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Introduction

The Department of Aboriginal and Torres Strait Islander Partnerships (DATSIP) is responsible for administering the Aboriginal Cultural Heritage Act 2003 (PDF) and the Torres Strait Islander Cultural Heritage Act 2003 (PDF) (the Cultural Heritage Acts). The main purpose of the Cultural Heritage Acts is to provide effective recognition, protection and conservation of Aboriginal and Torres Strait Islander cultural heritage.

In July 2015, DATSIP implemented a new operating platform for the Aboriginal and Torres Strait Islander Cultural Heritage Database and Register – the Online Portal – to assist with the management of information in accordance with the Cultural Heritage Acts.

Aboriginal and Torres Strait Islander Cultural Heritage Database

The Aboriginal and Torres Strait Islander Cultural Heritage Database (Database) contains over 50,000 cultural heritage sites and places that have been recorded since the 1950s. These cultural heritage sites include burial sites, bora rings, artefact scatters and other sites of significance.

Access to this information is restricted under the Cultural Heritage Acts as it is not available generally. The Database is intended to be a search and planning tool to help Aboriginal and Torres Strait Islander parties, researchers and other persons in their consideration of the Aboriginal and Torres Strait Islander cultural heritage values of particular areas.

Aboriginal and Torres Strait Islander Cultural Heritage Register

The Aboriginal and Torres Strait Islander Cultural Heritage Register (Register) is intended to be a depository for information for consideration for land use and land use planning, and a research and planning tool to help people in their consideration of the Aboriginal cultural heritage values of particular objects and areas.

The Register differs from the Database in that access to it is not restricted.

The Register contains the following information:

- Cultural heritage bodies
- Cultural heritage parties
- Designated landscape areas
- Cultural heritage studies
- Cultural heritage management plans
The Online Portal provides access to both the Database and the Register based on the level of access granted and provides a more efficient and user-friendly access to cultural heritage information.

The material covered in this guide will provide an understanding of the basic operation of the new Online Portal.

Other Resources

The following resources maybe useful in conjunction with the Online Portal:

- Online Portal (Open in Google Chrome for full functionality – click http://www.google.com/chrome/ to download)
- Queensland Spatial Catalogue - QSpatial
- National Native Title Tribunal
- Office of the Registrar of Indigenous Corporations (ORIC)
- Google Earth Pro
- QGIS (Quantum Geographic Information System)
- QTTopo for Business and Industry

For those interested in satellite imagery analysis, please visit:

- Google Earth Engine

Login required (for Government users only):

- SmartMap Information Services (SMIS)
Document Control
This document is subject to formal change control.

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<th>Archana Kishore, Program Officer</th>
</tr>
</thead>
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<tr>
<td>Program Name</td>
<td>Cultural Heritage Online Portal User Guide</td>
</tr>
<tr>
<td>Workgroup</td>
<td>Cultural Heritage Unit</td>
</tr>
<tr>
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<td>Review and edit</td>
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Contact Us

Should you have any further enquiries relating to Online Portal or this user guide, please contact the Cultural Heritage Unit on:

Phone: 1300 378 401

Email: cultural.heritage@datsip.qld.gov.au

Website: https://www.datsip.qld.gov.au/

Mail: PO Box 15397 City East, QLD, 4002
1 Online Portal

1.1 Accessing the Online Portal

The Online Portal is most responsive when accessed via Google Chrome (other browsers do not support full functionality of the Online Portal). Go to https://culturalheritage.datsip.qld.gov.au which will bring you to the screen below:
There are four key functions for the Online Portal:

1. **Public Map and Resources** - where you can access a GIS map containing information recorded in Register. You can view spatial and geographical layers, create maps, and import or export data (refer to Section 4 of the guide for more tips about using the map).

2. **Search the Database and Register** - where land users can submit cultural heritage searches for a particular area (refer to Section 2 of the guide for further information about how to complete search requests).

