


CODE OF CONDUCT FOR THE KRUGER NATIONAL PARK





*This Code of Conduct has been approved by the South African National Parks
and is applicable to all SANParks employees and other residents of the
Kruger National Park.*

January 2015

This Code of Conduct was approved by the KNP MANCO at a meeting held on 27 January 2015

MANCO Chairman & Acting ME: Kruger National Park:	Mr DJ Pienaar
	
Signature:	Date: 24 March 2015

General Manager: Conservation Management, Kruger National Park: Dr FJ Venter	
	
Signature:	Date: 24 March 2015

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Signature:	Date: 19 January 2015

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EMERGENCY TELEPHONE NUMBERS

PROBLEM	CONTACT NUMBERS	
DOCTOR	<p><i>It is recommended to first call the KNP doctors at Skukuza (below), who will assess the problem via the telephone and advise accordingly. They are also fully able to contact the nearest source of medical attention or to arrange emergency evacuation, either by ambulance or helicopter. You are however totally free to contact any doctor you wish and do not have to follow the route suggested above.</i></p> <p>1. Consulting rooms (24 hours) 013 735 5638 2. 072 133 9345 3. 071 896 7224</p>	
	EXTERNAL DOCTORS	
	NXANATSENI REGION	MARULA REGION
	<p><i>Hoedspruit</i> 015 793 1905</p> <p><i>Phalaborwa</i> 015 781 6452 015 781 7108</p> <p><i>Malamulele</i> 015 851 0177 015 851 2432</p>	<p><i>Komatipoort</i> 013 793 7306 013 793 7406</p> <p><i>Malelane</i> 013 790 1433 013 790 0307 013 790 0557</p> <p><i>Hazyview</i> 013 737 6325</p> <p><i>Orpen</i></p>
EMERGENCY CALL CENTRE (SKUKUZA, 24 hours)	013 735 0197	
FIRE	NXANATSENI REGION	MARULA REGION
	1. 013 735 4337 / 082 990 5371 2. 013 735 4134 / 082 990 5378 3. 013 735 4226 / 082 990 5374	
WATER & SEWERAGE	013 735 6638 079 484 8695	013 735 4334
ELECTRICAL & REFRIGERATION	013 735 5089 / 082 990 5375	013 735 4323 / 081 015 4714 / 082 991 0672 013 735 4180 / 082 908 4284
ROADS & FENCING	Far North: 013 735 6824	South: 013 735 4268 Central & North: 013 735 5602
SA POLICE SERVICE	Pafuri 013 735 8934/36/37	Skukuza: 013 735 9000/14/15

	Masisi 015 957 7000 Giriyondo 013 735 8930 After-hours: 082 565 7375 Phalaborwa 015 780 3300 After-hours: 015 780 33114	
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TELEPHONE NUMBERS OF REGIONAL AND SECTION RANGERS

REGIONAL RANGERS	LANDLINE NUMBER	CELL PHONE NUMBER	
Nxanatseni North	013 735 6833	082 887 8035	
Nxanatseni South	013 735 3531	084 700 1486	
Marula North	013 735 6311	072 671 9685	
Marula South	013 735 6154	082 908 3059	
SECTION RANGERS	LANDLINE NUMBER	CELL PHONE NUMBER	DUTY CELL PHONE NUMBER
Crocodile Bridge	013 735 6011	084 700 1491	083 649 8729
Houtboschrand	013 735 6620	084 700 1479	No duty phone
Kingfisherspruit	No landline	084 700 1484	083 649 9374
Letaba	013 735 6639	082 887 8789	082 805 5181
Lower Sabie	013 735 6060	083 649 9132	083 649 9132
Mahlangeni	013 735 6693	084 700 1488	081 011 8979
Malelane	013 735 6154	084 700 1489	083 649 8457
Mooiplaas	013 735 6550	084 700 1480	081 011 8976
N'wanetsi	013 735 6365	084 677 9958	083 649 8631
Olifants	013 735 6610	084 700 1487	082 805 5206
Pafuri	013 735 8906	083 355 7765	No cell phone service
Phalaborwa	013 735 6515	084 700 1472	082 805 5172
Pretoriuskop	013 735 5368	079 039 0698	083 649 8648
Punda Maria	013 735 6875	084 700 1475	081 011 8967
Satara	013 735 6306	084 700 1474	083 649 9285
Shangoni	013 735 6857	072 547 5854	081 011 8975
Shingwedzi	013 735 6833	078 894 3116	081 011 8973
Skukuza	013 735 4219	082 517 9161	072 619 7895
Stolsnek	013 735 8904	081 101 7790	083 649 9312
Tshokwane	013 735 5902	084 700 1485	083 649 8538
Vlakteplaas	013 735 8903	072 201 7936	081 011 8965
Woodlands	013 735 6853	074 461 9903	081 011 8971

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ABBREVIATIONS AND DEFINITIONS

Abiotic	'Without life'; the non-living components of the ecosystem such as soil, rocks, water, etc.
ADA	Animal Diseases Act 35 of 1984
Alien	An 'alien' (species) is (a) a species that is not an indigenous species; or (b) an indigenous species translocated to a place outside its natural distribution range in nature. This excludes an indigenous species that has extended its natural distribution range by natural means of migration or dispersal, any without human intervention.
Animal	The term 'animal' includes those organisms which can move spontaneously and independently. All animals must ingest other organisms or their products for sustenance. In the KNP, this includes vertebrates (birds, mammals, amphibians, reptiles and fish, as well as the more primitive forms such as clams, snails, millipedes, centipedes, insects, spiders, scorpions and various types of worms.
Biotic	Living or once-living components of an ecosystem, e.g. organisms such as plants and animals
CARA	Conservation of Agricultural Resources Act 43 of 1983 (with amendments).
CE	Chief Executive
CITES	Convention on Trade in Endangered Species of Fauna and Flora
Code of Conduct	A set of rules outlining the responsibilities, conventional practices, and expectations for an individual in an organization (or the organization as a whole). This usually applies to all members, irrespective of their views, the role they fulfil, or the authority which they may carry.
Contractor	A company or individual who is neither a staff member nor a resident of the KNP and who has been contracted to undertake specific work on a commercial basis in the KNP, and may live in the KNP temporarily, or some of his/her staff may do so. For the purposes of this Code of Conduct, this is synonymous with a 'service provider'.
CPA	Criminal Procedure Act 51 of 1977
Data-deficient	An organism is Data Deficient when there is inadequate information to make a direct, or indirect, assessment of its risk of extinction based on its distribution and/or population status.
DCAs	Damage-causing Animals
DEA	Department of Environmental Affairs
ECI	Environmental Crime Investigations
Endangered	A species, subspecies, or isolated population is considered endangered that is, or soon may be, in immediate danger of extinction unless the species or its habitat is fully protected.

- Endemic** Native to a specific region or environment and does not occur naturally anywhere else; an organism which is native to a relatively certain limited area. In the KNP, mopani for example, is endemic to the northern half of the Park; fynbos is endemic to the southern part of the country but does not occur naturally in the KNP, even though it is indigenous to the country.
- GLTP** Greater Limpopo Transfrontier Park
- GM** General Manager
- Indigenous** (species) An 'indigenous species' is a species that occurs, or has historically occurred, naturally in a free state in nature within the borders of RSA, but excludes a species that has been introduced in the RSA as a result of human activity.
- Invasive** (species) An 'invasive species' is any species, the establishment and spread of which outside of its natural distribution range—
- threaten ecosystems, habitats or other species, or has demonstrable potential to threaten ecosystems, habitats or other species; and
 - may result in economic or environmental harm or harm to human health.
- IUCN** International Union for the Conservation of Nature
- KNP** Kruger National Park
- KNP MANCO** Kruger National Park Management Committee
- ME** Managing Executive (of the KNP)
- Motor vehicle** Is a vehicle fitted with an engine, steering control and control pedals
- MSA** Meat Safety Act 40 of 2000
- Naturalized** (species): An originally alien species, now so well-established that it is regarded as 'naturalized'. Pines and blue-gums (eucalypts) are examples.
- Natural resources** Materials of a biotic or abiotic nature occurring naturally and in a natural form within an environment and exist relatively undisturbed by mankind. Some of them are essential for our survival whilst most are used to satisfy our wants.
- Near threatened** An organism is 'Near Threatened' when it has been evaluated against the criteria but does not qualify for Critically Endangered, Endangered or Vulnerable now, but is close to qualifying for or is likely to qualify for a threatened category in the near future.
- NEMPAA** National Environmental Management: Protected Areas Act 57 of 2003, as well as National Environmental Management: Protected Areas Amendment Act 31 of 2004
- NLA** National Liquor Act 59 of 2003
- NRTA** National Road Traffic Act 93 of 1996
- NVFFA** National Veld and Forest Fire Act 101 of 1998.
- Park** Kruger National Park
- PAs** Protected Areas

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- PaC** People and Conservation
- Personnel** For the purposes of this Code of Conduct, the term 'personnel' is has a wide meaning and includes personnel of other organisations *resident* in the KNP such as the SAPS, SANDF, Avis, shop and restaurant staff, medical doctors, etc.
- Prohibited** (roads) A prohibited road is a road which is marked with a 'no entry' sign, or which has otherwise been declared as being out of bounds and may not be accessed except with specific permission to do so.
- Protocol** The official and approved procedure or system of rules and regulations governing a particular work facet or aspect.
- SANParks** South African National Parks
- Sealed** (firearm) A sealed firearm is a firearm which cannot be used without breaking or removing an object placed on it specifically to prevent its use.
- Service Provider** See 'Contractor'.
- Threatened** Threatened wildlife includes species, subspecies, or isolated populations that are likely to become endangered in the near future unless steps are taken to protect and manage the species and/or its habitat for its survival.
<https://www.flmnh.ufl.edu/fish/southflorida/everglades/endangeredglades.html>).
- Tourist** A holiday traveller who's journey ends where it began.
- TPCs** Thresholds of Potential Concern
- Resident** Any person who resides in the KNP and who is not a tourist or a visitor of a staff member or of a person who does not reside in the KNP. In other words, a 'resident' is a person who would give his/her residential address as somewhere in the KNP.
- Visitor** In the context of this Code of Conduct, a 'visitor' is synonymous with 'tourist', and is used interchangeably; except where 'visitor' refers to guests of staff or other residents.
- Watercraft** Any vessel used for water transportation.

SECTION 1: INTRODUCTION AND CONTEXT

1.1 THE PURPOSE OF THE CODE OF CONDUCT

This Code of Conduct serves as a guide to all persons living and working in the KNP, including contractual national parks such as the Makuleke area which are managed in accordance with the Protected Areas Act (PAA) and are considered as being part of the KNP, concessions and lodge personnel, contractors and personnel of other departments or organisations.

It is based on SANParks values and can also serve as an induction to new residents who are in the process of finding their feet in a new environment. It has been adopted by the Kruger National Park Management Committee (KNP MANCO) to summarize the standards of business conduct that must guide our actions.

This Code of Conduct applies to all employees of SANParks, as well as support entities and business partners (Concessionaires, SANDF, SAPS, corporate bank, post office, contractors, the corporate vehicle rental company, and other service providers), and any other persons resident and in the KNP, whether they are working in the KNP or not. Furthermore, a separate Code of Conduct for contractors has been compiled and is available from Technical Services.

The KNP MANCO has issued this Code of Conduct to deter wrongdoing and to promote:

- *Honest and ethical conduct*
- *Avoidance of conflicts of interest*
- *Accurate and timely disclosure in reports and documents*
- *Compliance with applicable legislation, rules and regulations*
- *The prompt internal reporting of any violations of this Code of Conduct to an appropriate person or person identified in the Code of Conduct*
- *Accountability for non-adherence to the Code of Conduct*

This Code of Conduct provides guidance on ethical and legal responsibilities to all persons living and working in the KNP. All employees and residents are expected to comply with the Code of Conduct and all other approved protocols etc. which are binding on all persons residing in the KNP. The KNP MANCO is committed to taking prompt and consistent action against violations of the Code of Conduct.

Where reference is made in this Code of Conduct to a protocol which has not yet been produced, the rules and regulations pertaining to that matter as given in the previous version, i.e. that of 31 May 2006, shall apply.

Violation of the rules and regulations or other stipulations presented in this Code of Conduct may be grounds for disciplinary action, and/or the laying of criminal charges if a law has been contravened, and/or the termination of employment in the case of SANParks employees, or to be expelled from the KNP in the case of other organisations. In this document, the mandatory rules and/or conditions have been placed in a gray-shaded box, for greater clarity and ease in finding them. Where a rule carries a penalty, it is marked with a ‘●’ symbol. Penalties are given in the appendix.

If you are aware of suspected misconduct, illegal activities, fraud and abuse of SANParks’ assets or violations of the standards outlined in the Code of Conduct you are obliged to reporting such matters.

Because rapid changes in our sphere and regulatory environment constantly pose new ethical and legal considerations, no set of rules or guidelines should be considered to be ‘cast in stone’ under all circumstances. This Code of Conduct will therefore be reviewed on a five to ten year basis to ensure that it remains current.

There will always be more ‘don’ts’ than ‘do’s’ in any such Code of conduct, and although it may seem as if all these rules are placing unnecessary restrictions on us, it must always be remembered that the restrictions are necessary in order to ensure that our activities and actions are according to acceptable codes of behaviour and that we do not transgress the rights of our colleagues and others living in the KNP, and those of visitors. It also aims to ensure that we live in a sustainable way so as not to impact on the environment of the KNP.

1.1.1 BASIC OBLIGATIONS

Under SANParks’ ethical standards, we as employees share certain responsibilities. It is our responsibility to:

- a) *Become familiar with, and conduct SANParks business in compliance with applicable laws, rules and regulations and this Code of Conduct.*
- b) *Treat all SANParks employees, customers and business partners in a respectful, honest and fair manner.*

- c) *Avoid situations where your personal interests are, or appear to be, in conflict with that of SANParks interests.*
- d) *Safeguard and properly use SANParks' proprietary and confidential information, assets and resources, as well as those of our customers and business partners.*

Many of SANParks' policies prescribe in detail specific responsibilities and/or actions. Those policies should be separately consulted and are not incorporated into this Code of Conduct, but are referred to. Please consult with Human Resources and Conservation Management for conservation-related matters, for copies of any policies that cannot be accessed through SANParks Intranet.

1.1.2 RAISING CONCERNS

If you should learn of a potential or suspected violation of the Code of Conduct, you are obliged to promptly report the violation. You may do so verbally or in writing and, if preferred, anonymously. You have several options for raising concerns. Raise your concerns with your:

- a) Line Manager,
- b) Union representative,
- c) Local Human Resources representative,
- d) The Managing Executive : KNP or SANParks Chief Executive.

1.1.3 WAIVERS AND AMENDMENTS

Only the KNP Management Committee ('MANCO') may waive application of or amend any provision of this Code of Conduct. A request for such a waiver should be submitted in writing to the KNP Management Committee, Attention: Personal Assistant to the Managing Executive: KNP, for consideration. SANParks will promptly disclose to employees all substantive amendments to the Code of Conduct.

1.1.4 NO RIGHTS CREATED

This Code of Conduct is a statement of the fundamental principles and key policies and procedures that govern the way we conduct ourselves in the KNP every day. In this regard, it is important to note that in many instances, fully-fledged protocols, guidelines and standard operating procedures have been compiled which concern the proper governance of a wide diversity of 'official' activities and objectives. Where these have a bearing on our conduct as individuals, and particularly in our off-duty capacities, the reference is given to the relevant documents for the details, with only those rules and stipulations most relevant to us as individuals being given in this Code of Conduct.

1.2 THE LEGAL CONTEXT

1.2.1 COMPLIANCE WITH ALL LAWS, RULES AND REGULATIONS

It is hardly necessary to state that SANParks is committed to compliance with all the laws of the RSA, which apply equally in the KNP. Consequently, **all** the country's laws are applicable in the KNP. Furthermore, *nobody*, regardless of his or her position, has the authority to override laws, or to instruct anyone enforcing any law not to do so. Doing so constitutes interference in the duties of the law enforcer and in fact is itself a criminal offence.

Unlike some previous versions of this Code of Conduct, the various contraventions of the country's laws are not repeated here, the assumption being that all residents are familiar with the various laws. Never the less, particular emphasis is placed on ADA, MSA, NEMPAA, NEMBA, CARA, NVFFA laws. In order to serve as warning, those transgressions in the various lists of rules and regulations given in this Code of Conduct which carry a penalty are marked with a '●' symbol. Most of these rules and regulations have been placed in a shaded box, to ensure that they are clearly prominent and are not 'lost' in the main body of the document.

1.2.2 THE CONSTITUTION OF THE RSA

Chapter 2, Section 24 of the Bill of Rights, as contained in the Constitution of South Africa (Act 108 of 1996) states that:

Everyone has the right-

- a) *To an environment that is not harmful to their health or well-being; and*
- b) *To have the environment protected, for the benefit of present and future generations, through reasonable legislative and other measures that -:*
- c) *prevent pollution and ecological degradation;*
- d) *promote conservation; and*
- e) *secure ecologically sustainable development and use of natural resources while promoting justifiable economic and social development.*

1.2.3 THE PROTECTED AREAS ACT AND RELATED REGULATIONS

All residents of the KNP are subject to the Protected Areas Act ¹ and the Regulations promulgated under Section 86(1) of this Act. The Protected Areas Act, in Section 52, also mandates SANParks to issue 'Internal Rules' and states:

*"The management authority of a national park ... may, in accordance with prescribed norms and standards, **make rules** for the proper administration of the area".* ("Nature reserve" is used in the broad meaning of the word and includes a national park).

This Code of Conduct constitutes such 'Internal Rules' and **all residents** of the KNP are therefore bound by law to abide by them. **This Code of Conduct is consequently a legitimate and legally-binding document.** The following is a condensed summary of the relevant provisions and regulations contained in the NEMPAA that is relevant to SANParks and non-SANParks staff alike. The relevant acts can be found on the intranet and internet.

1.2.4 OTHER RELEVANT LEGAL DOCUMENTS

1.2.4.1 International and regional

- a) Convention on Biological Diversity
- b) The Ramsar Convention (wetlands of international importance)
- c) The Bonn Convention (migratory species of wild animals)
- d) The World Heritage Convention
- e) The Convention on International Trade of Endangered Species of Fauna and Flora (CITES)
- f) The Action Plan on the Environmental Initiative of NEPAD (the New Partnership for Africa's Development, 2003) (promoting sustainable development and wise use of biodiversity)

1.2.4.2 National

All National Acts are applicable but the following acts are highlighted due to its direct importance for our operations:

- a) The Constitution of South Africa Act 108 of 1996
- b) The National Environmental Management Act 107 of 1998 (NEMA)
- c) The National Veld and Forest Fire Act 101 of 1998.

¹ In this document the reference to the Protected Areas Act refers to the National Environment Management: Protected Areas Act 57 of 2003 as amended by the National Environment Management: Protected Areas Amendment Act 31 of 2004

- d) The National Environmental Management: Protected Areas Act 57 of 2003 (NEMPAA)
- e) The National Environmental Management: Biodiversity Act 10 of 2004 (NEMBA)
- f) Environmental Conservation Act 73 of 1989 (ECA) and associated regulations (to be replaced with regulations i.t.o. NEMA)
- g) Mountain Catchment Areas Act 63 of 1970
- h) National Heritage Resources Act 25 of 1999, and provincial regulations
- i) National Water Act 36 of 1998 (NWA)
- j) Conservation of Agricultural Resources Act 43 of 1993 (CARA)
- k) National Forest Act 84 of 1998
- l) Atmospheric Pollution Prevention Act 45 of 1965
- m) Restitution of Land Rights Act 22 of 1994
- n) Animal Diseases Act 35 of 1984
- o) State of Emergency Act 64 of 1997
- p) Liquor Act 59 of 2003
- q) Labour Relations Act 66 of 1995
- r) Sectoral Determination for the Domestic Worker Sector Act of 2002
- s) National Road Traffic Act 93 of 1996
- t) Occupational Health and Safety Act 85 of 1993
- u) Firearms Control Act 60 of 2000 (FACA)
- v) Advertising on Roads and Ribbon Development Act 21 of 1940
- w) Public Finance Management Act 1 of 1999 (PFMA)

1.2.4.3 Provincial

- a) The Provincial Spatial Development Framework (PSDF) in terms of the Municipal Systems Act 32 of 2000
- b) Spatial Development Frameworks (SDFs) including Environmental Management Frameworks (EMFs) at municipal level, in terms of the Municipal Systems Act 32 of 2000

1.2.4.4 Other relevant Bills, strategies, assessments and initiatives

- a) South Africa's National Biodiversity Strategy and Action Plan (NBSAP, 2005)
- b) National Spatial Biodiversity Assessment (NSBA)
- c) UNESCO Biosphere Reserves (Kruger to Canyons)
- d) Mega-corridor initiatives (Kruger to Canyons and Great Limpopo Transfrontier Conservation Area and the GLTP Treaty)
- e) National Water Policy White Paper (1997)
- f) The settlement agreement between the Makuleke community and the South African National Parks, as well as any other similar agreements that may transpire.

