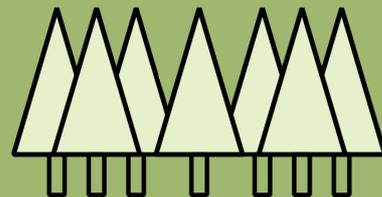




# Emissions and Energy Reporting System Navigation Guide

Version 1.0

August 2024





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## Disclaimer

This guideline has been developed by the Clean Energy Regulator to assist entities to comply with their reporting obligations under the *National Greenhouse and Energy Reporting Act 2007* and associated legislation. The guideline should be read in conjunction with the *National Greenhouse and Energy Reporting Act 2007*, National Greenhouse and Energy Reporting Regulations 2008 and National Greenhouse and Energy Reporting (Measurement) Determination 2008 in their current form at the time of reading. These laws and their interpretation are subject to change which may affect the accuracy of the information contained in the guideline.

The guidance provided in this document is not exhaustive, nor does it consider all circumstances applicable to all entities. The guideline is not intended to comprehensively deal with its subject area; nor is it a substitute for independent legal advice. Entities are not bound to follow the guidance provided in this document, however, entities must ensure they meet their obligations under the National Greenhouse and Energy Reporting (NGER) scheme at all times. The Clean Energy Regulator encourages all users of this guideline to seek independent legal advice before taking any action or decision on the basis of this guideline.

The Clean Energy Regulator and the Commonwealth of Australia will not be liable for any loss or damage from any cause (including negligence) whether arising directly, incidentally or as consequential loss, out of or in connection with, any use of this guideline or reliance on it, for any purpose.

If an entity chooses to meet their obligations under the NGER scheme in a manner that is inconsistent with the guidance provided in this document, the Clean Energy Regulator, or an independent auditor, may require the entity to demonstrate that they are compliant with requirements of the NGER Act, NGER Regulations, and/or NGER Measurement Determination. Entities are responsible for determining their obligations under the law and for applying the law to their individual circumstances.



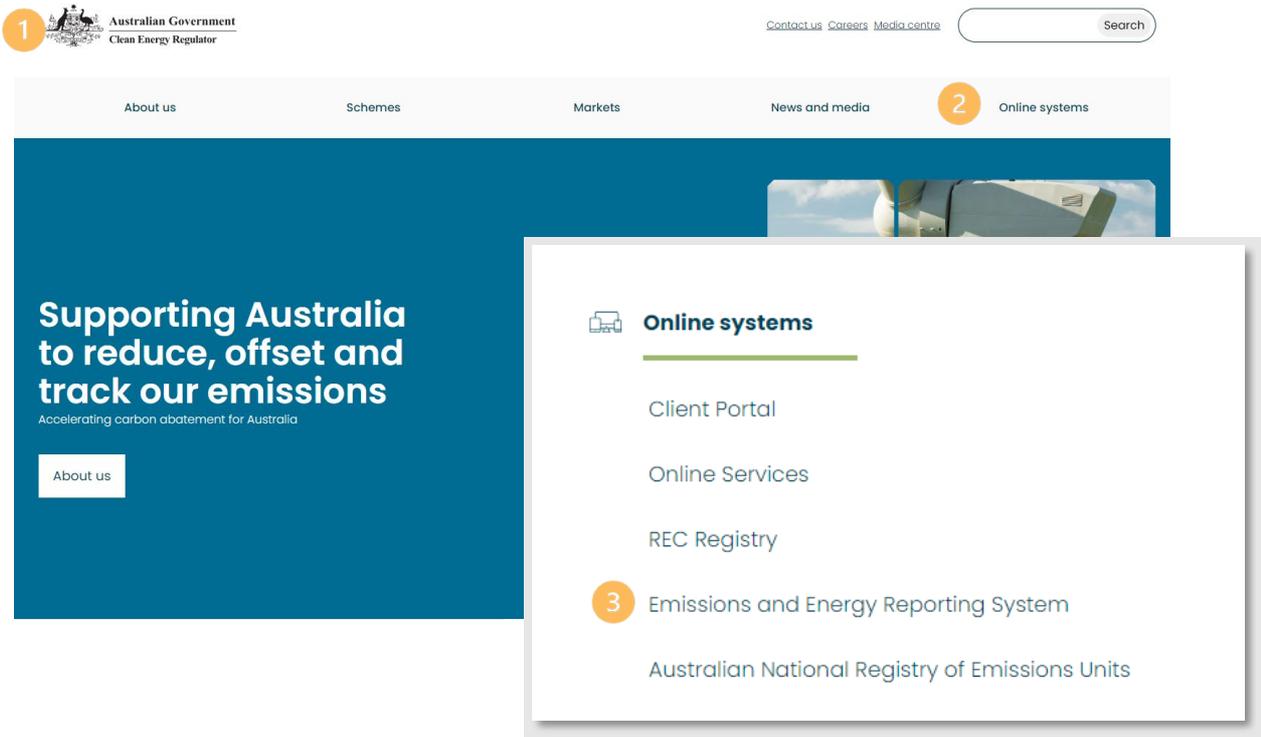
## About this guideline

This user guide has been developed to step through the navigation in the Emissions and Energy Reporting System (EERS). The information has been extracted from the [EERS User Guide](#) which contains both EERS navigation and technical tips.



