



Partner Housing Australasia (Building) Incorporated
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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.

Training Program for Directors and Volunteers.



Partner Housing Australasia is committed to ensuring that its Directors and Volunteers are comprehensively trained in the policies and procedures of the organisation, and the work that it undertakes. This is achieved through annual training in key policies and procedures. It is also a requirement of our ACFID Membership and ANCP registration for Directors and Volunteers to undertake such training.

Please **read and consider** the following.

It is suggested that you **engage your browser's pdf reader**, and listen to the package. Pause to read the text when required.

Detailed policies and procedures are available on the following web page, but a brief summary of the key policies is provided herein for training purposes - [GOVERNANCE | Partnerhousingaus](#)

Additional technical training packages are available on the following two web pages,

[BUILDING | Partnerhousingaus](#) and [ENGINEERING | Partnerhousingaus](#)

This training package deals with the following key policies and operational checklist.

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Vision.

Partner Housing 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.

Mission.

Partner Housing is a Christian organisation that works with local communities and government to build safe and healthy villages. We offer four basic services:

1. Pro-bono "Design and Help-Desk" Engineering Services to other Non-governmental Organisations (NGOs) and governments of South Pacific countries.
2. Finance, design, materials supply, supervision, mentoring and training for village infrastructure, clinics schools, water, sanitation and housing projects.
3. Development of village building systems with enhanced cyclone, earthquake and tsunami resistance and sustainable rural water supply and sanitation systems.
4. Training programs for the design, construction and maintenance of improved village buildings, rural water supply and sanitation.

The particular objects of the Organisation are:

- (a) to reduce and eventually eliminate poverty housing and homelessness in Australia and the Asia-Pacific region, by enabling the building or renovation of adequate and basic housing and by providing the means for homelessness and disadvantaged persons and families to acquire such housing;
- (b) to dispense relief directly to persons and families in the community suffering from poverty, sickness, destitution and homelessness;
- (c) to enable needy and marginalised persons and families to build hope and dignity and to nurture self-respect in such persons and families through the provision of simple, decent and affordable places to live with reliable village infrastructure;
- (d) to help such persons and families to help themselves and to encourage them to work in association with Partner Housing in achieving the goal of providing a simple, decent and affordable place to live through home ownership and reliable village infrastructure.

Partner Housing'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 villages,
- Water collection (e.g. wells & tanks) and reticulation to villages.
- Septic systems and latrines to villages.
- Hospitals.

Values.

Partner Housing Australasia (Building) Incorporated shall ensure that its programs and procedures reflect Christian values of love and compassion to care for people less fortunate than ourselves.

Partner Housing Australasia (Building) Incorporated is non-denominational, does not evangelise and does not discriminate in the dispensation of donations or services, which are available to all people in need, irrespective of religion or race. Partner Housing does not provide support for evangelical activities and partisan political activities. Partner Housing does not participate in advocacy.

Governing Instrument.

The “Constitution, Policies & Code of Conduct” document is the governing instrument of Partner Housing Australia (Building) Incorporated, herein referred to as Partner Housing.

This governing instrument sets out:

- i. The Organisation’s basic goals and purposes;
- ii. The membership of the Organisation and Members’ rights and obligations;
- iii. The governance structure and processes of the Organisation;
- iv. The frequency and processes for meetings of members (at least annually);
- v. The method of appointment/election of officers (who must serve in a probono capacity without remuneration), their terms of office, any provisions for termination;
- vi. The rules for meetings of the governing body, including the frequency of meetings (at least two a year) and the size of a quorum;
- vii. The powers and responsibilities of the governing body including a statement of the overall responsibility of the governing body;
- viii. The strategic controls to be exercised by the governing body;
- ix. The financial controls to be exercised by the governing body;
- x. The power of the governing body to delegate authority to officers, staff and others.

Governing Body, Responsibilities, Authorities & Delegations.

- (a) Partner Housing’s governing body (herein referred to as the “Board”) shall consist of Directors, elected by Members of the Organisation at an Annual General Meeting (except that it is permissible to appoint a Director from the membership to fill a casual vacancy).
- (b) Given that Partner Housing is an organisation whose Vision, Mission and Values reflect and promote voluntary probono service, all Directors (members of the Board) shall be prepared to assume voluntary management roles within the Organisation.
- (c) The Board (governing body) may delegate authority to staff or others, but may not delegate its overall responsibility.
- (d) Where authority is delegated, there shall be clearly defined lines of authority between the governing body and those granted the authority, set out in “Procedures”.
- (e) The respective roles and responsibilities of the governing body, staff and management shall be clearly set out in “Procedures” and communicated to all concerned.

