**Department of Planning, Lands and Heritage**

# Aboriginal Cultural Heritage Inquiry System
# User Guide

## Contents

# 1. About ACHIS

Welcome to the new Aboriginal Cultural Heritage Inquiry System (ACHIS). This system provides information concerning Aboriginal Cultural Heritage (ACH) in Western Australia.

The system has been built to support all systems (including smartphones and tablets), and all modern browsers (including Google Chrome, Microsoft Edge, Firefox and Safari).

Information relating to Aboriginal Cultural Heritage (ACH), Protected Areas, and Survey Reports is visible in this map viewer. The search function for Protected Areas are currently in development and will be available at a later date.

Further information about a record can be requested via the Aboriginal Heritage Enquiry form.

# 2. Overview of Features

The application window is divided into several sections that can be resized and minimised.

Initially the Home panel is shown on the left-hand side of the screen, and the list of Layers can be shown in this panel by clicking on the Layers tab. Search results and other information are also shown in this section.



## 2.1. Search Results

The '**What do you want to do?**' menu contains the most commonly used search functions. Search results are shown in the left panel and search reports are accessible via a menu in the search results.

Search reports can be generated in PDF format (with or without a map), and search results can also be exported to a spreadsheet in either .XLSX or .CSV format.

Search results can also be shown as an expanded table at the bottom of the screen via an option in this menu.

Additional information about each Heritage feature can also be shown by clicking on the feature in the search results list or in the map.

**Results in List View**

**Results in Expanded Table View**



## 2.2. Toolbar

The toolbar contains additional tools and can be shown or hidden by clicking the 🛠 button. The tools are divided into several sections.

**Tools tab**

*Navigation*
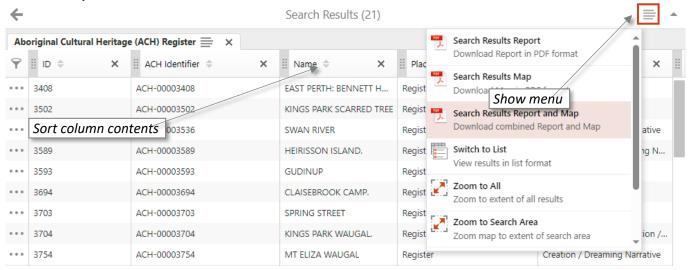
Zoom In / Zoom Out: zoom map in or out, can also be done via mouse wheel (or via two fingers on touch-enabled device).

Pan: move map by clicking and dragging mouse (or by dragging finger on touch-enabled device).

Previous / Next Map Extent: zoom map to the extent it was previously set to. If this has been used then the next map extent tool is enabled.

Zoom to WA: zoom map to the extent of Western Australia.

*Map Tools*

Plot Coordinates: Manually enter coordinates in either GDA94 Longitude/Latitude degrees/minutes/seconds or MGA zone Eastings/Northings. *Note:* Once coordinates are entered they can be exported to a spreadsheet via the menu shown in the coordinates table, and then used for a coordinates-based Heritage search.

Identify: click or drag box on map to show details for the features in the map. *Note:* only layers that are visible in the map will be identified.

Measure Distance/Area: click on the map to define a line or shape and measure the corresponding distance or area.

Imagery Details: show details for the satellite images and aerial photos that are shown in the current extent of the map (in the Satellite base map and Aerial Photos layer). *Note:* The tool only becomes usable once the map is zoomed in.

🗑 Clear Search Results: Remove any search areas or search results currently shown in the map.

**Search tab**

↔ Zoom to an area: zoom the map to an area of interest from a predefined list of features.

*Search by Theme*

Search for ACH Register, ACH Lodged, ACH Historic, or Heritage Surveys: Define an area of interest and then search for Heritage features that are within the area.

*Specific Search*

Find specific ACH Register, ACH Lodged, or ACH Historic: Search for Heritage features based on their ID, Name or Legacy ID.

Find specific Surveys: Search for Heritage Surveys based on their Report ID, Title or Author.

## 2.3. Mobile and Tablet Support

The website can also be viewed on mobile and tablet devices. On these devices you can show your current location via the 'Geolocation' tool. When this is enabled your current location appears as a blue circle on the map. A larger surrounding circle indicates accuracy and the coordinates are shown in a status window.



