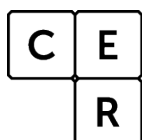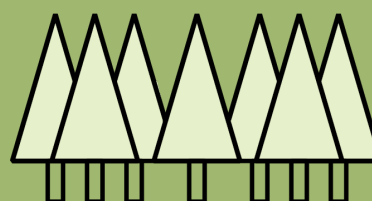Australian Government

Clean Energy Regulator

Emissions and Energy Reporting System (EERS) navigation guide

V1.0 17 June 2025

National
Greenhouse and
Energy Reporting

Contents

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National Greenhouse and Energy Reporting (NGER) Scheme

The NGER Scheme is a single national framework for reporting and disseminating company information about greenhouse gas emissions, energy production and energy consumption. Corporations that meet an NGER Scheme threshold[1] must register and once registered, report each year.

The Emissions and Energy Reporting System (EERS) must be used for all reporting under the NGER Scheme. NGER reporters can both prepare and submit their emissions and energy reports in EERS.

Your organisation needs to be registered as an NGER reporter before you can access EERS.

Contact us[2] if you have questions.

How to access EERS

You can access EERS from the Clean Energy Regulator website[3].

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[1] https://cer.gov.au/schemes/national-greenhouse-and-energy-reporting-scheme/assess-your-obligations#nger-thresholds
[2] https://cer.gov.au/about-us/contact-us
[3] https://cer.gov.au/
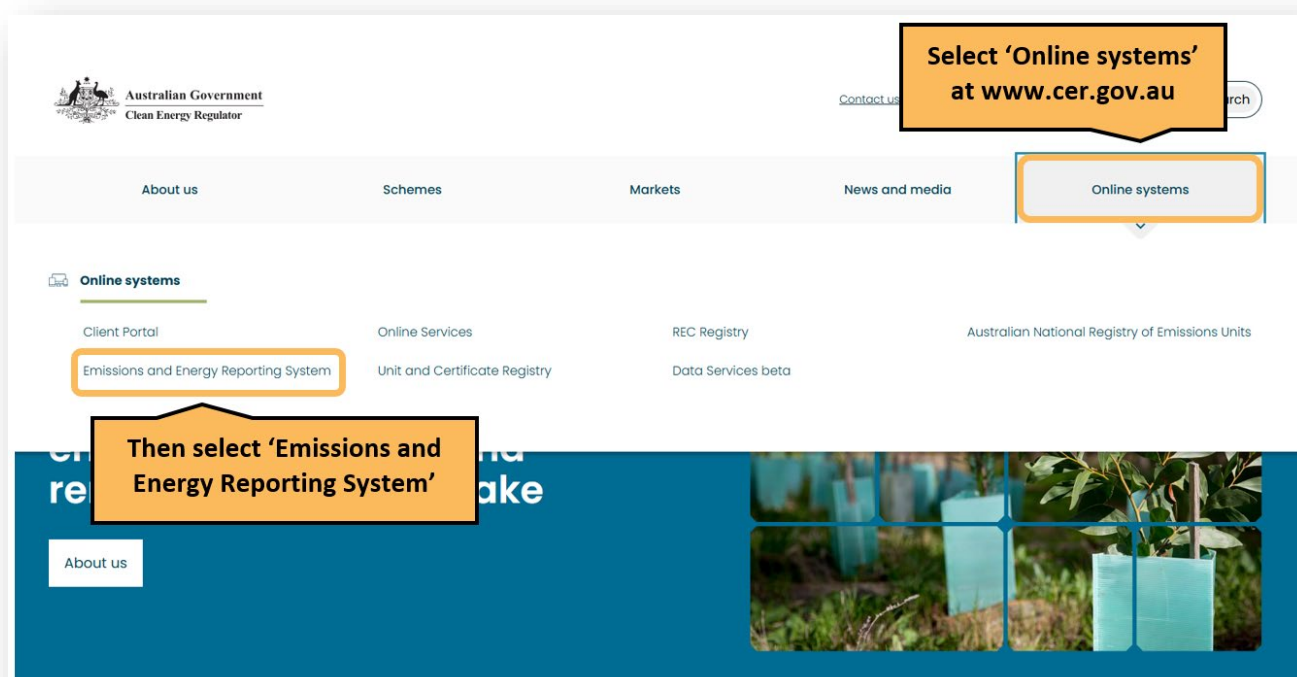
This will take you to the EERS section of the 'Online systems' page.

Emissions and Energy Reporting System

National Greenhouse and Energy Reporting participants must complete reporting under the *National Greenhouse and Energy Reporting Act 2007*. You must login to EERS to enter data and submit your reports. Reports from previous years are available through EERS.

If you need to update or change user access for your organisation, please log into Online Services.

Apply to register via Online Services

Log in to EERS

> Select 'Log in to EERS'

More information

- EERS release 2023-24

Log in to Online Services which is a secure login and includes a verification step.

Australian Government
Clean Energy Regulator
Online Services

Login

A new place to access your CER account and services. Find out more about Online Services

Email

Password

> Enter your Online Services login details

Log in

Don't have an account? Sign up now

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Secure log in

A new place to access your CER account and services. Find out more about Online Services

How should we send your code?

