

# CATHERINE MUNRO

Editor and writer specialising in government documents

## PERSONAL INFORMATION

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Website: [www.catherinemunro.net](http://www.catherinemunro.net)  
ABN: 89 581 218 009

## SERVICES PROVIDED

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- ▶ All levels of text editing, including structural and copy-editing, generally performed on-screen in MS Word but can also be marked-up on hard copy if required
- ▶ Layout in MS Word, including construction of templates for agency's future use, application of Word styles and fixing problems with placement of graphics
- ▶ Plain English rewriting, including writing for the World Wide Web
- ▶ Writing into specific formats, such as drafting text for a report based on supplied source documents
- ▶ Indexing using SKY Index software

## QUALIFICATIONS

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**Bachelor of Science with First Class Honours**  
majoring in Biology, University of Sydney

**Diploma in Book Editing and Publishing**  
with Distinction, Macleay College

**Completed Year 1 of Bachelor of Applied Science**  
(Computer Science), University of Technology Sydney

## FREELANCE EXPERIENCE

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**Officer of Environment & Heritage**  
September 2010 – February 2012

- ▶ Edited, laid out in Word and InDesign, generated press and web quality pdfs, and organised printing of seven floodplain management plans
- ▶ Contact person:  
Paul Bendeich, Inland Flood Unit, 02 4904 2596

**EJD Consulting**  
January 2012

- ▶ Research into NSW and other jurisdictions' community grants programs for the independent review of the NSW Community Relations Commission community grants programs
- ▶ Contact person:  
Edwina Deakin, EJD Consulting, 02 9590 4601

FREELANCE EXPERIENCE continues overleaf

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- Officer of Environment & Heritage**  
December 2011
- ▶ Edited the *Biobanking Assessment Methodology*
  - ▶ Contact person:  
Barry Weston, Publishing Unit, 02 9995 5340
- EJD Consulting**  
December 2011
- ▶ Research into NSW and other jurisdictions' multicultural awards programs for the independent review of the NSW Community Relations Commission awards program
  - ▶ Contact person:  
Edwina Deakin, EJD Consulting, 02 9590 4601
- EJD Consulting**  
December 2011
- ▶ Research into NSW and other jurisdictions' multicultural festivals for the independent review of the NSW Community Relations Commission festival sponsorship program
  - ▶ Contact person:  
Edwina Deakin, EJD Consulting, 02 9590 4601
- Officer of Environment & Heritage**  
September 2011
- ▶ Edited the *State of the Beaches 2010–2011* report
  - ▶ Contact person:  
Meredith Campey, Beachwatch Programs, 02 9995 5462
- Officer of Environment & Heritage**  
July 2011
- ▶ Updated content and laid out in InDesign four documents for the Fleetwise Knowledge Pool
  - ▶ Contact person:  
Celine Petifre, Emissions Reduction, 02 9995 6365
- EJD Consulting**  
July 2011
- ▶ Updated data and literature review for the independent evaluation of the Management of Community Based Offenders with Co-existing Disorders Project
  - ▶ Contact person:  
Edwina Deakin, EJD Consulting, 02 9590 4601
- EJD Consulting**  
July 2011
- ▶ Copy-edited the final report on an evaluation of the Carer Support Services Metro South Project
  - ▶ Contact person:  
Edwina Deakin, EJD Consulting, 02 9590 4601
- NSW Community Relations Commission**  
March 2011
- ▶ Edited and indexed the *Community Relations Report 2010*
  - ▶ Contact person:  
Gosia Dybka, Public Sector Adviser, 02 8255 6801
- EJD Consulting**  
March 2011
- ▶ Researched and analysed data about volunteering in NSW for inclusion in the *NSW Volunteering Strategy*
  - ▶ Contact person:  
Edwina Deakin, EJD Consulting, 02 9590 4601
- NSW Department of Environment, Climate Change and Water**  
February 2011
- ▶ Proof-read and adjusted the layout of the *Biodiversity Certification Assessment Methodology*
  - ▶ Contact person:  
Jo Munnely, Publishing Unit, 02 9995 5429
- NSW Community Relations Commission**  
January 2011
- ▶ Edited *Multicultural planning: a resource for practitioners*
  - ▶ Contact person:  
Gosia Dybka, Public Sector Adviser, 02 8255 6801