*Show Geolocation menu*

Pan the map to the user's location and mark the location with an indicator.

Track the user's location with an indicator, without panning the map.

Follow the user's location with an indicator and pan the map as the user's location changes.

On mobiles the interface is different to cater for smaller screen sizes, as shown below:

## 2.4.  Other Features

A base map button can be used to quickly switch between different base maps. *Note*: on mobile devices this is accessible via the What do you want to do? Menu.

The map coordinates corresponding to the current mouse position can be shown by clicking on the button to the right of the base map button. *Note:* On mobile or tablet devices, map coordinates can be accessed via a long press on the map and the coordinate format can be changed via the Plot Coordinates tool.

The overview map is now accessible via a standalone button in the bottom-right hand corner of the map.



Location-specific tools can be accessed by right-clicking on the map (or via a long press on a touch-enabled device):

The map coordinate corresponding to the clicked point, in either GDA94 Latitude-Longitude degrees-minutes-seconds or MGA zone Eastings-Northings. *Note:* The format is based on the one selected in the map coordinates display or Plot Coordinates tool.

Find data on the map (identify): show details for the features at the clicked point. *Note:* only layers that are visible in the map will be identified.

Plot a coordinate: Capture the map coordinate corresponding to the clicked point. *Note:* Once coordinates are captured they can be exported to a spreadsheet via the menu shown in the coordinates table, and then used for a coordinates-based Heritage search.

Centre the map here: pans the map so that the clicked point is in the centre.

Clear search results: Remove any search areas or search results currently shown in the map.

**Shapefile searches**

Shapefiles can be loaded into the map and searched on. Multiple shapefiles and shapefiles within .ZIP files can be loaded. *Note:* the viewer currently does not support shapefiles that use a GDA2020 projection. If your shapefile uses one of these projections, first convert it to a GDA94 projection before loading in the map.

**Coordinate searches and custom search areas**

Coordinates in a spreadsheet file can be loaded into the map and searched on. Coordinates can also be entered directly in the map via the Plot Coordinates tool, but to use them in a search you will first need to export to a spreadsheet. User-drawn custom search areas have been expanded to support points, lines and polygon areas in addition to rectangles.

**Aerial photos**

Switch to the aerial photo base map to view detailed aerial photography. These should be referred to (if available) in preference to the Satellite or Hybrid base maps as the aerial photos are more accurate and usually more detailed. *Note:* Some remote parts of Western Australia do not have aerial photo coverage; for these areas the Satellite base map can be used. Capture dates for both satellite images and aerial photos can be viewed using the Imagery Details tool on the toolbar.

**Layer transparency**

Use the sliders in the layer list to change the transparency of the main map layers. This can help make some map features more visible, e.g. aerial photography can be viewed underneath a topographic map by making the Topographic Maps (historical) layer more transparent (by moving the slider to the left).

**Search using same search area shortcut**

When searching based on a search area, a shortcut is included to search based on the previous search area. This will make multiple heritage searches based on a single search area faster.

## 3. How to use "What do you want to do?"

"What do you want to do?" provides the ability to zoom to a particular area, search for Heritage features within a particular area, or search for specific Heritage features.

To start, click on the "What do you want to do?" menu and the following options will appear.



*Zoom to an area of interest*

*Search for Heritage features within a particular area*

*Search for Heritage features based on ID, name, etc.*

### 3.1. Zoom to an Area

By clicking on Zoom to an area, the choices shown will appear in a drop-down list in the panel on the left-hand side of the screen.

Zoom to an area

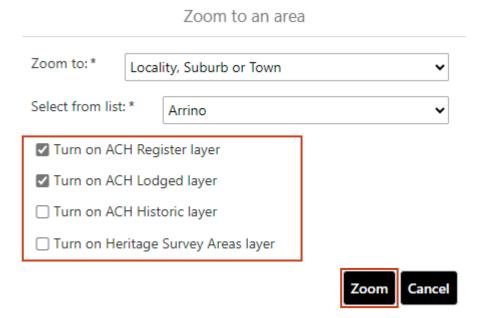Zoom to: *

```
. . .
Aboriginal Community
Aboriginal Lands Trust (ALT) Estate
Local Government Authority
Locality, Suburb or Town
Mining Tenement
Native Title Application
Native Title Determination
Native Title ILUA
Native Title SW Settlement ILUA
Petroleum Pipeline
Petroleum Application
Petroleum Title
Street Address
Tenure
250k Map Sheet (name)
250k Map Sheet (number)
```

Once a selection is made additional selection criteria may be presented.

