Australian Government

Independent Parliamentary Expenses Authority

IPEA STYLE AND COMMUNICATIONS GUIDE

August 2024

Welcome

The IPEA Style Guide (IDOC/99805) provides clear advice when applying or using our identity across IPEA branded communications. The IPEA Style Sheet (IDOC/99806) is a stand-alone document of our logos, colour palette, images, icons and fonts for sharing with external providers. Our brand plays an important role in delivering our message of independence and transparency. Our communication should be consistent, welcoming, and professional and make a positive, lasting impression.

Contents

Australian Government Style Manual

The [Australian Government Style Manual](#) (Style Manual) is the definitive resource for Australian Government content. It helps you put peoples needs at the centre of the content you create. It's the toolkit for making information easy to read, accessible and inclusive. It should be followed for all government communications, including briefs, policy documents, reports, forms, and digital products.

The Style Manual provides guidance on:

- accessible and inclusive content – for equal, inclusive access
  - literacy can be a barrier to access - writing to an Australian year 7 level makes content usable for most people
  - writing to how users read, using short sentences and simple structure.
- writing and designing content – for clear, findable content
  - plain language and word choices
  - clear sentences in active voice to improve readability
  - considering voice and tone
- grammar, punctuation and conventions – for definitive rules and examples covering:
  - when to (and not to) use capitals
  - formatting for different types of lists (ordered or unordered, and sentence, fragment or stand-alone)
  - correct use of apostrophes
  - how and when to use brackets or parentheses
  - using colons, commas, dashes, ellipses, hyphens, etc.
- content types – formats to meet user needs
  - includes emails and letters
- structuring content – to help users navigate and understand
  - how to use headings and links
  - types of structure to suit different needs
- referencing and attribution – so users can identify sources.

A summary of sections in the Style Manual of most interest for IPEA is [provided below](#). It includes terms for government and members of parliament, legislation, and some more common formatting and content style rules.

Logo

Official logo

IPEA's official logo must be used on all external documents and publications. There are three different designs, depending on the intended use. On all stationery and larger items, the crest width must be no smaller than 20mm. The logo must be used only once in a document. It must have prominence over and above any other images and graphic elements, which must not be placed above or to the left of the logo.

A minimum clear zone around the logo is required to ensure the logo is not crowded. The zone is the width of the distance between the top of the capital 'A' in 'Australian Government' and the bottom of the horizontal line beneath these words.

In-line design
Used for the majority of documents and layouts. The logo should be located in the top left.

Stacked design
Used mainly for centre justified documents and designs or one-off placements.

Strip design
Used mainly at the top of documents and designs or for one-off placements.

For further information and guidelines on government branding, visit Australian Government Branding - Guidelines on the Department of the Prime Minister and Cabinet website.

Other logos

With approval of the Branch Manager, Corporate Governance and Strategy, other IPEA logos may be used together with the official logo. The official logo must take the position of prominence, above and to the left of any other logo. The other logo must be no larger than the official logo. Below are some IPEA logos currently in use.

IPEA logos - colour

IPEA logos - monochrome

All IPEA logo files are available in Content Manager: I19/39-01

Colour palette

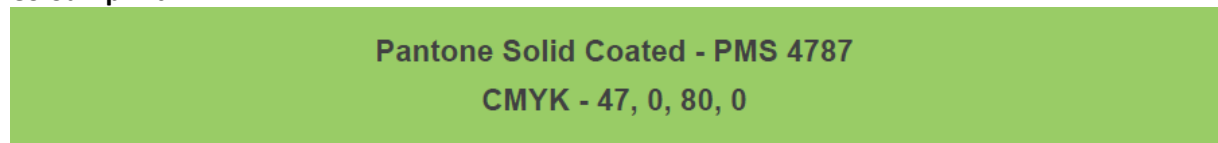The following information will reproduce IPEA's colour palette accurately.

IPEA green

IPEA's signature colour, which should be used as the dominant theme in all externally available colour publications and applications.

Colour: screen

#99cc66 Color Hex	RBG	153	204	102	
	HSL	0.25	0.50	0.60	
	HSV	90º	50º	80º	
	CMYK	0.25	0.00	0.50	0.20
	XYZ	37.1280	50.9173	20.4416	
	Yxy	50.9173	0.3422	0.4693	
	Hunter Lab	71.3564	-31.9969	32.9645	
	CIE-Lab	76.6289	-33.7594	45.1849	

Colour: print

Pantone Solid Coated - PMS 4787

CMYK - 47, 0, 80, 0

Colour: grey   RGB   109   110   112

Black 90%   Black 70%

Acceptable colour swatches

Green	Black	White

IPEA green - shades

Use in tables, graphs and other resources where different levels of information (for example headings and sub-headings) benefit from colour variation.

Shade	HEX	RGB	HSL	HSV
1	#eff7e7	239, 247, 231	90, 50%, 94%	90, 6%, 97%
2	#cfe7b7	207, 231, 183	90, 50%, 81%	90, 21%, 91%
3	#afd787	175, 215, 135	90, 50%, 69%	90, 37%, 84%
4	#8fc758	143, 199, 88	90, 50%, 56%	90, 56%, 78%
5	#70a738	112, 167, 56	90, 50%, 44%	90, 66%, 65%
6	#507828	80, 120, 40	90, 50%, 31%	90, 67%, 47%
7	#304818	48, 72, 24	90, 50%, 19%	90, 67%, 28%
8	#101808	16, 24, 8	90, 50%, 6%	90, 67%, 9%

Example table

Heading 1 – IPEA green
Heading 2 – shade 2
Heading 3 – shade 1

Other colours

IPEA greys

Use for text where different levels of information benefit from colour variation (for example, less important information may be shaded lighter).

Shade	HEX	RGB	HSL	HSV
1	#dfdfdf	223, 223, 223	0, 0%, 87%	0, 0%, 87%
2	#9f9f9f	159, 159, 159	0, 0%, 62%	0, 0%, 62%
3	#606060	96, 96, 96	0, 0%, 38%	0, 0%, 38%
4	#808080	64, 64, 64	90, 50%, 94%	90, 6%, 97%
5	#202020	32, 32, 32	0, 0%, 13%	0, 0%, 13%

Shade 4 is used in IPEA signature blocks.

IPEA blue – hyperlinks

Use for hyperlinks, for example in signature blocks.

Shade	R5, G99, B193

Website colours

Text secondary (parliamentary expenses on homepage)	R89 G116 B62
Hyperlinks	R29 G112 B184
Acknowledgement of country (background)	R106 G138 B74

IPEA secondary colours

IPEA's secondary colours, used as highlights and as the palette for the IPEA branding chevrons. Their use is generally to be limited to icons, text boxes, charts, graphs and to draw attention to action requests/requirements.

Purple	Blue	Yellow

Green	Orange	Red

IPEA colours

Colour	RGB	CMYK	HEX	PMS
	R 240 G 114 B 100	C 1 M 69 Y 58 K 0	HEX: #f07264	PMS 7416
	R 247 G 148 B 68	C 0 M 50 Y 82 K 0	HEX: #f79444	PMS 7413
	R 254 G 191 B 81	C 0 M 27 Y 78 K 0	HEX: #febf51	PMS 142
	R 122 G 179 B 106	C 57 M 10 Y 76 K 0	HEX: #7ab36a	PMS 578
	R 36 G 126 B 194	C 82 M 44 Y 0 K 0	HEX: #247ec2	PMS 660
	R 108 G 86 B 130	C 64 M 72 Y 24 K 9	HEX: #6c5682	PMS 668
	R 166 G 204 B 119	C 38 M 3 Y 70 K 0	HEX: #a6cc77	PMS 359

Images and icons

Images and icons are used to convey a message in a simpler way and engage with the audience, breaking the monotony of relying entirely on text.

Images

Images are used as an aid or support to written content, not as a substitute or replacement.

