



**PROCEDURE  
DOCUMENT:  
PREPARATION OF  
SPATIAL FRAMEWORKS**  
- MAY 2020 -

CITY OF JOHANNESBURG

DEVELOPMENT PLANNING: CITY TRANSFORMATION + SPATIAL PLANNING



## FOREWORD

The City of Johannesburg often does not have the financial or human resource capacity to undertake more detailed Spatial Planning in certain areas outside of its immediate priority zones. To this extent the valuable contribution of the private sector to compile comprehensive Spatial Frameworks is acknowledged and regarded in some instances as fulfilling a specific need, if in line with- and furthering the ideals of- the Spatial Development Framework and other essential planning policies. However, in order to ensure that a uniform, spatially- and socially just plan and/or framework is formulated, this document is published to provide proper guidelines and content requirements for each spatial planning endeavour undertaken by the private sector and in some cases even the public sector.

Therefore this document not only sets out the required spatial framework planning procedure from introduction and City buy-in and approval, but also specific content and public participation requirements to ensure that the final plan is in line with the City's spatial mandate (as expressed in the Spatial Development Framework) as well as up to the expected standard in terms of professionalism and overall plan quality. It should however be noted that this document shall not be approved as a COJ Policy, but rather as a comprehensive guideline.

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## SECTION 1\_Definitions

- **Spatial Framework** – A spatial plan for a defined area indicating how the built environment should evolve going forward. These plans may be compiled by the City of Johannesburg or an external party, but they are only applicable as policy once adopted by a Council Resolution of the City of Johannesburg.
- **Precinct Plans** - Are intended to outline development principles and guidelines at a level of detail not possible within broader framework plans such as the Spatial Development Framework (SDF) or Urban Development Frameworks (UDFs). The purpose of a precinct plan is to give local, contextualised detail to the broad vision for the city, as set out in the Spatial Development Framework. As such, all precinct plans must be in line with the principles of the SDF. Precinct plans may highlight local projects/interventions (social, economic, infrastructural in nature) that are needed to achieve the vision of the SDF in a specific area.

Precinct Plans are prepared for functional areas, which are clearly delineated for the purpose of the Precinct Plan and can be associated with a scale similar to a neighbourhood or even smaller. These plans are typically viewed as shorter-term plans which seldom extend past a ten-year horizon.

- **External Party** – An entity or individual who is not part of the City of Johannesburg Metropolitan Municipality.
- **Public Participation** – All Spatial Frameworks must be in the interest of the public (all those who may use the delineated area). As such, the public must be consulted in the conceptualisation, formulation, review and final drafting of the plan (throughout the entire process). SPLUMA states that “the preparation and amendment of spatial plans, policies , land use schemes as well as procedures for development applications, include transparent processes of public participation that provide all parties the opportunity to provide inputs on matters affecting them”.
- **Urban Development Frameworks** - Urban Development Frameworks (UDFs) are intended to outline development principles and guidelines for functionally demarcated areas of a scale larger than neighbourhoods but smaller than regions. The development principles and guidelines are of a strategic nature, which tie in with the CoJ’s vision, objectives and strategic thinking. An UDF is typically viewed as a medium to long-term plan.
- **Spatial Development Framework** – As defined by the Spatial Land Use Management Act (No 16 of 2013) (SPLUMA).

## SECTION 2\_Introduction

This document sets out the procedure and requirements for the formulation of Spatial Frameworks (SF's) in the City of Johannesburg (CoJ). While Spatial Frameworks are generally prepared by the City of Johannesburg, there are occasions where an external party believes a Spatial Framework for a certain area is needed, and the City is not in a position at that time to prepare such a plan (due to budget constraints as an example).

As such, Spatial Frameworks may be compiled either by City Transformation and Spatial Planning (CT&SP), or by parties external to the Directorate. The procedure and requirements should not differ based on who is developing the plan; however external parties must obtain approval from CT&SP, CoJ, to proceed with the formulation of such a plan. This document should be used as a guideline setting out minimum requirements (in terms of procedure and content) for the formulation of Spatial Frameworks.

It is understood and accepted that Spatial Frameworks will differ due to the study area context of these plans, but that basic requirements are standard, as later indicated in the document. This will be part of the CoJ's assessment criteria for plan acceptance and approval.