# How to access EERS

1. Open [www.cer.gov.au](http://www.cer.gov.au)
2. Select 'Online Systems'.
3. Select 'Emissions and Energy Reporting System'.
4. Log in to 'EERS'.



## Emissions and Energy Reporting System

**National Greenhouse and Energy Reporting participants must complete reporting under the *National Greenhouse and Energy Reporting Act 2007*.** You can use EERS to submit emissions and energy reports. It also provides access to previous and current reporting years data.

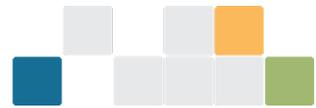
Access EERS via the 'National Greenhouse and Energy Reporting' tab in the Client Portal.

[Apply to register via Client Portal](#)

**4** [Log in to EERS](#)

### More information

- [EERS guidelines](#)
- [EERS release 2022-23](#)



You are now at the EERS landing page:

1. Select your 'reporting organisation' from the options available to you in the drop-down menu.
2. Select the reporting period you wish to access.'

The screenshot shows the EERS landing page. Callout 1 points to the 'Select an available reporting period to continue' section, which contains a grid of reporting periods from 2012-2013 to 2023-2024. Callout 2 points to the same grid. The page includes a header with 'Client Portal Home' and 'Welcome to the Emissions and Energy Reporting System'. A note states: 'Note: The EERS has been updated to reflect legislative changes for the 2023-24 reporting period. These changes to EERS won't affect previously reported data.' Below the note are dropdown menus for 'Current reporting organisations' and 'Non-reporting organisations', and a search field. The left sidebar contains 'Emissions and Energy Reporting System' and 'EERS is now open for the 2023-24 reporting year.' with a deadline of 11:59 pm, Thursday 31 October 2024 (AEDT). There are also 'Tips for reporters' and contact information for the Clean Energy Regulator.

EERS will open at the 'Data Entry' tab and default the display to the 'Controlling Corporation - Emissions and energy summary table' and display entities in your 'Corporate Structure'.

The screenshot shows the 'Data Entry' tab in the EERS system. A yellow callout points to the 'Data Entry tab' in the top navigation. The main content area displays 'Controlling Corporation 1' and 'S19 - Emissions & energy summary table'. The table shows greenhouse gas emissions and energy produced and consumed for the 2022-2023 reporting period. The table is titled 'GREENHOUSE GAS SCOPE 1 EMISSIONS BY GAS (t CO2-e)'. The data is as follows:

Carbon Dioxide CO2	Methane CH4	Nitrous Oxide N2O	Perfluorocarbons PFCs	Hydro Fluoro Carbons HFCs	Sulphur Hexafluoride SF6	Total
40	-	-	-	-	27	67

Below this table, there is another section titled 'ENERGY PRODUCED AND ENERGY CONSUMED (GJ)'. The data is as follows:

Energy Consumed Total	Energy Consumed Net	Energy Produced
51,986	41,142	10,844

The page also includes a 'Corporate Structure' sidebar on the left and a 'Logout' button in the top right. The footer contains contact information for the Clean Energy Regulator.

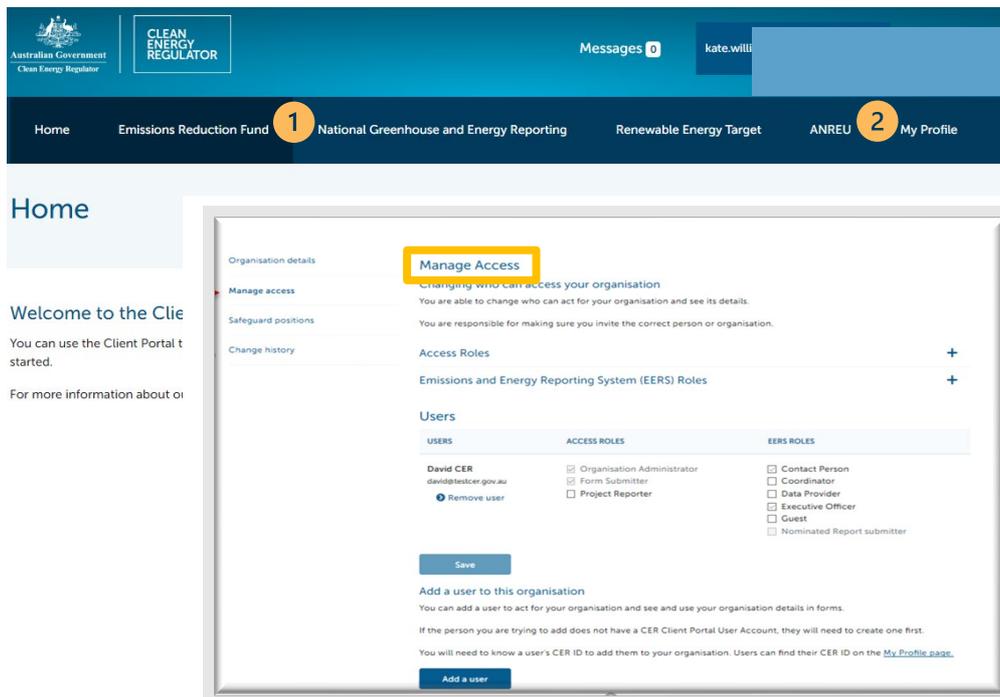


## Manage your organisation's users

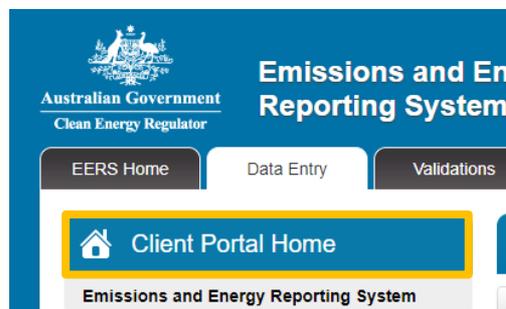
Log in to [Client Portal](#).

