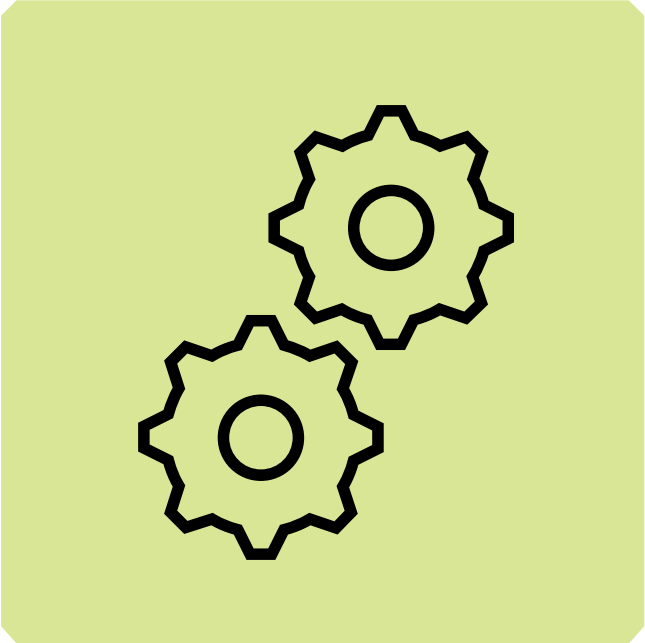
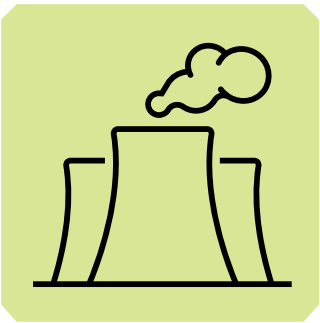
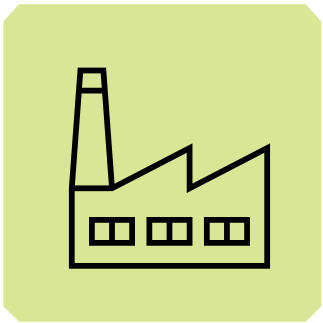
Australian Government
Clean Energy Regulator

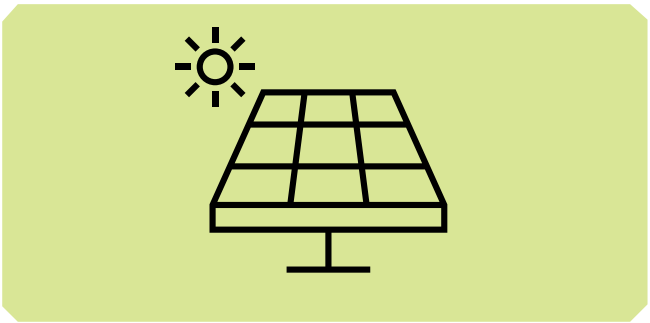


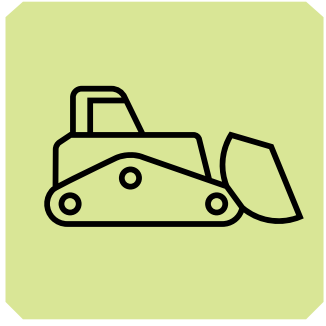
Emissions and Energy Reporting System (EERS) user guide

July 2023









National Greenhouse and Energy Reporting

Contents

Definitions and abbreviations

Term	Meaning
Facility	Has the meaning given by section 9 of the NGER Act. For more information on defining a facility under the NGER scheme, see What is a Facility[1].
NGER	National Greenhouse and Energy Reporting
NGER Act	*National Greenhouse and Energy Reporting Act 2007*
NGER Legislation	The NGER Act, the NGER Regulations and the NGER Measurement Determination
NGER Measurement Determination	National Greenhouse and Energy Reporting (Measurement) Determination 2008
NGER Regulations	National Greenhouse and Energy Reporting Regulations 2008
Scope 2 emissions	Means the release of greenhouse gas into the atmosphere as a direct result of one or more activities that generate electricity, heating, cooling or steam that is consumed by the facility but that do not form part of the facility.

Please refer to Division 2 of the NGER Act, NGER Regulation 1.03 and Division 1.1.2 of the NGER Measurement Determination for defined terms in NGER legislation.

[1] https://www.cleanenergyregulator.gov.au/NGER/Reporting-cycle/Assess-your-obligations/Reporting-thresholds#n3-1

Disclaimer

This guideline has been developed by the Clean Energy Regulator (CER) to assist entities to comply with their reporting obligations under the *National Greenhouse and Energy Reporting Act 2007*[2] (NGER Act) and associated legislation.

This guideline only applies to the 2022–23 NGER reporting year and should be read in conjunction with the NGER Act, National Greenhouse and Energy Regulations 2008[3] (NGER Regulations), and National Greenhouse and Energy Reporting (Measurement) Determination 2008[4] (NGER Measurement Determination), as in force for this reporting period. 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. This guidance is not intended to comprehensively deal with its subject area, and it is not a substitute for independent legal advice. Although entities are not bound to follow the guidance provided in this document, they must ensure they meet their obligations under the National Greenhouse and Energy Reporting (NGER) scheme[5] at all times. CER encourages all users of this guidance to seek independent legal advice before taking any action or decision based on this guidance.

CER and the Australian Government 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, CER, or an independent auditor, may require the entity to demonstrate that they are compliant with requirements of the NGER Act, NGER Regulations, and/or the NGER Measurement Determination. Entities are responsible for determining their obligations under the law and for applying the law to their individual circumstances.

[2] https://www.legislation.gov.au/Series/C2007A00175
[3] https://www.legislation.gov.au/Series/F2008L0223
[4] https://www.legislation.gov.au/Series/F2008L02309
[5] http://www.cleanenergyregulator.gov.au/NGER/Pages/default.aspx

2022–23 updates

Changes in this document for the 2022–23 reporting year:

- Minor stylistic and formatting changes have been made throughout this guidance document
- Page 3: Added 'definitions and abbreviations' summary
- Pages 28 and 29: Updated Figure 39 and added explanation of how to correctly input facility location information in EERS in accordance with 4.04A of the NGER Regulations
- Pages 69 and 70: Updated Figure 113 to include new EERS text for automatically generated activities and added a sentence to make it clear to not delete automatically generated activities in EERS without prior approval from CER.

1. A brief introduction to EERS

In this guide we describe the CER's Emissions and Energy Reporting System[6] (EERS), who should use the system to report, and how to access the system.

1.1 What is EERS?

EERS is the system for reporting under the NGER Act. EERS allows all the reporters to submit energy and emissions reports under sections 19, 22G and 22X of the NGER Act.

1.2 Who should use EERS?

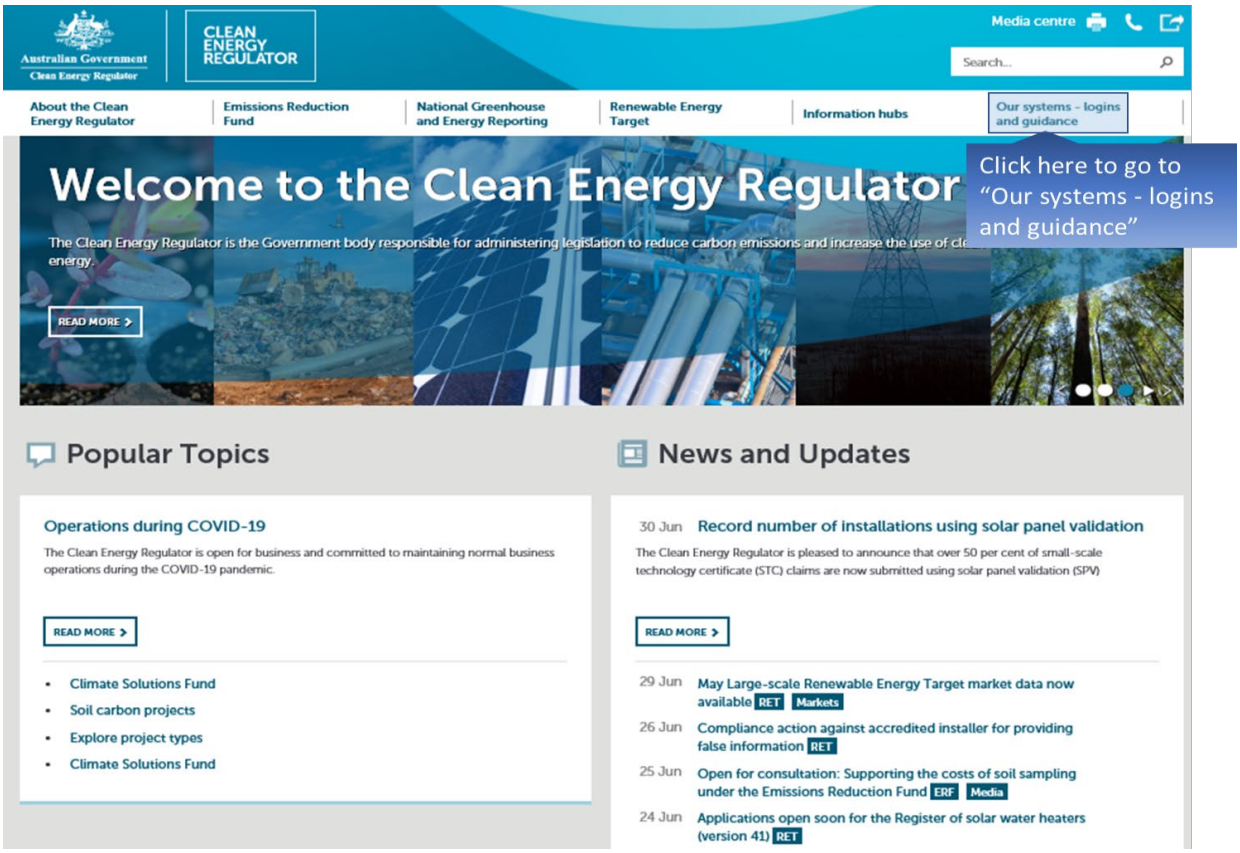
Registered controlling corporations, Reporting Transfer Certificate (RTC) holders and 22X reporters will use EERS to report emissions and energy data as required by the NGER Act. If you are reporting for a controlling corporation, you will use EERS to enter your emissions and energy data and submit your section 19, section 22G or section 22X report by 31 October (or, if that falls on a weekend or public holiday in the Australian Capital Territory, the next business day).

To access EERS you will need to sign up for a Client Portal account by clicking the 'Sign up now' link on the login page. Once you have created your account, you will be able to log into EERS via the Client Portal[7] using the following steps.

To access the Client Portal, go to our homepage[8], click the 'Our systems – logins and guidance' tab, then follow the link to the Client Portal[9].

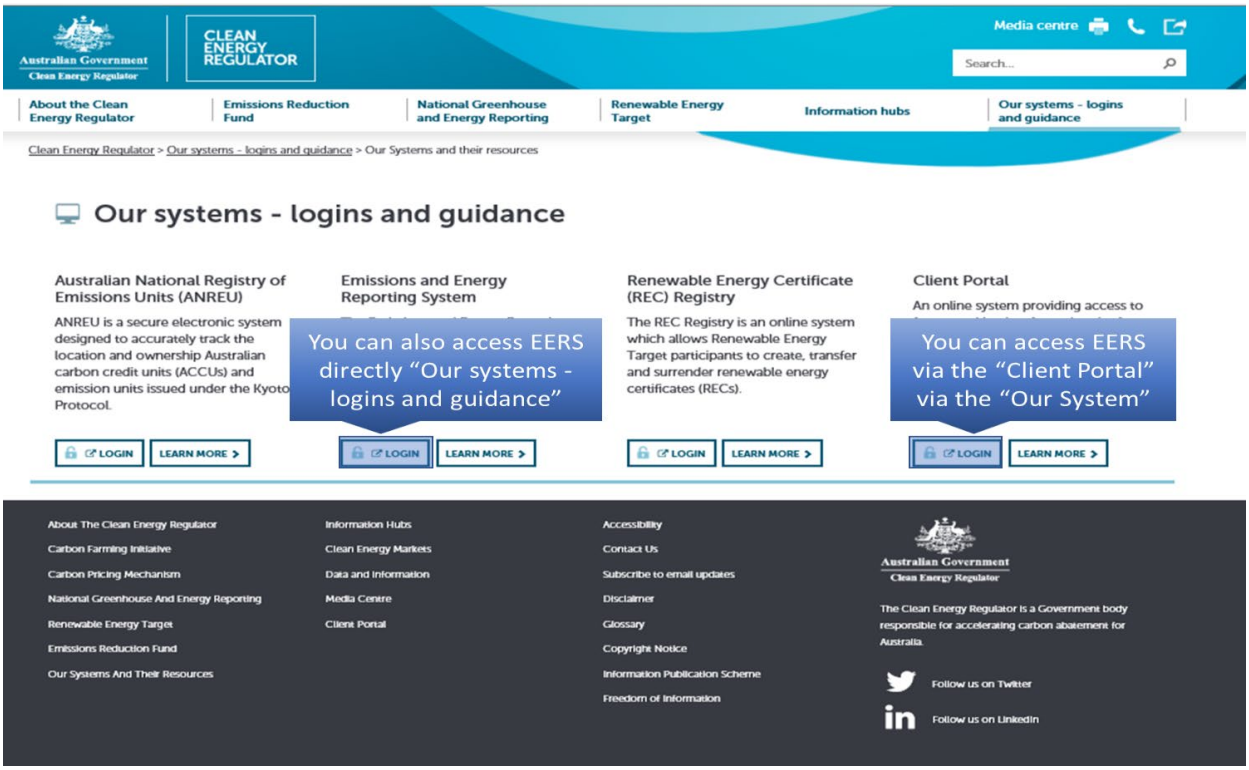
[6] http://www.cleanenergyregulator.gov.au/OSR/EERS/eers-current-release
[7] http://www.cleanenergyregulator.gov.au/OSR/CP/Pages/default.aspx
[8] http://www.cleanenergyregulator.gov.au
[9] https://portal.cleanenergyregulator.gov.au

Figure 1: Screenshot of the Clean Energy Regulator's website home page.



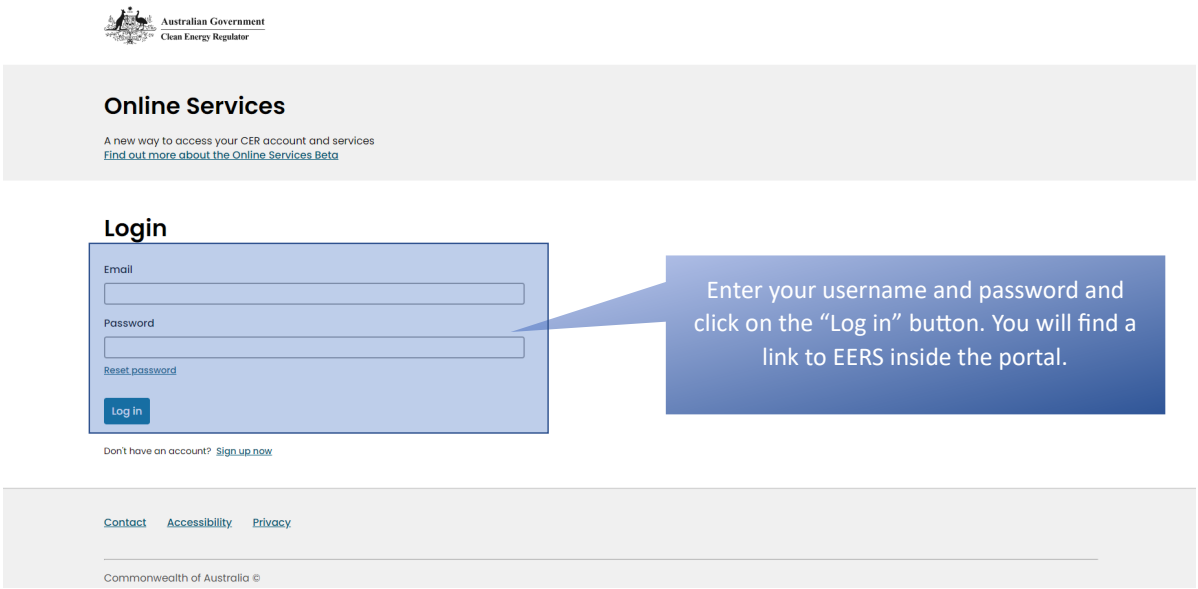
Click on the 'LOGIN' button under the 'Client Portal' heading.

Figure 2: Screenshot of 'Our systems – logins and guidance' web page.



Enter your email address and password and click on the ‘Log in’ button.

Figure 3: Screenshot of Client Portal sign web page.



Please note that the CER is currently in the process of updating its systems, including the introduction of a new ‘Online Service’ that will eventually replace the Client Portal. EERS will continue to be accessed via the Client Portal for 2022-23 reporting. However, reporters may notice updates to the Client Portal interface and references to Online Services on other pages.

The CER uses a 2-step process known as multi-factor authentication (MFA) when logging into our systems.

To login, you'll need to:

1. go to the Client Portal login page
2. follow the prompts to receive a code by email or text
    - you will have the opportunity to enter a new mobile number to receive the code. This mobile number will be saved to your account when you login in the future.
3. enter the unique code
4. select 'verify code'.

For further assistance, please:

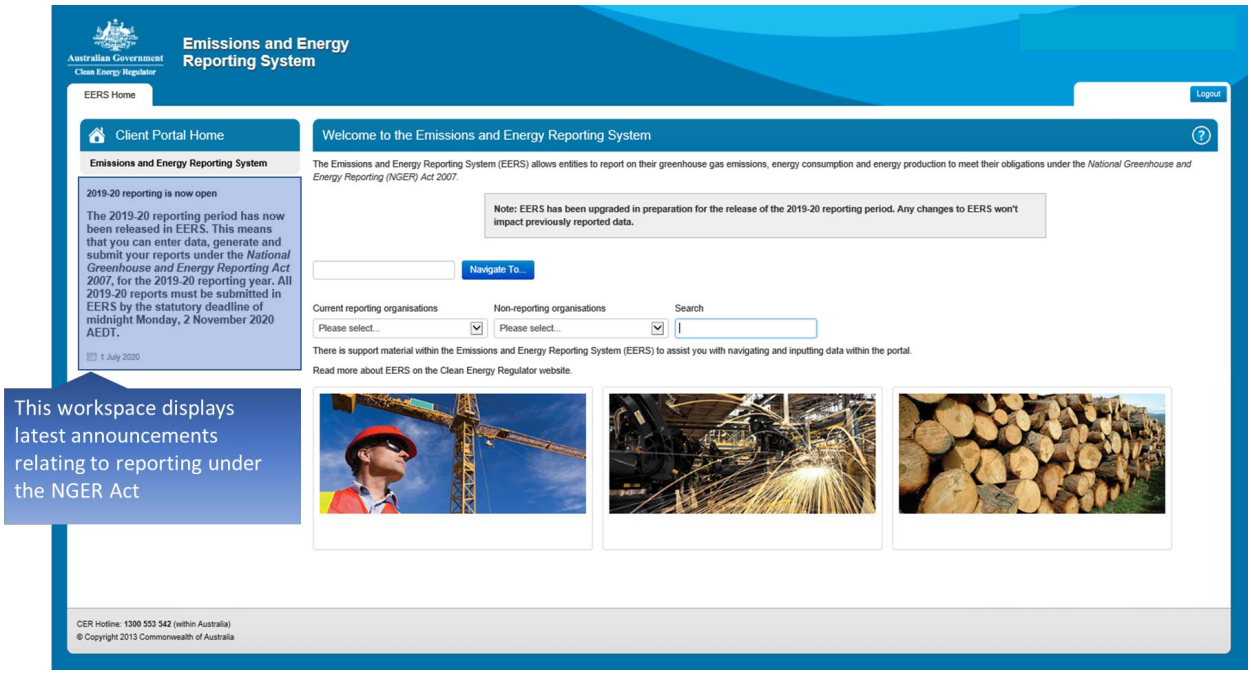
- watch our visual step-by-step login video
- read our step-by-step login guide.

If you have been given access to EERS, you will see a link once you have logged in. By clicking on that link, you will be taken to your EERS workspace.

Your EERS workspace features an area where relevant announcements will be displayed.

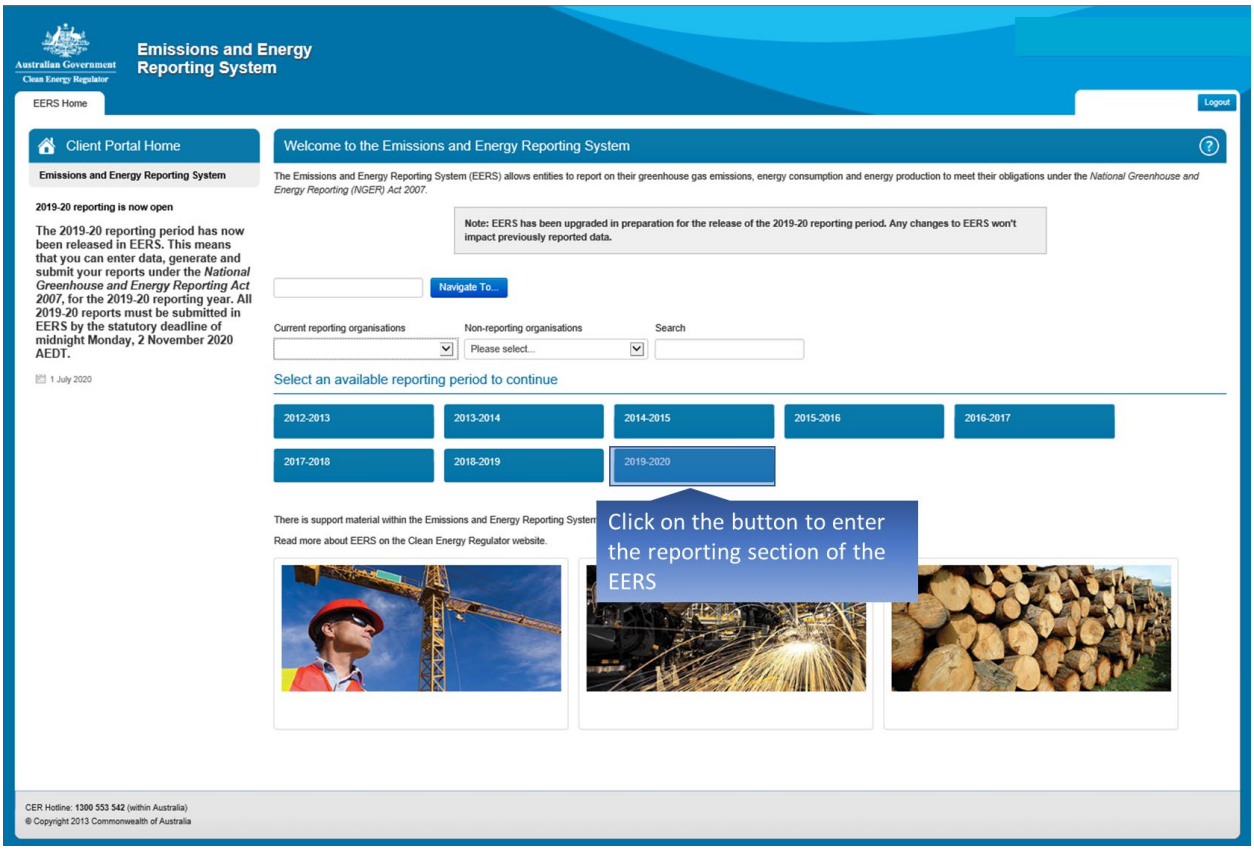
These announcements may relate to scheduled maintenance or other important events.

Figure 4: Screenshot of the EERS home page.



Once you are ready to access the reporting section of EERS, click on the button for the reporting period you wish to enter data for.

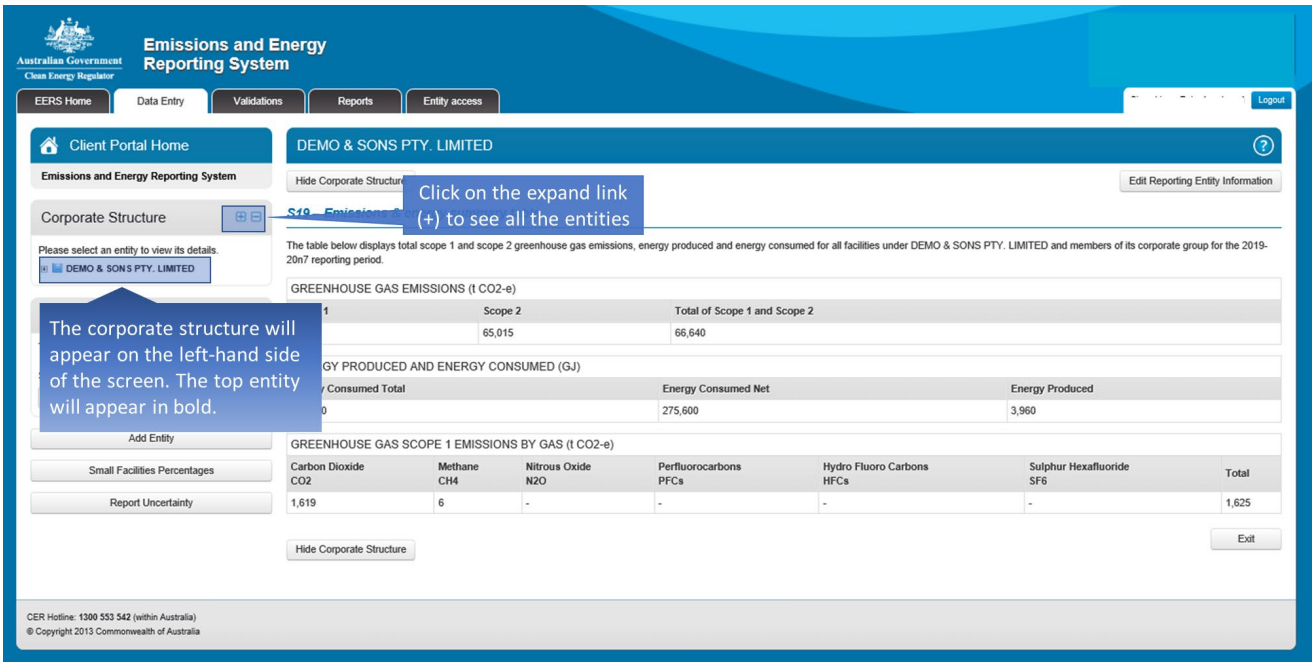
Figure 5: Screenshot of the EERS home page.



The EERS home screen displays the details for each of the entities in your corporate structure. At the top of your corporate structure, you will find your main reporting entity. For section 19 reporters, this will be your controlling corporation. For section 22X reporters, this will be a group member.

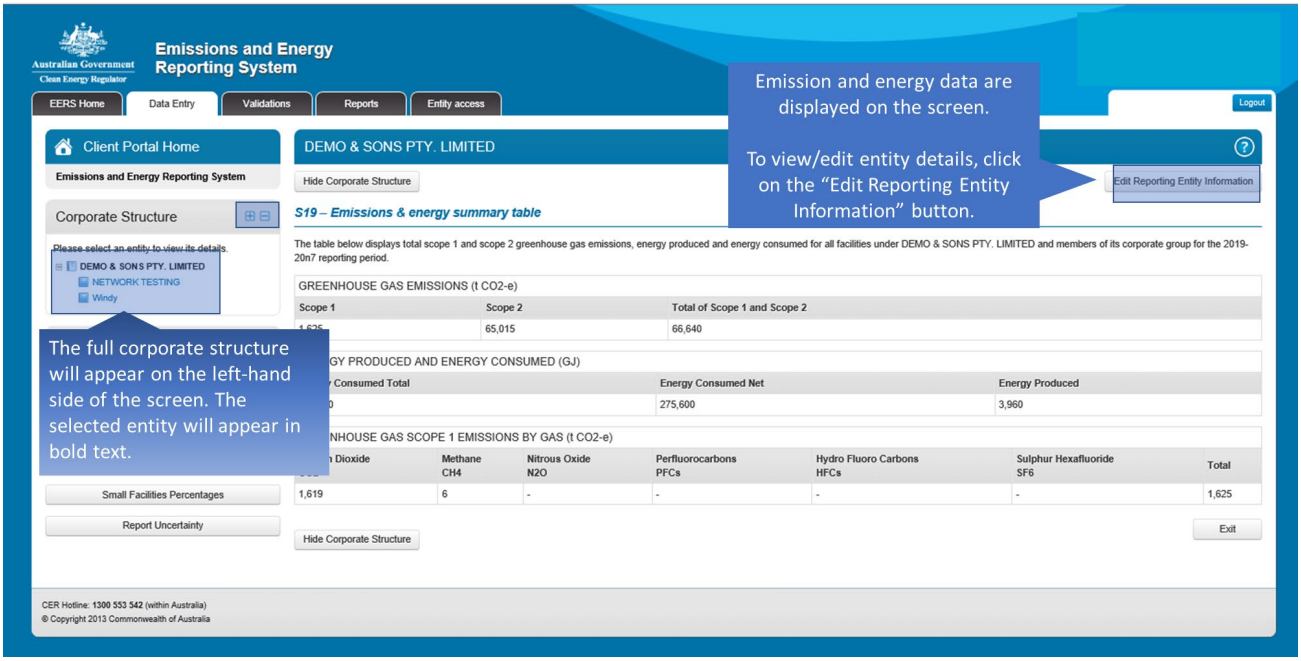
Click on the expand link to see all of the entities in your corporate structure.

Figure 6: Screenshot of corporate structure details in EERS.



To see details for a particular entity, select that entity in the corporate structure by clicking on it. The selected entity's details will be displayed.

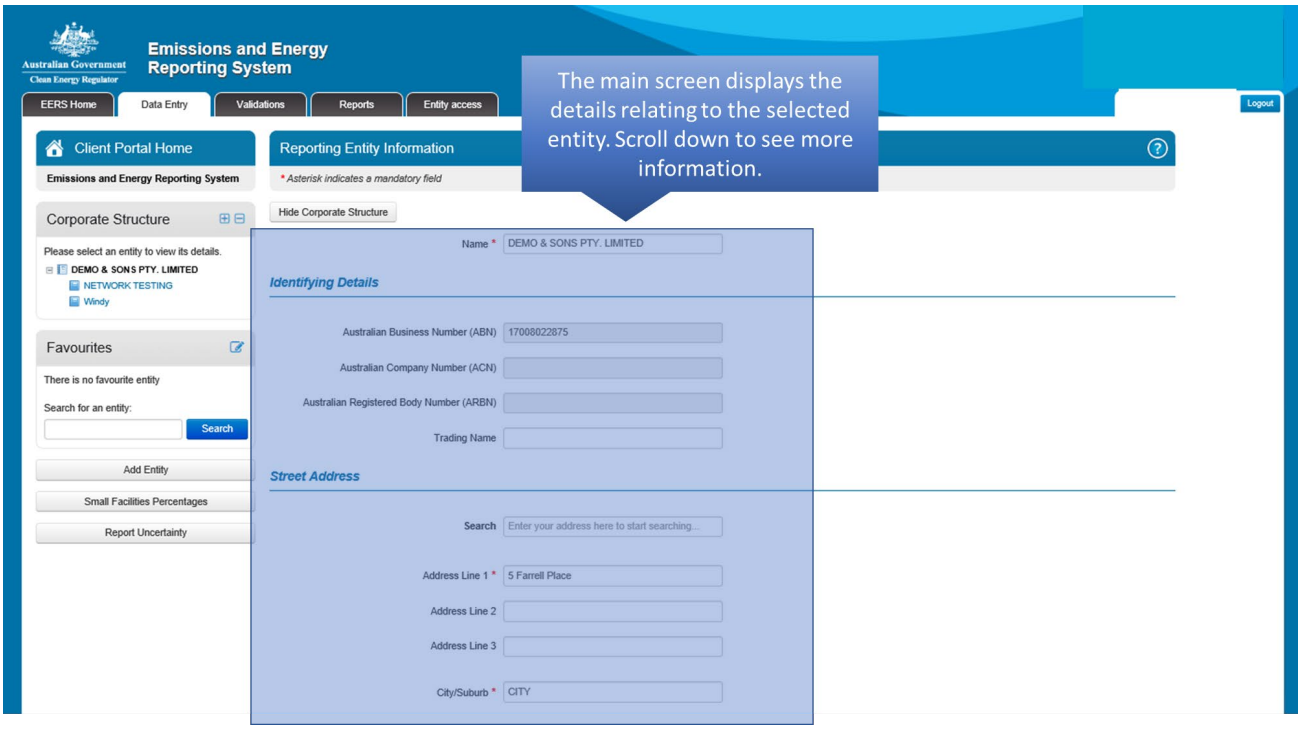
Figure 7: Screenshot of corporate structure details in EERS.



In this example, the details for the reporting entity are displayed in the main panel.

These details include the name of the corporation, identifying details and street and postal addresses.

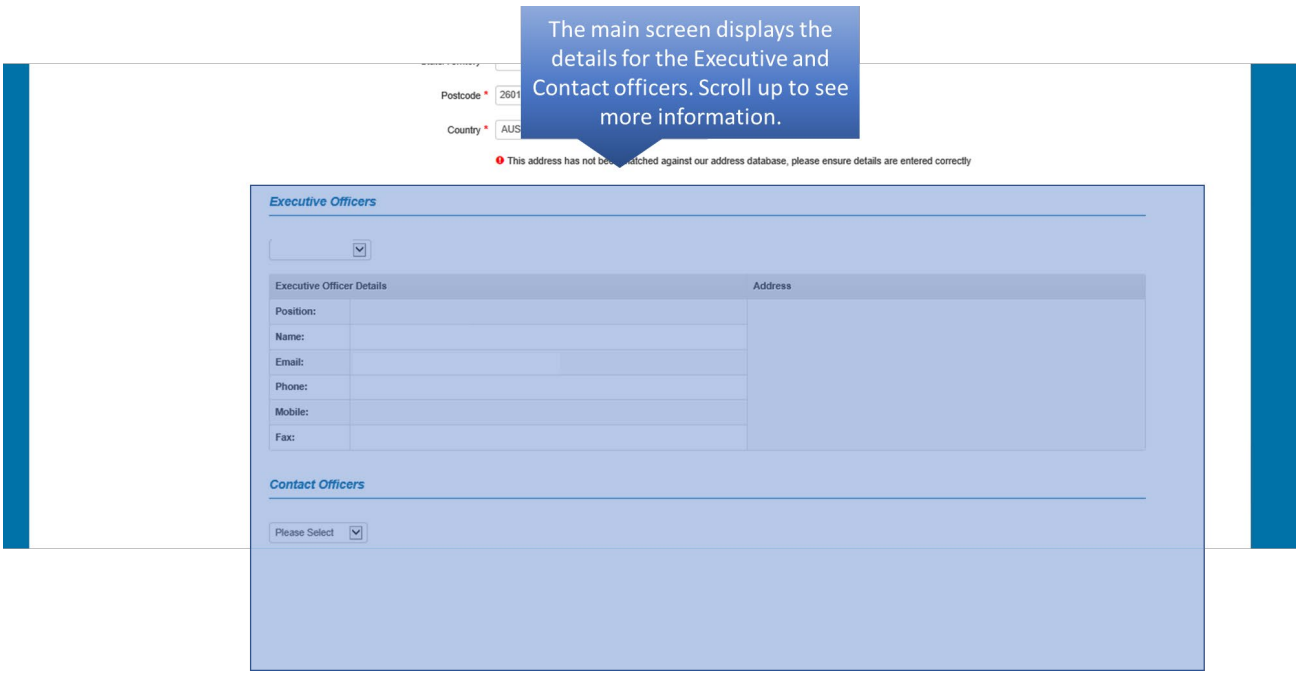
Figure 8: Screenshot of reporting entity information in EERS.



The Executive and Contact Officer details are displayed further down the screen.

If you wish to change a field that has been greyed out, please contact us using the details supplied at the end of this guide.

Figure 9: Screenshot of Executive and Contact Officer details in EERS.



2. Creating an entity in EERS

There are several different entities that can be created in EERS to reflect your corporate structure:

- Group member – you will set up a group member in EERS if your controlling corporation has a subsidiary that has 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 data to aggregate several facilities under the operational control of different group members. The business unit itself does not generate emissions.
- Facility – facilities are 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.
- 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/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 other functions.

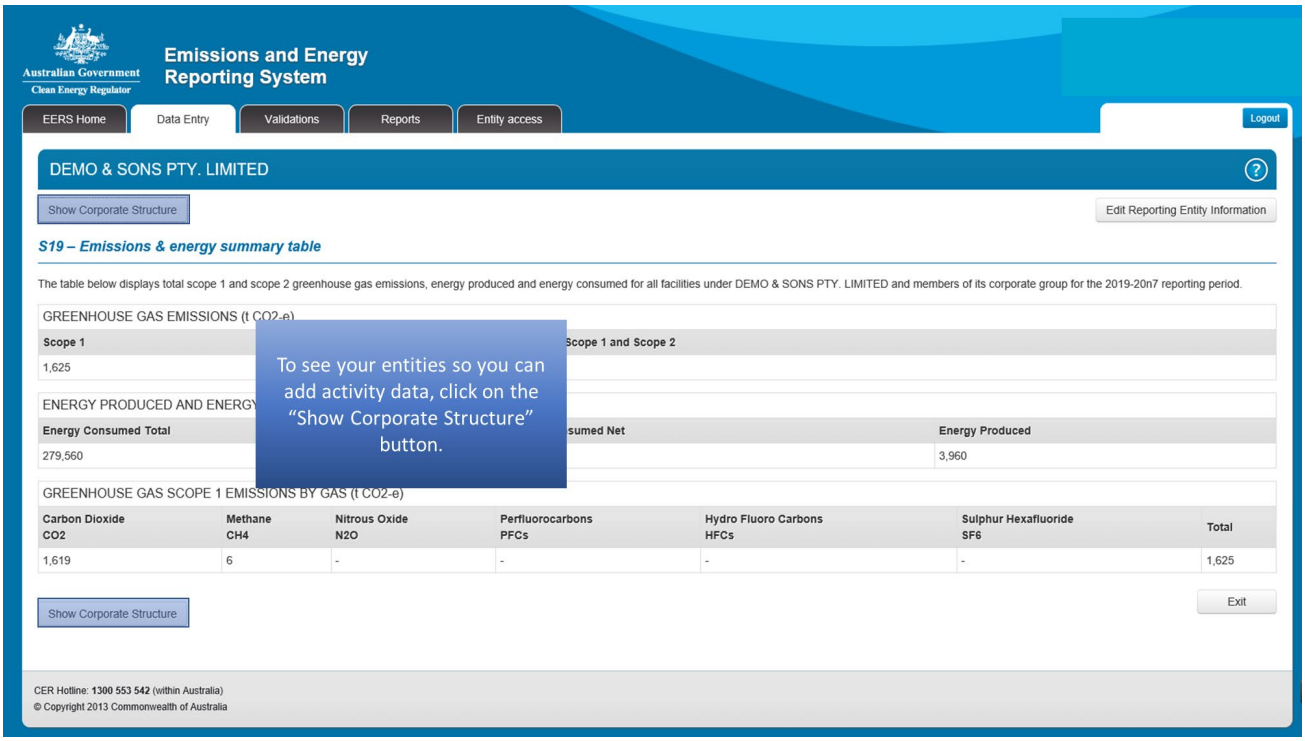
Group members and business units are used to showing the way the business is arranged, for example, its corporate structure, and which entity within the organisation is responsible for a facility. Group members and business units do not have emissions or energy data associated with them.

Emissions and energy data is reported for facilities, facility aggregates and network/pipelines assuming that relevant reporting thresholds are triggered. See the NGER Act for reporting thresholds.

In this example, we will demonstrate how to create an entity in EERS, in this case a group member. Later in the guide, you will find instructions on how to create a facility for reporting emissions and energy activity data.

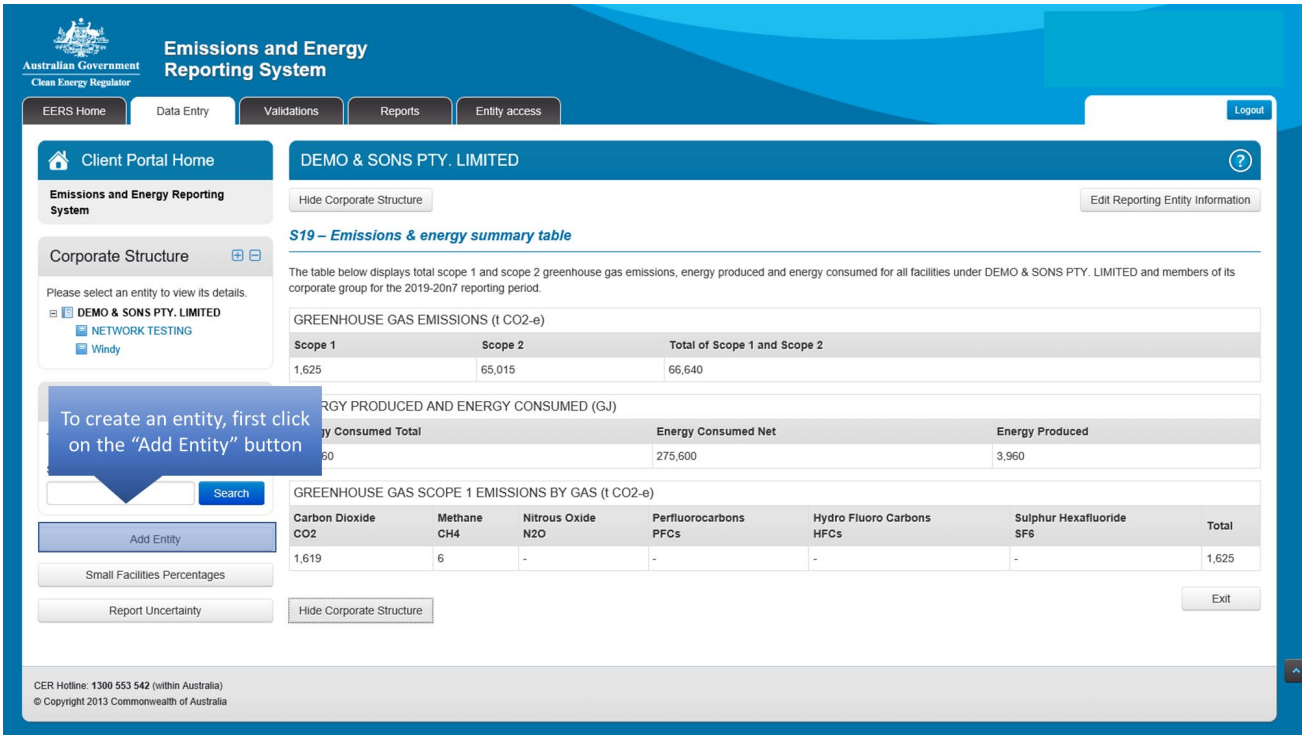
If you cannot see your list of entities on the left of the screen, click on the 'Show Corporate Structure' button.

