



SHIRE OF KATANNING

2016

**PROCUREMENT AND PURCHASING PROBITY AUDIT
REPORT ACTION PLAN**

Introduction

This Action Plan relates to the Shire of Katanning 2016 Procurement and Purchasing Probity Audit undertaken by the Department of Local Government and Communities on 30, 31 March and 1 April 2016 and the resulting Audit Report received by Council on 15 June 2016.

The Shire of Katanning Audit and Risk Committee have a responsibility under the *Local Government (Audit) Regulations 1996 (Reg. 17)* to ensure the appropriateness and effectiveness of the Shire's systems and procedures.

The Action Plan will be updated by Chief Executive Officer throughout the 2016/17 year to document the actions taken to address the recommendations outlined in the Audit Report and the Action Plan presented to the Audit and Risk Committee for consideration.

| RECOMMENDATION | ACTION | ACTIONED BY | RESPONSIBLE OFFICER | COMPLETION DATE |
|---|---|--|---------------------|-------------------|
| Recommendation: 1 That council conduct a review of its Delegations Register for the purpose of amending delegations to improve their effectiveness or adding relevant delegations and removing those delegations that are unnecessary or redundant. | Ensure that delegations are both necessary and relevant. New delegations to be included and ineffective and unnecessary delegations to be removed from the Delegations Register. | CEO | CEO | 31 October 2016 |
| Recommendation: 2 That the Chief Executive Officer (CEO) arranges for a review of the Shire's Purchasing Policy to ensure that the policy complies with regulations 11A of the <i>Local Government (Functions & General) Regulations 1996</i> as amended, and to clearly describe the procedures for recording, and retention of written information or documents in regard to quotations received, for all purchases made by the Shire. | Align the Purchasing Policy with Regulation 11A of the <i>Local Government (Functions & General) Regulations 1996</i> . Ensure adequate record keeping procedures and practices are implemented. | Procurement Officer/ Senior Administration Officer | CEO | 30 September 2016 |
| Recommendation: 3 That the CEO reviews the Shire's purchasing and procurement processes to ensure that where the expenditure for the purchase of goods and services is \$150,000 or more that the Shire conducts a tender process in accordance with Part 4, Division 2 of the Local Government (Functions & General Regulations) 1996, unless otherwise exempt. | Ensure a tender process is undertaken for all purchases of goods and services of \$150,000 or more. Align the purchasing policy with the <i>Local Government (Functions & General) Regulations 1996</i> . | Procurement Officer | CEO | 30 September 2016 |
| Recommendation: 4 That the CEO ensures that all employees with the authority to purchase goods and services are aware of and understand the requirements contained in the Shire's Purchasing Policy in regard to obtaining quotations with Record Management Procedures introduced to provide for quotations or notations on quotations concerning purchasing to be more readily accessible, and retrievable for the purpose of supporting the procurement process. | Undertake procurement training of staff involved with purchasing. | Procurement Officer | CEO | 30 September 2016 |

| RECOMMENDATION | ACTION | ACTIONED BY | RESPONSIBLE OFFICER | COMPLETION DATE |
|--|--|---------------------|---------------------|-------------------|
| Recommendation: 5 That the CEO ensures that all employees with the authority to invite tenders or involved with the tender process are adequately skilled by providing them with training in regard to tendering. | Undertake procurement training of staff involved with purchasing. | Procurement Officer | CEO | 31 August 2016 |
| Recommendation: 6 That the CEO introduces a new Tender Register and ensures that it is properly maintained with all the required details recorded in the Register complying with regulation 17 of the <i>Local Government (Functions and General) Regulations 1996</i> . | A new Tender Register introduced with responsibility for maintaining the register given to the Procurement Officer. | Procurement Officer | CEO | Completed |
| Recommendation: 7 That the CEO reviews the policy and procedures for the use of Shire's corporate credit cards to ensure that best practice with proper audit standards are aligned with the recommended procedures contained in the Department's Use of Corporate Credit Cards Operational Guideline No.11. | Ensure credit card policy and procedures are in keeping with best practice and aligned with DLGC operational guidelines. | Procurement Officer | CEO | 30 September 2016 |
| Recommendation: 8 That council review the operation of its committee structure to determine whether the powers and duties delegated to any of its committees are valid and are lawfully able to be delegated under the <i>Local Government Act 1995</i> . | Review committee structure and ensure that delegations are appropriate and lawful. | CEO | CEO | 31 October 2016 |
| Recommendation: 9 That council develops "Terms of Reference" or "Statements of Purpose" for each of its committees to improve transparency by providing information to the public on the purpose for which the committee has been established and any limits placed on the operation of the committee. | The purpose of all committees to be clearly defined and documented in formal "Terms of Reference". | CEO | CEO | 30 November 2016 |

