

Program Guidelines

# COMMUNITY-LED RECOVERY SUPPORT

2022 Grants Program



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## ACKNOWLEDGEMENT OF COUNTRY

Bushfire Recovery Victoria proudly acknowledges the First Peoples of Victoria and their ongoing strength in practising the world's oldest living culture. We acknowledge the Traditional Owners of the lands and waters on which we live and work and pay our respects to their Elders past and present.

Aboriginal self-determination and decision-making are crucial to the appropriate design and delivery of community recovery responses. BRV will continue to work closely with Aboriginal communities to ensure significant focus and support is given to community-led solutions that will achieve long-term recovery.

## Program Guidelines

# COMMUNITY-LED RECOVERY SUPPORT

## 2022 Grants Program

### Background

Victoria's Flood and Storm event of 9-10 June 2021 was unprecedented in its scale and ferocity. Across 41 Local Government Authorities (LGAs), strong winds and heavy rainfall caused significant damage to homes, property, infrastructure, and the environment.

The most acutely impacted areas were across the central and south-eastern areas of the state. In the Central Highlands and Yarra Ranges regions, wind gusts of up to 119 kilometre per hour uprooted large trees and dumped them across homes, properties and roads. Many roads were closed for long periods while trees and debris were cleared, and the area made safe. Across Gippsland, strong winds were accompanied by heavy rains, which flooded waterways and forced people from their homes and businesses. Erosion, landslips and debris caused further damage to roads, residences and critical infrastructure.

Many individuals, families and businesses experienced significant disruption and distress during and after the event and continue to feel the impacts.

### Bushfire Recovery Victoria

Bushfire Recovery Victoria (BRV) was established as a new, permanent, and dedicated Victorian Government agency working directly with local communities to listen, help and deliver what they need to recover. Following the Flood and Storm event in June 2021, BRV was delegated responsibility for coordinating the recovery and clean up on behalf of the State Government soon after the event.

In response, BRV established regional teams in the most affected areas and began consulting with LGAs, community groups, residents and other government agencies to understand community priorities. BRV delivers a range of grant programs and initiatives to support individuals, families, communities, businesses, and regions to rebuild and recover from the impact of the flood and storm event. For more information about support available outside this grant program to individuals, families and businesses affected by the event, visit:

[vic.gov.au/storm-and-flood-recovery](https://vic.gov.au/storm-and-flood-recovery)

### June 2021 Flood and Storm Community Recovery support

On 18 December 2021, the Victorian and Commonwealth Governments announced \$1.64 million to support community recovery committees, groups and Traditional Owners to organise local recovery support and planning activities following the June 2021 Flood and Storm event.

The program is jointly funded by the Victorian and Commonwealth Governments through Category C of the Disaster Recovery Funding Arrangements (DRFA), which are the Commonwealth-state cost-sharing arrangements for providing financial support for relief and recovery activities resulting from natural disasters and terrorist acts. As such, there are strict guidelines governing the use and acquittal of funds.

The Community-led Recovery Support 2022 grants program will be administered by Bushfire Recovery Victoria (BRV).

## The Community-led Recovery Support grants program

The Community-led Recovery Support grants program has been designed to support communities most affected by Victoria's June 2021 Flood and Storm. The program will deliver funding to LGAs to support community groups involved in the planning and delivery of recovery initiatives and activities that benefit the broader community.

Applications are invited from eligible LGAs that were most affected by the June 2021 Flood and Storm.

The program supports LGAs to assist community groups who are planning and/or facilitating community-led recovery initiatives and activities. Support provided by LGAs will help community groups working in recovery cover small-scale operating costs, expenses associated with small-scale community clean-up activity, costs associated with developing up community recovery priorities and plans and delivery-ready projects identified by communities that will help foster community recovery, resilience and social connectedness.

### Application dates

Applications open on **Wednesday 4 May 2022** and will close on **Monday 30 May 2022** at 5pm (Melbourne time).

### Program objectives

The key objectives of funding are to:

1. Support community-led recovery in communities most affected by the June 2021 flood and storm event by providing financial assistance to progress community recovery and resilience priorities.
2. Strengthen the capacity and capability of communities to plan for and lead their own recovery from this event, as well as build community resilience to future disasters.
3. Encourage community connectedness and cohesion through genuine community engagement and participation in initiatives and activities that support community-led recovery.

