Heatwave Plan 2025

February 2017

Updated July 2025

The Corangamite Shire Heatwave Plan is a complimentary plan of the Corangamite Municipal Emergency Management Plan (MEMP).

Council acknowledges the assistance of the Glenelg Shire Council in the development of this plan.

Table of Contents

Amendment History

Plan Version	Date of Amendment	Summary
1.0	February 2017	Original Issue
1.2	July 2025	Review and Update

This Plan will be maintained on the Corangamite Shire Council website

Abbreviations & Acronyms

BOM	Bureau of Meteorology
CERA	Community Emergency Risk Assessment
DH	Department of Health
DFFH	Department of Families, Fairness and Housing
EMV	Emergency Management Victoria
HESP	Health Emergency Sub-Plan
MEMP	Municipal Emergency Management Plan
MEMPC	Municipal Emergency Management Planning Committee
MERC	Municipal Emergency Response Coordinator
MEMO	Municipal Emergency Management Officer
MRM	Municipal Recovery Manager
REMP	Regional Emergency Management Plan
SCoT	State Coordination Team
SEMP	State Emergency Management Plan
SEMT	State Emergency Management Team

Acknowledgement of Country

Corangamite Shire acknowledges and pays our respects to the Eastern Maar and Wadawurrung peoples as the Traditional Owners of the Lands that we work, live, and play. We also acknowledge their Elders, past and present, and recognise their ongoing cultural, spiritual and educational practices.

Introduction

Council's Heatwave Plan can be used to better prepare-for, respond-to and recover-from heatwave conditions, taking action to support the community to reduce health impacts where possible.

High temperatures can seriously impact on the health of people in the Corangamite Shire area. We need to be well prepared in advance to make sure local community has the necessary tools to cope in times of extreme heat.

Heat Events can often occur in conjunction with other emergencies such as bushfires, storms, health emergencies, power and water disruptions, infrastructure failure along with animal and transport incidents. This may impact on available resources and can mean some people affected may be suffering from multiple emergencies.

Heat events are a class 2 emergency. The Community Emergency Risk Assessment (CERA) process has classified Heat events in Corangamite Shire as a risk level of High.

Dashboard Summary	
Hazard Assessment	
Confidence in Risk Rating	Medium
Residual Risk Rating	High
Maximum Foreseeable Consequence	4
Mitigation / Control Effectiveness	2.17
Residual Consequence	3.5
Likelihood / Frequency	4.33

Figure 1 CERA Extreme Temperatures Hazard Assessment

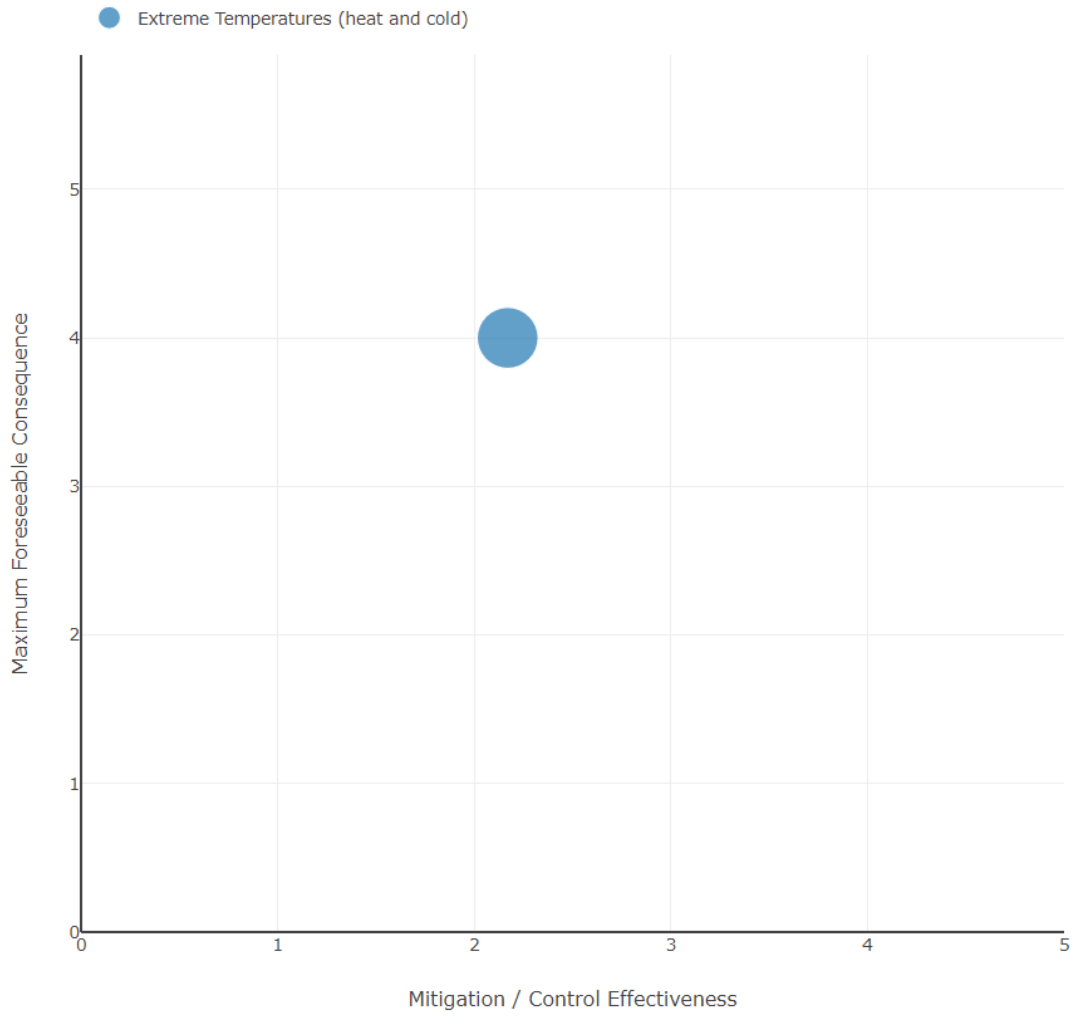

Figure 2 CERA Extreme Temperatures Hazard Controls/Consequences Graph

Purpose

The purpose of this Heatwave Plan is:

- ensure that health information and support is readily available to the community
- increase the capacity of the community to respond during heatwaves
- manage a heatwave emergency more effectively and
- develop long term changes in community's behaviour to improve their health and wellbeing.

Aim

The aim of the Heatwave Plan is to protect the health of the Corangamite community by reducing harm from heatwaves by ensuring the following steps:

- identifying vulnerable population groups in the community and the risks they face during heatwaves
- utilise partnerships with local organisations to better coordinate a response to heatwaves where appropriate

- outlining effective strategies and actions to implement in the event of a heatwave
- building practices to evaluate the ongoing effectiveness of the plan.

Importantly, the strategy outlines a plan of action for staff to better prepare for, respond to and prevent heatwave related harm. A four staged approach will apply.