| RECOMMENDATION | ACTION | ACTIONED BY | RESPONSIBLE OFFICER | COMPLETION DATE |
|--|--|------------------|---------------------|------------------|
| Recommendation: 10 That council review the purpose for which the Management Review Committee was established and consider whether it is necessary for it to continue operating or whether it should be disbanded. Should it be determined that the committee is to continue operating, then consideration is to be given to the staff management matters for which the committee has been made responsible for and whether those responsibilities should legitimately remain with the committee or be dealt with by the CEO as part of his function, and responsibilities under the Act. | The purpose of the Management Review Committee to be clearly defined or disbanded if no valid requirement for the committee is identified. | CEO | CEO | 30 November 2016 |
| Recommendation: 11 That the CEO reviews the Shire's Code of Conduct and updates the information contained in the document to include the content that is required by Regulation 34B and 34C of the <i>Local Government (Administration) Regulations 1996</i> . | Ensure the Code of Conduct aligns with Regulation 34B and 34C of the <i>Local Government (Administration) Regulations 1996</i> . | DCEO | CEO | 31 October 2016 |
| Recommendation: 12 That the CEO undertakes a review of the systems and procedures, in relation to the issues identified in this report and refers the result of that review to the Shire's Audit Committee in accordance with Audit Regulation 17 as part of the Audit Committee's role in scrutinising the appropriateness and effectiveness of the Shire's systems and procedures. | Engage external Auditors to undertake a review of the systems and procedures in accordance with Audit Regulation 17. | Contract Auditor | CEO | 31 May 2017 |

Southern Dirt TECHSPO 2017

107b Albany Highway, Kojonup

June 20, 2017

Dear Julian,

Thank you for meeting with the Southern Dirt Techspo committee. As requested, I am writing to formally ask the Katanning Shire for funds to partner with Southern Dirt Incorporated for this premier Event in September 2017.

The Southern Dirt Expo was trialed in Katanning in 2015 and attracted over 200 people to view the exhibitors and speakers with very little promotion and a day specific program. This has led us to believe we can develop a signature event for the region that will be an attraction for years to come.

There is a market gap here in WA which can be exploited as currently no one focuses on Technology and innovation in the Agricultural sector. This will be of key interest to all those involved in the industry. We are also aiming to attract visitors from other grower groups and researchers Australia wide with the offering of study tour and high profile speakers program and a university technology competition.

We are asking for \$15000 cash and in-kind use of the Katanning Leisure Centre venue and staff making you a key partner in this project. The cost of the event is likely to be in the range of \$200,000 and we are seeking sponsorship from a variety of bodies including the Great Southern Development commission. The application for these grants is coming up soon and we would like to secure your support in their submissions by the end of July for this reason. GSDC have indicated they will support if we have other partners locked in.

Katanning will benefit from this in many ways as we build towards a partnership that brings in people from everywhere, boosting the agricultural tourist dollar and making Katanning a Centre for innovation for the state. Social and traditional media campaigns will feature the area and local businesses will be showcased throughout the year long marketing campaign. A website is currently in construction and will also highlight the area.

We very much look forward to partnering with you. Thank you in advance for your consideration.

Kind regards,



Tracey Hodgkins

CEO Southern Dirt Incorporated

SOUTHERN DIRT TECHSPO 2017

DATA, DIRT & DROIDS

Southern Dirt Techspo aims to be Australia's premier technology and innovation event for the Agricultural community and associated industries within Australia. Subject to venue this premier event will be held in Katanning on September 12-14th 2017 inclusive. Expo attendees will have the opportunity to see displays and presentations on currently available and future focused Agri-tech innovations including the latest in unmanned systems (drones), robotics, data systems, remote sensing and attend an inspiring conference and workshop program.