- Option 1 – from the National Greenhouse and Energy Reporting page, scroll down to view a list of organisations.
- Option 2 – from the My Profile page, select 'My organisations' from the menu on the left-hand side.

Both options will display the same view of access and roles for an organisation.



If you are already in EERS you can get here via the 'Client Portal Home' link at the top lefthand corner of the EERS page.



For more information access the [Client Portal User Guide](#).



## Manage corporate structure in EERS

In the 'Data Entry' tab, manage the 'Corporate Structure' to suit your reporting requirements by:

- viewing and editing an existing entity
- adding a new entity
- deleting an existing entity

**Use expand icon to view all entities in Corporate Structure**

Scope 1	Scope 2	Voluntary market-based Scope 2
1,525,543	-	1,525,543

ENERGY PRODUCED AND ENERGY CONSUMED (GJ)		
Energy Consumed Total	Energy Consumed Net	Energy Produced
22,346,000	22,345,556	444

GREENHOUSE GAS SCOPE 1 EMISSIONS BY GAS (t CO <sub>2</sub> -e)						
Carbon Dioxide CO <sub>2</sub>	Methane CH <sub>4</sub>	Nitrous Oxide N <sub>2</sub> O	Perfluorocarbons PFCs	Hydro Fluoro Carbons HFCs	Sulphur Hexafluoride SF <sub>6</sub>	Total
1,520,083	895	4,565	-	-	-	1,525,543

To view or edit the details of a specific entity, click on an entity in the 'Corporate Structure' to display the 'Emissions and energy summary' table at that entity level.

Select 'Edit Entity Details' to display information fields in a new screen. At the bottom of the screen click 'Save' if changes are made, 'Remove' to delete or 'Exit' to leave screen.



**Facility 1**

Hide Corporate Structure | Edit Facility Details | Enter Contractor Data

Parent entity: Controlling Corporation 1  
 ANZSIC code: 261 - Electricity generation  
 State / Territory of operation: South Australia

**Facility Emissions and Energy Summary Table**

GREENHOUSE GAS EMISSIONS (t CO <sub>2</sub> -e)				
Scope 1	Scope 2	Total of Scope 1 and Scope 2	Voluntary market-based Scope 2	
1,525,543	-	1,525,543	-	

ENERGY PRODUCED AND ENERGY CONSUMED (GJ)			
Energy Consumed Total	Energy Consumed Net	Energy Produced	
22,346,000	22,345,556	444	

GREENHOUSE GAS SCOPE 1 EMISSIONS BY GAS (t CO <sub>2</sub> -e)						
Carbon Dioxide CO <sub>2</sub>	Methane CH <sub>4</sub>	Nitrous Oxide N <sub>2</sub> O	Perfluorocarbons PFCs	Hydro Fluoro Carbons HFCs	Sulphur Hexafluoride SF <sub>6</sub>	Total
1,520,083	895	4,565	-	-	-	1,525,543

Add a new entity under a parent entity in the 'Corporate Structure'. The types of entities that can be added are:

- Business Unit
- Facility – Network – Pipeline
- Facility Aggregate
- Group Member.

Business Units and facilities can be added under the Controlling Corporation or Group Member as the parent entity. Only the Facility Aggregate can be added under a Business Unit as the parent entity.

**Facility 1**

Hide Corporate Structure | Edit Facility Details | Enter Contractor Data

Parent entity: Controlling Corporation 1  
 ANZSIC code: 261 - Electricity generation  
 State / Territory of operation: South Australia

**Facility Emissions and Energy Summary Table**

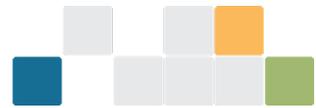
GREENHOUSE GAS EMISSIONS (t CO <sub>2</sub> -e)				
Scope 1	Scope 2	Total of Scope 1 and Scope 2	Voluntary market-based Scope 2	
1,525,543	-	1,525,543	-	

ENERGY PRODUCED AND ENERGY CONSUMED (GJ)			
Energy Consumed Total	Energy Consumed Net	Energy Produced	
22,346,000	22,345,556	444	

GREENHOUSE GAS SCOPE 1 EMISSIONS BY GAS (t CO <sub>2</sub> -e)						
Carbon Dioxide CO <sub>2</sub>	Methane CH <sub>4</sub>	Nitrous Oxide N <sub>2</sub> O	Perfluorocarbons PFCs	Hydro Fluoro Carbons HFCs	Sulphur Hexafluoride SF <sub>6</sub>	Total
1,520,083	895	4,565	-	-	-	1,525,543

Select Add Entity and enter data in the displayed data fields

All information must be completed before the record can be saved. The newly created entity will appear under its parent entity in the Corporate Structure.



