



KWAZULU-NATAL PROVINCE
SPORT, ARTS AND CULTURE
REPUBLIC OF SOUTH AFRICA

DEPARTMENTAL SPECIAL PAYMENT POLICY

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1. DEFINITION OF TERMS

- i. "ARTIST" An artist is an individual engaged in an activity related to creating, practising, or demonstrating art. The common usage often refers exclusively to those involved in the visual arts, such as painting, sculpture, and photography. However, the term can also be applied broadly to encompass individuals who are involved in other artistic activities such as music, literature, theatre, film, dance, and even culinary arts.
- ii. "ATHLETE" is an individual who competes in one or more sports that involve physical strength, speed, endurance, agility, skill, or a combination of these abilities. Athletes participate in amateur or professional events, and their activities may include individual or team sports, athletic games, or various types of physical contests.
- iii. "ARTIST PAYMENT" means a payment to artists appointment could not have been subjected to tender procedures;
- iv. To include: "CULTURAL ACTIVIST PAYMENT" means a payment to cultural experts whose appointment could not have been subjected to tender procedures;
- v. "HEAD OF DEPARTMENT" means an Accounting Officer who is an administrative Head of the Department.
- vi. "INTERPRETER, TRANSLATOR AND EDITOR" means an individual who renders interpreting, translation and editing services.
- vii. "LEGENDS" A person who, through their exceptional abilities, achievements, or contributions in fields such as sports, arts and culture, heritage, and language, has profoundly impacted society and culture. This person's influence often extends beyond their immediate field and becomes deeply woven into cultural heritage. Their lives and works, embodying exemplary skill, dedication, or innovation, become stories passed down through generations, inspiring others and shaping cultural identities. They often become symbolic figures, representing specific values or characteristics inherent in their culture or society. Their tales might be enriched or praised over time, creating a mix of history that enhances their legendary status.
- viii. "ORAL HISTORY INTERVIEWEE" means an individual within communities who provides a relevant historical account of events of the past for oral recording;
- ix. "PERFORMER" means someone who acts, sings, plays, dances or expresses himself or herself artistically to entertain an audience;

- x. "PRESENTER AND TRAINER" means an individual with relevant expertise on topic/training requirements required for a workshop/conference.
- xi. "PROGRAMME MANAGER" means a Chief Director who is responsible for a Programme in the Department.
- xii. "PROVINCE" means the Province of KwaZulu-Natal.
- xiii. "RESPONSIBILITY MANAGER" means a Manager who is responsible for the management of resources within the Directorate.
- xiv. "SPECIAL PAYMENT" means a payment made to an individual /group who/which has rendered services to the Department on request, for which fees are normally required and for which tender procedures are impractical.
- xv. "TEMPORARY RESEARCHER" means a post-graduate university student who is appointed on a short-term basis to conduct research that enhances departmental programmes,
A researcher is an individual who conducts systematic investigation into a particular subject matter to discover, interpret, or revise facts, events, behaviours, or theories. The goal of a researcher is to uncover new knowledge, affirm or challenge existing beliefs, or develop new theories.
- xvi. "AMBASSADOR" is an individual, often a well-known figure, hired by the government to positively represent their brand/ programmes and services, enhancing brand awareness, and potentially boosting overall presence. They exemplify the ethos of a department through their behaviour, values, and appearance. The ambassador could be an external influencer, sport personality or celebrity. They serve as public faces, participating in advertisements, events, and social media engagements. By creating a personal connection with broader society and effectively communicating the government programmes and offerings.
- xvii. "A COACH/TRAINER" is a person who provides training, instruction, direction, and encouragement to individuals or teams to improve their skills and performance in a specific area. Coaches often work in sports but can also be found in other fields, such as business and personal development. Coach/Trainer has expertise in their respective field and the skills to communicate, motivate, and inspire others effectively. They help individuals to set and achieve goals, overcome obstacles, and improve their performance by providing constructive feedback and guidance.

2. INTRODUCTION

The KZN Department of Sport, Arts and Culture has the mandate to The KwaZulu-Natal (KZN) Department of Sport, Arts, and Culture holds the significant mandate of transforming the processes used in developmental activities and service delivery, intending to enhance the sport, creative and cultural sectors in the province. To attain this, synergistic collaboration across three spheres of government, numerous governmental sectors, and the proactive participation of partners from the business community and organised labour is essential. The core challenge to address is the effective alignment and synchronisation of the Department's structures, financial assets, and human resources to achieve overarching goals such as poverty eradication, employment creation, and the laying of a solid foundation for expedited economic growth.

