

Sydney Weeds Committee

GUIDELINES for WAP project reports due on 15th July 2011

This report covers all activities and expenditure during the 2010-2011 financial year (ie. from the period 1st July 2010 to 30th June 2011).

The WAP project report consists of (i) an Excel worksheet and (ii) a map.

Your first report for Year 1 is due on 15th July 2011. The SWC Executive Officer will then collate all reports into a combined Sydney Region report to the Department.

** It is essential that the WAP project reports are received from all councils / national parks regions by 15/7/11, in order to meet the Department's reporting deadline.

Excel worksheet (Use the worksheet: Version 002, updated May 2011)

Insert your figures into the Excel worksheet to indicate:

- Numbers for each activity that has been undertaken (ie. no. hectares, kms, inspections, educational displays etc)
- *NB. If you are unsure where to insert the numbers, refer back to your original application.
- WAP funds spent during this period (ie. funds spent to date at 30th June 2011)
- Your council/agency's funds also spent for these activities (during 2010-2011)
- **Email the completed worksheet to rosanna.luca@cma.nsw.gov.au**

Map

A map also needs to be supplied by 15th July. The maps are needed:

- To show locations of where the WAP and agency funds have been spent during 2010-2011 financial year
- To enable the SWC GIS Officer to digitise locations of all on-ground works onto a larger Sydney region map.

The map/s supplied can be in any of the following formats:

- A map produced from a GIS
- Google map
- A photocopy from a Street Directory, with shaded area showing the location.
- Digital format (emailed to Rosanna) or hard copy format (sent in the post)

Example:

