



TE KAUNIHERA Ā-ROHE O  
**ŌTOROHANGA**  
DISTRICT COUNCIL

# Open Agenda

**ŌTOROHANGA COMMUNITY BOARD**

08 June 2026

# Ōtorohanga Community Board

**Notice is hereby given** that an ordinary meeting of the Ōtorohanga Community Board will be held in Waikōwhitiwhiti (Council Chambers), Ōtorohanga District Council, 17 Maniapoto Street, Ōtorohanga on Monday, 08 June 2026 commencing at 4.00pm.

Tanya Winter, Chief Executive

25 May 2026

## Ōtorohanga Community Board membership

Chairperson	Bronwyn Tubman
Deputy Chairperson	Craig Thomas
Board Member and Ōtorohanga Ward Councillor	Tayla Barclay
Board Member, Ōtorohanga Ward Councillor and Deputy Mayor	Katrina Christison
Board Member	Leanne Massey
Board Member	Brendon McNeil

## Disclaimer

This meeting will be audio and video recorded and livestreamed to ŌDC's YouTube channel to support public access. People attending the meeting may be recorded as part of the meeting proceedings.

## Public forum

Public forum gives members of the community an opportunity to speak to the Board at the start of an ordinary meeting. It supports public participation in local decision-making.

To speak at public forum, please use the [online form](#) on our website, or contact our Customer Experience team on 07 873 4000.

## **Role of the Ōtorohanga Community Board**

The Ōtorohanga Community Board is a separate body from ŌDC's governing body (the Mayor and Councillors). Its role is set out in section 52 of the Local Government Act 2002. The points below summarise that role for agenda purposes.

1. Represent, and act as an advocate for, the interests of the Ōtorohanga township community.
2. Consider and report on all matters referred to it by Ōtorohanga District Council, or any matter of interest or concern to the Board.
3. Maintain an overview of services provided by Ōtorohanga District Council within the Ōtorohanga township community.
4. Prepare and make an annual submission to Ōtorohanga District Council for expenditure within the Ōtorohanga township community.
5. Communicate with community organisations and special interests' groups within the Ōtorohanga township community.
6. Undertake any other responsibilities that are delegated to it by Ōtorohanga District Council.

## **Delegations by Ōtorohanga District Council**

ŌDC may delegate powers to the Board and has made the following delegations, to be exercised in accordance with Council policy.

### **Power to act – Reserve Funds**

Full decision-making authority on the use of Reserve Funds in accordance with Council policy for:

1. Ōtorohanga General Reserve Fund.
2. Ōtorohanga Community Board Property Development Fund.

### **Power to act – Discretionary Fund**

Full decision-making authority on the use of the Board's discretionary fund in accordance with Council policy.

### **Power to recommend – Long Term Plan/Annual Plan/Policy issues**

Authority to make submissions to the Long Term Plan or Annual Plan process on activities, service levels, and expenditure (including capital works priorities) within the Board's area, and to make submissions in relation to any policy matter which may have an effect within the Board's area.

### **Power to recommend – Advocacy/Submission to other agencies**

Authority to recommend to the Council on inclusions to submissions/advocacy to external organisations.

<b>Opening formalities</b>	<b>Ngā tikanga mihimihi</b>	<b>Page #</b>
Commencement of meeting		6
Opening prayer/reflection/words of wisdom		6
Apologies		6
Public forum		6
Late items		6
Declaration of a conflict of interest		7
Confirmation of minutes	4 May 2026	7

<b>Decision reports</b>	<b>Nga pūranga whakatau</b>	<b>Page #</b>
Item 8 Older Persons Housing Policy		17

<b>Information reports</b>	<b>Nga pūrongo mohiohio anake</b>	<b>Page #</b>
There are no reports.		

<b>Other business</b>	<b>Ētahi atu take</b>	<b>Page #</b>
Board projects underway from the last Triennium		32
Recommendation by the Board to Ōtorohanga District Council for the 26/27 financial year		32
Ōtorohanga General Reserve Fund		32
Ōtorohanga Property Fund		33
Discretionary Fund		33
Resolution Register		34

<b>Public excluded</b>	<b>Take matatapu</b>	<b>Page #</b>
There are no reports.		

<b>Closing formalities</b>	<b>Nga tikanga whakakapi</b>	<b>Page #</b>
Closing prayer/reflection/words of wisdom		34
Meeting closure		34

<b>Workshops</b>	<b>Hui awheawhe</b>	<b>Status</b>
Item 1	Ōtorohanga Town Concept Plan overview	Open
Item 2	Monthly discussion on items raised in public forum or outstanding matters.	Open

This Open Agenda was prepared by Manager Governance, Kaia Penwarden and approved for distribution by Group Manager Engineering & Assets, Mark Lewis on 25 May 2026.

**Commencement of meeting****Te tīmatanga o te hui**

The Chairperson will open the meeting. Where applicable, staff will confirm that the livestream to YouTube is operating.

**Opening prayer/reflection/words of wisdom****Karakia/huitao/whakataukī**

Chairperson Tubman will lead the opening karakia provided in the agenda and then offer opening words.

**Apologies****Ngā hōnea**

A Board Member who does not have leave of absence may give an apology if they will be absent for all or part of the meeting. The meeting may accept or decline the apology. If the apology is accepted, that operates as leave of absence for that meeting, or for the relevant part of it.