1.2.4.5 SANParks policies and internal protocols and MANCO directives and decisions.

A large diversity of policies, protocols and guidelines are of relevance to all persons living in the KNP. They are regularly revised or new policies and protocols are compiled. These should be consulted or advice obtained from appropriate persons. These deal with aspects such as:

- a) Abandoned animals
- b) Alien plants and animals
- c) Burials and scattering of ashes
- d) Firearms
- e) Firewood
- f) Greater Kruger FPA Business Plan
- g) Housing
- h) Problem animals
- i) Safety and security
- j) Use of chemicals (pesticides and herbicides)
- k) Use of natural resources
- l) Weddings

General rules.

- a) *Must be consistent with NEMPAA and the management plan of the area.*
- b) *Bind all persons in the area, including visitors.*
- c) *May, as a condition for entry, provide for the imposition of fines for breaches of the rules.*
- d) No person (except an authorised SANParks official), may:
 - i. *Convey into the KNP or be in possession of any unlicensed or otherwise illegal weapon, explosives, snares/traps or poison. ●*
 - ii. *Hunt, or by any other means, deliberately or negligently kill, maim or disturb any animal by any other means ●*
 - iii. *Feed any wild animal. ●*
 - iv. *Remove, damage or destroy a bird's nest or its eggs, or remove honey from a bee's nest. ●*
 - v. *Light or cause a fire to be started or make use of an open fire, other than in a fireplace or container made available. ●*
 - vi. *Damage objects of geological, archaeological, historical, ethnological, or educational importance. ●*
 - vii. *Introduce or allow any non-indigenous animal to enter or allow domestic animals to wander freely in a national park (See the Guidelines for the handling of stray and domestic animals*

entering the Kruger National Park). ●

- e) *An authorised official of SANParks or the State Veterinary Office may destroy any pet that is illegally brought into a national park.* ●
- f) *Remove a living or dead wild animal or part of an animal (unless it was legally brought into the national park).* ●
- g) *Without authorisation, remove, cut or damage a plant indigenous or endemic to the KNP.* ●
- h) *Remove seeds from a tree or any indigenous or endemic plant of the KNP.* ●
- i) *Produce a permit or letter for the purpose of entering the Park under false pretences.* ●
- j) *Enter or leave in any way other than through the approved entrance and exit gates.* ●
- k) *Spend a night in any place in the KNP other than in a rest-camp or a private residence, without permission from SANParks.* ●
- l) *Drive without permission on non-public roads.* ●
- m) *Drive a vehicle off-road or off designated roads or tracks, or onto open sodic areas ('brakkolle'), or in stream or river-beds.* ●
- n) *Drive or operate any vehicle in a reckless or negligent manner or in a deliberate or intentional disregard for the safety of any person, species, specimen or property of whatever nature.*
- o) *Damage or endanger SANParks property in any way.* ●
- p) *At any time play any radio, compact disc player, music system, musical instrument or in any way whatsoever cause any noise in a manner to disturb any species or person.* ●
- q) *Discard any article or litter of any nature, except in rubbish bins or containers that are provided by SANParks for this purpose .* ●
- r) *No person may collect and/or remove any natural resources, be they biotic or abiotic, from the veld without permission from SANParks.* ●
- s) *Anyone driving a vehicle in the KNP must be considerate to other road users and animals on the road.*
- t) *All persons within the KNP must adhere to all legitimate instructions issued by SANParks authority.*
- u) *Any person who hinders, troubles, intimidates, or obstructs an authorized official in the execution of his or her duties, or the performance of his or her functions is guilty of an offence.*

●

- v) *Failure to comply with instruction of any Peace Officer or Environmental Management Inspector, or wilfully obstructs him/her in the execution of his/her duty. ●*
- w) *Without special permission from SANParks, no person inside the KNP, may:*
 - i. *Provide public entertainment or collect money from members of the public●*
 - ii. *Dispose of a burning object which could cause a fire hazard. ●*
 - iii. *Engrave or affix a name, figure, symbol, mark or picture to a tree, rock or any other object that is not his/her personal property. ●*

1.3 THE VISION, MISSION AND VALUES OF SANParks AND THE KNP

1.3.2 SANParks VISION

The new vision of SANParks is “*A sustainable national park system connecting society*”.

1.3.3 SANParks MISSION

“To develop, expand, manage and promote a system of sustainable national parks that represents biodiversity and heritage assets, through innovation and best practice for the just and equitable benefit of current and future generations.”

1.3.4 SANParks KEY STRATEGIC ISSUES

- a) The identification and optimisation of Green Economy opportunities.
- b) Society beneficiation from national parks.
- c) The effective management of the conservation estate, inclusive of growing it whilst enhancing and maintaining ecological integrity.
- d) Stimulate innovation and build (and market) our knowledge base of a national park system.
- e) Ensure the sustainability and effective management of our financial resources.
- f) Sound human capital development and management.
- g) Infrastructure and the maintenance thereof.
- h) Brand value towards our reputation and leveraging external funds.
- i) Timeous and consistent communication with stakeholders in support of education and awareness creation.
- j) The focus on ecosystems services, inclusive of freshwater and marine systems.

1.3.5 THE CORE BUSINESS OF SANParks AND THE KNP

Our core business can be summarised as follows:

- a) The conservation of our natural heritage, including the biodiversity, wilderness qualities and cultural heritage associated with this protected area.
- b) The provision of tourism and other human benefits for the enjoyment of our nation without compromising the natural integrity of the Park.
- c) Building of a constituency that will support biodiversity and heritage conservation in the long-term.

These objectives can only be achieved if each and every official or individual working or living in the KNP, irrespective of department, takes these objectives to heart and strives towards their achievement.

SECTION 2: RULES AND REGULATIONS

SANParks MATTERS

2.1 KRUGER NATIONAL PARK IDENTIFICATION CARDS

All KNP employees and permanent residents of the KNP must be in possession of a KNP identification card which must, at all times, be available on request. The card must be produced at KNP entry gates to allow entry. The following persons qualify for ID cards:

- All permanent residents of the KNP (this includes staff of all the supporting organisations such as concessions, SAPS, SANDF, Post Office, corporate bank, etc.).
- All family of staff who reside in the KNP.
- Parents and independent children of staff who reside with staff in the KNP.

2.2 USE AND CARE OF SANParks PROPERTY

It is important that all SANParks buildings, vehicles, equipment and other possessions be handled with care, as if they were your own, to prevent unnecessary damage. To achieve this, the following general rules are applicable:

- a) *Should any property belonging to SANParks be damaged wilfully or through negligence, such an employee will be held responsible for the cost of restoration or replacement thereof.*
- b) *All conditions as per the KNP lease agreement issued to all personnel residing in KNP property*

need to be noted and are applicable in terms of the Code of Conduct.

- c) *It is an offence to use or have in possession without the necessary authority any appliance or equipment of SANParks. Staff who bought written-off SANParks furniture, linen, curtains etc. should keep a receipt available on request, or when taking such articles out of the KNP.*
- d) *A staff member is responsible for the condition of his/her house as well as for the neatness of his/her residential plot and immediate surroundings and garden.*
- e) *To save water, specific garden watering rules and times have been established. These are geared towards allowing irrigation during periods when evaporation is at its lowest. General guidelines and tips for water conservation in and around the residence are the following:*
 - i. *Plant only indigenous and drought resistant plants.*
 - ii. *Water gardens only during the prescribed times (low evaporation).*
 - iii. *Take a shower rather than a bath.*
 - iv. *Do not open the shower fully – open it just enough to be able to shower comfortably.*
 - v. *Do not take unnecessarily long showers. This way you will also save money on electricity.*
- f) *Construct a structure or shed or make any structural alterations, extensions or additions to existing structures, without the written consent, in terms of existing procedures, by the GM: Technical Services.*
- g) *Residents will be held responsible for the replacement of windowpanes, wire-gauze and fencing which has been damaged in any manner other than normal wear and tear. Any repairs or painting that may become necessary due to the tenant's actions will be charged to the tenant's account.*
- h) *Houses are inspected annually by Technical Services according to existing guidelines, to facilitate regular maintenance.*
- i) *Under no circumstances may walls be painted or wallpaper hung, without prior written permission from the GM: Technical Services. If this is done without approval the restoration of such walls will be charged to the account of the person responsible.*
- j) *No creepers or plants which may cause damage to a building may be cultivated. Where this has already occurred, the cost of removal of the plant and repair of walls or buildings will be charged to the tenant's account.*

2.2.1 RESIDENCES AND OTHER BUILDINGS

2.2.1.1 Conditions of electricity supply to private users

Electricity will be supplied to all houses in areas where it is available (see Tariff Document for applicable tariffs). The electricity supply to a house will only be switched on once the wiring of such a house complies with the SANS 10142 Part 1-2003 code for the wiring of premises as well as the Occupational Health and Safety Act (85 of 1993). Please take note of the following rules in this regard:

- a) *The responsibility lies with the tenant of a house to make sure that the electrical wiring of his/her personal apparatus and installations complies with the standard specifications.*
- b) *Any alterations and additions to existing electrical installations may only be carried out and inspected by the Electrical Section after alteration of the existing plan has been approved by the GM: Technical Services and Senior Manager: Electromechanical Services (or as otherwise determined).*
- c) *Any defects in the electrical wiring of a house must be reported to the GM: Technical Services and the Senior Manager: Electromechanical Services without delay.*
- d) *SANParks, as the supplier of electricity, has the right to inspect premises from time to time to ensure that the electrical installations comply with standard regulations. Any additions or alterations to existing electrical installations not done according to the prescribed procedures will have to be removed or corrected within fourteen (14) days of written notification. SANParks reserves the right to remove any such installations or to discontinue the electricity supply to the house, should there be a safety risk.*
- e) *The replacement of light bulbs or the repair of any electrical equipment that was not supplied by SANParks is the responsibility of the tenant and will only be repaired by the Electromechanical Section if charged to the account of the tenant.*
- f) *Although everything possible is done to supply uninterrupted electric power to all users, SANParks cannot be held responsible for any damage or loss as a result of power failures.*

2.2.1.2 'Private' restoration and construction work

A staff member may request restoration and construction to be done by Technical Services to his/her residence, but will be charged to his/her own account. All applications must be directed to the GM: Technical Services. No formal application form is prescribed but all applications should be in writing. The following information must be provided:

- a) The staff member's name and personnel number must be on the application and it must be signed.
- b) A description of the repair and/or construction work should be clearly indicated.
- c) The application will serve as authorisation to incur any expenditure and to recover the costs from the staff member.
- d) Only the GM: Technical Services is allowed to grant permission to applicants for repair and/or construction work. The GM: Technical Services will, after approval, assign the task to the Section Manager who will be responsible for delegating the task to the artisan under his/her control. The approved application will be sent to the Administrative Officer to issue the job card. On receipt of the approved application from the GM: Technical Services, the Administrative Officer will issue a job card in triplicate to the Section Manager concerned.

The job card should clearly be marked in red "PRIVATE WORK", with the staff member's name and personnel number on it.

- e) Should any spare parts or items be needed from the Administration Warehouse for the repair and/or construction work, the job card will serve as permission to draw spare parts or material against the staff member's private account. No spare parts and/or material will be drawn against a budget vote. Costs of these spare parts and/or materials will be processed through the warehouse system to be recovered from the staff member's salary.
- f) On completion of the repair and/or construction work, the artisan will book the number of hours spent on the job separately on his/her time sheet, with the staff member's personnel number in the budget column. When the time sheets are processed, the labour costs will be recovered from the staff member's salary. The staff member must, in collaboration with the artisan, buy the spare parts and/or material him/herself should it not be in stock. The administrative personnel concerned must file the application, together with the duplicate job card, for a period of 12 months. The Section Manager concerned will file job cards that have been endorsed by the artisan after completion of the work.

2.2.1.3 The use of official houses by staff or other residents.

- a) *No resident of the Park (be it SANParks staff or supporting organisation staff) is allowed, without the permission from the Managing Executive, KNP, to make his/her house available for occupation by relatives or friends whilst such a member of staff is away on leave.*
- b) *No paying boarders, other staff or outsiders, other than bona fide visitors to staff members are to reside in their houses.*
- c) *No subleasing of official accommodation is allowed.*

2.2.1.4 Domestic workers

Domestic workers are allowed to stay in accommodation at residences specifically built for that purpose. Domestic workers do not have to pay rent for the use of this accommodation. A staff member wishing to employ or dismiss a domestic worker must please observe the following rules:

- a) *The Administrator: Housing and Recreation, Protection Services or Section Ranger (only for staff members away from Skukuza) must be informed when a domestic worker is required.*
- b) *No person may employ a domestic worker who is **not in possession of a valid permit** empowering him/her to seek employment.*
- c) *When a domestic worker is employed, the employer must endorse the above permit or write a note to Protection Services, permit section, to confirm employment of the domestic worker. The employer must make a written submission to the Protection Services offices, confirming employment of the domestic employee. The application document/letter must state the name,*

surname and identity number of the domestic employee and the name of the employer, designation and house no. All domestic employees shall be issued with an identity access card from the Protection Services permit office.

- d) *The domestic worker will then be registered in the relevant employer's name and details will be captured in the electronic identity and access data system by the permit section of Protection Services.*
- e) *Where servant quarters are available, the domestic worker must sleep on the premises, otherwise accommodation must be arranged with the Administrator: Housing and Recreation or the local Section Ranger. Only two domestic workers will be allowed to sleep in the servant quarters on the premises.*
- f) *When a domestic worker is dismissed or resigns, the employer is responsible to report such to the permit section of Protection Services. It is the duty of the employer to also notify the Administrator: Housing and Recreation or Section Ranger.*
- g) *If a domestic worker transgresses, a complaint must immediately be lodged at the SAPS (depending on type of transgression), Protection Services, Administrator: Housing and Recreation or the local Section Ranger. The domestic worker will immediately be expelled from the Park should he/she be found guilty at an appropriate hearing.*
- h) *Should a domestic worker who lives in the living quarters be required to work later than the last available bus, the employer must arrange transport for the domestic worker to the living quarters.*
- i) *Children of domestic workers will be allowed to make use of facilities in the Staff village provided the Administrator: Housing and Recreation or the local Section Ranger has granted permission.*

2.2.1.5 Other staff who do not pay rent

It is the duty of every Manager or Supervisor in the Park to ensure that the following regulations are complied with by the employees under their supervision and where possible, to enforce the observation of these regulations.

2.2.1.6 Use of accommodation

No person living or present in SANParks facilities may:

- a) *Disobey any reasonable and legal instruction issued by the Managing Executive: KNP, an official or any person authorised by him/her to do so. ●*
- b) *Sleep and live in accommodation other than that allotted to him/her.*
- c) *Allow the quarters allotted to him/her to be unclean and untidy.*
- d) *Allow or grant unauthorised permission or aid a person to enter or be present in or remain in these quarters.*
- e) *Conduct him / herself in such a way as to be detrimental to discipline, cleanliness or good*

health in the quarters.

- f) *Without the written permission of the Managing Executive: KNP.*
 - i. *Keep domestic stock or pets.*
 - ii. *Make or allow any excavations to be made.*
 - iii. *Erect any structure or make any alteration to existing structures in any of the quarters.*
- g) *Directly or indirectly obstruct or hinder any employee or an authorised person who in the course of his/her duties is carrying out an inspection or investigation.*
- h) *Deliberately create a disturbance by making a noise, screaming, roaring, quarrelling, inciting crowds or behave in any riotous, violent or improper manner. ●*
- i) *Deliberately or negligently damage or destroy any tree, shrub, building, fence, pipe, dustbin or any other structure, fitting or installation. ●*
- j) *Enter or leave in any way other than through the approved entrance and exit gates. ●*
- k) *Gamble. ●*
- l) *Relieve themselves in such a way as to create a nuisance and indecent exposure. ●*
- m) *Leave refuse, food leftovers or other matter in any place other than the containers especially provided for that purpose. ●*
- n) *Erect any type of screen around a bunk occupied by him/her in such a manner as to obstruct the free passage of light and air.*
- o) *Loiter unnecessarily in any rest-camp at any time.*
- p) *Brew, bring into the Park, or possess any unlawful beverage as described in the Liquor Act. ●*
- q) *Possess any habit-forming drug. ●*
- r) *Have in his/her possession raw venison or any animal product without the necessary permission. ●*
- s) *Accommodate family in staff living quarters, without the permission of the Administrator: Housing and Recreation or Section Ranger except where provision has been made specifically for family accommodation.*

2.2.2 TELECOMMUNICATIONS

Telecommunications facilities such as telephone, cellular phone, facsimile, internet and e-mail are SANParks property. Use of these facilities imposes certain responsibilities and obligations on all employees. Usage must be ethical and honest with a view to preservation of and due respect for SANParks intellectual property, security systems, personal privacy, and freedom of others from intimidation, harassment, or unwanted annoyance.

In order to avoid violations, SANParks has established Telephone and Internet Usage policies and you are required to adhere to these policies.

2.2.2.1 The use of telephones in the KNP

Official telephones in private residences

If it is deemed necessary for the efficient execution of official duties, SANParks will supply an official telephone at the home of key employees. It is the duty of these employees to keep a record of private calls and to declare and pay for these calls on a monthly basis. If no detailed account is available from the Service Provider, the following information must be supplied to the departmental administration officer (or Finance Department if no administration officer is available):

- The number which was dialled.
- The town which was dialled.
- The duration of the call.
- The date and time of the call.

The costs will be calculated according to the official tariffs of Telkom and the employee will be invoiced accordingly. Rangers receive a telephone allowance to cover official expenses. All applications for an official telephone in a private residence must be motivated to and approved by the Managing Executive: KNP.

Disciplinary action, which may also include a criminal charge of fraud, may be taken against persons for abuse and dishonesty in the use of official telephones.

Official telephones not connected to the local PBX system (SANParks system)

Some offices have official telephones that are connected directly to the Telkom network (direct lines). Separate accounts will be issued to SANParks for these lines and it is the responsibility of the person in charge of these telephones to see that no private calls are made. If however, it is unavoidable, a record must be kept of the private calls and SANParks must be reimbursed for these calls.

Official telephones connected to the PBX system of the Organisation

Telephone cost is one of the fastest growing expenditures of the KNP and to achieve control over the abuse of this facility the following rules are applicable:

- a) *Official telephones may be used for private calls but a proper record of such calls must be kept at all times and each call recorded: the date, number, and place or person telephoned.*
- b) *The cost of private calls shall be recovered from the employee by means of deductions from*

his/her salary.

- c) *Every Section is responsible for the control of its own telephone budget and must ensure that staff members account for private calls.*
- d) *As a matter of control, detailed reports of each telephone extension are circulated monthly to all departments from the switchboard (Skukuza) and the Admin Officer in rest-camps/regions.*
- e) *All private calls, including those to staff houses, must be declared on the monthly reports and returned to the Switchboard/Admin Officer for invoicing the relevant staff member. Any queries in this regard may be obtained from the Switchboard Operators in Skukuza or the Regional Admin Officers.*
- f) *Every telephone extension has a person who is primarily responsible for calls from this extension. It is an offence to make outside calls from this person's telephone without his/her permission.*
- g) *All telephone equipment remains the property of SANParks and instruments are regarded as controlled items for Asset Control purposes. Should any instruments be moved or replaced by the maintenance technicians, the Assets Control Officer must be notified through the normal channels.*

Official cell phones

A monthly allowance for the use of a cell phone is granted to certain KNP staff members who qualify for it. If this allowance is exceeded, the cell phone owner will be responsible for its payment.

2.2.2.2 Emergency Call Centre

The Emergency Call Centre at Skukuza is 24/7 available at Tel No (013) 735 4325/4234 or the Joint Operations Room on (013) 735 0197 or 076 801 9679 or 081 018 5805 or 071 624 3744 or radio call sign 0555. Any emergencies can be reported to this service.

2.2.2.3 Workshops and machinery

The use of machinery in any of Technical Services, Special Projects (Instrument Maker), Flight Engineer or other workplace workshops by unauthorised individuals, is prohibited. According to the Occupational Health and Safety Act and Regulations, workshops are registered as factories and only qualified, authorised personnel may use machinery in their official capacity. The use of machinery by authorised personnel for private use without prior permission from the head of the workshop is not allowed.

