

## Responsibilities of ABPI Home Manager

**ABPI Home Manager is generally responsible for overseeing the general operations of ABPI home. ABPI home with time and situation may change its location. At this stage, ABPI home is located in 4A Heath croft Road, Balga. Expectations from a Home Manager includes among others:**

- Managing the ABPI house booking, scheduling and keeping the booking calendar up-to-date.
- Managing ABPI inventories schedules, scheduling and keeping the booking calendar up-to-date.
- ABPI house appointment, organizing, and coordination.
- Liaising with the ABPI team for issues pertaining to ABPI home and ABPI inventories.
- Must ensure that the ABPI inventories are up-to-date.
- Hiring of ABPI equipment's must only be given after paying all necessary fees. Equipment fees are as follows:
  - a) Religious items: No hiring fee. But hirers, irrespective of Entity or individual must deposit \$100 (for small lot), \$150 (for medium lot) or \$450 (for whole lot) as hiring security deposit. Security deposit is refundable. **Hirers however may deposit a voluntary fee as hiring charges.**
  - b) Kitchen items (Pots, pans and cutlery set): \$30 (small lot) or \$80 (full lot) daily usage fee (\$50 security deposit - refundable).
  - c) Camping tent (comes with 5 chairs and a table): \$40 daily usage fee (\$60 security deposit – refundable).
  - d) Gas burner and gas: \$30 daily usage charge (\$50 security deposit – refundable). Gas must be filled up in full upon return.
  - e) ABPI sports equipment (comes with 5 chairs and a table): \$30 (small lot) and \$80 (whole lot) daily hiring fee (\$80 security deposit – refundable).
  - f) ABPI musical items (comes with a table): \$30 (small lot) and \$100 (full lot) daily hiring fee (\$100 security deposit – refundable).
  - g) ABPI movie screening items (comes with a table): two posts and badges for the movie hirers \$80 security deposit – refundable.
- Scheduling home maintenance and repair work, and supervising the project, if necessary.
- Handling household bills and administrative duties of ABPI home.
- Supervision of ABPI tenants. Guidelines for tenants are enclosed as **Annexure C**.
- Supervising cleaners and their work outcome.
- Ensuring that the tenants meet their stay (settlement date/transition stay) dateline as given in the home booking guideline. The home booking guideline is enclosed as **Annexure A**.
- Movie booking guideline is enclosed as **Annexure B**.
- Home Managers must inform the tenants at least a week before if you want to access the home.
- In certain case when a week's notice is not possible, **at least 3 hours prior notice** must be given to the tenants, if the house is occupied by tenants.
- ABPI home managers are offered a community fee of \$20/week as communication/travel allowance and \$30 per movie as voluntary fee from ABPI.
- At all times, the ABPI home, ABPI movie screening service must be extended and used wisely, honestly and responsibly.



Karma Wangchuk  
**(President, ABPI)**



**ABPI HOME  
MEMBERS RESIDENTIAL REGISTRATION  
FORM**

Name of the applicant:

ABPI Membership number (you must be an active member of ABPI. For further info, please visit our website [www.abpiperth.com](http://www.abpiperth.com)):

If you are occupying as couple, you must also complete the wife's registration and she must be an active member of ABPI:

Date of birth:

Email ID:

Phone

number:

University:

Immediate point of contact (In Perth):

If you are not studying, please state your reason of stay at ABPI home:

*[Completion of this form doesn't guarantee your confirmation of stay. Please read the guideline attached herewith]*

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**Section A: Only for people already residing in Perth (for more than 6 months)**

Couple/Single (Name) – please mention both names if couple	Charges (please tick where applicable)		Remarks
	\$15/night for single	\$20/night for couple	

**Section B: Only for new people visiting Perth (less than 6 months stay in Perth)**

Couple/Single (Name) – please mention both names if couple	Charges (please tick where applicable)		Remarks
	\$10/night for single	\$15/night for couple	

*(This form must be signed by you and cannot be authorized by anyone).*

Completed

by: Applicant:

Date and signature

(I confirm to the Home Booking form and abide by the Guidelines enclosed herewith. Annexure C in this document).