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

Legislation

The Heatwave Plan has been written to be consistent with legislation, departmental guidelines and other Council planning frameworks relevant to heatwaves. These include:

- *SEMP Extreme Heat Sub Plan*;
- *Public Health and Wellbeing Act 2008;*
- *Emergency Management Act 1986;*
- *Taking action for Victoria's future: Climate Change White Paper – The implementation plan;*
- *Climate Change Act 2010;*
- *Planning and Environment Act 1987*; and
- *Local Government Act 1989.*
- *Local Government Act 2020*
- *Other Council Policies as required*

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

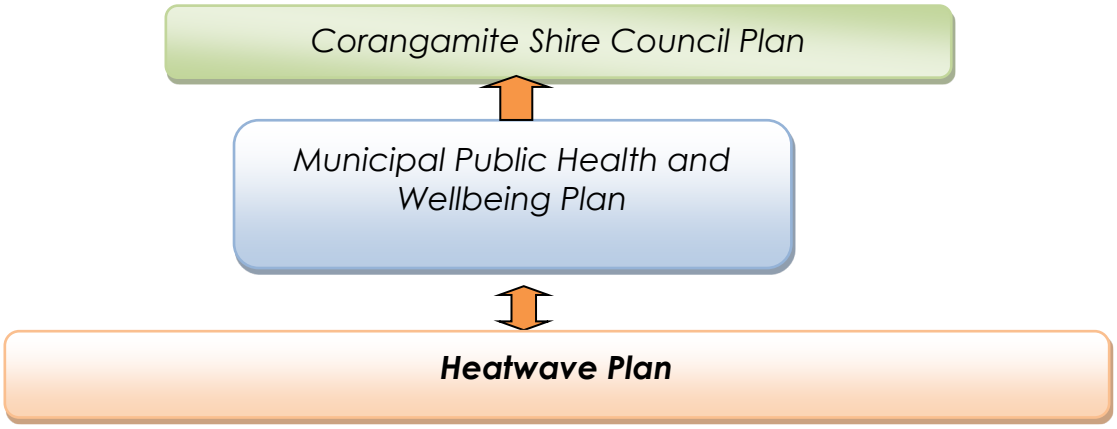

Figure 3 Planning responsibilities of local government

Activation

This plan will be activated when:

- When the Bureau of Meteorology (BOM) issues a Heat Wave Warning, or
- When the Department of Health (DH) issues a Heat Health Warning
- Or when nominated by the Corangamite Shire Council CEO

Background

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

The events of the January 2009 heatwave in Victoria resulted in an estimated 374 excess deaths compared with the average rate in the same week over the previous five years and serves as a reminder that the impact of heatwaves on human health is real and life threatening[1]. Our region experienced heat of unprecedented intensity and duration with maximum temperatures 12 to 15°C above normal for much of the area. The temperature was above 43°C for three consecutive days from 28 to 30 January reaching a peak of 45.1°C on 30 January 2009. The events impact was compounded by other emergencies effecting the Victorian community including power outages, and severe Bushfires.

During the January 2014 heatwave there were an estimated 167 excess deaths reported. Although maximum temperatures for the January 2014 heatwave were slightly lower than those observed during earlier heatwaves, the mean temperatures were higher and the heat lasted for a longer time. Victoria experienced the hottest 4-day period on record.

Climate Change

The climate trends in the Barwon Southwest Region are likely to continue to become warmer and drier[2]. Local government along with locals, business and society need to adapt and get climate ready to understand how climate change is likely to affect our region.

Research tells us that climate change is expected to increase the frequency and intensity of such heatwaves in our area. The average number of heatwave days per year is set to increase to around 30 days per year by 2090[3] (even under a low emissions scenario)

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

[2] Climate Ready Victoria – Barwon Southwest Region (2015). The State of Victoria Department of Environment, Land, Water & Planning

[3] Department of Energy, Environment and Climate Action, 2024

Figure 4 Climate projections for the Barwon Southwest Region
Source: Climate Ready Victoria – Barwon Southwest

Average temperatures in Victoria will likely increase by approximately 1.1 °C (0.5 to 1.5 °C range) by 2050 compared to 1986–2005 under a low emissions scenario, with little subsequent warming. Under a high emissions scenario, average temperatures are likely to rise by approximately 1.5 °C (1.1 to 1.9 °C range) by 2050 and by approximately 3.1 °C (2.2 to 3.6 °C range) by 2090[3].

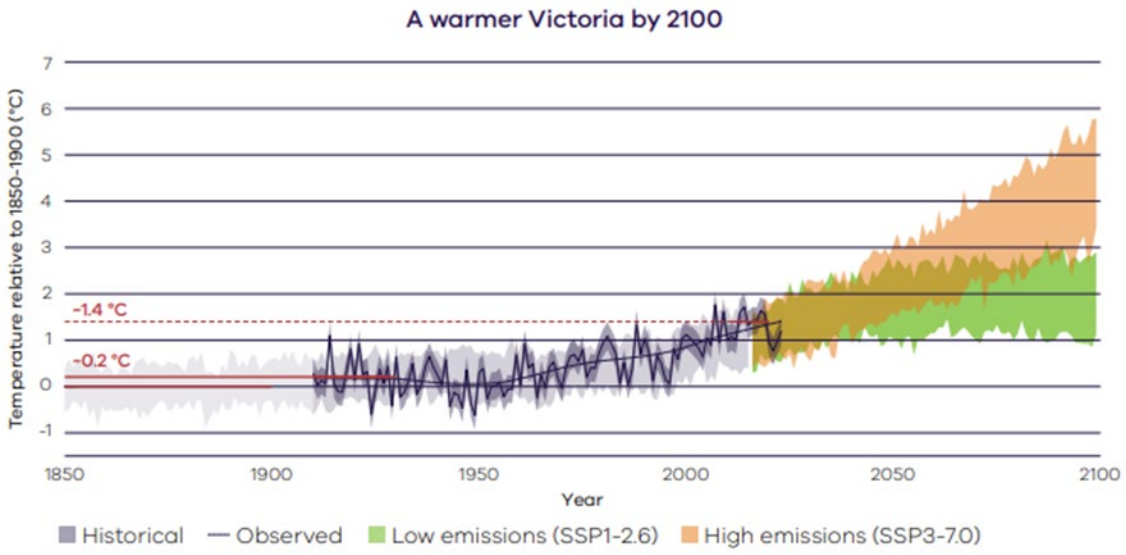

Figure 5 A Warmer Victoria by 2100
Source: Victoria's Climate Science Report 2024

Changes in the land surface can also influence heatwave conditions, such as a reduction in vegetation due to deforestation or changes from a forested area to farmland or city. These land-use changes can increase the intensity and duration of heatwaves locally. Conversely, land management practices, such as increased irrigation[4] and localised re-vegetation[5], may reduce the severity of local heatwaves.

Extreme weather events are predicted to become more frequent and severe in the years to come.

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

The Corangamite Shire Council Heatwave Plan is underpinned by a long-term approach by Council to reduce the scale of climate change and decrease its impact by adapting the built environment. Council promotes sustainable living by encouraging all residents to take practical action and reduce their ecological footprints. Refer to councils Environment and Sustainability Strategy.

