

Program Guidelines

Forestry Industry Supply Chain Support Program



Contents

1 Overview of the Program 4

- 1.1 Purpose and objectives 4**
 - 1.1.1 Purpose 4
 - 1.1.2 Objectives and outcomes 4
 - 1.1.3 Intended recipients 5
 - 1.1.4 Source agency 5
 - 1.1.5 Delivery of the program 5
 - 1.1.6 Type of grant opportunity 5
 - 1.1.7 Value for money 5

2 Key dates 6

- 2.1.1 Delivery timeframe 6

3 Grant value 7

- 3.1.1 Total grant value 7

4 Selection criteria 8

- 4.1 Eligibility criteria 8**
 - 4.1.1 Eligible applicants 8
 - 4.1.2 Eligible activities 9
 - 4.1.3 Eligible locations 9
 - 4.1.4 Eligible expenditure and evidence 9
 - 4.1.5 Exclusions 10

5 Application process 11

- 5.1 How to apply 11**
 - 5.1.1 Parameters for applying 11
 - 5.1.2 What to include 11
 - 5.1.3 False and misleading information 12
 - 5.1.4 After submitting an application 12
- 5.2 Getting support 12**

6 Assessment process 13

- 6.1 Assessment of grant applications 13**
 - 6.1.1 Stages 13
 - 6.1.2 Eligibility review 13
 - 6.1.3 Assessment 14
 - 6.1.4 Decision-maker 14
- 6.2 Notification of application outcome 15**
 - 6.2.1 Preliminary decision 15
- 6.3 Publication of grants information 15**

7 Successful grant applications 16

- 7.1 Grant payment 16**
 - 7.1.1 Payments 16
 - 7.1.2 Tax 16
 - 7.1.3 Changes in circumstances 16
- 7.2 Evaluation 17**
- 7.3 Audit 17**

8 Additional information and resources 18

- 8.1 Complaint handling 18**
- 8.2 Access to information 18**
- 8.3 Evidence 19**
- 8.4 Ethical conduct 19**
 - 8.4.1 Conflict of interest management 19
 - 8.4.2 Confidentiality 19
 - 8.4.3 Conduct 19
 - 8.4.4 Fraudulent claims 19
- 8.5 Discretion 20**
- 8.6 These program guidelines 20**
 - 8.6.1 Changes and publication 20
 - 8.6.2 Version control 20

9 Definitions 21

Grant Program Details

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

Grant name	Forestry Industry Supply Chain Support Program
Applications open	7 October 2025
Applications close	4pm on 8 September 2026 (or earlier, if the total funding allocation is exhausted)
Application outcome	The NSW Department of Primary Industries and Regional Development (DPIRD) will use best endeavours to inform applicants of the outcome of their application within 5 business days following receipt of a complete application.
Claims close (for successful applicants)	4pm on 8 September 2026 Eligible tax invoices will be paid from 8 September 2025 until 8 September 2026
Decision-maker	Director Forestry Research, DPIRD
NSW Government source agency	DPIRD administers the program on behalf of NSW Treasury
Type of grant opportunity	Demand-driven, or first-in, first-served
Total Program funding	\$5 million (GST exclusive)
Grant amount	Up to a maximum of \$100,000 (GST exclusive) per eligible applicant.
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

1

Overview of the program

1.1 Purpose and objectives

1.1.1 Purpose

- a. The NSW Government established the Forestry Industry Supply Chain Support Program (the Program) following the announcement of a moratorium on harvesting in the Great Koala National Park (GKNP) Assessment Area (the Assessment Area).
- b. The purpose of the Program is to provide financial support to impacted businesses as a result of the reduction in timber supply to certain mills and associated impacts on harvest and haulage operations, following the commencement of a moratorium on harvesting in the GKNP.

1.1.2 Objectives and outcomes

- a. The objectives of the Program are to provide financial support to impacted businesses that have had the majority of 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.
- a. The required outcomes of the Program are that impacts on the operations of impacted businesses are reduced by the financial support provided by this Program.
- a. The scope and types of initiatives offered by the grant opportunity aim at including short term targeted support to offset the increased costs on impacted businesses of hardwood and by-product goods and freight, reducing the immediate financial burden caused by supplier impacts.

