

**Minutes of the Property Rates Information Management Working Group
held 22nd June 2006 at Mayville.**

1. Present: Mervin Naik (Chairman)
Zak Mohammed, SITA
E Naude, DBSA
C Botha, Dept of Agriculture
S Yirenki, LGTA
N Gehren, HSK
M Fitchet, CB Richard Ellis
J Channing, LGTA
R Munien, LGTA
C Ntanzi, LGTA
J Louw, SG

Apologies: L Couzens, LGTA
B Mbatha, Deeds

The Chair welcomed the members present.

2. Confirmation of the previous minutes, 22nd May 2006

Item 3.2 Replace 'registered' with 'approved'.

Item 3.3.1 Correct spelling of Umzimkhulu

Item 3.6 Closing date was 19th May 2006.

The minutes were adopted as an accurate reflection of the matters discussed at the meeting.

2.1 Confirmation of the agenda

Item 3.7 LG Net was removed from the agenda

This was replaced by Item 3.7: Additional base data sets

3. Items for discussion

3.1 Land parcel information (Zak Mohammed)

The Department continues to support the implementation of the MPRA by municipalities through the provision of the best sets of base data per municipality. The data sets are prioritised at the request of the municipalities with the municipalities who are implementing July 2007 being attended to first. It was required that reasonable notice be provided in order to package the data for presentation at the municipality's tender briefing sessions.

The status of the base data had been assessed per municipality. Each municipality would receive a letter from the Department identifying actions to be taken by the municipality towards the preparation of their Property Registers. The status maps per municipality would be published on the web site.

To date only 6 municipalities had registers which are maintained and could form the basis for the preparation of the General Valuation Rolls. For the balance 16 agricultural cadastre are complete with 11 in the process of being captured. Of major concern were the 6 municipalities for which no work is recorded: Nkambathini, Richmond, Ingwe, KwaSani, DMA 23 and DMA43. The other 22 municipalities had engaged various service providers, the work ranges from current to 2003 capture dates.

The meeting heard that M Naik, Z Mohammed and J Channing had attended the Zululand shared service briefing session for the preparation of the property registers. 11 service providers had attended to bid for a register which contain 36 000 parcels from 5 local municipalities. A time frame of 4 months had been provided for this output. The Zululand DM experience informs the best practise for the province. It was agreed that where possible shared service approach should be adopted and supported by the Regions.

3.1.2 Registered layer (Also refer to agenda item 3.3 Deeds Information)

The Department's proposal motivating for a free once off download of ownership details had not been granted by Dept of Land Affairs. M Naik had been requested by the Senior General Manager to proceed with the process of securing this information. The Department would fund the acquisition of the deeds dump through DBSA funds.

Z Mohammed reported that the download of the Sectional Title data sets were almost complete. Unfortunately the Sectional Title Schemes registered pre-1988 would not form part of this data set. M Fitchet was asked to communicate this through the SAIV to the valuers. The Department undertook to advise municipalities accordingly. It was noted that this information had no spatial set but was recognised as a single property. A separate request for this information must be requested from the Deeds Office.

3.2 Link with the Department and other agencies

3.2.1 Public service infrastructure data

The Department undertook to write letters to all the PSI stakeholders identified to motivate the access to their data bases. This initiative would support the valuation and rating of this property sector in compliance with the provisions of the Act.

3.2.2 Link with SG and Deeds Office

J Louw reported that each of these Departments had a 5 year programme in place. There were no immediate steps in place to align the systems of these two respective Departments. Service providers would be accorded space on request should they undertake to scan all the required documents. It was noted that any endorsements to title deeds would require the documents to be re-scanned in order to maintain the data base.

3.2.3 Ingonyama Trust Board

The bilaterals between the Department and this agency had an in principle arrangement which required the approval of the Board for the Department to access their property data base on behalf of the municipalities. The recommendation was that within the rates policy municipalities should establish a category of property for Ingonyama Trust Board property. This category would be exempt from rates except for the entities which could

be identified and from whom rates could be collected. These entities include the following: commercial leases, commercial PTO's and institutional PTO's. The rates policy must be reviewed annually in terms of the provisions of the Act.

3.2.4 Agriculture

C Botha reported that the Bio-Resource Unit (BRU) material has been loaded onto the Department's data base. Categories of agricultural use are identified according to the intensity of the land use. This corresponds to the KZN Wildlife's conservation planning data base where areas are rated according to their irreplaceability. This information could assist municipalities/valuers in identifying high potential land. This data set could assist valuers towards achieving equity in valuation within similar zones.

3.3.1 Umzimkhulu

It was reported that the cadastre had been recently captured for this municipality, 2005 by Dataworld. The problem lay in the deeds information which was located in Umtata in hard copies only. The transfer of the documents is awaiting the signing of the proclamation. The implementation date for this municipality was 2009. An amount of R 250 000 had been allocated in the 2006/2007 financial year for the preparation of the Municipal Register of Properties.

3.4 LUMS into cadastral information

See attached report submitted by Renee Hulley.

It was agreed that where the LUMS had been approved by Council the LUMS information would be included in the base data sets.

3.5 Imagery

Z Mohammed reported that the anticipated aerial photography promised by CDSM had been delayed. It was coming through in batches. The resolution was 1:30 000, inadequate for valuation purposes but will have to suffice for now. It was reported that some municipalities are acquiring or have acquired aerial photography at their own expense.

3.6 Property Rates Information Management System

It was reported that the Department had received 8 Expressions of Interest service providers. The submissions had been scoped by M Naik and J Channing. A Technical Team, convened by Mr Johnson, would consider the strategy towards procuring a system to the support municipalities. This meeting would take place on 6th June 2006. Members of the working group were invited to attend.

3.7 Additional data sets

It was agreed that the data set containing gazetted land claims must be included in the base data sets.

4. Date for the next meeting: 14th August 2006.

5. Having no further business the meeting was closed with thanks.

This is an accurate reflection of the matters discussed at the meeting held 22nd June 2006.

Signed:

Seconded: