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 Acts).

The main purpose of the Acts is to provide effective recognition, protection and conservation of Aboriginal and Torres Strait Islander cultural heritage.

DATSIP has implemented a new operating platform for the Aboriginal and Torres Strait Islander Cultural Heritage database and register (Online Portal), effective from July 2015 to assist with the management of information in accordance with the Acts.

Aboriginal and Torres Strait Islander Cultural Heritage Database

The Database contains approximately 40,000 cultural heritage sites that have been recorded since the 1950’s. These cultural heritage sites include burial sites, bora rings, artefact scatters and other sites of significance.

Access to this information is restricted under the 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, researches 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 Register contains the following information:

- Cultural heritage bodies
- Cultural heritage parties
- Designated landscape areas
- Cultural heritage studies (register sites)
- Cultural heritage management plans

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

This new Online Portal provides access to both the Database and the Register based on the level of access granted. This system will provide 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 link below to download)
http://www.google.com/chrome/
Queensland Spatial Catalogue - QSpatial
National Native Title Tribunal
Office of the Registrar of Indigenous Corporations (ORIC)
Queensland Globe
QGIS (Quantum Geographic Information System)
QTopo for Business and Industry
   - QTopo desktop

For those interested in satellite imagery analysis, please visit:
   - Google Earth Engine

Login required (for Government users only):
Citrix
SmartMap Information Services (SMIS)
Document Control

This document is subject to formal change control.

<table>
<thead>
<tr>
<th>Document Owner</th>
<th>Archana Kishore, Program Officer/Meredith Roe, Senior Program Officer</th>
</tr>
</thead>
<tbody>
<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>
<td>Document Status:</td>
<td>Final</td>
</tr>
</tbody>
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Document Version Control

<table>
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<tr>
<th>Revision date</th>
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<th>Author</th>
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</thead>
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<tr>
<td>January 2016</td>
<td>1.1</td>
<td>Archana Kishore</td>
<td>Document reformatted and spatial datasets information updated</td>
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<td>Archana Kishore</td>
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</tr>
</tbody>
</table>

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
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1 Online Portal

1.1 Accessing the Online Portal

In 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:

This is the public landing page for the Online Portal. There are four key functions available through the public landing page:

1. **Public Map and Resources**, where you can access a GIS map containing all the information recorded in the Aboriginal and Torres Strait Islander cultural heritage 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 Aboriginal and Torres Strait Islander Cultural Heritage 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 a login*, where you can apply for special access to the database and register.

4. *Log In*, where you can log in to the system once your application for special access has been approved (refer to the following section for further information about how to apply for special access).

### 1.2 Applying for special access to the Online Portal

There are two types of special access to the Online Portal:

1. **Land Users**, including consultants, who regularly search the database and register for duty of care purposes.

2. **Aboriginal and Torres Strait Islander parties** as defined by the *Aboriginal Cultural Heritage Act 2003* or *Torres Strait Islander Cultural Heritage Act 2003*, including their authorised representatives.

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

Approved land users and consultants 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 the Department in relation to any cultural heritage sites and places recorded in the database for their area.

Users with special access can also submit new information for inclusion on the Aboriginal and Torres Strait Islander cultural heritage database through an online submission process.
To apply for special access, click on the **Apply for a login** button highlighted in red below, then click on the **Complete Log in Application** button highlighted in green. Complete all mandatory fields and ensure that you have read the **Terms and Conditions of access to the Cultural Heritage 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 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, 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 Queensland topographic base 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.

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

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</td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td>Partial access granted via the search process</td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td>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 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 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. Adelaide).

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 selected. 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 **Export** 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 mapping and resources area 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 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 display.

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 Identify tool will 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 2 layers, for example cultural heritage bodies and Local Government Areas (LGAs) to determine how much of 1 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 tool highlighted below in green.
2.7 Creating a buffer

The buffer tool is used to find features that are within a defined distance of a particular area or layer.