Figure 10: Screenshot of list of entities in EERS.



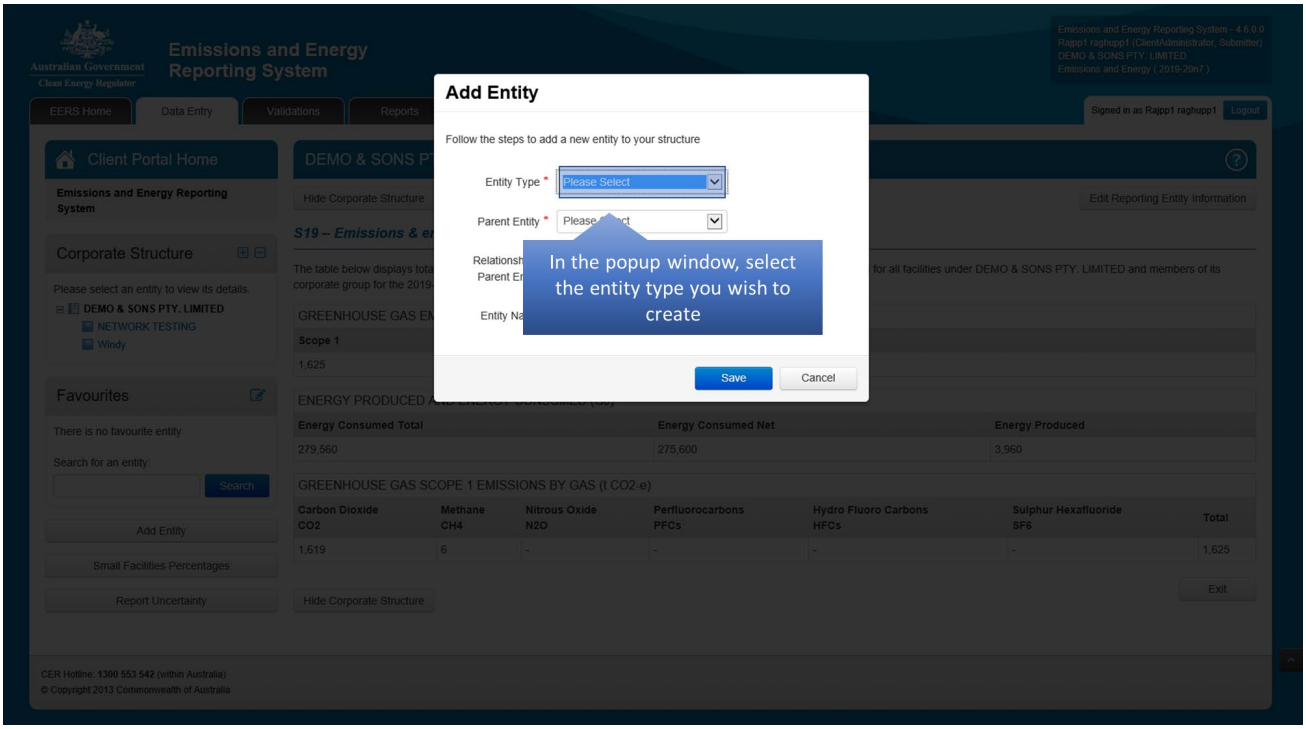
To create an entity, click on the 'Add Entity' button located under your corporate structure.

Figure 11: Screenshot of adding an entity in EERS.



A pop-up window will appear which will allow you to select the type of entity you wish to create.

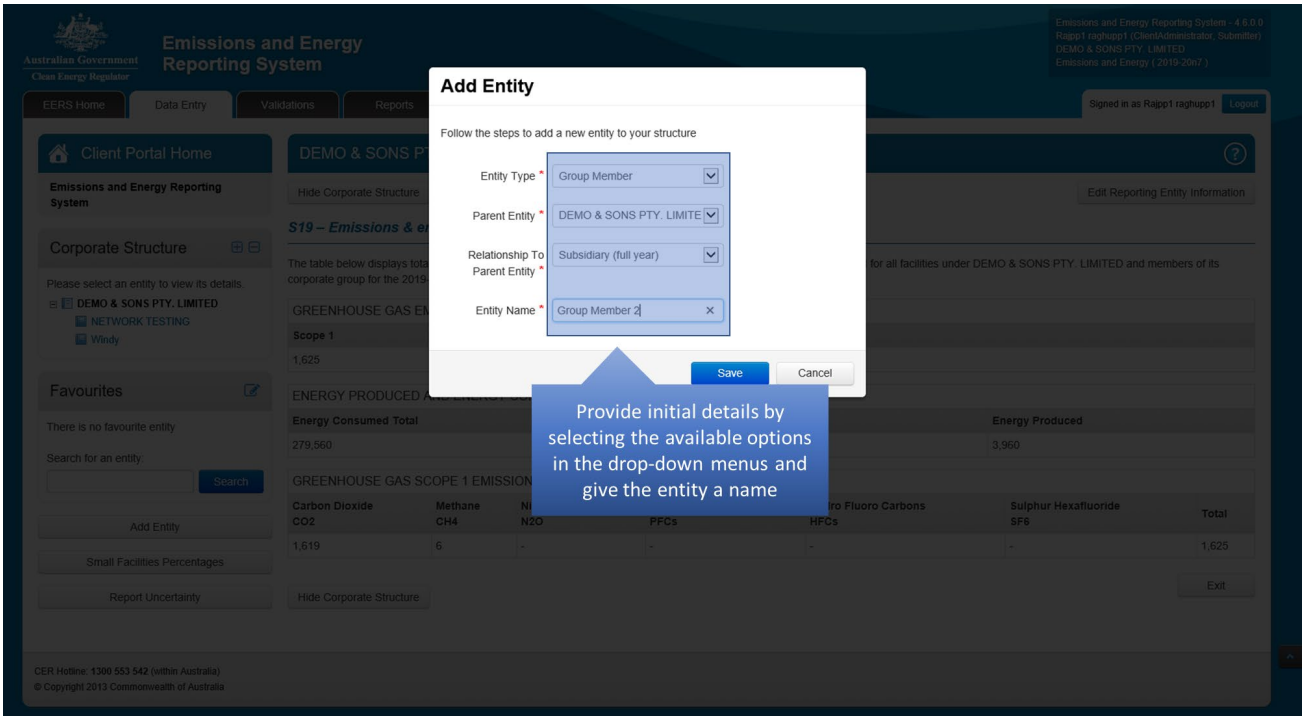
Figure 12: Screenshot of adding an entity in EERS.



You will select the entity type, parent entity and the relationship to parent entity (either full-year or part-year) from the drop-down menus.

The remaining field requires you to enter the name of the entity.

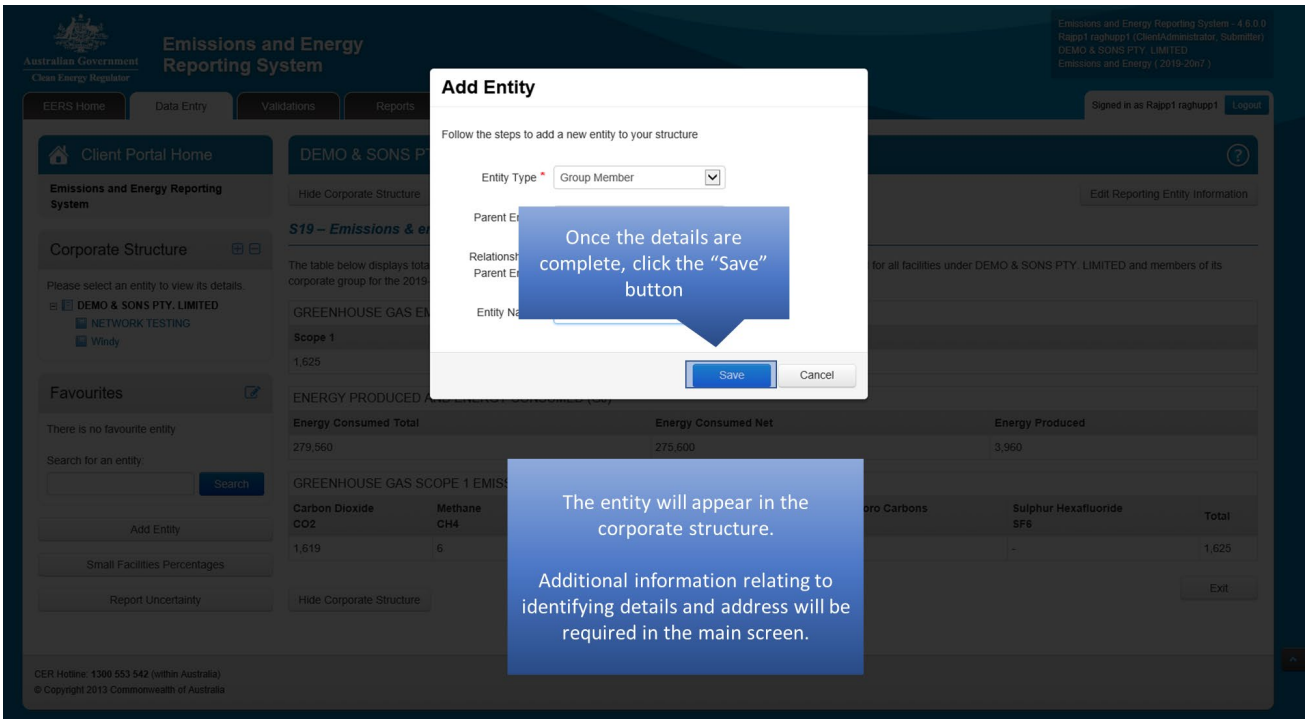
Figure 13: Screenshot of adding an entity in EERS.



Once you have completed all the required details, you will save your new entity.

The entity will appear in the corporate structure. Additional information relating to identifying details and address will be required in the main screen.

Figure 14: Screenshot of adding an entity in EERS.

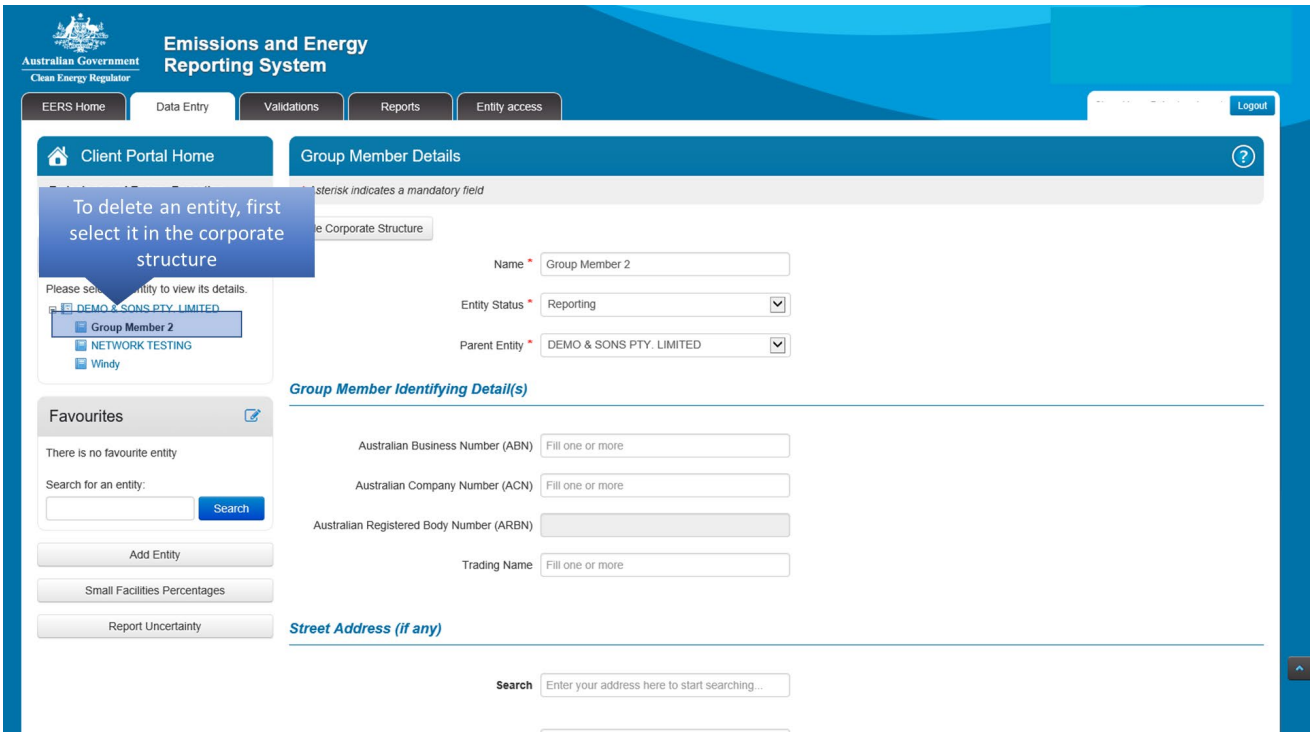


3. Deleting an entity in EERS

Next, we will demonstrate how to delete an entity in EERS.

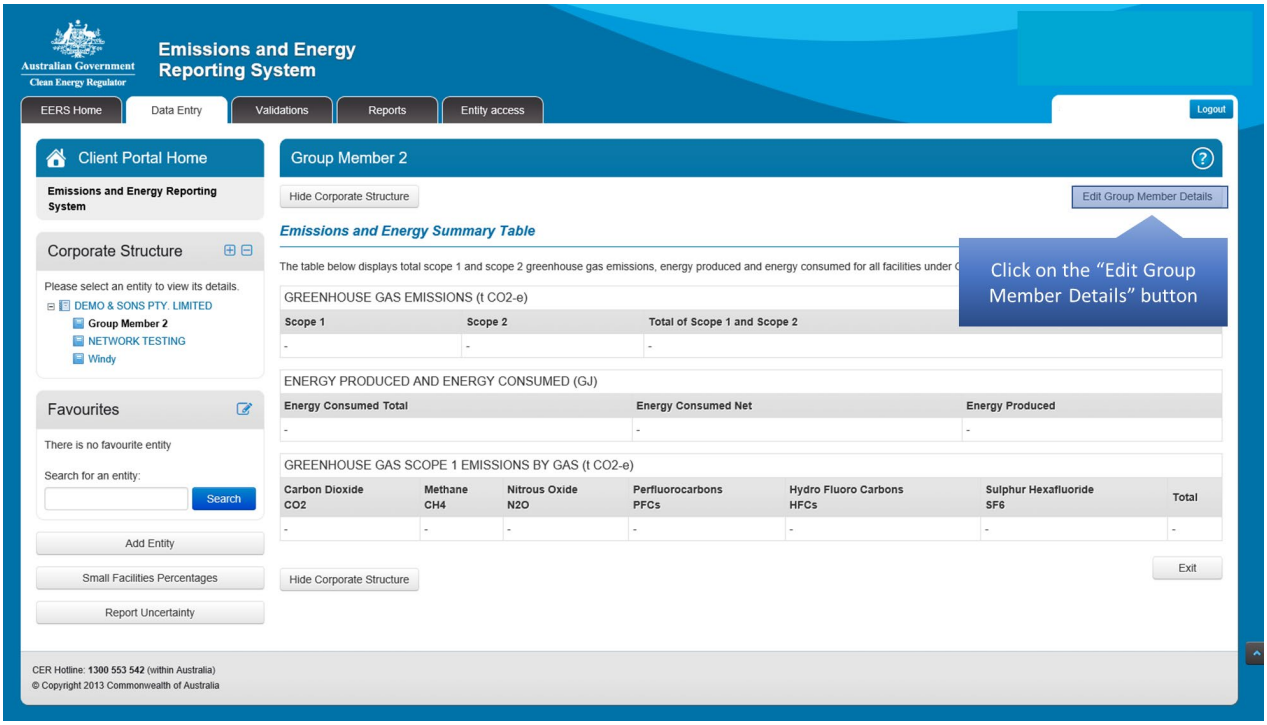
The first step will be to select the entity you wish to delete.

Figure 15: Screenshot of deleting an entity in EERS.



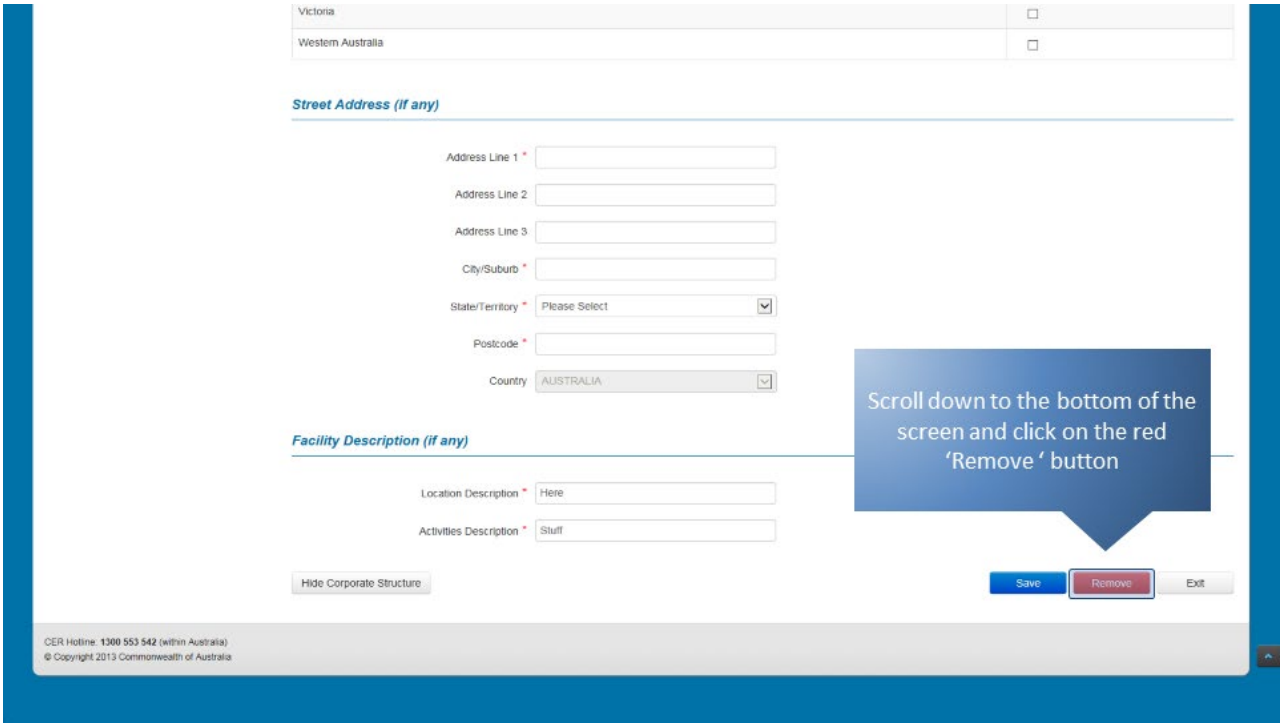
Then click on the 'Edit Group Member Details' button.

Figure 16: Screenshot of deleting an entity in EERS.



Scroll down to the bottom of the screen and click on the red ‘Remove’ button.

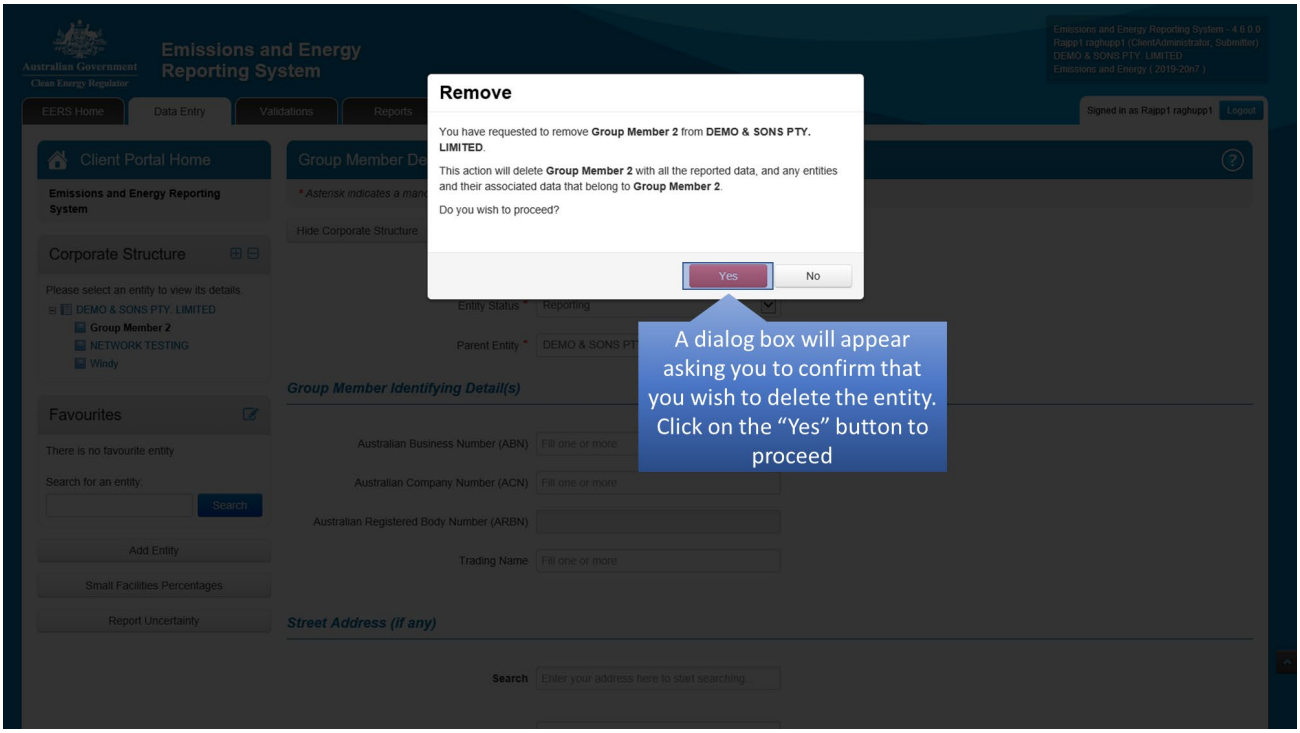
Figure 17: Screenshot of deleting an entity in EERS.



A dialog box will appear asking you to confirm that you wish to delete the entity. Click on the ‘OK’ button to proceed.

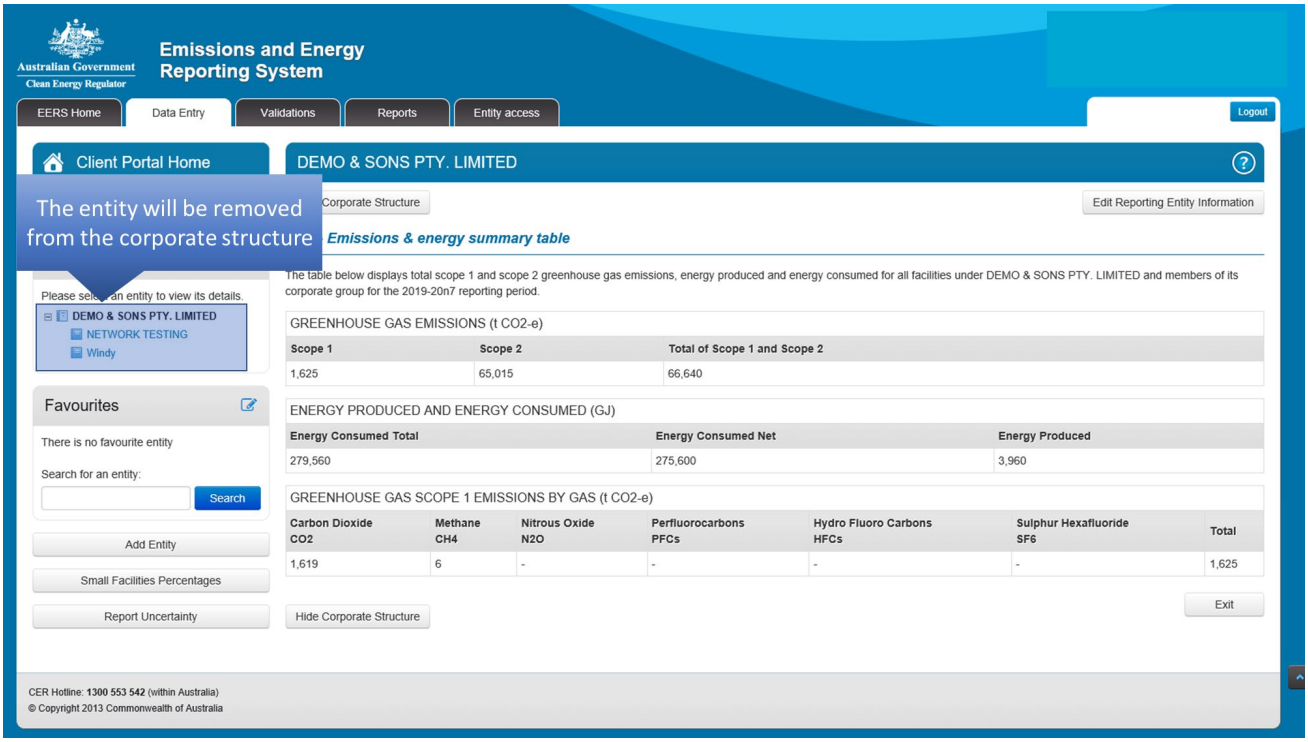
Be careful when deleting entities from your EERS workspace. When you delete an entity, any other entity created below it and any data entered against it will be deleted too.

Figure 18: Screenshot of deleting an entity in EERS.



The entity will be removed from the corporate structure.

Figure 19: Screenshot of deleting an entity in EERS.



4. Part-year operational control

In some circumstances, a reporter may not report a facility's emissions and energy data for the full reporting period.

Typically, this will occur when a reporter has taken over operational control of a facility part way through the reporting period or has relinquished operational control over a facility before the reporting period ends.

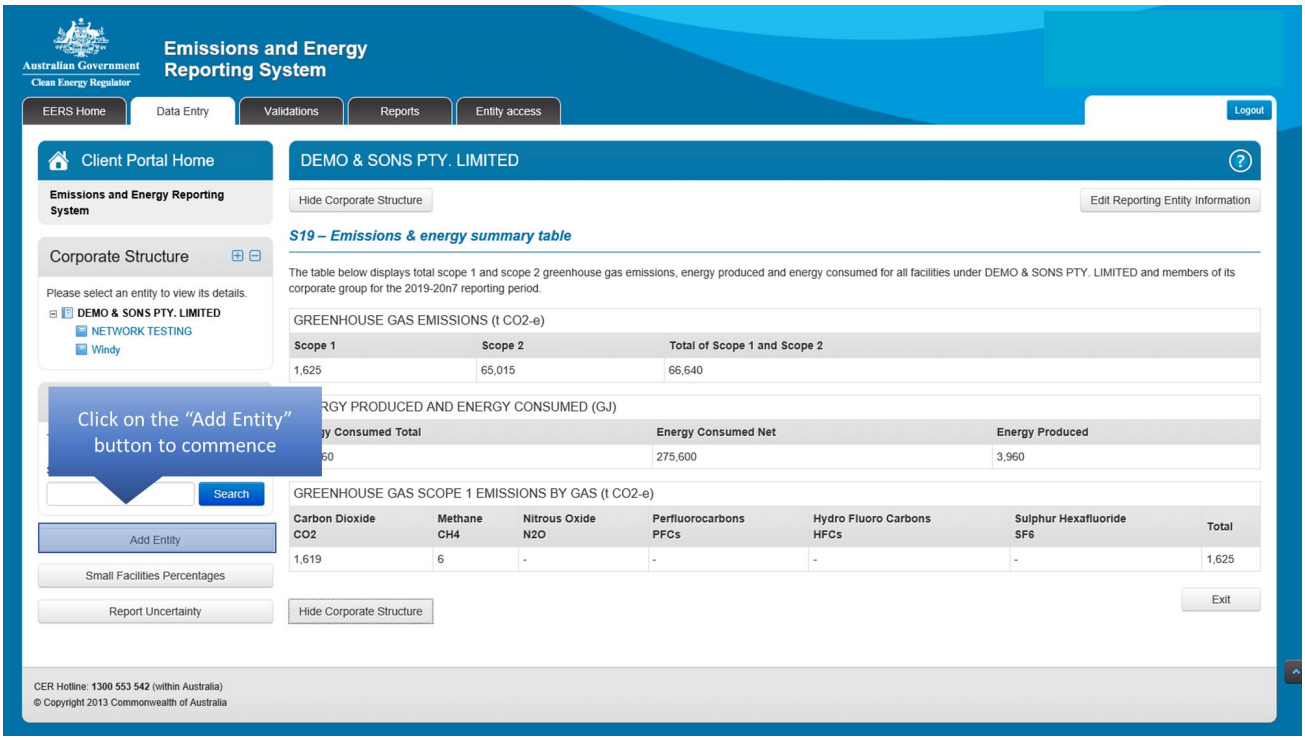
4.1. Part-year operational control of a new facility

In this example, the controlling corporation has taken over operational control of a new facility part way through the reporting period.

The facility will need to be created in EERS to facilitate part-year reporting.

To create a new facility that is subject to part-year operational control, first click on the 'Add Entity' button.

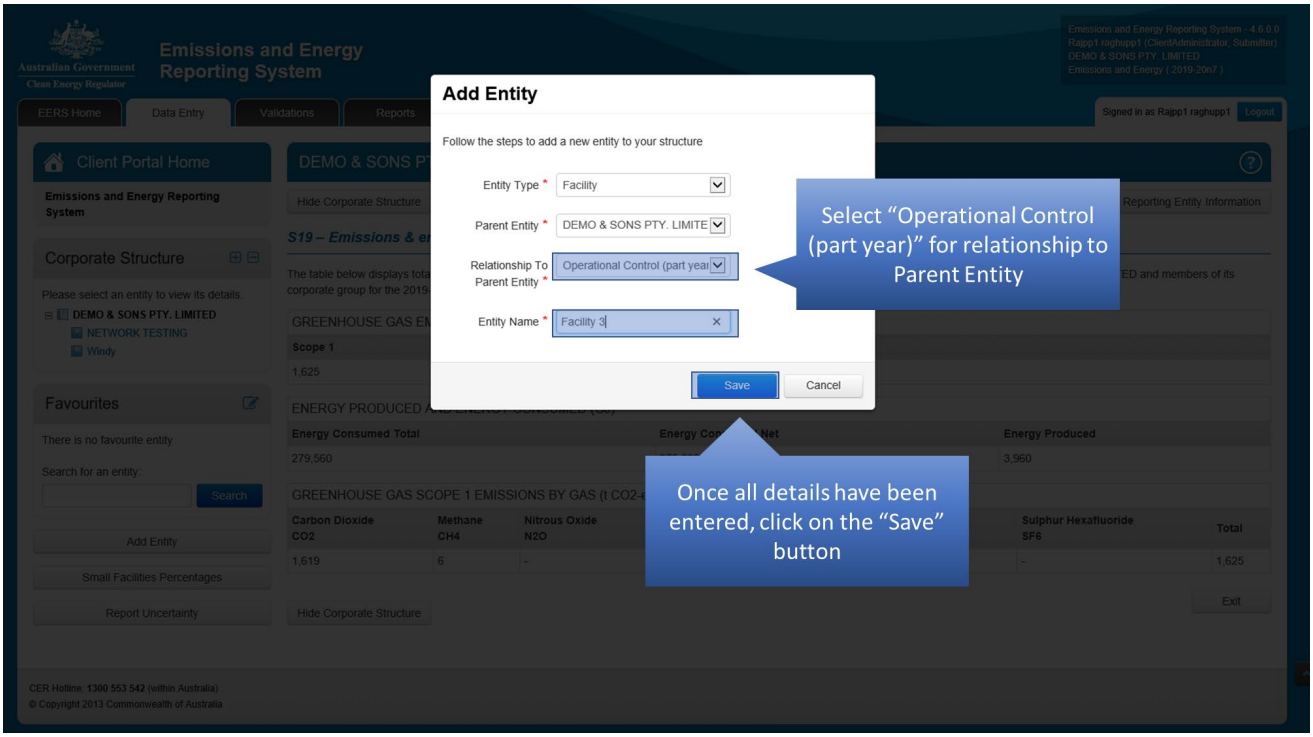
Figure 20: Screenshot of creating a facility in EERS.



Once the entity type and parent entity have been selected, 'Operational control (part-year)' needs to be chosen for the relationship to parent entity.

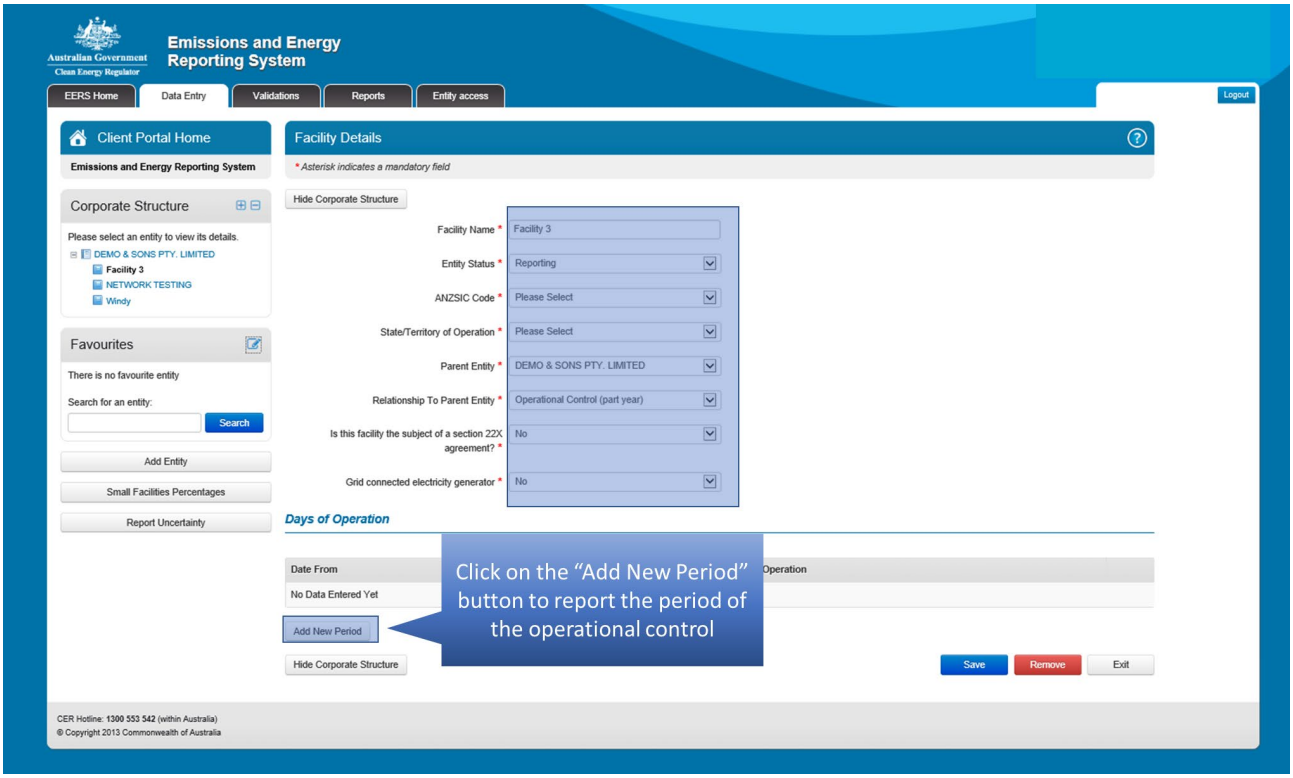
Next, enter a name for the facility and click on the 'Save' button.

Figure 21: Screenshot of creating a facility in EERS.



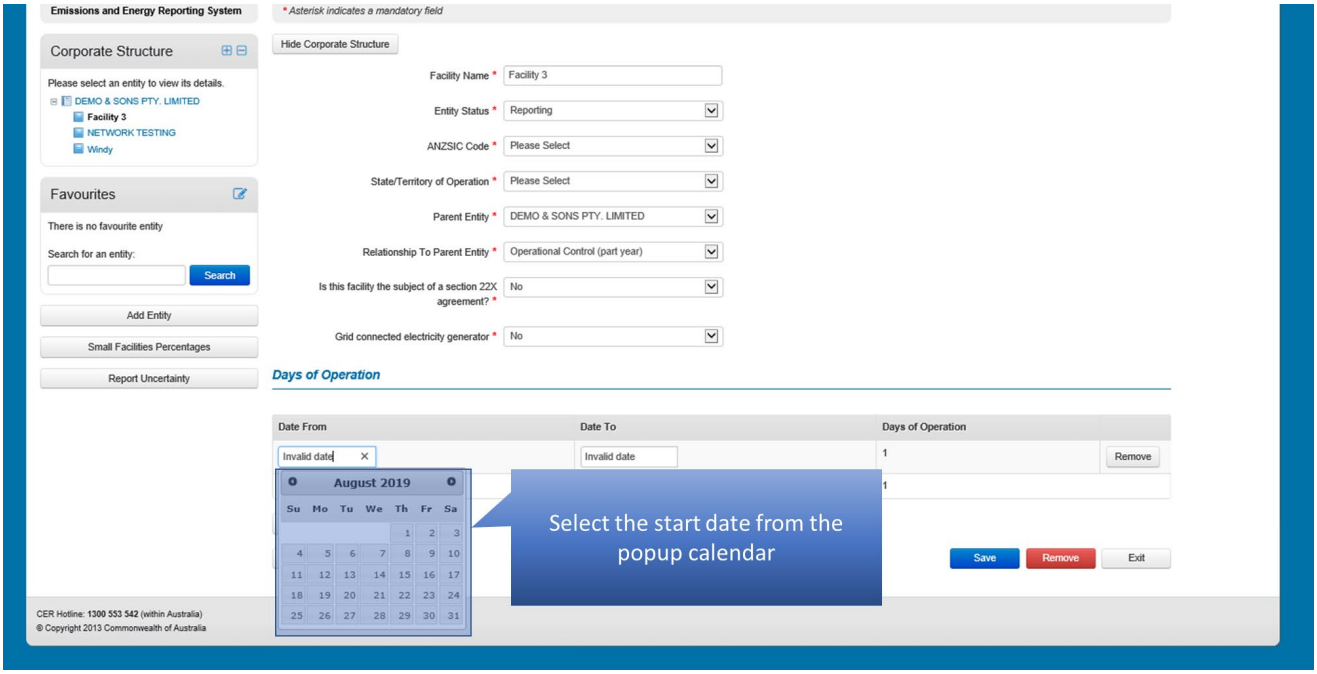
You will be required to enter additional information relating to industry sector and location. In addition, you will need to enter the dates of operational control. To enter operational control dates, click on the 'Add New Period' button.

Figure 22: Screenshot of adding operational control dates in EERS.



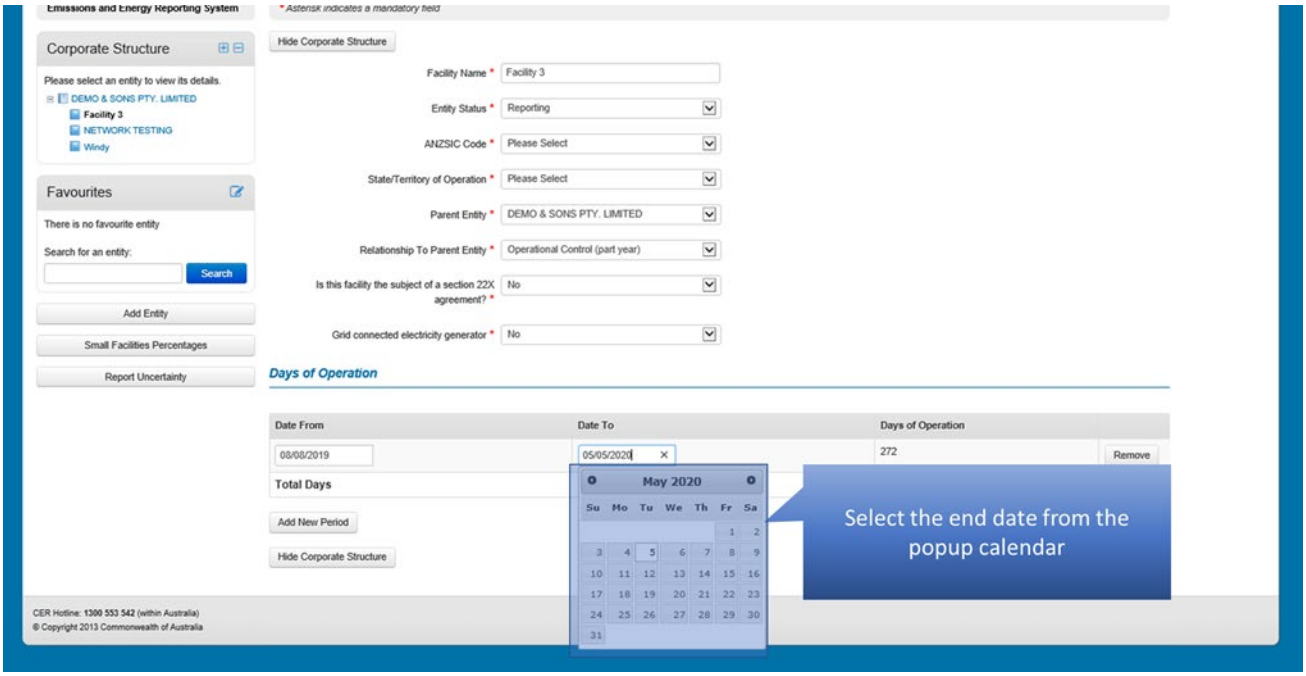
You will be required to enter a start and end date of the period of operational control. First, select the start date from the pop-up calendar. The start date must be either on or after the beginning of the reporting period.

Figure 23: Screenshot of selecting start date from the pop-up calendar.



