



NSW RURAL FIRE SERVICE



ONE NSW RFS

Brand Guidelines

December 2015

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Commissioner
NSW RURAL FIRE SERVICE
Locked Mail Bag 17
Granville NSW 2142

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Introduction

The NSW Rural Fire Service (NSW RFS) is the world's largest fire service, with more than a century of experience in protecting some of the most fire-prone areas on earth.

Today the Service comprises over 74,000 volunteers operating in different capacities in over 2,000 brigades across NSW combined with around 800 staff working mainly outside of Headquarters in districts and regions.

Wherever our name appears, the public, our volunteers, our staff and stakeholders expect the same standards of professionalism. A strong and consistent representation of our organisation helps to build confidence in us, and in what we do.

All of our collateral, from advertisements through to brochures and online applications, reflects our unity and professionalism – as One NSW RFS.

These guidelines

These guidelines are designed to assist us create a unified and consistent brand. They apply to all NSW RFS volunteers, staff and external suppliers.

This document is set out in two parts:

- **Our brand**, which outlines the key elements, such as our logo, colour palette, font and design elements
- **Applications**, which shows how the brand is to be applied to a range of materials.

Naturally in an organisation as large as ours, it is not possible to include every specific application of the brand. This document is a guide.

If you have further questions or recommendations for items to be included in these guidelines, please email comms@rfs.nsw.gov.au

The guidelines will be reviewed and updated regularly to identify and include future requirements.

OUR BRAND

01

Our brand reflects our status as a professional, modern organisation, with a strong history and a wealth of experience. Our look is bold and confident.

It reinforces our values of mutual respect; adaptability and resourcefulness; one team, many players, one purpose; integrity and trust; support, friendship, camaraderie; community and environment; and knowledge and learning.

A strong, distinctive brand helps build awareness, associations and ultimately more engagement with our many stakeholders.

Our look says: we know what we're here for, we know what to do, and we're One NSW RFS.

We achieve this look through use of the following elements: our logo, our colour palette, our typeface, our key design elements and our photographic style.

Page

4	Our logo
15	Our colour palette
16	Our typeface
20	Our design elements
23	Our photographic style

OUR BRAND

Our logo

The NSW RFS logo forms part of emergency service insignia. The use and reproduction of emergency service insignia is protected under the State Emergency and Rescue Management Act 1989 (SERM Act).

Our logo comprises two parts:

- > **Our crest**, which remains as is
- > **The logotype**, which makes our name prominent

About our crest

The NSW RFS crest image is a green tree alight with a red fire against a blue sky, with an annulus circled by a full green wreath below an imperial red, white and green coloured crown. The words in capitals, NSW RURAL FIRE SERVICE appear within concentric circles.

There is a great deal of history attached to the NSW RFS crest and it should be used with pride and respect.



Crest colours

In its colour version, these colours make up our crest:

Note that these colours are reserved for use in our crest only and are not our brand colours. See page 15 for brand colours.

PMS 185

C = 0 R = 237
M = 91 G = 28
Y = 87 B = 36
K = 0

#ed1c24

PMS 347

C = 100 R = 0
M = 0 G = 156
Y = 79 B = 104
K = 8

#009c68

PMS 277

C = 27 R = 81
M = 8 G = 212
Y = 0 B = 239
K = 0

#51d4ef

Our logotype

Our logotype is in Gotham typeface that has been modified and is capitalised.

The NSW RFS logo and other artwork can be obtained from the Organisational Communications Team by emailing comms@rfs.nsw.gov.au. Always use supplied logo files.

Make sure that our logo stands out prominently. It should be at the top left of any material, with no other logos above it. No other logo should be larger than ours on material that we produce.

OUR BRAND

Our logo

Crest

The crest may be used on its own for uniforms or where approval is given by Districts, Regions or Organisational Communications.



Our crest often appears on a red background.



Our crest on a white background.



Our crest may appear in black on a white background.



In black and white materials, our crest may appear reversed out on a black background.

OUR BRAND

Our logo

Our logo often appears on a red background, in which case the logotype is reversed out (white):



Our logo on a white background:



In black and white materials, our logo may appear reversed out on a black background:



On some stationery items, when the aim is to reduce ink usage in printing, our logo may appear in black on a white background:



OUR BRAND

Our logo

Stacked logo

The stacked logo would be used where space is limited for using the horizontal logo and/or where a vertical arrangement is required.

Our logo often appears on a red background, in which case the logotype is reversed out (white):



Our logo on a white background:



In black and white materials, our logo may appear reversed out on a black background:



On some stationery items, when the aim is to reduce ink usage in printing, our logo may appear in black on a white background:



OUR BRAND

Our logo

Digital logo

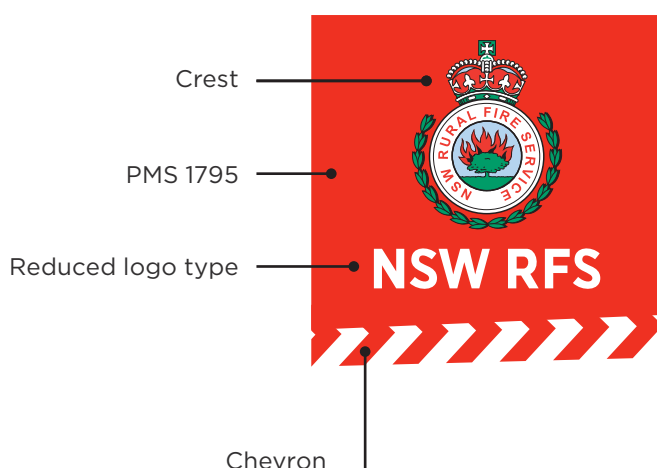
The digital logo is to be used where it is not possible to use the standard logo due to legibility.

Some examples are:

- > Email footers
- > Facebook profile images
- > Twitter profile images

The digital logo is made up of the crest, a shorted version of the logo type and the chevron edge (refer to our design elements on page 20 for further information about the chevron edge).

Do not attempt to recreate the digital logo. Always use the existing templates.



Email footer example



Name Surname | **Position title** | **Section/District name**

NSW RURAL FIRE SERVICE

Headquarters 15 Carter Street Lidcombe NSW 2141 | Locked Bag 17 Granville NSW 2142

P 02 8741 5555 **F** 02 8741 5550 **M** 0000 000 000 **E** *inser*@rfs.nsw.gov.au

www.rfs.nsw.gov.au | www.facebook.com/nswrfs | www.twitter.com/nswrfs

PREPARE. ACT. SURVIVE.

OUR BRAND

Our logo

Logo usage

1. Relationship with NSW Government Waratah

Our logo nearly always appears in conjunction with the NSW Government waratah logo, which identifies us as a State Government body. Our logo appears at the top left of a document, and the NSW Government waratah at the top right:



The only circumstance in which the NSW Government waratah is not used is for community-based local brigade materials.

The bottom of the NSW Government waratah logo is aligned with the bottom of our logotype (the words NSW Rural Fire Service). The NSW Government waratah is the same size as the inner line in our crest, and must never be less than 10mm high (or 28 pixels for online use). The size relationship between our logo and the NSW Government logo is also shown here:



Bottom aligned NSW Government waratah logo with the bottom of our logotype.



The NSW Government waratah logo is in proportion to the width of the inside circle of our crest.

The NSW Rural Fire Service and NSW Government waratah logo are available in Illustrator and Jpeg formats.

OUR BRAND

Our logo

Logo usage (continued)

2. Clear space rules

The crest in our logo should be surrounded by clear space that is the same as the width in the letter N in NSW RURAL FIRE SERVICE:



Logotype centred in width of crest circle

OUR BRAND

Our logo

Logo usage (continued)

3. Minimum size

The crest in our logo should be no less than 12mm wide (or 45 pixels for online use).



The logotype NSW Rural Fire Service can be used on its own in place of the crest. Particularly, when the crest size will be unrecognisable then you must use the logotype NSW RURAL FIRE SERVICE to replace the crest.

The logotype should be no less than 38mm wide on promotional items and 61mm wide for materials used on screen such as PowerPoint templates.



OUR BRAND

Our logo

Logo usage (continued)

4. Don'ts

The logo is not to be altered in any way. It is to remain as it appears in the master artwork. All necessary versions of the logo (CMYK, RGB, websafe, greyscale, mono) are available in the master artwork.

Do not alter the colours of the logo in any way. Do not alter the proportions of the logo. Do not attempt to recreate the logo. Do not use logo on a photographic image.



Do not use black logotype logo on a red background



Do not change the colour of the logo



Do not move the location of the logotype



Do not stretch the logo



Do not recreate the logo without the master artwork



Do not use over a photographic image

If you have any queries about logos, please contact comms@rfs.nsw.gov.au

OUR BRAND

Our logo

Logo usage (continued)

Secondary logos

Occasionally our logo will be used in conjunction with another logo or branding element.

In such cases, the secondary logo or branding element is placed in the opposite space to our logo. Typically, that will be at the bottom of a page or document.



Additional co-branding placement left aligned with crest

PREPARE. ACT. SURVIVE. graphical element placed bottom right and right aligned with NSW waratah

OUR BRAND

Our logo

Logo usage (continued)

What logo do I use?

The table below shows which logo format should be used when setting up documents/merchandise or supplying logo files to designers.

LOGO USAGE FORMATS

	Formats for display/screen	Formats for print	
	RGB	CMYK	PMS/CMYK
Create PowerPoint presentations, Word documents or Excel spreadsheets with Microsoft Office	✓	✗	✗
Design a website	✓	✗	✗
Design multimedia presentations, interactive material, and all other (display/screen) collateral not created with Microsoft Office	✓	✗	✗
Design a piece of printed collateral with desktop publishing software, reproduced with only process inks (CMYK)	✗	✓	✗
Design a piece of printed collateral with desktop publishing software, reproduced with process inks (CMYK) and a PMS	✗	✓	✓
Design promotional/signage collateral with desktop publishing software, reproduced with process inks (CMYK) and a PMS	✗	✓	✓

Logo file types

These are the file types for our logo, and their applications

LOGO FORMATS

Format	Type	Use
.ai	Illustrator file	This is a vector artwork file that can be opened in Adobe Illustrator and altered
.eps	Encapsulated postscript	This is also a vector artwork file that can be opened and altered in a wider range of applications than an .ai file
.jpeg	Image file	This is a compressed image. It cannot be altered without loss of quality. It cannot contain transparency and includes a solid colour background.
.png	Image file	This is a compressed image. It cannot be altered without loss of quality. It has a transparent background and is usually the best format for Microsoft Office applications.

NSW RFS members and external parties can request to reproduce NSW RFS insignia by completing the Request to reproduce NSW RFS insignia and/or name form. For more information, please contact comms@rfs.nsw.gov.au

OUR BRAND

Our colour palette

Our colour palette is simple and strong.

