



It is time to invest in the property you manage!

As a Broll employee you have an opportunity to invest in the property you manage. How, you might ask?

Catalyst Securities, our fellow subsidiary, has recently launched the Catalyst SA Property Equity unit trust.

The fund invests in real estate shares listed on the JSE, (PUTs and PLSs) which include some of our largest clients, including Redefine, ApexHi, Prima and Sycom, to name a few. In many ways Broll contributes to the success of these companies, so it would make sense to invest in the asset class you know and understand.

An objective of the fund is to deliver Income + Growth to investors, which is in excess of the returns offered by cash and bonds over the longer term. It is interesting to note that, over the last 10 years, listed property has delivered on these expectations. Of the total returns delivered by the sector, 70% of those returns would have been income, while 30% was capital growth.

Catalyst Securities managing director Andre Stadler says: 'Prior to the launch of this fund, we have only been able to offer services to large institutional clients. The fund breaks down those barriers to entry and allows us to offer our services to individual investors.'

Catalyst Securities already manages

more than R725 million worth of property assets and has, in four years, established itself as one of the best performing fund managers in the sector. Its mCubed fund has topped the performance charts for the past two years, ahead of the so-called big guns!*

The fund is aimed at the broad investing public and can be accessed with a small lump sum deposit – R2000. You can also contribute to the fund on a monthly basis for as little as R300, which provides a fantastic savings vehicle.

While this unit trust will be primarily promoted to Financial Advisors, all employees of the Catalyst Group (i.e. Broll) will benefit from a reduced fee structure. This is perhaps the most attractive feature for the fund as the entry (initial) fee has been reduced to 1%, whereas typically this may be as high as 5% through traditional channels!

So if you would like to invest in property this could be the ideal way to go about it.

For more information visit the website at www.CatalystSecurities.co.za or contact Andrew Cocks via email (andrewc@catalyst.co.za) or call 0860 INCOME.

* The Catalyst managed mCubed Property Equity Fund was ranked number one on performance for 2004 by independent commentator MoneyMate, delivering total returns to investors of 39.82%.

Brolletjes



Kayla Stokell was welcomed into the world last year. She is baby to Leigh-Ann Stokell who works in the Commercial Broking Division in Cape Town.



Colin Sher, Broll Director in KZN, and his wife Cherane welcomed baby Danica into the big wide world last year as well.

The builds we'll never forget

When a good cause is put forward and the right people get behind the passion of that cause, the results are magnificent, writes Max Machanik

In this case, Habitat for Humanity finally gave us, the SRC and Broll, a charity project that could achieve tangible results. Results were exactly what we achieved, and in a short space of time. The money raised was five times what we originally aimed for and the response was overwhelming – and a true test of good people doing good things.

When the build started there was general frustration and confusion. This, however, quickly settled down as the many volunteers took to the bricks and dagga (the cement type) and helped the more skilled workers to build a homeless person a home. The walls went up, and the snacks and cooldrinks went down. Backs were bent to mix the dagga and the gloved hands passed the bricks.

From these bricks and cement, with love, a home we will make

There were mumbles of aching muscles and grumbles of sore backs but the walls still went up and the builders could see the tangible results of their efforts. Sure, there were a few glitches and a few irritated complaints about the project planning, but come the end of the week, the SRC and Broll had started something that had great significance to three homeowners and the community as a whole.

The official hand-over of the houses was the best with dignitaries and VIPs, Broll volunteers and the community celebrating the fact that we had accomplished someone's dream – and, in fact, our own shared dream. 'We had collectively given three families a house each, and that is the greatest gift of all,' giving without asking for anything in return. The Kenneth Kuanda Project in Mamelodi in Pretoria was equally successful where the fourth house was completed in November.



Kenneth Kuanda gets into the spirit of things at the closing ceremony at the Kenneth Kuanda build in Mamelodi.

[Contributions and comments]

Please forward all ideas, stories and comments to:

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beacon

March 2005
Volume 1

KEEPING THE BROLL FAMILY INFORMED

CEO's Message



I am very excited about 2005; I do believe it is going to be the best year for commercial property. There are great opportunities for us in the market, but to stay on top we continually have to ask ourselves: Do we add value?