2.2.3 THE USE OF OTHER FACILITIES

2.2.3.1 Cemetery and Wall of Remembrance

General

A cemetery and wall of remembrance has been laid out at Kruger Gate. No further burials will however be allowed in the KNP. The attachment of memorial plaques onto the Wall of Remembrance will be however be allowed.

The following persons qualify, should they wish to be remembered in this wall of remembrance:

- All employees of SANParks employed in the KNP, who pass away during the course of their service.
- Spouses and dependent children of all employees of SANParks employed in the KNP.
- Employees and their spouses who retire after more than 10 years service in the KNP and then pass away.
- All non-SANParks employees stationed in the KNP who meet the above requirements.
- All meritorious cases, for example Managing Executives and members of SANParks.

Layout

The terrain will consist of a wall of remembrance as well as a conventional cemetery. No vertical tombstones will be allowed. Only small horizontal plates at ground level will be allowed. The Drawing Office will keep a plan with the number of each grave in the cemetery. The wire cage covering the grave, wreaths and flower arrangements will all be removed six months after the burial. The horizontal plaque can be erected anytime thereafter.

Management of the cemetery

The cemetery/wall of remembrance will be managed by a committee consisting of the Managing Executive: KNP, the GM: Technical Services and the Senior Manager: Human Resources.

2.2.3.2 Scattering of ashes, and memorial plaques elsewhere in the KNP

The KNP management is often requested to allow people to scatter ashes of deceased loved ones in the KNP (by both staff members and tourists alike). This practice is allowed, provided that no plaque or other physical structure is erected at the site, or that the burial of a container is required. The approved protocols in this regard must be consulted.

Family members of a deceased person may donate R5 000 towards the erection of a bird hide. A memorial plaque can then be attached to the bench or side of the bird hide.

2.2.3.3 The use of wilderness trail camps by staff members

Wilderness trail camps in the KNP are available on Saturday nights to SANParks staff members residing in the KNP, as well as executive management staff members from Head Office and the Parks Department. All other visiting persons who would like to make use of this privilege have to be accompanied by a KNP staff member who made the booking. Each individual staff member is restricted to a maximum of four reservations per year.

Since these areas are very sensitive, it is necessary to apply certain restrictions. The following rules or conditions consequently apply:

- a) *The trails camp must preferably be booked a week in advance through the Administrative Clerk, Special Projects, and the required fee paid.*
- b) *Bookings may only be made from Tuesday to Wednesday by email. A booking staff member will be expected to sign that she/he understands terms and conditions of using Wilderness Trails camps. The form must be brought together with proof of payment to the Administrative Clerk, Special Projects for a confirmation note.*
- c) *Trails camps will be closed if inaccessible due to bad weather or any other disaster. Should this happen, an alternative date will be given.*
- d) *The Regional Activities Co-ordinator and the Section Ranger in whose section the camp is situated must be notified in advance.*
- e) *The camp may be occupied between 12:00 Saturdays and 10:00 on Sundays.*
- f) *All supplies, food, drink, firewood, bedding, crockery, cutlery, pots and pans, lights, etc. must be taken along. The camps' firewood may not be used.*
- g) *Trail supplies may under no circumstances be used.*
- h) *The trail camp bedding and towels may not be used.*
- i) *Food is self-prepared and served, no chef will be involved. Saturday is the chef's day off and s/he cannot be of any service to you.*
- j) *The trail camp freezer may be used, on condition that everything is left in a clean and serviceable condition. It is however advisable that you bring your own cooler boxes with drinks and food as the camp freezer may have other foodstuff in it.*
- k) *All your refuse must be removed and none left behind. Please bring your own refuse bags for this purpose.*
- l) *The camp must be left in a clean and neat condition.*
- m) *Trails Rangers will check the camp on the Sunday after your departure and will provide a report.*
- n) *The person in whose name the trail camp is booked will be held responsible for all damages*

and/or losses which may have been caused during the group's stay at the camp. The staff member responsible for these will not be allowed to book at any of the trails camps again.

o) No driving after the standard gate-closing times is allowed.

2.2.3.4 The use of N'waswitshaka staff road and facilities

The N'waswitshaka staff road south of Skukuza staff village and the various facilities provided along it are for the use of staff and other permanent residents of KNP. This replaces the previous 'fishing road' along the Sabie river and which now falls within a concession.

Remember that it is a special privilege to enjoy the solitude and peace that these areas offer. Do not allow any misconduct that can spoil your experience, or that of others. To ensure that this privilege is maintained for staff members and permanent residents, transgressors will be specifically targeted and punished.

General rules

- a) *Only staff and permanent residents of the KNP may use the road and facilities. ●*
- b) *Guests of staff and permanent residents may accompany their hosts on the road but may not otherwise use it on their own.*
- c) ***It is the responsibility of the staff member to ensure that his/her guests obey the rules and act responsibly. If they do not, the staff member will be held responsible.***
- d) *Whilst a 4x4 vehicle is not essential, the use of a bakkie is strongly recommended. The use of a car will allow limited access only.*
- e) *All vehicles must stay strictly on the roads and areas set aside for use; **NO** off-road driving of any sort is allowed, including on open sodic areas ('brakkolle') or stream or river-beds. ●*
- f) *Camping is only allowed at the designated campsites – 25 Minutes and Shikotlwane campsite. ●*
- g) *Picnics and the making of braai fires are **only allowed** at the sites specifically designated for this purpose. ●*
- h) *No collecting of firewood is allowed. ●*
- i) *Walking into the veld for a distance greater than a radius of 30 m from the designated picnic and braai sites, and campsites is not allowed.*
- j) *Fires may only be made at designated sites, specifically created for having a braai or a picnic. ●*
- k) *Fires must at all times be kept to the smallest necessary. Should your fire ignite the veld, you will be*

held liable for any consequences and may be prosecuted in terms of the National Veld and Forest Fire Act 101 of 1998, or any subsequent amendments. ●

- l) Ensure that all fires are extinguished and all ash is removed before leaving the site. ●*
- m) **No dumping of ash in the veld is allowed. Also do not try and hide the ash and coals under the sand!** This not only is a fire hazard but is unsightly.*
- n) Driving at night is not allowed, except in an emergency, and then only to travel back to Skukuza. ●*
- o) The aiming of a spotlight beam into the veld is not allowed, except in an emergency. ●*
- p) The playing of loud music and the holding of noisy parties is not allowed. ●*
- q) The playing of recordings to attract animals of any sort is prohibited. ●*
- r) Before departing from the site which you used, make sure that it has been checked for any rubbish (papers, tins, bottles, food etc.) lying around and that it is all picked up and removed. ●*
- s) No toilet facilities are provided at the picnic and campsites. Should the veld be used for this purpose, all toilet paper must be buried in a hole at least 20 cm deep. DO NOT try to burn the paper on windy days as this can easily ignite the veld and start a veld-fire. ●*
- t) If a particular site is found to be in an unsatisfactory state, i.e. with litter lying around, fire ash not removed, etc., the person through which the use of the facility was booked must be informed at the earliest opportunity, failing which the 'second' person and his/her group will be held responsible for state of the site and the action against the person in charge of the group will be taken as described below.*
- u) Misuse of the privilege to use the Nwaswithsaka road and any of the associated facilities will result in disciplinary action as well as a strong likelihood of being banned from using the area for a year. A repeat offence will result in being permanently banned from using the area.*
- v) Parts of the road pass over very sensitive 'brak' or 'duplex' soils, which are easily and severely damaged by vehicles when wet. Consequently, in the event of a substantial amount of rain having fallen, the Section Ranger has the authority to close off the road for a period determined by him/her in order to allow the road surface to dry out sufficiently, thereby reducing impact and serious damage.*

It is consequently inevitable that closure of the road for the reasons described above will result in plans for camping, picnics and bookings for the use of Five- and Twenty-five Minutes having to be postponed and new arrangements made. This is regretted, but the prevention of serious damage to the area is of paramount importance.

'Five minutes'

All the general rules given above apply to Five Minutes as well.

Bookings for the use of the facility must be made through the GM: Technical Services.

'Ten minutes'

All the general rules given above apply to Ten Minutes as well.

N'waswitshaka fenced-off campsite ('Twenty-five Minutes')

The N'waswitshaka campsite, commonly known as 'Twenty-five minutes', has been made available to all permanent KNP staff members and residents as from 9 November 2009. These notes should guide you to have a pleasant and memorable experience.

Contact the Secretary of the GM: Technical Services at Skukuza (telephone 013 735 4223) for the details concerning bookings and general information regarding the camp: what facilities are available, what to bring, limitations on people and vehicles, payment, etc.

The camp is closed over the December holiday period. This period is used for maintenance. Consequently, no bookings for staff members will be made during this period.

The following rules apply:

In addition to the rules and stipulations provided to you when making a booking, the following rules apply at the campsite:

- a) It is **compulsory** to inform the relevant Section Ranger (Telephone: 013 735 6140) of your visit by e-mail or telephone, **prior** to your visit.
- b) Remove all your garbage on departure (take it with you) and leave the camp neat and tidy. **The camp will be inspected and if garbage is found, you will be banned from any future bookings and blacklisted for a period of 12 months. ●**
- c) Ensure that the fire is **completely extinguished** before everyone goes to bed at night. Should your fire lead to a veld-fire, or any of the infrastructure is damaged or destroyed as a result, **you will be held liable. ●**
- d) The ashes and dead coals must be removed and placed in the ash bin specifically provided for this purpose before departure - **do not try and hide the ash and coals under the sand! Furthermore, this bin must NOT be used for the disposal of rubbish.**
- e) Before you close the gate and depart, please carry out a 'walk-through' check of the entire camp, with the specific purpose of ensuring that there is no litter of any sort left behind, and

that everything generally is in order. Also ensure that no food of any sort is left behind, either in the open or in the cabinets.

- f) *Please use water sparingly and only when necessary. The water tank of 2500litres will have to last for the entire two days (125litres per person per night), and will not be refilled during the booking.*
- g) *Remember to close the gate at night.*
- h) *The camp may not be used for social functions such as office parties.*

Shikotlwane campsite (*Shangaan for 'Scops owl'*)

This campsite is situated on the N'waswitshaka River, approximately 2 km from the western end of the N'waswitshaka staff road. Unlike Twenty-five minutes, the campsite is not fenced, nor does it have any ablution or other facilities of any sort.

Never the less, permission to use the campsite must be obtained from the Skukuza Section Ranger. Besides the general rules for the use of the N'waswitshaka staff road listed above, the rules controlling the use of this campsite are the following:

- a) *The campsite may be booked for a maximum of two nights only, but may be booked again after a lapse of at least two weeks. The purpose of this is to give other persons the opportunity to use the campsite.*
- b) *A fire may only be made at the place specifically prepared for this purpose. ●*
- c) *Remember to ensure that the fire is **completely extinguished** before everyone goes to bed at night. ●*
- d) *Remove all your garbage on departure (take it with you) and leave the camp neat and tidy. **The camp will be inspected and if garbage is found, you will be banned from any future bookings and blacklisted for a period of 12 months. ●***
- e) *Before you finally depart, please carry out a 'walk-through' check of the entire campsite, with the specific purpose of ensuring that there is no litter of any sort left behind, and that everything generally is in order. Also ensure that no food of any sort is left behind.*
- f) *The camp may not be used for social functions such as office parties.*

Action to be taken if rules are not adhered to

- a) In order to deal with transgressors (and instead of creating more rules and therefore punishing everybody, including innocent, rule-abiding persons), if any of the above-

mentioned rules are contravened, the responsible person(s) will be banned for a period of 12 months from using the camp, whether it is booked in their name or in somebody else's. A second offence will mean that the person(s) will never again be allowed use the campsite.

- b) Disciplinary action/fines will also be issued when a staff member uses his/her name to book the campsite for the sake of extending the booking for someone else. Such action should also result in the person being banned for a year.
- c) Disciplinary action and/or fines will be initiated or issued for any transgression in terms of this Code of Conduct.

2.2.3.5 The use of other overnight facilities in the KNP

Places such as Twanana, Hangklip, Louis-se-Gat, Shirombe Pan, Shingomeni or any other similar places may be made available for use by staff or other permanent residents of the KNP, in which case this will also be conditional to the compliance of any rules and other requirements which may be applicable to these places, or as revised from time to time.

Furthermore, as is the case with other similar places, their use is not a right but a privilege, which may be permanently forfeited as a result of misbehaviour and/or non-compliance with the relevant rules and other stipulations set for their use. ●

Bookings for the use of these facilities must be made through the relevant Section Ranger, with the clear understanding that priority will be given to the use of a particular facility for operational needs, and should the need arise, a booking already made may also be cancelled for similar reasons.

2.2.4 UTILIZATION OF SANPARKS FACILITIES BY OUTSIDE ORGANISATIONS

General Rules

Specific rules applicable to the staff of small communities close to Skukuza concerning their use of the facilities provided by SANParks have been formulated. These rules are applicable to residents of Lisbon, Protea Hotel Kruger Gate, Sabie Park and Sabie Sand Wildtuin. The rules allow normal access to the post office, police, bank, church, doctors, and the airport during normal daylight hours.

- a) *Like any other visitor, all other outsiders must pay the normal entrance fees when they intend to make use of the facilities in Skukuza, or use a WILD Card. This includes normal routine visits to the doctor. For emergency visits to the doctor any person may, without paying the entrance fee, enter the KNP, and every assistance will be given to such a person. Such persons must however request the doctor to give them a **written confirmation** that it was indeed an emergency. **Without such a confirmation**, they will be liable to pay entrance fees on departure from the*

Park. ●

- b) *People living outside the KNP will be permitted to join the sport clubs in the Park, provided the constitution of the relevant sport club allows it and the Kruger National Park Sports Council (KNPSC), which regulates sport activities in the KNP according to its constitution, condones it. This includes permanent staff living outside the KNP e.g. Pensioners and staff from Head Office.*
- c) *Organised sports teams will be allowed to compete against local sports teams in the KNP under the existing rules. **Free entry for the sportsmen and women and their immediate family will be granted, but all other outsiders will have to pay the normal entrance fees.** Sponsored days at the Golf Club will be treated as organised sport. The sponsors and their immediate families, as well as invited participants and their immediate families, will also be granted free entrance.*
- d) *Entry for all these people must be arranged according to the correct procedures. All other persons shall pay the normal entrance fees.*
- e) *For people from outside who have been **invited** to deliver a service to staff members (for example specialised trainers, clerics, etc.) free entry can be arranged by means of a permit arranged through the relevant Regional Office or Corporate Office.*
- f) *The **lapa facility at Phalaborwa** is not available to outsiders except Phalaborwa (Bushveld) Honorary Rangers and Phalaborwa Bird Club for their regular pre-arranged meetings. For any other users the following applies:*
 - i. *The groups must have prior permission issued by the Phalaborwa Section Ranger and must be accompanied by a SANParks employee at all times during their meetings.*
 - ii. *A SANParks employee will have to arrange entry for such a group and will be responsible for their behaviour.*
 - iii. *No celebrations by outside groups will be allowed.*
 - iv. *Noise must be limited at all times. ●*

Private visits by Protea Hotel, Sabie Park and Sabie Sand personnel

NB: Staff of Protea Hotel, Sabie Park and Sabie Sand Wildtuin intending to enter the KNP using Kruger or Toulon Gates (in the case of Sabie Sand staff) must obtain Wildcards allowing them multiple entry.

Official visits to the Park during open-gate hours

An official transport document (two copies) will be given to the applicant of the respective organisations, who will be responsible for the keeping and implementation thereof. The document will be phrased as follows: "Free Entry Permit – To whom it may Concern. Permission is hereby given to (name of the organisation) for free entry via (name of entry gate) for official purposes. Vehicle

registration numbers of the vehicles that will be allowed. Permission is granted under the following conditions:

- a) *The permit must be kept in the vehicle at all times.*
- b) *This permit is valid for the holder, his/her immediate family and legally employed employees only. Other passengers must pay upon entry.*
- c) *The normal tourist speed limits (50 km/h) and all other rules and regulations are applicable.*
- d) *The after-hours speed limit is 40 km per hour. ●*
- e) *No travelling after-hours without a permit. ●*
- f) *The permit must be returned to Protection Services on the date of expiry. It also expires when the person mentioned above resigns from the relevant organisation.*
- g) *The permit is not transferable.*
- h) *The Manager of the respective organisations or any person delegated by him/her must hand this document to the driver of any vehicle who is sent on official business to the Park. This document must always be produced on demand.*
- i) *Official trips, as agreed, include the following: social visits to friends in Skukuza, school, church, SANDF, airport, SAPS, post office, bank and sport facilities as well as visits to the staff shop.*
- j) *When any other transport is used by staff of these organisations, for example private vehicles, arrangements must be made beforehand at the Protection Services Office, and if the request is justified, an entrance number issued by the relevant department will be given to the tourist officer at Kruger Gate. The name of the person, number of people, the date and the reason for the visit will be noted in the entrance number register at Protection Services and Kruger Gate.*
- k) *All other persons (guests of staff and non-resident staff of Lisbon, Protea Hotel and Sabie Park) must pay the normal entrance fees or make use of a WILD Card. **This includes both official and private vehicles.***
- l) *Every driver is expected to report to the Tourist Officer at Kruger Gate, so that s/he will know exactly who is entering the gate.*
- m) *If staff of the above-mentioned organisations are found to misuse this privilege for game-viewing purposes, the privilege will be withdrawn for the specific organisation.*
- n) *In the case of medical emergencies, any person will immediately be allowed through Kruger Gate without prior arrangements having been made. **It is however imperative that the driver of the vehicle makes sure that the doctor signs and dates the entrance permit on departure. The latter must be handed to the official at the gate.** The official at the gate will report to Protection Services as soon as possible to obtain a free entrance permit for entering in the register.*

2.3 ENTRANCE CONTROL IN THE KNP

2.3.1 ENTRANCE GATES – GENERAL

Entrance to and exit from the KNP is only legally allowed through one of the official entrance gates, unless persons are authorised to use another entrance or exit point. When entering or exiting you have to present your KNP ID card to the gate-guard on duty.

Guests may also only make use of official entrance gates, and the necessary entry arrangements must be made beforehand. Please take note of the following rules or conditions:

- a) *No official visitor or guest to the KNP, who arrives after closing time at entrance gates, will be allowed to enter the Park if s/he is not met by a SANParks employee or permanent resident of the KNP. The official visitor or guest may then travel in his/her own vehicle to his/her destination accompanied by the employee. In these instances, late permits must be arranged beforehand by the host. Only in emergencies, such as sickness or a SAPS investigation, will anybody be allowed to enter after closing time without an official late permit. ●*
- b) *All vehicles (including those belonging to staff, their guests and tourists) will be subjected to a physical routine search by security at all identified gates when entering or leaving the Park. This is necessary for the protection of wildlife (disease control), loss control, safety and security of tourists and prevention of all forms of inherent risks. The driver of the vehicle must open the trunk of the car and be present while security personnel carry out the routine search. Failure to comply with this directive may lead to disciplinary action being taken or refusal of permission to enter or exit the Park. ●*
- c) *Family members or friends who transport dependent children or parents to and from the Park and who will be staying at the staff member's home for the duration of their visit can enter if in possession of a free guest entry permit.*
- d) *Temporary staff members residing inside the KNP may apply to the Protection Services or local Human Resources office **once a month** for one guest permit for free entry of their guests. **No more** than 12 guest permits will be issued to any temporary staff member per year.*
- e) *If a staff member conveys guests into the Park in his/her private vehicle, or if a guest enters the Park driving a staff member's vehicle, these guests are still subject to the stipulations of the guest permit system just as if they had entered the Park in their own vehicle.*
- f) *In cases where overnight SANParks guests visit staff members and reside at the home of a staff member during their visit, they are liable to pay the normal conservation fees for the nights **not** staying with a staff member.*
- g) *The entrance permit must be endorsed by the host, stating the number of nights that the guests spent in his/her home. Should this not be done, the guest will be charged conservation fees and*

camping fees for the nights **not** recorded on their reservation during the duration of their visit to the Park. The entrance permit need not be signed if the private guests visit for one day only.