Our colour palette is used for major headlines, graphic elements and text:

PMS 1795

C = 0 R = 229
M = 94 G = 40
Y = 100 B = 27
K = 0

#e5281b




80% 50% 20%

Process Black

C = 0 R = 0
M = 0 G = 0
Y = 0 B = 0
K = 100

#000000



95% 50% 20%


Shades of the process black should only be used when producing a mono document. If the document is full colour the PMS 425 and Warm Grey 4 should be used.

Body text should always appear as 95% black.

PMS Warm Grey 4

C = 0 R = 187
M = 6 G = 176
Y = 14 B = 160
K = 31

#bbb0a3




80% 50% 20%

PMS 425 DARK GREY

C = 64 R = 70
M = 55 G = 71
Y = 53 B = 73
K = 28

#464749




80% 50% 20%

PMS 123 YELLOW

C = 3.62 R = 255
M = 0 G = 240
Y = 88.1 B = 0
K = 0

#FFF000



80% 50%

The two main colours of our palette are red and yellow. The yellow and greys are available to provide contrast and visual interest.



If you need advice on colour usage, please contact comms@rfs.nsw.gov.au

OUR BRAND

Our typeface

We have two typefaces.

For professionally designed materials, which are likely to be produced using the Adobe suite of applications, we use **Gotham**. This is a highly legible, clean and modern font that is available in a wide range of weights:

Gotham Light

ABCDEFGHIJKLMNOPQRSTUVWXYZ
abcdefghijklmnopqrstuvwxyz 0123456789

Gotham Book

ABCDEFGHIJKLMNOPQRSTUVWXYZ
abcdefghijklmnopqrstuvwxyz 0123456789

Gotham Medium

ABCDEFGHIJKLMNOPQRSTUVWXYZ
abcdefghijklmnopqrstuvwxyz 0123456789

Gotham Bold

ABCDEFGHIJKLMNOPQRSTUVWXYZ
abcdefghijklmnopqrstuvwxyz 0123456789

Gotham Black

ABCDEFGHIJKLMNOPQRSTUVWXYZ
abcdefghijklmnopqrstuvwxyz 0123456789

Gotham light

Chapter start page numbering

Gotham book

Body text, 95% black and captions

Gotham medium

Highlight within body text

Gotham bold

Headings and extra emphasis

Gotham black

Headings and cover title page

OUR BRAND

Our typeface

For materials that are to be produced or managed in-house using Microsoft Office applications, we use **Arial**. This is a universally available font that works both in print and online.

Arial Regular

ABCDEFGHIJKLMNOPQRSTUVWXYZ
abcdefghijklmnopqrstuvwxyz 0123456789

Arial Regular Italic

*ABCDEFGHIJKLMNOPQRSTUVWXYZ
abcdefghijklmnopqrstuvwxyz 0123456789*

Arial Bold

**ABCDEFGHIJKLMNOPQRSTUVWXYZ
abcdefghijklmnopqrstuvwxyz 0123456789**

Arial Bold Italic

***ABCDEFGHIJKLMNOPQRSTUVWXYZ
abcdefghijklmnopqrstuvwxyz 0123456789***

Arial Black

**ABCDEFGHIJKLMNOPQRSTUVWXYZ
abcdefghijklmnopqrstuvwxyz 0123456789**

Arial regular

Body text and 100% black

Arial bold

Headings and extra emphasis

Arial black

Headings and cover title page

Arial italics

Italics are hard to read and should be used sparingly, if at all. Never use italics in headings.

OUR BRAND

Our typeface

Bullet points

Professionally designed **InDesign** documents use an arrow taken from the chevron element. The size of the arrow is 3mm high and 2.5mm wide when used as part of a standard A4 document body copy. The proportion of the arrow to text size would be adhered to when using with larger text sizes, for example, on a pull up banner.

The first level of a bullet is our PMS 1795, second level PMS 425 Dark Grey (tint 70%) third level PMS Warm Grey 4. Refer to page 15 for the colour breakdowns.

Indent: 0.5 mm

- **A first level bullet point looks like this.** Illabore peditate dolorehendis ressequis adio et optatur, idus, te quae. Namus rem hicaborit am, comnis ad et quodipis sae nosandent ad expelibeae equunt venduntia usdaest omniae officilita quia volesci opturest aliqui inci nat adi cusant aut unti nonse exped eatendam auditias auta prepre et aut et voluptatem fuga.
- **A second level bullet point looks like this.** Gendipsanti velecum quiae optaque apera quam vel es et poremosanda vel et la enecto consendio min re as suntionsequi alit eos eaquas volecatur simus ressequam ilis modictor seque mod quam aut venis non cum vendessuste cullab inulpa etur, voluptis rerum volut fuga.
- **A third level bullet point looks like this.** Gendipsanti velecum quiae optaque apera quam vel es et poremosanda vel et la enecto consendio min re as suntionsequi alit eos eaquas volecatur simus ressequam ilis modictor seque mod quam aut venis non cum vendessuste cullab inulpa etur, voluptis rerum volut fuga.

Word templates use a typographic glyph as a bullet point so give the appearance our chevron arrow.

First Level Bullet is achieved by:

Glyph: Single right-pointing angle quotation mark

Bullet font: Arial; Bold; Bullet Size: 14pt

Bullet colour: RGB Red: 229,40,27

Character Spacing: Scale: 150% wide

Second Level Bullet is achieved by:

As above using the

Bullet colour: RGB Dark Grey: 70,71,73

Third Level Bullet is achieved by:

As above using the

Bullet colour: RGB Red: 229,40,27

- **A first level bullet point looks like this.** Illabore peditate dolorehendis ressequis adio et optatur, idus, te quae. Namus rem hicaborit am, comnis ad et quodipis sae nosandent ad expelibeae fuga.
- **A second level bullet point looks like this.** Illabore peditate dolorehendis ressequis adio et optatur, idus, te quae. Namus rem hicaborit am, comnis ad et quodipis sae nosandent ad fuga.
- **A third level bullet point looks like this.** Illabore peditate dolorehendis ressequis adio et optatur, idus, te quae. Namus rem hicaborit am, comnis ad et quodipis sae nosandent ad fuga.

OUR BRAND

Our typeface

Typesetting don'ts

There are a few typesetting styles to avoid when handling typography for the NSW Rural Fire Service.

They are shown below:

X Don't use excessive tracking

X Do not use any other typeface other than Gotham or Arial



Do not make type too small and hard to read

**X Do not use excessive leading
if you have two lines in a title**

X Do not use italic in headings

X Don't use ALL UPPER CASE in body text

OUR BRAND

Our design elements

The chevron edge

The chevron edge is a key part of our branding. It reflects our vehicle markings and makes us immediately recognisable as an emergency service organisation. It is a strong and striking graphic element.

The chevron edge usually appears as a graphic element in solid colour at the top or bottom of pages. It can also be used as a graphic element at the top or bottom of photographs. See the applications section starting on page 25 for examples.

The main rules regarding the chevron edge are:

- > It should appear at the top or bottom of materials only
- > The solid colour version should never appear more than once in a single printed page or online screen
- > Use the chevron edge as it is supplied in templates. Do not stretch, twist or change it in any way that alters its angles or proportions
- > Do not attempt to recreate the chevron edge. Copy it from an existing template.

Thick chevron edge



Thin chevron edge



Photographic element



The opacity of the chevron on an image will depend on the image used. For this example the chevron is white with 60% opacity.

OUR BRAND

Our design elements

The chevron edge

Standard header layout with chevron edge



Microsoft Word header layout with chevron edge

This is similar to the standard header but with 7mm white boarder for when printing inhouse office documents.



Chevron edge footer layout



OUR BRAND

Our design elements

PREPARE. ACT. SURVIVE.

This is only used on external-facing materials with a bush fire prevention message.

It is placed at the bottom right of the page:



Bush Fire Information Line

This information block is used on external-facing materials with a bush fire prevention message.

It is placed in the bottom left of the page:

Message with web address

BUSH FIRE INFORMATION LINE
1800 NSW RFS
 1800 679 737
www.rfs.nsw.gov.au

Message without web address

BUSH FIRE INFORMATION LINE
1800 NSW RFS
 1800 679 737

NSW RURAL FIRE SERVICE

AIDER PROGRAM
 Assistance for Infirm, Disabled and Elderly Residents

A ONE-OFF FREE SERVICE TO REDUCE BUSH FIRE HAZARDS

AIDER SERVICES MAY INCLUDE

- > Thinning vegetation.
- > Removing leaves, sticks and fallen branches.
- > Trimming branches from around and overhanging the home.
- > Mowing or slashing long grass.
- > Cleaning gutters.

An assessment of your property will be completed by Rural Fire Service staff. Advice will be given about completing your Bush Fire Survival Plan. All works are completed by Rural Fire Service teams.

What is AIDER?
 AIDER is a once off FREE service, supporting residents to live safely and confidently in areas where bush fires may start. The property must be bush fire prone, meaning an area of land that can support a bush fire or is likely to be subject to bush fire attack.

Who is eligible?
 Aged residents and residents with disabling conditions who have limited domestic support from family, relatives, friends or other services.

ARE YOU PREPARED FOR A BUSH FIRE?
 Aged and disabled people in the community may be at higher risk during a bush fire.
 The Rural Fire Service recommends that you have a Bush Fire Survival Plan.
 E: aider@rfs.nsw.gov.au
 W: www.rfs.nsw.gov.au

Call 02 8741 4955 to request an assessment of your property

BUSH FIRE INFORMATION LINE
1800 NSW RFS
 1800 679 737
[WWW.RFS.NSW.GOV.AU](http://www.rfs.nsw.gov.au)

PREPARE. ACT. SURVIVE.

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Co-brand
with Fire
& Rescue
NSW

Bush Fire
Information
Line location

PREPARE.
ACT.
SURVIVE.
location

OUR BRAND

Our photographic style

Communities and our volunteers are at the heart of everything we do. Our photo style focuses on bringing people into the foreground. Ideally our photographs should tell a story and show people going about their work.

Bold cropping can also enhance images. It can also be useful to highlight important information – for example, showing the correct safety clothing for training purposes.

Images should reflect the diversity of people and backgrounds of our members.

Posed photography should be avoided as it can look contrived. Where group shots are required, avoid lining people up in rows square on and straight to camera like a school photograph. Having people stand in a slightly staggered line with shoulders slightly at an angle will lead to a better result.

Colour balance should be warm and have good contrast between light and dark.

Please note that images taken from the web are not high enough resolution for printing.

To reproduce in print, images need to be at least 300dpi.

Avoid images low in contrast and busy images.



OUR BRAND

Hero image with plenty of contrast and personality.



An example of a well cropped image.



Members undertaking operations and showing difficulty of the job.



APPLICATIONS

02

You must always use a supplied template over setting up a new document. Templates have style sheets and margins set up for you to follow and therefore it is less likely for you to depart from our corporate style. The information in the Applications section is therefore given as a guide.

