Healthy Canberra Grants
Funding Guidelines
2019/20–2021/22

Applications close on Friday 24 May 2019 at 4pm
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About Healthy Canberra Grants

Healthy Canberra Grants provides funding for community-based activities that create supportive environments to improve the health of Canberrans, with a focus on preventing chronic disease.

A large proportion of the burden of disease in the ACT community is a result of chronic diseases. The aim of Healthy Canberra Grants is to fund activities that address the lifestyle risk factors contributing to these diseases, using collective community knowledge, skills, resources and positive partnerships. We want to keep our ACT community well and active and encourage applications for programs that foster lifestyle behaviours to enhance health.

What makes an effective health promotion program?

Effective health promotion programs are driven by the community in which they are based and include positive partnerships with a range of organisations to maintain health outcomes into the future. Effective partnerships bring together a valuable set of skills and varied expertise that may not be able to be achieved by an individual person or organisation alone.

Health promotion programs should aim to not only increase health knowledge, but also change attitudes and behaviour, contribute to community and organisational policies and create supportive environments to improve and maintain positive health. We are looking for programs that use the strengths already existing in a community to create environments where people feel confident and supported to make lifestyle changes for the better.

Effective health promotion programs have common characteristics across each phase of the program’s life cycle. This includes across the planning, implementation, sustainability and evaluation phases. They are multi-faceted, community driven programs that utilise a range of health promotion practices to enable ongoing health benefits for their chosen community.

Please see Appendix A for further detail on the characteristics of effective health promotion programs to help inform your application.

Funding priorities

Eighty per cent of the burden of disease and injury in the ACT is caused by chronic diseases. We know that smoking and alcohol related harm and overweight and obesity are significant contributors to this burden, as is an ageing population. Therefore, we need to address these risk factors. We can do this by encouraging people to develop and maintain healthy lifestyles and creating supportive environments for this to happen. Healthy Canberra Grants will therefore give priority to programs which use a population health approach to:
• support healthy ageing
• reduce smoking-related harm
• reduce alcohol-related harm
• reduce overweight and obesity through improving eating habits and increasing physical activity

Our funding priorities are informed by the health status of the ACT community and the ACT Government’s commitment to supporting healthy and active living. For more information about health in the ACT, visit the ACT Chief Health Officer’s Report 2018.

The ACT Health Directorate supports initiatives that contribute to improving local Aboriginal and Torres Strait Islander People’s health, consistent with the aims of the ACT Aboriginal and Torres Strait Islander Agreement 2015–18. Applications that address Aboriginal and Torres Strait Islander health in relation to the funding priorities are strongly encouraged.

More details about each funding priority are provided below.

Supporting healthy ageing

Many chronic diseases, and the poor physical and mental health experienced in older age, are not an inevitable part of ageing but the result of the cumulative effects of unhealthy environments and lifestyle behaviours.

The main risk factors for most chronic diseases, including dementia, are inadequate levels of physical activity, being overweight or obese, an unhealthy diet, excessive alcohol consumption, smoking and, to some extent, low levels of social activity and engagement.

It is therefore important to find ways to change the way Canberrans think about growing older and to keep people healthy, physically and mentally active, and engaged in the community.

Early intervention and prevention strategies that promote healthy lifestyle behaviours in mid-life (45 to 65 years old) have great potential to delay and in some cases prevent age-related chronic diseases. Promoting healthy lifestyles in older people (generally, over 65 years old) also has a role to play in keeping us healthier for longer. This can improve health and wellbeing in later life and reduce the projected social and health costs of our ageing population.

