

# Community Forestry Support Package Application Form

## Introduction

Effective from 2 October 2023 Forestry Transition Group previously administered by the Department of Jobs Skills, Industry and Regions (DJSIR) will be administered by the Department of Energy Environment and Climate Action (DEECA).

**Applications close:** 5:00 PM Friday, 28 June 2024 (AEST)

Please be sure to have read the relevant [Program Guidelines](https://www.deeca.vic.gov.au/forestry/grants/community-forestry-support-package) available at (<https://www.deeca.vic.gov.au/forestry/grants/community-forestry-support-package>) before completing the application form.

## Privacy Collection Notice

The personal information on this form is collected by the Department of Energy, Environment and Climate Action (DEECA) for the purposes of administering your grant application and informing Members of Parliament of successful applications. The personal information in this form will be disclosed to relevant DEECA staff and may also be disclosed to Members of Parliament and their staff. Where you do not provide the information required by this form we may be unable to process your application. Personal information may also be disclosed to external experts, such as members of assessment panels, or other Government Departments for assessment, reporting, advice, comment or for discussions regarding alternative or collaborative grant funding opportunities.

For more information, please refer to DEECA's [Privacy Policy](#).

## Application Navigational Information

- Throughout this application a field marked with this asterisk symbol (\*) indicates that it is mandatory and must be completed.

## Eligibility

Please complete this section to confirm eligibility for the program.

I confirm that the business:

1. Is one of the following:  Yes  No
  - a. a community forestry operator that holds a Forest Produce Licence or Forest Produce Agreement issued by VicForests that includes the supply of box-ironbark, red gum, durable, speciality, common or mixed species timber for 2022-23 and/or 2023/24
  - b. a non-contractor firewood customer that is a party to a Timber Sale Agreement with VicForests for timber supply in 2023-24 \*
2. holds a current registered Australian Business Number (ABN)\*  Yes  No
3. meets all industrial relations obligations as an employer in accordance with the National Employment Standards under the Fair Work Act 2009 (Cth). \*  Yes  No

## Organisation Details

Name of Organisation: \* \_\_\_\_\_

Organisation's Australian Business Number (ABN)\*: \_\_\_\_\_

Check the ABN at [abr.business.gov.au](http://abr.business.gov.au) and do not include spaces

Street Address: \* \_\_\_\_\_

Town / Suburb: \* \_\_\_\_\_

State: \* \_\_\_\_\_

Postcode: \* \_\_\_\_\_

Postal address the same as the address above? \*  Yes (Move onto Primary contact section)  No

Postal Address: \* \_\_\_\_\_

Town / Suburb: \* \_\_\_\_\_

State: \* \_\_\_\_\_

Postcode: \* \_\_\_\_\_

## Primary contact

The person you want us to communicate with about this application.

Title: \* \_\_\_\_\_

If Other, enter preferred title: \_\_\_\_\_

First Name: \* \_\_\_\_\_

Last Name: \* \_\_\_\_\_

Position: \* \_\_\_\_\_

Primary Contact Number: (Landline or Mobile accepted) \* \_\_\_\_\_

Mobile number:(if different to Primary) \_\_\_\_\_

Email: \* \_\_\_\_\_

## Authorised representative

**Contact details for the person who is the direct supervisor/manager of the Key Contact (Optional)**

Title: \_\_\_\_\_

If Other, enter preferred title: \_\_\_\_\_

First Name: \_\_\_\_\_

Last Name: \_\_\_\_\_

Position: \_\_\_\_\_

Primary Contact Number: (Landline or Mobile accepted) \_\_\_\_\_

Mobile number:(if different to Primary) \_\_\_\_\_

Email: \_\_\_\_\_

**Person authorised to sign the contract within your organisation such as the CEO or General Manager/Director.**

Title: \* \_\_\_\_\_

If Other, enter preferred title: \_\_\_\_\_

First Name: \* \_\_\_\_\_

Last Name: \* \_\_\_\_\_

Position: \* \_\_\_\_\_

Primary Contact Number: (Landline or Mobile accepted) \* \_\_\_\_\_

Mobile number:(if different to Primary) \_\_\_\_\_

Email: \* \_\_\_\_\_

## Package Pathways

Please select one of the following pathways: \*

1. I am applying for the Package and if accepted, surrender the remaining allocation on my Forest Produce Licence(s), Forest Produce Agreement(s) or Timber Sale Agreement(s). The Package payment will be calculated at an agreed date

2. I am applying for the Package and will continue operating until my nominated date on or before 30 June 2024. As at the nominated date, I will be eligible to receive payments that apply to me under the Package. The Package payments will be calculated on the nominated date.

