

Mā tō tātou iwi For our people

Brand Guidelines - 2023



Our Community Brand

This brand is a reflection of our organisation

And our organisation is a reflection of our communities.

We look like them, we sound like them, we think like them.

The key functions of this brand are: to show our communities we are here for them to remind our team of the impact they have on the community.

We do this by using a consistent 'For our' heading style throughout key communications – as seen on the following page and in the Messaging section.





Our story

Every day we come to work...

For our beautiful region For our local icons For our wonderful whānau For our next generation For our hard-working businesses For our picture postcard views And our cheeky pets

But most importantly for our people

For our people Mā tō tātou iwi **Our Purpose**

Enabling people to do great things

Everything we do is designed to enable and inspire our people to make the most of their opportunities.

We build, we maintain, we service, and support residents so they can do what they love, right here in the Western Bay.

We also empower our team and create an environment where they can be great, so we can shape the future we all want, together.





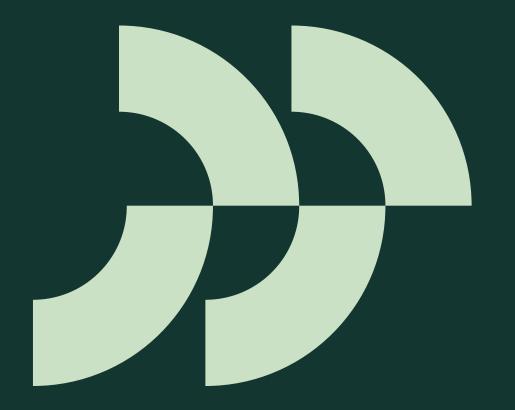
About us

Doing it for our people

We're a Council of real people, just like you - and we're here to make a real difference.

From Waihī Beach to Ōtamarākau and everywhere between, we work hard every day to make this a great place to live.

For our whenua. For our whānau. For our people.



Our logo

Our dynamic logo represents a modern, progressive Council.

<u>Kaitiakitanga</u> From land to sea

<u>Weave Pattern</u> We are woven together as one

<u>Speechmarks</u> Reflecting the voice of our communities

Forward direction Enabling our people to do great things

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The Western Bay of Plenty District Council brand represents our organisation and our people. Our brand attributes are both tangible and intangible - a name, a visual logo or trademark, products, services, people, reputation, culture and values.

Promotion of a strong visual identity underpins the development of a professional image for Western Bay of Plenty District Council. The visual identity is the organisation's branding. Branding is widely recognised as a significant asset for any organisation. To maximise its benefits the identity must be comprehensively and consistently used, with standards followed exactly in all applications.

Our goal is to maintain a strong, consistent and reputable brand which reflects us as one organisation with many parts. Council's corporate identity is what represents us, our work and our facilities.

The logos, styles and designs set out in this Brand Manual must be applied to all Council creative, marketing, signage and wherever the Western Bay of Plenty District Council logo is used.

Monitoring standards

This manual sets out our organisation's visual identity in line with the aims of our quality assurance programme. The Communications Team has overall responsibility to ensure Council's visual identity is correctly applied to all visual material. If you are not sure about any aspect of applying this guide to material you are preparing, please contact the Communications Team. Email: communications@westernbay.govt.nz.

Regular review

While it is important to have flexibility to use the identity in a way that fits with a particular design for example, a brochure or newsletter masthead, it is equally important that the integrity of Council's brand is not compromised.

For these reasons this identity guide has avoided being too directive, however, this also means that it is important to regularly review usage to ensure that the standards are being applied correctly and to adjust the guide if an area of difficulty is identified. For approvals or any questions about our brand and its application, please contact Council's Communication Team. Email: communications@westernbay.govt.nz.

1.0 Our Brand Identity

1.1.1 **Our Brand Identity** Our logo Our dynamic logo represents a modern, progressive Council.

Meaning:

Kaitiakitanga From land to sea Weave pattern We are woven together as one Speechmarks Reflecting the voice of our communities Forward direction Enabling our people to do great things



1.1.2 **Our Brand Identity** Our logo - main colourways The horizontal logo is our primary logo.

On light or dark background, use the dark green, light green or cream wherever possible.

The black and white mono logo should only be used if monochrome is only available.

PRIMARY LOGO - HORIZONTAL

Logo - Dark Green



Logo - Light Green



Logo - Cream



MONOCHROME LOGO

Logo - Mono White



Logo - Mono Black



1.1.2 **Our Brand Identity** Our logo - main colourways The stacked logo is our secondary logo.

On light or dark background, use the dark green, light green or cream wherever possible.

The black and white mono logo should only be used if monochrome is only available.

SECONDARY LOGO - STACKED

Logo Stacked - Dark Green

Western

Bay of Plenty

District Council

Logo Stacked - Light Green



Western Bay of Plenty District Council





Western Bay of Plenty District Council

MONOCHROME LOGO

Logo Stacked- Mono Black



Logo Stacked- Mono White



1.1.3 **Our Brand Identity** Our logo - clear space and minimum size A minimum clear space for the logotype is equivalent to the height of the quarter circle within the logotype. Please note that this is the minimum clear space and in most instances it will be beneficial to allow for more space around the logo. To preserve the quality and definition of the logotype, a minimum size of 17mm wide for the horizontal logo and 10mm wide for the stacked logo has been established.





