

Website Style Guide

Style and Content of and Responsibility for New and Ongoing Information on the Court's Website

2001 version; Table of responsibility amended 2020

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General

Information will not be placed on the Court's website unless it complies with the points set out in this document.

If information when passed to the [website administrator](#) for inclusion on the website does not comply with any of the points in this document, it will be returned to the author and/or person responsible for amendment.

The site as a whole will be reviewed by the [website administrator](#) annually and persons responsible for information contained in the various sections of the website will be contacted to verify that the information provided is current and accurate.

However the **responsibility for keeping material up to date belongs to the staff member** identified in the [table of responsibility](#).

Timeframes

The time at which information can be included in the website will depend on compliance with this document, and size and complexity of the information.

The [website administrator](#) will include small amendments to the website within one day of receipt.

More complex amendments will generally be included within one week.

Authors of or persons responsible for new information should also take into account that:

- Prior written approval must be gained from the Registrar before new material will be placed on the website, and in some cases the Registrar may pass the information on to a Judge or Judges' Committee for approval.

Urgent material will be fast tracked. However, authors or persons responsible for urgent information should ensure that the information complies with this document prior to forwarding to the [website administrator](#) in order to limit delay.

New information

Authors of or persons responsible for new information must gain prior written approval from the Registrar. The Registrar may then decide to pass the information on to a Judge or Judges' Committee for approval.

New information is information of a wholly new nature which is not already included in the subject content, style or structure of the site.

Authors of or persons responsible for new information should:

- provide the [website administrator](#) with a creation date
- suggest a location in the website at which the new information is to appear. (It is the prerogative of the Registrar or a Judge however, as to whether the information should be included, where it should be included and in what format.)
- supply the new information in Word (DOCX) format
- ensure that the information complies with the [style considerations](#) listed below; and
- nominate a person who will be responsible for the ongoing accuracy of the information. (The nominated person should be made aware that vigilance is required to ensure that the pages under their control are accurate and up to date.)

Ongoing responsibility for accuracy of information

A [table of responsibility](#) showing the various sections of the site, their authors and the person(s) responsible for ongoing accuracy is available as part of this document.

Unlike paper publications, the web is a relatively instant medium. The person nominated to keep the information up to date and accurate should therefore regularly check the information for which they are responsible, follow all hypertext links within the information to other parts of the site to ensure that the information contained after following the hypertext links is also accurate, and should notify the web administrator of any changes as soon as possible.

The person nominated to keep the information up to date and accurate is also responsible for ensuring that this document is complied with.

Contracting out

Officers intending to contract out the authoring and/or design of web pages should gain prior written approval from the Registrar. If approval is given, the officer **must** in consultation with the [website administrator](#), provide the contractor with a written brief which details the specific requirements of the Court.

The written brief should include, but not be restricted to the following requirements:

- The overall presentation must project the values of "courtesy and promptness, independence and accountability, quality, accessibility, timeliness, public trust and confidence"
- Primary focus should be on simplicity, speed, accessibility and ease of access to information supported by clean, simple design.
- Design should not drive style and presentation. End user needs and expectations should be the key driver.
- Design should work across a wide range of platforms, be accessible to people who use older technologies and to people with disabilities.
- Content should account for 80% of the available space of the page, navigation should be kept to 20%.
- The design should have a consistent feel and theme and unless the site is to be completely re-designed, should be consistent with the existing site.
- Alternatives to multimedia, e.g.. scripts of audio visual presentations should be provided.
- Images for navigational purposes should be avoided or kept to a minimum. If images are used for navigational purposes, a text alternative should be provided.
- All pages should comply with specific [Commonwealth and other guidelines](#) for authoring, accessibility and usability. The [WCAG 2.00 Guidelines \(AA\)](#) should be complied with.
- Pages must be supplied in a form which is easily integrated with and supported by the software currently used to manage the site.
- Disruption to ongoing site maintenance should be kept to a minimum.
- Selection of the contractor should not lock the Court into any ongoing monopoly by the contractor.
- IP rights should be vested in the Court as part of the contract or arrangement.
- Performance requirements including those listed above should form the basis of delivery, acceptance and payment.

Style considerations

Unless contracting out, information for inclusion in the website (whether new information or an update/amendment) should be provided to the [web administrator](#) in Word (DOCX) format, should be consistent in style and should be capable of easy conversion to HTML.