If an apology is received, the following resolution is recommended: *That the Ōtorohanga Community Board accept the apology from \_\_\_\_\_ for \_\_\_\_\_ (late arrival, early departure, or absence).*

**Public forum****Hui tūmatanui**

Public forum allows members of the public to bring matters to the Board's attention, whether or not they are on the meeting agenda. Requests to speak must be made using the form on Council's website: [otodc.govt.nz/about-council/meetings/speak-at-public-forum](http://otodc.govt.nz/about-council/meetings/speak-at-public-forum). Alternatively, please contact Council's Customer Experience team on 07 873 4000. Speakers may speak for up to five minutes. No more than two speakers may speak on behalf of the same organisation. After each presentation, elected members may ask questions to obtain information or clarification. The meeting will not debate or decide matters raised in public forum unless they relate to an item already on the agenda.

Mrs Liz Cowan has requested to speak on the installation of some basic amenities (picnic tables, basic shade cover etc.) and perhaps some low growing non-invasive native planting at the rear of the Ōtorohanga Museum.

**Late items****Ngā take tōmuri**

An item not on the agenda may be dealt with only in accordance with legislation. A resolution is required stating why the item is not on the agenda and why it cannot be delayed until a subsequent meeting. Late items may be considered only where special circumstances exist.

If a late item is raised, the following resolution is recommended: *That the Ōtorohanga Community Board accept the late item \_\_\_\_\_ under section 46A of the Local Government Official Information and Meetings Act 1987 because \_\_\_\_\_, and because the item cannot be delayed until a subsequent meeting because \_\_\_\_\_.*

## Declaration of a conflict of interest

## Te whakapuakanga pānga taharua

Members are reminded to identify and declare any conflict of interest before taking part in discussion or voting. A statutory conflict may arise under the Local Authorities (Members' Interests) Act 1968 where a member has a pecuniary interest in the matter. In that case, the member must not discuss or vote on the matter unless a statutory exception applies. Members should also consider non-pecuniary conflicts, predetermination, and bias under the Code of Conduct, standing orders, and any applicable conflicts policy.

A non-pecuniary conflict may exist where:

- The interest or relationship means you are biased; and/or
- Someone looking in from the outside could have reasonable grounds to think you might be biased.

If a conflict is declared, the following resolution is recommended: *That the Ōtorohanga Community Board receive the declaration of conflict of interest from \_\_\_\_\_ in relation to item \_\_\_\_\_, record whether the member withdrew from discussion and/or voting, and note the declaration for inclusion in ŌDC's conflicts register in accordance with internal process.*

## Confirmation of minutes

## Te whakaū i nga meneti

The unconfirmed open minutes of the previous meeting are attached.

### Staff recommendation

That the Ōtorohanga Community Board confirm the Open Minutes of the meeting held on 04 May 2026 as a true and correct record.



TE KAUNIHERA Ā-ROHE O  
**ŌTOROHANGA**  
DISTRICT COUNCIL

# Open Minutes

## ŌTOROHANGA COMMUNITY BOARD

4 May 2026

# Ōtorohanga Community Board

Open Minutes of an ordinary meeting of the Ōtorohanga Community Board held in Waikōwhitiwhiti (Council Chambers), Ōtorohanga District Council, 17 Maniapoto Street, Ōtorohanga on Monday, 4 May 2026 commencing at 4.00pm.

Tanya Winter, Chief Executive

18 May 2026

## Ōtorohanga Community Board attendance

Chairperson	Bronwyn Tubman	Attended
Deputy Chairperson	Craig Thomas	Attended
Board Member and Ōtorohanga Ward Councillor	Tayla Barclay	Attended
Board Member, Ōtorohanga Ward Councillor and Deputy Mayor	Katrina Christison	Attended
Board Member	Leanne Massey	Attended
Board Member	Brendon McNeil	Apology

## ŌDC senior staff in attendance

Chief Executive	Tanya Winter	Attended
Group Manager Engineering & Assets	Mark Lewis	Attended

<b>Opening formalities</b>	<b>Ngā tikanga mihimihi</b>	<b>Page #</b>
Commencement of meeting		5
Opening prayer/reflection/words of wisdom		5
Apologies		5
Public forum		5
Late items		5
Declaration of a conflict of interest		5
Confirmation of minutes		5

<b>Decision reports</b>	<b>Ngā pūrongo whakatau</b>	<b>Page #</b>
There are no reports.		

<b>Information reports</b>	<b>Ngā pūrongo mōhiohio anake</b>	<b>Page #</b>
There are no reports.		

<b>Other business</b>	<b>Ētahi atu take</b>	<b>Page #</b>
Board projects underway from the last Triennium		6
Recommendation by the Board to Ōtorohanga District Council for the 26/27 financial year		6
Ōtorohanga General Reserve Fund		7
Ōtorohanga Property Reserve Fund		7
Discretionary Fund		7
Board Member updates		7
Resolution Register		7

**Public excluded****Take matatapu****Page #**

There are no reports.

**Closing formalities****Ngā tikanga whakakapi****Page #**

Closing prayer/reflection/words of wisdom

7

Meeting closure

8

**Workshops****Hui awheawhe****Status**

Item 1 Monthly discussion on items raised in public forum or outstanding matters.

