



**Macedon  
Ranges**  
Shire Council

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# Heatwave Plan

September 2013



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## Section 1: Introduction

### What is a heatwave plan?

The Heatwave Plan and accompanying appendices are intended to raise awareness on how to prepare for and reduce the effects of heatwaves and extreme hot weather. In addition, our plan outlines what actions we and our partner organisations will take which are intended to mitigate the impact of a heatwave.

### Why have a heatwave plan?

Evidence shows that heatwaves cause illness and death, particularly in vulnerable population groups<sup>1</sup>. This poses a significant challenge to all communities to ensure that its most vulnerable groups are provided with the support that they need to mitigate the impact that extreme heat events can cause. With the warming of temperatures attributed to climate change, heatwaves in Victoria are expected to increase in both frequency and intensity. Governments and health agencies will be required to respond to the increasingly severe impacts that these extreme heat events are expected to produce.

### Aim

The aim of our Heatwave Plan is to ensure that Macedon Ranges Shire Council is able to respond appropriately to heatwaves and extreme heat events.

### Objectives

The objectives of this plan are to: -

- a. Inform the Macedon Ranges community of the risks associated with heatwaves.
- b. Outline the actions that Council will take to mitigate the impact of heatwaves.
- c. Support other organisations to develop/review their heatwave plan.
- d. Complement and support other local, regional and state heatwave plans.

### Stakeholders

The following organisations worked with us to develop the Heatwave Plan 2009 and/or this updated plan: Ambulance Victoria, Cobaw Community Health, Kyneton Health, Macedon Ranges Health, St Lukes, Victoria Police and Windarrang.

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<sup>1</sup>Department of Human Services (2007) *Climate Change and Health: An Exploration of Challenges of Public Health in Victoria*

[www.climatechange.vic.gov.au/data/assets/pdf\\_file/0020/73235/Climatechangeandhealth-AnexplorationofthechallengesforpublichealthinVictoria.pdf](http://www.climatechange.vic.gov.au/data/assets/pdf_file/0020/73235/Climatechangeandhealth-AnexplorationofthechallengesforpublichealthinVictoria.pdf)

## Section 2: Background and Context

### Victorian context

The Victorian Government's *Our Environment Our Future Sustainability Action Statement 2006* sets out state policy in relation to heatwave planning and identifies the need for state and local governments to work together on heatwave response.

In January 2009, Victoria experienced a prolonged heatwave with temperatures amongst the highest ever recorded in the state. Much of the state experienced temperatures 12°C - 15°C above normal. Melbourne endured three consecutive days above 43°C. The intensity and duration of this heatwave was unprecedented and the Chief Health Officer attributed the deaths of 374 Victorians to it.

Following this, the program to develop heatwave plans across Victorian councils was expedited to ensure that communities were able to prepare for and respond to this threat in the future. Macedon Ranges Shire Council developed its first Heatwave Plan in 2009.

See *Appendix 1: Chief Health Officer's 2009 Report, Executive summary*. The full report is available at: [www.health.vic.gov.au/chiefofficer/publications/heatwave.htm](http://www.health.vic.gov.au/chiefofficer/publications/heatwave.htm)

### Local context

In 2009 Macedon Ranges Shire Council received funding from the Victorian State Government to develop a heatwave plan. The focus was not only on integrating heatwave planning into existing council plans and strategies; but also on providing a framework to support a shire-wide heatwave response.

Further background and the planning methodology for the development of our Heatwave Plan 2009 can be found in *Appendix 2: Background to our 2009 plan*

### Policy context

The Heatwave Plan is a sub-plan of Council's Municipal Emergency Management Plan and should be read in the context of the following Macedon Ranges Shire Council policies:

- Fire Danger Days Staffing and Service Provision Policy 2012
- Climatic Conditions Policy 2009

### Predicted increase in heatwaves

CSIRO has predicted that there is likely to be an increase in the frequency and intensity of heatwaves across Victoria as well as other extreme events like drought, bushfire and flooding<sup>2</sup>.

According to Council's *Climate Change Risk Assessment and Response: Final Early Adaptation Plan*, the Macedon Ranges region is expected to experience warmer and drier conditions on average, with an increase in frequency and severity of hot and wet extremes<sup>3</sup>.

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<sup>2</sup> Department of Premier and Cabinet (2009) *Victorian Climate Change Green Paper*  
[www.climatechange.vic.gov.au/\\_data/assets/pdf\\_file/0016/125422/Victorian-Climate-Change-Green-Paper-July-2009.pdf](http://www.climatechange.vic.gov.au/_data/assets/pdf_file/0016/125422/Victorian-Climate-Change-Green-Paper-July-2009.pdf)

<sup>3</sup> Macedon Ranges Shire Council (2012) *Climate Change Risk Assessment and Response: Final Early Adaptation Plan* [www.mrsc.vic.gov.au/Waste Environment/Climate Change](http://www.mrsc.vic.gov.au/Waste_Environment/Climate_Change)



