
Caitlin Morgan

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BACKGROUND

Caitlin is an Advisor at Proximity. She was admitted to practice in October 2016 and has over two years' experience working for Proximity's Australian Government clients. Caitlin has worked with a diverse range of clients across multiple practice areas, gaining considerable experience in government law, public law, information law, statutory interpretation, commercial law and litigation.

Caitlin's co-operative and personal approach allows her to excel in building strong relationships. She can seamlessly fit into each new environment she encounters and is experienced in managing and meeting tight timeframes in high pressure settings, while working efficiently and handling each matter with a high level of attention to detail. Her experience in a broad range of matters allows her to adapt easily and thrive in new environments.

Caitlin has a Baseline Security Clearance and an ACT Restricted Practising Certificate.

LEGAL AND PROFESSIONAL SERVICES EXPERIENCE

Advisor – Proximity (Current)

Secondment – Department of Agriculture (2018 – 2019)

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 (2017)

Lawyer – Mills Oakley (2016 – 2017)

Graduate – Mills Oakley (2016)

KEY ACHIEVEMENTS AND EXPERIENCE

Secondment – Department of Agriculture

Caitlin is currently engaged on a five-month secondment at the Commonwealth Department of Agriculture, working in the Advising Team within the Office of the General Counsel. The Advising Team is responsible for providing advice on issues of statutory interpretation and assisting divisions across the department to understand legislative requirements as they relate to their day to day operations. Caitlin has also provided assistance to the Regulatory and Compliance Team with drafting and reviewing 88 new Biosecurity First Point of Entry Determinations for airports and seaports. The determinations replaced the temporary determinations in June 2019.

Secondment – Department of Agriculture

Caitlin completed a two-month secondment at the Commonwealth Department of Agriculture and worked in the Information Law Team (FOI and Privacy) within the Office of the General Counsel. Caitlin had carriage over a high volume of FOI matters at a time, including significant and sensitive requests. Caitlin worked directly with clients, including Senior Executive Service officers, across the department to ensure compliance with statutory timeframes. She handled each matter in accordance with the FOI and OAIC guidelines, and maintained the progress of her matters through the LEX FOI database. She processed the department's largest information release to date, drafted external review submissions to OAIC and provided assistance to the junior officer in the team. Caitlin also provided accurate and timely advice to clients on privacy matters throughout her secondment.

Secondment – Department of Agriculture

Caitlin completed a six-month secondment at the Commonwealth Department of Agriculture and worked in a small project team (the Live Animal Exports Taskforce) within the Office of the General Counsel. The Taskforce provided legal and advisory assistance to support decision making capability under the *Export Control Act 1982*, the *Export Control (Animals) Order 2004*, the *Australian Meat and Live-stock Industry Act 1997* and the Australian Standards for the Export of Livestock (ASEL).

Caitlin provided assistance by:

- preparing material to support administrative decision makers, including briefs and notices to regulated entities,
- drafting templates for statement of reasons and other material (including evidence matrices) for internal and external review of decisions,
- running a delegations sub-project to identify all powers and functions of decision makers, before consulting and revoking and remaking all instruments of delegation and appointments relating to the aforementioned legislation.

Caitlin worked autonomously to:

- audit the delegations framework, identify risks and issues and create a delegations matrix identifying all powers and functions available under the aforementioned acts,
- manage the unique requirements of the legislation (eg the need for officers exercising delegated functions and powers under the *Export Control Act 1982* to be authorised officers),
- consult with internal stakeholders to determine all required powers and functions to ensure stakeholders could complete their day to day activities with legal authority, and
- draft decision briefs and instruments of revocation, delegation and appointments.

Secondment – Department of Health

Caitlin completed a two-month secondment at the Commonwealth Department of Health and worked within 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 – Department of Agriculture

Caitlin completed a nine-month secondment at the Commonwealth Department of Agriculture and worked within the Office of the General Counsel. Caitlin undertook a major delegation, authorisation and appointment review project. Caitlin was exposed to instruments, including but not limited to, all legislation administered by the department, financial and human resource delegations and freedom of information

authorisations. She provided on site advisory services and led the strategic direction of the project.

Caitlin provided assistance by:

- undertaking an audit and review of the department's delegations, authorisations and appointments, having regard to the specific statutory context of the department's portfolio legislation,
- 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 (including the Secretary and Minister) 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, authorisations and appointments and implementing and developing new processes, naming conventions, templates and training documents.

OTHER EXPERIENCE

Caitlin has broad experience across a diverse range of areas. Caitlin has worked with our Pro Bono partners including the Consumer Law Centre of the ACT and the ACT Law Society Pro Bono Clearing House. As both the Operational Secondee and a Panel Member. Caitlin has assisted the Australian Renewable Energy Agency's Legal and Governance Team and has experience in Commercial Litigation and Insolvency, Property Law, Building Construction & Infrastructure, 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)