Governing Body Policies.

- (a) Appointment and termination of members of the Board (governing body) are set out in Part 5 “General Meetings” of this document.
- (b) Members and Volunteers shall provide their services on a probono basis, without remuneration.
- (c) Members and Volunteers are entitled to recoup out-of-pocket expenses, subject to approval by the Board. This does not apply to any claim for payment for work, since all work must be voluntary and provided on a probono basis. Details of the appropriate approval process are set out in “Procedures”. This policy must be approved by the Annual General Meeting of the members of the organisation.

Voluntary Participation and Conflict of Interest.

- (a) Partner Housing Members, Volunteers and Directors shall participate and offer their services on a pro-bono voluntary basis, and shall not derive any financial benefit from their involvement.
- (b) Partner Housing does not employ paid staff.
- (c) Partner Organisations do employ paid staff, consistent with the legal requirements of the country in which they operate.
- (d) Partner Housing and its Partner Organisations, including Board (governing body) Directors, Volunteers and (where applicable) Staff shall comply with the following in respect of conflict-of-interest issues.

- (e) Board (governing body) Directors, Volunteers and (if applicable) Staff shall disclose any real or perceived conflict of interest or any affiliation they have with an actual or potential supplier of goods and services, recipient of grant funds or organisation with competing or conflicting objectives.
- (f) Board (governing body) Directors, Volunteers and (if applicable) Staff shall disclose any conflict of interest during discussions and decision making, including at each Board Meeting and each Annual General Meeting. In such situations, they shall absent themselves from discussion (unless leave is granted as appropriate), and abstain from voting or otherwise participating in the decision making on an issue in which they have a conflict of interest.
- (g) Board (governing body) Directors, Volunteers and (if applicable) Staff shall disclose any material gifts or offers of gifts for their personal use and prohibits them from accepting valuable or otherwise inappropriate gifts.

Overseas Assignments.

- (1) Partner Housing encourages Volunteers to extend their pro-bono services to include activities overseas, such as supervising, mentoring, training, auditing or assessing projects.
- (2) Partner Housing recognises the significant cost involved in such overseas activities; and will reimburse the Volunteer's reasonable travel, accommodation and sustenance costs under the circumstances and procedures approved by the Board.

Human Resources.

- a) Partner Housing 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 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 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 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 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 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 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 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 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 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 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 shall receive and file a signed copy *PHAB Consolidated Declarations, Safety, Insurance etc.*

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 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.

Anti-fraud, Anti-corruption and Anti-money-laundering.

- (a) Partner Housing is committed to playing its part in fighting fraud, corruption and money laundering, wherever it may occur.
- (b) Partner Housing shall ensure that the personnel responsible for raising funds, accepting donations and executing international programs are trained in the relevant aspects of anti-fraud, anti-corruption and anti-money-laundering laws and practices.
- (c) Partner Housing shall report any suspected fraud, corruption or money laundering to the appropriate police force and any other appropriate government instrumentality e.g. AUSTRAC.
- (d) At each Board Meeting, Directors shall be required to declare any conflict of interest or potential pecuniary gain. If such conflicts of gains exist, that person shall not participate in any deliberations on the matters.
- (e) Partner Housing shall refuse assistance or donation from organisations or person who is convicted (or reasonably suspected) of fraud, corruption or money laundering.
- (f) In the case of donations exceeding \$ 10,000, Partner Housing shall take steps to ensure that it is not an unwitting participant in fraud, corruption or money-laundering.
- (g) When considering donations in excess of \$ 10,000, Partner Housing shall consult the appropriate part of the DFAT website.
- (h) When considering donations in excess of \$ 10,000, an experienced certified anti-money-laundering specialist (who has particular experience in government requirements and anti-money laundering) shall be engaged to carry out the necessary due diligence and to undertake rigorous checks that adhere to both the letter and spirit of the requirements of AUSTRAC, ATO (Australian Taxation Office), DFAT (Department of Foreign Affairs and Trade) and AFP (Australian Federal Police).
- (i) When so engaged, the Certified Anti-Money Laundering Specialist shall -
 - (i) Determine the relevant reporting requirements (if any) Austrac, ATO (Australian Taxation Office), DFAT (Department of Foreign Affairs and Trade) and AFP (Australian Federal Police).
 - (ii) Determine the restrictions (in any) in respect of receiving, transferring and expending such a donation, as may be applied by Austrac, ATO, DFAT and AFP.
 - (iii) Obtain the necessary paperwork required for the due diligence and anti-money-laundering process.
 - (iv) Determine whether Partner Housing's Auditor is aware of any particular restrictions on receiving and processing each Significant Donation.
 - (v) Advise Partner Housing of the appropriate course of action.
- (j) Before accepting large donations, Partner Housing shall enter in to a Memorandum of Understanding (MOU) with any Donor. The MOU shall have a sufficient cooling off period to allow the appropriate checks to be carried out.
- (k) The conditions of acceptance of any donation shall include (but are not limited to):
 - There must be an agreed MOU and subsequent Contract with the Donor, which spells out in detail the responsibilities and authorities of Partner Housing, together with the specification of project deliverables.
 - Partner Housing must have control of donation expenditure, within the limitations of the MOU and Contract.
 - Partner Housing (through its consultants) must control the design and construction; and
 - Partner Housing will only accept the donation providing it meets the requirements of Austrac, ATO, DFAT, AFP and ACFID.

