

Program Guidelines

Forestry Industry

Worker Support Program



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Program Details

Note to applicants: Read the Program Guidelines in full before submitting your application.

Grant name	Forestry Industry Worker Support Program
Applications open	11 November 2025
Applications close	12 months after the date on which redundancy is confirmed, or by 4pm on 7 March 2028, whichever occurs first.
Application outcome	The Department of Primary Industries and Regional Development (DPIRD) will use best endeavours to inform applicants of the outcome of their application within 30 business days following receipt of a complete application.
Claims close (for successful applicants)	18 months after the date on which redundancy is confirmed, or by 4pm on 7 September 2028, whichever occurs first.
Program enquiries	Please use only these details. To maintain the integrity of the grant process, do not contact any other NSW Government staff. Website: www.dpi.nsw.gov.au/forestry Phone number: 1800 678 593 (free call) Email: forestryindustrysupport@dpird.nsw.gov.au Hours: Monday -Friday from 8.30am -4.30pm

1

Overview of the program

1.1 Purpose and objectives

1.1.1 Purpose

- a. The purpose of the Program is to provide financial support for relocation and training directly to employees of impacted mills and harvest and/or haulage operators who have been made redundant following the commencement of the moratorium on harvesting in the Great Koala National Park (GKNP).

1.1.2 Intended recipients

- a. The intended recipients of financial support under the Program are eligible employees of Wood Supply Agreement holders and employees of harvesting and/or haulage operators contracted by the Forestry Corporation of NSW with demonstrated direct impacts from the GKNP moratorium (see Section 4.1 Eligibility criteria).

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Key dates

- a. **Applications open:**
11 November 2025
- b. **Applications close:**
Applications must be submitted within 12 months from the date on which redundancy is confirmed, or by 4pm on 7 March 2028, whichever occurs first.
- c. **Claims close:**
Successful applicants may submit claims for eligible costs within 18 months from the date on which redundancy is confirmed, or by 4pm on 7 September 2028, whichever occurs first.

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Program value

3.1 Total program value

- | | |
|---|--|
| <p>a. Funding for the following is available:</p> <ul style="list-style-type: none">i. reimbursement of up to \$9,000 (GST inclusive) for retraining and upskilling costs incurred within 12 months of being made redundant
and/orii. reimbursement of up to \$45,000 (GST inclusive) for moving greater than 50km commuting distance from <u>your</u> current residential address for new employment incurred within 12 months of being made redundant. | <p>b. For retraining and upskilling, <u>you</u> may only claim a reimbursement to the value of <u>valid tax invoices</u> up to the maximum amount of \$9,000 (GST inclusive) based on the acceptable evidence in clause 4.1.3 (Eligible expenditure and evidence).</p> <p>c. For relocation, <u>you</u> may only claim a reimbursement to the value of <u>valid tax invoices</u> up to the maximum amount of \$45,000 (GST inclusive) based on the acceptable evidence in clause 4.1.3 (Eligible expenditure and evidence).</p> <p>Note: Multiple claims can be made up to the maximum amount available under this program.</p> |
|---|--|

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Selection criteria

- a. All applications will be assessed for eligibility against the eligibility criteria. Only applications that meet the eligibility criteria will move to the next stage to be assessed against the assessment criteria.
- b. You should note that past financial assistance under this Program or any other program is not a reliable indicator of eligibility for future financial assistance under this Program.

4.1 Eligibility criteria

- a. The eligibility criteria cover:
 - i. eligible applicants
 - ii. eligible locations and
 - iii. eligible expenditure.

4.1.1 Eligible applicants

- a. To be eligible for funding, applicants must meet the following requirements:
 - i. you were an employee on a full-time, part-time or casual basis of a Wood Supply Agreement holder with demonstrated direct impacts from the GKNP moratorium or harvesting and/or haulage operators contracted by the Forestry Corporation of NSW at the time of the moratorium announcement (7 September 2025) and
 - ii. you are an employee on a full-time, part-time or casual basis of a Wood Supply Agreement holder with demonstrated impacts from the GKNP moratorium who has been made redundant within 18 months of the time of the moratorium announcement (7 March 2027) and can provide an Employment Separation Certificate or equivalent letter of confirmation from your employer of your redundancy or
 - iii. you are an employee on a full-time, part-time or casual basis of harvesting and/or haulage operators contracted by the Forestry Corporation of NSW who has been made redundant, within 18 months of the time of the moratorium announcement (7 March 2027) and can provide an Employment Separation Certificate or equivalent letter of confirmation from your employer of your redundancy.
- b. The Support Package will also be made available to the nine (9) Pentarch employees made redundant as a result of the CIFOA Protocol amendments that prevented harvesting in the Hub regions made on 19 September 2023.

