

CURRICULUM VITAE

Jane Cecilia Sharp

EDUCATION

Deakin University, Geelong 1999 - 2005
Bachelor of Laws (Hons)

Recipient of the Davies Collison Cave Solicitors Prize for Best Deakin University Law Student in Intellectual Property, 2005

University of Melbourne, Parkville 1994
Graduate Diploma of Urban Planning

University of Melbourne, Parkville 1989-1993
Bachelor of Science (majoring in geography, and sub-major in meteorology)

Genazzano College, Kew 1982-1988

SKILLS AND KNOWLEDGE

Solid Law degree

Experienced advocate at the Victorian Civil and Administrative Tribunal

Comprehensive knowledge and understanding of planning legislation and policy, including the *Planning and Environment Act 1987*, municipal planning schemes, state and local government policies

Excellent written and verbal communication skills

Strong organisational skills

MEMBERSHIPS

Board member of the Victorian Planning and Environmental Law Association
Law Institute of Victoria

EMPLOYMENT HISTORY

April 2007 – April 2009

Maddocks Lawyers

Position: Solicitor

- Solicitor in Planning and Environment group
- Regular appearances before the Victorian Civil and Administrative Tribunal (“**Tribunal**”) generally in the Planning List
- Instructing counsel in matters before the Tribunal, Supreme Court and Planning Panels Victoria
- Appearances before the Supreme and Magistrates Courts in procedural matters
- Verbal planning and local government legal advice
- Memorandums of legal advice
- Drafting and review of agreements (particularly Section 173 agreements under the Planning and Environment Act 1987)
- Independent management of client matters and relationships
- Presentations before clients and industry bodies
- Review of documents for discovery

March 2006 – April 2007

Mallesons Stephen Jaques

Position: Articled Clerk

- Nine month rotation in the Planning and Environment group
- Three month rotation in the Dispute Resolution group
- Legal training including ethics, writing, research, client relations
- Planning and environmental due diligence
- Instructing counsel in hearings before the Tribunal and Planning Panels Victoria for a major retail client
- Verbal and written planning and local government legal advice (internally and externally)
- Review of complex contractual arrangements for large infrastructure client
- OHS memorandums of advice and development of compliance documentation
- Research into Commonwealth and State Acts and legislative instruments
- Review of documents for discovery

February 2004 – July 2004

Yarra City Council

Position: Planning Appeals Coordinator

- Writing and presentation of submissions on behalf of the Responsible Authority to the Tribunal
- Coordination and management of the majority of planning appeals affecting Council including administration, statutory duties and staff organization
- Reporting decisions of the Tribunal to Council staff, Councilors and the general public
- Assessment of decisions to improve Council decision-making substantially and procedurally
- Education and assistance to staff and general public regarding preparation and presentation of appeals to the Tribunal

November 2001 – January 2004

Moreland City Council

Position: Planning Appeals Advocate

- Writing and presentation of submissions on behalf of the Responsible Authority to the Tribunal

- Coordination and management of the majority of planning appeals affecting Council including completion of administration and statutory duties
- Reporting decisions of the Tribunal to Council staff and Councillors
- Education and assistance to staff and general public regarding preparation and presentation of appeals to the Tribunal
- Approximately two appearances a week before the Tribunal

January 2000 - November 2001

**Moreland City Council
Position: Town Planner**

- Customer service to the general public, developers, Councillors, other state and local authorities and internal staff members
- Planning reports both through delegation and to Urban Planning Committee of Council
- Administration of complex applications through the Council process
- Implementation and assessment of the Moreland Planning Scheme, the Municipal Strategic Statement, Council policies and the Good Design Guide for Medium Density Housing
- Writing and presentation of submissions on behalf of the responsible authority to the Tribunal
- Acting Team Leader for approximately six months

August 1998 - December 1999

**Contour Consultants
Position: Town Planner**

- Compiling of advice to clients
- Preparation of expert evidence for Tribunal hearings
- Administration of a large Telecommunication client
- Drafting of planning reports for submission to Council
- Administration of applications through the Council process

April 1996 - August 1998

**City of Stonnington
Position: Town Planner**

- Customer service and provision of advice to developers, objectors and the general public
- Report writing for delegation, Council and the Tribunal
- Representation of Council at the Tribunal
- Good Design Guide analysis
- Public consultative meetings
- Participation in the Planning Scheme Amendment process
- Implementation of the Planning and Environment Act 1987
- Procedural requirements as the Responsible Authority

1994 - 1995

**Tract Consultants
Position: Town Planner (Student)**

- Data collection and assessment
- Drafting of presentations
- Administrative assistance

