

OFFSET PROJECT MANAGEMENT COMMITTEE

DETAILS

Subject	Offset Project Management Committee (OPMC) – Meeting No. 23
Chair	Professor Hugh Possingham
Meeting Type	Committee Meeting No. 23
Date and location	24 February 2021 (9.00am – 12.00pm), Microsoft Teams and Level 13, 400 George St, Brisbane

PARTICIPANTS

Name	Initials	Position/Representation
Prof. Hugh Possingham	H.P	OPMC Chair
Prof. Martine Maron	M.M	OPMC Standing member
Dr Jan Green	J.G	OPMC Standing member
Lynda Delaforce	L.D	OPMC Standing member
Nigel Onley	N.O	OPMC Standing member
Alex Graham	A.G	DES – Executive Director, Conservation Policy & Planning
Gillian Mayne	G.M	DES – Director, Land Restoration Fund & Offset Fund Management
Lorraine Briggs	L.B	DES – Manager, Offset Fund Management Team
Craig Hempel	C.He	DES – Senior Policy Officer, Offset Fund Management Team
Chris Hansen	C.Ha	DES – Principal Conservation Officer, Offset Fund Management Team
Ryan Jacks	R.J	DES – Senior Project Officer, Offset Fund Management Team
Simon Goudkamp	S.G	DES – Principal Conservation Officer, Offset Fund Management Team
Chloe Gahoy	C.G	DES – Policy Officer, Offset Fund Management Team
Andrew Duncan	A.D	DES – Program Coordinator, Offset Fund Management Team
Manda Page	M.P	DES – Director, Threatened Species Operations
Rob Hughes	R.H	DES – Director, Conservation Policy & Planning
Amelia Selles	A.S	DES – Manager, Offset Policy

MEETING 23 | MINUTES

ITEM	DESCRIPTION
1	<p><u>OPENING AND STANDING ITEMS</u></p> <p><u>Welcome to meeting</u> - (H.P)</p> <ul style="list-style-type: none"> H.P opened meeting #23 and welcomed attendees (L.D, M.M, A.D, S.G, A.G and N.O attended via teleconference). C.Ha was noted as an apology. H.P welcomed new L.B as the new manager for the OFMT. <p><u>Conflict of interest declaration</u> - (H.P)</p> <p>Declaration 1. M.M informed the Committee that she has received a request from the Department of Agriculture, Water and the Environment to do a review of Queensland's Offsets Policy, though this is not confirmed yet.</p> <div style="border: 1px solid black; padding: 5px; text-align: center;">Sch4p4(6) Personal information</div> <ul style="list-style-type: none"> L.D advised that this will be her last Committee meeting as she is retiring. H.P <div style="border: 1px solid black; padding: 2px 5px;">Sch4p4(6) personal information</div> <div style="border: 1px solid black; padding: 2px 5px; margin-left: 40px;">Sch4p4(6) personal information</div> <p><u>Minutes and Actions from previous meeting</u> – (H.P)</p> <p><u>Resolution</u></p> <div style="background-color: #f0f0f0; padding: 5px;">Resolution 1. Meeting #22 minutes accepted as tabled.</div> <p><u>Carry over Action items</u> – (H.P)</p> <ul style="list-style-type: none"> M.M requested that additional information be added to the action items so it is clearer what is required, who is responsible and within what timeframe. <p><u>Discussion</u></p> <ul style="list-style-type: none"> G.M agreed the actions list could be improved and suggested outstanding actions be prioritised (i.e. high or low priority). <p>Action 1. OFMT to amend minutes and actions to include additional information e.g. what is required, who is responsible and priority i.e. High, Medium, Low. (High Priority).</p> <p>Action 2. OFMT to prepare an OPMC Resolutions Register to be uploaded onto OPMC SharePoint Site before next meeting (High Priority).</p> <p><i>Regarding Action Item C - OMFT to record conservation benefit on the register</i></p> <ul style="list-style-type: none"> M.M queried why recording conservation benefit on the register (Action Item C) had not been progressed. G.M advised that Action Item C will be followed up and indicated the team have a number of pressures to deliver on commitments made by the Minister this financial year. This would mean progressing Action Item C in the second half of the year. G.M suggested a decision would need to be made by the Director General about what information should be public facing versus internally held in records. M.M requested information regarding recording conservation benefit be stored internally, as part of good record keeping, in the first instance. <p>Action 3. OFMT to include information regarding conservation benefit as standard information in all project templates (High Priority).</p>

Regarding Previous Action 1. OFMT to draft a letter on behalf of the OPMC Chair to the DG advising of the risk that there may not be enough money to offset the impacts in the Brigalow Belt

- M.M queried if the letter to the DG has been completed.
- C.G advised that the letter has been drafted by the OFMT and will be shared with the Committee before being sent to the DG.

Action 4. OPMC letter to DG regarding insufficient funds to offset Brigalow Belt impacts to be sent to OPMC Members (High Priority).

SEQ Koala offset

- M.M raised a concern regarding the SEQ Koala offset, which was not registered as an advanced offset as trees were planted prior to the Department and the proponent entering into the agreement and was not registered as a advanced offset.
- A.D confirmed that the project provider confirmed the trees were planted in 2017 and advised a new voluntary declaration (VDEC) was placed over the area in late 2020 for the offset area. Also that the project provider appears to have acted in good faith and not done anything outside of the Offsets Framework, Environmental Offsets Agreement or the approved Offset Delivery Plan.
- A.D and M.M agreed that all parties acted in good faith.
- A.D would provide feedback to the Offsets Review Team about the “grey area” within the current framework.
- Lessons learned from this project have been relayed back to the Koala Policy and Offset Policy teams and will be fed into the review improvements.
- H.P requested the matter be included on the risk register and DES should consider a recalculation of the benefit be undertaken, acknowledging that the land was not registered as an advanced offset.

sch3(7) Information subject to legal professional privilege

- S.G advised that much of the Koala Crossing site is Category A under the Vegetation Management Act based on the site map submitted by QTFN and assessment of the PMAV data. It is possible that other offsets have been placed in this locality (the attribution as s20B(1)(b) was inconsistently applied in the area to make a clear judgement). The precise details would need confirmation with the Department of Resources.
- H.P requested that the vegetation mapping be an agenda item at the next meeting, as it needs to be explained more thoroughly.

ACTION ITEMS:

Action 5. OFMT to include SEQ Koala offset on the risk register (High Priority).

Action 6. OFMT will evaluate M.M's recommendation to recalculate the conservation benefit of SEQ Koala offset, acknowledging that the land was not registered as an advanced offset (High Priority).

Action 7. OMFT to provide the SEQ Koala offset scenario of the project to the Policy Team and Review team (High Priority).

Action 8. OFMT to include an item relating to the regulated vegetation mapping categories in Meeting 24 agenda. (High Priority).

2.1**Project Status Update (G.M)**

- G.M noted that 5 new financial settlements have been receipted since the last meeting, with a total of \$43.1 million now received by the Department.
- G.M provided an overview of progress with offset projects to date:
 - The Fursden Creek fishway was constructed in December 2020.
 - A tender bid evaluation for the Central Brigalow offset was held on 14 November 2020, with details provided in briefing note 2.3.
 - Negotiations with the Kabi Kabi Aboriginal Corporation for the ground parrot project are continuing.
 - The Environmentally Friendly Moorings project is progressing. Healthy Land and Water have received 86 expressions of interest, and of these, 50% have already signed a formal Deed of Agreement.
 - Contract negotiations are continuing for the Northern Brigalow Belt Koala Habitat offset project.
- G.M referred the Committee to Attachment 1, *Offset Project Matters Allocation Report (February 2021)*, *Worksheet Project Status Summary - February 2021*, which provided more detail about each project.
- N.O queried how much of the total \$43 million receipted has been spent.
 - R.J referred the Committee to columns J, K and M in Attachment 1 for further information on funding.
 - R.J advised that funds are "committed" via contracts and spent according to agreed milestone payments over the term of the contract (20 years).
- N.O requested a simple figure explaining how much is committed.
 - R.J to add committed funding to the next project status update brief.
- J.G asked for an update on the glossy black-cockatoo project.
- S.G advised that the impact is in the Brigalow Belt, and as it is a future project, there are no confirmed sites.
- M.M queried if the calculation had been updated for the ground parrot project.
- S.G advised that the table has been updated and the brief will be provided at the next meeting.

Resolution 2. OPMC **noted** the update on progress and achievements since Committee Meeting #22

ACTION ITEMS:

Action 9. OFMT to include an overview of committed funding in the next project status update brief (High Priority).