Minimum width 17mm





Minimum widt 10mm

1.1.4 **Our Brand Identity** Our logo - incorrect usage The corporate logotype must always be reproduced consistently and accurately to maintain the integrity and strength of the Western Bay of Plenty District Council brand. The examples shown here are not a conclusive list but just indicative of possible violations. **Note:** Our mark is locked together in spacing, colour and proportion, and must not be altered. Always use the original artwork files, never attempt to recreate the logo.





Do not alter the logo.

Do not recreate the colour.

WESTERN

BAY OF PLENTY

District Council



Do not use the logo on busy backgrounds.



Do not use logo on low contrast backgrounds.

1.1.5 **Our Brand Identity** Our logo - placement with partners Where possible, our Western Bay of Plenty District Council logo should sit at the top right or bottom right corner of any collateral.

With this in mind, when placing our logo alongside partner's logos, our logo should sit far right with the partner's logo to it's left. Adhere to the clear space guidelines when working out the proximity between the logos. The more space, the better.

The size of the partner's logo should be in proportion to the logotype within our logo so that theirs doesn't appear larger.

EXAMPLE CLEAR SPACE



Western Bay of Plenty District Council

EXAMPLE PLACEMENT



PRIMARY COLOURS

Western Bay Dark Green Pantone 3435 C Pantone 627 U CMYK 80 46 70 44 RGB 20 54 49 HEX #143631 PAINT Resene: Palm Green	Western Bay Light Green Pantone 9525 C Pantone 9525 U CMYK 9 0 17 0 RGB 203 226 197 HEX #cbe2c5 PAINT Resene: Snowy Mint	Western Bay Mid Green Pantone 2413 C Pantone 338 U CMYK 62 0 47 0 RGB 90 178 129 HEX #5ab281 PAINT Resene: Home Run	Western Bay Cream Pantone 9224 C Pantone 7502 U @ 10% tint CMYK 2 5 7 0 RGB 249 240 232 HEX #f9f0e8 PAINT Resene: Half Thorndon Cream

1.2.2 Our Brand Identity Our secondary colours

Our secondary colours are used to compliment These secondary colours are also used as the primary colours. These should always be used alongside the primary colours as backgrounds or highlights. For example, using the light red as a background, the mid red on a pattern, and the primary dark green for the logo and any text.

separate palettes for specific wards. This is outlined in further detail in section 1.7.

SECONDARY COLOURS

Dark Purple	Dark Red	Dark Blue
Pantone 2617 C	Pantone 704 C	Pantone 662 C
Pantone 2617 U	Pantone 704 U	Pantone 662 U
CMYK 71 100 0 6	CMYK 8 89 65 25	CMYK 100 88 0 24
RGB 47 14 99	RGB 130 0 0	RGB 3 18 91
HEX #2f0e63	HEX #820000	HEX #03125b
PAINT Resene: "WBOP District Council 2617C PMS" (custom colour)	PAINT Resene: 704C PMS Match	PAINT Resene: 662C PMS Match
Mid Purple	Mid Red	Mid Blue
Pantone 265 C	Pantone 7416 C	Pantone 2727 C
Pantone 265 U	Pantone 7416 U	Pantone 2727 U
CMYK 52 66 0 0	CMYK 0 76 74 0	CMYK75 45 0 0
RGB 135 103 232	RGB 234 75 54	RGB 32 106 237
HEX #8767e8	HEX #ea4b36	HEX #206aed
PAINT Resene: "WBOP District Council 265C PMS" (custom colour)	PAINT Resene: 7416C PMS Match	PAINT Resene: 2727C PMS Match
Light Purple	Light Red	Light Blue
Pantone 9341 C	Pantone 9281 C	Pantone 9402 C
Pantone 9023 U	Pantone 9022 U	Pantone 9400 U
CMYK 2 7 0 0	CMYK 0 12 7 0	CMYK 10 1 0 0
RGB 218 214 244	RGB 251 219 215	RGB 206 231 244
HEX #dad6f4	HEX #fbdbd7	HEX #cce7f4
PAINT Resene: Blue Chalk	PAINT Resene: Half Pale Rose	PAINT Resene: Pattens Blue

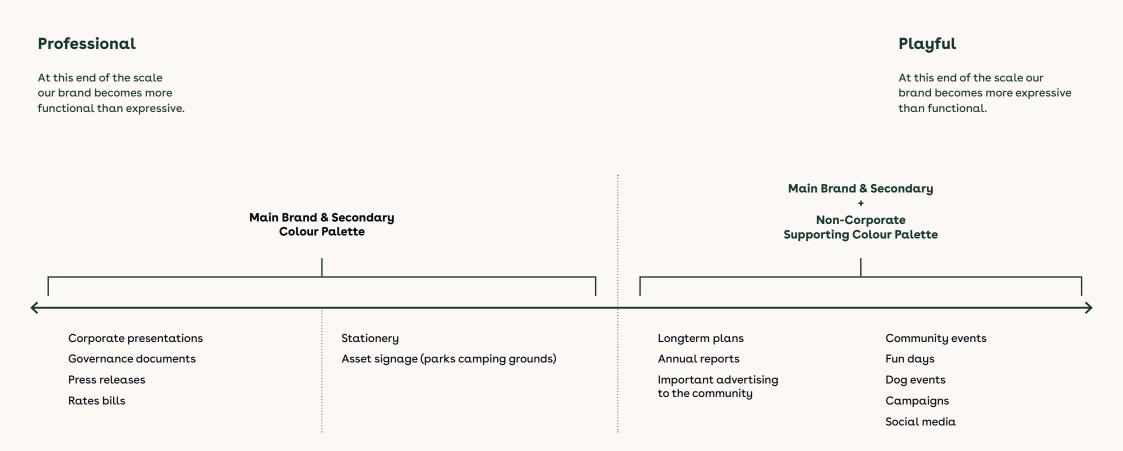
1.2.3 **Our Brand Identity** Our tertiary colours