○ SMS or phone call
● Email

> Select your preference and click 'Continue' to complete login steps

Cancel   **Continue**

Switch account in Online Services

Once you have completed the login steps, the Online Services Dashboard will load.

If you're new to Online Services a pop-up window will appear asking if you want to 'Switch account' or 'Continue as myself'. You will need to switch account to act on behalf of an organisation to access that organisation's NGER/EERS data. Select the organisation you wish to view, edit, or act on behalf of. After this, you can set a default so when you login to Online Services, you will immediately be set as acting on behalf of that organisation, and the pop-up window does not appear.

If you cannot see your organisation, you will need to be added by another user in your organisation with the Online Services manage users permission.

OFFICIAL
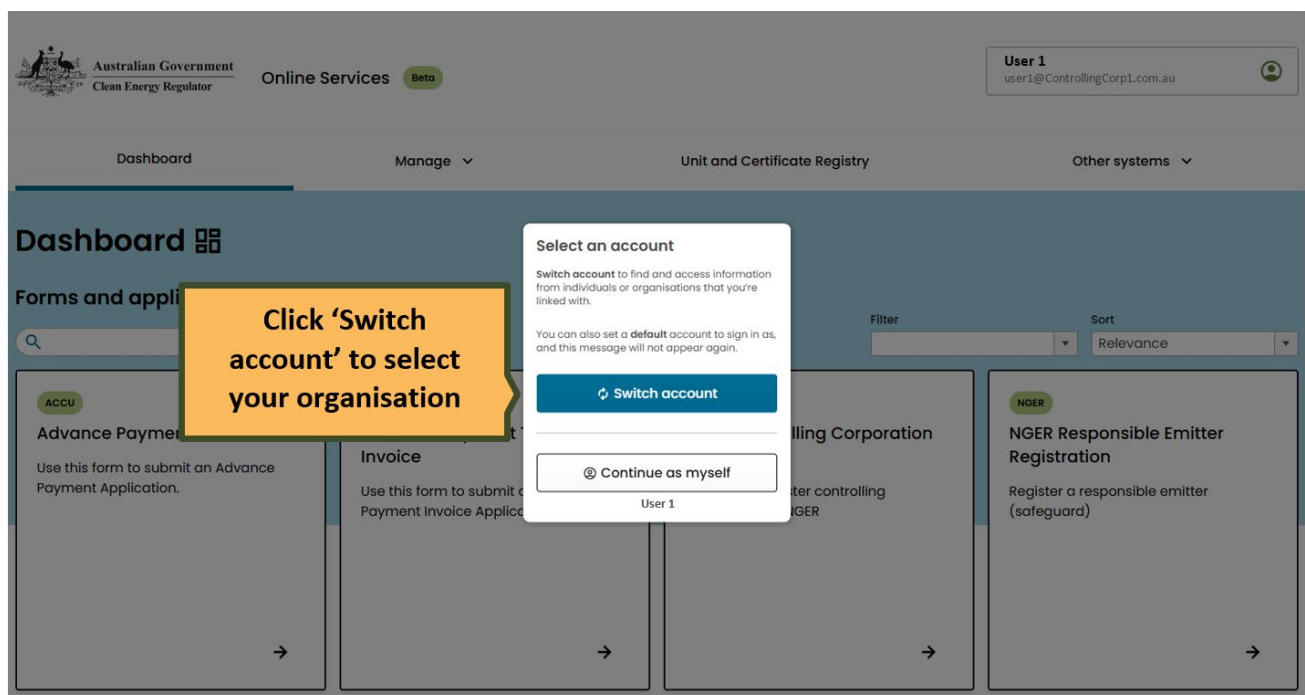
If you are logged into Online Services and wish to change the entity you are 'acting on behalf of', click the profile menu box at the top right of the screen, then click 'switch account' and select your organisation. If you have not already selected a company to act on behalf of, your name will appear in the profile menu box.

Read the Online Services user guide[4] for more information about:

- setting a default account to 'act on behalf of', and
- managing access for your users.

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[4] https://cer.gov.au/document_page/nger-online-services-user-guide

Once you are acting on behalf of your organisation, click 'Manage' and then 'NGER reports' from the Online Services Dashboard. This will take you to the NGER reports landing page.

NGER reports landing page

The 'NGER reports' landing page displays the following information for each reporting period:

- a link to the EERS workspace/s
- report status
- a link to generated reports:
  - » for 2023–24 and earlier there will be summaries of historically submitted NGER data
  - » for 2024–25 onwards there will be a copy of the NGER PDF report available after report submission

The status tags for the NGER report periods are:

- **Incomplete**: Data exists in the workspace but a draft report has not yet been generated. Click on the reporting period link to open the EERS workspace for editing. While you are editing the workspace the status will remain as 'Incomplete'.

- **Draft:** When a draft PDF report has been generated but not yet submitted, the status will display as 'Draft'. The workspace is locked and you may 'review and submit' the report or 'withdraw' the report to make additional changes.

