



NDLAMBE MUNICIPALITY

PROJECT PLAN FOR CONDUCTING VALUATION ROLLS



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PROJECT PLAN FOR CONDUCTING VALUATION ROLL IN TERMS OF SECTION 81 (1B) (a) OF THE LOCAL GOVERNMENT: MUNICIPAL PROPERTY RATES AMENDMENT ACT, 2014. (ACT NO. 29 OF 2014)

NAME OF MUNICIPALITY : NDLAMBE MUNICIPALITY

NAME OF THE MUNICIPAL MANAGER : Adv R Dumezweni

NAME OF CHIEF FINANCIAL OFFICER : Mr MM Klaas

DATE DETERMINED BY THE MINISTER BY NOTICE IN THE GAZETTE: 11/10/2016 SECTION 81 (1B) (a)

DATE OF VALUATION : 1ST JULY 2018

DATE OF IMPLEMENTATION : 1ST JULY 2019

MILESTONE	START	END	RESPONSIBILITY
1. PROMULGATION OF DATES IN THE GAZETTE BY THE MINISTER FOR PROJECT INITIATION			
<ul style="list-style-type: none"> A date determined by the Minister by Notice in the Gazette for submission of project plan to MEC by municipality: Date of submission 11/10/2016 Section 81 (1B) (a) 	11/10/2016		Municipal Council, Municipal Manager & CFO
1.1 VALUATION FOR THE NEXT GENERAL VALUATION IN TERMS OF SECTION 31			
<ul style="list-style-type: none"> Date of valuation 1st July 2018 Date of implementation 1st July 2019 of the next general valuation 	01/07/2018 01/07/2019	30 JUNE 2024	Municipal Council, Municipal Manager & CFO

1.2 DATES OF SUBMISSION OF PROGRESS REPORTS			
<p>Dates of submission of monthly and quarterly reports to the Municipal Manager and MEC respectively in terms of section 34 (Aa)</p> <ul style="list-style-type: none"> • 7th of each month • 31 July 2018 • 31 August 2018 • 31 October 2018 • 31 January 2019 • 30 April 2019 • 31 July 2019 • 31 October 2019 • 31 January 2020 • 30 April 2020 	July 2018	30/06/2024	Municipal Valuer & Provincial Department
2 GENERAL VALUATION & PREPARATION OF VALUATION ROLL			
<ul style="list-style-type: none"> • A municipal intending to levy rate on properties must cause general valuation to be made of all properties of Section 30 (A Council Resolution required) • Determination of date of valuation and date of implementation for its general valuation in terms of Section 31. • Date of valuation will be 1st July 2018 and date of implementation 1st July 2019 of the comprehensive valuation roll 	01/07/2018	30/06/2019	Municipal Manager, CFO & Municipal Council
3 SUPPLY CHAIN MANAGEMENT PROCESSES			
<ul style="list-style-type: none"> • Budget allocation for compilation of Municipal Valuation Roll 	30/06/2018	30/06/2018	Chief Financial Officer
<ul style="list-style-type: none"> • Review of Tender Specification to secure services of a Private Valuer and Data Collectors 	14/05/2018	16/05/2018	Chief Financial Officer & Provincial Valuers
<ul style="list-style-type: none"> • Expected Specification Approval date 	16/05/2018	16/05/2018	Municipal Manager & CFO

<ul style="list-style-type: none"> Advertisement date 	01/06/2018	01/06/2018	Municipal Manager &CFO
<ul style="list-style-type: none"> Briefing Session date 	14/06/2018	14/06/2018	Municipal Manager &CFO
<ul style="list-style-type: none"> Tender closing date Technical Report to be done by Provincial Valuers 	02/07/2018	02/07/2018	Municipal Manager &CFO Provincial Valuers
<ul style="list-style-type: none"> Date of Evaluation 	03/07/2018	05/07/2018	Municipal Manager &CFO
<ul style="list-style-type: none"> Date of adjudication 	11/07/2018	11/07/2018	Municipal Manager &CFO
<ul style="list-style-type: none"> Approval of the winning bidder 	13/07/2018	13/07/2018	Municipal Manager &CFO
<ul style="list-style-type: none"> Date of final award of a contract 	16/07/2018	16/07/2018	Municipal Manager &CFO
<ul style="list-style-type: none"> Receive letters of acceptance 	17/07/2018	17/07/2018	Municipal Manager &CFO
<ul style="list-style-type: none"> Contracted on a Service Level Agreement i.t.o. Section 33 SLA must have a Steering Committee which includes relevant stakeholders including the Municipal Valuer The Departmental Valuer must be part of the Steering Committee to guide and give professional advice to the municipality To comply with Section 81 of the MPRA as amended, the Service provider/ Municipal Valuer shall provide and make available valuation report per category of rateable properties before compiling General Valuation to monitor compliance with Milestone 13, 14, 15 and 16 of this Project Plan. 	18/07/2018	18/07/2018	Municipal Manager &CFO
4 DESIGNATION AS A MUNICIPAL VALUER			
<ul style="list-style-type: none"> A municipality must before the date of valuation designate a person as municipal valuer. A municipality issue the person designated as its municipal valuer an identity card Section 33 Municipal Council (A resolution is required for the designated) 	17/07/2018	30/06/2024	Municipal Manager, CFO & Municipal Council

