

CAPABILITY STATEMENT

LEGAL

proximity

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Skills

Proximity is a leading provider of legal services to the government sector.

Proximity has assisted the Australian Government with some of its most complex and high-profile legal matters including:

- > multi-billion dollar capital acquisition and sustainment projects
- > large scale information and communication technology projects
- > sensitive litigation and dispute resolution matters
- > major policy initiatives

Proximity is appointed to the Australian Government's Legal Services Multi Use List to provide legal services across all of the substantive areas of law: government and administrative law, corporate and commercial law, and dispute resolution and litigation.

Proximity lawyers work onsite with you for the duration of your need. This enables us to work as an integrated part of the team to provide advice that addresses the real world constraints and requirements of your agency.

Proximity's engagements are typically one of three forms:

- > **Secondments** – working as a member of an in-house legal team for a defined period of time or utilisation (often to cover for a person that is on leave or who has left the agency, to provide specialist skills in a particular area of law, or to deal with workload spikes)
- > **Projects** – working as a legal advisor to a major project or matter (including a major commercial transaction, a significant dispute, a legislative reform program or to manage a litigation caseload)
- > **General advisory** – providing general legal advice on a range of legal matters including commercial, public law, litigation and WHS matters (including providing training in these areas).

For our project and general advisory engagements we can perform services from our office or yours. Our experience has shown time and again the advantages of regularly working onsite with your project team including your internal legal staff, non-legal staff and external consultants, and we are therefore available to be onsite as much as the project requires.

Proximity lawyers are not afraid to roll up their sleeves and get involved in the big picture issues and we pride ourselves on being able to develop practical solutions to address your legal needs. Our engagements vary from a couple of weeks to a couple of years.

Legal

Corporate and commercial

- > procurement
- > information and communications technology
- > contracts
- > memorandums of understanding
- > funding arrangements
- > intellectual property
- > media and communications
- > consumer and competition
- > property and leasing
- > probity

Dispute resolution and litigation

- > AAT representation
- > Federal Court litigation
- > General litigation
- > Mediation
- > Workplace injury and asbestos claims
- > Case management

Government and administrative Law

- > decision making processes
- > legislative interpretation
- > legislation, instruments and delegations
- > privacy and secrecy
- > freedom of information
- > archives and records retention
- > application of torts and other liabilities
- > investigations
- > licence conditions

Work health and safety

- > strategy and planning
- > safety management systems
- > due diligence frameworks
- > compliance audits

Employment and workplace relations law

- > policies, procedures and templates
- > employment and workplace dispute resolution
- > discrimination, code of conduct and unfair dismissal

About Proximity

Proximity provides you with access to the highest quality advisors when and where you need them. Proximity is highly regarded for its unique offering:

- > **The model** – we work onsite with you and your team; dedicated to achieving your objectives
- > **The focus** – the government sector is our focus; we understand the laws, policies, politics and culture of the sector
- > **The right people** – we are technically excellent, strategic, practical, experienced and efficient; our advisors are hand-picked based on having the right attributes to work successfully with your team
- > **The right skills** – we combine big-picture strategy with attention to detail in implementation
- > **The right experience** – we have advised government agencies on some of the government's most complex and high-profile projects in Australia.

“Proximity provided the combination of technical and interpersonal skills that we needed and delivered above and beyond our expectations.

The Proximity team relates well to clients at all levels of seniority, listens carefully, and adapts the way they present their advice and training accordingly in order to provide advice that is meaningful.

Proximity has provided us with outstanding services. Proximity's advisors have been very professional, conscientious and efficient. They have ably taken on many matters and managed them very effectively.”

The Proximity advantage

Advantages of Proximity include:

- > **Intensive support** – dedicated resources working directly with your team
- > **No increase to your head count** – the flexibility to scale up and down as required
- > **High quality** – regarded and experienced practitioners that understand your sector
- > **Tailored pricing** – pricing solutions that suit your needs; whether you require price certainty or flexible pricing solutions that allow you to deal with uncertain demand
- > **Knowledge transfer** – Proximity's advisors have significant experience as mentors and actively transfer skills and knowledge
- > **Onsite specialist** – Proximity is a specialist provider of onsite legal services
- > **Value for money** – our co-location model eliminates expensive overheads; and you benefit from the savings.

Contact us

Please contact us if you have any questions regarding Proximity.
We are happy to meet with you to discuss a customised solution for your needs.



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