1. Parliament House was used for all IPEA branding from IPEA's inception, to clearly identify the link between our role and stakeholders. It is now only used on our Twitter/X banner. Variants of the parliament house are used on IPEA's Annual Reports.

IDOC/88525

2. IPEA's *Parliamentary Business Resources Act* (PBR Act) Wagon Wheel diagram explains the obligations under the PBR Act, capturing that each obligation:
*   joins in the middle / unites and influences the whole wheel
*   is considered of equal importance, weight and value
*   contributes to the whole wheel (or bigger picture)
*   adds to the efficiency and reliability of the wheel, without any one the wheel is compromised.

IDOC/12037

Notes:
1. Images downloaded from the internet that are subject to Copyright Laws are not permitted.
2. Internal photos taken at IPEA are not permitted without approval from staff depicted.
3. Out of respect, and in support of IPEAs Reconciliation Action Plan with the Nations' First People no images of these people should be used in any IPEA documentation, unless it comes with a

suitable and culturally sensitive disclaimer, acknowledging that this document/media form may depict deceased indigenous people.
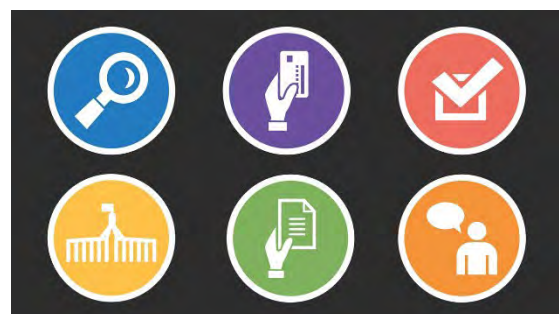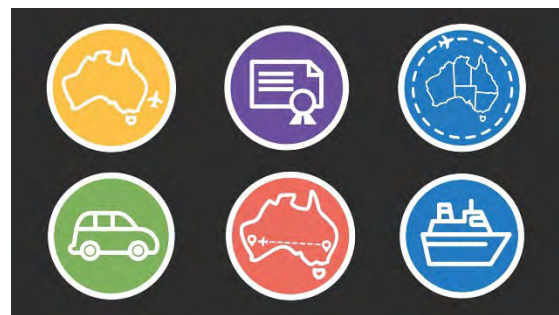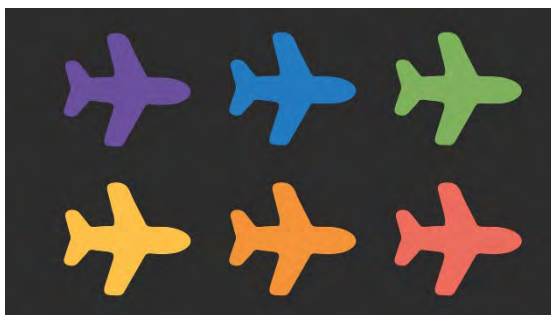
Icons

All IPEA image and icon files are available in Content Manager: I19/39-07
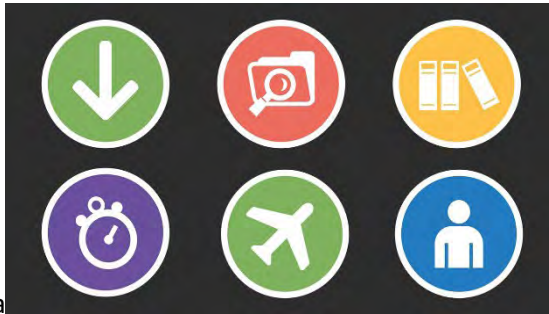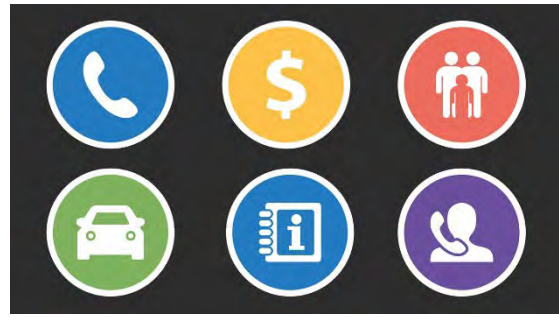
To use an icon, open the file in CM, click launch in the top left toolbar, then open in Paint.

1. Chevrons – the coloured chevrons became the central theme of IPEA's education branding in May 2019 and are to be used on all publications approved to use colour.
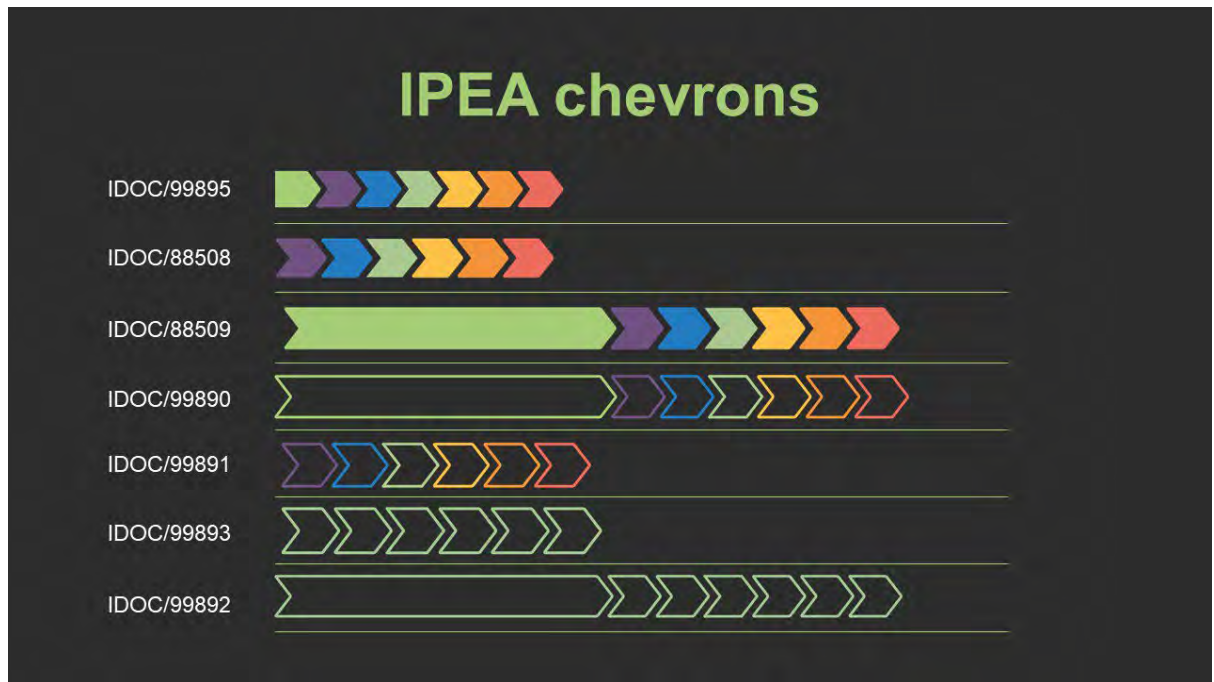
2. Education and reporting – a range of icons are used in IPEA's education materials and expenditure reports media. These can be used for other materials with approval.