Unlike any other agricultural event or conference in the Australia, we bring technology developers, farmers, agronomists, expert researchers and officials together for two days of advanced agriculture technology, information sharing and collaboration with an optional study tour for those who want to know experience more about the local area.

To add to the excitement, we will hold a number of networking activities, a Gala Ball and Awards night and optional tours of the Great Southern Region to interstate and international visitors.

This will be a must-attend event for anyone interested in learning and/or developing new tech solutions for Agriculture. Many of these solutions are focused on the challenges of sustainability, traceability and increased crop and livestock outputs. We offer the opportunity for farmers to spend the time connecting with the researchers and developers who are creating these actual innovations and add their voice to what is being produced.

ORGANISATION

TECHSPO is organised and delivered by **Southern Dirt** an innovative grower group with a focus on Research and Technology in the Great Southern region of Western Australia. Southern Dirt establishes and runs Agricultural Research Trials, events and workshops for farmers in 12 shires of the Great Southern Region. The first iteration of this event was held in Katanning in 2015 and given the positive feedback it was decided to build this as a Signature event for the organisation and the region.

TECHSPO is supported by a committee of dedicated farming and industry specialists committed to bringing this quality event to life.

METHOD

A two- day conference and expo is being developed, featuring a highly relevant program delivered by a range of quality speakers and companies, all specialists in their field. The conference sessions will be designed to have speakers with personal experience in using particular technologies within their business. The afternoon sessions will be built around actual demonstrations and trade expo interactions. Event sponsorship will be sought. Trade booths will be offered to as many companies

as possible that have products or services of value to the objectives of the day. Pre and post events will be held to make the entire experience a memorable one for interstate and international attendees.

WHO ARE WE TARGETING?

1000 Farmers; Researchers; Technology Companies; Agribusiness Investors; Industry Specialists; Other Grower Groups; Funding organisations; Associated suppliers to the sector

The BIG Question: Where is Agricultural Technology going and what should farmers invest in that will enhance their business now and well into the future?

Techspo aims to help participants:

- Access the latest technology for cropping and/or livestock enterprises
- Showcase technologies of the future
- Learn and investigate ways of introducing or improving use of technology to increase efficiencies, therefore productivity
- Introduce products and services available now for on farm use
- Build linkages between farmers and service providers in an independent location
- Enable farmers to share experiences in the use of on farm technologies
- Network Technology developers with users on the land
- Test new ideas

PROGRAM

The theme for the event will be Drones, Data and Dirt which encompasses new engineering and mechanical technologies, Internet of things and all things Data and new innovations in soil preservation, seed varieties and plant genetics.

Exhibitions and Conference topics will include:

- A futurist to set the scene for Agriculture in 2030. The futuristic thinking that will inspire future generations into farming and research.
- Precision AG – Cropping, Remote Sensing
- Genetics, plant breeding
- Robotics and Automation
- Livestock Technology – EID, Genetics, genomics, R Monitoring, Livestock Management Integration (Sapien Technology)
- Big Data - Internet of Things, Sensor Technology, Communications – apps and Platforms, QR Codes, Protocols – Wireless RFID

Conference Program (in development)

| Day 1 | Day 2 | Day 3 |
|----------------------|--------------------------------|---------------------|
| | Breakfast Forum | |
| | Expo and conference | Expo and conference |
| | | |
| | | |
| | | |
| Networking Pre Event | Ball – Awards Event etc.... | Finish |

Followed by Study Tour – 3 Day escorted Tour of the local area with Invites to go out to grower groups Australia Wide.

SPONSORSHIP OPPORTUNITIES

To assist sponsors in gaining the most from their Investment TECHSPO have developed a variety of sponsorship opportunities that combine a range of promotional activities before, during and after the event. These can be used as stand-alone branding opportunities or packaged together to form a powerful one of a kind opportunity for businesses to cement their brand and status. The variety of sponsorship and promotional packages are available to assist your company in ensuring that high quality customers and business is delivered to you.

Pre—Event

- Pre-Event Promotional Opportunities
- Generate business before you even step foot in the show
- Increase exposure through additional online marketing

During - Event

- Stand out from the crowd by increasing your visibility and exposure of brand
- Maximise brand awareness
- Assist in directing buyers to your stand

Post- Event

- Recognition and logo on post-show communications where appropriate
- Logo on email blasts to all registered visitors who did not attend TECHSPO

PRESENTATION PARTNER – SPONSORSHIP \$75000 ONE ONLY

Drones, Data and DIRT

Southern Dirt TECHSPO Presented by

As a Presenting Partner you will get a high level of exposure in the lead-up to and during the Techspo through a number of different avenues as detailed below.

