

# Council Crown Land Manager Reserves Portal—user guide

## User guide

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**Council Crown Land Manager Reserves Portal—user guide**

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# Introduction

## About the Council Crown Land Manager Reserves Portal

The Council Crown Land Manager (CLM) Reserves Portal represents 'Phase 1' of an initiative to give managers of Crown reserves the spatial information and services needed to comply with the provisions of the *Crown Land Managers Act 2016* (CLM Act). Subsequent phases of the program will add functionality, data and more complex information.

The portal is accessible to the public, but designed for councils to help them manage reserves that are appointed or devolved to them. In the future, a more robust and complex application will be developed to help councils create and apply their Plans of Management.

## Accessing the Council CLM Reserves Portal

You can access the portal via a link on the NSW Government's Reserve manager website, [www.reservemanager.crownland.nsw.gov.au/who-we-are/who-manages-crownland/council-crown-land-manager](http://www.reservemanager.crownland.nsw.gov.au/who-we-are/who-manages-crownland/council-crown-land-manager).

The new portal will also be accessible via a series of links on the Office of Local Government (OLG) Crown Land Reform page, [www.olg.nsw.gov.au/crownland](http://www.olg.nsw.gov.au/crownland).

## Data and projection

Crown reserve data within the portal is automatically refreshed overnight to ensure up-to-date information is available on reserves for councils and the general public. The datum for the Crown Reserve data is GDA 1994 and is projected in GDA 1994 NSW Lamberts.

## Providing feedback

You can make enquiries about Crown reserves and provide general feedback on the portal via an electronic form. You can find the form at [www.industry.nsw.gov.au/lands/reserves/portal-feedback-form](http://www.industry.nsw.gov.au/lands/reserves/portal-feedback-form) in the Crown land section.

# Council CLM Reserves Portal layout and menus

## Application start-up view

When the application starts up, a dialogue box will appear with the terms and conditions you will need to read and acknowledge before accessing the portal. The 'About' tab will also appear by default on the right-hand side of the screen, which contains general information on the portal and links to both the user guide and feedback form. Tools are located underneath the global search bar, and along the top right-hand side of the toolbar.

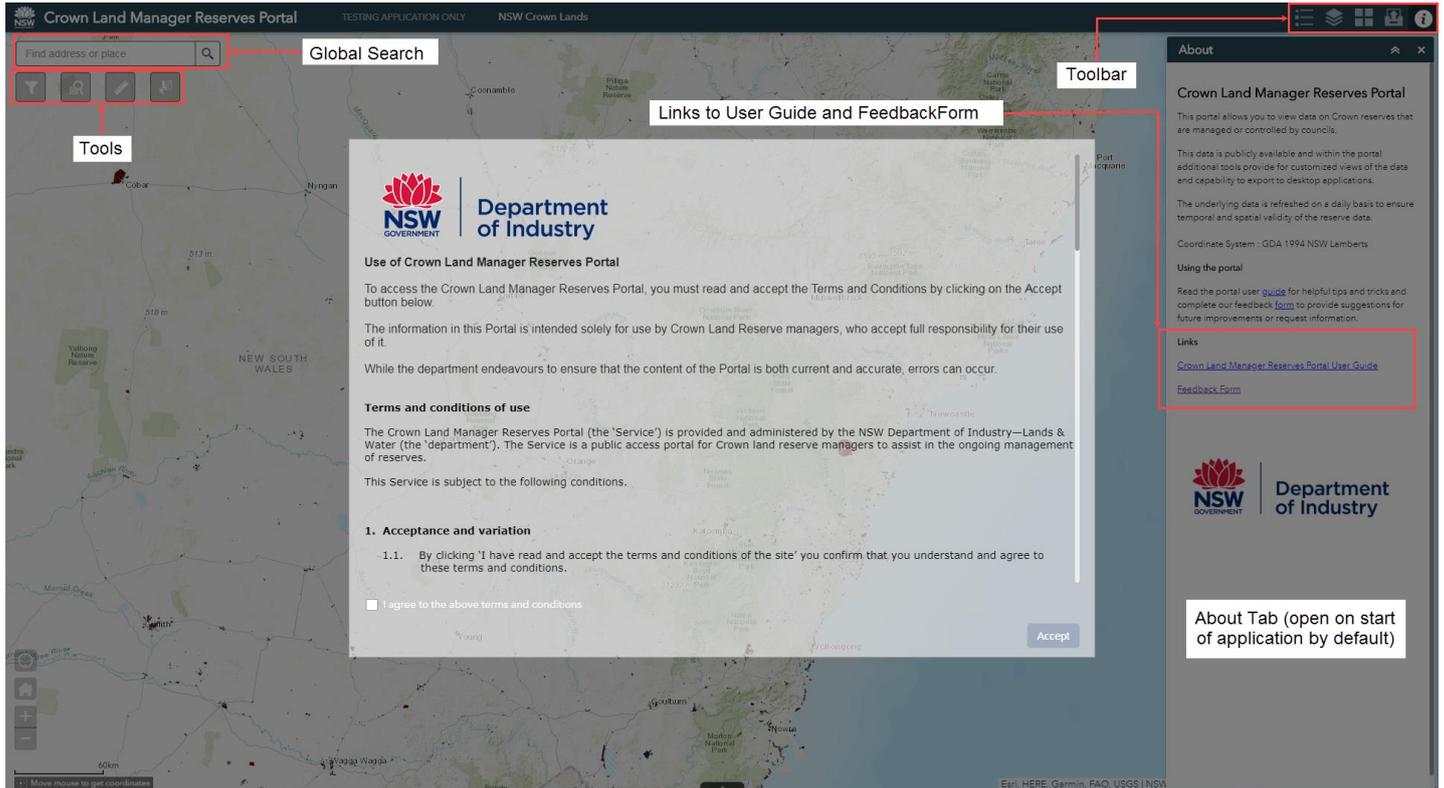


Figure 1. The start-up view, including the terms and conditions of use

# Tools

The general geoprocessing tools are used to refine the view of reserves to defined administration boundaries, allowing you to complete further analyses.

## About

By default, the About tab will appear upon start-up of the web portal, but you can also open it by clicking on the 'i' icon in the top right toolbar, as shown in Figure 2. Once open, the About tab displays information on the portal and links to the Council CLM Reserves user guide and feedback form.

