

# SALT RIVER BUILDING PROJECT MEETING 12 JANUARY 1987

## PRESENT

Representatives from the following tenant organisations

Children's Resources Centre

SADWU

Koeberg Alert

TAP

ILRIG

CELT

Woodstock Advice office

CUPC

Cosatu

WPCC

LRS / CT Trade Union Library

Representatives from the Committee of the Community Property

Barry Street

Gordon Young

Wesley Matheca

Architects

Ludi Berdenhagen

Melinda Silverman

## ① Architectural Progress

At the moment the building is two weeks behind schedule, but the builders have promised to look at ways of making up lost time. The scheduled date of completion is still at the end of June / Beginning of July

Melinda felt that many of the tenant organisations are not fully informed about a lot of architectural decisions that have been made over the last few months. Participants at

The meeting suggested a gathering of all tenants at which Melinda would explain the drawings. Participants at the meeting suggested that this take place outside of working hours so that tenants who haven't been able to come to the Monday meeting can attend.

All tenants are invited to come on "a guided tour" through the building and take a look at the drawings.

on THURSDAY 22 JANUARY 1987

at 5.30 IN THE EVENING

in THE COSAM OFFICE in the building

41 SALT RIVER ROAD

② Anchor Bay Electrical, recommended by both Julius Cohen, the builder, and the Electrical and Allied Trade Union of South Africa have been appointed as the electricians for the building. Anchor Bay's price was also the cheapest.

Paper Wood and Allied Workers Union do not favour any particular timber companies. They organise, have recognition agreements or good relationships with PG Wood, Sam Newman and Aerton timbers. Sam Newman have been appointed to make some new wooden trusses. All three timber companies will be approached for prices for any other woodwork on site.

③ Cosatu have asked that their offices and the offices of their affiliates be redesigned. Melinda has done a drawing and asked that Cosatu discuss this new plan with PLAWU / MWASA, CWU and SAR & HWU. Cosatu has been asked to give Melinda the go-ahead on this plan by 20 January 1986.

#### ④ Smoke Detection System.

The committee of the Community Property feel that this is an essential - to guard against accidental fires and malicious arson attacks. The fire detection system will be connected to the Salt River Fire station so that station will be notified as soon as a fire starts.

Architects are therefore instructed to find a cheap and effective smoke detection system.

Both Cosatu and WPCG were asked to consider if they really need full height partitions between each office, as this could save money on a fire detection system. Cosatu want full height partitions between each union. Melinda will meet with WPCG to discuss their requirements.

#### ⑤ Parking

There was consensus amongst participants at the meeting that security should start at the perimeter of the site, and that there should be clear and distinct pedestrian routes to the entrance of the building and that the security guard be stationed in a kiosk at the boundary to vet both pedestrians and drivers and allow delivery trucks onto the site. Parking will be allocated on a square metre basis. Organisations not requiring their full quota of parking spaces would be asked to give up their spaces to organisations who wanted more than their full quota.

#### ⑥ Community Property Finances.

Berry reported that by the end of this month all the money for the building will have been transferred into the Community Property account.

### ⑦ Towels in the toilets.

Melinda was asked to investigate the cost implications of Steiner services; (Cotton roller handtowels) Kleenex (disposable towels) or towels that the caretaker would have laundered etc.

### ⑧ Telephone installations.

Melinda asked that all tenants return their telephone forms to the Community Property by 20 February 1987 so that the electrical engineer can coordinate the telephone installation. The address of the Salt River Building is 44 Salt River Road, Salt River. If your organisation has a telex or fax-machine please contact Melinda.

### ⑨ Constitution

The following suggestions / criticisms have emerged so far.

i) There is too much work for the Secretary and Chairperson, but there is the feeling that the Caretaker / Administrator can handle the bulk of it.

ii) The Caretaker / Administrator has not been included in the structure. Gordon feels that the caretaker should attend all meetings, but not vote.

iii) The administration committee must be given executive powers. i.e. be able to act in between quarterly Tenants meetings

iv) We must guard against the building becoming a project and distracting us from our work

v) Melinda will investigate the scope of the Caretaker / Administrator's work in the other buildings like ours i.e. Khotso House and ECT.

Melinda will redraft the constitution to include these suggestions.

⑩ Next Meeting

The next meeting will concentrate on further suggestions relating to constitution. Please discuss the constitution in your organisation.

The next meeting will take place at 9.00 am SHARP in the Site office, 41 Salt River Road on MONDAY 26 JANUARY 1987.

Also advise 5.30 pm on THURSDAY 22 JANUARY when "a guided tour" of the building will take place.

# SALT RIVER BUILDING PROJECT MEETING 26 JANUARY 1987

## PRESENT

Representatives from the following tenant organisations

Community Arts Project

Koeberg Alert

LRS / CTTU

Molo Sangololo

ILRIG

Woodstock Advice Office

CUPC

WPCC

Representatives from the Committee of the Community Property

Barry Steek

Gordon Yang

Wesley Mabuza

Architects

Melinda Simeron

## APOLOGIES

Cosatu

### ① Architectural

The builders are still looking at ways of making up a two week time lag. But the scheduled date of completion is still End of June / Beginning of July 1987.

### ② Smoke Detection System

WPCC question both the price and validity of a smoke detection system. WPCC raised the question of collusion between the fire department and the agents who might

be likely to attack the building. Barry felt that there was a precedent for buildings like these to be firebombed and that it might be short sighted to save £50 000 on a smoke detection system when a two million pound building was at stake. In the meantime the electrical engineers have gone to various smoke detection companies to get prices. Once we get these prices we can discuss the issue of smoke detection again.

