

**HOME INTERACTION PROGRAM  
FOR PARENTS AND YOUNGSTERS (HIPPY)**

**Warwick and West Ipswich**

**EXPRESSION OF INTEREST (EOI)  
GUIDELINES: HIPPY PROVIDER**

**BEFORE COMPLETING EOI APPLICATION FORM  
PLEASE READ THESE GUIDELINES**

**APPLICATIONS MUST BE SUBMITTED BY EMAIL TO:**

**HIPPY Expression of Interest**  
HIPPY Australia  
Brotherhood of St Laurence  
[hippyaustraliaEOI@bsl.org.au](mailto:hippyaustraliaEOI@bsl.org.au)

***Completed applications must be received by 5pm, Friday September 8 2017 (AEST).***  
***Only fully completed applications will be assessed.***

**CONTACT INFORMATION**

All enquiries should be directed to HIPPY Australia on 03 9445 2400. HIPPY Australia is open during business hours Monday to Friday from 9am - 5pm (AEST).

# HIPPY EOI GUIDELINES

## 1. BACKGROUND

### 1.1 What is the Home Interaction Program for Parents and Youngsters (HIPPY)?

The Home Interaction Program for Parents and Youngsters (HIPPY) is a two-year, home-based early childhood learning and parenting program that empowers parents and carers to be their child's first teacher. Families start HIPPY the year before their child starts school (usually around four years old) and continue during their first year of school. HIPPY is a free, voluntary program.

HIPPY families spend around 10 to 15 minutes a day, five days a week, doing educational activities together. Home Tutors schedule regular weekly or fortnightly visits with parents to work through the program activities in the family's home or an alternative location. Parents are also encouraged to participate in regular Group Meetings.

The program activities are designed to be integrated into the daily life of the family. The first year of the program provides children with 30 weeks of activities, which support literacy and numeracy skills. The second year extends these activities and provides parents with additional information about children's learning and development.

Each HIPPY site is staffed by a tertiary qualified (or equivalent) Coordinator and a small team of Home Tutors. The Coordinator has responsibility for operating HIPPY in the community. The Home Tutors are usually past or current parents participating in the program who live in the local community. Home Tutors are paid employees and receive training and support from the Coordinator.

HIPPY is supported by research that shows that children's most powerful learning comes from their family and that getting a strong start at school sets children up for life.

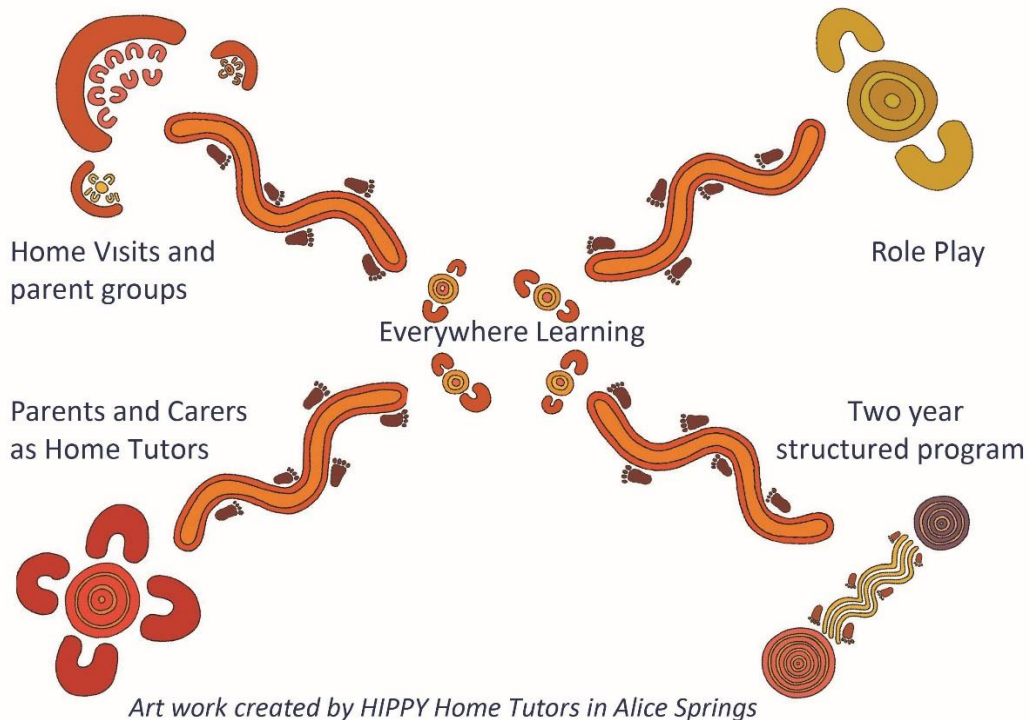
The objectives of HIPPY are to:

