

**CIRCULAR 03 / 2020**

**FROM : CHIEF EXECUTIVE OFFICER**

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

**DATE : 05 FEBRUARY 2020**

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**CALL FOR REGISTRATION FOR THE 3<sup>RD</sup> ANNUAL LOCAL GOVERNMENT  
PERFORMANCE MANAGEMENT SEMINAR**

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**1. PURPOSE OF THE CIRCULAR**

This circular serves to officially confirm to municipalities the convening of the **3<sup>rd</sup> Annual Local Government Performance Management Seminar** to be held from **27 - 28 February 2020**, at the **Birchwood Hotel & OR Tambo Conference Centre** in Gauteng.

**2. BACKGROUND**

The appraisal of the SALGA Seminar Suite (Performance Management, Labour Law and the Talent Management Seminars) which were inaugurated in 2018, suggests that in line with the following objectives, expectations have generally been met:

- Keeping relevant municipal delegates abreast of important and topical developments in the said discipline covered by each seminar;
- Creating a platform for thought leadership, engagement, networking and sharing of best practices;
- Establishing an enabling environment for effective advocacy and constituency immersion on SALGA capacity building programmes;
- Providing a user-friendly and open reflective opportunity, that enables problems experienced at a local level to be surfaced with a view of generating mutually beneficial solutions that contribute to high performing municipalities; and
- Assessing capacity development needs of the sector in the area of human capital management and related undertakings.

As part of its strategic agenda, SALGA formulates and implements a range of leadership focused interventions aimed at enhancing the capacity of municipalities to adequately respond to the challenges facing local government. These interventions take various forms, from facilitated leadership conversations, executive coaching, training sessions, through to blended learning programmes. These interventions are implemented through the SALGA Centre for Leadership and Governance (SCLG).

### **3. THE PROPOSED SEMINAR THEME FOR THE 3RD ANNUAL LOCAL GOVERNMENT PERFORMANCE MANAGEMENT SEMINAR**

The theme “***Entrenching Accountability and Consequences Management as levers for High Performing Municipalities***” embraces the 3<sup>rd</sup> Annual Local Government Performance Management Seminar’s intention to present an opportunity for stakeholders in the local government sector to engage with emerging trends, connect with peers, discuss persistent challenges with integrating and executing performance management systems, and re-energize efforts for accountability through rigorous performance management. The proposed theme is motivated by the reality that, over two decades after democracy, accountability and consequences management remain persistent challenges to public sector performance. Performance management in the local government sector has relevance at multiple levels of the system; at an individual, organizational, sector and societal level – indicators and performance measures have the potential to be transformative.

It is anticipated that the theme “***Entrenching Accountability and Consequences Management as levers for High Performing Municipalities***” will contribute to entrenching the integration of institutional and employee performance whilst facilitating an understanding of how individual performance could be linked with strategic goals of the institution; and how best to enhance the capabilities of municipalities through the deployment of modern and cutting edge learning and development approaches for improved accountability.

### **4. SUMMARY OF TOPICS TO BE COVERED**

The subthemes listed below will explore topics for deliberation during the two days of the seminar to advance the thrust of the theme as well as respond to emerging trends, matters arising from the previous seminars and representations made by municipal delegates in terms of future potential programme content areas:

- 1) The Role of Performance Management in High Performing Work Cultures;
- 2) Managing the Consequences of Poor Performance – Affirming Proactive Performance;
- 3) Leadership Oversight – Reinforcing Leadership Accountability and Institutional Performance;
- 4) Connecting Individual and Organizational Performance; and
- 5) The Influence of the 4<sup>th</sup> Industrial Revolution on Performance Management in the Public Sector.

This seminar will be delivered through a combination of methodologies with a focus on thought leadership insights, keynote presentations, case studies, panel discussions and simulated demonstrations.

## 5. DATE AND DURATION OF THE SEMINAR

The 3<sup>rd</sup> Annual Local Government Performance Management Seminar scheduled for 27 – 28 February 2020, is set to be followed by the 3<sup>rd</sup> Annual Local Government Labour Law Seminar on 19-20 March 2020 and its precise details will be communicated more fully at a later stage.

## 6. ENVISAGED MUNICIPAL DELEGATION FOR THIS SEMINAR

The target audience for this seminar includes those fulfilling these particular roles within the performance management work environment, including the following critical role players in municipal performance management:

- Portfolio Heads or Chairpersons of Portfolio Committees responsible for Corporate Services and/or Human Resources;
- City/Municipal Managers;
- Executive Heads of Departments for Corporate Services and/or Human Resources Management;
- Human Resources Managers/Practitioners with responsibilities for Performance Management;
- Performance Management Managers;
- Performance Management Practitioners;
- Managers responsible for Integrated Development Plans (IDPs); and/or
- Managers responsible for Internal Audit and/or Risk Management functions.

## 7. COSTS TO MUNICIPALITIES OF PARTICIPATING IN THE SEMINAR

**No fee** will be charged to municipalities for participation in each of the seminars as SALGA offers these as a value add to its members. Delegates are, however, **liable for the cost of their travel and accommodation** where applicable, as well as other incidental costs.

## 8. VENUE OF THE SEMINAR

The seminar will be held at the Birchwood Hotel & OR Tambo Conference Centre, 14 View Point Road, Bardene, Boksburg in the Gauteng Province.

## 9. CONFIRMATION OF ATTENDANCE AND ENQUIRIES MANAGEMENT PROCESS

The closing date for registration is **21 February 2020** and interested delegates are requested to register by completing the attached booking form and return it by email to: [pmsseminar@salga.org.za](mailto:pmsseminar@salga.org.za)

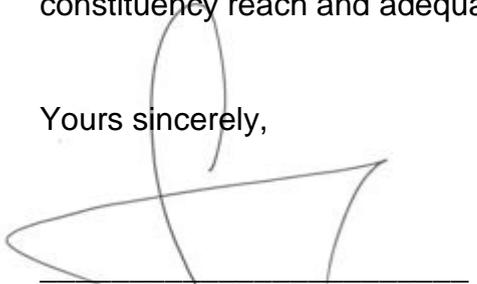
For further information on the seminar, you may contact **Ms Tebogo Ngwezi** at e-mail address [tngwezi@salga.org.za](mailto:tngwezi@salga.org.za) or **Mr Mandla Nhlapo** at e-mail address [mnhlapo@salga.org.za](mailto:mnhlapo@salga.org.za) or via telephone on (012) 369 – 8000.

## 10. INFORMATION ON THE SALGA ANNUAL SEMINARS APP

SALGA has created an App consolidating all its seminars named **SALGA Annual Seminars**, which is downloadable from the Apple and Android app stores. As a way of enhancing the seminar registration process, promote interactive engagements and collaboration between municipal delegates as well as promote online communities of Performance Management (PMS) Practice, SALGA encourages each and every interested delegate to download this app and register his/her individual profile on an “**Opt In**” functionality basis. The added advantage of doing this is that there would be regular updates on the App as part of the build and constituency awareness drive leading up to the seminar.

Lastly, we wish to further request Executive Mayors/Mayors and Municipal Managers as primary recipients of this circular to distribute it widely within the political and administrative echelons of the designated or target beneficiary audience within the municipality for constituency reach and adequate uptake in enrolment.

Yours sincerely,



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**XOLILE GEORGE**  
**CHIEF EXECUTIVE OFFICER**