The Special Payment Policy has become a crucial governmental effort to unify and harmonise what was formerly perceived as a fragmented and disorganised industry. The Policy is designed to combat the widespread issue of artist exploitation, as result of the absence of a standard artist fee policy. This form of exploitation is largely understood to have resulted in gross misconduct towards artists in numerous forms. Furthermore, the Policy intends to protect against potential hazards arising from unregulated practices in service procurement, artist categorisation, and the establishment of suitable remuneration.

In this context, the KZN Department of Sport, Arts and Culture has identified the need to implement a framework for remunerating artists, athletes, sport personalities, language practitioners, and cultural professionals for their services across all disciplines. The proposed Policy anticipates a consolidated financial approach to payment for services rendered by varying categories of practitioners, extending to all government departments.

3. LEGISLATIVE AND OTHER MANDATES

- I. Constitution of the Republic of South Africa (Act No. 108 of 1996)
- II. Culture Promotions Amendment Bill, 1983 Proclamation (No R.36 of 1995)
- III. Cultural Institutional Act (No119 of 1998)
- IV. Cultural Promotions Act (Act No. 35 of 1993)
- V. Film and Video Foundation Act (Act No. 71 of 1997)
- VI. Mzansi Golden Economy
- VII. National Arts Council Act (No 5 of 1997)
- VIII. National Language Policy Framework of 2002
- IX. National Treasury Regulations of 1999
- X. Procurement Regulations of 2006
- XI. Public Finance Management Act (Act No. 1 of 1999), as amended
- XII. White Paper Act on Culture and Heritage 1996

4. AIMS AND OBJECTIVES

This Policy aims to establish clear guidelines for the remuneration of a broad spectrum of individuals and groups engaged by the Department of Sport, Arts, and Culture, including artists, athletes, specialists, cultural experts, oral history interviewees, visual graphic artists, cartoonists, voice-over artists, photographers, and performers. The outlined guidelines apply to services provided directly to the Department and those rendered to other Government Departments. However, the scope of the Policy is confined strictly to the processes and procedures detailed within it.

5. PROBLEM STATEMENT

- a. KwaZulu-Natal, a dynamic hub of cultural, creative, and sports industries, stands at a pivotal point. As these sectors hold immense potential for catalysing economic growth and stimulating job creation - echoing the principles of national and



international initiatives such as the Mzansi Golden Economy and the National Sport and Recreation Plan

- b. A primary concern is the need for standardised remuneration models for service providers across the Creative Industries and Sports sectors.
- c. Conventional compensation practices fail to address these fields' unique nuances, fostering inequity. Artists, athletes, and other creative professionals frequently balance multiple career paths, engaging in their artistic or athletic pursuits part-time or under promotion of agencies. They seldom benefit from the stability of full-time employment. The sectors' wide range, covering both formal and non-formal entities, complicates compensation further, reflecting a diverse array of contractual conditions and hiring practices.
- d. Employment within these sectors often hinges on precarious conditions - short-term, contractual, and intermittent
- e. jobs intertwined with informal hiring practices. This precariousness highlights the urgent call to create decent employment opportunities, diminish inequality and poverty, and champion fair income, workplace security, and social integration for all involved. Nonetheless, these goals still need to be addressed within the Cultural, Creative, and Sports sectors.
- f. The KwaZulu-Natal Department of Sport, Arts and Culture (KZNDSAC), entrusted with the mandate to guide the sport, arts, and culture sector towards transformation, and to oversee the growth and management of these sectors within KZN, faces these intricate challenges. The Department's mission encompasses promoting and protecting heritage, stimulating economic growth through the cultural and creative industries, and
- g. Promoting and developing sport and recreation to alleviate high youth unemployment rates.
- h. In the face of these complex challenges, the Special Payments Policy emerges as a critical part of the solution. This Policy proposes an innovative approach to remuneration that acknowledges the distinctiveness of these sectors and offers a custom-tailored compensation system for artists, athletes, and associated services

- i.* By implementing the Special Payment Policy alongside wider strategies and policies, KwaZulu-Natal makes a significant move towards resolving these issues, fostering growth, and achieving the developmental goals set forth by the KwaZulu-Natal Department of Sport, Arts and Culture.

