

Carbon + Biodiversity Pilot

Guide to using the agsteward.com.au
web portal



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Acknowledgement of Country

We acknowledge the Traditional Owners of Country throughout Australia and their continuing connection to land, sea and community. We pay our respects to them and their cultures and to their elders past, present and emerging.

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1. Role of the Web Portal Guide

The *Guide to using the agsteward.com.au web portal* (Web Portal Guide) has been developed to help farmers who are considering applying to participate in the Agriculture Stewardship – Carbon + Biodiversity Pilot (C+B Pilot). The [C +B pilot documentation](#) explains how the pilot will operate and should be read prior to engaging with the Web Portal and commencing an application.

2. Overview of the Web Portal

All applications to participate in the C+B Pilot must be made through the Web Portal at:

<https://www.agsteward.com.au>.

The Web Portal consists of three main web pages:

- the Landing Page;
- the Mapping Page; and
- the Application Form Page.

Landing Page

The Landing Page provides an overview of the C+B Pilot, including:

- how the biodiversity payments offered to applicants will be determined;
- how projects will be selected using a benefit–cost score, and how the biodiversity benefit scores will be determined; and
- the eligibility requirements to participate in the C+B Pilot.

The Landing Page also contains maps of the eligible Natural Resource Management (NRM) Regions and details the 6 steps required to submit an application:

Step 1: Click on your NRM region below

Step 2: Draw planting areas on the map

Step 3: Add contact details

Step 4: Add costing information for each planting area

Step 5: Supply a bid price for the biodiversity payment (optional)

Step 6: Submit your application

Mapping Page

There are separate Mapping Pages for each NRM region.

To access your NRM region, click on the applicable NRM Region map on the Landing Page.

The Mapping Page allows applicants to identify their properties and map their planting areas (i.e. the areas where plantings will be established) using a mapping tool.

Once a planting area has been mapped, the site will provide you with:

- an estimate of the size of the planting area (in hectares);
- an estimate of the proportion of the planting area that is likely to be eligible (this is based purely on whether mapped areas are suspected of having forest cover in the previous 7 years – if they are, they are deemed to be ineligible; and
- an estimate of the total amount of carbon dioxide (CO₂) that could be sequestered in the eligible portion of the planting area over 25 years under average climate conditions.

The Mapping Page allows you to map multiple planting areas.

Once mapped, these planting areas are then carried forward to the Application Form Page.

Application Form Page

The Application Form Page requires applicants to answer a series of questions and provide specific information. It also allows applicants to submit a bid price (the submission of a bid price is optional). The information provided through the Application Form Page will be used to:

- test eligibility;
- determine the potential biodiversity payment offer for each project; and
- determine the biodiversity benefit score for each project.

This information will ultimately be used to select projects and make biodiversity payment offers.

To make the Application Form Page more accessible, it is divided into three sub-pages:

- (a) the 'project information page';
- (b) the 'planting area page' (or pages, depending on how many planting areas there are); and
- (c) the 'submit a bid page'.

The project information page requires information on:

- the applicant;
- the location of the project;
- whether the applicant holds the freehold title for the planting areas; and
- whether the project will have a 25- or 100-year permanence period under the Emissions Reduction Fund (ERF).

The planting area pages require proponents to provide information on each of the planting areas. The required information includes:

- how many mature native trees will be retained and protected within the planting area;
- the proportion of the planting area that is native pastures, improved pastures, crops, weeds or 'other';
- whether the planting will be a 'local vegetation community planting' or 'simple mixed native planting' (as defined in the Planting Protocols);
- details of the type and number of pre-planting weed control treatments that will be undertaken for the project (if any), and the estimated cost of these treatments;
- details of how the soil will be prepared for the plantings and the estimated cost of these soil preparation works;
- details of how the plantings will be established on the site (manual tubestock, mechanical tubestock, direct seeding) and the estimated cost of the plants, seeds and other planting costs;
- details of any tree protection (fencing, guards) that will be installed in the planting area and its estimated cost (broken down by cost component); and
- details of the recurrent management actions that you propose to take in the planting area and the estimated average annual cost of these actions, in 2021 dollar terms (e.g. pest and weed control, and fence maintenance).

The submit a bid page allows applicants to submit a bid price for the biodiversity payment. This is optional. If applicants do not submit a bid price, they will receive a biodiversity payment offer based on the estimated costs of the project.

The submit a bid page also requires applicants to

- commit to act with the utmost good faith in their engagements with the C+B Pilot; and
- consent to the information in the application being transmitted to, and used by, the Department of Agriculture, Water and the Environment to assess participation in the C+B Pilot.