### ③ Parking

WPCC felt that it would be preferable to pay a parking attendant rather than install an electronic boom. The salary of a parking attendant would add to the maintenance costs of the building - and therefore raise the rent. In the meantime the architects have designed a kiosk with electrical wiring in case a boom is installed later.

### ④ Cleaning Public Areas

WPCC asked who would be responsible for this. In a preliminary budget provision was made for 2 cleaners to be paid £350 each per month. This needs to be discussed again. In the meantime Melinda will investigate the cost of cleaning services, cost of roller towels, paper towels etc.

### ⑤ The Constitution.

Barry explained that the money to buy and renovate the building had been jointly raised by WPCC and SCAT (Social Change Assistance Trust.) Together they formed a Company called The Community Property. This company owns the building.

be likely to attack the building. Barry felt that it might be shortsighted to look for savings on a R50 000 smoke detection system when a R2 million building was at stake. In the meantime the electrical engineers have gone to 5 smoke detection companies for competitive prices. Once we get these prices, we can discuss the issue of smoke detection again.

### ③ Parking

WPCC felt that it would be preferable to pay a parking attendant rather than install a boom. The salary of a parking attendant would add to the maintenance costs of the building and therefore raise the rent. In the meantime the architects have provided for a hoist and electrical wiring, in case a boom is ever installed.

### ④ Cleaning public areas

WPCC asked who would be responsible for this. In a preliminary budget, provision was made for 2 cleaners to be paid R350 each per month. This needs to be discussed again. Melinda will investigate cleaning services, costs of towels etc.

### ⑤ The constitution

Barry explained that the money to buy and renovate the building had been jointly raised by WPCC and SCAT (Social Change Assistance Trust). A company, The Community Property, was formed. The company owns the building. Barry who is the "Chairman of the Committee of the Company" felt that there should be an outside body controlling the building and that as far as possible tenants should



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Barry who is the "Chairman of the Committee of the Company" felt that there should not be an outside body controlling the building and that as far as possible tenants should be responsible for running the building. SCAT feels that once the building is complete tenants must take over the responsibility of running the building. The building must be financially self sufficient. Gordon explained that he would like to see the company "delegating" its responsibilities to the various committees. WPCCC feels that its initial involvement in the project will be ongoing - because they will also be tenants. Wesley pointed out that "likeminded organisations" form the basis for this building. Nevertheless if there is irreconcilable conflict ultimate responsibility rests with the Company because it is a legal persona.

(All tenant organisations were asked to read through "The Memorandum and Articles of Association of the Community Property." These were sent out to all tenant organisations on 22 September 1986. If your organisation needs another copy please contact Melinda 248253)

The following suggestions were made by participants at the meeting

- i) The role of the caretaker / building manager / administrator must be more clearly defined - particularly his/her position on the various committees. Would the caretaker do administrative work for Chairperson / Secretary of the TC and Administration Committee?
- ii) The phrase "building shall be controlled by the tenant organisations" might be legally incorrect. WPCCC and Community Property Lawyers will check it out.

- iii) The question of ultimate control - the Company or the Tenants. The tenants committee has no legal status whereas the Company is a legal person. Participants at the meeting felt that the Tenants Committee be responsible for make policy decisions eg rent increases, policy about hiring halls.
- iv) The responsibilities of the Administration Committee. This is the executive of the Tenants Committee and runs the building on a day to day basis via the caretaker/administrator. Representation on the Admin Committee should be reexamined. Some tenants felt that representation should be weighted in favour of tenant reps. Other tenants felt that the present ratio (ie 4 reps from the Company and 4 reps from the TC) was ok.
- v) Question of timing. Because the Admin committee meets more frequently than the TC (monthly as opposed to quarterly) Admin committee must be given executive powers. There must be a way of quickly resolving conflict. Notice for special meetings should be reduced from 14 to 7 days.
- vi) Question of representation on the Admin committee. Reps on the Admin committee must represent either the Company or the Tenants. Company members who are tenants and tenants who are company members would not be eligible to stand for the Admin Committee.
- vii) The administration committee would open a bank account into which rent would be paid. Salaries maintenance costs, repairs etc would be paid out of this account. Reps from both the company and TC would be signatories to this account.

viii) A condition of the lease that tenants would sign with the company would be compliance with decisions taken by the TC and AC. Before moving - tenants would have give some undertaking that they agree with the spirit of the constitution and will abide by the decisions of the various committees.

If you have any further suggestions, comments or ideas please write to The Community Property, P O Box 237, SALT RIVER, 7925 or contact Melinda 248253. In the meantime SCAT and WPCC will have the constitution checked out by their lawyers. A new draft will be ready for the next meeting.

#### ⑥ Deposit.

Tenant organisations will be asked to pay a deposit (equal to the first month's rent) before they move in. This deposit will be refundable.

#### ⑦ Next meeting.

The next meeting will be held in the Site office, At Salt River Road, SALT RIVER on Monday morning 23 FEBRUARY 1986 at 9.00 SHARP!



*"our heart in your home"*

Estate Agents . Property Valuers . Letting Agents . Auctioneers

32, Second Avenue, Harfield Village, Claremont 7700. Tel. 64-1093

28th January 1987

End Conscription Committee  
435 Main Road  
OBSERVATORY  
7925

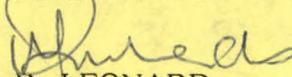
Dear Sir/Madam,

re: INCREASE IN RENTAL.

We wish to advise that in terms of Clause 1.7.1. of your Lease Agreement, the monthly rental shall be increased by 15% effective from 1st February 1987. The new rental being R632-50 per month.