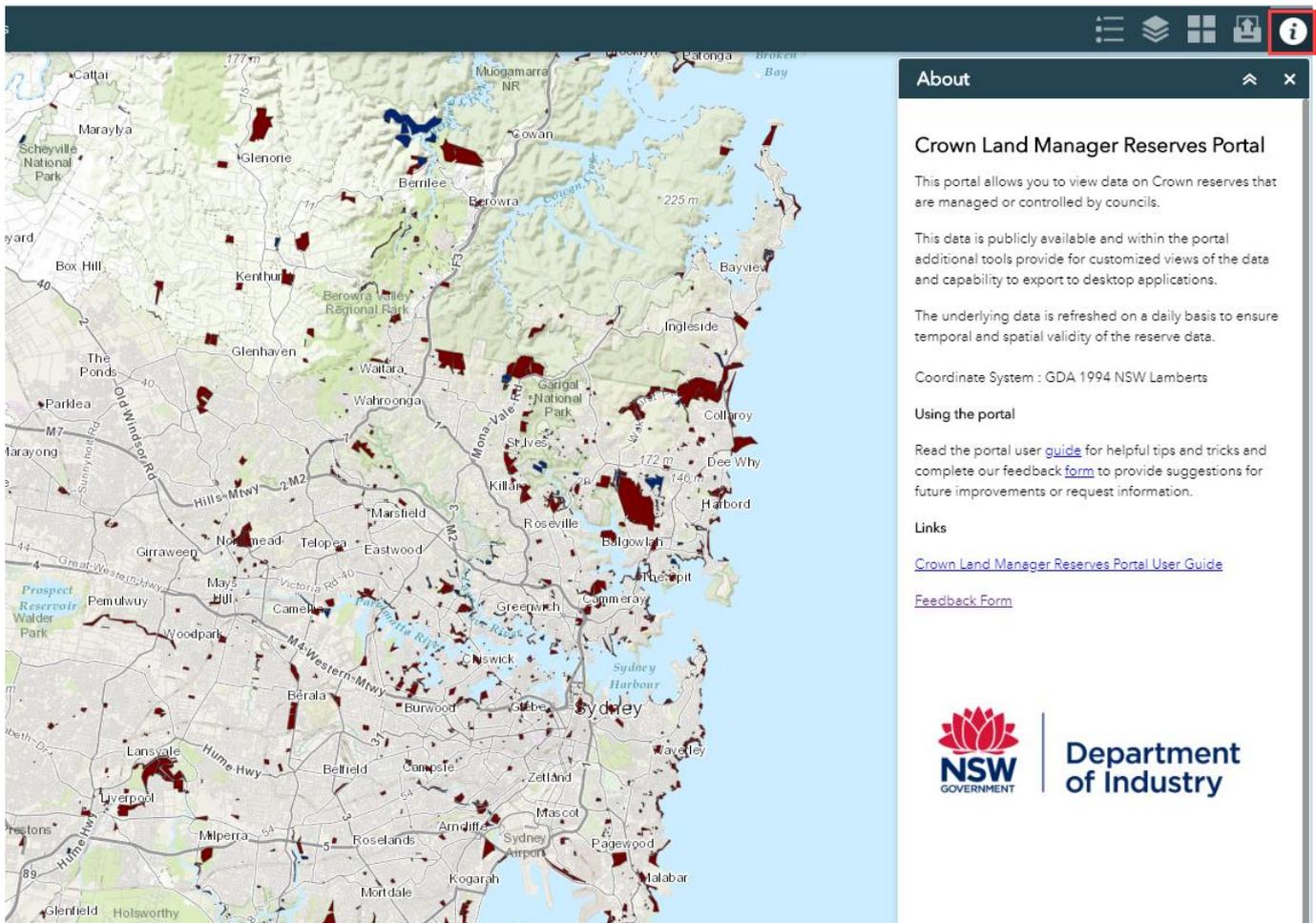


Figure 2. Accessing the About tab

## Filter Data

This tool allows you to filter the data by reserves that are located within a defined local government area (LGA) or Council.

Select from the list of LGA's or Councils by clicking on the arrow at the right of the search bar. Alternatively, you can also enter in the name of the LGA or Council in the space provided at the top of the drop-down list. This tool will remove all other data from the view, and can be turned on and off by toggling the green button next to the search criteria, as shown in Figure 3.

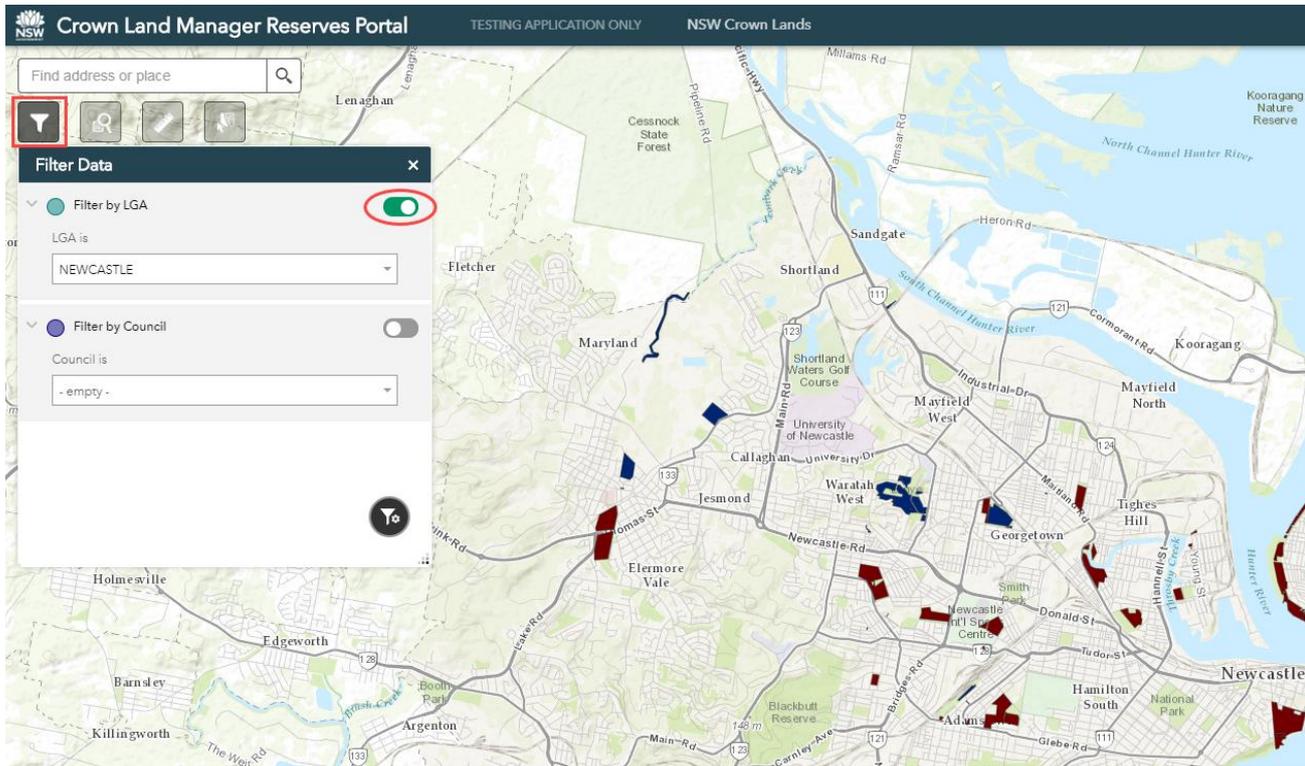


Figure 3. Filtering data by local government area

## Query

Unlike the Filter Data tool, which restricts the visibility of the data to a specified area, the Query tool retains all the reserve data, but zooms to and highlights (in a temporary layer) the results of a query search.