5 DESIGNATION OF MUNICIPAL OFFICIALS OR PERSONS AS DATA – COLLECTORS TO ASSIST THE VALUER			
<ul style="list-style-type: none"> The municipal manager may designate officials of the municipality or persons who are not officials of the municipality as data collectors to assist the valuer with the collection of data and other related work. A municipality must issue to the person designated as a data – collector an identity card Section 36. 	17/07/2018	30/06/2024	Municipal Manager, CFO & Municipal Council
6 PRESCRIBED DECLARATION			
<ul style="list-style-type: none"> Before assuming office, the valuer of a municipality or his assistants must make the prescribed declaration before a commissioner of oath regarding the performance of office and lodge a certified copy of such declaration with the municipal manager. 	17/07/2018	30/06/2024	Municipal Manager
7 PUBLIC PARTICIPATION			
<ul style="list-style-type: none"> Publish Notice: newspapers and Radio used for conducting general valuation. Communicate the public through large banners created and leaflets. Dissemination of information to communities through the PA system. Municipal Valuer introduced to the Council and he should explain valuation processes to the Council and to the communities. 	JULY 2018	AUGUST 2018	Municipal Manager & CFO
8 DOCUMENTATION OF DESK TOP DATA COLLECTION			
Data Acquisition and Deeds downloads	JULY 2018	JULY 2018	Municipal Valuer
Data Design	JULY 2018	JULY 2018	Municipal Valuer
Aerial Photography	JULY 2018	JULY 2018	Municipal Valuer

Valuation Rolls (Previous)	JULY 2018	JULY 2018	Municipal Valuer
Cadastral Import and Update	JULY 2018	JANUARY 2019	Municipal Valuer
Spatial and Update	JULY 2018	JANUARY 2019	Municipal Valuer
Printing Diagram	JULY 2018	JANUARY 2019	Municipal Valuer
Check for missing Cadastral	JULY 2018	JANUARY 2019	Municipal Valuer
Deliver First Preliminary Report	JULY 2018	JANUARY 2019	Municipal Valuer
Capture and update	JULY 2018	ONGOING	Municipal Valuer
Payment of Report	SEPTEMBER 2018	JUNE 2019	Municipal
Finalisation of Land audit	JULY 2018	AUGUST 2018	Municipal Valuer
Property Register Developed	JULY 2018	AUGUST 2018	Municipal Valuer
Public Service Infrastructure Registers Created	JULY 2018	AUGUST 2018	Municipal Valuer
Development of Valuation System up and running	JULY 2018	AUGUST 2018	Municipal Valuer
Maintenance and update of data Report	JULY 2018	ONGOING	Municipal Valuer
Preliminary Report	QUARTERLY		Municipal Manager, CFO & Valuation Services
9 DEVELOPMENT OF RATES POLICY			
Initiate Action on Policy Development	MARCH 2019	MARCH 2019	Municipal Valuer, Valuation Services & CFO
Draft Policy and By- Laws (Support)	APRIL 2019	APRIL 2019	Municipal Manager & CFO
Submit draft policy (Support)	APRIL 2019	APRIL 2019	Municipal Manager& CFO

