



PRIVATE FORESTS
TASMANIA

Integrated Farm Forestry Demonstration Sites Program

PROGRAM GUIDELINES

May 2020

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1. Background

Private Forests Tasmania (PFT) is leading a Program involving co-investment from PFT, primary producers and federal government grant funding (Smart Farming Grant) to develop landscape scale best practice forestry plantings in North West, Northern and Southern Tasmania. The co-investment currently includes cash contributions of \$200,000 from PFT and \$130,000 from the Smart Farming Grant to assist primary producers with up front establishment costs. Primary producers will be invited to participate via an expression of interest process. Depending on funds available a number of projects, of commercial scale, will receive assistance. Projects (a combination of shelterbelts and woodlots) over 20ha in area would be preferred, and consideration will be given to projects which extend across farm boundaries. Successful sites will need to be accessed for research purposes and promotion through field days and case studies.

2. Grants Available

Total Program funds available for the Integrated Farm Forestry Demonstration Sites Program are \$330,000. The Program will allocate funding based on applications received in 2019–20. Funding of the grants will be made progressively:

- 60% upon successful establishment and stocking;
- 30% upon a favourable survival and maintenance report after 12 months; and
- 10% after a final assessment report 6 months later.

3. Program Objectives

The Program is designed to establish several (3 to 5) demonstration farms, across three regions of Tasmania (NE, NW and South), with significant farm scale best practice integration of shelterbelts and woodlots into the agricultural landscape, to test and demonstrate multiple benefits of trees, including:

- economic benefits from wood resource at harvest;
- increased productive capacity on farm (through sheltering effects, reduced water loss, increased livestock fecundity, increased crop yields);
- environmental benefits from increased carbon capture, enhanced biodiversity, reduced water loss/soil erosion; and
- amenity benefits from trees integrated into the landscape.

4. Program Eligibility

The Program is targeted at primary producers on private land in Tasmania.

4.1 Eligibility Criteria

To be eligible to apply for a grant through the Program as a primary producer the applicant must:

- be registered for tax purposes in Australia with an ABN and be registered for GST;
- be registered with the Australian Taxation Office (ATO) as a primary producer;

- operate as a sole trader, partnership, trust or private company; and
- derive at least 50% of their income from farm business.

4.2 All other eligibility requirements

Eligible primary producers must:

- clearly demonstrate how the proposed activity and/or purchase will contribute to the Program Objectives;
- undertake to complete the activities or purchases within the specified timeframes following grant approval;
- provide a letter of consent from the landowner for the activity where the applicant is not the landowner;
- provide evidence of costs of items to be funded e.g. quotations for contractors, works and materials; and
- commit to reporting to PFT following the completion of agreed activities or purchases.

Note that in-kind contributions will be viewed favourably in the assessment process.

4.3 Who is *not* eligible

Ineligible applicants include:

- Commonwealth, State, Territory or local government bodies (including government business enterprises);
- regional natural resource management organisations;
- research institutions;
- peak bodies (bodies that represent their members and have a charter of advancing their members in terms of development, research, process and advocacy); and
- political parties, political organisations or lobbyists.

5. Assessment Criteria

Eligible applications will be assessed against the following criteria:

5.1 General Criteria

- The demonstrated capacity for the activities or purchases to meet the Program Objectives. Factors to be considered will include the scale and appropriateness of works to be undertaken.
- Capacity for the applicant to complete the proposed activities or purchases within the specified timeframes.
- Demonstration of ongoing maintenance of project sites and, where appropriate, purchases beyond the duration of the Program.
- Preference will be for applications which represent good value for money including

activities that incorporate co-investment of funds and in-kind resources (e.g. labour, expertise, equipment).

The Assessment Panel may request further information to ensure appropriate assessment of an application.

5.2 Promotional and Strategic Criteria

- Proximity to a potential processing facility.
- Visibility in landscape and community / visitor access.
- Economic scale of the proposal.
- Preference will be given to projects that include a combination of both shelterbelts and woodlots, being >20ha in total area.
- A significant shelterbelt component.
Preference will be given to projects with a significant commercial shelterbelt component.
Note: *1km of 3 row shelterbelt is around 1ha in area, and 500m of 6 row shelterbelt is also around 1ha in area.*
Note: *Shelterbelts less than 5 rows wide are generally not considered “commercial shelterbelts”, (i.e. having a wood producing function).*
- Willingness to open the planted site/s for field days.
- Willingness to open the planted site/s to the University of Tasmania and CSIRO for research purposes.
- Willingness to provide financial information on the planted site/s which will allow economic analysis of the impacts of shelter.
- The distribution of demonstration sites across three regions of the state (NE, NW and South).