For example: To create a buffer on a cultural heritage body, find the Wadja cultural heritage body using either the **Quick Search** or the **Search** tool.
Click on the **Buffer** tool highlighted below in red, type in the buffer distance (in meters) in the box below highlighted in purple and click on the **New** button highlighted below in green.
A red buffer will appear around the cultural heritage body, and information will be displayed in the data grid below highlighted in purple.
2.8 Intersecting a buffer with other layers

To intersect a mining layer buffer with an Aboriginal party, select any mining lease using the quick search method and then set the Cultural Heritage Parties layer to be active by right clicking on the layer and clicking Set Active as per the screenshot below.

*Note:* After setting the active layer your selected mining lease will temporarily disappear.
Click on the **Buffer** tool highlighted below in red and set a distance, for example 1000m (ensure that the layer selected is the Mining Leases), then click the **New** button highlighted below in purple. This will result in all parties within 1000m of the mining lease boundary being selected.
The details of these parties will be listed in the data grid below the map as per the screenshot below. You can either view the data in the grid or you can export the data in various formats (excel or HTML) by clicking on the **Export** tool highlighted below in purple.
2.9 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.
2.10 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 purple.

*Note:* If you want to close the current map generated without closing the Online Portal, click on X in the map browser highlighted above in red and **NOT** the Online Portal browser window highlighted above 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 an Aboriginal and Torres Strait Islander cultural heritage search request through 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 land 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 Aboriginal and Torres Strait Islander Cultural Heritage Database and Register** button highlighted below in red, then click on the **Complete a Search Request** button highlighted in green. Complete mandatory fields and specify your search criteria in the box highlighted below in purple. 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.

When 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 land user search

Once your Application for Log In is approved, log in to the Online Portal with the username and password details provided. Click on **Search the Aboriginal and Torres Strait Islander Cultural Heritage Database and Register** button highlighted below in red, then click on the **Complete a Search Request** button highlighted below in green. Specify your search criteria in the box highlighted below in purple. 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 previously recorded sites or places. Click on the **Open Report** button.
Once the report opens, it can be saved and/or printed.

There are no Aboriginal cultural heritage site points recorded in your specific search area.

There are no Aboriginal cultural heritage site polygons recorded in your specific search area.

Cultural heritage party for the area is:

<table>
<thead>
<tr>
<th>QC Ref Number</th>
<th>QUD Ref Number</th>
<th>Name</th>
<th>Contact Details</th>
</tr>
</thead>
<tbody>
<tr>
<td>QC08/10</td>
<td>QUD366/08</td>
<td>Mandandanji People</td>
<td>Queensland South Native Title Services</td>
</tr>
</tbody>
</table>

Digital Data Search
3.3 Submitting multiple searches

To submit multiple search areas click on Add Search Criteria button (you can add multiple search criteria) and select either; Lot on Plan, Tenement, Latitude/Longitude or Digital Data prior to submitting the search request.
3.4 Searching with digital data

To upload digital data, select the digital data search criteria from the search criteria list.

**Project/Proposed Activity Details**

Client Name/Organisation:

Description of Proposed Activity:

Which category of the Cultural Heritage Duty of Care Guidelines will your activity proceed under?

1. 2. 3. 4. 5.

**Location**

**Add Search Criteria**

<table>
<thead>
<tr>
<th>Search</th>
<th>Lot Number</th>
</tr>
</thead>
<tbody>
<tr>
<td>Digital Data</td>
<td></td>
</tr>
<tr>
<td>Lot On Plan</td>
<td></td>
</tr>
<tr>
<td>Tenement</td>
<td></td>
</tr>
<tr>
<td>Latitude/Longitude</td>
<td></td>
</tr>
</tbody>
</table>

Click on Choose File and upload the digital data.
Note: Only upload the shape file (shp) when loading the digital data ensuring all other ancillary files are in the same folder.

Click on **Import**, and then **Submit**.
4 Information submission

Under section 40 of the Acts, the chief executive may place information on the database to the extent the chief executive considers 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 land users who have been approved for special 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 within the Cultural Heritage Unit.