In addition to the primary and secondary palettes, some additional extended colours have been defined for occasional use on the playful end of our communications. For example brand campaigns and community events, but should not consist of more than 20% of all brand collateral.

TERTIARY COLOURS

Dark Violet	Dark Teal	Dark Orange	Dark Yellow
Pantone 2425 C	Pantone 321 C	Pantone 173 C	Pantone 3514 C
CMYK 36 100 0 23	CMYK 100 0 37 10	CMYK 0 83 99 4	CMYK 0 20 100 0
RGB 128 18 128	RGB 10 130 135	RGB 209 71 8	RGB 254 191 0
HEX #801280	HEX #0a8287	HEX #d14708	HEX #febf00
Mid Violet	Mid Teal	Mid Orange	Mid Yellow
Pantone 2395 C	Pantone 319 C	Pantone 1655 C	Pantone 129 C
CMYK 23 96 0 0	CMYK 60 0 16 0	CMYK 0 77 100 0	CMYK 0 10 80 0
RGB 201 41 199	RGB 0 178 199	RGB 255 103 1	RGB 253 212 0
HEX #c929c7	HEX #00b2c7	HEX #ff6701	HEX #fdd400
Violet	Teal	Orange	Yellow
Pantone 2375 C	Pantone 318 C	Pantone 3588 C	Pantone 127 C
CMYK 17 49 0 0	CMYK 39 0 9 0	CMYK 0 45 97 0	CMYK 0 3 63 0
RGB 232 140 237	RGB 116 242 242	RGB 255 142 28	RGB 255 225 75
HEX #e88ced	HEX #74f2f2	HEX #ff8e1c	HEX #ffe14b

1.2.4 **Our Brand Identity** Our tertiary colours expressiveness scale For non-corporate communications, we could have access to a wider colour palette. Use of a wider palette will give greater expression and flexibility when needed. For example, events and campaigns. Always make sure that these colours are paired together with our primary colour palette. If you have any questions please contact the Communications Team. Email: <u>communications@westernbay.govt.nz</u>



1.2.5 **Our Brand Identity** Our tertiary colours - usage

> Western Bay of Plenty District Council

For non-corporate communications, we could have access to a wider colour palette. Use of a wider palette will give greater expression and flexibility when needed. For example, events and campaigns. Always make sure that these colours are paired together with our primary colour palette. If you have any questions please contact the Communications Team. Email: <u>communications@westernbay.govt.nz</u>

Non-Corporate Communication for example event collateral.



+













1.2.6 **Our Brand Identity** Our tertiary colours - incorrect usage The corporate colours must always be reproduced consistently and accurately to maintain the integrity and strength of the Western Bay of Plenty District Council brand. The examples shown here on how to use the extended colour palette are not a conclusive list but just indicative of possible violations.

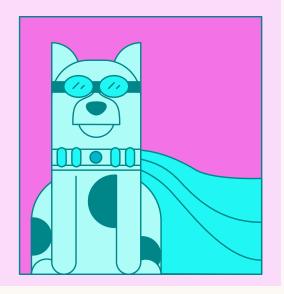
If you have any questions please contact the Communications Team. Email: communications@westernbay.govt.nz.



Wnder Dägs



Wnder Dägs





\times

DON'T re-colour the complete illustration. The tertiary colours should only be used together with Primary colours.

1.2.6 **Our Brand Identity** Our tertiary colours - incorrect usage The corporate colours must always be reproduced consistently and accurately to maintain the integrity and strength of the Western Bay of Plenty District Council brand. The examples shown here on how to use the extended colour palette are not a conclusive list but just indicative of possible violations.

If you have any questions please contact the Communications Team. Email: communications@westernbay.govt.nz.







DON'T overuse the tertiary colours. They should always be used in

combination with our primary brand

colours. Always ensure that enure

contrast for legibility.

W**∩nďer D**∵gs



 (\times)

DON'T re-colour the complete illustrations. They should always be used in combination with our primary brand colours. Always ensure that enure contrast for legibility.



DON'T re-colour the our brand logo.

DON'T use tertiary colours on any formal corporate communications.

DON'T use tertiary colours on signage.

1.3.1 **Our Brand Identity** Our typography - our primary design font (not for everyday staff use) A typeface for our people

Meet Buenos Aires, a font that is full of playful moments, one that looks friendly and trustworthy.

Whether body text or title, the open forms appears generous. The wide range of weights give the font a broad but consistent range of appearances. The perfect blend between playful and professional.