Applications are therefore encouraged for programs that support healthy ageing in mid-life and older-people by:
• improving physical activity uptake, consistent with Australia’s Physical Activity and Sedentary Behaviour Guidelines
• improving healthy eating consistent with the aims of the Australian Dietary Guidelines
• reducing levels of unhealthy alcohol consumption consistent with the Australian Guidelines to Reduce Health Risks from Drinking Alcohol, the National Drug Strategy 2017–2026 and the ACT Drug Strategy Action Plan 2018–2021
• reducing social isolation in relation to the chronic disease risk factors
• promoting awareness of the key risk factors for dementia

Reducing smoking-related harm
Smoking remains a leading risk factor contributing to the total burden of disease. We encourage applications for programs that reduce smoking-related harm to the ACT population. The ACT Drug Strategy Action Plan 2018–2021 sets out objectives to:

• reduce smoking rates among high-risk population groups
• reduce children’s exposure to second-hand smoke
• delay smoking uptake

Healthy Canberra Grants particularly encourages programs which target smoking prevention and cessation in high risk groups where prevalence and/or risk is higher such as young pregnant women, people with a mental illness, drug and alcohol users, and culturally and linguistically diverse groups.

For more information about the benefits of smoking cessation in pregnancy, visit Smoking in pregnancy.

The ACT Health Directorate’s ‘Beyond Today...it’s up to you’ social marketing campaign also has materials and information that may be useful for programs supporting smoking cessation for Aboriginal and Torres Strait Islander people. For more information visit Beyond Today.


Reducing alcohol-related harm
Alcohol consumption remains a population health concern. The majority of Canberrans drink alcohol, with some groups in particular, drinking at levels that put them at risk of ill health and harm in the short and long term.

The ACT Health Chief Health Officer’s Report 2018 notes that 16.5% of ACT men aged 14 years and older engaged in risky drinking at least weekly, which is three times higher than ACT women. It also notes that Canberrans between the age of 40 and 49 were the most likely to drink alcohol at levels that put them at risk of long-term harm; and that one in five ACT males aged 14 years and older drank alcohol at levels that put them at risk of lifetime harm.

Reducing alcohol-related harm is multi-faceted and opportunities to address the impact by preventing and reducing the excessive consumption of alcohol are encouraged. It is important to not only promote messages of safer drinking levels to prevent harm in the first place but to also address the issues of excessive alcohol consumption and reduce the
current levels of associated harm. A shift in the current culture and social norms around alcohol consumption is required.

Healthy Canberra Grants encourages programs that use a population health approach to:

- reduce the risk of alcohol-related harm over a lifetime
- reduce the risk of single occasion drinking harm
- delay the uptake of alcohol consumption
- reduce the risk of alcohol-related harm in pregnancy

Program ideas may include but are not limited to:

- programs that increase public knowledge of drinking guidelines and understanding of alcohol-related risk
- programs that increase public knowledge of the link between alcohol use and chronic disease, including cancers and cardiovascular diseases including through the use of health promotion campaigns
- programs that provide evidence-based harm reduction information targeting, for example, schools, tertiary education or other relevant population groups
- programs that prevent secondary supply of alcohol to under-18s by parents and friends
- programs that reduce the consumption of alcohol during pregnancy and increasing awareness of the impacts of Fetal Alcohol Spectrum Disorder
- programs that reduce the promotion and availability of alcohol within specific settings and at key public events such as sporting and public events where children are present


Reducing overweight and obesity through improving eating habits and increasing physical activity

We encourage applications for programs that enable the community to adopt and maintain healthy lifestyles through increased physical activity and healthy eating habits.

Applications should be consistent with the Australian Dietary Guidelines and Australia’s Physical Activity and Sedentary Behaviour Guidelines.

Program proposals may include but are not limited to:

- programs that support improved healthy food and drink choices and improved eating habits
- programs that support positive changes in the food environment across a range of settings including schools and sporting clubs
• programs that use innovative approaches to encourage physical activity opportunities at a population level

Aligning with existing health promotion initiatives in the ACT Health Directorate

The ACT Health Directorate has a range of health promotion initiatives to encourage healthy lifestyles in a range of settings. These are listed at Appendix B. We encourage you to consider how your proposal can include the involvement of one or more of these initiatives to add value to your program. Proposals that are aligned with existing initiatives may be seen as more competitive in the application process.

