

# Community and Recreational Asset Recovery and Resilience Program Guidelines

A joint Australian Government and Queensland government funding initiative to assist in the clean-up and repair, and where economical, improve the resilience of community and recreational assets impacted by extraordinary disaster events 2021-22.



**Australian Government**



**Queensland  
Government**

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## Community and Recreational Asset Recovery and Resilience funding

<b>Funding program</b>	Disaster Recovery Funding Arrangements (DRFA) Category C
<b>Purpose</b>	The purpose of the Community and Recreational Asset Recovery and Resilience Program is to provide funding to assist with clean up and repair, and where economical, improve the resilience of community and recreational assets damaged by the eligible disaster event.
<b>Available funding</b>	<b>\$150 million</b>
<b>Eligible disaster events</b>	DRFA Category C and D activated extraordinary disaster events occurring within FY2021-22 <b>Refer to Appendix 1: Eligible extraordinary events</b>
<b>Eligible applicants</b>	Local governments, state agencies, and non-profit organisations with event-damaged community and recreational assets in local government areas activated under the eligible extraordinary disaster events.
<b>Administered by</b>	Queensland Reconstruction Authority (QRA) will administer this initiative.  QRA will deliver funding to eligible local government and state government applicants.  Department of Tourism, Innovation and Sport (DTIS) will deliver funding to eligible local governments (as asset owners/managers) and not for profit sport and active recreation organisations to repair/restore community sport and active recreation facilities
<b>More information</b>	QRA Phone: (07) 3008 7200 Email: <a href="mailto:submissions@gra.qld.gov.au">submissions@gra.qld.gov.au</a>

## 1. Overview

The joint Australian and Queensland government-funded (50:50) Community and Recreational Asset Recovery and Resilience Program is a component of a jointly funded exceptional circumstances Category C & D funding package approved under the Disaster Recovery Funding Arrangements (DRFA) to support local government areas impacted by the extraordinary disaster events of FY2021-22.

## 2. Objectives and outcomes

The objectives of the DRFA Category C **Community and Recreational Asset Recovery and Resilience Program** are to provide funding to:

- assist local governments, state agencies, and non-profit sport and recreation associations to clean-up and/or repair, or build resilience of eligible community and recreational assets and facilities that have been damaged by the extraordinary disaster events of FY2021-22 and are considered ineligible for DRFA Category B funding; and
- support the repair or replacement of disaster impacted community assets and facilities that are inadequately insured, uninsured, or not able to be insured due to the location of the asset; and
- assist in local recovery efforts by resuming service delivery to the community, contributing to the restoration of social and community networks, community recovery and relieving distress caused by the extraordinary events.

The Community and Recreational Asset Recovery and Resilience Program will contribute to the following outcomes:

- Community and recreational assets and facilities re-commence service delivery and contribute to the restoration of social and community networks, and the economic recovery of impacted communities.
- Communities' participation in sport and recreation activities signals a return to pre-disaster living
- The needs of not-for-profit sport and recreational organisations are sought to be addressed in disaster recovery
- Restored infrastructure seeks to, where possible, address local disaster risks
- Restored infrastructure is built in accord with current knowledge and practices for mitigating disaster impact.

### 3. Key timeframes

#### 3.1 Local governments and state agencies

##### Key dates:

- Expressions of interest (EOIs) close on **31 July 2022\***. Based upon prioritisation, EOIs lodged early may be considered prior to the closing date.
- Applicants will be advised of short-listed projects by **14 August 2022\*** and invited to submit detailed applications from **28 August 2022\***.
- Detailed Applications will close on **31 December 2022\***.
- All approved projects must be completed by **30 June 2024**.
- All project close out reports are due to QRA within three months of completing the project, and by no later than **30 September 2024**.