1.1.3 Intended recipients

- a. The intended recipients of grants under the program are impacted businesses (other than those mills and harvest and haulage operators already receiving support through the Business Continuity Program) that have had the majority of 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.

1.1.4 Source agency

- a. The source agency for the Program is NSW Treasury.

1.1.5 Delivery of the program

- a. DPIRD is administering the Program.

1.1.6 Type of grant opportunity

- a. This is a demand-driven, or first-in, first-served opportunity, as listed in the Grant Program Details

1.1.7 Value for money

- a. A key principle of any grant program is to achieve value for money. This is important to ensure that the benefits of the grants are maximised for the people of NSW. Ways in which applicants may contribute to delivering value for money include, for example:
 - i. consider the most efficient and innovative means of carrying out grant activities;
 - ii. consider how government objectives and the applicant's identified needs can be mutually achieved;
 - iii. adopt an effective approach to identifying and managing risks; or
 - iv. collaborate with officials in monitoring and evaluation processes.
- b. The Program is designed to deliver value for money by providing short-term targeted assistance to businesses that have had the majority of 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.

2

Key dates

- a. **Applications open:**
7 October 2025
- b. **Applications close:**
4pm on 8 September 2026 (or earlier, if the total funding allocation is exhausted)
- c. **Claims close:**
Successful applicants may submit claims for eligible costs until 4pm on 8 September 2026.

2.1.1 Delivery timeframe

- a. Each eligible expense (listed in clause 4.1.3 Eligible expenditure and evidence) funded under the Grant Program must be incurred within the program delivery timeframes outlined in the Grant Program Details.

3

Grant value

3.1.1 Total grant value

- a. The total funding allocation is \$5 million.
- b. Eligible applicants may only claim a maximum of \$100,000 (GST exclusive).
- c. Evidence (see Section 4.1.4), such as previous agreements, valid tax invoices and proof of payment, may be required to validate expenditure of the grant at any time, and is mandatory if the applicant seeks additional grant payments.

4

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.

4.1 Eligibility criteria

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

4.1.1 Eligible applicants

- a. To be eligible for grant funding, applicants must meet all of the following requirements:
 - i. You are an impacted business that (directly or indirectly) sources at least 50% of hardwood or by-products from a sawmill or contractor that has had the majority of their hardwood or by-product supply cut through reduced wood supply agreements as a consequence of the moratorium on harvesting in the GKNP.
 - ii. You have a contract, agreement or other supporting evidence of supply (direct or indirect) from a sawmill or contractor that has had the majority of their hardwood or by-product supply cut through reduced wood supply agreements as a consequence of the moratorium.
 - iii. You operate as a sole trader, partnership, trust or company in Australia.
 - iv. You have an active Australian Business Number (ABN).
 - v. You are registered with the Australian Taxation Office (ATO).

4.1.2 Eligible activities

- a. The activities may meet all or some of the following requirements to be eligible:
 - i. Purchase of the same or similar hardwood, or alternatives to hardwood, or by-product from a new supplier.
 - ii. Freight costs from sourcing the same or similar hardwood or by-products from new suppliers.
- b. To be eligible for payments as an impacted business, applicants must meet all of the following requirements:
 - i. You must demonstrate that the impacted business has a contract, agreement or other supporting evidence of supply from a sawmill or contractor that has had the majority of their hardwood or by-product supply cut through reduced wood supply agreements as a consequence of the moratorium.
 - ii. You must demonstrate that more than 50% of your impacted business inputs are hardwood or by-products sourced from a sawmill or contractor that has had the majority of their hardwood or by-product supply cut through reduced wood supply agreements as a consequence of the moratorium.
 - iii. You must provide a minimum of 3 months of invoices to evidence historical amounts paid to a sawmill or contractor that has had the majority of their hardwood or by-product supply cut through reduced wood supply agreements as a consequence of the moratorium.
 - iv. You must provide evidence of your impacted business' ability to source the same or similar hardwood, alternatives to hardwood, or by-products, within NSW, interstate or internationally.
 - v. You must demonstrate that your impacted business will be viable in the future.

4.1.3 Eligible locations

- a. Businesses must be located in New South Wales.