2.2	<p><u>Issues and Risk Register Update (R.J)</u></p> <ul style="list-style-type: none"> N.O advised that the financial calculator is not reflecting the cost of high value category X land, so offsets are having to be pushed into category B land. N.O suggested that if the offset offer is below the value of the land, the offset will be pushed into category B land. G.M acknowledged that the opportunity cost to the landholder is a well-recognised issue, and the offset calculator needs to be linked to each particular area. C.He referred the Committee to the Sharepoint site report - <i>Draft Brigalow Financial Offsets Tender (OPM004) Technical Report 3 - Tender Bid Evaluation</i>. C.He advised that landholders are typically considering land prices, profitability, and handing the land over to future generations, so are sometimes bidding more than the value of the land. N.O advised that the landholder is not just considering loss in production, it's the potential capital gain and resell value which is also affected. H.P suggested that there may have been an underestimation of the amount of money required in some cases. G.M advised opportunity cost to the landholder will be considered through the review. <p>ACTION ITEMS:</p> <p>See Action 4 above regarding letter from OPMC Chair to the DG advising of the risk of insufficient offset funds.</p>
2.3	<p><u>Central Brigalow Financial Offset Tender update (C.He)</u></p> <ul style="list-style-type: none"> C.He informed the Committee that an evaluation process with an expert panel was completed in December 2020. C.He advised that the briefing note includes an overview of the panel recommendations and provides the opportunity for the Committee to look at the prices, expected benefit with standard management and cost effectiveness of the offers. N.O queried the difference in regulated versus unregulated area. <ul style="list-style-type: none"> C.He advised that about 3000 hectares of the top ranked property is unregulated, but most of the other properties did not include much unregulated vegetation. C.He informed the Committee that the project will not meet the benefit that was sought given the funding available. M.M thanked C.He for the report and asked for further information on three points (see Action 9). C.He advised that a technical meeting will be arranged to discuss the questions. H.P queried how supply might be increased in the next tender bid to improve cost-effectiveness. G.M advised that supply is narrowed due to its specificity which increases value. <p>Resolution 3 OPMC noted the outcome of the tender bid evaluation workshop and the recommendations of the Department in selecting suitable tender bids for offset establishment and negotiating with the remaining bids not accepted in their current form.</p> <p>ACTION ITEMS:</p> <p>Action 10. OFMT to arrange a meeting to discuss the <i>Draft Brigalow Financial Offsets Tender (OPM004) Technical Report 3 - Tender Bid Evaluation</i>, OPMC Decision Tree to identify the procurement pathway (High Priority) and consider:</p>

- whether further negotiations may be needed to improve the cost-effectiveness of some bids
- if the proposed management would bring the condition score up to at least a 7 (the same assumed condition of the impact sites)
- if a table could be provided which shows a breakdown of the matters in which we are aiming to buy benefits, and what fraction of the liability they constitute.

(High Priority)

3.1 **Offset Delivery for Brigalow Stage 2 Matters (C.He)**

- C.He informed the Committee that a standard project plan has been developed for Stage 2 of the Brigalow Belt Offset project, and that the OFMT would like to continue working with the Fitzroy Basin Association (FBA) in the next stage of the project in the Brigalow Belt.
- C.He advised that the OFMT are working to identify how to improve offset delivery in the Brigalow using lessons learned from Stage 1 and are working with the Offsets Policy and Communications teams to improve efficiencies.
- L.D recommended that the team continue the scientific analysis in the next phase, as it is an important component behind a lot of the project.
- N.O agreed with L.D, but also flagged the importance of engaging landholders to encourage an increase in uptake.
- N.O advised that landholders will be interested in basic questions such as how an offset will impact their business and how it will affect the resale value of their property.
- H.P suggested that NRM bodies be involved in the communication to improve engagement.
- G.M advised that the FBA has been a valuable partner in Phase 1, as NRM groups tend to be more trusted by landholders.
- M.M advised that decision trees were developed in the past to identify the pathway for procurement, but that document hasn't been referred to in some time. M.M queried if the Committee will be provided with the opportunity to provide guidance and advice about the procurement approach in future (i.e. the proposed move from a tender process to a fixed p/ha price in Phase 2 of the Brigalow Offset).
- C.He agreed that it would be useful to have advice about an open tender versus price ceiling and that this can be discussed in the technical meeting.
- G.M advised that the Department has a commitment with the Minister around partnerships for delivery, so while it is important to seek guidance, it will need to be done in a timely manner.
- H.P requested that a discussion about an auction versus fixed price for Phase 2 of the Brigalow Offset be added to the agenda for the technical meeting.
- G.M suggested that the team present an options paper with a recommendation to the Committee in future, to allow for a discussion on the different procurement options.

Resolution 4. OPMC **supported** the commencement of Stage 2 of the Brigalow Financial Offsets Tender in principle, with further advice to be provided during **Central Brigalow Financial Offset Tender** meeting (See Action 10) (High Priority).

ACTION ITEMS:

- See Action 10.

Watercourse Regional Ecosystem Offset Project (A.D)

- A.D advised that a series of regional watercourse RE offsets have been grouped as a single project to improve economies of scale. An initial market analysis has been completed, and the payments have been pooled across northern Queensland.
- M.M requested the OPMC Decision Tree to identify the procurement pathway be applied when providing recommendations to OPMC.
- G.M suggested that the decision tree be used for all new proposed projects in the future.

Resolution 5. OPMC **supported** the proposed Remote Watercourse Vegetation Offset recommendation in principle on provision the decision tree had informed the recommended approach.

- A.D agreed to provide the Committee with an update on the recommended procurement approach and project status.
- G.M suggested that in order to meet commitments, an update could be circulated to the Committee out of session.
- H.P requested that the decision tree be reviewed at the next meeting.

ACTION ITEMS:

Action 11. OPMC requested that the decision tree informs the recommended project approach (High Priority).

Action 12. OFMT to provide the procurement decision tree to the Committee for discussion at the next meeting (High Priority).

2021-22 Offset Administration Budget (R.J)

- M.M queried if the 40% administration cost was sufficient to cover all positions in the the OFMT.
 - L.D explained that the 40% administration component has never been enough to cover all positions in the OFMT, and there has been no change in the methodology.
- M.M requested that if insufficient funding to fulfil the program is an ongoing issue, then this should be added as a risk to the register.
 - L.D advised that when the *Environmental Offsets Act 2014* was passed, a component of the funding receipted was determined to fund administration of the Act. Since that time, the quantum of the value of receipts has resulted in an increase in the workload. The Department is subsidising administration of the Act through existing base funded positions (a subsidy of \$400,000).
- R.J informed the Committee that there is a cap to the 40% administration component of the payment.
 - L.D advised the cap is a measure applied to ensure environmental offsets would not cross-subsidise public service costs.
- M.M requested that the \$400,000 subsidy be captured in the risk register.
- G.M advised that it will be captured in the risk register and provided to the review about the ongoing administration of the fund.
- H.P requested that a full cost accounting exercise be done at some point during the review.
- M.M advised that full cost accounting was done for some projects in the past, so this work may be of use.

Resolution 6 OPMC **supported** expenditure of \$509,539 from the Offsets Account to continue to fund offset administration and committee costs for financial year 2021-22.

Resolution 7 OPMC **noted** the Offset Account funded positions [work plan](#) for 2021-22.

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ACTION ITEMS:

Action 13. OFMT to update the risk register to reflect that there is a \$400,000 subsidy for administration of the offset fund (High Priority).

Action 14. Offset Policy Review to consider full cost accounting as part of the review (Medium Priority).

4.1**Offsets reforms (A.S)**

- A.S informed the Committee that a consultation and response report was set out to stakeholders in October 2020. The guiding principles established in the report included optimising environmental outcomes and delivering offsets in a timely manner.
- A.S advised that the key challenges identified included barriers to landholder engagement, slow delivery of offsets, inadequate enforcement and compliance, and a lack of consistency.
- C.He suggested that meeting the offset benefit could be included as a challenge.
- J.G recommended the mitigation hierarchy be followed, so offsets are not approved for matters where habitat is unavailable.
- M.M advised there is currently a lack of clarity around offset objectives, including the outcome the project is trying to achieve.
- A.S advised that the review will look to improve the offsets framework, including how we can align better with best practice, what can be done to enhance market-based delivery options, and options for streamlining and improving conservation outcomes.
- A.S indicated that both regulatory and non-regulatory reform will be used, and that an options paper is being prepared that will scope out moving to a market-based system.
- A.S advised that a multi-sector reference group is being set up and that crossover between the groups is critical. At this stage N.O and M.M are in the multi-sector reference group, pending confirmation from the Minister's office.
- R.H informed the Committee that five new properties were recently added to the advanced offsets list. Most of the land has been acquired by council for koala habitat.
- A.S advised that there are tight timeframes for the regulatory reform component of the review, with the options paper to be prepared by April 2-21 and a draft Regulatory Impact Statement to be presented to the OPMC in July 2021.
- M.M queried if the Offsets Policy team has the latest version of the lessons learned document.
 - A.S confirmed that the Policy team have the lessons learned document.
 - G.M confirmed that the document will be added as a standing item to the agenda and tabled at each meeting.
- M.M advised that the goal should be to design a system where there are fewer offsets, rather than a large list of landholders who require damage to the environment for advanced offsets.

ACTION ITEMS

Action 15. OFMT to include "Lessons Learned" as a standing item to future OPMC meetings (High Priority).