Ema

3. These black and white icons can be used where colour icons are not appropriate.

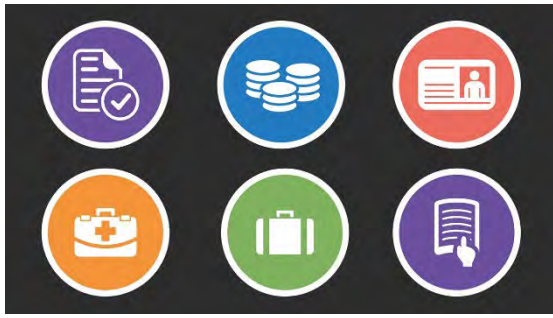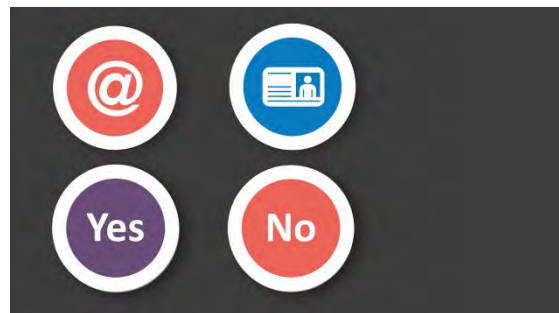All IPEA image and icon files are available in Content Manager: I19/39-07

To use an icon, open the file in CM, click launch in the top left toolbar, then open in Paint.

Communications

IPEA fonts

Most documents:
Calibri 11pt for body text, 12-14pt bolded for subheadings, and 16-18pt bolded for headings.

Email:
Aptos (as the default) 11pt for body text, 12-14pt bolded for subheadings, and 16-18pt bolded for headings.

Exceptions include:
- Some templates use a different font (for example: CEO templates use Times New Roman 11pt/12pt)
- IPEA's website and attachments (use Apertura/sans-serif)
- The Parliamentary Document Management System (PDMS) uses fonts embedded in its templates.

Phone calls

A standard approach to client phone calls ensures consistency, with some flexibility to allow for individuality and the ability to build an authentic and productive client-agency relationship. In general, be as succinct as possible to ensure clarity and avoid information overload. Phone calls must take into account the correct use of titles and salutations when addressing clients.

Greeting
General principles for all incoming and outgoing calls:
- Always provide your name – you may choose whether to just use your first name or first name and family name
- Be professional and grammatically correct
- Use 'IPEA' for incoming calls (the caller knows who they are calling) and 'Independent Parliamentary Expenses Authority' for outgoing calls (the call receiver may not know who is calling them).

Each branch may set other unique specific requirements to provide consistency and meet clients' expectations.

Identity check

Required whenever we provide personal information. 'Before we proceed I just need to ask you a few questions for security purposes'. Cross-check details about the transaction being discussed, or their personal details saved in SAP (for example: mobile number, date of birth, postal address) if there is no transaction to refer to.

Pre-sign-off check

Confirm what was discussed, that all issues have been answered (is there anything further I can assist you with?) and any actions that have been agreed.

Sign-off

Thank you for your call/thank you for your assistance/nice speaking with you/just a simple goodbye.

Teams meetings - backgrounds

A series of IPEA-branded images for use as Teams backgrounds are available to use when participating in Teams meetings instead of using the blur function or one of the pre-populated Teams backgrounds. Branded backgrounds add an element of professionalism to your appearance, while showing you are from IPEA.

The backgrounds are available on the Intranet in Corporate Governance & Strategy> Communications section>Document library.

For formal external meetings, for example if you are giving a presentation, we suggest using one of the backgrounds with the IPEA commonwealth crest logo.
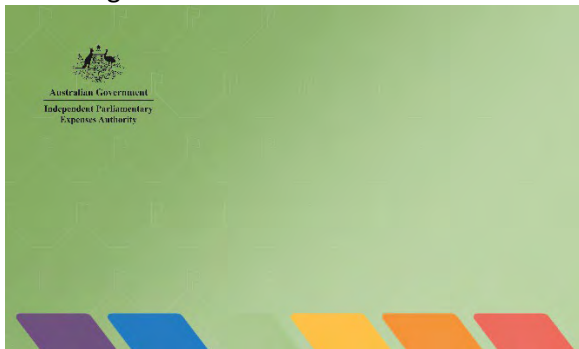
For less formal external meetings and all internal meetings, you are welcome to use whichever of the backgrounds you prefer.

Emails

A standard approach to client emails ensures consistency, with some flexibility to allow for individuality and the ability to build an authentic and productive client-agent relationship. In general, be as succinct as possible to ensure clarity and avoid information overload.

If emailing from one of the shared mailboxes, double-check you are sending from that mailbox and Cc/Bcc the mailbox so it receives a copy.

Greeting/salutation
Good morning/afternoon title (Minister/Senator/Mrs/Ms/Mr Surname)
or
Dear title (for a parliamentarian) or first name (for MOP(S) staff).

Subject
The subject should be a short title that clearly identifies the topic of the email.

Parliamentarian Personal Advice: include the vFire reference number, for example: 'Use of COMCAR' (VSM#).

Introduction
Options depend on the circumstances of the email:
- Thank you for your inquiry regarding/about…(capture the essence of their request so it's clear what is being asked of us)
- I am writing regarding (if writing in the first instance)
- I refer to my previous correspondence regarding (if following up).

Body of email
Situation: you have advised: use succinct bullet points to capture key information provided in the sender's email.
Personal advice: provide a yes/no answer to their question
Background: provide links to legislation and relevant sections of the IPEA websites.

Sign-off
If you have any further questions, please feel free to contact IPEA/me again at [this email/enquiries/reporting] or on [phone number-enquiries/reporting].

Select from these options depending on the nature of the email.

Kind regards
Your name

Voice and language

This is about how we speak, the appropriateness of language, and tone of language. Our voice should build confidence, conveying our professionalism. It should identify us as a reliable, credible and unambiguous expert source of information.

Do:	Don't:
Remember who the audience is	Forget to check your communication tone is appropriate to the recipient – ask a colleague for feedback if you aren't sure
Use formal language	Use informal language, that is: slang, figures of speech, asides, clichés and colloquialisms

Do:	Don't:
Use the full verb form, for example: *they are*, *is not*, *cannot*	Use shortened verb forms, (contractions) such as *they're*, *isn't*, *can't*
Use specific technical vocabulary, for example: *parliamentarian*, *expenditure*, *data*, *significant*	Use common vocabulary, such as *politician, spending, numbers, a lot*
Be objective	Use conversational opening phrases, such as *Well, You see, Yes…, Let's move on*
Be clear	Use vague words like *stuff*, *things*
Be concise	Use qualifiers, such as *really, very, surely, often, hopefully, basically* – delete these to make your message more authoritative
Include the full word components of any acronym, followed by the abbreviation	Assume your recipient knows acronyms you are familiar with or would expect they are familiar with

IPEA's preferred terms

IPEA's preferred terms is a guide to common words we use in our communication. It will help us to speak with clarity, consistency and as a single organisation.

Our guide does not replace terms used in the PBR and staff legislative frameworks. Where terms are defined in legislation (including delegated legislation), that definition should be used.

The words below are not a definitive list and will be updated as required.

If you are unsure about the use of our terminology or if it is not included below, please speak with your team leader.

Business as usual

WORD	USAGE NOTES
parliamentarian	Use to refer to an individual federal parliamentarian, both senators and members.
parliamentarians	Use to refer collectively to federal parliamentarians, both senators and members.
staff or staff members	Not *employee or employees or staffers.*
parliamentarian's (singular) staff member parliamentarians' (plural) staff	Preferable to *staff of parliamentarians.*
clients	To refer collectively to parliamentarians and staff.
sitting or sittings of parliament or parliamentary sitting(s)	Use to refer to the periods of formal meetings of the Houses of Parliament.
years of age	Use when referring to the age of someone, for example: *18 years of age.* Not *18 years old.*
conducting	Use when referring to the action of doing something, for example: *expenses claimed while conducting parliamentary business…*
fact sheet	Not *factsheet.*
log in/into	Is a verb that means to enter credentials to access a site, for example: *You need to log in/into ipea-ed…*
login	Is a noun that means a password and a username, for example: *What is my login information?*
limit(s)	To refer to the limit of a resource under the PBR Act, for example: *the annual expenditure limit is $1,000.*
remuneration	Not *pay.*
meet	*meet the requirement* not *satisfy the requirement.*
confirm/verify/other depending on context (only IPEA member papers)	Do not use *ensure* on IPEA member papers.
Please note:	Use in written communication to draw attention to a key point(s). Not *note.*
the legislation states/sets out	Not *you need to comply with.*
…at Attachment…	Use to refer to attachments included in your document, for example: *the data is at Attachment 1.*

