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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 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.
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.

<table>
<thead>
<tr>
<th>PMS 185</th>
<th>PMS 347</th>
<th>PMS 277</th>
</tr>
</thead>
<tbody>
<tr>
<td>C = 0</td>
<td>C = 100</td>
<td>C = 27</td>
</tr>
<tr>
<td>M = 91</td>
<td>M = 0</td>
<td>M = 8</td>
</tr>
<tr>
<td>Y = 87</td>
<td>Y = 79</td>
<td>Y = 0</td>
</tr>
<tr>
<td>K = 0</td>
<td>K = 8</td>
<td>K = 0</td>
</tr>
<tr>
<td>R = 237</td>
<td>R = 0</td>
<td>R = 81</td>
</tr>
<tr>
<td>G = 28</td>
<td>G = 156</td>
<td>G = 212</td>
</tr>
<tr>
<td>B = 36</td>
<td>B = 104</td>
<td>B = 239</td>
</tr>
<tr>
<td>#ed1c24</td>
<td>#009c68</td>
<td>#51d4ef</td>
</tr>
</tbody>
</table>

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 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 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 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

[Email footer example image]
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:

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 space is width of ‘N’

Logotype centred in width of crest circle

Logotype space is height of ‘N’

Logotype centred in depth of crest circle
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.
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 the 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.

![Logo Usage Example](image-url)
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 colour palette is simple and strong.

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

**PMS 1795**
- C = 0  
- M = 94  
- Y = 100  
- K = 0  
- #e5281B

**Process Black**
- C = 0  
- M = 0  
- Y = 0  
- K = 100  
- #000000

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 425 DARK GREY**
- C = 64  
- M = 55  
- Y = 53  
- K = 28  
- #464749

**PMS Warm Grey 4**
- C = 0  
- M = 6  
- Y = 14  
- K = 31  
- #bbb0a3

**PMS 123 YELLOW**
- C = 3.62  
- M = 0  
- Y = 88.1  
- K = 0  
- #FF000

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**

A B C D E F G H I J K L M N O P Q R S T U V W X Y Z
abcdefghijklmnopqrstuvwxyz 0123456789

**Gotham Book**

A B C D E F G H I J K L M N O P Q R S T U V W X Y Z
abcdefghijklmnopqrstuvwxyz 0123456789

**Gotham Medium**

A B C D E F G H I J K L M N O P Q R S T U V W X Y Z
abcdefghijklmnopqrstuvwxyz 0123456789

**Gotham Bold**

A B C D E F G H I J K L M N O P Q R S T U V W X Y Z
abcdefghijklmnopqrstuvwxyz 0123456789

**Gotham Black**

A B C D E F G H I J K L M N O P Q R S T U V W X Y Z
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 dolore hendis ressequis adio et optatur, idus, te quae. Namus rem hicaborit am, comnis ad et quodipis sae nosandent ad expelibea eaquent venduntia usdaest omniae officilia 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 velcum 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 velcum 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 dolore hendis ressequis adio et optatur, idus, te quae. Namus rem hicaborit am, comnis ad et quodipis sae nosandent ad expelibea fuga.

A second level bullet point looks like this. Illabore peditate dolore hendis 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 dolore hendis 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:

- Don’t use excessive tracking
- Do not use any other typeface other than Gotham or Arial
- Do not make type too small and hard to read
- Do not use excessive leading if you have two lines in a title
- Do not use italic in headings
- 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**
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.
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.
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.