This document outlines the following:

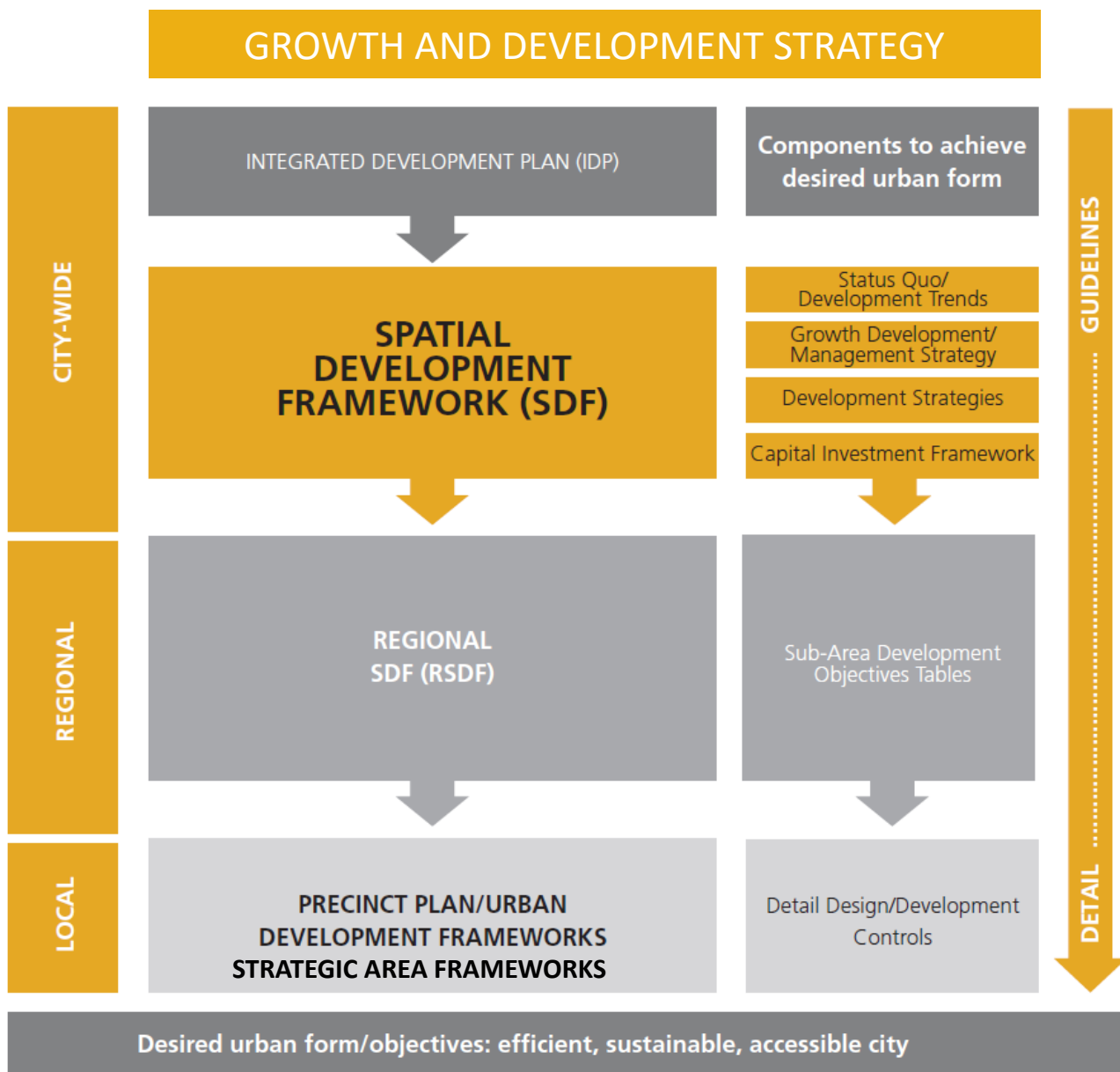
- a. Procedural requirements for the formulation and revision of plans, including:
  - i. Pre consultation and approval from the CoJ City Transformation and Spatial Planning Directorate to proceed with the formulation of the plan
  - ii. Public participation requirements
  - iii. Public notice, advertisement and comment requirements
- b) Document structure requirements
  - i. The key components and supporting plans that the precinct plan must include
- c) Content requirements:
  - i. In terms of *pre-approval* to conduct the plan: it must be shown that the intention of the plan is to implement the ideals of the SDF at a detailed level.
  - ii. In terms of the *final* plan: plans submitted will only be considered for approval by Council if they are in line with the SDF.
- d) Quality requirements

