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Community Recreational Assets Recovery Program

2024-25 event year

Joint (Australian and Queensland Governments) Guideline



Australian Government



Queensland
Government

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PART A – PROGRAM OVERVIEW

Funding program	Disaster Recovery Funding Arrangements (DRFA) - Category C
Funding package	Community Recreational Assets Recovery Program
Purpose	The purpose of the Community Recreational Asset Recovery Program is to provide funding to assist with clean up and repair of community recreational assets damaged by the eligible disaster event.
Available funding	Refer to ANNEXURE 1 Eligible events and funding allocations
Eligible disaster event	Refer to ANNEXURE 1 Eligible events and funding allocations
Eligible Local Government Areas (LGAs)	Refer to ANNEXURE 1 Eligible events and funding allocations
Administered by	Queensland Reconstruction Authority (QRA) will administer this initiative.
More information	Phone: (07) 3740 1700 Email: submissions@qra.qld.gov.au

1. Overview

The Community Recreational Asset Recovery Program is approved as part of an exceptional circumstance package jointly agreed and funded by the Australian and Queensland government (50:50) under Category C of the Disaster Recovery Funding Arrangements (DRFA).

2. Objective

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

- assist local governments to clean-up and/or repair, eligible community recreational assets and facilities that have been damaged by the extraordinary disaster events 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 Recreational Asset Recovery Program will contribute to the following outcomes:

- Community 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.
- Restored infrastructure is built in accordance with current knowledge and practices for mitigating disaster impact, improving a community's capability to recover more effectively.

3. Timeframes

Requirement	Timeframe
Program approval date (PM approval)	Refer to ANNEXURE 1 Eligible events and funding allocations for the date the relevant event Package was approved by the Prime Minister (PM). Costs incurred prior to the Prime Minister's agreement (program approval date) are ineligible for cost-sharing.
Lodgement due date	The applicant is required to lodge submissions for this funding with QRA within three (3) months after approval of the guidelines , unless otherwise agreed with QRA. Refer to Document details for the relevant event guideline approval date
Progress reporting	The applicant is required to lodge monthly progress reports on delivery of the Package, timeframes and expenditure.
Annual acquittal	The applicant is required to lodge an annual acquittal within three (3) months after the end of each FY of delivered activities – i.e. by 30 September.
Completion timeframe <i>Allowable Time Limit (ATL)</i>	All approved activities/grant acquittals must be completed within 24 months after the end of the FY of the event. I.e. for FY 2024-25 events, by 30 June 2027 .
Final acquittal	A final acquittal report is to be lodged with QRA within three months after the end of the completion timeframe . i.e. for events occurring in FY 2024-25 final acquittal reports are due by 30 September 2027.

4. Funding

The Community Recreational Asset Recovery Program funding program is approved as a capped amount.

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.

5. Eligible funding recipients

Local government (Councils)

Eligible local government applicants are those that:

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

Applicants must show that they have been unable to obtain insurance to cover the damages

suffered. If insurance was available, they must provide evidence that a claim has been lodged. In cases where insurance claims or other funding sources have been pursued, applicants are required to provide evidence that these measures were insufficient, indicating how the costs necessary to repair or replace the facilities and equipment surpass the financial aid received, up to the policy threshold or other grants. Funding may only be made available to cover the gap between insurance payouts and actual repair costs.

Where the applicant is a non-government organisation that is included on the National Redress scheme's website list of '[Institutions that have not joined or have not signified their intent to join the Scheme](#)' it will be ineligible to apply for the grant. Refer to **Australian Government National Redress Scheme**.

6. Eligible assets and facilities

Eligible community 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 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 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
- beach access points, picnic areas and related amenities.

7. Eligible and ineligible activities

Eligible works are the scope of works required to:

Eligible activities	Ineligible activities
<ul style="list-style-type: none"> - clean up the event impacted eligible asset in order to resume service delivery - repair or replace the eligible asset to its pre-disaster function required to resume service delivery to the community. 	<ul style="list-style-type: none"> - 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 recreational assets leased to a commercial business) - rehabilitation to restore flood damage to natural assets (e.g. beaches, riparian) - repairs or replacement of assets aligned to sport or racing - works eligible for reimbursement under other funding sources, e.g., insurance, or <ul style="list-style-type: none"> ○ DRFA Category A & B funding relief measures activated under the eligible event or

	<ul style="list-style-type: none"> ○ 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), and Environmental Packages (DESTI) 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.
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8. Eligible and ineligible costs

Eligible costs are the total costs of the initiative, less any ineligible costs and/or other funding contributions and must be directly associated with the delivery of the approved grants and approved project activities within the eligible timeframe.