Consultation with Local Authority Figures.

When determining program details, the Partner Housing Responsible Personnel shall carry out extensive consultation with Local Authority Figures. If a Volunteer, Member or other associated person breach any of the other policies or procedures while volunteering overseas, the following procedure shall be invoked, involving consultation with Local Authority Figures.

Overseas Assignments.

Partner Housing encourages Volunteers to extend their pro-bono services to include activities overseas, such as supervising, mentoring, training, auditing or assessing projects. The Organisation recognises the significant cost involved in such overseas activities, and will reimburse the Volunteer's reasonable travel, accommodation and sustenance costs under the circumstances and procedures approved by the Board.

Insurance Provided by Partner Housing.

Partner Housing shall maintain adequate insurance cover as is required by law and appropriate to the activities of the organisation.

Professional Indemnity Insurance Provided by Consultants.

Partner Housing shall ensure Consultants have suitable insurance cover as is required by law and appropriate to the activities of the organisation.

Insurance Provided by Volunteers.

Partner Housing shall ensure that Volunteers have suitable insurance cover appropriate to their participation in the activities of the Organisation; and Volunteers indemnify the Organisation against personal injury or loss associated with work for the Organisation.

Risk Assessment.

Partner Housing shall ensure that the risks associated with the Organisation's activities are properly assessed by qualitative and quantitative methods, and that appropriate mitigation measures are implemented. Risk assessment shall be comprehensive in accordance with ACFID and DFAT requirements and appropriate due diligence practices.

The Partner Housing Board shall appoint an Audit & Risk Committee to review and report the Board's effectiveness in meeting its obligations in relevant matters affecting governance and finance generally.

This includes governance, financial management, financial auditing, risk assessment, compliance with the key policies, nonconformance reporting, corrective action, remedial action and other relevant matters.

Risks to Health and Safety, Precautions and Emergency Procedures.

Volunteers, undertaking projects in Papua New Guinea, Solomon Islands, Cook Islands, Philippines, Fiji, Vanuatu and other South Pacific or South-East Asia, should be aware, prepare and take precautions for the following risks.

These include international air travel, air travel within the overseas country, motor vehicle travel, sea travel, violent attack, falls from heights, accidents involving power tools or other cutting tools, broken limbs resulting from slips and falls, Infection from coral cuts, malaria and dengue fever.

Partner Housing provides detailed precautions to avoid injury due to these sources.

Privacy.

- (a) Partner Housing shall ensure that people who use the Organisation's services are always treated with dignity and respect, and shall respect people's right to privacy by safeguarding their personal information.
- (b) The implementation, reporting and monitoring compliance with this policy shall be as set out in the "Procedures".

Child Protection.