## SECTION 3\_Spatial Frameworks, the Spatial Development Framework and SPLUMA

The City of Johannesburg has a clear and well informed spatial vision, expressed through its Spatial Development Framework. This policy is given significant legislative backing through the Spatial Planning and Land Use Management Act 16 of 2013 (SPLUMA). SPLUMA indicates that no land use decision may be made that is not in line with the SDF, unless there are good site specific reasons.

Based on this, all Spatial Frameworks must be in line with the development vision, principles and strategy of the SDF (the current SDF at the time of formulating the plan) and of SPLUMA (or any legislation that may replace SPLUMA) for them to be considered. In order for CT&SP to consider granting an external party permission to formulate a Spatial Framework, the external party must demonstrate the intent of the Spatial Framework, and how it will indeed be in line with the SDF. Only proposals that are clearly in line with the ideals and principles outlined in SPLUMA and the SDF will be considered for approval.

Added to the above must be an analysis of current plans for the area in question. This should include reasons as to why a new precinct plan must be drafted. Plans to review include the SDF (as mentioned) and any more local plan that may be in place, as per the figure below.



## SECTION 4\_Procedure for Preparing Spatial Frameworks

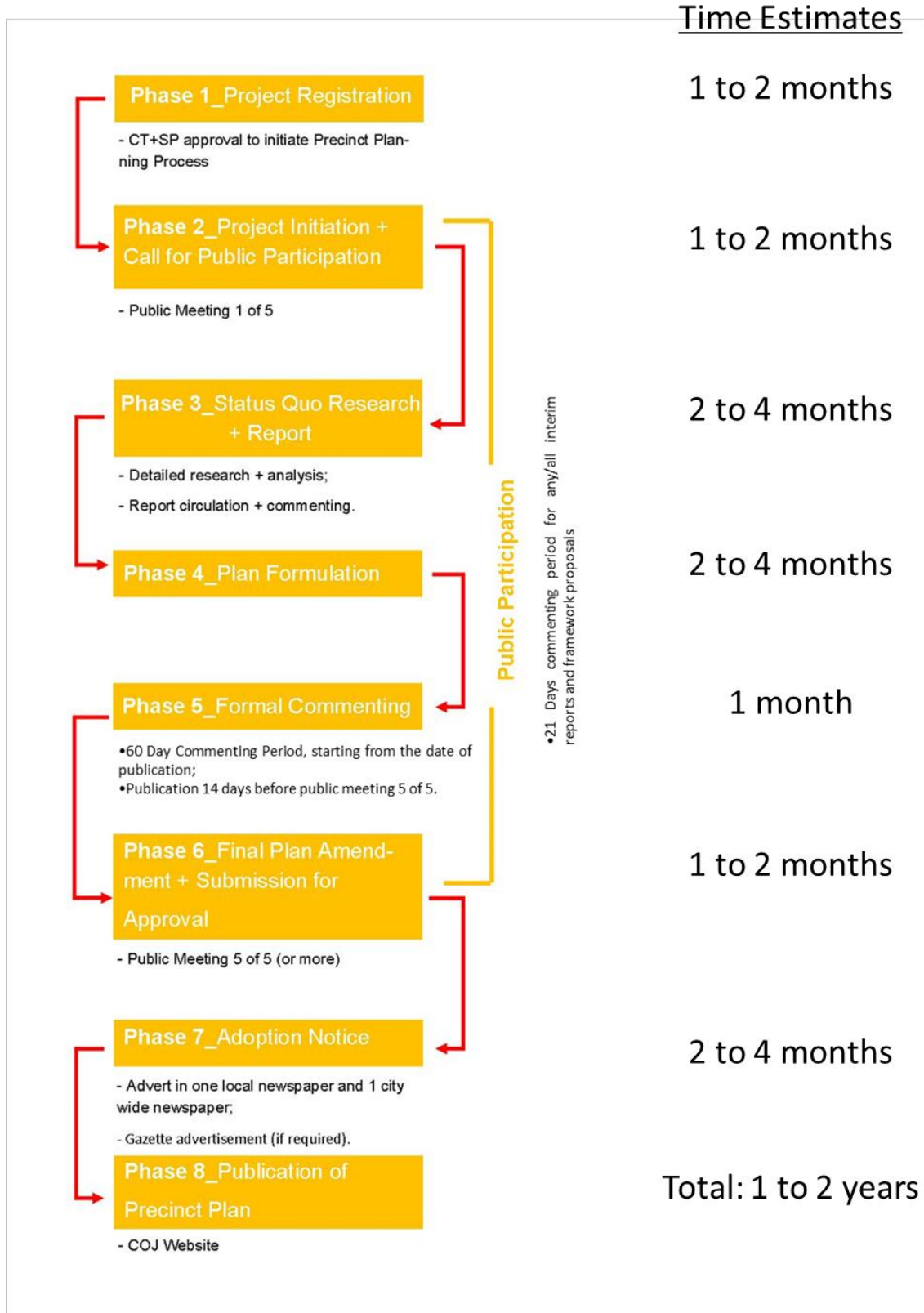
The following procedure needs to be followed for an external party to develop a Spatial Framework