In this example, 'Locality, Suburb or Town' has been selected and a locality from the list of Locality/Suburb/Town areas has been selected. These search criteria will be discussed in more detail in a later section.

After selecting a particular feature, choose which Heritage layers you would also like to view in the map and click the 'Zoom' button to zoom to the feature.

Zoom to an area

Zoom to: *    Locality, Suburb or Town

Select from list: *    Arrino

☑ Turn on ACH Register layer

☑ Turn on ACH Lodged layer

☐ Turn on ACH Historic layer

☐ Turn on Heritage Survey Areas layer
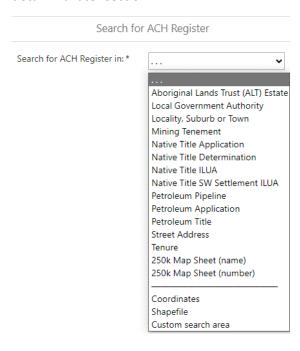
[ Zoom ] [ Cancel ]

## 3.2. Search for Heritage Features

Aboriginal Cultural Heritage (ACH) Register, ACH Lodged, ACH Historic, and Heritage Surveys can be searched for, either based on a search area (using the Search for… option) or based on a text-based search (using the 'Find specific…' option).

*Note:* Searches in the south-west of Western Australia also display some information relating to the South West Settlement Indigenous Land Use Agreements (ILUAs), and users are required to acknowledge the information before the search results are displayed.

To search for Heritage features in a particular search area, click on the relevant 'Search for…' item in the 'What do you want to do?' menu. Then select the relevant type of feature to search within from the list, as shown.

The next steps will vary depending on which type of search criteria is chosen and these will be discussed in more detail in a later section.
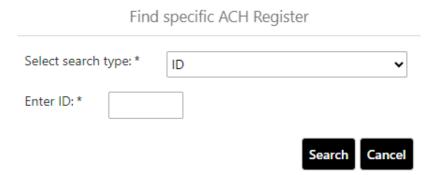


To search for specific Heritage features based on ID, name or (in the case of Surveys) report author, click on the relevant 'Find specific…' item in the 'What do you want to do?' menu and select the search type, as shown.

Once the search type is chosen, a prompt will appear to enter the value to search for. After this is entered click the Search button.

Find specific ACH Register

Select search type: *  ID

Enter ID: *

Search   Cancel

*Note:* Text-based searches (i.e. Site/Place name or Survey report title/author) will find all records where the name/title/author contains the entered value, whereas numeric ID searches only find exact matches.

## 3.3.  Commonly Utilised Search Features

There are several search criteria that are commonly used throughout the system:

- Aboriginal Lands Trust (ALT) Estate
- Local Government Authority
- Locality, Suburb or Town
- Mining Tenement
- Native Title Application
- Native Title Determination
- Native Title ILUA
- Native Title SW Settlement ILUA
- Petroleum Pipeline
- Petroleum Application
- Petroleum Title
- Street Address
- Tenure
- 250k Map Sheet (name)
- 250k Map Sheet (number)
- Coordinates
- Shapefile
- Custom Search Area

Once, you have clicked on the search criteria, additional choices may appear. Therefore, the following sections will provide details/definitions of these choices.

### 3.3.1. Aboriginal Lands Trust (ALT) Estate

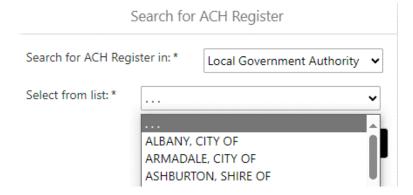Provides a list of Aboriginal Lands Trust (ALT) Estate properties to choose from. The property name is shown together with the land reference number in brackets. Land reference numbers are either reserve numbers (for ALT reserves), lease numbers (for ALT pastoral leases or ALT special leases) or certificate of title numbers (for ALT conditional or ALT freehold properties).