Select the end date from the pop-up calendar. The end date must be either on or before the end of the reporting period. The number of days of operational control will appear to the right. Multiple periods of operational control can be entered. Once you have entered all the required details for the facility, it will then be ready for activity reporting.

Figure 24: Screenshot of selecting end date from the pop-up calendar.

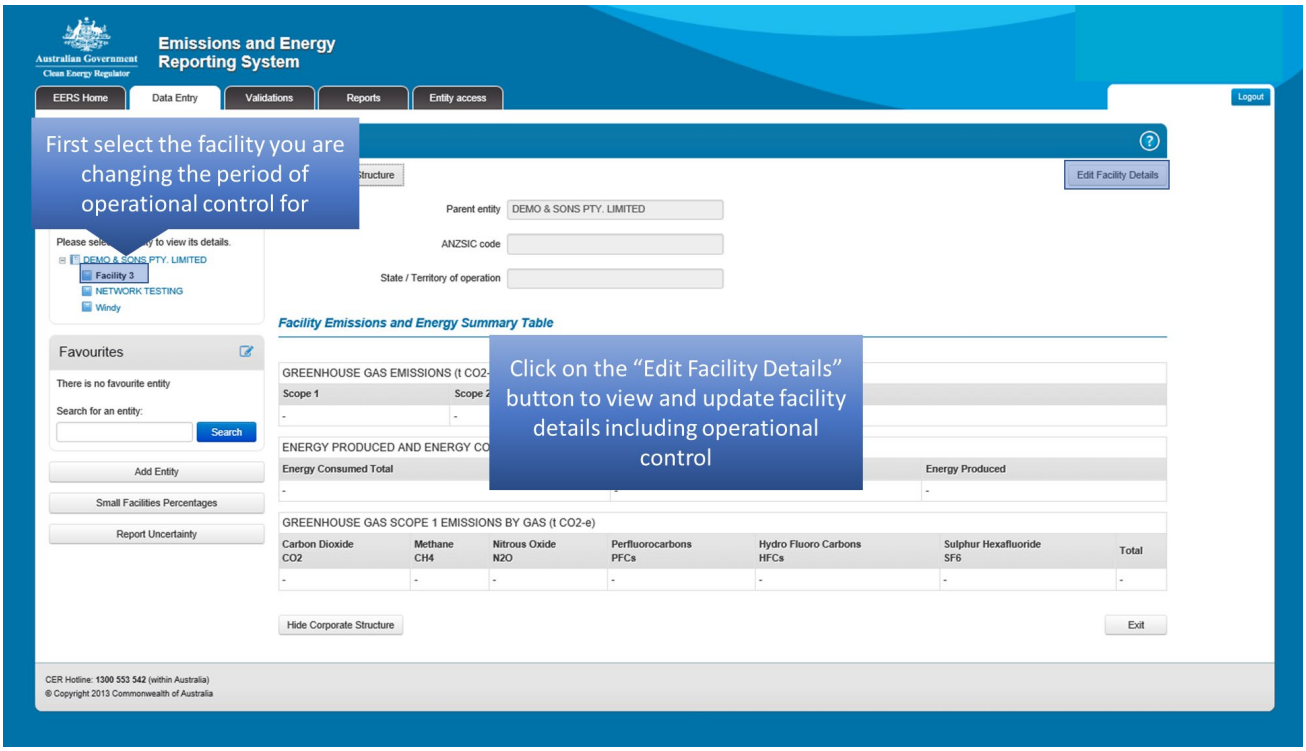


4.2 Part-year operational control of an existing facility

In the following example, the controlling corporation has relinquished operational control over an existing facility part way through the reporting period. This will result in changing details for an existing facility in EERS.

To change the period of operational control from full year to part year for an existing facility, first select the facility from the corporate structure.

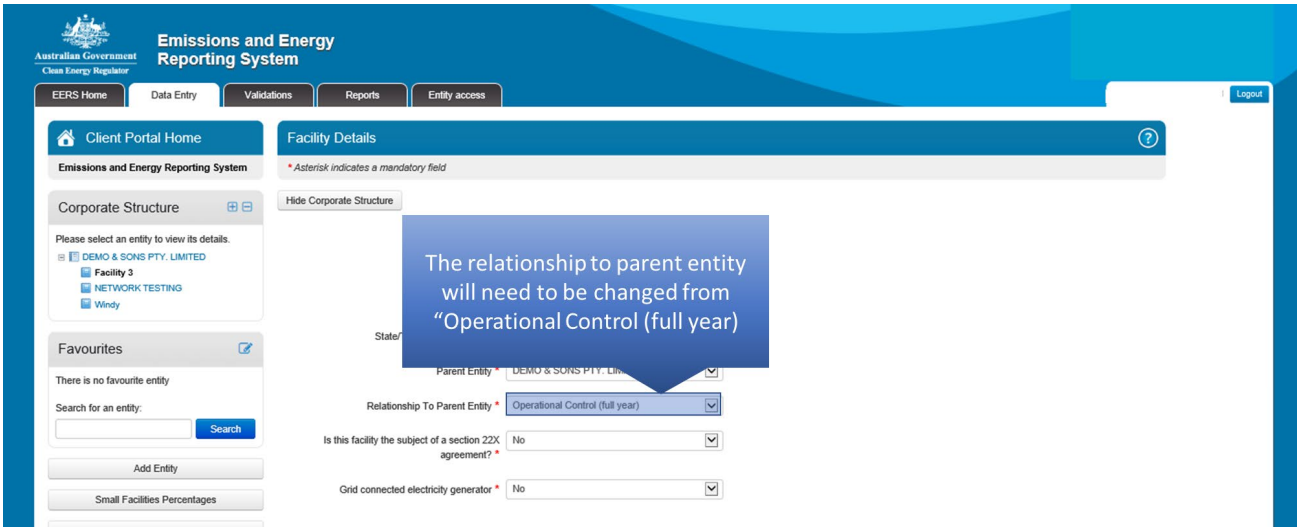
Figure 25: Screenshot of selecting the facility from the corporate structure.



You will need to change the relationship to parent entity from full year to part year.

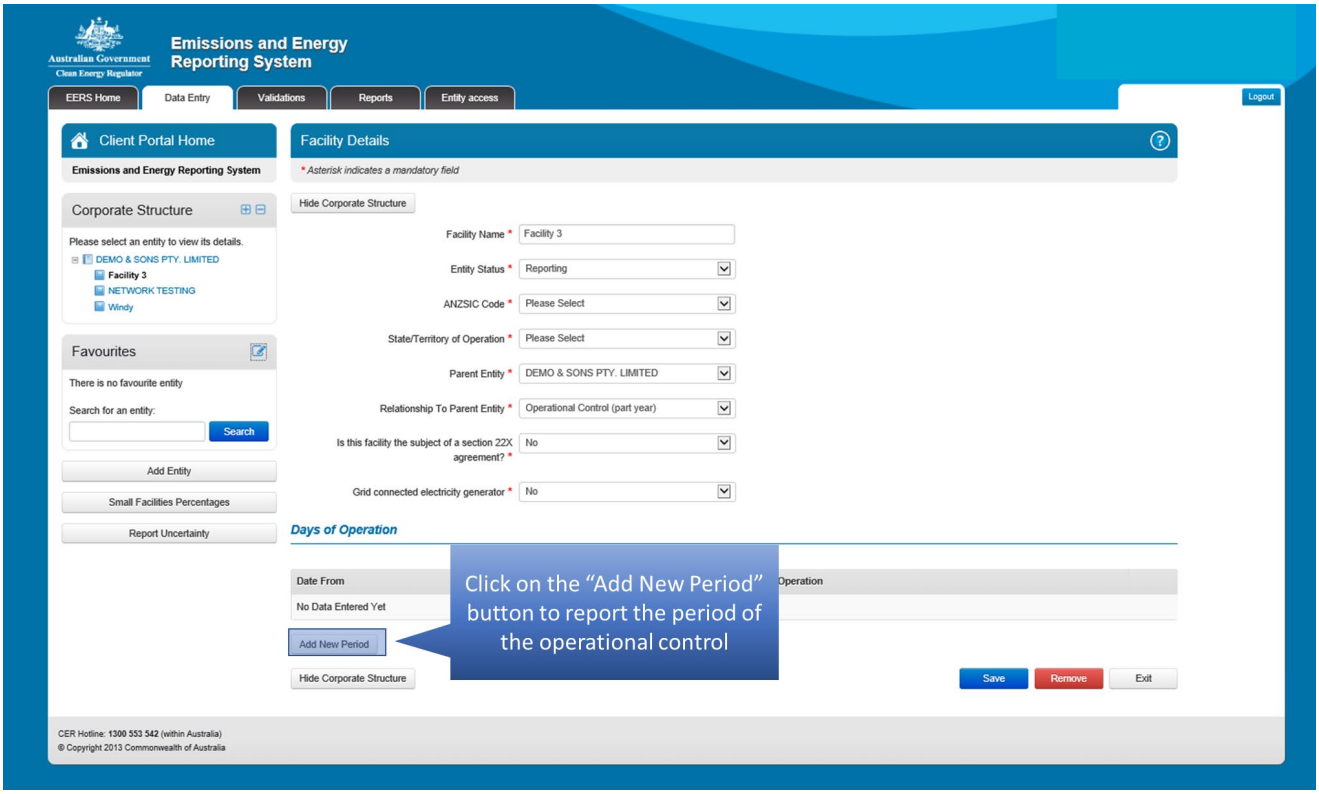
Select 'Operational Control (part-year)' from the drop-down menu option.

Figure 26: Screenshot of selecting 'operational control (part-year)'.



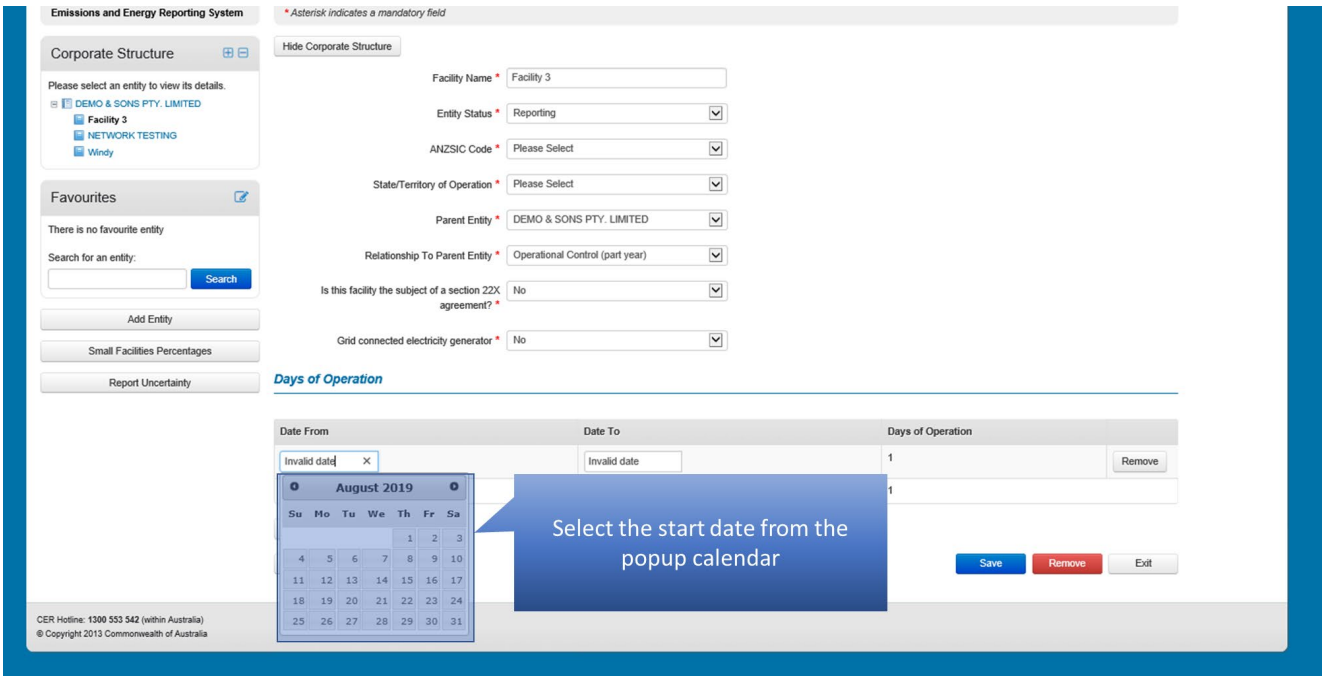
Once Operational control (part-year) has been selected, EERS will display new fields under the heading of 'Days of Operation'. To enter the relevant dates, first click on the 'Add New Period' button.

Figure 27: Screenshot of adding a new period.



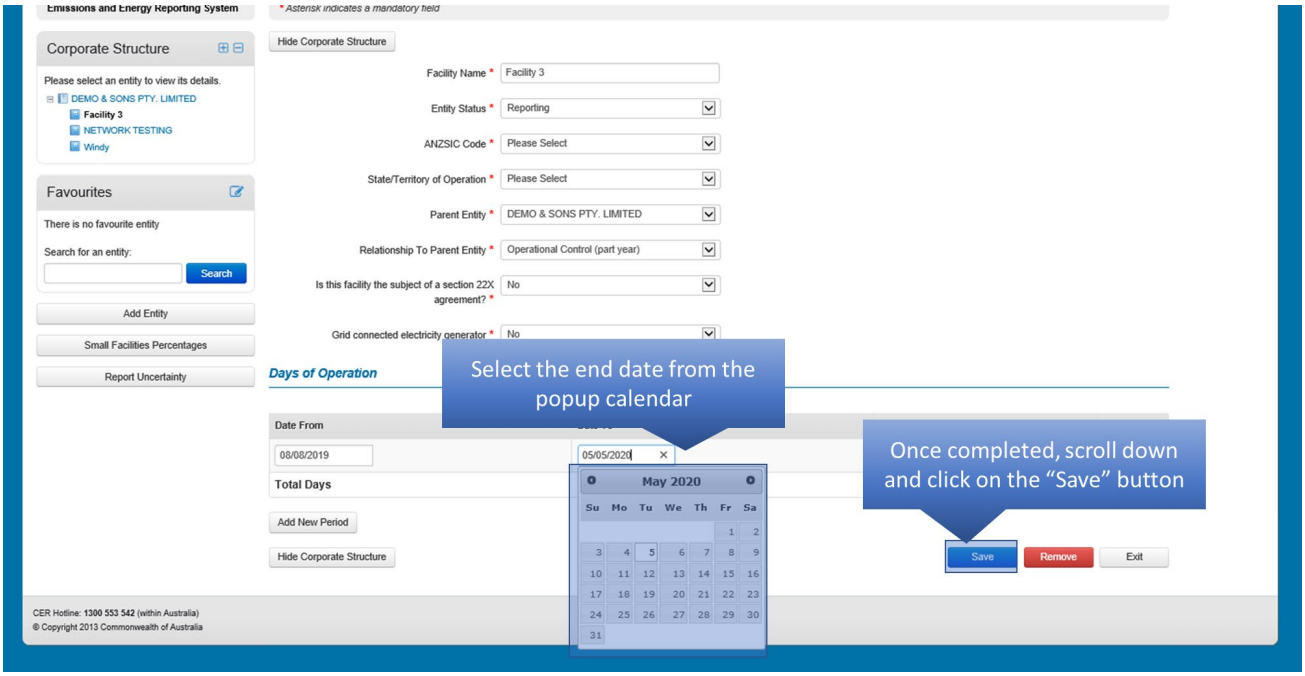
You will be required to enter a start and end data of the period of operational control. First, select the start date from the pop-up calendar. The start date must be either on or after the beginning of the reporting period.

Figure 28: Screenshot of selecting start date from pop-up calendar.



Next, select the end date from the pop-up calendar. The end date must be either on or before the end of the reporting period. The number of days of operational control will appear to the right. Multiple periods of operational control can be entered. Once you have entered the required dates, make sure you save your changes.

Figure 29: Screenshot of selecting end date from the pop-up calendar.



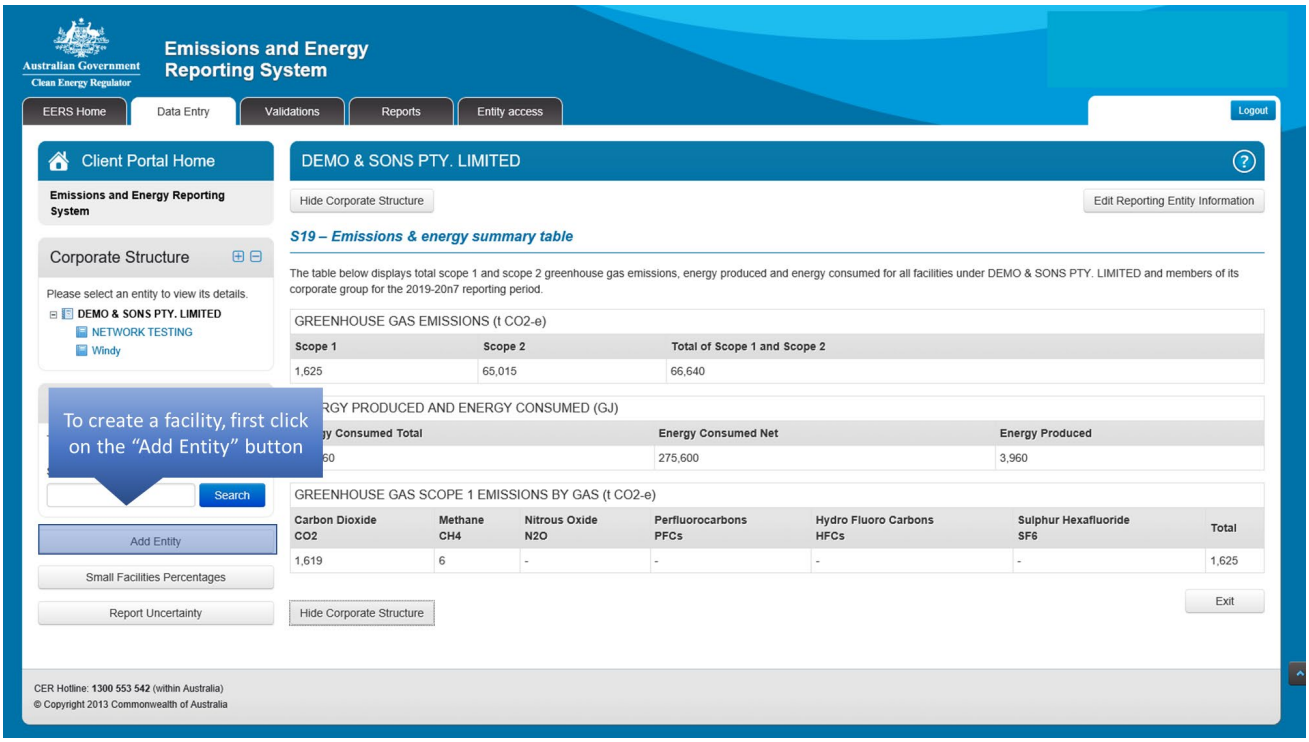
5. How to create a facility in EERS

The following steps will guide you through how to create a facility in EERS.

For more information regarding entities, contact us using the details provided at the end of this guide. Data is typically entered at the facility level. The following steps will demonstrate how to create a facility in order to report emissions and energy consumption/production.

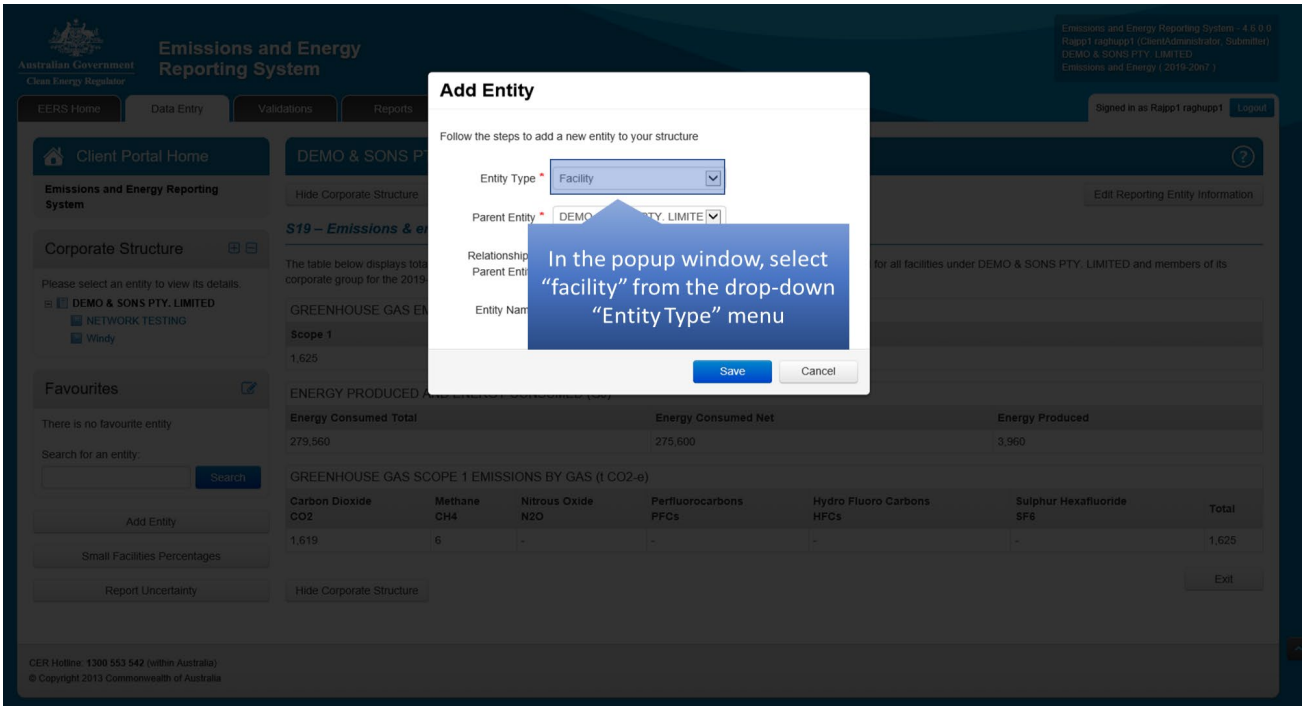
To create a facility, first click on the 'Add Entity' button located under your corporate structure.

Figure 30: Screenshot of adding an entity.



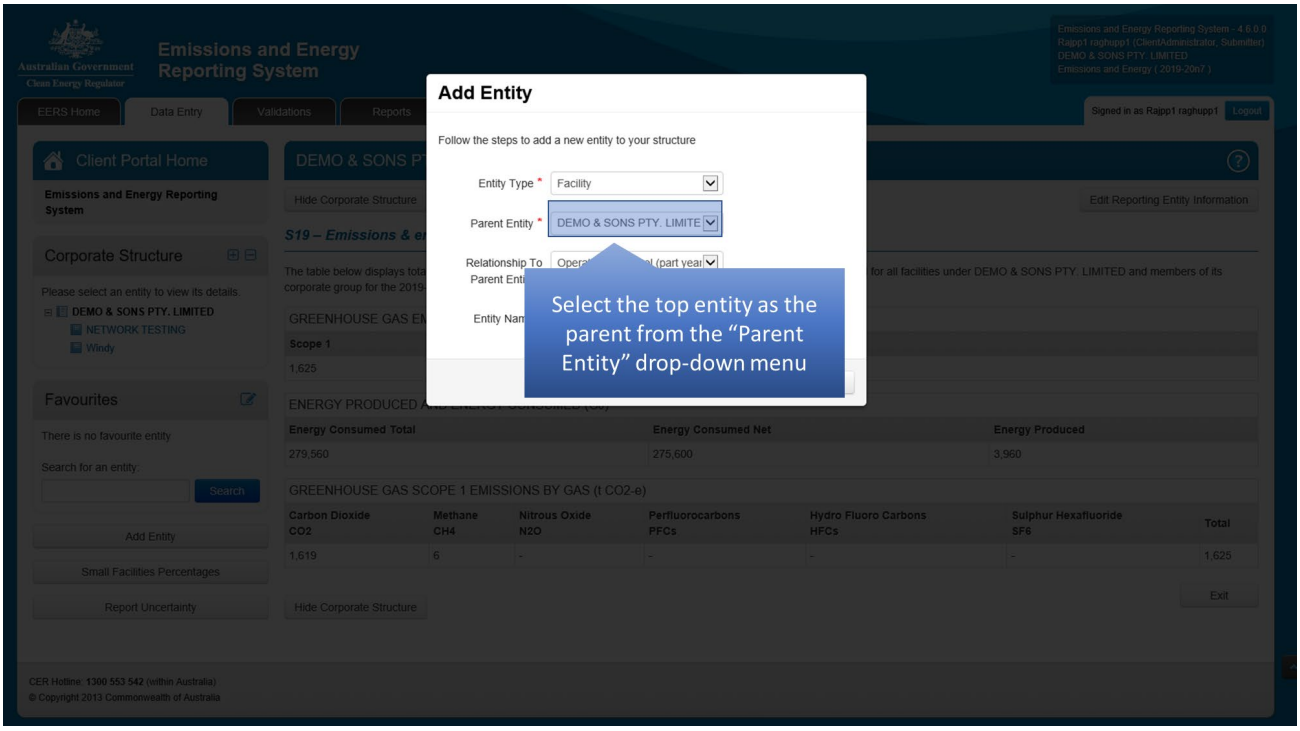
A pop-up window will appear which will allow you to enter some basic details relating to your new facility. We start by selecting facility from the entity type drop-down menu.

Figure 31: Screenshot of adding an entity type.



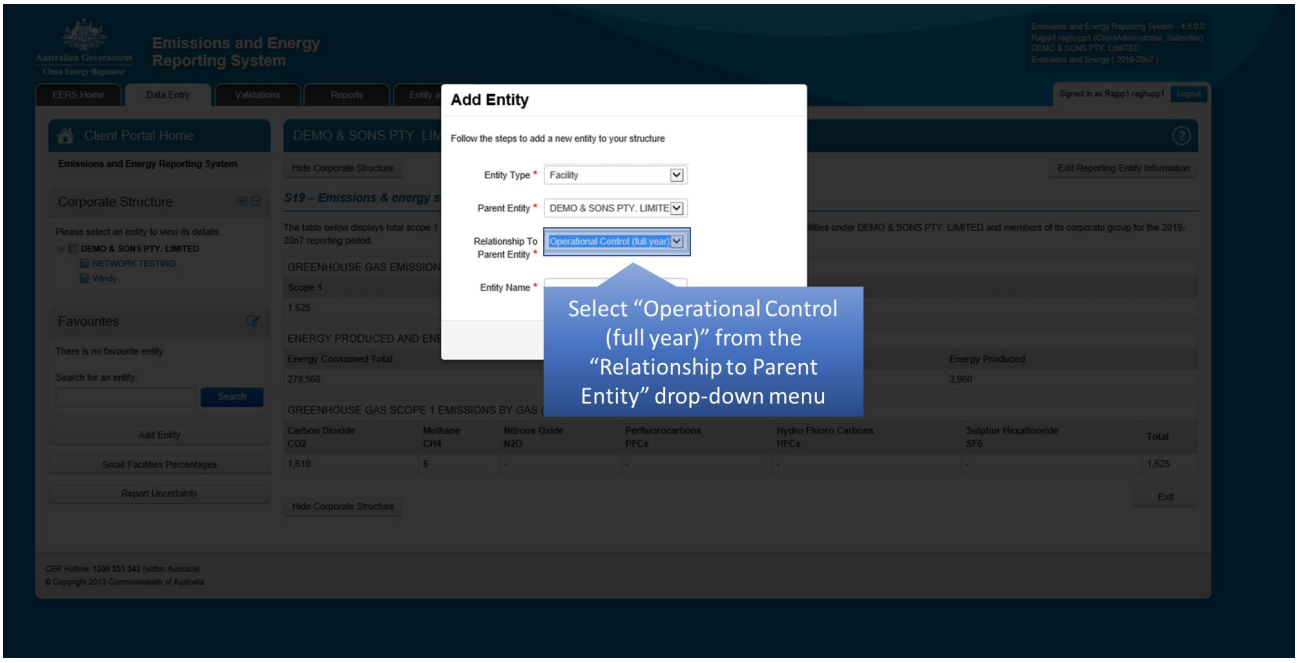
Next, we choose the parent entity. In this example, it will be the controlling corporation but you can also select a group member to be the parent entity for your facility depending on your corporate structure.

Figure 32: Screenshot of adding a parent entity.



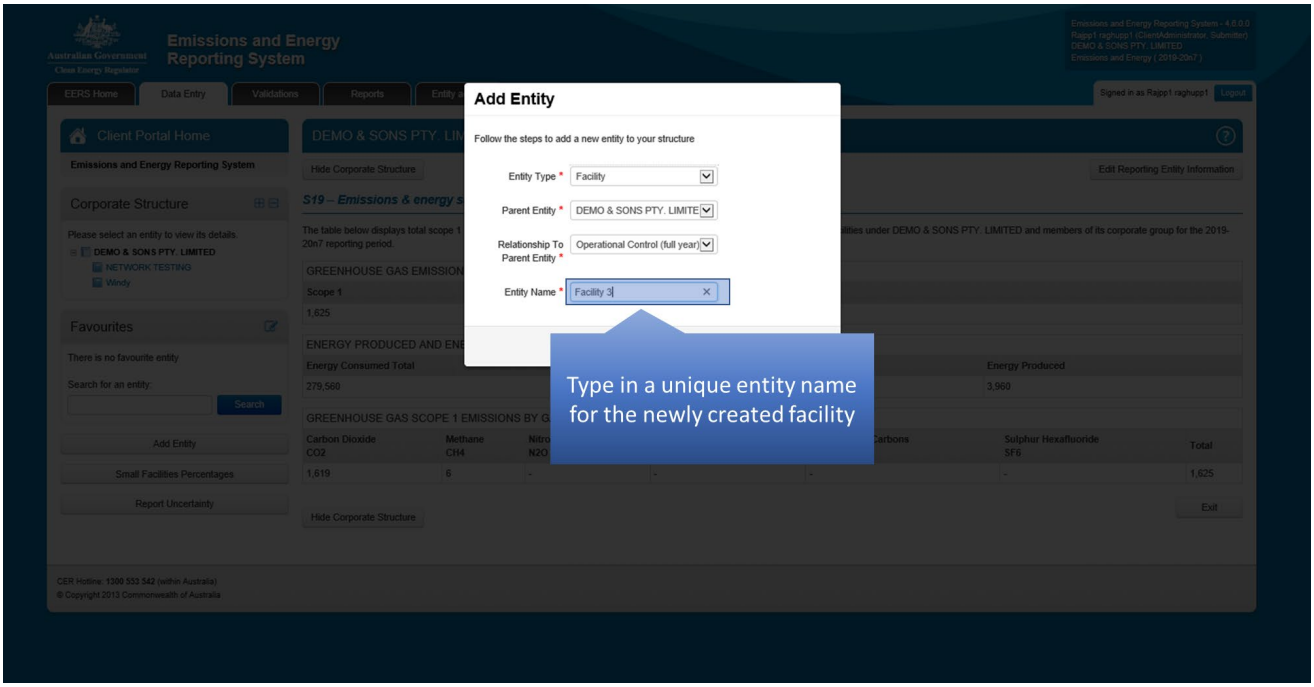
If you have acquired your facility part way through the reporting period or have relinquished control of it prior to the end of the reporting period, then you would select 'Operational Control (part year)' for relationship to parent entity. You will be presented with an option to record the dates of operational control at a later stage. Otherwise, you will select 'Operational Control (full year)'.

Figure 33: Screenshot of selecting 'operational control (full-year)'.



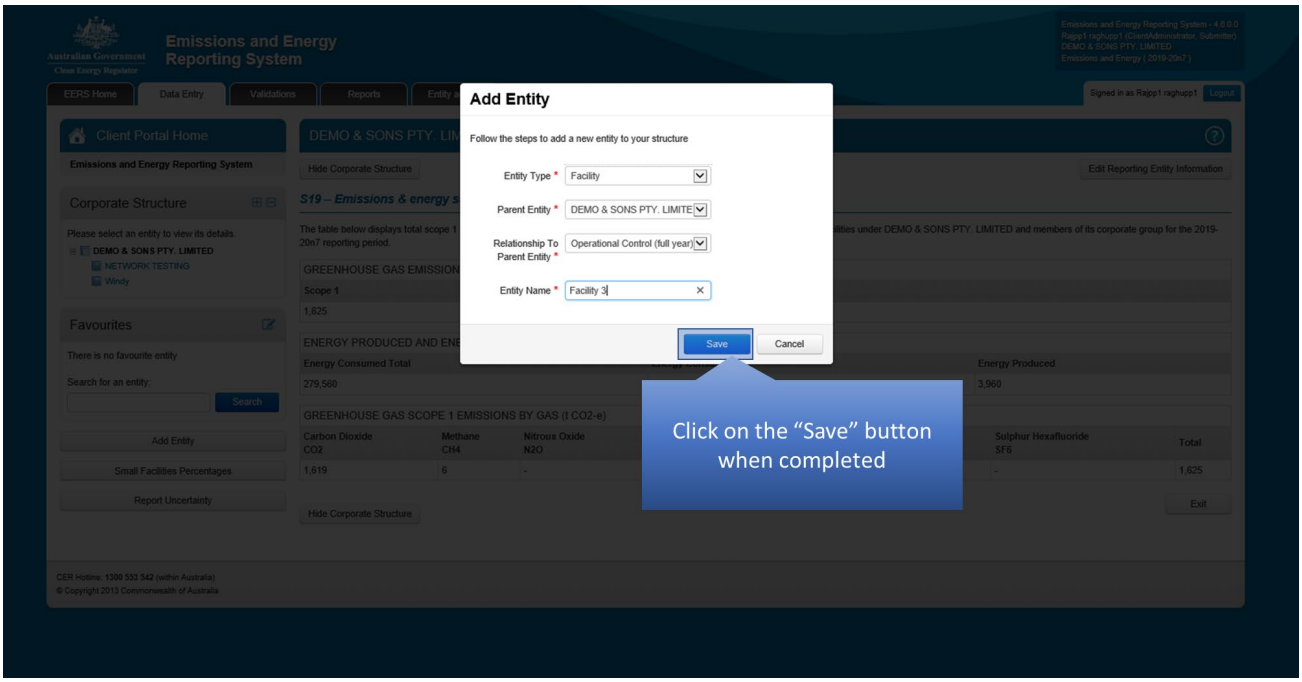
Finally, you will give the facility a name.

Figure 34: Screenshot of facility name.



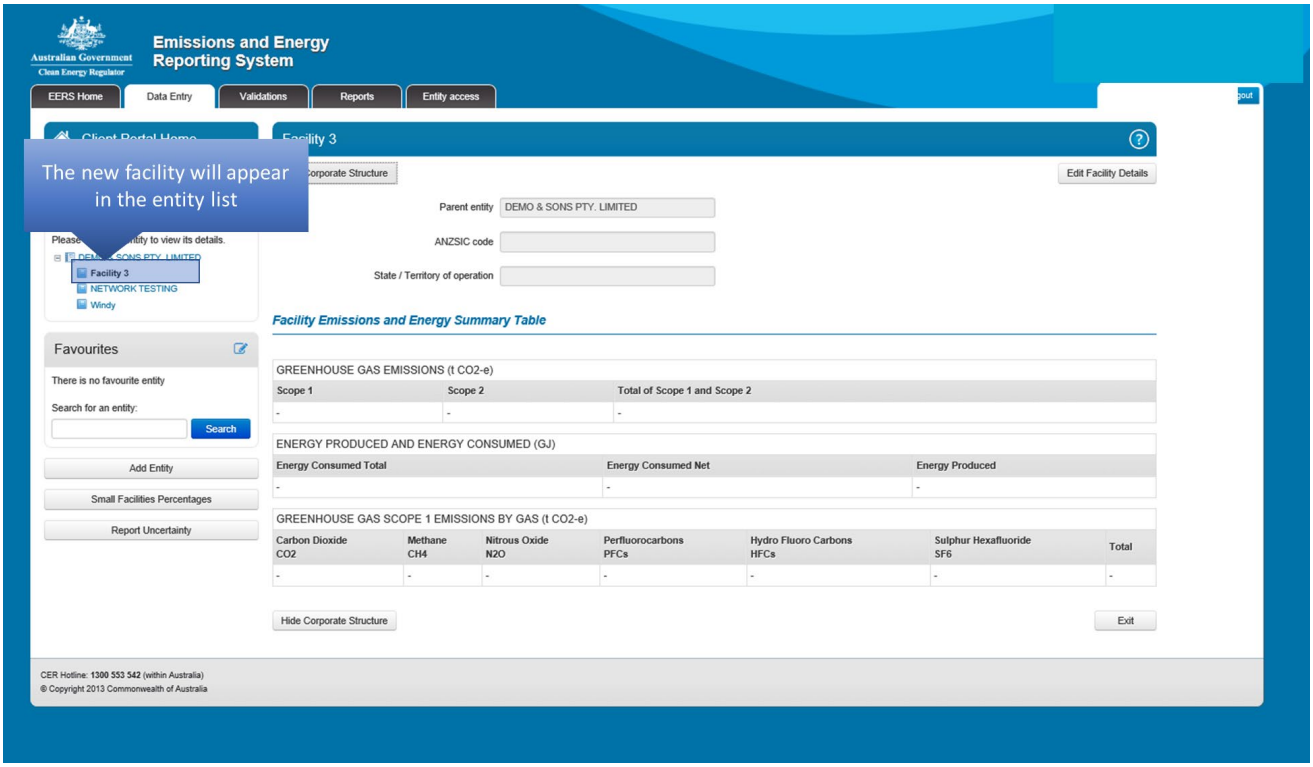
Once you have completed all the required details, you will save your new facility.

Figure 35: Screenshot of adding an entity.



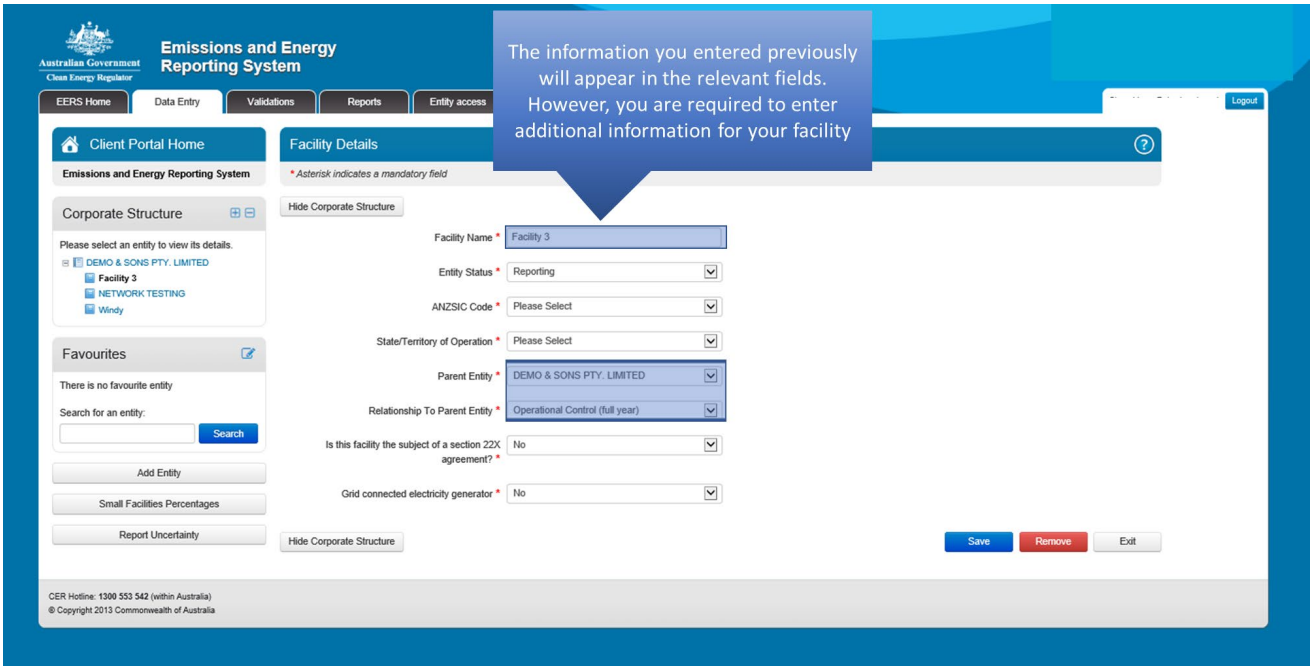
The newly created facility will appear under its parent entity in the corporate structure.

Figure 36: Screenshot of newly created facility.



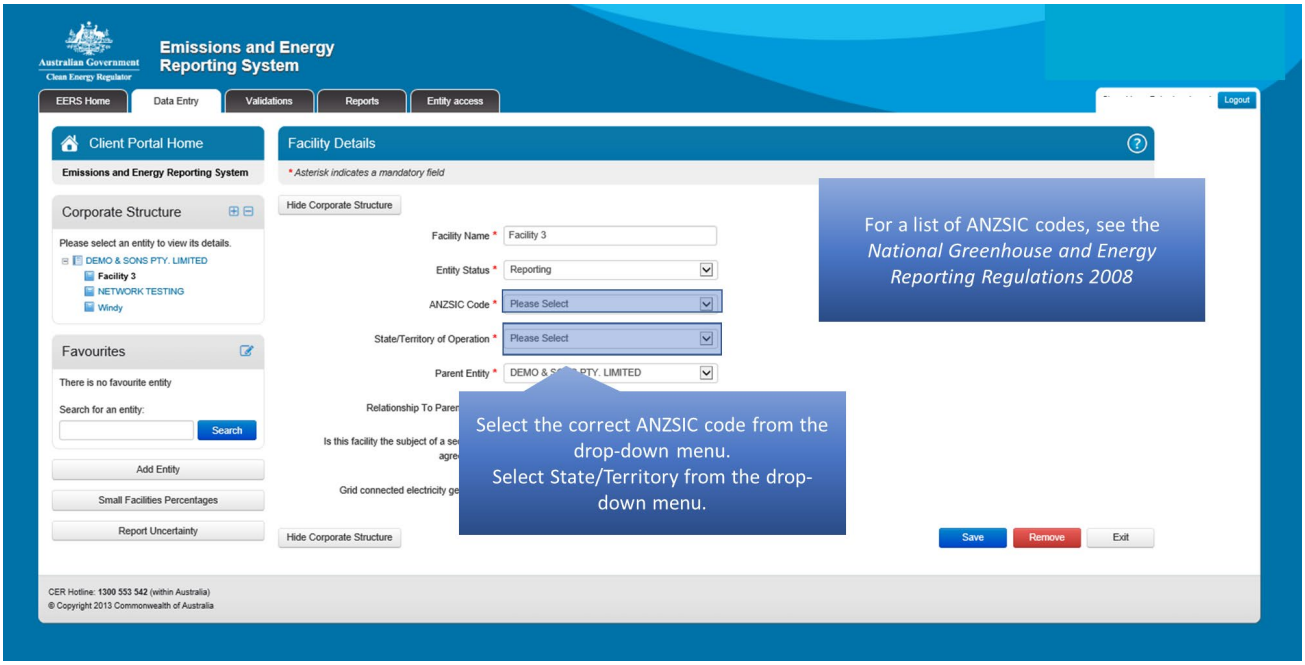
The details that were entered earlier will appear in the entity details page. However, additional information will be required in order to complete the creation of the facility.