- Provide children with a structured education-focused early learning program at home;
- Improve children's preparedness for school and strengthen school participation;
- Build the confidence and skills of parents and carers to create a positive home learning environment;
- Support employment and community leadership opportunities for HIPPY Coordinators, Home Tutors and parents; and
- Strengthen communities.

**The Five Essential Features** found in HIPPY sites all around the world are:

- HIPPY is a two-year program – 30 weeks in the first year (the year before children start school, usually when they are about four years old) and 15 fortnights in the second year;
- Role Play is used as a learning tool - this means that the information is discussed and practiced with Tutors and families when they visit. The parent can then complete the activities with the child;
- Parents/carers are employed as Home Tutors;
- Community based delivery is supported by Home Visits and Group Meetings; and
- Everywhere learning - looking for opportunities to apply learning in every day settings.

## Five Essential Features



**The Ten Guiding Principles** provide a foundation for HIPPY and guide the way the program is implemented. The Ten Guiding Principles are:

1. All young children learn.
2. All children mature across the same developmental areas and learning and development are multidimensional and interrelated.
3. All parents/carers want the best for their children.
4. Parents/carers are the primary and most important educators of their children.
5. Parents/carers can and do teach their children.
6. Parents/carers can support and teach other parents.
7. Children's learning is enhanced when parents/carers understand children's growth and development.
8. A parent/carer's role in supporting their child's learning is enhanced with consistent support and access to appropriate materials and techniques.
9. Respect and acknowledgement of diversity enhance children's and parents'/carers' sense of belonging.
10. Connections between parents/carers and community build a family's capacity to care for and educate their child.

## **1.2 HIPPY IN AUSTRALIA**

The Brotherhood of St Laurence (BSL) holds an exclusive license from HIPPY International to operate HIPPY in Australia. The HIPPY International licence includes use of the Five Essential Features and HIPPY materials available at all sites. BSL then partners with HIPPY providers to implement HIPPY in their local community. BSL operates a national office called 'HIPPY Australia' that provides program materials, training, organisational support and networking as well as site visits to support the HIPPY model.

BSL introduced HIPPY to Australia in 1998. Since 2008 HIPPY has been funded by the Australian Government and has been progressively established in 100 communities across Australia, including in 50 communities with a particular focus on Aboriginal and Torres Strait Islander participation. HIPPY sites are located in all State and Territories and are chosen by the Australian Government based on high level of disadvantage in the communities.

There is an opportunity for new providers to register interest in delivering HIPPY in the communities of Warwick and West Ipswich. The successful local providers will enter into a Sublicence with BSL to deliver HIPPY in the specified community (catchment area).

For further information about HIPPY and to download an EOI application form, please visit the HIPPY Australia website [www.hippyaustralia.org.au](http://www.hippyaustralia.org.au).

## 2. NEW PROVIDERS FOR WARWICK AND WEST IPSWICH

### SELECTION OF COMMUNITIES

In 2017, the existing HIPPY providers in Warwick and West Ipswich informed HIPPY Australia that they have chosen to cease operating HIPPY at the end of 2017.

HIPPY has been delivered in Warwick since 2014 and West Ipswich since 2011.

Expressions of Interest (EOI) are now sought from organisations who wish to deliver HIPPY in Warwick and West Ipswich from 2017 and beyond. Please refer to Attachment A - Frequently Asked Questions for more information.