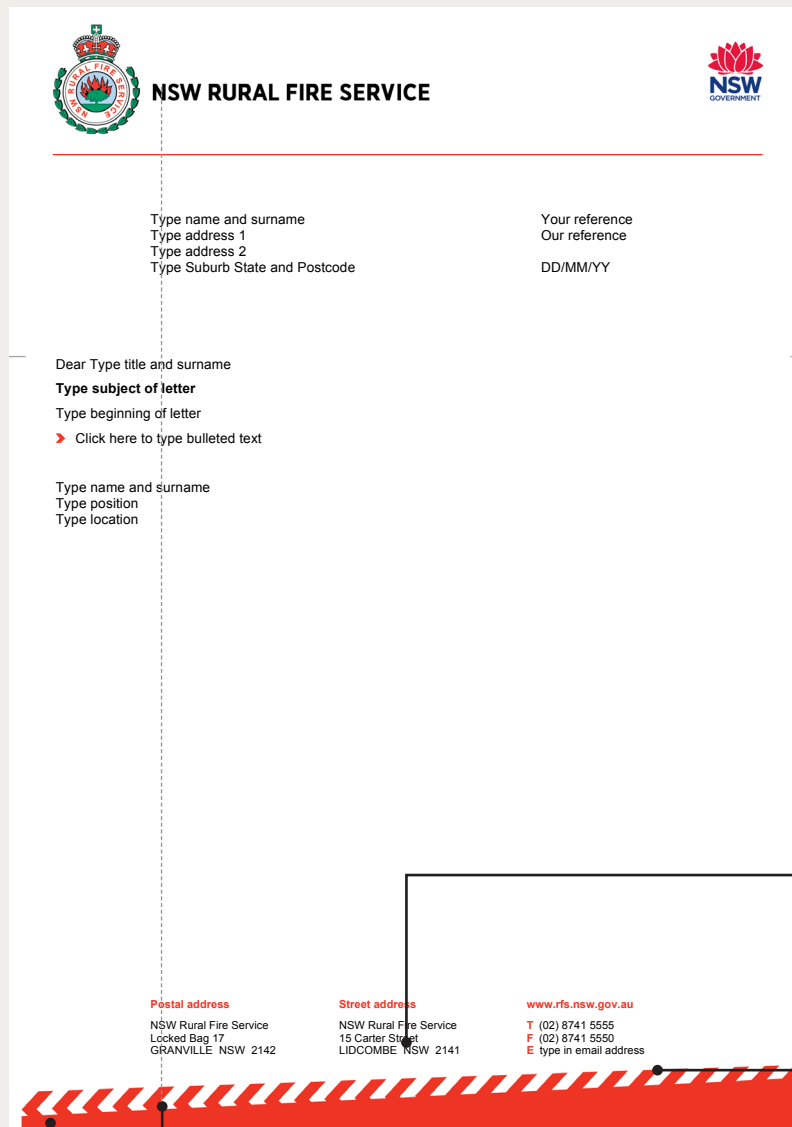
Page

26	Letterhead	41	A4 publication layout
27	Business card	45	Fact sheet
28	Fax cover sheet	46	Poster
29	Media release	47	Community invitations
30	With compliments slip	48	PowerPoint template
31	Envelopes	49	Other Word templates
32	Corporate folder	50	E newsletter
33	Email signature	51	DL flyer
34	A4 publication cover	52	Facebook

APPLICATIONS

Letterhead

Professionally printed letterhead



NSW RURAL FIRE SERVICE

Type name and surname
Type address 1
Type address 2
Type Suburb State and Postcode

Your reference
Our reference
DD/MM/YY

Dear Type title and surname
Type subject of letter
Type beginning of letter
➤ Click here to type bulleted text

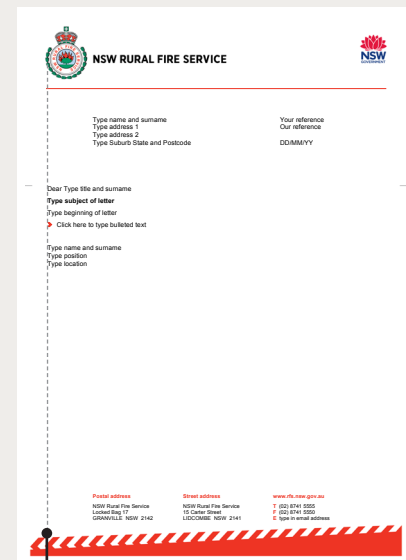
Type name and surname
Type position
Type location

Postal address
NSW Rural Fire Service
Locked Bag 17
GRANVILLE NSW 2142

Street address
NSW Rural Fire Service
15 Carter Street
LIDCOMBE NSW 2141

www.rfs.nsw.gov.au
T (02) 8741 5555
F (02) 8741 5550
E type in email address

Word letterhead template



NSW RURAL FIRE SERVICE

Type name and surname
Type address 1
Type address 2
Type Suburb State and Postcode

Your reference
Our reference
DDMMYY

Dear Type title and surname
Type subject of letter
Type beginning of letter
➤ Click here to type bulleted text

Type name and surname
Type position
Type location

Postal address
NSW Rural Fire Service
Locked Bag 17
GRANVILLE NSW 2142

Street address
NSW Rural Fire Service
15 Carter Street
LIDCOMBE NSW 2141

www.rfs.nsw.gov.au
T (02) 8741 5555
F (02) 8741 5550
E type in email address

Text aligns with left of the crest.

PANTONE 1795 footer

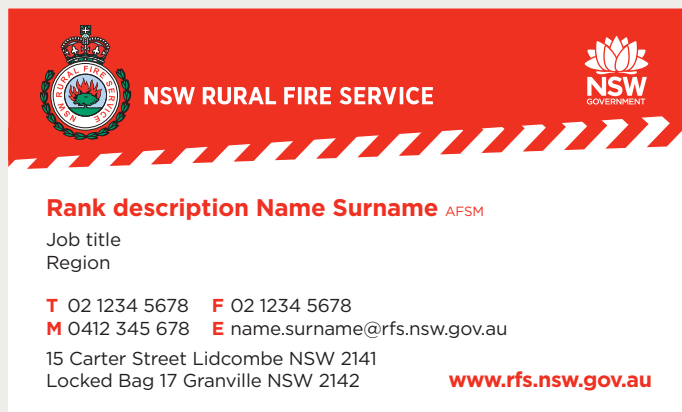
Letter address text aligns with 'N' of logotype. This also aligns with the window on a DL envelope.

Gotham Bold
PANTONE 1795
Text size: 8 pt
Leading: 10 pt
Space after: 1 mm

Gotham Book
95% Black
Text size: 8 pt
Leading: 10 pt
Space after: 0mm

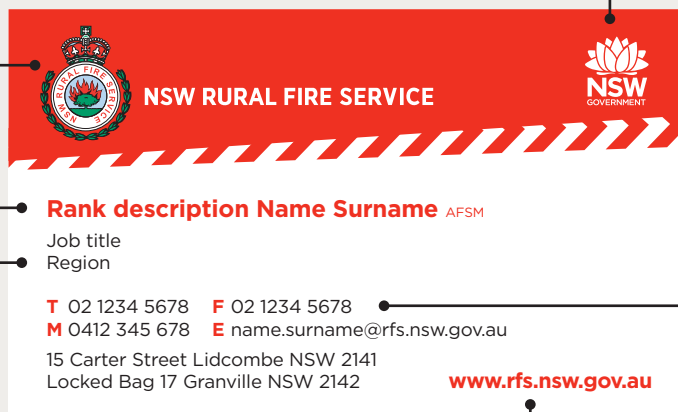
APPLICATIONS

Business card



On this occasion the NSW Government waratah logo is not in proportion to the width of the inside circle of our crest to meet the NSW Government guidelines minimum size

Text aligns to left edge of crest



Gotham Black
PANTONE 1795
Text size: 9 pt
Leading: 9.5 pt
Space after: 1 mm
Tracking: -30



Gotham Black
100% Black
Text size: 6 pt
Leading: 7.2 pt
Space after: 0 mm
Tracking: -10


Gotham Bold
PANTONE 1795
Text size: 8 pt
Leading: 9.6 pt
Space after: 1 mm
Tracking: -20

Gotham Book
100% Black
Text size: 7 pt
Leading: 8.4 pt
Space after: 1mm
Tracking: -10

Ordering instructions for staff are available in the One NSW RFS Tool Kit on MyRFS and the Intranet.

Fax cover sheet

**NSW RURAL FIRE SERVICE**



FAX COVER SHEET

To Fax No.: [Click here to begin typing](#)

Attention: [Click here to begin typing](#)

From: [Click here to begin typing](#)

Location: [Click here to begin typing](#)

Subject: [Click here to begin typing](#)

Date: [Click here to begin typing](#)

No. of pages: [Click here to begin typing](#)

Message

Type message text

Type name and surname
Type position
Type location



Postal address
NSW Rural Fire Service
Locked Bag 17
GRANVILLE NSW 2142

Street address
NSW Rural Fire Service
15 Carter Street
LIDCOMBE NSW 2141

T (02) 8741 5555
F (02) 8741 5550
www.rfs.nsw.gov.au


Word templates can be downloaded from the One NSW RFS Tool Kit on MyRFS and the Intranet.

Media release

**NSW RURAL FIRE SERVICE**

MEDIA RELEASE
Type subject of media release here
Type Day Month Year
Click here to begin typing

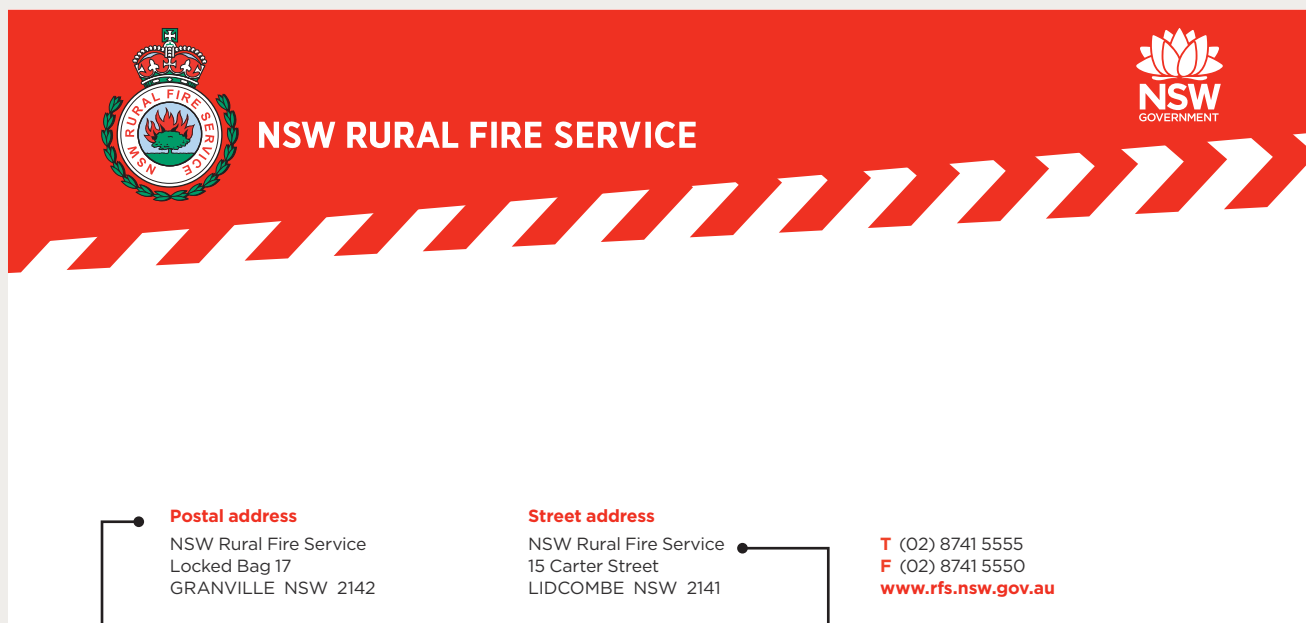
➤ Click here to type bulleted text

**For more information contact the State Duty Media Officer on 9898 1855**
For current incidents or major fire updates visit www.rfs.nsw.gov.au

Word templates can be downloaded from the One NSW RFS Tool Kit available on MyRFS and the Intranet.

