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in writing

writing and editing services

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## PROFESSIONAL QUALIFICATIONS AND AWARDS

<b>Institute of Professional Editors</b> Distinguished Editor	2008
<b>Board of Editors in the Life Sciences</b> Member	2004
<b>Bachelor of Science</b> (Botany) The University of Adelaide	1983
<b>G Dip Library and Information Management</b> (with Distinction) SAIT	1991
<b>Freelance journalism</b> (External) Adelaide College of TAFE	1989
<b>Beyond words</b> The Speakers Studio	1997
<b>Masterclass</b> The Speakers Studio	2000

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## SELECTED WORK

### Managing editor

Baxter, C. 1995. *An annotated list of birds of Kangaroo Island*. National Parks and Wildlife Service, Department of Environment and Natural Resources, Adelaide.

Calaby, J, Flannery, T and Woodford Ganf, R. 2005. *Marsupials of Australia, Volume 3*. Mallon Publishing, Clifton Hill, Vic.

Clinical Epidemiology and Health Outcomes Unit. 2002. *Talking to your doctor about COPD*. The Queen Elizabeth Hospital, Woodville.

Department for Environment and Heritage. 2007. *No species loss: A nature conservation strategy for South Australia 2007–2017*. Government of South Australia, Adelaide.

Department of Treasury and Finance. 1998–2002. *State Budget Papers 1998–99 to 2001–02*. Government of South Australia, Adelaide.

— and CS First Boston. 1995. *Information memorandum BankSA*. Government of South Australia, Adelaide.

Dickman, C and Woodford Ganf, R. 2007. *A fragile balance: The extraordinary story of Australian marsupials*. Mallon Publishing, Clifton Hill, Vic. **Awarded Royal Zoological Society of NSW Whitley Medal for 2008**

Parsons Brinckerhoff. 2003. *National radioactive waste repository: Supplement to the draft EIS*. Commonwealth Department of Education, Science and Training, Canberra.

- PPK Environment & Infrastructure. 2002. *National radioactive waste repository: Draft EIS*. Commonwealth Department of Education, Science and Training, Canberra.
- Sheppard, L and Hedges, G. 1996. *A model for undergraduate and postgraduate allied health education in rural and remote areas*. University of South Australia, Adelaide.
- South Australian Water Services. 1995. *Proposal to manage South Australia's water*. Adelaide.

## Editor

- Australian Water Environments. 1999. *Bookpurnong/Lock 4 Land and water management plan*. Bookpurnong and Lock 4 Environmental Group.
- ArtsSA. 2010. *Artefact*. First issue of ArtsSA magazine.
- Budget Branch, Treasury and Finance. 1998. *Budget handbook*. Department of Treasury and Finance, South Australia.
- . 1997. *Budget reform handbook*. Department of Treasury and Finance, South Australia.
- Bowey, R. 1994. *Human services planning kit*. SA Urban Land Trust, Adelaide.
- Brenda Park/Scotts Creek Wetland Community Group. 2004. *Brenda Park/Scotts Creek Wetland management complex: Management plan 2004*. DWLBC and RMCWMB.
- City of Charles Sturt. 2008. *One planet living: Greening the western suburbs, 2008–2013*. Draft for consultation. City of Charles Sturt, Woodville, South Australia.
- Clinch, SRJ, Boulton, PJ and Hayes, RA. 1995. The importance of wettability and wettability testing methods used in the oil industry. *APEA Journal*, 35, 143–151.
- Coastal Management Branch. 2009. *Far West coastal action plan and conservation priority study 2007*. Department for Environment and Heritage, Adelaide.
- Coastal Protection Branch. 2005. *Adelaide's living beaches: A strategy for 2005–2025*. Department for Environment and Heritage, Adelaide.
- Coastcare and Environment Protection Agency. 2000. *Coastcare community handbook*. Coastcare and Environment Protection Agency, South Australia.
- Commission of Audit. 1994. *Charting the way forward: Improving public sector performance: Report of the South Australian Commission of Audit*. Adelaide.
- Conservation Council of South Australia. *Strategic plan 2008–2011*. CCSA, Adelaide.
- Cooper's Creek Catchment Committee. 2000. *Strategic plan*. Cooper's Creek Catchment Committee.
- Curriculum Services Division, SA DETAFE. 1994. *User's guide to course design for competency-based curriculum*. Adelaide.
- Customised Training Unit, Torrens Valley Institute of TAFE. 1995. *Workplace training*. The National Staff Development Committee for Vocational Education and Training, Melbourne.
- Dental Statistics and Research Unit, Australian Institute of Health and Welfare. 1995. *Commonwealth Dental Health Program baseline evaluation report*. AIHW, Adelaide.
- Department for Environment and Heritage. 2009. *Realising knowledge: Science and research in the South Australian Department for Environment and Heritage*. DEH, Adelaide.
- . 2008. *South Australia's protected areas strategy*. DEH, Adelaide.

