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# Government Printing Works

## Notice submission deadlines

Government Printing Works has over the last few months implemented rules for completing and submitting the electronic Adobe Forms when you, the customer, submit your notice request.

In line with these business rules, GPW has revised the notice submission deadlines for all gazettes. Please refer to the GPW website [www.gpwonline.co.za](http://www.gpwonline.co.za) to familiarise yourself with the new deadlines.

### CANCELLATIONS

Don't forget!

Cancellation of notice submissions are accepted by GPW according to the deadlines stated in the table above.

Non-compliance to these deadlines will result in your request being failed. **Please pay special attention to the different deadlines for each gazette.**

**Please note that any notices cancelled after the cancellation deadline will be published and charged at full cost.**

Requests for cancellation must be sent by the original sender of the notice and must be accompanied by the relevant notice reference number (N-) in the email body.

### AMENDMENTS TO NOTICES

take note!

With effect from 01 October, GPW will not longer accept amendments to notices. The cancellation process will need to be followed and a new notice submitted thereafter for the next available publication date.

### CUSTOMER INQUIRIES



Many of our customers request immediate feedback/confirmation of notice placement in the gazette from our Contact Centre once they have submitted their notice – While GPW deems it one of their highest priorities and responsibilities to provide customers with this requested feedback and the best service at all times, we are only able to do so once we have started processing your notice submission.

GPW has a **2-working day turnaround time for processing notices** received according to the business rules and deadline submissions.

Please keep this in mind when making inquiries about your notice submission at the Contact Centre.

### PROOF OF PAYMENTS



GPW reminds you that all notice submissions **MUST** be submitted with an accompanying proof of payment (PoP) or purchase order (PO). If any PoP's or PO's are received without a notice submission, it will be failed and your notice will not be processed.

When submitting your notice request to [submit.egazette@gpw.gov.za](mailto:submit.egazette@gpw.gov.za), please ensure that a purchase order (GPW Account customer) or proof of payment (non-GPW Account customer) is included with your notice submission. All documentation relating to the notice submission must be in a single email.

A reminder that documents must be attached separately in your email to GPW. (In other words, your email should have an Adobe Form plus proof of payment/purchase order – 2 separate attachments – where notice content is applicable, it should also be a 3rd separate attachment).

### REMINDER OF THE GPW BUSINESS RULES

- Single notice, single email – with proof of payment or purchase order.
- All documents must be attached separately in your email to GPW.
- 1 notice = 1 form, i.e. each notice must be on a separate form
- Please submit your notice **ONLY ONCE**.
- Requests for information, quotations and inquiries must be sent to the Contact Centre **ONLY**.
- The notice information that you send us on the form is what we publish. Please do not put any instructions in the email body.

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**GOVERNMENT NOTICES • GOEWERMENTSKENNISGEWINGS**

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**STATE SECURITY AGENCY**

**NO. R. 322**

**18 MARCH 2016**



**PSIRA**  
Private Security Industry Regulatory Authority

**CONSULTATION PAPER  
REVIEW OF THE ANNUAL FEES 2016 FOR THE PRIVATE SECURITY  
INDUSTRY**

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## 1. Abbreviations and Definitions

In this document

**Large service provider (LSP)** – a registered security business in terms of the PSIR Act, which employs more than 5000 security officers.

**Medium-size service provider (MSP)** – a registered security business in terms of the PSIR Act, which employs more than 500 but less than 5000 security officers.

**Emerging service provider (ESP)** – a registered security business in terms of the PSIR Act, which employs more than 100 but less than 500 security officers.

**Small service provider (SSP)** – a registered security business in terms of the PSIR Act, which employs less than 101 security officers.

**Registered and active service providers** – these are security service providers both individual and businesses who are actively operating in the industry.

**PSIRA** – Private Security Industry Regulatory Authority

**PSIR Act** – The enabling Act

**Effective Date** – The Annual Fees Regulations shall commence at a date to be determined by the Minister.

## **2. Policy statement**

The Authority was established in terms of Section 2 of the Private Security Industry Regulation Act (56 of 2001) in 2002, hereinafter referred to as the "Act". The strategic mandate of PSIRA originates from the Act and the regulations issued in terms thereof. The primary objectives of PSIRA are to regulate the private security industry and to exercise effective control over the practice of the occupation of security service provider in the public and national interest and in the interest of the private security industry itself.