Entitlements will include:

- Recognition as Presenting Partner as of the TECHSPO Logo, either through logo placement or in text (to be negotiated with sponsor)
- Acknowledgement on official TECHSPO website with logo and hyperlink to organisations website
- Organisations logo included in the Registration Brochure and the TECHSPO handbook (subject to printing deadlines)
- Organisation's logo on all TECHSPO signage
- Verbally acknowledge at all official conference functions as a Presenting Partner

- Display of organisation logo on a looped PowerPoint slide shown in session rooms prior to and between the commencement of sessions.
- Organisation's logo included on all promotional email alert
- Organisation's signage displayed during the Conference Day (sponsor to provide signage to be displayed)
- Organisation's logo to be included on Techspo satchel as part of the Techspo logo
- Access to Delegates •
- Delegate list (does not include contact details) to be made available as a PDF document emailed 14 days prior to the event, as well as a PDF list emailed after the event. (Subject to the Privacy Act)
- An opportunity for sponsor to provide a speaker for the Conference Day program, on a topic to be negotiated at a later date.

Promotional Material •

- Opportunity to provide a 300 word organisational profile to be included on the official Techspo website
- Opportunity to provide a 100 word promotional paragraph in the Techspo Handbook including your contact details (subject to printing deadlines)
- Full Page colour advertisement in the Techspo Handbook (subject to printing deadlines)
- Two (2) maximum 4 pages/A4 insert or promotional product in the Techspo satchel

Trade Exhibition and Events

- One (1) complementary Exhibition display
- Ten (10) complimentary Full Registrations to the Techspo including access to all sessions and catering breaks, as well as all social functions
- An additional hosted table of 10 at the Techspo Gala Awards Ball

REGISTRATION SPONSOR \$20,000.00 (LIMITED TO 1 ONLY)

The Registration Sponsor will be given the opportunity to get some brand exposure through logo placement on the registration desk as well as on the delegate name tags and lanyards, which will be worn for the length of the Techspo.

Entitlements will include:

Organisation Acknowledgement •

- Acknowledgement on official Techspo website with logo and hyperlink to organisation's website
- Organisation's logo included in the Registration Brochure and Techspo Handbook (subject to printing deadlines)
- Display of organisation's logo on a looped PowerPoint slide shown in session rooms prior to and between the commencement of sessions
- Organisation's logo included on all promotional email alerts
- Registration desk to be branded with sponsors logo and sponsors signage to be displayed behind registration desk (signage to be supplied by sponsor)

- Organisation's logo to be printed on the delegate name tags and lanyards (exact specifications to be advised before printing)

Access to Delegates

- Delegate list (does not include contact details) to be made available as a PDF document emailed 14 days prior to the event, as well as a PDF list emailed after the event. (Subject to the Privacy Act)

Promotional Material

- Opportunity to provide a 300 word organisational profile to be included on the official Techspo website
- Opportunity to provide a 100 word promotional paragraph in the Techspo Handbook including your contact details (subject to printing deadlines)
- Half Page colour advertisement in the Techspo Handbook (subject to printing deadlines) • Opportunity to supply a delegate gift to be given out at the reception desk on registering (gift to be supplied by the sponsor by the required deadlines)

Attendance

Two (2) complimentary Full Registrations to the Techspo including access to all sessions and catering breaks, as well as all social functions

PLENARY SESSIONS SPONSORSHIP

Day 1 - \$10000 +GST (Exclusive Opportunity)

Day 2 - \$8000 +GST (Exclusive Opportunity)

This sponsorship includes naming rights and branding of the opening plenary session on Day 1 or Day 2 of the Event. The Plenary Session features the highest profile keynote speakers from within the agriculture industry. With no other sessions occurring at the time of the plenary sessions, these sessions draw the largest audience of any throughout the two days.