To remove an entity, select 'Edit Entity Details' for the specific entity and select 'Remove' at the bottom of the screen. The following message will display.

### Remove

You have requested to remove **Group 1** from **Controlling Corporation 1**.

This action will delete **Group 1** with all the reported data, and any entities and their associated data that belong to **Group 1**.

Do you wish to proceed?

! When you delete an entity, any other entity created below it and any data entered against it will also be deleted for the reporting period you have open. Prior years' corporate structures and data are not affected.

For more information watch the [Working with the entity structure in EERS](#) training video.



## Set Entity status

### Reporting

The group members, business units and facilities default to 'Reporting' and the entity will appear in your submitted report. You can set this field to 'Not Reporting'.

To change, select the specific entity, select 'Edit Entity Details' and select option from drop down list.

### Group Member Details

*\* Asterisk indicates a mandatory field*

Hide Corporate Structure

Name \*

Entity Status \*  Select option from the drop down list

Parent Entity \*

### Part year operational control

The facility 'Relationship to Parent Entity' field will default to 'Operation Control (full year)'.

To change, select the specific facility 'Edit Facility Data' function to display identifying details and select 'part year' operational control.

### Facility Details

*\* Asterisk indicates a mandatory field*

Hide Corporate Structure

Facility Name \*

Entity Status \*

ANZSIC Code \*

State/Territory of Operation \*

Parent Entity \*

Relationship To Parent Entity \*  Select 'part year' option from the drop down list

When the status is changed to part time control, a start and end date in the current reporting period is required and total days of operation will be automatically calculated.



Days of Operation

For part year add from and to dates to calculate days of operation

Date From	Date To	Days of Operation	
<input type="text"/>	<input type="text"/>	1	<input type="button" value="Remove"/>
<b>Total Days</b>		1	

For more information watch the [Determining obligations under NGER](#) training video.

## 22X agreement or Grid connected electricity generator

The '22X agreement' and 'Grid connected electricity generator' fields both default to No. To change, select the specific facility and select the 'Edit Facility Data' function to display identifying details:

1. Select 'Yes' if you have submitted a section 22X agreement to the Clean Energy Regulator and have received our confirmation that the agreement is in place.
2. Select 'Yes' where your facility is attributable to the ANZSIC code '261 – Electricity generation' and connected to one of the 5 main electricity networks.

**Facility Details**

\*Asterisk indicates a mandatory field

Hide Corporate Structure

Facility Name *	<input type="text" value="Facility 1"/>
Entity Status *	<input type="text" value="Reporting"/>
ANZSIC Code *	<input type="text" value="261 - Electricity generation"/>
State/Territory of Operation *	<input type="text" value="South Australia"/>
Parent Entity *	<input type="text" value="Controlling Corporation 1"/>
Relationship To Parent Entity *	<input type="text" value="Operational Control (full year)"/>
<b>1</b> Is this facility the subject of a section 22X agreement? *	<input type="text" value="No"/>
<b>2</b> Grid connected electricity generator *	<input type="text" value="Yes"/>

For more information watch the [Working with the entity structure in EERS](#) training video.



## Add Group Members and Business Units

In the 'Data Entry' tab, add a Group Member under the 'Controlling Corporation' or a Business Unit under both 'Controlling Corporation' or 'Group Member'. Group Members and Business Units are used to show the way the business is arranged.

1. Select 'Add Entity'.
2. Add entity attributes to add to Corporate Structure.
3. Save and add further information in displayed fields. All required fields must be completed to finish record.

**1** Add Entity

**2** Add Entity

Select options from the drop down menus and add Entity Name as free text

**3** Save

Entity Type \* Group Member

Parent Entity \* Controlling Corporation 1

Relationship To Parent Entity \* Subsidiary (full year)

Entity Name \* Group Member 2

Save Cancel

GREENHOUSE GAS EMISSIONS (t CO <sub>2</sub> e)		
Scope 1	Scope 2	
1,525,543	-	

ENERGY PRODUCED AND ENERGY CONSUMED			
Energy Consumed Total			
22,346,000			

GREENHOUSE GAS SCOPE 1 EMISSIONS			
Carbon Dioxide CO <sub>2</sub>	Methane CH <sub>4</sub>	Nitrogen N <sub>2</sub> O	
1,520,083	895	4,565	



A 'Group Member' requires identifying details and address. A 'Business Unit' does not require any identifying information.

**Group Member Details**

\* Asterisk indicates a mandatory field

Name \*

Entity Status \*

Parent Entity \*

---

**Group Member Identifying Detail(s)**

Australian Business Number (ABN)

Australian Company Number (ACN)

Australian Registered Body Number (ARBN)

Trading Name

---

**Street Address (if any)**

Search

Please enter the street address into the search field and choose an address from the list. If you cannot find your address, enter your address manually below

Address Line 1

Address Line 2

Address Line 3

City/Suburb

State/Territory

Postcode

Country

**Business Unit Details**

\* Asterisk indicates a mandatory field

Name \*

Entity Status \*

Parent Entity \*

For more information watch the [Working with the entity structure in EERS](#) training video.



## Add a new facility

In the 'Data Entry' tab, add a facility under a parent entity.

