# MapshareVic Instructions



Conservation and Science





This guide provides simple step by step instructions to use MapShareVic.

*Researchers can use the MapShareVic tool to determine the relevant public land manager.* 

Some research activities on public land may require permission from the relevant land manager prior to undertaking any approved research activities, even if a permit under the <u>Wildlife Act 1975</u> or the <u>Flora and Fauna Guarantee Act 1988</u> has been issued.

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## Identifying Land Manager

1. Start from the <u>MapshareVic Home Page</u> and set up the correct spatial layers following Steps 2 to 5.



2. Select the Layer Themes tab, and click on 'Public Land'.



3. A drop-down menu will appear on the left-hand side of the map. Untick all boxes except 'Public Land and Reserves' ('Boundaries' and 'BaseMaps' can be ticked, as these only provide geographical references and won't impact the results generated).

	Layers	≡ ×
Publ	ic land	~
Filte	er Layers 😵	Filter
+	Traditional Owner	
+	Groundwater	
+	Water and Catchment	
+	Crown Land Tenure	-P
+	Crown Land Reserve and misc	-p
+	Public Land and Reserves	-[
+	Boundaries	
+	CrownParcel	
+	Address	
+	Melbourne Strategic Assessment	
+	Property and Parcel	
+	BaseMaps	

4. Expand the 'Public Land and Reserves' layer by clicking on the '+' sign.



5. Ensure only 'Public Land' is ticked.



6. Find the desired land parcel on the map by typing the park or reserve name in the search box. This will automatically focus the map on the area selected. Alternatively, use the cursor to manually move the map until you located the desired area. Right-click the desired land parcel. This action will drop a pin and open a menu on the map. From this menu, click on 'Identify'.



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7. A drop-down menu will appear to the left of the map. Click on 'Public Land Detailed 0-1'.



#### 8. Click on the name of the selected land parcel.



9. To identify the land manager of the area selected, scroll down to the heading 'MNG\_GROUP' on the menu to the left of the map.

Public Land Detailed - Plenty G 🚍	×
PLU_CODE 32	Î
STUDY_AREA MELBOURNE 2 REVIEW (1994)	
area_code 32	
rec_code A35	
PRIMS_ID 1518	ł
1910	- 11
MNG_GROUP PARKS VICTORIA	l
MNG_GROUP PARKS VICTORIA MNG_SPEC PARKS VICTORIA	
MNG_GROUP PARKS VICTORIA MNG_SPEC PARKS VICTORIA IUCN_CAT NOT A PROTECTED AREA	
MNG_GROUP PARKS VICTORIA MNG_SPEC PARKS VICTORIA IUCN_CAT NOT A PROTECTED AREA DATE_LCCAP Jun 17, 1997 12:00 AM	
MNG_GROUP PARKS VICTORIA MNG_SPEC PARKS VICTORIA IUCN_CAT NOT A PROTECTED AREA DATE_LCCAP Jun 17, 1997 12:00 AM DATE_EST Jun 17, 1997 12:00 AM	
MNG_GROUP PARKS VICTORIA MNG_SPEC PARKS VICTORIA IUCN_CAT NOT A PROTECTED AREA DATE_LCCAP Jun 17, 1997 12:00 AM DATE_EST Jun 17, 1997 12:00 AM IMPL_STAT YES	

End of Instructions

## Identifying Reference Areas

Reference Areas are areas of public land that have been established under the *Reference Areas Act 1978* (Vic). Reference Areas include typical examples of land types that have not been modified for productive uses such as agriculture, mining or timber production in the past.

Please note that additional requirements apply when conducting research within Reference Areas. For further information please contact <u>environmental.research@delwp.vic.gov.au</u>



1. Start from the <u>MapshareVic Home Page</u> and set up the correct layers following steps 2 to 5.

2. Select the 'Layer Themes' tab, and click on 'Public Land'.



3. A drop-down menu will appear on the left-hand side of the map. Ensure the layer 'Public Land and Reserves' is ticked.



4. Expand the layer 'Public Land and Reserves' by clicking on the '+' sign.



5. Ensure 'Public Land Management Overlays' is ticked. This is the overlay that will show Reference Areas on the map. MapShare is now correctly set up to display information on Reference Areas.



6. Find the desired land parcel on the map by typing the park or reserve name in the search box. This will automatically focus the map on the area selected. Alternatively, use the cursor to manually move the map until you located the desired area. Right-click the desired land parcel. This action will drop a pin and open a menu on the map. From this menu, click on 'Identify'.

MapshareVic		Search for Address or Parcel (e.g. 1\LP123)	Q
Layer Themes Tools	Drawing Advanced		
Property Forest Public Lan	Water Wetland More To Ex	Nore MapshareVic VicPlan Help Web Links Contact Us	Let 27 1001469 C
Layers	≡ × <	I want to	Lon: 147.410004° E
Public land	<b>~</b> +	Tran - C	Property Information
Filter Layers	S Filter		Draw a Point
+ 🗌 Traditional Owner			Plot a Coordinate
+ 🗌 Groundwater			T Add Some Text
+ 🗌 Water and Catchme	nt		Center the Map Here
+ Crown Land Tenure			Measure Parcel Area
+ Crown Land Reserve	and misc	Alpine National Iung Park	currently selected Parcel
+ 💟 Public Land and Res	erves	iera Forest	Dolygon
+ 🗌 Boundaries	_		T
+ CrownParcel	-0		
+ 🗌 Address	_		
+ 🗌 Melbourne Strategio	Assessment	Birregun	
+  Property and Parcel	-0	State Forest	
+ 🗆 BaseMaps			-
🕋 Home 📚 Layers	Vicma	Cartograp	

7. A menu will open on the left-hand side of the map. Click on 'Public Land Management Overlays'. Please note that if the menu only displays the option 'Public Land Detailed' and not the option 'Public Land Management Overlays' as shown in the image below, the land parcel selected is not a Reference Area.



