in response to, extreme heat events.
- **Communication:** Educational information that can be distributed to the community and service providers, describing the risks of extreme heat and personal steps to reduce the effects.

In determining actions to be incorporated into this plan, Council has referred to the *Heat Health Plan for Victoria* (Department of Health and Human Services 2015).

A full copy of the recommended actions for before, during and after extreme heat contained within the *Heat Health Plan for Victoria* has been included in Appendix 5.

The actions provide year round guidance to prevent, prepare, respond to and recover from extreme heat events.

Stage 1: Long term prevention actions

Stage 2: Pre summer preparation

Stage 3: Preparation immediately before forecast extreme heat

Stage 4: Extreme heat event response

Stage 5: Post event recovery

A Gannawarra Heat Health Plan Annual Action Checklist has been included as Appendix 6 to assist with the annual implementation of this plan.

8.1 Stage 1: Longer term prevention actions

Planning

- Increase shade in public spaces as part of urban design planning and project implementation.
- Improve public access to drinking water by installing drinking water fountains.
- Heat proof public buildings where practicable when upgrades are being planned.
- Identify Public Cool Places¹.

¹In relation to identifying Public Cool Places, Gannawarra does not have shopping centres or public buildings to provide refuge on high temperature days, and it is impractical to run air conditioning in local halls or other buildings not generally occupied on these days. This plan therefore engages a common sense approach with Council determining that residents and communities:

- Are generally well equipped and acclimatised to the hot dry heat experienced over the summer months.
- Are resilient and generally socially connected.
- Looking for a cool space outside of their homes on extreme heat days will find this at local supermarkets, shops and libraries which are open to the public on these days, or in shaded areas at local pools, waterways and lakes.
- Are generally considered to be safest in their own homes or in the homes of friends and family. Some local aged care facilities are able to provide daytime refuge for small numbers of elderly residents where other options such as family and friends are not available.

Organisational capacity

- Ensure power supply back up for critical services is in place.
- Maintain adequate staffing for delivery of services in extreme heat events.

Community support

- Encourage a sense of community and neighbourhood connections.
- Assess Community Care client homes for the ability to cope with heatwave conditions. Assessments will be conducted on an annual basis using Checklist (See Appendix 6).
- Review and update the Vulnerable Persons Register to include a heat vulnerability identifier.
- Ensure that vulnerable persons are flagged on Council's Community Care database so that daily contact can be made in the event of extreme heat or heatwave.
- Provide Community Care clients with a copy of the Red Cross Rediplan and offer one-on-one support to assist clients complete a plan.
- Provide Community Care clients with a Gannawarra Shire Emergency Safety Kit.
- Promote the medical cooling concession available for people with conditions that impact on the body's ability to regulate temperature and people reliant on life support machines. Information on concessions is available from the website: www.dhs.vic.gov.au/concessions.
- Incorporate the Maternal and Child Health media clip 'Be Cool in Gannawarra' into New Parent Group programs held throughout the year to communicate key messages around keeping children cool in extreme heat: <https://www.youtube.com/user/GannawarraShire>.

8.2 Stage 2: Pre summer preparation actions

Planning

- Review and update the Gannawarra Heat Health Plan.
- Check supplies of cooling neck wraps, water bottles and thermometers.

Organisational capacity

- Participate in local and regional exercises and forums.
- Train relevant Council staff to support clients during extreme heat
 - *Heat Health in Community Care training package provides a framework for inclusion of heat health in team meetings, staff forums and workshops.*
- Provide Community Care workers and volunteers with cooling neck wraps and water bottles.
- Establish a cancellation policy for Council organised outdoor events with large gatherings of people during extreme heat events.
- Review Council's Chief Executive Officer Directive: Thermal Environment and ensure that strategies are in place to protect occupational groups from the effects of extreme heat.
 - *In order to decrease the risk of heat related illness on Council's Community Care workforce, workers will be able to re-schedule or cancel Domestic and Home Maintenance Services when the temperature exceeds 37°C, or at lower temperatures if the worker feels that they cannot continue to provide services, for example, on days when the temperature may be lower, but the humidity high. Personal Care continues unaffected.*

Stakeholder partnerships

- Engage with key stakeholders and community members to raise awareness about the risks of extreme heat.

Community support

- Encourage Community Care clients to have air conditioners serviced.
- Review process for providing support and contact to vulnerable clients on days of extreme heat e.g. phone checks and/or welfare visits.
- Provide heat help action kits to vulnerable clients.
- Offer to guest present at local seniors groups and distribute heat help action kits.
- Provide advice to vulnerable clients on how to manage their homes in extreme heat.
- Provide thermometers for Community Care clients for placement on the wall of a room deemed to be a 'safe' room, usually the living room, where the client is the coolest.
- Identify, prepare and promote public cool spaces for community use in extreme heat (swimming pools, libraries, shopping centres, health services).

Communications

- Prepare communication resources, draft media releases, contact lists.
- Identify target groups for awareness campaigns (vulnerable, aged care facilities, sporting clubs, caravan parks, tourism operators).
- Order, display and distribute the Department of Health and Human Services' heat health promotional material and brochures.
- Promote heat health information through staff newsletters.
- Add a Heat Health icon to the home page of Council's website and update the website with consistent heat health information.

8.3 Stage 3: Preparation immediately before forecast extreme heat

Organisational capacity

- Monitor local weather conditions on the Bureau of Meteorology's website.
- Ensure appropriate staffing levels and consider staff and client safety in hot weather.
- Coordinate staff to implement Council support process for identified vulnerable clients.
- Council's Environmental Health Officers will ensure that during hot weather vaccines transported and stored as part of Council's immunisation program will be closely monitored to ensure that the cold chain is maintained. Monitoring will be via a wireless digital thermometer attached to the Engel vaccine fridge used for transport. A purpose built vaccine fridge with an auto-dialer alarm (for temperature related failure) is used for vaccine storage.

Community support

- Alert Council clients on the Vulnerable Person's Register to upcoming extreme heat.
- Provide consistent heat health messages during client visits or telephone calls.
- Ensure that a Heat Health Checklist is in all Meals on Wheels cars for volunteers to check on clients during extreme heat and heatwaves (see Appendix 6)
- Ensure that Community Care workers who have existing relationships with people vulnerable to heat related illness are briefed and provided with appropriate educational resources and advice.
- Ensure that Maternal and Child Health Nurses and Children Services staff who have contact with the majority of families with children under five living in the municipality are briefed and able to provide education to families on how to care for young children in hot weather.

Communications

- Utilise the media kit developed by the Department of Health and Human Services as a basis for all media and communications around the key health messages <<https://www.betterhealth.vic.gov.au/council-media-kit-survive-the-heat>>. Resources include:
 - Template media releases.
 - Sample newsletter and website content.
 - Sample social media posts and a range of social media tiles.
 - Posters and brochures are also available to download or order in a range of languages (see information pack document on link above for further details).
- Instigate consistent community messages through local media or other communication channels.
- Provide information to the community regarding:
 - Public cool spaces (including pool and library opening and closing times).
 - Extra caution with food hygiene.
 - Taking care of pets in the heat. More information and resources can be accessed from <<http://agriculture.vic.gov.au/pets/dogs/dog-health/heat-and-pets>>.
 - Never leaving children, adults or pets in cars.
 - What to do in the event of a power outage.
- Disseminate information to Community Care clients to ensure that air conditioning, where available, is switched on so that Community Care workers can attend to their duties in relative comfort.
- Remind staff of key messages when working in the heat.

8.4 Stage 4: Extreme heat event response actions

Organisational capacity

- Undertake Council activities in the Municipal Emergency Management Plan if required.
 - Reschedule any non-essential services, events and meetings to another day or in the cooler part of the day.
 - Divert Council staff to fill any gaps in the Meals on Wheels delivery roster when volunteers opt out due to extreme heat and heatwave.
 - Activate workplace based strategies in accordance with Occupational Health and Safety policies. Strategies may include training being scheduled for hot days, particularly between 11am and 4pm, earlier starting and finishing times, additional scheduled breaks.
 - *Council's Occupational Health and Safety Committee considers heat health effects on staff. Some strategies introduced on extreme heat days are:*
 - *Training being scheduled for these days, particularly between 11am and 4pm.*
 - *Earlier starting and finishing times.*
 - *Additional scheduled breaks.*
 - *Information being disseminated to Community Care clients to ensure that air conditioning, where available, is switched on so that Community Care workers can attend to their duties in relative comfort.*
- These strategies are consistent with Council's Chief Executive Officer Directive: Thermal Environment.*
- Take action to ensure that animals in the pound are regularly checked to ensure they have adequate water and are not overheating.

Community support

- Instigate support process for identified vulnerable clients e.g. phone checks and/or welfare visits.
- Remind vulnerable clients of key actions to take in extreme heat.
- Ensure adequate drinking water is available for clients, visitors, volunteers and staff.
- Provide the opportunity for Meals on Wheels volunteers to opt out of the Meals on Wheels delivery roster during periods of extreme heat and heatwave.
- Ensure Meals on Wheels volunteers are provided with a bottle of water prior to delivery of meals.
- Provide information and education directly to the community via Community Care workers, Maternal and Child Health Nurses and Children Service staff.

Communications

- Activate heat health alert process – internal and external (see Appendix 3).
- Increase community messaging through local media and standard communication channels.
- Remind staff working in the heat of measures to prevent heat stress, how to recognise heat stress, heat exhaustion and heatstroke, and what to do.

8.5 Stage 5: Post event recovery actionsOrganisational capacity

- Convene a post event debriefing session.
 - Consider what worked well and what could be improved in preparation for further heat events.
 - Evaluate the effectiveness of internal communications and processes.
 - Evaluate the effectiveness of community education and awareness campaigns.
- Annually review and update this Gannawarra Heat Health plan.

Community support

- Consider local recovery activities if required.
- Contact and assess vulnerable persons in days immediately after the event.
- Talk with clients about how they are recovering from the heat.

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9: Communications plan

Communication is an integral part of managing risk. The information delivered must be useful, timely, accurate, consistent and accessible to the target audience, especially the identified vulnerable groups.

The Department of Health and Human Services' *Heatwave Planning Guide* Section 3 (Department Human Services 2009) has been referred to for key messages and information resources.

Communication messages during extreme heat will provide timely and accurate information to the community to reduce the impact of extreme heat events.

During a statewide heatwave or extreme heat, the Department of Health and Human Services will collaborate with Ambulance Victoria to provide key health messages for use by the media.

Council's Communications and Engagement Coordinator will form a partnership with local media and editors of community newsletters circulating through the Shire to ensure that accurate and timely information is accessible to the community.

A Heat Health component will be added Council's website so that community members and service providers can obtain the information they require in an efficient and effective manner.

Council's customer service officers will refer heat related enquiries to Council's Manager Community Health/Heat Health Coordinator.

The key messages to be communicated to the community to reduce the health impacts of heat events will be:

- Keep the home cool
- Keep out of the heat
- Keep the body cool and hydrated
- Help others
- What to do if you have a health problem
- What to do if you or others feel unwell
- Never leave children, adults or pets in cars

The aim of Council's Heat Health Communication Plan is to spread heat health messages quickly and effectively to those most vulnerable.

9.1 Internal Communication Process

Upon receiving a heat alert notification the Heat Health Coordinator will forward this information to the following staff members:

- Chief Executive Officer
- Director Community Wellbeing/Municipal Recovery Manager
- Director Corporate Services
- Director Infrastructure/Municipal Emergency Resource Officer
- Manager Community Health/Environmental Health Officer/Deputy Municipal Recovery Manager/Heat Health Coordinator
- Community Health Coordinator/Environmental Health Officer/Deputy Heat Health Coordinator
- Manager Operational Services
- Manager Human Resources
- Manager Governance
- Manager Libraries
- Manager Children and Youth Services
- Manager Design and Projects
- Manager Strategic Assets
- Manager Economic Development
- Manager Planning and Regulatory Services
- Manager Finance
- Manager Community Care
- Maternal and Child Health Nurses
- Communications and Engagement Coordinator
- Customer Service Supervisor
- Local Laws Team Leader
- Works Team Leader
- Aquatic Facilities Coordinator

Each of these staff members will be responsible for communicating the heat alert notification to staff under their responsibility and for disseminating this information to their network of contacts.

The Heat Health Coordinator will ensure that information is uploaded onto the Council's Intranet to provide staff with accurate and timely information.

The messages will be consistent and will follow that set out in Appendix 4.

The Department of Health and Human Services' brochure titled *How to Stay Safe and Cope in Extreme Heat* will be attached to internal communication messages.

During periods of leave, Council's Heat Health Coordinator will ensure that back-up procedures are in place.

9.2 External Communication Process

Upon receiving a heat alert notification the Heat Health Coordinator will forward this information to members of the Gannawarra Heat Health Planning Group (contact details contained in Appendix 7) and to all members of the Gannawarra Municipal Emergency Management Planning Committee.

The message will be consistent and will follow that set out in Appendix 4.

The Department of Health and Human Services' brochure titled *How to Stay Safe and Cope in Extreme Heat* will be attached to external communication messages.

External agencies will be requested to distribute the information to their staff and network of contacts.

The general public with heat related queries contacting Council will be referred to the Heat Health Coordinator for more specialised public health information where required.

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10: Education Strategy

Council will communicate information about the risks of extreme heat and preventative measures before the summer season begins. These messages will start to be disseminated through Council's existing networks and communication channels in the first week of November each year, or earlier depending on seasonal conditions.

Spread of Educational Material

The spread of information will be two-fold through:

1. Passive information spread - such as the Gannawarra Gazette in local newspapers, media releases, distribution through local newsletters, brochures, counter information, Council's website, and social media such as Facebook and Twitter, etc.
2. Active information spread – such as verbal advice to the elderly and disabled given by Community Care workers, verbal advice to parents with babies presenting at Maternal and Child Health centres, and visits from other service providers.

Education surrounding heat health will be consistent with communication messages and will focus on preventing heat related illness by covering the following areas:

- Keeping the home cool
- Keeping out of the heat
- Keeping the body cool and hydrated
- Helping others
- What to do if you have a health problem
- What to do if you or others feel unwell
- Never leave children, adults or pets in cars

The Department of Health and Human Services' *Tips for engaging local media to promote heat health messages – Information for local councils* (2014) will be used to distribute messages.

The aim of Council's Heat Health Education Strategy will be based on four simple messages – stay out of the heat, stay cool and drink plenty of water, look out for yourself and others, never leave children, adults or pets in cars.

11: Review process

An annual review of this Heat Health Plan will be undertaken prior to each summer season. The review will:

- Take into account changes at state and local level.
- Involve relevant stakeholders.
- Assess whether actions contained in the plan continue to have effective outcomes.
- Inform revision and improvement of the plan.

