



Guideline 4.02 – Hospitality and Entertainment

1. Application

This Guideline applies to all directors, employees and Contractors of NQBP.

2. Policy

Providing Corporate Entertainment and Hospitality allows NQBP to interact with customers, stakeholders and interest groups to build networks, improve communication, develop new business opportunities, and provide better outcomes for all. This guideline documents the principles governing Corporate Entertainment and Hospitality expenditure to ensure that monies are utilised appropriately, in line with community and industry standards and expectations.

Corporate Entertainment and Hospitality expenditure must be approved in accordance with NQBP's Instrument of Delegation.

This guideline is consistent with the requirements of the Government Owned Corporations Corporate Entertainment and Hospitality Guidelines (Version 1.0 September 2008).

Expenditure Levels

Expenditure on a per head basis should be no more than \$150 unless specifically approved by the Chief Executive Officer (CEO). Travel costs to facilitate entertainment of remote clients are to be separately approved by the CEO and are not included in the limit for expenditure on a per head basis.

A person may not authorise their own expenditure. The Chief Financial Officer is to approve the CEO's expenditure.

Definition

Corporate Entertainment and Hospitality expenses include:

- The provision of entertainment by way of food, beverages or recreation (including the organisation of functions/special events for corporate customers, key stakeholders and interest groups).

Business as usual expenditure incurred in catering for staff at meetings, workshops, and functions are not considered Corporate Entertainment and Hospitality expenditure where that expenditure has no direct nexus to providing hospitality to corporate customers, key stakeholders and interest groups. Such expenditure is subject to control via the delegations of authority and CEO oversight.

Expenditure is to be for official purposes only. While a professional image should be presented, no hospitality or functions should be so elaborate so as to draw criticism of waste or excess.

When guest lists are being compiled, the following guidelines should be followed:

- Invitees must be individuals who it is believed will contribute to NQBP's objectives – this will include customers and stakeholders of NQBP.
- In determining the invitation list, consideration should be given to ensuring only the appropriate number of NQBP staff attend. It is expected that the number of employees will

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Version Control	Only electronic copy in RM8 is controlled. To ensure any paper copy is current, please check the policy document list on ERIC.			Revision	6
				Document Number	E16/27345
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Approval	This Guideline requires subject matter expert approval.			Date Approved	24/01/2017

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be lower than the number of external guests, but some situations may arise where this will not be the case, particularly small functions.

- Spouses and partners of invitees and NQBP staff hosts may be included on guest lists if the circumstances of the event indicate this is appropriate.

Receiving Hospitality

When accepting hospitality care should be taken to avoid any possible conflicts of interest. Such situations should not be perceived or construed as providing an incentive for any commercial transactions.

Reporting

The total annual budgeted expenditure for Corporate Entertainment and Hospitality, including details of individual commitments over \$5,000 is to be documented within NQBP's annual Statement of Corporate Intent.

NQBP will also report budgeted and actual expenditure for the quarter in its quarterly shareholder report.

A summarised list of all Corporate Entertainment and Hospitality, to which this policy applies, is to be provided to the Board on a quarterly basis for their review.

3. Compliance Policy, Procedure, Standard and Legislative Framework

NQBP is a Government Owned Corporation and port authority and is required to comply with its own policies, prescribed applicable legislation and State Government policies and procedures. This procedure should be read in conjunction with:

- a. Policy 4 - Finance
- b. Finance Standards, Guidelines, and Procedures
- c. Policy 2 – Compliance
- d. Government Owned Corporations Corporate Entertainment and Hospitality Guidelines (2008)
- e. Corporations Act 2001 (Cth)
- f. Government Owned Corporations Act 1993 (Qld)
- g. Financial Accountability Act 2009 (Qld)
- h. Code of Practice for Government Owned Corporations' Financial Arrangements
- i. Corporate Governance Guidelines for Government Owned Corporations February 2009.

4. Procedure Review Date

This procedure should be reviewed by 30 June 2018.

5. Definitions

NQBP: means North Queensland Bulk Ports Corporation Limited ACN 136 880 128.

Contractors: means contractors or consultants engaged by NQBP under a personal services consultancy agreement or other similar arrangements.

NQBP Employee: means employees and Contractors of NQBP but does not include NQBP directors.

NQBP Personnel: means NQBP officers (for example NQBP directors) and NQBP Employees.

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