APPLICATIONS

With compliments slip



Gotham Bold
PANTONE 1795
Text size: 8 pt
Leading: 10 pt
Space after: 1 mm
Tracking: -30

Gotham Book
95% Black
Text size: 8 pt
Leading: 10 pt
Space after: 1 mm
Tracking: -30

Ordering instructions for staff are available in the One NSW RFS Tool Kit on MyRFS and the Intranet.

APPLICATIONS

Envelopes

Various envelope styles showing options with and without windows and postage paid marks.

Always check Australia Post for current postage requirements.

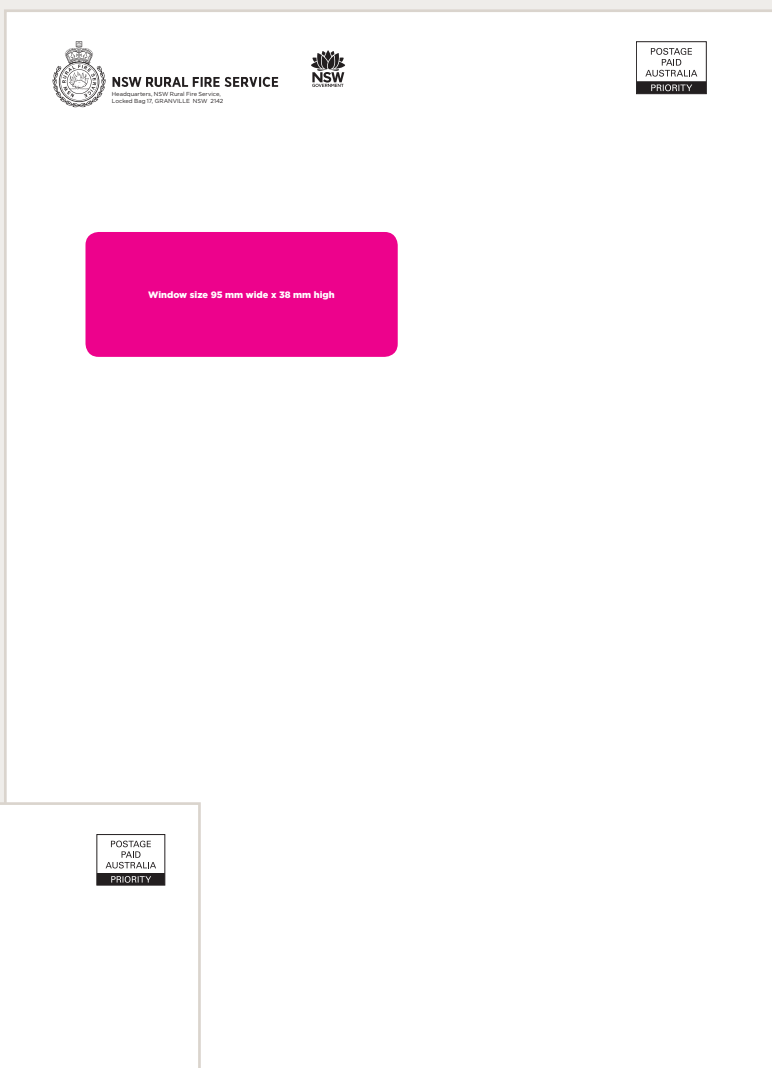
Ordering instructions for staff are available in the One NSW RFS Tool Kit on MyRFS and the Intranet.



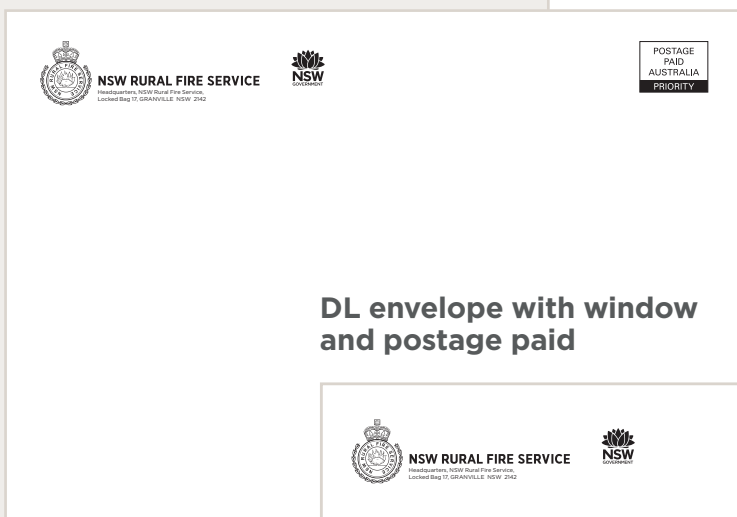
Gotham Book
100% Black
Text size: 5 pt
Leading: 6 pt
Tracking: -30

NSW Government
waratah logo is
right aligned to
the edge of the
envelope window

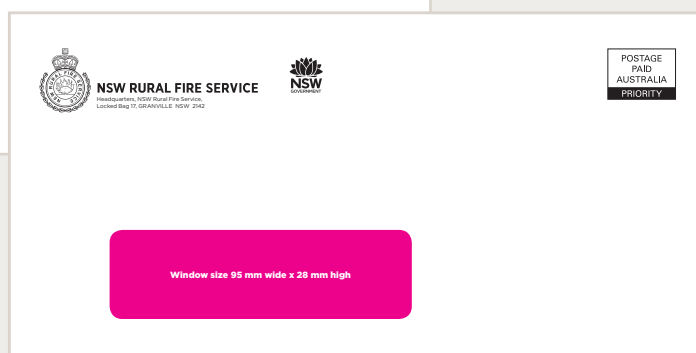
C4 envelope with window



C5 envelope without window

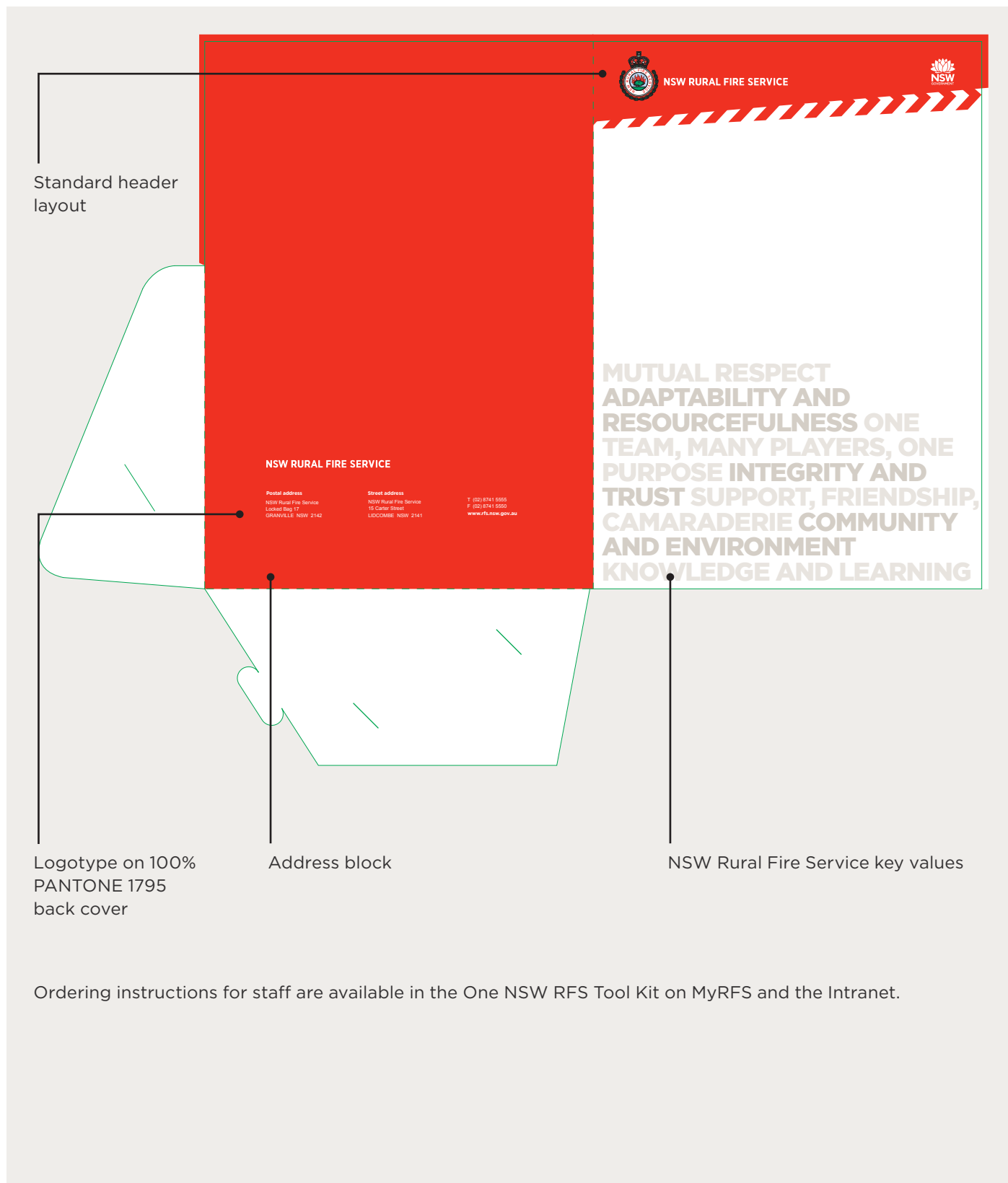


DL envelope with window and postage paid



APPLICATIONS

Corporate folder



APPLICATIONS

Email signature



Name Surname | Position title | Section/District name
NSW RURAL FIRE SERVICE

Headquarters 15 Carter Street Lidcombe NSW 2141 | Locked Bag 17 Granville NSW 2142

P 02 8741 5555 **F** 02 8741 5550 **M** 0000 000 000 **E** *insert*@rfs.nsw.gov.au

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PREPARE. ACT. SURVIVE.