Open

These Open Minutes were prepared by Manager Governance, Kaia Penwarden and approved for distribution by Group Manager Engineering & Assets, Mark Lewis on 18 May 2026.

**Chairperson's Certification**

These minutes of the meeting of the Ōtorohanga Community Board held on 4 May 2026 are confirmed as a true and correct record of the proceedings of that meeting.

\_\_\_\_\_ Chairperson

\_\_\_\_\_ Date:

**Commencement of meeting****Te tīmatanga o te hui**

Chairperson Tubman declared the meeting open at 4.00pm.

**Opening prayer/reflection/words of wisdom****Karakia/huitao/whakataukī**

Board Member Massey provided the following words of wisdom:

**Apologies****Ngā hōnea**

Resolved O19: That the Ōtorohanga Community Board receive and accept the apology from Board Member Brendan McNeil for non-attendance.

Councillor Christison | Board Member Massey

**Public forum****Hui tūmatanui**

There were no requests to speak in public forum.

**Late items****Ngā take tōmuri**

There were no late items submitted in accordance with section 46A(7) of the Local Government Official Information and Meetings Act 1987.

**Declaration of a conflict of interest****Te whakapuakanga pānga taharua**

No member declared a conflict of interest in relation to the matters on the agenda, in accordance with the Local Authorities (Members' Interests) Act 1968.

**Confirmation of minutes****Te whakaū i ngā meneti**

Resolved O20: That the Ōtorohanga Community Board confirm as a true and correct record of the meeting, the Open Minutes of the meeting held on 13 April 2026 as distributed.

Deputy Chairperson Thomas | Board Member Massey

**Decision reports****Ngā pūrongo whakatau**

There were no decision reports.

**Information reports****Ngā pūrongo mōhiohio anake**

There were no information reports.

**Board projects underway from the last Triennium****Dog agility park**

ŌDC's Mark Lewis advised that the sponsorship and fundraising component of the dog agility park project was completed, and the working group would be brought together shortly with a view to commencing construction in the summer months.

**Outdoor gym**

Chairperson Tubman advised that the official opening of the outdoor gym had been postponed until the name is formally approved and signage is created, with an official opening expected later this year.

**Recommendation by the Board to Ōtorohanga District Council for the 26/27 financial year**

The projects recommended by the Board will be confirmed by Ōtorohanga District Council at the adoption of the Annual Plan 26/27 in June 2026.

**Ōtorohanga General Reserve Fund**

There were no distributions or commitments made.

**Ōtorohanga Property Reserve Fund**

There were no distributions or commitments made.

## **Discretionary Fund**

There were no distributions or commitments made.

## **Board Member updates**

Councillor Christison attended the Grants and Awards Committee meeting, chairperson training, both the ANZAC dawn and civic services, the Ōtorohanga District Council meeting, and Kalani Henry's fundraiser for Miss New Zealand.

Councillor Barclay attended her first Grants and Awards Committee meeting, the ANZAC civic service, the ŌDC meeting, and visited Kio Kio Station Road with Waikato Regional Council members regarding flooding.

Chairperson Tubman attended an elected member workshop on 14 April, chairperson training, the ANZAC civic service, and a blessing on behalf of the Ōtorohanga Community Board over the weekend.

## **Resolution Register**

There were no resolutions of the Ōtorohanga Community Board that were not yet finalised.

## **Public excluded**

There were no public-excluded items.

## **Closing prayer/reflection/words of wisdom**

Deputy Chairperson Thomas provided the closing prayer.

## **Meeting closure**

Chairperson Tubman declared the meeting closed at 4.08pm.

## **Workshops**

Monthly discussion with staff on items raised in public forum or outstanding matters.

Open

## Adoption of Minutes

That the Open Minutes of the **Ōtorohanga Community Board** meeting held on **4 May 2026** be adopted as a true and correct record.

*Moved:* \_\_\_\_\_

*Seconded:* \_\_\_\_\_

## Version control

Version	Status	Date	Description
1.0	Draft	5 May 2026	Initial draft prepared following the meeting
2.0	Confirmed	[insert adoption date]	Minutes adopted by the Ōtorohanga Community Board

**Decision reports****Ngā pūrongo whakatau****Disclaimer**

The reports attached to this Open Agenda contain recommendations and suggested resolutions only. They do not become decisions of the Ōtorohanga Community Board unless adopted by formal resolution.

This Open Agenda may be amended before or during the meeting by the addition or withdrawal of items, where lawful to do so.

**Item 8** Older Persons Housing Policy  
**To** Ōtorohanga Community Board  
**From** Keri Downs, Senior Property Advisor  
**Type** **DECISION REPORT**  
**Date** 4 June 2026



**1. Purpose | Te kaupapa**

1.1. To consider the Older Persons Housing Policy review recommendations and, if appropriate, provide a recommendation for consideration by Ōtorohanga District Council.

**2. Executive summary | Whakarāpopoto matua**

- 2.1. The ‘Older Persons Housing Policy’ was reviewed in 2023. Veros conducted the ‘Ōtorohanga District Council Older Persons Housing Review’ in 2025 and recommended that the policy be reviewed and updated.
- 2.2. The Community Board may provide a recommendation only. Final decision-making authority rests with the full Council.

