FAIR WORK
AUSTRALIA

Design Guidelines
Version 1.0

Contents

Introduction

1.0

President's introduction

These design guidelines have been developed to provide consistency in the appearance and overall design of printed and electronic materials in frequent use throughout Fair Work Australia (FWA).

Implementation of the guidelines should lead to easier identification of FWA materials, while making the materials themselves easier to read and understand.

Proper implementation of the guidelines will contribute greatly to our already well-established reputation for competence and professionalism.

The Honourable Justice Geoffrey Giudice

President

How to use this document
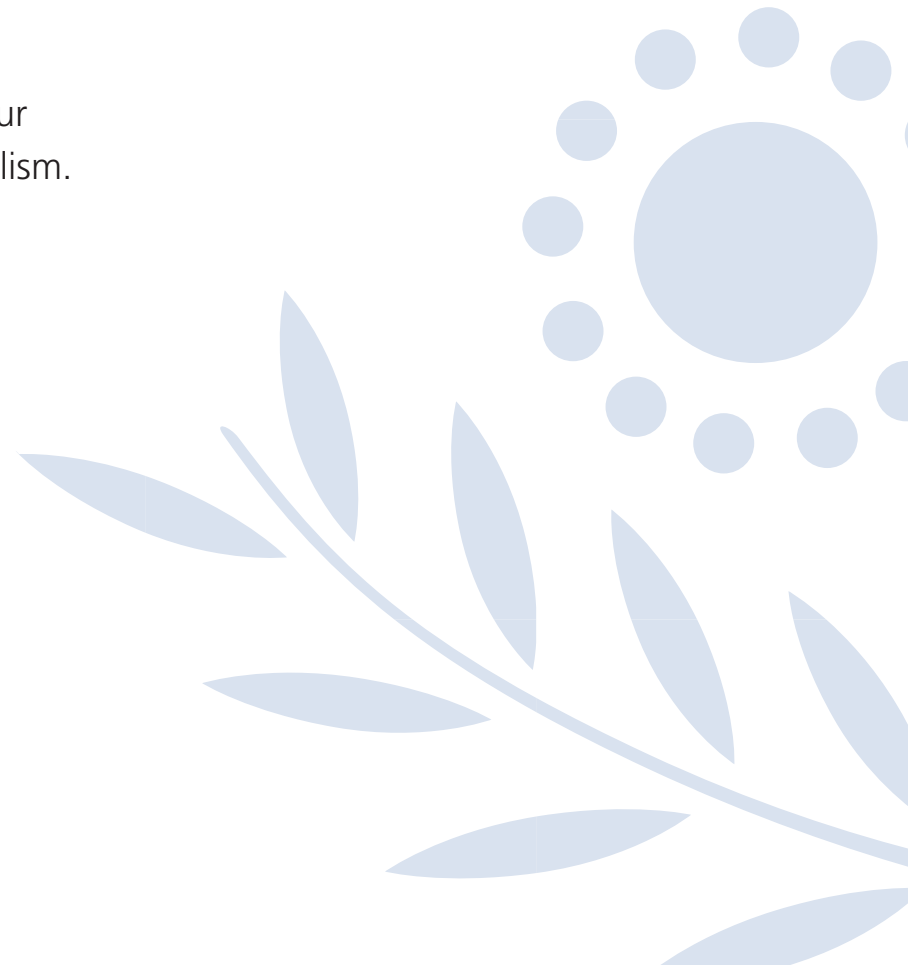
These guidelines provide a set of rules for the visual presentation of printed and electronic materials published and distributed by Fair Work Australia (FWA). The purpose of these guidelines is to standardise the design and layout of all FWA communications materials, whether they be correspondence, published documents or public information materials. They deal with marks, fonts, colours and patterns, all of which contribute to the preservation of FWA's integrity and professionalism through its 'visual signature'.

Many of the templates for FWA communications material have been created using this guide. While anyone involved in the creation of materials, whether for internal or external use, should have some understanding of the guidelines, the Communications Branch are available to provide advice and assistance on how to use them effectively.

The Communications Branch is the custodian of the guidelines and is able to provide advice and assistance on its implementation. The creation of all additional document templates requires the advice of the Communications Branch.

This document will be updated to reflect changes as required.

FWA mark (logo)

FWA mark (logo)

FWA mark

The mark is an integral part of all FWA communications.

The mark guidelines are intended to create a straightforward basis for consistent and effective representation of Fair Work Australia.

The term mark has been used to describe the 'logo' to distinguish it from those of private or commercial entities.

Colours

Primary full colour

Primary black and white

Secondary full colour

Secondary black and white

Fair Work Australia mark colours

The FWA mark comprises the stylised Commonwealth Coat of Arms, and the FWA word mark. These elements are separated by a keyline and contained within a square holding shape.

The Pantone reference colours of the FWA mark are PMS 202 and PMS 425.

The mark may also be reproduced in black and white.

For four-colour process printing and laser printing, CMYK breakdowns are provided.

The RGB (Red, Green, Blue) values provided are suitable for on-screen projection of the mark colours.

Spot colour	CMYK breakdown	RGB breakdown
PMS 202	10 / 97 / 61 / 48	130 / 36 / 51
PMS 425	38 / 28 / 21 / 63	86 / 90 / 92

Minimum size and clear space

Minimum size

20mm

Clear space

x

5x

Note: The size of the mark on all A4 documents must be 37mm x 37mm. The mark must be right aligned at the top of the document. These specifications are detailed in the following pages for specific document layouts.

Minimum size

Minimum size specifications are provided to ensure the mark is reproduced effectively at a small size. Minimum size specifications must be observed in all applications.

Where there is a question of the quality of the reproduction, the mark should be used at a size larger than the minimum size.

The mark may not be reproduced at a size where the holding shape is less than 20mm in width.

Clear space

To maintain the clarity and integrity of the FWA mark, minimum 'clear space' must be observed in all applications.

Clear space is the minimum surface area surrounding the mark that must remain free of any other graphic elements or text.

Wherever possible, maintain more clear space around the mark than the minimum specified.

The minimum clear space for the mark is determined by the x value taken from 20% of the height of the holding shape of the FWA mark.

Background colours

Background colours

Where possible, reproduce the FWA mark in full colour on a white background.

The secondary mark appears when the mark is required to be applied to patterns, images or coloured backgrounds. The secondary mark also appears on a metallic or glass background for signage purposes.

1

2

3

4

5

6

7

8

9
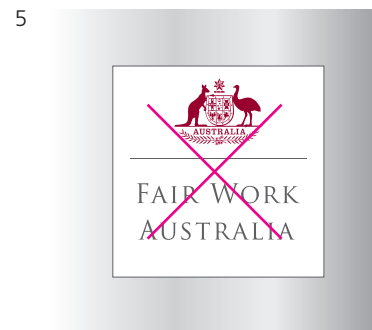
**Incorrect use of the
Fair Work Australia mark**

The FWA mark may not be
redrawn or altered in any way
under any circumstances.

The FWA mark may only be
reproduced in the style shown
throughout these guidelines.

These examples show various ways
in which the FWA mark might be
incorrectly produced.

1 Do not compress,
 extend or distort the mark
 in any way.

2 Do not alter the relationship
 between the elements of
 the mark.

3 Do not reproduce the word
 mark in another typeface.

4 Do not alter the colours
 of the mark.

5 Do not place the primary
 mark on a coloured or metallic
 background as the primary
 mark's internal fill is intended
 for a white background only.

6 Do not place the secondary
 mark on a red background that
 does not provide a sufficient
 level of contrast.

7 Do not rotate the mark.

8 Do not infringe upon clear
 space or add other text
 to the mark.

9 Do not place the secondary
 mark on a photographic or
 illustrative background that
 does not provide a sufficient
 level of contrast.

FWA use in body copy

FWA use in body copy

Correct use of the FWA acronym

Case Study Heading

Fair Work Australia (FWA) consectetuer adipiscing elit. The FWA thsus dolor intorpelden. Lorem ipsum dolor sit amet, co sectetuer adipiscing elit. Suspe isse eu mauri eu quam ullamc viv

Use in body copy

In the first instance of use in a document, Fair Work Australia's full name followed by its acronym in brackets must be used: Fair Work Australia (FWA).* Thereafter, it is possible to use the abbreviation FWA throughout a document.

For publications and longer documents please refer to the FWA writing style guide.