3. **Apply for Login** - where you can apply for access to the Database and Register. Refer to the following section for further information about how to apply for access.

4. **Information Submission** - where you can log in to the system and submit site information.

### 1.2 Applying for access to the Online Portal

There are two types of access to the Online Portal:

1. Land Users, including consultants, who regularly search the Database and Register for compliance purposes (Registered Users).

2. Aboriginal and Torres Strait Islander parties, as defined by the Cultural Heritage Acts, including their authorised representatives.

The type of access and information made available through the Online Portal is different for each of the above categories.

Registered Users can access a self-service cultural heritage search page that provides immediate results for the area being searched. Aboriginal and Torres Strait Islander parties can access a GIS map containing information and links to documents held by DATSIP in relation to any cultural heritage sites and places recorded in the Database for their area.

Users with access can also submit new information for inclusion on the Database through an online information submission process.
To apply for access, click on the **Apply for Login** button highlighted in red below and complete all mandatory fields ensuring that you have read the Terms and Conditions of access to the Database prior to submitting your application. You must submit the relevant documentation identified for the relevant category of user on the application form.

Once your application for a login is received by the Cultural Heritage Unit an email notification will be sent to you as a receipt. You will receive further notification from the Cultural Heritage Unit once your application has been processed.
1.3 Main map features

Click *Public Map and Resources*
Spatial and cultural heritage layers – adjust visibility by clicking in the box to the left of the layers to switch on and off.

Tools – mapping tools, help tool, quick search and topographic map display. Using the slider bar at the bottom right of the map screen you can fade the topographic map in and out.

Data grid – displays selection results. You can hide this data grid using the arrow highlighted in green. There is also a floating data grid available by clicking the icon highlighted in green in the tool box.

Menu buttons – public map, cultural heritage search request, login application, help menu and a login function for Registered Users.
1.4 Map functions and navigation

1.4.1 Basic layering and displaying

The map will display all cultural heritage register layers in addition to other layers such as towns, mining tenements, local government areas and a QldMap Lite layer. These layers can be switched on and off by ticking the box to the left of the title layer in the right-hand pane as shown. As some layers are grouped (such as the cultural heritage layers) tick the box to the left of the title layer to ensure the layers below the title are displayed.

In addition to displaying map layers, the Online Portal also allows users to search, annotate, perform overlays and create maps.

Some layers may only be visible at a specific scale. The scale can be adjusted by zooming in or out using the Zoom tool or by selecting the relevant scale in the drop down box on the tool bar shown on the left.

*Note: Cultural heritage sites are not displayed on the public map and can only be viewed by the relevant Aboriginal and Torres Strait Islander party.*
### 1.4.2 Cultural heritage spatial layers

<table>
<thead>
<tr>
<th>Dataset</th>
<th>Description</th>
<th>Type</th>
<th>Access</th>
</tr>
</thead>
<tbody>
<tr>
<td>Cultural heritage sites</td>
<td>Area of cultural significance to Aboriginal and Torres Strait Islander people in Queensland.</td>
<td>Database</td>
<td>Restricted&lt;br&gt;Partial access granted via the search process&lt;br&gt;Full access granted via permission from the Aboriginal Torres Strait Islander parties or through the discretion of the Chief Executive</td>
</tr>
<tr>
<td>Cultural heritage body</td>
<td>The sole function of a cultural heritage body is to identify the Aboriginal or Torres Strait Islander parties for an area and serves as the first point of contact for cultural heritage matters.</td>
<td>Register</td>
<td>Publicly available</td>
</tr>
<tr>
<td>Cultural heritage party</td>
<td>The native title party for an area is defined as:</td>
<td>Register</td>
<td>Publicly available</td>
</tr>
<tr>
<td></td>
<td>- Native title holders – that is where native title has been recognised by the Federal Court of Australia.</td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td>- Registered native title claimants – native title claims currently before the Federal Court of Australia.</td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td>- Previously registered native title claimants (the ‘last claim standing’) – native title claims that have been removed from the Register of Native Title Claims administered by the National Native Title Tribunal (NNTT).</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Designated landscape areas</td>
<td>Under the repealed Cultural Record (Landscapes Queensland and Queensland Estate) Act 1987, an area was declared a ‘designated landscape area’ (DLA) if it was deemed necessary or desirable for it to be preserved or to regulate access.</td>
<td>Register</td>
<td>Publicly available</td>
</tr>
<tr>
<td>Cultural heritage studies (register sites)</td>
<td>A cultural heritage study (CHS) is a comprehensive study of cultural heritage conducted under Part 6 of the Cultural Heritage Acts.</td>
<td>Register</td>
<td>Publicly available</td>
</tr>
<tr>
<td>Cultural heritage management plans</td>
<td>A CHMP is an agreement between a land user (sponsor) and Traditional Owners (endorsed party) developed under Part 7 of the Cultural Heritage Acts. The plan explains how land use activities can be managed to avoid or minimise harm to Aboriginal or Torres Strait Islander cultural heritage.</td>
<td>Register</td>
<td>Publicly available</td>
</tr>
</tbody>
</table>
1.4.3 Quick search

