

TO: DIRECTORATE MEMBERS

FROM: THE DIRECTOR

DATE: 26/11/84.

S.HO/004/D100/12

26/11/84

CRITERIA FOR THE ALLOCATION OF ACCOMMODATION (H/03)

- The Housing Committee allocates accommodation to ANC members who are actively committed to the general development of the complex. To qualify for housing, it is therefore necessary to be a full-time worker and to attend work regularly.
- Mazimbu being an educational complex, teachers will receive priority 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.
- ANC comrades who do overtime work or have also to do work at home will also qualify for preferential treatment.
- Where possible, accommodation will be allocated close to the places of work.
- ~~Compatibility~~ ^{deciding on} will always be considered when ~~deciding on~~ shared accommodation.
- As far as possible, different categories of workers will be distributed in all residential areas.
- Others on a priority list will be comrades specially recommended by the Health Team.

AREA RESIDENTIAL SUB-COMMITTEES (H/04)

GUIDELINES

Composition

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

Chairperson (Area Housing Officer)

Secretary

Two Residents.

The Area Commissar will be an ex-officio member.

Area Residential Sub-Committees will be set up for Units 1 & 2, Units 3 & 4, Tabora, Children's Centre, Double-Up, Copenhagen and Kliptown.

2. The Sub-Committees will meet fortnightly. Minutes of meetings to be sent to the Housing Officer and Complex Commissar.
3. Each Area Chairperson will also attend meetings of the Housing Committee and submit a report on his/her area.
4. The Sub-Committees will be responsible for the houses in its area. Amongst its tasks will be:-
 - a) To make sure that houses are kept clean and are in good repair
 - b) To ensure that occupants keep their surroundings clean and tidy.
 - c) To check that rubbish is properly disposed of.
 - d) To monitor the safekeeping of ANC property

- e) To hold house inventories twice a year
- f) To try, by all means - explanation education etc, to see that electricity is not wasted.
- 5. The Area Chairperson will be responsible for being in charge of keys to empty houses. He/she must collect keys when a room or house is vacated.
- 6. It will be the duty of the Area Chairperson to properly brief all new occupants about their obligations and responsibilities and to give them general information about that particular residential area.
- 7. The Area Chairperson must report the presence of all newcomers and visitors to the Housing Officer and to the Director's office.
- 8. The Sub-Committee is charged with dealing with disputes and problems of residents and only refer them to the Housing Officer, Complex Commissar or Director if they are unable to solve them.
- 9. The Sub-Committee should make proposals regarding landscaping and the general improvement of the environment in its area.

GUIDELINES FOR RESIDENTS (H/05)

1. Health and Hygiene

- 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.
- c) Nothing other than paper to be put into sanitary bowls - particularly not sanitary towels which should be wrapped in paper and burned in the rubbish holes. This is to prevent sewerage blockages.
- d) Toilets and dustbins should be cleaned once daily with disinfectant to prevent germs.
- e) Vegetables should be washed in outside dhobies before being taken into homes so that dirt and insects can be left outside.

2. General Cleanliness

- a) In the absence of washable paint for the walls try to keep the children from putting smudgy hands on them and try not to deface or make unnecessary holes in them.
- b) The grounds around your homes should be kept clean and free of litter.

3. Environment

- a) Elephant grass breeds mosquitoes. Keep it and other weeds down.
- b) Gardening is healthy and pleasurable - make your gardens beautiful. Grow fruit and vegetables and help to become self-sufficient by producing some of your own food.

4. Vacating of Rooms or Homes

If leaving Mazinbu to go elsewhere on scholarships 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.

HOUSING COMMITTEE H/02 (Terms of Ref See H/01)

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:-

1. To ensure that accommodation is allocated according to set guidelines and criteria (see H/03).
- To check regularly that houses are looked after by the occupants and that ANC property is secure.
- To ensure that maintenance and repair work is done on houses; to achieve this a maintenance schedule has to be followed.
- 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 H/04
- To liaise with the Site Office regarding the handover of new residences and regarding advice and materials for maintenance and repairs.
- 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, Commissariat and other political structures.
- To advise residents about the securing of property against thefts and burglaries.
- 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.
- 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.

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COMPLEX HOUSING COMMITTEE H/01

TERMS OF REFERENCE

The function of the Committee will be:-

- a) To allocate accommodation to ANC members who are actively committed to the general development of the complex.
- b) To be responsible for the maintenance and security of all houses, their contents and surroundings.
- c) To provide accommodation for visitors to the complex and to arrange the catering for them.

COMPOSITION OF THE COMMITTEE

- a) The Housing Officer (Chairperson)
- b) Chairperson from each of the Residential Committees i.e. Tabora, Ilala, Units 1 - 4, Copenhagen, Double-Up, Kliptown.
- c) Boarding Masters (or Matrons) for Primary and Secondary schools.
- d) The Director and Complex Commissar

MEETINGS

The Committee will meet once per month.

STRUCTURE

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