



**CENTRAL  
HAWKE'S BAY**  
DISTRICT COUNCIL



# Retirement Housing Policy

Adopted: 17 November 2021

Review: 2024

*Together we Thrive! E ora ngātahi ana!*

## Contents

Contents.....	1
Introduction .....	2
Levels of Service .....	2
Policy Objectives.....	2
Application .....	3
Eligibility Criteria.....	3
Changes in Circumstances .....	3
Financial Management .....	3
References .....	4

## Introduction

Council provides retirement housing in three locations: 24 units at Kingston Place, Waipawa; 20 units at Ruahine Place and 4 units on Wellington Road, both in Waipukurau. The units were built between 1969 and 1983.

In 2019, Council adopted its [Housing Strategic Framework](#). The overarching aim of the Framework is to 'support our community to Thrive through access to a home - He āhuru mōwai, e taurikura ai te hāpori'. This aim is supported by four strategic goals. This body of work focusses on the achievement of Goal 4: 'Retirement Housing is provided in the most efficient and effective way'. Goal Four is supported by two result areas:

1. Our retirement housing is sustainable and managed to provide the most efficient and effective outcomes to our community in the widest sense.
2. Our Central Hawke's Bay People can retire in Central Hawke's Bay.

Council carried out a service and delivery review in 2020 of its Retirement Housing activity. The review meets the requirements of Section 17A of the Local Government Act 2002. The Retirement Housing Section 17a Report was adopted in October 2020, the outcome being that Council would continue to offer Retirement Housing, but the rental fees would need to increase considerably to meet the Revenue and Financing Policy. The increased rents included the need to increase reserves to fund future renewals and some upgrades. Investment in new housing was deferred.

The above combined with the Governance Policy Framework sets the stage for this directional policy.

## Levels of Service

As part of the development of the 2021-2031 Long Term Plan levels of service statements were adopted to reflect the main aspects of the Council's intended service delivery. The Level of Service Statement for the Retirement Housing Activity is:

*Council provides safe, well maintained, and comfortable community housing for our Retired Community*

## Policy Objectives

The policy objectives represent the key principles that help govern decision-making. They set forth the outcomes to be achieved by the actions within the application section. The basis of operating the retirement housing activity is based on the three following objectives:

1. To house the most 'in need' independent living older CHB residents  
This means:
  - a. Providing basic fit for purpose warm and dry living environment to enable independent living in the community for as long as practicable
  - b. Priority for long-term residents and connections to the CHB community
2. To be Not-for-profit but sustainably self-funding including long term renewals and upgrades

This means:

- a. Meet mandatory rental standards
  - b. Reflect the needs of the tenants and are fit for purpose
  - c. Consider increasing the number of units over time
3. To be a supportive property owner with consideration for the safety and wellbeing of its tenants.

This means:

- a. Assist residents to access the accommodation supplement
- b. Communicate with next of kin and/or community service providers when diminished independent living is noted or reported.

## Application

### Eligibility Criteria

Units are tenanted on a first come-first serve basis for those that meet all the eligibility criteria of (NB: this does not affect existing tenants):

1. New tenants minimum age will be the standard eligible age for Super (currently 65+)
2. Be a resident of Central Hawke's Bay district for at least three years unless there are extenuating circumstances (strong family connections and/or history)
3. Capable of independent living and suitability to live in a close communal environment
4. Have limited financial means as determined by
  - a. Hold a Community Service Card (gross income below \$31,568 a year currently)
  - b. Asset limit of \$33,000 single, \$55,000 a couple

### Changes in Circumstances

1. A tenant's eligibility to occupy a retirement housing unit will be re-assessed if reasonable grounds exist to suspect a tenant's eligibility to occupy the unit may have changed.
2. Where it is apparent that there are existing or impending eligibility issues for medical reasons, Council will in the first instance seek to facilitate the provision of the appropriate social service support. Subsequent to this, if the tenant is clearly unable to meet the eligibility criteria on an ongoing basis Council will give the tenant notice to vacate. This is based on the need to: protect the interests and wellbeing of the tenant and their personal safety; protect the interests and wellbeing of other tenants; ensure Council continues to have housing available to those most in need.

### Financial Management

1. The Retirement Housing units are maintained using good asset management practices and are fit for purpose
2. Rents are set at a level that is commensurate with the Revenue and Finance Policy and the activity is rates neutral
3. Rents are reviewed against market movements annually and will fall in a range of 75%-90% of market rates.
4. There is support for tenants to access the accommodation supplement



## References

Governance Policy Framework:

[https://chbdcouncil.sharepoint.com/:b:/s/polandplan/EQhWOL\\_X63xJsIIO1YOzyUoB4zWZihyPbYC6ARzUzNWLgQ?e=ZJ1Pmm](https://chbdcouncil.sharepoint.com/:b:/s/polandplan/EQhWOL_X63xJsIIO1YOzyUoB4zWZihyPbYC6ARzUzNWLgQ?e=ZJ1Pmm)

Housing Strategic Framework 2019-2029:

<https://chbdcouncil.sharepoint.com/:b:/s/polandplan/EfeqQdzjd2IFhJnrdThGwa0B5mhryY9jljx-v77QxJJNWg?e=d55KH0>

Retirement Housing Section 17a Review October 2020:

<https://chbdcouncil.sharepoint.com/:b:/s/commengagement/Ef7aobUATXBGhmEaf2VPEhwBUsSyHrkixyFDSNvWetmt4g?e=a60GJm>

Retirement Housing Operational Policy (Draft) to be added once approved by ELT