Technical

WORD	USAGE NOTES
parliamentary business resources	Use to refer collectively to **all resources** provided to parliamentarians under the PBR legislative framework. Not *entitlements*.
guidelines	Not *rules*.
PBR obligations	Use to refer to the 5 obligations parliamentarians must adhere to when they use parliamentary business resources. Don't use *principles* or *mandates*.
travel resources	Use to refer to the travel resources provided to parliamentarians to conduct their parliamentary business. Not *entitlements*.
travel expenses	Use to refer collectively to all **travel** expenditure under the PBR and MOP(S) frameworks.
work base	The location where a staff member spends the most time on duty.
home base	Where a parliamentarian lives. Their primary residence listed in SAP.
home	Where a parliamentarian's staff member lives. Their primary residence listed in SAP.
trip or travel	Use when referring to a client's journey by scheduled or unscheduled commercial transport.
charter or charter travel	Used to refer to unscheduled commercial transport that includes a driver or pilot.
hire car	Use when referring to the hire of vehicles, including cars, SUVs, chauffeur driven hire cars, etc.
car hire company	Use to refer to the businesses where travellers can rent hire cars.
transport in large electorates (TILE)	Is specific charter travel undertaken by parliamentarians, with an electorate over a defined size, travelling within their electorate for the dominant purpose of electorate duties.
(IPEA) Advice Team	Not (IPEA) *help desk*.
travel services provider	Not *travel services supplier* (CTM for example).
personal advice	All of IPEA's advice to its clients is considered personal advice. We have created high level categories (below) of personal advice to help better define the breadth of advice we provide.
personal advice - general	Used to refer to personal advice provided about operational matters, for example: how do I use PEMS, how do I fill out the form, where is the form.
personal advice - formal	Used to refer to personal advice provided about a specific situation in which parliamentary business resources may be used.
international travel	Not *overseas travel*.
travel allowance or TA	Use when referring to parliamentarian or staff TA claims. Not travelling allowance unless referring to the staff travel legislation.

WORD	USAGE NOTES
effective date	Use when referring to the date that a particular travel resource may be used by parliamentarians or MOP(S) Act employees at Commonwealth expense.
luggage	Not *baggage*.
make a personal stopover	Not *take a personal stopover*.
stopover	Not *stop over*.
Electorate Support Budget (ESB)	Not *electorate support budget*.
official work purposes	Work-related travel by staff as directed by their employing parliamentarian.
class of travel	Used to refer to the level of quality/luxury of travel, i.e business class or economy class.
airfare	To refer to the price of an airplane ticket.
a family member/family members	Use to refer to a parliamentarian's spouse or nominee, dependent children and designated persons nominated by the parliamentarian.

Website

File naming convention

The ipea.gov.au website uses lower-case capitalisation for the file naming convention of pages, folders and files. It is not acceptable to have spaces or any other special characters in your page, folder or file names. It is acceptable to use a dash (-) or an underscore (_) in all types of content.

Page name example: https://www.ipea.gov.au/publications-fact-sheets
File name example: https://www.ipea.gov.au/sites/default/files/fact_sheet_rulings.pdf

Content areas

The styling of most elements is supplied by the main stylesheet, this is to make it easier to standardise the appearance of the website.

Some styling is available from the Styles drop down menu in the editing interface

- Block styles are applied to a paragraph
- Text styles are applied to selected text.

Tables

When creating a table, present information in a way that is easy to understand. Provide sufficient information in the table itself so readers do not need to read the text to understand it.

Limit the use of borders or lines in a table to those needed for clarity. In general, use a border at the top and bottom of the table and beneath column headings. You may also use a border to separate a row containing totals or other summary information from other rows in the table.

Images

Any images should be provided in JPEG or PNG format to keep file sizes as small as possible. All images require Alt Text that describe the image in text for people who are visually impaired. Alt text is a mandatory requirement for Australian government websites.

Accessibility

Images

Please provide useful Alt text for all images (i.e. fully describes the image, not just a title). This ensures that users who cannot see images can use a screen reader to hear the text you supply as a description.

Tables

Minimise the use of merged cells except in the case of properly tagged table headers. Alternatively, where possible, hide cell borders in place of merging cells.

Colours

The website controls font colours to ensure accessibility for webpages. When creating images or documents for loading on the website ensure there is sufficient colour contrast for people who have colour blindness (about 4% of population). If you're not sure please ask the web team to check for you.

Videos

Closed captions are required for videos published on the website. Note that captions are not required when the video is itself an alternate presentation of information on the page.

Templates

- All IPEA approved templates and forms have the official logo embedded. The most commonly used templates are itemised below. All IPEA documents and PowerPoint templates are available at: Content Manager: I19/3
- IPEA intranet: Corporate Governance and Strategy>Communications section>Corporate templates

All IPEA Templates and Forms have embedded imagery, font styles/sizes, and formatting standards to take away the guess work for staff and ensure a consistent look for readers.

Letterhead

General letterhead

CM: IDOC/11670

CEO letterhead

CM: IDOC/11671

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CEO and Executive minutes and briefs

Executive minute

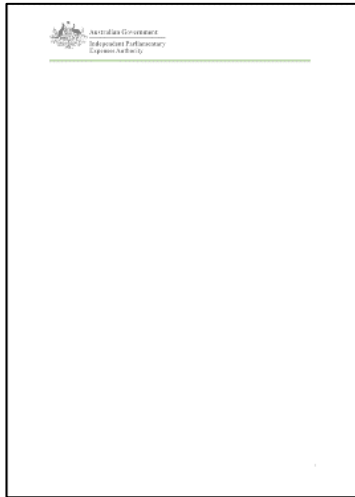Use for all actions requiring formal CEO or Branch Manager approval
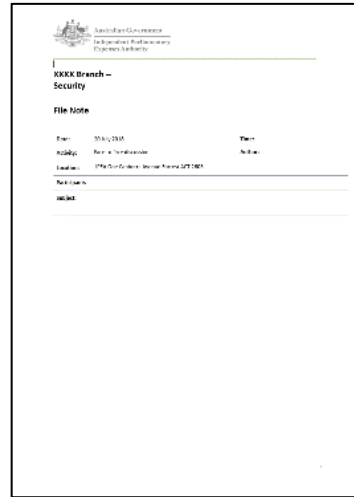
CM: IDOC/11637

CEO meeting brief

CM: IDOC/11667

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Word – short document
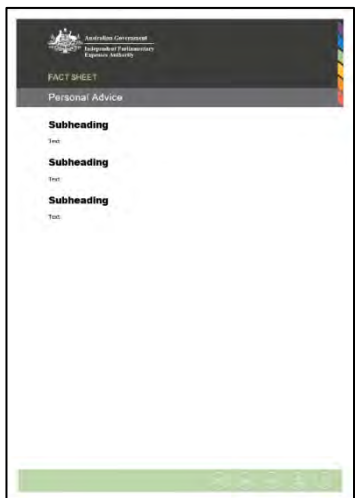
Blank
document
with headers

CM:
IDOC/11643

File note

CM:
IDOC/11642

_____

Word – report

CM:
IDOC/100330

_____

Fact sheet

CM:
IDOC/100765

Landscape
version A4
IDOC/100766

Landscape
version A3
IDOC/101132

PowerPoint

Either the dark or light version content slides can be used, whichever best suits your purpose.