- NSW Department of Environment, Climate Change and Water**  
December 2010
- ▶ Edited and laid out in Word the *Port Stephens Great Lakes Marine Park Operational Plan*
  - ▶ Contact person: Rebekah Quinn, Port Stephens Great Lakes Marine Park, 02 4984 8270
- NSW Department of Environment, Climate Change and Water**  
November 2010
- ▶ Edited, laid out in Word and converted to pdf the *Batemans Marine Park Operational Plan*
  - ▶ Contact person: Brendan Kelaher, Batemans Marine Park, 02 4476 0802
- NSW Department of Environment, Climate Change and Water**  
September 2010
- ▶ Edited and laid out in Word the *NSW Biodiversity Strategy 2010*
  - ▶ Contact person: Jo Munnelly, Publishing Unit, 02 9995 5429
- NSW Department of Environment, Climate Change and Water**  
September 2010
- ▶ Edited and laid out in Word the *Cape Byron Marine Park Operational Plan*
  - ▶ Contact person: Jo Munnelly, Publishing Unit, 02 9995 5429
- NSW Department of Environment, Climate Change and Water**  
August 2010
- ▶ Edited the *Draft Guide to the statutory requirements for emergency coastal protection works*
  - ▶ Contact person: Jo Munnelly, Publishing Unit, 02 9995 5429
- NSW Department of Environment, Climate Change and Water**  
August 2010
- ▶ Edited the *Draft Guide for authorised officers under the Coastal Protection Act*
  - ▶ Contact person: Jo Munnelly, Publishing Unit, 02 9995 5429
- NSW Department of Environment, Climate Change and Water**  
August 2010
- ▶ Edited the *Biodiversity priorities for widespread weeds: statewide framework*
  - ▶ Contact person: Jo Munnelly, Publishing Unit, 02 9995 5429
- NSW Department of Environment, Climate Change and Water**  
June 2010
- ▶ Edited the *Minister's requirements under the Coastal Protection Act*
  - ▶ Contact person: Jo Munnelly, Publishing Unit, 02 9995 5429
- NSW Department of Environment, Climate Change and Water**  
June 2010
- ▶ Edited nine regional profiles on the impacts of climate change in NSW
  - ▶ Contact person: Jo Munnelly, Publishing Unit, 02 9995 5429
- EJD Consulting**  
May 2010
- ▶ Researched, drafted and edited a report on the Carer Support Project
  - ▶ Contact person: Edwina Deakin, EJD Consulting, 02 9590 4601