- h) Guests entering the Park as visitors of a staff member may take up accommodation in a rest-camp **after leaving their host** but will be liable to pay the prescribed conservation fees for the period not staying with staff member. Once the guest/s depart from the host's residence, they are then obliged to pay the prescribed conservation and accommodation fees. ●
- i) Guests staying over in rest-camps **before visiting staff members** will have to pay the normal conservation fees at the gate of entry, or make use of a WildCard. ●
- j) If staff members **neglect to arrange free entry in time**, visitors will either have to pay the normal entrance fees or entry will be refused. **It is not the duty of the Tourist Officers to phone and obtain permission for entry, and staff members will be held responsible for visitors who misbehave under these circumstances.**
- k) **PLEASE NOTE: Official visitors of staff members, visiting parents/children and sport teams, may only enter the Park with CS-numbers obtainable from regional offices. In these cases the other entrance numbers are not applicable.**
- l) As far as access for Concessionaires is concerned, please refer to the Concession Manual as well as the Concessions After-hours Travel Policy.

2.3.1.1 Paul Kruger Gate

For the normal day-time travel arrangements, see the preceding section. The after-hours use of Kruger Gate is for the convenience of personnel living permanently at Skukuza and permission to use this road to the gate (after-hours), without official consent, is subject to the following rules or conditions:

- a) In all cases, the gate may be used between 04:00 and 22:00 without a permit. Outside this period, a 'late permit' will be necessary.
- b) The after-hours speed limit on this road is 50 km per hour.
- c) Only vehicles belonging to staff members with the official "Koedoekop" decal (disc) attached to the windscreen will be allowed to enter or leave the gate after-hours. Should the vehicle not have a disc (for example a new vehicle or rental vehicle) **prior** arrangements must be made with someone to take a late permit to the gate (to the Security Officer at the gate).
- d) The use of the gate after-hours is a concession that is **only** applicable to personnel living **permanently** in the KNP and not to guests and independent children of staff members. A permanent arrangement may however be made at Protection Services for children of staff members to enter after-hours.
- e) When staff members **accompanied by guests or other unauthorised persons** in their own or

unauthorised vehicles use the road and gate after-hours, a late permit must be obtained beforehand from the Protection Services Offices.

- f) *In bona fide cases where a person that is not employed by SANParks has to use the road after-hours, a late permit must also be obtained beforehand from this office. ●*
- g) *In all cases where persons leave the Park after-hours, the late permit must be handed to the night shift Security Officer after the register has been signed. If returning the same night, the late permit must be kept and only handed to the Security Officer during the return trip.*
- h) ***No late permit will be issued for guests arriving after-hours, unless the staff member produces an entrance permit for the guests (obtainable at reception or issued against a free guest permit).***
- i) *Guests brought in and taken out of the Park by staff members after-hours without any record, is not acceptable. In case of an emergency a late permit will be issued on condition that a free permit of authorisation is obtained from Reception the following morning. Personnel that deliberately bring guests into and out of the Park without entry permits may face disciplinary action.*
- j) ***Guests arriving at entrance gates without the valid free permits of authorisation will be liable to pay the entrance fees before leaving the Park.***
- k) *The road and gate may only be used for bona fide trips out of and into the Park.*
- l) *Under **no circumstances** may staff members, alone or accompanied by guests, use the road for pleasure trips or game viewing after official closing times. ●*
- m) ***Everyone*** *passing through Paul Kruger gate after-hours has to fully complete the register and sign it This information must be legible and the Security Officer be treated with the proper respect and courtesy at all times.*

2.3.1.2 Airport and Toulon Gates

The Skukuza Airport gate is not the same as the other entrance gates although it is an official entrance gate. The reason being that the road on the northern side of the gate is a private road and is therefore not accessible to the public (or Skukuza personnel). The Toulon gate is on the western boundary of the Park and is manned by a Sabie Sand Gate Guard. Procedures for the use of the Airport/Toulon gates to Sabie Sand Wildtuin are as follows:

- a) *People can use this road to travel to Sabie Sand Wildtuin only by invitation from the landowners (Mala Mala and Sabie Sand Wildtuin) - **no one is allowed to drive on these farms without their permission.***
- b) *A Toulon permit must be obtained from the Corporate Reception office.*
- c) *The Toulon permit must be shown to the SANParks Gate Officer at the Airport gate and the*

register must be completed and signed.

- d) *Show the Toulon permit to the Sabie Sand Wildtuin Gate Guard on the KNP/Toulon boundary and also complete and sign the register.*
- e) *When returning from Sabie Sand Wildtuin, your host must issue a red Toulon permit to you to allow you to exit the Sabie Sand Wildtuin and get back into the KNP.*
- f) *Sign the register at the Toulon Gate Guard.*
- g) *Hand the red Toulon permit to SANParks Gate Guard at the Airport and sign the register.*

2.3.1.3 Phalaborwa Gate

The following rules or conditions are applicable at Phalaborwa Gate and Staff village:

- a) **Any person** residing in the Phalaborwa Staff village and wanting to make use of the Phalaborwa Gate has to be identifiable by either a KNP staff ID card, official photo permit or documented proof of official entrance into the KNP. Any residential **vehicle** should be identifiable by means of a Koedoekop disk, or vehicle permit, issued by Protection Services at Skukuza.
- b) Only staff members identifiable by means of an ID card or photo permit and in possession of a valid Phalaborwa Staff village vehicle identification disc, displayed on the vehicle's windscreen, will be allowed to enter/exit the Park at the after-hours gate until 22:00. Any staff movement through this gate after 22:00 until official gate opening time will only be authorised in the event of an emergency and must be recorded in the Gate Register.
- c) Visitors that entered the Park with a free entrance permit, WildCard or by paying conservation fees, may exit and re-enter the Park during the period of their visit to the Staff village (e.g. town visits), but must be in possession of their entrance permits which must be endorsed by the staff member or official visited during official gate times.
- d) Official visitors to the Administration Offices at Phalaborwa must be in possession of a pre-arranged free entrance permit from the Regional office. This permit must be obtained from the Gate Office during official gate hours.
- e) Occasional social visits by visitors to a resident for part of the day and not staying over in the Staff village must be in possession of a pre-arranged free entrance permit. In the case of after-hours visits to staff members, it is the responsibility of the staff member to inform the Security Officials on duty of such visit. The security officer will have to complete a movement control document on arrival to be handed over to the staff member visited who in turn has to sign the document and to indicate the time that his/her visitors leaves the Park which has to be handed over to the Security Officer by the visitors when leaving the Park. **The resident staff member must escort the visit to the gate to ensure that the visitor exited the park.**

- f) *After-hours, emergency service providers will be allowed entrance and exit through the gate, provided that the official requesting such services will make prior arrangements with the Security Officials on duty at the time and to provide detailed reasons for such a visit. The official is also responsible to inform the Section Ranger of such movement immediately and to obtain an official entrance number from the Regional office to be supplied to the Gate Officials for record purposes.*
- g) *Cultural, social, church, or official groups making use of the Phalaborwa Club facility, or facilities elsewhere in the Staff village will only be allowed entrance if in possession of a prearranged official entrance permit to be obtained from the Regional Office. The Phalaborwa Club facility and any other area in the Staff village have to be vacated by not later than 22:00.*
- h) *FOSKOR/PMC/DWA staff members who enter the Park to take water samples on a regular basis as well as ESKOM and Telkom service staff to provide maintenance service to their equipment must obtain an annual service level agreement with Technical Services and approval in advance from the local Section Ranger. Their vehicles will be checked whenever deemed necessary.*
- i) *The Nhlanganani Arts and Craft shop officials must be in possession of an official KNP ID card and are not entitled to visit the Park free for leisure purposes.*
- j) *Other State/Provincial departments (including SANDF and SAPS) must be in possession of a pre-arranged free entrance permit from the Protection Services office and to be obtained from the Gate Office during official gate hours. ●*

2.3.1.4 Other entrance gates

- a) Staff members living close to Malelane (Malelane camp & Berg en Dal), Crocodile Bridge (camp), Numbi (Pretoriuskop only), Orpen (camp & Tamboti), Punda Maria (camp) and Pafuri entrance gates may pass through within the applicable travelling time (04:00 – 22:00) without a late permit. **Non-staff visitors must have a late permit and be escorted to and from the gate.**
- b) This permission is valid only for persons travelling in and out through the gate concerned and **not for after-hour game viewing**. The shortest possible route to the gate must be used. ●
 - i. This permission includes the following staff:
 - ii. Malelane Gate - Malelane and Berg-en-Dal staff members
 - iii. Crocodile Bridge Gate - Crocodile Bridge staff members
 - iv. Numbi Gate - Numbi and Pretoriuskop staff members
 - v. Orpen Gate – Orpen, Hoheisen, Pirrow and Kingfisherspruit staff members
 - vi. Punda Maria - Punda Maria staff members
 - vii. Pafuri – Makuleke and SAPS staff members

- c) All staff members living further away in the Park may not use these or other gates freely and must be in possession of a late permit which is available from the local Section Ranger or Protection Services offices. ●
- d) All vehicles passing through these gates and at these times must have a valid 'koedoekop' affixed to the windscreen. ●

All late permits must be obtained timeously and during office hours. It is important to note that late/early permits will only be issued in emergency or exceptional circumstances. Section Rangers are in possession of late permit books at their homes, but **may only be troubled after-hours in case of an emergency.** Everyone passing through the gate after-hours must complete the Security Officer's register.

2.3.1.5 Rest-camp Gates

Skukuza Rest-camp Gate

Regulations for after-hours entry to Skukuza rest-camp are as follows:

- a) *The rest-camp gate will be manned each day from the official closing time to the official opening time.*
- b) *Except for official trips, all staff entries and exits after 22:00 must be covered by a late permit.* ●

Other Rest-camps

No person may leave any rest-camp after closing time without a late permit and without signing the register in the possession of the Security Officer. The exception to the late permit is where staff members have to travel between the rest-camp and the Staff village (e.g. Letaba). The shortest route must be followed and no travelling is allowed to any other part of the KNP, or on game drives. Persons arriving late at a rest-camp gate must report to the local Section Ranger if not in possession of a late permit.

2.3.2 NO-ENTRY AREAS

Management and Patrol Roads

Nobody is permitted to travel along management and patrol roads where a signboard or any barrier indicates that such a road is closed, unless they have arranged beforehand to do so. **When firebreaks or no-entry roads are to be used, Ranger Services must be informed beforehand, and the reason, date and route must be provided.**

Permission must be given by the relevant Section Ranger for any unscheduled after-hours trips and other similar unusual activities. It may be that s/he is busy with an anti-poaching operation in that area and unplanned vehicle movement may jeopardize the operation.

Where emergency trips had to be undertaken and the Section Ranger could not be informed beforehand, it should be done as soon as possible thereafter, either directly or through the Emergency Call Centre.

All refuse dumps are out of bounds to all staff members and visitors, with the exception of those staff members directly involved with the management of these areas.

Wilderness Trail Areas

Wilderness Trail guests are paying for a wilderness experience and this should be respected at all times. Wilderness Trail areas may therefore not be entered under any circumstances without prior permission from the local Section Ranger, either for official purposes or for private trips.

Official flights over wilderness areas where trails are being conducted are not permitted unless prior notification to the local Section Ranger and Trails Ranger has been made.

2.3.3 GUESTS OF SANPARKS AND STAFF MEMBERS

2.3.3.1 Official Guests of SANParks

- In cases of emergency, free entry is granted to persons who are on official business in the Park (when they have been invited to deliver a service to the Park) **but not to their spouses, children or any other persons accompanying them in the vehicle.** This entry is only applicable during normal gate times and not after-hours. The normal tourist speed limits apply.
- Entry for of such visits must be arranged in advance by the relevant Regional Manager or Section Head, with each department's permit number being preceded by the following abbreviations: Conservation Management & Scientific Services – **CS**; Technical Services – **T**; Human Resources – **M**; Tourism – **B**; Finances – **F**.
- For all other official visits, persons will have to pay the normal entry fees or obtain a Wildcard.

2.3.3.2 Guests of staff members and other residents

Every permanent staff member residing inside the KNP (SANParks, SANDF, SAPS, car hire agent, bank, post office, etc.) is issued annually with a booklet containing 12 free guest permits, which allow his/her guests free entry into the Park for bona fide visits to the staff member alone.

If circumstances dictate that additional guest permits for free entry are necessary, such a request must be directed to the Senior Manager: Human Resources (or as otherwise determined), together with a motivation. Over and above the 12 free guest permits issued to staff members annually, parents and independent children are allowed free entrance at all times, provided they have been issued with the KNP/SANParks ID cards by Protection Services and can show these at the gate. Any of the following three procedures must be followed for free admission of guests:

- a) *A permit may be forwarded to the guest beforehand. On arrival at the entrance gate, the guest must hand this permit to the Tourist Officer who will issue a free entrance permit. This procedure is the most convenient for all concerned and should be adhered to as far as possible.*
- b) *Should it be impossible to send a permit to a guest beforehand, it must be forwarded (faxed or e-mailed) to the Tourist Officer at the gate of entry **before** the guest's arrival. A free entrance permit will then be issued to the guest at the gate on his/her arrival.*
- c) *If neither of these conditions can be complied with, the procedures set out in the next 2 sections may be followed.*

2.3.3.3 All personnel living near rest-camps

A free guest permit may be taken to Protection Services or the rest-camp reception office where a free entrance permit will be issued. The original will be handed to the host. The following procedure applies:

- a) *The staff member must **fax the free entry permit to the gate concerned.***
- b) *If the fax line is out of order s/he must inform the gate by phone that an entrance permit was issued as well as the number thereof.*
- c) *The officer at the entrance gate will then complete a green permit cover, endorsed with the visitor's name and the entrance permit number as an admission document.*
- d) *The host must add the dates of the visit, and sign and attach the entrance permit to the green cover in order to obviate problems when leaving the Park.*
- e) *Should the host fail to hand the entrance permit to the guest, the guest will be charged entrance fees when leaving the Park.*

2.3.3.4 Personnel not resident near rest-camps

This section applies to the following Section Rangers: Pafuri, Vlakteplaas, Shangoni, Woodlands, Mahlangeni, Houtboschrand, Tshokwane, Stolsnek and N'wanetsi. The following must be complied with:

- a) *Only the above-mentioned persons are entitled to contact the different entrance gates directly*

to arrange for the issue of a free entrance permit.

- b) *It is an expressed condition that a **guest permit be attached** to the free entrance permit by the host when the guest leaves, and that the guest depart **via the same gate** of entry. Should this procedure not be adhered to, the guests will be charged entrance fees when leaving the Park.*
- c) *Staff members must please realise that **gate officials cannot be expected to communicate with relevant staff members by phone or any other means during peak visiting periods** to ascertain proof of identity of a staff member's guest. The onus therefore rests on the staff member and the guest to make proper arrangements beforehand, in order to avoid any embarrassment and annoyance.*

2.3.3.5 Parents and independent children of residents

The following rules apply:

- a) *Permanent entrance permits may be arranged for parents or independent children of staff members who visit them regularly, for the entrance gate closest to the staff member concerned.*
- b) *This entrance permit will be available from Protection Services. The staff member requesting such a permit must submit the full particulars of the person requiring the permit to Protection Services, which will take an electronic photo of the person and issues the ID document.*
- c) *This ID document must always be presented to the gate security guard on entrance at the gate for purposes of identification, and is suitable for use at any gate, but only for visits to the staff member and not for holiday visits, i.e. when holidaying in official park tourist accommodation (Linked to the reservation number).*
- d) *The cards are only for entrance during normal gate times, unless accompanied by the relevant staff member.*
- e) *These guests must reside at the staff member's dwelling. Should they make use of accommodation in rest-camps, they will be required to pay the normal entrance fees.*
- f) *Staff members must strive to limit visitors to during long weekends and school holidays **to one family at a time** per household.*

2.3.3.6 Guests on day visits to residents living near the Park boundaries

In the case of social visits by guests to a resident at his/her home for part of a day or night, and not overnighting in the Park, and entering and leaving the Park through the same gate, please note the following rules or conditions:

- a) *Residents need not make use of their 12 free permits for these guests.*
- b) *A register of these guests must be kept by Protection Services in Skukuza or by the gate concerned.*

- c) **Prior** arrangements must be made to ensure that the tourist officer at the gate, or the gate guard (after-hours), is aware of the guests entering the Park. ●
- d) This concession is applicable to residents of Skukuza, Phalaborwa (refer to the rules for Phalaborwa)), Malelane, Berg-en-Dal, Pretoriuskop, Crocodile Bridge, Kingfisherspruit, Orpen and Punda Maria, subject to the following conditions:
- i. Residents of Skukuza and Berg-en-Dal must obtain permission for these guests from the Protection Services offices, which will organise an entry number at the gate concerned.
 - ii. After-hour visits of this nature are not allowed for Skukuza and Berg-en-Dal. In these cases a late permit must be obtained from Protection Services offices or the local Section Ranger, and the staff member concerned **must accompany these people from and to the gate personally** (also see control at specific gates for possible exceptions). ●
 - iii. As a matter of control, this concession will not be allowed over long-weekends or school holidays.

2.3.4 VISITING SPORTSMEN/WOMEN AND SPORTS TEAMS

Visiting sportsmen and women are allowed to visit the KNP to compete with local teams or take part in local sport activities. The Kruger National Park Sports Council (KNPSC) regulates sport activities in the KNP according to its constitution and the following rules and conditions apply:

- a) Affiliation to any sport club by people not residing in the KNP should be according to the KNPSC Constitution, which in turn makes provision for the sporting codes. Membership to sport clubs should be according to the KNPSC constitution.
- b) Visiting sports teams will only be allowed to travel during official gate hours. ●
- c) KNP sport teams passing through other gates than Kruger Gate should abide to normal travelling times and speed limits. No late travelling for returning KNP teams will be allowed at all. ●
- d) No sports teams will be allowed in during a long weekend without permission from the Managing Executive: KNP.

2.3.5 AFTER-HOURS TRAVEL BY GUESTS OF SKUKUZA PERSONNEL

Guests of personnel are not allowed to use **any** roads outside the staff village after closing time (this includes independent children of personnel). When guests of staff members and other personnel are travelling to and from the Skukuza rest-camp after closing time, prior permission must be obtained from the Protection Services office upon which a late permit with the date will be issued to the guest. This late permit is only applicable for travel between the staff village and the Skukuza rest-camp and

back. It is however preferable that guests be transported in the staff member's private vehicle after closing hours. ●

2.3.6 DELIVERIES TO RESIDENTS

If firms need to deliver or fetch items such as refrigerators, furniture, lawnmowers or any item too large to be transported in private vehicles, free entrance will be allowed at the nearest entrance gate provided that :

- a) *Such transactions must be restricted to weekdays, i.e. Mondays to Fridays. **No free permits will be issued during weekends or public holidays.***
- b) *The staff member concerned must sign the entrance permit of the delivery vehicle.*
- c) *Should his/her spouse, children or friends accompany the representative of a firm, they will have to pay the normal entrance fees. ●*
- d) *For removal of any items mentioned above from the park a removal permit must be obtained from Protection Services office and such equipment being removed must be presented to the Security Officer on duty for verification.*

2.4 CULTURAL HERITAGE

Antiquities or objects of historical importance found by employees or officials inside the KNP, whether whilst on or off duty, **are and remain the property of SANParks**. These items are protected under the National Heritage Resource Act 25 of 1999 and must be left where they are found, with the locality of these items (preferably marked using a GPS) being passed on to the local Section Ranger as soon as possible. Employees retaining such articles or attempting to sell or remove them from the Park, are guilty of misappropriation of SANParks property and expose themselves to prosecution. ●

2.5 ATTENDANCE OF SANParks OFFICIAL OPERATIONS

Whether in an official or private capacity, no person may attend the execution of any official activities undertaken during fieldwork such as culling or the dispatching of any animal, research activities, or wildlife capture operations etc. without the approval according to the delegation framework. Where necessary, indemnity forms and other agreements as required must be completed and signed before such a person will be allowed to accompany such an undertaking. These requirements must however be balanced with the need to retain transparency and safety.

2.6 PHOTOGRAPHY AND INFORMATION PROPERTY RIGHTS

No person may be accompanied by professional photographers (other than SANParks' official photographers) on roads other than tourist roads, while carrying out official duties or travelling

privately in the KNP. The official filming and photography protocols must be consulted and complied with, as well as with other requirements.

2.7 TRAVELLING AND TRANSPORT

General

The following general rules and conditions apply:

- a) *No person (staff member, SANDF, contractor, SAPS, concessionaire or guest) may transport passengers in an open vehicle without the appropriate safety guard-rails. It is illegal to do so.*
- b) *Convertible vehicles are not allowed to be driven with open roofs in the KNP and game viewing through sunroofs or protruding out of car windows or sitting out of car windows is not allowed. ●*

2.7.1 TRAVELLING TIMES

Travelling at night is dangerous and can easily result in a collision with a large animal, causing a serious or even fatal accident. A further problem is that this creates a serious disturbance to the quietness and generally peaceful atmosphere of the KNP, something which we who live here often take for granted, but which is greatly appreciated by most visitors, who have paid for this experience. We must therefore respect this.