Typefaces (fonts)

4.0

Typeface—general documents

Arial Regular
abcdefghijklmnopqrstuvwxyz
ABCDEFGHIJKLMNOPQRSTUVWXYZ
1234567890

Arial Bold
abcdefghijklmnopqrstuvwxyz
ABCDEFGHIJKLMNOPQRSTUVWXYZ
1234567890

Arial Italic
abcdefghijklmnopqrstuvwxyz
ABCDEFGHIJKLMNOPQRSTUVWXYZ
1234567890

Typeface

Arial should be used for all FWA correspondence and general documents.

Incorrect use

Arial should not be used for documents published by the Document Management Team (e.g. Decisions and Orders).

Arial should not be used for material published by the Communications Branch (collateral and public information).

Typeface—published documents

Times New Roman
abcdefghijklmnopqrstuvwxyz
ABCDEFGHIJKLMNOPQRSTUVWXYZ
1234567890

Times New Roman Bold
abcdefghijklmnopqrstuvwxyz
ABCDEFGHIJKLMNOPQRSTUVWXYZ
1234567890

Times New Roman Italic
abcdefghijklmnopqrstuvwxyz
ABCDEFGHIJKLMNOPQRSTUVWXYZ
1234567890

Typeface

Times New Roman should be used for all body copy, subheadings and tables in all documents published by the Document Management Team (DMT).

Please refer to the guide *Published documents—drafting templates* for detailed information about the document templates.

TRAJAN
ABCDEFGHIJKLMNOPQRSTUVWXYZ
ABCDEFGHIJKLMNOPQRSTUVWXYZ
1234567890

Frutiger

Frutiger Light
abcdefghijklmnopqrstuvwxyz
ABCDEFGHIJKLMNOPQRSTUVWXYZ
1234567890

Frutiger Roman
abcdefghijklmnopqrstuvwxyz
ABCDEFGHIJKLMNOPQRSTUVWXYZ
1234567890
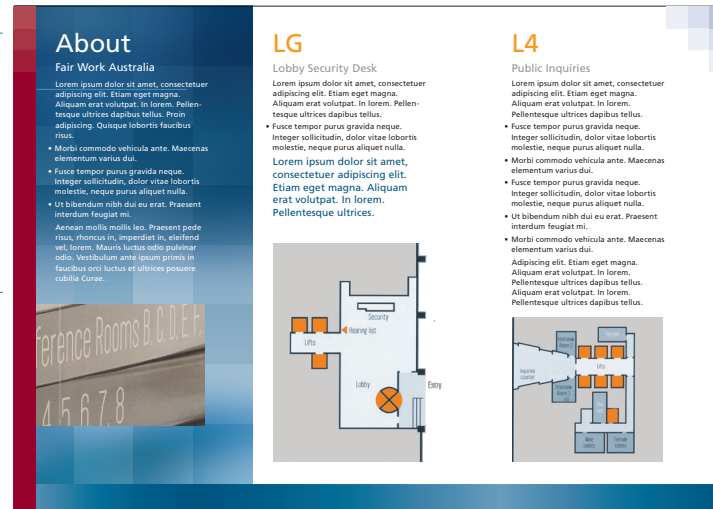
Typeface

Trajan is the main typeface used within the word mark.

Trajan may also be used as a highlight font for names on business cards and headings to complement the main body typefaces.

Frutiger is used as the main typeface for all public communications. It gives FWA a contemporary appearance and should be used where possible for headlines and body copy.

FWA stationery

5.0

Letterhead

FAIR WORK AUSTRALIA

Telephone: (03) 8661 7777
International: (613) 8661 7777
Facsimile: (03) 9655 0401
Internet: www.airc.gov.au

11 Exhibition Street
Melbourne Victoria 3000
GPO Box 1994
Melbourne Victoria 3001
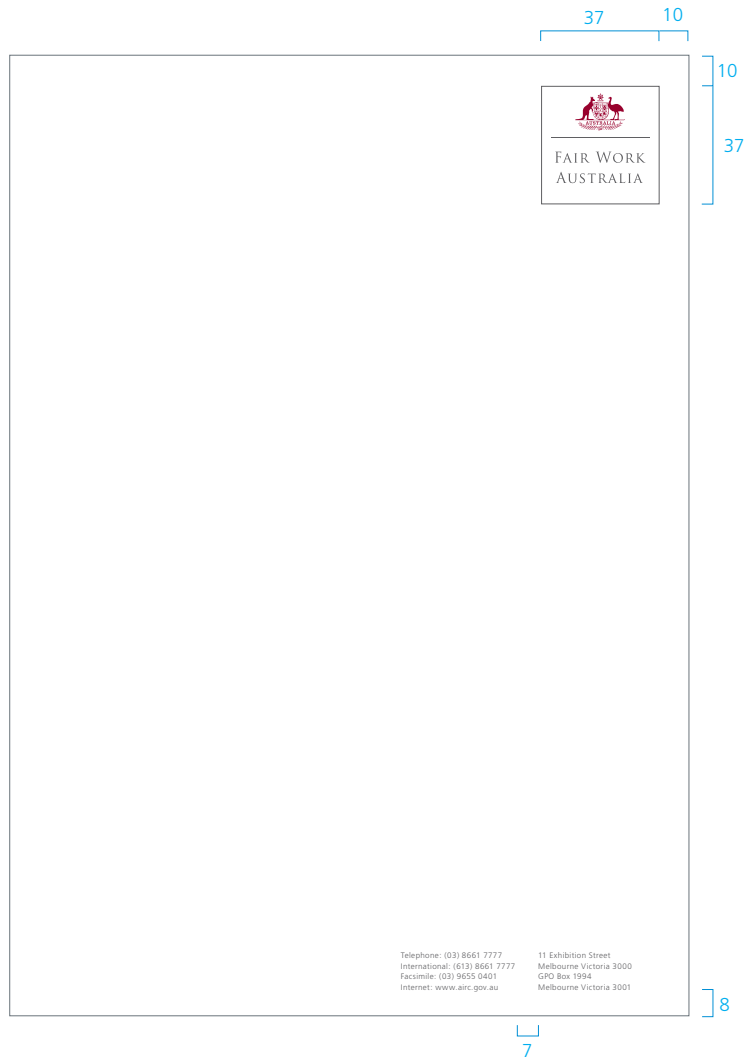
Size

Final artwork size:
210mm x 297mm

Colours

Letterhead prints 2 spot colours.

Stock

Mohawk Superfine
Smooth White, 118 gsm

Spot Colours

PMS 202   PMS 425

Business card

4

4

4

16

24

27

x

3.5

F U L L   N A M E
Title
Team

F A I R   W O R K
A U S T R A L I A

Telephone: (03) 8661 7929
International: (613) 8661 7929
Mobile: [as appropriate]
Facsimile: (03) 99655 0401

11 Exhibition Street
Melbourne Victoria 3000
Email: name.surname@fwa.gov.au
Internet: www.fwa.gov.au

Note: x is centred in the space below the mark and above the base of the business card.

The direct contact information does not require a mobile telephone number; international telephone pre-fix; or facsimile number if the card bearer does not wish these details to appear.

Size

Final artwork size:
90mm x 55mm

Colours

Business card prints
2 spot colours.

Stock

Mohawk Superfine Smooth
White, 352 gsm

Spot Colours

PMS 202

PMS 425

With Compliments slip

FAIR WORK
AUSTRALIA

WITH COMPLIMENTS

Telephone: (03) 8661 7777
International: (613) 8661 7777
Facsimile: (03) 9655 0401
Internet: www.fwa.gov.au

11 Exhibition Street
Melbourne Victoria 3000
GPO Box 1994
Melbourne Victoria 3001

10

10

37

8

10

7

10

Size

Final artwork size:
210mm x 100mm

Colours

With Compliments slip
prints 2 spot colours.