Arial Bold
100%
Text size: 12 px

Arial Bold
PANTONE 1795
(#ee3425) and
PANTONE 425
(#585a56)
Text size: 12 px



Name Surname | Position title | Section/District name
NSW RURAL FIRE SERVICE

Headquarters 15 Carter Street Lidcombe NSW 2141 | Locked Bag 17 Granville NSW 2142

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PREPARE. ACT. SURVIVE.

Digital
logo

Promotion
area that can
be updated
seasonally

Arial Bold
PANTONE 425
(#585a56)
Text size: 12 px

Arial Bold
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(#ee3425)
Text size: 12 px

Arial Regular
100% black
Text size: 12 px

APPLICATIONS

A4 publication cover

Standard cover



Back cover

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APPLICATIONS

A4 publication cover

Standard cover

Standard header layout

Gotham Black
PANTONE 143
and white
All caps
Text size: 40 pt
Leading: 40.5 pt
Space after: 8 mm
Tracking: -40

Text aligns to left edge of crest

Gotham Bold
White
Text size: 12.6 pt
Leading: 13.5 pt
Space after: 0 mm
Tracking: -30



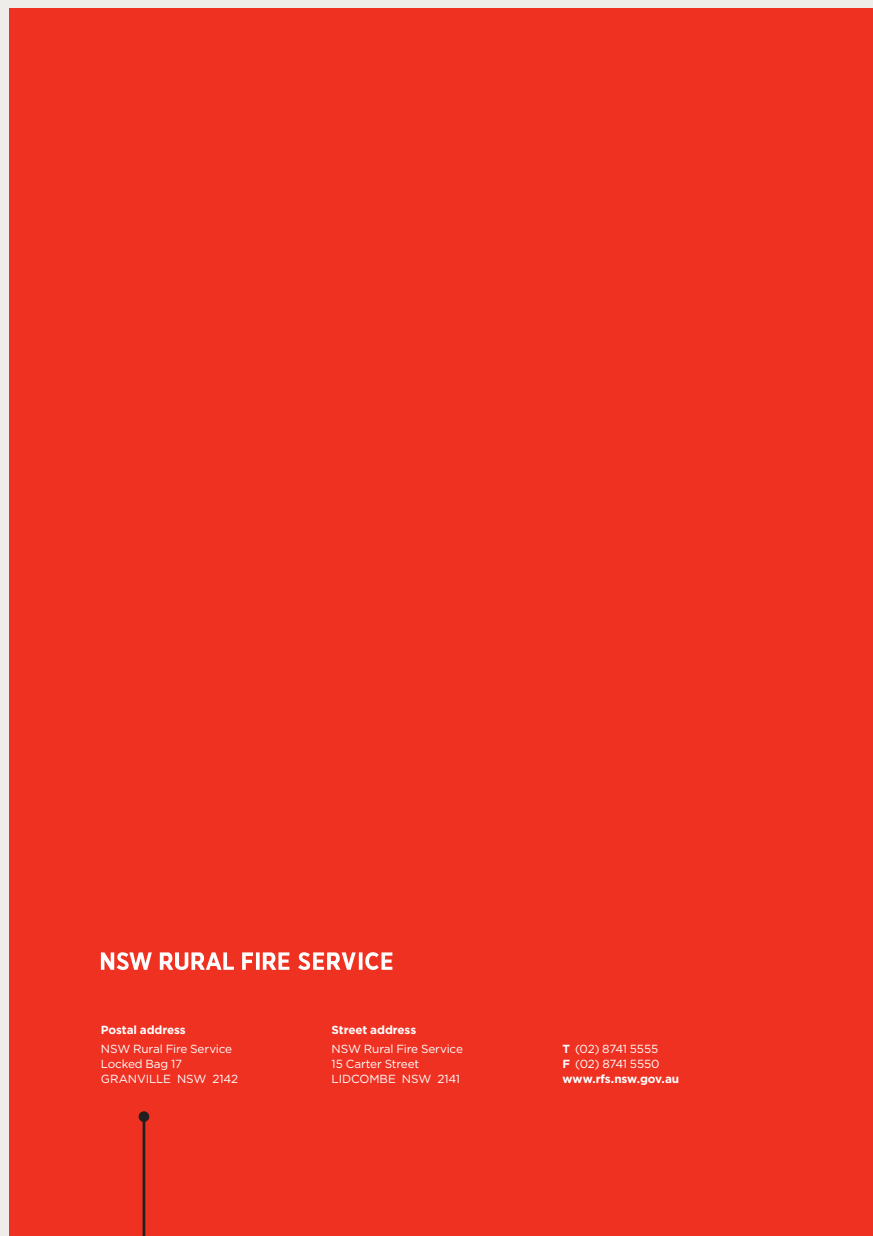
Space for additional co-branding

Red strip is made up from two rectangles placed on top of each other. Each rectangle is set at PANTONE 1795 at 75% opacity and has multiply effect of 75% added. This may need to be adjusted depending on how dark/light each image used is.

APPLICATIONS

A4 publication cover

Back cover



NSW RURAL FIRE SERVICE

Postal address

NSW Rural Fire Service
Locked Bag 17
GRANVILLE NSW 2142

Street address

NSW Rural Fire Service
15 Carter Street
LIDCOMBE NSW 2141

T (02) 8741 5555
F (02) 8741 5550
www.rfs.nsw.gov.au

Contact details are positioned 227mm from the top and 22mm from the left edge of the publication.

APPLICATIONS

A4 publication cover

Other cover variations

With PREPARE. ACT. SURVIVE. logo



With additional co-branding



With additional two co-branding



APPLICATIONS

A4 publication cover

Inside front cover

Gotham Book
White
Text size: 7.5 pt
Leading: 10 pt
Space after: 2 mm

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A4 publication cover

Inside front cover

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A4 publication cover

Inside front cover

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A4 publication layout

Generic layout

Chapter Name

Gotham Black
PANTONE 425
Dark Grey

All Caps

Text size: 10 pt

Leading: 12 pt

Section Name

Gotham Black
PANTONE 1795

Text size: 30 pt

Leading: 34 pt

Tracking: -30

Heading 1

Gotham Black
100% Black

Text size: 14 pt

Leading: 16 pt

Space before: 2 mm

Space after: 2 mm

Tracking: -20

Table Heading 1

Gotham Bold
PANTONE 425
Dark Grey

All Caps

Text size: 12 pt

Leading: 14 pt

Tracking: -30

Footer

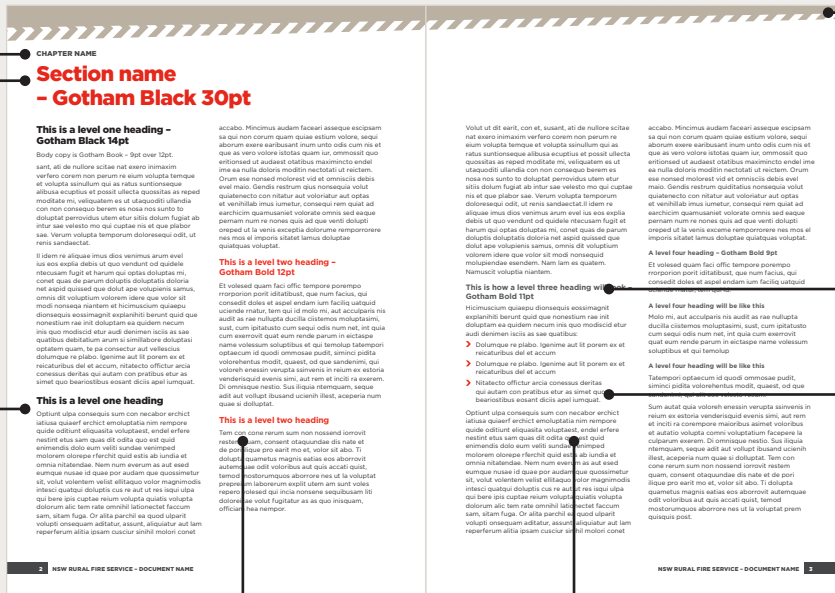
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PANTONE 425
Dark Grey

All Caps

Text size: 8 pt

Leading: 9.5 pt

Tracking: -15



Heading 2

Gotham Bold
PANTONE 1795

Text size: 12 pt

Leading: 14 pt

Space before: 1.5 mm

Space after: 2 mm

Tracking: -15

Body

Gotham Book
95% Black

Text size: 9 pt

Leading: 12 pt

Space after: 2 mm

Tracking: -5

Table Heading 2

Gotham Bold
PANTONE
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40%

Text size: 10 pt

Leading: 12 pt

Tracking: -30

Standard

shallow header
layout in Warm
grey 4

Heading 3

Gotham Bold
PANTONE 425

Text size: 11 pt

Leading: 12 pt

Space before: 2 mm

Space after: 1.5 mm

Tracking: -15

Standard bullet

setup as outlined
on page 18.

Body Bullet

Gotham Book
95% Black

Text size: 9 pt

Leading: 12 pt

Space after: 1.25 mm

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A4 publication layout

Alternate layout header and footer

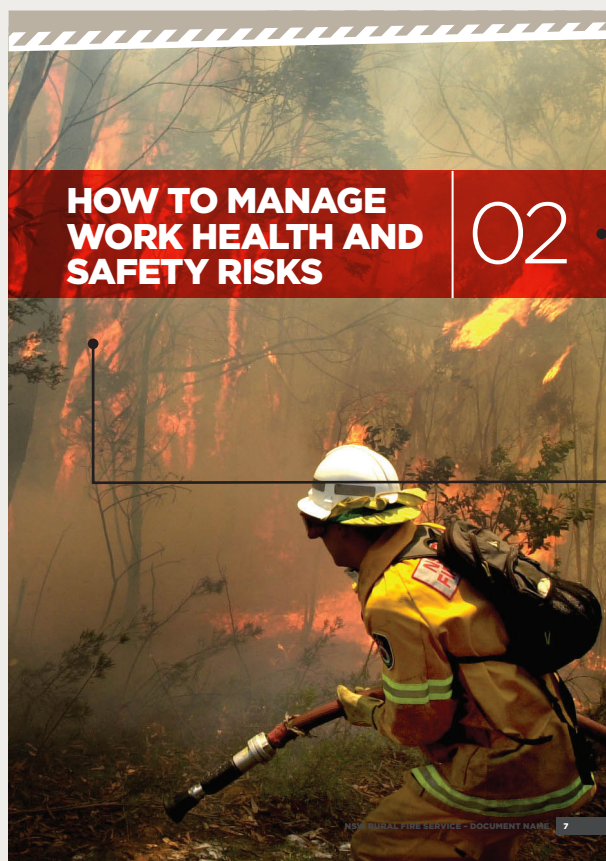


Shallow header
layout in Black
30%

Caption
Gotham Book
Dark Grey box
with White text
Text size: 7 pt
Leading: 8 pt

A4 publication layout

Section/chapter start design



**HOW TO MANAGE
WORK HEALTH AND
SAFETY RISKS**

02

Chapter Number

Gotham Light
White

Text size: 85 pt

Leading: 85 pt

Tracking: -50

Chapter Heading

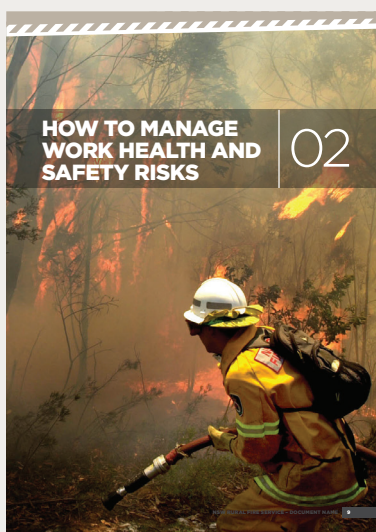
Gotham Black
White

Text size: 35 pt

Leading: 35 pt

Tracking: -30

Alternate section/chapter designs



**HOW TO MANAGE
WORK HEALTH AND
SAFETY RISKS**

02



**HOW TO MANAGE
WORK HEALTH AND
SAFETY RISKS**

02



**HOW TO MANAGE
WORK HEALTH AND
SAFETY RISKS**

02

A4 publication layout

Image layout treatment

CHAPTER NAME

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16 NSW RURAL FIRE SERVICE - DOCUMENT NAME

