



Department of
**Jobs, Tourism, Science
and Innovation**

Native Forest Transition: Workforce Transition Programs

Step-by-step application guide and guidelines



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Native Forestry Transition Plan (NFTP)

The Western Australian Government made the decision to end native forest logging by the end of 2023. The Government recognises this represents a significant change and a commitment was made to support workers, businesses and communities in the Southwest with links to the forestry industry through a \$80 million Native Forestry Transition Plan (NFTP).

The NFTP includes three focus areas;

- » workforce transition
- » business transition
- » industry and community development

The programs to support these three areas are being developed in consultation with the Native Forest Transition Group (NFTG), the Business Transition Subgroup (BTS) and Workforce Transition Subgroup (WTS) and the Industry and Community Development Subgroup (ICDS). The programs are being delivered by the Department of Jobs, Tourism, Science and Innovation (JTSI).

Workforce Transition Programs Overview and Objectives

There are two programs associated with the Workforce Transition Programs (WTP). The objectives of the program are to ensure all eligible native forestry workers are supported to transition out of the industry.

This document provides a step-by-step guide to help eligible workers understand their responsibilities, apply for the programs, and outline the submission and approval process.

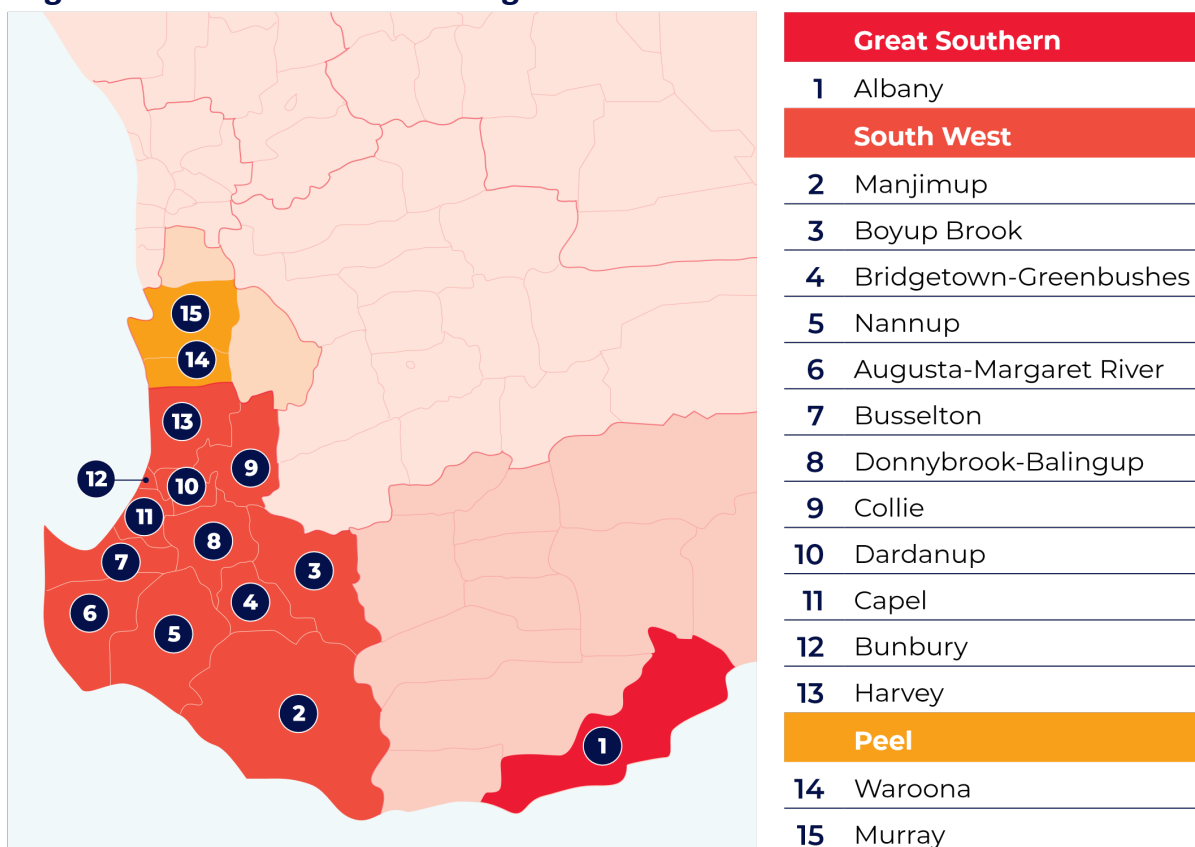
Step 1 - Check your eligibility

1. To be eligible for the Workforce Transition Programs you must:
 - be directly employed by a sawmill, haulage or harvesting business based in Western Australia which is party to a valid, native forest timber production contract with Forest Products Commission (FPC) for sawlog or other bole volume and/or firewood
2. work primarily (75%+) on native forest timber activities within your employment
3. harvest and haulage workers who work less than 75% in native forestry can apply for **Program 1B** if the business can demonstrate there is insufficient work to support the worker as a result of the closure of the native forestry industry
4. directly employed by an eligible business on 8 September 2021. This includes casual workers registered with a business that have been provided regular ongoing work by that business for at least one year prior to date of announcement.
5. have been or are about to be made redundant by a business closure or business transition as part of the Native Forest Transition (NFT), or decides to exit the industry. In the case of casual workers, where no shifts have been provided for six (6) weeks, this will be considered as an equivalent outcome to redundancy.

Or you must:

1. be a worker who has filled a vacant position after 8 September 2021 and who remains employed in native forestry for a year. In this case, you are only eligible for **Program 2A**.
