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|  | **Provincial and Municipal**  **Issuing Authority Readiness Form**  **for AARTO Roll-out** |

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|  | | **REQUIREMENTS** | | |
| **No.** | **Required** | **Item** | **Cost** | **Comments** |
| **1** | **Signed agreement with SAPO** | AARTO Infringements Notices (AARTO 03), Notice for Summons (AARTO 32) | R27,80 per notice. | If IA has cameras then the postage of AARTO 03 must be done by registered mail. |
| **2** | **Equipment acquisition and installment,** | * workstations (computers) | No cost. | Provided by RTMC under eNaTIS contract. |
| * printers | No cost. | Provided by RTMC under eNaTIS contract. |
| * copiers | Lease by IA. | Issuing Authority to use the current copiers. |
| * Scanners | No cost. | Provided by RTMC under eNaTIS contract. |
| **3** | **Network Connectivity** | Workstations set-up & linking to NCR / eNaTIS. | No cost. | Provided by RTMC under eNaTIS contract. |
| **4** | **Local Contravention Management System (LCMS)** | * Local Area Network (LAN) connection setup; & * Hardware for Local Contravention Management System (LCMS) & upload of camera & weighbridge data to NCR. | Existing cost of camera office. | IA’s to use existing camera office. |
| **5** | **AARTO Stationery** | * AARTO books obtained from the Government Printing Works (GPW) as the sole provider. | R56,84 per book | Current expenditure on Sec. 56 Notice books to be used for AARTO Books. |
| * Registration of books on the NCR / eNaTIS under the name and code of each particular issuing authority. | Cost of current back office personnel. | Authorities would use the staff currently performing the capturing of books & sec. 56 notices. |
| **6** | **Tasks to be performed on NCR/eNaTIS** | * Registering of all officers, users & back office personnel on NCR. | No cost. | Registration of officers & users of NCR/eNaTIS is responsibility of Provincial Help Desks. |
| * Linking of all officers to their specific issuing authority on NCR & to notice books issued to them. | Remuneration costs for current personnel | Administrative task of office managers. |
| * Creating user profiles on eNaTIS for all officials that will perform AARTO duties on the system. | No cost. | Registration of officers & users of NCR/eNaTIS is responsibility of Provincial Help Desks. |
| * Issue notice books to traffic officers & register books issued to specific officers. | Remuneration costs for current personnel | Administrative task of office managers. |
| **7** | **AARTO training of traffic officers & back-office personnel** | * Training of all traffic officers on AARTO Act & processes. | No cost. | * Cost of training rests with RTMC & Training Material costs rest with RTIA. * IA’s may spend on S&T for officials travelling to training venues. |
| * Training of users (back office officials) on NCR/ eNaTIS, AARTO processes & Standard Operating Procedures (SOPs). | No cost. | * Cost of training rests with RTMC & Training Material costs rest with RTIA. * IA’s may spend on S&T for officials travelling to training venues. |
| * LCMS Training of users on the AARTO module of the system for the uploading of documents & data. | No cost | * Cost of training rests with RTMC & Training Material costs rest with RTIA. * IA’s may spend on S&T for officials travelling to training venues. |
| **General Note** | | In cases where some issuing authorities are unable to fully comply with all the requirements listed in the table above, and prefer to enter into an agreement with another issuing authority to perform certain functions on its behalf, this must be clearly indicated on the forms for applications of linking officers to stations, as well as the name and the IA code with who such an agreement will be entered into. | | |
| Costs of current back office would be reduced as the NCR will be used to capture handwritten notices. Currently back office contractors also supply the system for capturing of handwritten notices. | | |
| Currently revenue is lost non-payment of penalties however through AARTO processes infringers will pay at some point when Enforcement Orders have been authorized. | | |