

# COMBATING FRAUD AND CORRUPTION IN ASSETS AND FACILITIES MANAGEMENT: A SADC PERSPECTIVE

**YOU HAVE TO ATTEND THIS EVENT. BOOK NOW!!!**

**DATES: 21ST, 22ND & 23RD JULY 2010**

**CEDAR PARK HOTEL AND CONFERENCE CENTRE-JOHANNESBURG: SOUTH AFRICA**

## YOUR EXPERT FACILITATOR IS

### **EMMANUEL ANYEFRU (PhD).**

Dr. Anyefru holds a Doctorate from Wits University and has developed into an expert facilitator. He is a well researched and flexible facilitator, well informed in policies and legislatures around Southern Africa. His experience in facilitation lies in areas related to records keeping, supply chain, procurement, contract and the tendering processes. He has worked vastly with univesities, government departments, municipalities and private sector workforce in and out of Southern Africa. He is also a Health and Safety specialist accredited with the American Heart Association and the Southern African Resuscitation Council. Dr. Anyefru is a passionate researcher, coach, consultant and material developer for most training companies.

## WHY ATTEND THIS WORKSHOP!!!!!!!

For no other reason but to empower yourself, your staff, and your organisation. The reason is because you want to be counted amongst the leaders in transparency within assets and facilities management.

Come join them, because this course gives delegates the opportunity to get an insight of the criminals' mind and thus empowers learners to do their job with passion and transparency.

Book Now!!! Look nowhere else, because you will not find any other workshop that can give you an edge.

## PLUS EARN SOME POINTS TOO!!!!!!!

**This is a SETA Accredited Course**

**Unit Standard ID: 110026**

**NQF Level: 4**

**No. of Credits: 4**



**Decision No. 2511**

## DO YOU NEED THIS WORKSHOP?

Over the years, Assets and Facilities management has evolved, perhaps more so than any other management discipline. The changes are due to a huge increase in the number and variety of physical assets (plant, equipment and buildings), which must be maintained throughout the world, much more complex designs, new maintenance techniques, changing views on maintenance organization and responsibilities and our increasing dependent of assets and facilities for day to day service delivery.

New technologies and security issues have had a major impact on the importance and the need for transparency in organizations. Asset and Facility professionals must be equipped with a tremendous amount of knowledge and the ability to cope with and solve a multitude of complex problems and challenges.

Creating and maintaining an efficient and transparent environment has become one of the largest overheads that a company has to bear. The role and responsibilities facing Asset, Buildings and Facilities leaders today have changed significantly with these added pressures and are increasingly becoming more demanding and challenging. Management has moved away from its traditional focus on Asset to people, business and the industry at large. Trust Profounder to empower you and your staff on these and more

## Target Audience:

- Asset Managers
- Finance Managers/ Officers
- Facility Managers
- Research/Investigation Personnel
- Internal/External Control Personnel
- Process Improvement Strategists
- Admin/Support Services Managers
- Managing Directors
- Overseas/Stock Takers
- Maintenance Personnel
- Disposal/Waste Personnel
- Environmentalists
- Investments and Infrastructure Personnel
- Procurement Personnel/Buyers
- Fleet Managers
- IT Managers
- Finance Managers/ Officers
- Disposal/Records Keeping Personnel
- Risk/Portfolio Managers
- Logistics/Inventory Managers
- Legal Services Administrators
- Leasehold & Acquisition Personnel
- Supply Chain Managers
- Fraud Examiners

and more!!

**Organised By:**



**Profounder**

**INTELLIGENCE | MANAGEMENT | SERVICES**

## DAY ONE

08:00 Early Morning Refreshments  
08:30 Organiser's Welcome Address

### 09:00 **SADC GOVERNMENTS ANTI FRAUD POLICIES**

- Fraud Prevention Plans accross SADC
- Codes of Ethics in fraud prevention (SADC)
- Fraud prevention and whistle blowing
- Technological and other challenges/draw backs to dealing with fraud in Africa e.g weaknesses in the legislative provision

### **FRAUD IN TENDERING AND PROCURE- MENT: THE KING REPORT AND CODE ON CORPORATE GOVERNANCE**

- Compliance with the King Report and Code on Corporate Governance during tendering and procurement
- Identifying the role of the chief information officer or such person's equivalent in implementing the Report
- Liability of directors, officers and managers for losses suffered as a result of fraud and corruption
- Establishing the importance of fighting fraud and corruption in the tendering and procurement process

