Innovative Solutions Support

Application Guide

Information for Support Providers

December 2023

Contents

Definitions and Acronyms

Coaching	Coaching describes direct "on-the-floor" support whereby the coach provides practical guidance to help educators to implement new practices. Coaching can occur at an individual or team level depending on the nature of the strategies to be implemented. Coaching may also involve "off-the-floor" reflection about what happened during a coaching session.
IA	Inclusion Agency
IDF	Inclusion Development Fund
IDFM	Inclusion Development Fund Manager
IP	Inclusion Professional
ISP	Inclusion Support Program
Mentoring	Mentoring describes advice, support and guidance that is provided. in an "off-the-floor" capacity. A mentoring session may provide an opportunity for an educator/s to debrief or reflect on a specific experience and seek advice from the mentor. Mentoring sessions may also provide opportunities for broader reflection and discussion about the progress and future direction of a project.
NQS	National Quality Standards
Support Provider	An individual or organisation with relevant skills and qualifications who is engaged to provide support to a service through an Innovative Solutions Support project.
Service	An Early Childhood Education and Care Service that is eligible to receive IDF support. Includes centre based early childhood services, family day care and outside school hours care services.
SIP	Strategic Inclusion Plan
The Department	The Australian Government Department of Education (which has responsibility for the Inclusion Support Program)

What is Innovative Solutions Support?

Innovative Solutions Support is one stream of funding available to eligible early childhood education and care services through the Inclusion Development Fund (IDF). It provides funding for flexible and tailored inclusion support that goes beyond the scope of Inclusion Agencies to provide.

Unlike the other IDF funding streams (Additional Educator, Immediate/Time Limited and Family Day Care Top Up), Innovative Solutions Support projects do not provide support in the form of an additional educator (or, in the case of Family Day Care Top Up, a top up payment).   Innovative Solutions Support enables services to implement other solutions to their barriers to inclusion and develop a service's capacity and capability to include children with additional needs.

While there is no national definition of "additional needs", for the purposes of Innovative Solutions Support, additional needs may arise for children who:

- have a disability or developmental delay

- are presenting with challenging behaviour

- have a serious medical or health condition, including mental health

- are presenting with trauma-related behaviours.

Meeting the needs and requirements of:

- Aboriginal and Torres Strait Islander Children

- children from culturally and linguistically diverse backgrounds

- children from refugee or humanitarian backgrounds

may also require specific considerations, such as cultural support, to ensure that these children are able to participate fully in ECEC services and experience positive outcomes.

Innovative Solutions Support Projects are individualised and are developed on a case-by-case basis in response to the specific inclusion barriers identified by a service.

Projects typically involve the engagement of an external support provider who has relevant skills, experience and qualifications in relation to the identified inclusion barriers and is able to support the development of the service's inclusion capacity.

Innovative Solutions Support projects typically fall into 4 broad project types:

- Bilingual Support
- Cultural Mentoring
- Specialised Training and Advice
- Guided Practice.

Other projects that do not fit within one of these categories can be applied for as Unique Projects. The Project Guide section of this application guide provides further details about the types of projects that can be considered for funding.

Services, in collaboration with their IP, should determine the most suitable project type to address their identified barriers to inclusion.

Examples of approved purposes for Innovative Solutions Support include:

- Cultural advice and mentoring from cultural experts, including specialist advice on how to include a particular child or children, Aboriginal and Torres Strait Islander mentoring, cultural advice in respect to children and families from Culturally and Linguistically Diverse communities.

- Bilingual support, such as facilitating a non-English speaking child's enrolment and inclusion into the service or the provision of translating and interpreting services

- Collaboration with specialists to obtain specialist advice on how to include a child or children with a disability or additional needs, such as speech therapists.

- Networking and community engagement such as visits to other ECEC services to experience quality inclusive practices or hosting networking meetings focused on inclusion of children with additional needs with other services.

- Specialised inclusion training essential to a child's inclusion. That is, the child could not attend the service without educators having this specific knowledge and skill. For example, training required to include a child with a medical condition.

Innovative Solutions Support **cannot** be approved for projects that:

- Do not demonstrate how they will result in the genuine inclusion of child/ren with additional needs or improve the inclusion capacity of the service and educators.

- Provide one-to-one support for a child/ren. Innovative Solutions Support projects should focus on a team approach to supporting inclusion.

- Provide a therapeutic or medical intervention for a specific child or group of children.

- Provide assistance to access other services, such as one-to-one early intervention or therapy sessions.

- Include the purchase of specialist equipment or resources. Any resources included in a project budget should be essential to the implementation of the project and form a minor part of the overall cost of the project (i.e.: less than 10% of the total amount of funding requested)

- Assist the service to meet licensing requirements (for more information about the use of Innovative Solutions Support to support services to meet the requirements of the NQS see the next section of this guide – Innovative Solutions Support and the NQS)

- Provide support that is the responsibility of a state or territory government, other Australian Government programs or other body, or that is more suitably funded through other programs. For example:

  - settlement services for migrants where alternative funding is available.
  - support that would be more appropriately funded through another IDF funding stream.

What is a Support Provider?

In the context of Innovative Solutions Support, a support provider is an individual or organisation with relevant skills and qualifications who is engaged to provide support to a service through an Innovative Solutions Support project.

The Support Provider's Role

Support providers play an essential role in most Innovative Solutions Support projects. They use their knowledge, skills and expertise to help services to address the barriers to inclusion that they have identified as the focus of their project.

The support provider's role is to build a service's capacity to be inclusive. This typically involves upskilling staff in a way that can be sustained after a project is completed.

Support providers generally are not engaged to work directly with children but rather to work with educators to support their work with children. In some cases, support providers may work alongside educator's and demonstrate or role model specific techniques as they coach them in the use of new approaches, however this should be limited with the end goal of a project being the ability of educators to use such approaches independently.

Each project will be different and should be tailored to the specific circumstances of the relevant service, however support providers typically engage in a number of broadly defined activities.

These include:

Delivery of professional development for educators

> Most projects involve the delivery of specific content by the support provider to improve educators' knowledge and understanding of the barriers that they have identified.

Coaching of educators

> Coaching involves directly supporting educators as they implement new practices. It is typically delivered "on-the-floor" as educators are working with children and can include a range of actions from the support provider -ranging from observing educator practice and providing feedback to direct modelling of specific techniques.

> (See the Guided Practice Project Guide for more information about coaching in the context of Innovative Solutions Support).

Mentoring of educators

> Mentoring describes advice, support and guidance that is delivered in an off-the-floor capacity. It can include opportunities for educators to "debrief" about specific experiences with the support provider, reflective discussions (including staff meetings) facilitated by the support provider and planning for future stages of the project.