<table>
<thead>
<tr>
<th>Page</th>
<th>Description</th>
<th>Page</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>26</td>
<td>Letterhead</td>
<td>41</td>
<td>A4 publication layout</td>
</tr>
<tr>
<td>27</td>
<td>Business card</td>
<td>45</td>
<td>Fact sheet</td>
</tr>
<tr>
<td>28</td>
<td>Fax cover sheet</td>
<td>46</td>
<td>Poster</td>
</tr>
<tr>
<td>29</td>
<td>Media release</td>
<td>47</td>
<td>Community invitations</td>
</tr>
<tr>
<td>30</td>
<td>With compliments slip</td>
<td>48</td>
<td>Poster</td>
</tr>
<tr>
<td>31</td>
<td>Envelopes</td>
<td>49</td>
<td>PowerPoint template</td>
</tr>
<tr>
<td>32</td>
<td>Corporate folder</td>
<td>50</td>
<td>E newsletter</td>
</tr>
<tr>
<td>33</td>
<td>Email signature</td>
<td>51</td>
<td>DL flyer</td>
</tr>
<tr>
<td>34</td>
<td>A4 publication cover</td>
<td>52</td>
<td>Facebook</td>
</tr>
</tbody>
</table>
APPLICATIONS

Letterhead

Professionally printed letterhead

Word letterhead template

Text aligns with left of the crest.

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: 0 mm

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

PANTONE 1795 footer
Ordering instructions for staff are available in the One NSW RFS Tool Kit on MyRFS and the Intranet.

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.
Fax cover sheet

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

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

With compliments slip

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

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.

C4 envelope with window

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

C5 envelope without window

DL envelope with window and postage paid

Window size 95 mm wide x 28 mm high

Window size 95 mm wide x 28 mm high

Window size 95 mm wide x 28 mm high

NSW RURAL FIRE SERVICE – BRAND GUIDELINES 31
Ordering instructions for staff are available in the One NSW RFS Tool Kit on MyRFS and the Intranet.
Email signature

Digital logo

Promotion area that can be updated seasonally

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

Arial Bold
100%
Text size: 12 px
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.
Back cover

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
Copyright

Copyright, disclaimers and intellectual property are important to all members of the NSW RFS. As a NSW State Government agency it is a requirement for our external printed and online publications and materials to contain copyright and disclaimer information.

Copyright protects the original expression of ideas, not the ideas themselves.

It is free and automatically safeguards original works of art and literature, music, films, sound recording, broadcasts and computer programs from copying and certain other uses. “Source: IP Australia”

All NSW RFS publications/brochures/pamphlets/posters published for external use must contain copyright information.

The exact wording of the copyright statement is provided in this section. You must not deviate from this template.

Disclaimer

A disclaimer, within a publication, is a statement intended to limit the legal responsibility and obligations of the author for the content contained within that document.

Note: By direction of the NSW State Government, all NSW RFS publications published for external use that are 28 pages and over must have a disclaimer statement.

For small publications (27 pages and under e.g. flyers, brochures, posters etc.) the following statement is adequate:

© State of New South Wales through the NSW RURAL FIRE SERVICE [plus year of creation or first publication]

All NSW RFS publications must include this copyright information.

For A4 publications (28 pages and over), including websites, the statement below must be used:

© State of New South Wales through the NSW RURAL FIRE SERVICE [plus year of creation or first publication]

The NSW RURAL FIRE SERVICE (NSW RFS) encourages the availability, dissemination and exchange of public information. You may copy, distribute, display, download and otherwise freely deal with this material for personal, in-house or non-commercial use, on the condition that you include the copyright notice © State of New South Wales through the NSW RURAL FIRE SERVICE [plus year of creation or first publication] on all such uses. In the event that you wish to copy, distribute, display, download, store, or use this material for a purpose other than personal, in-house or non-commercial use, you must obtain permission from the NSW RFS by writing to the following address:

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

You must also obtain permission from the NSW RFS if you wish to:

- charge others for access to the work (other than at cost);
- include all or part of the work in advertising or a product for sale,
- modify the material; or
- use any trade mark from this publication, including the NSW RURAL FIRE SERVICE Crest, MyRFS logo, or the FireWise logo.
Inside front cover

Disclaimer statement

Disclaimer statements must appear on the inside front page of all NSW RFS publications, including the footer of all websites. This requirement will not normally apply, however, to pamphlets, brochures or flyers.

All NSW RFS publications must include the disclaimer statement.