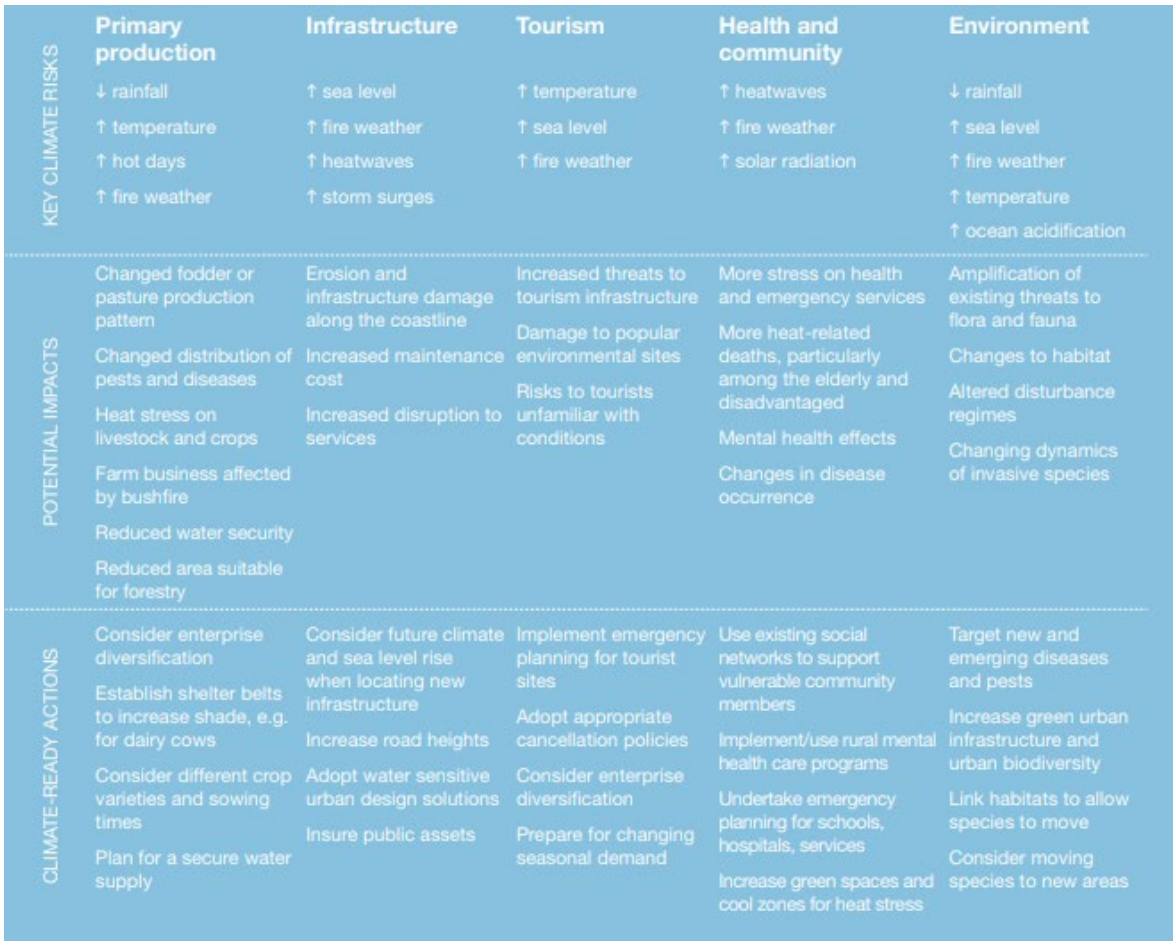

Figure 6 Key climate risk and potential impacts
Source: Climate Ready Victoria – Barwon Southwest

[4] Broadbent, A. M., Coutts, A. M., Tapper, N. J., & Demuzere, M. (2018). The cooling effect of irrigation on urban microclimate during heatwave conditions. Urban Climate, 23, 309–329.

[5] Maggiotto, G., Miani, A., Rizzo, E., Castellone, M. D., & Piscitelli, P. (2021). Heat waves and adaptation strategies in a Mediterranean urban context. Environmental Research, 197, 111066.

Understanding Heatwave

A heatwave is when the maximum and minimum temperatures are unusually hot over 3 days. This is compared to the local climate and past weather. (Bureau of Meteorology, 2025). Cooler nights allow for recovery from each day's heat however, warm nights can mean the next day heats up quickly leading to more hours of extreme heat. Hot nights hamper the body's ability to recover from the heat of the daytime and puts additional stress on the body.

Heat Wave Warning

The Bureau of Meteorology issues Heat Wave Warning. These can be found on the BOM website.

When calculating Heat Waves, the BOM looks at several factors, the daily maximum temperature, the daily minimum temperature, the temperature across a 3-day period, and also the average temperature that has occurred in the locality over the last 30 days.

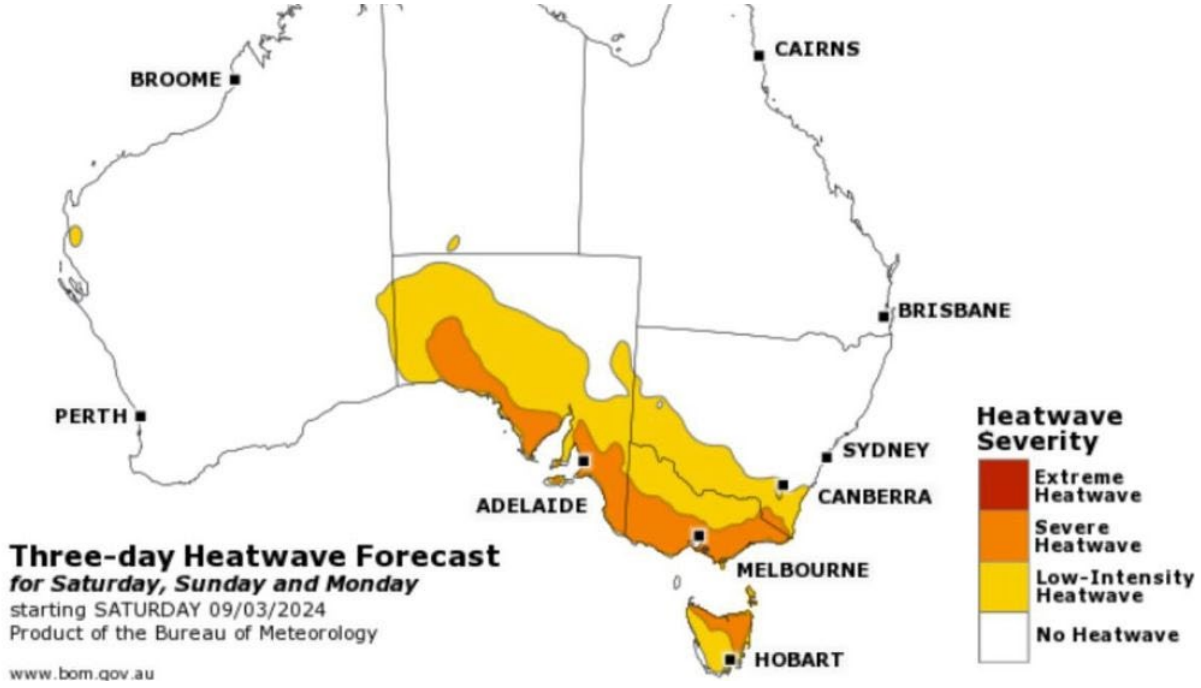

Figure 7 BOM example of a heatwave forecast map
Source: www.bom.gov.au

Heatwave Intensity

The BOM has three classifications for the intensity of a heatwave, these are:

Low Intensity: Low-intensity heatwaves are frequent during summer. Most people can cope during these heatwaves. It occurs when the mean temperature is in the top 10% of temperatures for that location at that time of year.