- Naming rights to the Sponsored Plenary Session with brand signage (to be supplied by the sponsor)
- 5 minute presentation opportunity at the beginning of the Plenary session

Entitlements will include:

Organisation Acknowledgement

- Acknowledgement on official Techspo website with logo and hyperlink to organisation's website
- Organisation's logo included in the Registration Brochure and Techspo Handbook (subject to printing deadlines)
- Display of organisation's logo on a looped PowerPoint slide shown in session rooms prior to and between the commencement of sessions
- Organisation's logo included on all promotional email alerts

- Organisation's signage displayed during the sponsored breakfast (sponsor to provide signage to be displayed)
- Naming rights (presented by ...) for one Techspo Plenary Session, to be negotiated with Southern Dirt Inc. Function dates will be offered on a "first in, first served" basis.
- 5 minute presentation by the organisation's

Access to Delegates

Delegate list (does not include contact details) to be made available as a PDF document emailed 14 days prior to the event, as well as a PDF list emailed after the event. (Subject to the Privacy Act)

Promotional Material

- Opportunity to provide a 300 word organisational profile to be included on the official Techspo website
- Opportunity to provide a 100 word promotional paragraph in the Techspo Handbook including your contact details (subject to printing deadlines)
- Half Page colour advertisement in the Techspo Handbook (subject to printing deadlines)
- One (1) maximum 4 pages/A4 insert or promotional product in the Techspo satchel

Attendance

- Three (3) complimentary Full Registrations to the Techspo including access to all sessions and catering breaks, as well as all social functions
- An additional hosted table of 10 at your selected breakfast

CONCURRENT SESSION SPONSOR \$5,000.00 (LIMITED TO 6 ONLY)

Sponsoring one of the keynote speaker sessions is a great way to get your brand exposed to the Conference Day delegates through logo placements and verbal acknowledgements.

Entitlements will include:

Organisation Acknowledgement

- Acknowledgement on official Techspo website with logo and hyperlink to organisation's website
- Organisation's logo included in the Registration Brochure and Techspo Handbook (subject to printing deadlines)
- Display of organisation's logo on a looped PowerPoint slide shown in session rooms prior to and between the commencement of sessions
- Organisation's logo included on all promotional email alerts
- Organisation to be mentioned on introduction of speaker (i.e. speaker presented by...)
- Organisation's logo to be shown on speaker holding slide before and after speaker's presentation
- Organisation's signage to be placed on stage during the speaker's sessions (with approval from the speaker)

Access to Delegates

Delegate list (does not include contact details) to be made available as a PDF document emailed 14 days prior to the event, as well as a PDF list emailed after the event. (Subject to the Privacy Act)

Promotional Material

- Opportunity to provide a 300 word organisational profile to be included on the official Techspo website
- Opportunity to provide a 100 word promotional paragraph in the Techspo Handbook including your contact details (subject to printing deadlines)
- Quarter-Page colour advertisement in the Techspo Handbook (subject to printing deadlines)
- One (1) maximum 4 pages/A4 insert or promotional product in the Techspo satchel

Attendance

Two (2) complimentary Full Registrations to the Techspo including access to all sessions and catering breaks, as well as all social functions

Please note: This sponsorship type does not give the sponsor the ability to choose a particular speaker for a session, just to sponsor a session of a speaker who has been chosen by the Techspo committee.

BREAKFAST FORUM SPONSOR \$12,000

Sponsoring the Techspo Breakfast will give sponsors the ability to connect with the Techspo delegates in an informal setting while still having the ability to get some valuable 'face-time' and present to the delegates.

Entitlements will include:

Organisation Acknowledgement

- Acknowledgement on official Techspo website with logo and hyperlink to organisation's website
- Organisation's logo included in the Registration Brochure and Techspo Handbook (subject to printing deadlines)
- Display of organisation's logo on a looped PowerPoint slide shown in session rooms prior to and between the commencement of sessions
- Organisation's logo included on all promotional email alerts
- Organisation's signage displayed during the sponsored breakfast (sponsor to provide signage to be displayed)
- Social Functions Naming rights (presented by ...) for one Techspo breakfast, to be negotiated with Southern Dirt Inc. Function dates will be offered on a "first in, first served" basis.
- 10 minute presentation by the organisation's representative at the selected function (representative and all associated costs to be covered by sponsor)

Access to Delegates

Delegate list (does not include contact details) to be made available as a PDF document emailed 14

days prior to the event, as well as a PDF list emailed after the event. (Subject to the Privacy Act)