6. APPLICABILITY

This Policy shall apply to all Government Departments, Municipalities and Public entities in so far as the payment of all the categories listed.

7. SCOPE OF THE POLICY

The applicability of the provisions of this Policy is limited to the following categories unless directed otherwise by the Accounting Officer:

This Policy applies to:

- a) Artists (Performing & Visual Arts)
- b) Athletics and Sport Legends
- c) Exhibiting Crafters/ Visual Artists
- d) Adjudicators, Moderators and Assessors (Competitions, Festivals and Exhibitions)
- e) Programme Directors and Facilitators
- f) Literary Work (Manuscripts) Screeners
- g) Winners of Literature Writing Competition
- h) Winners of any Departmental/ Collaborative Competition
- i) Cultural Experts and Practitioners
- j) Temporary Researchers
- k) Motivational Speakers (subject to PRP guidelines)
- l) Sound Technicians/ Engineers and Audio-visual Technicians/
- m) Presenters and Trainers (Conferences and workshops)
- n) Interpreters, Translators and Editors
- o) Music Composers, Producers and DJs
- p) Oral History Interviewees
- q) Specialised museum restoration and crafter services
- r) Providers of art and artefacts for the Museum Collection

- s) Photographers
- t) Visual graphic designer artists
- u) Voice over artists
- v) Illustrators and cartoonists
- w) Festival Directors and Production Manager
- x) Technical officials and coaches

8. IDENTIFICATION / SELECTION CRITERIA

The end-user is responsible for the identification of relevant artists and service providers in a fair and just manner. The Programme Manager shall have to ratify the recommended artist/s, group of artists or service provider/s in all categories.

9. CRITERIA FOR PAYMENT BY THE DEPARTMENT

Generally, special payment is paid to persons of scholarly or professional standing in conjunction with an academic activity. The special payment is extended to honour individuals with talent and exceptional achievement. In addition, special payment is made to individuals that are top achievers in sport activities. Furthermore, special payment are made for individuals that receive payment for enhancing talent of other individuals in the form of coaches and technical officials of sport and recreation activities. Special payment may be paid to foreign participants subject to the restrictions of their visa/ documentation classification.

10. Recognition of Excellence: Funds may be given to artists and athletes who are being recognised for their excellence, for example, artists or athletes who have won Provincial, National and/or international awards

11. PAYMENT GUIDELINES PER CATEGORY

1.	PAYMENT GUIDELINES	
	<ul style="list-style-type: none"> • All Special Categories are subject to approval by the Accounting Officer (Sport, Arts and Culture) • A detailed profile with three verifiable references is required. • Proven track record of expertise • A profile corroborating the determination of fees is an inherent requirement for all Special Categories. Use of this category is subject to approval by the Accounting Officer. • Final prices are subject to the available budget and negotiations. • Virtual / Online performances are to be paid 50% of the original payment category • All events, performances, exhibitions, lectures, dialogues delivered virtually etc., will be paid half the price according to the categories listed below. 	
2.	CATEGORY	SPECIAL PAYMENTS
	Special Category A (Music) (Artists should meet at least 4 of the following criteria):	R60 000- R100 000 (Special category only approved by an Accounting Officer)
	• Renowned artist/ legend performing with a full band	
	• Have participated in both reputable national and international festivals.	
	• Proven international track record	
	• Have won at least three (3) national awards	
	• Have recorded at least two (2) - five (5) albums	
	• Have won at least one (1) international award	
	• Conducted at least ten (10) paid public performances	