Severe Heatwaves: Severe heatwaves are less frequent. They are likely to be more challenging for vulnerable people. This can include older people, particularly those with medical conditions. It occurs when the mean temperature is in the top 2% of temperatures for that location at that time of year.

Extreme Heatwaves: Extreme heatwaves are rare. They are a problem for people who don't take precautions to keep cool – even for healthy people. Anyone who works or exercises outdoors can be at risk. It occurs when the mean temperature is in the top 1% of temperatures for that location at that time of year.

Heat Health Warning

DH issues Heat Health Warnings. A Heat Health Warning notifies the community, local governments, hospitals, health and community services of the risk and likely impact on human health.

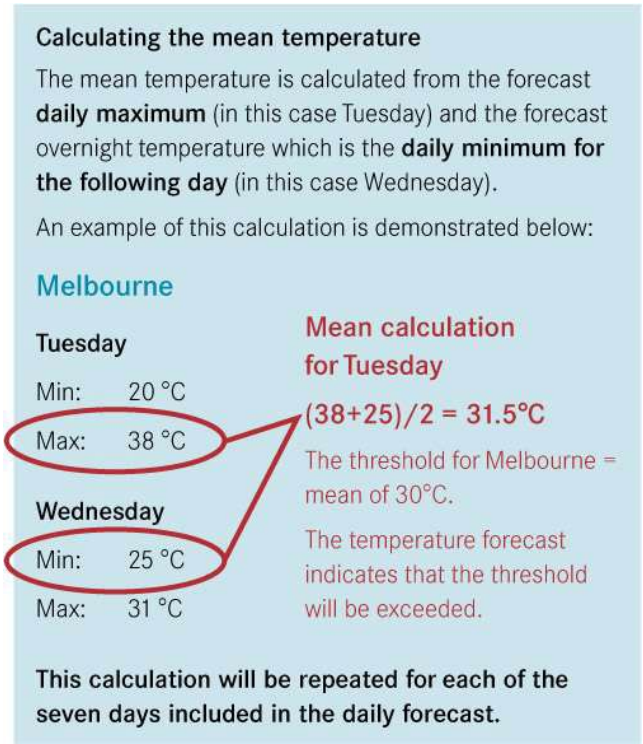

Figure 8 Calculating heat health warning thresholds

When forecasted average temperatures are predicted to reach or exceed the heat health temperature threshold, which is 30 degrees for the Corangamite Shire, the Health department may issue a heat health warning to designated contacts, including

our Council primary contacts. Individuals can subscribe to heat health warnings via the department's website at this link:

[Heat health warning | health.vic.gov.au]

Heat Health Warnings are also distributed by DH when BOM declares a severe or extreme heatwave warning. DH may also decide to send a Heat Health Warning if there is less than 3 days of intense heat and a risk to health is increased, this is determined by DH.

Efficient response to heat health warnings is dependent upon the Corangamite Shire Council informing all key stakeholders of their responsibilities to enact their own heatwave actions. An activation plan will be followed to ensure this process is carried out smoothly and effectively (see Figure 9).

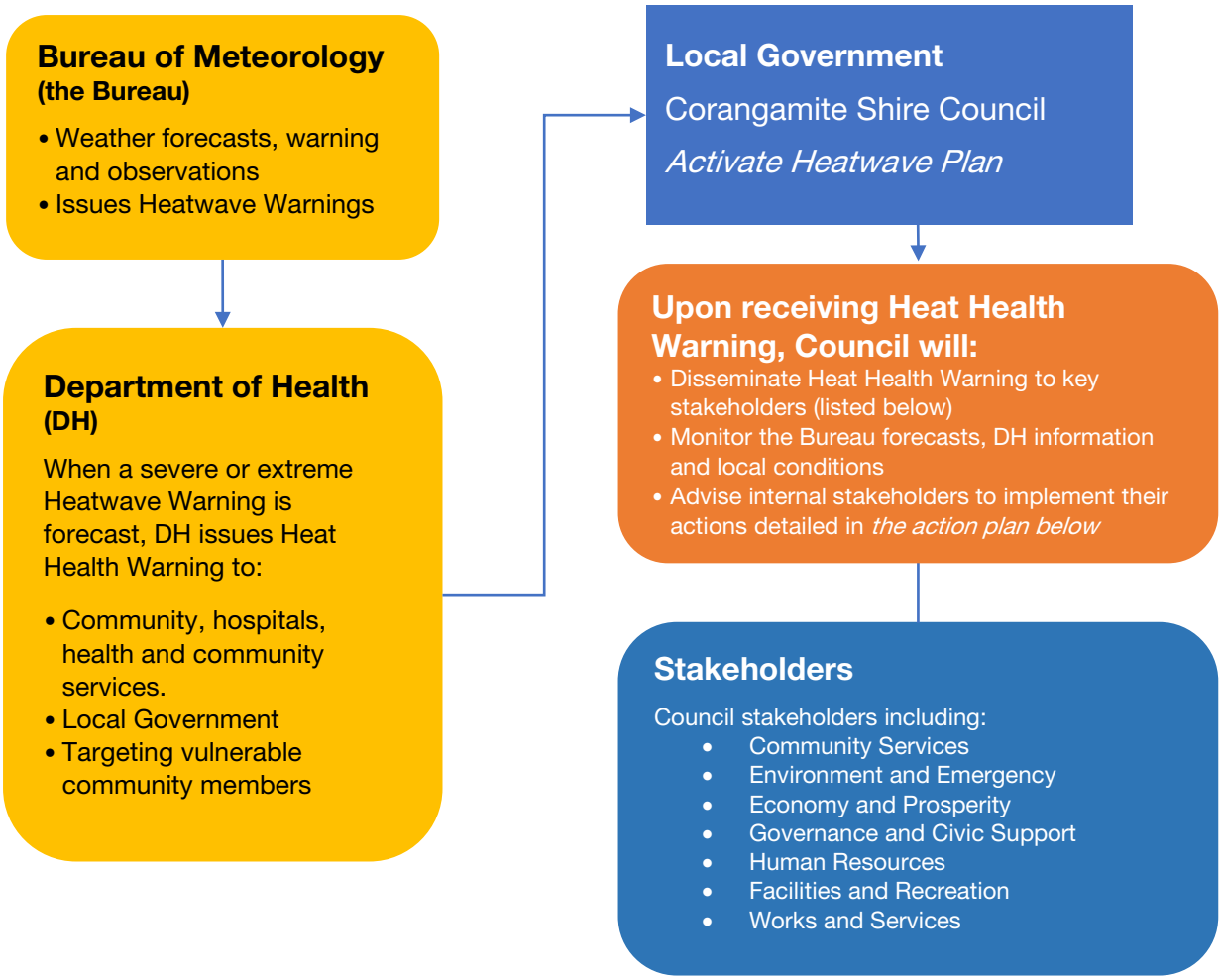

Figure 9 Heat health warning activation plan

Heatwaves and Health

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

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

STAGE	SYMPTOMS	WHAT TO DO
Heat cramps	**Muscular pains and spasms in the abdomen, arms, or legs** This is an early signal that the body is having trouble with the heat when the body gets depleted of salt and water	Stop activity and sit quietly in a cool place, increase fluid intake, rest a few hours before returning to activity, seek medical help if cramps persist.
Heat exhaustion	**Cold, clammy, and pale skin and sweating, rapid heart rate, muscle cramps, weakness, dizziness, headache, nausea, vomiting, fainting** Blood flow to the skin increases, causing a decrease of flow to the vital organs. This results in mild shock. If not treated the victim may suffer heat stroke	Get the person to a cool area and lay them down, remove their outer clothing, wet their skin with cool water or wet cloths, seek medical advice
Heat stroke	**Same as heat exhaustion with – dry skin with no sweating, mental condition worsens, confusion, seizure, stroke-like symptoms or collapsing, unconsciousness**.	Call an ambulance immediately, get the person into a cool area and lay them down, remove their clothing, wet their skin with water, fanning continuously. Position an unconscious person in the recovery

