

## APPENDIX 1



5 August 2015

Shire of Katanning  
PO Box 130  
Katanning WA 6317

**Meinhardt Infrastructure &  
Environment Pty Ltd**  
A.B.N. 52 100 868 979

Level 12, 501 Swanston Street  
Melbourne, Victoria  
Australia 3000

T: +61 3 8676 1200  
F: +61 3 8676 1201

Dear Sir/Madam,

[www.meinhardtgroup.com](http://www.meinhardtgroup.com)

**Re: PLANNING PERMIT APPLICATION FOR ADVERTISING SIGNAGE AT AN  
EXISTING SERVICE STATION**  
**Address: 24 Cornwall Street, Katanning**

We act on behalf of Liberty Oil with respect to this application.

Please find enclosed an Application for a Planning Permit for advertising signage at the above address.

The application is accompanied by the following information:

- Completed Application for a Planning Permit form.
- A cheque for the requisite fee of \$1,300.
- Certificate of Title
- Signed Owner's Consent Form
- 2 x A3 copies of application plan:
  - SIG01 Site Signage Plan.
  - SIG02 Site Signage Details (including elevations)

The application seeks to replace signage on the site with the following:

- S1: One (1) 7.00m Station Identification (SI) Sign (lighting within the new SI sign will be energy efficient LEDs).
  - The location of this signage will remain the same as the current SI sign
  - The advertising area of signage will comprise a total area of 5.59sqm (1.3m x 4.3m).
  - 3.31sqm of this area will be internally illuminated signage, inclusive of a 1.19sqm LED illuminated Shell pricing display and a 2.12sqm red and yellow Shell Pecten logo

The proposal is part of a national roll-out that will be upgrading signage at Shell Service Stations. The dimensions of the proposed sign will be similar to the existing sign and shall be situated in the same location, in other words, like-for-like. The lighting within the illuminated signs will be changed to more energy efficient white LEDs.

No further on-site changes are proposed.

Please see attached plans SIG01 and SIG02 for further details of the dimensions and location of the proposed signage.

**Site Context**

The subject land is a corner site located on the corner of Bay Street and Cornwall Street. Cornwall Street abuts the eastern boundary of the site whilst Bay Street abuts the north western boundary of the site. The site is an irregular shape, with the northern point of the site located at the intersection of Bay Street and Cornwall Street. An existing Shell service station comprising of two fuel pumps, one pole sign and associated retail building are all located in the northern part of the subject land, with entry points located on Cornwall Street and Bay Street. Land surrounding the site comprise a variety of light industrial, commercial and residential uses. No change in land use or intensification of this use is proposed.



Figure 1: Aerial view of subject site



Figure 2: Looking north west from Cornwall Street





Figure 3: Looking east from Bay Street

### **Title Particulars**

The land is shown on the attached copy of Title and is known as Lot 908 on Deposited Plan 2226873. The land parcel is irregular in shape. There are no covenants or encumbrances which would be breached by this proposal.

### **Planning Provisions**

The subject land is located within the Shire of Katanning. The relevant Planning instrument is the Katanning Planning Scheme No 4.

A number of different policies, codes, and local laws apply to the site and its surrounds. These are identified and discussed below.

### **Zoning**

The subject site is located within the Light Industrial Zone pursuant to Map 9 of the Shire of Katanning Town Planning Scheme No 4.

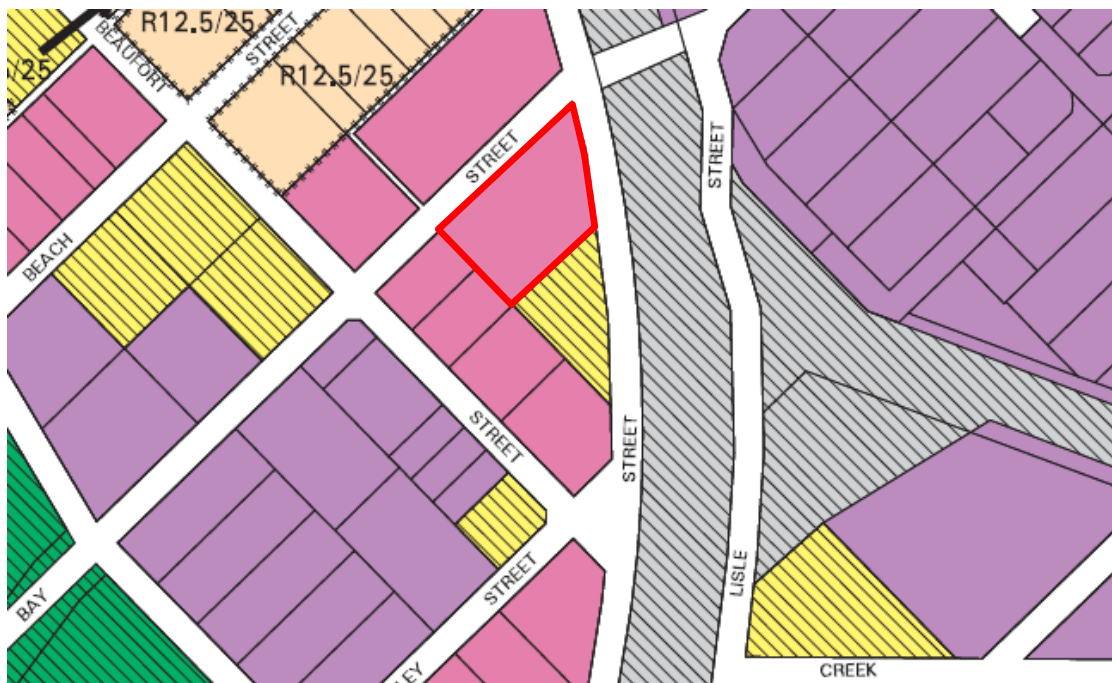


Figure 4: Zoning map

A portion of this map is shown in the Figure 4 (above).

Part 6.5.1 outlines a number of aims and objectives of this zone which includes:

- a) *To encourage appropriate light industrial development with diverse employment opportunities.*
- b) *To provide for light industry to support development in the District.*

The proposed development meets the relevant aims and objectives outlined above.

A service station is listed as a 'P' use (Permitted) in the Light Industrial Zone pursuant to the zoning table in the Shire of Katanning Town Planning Scheme No 4. We note that the use of the site is existing and not subject to change.

#### **Schedule 1 Definition:**

**Advertisement:** means any word, letter, model, sign, placard, board, notice device or representation, whether illuminated or not, in the nature of, and employed wholly or partly for the purposes of, advertisement, announcement or direction, and includes any hoarding or similar structure used, or adapted for use, for the display of advertisements.

#### **General Development Requirements:**

##### **7.11 Control of Advertisements**

This requirement outlines process and assessment requirements for advertising devices. Part 7.11.3 outlines key considerations for advertising includes the following:

- Character and amenity of the locality within which it is to be displayed including its historic or landscape significance
- Traffic safety
- The amenity of adjacent areas which may be affected.

#### **Planning Assessment**

An assessment has been undertaken against the relevant planning controls listed above.

- The proposal achieves a high level of consistency with the State and Local Planning Policy Frameworks;
- The signage upgrades are relatively minor which will deliver an upgrade of the existing service station facilities and result in a net community benefit;
- The signage will complement the existing service station;
- The illumination and new Shell branded colour scheme of the signage is not bright, excessive or inappropriate in the context of its frontage to Cornwall Street or the surrounding land;
- Signage illumination will be contained to appropriate levels, to ensure no adverse impact on surrounding land;
- The proposed signage does not contain flashing or animated elements which would create traffic confusion. It should also be noted that the LED's are significantly dimmer than that of traffic signals;
- Sightlines will not be disturbed and there will be no visual intrusion of the skyline;
- The appearance, size, shape, and illumination of the signage would not affect the amenity of the locality;
- The proposed signage will not detract from the character of the area, streetscape, views and vistas and general amenity of the area;

- The proposed advertising signage is a typical architectural feature found at Shell service stations across Australia. The colour scheme and signage are in accordance with the national Shell Australia signage;
- As with most service stations, the need for adequate business identification is justified. In this instance, the siting of the signage is suitable for alerting motorists to the location of the service station without having any detrimental impacts on neither their safety nor the amenity of its surrounds

### **Summary**

In summary we submit that the proposed signage upgrade to the existing Service Station is appropriate within the proposed setting and is consistent with the aims, objectives and provisions of the Katanning Planning Scheme.

The proposed changes are complimentary to the existing service station, improving an existing service and supporting the surrounding community.

In summary, we submit that the proposal is appropriate for the following reasons:

- The proposal is minor in nature.
- The proposal achieves a high level of consistency with the objectives of the Katanning Planning Scheme.
- Overall, the proposal makes a positive contribution to the amenity of the surrounding area and improves the long term viability of the existing service station.
- There will be no detrimental impacts associated with the proposal.