Buenos Aires

AaBbCc

AaBbCcDdEeFfGgHhJjKkLlMmNnOo PpQqRrSsTtUuVvWwXxYyZz ĀāĒēlīŌōŪū %#@0123456789

Weights

Thin Light Book **Regular**

Thin italic Light italic Book italic Regular italic Semibold Bold Black Semibold italic Bold italic Black italic

1.3.2 **Our Brand Identity** Our typography - our standard font (everyday staff use) Poppins is the alternative typeface to Buenos Aires, it is a replacement typeface when Buenos Aires can't be installed. If possible, avoid using Poppins other than for these purposes, or we risk draining the overall brand.

Poppins

AaBbCc

AaBbCcDdEeFfGgHhJjKkLlMmNnOo PpQqRrSsTtUuVvWwXxYyZz ĀāĒēlīŌōŪū %#@0123456789

Weights

Thin Extra Light *Light* Regular Medium Thin italic Extra Light italic Light italic Italic Medium italic Semibold Bold Extra Bold Black Semibold italic Bold italic Extra Bold italic Black italic

1.4 **Our Brand Identity** Our brand pattern

Our graphic dynamic patterns are inspired by the shape of our brand mark and allows our communications to stand out on a variety of applications. They can be used respectively in each of our ward colour palettes, e.g. Kaimai, Katikati-Waihī Beach, etc. The graphical elements can be used as patterns or as a framing device to draw attention to the subject. It's an expression that represents energy and diversity.



Brand Guidelines 1.0

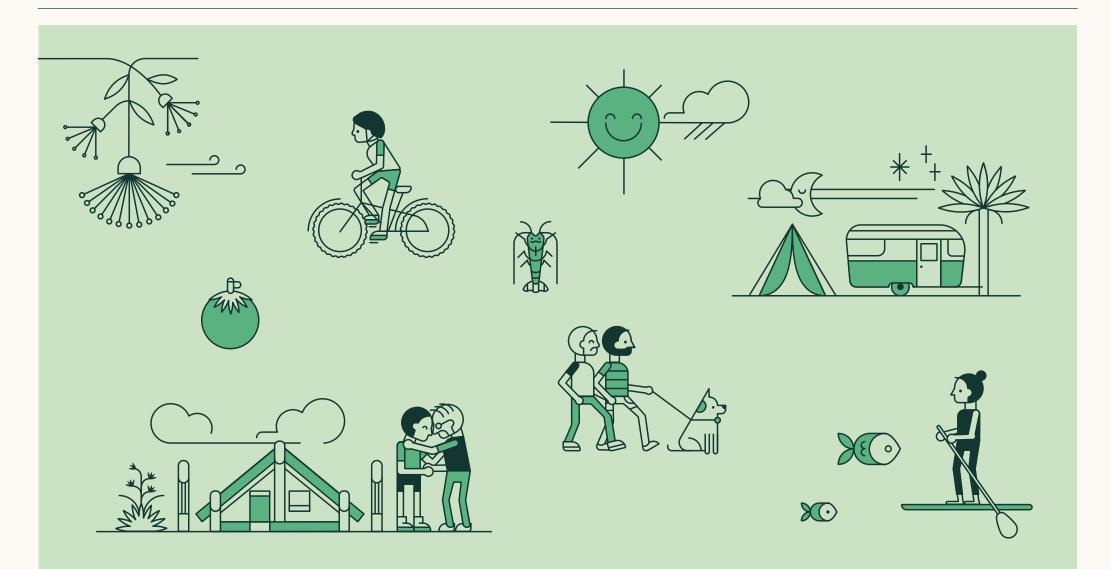
1.4 **Our Brand Identity** Our brand pattern Below show further examples of how our brand shapes can be used to form patterns.



1.5 **Our Brand Identity** Our illustration - master Our master illustration is an integral part of our brand. It has been created distinctly to capture our communities, our people, and our iconic landmarks. It is filled with life, with character, with icons and symbols, with habits and ways of living, and landscapes. It is fun and approachable, based on a simple grid that makes it easy to use across a range of communications.



1.6 **Our Brand Identity** Our icons Our icons come from our master illustration.



1.7.1 **Our Brand Identity** Our wards - colours

Each of our three wards have their own colour palette derived from the secondary colours. The use of these creates consistency across each ward and are to be used across printed and digital collateral, signage, events and campaigns.

KATIKATI-WAIHĪ BEACH WARD	KAIMAI WARD	MAKETU-TE PUKE WARD
Katikati-Waihī Beach Dark Blue	Kaimai Dark Purple	Maketu-Te Puke Dark Red
Pantone 662 C	Pantone 2617 C	Pantone 704 C
Pantone 662 U	Pantone 2617 U	Pantone 704 U
CMYK 100 88 0 24	CMYK 71 100 0 6	CMYK 8 89 65 25
RGB 3 18 91	RGB 47 14 99	RGB 130 0 0
HEX #03125b	HEX #2f0e63	HEX #820000
PAINT Resene: 662C PMS Match	PAINT Resene: "WBOP District Council 2617C PMS" (custom colour)	PAINT Resene: 704C PMS Match
Katikati-Waihī Beach Mid Blue	Kaimai Mid Purple	Maketu-Te Puke Mid Red
Pantone 2727 C	Pantone 265 C	Pantone 7416 C
Pantone 2727 U	Pantone 265 U	Pantone 7416 U
CMYK75 45 0 0	CMYK 52 66 0 0	CMYK 0 76 74 0
RGB 32 106 237	RGB 135 103 232	RGB 234 75 54
HEX #206aed	HEX #8767e8	HEX #ea4b36
PAINT Resene: 2727C PMS Match	PAINT Resene: "WBOP District Council 265C PMS" (custom colour)	PAINT Resene: 7416C PMS Match

1.7.2 **Our Brand Identity** Our wards - logos Our ward colourways are to be used on the Western Bay of Plenty District Council logos when it's used for ward specific items. These should be used instead of the logos in our primary colours.