	This is life threatening. The victim's temperature control system, which produces sweating to cool the body, stops working. The body temperature may exceed 40.6°C potentially causing liver, kidney, muscle, heart, brain damage and death if the body is not cooled quickly	position. Prepare to give CPR if necessary.

Figure 10 Heat-related illness and symptoms

More information about heat-related illness can be found on the Better Health Channel at www.betterhealth.vic.gov.au and on the Department of Health website Extreme heat and heatwaves (health.vic.gov.au). Heatwave communication resources, can be downloaded from Department of Health website at Extreme heat - community resources (health.vic.gov.au)

High temperatures can be linked to:

- increased hospital admissions relating to heat stress, dehydration, or as a result of heat exacerbating existing conditions
- increased number of work-related accidents and reduced work productivity
- decreased sporting performance.
- increased fatality if not treated.

To help prevent the onset of a heat related illness, people in the Corangamite Shire are advised to follow the below key health messages promoted by the Department of Health (DH).

- Keep Cool
- Stay Hydrated
- Plan Ahead
- Check in with others
- Monitor the weather forecast.

Keeping Cool

- Using air-conditioning or fans.
- Take cool showers or foot baths.
- Wear light and loose-fitting clothing.
- Keep skin wet, using a spray bottle or damp sponge.
- Wrap ice cubes in a damp towel and drape around your neck.
- Block heat from entering your home with blinds or curtains. Open windows and doors if you think it is hotter indoors than outdoors.
- Consider spending some time in a cool place such as an air-conditioned shopping centre or public library.

- Avoid vigorous physical activity.

Staying Hydrated

- During days when you are exposed to extreme heat, keep drinking water before you feel thirsty, especially if outdoors and performing physical activity. If your doctor has asked that you limit your fluid intake, ask them how much water you should drink during hot weather.
- Whenever you leave home, always take a water bottle with you.
- Watch for signs of dehydration like feeling thirsty, lightheaded, having a dry mouth, tiredness, having dark-coloured, strong-smelling urine or passing less urine than usual.

Planning Ahead

- During extreme heat, cancel or reschedule non-essential outings.
- Plan essential activities for the coolest part of the day. If you do have to go outside, take a water bottle with you, seek shade, and wear a hat and sunscreen for skin protection.
- Keep up to date with weather forecasts and warnings – via TV or radio, check the **Bureau of Meteorology** heatwave forecast online or via their app, and subscribe to receive **Heat health warnings** from the Department of Health.
- Stock up on food, water and medicines so you don't have to go out in the heat.
- Make sure that food and medicines are stored at appropriate temperatures.
- See your doctor to check if changes are needed to your medicines during extreme heat.
- Check that your fan or air-conditioner works well. Have your air-conditioner serviced if necessary.
- Power failures can happen during times of extreme heat – ensure you have a torch, battery-operated radio, fully charged mobile phone or battery back-up, food items that don't require refrigeration, medications, plenty of drinking water and other essential items. Have a cool-box available to store ice or cool packs with medications.
- Look at the things you can do to make your home cooler such as installing reflecting coatings, insulation, glazing, external window awnings, shade cloths or external blinds, and planting trees to provide shade around the house.

Checking in with others

- A quick call can make a big difference. Let family, friends and neighbours know you are OK or check in with those at increased risk or who may need your support during days of extreme heat.

Monitoring the weather conditions

- Monitor the weather forecast and the Bureau of Meteorology Heatwave warnings online or via the Bureau's app. Subscribe to receive Department of Health heat health warnings.

General care for heat emergencies includes cooling the body, giving fluids, and minimising shock.

People Most At-Risk to Heatwaves

Heatwaves can affect anybody, including the young and healthy; however, there are certain population groups that are more at risk than others. These include:

- people aged over 65
- pregnant women and women who are breastfeeding,
- infants and young children
- people with a disability
- people with a pre-existing medical condition such as diabetes, kidney disease or mental illness
- people who are socially and economically disadvantaged (Including the homeless)
- people who are overweight or obese
- People who perform physical work or exercise in the heat
- People confined to bed and unable to care for themselves.
- People taking certain medications may affect the way the body reacts to heat, such as:
    - allergy medicines (antihistamines)
    - blood pressure and heart medicines (beta-blockers)
    - seizure medicines (anticonvulsants)
    - water pills (diuretics)
    - antidepressants or antipsychotics
- People who have recently arrived from cooler climates.
- Non-English-speaking people who may not understand Heat information
- People with problematic alcohol or drug use.

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

- The elderly: People over 65 years of age

  Most studies have found that heat-related mortality is highest in those over 65 years of age. In Victoria's January 2009 heatwave, reportable deaths for those 65 years and older more than doubled[4]. Corangamite Shire's population, like most parts of Australia, is ageing. This ageing trend is projected to continue, but at a higher rate as the baby boomers enter old age. In 2021, 24.7% of our population was aged 65 years or older, compared to 16.8% state-wide.

- Infants: Children aged 0 to 4 years

Young children are also sensitive to the effects of high temperatures because they produce more metabolic heat than adults and rely on others to regulate their environments and provide adequate liquids. Their core temperature can rise quickly causing dehydration.

- Council staff as carers, or in service delivery and outdoor work

  Council employees undertaking outdoor tasks in the sun, people working in hot, stuffy, and poorly ventilated buildings, and staff travelling in non-air-conditioned vehicles for long periods of time without adequate breaks, shade or water can face serious dehydration and risk of a heat-related illness. It is a legislative requirement and the responsibility of Council to ensure it provides a safe and healthy work environment. This means workers must have adequate access to amenities such as water and wear suitable clothing. Control measures for staff working in the heat can be found in the Hazard Identification Sheets, appendix 5. Additional information can be found in WHS-220 climatic conditions available on Chester: OHS Health & Safety Procedures

- People with a disability and low mobility

  Many people with a disability, particularly those with a severe physical or mental impairment, are amongst the most vulnerable and disadvantaged in our society. They can be badly affected by prolonged periods of hot weather. The incidence of disability increases with age, peaking in the 55 to 74 years age group.