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Appendix 1: People most affected by heat

This information is taken from the Heat Health Plan for Victoria (*Department of Health and Human Services 2015*).

Extreme heat can affect anybody. However, there are some population groups that are more vulnerable to its effects due to factors such as their age, health, environment, social and economic circumstances, location or occupation.

In the context of climate change, vulnerability is the degree to which a community or an individual is susceptible to, or unable to cope with, the adverse effects of climatic changes. As such, vulnerability is a function of a community or individual's exposure to extreme heat and other climatic variables, their sensitivity to such changes and their ability to adapt.

The following people are likely to be most affected by heat:

- Over 65 years old, especially those living alone
- Have a medical condition such as heart disease, high blood pressure, diabetes, cancer or kidney disease
- Taking medications that may affect the way the body reacts to heat such as
 - allergy medicines (antihistamines)
 - some blood pressure and heart medicines (beta-blockers and vasoconstrictors)
 - seizure medicines (anticonvulsants)
 - thyroid medications (thyroxine)
 - water pills (diuretics)
- Have a mental illness, particularly those on medication (antidepressants or antipsychotics)
- Problematic alcohol or other drug use such as amphetamines
- An illness or infection that causes dehydration or fever
- Cognitive impairment who may not be able to identify or communicate their discomfort or need for water
- Trouble moving around (such as those who are bed-bound or in wheelchairs)
- Are overweight or obese
- Pregnant women, breastfeeding mothers, babies and young children
- Who work or are physically active outdoors (such as gardeners and labourers)
- Health conditions that impair sweating including people with heart disease, dehydration, extremes of age, skin disorders (including sunburn, prickly heat and extensive scarring from burns), congenital impairment of sweating, cystic fibrosis, quadriplegia and scleroderma
- Who are unable to acclimatise
- Homeless
- Low socioeconomic status
- Live alone or who are socially isolated
- Low cardiovascular fitness
- Non-English speaking who may not be able to understand extreme heat announcements or have reduced access to appropriate health or support services.

Belonging to more than one at-risk group may further increase susceptibility to heat. However, protective factors such as the capacity to care for oneself and having access to a cool place, appropriate care and services reduce the risk of heat-related health impacts.

Appendix 2: Heat health temperature thresholds



Introduction

The Department of Health and Human Services Heat Health Alert System notifies councils, departmental program areas, hospitals, health and community service providers and the public of forecast extreme heat conditions which are likely to impact on human health.

A heat health alert is issued when mean temperatures are predicted to reach and exceed heat health thresholds. It is recommended that recipients continue to monitor local conditions and take action in accordance with their own heat plans, service continuity plans and occupational health and safety (OH&S) plans.

The Heat Health Alert System operates each year from December to the end of February of the following year.

Figure 1: Weather forecast districts and corresponding heat health temperature thresholds
Image adapted from the Country Fire Authority's 'Know your total fire ban district'.

Weather forecast districts

The Heat Health Alert System is based on the Bureau of Meteorology weather forecast districts and boundaries (Figure 1).

Heat health temperature thresholds

The Department of Health and Human Services has identified heat health temperature thresholds for Victoria, above which heat-related illness and mortality increases substantially.

These thresholds differ across the state to recognise the higher temperatures experienced in northern parts of Victoria. A heat health temperature threshold has been established for each of the nine weather forecast districts as shown in Figure 1.



The department monitors the Bureau of Meteorology forecast daily minimum and maximum temperatures and calculates the daily average temperature for each weather forecast district (Figure 2).

Figure 2: Example calculation of the daily average temperature

<p>Calculating the average temperature</p> <p>The average temperature is calculated from the forecast daily maximum (in this case Tuesday) and the forecast overnight temperature, which is the daily minimum for the following day (in this case Wednesday).</p> <p>An example of this calculation is demonstrated below:</p> <p>Melbourne</p> <p>Tuesday</p> <p>Min: 20 °C</p> <p>Max: 38 °C</p> <p>Wednesday</p> <p>Min: 25 °C</p> <p>Max: 31 °C</p> <p>This calculation will be repeated for each of the seven days included in the daily forecast.</p>	<p>Average calculation for Tuesday</p> <p>$(38+25)/2 = 31.5^{\circ}\text{C}$</p> <p>The threshold for Melbourne = average of 30°C.</p> <p>The temperature forecast indicates that the threshold will be exceeded.</p>	<p>The average temperature for any given day is the average of the forecast daily maximum temperature and the forecast overnight temperature (which is the daily minimum for the following day).</p> <p>When forecast average temperatures are predicted to reach or exceed the heat health temperature threshold for a specific weather forecast district, the department will issue a heat health alert for that district.</p> <p>Heat health alerts</p> <p>Heat health alerts are issued via the departments' subscription service. To subscribe to receive heat health alerts and other emergency advice from the department go to http://www.health.vic.gov.au/subscribe/.</p> <p>The departments' subscription service is available to organisations and individuals. Generic email inboxes or individual email addresses should be used to subscribe. Please note that an email will be sent requesting confirmation of the subscription. Please ensure the email requesting confirmation is actioned as the subscription will not be activated.</p>
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Once a heat health alert is issued, local councils, departmental program areas and health and community service providers should respond in accordance with their heat plans. Individuals should also take action to prepare for extreme heat to protect themselves and those in their care from the impact of extreme heat particularly those most at risk.

The department may also be considering other factors that may influence vulnerability, such as very high maximum or minimum temperatures and high temperatures over a prolonged consecutive period. High temperature alerts may be issued in these circumstances even if the average temperature threshold is not exceeded. Prolonged high temperatures below threshold levels can still impact on health services.

Where possible, heat health alerts will be issued 3-4 days prior to forecast extreme heat conditions providing recipients with an early warning. Whilst the department will be monitoring forecast temperatures across the state, it is important for councils and other organisations to continue to monitor local conditions. **It may be necessary for councils to activate heat plans in the absence of a heat health alert being issued.** Council contacts are encouraged to monitor local conditions using the Bureau of Meteorology at <http://www.bom.gov.au/>

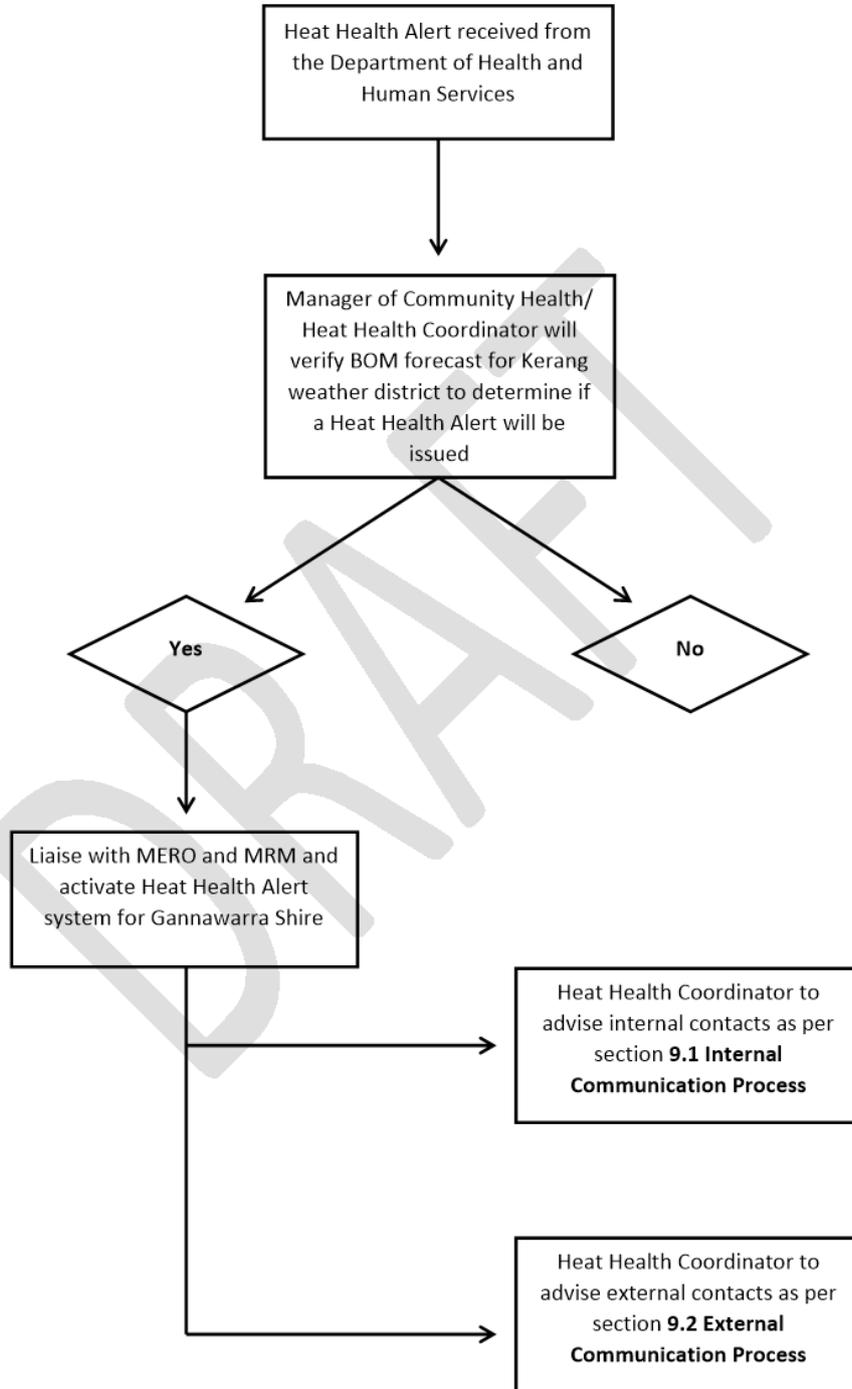
The heat health alerts are available from the Department of Health website at <http://www.health.vic.gov.au/heat-health-alert-system/index.htm>

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 Available at <https://www2.health.vic.gov.au/public-health/environmental-health>



Source: Department of Health and Human Services. <https://www2.health.vic.gov.au/public-health/environmental-health/climate-weather-and-public-health/heatwaves-and-extreme-heat/heat-health-alerts>

Appendix 3: Heat health alert activation flowchart



Appendix 4: Communication materials and key messages

Heat Alert Communication Message

Internal Communication Message

*****This email is an alert only, to advise of forecast heat health conditions.*****

Please note that Victoria's Chief Health Officer has issued a Heat Health Alert for [Insert date/s] for the Mallee district (including the Gannawarra Shire) due to the expected minimum overnight temperatures meeting the heat health threshold.

Council has been issued with a Heat Health Alert from Victoria's Chief Health Officer so as to allow necessary preparations to be made to respond to heat health conditions given the impacts hot weather can have on human health, normal operations and essential services.

The temperature is predicted to reach [Insert temperature/s] on [Insert Date/s].

The reason for the Heat Health Alert is [insert a reason if applicable, eg. that due to the early arrival of very hot weather, the public may be more susceptible to the health effects that are known to arise after such temperatures].

This information is being forwarded to you in accordance with the Gannawarra Shire Council's Heat Health Plan.

Bureau of Meteorology forecasts for KERANG:

[Insert screen shot of Bureau of Meteorology 7 day forecast]

Staff with activation responsibilities under the Heat Health Plan have been spoken to individually. Additional staff may have service continuity and occupational health and safety responsibilities that are to be activated.

Each staff member receiving this notification is responsible for communicating this Alert to staff under their responsibility.

THE KEY MESSAGES ARE:

- STAY OUT OF THE HEAT AS MUCH AS POSSIBLE, PARTICULARLY BETWEEN 11AM AND 4PM
- KEEP COOL AND DRINK PLENTY OF WATER
- LOOK OUT FOR YOURSELF AND OTHERS
- NEVER LEAVE CHILDREN, ADULTS OR PETS IN CARS

THOSE MOST VULNERABLE TO THE EFFECTS OF HIGH TEMPERATURES:

- Older people (65 years and older), particularly those living alone with little social contact and/or those with pre-existing medical conditions
- Disabled
- Infants and Children under 5 years of age
- Pregnant and nursing mothers
- People working in hot environments
- Unacclimatised tourists and new residents

PUBLIC HEALTH ADVICE ON PREVENTING HEAT RELATED ILLNESS IS ATTACHED ALONG WITH COUNCIL'S CURRENT THERMAL ENVIRONMENT POLICY.

Further advice and resources can be downloaded from the Department of Health and Human Service's website:

<https://www2.health.vic.gov.au/public-health/environmental-health/climate-weather-and-public-health/heatwaves-and-extreme-heat>

You can monitor local temperatures via the Bureau of Meteorology website: <http://www.bom.gov.au/vic/forecasts/map7day.shtml>

Please contact me should further advice or information be required.

Any further advice can be obtained by contacting [Insert Name and Contact Details].

External Communication Message

*****This email is an alert only, to advise of forecast heat health conditions.*****

Please note that Victoria's Chief Health Officer has issued a Heat Health Alert for [Insert date/s] for the Mallee district (including the Gannawarra Shire) due to the expected minimum overnight temperatures meeting the heat health threshold.

Council has been issued with a Heat Health Alert from Victoria's Chief Health Officer so as to allow necessary preparations to be made to respond to heat health conditions given the impacts hot weather can have on human health, normal operations and essential services.

The temperature is predicted to reach [Insert temperature/s] on [Insert Date/s].

The reason for the Heat Health Alert is [insert a reason if applicable, eg. that due to the early arrival of very hot weather, the public may be more susceptible to the health effects that are known to arise after such temperatures].

This information is being forwarded to you in accordance with the Gannawarra Shire Council's Heat Health Plan.

Bureau of Meteorology forecasts for KERANG:

[Insert screen shot of Bureau of Meteorology 7 day forecast]

You have received this information as you are either a nominated emergency management contact for the Gannawarra Shire or you have asked to be added to the heat health alert system for the Gannawarra Shire in the past. If you are no longer the relevant contact within your organisation please contact me so that updates can be made.

Note that the predicted mean temperature is expected to meet the heat health temperature threshold of 34°C set for the Mallee District (including Gannawarra Shire) on [Insert Date/s] due to the forecast high overnight minimum temperature.

THE KEY MESSAGES ARE:

- STAY OUT OF THE HEAT AS MUCH AS POSSIBLE, PARTICULARLY BETWEEN 11AM AND 4PM
- KEEP COOL AND DRINK PLENTY OF WATER
- LOOK OUT FOR YOURSELF AND OTHERS
- NEVER LEAVE CHILDREN, ADULTS OR PETS IN CARS

THOSE MOST VULNERABLE TO THE EFFECTS OF HIGH TEMPERATURES:

- Older people (65 years and older), particularly those living alone with little social contact and/or those with pre-existing medical conditions
- Disabled
- Infants and Children under 5 years of age
- Pregnant and nursing mothers
- People working in hot environments
- Unacclimatised tourists and new residents

PUBLIC HEALTH ADVICE ON PREVENTING HEAT RELATED ILLNESS IS ATTACHED.