Thanking you,


Yours faithfully  
BILL RAWSON ESTATES

  
P. LEONARD

RENTING DIVISION

Bill Rawson Estates (Pty) Ltd.  
Co. Reg. No. 74/01357/07

Directors: R Fourie B.Comm (UCT)  
K T Aldum  
W I S Rawson ACIS

  
Claremont 64-1093  
Goodwood 591-9261  
Brackenfell 901-2108

Our business is to help people buy and sell property. In doing this we put our heart into their homes. We deal in homes, not houses. This is a people orientated business. We appreciate that our clients are dealing in dreams. They are investing in life-styles. We are sensitively aware of this and realise that buying a home is one of the most important transactions in any person's life.

We recognise that our success is dependent on how well we meet our responsibilities to our two groups of clients, namely, buyers and sellers.

We strive to provide a professional and friendly service to all our clients. We are committed to honesty and integrity in all our negotiations, endeavouring to ensure that the seller gets a fair price for his home and that the buyer makes a wise investment for life.

Our goal is to ensure steady growth based on dynamic and progressive management and an exuberant team who are excited and enthusiastic about property and people.

We feel a deep, personal responsibility to our staff. As an equal opportunity employer we seek to create and maintain an environment where every employee is given the opportunity to develop his or her maximum potential. We expect to reward employees commensurate with their contribution to the success of the company.

We believe in the free enterprise system, and feel an incumbent responsibility to ensure that our business operates at a reasonable profit. Profit provides opportunity for growth and job security and is a benefit to the country as a whole.



# Training Association

(NON-PROFIT COMPANY INCORPORATED UNDER SECTION 21)

TELEPHONE 021-313051

SAMSONS BUILDINGS  
CLIVE ROAD  
MONWOOD INDUSTRIA  
PHILIPPI. 7764

13th February 1987

E.C.C.  
P.O.BOX 208  
WOODSTOCK  
7915

Dear Friends,

We have been advised by <sup>us</sup> ~~Mrs~~ Melinda Silverman (Building Project Co-Ordinator) that you may be a tenant in the Community Property, Salt River, as from the middle of this year.

We wish to offer our services to you for the provision of furniture fittings such as shelving, desks, cupboards, counters etc which you may require for your new premises. We can assure you of high quality workmanship and very competitive prices.

We look forward to hearing from you.

Yours sincerely,  
PRODCOM TRAINING ASSOCIATION

PHILIP DAVIDS

SALT RIVER BUILDING PROJECT  
MEETING 23 FEBRUARY 1987

PRESENT:

Representatives from the following tenant organisations

LRS/CTTUL

WPCC

ILRIG

Woodstock Advice office / Advice Office Forum

CUPC

CAP

Representatives from the Community Property

Barry Street

Gordon Young

Pierre van der Heever

Architects

Melinda Silverman

① Colour Scheme

The architects and trustees have settled on the colour scheme for the building :- green roof sheeting, cream coloured walls, red door and window frames

② New date for moving in

The builders expect that the building will be ready for occupation on 11 August 1987 except for the space allocated to LRS/CTTUL which will be ready for occupation 30 June 1987. Organisations who have problems with the new date - 11 August - are asked to contact Melinda as soon as possible to see if alternative arrangements can be made. The builders feel that it would be most desirable though

if everyone moved in after 11 August.

③ Building budget

At the moment the cost of the building is more than anticipated. On the other hand SCAT has been able to raise more money than expected. Barry will draw up a budget. Gordon felt that it going to be necessary to look for savings. He suggested that the following items be left out as possible savings

- WPCC ceiling
- Security kiosk at boundary.
- Wall in LRS computer room.

④ Burglar Bars

Tenants requested that Melinda gets prices for installing burglar bars on ground floor to opening and fixed pane windows. Also prices for installing burglar bars on upper floors.

⑤ Carpets

The cost of carpeting is cheaper than the cost of vinyl floor tiles, and carpeting has been used successfully in other public buildings. Carpeting generally will therefore be used throughout the building except where organisations make use of ink, paints etc that could be messy. If your organisation intends using a roves machine, or lots of glue, paint etc please contact Melinda. So far WPCC have indicated that they want vinyl in their CRISIS NEWS production room, and CAP have indicated that they want vinyl throughout their premises.

Melinda will investigate what the cost implications are of organisations being able to decide what colour carpets they want. It might be cheaper, however, for all organisations to have the same colour carpet.

### ⑥ Towels in the cloakrooms

Cotton roller towels can be hired at R19,09 per month. Melinda will find out the cost of paper towels to be used in the public toilets adjoining the halls.

Ordinary towel rails will be provided in tenants' toilets. Tenants will have to come to some arrangement about towels.

### ⑦ Constitution

A further draft of the constitution was circulated at the meeting. The following suggestions were made

- i) The word 'ratify' should be more clearly defined
- ii) The number of members of the administration committee should be reduced or alternately 8 established as a maximum
- iii) Admin committee minutes should be circulated to tenants
- iv) Admin committee must draw up an annual budget for ratification by the Tenants Committee and the Community Property.
- v) Tenants committee make decisions about policy including
  - a) Appointment of staff
  - b) Allocation of space to new tenants
  - c) Rents
  - d) Wages
  - e) Any decisions that have cost implications for tenants



Admin Committee, on the other hand make decisions relating to routine running of the building.

vi) Agenda at Tenants Committee meeting can be changed by a 2/3 majority (rather than by unanimous agreement.)

vii) Clause in the Lease relating to Association of Tenants should have qualifying requirements removed. ie should read:

"5. It is recorded that there are certain communal areas available to all Tenants. These will be managed by the Association of Tenants and the Tenant shall be obliged to join this Association and to participate in its affairs. The Tenant shall adhere to the rules and requirements of the Association of Tenants. The Tenant shall be obliged to pay whatever subscription may be determined by the Association of Tenants.

