



VOCARE  
LAW

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# Schools

## *Retainer Proposal*

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**Vocare Law**

*formerly Corney and Lind Lawyers*



We are  
called to  
deliver  
just,  
redemptive  
outcomes.



# About Us

At our core, we believe law is more than rules — it is a tool to serve people and communities. Guided by faith and purpose, we work alongside charities, churches, schools, and not-for-profits to deliver just and redemptive outcomes.

We understand the weight of responsibility carried by mission-driven organisations, and we share your heart for service. With care, excellence, and integrity, our team is committed to supporting your work so you can focus on making a difference in the communities you serve.













# Retainer Proposal

We regularly assist schools with a wide range of general legal and governance enquiries, many of which we are already advising on as they arise. For schools seeking greater certainty, responsiveness and value, we also offer flexible retainer arrangements.

A retainer arrangement allows schools to manage this support in a more structured and predictable way. By moving away from ad-hoc billing, schools gain certainty of legal spend across the year, improved budget planning, and the confidence to seek advice early without concern about unexpected costs. This supports better risk management, reduces escalation of issues, and provides ongoing value by embedding legal support into your school's regular operations.

The cost of a monthly retainer is negotiated directly with you, having regard to the size of your school and your anticipated requirements. It covers all general legal and governance advice required by your school on an as needed basis, including for example:

-  Advice regarding student protections
-  Employee relations
-  Parent / School relations
-  Policy review and drafting
-  Review of services agreements and contracts
-  NSSAB or NESA responses
-  Fair Work Commission matters up to and including conciliation conference
-  Discrimination matters up to and including conciliation conferences.

Retainers exclude significant legal matters that may arise (primarily litigation matters, independent investigations and Fair Work and Discrimination matters that proceed to trial post conciliation conference). These would need to be individually costed (noting that litigation matters of this type would ordinarily be covered by insurance policies and sent by your insurer to their panel lawyers).

# Our Services to Schools



At Vocare Law, we provide schools with practical, tailored legal solutions that help them operate confidently, manage risk, and maintain safe, well-governed environments. We work closely with schools to address complex legal and operational challenges, support effective governance, protect the wellbeing of students and staff, and ensure compliance with evolving laws and best-practice standards.

## **Enrolment Contracts**

- Enrolment is a legally binding and foundational process for schools, and a well-drafted enrolment contract helps manage risk, set clear expectations with families, and gives schools practical options to enforce standards or resolve issues, with our firm offering a fixed-fee review of enrolment contracts, policies and processes.

## **Unpaid Fees**

- We support schools with unpaid fees through early, strategic engagement with families, end-to-end legal debt recovery (from negotiation and letters of demand to enforcement), and robust enrolment contracts, delivering ethical, cost-effective and reputation-conscious solutions tailored to the education sector.

## **Policies and Procedures**

- We help schools mitigate risk and ensure smooth governance by drafting, reviewing, and updating comprehensive policies and procedures—covering areas such as staff conduct, student wellbeing, privacy, separated families, social media, and uniform standards—while providing practical guidance to enforce these policies effectively and defend them when challenged.

## **Schools and Anti-Discrimination Law**

- We advise schools on navigating the complex and evolving anti-discrimination landscape, including enrolment, employment, and gender transition matters, by providing legal guidance, policy development, and ongoing support to ensure compliance with federal and state laws while managing associated risks.

## **Employment of Staff**

- We support schools in managing employment relationships by providing template contracts, reviewing and updating agreements to ensure legal compliance, and offering comprehensive advice on staff hiring, discipline, grievances, investigations, entitlements, and dispute resolution, tailored to the unique needs of the education sector.

## **Managing Complaints and Grievances Against Staff**

- We help schools manage employee complaints and grievances by developing clear, practical policies and processes, providing guidance on handling issues swiftly, and offering support to resolve disputes before they escalate.

# Our Services to Schools



continued...

## **Workplace Investigations - Why, When and How**

- We provide schools with independent workplace investigations into bullying, harassment, or misconduct, and expert guidance on employment terminations, unfair dismissal claims, and related disputes, including advice, representation, and drafting of settlement or separation agreements.

## **Mediating Disputes**

- Through Just Redemptive Mediations, we help schools, boards, and not-for-profits resolve workplace conflicts, bullying, harassment, and relationship breakdowns in a cost-effective, constructive, and compassionate way, providing a safe space for cooperative resolution as an alternative to litigation.

## **Getting the Right Skills Mix on Your School Board**

- We advise schools on board composition and governance, recommending skills-based appointments, and providing guidance or referrals to ensure boards have the expertise to manage risk, encourage growth, and navigate complex operational and compliance obligations.

## **NSSAB - Prohibited Arrangements**

- We advise schools affiliated with churches or denominational bodies on avoiding prohibited arrangements, ensuring proper governance structures, conflict-of-interest policies, and board skills are in place, so that contracts and financial dealings are conducted at arm's length, in the school's best interests, and in compliance with NSSAB accreditation requirements.

## **Child Safety - Issues and Audits**

- We help schools comply with child protection and mandatory reporting obligations by conducting Safeguarding Audit Reports, reviewing policies, procedures, training, and past cases, and providing practical recommendations to ensure legal compliance and best-practice child safety governance.