- Tourists

  In heat events, dehydration and heat stress can be a risk, particularly for un-acclimatised people. Whilst our region is recognised as a safe place to visit, as visitor numbers increase especially over summer; additional pressure can be placed on the capacity of health and safety services to meet the needs of visitors if they suffer from heat related illnesses. Simple messages need to be given to our tourists on very hot days such as:

  - When it's hot, it's time to slow down and drink lots of water.
  - Wear broad-brimmed hat and cool loose clothes which "breathe";
  - Use sunscreen and carry copious supplies of water (drink around 500 ml before leaving accommodation, then 200-300ml every 15 minutes);
  - Reduce exercise in duration and intensity, or postpone to a more suitable, cooler time; and
  - Plan cooler activities like swimming, cinema, visiting gardens and parks.

	Corangamite Shire	Camperdown	Cobden	Darlington	Derrinallum	Lismore	Noorat	Simpson	Skipton	Terang	Timboon	Port Campbell	Princetown	Australia
Population	16115	3354	1804	84	386	472	318	583	609	2254	1250	440	236	-
Median Age	48	51	51	50	55	52	51	39	53	49	47	40	45	38
Aged 60+	32.7%	37.9%	36.5%	-	41.6%	36%	27.8%	22%	37.8%	35.8%	33.2%	28.2%	28.2%	23%
Population over 60	5276	1273	654	-	166	171	93	130	225	813	421	126	68	-

Statistics from Australian Bureau of Statistics, 2021 Census

Key Partner

The below Council areas have an important role to play in the planning for a heatwave and in the event of a declared heatwave. Recommendations around what stakeholders can do in times of extreme heat are summarised in the following action plan. The key areas include:

- Community Services
- Environment and Emergency
- Economy and Prosperity
- Governance and Civic Support
- Human Resources
- Facilities and Recreation
- Works and Services

Heatwave Readiness

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

- make use of existing community registers
- engage in a communication and media campaign using heatwave messages consistent with DH materials
- respond to the state activated heat alert system in a planned and considered way.
- As part of Corangamite Shires readiness for Heatwaves, there are several on-going actions that Council will do to prepare for Heatwaves, these include:
- Improve and/or develop plans and policies that take into consideration heatwave impacts on the communities and preventative measures.
- Encouraging placement of low flammability trees to reduce heat effects in townships, in community gathering areas and around homes.
    - CFA Plant Selection Key Interactive | CFA (Country Fire Authority) can help with selecting low flammability trees.
- Stay informed with the latest advice and knowledge for Heatwave planning, response and recovery.

Action Plan

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

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

Each phase is characterised by a set of key actions (see Figure 11).

Phase 1 **Pre summer preparation**	To build capacity within Corangamite Shire communities leading up to the summer months
Phase 2 **During summer prevention**	To further build resilience amongst Corangamite Shire residents during the summer months
Phase 3 **Heatwave response** **Trigger: DH heat health warning**	To respond to an activated heat health warning in a planned and considered way
Phase 4 **Heatwave recovery**	To review heatwave actions after each heatwave event or at the end of summer

Figure 11 Summary of heatwave plan actions

Key

MCS	Manager Community Services
MEE	Manager Environment and Emergency
MEP	Manager Economy and Prosperity
MGCS	Manager Governance and Civic Support
MHR	Manager Human Resources
MFR	Manager Facilities and Recreation
MW	Manager Works and Services
VPRC	Vulnerable Persons Register Coordinator

Pre- Summer Preparation - Phase 1

Phase 1 includes a range of actions to build capacity within Corangamite Shire communities leading up to the summer months. It identifies and engages all key stakeholders with a comprehensive meeting around roles and arrangements. This phase is generally implemented between April 1 and November 30 each year but will be determined by the weather.

Action	Responsibility	Timeline	Resources
Update general heatwave information, material and resources • Check for new resources/materials published by Department of Health or other organisations to support heatwave planning • Check for policy/legislation changes that may now affect actions • Distribute updated information to relevant Council departments • Provide information to update web pages • Discard outdated information • Review and update internal policies, procedures and plans relating to health and wellbeing during heat events and ensure relevant staff are aware of their responsibilities as well as any updates. • Review and update heat health warning contacts	MGCS / MGCS / MGCS / MGCS / MGCS / All Managers All Managers	April, May	
Implement 'Before Summer' Communications Campaign • Re-order general heatwave information, materials and resources • Revisit events calendar to target new events that could support heatwave messages • Plan potential media articles/topics/photo shoots	MGCS All Managers MGCS	April to November	
Review vulnerable groups and update community registers • Maintain Vulnerable Persons Register (Update to be done in April and in Oct. Reminder Notifications sent out by Crisisworks and/or DFFH). • Maintain Vulnerable Facilities Register (Update to be done annually)	VPRC	April to November	
Educate internal staff • Revisit staff awareness and first aid training relating to heat and health • Include Heat Health information in Councils Induction Program • Ensure all staff who may be required to work in extreme climatic conditions are trained to recognize the effects in themselves and others. • Ensure all staff who may be required to work in extreme climatic conditions are familiar with WHS-220 CLIMATIC CONDITIONS and WHS-201 HAZARD IDENTIFICATION, RISK ASSESSMENT & CONTROL and Hazard Identification Sheets.	MHR MHR All Managers All Managers	April to November	

Key Stakeholders actions in Phase 1

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

- revisiting their actions from the previous summer and evaluate their levels of effectiveness;
- meeting with other stakeholders to revise and amend key heatwave messages and actions;
- updating their community registers;
- collecting general heatwave information from Council;
- educating any new staff of key heatwave messages.

During Summer Prevention - Phase 2

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

Action	Responsibility	Timeline	Resources
Implement 'During Summer' Communications Campaign • Coordinate media articles • Ensure web information is live • Draft heatwave heat health warnings messages on standby for Phase 3 • Advise Councilors of campaign as part of pre-season Emergency Management Briefing	MGCS	December	
Disseminate heat health information • Send education materials and heat health messages to internal and external Stakeholders • Display heat health messages/posters in Council facilities and premises • Distribute heat health information to local stakeholders	All managers	December	
Advise local stakeholders of roles and responsibilities • Host stakeholder workshops where appropriate around heatwave preparation • Revisit heat health warning actions and ensure activation procedures are in place	All Managers	December	
Check procedures and resources • Remind staff of Phase 3 heat health warning actions • Revisit telephone script template • Check local stakeholder email distribution list for Heat Health Warning days • Ensure generic email message for Heat Health Warning days is ready to go	MGCS MGCS All managers MGCS	December	

Key Stakeholders actions in Phase 2

In Phase 2, media campaign to educate the community about Heatwave Preparedness through:

- distributing heatwave information to internal and external stakeholders
- identifying cool areas
- modifying client /staff programs;

Heatwave Response- Phase 3

Phase 3 is triggered when imminent heatwave temperatures are predicted by BoM for the Corangamite Shire. Council will know to move to this phase when it is notified by DH. Council's nominated Primary Contacts will receive an email Heat Health Warning when forecasted temperatures are expected to exceed threshold levels. It will then be up to Council to continue to monitor forecasted temperatures and notify the relevant stakeholders to activate specific actions in Phase 3 of this Heatwave Plan. When a catastrophic fire danger is declared, council's staff should also consider the Catastrophic Fire Danger Policy.