I urge each one of our staff and stakeholders to ask themselves: 'How can I add more value to our clients, to the business and to myself?' We must all constantly strive to be better.

With this in mind, we would like to reassess the company's values and draft a new mission statement.

I invite all staff to participate in this project by writing down what they believe are the most critical values of Broll Property Group. Boxes will shortly be placed in the foyer of the three regional offices for staff to place their anonymous submissions. The boxes will be emptied on March 22.

The next step will be to hold discussion groups to formulate a value statement for Broll. The groups will include randomly selected staff from each division.

With our new affiliation with CB Richard Ellis, and the numerous developments in South Africa, Namibia, Botswana and Nigeria, I do believe that Broll's success will continue well into the future.

Range of services expands client offering

Broll has concluded a deal with the world's largest full-service property company to represent it in sub-Saharan Africa by purchasing 100% of CB Richard Ellis SA



Staff at CBRE, Johannesburg

The two companies will continue to operate as independent entities in the short term while the obvious synergies to be gained are evaluated and implemented.

'This is a huge step for us,' says Arnold Meyer. 'CBRE globally employs 18 000 people, manages more than 75-million square metres of property valued at over US\$14 billion and represents a majority of the companies listed in the Fortune 500! This transaction opens the doors for us to do business with them.'

Founded more than 50 years ago the local operation of

CBRE has offices in Johannesburg, Durban, Harare, Bulawayo and Gabarone and includes half of the companies listed on the Johannesburg Securities Exchange among its existing clients.

In addition to a host of property-related services, the company has established a reputation as one of the foremost providers of real estate, building, plant and machinery valuations.

'We are one of only three companies – and the oldest – in South Africa which offer valuations on land and

buildings and plant and machinery,' says Durban-based managing director Martin Fitchet. 'The firm comprises registered professional valuers, chartered surveyors and longstanding professional engineering staff.'

'The synergies obtained from combining Broll's market intelligence and our range and depth of experience will enhance both companies offerings.'

In addition to the Valuation and Advisory Service now on offer to existing local clients, the international connection will ensure that any of CBRE's customers looking to do property-related business in Africa will automatically be referred to Broll. The potential impact should be huge and holds great promise for a company already on the march through the continent.

'Valuations are routinely required for company flotation's, statutory purposes, take-overs, mergers, insurance and loss-adjusting. CBRE also

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CBRE's, Durban contingent

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Director In Focus - Finance Division: Leonard Michau

More than just numbers

Quietly confident and unassuming, Broll's Finance Division executive director, Leonard Michau, attributes his success to the great team work of those in the unit

We don't occupy a high profile position featuring in the limelight, but do provide one of the mission-critical services to the Group. You could call it one of the key engine rooms of the company,' says Leonard. 'We don't bring in new business but do contribute to ensuring client satisfaction and retention.'

Leonard, who has been at Broll for eight years, says there are two divisions, with approximately 35 staff, countrywide. The Client Trust Division provides accounting assistance (creditors/receipting/ financial accounting) to the various portfolios under administration. The Broll Accounts Division is tasked with the day-to-day accounting function and produces the Management Accounts on a monthly basis. These documents comprise the financial information integral to assessing the performance of the company against budget and play a key role in determining the company's on-going strategy.

Staff are encouraged to use their initiative – not just process paper – and to be on a constant watch for patterns that may indicate non-compliance. The work involves a high degree of routine and repetition, but within the scope of their key performance areas, staff are given room to expand the boundaries. Leonard throws out ideas for them to try and then comment on.

'The challenge for all managers is to combine the skills and talents of the team to achieve the pre-determined goals,' adds Leonard. In his case, he prefers a flexible management style, encouraging

staff to speak to other divisional heads so as to streamline systems and improve overall effectiveness.

'None of us can stagnate. We constantly need to evaluate where we are skills-wise and, if necessary, study further.' Finance seems to be the ideal incubator for staff wishing to enter the world of administration and build themselves up. One example is Amandus Mere who started at Broll as a driver, but has now been working as a Creditors Clerk for about a year and is credited with doing a fantastic job!

He leads by example and will happily roll up his sleeves and join the team in pursuit of their goals

'The most vital qualities for anyone working in finance are consistency and attention to detail,' says Leonard. 'There is just no room for error, the potential for negative impact on the entire business is huge. We have to get it right first time! Fortunately we have a great team within the Division and it makes my job a lot easier.'

But Leonard feels the role played by the finance support team is often underestimated by others in the Group.

He has seen huge growth over the past eight years, with the Group now acknowledged as the leader in the property industry. He, however, feels that everyone needs to be wary of becoming

complacent and resting on their collective laurels. 'We should never forget the client must always be the main focus of our endeavours – without them our jobs will disappear! We must constantly reflect on our role and ensure that we continue to provide value in the services we offer.'

When you eventually get Leonard to speak about himself you learn that his family comes first in all respects. Jenny, his wife of 10 years, works in the law department at Cell C, and children, Michaela (7) and Rachel (4), take up any remaining spare time.

The move to Gauteng three years ago has meant that Leonard has had to give up his passion for surf-paddling and canoeing, sports in which he used to be quite competitive. When he does get the chance though, fishing features high on the list!

He believes a positive attitude is key to success in all aspects of life. 'Don't complain if you don't have a solution. Never see things as a problem, but as a challenge.' He values honesty and integrity very highly and believes one should treat everyone with equal respect, objectivity and fairness at all times.

He hopes, as well, that others might see the Finance Division as more than just paper pushers. They're a highly talented team bringing a value-added service to the entire Group. And if Leonard, who is both vibrant and a friendly, people's person, is anything to go by, figures people are definitely not the grey number crunchers some may believe them to be!



Leonard Michau (far right in red shirt) and his staff members at head office.



CBRE's managing director Martin Fitchet

CBRE deal opens doors for Broll

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advises extensively on land restitution valuations and are at the forefront of Rating Valuation Methodology and contract management,' says Martin.

'Our independence – we were never owned or linked to any financial institution – together with our general practice expertise has helped to build a reputation based on impartiality and integrity in reporting. This is the foundation enabling us to play the independent role of valuer.'

CBRE publish two services – the Richard Ellis Machinery Index (REMI) and World Rentals statistics on a quarterly basis – and aim to re-introduce sector-specific plant and machinery indexes. The first two have become the benchmark services in the local and global industry and positioned CBRE as the leaders.

Moves are already underway to integrate the two operations and, in Gauteng, CBRE has moved to Broll's Illovo offices.

At Broll, we pay our way

The Broll Utility Management Division was formed in June 2002 with the amalgamation of staff from the Property Portfolios into a centralised utility support structure. This allowed the application of best practice across all portfolios – and generated bottom-line savings to numerous shopping centres

Utility Management provides a basket of products (sourcing, collection, processing and payment of all municipal accounts, analysis and fault management) to internal and external customers. This adds value in that identified variances can be measured against similar building consumption profiles to ensure the best managed solution for Broll and their clients.



Gloria Whitehead

This is done by a web-based information and management system that was designed in-house (Broll Online - Utilities), which is used to capture, approve and pay municipal accounts as well as trending consumption and expenses.

Broll Utilities is a support function to the property portfolios, enhancing the package provided by assisting with problem identification, resolution and implementation of cost savings with technical and tariff solutions.



Ian Goldie

Management support is provided internally and externally by the team of Ian Goldie (Municipal

Payments), Gloria Whitehead and Maxi Henning (Utility Management and Query resolution), who are undoubtedly some of the most experienced people in the business.

An in-house Utility Investigator is to be appointed in Gauteng in the second quarter of this year to cover the increasing need for investigations on electrical/water meter queries on municipal and tenant installations.



Maxi Henning

Query management and tracking is planned via a web-based application, this allowing the user to log the issue and receive feedback electronically, from the initial processing of the query to resolution. A unique tracking number will be issued to enable easy tracking of progress and ensure that there are no duplications. Implementation is planned for mid 2005.