We look forward to Council's favourable consideration of this application. Should you have any queries, please do not hesitate to contact me on (03) 8676 1328 or [adam.rossimel@meinhardtgroup.com](mailto:adam.rossimel@meinhardtgroup.com)

Yours sincerely,  
**Meinhardt Pty Ltd**

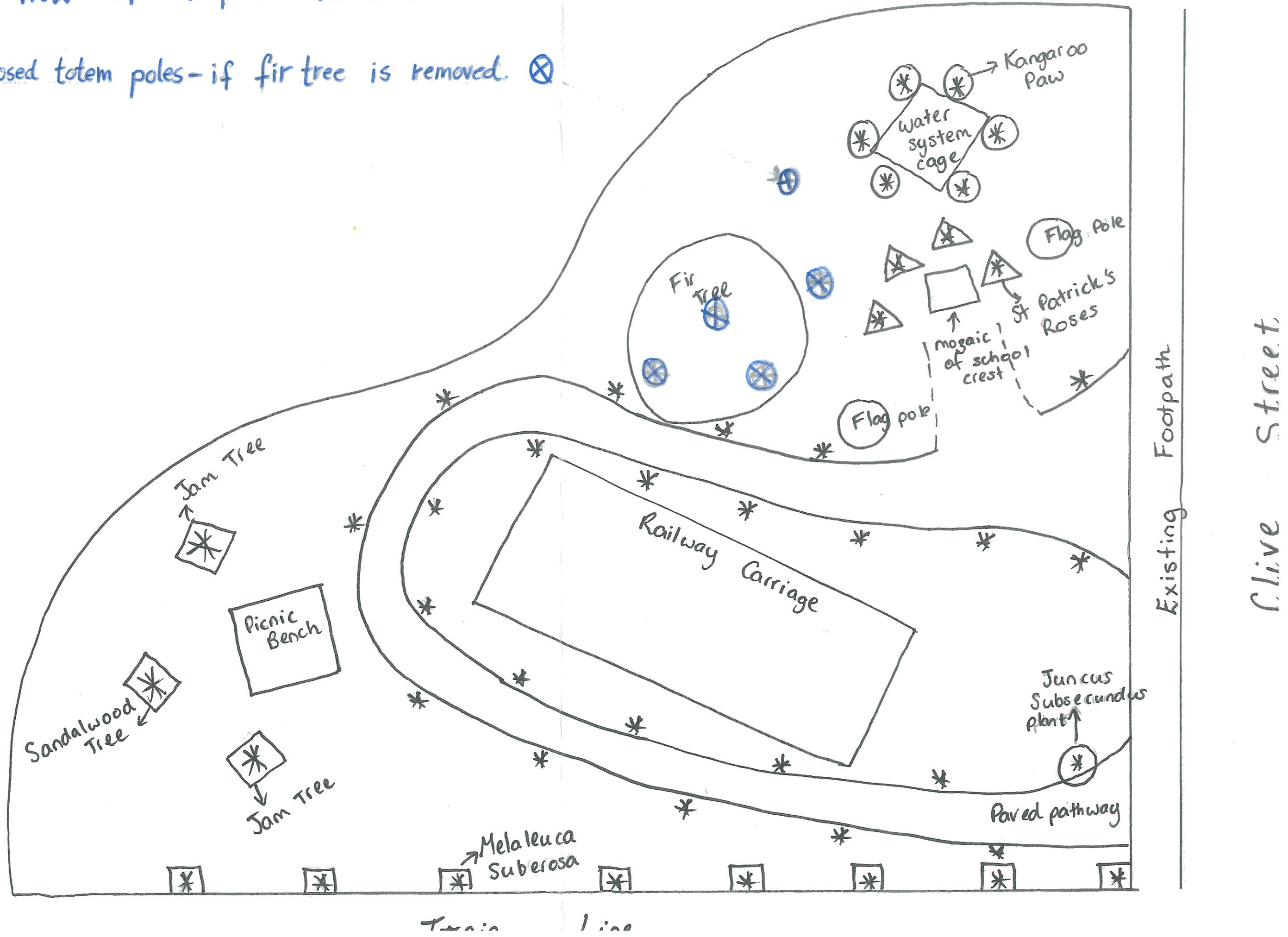


**Adam Rossimel**  
Planner



Birds-eye view of adopted location:

NB. Proposed totem poles - if fir tree is removed. ⊗











**Katanning Action Network**

*Look what we KAN do together*

19 August 2015

Mr Sam Davis  
Executive Manager Strategic Projects  
Shire of Katanning  
PO Box 130  
KATANNING WA 6317

Dear Mr Davis,

**FLY YOUR FLAG PROJECT – REQUEST FOR SUPPORT**

The Katanning Action Network (KAN) is seeking the support of the Shire of Katanning to secure a site and progress the 'Fly Your Flag' project. This project involves the display of national and cultural flags, celebrating our town's multiculturalism and creating a unique and colourful display for locals and visitors to Katanning.

To date, we have been successful in attaining 12 flags through donations and financial contributions by individuals, community groups, and businesses in Katanning. We have found a temporary home for the flags in the window of the old Carpet Court shop on Dore Street while we work with the Shire of identify a site for permanent display of the flags on flag poles. The eventual goal is to obtain 50 flags to be displayed on a rotational system.

KAN has also secured a grant of \$5,536 through the Great Southern Development Commission Community Chest Fund for the project. We are also seeking consideration from the Shire of Katanning to match this contribution through the construction of flag poles or costs of installation.

As per our presentation to the July Council Forum, the KAN has developed two options for the installation of the flags; 1. The Lions Park, and 2. The proposed Welcome Precinct.

Our preference is to progress with Lions Park, and have attached a copy of the plan for this site. We are seeking Council endorsement to proceed with this option, in cooperation with Shire staff.

If you require any further information, please contact me by email [Kan6317@gmail.com](mailto:Kan6317@gmail.com) or phone 0403 879 274.

Yours sincerely,

Carly Vartesi  
Community & Culture

# **Maintenance Plan**

## **Katanning Action Network 'Fly Your Flag' Project 2015**

### **Lions Park**

#### **Flag Project Summary**

##### **Background**

The idea for a display of flags representing the diversity of the Katanning community came out of the John Stanley workshop, and the need to identify and develop a point of difference in the town.

The Flag project was identified by the KAN as a priority through its planning process to;

1. Be a visual representation of Katanning's point of difference: multiculturalism.
2. Create a colourful and interesting feature for visitors to the town.
3. Allow locals to share their culture and origins, and celebrate coming together in Katanning.

As of May 2015, KAN has obtained 12 flags through community sponsorship, has secured \$5,536 through a Great Southern Development Commission Community Chest Fund grant and has commenced negotiations with the Shire regarding the possibility of flagpoles being erected in town to display the existing flags and future ones as they are obtained.

##### **Community support**

The opportunity to buy a flag has been put out to the community. To date, 12 flags have been purchased by individuals and families in the community, at a cost of \$200 each.

##### **Proposed location**

Initially, the concept was to use existing banner poles down Clive Street in the CBD to hang the flags. Erecting flagpoles at Katanning's yet to be developed 'Welcome Precinct' has also been discussed. In collaboration with The Lions Club, there is an option of displaying the flags on flagpoles at Lion's Park along Clive Street. This ties in with identifying a 'point of difference', capitalising on our status as a multicultural town and refugee welcome zone, and creating a unique and colourful feature for visitors to the town.

##### **The Australian Flag**

In regards the flying of the Australian Flag near flags of other nations, the Returned Services League WA Branch has advised that they have no policy or requirements in this regard. There are additional considerations for any display of the Australian Flag including lighting and positioning, which will be taken into consideration. There is the possibility of positioning the Australian flag near a permanent light, so that it can be illuminated at night-time. The Australian flag will be flown on the corner of Clive and Albion Street, and will be the first flag seen when driving east along Clive Street. **(See Appendix 1)**

##### **Specifications (See Appendix 2)**

Poles: 6m poles, 80mm diameter

Foundations: 600mm deep, 450mm wide, 6 x 20kg bag of concrete for each – or 0.1m<sup>3</sup> of concrete.



## **Spacing**

Advice from the flag company, Abel, is that flags are best 2m from the road and with at least 2m between each pole.

If the flags are within 2m of the road, they will need a special base in the event of being hit by vehicles. The flagpoles will be erected 10m from the curb. This allows clearance from the Western Power facilities, which are located 600mm from the curb.

The length of road frontage available (along Clive Street from Albion to Blantyre Street) is approximately 150m. KAN would place the initial flags from the corner of Albion Street (starting with the Australian flag) towards Blantyre Street, with 3m between each pole. This will allow for up to 50 flags to be erected. If further flagpoles are still needed, they could then be erected along Albion Street (starting at the corner of Clive Street).

## **Flagpoles**

### **Option 1**

Purchase flagpoles from a company (6m tall, 80mm diameter as above). Prices range from \$375+GST for a budget 6m pole (PILA flag poles), up to \$868+GST for a stainless steel tapered flagpole with internal halyards.

### **Option 2**

Manufacture the flagpoles from 6.5m lengths of 80mm galvanised pipe, at an estimated cost of \$75+GST (Medalia Steel). To reduce maintenance costs, these would be powder coated. Simple stainless steel fittings would be attached. Changing flags would therefore require a flagpole raising and lowering function, similar to the flagpoles outside the Shire offices.

## **General Sponsorship & Maintenance Introduction**

Through the 'Fly Your Flag' project KAN have sought, and continue to raise awareness, interest, funds and sponsorship, for a series of National flags to be located at the Welcome Precinct on the Great Southern Highway entrance to Katanning.

Sponsors can be individuals, companies, organisations, charities and businesses. Thus far they include groups such as: The Commonwealth Bank, Tyrepower, individual Katanning families and the Katanning Islamic Society. This document seeks to address any possible issues that may arise with the installation, flying and changing of the flags and identifies who will be responsible for what elements of maintenance, in order to ensure the project's smooth and maintained incorporation into the landscape, its longevity and its benefit to a person's impact on visiting Katanning

### **Process:**

A sponsor allocates a flag to fly for a Nation/Cultural Group that represents members of the community in Katanning (subject to flag availability). A sponsor does not necessarily have to be affiliated with that community/nation, though some form of link is preferable. Sponsors can also make a general flag sponsorship, with KAN selecting the nation at their discretion.

The sponsor contributes \$200 to cover the costs of the flag being produced (a fully sewn, heavy-duty woven polyester flag from Flag of All Nations, actual flag costs vary depending on design - **See Appendix 3**) and any surplus to the general Flag Maintenance Fund. The sponsor completes a sponsorship form (**See Appendix 4**) and is presented with a certificate of sponsorship.



That flag is adopted into the total number of flags to be flown within the year.

Flags will be rotated dependent on the number of poles that are erected. Anticipated duration of flag flying will be approximately 3- 6 months, with the exception of the Australian National Flag which will be flown continuously and lit at night.