Some general principles for effective PowerPoint presentations:
- Minimise the number of words on the title slide
- Do not clutter the content slides – ensure there is plenty of white space
- Provide concepts rather than dense text for the audience to read – they should be listening to and learning from the presenter, not reading slides
- Use images, icons, graphics or charts to break up text content, especially in longer presentations
- Consider use of colour against the background, especially on the dark slide deck option
- Always ask someone else to check the final presentation – both for spelling and grammar and for the overall look and effect, including use of colour and readability of text.
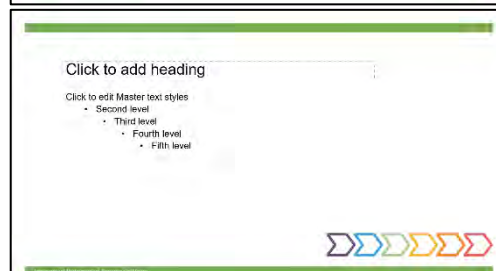
Title slide – both versions
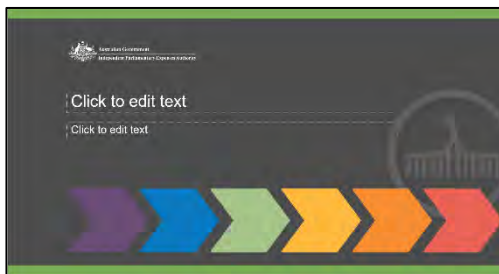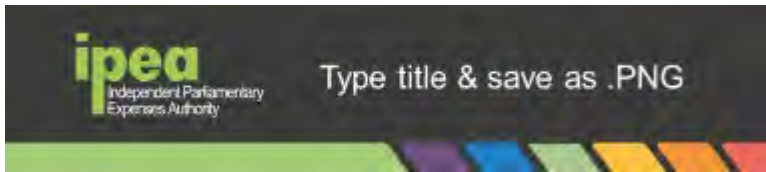

Content slides - dark version
IDOC/98662
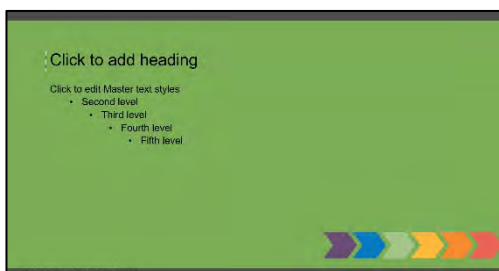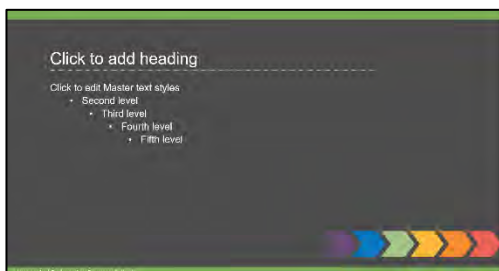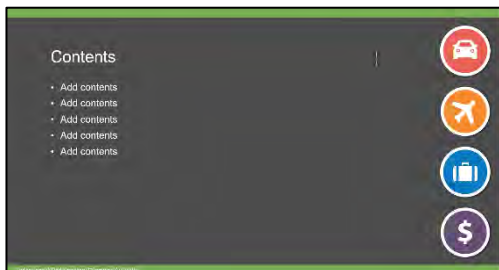
Content slides - light version
IDOC/98661

Email banners

The below template and various versions (CEO Update, Communications & Media, Executive Update, HR Update & ICT Update) are available in Content Manager: I19/39-11.

IPEA internal banner template: IDOC/79290
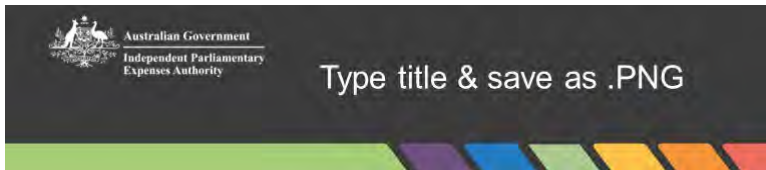
IPEA external banner template: IDOC/225533

Email signature

The below signature block banners are available in Content Manager: I19/39-11.

1. **Individual emails** must follow this format:

Firstname Surname
Position title
Independent Parliamentary Expenses Authority
One Canberra Avenue, FORREST ACT 2603
T: +61 2 6215 xxxx
E: name.name@ipea.gov.au
W: www.ipea.gov.au
Social: LinkedIn / X/Twitter
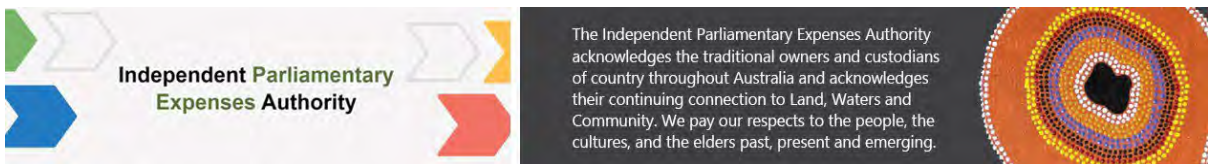
Alternatively, the banner may be the acknowledgement only:
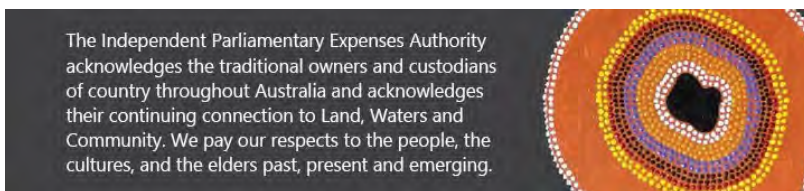
If you have a regular work from home arrangement or if you work part time, you may like to add these details to your signature using the below template, for example:

I am in the office every day except Wednesdays.

Mon	Tue	Wed	Thu	Fri
✓	✓	WFH	✓	✓

2. A **shortened signature** may be used on replies to longer email trails provided a full signature block is <u>used earlier in the trail</u>.

Firstname Surname
T: +61 2 6215 xxxx **E:** name.name@ipea.gov.au

3. The enquiries@ipea, reporting@ipea and assurance@ipea **group mailboxes** follow this format, with the sender's name and title and the banner as agreed with each team's branch manager:

Firstname Surname OR Firstname (only)
Position title, Team name
Independent Parliamentary Expenses Authority
One Canberra Avenue, FORREST ACT 2603
T: +61 2 6215 3000
E: assurance@ipea.gov.au
W: www.ipea.gov.au
Social: LinkedIn / X/Twitter

4. The IPEA@ipea and mediaenquiries@ipea **group mailboxes** must follow this format:

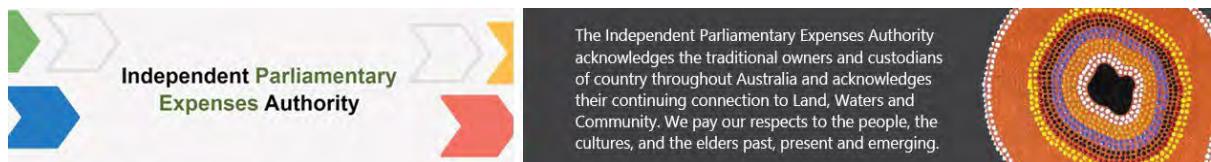Independent Parliamentary Expenses Authority
One Canberra Avenue, FORREST ACT 2603
T: +61 2 6215 3000
E: mediaenquiries@ipea.gov.au
W: www.ipea.gov.au
Social: LinkedIn / X/Twitter

5. Targeted messages may be added to signature blocks with the relevant branch manager's approval. These should be placed between the IPEA website address and the banner.

