



RTIA

Road Traffic Infringement Agency

Justice in Adjudication

Policies and Standard Operating Procedures for Review

Policies and Standard Operating Procedures Review and New Developments

1. Policies and Standard Operating Procedures for Review

No.	Name of Unit	Document Name	Policy	SOP
1.	Adjudications	Adjudication - Framework	✓	
2.		Adjudication - SOP		✓
3.		Enforcement Orders - Policy	✓	
4.		Enforcement Orders - Authorisation SOP		✓
5.		Enforcement Orders - Revocation SOP		✓
6.		Point Demerit System - Policy	✓	
7.		Point Demerit System - Information Process SOP		✓
8.		Point Demerit System - Disqualify, Cancel & Author SOP		✓
9.	Back Office & Records Management	AARTO Elective Option Capturing - Policy	✓	
10.		AARTO Elective Option Capturing - SOP		✓
11.		PoPIA & PAIA - Policy	✓	
12.		PoPIA Manual for Employees	✓	
13.		PoPIA & PAIA Manual	✓	
14.		Privacy Policy	✓	
15.		Records Management - Policy	✓	
16.		Records Management - SOP		✓
17.	Enterprise Development	Enterprise Development - Policy	✓	
18.		Enterprise Development - SOP		✓
19.	Information Management	Information Management - Policy (Call Centre)	✓	
20.	Legal, Governance & Compliance	Compliance - Policy	✓	
21.		Legal - Policy	✓	
22.		Legal - SOP		✓
23.		Policy on Policies - Framework	✓	
24.	Operations	Operations - Policy	✓	
25.		Operations - SOP		✓
26.	Strategy & Reporting	Planning, Monitoring and Reporting - Policy	✓	
27.		Planning, Monitoring and Reporting - SOP		✓
28.	Project Management Office	Business Analysis - Policy	✓	
29.		PMO Governance - Framework	✓	
30.		Project Management Process - SOP		✓
31.	Communication	Communication - Policy	✓	
32.	Budget	Budget - Policy	✓	
33.		Budget - SOP		✓
		Budget Flow Chart		
34.	Revenue Management	Debt Management - Policy	✓	
35.		AARTO Refund Policy - Policy	✓	
36.	Facilities	OHS - Policy	✓	
37.		Fleet Management - Policy	✓	
38.		Disbursement - Policy	✓	

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39.	Disbursement	Disbursement Process - SOP		✓
40.	Human Resources	Bereavement - Policy	✓	
41.		Disciplinary - Code and Procedure	✓	
42.		Employment Equity - Policy	✓	
43.		Grievance - Code and Procedure	✓	
44.		Health and Wellness - Policy	✓	
45.		Payroll - Policy	✓	
46.		Payroll - SOP		✓
47.		Performance Management - Framework	✓	
48.		Performance Management and Development - Policy	✓	
49.		Learning and Development - Policy	✓	
50.		Resettlement Relocation - Policy	✓	
51.		Recruitment - Policy	✓	
52.		Remuneration - Policy	✓	
53.		External Bursary Guidelines	✓	
54.		Sexual Harassment - Policy	✓	
55.		Sports and Recreation Management - Policy	✓	
56.		Stand-by Duty and Allowance - Policy	✓	
57.		Study Assistance - Policy	✓	
58.	Financial Management & Reporting	Asset Management Procedures	✓	
59.		Bank & Cash Management - Policy	✓	
60.		Cell and Landline - Policy	✓	
61.		Expenditure Management - Policy	✓	
62.		Expenditure Management - SOP		✓
63.		Financial Reporting Procedure	✓	
64.		Financial Management Reporting - SOP		✓
65.		Guideline on Cost Containment Measures		
66.		Guideline on Fruitless and Wasteful Expenditure 27 May 2014		
67.		Impairment - Policy	✓	
68.		Impairment of Receivables - SOP		✓
69.		Travel & Subsistence - Policy	✓	
TOTAL			49	18

2. New Developments

No.	Name of Unit	Document Name	Policy	SOP
1.	Legal, Governance & Compliance	Compliance - Framework	✓	
2.		Compliance - SOP		✓
3.		Ethics - Framework / Policy	✓	
4.		Ethics - SOP		✓
5.		Governance - Framework / Policy	✓	
6.		Governance - SOP		✓
7.	Project Management Office	Business Analysis - SOP		✓
8.		Information Management - Policy (Data Analytics or Business Intelligence).	✓	
9.		Information Management - SOP (Data Analytics or Business Intelligence).		✓
10.		Research & Development - Policy	✓	
11.		Research & Development - SOP		✓
12.		Service Outlet - Policy	✓	
13.		Service Outlet - SOP		✓
14.		Change Management - Policy	✓	
15.		Change Management - SOP		✓
16.		Quality Management - Policy	✓	
17.		Quality Management - SOP		✓
18.	Communication	Intellectual Property - Policy	✓	
19.		Intellectual Property - SOP		✓
20.	Information Management	Information Management – SOP (Call Centre)		✓
21.	Facilities	Facilities - Policy	✓	
22.		Facilities - SOP		✓
23.		OHS - SOP		✓
24.		Fleet Management - SOP		✓
25.	Human Resources	Deployment - Policy	✓	
26.		Deployment - SOP		✓
27.		Job Evaluation - Policy	✓	
28.		Job Evaluation - SOP		✓
29.		Employee Relations - Policy	✓	
30.		Employee Relations - SOP		✓
31.		Performance Management - SOP		✓
32.		Performance Management and Development - SOP		✓
33.		Learning and Development - SOP		✓
34.		Resettlement Relocation - SOP		✓
35.		Recruitment - SOP		✓
36.		Remuneration - SOP		✓
37.		External Bursary Guidelines - SOP		✓

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38.		Sexual Harassment - SOP		✓
39.		Sports and Recreation Management - SOP		✓
40.		Stand-by Duty and Allowance - SOP		✓
41.		Study Assistance - SOP		✓
42.	Back Office & Records Management	PoPIA & PAIA - Policy		✓
43.		PoPIA & PAIA Manual		✓
TOTAL			13	30

Estimated number will be 120 for all (review and new developments).