The **Quick Search** function is designed to return results for any keyword typed into the box. For example, typing in a number such as 5045 will return any datasets containing this number such as lot/plans, mining tenements, property addresses etc.

From the Map page, go to the **Quick Search** located at the top left of the screen – as per the image below – and start typing in the town, road, river, or address you wish to search and zoom to (e.g. William).

Notice the drop down list filters the results based on each letter you type. Once you have found the feature you want to zoom to in the drop down list, stop typing and select the record in the list. The map will then navigate to the feature selected.
1.4.4 Searching for data and information

Click on the **Search tab** on the right-hand side of the screen or the **Search icon** in the tool bar to search for information in a specific layer.

You must ensure the layer you would like to search i.e. **Cultural Heritage Bodies** is selected as the **Active Layer**, or no information will be displayed. The Active Layer box is located at the top right of the screen.
1.4.5 Import/add data

To import data, click on the **Add Data** icon to display the **Upload File** screen, then click on the **Add** button and locate the file to be uploaded. Once you have selected the file, click the **Upload** button to add data.

*Note: ensure that data being imported is in ESRI Shape file format (a native file format for the ESRI GIS software suite).*

The layer will then be displayed as an additional temporary layer on top of the other layers in the layer menu. It can be switched on and off like all other layers.

To import GPS data, click on the **Add Data** icon and ensure that data being imported is in the correct format to support GPS data.
1.4.6 Export data

To export data, click on the *GDA2020 or the GDA94* icon.
In the **Export Data** screen, select the layers and format you require and finalise the export.

Once the files have been exported, click on **Click here to download the file** link. Files can be exported individually, or all at once.
The downloaded file will appear at the bottom left-hand corner of the screen. Click on the file to open/save.
1.4.7 Help icon

Click on the help icon to display the Weave Help screen. Within Weave Help you will be able to navigate through the menus and find information about the available tools and how to use them in the map window.

More information and tips about using the GIS functionality within the online Portal are set out in section 4 of the User Guide.
2 Online Portal mapping tips

In the Public Map and Resources section within the Online Portal, a range of useful tools are available that allow you to query information. Some of these include; creating your own custom map, displaying and viewing various layers within the Online Portal, exporting cultural heritage layers, importing GPS points into the Online Portal and displaying the data with other layers.

2.1 Topographic layer

To adjust the visibility of the topographic map, drag the slider highlighted below in red, right or left.
2.2 Making layers active
Before you can determine what information (such as sites) are within a particular boundary (such as a cultural heritage body) the layer must first be made active. To do this, select the layer you would like to make the active layer from the drop down list. Once a layer is active it can now be intersected with other layers.

2.3 Map Tips tool
To display attribute information (i.e. party, body, contacts, address, names etc.), click on the Map Tips, select the layer you would like to view and hover over the area to display the information as per the screenshot below.

