



Partner Housing Australasia (Building) Incorporated
ABN 88 722 057 429 CFN: 15429
Web: www.partnerhousing.org
Pro-bono professional services and funding for South Pacific
village infrastructure, housing, water, sanitation and training.



272 Blackwall Road, Woy Woy NSW 2256, Australia
Phone: +61 432 611 550
Email: partner.housingaus@gmail.com

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.

Promoting Gender Equality in Programs 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
P23040323	1	3 April 2023	Revision to align with Vision, Mission, Values & DFAT requirements
P24010123	1	1 January 2024	General review and update

Contents

Vision	2
Commitment.....	2
Code of Conduct.....	2
Scope.....	2
Definitions	3
Policy	4
Responsible Personnel.....	4
Procedures.....	5
Review of these Policies and Procedures.....	5
Gender Analysis.....	5
Gender and Equality Risk Analysis	5
Incident Consultation with Partners and Local Authority Figures	6
Gender Balance in Constructed Infrastructure Programs	6
Compliance and Auditing	7
Training	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 implementing development programs that provide and promote gender equality in the overseas programs.

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.

Volunteer means a person who carries out executive, management, administrative, operations, design, project management and/or similar functions (whether executed in Australia or overseas) on a probono basis, under the direction of the Chief Executive Officer (on behalf of the Board). A Volunteer may also be a Member or a Director. Partner Housing Australasia is an entirely voluntary organisation. Volunteer does not include “Contractors” or “Consultants”, who provide goods or services on a probono or commercial basis, or people who provide minor assistance on a casual and infrequent basis.

Local authority figures include, but are not limited to, community elders, senior representatives of other local NGOs and senior civil society leaders of good repute.

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.

Gender means socially constructed roles and relationships between women, men, boys, girls, and people of non-binary genders, which affects their ability and incentive to participate in development activities and leads to different project impacts for women and men.

Gender Analysis means the process of considering the impact that a development program or project may have on women, men, boys, girls and people of non-binary genders, and the economic and social relationships between them.

Gender Equality means equal opportunities and outcomes for people of all genders, including women, men, boys, girls and people of non-binary genders.

Gender Equity means fairness in access to resources and in the distribution of benefits from development, according to the different needs of women, men, boys, girls and people of non-binary genders.

Human Rights means legal statements by the international community that assert the equality and dignity of all human beings. Includes civil and political rights and economic, social and cultural rights. The core international human rights treaties and their optional protocols are located on the ACFID website. They apply to everyone regardless of race, religion, ethnicity, indigeneity, disability, age, displacement, caste, gender, gender identity, sexuality, sexual orientation, poverty, class or socio-economic status.

Policy ¹

B3.1 Program Gender Equality Policy

Partner Housing Australasia and its Partner Organisations aim to promote equal opportunities for people of all genders in its programs.

Partner Housing Australasia and its Partner Organisations recognise that sustainable development is only possible with the active participation of all members of the community. We will work to address gender-based inequalities and will promote the equality of girls and women in society.

Partner Housing Australasia and its Partner Organisations are committed to implementing inclusive programs to ensure that all genders have equal opportunity to participate in, and benefit from, the programs and projects that we implement.

Partner Housing Australasia's Strategic Plan, organisational and program policies, and project designs reflect the organisation's understanding and commitment to addressing gender inequality that keeps women and girls from achieving their full rights and potential through their childhood and later lives. Partner Housing Australasia shall incorporate measures to address gender equality and women's empowerment throughout its programs.

Partner Housing Australasia and its Partner Organisations shall ensure that an appropriate focus is given to understanding and addressing gender equality issues in the development program design, including contextual analysis of gender barriers, opportunities to enable inclusion, strategies to promote gender equality and targeted monitoring and evaluation cycles. These shall focus on progress in promoting the rights and equality of women and girls and others marginalised or vulnerable due to gender.

Partner Housing Australasia shall assist and provide training to Partner Organisations to become aware of, and to deal with, similar gender issues in their aid and development activity.

Responsible Personnel

The person with overall responsibility for implementing this policy is the Chief Executive Officer (CEO), with delegated responsibility to the Regional Managers for program implementation.

¹ This policy shall be read in conjunction with Policy No P23040313 "Gender Equality & Diversity".

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.