Further advice and resources can be downloaded from the Department of Health and Human Service's website: <https://www2.health.vic.gov.au/public-health/environmental-health/climate-weather-and-public-health/heatwaves-and-extreme-heat>

You can monitor local temperatures via the Bureau of Meteorology website: <http://www.bom.gov.au/vic/forecasts/map7day.shtml>

On receiving this alert it is suggested that you take the following action:

1. Disseminate this information to your network of contacts, including your own staff and clients.
2. Implement your own Heat Health, Service Continuity, and Occupational Health and Safety Plans.

Any further advice can be obtained by contacting [Insert Name and Contact Details].

Appendix 5: Recommended actions from the Heat Health Plan for Victoria

Recommended actions for Local Government to take before, during and after extreme heat

Table 2: Recommended actions for local government to take before, during and after extreme heat

Before summer	Immediately before forecast extreme heat	During extreme heat	After extreme heat
<ul style="list-style-type: none"> Review and update the heat health plan and other relevant heat plans, including business continuity plans. Engage with key stakeholders and community members to raise awareness about the risks of extreme heat. Identify established and informal networks to connect and engage with Aboriginal and culturally and linguistically diverse communities. Use relevant lists of people who may be at risk of extreme heat that are current, including people who receive HAAC services or Meals on Wheels, in heat health planning. Update the heat health communication strategy. Participate in exercises and forums to discuss and improve individual and collective responses to extreme heat. Update individual heat health plans for clients and vulnerable-client lists. Provide heat health information to staff engaged in delivering client services so they can raise awareness. Engage staff across council to identify opportunities to promote heat health and enhance activities to respond to extreme heat. Order and display the department's heat health brochure in the lobby and other council venues and distribute to clients. Encourage staff to download the Better Health Channel app from <www.vic.gov.au/social-media/mobile-apps/better-health-channel-health-information-and-services.html>. Encourage staff to subscribe to receive heat health alerts from <www.health.vic.gov.au/environment/heatwaves-alert.htm>. Talk with clients, family and carers about downloading the Better Health Channel app and subscribing to receive heat health alerts. Consider long-term planning opportunities to reduce impacts of extreme heat. 	<ul style="list-style-type: none"> Take action in accordance with heat health plans or other plans containing heat-related actions such as service continuity plans, emergency management plans and occupational health and safety plans. Monitor local weather conditions on the Bureau of Meteorology's website. Investigate consistent community messages through local media or other communication channels. Provide consistent heat health messages during client visits or telephone calls. Update the council website with consistent heat health information or message from the mayor or CEO. Reschedule services to the cooler part of the day. Ensure appropriate staffing levels and consider staff and client safety in hot weather. Ensure staff engaging with the public are aware of what the council is doing to support and protect those at risk such as where people can go to stay cool. Restock the department's brochure in the lobby and distribute to clients. 	<ul style="list-style-type: none"> Undertake council activities in the municipal emergency management plan if required. Reschedule any non-essential events, meetings and services to another day or in the cooler part of the day. Increase community messaging through local media and standard communication channels. 	<ul style="list-style-type: none"> Talk with clients about how they are recovering from the heat. Consider what worked well and what could be improved in preparation for further heat. Consider local recovery activities if required.

Recommended actions for Health and Community Service Providers to take before, during and after extreme heat

Table 3: Recommended actions for health and community service providers to take before, during and after extreme heat

Before summer	Immediately before forecast extreme heat	During extreme heat	After extreme heat
<ul style="list-style-type: none"> Review and update the heat health plan and other relevant heat plans, including business continuity plans. Engage with key stakeholders and community members to raise awareness about the risks of extreme heat. Update the heat health communication strategy. Participate in exercises to discuss and improve individual and collective responses to extreme heat. Ensure appropriate staffing levels and consider staff and client safety in hot weather. Update individual heat health plans for clients and vulnerable-client lists. Talk with clients, family and carers about downloading the Better Health Channel app from <www.vic.gov.au/social-media/mobile-apps/better-health-channel-health-information-and-services.html>. Talk with clients, family and carers about subscribing to receive heat health alerts from <www.health.vic.gov.au/environment/heatwaves-alert>. Ensure staff are appropriately trained to identify clients who may need assistance. Order and display the department's heat health brochure in the lobby and other council venues and distribute to clients. 	<ul style="list-style-type: none"> Take action in accordance with heat health plans or other plans containing heat-related actions such as service continuity plans, emergency management plans and occupational health and safety plans. Monitor local weather conditions on the Bureau of Meteorology's website. Restock the department's brochure in the lobby and distribute to clients. Reschedule services to the cooler part of the day. Provide consistent heat health messages during client visits or telephone calls. 	<ul style="list-style-type: none"> Reschedule any non-essential events, meetings and services to another day or in the cooler part of the day. Increase consistent community messaging through local media and standard communication channels. Monitor temperatures in client areas. Ensure adequate drinking water is available for clients, visitors and staff. 	<ul style="list-style-type: none"> Talk with clients about how they are recovering from the heat. Consider what worked well and what could be improved in preparation for further heat. Update plans and activities as required.

Recommended actions for Clinicians to take before, during and after extreme heat

Before summer	Immediately before forecast extreme heat	During extreme heat	After extreme heat
<ul style="list-style-type: none"> • Develop or review a heat health plan or strategy for the practice and staff. • Ensure staff are appropriately trained to identify patients who may need assistance. • Identify at-risk patients in your practice and begin talking about how they will cope during the heat. • Advise at-risk patients on adjustments to medications and fluid intake recommendations during extreme heat periods. • Check whether your fan or air-conditioner works well. • Subscribe to the department's heat health alert system at <www.health.vic.gov.au/environment/heatwaves-alert>. • Download or order the department's Factsheet for clinicians from <www.health.vic.gov.au/environment/heatwaves-community-resources>. • Plan for power outages, for example, what to do with vaccine fridges. • Talk with clients, family and carers about downloading the Deetler Health Channel app from <www.vic.gov.au/social-media/mobile-apps/better-health-channel-health-information-and-services.html>. • Talk with clients, family and carers about subscribing to receive heat health alerts from <www.health.vic.gov.au/environment/heatwaves-alert>. 	<ul style="list-style-type: none"> • Monitor local weather conditions on the Bureau of Meteorology's website. • Hand out the department's heat health brochure to patients and carers. • Keep the waiting room cool, and provide water. • Reschedule any non-essential appointments with at-risk patients to a cooler part of the day or another day. 	<ul style="list-style-type: none"> • Plan for increased demand from patients with heat-related illness or exacerbated medical conditions. • Call patients who do not show up for appointments to ensure they are OK. • Talk with patients about how they are coping during the heat. 	<ul style="list-style-type: none"> • Talk with at-risk patients and their carers about their recovery from extreme heat. • Consider what worked well and what could be improved in preparation for further heat. • Update plans and activities as required.

Recommended actions for Health Services to take before, during and after extreme heat

Table 5: Recommended actions for health services to take before, during and after extreme heat

Before summer	Immediately before forecast extreme heat	During extreme heat	After extreme heat
<ul style="list-style-type: none"> • Have a heat health plan including business continuity that addresses the needs of staff, patients and carers. • Provide orientation and training within the hospital on preparedness and essential actions during extreme heat. • Identify at-risk patients and begin talking about what will be required for them on extreme heat days. • Check your contingency planning for air-conditioning and power supply. • Plan for power outages, for example, what to do with vaccine fridges. • Subscribe to the department's heat health alert system at <www.health.vic.gov.au/environment/heatwaves-alert>. • Download or order the departments <i>Factsheet for clinicians</i> from <www.health.vic.gov.au/environment/heatwaves-community-resources> and distribute it. • Participate in heatwave exercises to discuss and improve individual and collective responses to extreme heat. • Talk with clients, family and carers about downloading the Better Health Channel app from <www.vic.gov.au/social-media/mobile-apps/better-health-channel-health-information-and-services.html> and subscribing to receive heat health alerts. 	<ul style="list-style-type: none"> • Take action in accordance with any relevant heat plans. • Monitor local weather conditions on the Bureau of Meteorology's website. • Make the department's heat health brochure available to patients and carers. • Keep waiting and outpatient rooms cool, and provide water. • Consider cancelling or deferring outpatients or other non-essential hospital programs that are scheduled on extreme heat days. • Review discharge plans for at-risk patients. 	<ul style="list-style-type: none"> • Plan for increased demand from patients with heat-related illness or exacerbated medical conditions. This may include a significant increase in ambulance transfers, admissions to the emergency department, short-stay unit and wards. • Plan for a potential increase in arrival of deceased individuals. • Plan for increased staff absenteeism. • Liaise where necessary with the State Health and Medical Commander. 	<ul style="list-style-type: none"> • Consider what worked well and what could be improved in preparation for further heat. • Consider a formal debrief of the response in order to revise and improve the hospital's heat health plan. • Update plans and activities as required.

Recommended actions for Individuals to take before, during and after extreme heat

Before summer	Immediately before forecast extreme heat	During extreme heat	After extreme heat
<ul style="list-style-type: none"> • Speak with a doctor about how to best cope during the heat (medications, limiting fluids, etc.). • Plan how to stay cool during the heat. • If you are unable to keep cool at home, identify other places that provide cooling such as a neighbour's or family member's home, public library, shopping centre or movie theatre. • Get a copy of the department's heat health brochure for tips for coping during extreme heat from your general practitioner. • Check that your fan or air-conditioner works well. • Stock up on food, water and medicines. • Plan how to cope if the electricity goes out or public transport is disrupted. • To prepare for black outs, ensure there is a torch, fully charged mobile phone or a landline phone, plus a battery-operated radio and sufficient batteries. • Download the Better Health Channel app from <www.vic.gov.au/social-media/mobile-apps/better-health-channel-health-information-and-services.html> to receive extreme heat notifications for your location. • Subscribe to receive heat health alerts from <www.health.vic.gov.au/environment/heatwaves-alert>. • Talk with family or friends you think will need extra support and assistance during extreme heat to discuss how to help them keep cool during extreme heat. • If you are at risk of heat-related illness, talk with your family and friends about how they can help you survive the heat. • Identify programs that offer concessions to assist with installing awnings, shade cloth or external blinds. • Install awnings, shade cloth or external blinds on the sides of the house facing the sun. 	<ul style="list-style-type: none"> • Monitor local weather conditions on the Bureau of Meteorology's website. • Consider rescheduling non-essential appointments to a cooler part of the day. • Locate a torch, fully-charged mobile phone or a landline phone, a battery-operated radio and sufficient batteries in case of power failure. • Listen for bushfire messages if you live in a bushfire-risk area. • Contact your local council to know what they may be doing to assist residents during extreme heat. 	<ul style="list-style-type: none"> • Listen for bushfire messages if you live in a bushfire-risk area. • Check on family and friends who you think need extra support and assistance during extreme heat. • Watch and listen for news reports about the extreme heat and for heat health messages. • Check for notifications from the Better Health Channel app for your location. • Check the VicEmergency website for heat health alerts and community heat health messages. • Read the department's brochure for tips on coping during extreme heat. • Keep in touch with friends, neighbours and relatives. • Drink plenty of water. • Spend as much time as possible in cool or air-conditioned buildings. • Never leave children, adults or animals in parked cars. • Stay out of the sun during the hottest part of the day. • If outside, stay in the shade and drink plenty of water. • Limit outdoor activities that can be rescheduled for a cooler day, such as gardening or building renovations. • Wear a hat and light-coloured, loose-fitting clothing when outside. • Wear sunscreen. • Ensure those in your care such as children are dressed appropriately and drink water regularly. • Reschedule any non-essential appointments to another day. • Seek medical assistance if you feel unwell. 	<ul style="list-style-type: none"> • Restock food, water and medicines for the next event. • Consider what worked well and what could be improved in preparation for further heat. • Take care of others.

Appendix 6: Checklists

Checklist for Community Care Workers

Where a heat alert is issued the following should be checked by Community Care Workers:

Question	Tick if Yes	Action to Take if answer is No.
Is the client indoors?		You should encourage the client to come indoors by 11am and explain that today is a predicted heatwave day.
Does the client have an air conditioner? Is the air conditioner on?		Air conditioning should be switched on where available.
Have all curtains and blinds been closed?		All curtains and blinds should be closed
Have meals for the day been reviewed?		Discuss alternatives for changing meals, eg. replacing hot meals with salads.
Does the client have activities planned for the afternoon which limit physical exertion?		The client should be encouraged to participate in passive activities such as reading particularly between 11am and 4pm
Is clothing worn by the client minimised?		The client should be encouraged/assisted to remove unnecessary clothing eg. cardigans, jumpers, long sleeved shirts, hats and footwear where appropriate.
Does the client have access to cool water?		Place a jug of cool water out for the client to drink during the day. Place another jug in the fridge for later on. Encourage the client to drink adequate amounts of water, fruit punch, cordials and icy poles
Does the client live alone? Is the client staying home for the day?		Is someone calling around or phoning during the afternoon? If still No, notify the Manager Community Care so that phone contact can be made.

In addition to the above, Community Care Workers should encourage clients to:

- Monitor the temperature inside the house to try to keep the house around 25°C
- Rest during the hottest part of the day in the coolest part of the house
- Use wet face cloths or the like to increase comfort
- Be aware that it is very hot and that they should be extra careful to look after themselves

If there are any concerns about the health of the client, the Manager Community Care should be contacted immediately.

Reminder: Community Care Workers should take regular breaks on hot days and drink plenty of water.

Checklist for Meals on Wheels Volunteers

Where a heat alert is issued the following should be checked by Meals on Wheels Volunteers:

Question	Tick if Yes	Action to Take if answer is No.
Is the client indoors?		Encourage or assist the client to come indoors and explain that today is a hot day.
Does the client have an air conditioner? Is the air conditioner on?		Encourage or assist the client to switch air conditioning on where available.
Have all curtains and blinds been closed?		Encourage or assist the client to close curtains and blinds, etc.
Does the client have activities planned for the afternoon which limit physical exertion?		Encourage the client to participate in passive activities such as reading particularly between 11am and 4pm
Is clothing worn by the client minimised?		Encourage or assist the client to remove unnecessary clothing eg. cardigans, jumpers, long sleeved shirts, hats and footwear where appropriate.
Does the client have access to cool water?		Encourage or assist the client to put out a jug of cool water to drink during the day, and to place another jug in the fridge for later on. Encourage the client to drink adequate amounts of water, fruit punch, cordials and icy poles.
Do you have any concerns about the health or wellbeing of the client?		Notify the Manager Community Care.

