
MATATIELE LOCAL MUNICIPALITY
GEOGRAPHIC INFORMATION SYSTEM (GIS) POLICY



MATATIELE
LOCAL MUNICIPALITY

2022-23 financial year

MATATIELE LOCAL MUNICIPALITY GEOGRAPHIC INFORMATION SYSTEMS (GIS) POLICY

1. INTRODUCTION

The GIS Policy of the Matatiele Local Municipality reflects the procedures in delivering GIS services within Matatiele Municipal jurisdiction in order to comply with the legislative requirements relating to spatial data maintenance, data capturing, data acquired, data dissemination and printed for internal and external clients.

2. LEGISLATIVE FRAMEWORK

This document is outlines as per the following legislations:

The Municipal Systems Act (No. 32 of 2000), the Municipal Structures Act (No. 117 of 1998),

The Spatial Data Infrastructure Act (No. 54 of 2003), the Promotion of Access to Information Act (No. 2 of 2000) and Copyright Act (No. 98 of 1978).

3. APPLICATION

This policy is applicable to all Municipal GIS resources such as GIS users, Hardware, software, data and products related to spatial information.

4. PRINCIPLES

The Municipality has an effort to build and maintain a spatial information system to provide more efficient service to its citizens and clients. It is the intent of the Matatiele municipality to provide access to spatial information as permitted or required by law. It should be noted that the Promotion of Access to Information Act No.2 of 2000 requires the organs of state to make all public records available to the public.

Hence the municipal main objective is to govern the adoption and use of GIS as follows:

- Increased efficiency and effectiveness in the delivery of the municipal service delivery/customer care centres;
- Improve data and information integration at all municipal departments;
- Encourage data sharing where ever possible at all levels of government;
- Easy, consistent and effective access to geographic information; and
- Promote use of geographic information and tools as widely as possible.

5. GIS PROJECTS

All projects conducted on behalf of the municipality, with GIS data as part or entire deliverable

shall be supported by the Municipal GIS Manager: A copy of the latest GIS specifications document shall accompany letters of awards and/or contracts for such projects. All digital data submitted in standard transfer media shall comply with the GIS specifications and must be checked by a responsible GIS staff. Any deviations to the GIS specifications shall be approved by the GIS manager.

6. **TYPES OF GIS SERVICES**

All general GIS services to users outside of the council shall be directed to the GIS Office. These services include: -

- Request for all digital GIS data;
- Basic GIS maps other than for a specific project or day to day municipal services rendered by a specific department;
- Customized GIS products and maps;
- Any queries relating to GIS data and
- Generic issues relating to access and use of GIS in the municipality.

Upon receipt of a request by **GIS** office a notification shall be conveyed to the requestor within five (5) working days as to whether the request can be fulfilled and if so, when. The 5-day period begins when GIS Personnel receives a written request. If the request description is determined to be insufficient to begin processing, the requestor shall be promptly notified that the request cannot be processed without additional information. This shall satisfy the five (5) day reply requirement. Receipt of an augmented request description shall open another five (5) day reply window.

The **GIS** representative shall respond promptly in fulfilling such requests. All data existing at the time of a GIS data request shall be deemed available for fulfilling such requests. Data that must be created or otherwise manipulated will be taken into account in the execution of the request and such request will not be subject to the Promotion of Access to Information Act.

7. **SCANNING CHARGES**

Matatiele LM has a large format (A0 size) high resolution scanner integrated in its plotter. No charge will be levied for scanning services. Requests must be forwarded to EDP offices for scanning.

8. **DATA CHARGES**

Data that is owned or that is entrusted to Matatiele LM as the custodian of that data, will be disseminated free of charge. Media (CD, DVD, USB memory stick or hard drive) must be provided for purposes of transfer of data.

9. **PRINTING AND PHOTOCOPYING CHARGES**

Matatiele LM is providing GIS maps from A4 – A0 size on paper as per the pricing schedule below, except maps for school purposes up to grade 12 (no charges).

A line map consists of predominantly line work with no solid fill areas or backdrop aerial photography.

A “full ink” map has predominantly solid fill areas coloured in on the map, else aerial photography.