This tool allows you to query the data to LGA, council name, lot and DP, combined parish and county, reserve number, and gazetted data range. Query by LGA, council, reserve number and gazette date requires a selection from a drop down menu (with additional search capabilities at the top of the selection options), and Query by lot and DP, and combined parish and county can be made by manually inserting the desired values/names. The results will be highlighted on the map and the map will zoom to the extent of the results, with all data still remaining visible.

The results will be displayed in list form in the tool window.

You can access additional functions on the query results available by clicking on the three horizontal dots in the results window (indicated in the red circle in Figure 4). These additional tools include:

- Zoom to—returns to the zoomed extent of the results
- Pan to—pans to the query result without adjusting the zoomed extent
- Flash—the query result will flash on the screen
- Export to CSV File—exports the query results as a .csv file (a spreadsheet that can be opened in programs such as MS Excel)
- Export to feature collection—exports the query results as a feature collection (JSON file)
- Export to GeoJSON—exports the query results as a GeoJSON file
- Statistics—displays the statistics of the query results, including the number of reserves and area statistics
- Save to My Content—saves a layer in your ArcGIS online content if you are logged into your account
- View in Attribute Table—displays the query results in Attribute Table (you will need to turn off 'Filter by Map Extent', which is switched on by default)
- Remove this result—clears the query results
- Change symbol—enables you to change symbology of query results.

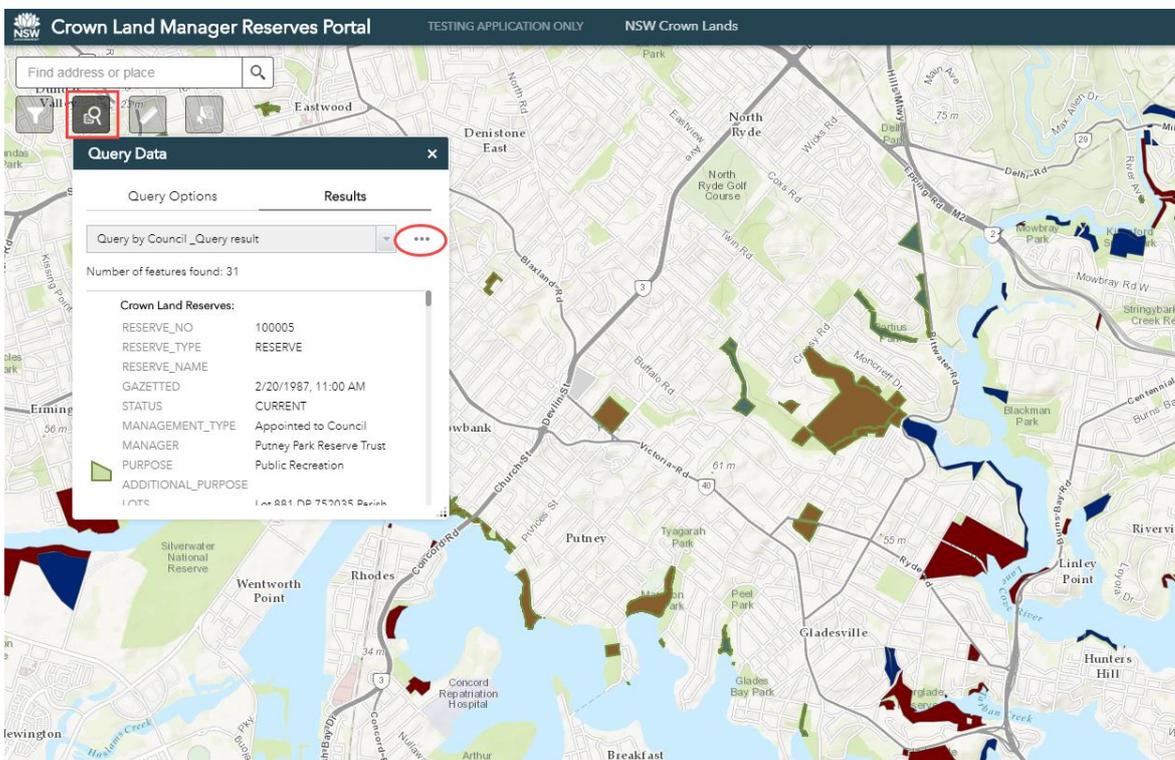


Figure 4. Accessing the Query tool

## Measurement

Although the area of every reserve has been calculated in each dataset (found in the pop-up information when clicking on a reserve, or in the attribute table), the Measurement tool (see Figure 5) is available to measure distances and areas in a number of formats for particular areas of interest. It provides coordinates in decimal degrees or degrees, minutes and seconds at a point on the map.

You can calculate area by creating vertices. Left-mouse click until the desired shape has been created, then double click the left-mouse button.

Similarly, you can measure distance in a path by clicking the left-mouse button to add waypoints and by double-clicking the left mouse button to complete the path.

Area can be calculated in:

- acres
- square miles
- square kilometres
- hectares
- square yards
- square feet
- square feet (US)
- square metres.

Distance can be measured in:

- miles
- kilometres
- feet
- feet (US)
- metres
- yards
- nautical miles.