4.1.2 Eligible locations

- a. You must be employed by an impacted business and live in one of the following North Coast local government areas at the time of the moratorium announcement (7 September 2025):
 - i. Ballina
 - ii. Bellingen
 - iii. Byron
 - iv. Clarence Valley
 - v. Coffs Harbour
 - vi. Kempsey
 - vii. Kyogle
 - viii. Lismore
 - ix. Nambucca
 - x. Port Macquarie-Hastings
 - xi. Richmond Valley
 - xii. Tweed.

4.1.3 Eligible expenditure and evidence

- a. Claims for eligible expenditure will be paid upon submission of a valid tax invoice and supporting evidence in the following table.
- b. DPIRD may ask you to provide further information to support and evidence for any payment.
- c. DPIRD may also request that you provide additional information or undertake an additional assessment before additional payments are made.

Eligible expenditure and evidence

Eligible expenditure	Evidence <u>you</u> may be asked for to support <u>your</u> claim
d. Education and training	• A <u>valid tax invoice, proof of payment</u> and proof of enrolment from a <u>Registered Training Organisation</u> (RTO) listed on the National Training Register within 12 months of employment ceasing with the <u>impacted business</u>. • <u>Valid tax invoices</u> for reasonable travel costs (accommodation, fuel and meals) where a training course is not offered locally (evidence required as above).
e. Relocation	• A Rental Agreement or Contract of Sale for a new residence that is 50 kilometres or more commuting distance from the eligible employee's previous residential address that has been executed within 12 months of employment ceasing with the <u>impacted business</u>. • A <u>valid tax invoice</u> for the following removalist expenses, including travel costs: • removalist and removalist insurance • truck hire • storage • trailer hire • gardening fees • cleaning fees • pet boarding fees (up to one month). • A <u>valid tax invoice</u> for the following property purchase and end-of-tenancy expenses: • reasonable lease-breaking costs incurred at the current residence, as charged by estate agents • rental bond of the new place of residence • relocation-associated legal costs (conveyancing and related legal fees) • reimbursement of stamp duty and agent fees upon demonstrating that the eligible employee has sold a residence at their previous location. • A <u>valid tax invoice</u> for the following incidental relocation costs: • utility connection and exit costs charged by third-party utility providers • first groceries purchased from a grocer's shop or supermarket to stock the fridge and pantry at the new residence, capped at \$1,500 • associated medical costs, such as gap payments for amounts payable to medical practitioners and allied health professionals (up to two months) • school uniforms • one-off school enrolment fees • vehicle registration transfer fees (if moving interstate) • licence transfer fees. • A <u>valid tax invoice</u> for the following short-term accommodation costs: • temporary accommodation, i.e., short stays in a hotel, motel, caravan parks or Airbnb • rent at new location (up to two months).

- f. DPIRD expects that all valid tax invoices submitted are from a recognised supplier and that the eligible expenses undertaken are consistent with that supplier's normal course of business. When assessing claims, DPIRD considers the ABN, trading name, and address of the entity that has issued the invoice to you, as well as its website, social media, or other advertising.
- g. If you claim a service or product purchased from a non-recognised supplier, such as a related party, DPIRD will request that the original valid tax invoice from the recognised source supplier be provided and proof of payment to the related party.
- h. If you claim an expense using a non-recognised contractor, DPIRD may also request that you provide a third-party quote.

4.1.4 Exclusions

- a. You will not be eligible for a payment if you:
 - i. are not an eligible applicant as set out in clause 4.1.1 (Eligible applicants)
 - ii. did not live in an eligible location (clause 4.1.2) at the time of the moratorium announcement (7 September 2025)
 - iii. have received, or have been approved to receive, financial assistance for costs associated with the items described in clause 4.1.3 (Eligible expenditure and evidence) from another government assistance scheme.
- b. Expenditure that the Program will not support includes:
 - i. alcohol
 - ii. tobacco products and
 - iii. gift cards.

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Application process

5.1 How to apply

5.1.1 Parameters for applying

- a. Applicants must complete and submit DPIRD's application form, which should be accompanied by the documentation stated on the form and listed in clause 5.1.2 (What to include). Forms can be found on www.dpi.nsw.gov.au/forestry.
- b. Applicants can only submit one application per financial assistance offering.

Note: Applicants can apply for both training and relocation financial assistance in one or separate applications, subject to their needs.

