



Partner Housing Australasia (Building) Incorporated  
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 Web: [www.partnerhousing.org](http://www.partnerhousing.org)  
 Pro-bono professional services and funding for South Pacific  
 village infrastructure, housing, water, sanitation and training.



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Partner Housing is a signatory to the ACFID Code of Conduct, which is a voluntary, self-regulatory sector code of good practice. As a signatory we are committed and fully adhere to the ACFID Code of Conduct, conducting our work with transparency, accountability and integrity.

## Disability Inclusive Practices Policies and Procedures



**Declaration** – These policies and procedures have been approved by the Partner Housing Australasia (Building) Incorporated Annual General Meeting of 4 December 2023. They set out the means of complying with the “Constitution & Code of Conduct”, and the requirements of the Australian Department of Foreign Affairs and Trade (DFAT) and the Australian Council for International Development (ACFID).

**Signed**

Rod Johnston, President, Partner Housing Australasia (Building) Incorporated

### Adoption of Document Revisions

Reference	Revision	Date of Adoption	Principal Amendments
P23040324	1	3 April 2023	Revision to align with Vision, Mission, Values & DFAT requirements
P24010124	1	1 January 2024	General review and update

## Contents

Vision .....	2
Commitment.....	2
Code of Conduct.....	2
Scope .....	3
Definitions .....	3
Policy .....	4
Responsible Personnel.....	4
Procedures.....	5
Review of these Policies and Procedures.....	5
Contextual Analysis.....	5
Risk Analysis .....	5
Local Consultation with People with Disabilities .....	5
Disability Inclusiveness in Design and Construction of Infrastructure .....	5
Monitoring and Evaluation.....	7
Compliance and Auditing .....	7
Training .....	7
References.....	7

## Vision

Partner Housing Australasia is an entirely voluntary organisation, which aims to transform the lives of people living in Asia-Pacific villages by improving the cyclone, earthquake, and tsunami resistance of their houses, clinics, schools, and community buildings; and by providing clean water supplies and hygienic sanitation.

## Commitment

Consistent with the vision, Partner Housing Australasia and its Partner Organisations are committed to designing policies, procedures, and programs for the construction of infrastructure that is accessible to people with disabilities.

## Code of Conduct

Partner Housing Australasia is a signatory to the ACFID Code of Conduct, which is a voluntary, self-regulatory sector code of good practice. As a signatory, we are committed and fully adhere to the ACFID Code of Conduct, conducting our work with transparency, accountability, and integrity. The following policies and procedures have been developed to reflect the vision, and to simultaneously ensure consistency with the ACFID Code of Conduct.

## Scope

These Policies and Procedures apply to Partner Housing Australasia, its Partner Organisations, Representatives, and any guests who might accompany these people to the locations where the programs are implemented. The “Policy” expands the organisation’s vision, mission, and values; together with satisfying the DFAT and ACFID requirements, and the “Procedures” set out the means of implementing policy. An associated “Training” document provides additional material and background, and “Compliance and Audit Record” documents provide the relevant records of compliance and verification.

## Definitions

A comprehensive set of definitions is set out in “Constitution & Code of Conduct”. Definitions specific to this policy are set out below.

Partner Organisations are those bodies working with Partner Housing Australasia to implement the programs. For purposes of this document, they include (but are not limited to) Vision for Homes [PNG] and South Ranongga Community Association [SRCA]).

Representatives is the term used to describe collectively the Board Directors, Managers, Volunteers, Staff (if so engaged), Contractors and Consultants who administer the programs and projects.

Cross-cutting themes are additional issues or areas that intersect with the main project or can be easily integrated into the project without losing focus of the main goal. These themes can be an effective tool for explaining how targeted impact in one project area can also have a much wider effect ... cross-cutting themes is one method to balance the need for focus with the need for broader coverage. These include gender equality, diversity and inclusion, environmental sustainability, livelihood development, poverty reduction, general well-being, technology ... For example, an NGO may propose a project to bring electricity to a rural village. In this case, the overall goal of the project is to improve standards of living in rural areas. However, the project can also easily be designed to install solar panels and ensure women and girls receive equal access to the benefits. Here, the cross-cutting themes used are environment and gender. Additionally, the NGO could train local community members on how to build and maintain the solar panels, which could promote vocational training and job growth. Reference: <https://proposalsforngos.com/what-are-cross-cutting-themes/>

Disability is experiencing episodic or long-term physical, mental, intellectual or sensory impairments which in interaction with various barriers may hinder their full and effective participation in society on an equal basis with others. Persons are considered to have a disability if they have a limitation, restriction or impairment, which has lasted, or is likely to last, for at least six months and restricts everyday activities. This includes:

Sensory – loss of sight (not corrected by glasses or contact lenses), loss of hearing where communication is restricted, or an aid to assist with, or substitute for, hearing is used speech difficulties.