4.1 New submission

To submit new information click on the Submit Information for Inclusion on the Aboriginal and Torres Strait Islander Cultural Heritage Database button. Then click on the Complete New Submission Form from highlighted below in green.
Complete mandatory fields and click on **Check Coordinates**.

Aboriginal and Torres Strait Islander cultural heritage database Form

Check for previously recorded Aboriginal or Torres Strait Islander cultural heritage sites and places.

Please enter the Primary Grid Coordinates of the site you wish to record and click Check Coordinates. The system will use the Latitude, Longitude or Easting, Northing and Zone to display point data of any sites within 250m of the coordinates entered. Please review the search results and ensure your proposed site has not already been recorded.

**Mandatory fields**

Site Name: *

Please provide a name for this site.

Test site

Site Description: *

Please provide a description for the site.

Testing

Site Location

Primary Grid Coordinates: *

MGA94DA94

- Latitude/Longitude (DMS)
- Latitude/Longitude (DD)
- Easting/Northing
- Polygon

Easting: *

249419

Northing: *

7316195

Zone: *

54

[Check Coordinates] [Cancel]

You are here: Home > Submit Information for inclusion on the Aboriginal and Torres Strait Islander Cultural Heritage Database > Complete New Submission Form
Your location coordinate 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.

Aboriginal and Torres Strait Islander cultural heritage database

Pursuant to section 46 of the Aboriginal and Torres Strait Islander cultural heritage Act, 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.

Aboriginal and Torres Strait Islander cultural heritage database Record

Site Number: Site Name: Test site

<table>
<thead>
<tr>
<th>Mandatory Fields</th>
</tr>
</thead>
<tbody>
<tr>
<td>Location</td>
</tr>
<tr>
<td>Recording &amp; Consultation</td>
</tr>
<tr>
<td>Land Info</td>
</tr>
<tr>
<td>Environmental Setting</td>
</tr>
<tr>
<td>Condition &amp; Management</td>
</tr>
<tr>
<td>Component Forms</td>
</tr>
<tr>
<td>Supporting Documentation</td>
</tr>
<tr>
<td>Submission</td>
</tr>
</tbody>
</table>

Site Location

Site Description: Testing

Primary Grid Coordinates: GDA 94
Easting: 240419
Northing: 7315192
Zone: 54
1:250,000 Map Sheet Number: SGS4-1
1:250,000 Map Sheet Code: AE
1:250,000 Map Sheet Name: BEDOURIE
LSI: CHAMPITNA SHIRE

Change Details

Derivation of Coordinates: *
Note: In the **Component Forms** tab you must select and complete one of the component forms.

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.
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.

Aboriginal and Torres Strait Islander cultural heritage database

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 have archaeological information.

**Aboriginal and Torres Strait Islander cultural heritage database Record**

**Site Number:** Site Name: Test site

Mandatory fields *

- Location
- Recording & Consultation
- Land Info
- Environmental Setting
- Condition & Management
- Component Forms
- Supporting Documentation

**Declaration**

I declare that the information in this form and its attachments is true and correct to the best of my knowledge.

- **Name:**

- **Date:**

**Submit**

**Save Draft/Template**

**Cancel**
To complete a previously saved draft or template, click on the **Complete Draft or Template** button highlighted in blue. Find and select your draft or template, complete mandatory fields and submit as per the instructions in section 3.1 of this User Guide.
43.3 Bulk upload submission

To submit multiple sites simultaneously, click on the **Bulk Upload Submission** button highlighted in purple.

Follow the instructions below to submit information about an Aboriginal or Torres Strait Islander site for inclusion on the database.

Please select **Complete New Submission Form** from the menu.

Complete all mandatory fields as shown on each Tab in the Form.

Attach any relevant documents including images under the Supporting Documentation Tab in the Form.

To finalise a previously saved Draft Submission Form or to use a Template, please select **Complete Draft or Template** from the menu.

To submit multiple sites simultaneously please select **Bulk Upload Submission** from the menu.