### **GOVERNANCE RISK AND COMPLIANCE IN THE TENDERING, PURCHASING AND PROCURING OF ASSET**

- The impact of corruption in tendering, purchasing and procurement of facilities and assets
- Guidelines to transparent policies
- Proper account management on facilities and assets management
- Punishment/penalties for fraudsters

### **ANALYSING PREFERENTIAL PROCURE- MENT: EXPECTATIONS AND ACTIONS ON CONTRACTS AND SERVICE LEVELS AGREEMENTS**

### **BUILDING A TRANSPARENT DATABASE FOR YOUR FACILITY AND ASSET UNITS**

- Transparent inventory preparation and management
- The role of IT and storage system in fraud free facility and asset units
- Database maintenance strategy and how to monitor your system

### **WHY IS THIRD PARTY FRAUD COMMON IN ASSET AND FACILITY MANAGEMENT?**

#### **ASSET AND FACILITY LEASING FRAUD**

- Understanding how leasing is conducted in the public sector
- Third party leasing: ups and downs
- How leasing fraud is conducted
- Strategies to combat leasing fraud

### **TRANSPARENT WAYS OF ACQUIRING, MANAGING AND DISPOSING FACILITIES AND ASSETS AS PER THE PUBLIC FINANCE MANAGEMENT ACT**

- Acquiring and managing core and non-core assets
- Guidelines in asset disposal management
  - Capital Asset Disposal
- Challenges and drawbacks of transparent asset disposal

### **HAVING A CLEAR AND COMMUNICATED DIS- POSAL PROCESS IN PLACE**

- Best practices of asset disclosure and disposal

16:30 Summary & End of Day 1

## DAY TWO

08:00 Early Morning Refreshments and opening address:

### 08:45 **IMPLICATIONS OF CORRUPT ACTIVITIES ON EFFECTIVE SERVICE DELIVERY**

- Functions of facilities and assets in the service delivery chain
- Developing an Immovable Asset Management Plan
- Doing an Asset Financial Evaluation

### **DEFINING AND REASSESSING TRANSPARENT FACILITIES AND ASSETS ACQUISITION STRATEGIES**

- Developing focused asset acquisition strategies
- Determining how to allocate and monitor acquisition finances
- Looking at challenges in current acquisitions strategies

### **FRAUDULENT ACTIVITIES IN FACILITY AND ASSET VALUATION AND DEPRECIATION METHODS IN DETERMINING ASSET VALUE**

- Evaluating how proper valuations affect the proper management of facilities and assets within an organisation
- Challenges and drawbacks in proper asset and facility management

### **FARMILIARISING WITH THE FACILITY AND ASSET TRANSFER REGULATIONS**

### **THE ROLE OF ASSET/FACILITY MANAGERS IN ANTI-CORRUPTION PRACTICES**

- The plan for budgeting and acquisition
- Maintenance, tracking, placement and redeployment of fixed assets
- Disposal viz (strategic options, legislative options and management discretion)

### **INVENTORY SALES AND PURCHASES FRAUD-STOCK FRAUD IN ASSET AND FACILITY MANAGEMENT**

- Describing sales and purchases fraud
- Detection and prevention

### **HAVING A FRAUD FREE FACILITY/ASSET REGISTER**

- Identifying facilities and assets
- Facility and asset register maintenance and use

16:30 Summary & End of Day 2

## DAY THREE

08:30 Early Morning Refreshments and opening Address

### 09:00 **MAINTAINING A CLEAN ASSET AUDIT**

- Getting the depreciation guide
- Looking at the Approved Internal Auditor's Plan
- Challenges in the use of assets

### **FACILITY/ASSET FRAUD RISK MANAGEMENT AND COMPLIANCE STRATEGIES**

- Identifying and handling risk
- Resources in preparing the risk book
- Compliance and challenges to facilities and asset managers

### **FINANCIAL AND MANAGEMENT BENEFITS OF PROPER RECORDS KEEPING IN ASSET MANAGEMENT**

### **IDENTIFYING INVENTORY RECORD FRAUDS**

- Transparent record keeping for your assets and facilities
- Describing inventory record frauds
- Challenges in the detection and prevention