 2. be a casual worker registered with an eligible business as at 8 September 2021, that has been provided regular ongoing work by that business for at least one year prior to date of redundancy will be eligible for **Program 2A**.
6. a worker applying for **Program 2C** is only eligible for a reimbursement of relocation costs incurred if you locate to one of the following native forest regions.

Eligible Native Forest Timber Regions



*Workers that need to relocate for new employment within the Native Forest Timber region should refer to the above map for eligible regions.

Ineligible Workers

Workers that relate to the below points will not be eligible for the Worker Transition Programs:

- » Historical workers (i.e. those not directly employed by an eligible business as at 8 September 2021).
- » Workers that are employed by a business that is ineligible under the Business Transition Programs, i.e.
 - › Businesses that are not party to a current native forest production contract with the FPC.
 - › Businesses that are party to a contract with the Forest Products Commission, that is ineligible under the Business Transition Programs.
- » Owner/operators, including those registered as directors of the company. Support in those instances, can be sought through the Business Transition Programs.

» Any period of work for which a redundancy was previously paid.

Applications to the Workforce Transition Programs from workers employed by Firewood and Auction businesses are not eligible to apply to the program until advised by JTSI, and following the next Forest Management Plan drafting process.

If you are unsure if you are eligible or have any questions, please contact the Native Forest Transition Team on (08) 6186 6976 or nft@jtsi.wa.gov.au.

Step 2 - Choose a support program

You can apply for Program 1 and Program 2 at different times. It is also important to note, that you can also apply for different parts of Program 2 at different times. Choose the support program you are applying for from the options below.

Program 1 – Workforce Transition Payment

» **Program 1A:** One off Transition Payment of \$10,000 available to workers who voluntarily exit the industry.

» **Program 1B:** Base payment of \$30,000 plus variable payment of \$1,000 per full year of service to maximum of \$15,000 (up to 15 years). Available to workers who are made redundant or where ongoing casual employment has ended.

You can only claim either the Workforce Transition **Program 1A** (leaves voluntarily) or **Program 1B** (made redundant). You cannot claim **Program 1A** at one business, move to another business and claim **Program 1B**.

Part-time and Casual Workers

Program 1A and **1B** is available to full-time, part-time and casual workers that meet the eligibility criteria. Full-time workers receive the base payment and if you work on a part-time or casual basis you will be eligible for a pro-rata proportion of the base payment based on the following:

- a. 0 – 10 hours a week would receive 33% of the **WTP**
- b. >10 – 22.5 hours would receive 66% of the **WTP**
- c. 22.5+ hours receive full amount (100%) of **WTP**

The \$1,000 per year of service variable payment will be calculated using the same scale.