Business card

The below print ready template is available in Content Manager: IDOC/99815.
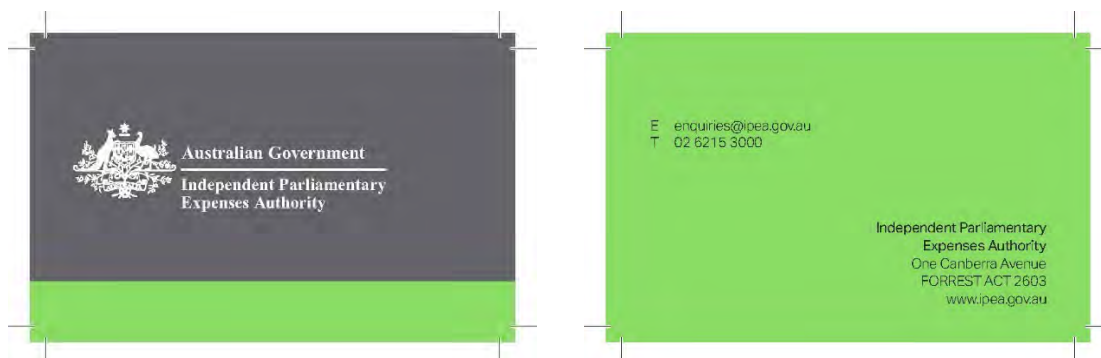
Acronyms

Acronym	Full title
APH	Australian Parliament House
AR	Action Request
A&RC	IPEA's Audit & Risk Committee
CM/CMS	Content Management/Content Management System
CoT	Certificate of Advance Travel or Certificate of Acquitted Travel
COMCAR	Commonwealth Car
CR	Conversion Rate
CSA	Cost Sharing Arrangements
CGS Branch	Corporate, Governance and Strategy
DPS	Department of Parliamentary Services
EAP	Employee Assistance Program – Converge
EDRMS	Electronic Document and Records Management System
EOD/W/M	End Of Day/Week/Month
ER	Expenditure Report
FOI Act	Freedom Of Information Act 1982
HoR	House of Representatives
IAG	Integrity Agencies Group
IATA	International Air Transport Association
I/O	Input / Output
IPEA-ED	Independent Parliamentary Expenses Authority - Education
IPRO	International and Parliamentary Relations Office
MaPS	Ministerial and Parliamentary Services
Members	Members of the Authority
MMR	Monthly Management Report
MOP(S)	Members of Parliament (Staff)
MoU	Memorandum of Understanding
MP	Member of Parliament
MTD	Month-To-Date

NFAR	No Further Action Required
OCA	One Canberra Avenue
OOPC	Out Of Pocket Costs
OPA	Official Public Account
OPEX	Operational Expenditure
PALC	Public Administration Legislation Committee
PAYG	Pay As You Go
PBR Act 2017	Parliamentary Business Resources Act 2017
PBS	Portfolio Budget Statements
PDMS	Parliamentary Document Management System
PEMS	Parliamentary Expenses Management System
PGPA (Act)	Public Governance, Performance and Accountability Act 2013
PID	Public Information Disclosure
PM	Prime Minister
PO	Presiding Officer
PPC	Post-payment check
PPV	Private Plated Vehicle
PVA	Private Vehicle Allowance
QA	Quality Assurance
QC	Quality Control
QVCS	Qualification and Version Control System
SAP (GUI)	Systems Applications & Products (Graphical User Interface)
SLA	Service Level Agreement
SLS	Service Level Standards
SMoS	Special Minister of State
SPA	Special Purpose Aircraft (Defence)
SSC	Senate Standing Committees (on Finance & Public Administration)
SSP	Self-Service Portal (Intranet)
TA	Travel Allowance
TAC	Travel Advice Certificate
TAL Branch	Transparency, Assurance and Legal Branch
TEA Branch	Travel, Education and Advice Branch
TILE	Transport In Large Electorates
TPN	Travel Profile Number
UAT	User Acceptance Testing
UCT	Unscheduled Commercial Transport
UI	User Interface
UX	User Experience
VSM	vFire Service Manager
VPN	Virtual Private Network (AO – Always On or RA - Remote Access)

A more detailed list including all of the above plus Australian Public Service, IT, and other generic acronyms is available in Content Manager: IDOC/96081

Australian Government Style Manual

Summary: sections of most interest for IPEA

Government Terms

- Refer to the national government of Australia as the 'Australian Government'. Use an initial capital for both words only when they occur together.
- Refer to Australia as 'The Commonwealth of Australia' (not Commonwealth Government). Use an initial capital for 'Commonwealth'.
- Use initial capital letters only for the formal names of government departments and agencies. Don't use capital letters for generic mentions (for example: the authority not the Authority).
- Use an initial capital letter for 'federal' when it forms part of a formal name. Don't capitalise it when it is used as an adjective (for example: federal issues).
- Use an initial capital for the word 'government' if it is part of a formal name. Use lower case everywhere else.
- Always use initial capital letters to refer to: the Senate and the House of Representatives. Together they are the 'houses of parliament' in lower case.

For more information and examples: https://www.stylemanual.gov.au/style-rules-and-conventions/names-and-terms/government-terms

Members of parliament

- Capitalise the titles of the current holders of the positions of: Prime Minister and Treasurer. Do this even when the titles are abbreviated.
  If referencing prime ministers or treasurers generically, use lower case.
- Use lower case letters for former prime ministers and treasurers of Australia.
- Capitalise titles for current senators and members of the Australian Parliament.
  If referencing generically, use lower case (ministers, senators, etc).
  People elected to the upper house take the title 'Senator' before their given name.
  Members of the House of Representatives take the initialism 'MP' after their name. Write it after any other post-nominals. Don't use commas before or between post-nominals.
- Use the title 'Honourable' for ministers (including the prime minister) and parliamentary secretaries in the Australian Parliament. The title is retained for life.
  The abbreviation for 'Honourable' is 'Hon' without a full stop.
  Use the title 'Senator' before 'the Honourable' if the minister or parliamentary secretary is a member of the Senate.
- The President of the Senate and the Speaker of the House of Representatives (the presiding officers) use the title 'Honourable'.
- 'Honourable' is also given to members of the Australian Parliament who are: former members of state ministries or former presiding officers of state parliaments.
- In formal emails and letters to a minister:
  - Open with 'Dear Minister' and conclude with 'Yours faithfully'.
- In less formal correspondence:
  - Open with 'My dear Minister' and conclude with 'Yours sincerely'.
- Always use 'for' (not 'of') for a minister's portfolio, for example: the Minister for Finance.

For more information and examples: https://www.stylemanual.gov.au/style-rules-and-conventions/titles-honours-forms-address/members-australian-parliaments-and-councils

For post-nominals: https://www.stylemanual.gov.au/style-rules-and-conventions/titles-honours-forms-address/awards-and-honours

Legislation

- Use title case (maximal capitalisation) for the titles of Acts and delegated legislation (including instruments such as determinations). Use italics for the first mention of these titles.
- The year the legislation is first enacted forms part of the title. Don't use a comma before the year.
- If the Act's title has a number, include the number exactly as written. The contraction 'No.' retains the full stop in this situation, which is an exception to the general rule for number.
- An Act has a short title (its name) and long title (a description). The short titles for the two Acts of most relevance to IPEA are:
  - *Independent Parliamentary Expenses Authority Act 2017*
  - *Parliamentary Business Resources Act 2017*
- The first time you name an Act in text, use the short title in italics.
- If there are subsequent mentions of the Act, use the short title in roman type without the year.
- Often, Acts also have a shorter informal title. This is usually an initialism or acronym of the short title. The two Act acronyms of most relevance to IPEA are:
  - IPEA Act and PBR Act

  At first mention, include the informal title in parentheses after the title. Use the informal title after that. Use title case and roman type for the informal title (as above).
- Always use capitals for the words 'Act' and 'Acts' when you write about Acts of parliament. This avoids possible confusion in publications, even those that are mostly about the law.
- Always use an initial capital for a specific reference to a 'Chapter', 'Part', 'Division' or 'Subdivision' of an Act.
- Use initial capitals for these terms when referring to specific legislation: Ordinance, Regulation and Bill. Use lower case for generic references.