The existing systems will be refined to allow for better reporting and exceptional management.

External Consulting in Utility Management will be marketed from the third quarter as a BEE based consultancy, specialising in value added services thereby ensuring that at Broll we make sure we pay our way.



Ralph makes a difference

In October 2004, Ralph Sutherland joined the company in the position of Group Utilities Manager. Prior to this, he was a general engineering and management consultant and worked in industries ranging from pharmaceutical, processed meat, iron and steel and facilities management.

Ralph loves the outdoors and enjoys caravanning, fishing and hunting and, when he gets time, he plays squash.

His greatest passion is to help people through the healing powers of natural medicine. His wife, Erna, owns a health shop in Heidelberg and together they have helped to make a difference in many people's lives.

Ralph and Erna have three children – sons of 20 and 17, and a young daughter of eight. He spends as much time as he can with his daughter because he feels he has been given a second chance to be a real dad – he is sad about the time he missed out on with his sons while he was establishing his career.

Special AWARDS to our top divisions

The annual Broll awards went to divisions in Johannesburg and Cape Town

The Best Performing Division went to Cape Town Broking and the Most Improved Division award went to Auditing, Johannesburg.

Well done to the teams!

LEFT: Arnold Meyer presents the trophy to the Cape Town winning division – William Wakefield, Carl von Düring and Colin Harvey.

FAR LEFT: Yvonne Behari-Ram and Ernest Macmillan from the Johannesburg Auditing team.



Get the vuvuzelas ready for action

A new year beckons for our soccer stars

The Broll Strikers are ready for a new year of soccer. With a full squad and a full-time manager, the team will take on De Beers Consolidated Mines on March 11.

Their hope is to be able to raise the funds to join the corporate league and thereby become part of the official match calendar. At the moment all friendly matches are arranged by the committee. The team's home-ground is Wanderers and they practise there every Wednesday evening, with matches being played on Friday evenings, or over the weekend.

New members are welcome and supporters are encouraged to join in cheering our team on in their red and white kit. Watch your email for news of forthcoming matches and details of the fund-raising efforts. Anyone wanting to join the squad should contact Nation Mdele or Muntu Makhaya at Broll head office.

The ladies' team will be getting new kit this year (to suit all figures!) and they practise on Tuesday evenings. They have a dedicated trainer and manager - so watch out everyone. Ladies, if your

resolution for 2005 is to have fun and get fit, come and join the soccer team. Even if you have never played before, you will be taught the basic techniques and the rules of the game (yes, there are rules!).

Contact Lynette Phambukela at Broll head office should you like to join the team. Get your vuvuzelas ready and bring your family along for a great time.



My, how the world has changed in 15 years!

Long serving Broller, Linda Harris on jazz, life 10 years after democracy, love and everything else



Linda Harris started at Broll 15 years ago on January 15, 1990. It was the start of a new era for South Africa and for Linda.

'It has been a very exciting time for me and I have seen a lot of change. Nelson Mandela was released from Victor Verster prison shortly after I started working here - it was a whole new world. I also voted for the first time.'

Linda started off as a nurse - she was one of the first non-white nurses at Groote Schuur Hospital. 'I was very passionate about what I was doing, but because of the system and the way non-white nurses were treated, I resigned after four years.' She joined Broll as payroll administrator. Today she is payroll manager and office administrator.

In the 15 years she has been with Broll, Linda has seen tremendous growth. 'In 1990 there were 65 employees, today there are 820. She loves the interaction with her colleagues. What she hates about her job, she says jokingly with her infectious laugh, is the 'pain and suffering' and the pressure. Her role model is Nelson Mandela. Linda

grew up as the youngest of 12 children - 'it was very lonely being the laat lammetjie,' she says.

Today, the love of her life is her six-year-old granddaughter, Sahrah - child to her 32-year-old daughter, Thaania. When she's not working, you'll find Linda gyming or at the theatre. She is also a die-hard jazz lover, enjoying the likes of Ray Charles, Judith Sephuma, Jimmy Dlodlu, and Ella Fitzgerald.