Table 1: HIPPY Communities for EOI in 2017

Communities included in this EOI	
Warwick (QLD)	West Ipswich (QLD)

### 2.1 CATCHMENT AREA

The catchment area of each site was defined in consultation with community members at the time of the site's establishment. For more information about the catchment area of each community please see Section 8 of these guidelines.

### 2.2 LOCAL HIPPY PROVIDER

BSL partners with local HIPPY providers. A Sublicence and Funding Agreement is signed with a local provider to deliver HIPPY in a defined catchment area.

HIPPY providers:

- Are from the local area and have an existing presence in the community
- Have the support of the community to operate in the catchment area
- Employ at least five local people for HIPPY
- Facilitate the delivery and outcomes of HIPPY in the catchment area
- Ensure HIPPY is delivered according to the HIPPY Guiding Principles and Essential Features.

#### Key staff within a HIPPY provider

HIPPY providers are responsible for recruiting and employing the following staff:

The **Line Manager** is responsible for management of the program at a local level, the recruitment of a suitably qualified (or equivalent experience) Coordinator and ensuring that there is adequate workspace and equipment to run the program. The Line Manager is responsible for supervising and supporting the Coordinator.

The **Coordinator** has the day-to-day responsibility for the local program and is key to the success of HIPPY. They recruit families into HIPPY, supervise the Home Tutors and link HIPPY to the community, early childhood education services, schools and other agencies.

**Home Tutors** deliver the program to participating families and carry out their duties under the supervision of the Coordinator. Home Tutors are past or current parents participating in HIPPY. They are paid employees and receive training and support from the Coordinator.

#### **1.4 Organisations eligible to submit an EOI application:**

Organisations must be non-profit to be eligible to apply to deliver HIPPY.

Note: The ATO definition of non-profit - *We accept an organisation as non-profit where its constituent or governing documents prevent it from distributing profits or assets for the benefit of particular people, both while it is operating and when it winds up.*

The following list identifies the type of organisations that are eligible to deliver HIPPY:

- Association
- Company - non-profit
- Indigenous Corporation
- Registered Charity
- Organisation established through a specific piece of Commonwealth or State/Territory Legislation, for example some universities, public benevolent institutions, churches etc.
- Independent School

#### **Is your organisation a non-profit organisation?**

Use the following checklist to help work out whether your organisation is a non-profit organisation.

- Is your organisation **not** operating for the profit or gain of its individual members, either directly or indirectly?
- Does your organisation's constitution documents prohibit it from making any distribution - whether money, property or otherwise - to its members during the course of its operations?
- Does your organisation's constitution documents prohibit it from making any distribution - whether money, property or otherwise - to its members on dissolution?
- Are your organisation's activities consistent with its constitution clauses?
- Does your organisation have sufficient controls in place to ensure that members and other private persons do not receive the property or assets of the organisation? (Property or assets can be bona fide reimbursement for services they have provided to the organisation, or as reasonable compensation for expenses incurred on behalf of the organisation).
- Are any profits made by the organisation used to carry out the organisation's purposes?

Source: <https://www.ato.gov.au/Non-profit/Getting-started/What-type-of-NFP-is-your-organisation-/#IsyourorganisationanNFP>

### 3. EOI APPLICATION PROCESS

BSL in consultation with the Australian Government is undertaking the Expression of Interest (EOI) application process to select HIPPY providers for Warwick and West Ipswich. The final decision on successful HIPPY providers for each community from the EOI application process rests with the BSL.

The EOI process stages and timeframe are outlined in Table 2 below:

Table 2: Expression of Interest Process

Stages	Dates	
1	Call for Expressions of Interest	Mon 24 July 2017 to Friday 8 September 2017
2	HIPPY community consultations	August 8 – 11 2017
3	Assessment of Expressions of Interest	September 2017
4	Announcement of successful providers	TBC
5	HIPPY provider signs Sublicence and Funding Agreement	October – December 2017