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3.	CATEGORY	SPECIAL PAYMENTS
	Special Category B (Music) (Subject to HOD Approval)	
	Artists who meet at least 3 of the following criteria:	
	<ul style="list-style-type: none"> • Recorded at least four (4) albums 	R60 000 (Live shows)
	<ul style="list-style-type: none"> • 3 Singles/Extended Play (EP) • have participated in both provincial and national festivals • have been on the playlists in various media • Received at least three (3) awards either provincially, nationally or internationally 	R35 000 (backing track)
	<ul style="list-style-type: none"> • Mentored at least ten (10) artists, 	
4.	Professional DJs and Producers meet at least 3 of the following criteria:	R 35 000 – R40 000
	<ul style="list-style-type: none"> • Recorded or produced at least four (4) commercial albums 	
	<ul style="list-style-type: none"> • Performed in provincial, national, and international festival 	
	<ul style="list-style-type: none"> • Produced artists that perform at provincial, national, and international festival 	
	<ul style="list-style-type: none"> • Have songs featured on top 10 playlists of various media 	
	<ul style="list-style-type: none"> • Received or nominated in at least three (3) recognised awards 	
	<ul style="list-style-type: none"> • Produced or featured by at least five artists 	
	<ul style="list-style-type: none"> • A proven track record in the music mainstream 	
	<ul style="list-style-type: none"> • (Subject to HOD Approval) 	
5.	Special Category C	R100 000 per project (special category only approved by an accounting officer)
	<ul style="list-style-type: none"> • Film / Theatre / Drama/Fashion /Musicals/ Curators / Solo Exhibitions / Commissioned works and Television (Advanced) 	
	<ul style="list-style-type: none"> • Whole casting production of the advanced project 	
	<ul style="list-style-type: none"> • Virtual performance (50% of the original payment category) 	

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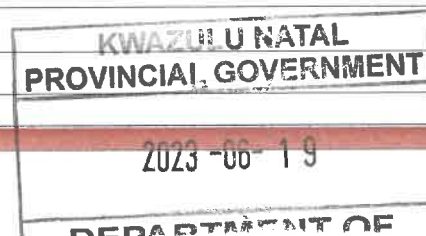
6. CATEGORY	SPECIAL PAYMENTS
Category A (Music including choral, DJs, Isicathamiya, Izintombi, Ingoma, Indlamu and Gospel Groups. Groups must provide evidence of group members) <u>Professional groups</u>	R 35 000 (with live band)
Artists who meet at least 2 of the following criteria:	(Groups over 15 members)
Recorded at least one (1) album registered/recorded with a Risa code	R18 000 (groups with up to 9 members)
Conducted at least five (5) paid public performances	Final prices are subject to available budget and negotiations
Won at least two (2) provincial and national competitions	
Nominated at least once for an artistic award	
7. Category B (Music including choral, Isicathamiya, Izintombi, Ingoma, Indlamu and Gospel Groups all must have more than 15 members and provide evidence of group members), without any recorded work	R18 000 (groups over 15 members)
All emerging artists	R 15 000 (group over ten members)
All emerging artist	R 12 500 (individuals and groups up to 9 members)
8. Category B (Music including DJs, Solo Artists, Duos, Trios, and any groups with 6 members or less), without any recorded work	
All emerging artists	R 9 500 (Provincial Level)
All emerging artists	R 7 500 (District Level)
All emerging artists	R 3 500 (local Level)
NB: This category requires an attendance register as proof of attending the event.	
9. Category C (Exhibitions)	
Crafters, Visual Artists, Illustrators, literature exhibitors, fashion designers, interior designers, curators, and Food Cuisines.	R9 500 per Project (Provincial Level)
	R7 500 Per Project (District Level)
	R 3 500 Per Project (Local, Ward & Municipal area)



	Models	R3 500
	Makeup artists	R2 000 per Project
	Branding of war rooms, beautification	R6 500 per project (three ward rooms)
	Carnival/street parades project (e.g., drummers, bikers, car convoy, brass bands, jugglers; the whole ensemble etc.) (Subject to HOD Approval)	R40 000 per project (Ensemble/ Group)
10	Category D Comedians, poets, theatre, and storytellers	
	Comedians, poets, and storytellers Artists who meet at least 2 of the following criteria: Conducted at least five (5) paid public performances. Published stories/books/poems	R9 500 (provincial level)
		R7 500 (district level)
		R3 500 (Local level)
	Comedians, poets, and storytellers (district level)	R7 500 (district level)
	All emerging comedians, poets, and storytellers (local level)	R3 500 (Local level)
11	Category E	
	Film / Theatre / Drama /Actors/Actresses/Curators and Television (Subject to HOD Approval)	R55 000 per project (provincial level)
	Production manager (Subject to HOD Approval)	R25 000 per project (provincial level)
	Whole casting production of the project	
	Emerging or developing Actors Artists who meet at least two (2) of the following criteria Played in at least two (2) mainstream media shows Participated in at least two (2) Film/ Theatre/ Drama Festivals at National or Provincial level Have an academic qualification in Drama and Film Production Have benefited in the departmental development programmes in Film/Theatre/ Drama Worked in a reputable Production House at National or Provincial Level Worked with a reputable Film/ Theatre/ Television Producer	R10 000-00 (provincial level)
		R7 500 (district level)
		R3 500 (local level)