Size of Paper	Media	Full Ink	Line Map
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A4	Paper	R15	R10
A3	Paper	R15	R10
A2	Paper	R30.00	R25.00
A1	Paper	R65.00	R40.00
A0	Paper	R75.00	R50.00

10. **DATA BACKUP**

The GIS servers are subject to the Matatiele LM IT data backup policies and procedures. Backups are performed nightly in line with all other server backups. GIS datasets are large in file size, but most of this space is consumed by imagery. The imagery does not change frequently hence this data needs to only be backed up each time new imagery is added to the catalogue. The data must be stored off site or in a fire-proof safe on site.

11. **DATA STRUCTURING AND NAMING CONVENTION**

New GIS data that is inserted into the Matatiele LM GIS

New GIS data that is inserted into the Matatiele LM GIS must be correctly categorized and named by the GIS staff in accordance with the established naming convention. The Matatiele LM GIS is based on an Esri ArcGIS 10.6 software. Data “layers” (called feature classes in the geodatabase) have been grouped under logical data categories (called feature datasets).

Datasets have been named according to a naming convention of area to which it pertains (e.g. Matatiele), underscore (_), and the name of the dataset (e.g. Schools). i.e. Matatiele_ Schools. The name of the dataset must always begin with a capital letter.

The temptation to create a new GIS layer named, for example, “latest boreholes from DWA” must be avoided. Data must be logically named with a name that will suffice as a legend name on a map. This will minimise the effort required in renaming layers on maps, every time that they are created.

The above are operational policy rules that the GIS staff are required to follow and the GIS Manager is required to enforce.

12. **DATA MAINTENANCE**

GIS data maintenance involves data capture, data editing, data documentation and data deletion.

The Matatiele LM GIS Section is responsible for the maintenance of general backdrop - type data covering the whole of Matatiele LM boundary, as well as for the acquisition of data from outside parties, such as Municipal Demarcation Board, Surveyor General, Department of Public Works, Department of Water Affairs, Department of Rural Development and Land Reform, Statistics South Africa and the Eastern Cape Office of the Premier.

Matatiele LM has also committed to the update of the land audit database covering the whole of the Matatiele LM Boundary in line with Deeds office updated ownership, Valuation roll, SDF and IDP. This critical database consists of two main data layers: the approved layer (all properties in the Municipal boundary that have been approved in the Office of the Surveyor-General by virtue of an approved diagram or general plan); and the registered layer (all properties that have been registered in the Deeds Office). These data layers are the financial basis for billing ratepayers at the Municipality.

Infrastructure Services and Municipal Assets have a massive data maintenance requirement and will require dedicated staff to attend to its needs. Other components will typically only be required to spatially enable the data that they capture.

No project should be undertaken in Matatiele LM without a spatial point being captured to depict where that project is. The GIS staff will be responsible for ensuring that there is a one-to-one match between the project database (MIG projects etc) and the GIS spatial data. The project managers must ensure that the project implementers provide the necessary data for capture into the GIS.

The Local Municipal GIS staff shall typically capture and update Municipal Facilities using web-based data capture tools with the assistance of the District GIS staff and Cogta GIS staff as part of supporting and capacitating Local Municipalities. The service providers appointed for GIS services shall assist the municipal staff by training them as part of skills transfer.

13. INDEMNITY

The Matatiele Local Municipality accepts no liability or responsibility whatsoever for the correctness and completion of this information and will not be held liable for damages including loss of profits or consequential damages arising from the use of this information. The information must be used as a guide only and details should be verified with the relevant department including the Surveyor Generals Office and the Deeds Office and physically checked on site. The Municipality, as public authority subject to budgetary constraints, reserves the right to change, from time to time, its official policy regarding the level of service provided, including conditions of supply and fees payable.

14. REFERENCES

- Alfred Nzo District Gis Policy
- Ekurhuleni Metropolitan GIS policy
- Amathole District GIS Policy

Policy number

Council Resolution (CR) Number **CR**

Mr. L. Matiwane

***Municipal
Manager***

Cllr. S. Mngenela

Mayor

Cllr. N. Ngwanya

Speaker



MR. L. MATIWANE
MUNICIPAL MANAGER

28/07/2022

DATE



CLLR. S. MNGENELA
MAYOR

28/07/2022

DATE



CLLR. N. NGWANYA
SPEAKER OF COUNCIL

28/07/2022

DATE