- (a) Partner Housing and its Partner Organisations shall ensure that its activities do not in any way harm, or contribute to harm to children, either directly or indirectly.
- (b) Partner Housing and its Partner Organisations shall not participate in, or condone, child abuse or exploitation.
- (c) Partner Housing and its Partner Organisations shall not participate with organisations or individuals involved in activities that could be associated, either directly or indirectly, with child abuse or exploitation; or if they pose any risk to children's safety or wellbeing.
- (d) Notwithstanding the paragraphs below, Partner Housing, its Volunteers and its Partner Organisations are involved in construction of physical infrastructure, and therefore do not work with children. Appropriate to their circumstances and the extent of their contact with children, Partner Housing and its Partner Organisations shall ensure that this Child Protection Policy and the associated Procedures for dealing with children are regularly reviewed. The Policy is based on a considered risk assessment and as appropriate to the risk, addresses:
 - i. Development program planning and implementation;
 - ii. Use of images and personal information for fundraising and promotion purposes;
 - iii. Personnel recruitment including staff, volunteers, consultants and suppliers – in both Australia and overseas;
 - iv. All applicable legal obligations including mandatory police checks where available and appropriate for all personnel who have regular contact with children;
 - v. Behaviour protocols or codes;
 - vi. Education and training of personnel and communication of the policy to all stakeholders; and
 - vii. Reporting procedures.
- (e) Partner Housing and its Partner Organisations shall ensure that their complaints handling processes are child friendly.
- (f) Partner Housing and its Partner Organisations shall seek ways to incorporate the voices of children in shaping the development programs that affect them.
- (g) The implementation, reporting and monitoring compliance with this policy shall be as set out in the "Procedures".
- (h) Partner Housing shall ensure that its Partner Organisations, Volunteers, Contractors or other personnel working on behalf of the organisation provide the following specific protections for children –
 - i. Treat children with respect regardless of race, colour, sex, language, religion, political or other opinion, national, ethnic or social origin, property, disability, birth or other status;
 - ii. Not use language or behaviour towards children that is inappropriate, harassing, abusive, sexually provocative, demeaning or culturally inappropriate;
 - iii. Not engage children in any form of sexual activity or acts, including paying for sexual services or acts, where under the law(s) applicable to the child (including Part IIIA of the Australian Crimes Act 1914 (Commonwealth) as amended), the child is below the age of consent or the act(s) are an offence under relevant laws;
 - iv. Wherever possible, ensure that another adult is present when working in the proximity of children;
 - v. Not invite unaccompanied children into my home, unless they are at immediate risk of injury or in physical danger;
 - vi. Not sleep close to unsupervised children unless absolutely necessary, in which case must obtain a supervisor's permission, and ensure that another adult is present if possible;
 - vii. Use any computers, mobile phones, or video and digital cameras appropriately, and never to exploit or harass children or to access child pornography through any medium (see also 'Use of children's images for work related purposes');
 - viii. Refrain from physical punishment or discipline of children (excluding their own children);
 - ix. Refrain from hiring children for domestic or other labour which is inappropriate given their age or developmental stage, which interferes with their time available for education and recreational activities, or which places them at significant risk of injury;
 - x. Not supply or provide drugs or alcohol to children;
 - xi. Not make gifts to children;
 - xii. Comply with all relevant Australian and local legislation, including labour laws in relation to child labour;

- xiii. Immediately report concerns or allegations of child abuse in accordance with appropriate procedures.
- (i) Partner Housing, and its Volunteers, Contractors or other personnel working on behalf of the organisation, shall observe the following, when photographing or filming a child for work related purposes:
 - i. Before photographing or filming a child, assess and endeavour to comply with local traditions or restrictions for reproducing personal images;
 - ii. Before photographing or filming a child, obtain consent from the child or a parent or guardian of the child and explain how the photograph or film will be used;
 - iii. Ensure photographs, films, videos and DVDs present children in a dignified and respectful manner and not in a vulnerable or submissive manner. Children should be adequately clothed and not in poses that could be seen as sexually suggestive;
 - iv. Ensure images are honest representations of the context and the facts;
 - v. Ensure file labels do not reveal identifying information about a child when sending images electronically.

Anti-terrorism.

- (a) Partner Housing shall ensure that its activities do not contribute in any way to, either directly or indirectly, to the spread of terrorism.
- (b) Partner Housing shall not participate in political activism or terrorism.
- (c) Partner Housing shall not participate with organisations involved in political activities or the like, or any organisation that could be that could be associated directly or indirectly with terrorism.
- (d) The implementation, reporting and monitoring compliance with this policy shall be as set out in the “Procedures”.