# Eligibility

## Which LGAs can apply?

BRV invites applications from the following LGAs that were impacted by the June 2021 Flood and Storm:

- Baw Baw Shire Council
- Cardinia Shire Council
- Hepburn Shire Council
- Latrobe City Council
- Macedon Ranges Shire Council
- Moorabool Shire Council
- South Gippsland Shire Council
- Wellington Shire Council
- Yarra Ranges Shire Council

Eligible LGAs can collaborate to submit a combined application, with a lead LGA identified to manage the funds if the application is successful.

## How much funding is available for LGAs?

The total funding available under the grants program is \$1.64 million with up to \$320,000 available to individual LGAs, depending on the number of active recovery groups they are seeking to support.

BRV will work in collaboration with eligible LGAs to ensure equitable community recovery outcomes across impacted areas and the community groups working in recovery. BRV will work with individual LGAs ahead of their application to jointly understand and agree on potential allocations to support community groups working on recovery. This common understanding and agreement will be informed by the following considerations:

- What population reach or impact the community group is expected to have.
- How inclusive the group's community engagement is expected to be.
- How long will the community group function and continue to support community.
- What level of existing support the community group may have internally or through council or other supports.

## What can LGAs use the funding for?

Community-led Recovery Support grants program will allow LGAs to provide funding or direct support to community groups who are leading community recovery initiatives and activities. Working with BRV, LGAs will submit a Grant Delivery Plan as part of the application process, outlining the proposal for delivery and implementation of support across their delivery areas. Examples of these include (with guidance provided in 'Appendix A - LGA guidance for funding implementation' section):

- Funding for community projects that advance community recovery, resilience and social connectedness.
- Small-scale operational costs and costs associated with setting up and/or operating community recovery groups.
- Professional support services to assist community groups planning and delivering on community recovery and resilience initiatives.
- Costs associated with volunteers using their own/ personal resources and/ or equipment for community recovery and clean up initiatives.

Alternative initiatives not listed above may still be eligible, provided they are aligned with the program objectives and meet Disaster Recovery Funding Arrangements guidelines governing the use and acquittal of funds.

## How to Apply

Before you apply, please read the program guidelines carefully to make sure you understand eligibility and that your proposal is well aligned with the funding guidance. Ensure you have discussed your application with BRV.

Review the information under the 'Key selection criteria' and 'Appendix A - LGA guidance for funding implementation' sections for guidance.

## Apply online

Applications open on **Wednesday 9 May 2022**.

To submit a new application, visit [the Community-led Recovery Support grants program website](#) and select 'Apply now'. To resume a draft application, you can visit the BRV Grants Portal directly at [brv.force.com](http://brv.force.com)

Applications close **Monday 30 May 2022** at 5pm (Melbourne time).

### Please note:

- applications must be submitted online via the BRV Grants Portal.
- applications received after the closing date will not be considered.
- only one application can be submitted per LGA, but that one application may request support for multiple community recovery groups.

Key Dates		Date
Application period	Open	4 May 2022
	Close	30 May 2022
Negotiation and approval	BRV informally liaises with individual LGAs on appropriate levels of funding.	4-29 May 2022
	BRV consults with LGAs to agree on appropriate levels of support and reach agreement on the final LGA Grant Delivery Plan for funding implementation	4-29 May 2022
	LGA submits application based on agreed support and Grant Delivery Plan	30 May 2022
	Ministerial approval of successful applications as recommended by BRV	11 July 2022
	Development and execution of the Funding Agreements	25 July 2022
LGA funding implementation	Release of grant funds to LGAs	15 August 2022
Delivery completed (Community groups)	LGAs commence implementation and allocation of grant funds as outlined in their Grants Delivery Plan.	15 August 2022
Final acquittal (LGAs)	Activities finished - Community recovery groups must complete and fully expend allocated LGA funds by this date at the latest.	30 June 2023
	LGAs must provide the Final Report and financial acquittal to BRV.	1 August 2023

## Important information for LGAs

### Contact BRV to discuss your proposal

BRV will work in partnership with LGAs on their proposal as part of the application process. During the drafting of the application, BRV staff will be available to provide support and guidance to LGAs to ensure the proposal is well aligned with this program.