Stock

Mohawk Superfine Smooth
White, 118 gsm

Spot Colours

PMS 202   PMS 425

Envelope—larger than DL

GPO Box 1994
Melbourne Victoria 3001

Postage
Paid
Australia
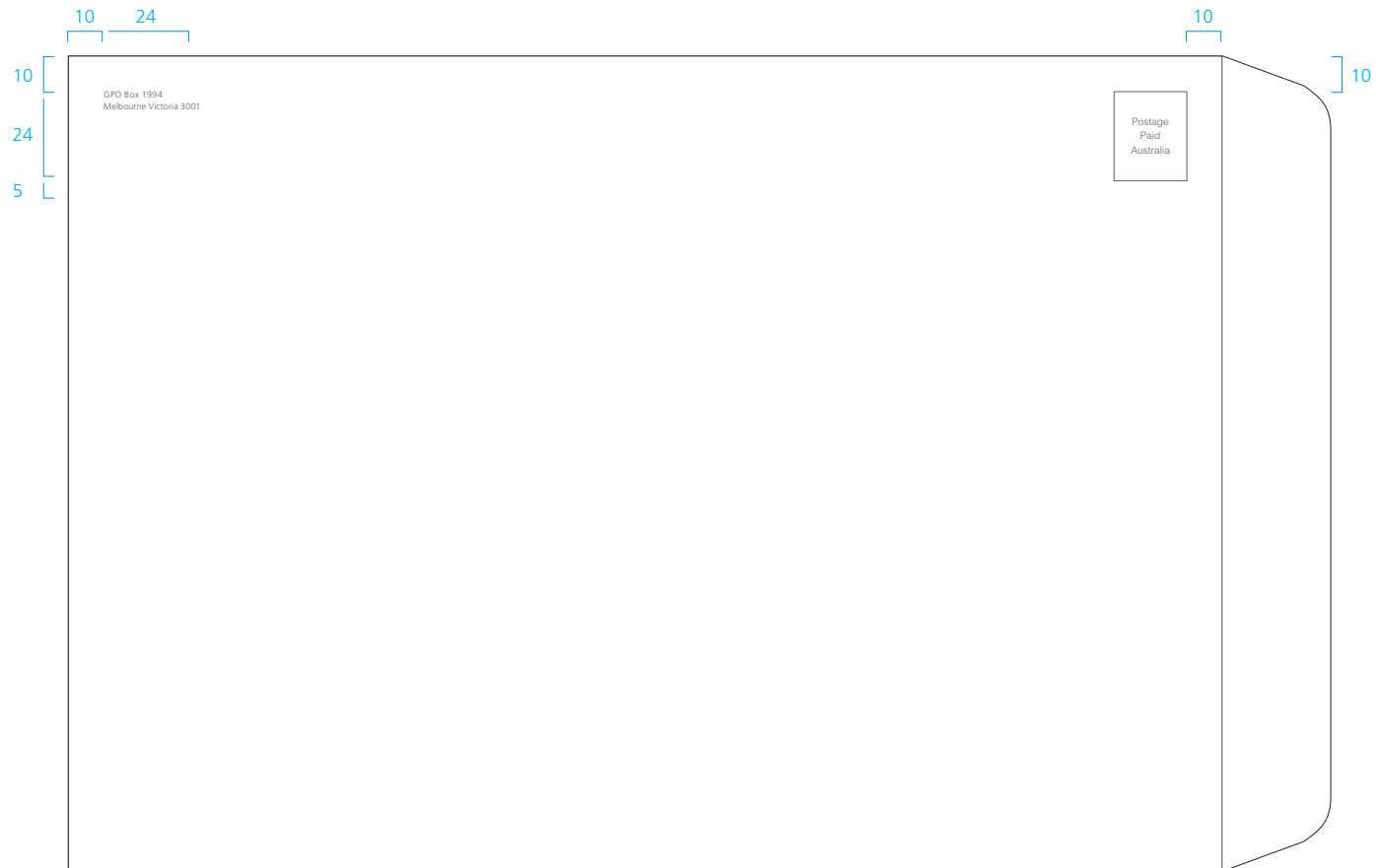
Size

Varying sizes

Colours

Envelope prints 1 spot colour.

Stock

Mohawk Superfine Smooth
White, 118 gsm

For envelope sizes from A4
and larger, 148 gsm

Spot Colours

PMS 425

DL envelope

10

10

GPO Box 1994
Melbourne Victoria 3001

Note: DL sized envelopes do not require postage paid.
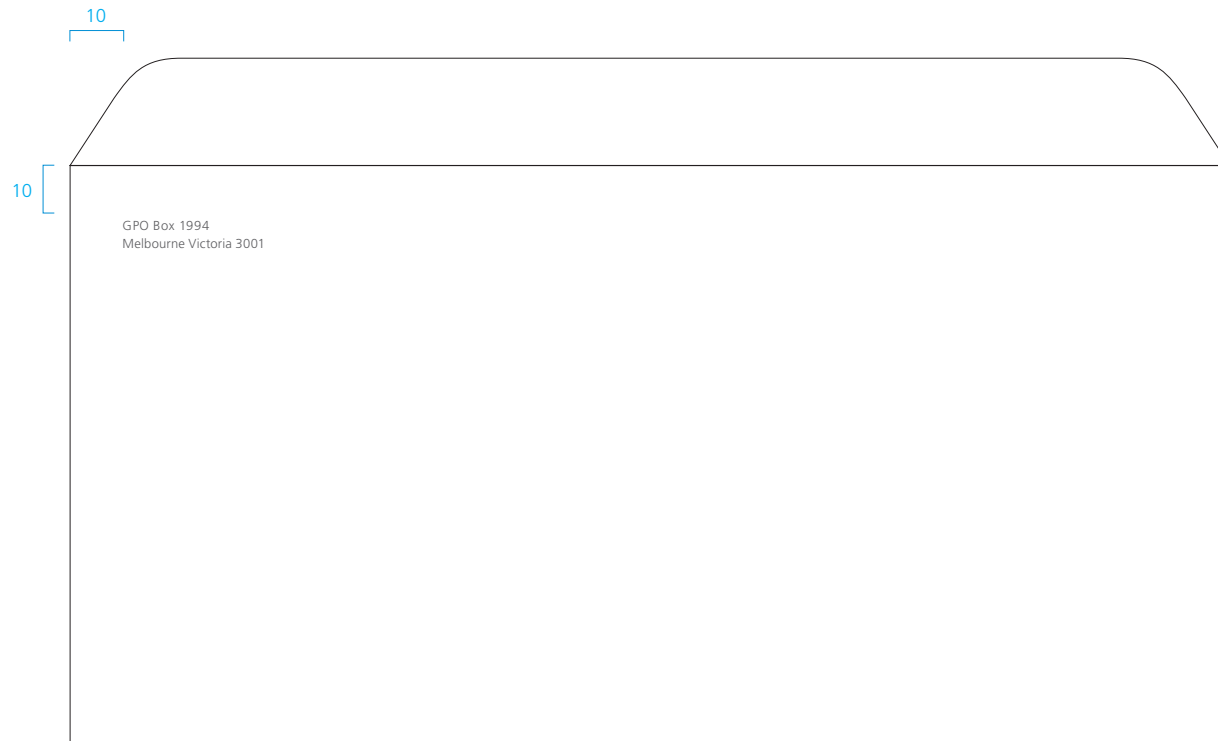
Size

Final artwork size:
220mm x 110mm

Colours

Envelope prints 1 spot colour.

Stock

Mohawk Superfine Smooth
White, 118 gsm

Spot Colours

PMS 425

Electronic documents

Email signature

FWA standard:
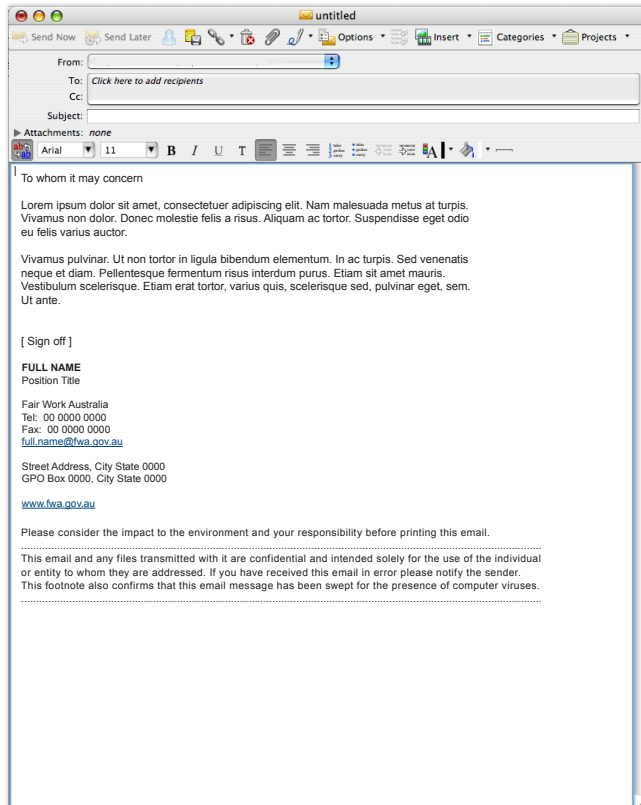
FWA international prefix:
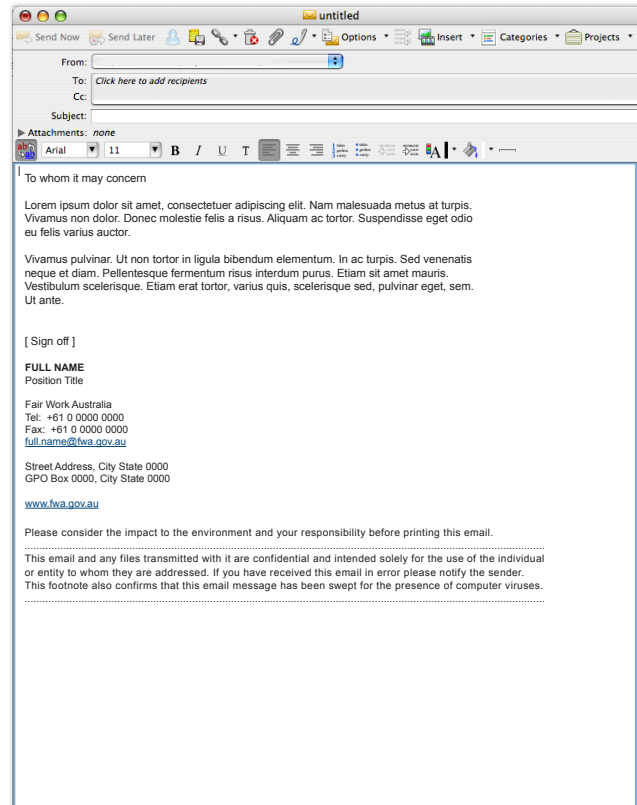
Colours