#### 3.1 SUBMITTING AN EOI APPLICATION

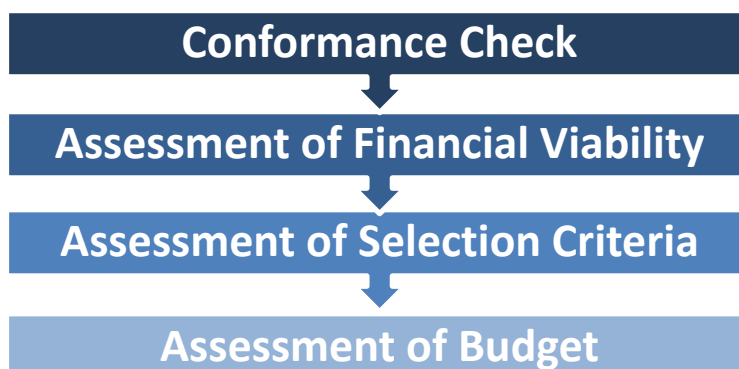
All EOI applications must be received no later than 5pm (AEST) Friday 8 September 2017. Applications received after this time will not be considered. All applications must be completed on the EOI Application Form (Attachment B).

If expressing interest in more than one community a separate EOI Application Form is required for each community.

**Applications will only be accepted by email to: [hippyaustraliaeoi@bsl.org.au](mailto:hippyaustraliaeoi@bsl.org.au)**

#### 3.2 ASSESSMENT OF EOI

Your EOI application will be assessed according to the following process:



- Any application where the scores allocated '*do not meet criteria*' in any section may be considered unsuccessful.
- A risk assessment will be applied to all applications.
- BSL may insert conditions to mitigate risk into the Sublicence and Funding Agreement and the successful organisation must be willing to work with HIPPY Australia to mitigate these risks as part of their Implementation Plan.
- If there is no successful organisation for the specified community through this EOI process, HIPPY Australia reserves the right not to proceed to sublicence a HIPPY provider. HIPPY Australia, if required, may approach other providers in the community to establish their interest in submitting an EOI to deliver HIPPY at a later date.

### **CONFORMANCE**

Organisations expressing interest should complete every question and should not alter the format of the form, size of the boxes or tables. All EOI Applications will undergo a conformance check and non-conforming applications may not proceed to the assessment stage.

### **FINANCIAL VIABILITY**

All applicants are required to submit copies of their management accounts for FY2017 and audited financials for 2014 - 2016. The financial statements will be assessed by BSL. If an organisation is not considered financially viable, the EOI will not be considered further.

### **SELECTION CRITERIA**

All applicants are required to answer questions demonstrating strong evidence to support their responses to the criteria. The selection criteria relates to the organisation's:

- program structure and facilities
- engagement with the community
- support for families
- local advisory group
- Letters of support

### **BUDGET**

All applicants are required to demonstrate they are able to operate HIPPY within the funding available in each community. The budget for each organisation over two years is approximately \$290,181 excluding GST. On a calendar year basis, providers can apply for Enhancement funds and Home Tutor training funds (up to \$28,000 per calendar year). The proposed funding period is to 31 December 2019.

### **3.3 INSURANCE**

Successful organisations must have, or will have by the time of signing their Sublicence and Funding Agreement with BSL, the following insurance:

- Workers' compensation insurance required by relevant State or Territory legislation.
- Public liability insurance for a minimum of \$10 million per claim.
- Professional indemnity insurance for a minimum of \$20 million per claim.

### **3.4 WITHDRAWING AN EOI**

Applicants can withdraw their EOI at any time after submission or approval and before signing a Sublicence and Funding Agreement. Applicants who wish to withdraw their EOI need to advise BSL in writing by emailing [hippyaustraliaeoi@bsl.org.au](mailto:hippyaustraliaeoi@bsl.org.au)



### **3.5 ACKNOWLEDGEMENT OF RECEIPT**

BSL will acknowledge receipt of EOI applications by reply email.

### **4. PRIVACY**

The personal information provided on this form will be used for the Home Interaction Program for Parents and Youngsters (HIPPY) EOI application process and will be protected under the provisions of the Privacy Act 1988.