SUMMARY RECORD OF DECISION ACTIONS REGISTER (MEETING #23)

Agenda Item	Details	Brief Type (Support/Note)	Yes or No	Related Actions/Comments	Chair Signature
1	Minutes and Actions	Meeting #22 minutes accepted as tabled.	Yes	<p>Action 1. OFMT to amend minutes and actions to include additional information e.g. what is required, who is responsible and what priority (High, Medium, Low) (High Priority).</p> <p>Action 2. OFMT to prepare an OPMC Resolutions Register to be uploaded onto OPMC SharePoint Site before next meeting (High Priority).</p> <p>Action 3. OFMT to include information regarding conservation benefit as standard information in all project templates (High Priority).</p> <p>Action 4. OPMC letter to DG regarding insufficient funds to offset Brigalow Belt impacts to be sent to OPMC Members (High Priority).</p> <p>Action 5. OFMT to include SEQ Koala offset on the risk register. (High Priority).</p> <p>Action 6. OFMT will evaluate M.M's recommendation to recalculate the conservation benefit of SEQ Koala offset, acknowledging that the land was not registered as an advanced offset (High Priority).</p> <p>Action 7. OMFT to provide the SEQ Koala offset scenario of the project to the Policy Team and Review team. (High Priority).</p> <p>Action 8. OFMT to include an item relating to the regulated vegetation mapping categories in Meeting 24 agenda. (High Priority).</p>	<div style="border: 1px solid black; height: 40px; width: 100%;"></div>
2.1	Project status update	Resolution 2. OPMC noted the update on progress and achievements since Committee Meeting #22	Yes	<p>Noted by the Committee.</p> <p>Action 9. OFMT to include an overview of committed funding in the next project status update brief (High Priority).</p>	<div style="border: 1px solid black; height: 40px; width: 100%;"></div>
2.2	Issues and Risk Register Update	Resolution 3 – OPMC requested letter to DG regarding insufficient funds to offset Brigalow Belt impacts to be sent to OPMC Members (High Priority).	Yes	<p>Noted by the Committee.</p> <p>See Action Item 4 above.</p>	<div style="border: 1px solid black; height: 40px; width: 100%;"></div>
2.3	Central Brigalow Financial Offset Tender Update	Resolution 3 OPMC noted the outcome of the tender bid evaluation workshop and the recommendations of	Yes	<p>Noted by the Committee.</p> <p>Action 10. A technical meeting to be arranged by OFMT in March 2021 to discuss the <i>Draft Brigalow Financial Offsets Tender (OPM004) Technical Report 3 - Tender Bid Evaluation, OPMC Decision Tree to identify the procurement pathway</i> (High Priority) and consider:</p>	<div style="border: 1px solid black; height: 40px; width: 100%;"></div>

Agenda Item	Details	Brief Type (Support/Note)	Yes or No	Related Actions/Comments	Chair Signature
		the Department in selecting suitable tender bids for offset establishment and negotiating with the remaining bids not accepted in their current form.		<ul style="list-style-type: none"> whether further negotiations may be needed to improve the cost-effectiveness of some bids if the proposed management would bring the condition score up to at least a 7 (the same assumed condition of the impact sites) if a table could be provided which shows a breakdown of the matters in which we are aiming to buy benefits, and what fraction of the liability they constitute. 	
3.1	Offset Delivery for Brigalow Stage 2 Matters	Resolution 4. OPMC supported the commencement of Stage 2 of the Brigalow Financial Offsets Tender in principle, with further advice to be provided during Central Brigalow Financial Offset Tender meeting (High Priority).	Yes	Supported by the Committee. Further advice to be provided during Central Brigalow Financial Offset Tender meeting regarding procurement approach (i.e. open tender vs fixed p/ha price) March 2021. See Action 10 above.	p4(6)Personal inform
3.2	Watercourse Regional Ecosystem Offset Project	Resolution 5. OPMC supported the proposed Remote Watercourse Vegetation Offset recommendation in principle on provision the decision tree had informed the recommended approach.	Yes in principle	Supported by the Committee. Action 11. OMFT requested that the decision tree informs the recommended project approach (High Priority). Action 12. OFMT to provide the procurement decision tree to the Committee for discussion at the next meeting (High Priority).	4p4(6)Personal informa
3.3	2021-22 Offset Administration Budget	Resolution 6 OPMC supported expenditure of \$509,539 from the Offsets Account to continue to fund offset administration and committee costs for financial year 2021-2022. Resolution 7 OPMC noted the Offset Account funded positions work plan for 2021-22.	Yes	Supported by the Committee. Action 13. OFMT to update the risk register to reflect that there is a \$400,000 subsidy for administration of the offset fund (High Priority). Action 14. Offset Policy Review to consider full cost accounting as part of the review. (Medium Priority). Action 15. OFMT to include "Lessons Learned" as a standing item to future OPMC meetings (High Priority).	4(6)Personal infor

OFFSET PROJECT MANAGEMENT COMMITTEE

DETAILS

Subject	Offset Project Management Committee (OPMC) – Meeting No. 24
Chair	Professor Hugh Possingham
Meeting Type	Committee Meeting No. 24
Date and location	26 May 2021 (9.00am – 11.30am), Microsoft Teams and Level 13, 400 George St, Brisbane

PARTICIPANTS

Name	Initials	Position/Representation
Prof. Hugh Possingham	H.P	OPMC Chair
Prof. Martine Maron	M.M	OPMC Standing member
Dr Jan Green	J.G	OPMC Standing member
Nigel Onley	N.O	OPMC Standing member
Alex Graham	A.G	DES – Executive Director, Conservation Policy & Planning (apology)
Gillian Mayne	G.M	DES – Director, Land Restoration Fund & Offset Fund Management
Lorraine Briggs	L.B	DES – Manager, Offset Fund Management Team
Craig Hempel	C.He	DES – Senior Policy Officer, Offset Fund Management Team (apology)
Chris Hansen	C.Ha	DES – Principal Conservation Officer, Offset Fund Management Team
Ryan Jacks	R.J	DES – Senior Project Officer, Offset Fund Management Team
Simon Goudkamp	S.G	DES – Principal Conservation Officer, Offset Fund Management Team
Chloe Gahoy	C.G	DES – Policy Officer, Offset Fund Management Team
Andrew Duncan	A.D	DES – Program Coordinator, Offset Fund Management Team
Manda Page	M.P	DES – Director, Threatened Species Operations (apology)
Rob Hughes	R.H	DES – Director, Conservation Policy & Planning
Amelia Selles	A.S	DES – Manager, Offset Policy (apology)
Vanessa Coverdale	V.C	DES – Principal Policy Officer, Offset Policy

MEETING 24 | MINUTES

ITEM	DESCRIPTION
	<u>OPENING AND STANDING ITEMS</u>
1	<p><u>Welcome to meeting</u> - (H.P)</p> <ul style="list-style-type: none"> H.P opened meeting #24 and welcomed attendees (N.O, R.J, A.D, C.Ha, attended via teleconference). M.P, A.G, C.He and A.S were noted as an apology. <p><u>Conflict of interest declaration</u> - (H.P)</p> <p>Declaration 1. M.M is working on a review of Queensland's <i>Guide to determining terrestrial habitat quality version 1.3</i>.</p> <p><u>Offsets Review Update</u> – (R.H) (Presentation Attached)</p> <ul style="list-style-type: none"> R.H provided the Committee with an update on the Offsets Review: <ul style="list-style-type: none"> The team has received feedback on the Discussion papers (Stage 2). There has been mixed feedback from departments. A meeting with First Nations representatives will be held in Cairns in July 2021, and attendees will be asked how they would like to be engaged in the process. The OPMC were acknowledged as a valuable source of information for the review and the team will continue to engage with the Committee through the review. The aim of the review is to align with best practice and reduce green tape. A simpler system for calculating offsets is being proposed so landholders are aware of the financial incentives available. In response to the issues identified by the OPMC on the risk register, the team are seeking to replace standardised pricing, limit offsetable matters where they are high risk, improve and simplify the calculator, reduce transaction costs and introduce indexation. The Queensland Herbarium has done some recent work on land condition modelling which provides a broad score for condition across the Brigalow bioregion, and can be adapted across other bioregions. It was acknowledged that the 4:1 ratio does not work in all circumstances and will need to be addressed in the reform. M.M advised the letter from H.P to the Director-General provides good guidance and could be used to inform the review. H.P requested a workshop be held to discuss OPMC feedback to questions listed in the presentation. Written feedback on the questions should be provided by Committee members before the workshop, which will allow it to be synthesised. H.P asked each Committee member to provide a comment in response to the questions in the presentation. <ul style="list-style-type: none"> N.O advised that education of landholders is key. M.M will provide written feedback, including new questions, but is excited by what is happening with the review. J.G advised that offsets for vulnerable species should not be permitted. <p><u>Minutes and Actions from previous meeting</u> – (H.P)</p> <p><u>Resolution</u></p> <p>Resolution 1. Meeting #24 minutes accepted as tabled.</p>

Carry over action items – (H.P)

Regarding Previous Action 6. OFMT will evaluate M.M's recommendation to recalculate the conservation benefit of the SEQ Koala Offset, acknowledging that the land was not registered as an advanced offset.

- A.D advised that advice from the Policy team was sought, that advised as the money is contracted, the project cannot be changed.
 - M.M clarified that the request was for it to be recalculated so the additional benefit is known (not to change the contract).
- L.B advised a request to recalculate conservation benefit will be made to the Policy Team, however given the Minister's commitment to expend a large proportion of the fund this financial year, effort on this action is a low priority for the team.
- H.P requested that explanatory comments be provided against the status of action items.
- M.M requested an additional "comments" column be added to the meeting minute's *Attachment - Summary Record of Decisions and Actions Register* so members don't have use the SharePoint link to the Committee resolutions register.
- Additional time is required to discuss the actions from Meetings 23 and 24 at Meeting 25.