Refer comments to Municipal Valuer	APRIL 2019	APRIL 2019	Municipal Manager
10 DATA COLLECTION			
<ul style="list-style-type: none"> Engagement of Data collectors (independent company) to render the service 	JULY 2018	JANUARY 2019	Municipal Valuer & Data Collectors
<ul style="list-style-type: none"> All category of properties (sketches, maps subdivision and consolidations) 	JULY 2018	JANUARY 2019	Municipal Valuer
<ul style="list-style-type: none"> Field data quality control 	JULY 2018	JANUARY 2019	Municipal Valuer
10.1 DATA CAPTURE			
Capture Residential Data	JULY 2018	JANUARY 2019	Data Collectors
Manage quality control	JULY 2018	JANUARY 2019	Municipal Valuer
Capture Non – Residential Data	JULY 2018	JANUARY 2019	Data Collectors
Capture other Non – Urban data	JULY 2018	JANUARY 2019	Data Collectors
11 PUBLIC PARTICIPATION (PUBLIC AWARENESS PROGRAMME) PROPERTY VALUE AND PROPERTY RATES			
<ul style="list-style-type: none"> Road show to be concluded to communities explaining how market value is determines how to objection etc. in compliance with Section 49 and 53. Processing of objections Community participation in development of Rates Policy Processing of appeals 	JULY 2018 APRIL 2019 MARCH 2019 JULY 2019	AUGUST 2018 MAY 2019 APRIL 2019 AUGUST 2019	Municipal Valuer, Municipal Public Participation Units, Dept. Valuation Services and Municipality
12 DATE OF VALUATION			
<ul style="list-style-type: none"> A municipality must determine a date that may not be more than 12 months before the start of the financial year in which the valuation roll is to be first implemented: Date of valuation is 01/07/2018. The General Valuation must reflect the market value of the properties determined in accordance with market conditions which applied as at the date of valuation. Any other applicable provisions of the Act, such as 	01/07/2018	01/07/2018	Municipal Council Municipal Valuer

Section 45 and 46			
13 MARKET SURVEY AND MARKET CONDITIONS (VALUATION REPORT)			
<ul style="list-style-type: none"> Identify Comparables for determination of market value for various category of properties 	JULY 2018	AUGUST 2018	Municipal Valuer
<ul style="list-style-type: none"> Break down into blocks and units 	JULY 2018	AUGUST 2018	Municipal Valuer
<ul style="list-style-type: none"> Inspect Comparables for various type of category of properties 	JULY 2018	AUGUST 2018	Valuer / Provincial Valuer
<ul style="list-style-type: none"> Analysis Comparables 	JULY 2018	AUGUST 2018	Valuer / Provincial Valuer
14 SUBMISSION OF VALUATION REPORT			
<ul style="list-style-type: none"> Technical Valuation Report before valuing all properties in terms of Sections 30, 31, 45 and 46 to the Municipal Manager and Provincial Valuer. Conduct monitoring and compliance in terms of the Act (MPRA) in various type / category of properties been valued in accordance with general recognised valuation practices, methods and standards for the valuation roll. General basis of valuation Section 46. Establish accuracy of the market value determine in terms of comparable utilised for various categories of properties. 	JULY 2018	AUGUST 2018	Municipal Manager & Valuation Services
15 DETERMINATION OF MARKET VALUE AND VARIOUS TYPES OF PROPERTIES			
Conduct property Valuation for Residential, Rural and Urban properties	JULY 2018	JANUARY 2019	Municipal Valuer/ Valuation Services
Value the Business and Commercial properties	JULY 2018	JANUARY 2019	Municipal Valuer/ Valuation Services
Value the farms in the new Municipality	JULY 2018	JANUARY 2019	Municipal Valuer/ Valuation Services
Valuation of P.S.I and government properties	JULY 2018	JANUARY 2019	Municipal Valuer/Valuation Services
Valuation of Special properties and trading station in rural areas	JULY 2018	JANUARY 2019	Municipal Valuer/ Valuation Services