In addition to the above, Meals on Wheels volunteers can assist clients by encouraging them to:

- Monitor the temperature inside the house to try to keep the house around 25°C
- Rest during the hottest part of the day in the coolest part of the house
- Use wet face cloths or the like to increase comfort
- Be aware that it is very hot and that they should be extra careful to look after themselves

If there are any concerns about the health of the client, the Manager Community Care should be contacted immediately.

Reminder: Meals on Wheels Volunteers should drink plenty of water on hot weather days

Annual Home Safety Checklist for Community Care Services



Community Care Services
Home Safety Checklist

Client Name:
Completed By:

Date:

	Yes / No	Comments
Outside Residence		
Pathway surface level, non-slip, uncluttered, adequate width		
External key lock in place		
Street number clearly identified		
Entry steps and verandah surface level, non-slip, uncluttered, solid		
Lighting adequate, illuminated at night if required		
Doors and gate easy to open and clear of obstruction		
Pets restrained and separated from worker		
Inside Residence (General)		
All exit doors in working order		
Smoke detectors present and working		
Heaters in suitable position (eg. no bedding, clothes or water nearby)		
Any weapons visible or reported to be present		
General Cleaning Equipment		
Vacuum cleaner appropriate design and in working order		
Vacuum/mop etc stored appropriately and easily accessed		
Broom appropriate		
Mop and bucket appropriate and in working order		
General Cleaning Substances		
Substances in original container		
Material Safety Data Sheets (MSDS) available		
Appropriate substances available		Chemicals for home use list provided to client
Personal protective equipment available - gloves		Provided by Gannawarra Shire



Community Care Services Home Safety Checklist

Client Name:
Completed By:
Date:

	N/A - Not Applicable						Y - Yes				N - No		Comments
	Kitchen	Bathroom	Toilet	Laundry	Hallway	Lounge	Dining Room	Bedroom					
Adequate workspace													
Furniture/equipment needs to be moved													
If yes easy to move													
Furniture stable													
Bench/table/bed etc adequate height													
Floor surface appropriate (level and no trip hazards)													
Power points appear in good condition													
Power Points easy to access													
Lighting adequate													
Equipment in good working condition													
Heating/cooling adequate													
Any issues with area to be cleaned													
Heat Check													
Air-conditioner													
Air-conditioner serviced/cleaned recently?													
External Blinds													
Internal Blinds													
House Insulation													
Draft Stoppers													
Fans													
Identify the coolest room													
Internal/External Thermometer													

Gannawarra Heat Health Plan Annual Implementation Checklist

Stage 1: Long term prevention actions (Timeline = ongoing)

Action	Person responsible	Complete	Underway	Not Commenced	Comments
PLANNING					
Seek funding opportunities to increase shade in public space					
Seek funding opportunities to improve public access to drinking water					
Seek funding opportunities to heat proof public buildings					
Identify public cool places					
ORGANISATIONAL CAPACITY					
Ensure power supply back up for critical services is in place					
Ensure adequate staffing for delivery of services in extreme heat events					
COMMUNITY SUPPORT					
Assess Community Care client homes for the ability to cope with heatwave conditions on an annual basis using checklist (Appendix 6)					
Review and update the Vulnerable Persons Register to include a health vulnerability identifier					
Ensure that vulnerable persons are flagged on Council's Community Care database so that daily contact can be made in the event of extreme heat or heatwave					
Provide Community Care clients with a copy of the Red Cross Rediplan and offer one-on-one support to assist clients complete a plan					
Provide Community Care clients with a Gannawarra Shire Emergency Safety Kit					
Promote the medical cooling concession available for people with conditions that impact on the body's ability to regulate temperature and people reliant on life support machines. Information on concessions is available from the website: www.dhs.vic.gov.au/concessions					
Incorporate the Maternal and Child Health media clip 'Be Cool in Gannawarra' into New Parent Group programs held throughout the year to communicate key messages around keeping children cool in extreme heat: https://www.youtube.com/user/GannawarraShire					

Stage 2: Pre summer preparation actions (Timeline = before October)

Action	Person responsible	Complete	Underway	Not Commenced	Comments
PLANNING					
Review and update the Gannawarra Heat Health Plan					
Check supplies of cooling neck wraps, water bottles and thermometers					
ORGANISATIONAL CAPACITY					
Participate in local and regional exercises and forums to discuss and improve individual and collective responses to extreme heat					
Train relevant staff to identify clients who may need assistance using the Heat Health in Community Care training package					
Provide Community Care workers and volunteers with cooling neck wraps and water bottles					
Establish a cancellation policy for Council organised outdoor events with large gatherings of people during extreme heat events					
Review Council's Chief Executive Officer Directive: Thermal Environment and ensure that strategies are in place to protect occupational groups from the effects of extreme heat					
STAKEHOLDER PARTNERSHIPS					
Engage with key stakeholders and community members to raise awareness about the risks of extreme heat					
COMMUNITY SUPPORT					
Encourage Community Care clients to have air conditioners serviced					
Review process for providing support and contact to vulnerable clients on days of extreme heat e.g. phone checks and/or welfare visits					
Provide heat help action kits to vulnerable clients					
Offer to guest present at local seniors groups and distribute heat help action kits					
Provide advice to vulnerable clients on how to manage their homes in extreme heat					
Provide thermometers for Community Care clients for placement on the wall of a room deemed to be a 'safe' room, usually the living room, where the client is the coolest					
Identify, prepare and promote public cool spaces for community use in extreme heat (swimming pools, libraries, shopping centres, health services)					

Stage 2: Pre summer preparation actions (Timeline = before October) Continued

Action	Person responsible	Complete	Underway	Not Commenced	Comments
COMMUNICATION					
Prepare communication resources, draft media releases, contact lists					
Identify target groups for awareness campaigns (vulnerable, aged care facilities, sporting clubs, caravan parks, tourism operators)					
Order, display and distribute the Department of Health and Human Services' heat health promotional material and brochure					
Promote heat health information through staff newsletters					
Add a Heat Health icon to the home page of council's website and update the website with consistent heat health information.					

DRAFT

Stage 3: Preparation immediately before forecast extreme heat

Action	Person responsible	Complete	Underway	Not Commenced	Comments
ORGANISATIONAL CAPACITY					
Monitor local weather conditions on the Bureau of Meteorology’s website					
Ensure appropriate staffing levels and consider staff and client safety in hot weather					
Coordinate staff to implement Council support process for identified vulnerable clients					
Ensure temperature control of vaccines as part of Council’s Immunisation program					
COMMUNITY SUPPORT					
Alert clients on vulnerable persons register of upcoming extreme heat					
Provide consistent heat health messages during client visits or telephone calls					
Place a Heat Health Checklist in all Meals on Wheels cars for volunteers to check on clients during extreme heat and heatwaves (see Appendix 6)					
Brief and provide appropriate educational resources and advice to Community Care workers who have existing relationships with people vulnerable to heat related illness					
Brief Maternal and Child Health Nurses and Children Services staff so that they are able to provide education to families with children under five during extreme heat events					
COMMUNICATIONS					
Instigate consistent community messages through local media or other communication channels using the media kit developed by the Department of Health and Human Services as a basis https://www.betterhealth.vic.gov.au/council-media-kit-survive-the-heat around the key messages plus public cool spaces, extra caution with food hygiene, taking care of pets in the heat http://agriculture.vic.gov.au/pets/dogs/dog-health/heat-and-pets					
Disseminate information to Community Care clients so as to ensure that air conditioning, where available, is switched on so that community care workers can attend to their duties in relative comfort					
Remind staff of key messages when working in the heat					

Stage 4: Extreme heat event response actions

Action	Person responsible	Complete	Underway	Not Commenced	Comments
ORGANISATIONAL CAPACITY					
Undertake Council activities in the Municipal Emergency Management Plan if required					
Reschedule any non-essential services, events and meetings to another day or in the cooler part of the day					
Divert Council staff to fill any gaps in the Meals on Wheels delivery roster when volunteers opt out due to extreme heat or heatwave conditions					
Activate workplace based strategies in accordance with Occupational Health and Safety policies. Strategies may include training being scheduled for hot days, particularly between 11am and 4pm, earlier starting and finishing times, additional scheduled breaks					
Ensure that animals currently in the pound are regularly checked to ensure they have adequate water and are not overheating					
COMMUNITY SUPPORT					
Instigate support process for identified vulnerable clients e.g. phone checks or welfare visits					
Remind vulnerable clients of key actions to take in extreme heat					
Ensure adequate drinking water is available for clients, visitors and staff*					
Provide the opportunity for Meals on Wheels volunteers to opt out of the Meals on Wheels delivery roster during periods of extreme heat and heatwave.					
Provide Meals on Wheels volunteers with a bottle of water prior to delivery of meals.					
Provide information and education directly to the community via Community Care workers, Maternal and Child Health Nurses and Children Service staff.					
COMMUNICATIONS					
Activate heat health alert process – internal and external (Appendix 3)					
Increase community messaging through local media and standard communication channels					
Remind staff working in the heat of measures to prevent heat stress, how to recognise heat stress, heat exhaustion and heatstroke, and what to do					

Stage 5: Post event recovery actions

Action	Person responsible	Complete	Underway	Not Commenced	Comments
ORGANISATIONAL CAPACITY					
Convene a post event debriefing session					
Put a process in place to ensure review and update this Gannawarra Heat Health plan that takes into account debrief					
COMMUNITY SUPPORT					
Consider local recovery activities if required					
Contact and assess vulnerable persons in days immediately after the event					
Talk with clients about how they are recovering from the heat					

Appendix 7: Contact details for Council staff, stakeholders and partner organisations

Name	Organisation	Business	Mobile	Email
Mandy Hutchinson	Gannawarra Shire Council	03 5450 9612	0418 364 799	mandy.hutchinson@gannawarra.vic.gov.au
Narelle O'Donoghue	Gannawarra Shire Council	03 5450 9607	0427 834 367	narello@gannawarra.vic.gov.au
Kelsey Corrie	Gannawarra Shire Council	03 5450 9343	0429 686 362	kelseyc@gannawarra.vic.gov.au
Geoff Rollinson	Gannawarra Shire Council	03 5452 9320	0428 510 188	geoff.rollinson@gannawarra.vic.gov.au
Eric Braslis	Gannawarra Shire Council	03 5450 9349	0408 051 752	eric.braslis@gannawarra.vic.gov.au
Tom O'Reilly	Gannawarra Shire Council	03 5450 9351	0427 350 149	tom.oreilly@gannawarra.vic.gov.au
Carole Wandin	Gannawarra Shire Council	03 5450 9601	0427 346 806	carole.wandin@gannawarra.vic.gov.au
Max Murphy	Department of Health and Human Services	03 5434 5538	0417 579 635	max.murphy@dhs.vic.gov.au
Robert Bakes	Department of Health and Human Services	03 5434 5514	0447 312 545	robert.bakes@dhhs.vic.gov.au
De Gilby	Department of Health and Human Services	03 5434 5608	0418 539 950	dee.gilby@dhs.vic.gov.au
David Bowler	VicPolice	03 5452 1955	0457 561 488	david.bowler@police.vic.gov.au
Laurel Parsons	Australian Red Cross	03 5032 1298	0438 512 286 or 0407 875 856	lxparsons@redcross.org.au or tullamore342@bigpond.com.au
Bronwyn Hogan	Southern Mallee Primary Care Partnership	0354330722	0427554409	bronwyn.hogan@smpcp.com.au
Robert Jarman	Kerang District Health	03 5450 9203	0417 590 897	robert.jarman@kerhosp.vic.gov.au
Chloe Keogh	Kerang District Health	03 5450 9200	0417 706 062	chloe.keogh@kerhosp.vic.gov.au
Kerry Strachan	Ambulance Victoria	24/7	0419 895 646	groupmanager.campaspe@ambulance.vic.gov.au
Peter Boal	Kerang Ambulance	03 5452 1627		kerang.teammanager@ambulance.vic.gov.au
	Ambulance Victoria Emergency Management Unit	24/7	1300851121	AmbulanceEmergencyManagement@ambulance.vic.gov.au
Kathy Day	Cohuna District Hospital	03 5456 5300		ceo@cdh.vic.gov.au
Lyn Sinclair	Cohuna District Hospital	03 5456 5300	0428 551 246	LSinclair@cdh.vic.gov.au
Matt Jones	Murray Primary Health Network	03 5441 7806		RBester@murrayphn.org.au
Robyn Stepnell	Northaven Baptistcare Facility	03 5450 8500	0431 306 125	rstepnell@baptcare.org.au
Greg Little	Northern District Community Health	03 5451 0200	0417 056 858	greg.little@ndchs.org.au
Shelia Joss	Cohuna Retirement Village	03 5456 2338		manager@cohunaretirementvillage.com.au

Appendix 8: References

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8.2 AMENDMENT TO THE SCHEDULE OF FEES AND CHARGES- GANNAWARRA CHILDREN'S SERVICES

Author: Annette Millard, Manager Children and Youth Services
Authoriser: Mandy Hutchinson, Director Community Wellbeing
Attachments: Nil

RECOMMENDATION

That Council:

- 1. Adopt the amendment to the Schedule of Fees and Charges to reflect a proposed 4% increase in long day care and 6% increase in kindergarten fees from 1 January 2018.**
- 2. To notify all Children's Services clients of the fee increase.**

EXECUTIVE SUMMARY

As our Children's Services run on a calendar year basis, each August officers review the fees to ensure compliance with the National Competition Policy and market rates across the region. This year officers recommend an increase of 4% to all long day care fees and a 6% increase to kindergarten fees.

BACKGROUND

In April 2017, Council endorsed the Schedule of Fees and Charges applicable to Council services. In accordance with best practice financial management Council Officers regularly review the schedule of fees and charges for the provision of Council services to ensure the charges are reflective of the costs of providing the service. Further Council also consult with the Early Years Board to check their appetite for any increase in service.

We have benchmarked long day care and kindergarten with neighbouring Councils and our proposed increase in fees compares well, and keeps us well below the average fee charges by neighbouring services.

Outlined below is a summary of the proposed changes to Children's Services fees to bring them in line with the school (calendar) year. Council Officers recommend that fees increase by 4% for long day care and 6% for kindergarten to continue to bring them in line with other services across the state, and to better reflect the costs of delivering the service. Families using the Gannawarra Children's Centre will be eligible for child care benefit saving them up to 50% of the below fees.