Correspondence – Chair correspondence to DES Director-General – (H.P)

- H.P advised that he will take the opportunity to verbally outline the major risks with the Director-General at their next meeting.

ACTION ITEMS:

Action 1. OFMT to add an additional "comments" column to the meeting minute's *Attachment - Summary Record of Decisions and Actions Register* (High Priority).

Action 2. OFMT to request Koala Assessment and Compliance Team to progress recalculation of the conservation benefit of the SEQ Koala Offset (Low priority).

Action 3. OFMT to include names of Traditional Owners in project briefs.

2.1

Project Status Update (L.B)

- L.B provided the Committee with an update on progress with offset projects to date:
 - There is a potential media opportunity being explored for the fish passage offset at Fursden Creek.
 - The ground parrot tender has been released, evaluated and a preferred supplier has been selected.
 - The remote watercourse vegetation offset tender has been released and a panel established.
 - BioCondition surveys have been conducted at the proposed offset sites for the SEQ RE project. C.Ha and C.G recently went on a field trip to assess the feasibility of achieving a conservation outcome at each site. Queensland Herbarium will review the images taken on the field trip to verify the mapped Regional Ecosystems.
 - The contract with QTFN has been signed for the Northern Brigalow Belt Koala project and a media release prepared.
- S.G advised that the consultant for the ground parrot project will do an environmental assessment for other threatened matters and prepare a fire management strategy for the block.
- J.G queried if *Melaleuca quinquenervia* are endangered.
 - S.G stated that *M. quinquenervia* are not listed as threatened.

- L.B advised that the tender did have some media attention. A lot of local environmental groups were supportive, with one writing a letter to the Premier in support of the project. However, a Courier Mail article with many inaccuracies was critical of the project.
- S.G has been in contact with the Sunshine Coast Environment Council (SCEC) who have expressed concerns about the Melaleuca community. SCEC requested that the Melaleuca be offset, though this is not a requirement in the framework.
- M.M queried if people's concerns were related to the trees being removed for conservation, or about the offset being located on park.
 - S.G explained that SCEC did have some concerns about putting the offset on park.
- J.G queried how regrowth of Melaleuca will be managed.
- S.G explained that the consultant will manage the Melaleuca through fire management and mechanical removal methods.
- G.M noted that a large payment has recently been receipted for a wind farm site in Atherton (Wet Tropics), and there will need to be some thought to how the team prioritises that.

Resolution 2. OPMC noted the update on progress and achievements since Committee Meeting #23.

2.2

Central Brigalow Financial Offset Tender Update (L.B)

- L.B provided the Committee with an update on discussions with tender bid applicants.
 - A bid worth approximately \$5 million has been accepted, and the next step is developing the offset delivery plan and entering into an environmental offset agreement.
 - The team are also in negotiations with another landholder for a project worth approximately \$11 million.
- L.B advised that some landholders have been advised by their banks that an offset could devalue their property up to 50% and will therefore need to pay out any mortgage. In addition, the ATO views the offset agreement as a source of income, so landholders will be taxed based on the value of the entire agreement.
- Landholders are continuing to have discussions with their accountants and banks.
- J.G noted that there was a similar problem with the Toadflax offset, where the landholder was required to pay out the remainder of their mortgage.
- G.M stated that some banks are more progressive in their approach to environmental markets (e.g. Rabobank) and do not have the same issue with lending. In the carbon offset space, some people have changed banks in order to get a carbon contract over the line.
- M.M queried if the timing is the problem in this case, as presumably the money from the offset could be used to help pay off the loans.
- G.M explained that some banks are quite risk averse, and unless the landholder provides a business plan and analysis that the bank can understand, it is likely that they will decline.
- L.B added that a landholder had an issue with the calculator treating freehold and leasehold properties the same, and these learnings have been provided to the Offsets Policy team.

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- S.G informed the Committee that the Department was allowing offsets to occur on Category B land for this project.

- H.P suggested that the team contact the landholder to seek feedback about the process.
- M.M requested that a table be provided to show the quality hectares of loss for each matter, and the quality hectares of gain expected for each property being considered. Table 9 in the technical report does not show this clearly.

Resolution 3. OPMC noted the update on discussions with tender bid applicants and the advice received from banks regarding land valuations.

ACTION ITEMS:

Action 4. OFMT to seek feedback from

Action 5. OFMT to provide a table to M.M to show the quality hectares of loss for each matter and quality hectares of gain expected for each property being considered.

2.3

Environmentally Friendly Moorings (L.B)

- L.B provided the Committee with an overview of the project and issues to date:
 - The Department has a contract with Healthy Land & Water to deliver the installation of 116 environmentally friendly moorings (EFMs) in Moreton Bay.
 - The offset contract was executed in January 2020, and the program has been undertaken by Healthy Land & Water since 2009.
 - Maritime Safety Queensland has advised it does not support the installation of EFMs without removal of the existing blocks. MSQ also consider the new EFMs to be illegal structures because the GPS coordinates for the new moorings are different to the coordinates listed on the Mooring Authority.
 - MSQ has proposed three strategies before proceeding with the project i.e. undertake an audit of existing moorings, develop state agency guiding principles for removal and replacement, and an agreed guideline for offset delivery plans.
- H.P supported the use of EFMs to provide an outcome for seagrass and noted that planting seagrass can be very expensive (approximately \$1 million per hectare).
- G.M noted that it is the Department's preference to continue with the contract if possible.
- H.P suggested a meeting be organised with the key stakeholders to discuss the problems and explore solutions.

Resolution 4. OPMC noted the update on the EFM project, including recent issues and proposed actions to resolve them.

ACTION ITEMS:

Action 6. The OFMT will contact H.P regarding a cross-agency meeting to discuss the issues with the EFM project and potential solutions.

2.4

Resolution Register and Risk Register Update (R.J)

	<ul style="list-style-type: none"> • R.J advised that two new items were added to the risk register, including the SEQ Koala project (Item 10) and staff positions being subsidised by the Department (Item 11). • M.M queried the risk treatment for Item 10 and reminded the Committee that unless previous trees were established for the purpose of an offset and registered as an advanced offset, they cannot be counted. • R.J advised that the Department is providing base funding for four positions in the Offset Fund Management Team, which cost \$400,000 in the 2020-21 financial year. • M.M queried if the risk is that the funding of the program is to be discontinued, or that staff are funded using the Offset Account. • G.M informed the Committee that there has been a decision to make four new permanent positions in the team. The Director-General has agreed funding for the positions will be sourced from the Offsets Fund for the next financial year, but after that it will be reviewed annually. • H.P requested that the risk register be updated to include two new items, including: <ul style="list-style-type: none"> ○ The recent issues with the EFM project, as there could be an issue again in the future where offsetting actions are deemed illegal. ○ The potential for supply of offsets to be limited for the Central Brigalow project due to institutional financial behaviour (including the banks devaluing properties and the ATO taxing the agreements). <p>Resolution 5. OPMC noted the updates to the resolution and risk registers.</p>
	<p>ACTION ITEMS:</p> <p>Action 7. OFMT to update risk register to include two new items, including the recent policy issues with the EFM project and the impact of banks on land valuations and offset supply (High Priority).</p>
2.5	<p><u>Lessons Learned Updates (L.B)</u></p> <ul style="list-style-type: none"> • L.B referred the Committee to Attachment 1, <i>Summary of Lessons Learned from Financial Settlement Offset Projects as of 6 May 2021</i>, and noted that the BioCondition Lite condition calculations and data entry forms require updating. • M.M requested that the calculations be discussed during a focus session prior to the next OPMC meeting in September 2021. • J.G asked if it would be beneficial to extend the duration of OPMC meetings. • H.P suggested that an additional four-hour meeting to discuss issues in depth would be more efficient than one long OPMC meeting, as it would allow time for background thinking and preparation. • G.M agreed with H.P, noting that a meeting that lasts for a full day is not necessarily more efficient, but the Department are open to changing the timing of meetings if the Committee prefer. <p>Resolution 6. OPMC noted the updates to the lessons learned report.</p>
	<p>ACTION ITEMS:</p> <p>Action 8. OFMT and Offsets Policy to arrange a workshop to discuss the Offsets Review discussion questions and BioCondition Lite condition calculations.</p>
3.1	<p><u>Standard Workflow Procedure for Offset Delivery Projects (A.D)</u></p> <ul style="list-style-type: none"> • A.D referred the Committee to Attachment 1, <i>Environmental Offsets OPMC New Project Workflow</i>, for an overview of the offset project procurement workflow. • A.D advised that the procurement process requires a large amount of documentation regardless of the financial amount.

- M.M suggested that earlier engagement with the Committee may be useful.
- G.M indicated that the Committee could provide input during the initial step of the workflow, which involves expert engagement and prioritisation of projects.
- L.B recommended that an additional step be added to the beginning of the workflow, as project prioritisation needs to occur when the money is receipted. Some thought needs to be given to how funds are prioritised (e.g. based on the amount, the length of time since the funds have been receipted, traditional owner projects etc.).
- M.M suggested that an annual strategic meeting be held to do a project prioritisation exercise.

