



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.



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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.

Human Resources, Code of Conduct and Training



Practical building skills on-the-job mentoring, Papua New Guinea

Basis

These policies and procedures set out the means of complying with the requirements of the "Constitution, Policies & Code of Conduct" of Partner Housing Australasia (Building) Incorporated.

Signed

Rod Johnston
President / CEO / Public Officer
Partner Housing Australasia (Building) Incorporated

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Revisions

P21010104-1a 1 February 2022

Correction of minor typographical errors and minor modifications
Change of name throughout to "Partner Housing Australasia".

Policies

81. Human Resources

- a) Partner Housing Australasia shall meet all minimum legal and regulatory requirements relating to personnel, and will document and maintain policies and procedures that relate to personnel.
- b) Partner Housing Australasia shall ensure that the unacceptable behaviours are clearly defined, including reference to any bullying, sexual harassment and sexual misconduct, exploitation and abuse. Refer to Policy 100.
- c) Partner Housing Australasia shall ensure that all personnel are provided with the relevant induction information pertaining to their rights and safety and that there is ready access to personnel and Workplace Health and Safety policies and procedures. Partner Housing Australasia shall provide advice to Volunteers on good workplace health and safety practices and habits (ergonomics / light / mental health) that can be used when working from home on behalf of the Organisation.
- d) Partner Housing Australasia shall provide clear guidelines for the recruitment and selection of Volunteers and Staff (there are no paid employees), considering qualifications, experience, gender, diversity and equity.

Partner Housing Australasia is committed to the principle that Volunteers be recruited on the basis of merit, track record, commitment, skills and experience that they will bring to the Organisation, consistent with the principles below.

- (i) Partner Housing Australasia is committed to voluntary service. Therefore, people recruited to carry out work on behalf of the Organisations shall be willing to provide probono community service.
 - (ii) Partner Housing Australasia is committed to improving the health and safety of both women and men in remote villages. This gender balance should be reflected in the recruitment of equal numbers of women and men Volunteers, as far as is practical within the constraints dictated by the other principles below.
 - (iii) Partner Housing Australasia is committed to the deployment of professional engineering, architectural and building skills within the Asia Pacific region. Therefore, Volunteers shall include building professionals (engineers, architects and builders) and people with professional and administrative skills and experience within the building industry or associated services.
 - (iv) Partner Housing Australasia is committed to building infrastructure in very remote Asia-Pacific villages. Volunteers undertaking overseas assignments should have practical experience of the health, personal safety, communication and logistical difficulties associated with working in remote locations such as the Papua New Guinea highlands (prone to tribal warfare and banditry), relatively inaccessible Solomon Islands villages (without clean water, sanitation or medical services) and similar environments.
- e) Partner Housing Australasia shall ensure volunteers serving overseas obtain Federal Police Checks and ensure that volunteers serving overseas are briefed regarding Police Checks, Declarations, Indemnities, Insurance, Risks to Health and Safety, Precautions and Emergency Procedures, Privacy, Child Protection, Anti-terrorism, Complaints Policy, Non-development Activity and other key policies. Partner Housing Australasia shall receive and file a signed copy *PHAB Consolidated Declarations, Safety, Insurance etc.*

82. Code of Conduct

- (a) The Code of Conduct applicable to Volunteers, Staff and Partner Organisations is detailed throughout this "Constitution, Policies and Code of Conduct" document.
- (b) Partner Housing Australasia is committed to increasing Volunteer, Staff and Partner Organisation awareness and understanding of all the Principles and Obligations of this Code and how it applies to their role and responsibilities within their organisation.
- (c) Volunteers, Staff and Partner Organisations are expected to comply with this Code, and this expectation shall be clearly communicated at induction and in ongoing training.

83. Orientation, Training and Development

- (a) Partner Housing Australasia is committed to training and development.
- (b) Volunteers shall receive appropriate training at least once per year in accordance with the Procedures.

- (c) In addition to project-related training, all Volunteers shall receive training in the Key Policies set out in Part 9 of this document.
- (d) Each Director shall receive an orientation package once per year.
- (e) If approved by the Board, Volunteers may attend relevant training programs, commensurate with the proportion of time engaged by the organisation. If so approved, Partner Housing Australasia shall meet all costs associated with such training.

