

Wheatbelt Natural Resource Management Incorporated

Quality Management Policy

Policy Name:	Quality Management Policy
Policy Number:	2.6
Policy Version Number:	V1.1
Policy Category:	Operational Management
Contact Officer:	Chief Executive Officer
Date Approved by the Board of Management:	5 May 2015
Date of Last Review:	December 2010
Period Until Next Review:	36 months from the approved date or as required
Related Legislation:	1. Associations Incorporation Act 1987 (Western Australia)
Related WNRM Policies or Procedures:	1. Contract Management Guideline 2. Project Management Guideline

1. Definitions

“**Constitution**” means the governing document of Wheatbelt Natural Resource Management Incorporated.

“**Project Management Guideline**” means the Wheatbelt NRM procedural document that sets out the Program/Project Management Methodology components and the business systems to guide how Wheatbelt NRM manages a Program or Project.

“**Representatives**” means Board Directors, employees, contractors or volunteers of Wheatbelt Natural Resource Management Incorporated.

“**Wheatbelt NRM**” means Wheatbelt Natural Resource Management Incorporated.

2. Overview

This Policy relates to how Wheatbelt NRM maintains and improves the quality of what is delivered. Wheatbelt NRM is committed to using best practice principles where possible and to improving its policies and processes in order to provide the best outcomes for its stakeholders.

Representatives who breach this Policy may be subject to disciplinary action.

3. Policy Statements

- 3.1 Wheatbelt NRM will strive to improve its business operations and Representatives are encouraged to make suggestions on improvements.
- 3.2 Key governing documents, including the Constitution, and the Board of Management approved policies and guidelines, will be reviewed as part of continuing quality assurance.
- 3.3 Project quality will be managed with reference to the Project Management Guideline, to verify the deliverables are fit for purpose, and compliant to their predetermined specifications.
- 3.4 Contract quality will be managed with reference to the Contract Management Guideline, through clearly stating measurable outcomes in terms of the scope of work being delivered.

4. Responsible Officers

- 4.1 The Board of Management, as part of its governance authority, is responsible for the approval and publication of this Policy, including the approval of any subsequent changes.
- 4.2 The Audit Committee is responsible for reviewing this Policy prior to Board of Management approval, and ensuring the scheduled review of this Policy.
- 4.3 The Chief Executive Officer is responsible for the operational compliance of the organisation to this Policy.
- 4.4 Representatives are responsible for informing Wheatbelt NRM of quality improvement opportunities.

5. Approval

This Policy was approved by the Board of Management on the 5 May 2015.

Jim Sullivan
Chairperson
Board of Management
Wheatbelt Natural Resource Management Incorporated