This Form is associated with the Spatial Data and Surveying Technical Guidelines. The purpose of this Form is to capture key information as a record of spatial data dispatched to external, or in exceptional cases, to internal parties.

| Section 1. Data Dispatch Header Information | | | | | |
| --- | --- | --- | --- | --- | --- |
| MWPA Contact Person | | Contact Person | | Date Requested | date |
| Data Dispatched to | | Full Name | | Recipient Contact Phone | Phone Number |
| Name of Organisation Data Dispatched to | | Organisation Name | | Recipient Contact Email | Email Address |
| MWPA Project Title | Project Title (if applicable) | | | MWPA Project Number | Project Number |
| Data Transmission upload link (provide secure link to upload the data) | | | Link | | |
| Spatial Data Request Summary  Summary | | | | | |

| Section 2. Spatial Data Details | | | | | | | |
| --- | --- | --- | --- | --- | --- | --- | --- |
| Item No. | Spatial Data Layer Name | Spatial Data Details – Description | Version | Publication Extract Date | Original Source of GIS Data | Format | Spatial Extent |
| 1 | Layer name | Description | # | date | Source | Format | Ext |
| 2 | Layer name | Description | # | date | Source | Format | Ext |
| 3 | Layer name | Description | # | date | Source | Format | Ext |
| 4 | Layer name | Description | # | date | Source | Format | Ext |
| 5 | Layer name | Description | # | date | Source | Format | Ext |
| 6 | Layer name | Description | # | date | Source | Format | Ext |
| 7 | Layer name | Description | # | date | Source | Format | Ext |
| 8 | Layer name | Description | # | date | Source | Format | Ext |
| 9 | Layer name | Description | # | date | Source | Format | Ext |
| 10 | Layer name | Description | # | date | Source | Format | Ext |
| 11 | Layer name | Description | # | date | Source | Format | Ext |
| 12 | Layer name | Description | # | date | Source | Format | Ext |
| 13 | Layer name | Description | # | date | Source | Format | Ext |
| 14 | Layer name | Description | # | date | Source | Format | Ext |
| 15 | Layer name | Description | # | date | Source | Format | Ext |

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| Section 3. MWPA GIS / Drawing Controller Use Only | | | | |
| Data Transmittal No. | Data Transmittal Number | | Date Data Dispatched | date |
| Spatial Data Dispatched By | | Name | | |

|  |  |  |  |
| --- | --- | --- | --- |
| Section 4. Recipient Acknowledgement | | | |
| Received and Accepted By | Name | Signed | insert image |
| Date Received | date |  | Sign (Paste) |
| **Note** – MWPA Spatial Data dispatched for the sole purpose of enabling the requesting party or representative to develop, test, and support MWPA as per terms of contract for project or work. | | | |
| *Please acknowledge receipt and acceptance of data, and email signed form to:* [gis.admin@midwestports.com.au](mailto:gis.admin@midwestports.com.au) | | | |