4.1.4 Eligible expenditure and evidence

- a. Where a change in supplier is required as a result of the moratorium, the Program will only meet the incremental cost difference between the previous supplier's price and the new supplier's price for the same good or service and additional freight costs.
- b. Claims for eligible expenditure will be paid upon submission of a valid tax invoice and supporting evidence in the following table.
- c. DPIRD may ask you to provide further information to support and evidence your previous payment.
- d. 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
a. Costs to offset the incremental cost difference between the previous supplier's price and the new supplier's price for the purchase of the same or similar hardwood, or alternatives to hardwood, or by-product from a new supplier.	<ul style="list-style-type: none">• Historical tax invoices and proof of payment to evidence amounts paid to a sawmill or <u>contractor</u> affected by the moratorium.• A <u>valid tax invoice</u> and proof of payment for the new supplier.
b. Freight costs associated with sourcing the same or similar hardwood, or alternatives to hardwood, or by-product from a new supplier. Note: Maximum of \$1,500 (GST exclusive) per eligible tax invoice	<ul style="list-style-type: none">• A <u>valid tax invoice</u> and proof of payment.

4.1.5 Exclusions

- a. You will not be eligible for a grant payment, or part of a grant payment, if you do **not** have a contract, agreement or other supporting evidence of supply (direct or indirect) from a sawmill or contractor that has had the majority of their hardwood or by-product supply cut through reduced wood supply agreements as a consequence of the moratorium.
- b. Expenditure that the Program will not support includes:
 - i. salaries and wages of staff or contracts;
 - ii. loss of income;
 - iii. ongoing operational or business costs;
 - iv. training expenditure; or
 - v. capital and infrastructure costs to alter your business premises.

5

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 are found on www.dpi.nsw.gov.au/forestry
- b. Applicants can only submit one application.

5.1.2 What to include

- a. Each application must include the documents listed in the application form, which includes the following:
 - ii. A copy of your contract, agreement or other supporting evidence of supply (direct or indirect) from a sawmill or contractor that has had the majority of their hardwood or by-product supply cut through reduced wood supply agreements as a consequence of the moratorium.
 - iii. 3 months of invoices to evidence historical amounts paid to a sawmill or contractor that has had the majority of their hardwood or by-product supply cut through reduced wood supply agreements as a consequence of the moratorium.
 - iv. Confirmation of the applicant's bank details, such as the front page of a bank statement showing the account name, BSB, and account number.

- b. If there is uncertainty about the business or undertaking's status, DPIRD may contact NSW Fair Trading, the Australian Securities and Investments Commission (ASIC), or the ATO to request supporting documents or further documentation from the applicant to support its application.

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 them in the course of assessing the application.

5.2 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: forestryindustriysupport@dpiird.nsw.gov.au

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

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 will not be accepted.

Please do not self-assess your eligibility for this Grant Program.

6

Assessment process

6.1 Assessment of grant applications

6.1.1 Stages

- a. Determining which applications are successful involves these stages:
 - i. eligibility review;
 - ii. assessment; and
 - iii. decision-making.
- b. DPIRD has zero tolerance for aggressive, abusive, threatening or violent behaviour (i.e., unreasonable behaviour) directed towards our workers. Any conduct of this nature will be managed in line with DPIRD's Unreasonable Complainant Conduct Policy (Policy). Your application may be culled if you breach the Charter or the Policy.

6.1.2 Eligibility review

- a. DPIRD will assess applications against the eligibility criteria at 4.1.1.
- b. All applications that have met the eligibility criteria will move to the next stage, depending on the availability of funds.

6.1.3 Assessment

- a. The Assessment Team for the Program consists of officers from DPIRD.
- b. Assessment process:
 - i. The Assessment Team will assess eligible applications against the eligibility criteria in these Program Guidelines and recommend assessment outcomes. All applications that meet the eligibility criteria in Section 4.1 (Eligibility criteria) will be recommended for approval, depending on the availability of funds.
 - ii. The Assessment Team will use the information you provided to help verify the applicant's intention to continue the business or undertaking.
 - iii. DPIRD may request further information from you or from any business or individual you have engaged in assessing your application or to verify any information provided in your application. Failure to provide such information may result in DPIRD declining your application.
 - iv. DPIRD may decline an application where the eligibility criteria is not met or where you do not or cannot provide sufficient information for DPIRD to determine if eligibility criteria have been met. Refer to www.dpi.nsw.gov.au/forestry for more information.
 - v. DPIRD may put an application on hold where you are under investigation or have been charged in relation to the fraudulent receipt of grants or rebates under this or other programs.
 - vi. The Assessment Team may seek advice from other NSW Government agencies and other sources such as probity advisors.
- c. Recommendations:
 - i. The Assessment Team will make written recommendations to the decision-maker.