A voluntary Flag Caretaker/s will be assigned to monitor how the flags are weathering and their general maintenance. The Caretaker and other members of the Fly Your Flag project team will alternate to change the flags over when required.



In exchange for sponsoring the flag, the Sponsors will receive acknowledgement by means of a plaque or mention on a sponsors board, which will detail a list of all flags represented by the project and their respective sponsors; Plus any other organisations or individuals who have donated towards the project as a whole. It is anticipated the content of this board will expand over time as new flags are added.



At the end of the life of the flag (this may be more or less than the anticipated 3 years, depending how the flag has weathered) the initial sponsor is given first opportunity to re-sponsor the flag. If they decline, re-sponsoring it is offered up to whoever else may be interested within the community.

## **Accountability:**

### **Sponsors**

Sponsors are responsible for initial purchase costs (\$200 sponsorship) of their nominated National/ Cultural flag (purchased by KAN via Flags of All Nations)

### **KAN**

The Katanning Action Network, in collaboration with the Lions Club, is responsible for overseeing the overarching installation of flags & poles and the general maintenance of the project & infrastructure. Including: Annual flag rotation timetable, general caretaking and flag changing.

KAN is NOT responsible for straight replacement of flags in the event of theft and damage - this will be negotiable depending on the available balance of the Flag Maintenance Fund.

## **Anticipated ongoing maintenance**

Although this Maintenance Plan is documented in some detail, a low level of maintenance will be generally required for this project once the poles and flags are installed. As Katanning does not

currently have a number of large flags on display in one place it will be a 'suck it and see' process to monitor any incidences of damage, or wear and tear.

## **Responsive Maintenance**

Maintenance that cannot be prevented but that will need to be responded to.

This may include, but is not limited to:

- Flag tears
- Theft
- Broken flag pole parts
- Graffiti

A flow chart showing the process of identifying, reporting and arranging responsive maintenance is on **page 6**.

## **Planned Maintenance**

*To ensure the longevity of the flags (if flown 24/7 manufacturer recommends 15-24 month life per fully sewn flag) the following planned maintenance could be adopted:*

- Regular checks by a flag 'caretaker' / member of the KAN flag project team. E.g. once a month. By sight, and/or lowering and inspecting individual flags. This caretaker will also be responsible for observing Australian flag protocols, such as lowering to half-mast on ANZAC Day. If in the event that KAN is no longer able to fulfil this task, other service groups in town will be approached to continue this project.
- If/when required; removal and hand washing of flags (**See Appendix 5 – yellow highlight**) Depending on rotation timetable, washing could be done (when necessary) each time a flag is normally removed for rotation; or every 6 months (depending which is more frequent).
- Checking condition of plaques/sponsors sign

## **Preventative Maintenance**

- If flag wears in the normal way a sacrificial strip can be sewn on until it wears out, prolonging the life of the original flag.
- Attach locks to the flag poles/install flagpoles with internal halyards
- UV protector for flags – may need further research
- Order a number of extra parts to have in reserve e.g. pullies/flag rope/attachments
- Consider purchase of an Abel 'EasyLifter' if poles are likely to be moved/removed (**See Appendix 7**)
- Lower flags in the event of high winds (gale force – more than 62 km/h)
- Store flags appropriately  
(There are also specific requirements for storage of Australian Flag **See Appendix 8**. Less likely to be required if intention if for that flag to be constantly flown)
- Girl Guides/Scouts to be approached for consultation in appropriate flag protocol.

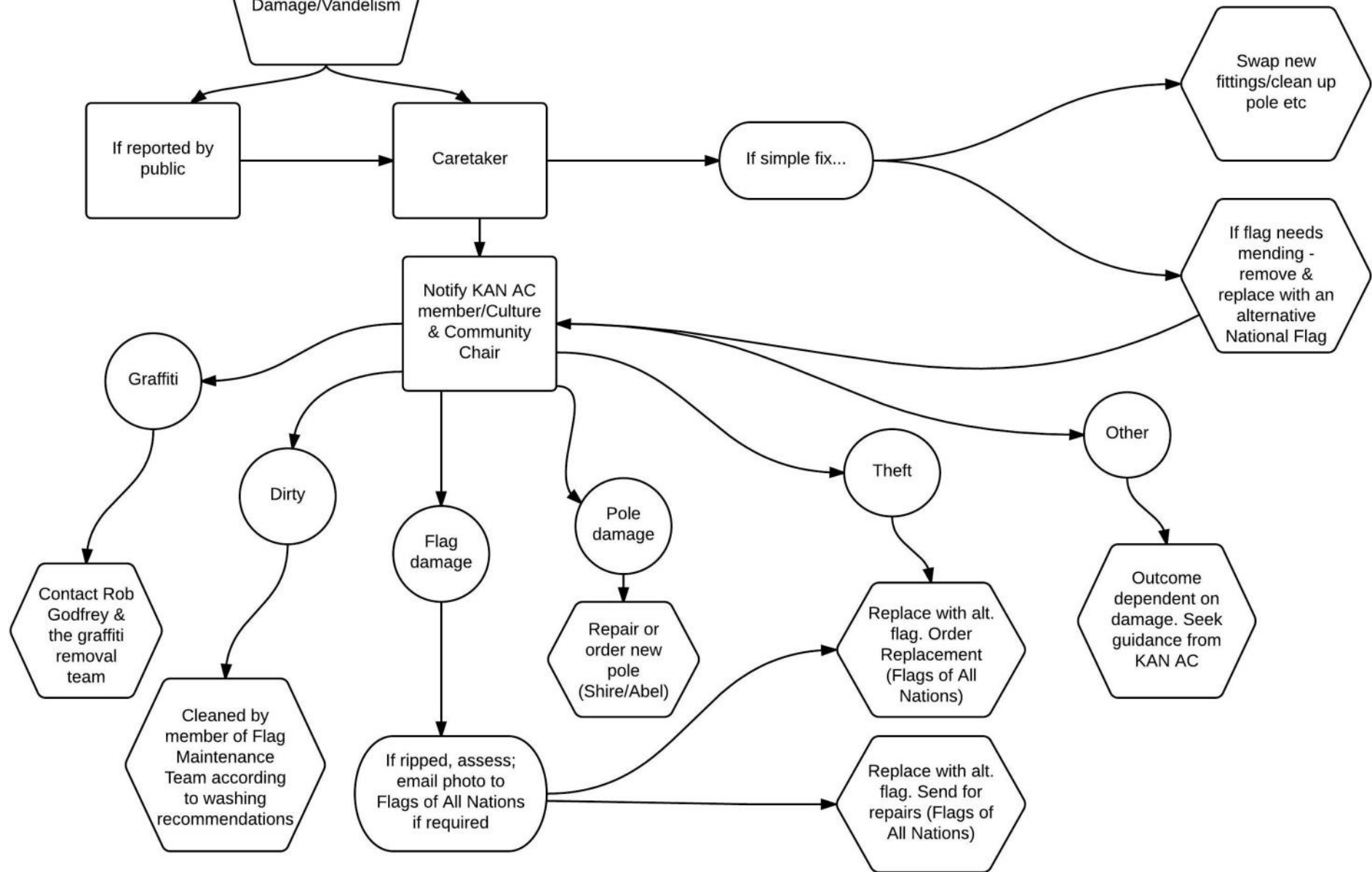
## **KAN Photo Inventory**

- **Purpose:** Useful in general to be able to refer back to the different country's flags for quick identification, but also for maintenance records.



- A photo will be taken each time a flag comes down to capture any wear & tear. Also photos of installation of poles etc. to show any later hidden fixtures/fittings.

**Flow diagram to demonstrate process of reporting and resolving damage to flags**



## Risk assessment table

Risks	Probability	Impact	Mitigation	Details/Ref in doc
Flags interfering with other objects/surroundings	LOW	MED	Ensure flag erection locations are clear of other objects. KAN/Shire to maintain tree pruning etc if relevant	
Damage to poles e.g by cars	LOW	HIGH	Repair/replace if/when budget allows.	
Climbing of poles	LOW	Up to HIGH	Spray poles with anti-climb paint?	
Graffiti to flags	LOW	HIGH	Area to be well lit. Regular maintenance checks. Wash flag if damage is not permanent.	
Graffiti on poles	MED	MED (if removable)	Area to be well lit. Regular maintenance checks. Spray poles with anti-graffiti paint? Removal by KAN Graffiti team if occurs.	
Pullies & fixings breaking	MED	HIGH	Have spares from Abel. Regular maintenance checks. Fix as soon as break/reported.	
Flags tricky for one person to lower/change	MED	HIGH	Always have a team of x2 persons to change flags.	
Ripping/Tearing of flags	MED	HIGH	Inevitable. Running repairs can be done by flag manufacturer.	See notes and advice from Flags of All Nations ( <b>See Appendix 5 green highlight</b> )
Theft	MED	HIGH	Flag project budget/funds to allow for replacement of stolen flags.	
Flags getting dirty	HIGH	MED	Inevitable. Rotation of flags will reduce speed at which this happens. Regular cleaning.	
Flags fading in sun	HIGH	MED	Inevitable. Rotation of flags will reduce speed at which this happens. Spray with UV protectant?	
Flag fraying	HIGH	MED	Inevitable. Running repairs can be done by flag manufacturer. ALSO a sacrificial strip can be sewn to flag. If this has not been done for previous flags should perhaps be considered for future flags.	Initial flag fraying can be overcome by an initial and sometimes a second sacrificial strip to prolong life of flag before replacement – see FOAN advice on website ( <b>See Appendix 6</b> )
High winds/Adverse weather damage	HIGH	MED	Possibly remove or lower flags when v. high winds are forecast.	

