

CATHERINE MUNRO

Editor and writer specialising in government documents

PERSONAL INFORMATION

13 Arthur Street
SCOTTSDALE TAS 7260
Phone: 03 6352 2527
Email: catherine.munro@bigpond.com
Website: www.catherinemunro.net
ABN: 89 581 218 009

SERVICES PROVIDED

- ▶ 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

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

**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

FREELANCE EXPERIENCE continues overleaf

 FREELANCE EXPERIENCE, continued

- 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
- ▶ 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

 FREELANCE EXPERIENCE, continued

- 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

FREELANCE EXPERIENCE, continued

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- 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

FREELANCE EXPERIENCE, continued

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|---|---|
| City of Sydney
February 2006 | <ul style="list-style-type: none"> ▶ 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 | <ul style="list-style-type: none"> ▶ Edited and indexed the <i>Community Relations Report 2005</i> ▶ Contact person:
Rosa Droescher, Public Sector Adviser, 02 8255 6796 |
| Department of Environment and Conservation
August 2005 | <ul style="list-style-type: none"> ▶ Edited the <i>Best Practice Guidelines for the Control of Bitou Bush in NSW</i> ▶ Contact person:
Dr Paul Downey, Pest Management Unit, 02 9585 6023 |
| Australian Medical Workforce Advisory Committee
August 2005 | <ul style="list-style-type: none"> ▶ Indexed <i>The General Practice Workforce in Australia Report: Supply and Requirements to 2013</i> ▶ Contact person:
Justine Curnow, National Health Workforce Secretariat, 0417 254 859 |
| NSW Community Relations Commission
February 2005 | <ul style="list-style-type: none"> ▶ Edited and indexed the <i>Community Relations Report 2004</i> ▶ Contact person:
Gosia Dybka, Public Sector Adviser, 02 8255 6801 |
| Department of Environment and Conservation
October 2004 – February 2005 | <ul style="list-style-type: none"> ▶ Edited the <i>2004 State of the Parks Report</i> ▶ Contact person:
Carly Cook, State of the Parks Project Officer, 02 9585 6595 |
| Department of Environment and Conservation
June 2004 | <ul style="list-style-type: none"> ▶ Edited the <i>Review of aerial spraying of bitou bush in New South Wales: a report to the NSW National Parks and Wildlife Service</i> ▶ Contact person:
Dr Paul Downey, Pest Management Unit, 02 9585 6023 |
| Department of Environment and Conservation
May 2004 | <ul style="list-style-type: none"> ▶ Edited the Department's <i>Firearms Management Manual</i> ▶ Contact person:
Andrew Moriarty, Pest & Firearms Management, 02 9585 6658 |
| Department of Environment and Conservation
December 2003 | <ul style="list-style-type: none"> ▶ Edited the <i>NSW Threat Abatement Plan: the invasion of native plant communities by bitou bush/ boneseed (C. monilifera)</i> ▶ Contact person:
Dr Paul Downey, Pest Management Unit, 02 9585 6023 |
| La Trobe University
September 2003 | <ul style="list-style-type: none"> ▶ Edited and laid out in Word the document <i>Evaluating Mediation: New South Wales Settlement Scheme 2002</i> ▶ Contact person:
Prof Tania Sourdin, La Trobe University, 03 9285 5201 |

FREELANCE EXPERIENCE, continued

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- 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

FREELANCE EXPERIENCE, continued

- 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

 FREELANCE EXPERIENCE, continued

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| <p>Vocational Education and Training Accreditation Board (VETAB)
November 2001</p> | <ul style="list-style-type: none"> ▶ 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 |
| <p>Community Relations Commission
November 2001</p> | <ul style="list-style-type: none"> ▶ 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 |
| <p>National Parks and Wildlife Service
October 2001</p> | <ul style="list-style-type: none"> ▶ Edited the Service's Annual Report 2000–2001 ▶ Contact person:
Ian Close, Publications Coordinator, 02 9585 6439 |
| <p>National Parks and Wildlife Service
August 2001</p> | <ul style="list-style-type: none"> ▶ Edited the Service's submission to the Parliamentary Enquiry into Feral Animals ▶ Contact person:
Ian Close, Publications Coordinator, 02 9585 6439 |
| <p>National Parks and Wildlife Service
June 2001</p> | <ul style="list-style-type: none"> ▶ 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

- | Position: | Key writing tasks: |
|---|--|
| <p>Senior Policy Officer
Policy and Liaison Division
Ethnic Affairs Commission
Grade 9 Clerk
March 1994 - January 2001</p> | <ul style="list-style-type: none"> ▶ Part of drafting team for <i>Community Relations Commission and Principles of Multiculturalism Act 2000</i> ▶ Assisted with writing & edited Cabinet Minute which accompanied new Act ▶ Partly wrote & fully edited Green Paper & subsequent White Paper: <i>Building on our cultural diversity</i> ▶ 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 |
| <p>Principal Project Officer
Secretariat
Ethnic Affairs Commission
Grade 9 Clerk
November 1991 - March 1994</p> | <ul style="list-style-type: none"> ▶ 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 |

PUBLIC SECTOR EXPERIENCE, continued

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

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

COMPUTER SKILLS AND RESOURCES

I have skills and experience with:

- ▶ Microsoft Word – all versions catered for, including Word 97, Word 2000, Word 2003 & Word 2007
 - ▶ SKY Index Professional – index compilation program
 - ▶ Adobe PageMaker 6.5
 - ▶ Microsoft Publisher
 - ▶ Microsoft Access
 - ▶ Microsoft Project
 - ▶ Microsoft Excel
 - ▶ Microsoft FrontPage
 - ▶ Microsoft Outlook
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