Figure 37: Screenshot of facility details.



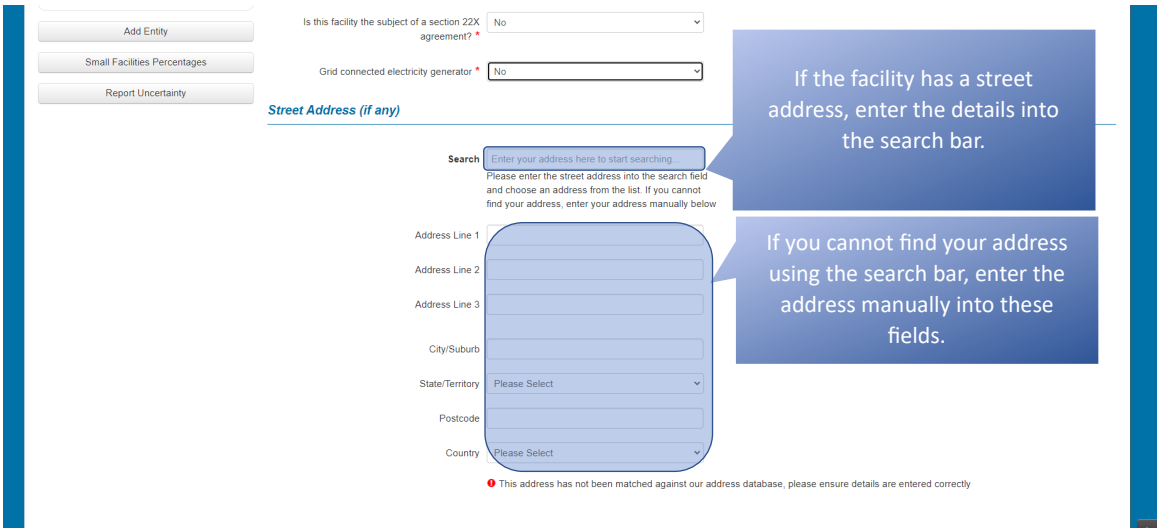
The industry sector will be selected from the drop down 'ANZSIC Code' menu. Please refer to Schedule 2 of the NGER Regulations for a complete list of ANZSIC codes. Next, select which state the facility is located in.

Figure 38: Screenshot of ANZSIC code menu.



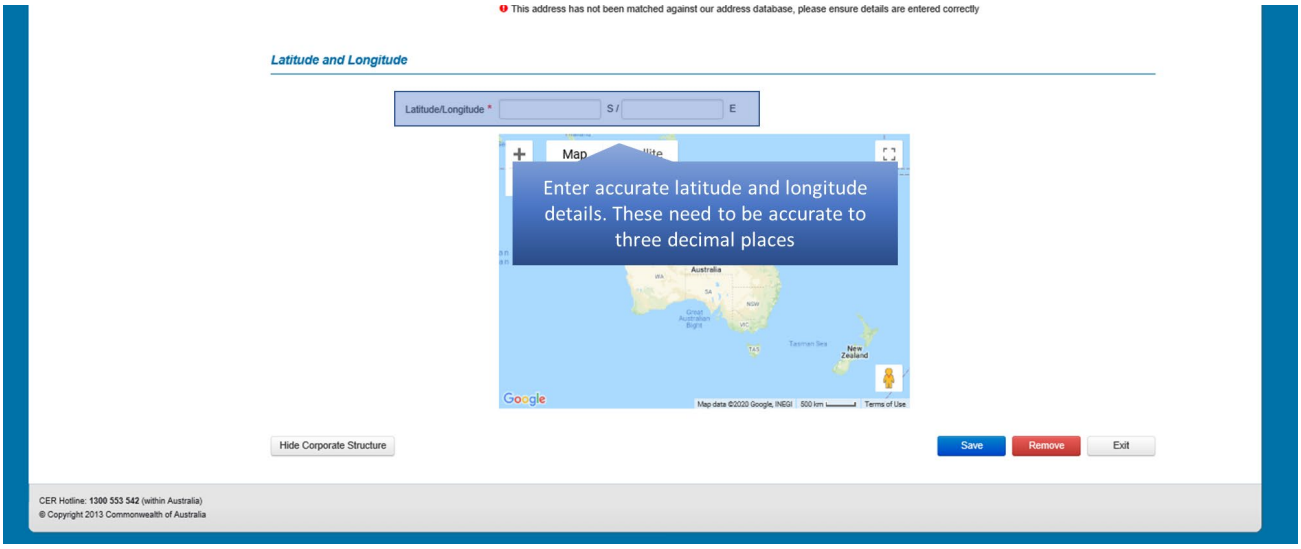
The following fields describe the location of the facility. First, if the facility has a street address, enter it in the appropriate fields.

Figure 39: Screenshot of address fields.



Some facilities are required to provide the latitude and longitude of the site where the activities constituting the facility are undertaken in accordance with 4.04A(2)(c) of the NGER Regulations. The specific location must be recorded by entering the latitude and longitude for the facility. These are entered as positive numbers to 3 decimal places.

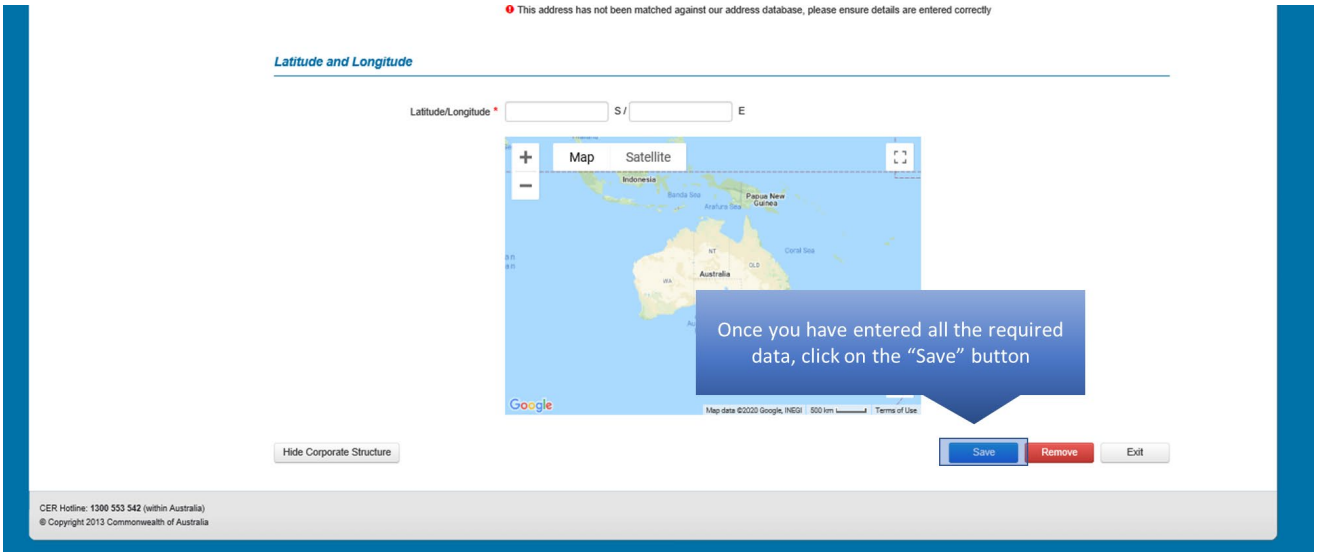
Figure 40: Screenshot of latitude and longitude fields.



As per 4.04A(2)(f) of the NGER Regulations, some facilities are required to provide a brief description of the location of the facility, and the activities constituting the facility.

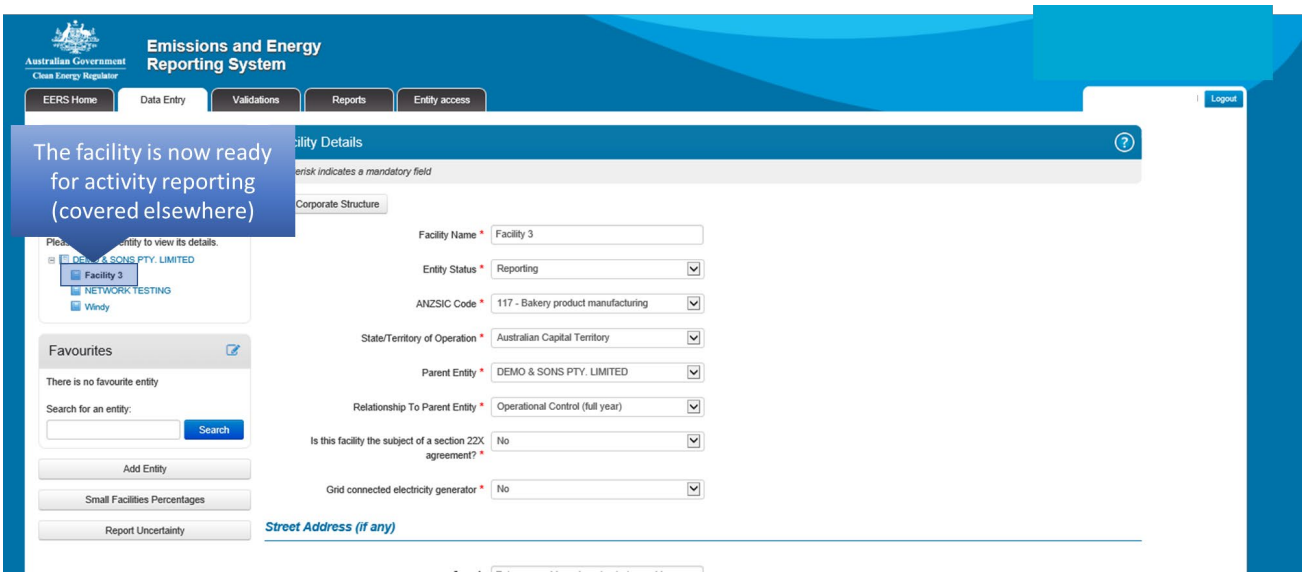
Once you have entered all the required information, click on the 'Save' button. EERS may display a validation message if any of the fields have not been filled in correctly. Otherwise, the facility details will be saved.

Figure 41: Screenshot of saving facility details.



The facility is now saved. You can change your facility's details by altering the details in the appropriate fields and clicking on the 'Save' button.

Figure 42: Screenshot of changing facility details.



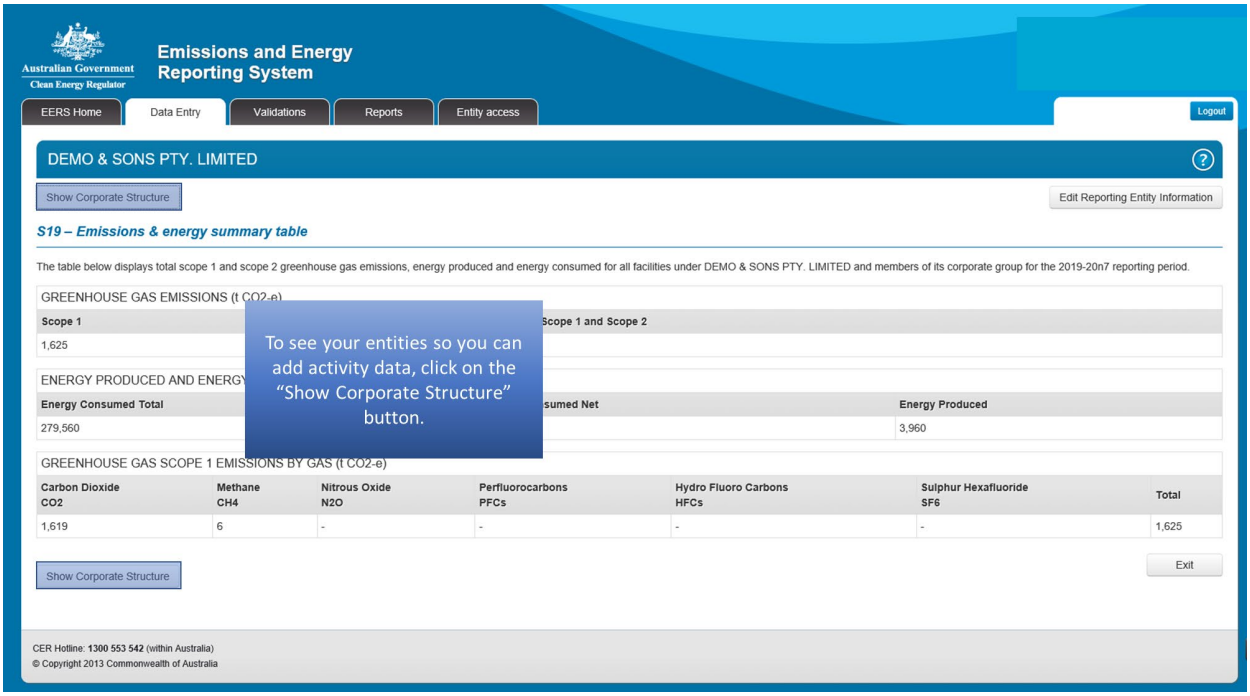
You can edit facility details after saving by clicking the 'edit facility details' button in the top right-hand corner (this button can be seen in Figure 44).

6. Reporting liquid fuel combustion in EERS

This guide demonstrates the reporting of liquid fuel combustion as required under the NGER Act.

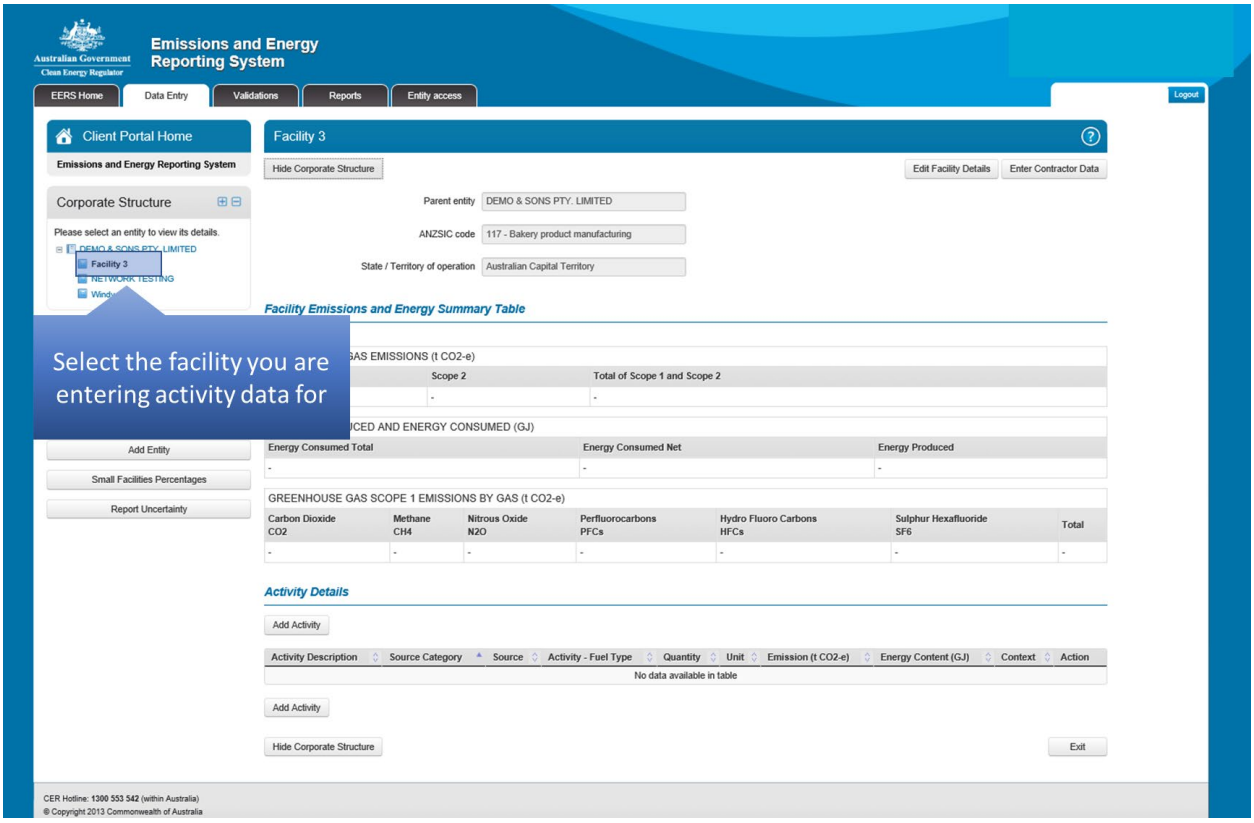
If you can't see your list of entities on the left of the screen, click on the 'Show Corporate Structure' button.

Figure 43: Screenshot of how to show corporate structure.



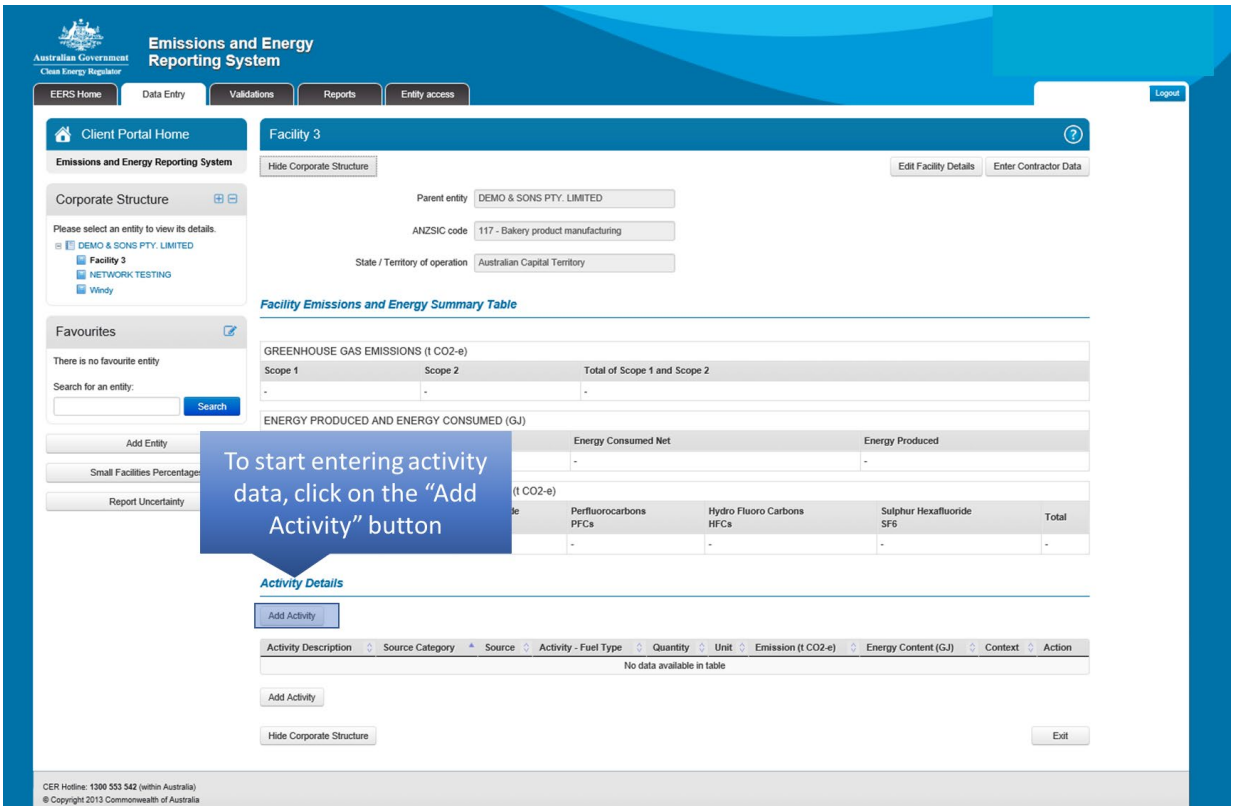
The first step is to select the facility you are entering data for from your corporate structure.

Figure 44: Screenshot of selecting a facility.



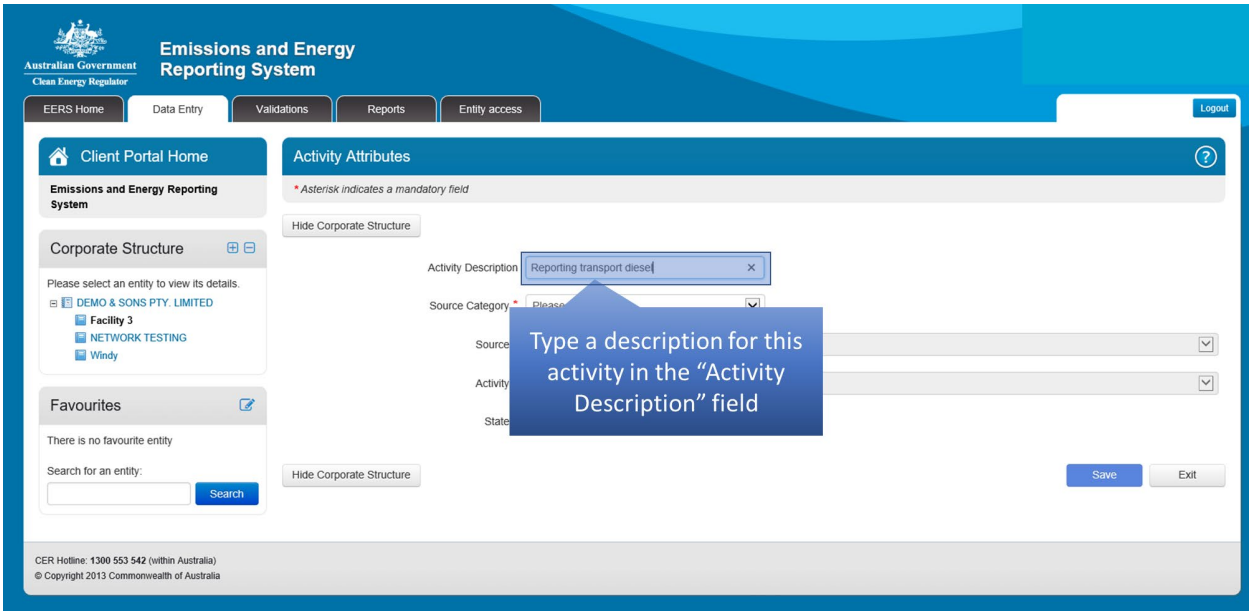
To start entering activity data, click on the 'Add Activity' button.

Figure 45: Screenshot of adding an activity.



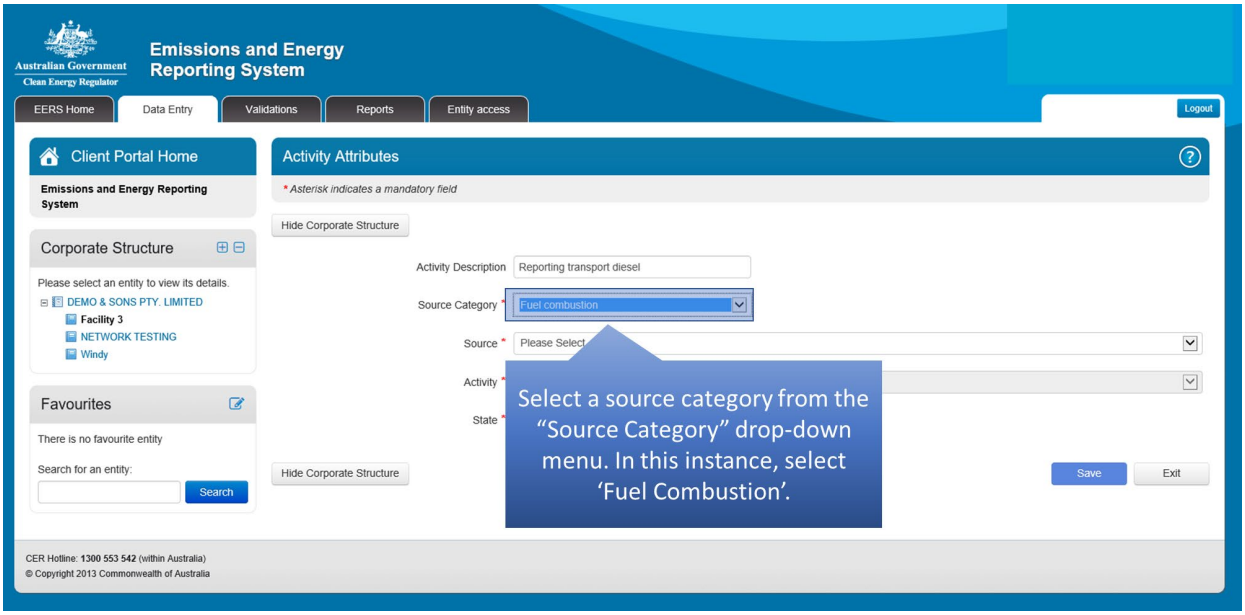
'Activity Description' is a free text field that allows you to enter a custom description for the activity.

Figure 46: Screenshot of adding an activity description.



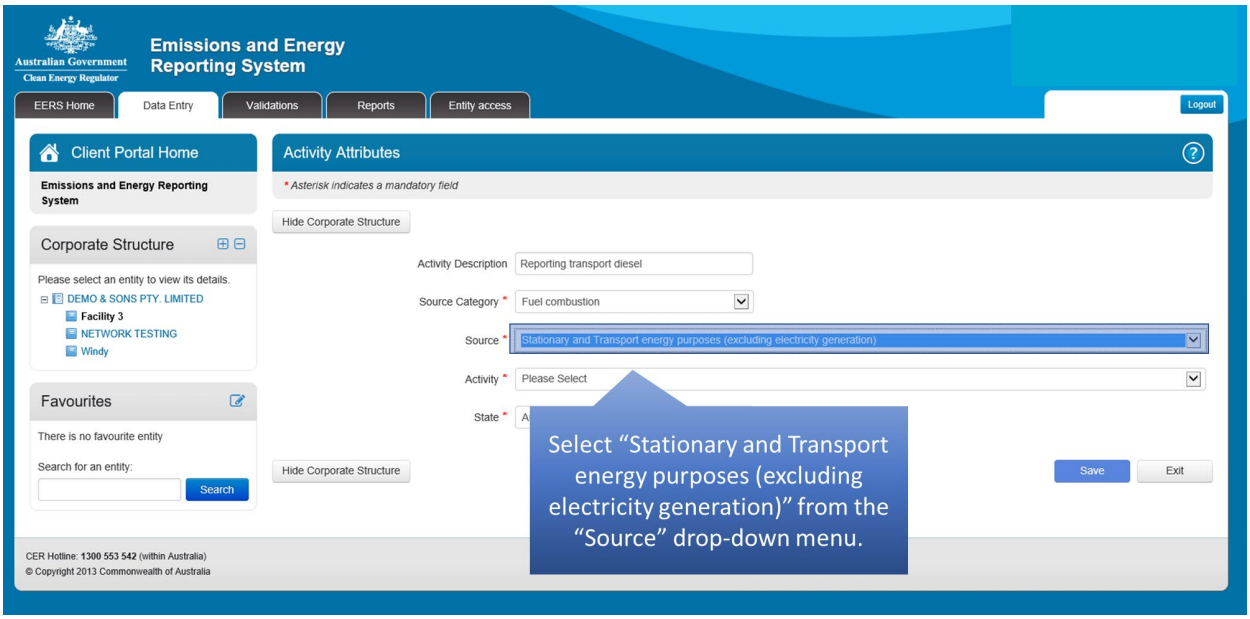
To enter activity data, select a source category from the available options in the drop-down menu. In this instance, select 'Fuel Combustion'.

Figure 47: Screenshot of selecting a source category.



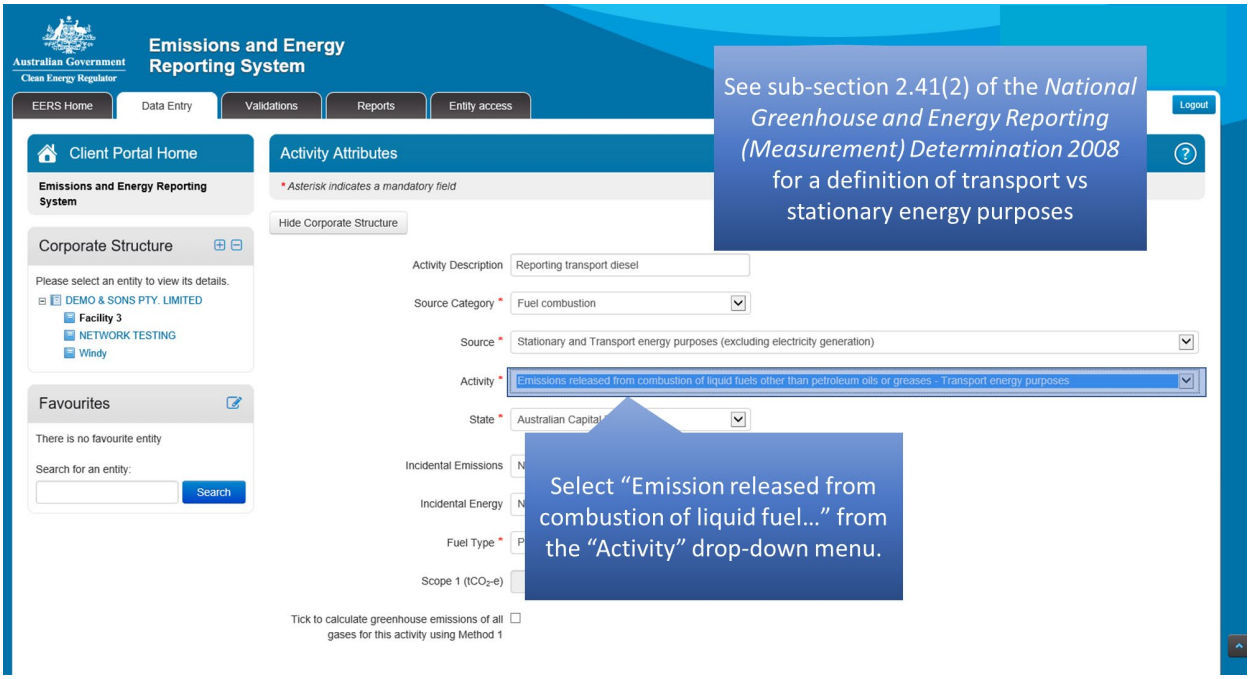
Next, you will need to choose the 'Source'. Select 'Stationary and Transport energy purposes (excluding electricity generation)' from the 'Source' drop-down menu.

Figure 48: Screenshot of selecting the source.



Next, choose the activity from the available options. In this instance, you will need to determine if your activity is a transport or stationary one. Then, select 'Emissions released from combustion of liquid fuels' for either transport or stationary energy purposes. As a guide, road registered vehicles, planes, boats and trains are considered to be transport related. Non-road registered vehicles and equipment not designed to be moved are considered to be stationary, for example mining and construction trucks, forklifts and diesel generators.

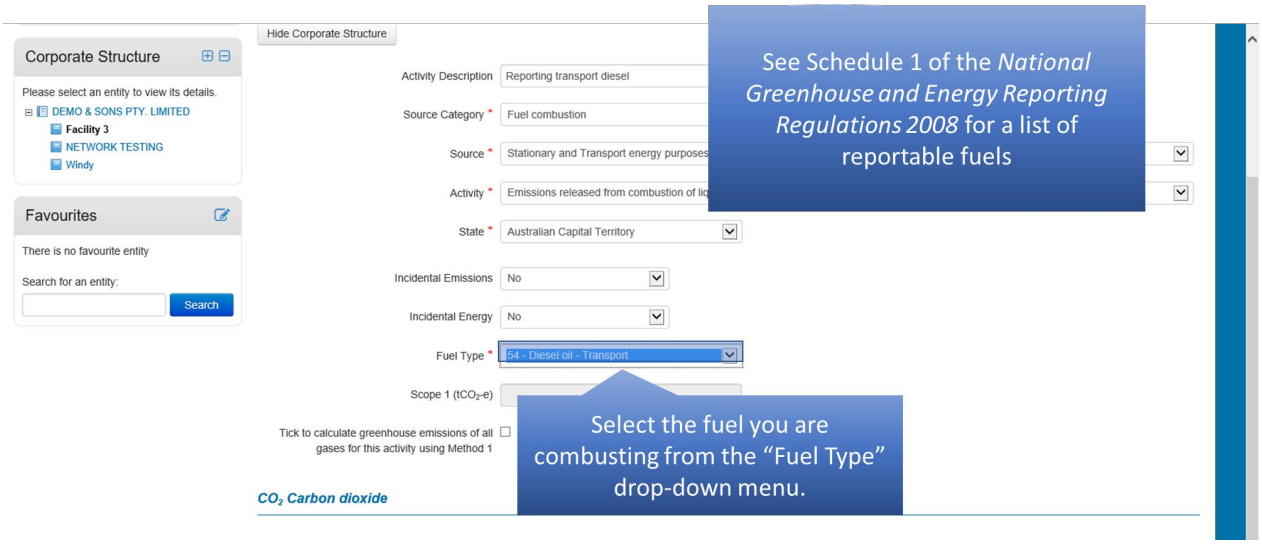
Figure 49: Screenshot of selecting an activity.



Next, select the fuel being combusted from the available options. There are different fuel type options depending on the type of activity selected in the previous step.

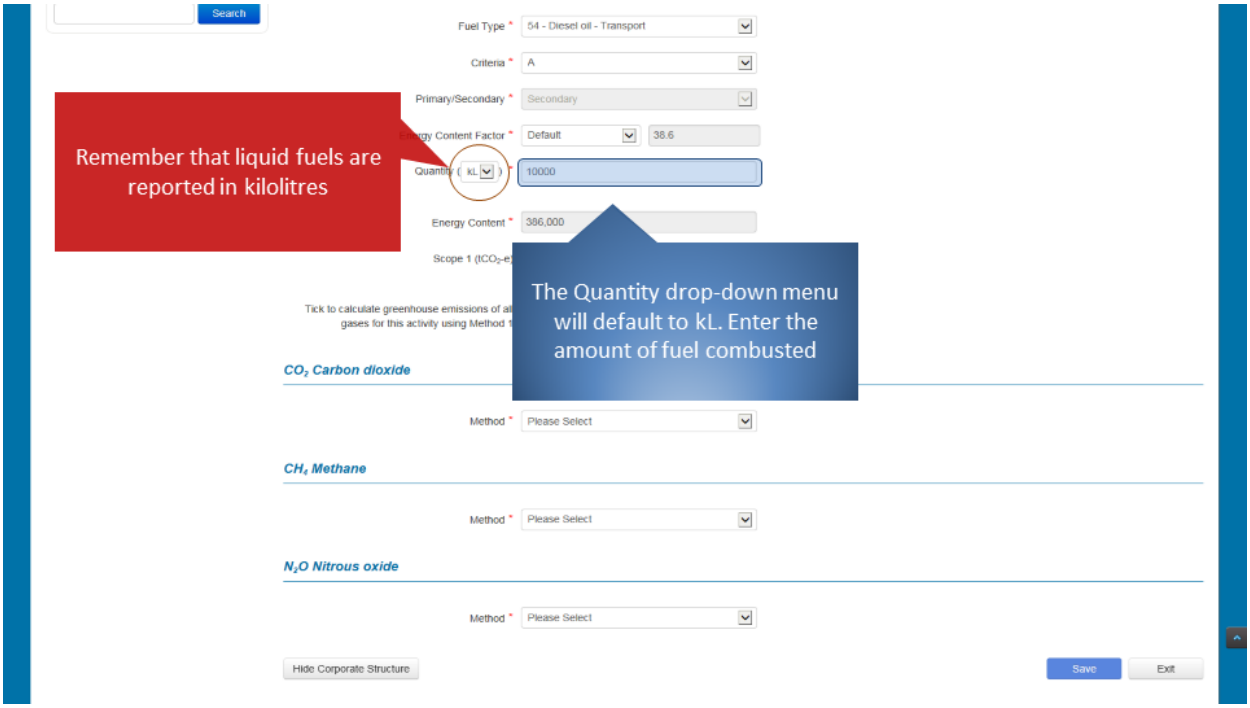
For this example, the criteria relates to the acquisition of the liquid fuel being combusted. For a description of criteria, see division 2.4.6 of the NGER Measurement Determination.

Figure 50: Screenshot of selecting fuel type.



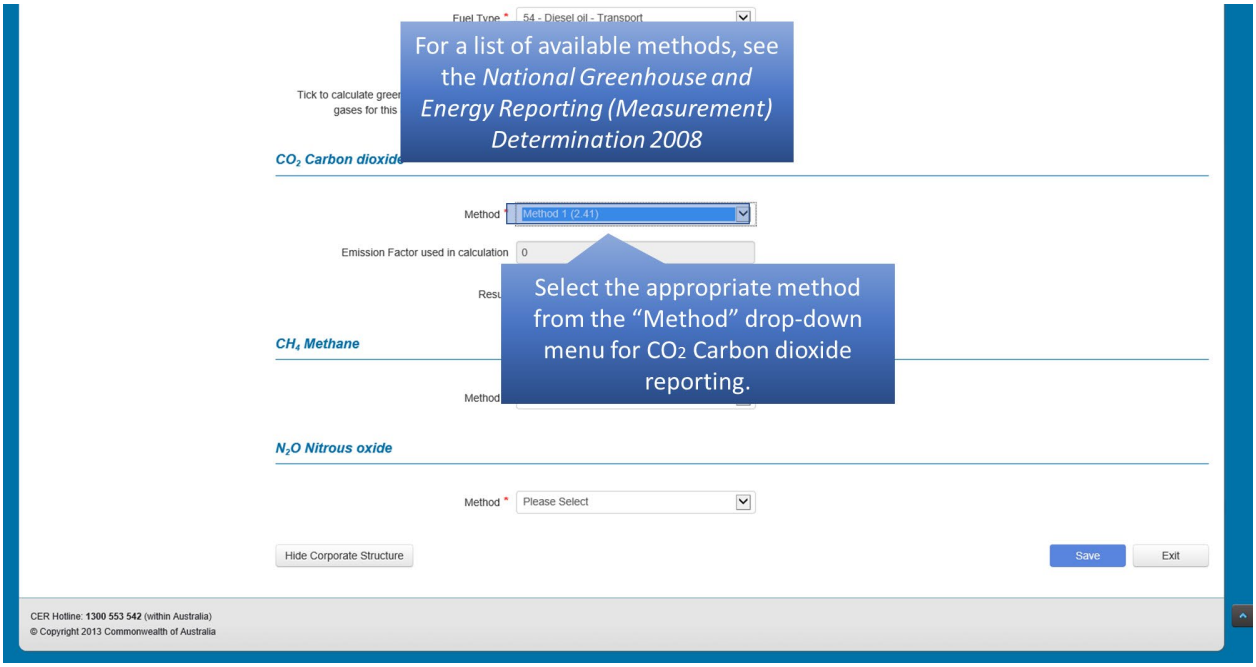
The next step is to enter the amount of fuel combusted for the activity. This is entered in the 'Quantity' field. Remember that measurement of fuel must be converted to units specified in Section 1.15 of the NGER Measurement Determination. For liquid fuels the amount needs to be entered in kilolitres.

Figure 51: Screenshot of entering amount of fuel combusted for the activity.



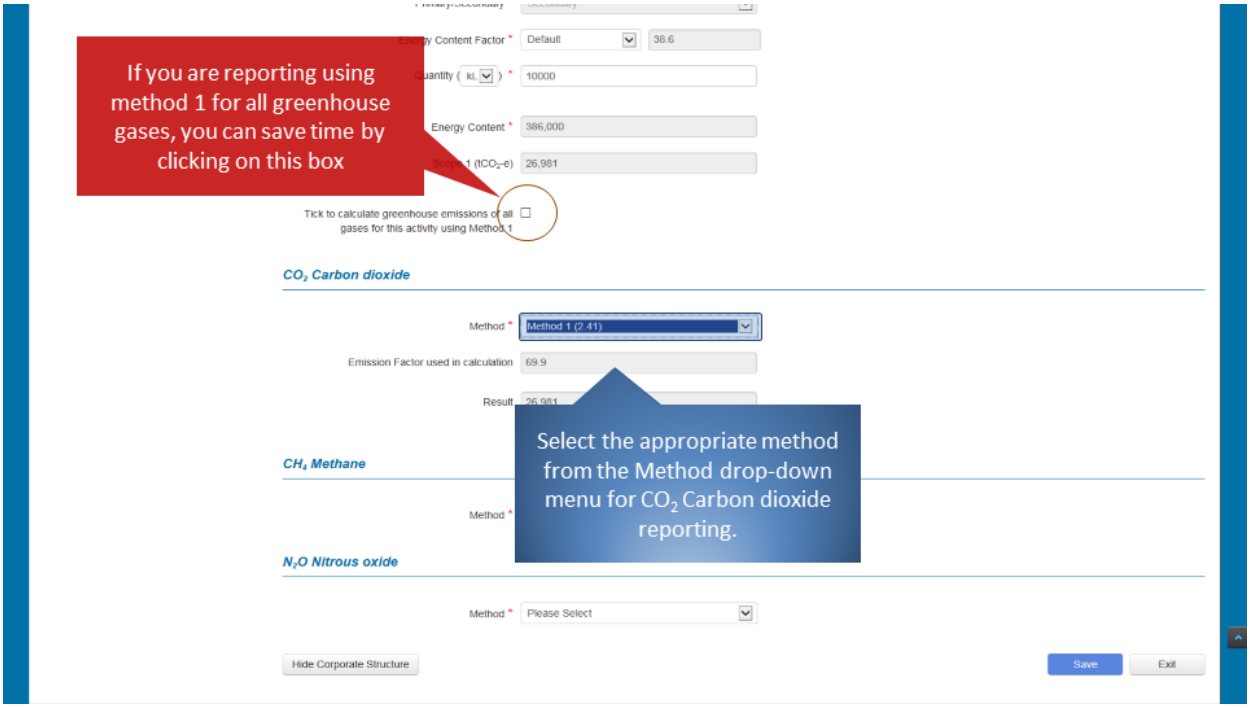
The method relates to how the emissions from the combustion of fuel are calculated. Select the appropriate method from the list of available options for the reporting of emissions of carbon dioxide. If you select Method 1, then the default emissions and energy factors will be used by the system. Electing to report using a higher order method will require additional information to be entered.

