



FOR PSA MEMBERS: **DEPARTMENT OF SMALL BUSINESS DEVELOPMENT (DSBD)**

14-09-2026

Feedback: DSBD Annual General Meeting and Departmental Chamber Meeting - 9 September 2026

Determination of vote weights: GPSSBC Chambers 2026/27

Parties confirmed the vote weights as issued by the GPSSBC. It was noted that the PSA is still the majority Union in the DSBD and represents 74.15% of the total vote weights in the Chamber. The determination is done in terms of the provisions of clause 16.1 of Resolution 3/2025, Governance Rules for Chambers, as of 31 December 2025.

List of improved qualifications

Members were previously informed that the list of improved qualifications had been routed to the Department of Public Service and Administration (DPSA) for concurrence. The employer reported that the document has since been returned by the DPSA and is enroute to the Director-General. Once all internal processes have been finalised, the list will be shared with labour for engagement before it is presented for final signature. The employer further confirmed that the document will be subjected to engagement at task-team level. The PSA noted the report and urged the employer to consult labour before the document is finalised.

Relocating to new offices

It was reported that the sourcing of suitable office accommodation is in progress. In addition, the Department is awaiting a Standard Operating Procedure from the Department of Public Works and Infrastructure, which will provide guidance to departments on the process to be followed when sourcing buildings.

Filling of vacant funded posts

The employer reported that the Department currently has 38 vacant posts, which translates to a vacancy rate of 12%. Of these, 27 posts have already been advertised and are at various stages of the recruitment and selection process. No exits were recorded during the report period. The PSA noted the employer's report and emphasised the importance of filling vacant posts to ensure that employees are not overburdened. The PSA further requested the employer to report on all vacated positions, including those vacated through the Early Retirement Programme and the Voluntary Exit Programme, as committed to at

the previous DBC meeting. The employer noted the PSA's submission and committed to including the list in future reports.

Departmental policies

The employer reported that the following Policies are due for review to ensure alignment with amendments to legislation. Parties agreed that the policies should be referred to the task team for further engagement and consultation.

Petty Cash Policy: The purpose of this Policy is to set out and formalise financial prescripts, instructions, processes, and procedures governing the effective use of the Department's petty-cash funds.

Salary Advance Policy: This Policy provides for employees experiencing financial hardship to apply for a salary advance.

Security Policy: The Policy seeks to provide clear guidelines for adoption and implementation to address security risks facing the Department.

Members are requested to peruse the *attached* draft policies and submit comments and input to patricia.hamese@psa.co.za or KMaloka@dsbd.gov.za by **18 September 2026**.

Members will be informed of developments.

Employees who wish to join the PSA can visit the PSA website or contact the nearest PSA Provincial Office for assistance.

Reuben Maleka
GENERAL SECRETARY