## Section 3: Understanding Heatwaves and their Impact

### What is a heatwave?

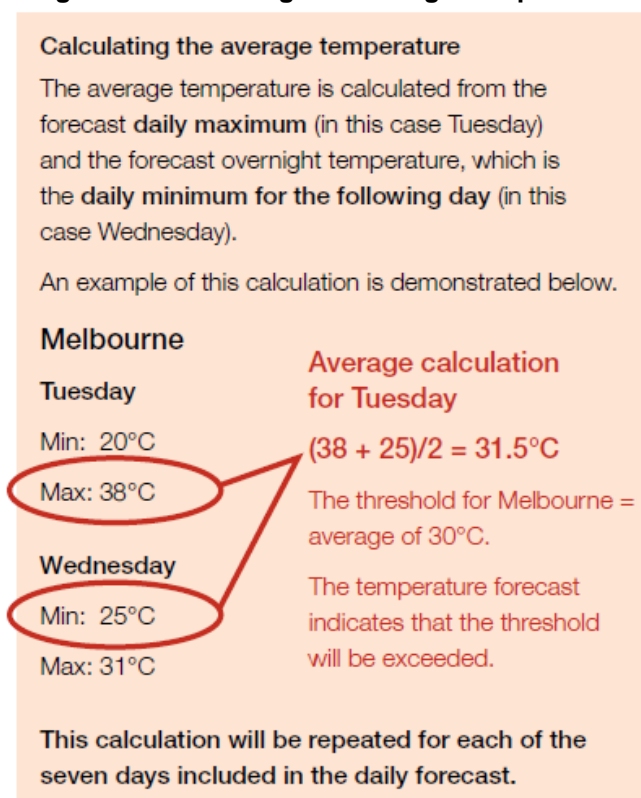
Although there is no standard definition of a heatwave, it is usually defined as a “period of abnormally and uncomfortably hot weather that can impact on human health, community infrastructure and services”<sup>4</sup>.

The Victorian Department of Health has a technical definition of a heatwave based on the minimum temperature threshold that is likely to impact on the health of a community, known as the heat health temperature threshold.

### Heat health thresholds

The Department of Health has developed heat health thresholds for all local government areas in Victoria. The heat health threshold is the average temperature in any 24 hour period from 9am to 9am (refer to Figure 1 for calculation method). The heat health threshold for Macedon Ranges Shire, as part of the Bureau of Meteorology Central forecast district, has been set at an average of 30°C.

**Figure 1: Calculating the Average Temperature<sup>1</sup>**



### Heat health alerts

A **health alert** is issued by the Department of Health to advise the Victorian community of an issue that is urgent, poses an immediate threat to public health and requires an immediate response.

<sup>4</sup> Department of Health (2011) *Heatwave plan for Victoria*, p2, [http://docs.health.vic.gov.au/docs/doc/45C7A59BDE5B1E95CA257A360015AAB5/\\$FILE/Heatwave%20plan%20for%20Victoria.pdf](http://docs.health.vic.gov.au/docs/doc/45C7A59BDE5B1E95CA257A360015AAB5/$FILE/Heatwave%20plan%20for%20Victoria.pdf)

A **heat health alert** is issued by the Department of Health to advise when the forecast temperatures meet or exceed the heat health threshold for any given area. The heat health threshold for Macedon Ranges Shire, as part of the Bureau of Meteorology Central forecast district, has been set at an average of 30°C.

The Department of Health will monitor Bureau of Meteorology forecasts and send heat health alerts to councils, hospitals, and health and community services providers when the threshold has been triggered. Macedon Ranges Shire Council will then decide whether or not to activate this Heatwave Plan.

It should be noted that whilst the Department of Health will monitor forecast temperatures across the state, it is important for Council to continue to monitor local conditions. Local conditions may make it necessary for Council to activate heatwave plans prior to a heat health alert notification being issued. Conversely, Council may decide that local conditions do not warrant the activation of our Heatwave Plan or other heat health alert activities. The Municipal Emergency Resource Officer (or Deputy) will monitor local conditions and liaise with the Municipal Recovery Manager (or Deputy) about whether or not to activate this plan.

For further information on the heat health temperature thresholds for Victorian districts see *Appendix 3: Heat health thresholds and Victorian forecast districts*

### **Heatwaves and health**

Similar temperatures can have different impacts on a population, depending on the duration of the heat event, the timing within the season, and level of acclimatisation of the population.

Human beings survive within a range of optimum temperature, outside of which death and disease increases. Globally heatwaves have become more common, and heat-related morbidity and mortality are predicted to accompany an increasing frequency and severity of extreme heat events.

Heatwaves and extreme heat events have a significant impact on our health, with effects ranging from illnesses such as heat cramps and heat exhaustion, to heat stroke which may be fatal.

Even small changes in our environment can have dramatic effects on the human body. This is because humans can only survive when core body temperature remains in a narrow range, around 37°C. If the body produces or absorbs more heat than it can remove through sweating, core body temperature will rise. At core body temperatures above 39°C serious heat stroke and unconsciousness can occur. Above 42°C serious heat stroke and even death occurs after a relatively short time.

It is important for individuals to be aware of the dangers of extreme heat and to take precautions for their health.

### **Heat-related illness**

Heat-related illnesses are caused when the body is incapable of regulating its core temperature, hence unable to sufficiently cool itself. In some cases heat-related illnesses can be fatal.

For more information refer to *Appendix 4: Heat-related illnesses and their symptoms*.

### **Vulnerable population groups**

People's vulnerability to heat depends on individual risk factors, including medical, behavioural and environmental factors. Although everyone is vulnerable to the effects of a heatwave, those most at risk are:

- [Babies and children under four years;](#)
- [Seniors and older people living alone;](#)
- Pregnant women, breast feeding mothers and infants;
- People with chronic illness;
- People taking medications that may interfere with the body's ability to regulate temperature;
- People who are socially isolated;
- People with a disability.

Those caring for vulnerable people and small children should be aware of higher risks of dehydration and heat stroke.

Other factors that influence the degree of vulnerability to heatwaves include:

- Housing (building type and/or condition);
- Presence and use of air-conditioning;
- Characteristics of the local area (heat-load);
- Characteristics of the local climate.