> (See the Guided Practice Project Guide for more information about mentoring in the context of Innovative Solutions Support).

Provision/Development of Resources

> Innovative Solutions Support is not intended to fund the purchase of resources. However, in some cases, the provision or development of specific resources may be essential to the successful implementation of a project. In these cases, the cost of resources should not be more than 10% of the total cost of a project. Services will be asked to provide details of any resources to be included as part of a project and to provide a rationale for their inclusion, outlining how and why the resources are essential to meeting the project outcomes.

The Inclusion Professional's Role

Inclusion Professionals (IPs) play a vital role in supporting services to access and implement Innovative Solutions Support and successful Innovative Solutions projects typically involve close collaboration between a service, their IP and the chosen support provider for a project.

IPs are able to provide information about Innovative Solutions Support and to help services to identify barriers to inclusion. They also work with services to identify potential solutions and outcomes to these barriers and to help them articulate and document what they plan to do.

IPs play an important role in helping services to identify and work with potential support providers and in liaising with the IDFM when required.

IPs are also required to provide an endorsement of each application before it is submitted to the IDFM for assessment.

Developing an Innovative Solutions Support project

ECEC services are responsible for approaching potential support providers to be involved in a proposed Innovative Solutions Support project.

At this stage of project development, the service (and probably the IP) will discuss the project with the potential support provider/s.

These three-way discussions are often a key step in the development of a detailed project design, with each party offering their distinct perspectives and ideas.

Based on their experience and professional knowledge the support provider may make suggestions or advise on what is likely to be most effective in relation to the design and delivery of the project.

Support providers should be aware that services may choose to speak to more than one support provider at this point in order to determine who is the best support provider to work with.

If the support provider feels comfortable with the project plan and their ability to deliver the required components of that plan, then they should give the service a detailed quote.

Information from Support Providers

When quoting on an Innovative Solutions Support project support providers should supply the following information:

- a **detailed, itemised quote**, including:

  - the support provider's registered business name and contact details

  - the support provider's ABN

  - the date of the quote

  - an itemised listing of each component of the support to be provided, including the type of activity to be undertaken by the support provider (i.e.: professional development, coaching, mentoring or other – please specify), the number of hours and the hourly rate for each. This should be based on the project plan that the service submits in their application.

    Do not include additional time for contingencies or unanticipated developments. All activities to be undertaken as part of the project need to be clearly identified in the project plan and quote. If changes or modifications to the Project Plan are required once a Project is underway these must be discussed with, and approved by, the service and the service's IP and, for major changes, the IDFM.

    NB: the support provider quote must match the Project Plan in relation to activities undertaken by the support provider and the hours to be delivered in order for a project to be approved.

  - An itemised listing of any additional costs, such as travel and accommodation.

  - An overall summary of project hours and project duration

  - An overall total cost for the project, with GST shown as a separate component.

- a short **statement of expertise** outlining the support provider's qualifications, skills and experience in relation to the proposed project. This can be a standard statement that is used for multiple projects (provided that the statement is relevant to each). Where the support provider is an organisation, the statement should outline the organisation's expertise as well as the specific expertise of the individual/s who will be working with the service.

- where a project involves the delivery of Professional Development, services are asked to provide a brief **overview of the content to be delivered** and the theory/evidence that supports its use. This is to ensure that projects delivered via Innovative Solutions Support are based on reputable and accepted content that aligns with an inclusive approach. Support providers are often best placed to provide this information and may be able to give this directly to the service to include in their application or help to write this section of the application.

- Similarly, where a project includes the provision or development of resources services are asked to provide an **explanation of, and rationale for, the proposed resources**. Support providers may also contribute to/provide this section of the application.

Support Provider Responsibilities

Support providers for Innovative Solutions Support projects have the following responsibilities:

During the Application Process

- Support providers will accurately represent their qualifications, skills and experience in discussion with services about potential projects.

- Support providers will read the relevant information in the Innovative Solutions Support Application relating to a potential project to ensure they understand the expectations re: the project type and the support provider's role.

- Where a support provider is able to deliver the services required for a potential project and is interested in participating in the project, they will provide a detailed, itemised quote as outlined in the Information for Support Providers section of this guide

- Support providers will provide a Statement of Expertise outlining their qualifications, skills and experience relevant to the proposed project for inclusion in the service's Application

During Service Delivery

- Support providers will act in good faith and make every effort to deliver services as outlined in the project plan and the support provider's quote. Where this is not possible due to unforeseen and/or unavoidable circumstances the support provider will work with the service to amend the project plan in a mutually satisfactory way. NB: any changes to a project plan (including, where the support provider is an organisation, changes to who will be delivering support to the service) must be approved by the service and the service's Inclusion Professional. Where major changes are proposed these may also require approval by the IDFM.

- Support providers will work within the Innovative Solutions Support guidelines to support the development of educator capacity and the sustainability of project

outcomes. In this regard support providers will only work directly with children in the context of supporting educator capacity building, and this will not form a significant component of a project. Support providers will not provide therapeutic interventions (including undertaking assessment of children or developing Individual Education Plans) as part of an Innovative Solutions Support project.

- Support providers will not use their work on a project to advertise or solicit for business from families attending the service.

- Where a conflict arises between the support provider and the service, educators at the service or families at the service the support provider will act to resolve the conflict in a professional manner.

In regard to Confidentiality and Child Safety

- Support providers will respect the confidentiality of information about services, children and families gained through their work on Innovative Solutions Support projects.

- Support providers will comply with all relevant child protection requirements (including service policies) for the State or Territory in which they are working and will ensure that their work aligns with the National Principles for Child Safe Organisations and supports children's safety and wellbeing.

Price Guide

Price Guide Overview

The Innovative Solutions Support Price Guide sets out price ranges for the provision of support and other costs (e.g.: travel, accommodation etc.) associated with the delivery of Innovative Solutions Projects. It aims to ensure that services delivered via Innovative Solutions Support provide value for money as required by the Inclusion Support Program Guidelines.

Reference Points

The Price Guide draws on a number of elements from existing and accepted price guides. These include the NDIS Pricing Arrangements and the Australian Tax Office Taxation Determination (ATO TD) in relation to Reasonable Travel and Accommodation Costs.

NDIS Pricing Arrangements

In relation to the NDIS Pricing Arrangements, the Price Guide draws on the following specific elements:

- Prices for the provision of Specialist Behavioural Intervention Support and Early Childhood Support provided by Early Childhood Professionals (including Allied Health Professionals) and Psychologists
- Payment of different rates dependent on provider qualifications (in the NDIS the distinction is made between psychologist rates and Early Childhood Professional or Allied Health rates)
- Payment for travel time, including use of the Modified Monash Model (MMM) to determine geographical remoteness for travel purposes.