The Authority is funded through annual fees payable by registered security services providers as well as other tariffs as determined by Council. Other income includes registrations fees, training fee income, fine income, infrastructure assessment fees and other charges as determined by the PSIR Act.

The entire revenue is utilized to defray operational and capital expenditure of the PSIRA incurred in the normal course of discharging its mandate in terms of the PSIR Act.

During the course of 2016 financial year, the Authority will embark on a review of the Private Security Levies Act 23 of 2002. The purpose of the review will be to align the Act prior to implementation and to effectively address the funding gaps which currently exist. The Private Security Industry Amendment bill also seeks to introduce new funding source by way of funds appropriated by parliament.

### **3. Background**

Currently, PSIRA is totally funded by the fees it receives from the registered security service providers representing the industry under its jurisdiction.

These annual fees are used to cover the costs of the Authority to regulate the private security industry and to exercise effective control over the practice of the occupation of security service provider, the public and national interest and the interest of the private security industry itself. The costs associated with meeting this regulatory mandate includes but not limited to;

- Conducting studies and investigations on the rendering of security service,
- Instituting legal proceedings and defend or oppose any legal proceeding against the Authority,
- Receive and consider applications for registration of security service providers,
- Develop and maintain a computerized database.

From time to time, there are changes that impact on these costs drivers and we have to consider their significance both on a short term and our financial sustainability over the longer term. In determining our budget forecasts for future years and the levels of our fees, we have to make careful assumptions about our costs and our activity levels; for example, the volume of applications for registrations we receive vis-à-vis a reliable information infrastructure to house and store such information as provided for in Sections 4(m) and 24 of the PSIR Act 56 of 2001.

### **4. Consultation process**

The consultations process takes into account, the principles as pronounced by the Promotion of Administrative Justice Act, budget of the Authority and the judgment of the Supreme Court of Appeal (SCA) delivered on 15 August 2014 in respect of the Annual Fees Review.



The draft regulation takes into account the categorization of security service provider in the determination of the proposed fees structures. In order to broaden scope and enhance transparency, the consultation process will be in two-fold.

First, the Industry will be given the opportunity to submit their initial written comments and representations on the proposed annual fee review. The second process will be oral representations from the industry and relevant stakeholders. The two processes will run concurrently during the consultation period. The due date for submission of representations from interested parties shall be on 11<sup>th</sup> March 2016.

All comments and submissions from interested parties, stakeholders and Industry participants will be taken into account by Council before a request for concurrence is submitted to the Minister of Police for his independent consideration.

It is anticipated that, upon the Minister's independent consideration and concurrence with the proposed review of the annual fees, final annual fees regulations will be published from the 25<sup>th</sup> of March 2016.

### 5. Current Fee structure

The Authority introduced fees payable by Security Service Providers commenced in 1 November 2001. These fees were reviewed in 2015 and implemented in April 2015 as follows

Class or category of Security Service provider	Class of Security Service providers	Current fees	Method of payment
Business	Large (>5000 SOs employed)	R31,500	Fee payable by registered security service providers annually. Such fees are payable on or before 7 <sup>th</sup> April of each year.
	Medium (501 to 5000 SOs employed)	R25,500	
	Emerging Small (101 to 500 SOs employed)	R10,800	
	Small (<100 SOs employed)	R7,650	
Business	Large (>5000 SOs employed)	R1.98	Fee payable for each security officer employed, on a monthly basis
	Medium (501 to 5000 SOs employed)		
	Emerging Small (101 to 500 SOs employed)		
	Small (<100 SOs employed)		

Individual (Security officers)		R84.00	Fee payable by employed security officers annually. Such fees are payable on or before 7 <sup>th</sup> April of each year.
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## **6. Basis for the review**

