



LATE ITEMS AGENDA

Friday 11 June 2021

commencing at 9:30am

Quilpie Shire Council Boardroom
50 Brolga Street, Quilpie

Ordinary Meeting of Council

8 June 2021

The Mayor and Council Members
Quilpie Shire Council
QUILPIE QLD 4480

Dear Members

Reference is hereby made to the Ordinary Meeting of the Quilpie Shire Council scheduled to be held at the Council Chambers, on **Friday, 11 June 2021**, commencing at **9:30am**.

An agenda for the Ordinary Meeting was forwarded to all Members on 4 June 2021. In addition to the agenda, please find attached a summary of "Late Items".

Yours faithfully

Justin Hancock
Chief Executive Officer





ORDINARY MEETING OF COUNCIL AGENDA

Friday 11 June 2021
Quilpie Shire Council Boardroom

TABLE OF CONTENTS

17	LATE ITEMS.....	3
17.1	(06/21) – NEW HOME OWNER GRANT POLICY, PROCEDURE AND APPLICATION FORM.....	3

Late Decision Report

Ordinary Meeting of Council

17 LATE ITEMS

17.1 (06/21) – New Home Owner Grant Policy, Procedure and Application Form

IX: 211071

Author: CEO, Justin Hancock

PURPOSE:

Council have developed the New Home Owner Grant Policy to provide a financial incentive for the construction of new residential dwellings in the Quilpie Shire Council Residential Development Area.

POLICY/LEGISLATION:

Local Government Act 2009

Local Government Regulation 2012

CS.103 New Home Owner Grant Policy

CS.103 New Home Owner Grant Procedure

New Home Owner Grant Application Form

CORPORATE PLAN:

6.1.1 Actively identify and implement initiatives that support, retain and attract families to the Shire.

RECOMMENDATION:

That Council adopt the:

- 1) New Home Owner Grant Policy;*
- 2) New Home Owner Grant Procedure; and*
- 3) New Home owner Grant Application Form.*

BACKGROUND:

This policy is an initiative of Quilpie Shire Council to provide financial assistance to new home owners. It is intended to support and does not replace the support provided to new home buyers by other levels of government. Eligible applicants will be able to apply for the Quilpie Shire New Home Owner Grant. The Grant is paid per new home; not to each of the applicants for the same home.

This policy is currently limited to areas identified in Council's Planning Scheme as 'Township' within the Zones of Quilpie, Adavale, Eromanga, Toompine and Cheepie. The policy requires applicants to construct a dwelling that must be classified as a Class 1a dwelling as set out in the Building Code of Australia with a total area of all floors greater than 100m². The Grant is valued up to \$12,500 towards building a New Home (valued at less than \$750,000). The Grant is paid on 5% of the value of the New Home to the maximum value of \$12,500. e.g. New Home value \$200,000.00 X 5% = \$10,000.

DISCUSSION:

Quilpie Shire currently has a housing shortage. This policy is to support the increase of housing stock within Quilpie Shire which will in turn assist in the increase of the population, provide economic development within the region and attract / retain employees for all industries.

FINANCIAL:

It is not anticipated that any grants payments will be made in the 2020/2021 financial period, therefore no budget amendment is required. A budget estimate of \$50,000 will be included within the 2021/2022 budget.

CONSULTATION:

Preston Law.

ATTACHMENTS:

Attachment A: CS.103 New Home Owner Grant Policy

Attachment B: CS.103 New Home Owner Grant Procedure

Attachment C: New Home Owner Grant Application Form.

CS.103 New Home Owner Grant Policy

1	OBJECTIVE	1
2	SCOPE	1
3	STATEMENT	1
4	DEFINITIONS.....	1
5	RELATED POLICIES LEGISLATION OTHER DOCUMENTS.....	2

Date Adopted by Council		Council Resolution No.	
Effective Date		Review Date	
Policy Owner	Council	Responsible Officer	CEO
Policy Number	CS.103	IX Reference	
Version Number			

CEO Chief Executive Officer
DCCS Director Corporate & Community Services
DES Director Engineering Services
MFS Manager Financial Services

1 OBJECTIVE

The objective of this policy is to provide a financial incentive for the construction of new residential dwellings within the Townships in the Quilpie Shire Area.

2 SCOPE

Eligible applicants are invited to apply for a one-off Grant of up to \$12,500.00 to offset expenses associated with building a New Home.

3 STATEMENT

This policy is an initiative of Quilpie Shire Council to provide financial assistance to new home owners. It is intended to support and does not replace the support provided to new home buyers by other levels of government. Eligible applicants will be able to apply for the Quilpie Shire New Home Owner Grant. The Grant is paid per new home; not to each of the applicants for the same home.

Quilpie Shire Council recognizes that as a result of COVID-19 there are opportunities for people to relocate to areas outside the east coast and particularly into less densely populated areas. Council has resolved to offer financial incentives to increase the likelihood of persons relocating to the area and establishing new residential dwellings.

