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## CIRCULAR 34 / 2023

**FROM : MR SITHOLE MBANGA  
CHIEF EXECUTIVE OFFICER**

**TO : EXECUTIVE MAYORS / MAYORS  
SPEAKERS, POLITICAL HEADS OF CORPORATE  
SERVICES PORTFOLIO COMMITTEES  
CITY / MUNICIPAL MANAGERS  
HEADS OF CORPORATE SERVICES / HUMAN RESOURCES**

**DATE : 12 OCTOBER 2023**

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### **FORMAL INVITATION TO REGISTER FOR PARTICIPATION AT THE 6<sup>TH</sup> ANNUAL LOCAL GOVERNMENT: GOVERNANCE AND PERFORMANCE MANAGEMENT SEMINAR TO BE HELD ON 23 – 24 NOVEMBER 2023**

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#### **1. PURPOSE OF THE CIRCULAR**

The purpose of this circular is to:

- a) Notify municipalities of the 6<sup>th</sup> Annual Local Government Governance and Performance Management Seminar (6<sup>th</sup> ALGGPMS) as scheduled.
- b) Invite and encourage the targeted municipal delegation to register their attendance as well as to participate in the seminar.
- c) Recap on the objectives of the seminar and to highlight some of the anticipated programme features.
- d) Provide participation options and registration mechanisms.

#### **2. STRATEGIC CONTEXT**

The South African Local Government Association (SALGA), continuously formulates and implements a range of municipal leadership focused interventions aimed at enhancing the capacity of municipalities to adequately respond to the challenges facing local government as part of its strategic agenda. These interventions take various forms, from facilitated leadership conversations, executive coaching, training sessions, through to blended learning programmes. All these interventions are implemented under the auspices of the SALGA Centre for Leadership and Governance (SCLG).

The Annual Local Government Governance and Performance Management Seminar is delivered as part of a suite of high-impact capacity building and municipal leadership focused interventions, aimed at enhancing the capacity of municipalities to adequately respond to the challenges facing local government.

The need for the seminars emanates from the various ongoing engagements and focused assessments that SALGA conducts, coupled with the municipal audit outcomes published by the Auditor General of South Africa. Seminars are demand-driven learning events that form part of the Continuing Professional Development (CPD) for Governance and Performance Management Practitioners, and further serve as a platform for knowledge sharing.

### 3. OBJECTIVES OF THE SEMINAR

The key objectives of the 6<sup>th</sup> ALGGPMS Seminar are to:

Keep the municipal political leadership, senior management and practitioners abreast of important developments in the arena of Governance and Performance Management;	Create a platform for municipal political leadership, senior management and practitioners to network and share best practice based on their particular and/or peculiar experiences on the ground;	Create a platform for thought leadership and engagement between industry thought leaders and municipal practitioners;	Create an enabling environment for effective advocacy and constituency immersion on SALGA programmes and interventions in the arena of Governance and Performance Management;
Create a user-friendly and an open reflective opportunity that enables problems experienced at a local level to be surfaced with a view of generating collectively beneficial solutions that contribute to high performing organisations;	Assess capacity development needs of the sector in the arena of Governance and Performance Management;	Facilitate a platform to enhance ethical leadership, accountability, effective and efficient oversight, and management within municipalities; and	Contribute to the professionalisation of the local government sector.

The seminar will provide municipal leadership and practitioners with the necessary tools and platform that is exciting, yet challenging opportunity to discuss and engage on critical issues and challenges affecting municipalities in terms of governance, accountability, ethical leadership, effective oversight, and consequence management as well as performance management within local government.

The 6<sup>th</sup> ALGGPMS Seminar is accredited by the South African Board of People Practices (SABPP). Municipal delegate who participates in this seminar will receive 12 Continuing Professional Development (CPD) points and a certificate.

### 4. SEMINAR FORMAT, DATE AND VENUE

- The seminar will be held on 23 – 24 November 2023, through a hybrid mode, virtually via the Zoom platform. The **Birchwood Hotel & Conference Centre – 14 View Point Road, Bardene, Boksburg, Gauteng** is the venue secured for hosting the in-person participation.

The programme shall be communicated in due course. Delegates are also invited to attend an evening networking session, after the proceedings of the first day of the seminar on 23 November 2023.

## 5. THE THEME

The 6<sup>th</sup> Annual Local Government Governance and Performance Management Seminar will be hosted under the theme “**Driving Governance Improvement to Affirm High-Performing & Citizen-Centered Municipalities**”.