If you intend to include personal information belonging to another individual in your application, you are required to inform all affected individuals that if they agree to provide their personal information to the BSL and the Australian Government, they may be contacted to verify your application and/or to invite them to participate in survey or review processes to facilitate the evaluation of the program.

The personal information contained in your EOI application will not be used for any other purpose, added to any mailing list or released to any person or organisation unless required by law, or written consent is provided by all affected individuals.

### **5. CONFLICT OF INTEREST**

Applicants must identify any potential, perceived or actual conflicts of interest that they believe will or may arise from the EOI or in their responsibilities to BSL in the course of undertaking this process and/or delivering HIPPY. A conflict or perceived conflict of interest can arise when an applicant's integrity, objectivity or fairness in performing the services is at risk due to a personal interest or conflicting business arrangements. Applicants must specify how the actual, perceived or potential conflict of interest will be addressed and monitored to ensure that it does not conflict with the outcomes desired for this funding process.

Identification of a conflict of interest or a perceived conflict of interest will not automatically exclude an applicant from consideration. BSL reserves the right to assess the potential impact of the conflict or perceived conflict and what plans are proposed to address it before a final decision is made. However, BSL's decision about exclusion will be final.

If you wish to discuss this aspect please contact **Sara Sterling** (Consultant, HIPPY Australia) on 03 9445 2400. Please note that HIPPY Australia is open during business hours Monday to Friday from 9am - 5pm (AEST).

### **6. SUBLICENCE AND FUNDING AGREEMENT**

All successful organisations will receive funding to administer HIPPY. It is anticipated that funding will achieve recruitment and retention targets as stated per community. Successful HIPPY providers must deliver HIPPY in accordance with the HIPPY International licence held by BSL and detailed in the Sublicence signed by HIPPY providers.

Successful HIPPY providers will enter into a Sublicence and Funding Agreement with BSL prior to commencing the first year. The Agreement contains clauses regarding:

- Commencement and term of agreement.
- Fees and expenses associated with administering HIPPY.
- Funding conditions - including targets and deliverables.
- Reporting including a full calendar year of Audited Financial Statements and Annual Reports. covering the full period of the operation of HIPPY.
- Monitoring, reporting and evaluation of the program.
- Confidentiality and intellectual property.

### **Funding**

BSL expects that all HIPPY providers will make extensive efforts to meet the enrolment targets for each year of operation and are funded accordingly. If these targets are not achieved, funding may be altered accordingly or the Sublicence and Funding Agreement may be terminated.

### **Establishment fund**

Each new HIPPY site is given Establishment funding on signing their Sublicence and Funding Agreement. This funding is provided to assist providers in establishing their HIPPY office and recruiting a Coordinator.

### **Quarterly Funding**

HIPPY sites are funded quarterly. Funding for the quarter (with the exception of the first quarter) is provided on receipt and approval of the quarterly reports from the preceding quarter.

### **Enhancement & Tutor Training Funding**

HIPPY providers are able to apply to HIPPY Australia for additional funds, up to \$28,000 per calendar year, that may enhance delivery of HIPPY or provide training opportunities for HIPPY Tutors. More information on the application process is available to successful HIPPY providers.

### **Budget**

In Part 3 of the EOI Application Form you are required to fill out a budget template to substantiate your organisation's ability to administer HIPPY within the allocated budget -see Section 7 - Budget Preparation.

## **7. BUDGET PREPARATION**

The following notes will assist you in preparing your budget template (APPENDIX 1) of the EOI Application Form. All terms are explained in a Glossary found in these guidelines - see Section 9.

### **A. Department of Social Services Funding**

Funding for HIPPY is provided by the Australian Government Department of Social Services and managed under contract by the Brotherhood of St Laurence through HIPPY Australia.

### **B. Salaries – Coordinator**

The HIPPY Coordinator has the prime responsibility for all aspects of local program implementation and management. This includes:

- Attending pre-service HIPPY training
- Responsibility for recruiting and retaining families and Tutors

- Making periodic Home Visits with each Tutor
- Visiting parents when specific problems arise
- Maintaining all appropriate records and providing mandatory reports to HIPPY Australia by their due dates

Normally Coordinators are paid according to an applicable Award or Agreement relevant to the state or territory. Provision needs to be made for all on-costs such as superannuation, WorkCover, training and pro-rata leave entitlements.

