Strategic Fleet and Transport Management in the Public Sector

10th – 14th September 2012

Premier Hotel O R Tambo Airport, Johannesburg, South Africa

Course Outcomes:

- Applying Methodologies to Improve Fleet Operational Cost and Management
- Optimise Fleet Utilisation For Maximum Efficiencies and to Achieve a Faster Turnaround Time
- Increase Productivity with Periodical Preventive and Corrective Measures on Fleet Maintenance Programme
- Explore and Implement Strategic Business Objectives to Improve Overall Operational Procedures
- Mitigate Transport and Fleet Risks within the Business that is Caused by Human Factors

Who Should Attend?

- Transport Managers and Administrators
- Fleet Managers and Administrators
- Logistics Managers and Administrators
- Procurement Managers and Officials
- Financial/Logistic/Maintenance Directors
- Operations Managers
- Distribution Managers
- Government Transportation Professionals
- Fleet Maintenance Managers
- Transportation Consultants
- Fleet Management Industry Personnel
- State Transportation Professionals
- Fleet Planners
- General Fleet Operations Staff
- Contracts and Logistics Managers

About your Presenters:

Henk de Jager BPL: Hons.B.Econ (Industrial Psychology)
Henk started his career at the South African Police Services as an Internal Consultant where he was responsible for the Strategic Planning for Psychology Services, operational planning and budgeting & reporting. Later he was a lecturer in Management & leadership at Technikon Southern Africa. While he was consulting to various Departments, Henk was Freelance Project Manager, facilitator of learning, Change Agent at Institutions such as Tswana University of Technology, Southern Business School, and Boston City College to name more. Currently he is at the CNBC Africa as a Human Resources Manager where his role is to design and lead the implementation of all people related policies, procedures, systems and developmental initiatives in the company thus enabling the building up of the desired performing organization. Henk submitted various presentations conferences with theme as Developing Management Competency he published articles on performance management and Human Resources Management such as: Erasing Old Management Styles, Developing Management Competencies.

André Knipe
B.Admin. (US), B.Admin.(Hon) (US), M.Admin. (US)
André graduated from the University of Stellenbosch with B.Admin. and B.Admin.(Hon) degrees in 1990. In January 1992 he was appointed lecturer in Public Administration at Technikon SA and was promoted to senior lecturer in 1998. He completed a Masters degree at the University of Stellenbosch in 1996. He acted as Manager of the Institute for Public Management Development at TSA from August 2001 and then as Executive Director: PMD until December 2004. André then joined Gold Reef City Casino as the HRD Manager until March 2006. Since then André completed contract assignments for a variety of clients, including Botswana Power Corporation where he was SAP Support Centre Manager. André has published 5 books, 6 chapters in books and a number of articles in accredited journals. He has presented more than 20 papers at national and international conferences on issues relating to project management, strategic management, transport, fleet management and business process improvement. He has facilitated in excess of 400 short courses and seminars in the last 19 years.
Day One  Monday 10th September 2012

An Overview of Logistics Management in Government
- An overview of fleet management and normal processes of this business discipline
- Economic influences
- Relevant legislation in government
- The logistics management process

Consolidating Proven Success Methodologies to Improve Fleet Operational Cost Analysis and Management
- Various methodologies for fleet operations
- Cost analysis for fleet and transport operations
- The application of the basic management formula to manage transport and fleet

Day Two  Tuesday 11th September 2012

Optimising Fleet Utilisation for Maximum Efficiencies and Economy to Achieve a Faster Turnaround Time
- Understand the concept “Efficiency and Economy” in transport and fleet management
- The application of “Efficiency and Economy” in transport and fleet management

Cost Effective Procedures for New Vehicle Procurement
- The core concepts of vehicle purchasing
- Supplier selection criteria
- Points to consider for vehicle selection
- Refurbishment versus new vehicle procurement
- Determining responsibilities of the purchaser and the supplier – tendering processes in general

Financial Options Including the Outsourcing of Government Transport
- Overview of financial options
- Why outsource
- Pros and cons of outsourcing
- Aspects to be addressed in outsourcing contract

Day Three  Wednesday 12th September 2012

Increasing Productivity with Periodical Preventive and Corrective Measures on Fleet Maintenance Programme
- The concept productivity in fleet and transport management
- The implementation of fleet and transport maintenance programmes
- Analysing the impact of fleet and transport maintenance programmes

Implementing Effective Maintenance Strategies to Prevent Unexpected Costs
- Establishing a dynamic maintenance plan
- Creating standards for:
  - Level of use
  - Condition
  - Maintenance
  - Performance of assets
• Highlighting maintenance requirements
• Include statement of resources:
  – To undertake maintenance function
  – Number/type of maintenance
  – Expected funds – capital/recurrent costs
  – Contracts/suppliers
• Using data from the maintenance history for planning purposes
  – Warranty claims
  – Safety
  – Information systems
  – Preparing an annual maintenance plan

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<thead>
<tr>
<th>Day Four</th>
<th>Thursday 13th September 2012</th>
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<tbody>
<tr>
<td>Exploring and Implementing Strategic Organisational Objectives to Improve Overall Operational Efficiency</td>
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<tr>
<td>• What is business strategies</td>
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<td>• Design and implement a fleet and transport management strategy in line with the organizational strategy</td>
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<td>• Monitoring, evaluating and measuring the fleet management strategy</td>
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Mitigating Risk within the Organisation that is Caused by Human Factors

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<thead>
<tr>
<th>Day Five</th>
<th>Friday 14th September 2012</th>
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<tbody>
<tr>
<td>Risk and Safety Management and Internal Controls</td>
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<td>• Risk identification and control</td>
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<td>• Importance of risk for decision-makers and management</td>
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<td>• Risk management components</td>
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<td>• Risk management process</td>
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<td>• Internal control</td>
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  – definition of the concept “internal control”
  – internal control process
  – elements of the control environment
  – types of internal controls
  – need to maintain internal control
  – factors influencing the control process |

Strategy Review for Transport and Fleet Management

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<tbody>
<tr>
<td>• Communicating transport and logistics management strategies</td>
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<td>• Implementation of systems and procedures for transport and logistics management</td>
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<td>• Applying of transport and logistics management strategies</td>
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<td>• Establishing an effective financial performance management system – cost management</td>
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