	Adjudicators/moderators/assessors (all levels)	R6 000 per project
	Screeners of literature writing competitions (Provincial level)	R7 500 per Project
	Screeners of literature writing competitions (District level)	R5 000 per Project
	Technicians/Sound Engineers and Audio-visual Technicians, PA Operator/ Interpreting device operators or departmental music or sound events with registered or proven ability and qualifications	R6 500 per day
12	Translation and Editing	
	Translators and editors	R700 (per page)
	Individuals who render translation and editing services	
	Interpreters	R7 500 (Provincial and National programmes)
	Accredited simultaneous, consecutive and Sign Language interpreters at government events.	R5 000 (Local and district events)
13	Cultural Experts, Ambassadors and Panellists	
	Cultural experts (Academics - Masters & PHD Qualification), subject to HOD's prior approval of the project and duration. <ul style="list-style-type: none"> • (Essential Qualification: Masters / PHD level in the relevant subject matter) Ensure rotation of experts. • Provide a comprehensive CV with relevant qualifications 	R15 000 per project
	Cultural experts (Indigenous intellectuals/organic- 55 years and above), subject to HOD's prior approval of the project.	R15 000 per project
	Cultural ambassadors	R 3 000 per project
	Invited Panellists (Community dialogues/conversations), must provide a detailed profile to qualify	R6 000
	Key informants interviewed for research & Oral History purposes	R3 500

	<p>Researchers (data collection, collation, interpretation, and analysis) – writing of research reports.</p> <ul style="list-style-type: none"> The researchers should be unemployed graduates with qualifications in Archaeology, Sociology, Anthropology, Cultural and history studies. The report writing should not exceed a stipulated period. Researchers are subject to HOD's approval of the project and duration. (Essential Qualification: Masters / PHD level in the relevant subject matter) Ensure rotation of experts. Provide a comprehensive CV with relevant qualifications. Proof of research track record or previously published papers/ journals 	R15 000 per research on competition and submission of a research report	
14	Competitions:		
	Winners of Literature Writing Competitions		
	<i>First (1st)</i>	R20 000	
	<i>Second (2nd)</i>	R15 000	
	<i>Third (3rd)</i>	R10 000	
15	Winners of any Departmental / Collaborative Competitions: Individuals & Groups		
	Provincial		
	<i>First (1st)</i>	R20 000	
	<i>Second (2nd)</i>	R15 000	
	<i>Third (3rd)</i>	R10 000	
16	Winners of any Departmental / Collaborative Competitions –Individuals & Groups		
	Provincial		
	<i>First (1st)</i>	R20 000	
	<i>Second (2nd)</i>	R15 000	
	<i>Third (3rd)</i>	R10 000	
	Cluster /District/Local		
	<i>First (1st)</i>	R12 000	
	<i>Second (2nd)</i>	R7 500	
	<i>Third (3rd)</i>	R5 500	



17	Winners of any Departmental / Collaborative Competitions –Groups (music and <u>theatre</u>)	
	Provincial	
	First (1 st)	R22 000
	Second (2 nd)	R15 000
	Third (3 rd)	R10 000
	Regional/District/Local	
	First (1 st)	R12 000
	Second (2 nd)	R7 000
	Third (3 rd)	R5 500
18	Winners of any Provincial Choral/Ingoma/Scathamiya/Classical/Gospel Music Competition: (large groups)	
	Advanced:	
	First (1 st)	R30 000
	Second (2 nd)	R20 000
	Third (3 rd)	R15 000
19	Winners of any Provincial Choral/Ingoma/Scathamiya/Classical/Gospel Music Competition: Intermediate Section:	
	First (1 st)	R17 000
	Second (2 nd)	R14 500
	Third (3 rd)	R12 500
20	Winners of any Provincial Choral/Ingoma/Scathamiya/Classical/Gospel Music Competition: Developmental Section: (District and LM Level)	
	First (1 st)	R14 500
	Second (2 nd)	R10 500
	Third (3 rd)	R7 000