Authors or persons responsible should note that because many documents are not originally authored for the website, they may have to be edited appropriately (as below) in order to be of a consistent style and be capable of easy conversion to HTML:

- Generally follow principles espoused in [Australian Government's Style Manual](#).
- Avoid underlining unless the underlining denotes a hypertext link.
- Use paragraph styles in preference to character formatting. Simple local paragraph formatting is acceptable within paragraphs, eg. bold, italic. However, heading levels should be styled using the appropriate paragraph format eg. Heading 1, Heading 2, Heading 3, normal etc. Do not use font point sizes.
- Heading levels should cascade correctly - eg. Heading 1 is followed by Heading 2, Heading 2 is followed by Heading 3 etc.
- Use standard conventions such as: "Court" when referring to the Federal Court; "court" when referring to a court other than the Federal Court; "judge" rather than "Judge" when referring to any judge, except when referring to a particular judge; italics when citing primary legislation, e.g.. *Federal Court of Australia Act 1976*, Federal Court Rules; "judgment" when referring to court decisions; "judgement" in any other case; "registry" rather than "Registry" except when referring to a particular registry; and generally ensure that words in which the first letter is capitalised or in lower case are consistently rendered throughout the document, and that any word is spelt consistently throughout the document.
- Avoid using tabs - use tables to layout content
- Replace internal page or other references (e.g.. see p. 3) with hyperlinks to relevant points of the document (or indicate where they should be). Hyperlinks can be applied using the "insert hyperlink" function in Word.
- Add hyperlinks (or indicate where they should be) to external references to provide additional information.
- Hypertext links must be descriptive of the content being linked to. The use of "Click here" statements should be avoided. eg. *Click here to go to Contacts page*.
- Do not rely on the spell check feature of your word processor. Ensure that the document is manually proofed, ideally by an officer other than the author. Spelling should be checked in an approved Australian dictionary.
- Punctuate dot points only if they are fully self contained sentences (upper case to begin and full stop at the end).
- Use single quotation marks. Do not use "Special characters" in the "Symbols" function of Word. eg. Long dashes and curly quotes do not convert correctly to HTML.
- Capitalise the first letter of each word in the title
- Section or paragraph headings should be in lower case, except for the first letter of the first word and proper nouns.

Series of documents

Where the same type of document or series of documents, e.g. Practice Notes, Media Releases, etc., are issued as a series or across registries, ensure that the formatting of the series or between registries matches as closely as possible.

If a document which is part of a series of documents is supplied to the web administrator which is formatted differently to others in the series, it will either be amended in line with the others in the series (with the permission of the author); or returned to the author for amendment.

If the formatting style, contact details, etc., are changed, documents published earlier in a series should also be amended by the author or person responsible in line with the new style or details.

Responsibility for answering email addressed to the Court through the website

The [website administrator](#) is responsible for answering email queries which come through the website. The website administrator will either respond or forward to the appropriate member of staff for reply.

The staff member to whom the email is forwarded should then reply to the originator of the email directly. If a query is forwarded on, the [website administrator](#) will inform the originator of the email that their query is being passed on to the appropriate person and that an answer can be expected from that person.

Website administrator

The website administrator is the Manager, Electronic Information Systems, Corporate Services, Sydney. Ph. (02) 9230 8542.

Email

query@fedcourt.gov.au

Commonwealth and other guidelines

- [Digital Transformation Agency, Digital Service Standard](#)
- [Australian Government Style Manual](#)
- [Web Content Accessibility Guidelines \(2.0\)](#)

Table of responsibility

Title/Description	Author/Origin	Responsibility for updating/accuracy
About Us - Jurisdiction	Annual report	Registrar / Senior Deputy Registrar
About Us - Judges	Annual report/Judges' Biographies	Executive Support Officer

About Us - Registrars	Annual report	Executive Support Officer
About Us - Court and Tribunals administered by the Federal Court	Registrars of each tribunal	Registrars of each Tribunals
About Us - Annual reports, Corporate Plan	National Communications Manager	National Communications Manager
About Us - Reconciliation Action Plan	Executive Director, People, Culture & Communications	Executive Director, People, Culture & Communications
About Us - Organisational Chart	Annual report	Web Administrator
About Us - Agency Multicultural Plan	Director, Policy and Planning (former)	Director, Human Resources
About Us - National Court Framework	NOR	NOR
About Us - IRCA	Registrar IRCA/ IRCA annual report	Website Manager
About Us - International Programs	Director, International Programs	Director, International Programs
About Us - Freedom of Information	Senior Deputy Registrar	Registrar, General Law and Practice
About Us - Audit Committee Charter	Chief Finance Officer	Chief Finance Officer
About Us - Current Contracts	Director, Procurement and Property	Director, Procurement and Property
About Us - Executive Remuneration	Director, Human Resources	Director, Human Resources
About Us - Gifts and Benefits Registrar	Chief Finance Officer	Chief Finance Officer
About Us - Legal Services Expenditure	Senior Deputy Registrar	Senior Deputy Registrar
About Us - Senate File Lists	Assistant Director Information Management	Assistant Director Information Management
Services - Access to Court Files and Transcript	Director, Policy and Planning (former)	NOR
Services - Public Interest Cases	Director Public Information	Director Public Information
Services - Check progress of a case	Website Manager	Website Manager
Services - Research Requests	Director, Policy & Planning (former)	Senior Deputy Registrar
Services - What Registries can and cannot do	Director, Policy & Planning (former)	Executive Director, Court and Tribunal Services
Services - Interpreters	Director, Policy & Planning (former)	Executive Director, Court and Tribunal Services
Services - Help for people with disabilities	Director, Policy & Planning (former)	Executive Director, Court and Tribunal Services
Services - Technology and the Law	Senior Deputy Registrar	NOR
Services - Powers of a Registrar	Senior Deputy Registrar	Senior Deputy Registrar