**3. Staff recommendation | Tūtohutanga a ngā kaimahi**

That the Ōtorohanga Community Board recommend Ōtorohanga District Council update the ‘Older Persons Housing Policy’ to incorporate the recommendations from the Ōtorohanga District Council Older Persons Housing Review and take into consideration the following matters:

a) .....

**4. Context | Horopaki**

- 4.1. Council must regularly review whether its services are effective, efficient and still needed. Any changes to rent or the policy must follow tenancy law and protect tenants’ rights.
- 4.2. Any discussions about individual tenants, such as rent impacts or MSD support, must protect privacy.

**Delegation to the Board**

- 4.3. Council has delegated authority to the Board to make submissions in relation to any policy matter which may have an effect within the Board’s area. Council owns 28 units – 22 in Ōtorohanga and 6 in Kawhia.
- 4.4. The Board can consider the Veros recommendations and make a recommendation to help Council make its decision.

### Current state

- 4.5. The *'Older Persons Housing Policy'* was last reviewed in 2023.
- 4.6. Veros conducted the *'Ōtorohanga District Council Older Persons Housing Review'* in 2025 to assess the ongoing suitability, efficiency, and sustainability of the units. This review was conducted in line with Section 17A of the *Local Government Act 2002*, requiring councils to periodically evaluate the cost-effectiveness of service delivery. The *'Older Persons Housing Policy'* was looked at as part of this review.
- 4.7. Approximately 10 people at any time are on the waiting list for a unit and this number is likely to rise as the high-need elderly population is projected to increase by 30% in the next 10 years. Council's role is essential as it fills a housing gap for these residents.
- 4.8. The units are in fair condition but are dated and require investment.
- 4.9. Current rents are well below the Market Rental provided by Veros. Increasing rents would improve revenue and enable reinvestment into upgrades.

## 5. Discussion | He kōrerorero

- 5.1. Council's current *'Older Persons Housing Policy'* serves as the foundational document guiding the provision, management, and tenancy of the Council's older persons housing portfolio. Its primary objective is to provide safe accommodation for older persons with limited financial means. A central tenet of the policy is that the Council's housing investment will continue to be self-funding without rates input, with all generated revenue reinvested into the activity for maintenance, management, renewal, and extension.
- 5.2. Total annual operating costs are \$219,000. Management costs are \$32,600, representing 12% of current gross rental income.
- 5.3. The current policy outlines that the units are intended to be self-contained, offering privacy and independence within a communal setting. It establishes specific eligibility criteria for tenants, including:
  - a) Age (60 years or over),
  - b) Ability to live independently, and a verified good tenant history.
  - c) Asset limits & Income thresholds:
- 5.4. The definition of "Market Rental" is included in the Policy, with no other reference to it.
- 5.5. Veros assessed the current Market Rental (not the wider market rental) of the units and found that the portfolio is currently rented at 61% (average) as shown below with current total gross rental income at \$283,140.

<b>Market vs Current Rental</b>			<b>Market Rental</b>		<b>Current rental</b>		<b>Total</b>
<i>Rent</i>	<i>Type</i>	<i>No.</i>	<i>Wk</i>	<i>p.a.</i>	<i>Wk</i>	<i>% MR</i>	<i>p.a.</i>
WC 1 Bedroom	1 Bedroom	8	<b>\$360</b>	\$149,760	<b>\$225</b>	62.5%	\$93,600
WC Studio	Studio	4	<b>\$300</b>	\$62,400	<b>\$180</b>	60.0%	\$37,440
EP 1 Bedroom	1 Bedroom	1	<b>\$360</b>	\$18,720	<b>\$225</b>	62.5%	\$11,700
EP Studio	Studio	9	<b>\$290</b>	\$135,720	<b>\$180</b>	62.1%	\$84,240
K 1 Bedroom	1 Bedroom	6	<b>\$315</b>	\$98,280	<b>\$180</b>	57.1%	\$56,160
<b>Total Rental Gross p.a.</b>		<b>28</b>		<b>\$464,880</b>			<b>\$283,140</b>

*WC – Windsor Court; EP – Elizabeth Place; K - Kawhia*

5.6. Recommendations in the Veros Report include updates to the current Policy which include:

- a) Defining Council’s role as a provider of affordable rental housing;
- b) Change the eligibility criteria from 60 to 65 years of age to prioritise older residents with the greatest housing need;
- c) Include a reference to Current Market Rental in the rent review process to enable ŌDC to generate the revenue needed to improve housing quality and support future development. If rents were increased to 80% market rental, the total gross rental income would be \$371,904, an increase of \$88,764 over current income. Adjusting the rental settings to 80% of market value through a phased approach would mean a 20% discount aligning with a nationally recognised benchmark for ‘affordable rentals’ in New Zealand. Rent increases to 70%, 75%, 80% of Market Rental are shown below:

<b>Rent increases</b>	<b>70%</b>		<b>75%</b>		<b>80%</b>	
	<b>Wk</b>	<b>p.a.</b>	<b>Wk</b>	<b>p.a.</b>	<b>Wk</b>	<b>p.a.</b>
WC 1 Bedroom	<b>\$252</b>	\$104,832	<b>\$270</b>	\$112,320	<b>\$288</b>	\$119,808
WC Studio	<b>\$210</b>	\$43,680	<b>\$225</b>	\$46,800	<b>\$240</b>	\$49,920
EP 1 Bedroom	<b>\$252</b>	\$13,104	<b>\$270</b>	\$14,040	<b>\$288</b>	\$14,976
EP Studio	<b>\$203</b>	\$95,004	<b>\$218</b>	\$101,790	<b>\$232</b>	\$108,576
K 1 Bedroom	<b>\$221</b>	\$68,796	<b>\$236</b>	\$73,710	<b>\$252</b>	\$78,624
<b>Gross p.a.</b>		<b>\$325,416</b>		<b>\$348,660</b>		<b>\$371,904</b>

5.7. When considering graduated increases to 70%, 75% and 80% of market rent, it is important to consider the effect on tenants who are in receipt of the MSD Accommodation Supplement payment which can increase if rent increases. Almost all tenants are eligible. Below is information from the ‘Check what you might get’ tool on the MSD website below that shows the net average rent increase.