21	Programme Directors (subject to approval in terms of the Treasury Recovery Plan)	
	<ul style="list-style-type: none"> National and International Events 	R25 000
	<ul style="list-style-type: none"> Provincial events 	R15 000
	<ul style="list-style-type: none"> Local events 	R7 500
	<ul style="list-style-type: none"> Internal/ Low key events 	R3 500
22	Advance payment for artists performing abroad.	Not static but based on currency at the time the trip is undertaken, and it is determined as per the currency of a particular country. (Special category only approved by an accounting officer)
	This category is only limited to artists approved by the <i>Department and Provincial Treasury</i> to represent the Department in the international arena.	
23	Temporary Researchers	R15 000 per project
	<p>Post-graduates with relevant qualifications willing to conduct oral interviews or assist with specific research projects. This includes data collection, collation, interpretation, analysis, writing and submitting a research report on a limited term, up to three (3) months,</p> <p>Extension beyond three months subject to HOD's approval. (Masters and PHD qualifications)</p> <ul style="list-style-type: none"> (Essential Qualification: Masters / PHD level in the relevant subject matter) Ensure rotation of experts. Provide a comprehensive CV with relevant qualifications. 	
24	Oral History Interviewees	R3 500 per project
	<ul style="list-style-type: none"> Individuals within communities, that provide relevant historical information to events of the past for oral recordings. Individuals were interviewed for their personal experiences to develop history archives. 	
25	Book writers for special projects/events	R14 000
	<ul style="list-style-type: none"> Individuals within communities who write for special projects, e.g., one township, one village, one book writer projects. Proof of previously published work as an author. Unpublished authors are subject to approval by the HOD. Comprehensive CV 	
26	Providers of Art and Artefacts for the development of the Museum Collection	

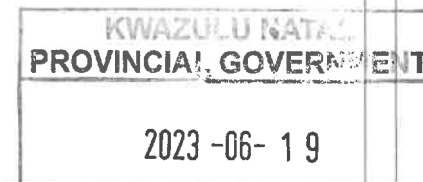


	<ul style="list-style-type: none"> Artefacts and museum items purchased from individuals/non-commercial enterprises to enhance the Museum Collection. (Subject to HOD Approval) 	Original artwork R40 000.	
27	Department-recognised forums (limited to four annual meetings)		
	Province	R4 500 per meeting cycle	
	District	R2 500 per meeting cycle	
	Local	R1 500 per meeting cycle	
28	Graphic designers, cartoonists, painters, illustrators, Motion Graphic / Animators Experience level		
	<ul style="list-style-type: none"> Ten and above years of experience, Portfolio of work 	R22 000	
	<ul style="list-style-type: none"> 5 to 10 years of experience, Portfolio of work 	R15 000	
	<ul style="list-style-type: none"> 1 to 5 years of experience, Portfolio of work 	R9 000	
	Photographers (five (5) years' experience) – Portfolio of work	R15 000	
	Videographer (over ten (10) years' experience), Portfolio of work	R27 000	
	Videographers/Photographers (less than five (5) years),	R10 500	
	Voice-over artists/ (Documentaries, Theatre, and radio advertisements)	R8 000	
	Specialised photographers and videographers for documentaries and key events commissioned by the line department. (Subject to HOD Approval)	R 50 000 (excluding printing and exhibition stands)	
	<ul style="list-style-type: none"> Photographic Exhibition curator 		
	<ul style="list-style-type: none"> Provide a profile with three verifiable references. Comprehensive profile, CV & Qualifications 		
29	Training (Trainers)		
	Training - minimum four days and Maximum six days, (proof of experience & subject area knowledge)	R12 500	
	Training - minimum eight days and Maximum ten days (proof of experience & subject area knowledge)	R18 000	
	Training - minimum 12 days and Maximum 15 days (proof of experience & subject area knowledge)	R25 000	
	Mandatory prerequisites: Provide a detailed CV with verifiable references and proof of accreditation. Trainers Individuals with relevant proven expertise on training skills required for workshops and seminars. Provide participants with accredited certificates. Provide verifiable references as part of the profile before the appointment.		
	Facilitators/Mentors		
	Provide a detailed CV with verifiable references, experience		