Note:

- Record and proof must be kept of all steps.
- Unless otherwise specified or negotiated with Council, all steps are at the cost of the party proposing and preparing the plan.
- CT&SP, through the nominated representative, must be informed of each step, and notified of and/ or invited to every public meeting or call for input.
- It should be noted that public meetings are to be arranged and facilitated by the private entity undertaking the Spatial Framework Planning project, but it shall be to the satisfaction of CT&SP.
- CT&SP's participation and attendance of public meetings are not compulsory, however CT&SP reserves the right to interject at any point when it is deemed necessary.

- Notices informing and inviting all stakeholders to the relevant public meetings shall be placed in accordance with Section 5 and 6 of this document.
- Notices informing and inviting all stakeholders to formally comment (at the various commenting stages) on the draft Spatial Framework shall be placed in accordance with Section 5 and 6 of this document.

The following flow diagram provides a broad summary of the Precinct Planning Process:



## **PHASE 1: Project Registration (application to proceed with a Spatial Framework)**

- a. Letter to CT&SP with intent to develop or amend a Spatial Framework, requesting a date to make a presentation and formal application. This communication and request for an engagement should be addressed to the relevant Regional Planner responsible for the region within which the area is located.
- b. Presentation to CT&SP, with written application to proceed with Spatial Framework. This presentation and accompanying written application must:
  - i. Motivate why a Spatial Framework is needed, based on -
    - a) A thorough analysis of current precinct plans, Urban Design Frameworks and the SDF; and;
    - b) Analysis of current development trends; and
    - c) Public opinion through surveys and/or petitions that are representative of the community concerned.
  - ii. Outline how the proposed Spatial Framework will promote the ideals of SPLUMA and the SDF;
  - iii. Define the proposed area of the Spatial Framework;
  - iv. Propose a programme for the entire process;
  - v. Preliminarily identify parties who will be consulted in the process and outline the appropriate public participation approach<sup>1</sup>.
  - vi. In line with Section 1(b)(v) a stakeholder list is to be compiled and updated throughout the entire process with a record of all engagements and reference to the appropriate minutes of meeting(s).
- c. If needed, amendments and/or additions will be requested in writing from CT&SP, before a decision is communicated to the applicant.

## **PHASE 2: Project initiation and call for participation**

- a. Once the preceding steps are complete and written consent to proceed is received from CT&SP, initiation adverts must be placed (by the external party who proposed the plan). Refer to Section 6 of this document with regards to the content requirements for notices.
- b. Initiation Public Participation Meeting
  - i. This meeting (public meeting 1 of 5- advertised in the initiation advert) is a forum to explain the project purpose, study area, objectives, outcomes and programme so as to give all stakeholders a clear understanding of the scope of the work. It must also introduce the drivers of the project (including appointed consultants if relevant), and set up communication mechanisms for the process. Stakeholders should be given the opportunity to contribute to the content, approach and programme of the project.