Australian Tax Office Taxation Determinations (ATO TD)

The Price Guide uses the ATO TD, as the basis for setting reasonable travel and accommodation rates. This does not automatically imply that such costs are tax deductible for support providers. Each support provider's circumstances will be different and as such they should seek their own specific tax advice as to the deductibility of any expenses.

Value for Money

Value for money does not simply mean preferencing the cheapest option. It is about determining the balance between cost and quality of deliverables. The lowest cost option may not necessarily be the best option in terms of value for money if it does not provide high quality results. Similarly, a more expensive option may be value for money if it is likely to provide better outcomes or has a greater probability of being successfully implemented.

The Price Guide therefore forms only one part of decision making about value for money and needs to be considered in relation to the information contained in the Project Guides about how projects should be delivered, and the particular skills, qualifications and expertise of a given provider.

While the Pricing Guide aims to give clarity around acceptable prices for different aspects of a project, the prices listed assume that:

- the project is being delivered in accordance with the guidance provided in the Innovative Solutions Support Project Guides, and

- the provider has the appropriate expertise and experience to deliver the project at the expected standard.

Professional Services

The role of a Support Provider is to build a service's capacity to be inclusive. This typically involves upskilling staff in a way that can be sustained after a project is completed. Each project will therefore be different and the type of support activities provided tailored to the specific circumstances of the relevant service.

Support Activities
Prices outlined in this Guide, apply to the type of **Support Activity** being provided rather than to the specific Innovative Solutions Project type.

Types of Support Activities
Professional Development
Mentoring
Coaching
Bilingual Support
Provision/Development of Resources

Innovative Solution Project Types
Bilingual Support
Cultural Mentoring
Specialised Training and Advice
Guided Practice
Unique Projects

For example:

The provision of **Coaching Support** of educators has a set price range regardless of whether the coaching occurs as part of a **Guided Practice** or **Cultural Mentoring project**.

Similarly, the same rates apply for **Professional Development** sessions regardless of whether they are provided as part of a **Specialised Training and Advice, Cultural Mentoring or Guided Practice project.**

Professional Development
Professional development involves the more formal presentation of specific information to a group of educators, which requires the provider to have expertise in relation to both the content and the delivery.

Professional development is tailored for each service to help address the Barriers to inclusion identified in the service's Strategic Inclusion Plan and Innovative Solutions Project Plan. It typically involves a greater degree of preparation than coaching or mentoring.

Mentoring

Mentoring describes advice, support and guidance that is delivered in an off-the-floor capacity. It can include opportunities for educators to "debrief" about specific experiences with the Support Provider, reflective discussions (including staff meetings) facilitated by the Support Provider and planning for future stages of the project and may occur as group sessions or as 1:1 discussions.

(See the Guided Practice Project Guide for more information about mentoring in the context of Innovative Solutions Support).

Coaching

Coaching involves directly supporting educators as they implement new practices. It is typically delivered "on-the-floor" as educators are working with children and can include a range of actions from the provider, ranging from observing educator practice and providing feedback to direct role modelling of specific techniques. It may also involve additional reflective discussions after the direct coaching session.

(See the Guided Practice Project Guide for more information about coaching in the context of Innovative Solutions Support).

Bilingual Support

Bilingual Support involves providing language support for children and/or families, who do not speak English fluently, as they settle into a new early childhood setting. A Bilingual Facilitator, who can speak the child's first language, assist educators to communicate with the child and their family.

Bilingual Support can also include access to interpreter services and translation of written documents to support communication with a child's family.

(See the Bilingual Support Project Guide for more information about Bilingual Support in the context of Innovative Solutions Support).

Resources

Innovative Solutions Support does not provide funding for the purchase of major resources or equipment. However, in some cases, a small number of resources may be necessary to support the implementation of a project. Any resources required should be minor and be essential to the implementation of the project. The cost for each item should be reasonable when compared to the market rate.

Pricing Ranges

Pricing ranges allow for variations in provider qualifications, expertise and experience, and the
type of Support Activity being provided.

As providers for Innovative Solutions support come from a range of backgrounds, and because the nature of the Support Activities provided can vary from project to project, a range of rates have been included for each support activity.

Hourly Base Rates
Hourly base rates have been designed to include administration and organisational overhead costs. Administration and organisational overhead costs should not be listed as separate items in a Support Providers quote.

Additional Loadings
There are two different types of additional loadings, one for support being provided in Remote Areas the other to acknowledge the level of preparation required to facilitate Professional Development sessions. Depending on the activities being provided, a service provider may be eligible to access one or both additional loading options.

Additional loadings for Professional Development are not usually applied to Coaching, Mentoring and Bicultural Support activities as these activities typically involves a lesser degree of preparation than Professional Development sessions.

Determining the Appropriate Price Range

Support Providers should use the information provided in the Price Matrix, located on pages 21-22, to determine their Hourly Base Rate for all Professional Development, Coaching and Mentoring support activities.

For Bilingual Support Activities, Support Providers can charge an hourly rate of up to $80 per hour.

Table - Price Ranges by Type of Support Activity

Support Type	Pricing Range
Bilingual Support	Up to $80 per hour
Coaching	From $110 - $225 per hour
Mentoring	From $110 - $225 per hour
Professional Development	Base rate from $110-$225 per hour Professional Development Loading – 25% - 100% of the base rate Refer to the Price Matrix tool located on pages 21 & 22
Resources	No more than 10% of the total project cost.

Travel and Accommodation

Travel and accommodation costs are set in accordance with current ATO Taxation Determinations (ATO TD) . The relevant ATO TD as of November 2023 is TD 2023/3.

This determination sets rates based on an individual's income. For the purposes of Innovative Solutions Support Activities, the relevant prices for accommodation and other expenses are based on the middle-income range and are listed in Table 2 of the Taxation Determination.

Accommodation and Meal Costs

When support providers are required to travel to support a service, they may need overnight accommodation. The cost of accommodation and associated meal expenses are a legitimate cost of providing Support Activities as part of Innovative Solutions Support Project.

In determining whether accommodation is required, consideration will be given to the distance that a Support Provider has to travel, the availability of travel options and the advisability of travelling in the circumstances.

Support Providers should have their own policies in place regarding safe travel, however in general it will be accepted that where a provider has to drive more than one hour after the conclusion of an evening support session with a service, or where transport is not available until the next day, then it is reasonable for accommodation to be included in the support provider's quote.