### 3.3.2. Local Government Authority and Locality, Suburb or Town

Provides a list of Local Government Authority (LGA) or Locality/Suburb/Town names to choose from. *Note:* The latter provides an easier and quicker way to search over an entire Locality, Suburb or Town compared with using the address search.



### 3.3.3. Mining Tenement, Mining Tenement - Dead

Provides the ability to search within a given mining tenement or dead tenement based on the tenement ID.

The tenement type prefix, district number and folio need to be entered, with a space after the prefix and a backslash between the district number and folio. Matching tenement IDs will appear as you type.

Search for ACH Register

Search for ACH Register in: *  Mining Tenement

Enter Tenement ID. A space between the tenement type and district number is required - e.g. M 20/293.

*Tenement ID:  M 20/29

M 20/292
M 20/293
M 20/297
M 20/299

Search    Cancel

### 3.3.4.    Native Title Application, Determination and ILUA

Provides a list of Native Title areas to choose from.

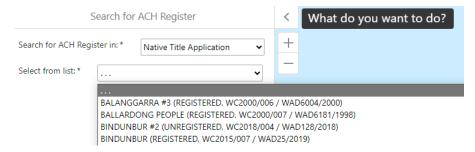For Native Title Applications, the application name is shown together with its status (e.g. registered, unregistered), National Native Title Tribunal (NNTT) number and Federal Court reference in brackets.

For Native Title Determinations, the determination name is shown together with the National Native Title Tribunal (NNTT) number and Federal Court reference in brackets.

For Indigenous Land Use Agreements (ILUAs), the agreement name is shown together with the National Native Title Tribunal (NNTT) number in brackets.
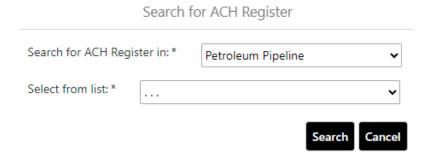
Search for ACH Register                    <    What do you want to do?

Search for ACH Register in: *    Native Title Application    +

Select from list: *    . . .    −

. . .
BALANGGARRA #3 (REGISTERED, WC2000/006 / WAD6004/2000)
BALLARDONG PEOPLE (REGISTERED, WC2000/007 / WAD6181/1998)
BINDUNBUR #2 (UNREGISTERED, WC2018/004 / WAD128/2018)
BINDUNBUR (REGISTERED, WC2015/007 / WAD25/2019)

### 3.3.5.    Native Title SW Settlement ILUA

Provides a list of the six south-west settlement Indigenous Land Use Agreements (ILUAs) to choose from. *Note: These are also shown in the main ILUA layer.*

Search for ACH Register                    <    What do you

Search for ACH Register in: *    Native Title SW Settlement ILUA    +

Select from list: *    . . .    −

. . .
Ballardong People Indigenous Land Use Agreement
GNAALA KARLA BOOJA INDIGENOUS LAND USE AGREEMENT
SOUTH WEST BOOJARAH #2 INDIGENOUS LAND USE AGREEMENT
WAGYL KAIP & SOUTHERN NOONGAR INDIGENOUS LAND USE AGREEMENT
WHADJUK PEOPLE INDIGENOUS LAND USE AGREEMENT
Yued Indigenous Land Use Agreement

### 3.3.6. Petroleum Pipeline, Application and Title

Provides a list of Petroleum Pipeline, Application or Title IDs to choose from.

Search for ACH Register

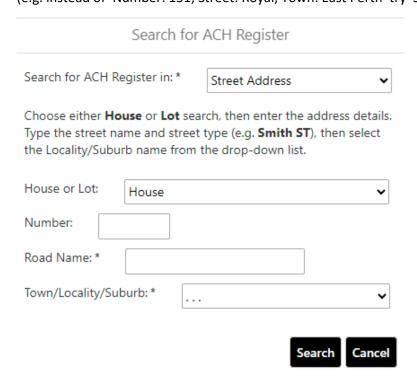| | |
|---|---|
| Search for ACH Register in: * | Petroleum Pipeline |
| Select from list: * | . . . |

**Search** **Cancel**

### 3.3.7. Street Address

Provides the ability to search within a given address.