8) Deposit.

All tenant organisations will be expected to pay a deposit of one month's rent by the end of June. The money will be held in a separate account so that organisations can be refunded if/when they move out.

9) Next Meeting

The Next Meeting will be held on Monday at 9.00 am on 23 MARCH 1987, in the site office, 41 Salt River Road, Salt River.

10) ENCLOSED PLEASE FIND LATEST CONSTITUTION

## CONSTITUTION OF THE COMMUNITY PROPERTY TENANTS COMMITTEE

### PREAMBLE

The purpose of the building is to provide accomodation for organisations working towards a united, non-racial and democratic South Africa.

The building is owned by the Community Property (Association Incorporated under Section 21) which is a non-profit company. The building shall be administered by a committee of the tenant organisations. The administration and running of the building shall reflect the broad principles of the tenant organisations.

### NAME OF THE COMMITTEE

The name of the committee shall be the Community Property Tenants Committee.

### MEMBERSHIP OF THE TENANTS COMMITTEE

The Tenants Committee shall consist of representatives from the tenant organisations occupying the premises of the Community Property at 41 Salt River Road, Salt River.

Membership of the Tenants Committee shall be subject to tenants abiding by the conditions of the lease.

It is recorded that the first Tenants Committee shall consist of members from the following organisations who are the tenants: Labour Research Service, Cape Town Trade Union Library, South African Domestic Workers Union, Woodstock Advice Office, Community Arts Project, Woodstock Salt River Walmer Estate Residents Association, Cosatu Western Cape, Chemical Workers Industrial Union, South African Railway and Harbour Workers Union, Paper Wood and Allied Workers Union/Media Workers Association of South Africa, Technical Assistance Project, Unemployed Workers Movement, International Labour Research and Information Group, Western Province Council of Churches, End Conscription Campaign, United Democratic Front, Churches Urban Planning Commission, Koeberg Alert, Childrens Resource Centre, Molo Songololo, and Western Cape Students Congress.

### REPRESENTATION

Each tenant shall be entitled to at least one representative. Organisations occupying more than 100 square metres shall be entitled to additional representatives for every 100 square metres occupied, with a maximum of 3 representatives.

### OBJECTS OF THE TENANTS COMMITTEE

1. To elect office bearers of the Tenants Committee. The Tenants Committee shall have the following office bearers:

A Chairperson elected from amongst its members at the first meeting of the Tenants Committee. The Chairperson shall hold office for one year but shall be eligible for re-election. The chairperson shall preside at all meetings and shall liase with the tenants.

A Secretary elected from amongst its members at the first meeting of the Tenants Committee. The secretary shall hold office for one year but shall be eligible for re-election. The secretary shall attend all meetings, take minutes, deal with correspondence and circulate agendas and minutes to tenants.

In addition to their tasks on the Tenants Committee, these two office bearers shall represent the interents of the tenants on the ADMINISTRATION COMMITTEE.

2. To be responsible for coordinating the interests of the tenants occupying the building.

3. To ratify any policy decisions made by the ADMINISTRATION COMMITTEE regarding the appointment of staff, the allocation of space to new tenants, rents, wages, or any decision that has cost implications for the tenants.
4. To monitor the day to day administration of the building.
5. To ratify the annual budget drawn up by the ADMINISTRATION COMMITTEE.
6. To elect up to 2 additional representatives from the Tenants Committee to serve on the ADMINISTRATION COMMITTEE.

#### MEETINGS OF THE TENANTS COMMITTEE

Meetings shall be held quarterly.

Special meetings can be called by office bearers or one third of the Tenants Committee on at least 7 days notice.

One half of the members of the Tenants Committee shall constitute a quorum. If a meeting is not quorate 15 minutes after the time for its commencement it shall be adjourned and may be reconvened not earlier than 7 days and not later than 14 days thereafter. At such an adjourned meeting the representatives present shall constitute a quorum.

#### PROCEDURE AT MEETINGS

Meetings of the Tenants Committee shall be conducted in accordance with the principles of democracy.

All members of the Tenants Committee shall have equal rights in voting. The agenda for the meeting shall be circulated 14 days before the meeting. The meeting shall discuss only those matters on the agenda unless the meeting agrees by a two thirds majority that the matter can be discussed. Decisions shall be made by simple majority.

Tenants must abide by the decisions of the Tenants Committee.

#### ADOPTION OF THIS CONSTITUTION

Adoption of this constitution is subject to the first quorate meeting of the Tenants Committee.

#### AMENDMENTS TO THE CONSTITUTION

This constitution may be amended by a simple majority at a duly constituted meeting provided that one months notice has been given.

#### DISSOLUTION OF THE TENANTS COMMITTEE

The Tenants Committee shall be dissolved should a majority of the members so decide at a duly constituted meeting on one months notice.

THE TENANTS COMMITTEE SHALL NOT BE A LEGAL PERSONA AND SHALL MERELY EXIST FOR THE PURPOSES OF ARTICULATING THE INTERESTS OF THE TENANTS.

### THE ADMINISTRATION COMMITTEE

The Administration Committee shall be the executive arm of the TENANTS COMMITTEE.

The Administration Committee shall deal with the day to day running of the building, including maintenance, the collection of rents, finance and the hiring out of halls.

Decisions taken by the Administration Committee regarding the appointment of staff, fixing of rents and allocation of space to new tenants, shall be ratified by the TENANTS COMMITTEE.

The Administration Committee shall consist of up to 8 members made up as follows:

A maximum of four representatives from the Tenants Committee including the chairperson and secretary.

A maximum of four representatives of the Committee of the Community Property.

