

MapshareVic Instructions



Conservation
and Science

Department of
Environment, Land,
Water & Planning



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

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

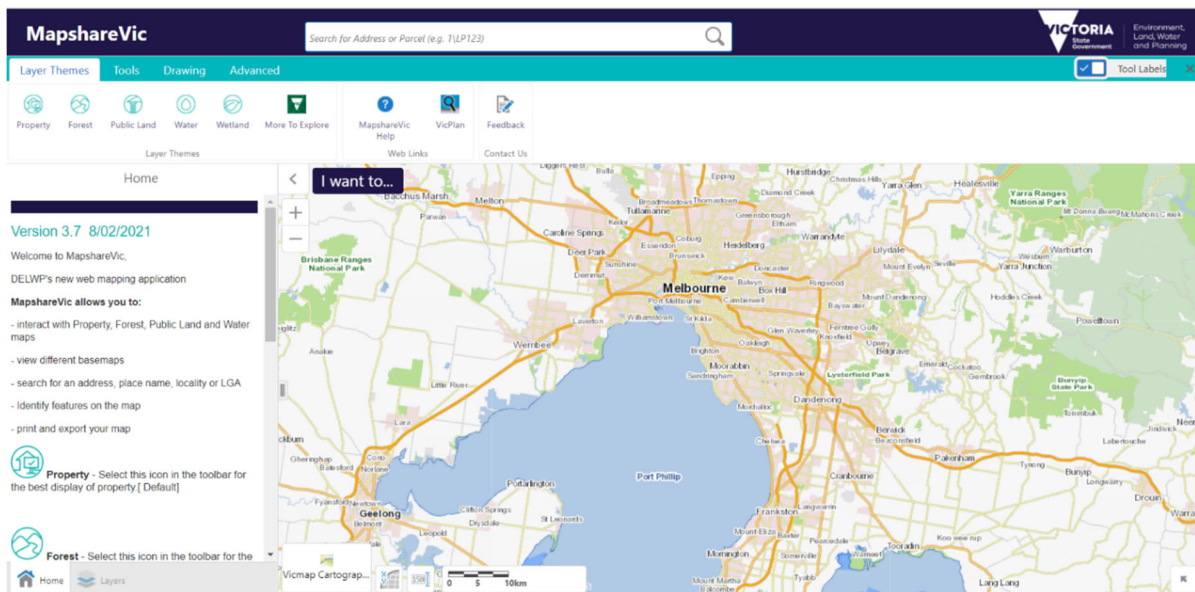
Some research activities on public land may require permission from the relevant land manager prior to undertaking any approved research activities, even if a permit under the Wildlife Act 1975 or the Flora and Fauna Guarantee Act 1988 has been issued.

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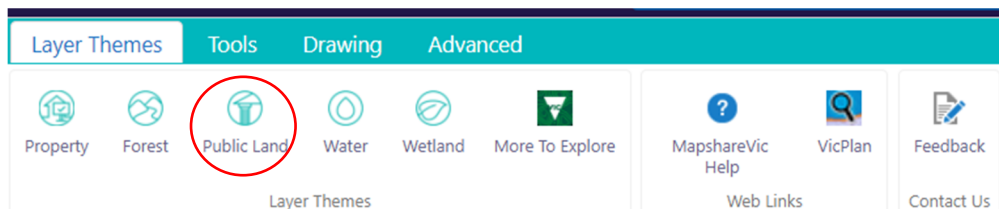
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Identifying Land Manager

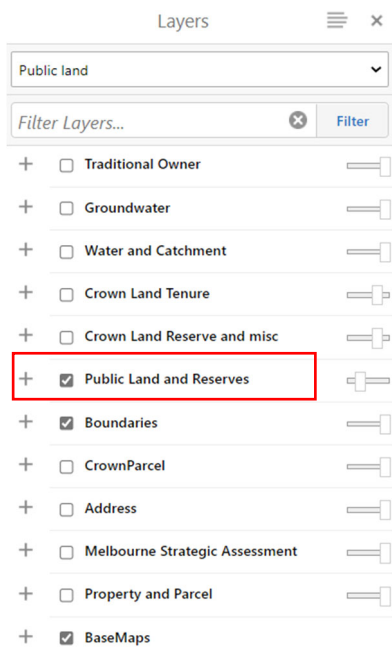
1. Start from the [MapshareVic Home Page](#) and set up the correct spatial layers following Steps 2 to 5.



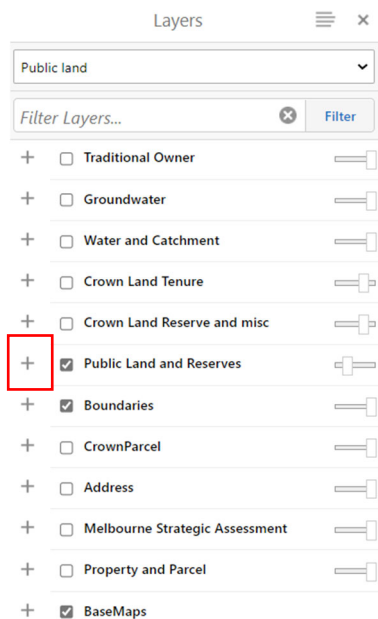
2. Select the Layer Themes tab, and click on 'Public Land'.



