



FOR PSA MEMBERS: **DEPARTMENT OF TOURISM (DOT)**

11-08-2025

Feedback: DoT Departmental Bargaining Chamber (DBC) - 7 August 2025

Organisational capacity assessment and profiling

The employer had tabled the item in the DBC, giving a background that the Department has identified a need to ensure that its organisational capacity is optimally aligned with strategic goals. Two significant initiatives were identified, *i.e.*, Capacity Alignment with Strategic Priorities and Employees Skills Profiling exercise. The employer planned for implementation for the 2025/26-financial year. The PSA requested the employer to share the project plan and report on the results of the exercise. The employer presented the Organisational Capacity Assessment and Profiling framework, which ensures that the right number of employees are in the right position to meet the organisation's operational and strategic needs, as well as identifying and closing skill gaps, allowing employees to perform effectively now and in the future. Owing to the volume of the material and the fact that it was shared on short notice. Labour requested that the item be thoroughly explored in a multilateral meeting. The meeting will take place on 19 August 2025. Members will receive updates.

Occupational health and safety

Members were informed that the employer's appointment of SHERQ Committee members has been completed, and appointment letters have been issued in accordance with Section 19 of the *Occupational Health and Safety (OHS) Act*, as well as the appointment of First Aiders, and training will be arranged. The employer conducted OHS Risk Assessments, focusing on the following elements:

- Hazardous Biological Agents Assessment
- Ergonomic Assessment
- Illumination Assessment
- Noise Level Risk Assessment
- Air Quality and Ventilation

Some defects and risks have been detected, such as chairs without enough lumbar support adjustment, defective overhead light fittings, an insufficient quantity of light fittings and broken furniture in some offices. It was recommended that the employer provide standard chairs that correspond with required

chair dimensions and provide a cushion as a lower back support, provide extra lights, and relocate all broken furniture to storage. The employer committed to providing ergonomic education and awareness to ensure good posture is maintained, as well as training to encourage employees to use ergonomic methods and sitting habits to prevent muscular strain.

Parking allocation

The employer acknowledged that parking remains a challenge as it is unable to accommodate employees who are currently on a waiting list. Once again, the PSA raised concern about the slow pace of parking allocation, which is frustrating employees. The PSA recommended that the employer investigate alternatives for accommodating employees on the waiting list. Furthermore, the PSA requested a review of the Parking Policy to verify that it is still relevant, effective, and in line with internal and external changes. The employer reported that it is in the process of drafting the revised Parking Policy and will submit the draft policy to the DBC in the next meeting. The employer further reported that it will explore possible alternative parking. Members will be updated.

Employees who want to join the PSA can visit the PSA's website or contact PSA Provincial Offices.

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GENERAL MANAGER