Promotional Material

- Opportunity to provide a 300 word organisational profile to be included on the official Techspo website
- Opportunity to provide a 100 word promotional paragraph in the Techspo Handbook including your contact details (subject to printing deadlines)
- Half Page colour advertisement in the Techspo Handbook (subject to printing deadlines)
- One (1) maximum 4 pages/A4 insert or promotional product in the Techspo satchel

Attendance

- Three (3) complimentary Full Registrations to the Techspo including access to all sessions and catering breaks, as well as all social functions
- An additional hosted table of 10 at your selected breakfast

TECHSPO SATCHEL SPONSOR \$11,000.00 (LIMITED TO 1 ONLY)

The Techspo Satchel Sponsor will have the opportunity to have their organisation's logo given pride of place on the Techspo satchel, which will be given to every Techspo delegate.

Entitlements will include:

Organisation Acknowledgement

- Acknowledgement on official Techspo website with logo and hyperlink to organisation's website
- Organisation's logo included in the Registration Brochure and Techspo Handbook (subject to printing deadlines)
- Display of organisation's logo on a looped PowerPoint slide shown in session rooms prior to and between the commencement of sessions
- Organisation's logo included on all promotional email alerts
- Organisation's logo to be placed on the Techspo satchel in prime position along with the Techspo and Presenting Partner logo's.

Access to Delegates

Delegate list (does not include contact details) to be made available as a PDF document emailed 14 days prior to the event, as well as a PDF list emailed after the event. (Subject to the Privacy Act)

Promotional Material

- Opportunity to provide a 300 word organisational profile to be included on the official Techspo website
- Opportunity to provide a 100 word promotional paragraph in the Techspo Handbook including your contact details (subject to printing deadlines)
- One (1) maximum 4 pages/A4 insert or promotional product in the Techspo satchel

Attendance

Two (2) complimentary Full Registrations to the Techspo including access to all sessions and catering breaks, as well as all social functions

CONFERENCE DAY LUNCH SPONSOR \$17,500.00 (Limited to 1 only)

Presenting the Conference Lunch will be acknowledged in the lead-up to and during the Techspo with the ability to present a short message to the delegates. This option also gives organisation recognition through logo placements and delegate hand-outs.

Entitlements will include:

Organisation Acknowledgement

- Acknowledgement on official Techspo website with logo and hyperlink to organisation's website
- Organisation's logo included in the Registration Brochure and Techspo Handbook (subject to printing deadlines)
- Display of organisation's logo on a looped PowerPoint slide shown in session rooms prior to and between the commencement of sessions
- Organisation's signage displayed in the catering areas during the Conference Lunch (sponsor to provide signage to be displayed)
- Tent cards displaying the sponsor's logo will be distributed throughout the catering area during the lunch break

Opportunity for sponsor to provide promotional items to be distributed throughout the catering area (promotional items supplied by sponsor by the required deadlines)

Access to Delegates

- Delegate list (does not include contact details) to be made available as a PDF document emailed 14 days prior to the event, as well as a PDF list emailed after the event. (Subject to the Privacy Act)
- Opportunity to deliver a sponsor message (2 minutes maximum) immediately prior to lunch

Promotional Material

- Opportunity to provide a 300 word organisational profile to be included on the official Techspo website
- Opportunity to provide a 100 word promotional paragraph in the Techspo Handbook including your contact details (subject to printing deadlines)
- Quarter-Page colour advertisement in the Techspo Handbook (subject to printing deadlines)
 - One (1) maximum 4 pages/A4 insert or promotional product in the Techspo satchel

Attendance

Two (2) complimentary Full Registrations to the Techspo including access to all sessions and catering breaks, as well as all social functions

CONFERENCE DAY TEA BREAK SPONSOR \$3,000.00 (LIMITED TO 2 ONLY)

Presenting a Morning or Afternoon Tea will be acknowledged in the lead-up to and during the Techspo without the ability to present to the delegates. This option still gives organisation recognition through logo placements and delegate handouts and is a good option for groups that are unable to send someone to present throughout the Techspo.