Frequent nocturnal road kills, and especially of night jars, owls, dikkops and scrub hares and other nocturnal animals is another reason why night-time travelling must be restricted to the absolute minimum.

A further reason concerns criminal activities after dark, and in the current rhino poaching onslaught, particular attention must consequently be given to security.

For these reasons therefore, staff members must undertake all official and private journeys inside the KNP during normal gate times. In case of real emergencies or unforeseen circumstances, an official late permit to travel before or after gate-closing times may be requested from the local Section Ranger in whose section the journey will commence (or other person who is authorised to issue one). The following rules and regulations are applicable:

- a) *Any staff member who, due to the execution of his or her duties is compelled to travel outside of normal travelling times, must first discuss this with the relevant Section Ranger and be granted permission to do so in the form of a late permit. This permit must be in the possession of the permit-holder when undertaking the journey.*

- b) *Without the permission of the Managing Executive: KNP or an official of Protection Services or the relevant Section Ranger or as part of an official night drive activity, no person may be at any place in the Park except in a rest-camp or in a residential area, before official opening- or after gate-closing times. ●*
- c) *Late permits must be obtained **during normal office hours** and only in case of **an emergency** may officials be bothered after-hours or during weekends.*
- d) *If such permission has been granted by any person other than a Section Ranger, this travelling must be communicated by the **traveller** to all Section Rangers through whose Section this travelling will take place, prior to the travelling being undertaken. It remains the obligation of the staff member to inform all applicable Rangers en route, beforehand, of the planned trip, whether it is official or private, either telephonically or per radio.*
- e) *In case of an emergency, where it is not possible to notify the Section Ranger in time, s/he must be informed within 24 hours afterwards.*
- f) ***No employee who spends the night in, or works in a rest-camp, staff village or living quarters may leave such area outside the normal travelling hours without the necessary permit obtainable from the local Section Ranger, except when travelling on an approved route to and from his/her place of residence or other place, as approved by the Section Ranger. The employee must also sign the record book kept by the Security Officer, where applicable.***
- g) *If the Section Ranger is not available, the Emergency Call Centre at Skukuza must be informed. The latter **must** log all these calls for possible future follow-up purposes.*
- h) *Work schedules must be planned to avoid late travelling. If it is foreseen that work may end late, arrangements must be made to sleep over.*
- i) *Together with other law enforcement personnel, Section Rangers have been mandated by the Organisation with the controlling and managing of late travelling in the KNP, and regular road blocks and movement control will be arranged in conjunction with Protection Services and ECI.*
- j) *Guests and children of personnel may not travel on public roads after-hours, unless a staff member to whom the necessary permission has been granted accompanies them. Independent children of personnel stationed at Skukuza, may apply at Protection Services for an after-hours permit to pass through Kruger gate (only for visits to their parents). Night drives along other roads or any form of misuse of the permit is an offence ●*
- k) *Headlights must be switched on between sunset and sunrise. ●*

2.7.2 VEHICLE IDENTIFICATION

Private Vehicles

- a) *For identification purposes and to gain entrance at KNP entrance gates and rest-camps after-hours, each permanent or contract staff member or permanent resident of the KNP, must affix an official disc bearing the 'Koedoekop' ('kudu head') emblem onto the inside of the windscreen of their private vehicle. The disc is obtainable from Protection Services.*
- b) *New employees (or first issues) will be given the necessary letter of employment and be referred to Protection Services by the Department: Human Resources. Replacements or discs for additional vehicles must be obtained directly from the Protection Services offices.*
- c) *A Koedoekop windscreen disc will only be issued to permanent personnel or residents of the KNP, and only if the vehicle is registered in the specific person's name. The person must also be in possession of a valid driver's licence. **No children**, dependent or independent, may obtain a disc.*
- d) ***Under no circumstances** will windscreen discs be issued to students or to temporary personnel.*
- e) ***This disc remains the property of SANParks and must be returned to the Protection Services office upon resignation or permanent departure from the KNP.***
- f) *For permanent residents at Phalaborwa, an additional ID disk is applicable (see entry gate procedures for Phalaborwa staff).*

Official and Subsidised Vehicles (including Tool-of-the-Trade Vehicles)

Magnetic decals ('koedoekop') which can be affixed to the doors of vehicles are available for staff who are allowed to use them. The following rules and conditions apply:

- a) *Only persons who qualify for a vehicle allowance or Tool-of-the-Trade vehicle allowance, or are otherwise authorised to use the decals may do so. They may not be lent to any persons who are not authorised to use them. ●*
- b) *The decals may not be used on other private vehicles, unless authorised to do so (e.g. outside researchers undertaking research projects in the Park).*
- c) *Decals must be used, and attached to both the left and right front doors of the vehicle. The speed limit decal of 65 km per hour must be attached to the rear of the vehicle.*
- d) *The provision of the decals will be controlled by Protection Services and a database will be kept of all vehicles allowed to have the decals.*
- e) *When applying for decals, authorisation to possess and to display them must be proven by a letter signed by the Managing Executive, indicating that the person is either allowed to use them in the execution of his official duties, or is delivering a service to SANParks (research project, etc.) before Protection Services will authorise the issuing of the decals. This letter must be kept in the*

vehicle at all times.

- f) *The decals may only be used inside the KNP, and not on private trips in the areas and towns around the KNP.*
- g) *SANParks decals may only be affixed to the front doors of a vehicle.*
- h) *Drivers of vehicles on official duty must attach the decals to the vehicle's doors, failing which they will be considered to be undertaking a private trip and consequently fined if found to be exceeding the tourist speed limit. Not displaying the decals and travelling above the tourist speed limit causes confusion amongst tourists.*
- i) *The maximum speed limit with decals attached to the vehicle is 65 km per hour.*
- j) ***The decals remain the property of SANParks and must be returned when a staff member leaves the employ of the Park.***

2.7.3 TRANSPORT OF PEOPLE ON 'OPEN' VEHICLES (LDVS WITHOUT A CANOPY BUT WITH RAILS)

The following rules apply:

- a) *Only persons who are on official SANParks duty may transport persons on open vehicles.*
- b) *Persons may only be transported on a vehicle without a canopy if the vehicle has rails fixed to the load-body of the vehicle.*
- c) *No person shall operate on a public road a goods vehicle conveying persons unless that portion of the vehicle in which such persons are being conveyed is enclosed to a height of*
- d) *at least 350 millimetres above the surface upon which such person is seated; or*
- e) *at least 900 millimetres above the surface on which such person is standing, in a manner and with a material of sufficient strength to prevent such person from falling from such vehicle when it is in motion. ●*
- f) *Provided that no person shall be conveyed in the goods compartment together with any tools or goods, except their personal effects, unless that portion in which such persons are being conveyed is separated by means of a partition, from the portion in which such goods are being conveyed. ●*
- g) *A maximum of seven staff members in the load-body of the vehicle may be transported. Furthermore, such persons must **at all times be seated**. Non-compliance will result in the driver being charged with inconsiderate driving. ●*
- h) *When staff and equipment needs to be transported, the equipment must be loaded in a trailer towed by the vehicle.*

2.7.4 COMMUTER TRANSPORT IN THE KNP

Different types of scheduled staff commuter transport is currently managed by the KNP Vehicle Fleet. The following rules apply:

- a) *No alcohol or narcotic drugs will be allowed on any scheduled commuter staff transport entering the KNP.*
- b) *No staff member under the influence of any alcohol or narcotic drug will be allowed to use the commuter transport.*
- c) *The driver of the relevant bus or other vehicle will have the authority to remove any staff member he knows or suspects to be under the influence of alcohol or narcotic drug from the vehicle.*
- d) *At all times, staff members must present their personnel card or valid permit to enter the KNP when they embark on a vehicle.*

2.7.5 NON-EMPLOYEES TRAVELLING IN OFFICIAL VEHICLES (INCLUDING SERVICE-PROVIDER VEHICLES)

- a) *To obviate liability in case of an accident, persons not employed by SANParks may not be transported in SANParks vehicles (excluding staff members' family and then only when the prescribed indemnity forms have been completed).*
- b) *If guests are taken along it can only be done with prior permission from the ME or GM: Technical Services. In all such cases the necessary indemnity forms have to be completed.*

(Please also take note of additional rules and requirements concerning the use of official vehicles or the use of service-provider vehicles for official purposes, obtainable from the Transport Depot).

2.7.6 THE USE OF MOTORCYCLES, QUADBIKES AND GOLFCARTS

Staff members who reside in Skukuza and Phalaborwa staff villages are allowed to have motorcycles as a means to save on fuel for day to day trips, to and from work.

Motorcycles can be quite noisy and disturbing to us, visitors and animals, if not ridden correctly or maintained properly, and therefore the following regulations are necessary:

- a) *Written permission to keep and ride a motorcycle must be obtained from the Head: Protection Services. The reason for this is to have a proper record of motorcycles and to give Protection Services the opportunity to ascertain beforehand whether the noise levels of the specific type of motorcycle is acceptable or not. Before buying a motorcycle it is advisable to first discuss this with the Manager: Protection Services. This Section will maintain a database of all motorcycles in Skukuza and Phalaborwa.*

- b) *All Road Traffic Act rules and regulations concerning motorcycles, **including the wearing of safety helmets**, are applicable in the KNP. Traffic Officers are therefore expected to enforce them.*
- c) *Only SANParks employees or personnel of supporting organisations living in Skukuza or Phalaborwa may be given permission to ride a motorcycle in these localities, subject to the following conditions:*
- d) *Motorcycles may be ridden anywhere within the staff village and office complexes (and in Skukuza, to travel to work, visit friends or attend sport activities during daylight hours). **The Wildlife Products Section, ECI offices and the airport are excluded.***
- e) *No pleasure trips, revving or speeding will be allowed. **The privilege will immediately be cancelled for the particular driver if this happens.***
- f) *Under no circumstances may a motorcycle be ridden in the rest-camp except to re-fuel.*
- g) *Visitor and management roads outside the perimeter of the staff village are not to be used.*
- h) *For Phalaborwa the shortest route between the staff member's house, his/her workplace or the entrance gate is to be used.*
- i) *Only Section Rangers are allowed to travel **on tourist roads, management roads, and firebreaks** and elsewhere with official motorcycles.*
- j) ***Quad bikes** are classified as unroadworthy vehicles and not allowed on public roads in South Africa, and consequently also **do not qualify for use in the KNP**, except in exceptional circumstances where they may only be used for official purposes. ●*
- k) *Electrically-driven golf carts may be driven on staff village roads but out of site of tourists, and only with the written permission of the ME. Furthermore, the use of a safety helmet is mandatory.*

2.7.7 TRAFFIC CODES AND SPEED LIMITS

General

All SANParks employees and residents of the KNP, whether driving an official, subsidised or private vehicle in the Park, are always expected to set an example to other road users. Although personnel and residents are allowed to drive at higher speeds than the visitors are, this can sometimes be very irritating to our visitors and great care should be taken to do so as sensitively as possible.

Another vehicle must be approached and passed at a reduced speed, slowing down as soon as an oncoming vehicle is sighted, and only accelerating to the permissible speed once other vehicles are out of sight. Extra consideration must be given when passing vehicles parked watching animals or birds, with these vehicles being passed very slowly (see section 2.7.7 below).

Speed limits for personnel

Speeding by staff members has become a huge embarrassment for SANParks. Full cooperation and compliance with the rules and requirements is required to radically improve this situation. If it does not change, SANParks will have to reconsider and revise the maximum allowed speed limit in the near future. To control this problem the following rules apply:

- a) *The official speed limit in the KNP is 50 km/h for tarred roads and is applicable to all tourists, visitors **and staff** and it is accordingly an offence for anyone to exceed this speed limit on a tarred road. ●*
- b) *However, at the sole discretion of SANParks, tourists and visitors are allowed a leeway up to 60 km/h for tarred roads before they are prosecuted for committing the offence of exceeding the set 50 km/h speed limit. Staff members of SANParks are allowed a leeway of up to 65 km/h before they are prosecuted for committing the offence of exceeding the set 50 km/h speed limit. The leeway granted is purely discretionary and in no way amounts to an amendment of the law. If the leeway is breached the law will be fully enforced as if no leeway had been granted.*
- c) *Thus all SANParks staff members will be prosecuted for committing an offence of exceeding the set 50 km/h speed limit if they exceed a **speed of 65 km/h** outside rest-camps and Staff villages of the park. **Please note that there is no leeway to 75 km/h as is believed by some! Traffic officers have strict orders to fine/ prosecute and report transgressors that drive faster than 65 km/h and in this instance, to prosecute on the basis of a transgression of the legally set 50km/h speed limit and not the 65km/h discretionary limit set by SANParks.** ●*
- d) *Notwithstanding the above, the official speed limit of 50 km/h on tarred roads will be strictly enforced for all tourists, visitors or staff members of SANParks after the official closing times of the park e.g. between Skukuza and Kruger Gate. No travelling will be done in excess of 50 km/h in the park during these times. No leeway is permitted in this case.*
- e) *The official speed limit on gravel roads is 40 km/h. This applies to all tourists, visitors **and staff**. No leeway or deviation from this whatsoever is granted to anyone. Every person exceeding this limit on gravel roads will be subject to prosecution. ●*
- f) *In rest-camps and staff villages, the specified speed limits in and/or prescribed for these camps and villages must be adhered to at all times. Again, no leeway will be permitted in such cases. ●*
- g) *Guests or dependent or independent children of residents must observe the normal tourist speed limit of the specific road they are travelling on (50 km/h for tarred roads and 40 km/h for gravel roads) and no exceptions will be made. ●*
- h) *All SANParks staff members travelling in excess of 65 km/h will not only be prosecuted under the law, but disciplinary action will also be taken against such persons, regardless of rank or status in*

SANParks, on the basis of an abuse of the leeway/ special privilege granted to them.

- i) *Notwithstanding this leeway, consideration will be given to the imposition of the maximum fine/ penalties/ warnings being determined regarding the legally set speed limit (i.e. the 50km/h and 40 km/h speed limit and not the discretionary' leeway limit').*
- j) *The leeway limit provided to staff members of SANParks will apply to all official and private vehicles of such staff. Any warnings given to staff members in consequence of a disciplinary hearing will form part of the Disciplinary Code and **will be viewed in a very serious light.***

2.7.8 CONDUCT OF STAFF AND OTHER RESIDENTS TOWARDS VISITORS ON THE ROADS

Whether in their official or private capacity, the conduct of staff or other residents towards visitors must at all times be courteous, friendly, helpful, professional and never rude, aggressive or arrogant. These principles are just as applicable when travelling on tourist roads.

Small animals such as chameleons, snakes, insects, tortoises, dung beetles and even birds that visitors have been watching have been killed by staff vehicles driving past at relatively high speed and not noticing these animals in the road as a result. **This kind of behaviour can be a huge embarrassment for SANParks!** Staff making themselves guilty of such conduct will face disciplinary action. Consequently, the following guidelines **are important and must please be adhered to:**

- a) Slow down when approaching a vehicle which has stopped or is going very slowly. It is important to treat this situation as you would treat a yield sign in town.
- b) Establish what it is that the people are looking at, which will in turn determine whether you can continue to pass slowly (20 km/h) or not.
- c) If you continue to pass the parked vehicle it may disturb the animal or bird that the people are looking at. You should wait for an opportune time to pass so that you do not disturb and spoil the experience of the visitors.
- d) If people are busy **photographing you must stop and wait for the person to finish before proceeding**, especially if you will cross the line between them and the animal or plant they are busy photographing.
- e) Although the maximum speed limit for employees is 65km/h, relative to a stationary vehicle or one travelling much less than this, it creates the impression that a person is speeding when a tourist is overtaken or passed. For this reason, you should reduce your speed when approaching a vehicle (either from the front or behind), gradually overtake it, and then slowly accelerate again.
- f) Official vehicles authorised to display magnetic SANParks decals (subsidised vehicles and

Tool-of-the-Trade vehicles) must also display a 65 km/h sign on the back of the vehicle. This is also available from the Administrative Warehouse in Skukuza.

2.8 DISCIPLINE AND PERSONNEL RELATIONS

General

The Regional Managers, Environmental Crime Investigation, Protection Services and the relevant Section Rangers bear the responsibility of executing the rules and laws applicable to the KNP (see section on Legal Context for a list of the Acts), as well as this Code of Conduct. The Section Rangers bear a large proportion of this responsibility as executors of SANParks authority.

It is therefore necessary for the Section Rangers to be informed at all times of activities, and especially unusual activities, in their sections. It is not only an act of courtesy, but also a necessity that all employees of other departments inform Section Rangers when working in their Sections.

It is vitally important that personnel from various departments and sections respect the duties and functions of their colleagues. Negative criticism and interference in each other's duties can only lead to discord. It should be borne in mind that all personnel employed by SANParks, or representatives of other departments, are dedicated to the same ultimate objective.

The Section Ranger is responsible for discipline in the staff living quarters, except in Skukuza where the Administrator: Housing and Recreation is responsible to deal with these matters. In the case of small camps where there is no Section Ranger the Hospitality Services Manager is the responsible person.

2.8.1 CONFLICTS OF INTEREST

You must not place yourself or remain in a position in which your private interests conflict with the interests of SANParks. If SANParks determines that your outside work or your private business interferes with performance or the ability to meet the requirements of SANParks, as they are modified from time to time, you may be asked to terminate the outside employment or private business if you wish to remain employed by SANParks.

2.8.2 VIOLENCE

No physical violence of any kind between employees of SANParks will be tolerated. Staff that is compelled to carry firearms in the line of their duty must ensure that these weapons are at all times

completely under the control of the responsible person, and may never be used in any violence. For firearms-related matters, please see the Firearm Management Policy.

2.8.3 DISCRIMINATION AND ABUSIVE OR HARASSING CONDUCT

SANParks policy prohibits abusive or harassing conduct by our employees towards others, such as unwelcome sexual advances, comments based on ethnicity, religion or race, or other non-business, personal comments or conduct that make others uncomfortable in their employment with us. We encourage and expect you to report harassment or other inappropriate conduct as soon as it occurs.

2.8.4 POLICY AGAINST RETALIATION

SANParks prohibits any senior staff member or other employee from retaliating or taking adverse action against anyone for raising suspected conduct violations or helping to resolve a conduct concern.

If such a person is found to have engaged in retaliation against a SANParks employee for raising, in good faith, a conduct concern or for participating in the investigation of such a concern, he/she may be subject to discipline, up to and including termination of employment or expulsion from the KNP.

If you believe that you have been subjected to such retaliation, you are encouraged to report the situation as soon as possible to one of the people detailed in section 1.1.2 above (Raising Concerns).

2.9 PERSONAL MATTERS

2.9.1 PRIVACY

SANParks, as well as companies and individuals authorized by SANParks, collect and maintain personal information that relates to your employment, including compensation, medical and benefit information. SANParks follows procedures to protect information wherever it is stored or processed, and access to your personal information is restricted.

Your personal information will only be released to outside parties in accordance with SANParks' policies and applicable legal requirements. Employees who have access to personal information must ensure that personal information is not disclosed in violation of SANParks' policies or practices.

2.9.2 RELIGIOUS ACTIVITIES

Whilst freedom of religion is respected as a constitutional right, the establishment and practice of any new churches or church denominations must be condoned by the existing church organisations and management authority of the KNP.

Furthermore, all the relevant rules and regulations as stipulated in this Code of Conduct, as well as all relevant Acts of Parliament, shall apply. •

2.9.3 POLITICAL AND TRADE UNION INVOLVEMENT

SANParks undertake not to restrain any employee from voluntarily joining any political party or union of his/her choice. No employee will be victimised by SANParks by virtue of the fact that s/he is a union member or a member of any political party. This right is protected by the Constitution of South Africa.

2.9.4 HEALTH AND SAFETY

SANParks is committed to making the work environment safe, secure and healthy for its employees and others. SANParks complies with all applicable laws and regulations relating to safety and health in the workplace. We expect each of you to promote a positive working environment for all.

You are expected to consult and comply with all SANParks rules regarding workplace conduct and safety. You should immediately report any unsafe or hazardous conditions or materials, injuries, and accidents connected with our business and any activity that compromises SANParks security to your supervisor. You must not work under the influence of any substances that would impair the safety of others. All threats or acts of physical violence or intimidation are prohibited.

2.9.4.1 Malaria control

Consult your medical doctor for advice.