- Department for Environment, Heritage and Aboriginal Affairs. 1999. *Local Agenda 21: The South Australian experience*. DEHAA and Local Government Association, Adelaide.
- . 1998. *The Lake Eyre Basin Agreement: A discussion paper for community consultation*. Commonwealth of Australia, State of Queensland, Government of South Australia.
- Department of Human Services. 1999. *Strategic plan*. DHS, Adelaide.
- Department of the Environment, Water, Heritage and the Arts. 2009. *Australia's biodiversity conservation strategy 2010–2020: Consultation draft*. DEWHA, Canberra.
- Department of Water, Land and Biodiversity Conservation. 2005. *Demonstration and evaluation of riparian management*. Adelaide.
- . 2004. *Willochra catchment hydrological and ecological assessment*. Adelaide.
- Disability Discrimination Act 1992: Providing equity in access to physical facilities*. 1996. The University of Queensland.
- Ecological Associates. 2004. Water management plans: Piawalla Wetland; Riverglades Wetlands; Templeton Wetlands; Whirlpool Corner. DWLBC, Adelaide.
- Environment Protection Authority. 1996–2006. Documents for publication including:
- . 2002. *Wind farms: Environmental noise guidelines*. EPA, Adelaide.
- . 1998. *State of the environment report for South Australia 1998*. DEHAA, Adelaide.
- Eyre Peninsula Natural Resources Management Board. 2008. *Draft natural resources management plan for the Eyre Peninsula region*. EP NRM Board, Port Lincoln South Australia.
- Faulding. 1996. *Harmonised procedures for international safety monitoring of Faulding SR morphine capsules*. FH Faulding, Salisbury SA.
- . 1992. *Betadine*. 2nd ed. FH Faulding, Salisbury SA.
- Favier, D, Scholz, G, VanLaarhoven, J and Bradley, J. 2004. *A river management plan for the Broughton catchment*. Environment Protection Authority, Adelaide.
- Gael Fraser & Associates. 2002. Arts information sheets. Local Government Association, Adelaide.
- Ganf, GG. 1995. *Report on the aquatic vegetation of the MFP Barker Inlet wetland*. Department of Botany, The University of Adelaide.
- info@budget.reform. 1997–1999. Monthly newsletter of the South Australian **budget.reform** project.
- Judd, M and White, J. 1994. *A South Australian handbook on bites and stings: The animals, the injuries, first aid*. South Australian Museum, and Women's and Children's Hospital, Adelaide.
- Kangaroo Island Natural Resources Management Board. 2008. *Here to stay – for our children and grandchildren. Draft natural resources management plan for the Kangaroo Island region*. KI NRM Board, Kingscote, South Australia.
- Kinhill Engineers. 1991. *Mount Bunday training area: Draft environmental impact statement*. Department of Defence, Canberra.
- Native Vegetation Council. 1995. *Guidelines for preparing vegetation management plans for local government reserves*. Adelaide.
- Natural Resources Council of South Australia. 1997. *Weed strategy for South Australia*. Adelaide.