For more information on preventing heat related illness for babies, young children and seniors, refer to *Appendix 5: Prevent heat related illness for seniors, babies and children factsheet*.

### **Prescribed medication**

People who are taking a prescribed medication could be at an increased risk of heat-related illness. This is because heat can be responsible for reducing the effectiveness of some medications and can also cause adverse reactions in others. Most medications need to be stored under 25°C in order to remain effective and safe for use.

It is important for people who are taking a medication to ensure that they have discussed what implications may be caused by heat with either their GP or Pharmacist.

For further information on the effects of heat on prescribed medications, refer to *Appendix 6: Staying healthy in the heat factsheet for clinicians*

### **Service delivery and business continuity**

By their nature, heatwaves are likely to occur in conjunction with days that are subject to Council's *Fire Danger Days Staffing and Service Provision Policy 2012*. This policy sets clear guidelines for staff, usage of Council facilities and the provision of Council services on 'Fire Danger Rating' days. On 'Code Red' days Council services and facilities in Macedon, Mount Macedon and Woodend are closed. The reduction in service delivery across the shire has the greatest impact on people who are identified as being vulnerable.

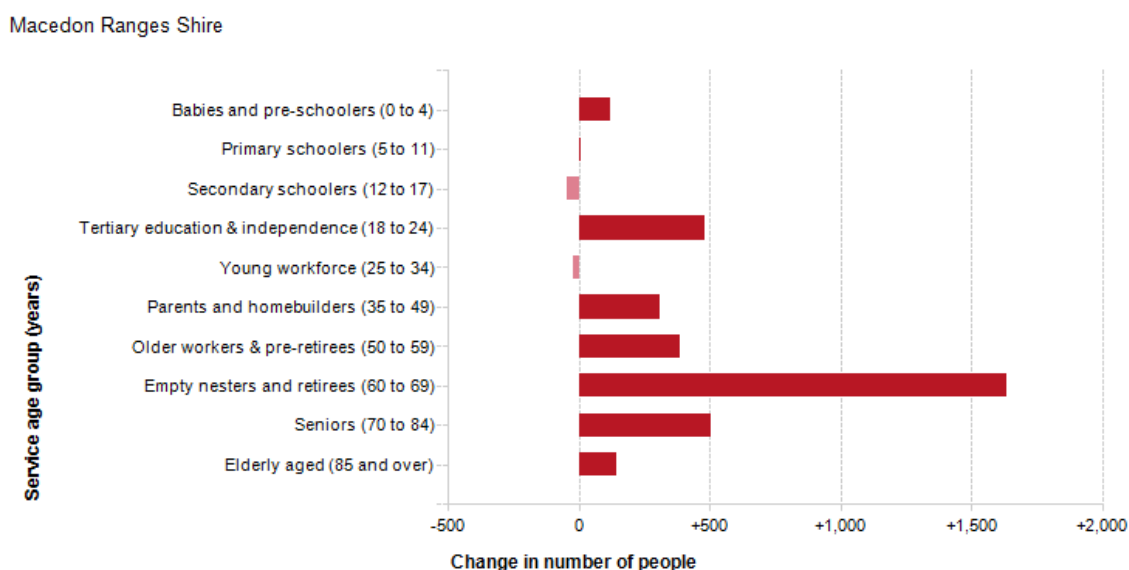
## Section 4: Community Profile<sup>5</sup>

The estimated resident population of Macedon Ranges Shire is 43,493. The population of the shire is growing steadily with a 1.4% per annum increase over the last 12 months.

### Age structure

The most significant change in the age structure of the shire since 2006 has occurred in the older age groups (see figure 2). Macedon Ranges now has a slightly higher proportion of adults aged 60+ compared to Victoria (20.5% compared to 19.7%).

**Figure 2: Change in age structure, 2006 to 2011**



According to state government population projections, by 2026 the Macedon Ranges Shire population will be 'older' compared to Victoria as a whole. This means a higher proportion of the shire's population will be aged 65+. Also, the Macedon Ranges Shire population will have aged more rapidly (from 13% in 2011 to 20% in 2026) compared to Regional Victoria (17% > 22%) and Victoria (15% > 18%)<sup>6</sup>. The projected growth will see an increase in the needs of this particular vulnerable population group (see page 7).

<sup>5</sup> Data source for this section: Australian Bureau of Statistics, Estimated Resident Population 2012 and Census of Population and Housing 2006 and 2011, Compiled and presented in *profile.id* by .id the population experts.

<sup>6</sup> Department of Planning & Community Development, *Victoria in Future 2012*  
<http://www.dpcd.vic.gov.au/home/publications-and-research/urban-and-regional-research/census-2011/victoria-in-future-2012>



### **People living with disability**

Approximately 18.4% of Victorians are living with disability; of these 6.2% have a profound disability, needing assistance with core activities<sup>7</sup>.

We don't have data on the proportion of Macedon Ranges residents living with disability but from the Census we know that approximately 3.8% of residents have a profound disability. Kyneton, Woodend and Lancefield have the highest proportion of residents with a profound disability (7.5%, 5.1% and 4.7% respectively).

The likelihood of living with disability increases with age. With the projected increase in the older population, there is likely to be a corresponding increase in the people with a disability vulnerable population group (see page 7).

### **Diversity**

While the majority of Macedon Ranges' residents were born in Australia, the shire also has people who were born in at least 34 different countries.

### **Relative disadvantage and income levels**

The Macedon Ranges Shire has a lower than average level of disadvantage (SEIFA Index of Disadvantage).

