



nsw Federation of
Housing Associations inc

Directors' Bulletin



In this Bulletin

[Governance, risk and compliance workshop, 18th May 2011](#)

[About the presenters](#)

Links of interest

[Directors Network page](#)

[AICD](#)

[Community Housing Division](#)

[Women on Boards](#)

[Our Community](#)

Contact Us

[Federation website](#)

[General Email](#)

Supporting growth: governance

Announcing second governance good practice guide: *Effective Compliance, Reporting and Performance Monitoring*

As part of our supporting growth program, the Federation has been developing new materials and running workshops in the following areas:

- People management
- Building CEO leadership and skills
- Governance

The program was funded by the Community Housing Division of Housing NSW. [People management](#) and [CEO leadership](#) resources were released recently. The Federation is now announcing updated governance resources for the community housing sector:

Updated governance, risk and compliance good practice guide 2 *Effective Compliance, Reporting and Performance Monitoring*

The Federation has updated its governance good practice guides and has given them a strong governance, risk and compliance focus. The governance, risk and compliance (GRC) series is made up of three good practice guides and a range of supporting tools and templates.

Following the recent release of [governance good practice guide one: *Effective boards*](#), the Federation is announcing the release of governance good practice guide two: *Effective compliance, reporting and performance monitoring*. Guide three focuses on risk management and will be completed by the middle of the year. Each of the documents relate to different parts of a coherent process of integrated governance, risk and compliance. Electronic copies of the guides are free for full members. Please contact [Wendy](#) if you are a full member and need a resource bank log in. Non members can purchase an electronic copy [here](#).

We have also added additional tools in our [governance toolkit](#), including a [governance planning template](#).



a format for a strategic agenda for board meetings that assists directors to concentrate on issues requiring decisions to be made, a sample board reporting calendar, a sample CEO performance agreement and model terms of reference for an audit committee.

Governance, risk and compliance workshop

18th May 2011

This high level workshop will provide practical, sector based guidance on how to implement an effective governance, risk and compliance system in a housing association. The workshop will be delivered by CompliSpace in conjunction with The Walton Group. The event will be opened by the Registrar of Community Housing.

This full day workshop will use a case study to raise real life community housing issues and demonstrate how these can be managed effectively through an appropriately designed governance, risk and compliance (GRC) system. The workshop will provide an introduction to the GRC world and cover key areas such as:

Building the Business GRC Case

Designing and implementing a sustainable GRC program

The Roles of the Board & Executive Management

The International Risk Management Standard (ISO AS/NZ 31000)

Implementing a Compliance (Internal control) Program

Management of key risk areas such as:

- Workplace Relations
- Workplace Safety
- Business Continuity Management
- Fraud & Corruption Control

Planning & Implementing a GRC Project

Who should attend:

Housing association directors, CEOs, CFOs, compliance managers, risk managers and senior staff

Cost: \$299 inc GST

Sponsored by the Community Housing Division of Housing NSW

Venue: Sydney venue TBC

Time: 18th May 2011, 9.30 – 4.30

Registration: To register, please complete the attached registration form and fax back to (02) 9281 7603 or email to seema@communityhousing.org.au

About the presenters

James Field, Managing Director, CompliSpace Pty Ltd



With over 25 years commercial experience, James Field has held a variety of senior legal and management positions, both in Australia and internationally. In 2002 James founded CompliSpace Pty Ltd with a vision of providing high quality corporate governance programs and services to small to mid market enterprises.

James is highly experienced in designing, developing, implementing and maintaining corporate governance programs across a wide range of industry sectors. His key focus areas include Enterprise Risk Management, Compliance, Complaints Handling, Business Continuity, as well as Workplace Relations and Workplace Safety.

James is a regular presenter on behalf of Chartered Secretaries Australia, Kaplan, The Executive Connection (TEC), Tonkin Corporation and FMRC.

Jane Walton, Managing Director, [The Walton Group](#)



Jane Walton is a lawyer and ethicist who specialises in areas where legal duties and constraints interface with the much greyer area of human ethical judgement and decision making, in particular, corporate governance, board processes and reviews, and issues relating to organisational culture.

Jane was one of the founders of the St. James Ethics Centre and a senior facilitator for the Australian Institute of Company Directors. She advises government, public and private sector organisations, company boards and individuals on matters involving governance, and on issues relating to board and corporate culture and performance. She is also a regular keynote speaker to both the public and private sector.

David Griffiths, Director, CompliSpace Pty Ltd



David has over 15 years experience in commercial law, his principal areas of expertise are in corporate governance, compliance and workplace relations. David is a founding director of CompliSpace Pty Ltd, a consulting firm that specialises in

providing corporate governance programs and services to the small and medium enterprise market, including ASX listed and financial services companies.

Having held roles in private practice, as a senior manager in an ASX 200 company and in-house with a market regulator, David has extensive experience in corporate governance, risk and compliance from both sides of the regulatory fence.

David is a regular presenter on behalf of the Financial Services Institute of Australasia, Chartered Secretaries Australia and other industry bodies on issues relating to corporate governance, directors duties, risk management, compliance and business ethics. David holds an MBA from Oxford University and a Masters in Law from the University of Sydney.

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