Continuous Employment

If you have worked across multiple native forest employers, evidence of ongoing employment will be required when considering the variable payment calculations.

Continuous Employment is defined as continuous service in the native forestry industry with a gap of no more than 12 months between native forestry jobs, unless in extraordinary circumstances, which will be considered on a case-by-case basis as the accountable authority.

Examples:

1. If you previously worked for a native forestry business, left and went into mining, and have since returned to native forestry, this would not be regarded as continuous service. You would only be eligible for a payment based on the period you worked in native forestry once you return.
2. If you left the native forestry industry voluntarily after 8 September 2021, later returned and was made redundant, the period after voluntary exit would not be regarded as continuous service. In this instance you would be eligible for Program 1A and Program 2.

Where evidence of continuous native forestry service is not available, then only the current employment will be considered.

Program 2 – Reskilling, Retraining and New Employment

» **Program 2A:** Training support (up to \$2,500)

- › A private Registered Training Organisation (up to \$2,500 per worker), or
- › Training support from TAFE or government contracted RTOs (up to \$2,500 per worker).

» **Program 2B:** Resume preparation (up to \$500)

- › Support to help workers to prepare a resume in preparation for seeking employment.

» **Program 2C:** New employment support (up to \$5,000)

- › to assist with purchasing new work attire, a new uniform, PPE, tools, services (e.g. medical examination, eye tests), fees (e.g. heavy haulage license) and training to engage new employment.
- › To support relocation costs for workers that need to relocate for new employment within the native forest timber regions (refer to the map in Step 1). This includes support for removalist costs or costs associated with storage of furniture.

If you started after 8 September 2021 and have worked in the job for 12 months, you can **only apply for Program 2A**. You are not eligible for **Program 1A, 1B, 2B or 2C**.

If you were a casual worker registered with an eligible business as of 8 September 2021 that has been provided regular ongoing work by that business for at least one year prior to date of redundancy, you will be eligible for **Program 2A**. You are not eligible for **Program 1A, 1B, 2B or 2C**.

Step 3 - Apply

Applications for the Native Forest Workforce Transition Programs need to be submitted online using the Native Forestry Transition online portal at www.wa.gov.au/nft.

If you have completed pre-registration, you will need to use your login details.

If you did not complete pre-registration by the closing date, you will need to create a login to the Native Forestry Transition online portal to be able to submit an application. Please contact the NFT team should you need assistance to do this.

Your application will be assessed against the eligibility criteria set out in Step 1.

It is your responsibility to make sure you provide all the relevant information to address the eligibility criteria to allow assessment of your application.

For example, if you are only eligible for **Program 2A**, you only need to show proof of start date after 8 September 2021 and have worked in the job for 12 months.

We recommend that you collect all the relevant information to support your application before starting the online application process.

Incomplete applications cannot be processed. We will let you know if your application is incomplete **via an email reminder**, but it may slow down the assessment process.

We understand that some workers do not have an email or do not have access to a computer. If you are in this position, please phone the NFT team and together we can work out the best way process your application.

If you are unable to complete the **online application for any reason, please contact us for assistance.**

The table below outlines the types of documents needed to meet the eligibility criteria for **Program 1: Workforce Transition Payment.**

