

SHO/004/0109/26

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AFRICAN NATIONAL CONGRESSES

COMPLEX HOUSING COMMITTEE

TERMS OF REFERENCE

- 1 The Function of the Committee will be:-
 - a) To allocate houses to ANC Members who are actively committed to the general development of the Complex.
 - b) To provide accommodation for visitors to the complex and to arrange catering for them.
 - c) To be responsible for the maintenance and security of all houses and their surroundings.
- 2 COMPOSITION OF THE COMMITTEE
 - a) The Director ex-officio member
 - b) The Complex Commissar ex-officio member
 - c) The project Manager ex-officio member
 - d) Chairperson from each Residential Area
 - e) Boarding Master
- 3 The Committee will meet once a month.
- 4 The committee is responsible to the Directorate.

AFRICNA NATIONAL CONGRESS (SA)
AREA RESIDENTAIL SUB -
COMMITTEES

GUIDLINES

Composition

- 1 Each residential area, including the dormitories will elect annually a Sub Committee comprising:-

Chairperson (Housing Officer)
Secretary
And two Residents.
- 2 In addition, the Area Commissar will be an ex-officio member.
- 2 The Sub-Committee will meet fortnightly. Minutes of these meetings will be sent to the Director's office and the Complex Commissar's Office.
- 3 Each Area Chairperson will attend meetings of the Housing Committee and submit a report.
- 4 The Sub-Committee will be responsible for the houses in its area. Among its tasks will be:-
 - a) To make sure that houses are in good repair and clean.
 - b) To make sure that occupants keep the surroundings clean.
 - c) To make sure that rubbish is properly disposed of.
 - d) To make sure that all ANC property is safe.
 - e) To check house inventories each year.
 - f) To make sure that water and electricity are not wasted.
- 5 The Area Chairperson will be responsible for keys to empty houses and will ensure that keys are collected when someone vacates a room or a house.
- 6 The Area Chairperson will brief properly all new occupants about their duties and responsibilities and give them general information about the residential area.
- 7 The Area Chairperson will report the presence of all newcomers visitors to the Director's Office.
- 8 The Sub - Committee will deal with disputes and problems and only refer them to the Complex Commissar or Director if they can not solve them.
- 9 The Sub - Committee will make a proposals about landscaping and general improvement in its area.

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RESIDENTS

1 For the Health and Hygiene

- a) Refuse and rubbish to be put into bins and then transferred to refuse pits.
- b) Refuse pits to be burnt at the end of each day to avoid flies, rats, cockroaches and other vermin.
- c) Nothing other than paper to be placed in sanitary bowls-particularly not sanitary towels which should be wrapped in newspaper and disposed of in refuse pits. This is to prevent a sewerage blockages.
- d) Toilets and dustbins should be cleaned once daily with disinfectant to avoid germs.
- e) Vegetables should be washed in outside dhobie before being taken into homes so that dirt and insects be left outside.

GENERAL CLEANLINESS

- a) We do not have proper washable paint for the walls please try to keep the children from putting sundgy hands on them and try not to deface or make unness holes in them.
- b) The ground around your houses should be kept clean and free of littter.

Environment

Gardenning is both healthy and pleasureble. The growing of additional foods - Fruits and vegetables is important encouraged to help Mazimbu to be more beautiful by making gardens and keeping down weeds.

Vacating of Homes

If you are moved to another residence or sent abroad on scholarship or other missions, you are required to leave behind all ANC Property which has been issued to you, such as:- Furniture, Utincils mattresses, Bed linen, Curtains etc. No ANC Property may be sold this is absolutely forbidden.