15:30 Summary and award of certificates and end of workshop

### **Our In-House Training**

For up to 70% savings (depending on group sizes), convenience in time and transport, contact us for a free quote on [info@profounder.co.za](mailto:info@profounder.co.za), Tel: +27 11 333 0470 or Fax +27 86 614 5114

## Registration Form

### Combating Fraud and Corruption in Assets and Facilities Management

21, 22 & 23 July 2010

**Cedar Park Hotel & Conference Centre, Johannesburg**

Authorising signatory for this booking may sign only on allocation of budgets.



PLEASE FAX BACK FOR ATTENTION (name of sales person): .....

Name: ..... Position: .....  
Direct ..... Fax: ..... Email: .....  
Authorisation Signature ..... Date: .....

#### We authorise the following delegate(s) to attend:

Organisation: .....  
Address: .....  
City ..... Postcode .....  
Tel. .... Fax: .....

Your organisation VAT Reg no. ....

1. Name: ..... Position: .....

Email: ..... Cell: .....

2. Name: ..... Position: .....

Email: ..... Cell: .....

3. Name: ..... Position: .....

Email: ..... Cell: .....

4. Name: ..... Position: .....

Email: ..... Cell: .....

5. Name: ..... Position: .....

Email: ..... Cell: .....

6. Name: ..... Position: .....

Email: ..... Cell: .....

7. Name: ..... Position: .....

#### Order Number:

Payment Date: .....

Method of Payment : (Please Tick The Applicable Box)

☐ E.F.T ☐ At Venue ☐ Direct Bank Deposit

Name & Signature of the Person Authorising Finance: .....

Contact Details .....

**N.B. Do not sign if budgets have not been allocated**

#### COURSE PRICING

All 3 days, ONLY R8, 599.00 + R1, 203.86 (VAT) = R9, 802.86 per delegate ☐

#### Price Includes:

Entrance to the event, teas & pastries, lunches and/or exhibition for all days of the event, complimentary parking tickets if need be for all days of the event, the event programme, CD/Manual of its proceedings where available and a delegates' list, certificate of attendance/competence to delegates.

#### Terms and Conditions of Registration

#### Payment Method:

Bank Transfer or cheque payments to be made payable to:

Account Name: **Profounder Intelligence Management Services cc**

Bank: **The Standard Bank of South Africa**

Account No: **032950136**

Branch: **Jan Smuts Branch**

Bank Code: **004205**

Account Type: **Cheque**

#### Hotel Accommodation:

Overnight accommodation is not included in the conference fee. To reserve a room please apply directly to the venue where this event is taking place.

#### Confirmation Details:

Please contact us before the event if for any reason you have not received written acknowledgement of your registration.

#### Cancellation Policy:

In order to guarantee your place, our offices must receive payment prior to the event. Profounder Intelligence reserves the right to refuse admission for non-payment.

All cancellations must be received in writing. No telephonic cancellations will be accepted.

Should you be unable to attend the event, a service charge of 25% will be levied in respect of written notification of cancellation received at this office within 7 days of registering. There after the full amount is payable. Refunds are inadmissible however; substitute delegates are welcome at any time. We also credit the full amount towards another programme with pleasure.

#### Indemnity:

Speakers, venue and topics are confirmed at the time of going to press. Changes and/or cancellations might be made due to circumstances beyond Profounder Intelligence's control. Examples of unavoidable aspects include: death or accident at very short notice, acts of terrorism, extreme weather conditions, industrial action, lack of participants, etc. During such instance, Profounder Intelligence shall endeavour to reschedule the event. Failure which Profounder Intelligence will furnish the client with a credit voucher valid for the next 12 months and to the equivalent amount as this events' with which the client can attend any event organised by Profounder Intelligence. Please note that whatever the circumstance, payments are not refundable, unless otherwise agreed on by both parties.

#### Our Common Bond:

Our aims and key driving force is to provide a global platform for the exchange of intelligence between solution providers and solution seekers via the formation of strategic alliances with Associations, Media Partners and Eminent Speakers; who are all committed to our shared mission, enhanced by the empowerment of our people to maintain excellence.



**BEE Level 4 Provider**