Logo - Katikati-Waihī Beach Dark Blue



Logo - Kaimai Dark Purple



Logo - Maketu-Te Puke Dark Red



Logo - Katikati-Waihī Beach Light Blue



Logo - Kaimai Light Purple



Logo - Maketu-Te Puke Light Red



1.7.3 **Our Brand Identity** Our wards - illustrations

Katikati-Waihī Beach Ward

Our Katikati-Waihī Beach Ward illustration contains people, icons, habits, landscapes and iconic landmarks that are specific to this area.



1.7.3 **Our Brand Identity** Our wards - illustrations **Kaimai Ward** Our Kaimai Ward illustra

Our Kaimai Ward illustration contains people, icons, habits, landscapes and iconic landmarks that are specific to this area.



1.7.3 **Our Brand Identity** Our wards - illustrations

Maketu-Te Puke Ward

Our Maketu-Te Puke Ward illustration contains people, icons, habits, landscapes and iconic landmarks that are specific to this area.



1.8 **Our Brand Identity** Our photography

Like our brand voice, all photography is based on a spectrum from relatable to aspirational. Our focus is on bringing real, authentic people into the brand - whether in the community or on our team.



You must always ensure you have the appropriate permission to use any photo for Council communications - whether you have taken a photo on a Council camera or if photos are supplied.

Tips to remember:

- Only use photos if they were taken in a public place where there is no expectation of privacy.
- Only use photos of children if you have written permission from their parent or guardian.
- Don't use photos featuring people if they are no longer employed by Council.



2.0 Style Guide

2.1.1 **Style Guide** Tone of voice

Our voice reflects the **voice of our people**.

At Council everything we do is designed to enable and inspire our people to make the most of their opportunities.

We build, we maintain, we service and support residents so they can do what they love, right here in the Western Bay.

Our messaging needs to be accessible and clear - enabling all people to do great things.

Through our tone of voice and messaging we will ensure we sound like them, we think like them and we can shape the future we all want, together. 'Our people' refers to either the residents in our communities or the staff on our team, or both (depending on the context). This is because we are a Council of real people, and a reflection of the people we serve.

2.1.2 **Style Guide** Tone of voice - our approach

Everything we write should be **Fresh**

Friendly

The reader should feel the warmth in your words.

Real

Make it feel like a real person wrote this - be conversational with the use of contractions e.g. We'll / you'll.

Enthusiastic

Make people feel inspired.

Simple

Be concise. Short words. Short sentences - no longer than 20 words.

Helpful

Our focus is on helping people find what they need.

2.1.3 **Style Guide** Tone of voice - document headings

Our brand messaging communicates how everything we do is **'For our people'**.

When writing key headings for documents, they should focus on the benefit to the people before the function/service we provide.

To do this, use the **'For our...'** storytelling device.

In context:

For our journeys (creative heading) Transport Plan 2022 (functional heading)

For our growers Horticulture Strategy 2022

For our Future athletes Sports Day 2022

2.2 Style Guide Typography - hierarchy/weights

Te reo translation Buenos Aires Semibold

Main heading Buenos Aires Bold

Te reo translation here Lorem ipsum dolor sit amet sectetur

"Lorem ipsum dolor sit amet consectetur adipiscing elitdo eiusmod tempor "

Introductions Buenos Aires Bold

Buenos Aires Regular

Body copy

Lorem ipsum dolor sit amet consectetur adipiscing elit do eiusmod tempor

Lorem ipsum dolor sit amet, consectetur adipiscing 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. Duis aute irure dolor in reprehenderit in voluptate velit esse cillum dolore eu fugiat nulla pariatur. Excepteur sint occaecat deserunt mollit anim id est laborum.

Key features:

Lorem ipsum dolor sit am consect adipiscing elit, sed do eiusmod tempor incididunt ut labore dolore magna aliqua. Ut enim ad minim veniam, quis nostrud exercitation ullamco laboris nisi ut aliquip ex ea commodo eiusmod consequat. Duisaute irure dolor in reprehenderit in voluptate velit esse cillum dolor eu fugiat nulla pariatur. 2.3 **Style Guide** Te Reo Māori

Upper case words. Please include macrons.		
Māori (Indigenous New Zealander)		
Tangata Whenua (People of the land)		
Treaty (referring to the Treaty of Waitangi)		
Takawaenga (Team)		
Marae (Courtyard/front of wharenui)		
Kaumātua (Elderly, old, aged)		