Entitlements will include:

Organisation Acknowledgement

- Acknowledgement on official Techspo website with logo and hyperlink to organisation's website
- Organisation's logo included in the Registration Brochure and Techspo Handbook (subject to printing deadlines)
- Display of organisation's logo on a looped PowerPoint slide shown in session rooms prior to and between the commencement of sessions
- Organisation's signage displayed in the catering areas during the associated break (sponsor to provide signage to be displayed)
- Tent cards displaying the sponsor's logo will be distributed throughout the catering area during the sponsored tea break
- Opportunity for sponsor to provide promotional items to be distributed throughout the catering area (promotional items supplied by sponsor by the required deadlines)

Access to Delegates

Delegate list (does not include contact details) to be made available as a PDF document emailed 14 days prior to the event, as well as a PDF list emailed after the event. (Subject to the Privacy Act)

Promotional Material

- Opportunity to provide a 300 word organisational profile to be included on the official Techspo website
- Opportunity to provide a 100 word promotional paragraph in the Techspo Handbook including your contact details (subject to printing deadlines)
- One (1) maximum 4 pages/A4 insert or promotional product in the Techspo satchel

Attendance

One (1) complimentary Full Registration to the Techspo including access to all sessions and catering breaks, as well as all social functions

HAPPY HOUR SPONSOR \$5,000.00 (LIMITED TO 3 ONLY)

Presenting a Happy Hour will give you access to the delegates in a less formal situation than some of the other offerings, but will still give you an opportunity to present in front of the delegates.

Entitlements will include:

Organisation Acknowledgement

- Acknowledgement on official Techspo website with logo and hyperlink to organisation's website
- Organisation's logo included in the Registration Brochure and Techspo Handbook (subject to printing deadlines)
- Display of organisation's logo on a looped PowerPoint slide shown in session rooms prior to and between the commencement of sessions
- Organisation's signage displayed in the catering area during the sponsored Happy Hour (sponsor to provide signage to be displayed)
- Tent cards displaying the sponsor's logo will be distributed throughout the catering area for the Happy Hour
- Opportunity for sponsor to provide promotional items to be distributed throughout the catering area (promotional items supplied by sponsor by the required deadlines)

Access to Delegates

Delegate list (does not include contact details) to be made available as a PDF document emailed 14 days prior to the event, as well as a PDF list emailed after the event. (Subject to the Privacy Act) • Opportunity to deliver a sponsor message (5 minutes maximum) at the start of the Happy Hour

Promotional Material

- Opportunity to provide a 300 word organisational profile to be included on the official Techspo website
- Opportunity to provide a 100 word promotional paragraph in the Techspo Handbook including your contact details (subject to printing deadlines)
- Quarter-Page colour advertisement in the Techspo Handbook (subject to printing deadlines)
- One (1) maximum 4 pages/A4 insert or promotional product in Techspo satchel

Attendance

Two (2) complimentary Full Registrations to the Techspo including access to all sessions and catering breaks, as well as all social functions

BUS SPONSOR \$3,000.00 PER DAY (LIMITED TO 4 ONLY)

With the Techspo being held in Katanning; bus transport will make up an important part of the Techspo experience for the delegates and their partners. The Bus Sponsor will have some unique opportunities to access the delegates and to get brand recognition throughout the Techspo with buses coming in from a variety of areas.

Entitlements will include:

Organisation Acknowledgement

- Acknowledgement on official Techspo website with logo and hyperlink to organisation's website

- Organisation's logo included in the Registration Brochure and Techspo Handbook (subject to printing deadlines)
- Display of organisation's logo on a looped PowerPoint slide shown in session rooms prior to and between the commencement of sessions
- Organisation's Logo to be shown on the bus signage (inside windows) on day of sponsorship
 - Opportunity for promotional material to be left on bus seats by sponsor (sponsor to supply printed materials by required deadlines)

Access to Delegates

Delegate list (does not include contact details) to be made available as a PDF document emailed 14 days prior to the event, as well as a PDF list emailed after the event. (Subject to the Privacy Act)

Promotional Material

- Opportunity to provide a 300 word organisational profile to be included on the official Techspo website
- Opportunity to provide a 100 word promotional paragraph in the Techspo Handbook including your contact details (subject to printing deadlines)
- Quarter-Page colour advertisement in the Techspo Handbook (subject to printing deadlines)

TECHSPO APP / HANDBOOK SPONSOR \$10,000.00 (LIMITED TO 1 ONLY)

The Techspo App and Handbook will be a vital part of what is given to the Techspo delegates and will be constantly referred to throughout the Techspo. As the Sponsor, your organisation will have logo placement in prominent locations throughout the App and Handbook and will be constantly referred to throughout the Techspo.