Email copy prints black.

Process Black

Black

Typeface

Font: Arial

Style: Regular—your name and FWA appears in bold.

Size: 10 pt

Colour: Black

Only your name and contact details are to be updated within the FWA signature block format. Do not introduce additional colours, graphics or font styles.

Letterhead—electronic stationery template

Prints black and white

28   37   15

10

37

FAIR WORK
AUSTRALIA

XX Month 2009

Recipient Name
Street Address
City STATE 0000

Dear Recipient Name

FWA Letterhead—Electronic Stationery Templates

The FWA standard templates have been pre-set to follow the design guidelines which include:

· Font Type: Arial, regular.

· Font Size: 11 pt. Where required the font size can be varied to a minimum of 10 pt for main text in FWA documents and 9 pts for tabulated data.

· Line spacing: Exactly 13 pt.

· Paragraph spacing: 2 pt before and 8 pt after.

· Left margin: 2.8 cm to accommodate for windowed envelopes.

· Right margin: 2.5 cm for all body text.

Headings and other formatting/layout styles have also been preset for your convenience to allow you to begin typing a document in the required FWA corporate style.

Kind regards,

Sender Name
Title
Fair Work Australia

Address Details	Telephone: (00) 0000 0000
City STATE 0000	International: (000) 0000 0000
GPO Box 000	Facsimile: (00) 0000 0000
City STATE 0000	Email: office@fwa.gov.au

8

15

Size

Final artwork size:
210mm x 297mm

Colours

Letter prints black.

Process Black

Black

Typeface

All copy is Arial.

The FWA electronic stationery templates have been preset to follow the design guidelines which include:

• Font type: Arial, regular

• Font size: 11 pt. Where required the font size can be varied to a minimum of 10 pt for main text in FWA documents and 9 pt for tabulated data

• Line spacing: Exactly 13 pt

• Paragraph spacing: 2 pt before and 8 pt after

• Left margin: 2.8 cm to accommodate for windowed envelopes.

28   **37**   **15**

10

37

Memo

To:	Recipient Name	Date:	00 Month 2009
From:	Sender Name		
Email:	full.name@fwa.gov.au	Phone No:	00 0000 0000
Subject:	FWA Electronic Stationery Templates		

The FWA standard templates have been pre-set to follow the design guidelines which include:

- Font Type: Arial, regular.
- Font Size: 11 pt. Where required the font size can be varied to a minimum of 10 pt for main text in FWA documents and 9 pts for tabulated data.
- Line spacing: Exactly 13 pt.
- Paragraph spacing: 2 pt before and 8 pt after.
- Left margin: 2.8 cm.

Address Details   Telephone: (00) 0000 0000
City STATE 0000   International: (000) 0000 0000
GPO Box 000   Facsimile: (00) 0000 0000
City STATE 0000   Email: office@fwa.gov.au

8

15

Size

Final artwork size:
210mm x 297mm

Colours

Memo prints black.

Process Black
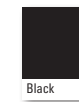
Black

Typeface

All copy is Arial.

The FWA electronic stationery templates have been pre-set to follow the design guidelines which include:

- Font Type: Arial, regular

- Font Size: 11 pt. Where required the font size can be varied to a minimum of 10 pt for main text in FWA documents and 9 pt for tabulated data.

- Line spacing: Exactly 13 pt

- Paragraph spacing: 2 pt before and 8 pt after.

Facsimile—electronic stationery template

28   37   15

10

37

Facsimile

To:	Recipient Name
Organisation:	Organisation Name (If applicable)
Fax No:	00 0000 0000

From:	Sender Name
Email:	full.name@fwa.gov.au
Fax No:	00 0000 0000	Phone No:	00 0000 0000
No. of Pages:	1	Date: XX Month 2009	Time: 0:00 pm

Please notify sender if all pages were not received.

Any information about individuals contained in this fax is confidential and may not be used or disclosed further. If you are not the intended recipient, please contact the sender immediately.

Message:

The FWA standard templates have been pre-set to follow the design guidelines which include:

- Font Type: Arial, regular.
- Font Size: 11 pt. Where required the font size can be varied to a minimum of 10 pt for main text in FWA documents and 9 pt for tabulated data.
- Line spacing: Exactly 13 pt.
- Paragraph spacing: 2 pt before and 8 pt after.
- Left margin: 2.8 cm.

Address Details   Telephone: (00) 0000 0000
City STATE 0000   International: (000) 0000 0000
GPO Box 000   Facsimile: (00) 0000 0000
City STATE 0000   Email: office@fwa.gov.au

8

15

Size

Final artwork size:
210mm x 297mm

Colours

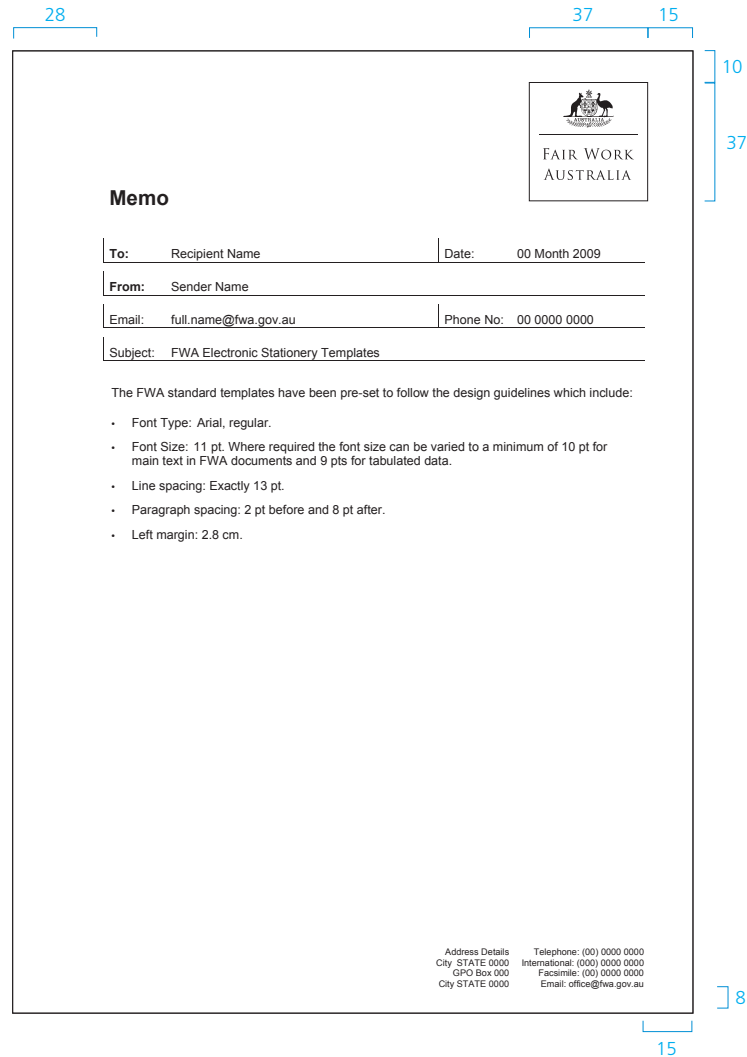Facsimile prints black.