For more information and examples: https://www.stylemanual.gov.au/style-rules-and-conventions/referencing-and-attribution/legal-material/acts-parliament

If uncertain, please check with IPEA's Legal and/or Communications team.

Dates and Times

- In general, use numerals for the day and the year but spell out the month in words. Don't include a comma or any other punctuation, for example: Friday 1 May 1997. Don't use ordinal numbers (first, second, etc) and don't shorten days or months in text.
- If you are referring to a date but not specifying the month, use a number with a suffix (an ordinal number), for example: 20th. Don't put the suffix in superscript.
- Use 'from' and 'to' in spans of years.
- Avoid en dashes except: for financial years, calendar years, (specific 'financial year' or 'calendar year' unless the context makes the meaning clear) and spans of years in titles and in parentheses e.g. terms of office. Then use an en dash without any spaces on either side.
- For specific times, use a colon between the hour and minutes.
- Use 'am' and 'pm' in lower case, with a non-breaking space after the number. You can use 2 zeros to show the full hour, but they aren't essential.
- Use 'noon', 'midday' or 'midnight' instead of '12 am' or '12 pm'.

For more information and examples (including time zone acronyms):
https://www.stylemanual.gov.au/style-rules-and-conventions/names-and-terms/dates-and-time

Punctuation

- Less is more – too much makes text crowded and difficult to read. Only use punctuation that makes the sentence grammatically correct and the meaning clear.
- Don't add full stops to the ends of headings, page headers, footers or captions.
- Don't use a semicolon at the end of each item in a bullet list.
- Don't use 'and' or 'or' after list items.
- Unless each item is a full sentence or the last item in a list, don't use a full stop for items in bullet lists.
- Don't use full stops between letters in an acronym or initialism.
- Don't use a full stop at the end of most abbreviations.

https://www.stylemanual.gov.au/style-rules-and-conventions/general-conventions-editing-and-proofreading/punctuation-and-capitalisation

Numerals or words

- Use numerals for '2' and above (in text and headings).
  Common exceptions to the above: starting a sentence, writing a fraction, writing a proper noun that includes a number written as a word, writing a publication title that includes a number written as a word, quoting a figure of speech, government content that follows journalistic conventions (for example, media releases).
- Write the numbers 'zero' and 'one' in words (in text and headings).
- Common exceptions: units of measurement, mathematical relationships (equations, ratios, etc), tables, charts, number series, dates and times.

https://www.stylemanual.gov.au/style-rules-and-conventions/numbers-and-measurements/choosing-numerals-or-words

Dashes: Financial year and Terms of office and Flights

- For financial years, use four digits for the first number and only two digits for the second. Join them with an unspaced en dash (type 2013, then hold down ALT and press X).
- A person's term of office usually appears in parentheses after the person's name. Always use four digits for both dates, joined by an unspaced en dash.
- Use en dashes between two nouns that both retain their original meaning, for example: Sydney–Melbourne flight.

https://www.stylemanual.gov.au/style-rules-and-conventions/punctuation-marks/dashes

Quotation marks

- Use single quotations to: show direct speech and the quoted work of other writers, enclose the title of certain works, draw attention to a word you're defining.
- Double quotation marks aren't Australian Government style. Use them only for quotations within quotations.

https://www.stylemanual.gov.au/style-rules-and-conventions/punctuation-marks/quotation-marks

Organisation names
https://www.stylemanual.gov.au/style-rules-and-conventions/names-and-terms/organisation-names

Australian place names
https://www.stylemanual.gov.au/style-rules-and-conventions/names-and-terms/australian-place-names

Document references

ITEM	CONTENT MANAGER REFERENCE
IPEA style guide 2024 (this document)	IDOC/99805
IPEA style sheet for sharing with external providers	IDOC/99806
IPEA Communications Plan 2023-24	IDOC/228115
IPEA logo files	I19/39-01
IPEA image and icon files	I19/39-07
Parliament House	IDOC/88525
IPEA wheel	IDOC/12037
IPEA chevrons solid with small green bar	IDOC/99895
IPEA chevrons solid	IDOC/88508
IPEA chevrons solid with long green bar	IDOC/88509
IPEA chevrons outline with long green bar	IDOC/99890
IPEA chevrons outline with no bar	IDOC/99891
IPEA chevrons green only outline	IDOC/99893
IPEA chevrons green only outline with long green bar	IDOC/99892
Document and PowerPoint templates	I19/3
General letterhead	IDOC/11670
CEO letterhead	IDOC/11671
CEO minute	IDOC/11637
CEO meeting brief	IDOC/11667
Blank document with headers	IDOC/11643
File note	IDOC/11642
Word report or paper	IDOC/100330
PowerPoint dark	IDOC/98662
PowerPoint light	IDOC/98661
Email banners	I19/39-11
Internal Template	IDOC/79290
External Template	IDOC/225533
Business card	IDOC/99815
International travel card	I19/39-09
Acronyms	IDOC/96081
Australian Government Style Manual 2020 summary	IDOC/96845

IPEA STYLE SHEET

May 2024

Official logo

IPEA's official logo must be used on all external documents and publications. There are three different designs, depending on the intended use. On all stationery and larger items, the crest width must be no smaller than 20mm. The logo must be used only once in a document. It must have prominence over and above other images and graphic elements, which must not be placed above or to the left of the logo.

A minimum clear zone around the logo is required to ensure the logo is not crowded. The zone is the width of the distance between the top of the capital 'A' in 'Australian Government' and the bottom of the horizontal line beneath these words.

In-line design
Used for the majority of documents and layouts. The logo should be located in the top left.

Stacked design
Used mainly for centre justified documents and designs or one-off placements.

Strip design
Used mainly at the top of documents and designs or for one-off placements.

For further information and guidelines on government branding, visit Australian Government Branding - Guidelines on the Department of the Prime Minister and Cabinet website.

Other logos

With approval of the Branch Manager, Corporate Governance and Strategy, other IPEA logos may be used together with the official logo. The official logo must take the position of prominence, above and to the left of any other logo. The other logo must be no larger than the official logo. Below are some IPEA and IPEA-ED logos currently in use.

IPEA logos - colour

IPEA logos - monochrome

All IPEA logo files are available in Content Manager: I19/39-01

Colour palette

The following information will reproduce IPEA's colour palette accurately.

IPEA green

IPEA's signature colour, which should be used as the dominant theme in all externally available colour publications and applications.

Colour: Screen

#99cc66 Color Hex

RBG	153	204	102	
HSL	0.25	0.50	0.60	
HSV	90º	50 º	80 º	
CMYK	0.25	0.00	0.50	0.20
XYZ	37.1280	50.9173	20.4416	
Yxy	50.9173	0.3422	0.4693	
Hunter Lab	71.3564	-31.9969	32.9645	
CIE-Lab	76.6289	-33.7594	45.1849	

Colour: Print

Pantone Solid Coated - PMS 4787

CMYK - 47, 0, 80, 0

Colour: Grey   RGB   109   110   112

Black 90%   Black 70%

Acceptable Colour Swatches

Green	Black	White

IPEA green - shades

Use in tables, graphs and other resources where different levels of information (for example headings and sub-headings) benefit from colour variation.

Shade		HEX	RGB	HSL	HSV
1		#eff7e7	239, 247, 231	90, 50%, 94%	90, 6%, 97%
2		#cfe7b7	207, 231, 183	90, 50%, 81%	90, 21%, 91%
3		#afd787	175, 215, 135	90, 50%, 69%	90, 37%, 84%
4		#8fc758	143, 199, 88	90, 50%, 56%	90, 56%, 78%
5		#70a738	112, 167, 56	90, 50%, 44%	90, 66%, 65%
6		#507828	80, 120, 40	90, 50%, 31%	90, 67%, 47%
7		#304818	48, 72, 24	90, 50%, 19%	90, 67%, 28%
8		#101808	16, 24, 8	90, 50%, 6%	90, 67%, 9%

Example table

Heading 1 – IPEA green
Heading 2 – shade 2
Heading 3 – shade 1

Other colours

IPEA greys

Use for text where different levels of information benefit from colour variation (for example, less important information may be shaded lighter).