## **PHASE 3: Status quo research and report**

- a. This part of the project will form the Status Quo and Problem Statement section of the Spatial Framework. This stage requires that background information is gathered, site visits are conducted, meetings with key stakeholders are undertaken to gather information and general research and analysis relevant to the project is done.

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<sup>1</sup> See Section 6: Stakeholder Engagement approach to enhance precinct planning process. Adverts, meetings and workshops should be structured in such a way that it addresses issues of transparency and inclusivity.



- b. Once the Status Quo is completed, a second public meeting (number 2 of 5) should be held where:
  - i. The draft status quo is circulated to invitees<sup>2</sup>;
  - ii. The contents of the status quo, and preliminary problem statements are presented;
  - iii. Preliminary ideas are discussed and work-shopped towards identifying interventions and strategies for the precinct plan.
- c. The final status quo must be circulated (including any changes that may arise from the status quo public meeting) and circulated to all interested parties.

#### **PHASE 4: Plan Formulation**

- a. Once the above steps are complete, the formulation of the Spatial Framework may proceed. Here, a draft must be produced, and circulated to stakeholders for comment, and the third public meeting for input into the draft.
- b. This draft framework will be further workshopped and piloted where deemed necessary, or upon request by CT & SP, that may require additional co-production and real life testing sessions, especially in situations of severe disagreement regarding framework proposals. In this regard reference is made to alternative engagement methodologies and techniques to the satisfaction of CT & SP.

#### **PHASE 5: Formal commenting period**

- a. As Spatial Framework are effectively detailed representations of the SDF, a similar, yet reduced, commenting period shall apply based on the principles of SPLUMA. Here the public must be invited to submit written representations in respect of the proposed precinct plan to those formulating it within 60 days of it being advertised in<sup>3</sup>:
  - i. The provincial gazette;
  - ii. At least one city wide newspaper;
  - iii. At least one local newspaper;
  - iv. The CoJ website and social media platforms (facilitated by CT&SP).
- b. During the 60 day commenting period mentioned above, a public participation meeting must be held where the advertised draft is presented, discussion is held, and verbal submissions are received and recorded by means of minutes of meetings that will be included in the final Spatial Framework as proof of consultation and input;
- c. The 60 day commenting period is to commence from the first day publication for commenting and includes the 14 day period leading up to the public meeting as stipulation in Section 6.2 of this document.

#### **PHASE 6: Final Plan Amendment and Submission for Approval**

- a. All representations (written and verbal) must be considered and, where necessary, incorporated into the final Spatial Framework;
- b. The final document must be submitted to CT&SP for a final assessment (to determine whether final plan considered inputs received and supports the principles and objectives

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<sup>2</sup> Refer to Section 6 with regards to the minimum notice and document availability period prior to stakeholder engagements.

<sup>3</sup> Refer to Section 6 with regards to the platforms for publication as well as the minimum notification and commenting period.

of the SDF) and will then be submitted by CT&SP through the Council approval processes. This will take a minimum of three months (depending on when it is submitted to CT&SP in relation to Council cycles) but may take more depending on what comments and requirements are received through the council approval process.

- c. It is proposed that after the plan is approved by Council a public participation meeting should be held where the final plan is presented.

#### **PHASE 7: Adoption notice**

- a. Once the Spatial Framework is adopted by council, an advert must be placed in at least 1 city wide newspaper and 1 local newspaper (for example, Caxton publications) notifying the public of the Spatial Frameworks formal adoption as policy;
- b. The adoption notice to indicate where the document can be obtained;
- c. The adoption notice shall be at the external party's cost.

#### **PHASE 8: Publication of precinct plan**

- a. CT&SP will place the document on the CoJ website together with other approved spatial planning documents to inform developers, communities and interested parties.

### **SECTION 5\_ Stakeholders**

As a guide, the following stakeholders should be engaged in the plan formulation process. Others may be needed, based on the specific context of the precinct in question.

- Ward Councillors and Ward Committees (incl. neighbouring wards)
- City Departments and Municipal Owned Entity Representatives responsible for the affected area/sectoral responsibilities
- Affected (incl. neighbouring) Community Forums (Residents' Associations, Business Groups, Social Groups; Environmental Groups etc.)
- Affected Area Planners from CT&SP *and* Land Use management (CoJ)
- Affected Regional Planners from the Regional Offices
- Property owners, residents and businesses renting in the area; informal traders and transportation (e.g. taxi) representatives; NGO's active in and around the precinct
- General Public
- Other spheres of government - such as Provincial Department of Sustainable Human Settlements, Gautrans.

