



# Invoice

# INV-2024-102

**Balance Due**  
**\$600.00**

**Leader Tonic**  
Suite #1094  
30 Denison Street  
Bondi Junction NSW 2022  
Australia  
**Personal Information**

**Bill To**  
**Ambulance Tasmania Clinical Services**  
Lower Level  
12 Brisbane Street  
Hobart  
7000 Tasmania  
Australia

Invoice Date : 01/04/2024  
Terms : Net 45  
Due Date : 16/05/2024

Subject :  
Executive Coaching with Joe Acker - Clinical Services - March 2024

#	Item & Description	Qty	Rate	Amount
1	Coaching - Katrina Ostrenski - March 11, 2024 (90 min)	1.50	150.00	225.00
2	Coaching - Jennifer Bolster - March 15, 2024 (60 min)	1.00	150.00	150.00
3	Coaching - Katrina Ostrenski - March 25, 2024 (90 min)	1.50	150.00	225.00
			<b>Sub Total</b>	<b>600.00</b>
			<b>Total</b>	<b>\$600.00</b>
			<b>Balance Due</b>	<b>\$600.00</b>

Bank Details:  
Commonwealth Bank Australia  
Account Name: Leader Tonic  
BSB: 062-692  
Account Number: 7470 6889  
[admin@leadertonic.com](mailto:admin@leadertonic.com)

Tim Makrides  
Approved  
26/04/2024

460411 - 2630 - 610 - 0000  
\$ 150.

460410 - 2630 - 610 - 0000  
\$ 450



# INV-2004-105

**Balance Due**  
**\$900.00**

**Leader Tonic**

Suite #1094  
30 Denison Street  
Bondi Junction NSW 2022  
Australia

**Personal Information**

**Bill To**

**Ambulance Tasmania Clinical Services**

Lower Level  
12 Brisbane Street  
Hobart  
7000 Tasmania  
Australia

Invoice Date : 29/04/2024  
Terms : Net 60  
Due Date : 28/06/2024

**Subject :**

Executive Coaching - Ostrenski & Bolster

1	Executive Coaching Services Jennifer Bolster - April 2, April 12, April 22	3.00	150.00	450.00
2	Executive Coaching Services Katrina Ostrenski - April 8 (90 min), April 22 (90 min)	3.00	150.00	450.00
			<b>Sub Total</b>	<b>900.00</b>
			<b>Total</b>	<b>\$900.00</b>
			<b>Balance Due</b>	<b>\$900.00</b>

00000000000000000000

Commonwealth Bank Australia  
Account Name: Leader Tonic  
BSB: 062-692  
Account Number: 7470 6889  
[admin@leadertonic.com](mailto:admin@leadertonic.com)

Approved  
Tim Makrides  
08/05/2024

**Cost Strings:**

460411-2630-610-0000 \$450.00  
460410-2630-610-0000 \$450.00

**Terms & Conditions**

ABN 20342515014



# INV-2024-107

Balance Due  
**\$450.00**

**Leader Tonic**

Suite #1094  
30 Denison Street  
Bondi Junction NSW 2022  
Australia

**Personal Information**

Bill To

**Ambulance Tasmania Clinical Services**

Lower Level  
12 Brisbane Street  
Hobart  
7000 Tasmania  
Australia

Invoice Date : 04/06/2024  
Terms : Net 60  
Due Date : 03/08/2024

Subject :

Executive Coaching Services - Ostrenski & Bolster (May 2024)

1	Executive Coaching Services Jennifer Bolster - May 19, May 30	2.00	150.00	300.00
2	Executive Coaching Services Katrina Ostrenski- May 19	1.00	150.00	150.00

Sub Total 450.00

**Total \$450.00**

**Balance Due \$450.00**

06/06/2024

Approved: Tim Makrides , Exec. Dir Clinical Services

460411 2680 10 0000

Commonwealth Bank Australia  
Account Name: Leader Tonic  
BSB: 062-692  
Account Number: 7470 6889  
[admin@leadertonic.com](mailto:admin@leadertonic.com)



19 December 2023

Tim Makrides  
Executive Director of Clinical Services  
Ambulance Tasmania  
Hobart, Tasmania

Via email: **Personal Information**

**RE: Proposal for Executive Coaching Services for Jennifer Bolster**

Dear Mr. Makrides,

I am writing to propose the provision of Executive Coaching Services to Jennifer Bolster, the new Director of Clinical Services at Ambulance Tasmania. Having had the privilege of working with Ambulance Tasmania over the past several years, I am eager to contribute to the continued growth and success of your leadership team.