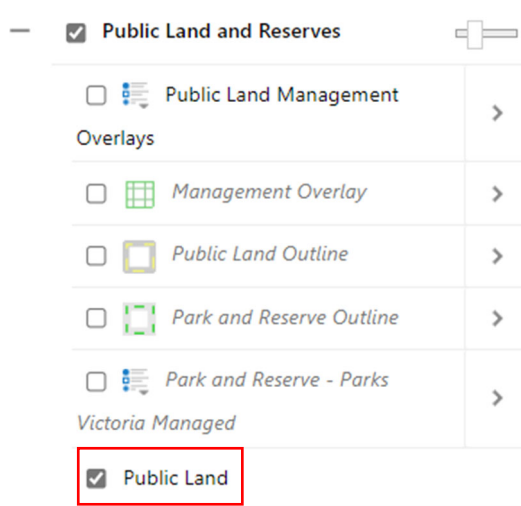
3. A drop-down menu will appear on the left-hand side of the map. Untick all boxes except 'Public Land and Reserves' ('Boundaries' and 'BaseMaps' can be ticked, as these only provide geographical references and won't impact the results generated).



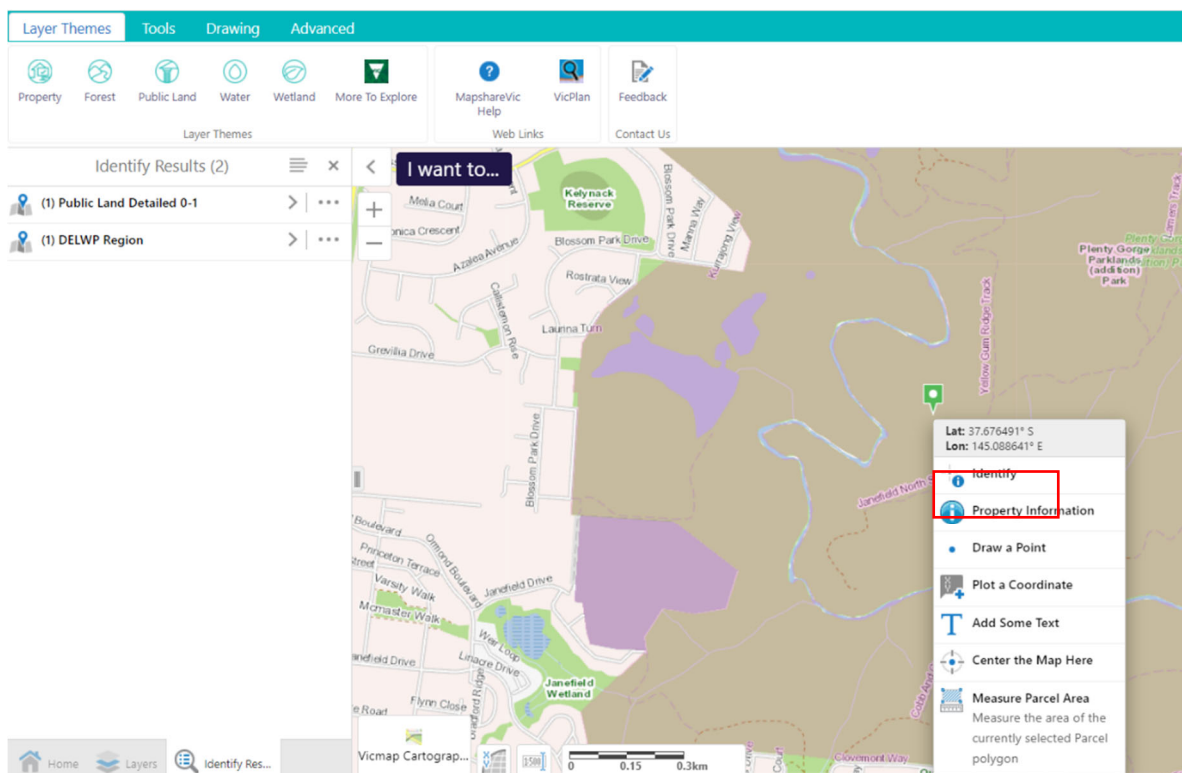
4. Expand the 'Public Land and Reserves' layer by clicking on the '+' sign.



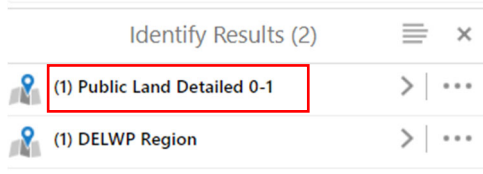
5. Ensure only 'Public Land' is ticked.



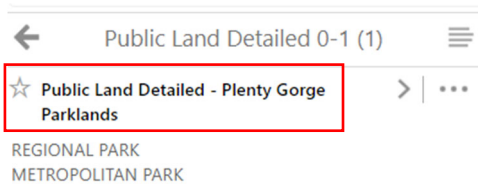
6. Find the desired land parcel on the map by typing the park or reserve name in the search box. This will automatically focus the map on the area selected. Alternatively, use the cursor to manually move the map until you located the desired area. Right-click the desired land parcel. This action will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



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.