Complaints Handling.

- (a) Partner Housing recognises the importance and value of listening and responding to concerns and complaints. Receiving concerns and complaints is one of the most important ways of learning what we need to do to improve our work. Partner Housing and its Partner Organisations shall act together to adhere to the Complaints Handling Policy and the Procedures.
- (b) This policy applies to all our people – volunteers and partner organisations – and they are familiarised with it. Those with particular relevant responsibilities are trained in its application.
- (c) Access to the complaint handling process is free of charge to complainants.
- (d) Partner Housing shall address all complaints in an equitable, fair and unbiased manner using evidence submitted by both the complainant and our personnel through the complaint handling process.
- (e) Implementation, reporting and monitoring compliance with this policy shall be as set out in the “Procedures”.

Non-development Activity.

- (a) Partner Housing 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 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 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 are used exclusively for these two activities.

- (f) Partner Housing 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”.

Consultation with Stakeholders including Partner Organisations and Local Authority Figures.

- (a) Partner Housing commits to advancing participation and contribution of Primary Stakeholders, including Partner Organisations and (where practical) local community residents.
- (b) To the extent that is practical, programs shall consult, train and employ local community residents.
- (c) Consultation with other Stakeholders and Local Authority Figures (such as relevant elected members, health and/or engineering officials as appropriate) may be executed directly with such Stakeholders or indirectly through the Partner Organisations.
- (d) Initial stakeholder consultation (with Partner Organisations, health officials, engineering officials and the like) shall be carried out at the planning and design stage by email and/or telephone, and (where practical) face-to-face discussion with community residents.
- (e) Further on-going stakeholder consultations shall be conducted as required for the sensible execution of the project.
- (f) Partner Organisations shall conduct formal village meetings, site meetings and the like to enable community residents and other Stakeholders to contribute their ideas, feedback and complaints such that they have a voice in the projects and their humanitarian outcomes. Records of such discussions shall be recorded.
- (g) Further stakeholder consultation (with Partner Organisations, health officials, engineering officials and the like), and (where practical) face-to-face discussion with community residents shall be carried out during each site visit (at least annually) by the designated Partner Housing representative.
- (h) Each site visit shall incorporate a technical audit, a governance audit and stakeholder consultation.
- (i) Site visit details (including technical audit, governance audit and stakeholder consultation) shall be recorded via Audit Report, email and/or diary entries.
- (j) If a Volunteer, Member or other associated person breach any of the policies or procedures while volunteering or working overseas, the remedial and corrective actions specified in the Procedure shall be invoked, including (when appropriate) consultation with relevant Local Authority Figures.

Human Rights in Aid Development.

Partner Housing is strongly committed to the fostering and preservation of internationally recognised human rights in the aid and development projects undertaken by the Organisation. This commitment to human rights is *regardless of race, religion, ethnicity, indigeneity, disability, age, displacement, caste, gender, gender identity, sexuality, sexual orientation, poverty, class or socio-economic status*.

- (a) Partner Housing shall ensure that it and its Partner Organisations observe internationally recognised human rights principles, as defined above, within their organisations.
- (b) Partner Housing shall ensure that it and its Partner Organisations implement aid and development activities that are consistent with internationally recognised human rights including civil and political, economic, social and cultural rights, as defined above.
- (c) In particular, Partner Housing shall ensure that It and its Partner Organisations respect and protect the human rights of vulnerable and marginalised groups, including (but not limited to) women, children and disabled people living in rural villages in South Pacific countries. The stated objects of the organisation reflect a concentration on the provision of affordable housing and infrastructure in rural village environments.
- (d) Partner Housing shall ensure that the professional services, village housing and infrastructure work undertaken reflect the fundamental rights and regulatory provisions related to gender and for persons with disabilities. This shall be achieved by the engagement of suitably qualified and experienced professional architects and engineers with experience in such matters, and consultation with government health officials, water and sanitation engineers, village leaders and (to the degree that it is practical) with the vulnerable and marginalised groups.
- (e) To ensure that Human Rights are being properly considered, a Human Rights Risk Analysis shall be completed at the commencement of each project and reviewed annually. Records shall be and retained in Procedures manual. The Human Rights Risk Analysis shall be consulted and compliance monitored during each annual project audit.
- (f) Partner Housing operates two program streams –

- (i) practical design and construction of particular South Pacific village buildings, water and sanitation infrastructure; and
- (ii) high level research and advice to government agencies (and similar) relating to design standards and regulations for village buildings, water and sanitation infrastructure.