5.3 Technical Criteria – Site factors

The application will be judged on its capacity to demonstrate ‘best practice’. Factors considered include:

- Mean annual rainfall
- Species and forestry enterprise suitability
- Site productivity estimate
- Orientation of proposed shelterbelts
- Soil factors
- Drainage
- Potential risks, such as browsing damage, woody weed invasion etc.
- Accessibility for forestry establishment, maintenance and harvesting

Note that the focus of the Program is on commercial species.

6. Eligible Expenditure

The type of **activities** eligible for funding in the Program include activities associated with establishment of the proposed woodlots and shelterbelts, including:

- Planning
- Fencing works
- Browsing monitoring
- Pest management
- Fire management (tracking, burning)
- Mechanical site preparation (ploughing)
- Weed control
- Planting
- Operational supervision
- Site survey (Differential Global Positioning System)
- Survival assessment
- Replanting failed areas
- Site Inspections
- Monitoring and management of woodlots and shelterbelts during the establishment phase.

The type of **purchases** eligible for funding through the Program include:

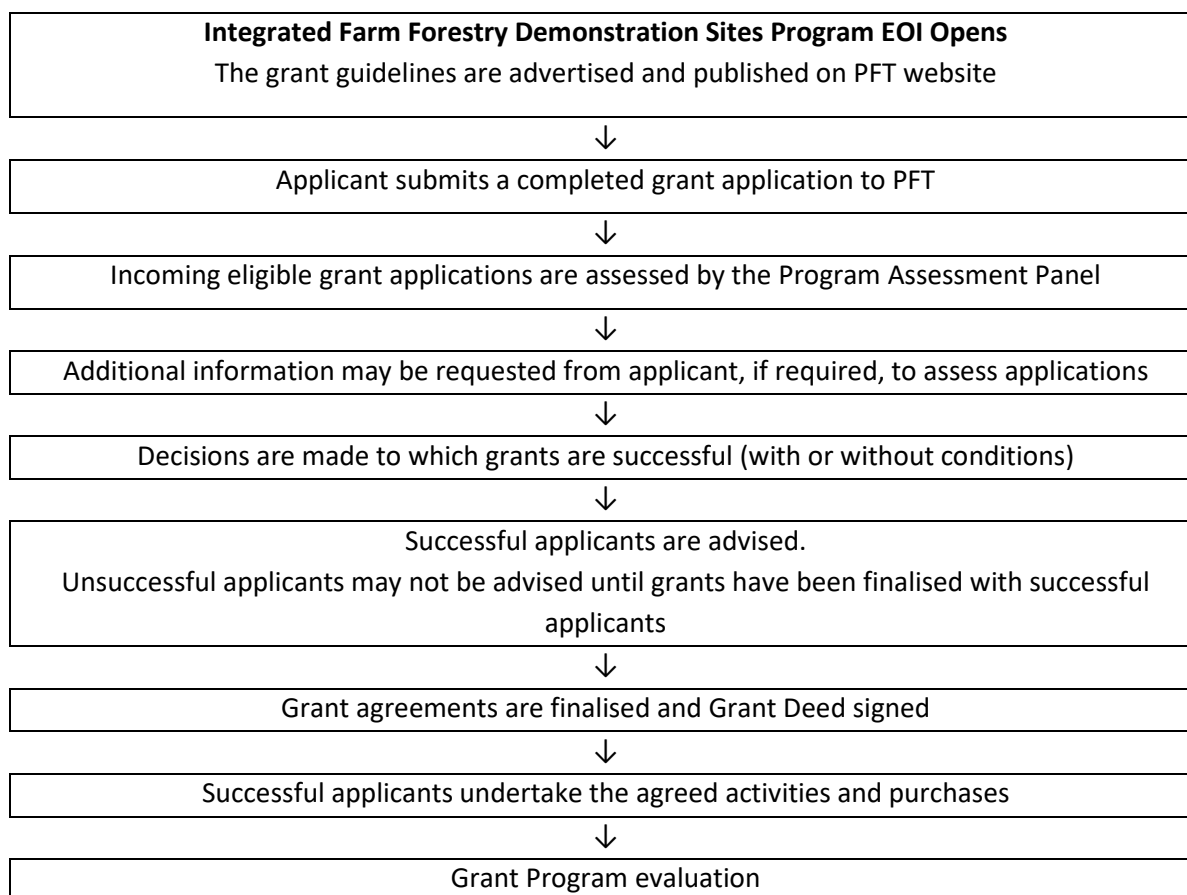
- Seedlings
- Fencing material
- Fertilizer
- Herbicides
- The cost of a Forest Practices Plan (FPP)
- Application to declare a Private Timber Reserve (PTR)