The Administration Committee shall meet at least once a month.

Minutes of Administration Committee meetings shall be circulated to all tenants.

### THE BUILDING ADMINISTRATOR

The Building Administrator shall be an employee of the Community Property and shall be responsible for executing decisions made by the ADMINISTRATION COMMITTEE.

The Building Administrator shall attend all meetings of the TENANTS COMMITTEE and shall assist the office bearers of the TENANTS COMMITTEE with their tasks. The Building Administrator shall have no vote at meetings of the TENANTS COMMITTEE.

The Building Administrator shall attend all meetings of the ADMINISTRATION COMMITTEE but shall have no vote.

The Building Administrator shall be responsible for the collection of rents, for hiring out halls, for liaising with tenants and for maintaining the building.

# SALT RIVER BUILDING PROJECT

## MEETING 23 MARCH 1987

### PRESENT

Representatives from the following tenant organisations

LRS / CTTUL

WPCC

ILRIG

Woodstock Advice office

CUPC

CAP

SADWA

ECC

Molo Sangololo

TAP

Representatives from the Committee of the Community Property.

Barry Street

Gordon Young

Pierre van der Heever

### Architects

Melinda Silverman

### ① Building Progress

The roof sheeting has arrived on site, one week later than expected. But the builders believe that they can catch up the time lost. They are still working towards the 11th August 1987

### ② Union approval for building products.

Wherever possible unions have been consulted about the building products to be used in the building. So far we have received approval for the following

- PG Glass (Chemical Workers Industrial Union)
- De Nobrega Tiling (SAAWU)
- Jack Frost Partitions (SAAWU)
- Wispeco Burglar Bars (SAAWU)

③ Security

We have received the following recommendations from Rennie's Electronic Security and Fidelity Guards as regards security at the building, with their estimated prices.



**Rennie's Electronic Security (Cape) (Pty) Ltd**  
 Formerly Lancaster Security Systems  
 Member of the Rennie's Freight Services Group

1.	CCTV	R18 500.00
2.	CARD READERS/LOCKS CARDS	R 7 800.00 R8.00 EACH
3.	LOCKS (ADDITIONAL TO 2)	R 2 200.00
4.	DAYGUARD, ESCAPE DOOR MONITORING	R 4 420.00
5.	FIRE ESCAPE ALARM EXIT - 11 LOCKING MECHANISMS	R 9 000.00
6.1	ELECTRIC FENCE	R 4 812.00
6.2	MESH FENCE/DANAERT RAZOR TAPE	R 6 922.00
RECOMMENDATION	PASSIVES	R 450.00 EACH INSTALLED
	SMOKE DETECTION	R22 000.00

He also recommend that we upgrade our Guarding Service to

" 1 X GRADE I SECURITY GUARD 12 hrs Shifts  
Monday to Sunday on DAY SHIFT PLUS  
1 X GRADE II SECURITY GUARD 12 hr Shifts  
Monday to Sunday on DAY SHIFT PLUS  
1 X GRADE II SECURITY GUARD 12 hr Shifts  
Monday to Sunday on NIGHT SHIFT"  
Price per month R 3 120

So far the following will provided at the building  
Burglar Bars R 6 000  
Smoke Detection R 27 000  
Perimeter Fencing and Security Guards

④ Making the building accessible to wheelchair users.  
Melinda has received a letter from a wheelchair user urging us to put in a lift. She has also been approached by a representative of the Disabled Students Programme at Wits. The DSP rep accepted that installing a lift might be impossible but urged us to install 2 paraplegic toilets and ensure that the ground floor was accessible to wheelchair users by means of ramps, ramped thresholds, wide doors etc. So far we have provided for ramps, ramped thresholds, wide doors and at no additional cost can convert one of the tenant's toilets into a toilet for wheelchair users. The architects will examine the cost of building an additional toilet for wheelchair users. (Enclosed find copy of Karl's letter.)

⑤ Towels in the toilet

The cost of hiring cloth towels as opposed to the cost of installing paper towel dispensers and buying paper towels. -

Hiring cloth towels : 14 cloaks @ R19,09  
R 267,26 per month

Flat paper towels : 14 dispensers @ R19,53  
R 273,42 capital cost  
2400 towels for R40,37  
± R 80,00 per month

Roll paper towels : 14 dispensers @ R24,00  
R 336,00 capital cost  
1000 m for R39,83 ± R 60,00 per month

There was consensus at the meeting that we go for rolls of paper towels.

⑥ Name of building, of the different blocks, the halls. The Community Property feel that the building should not be named after an individual, but should have a name similar to Khato House (Solus for "peace")

There was a suggestion that the halls however be named after people who have died in detention.

Organisations are asked to discuss this and bring suggestions to the next meeting.

Regarding the naming of blocks and signs leading to the different offices; there was consensus that blocks are not referred to as A or B etc. Some of the participants at the meeting felt that colour coding was confusing. Others felt that it was worth examining. Suggestions?!



### ⑦ Constitution

Barry suggested that the constitution is informally adopted at the next meeting and then formally adopted at the first tenants meeting. If you have any further suggestions please contact Melinda at 248253

### ⑧ Opening ceremony

Pierre suggested that an opening ceremony be held in mid-August for tenants and invited guests including Beyers Navde, Bishop Tutu and Dr Allan Boesak. Barry suggested that some of the foreign diplomats involved in funding also attend, and that Coratu also have a speaker. Pierre suggested that a working group be formed to arrange the ceremony. Pierre, Barry and a representative from Coratu would meet to arrange this.

### ⑨ Next Meeting.

Gordon suggested that at the next meeting the lease and constitution be finally approved and that a date is set for organisations to sign leases and pay the one month rental deposit. The next meeting will take place in the site office on  
 MONDAY 27 APRIL 1987 AT 9.00 A.M.