		2018	Current 2017
		Increase of approx 4% for LDC and 6% for Kindergartens (allows for rounding)	
Long Day Care	Weekly	\$387.00	\$372.00
	Full Day (per day)	\$85.00	\$81.70
	Half Day (per session)	\$50.00	\$48.10
	Casual (per hour)	\$12.20	\$11.65
Kindergarten - Children's Centre	4 year old (per week)	\$39.80	\$38.30
Kindergarten – Cohuna, Koondrook & Leitchville	4 year old (per year) – 6% increase	\$900.00	\$846.00
	3 year old (3hrs/week)	\$638.00	\$613.00

POLICY CONTEXT

Council Plan 2017-2021: Strong Healthy Communities- Ensure quality and accessible services that meet the needs of our community.

DISCUSSION

An increase of 4% and 6% is above CPI, and will have an impact on the costs of early years education to the community. Currently Children's Services operate at a cost to Council of approximately \$140,000 per year, from an operational point of view. Council Officers are working towards reducing these costs so that this suite of services moves towards being cost neutral. An increase of 4% and 6% will assist in delivering these goals and bring Council in greater alignment to the real cost of delivering these services, and reduce the subsidy being provided by ratepayers.

CONSULTATION

Council has discussed the increase with the Early Years Board on 2 August 2017, and the Board's recommendation is that Long Day Care fees rise by 4% for 2018 and kindergarten fees rise by 6% for the next three years to assist with bringing fees in line with other 'like' services. Council officers from Children's Services and Finance have also reviewed the current fees and recommend the changes.

CONFLICT OF INTEREST

In accordance with Section 80B of the Local Government Act, the Officer preparing this report declares no conflict of interest in regards to this matter

CONCLUSION

The overall effect of the proposed changes will allow Council to operate Children's Services in a more cost effective way, in line with community expectations, whilst ensuring that Council is not as burdened with subsidising the operations of the Services. The proposed increases ensure Council is operating effectively within a competitive market and services are maintained at a standard expected by the community and regulators.

8.3 APPLICATION FOR PLANNING PERMIT P17.020 - NOTICE OF DECISION TO APPROVE

Author: Kellie Burmeister, Statutory Planning Officer

Authoriser: Peter Bergman, Manager Planning and Regulatory Services

Applicant: ACCIONA Energy Australia Global

Owner: Di Boyd

Proposal: Use and development of a renewable energy facility (solar farm) and associated vegetation removal.

Location: 62 Collins Road, Kerang.

Attachments:

- 1 Aerial of Site
- 2 Proposed Layout
- 3 Visualisations

RECOMMENDATION

That Council approve Planning Application P17.020 for the use and development of a renewable energy facility (solar farm) and associated vegetation removal and issue a Notice of Decision to Grant a Permit subject to the following conditions:

1. Amended Plans Required

Before the building works commence amended plans to the satisfaction of the Responsible Authority must be submitted to and approved by the Responsible Authority. When approved, the plans will be endorsed and then form part of the permit. The plans must be drawn to scale with dimensions and three copies must be provided. The plans must be generally in accordance with the plans and information submitted with the application but modified to include:

- Elevation plans showing all buildings, solar panels and supporting structures
- Landscaping plans and planting schedule as required by condition 2
- Environmental Management Plan as required by condition 3
- Details of proposed signage on the site

2. Landscape Plan Required

Prior to the building works commencing, a landscape plan to the satisfaction of the Responsible Authority must be submitted to and approved by the Responsible Authority. When approved, the plan will be endorsed and will then form part of the permit. The plan must be drawn to scale with dimensions and three copies must be provided. The landscaping plan must consist of indigenous trees and shrubs to ensure an effective visual screen to the satisfaction of the Responsible Authority.

A planting schedule of all proposed trees, shrubs and ground covers, including botanical names, common names, sizes at maturity, and quantities of each plant must be included.

3. Environmental Management Plan

Prior to the building works commencing, an Environmental Management Plan for the management and operation of the use and development must be submitted to and approved by the Responsible Authority. Three copies must be provided. When approved, the plan will be endorsed and will then form part of the permit. The Environmental Management Plan must address the following:

- Site maintenance and weed and pest management
- Construction management
- Soil and stormwater management
- Fire management
- Traffic management
- Procedures to ensure that no significant adverse environmental impacts occur as a result of the use and development
- Decommissioning of the facility

The Environmental Management Plan must be reviewed annually by the facility operator and any consequential changes to the plan must be submitted to and approved by the Responsible Authority.

The use must be conducted in accordance with the endorsed Environmental Management Plan at all times.

4. General Requirement

Use and development of the site for the proposed Renewable Energy Facility as detailed within the application and shown on the endorsed plan must not be altered or modified unless to comply with conditions of this permit without the written consent of the Responsible Authority.

5. Permit Expiry

- a) The use and development must be commenced within 3 years of the date of this permit and completed within 5 years of commencement.
- b) An application to the Responsible Authority to extend the periods referred to must be received by the time of expiry or within three months afterwards.

6. Amenity

The use and development must be conducted so that it has minimum impact on the amenity of the area by reason of:

- the transportation of materials, goods and commodities to and from the premises
- the appearance of any building, works or materials
- the emission of noise, vibration, dust, wastewater, waste products or reflected light

In the event of any such nuisance in the opinion of the Responsible Authority occurring, additional suitable procedures for suppression must be developed and implemented to the satisfaction of the Responsible Authority.

7. Minimising Glare

The proposed solar panels must be non-reflective to the satisfaction of the Responsible Authority.

8. Control of Light Spill

All external lighting must be designed, baffled and located so as to prevent any adverse effect on adjoining land to the satisfaction of the Responsible Authority.

9. Generation of Dust

The applicant must ensure that dust suppression is undertaken in the form of constant water spraying or other natural based proprietary dust suppressant to ensure that dust caused by works within the site does not cause a nuisance to surrounding properties to the satisfaction of the Responsible Authority.

10. No Mud on Roads

Appropriate measures must be implemented throughout the construction stage of the development and during operation of the facility, to rectify and/or minimise mud, crushed rock or other debris being carried onto public roads or footpaths from the subject land to the satisfaction of the Responsible Authority.

11. Vehicle Crossing

Any new or otherwise vehicular entrances to the subject land from the road shall be constructed at a location and of a size and standard satisfactory to the Responsible Authority. Consent for 'Works Within the Road Reserve' must be obtained from Council prior to carrying out any vehicle crossing works. All disused or redundant vehicle crossings must be removed and reinstated to the satisfaction of the Responsible Authority.

12. Damage to Roads

Any damage to Council or Roads Corporation assets (i.e. roads, table drains etc.) shall be repaired at the cost of the applicant to the satisfaction of the Responsible Authority.

13. Drainage

The drainage discharge from the site shall not exceed current discharge unless otherwise

approved by the Responsible Authority. No effluent, sediment or polluted water of any type will be allowed to enter the drainage system. No additional drainage points through the Township levee will be permitted.

14. Levee Buffer

A minimum four (4) metre buffer strip from the toe of the Township levee must be protected and no structures, besides fencing, are permitted within this buffer.

15. Completion of Landscaping

Before the use/occupation of the development starts or by such later date as approved by the Responsible Authority in writing, the landscaping works shown on the endorsed plans must be carried out and completed to the satisfaction of the Responsible Authority.

16. Landscaping Maintenance

The landscaping shown on the endorsed plans must be maintained to the satisfaction of the Responsible Authority. Any dead, diseased or damaged plants are to be replaced within twelve months.

17. Decommissioned Facility

Within 2 years of the plant being decommissioned, all infrastructure on the site must be removed and the site restored to its original condition to the satisfaction of the Responsible Authority unless otherwise agreed in writing by the Responsible Authority.

18. Kerang Aerodrome

The structures must not impact on the Kerang Aerodrome's Obstacle Limitation Surfaces and must not produce significant adverse glare or glint impact on aircraft within the vicinity of the Kerang Aerodrome.

19. Environmental Health Officer

The proposed site office will require a septic tank system, capable of retaining all wastewater within the boundaries of the property in a hygienic manner. The system must be installed in accordance with the requirements of the Australian Standard AS/NZ 1547:2000 On-site domestic wastewater management and EPA Publication 891.2 Code of Practice – Onsite Wastewater Management.

20. Goulburn Murray Water

- a) No buildings are to be constructed within 30 metres of the Loddon River and Goulburn Murray Water's open channels and drains, or within the Rural Flood Overlay (RFO) and Land Subject to Inundation Overlay.
- b) All solar panels must be setback at least five metres from Goulburn Murray Water's easements, freehold, or reserve boundary.
- c) Prior to the commencement of works, the applicant must submit an Environmental Management Plan for approval by Goulburn Murray Water.
- d) Prior to the commencement of works, the applicant must submit a Stormwater Management Plan for approval by Goulburn Murray Water.
- e) All construction and ongoing activities must be in accordance with sediment control principles outlined in 'Construction Techniques for Sediment Pollution Control' (EPA, 1991).

Notes:

- Application must be made to Goulburn Murray Water prior to construction of any dams on the subject land. A licence must be obtained where surface or groundwater supplies are taken and used for commercial irrigation purposes or if a dam is to be constructed on a waterway as defined under the *Water Act 1989*. For further information, the applicant

should contact Goulburn Murray Water Diversion Operations on 1800 013 357.

- The subject property is located within an area of Cultural Heritage Sensitivity. Should the activity associated with proposed development require a Cultural Heritage Management Plan (CHMP), planning permits, licences and work authorities cannot be issued unless a CHMP has been approved for the activity.

21. Powercor

The permit holder shall:-

- Provide an electricity supply to all properties within the development in accordance with Powercor's requirements and standards, including the extension, augmentation or re-arrangement of any existing electricity supply system, as required by Powercor (A payment to cover the cost of such work may be required).
- Where buildings or other installations exist on the land and are connected to the electricity supply, they shall be brought into compliance with the Service and Installation Rules issued by the Victorian Electricity Supply Industry. The permit holder shall arrange compliance through a Registered Electrical Contractor.
- Any buildings must comply with the clearances required by the Electricity Safety (Installations) Regulations.
- Any construction work must comply with Energy Safe Victoria's "No Go Zone" rules.
- Set aside on the property for the use of Powercor Australia Ltd a lease(s) of the site(s) and for easements for associated powerlines, cables and access ways where an electric substation (e.g. indoor) is required to service the development. Such a lease shall be for a period of 30 years at a nominal rental with a right to extend the lease for a further 30 years. Powercor Australia Ltd will register such leases on the title by way of a caveat.
- Provide easements satisfactory to Powercor Australia Ltd, where easements have not been otherwise provided, for all existing Powercor Australia Ltd electric lines on the land and for any new powerlines required to service the development and adjoining land, save for lines located, or to be located, on public roads set out on the plan. These easements shall show on the plan an easement(s) in favour of "Powercor Australia Ltd" for "Power Line" pursuant to Section 88 of the *Electricity Industry Act 2000*.
- Obtain for the use of Powercor Australia Ltd any other easement external to the development required to service the development.
- Adjust the position of any existing easement(s) for powerlines to accord with the position of the line(s) as determined by survey.

22. North Central Catchment Management Authority

All buildings and works must be set back a minimum of 4 metres from the toe of the levee bank.

Notes:

Information available at North Central CMA indicates that the location described above is not subject to flooding from any designated waterway based on a flood level that has a probability of occurrence of 1% in any one year. It would be in your best interest to contact the relevant Local Council regarding the impact of overland flows associated with the local drainage system.

North Central CMA advises that the township of Kerang is protected by an earthen levee from flood events up to and including the 1% AEP flood event (with additional freeboard). This levee was designed and constructed to a high standard and is currently owned and maintained by the Gannawarra Shire Council. Therefore, in the event of a 1% AEP flood

event, North Central CMA advises that no portion of the property would be subject to inundation from any designated waterway.

23. Country Fire Authority

a) Access

Access into and around the site for the fire appliances including a perimeter road shall be provided. Roads shall be of all weather construction, have a minimum load capacity of 15 tonnes and curves shall have a minimum inner radius of 10m. The minimum trafficable width of the roadways shall be 6m or 4m width if passing bays are provided.

b) Vegetation Management

A perimeter vegetation buffer zone between the boundary fence and the solar arrays of 10m where vegetation will be managed for minimal fuel.

Vegetation shall be modified and managed in accordance with the following requirements:

- Grass must be short cropped and maintained during the declared fire danger period.
- All leaves and vegetation debris must be removed at regular intervals during the declared fire danger period.

c) Vegetation Management

Vegetation in and around the solar arrays and transformers shall be maintained in minimal fuel condition (i.e. grass not more than 150mm in height) during the declared fire danger period.

d) Water Supply

Fire water tanks to be provided strategically around the site including one tank located at the O and M facility. For the above site we recommend a minimum of 4 tanks.

Water tanks shall be constructed of steel or concrete.

Water tanks shall be a minimum of 22,500 litres and have CFA approved fittings. The suction fitting shall be a 100mm Storz connection.

Each tank shall be clearly signed FIRE WATER and shall have a water level indicator.

e) Buildings

If there are any buildings on site suitable portable fire extinguishers shall be provided.

f) On-site and Remote Shut-off

The project shall have on-site and remote capability to shut off the solar farm if a fire or fault occurs. The operation of these devices shall be by the site management.

g) Signage at the Site Entry

Suitable warning signage and site contact details to be provided at the main entry for emergency services personnel.

h) Emergency Management Plan

An EMP is to be developed for the site covering a range of hazards including on site fire/explosion and bushfire (grassfire) in the vicinity.

24. VicRoads

a) Direct vehicular access from the subject land to the Murray Valley Highway must not be permitted.

b) Before the commencement of any works and before the engagement of any haulage contractors, a Traffic Impact Assessment Report (TIAR) and a detailed Traffic Management Plan prepared by a VicRoads pre-qualified contractor to the satisfaction of VicRoads and the Gannawarra Shire Council in its capacity as road authority under the *Road Management Act 2004* for local (public) roads used to transport material to/from and within the vicinity of the solar energy facility.

c) All works shall be undertaken at no cost to VicRoads.

Notes:

- ***The proponent is responsible for any damage caused to construction vehicles or other vehicles in the event that the safe and usable quality of any public road and associated infrastructure is degraded or compromised as a result of the development, and that VicRoads or the Gannawarra Shire Council will not accept liability for any such damage.***
- ***No work must be commenced in, on, under or over the road reserve without having first obtaining all necessary approval under the Road Management Act 2004, the Road Safety Act 1986, and any other relevant acts or regulations created under those Acts.***
- ***The provision of a security bond may be required prior to the commencement of works equal to the estimated costs of the rehabilitation/replacement of any infrastructure identified as being at risk to the satisfaction of VicRoads and the Gannawarra Shire Council.***

25. Department of Environment, Land, Water and Planning***Environmental Management Plan***

- a) Before on-ground works commence, an environmental management plan for the construction and operation of the solar farm which is to the satisfaction of the Department of Environment, Land, Water and Planning, must be submitted to and approved by the responsible authority. When approved, the plan is to be endorsed and will then form part of the permit. The use and development must be conducted in accordance with the endorsed plan. The environmental management plan is to include but is not limited to:
- i. Overview of construction methods including management zones and construction zones, site preparation, access, construction activities, schedule and timing of works, and contractor briefing
 - ii. Management Structure and Roles including an environmental audit process
 - iii. Environmental considerations; management of and/or mitigation of impacts on:
 - surface water pollution
 - erosion and sediment
 - terrestrial ecology
 - visual impacts
 - waste management
 - hazardous materials
 - environmental incidents and emergencies
 - fire hazards
 - iv. Summary of further plans to be developed.

