

TO: DIRECTORATE mammas : L ,1 5-75;- 113,3.) '% /5 1.6 H 'r

FROM: THE DIREGTORL ?

DATE: 26/11/84.

CREPERIA FOR THE ALLOCATION OF ACCOMMODATION (11in .

- 'The Housing Committee allocates accommodation to ANC members who
- are actively committed to the general development of the'oemplex.
vTo qualify for housing, it is therefore necessary to be a full-
time worker and to attend work regularly.

- Mazinbu being an educational complex, teachers will receive pri.
ority and get first preference when housing is allocated.

, - Volunteers too, who are here to assist .in the development of our
projects are the second priority.

. - ANCeoomradee'who do overtime work or have also to do work at heme
will also qualify for preferential treatment.

Q Where possible, accommodation will be allocated aloes) to Qhe -plao-
es of work.

l okx

I Gc-cgupetdbiity will always be considered when ; shared
accommodation.

- As far as poeaible, different categories of workere will be diet-
ributed in all residential areas.

- Others on a priority list will be oomradee specially recommended
by the Health Team .

AREA RESIDENTIAL SUBCOMMITTEES SHZOQI

GUIDELINES i

-1 CogQSSition

1. Each Residential area. including the dormitories, will annually
elect a suh-oomnittee comprising:-

Chairperson (Area Housing Officer)

Secretary

Two Residents.

The Area Commissar will. be an excoffioio member.

,

wArea Residential Suh-Connittees will be set up for Units 1 a 2,
Unite 5 & 4, Tabora, Children's Centre, Double-Up, Copenhagen
and Kliptown. '

1-,1.. ,

"2. The SubcComnitteea will meet fertnightly. Minutes of _ueetings
to be sent to the Housing Officer and Complex Commissar.t

3. Each nrea Chairperson will also attend meetings of the Housing
Committee and submit a report on his/her area. 1

4. The Sub-Committees will be responsible for the houses in its
area. Amongst its taeke will be:- , 1

Ta) To make sure that houeeaa are kept clean and are in good repair

.b) To ensure that occupants keepntheir surxoundinge plean and tidy.

0) To check that bubbish is pioperly disposed of.

d) To monitor the safekeeping of ANC property

e) To hold house inventories twice a year

f) 'Toltry, by all means - explanation education etc, to see that welectricityhis not wasted. .

5. The Aree Chairperson will be responsible for being in charge of ' keys to enpty'housee._;He/she must collect keys when a room or house is vacated. ' ' A

6. It will be the_duty of the Area dheirperSOn to properly brief all new occupants about their obligations and responsibilities and to give them general information about that particular residential area., i - i m

7, The tree Chairperson must report the presence of 511 newcomers land tieitorS'to the Housing Officer and to the Director's office.

8. The Suh-Coumittee is charged with dealing with disputes and prob-lens oftresidenta and only refer them to the Housing Officer, Complex Commissar or Director if they are unable to Solve then.

9. The Sub#Committee should make proposals regarding landecapingw and the general improvement of the environment in its area.'i

.L GUIDELINES FOR RESIDENTS (H1052

1. Health and hzgiene

a) Refuse and rubbish to be placed in bins and then transferred to rubbish holes.

b) Refuse pits to be burned at the end of each day to avoid flies, rats, cockroaches and other vermin. V - .'

0) Nothing other than paper to be put into sanitary bowls 4 part- ieularly not sanitary towels which should be wrapped in paper and burned in the rubbish holes. This is to prevent sewerage blockages. ' ' t' " .

d) Toilets and dustbins should be cleaned once daily with diein- fectant to prevent germs. .

e) Vegetables should be washed in outside dhobies before being taken into homes so that dirt and insects cap be left outside.

2. General Cleanlihess

a) In the absence of washable paint for the wells try to keep the children from putting amudgy hands on then and try not to de- face or mqke.unecessary holes in then. 4

b) The grounds areund your homes should be kept clean and free of litter. ' t' ' .

3. Environmenti ' .

a) Elephant grass breeds nosquitoes. keep it and other weeds down.

b) Gardening le healthy_and pleasurable - make your gardens beaut- iful. Grow fruit and vegetables and help to betcha selteeuffio- ient by producing some of your own food.

.V Page 5 .

4. Vacating of Rooms or Homes

If leaving Maziubu to go elsewhere on scholarship or any other missions or if, for any reason, residences are changed - all ANC property i.e. furniture, bedding, mattresses, curtains, utensils etc. which have been issued must remain in the room or house that is vacated. IT IS FORBIDDEN TO SELL OR GIVE AWAY ANY OF THIS PROPERTY. ' v

HOUSING COMMITTEE 3ng (Terrie of R&irESee 3(0))

The Housing Committee falls under the Director's Office; It is headed by the Housing Officer who chairs its meetings. The Housing Officer's principle duties are: a - ;

1, - To ensure that accommodation is allocated according to set guidelines and criteria (see H/03)..

1 - To check regularly that houses are looked after by the occupants and that ANC property is secure. . t-trvv!p.3

. - To ensure that maintenance and repair work is done on houses; to achieve this a maintenance schedule has to be followed. l'ttx 1 \$9

n- ..1 -. :1 : ".x.

E. To give supervision and monitor the work of the Maintenance Team,

. To liaise closely with the Area Residential Committees which have responsibilities for residential areas-set out in document 3/04

1.

IV.

a To liaise with the Site Office regarding the handover of new fees, idenoes and regarding advice and materials for maintenance and repairs. h ' .

- To ensure that occupants in houses live amicably; to at all times be aware of their problems and assist in resolving them, through the Area Residential Committees, -Conuissariat and other political structures. v

a To advise residents about the securing of property against theft and burglaries. 1' ' ' . '4 ' t

W:

I-b'i'

L- To report regularly to the Director's Office about progress and problems in the Housing Sector and to submit regular written reports to the Directorate; '-

- To work closely with the Administrations of the Children's Centre, Youth Centre and Kate Molale Mother's Centre.

- To convene Housing Committee meetings and to ensure that minutes are kept and distributed.

. To ensure that there is no unauthorised use of accommodation.

1

- To keep inventories of contents of homes and check these 6 monthly in January and July.

- To keep duplicate keys of all residences and ensure that keys of all rooms and houses are returned to the Area Housing Officer.

COMPLEX HOUSING COMMITTEE HZO1

TERMSVOF-REFERENCE

' 1

. The function of tthCommittee will bezf

' ' 3

z . r g.

a) T6 allobate accommodation t6 ANC members who5are actively conu-

..1h

litted tq the general dwvelopnment of the complex.

b) To be respdhsible for the maintenance and security of all hous-

'ea, their contents and surroundings.

.

c) To provide accommodation for visitors to the complex and to

harrahgefthe catering for thbu. h ' ' h

ggnreszrgon OF THE COMMITTEE

' .a) Thngousing Officer (Chairperson) "

h) Chairperson from each of the nesidentigl Committees i.e.

Tabora, Ilala, Units 1 - 4, Copenhagen, Double-Up, Kliptown.

o) Boarding Masters (or Matrons) for Primary and Secondary

schOols;3 ' -

d) The Director and Complex Commiaaar

MEETiNGs

The Committee will meet once per month. ' ' ,

STRUCTUR

)

V The Heusing Officer and Housing Committee fall under the Director's Office. 7