



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: rod@electronicblueprint.com.au

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.

Non-development Policies and Procedures



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

P21010111-1a 1 February 2022
 Change of name throughout to “Partner Housing Australasia”

Policies

81. Non-development Activity Policy

- (a) Partner Housing Australasia does not involve itself in non-development activity and any funds and other resources designated for the purpose of aid and development will be used only for those purposes and will not be used to promote particular religious adherence or to support a political party, or to promote a candidate or organisation affiliated to a particular party.
- (b) This will be made clear in all fundraising, programs and other activities, in public communication and in all reporting including annual reports.
- (c) Partner Housing Australasia offers two basic services:
 - Pro-Bono “Design and Help-desk” Engineering Services to other NGOs and governments of smaller developing Asia-Pacific countries.
 - Finance, Design, Materials Supply, Supervision, Mentoring and Training for village infrastructure and housing projects.
- (d) Partner Housing Australasia shall ensure that the separation in fundraising, programs and other activities, in public communication and in reporting, that this extends to all partner and implementing organisations and is documented.
- (e) Funds and resources raised by Partner Housing Australasia are used exclusively for these two activities.
- (f) Partner Housing Australasia is not involved in, and does not permit its funds to be used for non-aid and development activities or to achieve religious or political outcomes. “Non-aid and development activity” includes activity undertaken to promote a particular religious adherence or to support a particular party, candidate or organisation affiliated to a political party.
- (g) The implementation, reporting and monitoring compliance with this policy shall be as set out in the “Procedures”.

Procedures

Policy

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- (g) The implementation, reporting and monitoring compliance with this policy shall be as set out in the “Procedures”.

Responsible Personnel

All personnel have a responsibility to ensure that the Policy and Procedures are observed.

The personnel with specific tasks designated in the position descriptions, and most likely to be involved in implementation, are Chief Executive Officer, Resource Development Manager, Finance Manager, Regional Managers and Project Managers.

Background

Partner Housing Australasia’s principal mission is in designing and building simple, decent, affordable housing and reliable village infrastructure that relate directly to the improvement of the daily lives of poor people in villages in developing countries. This includes:

- Houses
- Village community centres
- Village schools
- Village clinics
- Access roads to the above
- Water collection (e.g. wells & tanks) and reticulation to the above
- Septic systems and latrines to the above
- Hospitals

Note: Although not specifically stated in the “Constitution, Policies & Code of Conduct” document, the policy is interpreted as meaning that commercial ventures and structures for major government institutions should not be included in pro-bono work, since these are normally funded by major corporations or governments, i.e. exclude:

- Shopping centres
- Hotels
- Factories
- Offices
- Entertainment
- Major roads
- Dams

Definitions

Non-Aid and Development Activity:

Includes activity undertaken to promote a particular religious adherence or to support a particular party, candidate or organisation affiliated to a political party.

For purpose of these procedures, “religious activity”, “religious outcomes” and “evangelical activities” are defined as evangelism, proselytizing or other activities that either intentionally or unintentionally change a person’s religious beliefs or lack thereof. This includes activities that promote a particular religious adherence or are undertaken with the intention of converting individuals or groups from one faith and/or denominational affiliation to another.

For purpose of these procedures, the terms “political activity”, “political outcomes” and “partisan political activities” are defined as debate, argument or other activities that either intentionally or unintentionally change a person’s political beliefs or lack thereof. This includes activities associated with facilitating or supporting specific political individuals to gain power. This does not include advocacy which is aimed at persuading and influencing decision makers and opinion leaders, and is not aimed at promoting partisan political objectives. (Note: Partner Housing Australasia does not participate in advocacy).

Procedures

1. A Memorandum of Understanding, including the relevant policies, shall be signed by each Partner Organisation.
2. The Non-development Activity Policy shall be distributed to all Directors and Regional Managers and reviewed in the context of this and other projects at each February Board Meeting.
3. A report on any known noncompliance with the Non-development Activities Policy in the context of the Partner Organisation shall be presented to the February Board Meeting.
4. Regional Managers, Project Managers and Senior Volunteers visiting the field shall confirm, when reporting the outcomes of the visit, that only "development activity" is being funded by Partner Housing Australasia.

Note: Non-development activity is permitted, but shall not be funded.

5. The Regional Managers and Project Managers shall plan the execution of programs in such a way that the non-program expenses are minimized. Non-program expenses (including all general overheads and program overheads [such as travel] associated with the particular programs) shall be less than 15% of total expenses of the organisation.
 - For example, programs shall be of a sufficient size and scope such that the cost of an annual visit for supervision, training and auditing by Australian personnel once per year does not exceed 15% of the total.
 - Where practical, pro-bono supervision, training and auditing by Australian personnel may be considered.

Note: The expenditure of contributions and donations made specifically for overseas building programs shall be treated as program expenses.

6. Partner Housing Australasia acknowledges the generous contributions by volunteers. Volunteers are encouraged to meet moderate direct incidental costs incurred in the execution of work undertaken on behalf of Partner Housing Australasia. Partner Housing Australasia shall reimburse real direct costs incurred by volunteers when so requested.

Training

Members, Directors, Volunteers and Partner organisations shall be made aware of this policy and these procedures, by:

- Tabling and discussing them at the AGM;
- Tabling and discussing them at the February Board Meeting (as part of the training package);
- Including them with any brief provided to volunteers, contractors or other personnel working on behalf of the organisation. (Partner Housing Australasia is a voluntary organisation and does not employ staff);
- Including them with any Memorandum of Understanding with Partner Organisations.