Table - Accommodation and Meal Costs

Item	Description	Price Range
Accommodation	Per current ATO Determination (for 2023 refer to TD 2023/3)	Table 2 rates **Note:** Depending on location – Table 4 rates may also be applicable.
Meal Expenses	Per current ATO Determination (for 2023 refer to TD 2023/3)	Table 2 rates **Note:** Depending on location – Table 4 rates may also be applicable.

Travel

Travel costs relating to the provision of Bilingual Support activities are outlined on pages 10-11.

Travel costs relating to the provision of Professional Development, Coaching and Mentoring support activities are outlined below.

Car Travel

Distance

Kilometers for car travel can be quoted at the relevant ATO approved amount. As of November 2023 this is $.85c per KM.

Time

Labour costs for travel time can be charged at the Support Provider's base hourly rate. This is based on the geographic location of the service where support is being delivered (as determined by the Modified Monash Model 2019.)

For locations in MMM regions 1-3 (metro and regional centres) travel time of up to ½ hr each way may be charged.

For locations in MMM regions 4-5 (regional areas) travel time of up to 1 hr each way may be charged.

Where support providers are required to travel to remote or very remote locations (MMM Regions 6 and 7) travel may be costed at 1 hr. per 2hrs of travel undertaken. A remote area loading also applies to the support provider's normal hourly rate to cover additional costs incurred. The loading is 40% for remote areas (Region 6) and 50% for very remote areas (Region 7).

Where a support provider is travelling interstate, or a substantial distance (i.e.: greater than 4 hours return) within a state, then reasonable additional travel costs may be approved, provided that the service can demonstrate in their application that there was no suitable alternative provider available in their location. In these cases, one hour of paid time (at the support provider's Base Rate) may be charged for every 2 hours travelled.

Airfares

Airfares should be economy class or equivalent. Flexible fares with checked luggage and appropriate travel insurance are reasonable given the nature of Innovative Solutions Support and the possibility that visits to services may occasionally have to be rescheduled at short notice.

Other transport options

Car hire, public transport, taxis, airport transfers etc. should be charged at a reasonable rate for the location to be visited.

Table - Travel Costs

Item	Description	Price Range
Car travel	Per current ATO Determination	85c/km (as at July 2023)
Car hire/taxi/transfers	Taxi/transfers equivalent to local rates; car hire for mid-range vehicle	Case by case
Airfares	Equivalent to economy class fare (including luggage and travel insurance)	Case by case
Travel Time (Bilingual Support)	Payment for time spent travelling to and from a service (in excess of 30 minutes each way)	Hourly rate for time in excess of 30 minutes each way
Travel Time (Other Support)	Payment for time spent travelling to and from a service. Based on Modified Monash Model and NDIS travel allowances, paid at Support Provider's base rate.	• For MMM regions 1-3 (metro and regional centre): Up to ½ hr. each way • For MMM regions 4-5 (regional areas): Up to 1 hr. each way • For MMM regions 6-7: Remote area loadings apply, 1 hr. per 2hrs travel • Where extensive travel is undertaken with good reason (i.e.: more than 4 hrs. return): 1 hr. per 2 hrs. travel

Travel - Bilingual Support

For Bilingual Support, the following guidelines apply to travel costs.

Where a Bilingual Facilitator is required to travel more than 30 minutes each way to a service to provide Bilingual Support Activities, travel costs may be quoted.

This can include the costs of travel at the relevant ATO approved amount for car travel or the estimated cost of public transport, and/or payment for travel time beyond 1 hour in total (i.e. the first hour of travel time for each day is not paid, but time beyond that is).

Table – Travel Costs Bilingual Support

Item	Description	Price Range
Travel Time	Payment for time spent travelling to and from a service (in excess of 30 minutes each way)	Hourly rate for time in excess of 30 minutes each way

Example Scenario

Farhana works for an organisation that provides Bilingual Support. She is engaged to provide support to a service that is located at Penrith, one-hour drive (72m) away from her home at Rosebery.

There is no other Bilingual Facilitator within her organisation who have the required language skills and who lives closer. It will take her 2 hours to make the return journey to the service and back home again.

When quoting for the project, Farhana's organisation is able to include an additional hour for each visit to the service to cover the cost of her travel time. (½ hr. each way, driving to and from) They can also include payment for her distance travelled at 85c/km.

The organisation charges $70 per hour for Bilingual Support.

The project is for 2 x 4 hour visits to the service per week for 10 weeks.

The services uses the Quote Builder tool to develop the following quote.

Example Quote

Professional Services

Type of Support Activity	Number of Hours	Hourly Rate	Cost (excluding GST)	GST (if applicable)
Professional Development				
Mentoring				
Coaching				
Bilingual Support	80	$70	$5,600	$560.00
Resources				
Subtotal			**$5,600**	**$560**

Travel and Accommodation

Type of Expense	Quantity	Details	Cost (Excluding GST)	GST
Car Travel – From/To	Number of Trips	Kms per trip (@85c/km)	Total	GST
Rosebery – Penrith	20	144	$2,448	$244.80
Travel Time – From/To	Hours	Hourly Rate	Total	GST
2 trips per week x 1 hr. x 10 weeks	20	$70	$1,400	$140.00
Car hire/Taxis/Transfers – From/To	Number of Trips	Est. Cost per Trip	Total	GST
Airfares – From/To	Numbers of Trips	Est. Cost per Trip	Total	GST
Accommodation – Location	Number of Nights	Est. Cost per Night	Total	GST
Meals/expenses	Number of Nights	Est. Cost per Night	Total	GST
Subtotal			**$3,848**	**$384.80**

Subtotal of Professional Services + Travel/Accommodation (Excluding GST)	**$9,448**	
GST		**$944.80**
Total	**$10,392.80**	

Additional Information

Provision of Resources

Innovative Solutions Support is not intended to provide funding for the purchase of resources. However, in some cases, a small number of resources may be necessary to support the implementation of a project.

In these cases, the provision or development of necessary resources may be included as a component of the project. Such resources must not cost more than 10% of the total project cost and must represent value for money.

For example, commercially available resources should not cost substantially more than the current market rate. Other resources should be costed at a reasonable rate for the nature of the resource. Where the project aims to develop/produce custom resources the reasonable costs of materials and/or production may be included.

In their application, services will be asked to provide a rationale explaining why the proposed resources are necessary to the implementation of the project.

Resources that may be funded include:

* Minor equipment purchases that are directly related to the implementation of the project (e.g.: sensory toys or materials to support specific behaviour guidance

strategies; specific cultural resources to support a cultural mentoring or bilingual support project)

- Books and/or other reference material (including participant handouts or workbooks, online resources) that are directly relevant to the strategies being implemented as part of the project (e.g.: if a project is implementing a specific approach to behaviour guidance, then the project may include reference material to help implement and sustain this approach after the project concludes).