Procedures

<p>Human Resources Manager</p> <p>The Human Resources Manager shall ensure that the HR Policies are met and that the Financial, Administrative and Operational Projects have thorough and timely support.</p> <p>Unless resolved otherwise by the Board, a Director shall perform the duties of the Human Resources Manager.</p> <p>In this role, the Human Resources Manager may be assisted by the CEO or others on an ad-hoc basis.</p> <p>The Human Resources Manager shall report to, and receive direction from, the CEO.</p> <p>The Human Resources Manager shall execute the following</p>
<p><i>Authority</i></p> <p>The Human Resources Manager shall act under instructions from the CEO.</p> <p>Unless specifically instructed in writing to the contrary, the Human Resources Manager has authority to carry out each of the activities listed under “Responsibilities”, to the extent necessary to ensure their execution in accordance with the “Constitution and Policies”, “Procedures” and “Code of Conduct”.</p> <p>Execute expenditure previously approved by the Board.</p> <p>Execute minor expenditure up to AUD \$ 1,000 per annum, subject to obtaining subsequent Board endorsement at the next Board meeting.</p> <p>Act as the one of the Directors who is authorised by the Partner Housing Australasia Board as a signatory for all bank accounts. Act as the one of the Directors who is an authorised by the Partner Housing Australasia Board to authorise on-line transactions on all bank accounts. Act as the On-line Administrator for on-line banking.</p>
<p><i>Responsibilities</i></p> <p>Provide assistance to the following personnel on an ad-hoc basis when requested:</p> <ul style="list-style-type: none">• CEO• Finance Manager• Administration Manager• Regional Managers <p><u>Human Resources</u></p> <p>(a) Ensure all minimum legal and regulatory requirements relating to personnel, and will document and maintain policies and procedures that relate to personnel.</p> <p>(b) Communicate the statement of unacceptable behaviours expressly including reference to any sexual exploitation or abuse.</p> <p>(c) Ensure that all personnel are provided with the relevant induction information pertaining to their rights and safety and that there is ready access to personnel and Workplace Health and Safety policies and procedures.</p> <p>(d) Provide advice to Volunteers on good workplace health and safety practices and habits (ergonomics/cords/good light) that can be used when working from home on behalf of the Organisation.</p> <p>(e) Assist volunteers serving overseas to obtain Federal Police Checks and Working with Children Clearance.</p> <p>Volunteer serving overseas shall obtain a National Police Check by accessing the Federal Police website and completing the appropriate documentation. https://afpnationalpolicechecks.converga.com.au/ , Code 35.</p> <p>Volunteer serving overseas shall obtain a NSW Working with Children Clearance by accessing the NSW Government website and completing the appropriate documentation.</p> <p>https://wwccheck.ccyp.nsw.gov.au/Applicants/Application</p> <p>The cost associated with these checks will be refunded by Partner Housing Australasia.</p>

The National Police Check certificate shall be forwarded to –

Robyn Johnston
272 Blackwall Road, Woy Woy NSW 2256
robyn@electronicblueprint.com.au
Phone: 0432 611 422

- (f) Ensure that volunteers serving overseas are trained and briefed regarding Police Checks, Declarations, Indemnities, Insurance, Risks to Health and Safety, Precautions and Emergency Procedures, Privacy, Child Protection, Anti-terrorism, Complaints Policy, Non-development Activity. Provide to such volunteers, receive and file a signed copy of form *P09062 103-15b PHAB Consolidated Declarations, Safety, Insurance etc.*

Membership

- Ensure that the relevant membership records are kept.
- Ensure that the fees and subscriptions are collected and passed to the Finance Manager.

Banking

Act as the person authorised to administer the electronic banking authorities.

Receive and examine the expenditure requests and approvals submitted by the designated managers for expenditure and other banking transactions. If all is in order,

- co-sign the corresponding cheques, withdrawal slips, direct debits or banking transaction authorities; or
- co-authorise the corresponding on-line transaction.

When appropriate, arrange changes to the on-line banking arrangements in consultation with the Finance Manager.

Monitoring of donations less than AUD \$ 10,000 per year

Monitor donations less than AUD \$ 10,000 per year to partner organisations, for example Save Gibitngil Island Association (SGIA). This includes requesting, receiving and making available to the Board reports.

Insurance

Ensure that Partner Housing Australasia has adequate insurance cover. Arrange the annual renewal of the Insurance Policies.

Human Resources

Policy

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Responsible Personnel

CEO (assisted by the HR Manager)

Overview

Partner Housing Australasia is an entirely voluntary organisation relying on a relatively small number (usually 20 to 25) volunteer professional engineers, architects, builders, accountants and administrators to serve as Directors and/or provide professional services in Australia and (on occasion) in South Pacific countries.

