

# Quality Policy

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## Purpose

By providing homes, building communities, creating opportunities and enriching lives we recognise that the disciplines of quality, health, safety, environment and risk management are primary responsibilities of our directors, leaders and employees and are key to achieving our Vision and Purpose. We embrace the responsibility for quality practice in everything we do. To achieve our purpose, we will:

- ensure the delivery of a quality of service and reliability that shall equal or surpass the expectations of our customers
- ensure customer service is a primary responsibility of all employees by encouraging, educating and empowering all of our employees to engage in quality improvement, risk management programs and innovation, through teamwork
- incorporate a governance framework to ensure organisation efficiency by the way of, including but not limited to: defined organisational structure, defined roles and responsibilities, systems and processes, policies and procedures, resources, and quality controls
- ensure employees are committed to leading the way in the provision of tenancy and property management services to our tenants along with support services including, where possible, early support interventions
- ensure employees and customers are given a voice to constantly seek to improve all operations by way of compliments, complaints and feedback with the aim of improving customer satisfaction and improved outcomes
- ensure we meet and/or exceed our community housing registration requirements, contractual and legislative obligations, Strategic Plan goals, Customer Services Standards and Tenant Engagement Strategies.
- constantly review and adapt to relevant industry standards as well as regulatory requirements
- maintain our organisations reputation and branding as well as the reputation of the Community Housing Sector through transparency and accountability

## Scope

Housing Trust are committed to lead the way in providing decent, affordable homes for our tenants and their families by constantly looking for better ways to do things. We are committed to providing a quality service and improved outcomes by continually shaping our services to support our tenants.

Housing Trust's stakeholders include, but are not limited to, housing applicants, tenants, their families, carers, government, contractors, suppliers, our partners and community.

## Quality Management System (QMS)

Our Quality Management System (QMS) will continue to evolve by considering the issues arising from social, ethical, environmental, political, economic and technological environments we operate in, as well as internal context. Governmental regulations and quality standards, industry reforms as well as changes in the relevant laws will be a focus of continuous improvement.

Our QMS consists of, but is not limited to:

### Policies and Procedures

Housing Trust's policies and procedure provide direction and guidance across the range of services and activities that are undertaken by Housing Trust to provide efficient, accountable, consumer-focussed services consistent with the proper running of a Community Housing Provider in accordance with Australian laws and practices, program guidelines and contracts.

### Resources

Housing Trust is committed to ensure that we have the skilled employees and resources necessary to deliver quality services and support in a timely manner to meet our customers' requirements and our contractual obligations.

Housing Trust has in place the following documents to manage quality and compliance requirements based on Housing Trust's Strategic Risk Management Framework:

<b>Strategic Plan</b>	This document clearly communicates our priorities and focuses on agreed outcomes and intended results to strengthen operations and ensure we are providing quality services and support and improved outcomes.
<b>Team Plans</b>	In line with the organisational performance reporting framework, each business unit's Team Plan details Key Performance Indicators (KPIs) that are reported to the relevant Committees and the Board.
<b>Customer Service Standards</b>	A commitment to our customers that Housing Trust will provide quality customer service and how we continue to achieve this.
<b>Tenant Engagement Strategy</b>	A commitment to our tenants and their families that Housing Trust will provide support, training and development opportunities to enable all tenants who wish to participate do so fully, optimising accountability through customer feedback on our performance and a focus on ensuring tenants are involved in decisions that affect them.
<b>Compliance Reporting Calendar</b>	A calendar that records and tracks Housing Trust's external mandatory reporting obligations.
<b>Internal Audit Schedule</b>	A schedule to manage Housing Trust's risk, to identify gaps for continuous improvement with the emphasis on providing quality and reliable services and support.

## Review and Continuous Improvement

Housing Trust is committed to undertaking reviews to identify gaps and continuous improvement opportunities in all Housing Trust operations through avenues such as, but not limited to:

- External and Internal Audits
- Complaints and Appeals
- Tenant Advisory Groups (TAG), tenant surveys, forums, other forms of feedback
- Outcomes against Housing Trust’s annual targets and Key Performance Indicators
- WHS incidents, critical incidents and other incidents
- Employee surveys, meetings, training, performance and development plans
- National Regulatory System for Community Housing’s annual Compliance Program
- Information related to industry trends and future direction

## External Compliance

Housing Trust is obligated to report to, and are held accountable, by a number of external bodies including but not limited to:

- National Regulatory System of Community Housing (NRSCH)
- Department of Communities and Justice (DCJ)
- Land and Housing Corporation (LAHC)
- Services Australia
- Department of Social Services (DSS)
- Australian Charities and Not-for-profits Commission (ACNC)
- Australian Securities and Investments Commission (ASIC)
- Australian Tax Office (ATO)
- Office of State Revenue (OSR)

## Internal Compliance

Housing Trust reflects a strong commitment to evidence-based decision-making and continuous improvement to achieve excellence in all aspects of its work through our values of respect, integrity, support and collaboration.

The Compliance Manager is responsible for maintaining and monitoring the Quality Management System (QMS) and works with all employees to ensure an understanding of and commitment to the QMS. The Compliance Manager reports regularly to Executive Managers who in turn report to the Chief Executive Officer (CEO), the Finance, Risk and Audit Committee and the Board on the system’s status and effectiveness.

Housing Trust’s board, CEO, Executive Leadership Team review and promote this Policy through active involvement in risk management, quality assurance activities and leadership by example.

## Reference or Related Documents

### Internal

1. Strategic Plan
2. Team Plans
3. Strategic Risk Management Framework
4. Customer Service Standards
5. Tenant Engagement Strategy
6. Compliance Reporting Calendar
7. Internal Audit Schedule
8. Internal Audit Procedure
9. Learning and Development Policy
10. System Improvement Procedure
11. Document Control Procedure

### External

1. National Regulatory System Community Housing (NRSCH) [www.nrsch.gov.au/](http://www.nrsch.gov.au/)

## Policy Version Control

Version	Details of Improvements	Release Date	Approval/Release Details
V 1.0	Original Policy	14.09.2017	Approved for release by GM:CS
V 2.0	Scheduled review of Quality Policy. Approved by the Board on 30.11.2020 On release of V 2.0 the following Policies will be obsolete: Quality-Statement_V01_20170914 Legislation-and-Compliance-Procedure_V02_20170828 Definitions-Guide_V04_20170828	02.02.2021	Prepared by Compliance Manager Approved for release by Board of Directors