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Clutha District Council

POLICY

COMMUNITY HOUSING POLICY 2026		ACTIVITY GROUP:	COMMUNITY SERVICES
Policy Type:	Council		
Approved by:	Council		
Department:	Community Services Department		
Date Approved:	25 June 2026	**Next Review Date:**	25 June 2029
Relevant Legislation:	Residential Tenancies Act 1986 Housing Improvement Regulations 1947 Healthy Homes Guarantee Act 2017		
Clutha District Council Documents referenced:	Clutha District Council Schedule of Fees and Charges Clutha District Council Significance and Engagement Policy Clutha District Long Term Plan		

PURPOSE

Council aims to provide community housing that maintained in accordance with current legislative requirements and to ensure CDC housing units are allocated to people most in need. People aged 65 and over with limited financial means will be prioritised.

The purpose of this policy is to outline:

1. How Council will ensure that its community housing units meet legislative requirements.
2. The eligibility criteria for the CDC community housing application process.
3. The prioritisation of the CDC community housing waitlist.

SCOPE

This policy applies to all persons applying to reside in Council's community housing and to Council staff and contractors who plan for, manage or maintain Council's community housing. The policy explains who is eligible for a CDC community housing unit and how applicants will be prioritised on the waitlist.

OUT OF SCOPE

This policy does not include information about housing rents as these charges are set by Council via the Annual Plan and Long-Term Plan process and can be found in the Fees and Charges schedule.
The Policy also does not include information about the funding sources for community housing as this information is determined by Council's Revenue and Finance Policy.

DEFINITIONS

Community housing block	A site where a number of community housing units are located. Currently there are 11 blocks, spread across eight towns in the Clutha District
Single person	For the purpose of this policy a single person means one person without dependants
Couple	For the purpose of this policy a couple means two persons without dependants
Asset Limit	The maximum value of assets (both cash and non-cash assets) that an eligible applicant(s) may have
Eligibility	A person that satisfies the eligibility criteria will be considered suitable for a CDC community housing unit
Waitlist	The list of eligible applicants waiting for a CDC community housing unit

POLICY

1. Future ownership

1.1. Council is committed to providing Council community housing in the Clutha District.

1.2. Council will consider approaches from community organisations or similar concerning the future ownership and/or management of Council-owned community housing units.

1.3. If approved by Council, officers of Council will facilitate the development of proposals regarding the management and operation with interested groups, and also ensure that any proposals include the protection of the existing tenants.

1.4. Council will fulfil its obligations under the Local Government Act 2002 and conform with its Significance and Engagement Policy when considering future ownership options.

2. Level of service

2.1. Council's existing community housing units will be provided and maintained at a level that meets current legislative requirements.

2.2. Council will undertake work to ensure its existing units meet the requirements of the Healthy Homes Guarantee Act 2017 (HHS).

2.3. Improvements which exceed the requirements of the HHS may be undertaken where this can be done in a cost-effective manner, and Council believes this will ensure the unit is more liveable (e.g. warmer, affordable to heat, meets modern standards).

2.4. Council will prepare plans and budgets for any required improvements or rebuilds in an Asset Management Plan, as part of its 3-yearly Long Term Plan process.

2.5. Council will consider the creation of additional new units at existing community housing blocks where:

- There is sufficient space available; and

- There are funds available for this purpose; and
- The development can be undertaken as a rates neutral activity; and
- There is sufficient demand for additional units.

2.6. Council will consider the creation of additional new community housing blocks where:

- Land is available; and
- There are funds available for this purpose; and
- The development can be undertaken as a rates neutral activity; and
- There is sufficient demand for an additional block; and
- Services are available.

3. ELIGIBILITY

3.1. A housing applicant needs to meet the following eligibility criteria before their application is accepted – see appendix 1

3.2. Age and residency

- To be considered eligible an applicant must be:
- Aged 25+ years and over **AND**
- A New Zealand citizen OR have a permanent resident visa and have lived in NZ continuously for at least 2 years **AND**
- Be able to live independently and care for themselves **OR** only require minimum supervision and support from the community support workers. This is to be supported by a letter from the applicant's doctor.

3.3. Income level

3.3.1 The income limit is equal to the Work and Income New Zealand income limit for Non-beneficiary Accommodation Supplement.