Available funding and program delivery time frame

This funding opportunity provides up to $1.9 million in grants, for programs delivered from the 2019/20 financial year. We aim to fund programs of sufficient scale to produce measurable, positive health benefits across the ACT population. Therefore, applications should be for a minimum of $15,000 for each year of funding requested. For programs with a value less than $15,000 please consider applying to the Health Promotion Innovation Fund. More information about the Health Promotion Innovation Fund is available on the ACT Health Promotion Grants Program website.

We invite applications for programs of up to three years duration commencing from November 2019. Applications should demonstrate how the proposed program will move to a sustainable longer-term structure that is not reliant on grant funding. Successful applicants should have no expectation that funding will be renewed beyond the grant period, or that receiving a grant in any way represents a commitment to recurrent funding.

Eligibility requirements

Please note: Ineligible applications will not be assessed for funding. To be eligible, applicants must meet all of the following criteria:

1. The applicant organisation must be one of the following types:
   a. a not-for-profit incorporated association or company (see Note 1 below)
   b. a not-for-profit organisation with other legal status (see Note 1 below)
   c. a government agency or statutory body
   d. an ACT Government school, Independent school, Catholic Systemic or Catholic Non-systemic school
e. an accredited early childhood education and care centre or out of school hours program
f. a not-for-profit organisation in an auspice arrangement (see Note 2 below) with one of the above.

2. Applicants (or auspice organisations) must have a current public liability insurance policy with cover of a minimum of $10 million per event. Applicants (or auspice organisations) without current insurance must provide evidence of a quotation for public liability insurance.

3. Applicants (or auspice organisations) must have an ABN or provide evidence they have applied for one.

4. Applicants must deliver grant funded activities in the ACT for ACT residents.

5. Applicants must ensure that the declaration at the end of the application is made by the Chief Executive Officer, or equivalent, of the applicant organisation (or the auspice organisation if applicable). This person must have ultimate financial and management responsibility for the organisation.

6. Applicants (and auspice organisations) must not have overdue reporting requirements including financial acquittal for any previous ACT Government grant.

7. Applicants (or auspice organisations) must be a viable legal entity as defined by the Australian Tax Office. Applicants may be asked to provide copies of recent audited financial statements to help support their claim of financial viability.

8. Applicants (or auspice organisations) must not be a political party.

Note 1:
A not-for-profit organisation is defined as one where the constitution of the organisation:
1. requires the company to pursue charitable purposes only and to apply its assets and income in promoting those purposes
2. prohibits the making of distributions directly or indirectly to its members except as bona fide compensation for services rendered or expenses incurred on behalf of the organisation
3. requires that in the event of the organisation being dissolved, the amount that remains after such dissolution and the satisfaction of all debts and liabilities shall be transferred to another organisation with similar purposes which is not carried on for the profit or gain of its individual members

Note 2:
An auspice is an organisation that accepts legal responsibility (including financial accountability) for a project. If your organisation is not a legal entity, you will need to arrange for an organisation that has legal status to act as an auspice.
Funding exclusions: activities and budget items that will not be funded

Please note: applications seeking substantial amounts for excluded activities and items will not be assessed.

- Proposals that do not address the funding priorities of the ACT Health Promotion Grants Program.
- Programs which are primarily research-based. Applicants are however encouraged to consider linkages with research institutions and ongoing translational research in chronic disease prevention within ACT Health.
- Programs which are primarily training-based. Training costs will only be considered, to a limited extent, if it is demonstrated that they are essential to the outcome of the project.
- Programs that are primarily involved with fundraising, prizes, competitions, awards or conducting conferences and events.
- Travel and accommodation costs will not generally be funded. Such costs may be considered, to a limited extent, if it is demonstrated that they are essential to the outcome of the project.
- Fees for attendance at conferences and trade exhibitions.
- Applications for equipment only. Applications with project budgets solely for equipment items will not be assessed for funding. Purchase of equipment may be considered to a limited extent if it is demonstrated to be essential to the outcome of the project.
- Costs associated with capital works, purchase of vehicles, building works such as kitchens, decks and shade sails etc.
- The purchase of food which is not associated with a food skills or nutrition education program. Food for breakfast programs or catering will not be funded.
- Applications for food skills or nutrition education training programs that do not contain evidence of the consultation of an appropriately qualified nutritionist or dietitian.
- Costs associated with activities that have already taken place.
- Costs of products or activities which are core business of the organisation. These include the infrastructure costs associated with running an organisation (e.g. employment of core staff, equipment, core programs, leasing or property maintenance).
- Applications seeking repeated funding for programs previously funded under Healthy Canberra Grants.