Figure 52: Screenshot of selecting method.



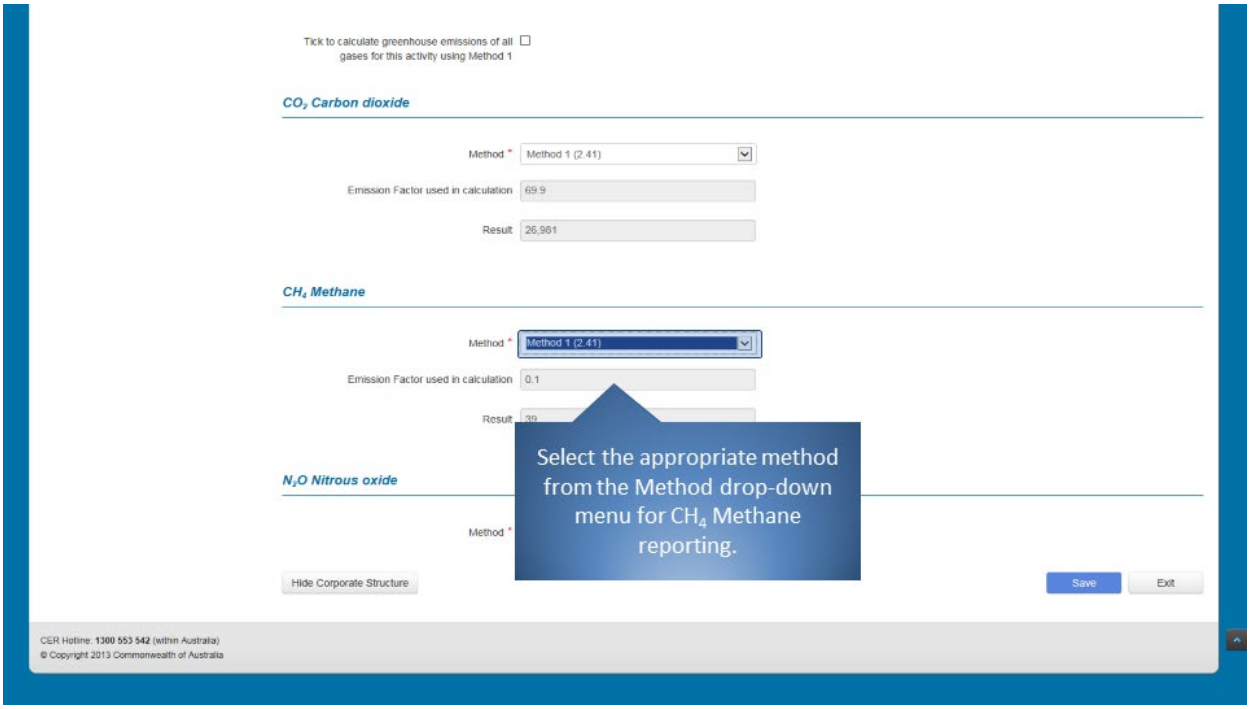
If you are using Method 1 for all greenhouse gases, you can save time by clicking the indicated box on screen.

Figure 53: Screenshot of selecting Method 1 for all greenhouse gases.



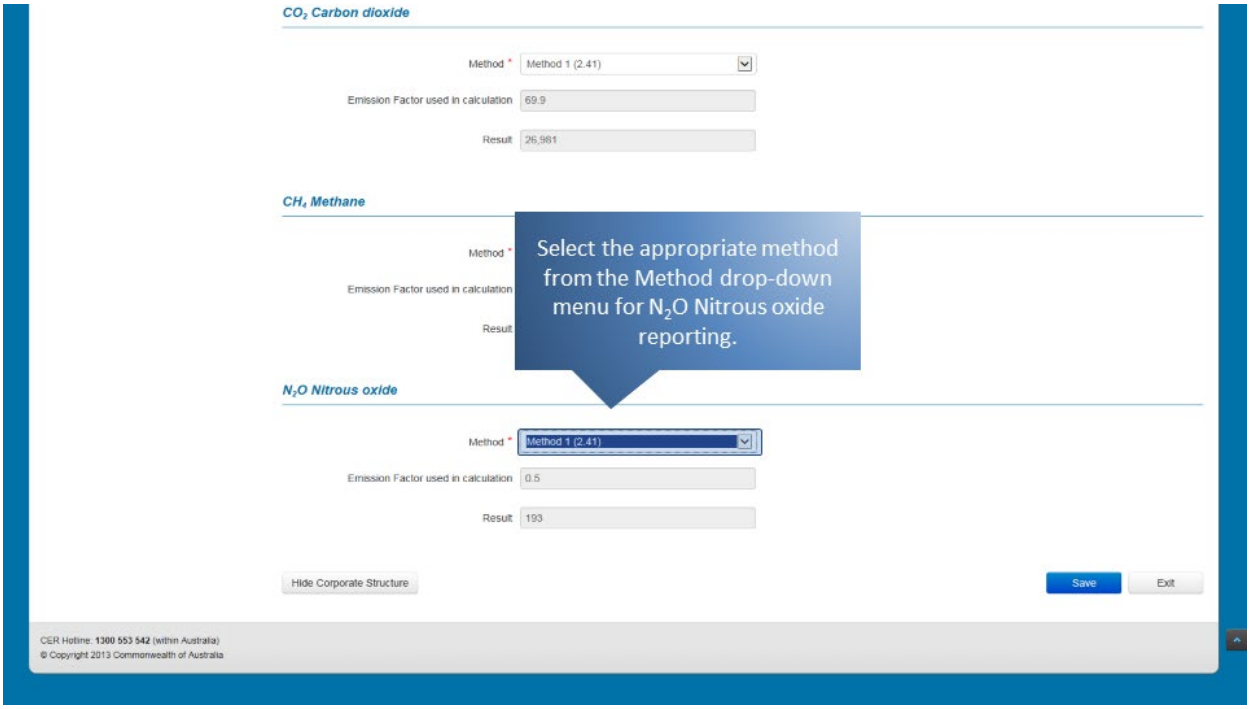
Repeat the previous step for the reporting of emissions of methane.

Figure 54: Screenshot of selecting method.



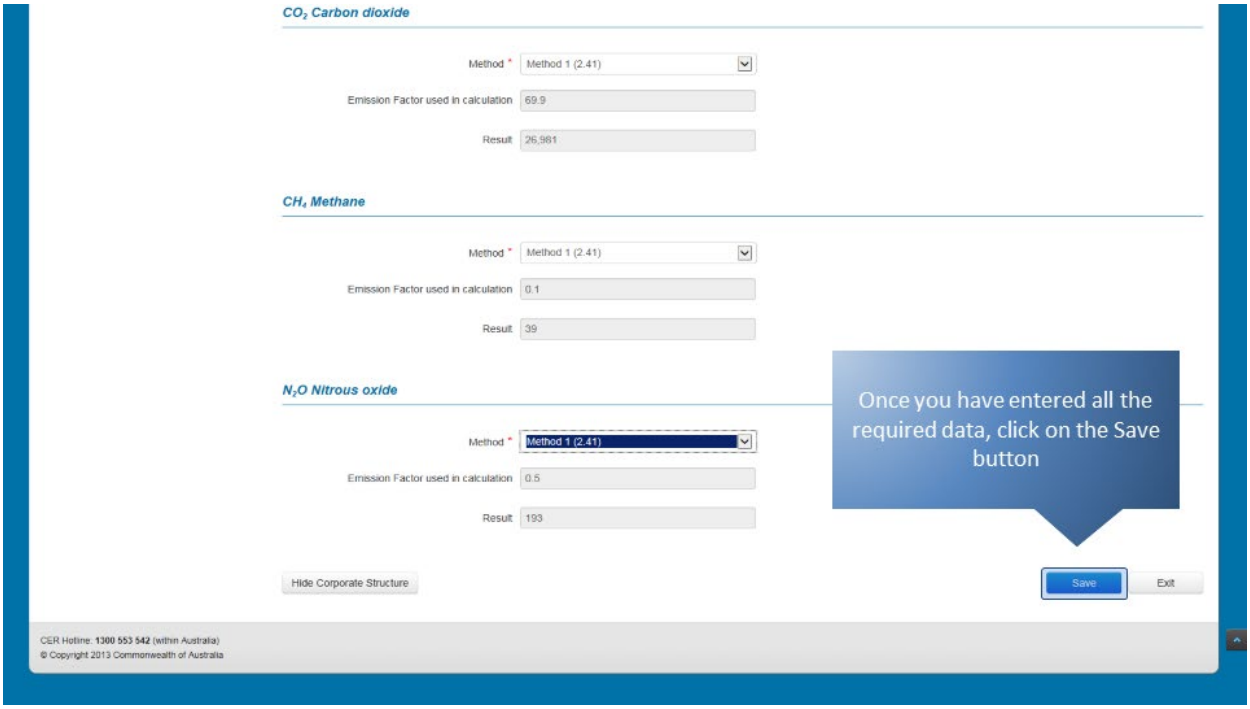
Repeat the previous step for the emissions of nitrous oxide.

Figure 55: Screenshot of selecting method.



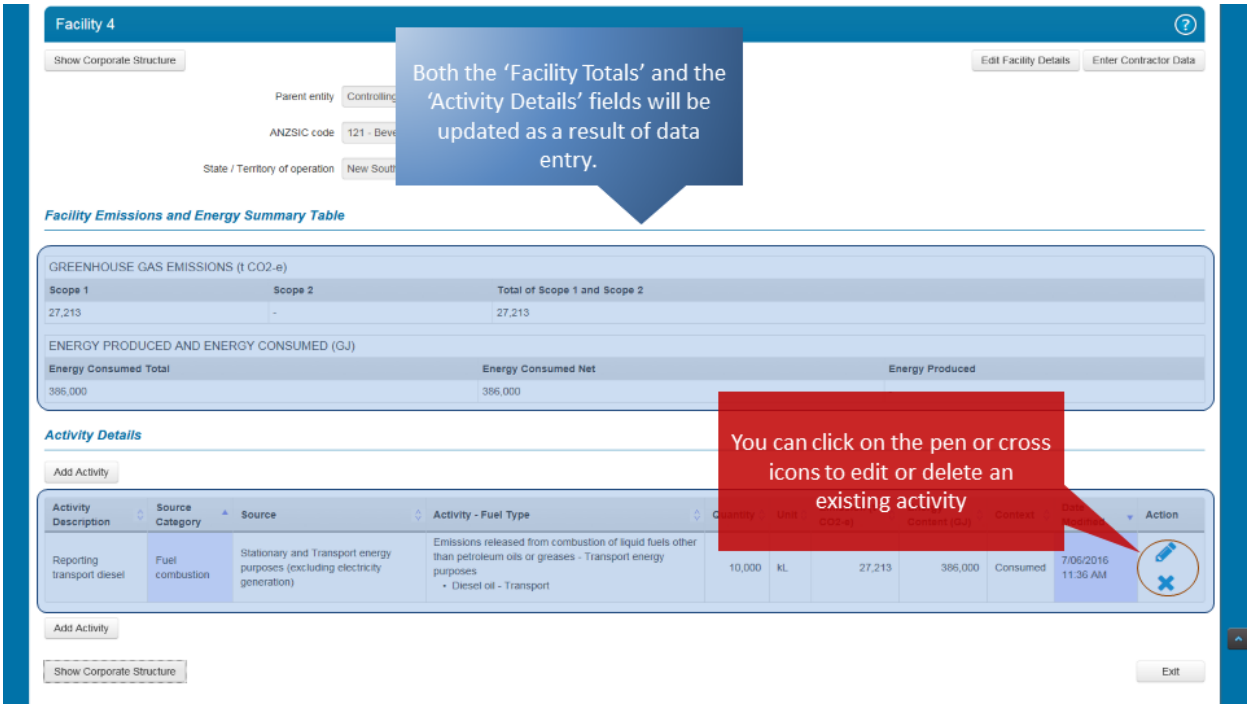
Once all the required information has been entered, click on the 'Save' button. EERS will display a warning if any required information is missing. Otherwise, the information will be saved.

Figure 56: Screenshot of how to save information.



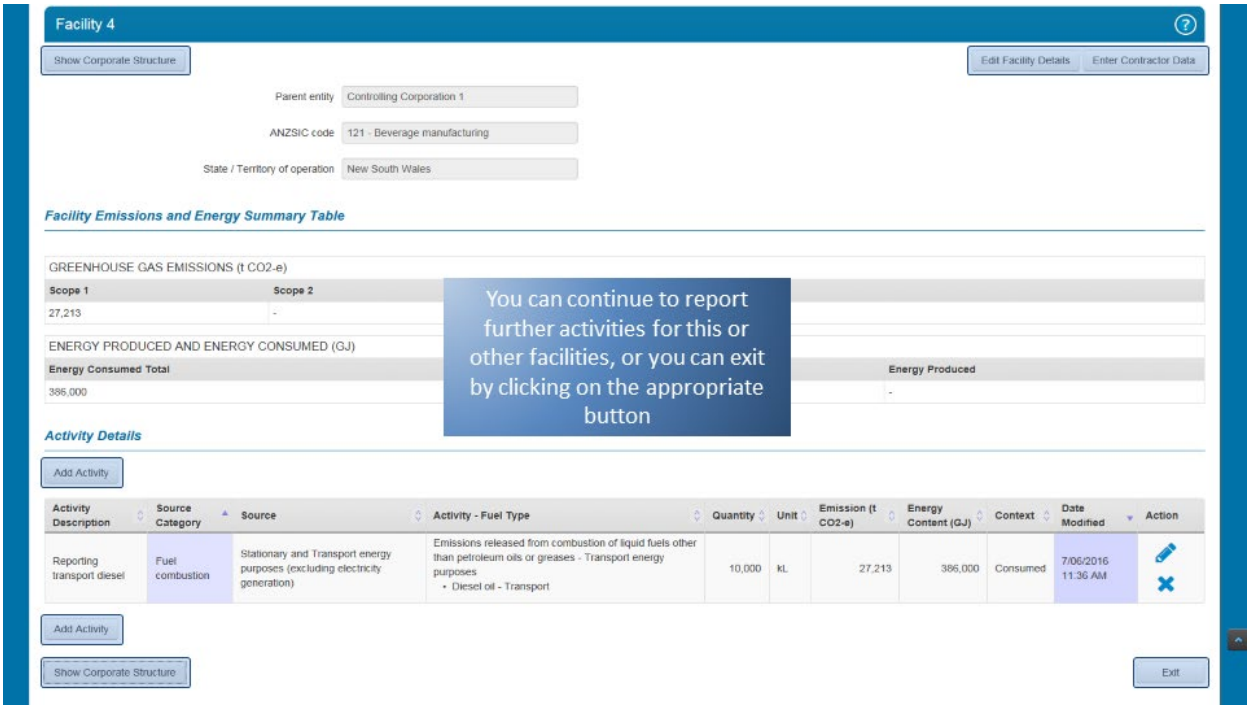
Your entered data will appear in the activity details table and will be reflected in the facility emissions and energy summary table. If you wish to edit or delete an existing entry, click on the appropriate icon under the 'Action' heading.

Figure 57: Screenshot of how to edit or delete an entry.



Continue to report more activities for this or other facilities or exit by clicking on the appropriate button.

Figure 58: Screenshot of how to report more activities.

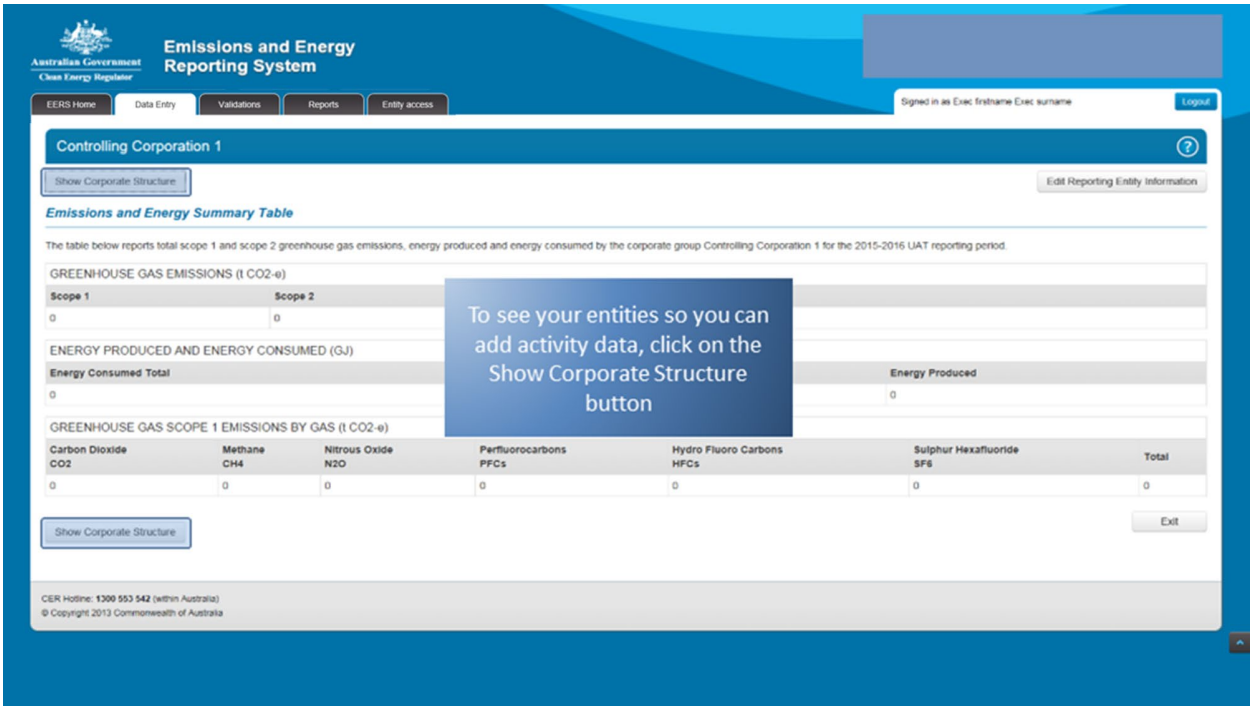


7. Reporting gaseous fuel combustion in EERS

This guide demonstrates the reporting of gaseous fuel combustion as required under the NGER Act.

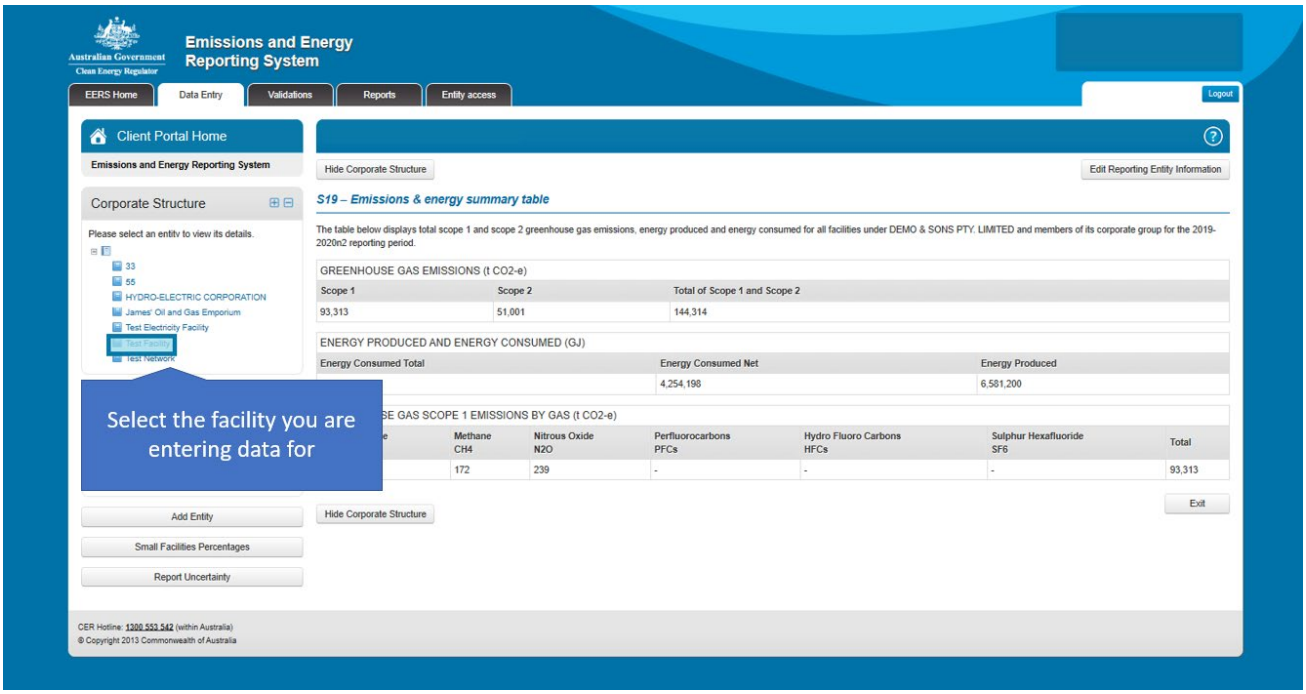
If you can't see your list of entities on the left of the screen, click on the 'Show Corporate Structure' button.

Figure 59: Screenshot of how to show corporate structure.



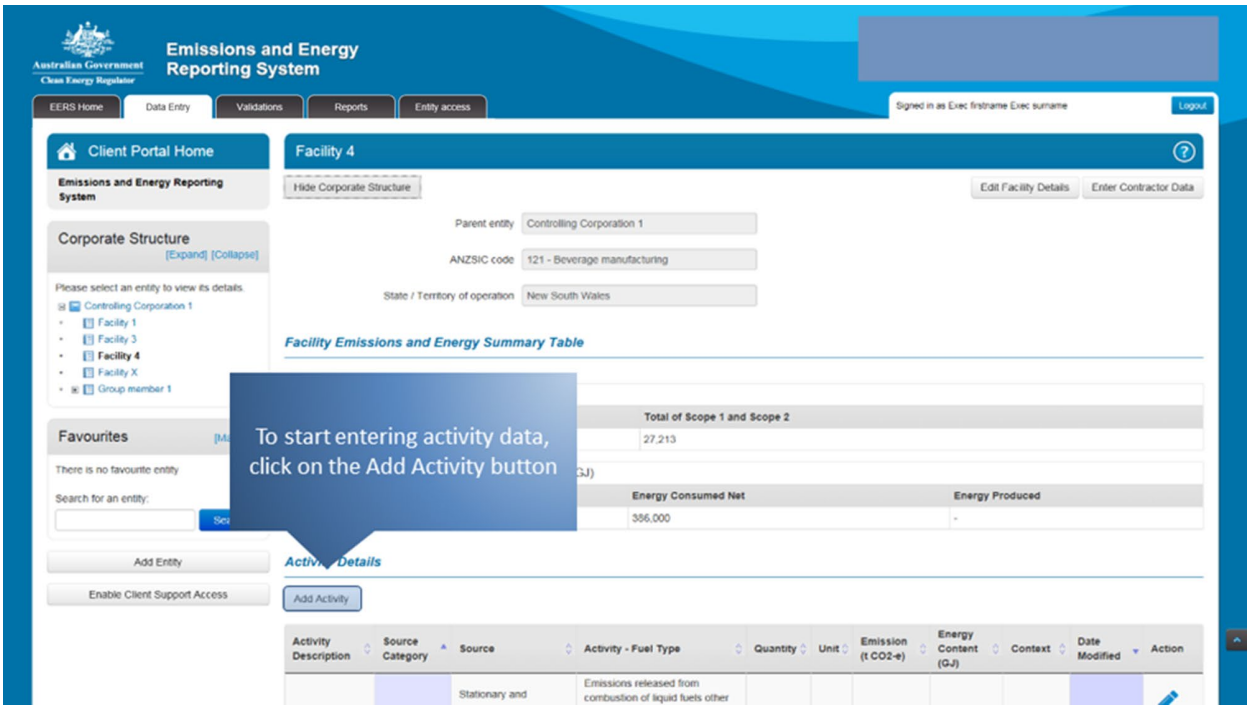
The first step is to select the facility you are entering data for from your corporate structure.

Figure 60: Screenshot of selecting a facility.



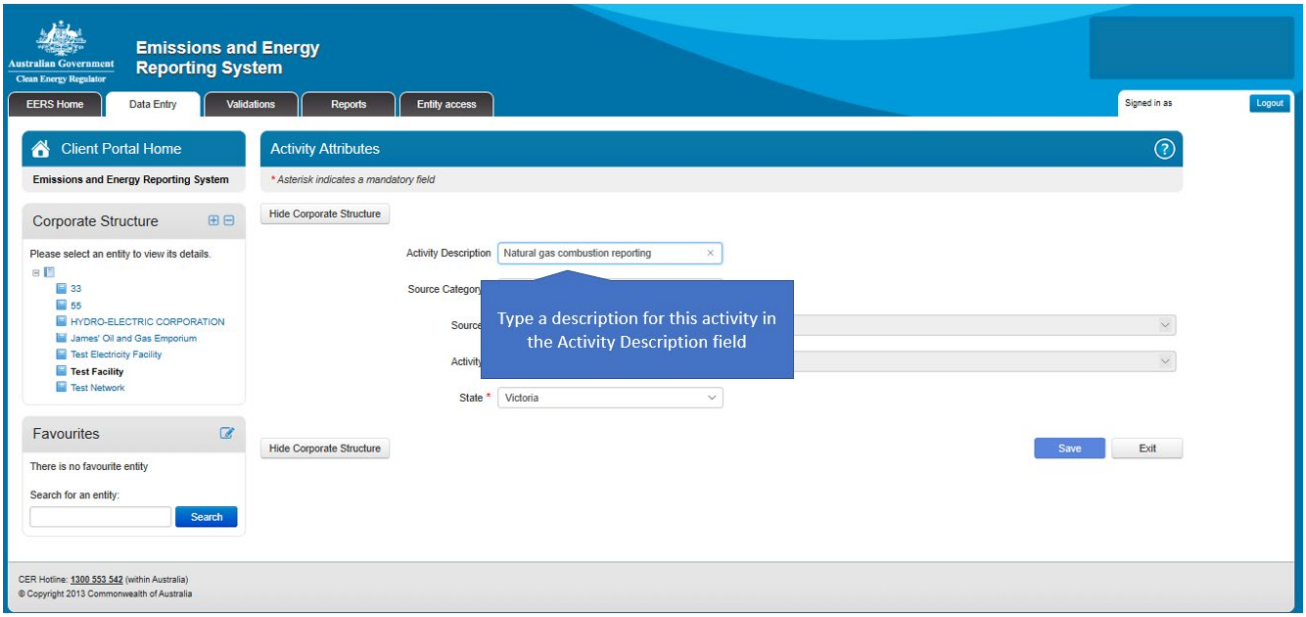
To start entering activity data, click on the 'Add Activity' button.

Figure 61: Screenshot of how to enter activity data.



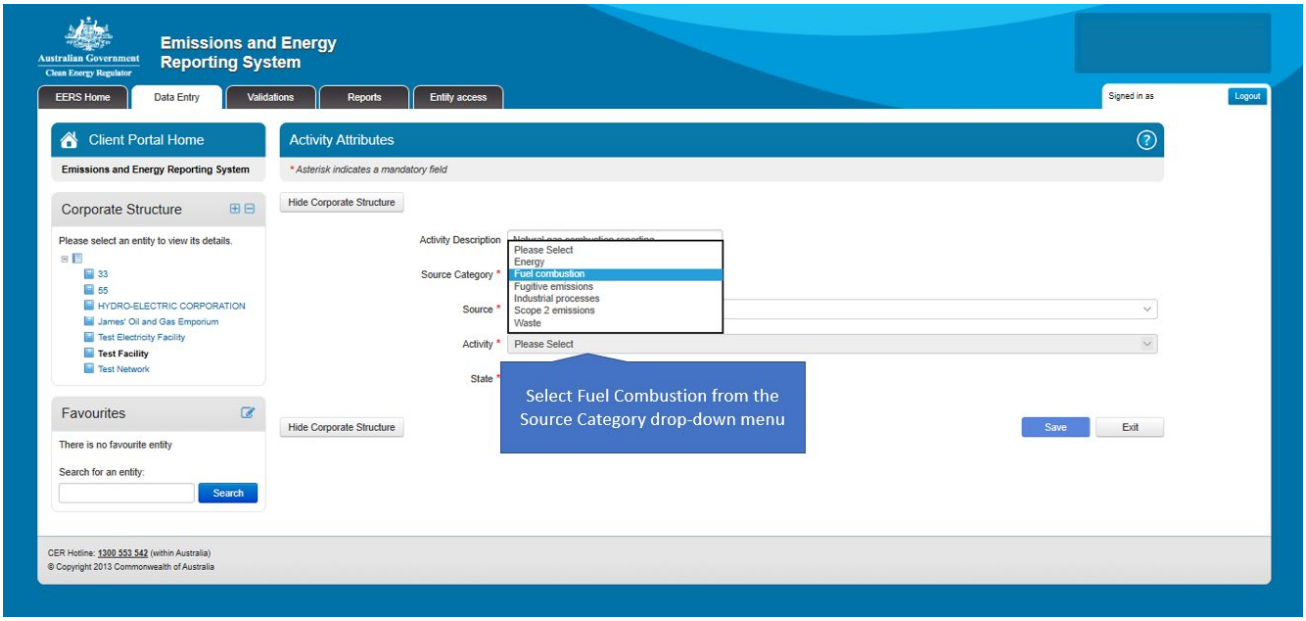
'Activity Description' is a free text field that allows you to enter a custom description for the particular activity.

Figure 62: Screenshot of activity description field.



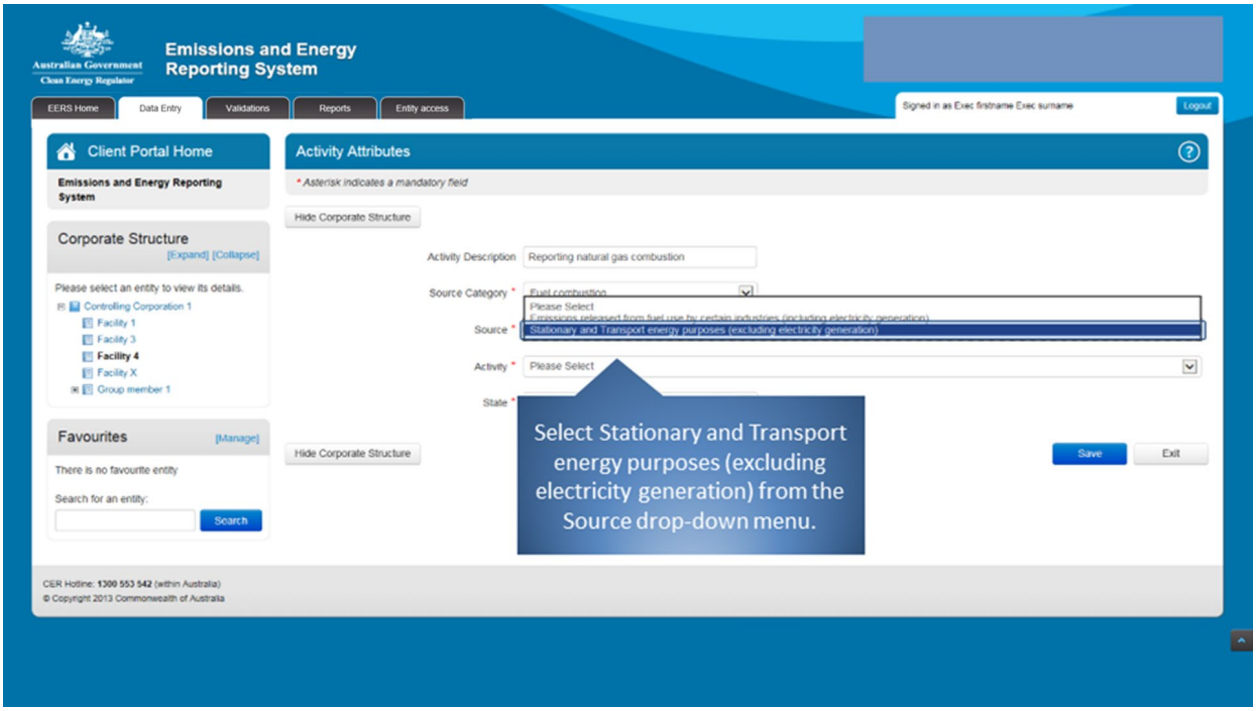
To enter activity data, select a source category from the available options in the drop-down menu. In this example, select 'Fuel Combustion'.

Figure 63: Screenshot of selecting a source category.



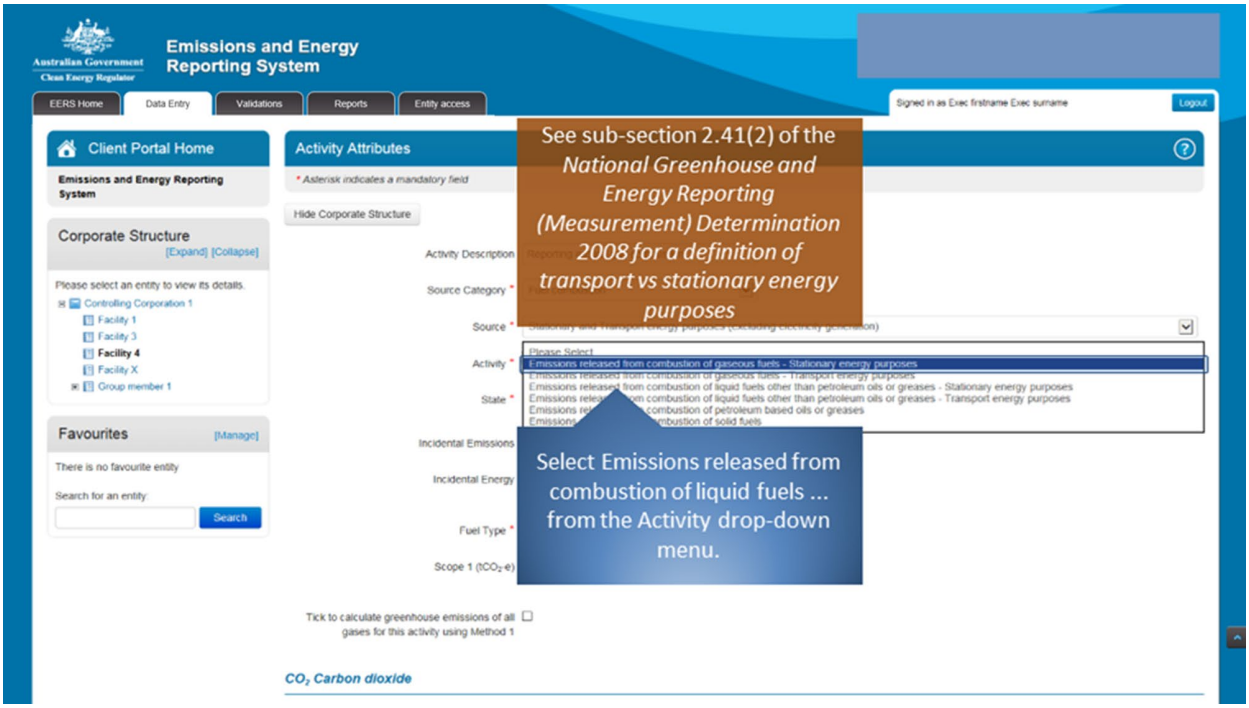
Next, choose the Source. Select 'Stationary and Transport energy purposes (excluding electricity generation)' from the 'Source' drop-down menu.

Figure 64: Screenshot of selecting the source.



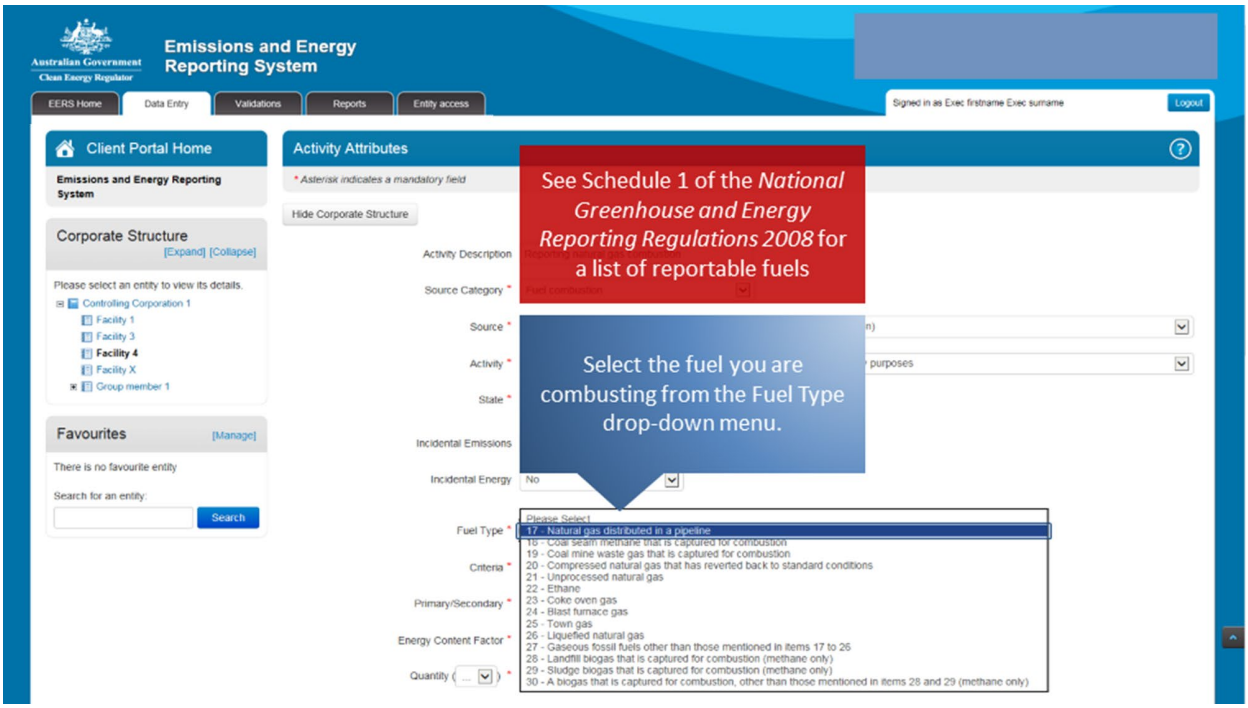
Next, choose the activity from the available options. In this instance, you will need to determine if your activity is for transport or stationary purposes. Then, select 'Emissions released from combustion of gaseous fuels' for either transport or stationary energy purposes. As a guide, road registered vehicles, planes, boats and trains are considered to be transport related. Non-road registered vehicles and equipment not designed to be moved are considered to be stationary, for example mining and construction trucks, forklifts and diesel generators.

Figure 65: Screenshot of selecting the activity.



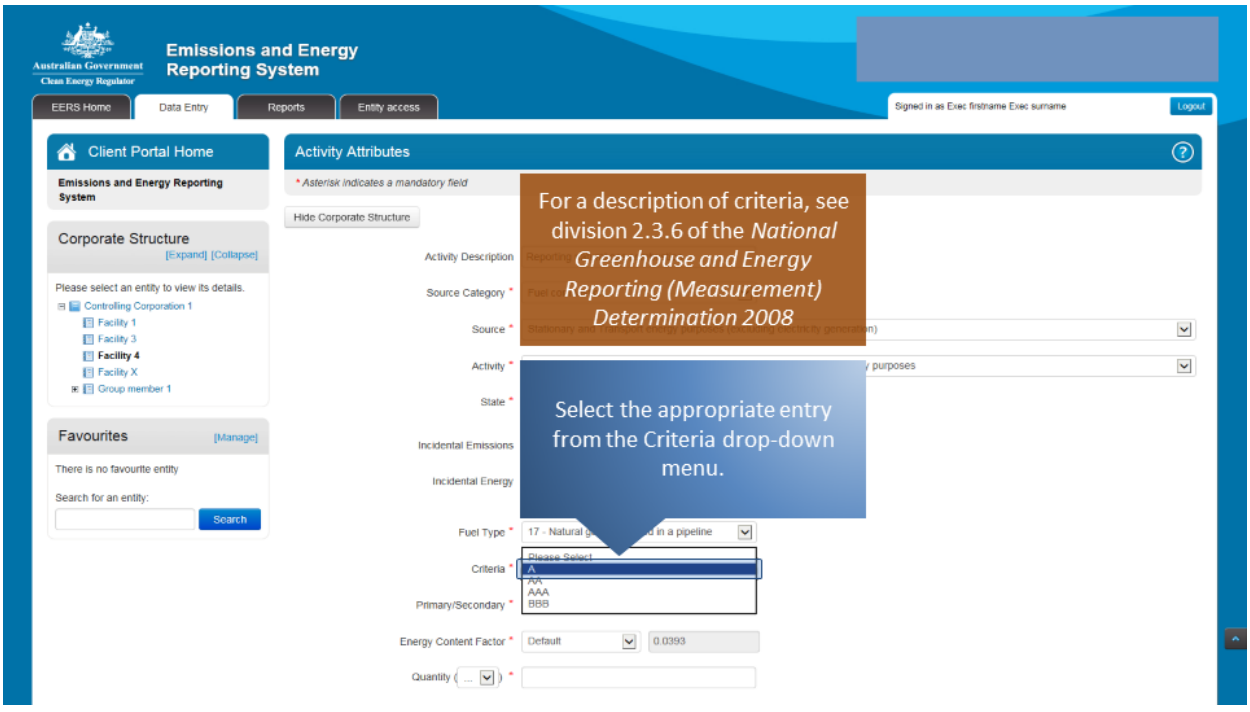
Next, select the fuel being combusted from the available options. There are different fuel type options depending on the type of activity selected in the previous step.

Figure 66: Screenshot of selecting the fuel type.