For A4 publications (28 pages and over), including websites, the Disclaimer Statement below and that following must be used:

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While the material within this [insert type of publication] is current at the time of writing changes in circumstances after the time of publication may impact on the accuracy of the material. Individuals are responsible for ensuring they have the most current version of this publication.

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APPLICATIONS

A4 publication layout

Section/chapter start design

HOW TO MANAGE WORK HEALTH AND SAFETY RISKS

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
APPLICATIONS

A4 publication layout

**Image layout treatment**

**Fact overlay**

The text must always have a high contrast with the background image.

**Chevron overlay**

White

60% Opacity

**Caption**

Gotham Book

95% Black

Text size: 7 pt

Leading: 8 pt

Tracking: 0
APPLICATIONS

Fact sheet

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.

Call 02 8741 4955 to request an assessment of your property

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Any co-branded logos to be placed bottom left.
Applications

Posters

Available templates:
A0 Poster
A1 Poster
A2 Poster
A3 Poster

For more information contact XXXX at XXXX@rfs.nsw.gov.au
www.rfs.nsw.gov.au
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>

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APPLICATIONS

**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*

**Heading 1**

Heading 2

Body

› Bullet point style
› Bullet point style
› Bullet point style
   › Bullet point style 2
   › Bullet point style 2
APPLICATIONS

Other Word templates
### 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](#).
APLICATIONS

BUSH FIRE SAFETY FOR BUSHWALKERS

Be prepared. If caught in a bush fire you may die.

If you’re caught in a fire:

- Call Triple Zero (000)
- Don’t panic, don’t try to outrun the fire
- If you see smoke, turn back or find an alternate route
- Find a cleared area. Look for rocks, hollows, embankments, streams or roads to protect you. Stay low and cover your skin
- Drink water and cover your mouth with a damp cloth
- Move to burnt ground when the fire has passed
- Let someone know what is happening.

As a last resort:
- Choose a place with fairly clear ground and flames less than one metre deep and high. Take a deep breath, cover your face and run through the flames to already burnt ground.

PREPARE.
You must make important decisions before the fire season starts.

ACT.
The higher the Fire Danger Rating, the more dangerous the conditions.

SURVIVE.
Fires may threaten without warning so you need to know what you will do to survive.

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Before bushwalking you should check:

- Fire Danger Ratings and Bush Fire Alerts at www.rfs.nsw.gov.au or on the Fires Near Me Smartphone application
- Weather conditions at www.bom.gov.au
- Whether a Total Fire Ban or a National Park Fire Ban is in place
- If it's a Total Fire Ban day you will not be able to light a fire or use a stove, and many National Parks may be closed.

What is a Park Fire Ban?
The National Parks and Wildlife Service put a Park Fire Ban in place when there are active fires, or the potential for a fire to start. The area may have limited access, or very dry conditions that can fuel a bushfire. Conditions are unpredictable and can change quickly.

Fire Danger Ratings:

Prepare
- Make sure you have enough water to put out a fire properly. If you don’t have enough water, dig a small hole before you build your fire, and reserve the dirt to bury the fire when you are finished. Not only will you have a hotter, more efficient fire, but the ground will return to the level it was when you arrived.
- Don’t cook or smoke in tents.
- Extinguish fires, candles and lanterns before bed.

So you’re going bushwalking?

- Tell someone where you plan to go and who is with you. Tell them what time you expect to return. Stay with your group.
- Consider using an Emergency Beacon. This feeding device may alert emergency services that you need help even if you don’t have a mobile phone service.
- Use the Rural Fire Service information line on your mobile phone or fix phone to go for help when the Emergency Ready Number (02) 8741 5555 is not working.
- If you are lost, seek shelter in a small, enclosed area where there is little wind and flames away from trees.
- Make sure yourBlanket or emergency survival blanket is with you. These blankets can help keep you warm and dry, and can also be used as a signal device.
- Extinguish any cigarettes or matches. Put them out in a 45 degree angle in a stone or metal container.
The following pages contain detailed information on Office templates.