In 2011 there was a larger proportion of high income households (those earning \$2,500 per week or more) and a lower proportion of low income households (those earning less than \$600 per week) in Macedon Ranges Shire compared to Victoria. Overall, 19.2% of the households earned a high income, and 17.4% were low income households, compared with 16.6% and 21.3% respectively for Victoria.

There was a greater proportion of households in the highest equivalised<sup>8</sup> income quartile in the shire compared to Victoria, and a lesser proportion in the lowest equivalised income quartile.

This data suggests that Macedon Ranges Shire is a relatively affluent area; however when looking at SEIFA and income data on a smaller scale, the results show that there are pockets of significant disadvantage within the shire, particularly in Gisborne, Kyneton, Romsey, Lancefield and to a lesser extent Malmsbury.

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<sup>7</sup> Department of Human Services (2012) *Victorian State Disability Plan* <http://www.dhs.vic.gov.au/about-the-department/plans,-programs-and-projects/plans-and-strategies/disability-services/victorian-state-disability-plan-2013-2016>

<sup>8</sup> While household income is a useful measure, it is difficult to tell if changes over time and between geographic areas are due to actual changes in income levels, or due to changes in household size and composition. Equivalised income quartiles allow us to compare relative income-earning capabilities across time. Because the data are equivalised, households of different size and composition are placed on an equal footing.

### **Housing diversity**

In 2011 95% of all dwellings in the shire were separate houses; 4.2% were medium density dwellings, and none were high density dwellings, compared with 75.8%, 18.1%, and 5.3% in Victoria respectively.

The shire has a higher than average percentage of older people who live outside the main towns. The lack of housing diversity in our shire means there is little opportunity for them to relocate to affordable accommodation closer to services, for which there is an exponential need as they age.

### **Population density**

Our population is spread over a large geographic area. Our low population density (0.25 persons per hectare) presents challenges for service providers coordinating services to vulnerable groups.

Approximately 35% of our population live in a rural setting, outside a town boundary. This can be a factor in social isolation, particularly for older people who no longer drive.

### **Summary**

Macedon Ranges Shire has significant numbers of people in the vulnerable population group categories, particularly older people; people who are socially isolated; and people living with disability.

Residents of the shire are heavily reliant on local service providers to assist in the provision of the various services that are available to the vulnerable groups. The demand for services will increase as the population grows. Long term plans need to be considered so that our vulnerable residents are well placed to cope with the predicted increase in average temperatures.

## **Section 5: Heatwave Plan Activation / Heatwave Response**

### **When is the plan activated?**

Macedon Ranges Shire Council is in the Bureau of Meteorology Central forecast district for the purpose of issuing heat health alerts. The Central District is based on weather forecasts for Melbourne. The heat health threshold for Macedon Ranges Shire, as part of the Bureau of Meteorology Central forecast district, has been set at an average of 30°C.

Under normal circumstances, our Heatwave Plan is activated when Council is notified by the Department of Health that the heat health threshold will be reached (see pages 5-6). The on call Municipal Emergency Resource Officer (or Deputy) will monitor local conditions and liaise with the on call Municipal Recovery Manager (or Deputy) about whether or not to activate this plan.

There are three key issues relating to the activation trigger for Macedon Ranges:

1. Variation across the shire. There can be significant differences in the climatic conditions from Kyneton and Malmesbury north of the Ranges, to Gisborne in the south of the shire.
2. Variation from the Melbourne forecast. Given the distance from Melbourne and the variation across the shire identified above, the conditions experienced in Macedon Ranges can differ considerably from the forecast conditions for Melbourne that may trigger a heat health threshold alert in our shire.
3. Difficulty in monitoring local conditions. There are currently no Bureau of Meteorology weather stations in the Macedon Ranges. This creates difficulties in developing a shire-based policy for monitoring - and acting on - local weather conditions. Currently the Municipal Emergency Recovery Officer and the Municipal Recovery Manager assess the available data and make a judgement.

Macedon Ranges Shire Council is working with the Bureau of Meteorology to try and identify a workable local solution to overcome these issues.