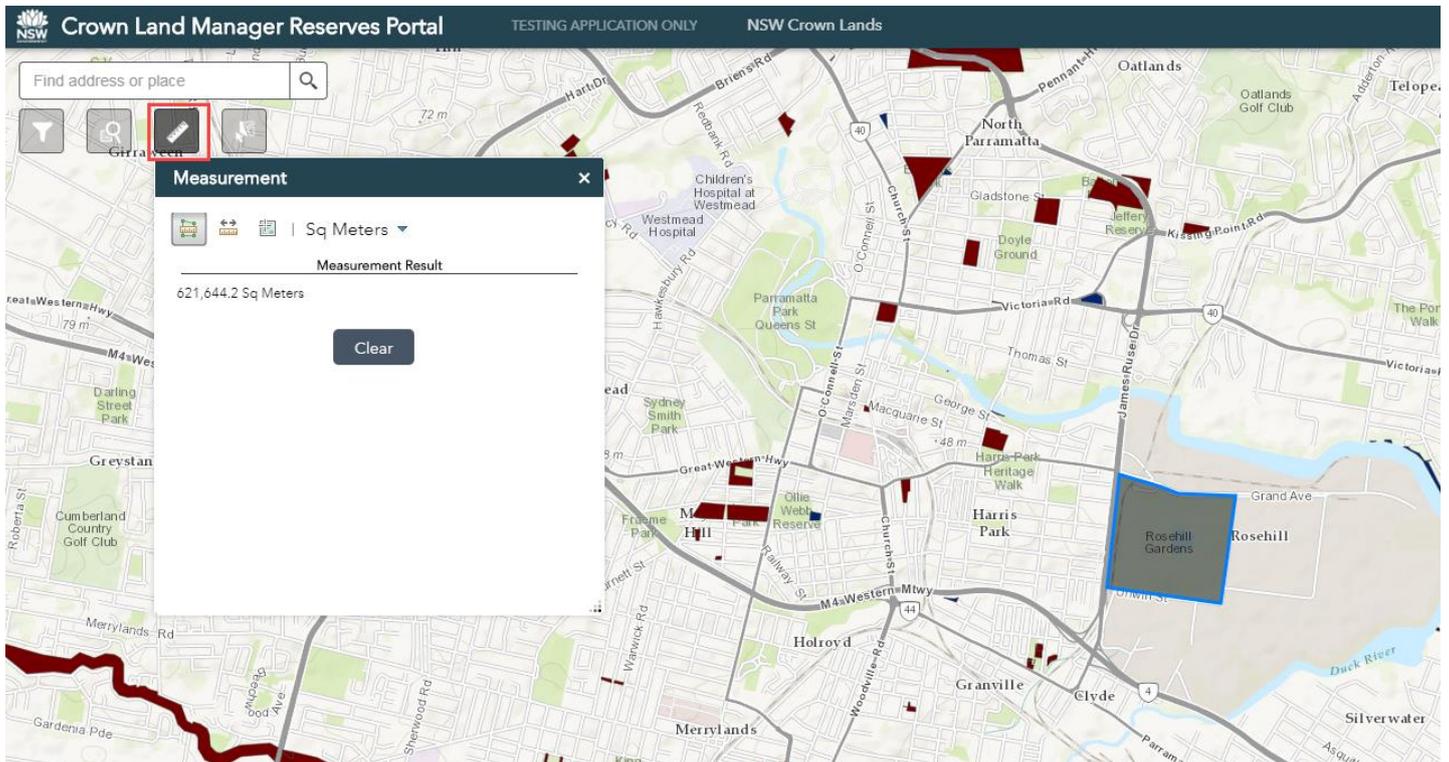
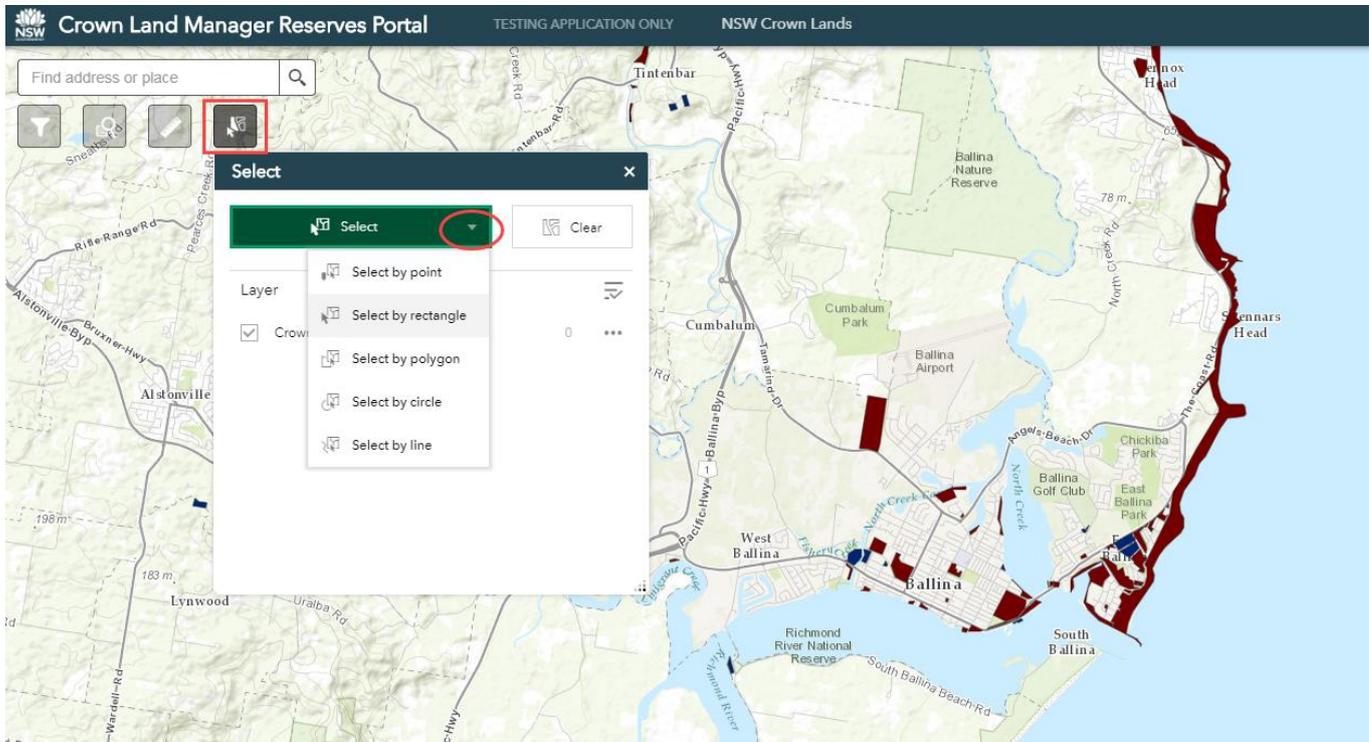


Figure 5. Accessing the Measurement tool

## Select

This tool allows for a selection of reserves to be made spatially on the reserves data/layer. By clicking on the small triangle (indicated in Figure 6), you can choose a selection method. Parcels will be selected if they are fully or partially contained within the shape specified, and the result will be highlighted on the map.



**Figure 6. Accessing the Select tool**

As with the query tool and subsequent results, you can perform additional actions on the results by clicking on the three horizontal dots next to the layer name (as indicated in Figure 7).