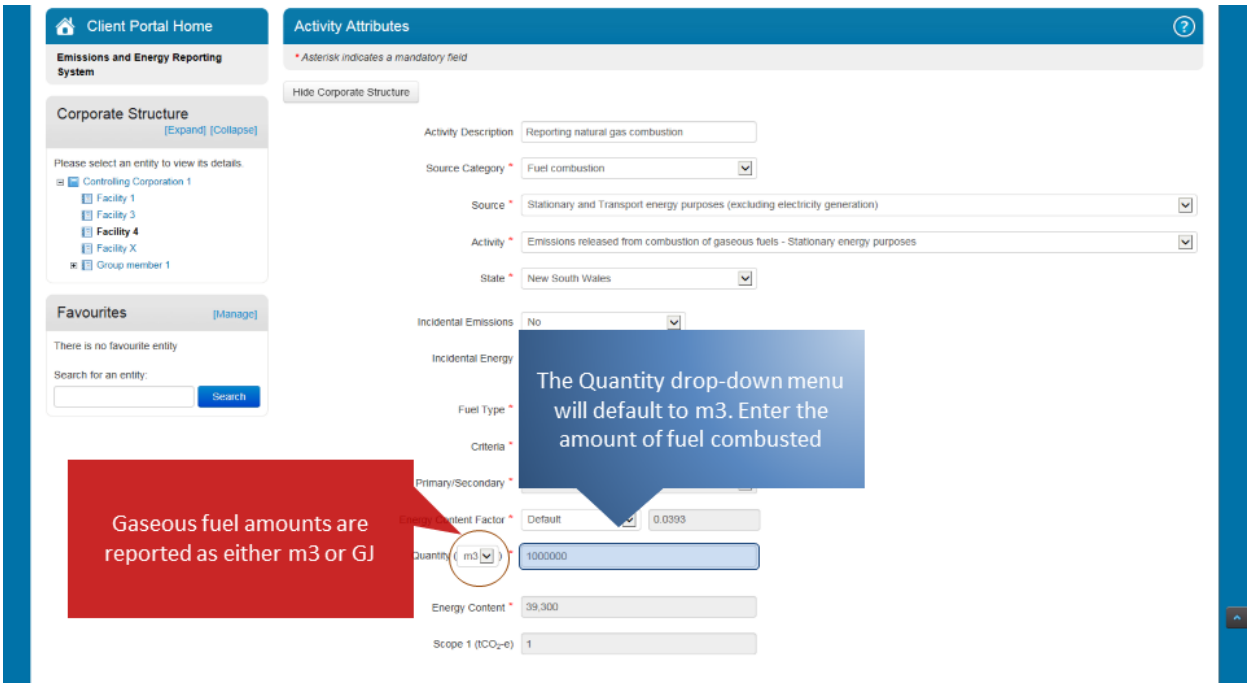
The criteria relates to the acquisition of the fuel being combusted. For a description of criteria, see division 2.3.6 of the NGER Measurement Determination.

Figure 67: Screenshot of selecting the criteria.



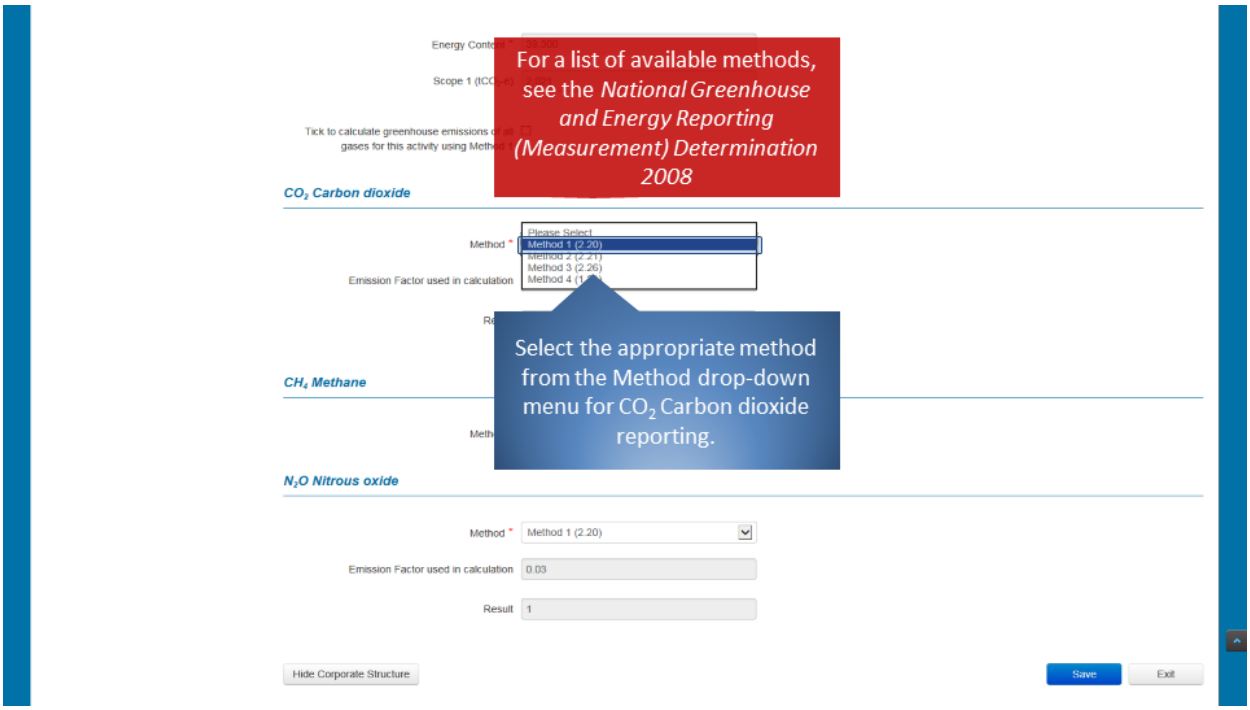
The next step is to enter the amount of fuel combusted for the activity. This is entered in the 'Quantity' field. Enter the amount in either cubic metres (m^3) or gigajoules (GJ).

Figure 68: Screenshot of entering the amount of fuel combusted for the activity.


Client Portal Home
Emissions and Energy Reporting System
Corporate Structure
[Expand] [Collapse]
Please select an entity to view its details.
Controlling Corporation 1
Facility 1
Facility 3
Facility 4
Facility X
Group member 1
Favourites
[Manage]
There is no favourite entity
Search for an entity:
Search
Activity Attributes
* Asterisk indicates a mandatory field
Hide Corporate Structure
Activity Description
Reporting natural gas combustion
Source Category *
Fuel combustion
Source *
Stationary and Transport energy purposes (excluding electricity generation)
Activity *
Emissions released from combustion of gaseous fuels - Stationary energy purposes
State *
New South Wales
Incidental Emissions
No
Incidental Energy
Fuel Type *
Criteria *
Primary/Secondary *
Energy Content Factor *
Default
0.0393
Quantity (m3) *
1000000
Energy Content *
39.300
Scope 1 (tCO2-e)
1
The Quantity drop-down menu will default to m3. Enter the amount of fuel combusted
Gaseous fuel amounts are reported as either m3 or GJ

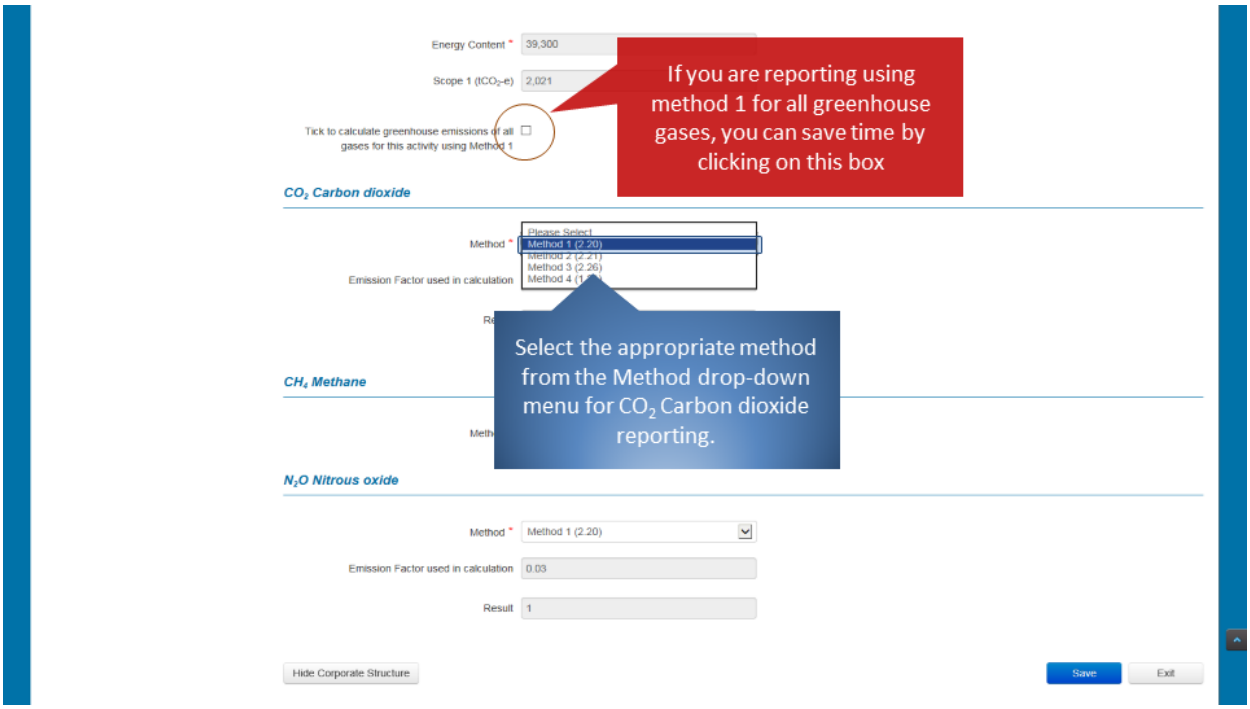
The method relates to how the emissions from the combustion of fuel are calculated. Select the appropriate method from the list of available options for the reporting of emissions of carbon dioxide. If you select Method 1 then the default emissions and energy factors will be used by the system. Electing to report using a higher order method will require additional information to be entered.

Figure 69: Screenshot of selecting method.



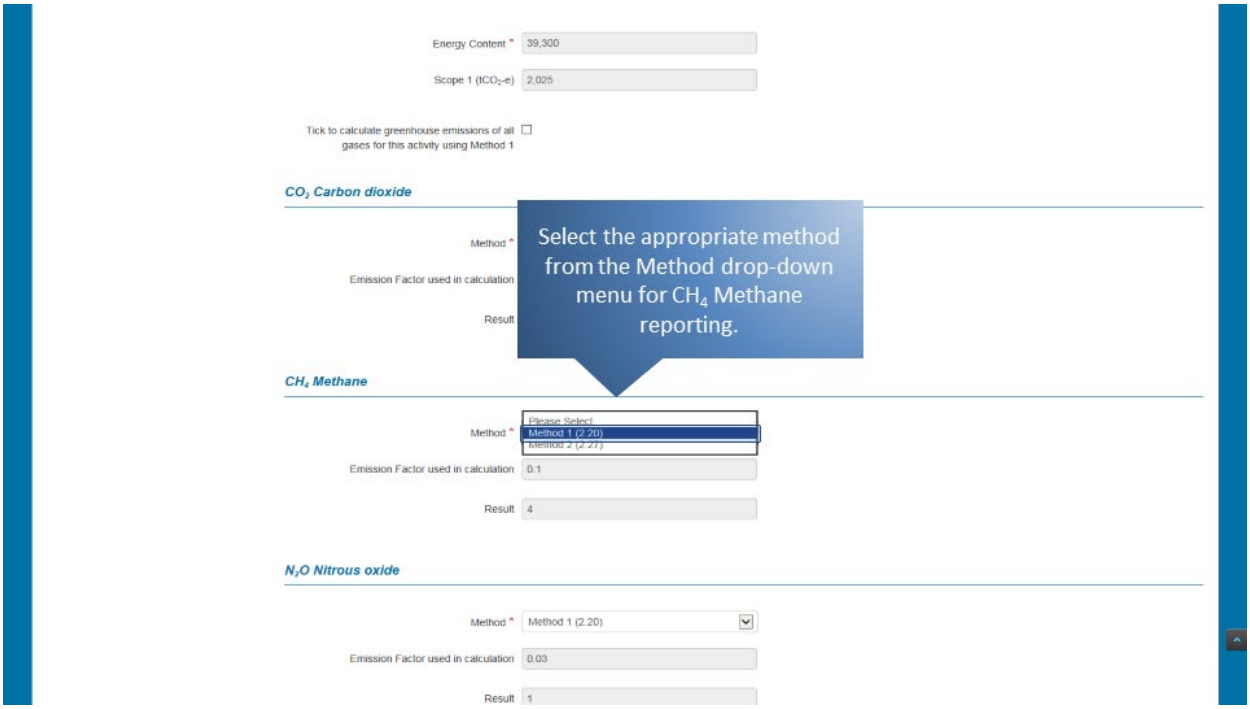
If you are using Method 1 for all greenhouse gases, you can save time by clicking the indicated box on screen.

Figure 70: Screenshot of selecting Method 1 for all greenhouse gases.



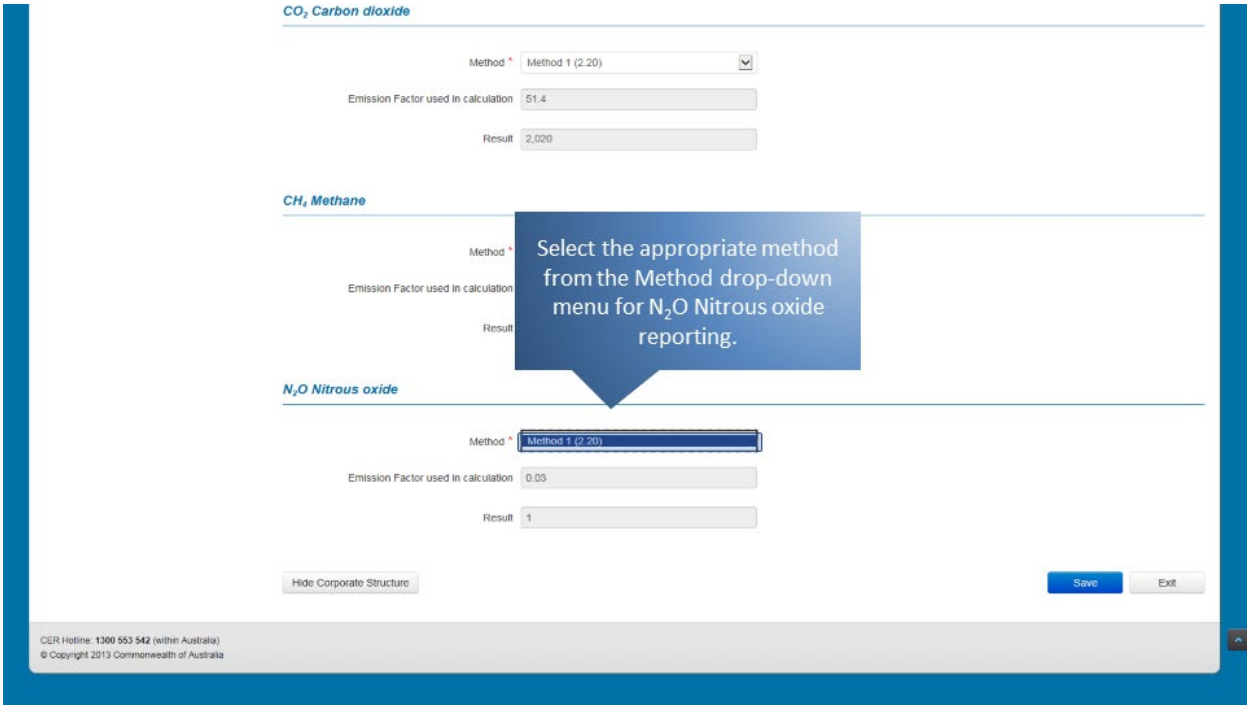
Repeat the previous step for the reporting of emissions of methane.

Figure 71: Screenshot of selecting method.



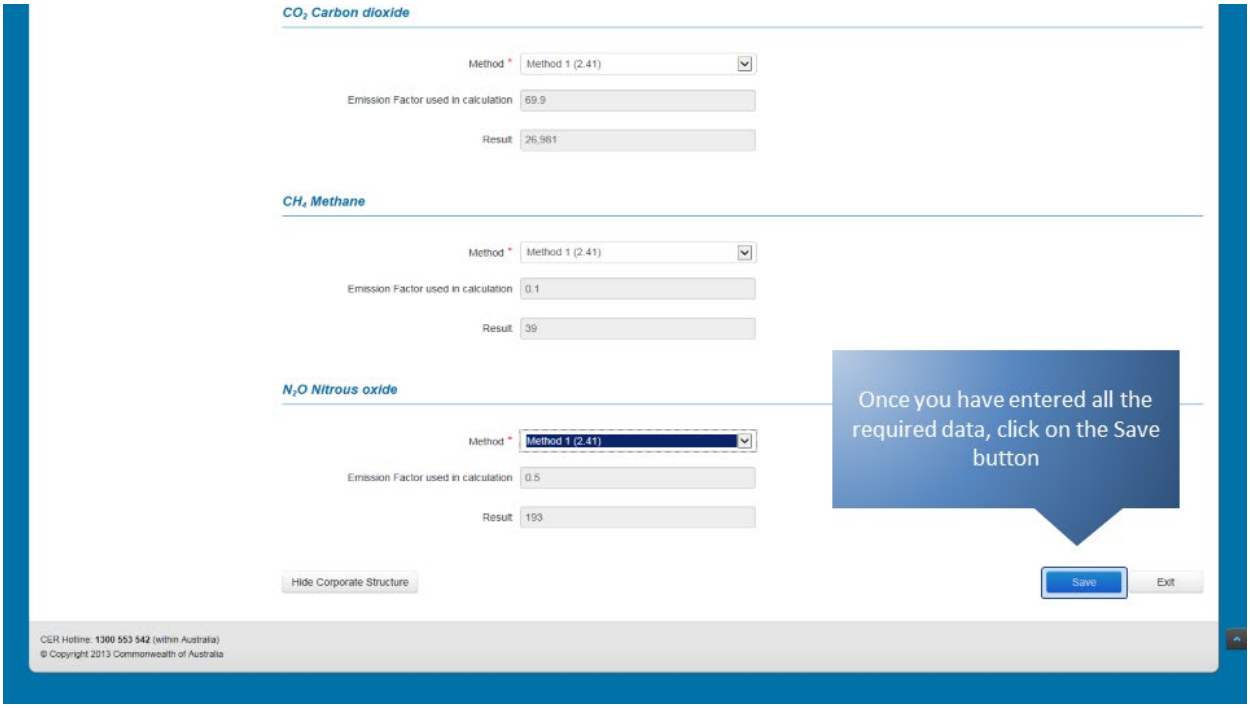
And again for the emissions of nitrous oxide.

Figure 72: Screenshot of selecting method.



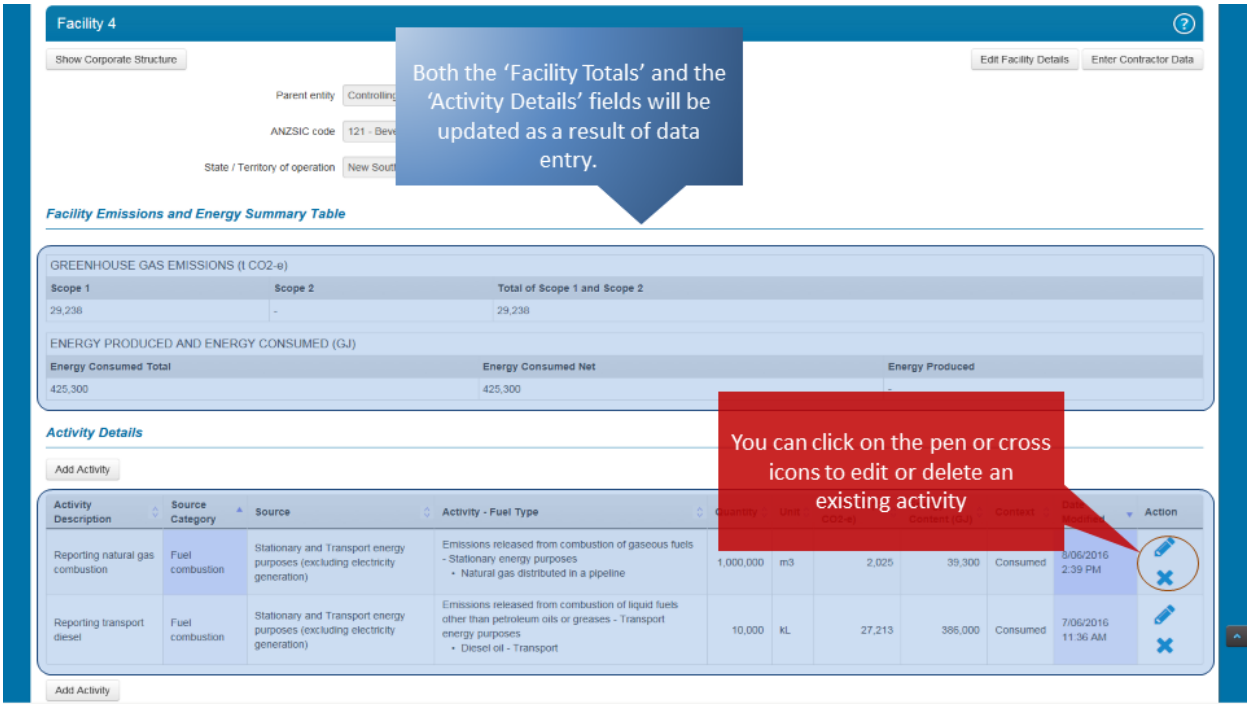
Once all the required information has been entered, click on the 'Save' button. EERS will display a warning if any required information is missing. Otherwise, the information will be saved.

Figure 73: Screenshot how to save the information.



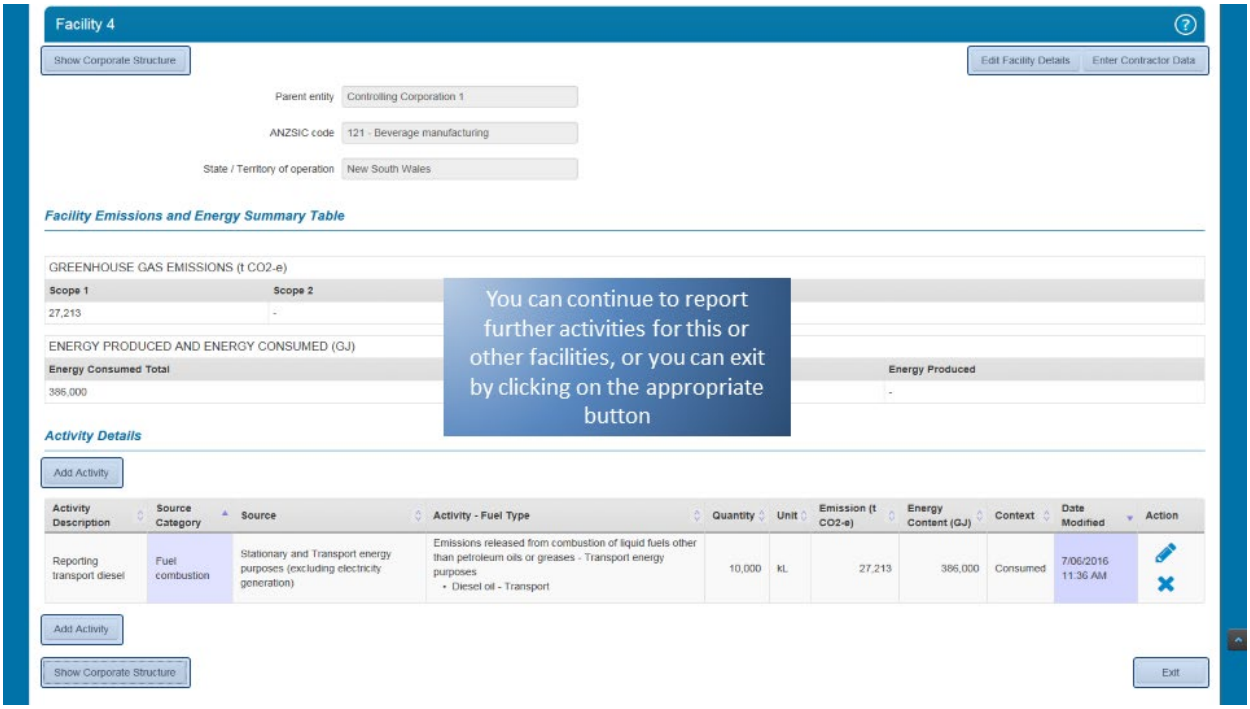
Your entered data will appear in the activity details table and will be reflected in the facility's emissions and energy summary table. To edit or delete an existing entry, click on the appropriate icon under the 'Action' heading.

Figure 74: Screenshot of activity details table.



Continue to report more activities for this or other facilities or exit by clicking on the appropriate button.

Figure 75: Screenshot of reporting more activities or exiting.

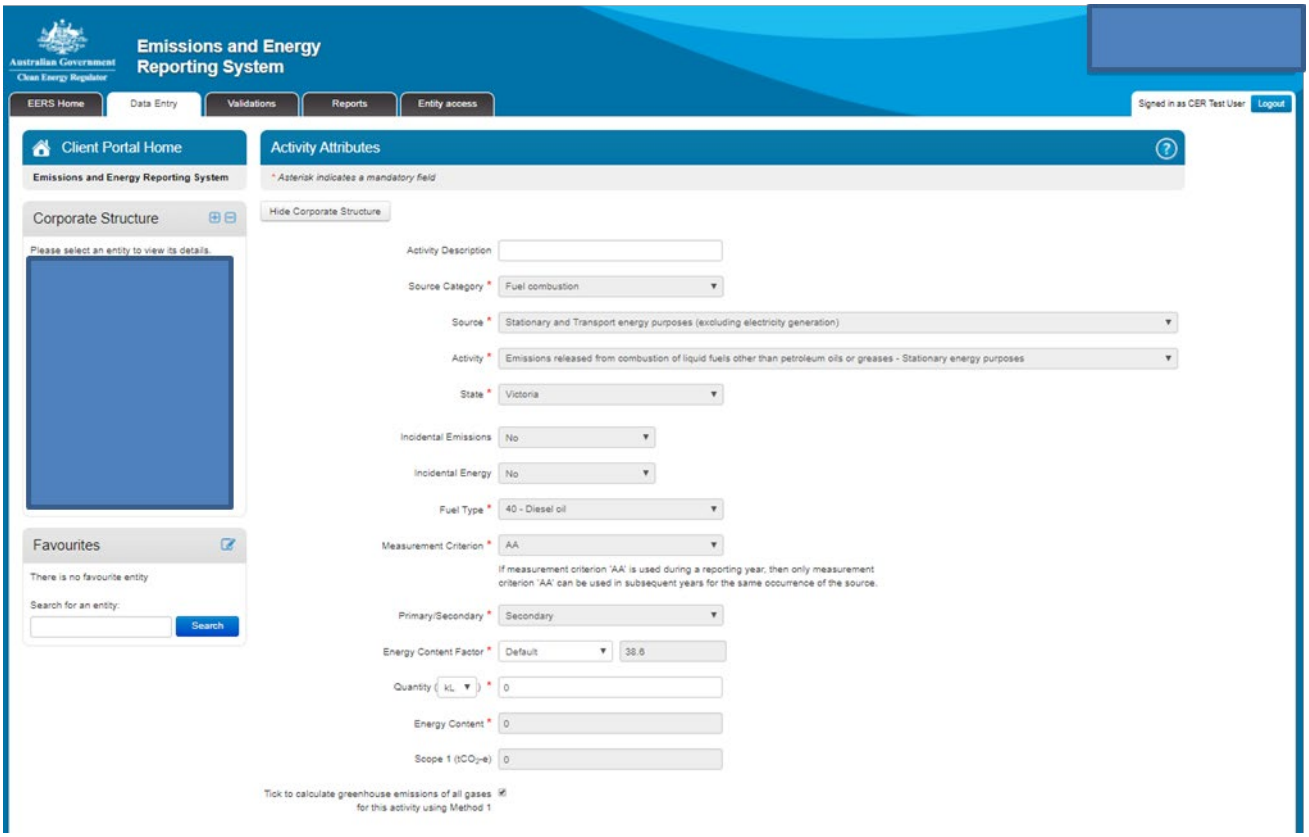


8. Reporting activities with locked measurement criteria

Some activities will be locked due to the measurement criteria being used to report the activity. EERS migrates activities reported in the previous reporting year to help users enter activity data. Where measurement criterion 'AA' or 'AAA' in combination with sub-criterion 'AAA – non-commercial transaction – point of consumption' is reported for certain activities, the activity attributes will be locked.

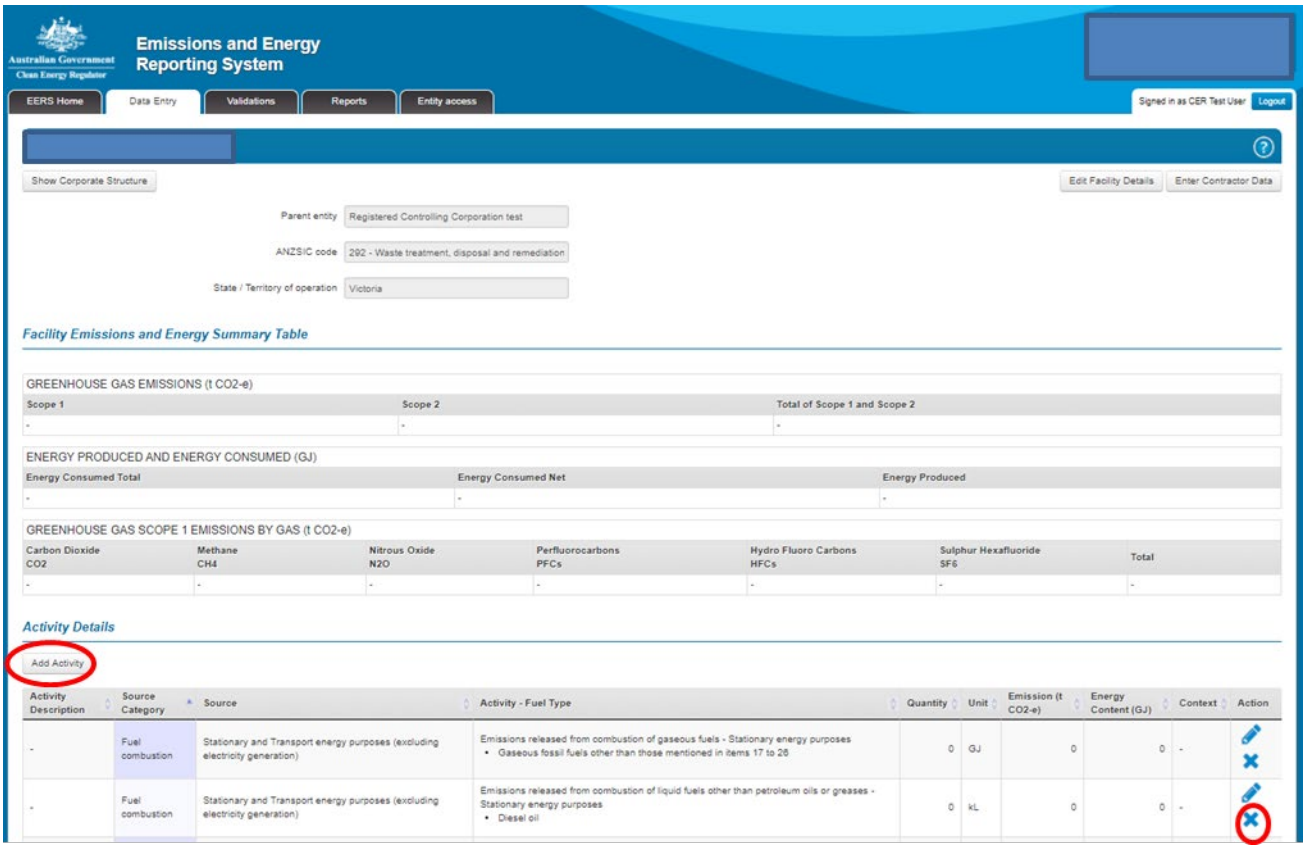
The below activity is locked. This is because the 'AA' has been used as the measurement criterion for this instance of the activity. When 'AA' is used for certain activities, you are not allowed to change the criterion in subsequent reporting years. This also applies to activities that are reported with the criterion 'AAA' in combination with the sub-criterion 'AAA – non-commercial – point of consumption'. For details on which activities are covered by this requirement, please refer to the NGER Measurement Determination.

Figure 76: Screenshot of locked activity.



To change the details of the activity such as the activity type or the source, delete the activity and use the 'Add Activity' button to enter a new activity. However, please note that the legislative restrictions on measurement criteria still apply if the activity being reported is the same instance of the source as previously reported.

Figure 77: Screenshot of adding an activity.

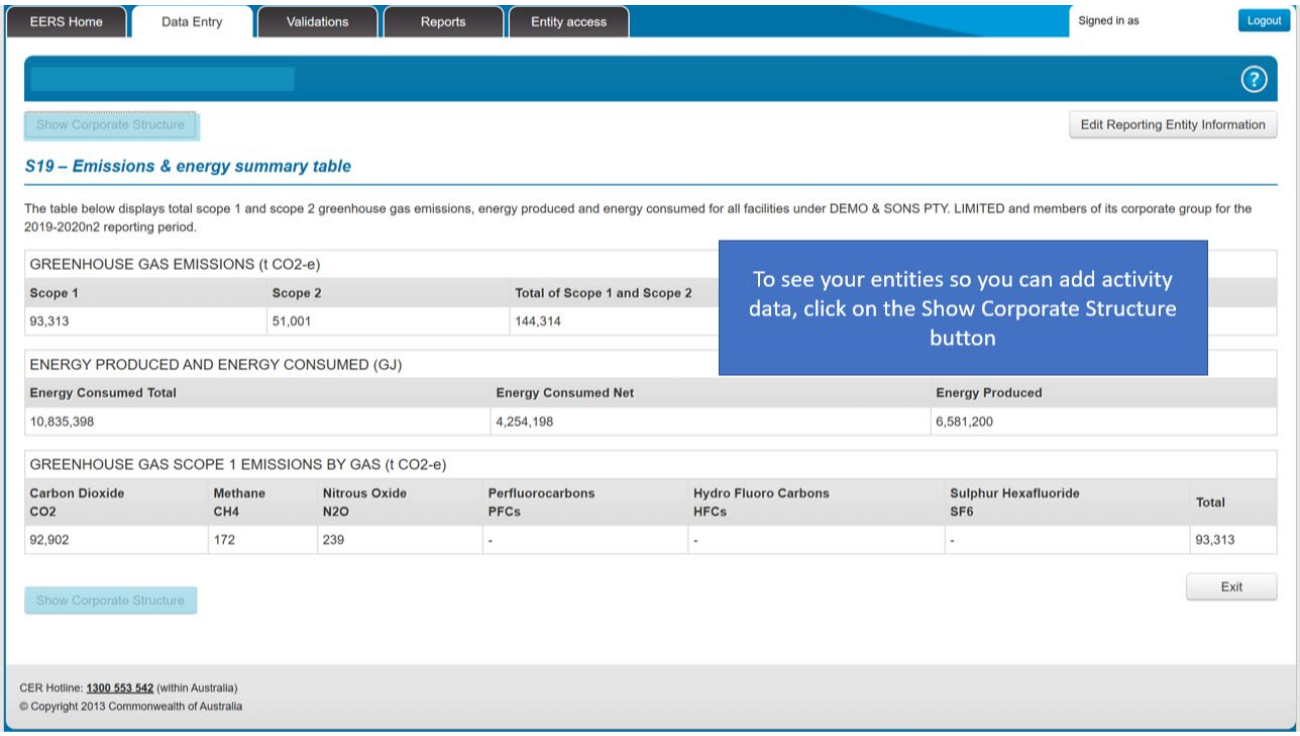


9. Reporting scope 2 emissions from electricity consumption in EERS

This guide demonstrates how to report scope 2 emissions from the consumption of electricity from a grid in a state or territory.

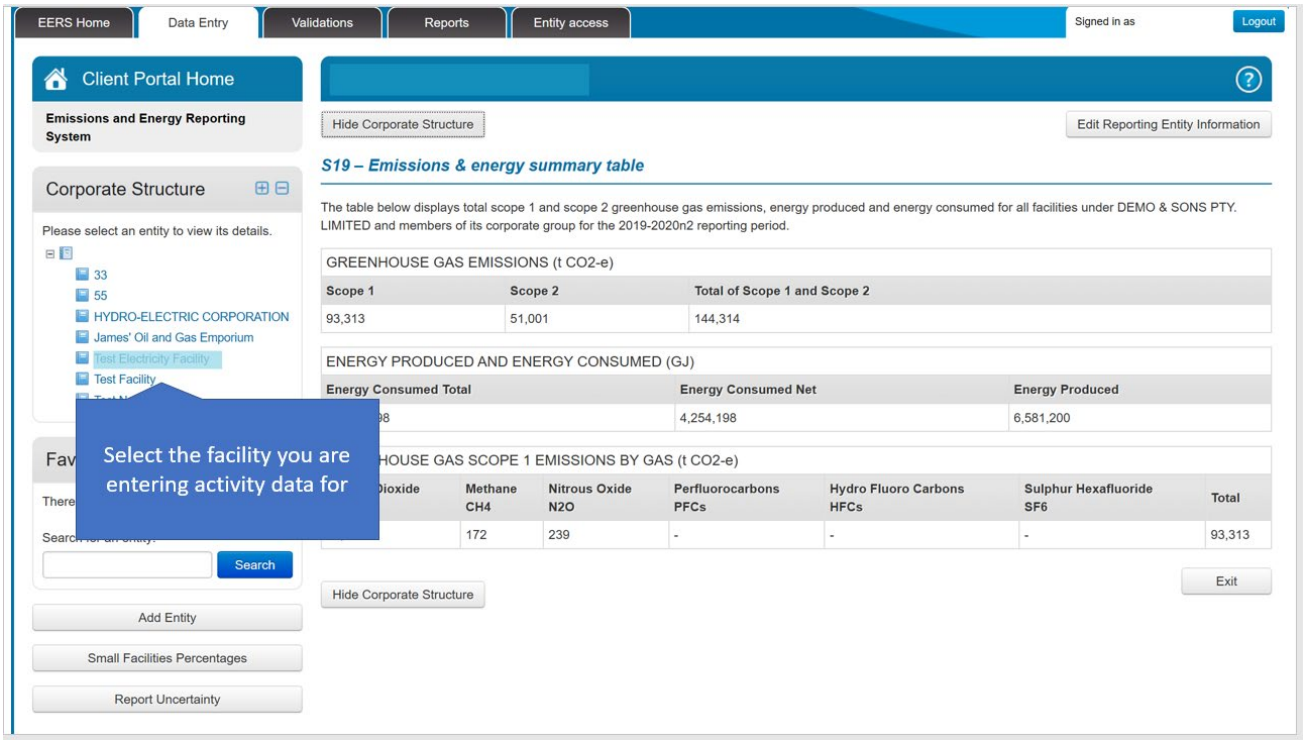
If you cannot see your list of entities on the left of the screen, click on the 'Show Corporate Structure' button.

Figure 78: Screenshot of how to show corporate structure.



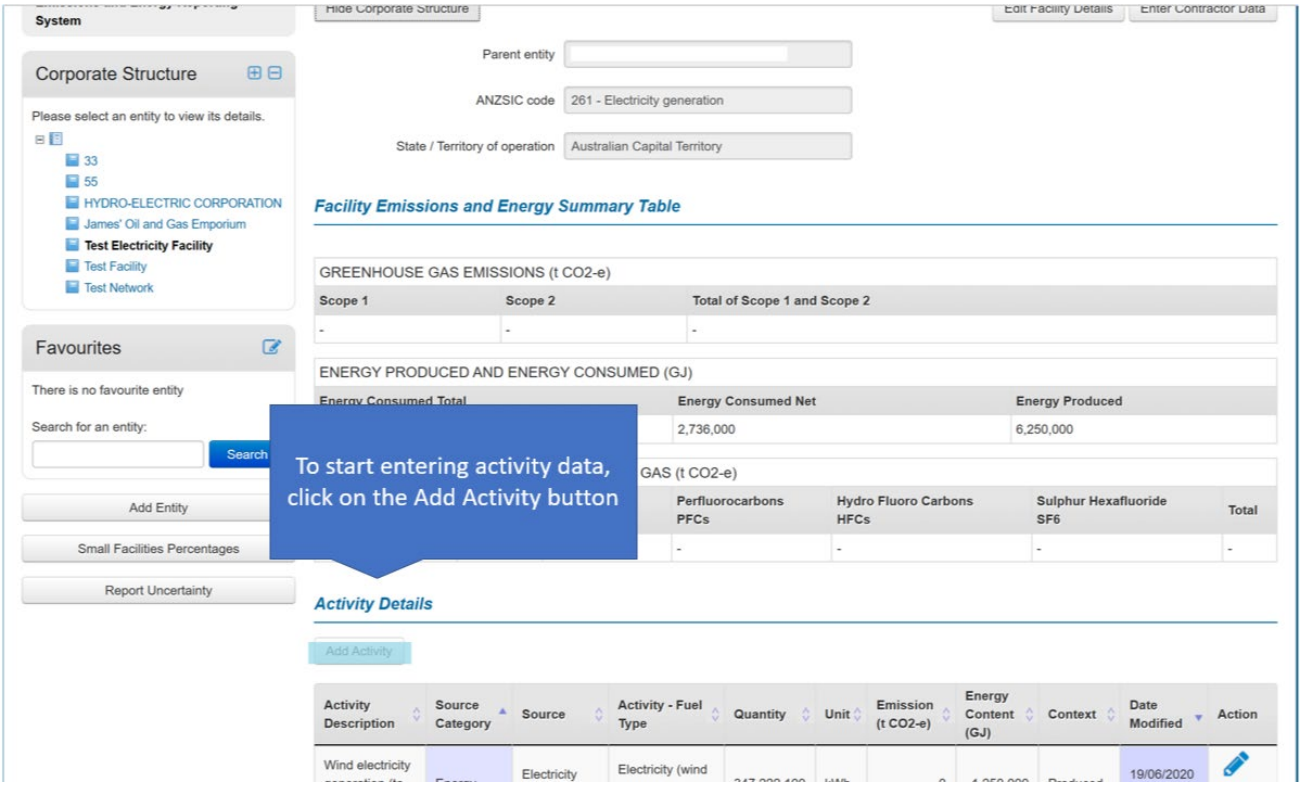
The first step is to select the relevant facility from your corporate structure.