## What we will do

Category	Unit	Task	Timing	
Preparedness and Prevention	Community Development	<ul style="list-style-type: none"> <li>Work with the Bureau of Meteorology to investigate building Council's capacity to better monitor local weather conditions.</li> </ul>	Ongoing	
		<ul style="list-style-type: none"> <li>Facilitate pre-summer workshop with representatives from Council and local community health agencies to discuss preparedness strategies and resources; communication methods; and triggers for the upcoming season.</li> </ul>		
		<ul style="list-style-type: none"> <li>Plan Hot Day Out Centres with libraries<sup>6</sup></li> </ul>		
	Community Support	<ul style="list-style-type: none"> <li>Review Community Support Unit's Standard Operating Procedure (SOP)<sup>1</sup>. See <i>Appendix 7</i>.</li> <li>Raise awareness about the need to prepare for extreme heat events through the Home and Community Care (HACC) Service via HACC newsletter, assessments and reviews (information distributed includes Department of Health materials (see <i>Appendix 8</i>) and Council's Emergency Safety Kit).</li> </ul>		Pre-Summer
		<ul style="list-style-type: none"> <li>Distribute information to the Macedon Ranges Community Register<sup>2</sup> via the newsletter and mail outs. Information distributed includes Department of Health materials (see <i>Appendix 8</i>) and Council's Emergency Safety Kit.</li> </ul>		
Early Years Services	<ul style="list-style-type: none"> <li>Raise awareness about the need for parents/carers to prepare for extreme heat events through kindergarten programs (staff, enrolment information pack) and to early years community groups via the Early Years Community Liaison Officer. Information distributed includes Department of Health materials (see <i>Appendix 8</i>) and Hot Day Out flyers.</li> </ul>			
Maternal & Child Health	<ul style="list-style-type: none"> <li>Raise awareness about the need for parents/carers to prepare for extreme heat events at centre appointments/home visits (information distributed includes Department of Health materials and water safety education messages)</li> </ul>			
Response and Recovery	Community Development	<ul style="list-style-type: none"> <li>Communicate heat health alerts issued by Department of Health according to flowchart (see pages 14-16)</li> </ul>	Summer	
		<ul style="list-style-type: none"> <li>Support Gisborne, Kyneton and Romsey libraries to host Hot Day Out Centres<sup>2</sup> (still to be finalised).</li> </ul>		
	Community Support	<ul style="list-style-type: none"> <li>Activate Community Support Unit's Standard Operating Procedure (SOP). See <i>Appendix 7</i>.</li> <li>Advise Macedon Ranges Community Register<sup>3</sup> members who opt to receive a regular phone call about heat health alerts.</li> </ul>		
		<ul style="list-style-type: none"> <li>Contact Vulnerable Persons Register<sup>4</sup> members prior to, and during, heat wave period. For more detail refer to <i>Appendix 9: Procedure for contacting Vulnerable Persons on notified heat health alert days</i>.</li> </ul>		
	Early Years Services	<ul style="list-style-type: none"> <li>Advise parents/carers of children in kindergarten and occasional care about heat health alert via SMS (or phone if no mobile) and promote Hot Day Out Centres.</li> </ul>		
<ul style="list-style-type: none"> <li>Advise early years community groups about heat health alert via SMS and promote Hot Day Out Centres.</li> </ul>				
Maternal & Child Health	<ul style="list-style-type: none"> <li>Promote Hot Day Out Centres to parents/carers at centre appointments/home visits</li> </ul>			

6. **Community Support Standard Operating Procedure (SOP)**

This SOP primarily relates to Fire Danger Rating days; however in the letter to Macedon Ranges Community Register clients it refers to preparing for hot weather. It has been included for this reason.

7. **Hot Day Out Centres**

Hot Day Out Centres provide people with a cool place to go to relax. Gisborne, Kyneton and Romsey libraries will host Hot Day Out Centres with support from Council (still to be finalised).

8. **Macedon Ranges Community Register**

The Macedon Ranges Community Register is a free service provided by Council in conjunction with Victoria Police. It helps frail aged residents, and residents living with a disability, to feel safe. The register gives individuals, their families and friends peace of mind that support services are monitoring the person's welfare.

Register members can choose to have a weekly or fortnightly telephone call, or they may choose to just receive the identity card. The identity card enables a person to have their information held on the register's secure data base. The purpose of the card is to provide valuable information to police and emergency services in the event of an emergency happening to the person while they are away from home.

The register also provides members with important information on issues such as avoiding heat stress, coping with difficult weather conditions and any relevant Department of Health material. This information may be provided through the regular phone call or via newsletters or mail outs.

9. **Vulnerable Persons Register**

The Vulnerable Persons Register is a local list of vulnerable people who may need consideration (tailored advice of a recommendation to evacuate) in an emergency. While the Vulnerable Persons Register is locally administered it is managed through a State Government database. A vulnerable person is defined as someone living in the community who is frail and/or physically or cognitively impaired; and unable to comprehend warnings and directions and/or respond in an emergency situation. The register is not an opt-in service – people need to be screened by local agencies (e.g. Council).

Source: Departments of Health and Human Services (2012) *Vulnerable People in Emergencies Policy*

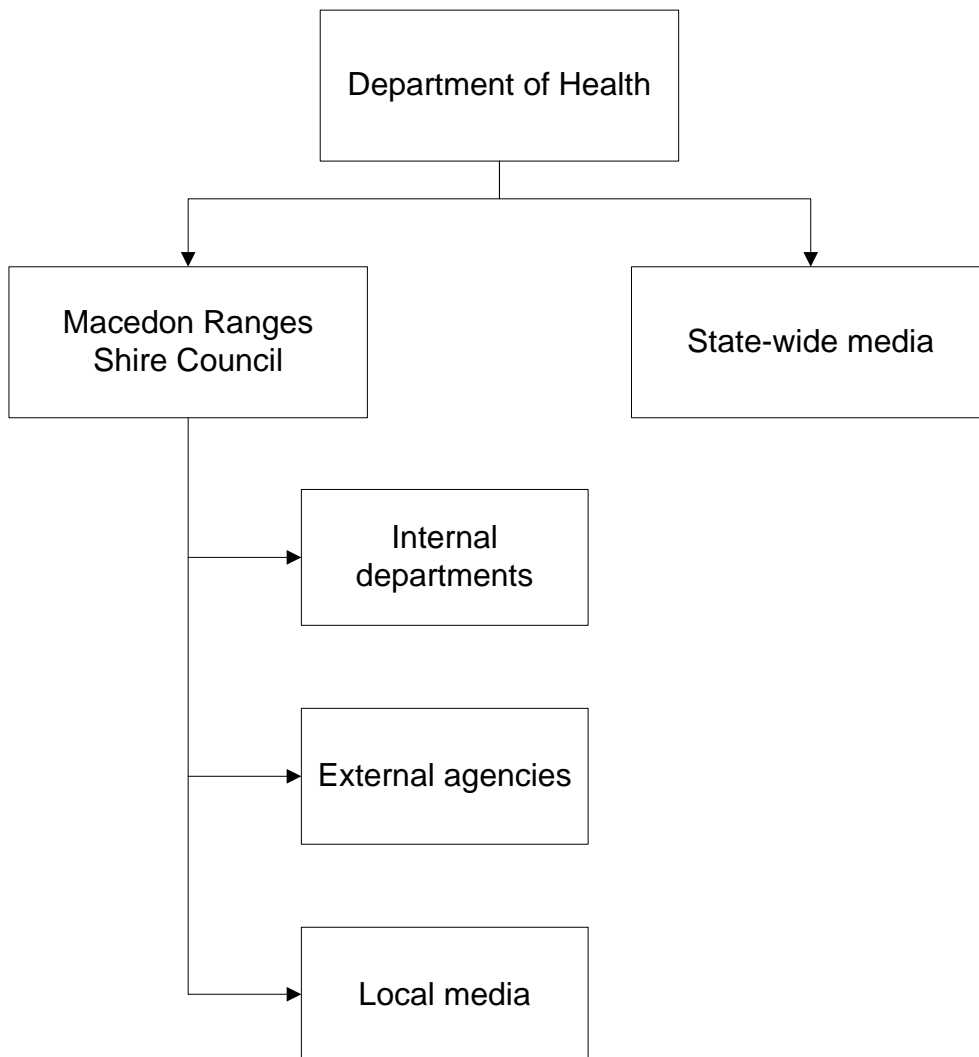
<http://www.dhs.vic.gov.au/facs/bdb/fmu/service-agreement/4.departmental-policies-procedures-and-initiatives/4.18-vulnerable-people-in-emergencies>