- **Submitted**: Once you submit your NGER report, the status tag will display as 'Submitted'. These workspaces will open in EERS as 'view only' and cannot be edited.

Contact us[5] if you need data from a reporting period that is not shown in EERS.

EERS workspace

When you click a reporting period link, the EERS workspace opens at the controlling corporation summary page. This page displays the emissions and energy totals reported for the entire controlling corporation's corporate group.

For returning reporters, your organisation's corporate structure and activities will be migrated from your previous reporting period.

There are two drop-down menus on the left side of the screen.

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Select Reporting Period

The 'Select Reporting Period' drop-down menu will default to the reporting year you selected from the NGER reports landing page during the previous login step. Use the drop-down menu to switch between available reporting periods.

Function

The 'Function' drop-down menu defaults to the 'Data entry' function. The function drop down menu options are:

- Data entry
- Small facility percentages
- Report uncertainty
- Validation
- Report

Record tags

All entity records in EERS will display tags to denote record status, entity level, reporting year and report type.

Record status includes:

- **Ready for review:** the record is not missing mandatory data and is ready for review. Only records showing 'Ready for review' status can be submitted in EERS.
- **Incomplete:** the record has missing mandatory data and needs to be completed before submission can occur.
- **Not reporting:** the entity has been flagged as 'Not reporting' in the entity record.

Entity types

There are several different entity types that can be created in EERS to reflect your corporate structure.

- Group member – set up a group member in EERS if your controlling corporation has a subsidiary with operational control over a facility or where a subsidiary of a subsidiary has operational control. The group member itself does not generate emissions.

- Business unit – a business unit is a unit that is recognised by a reporter as having administrative responsibility for one or more facilities. The legislation does not recognise a business unit as a legal entity. Business units can only be used by reporters as a method of grouping and reporting the data of individual facilities that do not meet any of the facility thresholds and facility aggregates under the operational control of different group members. The business unit itself does not generate emissions.

- Facility – facility is defined in Section 9 of the NGER Act. A facility is an activity or series of activities that involve the production of greenhouse gas emissions or the production or consumption of energy. For more information on defining a facility under the NGER Scheme, see What is a Facility[6].

- Facility aggregate – a collection of facilities, each of which does not meet individual reporting threshold that are within a single state and territory and single industry sector.

- Network and pipeline – this is a special category of facility where a facility's activities cross state boundaries, and the activities are covered by a specific range of Australian and New Zealand Standard Industrial Classification (ANZSIC) codes. These codes relate to electricity or telecommunications networks or pipelines for gas, water, drainage and other functions.

- Multi-site cement facility (only available on application to the CER) – this is a special category of facility that allows a clinker producing facility and downstream cement producing facilities to be reported as a single facility. This facility type will only be available to reporters who have had an application for a multi-site cement facility approved by the Clean Energy Regulator.

- National transport facility (only available on application to the CER) – this is a special category of facility that allows transport facilities in the same industry sector in different states and territories to be reported as a single facility. This facility type will only be available to reporters who had a nomination of a national transport facility approved by the Clean Energy Regulator.

Group members and business units are used to reflect an organisation's corporate structure and show which entity within an organisation is responsible for a facility. Group members and business units do not have emissions or energy data associated with them.

Entities in the corporate structure are ordered alphabetically, depending on the entity type.

- Facilities with the controlling corporation as the parent entity are displayed in alphabetical order directly under the controlling corporation.

- Group Members / Business Units are then displayed in alphabetical order. The facilities associated with each business unit are listed in alphabetical order underneath the parent Group Member / Business Unit.

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[6] https://cer.gov.au/schemes/national-greenhouse-and-energy-reporting-scheme/assess-your-obligations#what-is-an-nger-facility

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Manage corporate structure

Manage the corporate structure in EERS for your reporting requirements by:

- adding a new entity to your corporate structure
- adding mandatory information for an entity
- viewing and editing an existing entity in your corporate structure
- deleting an existing entity.

Add a new entity to the corporate structure

You can add an entity to the corporate structure from any summary page in the EERS workspace. You do not need to click on the parent entity first.

After selecting 'Add Entity', a pop-up will appear. Enter the entity name and select 'Entity type' and 'Entity parent'. After entering this information, you can either click:

- 'Add another entity' which will add the new entity to the corporate structure and present a new pop-up which allows you to add another entity to the corporate structure without leaving the page. If you do this, you will have to later click into the newly created entity to add the required details. See the 'Add or edit entity details from the summary page ' section below.

- 'Save and edit' which adds the entity to the corporate structure and opens the entity details page so you can add the mandatory information. An entity will have a status of 'Incomplete' until all mandatory record details are entered.

Add mandatory information for an entity

If you clicked 'Save and edit' in the previous step, the entity details page will open.

A facility details page is shown below. Enter the information required to complete the entity record. The record must be completed before you can add activities to a facility.

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Scroll down further to enter location information.