#### 3.2 Community sport and active recreation assets

##### Key dates:

- An expression of interest (EOI) process will be undertaken, opening on 13 June 2022 and closing on **8 July 2022\***. The EOI will allow submissions from the non-profit organisations directly, as well as local governments (which may be seeking to manage projects/s on behalf of a non-profit sport and recreation organisation as the asset owner/manager)
- DTIS Sport and Recreation officers will consult directly with impacted non-profit organisations and local governments, which may commence prior to the EOI closing date.
- DTIS list of preliminary sites/projects by **19 August 2022\***
- All approved projects must be completed by no later than **30 June 2024**
- All approved project acquittal reports are due to DTIS within three months of project completion, and by no later than **31 August 2024** to enable DTIS to meet its program acquittal to QRA due by 30 September 2024.

\* Indicative timing, may change during delivery.

## 4. Funding

A total of \$150 million in joint *DRFA Category C* funding is available under this Community and Recreational Asset Recovery and Resilience Program, notionally allocated as:

Allocation	Eligible assets	Administered by
<b>\$45 million</b>	Community sport and active recreational assets	DTIS
<b>\$100 million</b>	State government and local government community and recreational assets	QRA
<b>\$5 million</b>	National Parks assets	QRA

Allocations may be adjusted based on needs.

Funding is competitive and approved as a capped amount to deliver an approved scope of works. Additional funding contribution/s may be provided from other sources by the applicant.

Funding will be prioritised based on the demonstrated importance of the asset to the recovery of the local community, including social and economic benefits.

QRA may seek to reallocate any underspends across the *FY2021/22 DRFA Category C and D* packages in consultation with the Australian Government.

## 5. Eligible applicants

### 5.1 Local government and state agencies

Eligible local governments or state agencies applicants are those that:

- own or operate community and recreational assets located in a local government area activated for an eligible extraordinary event listed in **Appendix 1**:
- **Eligible extraordinary events** and
- can demonstrate the asset has been directly impacted or damaged by the eligible event and
- the asset is ineligible under DRFA Category B and
- have limited or no insurance to cover the works.

### 5.2 Non-profit sport and active recreation organisations

Eligible non-profit organisations must meet the following. The applicant organisation:

- is an incorporated not-for-profit sport or active recreation organisation, with sport or recreation as a primary objective;
- manages sport or recreational assets that have been directly damaged by one of the eligible events, and are located within a local government area that is activated for the event;
- has the legal right to conduct works on the damaged asset; and
- has limited or no insurance to cover the works on the damaged asset.

Local governments as the asset owner/manager may manage project/s on behalf of a non-profit sport and recreation organisation as the asset owner/manager)

## 6. Eligible assets and facilities

Eligible community and recreational assets, and related facilities must be managed by the eligible applicant, as above and located in a local government area activated for the event, and have been directly damaged by the eligible extraordinary event.

Funding for eligible community and recreational asset damage costs must be sought through insurance in the first instance (and been unsuccessful, short of funds or uninsurable) and be *ineligible* under DRFA Category B.

Eligible assets may include:

- council showgrounds, camp draft facilities, racecourses and associated facilities
- council, state-owned or freehold sporting grounds, playing fields, sports lighting and related amenities available for use by the community, or leased by non-profit sporting and active recreation organisations
- council or state government infrastructure used by community groups to deliver community and recreational activities: e.g. community centres, meeting venues, club houses etc.
- recreational boardwalks, walkways and bikeways that are ineligible under REPA
- walking or riding trails and associated amenities within local, State or national parks and reserves
- Parks, playgrounds, picnic areas and associated amenities or infrastructure
- Sporting / active recreational facilities and related facilities and equipment
- Road assets and fire trails within local, state, or national parks or reserves, including car parks (ineligible under REPA)
- Beach access points, picnic areas and related amenities

## 7. Eligible works

Eligible works are the scope of works required to:

- clean up the event impacted eligible asset in order to resume service delivery and
- repair or replace the eligible asset to its pre-disaster function required to resume service delivery to the community, and
- where seeking to build resilience of the asset/mitigate against future flood events, by building back the damaged asset to a more resilient state, resilience/mitigation works must be linked to components of the eligible asset that have been impacted /damaged by the eligible event.