To ensure that both streams are informed by human rights considerations (including [but not limited to] gender, disability, and health issues) Partner Housing shall conduct an on-going research program, augmented by regular site observations and discussions with Partner Organisations. The on-going research program shall include the following elements –

- (i) Human Rights Issues – Definition of the issues relevant to Partner Housing South Pacific village programs;
 - (ii) Population Statistics – Collection and analysis of available gender, disability, health and other statistics for each country serviced by Partner Housing.
 - (iii) Building Regulations – Collection and analysis of building regulations (including those that relate to gender, disability, health and other human right provisions) for each country serviced by Partner Housing.
 - (iv) Collaborative Research - Partnerships with one or more Australian university, to research building practices (including consideration of human rights in village building).
 - (v) Design Outcomes – Description of various design options resulting from the previous part of this research program.
 - (vi) Partner Housing Analysis – Analysis of Partner Housing's activities in the context of the human rights criteria and other key policies of the organisation.
 - (vii) In-country monitoring of Human Rights – Partner Housing shall conduct on-going in-country monitoring to detect any obvious breaches of human rights.
- (g) Partner Housing and its Partner Organisations shall ensure that suitably trained and skilled people are provided with equal employment opportunities on our building sites (within the limitations dictated by achievable site safety), regardless of race, religion, ethnicity, indigeneity, disability, age, displacement, caste, gender, gender identity, sexuality, sexual orientation, poverty, class or socio-economic status. Cognisant of this limitation, Partner Housing and its Partner Organisations do not employ people in situations where their disabilities represent a significant risk to their safety in the potentially dangerous environment of rural building sites in remote parts of less-developed countries. This is a matter of ensuring their safety. Partner Housing and its Partner Organisations take seriously our obligations to ensure the personal safety of people working on such remote construction sites. It would be irresponsible, and a breach of their human rights, to offer manual site work to people with severe physical disabilities that represent a significant risk to their safety.

Gender Equality and Gender Issues.

- (a) Partner Housing and its Partner Organisations shall 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. See also the policy on Human Rights in Aid Development.
- (b) Partner Housing shall assist Partner Organisations to become aware of, and to deal with, gender issues in their aid and development activity.
- (c) To facilitate the promotion of gender equality, Partner Housing shall ensure that its Board reflects a balanced approach to gender representation, as set out in Policy No 21.

Bullying, Sexual Harassment and Sexual Misconduct.

- (a) Partner Housing and its Partner Organisations are committed to providing a work and service environment that is free from bullying, sexual harassment and other sexual misconduct. This includes the work environment in Australia and the overseas environments in which Partner Housing programs are delivered.
- (b) Bullying, sexual harassment and other sexual misconduct are not tolerated by the Organisation. When an allegation of bullying, sexual harassment or other sexual misconduct is found to be credible, Partner Housing will take prompt and appropriate corrective action.
- (c) Partner Housing shall take steps to ensure that none of its Directors, Member and Volunteers are subject to, or participate in, bullying, sexual harassment or other sexual misconduct.

Environmental Sustainability.

- (a) Partner Housing and its Partner Organisations commit to conducting their aid and development activities in an environmentally sustainable manner.
- (b) Partner Housing shall include a report on the environmental sustainability of the projects in the Annual Report.

Whistle Blowing.

- (a) Partner Housing is committed to transparency in its operations and encourages its Members, Volunteers and Staff (there are no paid employees) to speak openly and honestly of the Organisation's activities. Partner Housing also is committed to listening and responding to complaints, improvement suggestions and other concerns.

Partner Housing is committed to ensuring that Members, Volunteers and Staff (there are no paid employees), Contractors and Partners, who are aware of possible wrongdoing, fulfil their responsibility to publicly disclose that information.