1. Select 'Add Entity'.
2. Add entity attributes to save to Corporate Structure.
3. 'Save' to add to Corporate Structure or 'Cancel' to exit page.
4. Add additional details in the displayed fields. All required fields must be completed to finish record.
5. 'Save' new entity, 'Remove' entity from Controlling Corporation or 'Exit' from page without saving.

**Add Entity**

Follow the steps to add a new entity to your structure

Entity Type \* Facility

Parent Entity \* Controlling Corporation 1

Relationship To Parent Entity \* Operational Control (full year)

Entity Name \* Facility 3

Save Cancel

**Facility Details**

\*Asterisk indicates a mandatory field

Facility Name \* Facility 3

Entity Status \* Reporting

ANZSIC Code \* Please Select

State/Territory of Operation \* Please Select

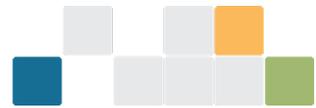
Parent Entity \* Controlling Corporation 1

Relationship To Parent Entity \* Operational Control (full year)

Is this facility the subject of a section 22X agreement? \* No

Grid connected electricity generator \* No

Save Remove Exit



### Street Address (if any)

Search

Please enter the street address into the search field and choose an address from the list. If you cannot find your address, enter your a

Entity and ANZSIC Code attributes will determine which address and location information is required

### Latitude and Longitude

Latitude/Longitude  S /  E



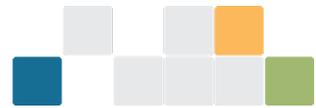
### Facility Description (if any)

Location Description \*

Activities Description \*

5

For more information watch the [How to create a facility in EERS](#) training video.



# Add activity data to a facility

In the 'Data Entry' tab emissions and energy activity data is reported for facilities, facility aggregates and network/pipelines. Select the facility you are entering data for from your 'corporate structure'.

1. Select specific facility.
2. Select 'Add Activity'.
3. Select options from drop down menus to add 'Activity Attributes'. The Activity Description is a free text field.
4. Once an activity is selected, further fields for the specific activity will display for completion. All required fields must be completed to finish record.
5. 'Save' when completed or 'Exit' to leave screen.

The screenshot shows the 'Client Portal Home' interface. On the left, the 'Corporate Structure' tree has 'Facility 3' selected, indicated by a red circle '1'. The main area shows details for 'Facility 3', including 'Parent entity: Controlling Corporation 1', 'ANZSIC code: 461 - Road freight transport', and 'State / Territory of operation: New South Wales'. Below this is the 'Facility Emissions and Energy Summary Table' with two tables:

GREENHOUSE GAS EMISSIONS (t CO2-e)			
Scope 1	Scope 2	Total of Scope 1 and Scope 2	Voluntary market-based Scope 2
66,582	-	66,582	-

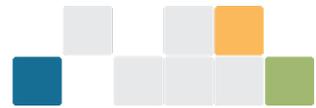
ENERGY PRODUCED AND ENERGY CONSUMED (GJ)		
Energy Consumed Total	Energy Consumed Net	Energy Produced
4,790,093	4,790,093	-

GREENHOUSE GAS SCOPE 1 EMISSIONS BY GAS (t CO2-e)						
Carbon Dioxide CO2	Methane CH4	Nitrous Oxide N2O	Perfluorocarbons PFCs	Hydro Fluoro Carbons HFCs	Sulphur Hexafluoride SF6	Total
66,582	-	-	-	-	-	66,582

At the bottom, the 'Activity Details' section has an 'Add Activity' button highlighted with a red circle '2'.

The 'Activity Attributes' form is shown with a red circle '3' at the top. A red circle '4' highlights the 'Activity' dropdown menu. A yellow callout box points to the 'Activity Description' text field with the text: 'The Activity Description is a free text field'. At the bottom, a red circle '5' highlights the 'Save' button.



The 'Facility Emissions and Energy Summary' table will display the summary list of activities for the facility. The edit option allows you to view the activity information, edit the information or add new information.

Facility 3
?

Show Corporate Structure
Edit Facility Details Enter Contractor Data

Parent entity

ANZSIC code

State / Territory of operation

**Facility Emissions and Energy Summary Table**

GREENHOUSE GAS EMISSIONS (t CO2-e)			
Scope 1	Scope 2	Total of Scope 1 and Scope 2	Voluntary market-based Scope 2
66,582	-	66,582	-

ENERGY PRODUCED AND ENERGY CONSUMED (GJ)		
Energy Consumed Total	Energy Consumed Net	Energy Produced
4,790,093	4,790,093	-

	GREENHOUSE GAS (t CO2-e)			
	Nitrous Oxide N2O	Perfluorocarbons PFCs	Hydro Fluoro Carbons HFCs	Sulphur Hexafluoride SF6
	-	-	-	-

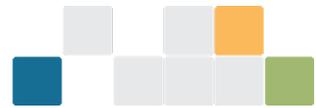
  

Activity Description	Source Category	Source	Activity - Fuel Type	Quantity	Unit	Emission (t CO2-e)	Energy Content (GJ)	Context	Date Modified	Action
Testing 1	Fuel combustion	Stationary and Transport energy purposes (excluding electricity generation)	Emissions released from combustion of petroleum based oils or greases • Petroleum based oils (other than petroleum based oil used as fuel)	123,456	KL	66,582	4,790,093	Consumed	23/07/2024 1:37 PM	

Each activity is displayed as a line item

Action options are edit or delete

Read the [NGER reporting guides](#) for more information on reporting activities.