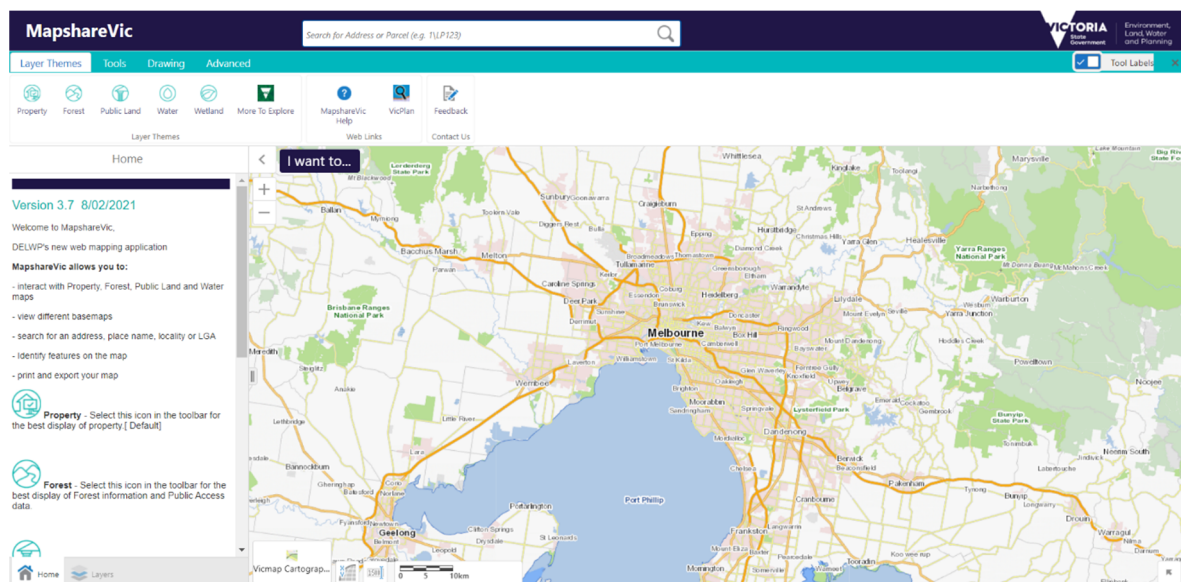
End of Instructions

Identifying Reference Areas

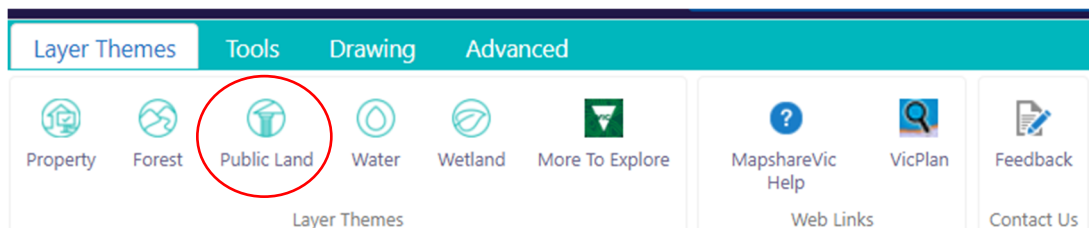
Reference Areas are areas of public land that have been established under the *Reference Areas Act 1978* (Vic). Reference Areas include typical examples of land types that have not been modified for productive uses such as agriculture, mining or timber production in the past.

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

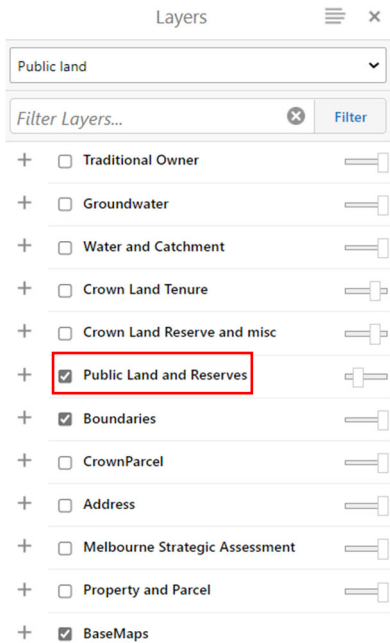
1. Start from the [MapshareVic Home Page](#) and set up the correct layers following steps 2 to 5.



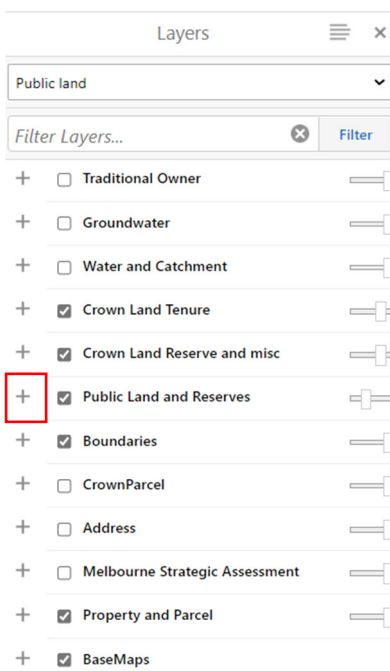
2. Select the 'Layer Themes' tab, and click on 'Public Land'.



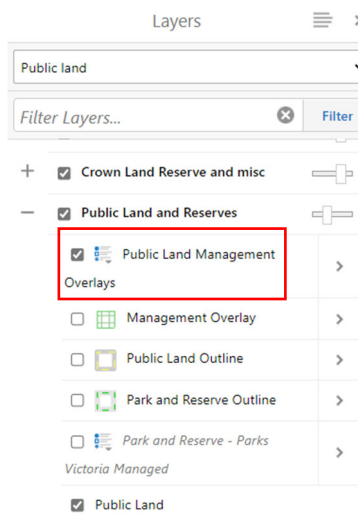
3. A drop-down menu will appear on the left-hand side of the map. Ensure the layer 'Public Land and Reserves' is ticked.