#### **C. Wages – Tutors not on traineeships**

Tutors not on traineeships are employed by the HIPPY provider managing the site. At a minimum, two Tutors are required in HIPPY for each cohort. Duties include:

- Home visits
- Tutor training and supervision
- Pre and post program delivery
- Meeting with parent groups

Estimated hours for Tutors allow some time for travel for Home Visits but this may vary according to the distances to be travelled and the particular needs of the families. Tutors would be paid at an appropriate rate. Note that Tutors would normally work on a casual basis and any entitlement for casual loading as well as on-costs would also need to be accounted for in the budget.

#### **D. Wages – Tutors on traineeships**

Tutors on traineeships may be paid by an employer or by a Group Training Authority providing training under the Australian Government's National Training Program. The minimum hours of work required by trainees differs from state to state and territory. Tutors on traineeships would generally be employed for longer hours than casual Tutors as they are required to meet traineeship eligibility and attendance requirements. The cost of this may be offset by different pay requirements and government incentives available. Generally, payment would be made under the National Training Award.

#### **E. Wages – Child care**

Child care is required when Group Meetings are held with parents and Tutors. These meetings are held every second week and take two to three hours each meeting. An allowance of 30 hours of child care per year may be required. An appropriate casual rate plus on-costs should be provided in the budget.

#### **F. Wages – Other employment**

There are no specific requirements for any further employment costs under HIPPY but this may depend on each individual site.

#### **G. Accommodation**

You will need to budget to ensure that appropriate office accommodation and meeting space is available for the HIPPY Coordinator and Tutors.

#### **H. Audit**

Sites are required to provide a set of audited financial statements and an annual report for their auspice organisation for each financial year over which HIPPY is run. The audited annual financial statements need to separately identify the amounts received from HIPPY funding, the expenditure incurred against the funding and any surplus remaining. If additional audit fees are incurred in providing this information then the additional audit costs should be included in the budget.

#### **I. Materials – Storybooks**

Each child in HIPPY is provided with nine storybooks in the first year of the program and a further seven storybooks in the second year. The cost of each book (including delivery) is approximately \$3.00. You will need to budget to provide for number of children x 9 x \$3.00 for Age 4 and number of children x 7 x \$3.00 for Age 5. Additional copies should be ordered for Coordinators and Tutors.

#### **J. Materials – activity packs**

An activity pack is required for each child for each week of the program. Current costs are approximately \$1.50 per child per week for Age 4 (1st year) and \$5.20 per child per fortnight for Age 5 (2nd year). Provide for number of children x 30 weeks x \$1.50 for Age 4 and number of children x 15 fortnights x \$5.20 for Age 5. Additional copies should be ordered for Coordinators and Tutors.

*Please note that HIPPY Australia will request orders for all materials twice in each year. Small orders incur much higher printing, storage and delivery costs and may be charged at a higher rate per item.*

#### **K. Materials – extension activities**

The materials for extension activities consist of crayons, scissors and shapes etc. required for each child to undertake the scheduled weekly activities. Shapes are sourced through HIPPY Australia while other items may be sourced locally by each site. Estimate – approximately \$25.00 per annum per child.

#### **L. Materials – HIPPY bags**

HIPPY bags are available - Allow approximately \$1.50 per child.

#### **M. Materials – other**

Allow for costs of materials not otherwise provided for, for example printing and stationery, activities, graduation celebration. Note that storage will be required for some of the materials used in the program or held pending issue to the participants.

#### **N. Meetings**

Expenses incurred in conducting meetings for running HIPPY.

#### **O. Motor vehicles**

Costs that may be incurred in motor vehicle travel related to HIPPY. This may be a proportion of costs incurred in the use of pool vehicles provided by the auspice body or the reimbursement of costs to

employees using their own vehicles. Note that a condition of funding does not allow funds to be used to purchase capital equipment over the value of \$5,000.

**P. Office equipment**

Costs incurred in the purchase or lease of minor items of equipment necessary for the running of HIPPY.