Action	Responsibility	Timeline	Resources
Alert local stakeholders of Heat Health Warning • If required convene a Leadership Team meeting. To be determined by the MEMO. • Send generic Heat Health Warning email message to local stakeholders using Leadership Team email group • Ensure Leadership Team have the current heatwave Plan • Monitor BoM forecasts, DH information and local conditions • Ensure Visitor Information Centre are notified of conditions and have resources available to distribute to visitors • Ensure the Heat Health Checklist has been completed	ELT MEMO MEMO All Managers MEP ALL	Heat Health Warning	
Implement 'Heatwave Response' Communications Campaign • Coordinate media alert • Update home page on Council website • Post heat health warning message to all staff on intranet • Brief customer service on messages for general public especially around cancelled events	MGCS	Heat Health Warning	
Prioritise tasks and modify programs • Review work programs scheduled for the day and ensure they are aligned with WHS-220 CLIMATIC CONDITIONS and Hazard Identification Sheets. Available on Chester: OHS Health & Safety Procedures • Consider rescheduling site inspections to cooler parts of the day • Consider replacing site inspections with telephone consultations if possible. • Prioritise tasks to ensure essential services are carried out • Modify centre-based activities and programs • Ensure staff are informed about need to be adequately hydrated	All Managers	Heat Health Warning	

• Consider cancelling/modifying Council events and informing stakeholders • Consider implications of Catastrophic Fire Danger Policy if applicable and staff absences			
• Municipal Emergency Control Centre (MECC) functionality and MEMO availability to be in-line with Readiness Matrix for the days Fire Danger Rating. See Appendix 6.	MEMO		

Key stakeholders' actions in Phase 3

Prompt action by stakeholders during Phase 3 will ensure the impacts of heat on vulnerable groups are kept to a minimum. Key stakeholders will be advised by Council to consider:

- prioritising tasks especially for those involving physical exertion
- assessing risk for staff
- rescheduling staff work times and hours where appropriate
- altering children's outdoor activities and play times.
- Sharing communications with communities.

Heatwave Recovery - Phase 4

Phase 4 ensures Corangamite Shire's Heatwave Plan remains relevant and meets the changing needs of our community. Council will review heatwave actions in this phase after each heatwave event or at the end of summer and use any amendments to inform an updated Heatwave Plan every four years. All relevant stakeholders will actively participate in the evaluation. The following questions will be addressed.

- Were the actions in Phase 3 appropriate and timely?
- What worked/What didn't work?
- Was information communicated effectively to stakeholders and the general community?

- What could we do differently next summer?

Action	Responsibility	Timeline	Resources
Implement 'Heatwave Post Event' Communications Campaign • Remove heat health warning communications material/messages • Alter web messages • Plan media article containing post event information	MGCS	After heatwave event	
Review heatwave actions • Consult with internal stakeholders to review procedures and actions • Consult with external local stakeholders to review procedures and actions • Identify improvements to the procedures, policies and plans in a summary of key findings	MEMO	Post summer	
Modify *Heatwave Plan* according to recommendations • Update Heatwave Plan to include key findings of review • Distribute new plan to stakeholders	MEMO	Post summer	

Key stakeholders' actions in Phase 4

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

- participating in Council's evaluation of the *Corangamite Shire Council Heatwave Plan*;
- reviewing their own actions during prolonged periods of hot weather
- making recommendations to modify their own procedures and actions

APPENDIX

Appendix 1: Cooling Centres

The following air-conditioned Cooling Centres have been identified in Corangamite Shire. A few hours in a cooler environment during extremely hot weather can lower the core body temperature and can help to saves lives. Travelling in extreme heat is dangerous and should be done as a last resort and shouldn't be a part of a personal emergency plan. The safest option is to remain at home if there is cool space available. On Catastrophic Fire Danger Days Council operated Public Swimming pools will be closed. They may be permitted to reopen once the fire threat has reduced with approval from the CEO (to provide relief from heat conditions). For more information please read the Catastrophic Fire Danger Day Policy. Other Council Facilities may be impacted by staff shortages and may also need to close during Catastrophic days. This is correct at time of publication, refer to Corangamite Shire Council for up to date information.

Public Libraries

Location	Address	Opening Hours	Phone
Camperdown	212 Manifold St	**Tues:** 11 am - 1 pm & 1.30 - 5.30 pm **Thurs & Fri:** 12 noon -1 pm & 1.30 - 5.30 pm **Sat:** 10 am - 12 noon	03 5593 2356
Cobden	55 Victoria St	**Wed & Fri:** 11.30 am - 12.30 pm & 1 - 5 pm **Sat:** 10 am - 12 noon	03 5595 1228
Derrinallum	44 Main St	**Thurs & Fri:** 11 am - 12.30 pm & 1 - 5 pm **Sat:** 10 am - 12 noon	03 5597 6658
Skipton	5 Anderson St	**Tue:** 10am -12pm **Fri:** 3-5pm	
Terang	High St	**Mon:** 2 - 5 pm **Wed & Fri:** 10 am - 12.30 pm & 1 - 5 pm **Sat:** 10 am - 12 noon	03 5592 1397
Timboon	Wark Street	**School term:** Mon - Wed: 1.30 pm - 5 pm Thurs & Fri: 10 am - 2.30 pm Sat: 10 am - 12 noon **School holidays:** Mon & Wed: 2 pm - 5 pm Fri: 10 am - 2.30 pm Sat: 10 am - 12 noon	03 5598 3394

Figure 12 Public Libraries

Community Centres

Location	Address	Opening Hours	Phone
Camperdown	6 Gunner St, Camperdown VIC 3260	**Tuesday – Thursday** 9 am – 4.30 pm **Friday** 9 am – 1 pm	0355931403
Simpson	11 Jayarra St, Simpson VIC 3266	**Tuesday – Friday** 9 am – 5 pm	0355943448

Figure 13 Community Centres

Public Swimming Pools

Location	Address	Opening Hours	Phone
Camperdown	Curdie St, Camperdown 3260	**School term:** 2.30 pm – 6:30 pm **Weekends, public & school holidays:** 11 am – 7 pm	0484392012
Cobden	Victoria Street, Cobden 3266	**School term:** 3:15 pm – 7.30 pm **Weekends, public & school holidays** 11:30 am - 7:30 pm	0438117439
Lismore	Cameron Street, Lismore 3324	**School term:** 1.30 pm - 7 pm **Weekends, public & school holidays** 12 am – 7 pm	0355962212
Skipton	Blake Street, Skipton 3361	**School term:** 2.30 pm - 7 pm **Weekends, public & school holidays** 11 am - 7 pm	0353402234
Terang	Golf Club Road, Terang 3264	**School term:** 3 pm - 7 pm **Weekends, public & school holidays** 11 am - 7:00 pm	0355921862
Timboon	Lambert Street, Timboon 3268	**School term:** 3 pm - 7 pm **Weekends, public & school holidays** 11 am - 7 pm	0355983285

Figure 1 Public Swimming Pools

Appendix 2: Council Heat Health Checklist

Council Heat Health Checklist

Heat Wave Day Preparation Sheet

When BOM or DH declares a Heatwave, the following checklist should be completed

Tasks to be completed by All Managers

Task	Completed
Do you have the current 2024 Heatwave policy?	
Have you understood and completed your responsibilities in the Heatwave Plan?	
Have you reviewed work programs scheduled for the day and ensured they are aligned with WHS-220 CLIMATIC CONDITIONS and Hazard Identification Sheets?	
Are your staff trained to recognise symptoms of heat illness? (If they're exposed to the weather conditions)	
Have you considered rescheduling home/site visits/ inspections to cooler parts of the day?	
Have you considered replacing home/site visits site inspections with telephone consultations if possible?	
Have you prioritised tasks to ensure essential services are carried out?	
Have you ensured staff are informed about need to be adequately hydrated?	
Have you consider implications of Code Red Catastrophic Fire Danger Policy if applicable and possible staff absences?	

