



FOR PSA MEMBERS: DEPARTMENT OF SCIENCE TECHNOLOGIES AND INNOVATION (DSTI)

22-09-2025

Feedback: Policy task team meeting – 19 September 2025

Policies

The employer presented the following policies to the task team, indicating that the policies are reviewed to align with the changed legislation and directives.

Supply Chain Management policy

This policy aims to regulate and establish principles in the DSTI Supply Chain Management process, define parameters for efficient, value-adding supply chains, and create a fair, equitable, transparent, competitive, and cost-effective procurement environment. This policy sets out the fundamental principles of good governance and ethical behaviour in respect of SCM for both DSTI officials and service providers. This policy applies to all DSTI officials and officials appointed in terms of the *Act of Parliament*, who must adhere when procuring goods, services and works, and when disposing of redundant goods.

Departmental revenue policy

The policy aims to provide a framework to regulate the administration of the collection of all Departmental Revenue within the department for payment to the National Revenue. It further ensures that the Accounting Officer of the department manages revenue efficiently and effectively by developing and implementing appropriate processes which make provision for the identification, collection and safeguarding of revenue collected, as well as reconciliation and safeguarding of information about revenue. The policy and all procedures emanating from this policy apply to all employees of the DSTI.

Policy on management of damages, losses and theft

This policy aims to regulate the management of damages, losses, and theft of the DSTI property and claims by third parties against the Department of Science, Technology and Innovation (DSTI), where these arise from activities by officials employed by the DSTI, or an official carrying out activities on behalf of the DSTI. The policy seeks to prevent unlawful conduct and minimise financial harm to the organisation by ensuring that effective measures and controls are implemented and enforced.

Policy on Departmental catering and entertainment

The policy aims to govern departmental catering and entertainment processes and procedures, as well as to ensure that departmental resources are used efficiently. The policy also governs food and entertainment expenses, specifying when and how catering is permitted.

Policy on petty cash administration

The purpose of this policy and procedure is to provide a framework to regulate the administration of the Petty Cash Float (Petty Cash) within the Department and the utilisation thereof. The policy aims to make petty cash usage transparent, accountable, and compliant with accounting standards, thereby preventing misuse and ensuring cost-effective expenditure. The petty cash policy is applicable to all employees of the DSTI.

Policy on management of travel and subsistence advances and claims

The purpose of this policy is to regulate travel and subsistence within the Department of Science, Technology and Innovation as informed by the National Travel Guideline from the National Treasury. It serves to outline the responsibility of each employee in the policy, procedures and the processing of payments and aims to ensure uniformity in its application. This policy applies to all employees of the department, on fixed and temporary term contracts, interns and other external official businesspersons.

As part of the consultation process, members are encouraged to peruse the *attached* draft policies and send their inputs by no later than **25 September 2025** to the PSA Chairperson at mpho.mandlazi@dsti.gov.za and a copy to the PSA Chief Negotiator at patricia.hamese@psa.co.za.

To join the PSA, please visit the PSA's website or contact PSA Provincial Offices.

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