These volunteers come to the Partner Housing Australasia through personal reference by Directors or (on occasion) by registering on the website. In all cases, the President / CEO / Public Officer interviews the Volunteer to determine their professional skills, qualifications and form judgement of their integrity and before inviting them to offer their services. Volunteers offering professional services are often members of professional associations (such as Engineers Australia, Consult Australia, CPA etc.) and their professional conduct is regulated by the codes of ethics of these organisations. All who volunteer are provided with copies to the "Key Policies, Procedures and Code of Conduct", including those particularly relevant to their area of service.

Volunteers who are intending to serve overseas are required to obtain and provide Australian Federal Police Checks in additions to signing and returning the "Key Policies, Procedures and Code of Conduct" document.

The “Code of Conduct” adopted by Partner Housing Australasia is derived from the ACFID Code of Conduct. To ensure its relevance and to ensure that it is read and understood by all volunteers, the ACFID Code of Conduct principles have been incorporated into the various policies or procedures set out in “Constitution, Policies & Code of Conduct” and/or “Procedures” documents. The key policies and procedures are also consolidated into various subject-specific manuals.

These documents are distributed to Volunteers, who also receive training annually.

Procedures for Recruitment of Volunteers

When recruiting assistance by Volunteers, the President / CEO / Public Officer (or delegated Responsible Personnel) shall –

- (a) Interviews the Volunteer to determine their professional skills, qualifications and form judgement of their integrity and before inviting them to offer their services.
- (b) Determine the membership of professional associations (such as Engineers Australia, Consult Australia, CPA etc.) if applicable.
- (c) Determines whether professional conduct is regulated by the codes of ethics of these organisations.
- (d) Provide the Volunteer with copies to the “Key Policies, Procedures and Code of Conduct”, including those particularly relevant to their area of service.
- (e) Inform Volunteers who are intending to serve overseas that they are required to obtain and provide Australian Federal Police Checks in additions to signing and returning the “Key Policies, Procedures and Code of
- (f) Fully explain the details of the work to be undertaken,
- (g) Make it clear that it is undertaken on a probono basis although out-of-pocket expenses may be recovered,
- (h) Provide clear guidance on the deliverables, completion program, key policies and Code of Conduct, and
- (i) In the case of a person elected to the Board, ensure that they are not listed on the ASIC Register of banned and disqualified persons,
https://connectonline.asic.gov.au/RegistrySearch/faces/landing/SearchRegisters.jspx?_adf.ctrl-state=w06p59tpp_4

Distribution of Training Material

The Responsible Personnel shall ensure that Volunteers receive links to the appropriate Training Packages on www.PartnerHousing.org and/or Training Packages sent by email.

Training Records

Training undertaken by Volunteers shall be recorded in the Training Register tab of the Microsoft Excel Financial Records workbook.

Safety and Security of Volunteers Travelling Overseas

The Responsible Personnel shall ensure that the safety and security of Volunteers travelling overseas is maximised through the following actions –

- (a) Provide the Volunteer with the “Key Policies and Procedures”, which includes the “Risks to Health and Safety, Precautions and Emergency Procedures”, detailing the risks to health safety and the practical measures to be implements for their mitigation;
- (b) Ensure that Volunteer has access to the DFAT Smart Traveller internet service.
smartraveller@smartraveller.gov.au Where appropriate register travel with DFAT.
- (c) Ensure that the Volunteer does not travel contrary to the DFAT Smart Traveller advice; and
- (d) Ensure that the Volunteer has appropriate travel insurance.

Letter of Appointment

The Responsible Personnel shall use the following format of a letter of appointment (which also serves as a checklist) when recruiting Volunteers to carry out probono work on behalf of Partner Housing Australasia.

Dear ###,

Thank you for your offer to [# Insert description of work] on a probono basis. It is greatly appreciated.

1. Annual Report, Key Policies and Code of Conduct

To explain the background of Partner Housing Australasia, I have enclosed a copy of the 2019 Annual Report. This sets out the vision, mission and values of the Organisation, details of the major work undertaken and our financial performance.

Please note that the work in to be undertaken on a probono basis, although out-of-pocket expenses may be recovered.

Please also familiarise yourself with the content of the www.PartnerHousing.org and (in particular) the Key Policies, which include Code of Conduct expectations of the Organisation.