### Overdue reports

An application to the Community-led Recovery Support grants program can be submitted, however applicants with previously awarded BRV funding must be up to date with all current reports and milestones under existing funding agreements to apply. If you are behind in reporting related to other BRV grant funding, please contact the BRV Central Grants Team at:

[grants@brv.vic.gov.au](mailto:grants@brv.vic.gov.au) or

**1800 560 760** to discuss remedial actions.

### Application budget - Goods and Services Tax (GST)

Grant payments made by BRV to another Government Related Entity (GRE) such as an LGA are not subject to the Goods and Services Tax (GST).

LGAs must provide figures in their application budget which are GST exclusive, including the total grant amount requested. If successful, LGAs will receive the awarded grant as GST exclusive.

For more information about GST and payments between government related entities, visit the ATO website.

## Assessment and negotiation process

Applications received from LGAs under Community-led Recovery Support grants program will be reviewed during a multi-stage assessment and negotiation process.

All applications submitted will be assessed against the following:

- The strength of application's responses to the key selection criteria
- Whether all mandatory documents and attachments have been provided.

BRV will conduct a detailed merit assessment of the application and LGA Grant Delivery Plan against the key selection criteria before making a recommendation to the Minister for Emergency Services.

All decisions made by BRV and/or the Minister for Emergency Services are considered final. This includes decisions in relation to any aspect of the funding application and assessment process, any decision to offer or award a grant under this program, or to withdraw the offer or cancel the grant funding agreement.

# Key selection criteria

All applications will be reviewed and assessed against the key selection criteria. Applications will receive a weighted score based on how well the responses and detail provided in the attached documents demonstrate the criteria outlined below.

Selection Criteria	Weighting (%)	
<p><b>Purpose</b> Criteria #1</p>	<p>LGAs must provide a detailed description of how the grant will be used to:</p> <ul style="list-style-type: none"> <li>• deliver direct benefits to a storm and/or flood affected community in recovering and building resilience together.</li> <li>• support one or more of the program objectives.</li> <li>• support the development and delivery of community recovery priorities identified by community recovery groups, Municipal Recovery Plans and/or related strategic recovery documents.</li> </ul>	<p><b>20%</b></p>
<p><b>Community Participation</b> Criteria #2</p>	<p>LGAs must demonstrate how the grant will be used to:</p> <ul style="list-style-type: none"> <li>• support broad community involvement in the planning and delivery of community recovery activities.</li> <li>• build the capacity of the community recovery group to actively lead community recovery.</li> </ul>	<p><b>30%</b></p>
<p><b>Engagement with Aboriginal communities</b> Criteria #3</p>	<p>LGAs must demonstrate how the planned initiatives and activities are supported by and can be delivered in collaboration with the relevant Traditional Aboriginal Owner Group responsible for Country.</p>	<p><b>5%</b></p>
<p><b>Location</b> Criteria #4</p>	<p>LGAs must:</p> <ul style="list-style-type: none"> <li>• demonstrate that their activities will occur in a flood or storm affected area in an eligible LGA</li> <li>• describe how the flood or storm directly impacted that community</li> </ul> <p><u>Eligible Local Government Areas:</u> Baw Baw, Cardinia, Hepburn, Latrobe, Macedon Ranges, Moorabool, South Gippsland, Wellington and Yarra Ranges.</p>	<p><b>N/A</b></p>



