

PROJECT PLAN – COMPILATION OF NEW GENERAL VALUATION ROLL FOR IMPLEMENTATION 1 JULY 2019

Activity/Action	Responsibility	Date/ Timeframe
Submit tender document/specifications to SCM specification committee	CFO/Valuation section	1 August 2017
SCM Specification Committee approves document and submit for calling of tenders	SCM Specification Committee	10 August 2017
Call for tenders for the compilation of a new general valuation roll	SCM/ Valuation section	18 August 2017
Make copies of tender document to be available for interest service providers	Valuation section	24 August 2017
Compulsory Tender briefing session	CFO/Valuation section	31 August 2017
Closing date for submission of tenders		21 September 2017
Bid Evaluation Committee evaluate tenders and finalize report to Bid Adjudication Committee	Bid Evaluation Committee/ Valuation section	19 October 2017
Submit quarterly progress report to MEC for Local Government and Human Settlement	Municipal Manager	31 October 2017
Bid Adjudication Committee evaluate tenders and consider Bid Evaluation Committee report and recommend service provider for appointment to Municipal Manager	Bid Adjudication Committee/ Valuation section	16 November 2017
Municipal Manager consider recommendation from Bid Adjudication Committee and appoint service provider to compile new valuation roll for implementation 1 July 2019	Municipal Manager/ Valuation section	30 November 2017
Appointment letter to successful service provider	Municipal Manager/ Valuation section	10 December 2017
In line with section 40 – The appointed Municipal Valuer must before assuming office – make the prescribed declaration before a commissioner of oaths regarding the performance of office; and lodge a certified copy of such declaration with the municipal manager.	Municipal Valuer	10 December 2017
Successful service provider/Municipal Valuer starts with valuation process/ meeting with MPRA Steering Committee to discuss and finalize work plan	Municipal Valuer	2 January 2018
Submit quarterly progress report to MEC for Local Government and Human Settlement	Municipal Manager	31 January 2018
Monthly progress report meeting of MPRA Steering Committee	Valuation section	22 February 2018
Monthly progress report meeting of MPRA Steering Committee	Valuation section	22 March 2018
Council to adopt Rates Policy and draft Operating and Capital Budgets for 2018/2019	Mayor	30 March 2018
Advertise Rates By-law for public comments	Valuation section	2 April 2018
Advertise draft budget communication programme with communities	Valuation section	2 April 2018
Monthly progress report meeting of MPRA Steering Committee	Valuation section	19 April 2018
Submit quarterly progress report to MEC for Local Government and Human Settlement	Municipal Manager	30 April 2018

Closing of Public Comments on Rates By-law	Valuation section	2 May 2018
Monthly progress report meeting of MPRA Steering Committee	Valuation section	17 May 2018
Municipal Council to adopt 2019/2020 Operating and Capital Budgets, Budget related policies and Rates By-law	Mayor	31 May 2018
Publish Rates By-law in provincial Gazette	Valuation section	1 June 2018
Advertise Tariffs on notice boards and Rates Tariffs in Prov. Gazette for 2019/2020 financial year.	CFO/	1 June 2018
Monthly progress report meeting of MPRA Steering Committee	Valuation section	15 June 2018
Prepare item for council to adopt DATE OF VALUATION that must not be more than 12 months before implementation date	Valuation section/ Administration	June 2018
Monthly progress report meeting of MPRA Steering Committee	Valuation section	20 July 2018
Submit item to council for adoption of DATE OF VALUATION (Section 31 of MPRA)	Valuation section/ Administration	July 2018
Submit quarterly progress report to MEC for Local Government and Human Settlement	Municipal Manager	31 July 2018
Monthly progress report meeting of MPRA Steering Committee	Valuation section	17 August 2018
Monthly progress report meeting of MPRA Steering Committee	Valuation section	14 September 2018
Review and amend Rates Policy where necessary	Valuation section/ Administration – Legal Section	October 2018
Monthly progress report meeting of MPRA Steering Committee	Valuation section	19 October 2018
Submit quarterly progress report to MEC for Local Government and Human Settlement	Municipal Manager	31 October 2018
Workshop amendments to rates policy with council for adoption as draft rates policy for 2018/2019 financial year		
Workshop/Community participation processes to discuss amendments to Rates Policy	Valuation section/ Office of the Speaker	November 2018
Monthly progress report meeting of MPRA Steering Committee	Valuation section	16 November 2018
Municipal Valuer submit draft valuation roll to municipality for scrutinizing	Municipal Valuer	30 November 2018
Municipality scrutinized draft valuation roll and compare with existing roll for omissions and other mistakes	Valuation section	1 December 2018 to 14 January 2019
Monthly progress report meeting of MPRA Steering Committee	Valuation section	07 December 2018
Municipality submit report to municipal valuer on all mistakes in valuation roll for rectification	Valuation section	14 January 2019
Monthly progress report meeting of MPRA Steering Committee	Valuation section	18 January 2019
Municipal Valuer to submit Certified Valuation roll to municipal manager	Municipal Valuer	31 January 2019
Submit quarterly progress report to MEC for Local Government and Human Settlement	Municipal Manager	31 January 2019
Publishing of Section 49 notices for inspection and lodging of objections in regard to the valuation roll: - Local news Paper	Valuation section	21 February 2019

<ul style="list-style-type: none"> - Provincial Gazette - Individual Notices - Municipal Web-site 		
Monthly progress report meeting of MPRA Steering Committee	Valuation section	22 February 2019
Monthly progress report meeting of MPRA Steering Committee	Valuation section	22 March 2019
Last day for inspection of valuation roll and lodging of objections	Valuation section	29 March 2019
Council to adopt Rates Policy and draft Operating and Capital Budgets for 2019/2020	Mayor	29 March 2019
Advertise Rates By-law for public comments	Valuation section	1 April 2019
Advertise draft budget communication programme with communities	Valuation section	1 April 2019
Hand objections received to Municipal Valuer for consideration	Valuation section	15 April 2019
Monthly progress report meeting of MPRA Steering Committee	Valuation section	19 April 2019
Submit quarterly progress report to MEC for Local Government and Human Settlement	Municipal Manager	30 April 2019
Closing of Public Comments on Rates By-law	Valuation section	2 May 2019
Monthly progress report meeting of MPRA Steering Committee	Valuation section	17 May 2019
Municipal Council to adopt 2019/2020 Operating and Capital Budgets, Budget related policies and Rates By-law	Mayor	31 May 2019
Publish Rates By-law in provincial Gazette	Valuation section	3 June 2019
Advertise Tariffs on notice boards and Rates Tariffs in Prov. Gazette for 2019/2020 financial year.	CFO/	3 June 2019
Monthly progress report meeting of MPRA Steering Committee	Valuation section	14 June 2019
Submit quarterly progress report to MEC for Local Government and Human Settlement	Municipal Manager	30 June 2019
Implement new valuation roll	BTO	1 July 2019