The seminar theme provides an opportunity to manage and address the challenges pertaining to governance and performance management in municipalities as listed hereunder:

- Coalition Government Failures
- Lack of Accountability and Consequences
- Poor Municipal Audit Outcomes
- Leadership Crisis
- Weak Risk Management Practices
- Malicious Compliance (Tick Box Exercise)
- Poor ICT Governance
- Inadequate Skills and Capacity

## 6. SUMMARY OF TOPICS TO BE COVERED

For structured discussions, the main seminar theme will be supported by various sub-themes. Municipal delegates will draw lessons and explore insights from thought leaders, municipal case studies, best practices and panel discussions on the basis of the following topics:



## 7. ENVISAGED MUNICIPAL DELEGATES

Attendance and participation in the 6<sup>th</sup> ALGGPMS Seminar will be strictly limited to municipal delegates from within the levels of key role players in governance and performance management environment of a municipality, which specifically includes Political Leadership (Oversight), Administrative Leadership (Senior and/or General Management) and the Assurance and Performance Management Specialists.

Only the following specific levels will be permitted to attend the seminar physically:

- Mayors and Executive Mayors
- Speakers and Chief Whips
- Chairpersons of Performance Audit, Audit Committees and Municipal Public Accounts Committee (MPAC)
- Chief Risk and Audit Executives
- Portfolio Heads (MMCs / EXCO) responsible for Corporate Service & Development Planning
- Municipal Managers, Chief Financial Officers, Head of Department for Corporate Services and/or HRM, IDP and PMS Managers

To provide for inclusive participation, other critical governance and performance management role players are encouraged to register and participate virtually.

## 8. COST TO DELEGATES

No fee will be charged to municipalities for participation in the seminar as SALGA offers this as a value-add to its members.

Delegates are, however, liable for their costs relating to data for virtual participation or for their travel and accommodation for in-person participation, as well as other incidental costs.

## 9. REGISTRATION PROCESS

Interested delegates are required to complete the registration forms which are obtainable via the links provided below.

Completed forms should be submitted before the close of business on **10 November 2023** for physical attendance. Registration shall close earlier in the event of reaching the threshold of the expected number of in-person attending delegates prior to the cutoff date.

Delegates will be required to produce proof of prior registration for accreditation and access to the seminar venue.

**a) Physical Attendance Registration:**

<https://forms.office.com/r/cQvD7KwGWt>

**b) Virtual Attendance Registration:**

<https://salga-org-za.zoom.us/meeting/register/tJUlc-yopz0qGdzh2GIC4KscOkqshiw0Fan1>

**Accreditation for delegates who have registered and confirmed to attend the seminar physically will take place on the 22<sup>nd</sup> November 2023 at the seminar venue from 17:00 to 21:00.**

**Unregistered delegates and walk-ins will not be permitted into the seminar venue, as the contract between SALGA the venue management have contracted for a fixed number of delegates attending in person. Failure to adhere to the terms of the contract by SALGA carries the unwanted potential of unauthorised expenditure being incurred.**

## **10. COMPLIANCE WITH THE POPI ACT**

Section 5 of the Protection of Personal Information Act 4 of 2013 dictates that data subject has the right to have his or her or its personal information processed in accordance with the conditions for lawful processing of personal information as referred to in Chapter 3 of the same legislation.

SALGA confirms and assures that data collected for registration purposes will be solely used for the intended purposes of establishing a seminar database of community of practice, and that the processing of such data will be compliant to prescripts and provision of the Act.

## **11. ESSENTIAL COMPONENTS FOR SUCCESSFUL VIRTUAL PARTICIPATION**

The following connectivity requirements apply in order to minimise connectivity disruptions:

<b>Enrolment for Seminar</b>	<b>Connection hardware and software</b>	<b>Stable and Reliable access to Data</b>
Eligible participants are required to complete the registration process within the set deadline.	<ul style="list-style-type: none"><li>▪ A computer/smartphone/tablet with internet access,</li><li>▪ Zoom application preferable</li></ul>	3/4G data connection/WIFI/Fibre/Office network connection.

The seminar reading materials will be distributed electronically through the SALGA Seminar APP.

## **12. MOBILISATION OF DELEGATES INTEREST AND ENROLMENT**

The Executive Mayors/Mayors and Municipal Managers as primary recipients of this circular, are humbly requested to distribute it widely within the political and administrative echelons of the designated audience within the municipality.

For any enquiries do not hesitate to contact the coordinators of this seminar, **Mr. David Saki - Senior Advisor: Performance Management** on **081 308 5436** or **Mr Collen Rammule-Advisor: Inclusive Governance - 082 677 8267** or via email on: [governance.pmsseminar@salga.org.za](mailto:governance.pmsseminar@salga.org.za).

Yours sincerely



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**SITHOLE MBANGA**  
**CHIEF EXECUTIVE OFFICER**