Selection Criteria	Weighting (%)	
<p><b>Planning, distribution and delivery</b> Criteria #5</p>	<p>LGAs must provide a clear explanation on how the grant will be distributed including that:</p> <ul style="list-style-type: none"> <li>community recovery groups are involved in the planning, preparation and delivery of community recovery initiatives and activities related to the recovery of the broader community</li> <li>proposed initiatives and activities, including community engagement are supported by realistic delivery timeframes and have a clear anticipated completion date</li> <li>any initiatives or activities resulting from the grants will be covered by a suitable level of insurance as required for the duration of funding (including that community recovery groups and volunteers are covered by relevant insurances and that contractors have current and adequate insurance, licenses, permits and approvals for all services and/or works)</li> <li>any proposed initiatives or activities will identify, plan for and budget appropriately to comply with any applicable legislation (e.g., Aboriginal Heritage Act 2008 (Vic), Traditional Owner Settlement Act 2010, Native Title Act 1983 etc.), local planning laws and/or cultural and environmental considerations</li> <li>community recovery group receiving funding will obtain all permits or approvals required to deliver any project resulting from the funding (with an understanding of the associated timeframes and costs)</li> <li>any initiative or activity on public land will have the endorsement of the relevant land manager (e.g., Local Council or the Department of Environment, Land, Water and Planning)</li> <li>any initiatives or activities comply with Federal, State or local laws and requirements (including any COVID-19 restrictions or health directions).</li> </ul>	<p><b>35%</b></p>
<p><b>Budget</b> Criteria #6</p>	<p>LGAs must provide a clear and detailed budget for each area of delivery, which demonstrates that costs:</p> <ul style="list-style-type: none"> <li>are accurate, reasonable and represent value for money</li> <li>have potential to benefit recovery of the local economy and create local employment opportunities</li> <li>are supported by attached evidence used to develop the budget (e.g. costings, quotes, projections etc.)</li> <li>are supported by any contributions from other funding sources or in-kind support (if applicable).</li> </ul>	<p><b>10%</b></p>

# Mandatory documents and attachments

Category	Description
<b>Grants Delivery Plan</b> (mandatory)	A detailed breakdown of initiatives and activities that will be undertaken to distribute the funds to community recovery groups, including anticipated timeframes and who is responsible for administering the supports. This must be completed using the BRV Grants Delivery Plan template, available <a href="#">here</a> .
<b>Financial Statement</b> (mandatory)	All applicants must provide a Financial Statement which is either: <ul style="list-style-type: none"> <li>• a profit/loss statement for the most recent financial year (FY)</li> <li>• an organisational bank statement including all incomings and outgoings for at least the last 12 months.</li> </ul>
<b>Public Liability Insurance (PLI)</b> (mandatory)	It is a BRV requirement that all prospective funding recipients must hold PLI for the duration of funded initiatives and/or activities. PLI covers members of the public and protect the organisation from liability risks such as injury and property damage.  Provide a current copy of the Certificate of Currency in the name of the LGA (or community group) that will ensure adequate cover for the delivery of project activities.
<b>Other documents</b> (optional)	Any other additional supporting documentation and/or attachments provided that may support the application, can also be attached. For example: quotes or costings (if available); schematics or design plans; pictures and newspaper articles etc.

# Successful grant recipients

BRV will contact successful LGAs with a letter of offer, a funding agreement and other documents which must be returned to accept the funding.

## Victorian Common Funding Agreement

Grant recipients are required to enter into a Victorian Common Funding Agreement (VCFA) with BRV to receive funding. The VCFA will outline the terms and conditions of the grant, including the approved use of grant funds, the VCFA term (funding period), and the due dates of all key deliverables, grant payments and reporting requirements.

Organisations that are successful in receiving funding will have 30 days to enter into the VCFA and return all documents. If a grant offer is not accepted during this period, the grant may be withdrawn.

## Grants Delivery Plan

The Grants Delivery Plan will form part of your funding agreement. Some LGAs may receive part-funding or be approved subject to additional conditions and requirements. Successful LGAs will be given an opportunity to update the Grant Delivery Plan to include any additional details required by BRV or to update activity dates if these have since changed. Once updated, the Agreement will be finalised and grant funds progressed.

Once the LGA has received grant funds from BRV, they may commence delivery and allocation of funds and/or support to local community groups as outlined in the Delivery Plan.

## Regular reporting and acquittal

Successful LGAs are required to report on the funded activities and provide regular updates during the funding period and a final report and financial acquittal at the end of the funding period.

LGAs must provide consolidated report details to BRV outlining the progress of all funded projects on behalf of the community groups that receive LGA support.

All reporting requirements will be outlined in the Agreement, and BRV will provide all report templates.

Reporting requirements may differ for each area of delivery, but successful LGAs should anticipate the following reporting requirements for the duration of the Agreement:

- **Financial Reports**—At the end of each financial year.
- **Progress Reports**—Every six months.
- **Final Report and Financial Acquittal**—One month after completion of project activities. As required, reporting will be shared with the Commonwealth under the DRFA requirements.