### What we will do - Heat health alert communication flowchart

The Department of Health will monitor Bureau of Meteorology forecasts and email heat health alerts to nominated Council contacts: [mero@mrsc.vic.gov.au](mailto:mero@mrsc.vic.gov.au); [mrm@mrsc.vic.gov.au](mailto:mrm@mrsc.vic.gov.au); and [mrsc@mrsc.vic.gov.au](mailto:mrsc@mrsc.vic.gov.au). These generic email accounts are checked by the on call Municipal Emergency Resource Officer; the on call Municipal Recovery Manager; and Council's Records Unit respectively. This message will be titled 'Heat Health Alert' or 'High Temperature Alert'.

**Diagram 1: Overview of heat health alert communication**



Council’s Municipal Emergency Resource Officer (MERO) and Municipal Recovery Manager (MRM) will also monitor local conditions. If a heat health alert is received the on call MERO will liaise with the on call MRM about whether or not to activate the Heatwave Plan. The actions of the on call MERO and MRM are shown in diagram 2. External contacts are noted in italicised red text.

**Diagram 2: Heat health alert flowchart – MERO and MRM actions**

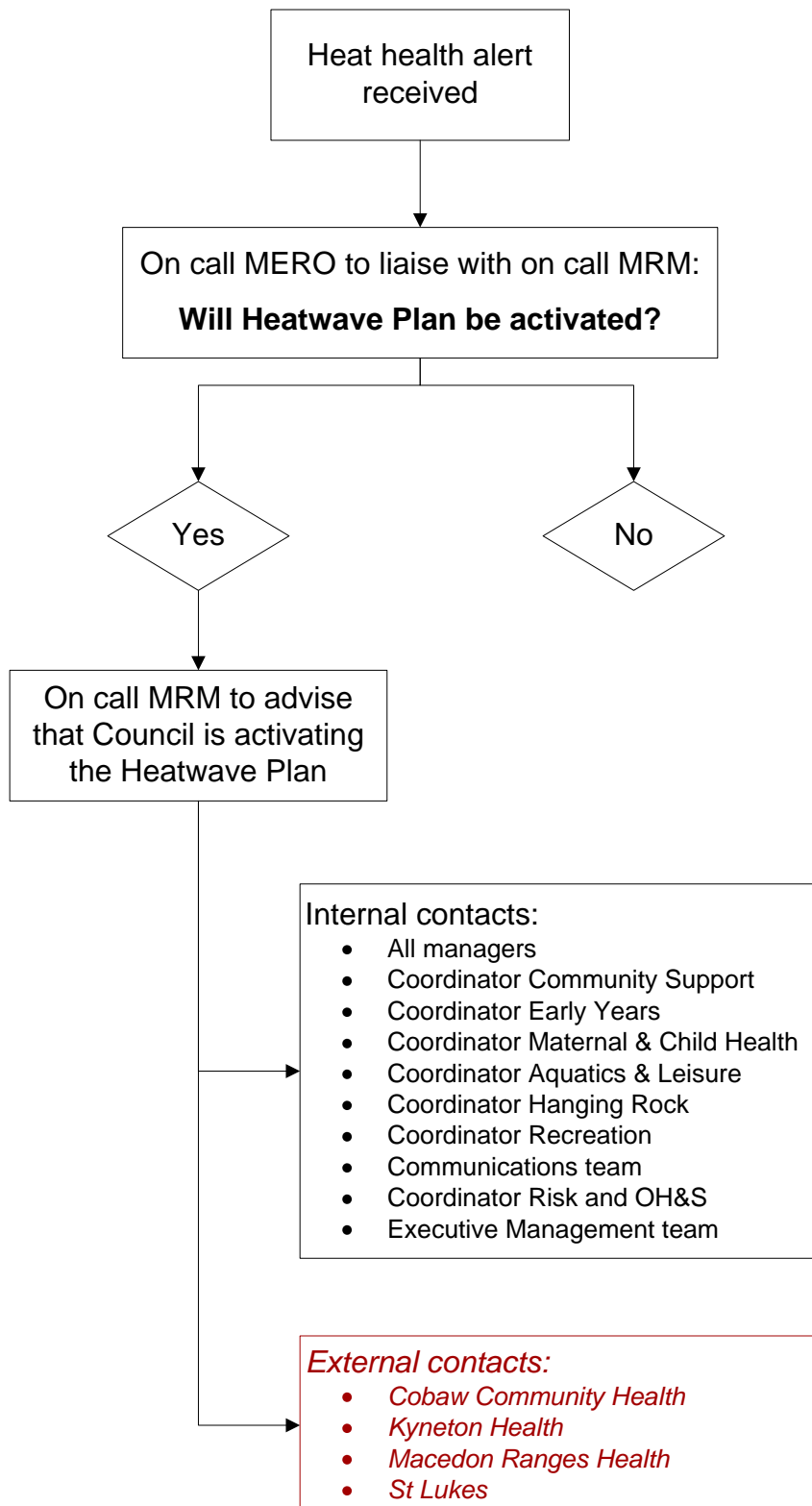
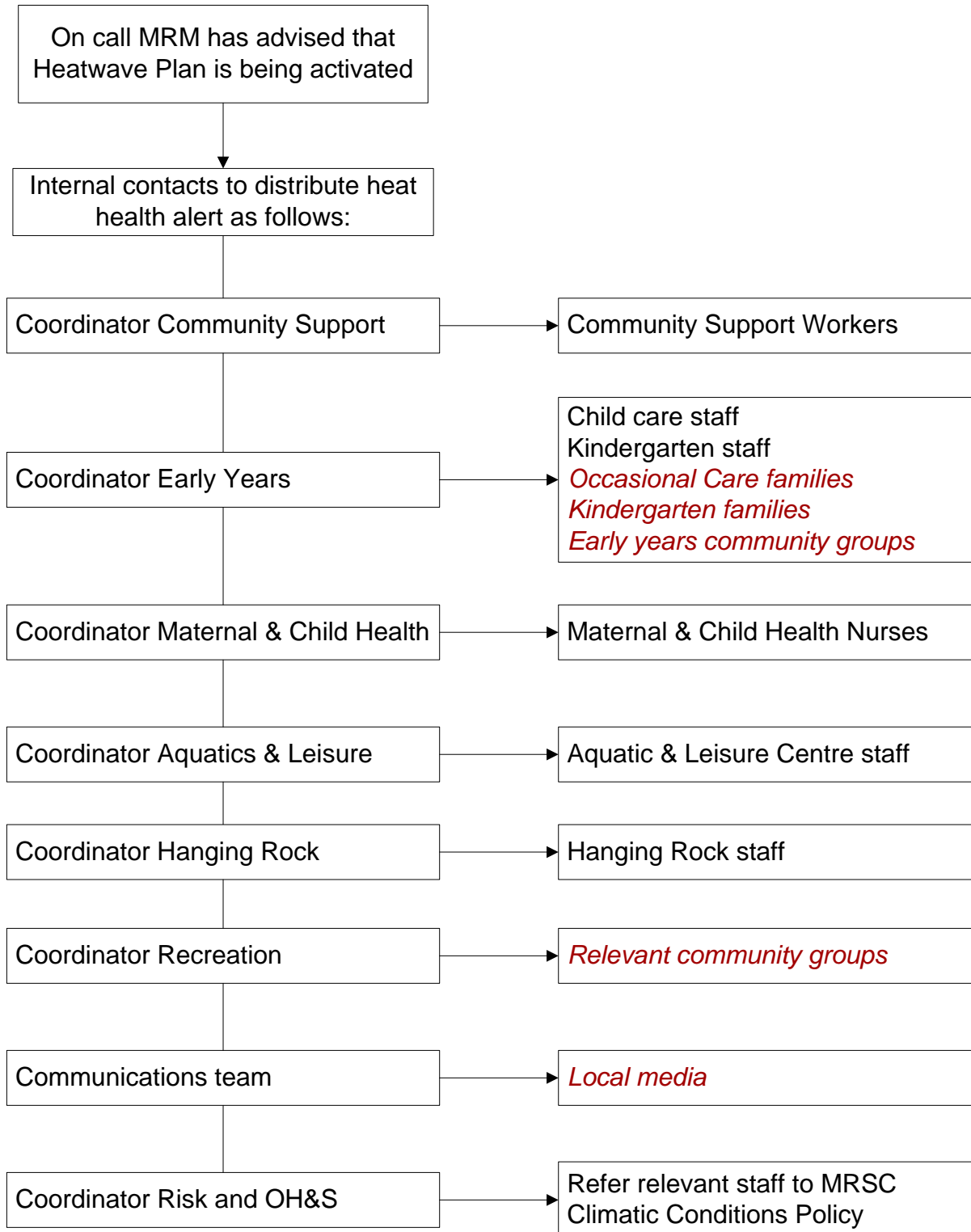


Diagram 3 shows the actions of staff who receive advice of a heat health alert. Most staff will forward this information internally, to their team members or other staff; however three staff will forward the information externally (noted in italicised red text in diagram 3).