Resolution 7. OPMC **supported** the standard workflow procedure for offset delivery projects with the addition of OPMC engagement and project prioritization annually.

ACTION ITEMS:

Action 9. OFMT to update the *Environmental Offsets OPMC New Project Workflow* to include two additional steps in the beginning of the workflow (prioritisation of projects and expert engagement).

Action 10. Annual prioritisation of work and prioritisation of significant payments to form the basis of the next OPMC meeting #25.

SUMMARY RECORD OF DECISIONS AND ACTIONS REGISTER (MEETING #24)

Agenda Item	Details	Brief Type (Support/Note)	Supported (Yes or No)	Reason (where relevant)	Actions	Comments	Chair Signature
1.		Note	Yes	Noted by the Committee.	<p>Action 1. OFMT to add an additional "comments" column to the meeting minute's <i>Attachment - Summary Record of Decisions and Actions Register</i> (High Priority).</p> <p>Action 2. OFMT to request Koala Assessment and Compliance Team to progress recalculation of the conservation benefit of the SEQ Koala Offset (Low priority).</p> <p>Action 3. OFMT to include names of Traditional Owners in project briefs (High Priority).</p>	<p>A1 – complete. On 27 May 2021, comments column added to minutes <i>Attachment - Summary Record of Decisions and Actions Register</i>.</p> <p>A2. On 12/07/2021, OFMT logged a support request with the Koala Assessment and Compliance Team to progress recalculation of the conservation benefit of the SEQ Koala Offset.</p> <p>A3. In progress. On 12/07/2021, OFMT has initiated consultations with DATSIP to attempt to identify Traditional Owners of project lands.</p>	<div style="border: 1px solid black; height: 80px; width: 100%;"></div>
2.1	Project status update	Note	Yes	Noted by the Committee.			<div style="border: 1px solid black; height: 80px; width: 100%;"></div>
2.2	Central Brigalow Financial Offset Tender Update	Note	Yes	Noted by the Committee.	<p>Action 4. OFMT to seek feedback from <div style="border: 1px solid black; display: inline-block; width: 100px; height: 20px; vertical-align: middle;"></div> (6) personal info</p> <p>Action 5. OFMT to provide a table to M.M to show the quality hectares of loss for each matter and quality hectares of gain expected for each property being considered (High Priority).</p>	<p>A4. In progress.</p> <p>A5. In progress. Included in agenda for OPMC meeting #25, 8 September 2021.</p>	<div style="border: 1px solid black; height: 80px; width: 100%;"></div>
2.3	Environmentally Friendly Moorings	Note	Yes	Noted by the Committee.	<p>Action 6. The OFMT will contact H.P regarding a cross-agency meeting to discuss the issues with the EFM project and potential solutions (High Priority).</p>	<p>A6. EFM State agency meeting held 14/7/2021. Minutes attached. Development of Decision Tree in progress with other agencies.</p>	<div style="border: 1px solid black; height: 80px; width: 100%;"></div>

2.4	Resolution Register and Risk Register Update	Note	Yes	Noted by the Committee.	Action 7. OFMT to update risk register to include two new items, including recent policy issues with the EFM project and the impact of banks on land valuations and offset supply (High Priority).	A7. Completed. Risk Register updated 13/7/2021.	h4p4(6)Personal informati
2.5	Lessons Learned Updates	Note	Yes	Noted by the Committee.	Action 8. OFMT and Offsets Policy to arrange a workshop to discuss the Offsets Review discussion questions and BioCondition Lite condition calculations (High Priority).	A8. In progress. Agenda item to be included following OPMC meeting #25 for 8 September 2021. Policy Review Team to prepare and agenda to be circulated to members.	p4(6)Personal inform
3.1	Standard Workflow Procedure for Offset Delivery Projects	Support	Yes	Supported by the Committee.	Action 9. OFMT to update the <i>Environmental Offsets OPMC New Project Workflow</i> to include two additional steps in the beginning of the workflow (prioritisation of projects and expert engagement) (High Priority). Action 10. Annual prioritisation of work and prioritisation of significant payments to form the basis of the next OPMC meeting #25.	A9. Complete. 14/7/2021 Workflow updated. A10. In progress. Annual OPMC project prioritisation of work and prioritisation of significant payments to form the basis of the agenda for OPMC meeting #25, on 8 September 2021.	p4(6)Personal informa

OFFSET PROJECT MANAGEMENT COMMITTEE

MEETING AGENDA

DETAILS

Subject	Offset Project Management Committee (OPMC) – Meeting No. 25
Chair	Professor Hugh Possingham
Meeting Type	Committee Meeting No. 25
Date and location	Wednesday 8 September 2021, Level 13 Boardroom, 400 George St and Microsoft Teams
Timing	9.00am – 12.00pm

INVITEES

Name	Initials	Position/Representation
Prof. Hugh Possingham	H.P	OPMC Chair
Brad Lang, Chief Financial Officer	B.D	OMC Standing member
Prof. Martine Maron	M.M	OPMC Standing member
Dr Jan Green	J.G	OPMC Standing member
Nigel Onley	N.O	OPMC Standing member
Alex Graham	A.G	DES – Executive Director, Conservation Policy & Planning
Gillian Mayne	G.M	DES – Director, Land Restoration Fund & Offset Fund Management
Lorraine Briggs	L.B	DES – Manager, Offset Fund Management Team
Andrew Duncan	A.D	DES - Program Coordinator, Offset Fund Management Team
Chloe Gahoy	C.G	DES – Senior Policy Officer, Offset Fund Management Team
Simon Goudkamp	S.G	DES – Senior Policy Officer, Offset Fund Management Team
Ryan Jacks	R.J	DES – Senior Project Officer, Offset Fund Management Team
Chris Hansen	C.Ha	DES – Senior Policy Officer, Offset Fund Management Team
Manda Page	M.P	DES – Director, Threatened Species Operations
Rob Hughes	R.H	DES – Director, Conservation Policy & Planning
Amelia Selles	A.S	DES – Manager, Offsets Policy

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(7)(1)(c) Business/commercial/professional/financial

OFFSET PROJECT MANAGEMENT COMMITTEE

AGENDA ITEMS

DESCRIPTION	TIME
1. <u>Opening and Standing Items</u> 1.1. Welcome to meeting participants (Chair) Introduction of new member - Brad Lang, Chief Financial Officer 1.2. Conflict of interest declaration (Chair) 1.3. Previous minutes - Meeting number 24 (Chair) 1.3.1. Confirmation of minutes 1.3.2. Actions arising – Meetings 23 and 24	9:00am - 9:20am (20 mins)
2. <u>Matters for Noting</u> 2.1. Project Status Updates - (L.B) 2.2. Environmentally Friendly Mooring Project - Brief (C.G) 2.3. Resolution Register and Risk Register Update - (L.B) 2.4. Lessons Learned - Brief – refer to tracked changes (L.B)	9:20am – 9:50am (30 mins)
3. <u>Matters for Support</u> 3.1. SEQ Regional Ecosystem Project – Presentation by Evolve Environmental Solutions (A.H,A.L) 3.2. SEQ Regional Ecosystem Project – Brief (C.Ha)	9.50am – 10.30am (30 mins) (10 min)
MORNING TEA BREAK	10:30am – 10:45am (15 mins)
3. <u>Matters for Support continued</u> 3.3. Annual project prioritization workshop (Chair, All) Presentation – New projects workflow, summary of fund \$, current projects, proposed prioritization criteria, proposed projects. Discussion	10:45am – 11.55am (70 mins)
4. <u>Other Business</u> 4.1. Remuneration claims	11.55am – 12.00pm (5 mins)

Meeting #	Meeting type	Date	Agenda item description	Agenda Item	Resolution	Actions arising from the resolution	Responsible	Priority (High, Medium, Low)	Status	Comments - Actions Taken
OPMC 24	ORDINARY	26-May-21	Minutes and Actions arising	1.0	Endorsed	1. OFMT to add an additional "comments" column to the meeting minute's Attachment - Summary Record of Decisions and Actions Register	Secretariat	High	Complete	On 27 May 2021, comments column added to minutes Attachment - Summary Record of Decisions and Actions Register.
OPMC 24	ORDINARY	26-May-21	Minutes and Actions arising	1.0	Endorsed	2. OFMT to request Koala Assessment and Compliance Team to progress recalculation of the conservation benefit of the SEQ Koala Offset	Secretariat	Low	In progress	On 12/07/2021, OFMT logged a support request with the Koala Assessment and Compliance Team and Offsets Policy Review Team to progress recalculation of the conservation benefit of the SEQ Koala Offset. A recalculation will be provided to OPMC in Meeting #26.
Committee 24	ORDINARY	26-May-21	Minutes and Actions arising	1.0	Endorsed	3. OFMT to include names of Traditional Owners in project briefs (High Priority)	Secretariat	High	Complete	On 12/07/2021, OFMT initiated consultations with DATSIP to attempt to identify Traditional Owners of project lands. First Nations peoples added to project briefs, where possible.
Committee 24	ORDINARY	26-May-21	Central Brigalow Financial Offset Tender Update	2.2	Noted.	Sch4p4(6)Personal information	Secretariat	High	In progress	Sch4p4(6)Personal information