3. Six steps to submitting an application using the Web Portal

Prior to commencing your application on the Web Portal, you should have read the C+B Pilot Guidelines and Planting Protocol and Pricing Guide for your NRM region (see here), and properly planned your project. Amongst other things, in planning your project you should:

- determine what type of planting you intend to establish (a 'local vegetation community planting' or 'simple mixed native planting');
- identify where the plantings will be located;
- evaluate what types of species you need to plant and where you can obtain the relevant seedlings or seed;
- determine how you intend to:
 - prepare the site (weeding and soil preparation);
 - plant the plantings (manual tubestock, mechanical tubestock, direct seeding);
 - protect the plantings from livestock and feral grazing pressures (fencing, guards); and
- estimate the likely costs of the project.

Once you have done the project planning, you will be in a position to submit an application through the Web Portal, following the six steps below.

Step 1: Click on your NRM region on the Landing Page

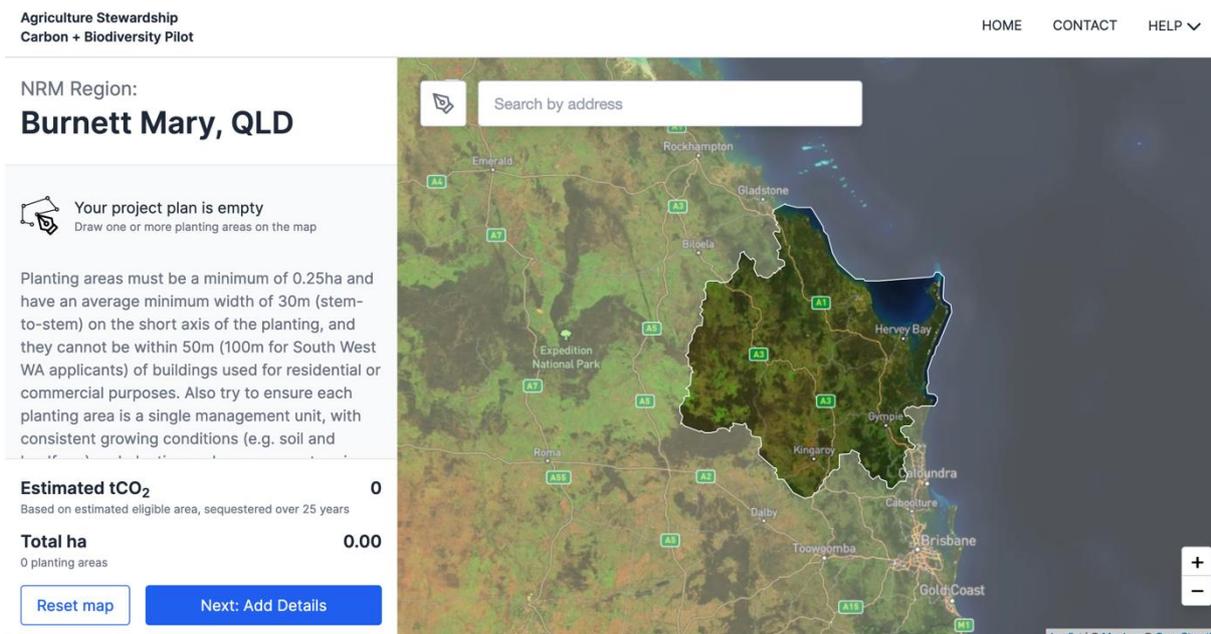
After reading through the explanatory information, click on the map of your NRM region at the bottom of the Landing Page. This will take you through to the Mapping Page for your NRM region.

Step 2: Draw planting areas on the map

Once on the Mapping Page for your region, you will need to locate your property. This can be done using:

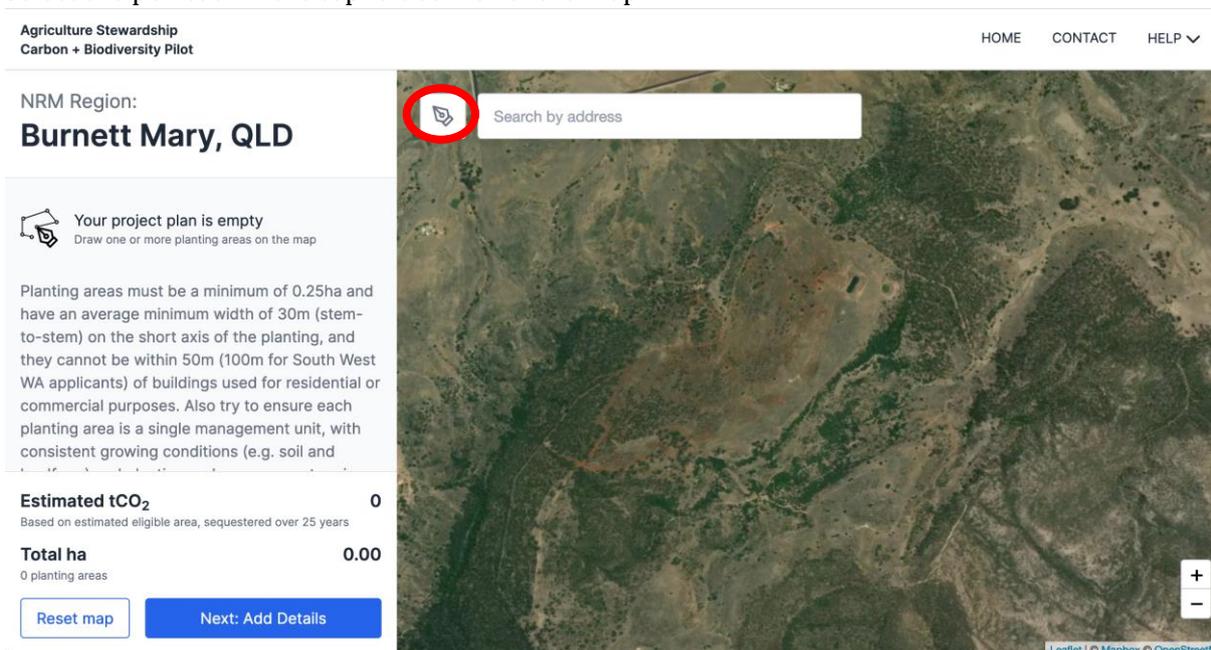
- the map controls (either your mouse or the + and – buttons in the bottom right of the page); or
- the property search tool, located at the top of the map (the white box that says 'search by address').

There are also tabs at the top of the page that provide background information about the project, important contacts, and relevant documents related to the pilot program, such as information in the Emissions Reduction Fund.



Once you have identified your property, you will need to locate your first proposed planting area.

Having done this, you will need to map the area using the drawing tools on the site. To do this, select the pen tool in the top left corner of the map.



After selecting the pen tool, draw a polygon (a shape consisting of a series of straight line segments) around the boundary of your proposed planting area. You do this by clicking the left button on your mouse at each point where you want to establish a new straight line segment. To complete the polygon, click on the first point you created in the shape.

If you are unhappy with the accuracy of your mapped planting area, it can be erased by clicking on the polygon and then click on the cross at the top left of the map.

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NRM Region:
Burnett Mary, QLD

Your project plan is empty
Draw one or more planting areas on the map

Planting areas must be a minimum of 0.25ha and have an average minimum width of 30m (stem-to-stem) on the short axis of the planting, and they cannot be within 50m (100m for South West WA applicants) of buildings used for residential or commercial purposes. Also try to ensure each planting area is a single management unit, with consistent growing conditions (e.g. soil and

Estimated tCO₂ **0**
Based on estimated eligible area, sequestered over 25 years

Total ha **0.00**
0 planting areas

Reset map Next: Add Details



Once the planting area has been mapped, the site will automatically provide you with an estimate of the size of the planting area (in hectares), the proportion of the planting area that is likely to be eligible and the total amount of CO₂ that could be sequestered in the eligible portion of the planting area over 25 years under average climate conditions. This information will be displayed in the panel on the left-hand side of the Mapping Page.

If you have more than one planting area, you will need to map the remaining planting areas following the same procedure. As each planting area is mapped, summary details on the areas will be added to the panel on the left-hand side of the page. At the bottom of this panel, the site provides an aggregate of the planting areas and the amount of CO₂ that could be sequestered in the eligible portions of the planting areas over 25 years.

If you are not happy with your planting areas, you can start again by click “Reset map”, which will erase all of your proposed planting areas. If you want to delete individual planting areas, click on them one at a time and delete them using the cross that appears at the top left of the map.

Once you are happy with your mapped planting areas, click the “Next: Add Details” button at the bottom left of the screen. This will take you through to the Application Form Page.

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NRM Region:
Burnett Mary, QLD

Planting Area 1

80.40	79%	7,053
Planting area (ha)	Est eligible area	Est tCO ₂

Planting Area 2

20.98	92%	2,208
Planting area (ha)	Est eligible area	Est tCO ₂

Estimated tCO₂ **9,260**
Based on estimated eligible area, sequestered over 25 years

Total ha **101.38**
2 planting areas

[Reset map](#) [Next: Add Details](#)

As discussed in section 2 above, the Application Form Page is divided into three sub-pages:

- (a) the 'project information page';
- (b) the 'planting area page' (or pages, depending on how many planting areas there are);
- and
- (c) the 'submit a bid page', you will be required to add information related to your project and planting area(s).