5.1.2 What to include

- a. Each application must include the documents listed in the Application Form, which includes the following:
 - i. your Employment Separation Certificate or equivalent letter of confirmation from your employer of your redundancy
 - ii. confirmation of your current residential address at the time of being made redundant (for example, a utility bill or council rates notice)
 - iii. confirmation of your bank details, such as the front page of a bank statement showing the account name, BSB, and account number.
- b. If an application is missing information or is incomplete, DPIRD may, in its sole discretion, work with you to clarify or request any missing or incomplete information from you or any business or individual you have engaged. However, DPIRD will not start assessing the application until, in DPIRD's sole opinion, the application is complete.
- c. DPIRD may withdraw an application once there has been no response to 3 attempts at contact with the applicant.

5.1.3 False and misleading information

- a. You must not include false or misleading information in your application. If an application contains false or misleading information, DPIRD may deal with it as it determines in the circumstances and may, for example, determine that the application is ineligible.

5.1.4 After submitting an application

- a. Applicants will receive a notification of receipt by email.
- b. DPIRD may contact you to verify information or seek further information. DPIRD may also carry out its own enquiries to validate any information provided to it in the course of assessing the application.

5.2 Assessment of grant applications

5.2.1 Stages

- a. a. Determining which applications are successful involves these stages:
 - i. eligibility review
 - ii. assessment and
 - iii. decision-making.

5.2.2 Eligibility review

- a. DPIRD will assess applications against the eligibility criteria at 4.1.
- b. All applications that have met the eligibility criteria will move to the next stage, depending on the availability of funds.

5.2.3 Assessment

- a. The Assessment Team for the Program consists of officers from DPIRD. The Assessment Team will assess eligible applications against the eligibility criteria in these Program Guidelines and recommend assessment outcomes.
- b. All applications that meet the eligibility criteria in Section 4.1 (Eligibility criteria) will be recommended for approval, depending on the availability of funds
- c. Recommendations:
 - i. The Assessment Team will make written recommendations to the decision-maker.

5.2.4 Decision-maker

- a. The Director, Forestry Policy, DPIRD:
 - i. is the decision-maker, and
 - ii. will ensure the Program is administered in accordance with these Program Guidelines and decide whether or not to approve
- b. review your application after considering the recommendation(s) by the Assessment Team.

5.3 Getting support

If you have any questions regarding your eligibility or need assistance submitting your application, please contact DPIRD.

Phone: 1800 678 593 (free call)

Email: forestryindustrysupport@dpi.nsw.gov.au

Website: www.dpi.nsw.gov.au/forestry

If you need help understanding these guidelines or completing the application form, you should seek the assistance of your rural/financial counsellor, business advisor, accountant or a trusted family member/friend.

If you need assistance with interpreting or translating, please contact Multicultural NSW on 1300 651 500 or email languageservices@multicultural.nsw.gov.au.

Applications received after the advertised application closing date cannot be accepted.

Please do not self-assess your eligibility for this support.

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Successful applicants

6.1 Payments

- a. DPIRD will pay successful applicants up to \$9,000 (GST inclusive) for training, including an upfront payment of \$2,000 without the need to provide invoices at the point of application. Applicants will be required to substantiate any upfront payments by providing valid tax invoices before accessing further payments.
- b. DPIRD will pay successful applicants up to \$45,000 (GST inclusive) for relocation costs upon submission of valid tax invoices.
- c. Applicants will be asked for their banking details (BSB and account number) on the application form for the payment to be made.
- d. Payments will generally be made within 15 business days.

6.2 Tax

- a. DPIRD recommends individuals seek independent professional advice on their specific taxation obligations.

6.3 Audit

- a. DPIRD, NSW Government agencies or their agents may audit applications to determine compliance with these Program Guidelines.
- b. The NSW Government may conduct audit and assurance activities to determine compliance with these Program Guidelines.
- c. Your application, personal information and supporting documentation may be disclosed between DPIRD and other NSW Government agencies and their agents for the purpose of these activities, or a directly related purpose, in accordance with the terms of the Privacy Collection Notice.

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Additional information and resources

7.1 Access to information

- a. The *Government Information (Public Access) Act 2009* (the GIPA Act) provides for the proactive release of government information by agencies and gives members of the public an enforceable right to access government information held by an agency (which includes Ministerial offices). Access to government information is only to be restricted if there is an overriding public interest against disclosure.
- b. The NSW Legislative Council has the power to order the production of State papers by the Executive Government. Standing Order 52 provides that the House may order documents to be tabled by the Government in the House. The Cabinet Office coordinates the preparation of the papers – that is, the return to order. The return to order may contain privileged and public documents. Privileged documents are available only to members of the Legislative Council.
- c. Note that documents submitted as part of a grant application may be subject to an application under the GIPA Act or an order for papers under Standing Order 52.
- d. If you require further information about the GIPA Act and/or Standing Order 52, please contact DPIRD using the contact information in the Program Details.

