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Tariff Policy

September 2018



Direct any enquiries regarding this policy to:
Chief Director: Stakeholder Relations and Marketing
Stats SA, Private Bag X44, Pretoria, 0001, South Africa

A handwritten signature in black ink, appearing to be 'D. S. S.' or similar, located at the bottom right of the page.

This done and signed in Pretoria on behalf of Statistics South Africa as the employer on the

19th day of September 2018.

Signature:



Statistician General



REGULATORY FRAMEWORK AND MANDATE

Regulatory framework
<ul style="list-style-type: none">• Constitution of the Republic of South Africa (Act No. 108 of 1996)• Statistics Act 1999 (Act No. 6 of 1999)• Public Finance Management Act (Act No. 1 of 1999 as amended)• Basic Conditions of Employment Act, 1997 (Act No. 75 of 1997)• Copyright Act of 1978 (Act No. 98 of 1978)
Mandate
<ul style="list-style-type: none">• Part 2, Chapter 1, Section 1(a), (b) and (c), Section 2, Section 3(a) and (b) of the PAIA Act No. 2 of 2014)• Chapter 3, Subsections 17 (1–7), 18 (1–3) and 19 (1–4)
Normative references
<ul style="list-style-type: none">• Promotion of Access to Information Act (Act No. 2 of 2000)
Amendments to this policy
<p>This policy is an amendment to the Pricing Policy that was approved by the Statistician-General in March 2006.</p>



DISTRIBUTION LIST	
1.	Director: Stakeholder Relations and Marketing
2.	Chief Director: Stakeholder Relations and Marketing
3.	DDG: Statistical Collection and Outreach
4.	Chief Director: Printing and Distribution, Corporate Governance
5.	Chief Directors Forum
6.	Departmental Bargaining Chamber
7.	Policy Coordination Committee
8.	Legal Services
9.	EXCO
10.	Statistician-General



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1. Introduction

Statistics South Africa (Stats SA) seeks the broadest possible dissemination of the statistical data it collects, and the services it offers.

The core function of Stats SA is the collection, processing and dissemination of timely, accurate and reliable data.

2. Definitions and abbreviations

Financial year:	Period commencing on 1 April and ending on 31 March of the following year.
CD:	Compact disc
DVD:	Digital versatile disc
USB:	Universal Serial Bus
PDF:	Portable Document Format

3. Purpose and objectives

3.1. Purpose

The purpose of this policy is to regulate the price of disseminating publications, data and information to users and offering consultancy services amongst others such as drawing sample sizes or data analysis.

3.2. Objectives

The objectives of the policy are:

- To offer value for money.
- To satisfy users.
- To maintain the image and reputation of the organisation.

4. Scope of application

This policy shall apply to all external stakeholders who need to access Stats SA data and information. It does not apply to commissioned work such as conducting a survey which is covered in a different policy.

5. Principles

5.1. General principle

As a general principle, Stats SA does not seek to recover any of the costs of data collected,



products developed or services provided, as those costs are met from an allocation voted by Parliament.

5.2. Access to statistical products and services

- 5.2.1 All data, information, products and services made available via the Stats SA website will be accessible by users at no cost.
- 5.2.2 A copy of the data supplied on CD/DVD or other memory devices will be made available for free.
- 5.2.3 An electronic version (PDF) of a printed publication will be made available for free.

6. Services and training

Charges will be levied for work conducted outside of the Stats SA mandate and work programme as well as specialised, individualised services rendered by charging hourly fee rates for consultants provided in Appendix A and revised annually by the Department of Public Services and Administration (DPSA).

Requests for data, products and services, which can be met through extraction from standard products and data sets, will not attract any charge.

Training and support services required in the use of data and linked software are offered for free.

6.1 Exceptions

- 6.1.1 Charges will not be levied in cases where work is requested by national, provincial and local government, as well as foreign national statistics offices.
- 6.1.2 To fulfil the condition cited in paragraph 6.1.1 above, all requests for work addressed to Stats SA will need to be written to the Statistician-General on an official institution letter head; specifying that the purpose of the service requested is for the sole use of the institution and that the information will not benefit a third party.

7. Copyright and ownership

The information, products and services of Stats SA are protected in terms of the regulatory framework. As the State President is the holder of State copyright, all organs of State enjoy unhindered use of the Department's information, products and services, without a need for further permission to copy in terms of that copyright.

