

CORPORATE ENTERTAINMENT & HOSPITALITY POLICY

1. SCOPE

This policy is to be read in conjunction with the Queensland Government Owned Corporations Corporate Entertainment and Hospitality Guidelines (issued September 2008). This policy applies to all official functions and events (either offsite or on Port of Townsville Limited premises) at which hospitality is provided by the Corporation or an external provider.

All expenditure on corporate hospitality by employees and Directors must be in accordance with the requirements of this policy and the requirements of the Queensland Government Owned Corporations Corporate Entertainment and Hospitality Guidelines (issued September 2008).

When arranging corporate events and hospitality, the following Port of Townsville policies and guidelines also apply:-

- *Financial Practice Manual FIN 101* (guidance regarding reimbursement of expenditure incurred in providing entertainment or hospitality using a Corporate credit card)
- *Authorities & Delegations policy POT 1030-040007* (for general expenditure limits and approval requirements)
- *Meeting and catering guidelines POT 213* (for provision of catering on Port premises)

This policy should be reviewed at regular intervals (not exceeding two years) and approved by the Board.

2. DEFINITIONS

Corporate Entertainment and Hospitality means events attended by Directors and/or Officers of Port of Townsville Limited (POTL) at which food, beverages and/or entertainment is provided for which the cost of attendance is borne by POTL.

Corporate Entertainment and Hospitality does not include attendance by Directors and/or Officers at functions associated with training courses or conferences. Expenditure at such events is subject to the Corporation's *Financial Practice Manual (FIN 101)*.

3. POLICY

3.1 Guiding Principles

As part of the Corporation's business activities it may be appropriate to hold offsite events and offer hospitality from time to time. Expenditure on corporate hospitality and events is subject to the high standard of accountability which the Government and public expect from all Government Owned Corporations. The guiding principles for Directors and Officers are:-

- **Expenditure must be for business purposes only and where there is a clear benefit for the Corporation's business activities and the State;**
- Expenditure must be properly documented;
- Expenditure must display value for money;
- Expenditure must be reasonable and available for scrutiny by both internal and external audit; and
- The Officer arranging the hospitality must exercise discretion and conservatism when determining the level of particular expenditure for official entertainment and hospitality.

It is imperative that an event is authorised, planned and organised with due regard for accepted community standards and that the level of expenditure and nature of event are able to withstand public scrutiny in terms of appropriateness. **Expenditure for corporate entertainment and hospitality events is not to exceed \$150 per person (total cost, including venue hire).** It is recognised, however, that the cost of attendance at business functions arranged by third parties (e.g. Chamber of Commerce) is generally a set per person or per ticket cost, which may be higher than this expenditure level. In exceptional circumstances, per person expenditure in excess of \$150 may be approved by the Chief Executive Officer or Chairman.

If in doubt, further guidance should be sought from the Chief Executive Officer or Senior Executive Assistant.

© Port of Townsville Limited A.C.N 130 077 673	Document Type	Policy	Document No.	POT 441
Only electronic copy on server is controlled. To ensure paper copy is current, check revision number against entry in Qudos - Master Document List			Revision	3
			Date	27/01/2009
			Page	1 of 4

3.2 Official Hospitality for Business Meetings

Official hospitality is the provision of food, drinks and/or entertainment to a person in the course of doing business on behalf of the Corporation or extending common courtesy to a person doing business with the Corporation or who is of relevance to the Corporation. An appropriate level of official hospitality will depend on the particular circumstances at the time. Expenditure for official hospitality is considered appropriate to facilitate the conduct of business through persons who are able to do so, either by advice, or because of their vocations or business interest. Such hospitality should not be a substitute for business meetings.

3.3 Attendance of Directors & Officers at Business Functions

The number of Directors and Officers attending official functions should be restricted to those who will be able to advance the Corporation's business interests or where the Corporation will benefit from their attendance. Generally, the number of Directors and Officers attending should comprise a minor or balanced proportion to external representatives. Expenditure should not be incurred for attendance of Directors or Officers' partners except as approved by the Chief Executive Officer. While as a general principle, Directors and Officers should not entertain other Directors and Officers at the Corporation's expense, there may be circumstances where it may be reasonable for such costs to be met. Such circumstances are to be approved in advance by the Chief Executive Officer.

3.4 Working Meals

Generally, working meals may be considered official hospitality where:-

- The meal is for the purpose of transacting official business during the meal; or
- There are cost advantages in continuing a full day meeting through the normal meal break.

The meal should be appropriate to the occasion.

3.5 Other Expenses

Other types of expenditure considered reasonable as official hospitality expenditure for Directors and Officers include:-

- Provision of a liquor cupboard for small scale entertainment (Boardroom/Kitchen);
- Tea/Coffee, morning tea or similar for visitors;
- Breakfast/Lunch/Dinner involving official visitors;
- Light refreshments provided for internal meetings, conferences, workshops, seminars (including purchase of drinks); or
- Attendance at an official function for which a charge is made.