5.8. The increases in year 1 to 70% market rent would be between 3.1% and 7.3% more than current rents. In year 2, the increases to 75% from 70% market rent range from 2.1% to 7.1%. In year 3, rents from 75% to 80% market rent range from 1.8% to 6.7%.

	<b>Current</b>	<b>Acc. Supp.</b>	<b>70%</b>	<i>Avg. Incr. from Current rent</i>	<b>75%</b>	<i>Avg. increase from 70%</i>	<b>80%</b>	<i>Avg. increase from 75%</i>
WC & EP 1 Bed	\$225	\$61 to \$68	\$252	\$17 – 7.3%	\$270	\$18 – 7.1%	\$288	\$18 – 6.7%
WC Studio	\$180	\$29 to \$37	\$210	\$9 – 5%	\$225	\$5 – 2.1%	\$240	\$5 – 2.2%
EP Studio	\$180	\$29 to \$37	\$203	\$6 – 3.1%	\$218	\$6 – 3%	\$232	\$4 – 1.8%

5.9. Another consideration is income and asset thresholds in the eligibility criteria. Amending the thresholds as shown below would prioritise those most in need of housing. The thresholds also allow for movement as the amounts vary according to externally provided figures:

**Financial Eligibility Thresholds**

Income Threshold Formula		
<i>Refer to</i>	<i>Individuals</i>	<i>Couples</i>
Work and Income	Less than NZ Superannuation amount plus 10%	Less than NZ Superannuation amount plus 10%, both must qualify
Asset Thresholds		
<i>Refer to</i>	<i>Individuals</i>	<i>Couples</i>
Work and Income Asset Limits (Accommodation Supplement) at 1 June 2026	\$8,100	\$16,200

NOTE:

Current Income Threshold

NZ Super \$1110.30 (single net/fortnight): 1.1 x annual net NZ Super \$31,754

NZ Super \$854.08 each (couple net/fortnight): 1.1 x annual net NZ Super \$24,426

5.10. Other updates include:

- a) Annual rent reviews or at least every 3 years as part of Council’s Long-Term Plan process.
- b) Removing curtains from the list of standard furnishings. Curtains have not been provided for some time and if they are included, would be a significant financial burden for Council. Curtain tracks and some custom blinds are provided or have been left by previous tenants.

**6. Considerations | Ngā whai whakaarotanga**

**Significance and engagement**

- 6.1. Updating the Older Persons Housing Policy will have an impact on tenants, particularly around rents being raised to a percentage of market rent. Rents were increased in 2023 following a long consultation process. The increases were significant as rents had not risen for several years.
- 6.2. Tenants were initially very concerned before MSD staff offered advice on-site that the increases would mostly be covered by the higher accommodation supplement. Prior to any future rent increase, Council staff will speak with each tenant about how such an increase will affect them and offer support as appropriate that may include a referral to social services or MSD.

6.3. Increasing the age of eligibility could have an effect but there is some discretion that can be exercised by the Chief Executive.

**Impacts on Māori**

6.4. Around half of the tenants are Maori. Support will be offered to tenants if any impact caused by updates to the Policy occurs.

**Risk analysis**

6.5. Updating the policy involves a risk for ŌDC if the changes are not discussed in adequate details with tenants.

**Policy and plans**

6.6. The Older Persons Housing Policy was last reviewed in 2023.

**Legal**

6.7. Any changes to the Policy will comply with the Residential Tenancies Act 1986 where necessary.

**Financial**

6.8. The elderly housing portfolio is currently self-funding with Kāwhia and Ōtorohanga Elderly housing combined under one activity. Any increases in rents will provide a greater surplus that can be used for repairs and upgrades.

6.9. The current estimated surplus for the entire portfolio is \$48,623. At 80% or market rental, the estimated surplus would be \$132,456. Any increase in the surplus will increase Council’s ability to undertake significant capital works that will improve and modernise the portfolio.

<b>Operating Expense Budget</b>	<b>\$218,787</b>
Current rental Surplus at 61%	\$48,623
Current rental Surplus at 70%	\$88,529
Current rental Surplus at 75%	\$110,503
Current rental Surplus at 80%	\$132,456

**7. Options analysis**

**Option 1: Update the Older Persons Housing Policy**

*Advantages*

7.1. Re-defining Council as a provider of affordable rental housing, not social housing will more accurately characterise Council’s role.

7.2. Changing the age of eligibility from 60 to 65 prioritises older residents with the greatest need.

7.3. Defining a rent benchmark (Market Rent) and committing to move rents in line with it will increase the surplus which could be used for reinvestment in quality improvements and an improved level of service

or funding depreciation. The surplus generated guarantees that the portfolio will continue to be self-funding.

