



Information to Apply as an Approved Adviser

Under the Carbon Farming Advice Rebate Program

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1. Background

In November 2017, the Government announced the \$500 million Land Restoration Fund to support Queensland based land sector carbon projects and create new jobs and opportunities in this growing industry.

The Land Restoration Fund (the LRF) builds on the Australian Government's regulatory framework for generating Australian Carbon Credit Units (ACCUs). ACCUs are tradeable financial products regulated by the Commonwealth Clean Energy Regulator. The LRF has as its primary objective to facilitate a pipeline of projects that generate ACCUs with environmental, social, economic and First Nations co-benefits.

The Department of Environment and Science has engaged the Queensland Rural and Industry Development Authority (QRIDA) to deliver a rebate program as well as establish and maintain a list of Approved Advisers to assist land managers to explore new potential business opportunities offered by carbon farming. Rebates will only be available to those land managers who seek professional advice on undertaking a carbon farming project/s from Approved Advisers listed on the QRIDA website.

Applications to become an Approved Adviser are sought from those who hold the relevant skills, qualifications and experience. QRIDA does not expect or endorse Approved Advisers to provide advice outside their area of expertise.

Approved Advisers will be selected by QRIDA in line with recommendations from the Carbon Farming Advice Rebate Program Steering Committee (Steering Committee).

This document provides information for applicants applying to be an Approved Adviser to deliver advice to land managers for the Carbon Farming Advice Rebate Program (Rebate Program).

2. Objective

The objective of Approved Advisers under the Carbon Farming Advice Rebate Program is to provide land holders relevant advice within an adviser's area of expertise about undertaking carbon farming project/s on their land under the Land Restoration Fund.

3. About the Program

To ensure professional advice meets the requirements of the Program, Approved Advisers will be selected by QRIDA.

Advice provided under the Rebate Program is required to be specific and tailored to the property in question and the land manager's specific circumstances. Approved Advisers must have appropriate qualifications to provide advice on carbon farming initiatives within their area of expertise.

The level of advice provided should be proportionate with the advice required by a land holder. (For example, if it is apparent a land holder would not be eligible to complete a carbon farming project the advice should be limited to this extent).

Some examples of the type of advice that would be covered under the Rebate Program are listed below to assist you in understanding the different delivery requirements Approved Advisers, will be providing.

You should note, the types of advice covered under the Rebate Program may be expanded and changed – QRIDA and the Department of Environment and Science will keep Approved Advisers updated on any changes.

As part of this advice, invoices issued are to only be for the service related to the Rebate Program.

4. Advice Requirements

Eligible advice from an Approved Adviser must be related to at least one of the following:

1. Details about carbon farming including the regulatory framework and approved methods.
2. Details about the Land Restoration Fund including its investment approach and co-benefits framework.
3. Details related to the specific location of the land holder including:
 - (a) land tenure restrictions and requirements including eligible interest holder consent;
 - (b) likely establishment and ongoing management requirements;
 - (c) potential methods that might apply and potential co-benefits;
 - (d) indicative cost benefit analysis; or
 - (e) consideration of climate change impact on the viability of the project.
4. Details that could influence the decision to participate in a carbon farming project, including:
 - (a) legal issues and considerations; or
 - (b) financial impacts and considerations.

More information on the above topics forms part of the required training, which can be accessed from <https://desadvisory.mygo1.com/p/#/access/signin>

Adviser report information requirements

Eligible advice from an Approved Adviser must include the following:

1. Reports and invoices should have a mandatory property information section that clearly identifies:
 - (a) the land title/location details including the number of properties included in an assessment and the name of each property assessed
 - (b) the land holder details (name, ABN etc), which should be the same person submitting the rebate invoice
 - (c) the trust fund or business names linked to the properties/invoices

- (d) type of business/property (cattle, cropping, mixed, etc).
2. Itemised invoices that identify:
 - (a) report type
 - (b) hours worked
 - (c) travel / material costs.
3. Reports should be compiled with appropriate headings related to the advice criteria and outline key elements relevant to the advice, this may include:
 - (a) desktop assessment
 - (b) analysis of methods used in determining advice
 - (c) carbon farming and co-benefit considerations
 - (d) site surveys
 - (e) project costings
 - (f) risk considerations including legal or tax implications of taking on a carbon farming project.