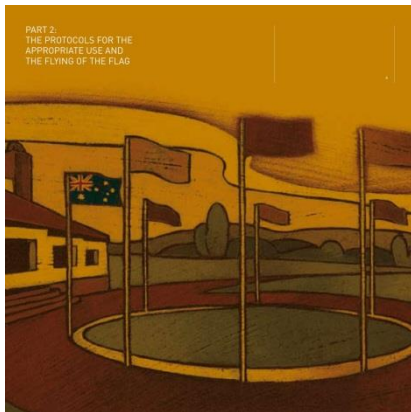
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# Appendices

## 1. Official protocol for positioning of Australian Flag

Excerpt from the booklet Australian flags – Part 2: The protocols for the appropriate use and the flying of the flag (full link: [http://www.itsanhonour.gov.au/symbols/docs/australian\\_flags\\_excerpt.pdf](http://www.itsanhonour.gov.au/symbols/docs/australian_flags_excerpt.pdf))



THE AUSTRALIAN NATIONAL FLAG MAY BE FLOWN ON EVERY DAY OF THE YEAR. IT IS IMPORTANT TO OBSERVE CORRECT FLAG PROTOCOLS WHEN FLYING THE FLAG. THE FOLLOWING GUIDELINES APPLY TO THE AUSTRALIAN NATIONAL FLAG AND TO FLAGPOLE GENERALS.

### WHO CAN FLY THE AUSTRALIAN NATIONAL FLAG?

Any person may fly the Australian National Flag. However, the flag should be treated with the respect and dignity it deserves as the nation's most important national symbol.

Flag protocol is based on longstanding international and national practice.

### IDENTITY OF THE FLAG

The flag should not be allowed to fall or to be on the ground.

The flag should not be used to cover a toilet, monument or statue for an unveiling ceremony, to cover a table or seat, or to mark graves, burials or the space between the floor and the ground level on a door or platform.

The flag should never be flown when in damaged, faded or discoloured condition. When the material of the flag deteriorates to point where it is no longer suitable for use, it should be disposed properly, in a dignified way.

### FLYING AND HANDLING

When flown in Australia or on Australian territory the Australian National Flag takes precedence over all other flags, with the exception of the United Nations Flag on United Nations Day (refer to page 23). See the order of precedence page 23 when flying the Australian National Flag in company with other flags.

The flag should not be flown in a position inferior to that of any other flag or emblem. The superior position is based on the formation of the flagpoles in the set, not the height of the flag on the flagpole. The flag should not be smaller than that of any other flag or emblem.

The flag should be raised briskly and lowered with dignity.

The flag should always be flown aloft and free as close as possible to the top of the flag mast, with the rope tightly secured. Unless all the flags can be raised and lowered simultaneously, the Australian National Flag should be raised first and lowered last when flown with other flags.

### FLYING AND USE OF THE AUSTRALIAN NATIONAL FLAG

When the flag is raised or lowered, or when it is carried in a parade or procession, it should be held in a dignified manner.

The flag should be raised no earlier than first light and should be lowered no later than dusk.

The flag may only be flown at night when illuminated.

Two flags should not be flown from the same flagpole.

The flag should not be flown upside down, even as a signal of distress.

### DISPOSAL OF FLAGS

When a flag becomes discoloured and no longer suitable for use, it should be disposed properly and in a dignified way. For example, it may be cut into small pieces and then disposed of with the normal rubbish collection.

### DISPOSAL OF THE AUSTRALIAN NATIONAL FLAG

Whether the flag is displayed horizontally or vertically, on a staff, or a flag rope, or suspended vertically in the middle of a street, the carter should be in the uppermost left corner as viewed by a person facing the flag.

In the case of the Australian National Flag, the Union Jack should be seen in the top left corner of the flag.

Even when the flag is displayed vertically, the carter must be followed, although by the casual observer the flag appears to be back to front. The reason for this is that the carter is the position of honour on the flag.

When the Australian National Flag is displayed alone on a speaker's platform, it should be fast against the wall or on a stand to the right of the speaker or on a stand facing the audience.

When displayed on a flag rope (or bunting), the flag should be as close as possible to the top, with the flag rope tight.

If the national flag is vertically suspended in an east-west street, the carter should be towards the north. In a north-south street the carter should be towards the east.



### USE OF FLAGPOLES ON CONFERENCE TABLES

Should it be desired to place the flag of nations on a conference table, a single flag representation of each nation present should be placed on the border of that country's delegation.



### FLYING THE AUSTRALIAN NATIONAL FLAG ALONE

When the Australian National Flag is flown alone on top of or in front of a building with two flagpoles, it should be flown on the flagpole to the left of a person facing the building.



When flown alone on top of or in front of a building with more than two flagpoles, the Australian National Flag should be flown in the centre or as near as possible to it.



### FLYING THE AUSTRALIAN NATIONAL FLAG WITH OTHER NATIONAL FLAGS

When the Australian National Flag is flown with the flag of another nation, all the flags should, if possible, be the same size and flown on flagpoles of the same height. According to international practice, no national flag should fly above another in precedence.

The Australian National Flag must, however, take the position of honour.

When flying with only one other national flag, the Australian National Flag should fly to the left of a person facing the building.

When flying the Australian National Flag along with several other national flags, the flags should follow the Australian National Flag in alphabetical order.

The Australian Government's policy in relation to the flying of other national flags is to fly only the official flag of nations recognised by Australia.

In a line of several national flags, and where there is an odd number of flags and only one Australian National Flag is available, the Australian National Flag should be flown in the centre.

### FLYING THE AUSTRALIAN NATIONAL FLAG WITH AN EVEN NUMBER OF FLAGS

If there is an even number of flags and only one Australian National Flag is available, the Australian National Flag should be flown on the far left of a person facing the building.

If there is an even number of flags and two Australian National Flags are available, one should be flown at each end of the line. The flagpoles must be of uniform height.

When crossed with another national flag, the Australian National Flag should be on the left of a person facing the flag and its staff should cross to the right of the other flag.

In a series of flags, the Australian National Flag should be in the centre.

In an enclosed circle of flags, the Australian National Flag should be on the left of a person facing the building.

With the exception of flagpoles lined with a girl (see page 17), a house flag by club person should never be flown above a national flag.

For example, if the Australian National Flag was being flown with a state flag and a local government flag, the Australian National Flag would be flown on the far left, the state flag in the middle, and the local government flag to the right of the state flag.

If there are two Australian National Flags, one can be flown at each end of a line of flags.

### FLYING THE AUSTRALIAN NATIONAL FLAG WITH SEVERAL OTHER FLAGS

When flying the Australian National Flag with state flags and/or other flags (such as local government flags, house flags, club pennants, corporate and company flags) in a line of flagpoles, the order of the flags should follow the rules of precedence. The Australian National Flag should be flown on the far left of a person facing the building.

With the exception of flagpoles lined with a girl (see page 17), a house flag by club person should never be flown above a national flag.

For example, if the Australian National Flag was being flown with a state flag and a local government flag, the Australian National Flag would be flown on the far left, the state flag in the middle, and the local government flag to the right of the state flag.

If there are two Australian National Flags, one can be flown at each end of a line of flags.

In a single or double row of flagpoles, arranged at right angles from a structure, such as a building or monument, the Australian National Flag should be flown on the far left flagpole nearest the kerb.

If two Australian National Flags are available the second flag should be flown on the flagpole on the right nearest the kerb.

In a double row of flagpoles, where there is no formal focal point, such as a building or monument, the Australian National Flag should be flown on the diagonal corners of the arrangement, with all other flags being arranged according to precedence as far as a simple row.

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## **2. Flag Pole installation Guide - Abel**

### 3. Flags of All Nations Invoice showing costs of ordered flags

## Flags of All Nations Pty Ltd

Tax Invoice

P O BOX 8160  
7 BURKE ST (Deliveries Only)  
WOOLLOONGABBA QLD 4102

Invoice: 00041835

Date: 19/03/2015

A.B.N.: 28 169 760 534

Bill To:

Ship To:

KATANNING ACTION  
12 ARLE ST  
KATANNING WA 6317

KATANNING ACTION  
12 ARLE ST  
KATANNING WA 6317

Customer P/O: CARLY VARTESI

Customer ABN:

Item Description	Ex. Amount	Code
1 x 2 YARD AUSTRALIAN FLAG	\$136.00	GST
1 x 2 YARD STH AFRICA FLAG	\$248.00	GST
1 x 2 YARD MYANMAR FLAG	\$154.00	GST
1 x 2 YARD WALES FLAG	\$233.00	GST
1 x 2 YARD SCOTLAND FLAG	\$157.00	GST
1 x 2 YARD NEW ZEALAND FLAG	\$136.00	GST
1 x 2 YARD ITALY FLAG	\$97.00	GST
1 x 2 YARD UK FLAG	\$136.00	GST
1 x 2 YARD IRELAND FLAG	\$97.00	GST
1 x 2 YARD THAILAND FLAG	\$97.00	GST
1 x 2 YARD COCOS KEELING ISLANDS FLAG	\$262.00	GST
Express Post tracking #s 60802350518097 + 60802350519094		

PLEASE USE NEW BANK DEPOSIT DETAILS:  
BSB 484 799 ACCOUNT NUMBER 507427107

TERMS: C.O.D.

#### REMITTANCE / PAYMENT

Payment accepted via Cash, Eft, Most Credit Cards, Cheque or Money Order to:  
Flags of all Nations Pty Ltd (F.O.A.N.), PO Box 8160, Woolloongabba, Q, 4102 OR  
Direct Deposit to: Suncorp: BSB: 484 799 Account No: 507427107

Invoice: 00041835

Shipped Via: Express Post

Freight & Packaging: \$48.00 GST

NET SALE: \$1,801.00  
Total GST: \$180.10  
Total Inc GST: \$1,981.10  
Balance Due: \$1,981.10

Ph: (07) 3391 8188 Fax: (07) 3391 8868 Email: flagsofallnations@bigpond.com Web: www.flagsofallnations.com.au

#### 4. Example sponsorship document



**Thank you for sponsoring a flag for Katanning. Your contribution is invaluable to the impact that will be made by the Fly Your Flag Project.**

Please circle:    Katanning business      Service group      School      Individual      Other

Name of organisation: \_\_\_\_\_

Name of contact person: \_\_\_\_\_

Contact number: \_\_\_\_\_

Signature of authorised agent: \_\_\_\_\_

Date: \_\_\_\_\_

Country flag of preference: \_\_\_\_\_

(Please note, flag preference cannot be guaranteed.)