Process Black

Black

Typeface

All copy is Arial.

The FWA electronic stationery templates have been preset to follow the design guidelines which include:

- Font Type: Arial, regular

- Font Size: 11 pt. Where required the font size can be varied to a minimum of 10 pt for main text in FWA documents and 9 pt for tabulated data

- Line spacing: Exactly 13 pt

- Paragraph spacing: 2 pt before and 8 pt after.

[2009] FWA 1021

DECISION

Fair Work Act 2009
s.459 - Application to extend the 30 day period in which industrial action is authorised by
protected action ballot

Transport Workers' Union of Australia

v

Boral Resources (NSW) Limited
(B2009/11002)

COMMISSIONER LARKIN   SYDNEY, 10 NOVEMBER 2009

Application to extend the 30-day period of authorised industrial action.

[1]   On 6 November 2009, the Transport Workers' Union of Australia (*TWU*) made
application under s.459(3) of the *Fair Work Act 2009* (*the FW Act*) to extend the 30-day
period (referred to in s.459(1)(d)(i) of the Act) during which industrial action is authorised by
a protected action ballot. The ballot in question was conducted in accordance with an order of
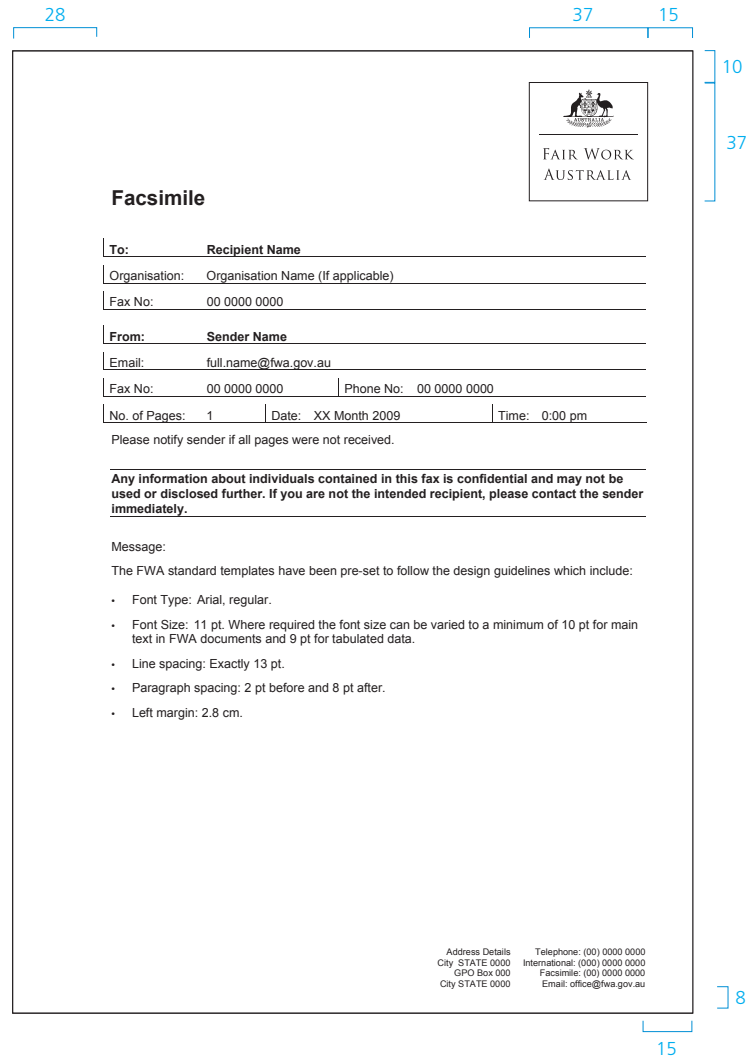Senior Deputy President Hamberger issued on 25 September 2009 [PR989509].

[2]   Section 459 of the Act states:

"**459 Circumstances in which industrial action is authorised by protected action
ballot**

(1) Industrial action by employees is authorised by a protected action ballot if:

(a) the action was the subject of the ballot; and

(b) at least 50% of the employees on the roll of voters for the ballot voted in
the ballot; and

(c) more than 50% of the valid votes were votes approving the action; and

(d) the action commences:

(i) during the 30-day period starting on the date of the declaration of the
results of the ballot; or

(ii) if FWA has extended that period under subsection (3)—during the
extended period.

1

---

25   37   15
10
37

Notice of Listing

Section:	s.185 - Application for approval of a single-enterprise agreement
Title of Matter:	Application by North Belconnen Community Association Inc
Subject:	North Belconnen Community Association Incorporated Agreement 2007-2010
Matter Number(s):	AG2009/17717

Hearing Details:

The above matter is listed for Hearing, before Commissioner Deegan at:

10:30 am
Monday, 9 November 2009
Fair Work Australia
CML Building
17 - 21 University Avenue
Canberra

 To:

Notified:	Address/email/fax no.:
Ms Cecilia Pattison-Levi President of NBCA Inc North Belconnen Community Association Inc	cplevi@bigpond.com gtlevi@gmail.com
Ms Lyndal Ryan Liquor, Hospitality and Miscellaneous Union- Australian Capital Territory Branch	lyndalr@lhmu.org.au

Inquiries:

All inquiries relating to this notice are to be directed to Jeffrey Wang
Phone: 02 6209 2402, email: jeffrey.wang@fwa.gov.au, Fax: 02 6247 9774.

6 November 2009 09:24 am

FAIR WORK
AUSTRALIA

Size

Final artwork size:
210mm x 297mm

Colours

Notice prints black.

Typeface

The font style for all body text for CMS+ document templates is:

Arial

Please do not alter text sizes or styles.

CMS+ document templates include:

• file cover sheets

• all correspondence to parties

• notices of listing

• forms.

If you are concerned about template formatting please contact your team leader.

[2009] FWA 000

Download Word Document

FAIR WORK AUSTRALIA

DECISION

Workplace Relations Act 1996
s.643—Termination of employment

Applicant
v
Respondent
(U2008/3000)

SENIOR DEPUTY PRESIDENT GREEN   MELBOURNE, 4 JUNE 2008

Request to amend the application—s.111(1)(l)—considerations—s.659(2)(a)—s.659(2)(e) and court au-
thorities—to whom or what can complaints be made?—complaint to an employer not a contravention of
s.659(2)(e)—s.659(2)(f)—application amended on one ground only.

[1] Lorem ipsum dolor sit amet, consectetuer adipiscing elit. Sed non leo. Phasellus cursus, nulla ac viverra lobortis *Workplace Relations Act 1996* (Cth) (the Act) que dolor consequat neque, non molestie magna magna vitae erat. Mauris pretium risus vitae nunc.

[2] Nam dapibus porttitor nisi. Aenean lacinia. Quisque vitae tortor. Nullam vestibulum erat nec nisi. Morbi augue est pibus portt.

[3] On 22 March 2008, Vestibulum lacinia sodales odio. Cum sociis natoque penatibus et magnis dis parturient montes, nascetur ridiculus mus s.645 of the Act, Vivamus scelerisque aliquet sapien. Nulla facilisi. Etiam pharetra tellus id justo. Donec fermentum. Cum sociis natoque penatibus et magnis dis parturient montes, nascetur ridiculus mus. Duis tincidunt. In hac habitasse platea dictumst s.643(10) of the Act.

[4] On 12 April 2008, Donec posuere ante ut pede. Etiam fringilla. Praesent eu leo. Etiam eleifend, arcu sed sagittis aliquet, lectus augue tincidunt tortor, et convallis sem erat ut nunc. s.659(2)(a), (e) and (f) Etiam vitae orci. Mauris eu magna ac dolor pulvinar sodales. Donec quis quam.

[5] Faucibus orci luctus et ultrices posuere cubilia Curae; Curabitur lectus nulla s.645 of the Act posuere ante ut pede. Etiam fringilla. Praesent eu leo. s.643(1)(a) of the Act on 17 May 2008.

[6] Praesent eu leo. Etiam eleifend, arcu sed sagittis aliquet s.111(1)(l) or (m) of the Act.

[7] On 27 April 2008, Donec posuere ante ut pede. Etiam fringilla. Praesent eu leo. Etiam eleifend, arcu sed sagittis aliquet. Nam dapibus porttitor nisi. Aenean lacinia. Quisque vitae tortor Melbourne on 28 May 2008.