- NSW Department of Environment, Climate Change and Water**  
May 2010
- ▶ Major structural edit of the report on the NSW Forests Agreements
  - ▶ Contact person:  
Jo Munnelly, Publishing Unit, 02 9995 5429
- NSW Department of Environment, Climate Change and Water**  
April 2010
- ▶ Structural edited, copy edited and proof-read seven NSW Waterwatch guides and field manuals for teachers and students
  - ▶ Contact person:  
Rohan Hills, Publishing Unit, 02 9995 5338
- NSW Community Relations Commission**  
March 2010
- ▶ Edited and indexed the *Community Relations Report 2009*
  - ▶ Contact person:  
Steffanie Von Helle, Public Sector Adviser, 02 8255 6801
- NSW Department of Environment, Climate Change and Water**  
October 2009
- ▶ Edited *Aboriginal Women Fishing in New South Wales* and its accompanying annotated bibliography
  - ▶ Contact person:  
Jo Munnelly, Publishing Unit, 02 9995 5429
- NSW Department of Environment, Climate Change and Water**  
October 2009
- ▶ Edited and laid out in Word the *Native Vegetation Interim Type Standard*
  - ▶ Contact person:  
Jo Munnelly, Publishing Unit, 02 9995 5429
- Dennise Harris Business Writing**  
October 2009
- ▶ Wrote a mock Cabinet Minute with background material, to accompany a public sector course on preparing documents for Cabinet
  - ▶ Contact person:  
Dennise Harris, 02 9817 7613
- NSW Department of Environment, Climate Change and Water**  
August 2009
- ▶ Edited and laid out in Word *Planning for catchment biodiversity targets*
  - ▶ Contact person:  
Di Robinson, Publishing Unit, 02 9995 5429
- EJD Consulting**  
July 2009
- ▶ Conducted literature review and draft text for the SunSmart shade resource project
  - ▶ Contact person:  
Edwina Deakin, EJD Consulting, 02 9590 4601
- NSW Department of Environment and Climate Change and Water**  
July 2009
- ▶ Edited and laid out in Word the *Albury LEP bio-certification proposal*
  - ▶ Contact person:  
Jo Munnelly, Publishing Unit, 02 9995 5429
- Dennise Harris Business Writing**  
June 2009
- ▶ Wrote a mock Cabinet Minute with background material, to accompany a public sector course on preparing documents for Cabinet
  - ▶ Contact person:  
Dennise Harris, 02 9817 7613

- NSW Department of Environment and Climate Change**  
May 2009
- ▶ Edited and laid out in Word the *Monitoring manual for bitou bush control and native plant species recovery*
  - ▶ Contact person:  
Nelika Hughes, Pest Management Unit, 02 9585 6459
- NSW Department of Environment and Climate Change**  
May 2009
- ▶ Edited the document *NSW Climate Impact Profile: the impacts of climate change on the biophysical environment of NSW*
  - ▶ Contact person:  
Jo Munnelly, Publishing Unit, 02 9995 5429
- NSW Department of Environment and Climate Change**  
April 2009
- ▶ Edited and laid out in Word the document *Aboriginal Cultural Heritage: community consultation requirements for proponents*
  - ▶ Contact person:  
Jo Munnelly, Publishing Unit, 02 9995 5429
- NSW Department of Environment and Climate Change**  
April 2009
- ▶ Edited and laid out in Word the *South Coast Regional Conservation Plan*
  - ▶ Contact person:  
Jo Munnelly, Publishing Unit, 02 9995 5429
- NSW Department of Environment and Climate Change**  
April 2009
- ▶ Edited and laid out in Word the *Far North Coast Regional Conservation Plan*
  - ▶ Contact person:  
Di Robinson, Publishing Unit, 02 9995 5488
- NSW Department of Environment and Climate Change**  
March 2009
- ▶ Structurally edited, copy edited and laid out in Word *Evaluating aquatic biodiversity in rivers and streams at the site level*
  - ▶ Contact person:  
Di Robinson, Publishing Unit, 02 9995 5429
- NSW Department of Environment and Climate Change**  
March 2009
- ▶ Edited the information booklet and accompanying brochures, etc. for the *Parks Eco Pass*, the new licensing system for tour operators in NSW national parks
  - ▶ Contact person:  
Penny Spoelder, Priority Projects, 02 6229 7031
- NSW Department of Environment and Climate Change**  
March 2009
- ▶ Edited and laid out in Word the document: *Lower Hawkesbury-Nepean Nutrient Management Strategy*
  - ▶ Contact person:  
Jo Munnelly, Publishing Unit, 02 9995 5429
- NSW Community Relations Commission**  
March 2009
- ▶ Edited and indexed the *Community Relations Report 2008*
  - ▶ Contact person:  
Gosia Dybka, Public Sector Adviser, 02 8255 6801
- NSW Department of Environment and Climate Change**  
January 2009
- ▶ Edited and applied Word styles to the document: *Proposal for Biodiversity Certification for the Wagga Wagga LEP*
  - ▶ Contact person:  
Jo Munnelly, Publishing Unit, 02 9995 5429