Program 1: Workforce Transition Payment	
Eligibility Criteria	Accepted evidence may include (one or more of the following)
1. Work for an eligible business	<ul style="list-style-type: none"> » Employment Separation certificate » pay slip » appointment letter » payment summary (group certificate) » superannuation statements/payment details » letter of confirmation from employer » statutory declaration from employer
2. 75% of work in native forestry OR the employer can demonstrate the business has contracted in size	<ul style="list-style-type: none"> » Some workers may be requested to provide evidence on this as part of the assessment process. NFT team will contact you in this case.
3. Harvest and haulage workers who work less than 75% in native forestry but the business can demonstrate their employment can no longer be supported	<ul style="list-style-type: none"> » letter of confirmation from employer
4. Directly employed by an eligible business on 8 September 2021; or for casuals, worked in native forestry for at least one year before 8 September 2021	<ul style="list-style-type: none"> » Employment Separation certificate » pay slip » appointment letter » payment summary (group certificate) » superannuation statements/payment details » letter of confirmation from employer
5. Made redundant from an eligible native forestry business, received no shifts for six weeks (casual workers), or left voluntarily.	<ul style="list-style-type: none"> » Employment Separation certificate » termination letter from employer » pay slips » letter of confirmation from employer » appointment letter » payment summary (group certificate) » superannuation statements/payment details

Program 1: Workforce Transition Payment

Additional information to calculate your payment

Accepted evidence may include (one or more of the following)

6. Length of Service in native forestry	<ul style="list-style-type: none"> » Employment Separation certificate » pay slip » employment history summary from your employers HR system » appointment letter » payment summary (group certificate) » superannuation statements/payment details » ATO employer summary from the ATO data portal via your tax agent or the mygov.au portal » statutory declaration from your past employers » letter of confirmation from employer » employment history documents from past employers » annual summary of employer deposits (with employer name) from your bank
7. Payment of previous redundancies	<ul style="list-style-type: none"> » letter of confirmation from previous employer » statutory declaration from worker/business » previous Employment Separation certificate
8. Hours worked per week (casual, part-time)	<ul style="list-style-type: none"> » payslips » rosters » letter of confirmation from employer
9. Proof of identity 40 point check	<ul style="list-style-type: none"> » Please find a guide to the relevant documents and points at www.police.wa.gov.au/Police-Direct/National-Police-Certificates » income tax notice of assessment
10. Tax File Number	<ul style="list-style-type: none"> » letter you may have received from ATO » a payment summary or income statement (provided by your employer) » letter of confirmation from employer » ask your tax agent or accountant for a letter confirming your TFN » you must provide suitable proof of identity based on a minimum two forms of identification, or 40-point identity check, e.g. driver's license, passport
11. Year to Date Salary and Wages received in the current financial year	<ul style="list-style-type: none"> » This relates to workers claiming Program 1A (\$10,000) only » Salary and wages year to date » income tax notice of assessment » This should include any payout of leave entitlements (annual, long service or otherwise)
12. Conflict of interest	<ul style="list-style-type: none"> » Please note, if you work for a family business and a family member is providing evidence to support your application, they will need to fill out a conflict-of-interest form. Please refer to the Additional Information section for more details.

It is your responsibility to ensure that the correct information has been provided. JTSI does not accept responsibility for incorrect bank account details.

Please note that if we find that there is not enough evidence to assess your application, we may request more evidence to be provided.

It is important to note that you do not have to apply for **Program 1** and **Program 2** at the same time.

If you are eligible for the **Program 1** you are automatically eligible for **Program 2** and you will not be required to resubmit your evidence to prove your eligibility and access the funding in **Program 2**.

However you will be asked to submit your invoices and receipts through the Native Forestry Transition online portal at the time of applying for **Program 2**.

New Native Forestry Workers (started after 8 September 2021)

The table below outlines the criteria that must be met if you:

- » started after 8 September 2021, *and*
 - » remain employed for a year in the native forestry industry, *and* »
- intend to claim support under **Program 2A**.

If you started after 8 September 2021 and have worked in the job for 12 months, you can only apply for **Program 2A**. You are not eligible for **Program 2B** or **2C**.

Native Forestry Casual Workers who have worked 12 months prior to being made redundant

Be a casual worker registered with an eligible business as at 8 September 2021, that have been provided regular ongoing work by that business for at least one year prior to date of redundancy will be eligible for **Program 2A**.