Note, repair and replacement is a priority and resilience works are subject to available budget.

## 8. Eligible costs

Eligible extraordinary costs must be directly related to delivery of the approved eligible works and beyond what would have been incurred if the event damage had not occurred, for example:

- council applicants' day labour and internal plant hire costs directly associated with delivering the approved project works
- project management, due diligence (i.e. Geotech, site surveys, etc), design, supervision and inspection/superintendent costs, including additional administration costs to deliver the approved works
- operating consumables (fuel, oil, grease, etc.) consumed while undertaking eligible works
- hire or leasing of additional plant and equipment, and associated operating consumables (fuel, oil, grease, etc.)
- purchase of materials consumed in completing eligible works
- repair or replacement of equipment and/or assets damaged or destroyed by the event, where not covered or only partially covered by insurance

Other eligible costs incurred in the administration of the program (QRA and DTIS) include

- extraordinary wages such as program specific contractors, overtime, additional allowances, travel and accommodation for the purposes of project assessment, oversight inspections etc.
- engaging qualified specialists
- program evaluation.

## 9. Ineligible projects/activities

Projects must meet the program objectives and eligibility criteria.

Examples of ineligible projects include:

- works on an asset or land that will not be owned or controlled by the eligible applicant
- purchase of land or buildings
- projects that are commercial in nature for the applicant or any partner applicant (e.g. council or state owned community or recreational assets leased to a commercial business)
- rehabilitation to restore flood damage to natural assets (e.g. beaches, riparian)
- works eligible for reimbursement under other funding sources, e.g.,
  - insurance, or
  - DRFA Category A & B funding relief measures activated under the eligible event or
  - DRFA Category C & D extraordinary events initiatives for example: Clean Up Grant (QRA), Sport and Recreation Recovery Grants (DTIS), Extraordinary disaster assistance grants to non-profit organisations (QRIDA), unless the applicant can demonstrate that they have a reasonable basis for not accessing other funding sources, and can demonstrate the other eligibility requirements are met.

## 10. Ineligible costs

Applicants are responsible for all ineligible costs, and costs incurred above the approved capped amount. Examples of ineligible costs are:

- non-specific indirect and overhead costs
- legal costs
- activities or costs covered by insurance
- profit margins of applicant including (but not limited to) the applicant's supply or use of plant, labour, or materials
- costs that are reimbursable under other funding sources (e.g., business continuity and insurance, alternative DRFA relief measures, and costs recouped through sale of salvaged assets)
- costs of works/activities completed prior to the eligible event
- feasibility and planning studies
- temporary works, other than those required to enable completion of the approved project
- duplication of existing initiatives
- ongoing costs such as administration, operation, and maintenance
- in-kind works



## 11. Applying for funding

### 11.1 Local government and state agency applicants

#### Stage 1: Expression of interest:

- Local government and state agency applicants may lodge more than one project EOI using an EOI form, issued by QRA.
- EOIs must be lodged via email to [submissions@qra.qld.gov.au](mailto:submissions@qra.qld.gov.au)
- The EOI requires details of each proposed project, including:
  - project name
  - description of the community and or recreational asset and the service/s it delivers to the community
  - description of event damage to the asset and the impact on the service delivery
  - accurate GPS locations of the event damaged asset
  - description of project works required to clean up, repair or replace the asset to pre-disaster function and resume service delivery to the community and, where seeking to build resilience of the asset, the corresponding description of works to increase the resilience of the asset to future flood events
  - estimated total cost of the proposed works, or the actual cost of works where works have been completed
  - start date and duration of proposed works, or where works are completed actual start date and end date of the completed works
    - details of other support sought or received under other Category C / D DRFA grant programs, or through insurance.
  - the applicant's project priority – if lodging multiple project EOIs.
- QRA will review EOIs against the objectives and eligibility criteria and advise applicants of projects identified to progress to detailed submission.

