
Caitlin Morgan

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BACKGROUND

Caitlin was admitted to practice in 2016 and has worked predominately in commercial law and litigation for both public and private sector clients.

Prior to joining Proximity, Caitlin worked at Mills Oakley. Having worked with a diverse range of clients, and across multiple practice areas, she has gained considerable legal experience, whilst developing her strong analytical and research skills, attention to detail and communication skills.

Caitlin understands the importance of meeting clients' requirements and demands in line with specific regulatory and legislative frameworks. Her experience in a broad range of matters allows her to adapt easily and thrive in new environments.

Caitlin achieved very strong academic results whilst juggling a heavy workload outside her studies. She is energetic and enjoys networking. Caitlin has enjoyed participating in ACT Law Society events over the past year, including a Netball and Touch Football Tournament and a Skiing and networking retreat in Thredbo.

PERSONAL ATTRIBUTES

Caitlin's co-operative and personable approach allows her to excel in building strong relationships, communicating independently and effectively with clients, staff and external stakeholders. Caitlin brings energy to every environment she works in, with her drive and commitment to achieve the highest standards of professional service.

She is experienced in managing and meeting tight deadlines in high-pressure environments, while working efficiently and handling each matter with a high level of attention to detail. Caitlin is aware that each government department is unique and is motivated to work with a number of agencies to broaden her skill set, challenge herself and learn.

EXPERIENCE

Commercial Disputes and Insolvency (Litigation)

Caitlin has worked on a broad range of matters, which has afforded her the opportunity to develop a strong set of skills and a solid understanding of this area of practice.

Caitlin's experience in this area includes:

- advising on GST liability, ATO tax audits, exemptions and insolvency;
- drafting court documents, deeds, affidavits, letters of demand, trade mark infringement notices, trademark registration applications, FOI requests, MOUs and submissions;
- exposure to numerous litigious and non-litigious partnership disputes, commercial tenancy disputes and debt recovery matters;
- analysing and assessing evidence relating to trial strategy; discovery, court books, briefs to instructing solicitors and counsel, evidentiary chronologies and assisting with trial preparation;
- undertaking detailed legal research and preparing written advice and research memorandums on multiple matters, including: corporations law; the ACT National Territory Plan; ACT Heritage law requirements; personal injury matters; whistle-blower and public interest disclosure obligations; body

corporate maintenance obligations as well as legal practice and procedure obligations such as discovery and legal professional privilege;

- assisting with high level reviews on business agreements, contracts and class action suits; and
- liaising extensively with clients, external stakeholders and court staff in writing, over the phone or in person allowing her to further develop her strong communication and written skills.

Australian Renewable Energy Agency (ARENA)

Caitlin has provided ARENA's Legal and Governance team with both on-site and remote assistance. This work included:

- reviewing and updating internal policies and procedures in accordance with amended legislation;
- drafting a new charter for the ARENA Risk and Audit Committee;
- assisting with management of conflict of interest and other governance team registers; and
- assisting with drafting of approval minutes.

Building Construction & Infrastructure

Caitlin has also gained experience in building and construction law. Her experience includes:

- working on a litigious matter acting for an Owners Corporation against a high-profile Canberra builder regarding building defects; and
- drafting multiple witness statements and providing in-depth legal research to senior lawyers, reviewing Notice of Intention and Rectification Orders resulting in extracting relevant information and collating data and proposed orders, as well as liaising with clients, property managers and other interested parties.

Property

Caitlin has worked on a number of property law matters for both private sector and Australian Government clients. Caitlin's experience includes:

- preparing and negotiating commercial and retail leases for tenants and landlords; including negotiating terms and conditions, drafting and amending head leases and subleases, preparing disclosure statements, deeds of agreement and surrender, contracts for sale (both residential and commercial), and drafting letters and correspondence to clients and external parties; and
- registering leases, power of attorney documents, assisting with property settlements, including dealing with zoning requirements, purpose clauses, easements, negotiations and attending internal and external client meetings.

Caitlin also assisted with the Department of Finance zoning requirements for Commonwealth Land and the Department of Infrastructure lease.

Workplace Relations and Employment

Caitlin has assisted with unfair dismissal matters and with preparing advice on other general protections under the *Fair Work Act 2009* (Cth). Caitlin provided this support in litigious and non-litigious matters.

Her specific experience includes:

- reviewing and providing advice on employment contracts;
- liaising with witnesses to draft witness statements;
- attending client meetings;
- liaising with Counsel, clients and external stakeholders;
- collating and compiling Court/Commission books for the Fair Work Commission; and;
- drafting advice and undertaking detailed legal research.

QUALIFICATIONS Bachelor of Laws (University of Canberra)
Graduate Diploma of Legal Practice (NSW College of Law)
Admitted as a Legal Practitioner of the Supreme Court of the ACT (2016)