Assessment criteria

Applications will be assessed against the assessment criteria in the table below. These criteria have different importance, and this is reflected in the maximum possible score against each one. The total scores across all criteria will form the basis for the initial ranking of applications.
1. **Contribution to improvement in health at a population level**
   - The proposed program directly contributes to an improvement in health outcomes within the priority funding areas.
   - The proposed program could realistically impact a significant number of people across the target community.
   - The proposed program demonstrates how health outcomes will be maintained beyond the funding period.

2. **Evidence of need**
   - The application demonstrates the reasons why the proposed program is needed by the community/target group, including the implementation approach chosen to improve health at a population level.

3. **Value for money**
   - The proposed program demonstrates value for money, by matching a realistic budget to potential population health improvements.

4. **A population health approach**
   - The proposed program is based on population-wide, community-based approaches with aims of keeping the population healthy (rather than one-to-one interventions or direct health service delivery).
   - The proposed program demonstrates the ability to improve health knowledge, attitudes and behaviours at a population level.

5. **Evidence of partnerships**
   - The proposed program demonstrates a capacity and commitment to working in partnership in the delivery of the program.
   - The application provides evidence of the role and contribution of relevant key partners.
## Assessment Criteria

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<th>Scored out of</th>
<th>6. Program planning</th>
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<td></td>
<td>The application clearly outlines WHO the target group is that will be involved in the proposed program, WHAT the proposed program activities are, WHY the type of activities have been chosen, WHEN the activities will be delivered over the course of the proposed program and HOW you will know what the impact the proposed activities have had on the target group.</td>
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<td></td>
<td>The proposed program involves complementary activities linked to clear objectives, realistic timeframes and appropriate milestones.</td>
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<th>7. Evaluation</th>
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<td>The proposed program demonstrates the capacity to collect and interpret relevant data and evaluate the program’s impact.</td>
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<th>8. Evidence of health promotion principles and practices</th>
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<td>The proposed program incorporates a range of health promotion principles and practices in its design and delivery.</td>
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<tr>
<td>The proposed program incorporates health promotion activities that not only improve health and wellbeing knowledge, but also foster a supportive environment to build and maintain positive attitudes and behaviours.</td>
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## Important information about the application process

### Applying using the SmartyGrants online grants management system

The ACT Health Promotion Grants Program uses the SmartyGrants online grants management system. This system streamlines application and grants management processes. You can find the Healthy Canberra Grants application form at [https://acthealth.smartygrants.com.au/](https://acthealth.smartygrants.com.au/).
Please note that this is a single-stage application process

Your application must be submitted by 4pm on Friday 24 May 2019. Late applications will not be accepted.

Planning your program

We strongly encourage you to contact the ACT Health Promotion Grants Program to discuss your proposal well in advance of the closing date. Details are provided in the contact information section.

It is also recommended that you familiarise yourself with the information in the Appendices when planning your program. In particular, Appendix A provides further detail on what makes an effective health promotion program which may assist to inform your application.

Selection process

Successful grants will be selected by an assessment panel comprised of senior managers from the ACT Health Directorate and a community representative. The panel may seek technical advice about aspects of your application if necessary. It may also seek input from other ACT Government directorates if relevant. The panel will score your application against the above-listed assessment criteria.

The applications recommended for funding by the panel will go to the Deputy Director-General for approval, and a list of successful applications will be provided to the ACT Minister for Health and Wellbeing.