## **SECTION 6\_Notices, Circulation and Commenting Period**

### **6.1 Placing of Notices**

#### **6.1.1 Public Notices**

- a. Public notices shall be placed for the following phases of the Spatial Framework Planning project:
  - i. To inform all stakeholders of the commencement of the Spatial Framework Planning project;
  - ii. To invite all stakeholders to project initiation meetings, progress and framework content meetings and workshops, public presentations and consultations, and, any other public meetings that may relate to any component or sub-component of the Spatial Framework including detailed professional studies (i.e. intervention test days);
  - iii. To inform all stakeholders of the availability of the draft and final document for formal commenting;
  - iv. To inform all stakeholders of the approval and adoption of the Spatial Framework.
- b. Notices no smaller than A4 format shall be placed in conspicuous public spaces (i.e. libraries community centres, prominent neighbourhood recreational and retail centres etc.) to inform the general public of engagement meetings and / or the availability of documents for comment.
- c. In conjunction with Section 6.1.1(a) and (b), all and any notice(s) placed shall simultaneously be placed at both the relevant Regional Municipal Offices as well as the Municipal Head Office (i.e. Metro Centre, Braamfontein).

#### **6.1.2 Electronic Notifications**

##### **6.1.2.1 COJ Website**

- a. All notices regarding public engagements and availability of documents for commenting shall be placed on the COJ Website in addition to physical notices.
- b. It remains the responsibility of the project representative to timeously inform and request CT&SP to publish any notice online.

##### **6.1.2.2 Social Media**

- a. Where possible, the use of social media is encouraged.
- b. Official City social media channels are also to be utilised (facilitated by CT&SP).

##### **6.1.2.3 Email Notifications**

- a. Email communication can be used for notification purposes only if proof of message delivery can be provided.

### **6.1.3 Content of Notices**

- a. Purpose of engagement event and / or comment period;
- b. Date and time of engagement event;
- c. Commenting period and submissions procedures;
- d. Address of venue of engagement event;
- e. Affected area(s);
- f. Address of venue where the relevant documents can be accessed;
- g. Website link to where the relevant documents can be accessed electronically;
- h. Link to cloud-based platform where the relevant documents can be accessed electronically.

### **6.1.4 Notice Period**

- a. Invitations to public engagements shall be placed at least 14 days in advance of the meeting date.

## **6.2 Document Circulation**

All documents to be presented shall be made available for inspection at least 14 days before the public engagement date.

### **6.2.1 Hard Copies**

- a. Full colour, printed copies of all documents that require circulation for commenting and input shall be placed at the local library or any other agreed upon community facility or publicly accessible facility at least one day before the first day of the start of the commenting period and shall be available up until at least one day after the final day for commenting.
- b. All annexures and supporting documents deemed essential to the interpretation and understanding of the abovementioned documents shall also be made available.

### **6.2.2 Electronic Copies**

- a. Electronic, downloadable copies of all documents that require commenting and input shall be made available via the COJ Website and any Cloud-based platform.
- b. An electronic copy shall also be kept at the local library or agreed upon community facility.

## **6.3 Inspection and Commenting Period**

- a. Where the intention of a proposed public engagement is to discuss a particular document, the document shall be made available to the public 14 days in advance of the said engagement date via the abovementioned platforms;
- b. A minimum period of 21 days from the date of publishing the document shall be allowed for comments relating to reports and draft Spatial Framework proposals;
- c. A period of 60 days from the first date of publishing of the final draft document shall be allowed for comments where after the document will be submitted for council circulation and approval;
- d. In the event that substantial amendments have been made after the 60 day commenting period, CT&SP maintains the discretion to request an additional commenting period over and above that stipulated in Section 6.3 (c);

- e. In the event that a final public meeting is to follow the publication of the final draft document for commenting, the 14 day period as stipulated in terms of Section 6.3(a) shall be regarding as part of the 60 day final commenting period.

