Greening our City Grant Program

Online Spatial Tool: Quick Reference Guide

How to use the Online Spatial Tool to help prepare your application

(More detailed instructions are provided in the Online Spatial Tool User Guide)

NOTE: Once you have started, **do not close or refresh the Online Spatial Tool until you have completed all steps** in this guide, including exporting your data (Steps 7 and 8).

Starting the Online Spatial Tool

1. Open the Online Spatial Tool by clicking on the link provided here or on the application portal.
2. Find and locate your location of interest. You can either use the mouse to move around and zoom in or out of the map, or you can use the search options on the **More Functions** menu.
    - You can also change the basemap by clicking on the 

 icon at the bottom left corner of your map screen.
3. Click on the **Layers** tab near the bottom left corner of your screen and turn on the data layer you wish to view by ticking the checkbox ☑ in front of that data layer.

If your proposed tree planting sites have not been determined

4. Use one or more of the data layers to help identify suitable sites for proposed tree planting.
    - To view multiple layers at the same time you can adjust the transparency of individual data layers using the slider  .

If proposed tree planting sites have been determined

5. Use one of the drawing tools in the **Draw** menu to draw any shape (e.g. a polygon ) that is most appropriate in showing the boundaries of your proposed tree planting site.
    - If proposing multiple sites, identify them all individually. Do not delete polygons once you have completed an assessment. You will need to export all of them at the end.
    - Add relevant labels (e.g. Site 1, Site 2, …) if you have more than one proposed site. This can be done using the Text function in the **Draw** menu, or by right-click and select the “Add Some Text” option.

Answering the spatial information questions

6. Turn on the relevant data layer below to answer questions two (2) to seven (7) on the application form. This needs to be done for each proposed tree planting site. An example is provided by **Case Study 1** in the User Guide. Remember to turn off all the data layers that are on top of the data layer you wish to view.

   i. To answer question three (3) in your application, Use the **Urban Vegetation Cover – Percent Tree Canopy** data layer and follow the below steps:

- Click on the 'Select and Identify' icon 

then click on a point within your proposed site. This will identify all relevant mesh block data associated with that point. If your proposed site encloses multiple mesh blocks then choose the mesh block that accounts for the majority of your site. If the most prominent mesh block cannot be easily determined choose the mesh block that best supports your proposal.

- Select **Urban Vegetation Cover – Percent Tree Canopy** from the list of results to display the available data for the mesh block that the point you have chosen belongs to.

- Read the value displayed in bold and determine the data range it belongs to. For example, a percent Tree Canopy Cover value of 11.983 means this site should be categorised in the 10-20% data range.

- Record the results for all your sites in the application form.

ii. To answer question four (4) in your application, click on the **Layers** tab, select the **Urban Heat Island** data layer and repeat the above steps.

iii. To answer question five (5) in your application, click on the **Layers** tab, select the **Heat Vulnerability Index** data layer and repeat the above steps.

iv. To answer question six (6) in your application, click on the **Layers** tab, select the **Hydrologic Groups of Soils in NSW** data layer and repeat the above steps.

Repeat steps (i-iv) for each additional site, adding to your grant application.

***Do not** close or refresh the Online Spatial Tool.*

v. Once you have completed the above for all sites, use all four data layers mentioned above, as well as any other available data layers you wish to consider, as the basis for preparing your response to answer question seven (7). See **Case Study 2** in the User Guide for an example.

(Continued on next page)

Once you have marked out all your proposed sites and answered all questions 2 - 7:

7. **Export a shapefile:** Export all proposed sites from the Online Spatial Tool as a single shapefile. This can be done using the "Export Drawings" function in the Draw menu. Once exported, the file is likely to be located as a zip file in your downloads folder. See Frequency Asked Questions of the User Guide if you require more detailed instructions.

   The exported zip file **must** be uploaded and attached to your application via the grant application portal. This is a mandatory task in the grant application process.

8. **Optional:** Export a map in GeoTIFF format that clearly shows the locations of all proposed sites, and/or data layers that you wish to include as supporting evidence. Provide multiple maps if you are unable to clearly show all your proposed sites on a single map. This can be done using the "Export" function in the Basic Tools menu. Once exported, the file is likely to be located as a zip file in your downloads folder. See the Frequency Asked Questions section of the User Guide for more detailed instructions.

   Upload the map(s) you wish to include as an optional attachment via the grant application portal as part of your grant application.

Once you have;

a) completed questions two (2) to seven (7) for all sites; and
b) uploaded and attached your exported data from the Online Spatial Tool to your application via the grant application portal;

you may close the Online Spatial Tool and continue with your application.