The person who has had the most influence on Linda's life was her nephew Anthony. When he died five years ago Linda not only lost a nephew, but 'a confidante and a best friend'. It has been hard getting to terms with the loss of a loved one, she says. Linda believes in living one day at a time and she has no plans for the future. 'I also don't believe in fairy tales.'

She's not married and as far as Valentine's date went, Linda joked that she was going to phone 'rent a gent'. 'We're positive that with her dynamic personality and gorgeous smile, that was not necessary.'



The lucky winner, Yvonne Mocké (middle) with Ernst Buurman (left) of Barons, Claremont and Terry Pollock, Kenilworth Centre Manager.

Smart wheels for one happy, lucky shopper

One Kenilworth Shopping Centre shopper went home very happy on January 15 this year - she left driving a brand new Citi Golf Chico.

The centre ran a competition between November 15 last year and January 10 this year in which shoppers who spent R100 or more could enter.

There were 35 000 entries received from which 10 finalists were drawn. At the prize giving, the 10 finalists each received a key, with only one fitting the lock of this great new car.

Centre manager, Terry Pollock, handed the keys to an ecstatic Yvonne Mocké of Hazendal, Athlone.

Online shopping treat for employees

Broll Mall a hit!

Tired of trawling the shopping malls and of the exorbitant prices of all your favourite goodies? Well, Broll employees, welcome to Broll mall online. Now you can have access to the best shopping from the comfort of your desk and, as a Broll employee, you'll be able to access huge savings offered in the online mall.

Shopping online has never been as much fun - or such a bargain! If you're a Broll employee, a whole shopping bonanza awaits you when you log onto www.brollstaff.co.za and click on the mall site. Not only will you be saving time but, importantly, also money.

Discounts from 10 percent to 25 percent are offered on goods ranging from cellphones and airtime to flowers, sunglasses and clothing. Even eating out at certain restaurants comes at a discount to you.

You can also get a discount on a corporate cab, purchase a car at a preferential rate - and all this decked out in the latest Carducci suit at huge savings (up to 20% on the suit). Contact lenses also come at a preferential rate. Wanting to send flowers



to a loved one? Two online florists will offer you good discounts. For leisure time, the Golf Pro-Shop offers monthly specials and you can also get your favourite magazines at big discounts.

If you favour a Vespa to get around, check out the discounted rates offered on the site

before you go out to hire or buy one. Decking out your home with the latest electronic goodies from places such as Daewoo and Telefunken are also easier and cheaper at the Broll online mall. These are just a few of the exciting ranges and discounts offered. So kick back and enjoy your online experience.

New appointments at Broll



Welcoming Naeema

Naeema Stevens, accountant, Grayprop Portfolio, is pleasantly surprised at the friendliness and team-spirit at Broll and, in particular, at Grayprop.

Compared to the very hostile environment she experienced while doing her Articles with one of the country's largest auditing companies, she greatly appreciates the chance to work with people who are prepared to help and teach a newcomer.

The commitment of all the staff to client service and satisfaction is commendable and it is this quality that Naeema will strive to maintain.

A fairly new marriage (only 10-months), travelling to and from Pretoria every day and learning the ropes in her new position are taking up all her time at present. But Naeema has her heart set on becoming a Chartered Accountant and has enrolled to study for her Honours Degree through Unisa. If she does get a spare moment, she likes to swim and read science-fiction novels.



Felicia aims to go places

Shy and conservative Felicia Mabile, a filing clerk, has been with Broll for just over a month, but she is happy she made the move from City Park to the Office Management division at Broll Head Office.

Although there are many challenges facing her, including the volume of work and getting to know the system and the people, she feels that the opportunities are great.

Felicia has been studying towards a Unisa Business Administration qualification since 1999, and it has been her dream to work for a large, reputable company where she can gain experience in a range of tasks, and work with many people.

Her four children, aged between 18 months and 13 years, keep her very busy at home, but she is determined to complete her studies. Her goal is to improve herself through hard work and determination so that she can eventually qualify for a more senior position within the company.



