



STANDARD OPERATING PROCEDURE

CHIEF DIRECTORATE: MUNICIPAL DEVELOPMENT AND PLANNING

DIRECTORATE: VALUATION SERVICES

SOP Title

Provision of guidance and support to municipalities in compliance with the MPRA

SOP Number:

SOP/01/2026

PURPOSE:

To provide structured, a streamlined and uniform guide for the daily activities of the Valuation Services Directorate in monitoring, supporting and ensuring municipalities comply with the Local Government: Municipal Property Rates Act (MPRA) consistently and effectively.

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SCOPE:

SOP applies to the Valuation Services, Municipalities, Valuation Appeal Boards (VAB), Municipal Valuers, Project Steering Committees, and any other relevant stakeholders and Sector Departments within the Eastern Cape.

RESPONSIBILITY:

The Director: Valuation Services will be responsible for training the staff on the SOPs.

The Chief Valuers, Deputy Chief Valuers and Valuers must ensure compliance with the SOPs.

REFERENCES:

APP, Annual Operational Plan, General Valuation Project Plan, MPRA and its Regulations

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TASK NAME	PROCEDURE	RESPONSIBILITY	TIME FRAME	SUPPORTING DOCUMENTS	SERVICE STANDARD
Monitoring compliance with Section 81 of MPRA	Identify which municipalities need support based on the validity of the General/ Supplementary Valuation Roll and compliance with Section 81 of the MPRA.	Chief Valuer, Deputy Chief Valuer and Valuer.	One week	List of identified municipalities	18 months
	Notify the identified municipalities of the period of validity of the roll and the processes to commence.	Chief Valuer, Deputy Chief Valuer and Valuer.	30 days	Memorandum Letter	
	Develop the project plan with the municipality for the adoption by the Council.	Chief Valuer, Deputy Chief Valuer and Valuer.	One day	Project Plan	
	Facilitate the adoption of the project plan	Municipality	One Week	Council Resolution	
	Facilitate the appointment of the Municipal Valuer	Municipality and Chief Valuer, Deputy Chief Valuer and Valuer (If request by the municipality)	6 Months	Appointment letter	
	Facilitate the designation of the Municipal Valuer	Municipal Council	One Month	Signed Designation Forms	

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	Assist in the establishment of the technical project steering committee.	Municipality and Chief Valuer, Deputy Chief Valuer and Valuer.	One Month	Appointment letter as the member of the PSC
	Participate monthly in the project steering committee sitting.	Municipality and Chief Valuer, Deputy Chief Valuer and Valuer.	12 Months	Attendance Registers and monthly and quarterly reports from the Municipal Valuer
	Ensure that the Municipal Valuer submits the certified general valuation roll to the municipality on the prescribed date by the MPRA	Municipality, Municipal Valuer and Chief Valuer, Deputy Chief Valuer and Valuer.	By the 31 January	Certification of the general valuation roll
Compliance with Section 49	Provide support to the municipality by ensuring that the notices are published within 21 days as prescribed by the MPRA.	Municipality and Chief Valuer, Deputy Chief Valuer and Valuer.	By the 21 February	Provincial Gazette and the Newspaper.
Condonation of non-compliance with time periods	Obtain a letter from municipality requesting condonation of non-compliance.	Municipality and Chief Valuer, Deputy Chief Valuer and Valuer	30 days	<ul style="list-style-type: none"> • Letter from the municipality • Memorandum requesting

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<p>(Section 80 of the MPRA)</p>	<p>Prepare memo to MEC to consider the request so that the MEC may impose or condone the non-compliance by municipality with the provision of the MPRA, requiring any action to be done within a specified period.</p> <p>Send response of the MEC to the municipality.</p>			<p>approval of condonation from the MEC</p> <ul style="list-style-type: none"> • Response by the MEC 	
<p>Establish Valuation Appeal Board (Section 56 Of MPRA)</p>	<p>Departmental Valuers publish an advert calling for nominations for application of the VAB members (Chairperson, Valuer Member, Ordinary Members) in the newspaper.</p> <p>Write the memorandum to the Hon. MEC proposing the members of the panel.</p> <p>Conduct shortlisting and interview candidates according to Section 58 MPRA.</p> <p>The directorate send recommendation of the proposed appointment to the relevant municipalities and obtain letter of concurrence from the municipalities</p>	<p>Panel for the interviews (Chairperson, Members of the panel and the Secretariat of panel as appointed by the MEC) and Chief Valuer, Deputy Chief Valuer and Valuer</p>	<p>6 Months</p>	<p>Advertisement, Appointment letters for the panel members. Memorandums Recommendations to the municipalities Appointment letters</p>	<p>6 Months</p>

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	<p>Facilitate the appointment process through the MEC's office (Section 58(3) MPRA)</p> <p>Prepare a memo to MEC for establishment of VAB on the provincial gazette (Section 56 MPRA)</p> <p>Organize induction and training for new VAB members on administrative justice and valuation principles</p>				
<p>Advise and Guide Municipalities on Compliance with Section 6, 14 of the MPRA</p>	<p>Request existing Property Rates By-Law (Section 6) to check if it is compliant with the recent standard template and provide support and guidance where necessary and ensure that the by-law is gazetted</p> <p>Request a copy of resolution to levy rates as from the 1 June, once a resolution is received, provide guidance and support to ensure that the municipality is compliant within 60 days of the</p>	<p>Municipality and Chief Valuer, Deputy Chief Valuer and Valuer.</p>	<p>60 days</p>	<p>Provincial Gazette</p>	<p>60 Days</p>

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	resolution as stipulated in (section 14) the MPRA.				
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DEFINITIONS:

MPRA – Municipal Property Rates Act 6 of 2004 and amended Act 29 of 2014
VAB – Valuation Appeal Board
MPRR - Municipal Property Rates Act Regulations, 2006
GVR- General Valuation Roll
SV- Supplementary Valuation Roll

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CONTINGENCIES:

Task Name	Risk Description	Probability (H/M/L)	Impact (H / M / L)	Control Description	Consulted party
Advise and Guide Municipalities on Compliance with Section 6, 14 of the MPRA	Non-compliance by some municipalities with the provisions of Section 6 of the Municipal Property Rates Act (MPRA)	Low	Low	Provide hands-on support to the municipalities.	Municipalities

ATTACHMENTS:

None

REVIEW AND REVISION:

The SOP will be reviewed as and when necessary.