Eligible costs are capped at approved funding value and must be supported by detailed evidence of the actual expenditure when claiming payments and acquitting the projects.

The below list identifies common examples of eligible costs:

Eligible costs	Ineligible costs
<ul style="list-style-type: none"> - 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 - extraordinary wages such as program specific contractors, overtime, additional allowances, travel and accommodation for the purposes of project assessment, oversight inspections etc. - backfilling of a staff member who has been seconded/deployed to undertake eligible activities and could include: <ul style="list-style-type: none"> - costs of backfilling state agency employees who have been seconded to assist with eligible disaster activities. This is limited to the higher duty component of 	<ul style="list-style-type: none"> - costs incurred prior to the Prime Minister's agreement (package approval date) (refer to Timeframes) - costs that would have been incurred if the event had not occurred - costs associated with backfilling a staff member when the agency has claimed the wages relating to the staff member undertaking eligible activities - 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 (excluding eligible day labour costs) - temporary works, other than those required to enable completion of the approved project - costs the council could reasonably be expected to incur responding to the disaster event (local governments and state agencies are expected to have a reasonable level of human, capital, and financial resources to be able to undertake disaster response activities) - non-specific indirect and overhead costs including internal administration costs to the applicant such as finance, HR, back-office overheads - purchase of core business capital equipment such as motor vehicles, phones, and office equipment or furnishings (refer to 7.1 Purchase of new assets, for further details)

<p>the staff member backfilling, not the salary of the incumbent</p> <ul style="list-style-type: none"> - costs of engaging contractors or state agency employees on a temporary (fixed-term) basis to backfill, including costs associated with travel expenses, allowances, accommodation and associated on-costs such as superannuation entitlements, workers compensation - engaging qualified specialists necessary to restore the asset. 	<ul style="list-style-type: none"> - costs that are reimbursable under other funding sources including insurance, e.g. Queensland Government Insurance Fund, works insurance (where possession of site is held by a contractor) or defects liability periods and other Government programs, including Category C/D assistance measures such as the Community Relief Fund - consequential losses subsequent to the actual event (e.g. business interruptions, loss of income, damage not directly caused by the event, additional damage after the event) - costs associated with the preparation, reporting and acquittal of DRFA submissions - costs associated with assessing an asset when no event damage is identified - rehabilitation of natural ecosystems - ongoing costs for administration, operation or maintenance costs incurred outside the Allowable Time Limit for the event - works undertaken on an ineligible asset - works deemed unnecessary to return the asset to its pre-disaster function.
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9. Purchase of new assets

The purchase of new assets to undertake eligible activities is generally ineligible. However, where equipment is unable to be hired and must be purchased to meet operational requirements or it is less expensive to purchase, the purchase price less the residual/depreciated value at the end of the operational use may be considered eligible.

Purchases will be assessed based on the information provided by the funding recipient.

Supporting information should include:

- proof of purchase
- operational imperative including priority and timeframe necessitating the purchase
- evidence of inability to hire or that hiring is uneconomical
- cost benefit rationale including a comparison of purchase cost against actual hire costs over a required timeframe, and the cost to transport hire equipment plus hire costs versus local purchase cost
- residual value of the purchased asset, including warranty period extending beyond the eligible activities.

The purchase of assets is to be agreed by NEMA once the RLO has received the eligibility request.

PART B – APPLICATION PROCESS

10. Grant Application

Grant applications require data and evidence demonstrating the works linked to the specific activated extraordinary event.

Download and complete the **Application form** from QRA's website.

Review your application requirements including data and evidence to ensure it meets the objective of the program.

Complete all fields including references to the supporting evidence documents and photos. If the application is claiming the actual costs of completed activities, ensure the claimed values reconcile to the evidence of expenditure.

Applications considered for grant funding require data and evidence for identified projects including:

- descriptions of the required activities (what and why)
- photographic evidence (JPEG photos including EXIF metadata, including GPS coordinates and time/date taken) demonstrating the event-related damage to the Community Recreational asset
- other evidence supporting the extent of the event-related damage and the need for the eligible activities
- location/s of eligible activities
- dates of activities
 - start date and end date for activities already completed or
 - proposed start and end dates for proposed activities not yet completed
- cost value (excluding GST) linked to the claimed eligible activities
 - actual costs - supported by a detailed general ledger/ detailed transaction report and or payroll report. Detailed evidence of transactions e.g. invoices, timesheets, requisition orders, must be available for sampling by QRA
 - estimated cost - supported by quotation/invoice/bill of quantities

Applicants are required to lodge one project per submission using the application form, issued by QRA. The applicant is required to prioritise the order of projects based on the demonstrated importance of the asset to the recovery of the local community, including social and economic benefits.

