

Gazette Notice Publication Requirements

Gazette notices are published on the Federal Register of Legislation for use by the public, government agencies, and legal professionals. As this material is relied on for guidance and information and may have legal effect, it is essential that Gazette notices be legible and of high quality.

The Office of Parliamentary Counsel must also ensure that any material published on the Federal Register of Legislation conforms with the Web Content Accessibility Guidelines (WCAG) 2.1 and, under the *Disability Discrimination Act 1992*, is able to be accessed by people with disabilities.

To ensure Gazette notices meet the requirements of the WCAG and *Disability Discrimination Act 1992* and the *Legislation Act 2003*, OPC have developed a checklist for persons lodging Gazette notices:

- Paste the first page of each notice into a copy of the OPC [Gazette template](#). No adjustments should be made to the margins, including the header and footer of the template, or the Gazette masthead.
- Supply the notice in one of the following word processing or data formats only:
 - Microsoft Word 97 or later version;
 - rich text format;
 - another format agreed, in writing, by the First Parliamentary Counsel.
- Ensure that the notice includes a clearly identifiable name that is unique and convenient (not too long).
- Check that every map, table or diagram in the notice is legible and that all images (including crests, logos and signature blocks) contains an accurate and descriptive alternative text (alt text) that can be read by screen readers (see over).
- If the Gazette notice is a copy of a legislative or notifiable instrument, check that the electronic form of the notice is identical to the instrument as made, and includes:
 - the name (as signed) of each maker of the instrument and any other person who signed the instrument;
 - the date the instrument was made;
 - any other handwritten changes included in the instrument as made by a maker of the instrument.
- Remove all tracked changes and editing comments and check that the document is free of 'COPY' or 'DRAFT' stamps or other markings before supplying the document to OPC for publication.

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Published notices can be viewed on the Federal Register of Legislation by portfolio, Gazette number, publication date or enabling legislation. To select the desired view use the show results drop down at <https://www.legislation.gov.au/Browse/ByTitle/GeneralNotices/>.

For any questions, assistance or advice on these requirements please contact us on (02) 6120 1350 or lodge@legislation.gov.au.

The World Wide Web Consortium (W3C) <http://www.w3.org/>, has issued the Web Content Accessibility Guidelines.

Although some people cannot use images, movies, sounds, applets, etc. directly, they may still use pages that include equivalent information to the visual or auditory content. The equivalent information must serve the same purpose as the visual or auditory content. Thus, a text equivalent for an image of an upward arrow that links to a table of contents could be "Go to table of contents". In some cases, an equivalent should also describe the appearance of visual content (e.g., for complex charts, billboards, or diagrams)".

Methods of adding alt text are different in different programs and even within versions of the same program. For the alt text of an image, object or picture in a Word document to display in a PDF version after conversion, appropriate information must be entered in the Alt Text field.

Alt Text ▾ ✕

How would you describe this object and its context to someone who is blind?

(1-2 sentences recommended)

Mark as decorative

Format Picture ? ✕

Colors and Lines Size Layout Picture Text Box **Alt Text**

Alternative text:

Web browsers display alternative text while pictures are loading or if they are missing. Web search engines use alternative text to help find Web pages. Alternative text is also used to assist users with disabilities.

OK Cancel