

## **Greenlane Staff Residence Information**

- Accommodation is offered to Auckland District Health Board staff. Consists of single rooms with shared communal areas/facilities.
- Located at Maungakiekie Campus, 214 Green Lane West, Epsom, Auckland 1051.
- Two types of stay offered: short term and long term.
- Staff looking to move in can only do so once they have commenced employment with Auckland DHB and/or they have obtained their Staff ID Security Card (as this is required to access the building after hours).
- A free shuttle bus service is provided on weekdays between Greenlane Clinical Centre and Auckland City Hospital/Starship. The shuttle runs approximately every 15 minutes from each site, from around 6.25am to 8.10pm (the last bus back from ACH).

## **Types of stay**

- While there is no fixed term length of stays
- The minimum length of stay, a single night will be charged for.
- Long-term stays are those of four weeks or more, and require the payment of a bond.

## **Rental rates**

### **Single rooms**

- Rent is \$195 per week OR \$50 per night, which includes power, water and Wi-Fi.

### **Double rooms**

- Rent is \$235 per week OR \$50 per night, which includes power, water and Wi-Fi.

## **Payments**

### **Short Term Stay**

- Short-term stays are those of four weeks or less
- For the purposes of shorter stays, an EFTPOS\* option is available.
- Payment for short stays must be made in advance to cover your stay at a rate of \$195 per week for single room, \$235 per week for double room or \$50 per night
- Credit card payments are not accepted at this stage.

\* Prospective residents arriving from overseas may need to apply for a local bank account and/or card as we can only accept local bank cards for EFTPOS transactions.

### **Long Term Stay**

- Long-term stays are those of four weeks or more to a maximum of 3 years.
- A refundable bond of \$500 is required to secure a room long term.
- Bond payment is to be made after a confirmed check in date and time is given and prior to checking in.
- Bond payment is to be made directly to: Westpac Staff Residences Bond Account **03-0252-0453671-01**. A copy of the payment transaction is to be given to the Staff Residences Administrator at least 2 working days before your check in date.
- The bond will be fully refunded when the resident leaves the Staff Residences provided that rent is up to date and no damage is incurred to ADHB property. Bond refunds are via cheque only.
- Payments for long-term stays can be set up to be deducted automatically from your pay every fortnight via Payroll (ADHB staff only).
- If you are an unpaid intern/student and thus not paid via Payroll, you will have to make payments for your rent by EFTPOS.
- Two weeks' notice is required in writing to vacate and to allow for the bond refund to be arranged.

### **Accommodation Information**

- There are four floors, each with approximately 30 single rooms.
- The sixth floor is female only – please let us know if this is your requirement.
- The kitchen and dining areas, as well as toilets and bathrooms, are shared.
- Communal areas are cleaned daily; however the rooms are the responsibility of the resident.
- Cooking facilities (including microwave) are available on each floor, along with fridge, hot water and freezers. You will need to provide your own cooking utensils and crockery.
- Residents may also bring their own linen for their rooms.
- There are laundry (and ironing) facilities on each floor. The washing machines and dryers operate with \$2 coins.
- Wi-Fi is currently being upgraded to enable more connectivity throughout the building.
- The hospital grounds and its buildings are a non-smoking facility.

**All bedrooms include:**

- Single bed with built-in drawers
- Hospital linen, including a pillow and two towels
- Built-in double wardrobe with a hanging rail for clothes
- Desk with drawers and desk chair
- Mirror
- Rubbish bin
- Radiator (turned off during the summer period)
- Reading light above bed
- One or two electrical sockets (above bed only).

You are welcome to come view the residence and the rooms before booking. Please arrange viewing times with the Staff Residences Administrator.

**How to book a room**

To enquire about room availability, please send an email to [glstaffres@adhb.govt.nz](mailto:glstaffres@adhb.govt.nz) with the following information:

- Date and time you intend to check in
- Length of your intended stay
- Your full name and contact details (phone number and email).