Controlling Corp

Facility 6

Incomplete Facility 2022-2023

Street Address

Add address

Enter manually

Find the entity address using the search bar or enter manually

Location *

Latitude

Longitude

The longitude and latitude will auto-populate if you select an address from the address list

If you manually enter your address, you will need to manually enter latitude and longitude

Please check any auto-populated data for accuracy

Australia

New Zealand Aotearoa

© OpenStreetMap contributors

Update   Delete   Cancel

Click 'Update' to save or 'Cancel' to exit record without saving

The address and location fields that you see will depend on the ANZIC code of your facility

Once you enter all mandatory information and click update, the facility record status tag changes to 'ready for review'.

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Add or edit entity details from the summary page

You can open the entity record from the entity summary page to complete an entity record or review and edit an existing entity record.

This opens the entity record. The status tag will display as 'Incomplete' until you complete all mandatory fields.

Read the ['Adding a new facility'](#) section in this document for more information about adding a new facility entity.

Delete an existing entity

When you delete an entity, all children entities/facilities will be deleted. Data for previous reporting periods will not be deleted.

Click on the entity in the corporate structure and then click 'Edit' to open the entity record.

Click delete.

After clicking 'Delete', a pop-up will appear. Click 'Yes, delete' to delete the entity.

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Set entity reporting status

Reporting (all entities)

When you create a new facility, the 'Is Reporting?' checkbox will default to checked and the entity will appear in your submitted report. If you have an entity that you do not want to appear in your report for a particular reporting period, but do not want to remove from your corporate structure, uncheck the box.

Operational control (facility)

When you add a new facility, the 'Operational Control' checkbox will default to checked, which means you are reporting that the parent entity had operational control over the facility for the full reporting period. If the parent entity did not have operational control over a facility for the full reporting period, uncheck the 'Operational Control' checkbox.

When the 'Operational Control' checkbox is unchecked, enter part-year operational control details by adding a 'Start Date' and 'End Date'. The dates must be within the current reporting period. The total days of operation will be automatically calculated from the dates you enter.

For more information on operational control refer to the Operational control guideline[7].

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Connected electricity generator (facility)

The 'Is the facility a grid connected electricity generator?' checkbox will default to unchecked for a newly created facility. Click the checkbox if the facility is a grid connected electricity generator.

Controlling Corporation 1

Facility 2

Ready for review Facility 2023-2024

Details

Name *

Facility 2

Parent entity *

Controlling Corporation 1   × ▾

☑ Is Reporting?

ANZSIC Code *

261 – Electricity generation   × ▾

State or territory of operation *

NSW

☐ Is the facility a grid connected electricity generator?

> **Select the entity from the corporate structure and check the 'Is the facility a grid connected electricity generator?' box**

Operational Control *

☑ Did the parent entities have operational control over the facility throughout the reporting period?

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Add or edit facility activity data by direct entry

Add or edit emissions and energy data for facilities by direct entry in the EERS workspace. This includes adding facility activities, entering activity data and matters to be identified (MTBIs).

Each activity record in EERS will display tags to denote status, facility and reporting year.

For more information on reporting activities see the [NGER reporting guides](#)[8].

Add a new activity

Selecting an activity

When adding a new activity, you must first select the source category, source type, and activity type from the drop-down menus. Once you have selected the activity type, the form will update and you can enter the information relevant to the activity.

The 'activity descripton' is optional and will not appear in the generated PDF report.

Enter activity values

Enter activity values to complete the record and change the status to 'Ready for review'. To save or exit the record:

- 'Cancel' to exit screen without saving

- 'Save' to save partially completed record and remain on screen.

- 'Save and close' to save completed record and close screen.

Once you save the activity information, it will appear on the activity summary section on the facility emissions and energy summary.

You can only select checkboxes and options from drop-down menus in the EERS interface. You cannot update these items using the Bulk Upload function.

You should leave the quanity value and MTBI fields blank if you plan to use the Bulk Upload function.

Facility 1

Activity details

Incomplete   Activity   2022-2023

Select option to exit record

Save and close   Save   Cancel

Energy consumed (GJ) **0**
Scope 1 (t CO2-e)   **0** ⓘ

General

State •

Western Australia

☐ Incidental emissions *

☐ Incidental energy *

Address all checkboxes and drop-down menus

Fuel Type •

Petroleum based oils (other than petroleum based oil used as fuel) (31)   × ▾

Measurement criterion •

AAA   × ▾

Measurement sub-criterion •

AAA - Commercial transaction   × ▾

Fuel Usage •

Combustion

Primary / Secondary •

Secondary

Quantity •

Directly enter quantity values here or leave blank to use bulk upload

Units •

kL

☑ Use default energy content factor *

Energy content factor •

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Edit activity values

To edit activity values for an existing activity, click the pencil icon in the activities tab. This will also show additional activity information which is not displayed in the summary table.

To delete an activity, click the bin icon and then click 'confirm' when the pop up appears.

In the activity list, incomplete activities are flagged by an orange exclamation mark icon.

Add or edit facility data using Bulk Upload

The bulk upload function updates activity and MTBI quantity values only.