Intellectual – difficulty learning or understanding things.  
Physical – shortness of breath or breathing difficulties that restrict everyday activities blackouts, seizures or loss of consciousness, chronic or recurrent pain or discomfort that restricts everyday activities incomplete use of arms or fingers, difficulty gripping or holding things, incomplete use of feet or legs restriction in physical activities or in doing physical work, disfigurement or deformity.

Psychosocial – nervous or emotional condition that restricts everyday activities, mental illness or condition requiring help or supervision, memory problems or periods of confusion that restrict everyday activities social or behavioural difficulties that restrict everyday activities.

Head injury, stroke or acquired brain injury – head injury, stroke or other acquired brain injury, with long-term effects that restrict everyday activities.

Other – receiving treatment or medication for any other long-term conditions or ailments and still restricted in everyday activities, any other long-term conditions resulting in a restriction in everyday activities.

Reference: <https://www.apsc.gov.au/working-aps/diversity-and-inclusion/disability/definition-disability>

Risk Analysis is a systematic use of available information to determine how often specified events may occur and the magnitude of their likely consequence. For purposes of this policy, Risk Analysis, and associated terms (including those listed herein) are as defined in ISO 31000 and AS/NZS 4360.

Localisation is understood as a “method to drive more effective development outcomes by improving the agency of affected people and local actors (including partner governments) so that development action is locally informed, locally led and meets the needs of local people.” Partnerships for Recovery (2020) includes a renewed commitment to localisation. In the humanitarian sector, Australia is a signatory to the 2016 World Humanitarian Summit Grand Bargain and the Sendai Framework for Disaster Risk Reduction (2015-2030). The Grand Bargain commits Australia to support locally led humanitarian action, with a focus on ensuring quality funding is predictable, flexible, and delivered more directly to local partners. This builds on core donorship principles of co-ownership, harmonisation, and alignment.

## **Policy**

### *B 3.2 Disability Inclusive Practices*

Partner Housing Australasia shall promote and adopt disability inclusive practices.

These practices shall include –

- consultation with people with disabilities,
- contextual analysis to identify the barriers to social inclusion and participation for people with disabilities,
- identification of the opportunities to enable inclusion,
- targeted continuous monitoring, and
- annual evaluation of the effectiveness of the programs in promoting the inclusion of people with disabilities.

Partner Housing Australasia shall ensure that its programs do no harm, and do not reinforce inequalities and barriers to inclusion.

In consideration of the consultation and analysis, the infrastructure, designed and constructed through the Partner Housing Australasia programs, shall incorporate appropriate features that assist people with disabilities to access and to use the facilities with a minimum of assistance.

Partner Housing Australasia programming shall also consider the coincidental additional benefits that accrue to beneficiaries, as a result of the features included for people with disabilities (cross-cutting themes).

Partner Housing Australasia shall include in its programs, the principles in the DFAT ‘Development for All 2015-2020: Strategy for strengthening disability-inclusive development in Australia’s aid program’.

## **Responsible Personnel**

The person with overall responsibility is the President / CEO / Public Officer, with delegated responsibility to the Regional Managers and the Code of Conduct & Training Manager.

## Procedures

### Review of these Policies and Procedures

The policies and procedures set out in this “Policies and Procedures” document shall be reviewed at each Annual General Meeting, as part of the scheduled general policy review.

### Contextual Analysis

The CEO shall carry out a contextual analysis for each program, to identify the barriers to social inclusion and participation for people with disabilities, and to identify the opportunities to enable inclusion. This shall be based on a combination of local consultation and desk research of available data and published papers.

### Risk Analysis

The CEO shall implement the following:

- Prepare a Risk Analysis for the risk of failing to adequately provide for people with disabilities in the programs and projects. Risk analysis which includes consultation with people with disability and contextual analysis of the barriers to social inclusion and participation. Based on this analysis, ensure that programs do no harm and do not reinforce inequalities and barriers to inclusion.
- Assess and prioritize the risk associated with each program and its component projects, and determine the appropriate mitigation actions.
- Record the Risk Analyses in the Strategic Plans appropriate to each program.
- Summarize the Risk Analyses and the mitigations in a Risk Register.

### Local Consultation with People with Disabilities

The Regional Managers shall ensure that the Partner Organisations carry out consultation with a sample of people with disabilities in the villages where the programs are to be implemented. The results of this consultation shall be made available for inclusion during the program and project design, and resulting design of the built infrastructure.

### Disability Inclusiveness in Design and Construction of Infrastructure

The Regional Managers shall ensure the design of infrastructure (community health buildings, education buildings, houses, water reticulation, latrines etc) meet the following requirements.