Applicants must lodge their application together with supporting evidence via email to submissions@qra.qld.gov.au

For any assistance and to lodge the above email submissions@qra.qld.gov.au and cc your RLO.

Note: Applicants are to be lodged under one event only as a claim for EITHER:

- actual costs of completed eligible activities OR
- estimated costs of scope of eligible activities yet to be completed.

QRA will review Applications against the Guideline objectives and eligibility requirements.

11. Project review and outcomes

On receipt of an Application, QRA will assess data and evidence against the Guideline objectives and eligibility criteria.

Following review, successful funding recipients will be notified of the outcome of their application and project/s approved capped value.

Successful funding recipients seeking pre-approval of an approved scope of works will be issued an advance payment of 30 per cent of the approved funding amount awarded will be required to enter into a project funding agreement with QRA.

Successful funding recipients seeking approval for the reimbursement of scope of activities or works already completed will be paid 100 per cent of the assessed eligible expenditure and be required to enter into a project funding agreement with QRA. Noting that expenditure incurred for works undertaken prior to the Prime Minister's agreement to the program would be ineligible for reimbursement.

12. Program delivery and progress reporting

QRA Progress reporting requirements

Submissions approved on estimates: Monthly progress reporting is mandatory throughout program delivery to ensure funding recipients update QRA on status of delivery against approved activities / works, milestones and expenditure, and reasons for variances.

Monthly progress reports are lodged through QRA's MARS portal and should detail:

- actual expenditure reported against the approved scope and approved capped amount (recommended value)
- percentage of approved scope completed
- progress against project milestones, proposed and actual start and finish dates
- reasons for any variances in scope, cost or time
- details of complementary works or activities.

QRA progress payment requirements

Once actual expenditure has exceeded the initial submission advance and the project funding schedule has been executed, funding recipients can progressively claim expenditure incurred up to the lesser of:

- 90 per cent of the approved capped value or
- the estimated final cost.

Claims for expenditure must be lodged with a progress report, a detailed general ledger or transaction report demonstrating the actual expenditure incurred against the Recommended Value of the approved activities.

Contact your RLO for assistance.

QRA will provide quarterly progress reports to the Australian Government, until completion of all grant initiatives.

Funding recipients may be requested to provide case studies which may be published on QRA's website and social media.

13. Acquittal requirements

Submissions approved on estimates must be completed and acquitted within the required timeframes. To acquit funding submissions:

Annual acquittal requirements

Funding recipients are required to lodge an annual acquittal report for expenditure incurred each given financial year (to 30 June) within three months of the year end (i.e. by 30 September).

The annual acquittal report must be lodged via the MARS portal and include:

- a complete progress report
- evidence of expenditure for the financial year such as:
 - detailed general ledger or detailed transaction report (SAP report)
 - payroll report
 - travel expense report where applicable.

Final Progress report

In the MARS portal prepare and lodge a final progress report for the submission detailing:

- completed approved activities, dates completed
- reasons for variances in scope, cost or timeframes
- final actual costs reported against the approved capped amount
- attach evidence of the final actual expenditure such as a detailed general ledger, transaction report and or payroll report in editable format. Supporting source documents must be available for sampling by QRA and audit.

Close out submission

Once the lodged final progress report has been processed by QRA, MARS will create a Draft close out submission. Open the Draft close out submission in the MARS portal to enter:

- details of completed activities/works
- final actual costs reported against the approved activities and capped values
- reasons for variances
- references to line-item values in the evidence of expenditure and reconciled to the final progress report values
- references to evidence demonstrating the approved scope of activities or works have been completed (photographic evidence (JPG including EXIF metadata, GPS coordinates and date taken) or non-photographic evidence such as contractor invoices, job sheets, reports evidencing the completed approved activities.

Contact your RLO for assistance.

PART C – GOVERNANCE

14. Certification

All funding submissions, progress reports and close out submissions lodged with QRA must be certified by the funding recipient organisation's Director General, Chief Executive Officer, or equivalent or their delegated representative.

15. Funding Agreement

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

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.

16. Australian Government National Redress Scheme

Non-government organisations applying for a DRFA grant that are included on the National Redress Scheme's website list of '*Institutions that have not joined or have not signified their intent to join the Scheme*' will be assessed as ineligible for DRFA grant funding.

(www.nationalredress.gov.au).

Grant recipients that had joined the scheme or signified their intention to join the scheme at the time of the DRFA grant approval, must continue to meet the eligibility requirements relating to the National Redress Scheme (www.nationalredress.gov.au) at all times during the term of DRFA grant funding agreement.