**EJD Consulting**

January 2009

- ▶ Design work on the NSW Department of Ageing, Disability and Homecare's *Life Choices Program Guidelines* and *Active Ageing Program Guidelines*
- ▶ Contact person:  
Edwina Deakin, EJD Consulting, 02 9590 4601

**Dennise Harris Business Writing**

November 2008

- ▶ Wrote two mock Cabinet Minutes with background material, to accompany a public sector course on preparing documents for Cabinet
- ▶ Contact person:  
Dennise Harris, 02 9817 7613

**NSW Department of Environment and Climate Change**

November 2008

- ▶ Edited and laid out in Word the report of the Taskforce into Tourism and National Parks in NSW
- ▶ Contact person:  
Penny Spoelder, Priority Projects, 02 6229 7031

**NSW Department of Environment and Climate Change**

October 2008

- ▶ Edited and applied Word styles to the discussion paper: *A New Biodiversity Strategy for New South Wales*
- ▶ Contact person:  
Jo Munnely, Publishing Unit, 02 9995 5429

**EJD Consulting**

July 2008

- ▶ Performed literature review and contributed to the drafting of the report on an evaluation of the Department of Housing's Isolated Carers Project
- ▶ Contact person:  
Edwina Deakin, EJD Consulting, 02 9590 4601

**NSW Department of Environment and Climate Change**

July 2008

- ▶ Edited and laid out in Word the document *Determination Guidelines for the Review of Environment Factors*
- ▶ Contact person:  
Lorain Ogle, Publishing Unit, 02 9995 5353

**NSW Department of Environment and Climate Change**

May 2008

- ▶ Edited the document *Recovery Plan for the Koala* (*Phascolarctus cinereus*)
- ▶ Contact person:  
Jo Munnely, Publishing Unit, 02 9995 5429

**NSW Community Relations Commission**

February 2008

- ▶ Edited and indexed the *Community Relations Report 2007*
- ▶ Contact person:  
Peter Reynolds, Public Sector Adviser, 02 8255 6796

**Dennise Harris Business Writing**

March 2008

- ▶ Wrote training material to accompany a public sector course on conveying complex scientific information in accessible language
- ▶ Contact person:  
Dennise Harris, 02 9817 7613

**Dennise Harris Business Writing**

February 2008

- ▶ Wrote four model executive summaries to accompany a public sector course on writing succinctly
- ▶ Contact person:  
Dennise Harris, 02 9817 7613

**NSW Department of  
Environment and Climate  
Change**

January 2008

- ▶ Edited the document *Native plant species at risk from bitou bush invasion: a field guide for New South Wales*
- ▶ Contact person:  
Mark Hamilton, Pest Management Unit, 02 9585 6516

**EJD Consulting**

July 2007

- ▶ Performed literature review and contributed to the drafting of the report on an evaluation of the Redfern Waterloo Case Coordination Project
- ▶ Contact person:  
Edwina Deakin, EJD Consulting, 02 9590 4601

**EJD Consulting**

July 2007

- ▶ Performed literature review and contributed to the drafting of the report on an evaluation of the Mt Druitt Probation and Parole Homelessness Project
- ▶ Contact person:  
Edwina Deakin, EJD Consulting, 02 9590 4601

**EJD Consulting**

June 2007

- ▶ Edited and contributed to the drafting of the City of Sydney's *Cultural Diversity Strategy 2007–2010*
- ▶ Contact person:  
Edwina Deakin, EJD Consulting, 02 9590 4601

**Dennise Harris Business  
Writing**

March 2007

- ▶ Wrote four mock Cabinet Minutes with background material, to accompany a public sector course on preparing documents for Cabinet
- ▶ Contact person:  
Dennise Harris, 02 9817 7613

**NSW Community Relations  
Commission**

February 2007

- ▶ Edited and indexed the *Community Relations Report 2006*
- ▶ Contact person:  
Rosa Droescher, Public Sector Adviser, 02 8255 6796

**Lady Gowrie Child Centre**

November 2006

- ▶ Interpret, design and lay-out organisation chart for Lady Gowrie Child Centre
- ▶ Contact person:  
Edwina Deakin, EJD Consulting, 02 9590 4601