# Enter contractor data for a facility

In the 'Data Entry' tab add contractor data for a facility.

1. Select the 'Facility'.
2. Select 'Enter Contractor Data'.
3. Add Contractor
4. Enter the name and identifying information for the contractor.
5. Enter the emissions and energy values attributable to the contractor and 'Save'.

The screenshot shows the 'Data Entry' tab for 'Facility 3'. The 'Corporate Structure' sidebar on the left has 'Facility 3' selected (1). The main content area shows details for 'Controlling Corporation 1' with ANZSIC code '461 - Road freight transport' and State/Territory 'New South Wales'. A yellow box highlights the 'Enter Contractor Data' button (2). Below this are two summary tables: 'Facility Emissions and Energy Summary Table' and 'Contractor Emissions and Energy Reporting'.

GREENHOUSE GAS EMISSIONS (t CO <sub>2</sub> -e)			
Scope 1	Scope 2	Total of Scope 1 and Scope 2	Voluntary market-based Scope 2
66,582	-	66,582	-

Energy Consumed Total	Energy Consumed Net	Energy Produced
4,790,093	4,790,093	-

Carbon Dioxide CO <sub>2</sub>	Methane CH <sub>4</sub>	Nitrous Oxide N <sub>2</sub> O	Perfluorocarbons PFCs	Hydro Fluoro Carbons HFCs	Sulphur Hexafluoride SF <sub>6</sub>	Total
66,582	-	-	-	-	-	66,582

The screenshot shows the 'Contractor Emissions and Energy Reporting' page. It features a 'Hide Corporate Structure' button and a 'Contractor Emissions and Energy Summary Table' with the same data as the facility table above. Below this is the 'Contractor Details' section. A yellow box highlights the 'Add Contractor' button (3) at the bottom left.

GREENHOUSE GAS EMISSIONS (t CO <sub>2</sub> -e)			
Scope 1	Scope 2	Total of Scope 1 and Scope 2	Voluntary market-based Scope 2
-	-	-	-

Energy Consumed Total	Energy Consumed Net	Energy Produced
-	-	-

3 Add Contractor



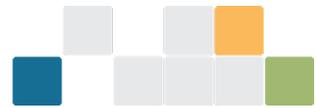
The screenshot shows the 'Client Portal Home' interface. The main header is 'Contractor Emissions and Energy Details'. On the left, there is a sidebar with 'Corporate Structure' (containing a tree view with 'Controlling Corporation 1', 'Facility 1', 'Facility 2', 'Group 1', and 'Facility 2'), 'Favourites' (with a search bar and 'Add Entity' button), and 'Small Facilities Percentages'. The main content area is divided into two sections: 'Contractor Emissions and Energy Details' and 'Contractor Totals'. The 'Contractor Emissions and Energy Details' section includes a 'Contractor Name' field and an 'Identifying Details' section with fields for 'Australian Business Number (ABN)', 'Australian Company Number (ACN)', 'Australian Registered Body Number (ARBN)', and 'Trading Name'. The 'Contractor Totals' section includes fields for 'Scope 1 Emissions (t-CO2e)', 'Scope 2 Emissions (t-CO2e)', 'Energy Produced (GJ)', and 'Energy Consumed (GJ)'. A 'Save' button is visible at the bottom right of the 'Contractor Totals' section.

If contractor totals are below threshold an error message will be displayed.

Watch the [Reporting Contractors training video](#) for more detail about entering contractor data.

Further information can also be found in the following guidelines:

- [Defining a facility for National Greenhouse and Energy Reporting](#)
- [Estimating emissions and energy from coal mining](#)
- [Methods and measurement criteria](#)
- [Estimating emissions and energy in the electricity generation, transmission, and distribution sectors](#)



# Small Facilities Percentage

In the 'Data Entry' tab, add your small facilities percentages at controlling corporation and group member level.

1. Select 'Small Facilities Percentages'.
2. Edit small Facilities Percentages.
3. Input the emissions and energy values attributable.
4. Select 'Save' or 'Clear' to clear entries.

The screenshot shows the EERS Home interface with the 'Data Entry' tab selected. In the left-hand navigation pane, the 'Small Facilities Percentages' option is highlighted with a yellow box and a red circle containing the number '1'. The main content area displays 'Controlling Corporation 1' with a warning message and summary tables for greenhouse gas emissions and energy consumption.

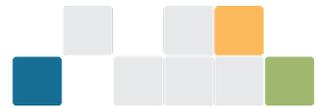
Scope 1	Scope 2	Total of Scope 1 and Scope 2	Voluntary market-based Scope 2
1,592,125	-	1,592,125	-

Energy Consumed Total	Energy Consumed Net	Energy Produced
27,136,093	27,135,649	444

Carbon Dioxide CO <sub>2</sub>	Methane CH <sub>4</sub>	Nitrous Oxide N <sub>2</sub> O	Perfluorocarbons PFCs	Hydro Fluoro Carbons HFCs	Sulphur Hexafluoride SF <sub>6</sub>	Total
1,586,665	895	4,565	-	-	-	1,592,125



**Reporting of Small Facilities by Percentages** ?

**Information Message**  
Reporting percentages of emissions and energy applies to a report provided under section 19 (i.e. S19 - Energy & emissions report) or 22X (S22X - Group member energy & emissions report) of the NGER Act. It does not apply to a report provided under section 22G (i.e. S22G - RTC energy & emissions report) of the NGER Act.