Historically, the annual fees were reviewed based on inflationary increases of each financial year. The fees were successfully reviewed by the Authority in 2015 after consulting with different industry stakeholders. Due to the continuing increase in operational costs the Authority decided to increase the fees on an annual basis and the increase is based on the CPI and operational costs requirements of the Authority to effectively execute its mandate as required by PSIR Act. In reviewing the current fees the Authority will take the following into account:

- The average CPI for 2015/2016 Financial year;
- The number of security officers employed by a security business or made available by it to render a security service during a calendar month;
- The operational costs as indicated in the 2015/2016 Financial Year Budget; and

Equitable contribution by different classes or categories of security service providers

## **7. Method of payment**

The payment method of different fees is as follows:

### ***7.1 Annual Fees***

Annual Fees are payable by the 7<sup>th</sup> April of each year.

### ***7.2 Special Levy Fees***

Special Levy Fees are payable for each Security Officer employed by the 7<sup>th</sup> of each month.

### ***7.3 Individual Security Officer Fee***

This fee is deducted from each Security Officer employed and paid over to the Authority by the 7<sup>th</sup> April of each year.

**8. Proposed Annual fees**

The proposed annual fees for businesses are R35, 000.00 for Large, R25, 000.00 for Medium, R12, 000.00 for Emerging Small and R8, 500.00 for Small Security Service providers. The proposed Service Provider Levy is R2.25 per month for all Security Service providers and the Security Officer's annual fees will remain at R84 per annum.

Class or category of Security Service provider	Class of Security Service providers	Proposed fees	Method of payment
Business	Large (>5000 SOs employed)	R35,000	Fee payable by registered security service providers annually. Such fees are payable on or before 7 <sup>th</sup> April of each year.
	Medium (501 to 5000 SOs employed)	R25,000	
	Emerging Small (101 to 500 SOs employed)	R12,000	
	Small (<100 SOs employed)	R8,500	
Business	Large (>5000 SOs employed)	R2.30	Fee payable for each security officer employed, on a monthly basis
	Medium (501 to 5000 SOs employed)		
	Emerging Small (101 to 500 SOs employed)		
	Small (<100 SOs employed)		
Individual (Security officers)		R84.00	Fee payable by employed security officers annually. Such fees are payable on or before 7 <sup>th</sup> April of each year.

## 9. Distribution of security officers employed per class

Class	Band	2015			2014		
		No. of SO employed	No. of SP's	Average SO's employed	No. of SO employed	No. of SP's	Average SO's employed
SSP	Below 36	40 606	7 624	6	39 550	7 020	6
SSP	36 - 100	46 320	753	61	43 011	706	61
ESP	101 - 500	109 229	528	207	106 666	514	208
MSP	501 - 1000	52 052	76	685	52 499	76	691
MSP	1001 - 2000	61 564	44	1 399	58 158	42	1 385
MSP	2001 - 3000	26 079	11	2 370	30 994	13	2 384
MSP	3001 - 4000	10 180	3	3 393	3 838	1	3 838
MSP	4001 - 5000	9 670	2	4 835	4 031	1	4 031
LSP	5001 - 10000	42 426	6	7 071	46 680	7	6 669
LSP	10001 - 15000	13 548	1	13 548	22 987	2	11 494
LSP	15001 - 20000	16 792	1	16 792	0	0	0
LSP	20001 - 25000	0	0	0	0	0	0
LSP	25000 +	34 503	1	34 503	35 767	1	35 767
<b>TOTAL</b>		<b>462 969</b>	<b>9 050</b>	<b>51</b>	<b>444 181</b>	<b>8 383</b>	<b>53</b>

## **10. Industry Stakeholders Consultations**

The Authority calls on all stakeholders of the Private Security Industry to participate in the consultation process for the review of the 2016 Annual fees. The stakeholder's of the Authority include relevant government entities, security officers' labour organizations, active security service providers associations and consumers and employer organizations within the Private Security Industry. The following are the dates and (venue TBA) categories of consultations that are envisaged:

## 11. Consultation Schedule

CATEGORY OF CONSULTATIONS	METHODS / AREAS	LOCATION/DATES	CONTACT DETAILS	DATES/TIME
Written Representations	Email, Letters and Facsimile (All 9 Provinces)	420 Witch-Hazel Avenue, Block B – Eco Glades 2 Office Park, Highveld Ext 70	Ms Siziwe Zuma Email: <a href="mailto:Fees.Comments@psira.co.za">Fees.Comments@psira.co.za</a>  Tel: 012 003 0683 Fax: 086 219 0670 (for all written presentations)	11 <sup>th</sup> March 2016  16h00
Consultative Workshops	Gauteng Province	420 Witch-Hazel Avenue, Block B – Eco Glades 2 Office Park, Highveld Ext 70	Ms Siziwe Zuma <a href="mailto:Siziwe.zuma@psira.co.za">Siziwe.zuma@psira.co.za</a> (RSVP for workshops) Tel : 012 003 0502	1 <sup>st</sup> March 2016 10H00
Consultative Workshops	Western Cape Province	2nd Floor, Thibault House, Thibault Square, Hans Strydom Avenue, Cape Town	Mr Xolani Gwala <a href="mailto:Xolani.gwala@psira.co.za">Xolani.gwala@psira.co.za</a> (RSVP for workshops) Tel:021 425 2370/1/2/3 ext 210	3 <sup>rd</sup> March 2016 10H00
Consultative Workshops	Kwa Zulu Natal Province	26 Mathew Meyiwa Street, Cnr Fynn and Methew Meyiwa Str Greyville, Durban, 4001	Ms Talent Zwane <a href="mailto:Talent.zwane@psira.co.za">Talent.zwane@psira.co.za</a> (RSVP for workshops) Tel : 031 003 0558	2 <sup>nd</sup> March 2016 10H00
Consultative Workshops	Eastern Cape Province	Blue Lagoon Hotel, Blue Bend Place , Beacon bay , East London	Mr Sidney Stander <a href="mailto:Sidney.stander@psira.co.za">Sidney.stander@psira.co.za</a> (RSVP for workshops) Tel :041 585 1848	4 <sup>th</sup> March 2016 10H00
Consultative Workshops	Limpopo Province	Parklane Building, 76 Hans van Rensburg Street Polokwane, Bendor Park	Mr Peter Mafologela <a href="mailto:Peter.Mafologela@psira.co.za">Peter.Mafologela@psira.co.za</a> (RSVP for workshops) Tel : 015 297 0209	7 <sup>th</sup> March 2016 10H00



Consultative Workshops	Mpumalanga Province	21 Brander Street, Nelspruit	Mr Rocco Van Zyl <a href="mailto:Rocco.vanzyl@psira.co.za">Rocco.vanzyl@psira.co.za</a> (RSVP for workshops) Mobile: 083 629 7618	8 <sup>th</sup> March 2016 10H00
Consultative Workshops	North West Province	Protea Hotel Mahikeng, 80 Nelson Mandela Drive, Mahikeng	Mr Johannes Maduna <a href="mailto:Johannes.Maduna@psira.co.za">Johannes.Maduna@psira.co.za</a> (RSVP for workshops) Mobile: 083 629 7623	10 <sup>th</sup> March 2016 10H00
Consultative Workshops	Northern Cape Province/ Free State Province	Anta Boga Boutique Hotel, 6 Stabelberg Street, Brandwag, Bloemfontein	Ms Selina Mohlala <a href="mailto:Selina.mohlala@psira.co.za">Selina.mohlala@psira.co.za</a> (RSVP for workshops) Mobile: 082 907 6663	11 <sup>th</sup> March 2016 10H00

## **12. Conclusion**

The Authority wishes to reaffirm its commitment to service the private security industry in a transparent and effective manner. To this end, we request all parties who wish to send comments and or representations to do so within the time frames proposed. We regret that no extensions will be granted for written representations unless they are received in writing before the closing date.

# **WARNING!!!**

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To confirm the legitimacy of purchase orders, please contact:

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Anna-Marie du Toit (012) 748-6292 ([Anna-Marie.DuToit@gpw.gov.za](mailto:Anna-Marie.DuToit@gpw.gov.za)) and

Siraj Rizvi (012) 748-6380 ([Siraj.Rizvi@gpw.gov.za](mailto:Siraj.Rizvi@gpw.gov.za))

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