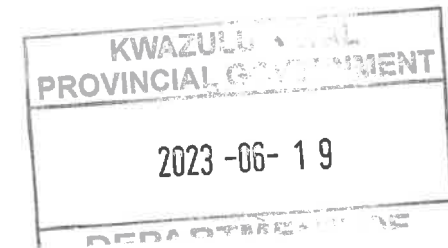
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	i. Facilitators with relevant knowledge of facilitation Community conversations and workshop	R 2 500 per day	
30	ii. Legends/ambassadors would qualify if:		
	Individuals with relevant expertise on training skills required for Arts in communities, (Subject to HOD Approval)	R30 000 per project (Ambassador)	
	Must demonstrate at least over 15 years in a field		
	Training must be at least 20-30 days.		
	Legends Qualify as legends if they are 55 years old and above., (Subject to HOD Approval)	R40 000 per project (Legends)	
31	Recognition of Excellence Funds may be given to artists who are being recognised for their excellence, for example, artists who have won: This award/ recognition is subject to approval by the Accounting Office in consultation with the Executive Authority.		
	i. <i>International awards</i>	R100 000	
	ii. <i>National Awards</i>	R50 000	
	iii. <i>Provincial awards</i>	R20 000	
32	Fitness Instructor/s Providing training and instruction of fitness programs or exercises to individuals or groups.	R 3500 per instructor per event	
33	Sports Ambassadors		
	Submit a CV with experience in the sport/recreation field	R5 000 per appearance	
	Sport Legends Facilitation of sport activities, including coaching, mentoring, facilitation, training, etc. Mandatory prerequisites: Provide a detailed CV with verifiable references and proof of accreditation. Trainers Individuals with relevant proven expertise on training skills required for facilitation/training/ coaching Provide verifiable references as part of the profile before the appointment.	R15 000	



34	Technical officials, coaches <ul style="list-style-type: none"> • Facilitation of sport and recreation activities. • The payment of coaches and technical officials is subject to verification of affiliation with the relevant association and confirmation of performance by the sport coordinator. • Provide verifiable references and certificates. (Proof of experience & subject area knowledge)	R15 000	
35	Winners in sport tournaments and award ceremonies	R10 000	
	Winners of sports tournaments, e.g., races coordinated or supported by the Department		
	<ul style="list-style-type: none"> • First runner up 	R10 000	
	<ul style="list-style-type: none"> • Second runner up 	R8 000	
	<ul style="list-style-type: none"> • Third runner up 	R6 000	



12. REGULATORY FRAMEWORK

In terms of the PFMA, the Accounting Officer: -

- a. Must ensure that the department, trading entity or constitutional institution has and maintains effective, efficient, and transparent systems of financial and risk management and internal control, as per Section 38(1)(a)(i)
- b. Is responsible for the effective, efficient, economical and transparent use of the resources of the department, trading entity or constitutional institution, as per Section 38(1)(b);
- c. Must keep full and proper records of the financial affairs of the department, trading entity or constitutional institution in accordance with any prescribed norms and standards, as per Section 40(1)(a); and
- d. Must comply with any regulations issued by the National Treasury as per Sections 76(4)(b).
- e. In terms of the National Treasury Regulations, the Accounting Officer must: -
- f. Ensure that internal procedures and internal control measures are in place for payment approval and processing. These internal controls should provide reasonable assurance that all expenditure is necessary, appropriate, paid promptly and is adequately recorded and reported.
- g. Settle all payments due to creditors within 30 days from receipt of an invoice unless determined otherwise in a contract or other agreement.
- h. Make payments no earlier than necessary, avoid prepayments for goods and services unless required by contractual arrangements, and accept discounts to effect early payment only when the payment has been included in the monthly cash flow estimates provided to Provincial Treasury.
- i. Ensure all the transactions of an institution are supported by authentic and verifiable source documents, clearly indicating the approved accounting allocation.