2.9.4.2 Personnel permanently residing in the KNP

The Occupational Health and Safety Section of the KNP manages the control of malaria in the KNP in conjunction with the Provincial health authorities. Please refer to the Malaria Control Guidelines for the KNP.

The use of anti-malarial medication is entirely voluntary by all staff members. It is however recommended that staff and especially high-risk persons, i.e. pregnant women, very young children, (less than five years old), elderly and/or sick persons and transplant patients, should take particular care to avoid contracting malaria.

2.9.4.3 Anti-malarial spraying

The Occupational Health and Safety Section, in collaboration with the provincial departments of health, are responsible for implementing the KNP Malaria Control Programme. Should any staff member wish to have his/her residential unit sprayed, a request may be made to the Occupational Health and Safety Section.

2.10 UNIFORM

All staff members stationed in the KNP are compelled to wear the prescribed uniform. Please consult the Uniform Policy (available on the Intranet). For convenience however, the following general rules concerning the proper wearing of official uniform are given below.

- a) *Personnel must bear in mind that their uniforms give one the impression of a formal uniform. The person wearing this uniform can immediately be identified as an employee of SANParks. The uniform must therefore always be worn in the correct way and with care and pride. Uniforms must always be clean and neat.*
- b) *Only the prescribed uniform must be worn when on duty (see Uniform Policy).*
- c) *No employee may wear a uniform unless in the execution of his/her duties or on their way between home and work for people staying outside the KNP.*
- d) *Staff members are not allowed to give away or sell outdated pieces of uniform, or to wear such in public.*
- e) *Identifiable uniform pieces are not to be combined with other clothing or be worn in a private capacity. No other clothing or non-uniform pieces may be worn with the working uniform.*
- f) *Alcohol abuse while in uniform is not allowed. It is inappropriate to drink in public unless during official functions.*
- g) *Hairstyles must be neat and hair must be clean, especially for staff dealing with the public such as front office staff, guides Security Protectors and Rangers.*
- h) *Jewellery must be worn tastefully and in such a way that the image of SANParks is not discredited.*
- i) *No badges except officially approved badges are allowed to be worn with uniform.*
- j) *On termination of service of all wearers of field uniforms, e.g. Guides, Ranger Corps and Security Protector personnel, etc. must return the uniform to the organisation.*

2.11 FIREARMS

All private firearms of residents of the KNP must be declared and registered with the Managing Executive (Section 44 of the Regulations promulgated under Section 86(1) of the Protected Areas Act). All firearms (private and official) must be kept in a safe in accordance with the stipulations of the Firearms Control Act 60 of 2000.

- a) *No residents of the KNP, other than those authorised to do so, may travel with a private firearm, other than when en route between their place of residence and an entrance/exit gate, or en route to or from an official shooting range of the KNP, and for which they have received the necessary authorisation to use. ●*
- b) *Private firearms may only be used for official purposes with written approval from the Managing Executive or delegated person. It is important that appropriate calibre and standard of firearm be used for the task at hand.*
- c) *Only authorized personnel, i.e. Section Rangers, Veterinary Wildlife Services and State Veterinarian personnel) may use airguns and catapults in their line of duty.*
- d) *No firearms may be discharged in the KNP, except in emergency self-defence situation, or where otherwise specifically authorised to do so. ●*

2.12 SHOOTING RANGES

The shooting range and roads to the ranges are out of bounds for all unauthorised staff members. The shooting ranges are controlled by the Ranger Corps and are subject to the Firearms Control Act and the specific rules governing the use of shooting ranges. For more information please contact the Special Projects Department or the local Section Ranger. The shooting ranges are:

- Sand River Shooting Range (Skukuza) - Tshokwane Section Ranger
- Shishangani Shooting Range (Satara) - Satara Section Ranger
- Letaba Shooting Range (Letaba) - Letaba Section Ranger
- Shingomeni Shooting Range (Shingwedzi) - Vlakteplaas Section Ranger

Any person wishing to use the shooting range, must inform the Section Ranger beforehand and must comply with the prescribed regulations and safety measures of the shooting range as prescribed by the Firearms Control Act and stipulated in the shooting range rules. These are displayed on the first page in the register. The shooting range register must be completed and signed by all persons taking part in the shooting activity.

2.13 PUBLIC IMAGE AND RELATIONS

As we are a public organisation we need to be totally committed to portraying the best possible image to our customers and the public in general. Bad experiences for our guests usually backfire in bad publicity for SANParks and the KNP. It is therefore necessary to comply with the following requirements, whether on or off duty:

2.13.1 BASIC REQUIREMENTS

- a) *Under no circumstances may employees in the KNP use offensive language in public. They must keep their language as refined as possible and in their dealings with the public always be courteous, friendly and helpful.*
- b) *Employees may under no circumstances appear in public or appear in uniform or drive a vehicle while under the influence of liquor or drugs. In general, your conduct must at all times be an honourable reflection of the organisation which you represent.*
- c) *No employee may give incomplete, erroneous or undesirable information to visitors to the Park or to the public outside its boundaries. Care should be taken not to give negative or confidential information about other departments. If you are unsure of the answer to a question, rather refer the enquiries to the department concerned.*
- d) *No employee may masquerade as an official that s/he is not entitled to be.*
- e) **Quiet time:** *Employees should refrain from making loud noise as far as possible and especially where this may impact on the enjoyment of our guests as well as colleagues. No noisy parties, music or other noisy event will be allowed after 21:00. This is also applicable in all staff villages, living quarters, and Section Ranger stations. ●*
- f) *Unless authorised by a permit issued by the appropriate Section Ranger, all vehicle movement within staff villages or between staff villages and rest-camps, gates and/or other facilities must cease by 22:00. Movement of vehicles on legitimate, official duty after this time are excluded from this requirement. Driving on official duty must however be undertaken with due regard to restricting speed and noise to the absolute minimum. ●*
- g) *Conduct towards the public on roads must be equally courteous (also see section on Travelling and Transport):*
- h) *Slow down when approaching and/or passing a tourist car.*
- i) *Stop when tourist cars are stationary and guests are watching something.*
- j) *Pass cars slowly only once you have established what they are watching, and that it is possible to pass without disturbing them.*
- k) *Be friendly! Don't see guests as intruders – they are here to enjoy their heritage.*
- l) **Please note** *that no walking to and from the Skukuza Living Quarters across the tourist road is allowed. Follow the route past the Post Office and filling station.*

2.13.2 PUBLIC SAFETY AND CRIME PREVENTION

Protection Services as well as Section Rangers bear the responsibility of public safety in the KNP in terms of the Public Safety and Security Act, especially on public roads, access at entrance gates and areas of human accommodation. Protection Services in cooperation with the relevant Section Ranger and/or Environmental Crime Investigation, the SAPS and the SANDF shall execute joint Crime Prevention Operations in different areas of the KNP, e.g. roadblocks/movement control.

2.13.3 REPORTING OF OBSERVATIONS AND OFFENCES

It is the duty of all SANParks employees working in the KNP to report the following events to the nearest Section Ranger's office: fires, carcasses, injured animals, accidents, condition of roads and bridges (especially during the rainy season), offences committed by visitors, guests or personnel, footprints and/or pedestrians or any other irregularities brought to their attention. These matters should also be communicated to KNP Protection Services Emergency Call Centre on (013) 735 4325/4324 or the Joint Operations Room on (013) 735 0197 or 076 801 9679 or 081 018 5805 or 071 624 3744 or radio call number 0555.

2.13.4 HANDLING OF OFFENCES

Any Section Ranger, member of ECI, Protection Services or the SAPS, may sign an affidavit concerning the relevant acts applicable in the KNP. If you feel concerned about any offence that took place in your presence, for example the feeding of animals, being outside a vehicle or littering, such an offender can be prosecuted if you give a sworn statement to one of the above-mentioned officials. (This is also applicable to any member of the public).

Please take note of the following:

- a) Detail concerning the day, date, time, place and nature of the offence.
- b) You must be able to identify the offender if it becomes necessary at a later stage.
- c) Take note of what the offender looks like and what clothes he/she is wearing.
- d) Obtain as much information as possible from the offender, for example, name, street, postal and work address, telephone number, ID number and occupation. The vehicle registration number, model and colour of a vehicle are of utmost importance if it later becomes necessary to locate the offender should the above information be incorrect.
- e) It will be easier to obtain the above information if you are dressed in uniform or are able to identify yourself by means of your Personnel ID card. However, prepare yourself for possible verbal confrontation or abuse.

- f) You can also warn the offender that you are going to have him/her prosecuted and for what reason.
- g) A minor can only be prosecuted when he/she is found driving a motor vehicle without a valid driver's licence. The person, who gave him/her permission to do so, will also be prosecuted.
- h) ***Remember to always be courteous and friendly and to 'keep your cool'. Do not retaliate when the tourist reacts with verbal abuse.***

RULES AND REGULATIONS CONCERNING CONSERVATION AND ENVIRONMENTAL MANAGEMENT MATTERS

2.14 POLLUTION CONTROL

The use of chemicals in the KNP

The fundamental objective in this Code of Conduct in regulating the use of chemicals of various kinds for the control of pests in and around homesteads is to ensure that other, non-targeted organisms are not harmed, or that water and soil is not polluted. Furthermore, the destruction of organisms must be restricted to the absolute minimum necessary.

Consequently, whilst an outright ban on the use of any of these substances is not the objective, only those substances which have been recommended by toxicology specialists as being the least harmful and safe for non-targeted organisms may be used in the KNP. A list of these may be obtained from Conservation Management, which also specifically lists those substances which may NOT be brought into the KNP. This list is revised and updated periodically.

As far as the use of such substances in the work sphere is concerned, protocols and guidelines for their acquisition, storage and use have been compiled. These may also be obtained from Conservation Management.

- a) *No inorganic and harmful materials or liquids (such as old car oil) should be poured down drains.*
-
- b) *The use of all chlorinated hydrocarbon insecticides such as DDT, BHC, DIELDRIN, LINDANE, etc. on lawns, in houses, rest-camps and other places in the Park, is strictly forbidden.*
- c) *All insecticides and the provision thereof from warehouses and shops must be approved by the GM: Conservation Management.*

Litter Control

The scattering of litter such as beer cans, papers, garden refuse, construction waste, etc. is not only a serious act of misconduct, but also a criminal offence punishable by law (●). It is easy to place the blame for litter lying around the KNP on tourists, but the litter scattered in non-tourist areas such as staff quarters and workplaces is clearly a reflection of littering caused by us, the residents of the KNP.

Careless disposal of waste, including waste food, is also a major cause of litter being spread by baboons, monkeys and hyenas, which then also gets spread further in many cases by wind. Careless disposal of waste food also encourages and perpetuates the development of problem animals.

Every resident of the KNP must consequently be litter-conscious and have a responsible attitude towards the disposal of litter.

It is the duty of every supervisor to draw the attention of all employees under his/her personal supervision to these matters, as it is the duty of every resident of the Park to assist with the clearing of litter scattered by visitors and staff and to help keep the roads of the KNP free of litter.

All residents must comply with the recycling initiatives by separating refuse and placing it into colour-coded bags for recyclable and non-recyclable items. With a few exceptions, the large metal bins (skips) permanently placed at specific localities in Skukuza are intended to be used for garden refuse only. Household waste must therefore not be disposed of in these bins.

2.15 MANAGEMENT OF ANIMALS

2.15.1 DAMAGE-CAUSING AND PROBLEM ANIMALS

The killing of animals in National Parks is a sensitive and emotive issue and needs to be handled with great care. Therefore, the following conditions apply:

General rules

- a) *Animals may be destroyed in certain specific instances only (Refer to Damage Causing Animal Policy and other relevant protocols).*
- b) *Furthermore, animals may only be destroyed by SANParks officials who are authorised to do so; in most cases, this being the relevant Section Ranger. Only if the Section Ranger is not available can this task be carried out by another person delegated to do so by the Section Ranger or the GM: Conservation Management.*
- c) ***The only exception to this rule is where human life is in immediate danger, in an emergency situation. This is specifically relevant in the case of Guides who are mandated***

with the protection of guests when on trail or other activities. ●

- d) *The following cases are other examples where killing of an animal is allowed:*
- i. *Any animal that is deformed or injured as a consequence of human activities (snares, fences, road hits, wounded, etc). Only animals that are seriously injured by human activity may be killed. Animals injured by predators or other natural means may **not** be killed.*
 - ii. *Animals which cause problems in staff houses, rest-camps or picnic spots and which cannot be driven away by normal procedures. Putting down such animals must be regarded only as a last resort after all other attempts have been exhausted and facilities have been made impenetrable and as unattractive as possible.* ●
 - iii. *Immediately after any incident, a report of all animals killed, as well as the reasons or circumstances pertaining to the incident, must be handed to the local Section Ranger, with a copy going to the Regional Ranger, and GM: Conservation Management.*

2.15.1.1 Rodents

Rats and mice occur naturally in the KNP and their numbers may explode in certain years. They will invariably enter tourist and staff accommodation. Cleanliness, and in particular, the non-availability of food which can be accessed by rodents, is a fundamental requirement for rodent control and must be ongoing. If this requirement is not strictly and continuously applied, the benefits of other measures will be lost and rodents will quickly return.

Where rodents enter buildings, the assistance of Technical Services must be obtained to seal off all entry points as effectively as possible. There are basically two ways of controlling rodents: mechanically or chemically.

2.15.1.2 Mechanical control

Trapping is the most environmentally-friendly and effective way of controlling rats in and around homes. Traps can be used repeatedly and is consequently a cost-effective but more labour-intensive method

2.15.1.3 Chemical control

Trapping is generally recommended for controlling rats indoors. In extreme cases, it may be necessary to use toxic baits to achieve adequate control. Only first generation toxic baits for rodents which contain active ingredients that work as an anticoagulant, causing death by internal bleeding may be used. Most anticoagulant baits have been considered as relatively safe baits to use, as only the target animal will be killed. **Please consult the rodent control guidelines to determine which baits etc. may be used in the KNP.**

2.15.1.4 Other problem or nuisance animals or pests

Protocols and guidelines have been compiled for the control of other problem or nuisance animals such as bats termites, cockroaches, ants, fish moths, bedbugs, bees and spiders. If persistent problems are experienced with these animals, please consult Technical Services or Conservation Management for advice.

2.15.2 DANGEROUS ANIMALS

2.15.2.1 Treat dangerous animals with respect

Although individual premises are fenced in the Skukuza and Phalaborwa staff villages and elsewhere in the KNP, it must be realised that the streets and the areas outside of these premises are not safe, and frequented by dangerous animals. These animals may be a danger to humans, especially after dark and certain precautions must therefore be taken for your own safety. Animals such as lion or leopard can climb over fences. Certain venomous snakes are particularly active at night, though they can also be encountered at any time. People should therefore use a torch when moving about in their gardens at night.

Staff members are cautioned NOT to entice any wild animal, no matter its size. Some wild animals may appear tame but could be quite dangerous when approached.

Do not forget about dangerous aquatic animals – crocodiles and hippos, particularly when near water-bodies such as rivers and dams. Do not get closer than about three meters from the water's edge. It is hardly necessary to state that swimming in any catchment dam, river or pan is dangerous and is forbidden. For the same reasons, the use of watercraft of any nature in the KNP for recreational purposes is also forbidden.

2.15.2.2 Closing gates at night

- a) *All gates of residences must be closed between sunset and sunrise. SANParks accepts no responsibility for injury or deaths that may occur due to attacks by wild animals. Dangerous and other wild animals have already been killed on numerous occasions in the past after entering gardens where the gates were left open during the night. The killing of these animals was unnecessary and strict action will be taken against persons who leave their gates open at night. Similarly, residents of some staff villages have been killed by dangerous animals.*
- b) *We have to bear in mind that in the KNP the interests of wild animals are of paramount importance and people who fail to close their gates at night put both the animals' and their own and their families' lives at risk. Disciplinary action will be taken against staff members who leave their gates open and animals must be destroyed as a consequence.*

- c) ***No walking around at night is allowed. It is definitely not safe to be on foot outside of fenced areas after dark.***

2.15.2.3 Responsibility of parents towards the safety of their children

The Staff villages are not fenced and it is the responsibility of every parent to ensure that their children are home by sunset and do not wander around outside fenced-off yards.

2.15.2.4 Snakes

- Harmless snakes must not be killed. Whenever possible and safe to do so, snakes which are a threat to humans must be removed live and released into the veld. Snakes may only be killed (as a last resort if removing it is too dangerous) in staff accommodation, living quarters or rest-camps. Only after consultation with the local Section Ranger and permission is granted to do so, if practical or feasible, may a snake be killed. A number of staff members have been trained to capture and handle snakes. Check with the local Section Ranger if such a person is available locally and if so, rather let him/her to handle the snake.
- The Mozambique spitting cobra or “mfezi” is the venomous snake that will be most regularly encountered and one of the few snakes that should cause concern around human habitation. They are attracted by the lizards, skinks, geckos and small rodents that live in and around houses. They are inherently nervous snakes that spit when provoked and will enter human dwellings in search of food
- No snake (venomous or non-venomous) may be killed in the veld. In their own interests, residents in the Park who have to work in the veld are urged to learn to distinguish between venomous and non-venomous snakes.

2.15.3 FEEDING OF ANIMALS

- a) *Feeding of animals is not allowed as this will create dangerous and damage-causing animals (especially baboons, monkeys, warthogs and hyenas). ●*
- b) *Feeding of birds must be done with caution as seed put out to attract birds can be a source of alien plants and will also attract baboons and monkeys.*

2.15.4 KEEPING OF PETS

Staff have been granted permission by SANParks to keep pets, but the possibility that these may escape and become another invasive species, warrants certain limitations and restrictions. The keeping of pets is thus subject to the following conditions:

- a) *The following pets **only** may be kept in the KNP, **and at all times, only in small cages indoors**: budgies, parakeets, lovebirds, Cockatiels, parrots, chickens (females only), rabbits and indigenous fish species). Domestic cats are specifically forbidden. ●*
- b) *All pets must be kept in suitable cages. Any pets found wandering outside residential sites will be destroyed.*
- c) *No noisy pets will be allowed where staff houses occur in the immediate vicinity of rest-camps.*
- d) *Pets which may become a nuisance to fellow employees or the public, or may escape from captivity and multiply unchecked, e.g. rabbits, hares, mice, rats, guinea-pigs and hamsters or chickens **must be kept indoors at all times**. ●*
- e) *No pet may be brought into the KNP, without the written permission from the General Manager: Conservation Management and a permit from the local State Veterinarian. Pets brought into the KNP legally, must be examined by the State Veterinarian as soon as possible after arrival to ensure that **infectious diseases** are not introduced into the KNP. Pets that were brought into the KNP will not be permitted to leave without a written permit issued by the State Veterinarian. ●*
- f) *If any of these animals become sick or develop skin lesions, they must be taken to a veterinary surgeon without delay for diagnosis and treatment.*
- g) *All pets in the KNP will be examined from time to time by SANParks veterinarian.*
- h) *Any pets brought into the KNP illegally are liable to be destroyed by the relevant Section Ranger, with disciplinary action being taken against the owner.*
- i) *Legal action may be taken against KNP residents who are not SANParks employees. ●.*
- j) *In the case of dogs a description of the animal as well as the sex must be given. In the case of fish, species and numbers must be provided.*

2.15.4.1 Dogs

General rules

- a) *Dogs may only be kept by Regional Rangers, Section Rangers, Environmental Crime Investigations and staff members working at entrance gates and where they reside at the specific gates (Malelane, Numbi, Pafuri, Punda Maria, Kruger and Phabeni), either for tracking criminals or injured and dangerous wild animals, or as a security measure . ●*
- b) *Only work dogs, (i.e. dog races which have been specifically bred for hunting and security purposes) and which are kept to track animals in dangerous situations or for security purposes in remote areas will be allowed. 'Lap dogs' are not allowed*
- c) *Dogs must also be trained and should be kept behind closed gates and proper fences when not*

accompanying the Section Ranger or dog handler. The following races (as well as crossbreeds of these races) are given here as guidelines in this regard:

- a. *Smaller breeds: Jack Russell and Fox Terrier*
- b. *Medium breeds: Belgian Malinois, Bloodhounds, Labrador Retriever, Africanis, Staffordshire bull terrier.*
- c. *Large Breeds: Ridgeback and Boer bull*
- d) *Only Section Rangers may keep a bitch that is able to breed, and only with written permission from Conservation Management.*
- e) *Section Rangers are allowed three dogs at a time, except where a bitch has bred. If a ranger has a need to have more than three dogs this must be appropriately motivated.*

Conditions for the Keeping of Dogs

- a) *Written permission to keep a dog will be given by the GM: Conservation Management, except where dogs form part of the approved anti-poaching program.*
- b) *Each case will be evaluated on merit. The staff member concerned will have to sign a written agreement to these conditions so that no misunderstanding will occur.*
- c) *Under no circumstances may dogs be allowed to wander around on their own in staff villages, rest-camps or other public places. Owners must ensure proper supervision of their dogs, especially if they are not at home, or when taking them for exercise walks. Dogs may not be taken for walks by care-givers.*
- d) *Dogs must be closed in at night and must be trained not to bark constantly, day or night.*
- e) *In accordance with veterinary regulations, dogs must be inoculated once a year against rabies, once they reach the age of six months. ●*
- f) *Any dog brought into the Park illegally will have to be destroyed. ●*
- g) *Dogs are not allowed to be taken out of the Park without the permission of the State Veterinarian (Skukuza). Permits will not be issued if rule (e) above is not adhered to.*
- h) *When a staff member is transferred and the dog may not go along (i.e. where no dogs allowed at that particular place), it is the responsibility of the owner to secure a suitable home for the dog – either with his/her successor, or another home outside the Park.*
- i) *A staff member who is transferred to a place where there is already a dog, will have to apply and sign the agreement to take care of the dog, if s/he accepts the dog.*
- j) *If a dog owner is away for any length of time, it is his/her responsibility to appoint a suitable person to care for the dog. All the relevant rules will be applicable to such a person, in other words, if the rules are not adhered to, steps will be taken as if the owner was responsible.*

Dogs at entrance gates

The following entrance gates qualify for the keeping of a dog: Pafuri, Punda, Malelane, Numbi, Kruger and Phabeni. The following rules and conditions apply:

- a) *All the general rules and conditions are applicable.*
- b) *Only a breed of dog that is fit to be a watchdog will be allowed.*
- c) *These dogs will only be allowed to accompany their owners if they are transferred to one of the above-mentioned gates or outside the KNP (with the necessary permission/permits from the State Veterinarian, Skukuza). ●*
- d) *Dogs may not accompany their owners to other places inside the KNP, except to the State Veterinarian for medical attention.*

2.15.4.2 Other animals

Cats

No cats are allowed as pets in the KNP. ●

Domestic cats interbreed with the African wild cat which occurs naturally in the KNP, producing fertile offspring and consequently threaten the survival of the African wild cat as an indigenous and pure species. They also impact negatively on smaller fauna. Any person who is aware of the presence of domestic cats in the KNP is requested to report it immediately to the nearest Section Ranger.