**Department of Environment  
and Conservation**

July 2006

- ▶ Edited *The Impact of Weeds on Threatened Biodiversity in NSW*
- ▶ Contact person:  
Dr Paul Downey, Pest Management Unit, 02 9585 6023

**EJD Consulting**

April 2006

- ▶ Performed data analysis on client surveys taken at a forum on Playgroups
- ▶ Contact person:  
Edwina Deakin, EJD Consulting, 02 9590 4601

**Department of Environment  
and Conservation**

April 2006

- ▶ Edited the final draft of the *NSW Threat Abatement Plan: the invasion of native plant communities by bitou bush/ boneseed (C. monilifera)*
- ▶ Contact person:  
Dr Paul Downey, Pest Management Unit, 02 9585 6023

- EJD Consulting**  
March 2006
- ▶ Performed literature review for the evaluation of the Learning Development Project auspiced by Family Services Inc, funded by the National Illicit Drugs Strategy & NSW Department of Community Services
  - ▶ Contact person:  
Edwina Deakin, EJD Consulting, 02 9590 4601
- City of Sydney**  
February 2006
- ▶ Performed internet and telephone research for the City of Sydney as part of their strategic planning process
  - ▶ Contact person:  
Edwina Deakin, EJD Consulting, 02 9590 4601
- NSW Community Relations Commission**  
February 2006
- ▶ Edited and indexed the *Community Relations Report 2005*
  - ▶ Contact person:  
Rosa Droescher, Public Sector Adviser, 02 8255 6796
- Department of Environment and Conservation**  
August 2005
- ▶ Edited the *Best Practice Guidelines for the Control of Bitou Bush in NSW*
  - ▶ Contact person:  
Dr Paul Downey, Pest Management Unit, 02 9585 6023
- Australian Medical Workforce Advisory Committee**  
August 2005
- ▶ Indexed *The General Practice Workforce in Australia Report: Supply and Requirements to 2013*
  - ▶ Contact person:  
Justine Curnow, National Health Workforce Secretariat, 0417 254 859
- NSW Community Relations Commission**  
February 2005
- ▶ Edited and indexed the *Community Relations Report 2004*
  - ▶ Contact person:  
Gosia Dybka, Public Sector Adviser, 02 8255 6801
- Department of Environment and Conservation**  
October 2004 – February 2005
- ▶ Edited the *2004 State of the Parks Report*
  - ▶ Contact person:  
Carly Cook, State of the Parks Project Officer, 02 9585 6595
- Department of Environment and Conservation**  
June 2004
- ▶ Edited the *Review of aerial spraying of bitou bush in New South Wales: a report to the NSW National Parks and Wildlife Service*
  - ▶ Contact person:  
Dr Paul Downey, Pest Management Unit, 02 9585 6023
- Department of Environment and Conservation**  
May 2004
- ▶ Edited the Department's *Firearms Management Manual*
  - ▶ Contact person:  
Andrew Moriarty, Pest & Firearms Management, 02 9585 6658
- Department of Environment and Conservation**  
December 2003
- ▶ Edited the *NSW Threat Abatement Plan: the invasion of native plant communities by bitou bush/ boneseed (C. monilifera)*
  - ▶ Contact person:  
Dr Paul Downey, Pest Management Unit, 02 9585 6023