- 7.4. Changing financial eligibility thresholds for income and assets and including the requirement that tenants need to be eligible for the Accommodation Supplement prioritises those with the fewest assets who are most in need. Tenants receiving the Accommodation Supplement will benefit from increases in the supplement in line with rent increases.
- 7.5. Removing curtains from the list of inclusions will allow tenants to choose window furnishings and comes at no cost to Council.

***Disadvantages***

- 7.6. Changing the age of eligibility may disadvantage applicants who are needy but not yet 65 years old. Under exceptional circumstances, an applicant that doesn't meet the criteria may be given dispensation by the Chief Executive.
- 7.7. Defining Market Rental as a rent benchmark will mean an increase in rents which sit currently at around 61% of Market Rental however, almost all tenants are eligible for accommodation supplements which may cover the bulk of any increases.

**Option 2: Do not update the Older Persons Housing Policy**

***Advantages***

- 7.8. No change to the policy means that tenants will continue to pay the same rent.
- 7.9. The eligibility age stays at 60 so tenants who are not yet 65 may apply.

***Disadvantages***

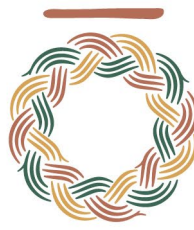
- 7.10. Not re-defining Council as a provider of affordable rental housing is likely to lead to confusion among applicants and other providers.
- 7.11. The eligibility age of 60 does not prioritise older needy applicants.
- 7.12. The inclusion of curtains remains as a significant financial burden for Council.

**Recommended option and rationale**

- 7.13. The preferred option is Option 1 to update the Older Persons Housing Policy to more accurately describe Council's role, change eligibility criteria to prioritise older residents with the greatest need, and include using market rent as a benchmark. Including a 3-yearly review will allow Council to set rents during the Long Term Plan process. Removing curtains from the list of inclusions will reduce costs for Council and reflect the current situation where tenants provide their own window furnishings.

## 8. Appendices | Ngā āpitihanga

Number	Title
1	Older Persons Housing Policy – track change version



# OLDER PERSONS HOUSING POLICY

## ŌTOROHANGA DISTRICT COUNCIL

Approval authority	Chief Executive
Administrator	Senior Property Advisor
Effective date	Date of adoption
Next review date	1 March 2029

## Version history

Date	Changes	By	Date Adopted
1 May 2026	Policy reviewed	Keri Downs	

## Purpose

1. The purpose of Ōtorohanga District Council's Older Persons Housing is to provide safe accommodation for older persons with limited financial means. This policy:
  - a. sets out the Council's practice in regard to the provision, management and tenancy of Council's Older Persons Housing portfolio within Ōtorohanga District.
  - b. provides clear guidelines on tenant eligibility for persons wanting to live in Council-owned houses.
  - c. provides guidelines for the level of rental, with the intention of the facilities being self-funding.
  - d. ensures Council meets its statutory obligations with respect to tenancies.
  - e. confirms Council's commitment to the provision of housing.

## Scope

2. This policy applies to all Older Persons Housing units owned by Ōtorohanga District Council.

## Principles

3. The core principles of this Policy are:
  - a. There is a genuine and growing need for long-term accommodation for older persons in the Ōtorohanga District.
  - b. Council has agreed it has a role in meeting this need and acknowledges that there are other housing providers delivering these services in the community.
  - c. Council's investment in housing will continue to be self-funding without rates input.
  - d. Older Persons Housing is listed as a strategic asset in Council's Significance and Engagement Policy.
  - e. Any monies generated within the activity in excess of operational needs (including the proceeds of any divestment) will remain in the activity and be utilised as considered appropriate for the maintenance, management, renewal and extension of the housing activity.
  - f. Council will recover reasonable administration costs in the management of the housing portfolio.
  - g. Council administers its Older Persons housing portfolio in accordance with the Residential Tenancies Act 1986.

## Definitions

4. For the purpose of this policy:

- “Current Market Rent”** is the level of rent the units would attract if listed on the open market, as determined by an independent rental appraisal.
- “Older persons”** are those people aged 65 or over.
- “One-bedroom unit”** has a separate bedroom, dining, lounge, kitchen and bathroom.
- “Studio unit”** has a combined lounge, bedroom, dining area with separate kitchen and bathroom.
- “Waiting List”** is a list administered by Council that holds information about those applicants who qualify and are waiting for a unit.

## Older Persons Housing Portfolio

5. The Council owns 28 units in 3 complexes:
- Windsor Court, 24 Haerehuka Street, Ōtorohanga: 8 one-bedroom and 4x studio units; and 4 carports;
  - Elizabeth Place/58 Rangitahi Street, Ōtorohanga: 1 one-bedroom and 9x studio units; and 8 carports.
  - 386 Rosamond Place, Kawhia: 6 one-bedroom units.
6. The units were mainly constructed at a time when Central Government provided loans to Local Authorities at low concessionary interest rates to encourage Council involvement in Older Persons housing.
7. A standard unit is furnished with vinyl and carpet floor coverings throughout, cooking/kitchen facilities, bathroom facilities including a shower, a compliant and functioning smoke detector, clothesline and letterbox.
8. The units allow tenants to retain their independence and privacy in a community atmosphere.
9. The units are solely for the use and accommodation of eligible tenants and no other associated persons.
10. Maintenance of the grounds is provided by the Council, although tenants are encouraged to be responsible for any gardens adjacent to their units.
11. All units are inspected no less than six-monthly.
12. No commercial activities can be undertaken in the units.
13. Council maintains a waiting list of eligible tenants.