Either House number or Lot number addresses can be searched on by choosing the appropriate option from the 'Address Type' list.

At least a Road Name and Town need to be entered. When entering a Road Name, start typing and select from the list and include the Road Type (e.g. 'SMITH ST'). Once the road name is entered, the Town/Locality/Suburb list is populated based on the road name, so only those towns/localities/suburbs that have that road are included.

Occasionally an address may **not** be found. If this is the case, either manually search for Heritage features using the Search within Custom Area tool, or search across the entire street by only entering the Street Name and Town (e.g. instead of 'Number: 151, Street: Royal, Town: East Perth' try 'Street: Royal, Town: East Perth').

Search for ACH Register

| | |
|---|---|
| Search for ACH Register in: * | Street Address |

Choose either **House** or **Lot** search, then enter the address details. Type the street name and street type (e.g. **Smith ST**), then select the Locality/Suburb name from the drop-down list.

| | |
|---|---|
| House or Lot: | House |
| Number: | |
| Road Name: * | |
| Town/Locality/Suburb: * | . . . |

**Search** **Cancel**

### 3.3.8. Tenure

Provides the ability to search based on various types of land tenure.

First choose the tenure search type from the list, then enter the relevant details. Depending on the tenure search type, different details will be required.

Certificate of Title: Volume and Folio number

Crown Allotment: District/Town name, type (from list) and number

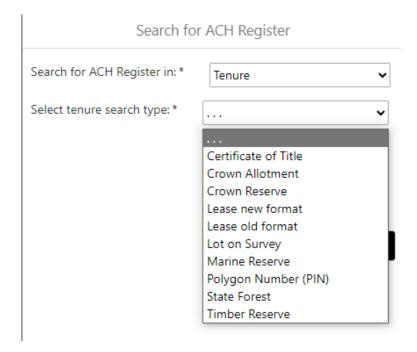Crown Reserve, Marine Reserve, Timber Reserve: Reserve number

Lease new format: Lease type (from list) and lease number

Lease old format: Lease number 1 and 2

Lot on Survey: Survey type (from list), survey number and lot number
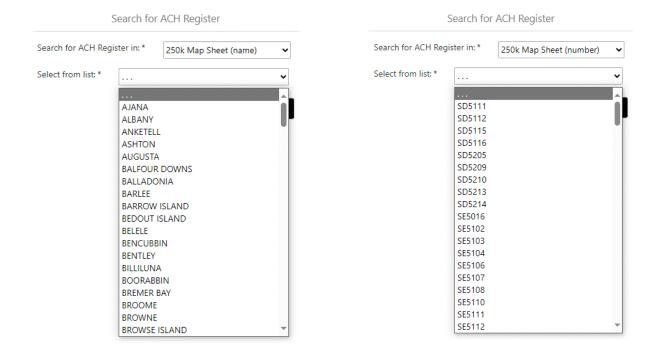
PIN: Parcel identification number

State Forest: State forest number



### 3.3.9. 250k Map Sheet name and number

Provides a list of 1:250,000 (250k) map sheet names or map sheet numbers to choose from, based on the 250k map sheet areas that cover Western Australia.

### 3.3.10. Coordinates

Provides the ability to search within an area based on a list of user-defined coordinates.

Coordinates can be uploaded from a file or entered on screen, in either MGA94 Easting/Northing metres format or GDA94 Longitude/Latitude degrees format. Coordinate-based search areas can be in the form of an area, line or point(s). If in line or point format, a search distance must be entered. This is the distance from the line or point(s) that will be searched within.

*Note:* the viewer currently does <u>not</u> support coordinates in a GDA2020 projection. If your coordinates use one of these projections, first convert them to a GDA94 projection before loading in the map.

### 3.3.11. Add Coordinates from File

When creating a spreadsheet file (e.g. in Microsoft Excel), ensure the following conditions are met:

- The coordinate data must be in the first worksheet.
- The first row must contain column names (e.g. 'Eastings', 'Northings').
- For GDA94 Longitude/Latitude coordinates, the values must be in decimal degrees and Latitude values must be negative (to show they are degrees south).
- The spreadsheet must be saved in either Excel .XLSX format or .CSV comma-delimited format.