Administrative requirements for successful applicants

All successful applicants to Healthy Canberra Grants will be required to:

- submit a more detailed program and evaluation plan
- enter into a Deed of Grant—a legal contract
- be responsible for performance reporting and financial acquittal against the grant within specified timeframes
- appropriately acknowledge the ACT Government for the funding assistance provided
Key dates

Applications open: 5 April 2019
Public information session: 15 April 2019
Applications close: 4pm 24 May 2019. No late applications accepted
Decision advised: Expected October 2019

Public information session 15 April 2019

We strongly recommend prospective applicants attend the information session to find out more about our priorities, grant assessment criteria, eligibility for funding and grant assessment processes.

When: Monday 15 April 2019 from 3.30pm to 4.30pm. There will be an opportunity to talk with ACT Health Promotion Grants Program staff after the information session is completed as well.

Where: ACT Health Directorate’s Bowes Training and Conference Centre, 2 Bowes Street, Phillip (see map below)

RSVP: Email hpgrants@act.gov.au or call (02) 5124 9456

[Map of ACT with 2 Bowes Street highlighted]
Contact information

For further information please contact the ACT Health Promotion Grants Program.

Telephone:       (02) 5124 9456
Email:           hpgrants@act.gov.au
SmartyGrants:    https://acthealth.smartygrants.com.au
Appendix A: What makes an effective health promotion program?

**PLANNING**
- The program focuses on at least one of the ACT Health Promotion Grants Program’s funding priorities.
- The target group, stakeholders, and/or local community members are involved in planning.
- The program is linked to existing health projects, campaigns, or initiatives.
- A range of health promotion principles and practices are planned for.
- A comprehensive understanding of the health issue and target group is obtained.

**IMPLEMENTATION**
- Multiple strategies are used to promote program messages and activities.
- Continual monitoring of program activities enables quality strategies to be delivered.
- A range of health promotion principles and practices are utilised.
- The target group, stakeholders, and/or local community members are involved in implementing program activities.
- Several communication strategies are used to promote program activities and achievements to the target group and other stakeholders.

**EVALUATION**
- Process evaluation is used to refine the program.
- Impact evaluation is used to assess changes in the target group’s knowledge, awareness, and behaviour.
- Multiple communication strategies are used to disseminate evaluation results, recommendations, and program outcomes to the target group and other stakeholders.

**SUSTAINABILITY**
- Program sustainability is considered during planning.
- Some program activities become incorporated into core business.
- Alternative funding to continue the activities is secured by the end of the program.
- Community/organisational support is in place by the end of the program.
Appendix B: Current health promotion initiatives in the ACT Health Directorate

The ACT Health Directorate has a range of health promotion initiatives to promote healthy lifestyles in a range of settings. We encourage you to consider how your grant proposal can align with these initiatives. Proposals that are aligned with existing initiatives may be seen as more competitive.

**Kids at Play Active Play**

Kids at Play Active Play offers free training and resources for ACT early childhood education and care services, to help early childhood educators feel confident to promote active play and teach fundamental movement skills to children aged 3 to 5. This training includes practical ‘hands on’ skills sessions to assist educators to apply the learnings in their setting and is mapped against the Early Years Learning Framework and National Quality Standard. For more information email kidsatplay@act.gov.au or visit [www.act.gov.au/KAPAP](http://www.act.gov.au/KAPAP).

**Fresh Tastes**

Fresh Tastes is a free ACT Government service that helps schools make healthy food and drinks a bigger part of everyday life for Canberra’s kids. Schools involved in Fresh Tastes have access to financial grants, discounted services, professional learning, curriculum resources and incentives from partners to achieve their goals. They are also given resources to help educate their community about nutrition and health – like how to pack a healthy lunchbox or how to grow and cook fresh food. For more information email freshtastes@act.gov.au or visit [www.act.gov.au/freshtastes](http://www.act.gov.au/freshtastes).

**Ride or Walk to School**

Ride or Walk to School is a free program run on behalf of the ACT Health Directorate by the Physical Activity Foundation to build a culture of riding and walking to school. Schools have access to biking equipment for Safe Cycle lessons, TQI Accredited teacher training, curriculum resources, events, tailored route maps and more. For more information contact the Physical Activity Foundation via email info@paf.org.au or visit [www.paf.org.au/programs/ride-or-walk-to-school](http://www.paf.org.au/programs/ride-or-walk-to-school).
Safe Cycle is a free program to support high schools to encourage students to ride, walk and scoot to school. Included are: digital game-based lessons, a bike package for loan to schools and online TQI Accredited professional learning. For more information contact the Physical Activity Foundation via email info@paf.org.au or visit www.health.act.gov.au/itsyourmove - go to safe cycle.