2 [Edit Small Facilities Percentages](#)

Small facilities		Total
Number of facilities		0

**Small facilities percentages** Percent

Reporting of Small Facilities by Percentages		?
<b>Information Message</b> Reporting percentages of emissions and energy applies to a report provided under section 19 (i.e. S19 - Energy & emissions report) or 22X (S22X - Group member energy & emissions report) of the NGER Act. It does not apply to a report provided under section 22G (i.e. S22G - RTC energy & emissions report) of the NGER Act.		
<small>*Asterisk indicates a mandatory field</small>		

3 **Small facilities:** Number of facilities \*

**Small facilities percentages:**

Percentage of Scope 1 Emissions \*  %

Percentage of Scope 2 Emissions \*  %

Percentage of Energy Consumed \*  %

Percentage of Energy Produced \*  %

4 [Save](#) [Clear](#) [Exit](#)

For more information refer to the [Aggregated facility reporting, percentage estimates and incidental emissions and energy guideline](#). Learn about [Ways to simplify your reporting](#).



# Reporting uncertainty

In 'Data Entry' select 'Report uncertainty'. Uncertainty values are managed at 'Controlling Corporation' or 'Group Member' level. If activity data is changed the uncertainty values will need to be recalculated.

1. Select 'Report Uncertainty'.
2. Auto-calculate will perform calculation where method 1 was used exclusively.

OR

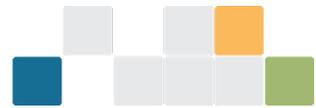
3. Click 'User Input' to manually enter values.

The screenshot shows the 'Client Portal Home' for 'Controlling Corporation 1'. A red circle with the number '1' highlights the 'Report Uncertainty' button in the 'Small Facilities Percentages' section. The main content area shows a warning message and an 'S19 - Emissions & energy summary table' with data for greenhouse gas emissions and energy consumed/produced.

The screenshot shows the 'Facility Uncertainty' page for 'Facility 3'. A yellow callout box states: "All sources and fuels that exceed the uncertainty reporting threshold are displayed". A table lists the following data:

Fuel	Method(s) used	Emission (tCO <sub>2</sub> -e)	Uncertainty %	Auto-calculate	User input
Diesel oil	Method 1	2,717.440		<input checked="" type="checkbox"/>	

Red circles with numbers 2 and 3 highlight the 'Auto-calculate' and 'User input' buttons respectively.



### Auto-calculate uncertainty

EERS will automatically calculate and save the uncertainty value for sources or fuel types listed on this page where the check box is ticked. Other values will need to be manually entered. Choose 'Exit' and click on the Help icon for more information on using the 'Auto-calculate' function if required.

Accept    Exit

The auto-calculate function will only be available where method 1 was used exclusively to estimate emissions for the fuel and source item

**Facility Uncertainty** ?

Uncertainty is required to be reported for an estimate of emissions from a source or from the combustion of a fuel type, at a facility, if the 25 kilotonne scope 1 emissions threshold is met (see NGER Regulations 4.08 and 4.17A respectively). Auto-calculate    Export as CSV

Estimates of emissions from one or more sources or fuel types that have met the threshold have no percentage uncertainty data entered. This data must be entered prior to report submission.

Click on the Help icon for more information on using the 'Auto-calculate' and 'Export as CSV' functions.

**Facility 1**

Fuel	Method(s) used	Emission (tCO <sub>2</sub> e)	Auto-calculate	User input
Petroleum based oils (other than petroleum based oil used as fuel)	Method 1		<input checked="" type="checkbox"/>	
Brown coal	Method 1 and 2		N/A	

**Exit**

Uncheck to exclude from auto-calculate

Uncertainty can be manually calculated and entered using either the Uncertainty Calculator or their own method.

For more information watch the [Reporting Uncertainty](#) training video or refer to the [Reporting Uncertainty Guideline](#)



## Validation

In the 'Validations' tab, address validations by clicking on the associated hyperlink to go to the relevant record in the Data Entry tab. The validation will no longer be displayed once it has been successfully addressed.

The screenshot shows the 'Validations' tab in the EERS system. It is divided into three sections: Errors, Warnings, and Information. Each section contains a list of validation messages with associated actions and counts.

- Errors:** A callout states: "'Errors' will need to be resolved to enable report submission". The message text includes: "Uncertainty is required to be reported for an estimate of emissions from a source or from the combustion of a fuel type, at a facility, if the 25 kilotonne scope 1 emissions threshold is met (see regulations 4.17A and 4.08 respectively). Estimates of emissions from one or more sources or fuel types that have met the threshold have no percentage uncertainty data entered. This data must be entered." The count is "1 error".
- Warnings:** A callout states: "'Warnings' need to be resolved or acknowledged to enable report submission". The message text includes: "When the production of electricity (thermal generation) is reported, the reporter must also report the combustion of any fuel used to produce that electricity if the amount of electricity produced exceeds the threshold under Regulation 4.22(1)(a)(i)." The count is "1 unacknowledged".
- Information:** A callout states: "'Information' states if reported NGER data has met reporting thresholds". The message text includes: "The corporate group of Controlling Corporation 1 has met a corporate group reporting threshold prescribed in sections 13 (1)(a),(b), or (c) of the NGER Act during the reporting year." The count is "1 information".

For more information refer to the [EERS Validation errors and warning messages](#) guideline.



## Generate and submit a report

In the 'Reports' tab generate and submit your report for the current reporting period.

1. View 'Unsubmitted Reports' table.
2. Attach additional information as attachments.
3. Click 'Generate' to generate a draft.
4. Click to open report to review or submit.
5. Click to remove report if source data needs to be changed.
6. Use the scroll bar to read full declaration.
7. Select 'Accept' to submit the report or 'Close' to go back to Reports tab.

Report	Due Date	Action
S19 - Emissions & energy report	31/10/2023	Add/Edit Attachments <b>Generate</b>

Report	Due Date	Date Submitted	Time Submitted	Attachments	Version	Action
S19 - Emissions & energy report	31/10/2023	27/10/2023	11:55:00 AM	0	1	Action

Data entered in EERS may not appear in a generated report. Check that the:

- facility and/or corporate threshold has been met
- facility is marked as 'Reporting'.

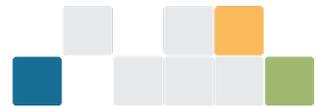
Report	Due Date	Action
S19 - Emissions & energy report (Click to Review or Submit)	31/10/2023	<b>Remove</b>

Report	Due Date	Date Submitted	Time	Action
S19 - Emissions & energy report	31/10/2023	27/10/2023	11:55	Action

After you submit the report you can view submitted reports and the submitted validation acknowledgements

When submitting the report, a declaration will be displayed, which must be read before clicking on the Accept button. Once the executive officer or nominated report submitter accepts the declaration, the report appears in the Submitted Reports table.



### Declaration

The Executive Officer (or equivalent), as described in the *National Greenhouse and Energy Reporting Act 2007* (NGER Act), should read the following declaration below before electronically submitting the emissions and energy report.

It is the responsibility of the reporting entity to ensure that the information provided in the emissions and energy report is prepared in accordance with the requirements set out in the NGER Act and the National Greenhouse and Energy Reporting Regulations 2008 (NGER Regulations) and that the data it contains is based on methods prescribed in the National Greenhouse and Energy Reporting (Measurement) Determination 2008 (NGER Measurement Determination).

Under the NGER Act and the NGER Regulations, the reporting entity remains responsible for the truth and accuracy of the contents of the emissions and energy report despite the assistance, if any, of a third party in its preparation.

Section 19 of the NGER Act includes a civil penalty provision, a breach of which may attract a pecuniary penalty of up to 2,000 penalty units. The *Crimes Act 1914* provides that one penalty unit is \$222.

In accordance with section 22 of the NGER Act, a reporting entity is required to keep records of the activities of the members of its group that, inter alia, allow it to report accurately and enable the Clean Energy Regulator to ascertain whether it has complied with its obligations under the NGER Act. Records must be retained

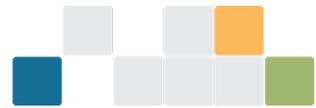
6

7

Accept Close

Once the report has been submitted by an executive officer or nominated report submitter you cannot go back and make changes to it unless you contact us and discuss whether a resubmission is required.

For more information watch the [Generating and submitting a report](#) training video.



# Entity Access

The 'Entity Access' function is not used to grant or remove access to a workspace in EERS. This function is only used to restrict a user's access to certain facilities within a workspace.

User permissions and EERS access is managed in the **Client Portal** self-service function by the NGER Contact Person role in your organisation.

The screenshot shows the 'Entity Access' section of the EERS system. At the top, there is a navigation bar with tabs for 'EERS Home', 'Data Entry', 'Validations', 'Reports', and 'Entity access'. Below this is a 'User List' header with a search input field and a 'Search' button. The main content is a table with the following data:

User Name	First Name	Middle Name	Last Name	Roles	Edit/Remove
CER637303	Geoff		Dutallis	Client Administrator, Submitter	Action ▾
CER610157	Cara		Layton	Client Administrator, Submitter	Action ▾
CER176951	Peter		Caldenwood	Client Administrator, Submitter	Action ▾
CER415162	Margaret		Fox	Client Administrator, Submitter	Action ▾

At the bottom of the page, there is a footer with the text: 'CER Hotline: 1300 553 542 (within Australia) © Copyright 2013 Commonwealth of Australia'.



## For more information regarding reporting under NGER

Visit our website at [www.cer.gov.au](http://www.cer.gov.au) to access the [Reporter support dashboard](#) where you can access:

- NGER reporting guides
- NGER calculators
- Amendments to national greenhouse and energy reporting legislation
- Record keeping and compliance for greenhouse and energy reporting
- Updates and resolutions for 2023-24 NGER reporting
- Training videos
- Webinars.

Contact the Clean Energy Regulator on 1300 553 542 or at [reporting@cleanenergyregulator.gov.au](mailto:reporting@cleanenergyregulator.gov.au).