#### Stage 2: Detailed project submission

- **Local government and state agency applicants** will be required to prepare and lodge detailed submissions for identified projects, including:
  - evidence demonstrating the event damage to the asset, provided in one or more of the following formats: post disaster visual photographs in JPEG format (including EXIF metadata and GPS coordinates, date taken) or video footage, post disaster inspection reports
  - details of the works required to restore the asset to pre-disaster function and, where seeking to build resilience of the asset, the corresponding scope of works to increase the resilience of the damaged asset to future flood events
  - estimated or actual costs of the proposed works (quotations, plans or drawings where applicable, and cost breakdown) or where works are completed, details of actual works and costs supported by a detailed general ledger / payroll report and post completion photographs. Invoices must be available for sampling by QRA.
  - metric details of how the applicant will measure the outcomes of the project, the service the asset delivers to the community, including social and economic recovery benefits, and where approval of resilience works is sought, metrics to be used to measure future resilience of the asset.

## 11.2 Sport and active recreation facilities project proposals

### Stage 1: Expression of interest:

- Non-profit sport and active recreation organisations and/or local governments may lodge more than one project EOI using an EOI form, issued by DTIS.
- EOIs must be lodged via DTIS Grants Portal
- The EOI requires details of each proposed project, including:
  - project name and description
  - accurate GPS location
  - demonstrate tenure over the infrastructure / site
  - description of event damage to the eligible asset/facility
  - post-disaster photographs of the event damage to the asset (preferably JPEG format and geo-tagged)
  - description of proposed works required to clean up, repair or replace the asset to pre-disaster function and resume service delivery to the community and, where seeking to build resilience of the asset, the corresponding description of works to increase the resilience of the asset to future flood events
  - cost estimate or quotation for the proposed works
  - proposed commencement date and duration of works
  - details of other support sought or received under other Category C / D DRFA grant programs, or through insurance.
  - the applicant's project priority – if lodging multiple project EOIs.

### Stage 2: Detailed project submission/negotiation

- DTIS will review EOIs against the objectives and eligibility criteria and undertake site damage assessments to validate EOI, then will advise applicants of projects identified to progress to detailed submission and negotiation.

## 12. Progress reporting

### 12.1 Local government and state agency applicants reporting requirements

Local government and state agency reporting requirements, including DTIS program reporting.

#### Progress reporting and progress claims:

- Monthly progress reporting is mandatory throughout project delivery, to ensure applicants update QRA on status of works, dates, and expenditure.
- Monthly progress reports are created and lodged through the MARS Portal, detailing:
  - Actual expenditure reported against the approved scope of works and approved capped amount (recommended value)
  - Percentage of scope of works completed
  - Progress against project milestones, estimated or actual start and completion dates
  - Reasons for any variances in scope, cost or time
  - Details of complementary works.
- Once actual expenditure has exceeded the initial submission advance and the project funding schedule is executed, applicants can progressively claim expenditure incurred up to 90 per cent of the approved capped value.

- Claims for expenditure must be lodged with a progress report, a general ledger or transaction report (or similar financial document produced from the applicant's financial system) demonstrating the reported actual expenditure incurred against the Recommended Value of the approved scope of works.
- QRA will provide quarterly progress reports to the Australian Government, until completion of all grant initiatives.
- Applicants may also be requested to provide a case study which may be published on QRA's website and social media.

## 12.2 Approved sport and active recreation facilities project reporting and claims

Monthly progress reporting is mandatory throughout project delivery, to ensure applicants update DTIS on status of works, dates, and expenditure. Applicants will be required to sign a deed which will detail the funding conditions and payment schedules. Reporting will be required, including:

- Acquittal of actual expenditure reported against the approved scope of works and
- Approved amount (recommended value)
- Progress against project milestones
- Reasons for any variances in scope, cost, or time.