- La Trobe University**  
September 2003
- ▶ Edited and laid out in Word the document *Evaluating Mediation: New South Wales Settlement Scheme 2002*
  - ▶ Contact person:  
Prof Tania Sourdin, La Trobe University, 03 9285 5201
- Community Relations Commission**  
July 2003
- ▶ Subcontracted to perform internet research on interstate and international models for administering translation of foreign-language drivers' licences
  - ▶ Contact person:  
Edwina Deakin, Head Consultant, 02 9590 4601
- NSW Fisheries**  
June 2003
- ▶ Edited and laid out in Word the *Biodiversity Assessment of the Manning Shelf Marine Bioregion*
  - ▶ Contact person:  
Daniel Breen, Project Officer, 02 4916 3831
- National Parks and Wildlife Service**  
June 2003
- ▶ Edited the Service's *Fire Management Strategy*
  - ▶ Contact person:  
Andrew Boleyn, Fire Management Unit, 02 9585 6390
- National Parks and Wildlife Service**  
April 2003
- ▶ Edited the policy document *Living NSW: A Biodiversity Strategy for 2003–2007*
  - ▶ Contact person:  
Roshan Sahukar, Major Programs Group, 02 9585 6840
- National Parks and Wildlife Service**  
March 2003
- ▶ Edited the *Draft Review of The NSW Biodiversity Strategy 1999–2003*
  - ▶ Contact person:  
Roshan Sahukar, Major Programs Group, 02 9585 6840
- National Parks and Wildlife Service**  
March 2003
- ▶ Laid out in Word the *Conservation Management Plan for the Kunderang East Pastoral Station*
  - ▶ Contact person:  
Chris Lehman, Ranger, Armidale, 02 6776 0021
- National Parks and Wildlife Service**  
December 2002
- ▶ Edited the brochure *Achievements in conservation: The NSW Biodiversity Strategy 1999–2002*
  - ▶ Contact person:  
Roshan Sahukar, Major Programs Group, 02 9585 6840
- Community Solutions, La Trobe University & University of Western Sydney**  
December 2002
- ▶ Laid out in Word the final report of the *Review of the Financial Industry Complaints Service 2002*
  - ▶ Contact person:  
Prof Tania Sourdin, La Trobe University, 03 9285 5201
- Department of Housing**  
November 2002
- ▶ Subcontracted to assist with research and report writing for the *Evaluation of the Woolloomooloo Homeless Outreach Service*, a service for rough sleepers on the streets of Woolloomooloo. Edited the final report.
  - ▶ Contact person:  
Edwina Deakin, Head Consultant, 02 9590 4601

- City of Sydney**  
October 2002
- ▶ Subcontracted to assist with research and report writing for the *Evaluation of the City Street Outreach Service*, a service for homeless people on the streets of Sydney.
  - ▶ Contact person:  
Edwina Deakin, Head Consultant, 02 9590 4601
- National Parks and Wildlife Service**  
October 2002
- ▶ Edited list of staff journal articles for uploading to the NPWS website
  - ▶ Contact person:  
Anthony Hutchings, Web Editor, 02 9585 6918
- National Parks and Wildlife Service**  
September 2002
- ▶ Edited database containing text of web pages for 25 icon national parks for uploading to the NPWS website
  - ▶ Contact person:  
Anthony Hutchings, Web Editor, 02 9585 6918
- National Parks and Wildlife Service**  
September 2002
- ▶ Edited the Service's Annual Report 2001–2002, including writing captions for photos & editing final page proofs
  - ▶ Contact person:  
Ian Close, Publications Coordinator, 02 9585 6439
- Community Solutions, La Trobe University & University of Western Sydney**  
August 2002
- ▶ Laid out in Word the *Issues Paper for the Independent Review of the Financial Industry Complaints Service*
  - ▶ Contact person:  
Prof Tania Sourdin, La Trobe University, 03 9285 5201
- National Parks and Wildlife Service**  
April 2002
- ▶ Edited the Service's submission to the Parliamentary Enquiry into the Christmas 2001 bushfires
  - ▶ Contact person:  
Ian Close, Publications Coordinator, 02 9585 6439
- Community Relations Commission**  
March 2002
- ▶ Edited the Commission's annual *Community Relations Report* which outlines best practice by NSW Government agencies in the area of ethnic affairs
  - ▶ Contact person:  
Rosa Droescher, Public Sector Advisor, 02 8255 6796
- Community Relations Commission**  
February 2002
- ▶ Edited page proofs and compiled index for the green paper entitled *Cultural Harmony, the next decade: 2002–2012*
  - ▶ Contact person:  
Rosa Droescher, Public Sector Advisor, 02 8255 6796
- Community Relations Commission**  
December 2001
- ▶ Edited the green paper entitled *Cultural Harmony, the next decade: 2002–2012*
  - ▶ Contact person:  
Rosa Droescher, Public Sector Advisor, 02 9716 2327
- Vocational Education and Training Accreditation Board (VETAB)**  
November 2001
- ▶ Wrote a set of standard letters to be used by VETAB in their implementation of the new Australian Quality Training Framework
  - ▶ Contact person:  
Wendy Richards, Registration and Audit, 02 9244 5692