The following are **NOT** eligible for funding:

- Purchases or expenses related to day to day operations of a business
- The purchase or transport of livestock or feed
- The purchase of machinery, tools and equipment
- Purchase of crop or pasture seed
- Construction, repairs or modification of infrastructure such as sheds, bridges, culverts and tracks
- Replacement of damaged equipment such as pumps
- Repair of dams and/or other off stream water storages
- Any general operating expenses - funding will not cover expenses such as electricity, lease/rent payments, telephone, uniforms etc. that are part of the ongoing expenses of the primary producer
- General public liability costs for the primary producer
- Significant or purely private benefit, including but not limited to boundary fencing
- Primary producer's labour costs (however can be included as In-kind contribution)

Please contact PFT if you are unsure whether other activities qualify.

7. Application Process



Applicants are encouraged to discuss their proposed application with PFT prior to submitting. To apply applicants must:

- Complete the appropriate application form in full;
- Include any necessary attachments; and
- Return to PFT for assessment by 30th June 2020, 5:00pm.

Expected timing of this grant process:

Activity	Timeframe
Assessment and approval of applications	4 – 6 weeks
Negotiations and award of grant agreements	1-3 weeks
Notification to unsuccessful applicants	2 weeks

8. Assessment Process

Applications will be assessed by a Program Assessment Panel (the Panel), with representatives from PFT, CSIRO and an independent individual with expertise in financial management, sustainable agriculture and/or agroforestry.

Panel members will assess applications against the Program Objectives and Assessment Criteria. The Panel may seek further information from the proponent. The Panel may also approve a project in part and/or recommend changes to the project.

If an incomplete application is lodged PFT will contact the applicant to advise of any required information and the timeframe for this to be submitted. If the applicant is unable to meet this requirement, their application will be declined.

Applicants are responsible for ensuring that:

- They have read and understood these guidelines and all the documents referred to in these guidelines.
- All information submitted in the application is true and correct to the best of their knowledge.

9. Conflicts of Interest

PFT will take reasonable measures to ensure that those involved in assessing and making decisions about applications do not have conflicts of interest.

10. Successful Applicants

PFT will provide written notification of the assessment outcome to each applicant.

Successful applicants will be required to enter into a grant agreement with PFT. This will set out the terms and conditions of the grant and state the maximum funding to be provided. Following this the grant funds will be made available progressively to carry out the agreed activities and purchases. Applicants should note that no contractual arrangement will exist until the applicant signs the grant agreement with PFT and the offer may lapse if not signed in the timeframe specified.

Additional funds will not be provided under any circumstances. If additional costs are incurred these must be met by the applicant.

Successful applicants:

- are responsible for ensuring that they have read and understood all aspects of the grant agreement, associated terms and conditions and any other documents provided by PFT;
- will need to provide a satisfactory report to PFT to demonstrate proof of completed activities and purchases;
- are required to advise PFT of any changes which may affect the completion of the agreed activities or purchases; and
- are required to provide access to the property for research purposes and field days for a period up to and including time of harvest.

11. Workplace Health and Safety

Workplace Health and Safety (WHS) is a very high priority for the Program. Successful Applicants must

comply (and ensure that any of your subcontractors comply) with the provisions of all relevant statutes, regulations, by-laws and requirements of any Commonwealth, State, or local authority including those arising under the WHS laws.

Successful Applicants will be responsible for identification and assessment of safety risks, identification and implementation of mitigation strategies to address such risks, and for ensuring the safety of any participants in the Program.

Applicants will be required to implement high standards of WHS at all project sites to the maximum extent practicable, including providing a safe work environment and appropriate safety equipment for all project participants and ensuring safe access to project work sites.