Lower case words – unless in title or at the beginning of a sentence. Please include macrons.		
iwi (tribe)	tino rangatiratanga (self determination, sovereignty)	
hapū (sub tribe)	whetū (star)	
whānau (family, give birth)	kaihoe (paddler)	
tikanga (lore, protocol, custom)	taonga (treasure, anything prized)	
papakāinga (original home)	kāwanatanga (governorship)	
takutai (coast, foreshore)	wāhi tapu (sacred place)	
urupā (burial ground, cemetery)	mahinga kai (cultivation, food gathering place)	
te reo (language)	kete (kit, basket)	
whakapapa (genealogy)	ōritetanga (equality)	
wāhi rongoā (place for gathering of medicine)	hui (gather, meet)	
kaitiaki/tanga (guardian/ship)	rangatahi (youth)	
whanaungatanga (relationship, kinship)	rohe (boundary, territory)	
whare (residence, house, building)	mihi (greet, acknowledge)	

Place names. Please include macrons.
Waihī Beach
Ômokoroα
Ōtamarākau

2.3 **Style Guide** Te Reo Māori

Western Bay of Plenty District Council translation and configurations. Please include macrons.
Te Kaunihera a rohe mai i nga Kuri-a-Wharei ki Õtamarakau ki te Uru
Te Kaunihera a rohe mai i Ngā Kuri-a-Whārei ki Ōtamarakau ki te Uru
Te Kaunihera a rohe mai i Ngā Kuri-a-Wharei ki Ōtamarakau ki te Uru
Te Kaunihera a rohe mai i Ngā Kuri-a-Wharei ki Ōtamarakau ki te Uru
Te Kaunihera a rohe mai i Ngā Kuri-a-Wharei ki Ōtamarakau ki te Uru

Commonly used "For our" storytelling device translations. Please include macrons.		
For our people		
Mā tō tātou iwi		
For our community		
Mā tō tātou hapori		
For our region		
Mā tō tātou rohe		
For our future		
Mā tātou ā raurangi		
For our children		
Mā ā tātou tamariki		
For our future sports stars		
Mā ā tātou hau-tipua		
For our families		
Mā ō tātou whanau		
For our businesses		
Mā ā tātou pakihi		
For our District		
Mā tō tātou takiwā		

2.4 Style Guide Expressiveness scale Below is a scale in which we can easily define the expressiveness of our brand in different scenarios.

PROFESSIONAL

4

At this end of the scale our brand becomes more functional than expressive.

At this end of the scale our brand becomes more expressive than functional























PLAYFUL





3.0 Resources

3.1.1 **Resources** Stationery - business cards Our business cards are designed so that the name, title and direct contact details are positioned first. General contact details for Council are positioned second. Qualifications can be included on the same line as the name and title.



3.1.2 **Resources** Stationery - letterhead and envelopes **Letterhead** Our letterheads are A4 in size.

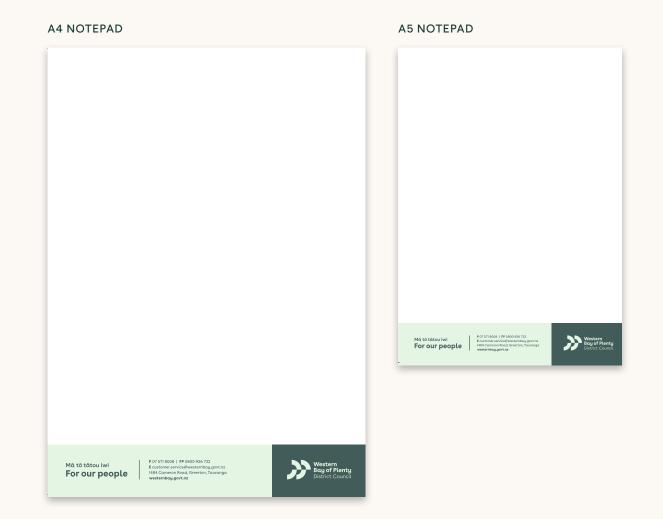
They are available as a Word template for printing internally, or as a print PDF for ordering bulk printing.

Envelope

Our envelopes are DLE size, and this design works with or without a window.

	A4 LETTERHEAD	DLE ENVELOPE
	Western Bay of Plenty District Council Western Bay of Plenty District Council Hát Cameron Nord, P 0800 95 2737 Hind@westernbaugovtnz westernbaugovtnz	Westernberg of Law Annual Annu
Ensure address stays in the specified place in the document to comply with NZ Post regulations and	Address Line 1 Address Line 2 Address Line 3 Address Line 4 Monday 24th May 2021	
envelopes with address windows.	Dear Sir/Madam, Fugiatquía dolest vel endus mint errovid ella porempos sequi rectecest, sincium ulpa cusciusto eaquas expla vit posomenes et protem autest id que vel illori remquae volor maxim il	
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Sign Off Poppins Bold - 10pt Black: #000000	John Smith Position Title	
	Te Kaunihera a rahe mal i ngû Kuri-a-Whârej ki Ôtamarakau ki te Uru	

3.1.3 **Resources** Stationery - notepads Our notepads are available in A4 and A5 tear off pads.



3.1.4 **Resources** Stationery - name badges Our name badge has been designed to include the Council logo and our names. It also includes our four core values of being empathetic, enthusiastic, adaptable and accountable - part of our commitment to enabling people to do great things.

There are two versions available depending on where they are to be used - consumer facing or internally. One with first name only and one with full names.

These are available with a magnet or pin back.

