SDF Guidelines
Guidelines for the Development of Provincial, Regional and Municipal Spatial Development Frameworks and Precinct Plans

Process Checklists

September 2014
### Part 2.
Guidelines for Provincial Spatial Development Frameworks: Process checklist

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Public draft MSDF Document  
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| SE3. Monitoring and Evaluation | | | |
| ME3.1 | Target Establishment | Set of indicators and targets | |
| P4. MSDF Implementation Framework | | | |
| P4.1. | Supporting Policies | Draft set of policies | |
| P4.2. | Supporting Guidelines | Draft set of guidelines | |
| P4.3. | Capital Investment Framework | Draft Capital Investment Framework | |
| SE4. Stakeholder Engagement | | | |
| SE4.1. | Open House | Open House posters  
Record of Engagement | |
| SE4.2. | 3rd PMT Meeting | Minutes and Record of Engagement | |
| SE4.3. | 2nd PSC Meeting | Presentation, Minutes of PMT Meeting and Record of Engagement | |
| SE4. Monitoring and Evaluation | | | |
| ME4.1 | Target Measurement Alignment | Policy targets, Guideline targets, Institutional targets | |
| P5. Final MSDF | | | |
| P5.1. | Final MSDF | MSDF final report, Executive Summary, brochures, pamphlets or posters | |
| P5.2. | Sector Plan Alignment | Sector plan alignment proposals and discussions | |
| P5.3. | Priority Local Plans | Identified and delineated local plans/precinct plans | |
| P5.4. | Capital Investment Framework Into IDP | IDP and SDF alignment proposals and discussions | |
| SE5. Stakeholder Engagement | | | |
| SE5.1. | 3rd PSC Meeting | Presentation, Minutes and Record of Engagement and Endorsement | |
| SE5.2. | Council Approval | Presentation and Record of Engagement and Endorsement | |
| SE5.3. | 3rd PMT Meeting | Presentation, Minutes of PMT Meeting and Record of Engagement | |
| SE5. Monitoring and Evaluation | | | |
| ME5.1 | Monitoring Process Set Up | Monitoring and Evaluation system and Person/department responsibilities and timeframes | |
## Part 5.
Guidelines for Precinct Plans: Process checklist

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<td>Service Level Agreement</td>
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<td>REVIEW AND SYNTHESISE LEGISLATIVE &amp; POLICY CONTEXT</td>
<td>Legislative &amp; Policy synthesis</td>
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<td>Vision statement</td>
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<td>SE1.1.</td>
<td>IDENTIFY INTERESTED &amp; AFFECTED PARTIES</td>
<td>MSDF Stakeholder database</td>
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<td>List of PSC members</td>
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<td>CONFIRM OBJECTIVES</td>
<td>MSDF Objectives for the precinct</td>
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<td>IDP &amp; SECTOR PLANS INPUTS</td>
<td>Summary of sector plans</td>
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<td>Key findings from Focus Groups meetings</td>
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<td>SPATIAL TARGETS</td>
<td>Succinct one-page list of project objectives &amp; measures</td>
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<td>Spatial Strategies maps and supporting text for each of the precinct themes</td>
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<td>FOCUS AREAS</td>
<td>Map of Focus Areas, Spatial Concept and proposed Land Uses for each Focus Area</td>
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<td>IMPLEMENTATION MATRIXES</td>
<td>Focus Area Implementation Matrix (in table format)</td>
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<td>Precinct Implementation Plan</td>
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<td>PACKAGED FOCUS AREAS</td>
<td>Package of Focus Areas with implementation matrixes and maps</td>
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<td>Approximate budgets for each of the Focus Area projects</td>
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