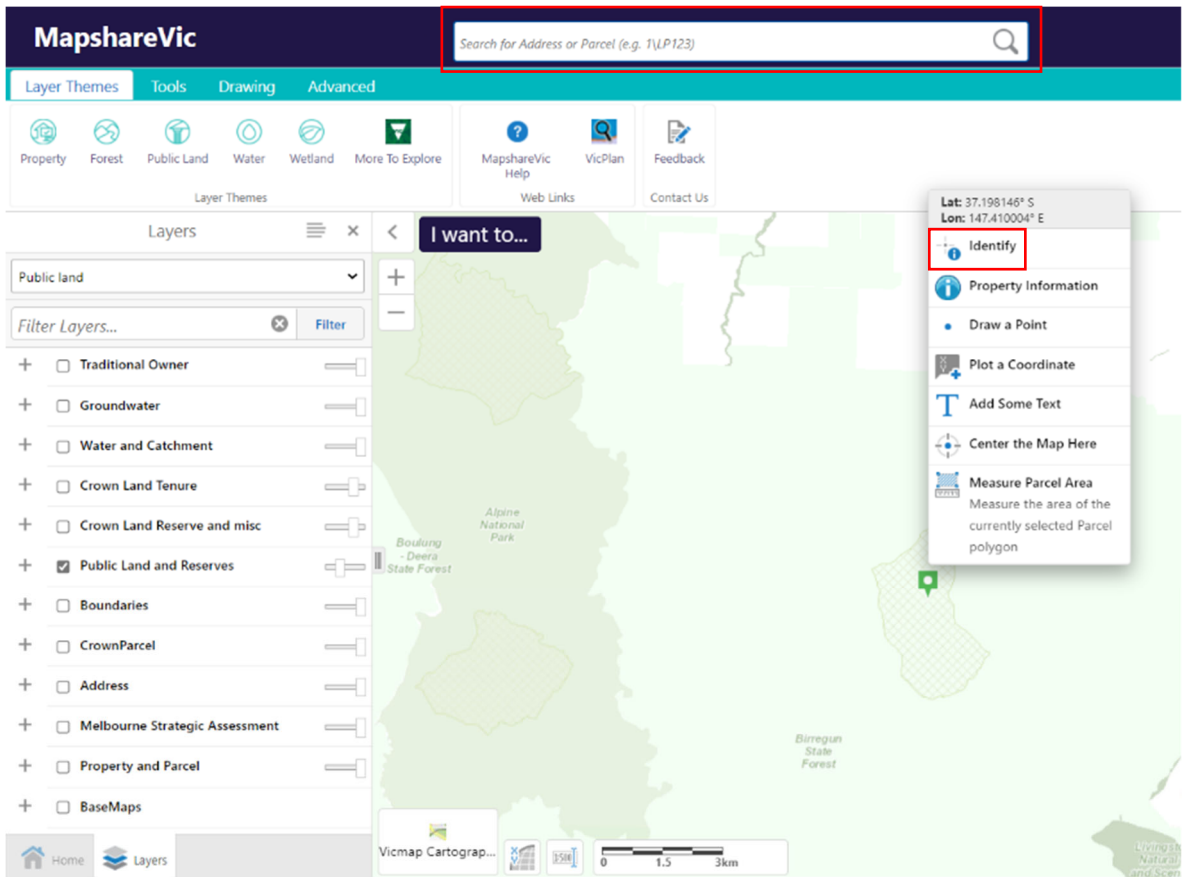
4. Expand the layer 'Public Land and Reserves' by clicking on the '+' sign.



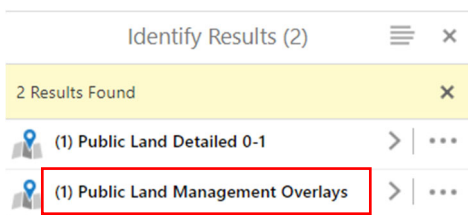
5. Ensure 'Public Land Management Overlays' is ticked. This is the overlay that will show Reference Areas on the map. MapShare is now correctly set up to display information on Reference Areas.



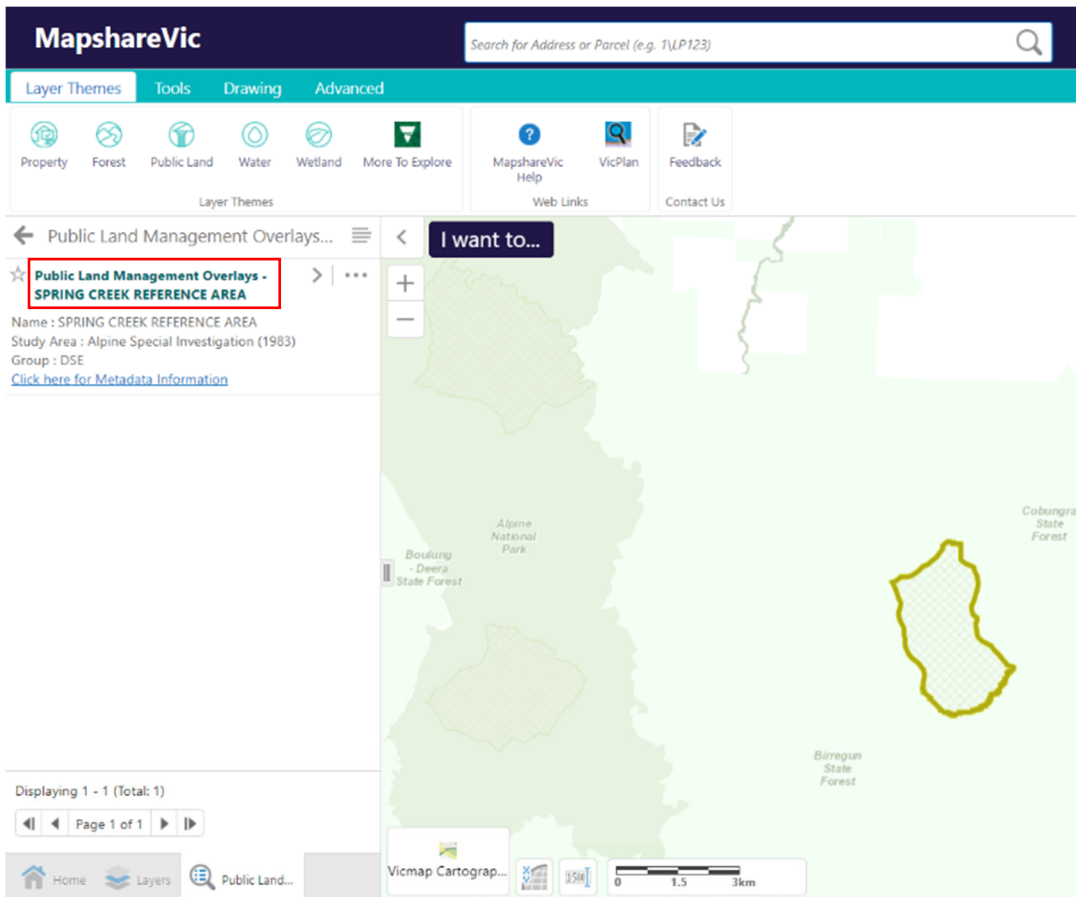
6. Find the desired land parcel on the map by typing the park or reserve name in the search box. This will automatically focus the map on the area selected. Alternatively, use the cursor to manually move the map until you located the desired area. Right-click the desired land parcel. This action will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