Meeting #	Meeting type	Date	Agenda item description	Agenda Item	Resolution	Actions arising from the resolution	Responsible	Priority (High, Medium, Low)	Status	Comments - Actions Taken
Committee 24	ORDINARY	26-May-21	Central Brigalow Financial Offset Tender Update	2.2	Noted	5. OFMT to provide a table to M.M to show the quality hectares of loss for each matter and quality hectares of gain expected for each property being considered (High Priority).	Secretariat	High	In progress	<p>On 26 August 2021, Craig Hempel, author of the Central Brigalow Offset Tender Report was requested to discuss the report out of session with M.M.</p> <p>The Report was edited to include the following:</p> <p>Quality Hectares of Loss</p> <ul style="list-style-type: none"> Table 1 now provides "Impact Quality Hectares". Quality hectares are based on the assumption that the impact site was a 55 / 100 condition score (the average condition of sites assessed in this tender bid stage). <p>Quality Hectares of Gain</p> <ul style="list-style-type: none"> Table 9 now provides: "Benefit Hectares" (Ben Ha). The benefit hectares for the matter group. "Benefit Hectares as a proportion of impact quality hectares" (Prop Impact). Calculated using the figures in table 1 and assuming a condition of 55/100 at the impact site. <p>Example For Narrow leaved red ironbark woodland:</p>

Meeting #	Meeting type	Date	Agenda item description	Agenda Item	Resolution	Actions arising from the resolution	Responsible	Priority (High, Medium, Low)	Status	Comments - Actions Taken
										Impact Quality hectares = 68 hectares Benefit hectares (Property 015) = 13 Prop Impact = $13 / (68 \times 0.55) = 35\%$ (This offset proposal would meet 35% of the impact quality hectares)
Committee 24	ORDINARY	26-May-21	Environmentally Friendly Moorings	2.3	Noted	6. The OFMT will contact H.P regarding a cross-agency meeting to discuss the issues with the EFM project and potential solutions (High Priority).	Secretariat	High	Complete	EFM State agency meeting held 14/7/2021. Development of Decision Tree completed with other agencies. DG currently being briefed with options to progress.
Committee 24	ORDINARY	26-May-21	Resolution Register and Risk Register Update	2.4	Noted	7. OFMT to update risk register to include two new items, including recent policy issues with the EFM project and the impact of banks on land valuations and offset supply (High Priority).	Secretariat	High	Complete	Risk register updated on 26/05/2021 to include items relating policy issues with the EFM project and the impact of banks on land valuations and offset supply (item no. 12 and 13 respectively).
Committee 24	ORDINARY	26-May-21	Lessons Learned Updates	2.5	Noted	8. OFMT and Offsets Policy to arrange a workshop to discuss the Offsets Review discussion questions and BioCondition Lite condition calculations (High Priority)	Secretariat	High	In progress	Agenda item to be included following OPMC meeting #25 for 8 September 2021. Policy Review Team to prepare and agenda to be circulated to members. BioCondition Lite condition calculations to be discussed by Craig Hempel, author of the Central Brigalow Offset Tender Report with M.M out of session – see action 5 above.

Meeting #	Meeting type	Date	Agenda item description	Agenda Item	Resolution	Actions arising from the resolution	Responsible	Priority (High, Medium, Low)	Status	Comments - Actions Taken
Committee 24	ORDINARY	26-May-21	Standard workflow procedure for offset delivery projects	3.1	Supported	9. OFMT to update the Environmental Offsets OPMC New Project Workflow to include two additional steps in the beginning of the workflow (prioritisation of projects and expert engagement).	Secretariat	High	Complete	Workflow updated on 14/7/2021 to include additional steps as requested.
Committee 24	ORDINARY	26-May-21	Standard workflow procedure for offset delivery projects	3.1	Supported	10. Annual prioritisation of work and prioritisation of significant payments to form the basis of the next OPMC meeting #25.	Secretariat	High	In progress	Annual OPMC project prioritisation of Fund to form the basis of the agenda for OPMC meeting #25, on 8 September 2021.

OFFSET PROJECT MANAGEMENT COMMITTEE

DETAILS

Subject	Offset Project Management Committee (OPMC) – Meeting No. 26
Chair	Professor Hugh Possingham
Meeting Type	Committee Meeting No. 26
Date and location	24 November 2021 (9.30am – 12.00pm), Microsoft Teams and Level 27, 400 George St, Brisbane

PARTICIPANTS

Name	Initials	Position/Representation
Prof. Hugh Possingham	H.P	OPMC Chair
Brad Lang, Chief Financial Officer	B.L	OPMC Standing member
Prof. Martine Maron	M.M	OPMC Standing member
Dr Jan Green	J.G	OPMC Standing member
Nigel Onley	N.O	OPMC Standing member
Gillian Mayne	G.M	DES – Director, Land Restoration Fund & Offset Fund Management
Lorraine Briggs	L.B	DES – Manager, Offset Fund Management Team
Andrew Duncan	A.D	DES - Program Coordinator, Offset Fund Management Team
Chloe Gahoy	C.G	DES – Senior Policy Officer, Offset Fund Management Team
Simon Goudkamp	S.G	DES – Senior Policy Officer, Offset Fund Management Team
Ryan Jacks	R.J	DES – Senior Project Officer, Offset Fund Management Team
Chris Hansen	C.Ha	DES – Senior Policy Officer, Offset Fund Management Team
Amelia Selles	A.S	DES – Manager, Offsets Policy
Carole Rayner	C.R	DES - Principal Policy Officer, Offsets Policy
Craig Hempel	C.He	DES - Senior Policy Officer, Land Restoration Fund

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1)(c) Business/commercial/professional/financial

Apologies

Alex Graham	A.G	DES – Executive Director, Conservation Policy & Planning
Rob Hughes	R.H	DES – Director, Conservation Policy & Planning

MEETING 26 | MINUTES

ITEM	DESCRIPTION
	<p><u>Optional attendance information session</u></p>
1	<p><u>1.1 Central Brigalow Offset Tender Report (Mtg #25 – Action Item 2) - (C.He)</u></p> <ul style="list-style-type: none"> • Craig Hempel referred the Committee to <i>Brigalow Financial Offsets Tender (OPM004) Technical Report 3 version 1.1</i> and advised that impact quality hectares listed in Table 1 had been updated using the assumption that the impact site condition is 55/100. • Craig explained the application of the 55/100 condition score at the impact site was based on the average condition of sites assessed during the tender bid. • Table 9 in the report provides information on BioCondition Lite condition scores, the estimated benefit hectares and the proportion of the impact that the sites will offset. • M.M queried the decision for changing the assumption from 70/100 to 55/100, as it is a less precautionary approach, and asked whether it would be possible to instead use the impact assessment that was done at the site. • M.M explained that it would be easier to meet the required gain by assuming that the impact site is 55/100 • The Chair requested the following: <ul style="list-style-type: none"> ○ OFMT prepare a paragraph explaining assumptions used and why there was a deviation from the Policy (i.e. 70/100) versus the 55/100 (i.e. average condition of sites assessed during the tender bid) ○ make it clear how it influenced the approach; and ○ include this paragraph in the lessons learned document. <p><u>1.2 SEQ Koala Project (Mtg #25 – Action Item 1) – (L.B, A.D and C.R)</u></p> <ul style="list-style-type: none"> • L.B provided a summary of the project (Attachment 1). • At meeting #23 of the OPMC, members had noted some ambiguities between deliverables in the specification documentation, the Environmental Agreement and the Offsets Delivery Plan. • L.B advised DES has a range of measures to manage contracts/agreements and these measures have been added into the Risk Register for this project. <div style="border: 1px solid black; padding: 5px; margin: 10px 0;"> <p style="text-align: center;">sch4p4(7)(1)(c) Business/commercial/professional/financial affairs</p> </div> <ul style="list-style-type: none"> • On 31 December 2021, Queensland Trust for Nature is scheduled to provide the first Annual report on the project in the template provided by DES. • The matter of additionality including how it is measured has been referred to the Offsets Policy Team to be addressed as part of the Review. <p>ACTION ITEMS:</p> <p>Action 1. OFMT to prepare a paragraph in consultation with Craig Hempel explaining assumptions used and why there was a deviation from the Policy (i.e., 70/100) versus the 55/100 (i.e. average condition of sites assessed during the tender bid), making it clear how it influenced the approach and include this paragraph in the lessons learned document. The Committee to review at meeting #27. Note: condition scores should be a score out of 100 for consistency.</p> <p>Action 2. OFMT to add the acronym 'QHA' before quality hectare numbers, or something similar to ensure that the reader is clear that the measure is not 'hectares'.</p>

