

INNER MELBOURNE ACTION PLAN

IMAP PROJECTS FUNDING BIDS - For consideration 3 December 2010

IMAP Strategy & Action

Name of Project

Project Description

Explanation / Comments

Strategy 7 : Action 7.7 Universities and Regional Development

Involving Students in Council - Student Placement Officer

Representing the four IMAP Councils, the Student Placement Officer will build relationships between tertiary and TAFE institutions and the Councils to promote and facilitate the placement of students within Local Government.

The Student Placement Officer would be a funded position for a 12 month period. At the conclusion of the contract the systems, processes and contacts will have been sufficiently established to allow for the integration of student placements back into the mainstream HR function at each Council.

Financial year(s) [Indicate with an X]

Current 2010/11	X	2011/12	X	2012/13		2013/14	
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Project Time Frame :

[Please attach timeline & milestones]

Estimated Commencement Date	1 March 2011	Estimated Completion Date	28 February 2012
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Source of Funds: IMAP

Yes / No

Yes

ie Funds already held by IMAP

Partner Councils

Yes / No

No

ie MUST apply for project funding in annual Council Budget round

Government grants

Yes / No

No

ie Project MAY attract state or federal grant to top up funds

Project Cost Estimate or

Estimated Gross Capital Cost

Funding Source	Allocation by Financial Year (\$'000s)				Total Project Budget \$'000s
	Current 2010/11	2011/12	2012/13	2013/14	
IMAP Funds	18,600	34,560			53,160
Councils additional contribution					
Government Grants					
TOTAL	18,600	34,560			53,160
Expenditure	2010/11	2011/12	2012/13	2013/14	
Salary	12,000	24,000			36,000
EA 4% increase		960			960
On Costs 5%	600	1,200			1,800
Super 9%	1,080	2,160			3,240
Mobile Phone	920	920			1,160
Promotional Costs	4,000	6,000			10,000
TOTAL	18,600	34,560			53,160

Additional maintenance costs
associated with this project

Description	2010/11	2011/12	2012/13	2013/14	
NIL					

Project Team Staff Resources (In
kind contribution)

Note Project team leader

Name	Position	Estimated Hours per Month for duration of project			
		CoS	CoY	CoM	CoPP
Austin Ley [TL]	Manager City Research			3	
Katherine Sinclair	HR/OD Officer	3			
Tanya Athans	Snr HR Consultant			3	
Fiona Monagle	Corporate Training Officer		3		
Leanne Pentland	Org Devt & Learning Coord'r				3

DUE DATE FOR SUBMISSION: 12 November 2010 .

Please attach a timeline for stages of the project. IMAP reporting dates are in Feb, May, Aug and Nov each year.

Add additional lines to this spreadsheet as required. Queries: contact Elissa McElroy on 8290 1110 or 0404 248 450

Timeline - Strategy 7; Action 7.7

Project: Student Placement Officer/Promotion

Task	2010/11				2011/12			
	1st qtr	2nd qtr	3rd qtr	4th qtr	1st qtr	2nd qtr	3rd qtr	4th qtr
Advertise, interview & appoint Officer			Feb/Mar					
Appointment Duration			\$8,632	\$8,632	\$8,632	\$8,632	\$8,632	
Promotion			\$2,000	\$2,000	\$2,000	\$2,000	\$2,000	
Reports to IMAP				Progress Report: 27 May 2011		Budget Proposals: 25 Nov 2011	Final Report: 25 Feb 2012	