**Important Information**

- This is a web based portal and will time out after 2 hours. Please ensure you save the form regularly.
- Documents such as maps need to be uploaded in the appropriate sections of the Submission Form as prompted. Make sure all documents are ready to upload before you begin completing a new Submission Form.
- Submissions will be reviewed having regard to the consistency of the information provided with existing anthropological, biogeographical, historical and archaeological information for this area
- Contact the Cultural Heritage Unit if you require assistance: [cultural.heritage@datp.qld.gov.au](mailto:cultural.heritage@datp.qld.gov.au)
Click on the **Choose File** button and upload excel spreadsheet (contact the Cultural Heritage Unit for the template to be used for the bulk upload submission), and then click the **Import** button. Once your data has been uploaded it will display as per the screenshot highlighted below in purple. Click on the **check coordinates** button highlighted below in green.

### Site List:

Site details may be added by importing a prepared Excel spreadsheet containing relevant details. Refer to DATSIP for the required format.

<table>
<thead>
<tr>
<th>Ref No</th>
<th>Site Name</th>
<th>Site Type</th>
<th>Coordinate Format</th>
<th>Latitude</th>
<th>Longitude</th>
<th>Easting</th>
<th>Northing</th>
<th>Zone</th>
</tr>
</thead>
<tbody>
<tr>
<td>1</td>
<td>MEDVED_TRANSDEPT_7_28A</td>
<td>Artefact Scatter</td>
<td>GDA 94 Easting/Northing</td>
<td>-27.6603357</td>
<td>152.781507</td>
<td>479466</td>
<td>6940494</td>
<td>56</td>
</tr>
<tr>
<td>2</td>
<td>MEDVED_TRANSDEPT_7_28B</td>
<td>Artefact Scatter</td>
<td>GDA 94 Easting/Northing</td>
<td>-27.66017358</td>
<td>152.781850</td>
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<tr>
<td>3</td>
<td>MEDVED_TRANSDEPT_7_28C</td>
<td>Artefact Scatter</td>
<td>GDA 94 Easting/Northing</td>
<td>-27.65428303</td>
<td>152.784761</td>
<td>478770</td>
<td>6941075</td>
<td>56</td>
</tr>
<tr>
<td>4</td>
<td>MEDVED_TRANSDEPT_7_28D</td>
<td>Artefact Scatter</td>
<td>GDA 94 Easting/Northing</td>
<td>-27.65388322</td>
<td>152.783009</td>
<td>478906</td>
<td>6941119</td>
<td>56</td>
</tr>
<tr>
<td>5</td>
<td>MEDVED_TRANSDEPT_7_28E</td>
<td>Artefact Scatter</td>
<td>GDA 94 Easting/Northing</td>
<td>-27.65292341</td>
<td>152.781200</td>
<td>479425</td>
<td>6941225</td>
<td>56</td>
</tr>
<tr>
<td>6</td>
<td>MEDVED_TRANSDEPT_7_28F</td>
<td>Artefact Scatter</td>
<td>GDA 94 Easting/Northing</td>
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<td>152.784955</td>
<td>479789</td>
<td>6941160</td>
<td>56</td>
</tr>
</tbody>
</table>
Your coordinates will display as per the screen below. Once you have checked your coordinates, click on the **Proceed** button highlighted below in red.
Your sites will individually list as per the screenshot below. Click on each individual site, then click on the **Open As Draft** button.

**Aboriginal and Torres Strait Islander Cultural Heritage Database and Register – Complete Draft or Template**

This screen displays all Aboriginal Places that you have saved as a Draft or project Template.

If an entry is opened as a Draft and then submitted to Registry, it will no longer be available via this screen.

If an entry is opened as a Template and then submitted to Registry, it will remain available via this screen and can be re-used in this manner multiple times.

Templates and Drafts can be removed from this screen by highlighting the relevant entry and selecting **Remove**.