6.1.4 Decision-maker

- a. The Director, Forestry Research, DPIRD:
 - ii. is the decision-maker, as listed in the Grant Program Details; and
 - iii. will ensure the Program is administered in accordance with these Program Guidelines and decide whether or not to approve your application after considering the recommendation(s) by the Assessment Team.
- b. The decision-maker may consider other factors, including the availability of funds, advice from a probity advisor and issues that could cause reputational or other risks to the NSW Government.
- c. In limited circumstances, the decision-maker may waive selection criteria, for example, where not doing so would lead to perverse or unfair outcomes, be contrary to the policy intent, or damage the reputation and integrity of the Program. When doing so, the reasons for waiving selection criteria will be documented and approved by the decision-maker.
- d. If the decision-maker departs from the Assessment Team's recommendations, the decision-maker will record the reason(s) in your file.
- e. The decision-maker's decision is final in all matters, including:
 - i. the approval to award a grant;
 - ii. the amount awarded; and
 - iii. the terms and conditions of the grant.

6.2 Notification of application outcome

- a. DPIRD will notify successful and unsuccessful applicants of the outcome of their application in writing.

6.2.1 Preliminary decision

- a. If an applicant is unsuccessful, the preliminary decision process allows applicants an opportunity to demonstrate eligibility for the Grant Program by providing additional relevant documentation or information to address the ineligible aspects of their application. DPIRD will consider this additional information prior to making a final decision regarding the application.
- b. If an application does not meet the Program's eligibility criteria:
 - i. an officer assesses the application;
 - ii. the officer will advise the applicant that the application does not meet the eligibility criteria and explains the preliminary decision process;
 - iii. the applicant is afforded 10 business days to provide additional supporting documentation for DPIRD to consider when making a final decision on the application outcome; and
 - iv. if additional supporting documentation is submitted to DPIRD within the allowable timeframe, the application is reassessed (if no additional supporting documentation is provided, the application will be declined).
- c. The applicant will be advised of the final decision on the outcome of the application. If additional supporting documentation or information is not provided to DPIRD within the 10 business days provided, the applicant will be contacted and advised of the final determination and the reasoning and invited to reapply if the Grant Program is still open.

6.3 Publication of grants information

- a. Key information about the grants awarded will be published on the NSW Government Grants and Funding Finder in accordance with the requirements of the Grants Administration Guide.
- b. This information, plus information submitted in applications and related correspondence, may be open access information under the *Government Information (Public Access) Act 2009* (NSW), which must be made publicly available unless there is an overriding public interest against disclosure of the information including legal requirements under the *Privacy and Personal Information Protection Act 1988* (NSW) (the PPIP Act). Information that is commercially sensitive may be withheld.
- c. The NSW Government may use information submitted in applications and in funding deeds for promotional material and to develop case studies.

7

Successful grant applications

7.1 Grant payment

7.1.1 Payments

- a. DPIRD will pay eligible applicants a maximum amount of \$100,000 (GST exclusive).
- b. Applicants will be asked for their banking details (BSB and account number) on the application form in order for the payment to be made.
- c. Payment will generally be made within 10 business days.
- d. Grant funds will be paid on receipt of valid tax invoices and proof of payment.
- e. DPIRD may request additional information to validate the payment.

7.1.2 Tax

- a. Grants are GST exclusive.
- b. Grants are assessable income for taxation purposes unless exempted by taxation law. You should seek independent professional advice about taxation obligations or seek assistance from the ATO. The NSW Government does not provide advice on individual taxation circumstances.

7.1.3 Changes in circumstances

- a. You must inform DPIRD if there has been a change in the circumstances of any person, business or undertaking that is party to this grant (such as a separation, divorce or death).