Entitlements will include:

Organisation Acknowledgement

- Acknowledgement on official Techspo website with logo and hyperlink to organisation's website
- Organisation's logo included in the Registration Brochure and Techspo Handbook, as well as on the front cover of the Techspo Handbook (subject to printing deadlines)
- Display of organisation's logo on a looped PowerPoint slide shown in session rooms prior to and between the commencement of sessions • Organisation's logo included on all promotional email alerts

Access to Delegates

Delegate list (does not include contact details) to be made available as a PDF document emailed 14 days prior to the event, as well as a PDF list emailed after the event. (Subject to the Privacy Act)

Promotional Material

- Opportunity to provide a 300 word organisational profile to be included on the official Techspo website

- Opportunity to provide a 100 word promotional paragraph in the Techspo Handbook including your contact details (subject to printing deadlines)
- Full Page colour advertisement in the Techspo Handbook (subject to printing deadlines)
- Two (2) maximum 4 pages/A4 insert or promotional product in Techspo satchel

Attendance

Five (5) complimentary Full Registrations to the Techspo including access to all sessions and catering breaks, as well as all social functions

SATCHEL INSERT \$750.00

A Satchel Insert is a lower cost option for those organisations who are just looking for some exposure via printed materials in the Techspo satchels.

Entitlements will include:

Promotional Material

One (1) maximum 4 pages/A4 insert or promotional product in Techspo satchel

TRADE EXHIBITION OPPORTUNITIES

CONFERENCE DAY TRADE DISPLAY

The Trade Exhibition will be held within the Katanning Leisure Centre complex and surrounds and will run in conjunction with the Conference and Workshop Day programs. All onsite catering breaks covering morning and afternoon tea and lunches, will be held in the trade exhibition area making it a true meeting point for delegates and a wonderful opportunity to network with them.

SHELL SCHEME STAND Standard stand 3m x 2m \$2,000.00

Shell Scheme Stand inclusions:

Booth: 3m wide x 2m deep booth (2.5m high). Walls: 2.5m high white melamine in an anodised aluminium frame. Each Exhibitor must keep within their display dimensions of the booth. Fascia: White melamine board, 250mm deep on all aisle frontages. Signage: One company sign per stand, including stand number. Black cut out vinyl lettering, standard style lettering (Maximum of 30 characters). Lighting: 1 x 150watt directional spotlight. Power: 1 x 4 amp outlet.

Additional inclusions:

- Name tags for two (2) representatives (entry into trade exhibition area only);
- Daily catering for two (2) representatives (includes morning, afternoon teas and lunch);
- Tickets for two (2) representatives to attend the Welcome Reception
- One (1) Techspo satchel per exhibition stand;
- Organisation name listed on the Techspo website with link to organisation's website;
- Organisation listing in the Techspo App and Handbook.

Please Note: Additional equipment such as furniture, audio visual, modem lines and telephone lines

are available for hire at the expense of the exhibitor. Details of suppliers will be provided to you once your booking has been confirmed.

ADDITIONAL EXHIBITOR PASSES

If you have more than two organisation representatives who wish to experience the trade exhibition only, additional passes can be purchased from Southern Dirt for \$220.00 (including GST) to a maximum of 2 per company.

Additional passes for exhibitors include:

- Name badge for one (1) representative
- Morning and afternoon teas for one (1) representative
- Catered lunch for one (1) representative

EXHIBITION FLOORPLAN (TBA)

TRADE DISPLAY EXHIBITORS

A designated section of the main hall will be reserved for Industry Trade Displays:

- Powered sites
- Exhibition shell
- Site dimensions 2 metres x 3 metres (x 2.5 metres high)
- One company sign per stand (black cut out vinyl lettering, max 30 characters)

\$1,200 per exhibit (incl. GST) *

STOCK HANDLING AND FARM MACHINERY EQUIPMENT EXHIBITORS

- Designated section outside the Hall
- Outside areas
- Power (available by prior arrangement) ☐
- Site dimensions 6 metres x 6 metres or other by arrangement

\$1,200 per exhibit (incl. GST) *