<table>
<thead>
<tr>
<th>Site Name</th>
<th>Date Saved</th>
</tr>
</thead>
<tbody>
<tr>
<td>MEDVED_TRANSDEPT_T_28A</td>
<td>04/08/15 09:20.02</td>
</tr>
<tr>
<td>MEDVED_TRANSDEPT_T_28B</td>
<td>04/08/15 09:20.02</td>
</tr>
<tr>
<td>MEDVED_TRANSDEPT_T_28C</td>
<td>04/08/15 09:20.02</td>
</tr>
<tr>
<td>MEDVED_TRANSDEPT_T_28D</td>
<td>04/08/15 09:20.02</td>
</tr>
<tr>
<td>MEDVED_TRANSDEPT_T_28E</td>
<td>04/08/15 09:20.03</td>
</tr>
<tr>
<td>MEDVED_TRANSDEPT_T_28F</td>
<td>04/08/15 09:20.04</td>
</tr>
</tbody>
</table>

**Complete the submission.**

**Aboriginal and Torres Strait Islander cultural heritage database**

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 historical and archaeological information.

**Aboriginal and Torres Strait Islander cultural heritage database Record**

Site Number: Site Name: etc.

**Mandatory fields**

- Location
- Recording & Consultation
- Land Info
- Environmental Setting
- Condition & Management
- Component Forms
- Supporting Documentation
- Submission

**Declaration**

I declare that the information in this form and its attachments is true and correct to the best of my knowledge.

Name: 

Date: 

Submit

Save Draft/Template

Cancel

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  Open data portal

Most Queensland Government data is now available free of charge for users to download via the open data portal. This data can be downloaded in various formats and can then be opened directly in the Online Portal as well as Queensland Globe/Google Earth or any GIS system (MapInfo/ArcMap).

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

![Open data portal](image)

To search for datasets click on either search icons 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.

The Digital Cadastre Database (DCDB) is the spatial representation of the property boundaries in Queensland and their related property descriptions. It is a fundamental reference layer for spatial information systems in Queensland. This dataset is updated nightly. This dataset allows you to extract your area of interest using the 'clip, zip and ship' functionality. You can select areas by local government area, city or suburb (locality) or freehand over small areas. You cannot download the entire State in one single order.

The dataset, "Cadastral data weekly - whole of State Queensland" provides the whole of State in one order but in File geodatabase format only. Instructions for extracting data can be found in the help pages.
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.
6 Queensland globe

The Queensland Globe is based on the Google Earth platform, but which also displays government data such as DCDB, land tenure, national parks, LGA etc. The Queensland Globe is a free download for the public or for government users, it is pre-installed on your workstation. For government users, click on the start button on the bottom left hand corner of the desktop, select all programs, then select Queensland Globe as per the screenshot below.

For public users please follow instructions at Queensland Globe to install the Queensland Globe.
The screenshot below shows the opening screen of the Queensland Globe. Once this screen is open, scroll to the bottom left hand side pane highlighted below in green to switch layers on and off as required. To display government data click on the triangle to the left of the box highlighted below in red. This will expand the list of layers.

*Note:* These layers can also be downloaded via the Open Data Portal as per section 3.3 of this user guide.
To import data into the Queensland Globe go to the top lefthand corner and click on the **file** button highlighted above in purple, then click on **open** and navigate to the relevant data. Select the KML (a file format used in Google Earth) data you would like to display, and click on the **open** button.

*Note:* Data must be in KML format prior to importing into Queensland Globe

Below is an example of KML data (cultural heritage parties, bodies and cultural heritage management plans) which have been opened in Queensland Globe. After opening your file it will be displayed on the left-hand side of the screen under the **Places** heading. Clicking on the triangle to the left of the **Places** heading will expand the list of data you have imported under the heading **Temporary Places** highlighted below in red.
7 Google Earth Engine

8.1 What is Google Earth Engine
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The following section applies to Queensland Government employees only.
7 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.

7.1 Searching for aerial photography

After logging 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’d 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.

