

RESUME OF JANE BURTON

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PROFILE

An experienced professional with more than twenty-five years experience in both the private and public sectors in the areas of:

- Stakeholder engagement and relationship management;
- Leadership and management of teams ; and
- Operational and strategic decision making.

Creative, flexible, adaptable and results focussed with excellent interpersonal and motivational skills enabling individuals and groups to achieve goals in a systematic and efficient manner.

KEY SKILLS

- Strong organisational leadership skills - ability to motivate staff and encourage both performance excellence and continuous improvement
- Exceptional stakeholder management skills, encouraging collaboration to deliver enhanced outcomes
- Clear and precise communication skills, both written and oral
- Ability to coordinate and manage major projects to successful completion
- Strategic, analytical and innovative
- Delivery of high standard work outcomes
- Creative flair and effective problem solving and decision making with a continuous improvement focus

EMPLOYMENT HISTORY

Department of Economic Development, Jobs Transport and Resources

Director, Coal Resources

December 2014 – current

The purpose of the role of the Director, Clean Coal Victoria is to progress the development of strategic plans for the sustainable development of Victoria's coal resources and associated infrastructure and facilitating coal development projects by working closely with the Clean Coal Victoria Advisory Committee, project proponents and senior representatives of other DEDJTR branches and government agencies.

Achievements

- Supported the work of the Ministerial appointed advisory committee to delivered 2 major stakeholder events with more than 120 stakeholders at each one and ministerial involvement.
- Led the design and delivery of the Statewide onshore gas community engagement program
- Led the team to deliver the Victorian Brown Coal Roadmap
- Led the design and delivery of the engagement approach for coal and CCS
- Key role in delivering major technical studies associated with coal planning, infrastructure and land planning
- Actively facilitated projects that required access to Victorian Brown Coal including ALDP proponents.

Department of State Development, Business & Innovation

Director, Coal Resources

August 2014 – December 2015

Manager Stakeholder & Community Relations

July 2013 – August 2014

Department of Primary Industries

Manager Coal Planning

January 2010 – July 2013

Latrobe City Council

January 2006 – January 2010

Manager Transit Cities

Responsible for implementing the Transit Cities Program (TCP) across Latrobe City, as part of the Victorian Government policy commitment to Melbourne 2030, Growing Victoria Together and Moving Forward. The TCP principles were adopted into Latrobe City's strategic vision document – Latrobe 2021. The role is a senior role and included budgetary and staff

responsibilities, management of external consultants and significant internal and external engagement.

Manager City Planning and Development

Responsible for City Planning and Development in 2006 to cover a vacancy (6 months), role included overseeing 20 staff in the statutory planning, strategic planning and project services teams.

Achievements:

- Developed a collaborative project delivery model with VicTrack and Latrobe City Council for a rail precinct project, which was a first of its kind in Victoria.
- Setup a cross functional team model within Council as part of the Transit Cities working group. The model has been applied across other projects within the organisation.
- Successfully facilitated the inclusion of the Moe Rail Station Revitalisation Project into the State Governments Gateway Program;
- Negotiated with the Department of Transport to undertake property acquisitions using a section from the Planning and Environment Act – to facilitate a better land use consistent with Transit Cities principles;
- Successfully applied for several Victorian Government grants to fund key Latrobe City projects, including \$2M for property acquisitions;
- Established strong relationships and networks across key State and Federal Government departments.
- Team Captain for the Latrobe City Local Government Challenge team;
- Submitted abstracts and was selected to present at 3 conferences during 2008, including one international conference, on various elements of the work being undertaken at Latrobe City Council;
- Successfully completed:
 - Accelerated Development Program (ADP) – the organisations high level coaching program
 - Coaching Skills Program (In-house coaching program);
 - PRINCE 2 Training (December 2008);
- Successfully managed and led the Planning and Development Department for 6 months and during this time improved customer service and turn-around times for planning permit applications.

WorkSafe Victoria

Manager, Agriculture Program

2004 –2005

Key strategic executive role within WorkSafe Victoria encompassing the development and implementation of a State-wide strategic plan for tackling workplace injuries and fatalities in the Agricultural Sector. The role responsibilities included managing a team of multi-disciplinary project officers

who were located across regional Victoria to assist with developing and delivering the projects contained within the strategy to reduce injuries and fatalities associated with farming, forestry, fisheries and horticulture.