#### **6.4 Comments & Inputs Submission**

- a. Comments can be submitted both verbally (at the public meeting) or in a written format (per email or hard copy submissions);
- b. Comments and inputs submitted verbally shall be captured and confirmed by means of verified minutes of meeting and all minutes of meetings shall be made available to stakeholders for confirmation;
- c. All submissions are to be recorded and captured in line with Section 1(b)(v)&(vi) and shall be submitted as part of the final Spatial Framework for Council approval;
- d. A brief report detailing the manner in which comments were incorporated (or not) shall also be submitted as proof of a consultative Spatial Framework Planning process.

## **SECTION 7\_Content of the Plans**

The following components/chapters must be included in the final plan.

### **Part 1: Introduction**

- This section is based, broadly, on the “Project Registration” and “Project Initiation” steps from the procedure above.
- Purpose of Document which should include the problem statements and the reasons the project was undertaken (i.e. what are the key developmental questions the Spatial Framework is trying to address?).
- Methodology & Process which should include public participation efforts

### **Part 2: Status Quo/Contextual Analysis**

This section of the document is based on the “Status Quo” step from the procedure above and must represent a synthesised understanding of the area informed by various studies, research and analysis. It must give an overview of the area being studied, both at a spatial and policy level, and the overview should aim to look at a wider geographical area than merely the immediate context. Therefore, metropolitan and local areas should inform the study.

The following should be identified in the contextual analysis:

- Key developmental problems and constraints
- Key developmental opportunities and assets
- The implications of the contextual framework for both a policy and geographical context.
- The contextual analysis:

- Should be a well-researched and synthesised analysis of the status quo in the study area that clearly spells out the spatial planning implications, which may include but should not be limited to the following aspects (all of which must be spatially represented)<sup>4</sup>. The synthesis of the Status Quo section shall contain spatial mapping of existing key structuring elements, such as the movement network; open space and social facilities; activity areas

#### *a. SOCIO ECONOMIC CONTEXT*

- Household data and analysis (i.e. demographics, income per household, household size, employment etc.)
- Economic activity and trends, Economic Development initiatives; property market and the Informal Economy

#### *b. SPATIAL ANALYSIS*

##### - Locality:

- National, Provincial, Metropolitan, Regional and Local spatial significance (i.e. indication of locational significance at various appropriate and applicable scales)

##### - Movement Network:

- Road and street hierarchy/ies;
- Access points and linkages;
- The pedestrian movement network and NMT proposals in the area if any exist

##### - Public and Open Space Network

- The Public Environment, Public Open Spaces, as well as Arts, Culture and Heritage

##### - Points of Interest

- Main areas of activity (social amenities, retail areas, commercial areas, residential areas, high streets etc.)
- Community and Social Development, Social Amenities provision
- Urban context: Key features and interrelationship with surrounding areas
- Spatial planning policy context: SDF application; SDF analysis for the area; existing development frameworks/precinct plans;
- Housing (Demand, Supply and current initiatives), Residential Developments and Residential Neighbourhoods

#### *c. TRANSIT*

- Transportation initiatives across all modes - especially the proposals that deal with the City's Bus Rapid Transit network and stations, the Gautrain and existing rail stations, as well as the existing and proposed road networks;

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<sup>4</sup> PLEASE NOTE: These assessments are context specific and will be confirmed during the project registration / initiation process. Furthermore detailed impact assessments may be required as per the requests by the various departments / entities.

*d. DEVELOPMENTAL TRENDS*

- Current development trends: Private sector development trends, public sector initiatives (including City of Johannesburg's land and property holdings in the study area and its intentions with each holding as well as any other publicly owned land

*e. LAND USE REGULATION*

- The Regulatory Environment (Zoning, Rights, Actual Land Use, Vertical Land Use Mix and Density etc.)

*f. INFRASTRUCTURAL ASSESSMENTS*

- Infrastructure and Services (Status and Planned Upgrades)

*g. URBAN MANAGEMENT*

- CID's, RID's and Urban Management structures affecting the study area.

*h. TECHNICAL STUDIES*

- In some instances detailed technical / professional studies and impact assessments may be required by the relevant department / entity.
- Such investigations may entail, but are not limited to, Environmental Impact Assessments (EIA), Traffic Impact Assessments (TIA), Heritage Impact Assessments (HIA), Geotechnical Impact Assessments (GIA), Infrastructural Impact Assessments, Structural Assessments etc.
- These assessments may become requirements during any phase / stage of the Spatial Framework Planning process and shall be conducted at the expense of the Project Team (i.e. not by CoJ) and to the satisfaction of Council.

