

**CPA COST CONTROL MEASURES**

**THESE MEASURES BECOME EFFECTIVE AS OF 1 OCTOBER 2023 AND APPLY TO ALL SUPPLIERS, CREW & TALENT**

**ALL POINTS BELOW ARE NEGOTIABLE HOWEVER THEY MUST BE AGREED UPON IN ADVANCE AND IN WRITING BY THE PRODUCER.**

**ARRIVAL ON SET**

1. **BREAKFAST:** Production companies may pre-negotiate breakfast off the clock. Alternatively, production companies may negotiate a shorter breakfast of 20 minutes.
2. **CREW / CALL TIME:** Crew must charge from their call time as per the callsheet, not bill additional overtime if they arrived on set early to miss traffic.

**INSURANCE & EXCESS**

3. **HIRED IN VEHICLES:** Production companies should not insure privately owned vehicles belonging to crew, sub-contractors and suppliers. All crew, sub-contractors and suppliers must take responsibility for the insurance of their own vehicles
4. **EXCESS PAYMENTS:** Where vehicles / gear is hired in and damaged as a result of negligence or recklessness, the production company has the right to charge 100% of the excess to the responsible crew member or supplier. Alternatively, and at their discretion, the company may elect to charge the responsible crew member or supplier 50% of the excess payable.

**DOPs**

5. **CREATIVE BRIEF:** When required, DOPs should not charge pro rata rates for calls to take briefs and have creative discussions with directors on jobs. There should be no charge for this. If the director requires more than 5 hours of discussion, DOP's may charge a pro-rata rate for every hour thereafter.
6. **OWN GEAR:** If DOP is using own gear and the gear facility charge for a Gear Check fee, this fee is for the DOP's account

**CREW GEAR**

7. **DTI & VTO:** Package rate for DIT and VTO gear to be negotiated, as opposed to being billed for individual items. This should be broken down into 3 rates: small / medium / large shoot.
8. **EAR TECH HEAD PIECES:** Ear tech head pieces to be negotiated and are not an essential for every job. Only if the job requires it or these fit within budget will these be considered and paid for.

**TRANSPORT**

9. **TRAVEL TO & FROM SET:** No reimbursement for petrol / uber slips for travel to and from set, unless the crew member is driving gear, or unless the location is 40km away from the center point – as set out in the CPA Working Guidelines.
10. **STUDIO SHOOT DAYS:** Producers may be required to negotiate for reduced rate on truck hire from technicians on studio shoot days.
11. **OVERTIME:** Crew members should not charge overtime for providing transport – after wrap - to team members or fellow crew members unless this has been authorised by the Producer.
12. **PERFORMERS:** Ubers / travel to set can be arranged by production if the location is further than 40km from the center (as set out in the CPA Working Guidelines).

Production is not responsible for transport costs if the location is within 40km. Production can arrange transport, if required, but this amount will be deducted from the invoice.

13. **VEHICLE HIRE COMPANIES:** Vehicle hire companies must provide details of kilometres travelled to substantiate fuel bills. Often these fuel bills are excessive and cannot be justified.
14. **CHAPERONES:** Chaperone H1 vehicle hire daily price must match charges by commercial vehicle companies. Average daily hire fee to be determined and matched by crew.
15. **FUEL COSTS:** Production will pay fuel based on mileage (rather than fuel slips) to curtail high fuel bills that cannot be explained or justified. The current rate per kilometre is R4.15 (this includes fuel, insurance & vehicle maintenance).

**MEALS & CATERING**

16. **PETTY CASH MEALS:** Petty Cash slips for meals and/or refreshments will no longer be accepted by production.
  - 16.1 All meals are to be invoiced as part of eligible crew's invoice and as per the CPA recommendation of R100.00 per day. Additional meals must be pre-authorized by production.
  - 16.2 This applies to ALL eligible crew including unit, art department, wardrobe, chaperones and all other departments issued with Petty Cash
  - 16.3 A "dinner allowance" for chaperones who are working late is to be specified by the production company before the shoot and must be included on final invoice.
17. **SECURITY MEALS:** Unit Petty Cash should no longer include meals for security personnel as meals are provided on set by production. Security meals may only be part of Unit Petty Cash where security are not at base i.e: security are at the next location doing parking control and have no access to the supplied catering
18. **CATERING:** No per head catering to be charged for members of the catering & craft team.
19. **CATERING / MEAL PENALTIES:** No meal penalties to be paid as this penalty has not been agreed to and is not included in the CPA Working Guidelines.

**ART DEPARTMENT**

20. **ART CREW / PROPS BOX:** Only 1 x props box or tool box per job will be paid for. Production will no longer pay twice for Art Director & Standby Props.
21. **ART CREW / OWN PROPS INVOICES:** Production will not accept props hire invoices from Art Directors for their own props, unless pre-approved prior to shoot days and justified.
22. **ART CREW / BUY BACK STRUCTURE:** Buy back of props / wardrobe to crew members / suppliers - an increase to 80% of original purchase price. All buy backs to be approved by Producer BEFORE being actioned.
23. **ART CREW / OFFICE & STORAGE:** These costs must be advised upfront and must be negotiable. There are too many high invoices for storage, admin, office hire etc.
24. **CASUAL LABOUR:** "Casual Labour" refers to a crew member who earns R350 (or less) per day. All crew with a higher rate must invoice and include the meal allowance provided they are eligible to do so.

**INVOICING**

25. **LATE INVOICES:** All invoices are to be submitted in good time. If invoices are submitted after the recon has been finalized and the job closed, suppliers & crew must take responsibility for settlement of these invoices. This cannot be for the production company's account.
26. **CHECKING OF INVOICES:** All invoices to be checked by agents & production. No additional or unauthorized charges to be invoiced, processed or paid.