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**To be completed by ABPI authorized personnel only.**

(Verified by)

(Signature)

ABPI representative:



**ABPI BHUTANESE MOVIE SCREENING FORM**

**A. PERSONAL DETAILS OF THE HIRER**

1. Name (First Middle Surname):
2. Date of birth (DD/MM/YY):
3. Address:
4. Phone number:
5. Email ID:

**B. MOVIE DETAILS**

1. Movie name:
2. Date of screening:
3. Name of the producer/director:
4. Name of the entity (Movie production company):
5. Purpose of the movie (please tick where applicable):
  - \* Charity screening (if charity screening, please proceed directly to Section C)
  - \* Personal screening (if personal screening, please proceed directly to Section D)

**C. CHARITY SCREENING**

1. Organization/purpose to which the funds will be donated:  
.....  
.....  
.....
2. ABPI administrative fee: \$ 100 to be donated to ABPI account:  
BSB 066 140 A/C 1039 7984 Description: Movie donation

**D. PERSONAL SCREENING**

1. Type of movie being screened:  
.....  
.....
2. ABPI administrative fee: \$ 200  
BSB 066 140 A/C 1039 7984 Description: Movie donation

**E. Is any other member screening the movie along with you? [Yes / No ] (If yes, please proceed below). If no, please skip to section F.**

1. Names of all members who is helping you to screen the movie (please note all of them must be registered and active members of ABPI) - All of these members must wear badges. Badges can be collected from ABPI and returned after completion:

Full name and membership number:  
Full name and membership number:  
Full name and membership number:  
Full name and membership number:  
Full name and membership number:  
Full name and membership number:  
Full name and membership number:



**F. Are you selling any food items at the movie venue? If yes, please describe the food items you are selling.**

Name of food	Type of food (fast food or home cooked food)	Any other comments

**G. PLEASE NOTE THE FOLLOWING:**

No other person shall be responsible to promote the movie than you. However, you are allowed to have **appointed representatives/your nominees** and you will need to declare that in this form under **Section E**. Your appointed representatives must be active member of ABPI. Please note the following details very carefully:

1. All part of responsibility of taking care of the property, promotion and notice for the movie shall be done by you or any one of your appointed representatives and not by someone else. Your appointed representatives are the ones who will be selling tickets at the door, or selling food items, or selling any other items at movie screening area and all of them must be an active member of ABPI. A list of the appointed representatives must be completed in this form.
2. Any sale of food item must be completed in this form. The information should include the type of food you are selling. You are responsible to sell the food items or your appointed representatives and not someone else. Your appointed representatives must be active member of ABPI;
3. Yourself or any of your appointed representatives will be provided with badges by ABPI and this must be wore at all times when the movie is being screened.
4. Ticket sale or any promotions must be done by your appointed representatives who must be active member of ABPI;
5. ABPI will provide 2 safety posts. These safety posts can be collected from ABPI. The hirer must use this to block and create proper designated area for movie screening. Entry and exit doors are designated for your convenience and must be used only for that purpose. There's a security deposit (refundable) of \$80 for the equipment's. This must be returned as soon as your booking ends, or the next 24 hours, whichever is earlier.
6. The hirer must take every care to not disrupt the movie screening. Hindrances such as children running, people talking, and violence must be controlled and prohibited at all times.
7. **At all times, no one shall be allowed to stay in the first 2 rows of the movie screening hall. If only the hall is house full, shall the seats in the first 2 rows be filled up. However, children at all times shall not be allowed to sit on these first 2 rows. We advise you allowing children to stay from the fifth row.**
8. Cleaners are organised and available. However, the hirer must ensure to keep the venue clean during movie screening.
9. Any issues at movie screening must be immediately informed to ABPI.
10. The applicant is the sole person responsible henceforth for correspondence and manages the movie-screening venue. ABPI extends full public and property liability insurance on this front;
11. This system of movie screening is only available to the members of ABPI. Such a privilege shall not be misused, passed onto someone or shared with someone. Please note this movie screening approval was issued for you, personally as a member benefit. Therefore, every step and care must be taken to utilise this in the best interest of the community and ensure safe practise is maintained. If there is any breach, your application might be cancelled or barred from any future movie screening service benefit.