- (b) Partner Housing encourages all people with whom it has dealings, including its Members, Volunteers and Staff (there are no paid employees) and members of the public, to familiarise themselves with the policies and procedures of the Organisation, and with the details of projects in which they are interested. To assist this, Partner Housing shall make available to any person requested project information. The only exception is information of a personal nature, which is covered by the Privacy Policy.
- (c) Partner Housing operates, and is committed to, a quality assurance scheme, consistent with the principles of ISO 9001. A fundamental tenet of the quality assurance system is the encouragement of input from diverse sources and the iterative consideration and learning from such feedback. This enables Partner Housing to achieve continuous improvement, the highest standard of service that is practical, and the highest ethical values and accountability in fundraising and stakeholder engagement.
- (d) Partner Housing is committed to exceeding the standards set in the ACFID Code of Conduct, upon which this "Constitution, Policies & Code of Conduct" is based.
- (e) Partner Housing, its Members, Volunteers and Staff are required ensure that all activities are legal (as defined by the legislation and regulation in which we operate) and ethical (as defined in Policy No 3 "Values").
- (f) The purpose is to:
 - (i) Encourage the disclosure, reporting, analysis and correction of issues that potentially harm other organisations or individuals, through financial or other loss;
 - (ii) Provide Partner Housing with a workable mechanism and procedures to consider and respond to matters raised by whistle-blowers, such that they are not subjected to any disadvantage and (if requested) their anonymity is preserved;
 - (iii) Ensure the protection of whistle-blowers against disadvantage or reprisal originating from any source, individuals or entities;
 - (iv) Ensure that Partner Housing, its Member, Volunteers and Staff (there are no paid staff) achieve and maintain the impeccable integrity and the highest ethical standards.
- (g) There is no restriction on the issues that may be raised by a whistle-blower. They could include (but are not limited to) alleged corruption, illegal practices, breach of the law or regulation, unfair work practices and breach of any of the policies set out in the "Constitution, Policies and Code of Conduct".
- (h) Whistle-blowers should raise concerns by contacting the Chief Executive Officer (the nominated Whistle-blower Protection Officer) in accordance with the Procedures. If the Chief Executive Officer is the subject of the alleged breach, the whistle-blower may raise the matter with any of the Board Members (Directors).
- (i) If a whistle-blower is concerned that Partner Housing has not adequately dealt with the issue that has been raised, they shall be encouraged to raise the matter with the appropriate legal authority or law enforcement body with jurisdiction in the particular location.
- (j) No matter raised by a whistle-blower will be treated as trivial. In the first instance that Chief Executive Officer shall investigate and propose a resolution. Where possible, the resolution shall be implemented as soon as practical.
- (k) All matters raised by whistle-blowers, including those already resolved by the Chief Executive Officer, shall be referred to the Board for discussion and resolution at the next scheduled Board Meeting (four per year).
- (l) The Board shall –
 - (i) consider any matter raised by a whistle-blower,

- (ii) recommend remedial action (immediate solution) and corrective action (long term institutional correction) as appropriate;
 - (iii) document the concern and the resulting actions; and
 - (iv) advise the whistle-blower of the outcome and process undertaken.
- m) The Board considerations shall be based on the requirements of the law, regulations, ethics, procedural fairness and natural justice.
- n) Refer also to “Procedures” for the details on how to implement this policy.

Quality Assurance.

- (a) Partner Housing is committed to the provision of high-quality professional services, improved cyclone, earthquake and tsunami resistance of village houses, clinics, schools and community buildings, clean water supplies and hygienic sanitation.
- (b) Partner Housing is also committed to basic quality assurance, consistent with those principles of ISO 9001 that are appropriate to a charitable NGO providing such services.
- (c) This “Constitution, Policies & Code of Conduct”, together with the “Procedures” provide the basis of the ISO 9001-compliant quality management system, designed to deliver quality assurance in Partner Housing projects and service.
- (d) Key elements of the quality assurance program include –
 - Nonconformance Reporting, Incident Reporting, Improvement Requests etc.
 - Remedial Action
 - Corrective Action
 - Management Review (Strategic Review)
 - Management Auditing (in conjunction with ACFID reviews)
 - Training

Board Meetings – Control of Governance, Finance and Operations.