12. Permits and insurance

It is the responsibility of the applicants to ensure that they have all the necessary approvals and permits that are required to lawfully undertake any works.

Applicants must also ensure that they hold appropriate levels of insurance.

13. Taxation and Financial Implications of Grant Funding

The receipt of funding from this Program may be treated as income by the Australian Taxation Office (ATO). While grants are typically treated as assessable income for taxation purposes, how they are treated will depend on the grantee's particular circumstances.

It is recommended that applicants seek independent advice about the possible tax and other financial or legal implications for receiving a grant under the Program from a legal advisor, tax advisor, financial advisor and/or the ATO, prior to submitting an application.

Grants under the Program attract GST. Payment amounts specified in grant agreements will include the amount of GST payable.

14. Confidentiality

The relevant parties, including PFT, CSIRO, and individual(s) on the Assessment Panel, will use and disclose the information provided by applicants for the purposes of discharging their respective functions under the Program Guidelines. Information received in applications and during the performance of the Program may be used for reporting and evaluation purposes.

Information provided may be subject to disclosure in accordance with the *Right to Information Act 2009*.

15. Publicity of Grant Assistance

As the primary funding provider, the Tasmanian Government is accountable for the distribution of those funds. As part of the accountability process, PFT will publicise successful projects, including the amount of financial assistance, the name of the applicant, and the purpose of the financial assistance.

16. Personal Information Protection

Personal Information provided in connection with the application process, or as part of an approved grant, will be managed in accordance with the *Personal Information Protection Act 2004*.

Private Forests Tasmania (PFT) value the privacy of individual personal information. We are committed to protecting the information we collect and use by compliance with the obligations provided under the *Personal Information Protection Act 2004* or its successors.

Your information has been collected for the purposes of responding to the matters indicated in this form, including receiving information from PFT in relation to forestry matters.

In order to carry out business and provide services we may require personal information about clients, customers, contractors and third parties and may collect non-personal information where required. We will ensure that your personal information will not be used or disclosed to other companies, institutions and authorities unless required or permitted by law.

We have implemented technology and security policies, rules and measures to protect the personal information under our control from unauthorised access, improper use, unsanctioned alteration, unlawful or accidental destruction and accidental loss.

We will destroy personal information where it is no longer required (except where required to be kept in compliance with the *Archives Act 1983*). We will take reasonable steps to ensure that personal information is accurate, complete and up to date. You may choose to be removed from all PFT communications at any time.

For full details of our privacy statement please visit www.privateforests.tas.gov.au

17. Helpful Technical Advice

PFT promotes, fosters and assists the Tasmanian private forestry sector on forestry matters by providing information and advice to private growers. To assist you, PFT has established the Private Forests Helpline. **Our Forest Advisors can help with technical information, market information, finding suppliers and all things trees.**

<http://www.pft.tas.gov.au>

18. Other PFT investment initiatives

Based on the information you provide and your willingness to participate, PFT may potentially invite you to participate in other investment Programs and initiatives.

PFT is discussing with a range of industry partners and third-party investors, for trees, carbon and biodiversity, who may be interested in collaborating with you to plant more trees. Based on your

application PFT may contact you and potentially suggest additional investment options.

19. Enquiries, Contact Details and Closing Date

Any enquiries on the Program, and for further information on the grants and application process, should be directed to:

PFT Integrated Farm Forestry Demonstration Sites Program.

Private Forests Tasmania

PO Box 180,
KINGS MEADOWS TAS 7249

Email: admin@pft.tas.gov.au

Helpline: 1300 661 009

Web: www.pft.tas.gov.au

Closing date and time: 30th June 2020 – 5:00pm

20. Disclaimer

This information has been prepared by Private Forests Tasmania (PFT). Every reasonable endeavour has been used to ensure that the material was accurate at the time of publication. No representation or warranty is made by PFT for the accuracy, completeness, or relevance of such information to the user's purpose. You agree and accept that any use of the information is entirely at your own risk. PFT, the Crown, its officers, employees and agents do not accept any liability howsoever arising (including, without limitation, negligence) for any loss in connection with or arising out of any use of or reliance upon the information. Anyone considering any investment project should seek independent professional advice on the particular matter before making a decision.

PFT reserves the right to not fully allocate Program funds at its discretion.

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For further information please contact:

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