<table>
<thead>
<tr>
<th>Page</th>
<th>Title</th>
</tr>
</thead>
<tbody>
<tr>
<td>54</td>
<td>Core templates</td>
</tr>
<tr>
<td>56</td>
<td>Paragraph heading styles</td>
</tr>
<tr>
<td>58</td>
<td>List styles</td>
</tr>
<tr>
<td>61</td>
<td>Title styles</td>
</tr>
<tr>
<td>62</td>
<td>Footers</td>
</tr>
<tr>
<td>63</td>
<td>Graphic element</td>
</tr>
<tr>
<td>64</td>
<td>Media release.dotx template</td>
</tr>
<tr>
<td>65</td>
<td>Table styles</td>
</tr>
<tr>
<td>66</td>
<td>Logos</td>
</tr>
</tbody>
</table>
# Core templates

<table>
<thead>
<tr>
<th>Page Setup - all core templates except Normal.dotx</th>
<th>Margins tab:</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>Top: 2.5cm; Bottom: 2.5cm</td>
</tr>
<tr>
<td></td>
<td>Left: 1.6cm; Right: 1.6cm</td>
</tr>
<tr>
<td>Layout tab:</td>
<td>Layout: Different First Page header</td>
</tr>
<tr>
<td></td>
<td>Header distance from edge: 1.2cm</td>
</tr>
<tr>
<td></td>
<td>Footer distance from edge: 0.5cm</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Page Setup for Normal.dotx</th>
<th>Margins tab:</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>Top: 2.54cm; Bottom: 2.54cm</td>
</tr>
<tr>
<td></td>
<td>Left: 2.54cm; Right: 2.54cm</td>
</tr>
<tr>
<td>Layout tab:</td>
<td>Layout: Different First Page header</td>
</tr>
<tr>
<td></td>
<td>Header distance from edge: 1.25cm</td>
</tr>
<tr>
<td></td>
<td>Footer distance from edge: 1.25cm</td>
</tr>
</tbody>
</table>

**Caption sample**

This style is used to format the heading above a table (not the first row of a table).

<table>
<thead>
<tr>
<th>TABLE HEADING</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Heading here</strong></td>
</tr>
<tr>
<td>1</td>
</tr>
<tr>
<td>2</td>
</tr>
<tr>
<td>3</td>
</tr>
</tbody>
</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

**Help Text sample text**

**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

**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

<table>
<thead>
<tr>
<th>Heading</th>
<th>Paragraph style name</th>
<th>Following style</th>
<th>Font formatting</th>
<th>Font colour</th>
<th>Paragraph formatting</th>
<th>Paragraph</th>
<th>Line and Page Breaks</th>
</tr>
</thead>
<tbody>
<tr>
<td>Heading 1</td>
<td>Heading 1</td>
<td>Normal</td>
<td>Arial; Bold; Size: 14pt</td>
<td>Black</td>
<td>Alignment: Left</td>
<td>Before: 0pt; After: 0pt</td>
<td>Single</td>
</tr>
<tr>
<td>Heading 2</td>
<td>Heading 2</td>
<td>Normal</td>
<td>Arial; Bold; Size: 13.5pt</td>
<td>Black</td>
<td>Alignment: Left</td>
<td>Before: 0pt; After: 0pt</td>
<td>Single</td>
</tr>
<tr>
<td>Heading 3</td>
<td>Heading 3</td>
<td>Normal</td>
<td>Arial; Bold; Size: 12pt</td>
<td>Black</td>
<td>Alignment: Left</td>
<td>Before: 0pt; After: 0pt</td>
<td>Single</td>
</tr>
<tr>
<td>Heading 4</td>
<td>Heading 4</td>
<td>Normal</td>
<td>Arial; Bold; Size: 11.5pt</td>
<td>Black</td>
<td>Alignment: Left</td>
<td>Before: 0pt; After: 0pt</td>
<td>Single</td>
</tr>
</tbody>
</table>
**Paragraph heading styles**

**Numbered**

<table>
<thead>
<tr>
<th>Templates in which Heading 1 and Heading 2 are numbered:</th>
</tr>
</thead>
<tbody>
<tr>
<td>- Agenda</td>
</tr>
<tr>
<td>- Long Document</td>
</tr>
<tr>
<td>- Meeting Minutes</td>
</tr>
</tbody>
</table>