Before proceeding with the application, you may wish to download additional information on your project areas via the csv link below the map on the right hand side of the project information page. The link provides you with a csv spreadsheet that can be opened in Microsoft Excel. The spreadsheet provides estimates of tonnes of CO₂ that are likely to be sequestered *each year* in the eligible portions of the planting areas. This information can assist in project planning.

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[← Back to map](#)

Project info **Planting area** Submit a bid

Ag Steward
Application Form

Applicant info

Name of applicant

Name of contact person

Email

Phone ABN

Est. tonnes of CO₂ **9,260**
based on estimated eligible area, sequestered over 25 years

Indicative projections of the accumulated annual CO₂ sequestration in the planting areas under average climate conditions are available here:
[Download CSV file.](#)

Based on the estimates you have provided:

Step 3: Add contact details

The project information page requires applicants to provide the following.

- Applicant information under the title 'Applicant info', including:
 - the name of the applicant and their Australian Business Number (ABN); and
 - the name of the contact person for the application and their email and phone number.
- Details of the project under the title 'Project details', including:
 - the primary street address for the project; and
 - confirmation that the applicant holds the freehold title for the property or properties on which the project will be located.
- Whether the project will have a 25- or 100-year permanence period under the Emissions Reduction Fund (ERF).

Having provided this information, click "Next" at the bottom of the page to progress to the planting area page.

Step 4: Add costing information for each planting area

Once on the planting area page, you will need to provide detailed project and cost information for each proposed planting area. The required information includes the following.

- Details of how many mature native trees will be retained and protected within the planting area. To qualify as a mature native tree, a tree must:
 - be native to the local area;
 - have a diameter at breast height (130 cm above the ground) of ≥ 50 cm for Eucalypt species and ≥ 20 cm for other native tree species; and
 - be surrounded by a carbon estimation area and located in an exclusion area that will not be grazed by livestock.
- The proportion of the planting area that is native pastures, improved pastures, crops, weeds or 'other'.
- Confirmation whether the planting will be a 'local vegetation community planting' or 'simple mixed native planting' (as defined in the Planting Protocols).
- Details of the type and number of pre-planting weed control treatments that will be undertaken for the project (if any), and the estimated cost of these treatments.
- Details of how the soil will be prepared for the plantings and the estimated cost of the soil preparation works (if any).
- Details of how the plantings will be established on the site (manual tubestock, mechanical tubestock, direct seeding) and the estimated cost of the plants, seeds and other planting costs.
- Details of any tree protection (fencing, guards) that will be installed in the planting area and its estimated cost (broken down by cost component).
- Details of the recurrent management actions that you propose to take in the planting areas and the estimated average annual cost of these actions, in 2021 dollar terms (e.g. pest and weed control, and fence maintenance).

Once this information is provided, click "Next" at the bottom of the page to progress to the submit a bid page.

Step 5: Supply a bid price for the biodiversity payment (optional)

The submit a bid page allows applicants to submit a bid price for the biodiversity payment. This is optional. If applicants do not submit a bid price, they will receive a biodiversity payment offer based on the estimated costs of the project.

You submit a bid price by entering the dollar amount you would like to receive as the biodiversity payment under the C+B Pilot.

Step 6: Submit your application

The last three things you need to do to submit your application is:

- agree to act with the utmost good faith in their engagements with the C+B Pilot;
- consent to the information in the application being transmitted to, and used by, the Department of Agriculture, Water and the Environment to assess participation in the C+B Pilot; and
- finally, click on the “Submit” button at the bottom of the submit a bid page.

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Project info Planting area Submit a bid

on the estimated cost of the project.

Click [here](#) for information on how biodiversity payment offers are calculated.

Bid price for biodiversity payment

Legal

Please ensure the information provided in the application, including the cost estimates, is as accurate as possible. This is important for the integrity of the program. Providing false or misleading information is also a crime carrying serious penalties.

The success of the C+B Pilot requires proponents to act with utmost good faith in their engagements with the program.

More info [?](#)

Do you undertake to act with the utmost good faith in your engagements with the program?

Yes

Do you consent to the above personal information being transmitted to, and used by, the Department of Agriculture, Water and the Environment to assess your application according to the [Privacy Notice](#) and to being contacted by the Department for these purposes?

Yes, I consent

- Recurrent costs	\$5,000		
+ Bid price for biodiversity payment	No bid		
Name	ha	Cost	tCO ₂
🌱 Planting Area 1	80.40	\$10,000	7,053
🌱 Planting Area 2	20.98	\$0	2,208
Totals	101.38	\$10,000	9,260

Prev
Submit

4. Questions and feedback

Any questions or feedback about this document should be sent to agstewardship@awe.gov.au or you can contact the [Department of Agriculture, Water and the Environment](#) on **1800 329 055**.