- Development/production of resources (e.g.: the cost of developing and/or producing service specific visuals for a project that includes the introduction of visual communication systems)

Resources that cannot be funded include:

- Resources that are not required for the successful implementation of the project

- Major equipment purchases

Reduced need for multiple quotes

In most cases, use of the Price Guide and Quote Builder will remove the need for services to provide multiple quotes to support their application for Innovative Solutions Support.

Where a support provider has the qualifications and experience to deliver the proposed support activities in accordance with the guidance outlined in the relevant Project Guides, and they are charging within the range of prices outlined in the Price Guide, then they will generally be considered to provide value for money.

Services may still approach multiple support providers in relation to a project in order to determine who will be best able to provide the support that they require, however they will not usually be required to seek or submit formal quotes from multiple providers as part of their application.

NB: where the IDFM has concerns about the costs, or the quality of deliverables, of a specific project they retain the right to ask for an alternative quote/s.

Change of Presenter/Facilitator

When developing a quote Support Providers should indicate the qualifications and experience of the presenter/facilitator who will be working on a project. This will enable the calculation of the appropriate hourly rate for the support to be delivered. If, between developing the quote and the project being delivered or during the project, it is necessary to change the presenter/facilitator then the Support Provider should notify the service and Inclusion Professional of the proposed change and review their quote.

If the new presenter/facilitator has equivalent qualifications and experience to the original presenter/facilitator then there is no need to alter the quote. If, however, the new presenter/facilitator has different qualifications or level of experience then the Support Provider should revise the quote to reflect the appropriate hourly rate/s for the new presenter/facilitator.

Where the revised quote is similar to but less than the original (i.e., less than $500) then the Support Provider should discuss with the service and IP how to use the small amount of excess funds to support the implementation of the project.

Where there is a larger difference (i.e.: greater than $500) then the Support Provider should discuss with the service and IP. The IP will contact the IDFM to discuss how the excess funds should be used.

Multiple Presenters/Facilitators

The hourly rates contained in the Price Guide are intended to represent the total hourly cost of the project. In general, it is assumed each session/component of a project will be delivered by a single person.

Where a Support Provider opts to use multiple presenters/facilitators for a session/component of the project then they should only charge the hourly rate contained in the price guide, unless there are exceptional circumstances that make the use of multiple presenters/facilitators necessary.

Examples of when multiple presenters/facilitators may be needed include:

- in a very large service where there are more educators than a single person can reasonably work with

- where a project requires providers with different but complementary expertise in order to address the service's barriers

- where coaching and/or mentoring is required to be delivered in more than one care environment simultaneously.

Where a project requires more than one person to deliver a session/component then the application will need to clearly explain why this is essential to the success of the project. The added cost of any additional presenters/facilitators will be considered when determining whether the project offers value for money.

Example Scenarios

Scenario 1:
XYZ Consulting is asked to participate in an Innovative Solutions project. They have an experienced consultant who is allocated to the project, as well as a new consultant who also participates in the project as part of their orientation to the organisation. In this case, because the use of two consultants is not necessary to the delivery of support to the service but rather is part of XYZ's internal staff induction and training process, the ECEC service is only charged the normal hourly rate for one consultant. XYZ absorbs the cost of the second consultant as it is their business decision to include them in the project.

Scenario 2:
On another project that XYZ Consulting is involved in, they are providing cultural mentoring support to a service where there are a number of children from refugee backgrounds. This is a complex situation, and the service requires support to better understand the children's cultural backgrounds as well as to support them in dealing with the trauma of their experience.

It is challenging to find a single consultant with the necessary cultural knowledge and expertise in childhood trauma. XYZ Consulting propose running the project with two consultants working together – one who can provide mentoring in relation to the children's culture and another who can support educators to respond to the children's trauma related behaviour. In this case, because the use of two consultants with complementary expertise is essential to the success of the project, it would be appropriate to charge for both consultants' work.

Tools

Price Matrix

Use this tool to determine a Support Provider's Hourly Base Rate and applicable loadings.

Step 1: Using the left hand column in the matrix below to identify the Support Provider's Highest Relevant Qualification

Step 2: Using the top row in the matrix to identify the Support Provider's Level of Relevant Experience

NB: Relevant experience refers to experience in providing support to ECEC services in relation to inclusive practice

The applicable Base Hourly Rate Level is identify where the Relevant Qualification and Level of Experience meet.

Experience / Qualification	Limited Experience (0-2 years)	Medium Experience (2-4 years)	Extensive Experience (5+ years)
Diploma	Level 1	Level 1	Level 1
Degree	Level 1	Level 2	Level 2
Higher Degree/Specialisation	Level 2	Level 3	Level 3
* Specialised Knowledge (applies to Cultural Mentoring projects only)	Level 1	Level 2	Level 3

* **NB:** The Specialised Knowledge qualification applies to Cultural Mentoring providers who may not have formal qualifications but have specialised cultural knowledge that enables them to undertake the role of a support provider e.g.: a local Aboriginal Elder

Step 3: Refer to the hourly rate table below to identify the applicable Base Houry Rate.

Hourly Base Rate Range table

Level 1: $110-$150 per hour	Level 2: $150-$200 per hour	Level 3: $200 - $225 per hour

Step 4: Apply Relevant Loadings

Apply any relevant loadings to the Hourly Base Rate for Support Activities being provided to educators in Remote Areas or for the delivery of Professional Development sessions.

Remote Area Loading

Geographic Location determined by MMM	Loading
Region 6	40% of base rate
Region 7	50% of base rate

Professional Development Loading

Preparation Required	Loading
Minimal preparation time Applicable when a Support Provider uses an existing Professional Development package that does not require substantial changes but may require the Support Provider to re-familiarise themselves with the content and/or update some minor details without making major changes to content or requiring additional research.	25% of base rate
Medium preparation time Applicable when a Support Provider adapts an existing Professional Development package and makes moderate adjustments to the content, customises details to the specific context of the service and/or develops some new materials (e.g.: a new handout).	50% of base rate
Extensive preparation time when a Support Provider develops a new package or makes major changes to an existing package to suit the specific context of the service.	100% of base rate

Notes: Application of Loadings

- In the case of Professional Development delivered in remote locations both loadings apply.

- For Professional Development delivered online to remote locations only the Professional Development loading applies.

- For travel to remote locations the Remote Area Loading applies to travel time.

Using the Price Matrix

Support Provider Qualifications and Experience

The appropriate hourly rate for Innovative Solutions Support Projects is dependent on a support provider's relevant qualification/s and experience, as well as on the type of support activities being provided.