- Community Relations Commission**  
November 2001
- ▶ Wrote the operational guidelines for Arabic Youth Liaison Teams, which form part of the Youth Partnership with Arabic Speaking Communities
  - ▶ Contact person:  
Alla Selim, Community Relations Advisor, 02 9716 2283
- National Parks and Wildlife Service**  
October 2001
- ▶ Edited the Service's Annual Report 2000–2001
  - ▶ Contact person:  
Ian Close, Publications Coordinator, 02 9585 6439
- National Parks and Wildlife Service**  
August 2001
- ▶ Edited the Service's submission to the Parliamentary Enquiry into Feral Animals
  - ▶ Contact person:  
Ian Close, Publications Coordinator, 02 9585 6439
- National Parks and Wildlife Service**  
June 2001
- ▶ Wrote second level web pages for 38 national parks for uploading to the NPWS website using information compiled from various source documents
  - ▶ Contact persons:  
Anthony Hutchings, Web Editor, 02 9585 6918

## PUBLIC SECTOR EXPERIENCE

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### Position:

#### **Senior Policy Officer**

Policy and Liaison Division  
Ethnic Affairs Commission  
Grade 9 Clerk  
March 1994 - January 2001

### Key writing tasks:

- ▶ Part of drafting team for *Community Relations Commission and Principles of Multiculturalism Act 2000*
- ▶ Assisted with writing & edited Cabinet Minute which accompanied new Act
- ▶ Partly wrote & fully edited Green Paper & subsequent White Paper: *Building on our cultural diversity*
- ▶ Drafted EAC responses to Cabinet Minutes
- ▶ Prepared advice to all levels, including the Premier, on cultural diversity issues
- ▶ Managed EAC projects, e.g. Rapid Response Telephone Interpreting for Police

#### **Principal Project Officer**

Secretariat  
Ethnic Affairs Commission  
Grade 9 Clerk  
November 1991 - March 1994

- ▶ Chief contact point for EAC Ministerial liaison
- ▶ Collected input to & drafted EAC Annual Reports
- ▶ Collected input to & drafted EAC Corporate Plan 1992-1994
- ▶ Drafted EAC responses to Cabinet Minutes
- ▶ Prepared advice to all levels, including the Premier, on cultural diversity issues

#### **Acting Manager**

Community Transport Branch  
Department of Transport  
Senior Officer Level 1  
March 1991 - November 1991

- ▶ Developed Government policy on issues relating to access to public transport
- ▶ Prepared advice to all levels, including Premier, on issues relating to accessibility of public transport for a range of transport-disadvantaged groups
- ▶ Managed projects & supervised consultants

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**PUBLIC SECTOR EXPERIENCE, continued**

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**Administration Officer**

Community Transport Branch

Department of Transport

Grade 6 Clerk

March 1987 - March 1991

- ▶ Prepared advice to all levels, including the Minister, regarding issues of accessibility to public transport
- ▶ Prepared all correspondence required for the administration of the Department's community transport programs

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**COMPUTER SKILLS AND RESOURCES**

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I have skills and experience with:

- ▶ Microsoft Word – all versions
  - ▶ SKY Index Professional – index compilation program
  - ▶ Adobe InDesign
  - ▶ Microsoft Publisher
  - ▶ Microsoft Access
  - ▶ Microsoft Project
  - ▶ Microsoft Excel
  - ▶ Microsoft FrontPage
  - ▶ Microsoft Outlook
-