



FMP03	Management Services Policy	06/2018
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Version Control	
V1	06/2018

Purpose

The purpose of this Policy is to ensure that World Urban Parks has appropriate practices and controls in place to manage the Management Services arrangement for World Urban Parks.

This Policy will cover the engagement, Board oversight and authority and reviews.

This Policy will be further developed over time and will need to be considered in relationship to other Governance and Financial Policies of the Board.

Management Services Engagement

To be developed

Management Services Performance Review

To be developed

Policy for CEO & Secretariat Hours

April 2018

Preamble

World Urban Parks has engaged through “Service Contracts” services for the CEO and Secretariat and this involves agreed standard hours and rates associated with extended or extra services.

This Policy aims to define the authorisation environment to approve extended or extra services as per the agreed contracts.

The contracts for services are framed around direct hours worked rather than covering hours involved in associated travel, such as overseas or domestic travel.

No approval is required for the standard hours as these are expected to be provided by the CEO and Secretariat under the signed contracts.

The decision framework to engage “extended or extra services” is:

- Prior approval is required:
 - For CEO by Chair of WUP and Deputy-Chair (Governance)
 - For Secretariat by CEO
- Agreed purpose and the number of direct hours have to be documented and justification provided, with required approval also being documented
- Approval has to be within the approved budget (further Approval by the Executive would be required outside the approved Budget)
- The key focus of “extended or extra services” needs to be guided by the WUP Key Strategic Priorities

Prior approval can be obtained for a maximum of the 2 months following the approval date.

Authorised:	By Board on 12 th June 2018
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