Notification of permit conditions

- b) Before works start, the permit holder must advise all persons undertaking the vegetation removal/works on site of all relevant conditions of this permit.

Protection of vegetation to be retained

- c) Before works start, a protection fence must be erected around all native vegetation to be retained within 15 metres of the works area. This fence must be erected at a minimum of:
- i. 12 times the diameter of the tree trunk at 130 cm above ground level (to a maximum distance of 15 metres) but no less than 2 metres from the base of the trunk, and
 - ii. 2 metres from remnant patches of native vegetation.
- d) The protection fence must be constructed of star pickets and paraweb or similar, to the satisfaction of the Department of Environment, Land, Water and Planning. The protection fence must remain in place at least until all works are completed to the satisfaction of the

department. Except with the written consent of the department, none of the following may occur within this area:

- iii. vehicular or pedestrian access, trenching or soil excavation
- iv. storage or dumping of tools, equipment or waste
- v. construction of entry and exit pits for underground services.

Native vegetation offsets

- e) In order to offset the removal of 1.769 hectares of native vegetation, including 11 scattered trees and 0.996 hectares of remnant patch, approved as part of this permit, the applicant must provide a native vegetation offset that meets the following requirements, and is in accordance with the *Permitted clearing of native vegetation – Biodiversity assessment guidelines* and the *Native vegetation gain scoring manual*:

The offset must:

- contribute gain of 0.233 general biodiversity equivalence units;
- be located within the North Central Catchment Management Authority boundary or Gannawarra Shire Council municipal district; and
- have a strategic biodiversity score of at least 0.297.

Offset evidence

- f) Before any native vegetation is removed, evidence that an offset has been secured must be provided to the satisfaction of the responsible authority. This offset must meet the offset requirements set out in this permit and be in accordance with the requirements of the *Permitted clearing of native vegetation – Biodiversity assessment guidelines* and the *Native vegetation gain scoring manual*. Offset evidence can be either:
- i. a credit register extract from the Native Vegetation Credit Register; or
 - ii. a security agreement, to the required standard, for the offset site or sites, including a 10 year offset management plan to the satisfaction of the Department of Environment, Land, Water and Planning and approved by the Responsible Authority. Every year, for ten years, after the responsible authority has approved the offset management plan, the applicant must provide notification of the management actions undertaken towards implementing the offset management plan, to the department. An offset site condition statement, including photographs must be included in this notification.

Notes:

- The adjoining Crown land is not to be used for access, storage of materials or rubbish. Any private use of Crown land requires consent and/or licensing from the Department of Environment, Land, Water and Planning.
- Works or other activities on public land (including road reserves), which may impact on protected plants, will require a Protected Flora Licence or Permit under the *Flora and Fauna Guarantee Act 1988* (FFG). All native vegetation likely to be impacted should be checked against the Protected Flora List (DELWP 2016) to determine whether FFG approvals are required. Protected Flora Permits can be obtained from the department's regional office.
- To assist applicants in meeting their permit condition requirements, the '*Meeting permit conditions – third party offsets*' (2015) fact sheet and the '*First party general offset kit (ver1.1)*' are available. Please visit <https://www.environment.vic.gov.au/native-vegetation/native-vegetation>.

26. EPA Victoria

- a) Nuisance dust must not be discharged beyond the boundaries of the premises.
- b) The applicant must limit the scale of or cease operations which emit dust if insufficient

- dust suppression measures (eg Water) are available.
- c) Construction and post-construction activities must be in accordance with EPA Publication 275 "Construction Techniques for Sediment Pollution Control 1991" or as amended.
 - d) Noise emitted for the premises must not exceed the recommended levels as set out in Noise from Industry in Regional Victoria (NIRV; EPA Publication 1411, 2011) or as amended.
 - e) All industrial waste generated during construction must be managed in accordance with EPA's Industrial Waste Resource Guidelines 2009.
 - f) Construction and post-construction activities must be in accordance with EPA Publication 275 Construction Techniques for Sediment Pollution Control 1991 or as amended.

NOTE 1: *A BUILDING PERMIT MUST BE OBTAINED PRIOR TO COMMENCING WORKS.*

NOTE 2: *THE CIVIL AVIATION SAFETY AUTHORITY (CASA) ADVISED THAT THE PROPONENT SHOULD BE MADE AWARE THAT ANY APPROVAL DOES NOT MITIGATE ANY COMPLAINTS MADE IN THE FUTURE FOR GLARE AND GLINT, AND THAT THESE WOULD BE REFERRED TO CASA FOR ASSESSMENT PER MANUAL OF STANDARDS PART 139, SUB PART 9.21.2 LEGISLATIVE BACKGROUND.*

9.21.2.1 *THE CIVIL AVIATION SAFETY AUTHORITY (CASA) HAS THE POWER THROUGH REGULATION 94 OF THE CIVIL AVIATION REGULATIONS 1988 (CAR 1988), TO REQUIRE LIGHTS WHICH MAY CAUSE CONFUSION, DISTRACTION OR GLARE TO PILOTS IN THE AIR TO BE EXTINGUISHED OR MODIFIED.*

NOTE 3: *ABORIGINAL CULTURAL HERITAGE WORKS MUST CEASE IMMEDIATELY UPON THE DISCOVERY OF ANY ABORIGINAL CULTURAL MATERIAL, AND ABORIGINAL AFFAIRS VICTORIA MUST BE NOTIFIED IMMEDIATELY OF ANY SUCH DISCOVERY AT GPO BOX 2392V, MELBOURNE 3001 OR ON (TELEPHONE) 1300 551 380.*

PLEASE NOTE THAT UNDER THE ABORIGINAL HERITAGE ACT 2006 ANY WORKS INVOLVING HIGH IMPACT ACTIVITIES LOCATED WITHIN 200 METRES OF A CULTURALLY SENSITIVE AREA WILL REQUIRE THE DEVELOPMENT OF A CULTURAL HERITAGE MANAGEMENT PLAN. FOR MORE INFORMATION REGARDING THE KIND OF ACTIVITIES THAT TRIGGER A CULTURAL HERITAGE MANAGEMENT PLAN PLEASE REFER TO THE ABORIGINAL HERITAGE REGULATIONS 2007 OR FOLLOW THE WEB LINK TO [HTTP://WWW.AAV.NRMS.NET.AU/AAVQUESTION1.ASPX](http://www.aav.nrms.net.au/AAVQUESTION1.ASPX).

IF ANY SUSPECTED HUMAN REMAINS ARE FOUND, WORK IN THE AREA MUST CEASE AND THE VICTORIA POLICE AND THE STATE CORONER'S OFFICER MUST BE INFORMED OF THE DISCOVERY WITHOUT DELAY. THE STATE CORONER'S OFFICE CAN BE CONTACTED AT ANY TIME ON TELEPHONE (03) 9684 4444.

IF THERE ARE REASONABLE GROUNDS TO SUSPECT THAT THE REMAINS ARE ABORIGINAL, THE DISCOVERY SHOULD ALSO BE REPORTED TO ABORIGINAL AFFAIRS VICTORIA ON (TELEPHONE) 1300 88 544 OR (03) 9208 3287 AND THE PROVISIONS OF DIVISION 2 OF PART 2 OF THE ABORIGINAL HERITAGE ACT 2006 WILL APPLY.

OFFICERS OF ABORIGINAL AFFAIRS VICTORIA SHALL BE PERMITTED ACCESS TO THE SITE AT ANY REASONABLE TIME, FOR THE PURPOSE OF MONITORING ADHERENCE TO CONDITIONS ABOVE.

ALL ABORIGINAL CULTURAL HERITAGE, THAT IS, ABORIGINAL PLACES, ABORIGINAL OBJECTS AND ABORIGINAL HUMAN REMAINS, IS PROTECTED UNDER THE STATE ABORIGINAL HERITAGE ACT 2006. IT IS AN OFFENCE TO DO AN ACT THAT WILL HARM ABORIGINAL CULTURAL HERITAGE OR IS LIKELY TO HARM ABORIGINAL CULTURAL HERITAGE.

NOTE 4: ANY WORKS REQUIRED WITHIN THE ROAD RESERVE MUST BE IN ACCORDANCE WITH COUNCIL'S "ROAD OPENING HANDBOOK". ANY NEW VEHICLE CROSSING OR ALTERATION TO EXISTING CROSSINGS MUST BE IN ACCORDANCE WITH COUNCIL'S "ROAD OPENING HANDBOOK". A "ROAD OPENING PERMIT" MUST BE OBTAINED PRIOR TO ANY WORKS BEING UNDERTAKEN WITHIN THE ROAD RESERVE.

EXECUTIVE SUMMARY

This report is being presented to Council to determine a planning application for the use and development of land for a renewable energy facility (solar farm, 110,000 solar panels) and associated vegetation removal at 62 Collins Road, Kerang. The application was advertised to surrounding property owners and occupiers and one written objection was received. The cost of development is \$45,000,000.

The proposal is considered to be appropriate for the site and consistent with the provisions of the Gannawarra Planning Scheme. The application has therefore been recommended for approval by Council Officers.

PURPOSE

To seek Council's decision on planning application P17.020 for the use and development of a renewable energy facility (solar farm) and associated vegetation removal.

DECLARATIONS OF CONFLICT OF INTEREST

In accordance with Section 80B of the Local Government Act, the Officer preparing this report declares no conflict of interest in regards to this matter.

COUNCIL PLAN

Council Plan 2017-2021 – Economic diversity, growth and prosperity – Support and advocate for sustainable and renewable energy industries within the Shire.

BACKGROUND INFORMATION

The subject site adjoins Collins Road to the east, residential and agricultural land to the north and south and the Kerang Township Levee to the west. The total development site is approximately 100 hectares.

The land is predominately flat and historically has been used for animal grazing and pastures.

Some vegetation exists on the site.

The proposed solar farm will consist of the following elements:

- Approximately 110,000 solar panels installed in regular parallel arrays.
- Each panel will be fixed to a metal mounting structure. The mounting structure will likely be piled or screwed into the ground without the need for any concrete. The panel is likely

to slowly and practically silently track in a single axis in a horizontal movement of the sun. There is an alternate option to install a fixed tilt mounting structure. Either mounting structure will not exceed 4 metres in height.

- Above ground cabling fixed to the mounting structure, connecting each solar panel module to the next one in a string. The strings will then connect to a small field combiner box mounted underneath or adjacent to the panels. The combiner boxes will sit approximately 1m from the ground.
- Underground cabling from the boxes to the power conversion units.
- Power conversion units will be located within 12.19 metre steel containers or on container skid pads.
- There will be underground cabling running from the power conversion units to a central point where the underground cable surfaces and is connected to the overhead line.
- A battery storage facility comprising approximately 20 x 12.19 metre steel containers (or similar type structure) and associated control equipment. This equipment allows power from the solar farm to be fed into the grid at times when solar panels are not generating electricity.
- Internal access tracks to allow for light vehicular traffic during maintenance period.
- Fencing around the perimeter of the site and associated security system.
- Control system to monitor performance of the equipment.
- A small site office and maintenance shed located on the western side of the project layout.
- Temporary infrastructure associated with site construction, including a site construction compound and temporary storage and laydown areas.
- Landscape screening around the eastern and northern boundaries of the site.

CONSULTATION

The application was advertised by mail to adjoining property owners and occupiers and was also advertised in the Gannawarra Times newspaper on 13 April 2017. One written objection was received.

A mediation meeting was offered to the objector, however, this was not accepted.

ASSESSMENT

The subject land is situated within a Farming Zone (FZ) under the Gannawarra Planning Scheme. The use of land for a Renewable Energy Facility can be considered within this zone pursuant to Clause 35.07-1 and must meet the requirements of Clause 52.42. The development of land for this use also triggers a planning permit pursuant to Clause 35.07.4. Some of the purposes of the FZ are *“to provide for the use of land for agriculture”, “to ensure than non-agricultural uses, including dwellings, do not adversely affect the use of land for agriculture’ and ‘to encourage the retention of employment and population to support rural communities”*.

Pursuant to the Gannawarra Planning Scheme, a planning permit is required under clauses 35.07-1, 35.07-4, 42.01-2 and 42.02-2.

The subject land is affected by the Airport Environs Overlay Schedule 2 (AEO2), Design and Development Overlay Schedule 1 (DDO1), Environmental Significance Overlay Schedules 1 and 4 (ESO1 and ESO4), Land Subject to Inundation Overlay (LSIO), Rural Floodway Overlay (RFO) and a Vegetation Protection Overlay Schedule 2 (VPO2).

Key purposes and objectives of the overlays include:

- AEO2 *“to ensure that land use and development are compatible with the operation of airports in accordance with the appropriate airport strategy or master plan and with safe air navigation for aircraft approaching and departing the airfield”*.
- DDO1 *“to prevent any use or development of the land within the overlay which could prejudice the safety and efficiency of the airport”*.
- ESO1 *“to ensure that the use of land and the construction and carrying out of any buildings and works in waterway environs are of a scale, character and form which is compatible with the high environmental quality of the waterway system and surrounds”*.
- ESO4 *“to ensure that any development maintains the free passage and temporary storage of floodwaters, minimises flood damage, is compatible with the flood hazard and with local drainage conditions and will not cause any significant rise in flood levels or flow velocity”*.
- LSIO *“to ensure that development maintains the free passage and temporary storage of floodwaters, minimises flood damage, is compatible with the flood hazard and local drainage conditions and will not cause any significant rise in flood level or flow velocity”*.
- RFO *“to identify waterways, major floodpaths, drainage depressions and high hazard areas which have the greatest risk and frequency of being affected by flooding”*.
- VPO2 *“to protect remnant native vegetation and habitat, including the understorey, and facilitate natural revegetation”*.

The application was referred to North Central Catchment Management Authority (NCCMA) and the Department of Environment, Land, Water and Planning (DELWP) under Section 55 of the *Planning and Environment Act 1989*. NCCMA offered no objection subject to a condition. DELWP offered no objection subject to conditions.

Notice of the application was given to VicRoads, Civil Aviation Safety Authority, Goulburn Murray Water, EPA Victoria, the Country Fire Authority, SP AusNet and Powercor who offered no objection to the proposal subject to conditions should Council resolve to approve the application.