Verification of the data and site inspections analysis of values determined	JULY 2018	JANUARY 2019	Municipal Valuer / Valuation Services
Inspect comparables consolidate data for the draft valuation roll	JULY 2018	JANUARY 2019	Municipal Valuer/ Valuation Services
16 VALUATION QUALITY ASSURANCE			
Municipality Examines Report	31/01/2019	28/02/2019	Provincial Valuers / Municipal Valuer
Financial adjustment to values	31/01/2019	28/02/2019	CFO, Valuer / Provincial Valuers
Final Correction	31/01/2019	28/02/2019	CFO, Municipal Valuer / Provincial Valuers
17 SUBMISSION OF A CERTIFIED VALUATION ROLL			
Prepare draft Valuation Roll	JUNE 2018	31/01/2019	CFO & Municipal Valuers
Edit Valuation Roll	31/01/2019	28/02/2019	Municipal Valuers
Submit certified Valuation Roll.	28/02/2019	28/02/2019	Municipal Valuer
18 PUBLIC NOTICE OF VALUATION ROLL			
<ul style="list-style-type: none"> • Publication of valuation roll in a prescribe form in a Provincial Gazette for inspection. • Service Notices in terms of Section 49 by ordinary mail that contains an extract of the valuation roll • Municipal Valuer consider the objections • Notice published in the Provincial Gazette on the 07/03/2019 • Once a week for a week for two consecutive weeks in the media 	MARCH 2019	MARCH 2019	Municipal Manager & CFO & Municipal Valuer
	MARCH 2019	MARCH 2019	
	APRIL 2019	MAY 2019	Municipal Manager & CFO
	07 MARCH 2019	14 MARCH 2019	Municipal Manager & CFO
19 ADJUDICATION OF OBJECTIONS SECTION 49			
<ul style="list-style-type: none"> • Municipal Council lodge objection to values determined over / undervalued properties • Council lodge objection to values determined over / undervalued properties • Receive objections 	31/01/2019	28/02/2019	Municipal Valuer & Municipal Manager
	31/01/2019	28/02/2019	CFO & Municipal Valuer
	15/03/2019	15/04/2019	

<ul style="list-style-type: none"> • Capture objections • Attend objections • Pronounce judgement on objections Section 53 Notice • Communicate outcome of objections to municipality • Communicate outcome of objections to objectors 	15/04/2019	15/05/2019	Municipal Valuer
	15/05/2019	15/05/2019	Municipal Valuer
	15/05/2019	15/05/2019	Municipal Valuer
20 DATE OF IMPLEMENTATION OF THE VALUATION ROLL			
<ul style="list-style-type: none"> • Municipal Council adopts by-Laws and Rates Policy Valuation Roll and Rates Policy together with municipality budget take effect 	APRIL 2019	MAY 2019	Municipal Valuer& Municipal Manager
21 PROMULGATION OF RATES POLICY IN PROVINCIAL GAZETTE AS CONTEMPLATED IN SECTION 12 & 13 OF THE MUNICIPAL SYSTEM ACT			
Promulgation of adopted Rates Policy in the Gazette through By – Law (Section 12 & 13 of the Municipal System Act)	JUNE 2019	JULY 2019	Municipal Manager, CFO & Valuation Services
Promulgation of Resolutions levying of rates by the Municipal Council be gazetted annually in the Government Gazette	JUNE 2019	JULY 2019	Municipality, CFO & Valuation Services
22 PROCESS FOR ADOPTING RATES POLICY			
<ul style="list-style-type: none"> • Before a municipality adopts its rate policy it must follow a process of community participation in accordance with Chapter 4 of Municipal System Act • Municipal Manager must display the draft rates policy for a period of at least 30 days at municipalities Head office and Satellite offices. • Rates Policy must be on a website if available • Advertise in the media a Notice • Invite the Local Community to submit comments and representations to municipality 	APRIL 2019	MAY 2019	Municipal Manager, CFO & Municipal Council
23 ADJUDICATION PROCESS (APPEALS)			
Notify MEC to set up Appeal Board	2019/2020	2019/2020	Valuation Services
Advertise Appeal Process	2019/2020	2019/2020	Chairperson of the Appeal Board

Receive Appeals from the Municipal Manager	2019/2020	2019/2020	Municipal Manager / Municipal Valuer
Prepare packs for appeals	2019/2020	2019/2020	Secretariat of the Appeal Board
After the appeal has being forwarded to the Chairperson the meeting should be convene within 60 days	2019/2020	2019/2020	Chairperson of Valuation Appeal Board
Prepare defence to appeals	2019/2020	2019/2020	Municipal Valuer
Appeal Board Adjudication	2019/2020	2019/2020	Appeal Board
Communicate Appeal Board decision to objectors	2019/2020	2019/2020	Municipal Manager, Municipal Valuer & Secretary Appeal Board
Submit final certificate report to Municipal Manager	2019/2020	2019/2020	Appeal Board
Submit all records to Municipality	2019/2020	2019/2020	Chairperson / Appeal Board
Submit Final Certification report to Municipal Manager	2019/2020	2019/2020	Appeal Board
Submit all records to Municipality	2019/2020	2019/2020	Chairperson / Appeal Board
24 FINAL SUBMISSION			
General Valuation Process closes	2019/2020	2019/2020	Appeal Board, Municipal Manager & Valuation Services

MUNICIPAL MANAGER
Adv. R Dumezweni

EXECUTIVE MAYOR
Mr P Faxi