## Rent and Rent Reviews

14. Rent reviews will take place annually as part of Council's Annual Plan process.
15. Council will obtain market data annually in order to set rents.
16. Rents will be progressively increased to 80% market rent.
17. Notice of any increase will be given to tenants in accordance with the relevant provisions of the Residential Tenancies Act.
18. The standard rental paid per unit is for a single tenant.
19. If a couple is offered a tenancy, the rent may be up to 20% more than rental for a single tenancy.
20. Tenancies that start within 2 months of a planned rental increase will pay the higher amount immediately.

## Social Support for Tenants

21. The Council acknowledges its role as a responsible Landlord, and as such, will be accessible and diligent towards the general wellbeing of its tenants.
22. This will not extend to the provision of social services to tenants as these services are better provided by other professional service providers.
23. The Council will however, endeavour to provide its tenants with the contact information for professional services and other service providers.
24. Council staff will liaise with and refer to other agencies, professional service providers and next of kin where tenant concerns or difficulties arise which are outside of the Council's role as Landlord to manage.

## Application Process

25. An application for a unit must be made in writing and must include all supporting documentation. Application forms are available on Council's website and at the Council Offices.
26. Applicants will be contacted:
  - a. If their application is incomplete;
  - b. If their application is complete and they have secured either a place on the Waiting List or a unit.

## Eligibility Criteria

27. Applicants must have a genuine need for Council's Older Persons Housing.

28. Applicants must meet the following criteria:
  - a. Be a New Zealand citizen or resident aged 65 years of age.
  - b. The applicant is capable of living independently as confirmed by a Doctor.
  - c. Must not have any criminal convictions or behaviours that would impact negatively on communal living.
  - d. Must be able to pay four weeks' bond and two weeks rent in advance before their tenancy commences.
29. Under exceptional circumstances, where an applicant does not meet the above criteria, special dispensation may be granted at the discretion of the Chief Executive.

## Financial eligibility

30. Applicants must be eligible to receive the Accommodation Supplement from the Ministry of Social Development (MSD).
31. Total assets including cash, investments, house and other property (not including a car, furniture and personal effects) must not exceed the asset limits imposed by Work and Income for the Accommodation Supplement.
32. The Financial Eligibility Threshold will be reviewed annually to align with national Superannuation and Veterans benefit increases.
33. The Income Threshold Formula and Asset Threshold Formula will be reviewed every three years or when there is a relevant central government policy or legislative change.

### Financial eligibility threshold

<b>Income Threshold Formula</b>		
<i>Refer to</i>	<i>Individuals</i>	<i>Couples</i>
Work and Income	Less than NZ Superannuation amount plus 10%	Less than NZ Superannuation amount plus 10%, both qualify
<b>Asset Threshold Formula</b>		
<i>Refer to</i>	<i>Individuals</i>	<i>Couples</i>
Work and Income Asset Limits (Accommodation Supplement) at 1 June 2026	\$8,100	\$16,200

## Prioritisation Process

34. Demand for older persons housing is often in excess of the number of units available, therefore along with time on the waiting list, priority will be given to applicants who live in the District, and meet one or more of the following;
- a. Whose present housing conditions or situation is found to be unsatisfactory.
  - b. Who have close relatives in the area.
  - c. Who have been referred by a medical professional or professional service provider.
  - d. Who have been referred by The Ministry of Social Development.

## Allocation of housing units

35. When allocating units to approved applicants on Council's Waiting List for Older Persons Housing, the following things will be taken into consideration by Council staff to ensure the best possible outcome for the new and existing tenants;
- a. The applicant's preferred unit location.
  - b. Approved pets.
  - c. Vehicle ownership and available parking.
  - d. Suitability of the unit without Council needing to make improvements outside of the normal renewals or maintenance schedule.
  - e. Fit with the current tenant dynamics and contribution to the communal living environment.
  - f. Current tenants with a good tenancy record may be considered for transfer to another Council unit or complex on request in writing and only in extenuating circumstances, such as a doctor's written recommendation.

## Changes in Circumstances

36. Tenants with a good tenancy record may be considered for transfer to another Council unit
37. A tenant's eligibility to occupy a housing unit will be re-assessed if there are reasonable grounds to indicate a change in eligibility status or by routine re-assessment across the whole tenancy portfolio.
38. Where it is suspected that there are existing or impending eligibility issues for medical, physical or mental health reasons; the Council will in the first instance seek to facilitate the provision of the appropriate social service support.
39. Following consultation with the appropriate social service, medical professionals and next of kin, if the tenant is clearly unable to meet the eligibility on an on-going basis, the Council will consider giving the tenant the required notice to vacate.

## Smoking

40. Tenants and their visitors are not permitted to smoke inside the units.

## Pets

41. Tenants must make a written request to keep a pet. If permission is granted, a pet bond may be payable.
42. Pets must be well behaved and properly cared for so that they do not cause damage to the property or create a nuisance to other tenants, or neighbours.