2.15.4.3 Other domestic animals

No cattle, sheep, goats, chickens, pigs or any other domestic animal may be kept in the KNP without the necessary permission from the GM: Conservation Management. ●

Domestic pigeons

Domestic pigeons threaten the indigenous species by hybridisation. When such hybrids (or any other hybrids) are observed, please contact the nearest Section Ranger or Alien Biota Control Officer or Veterinarian as soon as possible.

Domestic pigeons are not allowed as pets in the KNP as they can potentially escape and interbreed with rock pigeons, producing viable hybrid offspring. ●

2.15.4.4 Other alien birds

Parrots, budgies, parakeets and lovebirds may be kept on condition that they are kept indoors and precautions are taken to ensure that these birds do not escape or make a noise. The above permission is subject to the following conditions:

- a) *Permission to keep the above-mentioned birds must be obtained from the GM: Conservation Management. ●*
- b) *All cages must be properly locked and must be suitable to keep the birds safely inside.*
- c) *If the neighbours complain about the noise and it is justifiable, permission to keep birds will be withdrawn.*
- d) *Indian mynahs or any other alien bird species which enter the KNP will be destroyed on sight by persons authorised to do so.*

2.15.4.5 Indigenous birds and other wild animals

- a) *Indigenous birds, squirrels, snakes, lizards or other wild animals may only be kept in captivity with written permission from the GM: Conservation Management. This will not include mongooses, monkeys, baboons or any larger animals. No wild animals or birds of any description may be captured by personnel. ●*
- b) *Small birds and squirrels that fall from nests may be raised by children of staff members, with the written permission of the GM: Conservation Management, and only if this is in compliance with the protocols for abandoned animals. Most wild animals become dangerous or a nuisance once they have reached maturity. The GM: Conservation Management will determine the period and conditions, together with written permission to keep such animals. **Under no circumstances may these animals be taken into rest-camps or out of the KNP.***

2.15.4.6 Fish

- a) *Alien tropical fish or alien aquatic plants may **NOT** be brought into the KNP. ●*
- b) *Only fish species indigenous to the KNP may only be kept in fish tanks, and only with the permission of the GM: Conservation Management. ●*

2.16 MANAGEMENT OF PLANTS

The management of plants in gardens essentially concerns two categories of plants: those which occur naturally or are indigenous to the KNP and have been planted in gardens, or those which are

aliens. The management of plants in each of these categories requires significantly different approaches, and consequently, different rules and regulations.

The ornamental plants protocol (which also includes lists of prohibited and permitted plants) must be consulted for details. This provides comprehensive details on what is allowed and what not regarding residential (and public) gardens. Only the general rules and requirements applicable to residents are given here.

2.16.1 GENERAL PROTOCOLS APPLICABLE TO RESIDENTS

- a) ***As a general rule, no plants, whether indigenous or alien, may be brought into the KNP, be in the possession or control of any resident of the KNP, or be conveyed or translocated within the KNP without a permit issued by Conservation Management. Should a person attempt to bring a plant into the KNP without such a permit, it will be confiscated at the entry gate by the gate security personnel. ●***
- b) *All applicable legislation (e.g. NEMBA and CARA) will be adhered to as a minimum guideline, with the aim to implement further control measures and provide an example to all South Africans.*
- c) *It is the responsibility of all SANParks personnel (and any other affiliated contract employees and residents) to ensure the implementation of these rules and related strategies.*
- d) *The propagation and spread of any alien plant species within the KNP is strictly prohibited. ●*
- e) *The control of alien plants is a long-term process and teams will be required to revisit the gardens on an on-going basis to remove re-growth and follow-up on previous operations.*
- f) *The KNP reserves the right to change the designation of any alien plant at any time (e.g. non-invasive to invasive, which requires immediate removal).*
- g) *No alien plants may be dumped in any other place other than that designated for that purpose. The alien plants shall be killed at the disposal sites to prevent them from establishing and spreading, and should be checked periodically to ensure that any established plants are contained and removed.*
- h) *Ornamental cultivars that have the potential to hybridise with indigenous species may not be brought into the park (e.g. *Adenium swazicum* - Swazi lily, and *Adenium multiflorum* - Impala lily). These have been bred into various cultivars and the introduction into the KNP may lead to hybridisation of the local, genetically-pure species. **All plants must be sourced from the Skukuza Plant Nursery.***
- i) *No indigenous plants may be brought into the KNP from elsewhere outside the KNP, even if they occur in the KNP, without the approval of Conservation Management. ●*

- j) *No alien species may be planted against, or encouraged to grow on and into trees. ●*
- k) *All species, including both alien and indigenous, require export permits from the State veterinary services to be removed from the park. ●*
- l) *The use of cut-flowers by, for example, concessionaires or for weddings or other functions held in the KNP shall be according to the stipulations of the protocols compiled specifically for this purpose. This includes the disposal of these plants once used, to ensure there is no likelihood of establishment and spread. ●*
- m) *No tree or other plant may be defaced, painted, written on names or letters cut into it, or otherwise marked or in any other manner be spoilt. ●*

2.16.2 PROTOCOLS APPLICABLE TO KNP STAFF GARDENS

- a) *All vacant properties (e.g. staff leaving the park or transferring to other camps) will have **all** alien species removed, regardless of their apparent invasiveness and legislative status. Fruit trees will also be removed as per KNP regulations.*
- b) *All occupied properties will have the NEMBA / CARA listed plants, as well as other well-known invasive species, removed. This is a legislative requirement.*
- c) *Staff gardens and camps may be inspected at any time by any staff member authorised or instructed to do so (e.g. Section Ranger, Alien Biota Manager). In all cases every effort will be made to inform and make arrangements with the tenants to do so.*
- d) *The Skukuza nursery will, as far as possible, provide staff with discounts for selected species. It is at the nursery managers' discretion as to which species, and the number of plants, may be provided.*
- e) *In order to provide additional species that may be used by staff for gardening (indigenous, but not locally endemic), a list of permissible species has been compiled (See protocols for details). Such a list cannot indicate all possible species and if any other species should be desired, the Alien Biota Office or Nursery can be consulted. The KNP reserves the right to refuse the use of any additional species, and also, to remove species from the list that may become invasive.*

2.16.3 INDIGENOUS PLANTS

- a) *No dead or living **indigenous plant** may be damaged, cut down or removed without permission (see *Damage-causing Plants*). ●*

- b) *Indigenous plants for cultivation in gardens and rest-camps are available on request from the Skukuza Nursery.*
- c) *No plants are to be removed from the veld unless this is linked to a specific project and the necessary approval for that has been granted by the GM: Conservation Management. ●*

2.16.4 DAMAGE-CAUSING PLANTS

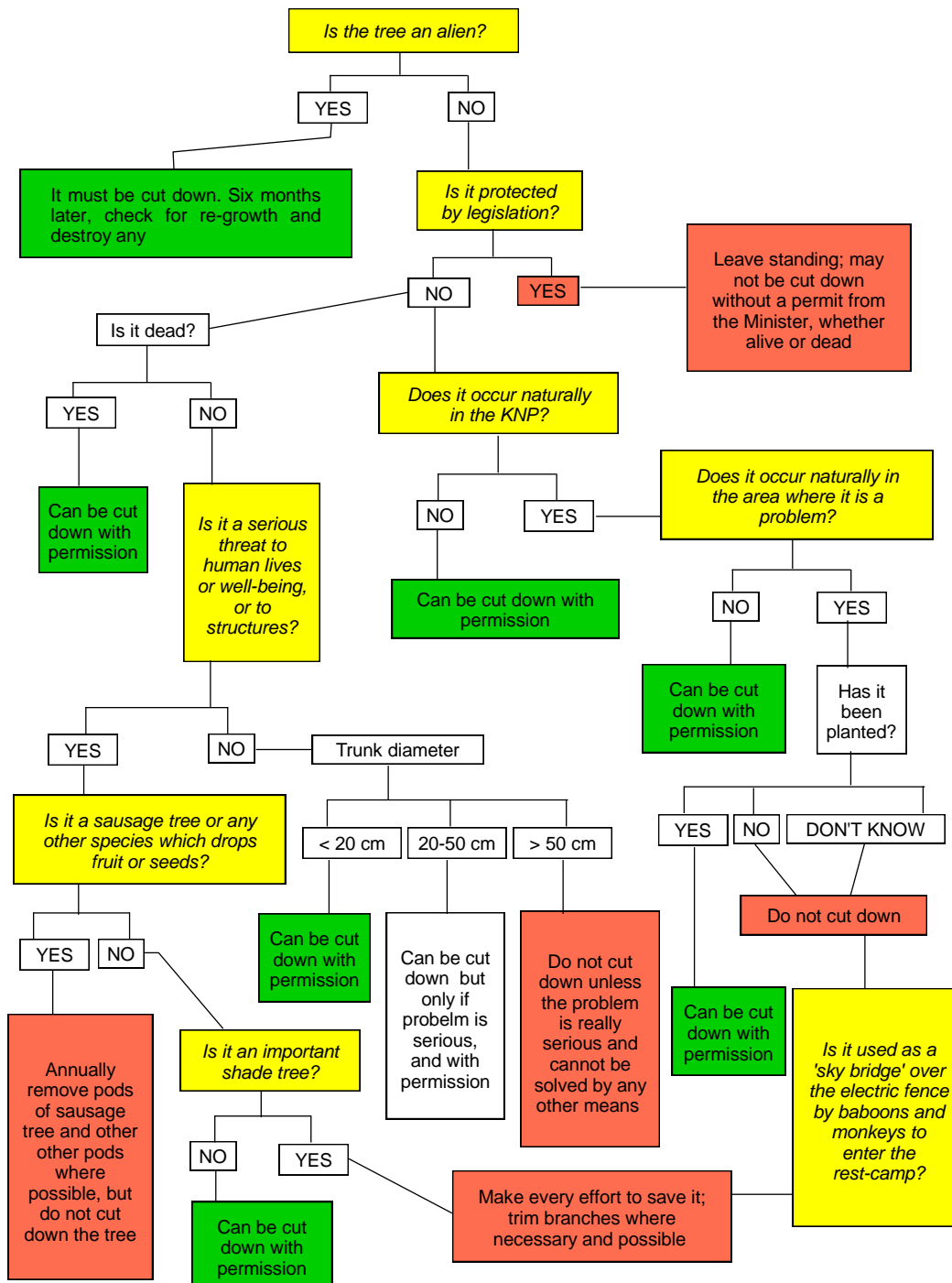
Where plants grow near buildings and other infrastructure and start to impact on such infrastructure, it may become necessary to trim them or cut them down to prevent injury or death, or to protect infrastructure from damage. This is applicable for live trees as well as dead ones that may fall down and cause death, injury or damage to property. Often, when trees grow close to infrastructure but there is still adequate space between building and tree, the problem can be solved by trimming branches or roots.

Large trees usually have some dead branches lower down. These should be removed before they fall and cause injury or damage. Leaves on roofs are a common problem in residential areas because people have, over the years, planted trees to provide shade during the hot summer months. This is not a reason to cut down a tree. We all have a responsibility, according to our house rental contracts, to clean gutters and roofs regularly.

The following process must be followed in applying to cut down trees of this nature in residential areas:

- a) *Apply to your local Section Ranger, who will inspect the relevant tree or other plant.*
- b) *Using the decision process as set out in the diagram below, the Section Ranger can either approve the removal of the tree, or refer the matter to the GM: Conservation Management with his recommendation for a final decision. **No indigenous or endemic trees may be removed without the permission of the GM: Conservation Management.** ●*
- c) *Branches of indigenous plants with a basal diameter of 50 mm or greater (i.e. the diameter where they join another branch), may not be cut off without authorisation. ●*

DETERMINING WHETHER A TREE CAN BE REMOVED OR NOT



2.16.5 PROVISION OF PLANTS BY THE SKUKUZA NURSERY

General

The primary function of the Skukuza Nursery is to cultivate indigenous trees, shrubs and other types of plants for the landscaping of the rest-camps, and to sell to the public. Plants will also be available,

at a special rate, to staff members for their gardens (see Tariff Document). Please note that certain rare plant species cannot be supplied at the reduced rate.

- a) *Plants bought by staff members, are only for their own gardens and **not** for friends or family. The latter must purchase plants themselves directly from the Nursery.*
- b) *The nursery also propagates a limited variety of medicinal plants for sale or donation to community members and traditional healers*
- c) *Only officials and personnel instructed to do so may gather seed in the veld for use in the Nursery, and only after having consulted the relevant Section Ranger. Nursery personnel can be contacted directly in this regard. ●*
- d) *All bona fide requests for the donation of indigenous plants from the Nursery to outside organisations must be directed to the ME: KNP, who will make a decision after consultation with Conservation Management and the manager of the nursery.*
- e) *In residential areas where many alien plants have been removed from the garden, the residents will be allowed to replace them with indigenous plants from the Nursery. The cost will be for the account of Conservation Management. Enquiries can be made with the Alien Biota Control Manager.*

2.16.6 WATERING OF GARDENS

- a) *All places which abstract water from **rivers**, may only irrigate on the following days:*
- b) *Tuesdays, Thursdays, Saturdays and Sundays from 05:00 till 09:00 and from 16:00 until 21:00.*
- c) *All places which abstract water from **boreholes** may only irrigate on the following days:*
- d) *Tuesdays, Thursdays and Saturdays and from 05:00 till 09:00 and then from 16:00 till 21:00*
- e) *No irrigation is allowed between 09:00 and 16:00 or on days other than those given above.*

2.16.7 CYCADS

Private ownership of *indigenous* cycads, without the appropriate permits issued under the Provincial Conservation laws (Mpumalanga or Limpopo), is illegal.

- Persons living in the KNP and in possession of cycads must declare these cycads with the local provincial nature conservation authority and obtain the necessary permits from it. Furthermore, cycads permitted in this manner may not be transported to another province without the authorization of both provinces, even though this may occur within the KNP, form example, from Skukuza to Letaba, or *vice versa*.

- Persons who are living in the KNP or will be re-locating to the KNP and intend to bring cycads into the KNP must first obtain the necessary permits from the relevant provincial nature conservation authority. The same requirement concerning inter-provincial re-location as stipulated above will also apply.

2.16.8 ALIEN PLANTS

General

Invasive alien species (IAS; which includes plants, animals, diseases, pathogens, insects, birds, fish, etc) are regarded as one of the greatest threats to global diversity, ecosystem services and human wellbeing, and are also one of the greatest threats to biodiversity conservation in South African National Parks (SANParks). The Kruger National Park (KNP) is a world renowned national park, and as such needs to set an example of the highest standards of alien and invasive species management.

Kruger National Park has unfortunately been invaded by a large number of alien species, of which many have the potential to cause substantial habitat transformation and loss of ecosystem services. Due to rivers originating in highly invaded areas to the west of the park and flowing through the park, as well as through the introduction of alien ornamental plants by staff, alien plants are a major conservation concern. Approximately 400 alien species have been recorded in KNP, with 350 alien plant species. Of these about 80 are considered highly invasive, with high potential of causing damage (based on evidence elsewhere).

At a global level, South Africa as signatories to the Convention on Biodiversity, under Article 8 (H), have an obligation to:

“Prevent the introduction of, control or eradicate those alien species which threaten ecosystems, habitats or species. By extension, and due to their specific role in biodiversity conservation, protected areas need to become priority areas for invasive species management”.

At a corporate level, SANParks, in compliance with Section 64 of the National Environmental Management: Biodiversity Act (Act No. 10 of 2004), commits to:

- i) preventing the unauthorized introduction to, and spread of alien and invasive species to ecosystems and habitats where they do not naturally occur;
- ii) managing and controlling alien species and invasive species to prevent and/or minimize harm to the environment and to biological diversity in particular;
- iii) eradicating alien species from ecosystems and habitats where they may cause harm.

2.17 USE OF NATURAL RESOURCES

The use of natural resources in Protected Areas is a key component of the IUCN principles as well as the Protected Areas Act. The use of natural resources by neighbouring communities, official, SANParks use and by staff and other residents, is regulated by the overarching SANParks policy for the use of natural resources, as well as the KNP protocols for the use of natural resources.

The following rules are laid down to control these activities:

- a) *No person may remove any biological or non-biological material from the veld without the written permission of the Managing Executive of the KNP, or the GM: Conservation Management, specifically for the collection of the required material. ●*
- b) *Such a collection permit is issued by the designated official of Conservation Management.*
- c) *Should permission be granted, the relevant Section Ranger must be consulted to determine the place and time where the collection is to take place, at least three working days before the scheduled date. No collection may be undertaken if the Section Ranger has not been contacted in this regard.*
- d) *These items may only be removed from places indicated by a designated official from the Conservation Management Department. ●*
- e) *The unauthorised collection of any natural material from the veld is prohibited. ●*

2.17.1 FISHING

Please remember that ***fishing in the KNP is a privilege, and not a right***. Failure to comply with the law as well as the KNP's rules and regulations, will result in the immediate suspension of all angling privileges, as well as criminal prosecution, where the law is transgressed

Fishing is further seen as a recreational activity and not as a means to supplement diet on a large scale or to generate money by selling fish. Permission to fish within the boundaries of the KNP is therefore purely granted for recreational purposes and is only reserved for employees of SANParks who permanently reside within the Park. People residing outside the Park along boundaries with a river frontage, are not afforded this privilege.

2.17.1.1 Legal matters

According to Section 50 (1) (b) of the Protected Areas Act and Regulation 8 (1) to (7), SANParks may allow its personnel to fish in stipulated areas within the boundaries of the KNP, subject to certain rules and conditions being met. *This is a privilege granted for SANParks employees living in the KNP and*

not a right. In order to ensure control and minimisation of the impact on our river systems, (which are under significant pressure outside the KNP boundaries), certain rules are in force in the KNP.

In accordance with the act and to ensure proper monitoring and control, special angling permits are issued to regulate all angling within the KNP. Angling permits are obtainable on request from the local Section Ranger. **These permits will only be issued to SANParks employees who permanently reside within the KNP.** The permits will be applicable throughout the Park, but prior authorization from the local Section Ranger must at all times be acquired.