41 Regent St.,  
Yeoville,  
2198.  
20-2-87.

Melinda Silverman,  
41 Salt River Rd,  
Salt River,  
7925.

Dear Melinda,

**WHEELCHAIR ACCESS TO SCAT BUILDING**

Dave Figg of ILRIG told me recently about the project you are working on, and I was disturbed to hear that no lift is being planned to make the upstairs offices accessible to wheelchair users, the elderly, etc. It is a very real problem if mass organisations such as UDF, COSATU, and resource organisations such as ILRIG, are to be inaccessible to disabled people. Because of financial limitations many progressive organisations are constrained to take offices in old buildings without lifts, but if a building is being expressly renovated for use by such organisations, it seems an ideal opportunity to make them accessible to the disabled.

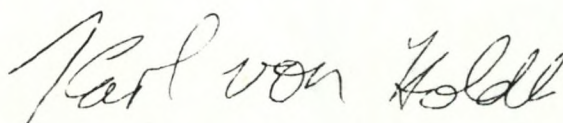
It might seem like a lot of resources to use on a handful of people. But even aside from the general principle that accessibility is a right rather than a privilege, as the civil war in South Africa intensifies, one might expect more young activists to become disabled. Can we say that there will only be place for them on the ground floor? Simply as an example of what I mean, Sisa Njikelana, a seasoned trade union activist, recently broke his back in a car accident, and will be using a wheelchair for at least some time. Old comrades too such as Oscar Mpetha are unable to use stairs.

Inaccessibility is a form of oppression that disabled people suffer. It would be a pity if organisations which exist to fight oppression were obliged to oppress disabled people because of the structure of the building where they are based.

I do appreciate that putting in a lift would be costly, and may even be impossible if the building only has two stories. But I have been frustrated by five years of being carried up narrow, steep and dangerous stairs of various progressive organisations, and I urge your committee to consider this issue with the utmost seriousness.

Forward to a flat Republic!

Best wishes,



Karl von Holdt.

MARCH 87

## CONSTITUTION OF THE COMMUNITY PROPERTY TENANTS COMMITTEE

### PREAMBLE

The purpose of the building is to provide accomodation for organisations working towards a united, non-racial and democratic South Africa.

The building is owned by the Community Property (Association Incorporated under Section 21) which is a non-profit company. The building shall be administered by a committee of the tenant organisations. The administration and running of the building shall reflect the broad principles of the tenant organisations.

### NAME OF THE COMMITTEE

The name of the committee shall be the Community Property Tenants Committee.

### MEMBERSHIP OF THE TENANTS COMMITTEE

The Tenants Committee shall consist of representatives from the tenant organisations occupying the premises of the Community Property at 41 Salt River Road, Salt River. Membership of the Tenants Committee shall be subject to tenants abiding by the conditions of the lease.

It is recorded that the first Tenants Committee shall consist of members from the following organisations who are the tenants: Labour Research Service, Cape Town Trade Union Library, South African Domestic Workers Union, Woodstock Advice Office, Community Arts Project, Woodstock Salt River Walmer Estate Residents Association, Cosatu Western Cape, Chemical Workers Industrial Union, South African Railway and Harbour Workers Union, Paper Wood and Allied Workers Union/Media Workers Association of South Africa, Technical Assistance Project, Unemployed Workers Movement, International Labour Research and Information Group, Western Province Council of Churches, End Conscription Campaign, United Democratic Front, Churches Urban Planning Commission, Koeberg Alert, Childrens Resource Centre, Molo Songololo, and Western Cape Students Congress.

### REPRESENTATION

Each tenant shall be entitled to at least one representative. Organisations occupying more than 100 square metres shall be entitled to additional representatives for every 100 square metres occupied, with a maximum of 3 representatives.

### OBJECTS OF THE TENANTS COMMITTEE

1. To elect office bearers of the Tenants Committee. The Tenants Committee shall have the following office bearers:

A Chairperson elected from amongst its members at the first meeting of the Tenants Committee. The Chairperson shall hold office for one year but shall be eligible for re-election. The chairperson shall preside at all meetings and shall liase with the tenants.

A Secretary elected from amongst its members at the first meeting of the Tenants Committee. The secretary shall hold office for one year but shall be eligible for re-election. The secretary shall attend all meetings, take minutes, deal with correspondence and circulate agendas and minutes to tenants.

In addition to their tasks on the Tenants Committee, these two office bearers shall represent the interents of the tenants on the ADMINISTRATION COMMITTEE.

2. To be responsible for coordinating the interests of the tenants occupying the building.

3. To ratify any policy decisions made by the ADMINISTRATION COMMITTEE regarding the appointment of staff, the allocation of space to new tenants, rents, wages, or any decision that has cost implications for the tenants.
4. To monitor the day to day administration of the building.
5. To ratify the annual budget drawn up by the ADMINISTRATION COMMITTEE.
6. To elect up to 2 additional representatives from the Tenants Committee to serve on the ADMINISTRATION COMMITTEE.

#### MEETINGS OF THE TENANTS COMMITTEE

Meetings shall be held quarterly.

Special meetings can be called by office bearers or one third of the Tenants Committee on at least 7 days notice.

One half of the members of the Tenants Committee shall constitute a quorum. If a meeting is not quorate 15 minutes after the time for its commencement it shall be adjourned and may be reconvened not earlier than 7 days and not later than 14 days thereafter. At such an adjourned meeting the representatives present shall constitute a quorum.

#### PROCEDURE AT MEETINGS

Meetings of the Tenants Committee shall be conducted in accordance with the principles of democracy.