Please note:

- We require at least two weeks' notice in writing to confirm room availability, where possible.
- Single rooms, one double room and two self-contained apartments\* are available and subject to availability
- The minimum length of stay is one night

- Once availability is confirmed, a registration form will need to be completed and a check in appointment is made
- An appointment is needed for viewings and in-person enquiries as well

\*A waiting list is currently in place for the double room and self-contained apartments

- Please bring the completed registration form and your Staff ID Security Card with you when you check in. Complete the form on the day at the reception if it's more convenient.

### **Reception desk and enquiries**

- The Staff Residences Office is located in GCC Building 14, Level 3, Room 303.
- Opening hours: 12pm – 5pm (Mondays, Wednesdays and Fridays).
- Check-in takes approximately 30 minutes and is by appointments only, so please check in before 4.30pm.
- We encourage prospective residents to arrive for their scheduled check in appointment on time to minimise any inconvenience.
- If you have any questions, please feel free to email the Staff Residences Administrator on [glstaffres@adhb.govt.nz](mailto:glstaffres@adhb.govt.nz)

### **Accessibility**

- You can only move into the Staff Residence once you are employed by Auckland DHB, and have your Staff ID Security Card.
- Without this card, you will not have access to the accommodation block.
- Hiring Managers: If you are hiring someone from overseas or relocating them, the Staff Residences might be an option for them.
- Please speak to your hiring manager to organise accommodation and your Staff ID Security card prior to your arrival.

### **Transport**

- There is a free shuttle bus service from Greenlane Clinical Centre to Auckland City Hospital.
- The shuttle runs from Monday to Friday, every 15 minutes from each site.
- Parking can be arranged via Wilson Parking – please contact them on extension 28398 or refer to the intranet for further information.

*Looking forward to hearing back from you*

# Staff Site Map

## Greenlane Clinical Centre

**SP** Staff Parking

**P** Public Parking

 Bike storage

 Staff Shuttle

 Public Bus Stop

 Taxi Stand

 Staff Showers\*

 Staff Café

 Side Clinic Entrance

Bike stands are located on **Level 1 of the carpark bldg.**  
The key is available from the Security Office, between 8.30am and 5.30pm Monday to Friday.

**Cornwall Complex** - Bike stands are located to the right of the Claude Rd entrance.

**Building 13** - Bike Stands are located by the rear door **outside Staff Residence.**

### Building 16

Lower Ground  
Female- Room LG01,  
digital lock code C2346

*\*For those who DO NOT have one available to them in their department*



Legend	
04	Greenlane Clinical Centre
06	Costley Block
07	Clinical
08	Eye Clinic
11	Wilson Parking / Admin OCC Health
13	Staff Residence
14	Admin/ Community Dialysis Unit
15	Cornwall Complex
16	Cornwall Complex
17	Cornwall Complex
19	Staff Hall
29	Creche
30	Home Dialysis Unit

## Greenlane-Grafton Staff shuttle timetable

Greenlane Clinical Centre to Auckland City Hospital		Auckland City Hospital to Greenlane Clinical Centre	
(am)	(pm)	(am)	(pm)
6.25	12.10	6.40	12.15
6.30	12.25	6.45	12.30
6.40	12.40	6.55	12.45
6.55	12.55	7.10	1.00
7.05	1.10	7.20	1.15
7.15	1.25	7.30	1.30
7.25	1.40	7.40	1.45
7.35	1.55	7.50	2.00
7.45	2.10	8.00	2.15
7.55	2.25	8.10	2.30
8.10	2.40	8.30	2.45
8.25	2.55	8.45	3.00
8.40	3.10	9.00	3.15
8.55	3.25	9.15	3.30
9.10	3.40	9.30	3.45
9.25	3.55	9.45	4.00
9.40	4.10	10.00	4.15
9.55	4.25	10.15	4.30
10.10	4.40	10.30	4.45
10.25	4.55	10.45	5.00
10.40	5.10	11.00	5.15
10.55	5.25	11.15	5.30
11.10	5.40	11.30	5.45
11.25	5.50	11.45	6.15*
11.40	6.30	12.00	7.35*
11.55	7.50		8.10*

\* Via Newmarket

- Shuttles in both directions stop on request at Mercy Hospital (Mountain Rd).
- Morning shuttles from ACH to GCC pick up on request from the bus stop outside Grafton train station.
- Afternoon shuttles from GCC to ACH will drop off on request at the Grafton train station.