#### **Additional Information**

- Your sponsorship will be acknowledged on a plaque explaining the Fly Your Flag Project.
- Please note that flags may not be flown for the entire duration of your sponsorship contract due to maintenance issues, special events or rotation if we have more flags than poles available. However please rest assured a fair rotation schedule will be devised if this is the case.
- A certificate of sponsorship will be sent to you once this form has been processed, specifying the flag you have sponsored, and the period of time for which the flag will be sponsored (2 years).

**Payment Details:**

- Payments can be made by cheque or EFT.
- Tax Invoice/Receipt will be issued upon receipt of payment.
- All prices are GST inclusive

**Price per flag    \$200.00**

**Total due:** \_\_\_\_\_

**Cheques to be made out to:**

Katanning Action Network

**EFT Details:**

Commonwealth Bank  
BSB – 066 515  
ACT – 10155343

Please reference “Flag” and your organisation name, for example “Flag – Rotary

**Office Use Only:**

Date received: _____	Country flag: _____
Date of payment: _____	Amount received: _____
Payment Method: EFT <input type="checkbox"/> Cheque <input type="checkbox"/>	Receipt issued: _____





## **5. Notes re. handwashing etc taken during conversation with Dawn at Flags of All Nations.**

### **Notes from conversation with Flags of All Nations**

**11.05.2015**

#### **Quality of Flags**

- All flags ordered are fully sewn and therefore of the description given in the “Top of the Line: Polyester Flag Bunting” section on ‘Flags of All Nations’ What You Should Know page of website:<http://www.flagsofallnations.com.au/flags/what-you-should-know-about-flag-cloths/>

#### **Cleaning/Maintenance of flags**

- Any flag with red in it is more susceptible to run when washed. Be extra gentle with flags containing this colour.
- Treat like babies clothes – gentle hand wash. Hang to dry.
- Colour will inevitably fade in the sun over time
- Will also fray over time

#### **Repairs**

- If flags start to tear on the ends Flags of All Nation can often do running repairs.  
Send flags in post and they will repair a few times until it is more effective to replace flag. They may be able to assess damage via emailing a photo of flag/tears etc

## **6. Info re. sacrificial strip as recommended on FOAN website**

from: <http://www.flagsofallnations.com.au/flags/what-you-should-know-about-flag->

## What You Should Know About Flag Cloths

There are five main type of flag cloths used in the flag industry worldwide.

Knowing the difference will mean your money has been spent wisely, or unfortunately. There is nothing so disappointing as to find an economical purchase was a waste of money. Tends to put you off flags, doesn't it!

The following guide will help you get best value and satisfaction in your flag purchase.

### Top of the Line: Polyester Flag Bunting

Also called Woven Polyester, or Poly Bunting. Sometimes described as Heavy Duty. Examined closely you will see the threads run at right angles and if there is back light, the cloth is semi transparent. The tough weave of flag bunting stands up well to wear when the flag whips in the wind, particularly at the outside edge, yet the semi open weave is light enough to lift in a light breeze.

#### Wear in a Bunting Flag:

As the flag whips in the wind the fibres rub against each other like a garment in a laundry tumble dryer, where wear is evident by the lint filter. Wear is first apparent in the outside (fly) edge of the flag and the outside corners where the cloth gets thinner and thinner until it breaks through in the corners. Next the hem breaks through at the corners, and from there wear progresses steadily inwards. As soon as wear is visible in the outside corners, the worn end can be cut off, the flag re-hemmed, and the flag's life extended.

#### The Frayless Fly:

We offer to sew on a sacrificial strip of light flag cloth to the fly edge of our flags. As the flag wears in the normal way, this sacrificial strip wears out first, thus extending the life of the flag. After the first sacrificial strip wears out, another can be sewn on. However, wear in a flag extends progressively all the way back to the header, with greatest wear at the fly edge, so a Frayless Fly is useful once or twice, until the outermost areas become too thin to be saved any more. Cost of a Frayless Fly is quite nominal and would be worth your while asking about it when you order.

Contact Us Today

[Quote / Enquiry](#)

Custom Flags



[view our full gallery here](#)

## 7. Info on Abel EasyLifter:

<http://www.abelsports.com.au/pdf/Abel%20EasyLifter.pdf>



## SPORTS ACCESSORIES

### Abel EasyLifter

Abel's revolutionary *EasyLifter* puts an end to the sometimes back-breaking chore of goal post removal. Common problems such as posts stuck due to air suction are virtually eliminated making the task of goal post removal a far simpler, user-friendly, OH&S compliant process.

### Features & Benefits

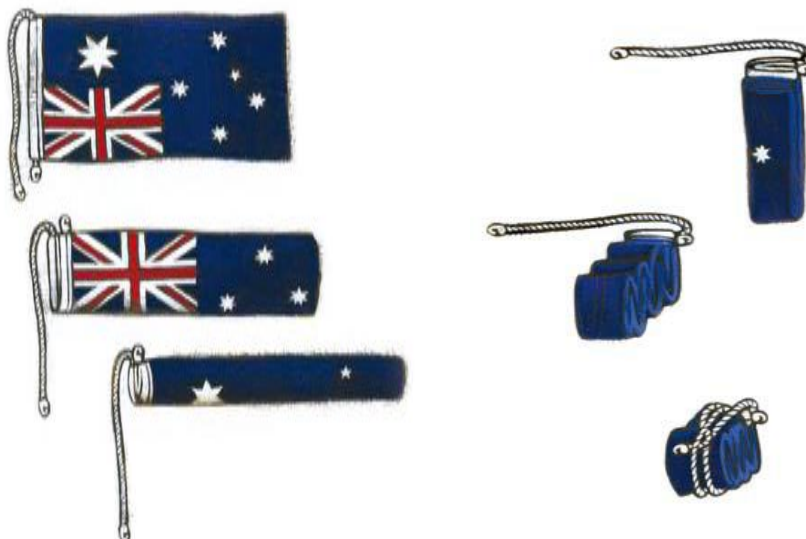
- Australian Made
- Heavy Duty steel construction
- Twin Stainless Steel locking clamps
- Black rubberised finish



Model No.	Suits Goal Post Diameter
EL-80	80mm
EL-100	100mm
EL-125	117.5-125mm

## 8. Folding of Australian flag for storage

([http://www.itsanhonour.gov.au/symbols/docs/australian\\_flags\\_excerpt.pdf](http://www.itsanhonour.gov.au/symbols/docs/australian_flags_excerpt.pdf))



## 9. Image of proposed location





# KATANNING REGIONAL BUSINESS ASSOCIATION Inc

PO Box 801, Katanning, WA, 6317

Andrew Holden  
Acting CEO  
Shire of Katanning  
PO Box 130  
Katanning WA 6317  
ceo@katanning.wa.gov.au

19 August, 2015

Dear Andrew,

## **RE: 2015 CHRISTMAS TRADING HOURS**

Please be advised that the Katanning Regional Business Association discussed the small business trading hours for the 2015 festive season at the Annual General Meeting held at the New Lodge Motel on Tuesday, 18<sup>th</sup> August 2015.

The following is forwarded to you to be tabled before Council as required:

**Proposed Retail Christmas Trading Hours – 10am - 4pm on Sunday 6<sup>th</sup>,  
Sunday 13<sup>th</sup> and Sunday 20<sup>th</sup> December 2015.**

**Motion:** That the above extended trading hours for Christmas Period be proposed to the Shire of Katanning.

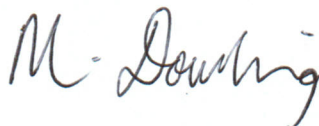
**Moved:** Craig McKinley   **Seconded:** Kevin Powell

The motion was carried unanimously.

**Christmas on Clive Event – Saturday 12<sup>th</sup> December 2015, 8am - 9pm**

Please note the body of the meeting endorsed KRBA thanks for the support the KRBA receives from the Shire of Katanning and we look forward to that continuing.

Kind Regards,



Melanie Dowling  
**KRBA President**

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No.	Description	Date
<b>Revision Schedule</b>		