3.3.2 The Non-beneficiary income limit information is set annually and can be found on the Work and Income NZ website:

Accommodation Supplement Tables

In exceptional circumstances the income limit can be increased at the discretion of the Community Services Group Manager.

3.4. Asset Limit

3.4.1 The household asset limit is equal to two times the Work and Income New Zealand income limit for Non-beneficiary Accommodation Supplement.

3.4.2 The Non-beneficiary income limit information is set annually and can be found on the Work and Income NZ website:

Accommodation Supplement Tables

In exceptional circumstances the asset limit can be increased at the discretion of the Community Services Group Manager.

3.5. The following measures will be used to assess prospective tenants:

- Meeting/Interview – Council staff will meet with prospective tenant, and an interview may be requested on a case-by-case basis.
- Landlord reference – Council requires two references, preferably one from a previous landlord if possible or equivalent (feedback regarding current housing arrangements), and the second a character reference.
- Credit check – Council will assess all applicants' financial history and ability to keep up with rent payments. If the credit check results are not suitable, Council will not proceed with the application.
- Support – If the applicant requires support services from an external agency as assessed by Council staff, then the details of any on-going support will be required in writing.

4. PRIORITISATION

CDC community housing waitlist prioritisation – see appendix 1

4.1. All eligible applications are given a priority rating according to their age. Applicants are then placed on the waitlist in order of their priority rating and date of application.

4.2. The following priority-based criteria apply to tenant selection in all community housing units:

Priority Level	Description
1	Applicant is 65 years of age or older
2	Applicant is aged between 55 - 64 years of age
3	Applicant is aged between 25 - 54 years of age

5. TENANT PLACEMENT PROCESS

Tenant placement

5.1. When a housing unit becomes available the waitlist is examined and the housing unit will be offered to the next eligible applicant on the waitlist, within the highest priority group.

5.2. Council will consider the suitability of applicants applying to live in a community housing environment.

5.3. Compatibility with existing tenants can be a reason for placing applicants on the waiting list until a suitable placement becomes available.

6. OTHER RELEVANT POLICY CONSIDERATIONS

6.1. Tenancy agreement

5.1.1 Tenancy agreements between the Council (as the landlord) and the tenant shall be periodic tenancies, with either party able to give notice as required under the *Residential Tenancies Act 1986*.

5.3 Transfer of tenants

5.3.2 Tenant requests to move units will be at the discretion of the Council, and will be considered subject to the following conditions:

- The tenant requesting to move must have a good payment record and keep their units clean and tidy as per the annual maintenance inspections.
- Moving units requires the termination of the tenancy agreement and the commencement of a new tenancy agreement.
- All associated shifting costs will be borne by the tenant.
- Where more than one tenant applies for a vacant unit, priority will be given to the tenant that currently has longest continuous tenancy with Council.

5.2.2 Council may require tenants to temporarily move to alternative accommodation where significant renewal work is to be undertaken on their existing unit. In this case, all associated shifting costs will be borne by Council. Council will attempt to minimise disruption for tenants during this process.

5.3 Animals

5.3.2 Consent by Council is required to keep a pet, this can be refused if the pet is unsuitable for the property, violates bylaws or is dangerous.

5.3.2 Tenants are liable for any pet-related damage beyond normal wear and tear and requires the tenant to have the carpet cleaned at the end of the tenancy.

5.3 Smoke/vape free housing

5.3.2 All new tenancy agreements shall require that all new tenancies shall be smoke/vape free for all indoor areas. This includes tenants and any visitors to the units. Failure to comply with this requirement may result in the tenancy being terminated and cleaning of the unit with all costs to be recovered from the tenant. This includes where tenants elect to shift units.

5.3 Carparking

5.3.2 Carports are allocated to specified units and are paid for by those tenants. This can be changed on a case-by-case basis at the discretion of Council.

5.3.2 Some locations have designated parking spaces. Allocation of these parks are at the discretion of Council.

5.3 Version Control

Version History			
Date:	**Action:**	**Name:**	**Version:**
15 December 2011	Policy Issued		1
17 September 2020	Policy reviewed and adopted by Council	M. Goldsmith	2
25 June 2026	Policy reviewed and adopted by Council	D. Burrow	3

APPENDIX 1: CDC COMMUNITY HOUSING, ELIGIBILITY ASSESSMENT AND PRIORITISATION PROCESS