## 13. Acquittal

### Local government and state agency acquittals, including DTIS' program acquittal.

- A final certified project acquittal report is due to QRA together with a submission acquittal (lodged through the MARS portal) within three months of completing the approved project, and by no later than 30 September 2024. **Refer 3. Key timeframes**
- Final progress reports and submission acquittals must include the following details:
  - activities undertaken
  - actual costs reported against the capped amount and
  - evidence of expenditure claimed, linked to the activities, including:
    - detailed general ledger or transaction report in editable format to support all claimed expenditure
    - all source documents (e.g. tax invoices, timesheets) supporting the claimed expenditure must be made available upon request
  - Evidence demonstrating the completed activities (JPG including EXIF metadata, GPS coordinates and date taken) typical of the completed approved works.
  - Any other information that would be useful for program evaluation including Program Management feedback on successes and barriers to implementation that may have been experienced during implementation

Where a third-party supplier is sub-contracted to deliver part-of, or all of the package, DTIS must obtain and hold all of the above information and source documentation from the supplier. Transaction reports and source documents must support the expenditure incurred in delivering the services by the supplier, not the payments between DTIS and the supplier. **DTIS may be requested to supply invoices or timesheets to support any of the costs incurred by the supplier.**

DTIS is required to centrally hold all progress reports, acquittal reports, detailed general ledgers and all source documents for no less than seven years from the acquittal of funds by the Commonwealth.

QRA will undertake a final assessment of each project to ensure approved scope is completed and delivered within timeframe, expenditure is eligible and within approved capped amount, and assurance requirements are satisfied.

## Governance

### 14. Funding Agreement

It is a requirement that all recipients of QRA funding enter into a Head Agreement with QRA.

Where a recipient is successful in its application for funding, QRA will issue a Project Funding Schedule which, when executed by both parties, will be considered a binding Project Funding Agreement under the terms and conditions of the Head Agreement.

The Project Funding Schedule will detail the terms and conditions specific to the approved funding, including reference to the relevant funding guidelines that govern the program, funding type and amount, key date and milestone schedules, payment claim and reporting requirements.

For the funding administered by DTIS, recipients will enter into a funding agreement with the department that will include clauses pertaining to the Head Agreement and Project Schedule between DTIS and QRA.

### 15. Variations

All variations to a Project Funding Agreement, scope or change in control of a project are to be agreed formally in writing.

Where there are material changes following a project approval, grant recipients must provide QRA with updated project information.

### 16. Procurement

The procurement of goods or services must be in accordance with the applicant's procurement policy. When procuring goods or services, local governments must align with the *Local Government Act 2009* or *City of Brisbane Act 2010* and town procurement policy.

If expenditure is in breach of the applicant's procurement standards, then reimbursement of these costs is unable to be sought under this program.

### 17. Record keeping

All recipients: state agencies, councils and sport and active recreation non-profit organisations must keep an accurate audit trail. DRFA records must be available for seven years from the end of the financial year the claim is acquitted by the Australian Government.

For assurance purposes, the Australian Government may at any time, via QRA, request documentation from state agencies or local councils to evidence the State's compliance with any aspect of the DRFA. This may include, but not be limited to access to project level information, to confirm acquittal in accordance with the DRFA.

### 18. Extension of time

An extension of time beyond the detailed eligible timeframes may be requested in exceptional circumstances.

Council is required to contact your QRA Regional Liaison Officer (RLO) as early as possible, detailing the unforeseen circumstances impacting project completion, the actions taken to minimize the impact, and the adjusted project plan and milestones.

### 19. Assurance activities

Applicants may be required to provide documentation to support any assurance activities. These assurance activities may include, but are not limited to:

- audit, site visits or inspections

- obtaining relevant documentary evidence to support estimated/actual costs and/or value for money assessments
- verification reviews on measures or projects
- compliance with legislative and policy requirements.

## 20. Certification

All project documentation, including applications, progress reports and final reports, must be certified by the applicant in line with its delegations.

## 21. Good and Services Tax (GST)

All amounts claimed must exclude GST and be actual expenditure, paid prior to lodging the submission.