The application was also referred internally to Council’s Engineering, Building and Environmental Health Departments who offered no objection to the proposal subject to conditions.

The application was advertised and one written objection was received to the application. The issues identified within the objection include:

- Collins Road is not suitable for heavy traffic.
- Loss of privacy.
- Increased traffic volume.
- Rural residential area.
- Who wants to look at solar panels from their house (appearance of solar panels)?
- Dust caused by traffic around the solar panels.
- Noisy equipment, etc.
- The objector’s have several lots currently for sale as semi rural outlook, not to look at solar panels. Devaluation of the land (which is part of their super fund).
- Proximity to school bus stop at end of Collins Road.
- This should not be approved when objector’s application for free camping was refused.

DISCUSSION

This proposal has been assessed against the zone and policy provisions of the Gannawarra Planning Scheme.

The site is situated within a Farming Zone. Purposes of this zone are:

- *To provide for the use of land for agriculture.*
- *To encourage the retention of productive agricultural land.*
- *To ensure that non-agricultural uses, including dwellings, do not adversely affect the use of land for agriculture.*
- *To encourage the retention of employment and population to support rural communities.*
- *To encourage use and development of land based on comprehensive and sustainable land management practices and infrastructure provisions.*

It is considered that the use is consistent with the purposes of the zone and that conditions can be incorporated into any approval to further demonstrate this.

Decision Guidelines of Clause 65 require the consideration of the purpose of the zone, the orderly planning of the area and the effect of a proposal on the amenity of the area. It is considered that this proposal is consistent with the purpose of the zone and any amenity issues for the area can be dealt with by the inclusion of conditions in relation to amenity impacts.

Issues raised in the objection received can be dealt with by the inclusion of conditions to alleviate concerns.

The State Planning Policy Framework (SPPF)

Clause 11.13-2 A diversified economy – The objective is *“to realise opportunities to strengthen and diversify the economy”*. In addition, one of the strategies is to *“support emerging and potential growth sectors such as nature-based tourism, mining and renewable energy generation and protect these activities from urban encroachment”*.

Clause 15.02-1 Energy and resource efficiency – The objective is *“to encourage land use and development that is consistent with the efficient use of energy and the minimisation of greenhouse gas emissions”*. One of the strategies is to *“improve efficiency in energy use through greater use of renewable energy”*.

Clause 19.01-1 Provision of renewable energy – The objective is *“to promote the provision of renewable energy in a manner that ensures appropriate siting and design considerations are met”*. One of the strategies is to *“facilitate renewable energy developments in appropriate locations”*.

The proposal is considered to be consistent with both state and regional planning policy.

Local Planning Policy Framework (LPPF)

Clause 21.10-1 Renewable energy – Objective 1 is *“to increase energy supplies from renewable sources, particularly from solar generation of electricity, and reduce dependence on fossil fuels”*. One of the strategies is to *“promote and encourage the establishment of a solar electricity generation industry in the municipality, including electricity generation on ‘solar farms’, the manufacture of components and research into solar applications”*.

The proposal is again consistent with local planning policy.

Particular Provisions

Clause 52.17 Native Vegetation – One of the purposes is “to ensure permitted clearing of native vegetation results in no net loss in the contribution made by native vegetation to Victoria’s biodiversity”. This is achieved through the following approach:

- Avoid the removal of native vegetation that makes a significant contribution to Victoria’s biodiversity.
- Minimise impacts on Victoria’s biodiversity from the removal of native vegetation.
- Where native vegetation is permitted to be removed, ensure that an offset is provided in a manner that makes a contribution to Victoria’s biodiversity that is equivalent to the contribution made by the native vegetation to be removed.

Clause 52.42 Renewable Energy Facility – The purpose is “to facilitate the establishment and expansion of renewable energy facilities, in appropriate locations, with minimal impact on the amenity of the area”.

OPTION ANALYSIS

Council has two options in relation to this report:

1. To approve Planning Application P17.020 and issue a Notice of Decision to issue a planning permit subject to appropriate conditions. The objector has the opportunity to appeal Council’s decision at VCAT.
2. To refuse Planning Application P17.020 and issue a Notice of Refusal stating the grounds of refusal. The applicant then has the opportunity to appeal Council’s decision at VCAT.

RISK IMPLICATIONS

There are no risk implications to Council.

FINANCIAL IMPLICATIONS

N/A

CONCLUSION

The proposed use and development is considered to be appropriate for this site. The application was advertised to surrounding property owners and occupiers and one written objection was received.

It is considered that the proposal is consistent with the Gannawarra Planning Scheme, in particular state and local planning policy and the purpose of the Farming Zone.

Given the above, it is recommended that the application be approved subject to conditions as outlined earlier in this report (see recommendation).



Figure 2.2 Aerial Image of the site and surrounding area



3.2 Solar Farm Layout

The proposed layout for the solar farm is shown in Figure 3.5.

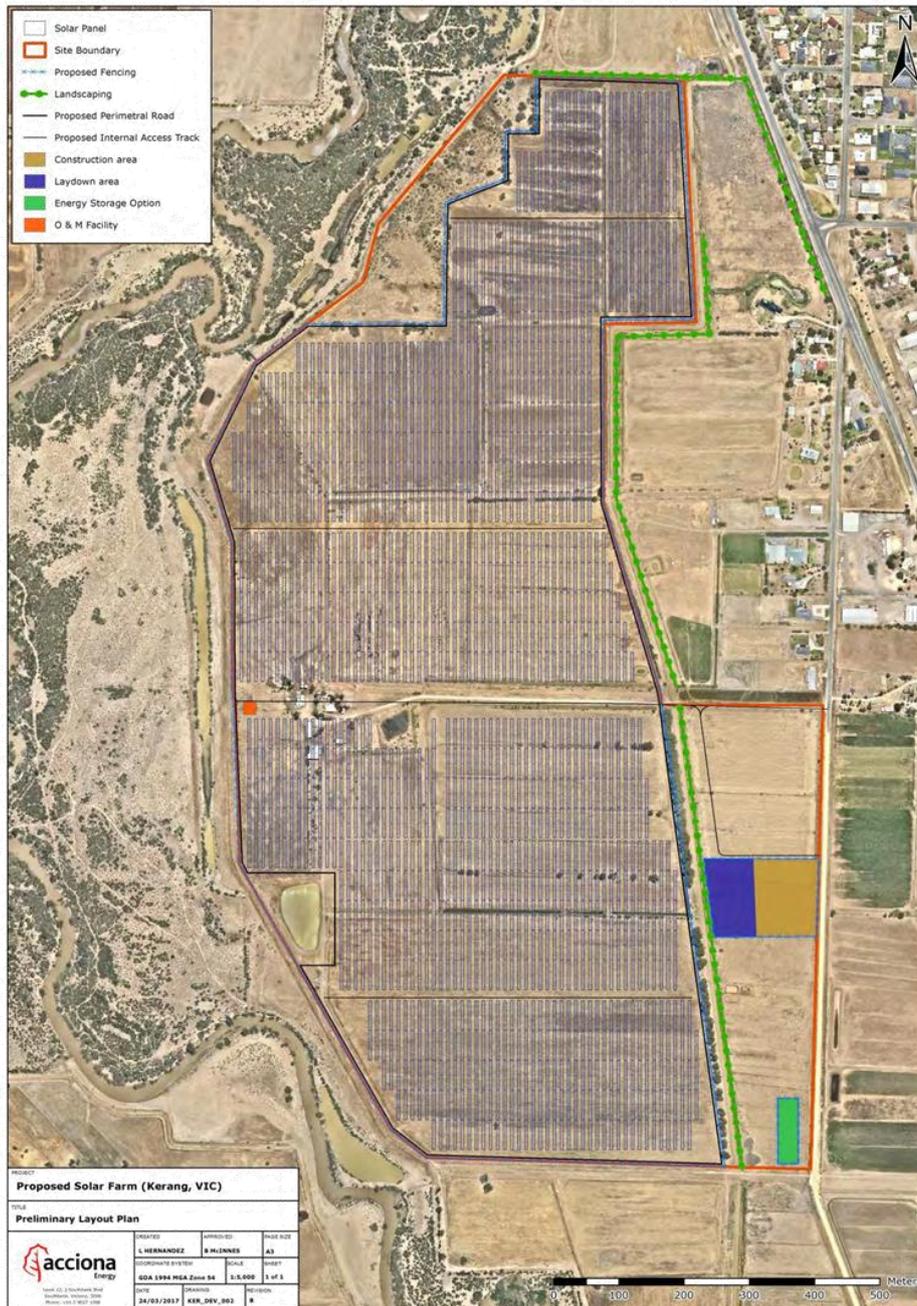


Figure 3.5 Kerang Solar Farm layout with associated infrastructure and access tracks



VIEWPOINT 1A

LOCATION DATA REFERENCE

LOCATION: COLLINS ROAD, KERANG
LOOKING WEST-SOUTH-WEST
TOWARD SOLAR FARM

COORDINATES
Easting: 764257.8
Northing: 6039490.3

DISTANCE TO NEAREST SOLAR PANEL: 210 m

TIME OF PHOTO: 12:30pm, 31.01.2017



LOCATION PLAN



VIEWPOINT 1A - EXISTING CONDITIONS



VIEWPOINT 1A - PHOTO MONTAGE: EARLY STAGES AFTER CONSTRUCTION (SOLAR PANELS SHOWN AT MAXIMUM HEIGHT)



VIEWPOINT 1A - PHOTO MONTAGE: ONCE LANDSCAPE SCREENING HAS MATURED (SOLAR PANELS SHOWN AT MAXIMUM HEIGHT)

KERANG SOLAR FARM
VIEWPOINT 1

ref: 300422946_00
date: February 2017
rev: A

NOTES:
The photomontages have been developed based upon the information available at the time of publication.



VIEWPOINT 1B

LOCATION DATA REFERENCE

LOCATION: COLLINS ROAD, KERANG
LOOKING WEST-SOUTH-WEST TOWARD
SOLAR FARM

COORDINATES
Easting: 764257.8
Northing: 6039490.3

DISTANCE TO NEAREST SOLAR PANEL: 210 m

TIME OF PHOTO: 12:30pm, 31.01.2017



LOCATION PLAN



VIEWPOINT 1B - EXISTING CONDITIONS



VIEWPOINT 1B - PHOTO MONTAGE: EARLY STAGES AFTER CONSTRUCTION (SOLAR PANELS SHOWN AT MAXIMUM HEIGHT)



VIEWPOINT 1B - PHOTO MONTAGE: ONCE LANDSCAPE SCREENING HAS MATURED (SOLAR PANELS SHOWN AT MAXIMUM HEIGHT)

KERANG SOLAR FARM
VIEWPOINT 1

ref: 300422946_00
date: February 2017
rev: A

NOTES:
The photomontages have been developed based upon the information available at the time of publication.



VIEWPOINT 2A

LOCATION DATA REFERENCE

LOCATION: COLLINS ROAD, KERANG
LOOKING WEST TOWARD SOLAR FARM

COORDINATES
Easting: 764212.2
Northing: 6039818.9

DISTANCE TO NEAREST SOLAR PANEL: 247 m

TIME OF PHOTO: 12:30pm, 31.01.2017



LOCATION PLAN



VIEWPOINT 2A - EXISTING CONDITIONS



VIEWPOINT 2A - PHOTO MONTAGE: EARLY STAGES AFTER CONSTRUCTION (SOLAR PANELS SHOWN AT MAXIMUM HEIGHT)



VIEWPOINT 2A - PHOTO MONTAGE: ONCE LANDSCAPE SCREENING HAS MATURED (SOLAR PANELS SHOWN AT MAXIMUM HEIGHT)

KERANG SOLAR FARM
VIEWPOINT 2

ref: 300422946_00
date: February 2017
rev: A

NOTES:
The photomontages have been developed based upon the information available at the time of publication.





VIEWPOINT 2B

LOCATION DATA REFERENCE

LOCATION: COLLINS ROAD, KERANG
LOOKING WEST TOWARD SOLAR FARM

COORDINATES
Easting: 764212.2
Northing: 6039818.9

DISTANCE TO NEAREST SOLAR PANEL: 247 m

TIME OF PHOTO: 12:30pm, 31.01.2017



LOCATION PLAN



VIEWPOINT 2B - EXISTING CONDITIONS



VIEWPOINT 2B - PHOTO MONTAGE: EARLY STAGES AFTER CONSTRUCTION (SOLAR PANELS SHOWN AT MAXIMUM HEIGHT)



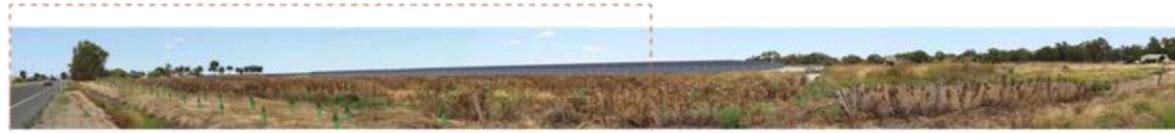
VIEWPOINT 2B - PHOTO MONTAGE: ONCE LANDSCAPE SCREENING HAS MATURED (SOLAR PANELS SHOWN AT MAXIMUM HEIGHT)

KERANG SOLAR FARM
VIEWPOINT 2

ref: 30042294_00
date: February 2017
rev: A

NOTES:
The photomontages have been developed based upon the information available at the time of publication.





VIEWPOINT 3A

LOCATION DATA REFERENCE

LOCATION: HWY, KERANG
LOOKING SOUTH-SOUTH-WEST TOWARD
SOLAR FARM

COORDINATES
Easting: 764199.0
Northing: 6040463.8

DISTANCE TO NEAREST SOLAR PANEL: 121 m

TIME OF PHOTO: 12:30pm, 31.01.2017



LOCATION PLAN



VIEWPOINT 3A - EXISTING CONDITIONS



VIEWPOINT 3A - PHOTO MONTAGE: EARLY STAGES AFTER CONSTRUCTION (SOLAR PANELS SHOWN AT MAXIMUM HEIGHT)



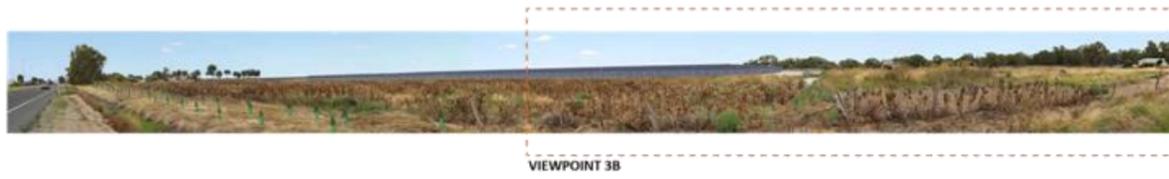
VIEWPOINT 3A - PHOTO MONTAGE: ONCE LANDSCAPE SCREENING HAS MATURED (SOLAR PANELS SHOWN AT MAXIMUM HEIGHT)

KERANG SOLAR FARM
VIEWPOINT 3

ref: 300422946_00
date: February 2017
rev: A

NOTES:
The photomontages have been
developed based upon the information
available at the time of publication.