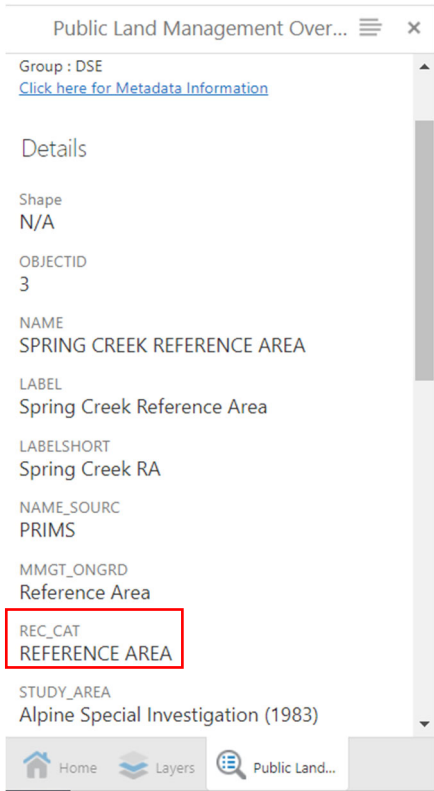
7. A menu will open on the left-hand side of the map. Click on 'Public Land Management Overlays'. Please note that if the menu only displays the option 'Public Land Detailed' and not the option 'Public Land Management Overlays' as shown in the image below, the land parcel selected is not a Reference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



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



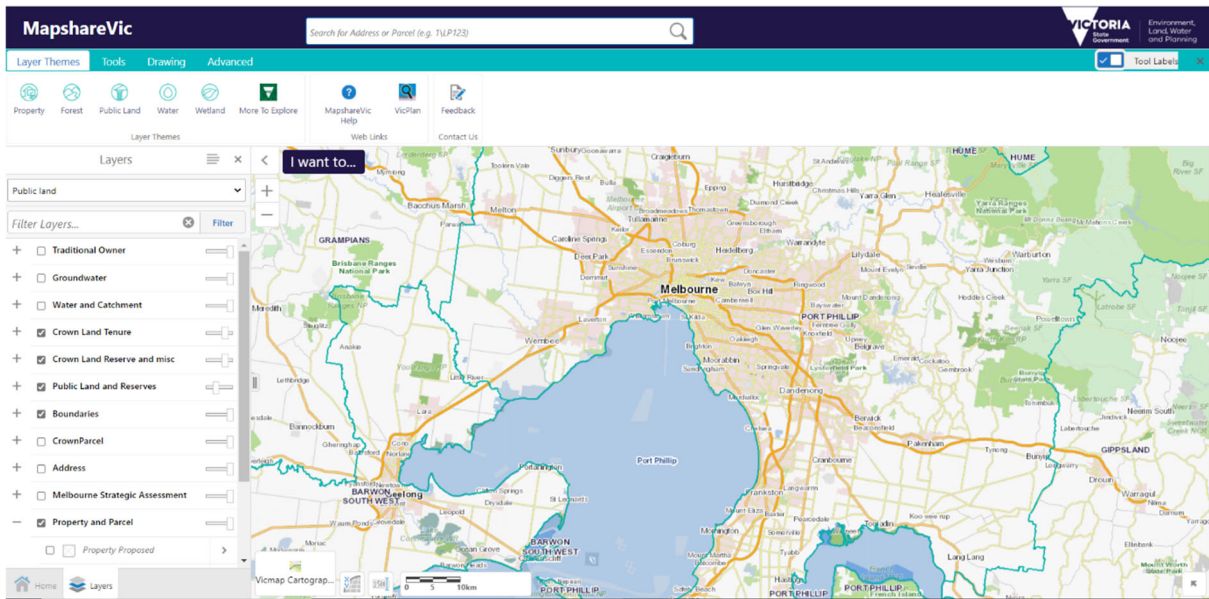
9. To verify that the land parcel is a Reference Area, scroll down to the heading 'REC_CAT' on the menu to the left of the map