- Infrastructure must comply with the relevant building regulations and/or WASH regulations in force in the location; and
- Infrastructure must include additional features to assist people with disabilities in accordance with the local aspiration revealed during the local consultation process.

The following documents set out the design and construction requirements for buildings and water/sanitation infrastructure to be provided by Partner Housing. Complete extracts are reproduced in the Training package associated with these policies and procedures.

## PNG Building Regulations

The disability-related parts of the PNG Building Regulations govern the form of buildings provided. These issues are additional to the normal architectural and engineering design practices, which are also regulated by the building regulations.

The buildings designed and funded by Partner Housing are Class I, Class IXa or IXb.

*Class I residences which may comprise one or more buildings including any habitable outbuildings which in association constitute– (i) a single dwelling-house, terrace house, townhouse, row house, villa house, or the like, which may be detached or separated by a common wall; or ....*

*Class IX Buildings of a public nature, comprising– (i) schools and institutional buildings as defined in Section 25 being of Class IXa; and (ii) assembly buildings as defined in Section 25 being of Class IXb, but excluding portions of such buildings that are of Class III or used as laboratories;*

The PNG Building Regulation requirements for “Access for Persons with Disabilities” are set out below.

Class I dwellings are excluded from the provisions,

The following concessions for Class IXa and IXb buildings mean that the relatively small community health buildings, educational buildings, and community buildings built by Partner Housing and its Partner Organisation (Vision for Homes) in remote locations are also exempt.

*Class IXa To all areas normally accessible to patients/ residents - Applies to buildings of this class other than prisons, and only to buildings located in provincial cities or outside the capitals if they contain more than 100 beds.*

*Class IXb and IXc*

*To all areas normally accessible to patients/ residents – Applies to buildings in provincial capital cities only and buildings designed to seat/ cater for more than 50 persons.*

Given the lack of regulation covering disability and gender issues for the relatively small community health buildings, educational buildings and community buildings in remote locations, Partner Housing and its Partner Organisation shall consult closely with the relevant local health and education authorities to determine their specific requirements to cater for disability and gender issues.

## Solomon Islands Building Regulations

The disability-related parts of the Solomon Islands Western Province Building Regulations govern the form of buildings provided. These apply to facilities that are part of a building, and are not necessarily to free-standing latrines or standpipes.

[Western Province Buildings Standards Ordinance 1991](#)

[Western Province Buildings Standards Ordinance \(Correction of Errors\) Order 1995 SI Gazette No. 47/95](#)

The 60 corrections made by this Order have not been separately noted in this consolidation.

[Western Province Building Standards \(Amendment\) Ordinance 1995 - SI Gazette No. 1 27/95](#)

[Western Province Building \(Amendment Ordinance 1999 passed by the Assembly in March 99 and to be Gazetted.](#)

## Solomon Islands Rural Water Supply, Sanitation and Hygiene Policy (Ministry of Health and Medical Services) February 2014

The disability-related extracts from the Solomon Islands RWSSH policy govern the legal requirements water and sanitation infrastructure provided.

## **Monitoring and Evaluation**

The Regional Managers shall initiate targeted continuous monitoring, and annual evaluation of the effectiveness of the programs in promoting the inclusion of people with disabilities. This shall be reported to each February Board Meeting, for discussion and (if required) modification of further practices.

## **Compliance and Auditing**

The Responsible Personnel shall implement the following:

- Initiate the required monitoring, evaluation and learning functions associated with this “Policies and Procedures” document.
- Initiate both internal and external auditing, consistent with ISO 9001 principles of the policies and procedures herein.
- Ensure that the compliance with the policies and procedures herein, and the associated internal and external audits, are recorded in the associated “Compliance and Audit Records” documents.

## **Training**

The Responsible Personnel shall implement the following:

- Distribute a reference and link to this “Policies and Procedures” document to all Directors, Regional Managers and Partner Organisation Managers, and other personnel working on behalf of the organisation. (Partner Housing Australasia is a voluntary organisation and does not employ staff).
- Distribute a reference and link to the associated “Training” package. Request that all Directors, Regional Managers and Partner Organisation Managers use this to increase their awareness and understanding of these policies and procedures.
- Include a reference and link to this “Policies and Procedures” document in all Memoranda of Understanding with Partner Organisations.
- Table this “Policies and Procedures” document at the Annual General Meeting, for discussion and adoption.
- Review the training effectiveness at the February Board Meeting.

## **References**

Partner Housing Australasia manual – “Human Rights Considerations in South Pacific Village Buildings, Water Reticulation and Sanitation”

Papua New Guinea Building Regulations

Western Province Buildings Standards Ordinance 1991

Western Province Buildings Standards Ordinance (Correction of Errors) Order 1995 SI Gazette No. 47/95

The 60 corrections made by this Order have not been separately noted in this consolidation.

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February 2014