*Note: Ensure the active layer is selected appropriately in order for these tools to identify areas, otherwise no information will be displayed.*

The information will also display in the data grid highlighted in green.
2.4 Identify tool

In addition to map tips tool, there are a number of other tools that can be used to display information in various formats. Click on the \textit{Identify} tool to show information in relation to the active layer only.
2.5 Spatial Identify tool

The *Spatial Identify* tool will show information about all layers available for the particular area selected.
2.6 Intersecting different layers

The intersect tool allows you to overlay two layers, for example cultural heritage bodies and Local Government Areas (LGAs) to determine how much of one layer exists within the other.

For example: to determine the LGAs that exist within the Jagera cultural heritage body, find the Jagera cultural heritage body using either the Quick Search or the Search tool. The cultural heritage body will be identified and highlighted.

Set the LGA layer to be active by right clicking on the LGA layer and setting it as active in the right-hand pane.
The cultural heritage body selection will disappear temporarily and the LGA will be selected as your active layer.
Click on the **Intersect** tool, and then click on the **New** button.
The cultural heritage body will appear in red and the LGAs intersected with the cultural heritage body will appear in light blue. The results will display in the data grid below highlighted in purple. The information can then be exported if required using the *export* tool highlighted below in green.
2.7 Adding shapes and text using the Redline and New Selection tools

Drawing shapes and adding text on a map can be done by using some of the tools highlighted below in red.
2.8 Generating a map

Click on the *print* icon highlighted below in red and select the required formats, click on the *generate* button highlighted below in blue.
Once the report has been generated, click on the link below highlighted in blue to view the report/map.
The map will appear as per the screenshot below and can be printed/saved using the tools highlighted below in green.
3 Cultural heritage searches

Persons carrying out activities that may impact on Aboriginal or Torres Strait Islander cultural heritage can request information from the Database and Register by undertaking a cultural heritage search request via the Online Portal.

Land users can search the Database and Register as a public user or a Registered User.

- Search requests submitted by public users will be processed by the Cultural Heritage Unit and a response will be provided via email.
- Registered Users can access a self-service search page that enables direct searching of the Database and Register.

3.1 Public user search

Click on Search the Database and Register button highlighted below then click on the Search now button.

Complete mandatory fields and specify your search criteria. Indicate which category of the Duty of Care Guidelines (page 6) applies to the proposed activity, then click on Submit. A buffer (in metres) can be included as part of the search area.
Once you have submitted your search request as a public user you will receive notification advising that your search request has been successfully submitted and a reference number. You will also receive an email receipt.

Once your search request is processed, you will receive an email from the Cultural Heritage Unit with a report detailing the relevant cultural heritage information applicable to your search area. This includes summarised information for any previously recorded sites and contact details of the relevant Aboriginal or Torres Strait Islander parties for the area.
3.2 Registered User search

Once your Application for Login is approved, log into the Online Portal with the username and password details provided. Click on the **Search the Database and Register** section highlighted below in red, then click on **Search now**.
Specify your search criteria. Indicate which category of the Duty of Care Guidelines (page 6) applies to the proposed activity, and then click on Submit. A buffer (in metres) can be included as part of the search area.
Once search criteria (lot/plan, tenement, latitude longitude, digital data) has been submitted, a map of Queensland will be displayed on your screen.

Tick the search criteria box highlighted below in red, select the report format highlighted below in blue, and then click on **Generate Selected** button highlighted in green.
A map will generate and zoom to the specific search area. This provides a visual indication of the area being searched and the presence of any recorded sites or places. Click on the **Open Report** button.
Once the report is opened, it can be saved and/or printed.

