



Proposed Consultancy Register

The NSW Wildlife Council is interested in compiling a register of people with qualifications and skills to carry out specific projects required by the Council from time to time.

It is envisaged that the Council will prepare and circulate to registered persons a brief for any project it decides to undertake, inviting their responses which would include the fee for work. The successful applicant would be paid by the Council on completion and acceptance of the work by the NWC Executive.

Examples of projects for which the Council may require specialist services could include:

- Achieving tax deductible gift status: registration of the NWC on the Register of Environmental Organisations including establishing the NWC Public Trust Fund and mandatory bank account
- Improving NWC communication with member groups and their memberships by:
 - Compiling and distributing a newsletter
 - Promoting direct electronic communication options
- Preparing promotional brochures
- Generating income by:
 - Identifying appropriate available grants
 - Preparing funding applications as directed
 - Identifying opportunities for corporate sponsorship
- Managing currency of the NWC Website
- Complete writing up the NWC 2011 – 2014 Strategic Plan and Annual Work-plans

The Council may identify other projects as they arise.

Invitation to Register

Interested persons are invited to submit an Expression of Interest including an ABN and current Resume detailing experience and qualifications as well as a minimum of three referees to:

The Secretary
NSW Wildlife Council, Inc.
PO Box 324
LISMORE NSW 2480

or

secretary@nwc.org.au

Expressions of Interest will be received up to COB Friday 4 November 2011.

Receipt of all Expressions of Interest will be acknowledged, assessed by the NWC Executive and persons notified as to whether or not they have been accepted for inclusion on the Register by Friday 9 December 2011.