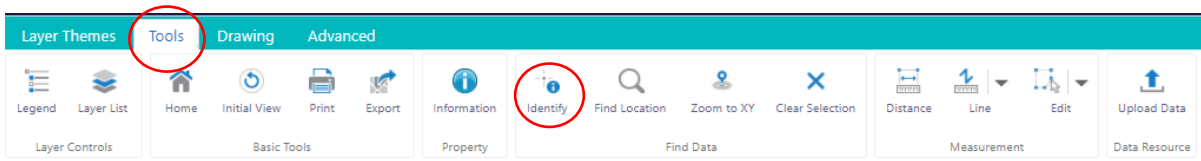
End of Instructions

Identifying Multiple Land Parcels and Exporting Results

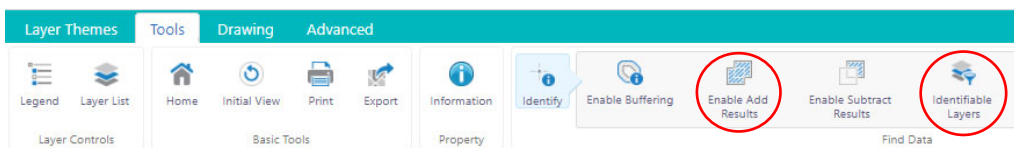
1. Start from the [MapshareVic Home Page](#) and set up the correct layers following steps 2 to 5.



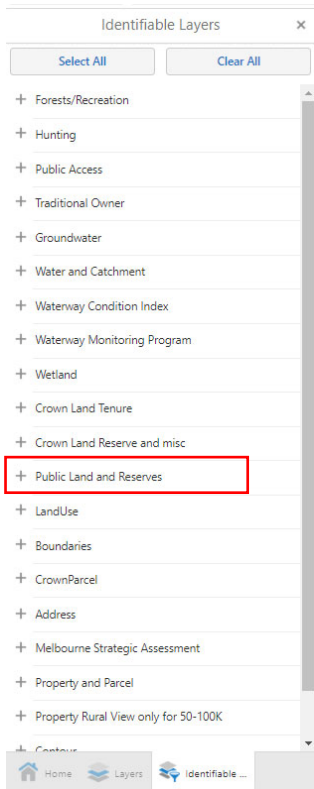
2. Select the 'Tools' tab, and click on 'Identify'.



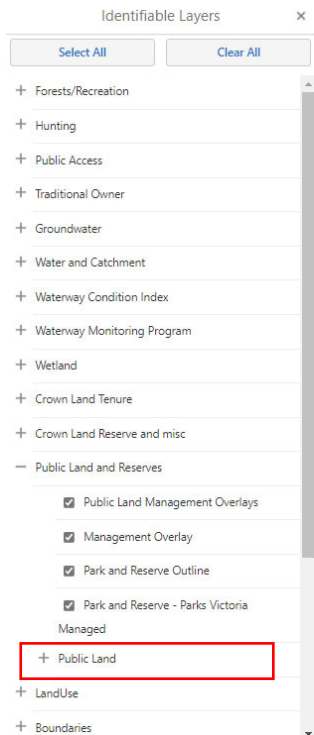
3. Click on 'Enable Add Results', then on 'Identifiable Layers'



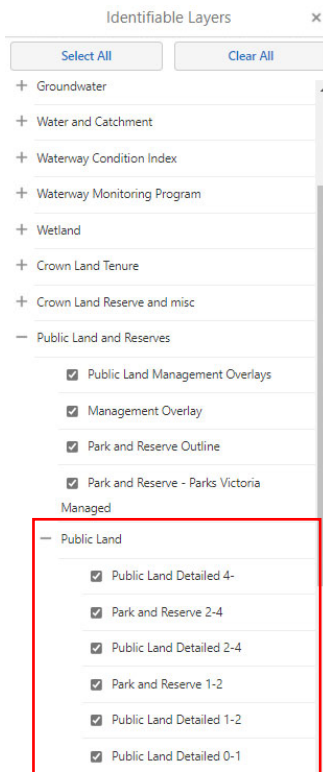
4. A menu will open on the left-hand side of the map. Expand the layer 'Public Land and Reserves' by clicking on the '+' sign next to it.