5. Responsibilities

QRIDA

- calling for Applications of Approved Advisers for the Carbon Farming Advice Program;
- advertising the application processes, respond to queries in relation to the process, and resolve any uncertainties that may arise in relation to the application process.
- develop and maintain a database of applicants;
- maintaining the public register of Approved Advisers on the QRIDA website;
- ensuring applicants are notified of the outcomes of their application; and
- undertaking follow-up activities and communicate with Approved Advisers.

Applicants

- applying to be approved as an Approved Adviser under the Program;
- providing all required information and ensure it is accurate and aligned with the requirements set out in the application documentation and these guidelines;
- disclosing all information required to assess the application;
- holding copies of all relevant paperwork;
- ensuring all details are current; and
- notifying QRIDA of any change in circumstances that might affect your ability to meet the requirements of being an Approved Adviser.

6. Approved Adviser Eligibility

Eligible applicants will be required to demonstrate their skill through providing evidence of:

- (a) certificate of completion of the Land Restoration Fund Knowledge Centre training; and
- (b) commentary on experience and industry specialisation; and
- (c) up to date resume detailing experience; and
- (d) evidence of adequate insurance – Public liability (\$10 million) and professional indemnity insurance (\$2 million) cover to be held by a relevant professional organisation; and the criteria for the relevant adviser below

Solicitors:

- (a) who hold a valid and current practising certificate i.e Queensland Law Society

Accountants:

- (a) full membership as a Chartered Accountant;
- (b) certification as a Certified Practicing Accountant; or
- (c) membership to the Institute of Public Accountants

Project Developer (also known as a carbon agent, aggregator or carbon service provider):

- (a) work for a company that is a signatory to the Carbon Market Institute's Australian Carbon Industry Code of Conduct

Environmental Consultant:

- (a) environmental qualification and relevant industry experience

Agribusiness Adviser:

- (a) relevant industry qualifications

7. How to Apply

To be considered as an Approved Adviser the Program an applicant must:

- (a) lodge a completed application form available from QRIDA's website; and
- (b) if your application is successful, accept QRIDA's invitation to be an Approved Adviser and be listed on the QRIDA website.

8. Making an Application

Applicants should submit a completed application form to QRIDA.

Applicants are encouraged to apply on the QRIDA website at any time throughout the duration of the Program.

Applicants will need to demonstrate that they have met the objectives of the Approved Advisers and will be assessed against the Carbon Farming Advice Rebate Approved Adviser Criteria.

The application process is summarised below:

1. Lodge a completed application form
2. QRIDA will provide an acknowledgement receipt
3. The Steering Committee will make a recommendation for the decision of the application
4. QRIDA decision maker will determine a successful application
5. QRIDA will advise the applicant of the decision
6. Applicant will accept invitation to be an Approved Adviser
7. A profile for the applicant as an Approved Adviser will be created
8. QRIDA will update the Approved Adviser list and place the profile on the QRIDA website

9. Conditions

There are no costs to apply for, or be registered as, an Approved Adviser. There will be no payment between QRIDA and the Approved Adviser.

Ongoing support and training will be offered by the Land Restoration Fund team within the Department of Environment and Science, and it is expected that Advisers will attend when offered.

10. Review Process

QRIDA is committed to ensuring access to appropriate avenues of review for applicants who are dissatisfied with the outcome of their application.

11. Suspending or cancelling Approved Adviser status

QRIDA will advise the Approved Adviser, in writing, where a decision has been taken to suspend or cancel membership as an Approved Adviser. This letter will detail the reasons and justification which informed this decision.

Cancellation or suspension of the Approved Adviser may be based on failure to continue to meet the eligibility (based on Section 5).

The Approved Adviser will be provided the opportunity to make written representation as to why their Approved Adviser should not be suspended or cancelled and should seek to discuss the decision in the first instance with QRIDA.

Should the Approved Adviser wish to do so, a request for an internal review of the decision can be made.

An application for an internal review is to be in writing and follows the same appeals process as a declined application.

12. Dispute Resolution

QRIDA will manage complaints in relation to funding and/or administration of the Program. Any complaints regarding the process should be lodged using the details outlined below:

Further information can be found at www.qrida.qld.gov.au or by:

Post: GPO Box 211, Brisbane Qld 4001

Email: carbonfundrebate@qrida.qld.gov.au

Freecall: 1800 623 946