- . 1994. *Revegetation strategy for South Australia*. Adelaide.
- Natural Resources Management Council. 2008. *NRM Board Members Guide*. NRM Council, Adelaide.
- Natural Resources Policy. 1997. *Coorong and Lower Lakes Ramsar Management Plan: discussion papers*. Department of Environment and Natural Resources, Adelaide.
- Office of Sustainability. 2005. *Draft Greening of Government Operations (GoGO) action plan*. Department for Environment and Heritage, Adelaide.
- Onkaparinga Catchment Water Management Board. 2000–2002. *The Mayflyer*. [quarterly newsletter]
- Opperman, A. 1999. *A biological survey of the South Australian coastal dune and cliff-top vegetation 1996-1998*. Environment Protection Agency, South Australia.
- Padthaway Grape Growers Association. 2006. *Water and salt balances in Padthaway Wine Region*. Report to GWRDC.
- Parenting SA. 1999. *Parent easy guides*. Department of Human Services, Adelaide.
- Parks Forum. 2008. *Inspire. Refresh. Conserve. Protect. Play. The value of parks*. Parks Forum, Fitzroy, Victoria; The People & Parks Foundation; IUCN World Commission on Protected Areas.
- . 2009. *Parks Forum research strategy*. Parks Forum, Fitzroy, Victoria
- Parsons Brinckerhoff. 2006. *State of the catchment report*. Adelaide and Mount Lofty Ranges Natural Resources Management Board.
- Parsons Brinckerhoff and Aurecon. 2009. *Northern Connector Environmental report*. Department for Transport, Energy and Infrastructure, Walkerville SA.
- Paton, DC. 1992. Honeybees *Apis mellifera* in the Australian environment. *Bioscience*, **43**, 95–103.
- PPK Environment & Infrastructure. 2001–2002. *Tools for the improved management of dryland salinity*. [fact sheets] Murray–Darling Basin Commission and National Dryland Salinity Program, Canberra.
- Premier’s Round Table on Sustainability. 2005. *Caring for country: Moving towards sustainable resource use and biodiversity conservation in South Australia*. Government of South Australia, Adelaide.
- QED. 2003. *Lake Mulwala: Land and on-water management plan*. Murray–Darling Basin Commission, Goulburn–Murray Water, and Department of Land and Water Conservation.
- Rust PPK. 1996. *Adelaide International Airport runway extension: Environmental impact statement*. Department of Transport, Adelaide.
- SA Museum. 1993–2000. *Labels for galleries, and temporary and travelling exhibitions*.
- . 1999. *In the footsteps of Mawson*. [website]
- Sheppard, L. 2005. *Successful ageing: Design of resident care facilities for better health delivery*. University of South Australia, Adelaide.
- Social Inclusion Unit. 2003. *Getting there together*. Department of the Premier and Cabinet, Adelaide.
- South Australian Catchment Water Management Boards. 2001–03. *Stormwater management fact sheets*.

- Stephens, G. 2002. *Report of the Review of the South Australian Industrial Relations System – October 2002*. Workplace Services, Department for Administrative and Information Services, Adelaide.
- Sustainability and Climate Change Division. 2007. *Tackling climate change: South Australia's Greenhouse Strategy 2007–2020*. Department of the Premier and Cabinet, Adelaide.
- Swallowcliffe Schools. 1997. *Swallowcliffe Schools redevelopment – The artworks*. Adelaide.
- Tonkin Consulting. 2003. *Environmental guidelines for Lower Murray Reclaimed Irrigation Area*. Environment Protection Authority, Adelaide.
- Water Resources Group. 1997. *Waterwatch manual*. Department of Environment and Natural Resources, Adelaide.
- Wendy Bell Planning Consultant. 1992. *Crime prevention: A planning and urban design approach*. Crime Prevention Unit, SA Attorney-General's Department, Adelaide.
- Zero Waste SA. 2009. *Waste minimisation guide: Events and venues*. ZWSA, Adelaide.  
www.zerowaste.sa.gov.au
- Zero Waste SA. 2005–present. Reports, plans and strategies, brochures, facts sheets and web text. Government of South Australia, Adelaide.

### **Annual reports**

- Adelaide Hills Council. 2001–2002.
- Coast Protection Board, DEH, SA. 2000–2001.
- Department for Environment and Heritage, SA. 1999–2000, 2000–2001, 2001–2002.
- Department for Environment, Heritage and Aboriginal Affairs, South Australia. 1997–1998, 1998–1999.
- Department for Family and Community Services, SA. 1995–1996, 1996–1997.
- Department of Treasury and Finance, SA. 1993–1994, 1994–1995, 1995–1996, 2002–2003.
- Environment Protection Authority, SA. 2000–2001, 2002–2003, 2003–2004.
- Finance and Infrastructure Division, The University of Adelaide. 2005, 2006.
- Kangaroo Island Development Board, SA. 2006.
- Parks Forum 2008–2009
- Quit SA. 2006.
- Zero Waste SA. 2003–2004, 2004–2005, 2007–2008, 2008–2009.