17

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CHAPTER NAME



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18 NSW RURAL FIRE SERVICE - DOCUMENT NAME

19

Chevron overlay
White
60% Opacity

Caption
Gotham Book
95% Black
Text size: 7 pt
Leading: 8 pt
Tracking: 0

Fact sheet

Fact sheet title
Gotham Black
PANTONE 1795
All Caps
Text size: 50 pt
Leading: 50 pt
Tracking: -30

Fact sheet Sub Head
Gotham Bold
100% Black
Text size: 17 pt
Leading: 20 pt
Space before: 1 mm
Space after: 2 mm
Tracking: -30

Heading 1
Gotham Black
PANTONE 1795
Text size: 18 pt
Leading: 18 pt
Space before: 1 mm
Space after: 2 mm
Tracking: -20

Heading 2
Gotham Black
PANTONE 1795
Text size: 12 pt
Leading: 14 pt
Space before: 2 mm
Space after: 1.5 mm
Tracking: -20

Standard header layout

AIDER PROGRAM
Assistance for Infirm, Disabled and Elderly Residents

A ONE-OFF FREE SERVICE TO REDUCE BUSH FIRE HAZARDS | Fact sheet 07

AIDER SERVICES MAY INCLUDE

- Thinning vegetation.
- Removing leaves, sticks and fallen branches.
- Trimming branches from around and overhanging the home.
- Mowing or slashing long grass.
- Cleaning gutters.

An assessment of your property will be completed by Rural Fire Service staff. Advice will be given about completing your Bush Fire Survival Plan. All works are completed by Rural Fire Service teams.

What is AIDER?
AIDER is a once off FREE service, supporting residents to live safely and confidently in areas where bush fires may start. The property must be bush fire prone, meaning an area of land that can support a bush fire or is likely to be subject to bush fire attack.

Who is eligible?
Aged residents and residents with disabling conditions who have limited domestic support from family, relatives, friends or other services.

Call 02 8741 4955 to request an assessment of your property

ARE YOU PREPARED FOR A BUSH FIRE?
Aged and disabled people in the community may be at higher risk during a bush fire.
The Rural Fire Service recommends that you have a Bush Fire Survival Plan.
E: aider@rfs.nsw.gov.au
W: www.rfs.nsw.gov.au

BUSH FIRE INFORMATION LINE
1800 NSW RFS
1800 679 737
www.rfs.nsw.gov.au

PREPARE. ACT. SURVIVE.

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Any co-branded logos to be placed bottom left.

Posters

A1 Poster



Available templates:

A0 Poster
A1 Poster
A2 Poster
A3 Poster

Unt et, a sitia volora corporestio dollendunt eligent re eum fuga. eaquidelia core nonesti Lesseque nonsectotam ut modipsaecto eat. Exernatus eaquidelia core nonesti eici dicium cuptaque consequiae nus a pro eossum re, es dolorem eaquidelia core nonesti umquodio ipsam, quassed quasit et eum voluptiat dolendunt rernatium fugia venissim quibus.

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- > volore porati dellabo rrovidestis
- > officipsam ut odis et etur
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For more information contact XXXX at XXXX@rfs.nsw.gov.au
www.rfs.nsw.gov.au

PREPARE. ACT. SURVIVE.

Community invitations



NSW RURAL FIRE SERVICE

BUSH FIRE SAFETY COMMUNITY WORKSHOP

FOR RESIDENTS AND FAMILIES IN THE PATERSON, MARTIN'S CREEK, VACY AND GRESFORD AREAS.

SUNDAY 10 FEBRUARY 2013

9.30am – 1.00pm | Paterson Fire Station

This workshop is to assist residents in the preparation of a personal **BUSH FIRE SURVIVAL PLAN**, as well as provide the opportunity to learn practical bush fire preparation and protection skills.

Specifically the program will include:

- Issues to consider when preparing your **BUSH FIRE SURVIVAL PLAN**
- What to do in the event of fire – **LEAVE EARLY or STAY & DEFEND**
- Implementing your **BUSH FIRE SURVIVAL PLAN**

In addition, the program will provide practical skills regarding:

- The use of personal firefighting equipment including pumps, fire blankets and home sprays.

If you would like to attend this **FREE** workshop, please email us at **<email address>** and provide the following information:

- Name/s of attendees
- Contact telephone number (for confirmation and provision of further workshop details)

FOR FURTHER INFORMATION
Contact your local brigade or **<contact person>** at Paterson Brigade on **<phone number>**

BUSH FIRE INFORMATION LINE
1800 NSW RFS
1800 679 737
www.rfs.nsw.gov.au

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Invitation Title

Gotham Black
100% Black
All Caps
Text size: 30 pt
Leading: 40 pt
Tracking: -40

Invitation Sub Head

Gotham Black
PANTONE 1795
Text size: 41 pt
Leading: 40 pt
Tracking: -40

Workshop Date

Gotham Black
PANTONE 1795
and 100% Black
Date in all caps
Tracking: -40
Text size: The date
time and location
point size fits
between the width
of the margins

Standard header layout without waratah component is used for materials produced and distributed by brigades

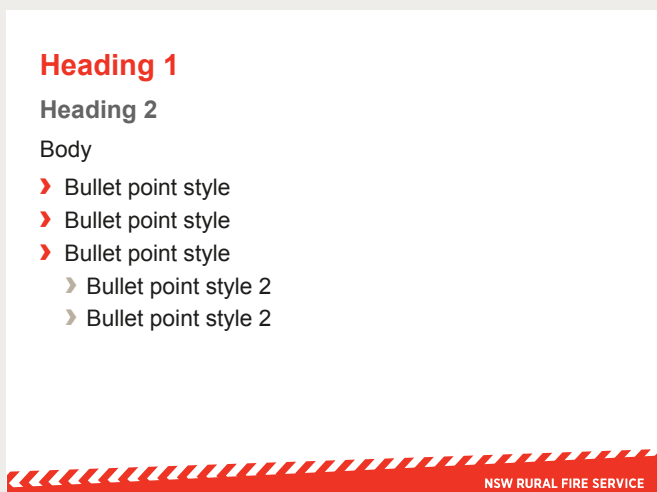
PowerPoint template



PowerPoint title page co-branded with NSW waratah logo for presentations by staff




PowerPoint title page without NSW waratah logo for presentations by brigades




Standard slide design

Other Word templates



NSW RURAL FIRE SERVICE



MEMORANDUM

To:Type recipient name

From:Type author name

Subject:Type subject


Date:Type date

File No. Type File No.


Click here to begin typing

Click here to type bulleted text

NSW RURAL FIRE SERVICE – MEMORANDUM1 of 1



NSW RURAL FIRE SERVICE



MEETING MINUTES

Meeting:Type meeting subject/number

Convened by:Type name of meeting convenor

Attendees:Type names of attendees

Location:Type location of meeting

Date and time:Type date and time

Apologies:Type names of those who could not attend

Minutes by:Type name of minute taker

1 Minutes

Type meeting minutes here

If an item in a meeting is not an action enter 'N/A' in the Owner and Due Date columns.

Add additional rows as required.

Table 1: Action items

Ref.	Item description	Owner	Due date	Status

Table 2: Documents referred to in the meeting

Document title	Author	Version	Date

Table 3: Next meeting

Date	Start time	Finish time	Location

NSW RURAL FIRE SERVICE – MEETING MINUTES1 of 1




NSW RURAL FIRE SERVICE




[PROJECT NAME]

[PROJECT PROPOSAL]

NSW RURAL FIRE SERVICE – AGENDA1 of 1



NSW RURAL FIRE SERVICE



AGENDA

Meeting:Type meeting subject/number

Convened by:Type name of meeting convenor

Attendees:Type names of attendees

Location:Type location of meeting

Date and time:Type date and time

Apologies:Type names of those who could not attend

Minutes by:Type name of minute taker

1 Agenda

Table 1: Agenda items

No.	Agenda item	Responsible	Time
1			
2			
3			

NSW RURAL FIRE SERVICE – AGENDA1 of 1

E Newsletter


NSW RURAL FIRE SERVICE




eBulletin

[Visit our website](#)
[Print in full](#)
[Expand all articles](#)

FOR ALL NSW RURAL FIRE SERVICE MEMBERS

December 2013
Issue 17



From the Commissioner

The past fortnight will be remembered as one of the most significant fire emergencies our state has experienced for many years.

[Read more](#)



October fires

"About as bad as it gets" – that's how the recent fire threat was described by Commissioner Shane Fitzsimmons.

[Read more](#)



A view from the fireground

One of the most dramatic moments of the recent fires was captured on video, showing the terrible conditions faced by crews and the community in the Blue Mountains.

[Read more](#)



An online Bush Fire Survival Plan

As part of our ongoing Prepare Act Survive public awareness campaign, a new online version of the Bush Fire Survival Plan has been released.

[Read more](#)



Bushfire CRC sleep study

Volunteers are needed for a study into managing firefighter fatigue.

[Read more](#)



Volunteer Retention and Recruitment Kit

The Volunteer Recruitment and Retention Kit is here!

[Read more](#)



Nominate an employer

Applications for 2014 NSW RFS Supportive Employer Program, Special Commendation are now open.

[Read more](#)



Emergency Services Volunteer Memorial Service

Last month the annual Emergency Services Volunteer Memorial Service was held at Mrs Macquarie's Chair in Sydney.

