

**Governance is fundamental to the success of any organisation, and how it is achieved varies between organisations. Good governance can be seen in the way decisions are made, the relationships with stakeholders, and ultimately the level of accountability that guides systems and processes. We can expertly advise on best practice practical solutions.**

For all organisations, good governance is about providing trust and confidence in the organisation to its stakeholders including the organisation's members, government, other funders and the public generally.

It is also about ensuring compliance with laws and regulations that are applicable, whether it be ASIC, ACNC or state and territory based legislation.

Corporate governance is core business for Griffin Legal. Since its inception in 2009, Griffin Legal has provided a wide range of corporate governance services to not-for-profits, business and government. We are dedicated to providing Total Quality Service, delivering on timeliness, quality, communication and price.

## Board governance

- Structure advice
- Governance reviews and audits
- Constitution preparation and review
- Shareholders agreements
- Cyber governance
- Environmental governance
- Terms of reference for committees
- Board charter
- Board delegation
- Codes of conduct
- Skills matrix assessment
- Company secretariat services
- Board effectiveness and culture

## Audit and compliance

- Policies and procedures for the proper management of the organisation

- Training
- ACNC and ASIC compliance audits
- Whistleblower compliance
- Privacy and cyber security compliance

## Strategy

- Stakeholder engagement
- Strategic planning
- Succession planning

Griffin Legal also specialise in advising on all aspects of operating a charity, companies limited by guarantee, and incorporated associations.

**We offer discounted rates for our not-for-profit clients.**

Organisations we have worked with include:

- Palliative Care Australia
- National Farmers Federation
- Australian Labor Party
- Northside Community Services
- Marymead Catholic Care Canberra & Goulburn
- Australian Property Institute
- Australian Rural Leaders Foundation
- Swimming Australia
- Royal Australian Navy Central Canteens Board
- YWCA Canberra
- YMCA Canberra

For further information on how Griffin Legal can assist your organisation, contact Griffin Legal's team of governance experts at [enquiries@griffinlegal.com.au](mailto:enquiries@griffinlegal.com.au)

**Our team of expert governance advisors are all legal practitioners who have experience working with and for boards. Many of our team continue to sit on boards and are AICD graduates.**



**Claire Carton**

**Partner**

*AICD graduate*

Claire is known for being a focused and strategic lawyer committed to delivering on client outcomes. Claire has worked with not-for-profit organisations for almost 25 years broadly in the areas of corporate and commercial law. Her work is now primarily focused on working with and advising not-for-profits, charities and government on a broad range of governance, with a focus on governance reviews and risk related matters. In the past two years Claire has undertaken significant legal and advisory work in the development of codes of conduct and complaint handling systems in response to the Respect@Work Report. Claire has been on several not-for-profit boards including most recently, the Charity Law Association of Australia and New Zealand.



**Carina Zeccola**

**Partner**

*AICD graduate*

As Managing Director, Carina leads the execution of the firm's strategic direction, by working closely with our team and clients to achieve the firm's goals and vision. Carina is a corporate and commercial lawyer, specialising in the areas of privacy law and complex corporate governance matters. Carina has conducted large scale governance reviews, facilitated stakeholder engagement and corporate restructures for nationally operating organisations. Carina has sat on and provided secretariat support to many not-for-profit Boards and Committees. Carina is currently President and Director of YWCA Canberra, a charity providing community services while representing and advocating for girls and women.



**Nicole Platt**

**Partner**

Nicole is a subject matter expert on running defensible investigations with a particular focus on procedural fairness. Nicole is an experienced lawyer and qualified investigator who has worked in Canberra in both the public sector and the private sector as an accountant and lawyer for over 20 years. Nicole has acted as an investigator in a number of investigations including member complaints, bullying and harassment and fraud. Nicole is also skilled in Public Sector, Policy Analysis, Government and Employment law with a focus on contract management. Nicole provides advice to various associations and corporate entities regarding potential restructures, reviewing existing policies and procedures, constitutions, by-laws, board charters, and redrafting governing documents. Nicole has previously been a director on the YWCA Canberra Board and is currently on the board for Netball ACT.



**Damien Brazel**  
**Partner**

Damien is a subject matter expert on all aspects of privacy and information law. Damien regularly acts for organisations in relation to privacy and cyber governance and compliance, policies and procedures, codes of conduct and constitution reviews. Damien also practices in commercial law and advises not-for-profits on their commercial arrangements, and especially how those interact with privacy governance. Damien also worked in the public sector for many years bringing experience and understanding of how organisations interact with complex regulatory frameworks. Prior to becoming a lawyer, Damien worked for a not-for-profit sports club and applied his knowledge in sports administration and governance. Damien is the immediate past President of the Belconnen Cats Junior AFL Club and continues to volunteer in various roles for junior sports teams.



**Fiona Jolly**  
**Special Counsel**  
*AICD graduate*

As Special Counsel, Fiona assists clients and our team to provide the most innovative and up to date advice on corporate governance, with a particular focus on Board Culture and effective working relationships, and implementing practical strategies for Boards to make the best use of their time and expertise to add value. Fiona is an experienced CEO, Company Director and legal practitioner who has worked in Canberra and Sydney. Fiona has a diverse executive career with the federal public sector and as CEO of the industry self-regulation body, Ad Standards Australia. Fiona has held positions with a number of Commonwealth Government statutory positions, and is a committed leader in not-for-profit organisations, with a history of working to improve the governance and performance of organisations in and around the Canberra Region. Fiona is on the Board of respected Canberra region residential and retirement living provider Goodwin Aged Care Services and currently volunteers on the Board of CHOICE (the Australian Consumers Association). In 2024, Fiona is undertaking the INSEAD International Company Directors programme and will bring her insights and learning from this study to her work with our clients.



**Jodie Bateup**  
**Senior Associate**

Jodie is a Senior Associate within Griffin Legal's Commercial and Employment Law team. Jodie regularly advises on governance issues including constitution advice, reviews and Annual General Meeting preparation. Most recently, Jodie has been instrumental in developing a unique complaint handling system for a large organisation with members across the country designed to address Respect@Work recommendations including the new positive duty to prevent sexual harassment. Jodie has gained trust from colleagues and clients for her knowledge and agility in the ever-changing landscape of employment law. Jodie is a board member of Meridian.