Program 2A only (new workers and casual workers): Reskilling, Retraining and New Employment

Eligibility Criteria	Accepted evidence (one or more of the following)
1. Work for an eligible business	<ul style="list-style-type: none"> » Employment Separation certificate » pay slip » letter of confirmation from employer » appointment letter » payment summary (group certificate) » superannuation statements/payment details
2. Started employment after 8 September 2021 and worked for one year or more OR Casual workers registered with an eligible business as at 8 September 2021, that have been provided regular ongoing work by that business for at least one year prior to date of redundancy	<ul style="list-style-type: none"> » Employment Separation certificate » pay slip » letter of confirmation from employer » appointment letter » payment summary (group certificate) » superannuation statements/payment details

Evidence for Programs 2A, 2B, or 2C

We understand that you might need time to decide what sort of training you would like but it might be really important to get a new resume immediately.

Under these programs, you have flexibility to access funding support for different programs at different times. You could do a number of training courses at different times up to the total reimbursement of training value of \$2,500.

For example, you may undertake a \$500 course immediately and take a \$1,500 course in 6 months' time. You can submit evidence of these at multiple stages until the \$2,500 is reached, or the deadline of December 2024, whichever is earlier.

Where a training course is not offered locally to you, a rate of up to \$250 per day of training may be claimed under Program 2A for travel costs (e.g. accommodation, fuel, meals, etc.) incurred when attending the course. Proof of enrolment and receipts for travel costs must be provided to support your claim.

The table below highlights the evidence you will need in order to claim reimbursements or support under **Program 2** and how the NFT program will support the claim.

Program Components	Reimbursement Evidence	NFT support method
2A Native Forest Reskilling Support up to \$2,500		
Program Components	Accepted evidence	Payment method
(i) Private Registered Training Organisation (RTO)	» Invoice and receipt and proof of enrolment from an RTO	» Worker reimbursed upon presentation of invoice and receipt
(ii) Training support from TAFE government contracted RTO	» Proof of enrolment at approved or training supplier TAFE » Invoice and receipt (if not through South Regional TAFE)	» JTSI pays South Regional TAFE directly
(iii) Travel costs incurred to attend training	» Proof of enrolment from RTO » Receipts for travel costs	» Worker reimbursed upon presentation of paid receipts
2B Resume Preparation Support up to \$500		
Support to assist workers to prepare a resume	» Invoice and receipt from resume preparation service provider upon completion of services	» Worker reimbursed upon presentation of invoice and receipt

2C New Employment Support up to \$5000

Program Components	Accepted evidence	Payment method
(i) To assist with purchasing new work attire, a new uniform, PPE, tools, fees, training and Service costs incurred to Engage new employment	» Proof of new employment (letter from employer or similar)	» Worker reimbursed upon presentation of invoice and receipt
(ii) Workers that need to relocate for new employment within the Native Forest Timber region	» Invoice and receipt » Evidence of new employment (letter of offer or payslip from new employer within the native forest timber region – refer to map above) » Invoice and receipt for removalists or furniture storage	» Worker reimbursed upon presentation of invoice and receipt