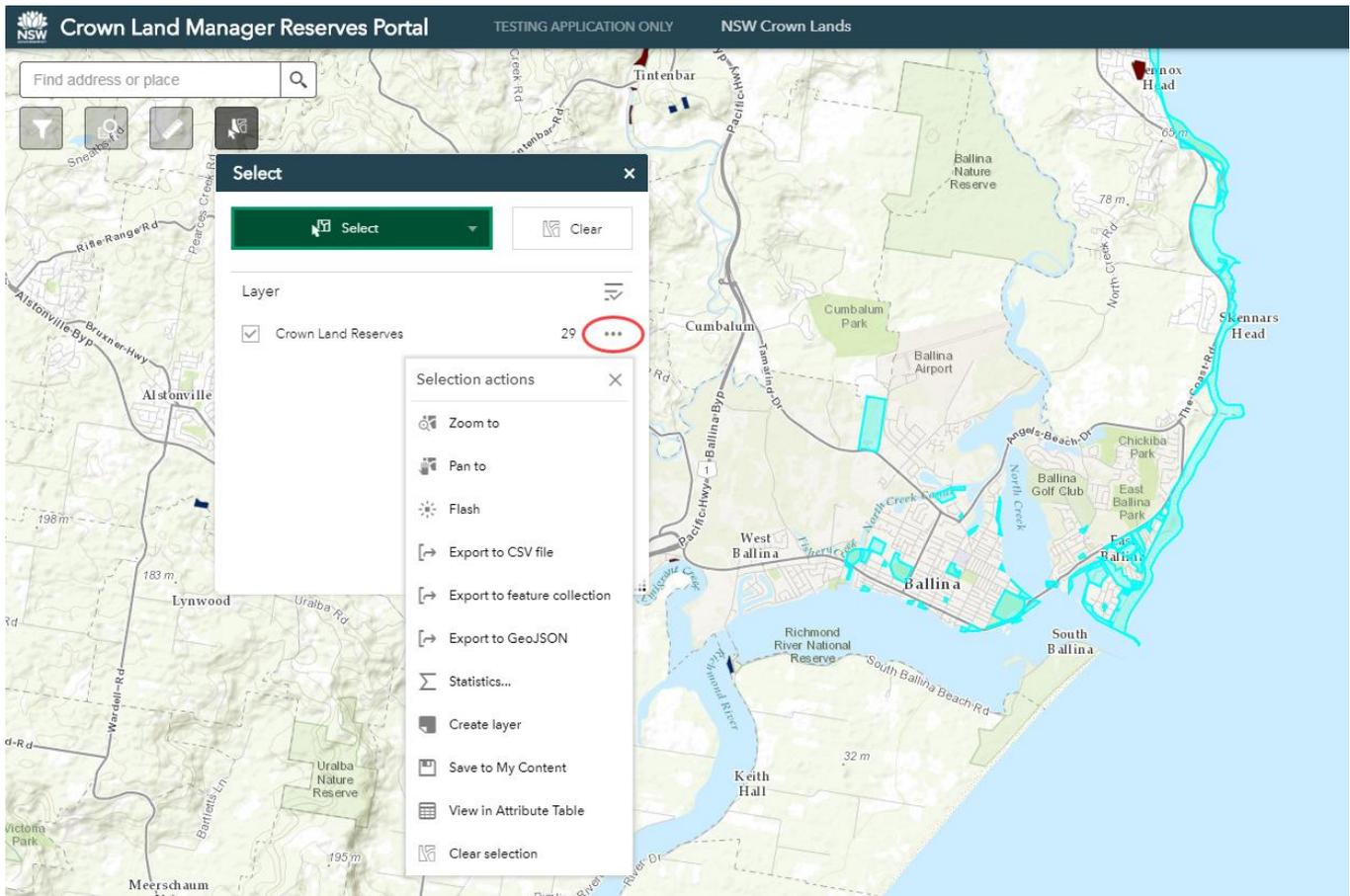


Figure 7. Accessing additional actions within the Query tool

## Extract Data by Council

This tool allows you to download spatial data by a selection of Council of whom manage the reserves within each dataset (see Figure 8). You can download feature (spatial) data in the following formats:

- File Geodatabase—GDB (.gdb)
- Shapefile—SHP (.shp) – this is the default format
- Autodesk AutoCAD—DXF\_R2007 (.dxf)
- Autodesk AutoCAD—DWG (.dwg)
- Bentley Microstation Design (V8)—DGB\_V8 (.dgn).

Once the tool has been executed, the output will appear as a link.

When you click on the link, you will download a zip file containing the data to your local directory for use in desktop applications.

Please note that once the data has been downloaded, it is only temporally valid to the date it was downloaded, as data is refreshed daily.

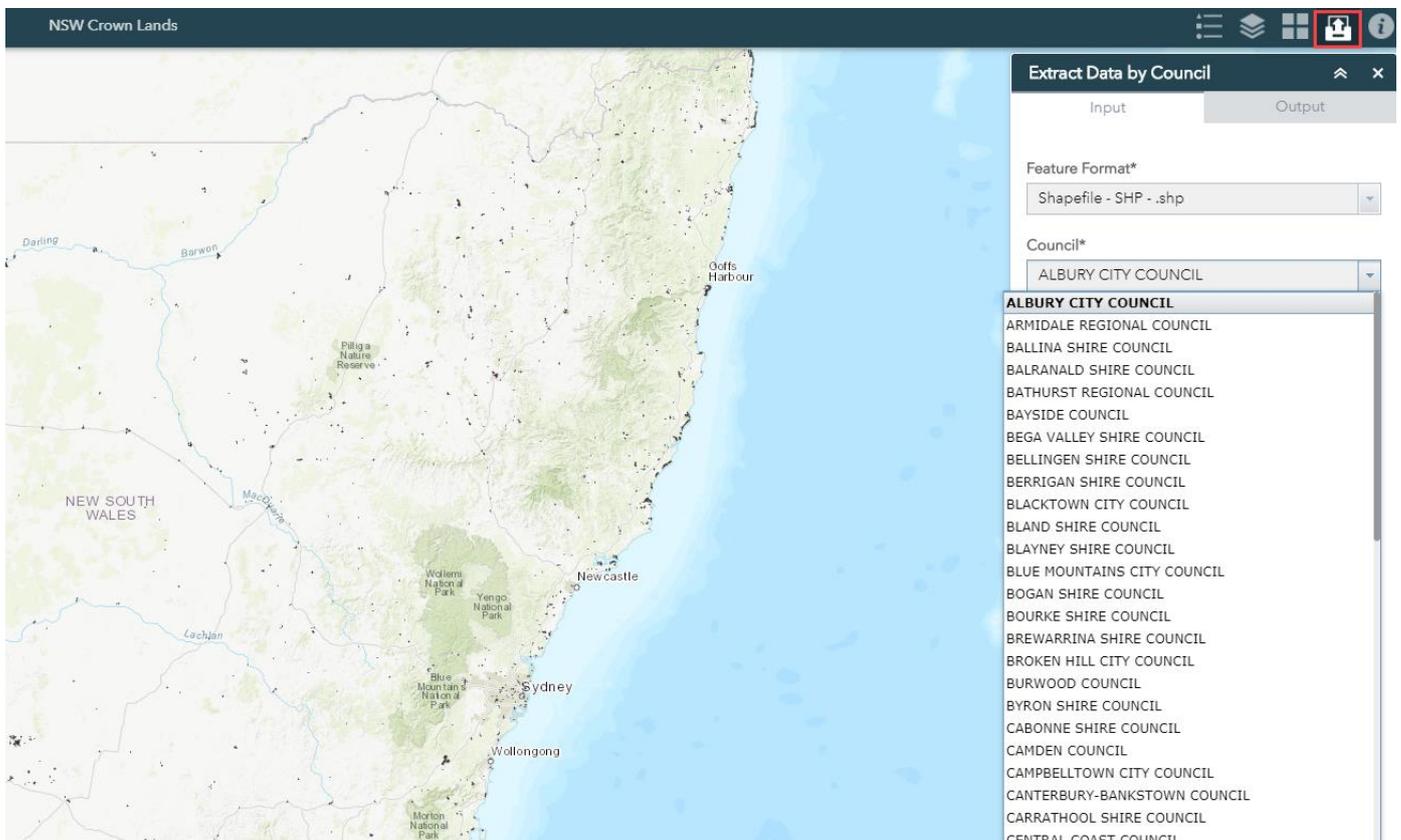


Figure 8. Extracting data by LGA

## Search

This tool allows you to do basic searches of areas of interest including place names, cadastral features (creeks, roads and geographic features), businesses and community locations (churches, schools, halls, sporting fields, etc.). The results of the search will be displayed on the screen after you zoom to the location.

