

ANNEXURE V

Administration Report – de Witt Hanekom

Since Taboureux Naudé's appointment in 2002 by SANParks as our Administration Officer, the efficiency and effectiveness of our Admin Office in Groenkloof has improved by leaps and bounds.

Our database, with the continued tremendous input from Peter Zietsman, is housed in our Admin Office and has become an important source of information regarding Honorary Rangers. I wish to appeal to all Chairpersons and Secretaries to inform Groenkloof immediately regarding any change in the personal details of an HR so that we may keep our database up to date. Such changes may include changes of address, telephone numbers or occupation. We would also like to know whether any members have been involved in vehicle accidents, have been ill, or have experienced any personal losses or happy events. So please keep us informed.

As usual the status and details of regions are circulated at the end of November and Chairpersons and Secretaries are requested to ensure that re-appointments are undertaken during December, when regions hold their annual elections. Please ensure that these details are passed on to Taboureux before 15 January of the new year. The appointment of over 500 HR's, and the generation of their new ID cards before the end of February is a massive task, and thus no late applications will be entertained. Despite my annual plea, this year we again received late submissions, with some regions' details only being received in March.

I also wish to remind you that newly qualified candidates are only appointed 3 times a year. This is not negotiable. We experience a lot of problems with regions who do not register their candidates immediately upon acceptance and then expect short cuts.

During the past twelve months we had 40 resignations and did not re-appoint 27 HR's. As of the end of March 2006 we had 211 applicants, and registered 10 HR's as Veterans. We currently number 500 HR's. During the past year 1 of our fellow Honorary Rangers passed on to higher service. To their loved ones and friends we extend a our warmest sympathies.

As you all are aware, I undertook the distribution of uniforms when SANParks decided to change their suppliers and their uniform early in 2005. This was at a time when we had just completed the transitional period from our original black epaulettes and khaki to the uniform we now wear. I can assure you this was a difficult time, as SANParks informed us that they will not carry stock of our uniforms but would like us to keep on wearing the uniform we had just acquired. They also gave us the assurance that we would not have to change our uniform again for at least the next 5 years.

In terms of uniform supply, please bear in mind that we are dealing with a factory. They do not carry stock and manufacture items specifically for us upon receipt of our orders. I have developed a very good understanding with the supplier and am able to exchange items that do not fit. However, please return items for

exchange in the same condition you received it and in the original packaging as soon as possible within 4 weeks of receiving the goods. Just like any other retail supplier items will not be exchanged in poor condition or after an extended period of time has elapsed.

During the past year I handled 332 uniform items and mailed 48 parcels to the value of R34 425-00. I also sent approximately 240 e-mails and made 112 trunk calls regarding uniform issues, mostly at my own expense. Please read the e-mails sent out detailing uniform and familiarise yourself with the procedures. I ask for your co-operation and understanding in this regard.

Please note that I will only accept orders and payments from Chairpersons and Secretaries. I also wish to again request that you place a single order for your region and make one payment. One region placed 8 separate orders and 8 candidates made 8 separate payments into my Region's account. 6 of these were cash deposits for which we had to pay the cash handling fees, after which our Treasurer had to trace 8 payments on our accounts. This is not acceptable.

I would also again like to remind you that uniform must be worn correctly with the applicable identification. Masquerading as SANParks officials will not be tolerated.

Thank you very much to Taboureux Naudé for her dedication and to all HR's for your support over the past year. Please do not hesitate to contact me if I can be of assistance in any way.

I wish you all a successful Indaba and a rewarding year in the service of SANParks and your respective Regions.