Entrepreneurs: It’s Your Move (IYM) is a high school subject, fully mapped to a number of key areas in the Australian Curriculum that can be offered in a variety of flexible models. Students learn and implement an innovation approach called design thinking as well as systems mapping, to develop and implement a real health improvement project in their school. Schools receive accredited training, project seed funding, are matched with mentors (local entrepreneurs) to support them and attend an IYM Festival of Great Ideas in which they pitch their projects to a panel of “sharks” for further project funding. Entrepreneurs: IYM was the winner of a 2017 Australian Good Design Award. For more information, email itsyourmove@act.gov.au or visit www.health.act.gov.au/itsyourmove.

IYM: Create-a-Café uses a holistic approach to improve the food and drink environment in ACT high schools. Students lead the change by engaging with the Entrepreneurs: IYM curriculum and following the design thinking process to develop a project with seed funding from the ACT Health Directorate. Local business mentors work with students and canteen managers to support project implementation and initiate change. Schools are also provided up-cycled café style furniture to transform their dining space. For more information, email itsyourmove@act.gov.au or visit www.health.act.gov.au/itsyourmove.

Girls: It’s Your Move supports high schools to take a holistic approach to engage high school students to increase girls’ participation in physical activity and active travel. Students will have the opportunity to lead the change in their school through the development of a student-led innovative project from our Entrepreneurs: IYM curriculum which will take students through the design thinking process to create an initiative to address girls’ physical activity. Students will also be mentored by a business and social media expert throughout their project development and implementation. For more information, email itsyourmove@act.gov.au or visit www.health.act.gov.au/itsyourmove.
Healthier Choices Canberra was launched in September 2018 with the aim of making it easier for Canberrans to find tasty, fresh and healthier food and drink options when out and about. Over 50 ACT businesses, including local supermarkets, cafes, club restaurants, sporting organisations and children’s entertainment venues, have so far signed on to the initiative. *Healthier Choices Canberra* is delivered with the support of the ACT Nutrition Support Service which, under contract to the ACT Health Directorate, provides on-the-ground nutrition assistance to participating businesses. For more information email healthierchoicescanberra@act.gov.au or visit www.act.gov.au/healthierchoicescanberra.

*Healthier Choices Canberra (HCC): Junior Sport* is working with junior sports clubs in Canberra to boost sales of healthier food and drinks at their canteens, provide healthier half time snacks and help them achieve sponsorships that do not promote unhealthy food and drinks. *HCC: Junior Sport* is being delivered by the ACT Health Directorate in partnership with ACT Sport and Recreation. For more information email healthierjuniorsport@act.gov.au or visit www.act.gov.au/healthierchoicescanberra.

Refill Canberra was launched in January 2019 to make free drinking water easily available to the public when out and about. Businesses, including cafes, restaurants, entertainment venues and local attractions, are being invited to sign up to the scheme. Participating businesses are added to an online map and provided with a *Refill Canberra* sticker to put in their window to alert passers-by that they are welcome to come in and fill up their water bottle for free. For more information email healthierchoicescanberra@act.gov.au or visit www.health.act.gov.au/refillcanberra.
ACKNOWLEDGMENT OF COUNTRY

ACT Health acknowledges the Traditional Custodians of the land, the Ngunnawal people. ACT Health respects their continuing culture and connections to the land and the unique contributions they make to the life of this area. ACT Health also acknowledges and welcomes Aboriginal and Torres Strait Islander peoples who are part of the community we serve.

ACCESSIBILITY

If you have difficulty reading a standard printed document and would like an alternative format, please phone 13 22 81.

If English is not your first language and you need the Translating and Interpreting Service (TIS), please call 13 14 50.

For further accessibility information, visit: www.health.act.gov.au/accessibility