The following updates need to be made in the EERS *workspace*:

- changes to facility information in the facility record (for example ANZSIC code or location)
- activity types (add or remove)
- check boxes
- drop-down menus (including changes to methods)

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To perform a bulk upload to enter activity and MTBI data:

1) Review your corporate structure and facility activities
2) Generate a template to extract a set of activity data that matches the EERS workspace. You can generate the template at any entity level.
3) Download the template to review and add activity data.
4) Bulk upload the changes into EERS to update your activity data.

Review corporate structure and facility activities

Review your organisation's corporate structure and facility activities in EERS before generating the template to ensure you extract the most up-to-date data.

- Review your corporate structure and add, remove or edit entities as required. This includes group members, business units and facilities.

- Review your facility structure and facility information including facility type, ANZSIC codes and location information.

- Review the activities for each facility. Add, remove or edit activities but you do not need to enter activity or MTBI data yet. You can do this in the bulk upload template.

- Select all drop-down menu options and checkboxes in the EERS workspace as these cannot be edited through the bulk load function.

Generate and download the bulk upload template

Select the entity level for the bulk upload. You may select:

- Controlling corporation – all facilities will be included

- Group member or business unit – all children facilities will be included

- A single facility

Select the entity level in the corporate structure and then click the 'Bulk upload' button. A single facility has been selected in the example below.

On the Bulk upload page, select 'Generate template'. When the template has generated, click the 'Download template' button to download the template. The file type will be a '.csv' which is a simple file type that does not allow for advanced formatting.

Facility 1

Bulk upload

(2023-2024)

Update facility activities and matters to be identified (MTBI) in bulk.

⚠ **Before you bulk upload, make sure:**
- your organisation's structure is finalised
- facility activities are up to date
- you're using the latest bulk upload template.

Generate template

Generate for **Facility 1**.

[+ Generate template]

Select 'Generate template'

Then 'Download template' to save and open for editing

[⬇ Download template] [↻ Regenerate template]

Template generated on 16 May 2025 at 01:57PM

You can generate and regenerate the bulk upload template as many times as required.

Facility data can be updated directly in the EERS workspace at any time, even if you are using the bulk upload function. If changes are made directly in EERS, your template may not match the EERS workspace which could cause issues when you try to perform a bulk upload.

You should not make any changes to facilities in the EERS interface between generating the template and performing the bulk upload.

If changes are made to facility or activity data in the EERS workspace after generating the template, you can regenerate and download a refreshed template so your template matches your EERS workspace.

Edit the '.csv' template

Enter activity values into the 'Value' column only if the 'Help Text' row is flagged as 'Mandatory'. In this context, 'Mandatory' means that this data is required to complete the activity.

Do not edit data in other columns, or non-mandatory rows.

It is important to retain the '.csv' format. You cannot bulk upload other file types into EERS. Do not change the order of rows or columns or edit header descriptions. This may cause the bulk upload process to fail.

A sample of the bulk upload template is shown below.

#	Group Member /Business Name	Facility Name	Source Category	Source Type	Activity Description	Activity Type	State	Field	Label	Value	Help Text
1											
82	Group Member 1	Facility 1	Energy	Energy consumption	Hydrogen	Energy commodities	QLD	IncidentalEnergy	Incidental energy	No	This field is not editable through bulk load
83	Group Member 1	Facility 1	Energy	Energy consumption	Hydrogen	Energy commodities	QLD	FuelType	Energy Commodity Type	Hydrogen (86)	This field is not editable through bulk load
84	Group Member 1	Facility 1	Energy	Energy consumption	Hydrogen	Energy commodities	QLD	FuelUsage	Fuel Usage	Non-combustion	This field is not editable
85	Group Member 1	Facility 1	Energy	Energy consumption	Hydrogen	Energy commodities	QLD	Quantity	Quantity		Mandatory. Number. Minimum: 0. Maximum: 99999999999.999
86	Group Member 1	Facility 1	Energy	Energy consumption	Hydrogen	Energy commodities	QLD	QuantityUnits	Units	tonnes	This field is not editable through bulk load
87	Group Member 1	Facility 1	Energy	Energy consumption	Hydrogen	Energy commodities	QLD	EnergyContentFactorUseDefault	Use default energy content factor	Yes	This field is not editable through bulk load
88	Group Member 1	Facility 1	Energy	Energy consumption	Hydrogen	Energy commodities	QLD	EnergyContentFactor	Energy content factor	143	This field is not editable with current activity settings

Value	Help Text
No	This field is not editable through bulk load
Hydrogen (86)	This field is not editable through bulk load
Non-combustion	This field is not editable
	Mandatory. Number. Minimum: 0. Maximum: 99999999999.999
tonnes	This field is not editable through bulk load
Yes	...k load
	... activity settings

Enter valid values in the 'Value' column if the 'Help Text' column flags it as mandatory

Enter all quantity values then save the template as a '.csv'.

On the 'Bulk upload' page, bulk upload the template into EERS by:

- clicking 'select files' and selecting your file, or
- drag and drop the files into the bar.

