

# Map & Data Supply Policy For Waitakere City Council

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This document outlines the Waitakere City Council GIS policy for supply of hard copy maps and digital data. It will include information regarding the data supply contract, sensitive and licensed data, map and data charges, deadlines and information regarding data supply format.

## DATA SUPPLY CONTRACT

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When a request for data is made from an external customer or a Council consultant they are required to complete a *GIS External Data Supply Contract* ([click here](#)). This contract needs to be personalised for the consultant/external customer and sent with the data and returned signed to the GIS team. It is important that this happens as the contract outlines the terms of condition that need to be adhered to by the consultant/external customer. These include:

- 1) a disclaimer which outlines the limitations of the spatial accuracy of the data,
- 2) the data cannot be used for any purpose other than for the purpose of the project, and
- 3) on completion of that project the data must be removed from the consultant's/external customer's computer system and notify the GIS team that this has happened. (This is recorded in L:\Documentation\Master\_Forms\GIS External Data Expire Date.xls).

If the contract is not signed then we cannot enforce any of these conditions.

## AVAILABLE DATA

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All data that resides in SDE can be supplied to both Council consultants and external customers apart from sensitive and licensed data (see the related section below). Of course there is a charge for external customers (see map and data charges below).

## SENSITIVE AND LICENSED DATA

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### **Sensitive data**

#### ***Property Data Extraction***

Any property data extraction such as property owner or address mailing lists can be supplied by the GIS Team. However, this information is only available internally or to consultants working for the WCC – it is **NOT** available to external customers. A *Release of Ratepayer Details from the Rating Information Database (RID)* must be signed and sent to Betty Lane in Corporate Data for approval. [Click here](#) to read full documentation on this process.

Other sensitive datasets that may require clearance are:

Hazards – contact Jo Menchira ext 8444

Landfill – contact David Nelson ext 8770

District Plan – contact Christopher Turbott ext 8795

Archaeological sites – contact Alina Wimmer ext 8798

### **Licensed data**

#### ***LiDAR & Ortho Imagery***

Ortho imagery and LiDAR data (including LiDAR derived data such as contours) can be supplied internally and to Council consultants in both digital and hard copy format without charge and without limit.

However, this is not the case for external customers who must pay for both LiDAR, LiDAR derived data and Ortho imagery. If they require this as a hard copy map then the normal charges apply but if they require it in a digital format the following restrictions apply:

**LiDAR and LiDAR derived data** – WCC are permitted to sell up to 1 map sheet or tile of LiDAR data (in LAS format) or LiDAR derived data (ESRI format) at a cost of \$120. But any requests larger than this must be forwarded to:

**Jovanna Leonardo**  
Auckland City Council, Spatial Centre  
Email: [digitaldata@aucklandcity.govt.nz](mailto:digitaldata@aucklandcity.govt.nz)  
Ph: 09 374 1336

**Ortho imagery** – The same restrictions apply for Ortho imagery with any requests larger than 1 map sheet or tile to be forwarded to Mark Stevenson at Auckland City Council (09 307 7684). For requests of 1 map sheet or smaller Ortho's will be provided in ECW format<sup>1</sup> by WCC at a cost of \$120. Ortho imagery can also be supplied as a digital snapshot in jpeg or pdf format up to a size of 2.5mb for a cost of \$90 including administration fee.

Please note that a data extraction, supply and delivery charge of \$60 also applies for any request that goes through Auckland City Council. For a comprehensive price list on LiDAR data and Ortho imagery [click here](#).

## **MAP AND DATA CHARGES**

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### **Map charges**

Map charges are as follows:

Size	First Copy*	Subsequent Copies
A4	\$10	\$5
A3	\$15	\$7
A2 42x59cm	\$20	\$9
A1 59x84cm	\$30	\$12
A0 84x118cm	\$40	\$15
A4 OHP		\$15

*All prices quoted above are inclusive of GST.*

There will also be a charge for time spent creating the map at a rate of \$50 per hour.

### **Data charges**

There is no specific charge for data supplied other than time spent supplying the data which will be charged at \$50 per hour.

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<sup>1</sup> The GIS team prefer to supply ortho's in ECW format because their compression allows us to email the image rather than having to burn it to CD which is necessary when supplying in TIFF format. A plug-in maybe required to view the ECW which can be downloaded from the [ERMMapper website](#).

<b>Data Supply</b>		
CD		\$15
DVD		\$15
<b>Work Type</b>		
Map & Data Supply		\$50 per hour
Analysis & Development		\$50 per hour
<b>LiDar &amp; Ortho</b>		
Hard Copy Maps	Above Map charges apply	Above Map charges apply
Data	One tile	\$120.00
	More than one tile	Supplied by AK City Council

## **EXEMPTIONS TO THE CHARGING POLICY**

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### **Council Consultant**

If work is being undertaken by a consultant on behalf of the Council there will be no charge for any data supplied. To verify that the consultant is working on a Council related project we encourage the staff member in charge of the project to make the IM Helpdesk request.

### **Not For Profit Organisations**

Organisations such as clubs, school children, university students etc can, according to the discretion of the manager, receive the information free of charge. This will depend on the size of the request and the amount of resources required for the request.

## **DEADLINE**

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Where possible, map and data requests will be supplied within a fortnight of receiving an IM Helpdesk request or an external GIS data request form, unless a different timeframe is agreed upon with the GIS team

## **DATA SUPPLY FORMAT**

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As of August 2007 the GIS Team supplies data solely in **ESRI format** (.shp - shapefile, .mdb - Personal Geodatabase, or .gdb - File Geodatabase) and no longer supports the conversion of data into CAD format (dxf, dwg). This decision was made not simply because it is a time consuming process placing too much demand on GIS resources, but also because the team could not provide the “consultant” with important attribute information held against the line, point or polygon. These attributes were being lost in the conversion between GIS and CAD environments. Now that data must be supplied in ESRI format attribute information will be passed on to the “consultant” thus providing a better service.

The onus will now be on the “consultant” to leverage either a plug-in or convert the data into their required format (AutoCAD 2007 has the facility to convert shapefile to dxf or download DXF Author which converts from shapefile to dxf <http://www.mass.gov/mgis/dxf.htm> ). They can also download ArcExplorer – a free GIS viewer to view shapefile data.