#### **H. DECLARATION BY THE HIRER**

1. I declare that the movie screening is in compliance with ECU's movie screening regulation dated 4 July 2018 and ABPI's Bhutanese movie screening guidelines dated 1 July 2019;
2. I am aware that these guidelines will change with time and as deemed necessary;
3. I declare that this movie screening is in compliance with applicable laws of Western Australia and Bhutan;
4. I declare that all other expenses, excluding ABPI administrative fees shall be my responsibility, not limited to covering charges at ECU, charges for movie producers, copyright fees, cleaning charges, among others;
5. I declare that I have filled this form on my own and that it has been pursued in full prudence.

**Name and signature of the hirer:**

**Date:**

**For use by ABPI only:**

**Approved by (Name, signature and date):**

**Guidelines for the use of ABPI HOME by tenants**

1. For now, ABPI home is located in 4A Heath croft Road, Balga and is strictly offered to members only and used for grouped dwelling only.
2. It's a 3 bedroom, 2 bathrooms and 2-toilet modern house fitted with solar panels and security windows and security gate.
3. ABPI home is purely used as a residential stay for the benefit of ABPI members.
4. This service is only available for active and registered members of ABPI.
5. ABPI home use must be made in pre-consultation with the ABPI executive team.
6. ABPI home inspection will be made before and after your stay. And as and when required.
7. ABPI home booking form must be completed before moving in.
8. Residents are provided with a bed, one pillow, a mattress, 2 pillow covers, 2 blanket covers. You must make sure that they are not damaged at all times and must use it wisely. Please wash and return when you vacate.
9. Residents are provided with kitchen utensils, fridge, washing machine, and furniture. These are all common properties to use and shall not be damaged at all times. If it's damaged, all residents residing at the property will be charged as recovery amount for repair and maintenance.
10. Residents are free to use these amenities of the ABPI Home, except for ABPI inventories.
11. The residents shall use none of the ABPI inventories without prior approval from the ABPI.
12. Kitchen utensils are free to use. However, the respective user must clean all items after use. Extra care must be taken while using the utensils and any damage, theft or lost will be charged with a recovery cost.
13. Toilets, walls and common areas must be kept clean at all times. Regular checking will be made for this matter. If there's damage to these items, all residents will be equally responsible and you will have to pay for the repair and maintenance cost.
14. Food, drinks, washings, Wi-Fi, toilet accessories such as soap, washing powder, toilet paper, keeping the home clean shall be the sole responsibility of the members residing. ABPI will not be providing anything of this sort.
15. If there are more than 1 residents living in the ABPI home, a timely routine for cleaning shall be prepared which must be followed at all times.
16. The common toilet, bathroom, lounge room, kitchen, and front pavement shall be called as **common space. Private space must be respected and rooms such as bedrooms of the individual person shall not be accessed at any given time, except as authorised to do so.**
17. All ABPI inventories are registered with stock code and presented in as-is manner. Any damage, lost or theft if incurred will be inspected and charges placed accordingly as recovery fee.
18. Use of, if any of ABPI inventory necessary, must be informed to the ABPI executive team. No equipment or item must be used except from permission granted as granted by ABPI team.
19. You are not allowed to entertain anyone other than yourself registered to stay at ABPI home. Prior approval from ABPI must be sought in order to do so.
20. After hours are observed after 8 pm and residents must ensure there's no noise that would disturb neighbours. Noise and party after 8 pm that would disturb the neighbours is absolutely not allowed.
21. If there's issue of noise or the housemates or neighbour complain of the disturbance, your tenancy will be warned and upon further repetition, we will cancel your stay.
22. Dustbin management and waste management are pasted on the fridge. This must be pasted and available for reading at all times by the resident. You must follow these guidelines strictly.