Figure 79: Screenshot of selecting a facility.



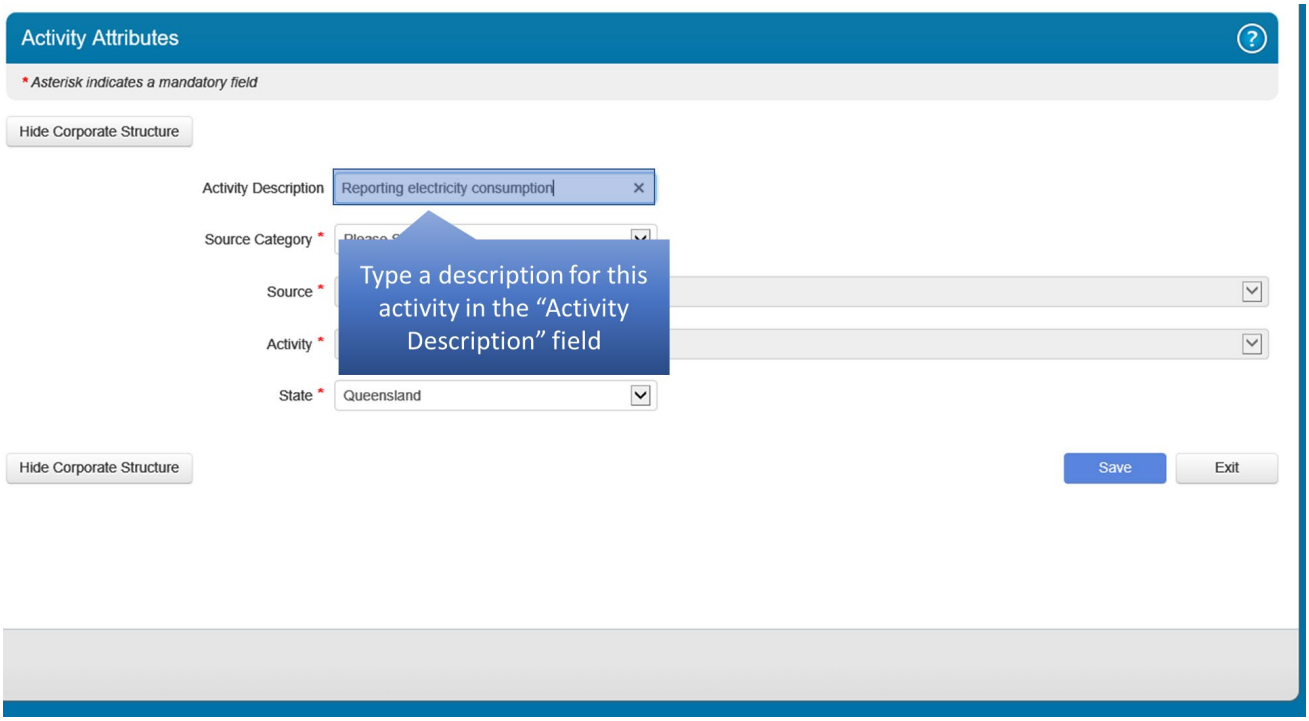
To start entering activity data, click on the ‘Add Activity’ button.

Figure 80: Screenshot of how to enter activity data.



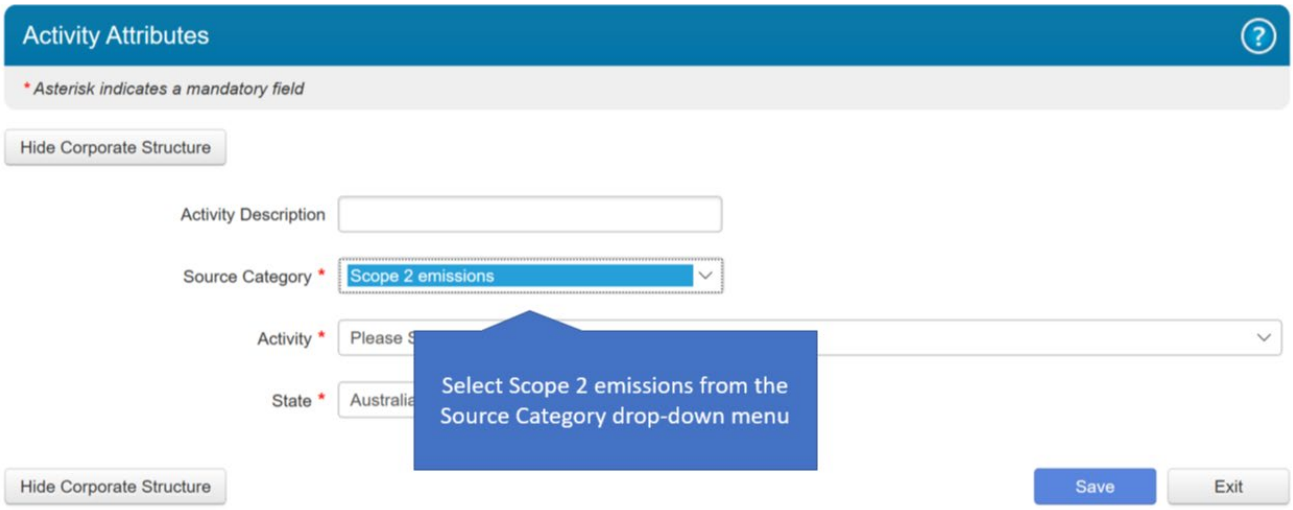
‘Activity Description’ is a free text field that allows you to enter a custom description for the particular activity.

Figure 81: Screenshot of activity description field.



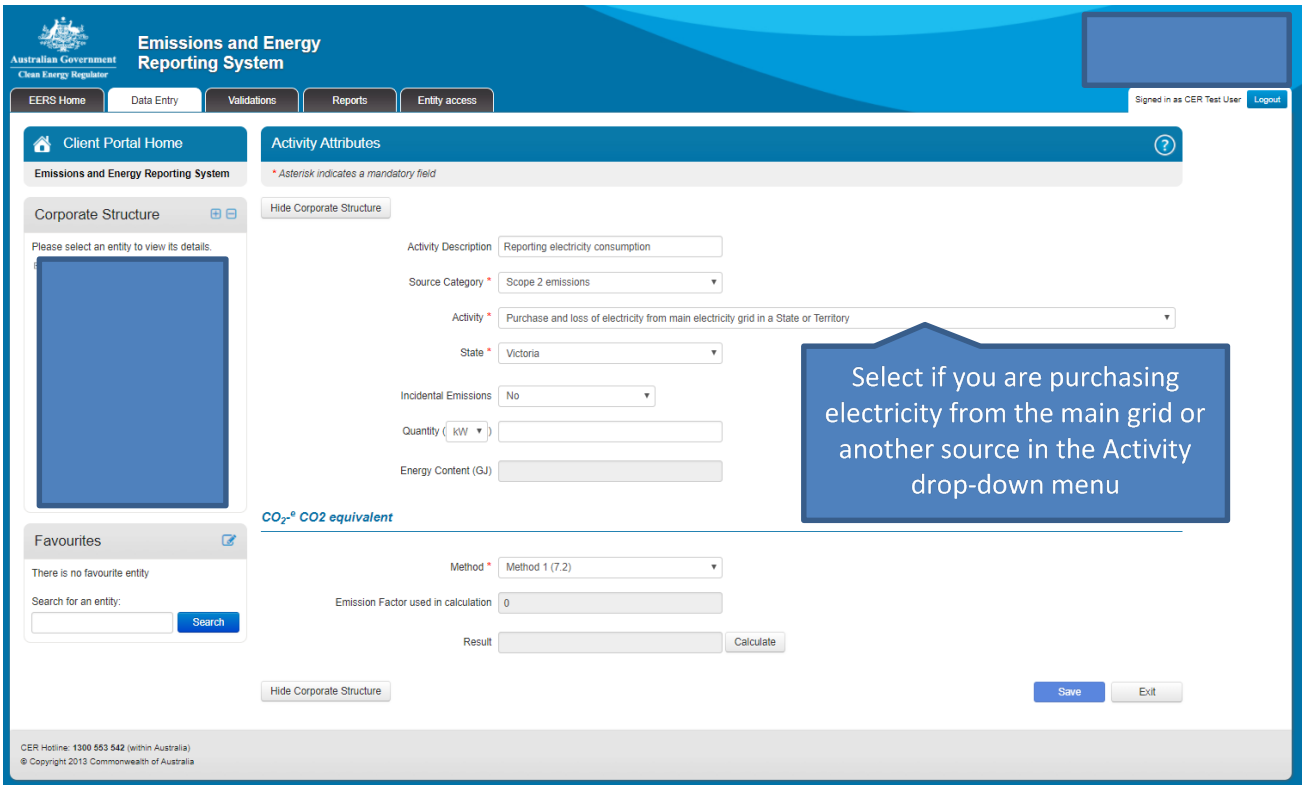
To enter activity data, select a source category for the available options in the drop-down menu. In this instance, select 'Scope 2 emissions' from the 'Source Category' drop-down menu.

Figure 82: Screenshot of selecting a source category.



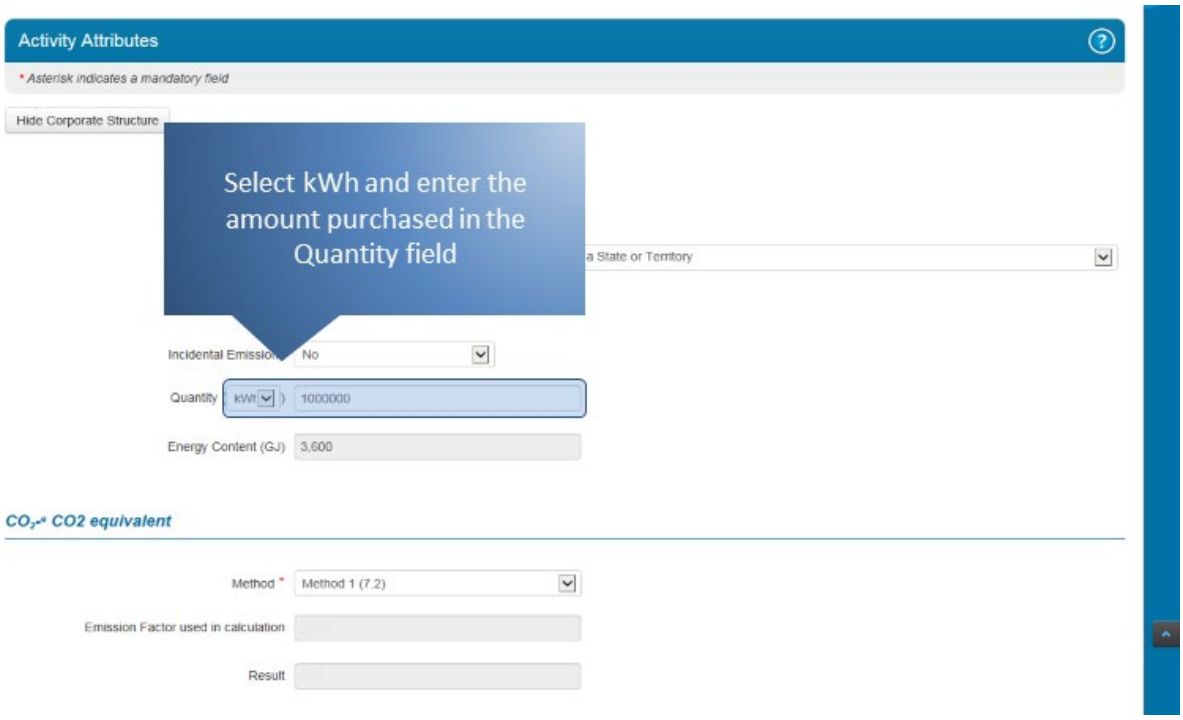
Now select if you are purchasing electricity from the main grid in a state or territory or from a grid other than the main grid.

Figure 83: Screenshot of selecting if you are purchasing electricity from the main grid.



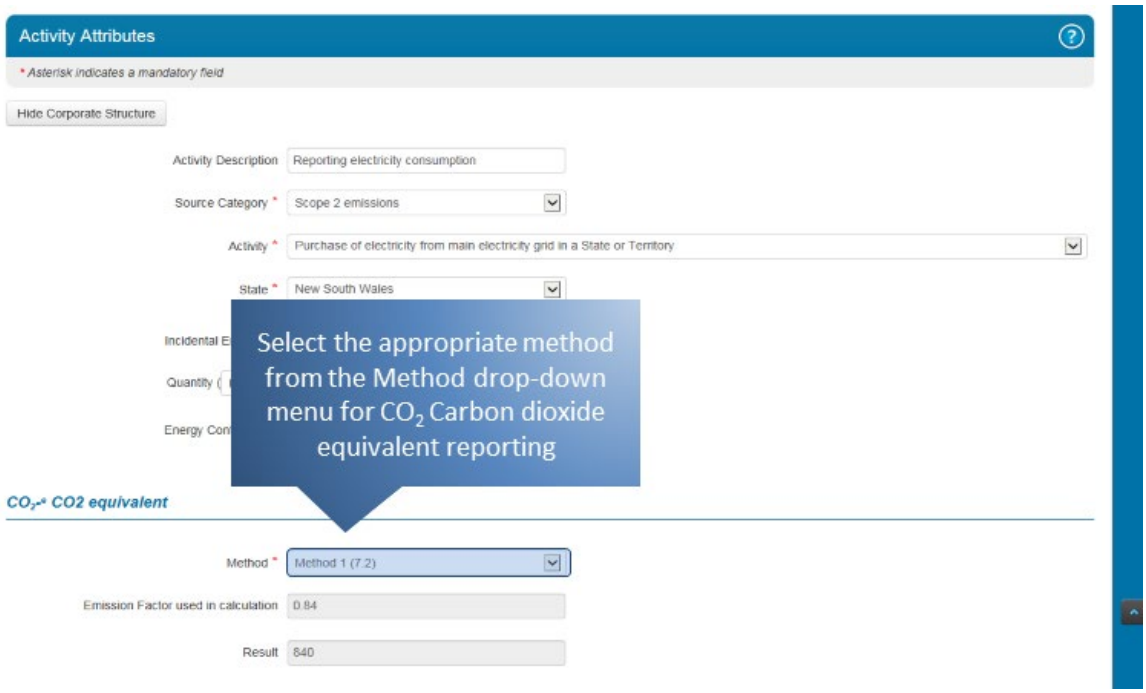
Next, enter the amount of electricity that you have purchased for the reporting period. This amount is entered in kilowatt-hours (kWh).

Figure 84: Screenshot of entering amount of electricity purchased.



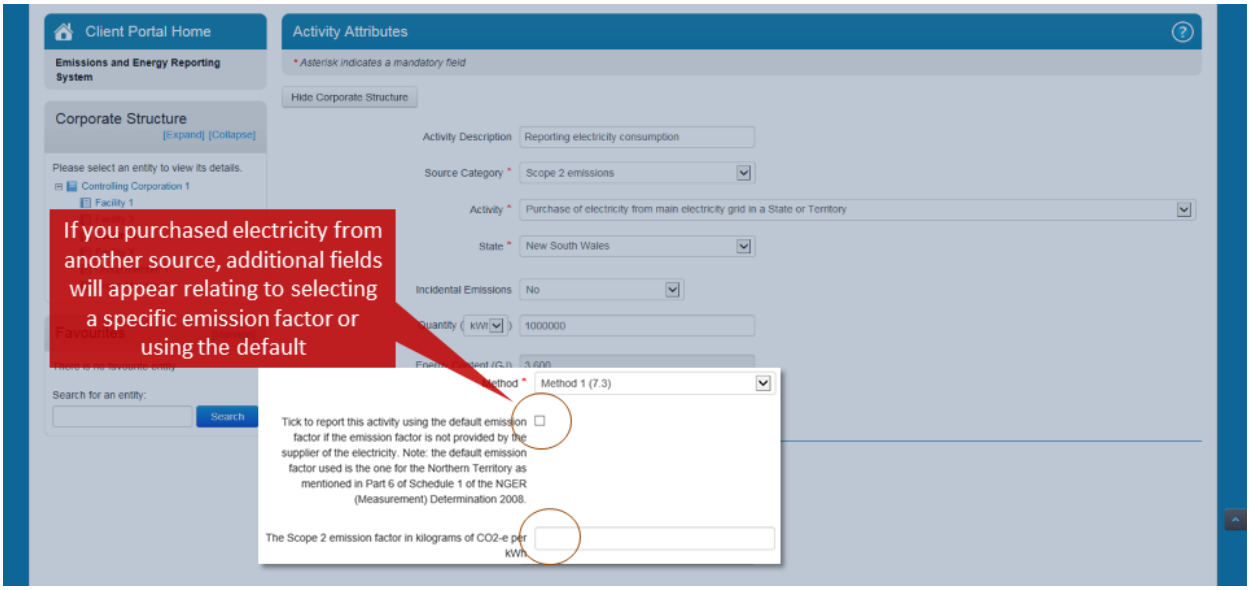
Next, select the method that you are using to report your scope 2 emissions.

Figure 85: Screenshot of selecting the method.



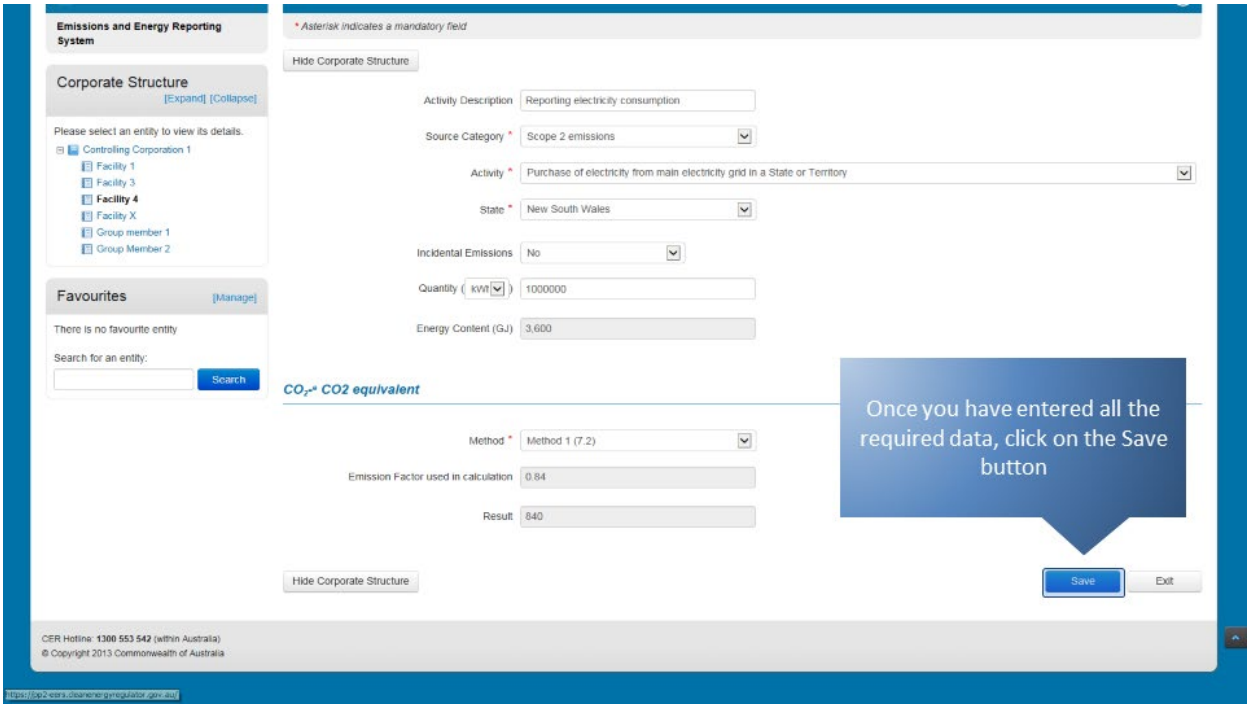
If you are reporting electricity consumption from another source, then you will be prompted to select if you are using the default emission factors or enter the factor provided to you by your electricity supplier.

Figure 86: Screenshot of prompt to select if you are using default emission factors.



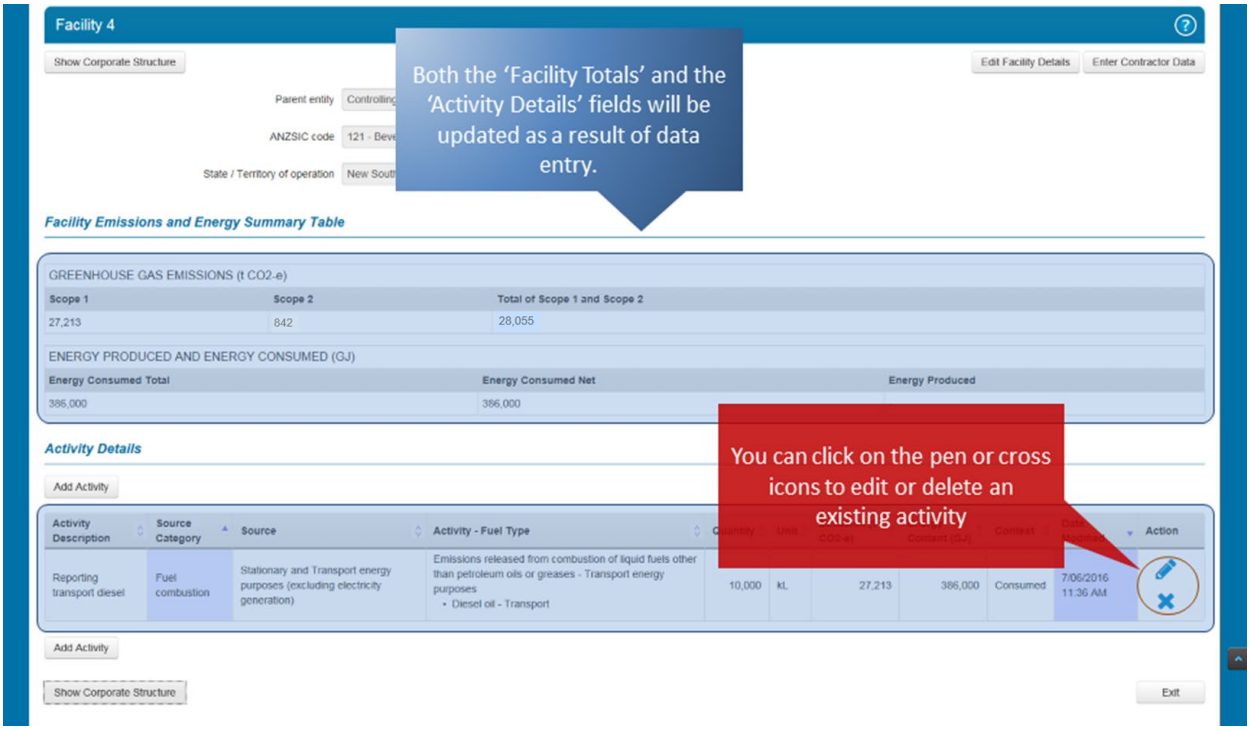
Once you have entered all the required information, click on the 'Save' button. EERS may display a validation warning if any of the fields have not been filled in correctly. Otherwise, your details will be saved.

Figure 87: Screenshot of how to save the information.



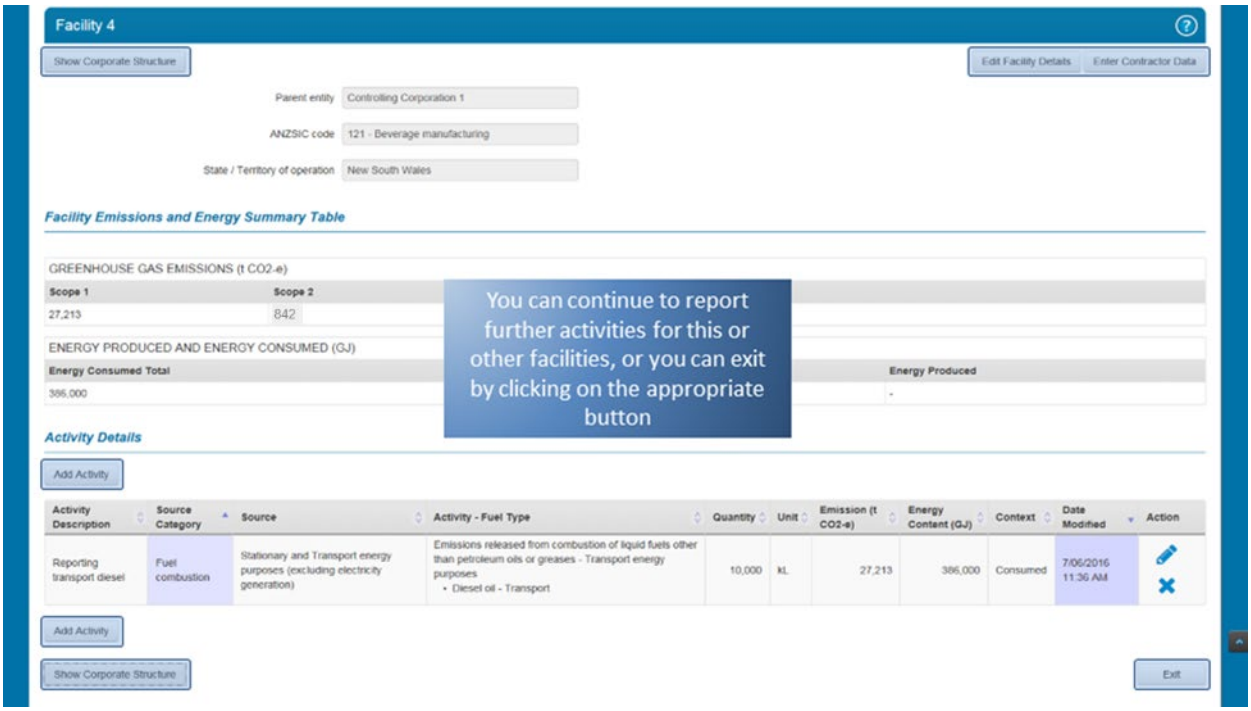
Your entered data will appear in the 'Activity Details' table and will be reflected in the facility's emissions and energy summary table. To edit or delete an existing entry, click on the appropriate icon under the 'Action' heading.

Figure 88: Screenshot of activity details.



Continue to report more activities for this or other facilities or exit by clicking on the appropriate button.

Figure 89: Screenshot of how to report more activities or exit.



10. Reporting electricity production and consumption in EERS

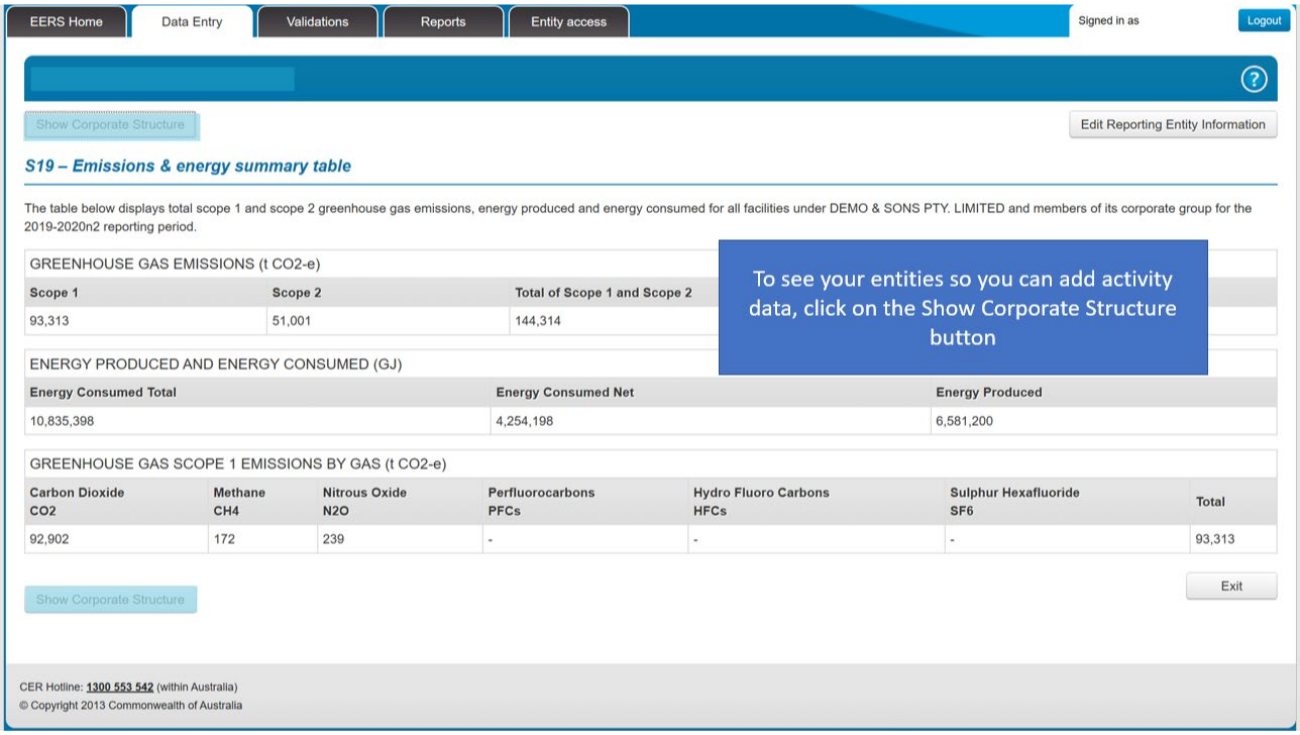
This section demonstrates how to report the production and consumption of electricity at a facility.

10.1 Reporting fuel used to generate electricity

In this example, liquid fuel will be combusted, but you can also combust solid and gaseous fuels and generate electricity from other sources such as solar, wind, geothermal and hydro.

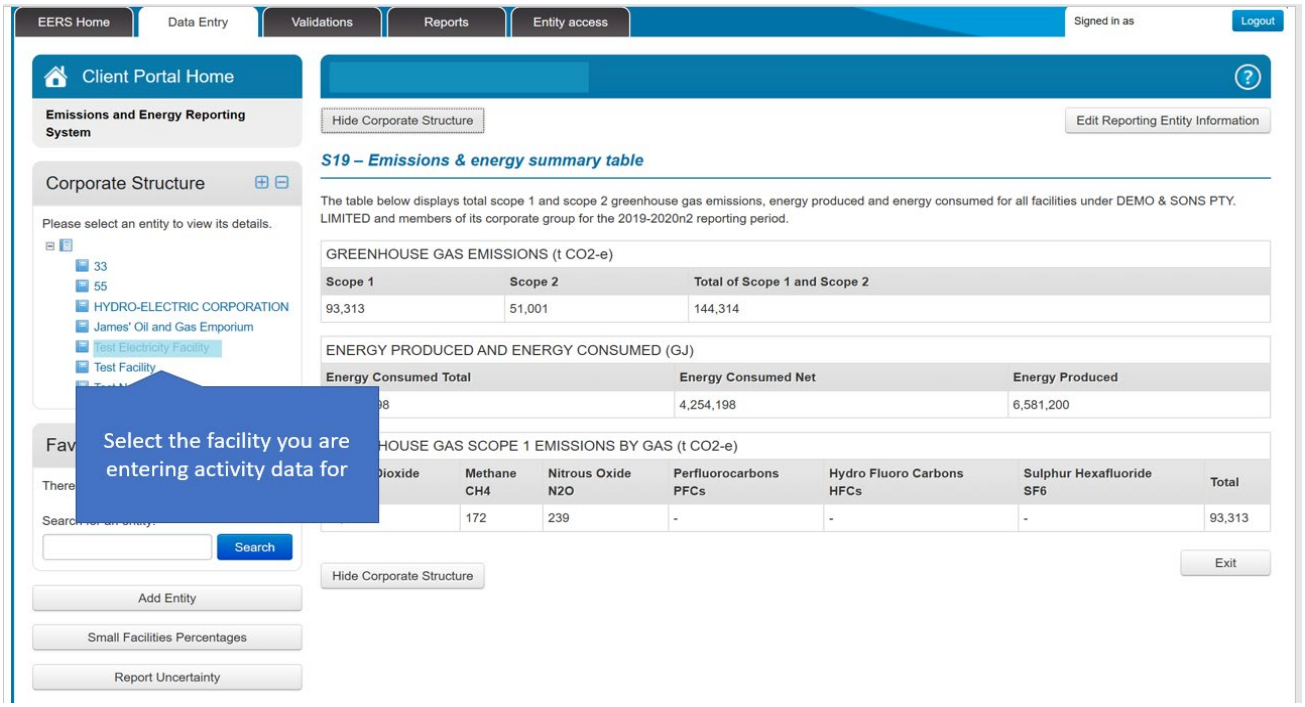
To see your entities so you can add activity data, click on the 'Show Corporate Structure' button.

Figure 90: Screenshot of how to show corporate structure.



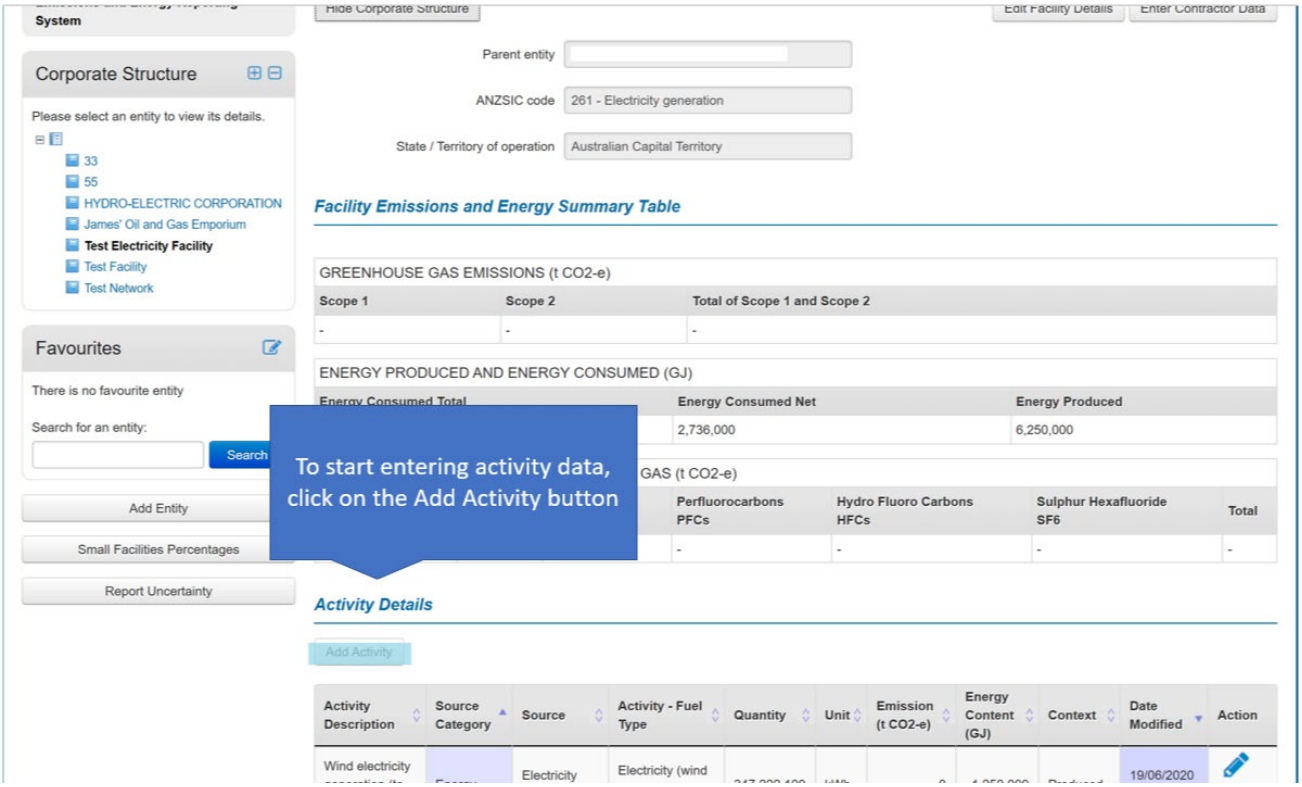
The first step is to select the facility you are entering data for from your corporate structure.

Figure 91: Screenshot of selecting a facility.



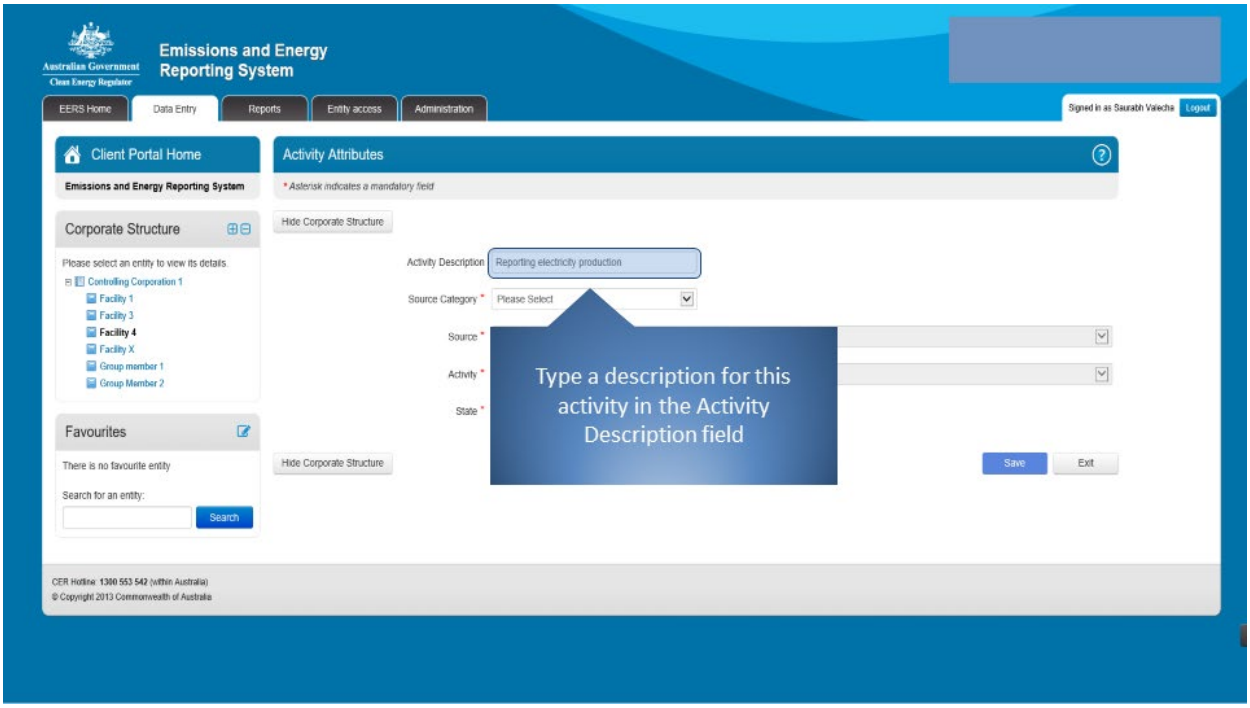
To start entering activity data, click on the 'Add Activity' button.

Figure 92: Screenshot of how to enter activity data.



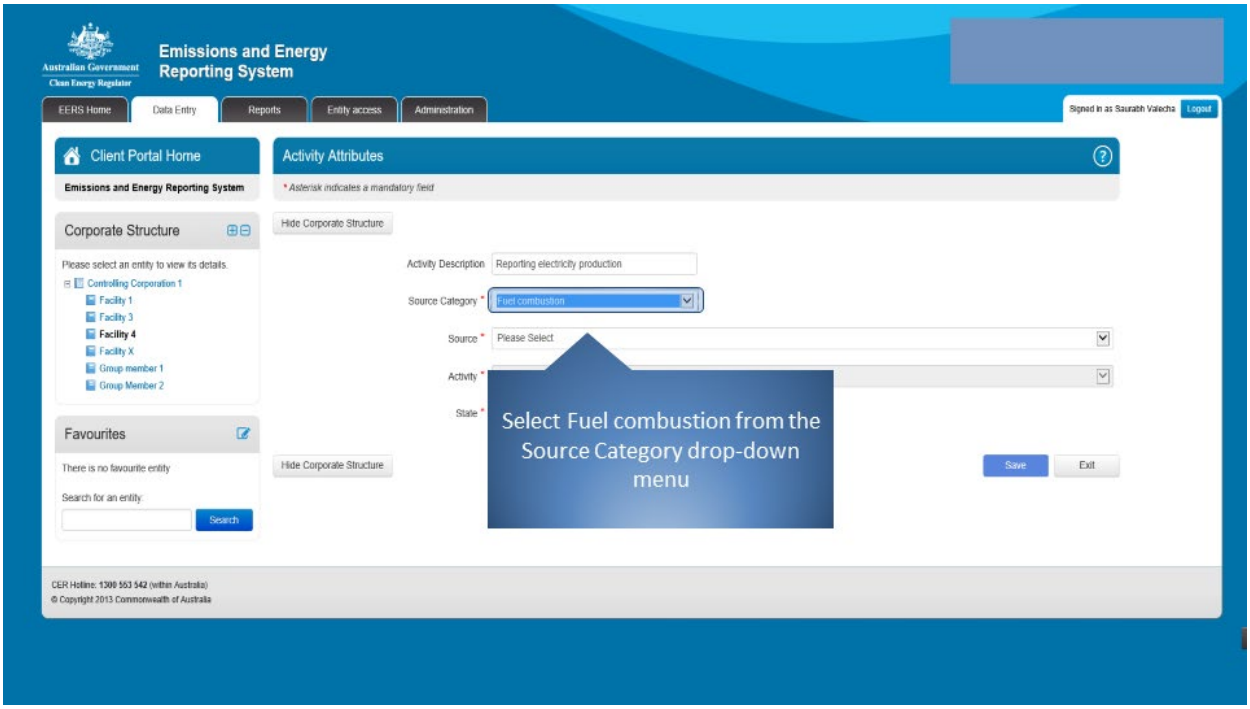
You can describe your activity using the free text 'Activity Description' field. It's not mandatory to give your activity a description but it may assist you to organise your reporting.