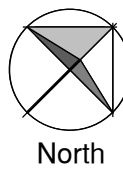


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DOME COFFEES

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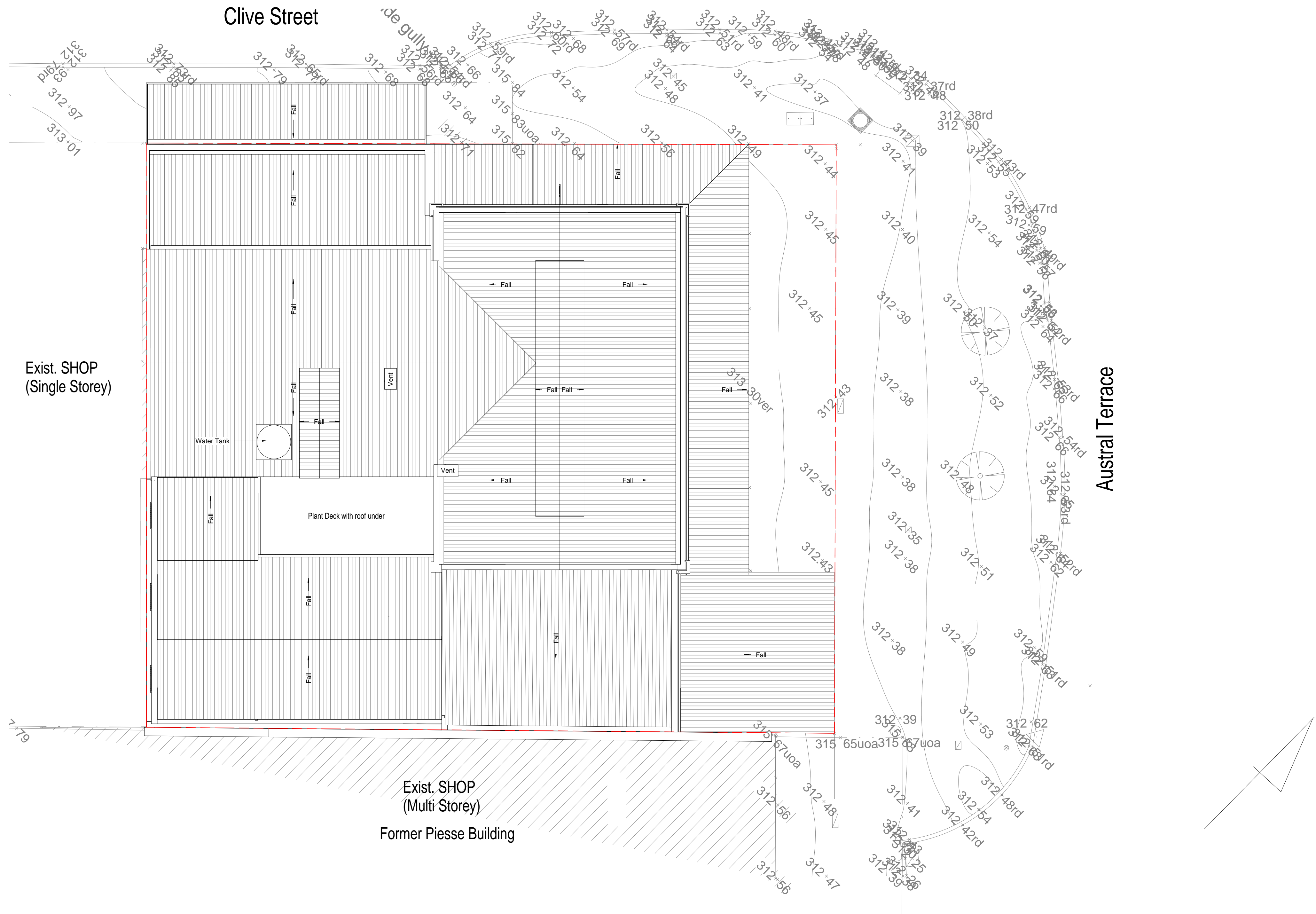
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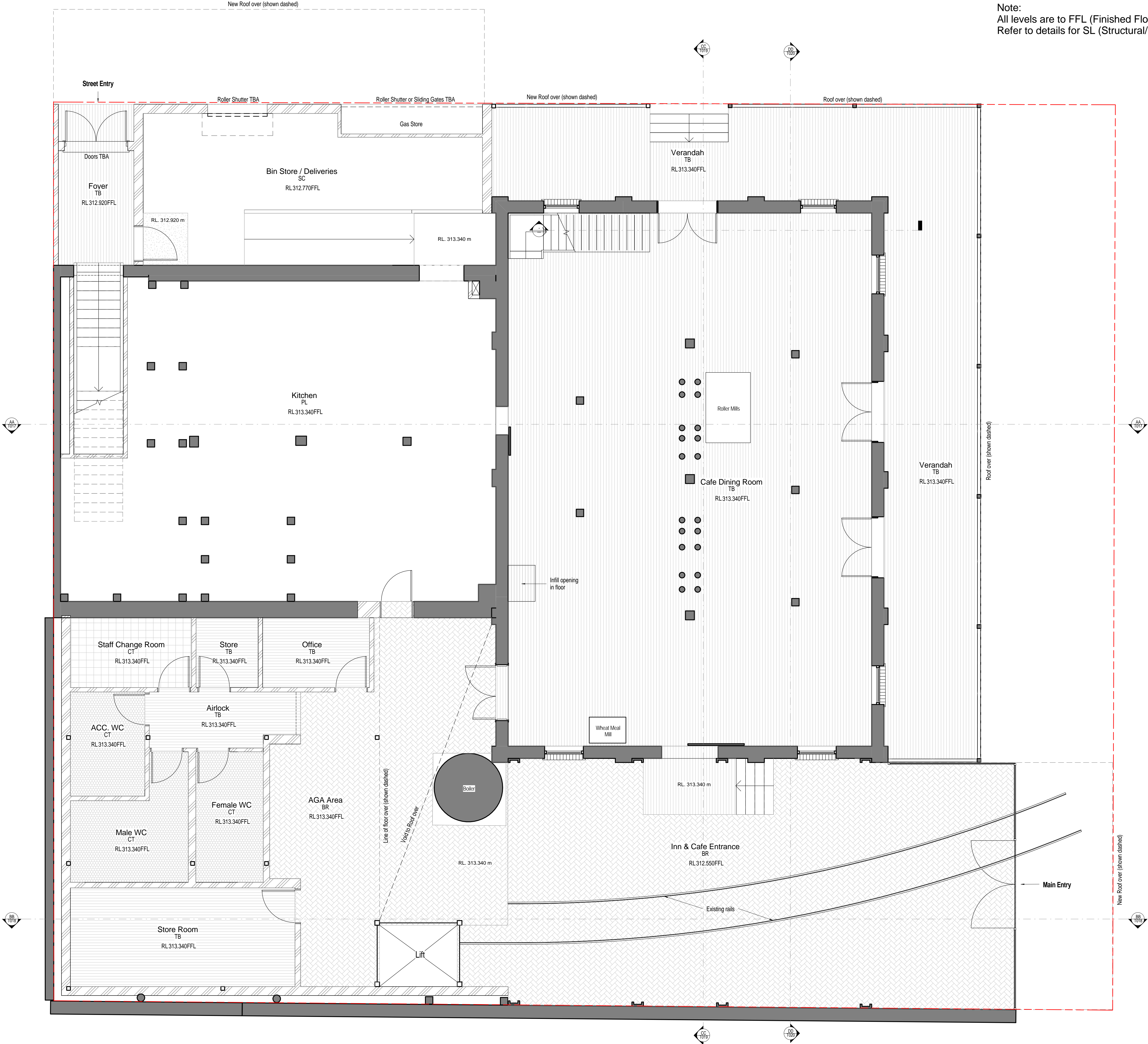
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Note:  
All levels are to FFL (Finished Floor Level)  
Refer to details for SL (Structural/Substrate Level)

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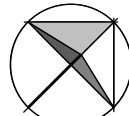
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No.	Description	Date
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CLIENT DOME COFFEES					
LOCATION KATANING WA					
LOT/ DP					
<b>Ground Floor - CD</b>					
PROJECT NO.		A15-d005		BY ARCH	CHK DOME
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CLIENT			
DOME COFFEES			
LOCATION			
KATANING WA			
LOT/ DP			
First Floor - CD			
PROJECT NO.		BY	
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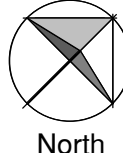
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PROJECT NO.		A15-d005		BY	CHK
				ARCH	DOME
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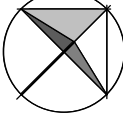


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<p><b>Dome</b></p>					
<p>CLIENT</p> <p>DOM COFFEES</p>					
<p>LOCATION</p> <p>KATANING WA</p>					
<p>LOT/ DP</p>					
<p><b>Demolition - Second Floor</b></p>					
<p>PROJECT NO.</p>		<p>A15-d005</p>		<p>BY</p> <p>ARCH</p>	<p>CHK</p> <p>DOM</p>
<p>SHEET NO.</p>		<p>REV.</p> <p>A</p>		<p>ISSUE DATE</p> <p>13/07/2015</p>	
<p>T008</p>		<p>For Tender</p>			





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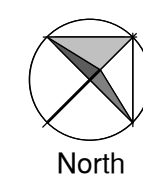
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## Dome

CLIENT **DOMS COFFEES**

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### Basement - BIW

PROJECT NO.		A15-d005	BY ARCH	CHK DOME
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## Building Improvement Works