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

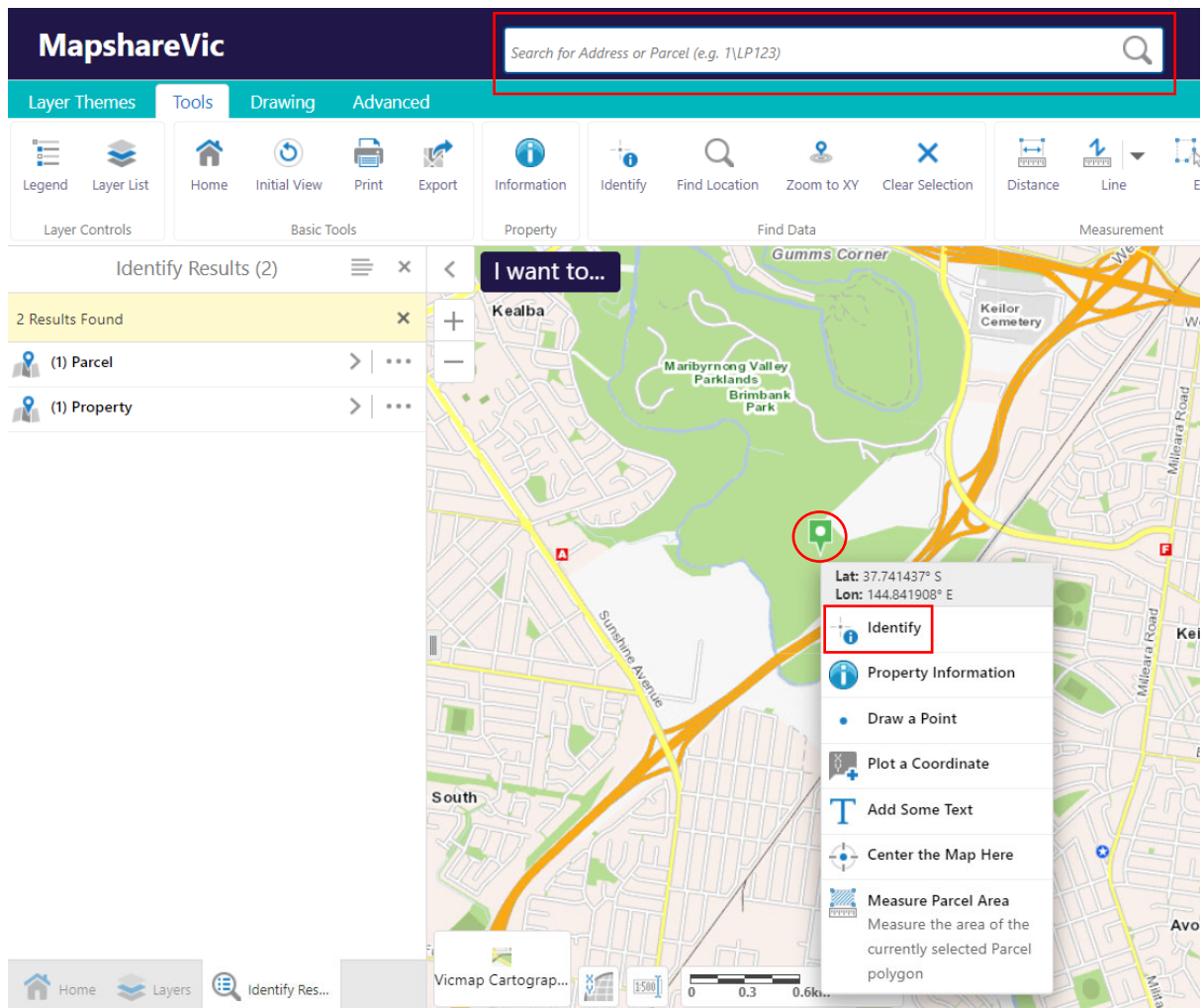


- The menu will expand to reveal more options. Ensure all boxes in the 'Public Land' layer are ticked. You are now ready to select and identify multiple land parcels

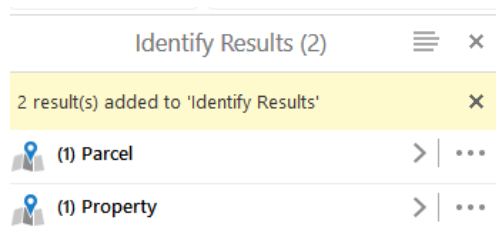


- Find the desired land parcel on the map by typing the park or reserve name in the search box. This will automatically focus the map on the area selected. Alternatively, use the cursor

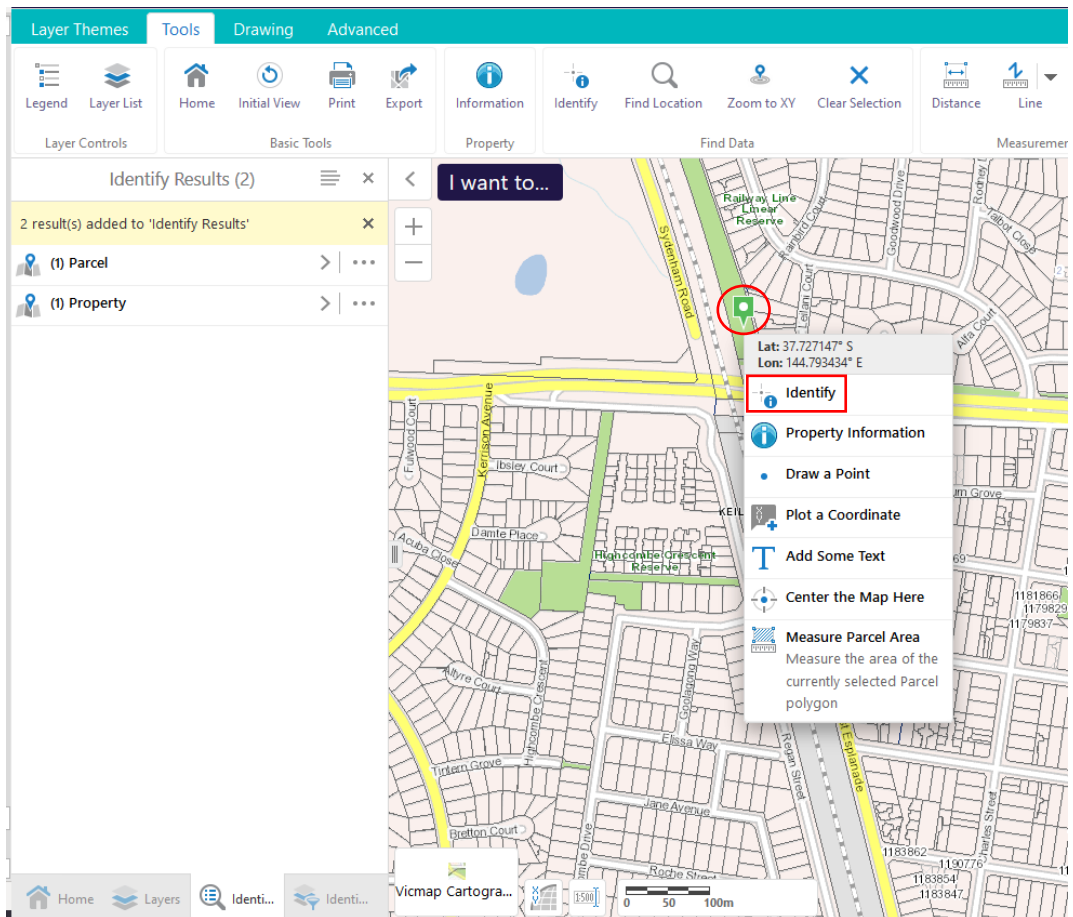
to manually move the map until you locate the desired area. Right-click the desired land parcel. This action will drop a pin and open a menu on the map. From this menu, click on 'Identify'.