Goodbye Boikie

Ernest "Boikie" Mabitsela was killed in a car accident on January 29. He was a member of the Broll Strikers and a committed runner and took part in the ABSA and Discovery Health marathons every year. Boikie was a driver who started work at Broll at the beginning of 2003.

He was to have taken up a new position in February as Reprographics Assistant but never got to fulfill it. Boikie and building superintendent Joe Macheru of Darragh House were travelling together when the accident occurred. Joe was seriously injured. He is still not at work and needs to go for skin grafting.

Our sympathies go to Boikie's family, friends and colleagues. He will be greatly missed. We wish Joe a speedy recovery.

Hearts open for unsung heroine

By Yvette Huysamer

Broll delivers the goods to those in need

Zelphina Maposela is a special woman. She voluntarily cares for and feeds 17 children, most of them Aids orphans, in her one-bedroomed Nyanga home.

When an article appeared in a local newspaper about Zelphina it touched the hearts of Brollers, Sharon Kemese and Yolanda Mostert. These two women approached the Cape Town SRC and they drove the process just before Christmas last year to ensure that the children had some joy at that time. They did a sterling job helping Zelphina, who has been recognised by Western Cape HIV/Aids organisations as one of 18 'Unsung Heroes'.



Distributing the toys.

The results of the plea for help were phenomenal – everyone opened their hearts to the plight of the youngsters Zelphina cares for. Amongst donations collected were:

- Unclaimed items of clothing from N1 City – a huge box containing everything from shoes, clothes and bags to toys, etc.
- Clothing from many staff – for all ages and sizes.
- Tupperware
- Cutlery – loads and loads
- Toys – lots and lots, including a bicycle
- A load of food purchased from Pick 'n Pay.

The contributions by Broll Cape Town Staff filled two cars – inside and in the boots! Jean Hector said what touched her deeply was the fact that there were only two women looking after these children in cramped quarters – so cramped you cannot begin to imagine it. 'The children are so sick yet, there's no complaining, even without food there are no moans and groans. The children just want love. They cling to you and won't let go. It is heartbreaking,' says Jean.

Sylvia Maboe said she can still see the



Jean Hector with one of the babies

faces of the children. The place was so small that when the children slept there was no room to enter the premises.

Yolanda Mostert said it was very sad and emotional. She was touched by the simplicity of their needs. 'We can always make a difference, no matter how small. There is so much more joy in giving, than receiving,' she says.

What struck Chantal Joseph was the fact that there was no bath to bathe the children in a basin is used for bathing and washing clothes.

'Yet the children are so content with what they have, in comparison to what we have ... it was an eye opener for all of us.'



Relief Tsunami

Paula Hunt, financial manager at KZN and René Buttersson, commercial and industrial division KZN with the Tsunami relief donations collected. There was a massive response from ApexHi office, Station Building and the Musgrave office at Clifton Place.

Nip 'n tuck for Wernhil Park

Work has begun on an 'extreme makeover' for Namibian Shopping Centre in Windhoek

The Ohlthaver & List Group (O&L) and its subsidiary, Broll Namibia, have announced the start of the N\$180 million redevelopment project which is intended to ensure the sustainability of the Centre as well as the Central Business District.

Patrick Hashingola, O&L's Group Public Relations Manager said: 'Our vision is to enhance social-economic wealth in our country. This investment joins in neatly; moreover, it is in line, and augments the City of Windhoek's strategy to grow the CBD sustainability.' Murray & Roberts Namibia have been contracted to undertake the first phase of redevelopment which is due for completion in July this year. This phase encompasses two major developments – construction of a new parking deck



which will add 260 new parking bays and expansion of Pick 'n Pay Wernhil by 1500m² which will make the store the flagship of all Pick 'n Pay outlets in Namibia with a total floor space of almost 6000m².

Trading in the entire Wernhil Park Shopping Centre will continue during the redevelopment. Broll Namibia and O&L have expressed their regret for any inconvenience to the public, but have assured shoppers and tenants that disruptions will be kept to minimum.

A number of promotion events are lined up to enhance the shopping convenience for the public.