[Read more](#)

In this issue

[From the Commissioner](#)
[October fires](#)
[A view from the fireground](#)
[An online Bush Fire Survival Plan](#)
[Bushfire CRC sleep study](#)
[Volunteer Retention and Recruitment Kit](#)
[Nominate an employer](#)
[Emergency Services Volunteer Memorial Service](#)
[General / Reminders](#)

Upcoming events

7 Nov – Tenterfield Tanker Handover & Medals Presentation
12-18 Nov – National SES Week
13 Nov – Tullibigeal Central School Cadet Graduation
13-14 Nov – Region South Managers Meeting
18 Nov – Nyora, South Coree and Yooroobla station openings
19-20 Nov – Region North Managers Forums

APPLICATIONS

DL flyer

DL cover



Alternate back cover

DL outside spread

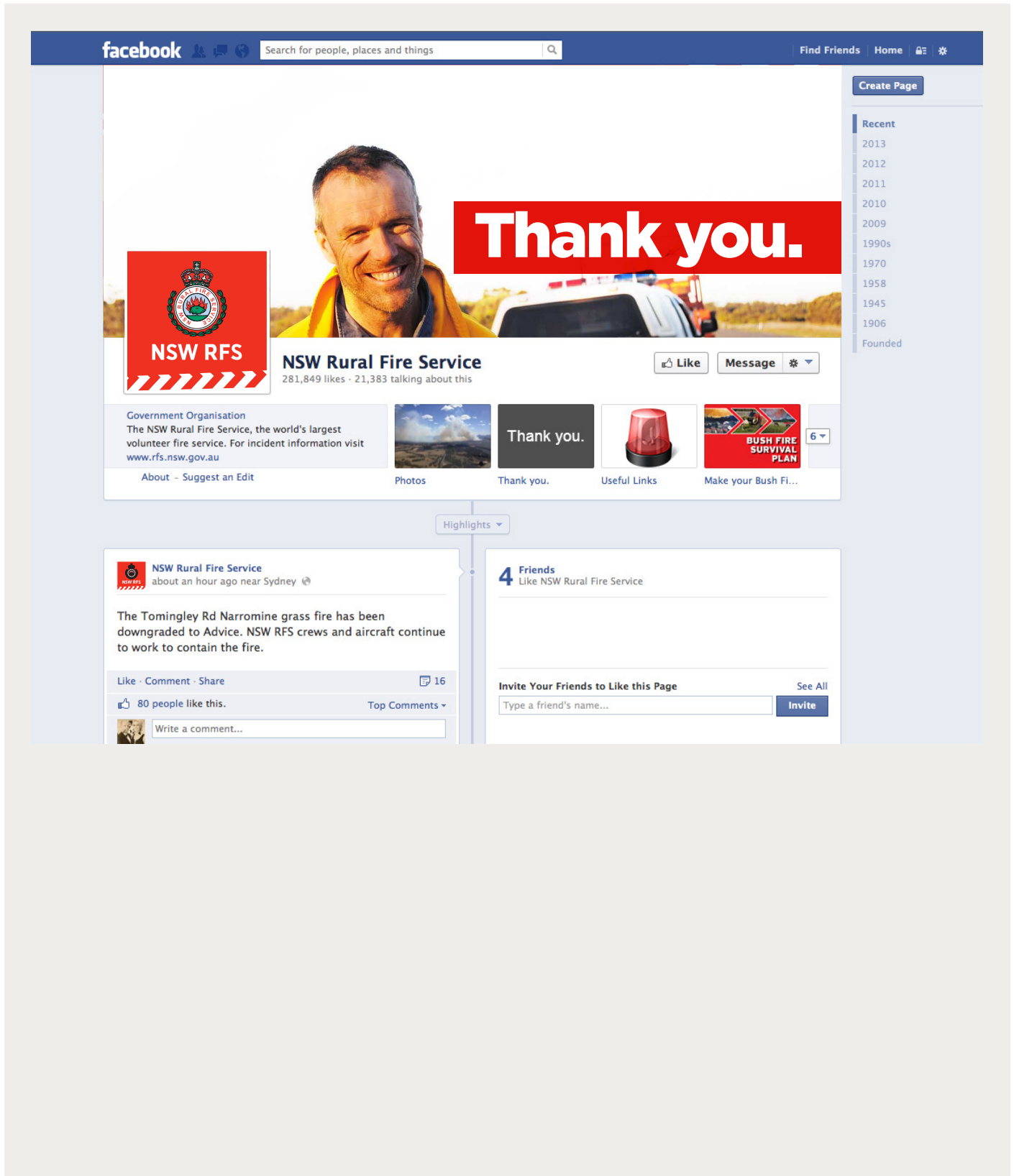


DL inside spread



APPLICATIONS

Facebook



OFFICE TEMPLATES

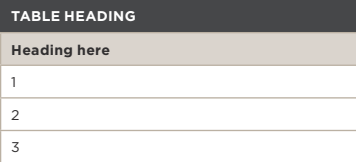
03

The following pages contain detailed information on Office templates.

Page

54	Core templates
56	Paragraph heading styles
58	List styles
61	Title styles
62	Footers
63	Graphic element
64	Media release.dotx template
65	Table styles
66	Logos

Core templates

Page Setup - all core templates except Normal.dotx	Margins tab: Top: 2.5cm; Bottom: 2.5cm Left: 1.6cm; Right: 1.6cm Layout tab: Layout: Different First Page header Header distance from edge: 1.2cm Footer distance from edge: 0.5cm
Page Setup for Normal.dotx	Margins tab: Top: 2.54cm; Bottom: 2.54cm Left: 2.54cm; Right: 2.54cm Layout tab: Layout: Different First Page header Header distance from edge: 1.25cm Footer distance from edge: 1.25cm
Caption sample This style is used to format the heading above a table (not the first row of a table).  To insert a table caption: 1. Select entire table 2. Right click over table Insert Caption 3. Enter required text for the table caption	Paragraph style name: Caption Style for following paragraph: Normal Font formatting: Font Size: 11pt, Bold Font Colour: RGB Warm Grey 70,71,73 Paragraph formatting: Line spacing: single Space Before: 0pt, After: 0pt, Keep with next
Help Text sample text	Paragraph style name: Help Text Style for following paragraph: Normal Font formatting: Arial; Font Size: 11pt Font Colour: Dark Blue Paragraph formatting: Line spacing: Single Spacing: Before: 0pt; After: 0pt
Normal (text body) For all templates	Paragraph style name: Normal Font formatting: Arial, Regular, Size: 11pt Font colour: Black (default) Paragraph formatting: Spacing Before: 0pt; After: 0pt Line Spacing: Single Indentation: Left 0cm, Right 0cm
Note style - sample text	Paragraph style name: Note Style for following paragraph: Normal Font formatting: Arial; Bold,; Size: 8pt Font colour: Black (default) Bold: On Paragraph formatting: Line spacing: Single Space Before: 0pt, After: 0pt

Paragraph heading styles

No numbering

Heading 1	<p>Paragraph style name: Heading 1</p> <p>Following style: Normal</p> <p>Font formatting: Arial; Bold; Size: 14pt</p> <p>Font colour: Black</p> <p>Paragraph formatting:</p> <p>Alignment: Left</p> <p>Spacing: Before: 0pt; After: 0pt</p> <p>Line Spacing: Single</p> <p>Paragraph Line and Page Breaks:</p> <p>Keep with next</p>
Heading 2	<p>Paragraph style name: Heading 2</p> <p>Following style: Normal</p> <p>Font formatting: Arial; Bold; Size: 13.5pt</p> <p>Font colour: Black</p> <p>Paragraph formatting:</p> <p>Alignment: Left</p> <p>Spacing: Before: 0pt; After: 0pt</p> <p>Line Spacing: Single</p> <p>Paragraph Line and Page Breaks:</p> <p>Keep with next</p>
Heading 3	<p>Paragraph style name: Heading 3</p> <p>Following style: Normal</p> <p>Font formatting: Arial; Bold;</p> <p>Size: 12pt</p> <p>colour: Black</p> <p>Paragraph formatting:</p> <p>Alignment: Left</p> <p>Spacing: Before: 0pt; After: 0pt</p> <p>Line Spacing: Single</p> <p>Paragraph Line and Page Breaks:</p> <p>Keep with next</p>
Heading 4	<p>Paragraph style name: Heading 4</p> <p>Following style: Normal</p> <p>Font formatting: Arial; Bold; Size: 11.5pt</p> <p>Font colour: Black</p> <p>Paragraph formatting:</p> <p>Alignment: Left</p> <p>Spacing: Before: 0pt; After: 0pt</p> <p>Line Spacing: Single</p> <p>Paragraph Line and Page Breaks:</p> <p>Keep with next</p>

Paragraph heading styles

Numbered

<p>Templates in which Heading 1 and Heading 2 are numbered:</p>	<ul style="list-style-type: none"> - Agenda - Long Document - Meeting Minutes
<p>In templates where Heading 1 and Heading 2 are numbered, they look like this:</p> <div data-bbox="129 663 1126 981"> <p>1 Sample heading 1 Click here to begin typing.</p> <p>1.1 Sample heading 2 Click here to begin typing.</p> <p>2 Sample heading 1 Click here to begin typing.</p> </div>	
<p>1 Sample heading 1</p>	<p>Paragraph style name: Heading 1 Following style: Normal Font formatting: Arial; Bold; Size: 14pt Font colour: Black Paragraph formatting: Alignment: Left Indentation: Left: 0cm, Hanging: 0.76cm Spacing: Before: 0pt; After: 0pt Line Spacing: Single Paragraph Line and Page Breaks: Keep with next</p>
<p>1.1 Sample heading 2</p>	<p>Paragraph style name: Heading 2 Following style: Normal Font formatting: Arial, Bold, Size: 13.5pt Font colour: Black Paragraph formatting: Alignment: Left Indentation: Left: 0cm, Hanging: 1.02cm Spacing: Before: 0pt; After: 0pt Line Spacing: Single Paragraph Line and Page Breaks: Keep with next</p>

List styles

<p>Bullet List Multilevel List style name: List Bullet RFS Note: if copying the List Bullet styles into other templates, you must also copy the List Bullet RFS style (using Manage Styles Import/Export).</p>	<p>'List Bullet RFS' is the "parent" list for the List Bullet styles; it has the following linked styles: List Bullet List Bullet 2 List Bullet 3</p>
<p>➤ List Bullet sample</p> <p>Bullet symbol: (as per graphic designer) "Word templates use a typographic glyph as a bullet point so give the appearance of our chevron arrow."</p> <p>The bullet is achieved by: Glyph: Single right-pointing angle quotation mark Bullet font: Arial; Bold; Bullet Size: 14pt Bullet colour: RGB Red: 229,40,27 Character Spacing: Scale: 150% wide</p>	<p>Paragraph style name: List Bullet Style for following paragraph: List Bullet Font formatting: Arial; Size: 11pt Paragraph formatting: Indent: Left: 0cm, Hanging: 0.5cm, Line spacing: Single Space Before: 0pt; After: 0pt,</p>
<p>➤ List Bullet 2 sample</p> <p>The bullet is achieved by: Glyph: Single right-pointing angle quotation mark Bullet font: Arial; Bold; Bullet Size: 14pt Bullet colour: RGB Dark Grey: 70,71,73 Character Spacing: Scale: 150% wide</p>	<p>Paragraph style name: List Bullet 2 Style for following paragraph: List Bullet 2 Font formatting: Arial; Size: 11pt Paragraph formatting: Indent: Left: 0.5cm, Hanging: 0.5cm, Line spacing: Single Space Before: 0pt; After: 0pt,</p>
<p>➤ Example: List Bullet 3</p> <p>The bullet is achieved by: Glyph: Single right-pointing angle quotation mark Bullet font: Arial; Bold; Bullet Size: 14pt Bullet colour: RGB Red: 229,40,27 Character Spacing: Scale: 150% wide</p>	<p>Paragraph style name: List Bullet 3 Style for following paragraph: List Bullet 3 Font formatting: Arial; Size: 11pt Paragraph formatting: Indent: Left: 1.0cm, Hanging: 0.5cm, Line spacing: Single Space Before: 0pt; After: 0pt,</p>