Applicant's submissions

[8] Mauris pharetra. Nam id nulla. Nunc vulputate libero non orci. Suspendisse s.111(1)(l) of the Act to include s.659(2)(a), (e) and (f) Aliquam a augue ut leo condimentum tempus. '*Duis fermentum. Vestibulum fermentum neque id leo.*' Cra imperdiet, risus sed ornare bibendum, quam nulla interdum justo, quis pulvinar felis nisi sed nisl.

[9] The Applicant Etiam quam eros, egestas sit amet, consequat quis, iaculis quis, pede s.659 egestas sit amet to s.643(1)(a). 2

Size

Document size will vary depending on the individual's web browser.

Colours

All copy is black with hyperlinks highlighted in sea blue.

Black   Sea Blue

RGB Breakdown

🔴 0
🟢 102
🔵 153

Sea Blue hexadecimal #: 006699

Typeface

All copy is Times New Roman.

The Document Management Team generate an HTML version of all published documents to include on the FWA website www.fwa.gov.au

Example: Movement Requisition Form, Members

Note: Page margins and layout for forms will vary according to the type of form.

Size

Final artwork size:
210mm x 297mm

Colours

Internal forms print black.

Colours

Black   70% Black   20% Black
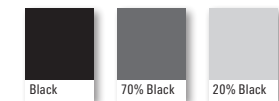
Typeface

All copy is Arial.

The standard font size for forms is 11 pt. Where required the font size can be varied to a minimum of 10 pt for main text and down to 9 pt for tabulated data as shown in the example on this page.

Where dark grey is used to highlight a heading in a table the heading font is to be white.

Do not introduce additional colours into forms except where a visual point of difference or variation is required.

For assistance setting up colour values for the creation of form templates please contact the Communications Branch.

Collateral and public information

7.0

Secondary colour palette

Example only.

PMS 202 has been used as a graphic highlight feature within this brochure, contrasting with the PMS 541 gradated pattern.

PMS 423 has been used for headings.

Fair Work Australia secondary colours

In addition to the colour used in the mark, extra colours have been chosen that complement PMS 202, to be used for text and other graphics throughout FWA communications.

Spot Colour	CMYK Breakdown	RGB Breakdown
PMS 541	🔵 100 🔴 59 🟡 9 ⚫ 42	🔴 0 🟢 63 🔵 114

Spot Colour	CMYK Breakdown	RGB Breakdown
PMS 423	🔵 21 🔴 14 🟡 14 ⚫ 38	🔴 142 🟢 144 🔵 143

The colours below can only be used when the secondary colours above don't provide enough variation. (e.g. pie chart segments).

PMS 300		PMS 299		PMS 2905	
🔵 100 / 🔴 0		🔵 86 / 🔴 0		🔵 44 / 🔴 143	
🔴 42 / 🟢 101		🔴 8 / 🟢 161		🔴 1 / 🟢 202	
🟡 0 / 🔵 189		🟡 0 / 🔵 222		🟡 0 / 🔵 231	
⚫ 0		⚫ 0		0	

PMS 144		PMS 142		PMS 1225	
🔵 0 / 🔴 233		🔵 0 / 🔴 239		🔵 0 / 🔴 255	
🔴 52 / 🟢 131		🔴 25 / 🟢 189		🔴 17 / 🟢 203	
🟡 100 / 🔵 0		🟡 76 / 🔵 71		🟡 68 / 🔵 79	
⚫ 0		⚫ 0		⚫ 0	

Secondary design elements—patterns

Pattern

Pattern with stylised wattle

**Secondary design
elements—patterns**

A series of patterns have been
developed as secondary design
elements that form an important
element of the overall FWA look.

All patterns are designed in the
FWA colour palette. The main
pattern is based on a grid of
squares to reflect the shape of the
mark. Subtle shifts in tone provide
additional visual interest.

Another important part of the
secondary language is the stylised
wattle pattern. This may be used
in varying scale, tone and contrast
to add depth and visual interest
to public communications.

Using the mark within patterns

Correct use of the mark within the grid pattern

Incorrect use of the mark within the grid pattern

Using Fair Work Australia mark within patterns

When using the FWA mark together with the grid pattern, the mark must fit within the grid, relative to the size of the squares.

**Secondary design
elements—reduced patterns**

A reduced pattern has been
designed for applications where
the space is limited, such as page
layouts or areas taken up with
photographs.

This pattern should not run under
body text in brochures where
it may impede legibility.

Fact Sheet Example

25   15
12
50

Fact Sheet

Headline

Headline 2

The **main title** of the public information documents e.g. Fact Sheet, Guide, Media Release etc is set at Frutiger 45 Light bolded 15 pt; paragraph spacing is 40 pt before and 6 pt after; line spacing is single line.

The document **headline** (used instead of 'heading' given the public information style of the document) is Frutiger 45 Light bolded 15 pt; font colour is red PMS 202 RGB values are 135; 36; 52 respectively. Paragraph spacing is 6 pt before and 40 pt after; line spacing is at least 12 pts. **Headline 2** (based on the 'normal style') is Frutiger 45 Light bolded12 pt; paragraph spacing is 12 pt before and 3 pt after; line spacing is at least 12 pt.

Normal paragraph for body text font is 10 pt Frutiger 45 Light; paragraph spacing 12 pt before and 3 pt after; line spacing at least 12 pt; and left aligned.

The **bulleted list style** for outline level 1 (based on the 'Normal' style) is paragraph spacing 6 pt before and 12 pt after; line spacing is at least 12 pt and the tab stop is 0.5 cm with the hanging indentation also at 0.5 cm:

- sample text, the quick brown fox jumped over the lazy sample text, the quick brown fox jumped over the lazy dog. Sample text, the quick brown fox jumped over the lazy dog;

- sample text, the quick brown fox jumped over the lazy dog; and

- sample text, the quick brown fox jumped over the lazy dog.

The **numbered list style** for outline level 1 (based on the 'Normal' style) is paragraph spacing 6 pt before and 12 pt after; line spacing is at least 12 pt and the tab stop is 0.5 cm with the hanging indentation also at 0.5 cm:

1. sample text, the quick brown fox jumped over the lazy sample text, the quick brown fox jumped over the lazy dog. Sample text, the quick brown fox jumped over the lazy dog;

2. sample text, the quick brown fox jumped over the lazy dog; and

3. sample text, the quick brown fox jumped over the lazy dog.

The information in the footer of this document is based on the template designed by Seth. The follow-on page does not contain a header and the information in the footer contains the main title and headline; the date and the page number.

FWA Help Line **1300 799 675**   **www.fwa.gov.au**   22 February 2010   1/1

17

Guide Example

25   15
12
50

Guide

Unfair dismissal

1. Overview of the unfair dismissal laws

What is unfair dismissal?

An unfair dismissal occurs where an employee makes an unfair dismissal remedy application and Fair Work Australia (FWA) finds that:

- the employee was dismissed, and

- the dismissal was harsh, unjust or unreasonable, and

- the dismissal was not a case of genuine redundancy, and

- the dismissal was not consistent with the Small Business Fair Dismissal Code, where the employee was employed by a small business.

A small business is a business that employs less than 15 full-time equivalent employees.

Who can make an unfair dismissal remedy application?

To make an unfair dismissal remedy application an employee must be covered by the unfair dismissal laws and eligible to make an application.

Who is covered by the unfair dismissal laws?

Only employees covered by the national workplace relations system are covered by the unfair dismissal laws. (Other employees may have access to remedies under State legislation). The national workplace relations system covers those who are:

- employed by a constitutional corporation (including Pty Ltd companies)

- employed in Victoria, the Northern Territory or the Australian Capital Territory

- employed by the Commonwealth or a Commonwealth authority

- a waterside employee, maritime employee or flight crew officer in interstate or overseas trade or commerce.

Who is not covered by the unfair dismissal laws?

The laws do not cover:

- contractors

- employees who resign and were not forced to do so by the conduct of their employer

Inside

Overview of the unfair dismissal laws 1

Making an unfair dismissal remedy application..........................4

Objecting to an unfair dismissal remedy application..........................4

The unfair dismissal process 5

Published **10 February 2010**   FWA Help Line **1300 799 675**   Internet **www.fwa.gov.au**   1 / 7

17

Size

Final artwork size:
210mm x 297mm

Colours

Process black is the main text colour. Use of secondary design elements and colour palettes for public information documents is discretionary.