I acknowledge if I choose to continue to operate until 30 June 2024, or my nominated date, I am expected to work on any coupes offered to me by VicForests until 7 days before my nominated date, otherwise the volume of timber offered on the respective coupe may be deducted from the volume to be compensated.

If you are selecting Pathway 2, please nominate a date for when you will cease taking timber from State Forests and from which the Department will calculate the final package payment: \*

Date: \_\_\_\_\_

## Components Applying for

Are you applying for Component 1: **Timber pricing** \* Yes No

Are you applying for Component 2: **Plant and equipment compensation** \* Yes No

Are you applying for Component 3: **Employee statutory redundancy costs** \* Yes No

### Component 1: Timber pricing

**Please complete this section if you received a letter from the Department confirming your volumes for timber supply as per the relevant FPL/s, FPA/s, or TSA/s**

I acknowledge the volume/s of timber as outlined in the letter sent by the Department inviting an application for the Community Forestry Support Package. \*

Yes

Provide additional information if necessary. Maximum 150 words

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## Component 2: Plant and equipment compensation

**Please complete this section if you are applying for a compensation payment for plant and equipment.**

I will attach a copy of an Australian Taxation Office (ATO) compliant 2021-22 or 2022-23 depreciation schedule to this application. \*

Yes

I have identified the plant and equipment in the attached copy of the depreciation schedule for which compensation is requested. \*

Yes  No

**Applicants must confirm they have identified the plant and equipment for which compensation is requested before proceeding.**

I agree to the Department arranging for a valuer from the Valuer-General Victoria to visit the site, accompanied by a Departmental officer, to undertake an independent valuation of all the eligible non-fully depreciated plant and equipment for which compensation is requested. \*

Yes

## Component 3: Employee statutory redundancy costs

**Please complete this section if you are an employing business**

I will attach a spreadsheet detailing the employee statutory redundancy payments to be made to employees who are to be made redundant including:

- Employee starting date
- Years of service
- Hourly rate
- Award
- Redundancy pay weeks
- Redundancy pay value \*

Yes

Note that the information in the spreadsheet may be de-identified and not include employee names.

## Previous government grants received

1. Program Name \_\_\_\_\_

2. Project Cost \_\_\_\_\_

3. Funding Received \_\_\_\_\_

4. Project Status \_\_\_\_\_

1. Program Name \_\_\_\_\_

2. Project Cost \_\_\_\_\_

3. Funding Received \_\_\_\_\_

4. Project Status \_\_\_\_\_

## Supporting documents checklist

Attachments may be emailed AFTER you have submitted the application to [communityforestry@ecodev.vic.gov.au](mailto:communityforestry@ecodev.vic.gov.au). Make sure that your attachments are of an acceptable file type (.doc, .docx, .xls, .xlsx, .ppt, .pptx, .pdf, .jpg, .jpeg). Each attachment must not exceed a maximum size of 10MB. Any emailed attachments must be received before the closing date/time. Please ensure you include your name and business name.

A copy of:

- |   | Supplied   |
|---|--|
| • The current executed and dated Forest Produce Licence administered by VicForests,* or   | <input type="checkbox"/> Yes <input type="checkbox"/> No |
| • The current executed and dated Forest Produce Agreement or Timber Sale Agreement with VicForests including any relevant Deeds of Amendment,* or   | <input type="checkbox"/> Yes <input type="checkbox"/> No |
| • An Australian Taxation Office (ATO) compliant 2021-22 or 2022-23 depreciation schedule, including identification of plant and equipment for which compensation is requested ( <i>If applying for Component 2</i> ) *  | <input type="checkbox"/> Yes <input type="checkbox"/> No |
| • A spreadsheet or documentation detailing the employee statutory redundancy payments to be made to employees who are to be made redundant including: <ul style="list-style-type: none"><li>○ Employee starting date</li><li>○ Years of service</li><li>○ Hourly rate</li><li>○ Award</li><li>○ Redundancy pay weeks</li><li>○ Redundancy pay value *</li></ul> | <input type="checkbox"/> Yes <input type="checkbox"/> No |