In templates where Heading 1 and Heading 2 are numbered, they look like this:

```
1. Sample heading 1
   Click here to begin typing.
1.1 Sample heading 2
   Click here to begin typing.
2 Sample heading 1
   Click here to begin typing.
```

<table>
<thead>
<tr>
<th>1 Sample heading 1</th>
<th>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</th>
<th>Line and Page Breaks:  Keep with next</th>
</tr>
</thead>
<tbody>
<tr>
<td>1.1 Sample heading 2</td>
<td>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</td>
<td>Line and Page Breaks:  Keep with next</td>
</tr>
</tbody>
</table>
## List styles

| Bullet List                          | Note: if copying the List Bullet styles into other templates, you must also copy the List Bullet RFS style (using Manage Styles | Import/Export). |
|--------------------------------------|----------------------------------------------------------------------------------------------------------------------------------|
| **Multilevel List style name:** List Bullet RFS                                                                                 |
| **Paragraph style name:** List Bullet                                                                                           |
| **Font formatting:** Arial; Size: 11pt                                                                                           |
| **Paragraph formatting:** Indent: Left: 0cm, Hanging: 0.5cm, Line spacing: Single, Space Before: 0pt, After: 0pt,         |

- **Bullet symbol:** (as per graphic designer)
  - "Word templates use a typographic glyph as a bullet point so give the appearance of our chevron arrow."
  - **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

- **Paragraph style name:** List Bullet
- **Font formatting:** Arial; Size: 11pt
- **Paragraph formatting:** Indent: Left: 0cm, Hanging: 0.5cm, Line spacing: Single, Space Before: 0pt, After: 0pt,

- **List Bullet sample**

- **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

- **Example: List Bullet 3**

- **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

- **Paragraph style name:** 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,
### List styles

<table>
<thead>
<tr>
<th>Numbered List</th>
<th>‘List Number RFS’ is the “parent” list for the List Number styles; it has the following linked styles:</th>
</tr>
</thead>
<tbody>
<tr>
<td>Multilevel style name: List Number RFS</td>
<td>List Number</td>
</tr>
<tr>
<td>Note: if copying the List Number styles into other templates, you must also copy the List Number RFS style (Manage Styles</td>
<td>Import/Export).</td>
</tr>
<tr>
<td>1. List Number style</td>
<td>List Number 2</td>
</tr>
<tr>
<td>a. List Number 2</td>
<td>List Number 3</td>
</tr>
<tr>
<td>i. List Number 3</td>
<td></td>
</tr>
</tbody>
</table>

The following ‘List Continue’ styles are follow-on paragraphs to be used in conjunction with the List Bullet styles or the List Number styles.

<table>
<thead>
<tr>
<th>List Continue</th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td>Paragraph style name: List Continue</td>
<td></td>
</tr>
<tr>
<td>Style for following paragraph: List Continue</td>
<td></td>
</tr>
<tr>
<td>Font formatting:</td>
<td></td>
</tr>
<tr>
<td>Arial, Size: 11pt, Font colour: Black</td>
<td></td>
</tr>
<tr>
<td>Paragraph Formatting:</td>
<td></td>
</tr>
<tr>
<td>Indentation: Left: 0.5cm; Hanging: 0.5cm</td>
<td></td>
</tr>
<tr>
<td>Spacing: Before: 0pt; After: 0pt</td>
<td></td>
</tr>
<tr>
<td>Line spacing: Single</td>
<td></td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>List Continue 2</th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td>Paragraph style name: List Continue 2</td>
<td></td>
</tr>
<tr>
<td>Style for following paragraph: List Continue 2</td>
<td></td>
</tr>
<tr>
<td>Font formatting:</td>
<td></td>
</tr>
<tr>
<td>Arial, Size: 11pt, Font colour: Black</td>
<td></td>
</tr>
<tr>
<td>Paragraph Formatting:</td>
<td></td>
</tr>
<tr>
<td>Indentation: Left: 1.0cm</td>
<td></td>
</tr>
<tr>
<td>Spacing: Before: 0pt; After: 0pt</td>
<td></td>
</tr>
<tr>
<td>Line spacing: Single</td>
<td></td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>List Continue 3</th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td>Paragraph style name: List Continue 3</td>
<td></td>
</tr>
<tr>
<td>Style for following paragraph: List Continue 3</td>
<td></td>
</tr>
<tr>
<td>Font formatting:</td>
<td></td>
</tr>
<tr>
<td>Arial, Size: 11pt, Font colour: Black</td>
<td></td>
</tr>
<tr>
<td>Paragraph Formatting:</td>
<td></td>
</tr>
<tr>
<td>Indentation: Left: 1.5cm</td>
<td></td>
</tr>
<tr>
<td>Spacing: Before: 0pt; After: 0pt</td>
<td></td>
</tr>
<tr>
<td>Line spacing: Single</td>
<td></td>
</tr>
</tbody>
</table>
## Title styles