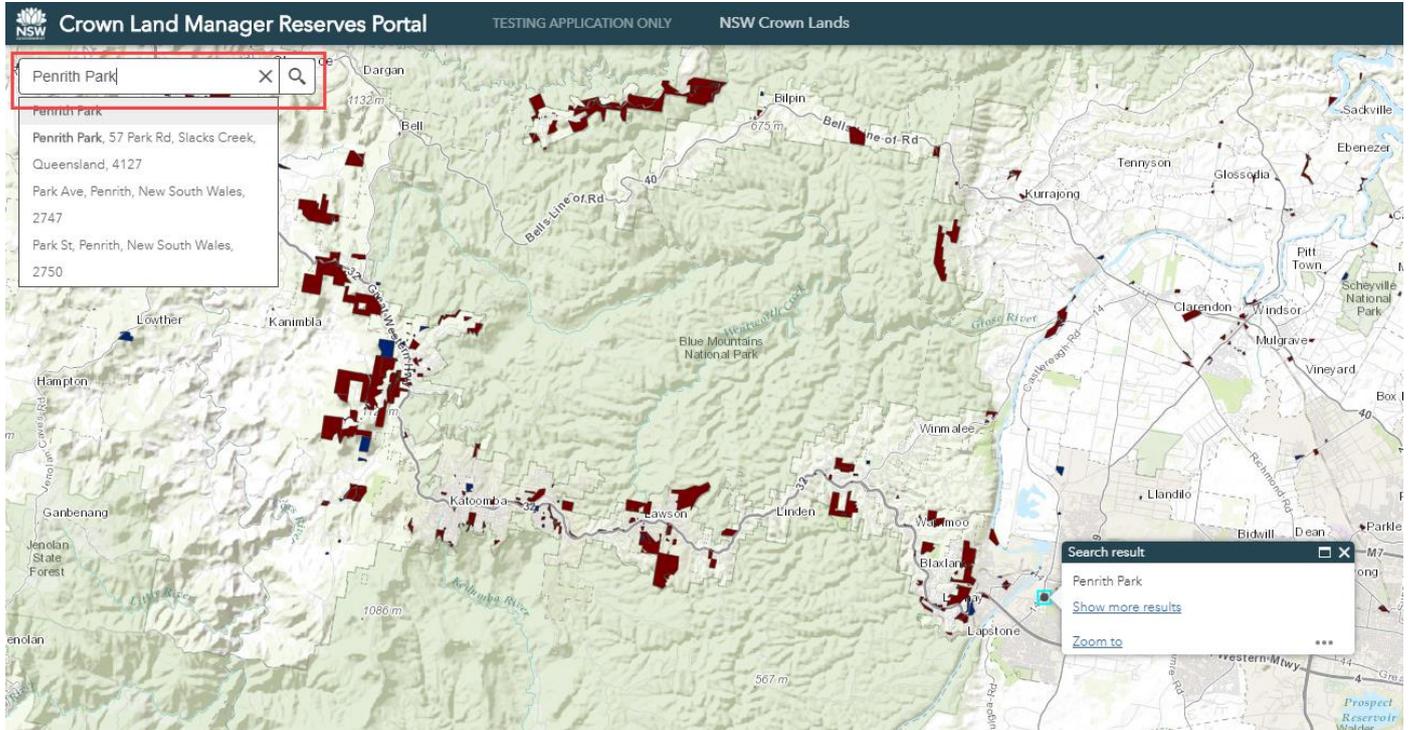


Figure 9. Using the Search tool

## Basemap selection

This tool allows you to customise the basemap to one of the following, as shown in Figure 10:

- Spatial Services NSW Imagery
- Spatial Services NSW Basemap
- Imagery with Labels
- Light Grey Canvas
- Oceans
- OpenStreetMap
- Streets
- Terrain with Labels
- Topographic (**default**).

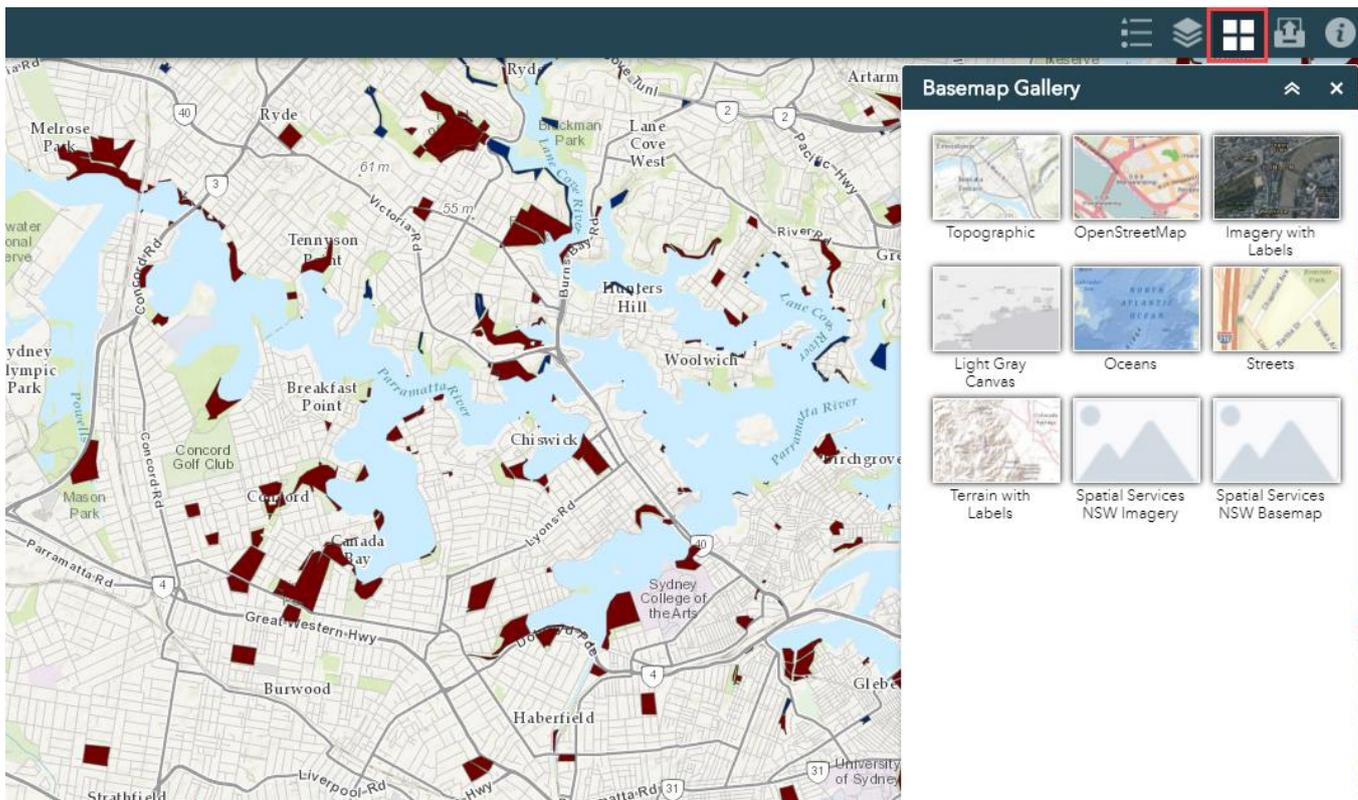


Figure 10. Customising the basemap

## Layer List

Once you select it, the Layer List will appear on the right-hand side of the map, with the option to turn layers on and off by selecting and deselecting the tick box next to the layer name.