The potential benefits to the Quilpie Shire Council local government area include:

- Population increases;
- Economic development; and
- Job creation.

4 DEFINITIONS

<u>Council</u>	Quilpie Shire Council
<u>Quilpie Shire First Home Owner Grant</u>	A Grant of up to \$12,500 towards building a New Home (valued at less than \$750,000). The Grant is paid on 5% of the value of the New Home to the maximum value of \$12,500. e.g. New Home value \$200,000.00 X 5% = \$10,000.
<u>Grant</u>	Quilpie Shire New Home Owner Grant
<u>New Home</u>	A new home is a house that has never been occupied as a place of residence or sold as a place of residence. The dwelling must be classified as a Class 1a dwelling as set out in the Building Code of Australia with a total area of all floors greater than 100m ² The Grant may also be available for new homes that have been moved from one site to another, as long as the new home has not been occupied since being fixed to the new site (including kit homes, manufactured homes).
<u>Townships</u>	Is the areas identified in Council’s Planning Scheme as ‘Township’ within the Zones of Quilpie, Adavale, Eromanga, Toompine and Cheepie.

5 RELATED POLICIES | LEGISLATION | OTHER DOCUMENTS

IX #	Details
[INSERT]	New Home Owner Grant Procedure
[INSERT]	Application Form

CS.103 New Home Owner Grant Procedure

1	OBJECTIVE	1
2	ELIGIBILITY CRITERIA.....	1
3	HOW TO APPLY.....	1
4	DEFINITIONS.....	2

Date Adopted by Council		Council Resolution No.	
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Policy Owner	Council	Responsible Officer	CEO
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CEO Chief Executive Officer
DCCS Director Corporate & Community Services
DES Director Engineering Services
MFS Manager Financial Services

1 OBJECTIVE

This Procedure sets out the requirements for and how Council will assess applications for the Quilpie Shire New Home Owner Grant. This document is to be read in conjunction with the New Home Owner Policy.

2 ELIGIBILITY CRITERIA

To be eligible to apply for the Grant the applicant/s must demonstrate and attach all necessary supporting documentation showing:

- **Applicants:** Must have built and own a New Home.
- **Age:** You (and any co-applicants for the Grant) are natural persons aged 18 years or older.
- **Citizenship:** At least one Applicant must be an Australian citizen or Permanent Resident.
- **Previous Grant Recipient:** You or any co-applicants must not have previously received the Grant.
- **Residence Requirements:** You must provide evidence that you moved into your New Home within 12 months of the issue of the Final Certificate and lived there continuously for a period of six months.
- **Eligible Parcels:** The New Home must be constructed within the areas identified in Council's Planning Scheme as 'Township' within the Zones of Quilpie, Adavale, Eromanga, Toompine and Cheepie.

Applications will not be considered if:

- An applicant is a trust or company (i.e. not an individual).
- The value of the New Home, including the land, is valued at more than \$750,000.
- You build your new home with Financial Help from a Related Person (who is not eligible for the Grant) who will also occupy the New Home.

The Council will assess all applications received in accordance with the eligibility criteria and the Policy and any decision made by Council on any application is final.

3 HOW TO APPLY

There are two ways to submit an application for the Quilpie Shire New Home Owner Grant:

Post your completed, original application form and all supporting documentation (which must include the signed contract to build your first home) to:

Quilpie Shire Council
PO Box 57
QUILPIE QLD 4480

We will also accept scanned applications, as long as these are:

- complete
- signed and witnessed
- clearly legible.

Email your application to admin@quilpie.qld.gov.au.

We may contact you for more information to confirm your eligibility for the Grant.

4 DEFINITIONS

<u>Council</u>	Quilpie Shire Council
<u>Quilpie Shire First Home Owner Grant</u>	A Grant of up to \$12,500 towards building a New Home (valued at less than \$750,000). The Grant is paid on 5% of the value of the New Home to the maximum value of \$12,500. e.g. New Home value \$200,000.00 X 5% = \$10,000
<u>Grant</u>	Quilpie Shire First Home Owner Grant
<u>Final Certificate</u>	Means the issue of a certificate by Council confirming the dwelling may be lawfully occupied.
<u>Financial Help</u>	<ul style="list-style-type: none"> • a gift of money or property (whether or not the gift is enough for you to build the home) • a contribution towards the purchase, building or maintenance of the home • making a loan repayment for the home • forgiving a loan repayment • transferring land on which the home is to be built for an amount less than its market value • transferring an existing home for an amount less than its market value • building a home for a discounted price • agreeing to pay any rates, utilities or repair and maintenance costs for the home • agreeing to act as guarantor on the home mortgage • agreeing to pay market rent for living in an applicant's home • indirect payments to a third party (e.g. to pay a debt owed by an applicant to the third party) • indirect payments from a third party (i.e. a company or trust for which a related person is a director or trustee). <p>Financial help does not include a commercial loan from an authorised deposit-taking institution listed by the Australian Prudential Regulatory Authority.</p>
<u>New Home</u>	<p>A new home is a house that has never been occupied as a place of residence or sold as a place of residence. The dwelling must be classified as a Class 1a dwelling as set out in the Building Code of Australia with a total area of all floors greater than 100m².</p> <p>The Grant may also be available for new homes that have been moved from one site to another, as long as the new home has not been occupied since being fixed to the new site (including kit homes, manufactured homes)</p>
<u>Permanent Resident</u>	<p>A person who holds a permanent visa, or is a New Zealand citizen with a special category visa, as defined by the Migration Act 1958 (Cwlth).</p> <p>A New Zealand citizen with a special category visa must have a current New Zealand passport to be a permanent resident.</p>