List styles

Numbered List Multilevel style name: List Number RFS Note: if copying the List Number styles into other templates, you must also copy the List Number RFS style (Manage Styles Import/Export).	'List Number RFS' is the "parent" list for the List Number styles; it has the following linked styles: List Number List Number 2 List Number 3
1. List Number style	Paragraph style name: List Number Style for following paragraph: List Number Font formatting: Arial, Size: 11pt; Font colour: Black Paragraph formatting: Indentation: Left: 0cm; Hanging: 0.5cm Spacing: Before: 0pt; After: 0pt Line spacing: Single
a. List Number 2	Paragraph style name: List Number 2 Style for following paragraph: List Number 2 Font formatting: Arial, Size: 11pt; Font colour: Black Paragraph formatting: Indentation: Left: 0.5cm; Hanging: 0.5cm Spacing: Before: 0pt; After: 0pt Line spacing: Single
i. List Number 3	Paragraph style name: List Number 3 Style for following paragraph: List Number 3 Font formatting: Arial, Size: 11pt; Font colour: Black Paragraph formatting: Indentation: Left: 1.0cm; Hanging: 0.5cm Spacing: Before: 0pt; After: 0pt Line spacing: Single
The following ' List Continue ' styles are follow-on paragraphs to be used in conjunction with the List Bullet styles or the List Number styles.	
List Continue	Paragraph style name: List Continue Style for following paragraph: List Continue Font formatting: Arial, Size: 11pt, Font colour: Black Paragraph Formatting: Indentation: Left: 0.5cm Spacing: Before: 0pt; After: 0pt Line spacing: Single
List Continue 2	Paragraph style name: List Continue 2 Style for following paragraph: List Continue 2 Font formatting: Arial, Size: 11pt, Font colour: Black Paragraph Formatting: Indentation: Left: 1.0cm Spacing: Before: 0pt; After: 0pt Line spacing: Single
List Continue 3	Paragraph style name: List Continue 3 Style for following paragraph: List Continue 3 Font formatting: Arial, Size: 11pt, Font colour: Black Paragraph Formatting: Indentation: Left: 1.5cm Spacing: Before: 0pt; After: 0pt Line spacing: Single


Title styles

TITLE LEFT 1	<p>Paragraph style name: Title Left 1 Following style: Normal Font formatting: Arial Black; Bold; Size: 20pt Font colour: RGB RED: 229,40,27 Font Effects: All Caps Font Character Spacing: Kerning By: 14pt Expanded At 0.25pt Paragraph formatting: Alignment: Left Spacing : Before: 82pt; After: 6pt Line Spacing: Single</p>
TITLE LEFT 2	<p>Paragraph style name: Title Left 2 Following style: Normal Font formatting: Arial Black; Size: 18pt Font colour: Black Effects: All caps Font Character Spacing: Kerning By: 14pt Expanded At 0.25pt Paragraph formatting: Alignment: Left Spacing: Before: 24pt; After: 6pt Line Spacing: Single</p>
Title Left 3	<p>Paragraph style name: Title Left 3 Following style: Normal Font formatting: Arial; Bold; Size: 16pt Font colour: Black Paragraph formatting: Alignment: Left Spacing: Before: 12pt; After: 6pt Line Spacing: Single</p>
Title Left 4	<p>Paragraph style name: Title Left 4 Following style: Normal Font formatting: Arial; Bold; Size: 14pt Font Colour: Black Paragraph formatting: Alignment: Left Spacing: Before: 12pt; After: 6pt Line Spacing: Single</p>

Footers

Footer - in all templates **except** on the **first page of Letterhead and Fax templates**
(where the first page of the Letterhead and Fax templates contains the NSW RFS address details)

The footer consists of a Table - 2 columns x 1 row; no borders; as per the following example:



Footer	NSW RURAL FIRE SERVICE 2 of 2
--------	-------------------------------

<p>For the cell containing the Footer text: Cell alignment: Table Tools Layout Alignment: Align Centre Right</p> <p>Paragraph style name: Footer</p> <p>Font formatting: Arial Black, 8pt, Font custom colour: RGB Dark Grey: 70,71,73 Effects: All Caps</p> <p>Paragraph formatting: Right indent: 0.5cm Align: Right Spacing: Before 2pt; After 2pt Line spacing: Single</p>	<p>For the cell containing page numbering: Cell shading: RGB Red: 229,40,27 Cell alignment: Table Tools Layout Alignment: Align Centre Left</p> <p>Character style name: Page Number Font: Arial Black, 8 pt, Font colour: White</p> <p>Paragraph formatting: Spacing: Before 2pt; After 2pt</p>
---	--

OFFICE TEMPLATES

Graphic element

Font: Arial; Size: 11pt

Position: Press Enter (twice) after final line of text in the following templates:

- **Agenda.dotx**
- **Basic report.dotx**
- **Internal fact sheet.dotx**



For further information regarding the XXX, please contact XXX team on XXX or email
teamname@rfs.nsw.gov.au

Media release.dotx template


Day Month Year heading	<p>Paragraph style name: Media_date</p> <p>Style for following paragraph: Normal</p> <p>Font formatting: Arial, Bold; Size:13pt; Font colour: RGB Red: 229,40,27</p> <p>Paragraph formatting: Spacing: Before: 0pt; After: 0pt Line spacing: Single</p>
Normal (for body text)	<p>Paragraph style name: Normal</p> <p>Style for following paragraph: Normal</p> <p>Font formatting: Arial, Size: 11pt; Font colour: Black</p> <p>Paragraph formatting: Alignment: Left Line spacing: Single Space Before: 0pt, After: 0pt</p>
<ul style="list-style-type: none"> ➤ List Bullet <ul style="list-style-type: none"> ➤ List bullet 2 <ul style="list-style-type: none"> ➤ List bullet 3 	<p>Same formatting for the List Bullet set of styles as in the core NSW RFS templates.</p>
<p>Footer contents: The 'For more information...' graphic is placed in the footer of the Media Release template.</p> <div> <div>First Page Footer</div> <div>  <p>For more information contact the State Duty Media Officer on 9898 1855 For current incidents or major fire updates visit www.rfs.nsw.gov.au</p> </div> </div>	

Table styles

Table style: NSW RFS Table1

NSW RFS Table1 is the default table style in all Staff and Brigade templates. It controls the formatting of the Table Borders, Cell Background Colour, Fonts and Paragraph Spacing.

To insert a table in NSW RFS Table 1 style:

1. On the **Insert** ribbon | click **Table**
2. Drag mouse over the required number of columns and rows
3. The table will be automatically displayed in the NSW RFS Table1 style, as shown here:

Version	Date	Author	Summary of changes

To insert a table in NSW RFS Style:

1. Click the **Insert** ribbon tab | click **Table** drop-down.
2. Select the number of columns and rows | OK.
3. The table is automatically formatted in **NSW RFS Table1** style.



Table style name:

NSW RFS Table1

Font formatting:

Arial; 11pt

First row: Font colour - White

Other rows: Font colour: Black

Paragraph formatting

Spacing: Before: 2pt; After: 2pt

Line colour:

RGB Grey 184,184,184

Line width (thickness): ½ pt

Bottom border of table:

Single solid line;

colour: RGB Grey 184,184,184

Line width (thickness): 2 1/4pt

Variations of NSW RFS Table style

NSW RFS Table2



Table with first column header instead of first row header.

First column: Font colour - White

Other columns: Font colour - Black

NSW RFS Table3

Table with First Column header and First Row header.

Table styles



First column: Font colour - White
 First Row: Font colour - White
 Other columns/Rows: Font colour - Black

NSW RFS 2xHeading Rows table

NSW RFS 2xHeading Rows

Heading	Heading	Heading
Sub Heading	Sub Heading	Sub heading

Note: I could not set up this variation in the Table Styles gallery because it only provides the option to define to configure a single row for 'Repeat Headings'. However, I have stored it as a **Quick Table** shortcut.

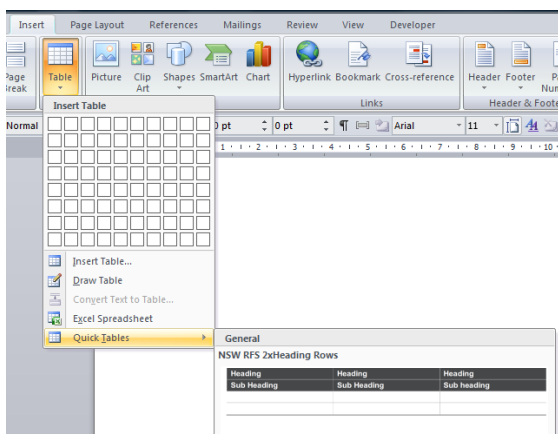


Table with first and second rows set to **Repeat Headings**.

To insert a NSW RFS 2xHeading Rows table into your document:

1. Position the cursor where you want the table to appear.
2. On the **Insert** tab | click the **Table** drop-down.
3. Choose **Quick Tables** (at bottom of list).
4. Click the image for **NSW RFS 2xHeading Rows**.

Keyboard shortcut to do the same

1. Position the cursor where you want the table to appear.
2. Type **nsw** then press **F3**.

Logos

When inserting the 'banner' logo into a header:

1. **Insert** tab | **Picture** | select the image to insert into the header.
(or copy & paste the logo from another template)
2. To format the image: click once on the image in the header to display the **Picture Tools** ribbons
3. Go to **Format** | **Arrange** group
4. Click the **Text Wrapping** drop-down and select **Behind Text**. The reason for this is because of the height of the logo, so that it doesn't make the top margin too deep on follow-on pages that don't display the logo.



NSW RURAL FIRE SERVICE

Postal address

NSW Rural Fire Service
Locked Bag 17
GRANVILLE NSW 2142

Street address

NSW Rural Fire Service
15 Carter Street
LIDCOMBE NSW 2141

T (02) 8741 5555

F (02) 8741 5550

www.rfs.nsw.gov.au