| Title Left 1                                      | 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  
| Title Left 2                                      | 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  
| Title Left 3                                      | **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  
| Title Left 4                                      | **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  

**NSW Rural Fire Service – Brand Guidelines**
**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:

<table>
<thead>
<tr>
<th>For the cell containing the Footer text:</th>
<th>For the cell containing page numbering:</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Cell alignment:</strong> Table Tools</td>
<td><strong>Cell alignment:</strong> Table Tools</td>
</tr>
<tr>
<td></td>
<td>**Layout</td>
</tr>
<tr>
<td><strong>Paragraph style name:</strong> Footer</td>
<td><strong>Paragraph formatting:</strong> Spacing: Before 2pt; After 2pt</td>
</tr>
<tr>
<td><strong>Font formatting:</strong> Arial Black, 8pt</td>
<td><strong>Font:</strong> Arial Black, 8 pt, Font colour: White</td>
</tr>
<tr>
<td><strong>Font custom colour:</strong> RGB Dark Grey: 70,71,73</td>
<td><strong>Character style name:</strong> Page Number</td>
</tr>
<tr>
<td><strong>Effects:</strong> All Caps</td>
<td><strong>Font:</strong> Arial Black, 8 pt, Font colour: White</td>
</tr>
<tr>
<td><strong>Paragraph formatting:</strong> Right indent: 0.5cm</td>
<td><strong>Paragraph formatting:</strong> Spacing: Before 2pt; After 2pt</td>
</tr>
<tr>
<td><strong>Align:</strong> Right</td>
<td></td>
</tr>
</tbody>
</table>
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

<table>
<thead>
<tr>
<th>Day Month Year heading</th>
<th>Normal (for body text)</th>
</tr>
</thead>
</table>
| **Paragraph style name:** Media_date  
Style for following paragraph: Normal  
**Font formatting:**  
Arial, Bold; Size:13pt;  
Font colour: RGB Red: 229,40,27  
**Paragraph formatting:**  
Spacing: Before: 0pt; After: 0pt  
Line spacing: Single | **Paragraph style name:** Normal  
Style for following paragraph: Normal  
**Font formatting:**  
Arial, Size: 11pt; Font colour: Black  
**Paragraph formatting:**  
Alignment: Left  
Line spacing: Single  
Space Before: 0pt, After: 0pt |

- List Bullet  
  - List bullet 2  
  - List bullet 3  

Same formatting for the List Bullet set of styles as in the core NSW RFS templates.

Footer contents: The 'For more information... ' graphic is placed in the footer of the Media Release template.
## 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 Table1 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:

<table>
<thead>
<tr>
<th>Version</th>
<th>Date</th>
<th>Author</th>
<th>Summary of changes</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

**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.
**OFFICE TEMPLATES**

**Table styles**

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**NSW RFS 2xHeading Rows table**

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

**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.

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 dropdown.
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.

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**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 Table1 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:

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**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.
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.
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