

 <p>BAY OF PLENTY DISTRICT HEALTH BOARD HAUORA A TOI</p>	<p>STAFF ACCOMMODATION – DHB OWNED PROPERTIES</p>	<p>Policy 2.3.3 Protocol 2</p>
<p>TRAVEL & ACCOMMODATION PROTOCOL</p>		

STANDARD

It is the Bay of Plenty District Health Board's (BOPDHB) policy that accommodation is available for new and existing staff and this accommodation is the preferred option offered to staff seeking it.

The intent of the policy is to maintain full occupancy of existing accommodation and limit the uptake of private accommodation.

STANDARDS TO BE MET

1. Any staff member entitled to DHB funded accommodation for an agreed period must be, in all cases, offered BOPDHB accommodation.
2. If the staff member feels that this accommodation is unsuitable, or is unavailable, BOPDHB will pay the equivalent of BOPDHB rental charges, or the private rental charged, whichever is the lesser amount.
3. Single rooms with shared facilities are to be offered as short term accommodation unless employment contract precludes this.¹
4. Houses and flats are to be offered as long term accommodation or for staff where their employment agreement requires private self-contained accommodation.¹
5. In situations where BOPDHB is offering funded accommodation, the costs are to be recovered from the service in which the staff member is employed by way of inter-departmental recharging. This includes costs for power / phone and water.
6. Where the staff member wishes to reside longer than the agreed DHB funded period, rental costs will be deducted directly from the staff member's nominated bank account through the completion and return to Hospital Support Services of an Authority for Automatic Payments
7. Bookings must be made in advance and agreed to by Hospital Support Services:
 - a) Tauranga extn 8503
 - b) Whakatane extn 4841
 - c) Refer to DHB Owned Properties – Staff Tenancy Agreement for booking periods and booking reservation forms
8. Maintenance of the property (structural, electrical, plumbing, building, roofing and all external repairs) is the responsibility of BOPDHB Property Services.
9. Maintenance of the internal chattels and readiness for occupancy is the responsibility of BOPDHB Hospital Support Services.

REFERENCES

- MECA Agreements:
 - ASMS MECA
 - Agency Agreements for employment of SMO/MO
- [Health and Safety at Work Act 2015](#) and [Regulations 2016](#)

ASSOCIATED DOCUMENTS

- Bay of Plenty District Health Board policy 2.3.3 Staff Travel and Accommodation
- Bay of Plenty District Health Board Form FM.D4.1 DHB Owned Properties – Accommodation Reservation / Fire Safety

<p>Issue Date: Jan 2015 Review Date: Jan 2017</p>	<p>Page 1 of 2 Version No: 2</p>	<p>NOTE: The electronic version of this document is the most current. Any printed copy cannot be assumed to be the current version.</p>
<p>Protocol Steward: Business Leader, Hospital Support Services</p>	<p>Authorised by: Chief Operating Officer</p>	

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- Bay of Plenty District Health Board Form FM.D4.2 DHB Owned Properties – Single Accommodation On-Site Rules Agreement
- Bay of Plenty District Health Board Form FM.D4.3 DHB Owned Properties – Staff Tenancy Agreement
- Bay of Plenty District Health Board Form FM.D4.4 DHB Owned Properties – Authority for Automatic Payments
- Bay of Plenty District Health Board policy 5.4.2 Smokefree / Auahi Kore

Appendix 1: DHB Owned Properties - Details

Location	Details
<i>Tauranga Sites</i>	
Flat 4, 110 Hamilton Street, Tauranga	• 2 Bedroom fully furnished flat
31 18 th Avenue, Tauranga	• Not used for a rental - 4 bedroom house
<i>Whakatane Sites</i>	
46 Stewart Street	• 3 Bedrooms fully furnished
52/4 Stewart Street	• 2 Bedrooms fully furnished
52/5 Stewart Street	• 2 Bedrooms fully furnished
52/6 Stewart Street	• 2 Bedrooms fully furnished
<i>On-site</i>	• Single Bed rooms x 5 and 1x twin

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