7.2 Evaluation

- a. The Grant Program may be evaluated. The evaluation deliverables may include a Process Evaluation Report and a combined Outcomes and Economic Evaluation Report. An Overarching Monitoring and Evaluation Framework may guide the evaluation of the Program.
- b. The Evaluation Framework may include a program logic, key evaluation questions and a data collection plan (including outcomes, indicators, collection methods and data collection responsibilities).
- c. Grant recipients may be asked to participate in the evaluation and provide data per the Program Guidelines and monitoring and evaluation guidance documentation.
- d. The following set of Key Evaluation Questions (KEQs) may apply to the overarching evaluation:
 - i. How well did the program design reflect the needs it was intended to meet? (Appropriateness/Need/Design);
 - ii. How well was the program administered and delivered? (Efficiency);
 - iii. How effective was the program? (Effectiveness); and
 - iv. To what extent did the package demonstrate value for money? (Economic).
- e. The evaluation may aim to measure the short-and medium-term outcomes and will be supported by a fit-for-purpose monitoring and evaluation framework.
- f. If this Program is to be evaluated, the NSW Government will be responsible for monitoring and evaluating the Program in accordance with the:
 - i. NSW Treasury TPG22-22 Policy and Guidelines: Evaluation
 - ii. NSW Treasury TPG23-17 Disaster Cost-Benefit Framework
 - iii. NSW Grant Administration Guide.

- g. This Grant Program may be subject to an internal evaluation process to assess its effectiveness and inform future programs, in accordance with the NSW Grant Administration Guide.
- h. The evaluation will focus on:
 - i. administrative processes and delivery;
 - ii. lessons learned to inform future grant design and delivery; and
 - iii. alignment to program objectives.
- i. The evaluation may be conducted by the administering agency upon completion of the program.

7.3 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.

8

Additional information and resources

8.1 Complaint handling

- a. If you have any concerns about the Grant Program or applications or disagree how DPIRD handled an issue, please contact DPIRD in writing using the contact information at Program Enquiries in the Grant Program Details.

8.2 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 at Program Enquiries in the Grant Program Details.

8.3 Evidence

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

8.4 Ethical conduct

8.4.1 Conflict of interest management

- a. You (and your officers and staff) must declare any perceived, potential, or actual conflicts of interest regarding the grant opportunity. You must declare such conflicts to DPIRD by emailing forestryindustrysupport@dpird.nsw.gov.au.
- b. Where a conflict of interest is detrimental to the grant opportunity, you must implement mitigation measures or minimise the conflict. DPIRD may require individuals not to participate in the application or delivery stage.

8.4.2 Confidentiality

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

8.4.3 Conduct

- a. You must not participate in any anti-competitive conduct.
- b. 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.

8.4.4 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; and/or
 - 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.

8.5 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 grant;
 - iv. suspend or terminate the grant opportunity;
 - v. negotiate with one or more preferred applicants without prior notice to any other applicant;
 - vi. terminate any negotiations being conducted with any applicant;
 - vii. readvertise for new applicants;
 - viii. consider any non-conforming application;
 - ix. terminate your further participation in the grant 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 Grant Program).

8.6 These program guidelines

8.6.1 Changes and publication

- a. DPIRD reserves the right to amend, alter or change these Program Guidelines at any time, and it is your responsibility to ensure that you check the relevant website before application.
- b. DPIRD may issue an addendum to these Program Guidelines. The addendum becomes part of these Program Guidelines.
- c. Where significant changes are made in relation to the grant opportunity, DPIRD will revise these Program Guidelines and make them available in hard copy to the applicant.
- d. DPIRD will publish these Program Guidelines and any revised versions and addenda on the NSW Government Grants and Funding Finder.
- e. The version of the Program Guidelines published on the date you submit your application applies. Please ensure you download and save or print a copy of these Program Guidelines for future reference.
- f. 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.

8.6.2 Version control

Version	Key changes	Approval date
V1.0	Endorsed by DPIRD	7 October 2025
V2.0	Program administrator changed to DPIRD	8 December 2025
V3.0	Program closing dates changed to 8 September 2026	March 2026

9

Definitions

Approval:

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

Business or undertaking:

A person conducts a business or undertaking whether it is conducted alone or together with others, and whether or not it is conducted for profit or gain. Includes all forms of modern working arrangements, commonly referred to as businesses.

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 who then on sell the hardwood or by-product.

Impacted business:

A business that has had the majority of 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.

Valid tax invoice:

A paid 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:

forestryindustrysupport@dpi.nsw.gov.au

Website:

www.dpi.nsw.gov.au/forestry

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