Bulk upload file

Upload file

.CSV

Select files...	Drag and drop files here to upload

'Select files' or 'Drag and drop' to bulk upload

Uploaded files

All organisation's bulk uploads. Review the uploads with the status 'Error'

Filename	Status	Modified by	Date and time ↓	Exports
NGER2024 Facility 1 2025-02-05 15-07 (1).csv	Error	Contact Person 1	05/02/2025 03:11 pm	Export Errors File
NGER2024 Facility 1 2025-02-05 15-07.csv	Done	Contact Person 1	05/02/2025 03:08 pm	

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The 'Uploaded files' table will display a status for each 'bulk upload':

- **Done**: All valid quantity values have been successfully uploaded into the EERS workspace.

- **Error**: There were errors with some or all activity data.

If there are errors:

- Activity data will pass into the EERS workspace for activities that had no errors

- The 'Export Errors File' will contain only those activities in the uploaded template where the quantity value was not valid.

Download the 'Export Errors File' and review error message.

The 'Export Errors File' will show the reason for the error in the 'Error Message' column, which may include:

- A required field was not provided (left blank)

- An inputted value was outside the permitted range.

To correct the activity data, you can:

- correct the data in the errors file and bulk upload into EERS
- directly edit the data in the EERS workspace.

For more information on the Bulk upload process, watch the 'How to use the bulk upload function' video.

Enter contractor data to a facility

The organisation with operational control is responsible for collecting contractor data and incorporating the data in EERS. You will do this by adding activity data for the facility as shown in Chapter 8 and Chapter 9.

The 'Contractor' tab is where you flag the emissions and energy that is attributable to individual contractors, provided the relevant thresholds are met. The energy and emissions totals that you add in the contractor tab are not added to the facility totals.

You can add a new contractor or edit data for an existing contractor. Each contractor record in EERS will display tags to denote status and reporting year.

Read more about adding contractor data and the relevant thresholds in the Contracts and leasing guideline[9].

Add a new contractor

Select a facility from the corporate structure, select the 'Contractors' tab for a facility, and then click the 'Add contractor' button.

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[9] https://cer.gov.au/document_page/contracts-and-leasing-guideline

Fill in the required data for the contractor. Click 'Save and close' to exit the screen.

Edit existing contractor

Select the 'Contractors' tab and click the edit icon on the right side of the table. This will take you to the contractor information page where you can edit contractor details. Contractors that are below threshold are flagged.

Read more about adding contractor data and the relevant thresholds in the Contracts and leasing guideline[10].

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[10] https://cer.gov.au/document_page/contracts-and-leasing-guideline

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Delete existing contractor

To delete an existing contractor, click the small rubbish bin symbol in the far-right column. This will trigger a pop-up to confirm you want to delete the contractor.

Production variable reporting for safeguard facilities

The 'Production variables' tab will appear alongside the 'Activities' and 'Contractors' tabs near the bottom of the individual facility summary pages. Enter production variables for Safeguard facilities by clicking the 'Add production variable' button.

For further information see the 'Production variable reporting for Safeguard facilities' section of the NGER quick help topics[11].

Report small facilities percentage

In the 'Small facility percentages' function, very low levels of greenhouse gas emissions, energy consumption and energy production from one or more facilities may be reported as a percentage estimate of the reporter's total emissions and energy.

The small facilities percentage record in EERS will display tags to denote status and reporting year.

Enter the number of small facilities and emissions and energy percentages. Then 'Save and close' to save and exit the screen.

For more information refer to the Aggregated facility reporting, percentage estimates and incidental emissions and energy guideline[12]. Learn about ways to Simplify your reporting[13].

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[11] https://cer.gov.au/schemes/national-greenhouse-and-energy-reporting-scheme/report-emissions-and-energy/nger-reporting-guides#nger-quick-help-topics

[12] https://cer.gov.au/document_page/guidance-aggregated-facility-reporting-percentage-estimates-and-incidental-emissions-and-energy

[13] https://www.youtube.com/watch?v=SGDAKT-a158&list=PL45ht4q-mldVSxiniYeP7t_Jkk62SvZ7L&index=8&pp=iAQB

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Report uncertainty

You may need to report uncertainty for sources or fuel types that are above a certain reporting threshold. Enter all activity information before using this function. To report uncertainty in EERS, select 'Report uncertainty' from the function drop down menu.

The 'Report uncertainty' page shows all sources and fuels that exceed the uncertainty reporting threshold for each facility.

For a facility, where 'method 1' has been exclusively used for a source or fuel type, you can use the 'auto-calculate' option. When you check the 'auto-calc' box, EERS will calculate and display the uncertainty as a percentage for that source or fuel. If you choose to manually enter the uncertainty, de-select the 'Auto-calc' checkbox.

Facility uncertainty

Enter your uncertainty values in the table provided below.

If method 1 was exclusively used, check the 'auto-calc' box or manually enter uncertainty

Facility 1

Source or Fuel	Method(s)	Emissions (tCO2-e)	Uncertainty	Auto-calc	Actions
▾ Fuel(1 item)					
Petroleum based greases	1	724,952	0.0 %	☑	👁View

Where higher order methods have been used, you must manually calculate the uncertainy. You may either use the Clean Energy Regulator's 'Uncertainty calculator' or use your own method in line with the NGER Measurement Determination.