Provision of hospitality/reciprocating hospitality when attending conferences or meetings should be consistent with the principles for expenditure outlined above. This may include an individual "share" of the cost of a "working meal". In circumstances where the Corporation is hosting a conference or official meetings, costs associated with receptions would be considered as part of the overall expenditure for the events.

4. APPROVAL REQUIREMENTS

4.1 Catering for Meetings held on Port Premises

The employee arranging catering for such purposes must be mindful of the intent of the Queensland Government Owned Corporations Corporate Entertainment and Hospitality Guidelines insofar as they apply to levels of expenditure and appropriateness of hospitality provided. Formal written approval is not required for provision of catering for business meetings held on Port premises. Arrangements are to be made in accordance with the *Meeting & Catering Guidelines*.

4.2 Entertainment / Hospitality / Events

For all other corporate hospitality, events and entertainment, whether held on Port premises or offsite, the attached approval request form must be completed by the event organiser and submitted to the Senior Executive Assistant **before any arrangements are confirmed**. The approval form should contain as much information as possible to enable the event to be accurately assessed. Guidance in relation to appropriate

© Port of Townsville Limited A.C.N 130 077 673	Document Type	Policy	Document No.	POT 441
Only electronic copy on server is controlled. To ensure paper copy is current, check revision number against entry in Qudos - Master Document List			Revision	3
			Date	27/01/2009
			Page	2 of 4

arrangements and expenditure should be sought from the Senior Executive Assistant. Final approval for all events rests with the Chief Executive Officer.

5. REPORTING REQUIREMENTS

Annual budgeted expenditure for corporate entertainment and hospitality is to be documented within the Corporation's Statement of Corporate Intent. Details should include total expenditure and individual commitments over \$5,000. The Corporation must also provide details of any significant changes to corporate entertainment hospitality commitments, as specified in the Statement of Corporate intent, and details of actual expenditure incurred within the Quarterly Performance Report to shareholding Ministers. Events costing over \$5,000 should be detailed in the Quarterly Performance Report, with an outline of the benefits accruing from each event.

© Port of Townsville Limited A.C.N 130 077 673	Document Type	Policy	Document No.	POT 441
Only electronic copy on server is controlled. To ensure paper copy is current, check revision number against entry in Qudos - Master Document List			Revision	3
			Date	27/01/2009
			Page	3 of 4



CORPORATE ENTERTAINMENT & HOSPITALITY APPROVAL FORM

Name of event

Name of event organiser:

Proposed date of event

Proposed venue

Type of event: Breakfast Lunch Dinner Other (describe):.....

Purpose of event and benefit to POTL and Queensland:
(Please be as descriptive as possible and outline the relevance of the event to the Corporation's objectives)

Presentation(s) / Speeches

Number of attendees anticipated (attach invitation list):

Proportion of Directors, employees, partners, to other guests:

Estimated per head cost \$

<p>Estimated whole of event cost</p> <table style="width: 100%; border-collapse: collapse;"> <tr><td>Venue Hire</td><td style="text-align: right;">\$</td></tr> <tr><td>Food</td><td style="text-align: right;">\$</td></tr> <tr><td>Beverages</td><td style="text-align: right;">\$</td></tr> <tr><td>Travel</td><td style="text-align: right;">\$</td></tr> <tr><td>Accommodation</td><td style="text-align: right;">\$</td></tr> <tr><td>Attendance fees, staff hire</td><td style="text-align: right;">\$</td></tr> <tr><td>Equipment hire</td><td style="text-align: right;">\$</td></tr> </table>	Venue Hire	\$	Food	\$	Beverages	\$	Travel	\$	Accommodation	\$	Attendance fees, staff hire	\$	Equipment hire	\$	<p>*Total estimated event cost \$ _____</p> <p>*NOTE: Expenditure over \$5,000 must be detailed in the Quarterly Performance Report to shareholding Ministers.</p>
Venue Hire	\$														
Food	\$														
Beverages	\$														
Travel	\$														
Accommodation	\$														
Attendance fees, staff hire	\$														
Equipment hire	\$														

This form should be submitted to the Senior Executive Assistant in the first instance. Approval requirements are as listed in Part F of the Authorities & Delegations Policy (POT 1030 – 040007) relating to limits of expenditure for Corporate Events.

Approval (signature): _____

Print Name: _____

Position: _____

Date: ____ / ____ / ____

© Port of Townsville Limited A.C.N 130 077 673	Document Type	Policy	Document No.	POT 441
Only electronic copy on server is controlled. To ensure paper copy is current, check revision number against entry in Qudos - Master Document List			Revision	3
			Date	27/01/2009
			Page	4 of 4