Relevant Qualifications

A qualification is considered relevant when it directly relates to the support activities being provided.

Relevant qualifications may include the following:

• Diploma

• Degree (Education, Psychology or Allied Health e.g.: Speech Pathology, Occupational Therapy)

• Higher Degree/Specialisation (including AHPRA Registered Psychologist; Honours or Postgraduate Study with a specific focus that is relevant to the support to be provided; recognised certification in a specific evidence-based approach e.g.: Circle of Security, Marte Meo, Conscious Discipline)

Note: It is anticipated that a Support Provider with an Early Childhood degree would also hold an additional qualification or certification.

• Specialist Knowledge- no formal qualifications are required. (Applies to Cultural Mentoring only)

Specialised Knowledge providers should be able to substantiate their knowledge and demonstrate that they are an appropriate/approved person to share this knowledge with ECEC services. This may be through their position in the community (e.g.: a local Aboriginal Elder or respected community leader) or via references from such members of the local community. They should outline their expertise in a Provider Statement of Expertise. Their specialised knowledge should be relevant to the specific barriers to be addressed by a proposed project and also relevant to the ECEC service's work with children and/or families.

Example Scenarios

> *Scenario 1:*
> Jamila works as an Educational Consultant providing professional development, coaching and mentoring to ECEC services. She is a qualified Early Childhood Teacher who has also completed a Master of Education.
>
> In relation to Innovative Solutions Support Projects, it is unlikely that her master's degree will be directly relevant to the support activities that she is able to provide an ECEC service. Her highest relevant qualification would most likely be her Early Childhood Degree.
>
> *Scenario 2:*
> Anthea is also an Educational Consultant who has an early childhood teaching degree and a master's degree in Inclusive Education. Because her master's degree is focused specifically on Inclusive Education it is more likely to be relevant to the support activities, she is able to provide. It will depend on the exact nature of the specific project, but her highest relevant qualification is likely to be her master's degree.

Level of Experience

For the purposes of Innovative Solutions Support, support provider experience is divided into three different levels:

- Limited Experience: 0-2 years
- Medium Experience: 2-4 years
- Extensive Experience: 5 years or more

Experience refers to the delivery of the kind of support to be provided through the project. For example, if a Support Provider is providing coaching and mentoring support in relation to behaviour guidance then they should count experience in delivering this kind of support, not other experience.

Example Scenarios – Determining Relevant Experience

> ***Scenario 1:***
>
> *Ruth has 20 years' experience as an early childhood teacher working in early childhood education and care services. She has been a registered Circle of Security Classroom Coach (COSC) for the past year. Ruth now works as a Behaviour Guidance Consultant with an organisation that provides support to ECEC services. While her experience as a teacher is relevant to and will strongly inform her work in her new role it is not directly related to the coaching and mentoring support she will be providing ECEC educators. Her level of experience would therefore be considered as limited (0-2 years).*
>
> ***Scenario 2:***
>
> *Jane is a registered psychologist who has, for the past four years, worked with young children presenting with challenging behaviours and with the ECEC services that they attend. This experience is directly relevant to her work providing behaviour guidance support to ECEC services through Innovative Solutions Support projects. Her level of experience would therefore be considered as medium (2-4 years).*

When calculating years of experience , it is assumed that the relevant experience is the predominant activity undertaken by the Support Provider on a full-time basis. If this is not the case then experience should be calculated proportionally to reflect the actual amount of experience gained on a full-time basis.

For example, if a Support Provider has worked part-time (2.5 days per week) for three years providing support to ECEC services this would count as 1.5 years equivalent full-time experience.

Similarly, if a Support Provider only occasionally undertakes relevant experience, in the course of other work, then they should only count the time spent on the relevant activities toward their level of experience.

Please refer to the example Scenario on the next page.

Example Scenario – Determining Years of Experience

> ### *Scenario:*
>
> *Lily works as a counsellor for a large counselling organization and predominantly provides trauma support to adults. Occasionally she also works on projects that involve children . She has been in her current role for 6 years , and in that time she has worked on two projects supporting children who were attending ECEC services and/or educators working with children who have experienced trauma. The total time spent on these projects is 6 months. When calculating her experience for an Innovative Solutions Project she would count it as limited (on the basis of the six months directly relevant work with children and ECEC services) rather than extensive (based on her six years in the current role).*

Quote Builder (use this tool to work out what to include in your quote)

Professional Services

- The Hourly Base rate for Bicultural Support activities is up to $80 per hour
- For all other types of Support Activities, use the Price Matrix to determine the Hourly Base Rate and any applicable loadings (e.g.: Remote Area or Professional Development)
- Hours quoted must match hours indicated in the services Project Plan
- Resources quoted, must be essential to the project and less than 10% of total cost of the quote

Type of Support Activity	Number of Hours	Hourly Rate	Cost (excluding GST)	GST (if applicable)
Professional Development				
Mentoring				
Coaching				
Bilingual Support				
Resources				
Subtotal				

Travel and Accommodation

- For Reasonable Accommodation and Expenses rates refer to the [ATO Tax Determination 2023/3](#)
- For Airfares and Taxis/Transfers estimates should be based on average available rates for the relevant location
- For Travel Time use [Modified Monash Model](#) to determine location category and Price Guide to determine relevant amount of travel time to be claimed. The hourly rate for travel time is the Base Rate + any applicable Remote Area Loading.

Type of Expense	Quantity	Details	Cost (Excluding GST)	GST
Car Travel – From/To	Number of Trips	Kms per trip (@85c/km)	Total	GST
Travel Time – From/To	Hours	Hourly Rate	Total	GST
Car hire/Taxis/Transfers – From/To	Number of Trips	Est. Cost per Trip	Total	GST
Airfares – From/To	Numbers of Trips	Est. Cost per Trip	Total	GST
Accommodation – Location	Number of Nights	Est. Cost per Night	Total	GST
Meals/expenses	Number of Nights	Est. Cost per Night	Total	GST
Subtotal				

Subtotal of Professional Services + Travel/Accommodation (Excluding GST)		
GST		
Total		

Checklist of Requirements

Make sure that your quote includes the following:

☐   Your registered business name and contact details

☐   Your ABN*

☐   The date of the quote

☐   The quote is addressed to the service

☐   An itemised listing of each component of the support to be provided

This section of the quote must match the details outlined in the services Innovative Solutions Support project plan. This plan, along with your quote, will be submitted to the IDFM with the service's Project application.

Include:
o   The types of support activities to be undertaken (e.g.: Professional Development, Coaching, Mentoring, Bilingual Support, Provision/Development of Resources)

o   The number of hours and the hourly rate for each support activity

o   The details and cost of any relevant resources.

