



Partner Housing Australasia (Building) Incorporated  
 ABN 88 722 057 429 CFN: 15429  
 Web: [www.partnerhousing.org](http://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](mailto: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.

## Gender Equality and Diversity Policies and Procedures



**Declaration** – These policies and procedures have been approved by the Partner Housing Australasia (Building) Incorporated General Meeting of 3 April 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
P23040313	1	3 April 2023	Revision to align with Vision, Mission, Values & DFAT requirements

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## 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 that promote gender equality and diversity and non-discrimination in regard to gender identity.

## 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.

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

### *A1.3 Gender Equality and Diversity*

Partner Housing Australasia aims to promote equal opportunities for people of all genders throughout the organisation, both in Australia and overseas.

Partner Housing Australasia recognises 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 program 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.

To facilitate the promotion of gender equality and diversity at a Board Level, Partner Housing Australasia shall ensure that its Board reflects a balanced approach to gender representation. The "Constitution & Code of Conduct" states –

*Board Members (Directors) shall be nominated and elected on the basis of merit, volunteering track record, commitment, skills and experience, and to achieve equal numbers of men and women. Partner Housing Australasia is committed to improving the health and safety of both women and men in remote villages. To reflect this gender balance, the Board shall consist of equal numbers of women and men..."*

To further facilitate the promotion of gender equality and diversity at a Board Level, one Director (with appropriate experience in matters of privacy, gender, diversity, disability, child protection and environmental protection) shall be appointed to supervise (or to fulfill the role of) the Code of Conduct & Training Manager, with the authority and responsibility to monitor, evaluate, and report directly to the Board on these matters.

## Responsible Personnel

The person with overall responsibility for implementing this policy (at Board Level) is the President of the Board, with responsibility for monitoring and reporting to the Board delegated to one Director who shall supervise (or fulfill the role of) the Code of Conduct & Training Manager.

The person with overall responsibility for implementing this policy at a management level is the Chief Executive Officer (CEO), with responsibility for implementation delegated to 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.

### **Risk Analysis**

The CEO shall implement the following:

- Assess and prioritize the risk to gender equality and diversity associated with the structure and management of the organisation, giving consideration to the Risk Analyses carried out for each program and its component projects (see P23040323-1 Promoting Gender Equality in Programs Policies & Procedures), 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.

### **Gender Balance in Board Representation**

The President shall approach potential Directors using the policy as a checklist, when a Board position becomes vacant. This is to ensure a gender balance is achieved, within the context of skills, experience, and commitment.

### **Promoting Gender Balance and Equality at an Organisational Level**

The CEO and Code of Conduct & Training Manager shall promote gender equality, diversity, and non-discrimination, in regard to gender identity, and shall ensure that it is implemented across the organisations through –

- The adoption of this gender equality and diversity policy,
- Targeted training Directors and Volunteers on gender equality and diversity,
- The election to the Board of equal numbers of men and women as Directors,
- Non-discrimination in all HR and recruitment policies,
- Non-discrimination in overseas infrastructure programs, and
- Construction of infrastructure that caters for gender diversity.

## **Promoting Gender Balance and Equality in Constructed Infrastructure Programs**

The achievement of gender balance and equality in constructed infrastructure programs is set out in Policy No. P23040323 “Promoting Gender Equality in Programs”.

### **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, HR Manager 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.
- For further guidance refer to <https://www.dfat.gov.au/about-us/publications/Pages/reaching-indigenous-people-in-the-australian-aid-program-guidance-note>