Lot on Plan Search

<table>
<thead>
<tr>
<th>Reference Number:</th>
<th>89869</th>
</tr>
</thead>
<tbody>
<tr>
<td>Lot:</td>
<td>12</td>
</tr>
<tr>
<td>Plan:</td>
<td>SP1GRS72</td>
</tr>
<tr>
<td>LGA:</td>
<td>Munwah Shire</td>
</tr>
<tr>
<td>Buffer Distance:</td>
<td>0 metres</td>
</tr>
</tbody>
</table>

There are no Aboriginal or Torres Strait Islander cultural heritage site points recorded in your specific search area.

There are no Aboriginal or Torres Strait Islander cultural heritage site polygons recorded in your specific search area.
3.3 Submitting multiple searches

To submit multiple search areas click on the **Add Search Criteria** button (you can add multiple search criteria) and select either; Lot On Plan, Tenement or Latitude/Longitude, then follow instructions from section 3 of the Online Portal User Guide to complete search submissions.
4 Information submission

Under section 40 of the Cultural Heritage Acts, the Chief Executive may place information on the Database to the extent considered appropriate, having regard especially to the consistency of the information with existing anthropological, biogeographical, historical and archaeological information.

Aboriginal and Torres Strait Islander parties and Registered Users who have been approved for access to the Online Portal have an additional menu option for submitting new information to be considered for inclusion on the Database.

Public users do not have access to this function. If you are a public user and wish to submit information for inclusion on the Database, you should contact the Site Registrar, Cultural Heritage Unit.

4.1 Information submission

Login to the Online Portal to submit new information.
From the dropdown menu, select the **Complete Information Submission** button.
Complete mandatory fields and click on **Check Coordinates**.
Your location coordinates will display as per the screenshot below. Click on the *Proceed* button.
You must complete any mandatory fields within each tab and attach any relevant documents including images.
Note: In the Component Forms tab you must complete a minimum of one component form.

Aboriginal and Torres Strait Islander Cultural Heritage Database Record

Pursuant to section 40 of the Aboriginal and Torres Strait Islander cultural heritage Acts the chief executive may place information on the database to the extent the chief executive considers appropriate having regard to the consistency of the information with existing anthropological, biogeographical, historical and archaeological information.

* Mandatory fields

Site Number: Site Name: Brisbane A

Once you have completed all the required fields, click the Submission tab and complete declaration details.
Once you are satisfied with the information, click the **Submit** button.
Your information submission will be reviewed by the Site Registrar and submitted to the Chief Executive for approval. You will receive notification from the Cultural Heritage Unit when your submission is processed.
4.2 Draft or template

You can save your submission as a draft by clicking on the **Save Draft/Template** button, which allows you to complete your submission at a later date or open it as a template to make changes for other submissions in the future.
To complete a previously saved draft or template, select the **Complete Draft or Template** option from the dropdown menu.
Find and select your draft or template, complete mandatory fields and submit as per the instructions in section 4.1 of this User Guide.
4.3 Bulk information submission

To submit multiple sites simultaneously, click on the **Bulk Information Submission** button from the dropdown menu.
Click on the *Click here* button to download the bulk upload template spreadsheet as per the images below.

![Bulk upload template spreadsheet](image)

Complete all mandatory fields and save the document (spreadsheet) to your computer at the desired location (refer to the image below for reference).
Once the spreadsheet has been completed/populated with the required information, click on the **choose file** button to upload the spreadsheet and click Import.
The data will pre-populate as per the table below.