VERSION 1 - FIRST NAME ONLY



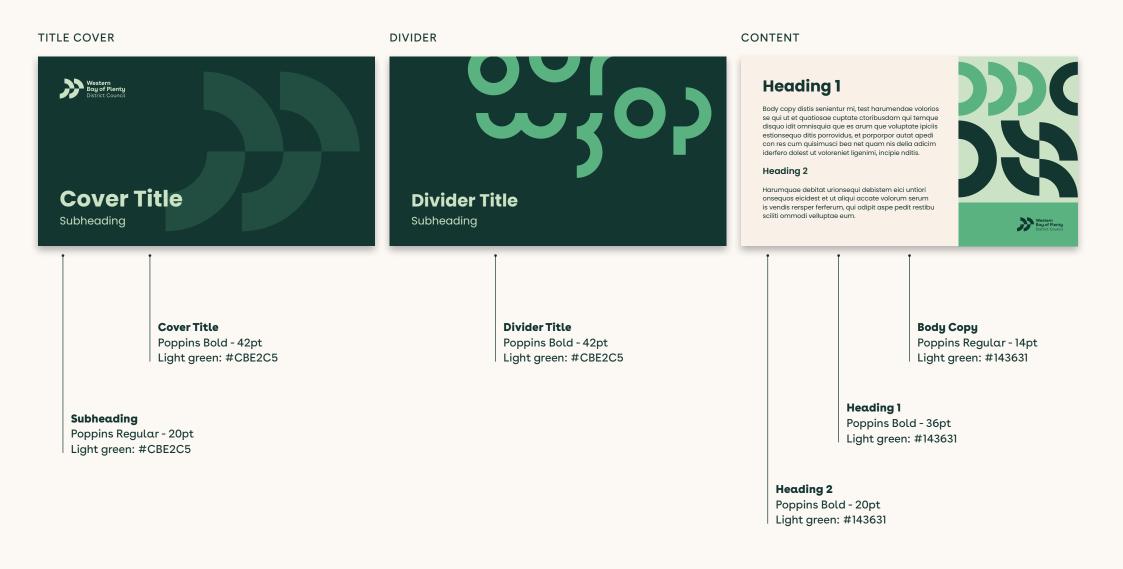
VERSION 2 - FIRST AND LAST NAME



3.2 **Resources**

Powerpoint presentation

Our Powerpoint presentation template is available in both widescreen and standard sizes. These contain a template for a title cover, divider and content. Font styles for the template are outlined below.



3.3 **Resources** Email signature

Our email signature is for the exclusive use of all Western Bay of Plenty District Council employees. Staff are not to alter the email signature in any way. For example, change in font and size or colour, and alter the logo.

	To:
	Cc:
	Subject:
Name	Hi Lizzie,
Poppins Bold - 13.5pt Dark green: #143630	Lorem ipsum dolor sit amet, consectetur adipiscing elit. Praesent sed sollicitudin dolor. Vestibulum feugiat consequat feugiat. Praesent enim est, sollicitudin sed lobortis hendrerit, pellentesque sit amet ipsum. Quisque eu velit luctus, convallis ligula vel, rhoncus dui.
Position in English Poppins Semibold - 11pt Dark green: #143630	Vestibulum nec sem aliquet, ultrices ligula non, tempor ligula. Donec laoreet dolor in diam vehicula, at tincidunt est portitior. Praesent pretium nec odio sed tempus. Proin mollis pretium est sed ultricies. Fusce semper, odio et blandit accumsan, tortor metus condimentum arcu, nec pretium nunc augue in nibh. Morbi aliquet bibendum turpis faucibus vestibulum. Nunc et quam ipsum. Donec a elle telementum, rutrum justo sit amet, euismod massa. Morbi id accumsan tellus. Donec accumsan auctor nisi in laoreet.
	Luke Balvert Communications Manager
Position in Te Reo Poppins Regular - 11pt Dark green: #143630	Te Reo Translation Goes Here Western Bay of Plenty District Council For our people
Contact info Poppins Regular - 11pt Dark green: #143630	E luke.balvert@westernbay.govt.nz P 123 456 7890 P 07 571 8008 FP 0800 926 732 1484 Cameron Road, Greerton, Tauranga 3112 westernbay.govt.nz Facebook Instagram Linkedin
	Kia hangaia ngā rā o mua Shape the future The information contained in this message (and any successful gaugements) is CONTENTIAL or and may also be ISBALY PRIVIED, islanded only for the respire(f) normed downed the message (and any successful gaugements) is CONTENTIAL or and may also be ISBALY PRIVIED, islanded only for the respire(f) normed downed the message (and any successful gaugements) is CONTENTIAL or and may also be ISBALY PRIVIED. Islanded only for the

Promotional e-footer

The Communications Team manages and co-ordinates promotional email footers reflecting current Council marketing campaigns, events and activities. These are added to Council employee email signatures and include a hyperlink to further information. Requests for use are to be made to <u>communications@westernbay.govt.nz</u>.

3.4 **Resources**

Banners and display materials



3.5.1 **Resources** Uniforms - overview

Uniforms are an essential item for some Council units and groups. They must be marked and branded correctly to help our customers identify our staff and services.

The Council logo must always be positioned on the front of the uniform on the right of the chest.

To allow for flexibility, co-branding or descriptions can be included. Please contact the Communications Team to discuss alternative options if required. Email: <u>communications@westernbay.govt.nz</u>.