2.17.1.2 Rules and regulations

The rules and regulations applicable to fishing in the KNP will be clearly stated on each permit. Everybody is requested to study these conditions and strictly adhere to them at all times. These rules and regulations are as follows:

- a) *Only SANParks employees who are permanent residents in the KNP qualify for a fishing permit.*
- b) *Family members and friends of a permit holder may **only** fish when accompanied by and are under the direct supervision of the permit-holder. ●*
- c) *The number of fish to be taken from dams and weirs is restricted to that of the staff member's permit alone. Guests of staff members may therefore not keep any fish which they may have caught. ●*
- d) *Under no circumstances may the permit-holder fish at a site other than approved sites as indicated by the local Section Ranger. ●*
- e) *Each Section Ranger must keep a database of permit holders in his/her section.*
- f) *Any person fishing without a permit or in an area other than that designated by the local Section Ranger, may be prosecuted under the Protected Areas Act and if convicted, may be heavily fined (the person may also forfeit his/her vehicle, fishing gear and other equipment in his/her possession). ●*
- g) ***Wilderness areas** are important reference areas and fishing in these areas is reserved for scientific research and officially organised catch-and-release angling events.*
- h) *The use of boats or other vessels on the waters within the Park or on rivers along the boundary of the Park without prior permission, is prohibited. Boats may only be used for officially authorized purposes.*
- i) *Fishing may only occur during the hours between sunrise and sunset. No night lines may be set. ●*
- j) *Fishing sites and water must be left clean and unpolluted at all times. ●*

- k) *Fishing from rivers without dams will be on a catch-and-release basis only, and only from sites indicated by the local Section Ranger. **This excludes wilderness areas.***
- l) *The capture and killing of fish is restricted to specifically-indicated locations at dams and other man-made impoundments as indicated by the local Section Ranger. Specific bag and size limits as stipulated on the permit will apply.*
- m) *The following bag limits will apply to any permit holder for a particular day when fishing from a dam or other manmade impoundment. These bag limits are applicable to one fishing permit. ●*
- n) *Only smaller fish are to be taken so that the older fish can continue to breed and make this use sustainable:*
 - i. *Red-breasted bream or kurper (Tilapia rendalli): A total of three per day;: 20 cm **or smaller** ●*
 - ii. *Note: Blue kurper (Oreochromis mossambicus) may no longer be kept, regardless of size, as this species is now classified as 'Near Threatened' – see above.*
 - iii. *Barbel: A total of two per day; 60 cm **or smaller** ●*
- o) *Remove the hooks carefully from fish which must be released back into the dam.*
- p) *Only fishing with rods will be allowed, with **no more than two hooks per rod and no more than one rod per person** in the water. All other forms of fishing are strictly prohibited.*
- q) *'Pre-baiting'; the practice of placing bait at a specific spot or over a larger area in order to attract fish to the spot, is prohibited. ●*
- r) *Swimming is prohibited (crocodiles, hippos and Bilharzia occur in Lowveld waters).*
- s) *The angling permit **must** be kept with you and produced on request.*
- t) *The permit is only valid for one year. It is **not transferable** and must be signed by the holder.*
- u) *All fishing should take place out of the public eye and only at places designated by the Section Ranger. ●*
- v) *No fish may be removed from the KNP without permission, nor may fish caught in the KNP be used for commercial purposes. Furthermore, such permission may only be granted for specific, conservation or scientific purposes. ●*

Two types of fishing will be allowed: Consumptive and Non-Consumptive (catch-and-release) fishing:

2.17.1.3 Consumptive fishing

This kind of fishing is restricted to manmade structures (dams and gauging weirs) in the KNP and allows the killing and consumptive use of the fish that is caught. Specific bag limits, species and size restrictions are applicable (see Rules and Regulations).

2.17.1.4 Non-consumptive fishing ('catch-and-release')

This is the only kind of fishing that will be allowed in rivers where there are no manmade structures such as dams. This kind of fishing allows angling along certain river sections of the Park and only on a catch-and-release basis.

- a) *No fish may be killed for bait or any other form of consumptive use.*
- b) *Only hooks from which the barbs have been **removed or flattened** may be used.*
- c) ***A second category of non-consumptive fishing concerns the catching and release of rare and threatened fish species, or species for which there is currently insufficient information on their status. These are listed below.***
- d) ***Even if these occur in dams or weirs, they must be released so as to protect the population. In times of high water flows when these impoundments overflow, these fishes can then move downstream (or upstream) and supplement populations in natural pools etc., as well as increasing the genetic pool and thereby strengthen the genetic health of the population as a whole. ●***

ENDANGERED

- e) *Orange-fringed largemouth (Chetia brevis)*
- f) *Lowveld largemouth (Serranochromis meridianus)*

NEAR THREATENED

- g) *Mozambique tilapia or Blue Kurper (Oreochromis mossambicus)*
- h) **DATA-DEFICIENT**
- i) *Bulldog (Marcusenius pongolensis)*
- j) *Orangefin barb (Barbus eutaenia)*

2.17.1.5 Fishing sites in and near Skukuza

Fishing sites for Skukuza personnel are limited to the two Lake Panic Dams and sites along the Sabie River between the tree house and the pump house

Upper Lake Panic: This is the larger dam further upstream from the golf course. It can be reached by foot or by vehicle by driving westwards on the gravel track from the Golf Club gate. Fishing is only allowed in the demarcated area.

Lower Lake Panic: This is the smaller dam at the golf course and is restricted for use by school-going children of Skukuza only. Children may fish here only in the designated areas (re-built platforms) without supervision, but still remain the responsibility of their parents. All the catch

restrictions and other regulations listed above will also apply to children fishing here, or anywhere else in the KNP.

Sabie River: From the tree house at the picnic sites to the pump house (where the ESKOM power lines cross the river).

2.17.1.6 Fishing in the rest of the Park

Personnel are allowed to fish in other areas of the Park provided that they are in possession of a valid permit and have obtained prior permission from the local Section Ranger. Such fishing may only take place at designated sites (preferably manmade structures and dams) as indicated by the local Section Ranger (see Rules and Regulations above).

2.17.2 VENISON AND OTHER ANIMAL PRODUCTS

General

Personnel are allowed to buy venison for private use when available from the Wildlife Products Section (WPS). A number of diseases, for example foot-and-mouth, bovine tuberculosis, trichinosis and rabies occur in the KNP. Therefore strict control with regard to the handling and transportation of raw meat to prevent the spread of diseases to the rest of South Africa has to be enforced and is in fact a legal requirement in terms of the Animal Diseases Act. Venison will therefore be available on the following conditions only:

- a) *No cooked or raw venison, biltong (except in unopened, sealed packets from the shops or WPS), hides, animal hair, animal bones, horns, etc. may be removed from the Park without a permit issued by the State Veterinarian or designated person. ●*
- b) ***A permit will only be issued for elephant, hippo and zebra meat as these species are less prone to carry diseases. Permits can only be issued by designated members of the State Veterinarian's office.***
- c) *Processed hides and other animal material may be taken out of the Park but only if the required authorisation from the GM: Conservation Management, the State Veterinarian, and where necessary, provincial permits to possess and transport these items have been obtained. ●*
- d) *Anyone caught smuggling animals or animal products out of the Park, will be liable to prosecution and disciplinary action, as well as a heavy fine. ●*
- e) *Trading in venison is not allowed. ●*
- f) *The meat of domestic animals (beef, lamb and pork), still sealed in packets (as bought in the staff*

and tourist shops), may be taken out of the Park.

g) *Any form of tinned pet meat or pet food may be taken out of the Park.*

Venison for special functions

The use of impala meat or any other venison as regular monthly 'rations', be it for humans or dogs, has been terminated in the KNP and all previous notifications allowing this have been withdrawn. This practice may however be re-instated, albeit in a different form, when culling of animals as part of ecological management or for reasons of scientific research is reinstated, and meat consequently once again becomes readily available, and with the approval of the KNP MANCO to make such meat available to staff.

The controlled utilisation of wild animal meat is seen as an acceptable form of sustainable resource use in the KNP, but it is restricted to the circumstances and rules described in the protocols dealing with the acquisition and use of venison and the previous Code of Conduct, as is also explained on page 15.

2.17.3 OTHER NATURAL RESOURCES

2.17.3.1 Reeds and sedges

Reeds and sedges are used to make traditional sleeping mats or other items such as curios. These may be cut at disturbed (i.e. man-made) locations in the KNP, e.g. below dams where the seepage results in stands of sedges or reeds, or in rivers near rest-camps to open up viewing opportunities. These activities can only occur at designated locations pointed out by the local Section Ranger.

This is mostly restricted to material which can easily be harvested in Skukuza Staff village as a consequence of the overflow of Lake Panic dam. The use of these reeds is unrestricted as long as harvesting is limited to Skukuza and surrounds, or as indicated by the local Section Ranger.

2.17.3.2 Mopani worms

The collection of mopane worms is limited to one litre per person per day, for own consumption inside the KNP, and only at designated locations, as indicated by the local Section Ranger, which will be out of the public eye.

2.17.3.3 Marula fruit

The collection of marula fruit is limited to 5 litres per person per day, for own consumption inside the KNP, at a locality indicated by the local Section Ranger, and which will be out of the public eye.

2.17.3.4 Other resources

Other resources such as other wild fruit and 'marog' (wild spinach) may be consumed in the veld or gathered for own daily use, and again, as indicated by the local Section Ranger. Any collecting activities will be out of the public eye.

The harvesting of other natural resources such as Lala palm leaves (*Hyphaene* spp.) is subject to the conditional approval of the Conservation Management Committee and MANCO and must also be compliant with the SANParks resource use policy, and with the country's laws in the first instance.

Birds, bird eggs, honey, tree bark used for muti, lala palm sap and bull frogs do not qualify in this regard and may not be gathered ●.

APPENDIX : PENALTIES (up to December 2015)

Unlike some previous versions of this Code of Conduct, the various contraventions of the country's laws are not repeated here, the assumption being that all residents are familiar with the various laws. All the country's laws are applicable in the KNP, though particular emphasis is placed on ADA, MSA, NEMPAA, NVFFA and PAA laws.

- The penalties given below refer to the tables listing the various offences and contraventions of various laws and consequently are criminal offences
- The figures on the left-hand side of each specific row correspond with the particular regulation given in the particular table in the body of the document. The figures in square brackets refer to the section and subsection of the relevant Act. In the great majority of cases, these penalties are prescribed by the National Environmental Management: Protected Areas Act 57 of 2003. Consequently, for the sake of brevity, this information is not given in the penalty statement, *except* in cases where any of the other Acts are relevant. The two examples below explain the structure of the penalties:
 - **R1000 [4(1)(c)]** A fine of R1000, in terms of section 4(1)(c) of NEMPAA
 - **Court or R5000 [43(g) & 25(2)(c) of NVFFA]** Either a court case or a fine of R5000 in terms of section 43(g) of NEMPAA, or section 25(2)(c) of the NVFFA.
 - Where a penalty is given as “? [?ADA]” for example, this indicates that the actual penalty and the particular section or regulation of the specific Act, e.g. the Animal Diseases Act, is not known, but it is known to be an offence, the penalty to be imposed to be decided by a magistrate.
 - For the sake of brevity, only those laws which carry a penalty are listed here.

1.2.4.5 General rules	
d) i	Court[4(1)(a)]
d) ii	Court [45(2)(a)(1)]
d) iii	R500 fine [4(1)(d)]
d) iv	R1000 fine [4(1)(c)]
d) v	R1500 fine or if serious, court [43(e), 43(g) and 25(1) of NVFFA]
d) vi	Court [43(1)]
d) vii	R1500 fine [4(1)(a)]
b)	R1000 fine [49(1)], ? [? ADA]
e)	? [? ADA]
g)	R1000 fine or court [4(1)(g) & 16(1)(e)]
h)	Court [4(1)(g)]
i)	R1500 fine [9(1),10(1),11(1)]
j)	R1500 fine [10(1)]
k)	R1500 fine [13(1)(f)]
l)	R1000 fine [16(1)(d)]
m)	R1500 fine [30(h)]
n)	Court [16(1)(f)]
o)	R1000 fine [16(1)(e)]
p)	R1500 fine [43(m)]
q)	R1500 fine [40(a)]

r)	R1000 or R1500 fine [4(1)(f) and 39(1)(a)(ii)]
t)	R1500 fine [62(b)]
u)	Court [62(a)]
v)	Court [40(i) of CPA]
w) i	R1500 fine [43(a)]
w) ii	R5000 fine or court [43(g) & 25(2)(c) of NVFFA]
w) iii	R1500 fine [18(6) & 43(k)]

2.2.1.5 Other staff who do not pay rent - use of accommodation	
a)	R1500 fine [62(b)(14)]
h)	R1500 fine [43(m)]
i)	R1000 fine or court [4(1)(g) & 16(1)(e)]
J)	R1500 [10(1)]
k)	R1500 fine [62(b)]
l)	R1500 fine [62(b)]
m)	R1500 fine [40(a) & 40(d)]
p)	R1000 fine [42(2) of NLA]
q)	? [Act?]
r)	? [ADA]

2.2.3.4 The use of N'waswitshaka staff road – general rules

a)	R1000 fine [16 (1)(d)]
e)	R1500 fine [30(h)]
f)	R1500 fine [13 (1)(a) 13(1)(f)]
g)	R1500 fine or if serious, court [43(e), 43(g) & 25(1) of NVFFA]
h)	R1500 fine or court [4(1)(f), 4(1)(g) & 39(1)(a)(iii)]
j)	R1500 fine or if serious, court [43(e), 43(g) & 25(1) of NVFFA]
k)	R1500 fine or if serious, court [43(e), 43(g) & 25(1) of NVFFA]
l)	R1500 fine or if serious, court [43(e), 43(g) & 25(1) of NVFFA]
n)	R500-R1000 fine [14]
o)	R1000 fine [4(1)(c)]
p)	R1500 fine [43(m)]
q)	Court [4(1)(e)]
r)	R1500 fine [40(a) 40(d)]
s)	R1500 fine or if serious, court [43(e), 43(g) & 25(1) of NVFFA]

The use of '25 Minutes'

b)	R1500 fine [40(a) & 40(d)]
c)	R1500 fine or if serious, court [43(e), 43(g) & 25(1) of NVFFA]

Shikotlwane campsite

b)	R1500 fine or if serious, court [43(e), 43(g) & 25(1) of NVFFA]
c)	R1500 fine or if serious, court [43(e), 43(g) & 25(1) of NVFFA]
d)	R1500 fine [40(a) & 40(d)]

2.2.4 Utilization of SANParks facilities by outside organisations – general rules

a)	R1000 fine [9(1)]
j)	R1500 fine [43(m)]

Official visits to the Park during open-gate hours

d)	R250 fine to court [Various NRTA regulations]
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2.3.1 Entrance Gates - general

a)	R500 to R1000 fine [14]
b)	? [? ADA]
h)	R1000 fine [9(2)] or R1500 fine [10(1)]
i)	R1000 fine [9(2)] or R1500 fine [10(1)]

2.3.1.1 Paul Kruger Gate

f)	R500 to R1000 fine [14]
l)	R500 to R1000 fine [14]

2.3.1.3 Phalaborwa Gate

j)	R1500 fine [10(1)]
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2.3.1.4 Other Entrance Gates

b)	R500 to R1000 fine [14]
c)	R500 to R1000 fine [14]
d)	R1500 fine [10(1)]

2.3.1.5 Skukuza Rest-camp Gate

b)	R500 to R1000 fine [14]
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2.3.3.6 Guests on day visits to residents living near the park boundaries

a)	R500 to R1000 fine [14]
f)	R500 to R1000 fine [14]

2.3.4 Visiting sportsmen/women and sports teams

b)	R500 to R1000 fine [14]
c)	R500 to R1000 fine [14]

2.3.5 After-hours travel by guests of Skukuza personnel

R500 to R1000 fine [14]

2.3.6 Deliveries to residents

c)	R1000 fine [9(1)]
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2.4 Cultural Heritage

R1000 fine or court [4(1)(j); 39(1)(a)(iii); 39(1)(c)(iii); 43(1)]

2.7 Travelling and transport - general

b)	R1500 fine [62(b)]
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2.7.1 Travelling times

b)	R500 to R1000 fine [14]
j)	R500 to R1000 fine [14]
k)	R500 fine [157 (1)(b) of NRTA]

2.7.6 Traffic codes and speed limits

a)	R500 fine to court [59(1)(a); (4)(b) of NRTA]
c)	R500 fine to court [59(1)(a); (4)(b) of NRTA]
e)	R500 fine to court [59(1)(a); (4)(b) of NRTA]
f)	R500 fine to court [59(1)(a); (4)(b) of NRTA]
g)	R500 fine to court [59(1)(a); (4)(b) of NRTA]

2.9.2 Religious activities

	R1500 fine [20(1)(h); 20(1)(i); 22(c)]
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2.11 Firearms

a)	Court [44(1)(a)]
d)	Court [44(2)]

2.13 Public image and relations – 2.13.1 Basic requirements

e)	R1500 fine [43(m)]
f)	R1500 fine [43(m)]

2.14 Pollution control – the use of chemicals in the KNP

a)	R1500 fine or court [4(1)(h); 40(b); 40(h)]
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41]
2.15.1 Damage-causing and problem animals – general rules
c) Court [4(1)(h)]
d) ii Court [4(1)(h)]
2.15.3 Feeding of animals
a) R500 fine [4(1)(d)]
2.15.4 Keeping of pets
a) R1000 fine [49(1)]
d) R1000 fine [49(1)]
e) ? [? ADA]
j) R1000 fine [49(1); ADA]
2.15.4.1 Dogs – general rules
a) R1000 fine [49(1)]
Conditions for the keeping of dogs
e) ? [? ADA]
f) R1000 fine [49(1)]
Dogs at entrance gates
c) ? [? ADA]
2.15.4.2 Cats
R1000 fine [49(1)]
2.15.4.3 Other domestic animals
R1500 fine [4(1)(a)]
2.15.4.3 Domestic pigeons
R1000 fine [49(1)]
2.15.4.4 Other alien birds
a) R1000 or R1500 fine [4(1)(a); 49(1)]
2.15.4.5 Indigenous birds and other wild animals
a) R1500 fine [4(1)(a)]
2.15.4.6 Fish
a) R1500 fine [4(1)(a)]
b) R1500 fine [4(1)(a)]
2.16 Management of plants – 2.16.1 General protocols applicable to residents
a) R1500 fine or court [45(2)(b)(iv) & 45(2)(b)(i)]
d) R1500 fine [45(2)(b)(iii)]
i) R1500 fine [4(1)(a)]
j) R1500 fine [45(2)(b)(iii)]
k) ? [? ADA]
l) Court [45(2)(b)(i)]
m) R1500 fine [18(6)]

2.16.3 Indigenous plants
a) R1500 fine [18(6)]
c) Court [4(1)(g); 45(2)(1)(ii)]
2.16.4 Damage-causing plants
b) R1500 fine [18(6)]
c) R1500 fine [18(6)]
2.16.5 Provision of plants by the Skukuza Nursery - general
c) Court [4(1)(g); 45(2)(a)(ii & iii)]
2.16.7 Cycads
Court [4(1)(h); 45(2)(a)(ii, iii, iv, vi & vii)]
2.17 Use of natural resources
a) R1000 or R1500 fine, or court [4(1)(f); 39(1)(a)(i & ii)]
d) R1000 or R1500 fine, or court [4(1)(f); 39(1)(a)(i & ii)]
e) R1000 or R1500 fine [4(1)(f); 39(1)(a)(ii)]
2.17.1 Fishing – 2.17.1.2 Rules and regulations
b) R300 fine [62(b)]
c) R100 to R750 fine [62(b)]
d) R500 to R1500 fine or court [39(1)(c)(i); 45(2)(a)(ii); 45(2)(a)(vi); 45(2)(a)(viii); 62(b)]
f) R500 to R1500 fine or court [39(1)(c)(i); 45(2)(a)(ii); 45(2)(a)(vi); 45(2)(a)(viii); 62(b)]
i) R200 fine [62(b)]
j) R1500 fine or court [40(a); 40(d); 41]
m) R100 to R750 fine [62(b)]
n) R100 to R750 fine [62(b)]
t) R200 fine [62(b)]
u) R300 fine [62(b)]
v) R1000 fine or court [20(1)(d); 42(2)(a)(vii)]
2.17.1.4 Non-consumptive fishing ('catch-and-release')
d) Court [45(2)(a)(i); 45(2)(a)(vi)]
2.17.2. Venison and other animal products
a) ? [? ADA]
c) ? [? ADA]
d) ? [? ADA]
e) R1500 fine or court [43(a); 45(2)(a)(vii)]
2.17.3 Other resources
Court [45(2)(a)(i-iii)]