

# Geospatial Data Policy Statement

This policy ensures the effective management and consistent provision of geospatial data.

Western Bay of Plenty District Council ('the Council') will:

- Not charge for geospatial data.
- Freely distribute geospatial data through map services and/or web services.
- Only charge a fee where post processing or manipulation of the geospatial data is required.

## Purpose

The purpose of the Western Bay of Plenty District Council Geospatial Data Policy is to ensure that:

- Geospatial data can be readily discovered, appraised, assessed and obtained by key stakeholders and the wider geospatial community.
- Systems and processes are in place that allow for the effective management and provision of geospatial data that is accurate, consistent, well documented and continually improved.
- All statutory requirements are complied with, concerning the releasing of geospatial data datasets, services and systems owned by different government agencies and local governments.

The key policy statements contained in this document demonstrate Western Bay of Plenty District Council's desire to open geospatial data to the wider community for maximum economic and social benefit. This approach is consistent with the central government's New Zealand Geospatial Strategy (2007) and the New Zealand Government Open Access and Licensing framework (NZGOAL) Version 2 December 2014.

## Scope

This policy relates to all geospatial data requests received by Western Bay of Plenty District Council.

## Principles

Geospatial data is a key decision-making tool for the efficient management of Local Government assets, environments and communities. This policy ensures that geospatial data is effectively managed and made accessible to key stakeholders. The key driver behind this policy is to adopt and support the central government's geospatial strategic vision, ensuring that:

- Government [all levels] geospatial information and services can be readily discovered, appraised and accessed.
- Geospatial datasets, service and systems owned by different government agencies and local governments can be combined and reused for multiple purposes.

Western Bay of Plenty District Council's Geospatial Data Policy will meet these goals and provide maximum benefit to the community through an open data policy, a high level of integration with third party groups who can utilise geospatial information, lower entry costs and a streamlined data provision process.

## Definitions

Geospatial data

- Vector or raster Geographic Information System (GIS) datasets

Geospatial products

- the manipulation of vector or raster GIS datasets
- Hard or softcopy maps, analytical outputs or visualisation products

Key stakeholders

- BOPLASS Councils, public, private business, government agencies

## Process

Where possible, requests for geospatial data will be handled through the Western Bay of Plenty District Council's web map service. The web map service will allow users to immediately view, print, query and download geospatial data or customised maps, free of charge.

Where a request cannot be accommodated through the web map service, geospatial products will be created according to the customers requirements and the policies and processes herein. These requests can be logged by using any link to '[contact us](#)' on the council's website. Geospatial products will be provided as complete on supply and no ongoing support will be provided unless agreed by both council and the customer.

## Geospatial products and service charges

All map creation, map data manipulation and printing will be charged a service fee at an hourly rate as detailed in the Council's [Annual Plan](#) Schedule of Fees and Charges (see GIS service fee and print charges under the General section).

The high cost of printer consumables requires council to recover costs for providing hard copy maps in addition to the service fees above. These costs are also outlined in the Council's [Annual Plan](#) Schedule of Fees and Charges (see GIS service fee and print charges under the General section).

## Exemptions to the charging policy

All charges will be waived for geospatial products distributed to:

- Internal Council departments.
- Government agencies.
- Consultants working on Council's behalf.
- Registered charitable organisations.
- Accredited education providers and students.

Council Controlled Organisations (CCO) and private companies with whom Western Bay of Plenty District Council has a Memorandum of Understanding (MOU) or Service Level Agreement (SLA) will be charged for geospatial products and services according to that agreement.

Geospatial data and products will be distributed via electronic means where possible. On the rare occasion, whereby uploading/downloading of the geospatial data would be prohibitive, the client must provide an external hard drive or other means of data transfer at their own cost.

### **Copyright and Disclaimer**

All geospatial data and products are required to include the following copyright statement:



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Unless otherwise specified, information made available through the Council's web map service is licensed under CC BY 4.0. To view a copy of this license, visit <http://creativecommons.org/licenses/by/4.0/>. Contrary to the Council website [General Terms and Conditions](#), under this licence you are free to copy, distribute and adapt the information, but you must attribute the information back to the original creator and abide by all other licence terms, which include having the licence associated with the information at all times and displayed on any maps, websites, applications or printed material using this content.

### **Legal requirements**

Western Bay of Plenty District Council will, at all times, adhere to its statutory and legal requirements, including withholding geospatial data and products where:

- The information is covered by the Privacy Act 2020, e.g. personal information such as property owner names attached to property information.
- The information is supplied to council from another organisation and cannot be made available due to a supply license agreement or intellectual property restriction.
- The information is withheld for reasons to withhold under the Local Government Official Information and Meetings Act (LGOIMA) 1987.
- Reason exists under law.