All members of the Tenants Committee shall have equal rights in voting. The agenda for the meeting shall be circulated 14 days before the meeting. The meeting shall discuss only those matters on the agenda unless the meeting agrees by a two thirds majority that the matter can be discussed. Decisions shall be made by simple majority.

Tenants must abide by the decisions of the Tenants Committee.

#### ADOPTION OF THIS CONSTITUTION

Adoption of this constitution is subject to the first quorate meeting of the Tenants Committee.

#### AMENDMENTS TO THE CONSTITUTION

This constitution may be amended by a simple majority at a duly constituted meeting provided that one months notice has been given.

#### DISSOLUTION OF THE TENANTS COMMITTEE

The Tenants Committee shall be dissolved should a majority of the members so decide at a duly constituted meeting on one months notice.

THE TENANTS COMMITTEE SHALL NOT BE A LEGAL PERSONA AND SHALL MERELY EXIST FOR THE PURPOSES OF ARTICULATING THE INTERESTS OF THE TENANTS.

### THE ADMINISTRATION COMMITTEE

The Administration Committee shall be the executive arm of the TENANTS COMMITTEE.

The Administration Committee shall deal with the day to day running of the building, including maintenance, the collection of rents, finance and the hiring out of halls.

Decisions taken by the Administration Committee regarding the appointment of staff, fixing of rents and allocation of space to new tenants, shall be ratified by the TENANTS COMMITTEE.

The Administration Committee shall consist of up to 8 members made up as follows:

A maximum of four representatives from the Tenants Committee including the chairperson and secretary.

A maximum of four representatives of the Committee of the Community Property.

The Administration Committee shall meet at least once a month.

Minutes of Administration Committee meetings shall be circulated to all tenants.

### THE BUILDING ADMINISTRATOR

The Building Administrator shall be an employee of the Community Property and shall be responsible for executing decisions made by the ADMINISTRATION COMMITTEE.

The Building Administrator shall attend all meetings of the TENANTS COMMITTEE and shall assist the office bearers of the TENANTS COMMITTEE with their tasks. The Building Administrator shall have no vote at meetings of the TENANTS COMMITTEE.

The Building Administrator shall attend all meetings of the ADMINISTRATION COMMITTEE but shall have no vote.

The Building Administrator shall be responsible for the collection of rents, for hiring out halls, for liaising with tenants and for maintaining the building.

# DISABLED PEOPLE SOUTH AFRICA (DPSA)

c/o Disabled Students Programme • University of the Witwatersrand • 1 Jan Smuts Ave. Johannesburg 2001 • Tel: (011) 716-3227

31 March 1987

Tenant's Committee  
Salt River Building  
c/o Melinda Silverman  
P.O. Box 287  
Salt River  
7925

Dear Committee

**re: Accessibility of Salt River Building to people with disabilities**

It was brought to my attention that the Salt River building is under renovation.

As an organization ourselves who are fighting against discrimination and for the full participation of all people with disabilities I would like to support the representation made to you that this building be made as accessible as possible.

Perhaps it is important to note that as the majority of people in this country are black so are the majority of disabled people black. It is also important to see that while Apartheid is oppressing people of different colours, so it is (within the causes of violence and poverty) creating many disabled people. It seems to me important, therefore, that the building which will house many Anti-Apartheid organizations does its utmost to avoid handicapping already once disabled people.

I also want to make mention that there are people who are involved in the struggle who are or have recently become disabled. To mention just two: Karl van Holt, known to those in Cape Town, and Sisa Nijikelane a Mawu guy who has recently been spinal injured. There are many others who actually sustained their disability in the violence or work conditions of South Africa.

I realise that the tenants committee has already responded to the call for accessibility. And before I left Cape Town in February I met with Melinda Silverman. As a Barrier Free

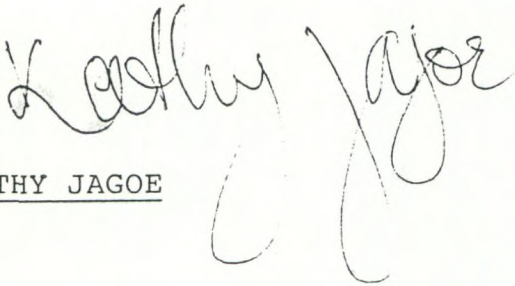
Design/...

Design consultant I also realize that this particular building is extremely difficult to make accessible. But want to urge you to consider as many of the accessibility options that you can afford.

I know we all agree to fighting against discrimination. Perhaps seeing barriers in buildings (mobility disabled people), media (for blind people) and speech (deaf people) as other forms of discrimination, takes a conscious effort.

I would just like to thank you for the approach I know has already been taken.

Sincerely,

A handwritten signature in cursive script that reads "Kathy Jagoe". The signature is written in dark ink and is positioned above the typed name.

KATHY JAGOE

c.c. Dr William Rowland, Chairman, DPSA

SALT RIVER BUILDING  
MEETING 25 MAY 1987

PRESENT

Representatives from the following tenant organisations

Woodstock Advice office

ILRIG

WPCC

SADWU

LRS / CTTUL

Weesco

Koeborg Alert / David Philip

Cosatu

Representatives from the Committee of the Community Property

Barry Steek

Gordon Young

Pierre van der Heever

Architects

Melinda Silverman

APOLOGIES

Community Arts Project

① Building Progress

The building is still on schedule. The builders will be finished by 11 August 1987

② CAP Mural

Community Arts Project would like to involve as many people as possible in designing and painting



the mural. Tenant organisations are invited to participate in the project. CAP have organised the following programme over the next three weeks. Everyone is invited!