Achievements

- Development of a Men's Health Awareness Program in collaboration with the Cancer Council, DHS, Primary Care Partnerships, Local Government and Community Health Officers as part of a strategy to connect with farmers.
- Setup and established the Farm Safe Alliance (FSA) a joint funding initiative between WorkSafe, DPI and DHS. Coordinated the development of a complex funding agreement between all parties that resulted in the appointment of Farm Safety Officers at both the VFF and AWU.
- Actively contributed to a national cross jurisdictional compliance program aimed at second hand agricultural machinery and equipment; the compliance project was delivered nationally. High level coordination and cooperation was critical to the success of this project.
- Worked with the Horticulture Industry – specifically key industry associations and stakeholder groups in the Sunraysia to develop an OHS manual specific to the industry needs.
- Worked with the Dairy and Beef farming Industry to develop an OHS manual for the Dairy Sector.
- Delivered a major compliance project across all sawmills in Victoria to address the very high claims that were being received in this sector, including preparation of a Guide to Manual Handling.

Regional Development Victoria (Formerly Department of Innovation, Industry and Regional Development and Department of State and Regional Development)

I commenced employment with the Department of State and Regional Development in September 2000, as a Client Manager in the Rural Commerce Unit, part of the Regional Industries Division. I was seconded to assist Dr Ron Ben-David, Project Director for the Latrobe Valley Ministerial Taskforce from December 2000 to May 2001. I was appointed Executive Officer, Latrobe Valley Ministerial Taskforce (July 2002 – March 2004).

2000 –2004

Industry Specialist - Rural Commerce Unit

This role involved working with local Government and directly with small and medium businesses to improve economic performance and growth. Extensive work was undertaken to help existing businesses grow and prosper and to attract new businesses to the region. While the tools used to assist were underpinned by Government programs, creative solutions were often required to assist a particular clients needs. I was allocated State-wide responsibility

for the Stockfeed Sector and for the Equine Products Sector – a sector that I identified as niche and a growing opportunity for Government to assist.

Strong networks with the six Gippsland Shires were established and numerous programs were delivered to clients within those Shires.

I coordinated Gippsland's attendance at 'Taste of Victoria' in 2002 and 2004, which involved firstly facilitating the participation of the six Shires and then coordinating their roles and activities. This model proved successful in working collaboratively to achieve joint outcomes.

The Government in 2002 released 'Our Forests Our Future' a policy statement addressing the sustainability of the forestry sector. As a result of this policy change, RDV project teams were formed to deliver assistance to communities in the most affected areas. I was made Team Leader for the West Gippsland region, and headed up a team of people to develop and deliver projects in close collaboration with the Baw Baw Shire.

I travelled to New Zealand three times under DIIRD's Trade Fairs and Missions Program with Victorian manufacturers to assist them with their export goals. This was deemed highly successful and strong relationships were forged between Victoria and New Zealand which will further assist the ongoing development of this program.

Specific Achievements:

- During my time in the role I facilitated and assisted with the delivery of 3 E-Commerce Roadshows
- I delivered business assistance to clients by way of the Departments "Grow Your Business Program" to a range of businesses.
- I initiated meetings and discussions on 4 separate business clusters for the Gippsland region in areas as diverse as Health, food, Manufacturing and Equine products;
- I assisted with the development of a new Government Program – Regional Technology Commercialisation Program, which was piloted in 3 regions in 2004 (I arranged for one Gippsland Company to receive one-on-one consultancy through the consultants delivering this program as an additional outcome);
- I delivered a number of Technology Commercialisation and Technology Evaluation programs under the Agenda for New Manufacturing Program;
- I identified Equine Product manufacturing as a niche manufacturing area that has huge growth potential based on world estimates for growth. Assisted a group with an application for a Collaborative Export Marketing Plan;
- Successfully bid for and won ministerial approval to take companies to an overseas market under the Trade Fairs and Missions Program. (NZ – 2002, 2003, 2004)
- Worked with Six Shires of Gippsland on issues of joint interest – eg. Taste of Victoria, Business Clusters;

- Developed and facilitated the “Inspiring Innovation” seminar which was held as part of the Latrobe Innovation Festival, Moe(2003) and Churchill (2004);
- Developed the Case Studies used by Regional Industries Division at Field Days around Victoria and also on the RDV website – <http://www.business.vic.gov.au/>
- Developed theme and organised all aspects of RDV’s presence at Farmworld – 2001-2004.

Executive Officer – Latrobe Valley Ministerial Taskforce (2002 – 2004)

One of the recommendations from ‘Framework for the Future’, the Latrobe Valley Ministerial Taskforce report, was to appoint a Liaison Officer to coordinate, on a whole-of-government basis, the recommended actions from that report. I was appointed to this role in July 2002 and I was responsible for the overall coordination of taskforce initiatives. I chaired the Interdepartmental Committee that had representatives from all Government Departments and I was responsible for regular reporting to the Minister (Brumby) on progress. I established very strong networks across all Government departments and in the private sector during my time in this role. The Latrobe Valley Ministerial Taskforce delivered M\$106 of projects across the Latrobe Valley.

