

## Feedback: Departmental Bargaining Chamber (DBC) meeting - 28 February 2024

### OHS matters

Members will recall that last year labour received several complaints regarding the state of health and safety in the Department. A decision was taken to conduct an occupational health and safety (OHS) inspection, which included Inspectors from the Department of Employment and Labour and OHS representatives. An OHS drill was also conducted. It was reported that one incident of injury on duty was reported, and the employee was attended to quickly by the Employee Wellness team. The report indicated an improvement of 89% in compliance. The employer further reported that the tender process to appoint a cleaning company was underway.

### Additional parking bays

The parking space was allocated to officials up to Deputy-Director level. An additional 200 parking bays have been secured and a lease agreement will be concluded with the landlord and the Department of Public Works and Infrastructure. Officials utilising the parking bays will be expected to pay. Security services have been deployed from 06:00 to 18:00, patrolling and ensuring safety at parking bays. The PSA raised concern that there are employees below Deputy-Director level whose monies are still deducted for parking used at the Structure building. The employer noted the concern and committed to investigate.

### Organisational structure

A presentation on the draft organisational structure was made. It was stated that consultation with various branches was concluded in December 2024. The completed structure will be presented to the Executive Management Team and then to the DBC. The job evaluation process will be finalised by 30 March 2024. Furthermore, the change management strategy is ongoing and will be finalised by April 2024. The migration and placement plan is intended to be completed by 12 April 2024. The project close-out report will be finalised by 15 April 2024. Labour noted the report provided by the employer.

### Skills audit

A skill audit was conducted and completed in 2023. A total of 312 employees completed the audit, and 119 employees did not complete their audit. A total of 59 Senior Management Services members completed their audit and three are still outstanding. The employer issued warning letters to employees

who did not complete their skills-audit forms. The PSA noted the report and requested that a written, comprehensive report be shared with labour before the next Chamber meeting.

### **Draft departmental policies**

The following policies were previously consulted with members and subsequently adopted at the Chamber:

- Closed Circuit Television (CCTV) Policy
- Cookie Policy
- Data Privacy Policy
- Data Sharing Policy
- Data Subject Rights Policy
- Personal Information Policy
- Special And Children Personal Information Policy.

The following draft policies were tabled and deferred to the Policy Task Team Meeting:

- Information Technology Committee (ITC) Policy
- Debt Management Policy
- Acting Policy

Members will be informed of developments.

Employees who want to join the PSA can visit the PSA's website ([www.psa.co.za](http://www.psa.co.za)), send an email to [ask@psa.co.za](mailto:ask@psa.co.za), or contact PSA Provincial Offices.

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