Please refer to the section titled Secondary colour palette for guidance on the colours that may be used within the fact sheet.

These are suitable to print CMYK from laser printers.

Typeface

All copy is Frutiger 11 pt. For larger or complex documents, font size is at the discretion of the Communications Manager.

Example: PowerPoint cover and contents page

Presentation Title
Subtitle
Date
Presenter

FAIR WORK
AUSTRALIA

Contents

- Body copy is set in 24 pt Arial.

- Note the wattle image in the background may only be used when copy is 'light', e.g. a contents page.

- Lorem ipsum dolor sit amet, consectetur adipisicing elit.

© Commonwealth of Australia

Size

Final artwork size:
As set in .POT template.

Colours

PMS 202 and 501 are the main colours to feature within PowerPoint presentations.

Please refer to the section titled Secondary colour palette for guidance on the colours that may be used within PowerPoint presentations.

Typeface

- All copy is Arial.

- Slide title: 36 pt

- Body text: 24 pt

- Line spacing: 1 line

Paragraph spacing 0.25 lines before and after.

Background

A background with the wattle device may be used only as a contents/overview page.

Example: Chapter dividers and text pages

CHAPTER DIVIDER
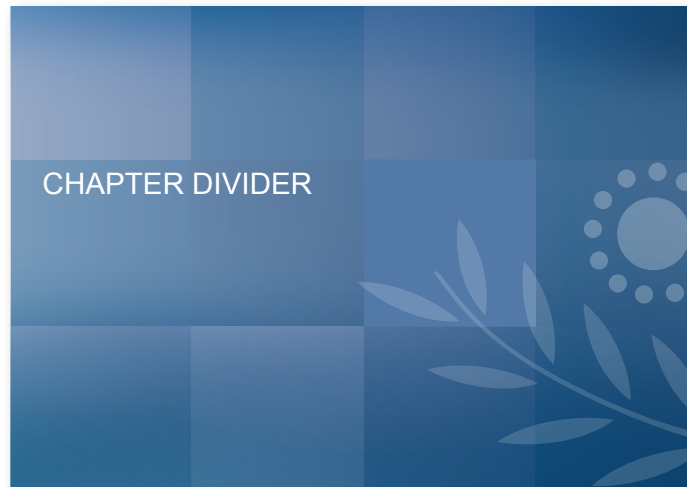
Slide title

Body copy is set in 24 pt Arial. Consectetur adipisicing elit, sed do eiusmod tempor incididunt ut labore et dolore magna aliqua. Ut enim ad minim veniam, quis nostrud exercitation ullamco laboris nisi ut aliquip ex ea commodo consequat.

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© Commonwealth of Australia

Size

Final artwork size:
As set in .POT template.

Colours

PMS 202 and 501 are the main colours to feature within PowerPoint presentations.

Please refer to the section titled Secondary colour palette for guidance on the colours that may be used within PowerPoint presentations.

Typeface

- All copy is Arial

- Slide title: 36 pt

- Body text: 24 pt

- Line spacing: 1 line

Paragraph spacing 0.25 lines before and after.

Example: Charts and graph pages

Chart title –
Long heading in two lines

	Median Days	Average Days	85th Percentile	Total Matters
2005/2006	8	13	21	917
2006/2007	11	16	28	279
2007/2008	11	14	22	447
Jul 2008	11	15	29	59
Aug 2008	11	15	21	52

© Commonwealth of Australia

Chart title
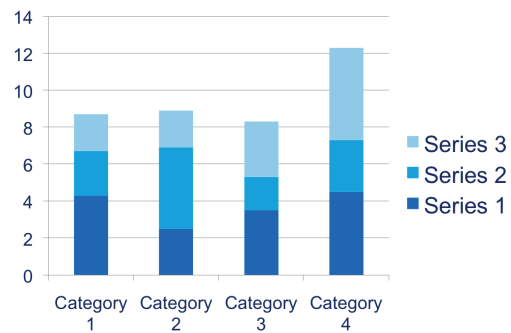
© Commonwealth of Australia

Size

Final artwork size:
As set in .POT template.

Colours

PMS 202 and 501 are the
main colours to feature within
PowerPoint presentations.

Please refer to the section titled
Secondary colour palette for
guidance on the colours that
may be used within Powerpoint
presentations.

Typeface

All graph titles and labels are Arial.

Brochures and publications

Example: Presentation folder and publication cover

Publications—covers

The brochure look is to be used for all communication material regarding FWA as a whole. An example of this is the annual report.

The grid pattern and secondary language are a key part of the annual report look and may be used with or without imagery.

Colour

PMS 202 should be printed as a spot colour with the addition of CMYK for imagery.

Spot Colour	CMYK Breakdown	RGB Breakdown
PMS 202	● 0 ● 100 ● 61 ● 43	● 129 ● 0 ● 49

Brochures and publications

Example: Annual Report—internal spreads

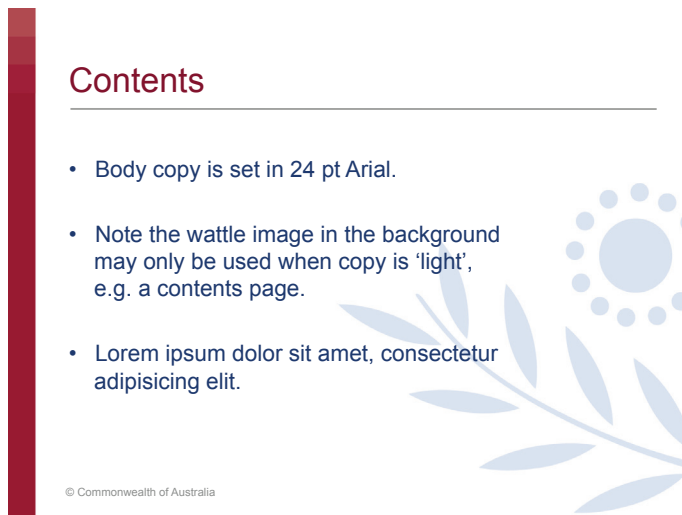

Report on Performance

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SUB TOTAL	**5,214**
TOTAL	**30,000**
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TOTAL	**40,0089**

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Appendix

4

Australian Industrial Registry

BALANCE SHEET

as at 30 June 2007

	Notes	2008 $'000	2007 $'000
ASSETS **Financial Assets**			
Cash and cash equivalents	5a	446	16
Trade and other receivables	5b	34,402	22,147
Total financial assets		34,848	22,163
Non-financial assets	6a,c	2,894	2,510
Buildings	6b,c	1,858	189
Infrastructure, plant and equipment	6d,e	729	673
Other non-financial assets	6f	1,133	2,547
Total non-financial assets		6,614	5,919
TOTAL ASSETS		41.462	28,082
LIABILITIES			
Payables			
Payable to Official Public Account	7	-	3,180
Suppliers	7	1,306	1,213
Other payables	7	15	5
Total payables		1,321	4,398
Provisions			
Employee provisions	8a	10,580	10,528
Other provisions	8b	7,730	6,641
Total provisions		18,310	17,169
TOTAL LIABILITIES		19,631	21,567
NET ASSETS		21,831	6,515

7.10

Australian Industrial Registry

SCHEDULE OF ADMINISTERED ITEMS

Appendix

5

	Notes	2008 $'000	2007 $'000
Administered Cash Flows **For the period ended 30 June 2007**			
Operating Activities			
Cash received			
Other taxes, fees & fines		197	217
Interest		-	1
Liquidated damages received - 1,853		-	1,853
Total cash received 197 2,071		197	2,071
Net cash from operating activities		197	2,071
Financing Activities			
Cash received			
Lease incentive received in advance		-	13,170
Total cash received		-	13,170
Net cash from financing activities		-	13,170
Cash to Official Public Account for:			
Other		(197)	(218)
Lease incentive and liquidated damages repaid		(15,023)	-
Cash at the beginning of the reporting period		15,023	-
Cash at the end of the reporting period		-	15,023

7.10

Annual reports—internal layouts

The visual style is restrained in both use of colour and imagery. The secondary grid pattern is adopted to create visual interest and structure.

These guidelines should be checked each year to ensure they comply with the current Commonwealth Government requirements for the production of annual reports.

Colours

PMS 202 is the main highlight colour to feature within the annual report.

Please refer to the section titled Secondary colour palette for guidance on the colours that may be used within the report.

Typeface

Frutiger is used for all public communications documents.