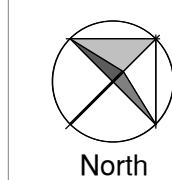
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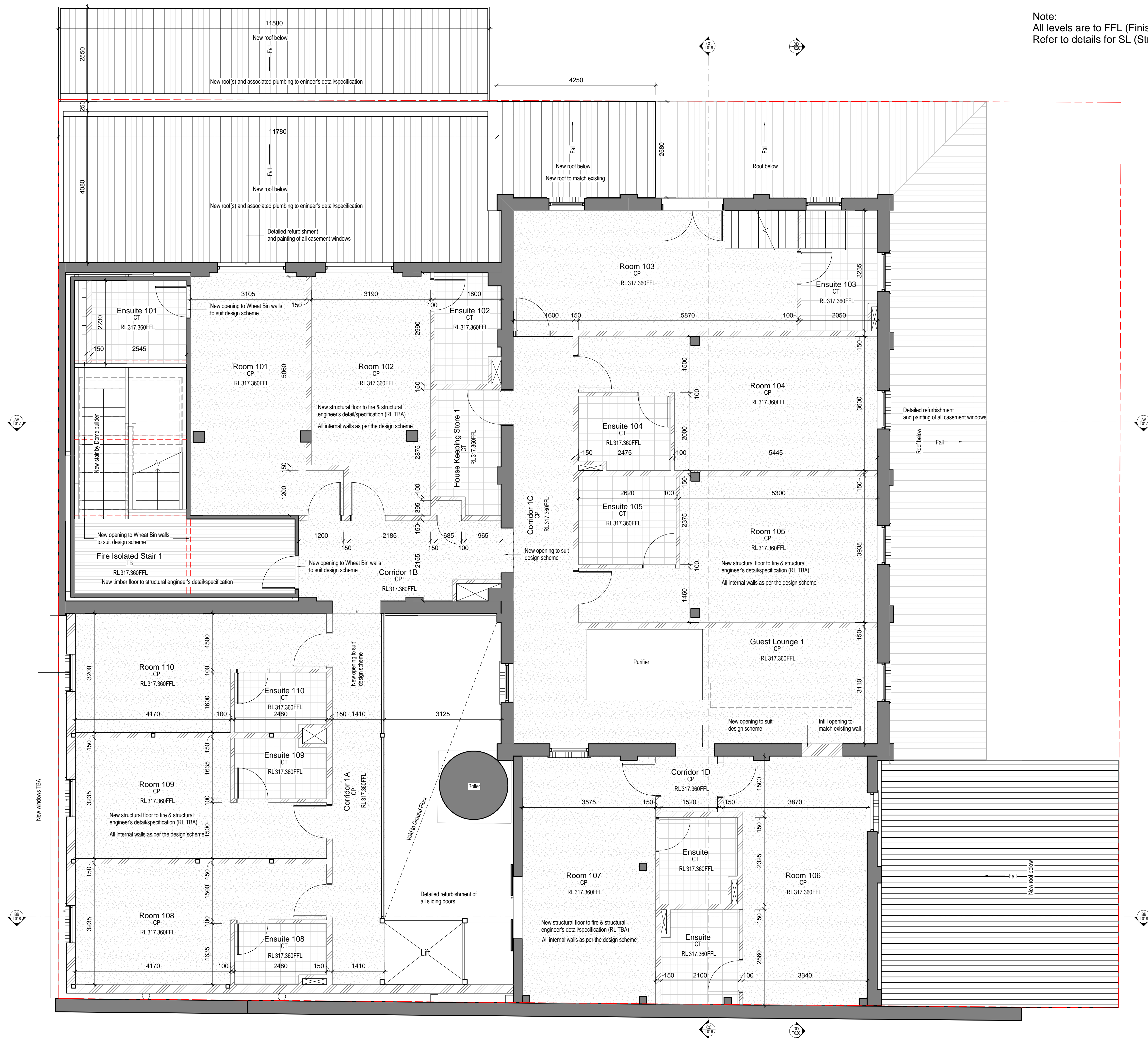
CLIENT	DOME COFFEES
LOCATION	KATANING WA

LOT/ DP	
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### First Floor - BIW

PROJECT NO.	A15-d005	BY	ARCH	CHK	DOME
SHEET NO.	REV.	ISSUE DATE			
T011	A	13/07/2015			
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## Building Improvement Works









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## Dome

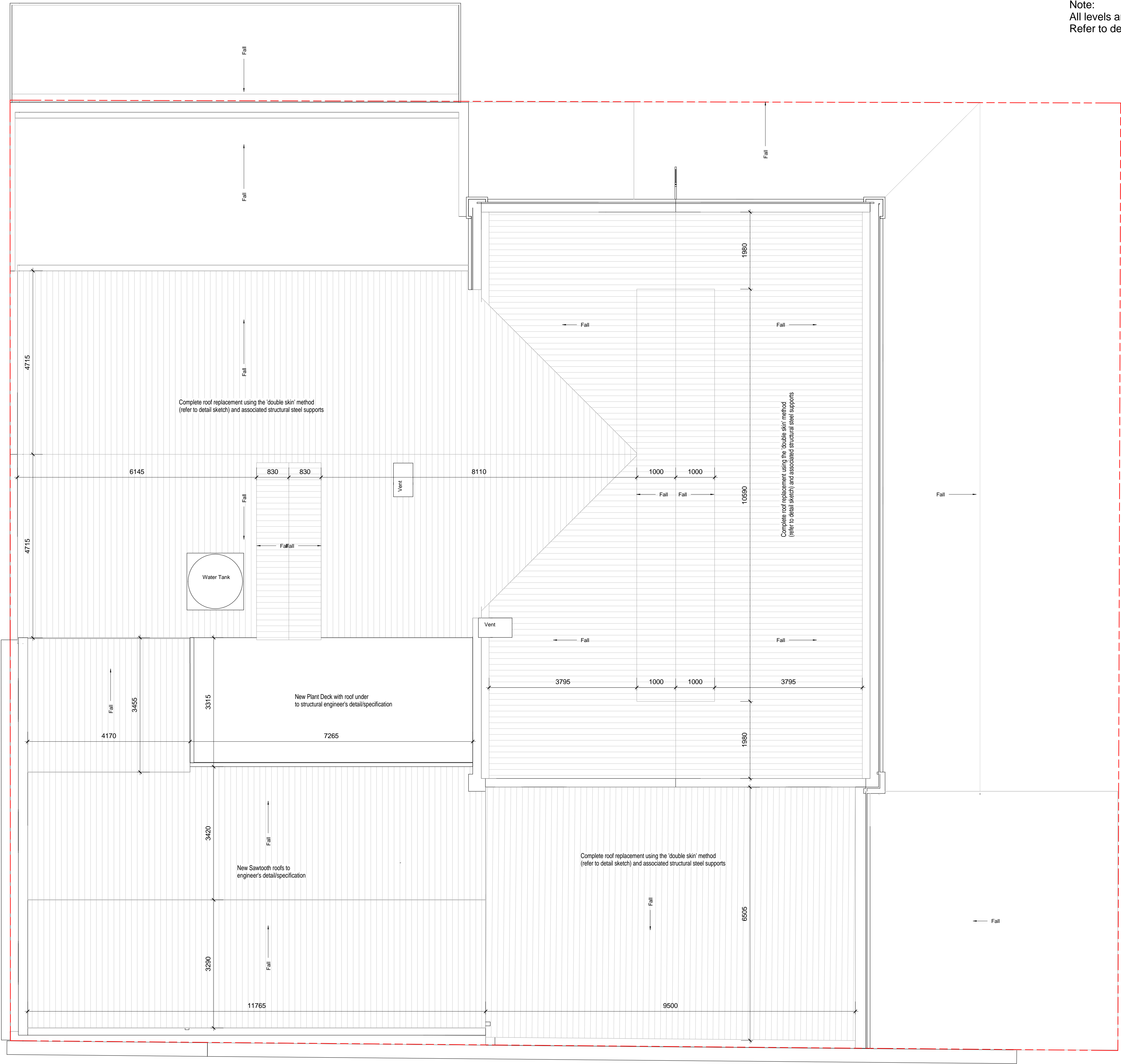
CLIENT	DOME COFFEES
LOCATION	KATANING WA

LOT/ DP

## Roof Plan - BIW

PROJECT NO.		A15-d005	BY	ARCH	CHK	DOME
SHEET NO.		REV.	ISSUE DATE			
T013		A	13/07/2015			
For Tender						

## Building Improvement Works







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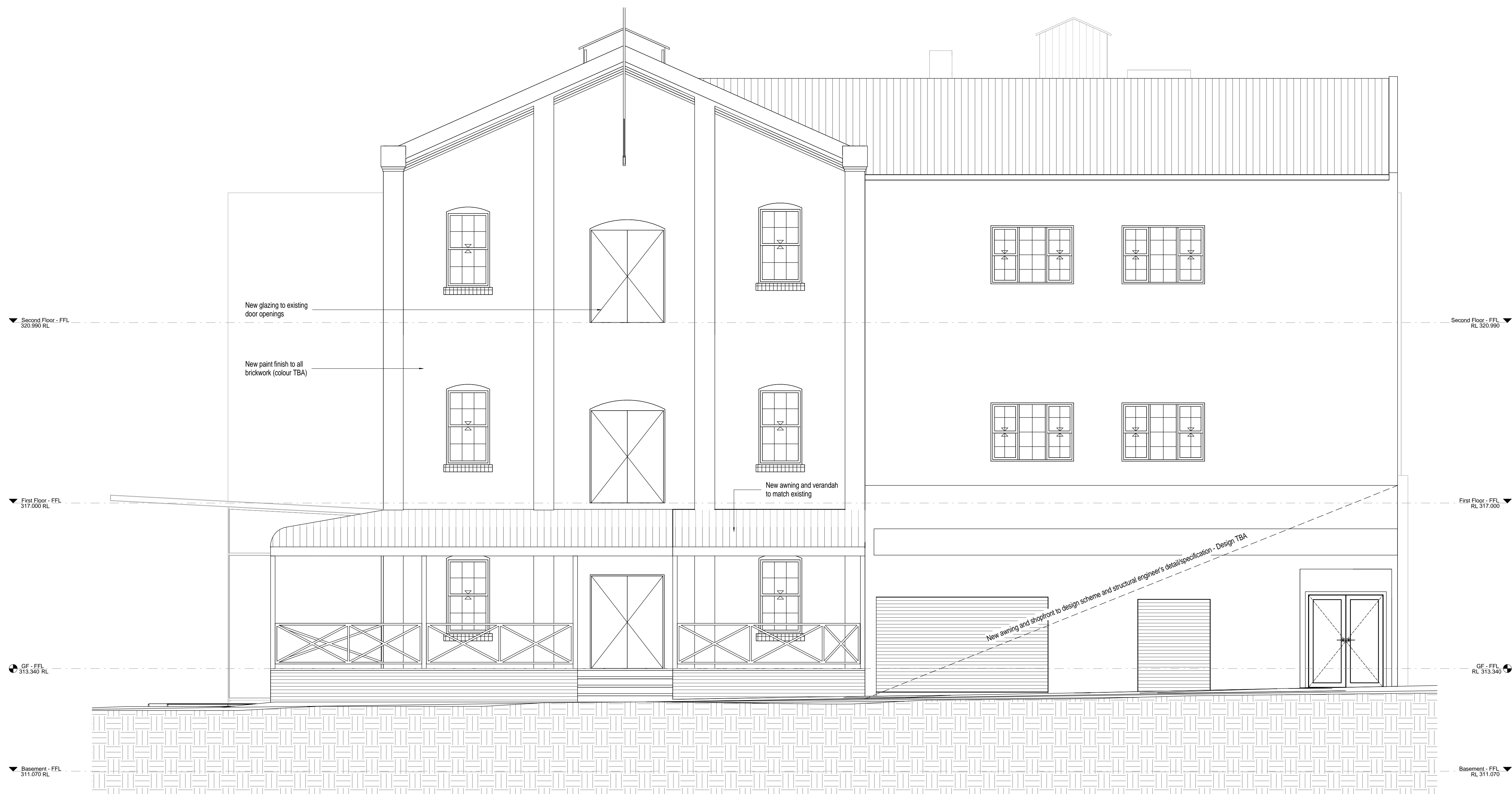