Using the Quote Builder tool will help you to ensure you have included all the relevant information

☐   An itemised listing of any additional costs, such as travel and accommodation (The Quote Builder tool will help to ensure you have included all the relevant information)

☐   An overall summary of project hours and project duration

☐   An overall total cost for the project, with GST shown as a separate component.

* If do not have an ABN, contact the IDFM at IDFMInnovative@ku.com.au for more information about how to submit a quote.

Example Scenarios and Quotes

Example 1 – Regional Location

Scenario

Janice is a registered psychologist with over 10 years' experience in private practice. She provides support to early childhood education and care (ECEC) services in relation to guiding children's behaviour. She is approached by XYZ Early Learning Centre to be the provider for an Innovative Solutions Support project. Janice agrees to provide the following support over a six month period:

- 5 x 2 hr Professional Development (PD) Sessions
- 5 x 6 hr Coaching Sessions
- 5 x 4 hr Mentoring Sessions

To facilitate each of the PD sessions Janice will need to tailor the content of some PD sessions she has already developed to suit the service's context.

XYZ Early Learning Centre is located in Shepparton (regional Victoria) while Janice is based in Melbourne. There is no suitable provider in Shepparton who is able to provide the support that the service require, so it is reasonable for the service to use Janice as a provider for the project. The project design combines coaching and mentoring sessions for each of the different care environments at the service together on the same days, to minimize the number of times that Janice needs to travel to the service.

Janice will travel to the service to provide the first PD session in person in order to meet educators, view the care environments and begin to establish relationships with the educator team. She will follow this up with a combined day of in person coaching and mentoring the following week. Subsequent PD sessions will be undertaken remotely via Zoom, with in person coaching and mentoring occurring in the week after each session.

Janice will therefore visit the service 6 times over the course of the project (for 1 PD session and 5 days of coaching and mentoring).

Each round trip will involve 380km car travel and 4 hours travel time. Janice will stay in Shepparton overnight during each trip at a motel that costs $150 per night and will incur costs for meals/incidentals at $173.55 per trip.

To determine her Professional Development hourly rate, Janice uses the Price Matrix.

As a registered psychologist with 10 years' relevant experience, the base rate that she is able to charge is Level 3 ($200-$225 per hour). She is also able to include a 50% Professional Development Loading Rate for medium preparation time.

Janice is charging a PD hourly rate of $225 + a PD loading rate of $112.50 = $337.50

To determine her Travel and Accommodation rates, Janice uses the ATO TD 2023/3 rates. She refers to both tables 2 and 4. She also applies the ATO Kilometer rate for distance travelled.

Using the Monash Modified Model 2019 she determines her travel time allowances, which for travel to Shepparton aligns with MMM regions 1-3 (metro and regional centre): Up to ½ hr. each way.

GST

Janice is registered for Goods and Services Tax (GST) and applies GST to her quote where applicable.

Example Quote Builder

Professional Services

Type of Support Activity	Number of Hours	Hourly Rate	Cost (excluding GST)	GST (if applicable)
Professional Development	10	$337.50	$3375.00	$337.50
Mentoring	30	$225	$6750	$675.00
Coaching	20	$225	$4500	$450.00
Bilingual Support	0	0	0	0
Resources			0	0
Subtotal			**$14,625**	**$1462.50**

Travel and Accommodation

Type of Expense	Quantity	Details	Cost (Excluding GST)	GST
Car Travel – From/To	Number of Trips	Kms per trip (@85c/km)	*Total*	GST
Melbourne CBD - Shepparton	6	380	$1938	N/A
Travel Time – From/To	Hours	Hourly Rate	Total	GST
1 hour per return trip	6	$225	$1350	$135
Car hire/Taxis/Transfers – From/To	Number of Trips	Est. Cost per Trip	Total	GST
Airfares – From/To	Numbers of Trips	Est. Cost per Trip	Total	GST
Accommodation – Location	Number of Nights	Est. Cost per Night	Total	GST
Shepparton Region 3 (Regional Centre)	6	$150	$900	$90
Meals/expenses	Number of Nights	Est. Cost per Night	Total	GST
1 x Breakfast, Lunch, Dinner + incidentals	6	$173.55	1041.30	$104.13
Subtotal			**$5229.30**	**$329.13**

Subtotal of Professional Services + Travel/Accommodation (Excluding GST)	$19,854.30	
GST		$1791.63
Total	**$21,645.93**	

Example 2 – Metropolitan Location

Marta works for a Brisbane based organisation that provides support to families and ECEC services in relation to children with additional needs. Marta is a newly qualified speech pathologist and has been assigned to work on a Specialised Training and Advice Innovative Solutions Support Project with QRS Child Care Centre. The project focuses on supporting educators to include children with delayed speech and language. This support will make use of the organisation's existing training materials with some minor customisation to meet the specific needs of the service.

The service is located 10kms away in a neighbouring suburb to Marta's organisation. Travel time between the two locations is only 10 minutes each way.

Marta will provide educators at the service with Professional Development, Mentoring and Coaching support activities as a part of the project in the follow ways:

- 4 x 1.5 hrs. Professional Development Sessions
- 8 x 2 hrs. Coaching Sessions
- 4 x 1 hrs. Mentoring Sessions (telephone support)

To determine her Professional Development Hourly Base rate and additional Professional Development Loading, Martha's organisation uses the Price Matrix.

As a new Speech Pathologist, Martha's Hourly Base Rate can be charged at Level 1 ($110 -$150 per hour). As minimal preparation time is required to tailor an existing professional development package, they can charge and additional 25% of the Hourly Base rate.

For the Professional Development component of this Project, Martha's organisation is charging a PD hourly base rate of $150 + a PD loading rate of $37.50 = $187.50

For the Coaching and Mentoring components of this Project, Martha's organisation is charging an hourly base rate of $150

To determine her Travel rates, Martha's organisation uses the ATO TD 2023/3 rates.

They apply the ATO Kilometer rate of $.85c per km travelled. In this instance, 20kms per round trip.

Using the Monash Modified Model 2019 they determines Martha's **travel time allowances**. Travel undertaken in the Brisbane area aligns with MMM Region 1 (Metropolitan Area). Marta's organisation can claim 10 minutes of travel time each way at her Hourly Base Rate of $150.

GST

Martha's organisation is registered for Goods and Services Tax (GST) and applies GST to their quote where applicable.