8. Click on the name of the selected land parcel.



9. To verify that the land parcel is a Reference Area, scroll down to the heading 'REC\_CAT' on the menu to the left of the map

Public Land Management Over $\equiv$ ×
Group : DSE <u>Click here for Metadata Information</u>
Details
Shape N/A
OBJECTID 3
NAME SPRING CREEK REFERENCE AREA
LABEL Spring Creek Reference Area
LABELSHORT Spring Creek RA
NAME_SOURC PRIMS
MMGT_ONGRD Reference Area
REC_CAT REFERENCE AREA
STUDY_AREA Alpine Special Investigation (1983)
Ame 📚 Layers 🔍 Public Land

End of Instructions

Identifying Multiple Land Parcels and Exporting Results



1. Start from the <u>MapshareVic Home Page</u> and set up the correct layers following steps 2 to 5.

2. Select the 'Tools' tab, and click on 'Identify'.

Layer 1	Themes	Tools	Drawing	Drawing Advanced										
Legend	<b>e</b> Layer List	Home	() Initial View	Print	K Export	(i) Information	Identify	Q Find Location	200m to XY	X Clear Selection	Distance	Line	Edit	1 Upload Data
Layer	Controls		Basic To	ols	Property			Find Data				Measuremen	t	Data Resource

3. Click on 'Enable Add Results', then on 'Identifiable Layers'



4. A menu will open on the left-hand side of the map. Expand the layer 'Public Land and Reserves' by clicking on the '+' sign next to it.

	Identifiable Layers	×
	Select All Clear All	
+	Forests/Recreation	-
+	Hunting	
+	Public Access	
+	Traditional Owner	
+	Groundwater	
+	Water and Catchment	
+	Waterway Condition Index	
+	Waterway Monitoring Program	
+	Wetland	
+	Crown Land Tenure	
+	Crown Land Reserve and misc	
+	Public Land and Reserves	
+	LandUse	
+	Boundaries	
+	CrownParcel	
+	Address	
+	Melbourne Strategic Assessment	
+	Property and Parcel	
+	Property Rural View only for 50-100K	
- 1	Home 📚 Layers 💸 Identifiable	Ŧ

5. The menu will expand to reveal more options. Expand the 'Public Land' layer by clicking the '+' sign next to it.

	Identifiable Layers	2
	Select All Clear All	
H	Forests/Recreation	
ŀ	Hunting	
F	Public Access	
ŀ	Traditional Owner	
ŀ	Groundwater	
F	Water and Catchment	
H	Waterway Condition Index	
ŀ	Waterway Monitoring Program	
F	Wetland	
H	Crown Land Tenure	
H	Crown Land Reserve and misc	
-	Public Land and Reserves	
	Public Land Management Overlays	
	Management Overlay	
	Park and Reserve Outline	
	Park and Reserve - Parks Victoria	
	Managed	
	+ Public Land	
F	LandUse	
ŀ	Boundaries	

6. The menu will expand to reveal more options. Ensure all boxes in the 'Public Land' layer are ticked. You are now ready to select and identify multiple land parcels

				Identifia	ble Layers	×					
		Sele	ect A		Cle	ar All					
+	Gro	undv	vater								
+	Wat	ter ar	nd Ca	tchment							
+	Wat	terwa	y Co	ndition Ind	lex						
+	Wat	Waterway Monitoring Program									
+	We	tland									
+	Cro	wn La	and 1	Tenure							
+	Cro	wn La	and f	Reserve and	d misc	_					
	Pub	olic La	and a	nd Reserve	25						
		<b>V</b>	Pub	lic Land M	anagement Ove	erlays					
			Ma	nagement	Overlay						
		2	Parl	k and Rese	rve Outline	_					
			Parl	k and Reser	rve - Parks Victo	oria					
	_	Pub	lic La	ind		_					
				Public Lar	nd Detailed 4-						
				Park and I	Reserve 2-4						
				Public Lar	nd Detailed 2-4						
				Park and I	Reserve 1-2						
				Public Lar	nd Detailed 1-2						
				Public Lar	nd Detailed 0-1						

7. Find the desired land parcel on the map by typing the park or reserve name in the search box. This will automatically focus the map on the area selected. Alternatively, use the cursor

to manually move the map until you locate the desired area. Right-click the desired land parcel. This action will drop a pin and open a menu on the map. From this menu, click on 'Identify'.



8. A menu on the left-hand side of the map will open and show a summary of land parcel(s) selected and identified.



9. Repeat Step 7 for each land parcel you want to select. You must hit the 'identify' button between each land parcel you select.

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#### 10. After a new land parcel is identified, the menu on the left updates with new information.



11. Once you have selected all land parcels, click this symbol  $\equiv$  from the menu.

Identify Results (17)	≡ ×	
2 result(s) added to 'Identify Results'	×	
(13) Property	>	
(4) Parcel	>	

12. A menu will open on the left-hand side of the map. Click on Export to XLSX.



13. A pop-up window will open and ask to confirm the download of the Excel file containing information on all land parcels selected. Click 'Ok' to being the download.



14. To view a summary of all selected land parcels, click on 'Switch to Table' at Step 12.



15. This will change view to show information on all selected parcels in a table at the bottom of the map.

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End of Instructions