<p>2.0</p>	<p><u>Opening and Standing Items (H.P)</u></p> <p>2.1 <u>Conflict of interest declaration (H.P)</u></p> <p>Nil declared</p> <p>2.2 <u>Previous minutes – meeting number 25</u></p> <p>2.2.1 <u>Confirmation of minutes</u></p> <p>Resolution 1. Meeting #25 minutes accepted as tabled.</p> <p>2.2.2 <u>Actions arising – meeting 25</u></p> <p>Resolution 2. OPMC noted the actions that have been completed since Committee Meeting #25.</p> <p>2.3 <u>Training and safety induction</u></p> <p>Members declared they had completed the online training modules and were then shown the emergency evacuation plans, location of fire extinguishers and fire escape.</p> <hr/> <p>ACTION ITEMS:</p> <p>Nil.</p>
<p>3.0</p> <p>3.1</p>	<p><u>Matters for Noting</u></p> <p><u>Project Status Updates (L.B & A.D)</u></p> <ul style="list-style-type: none"> L.B provided the Committee with an update on offset projects to date. N.O queried the outcome after following up with the Sch4p4(6)Personal informat <ul style="list-style-type: none"> Fitzroy Basin Association (FBA) have been contracted to liaise with landholders for the Brigalow Phase 2 tender process. <div style="border: 1px solid black; padding: 10px; margin: 10px 0;"> <p>Sch4p4(6)Personal information</p> </div> <ul style="list-style-type: none"> N.O advised that a landholder meeting in Rolleston was held recently, and attendees made comments that offset offers should be in line with the current market value of the land due to the need for the offset to be in perpetuity and the potential liability associated with the offset. L.B advised that the offset calculator has not been updated since 2014. As the offset review won't be complete until 2024, the team are working to update the calculator with an initial CPI adjustment. The Offsets Policy Review Team will include several options to adjust the offsets calculator in the Regulatory Impact Statement due to be released in December 2021. <hr/> <p>Resolution 3. OPMC noted the update on progress and achievements since Committee Meeting #25.</p>
<p>4.1</p>	<p><u>Northern Brigalow Belt Koala QTFN Presentation (M.C)</u></p> <ul style="list-style-type: none"> M.C provided an overview of the expert elicitation approach that QTFN will undertake (Attachment 2). A project team and steering committee will be recruited to assist with this work.

	<ul style="list-style-type: none"> • M.C advised that QTFN has had initial discussions with Dr Alistair Melzer and Dr Bill Ellis, who indicated that climate refugia, corridors to allow migration and permanent ground water will be critical factors when selecting appropriate sites. • M.C explained that a number of project sites were identified during Stage 1 of the project that will form the scenarios for expert elicitation questions. • M.C advised that a cost effectiveness analysis will be done to determine the rehabilitation approach with the best value for money (e.g., revegetation or assisted natural regeneration). • M.M queried if QTFN are intending to do the benefit calculations using units of koalas or koala habitat, noting that an estimate of the koala population at the impact site would be required if population is used as the unit of measure. • J.G advised that Grant Hamilton (QUT) has developed an aerial koala survey approach using drones that may assist QTFN with population surveys.
	<p>ACTION ITEMS:</p> <p>Resolution 4. OPMC noted the update on progress with the Northern Brigalow Belt Koala Project.</p>
5.0	<p><u>Other Business</u></p> <p><u>2022 Meeting Dates</u></p> <ul style="list-style-type: none"> • Wednesday 9th of February <p>The following dates are to be confirmed:</p> <ul style="list-style-type: none"> • Thursday 19th of May • Thursday 15th of September • Thursday 17th of November
6.0	<p>Site visit to Port of Brisbane offset site Meeting close 12.20pm.</p> <p>Site Visit to Port of Brisbane – 12.30 – 3.00pm Members traveled to the Port of Brisbane offset site to view progress on the marine offset. DES media prepared a post on the following platforms. (Att 4 – Port of Brisbane Presentation)</p> <p>LinkedIn: https://www.linkedin.com/company/department-of-environment-and-science/posts/?feedView=all</p> <p>Facebook: https://www.facebook.com/qldscience</p>

SUMMARY RECORD OF DECISIONS AND ACTIONS REGISTER (MEETING #26)

Agenda Item	Details	Brief Type (Support/Note)	Supported (Yes or No)	Reason (where relevant)	Actions	Comments	Chair Signature
1.	1.1 Central Brigalow Offset Tender Report	Note	Yes		<p>Action 1. OFMT to prepare a paragraph in consultation with Craig Hempel explaining assumptions used and why there was a deviation from the Policy (i.e., 70/100) versus the 55/100 (i.e. average condition of sites assessed during the tender bid), making it clear how it influenced the approach and include this paragraph in the lessons learned document. The Committee to review at meeting #27. Note: condition scores should be a score out of 100 for consistency.</p> <p>Action 2. OFMT to add the acronym 'QHA' before quality hectare numbers, or something similar to ensure that the reader is clear that the measure is not 'hectares'.</p>		
1.	1.2 SEQ Koala Project	Note	Yes		Nil	<ul style="list-style-type: none"> DES has a range of measures to manage contracts/agreements and these measures have been added into the Risk Register for this project. 	
						<div>) Business/commercial/professional </div>	

2.	2.1 Conflict of interest declaration	Note			Nil		
2.	2.2.1 Minutes from previous meeting	Supported	Yes	Resolution 1. Meeting #25 minutes accepted as tabled.	Nil		
2.	2.2.2 Actions from previous meeting	Note	Yes	Resolution 2. OPMC noted action items progressed since meeting #25.	Nil		
3.1	Project status updates	Note	Yes	Resolution 3. OPMC noted the update on progress and achievements since Committee Meeting #25.	Nil	On 1/12/2021, Coastal Solutions provided the Fursden Creek Fishway Monitoring Final Report. See Attachment 3.	
3.2	Northern Brigalow Belt QTFN Presentation	Note	Yes	Resolution 4. OPMC noted the update on progress with the Northern Brigalow Belt Koala Project.	Nil		

OFFSET PROJECT MANAGEMENT COMMITTEE

DETAILS

Subject	Offset Project Management Committee (OPMC) – Meeting No. 27
Chair	Professor Hugh Possingham
Meeting Type	Committee Meeting No. 27
Date and location	24 November 2021 (1.00pm – 4.00pm), Microsoft Teams and Level 27, 400 George St, Brisbane

PARTICIPANTS

Name	Initials	Position/Representation
Prof. Hugh Possingham	H.P	OPMC Chair
Brad Lang, Chief Financial Officer	B.L	OPMC Standing member
Prof. Martine Maron	M.M	OPMC Standing member
Dr Jan Green	J.G	OPMC Standing member
Nigel Onley	N.O	OPMC Standing member
Gillian Mayne	G.M	DES – Director, Land Restoration Fund & Offset Fund Management
Lorraine Briggs	L.B	DES – Manager, Offset Fund Management Team
Andrew Duncan	A.D	DES - Program Coordinator, Offset Fund Management Team
Chloe Gahoy	C.G	DES – Senior Policy Officer, Offset Fund Management Team
Simon Goudkamp	S.G	DES – Senior Policy Officer, Offset Fund Management Team
Ryan Jacks	R.J	DES – Senior Project Officer, Offset Fund Management Team
Chris Hansen	C.Ha	DES – Senior Policy Officer, Offset Fund Management Team
Jeanie Heaslop	J.H	DES – A/Manager, Offsets Policy
Apologies		
Manda Page	M.P	DES – Director, Threatened Species Operations

MEETING 27 | MINUTES

ITEM	DESCRIPTION
1.0	<p><u>Opening and Standing Items (H.P)</u></p> <p>1.1 Welcome to meeting participants</p> <ul style="list-style-type: none"> H.P opened meeting #27 and welcomed J.H to the meeting. J.H is the acting manager of the Offset Policy team and is on secondment from the Department of Resources until May 2022. <p>1.2 Conflict of interest declaration</p> <ul style="list-style-type: none"> M.M declared that she is doing consultancy work with the Commonwealth Department of Agriculture, Water and the Environment regarding offset scarcity. H.P advised he advises QTFN on broad strategy but not this specific project. <p>1.3 Previous minutes – meeting number 26</p> <p>1.3.1 Confirmation of minutes</p> <p>Resolution 1. Meeting #26 minutes accepted as tabled.</p> <p>1.3.2 Action arising – meeting 26</p> <p>Resolution 2. OPMC noted the actions that have been completed since Committee Meeting #26.</p> <p>ACTION ITEMS:</p> <p>Nil</p>
2.0	<p><u>Matters for Noting</u></p> <p>2.1 OPMC Annual Report (R.J)</p> <ul style="list-style-type: none"> R.J presented the annual report to the Committee for noting. J.G queried Table 1 (Committee membership) and requested membership be updated to include former Chair, Ms. Debbie Best, and terms be updated to member start dates. M.M, J.G and H.P requested the information boxes (pages 9 – 12) be updated so content for each project is consistent. J.G requested captions under the photographs be edited so they are not all capitalised. M.M suggested colour coding the information boxes to differentiate between projects completed and those that are still in development. N.O suggested a heading for current projects be added on page 9 to assist orienting the reader. H.P requested amendments to the Ministerial letter to include the following actions to manage and mitigate implementation challenges including: <ol style="list-style-type: none"> Reporting issues impeding delivery to senior officers in the Department, Documenting impediments in the OPMC Issues Register; and Providing input into the current review of the Queensland Environmental Offset Framework. H.P to review suggested changes to the annual report on behalf of the Committee prior to being sent to the Minister. <p>ACTION ITEMS:</p>

Action 1. R.J to update the OPMC Annual Report to incorporate suggestions from the Committee and provide to H.P for review and signature prior to being sent to the Minister.