Where a copy of the information is made available to any third party outside the State, the third party must be made aware of the existence of State copyright and ownership of the information by the State.

The State through Stats SA retains the full ownership of its information, products and services at all times – access to information does not give ownership of the information to the client. The use of any data is subject to acknowledgement of Stats SA as the supplier and owner of copyright.



8. Delegations

No delegations.

9. Controls**9.1 Monitoring**

The Chief Director: Stakeholder Relations and Marketing shall monitor the implementation of this policy.

9.2 Reporting

The Chief Director: Stakeholder Relations and Marketing shall report on the implementation of this policy.

9.3 Evaluation

The effectiveness of this policy will be evaluated by the Chief Director: Stakeholder Relations and Marketing.

9.4 Review

This policy must be reviewed every three years. Any amendments will be issued by a practice note which will be put into the policy when it is due for review.

10. Compliance and non-compliance

10.1 This policy must be complied with at all times.

10.2 Non-compliance with this policy will constitute misconduct, and disciplinary procedures will be followed in dealing with such cases.

11. Code of conduct

The Code of Conduct as prescribed in the Public Service Regulations, 2016 is applicable.



**Annexure A: DPISA Hourly Fee Rates for Consultants – With effect from 1 July 2018
(see attachment)**

A handwritten signature in black ink, consisting of several loops and a long horizontal stroke at the end.



the dpsa

Department:
Public Service and Administration
REPUBLIC OF SOUTH AFRICA

Amelina A

Hourly Fee Rates For Consultants - With effect from 1 July 2018

Salary Band	Average Total Package	Model A Short Term				Model B Long Term			
		Option A 1 All Overheads		Option A 2 Partial Overheads		Option B 1 All Overheads		Option B 2 Partial Overheads	
		A 1.1 Mark-up	A 1.2 No Mark-up	A 2.1 Mark-up	A 2.2 No Mark-up	B 1.1 Mark-up	B 1.2 No Mark-up	B 2.1 Mark-up	B 2.2 No Mark-up
16	1 893 486	3 787	2 916	3 257	2 499	None	None	None	None
15 / 16	1 674 837	3 350	2 579	2 881	2 211	2 763	2 127	2 378	1 826
15	1 456 187	2 912	2 243	2 505	1 922	2 403	1 849	2 068	1 587
14 / 15	1 325 253	2 651	2 041	2 279	1 749	2 187	1 683	1 882	1 445
14	1 234 606	2 469	1 901	2 124	1 630	2 037	1 568	1 753	1 346
13 / 14	1 136 615	2 273	1 750	1 955	1 500	1 875	1 444	1 614	1 239
13	1 030 459	2 061	1 587	1 772	1 360	1 700	1 309	1 463	1 123
12 / 13	938 686	1 549	1 192	1 333	1 023	1 389	1 070	1 192	911
12	846 914	1 397	1 076	1 203	923	1 253	965	1 076	822
11 / 12	780 765	1 288	992	1 109	851	1 156	890	992	757
11	714 617	1 179	908	1 015	779	1 058	815	908	693
10 / 11	665 029	1 097	845	944	725	984	758	845	645
10	615 442	911	702	782	597	862	665	739	572
9 / 10	560 490	830	639	712	544	785	605	673	521
6 to 8	368 840	546	420	468	358	516	398	443	343

How to determine the appropriate fee rate

1. Determine the consultancy option/model by applying the following criteria:

"Short Term" means less than 60 consulting days

"Long Term" means more than 60 consulting days

"All Overheads" means consultant provides all overheads e.g., office, parking, telephone

"Partial Overheads" means department provides some overheads e.g. office, parking, telephone

"Mark-up" provides for company profit margin - service normally provided by consulting company

"No Mark-up" service normally provided by individuals or NGOs

2. Determine the appropriate salary band based on the level of work that is required e.g., use job evaluation to determine the level of work - Salary band 13 represents the level of a Director in the public service, 14 a Chief Director, 15 a DDG and 16 a DG.

3. The hourly fee rate should be read where the consultancy option/model intersects with the salary band.

4. Fee rates exclude operational/project expenditure e.g., travelling, hotel accommodation, parking, and travel and subsistence allowance.

Note - The Guide on Hourly Fee Rates for Consultants and the latest Fee Rates are available at <http://www.dpsa.gov.za> and can be found under Document Archive, All Documents.

Link <http://www.dpsa.gov.za/dpsa2g/documents.asp>

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