The National Redress Scheme for Institutional Child Sexual Abuse Grant Connected Policy (Redress GCP). The Redress GCP is a whole of Australian government policy that makes non-government institutions named in applications to the Scheme, or in the Royal Commission into Institutional Responses to Child Sexual Abuse, that do not join the Scheme, ineligible for future Australian Government grant funding.

17. 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.

18. Procurement

When procuring goods or services state agencies must align with the Queensland Procurement Policy 2023 and associated policies, and local governments must align with the Local Government Act 2009 or City of Brisbane Act 2010, and their own procurement policy.

If expenditure is in breach of Queensland Government or council's procurement standards, reimbursement of these costs may be unable to be sought under the DRFA.

19. Record keeping

All state agencies and local councils 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.

20. Allowable Time Limit (Extension of time)

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

Funding recipients are required to contact your Regional Liaison Officer (RLO) as early as possible, detailing the unforeseen circumstances impacting project completion, the actions taken to minimise the impact, and the adjusted project plan and milestones and cost implications.

The RLO, in conjunction with the Portfolio Director, Operations, can assist with the process of formally lodging an EOT request.

21. Monitoring and evaluation

The objectives for measurement across the 2024-25 portfolio will be to examine whether each package:

- responded to community needs over time (appropriately and efficiently)
- contributed (effectively) to the achievement of package, and recovery and resilience objectives.

The agreed upon scope of the evaluation will depend on:

- uptake of the program/s within the package
- evidence gaps (informed by monthly reporting and insights from program managers)
- the type/nature of the package (including design and line of recovery and resilience).

Package evaluation reports must be completed by QRA's Evaluation Team six months after the completion of a package. To support the evaluation process, program managers, staff and key stakeholders may be requested to participate in interviews or supply additional data to the QRA evaluation team as part of final progress reporting.

22. Assurance activities

Funding recipients 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 reconstruction costs and or value for money assessments
- verification reviews on measures or projects.

23. Goods and Services Tax (GST)

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

24. Insurance

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

25. Public acknowledgement 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, social media, posters, advertising and signage associated with 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”.

Prior agreement must be reached with QRA which will oversee approval of media events and associated materials, in consultation with the National Emergency Management Agency (NEMA). All publications must also include both the State and Australian Government logos and the following disclaimer: ‘Although funding for this product has been provided by both the Australian and Queensland Governments, the material contained herein does not necessarily represent the views of either Government.’

As the funding programs are being delivered, the funding recipients, will identify announcement, progress and finalisation of program media opportunities. Funding recipients will communicate these opportunities to QRA, which will advise NEMA.

Contact QRA for assistance and approval for any releases at media@qra.qld.gov.au or (07) 3740 1700.

26. ANNEXURE 1 Eligible events and funding allocations

2024-25 event year	
AGRN and name of event	AGRN: 1174 North and Far North Tropical Low, 29 January – 28 February 2025
Name of activated package	Community Recreational Assets Recovery Program
Package approval date (Prime Minister's approval) <i>Costs incurred prior to the package approval date are ineligible for cost-sharing under the DRFA)</i>	8 March 2025
Key dates	Applications open: 06 June 2025 Applications close: 11 July 2025 Applicants advised: from August 2025
Eligible Local Government Areas (LGAs)	<ol style="list-style-type: none"> 1. Barcaldine Shire Council 2. Blackall- Tambo Regional Council 3. Boulia Shire Council 4. Burdekin Shire Council 5. Cairns Regional Council 6. Carpentaria Shire Council 7. Cassowary Coast Regional Council 8. Charters Towers Regional Council 9. Cloncurry Shire Council 10. Cook Shire Council 11. Croydon Shire Council 12. Diamantina Shire Council 13. Douglas Shire Council 14. Etheridge Shire Council 15. Flinders Shire Council 16. Hinchinbrook Shire Council 17. Hope Vale Aboriginal Shire Council 18. Kowanyama Aboriginal Shire Council 19. Longreach Shire Council 20. McKinlay Shire Council 21. Northern Peninsula Area Regional Council 22. Palm Island Aboriginal Shire Council 23. Pormpuraaw Aboriginal Shire Council 24. Richmond Shire Council 25. Tablelands Regional Council 26. Townsville City Council 27. Whitsunday Regional Council 28. Winton Shire Council 29. Wujal Wujal Aboriginal Shire Council 30. Yarrabah Aboriginal Shire Council
Delivery Agency	Queensland Reconstruction Authority (QRA)
Total approved funding	\$20,000,000

27.