## 22. Insurance

Applicants must:

- exhaust all insurance options prior to accessing DRFA funding
- claim on any applicable insurance policy, including business continuity, prior to seeking reimbursement under the DFRA.

The cost of works covered by insurance are considered ineligible, except in special circumstances (such as where the insurance cover is capped and the cost of the works exceeds the capped amount). Capped insurance must be due to the insurance company's restriction and not because an organisation has undervalued the cost for replacement of an item or repair to infrastructure.

## 23. Public acknowledgment of joint Australian Government and State Government assistance

Eligible applicants must acknowledge DRFA funding contribution in public materials, which includes but is not limited to:

- media releases regarding the approved project
- acknowledgement or statements in project publications and materials
- events that use or include reference to the approved project

To comply with this requirement, all public advice and media releases should refer to the relevant funding source, as being *"jointly funded by the Australian and Queensland governments under the Disaster Recovery Funding Arrangements"*.

Operational messaging and advice, such as road closures and tender advertisements, are excluded from this requirement.

Contact QRA for assistance and approval for any releases at [media@gra.qld.gov.au](mailto:media@gra.qld.gov.au) or (07) 3008 7200.

# Appendix 1: Eligible extraordinary events & local government areas

## Central, Southern and Western Queensland Rainfall and Flooding, 10 Nov - 3 Dec 2021

Local government areas
Balonne Shire Council
Banana Shire Council
Barcaldine Regional Council
Barcoo Shire Council
Blackall-Tambo Regional Council
Boulia Shire Council
Bundaberg Regional Council
Central Highlands Regional Council
Diamantina Shire Council
Flinders Shire Council
Goondiwindi Regional Council
Gympie Regional Council
Isaac Regional Council
Lockyer Valley Regional Council
Longreach Regional Council
Maranoa Regional Council
Murweh Shire Council
Noosa Shire Council
North Burnett Regional Council
Scenic Rim Regional Council
Somerset Regional Council
South Burnett Regional Council
Southern Downs Regional Council
Toowoomba Regional Council
Western Downs Regional Council

## Ex-Tropical Cyclone Seth, 29 Dec 2021-10 Jan 2022

Local government areas
Bundaberg Regional Council
Carpentaria Shire Council
Cherbourg Aboriginal Shire Council
City of Gold Coast
Fraser Coast Regional Council
Gympie Regional Council
Kowanyama Aboriginal Shire Council
North Burnett Regional Council
South Burnett Regional Council

## South East Queensland Rainfall and Flooding, 22 Feb- 5 Apr 2022 –

Local government areas
Balonne Shire Council
Brisbane City Council
Bundaberg Regional Council
Cherbourg Aboriginal Shire Council
City of Gold Coast
Fraser Coast Regional Council
Gladstone Regional Council
Goondiwindi Regional Council
Gympie Regional Council
Ipswich City Council
Lockyer Valley Regional Council
Logan City Council
Moreton Bay Regional Council
Noosa Shire Council
North Burnett Regional Council
Redland City Council
Scenic Rim Regional Council
Somerset Regional Council
South Burnett Regional Council
Southern Downs Regional Council
Sunshine Coast Regional Council
Toowoomba Regional Council
Western Downs Regional Council

## Southern Queensland Flooding, 6 - 20 May 2022

Local government areas
Balonne Shire Council
Brisbane City Council
Bundaberg Regional Council
City of Gold Coast
Fraser Coast Regional Council
Gladstone Regional Council
Goondiwindi Regional Council
Gympie Regional Council
Ipswich City Council
Livingstone Shire Council
Lockyer Valley Regional Council
Logan City Council
Moreton Bay Regional Council
North Burnett Regional Council
Rockhampton Regional Council
Scenic Rim Regional Council
Somerset Regional Council
South Burnett Regional Council
Southern Downs Regional Council
Toowoomba Regional Council
Western Downs Regional Council

Click here to go to [DRFA activation summaries located on QRA's website](#)

Red text indicates additional approved activated event / local government area.

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