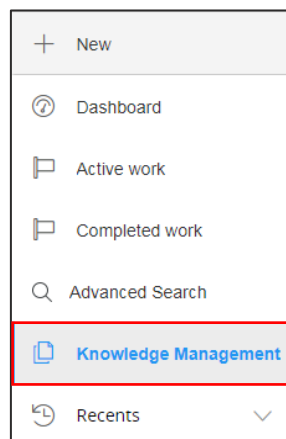


Knowledge Management is a secure document repository that is available to Council, Agency and Private Certifier users of the NSW Planning Portal. Information found in Knowledge Management is not available to general Portal users.

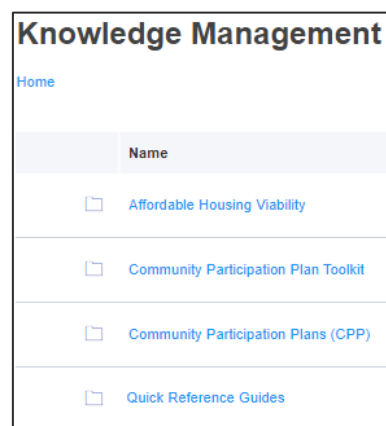
The Knowledge Management area can be located once logged in to the NSW Planning Portal.

1. **Select** the Knowledge Management tab on the left-hand side of the dashboard.



Folders

2. A list of folders will populate in the centre of the screen, including:
 - Quick Reference Guides
 - Release Notes for Online Services









Note: The Department may add and remove content from here over time.

The Quick Reference Guides folder is where help and support materials for Council, Agency and Certifier's is found.

The Release Notes for Online Services folder is where you will find notes on the new and changed ePlanning digital services.

Documents

1. **Click** on the folder icon or name to view the documents.

Name
 Community Participation Plans (CPP)
 DA Best Practice Guide
 Digital Plan Making
 Local Strategic Planning Statements (LSPS)
 Online Submission System
 Planning Proposals (PPs)

2. **Click** on the icon or file name to download a document.

Name
 IAP2_Code_of_ethics_for_public_participation_2017.pdf
 IAP2_Core_Values_for_public_participation_2017.pdf
 IAP2_Spectrum_for_public_participation.pdf

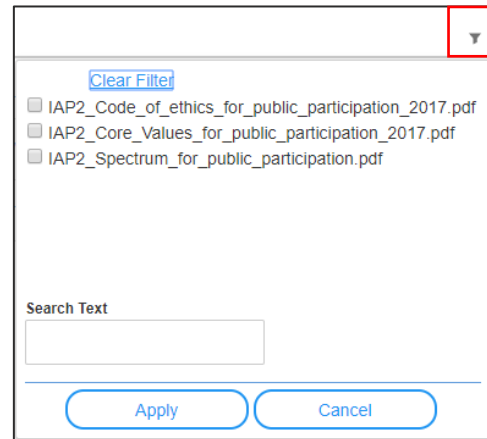
Note: The document will be downloaded to your computer. Once the document has finished downloading, click on the file name to open the document.

Sorting and filtering folders and documents

1. You can sort folders and documents alphabetically or by date by **clicking** on Name or Modified date headings.

Modified date ^
25/07/2019 12:30 PM
25/07/2019 12:30 PM
25/07/2019 12:30 PM

You can also search folders and documents by selecting the filter symbol.



Note: When you have completed your search, you can clear the filter.

End of steps

If you need more information

- Click the Help link at the top of the screen to access the NSW Planning Portal help pages and articles.
- Review the Frequently Asked Questions - <https://www.planningportal.nsw.gov.au/support/frequently-asked-questions> and / or contact ServiceNSW on 1300 305 695.