2.2

Resolution 3. OPMC noted the Annual Report with minor changes to be reviewed by H.P before signing.

Project Status Updates (L.B)

- L.B provided an update on offset projects to date.

sch3(7) Information subject to legal professional privilege

sch4p4(7)(1)(c) Business/commercial/professional/financial affairs

2.3

Resolution 4. OPMC noted the update on progress and achievements since Committee meeting #26.

Lessons Learned Updates (L.B)

- Brigalow Phase 1 - M.M recommended the implication of the change in impact site condition score (from policy position of 7 to 5.5) be included in the lessons learned document, i.e., less hectares are required to meet the offset obligation.
- M.M queried if the policy assumption of an impact site condition of 7 will be set aside regardless of whether the data indicates the impact condition is higher or lower, and if this practice will be applied as a standard procedure that will be used for every case.
 - C.Ha recommended if BioCondition survey data is available from an adequate sample of similar Regional Ecosystem types, the survey data should be used as surrogate for impact site condition, rather than the Queensland Offset Policy assumption of 7, regardless of whether the surveyed condition is greater or lower than a 7.
 - M.M requested that this be recorded in the OPMC decision register.
- H.P recommended adding a column to the table of matters identifying impact hectares/trees.
- M.M requested adding new columns indicating its and quality hectares M.M requested that the benefit estimate table be revised for the next meeting, including an indication of whether the benefit is being delivered or is an estimate.
- N.O queried the status of the website review and reminded the Committee of the importance of engaging with landholders.
- G.M noted the number of programs available to landholders and suggested that an extension service to support landholders to navigate the options available would assist.

- H.P offered to raise the idea with the Director-General.

ACTION ITEMS:

Action 2. OFMT to review and update *Attachment 1 – Draft summary of benefit estimates across all offset projects* for OPMC meeting #28.

Resolution 5. OPMC **noted** the updates to the lessons learned report.

Decision 1. Application of available impact area condition score survey data to calculate benefit hectares and deviation from assumption in the Queensland Offset Policy.

Where BioCondition survey data is available from an adequate sample of similar Regional Ecosystem types, the survey data should be used as surrogate for impact site condition, rather than the **Queensland Offset Policy** assumption of 7, regardless of whether the surveyed condition is greater or lower than a 7.

3.0

Matters for Support

3.1

2022-23 Budget Approval (R.J)

- R.J presented the budget to the Committee to fund offset administration and committee costs for the 2022 – 2023 financial year.
- R.J noted that approval of the budget is up to the amount indicated, with any unspent funds carried over to the next financial year.
- G.M queried if funding staffing costs is an appropriate use of the offset fund and suggested that this is something to be considered annually.
- B.L noted that the Department is supplementing two positions in the team, and that the 40% administration component was an internal decision which could be revisited.
- H.P noted that this could be re-evaluated through the offset review.

Resolution 6. OPMC **supported** expenditure of \$516,982 from the Offset Account to fund offset administration and committee costs for the 2022 – 2023 financial year.

3.2

OPM013 (New) Wet Tropics (C.G)

- C.G provided the Committee with an update on procurement planning for the Wet Tropics offset project and recommended a select tender procurement strategy be endorsed following discussions with the nominated matter experts and the procurement services team.
- C.G advised that Dr. Geoffrey Smith, the nominated subject matter expert for the squatter pigeon (*Geophaps scripta scripta*), indicated the southern subspecies was unlikely to have occurred at the impact site as it tends to occur further south. While Dr. Smith suggested it could be possible to find a suitable site in the southern part of the Einasleigh Uplands, he recommended the Brigalow Belt or Desert Uplands bioregions be considered.
 - M.M and S.G suggested adding the funding to the existing squatter pigeon offset obligation in the Brigalow Belt.
- M.M requested information about the impact size be included as standard in all tables in future and asked that the standard table proposed at OPMC meeting #13 be used.
- N.O. related Queensland Offsets should prepare for a tsunami of renewable energy applications and it is important landholders can be made aware of the price signs for impacted matters on their properties.

ACTION ITEMS:

Action 3. OFMT to review the standard table proposed at OPMC meeting #13, update if necessary and use as a template for all new projects.

Resolution 7. OPMC:

Noted the update on procurement planning for the Wet Tropics Offset Project.

3.3

OPM014 (New) Lucinda-Mackay Coast (S.G)

- S.G provided the Committee with an update on the Lucinda-Mackay Coast project and recommended that a limited tender procurement approach be used.
- S.G noted that the Department is finalising the Aquatic Ecosystem Rehabilitation Process Framework, which will help inform the offset delivery approach and the Marine and Estuarine Condition Assessment Tool (MarECAT), which will be used to measure baseline condition and monitor habitat quality during offset delivery.
- H.P advised that there is a growing body of knowledge in marine restoration and recommended S.G look into work done in this space by Dr. Megan Saunders, a senior research scientist at CSIRO.

Resolution 8. OPMC:

Supported progressing of limited tender procurement.

Noted the Matters sought by habitat type, Matters of State Environmental Significance triggers, area impacted and funds available (Attachment 1)

Noted the completed OPMC Procurement Pathway Decision Tree (Attachment 2)

3.4

OPM015 (New) Small Matters – *Lenwebbia* sp. (Blackall Range P.R. Sharpe 5387), Sunshine Coast Myrtle (S.G)

- S.G updated the Committee on the Sunshine Coast Myrtle project and advised that a project with the Sunshine Coast Regional Council to address the threat of myrtle rust to the species has been scoped.
- S.G referred the Committee to the project plan (Attachment 2), which includes introducing propagated plants which have greater resistance to myrtle rust to populations with lower resistance, the establishment of an ex-situ population with a selection of genetic material from each population to ensure genetic diversity in case of wildfire, and contribution to research to formally describe the species and investigate myrtle rust resistance in the population.

Resolution 9. OPMC:

Supported progression of sole supplier procurement with Sunshine Coast Regional Council for the delivery of the offset.

Noted the OPMC Procurement Pathway Decision Tree (Attachment 1)

Noted the draft project plan as submitted by Sunshine Coast Regional Council (Attachment 2).

4.0

Other Business

4.1

Demonstration of Power BI dashboard for reporting on offset data

4.2

2022 Meeting Dates

The following dates were confirmed:

- Thursday 19th of May
- Thursday 8th of September
- Thursday 17th of November

4.3

Remuneration Claims

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1.	1.3.1 Previous meeting minutes	Support	Yes	Resolution 1. Meeting #26 minutes accepted as tabled.	Nil		
1.	1.3.2 Actions arising – meeting 26	Note	Yes	Resolution 2. OPMC noted the actions that have been completed since Committee Meeting #26.	Nil		
2.1	OPMC Annual Report	Note	Yes	Resolution 3. OPMC noted the Annual Report with minor changes to be reviewed by H.P before signing.	Action 1. R.J to update the OPMC Annual Report to incorporate suggestions from the Committee and provide to H.P for review and signature prior to being sent to the Minister.		
2.2	Project status updates	Note	Yes	Resolution 4. OPMC noted the update on progress and achievements since Committee meeting #26.	Nil		
2.3	Lessons learned updates	Note	Yes	Resolution 5. OPMC noted the updates to the lessons learned report.	Action 2. OFMT to review and update Attachment 1 – Draft summary of benefit estimates across all offset projects for OPMC meeting #28.		
2.3	Lessons learned updates	Supported	Yes	Decision 1. Application of available impact area condition score survey data to calculate benefit hectares and deviation from assumption in the Queensland Offset Policy. Where BioCondition survey data is available from an adequate sample of similar Regional Ecosystem types, the survey data should be used as surrogate for impact site condition, rather than the Queensland Offset Policy assumption of 7, regardless of whether the surveyed condition is greater or lower than a 7.			

Agenda Item	Details	Brief Type (Support/Note)	Supported (Yes or No)	Reason (where relevant)	Actions	Comments	Chair Signature
3.1	2022-23 Budget Approval	Support	Yes	Resolution 6. OPMC supported expenditure of \$516,982 from the Offset Account to fund offset administration and committee costs for the 2022 – 2023 financial year.	Nil		
3.2	OPM013 (New) Wet Tropics	Note	Yes	Resolution 7. OPMC noted the update on procurement planning for the Wet Tropics Offset Project.	Action 3. OFMT to review the standard table proposed at OPMC meeting #13, update if necessary and use as a template for all new projects.		
3.3	OPM014 (New) Lucinda-Mackay Coast	Support	Yes	Resolution 8. OPMC supported progressing of limited tender procurement. Noted the Matters sought by habitat type, Matters of State Environmental Significance triggers, area impacted and funds available (Attachment 1) Noted the completed OPMC Procurement Pathway Decision Tree (Attachment 2)	Nil		
3.4	OPM015 (New) Small Matters – Lenwebbia sp. (Blackall Range P.R. Sharpe 5387), Sunshine Coast Myrtle	Support	Yes	Resolution 9. OPMC supported progression of sole supplier procurement with Sunshine Coast Regional Council for the delivery of the offset. Noted the OPMC Procurement Pathway Decision Tree (Attachment 1) Noted the draft project plan as submitted by Sunshine Coast Regional Council (Attachment 2).	Nil		