**Please note:** *The applicant organisations previous performance in delivering state funded projects will also be taken into account in the assessment of this criterion. In submitting this application, the applicant organisation agree that some information may be shared with other state government agencies in order to seek clarification/alignment/performance issues.*

Please check this box to confirm that you accept the above statement. \*

Yes

## Declaration

That the business:

1. will comply with the conditions of participation in the Package set out in these Guidelines \* Yes No
2. consents to the Department sharing information with Australian and State government departments and agencies and the Australian Business Register for the purpose of verifying the information provided in the Application; \* Yes No
3. understands that if the business chooses to participate in the Package and intends to make some or all of their workforce redundant, the business will be required to, from the date an application is submitted: Yes No
  - a. provide employees with the opportunity to participate in an agreed program of pre-redundancy training, including onsite skills audit and/or verification and other Forestry Transition Worker Support Program activities, with the cost of any leave to be at no cost to the employee or the State; and
  - b. provide access for the Department's worker support program staff to engage with employees regarding the Forestry Transition Worker Support Program, with the access to employees to be provided at no cost to the Department or employees; \*\*
4. understands that if the business is successful in the Package, the business will be required to: Yes No
  - a. enter into a grant agreement with the Department for the payment
  - b. agree to the termination of the Timber Sale Agreement that they hold with VicForests on or before 29 March 2024 (applicable to non-contractor firewood customers holding a Timber Sales Agreement)
  - c. meet all employee statutory entitlements of employees associated with redundancy due to this Package (applicable to an employing business)
  - d. enter into an irrevocable Deed of Termination and Release with VicForests for the Timber Sale Agreement(s) for Forest Produce Agreement(s) held with VicForests (applicable to Timber Sale Agreement holders and Forest Produce Agreement holders)
  - e. send correspondence to VicForests and sign a statutory declaration confirming they are surrendering their remaining allocation and relinquishing their Forest Produce Licence, and agree to not producing or processing material under a Forest Produce Licence(s) that they hold with VicForests after an agreement for a Community Forestry Support Package is reached to with the Department in accordance with the final pathway selected and agreed to with the Department
  - f. identify how contractors will be paid the harvest and haulage component of the timber price in cases where there has been long-standing use of contractors for the harvest and delivery of timber for a sawmill purchasing timber through a Forest Produce Licence (if applicable)
  - g. consent to VicForests sharing the applicant's Timber Sale Agreement, Forest Produce Agreement or Forest Produce Licence, and details of the volumes taken with the Department
  - h. enable worker support payment redundancy top-ups to be calculated by the Worker Support Service by ensuring that full payroll and employment information is provided in writing for workers that are made redundant (this includes all information relating to start date; years of service with the business; annual salary and rates of pay; relevant Award; statutory redundancy payments made or to be made by the business to the worker; unused annual leave and statutory entitlements paid) [If applicable]
  - i. meet all obligations relating to major workplace change in accordance with the relevant award or Enterprise Bargaining Agreement. \*

## Declaration for Manual Application

I state that the information in this application and attachments are to the best of my knowledge true and correct.

I will notify DEECA of any changes to this information and any circumstances that may affect this application.

I am authorising a DEECA officer to submit an application on the DEECA Grants Online portal on my behalf.

I acknowledge the Privacy Collection Notice in the Introduction section of this application.

I understand that DEECA is subject to the Freedom Information Act 1982 and that if a Freedom of Information request is made, DEECA will consult with the applicant before any decision is made to release the application or supporting documentation.

I understand that this is an application only and may not necessarily result in funding approval.

I understand that if this application is successful, that funding will be subject to terms and conditions set out in the agreement with the Department.

I have read and understood the Community Forestry Support Package Program Guidelines \*

You must accept the declaration prior to submitting your application

Name: \* \_\_\_\_\_

Signature: \_\_\_\_\_

Date: \* \_\_\_\_\_

- Assessment of your application will commence after the application has been entered on the DEECA Grants Online portal.
  - Please ensure you have provided all the required information on this application before you submit it to a DEECA officer.
  - For assistance with application guidelines or the application process phone 1800 318 812 or email: [communityforestry@ecodev.vic.gov.au](mailto:communityforestry@ecodev.vic.gov.au)
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### For office use only:

This application was completed on behalf of the applicant by:

DEECA Officer Name: \* \_\_\_\_\_

Signature: \_\_\_\_\_

Date: \* \_\_\_\_\_