7.2 Evidence

- a. You must consent to DPIRD conducting an audit of evidentiary records to verify the amounts given under the Program have been used in accordance with the claim.

7.3 Ethical conduct

7.3.1 Confidentiality

- a. You must keep the outcome of the payment confidential until the NSW Government makes a public announcement, regardless of the outcome of your application.

7.3.2 Conduct

- a. You must not offer any gifts, benefits or hospitality to any NSW Government employee at any time. Any inducement in contravention of this condition may result in your application not being considered.

7.3.3 Fraudulent claims

- a. DPIRD takes fraud and corruption seriously. Suspected fraud will be assessed and investigated as appropriate, which may require the involvement of external parties such as the NSW Police Force or the NSW Independent Commission Against Corruption (ICAC).
- b. By signing the application form, you declare that the information provided in your application form and supporting documentation is true and accurate.
- c. Providing inaccurate, untrue or misleading information may be a breach of criminal law for which serious penalties may apply.
- d. DPIRD responds to fraud by:
 - i. audit and site validation of applications and claims that are of concern
 - ii. referral to the NSW Police Force or ICAC of suspected fraud
 - iii. recovery of any assistance provided under a fraudulent application.
- e. An application approval may be delayed where the outcome of relevant legal or validation actions may impact the decision to grant further assistance.
- f. DPIRD reserves the right to pursue and recover funding provided under fraudulent and dishonest circumstances.

7.4 Discretion

- a. The NSW Government may, in its absolute discretion, and without limiting any other rights which it may have, do all or any of the following at any time without giving notice or reasons:
 - i. require additional information from you
 - ii. change any of the requirements of these Program Guidelines
 - iii. alter or vary any process, procedure or timing related to the program
 - iv. suspend or terminate the opportunity
 - v. consider any non-conforming application
 - vi. terminate your further participation in the opportunity for any reason (including if DPIRD considers that an application contains false or misleading statements or may damage the reputation of DPIRD or the Program).

7.5 These program guidelines

7.5.1 Changes and publication

- a. While care has been taken in preparing these guidelines, DPIRD will not be liable in any way for any errors, omissions or variations to information in these Program Guidelines or for not advising you of any errors, omissions or variations to details in these Program Guidelines.

7.5.2 Version control

Version	Key changes	Approval date
V1.0	Endorsed by DPIRD	11 November 2025
V1.2	Date correction	21 November 2025
V2.0	Program administrator changed to DPIRD	8 December 2025
V3.0	Decision Maker DPIRD Director Forestry Policy, Haulage staff now eligible	May 2026

8

Definitions

Approval:

An application will be approved based on eligibility with the criteria listed in Section 4.

Contractor:

For the purposes of these guidelines, is limited to those businesses that acquire their hardwood or by-product supply cut from sawmills that have had a reduction in their wood supply as a consequence of the moratorium on harvesting in the GKNP, which then on-sell the hardwood or by-product.

Impacted business:

A Wood Supply Agreement holder with demonstrated direct impacts (WSA being terminated or reduced) from the GKNP moratorium or harvesting and/or haulage operators contracted by the Forestry Corporation of NSW at the time of the moratorium announcement (7 September 2025).

Proof of payment:

Valid tax invoices from an RTO for training costs, and a valid tax invoice for relocation costs. DPIRD reserves the right to obtain proof of payment for these tax invoices. If requested, you will be asked to provide a copy of your bank transfer(s) and/or bank statement(s) with any relevant valid tax invoice from suppliers or contractors.

Recognised supplier:

A supplier who/that undertakes work consistent with the supplier's normal course of business. The normal course of business refers to the usual activities and transactions that the supplier engages in as part of its regular operations.

Registered Training Organisation:

Deliver nationally recognised training in the Vocational Education and Training sector. For further information and a list of RTOs, please visit the [National Training Register](#).

Valid tax invoice:

An invoice including the name, address and ABN (if applicable) of the entity that issued the invoice and a description of each item to which the invoice relates, which is clearly identifiable as being related to approved expenditure for the applicant. DPIRD can ask for proof of payment of the invoice.

You and your:

These terms refer to the applicant in the context of these guidelines and the related application process.

Telephone:

1800 678 593

Email:

forestryindustriysupport@dpird.nsw.gov.au

Website:

www.dpi.nsw.gov.au/forestry

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