For example, here are a set of Easting/Northing coordinates entered into a Microsoft Excel spreadsheet.
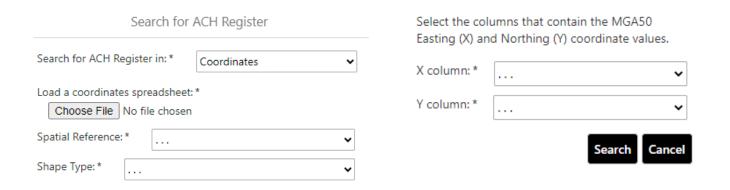
| | A | B |
|---|---|---|
| 1 | Eastings | Northings |
| 2 | 397537 | 6535367 |
| 3 | 397918 | 6536255 |
| 4 | 398005 | 6537391 |
| 5 | 398051 | 6538594 |
| 6 | 398061 | 6539570 |
| 7 | 398938 | 6539624 |
| 8 | 399952 | 6539588 |
| 9 | 400867 | 6539665 |
| 10 | 401608 | 6539604 |

To upload the coordinates file, click the 'Browse' or 'Choose file' button, then navigate to the .XLSX or .CSV file and click 'Open'.

Choose the correct spatial reference from the list (either GDA94 Longitude/Latitude or MGA Zone Easting/Northing), and the appropriate shape type (Area, Line or Point). If line or point are chosen, then also enter a search distance (in metres).

Click Search, then in the next screen confirm which columns in the spreadsheet contain the X (Easting or Longitude) and Y (Northing or Latitude) values and click Search.



### 3.3.12. Enter Coordinates on Screen

To enter coordinates directly in AHIS requires a few additional steps:

1. Open the Plot Coordinates tool (available via the toolbar).
2. Select the coordinate system (either GDA94 Longitude/Latitude degrees or MGA Zone Easting/Northing metres).
3. Enter the coordinates by typing them in or clicking in the map. *Note:* GDA94 Longitude/Latitude coordinates need to be entered in degrees/minutes/seconds format.
4. Export the coordinates to an .XLSX or .CSV spreadsheet file via the menu in the Results table.
5. Load the spreadsheet file via the Search for… Coordinates tool (see previous section for details).
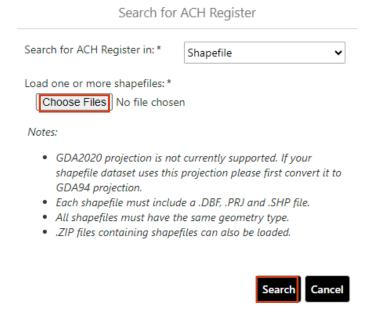
### 3.3.13. Shapefile

Provides the ability to search based on one or more shapefiles loaded from your PC.

To upload shapefile(s), click the 'Choose Files' or 'Browse' button, then navigate to the folder containing the shapefiles, select the relevant files and click Open. When selecting the files you need to select either a .ZIP file containing the shapefile or at least a .SHP, .DBF and .PRJ file (select multiple files by holding down your Shift key and then clicking each file).

*Note:* the viewer currently does <u>not</u> support shapefiles that use a GDA2020 projection. If your shapefile uses one of these projections, first convert it to a GDA94 projection before loading in the map.
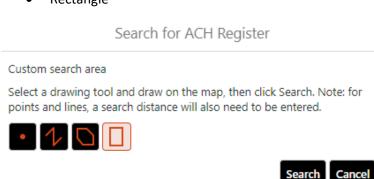


### 3.3.14. Custom Search Area

Provides the ability to search based on a user-defined area drawn in the map.

Firstly click the Search button to open the drawing tools, then select one of the drawing tools and draw the search area on the map:

- Point
- Line
- Polygon
- Rectangle



A message near the top of the screen advises how to use each drawing tool. Point searches require a single click on the map, rectangle searches require a box to be drawn, while lines and polygons need to be drawn first and

then a double click (or tap) is required to complete the shape. For point and line searches, a prompt will appear to enter a search distance (in metres). This is the distance from the line or point that will be searched within.

Once the search is area is drawn the Heritage search begins automatically. *Note:* If the area drawn is very large then the search will not run as it would potentially contain a very large number of results.