Shade		HEX	RGB	HSL	HSV
1		#dfdfdf	223, 223, 223	0, 0%, 87%	0, 0%, 87%
2		#9f9f9f	159, 159, 159	0, 0%, 62%	0, 0%, 62%
3		#606060	96, 96, 96	0, 0%, 38%	0, 0%, 38%
4		#808080	64, 64, 64	90, 50%, 94%	90, 6%, 97%
5		#202020	32, 32, 32	0, 0%, 13%	0, 0%, 13%

Shade 4 is used in IPEA signature blocks.

IPEA blue – hyperlinks

Use for hyperlinks.

Shade	R5, G99, B193

Website colours

Text secondary (parliamentary expenses on homepage)	R89 G116 B62
Hyperlinks	R29 G112 B184
Acknowledgement of country (background)	R106 G138 B74

IPEA secondary colours

IPEA's secondary colours, used as highlights and as the palette for the IPEA branding chevrons. Their use is generally to be limited to icons, text boxes, charts, graphs and to draw attention to action requests/requirements.

Purple

Blue

Yellow

Green

Orange

Red

IPEA colours

	R 240 G 114 B 100	C 1 M 69 Y 58 K 0	HEX: #f07264	PMS 7416
	R 247 G 148 B 68	C 0 M 50 Y 82 K 0	HEX: #f79444	PMS 7413
	R 254 G 191 B 81	C 0 M 27 Y 78 K 0	HEX: #febf51	PMS 142
	R 122 G 179 B 106	C 57 M 10 Y 76 K 0	HEX: #7ab36a	PMS 578
	R 36 G 126 B 194	C 82 M 44 Y 0 K 0	HEX: #247ec2	PMS 660
	R 108 G 86 B 130	C 64 M 72 Y 24 K 9	HEX: #6c5682	PMS 668
	R 166 G 204 B 119	C 38 M 3 Y 70 K 0	HEX: #a6cc77	PMS 359

Images and icons

Images

Images are used as an aid or support to written content, not as a substitute or replacement.

1. Parliament House was used for all IPEA branding from IPEA's inception, to clearly identify the link between our role and stakeholders. It can still be considered, however we have largely moved away from this imagery.

2. IPEA's PBR Act Wagon Wheel diagram, with the obligations under the PBR Act


Notes:
1. Images downloaded from the internet that are subject to Copyright Laws are not permitted.
2. Internal photos taken at IPEA are not permitted without approval from staff depicted.
3. Out of respect, and in support of IPEAs Reconciliation Action Plan with the Nations' First People no images of these people should be used in any IPEA documentation, unless it comes with a suitable and culturally sensitive disclaimer, acknowledging that this document/media form may depict deceased indigenous people.

Icons

1. Chevrons – the coloured chevrons became the central theme of IPEA's education branding in May 2019 and are to be used on all publications approved to use colour.
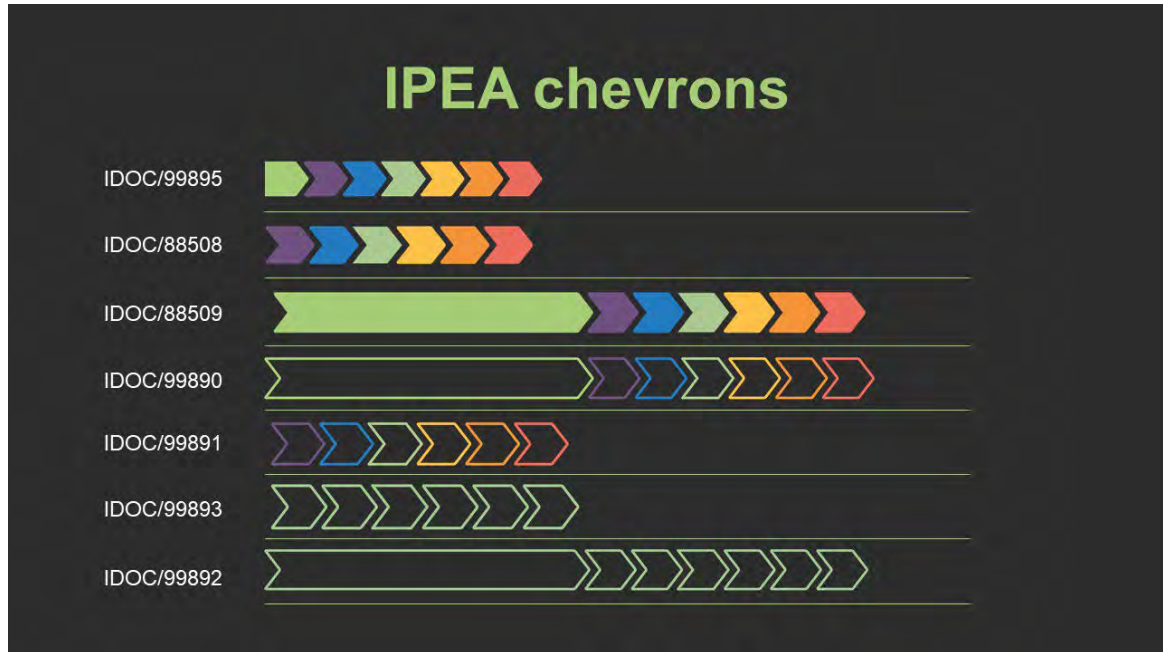
2. Education and reporting – a range of icons are used in IPEA's education materials and expenditure reports media. These can be used for other materials with approval.
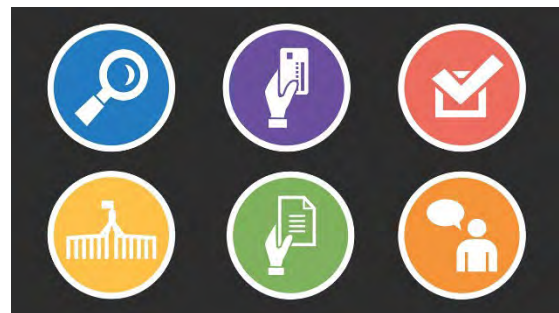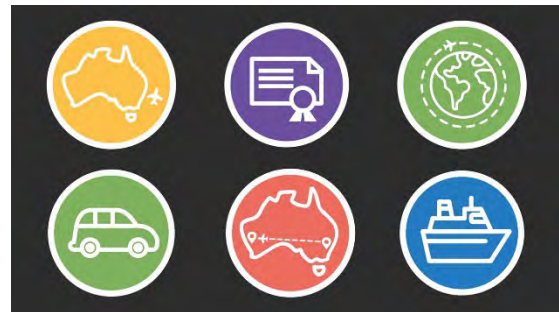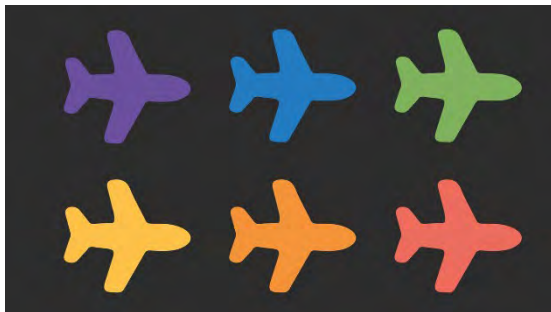
3. Originally created for the IPEA-Ed website, these black and white icons can be used where colour icons are not appropriate.

IPEA font

Most documents and publications:
Calibri 11pt for body text, 12-14pt bolded for subheadings, and 16-18pt bolded for headings.

Website: Apertura/sans-serif