Gender Analysis

The CEO, in consultation with the Regional Managers, shall implement the following –

- Carry out gender analyses for the programs, considering the differences experienced by different genders in terms of the distribution of resources, opportunities, constraints, and power in each context. The gender analysis shall be used to inform appropriate mitigation strategies aimed at ensuring at minimum that programs do not harm and do not reinforce gender inequalities.
- Ensure program designs shall promote the rights and equality of women and girls and others marginalised or vulnerable due to gender, through the provision of privacy in toilets, showers, and the like.
- During the establishment of particular programs, seek detailed input (ensure that there is adequate consultation with representatives of all users of the infrastructure, including women and girls and people with disabilities) from the Partner Organisation Managers and other Local Authority Figures (people of local influence).
- Ensure that an appropriate focus is given to understanding and addressing gender issues in their aid and development program design, implementation, monitoring and evaluation cycles. Suitable information is available from *DFAT’s Gender Equality and Women’s Empowerment Strategy 2016*. Guidance Note. <https://www.dfat.gov.au/about-us/publications/Pages/reaching-indigenous-people-in-the-australian-aid-program-guidance-note> See also the policy on Human Rights in Aid Development.
- Monitor and evaluate gender related issues annually during the 5-Year Strategic Reviews.

Gender and Equality Risk Analysis

The CEO shall implement the following –

- Ensure that the Partner Organisation Manager visits each current and proposed work site, conducts discussions with the village residents, and determines the factors that are likely to affect the risk to gender equality and diversity resulting from the proposed project. This determination shall be emailed to the Partner Housing Australasia CEO and to the Regional Manager.
- Carry out thorough desk research into the potential risk to gender equality and diversity resulting from the proposed and current projects.
- Based on the determination and desk research and the input from the Partner Organisations, prepare a Risk Analysis for risk to gender equality and diversity, considering both the direct and indirect actions of Partner Housing Australasia and the implementing Partner Organisation.
- Assess and prioritize the risk to gender equality and diversity associated with each program and its component projects, and determine the appropriate mitigation actions (risk treatment).
- Record the Risk Analyses and the mitigation actions in the Strategic Plans appropriate to each program.
- Summarize the Risk Analyses and the mitigation actions in a Risk Register.
- Implement the proposed mitigation actions (risk treatment).
- During regular reviews, consider the effectiveness of the mitigation actions (risk treatment) and report to the Board.

Incident Consultation with Partners and Local Authority Figures

There may be times when it is uncertain whether it is appropriate to refer a breach or incident to the police or other authorities. In such cases, Partner Housing Australasia shall seek advice from a relevant local authority figure, provided that they are not associated with the incident or the people involved.

Based on such advice, a strategy for removing the threat and preventing recurrence shall be formulated and executed.

All incidents shall be reported to Partner Housing Australasia. If the following relevant local authority figures are not present, the CEO of Partner Housing Australasia can provide contact details.

Gender Balance in Constructed Infrastructure Programs

The CEO shall implement the following:

- To facilitate the promotion of gender equality and diversity at an operational level, Partner Housing Australasia shall liaise closely with the Partner Organisations, requiring them to consider matters of privacy, gender, diversity, disability, child protection and environmental protection when proposing new infrastructure to be constructed within the agreed programs.
- Ensure that an appropriate focus and funding is given to understanding and addressing gender issues in their aid and development program design, implementation, monitoring and evaluation cycles.
- Build the capacity of Partner Organisations so they develop their awareness of, and to have strategies to address gender issues in their development activity and communities and to ensure that constructed infrastructure (buildings, water, sanitation facilities and the like) meet the relevant regulatory requirements of the country in which they are constructed, including the relevant regulations.

The following sets out the design and construction requirements for buildings and water/sanitation infrastructure to be provided by Partner Housing Australasia. These are extracts from Partner Housing Australasia's manual – "Human Rights Considerations in South Pacific Village Buildings, Water Reticulation and Sanitation".

General Approach

Gender, gender identity, sexuality or sexual orientation discrimination

Buildings, water reticulation and sanitary facilities constructed by Partner Housing Australasia are for use by all people, irrespective of gender, gender identity, sexuality or sexual orientation, and reflect culture of all potential users.

Women's rights and discrimination against women

Buildings and sanitary facilities include appropriate privacy for women.

Building Regulations

Gender-related extracts from the PNG Building Regulations are reproduced in the Training material. These govern the form of buildings provided. The regulatory documents and commentaries are available to Partner Housing Australasia from the Quasar technical library. The issues covered in these documents are additional to the normal architectural and engineering design practices, which are also regulated by the building regulations.

PNG Building Regulations

Gender-related extracts from the PNG Building Regulations govern the form of buildings provided. The following regulatory documents and commentaries are available to Partner Housing from the Quasar technical library. The issues covered in this document 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.

Solomon Islands Building Regulations

Gender-related extracts from the Solomon Islands Western Province Building Regulations govern the form of village infrastructure provided. These apply to facilities that are part of a building, and are not necessarily to free-standing latrines or standpipes.

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

Women-related extracts from the Solomon Islands RWSSH policy govern the water and sanitation infrastructure provided. These do apply to free-standing latrines and standpipes.

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.