## **Family Law Update**

- We advise schools on navigating family law matters, including interpreting court orders, managing parental responsibility and domestic violence considerations, and implementing our tailored Separated Families Policy to ensure decisions about enrolment, activities, and student welfare comply with the best interests of the child under the 2024 Family Law amendments.

# Meet some of the Team



## Alistair Macpherson

Managing Director of Vocare Law (formerly Corney & Lind Lawyers), with oversight of Dispute Resolution teams (2009 – Current) and Chair of its Board of Directors.

- Consultant, Public Policy and Advocacy for Associated Christian Schools, responsible for government advocacy
- Currently enrolled in Doctorate of Professional Practice (University of Divinity) with research focus on charity governance and Board CEO relationships
- Specialist expertise in employment law, discrimination, child protection, criminal law, and governance
- Former Board member of Queensland Baptists (8 years, concluding as Vice Chair in 2024), past President of Christian Legal Society (Queensland), and part of the founding group of Kingdom International Legal Network
- Represented Australian Christian Churches in the Royal Commission into Institutional Responses to Child Sexual Abuse
- Successfully conducted 5-day civil trial as solicitor advocate in Supreme Court of Queensland
- Qualified mediator with experience in employment, governance and organizational contexts
- Current Consultant (Previously Executive Director) at Associated Christian Schools - Public Policy and Advocacy

### Current Board Appointments

- Board Member, Calvary Christian College (Townsville) ([www.calvary.qld.edu.au](http://www.calvary.qld.edu.au))
- Board Member, Transform Aid International ([www.baptistworldaid.org.au](http://www.baptistworldaid.org.au))
- Board Member, Christian Education Ministries ([www.cem.com.au](http://www.cem.com.au))

### Education

- Bachelor of Arts/Bachelor of Laws, Queensland University of Technology
- Graduate Diploma of Legal Practice, Australian National University
- Practice Management Course (for registration as a Principal Legal Practitioner) Queensland Law Society
- Master of Arts (Christian Studies), Malyon Theological College

### Admissions

- Supreme Court of QLD - Legal Practitioner
- High Court of Australia - Legal Practitioner

# Meet some of the Team



## Timothy Whincop

Director of Vocare Law (formerly Corney & Lind Lawyers), with oversight of Commercial team and co-oversight of Charity and NFP structuring team (2023 – Current)

- Expertise in charity, governance, commercial and intellectual property.
- Conducted numerous reviews into executive leadership performance and conduct.
- Board experience across for profit and not-for-profit entities including cross border entities and complex structures.
- Former Board member of Australian Independent Record Label Association, Hillsong Stewardship Fund, Hillsong Japan GKR, Hillsong Music & Resources LLC.

### Education

- Bachelor of Laws, Southern Cross University
- Bachelor of Music, Queensland University of Technology
- Graduate Diploma of Legal Practice, Australian National University
- Practice Management Course (for registration as a Principal Legal Practitioner)
- Master of Laws (International Commercial Law and Dispute Resolution), Bond University
- Master of Business Administration, Southern Cross University Notarial Practice Course, The College of Law

### Current Board Appointments

- Board Member, Nambour Christian College ([ncc.qld.edu.au](http://ncc.qld.edu.au))
- Board Member, Global Christian Relief Australia Ltd ([www.globalchristianrelief.org](http://www.globalchristianrelief.org))
- Board Member, The Local Church Sydney Ltd ([www.thelocal.sydney](http://www.thelocal.sydney))  
Committee Member, Sydney Hills Business Chamber Inc.

### Admissions

- Supreme Court of NSW - Legal Practitioner
- High Court of Australia - Legal Practitioner
- Supreme Court of NSW - Notary Public



# Meet some of the Team



## Jessica Lipsett

Director of Vocare Law (formerly Corney & Lind Lawyers), with co-oversight of Charity and NFP structuring teams (2021 – Current).

- Particular expertise in establishment and structuring of Not-for profits and charities, regulatory compliance and complex dispute resolution.
- Currently member of the ACNC Charity Forum.
- Former Commissioner for Uniting Education: Schools and Colleges- the oversight body within the Uniting Church QLD responsible for its associated schools and university colleges.
- Represented QLD Law Society at Parliamentary Committee public hearings regarding the Trusts Act 2025 (QLD).
- Principal advisor on restructure of a large religious denomination in QLD including associated subsidiary aged care, disability services, schools and early learning centres throughout QLD.
- Advised merger of international professional membership associations with Australian subsidiary to establish an Australian presence for a global professional network.
- Frequent advisor to Board and Executive teams on best practice governance for charities and not-for-profits managing substantial activities and regulatory compliance obligations.

### Current Board Appointments

- Board Member, The Lakes College
- Member, Law Council of Australia Charity and Not-for-profits Committee
- QLD Law Society Not-for-profit Committee

### Education

- Bachelor of Laws, Bond University
- Graduate Diploma of Legal Practice, Bond University
- Practice Management Course (for registration as a Principal Legal Practitioner), Queensland Law Society

### Admissions

- Supreme Court of QLD - Legal Practitioner
- High Court of Australia - Legal Practitioner

# Contact Us

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## Our Social Media



**Facebook**

<https://www.facebook.com/vocarelaw>



**Instagram**

<https://www.instagram.com/vocarelaw>



**LinkedIn**

<https://www.linkedin.com/company/vocarelaw>