Example Quote Builder

Professional Services

Type of Support Activity	Number of Hours	Hourly Rate	Cost (excluding GST)	GST (if applicable)
Professional Development	6	$187.50	$1125	$112.50
Mentoring	16	$150	$2400	$240.00
Coaching	4	$150	$600	$60.00
Bilingual Support	0	0	0	0
Resources			0	0
Subtotal			**$4,125**	**$412.50**

Travel and Accommodation

Type of Expense	Quantity	Details	Cost (Excluding GST)	GST
Car Travel – From/To	Number of Trips	Kms (@85c/km)	*Total*	GST
Brisbane based workplace/Brisbane based ECEC service	6	20kms	$102	$10.20
Travel Time – From/To	Hours	Hourly Rate	Total	GST
20 mins per return trip x 6	2	$150	$300	$30
Car hire/Taxis/Transfers – From/To	Number of Trips	Est. Cost per Trip	Total	GST
Airfares – From/To	Numbers of Trips	Est. Cost per Trip	Total	GST
Accommodation – Location	Number of Nights	Est. Cost per Night	Total	GST
Meals/expenses	Number of Nights	Est. Cost per Night	Total	GST
Subtotal			**$402**	**$40.20**

Subtotal of Professional Services + Travel/Accommodation (Excluding GST)	$4,527.00	
GST		$452.70
Total	**$4979.70**	

Example 3 – Remote Location

Emma is a behaviour guidance specialist with a Master's degree in Inclusive Education and 8 years' experience working with ECEC services. She is based in Perth and is approached to participate in an Innovative Solutions Support project by a service located near Port Hedland, WA. There is no local support provider who can deliver the support that the service is seeking so it is reasonable for the service to access support from further afield. Emma has an existing Professional Development package that she will need to moderately tailor to meet the needs of the service.

In discussion with the service and their Inclusion Professional, Emma agrees to provide the following support over a 4 month period:

- 4 x 2 hr. tailored PD sessions

- 8 x 2 hr. coaching sessions

- 8 x 2 hr. online mentoring sessions

In order to reduce the need for extensive travel, the PD and coaching sessions are planned to occur in 2 day blocks. Emma will deliver a PD session in the evening and then undertake the coaching sessions with educators the following day. Over the course of the project Emma will need to visit the service in person four times. Between visits she will maintain contact with educators via 8 online mentoring sessions.

Emma will fly from Perth to Port Headland return, four times. She will require one night's accommodation per trip and incur associated meal costs. She will use taxis to travel to and from Perth and Port Hedland airports, and also for travel within Port Hedland from her accommodation to the service.

Emma's travel time (door to door) will be approximately 4 hrs. each way, totaling 8 hrs. per trip.

Determining Rates

Emma uses the Quote Builder to help document her quote. She uses the Price Matrix to determine her Hourly Base Rate and Additional Loadings along with the Modified Monash Model to determine Port Headlands geographical location for travel time and Remote Area loading purposes.

Rates for Professional Services

As a specialist with 8 years' relevant experience, Emma can:

- Charge a level 2 Hourly Base rate ($150-$200)

- Apply a Professional Development Loading rate for Medium Preparation Time to tailor PD materials/content to the identified needs of the service, calculated at 50% of her Hourly Base Rate

- As Port Hedland is classified as a remote area (Category 6 on the Modified Monash Model) Emma can also apply a Remote Area Loading rate, calculated at 40% of her Hourly Base Rate + gst for work that she undertakes in Port Hedland.

Hourly Base Rate
Emma charges an Hourly Base Rate of $194

Additional Loadings

For tailored **Professional Development activities** provided at the service, Emma is

Hourly Base Rate	+	Professional Development Loading (50% of base rate)	+	Remote Area Loading (40% of base rate)	= Total
$194	+	$97	+	$77.60	**$368.60 per hour**

charging:

For face to face **Coaching** sessions provided at the service Emma is charging:

Hourly Base Rate	+	Remote Area Loading (40% of base rate)	= Total
$194	+	$77.60	**$271.60 per hour**

For online **Mentoring** session Emma is charging:

Hourly Base Rate
$194

Travel and Accommodation

Flights

Emma charges for a flexible economy class fare to allow for any changes of dates, which may occur, at a cost of $1350 per trip.

Taxi fares

- To/from Emma's base in Perth to the Perth airport $50
- To/from the Perth Airport to Emma's accommodation $50
- To/from Emma's accommodation to the ECEC service $25

Travel time

Based on the Modified Monash Model and NDIS travel allowances, Emma can charge 1 hr. travel time for every 2 hrs. she spends travelling. Emma travel time is 8 hrs. per trip. She is charging 4hrs per trip at her base rate (+ 40% remote area loading) for her travel time on each trip.

Hourly Base Rate	+	Remote Area Loading	= Total
$194	+	$77.60	$271.60 per hour

Accommodation and Meals

Emma stays at a Hotel in Port Headland at a cost of $163.65 inclusive of gst per night. She will also incur meals costs at $153.50 inclusive of gst each visit.

GST

Emma is registered for Goods and Services Tax (GST) and applies GST to her quote where applicable.

Example Quote Builder

Professional Services

Type of Support Activity	Number of Hours	Hourly Rate	Cost (excluding GST)	GST (if applicable)
Professional Development	8	$368.60	$2,948.80	$294.88
Mentoring	16	$194	$3,104	$310.40
Coaching	16	$271.60	$4,345.60	$434.56
Bilingual Support	0	0	0	0
Resources			0	0
Subtotal			**$10,398.40**	**$1039.84**

Travel and Accommodation

Type of Expense	Quantity	Details	Cost (Excluding GST)	GST (if applicable)
Car Travel – From/To	Number of Trips	Kms per trip (@85c/km)	Total	
Travel Time – From/To	Hours	Hourly Rate	Total	
½ of total 8 hr. travel time per trip	16	$271.60	$4,345.60	$434.56
Car hire/Taxis/Transfers – From/To	Number of Trips	Est. Cost per Trip	Total	GST
Perth base - Perth airport Port Headland airport – Port Headland accommodation	16	$50	$800	$80
Port Headland accommodation - ECEC service	8	$25	$200	$20
Airfares – From/To	Numbers of Trips	Est. Cost per Trip	Total	GST
Perth – Port Hedland	4 return flights	$1350	$5,400	$540
Accommodation – Location	Number of Nights	Est. Cost per Night	Total	GST
Port Headland	4	$163.65	$654.60	$65.46
Meals/expenses	Number of Nights	Est. Cost per Night	Total	GST
1 x breakfast, lunch, dinner	4	$153.50	$614	$61.40
Subtotal			**$12,014.20**	**$1201.42**

Subtotal of Professional Services + Travel/Accommodation (Excluding GST)	$22,412.6	
GST		$2241.26
Total	**$24,653.86**	