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SCALE		1 : 50	
<div style="background-color: black; color: white; text-align: center; padding: 10px;"> <h1>Dome</h1> </div>			
CLIENT			
DOME COFFEES			
LOCATION			
KATANING WA			
LOT/ DP			
<div style="background-color: black; color: white; text-align: center; padding: 10px;"> <h1>Elevation - Clive St - BIW</h1> </div>			
PROJECT NO.		BY	
A15-d005		CHK	
SHEET NO.		ISSUE DATE	
T015		13/07/2015	
REV.		For Tender	
A			

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# Building Improvement Works

SCALE 1 : 50

## Dome

CLIENT **DOMS COFFEES**

LOCATION KATANING WA

LOT/ DP

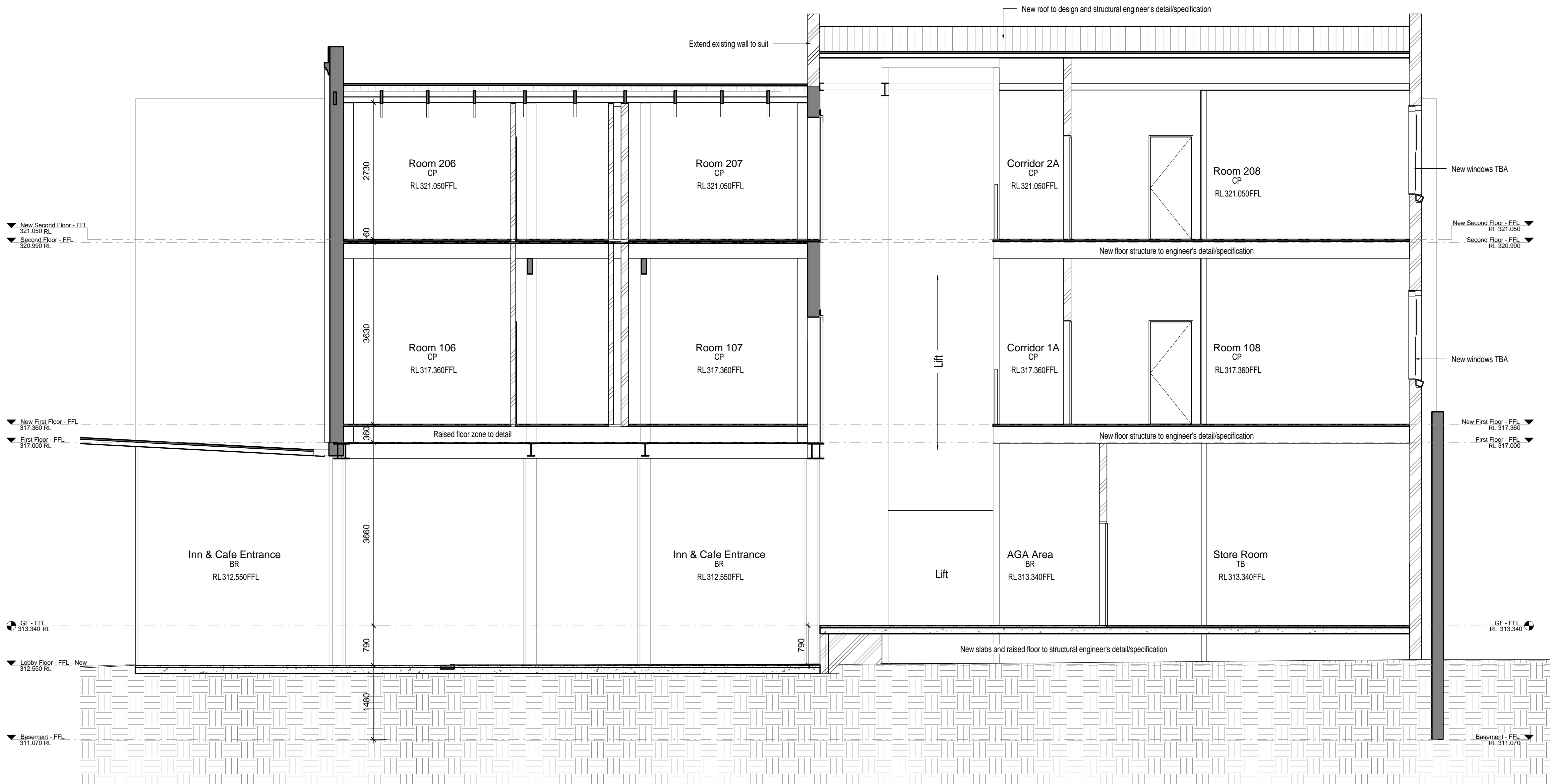
Section - BB - BIW

PROJECT NO.	BY	CHK
A15-d005	ARCH	DOME

SHEET NO.	REV.	ISSUE DATE
	A	10/27/2015

**T018**

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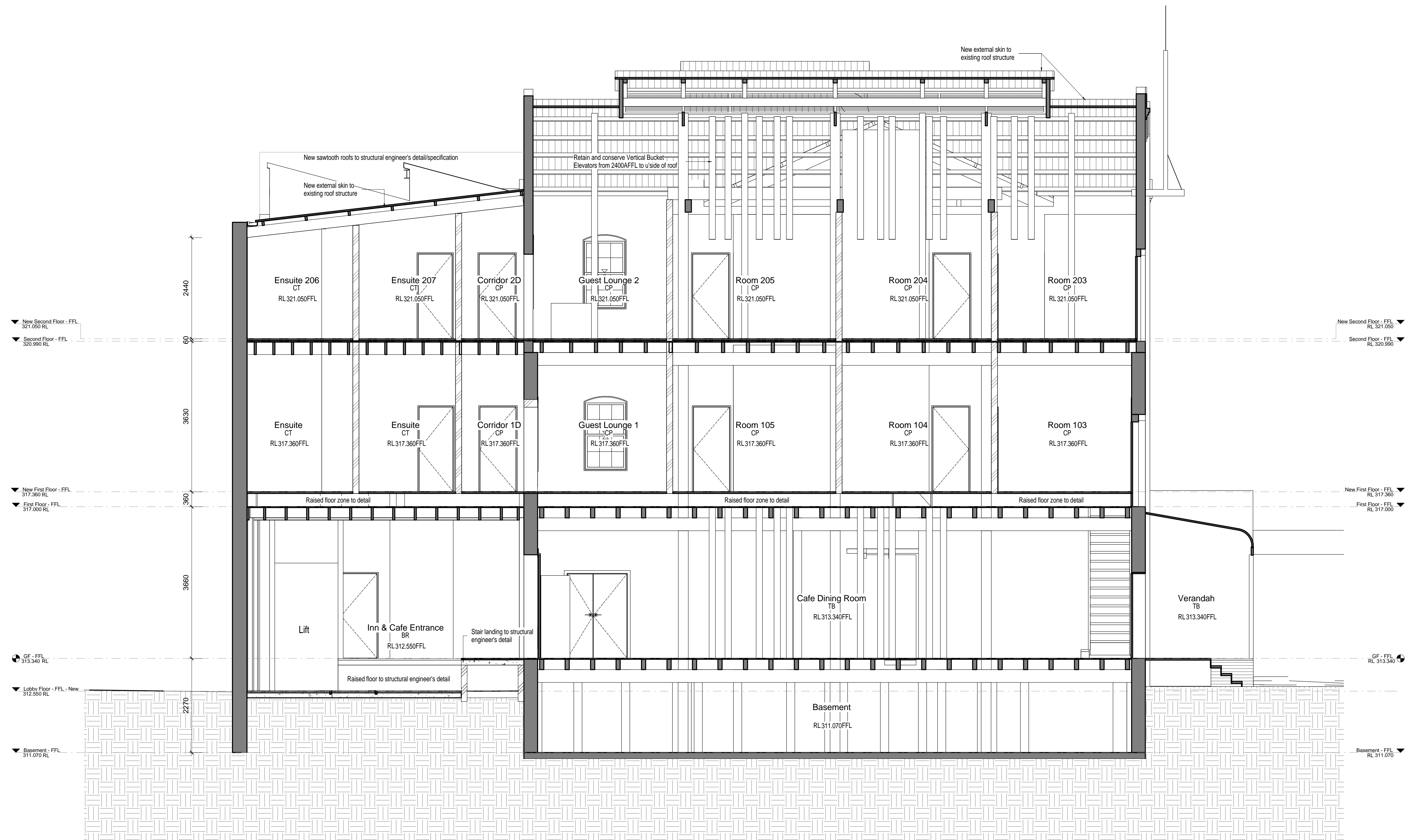
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SCALE		1 : 50			
Dome					
CLIENT		DOME COFFEES			
LOCATION		KATANING WA			
LOT/ DP					
Section - CC - BIW					
PROJECT NO.	A15-d005	BY	ARCH	CHK	DOME
SHEET NO.	REV.	A	ISSUE DATE	13/07/2015	
T019		For Tender			

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A	For Tender	19/07/2015
No.	Description	Date
<b>Revision Schedule</b>		



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SCHEDULE		1:50	
Dome			
CLIENT	DOME COFFEES		
LOCATION	KATANING WA		
LOT/DP			
Section - DD - BIW			
PROJECT NO.	A15-d005	BY ARCH	CHK DOME
SHEET NO.	REV. A	ISSUE DATE	13/07/2015
T020		For Tender	

# Building Improvement Works