### **Writer, copywriter, researcher**

- Adelaide Festival. 1997. *Adelaide Festival 1998 & 2000*. [brochure] Adelaide.
- artigrafica. 2006. *Actions speak louder than words*. [text for calendar]
- Community Services and Health ITAB. 1998. *Community Services and Health plans for training 1998–2000*. [brochure] Adelaide.
- Corporation of the City of Adelaide. 1998. Induction for new employees. [text and voiceover for multimedia product] **Winner, Training Category, National Australian Interactive Multimedia Association Awards, 1998.**
- Dare Sutton Clarke, Consulting Engineers. 1990. Promotional brochure.

- Department for Environment and Heritage. 2007. Overview. *No species loss: A nature conservation strategy for South Australia 2007–2017*. Government of South Australia, Adelaide.
- Department for Family and Community Services. 1996. *Community Based Programs for Young Offenders*. [fact sheets] Adelaide.
- DosSier. 2007. Quarterly newsletter of Division of Services and Resources, The University of Adelaide.
- Environment Protection Authority. 2003. Executive summary. *The state of our environment: State of the Environment Report for South Australia 2003*. EPA and DEH, Adelaide.
- FACSchat (later InFAYS and then Around CYFS). 1995–1998; 2000–2004. Monthly newsletter of Family and Community Services (later Family and Youth Services and then bi-monthly for Children, Youth and Family Services).
- Faulding. 1994. Product information leaflets. FH Faulding, Salisbury SA.
- Fyl. 2003–2006. Quarterly newsletter of Finance and Infrastructure Division, The University of Adelaide.
- Harris, R. 1992. *Getting to grips with implementing CBT*. National Centre for Vocational Education Research, Leabrook SA.
- Office of the Deputy Vice-Chancellor (Academic). 1996. Flyer and poster for new environmental degrees. The University of Adelaide.
- Orbit Design Group. 2003. Text for website. Adelaide.
- Parsons Brinckerhoff. 2003–2007. Speeches for Australian General Manager and NSW State Manager; successful entries for Engineers Australia Excellence Awards.
- Paton, DC and Stove, K. 1992, 28 May. Kangaroo Island or cat island? *The Islander*, p 10.
- PPK Environment & Infrastructure. 2002. West Lakes Bus Terminal: Entry for South Australian Division, Engineering Excellence Awards 2002. **Winner, Project Infrastructure Category.**
- . 2002. Program Manager, National Aboriginal Health Strategy Environmental Health Program: Entry for Australian Institute of Project Management, Project Management Achievement Awards 2002. **Winner, South Australian Project of the Year.**
- SA Dental Service. 1994. *Caring for children's smiles – The School Dental Service*. [brochure]
- Society of Editors (SA). 1993. Promotional brochure.
- Stove, K. 2009. Simply the best. *The Walkley Magazine*, 57, 15.
- . 2001–2007. Feature articles on professional road and track cycling. *RIDE Cycling Review*.
- . 2002–2005. Feature articles and race reports. [www.cyclingnews.com](http://www.cyclingnews.com).
- . 2000. Draft Australian Standards for Editing Practice. *Australian Style*, 8(2), 6.
- . 2000. Unique alliance streamlines cement milling efficiency. *Bulk Handling Review*, August/September, pp 7–8.
- . 1989. Flowers from a different angle. *Habitat Australia*, 17, 32.

- . 1986. Polygalaceae; Tremandraceae and Guttiferae. In JP Jessop *Flora of South Australia* (Vol I pp 358–60; Vol II pp 785–92). Government Printing Division, Adelaide.
- and Paton, DC. 1988, 3 Oct. A place of our own. *The South Eastern Times*, p 4.
- Sustainability and Climate Change Division. 2007. Introduction. *Tackling climate change: South Australia's Greenhouse Strategy 2007–2020*. Department of the Premier and Cabinet, Adelaide.
- The Art Part. January 2007–present. Monthly arts page. *The Islander*.
- Transport SA. 2000. Online induction training. [text and voiceover for multimedia product]
- Zero Waste SA. 2005. Local Government package: fact sheets, fridge magnet, supermarket shopping packaging database. Government of South Australia, Adelaide.