<table>
<thead>
<tr>
<th>Site No.</th>
<th>Site Name</th>
<th>Site Type</th>
<th>Coordinate Format</th>
<th>Latitude (DMS)</th>
<th>Longitude (DMS)</th>
<th>Easting (DMS)</th>
<th>Northing (DMS)</th>
<th>Zone (DMS)</th>
<th>UTM Zone (DMS)</th>
<th>UTM Easting (DMS)</th>
<th>UTM Northing (DMS)</th>
<th>Dependent Grids</th>
</tr>
</thead>
<tbody>
<tr>
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<td>Brisbane A</td>
<td>ARTIFACT_SCATTER</td>
<td>QCA 2020 - Latitude/Longitude</td>
<td>-27.484314</td>
<td>153.031939</td>
<td>505990.3722</td>
<td>886944.414</td>
<td>56</td>
<td>-27.4853055</td>
<td>153.0315939</td>
<td>505990.3722</td>
<td>886944.414</td>
</tr>
<tr>
<td>6</td>
<td>Brisbane F</td>
<td>ROCK_ART</td>
<td>QCA 2020 - Latitude/Longitude</td>
<td>-27.444389</td>
<td>153.094952</td>
<td>508397.1702</td>
<td>887040.581</td>
<td>56</td>
<td>-27.4448015</td>
<td>153.094952</td>
<td>508397.1702</td>
<td>887040.581</td>
</tr>
<tr>
<td>7</td>
<td>Brisbane G</td>
<td>ENDURANCE</td>
<td>QCA 2020 - Latitude/Longitude</td>
<td>-27.44896</td>
<td>153.076496</td>
<td>507539.2640</td>
<td>887030.661</td>
<td>56</td>
<td>-27.4497205</td>
<td>153.076496</td>
<td>507539.2640</td>
<td>887030.661</td>
</tr>
</tbody>
</table>
Click on **check coordinates** to verify the information. Once verified, click **proceed**.
Your sites will individually list as per the screenshot below. Click on each individual site, click on the **Open As Draft** button and complete each submission.

Once your submission is received by the Cultural Heritage Unit, the information will be reviewed by the Site Registrar and submitted to the Chief Executive for approval. You will receive notification from the Cultural Heritage Unit once your submission is processed.
5 QSpatial

Most Queensland Government data is now available free of charge for users to download via QSpatial (website managed by the Department of Natural Resources, Mines and Energy). This data can be downloaded in various formats and can then be opened directly in the Online Portal as well as Google Earth Pro/Google Earth or any GIS system (MapInfo/ArcMap).

Open Google Chrome or Internet Explorer and type in the following website [http://qldspatial.information.qld.gov.au/catalogue/custom/index.page](http://qldspatial.information.qld.gov.au/catalogue/custom/index.page) which will bring you to the screen below:

To search for datasets click on either of the search options highlighted above in red.
In the **search term** box highlighted below in red, type in a few key words that relate to your data of interest such as - petroleum lease, petroleum pipeline licences, mining leases, exploration permits minerals, exploration permits petroleum or Digital Cadastral DataBase (DCDB), national parks, towns, roads etc.

**Note:** For most datasets you can just click on the **download dataset** button and follow the prompts and have the data emailed to you.
There is a slightly different procedure for downloading DCDB. Scroll down the page and find **Cadastral data – Queensland – by area of interest**.
Click on the **Add to my list** button highlighted below in green, then click on the **My list** button highlighted in purple.
Click on the **view/extract in map** button highlighted below in red.
Click on the square icon highlighted below in red and the box will change to green. Then click on the **Extract/download** button highlighted below in purple.

Select the relevant area of interest highlighted in green and select either choose an area to download DCDB by individual LGA or All to download the whole state. Select the required output format, type in your email address and then click the *accept the terms and conditions* box. Click on the grey extract/download button highlighted in blue to download the data.

The data will be emailed to the nominated email address. Once the email is received, open the data and save the file in the appropriate area. If the file is zipped, right click and extract the file and save.
This page left blank intentionally

The following section applies to Queensland Government employees only.
6 SmartMap information services (SMIS)

SMIS is a web interface that allows government users to access multiple spatial databases such as the DCDB, place names and aerial imagery archives etc.

6.1 Searching for aerial photography

Once logged in, zoom in on the map by clicking on the zoom tool highlighted below in red and then draw a box around the area of interest. Click on the Point tool highlighted below in blue which will then turn yellow.

Click on the map where you would like to search for imagery, in this case Cape Cleveland highlighted below in red.
Details of the lot/plan, LGA, address etc. of the area you clicked on are displayed in the left hand pane under **Spatial Search Results**.