<table>
<thead>
<tr>
<th>Title</th>
<th>Scale</th>
<th>Date of Flying</th>
</tr>
</thead>
<tbody>
<tr>
<td>8259 ST LAWRENCE - TOWNSVILLE 50CM DIGITAL AERIAL PHOTOGRAPHY</td>
<td>1:30000</td>
<td>16/10/2009</td>
</tr>
<tr>
<td>8339 ST LAWRENCE - TOWNSVILLE 50CM DIGITAL AERIAL PHOTOGRAPHY</td>
<td>1:30000</td>
<td>16/10/2009</td>
</tr>
<tr>
<td>8359 BOWLING GREEN BAY 50CM WHOLE OF GOVERNMENT DIGITAL AERIAL PHOTOGRAPHY</td>
<td>1:30000</td>
<td>15/07/2009</td>
</tr>
<tr>
<td>8359 TOWNSVILLE 2009 48CM DIGITAL AERIAL PHOTOGRAPHY</td>
<td>1:30000</td>
<td>05/07/2009</td>
</tr>
<tr>
<td>8359 BOWLING GREEN BAY 2004 PROGRAM AERIAL PHOTOGRAPHY</td>
<td>1:25000</td>
<td>27/06/2004</td>
</tr>
<tr>
<td>8359 ST LAWRENCE-TOWNSVILLE 2002 PROJECT AERIAL PHOTOGRAPHY</td>
<td>1:50000</td>
<td>17/06/2004</td>
</tr>
<tr>
<td>8359 ST LAWRENCE-TOWNSVILLE 2002 PROJECT AERIAL PHOTOGRAPHY</td>
<td>1:12000</td>
<td>21/10/2002</td>
</tr>
<tr>
<td>8359 BOWLING GREEN BAY 99 PROGRAM AERIAL PHOTOGRAPHY</td>
<td>1:25000</td>
<td>21/07/1999</td>
</tr>
<tr>
<td>8359 ST LAWRENCE-TOWNSVILLE 97 PROJECT AERIAL PHOTOGRAPHY</td>
<td>1:12000</td>
<td>17/11/1997</td>
</tr>
<tr>
<td>8292 TOWNSVILLE-BARTLE FERRE 95 PROGRAM AERIAL PHOTOGRAPHY</td>
<td>1:75000</td>
<td>29/10/1995</td>
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<tr>
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<td>29/10/1995</td>
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<tr>
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<td>07/08/1993</td>
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<tr>
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<td>07/08/1993</td>
</tr>
<tr>
<td>8359 ST LAWRENCE-TOWNSVILLE 90 PROJECT AERIAL PHOTOGRAPHY</td>
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<td>01/01/1991</td>
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<tr>
<td>8292 ST LAWRENCE-TOWNSVILLE 90 PROJECT AERIAL PHOTOGRAPHY</td>
<td>1:12000</td>
<td>01/01/1990</td>
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<tr>
<td>8359 ST LAWRENCE-TOWNSVILLE 85 PROJECT AERIAL PHOTOGRAPHY</td>
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<td>01/01/1985</td>
</tr>
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<td>01/01/1985</td>
</tr>
<tr>
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<td>1:50000</td>
<td>01/01/1984</td>
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<tr>
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<td>1:37500</td>
<td>01/01/1982</td>
</tr>
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<td>01/01/1981</td>
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<td>01/01/1978</td>
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<td>31/05/1974</td>
</tr>
<tr>
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<td>1:31900</td>
<td>01/01/1974</td>
</tr>
<tr>
<td>8292 TOWNSVILLE HARBOUR BOARD 73 PROJECT AERIAL PHOTOGRAPHY</td>
<td>1:49800</td>
<td>01/01/1973</td>
</tr>
</tbody>
</table>
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>
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</thead>
<tbody>
<tr>
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<td>70</td>
<td>Colour</td>
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<td>17/11/1997</td>
<td>300</td>
<td>Yes</td>
</tr>
<tr>
<td>QAP5603</td>
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<td>1:12000</td>
<td>17/11/1997</td>
<td>75</td>
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<tr>
<td>QAP5603</td>
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<td>17/11/1997</td>
<td>75</td>
<td>Yes</td>
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<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.
7.2 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:** \n- **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.
8 Notes/questions