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## Caitlin Morgan

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### BACKGROUND

Caitlin is an Advisor at Proximity. She was admitted to practice in October 2016 and has worked with a diverse range of clients across multiple practice areas, gaining considerable experience in government law, commercial law and litigation, intellectual property and Commonwealth procurement.

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's co-operative and personable approach allows her to excel in building strong relationships, communicating independently and effectively with clients, staff and external stakeholders. 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.

### LEGAL AND PROFESSIONAL SERVICES EXPERIENCE

Advisor – Proximity (Current)

Secondment – Department of Agriculture and Water Resources (2018)

Secondment – Department of Health (2018)

Secondment – Pro Bono Clearing House, ACT Law Society (2018)

Secondment – Consumer Law Centre of the ACT (2017 – 2018)

Secondment – Department of Agriculture and Water Resources (2017)

Lawyer – Mills Oakley (2016 – 2017)

Graduate – Mills Oakley (2016)

### RECENT EXPERIENCE

#### **Secondment – Department of Health**

Caitlin recently completed a two-month secondment at the Commonwealth Department of Health, working in the Commercial Law Section. The secondment involved advising on contract drafting, enforceability and contract management issues, drafting licence agreements, sub-licence agreements and associated negotiation tools, the creation of an intellectual property law glossary and providing advice on intellectual property law matters including ownership, copyright permissions, commercialisation, copyright infringement and the protection of intellectual property.

#### **Secondment – ACT Law Society Pro Bono Clearing House**

Caitlin completed a three-month secondment as the Operational Seconded to the Pro Bono Clearing House (**PBCH**) at the ACT Law Society. Caitlin was responsible for the PBCH's operations including interviewing applicants seeking pro bono assistance, undertaking research, drafting detailed reports on the interviews, assisting the PBCH Panel in reaching determinations about applications and coordinating pro bono referrals with practitioners in the area.

#### **Secondment – Consumer Law Centre of the ACT**

Caitlin completed a two-month secondment at the Consumer Law Centre of the ACT. The Consumer Law Centre is a non-profit community legal centre that provides legal advice and assistance to low income and moderate-income consumers. Caitlin provided advice and research assistance on consumer law matters including consumer credit, telecommunications and utilities, fair trading and consumer

protection.

### **Secondment – Department of Agriculture and Water Resources**

Caitlin was engaged by the Department of Agriculture and Water Resources and worked within the Office of the General Counsel for nine months. Caitlin led a major delegations and authorisation review project. She provided on site advisory services and led the strategic direction of the project.

Caitlin provided assistance by:

- identifying areas of non-compliance, rectifying areas of non-compliance and implementing new procedures to ensure ongoing compliance following the completion of the secondment;
- drafting instruments, briefs to decision makers and instructional materials to ensure consistency across documents;
- reviewing legislation and regulations and providing high-level advices on several pieces of legislation relating to the department's powers and functions; and
- examining and appraising record keeping systems for delegations, authorisation and appointments and implementing and developing new processes, naming conventions, templates and training documents.

### **In House Experience at Proximity**

Caitlin brings experience in clear and effective drafting and communication, which has been developed through working for several clients in preparing a variety of legal documents and instruments. Caitlin has completed worked the following projects:

- assisting with the establishment of a health evidence services panel for the National Health and Medical Research Council, including work on procurement processes and structures, assisting with evaluations and preparing the evaluation report;
- high level reviews of contracts and agreements for clients such as Icon Water and the Digital Transformation Agency;
- drafting legal briefs and fact sheets relating to procurement processes and agile as a contract method; and
- business development, including drafting major tender responses and assisting with creating new client offerings, case studies and capability packages.

### **Commercial Disputes and Insolvency (Litigation)**

Caitlin has worked on a broad range of matters, which have 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:

- drafting court documents, deeds, affidavits, letters of demand, trade mark

infringement notices, trademark registration applications, FOI requests 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;
- advising on GST liability, ATO tax audits, exemptions and insolvency;
- 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.

### **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.

### **OTHER EXPERIENCE**

Caitlin has broad experience across a diverse range of areas. Including assisting the Australian Renewable Energy Agency's Legal and Governance Team, as well as experience with Property Law, Litigation, Building Construction and Infrastructure and Workplace Relations and Employment Law.

### **QUALIFICATIONS**

Bachelor of Laws (University of Canberra)

Graduate Diploma of Legal Practice (NSW College of Law)

Admitted as a Solicitor and Barrister of the Supreme Court of the ACT (October 2016)

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