

All post approval documents for State significant projects must be prepared to a high standard and comply with the following general requirements:

### Presentation

- Be consistent with the approved project
- Be easy to understand
- Be structured in a clear and logical way
- Clearly identify and address the relevant requirements in the conditions of approval
- Be succinct as possible, using cross-referencing and appendices to reduce repetition in the main body of the document
- Use plain English and avoid the use of jargon or difficult technical terms
- Include clear commitments, without qualifications
- Use maps, graphics, photographs, figures, tables or interactive digital tools wherever possible to simplify and improve the presentation of information
- Integrate the presentation of any visual material with the relevant text
- Not include any false or misleading information

### Accessibility

- Be consistent with the *Web Content Accessibility Guidelines 2.0*
- Have a navigable table of contents in PDF which is viewable in mobile version

### GIS Data Specifications

- Supply GIS data to the Department as polygon datasets in one of the following file formats:
  - shapefile
  - file geodatabase
  - MapInfo TAB
- Use the following coordinate systems:
  - Datum: GDA 1994
  - Projection: GCS GDA 1994

### Appendices

- Evidence of any consultation, including:
  - who was consulted
  - how and when this consultation occurred
  - the key issues raised during consultation
  - how these issues have been addressed in the document
- Any detailed technical studies or supporting information
- A conditions compliance table (for complex matters), setting out the relevant conditions and where they have been addressed in the document