When using the CER's Uncertainty calculator:

- Download the Uncertainty calculator[14] and the Uncertainty Calculator User Guide[15] for the relevant reporting year.
- Click 'Copy to clipboard' and paste data into the uncertainty calculator.
- Click on the uncertainty fields for each facility to enter the value from the uncertainty calculator.

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[14] https://cer.gov.au/schemes/national-greenhouse-and-energy-reporting-scheme/report-emissions-and-energy/nger-calculators
[15] https://cer.gov.au/document/nger-uncertainty-calculator-user-guide-2023-24

Report uncertainty
(2023-2024)

Report uncertainty estimates for scope 1 emissions from sources and combustion fuels for each facility that have exceeded 25 kilotonnes (see NGER Regulations 4.08 and 4.17A respectively).

Find out more about how to report uncertainty here.

ⓘ Before you input uncertainty values, make sure your facility activities are completed.

Uncertainty calculator

Where the method 1 was not exclusively used for a source or fuel, the auto-calc function will not be available. In that case use the calculator.

The extract needed for the calculator can be obtained by using the "Copy to clipboard" function.

[Copy to clipboard]

Facility uncertainty

Enter your uncertainty values in the table provided below.

Facility 1

Source or Fuel	Method(s)	Emissions (tCO2-e)	Uncertainty	Auto-calc	Actions
▾ Fuel (1 item)					
Petroleum based greases	1	724,952	0.0 %	☑	👁 View

Facility 2

Source or Fuel	Method(s)	Emissions (tCO2-e)	Uncertainty	Auto-calc	Actions
▾ Fuel (1 item)					
Petroleum based greases			0.0 %	N/A	👁 View

Callouts:
- Ensure your data is complete
- If method 1 was not exclusively used, click 'Copy to clipboard' and paste data into the 'uncertainty calculator'
- Select option to exit screen
- Or click in the field to manually enter the value from the uncertainty calculator

Changes to relevant activity data after you report uncertainty will clear uncertainty from EERS. In this case uncertainty will need to be recalculated.

For more information on reporting uncertainty, read the reporting uncertainty guideline[16] for the relevant reporting year.

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[16] https://cer.gov.au/document_page/reporting-uncertainty-guideline

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Validate

The 'Validate' function, displays validation issues which must be addressed prior to draft report generation and report submission.

Validation issues are categorised under the following validation types:

- incomplete records
- safeguard production variables
- uncertainty
- small facility thresholds
- related activities.

The screen will only display 25 validation issues at a time per validation type. Address the validation issues on the screen to display more.

You can acknowledge, rather than fix, a validation issue for a 'related activity' if the suggested related activity is not applicable for your reporting. Acknowledgements will not clear from the Validate page and will appear in the NGER pdf report when it is generated.

Click on the link under the Actions heading in the 'Incomplete records' table to open the record.

If there are no validations, the page will display 'Validation checks passed'.

Generate and submit a report

In the 'Reports' function you can perform these actions, provided you have the required permissions:

- add supporting information as attachments

- generate a draft report

- withdraw a draft report so changes can be made

- submit your organisation's NGER report (Executive Officer or officer with written authorisation to submit on behalf of the organisation)

- view generated reports and submitted attachments from previous reporting periods in the 'Submitted reports' table.

If you are unable to perform one of these actions, or need to update your permissions, contact your organisation's administrator.

Before you generate a report, attach any supporting documentation by clicking 'Add'. These will display in the report.

To commence the process for generating the draft report, click 'Generate' from the Reports page.

This will open the 'Generate report' landing page. You will need to confirm the details of your NGER contact person and Executive Officer. If they are satisfactory, click the blue 'generate' button at the bottom of the screen to generate your report. If the 'generate' button is not available to click, check that you have addressed all validations in the ['Validate' function](#).

Updates to the NGER Contact Person or Executive Officers need to be done through the Manage access function by your organisation administrator. See the [NGER Online Services user guide](#)[17] for more information.

Reports

Generate report

(2023-2024)

> ⓘ **Generating a report will lock the data**
> This lock will stop you from making any changes to the data. To make changes, you'll need to withdraw the desired report or all reports with the status 'Draft'.

To generate your selected report, provide the following details.

Report   S19 Emissions and energy

Reporting period   2023-2024

Reporter name   Controlling Corp

Personnel   → Review 'Personnel' details

If you need to change Personnel details, please contact: reporting@cleanenergyregulator.gov.au

→ Select Executive Officer options from the dropdown

Contact

Name
Employee 1

Phone number
0487 654 321

Email
employee1@controllingcorp.com

Executive Officer

Name *
Executive 1   ✕ ▾

Phone number
0412 345 678

Email
executive1@controllingcorp.com

→ Click 'Generate' to generate a draft PDF report or 'Cancel' to exit screen   [Generate] [Cancel]

OFFICIAL

When you click 'Generate' the 'Review and submit report' landing page will load.