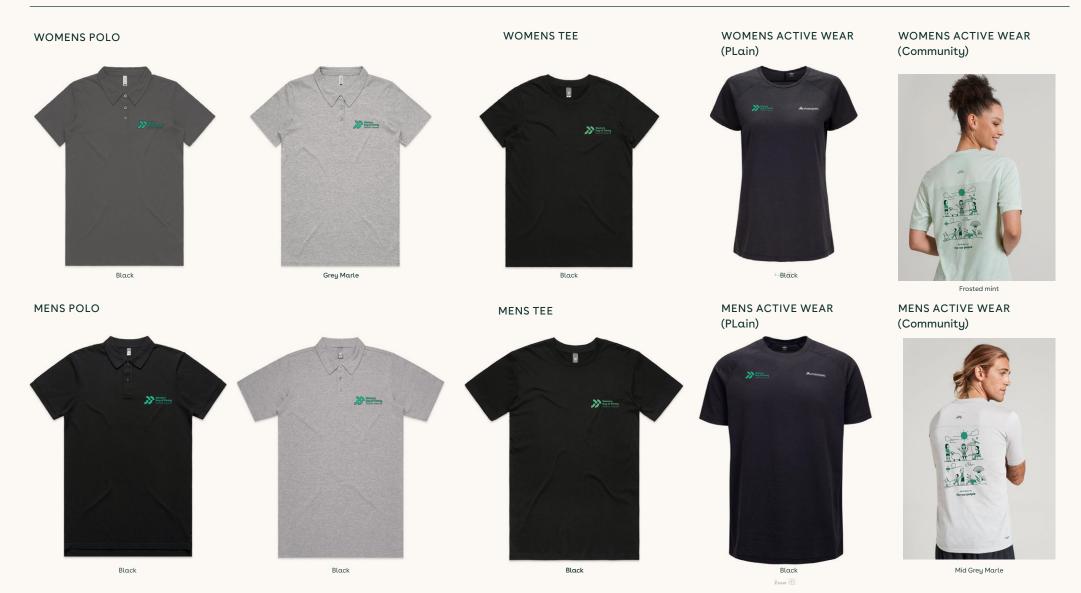


3.5.2 **Resources** Uniforms - staff tshirt and polos

Uniforms are an essential item for some Council units and groups. They must be marked and branded correctly to help our customers identify our staff and services.

The Council logo must always be positioned on the front of the uniform on the right of the chest.

To allow for flexibility, co-branding or descriptions can be included. Please contact the Communications Team to discuss alternative options if required. Email: <u>communications@westernbay.govt.nz</u>.



3.5.2 **Resources** Uniforms - staff long sleeved shirts

Uniforms are an essential item for some Council units and groups. They must be marked and branded correctly to help our customers identify our staff and services.

The Council logo must always be positioned on the front of the uniform on the right of the chest.

To allow for flexibility, co-branding or descriptions can be included. Please contact the Communications Team to discuss alternative options if required. Email: <u>communications@westernbay.govt.nz</u>.

WOMENS LONG SLEEVED SHIRTS





MENS LONG SLEEVED SHIRTS







Black



Coal/Black Check

3.5.2 **Resources** Uniforms - staff jackets and hats

Uniforms are an essential item for some Council units and groups. They must be marked and branded correctly to help our customers identify our staff and services.

The Council logo must always be positioned on the front of the uniform on the right of the chest.

To allow for flexibility, co-branding or descriptions can be included. Please contact the Communications Team to discuss alternative options if required. Email: communications@westernbay.govt.nz.

WOMENS JACKET



Black



Black

CAPS







BUCKET HAT

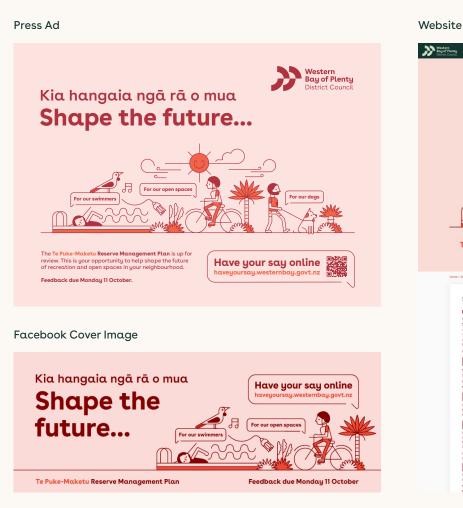


Resources 3.6 Campaigns

When producing a campaign it is important to follow our brand fonts and colours. Event campaigns and joint project initiatives are typical exceptions, and are at the discretion of the Communications Team.

If you have any questions please contact the Communications Team. Email: communications@westernbay.govt.nz.

RESERVE MANAGEMENT PLAN CAMPAIGN



Kia hangaia ngā rā o mua Shape the future... For our open spa or our dogs Te Puke-Maketu Reserve Management Plan Feedback due Monday 11 October Shape the future n is Council's guidebook for recreation an elop these spaces over the next 10 years ase select one of the key topics below to tell us what you think (remember to registe ster here For our whānau We also want to know if you think our p For our open spaces For our swimmers t cannot stay on its current site at Te Puke High School. Final site suitability for indertaken as a separate process.

For our loved ones

we've heard that alternative memorial arrangements should be con

ere you think the most appropriate sites are and what you



Animated Email Footer