23. **Waste management days are every Thursday's and Friday's.** You must comply to these timeline and resident must do this in rotation and in turn wise basis.
24. Cars must be parked properly and at designated spaces and shall not be parked at verge, or at any space that would obstruct public access. Cars are not supposed to be parked at common areas of the property of 4A, 4 B and 4C Heath croft Road, Balga. The common area of these properties is the one with wood chips on it and just in front of the main gate.
25. Items requiring attention such as light bulbs, water connection, among others must be informed to the ABPI executive team immediately.
26. All point of contact must be made to the ABPI team only.
27. Cost and charges are as per ABPI Home Booking form. Changes to this matter shall be informed and updated to our members.
28. The cost is inclusive of water and electricity but not inclusive of Internet.
29. Security bond of \$150 (refundable) per person must be deposited to ABPI's society account. For couples, you must deposit a security deposit of \$250 (refundable). This security bond will be used only if there are issues such as broken physical items during the residents stay. Please deposit to ABPI account, BSB 066 140, A/C 1039 7984.
30. New comers are offered 30 days settlement stay.
31. A settlement stay is a period during which one can explore job, life in WA, and other things necessary. Settlement stay is your kick-start stay and is designed to assist you with your initial stay in WA.
32. Members residing in Perth are offered 14 days transition stay.
33. A transition stay is a period accessed when a member residing in Perth travels, or house lease ends, or any other matter and require a space to live before things normalise.
34. These stay periods must be strictly followed. Extensions shall only be allowed depending on the availability of the house and based on the gravity of genuineness. At most times, extension is not allowed.
35. Stay charges must be paid in full before checking in. All fees must be deposited via bank transfer or cash, whichever convenient.
36. If you desire to vacate before the lease period ends, this must be arranged at least 7 days before you intend to move out. This is to enable the ABPI team to arrange for other bookings. No ad hoc vacancy is entertained and costs will be charged if found otherwise.
37. Bookings can be made directly by the concerned individual by sending us an email at [perthabpi@gmail.com](mailto:perthabpi@gmail.com)
38. Non-approval or non-confirmation of your booking, if you fail to complete this registration is not the fault of ABPI and we take no liability in this matter.
39. For new comers, bookings can be made either by a guarantor who must be residing in WA and must also be an active member of ABPI.
40. As a moral responsibility, the ABPI ensures to provide best possible condition for your stay while in WA. However, any issues which is beyond ABPI's control and if affects you shall not be the ABPI's fault and the liability not associated thereto.
41. For emergency contacts relating to ABPI home, please ring 0451 454 813 / 0416 947 992 / 0411 597 588.
42. If you are in an emergency, please contact 000.
43. If your situation doesn't require urgent assistance, please contact the following numbers:
  - a. **Police 131 444**
  - b. **Fire 133 337**
  - c. **Ambulance 9334 1222**
  - d. **Emergency locksmith 08 6350 8500**
  - e. **Wildlife helpline 08 9474 9055**  
(next page please)



- f. **Local ranger instead of police to help you with patrols of parks and reserves, litter control, abandoned vehicles, deals with anti-social behaviour, and animal control.**

44. ABPI home must be used wisely, kept clean and taken care at all times.  
45. By reading these terms and conditions, you agree you confirm to these points as expressed.

Please note, these terms and conditions are subject to changes, as and when required.



Karma Wangchuk  
President  
**ABPI**  
([www.abpiperth.com](http://www.abpiperth.com))