<u>Related Person</u>	A parent, child, grandparent, sibling, uncle or aunt of an applicant, or the spouse of any of these.
<u>Townships</u>	Is the areas identified in Council's Planning Scheme as 'Township' within the Zones of Quilpie, Adavale, Eromanga, Toompine and Cheepie.



NEW HOMEOWNER GRANT APPLICATION FORM

APPLICANT DETAILS:	
Full Name:	
Date of Birth:	
Residential Address:	
Email:	
Contact Phone Number:	
Citizenship:	Australian Citizen: <input type="checkbox"/> Permanent Resident: <input type="checkbox"/> Temporary Resident: <input type="checkbox"/> Foreign Citizen: <input type="checkbox"/>

If there is more than one Applicant include the additional Applicant details on another page.

DOCUMENTS TO BE PROVIDED: (ALL DOCUMENTS TO BE CERTIFIED COPIES OF THE ORIGINAL)	
Identity documents:	Passport or Visa: <input type="checkbox"/> Driver's License: <input type="checkbox"/> Medicare Card: <input type="checkbox"/> Birth Certificate: <input type="checkbox"/>
Supporting evidence to confirm your home is a New Home:	Contract of Sale (Land): <input type="checkbox"/> Build Contract: <input type="checkbox"/> Final Inspection Certificate: <input type="checkbox"/>
Supporting evidence to confirm that you moved into your New Home within 12 months of the issue of the Final Certificate.	Rates Notice: <input type="checkbox"/> Electricity/Internet Invoice: <input type="checkbox"/> Statutory Declaration: <input type="checkbox"/>



NEW HOMEOWNER GRANT APPLICATION FORM

Supporting evidence to confirm that you lived in your New Home continuously for a period of 6 months:	<table style="width: 100%; border: none;"> <tr> <td style="border: none;">Rates Notices:</td> <td style="border: none; text-align: right;"><input type="checkbox"/></td> </tr> <tr> <td style="border: none;">Electricity/Internet Invoices:</td> <td style="border: none; text-align: right;"><input type="checkbox"/></td> </tr> <tr> <td style="border: none;">Employment details:</td> <td style="border: none; text-align: right;"><input type="checkbox"/></td> </tr> <tr> <td style="border: none;">Statutory Declaration:</td> <td style="border: none; text-align: right;"><input type="checkbox"/></td> </tr> </table>	Rates Notices:	<input type="checkbox"/>	Electricity/Internet Invoices:	<input type="checkbox"/>	Employment details:	<input type="checkbox"/>	Statutory Declaration:	<input type="checkbox"/>
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Electricity/Internet Invoices:	<input type="checkbox"/>								
Employment details:	<input type="checkbox"/>								
Statutory Declaration:	<input type="checkbox"/>								

IDENTIFICATION OF ELIGIBLE PARCEL:
The New Home must be constructed on a parcel of land identified within Council's Planning Scheme as 'Township' within the Zones of Quilpie, Eromanga, Toompine and Cheepie. Please identify the parcel of land, together with a Title Search confirming that you are the registered owner:

DECLARATION						
<p>Privacy Notice: The information you provide on this form will be used by the agency you are applying to, to deal with your application and assess your application.</p> <p>I declare that:</p> <ul style="list-style-type: none"> The information provided in this form is complete and correct; I understand that if this application is approved, such information as provided by me will form the basis of my approval for the new homeowner grant with Council; I meet the required eligibility criteria; I have read the privacy notice; and Where applicable, I have attached required documentation and supporting evidence. <p>I understand that it is an offence to give misleading information about my identity, and that doing so may result in a decision to refuse to process my application.</p> <table style="width: 100%; border: none;"> <tr> <td style="width: 50%; border: none;"> Signature: _____ Applicant Signature </td> <td style="width: 30%; border: none;"> _____ Applicant Name </td> <td style="width: 20%; border: none;"> Date: _____ </td> </tr> <tr> <td style="border: none;"> Signature: _____ Applicant Signature </td> <td style="border: none;"> _____ Applicant Name </td> <td style="border: none;"> Date: _____ </td> </tr> </table>	Signature: _____ Applicant Signature	_____ Applicant Name	Date: _____	Signature: _____ Applicant Signature	_____ Applicant Name	Date: _____
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NEW HOMEOWNER GRANT APPLICATION FORM

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