Services - ADR	NOR	NOR
Law and practice - National Practice Areas	NOR	Convenor of each NPA
Law and practice - Practice Notes	Chief Justice	NOR
Law and practice - Court Rules, Acts & Regulations	Senior Deputy Registrar	Senior Deputy Registrar
Law and practice - Class Actions	National Registrar, NOR	National Registrar, NOR
Law and practice - Consultation and Liaison	NOR/Senior Deputy Registrar	NOR/Senior Deputy Registrar
Law and practice - Appeals	National Judicial Registrar	National Judicial Registrar
Law and practice - Guides	NOR	NOR
Law and practice - Use of communication devices	Registrar	NOR
Law and practice - Law Case Management Handbook	Senior Deputy Registrar	Senior Deputy Registrar (consult with Chief Justice)
Forms, fees and costs - All forms (except NCF forms)	Senior Deputy Registrar	Senior Deputy Registrar
Forms, fees and costs - NCF Forms	NOR	NOR
Forms, fees and costs - Differences between fees & costs	Senior Deputy Registrar	Senior Deputy Registrar
Forms, fees and costs - Fees	Senior Deputy Registrar	Senior Deputy Registrar
Forms, fees and costs - Payment	Senior Deputy Registrar	Website Manager
Forms, fees and costs - Filing	Executive Director, Court and Tribunal Services	Executive Director, Court and Tribunal Services
Forms, fees and costs - Legal costs allowable	Senior Deputy Registrar	Senior Deputy Registrar
Forms, fees and costs - National guide to counsel fees	Senior Deputy Registrar	Senior Deputy Registrar
Forms, fees and costs - Bills of costs	Senior Deputy Registrar	Senior Deputy Registrar
Forms, fees and costs - Interest rates	Senior Deputy Registrar	Senior Deputy Registrar
Court calendar - Daily court lists	Each registry List Clerk	Each registry List Clerk / National List Coordinator
Court calendar - Court sitting dates / Full court & appellate sittings	NOR	NOR
Court Calendar - Future Listings	Website Manager	Website Manager

Digital Law Library - Library	Manager, Library & Information Services	Manager, Library & Information Services
Digital Law Library - Judges' speeches / Seminars	Judges / Website Manager	Judges / Website Manager
Digital Law Library - Judgments	Judgments Coordinator	Judgments Coordinator / Website Manager
Digital Law Library -Videos	Website Manager /Director, Public Information	Website Manager /Director, Public Information
Digital Law Library - Glossary	Annual report	Annual report
Going to Court - I m a party	NOR	NOR
Going to Court - Jury Services	Judicial Registrar – Federal Criminal Jurisdiction & Deputy Sheriff	Judicial Registrar – Federal Criminal Jurisdiction & Deputy Sheriff
Going to Court - I am a practitioner	NOR	NOR
Going to Court - I am a witness	NOR	NOR
Going to Court - I have been subpoenaed	NOR	NOR
Online Services	Applications Manager	Applications Manager
Online Services - Online hearings	Registrar, Digital Practice	Registrar, Digital Practice
Online Services - Technology Assisitance	Registrar, Digital Practice	Registrar, Digital Practice
Online Services - Videoconferencing	?	?
Online Services - Preparing documents for the Court	?	?
News & Events	Website Manager	WNORebsite Manager
Contact Us	Each DCS / Website Manager	Each DCS / Website Manager
Employment	Director, Human Resources	Director, Human Resources
Complaints and Feedback	Senior Deputy Registrar	Senior Deputy Registrar
Privacy		
Security		
Copyright		
Disclaimer		
Translations Services		
Accessibility	Website Manager	Website Manager
Subscribe	Website Manager	Website Manager