**Objective:**

The proposed coaching engagement is designed to support Jen during her induction to Ambulance Tasmania. The focus will be on fostering her leadership capabilities, enhancing self-leadership, developing executive skills, and ensuring a strong presence and engagement within the organization. Additionally, the coaching sessions will address relationship building, team building, and culture improvement, aligning her with the goals and values of Ambulance Tasmania.

**Scope of Services:**

1. **Frequency:** One-hour coaching sessions every fortnight (or monthly depending on Jen's preference).
2. **Duration:** A 12-month coaching program to coincide with Jennifer's induction period.
3. **Areas of Focus – Executive Leadership Coaching:**
  - Self-leadership
  - Leadership skills development
  - Enhancing presence and engagement
  - Relationship building within the organization.
4. **Mentoring and Advice – Role and organization-specific Coaching:**
  - Provide insights and guidance on the context of Ambulance Tasmania and its place within the Department of Health.
  - Address challenges and opportunities specific to leading Clinical Services at Ambulance Tasmania, specifically to developing and implementing a new clinical governance system.

**Rate:**

In consideration of my longstanding relationship with Ambulance Tasmania and the desire to continue supporting the leadership team, I am pleased to offer a reduced rate of \$150 per hour for the coaching sessions. This reflects my commitment to contributing to the success of Ambulance Tasmania and ensuring a smooth transition for Jen Bolster as the new Director of Clinical Services.

**Confidentiality:**

All discussions and information shared during coaching sessions will be treated with the utmost confidentiality, in line with coaching ethics and standards. Although Ambulance Tasmania will be funding the sessions, I will not divulge anything from our coaching sessions to management or anyone else.

I believe that this coaching engagement will not only facilitate Jen's successful integration into her role but will also contribute to the overall effectiveness and cohesion of the leadership team at Ambulance Tasmania.

I am enthusiastic about the opportunity to continue our partnership and contribute to the growth and development of your leadership team. I am available at your earliest convenience to discuss this proposal further or address any questions you may have.

Thank you for considering this proposal. I look forward to the possibility of working together.

Sincerely yours,



Joe Acker  
Principle Director and Executive Coach  
**Personal Information**



13 February 2024

Tim Makrides  
Executive Director of Clinical Services  
Ambulance Tasmania  
Hobart, Tasmania

Via email: **Personal Information**

**RE: Proposal for Executive Coaching Services for Katrina Ostrenski**

Dear Tim,

I am writing to propose the provision of Executive Coaching Services to Katrina Ostrenski, the new Director of Education at Ambulance Tasmania. Having had the privilege of working with Ambulance Tasmania over the past several years, I am eager to contribute to the continued growth and success of your leadership team.

**Objective:**

The proposed coaching engagement is designed to support Kat during her transition to this senior leadership role at Ambulance Tasmania. The focus will be on fostering her leadership capabilities, enhancing self-leadership, developing executive skills, and ensuring a strong presence and engagement within the organization. Additionally, the coaching sessions will address relationship building, team building, and culture improvement, aligning her with the goals and values of Ambulance Tasmania.

**Scope of Services:**

1. **Frequency:** One-hour coaching sessions weekly or every fortnight (depending on Kat's preference).
2. **Duration:** A 12-month coaching program to coincide with Kat's probation period.
3. **Areas of Focus – Executive Leadership Coaching:**
  - Self-leadership
  - Leadership skills development
  - Enhancing presence and engagement
  - Balancing relationship building within the organization and holding employees accountable to performance standards.
4. **Mentoring and Advice – Role and organization-specific Coaching:**
  - Provide insights and guidance on the context of Ambulance Tasmania and its place within the Department of Health and the Tasmanian public sector.
  - Address challenges and opportunities specific to leading within Clinical Services at Ambulance Tasmania, specifically in developing and implementing new education initiatives and supporting the education team.

**Rate:**

In consideration of my longstanding relationship with Ambulance Tasmania and the desire to continue supporting the leadership team, I am pleased to offer a reduced rate of \$150 per hour for the coaching sessions. This reflects my commitment to contributing to the success of Ambulance Tasmania and ensuring a smooth transition for Kat Ostrenski as the new Director of Education.

**Confidentiality:**

All discussions and information shared during coaching sessions will be treated with the utmost confidentiality, in line with coaching ethics and standards. Although Ambulance Tasmania will be funding the sessions, I will not divulge anything from our coaching sessions to management or anyone else.

I believe that this coaching engagement will not only facilitate Kat's successful integration into her role but will also contribute to the overall effectiveness and cohesion of the leadership team at Ambulance Tasmania.

I am enthusiastic about the opportunity to continue our partnership and contribute to the growth and development of your leadership team. I am available at your earliest convenience to discuss this proposal further or address any questions you may have.

Thank you for considering this proposal. I look forward to the possibility of working together.

Sincerely yours,



Joe Acker  
Managing Director and Executive Coach  
Personal Information