



# Carbon Farming Advice Scheme standards guide

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## Introduction

Carbon farming is a complex undertaking, so it's important that landholders are well-informed of the risks, benefits and opportunities a carbon project presents before commencing.

The Queensland Government is helping landholders access carbon farming advice worth up to \$10,000 through the Carbon Farming Advice Scheme (CFAS).

In order to participate in the scheme, landholders must use Approved Advisers that have been certified by the Land Restoration Fund (LRF) and listed on the [Queensland Rural Industry Development Authority \(QRIDA\) website](#).

## Purpose

This guide sets out the minimum standards Approved Advisers must meet to receive payment for services through the CFAS program. The guide covers two parts of an Approved Adviser's work: reports and invoices.

By following this guide, advisers can ensure they are paid promptly for their work. Failure to meet minimum standards may result in non-payment or removal from the Approved Adviser scheme.

## Report standards

The term 'Report' refers to any advice given to the client in written form. Queensland Rural and Industry Development Authority (QRIDA) must be provided with a copy of all reports to process payments.

### Accountants

Accountants should ensure they are acting with sufficient expertise when giving advice to CFAS customers, as set out in the [APES 110 Code of Ethics for Professional Accountants Part C](#).

### Solicitors

Advice should follow the best practice standards as set out in the 'Relations with clients' section of the [Australian Solicitor's Conduct Rules](#).



# Report standards

## Environmental consultants, project developers and agribusiness consultants


Approved Advisers in this category must ensure their reports include the headings and information shown below. Reports are not limited to these sections, however they represent the minimum standard.

<p><b>Cover page</b></p> <p>Client name Property name Address Date report completed</p> <p>Prepared by (list all contributors) Name Qualifications Approved adviser Number Email and phone</p> <p>1</p>	<p><b>Executive summary</b></p> <p><i>Summarise the highlights of each section of your report on one page.</i></p> <p>2</p>	<p><b>Investigation</b></p> <p><i>What is being assessed? At what level of detail? Why?</i></p> <p><i>If the report uses averages or broad-scale estimates instead of information specific to the property, explain why here.</i></p> <p><i>This section may include any maps, diagrams and photos.</i></p> <p>3</p>
<p><b>Findings and analysis</b></p> <p><i>What are the findings of the investigations?</i></p> <p><i>What do the findings mean for the viability of a carbon farming project on the property?</i></p> <p>4</p>	<p><b>Recommendations</b></p> <p><i>State the actions you recommend the landholder takes as a result of your findings and analysis.</i></p> <p>5</p>	<p><b>Appendices</b></p> <p><i>All material from external sources should be attached here including relevant website content.</i></p> <p>6</p>

## Avoid:

- **copied and pasted content from the Emissions Reduction Fund (ERF) and LRF websites.**  
Any material that has not been created by the adviser should be either referred to via a hyperlink, quoted with citation or attached as an appendix item.
- **standard recommendations that are overly general.**  
While there is efficiency in using the same report template for each client, it is important that advice is tailored to each recipient and template text is not heavily relied upon. Reports found to contain very similar advice will be asked to provide more detail before payment is made.



	Your company name	
	Contact details	
To:	ABN	Date
	Client name	
	Address	
	ABN	
Description		Amount
On ground ecology assessment		\$2000
Desktop vegetation cover assessment		\$1000
Soil tests		\$3000
Fuel		\$650
Accommodation		\$250
Total		\$6900
GST		\$690
<b>Total payable</b>		<b>\$7590</b>

## Invoice standards

Invoice standards apply to all categories of Approved Advisers.

Invoices must include a line item for each service or cost incurred by the provider.

Failure to provide this information can delay payment or reduce the amount paid.

## Items that cannot be claimed:

- assessment to join a carbon mutual or co-op
- assessment of farm general wellbeing—reports must relate data to carbon farming opportunities
- assessments that focus solely on natural capital opportunities beyond carbon farming.

## A note on natural capital assessments

The LRF acknowledges that natural capital is a growing market and carbon farming is one product in this area. CFAS reports can include natural capital advice relevant to the LRF and the [LRF Co-benefits Standard](#).

Any questions regarding report and invoice standards should be directed to: [carbonfarming@des.qld.gov.au](mailto:carbonfarming@des.qld.gov.au)