2. Technical Manuals and Support Materials

I have also attached a copy of the [# Insert a list of the technical material which is attached].

3. Brief

The purpose of the project is to prepare [# Insert a description of the work, the expected output and any limitations].

4. Context

[# Insert a description of the context of the project and how it aligns with the wider vision of Partner Housing Australasia]

I hope you enjoy the challenge of carrying out this probono work and I look forward to working with you.

Kind regards

Rod Johnston

President / CEO / Public Officer [# Insert Partner Housing Australasia letterhead]

Procedures for Workplace Health and Safety

The Responsible Personnel shall advise Volunteers of the following good workplace health and safety practices and habits (ergonomics / light / mental health) that can be used when working from home on behalf of the Organisation. The following email and checklist shall be sent by email (or distributed via the February Board Meeting Agenda) to all Volunteers undertaking work on behalf of Partner Housing Australasia

To: Partner Housing Australasia Volunteers

Partner Housing Australasia appreciates the probono assistance provided by our Volunteers, many of whom carry out voluntary work from home offices. We also acknowledge our responsibility to provide simple advice on workplace health and safety practices, suitable for working from home. This applies in normal circumstances and during the COVID19 pandemic.

During the COVID19 pandemic, communications shall be by phone, email or videoconference in preference to face-to-face meeting.

There are a range of resources available to workers to support workers' physical and mental health. These include:

- [SafeWork NSW - COVID-19 and Mental health at work](#)
- [Beyond Blue - How to look after your mental health when working from home.](#)

The following checklist provides a list of simple work-practices that Volunteers should consider to preserve a healthy and safe working environment. It is particularly important that Volunteers working alone take care of their physical and mental health, with consideration of ergonomics, lighting, electrical safety and avoiding stress and tiredness.

Once again, thank you for your input.

Kind regards,

Checklist: Working from Home

This checklist provides guidance for workers and Persons Conducting a Business or Undertaking. The following are minimum suggestions. For more information: www.comcare.gov.au/prevent-harm/coronavirus

Any physical activity required to be undertaken

- Take appropriate breaks to ensure repetitive actions are not continued for long periods. □ Breaks involve stretching and changing of posture, and possibly alternating activity.
- Check you have a comfortable posture.
- Make sure any lifting, pushing, or carrying type task is well within your physical capacity.
- Use trolleys or other mechanisms to move heavy and awkward items.

The work environment

- Check the level of illumination and location of lighting fixtures are suited to the activity. Lighting level should be sufficient for visual tasks to be completed without eye strain. Greater illumination is generally needed for very fine visual tasks. Natural and artificial light sources should not create glare via reflection on the computer screen or working surface.
- Check there are sufficient levels of ventilation and thermal comfort.
- Check the location, height and other physical characteristics of furniture and computer/s are suited to the task and take into consideration other factors, for example, egress routes, direction of light..
- Check walkways are clear of clutter and trip hazards such as trailing electrical cords.
- Check there is no damaged flooring (uneven tiles, pulled up carpet).
- Check there is suitable storage for documents and books.
- Where possible, only use equipment that has been issued by your organisation and has recently been tagged and tested.

Communication

- Make an agreement about a reasonable communication system between you and other personnel.
- Inform your manager if there is any change that may impact your health and safety or the health and safety of another worker (for example, a new pet, renovations or moving house).
- Regular communications may be by phone, email or video conferencing.

Work practices

- Take breaks every 30 minutes of keyboarding and stand at least once per hour.
- Keep wrists upright while typing and make sure they are not supported on any surface while typing.
- Sitting posture is upright or slightly reclined, maintaining slight hollow in lower back.
- Use your hand to hold telephone receiver or wear a headset (no cradling).
- Break up long periods of continuous computer use by performing other tasks.

Mental health

- Set up your workstation and establish boundaries around your work hours with your partner, children and/or house mates.
- Schedule regular meetings and catch ups with your manager, team and clients to help you maintain ongoing contact and foster positive working relationships.
- Stay connected via phone, email and/or online (via your organisation's videoconferencing, instant messaging platforms, etc) to keep you across latest developments with work, your team and organisation.
- Use outdoor spaces where possible when you take breaks and try to incorporate some exercise or other activity as part of your working day.
- Play music or listen to the radio to create a harmonious working environment.
- Identify any potential distractions and put strategies in place to minimise them, for example separating your workstation from the rest of the house.