This Form is associated with the Spatial Data and Surveying Technical Guidelines.

The purpose of this Form is to assist MWPA staff, contractors, and third parties address key aspects of spatial data submissions.

|  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- |
| Section 1. Details of Person / Entity Submitting Data | | | | | | |
| Company Name | Company Name | | | ABN/ACN | | Number |
| Contact Person | Contact Person | | | Position | | Position |
| Contact Email | Contact Email | | | Phone | | Phone Number |
| Postal Address | Postal Address | | | | | |
| Applicant’s Signature | | insert image | Sign (Paste) | Date: | date | |

| Section 2. Purpose for Submission of Data | |
| --- | --- |
| Purpose for submission – for example [for 2021 Dredging Project: delineation of the proposed site locations] | |
| MWPA Project Reference | Reference (where applicable) |
| Data Title | Title |

| Section 3. Compliance Checklist | | | | | | |
| --- | --- | --- | --- | --- | --- | --- |
| Data Transmittal Summary Form Completed |  | Map elements include: title, north arrow, graticule labels, scale, publication dates, CRS, legend, map author/publisher | |  | Spatial data list submitted, and formats specified | |
|  | Map symbology layer or legend submitted | |
|  | Maximum and minimum coordinates (project area extents) | |  | Location source accuracies and spatial limitations specified | |
|  | Base map data source (topographical or operational) | |  | Coordinate Reference Systems specified | |
| GIS / Spatial Data Submitted |  | Data formats compatible with ESRI GIS software or AutoCAD (shapefile or file geodatabases [gdb]; GeoTiff,3D models I3S | |  | Different features illustrated as individual files fully attributed and specifying a feature type field and all files combined in a single .zip file | |
|  | Coordinates Reference System specified, or projection files supplied. GDA2020 / GDA94 or GDA2020 UTM Zone 50 (indicate zone number) | |  | Key attribute and metadata elements captured | |
| Data Transmittal or Uploading of Files |  | For big datasets a secure ftp site or link for data submitted provided to MWPA with login credentials and cc [gis.admin@midwestports.com.au](mailto:gis.admin@midwestports.com.au) | |  | For small datasets email .zip file to recipient and cc [gis.admin@midwestports.com.au](mailto:gis.admin@midwestports.com.au) | |
|  | Data to be removed from temporary transmittal folders once copied | |  | Key attribute and metadata elements captured | |
| Data Completeness | | | | | | |
| Complete | | | Partial | | | Preliminary (final version to follow) |