The workspace will be locked to prevent any changes to the data and the status tag on the 'NGER reports' landing page will display as 'Draft'. To make changes to the data, you will need to withdraw the report.

Data entry locked At least one report has been generated. To edit data, withdraw the draft report(s)

Reports

Review and submit report

(2023-2024)

Submit your selected report. If you need to make changes, you will need to withdraw all draft reports and generate a new report. If you are reporting below threshold you still need to submit the report. An executive officer is required to approve the report.

ⓘ **Below S19 thresholds**

Your organisation has not met any of the reporting thresholds in section 13 of the NGER Act for the reporting year. The generated report will not display any entered emissions or energy data, however it must still be submitted.

Report Details ⟨ **Ensure report details are correct**

Report type	S19 Emissions and energy
Reporting period	2023-2024
Reporter name	Controlling Corp
Generated on	3:14 PM AEST 14 May 2025
Executive Officer	Executive 1
Contact	Employee 1
Download Report	S19 Controlling Corp 2023-24.pdf ⟨ **Click on link to download draft PDF report**

Attached Files

Filename	Type	Description	Uploaded	Actions
		No records available.		

Review the draft and if data needs to be added or edited, withdraw the draft, make changes to data and then generate the report again. You can withdraw the report by clicking 'withdraw' from the Reports landing page.

Select Reporting Period
2023-2024 ▼

Function
Reports ▼

Data entry locked At least one report has been generated. To edit data, withdraw the draft report(s)

Reports

Incomplete (2024-2025)

Reports can be viewed or generated from this page.

If a report has been generated changes cannot be made to the data entry section.

⚠ **2023-2024 reports due by 31 October 2024**

Unsubmitted reports

Report	Generated	Status	Actions	
S19	2:42 pm AEST 2 October 2024	(Draft)	📄 Review & submit ↶ Withdraw	**Click to withdraw the draft report**

A draft PDF report can be withdrawn and regenerated as many times as required.

Data entered in new EERS may not appear in a generated report. If this occurs, check if the:

- facility and/or corporate **threshold** has been met

- facility is marked as '**Not reporting'.**

Scroll down to read the Declaration before submitting the NGER report.

Only an Executive Officer or an officer with written permission to submit on behalf of the organisation may submit the report.

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.

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 for a period of 5 years from the end of the year in which the activities took place. Section 22 includes a civil penalty provision, a breach of which may attract a pecuniary penalty of up to 1,000 penalty units.

By electronically submitting, the signatory declares that:

- they have read and understood the penalties that apply for breaching the NGER Act;

- the information provided in this emissions and energy report (including any attachments) is true and correct, and that they understand that the provision of false or misleading information is a serious offence under the Criminal Code 1995 and may have consequences under the NGER Act;

- the information provided in this emissions and energy report has been prepared and supplied in accordance with the requirements set out in the NGER Act, the NGER Regulations and the NGER Measurement Determination;

- they are duly authorised to act, including submitting this emissions and energy report, on behalf of the reporting entity;

- they acknowledge the Clean Energy Regulator is required to publish the information provided in this emissions and energy report, including any market-based scope 2 emissions reported under section 7.4 of the Measurement Determination;

- they consent to the publication of the total market-based scope 2 emissions reported for the corporate group;

- they consent to the publication of contextual information relating to market-based scope 2 emissions such as the proportion of facilities which reported under the market-based method for the corporate group;

- the Clean Energy Regulator may compel or conduct an audit of the information contained in this emissions and energy report or in relation to compliance with the NGER Act, the NGER Regulations and the NGER Measurement Determination;

- the Clean Energy Regulator may request further clarification or documentation to verify the information supplied in this emissions and energy report; and

- the entity providing the emissions and energy report and each group member (if any) listed in the report is a body corporate.

Date of signature

6 December 2024

Sign Declaration *

☐ By checking this box, I sign and make this declaration.

Back   Withdraw draft   Submit

Read and sign the declaration. This enables the 'Submit' button.

Click the 'Submit' button to submit your report

Or 'Withdraw draft' to reopen workspace and make changes

If your Executive Officer or officer with written authorisation to submit on behalf of the organisation are unable to submit the report, you will need to contact your organisation's administrator.

You can confirm you have submitted your report by checking the submitted reports table on the NGER reports landing page. If the status does not say 'submitted' it means you have not yet successfully submitted your report.

Submitted reports

Report	Version	Submitted	Status	Actions	Attachments
S19	0	12:00am AEST 29 October 2024	Submitted	👁 View	Controlling corp assurance report

Check this tag says 'submitted', confirming successful report submission

More information for NGER reporting

Visit our reporter support dashboard[18] on the CER website to access:

- NGER Online Services user guide
- NGER reporting guidelines
- Emissions and Energy Reporting System (EERS)
- New EERS videos
    » What to expect in new EERS
    » How to generate and submit your report
    » Reading the new-look PDF report
- Webinars
- Training videos

If you have any questions, get in touch:

- 1300 553 542
- cer-nger-reporting@cer.gov.au