Click on the **Search Imagery at Point** text in the left hand pane highlighted above in green.

Click the **search** button highlighted above in red.
Select the imagery that suits your date and scale requirement by clicking on the page symbol on the left of the photo description text highlighted below in purple.
A list of imagery available for your point will be displayed on the left. Moving your mouse over the list of available photos highlights the tile area in the map on the right as per the screenshot below. Each tile image is available as a 75dpi or 300 dpi image. Select the imagery tile highlighted below in red that best covers your area of interest.

Clicking on the 75dpi image allows you to view the image straight away by clicking on **View Aerial Photograph** highlighted below in orange or you can email the image to yourself by clicking the **Email Aerial Photograph** button highlighted below in purple and entering your email address.
If you first view the 75dpi image and then want to access the high quality 300dpi image, click back in your browser and select the 300dpi version of the image tile and click the *Email Aerial Photograph* button, enter your email address and click *send* as per the screenshot below.

**Aerial Photography Frames Listing - 4 Records**

<table>
<thead>
<tr>
<th>Film</th>
<th>Frame</th>
<th>Negative</th>
<th>Scale</th>
<th>Date of Flying</th>
<th>Resolution (dpi)</th>
<th>Imaged</th>
</tr>
</thead>
<tbody>
<tr>
<td>QAP5603</td>
<td>70</td>
<td>Colour</td>
<td>1:12000</td>
<td>17/11/1997</td>
<td>300</td>
<td>Yes</td>
</tr>
<tr>
<td>QAP5603</td>
<td>70</td>
<td>Colour</td>
<td>1:12000</td>
<td>17/11/1997</td>
<td>75</td>
<td>Yes</td>
</tr>
<tr>
<td>QAP5603</td>
<td>71</td>
<td>Colour</td>
<td>1:12000</td>
<td>17/11/1997</td>
<td>75</td>
<td>Yes</td>
</tr>
<tr>
<td>QAP5603</td>
<td>71</td>
<td>Colour</td>
<td>1:12000</td>
<td>17/11/1997</td>
<td>300</td>
<td>Yes</td>
</tr>
</tbody>
</table>

**Aerial Photography Mailing System**

To email the 8359 ST LAWRENCE-TOWNSVILLE 97 PROJECT AERIAL PHOTOGRAPHY image at 75 dpi resolution, fill in the fields below and press *Send*.

*Send to Email Address: cultural.heritage@datsip.qld.gov.au

*Indicates required field

*Note:* This functionality is for business purposes only. This imagery is not to be distributed to third parties.
6.2 Build a SmartMap

To build a map, either zoom to an area of interest or search for a lot/plan etc. using the **Search Find/Locate** function highlighted below in red.

Once you have your area of interest in the right-hand window, click on the **Build Map** button highlighted above in blue.
When the message highlighted below in purple appears, click on the **here** button.

### Mapping Summary of SmartMap

The lot/plan details specified for the SmartMap you have requested are **incorrect or incomplete**.

Please click **here** to correct the problem.

The current SmartMap is based on the **Cadastral Profile**

**Selection Criteria:**

- **Defined Area:** Lot Plan
- **Lot/Plan:** 
- **Scale:** Default Scale
- **Data Fields:** Lot Number, Plan Number, Area/Volume
  - Tenure
- **Options:** Map using the GDA94 Datum
- **Paper Settings:** Size A4, Orientation portrait, Grid Yes, Title Bar Yes
- **Shading Rules:** No shading rules have been specified.
- **Data Suppression Settings:** No data suppression settings have been specified.
- **Map Suppression Settings:** No map suppression settings have been specified.
Select current window as highlighted below in red. Then click **build map** button highlighted below in blue.
In the Mapping Summary of SmartMap screen below, click on the **Build SmartMap** button highlighted below in red to create a PDF map.
Select the appropriate map scale as per the screen below, and then click the *Get SmartMap* button highlighted in red.
A PDF map will be generated as per the screenshot below.
7 Notes