1 JUNE (Monday) Movie at 4.00 pm at CAP about Seguieros - a Mexican Mural painter

7 JUNE (Sunday) Life drawing class at CAP 10.00 am to 5.00 pm

14 JUNE (Sunday) Composition session at CAP 10.00 am to 5.00 pm

In this way many people will participate in the design. Once the mural workshop has come up with a scheme, we will circulate drawings to all tenants, for approval at the next tenants meeting.

Berry suggested that Melinda contact Children's Resource Centre to ask them to participate in the mural.

### ③ Building Budget and Rent

In order to cover the running costs of the building, the Community Property will need about £9000 from rent each month. Participants at the meeting agreed that it was unfair for only some tenants to have to pay for toilets, ten kitchens, corridors etc and that these areas should be charged out in proportion to the amount of space an organisation occupies. Since the meeting Melinda has researched how ordinary commercial rentals are calculated. According to the "SAPOA Method for measuring Floor Areas in Office Buildings", it is common practice to charge out areas in this way.

Here is an estimate of the monthly running costs for the Community Property: -

Rates	R 750
Electricity (Estimate)	R 1050
Water (Estimate)	R 50
Globes etc ie short term maintenance	R 120
Building Fund ie long term maintenance	R 450
Caretakers Salary	R 850
Cleaners Salary	R 500
Cleaning Materials	R 250
Insurance	R 1200
Security (Estimate from Fidelity Guards)	R 3100
Additional Security	R 600
<hr/>	

TOTAL R 8920

Just to clarify some costs....

Cleaner - will clean common areas - Halls, passages, toilets adjoining halls, foyer etc. Tenants will have to clean their own offices, remove their own rubbish and clean their toilets.

Security - A subcommittee consisting of Reps from the Community Property and from Cosatu came up with the following suggestions: -

2 Commercial security guards at night - 1 at the entrance to the building and one patrolling

1 Commercial security guard in the day and one security guard at the Reception who would be employed by the Community Property.

At the moment the Community Property has a contract

with Fidelity Guards because FG have signed a recognition agreement with Transport and General Workers Union. But Barry has promised to get other quotations from other Security Companies, for comparison.

Nick suggested that we work out a clear job description for the one guard that the Community Property would employ directly.

Building Fund - Gordon felt that this figure was low. But every month money will have to be set aside for building maintenance eg A coat of paint every ten years etc.

On the basis of R 9000 running costs each month rental figures have been calculated at R5.00 per square metre per month. (See table)

#### ④ Lease

Organisations are asked to discuss the rent that they will be expected to pay. If the organisation agrees, you will be expected to sign the lease by mid-June to ensure that the lease is returned to the Community Property by 30 June 1987. Leases must be filled in and signed in duplicate. Please note the following when filling in your lease document.

##### 0. Introductory clause on Page 1

Fill in the name of your organisation.

##### 1. Clause 1. on Page 1

Please look at the plans. Areas shown



indicate the offices that your organisation will occupy. Areas shown ~~XXXX~~ indicate areas that you share with other organisations. Rental on these areas has been worked out proportional to the office area that you occupy. In addition you pay proportional rent on corridors, tea kitchens, toilets that you share with other organisations on the same floor as you.

## 2. Clause 2 on Page 1

This is an either/or option for tenants. The choice is yours.

## 5. Clause 5 on Page 2

Please read the constitution of the Tenants Committee. If you have any amendments please submit these in writing to The Community Property, P O Box 287, SAFT RIVER by 30 June 1987. Note: This constitution is a draft, but will be formally adopted (with amendments if necessary) at the first TENANTS COMMITTEE MEETING.

The meeting will take place at 9.00 am on Monday 6th July 1987 at the building. It is imperative that your organisation sends a representative / representatives to the meeting. All organisations are entitled to send at least one representative to the meeting. The following organisations are entitled to send more than one representative: WPCC can send 3 representatives.

## 7. Clause 7 on Page 3

Please enclose a crossed cheque made Payable to the Community Property. The Community Property will open a separate account for all these deposits.

Signing

Please sign on the dotted line above the word "TENANT" and get two people to witness your signature. Please fill in the names next to the signatures in Block Letters

PLEASE MAKE SURE THAT  
i) both copies of the lease documents  
ii) the cheque for your deposit  
REACHES US BEFORE 30 JUNE 1987  
AT THE COMMUNITY PROPERTY  
P O Box 287  
SALT RIVER  
7925

PLEASE DIARIZE THE DATE OF THE FIRST TENANTS MEETING

6TH JULY 1987  
MONDAY MORNING AT 9.00 am  
41 SALT RIVER ROAD.

It is very important for your organisation to send a representative!

⑤ Constitution

Garden pointed out that it was part of the original

thinking of the trustees to get some kind of commitment from organisations that they use non-violent methods in the building. Nick felt that a clause setting this out in the constitution would not change the attitude of the State. Barry pointed out that all the tenant organisations are legal organisations which means that there is an assumption that the organisations will act legally.

Dinga felt that organisations have a collective responsibility for the safety of the building, and that there should be no need for policing from above.

Perhaps a clause that tenants should not act in such a way as to endanger the safety of other tenants... was Gordon's suggestion.

This could be tabled as an amendment at the first tenant's meeting.

## ⑥ Spare Offices

CERT will no longer be occupying their office on the second floor of the Yellow Block. Barry suggested that Nick ask either TAP or UWM if they would be interested in moving to CERT's office so that Carsten could have more space in the Green Block. Melinda said that she had not had any contact with UDF or Children's Resource Centre for a very long time and was worried that they had lost interest in the building. Melinda will try to get confirmation from them that they still want to move in. Otherwise their offices would have to be let to other

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