13. PAYMENTS CHARGED

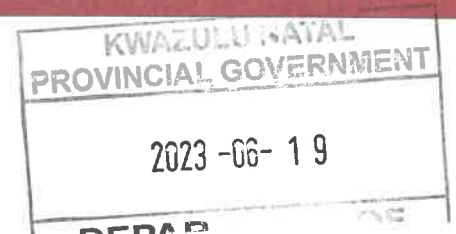
- a. The management of payments must be directed at achieving economic efficiency and preventing unauthorised, irregular, fruitless and wasteful expenditure. Expenditure management control measures must be implemented and maintained to ensure that:

- b. A genuine requirement exists to expend funds on particular goods and services;
- c. The expenditure is justified and following the purpose of the vote;
- d. Funds are available within budgetary limitations;
- e. The amount expended contributes to the achievement of objectives;
- f. Transactions are executed in accordance with management's general or specific authorisation;
- g. Any limitations or conditions attached to the delegation or authorisation are complied with;
- h. Transactions are accurately recorded in the correct accounting period and following departmental accounting policies and procedures;
- i. All transactions are economically classified and recorded in accordance with the standard chart of accounts (SCOA);
- j. Commitment registers are maintained and updated regularly, and Programme managers are held accountable for expenditure management within their area of responsibility.
- k. Departmental-specific rates are determined by the Department or the organisation responsible for the coordination of the specific sport or recreation activity. The payments may be subject to negotiation in each case. However, the negotiated amount may not exceed an amount stipulated periodically by the Accounting Officer.

14. PAYMENT PROCEDURES

- a. Payments are subject to the approval of the project by a delegated official. Payments are subject to standard departmental payment processes and compliance with the legislation and financial delegations. Supporting documents to approve payment include:
 - i. Annexure A: Invitation Letter
 - ii. Annexure B: Acceptance Agreement
 - iii. Annexure C: Entity Form
 - iv. Certified copies of IDs and/ or Affidavits.

- v. Confirmation of banking details
- vi. Proof of performance or portfolio of evidence for all special payment claims.
E.g. tournament /adjudication results, close-out report etc.
- b. All claims' forms must be submitted in a Departmental Special Payment Claim Form and approved by the delegated official. The responsibility manager of the Programme / sub-programme unit or a designated official will identify if funds are available to pay for the identified service or goods and prepare specifications of the requirements.
- c. A Sundry Payment / Non-Order Payment is used to capture payment details and seek approval to process such payment from the delegated official. The procedure for such payments is following sundry payment requirements. The 'sundry payment' form is printed and completed per transaction and must contain: -
- d. The full name and address of the payee. Description of the service rendered. Full expenditure allocations to ensure that the payment is correctly allocated in the expenditure ledger, special payment claim date and amount payable. The sundry payment forms are not pre-numbered; therefore, a computerised or manual register must be maintained to record such payments and sequential numbers allocated as an internal control measure to prevent the removal of any pages and to minimise any potential fraudulent incidences.
- e. Payment shall only be processed when the relevant delegated official has filled and approved all necessary documents.
- f. Care must be taken to keep all source documents (entire batch) together and filed accordingly. Upon approval of the sundry payment relating to the special payment, the transaction must be captured on the system and authorised by the delegated official.
- g. The prescribed method to pay creditors is EFT. Payments may not be split to circumvent this regulation, and any such non-compliance constitutes financial misconduct.
- h. All payment documents must be stamped as:
 - (i) Received on the date of receipt of the claim;
 - (ii) Captured after it has been recorded in the system; and



(iii) Paid after the payment has been processed.

15. EXCLUSIONS

Special Payments must not be used in the following cases:

- a. To pay for services requiring a contract and/or a purchase order;
- b. To pay staff, contract workers, interns etc.
- c. To replace or circumvent procedures for paying consultants;
- d. Solely as reimbursement in lieu of undocumented expenses.
- e. To pay a foreign visitor that is not approved to be in the country or a foreigner without necessary documents such as VISAs etc.

16. SHORT TITLE AND COMMENCEMENT

This Policy is called the Departmental Special Payment Policy and will come into operation on the date of approval by the Head of the Department.

Approved / ~~Not Approved~~:



Dr CT SIFUNDA

Acting HOD: Sport, Arts and Culture

Date: 19/06/2023