### **Part 3: Development Framework**

The Development Framework should address the identified issues and opportunities by outlining:

- An overall spatial development philosophy in line with City-wide policies, especially the SDF.
- A spatial vision for the study area.
- An overall desired spatial development structure- this should define major structuring elements and areas of special character/precincts within the study area. This should include a land use framework.
- The identification of development proposals for key areas of intervention.
- Include recommendations for where existing proposals/precinct plans relevant to the study area need to be amended or revised to better achieve the desired spatial structure.

### **Part 4: Urban Design Framework**

The Urban Design Framework should highlight the illustration and application of the basic design principles such as sense of place, legibility, accessibility and sustainability to the land uses and activities, the movement

system, the landscape and open space, design directive and the built form. Guidelines should be provided for areas such as key precincts in the study area and key structuring elements (developments along open spaces/linked to the movement structure). Clear built form instruction directly related to development controls should be included to guide individual site application and development.

### **Part 5: Implementation Framework/Plan**

The implementation framework should highlight important catalytic projects and interventions for the area of concern. The following items could be included:

- Priority/Critical Actions <sup>5</sup>
- Priority Projects (catalytic projects, highlighting public sector interventions)
- Estimated Capital Expenditure
- Timeframes
- Implementing agents and partners
- Urban management and maintenance proposals

### **Part 6: Annexures**

The following annexures are to be included as part of the Precinct Plan:

- Technical reports and studies
- Records of public participation: adverts/notifications; agendas and confirmed minutes; attendance registers and a summarised table of comments received + the precinct plan's responsiveness to inputs/comments received.

## **SECTION 8\_ Format of Spatial Frameworks**

The final product should include written documents and graphical illustrations, supported by detailed plans. Three (3) original colour copies and three compact disks or flash drives of the final product on a site-specific level with supporting documentation are to be submitted to CT&SP. The deliverables must include high quality visual products that can be used to inform various stakeholders of the proposals and interventions. The final submission must include a comprehensive PowerPoint presentation that will be used to present the final precinct plan in the council approval process.

On completion of the project it is required that data captured be handed over to the Council. Data must be handed over in an ArcGIS compatible format e.g. shapefiles or ArcInfo coverages. Associated attribute files must also be included – (examples of shape file extensions: Roads.shx; Roads.shp.xml (metadata); Roads.shp; Roads.dbf (database file); Roads.sbn; Roads.prj (projection file); Roads.sbx.

The Council's approved standard 26-digit code must be used as the unique property identifier. The data must be in a Transvers Mercator projection using LO29 as the central meridian. The Hartbeeshoek datum (WGS84) must be used. Data can be transferred via CD's or DVD's. Electronic mail can also be used provided that files or zipped files do not exceed 2MB in size.

Datasets transferred to the Council must have detailed metadata attached or must be accompanied by a statement on the quality of the data. The Metadata or statement must be as comprehensive as possible and must include at least the following:

- Basic project information including the name of the project, contact information of the Council project leader and the consulting firm.
- Name of the files included and a brief description of the content of the files.

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<sup>5</sup> PLEASE NOTE: Projects / infrastructural upgrades required/ proposed in terms of the Precinct Plan may not necessarily be implemented by CoJ due to Capital prioritisation and alignment processes. Therefore even in instances where a Precinct Plan becomes an approved Policy, it does not automatically guarantee implementation.



- Description of the geographic extent.
- A brief description on the origin of the data (source information) and the processes and transformations that the data has been subject to.
- A description of the positional accuracy must include the scale of the source information, the scale at which the data was captured, the methods used to capture the data and the name of the capturing agency.
- The currency of the data must be stated as a date and/or time (source date). If relevant, updating intervals must be stated. The date the data was captured must also be included.
- A brief description of attributes included in the datasets as well as methods used to collect and capture the attribute data.
- If third party data is used for projects, copyright statements must be included as well as the names of the custodians of the datasets.

Please note that the City of Johannesburg has the copyright on all new datasets created for council projects, but these will be shared and made public in line with the City's GIS and data policies.