

## **Settlement Support Document**



### **Accommodation**

Front Row will assist in your accommodation in the first week of you arriving in Auckland, New Zealand. One place our employees look to rent apartments, houses etc.. is on our local website TradeMe which you can search before you leave by clicking [here](#). We will also pair you with someone in the company that has been through this experience and can offer some help and advice. There are many more options listed below.

- [TradeMe.co.nz](http://TradeMe.co.nz)
- [Roomies.co.nz](http://Roomies.co.nz)
- [nzflatmates.co.nz/flats](http://nzflatmates.co.nz/flats)
- [roomgo.co.nz](http://roomgo.co.nz)

### **Transport**

Auckland is served by a network of various bus routes, on a smaller scale trains and by ferries. Most of Auckland's public transport can be used by getting a 'AT HOP Card'. Once you receive your HOP card you can top this up online or through various retailers throughout the city. Please click [here](#) this will tell you everything you need to know about the HOP card. The AT (Auckland Transport) journey planner can also be found [here](#).

### **Obtaining an IRD Number**

In order to work and get paid in New Zealand, you need to have an IRD (Inland Revenue Department) number. This is very important as you cannot get paid without this. In our experience this process can take anywhere up to 3 weeks from the start of your application. Please click [here](#) to start your application

## **Health Care in New Zealand**

Once you are settled it is advisable to register with a local GP (General Practitioner) . In New Zealand you have to pay for medical treatment however, if you have an accident playing sport or in the workplace you will be covered by ACC (Accident Compensation Corporation). To discover more detail here then visit [acc.co.nz](http://acc.co.nz)

The cost of a GP visit varies but can cost anywhere from \$40 upwards.

## **Cost of Living in New Zealand**

The cost of living in New Zealand can be best presented [here](#)

## **Citizens Advice Bureau**

If there are things you are not sure of and need some advice or assistance when in New Zealand the Citizens Advice Bureau can help and is a free service click [here](#) to visit

## **Banking**

There are a variety of New Zealand banks, we bank with [ASB](#) bank

- ASB Bank
- Westpac Banking
- Bank of New Zealand (BNZ)
- Australia New Zealand (ANZ) Bank

## **Workplace Hazards**

At Front Row Hospitality we have a health and safety policy. In signing your contract you will have to sign that you have read and understood the policy. Given that to get to this stage you have signed the Front Row Hospitality contract we are asked that you are aware of the hazards that may occur in the hospitality sector, if you click this link [here](#) we have found some research from Worksafe New Zealand

## **Community Groups**

Being in the biggest city in New Zealand, there are lots of community groups e.g. religious, sporting and ethnic based. They are easily found

on social media and we are only too happy to help you find these to help ease your transition into living in New Zealand.

Please sign and date that you have read the information supplied in this document

Name of Employee \_\_\_\_\_

Date \_\_\_\_\_

Signed \_\_\_\_\_