## Marketing and Occupancy

43. The Council will maintain a waiting list of approved applicants as prospective tenants which will be regularly reviewed and updated. If a waiting list does not exist, the Council will market and promote its housing to ensure maximum occupancy.

## Date of Review

44. Council will review this policy every 5 years, or earlier if considered necessary.

## Responsibilities

### Records management

Staff must retain all records relevant to administering this policy in MagiQ Docs, the recognised Council recordkeeping system. All interview notes should be provided to HR for scanning into Elmo.

### Related legislation and documents

Local Government Act 2002

Privacy Act 2020

Residential Tenancies Act 1986

Human Rights Act 1993.

Residential Tenancies Amendment Act 2020

## Information reports

## Ngā pūrongo mōhiohio anake

There are no reports.

## Board projects underway from the last Triennium

1. Dog agility park
2. Outdoor gym

Chairperson Tubman has requested updates be provided from Board Members or staff if appropriate.

## Recommendation by the Board to Ōtorohanga District Council for the 26/27 financial year

The Board has requested that the following projects be included in the budgets for the next financial year:

- a) Use the \$148,000 provided in the 2025/26 budget from depreciation reserves and for turf replacement at the Jim Barker Memorial Playground towards the following items:
  - i) Shade sails at Jim Barker and Windsor Park playgrounds estimated at \$100,000 total
  - ii) Musical instruments at Jim Barker and Windsor Park playgrounds estimated at \$48,000 total,
- b) Install one dog waste bin and provide dog waste compostable bags near the Dog Agility Park in Ōtorohanga to be funded from the existing Solid Waste budget
- c) Provide two public dog owner training workshops a year to be funded from the existing Animal Control budget.

These projects will be confirmed by Ōtorohanga District Council at the adoption of the Annual Plan 26/27 in June 2026.

## Ōtorohanga General Reserve Fund

The Reserve Fund should only be used to fund expenditure<sup>1</sup> within the Ōtorohanga township area. Any surplus in the General Reserve can be used to fund one off items of unforeseen expenditure for which there is no approved budget.

When considering any request for funding from the General Reserve Fund, the Board should ensure that any distribution from the Reserve:

- a. is appropriately targeted,

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<sup>[1]</sup>Any acquisition of an asset must be recommended to ŌDC for a final decision. The Board is unable to own assets.

- b. occurs in a consistent, efficient and effective manner,
- c. is fair and transparent, and
- d. promotes accountability.

The Fund had a balance of \$134,315.46 as at 31 March 2026. The previous Board committed a total of \$95,000 to two projects. These commitments are not included in the balance and will be deducted from the Fund once final costs are known at the end of the financial year. The next update will be provided in July 2026 unless requested by the Board earlier.

### Ōtorohanga Property Reserve Fund

The Reserve Fund should only be used to fund capital expenditure<sup>1</sup> within the Ōtorohanga township area. Any surplus in the Fund can be used to fund one off items of unforeseen expenditure for which there is no approved budget.

When considering any request for funding from the Property Reserve Fund, the Board should ensure that any distribution from the Reserve:

- a. is appropriately targeted,
- b. occurs in a consistent, efficient and effective manner,
- c. is fair and transparent, and
- d. promotes accountability.

The Fund had a balance of \$1,429,932.62 as at 31 March 2026. The next update will be provided in July 2026 unless requested by the Board earlier.

### Discretionary Fund

Any decision to allocate the Board's funds must be made to promote the social, economic, environmental, and cultural well-being of the Ōtorohanga community in the present and for the future.

Date	#	Recipient	Purpose	Amount (excl. GST)
01/12/26	O10	Fun-raising Chicks Waikato	Christmas Markets advertising.	\$739.13
13/04/26	O17	Ōtorohanga Charitable Trust	To assist the Ōtorohanga community following the 14 February weather event.	2,500
Total granted				\$3,239.13
Total remaining				\$5,904.87

**Request for funding**

No requests have been received.

**Board Member updates**

Board Members will be invited by the Chairperson to provide a verbal update to the meeting. These updates are for information only. No decisions will be made on matters raised unless they relate to an item already on the agenda or are properly dealt with as a late item.

**Resolution Register**

There are no outstanding resolutions of the Ōtorohanga Community Board.

**Public excluded**

No public-excluded items are proposed for this meeting.

**Closing prayer/reflection/words of wisdom**

Deputy Mayor Christison will provide the closing.

**Meeting closure**

The Chairperson will declare the meeting closed.

**Workshops**

Workshops are for information sharing and discussion only. No decisions are made at a workshop unless the matter is included in a formal meeting agenda and determined by resolution.

Ōtorohanga Town Concept Plan update Open

Monthly discussion with staff on items raised in public forum or outstanding matters. Open

## For use in both opening and closing meetings

A Member will provide the words of their preference or may choose to use the following:

Mā te whakapono	<i>By believing and trusting</i>
Mā te tūmanako	<i>By having faith and hope</i>
Mā te titiro	<i>By looking and searching</i>
Mā te whakarongo	<i>By listening and hearing</i>
Mā te mahi tahi	<i>By working and striving together</i>
Mā te manawanui	<i>By patience and perseverance</i>
Mā te aroha	<i>By all being done with compassion</i>
Ka taea e tātou	<i>We will succeed</i>