**Diagram 3: Heat health alert flowchart – Staff actions**



### What other local agencies will do

Local agencies including Cobaw Community Health, Kyneton Health, Macedon Ranges Health, St Lukes and Windarrang implement a range of actions to plan for and mitigate the impacts of heatwaves. These may include:

Category	Task	Timing
Preparedness and Prevention	<ul style="list-style-type: none"> <li>Participate in the pre-summer workshop with representatives from Council and local community health agencies to discuss preparedness strategies and resources; communication methods; and triggers for the upcoming season.</li> </ul>	Pre-Summer
	<ul style="list-style-type: none"> <li>Raise awareness about the need to prepare for hot weather by providing relevant information to clients and program participants.</li> </ul>	
	<ul style="list-style-type: none"> <li>Provide information and support to clients to develop their own personal safety plans and response, including managing extreme heat and fire danger days.</li> </ul>	
	<ul style="list-style-type: none"> <li>Develop a plan for each program that will guide decision-making on high risk fire days and heatwave days.</li> </ul>	
	<ul style="list-style-type: none"> <li>The need for staff to be informed is critical for agencies to effectively manage heatwaves and other heat related emergencies. Strategies for informing staff include providing organisational Heatwave Plan in new staff induction.</li> </ul>	
Response and Recovery	<ul style="list-style-type: none"> <li>Disseminate heat health alerts to staff (including activation of Hot Day Out centres if needed).</li> </ul>	Summer
	<ul style="list-style-type: none"> <li>Disseminate organisational response and instructions from management to all staff.</li> </ul>	
	<ul style="list-style-type: none"> <li>Re-arrange workloads and programs according to staff availability ensuring a safe workplace.</li> </ul>	
	<ul style="list-style-type: none"> <li>Disseminate heat health alerts to clients and program participants (including activation of Hot Day Out centres if needed).</li> </ul>	
	<ul style="list-style-type: none"> <li>Monitor vulnerable clients via phone.</li> </ul>	

## Section 6: Review and Evaluation

The Heatwave Plan will be evaluated on whether it was implemented as expected. The plan will be reviewed at the end of each summer.

### Background data to be collected

- How many heat health alerts were issued by the Department of Health between October 2013 and March 2014?
- Did Council activate the Heatwave Plan for every heat health alert? If not, why not?

### Information to be collected – internal and external consultation

The tasks from Section 5 have been sorted according to the element of the Heatwave Plan they cover.

Element <sup>4</sup>	Task	Evaluation question
1. Engaged internal and external stakeholders	Pre-summer workshop	<ul style="list-style-type: none"> <li>• Was the pre-summer workshop held?</li> <li>• How many agencies participated?</li> <li>• Did the agencies find it useful?</li> </ul>
	Evaluation	<ul style="list-style-type: none"> <li>• Were local agencies involved in review and evaluation of the plan?</li> <li>• How were they involved?</li> </ul>
2. Provided key health messages to clients, staff and community members	Community awareness	<ul style="list-style-type: none"> <li>• Did the Community Support Unit raise awareness about the need to prepare for extreme heat events through the HACC service?</li> <li>• How was this done?</li> </ul>
		<ul style="list-style-type: none"> <li>• Did the Early Years Services Unit raise awareness about the need to prepare for extreme heat events?</li> <li>• How was this done?</li> </ul>
		<ul style="list-style-type: none"> <li>• Did the Maternal &amp; Child Health Unit raise awareness about the need to prepare for extreme heat events?</li> <li>• How was this done?</li> </ul>
		<ul style="list-style-type: none"> <li>• Did local agencies raise awareness about the need to prepare for extreme heat events?</li> <li>• How was this done?</li> </ul>
	Macedon Ranges Community Register	<ul style="list-style-type: none"> <li>• Was information distributed via the Macedon Ranges Community Register about the need to prepare for extreme heat events?</li> <li>• How many members received the information?</li> </ul>



Element <sup>4</sup>	Task	Evaluation question
3. Actioned heatwave-related activities before, during and after extreme heat	Hot Day Out Centres	<ul style="list-style-type: none"> <li>• What planning was done for Hot Day Out Centres?</li> <li>• Did the Early Years Services Unit promote Hot Day Out Centres?</li> <li>• Did the Maternal &amp; Child Health Unit promote Hot Day Out Centres?</li> <li>• Were any Hot Day Out Centres opened?</li> <li>• How many people attended?</li> </ul>
	Community Support Unit's Standard Operating Procedure	<ul style="list-style-type: none"> <li>• Was the Community Support Unit's Standard Operating Procedure reviewed?</li> <li>• Was the Community Support Unit's Standard Operating Procedure activated?</li> </ul>
	Local agency actions	<ul style="list-style-type: none"> <li>• What did local agencies do to plan for and mitigate the impacts of heatwaves?</li> </ul>
4. Distributed heat health alerts to internal and external stakeholders	Heat health alerts	<ul style="list-style-type: none"> <li>• Were Macedon Ranges Community Register members who opt to receive a regular phone call advised about heat health alerts?</li> <li>• How many members received the information?</li> </ul>
		<ul style="list-style-type: none"> <li>• Were Vulnerable Persons Register members contacted prior to and during a heat wave period?</li> </ul>
		<ul style="list-style-type: none"> <li>• Did the heat health alert communication flowchart work?</li> </ul>
		<ul style="list-style-type: none"> <li>• Did local agencies distribute heat health alerts to staff?</li> </ul>
		<ul style="list-style-type: none"> <li>• Did local agencies distribute heat health alerts to clients?</li> </ul>
5. Adapted services in response to forecasted conditions	Staff preparedness	<ul style="list-style-type: none"> <li>• Was the Community Support Unit's Standard Operating Procedure reviewed? (repeated from Element 3)</li> <li>• What did local agencies do to prepare and support staff?</li> </ul>

<sup>10.</sup> **Element** taken from Department of Health (2011) *Heatwave plan review tool* p.3, [http://docs.health.vic.gov.au/docs/doc/8F66BDA86E3BA97BCA257958007E25A9/\\$FILE/1110015\\_heatwave\\_plan\\_review\\_WEB.pdf](http://docs.health.vic.gov.au/docs/doc/8F66BDA86E3BA97BCA257958007E25A9/$FILE/1110015_heatwave_plan_review_WEB.pdf)

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