



WEBSITE PROTOCOLS FOR PROPONENTS

The Department of Planning is committed to ensuring that users of its website are able to easily access and download information about development proposals. The following protocols are requested to be used by proponents when supplying documents to the Department to be placed on the website.

It should be noted that the Department typically places the following proponent-prepared documents on its website:

- Preliminary assessments
- Environmental assessments and all attachments
- Responses to submissions
- Preferred project reports

The Department relies on proponents to present these documents in a fashion which allows easily-accessible website publication. If these protocols are not followed, it could cause delays in website publication.

Keeping file sizes down

The Department's policy is to keep file sizes low to enable people with dial-up services to download the files. Please note that in some parts of NSW only dial-up services can be accessed and these people must be considered in website publication.

To deal with this, it will be necessary to configure documents in different fashion for print (high file size often needed) and for the web (lower file size needed). Once a file has been wrongly configured for website publication, it is very difficult for the Department to reduce the file size to enable this to happen. Therefore, the Department requires proponents to deliver files at a size to enable website publication, with individual file sizes of no more than 2MB.

Ways to reduce file sizes include the following:

- 1) When creating documents or files, avoid unnecessary complex image design elements, such as large complex areas of colour which do not provide additional information but simply add to file size.
- 2) Ensure that files presented for the website are "Saved for Web" – as distinct for "Saved for Print".
- 3) Save documents into portions which do not exceed the 2MB limit, but ensuring at the same time that the Department's naming protocols as outlined below are followed.
- 4) Provide documents in electronic form in line with the advice above, rather than in hard copy which then has to be scanned by DOP staff on a photocopier to be placed on the web.

Executive summaries

Separate executive summaries are encouraged which provide a general overview of the project and enables the reader to determine whether there is a need to read further.

Naming protocols

Proponents are requested to clearly name documents when presented to the Department. For instance, use names such as:

- Environmental assessment executive summary
- Environmental assessment project description chapter
- Environmental assessment attachment – traffic access

But not:

- Environmental assessment 1
- Environmental assessment 2
- Environmental assessment 3

Or:

Document XDFGHHE!
Document SSDWER2

Files should preferably run in the order as they appear in the environmental assessment, rather than in alphabetical order.

Timely delivery of files

The Department should be given sufficient time to place proponent documents on the website. As a result, we request that files are presented **at least two days** before the beginning of an exhibition, to allow them to be checked that they meet the above requirements before they are placed on the web.

External websites

The Department's preference is to carry documents on its website, rather than relying on links to external proponent websites. The exception to this is proponent websites which carry complicated animations which cannot be accommodated on the DOP website.

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