## BRV Acknowledgement Guidelines

Recipients of BRV grant funding must agree to follow BRV Acknowledgement Guidelines, which outlines how to acknowledge the government's funding in speeches, written materials, and other forms of presentations (e.g., using the Victorian Government logo). As this program is jointly funded through the Disaster Recovery Funding Arrangements (DRFA), grant recipients must also acknowledge the Commonwealth Government's funding support in the same manner.

The Guidelines also outline the requirement that successful grant recipients keep their successful funding confidential until a public announcement has been made by the relevant Minister or their representative. Grant activities may commence once funding is received, but the funded organisations cannot announce or promote the project publicly before the government announcement has been made.

A breach of these Guidelines will be considered a breach of the funding agreement with BRV. The BRV Acknowledgement Guidelines can be found at <https://vic.gov.au/bushfire-recovery-victoria>

# Appendix A:

## LGA guidance for funding implementation

This section contains guidance for LGAs to prepare the Grants Delivery Plan (using the BRV template) for implementation of the BRV grant across key delivery areas of support to community groups as part of the application.

### Eligibility for support

#### Who is eligible for LGAs support through this grant program?

To be eligible for support from an LGA through this grant, a community recovery group must be supporting or delivering storm or flood recovery initiatives for communities impacted by the June 2021 flood and storm event in the LGAs of Baw Baw, Cardinia, Hepburn, Latrobe, Macedon Ranges, Moorabool, South Gippsland, Wellington and Yarra Ranges.

#### Who is not eligible for LGA support?

The following cannot be granted support by the LGA under the program:

- State and Federal government agencies
- Groups not involved in community recovery planning and delivery activities
- Individuals and sole traders
- Commercial enterprises, for-profit entities and fixed trusts
- Political parties and organisations
- Registered primary and secondary schools, pre-schools, TAFE institutions and universities (though they can act at auspices).

### What types of community activities and initiatives are ineligible?

Across all areas of delivery, the funds provided by BRV under this program cannot be used by the LGA and/or funded community groups for:

- membership sitting fees
- lease or rent of property or assets
- Insurance and utility costs
- purchase of assets with an effective life greater than three years
- activities or initiatives that are part of an LGA's usual budget or works program
- activities or projects that may have a negative impact on the environment, heritage, existing businesses, services and/or communities
- passing on funding to a third party in the form of a sponsorship, grant or donation (except where the LGA passes the fund to an eligible community recovery group)
- repair works or activities that are otherwise covered by insurance
- political and/or fundraising activities
- purchase of alcohol, gifts, prizes or incentives (e.g., thank you gifts, gift cards or similar rewards)
- purchase of land or buildings
- project management or administration costs that are collectively more than 15 per cent of total funding requested
- projects that require ongoing or recurrent funding to succeed or deliver benefit
- projects that are within the responsibility of another State, Federal or Local Government program and/or are more suitably funded under another program
- activities that will break any Federal, State or local laws (including any COVID-19 restrictions or health directions).

## Activity and initiative guidance

In preparing the Grant Delivery Plan as part of the application, LGAs are asked to consider the following guidance, noting the Grant Delivery Plan must align with the program objectives and meet DRFA guidelines governing the use and acquittal of funds.

The Plan is not expected to address all the following areas, rather it is used to provide guidance for individual LGAs to consider against the specific needs to their community groups working on recovery.

As there may be activities and initiatives not listed in the following table that you would like considered, please ensure you consult BRV when developing the Plan.