Celebrate your right to run or walk with Sunnypark on Human Rights Day

This race is the fifth leg of the New Balance Series – and is about humanity – 'because it is not about ourselves'. Participants can choose between a 5km, 10km or 21km event. The first hundred entrants to pre-enter at either The Cross Trainer or Total Sports will receive free collectors' T-shirts. Spot prizes to the value of R1 000 will be awarded, and an additional cash prize will be awarded to a participant who pre-entered at Sunnypark. Join us – and run or walk on sunshine on March 21

Final leg of mentorship programme

It's the last leg of the two-year mentorship programme – the first-ever management trainee and mentorship programme initiated by Broll. The trainees embarked on programmes designed to cover the six main areas of Broll's business. You've probably seen them around and now, with only six months left to go, this is what the three candidates, Louise Phele, Donald Ndlovu and Mohammed Khan had to say about what they've been doing. Well done to all three who passed their Project Management course and the academy courses.



MOHAMMED KHAN

'From September last year to this year January, I was based at the Boulders Shopping Centre in Midrand. We did not really follow a specific programme as we did things as and when they came about. I got experience in Marketing, Operations, Help Desk, Finance and Administration and Retail Property Management. 'Overall, I think the company needs to look at the type of

people or centres they choose to send the trainees to. Understandably, I know that we are the first to attend this type of programme held by the company and it is also a learning experience for them as well as for us. I think the one downer with my retail exposure was that we never really followed a programme. Had we done this, things would probably be different.

The first and second week of February this year I started off in facilities management – here again if you are not actually

involved with the day to day running of things you will not learn that much. I got more exposure with the technical guys at the two sites when I spent time there with the procurement manager.

I spoke to the facilities manager who gave me a breakdown of how facilities operate and the requirements of the job. The facilities manager (Chris) said I could call him any time if I needed help with regards to my training and for general issues – which I felt was a great gesture and I will definitely take him up on this.'

'It's a learning experience for the company as well.'



DONALD NDLOVU

'I spent three months in property management commercial working with Gloria De La Hunt and Barry McDonald at The Woodlands and the first two months of this year in the finance department.

In October last year I worked with Gloria in Admin and Finance and the areas we concentrated on were leases, building profile, journal entries and allocations.

I also sat with Gloria when she did the statement run, I didn't have the opportunity to do it myself. We also looked at importing of utilities from UMS to BPMS and compiling a list of invoices.

In November last year I worked with Barry McDonald in Property Management. Here are some of the reports which I helped to put together for the management pack: Variance report, vacancy report, rental areas, rental calculations, deposit refunds and recons, lease com and deposits calculations and unsigned lease report. Also, in November last year, I worked

with Billy Newman in Broker Liaison. Woodlands is a beautiful office park, I enjoyed working there even though it's different to any other office park due to it being so big and having a game reserve as well. And there are always many contractors working on site everyday and they have to be checked regularly to ensure that everything goes accordingly to plan.

'In addition to the above, I also created a data base for lease auditing, which is going to be helpful to the staff at Woodlands Barry McDonald and Willie of whom Kruger were impressed.'

'Woodlands is different to any other office park.'



LOUISE PHELE

'I spent a month at Centurion basically assisting them getting leases typed and signed and capturing the leases on the Broll system. I also spent two months in Retail Broking.

I spent a lot of time on the road with some of the brokers, especially with Louise

Oberholster and Madelein Jackson, who proved to be great mentors. Attended meetings with Hilton Dukes, Adam Bravo, Louise Oberholster, and Madelein Jackson. I also assisted Louise Oberholster on the Huddle Park project she was busy with. We had to contact interested tenants for this planned development in Linksfield at the Huddle Park Golf course.

The developers were planning a similar development as Melrose Arch. The details

of the interested parties were forwarded to Townsview to present to the council for approval. Unfortunately it was not approved, because the residents of the area were not keen on the development.

I also assisted Madelein Jackson and Linda van Rensburg on the Farrarmere S/C project. I also helped Adam Bravo with the Rivonia Square project. I am currently in Commercial and Industrial Broking until end of March.'

'I've had some great mentors.'