Similarly to the Legend, if the Query tool has been executed and the result has not been cleared, the resulting query layer will appear in the Layer List. As shown in Figure 11, you can click on the three horizontal dots to the right of the layer name to access another drop-down menu that enables further actions:

- Zoom to—zooms to the extent of the layer (this is useful on query results if you need to return to the area of interest)
- Transparency—controls the transparency of the layer (very useful if you want to know what features are underneath a reserve)
- Disable pop-up—by default, when you click on a reserve in the map, a pop-up will appear with the reserve information. If you select Disable pop-up, the pop-up will not appear when clicking on reserves.
- View in Attribute Table—opens up the attribute table (located at the bottom of the screen) with all reserves within that layer listed
- Description—once you select this, it will direct you to the map service page that contains the layer's metadata.

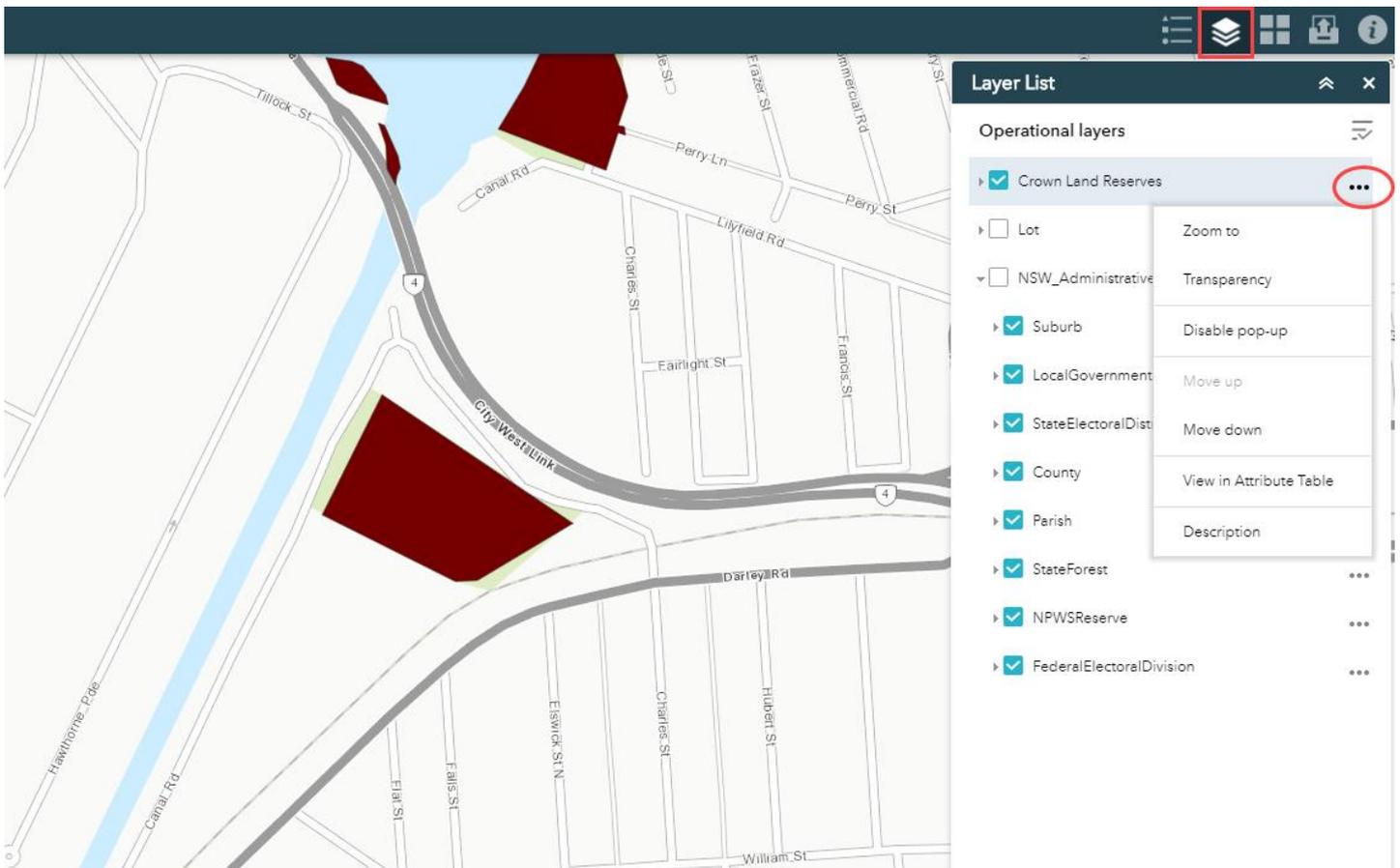


Figure 11. Accessing the Layer List

# Legend

This tool displays the legend of the reserves layer and what each symbology represents.

If the Query tool has been executed and the results have not been cleared, the results will also appear in the legend tab that appears on the right-hand side of the map. Clearing the query results will remove the layer from the legend. If a layer is switched off in the Layer List tab, it will not appear in the legend.