South Gippsland Shire Council

Corporate Projects Officer 1999 –2000

EEA Group

EEA Group is an international broker and provider of specialised training and education packages, a management consultant and a project manager.

Short Course Manager 1997 –2000

Business Manager 1996- 1996

Monash University Gippsland Campus

Post graduate Student 1995- 1996

Senior Research Associate 1992- 1995

BROWN COAL LIQUEFACTION VICTORIA PTY LTD (BCLV)

BCLV was a joint venture between five Japanese companies that formed an alliance with the Victorian State Government to build and operate a Pilot Plant that converted Brown Coal into oil suitable for use as transport fuel.

Chief Chemist	1989-1992
Senior Chemist	1987-1989
Chemist	1985 -1987

MONASH UNIVERSITY GIPPSLAND CAMPUS

Research Associate	1982-1985
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EDUCATION

MASTER OF APPLIED SCIENCE (100% by research)	2001
SUPPLEMENTARY STUDIES – APPLIED SCIENCE Completed Second Year Microbiology	1986
BACHELOR OF APPLIED SCIENCE	1982

Professional Affiliations and Board Roles

- Royal Australian Chemical Institute – Member
- Australian Institute of Energy – Fellow
- Australian Institute of Company Directors – Graduate
- Quantum Support Services – Director

Scholarships, Awards & Professional Development:

1995	Monash Graduate Scholarship (Awarded H1 equivalence)
1997	Postgraduate Student Travel Award (Monash University)
2001	Presentation Skills Program – “Influencing people through presentation skills”, Rogen
2004	DIRRD Staff Recognition Award for Excellence (E-Commerce Advocate)
2004	DIRRD Staff Recognition Award for Excellence (Rural Commerce Client Manager)
2004	Executive Leadership Training Program – (Waite Group.)
2005	Change Management Program – Right Consulting Group
2007	Accelerated Development Program – customised accelerated development program (Latrobe City Council)
2009	Coaching Skills Program (Latrobe City Council)
2009	Introduction to Media & Executive Media Skills
2010	Planning for Effective Public Participation (IAP2)
2011	Communications for Effective Public Participation (IAP2)
2011	Techniques for effective engagement (IAP2)
2011	World@Work (Diversity at Work)
2013	Australian Institute of Company Directors (Graduate)
2013 – current	Japanese language study

Publications & Presentations:

- *Burton, JE*, “The interaction between a selected set of drugs commonly used in critical care medicine and some polymers used in drug delivery systems” MAppSc Thesis, 2001
- *Burton, JE*, *McAllan, CG*, *Derwent-Smith, G* and *Stewart P*, “Drug sorption from PVC tubing used in Critical Care”, National RACI Medicinal and Agricultural Chemistry Conference, 1996, Poster Presentation.
- *McAllan, C*, *Harris, J*, *Fletcher, JE* and *Fullwood, M*, “Active Carbons from Chemically Modified Brown Coals”. Australian Coal Science Conference, 1984
- *Harris, JA*, *McAllan, CG* and *Fletcher, JE* “Active Carbons from Chemically Modified Brown Coals”, report to Victorian Brown Coal Research and Development Committee, July 1982
- *McAllan, CG*, *Fletcher, JE* and *Harris, JA* “Active Carbons from Chemically Modified Brown Coals”, report to Victorian Brown Coal Research and Development Committee, July 1983
- *Burton, JE* and *Roberts M*, “The Latrobe Valleys’ approach to Greenhouse”, Eingana, November 1998
- *Burton, JE* and *Bullpit, D*, “Moe or Moet? Implementing Transit Oriented Development in the Latrobe Valley”, International Cities, Town Centres and Communities Conference, Sydney, 2008
- *Burton, JE*, “Moe or Moet?”, Good City Forum, Bendigo 2008
- *Burton, JE*, “Triple Transit Cities: Comparing the approach to delivering transit cities principles in three regional centres in the Latrobe Valley”. Mainstreet Conference, Freemantle 2008
- *Burton, JE*, “Victoria’s Brown Coal Roadmap”, Resources Industry Roundup Conference, 2011
- *Burton, JE*, “”, Coal Tech 2011
- *Burton, JE*’ International Energy Agency, Technology Roadmap - Low Emissions, High Efficiency Coal Fired Power Generation”, (Victorian Government representative) 2012
- *Burton JE*, “ Victorian Brown Coal: Resource, challenges and opportunities” , CCS World Conference, Melbourne, 2012
- *Burton JE*, “ The Victorian Brown Coal Roadmap: An Update “, Coal Tech 2013
- *Burton, JE*, “Gippsland’s brown coal: two engagement approaches used to improve community understanding”, International Low Rank Coal Symposium, Melbourne, 2014