**Q. Organisational support**

Actual or a reasonable allocation of overhead costs incurred by the auspice organisation in relation to HIPPY. Note that there is a requirement for administrative assistance in the running of the program. These duties may include:

- Entering statistical and financial data into the HIPPY database
- Providing audited annual financial statements for both the organisation and HIPPY
- Ordering and taking delivery of storybooks, activity packs, parent packs and materials required for HIPPY

**R. Printing & stationery**

Printing and stationery costs incurred in running HIPPY including promotional material incurred in the recruitment of families for the program.

**S. Telephone and digital technology**

Communication costs incurred in running HIPPY. Note that a broadband internet connection is required for entering data to the HIPPY Efforts to Outcomes (ETO) Performance Management System, which is used to collect all data and reporting information as a mandatory requirement of the program.

HIPPY Australia will access the aggregated data for reporting to the Department of Social Services on a quarterly basis. Data on individual families will remain confidential and can only be accessed by the site at which the family is registered as well as HIPPY Australia. Sites should also consider the costs in communication with Tutors and may consider the purchase of low cost pre-paid telephones to assist in this process.

**T. Travel**

Travel costs (flights, accommodation, transfers, meals etc.) will be incurred by the Line Manager and the Coordinator in attending the initial training session with HIPPY Australia in Melbourne and need to be included in the budget. Program Coordinators are required to attend for up to five days.

The Coordinator and Tutors will incur on-going travel costs in attending Home Visits and in some cases in Tutors attending training.

**U. Utilities**

These costs relate to the share of water, power and other costs required to be met in relation to the facilities used to conduct HIPPY.

## **V. Other administration expenses**

While the classifications above include all of the known costs that would be incurred in the operation of HIPPY, there may be other costs relevant to your particular organisation that may be included here.

NOTE: The HIPPY Budget template and these notes are provided to assist applicants in preparing a budget identifying the costs involved in operating HIPPY in their community. While the budget template and these notes have been prepared to include the essential elements of HIPPY. Applicants must consider their own organisational circumstances and prepare their budget accordingly.

***Note: HIPPY is a two-year program for all participants. The budget modelling is based on current targets for the program and the expected retention rates.***

## 8. CATCHMENT AREAS

Community name	Catchment Boundary
<b>Warwick</b>	Warwick SSC, Killarney SSC, Stanthorpe SSC, Clifton SSC
<b>West Ipswich</b>	Basin Pocket SSC, Brassall SSC, Blackstone SSC, Booval SSC, Churchill SSC, Coalfalls SSC, Eastern Heights SSC, Flinders View SSC, Ipswich SSC, Leichhardt SSC, Moores Pocket SSC, Newtown SSC, North Booval SSC, North Ipswich SSC, One Mile SSC, Raceview SSC, Raymond Hills SSC, Sadliers Crossing SSC, Silkstone SSC, Tivoli SSC, Woodend SSC, Wulkuraka SSC, Yamanto SSC

## 9. GLOSSARY OF TERMS

Authorised Delegate	A person who has legal authority to sign a legal contract on behalf of a HIPPY provider
BSL	Brotherhood of St Laurence
Budget Template	Appendix 1 - EOI Application Form must be completed (Excel spreadsheet)
Coordinator	Employee of HIPPY provider responsible for running a local HIPPY site.
Community	A location chosen by Australian Government for HIPPY to be delivered
Department of Social Services	Australian Government Department of Social Services
EOI	Expression of Interest
Funding	Provided by the Australian Government Department of Social Services
HIPPY	Home Interaction Program for Parents and Youngsters
HIPPY Australia	National office for supporting operation of HIPPY in Australia.
HIPPY provider	Local not for profit organisation that is responsible for delivering HIPPY in a local community
Line Manager	Employee of HIPPY provider who is suitably qualified to oversee the management of HIPPY
Tutors	Employees of the HIPPY provider responsible for supporting parents
Parents	Members of families within community who participate in HIPPY
Sublicence and Funding Agreement	Sets out the details regarding delivering HIPPY in a community and the funding BSL will provide to the Sublicence holder.