1. Community-identified recovery and resilience projects	
Support delivery-ready projects delivered/facilitated by community recovery groups that have been identified as priority projects by the community and seek to promote community resilience and social connectedness.	<ul style="list-style-type: none"> <li>• projects identified in Community Recovery Plans and/or through other planning processes</li> <li>• community leadership training and development</li> <li>• upgrades to the playing surfaces of sporting facilities to encourage multi-purpose uses</li> <li>• streetscape projects to foster community pride of place</li> <li>• better linkages for existing community and inter-community infrastructure to encourage physical activity and connectedness (e.g., such as walking paths and tracks)</li> <li>• construction of community engagement spaces that encourage social interaction and wellbeing (e.g., playgrounds, skate parks, exercise stations and other outdoor infrastructure)</li> <li>• visits from theatre groups, creative arts groups and other groups that promote connectedness through cultural activity</li> <li>• social events and other activities that bring people together (e.g., community movie nights, shared meals etc.)</li> <li>• other projects and activities that build community resilience against future disaster events.</li> </ul>
2. Community recovery group operating expenses	
Support community recovery groups to cover small-scale operational costs and costs associated with setting up a new community recovery group	<ul style="list-style-type: none"> <li>• costs associated with organising and holding recovery group meetings, including:               <ul style="list-style-type: none"> <li>» reasonable personal expenses incurred by CRG members through their participation in group meetings and events (e.g., accommodation, travel, phone, stationery)</li> <li>» venue hire costs and small-scale catering for meetings (e.g., tea/coffee)</li> <li>» ICT costs required for the operation of the group and to ensure compliance with COVID-19 restrictions (e.g., hire of audio-visual, ICT equipment for meetings)</li> <li>» engagement of mentors, coaches, and other professional services to support the effective governance and operation of the group</li> </ul> </li> </ul>
3. Professional support for delivering recovery priorities	
Support services to assist community groups planning and delivering on community recovery initiatives.	<ul style="list-style-type: none"> <li>• community visioning/planning</li> <li>• recovery planning work, including community engagement (e.g., workshop/meeting facilitation, report authoring and printing)</li> <li>• project scoping/design</li> <li>• grant and tender writing</li> </ul>
4. Volunteer costs associated with clean up and community recovery	
Support volunteer community groups who are using their own resources and/or equipment to cover small-scale delivery costs for community recovery initiatives.	<ul style="list-style-type: none"> <li>• hire of equipment necessary for the safe removal of debris left by the storm and/or flood</li> <li>• payment of fees associated with the disposal of debris and rubbish left by the storm or flood</li> <li>• OH&amp;S and other training to support staff and/or volunteers to undertake clean up activity in a safe manner</li> <li>• fuel costs associated with the running of equipment/machinery required for clean-up activity</li> <li>• costs associated with the repurposing of timber or other reusable waste left by the storm or flood</li> <li>• reasonable costs associated with travel for volunteers to undertake clean up or other activities associated with clean up (e.g., training)</li> </ul>

# Bushfire Recovery Victoria

To support recovery efforts, Bushfire Recovery Victoria (BRV) was established as a dedicated Victorian Government agency working directly with local communities to listen, help and provide what they need to recover. BRV delivers a range of grant programs and initiatives to support individuals, families, communities, business and regions to rebuild from the impact of bushfires, floods and storms.

For more information about support available, visit the Bushfire Recovery Victoria website:

[vic.gov.au/bushfire-recovery-victoria](http://vic.gov.au/bushfire-recovery-victoria)

## Privacy

Bushfire Recover Victoria (BRV) is committed to protecting the privacy of personal information. Any personal information about an applicant or a third party provided in an application or in correspondence will be collected, held, managed, used, disclosed or transferred in accordance with the provisions of the *Privacy and Data Protection Act 2014 (Vic)* and other applicable laws. This information may be provided to other Victorian Government agencies for the purpose of grant assessment and/or administration. For more information about the BRV Privacy Policy, visit [vic.gov.au/privacy-policy-bushfire-recovery](http://vic.gov.au/privacy-policy-bushfire-recovery) or contact the BRV Privacy Officer at: [privacy@brv.vic.gov.au](mailto:privacy@brv.vic.gov.au)

## CONTACT THE BRV CENTRAL GRANTS TEAM

If you have questions about the program, how to apply or need assistance with your online application, contact the BRV Central Grants Team for assistance.

### EMAIL

[grants@brv.vic.gov.au](mailto:grants@brv.vic.gov.au)

### PHONE

1800 560 760

### HEARING IMPAIRMENTS

If you are deaf, hearing-impaired, or speech impaired please call BRV via the National Relay Service:

#### Teletypewriter (TTY)

Call **133 677** then ask for **1300 112 755**

#### Voice Relay

Speak and listen users call **1300 555 727** then ask for **1300 112 755**

#### Interpreters

If you need an interpreter, call the Translating and Interpreting Service (TIS National) on **131 450** then ask for **1800 560 760**.

## Disclaimer

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