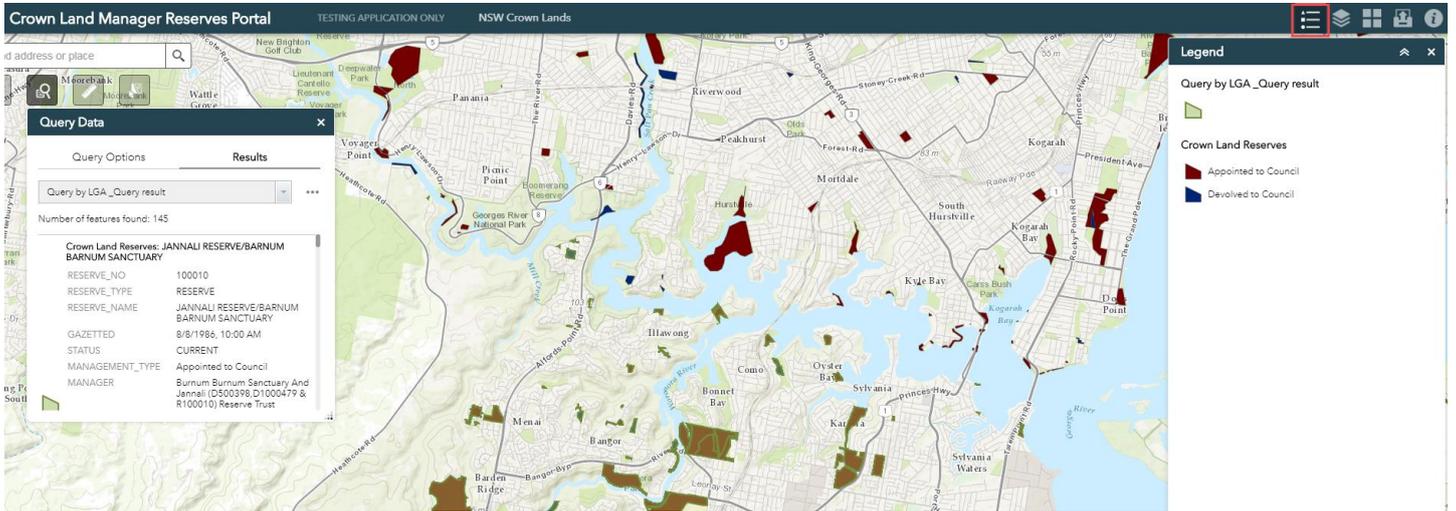


Figure 12. Accessing the Legend

# Attribute table

The attribute table containing all the textual data for the reserves within NSW can be found by clicking on the tab with the arrow on the bottom of the map (see Figure 13).

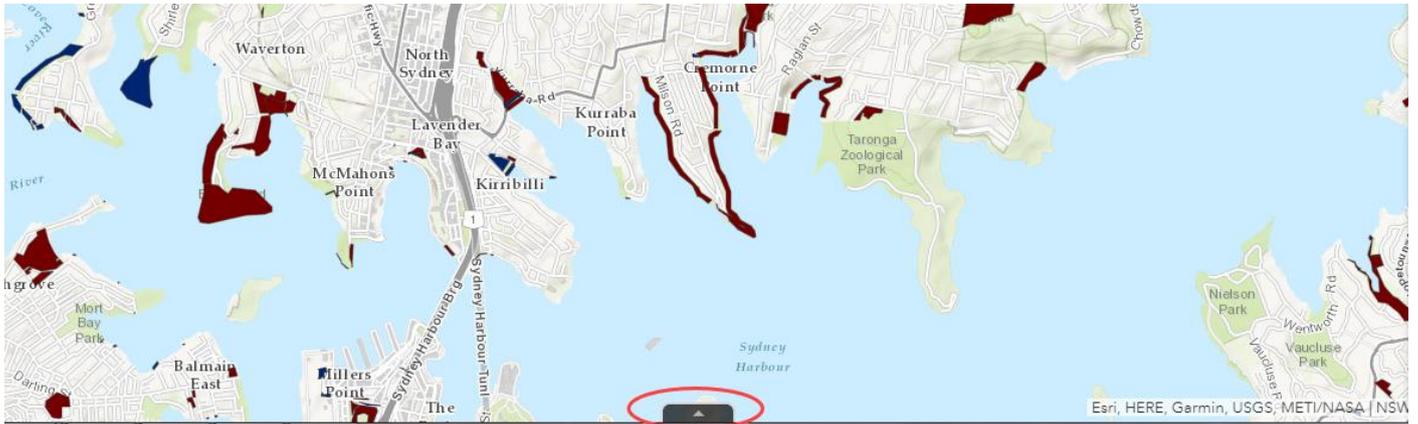


Figure 13. Accessing the attribute table

Once open, the attribute table displays the data with further actions made possible by making a selection on the toolbar at the top of the attribute table (see Figure 14).

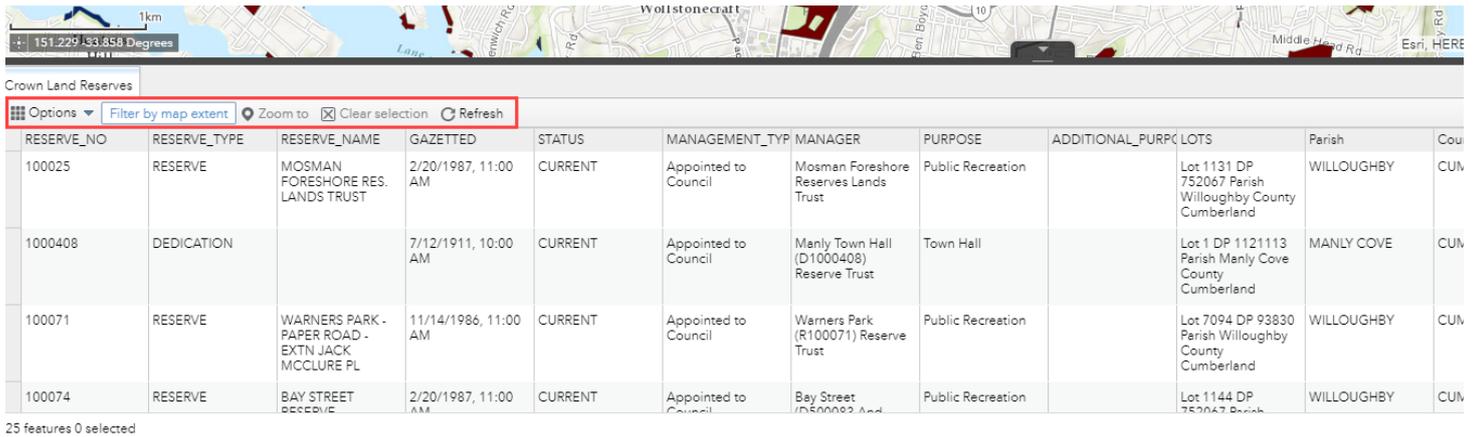


Figure 14. Accessing options for the attribute table

Clicking on the small arrow to the right of ‘Options’ will enable you to:

- create a custom filter on the data using an expression
- show/hide columns
- export all the data within the table to CSV (a limit of 400 records has been placed on this function).

Also on the toolbar, there are options to ‘Filter by Map Extent’, ‘Zoom To’ (once selected in the table), ‘Clear Selection’, and ‘Refresh’.

The content displayed within the attribute table and in textual data extracted from the portal is shown below in Table 1 with a description of the field content.

Table 1 – List of fields within the attribute table and data within the portal.

Field Name	Description
Reserve Number	This is the actual gazetted reserve number and may not be unique. As previous Acts allow for Reserves to be created with the same number within different boundaries.
Reserve Type	Will either be Reserve, Dedication, or Public Park.
Reserve Name	Name assigned to the reserve. Note that not all reserves are named.
Gazetted Date	This is the original creation date of the reserve
Management Type	Will either be Council CLM (Council Crown Land Managed), Appointed to Council, or Devolved to Council.
Purpose	This will be the original gazetted purpose(s).
Additional Purpose	Additional purposes of reserve.
Manager	Appointed manager.
Lots	Listing of all the lots the reserve covers, and if the relationship is whole or part.

Field Name	Description
Area (m <sup>2</sup> )	Area of reserve in square meters.
Parish	Name of parish/parishes the reserve falls spatially within.
County	Name of county/counties the reserve falls spatially within
LGA	Local Government Area managing the reserve.
Council	Local Government Council managing the reserve
Suburb	Suburb(s) the reserve falls spatially within.