VIEWPOINT 3B

LOCATION DATA REFERENCE

LOCATION: HWY, KERANG
LOOKING SOUTH-SOUTH-WEST TOWARD
SOLAR FARM

COORDINATES
Easting: 764199.0
Northing: 6040463.8

DISTANCE TO NEAREST SOLAR PANEL: 121 m

TIME OF PHOTO: 12:30pm, 31.01.2017



LOCATION PLAN



VIEWPOINT 3B - EXISTING CONDITIONS



VIEWPOINT 3B - PHOTO MONTAGE: EARLY STAGES AFTER CONSTRUCTION (SOLAR PANELS SHOWN AT MAXIMUM HEIGHT)



VIEWPOINT 3B - PHOTO MONTAGE: ONCE LANDSCAPE SCREENING HAS MATURED (SOLAR PANELS SHOWN AT MAXIMUM HEIGHT)

KERANG SOLAR FARM
VIEWPOINT 3H

ref: 300422946_00
date: February 2017
rev: A

NOTES:
The photomontages have been developed based upon the information available at the time of publication.

8.4 COUNCIL POLICY REVIEW

Author: Alissa Harrower, Governance and Compliance Coordinator

Authoriser: Tom O'Reilly, Director Corporate Services

Attachments: 1 Policy No. 025 - Outstanding Debt
 2 Policy No. 034 - Rate Relief

RECOMMENDATION

That Council endorse the following reviewed policies:

- Policy No. 025 – Outstanding Debt
- Policy No. 034 – Rate Relief

EXECUTIVE SUMMARY

Council officers undertake regular reviews of Council policies to ensure they are up to date and reflective of current practices. This report addresses the following policies which have recently been reviewed:

- Policy No. 025 – Outstanding Debt
- Policy No. 034 – Rate Relief

BACKGROUND

Council officers undertake regular reviews of Council policies to ensure compliance with relevant legislation and that they are reflective of current practice. Reviewed policies are presented to Council for endorsement, or repeal if it has been determined the policy is no longer required.

POLICY CONTEXT

Council Plan 2017– 2021– Identify innovative opportunities that create improvements.

DISCUSSION

Policy No	Policy Name	Comments
025	Outstanding Debt	Minimal changes relating to formatting, grammar and position titles.
034	Rate Relief	All changes to policy relate to formatting and grammar.

CONSULTATION

Council’s Executive Leadership and Management Teams have been involved in the review of these policies.

CONFLICT OF INTEREST

In accordance with Section 80B of the Local Government Act, the Officer preparing this report declares no conflict of interest in regards to this matter.

CONCLUSION

This report addresses recently reviewed policies for the consideration of Council to ensure compliance with relevant legislation and that they are reflective of current practice.



Outstanding Debt

COUNCIL POLICY NO. 025

1. POLICY OBJECTIVE

To confirm the manner in which Council will recover outstanding debt.

2. SCOPE

This Policy applies to ratepayers and other clients who have an outstanding debt with Council and sets out the steps that Council will take to recover these debts.

3. REFERENCES

Local Government Act 1989

4. POLICY

4.1 Rates and Charges

Council will issue a Final Notice within 14 days of the final date for payment to those ratepayers who have opted to pay by lump sum and have failed to do so. If the assessment remains unpaid after 14 days or suitable payment arrangements have not been made within that time, the Director Corporate Services is authorised to commence legal action via Council's Collection Agency to assist with recovery of the amount owing.

Penalty interest is to be charged on overdue amounts in accordance with Section 172(2) of the *Local Government Act 1989*.

4.2 Special Rates and/or Special Charges Schemes

Council will issue quarterly instalment or other periodic notices in accordance with the payment options set by Council when the Scheme was adopted.

Penalty interest is to be charged on accounts where an instalment remains unpaid. Interest will be calculated at the adopted rate backdated to the date on which the instalment became payable.

Where an instalment remains unpaid for two payment periods, Council will issue a Demand for full payment of the account. Unless paid in full within 30 days of that Demand, the Director Corporate Services is authorised to commence legal action via Council's Collection Agency to assist with recovery of the amount owing.

4.3 Private Works/Hire and general Debtors

Council will issue monthly invoices for private works/hire and general debtors. Where these accounts are unpaid after 60 days and where that individual owes an amount in excess of \$200, the Director Corporate Services is authorised to commence legal action to assist with recovery of the amount owing.

Interest may be charged on amounts unpaid for in excess of 60 days in accordance with Section 227A of the *Local Government Act*.



4.4 Home Care/Home Maintenance/Meals on Wheels

Council will issue monthly invoices for Home Care, Home Maintenance and Meals on Wheels services. The Director Corporate Services will provide the Manager Community Care with a list of those clients who have failed to pay their accounts after 60 days.

The Manager Community Care will investigate the client’s circumstances and recommend those that require further action to recover the amount owing if that amount is in excess of \$50. Where further action is required, a Final Demand for Payment letter will be forwarded to the client. If payment is then not forthcoming the Director Corporate Services is authorised to commence legal action to assist with recovery of the amount owing.

Interest may be charged on amounts unpaid for in excess of 60 days in accordance with Section 227A of the *Local Government Act 1989*.

5. POLICY REVIEW

This policy will be reviewed within twelve months after a general election of the Council.

At the time of review, this policy was compliant with the *Victorian Charter of Human Rights and Responsibilities Act 2006*.

6. POLICY REVIEW

Members of the public may inspect all Council policies at Gannawarra Shire Council’s Kerang and Cohuna Offices, or online at www.gannawarra.vic.gov.au

Any enquiries in relation to this policy should be directed to the Director Corporate Services on (03) 5450 9333.

Records – Document Profile No. 14/00431

Originally adopted:	1995		
Reviewed:	13/11/2002	Minute Book Reference:	2455
Reviewed:	25/10/2006	Minute Book Reference:	5366
Reviewed:	22/04/2009	Minute Book Reference:	7403
Reviewed:	15/10/2014	Minute Book Reference:	11082
Reviewed:	16/08/2017	Minute Book Reference:	
To be reviewed by:	2021		





Rate Relief

COUNCIL POLICY NO. 034

1. POLICY OBJECTIVE

To outline options for Council to assist ratepayers who are experiencing general and financial hardship make payments of rates and charges raised by Council.

2. SCOPE

This Policy applies to ratepayers who have an outstanding rate or charge account with Council and that ratepayer is experiencing general or financial hardship.

The Policy allows Council to consider an application (in writing) for deferral or waiver for all or part of the rate or charge levied.

3. REFERENCES

Local Government Act 1989

4. POLICY

Council will give consideration to assisting a ratepayer experiencing general or financial hardship in the following manner:

- Deferred Payment of rate or charge
- Waiver or all or part of rate or charge.

Applications for consideration of assistance must be received by Council in writing.

Deferred Payment [Refer s170 *Local Government Act 1989*]

The intent of providing a deferral for payment of rates will be to assist a ratepayer who owns and occupies a single rateable property and who can demonstrate, via a Certified Statement of Financial Position, that payment of rates will cause hardship.

Council will consider an application for a deferred payment for such period as it thinks fit and if granted, will be based on the following conditions:

- That the ratepayer pays interest on the amount affected by the deferral at the interest rate adopted by Council for the rating year.
- The deferral ceases and the deferred rates and accrued interest are immediately payable if the ratepayer ceases to own or occupy the property on which the rates are imposed.
- The deferral ceases if Council, in its discretion, revokes the deferral. In such cases, Council will notify the ratepayer in writing and request full payment of the deferred rates and accrued interest within 30 days.
- The deferral will be reviewed each year within one month of the issue of the annual rate notice.
The granting of a deferral for payment of rates does not apply to the garbage charge nor will it alter the due date for payment of rates. An increase in the valuation of a property and a subsequent increase in rates cannot be considered grounds for a deferred payment of rates.



Waiver of Rates and Charges [Refer s171 *Local Government Act 1989*]

The intent of providing a waiver or partial waiver of rates and charges (including interest) will be to assist a ratepayer, who is the owner/occupier of a single rateable property that is used exclusively for residential purposes, to overcome immediate and significant financial difficulties.

Council will consider an application for a waiver or partial waiver of rates and charges (including interest) where such difficulties can be demonstrated and if granted, the waiver or partial waiver will apply only for the rating year in which the application was made.

An increase in rates by more than 50% that is caused by the revaluation of an owner occupied single rateable residential property may also be considered as grounds for a partial waiver of rates if it can be demonstrated that payment of such increase would cause significant financial difficulties. Applications for waiver cannot be considered if rates increases are caused by valuation increases where improvements or additions to the land have occurred.

Ratepayers that apply for a waiver or partial waiver must be:

- eligible for a rates concession under the *State Concessions Act 1983*
- the owner and occupier of a single rateable property that is used exclusively for residential purposes
- able to provide a Certified Statement of Financial Position
- able to provide documented support for a waiver from a welfare agency, financial counsellor or government agency
- able to provide a Financial Plan to ensure future rates and charges and other household payments can be made.

Waiver of Rates and Charges [Refer s171A *Local Government Act 1989*]

Financial Hardship

Under Section 171A of the Act a person suffering financial hardship may make application to Council for a waiver of the whole or part of any rate, charge or interest.

Where a ratepayer is unable to make rate payments and the charging of interest would cause undue financial hardship, an application under section 171A will be considered subject to the following conditions:

1. This assistance will only be considered –
 - a. for a property used for residential purposes and is the sole or principal place of residence of the applicant
 - b. for land classified as farm land and is the sole or principal place of residence of the applicant
 - c. for land classified as commercial/industrial and is owned and operated by the applicant.
2. The applicant is able to provide a –
 - a. Certified Statement of Financial Position signed by a qualified accountant or financial counsellor.
 - b. Financial Plan to ensure future rates and charges can be paid.
3. That an application will only apply for the current rating financial year after which a review will be required.
Policy



5. RESPONSIBILITY

Council will review the Rate Relief Policy within twelve months after a General Election of the Council.

At the time of review, this policy was compliant with the *Victorian Charter of Human Rights and Responsibilities Act 2006*.

6. FURTHER INFORMATION

Members of the public may inspect all Council policies at Gannawarra Shire Council's Kerang and Cohuna offices or online at www.gannawarra.vic.gov.au.

Any enquiries in relation to this policy should be directed to the Director Corporate Services on (03) 5450 9333.

Records – Document Profile No. 14/00434
 Originally adopted: 11/10/2000
 Reviewed: 13/11/2002
 Reviewed: 22/04/2009
 Reviewed: 18/03/2015
 Reviewed: 16/08/2017
 To be reviewed by: 2021

Minute Book Reference: 1690
 Minute Book Reference: 2455
 Minute Book Reference: 7394
 Minute Book Reference: 11477
 Minute Book Reference:



9 INFORMATION REPORTS

Nil

10 URGENT ITEMS**11 NOTICES OF MOTION**

Nil

12 DELEGATES REPORTS**12.1 DELEGATES REPORT - THURSDAY 20 JULY TO WEDNESDAY 16 AUGUST, 2017****Author: Allison Peace, Administration Assistant - Chief Executive Office****Authoriser: Eric Braslis, CEO****Attachments: Nil****EXECUTIVE SUMMARY**

Delegate Reports from Thursday 20 July to Wednesday 16 August, 2017

Cr Brian Gibson

25 July	Meeting Cohuna Aerodrome – Cohuna Meeting Kerang Lakes Development Group – Lake Charm
27 July	Meeting – RFMS Steering Committee – Huntly
28-30 July	Councillor Development Weekend – Torquay
31 July	Workshop – NW Victoria Solar Resources - Melbourne
02 Aug	MyWarra Launch – Kerang
12 Aug	Opening Cohuna Kangas Female Change rooms – Cohuna

Cr Mark Arians

24 July	Meeting – Refugee Support Group - Kerang
26 July	Meeting – Kerang Progress Association
01 Aug	Meeting – New Year’s Eve Committee – Kerang

Cr Jodie Basile

28-30 July	Councillor Development Weekend - Torquay
02 Aug	Early Years Board Meeting - Cohuna MyWarra Launch – Kerang
10 Aug	Golden River Artists Rotational Opening Night - Kerang
12 Aug	Opening Cohuna Kangas Female Change rooms – Cohuna

Cr Charlie Gillingham

21 July	Legendairy Capital Promotion - Cohuna
25 July	Meeting – Kerang Lakes Development Group – Lake Charm

Cr Lorraine Learmonth

- 20 July Arts Salon Meeting – Cohuna
- 21 July Legendairy Capital Promotion - Cohuna
- 27 July Forum Intensifying Agribusiness – Bendigo
- 28-30 July Councillor Development Weekend – Torquay
- 01 Aug Meeting – ARTS – Kerang
- Meeting – Cohuna Seniors AGM – Cohuna
- 04 Aug Meeting – LMWRRG – Bendigo
- 02 Aug Mywarra Launch – Kerang
- 03 Aug Meeting Leitchville Progress Association AGM
- 09 Aug Meeting – Elders Group – Kerang
- 10 Aug Meeting – Senior Advisory Group – Kerang
- 11 Aug Meeting – Barook Seniors AGM – Koondrook
- 12 Aug Opening Cohuna Kangas Female Change rooms – Cohuna
Lola Montez – Cohuna
- 14 Aug Meeting – Cohuna Memorial Hall Users Group - Cohuna

Cr Steve Tasker

- 28-30 July Councillor Development Weekend – Torquay
- 08 Aug Meeting – Koondrook Development Meeting - Koondrook
- 11 Aug Meeting – Barook Seniors AGM – Koondrook

Cr Sonia Wright

- 28-30 July Councillor Development Weekend – Torquay
- 02 Aug MyWarra Launch - Kerang
- 12 Aug Lola Montez - Cohuna

This table represents attendances by two or more Councillors at the following Council functions:

Function Attended	Councillor (✓)						
	Gibson	Arians	Basile	Gillingham	Learmonth	Tasker	Wright
Council Strategic Briefing Meeting (24 July)	✓	✓	✓	✓	✓	✓	✓
Council Briefing Meeting (07 August)	✓	✓	✓	✓	✓	✓	✓
Ordinary Council Meeting (16 August)	✓	✓	✓	✓	✓	✓	✓

LoA = Leave of Absence

A = Apology

13 CONFIDENTIAL ITEMS

Nil