- (a) Partner Housing shall control of governance, finance and operations through the quarterly Board Meetings.
- (b) Subject to the resolutions of the quarterly Board Meetings, the execution of the functions associated with governance, finance and operations shall be delegated to the Chief Executive Officer. The CEO shall delegate certain responsibilities and authorities to various Managers, in accordance with the “Procedures”. See “Responsibilities, Authorities & Delegations”.
- (c) These arrangements shall be reviewed and controlled by the Board, during the quarterly Board Meetings. In addition to ad hoc matters raised in response to specific unusual circumstances, the following governance, finance and operational functions shall be reviewed and controlled in accordance with the agreed schedule –
 - Mortgagor Nurture and Mortgage Redemption.
 - Declarations of Interest.
 - Quarterly Financial Report
 - Review of Governance, Administration and Project Management.
 - Strategic Review.
 - Financial Plan.
 - Quality Assurance – Nonconformance Reporting.
 - Orientation and Training.
 - Volunteer Visits to Partner Organisations.
 - Privacy.
 - Child Protection.
 - Anti-terrorism.

- Non-development Activity.
- Complaints Handling.
- Workplace Health and Safety.

Board and Governance.

- Annual Accounts & Annual Financial Audit.
- Present the Annual Report to the December AGM and make available for audit by ACFID.
- Advice to discussions with the four property mortgagors, as per previous resolutions.
- Lodge statutory forms and registrations as soon as practical after each AGM.
 - ACNC – Annual Return.
 - ACNC – Self Assessment.
 - NSW Fair Trading – Charitable File Number.
 - ASIC – Registration of Business Names.
- Lodge appropriate ACFID returns and self-assessment.
- Renew Directors Insurance, Public Liability Insurance and Quasar Professional Liability Insurance.
- Process regular payments, including those to HFHA, Australia Post and statutory authorities.
- Review performance against Key Policies.
- Review Financial Risk Assessment.
- Provide accounting assistance to partner organisations when necessary.

Fund raising, Communications Strategy, Website and Volunteers.

- Initiate and process the application for ANCP accreditation.
- Initiate applications for funding from various potential donors and stakeholders.
- Ensure all incoming donations are paid directly into the Overseas Tax-deductible account.
- Upload to www.PartnerHousing.org the Annual Reports.
- Post articles regularly to www.PartnerHousing.org .
- Register for various design awards.

Research, Development and Training.

- Conduct remote Training Workshops dealing with the specific projects and DFAT / ACFID requirements.
- Liaise with University of Sydney – Engineering) to determine the progress of the ARC Grant application.
- Liaise with University of Sydney – Engineering regarding PHA programs including DANCER Building System and Village Aqua system.

Philippines.

- Monitor latrine construction and transfer approved donations of AUD \$ 3,000 each year to SGIA.
- Renew the SGIA MOU in December 2125.

Papua New Guinea.

- Monitor construction and transfer approved donations to VFH-PNG of approximately AUD 50,000 p.a
- Carry out the annual audit of VFH-PNG operations.
- Assist VFH-PNG to develop its Port Moresby DANCER Workshop.
- Prepare a comprehensive PNG Strategic Plan. Send proposals to potential beneficiaries and funding partners.
- Provide Financial advice to VFH-PNG.
- Renew VFH-PNG MOU in December 2125.

Solomon Islands.

- Liaise, plan and support South Ranongga Community Association construction activities.
- Liaise, plan and support South Ranongga Community Association for the UNICEF Sanitation Training.
- Provide governance support to SRCA, including assistance to establish the Gizo bank account, account keeping, management auditing etc. Ensure account-keeping and banking functions reflect a clear differentiation between UNICEF and PHA costs. Ensure the AGM is held in accordance with the constitution.
- Renew the SRCA MOU in December 2125.
- Establish a component assembly workshop / training establishment (or house) in Buri, and execute a lease or other similar arrangement.
- Monitor Ranongga Sanitation projects.
- Monitor maintenance program.

Vanuatu.

- Continue discussions regarding funding arrangements for Freshwin Precinct.
- Prepare and implement a due-diligence report related to the funding options. Commission the probono solicitor to assist. Advise AUSTRAC, DFAT and ACFID of funding options.
- Probono design of the master plan, buildings and houses.

Professional Services.

- Papua New Guinea - Provide design services and/or professional advice to VFH-PNG if so required.
- Solomon Islands - Provide design and professional advice to SRCA if so required.
- Vanuatu - Obtain formal Site Planning Approval, design the covered market, including BOQs, material lists, cutting lists.
- Wilcannia - Provide probono housing design assistance for Wilcannia (NSW) community, as part of capacity building in Aboriginal communities (in terms of building and construction management and trade skills).