Tasks to be completed by Manager of Governance & Civic Support (in conjunction with the first section).

Task	Completed
Has the communications team shared the BOM messaging on social media?	
Has a media alert been coordinated?	
Has the home page on Council website been updated with Heatwave messaging?	
Has heat health warning message been posted to all staff on intranet?	

Has customer service been briefed on messages for general public include information around cancelled events and refer any heat health questions to department of health messaging?	

Tasks to be completed by Manager of Community Services (in conjunction with the first section).

Task	**Completed**
Has centre-based activities and programs been modified?	

Tasks to be completed by Manager of Economy and Prosperity (in conjunction with the first section).

Task	**Completed**
Have you ensured the Visitor Information Centre is notified of conditions and have resources available to distribute to visitors?	
Have you considered cancelling/modifying Council events and informing stakeholders?	
Have you communicated with non-council events and informed them of the conditions? (where possible)	

Tasks to be completed by MEMO (in conjunction with the first section).

Task	**Completed**
Has leadership been notified of the Heatwave? Including predicted duration	
Has an ERC rooster been drafted?	
Has MECC preparations been done in accordance with relevant plans?	
Will you continue to monitor conditions?	
Has a Council Prepparedness Process sheet been completed?	

Appendix 3: Primary Contact Communication

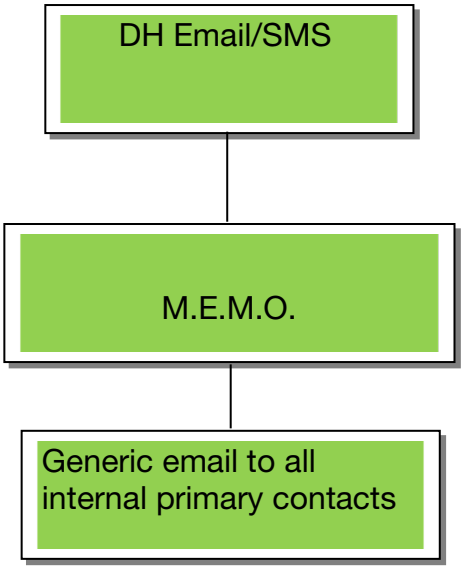

Figure 15 Primary contact communication tree

PRIMARY CONTACT LIST-INTERNAL

Leadership Team group email address is to be used to share Heatwave warnings and Heat Health warnings to key internal stakeholders. Each manager will then be responsible for sharing the information with their team and adjusting work schedules if necessary.

GENERIC INTERNAL EMAIL TO BE SENT BY MEMO TO LEADERSHIP TEAM GROUP EMAIL ADDRESS

"The Department of Health has issued a Heatwave Warning for ..... Please activate your responsibilities under the Corangamite Shire Heatwave Plan".

Appendix 4: Heat Health Warning

Health Alert:

Heat Health Warning

The **Bureau of Meteorology** has issued a **Heatwave Warning.**

Please go to http://www.bom.gov.au for the Bureau of Meteorology Heatwave Warning.
The forecast heatwave conditions may cause health impacts in the community.
Heatwaves can affect anyone. Older people, people with a pre-existing medical condition, pregnant women and young children and babies are most at risk.
Organisations should monitor their local weather conditions from Victoria Weather and Warnings (bom.gov.au) and respond in accordance with their heat plans. Individuals and communities should also prepare for the heat.

More information can be found at:

- **Bureau of Meteorology Heatwave Service** - http://www.bom.gov.au/australia/heatwave/
- **VicEmergency** - https://emergency.vic.gov.au/respond/
- **Survive the Heat** - https://www.betterhealth.vic.gov.au/campaigns/survive-the-heat

Appendix 5: Hazard-ID-Sheets-2022-V1

CORANGAMITE SHIRE

WEATHER - HOT & COLD

HAZARD INFORMATION SHEET

Hazards

■ Injuries and sickness caused by exposure to extreme weather conditions. ■ Heat ■ Cold.

Control Measures

- Where possible try to avoid exposure to extreme weather conditions by either working in or regularly resting in a shaded area in the heat and sheltered warm area in the cold.
- Reorganize your tasks so that you undertaking tasks with high weather exposure at less extreme times and tasks with less weather exposure at more extreme times.
- Dress and act appropriately.
- Where the Ultra Violet (UV) forecast is extreme wear wide brimmed hats, sunglasses, light wearing long sleeve shirts and pants and plenty of sunscreen.
- Try to take shorter, more regular breaks out of the sun rather than longer, less frequent breaks and drink plenty of fluids.
- Avoid tasks that increase the level of heat such as welding and regularly rotate tasks between those that are more and those that are less exposed to the heat.
- Only remove clothing if it is not for protective purposes and try to avoid tasks that involve the need to wear a lot of personal protective equipment.
- Wear warm clothing including thick woolen jumpers with waterproofs over the top. Take regular rest breaks and drink plenty of warm liquids such as soup.
- Always ensure that you are well warmed up prior to starting any physical activity and try to avoid jobs that involve standing around or little physical activity to keep you warm.
- Wear appropriate clothing.
- Try to avoid doubling up on the hazard such as undertaking hot work in hot working conditions.
- Avoid tasks that allow little physical activity in the cold, but if you must, rug up and rotate with more active jobs.
- Seek out shade and shelter.

Appendix 6: Readiness Matrix 2023-2024

AFDRS - Fire Danger Rating	No Rating		Moderate	High	Extreme	Catastrophic
FBI	0-5	6-11	12-23	24-49	50-99	100+
Key Message and Fire Behaviour	No proactive community Action Required		Plan and Prepare Most fires can be controlled.	Be Ready to Act Fires can be dangerous.	Take Action Now to protect life and property Fires will spread quickly and be extremely dangerous.	For your survival, leave bushfire risk areas If a fire starts and takes hold, lives are likely to be lost.
McArthur						
FFDI	0-11		12-24	25-34	50-74	75-99	100+
GFDI			12-24	25-34	35-49	50-99	99-149	150+
1. Strategy / Tactical						
Corangamite Shire 2024	Normal Preparedness Arrangements. MERO & MRM contactable 24/7.		MEMO able to set up MECC within 2 hours when FDI is forecast over 35. MEMO & MRM contactable 24/7. Will only attend ICC if there is an incident – No attendance at the ICC for Hot Starts.	MEMO able to set up MECC within 1 hour. MEMO prepare and circulate 'Fire Weather Day Preparedness Sheet'. Check in with plant availability, roster preliminary EMLO, MECC and ERC staff. MEMO & MRM contactable 24/7. ERC Team prepared for activation within 1 hour.	MECC is setup and MEMO on duty and operating in the MECC within 30 minutes. MEMO prepare and circulate 'Fire Weather Day Preparedness Sheet'. Check in with plant availability, roster preliminary EMLO, MECC and ERC staff. Reduced council services. MEMO & MRM contactable 24/7. ERC Team on standby and activation within 1 hour.