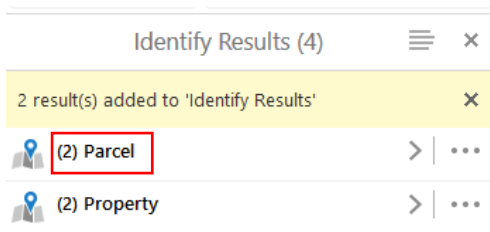
8. A menu on the left-hand side of the map will open and show a summary of land parcel(s) selected and identified.



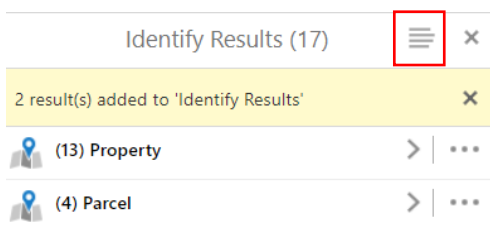
9. Repeat Step 7 for each land parcel you want to select. You must hit the 'identify' button between each land parcel you select.



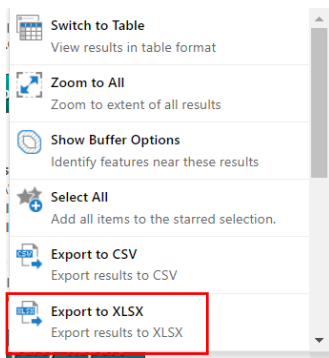
10. After a new land parcel is identified, the menu on the left updates with new information.



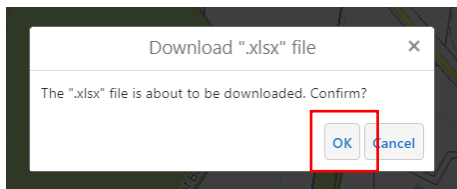
11. Once you have selected all land parcels, click this symbol  from the menu.



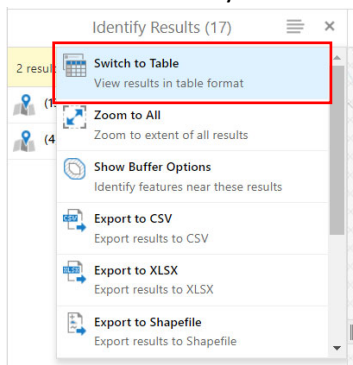
12. A menu will open on the left-hand side of the map. Click on Export to XLSX.




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 begin 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.

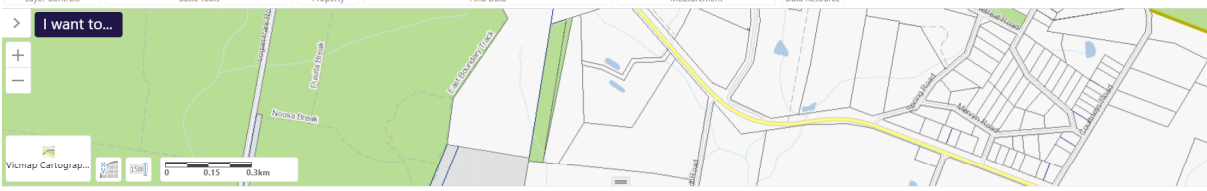
MapshareVic Search for Address or Parcel (e.g. 1/LP123) 

Layer Themes Tools Drawing Advanced Tool Labels

Legend Layer List Home Initial View Print Export Information Identify Find Location Zoom to XY Clear Selection Distance Line Edit Upload Data

Layer Controls Basic Tools Property Find Data Measurement Data Resource

I want to...



Identify Results (13)

Property	Parcel	Prop LGA Code	Council Property Number	Address	House Number	Road Name	Road Type	Road Suffix	Local
*** ☆	377		239742	142 MT MORTON ROAD BE...	142	MT MORTON	ROAD		BELGRA
*** ☆	377		239743	142A MT MORTON ROAD B...	142	MT MORTON	ROAD		BELGRA
*** ☆	377			142A.MT MORTON ROAD B...	142	MT MORTON	ROAD		BELGRA
*** ☆	377			271 MT MORTON ROAD BE...	271	MT MORTON	ROAD		BELGRA
*** ☆	377		250809	271C MT MORTON ROAD B...	271	MT MORTON	ROAD		BELGRA
*** ☆	377		250807	271B MT MORTON ROAD B...	271	MT MORTON	ROAD		BELGRA
*** ☆	377		224346	271 MT MORTON ROAD BE...	271	MT MORTON	ROAD		BELGRA
*** ☆	377		250808	271A.MT MORTON ROAD B...	271	MT MORTON	ROAD		BELGRA
*** ☆	377		251211	271D MT MORTON ROAD B...	271	MT MORTON	ROAD		BELGRA

End of Instructions