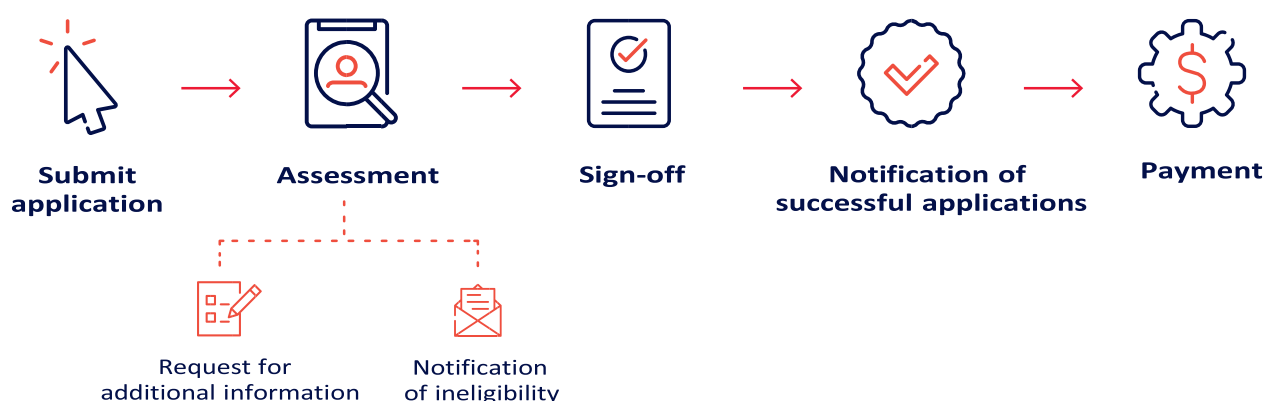
Step 5 - Assessment Process

The NFT team will assess your application. The assessment process is expected to take 6 - 8 weeks from the time the complete application is submitted to payment.

Please note, pre-registration is separate to the formal application process. You must submit an application for **Program 1** and **Program 2** in order to access the funding available. The NFT team will confirm your eligibility, conduct due diligence, and assess the application to ensure it meets the Workforce Transition Program’s requirements.

It is your responsibility to provide proof of identity, and sufficient evidence to show that you meet the eligibility criteria by uploading documents during the on-line application process. Once you submit your application, we suggest you regularly check your email for updates or contact JTSI to track the progress of your application. The process we will follow is outlined below.

Assessment Process



Additional information

False and misleading information

Applicants should be aware that the giving of false or misleading information is a serious offence under the *Criminal Code Act 1995 (Cth)*.

Tax Advice

The Australian Taxation Office (ATO) has advised that **Payment 1A** will be taxed as an Eligible Termination Payment (ETP) and will depend on your individual circumstances. Workers who have left voluntarily will need to supply their Year to Date salary and wages received for the current financial year. This amount should include any payout of leave entitlements (annual, long service or otherwise).

The ATO has advised that **Payment 1B** will be taxed as an ETP and should be reported in your annual tax return. The rate of tax will depend on your individual circumstances such as your age and any other redundancy payments paid by your employer.

Subject to an applicant's specific circumstances, the receipt of funding from this program may be treated as assessable income. It is strongly recommended that potential applicants seek independent advice about the possible income tax implications from a qualified tax agent/advisor, or the ATO, prior to applying.

Conflicts of interest

A conflict of interest arises where a person makes a decision or exercises a power in a way that may be, or may be perceived to be, influenced by either material personal interest (financial or non-financial) or associations.

Applicants are required to advise whether any actual, potential, or perceived conflicts of interest exist in relation to their application.

Email: nft@jtsi.wa.gov.au | **Telephone:** (08) 6186 6976

If a conflict of interests arises, or appears likely to arise, the applicant must:

- » make full disclosure of all relevant information relating to the conflict by contacting the NFT team at nft@jtsi.wa.gov.au
 - » bring it to the attention of NFT team in writing, if the conflict arises after the application has been received, and
 - » outline the steps the applicant intends to take to resolve or otherwise manage the conflict.
- If the applicant does not adequately demonstrate the appropriate arrangements are in place to address or manage a perceived or actual conflict of interest, the application may be disqualified.

Confidentiality

JTSI will treat all information provided as confidential and commercial-in confidence, where relevant. Applicants should note information provided to the State is subject to the Freedom of Information Act (1992). Further information is available from the Office of the Information Commissioner website: <https://www.oic.wa.gov.au/en-au/>.

Personal information and disclosure

JTSI may need to verify the information provided. This may include verification of the information provided with your employer/s listed in the application. By completing the application form you agree for JTSI to verify these details with your employer/s if required. If the relevant information is not provided by applicants, JTSI will be unable to assess the application for funding. Personal information will be used and stored in accordance with the Privacy Principles.

During the assessment process, information submitted will be subject to investigation by the NFT team.

The JTSI Privacy Policy is available on the department's website. Applicants may contact the JTSI about their personal information or to provide feedback by emailing nft@jtsi.wa.gov.au.



Department of
**Jobs, Tourism, Science
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Native Forestry Transition team

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www.wa.gov.au/nft