## Proofreader

- Adelaide Festival. 1997 and 2003. Adelaide Festival booking guide. Adelaide.
- . 1996. *Visual arts program*. Adelaide.
- Elders Insurance. 2006. Elders Business Insurance Policy and Product Disclosure Statement. Elders, Adelaide.
- Environment Protection Authority. 1996–2006. Documents for publication. Adelaide.
- Generational Health Review. 2003. *Better Choices Better Health: Final Report of The South Australian Generational Health Review*. Adelaide.
- International Marketing, SA Tourism Commission. 1996. Ecotourism brochure for overseas markets. Adelaide.
- Social Inclusion Unit. 2003. *Homelessness report*. Department of the Premier and Cabinet, Adelaide.

## Training and workshops in writing and editing

- Budget Reform Team, Department of Treasury and Finance, 1998.
- Department for Environment and Heritage, Kingscote, 2004, 2006, 2007.
- Department of Veterans' Affairs, 2005
- Finance Branch, Department of Treasury and Finance, 2000, 2001.
- National Editors' Conference, 2003.
- Office for the Commissioner for Public Employment, 1999.
- Office of Research, The Flinders University of South Australia, 2001.
- Parsons Brinckerhoff, NSW offices, 2004.
- PPK Environment & Infrastructure, 2000, 2002.
- Research and Analysis Unit, WorkCover Corporation SA, 1999.
- Society of Editors, South Australia, 2003, 2006.
- South Australian Science Teachers Association, 2002.
- South Australian Writers' Centre, 2002, 2006.

The Flinders University of South Australia, 2002.

Tonkin Consulting, 2003, 2004.

## Photographer

The Islander. 2007–present. Photographer for The Art Part and occasional social pages photographer for newspaper.

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## EMPLOYMENT

### Communications officer

Kangaroo Island Natural Resources Management Board 2007–2010

Part-time position promoting programs and policies of Board by writing and editing materials for media releases, advertisements, information sheets and website.

### Community adviser and editor

University of South Australia 2006–present

Edit, proofread and contribute to development of materials for Veterans' MATES program.

### Writer and editor

KBR, formerly Kinhill 1998–2009

Edit and write external promotional material and internal information for staff.

### Graduate research officer

Department of Zoology, The University of Adelaide 1989–1991

Researched, collated and analysed data, edited and wrote proposals, articles and reports.

### Senior cataloguer

Centre for Environmental Studies, The University of Adelaide 1991

Established and organised cataloguing system for small library.

### Tutor and demonstrator

Department of Botany, The University of Adelaide 1986–1992

Prepared and directed tutorial and practical classes in Biology I and Botany II; reviewed and evaluated class schedules; assessed reports and essays.

### Lecturer

Agricultural Botany, Kensington Park College of TAFE, SA 1983–1984

Devised, wrote and presented lecture and practical course.

### Technical officer

State Herbarium of South Australia 1977–1984

Organised and developed bryophyte collection; organised field trips; wrote taxonomic descriptions and supervised botanical artists.

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## VOLUNTARY WORK

- Adelaide Festival of Arts. 2002–2004. Proofreader of *Cutting edge* newsletter.
- Council of Australian Societies of Editors. 1998–2001. Convenor of working group developing Australian Standards for Editing Practice.
- Friends of Dudley Peninsula Parks and Wildlife. 2003–present. Currently President.
- Friends of the Adelaide Festival. 1993–1998. Joint editor and writer of the organisation's newsletter, *Friends of the Festival*.
- . 2002–2004. Convenor, subcommittee of Oasis garden and Flower Day history; writer and researcher for 'A look back at Flower Day' exhibition for Adelaide Bank 2004 Festival of Arts.
- Friends of the Festival Management Committee. 1997–2004. Committee member, vice-chair for the last 2 years.
- Institute of Professional Editors. 2006–2008. Convenor of Communications working group.
- Kangaroo Island Development Board. 2005–2007. Board member; Vice-chair in 2007.
- Penneshaw Progress Association. 2004–present. Vice-chair and publications officer; former chair; coordinator of Greening Penneshaw group; representative on KI Council Town Centres Project.
- Society of Editors, South Australia. 1998–2001. Editor of society newsletter, ... *the word*; 1996–1998: President; 1993–2001: Committee member; 1997–1998. Convenor of website working group; text writer, editor and technical assistant.
- South Australian Ornithologist*. 1992–1995. Editor of the journal of the South Australian Ornithological Association.
- Stove, K. 2005–2007. Getting warmer. [occasional column] *The Islander*.
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