Brochures and publications

Example: DL brochure

FAIR WORK
AUSTRALIA

Building
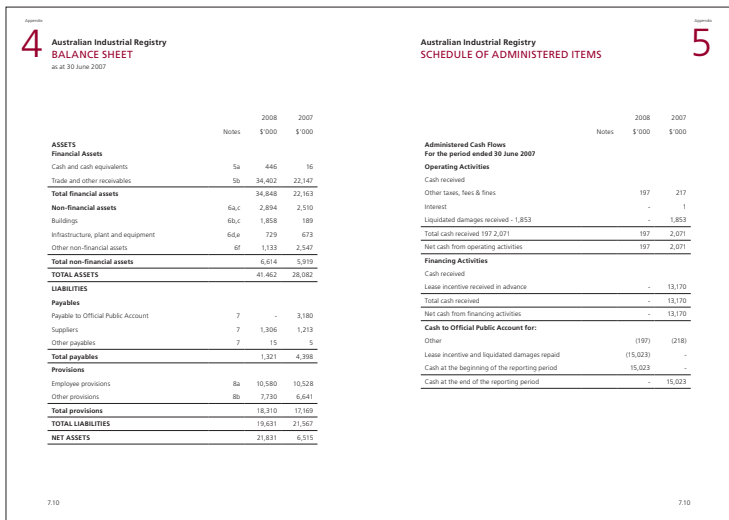Access Guide

Fair Work Australia
11 Exhibition St Melbourne

About

Fair Work Australia

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Lobby Security Desk

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Public Inquiries

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Brochure design

The secondary grid pattern is adopted throughout to create visual interest and structure.

Please refer to the section titled Secondary Design Elements for guidance in applying the FWA patterns used in the background.

Colours

PMS 202 is the main highlight colour to feature within brochures.

Please refer to the section titled Secondary colour palette for guidance on the colours that may be used within the brochure.

Typeface

Frutiger is used for all public communications documents.

Advertisements

Example: Employment ad

Associate

Registry Level 3 (APS Level 5)
11 Exhibition Street, Melbourne
$55,331 – $58,670 p.a. plus
15.4% employer superannuation

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One APS…Thousands of opportunities.

Shown at 75% of actual size.

Example: Notice of Variation

**Notice of Variation
of Common Rule Awards**

Workplace Relations Act 1996

IN the matter of the variation of the awards
Notice is hereby given:
(a) that the Commission has varied the term/s of the awards referred to in the Schedule below;
(b) that the variations will be a common rule of the State of Victoria as shown in the Schedule below to the relevant industry, in relation to employers and employees within the meaning of *section 858 of the Workplace Relations Act 1996*; and
(c) thatany organisation or person interested and having an objection to the variations binding that person or organisation and wanting to be heard in relation to the above-mentioned variation is invited to lodge with the Commission a notice of that objection. A copy of the awards may be inspected free of charge at the office of the Australian Industrial Registry in any capital city.
The prescribed time for lodgement of objections is 28 days.
SCHEDULE OF TERMS TO BE VARIED
AWARD (Matter No.)
(Award code Common Rule Suffix* Print No. of Variation)
Substance

Dry Cleaning Industry Award 2000 (C2006/269)
(AP779906CAV PR974914)
Wages and allowances review 2006.   12/1/2006

Dry Cleaning Industry Award 2000 [Transitional]
(C2006/218)
(AT779906CAV PR975213)
Wages and allowances review 2006.   12/1/2006

Information Technology Industry (Professional Employees) Award 2001 (C2006/2631)
(AP812692CAV PR974694)
Corrigendum   11/21/2006

Transport Workers' (L.P. Gas Industry) Award 2005 (C2006/343)
(AP841105CAV PR 975127)
Wages and allowances review 2006.   12/1/2006

Vehicle Industry - Repair, Services and Retail - Award 2002 (C2006/1609)
(AP824308CAV PR975414)
Respondency - Name change in Schedule E
                                                        12/20/2006

Transport Workers (Armoured Vehicles) Award 2004 (C2006/321)
(AP833661CR PR975160)
Wages and allowances review 2006.   12/1/2006

Adhesives Industry and Gelatine Manufacturing Award 2001 [Transitional] (C2006/207)
(AT808495CRV PR975211)
Wages and allowances review 2006.   12/1/2006

Airline Operations - Clerical and Administrative Award 1999 (C2006/3677)
(AP768636CRV PR 975603)
Wages and allowances review 2006.   12/1/2006

Airport Retail Concessions Award 2003 (C2006/3781)
(AP830231CRV PR975460)
Wages and allowances review 2006.   12/1/2006

Ambulance Services and Patient Transport Employees Award, Victoria 2002 (C2006/3678)
(AP817765CRV PR975061)
Wages and allowances review 2006.   12/1/2006

Clay and Ceramics Industry - Brick and Terra Cotta Tile Manufacture - Victoria - Award 2000 (C2006/189)
(AP772585CRV PR974892)
Wages and allowances review 2006.   12/1/2006

Community Employment, Training and Support Services Award 1999 (C2006/3574)
(AP772299CRV PR975574)
Wages and allowances review 2006.   12/1/2006

DEPUTY INDUSTRIAL REGISTRAR
*Suffix
CR: ACT, NT, Victoria   CAV: ACT, Victoria
CRN: NT   CAN: ACT, NT
CRV: Victoria   CNV: NT, Victoria
CRA: ACT

Shown at 50% of actual size.

Size

Size may vary depending on publication and amount of information in the advertisement being produced.

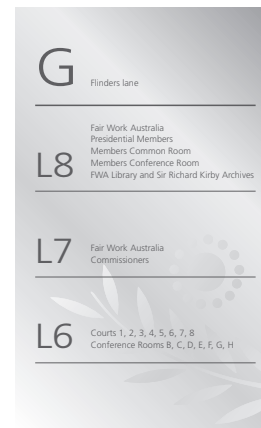## Colours

Advertisements print black.

Process Black

Black

Typeface

All details and body copy are Frutiger if the publication allows but may be replaced with Arial.

FWA signage

8.0

The Corporate Services—Resource Management Team is responsible for FWA building signage.

Please ensure that the building requirements or restrictions are adhered to when organising signage.

Final signage artwork is to be reviewed by the Communications Branch before sign-off.

Wayfinding signage

Conference Rooms ›
1-3

The Corporate Services—Resource Management Team is responsible for FWA building signage.

Please ensure that the building requirements or restrictions are adhered to when organising signage.

Final signage artwork is to be reviewed by the Communications Branch before sign-off.

Foyer signage

The Corporate Services—Resource Management Team is responsible for FWA building signage.

Please ensure that the building requirements or restrictions are adhered to when organising signage.

Final signage artwork to be reviewed by Communications Branch before sign-off.

Clear Space

X

X

X

X

Glossary

9.0

Glossary

Core visual elements

FWA mark

The Fair Work Australia (FWA) mark—
sometimes described as a logo—is the
distinctive `signature´ by which FWA is
recognised. The FWA mark comprises the
Commonwealth Coat of Arms (Stylised version
2R) and the word mark, separated by a
keyline.

Word mark

A word mark is the name component only of
an organisation´s mark (or logo).

Keyline

A keyline is a printed rule (line). In this instance
it is the line that appears in the FWA logo
between the stylised coat of arms and the
word mark.

Clear space

To protect the integrity and legibility of
the marks, a surrounding clear space was
determined for each mark. No other graphic
elements: type, rules (lines) or symbols may be
placed within that clear space.

Typeface

A typeface has been set for each document
with varying weights, sizes and line spacing.
Templates have been created with these details
and should be used to maintain consistency.

Secondary visual elements

Secondary visual elements comprise the colours, patterns and grids that
complement and support the organisation's core visual elements.

Secondary visual elements that are referred to within these guidelines are:

**Secondary colour palette/
secondary colours**

This is the limited colour palette chosen
to support and complement the colours used
in the FWA mark.

**Secondary design elements—
patterns**

A combination of subtle patterns and elements
derived from the FWA mark's square format
and the Commonwealth Coat of Arms.

Secondary grid pattern

A grid pattern derived from the FWA mark´s
square format.

Glossary

Documents

Collateral and public information

Included in this category are:
- Annual reports
- Brochures
- Advertisements in newspapers and publications
- PowerPoint presentations
- Fact sheets, guides, media releases and media alerts, electronic publications and websites

Published documents

Included in this category are:
- decisions
- orders
- awards
- directions
- certificates
- forms

Correspondence and general documents

Included in this category are:
- Letters
- Notices of listing
- Emails
- Memos
- Facsimiles
- Internal documents, such as the Purchase/Service Request.