Figure 93: Screenshot of activity description field.



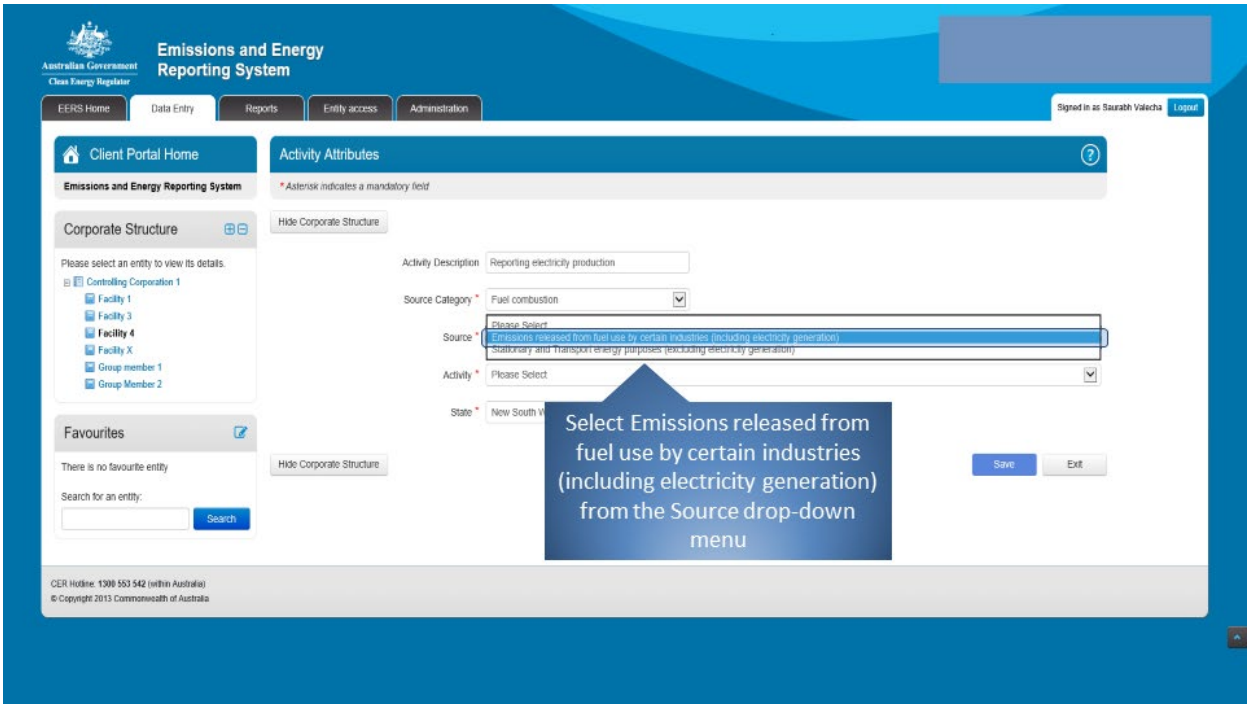
Select 'Fuel combustion' from the 'Source Category' drop-down menu.

Figure 94: Screenshot of selecting the source category.



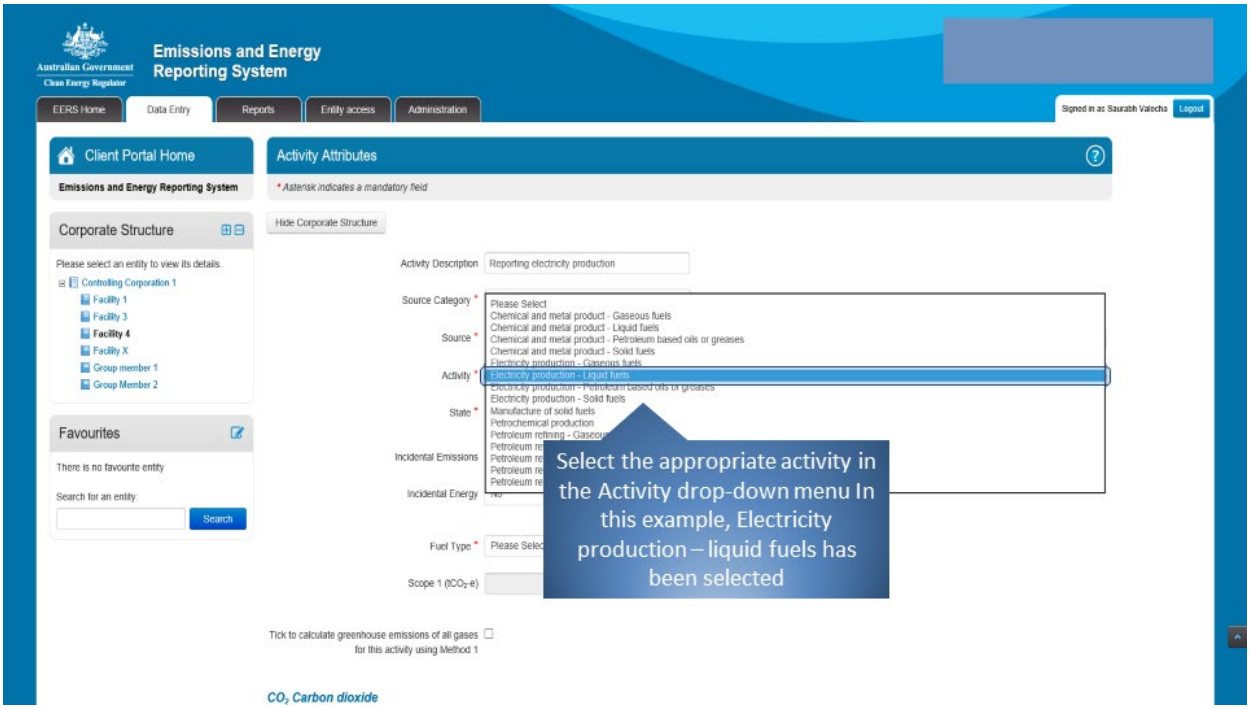
Now, select ‘Emissions released from fuel use by certain industries (including electricity generation)’ from the ‘Source’ drop-down menu.

Figure 95: Screenshot of selecting the source.



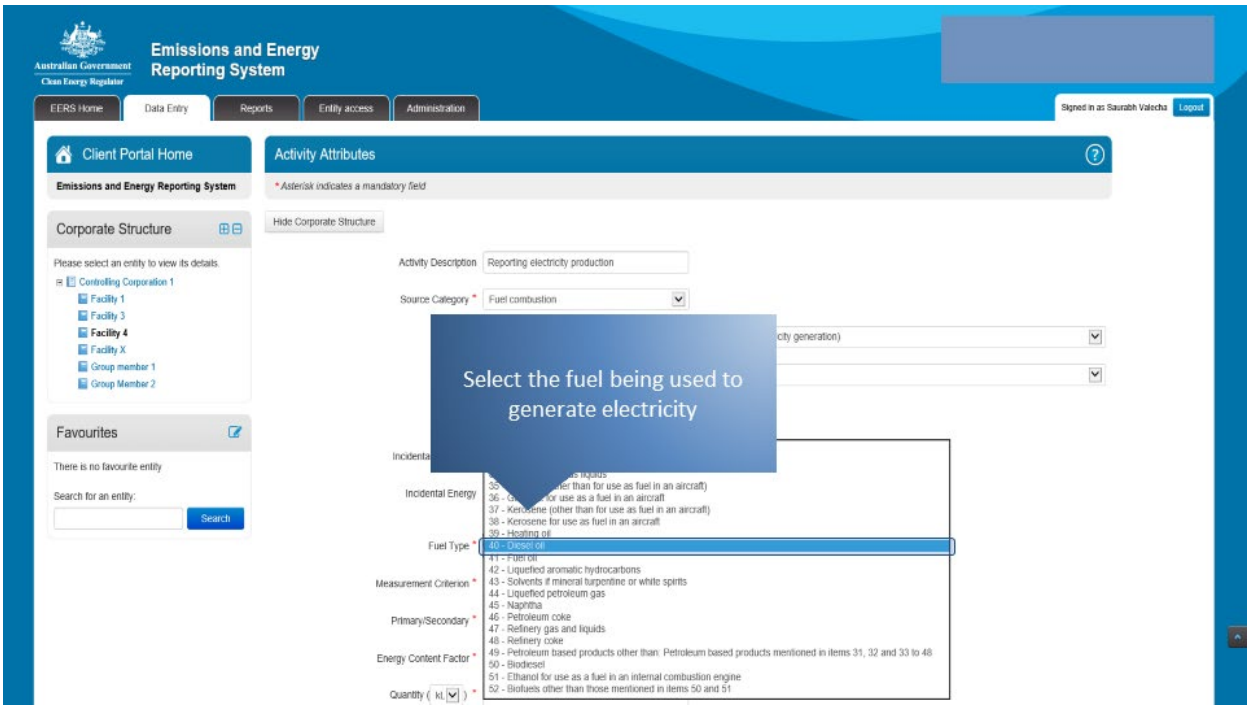
Select the appropriate fuel being used to generate electricity from the ‘Activity’ drop-down menu. Since we are combusting liquid fuels to generate electricity, select ‘Electricity production – liquid fuels’.

Figure 96: Screenshot of selecting the activity.



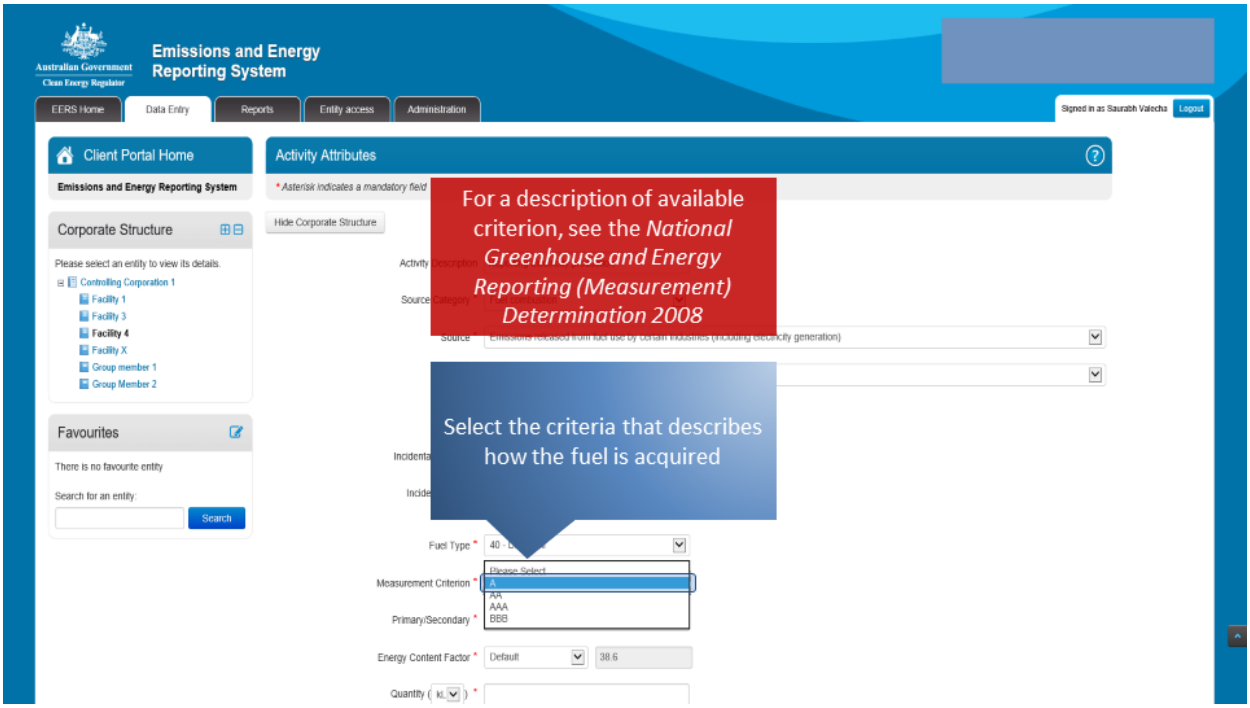
Next, select the appropriate fuel from the ‘Fuel Type’ drop-down menu.

Figure 97: Screenshot of selecting fuel type.



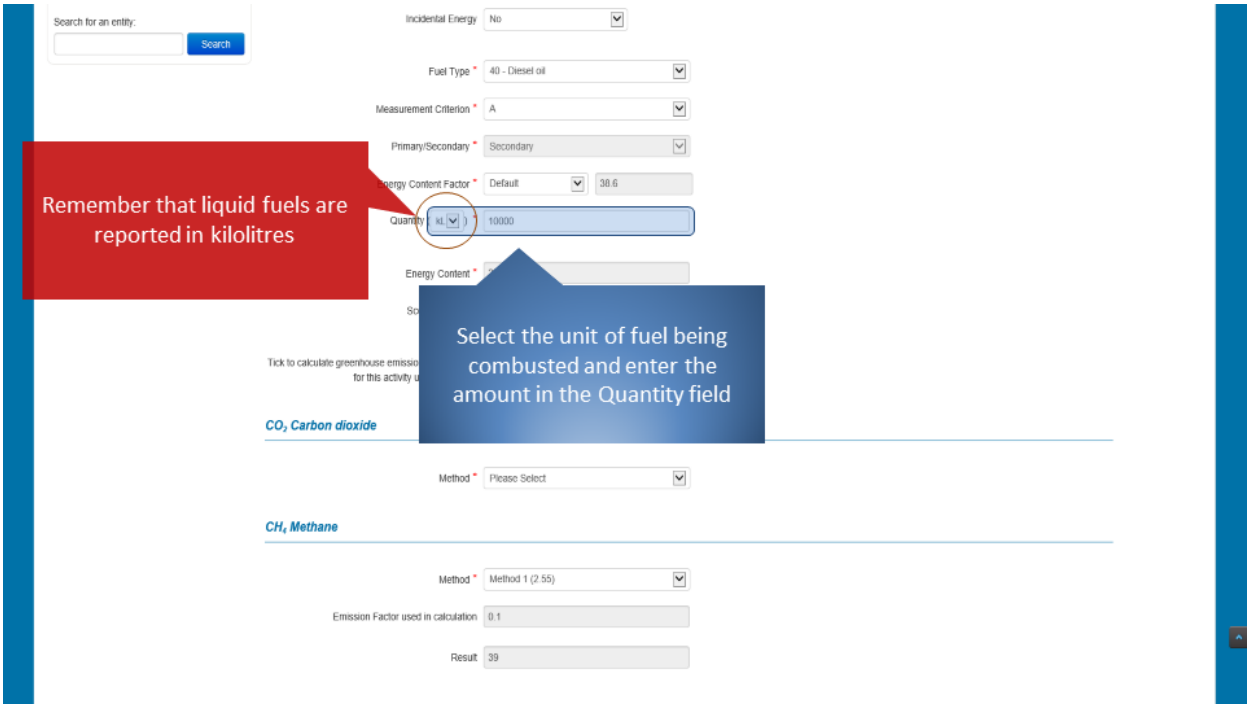
The 'Measurement Criterion' drop-down menu determines how the fuel has been obtained. See the NGER Measurement Determination for a description of available criteria.

Figure 98: Screenshot of selecting the measurement criterion.



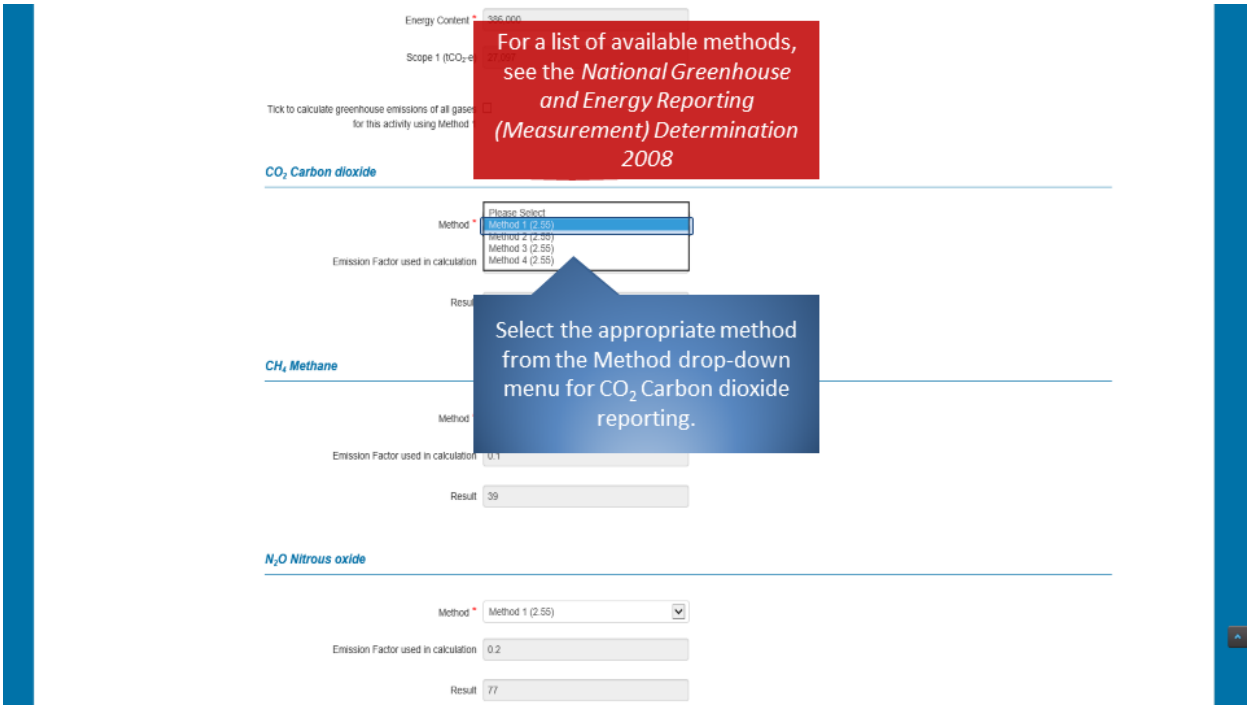
Next, select the unit of measurement and the amount of fuel being combusted. Remember, if you are combusting liquid fuels, the amount will be reported in kilolitres.

Figure 99: Screenshot of how to enter the amount of fuel being combusted.



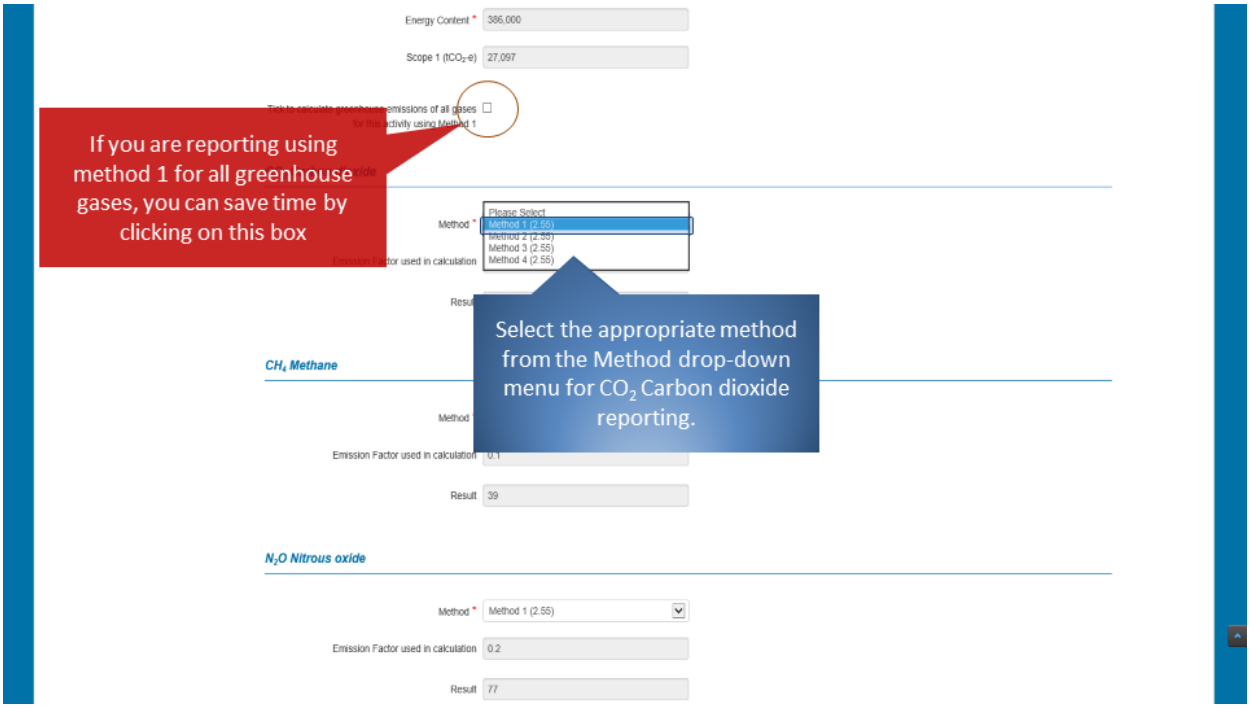
The method relates to how the emissions from the combustion of fuel are calculated. Select the appropriate method from the list of available options for the reporting of emissions of carbon dioxide.

Figure 100: Screenshot of selecting the method.



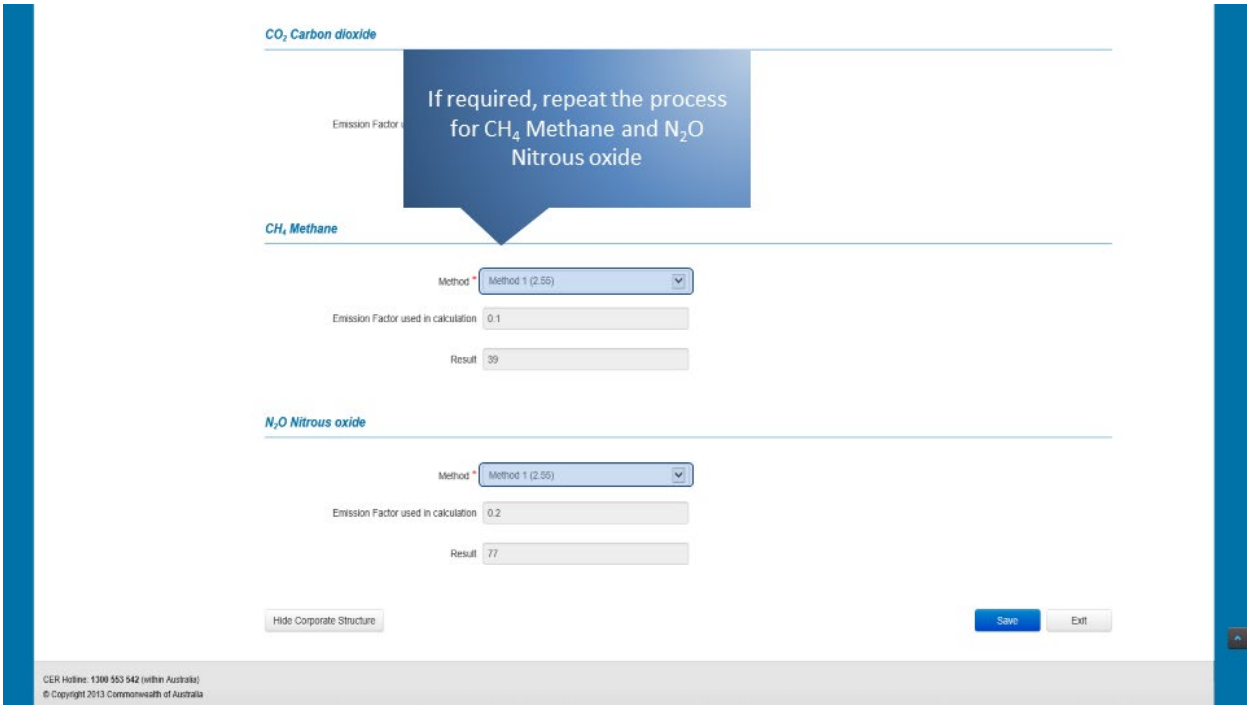
If you select ‘Method 1’, the default emissions and energy factors will be used by the system. Electing to report using a higher order method will require additional information to be entered.

Figure 101: Screenshot of selecting Method 1 for all greenhouse gases.



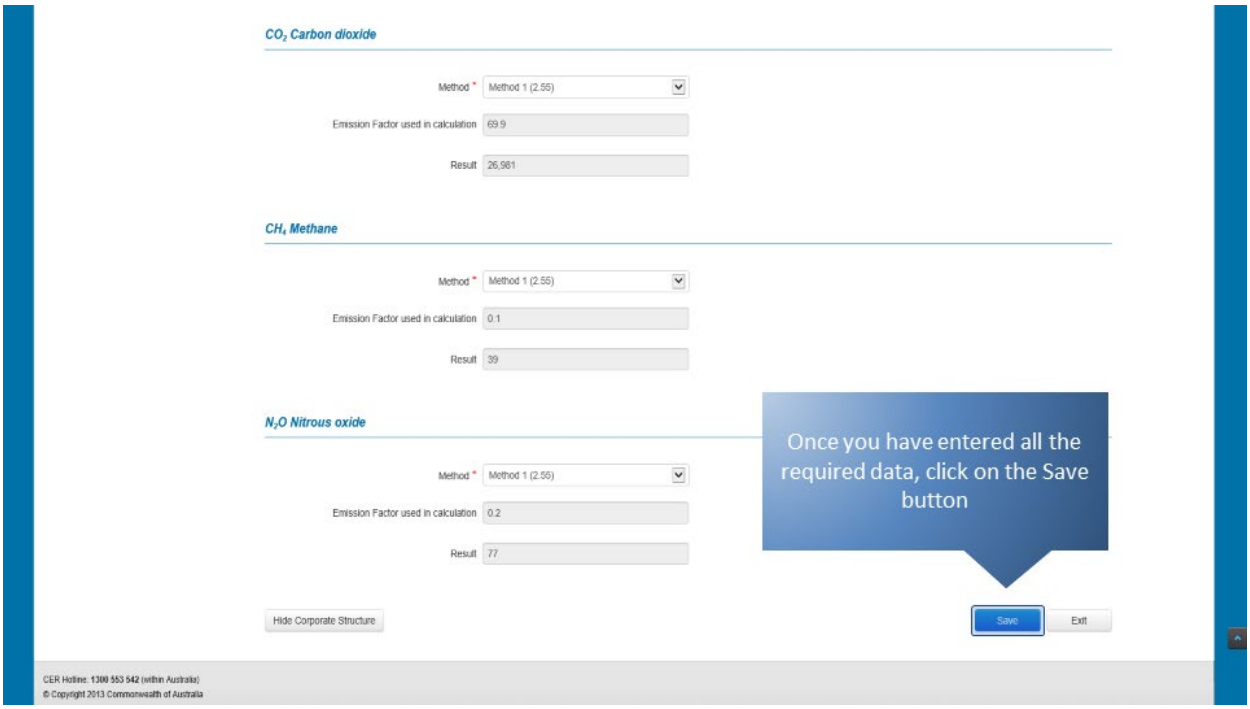
Repeat the previous step for the reporting emissions of methane and nitrous oxide.

Figure 102: Screenshot of selecting the method.



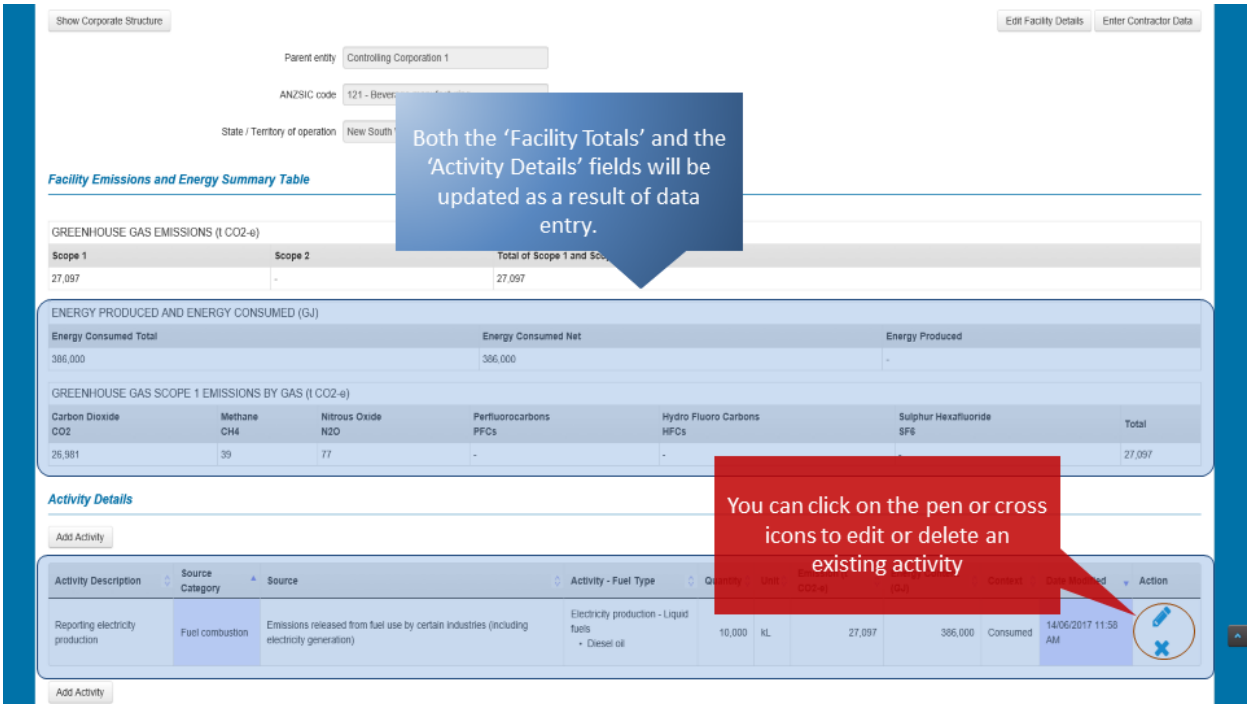
Once you have entered all the required information, click on the ‘Save’ button. EERS may display a validation warning if any of the fields have not been filled in correctly. Otherwise, your details will be saved.

Figure 103: Screenshot of how to save the information.



Data entered will appear in the activity details table and will be reflected in the facility emissions and energy summary table. If you wish to edit or delete an existing entry, click on the appropriate icon under the 'Action' heading.

Figure 104: Screenshot of the activity details table.

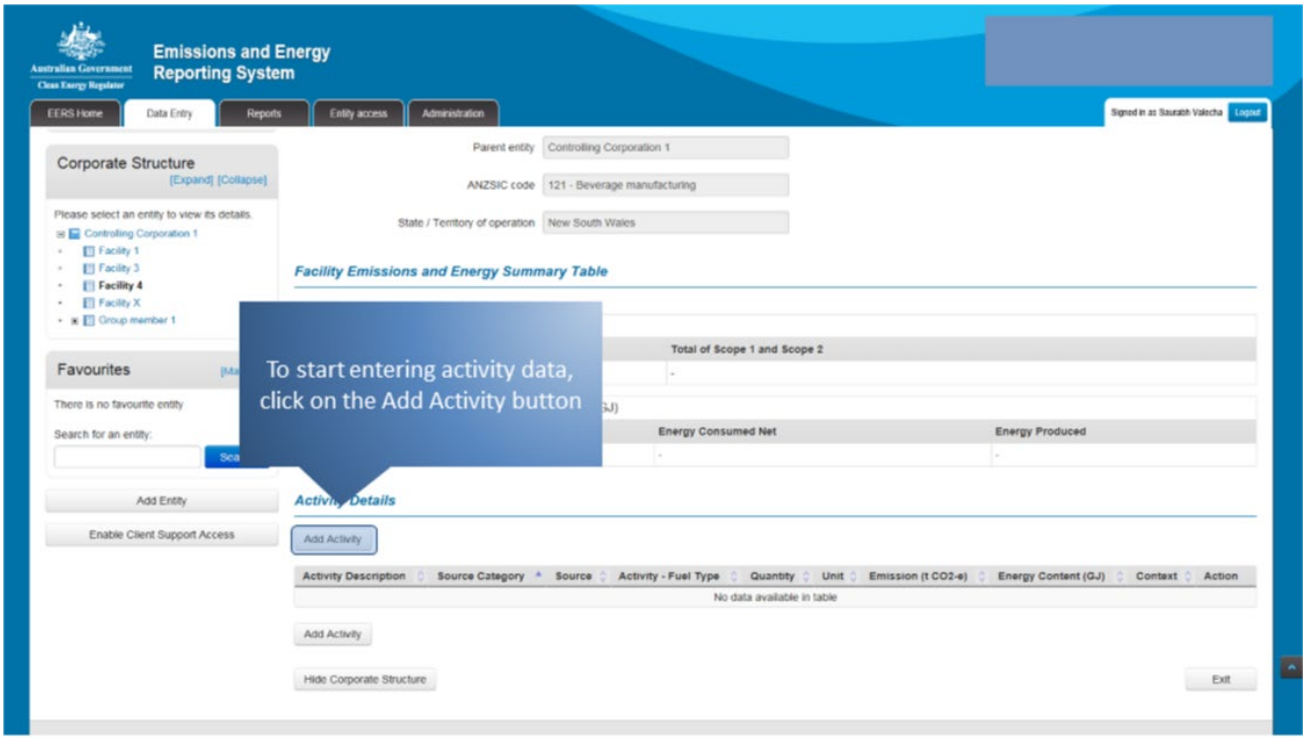


10.2. Reporting electricity generation

The following steps will guide you through the process of reporting the generation of electricity and its use.

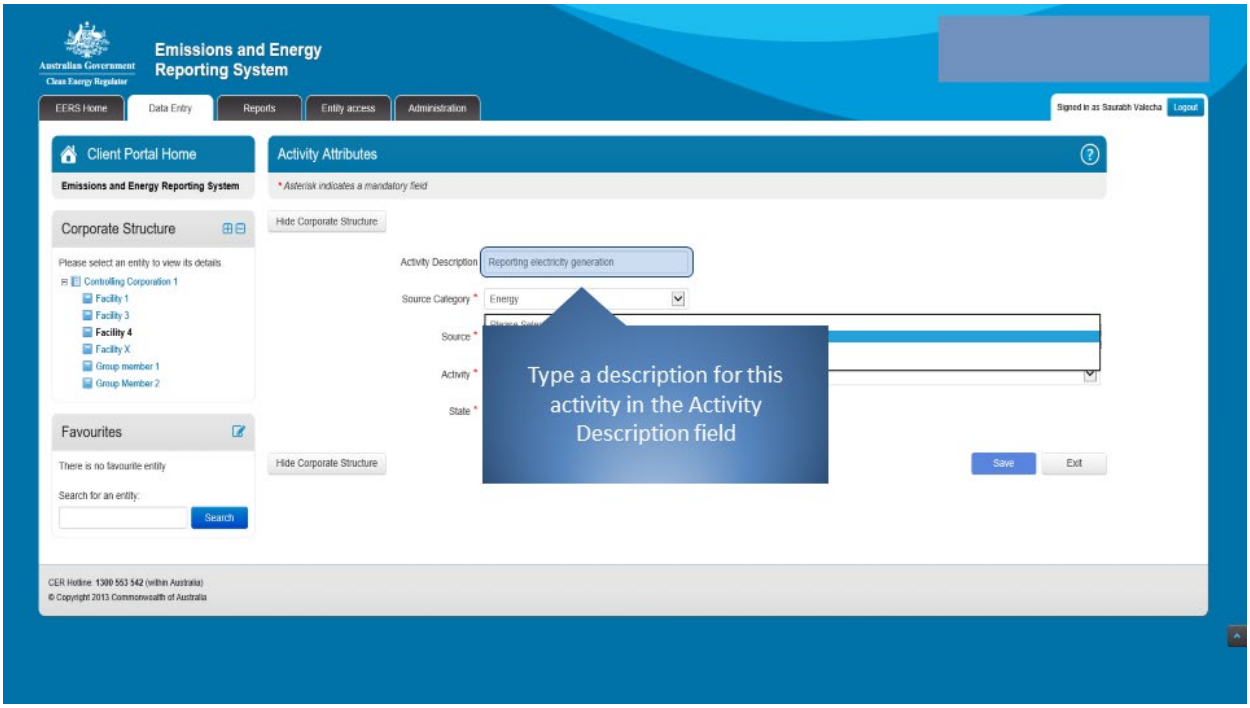
To start entering activity data, click on the ‘Add Activity’ button.

Figure 105: Screenshot of how to add an activity.



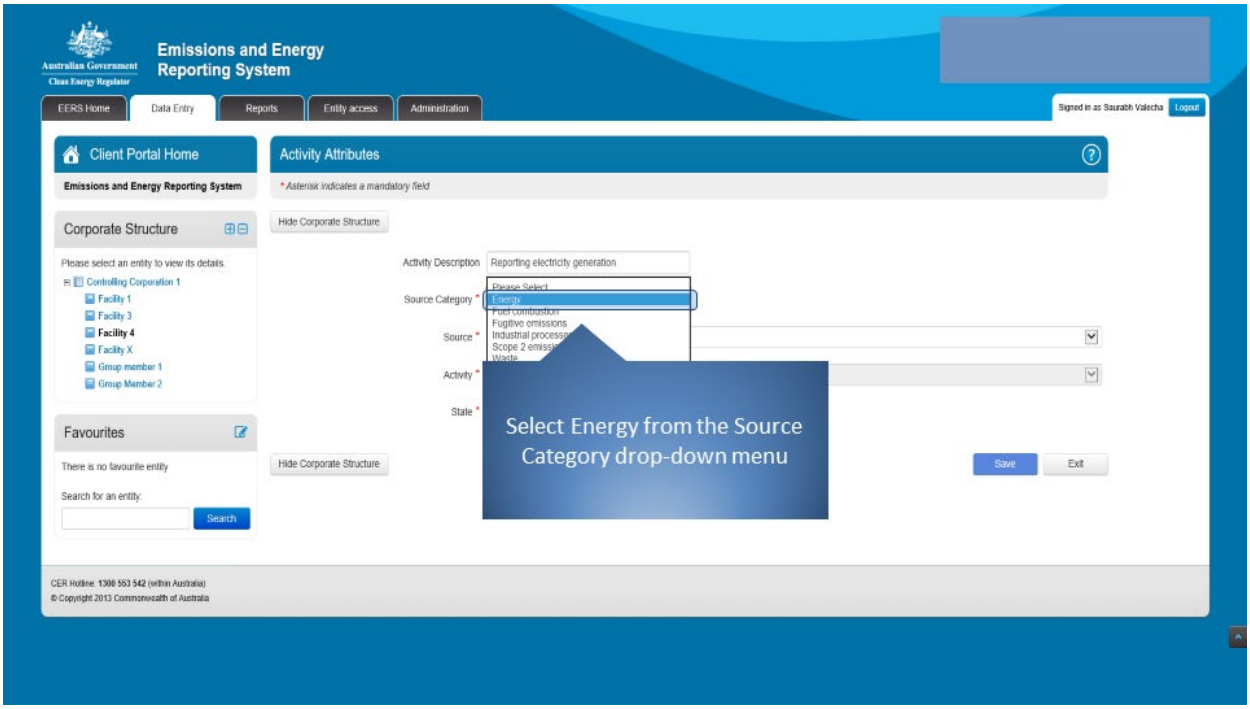
You can describe your activity using the free text 'Activity Description' field. It's not mandatory to give your activity a description but it may assist you to organise your reporting.

Figure 106: Screenshot of the activity description field.



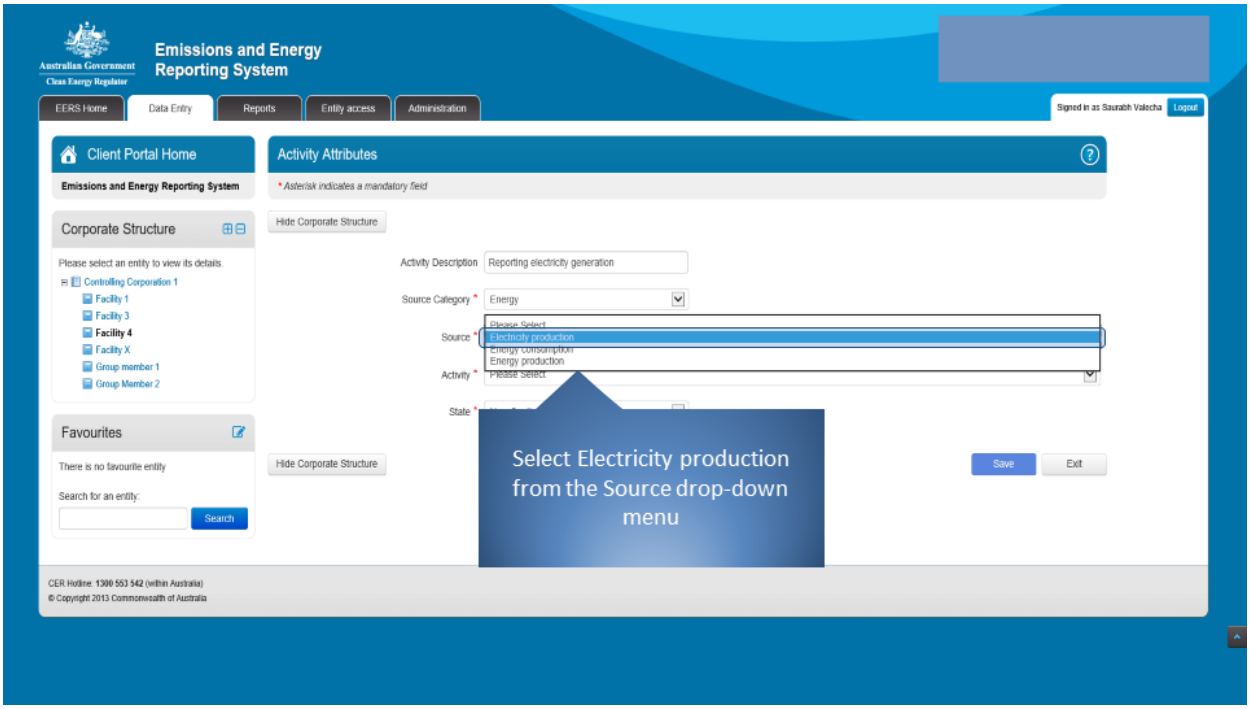
Next, select 'Energy' from the 'Source Category' drop-down menu.

Figure 107: Screenshot of selecting the source category.



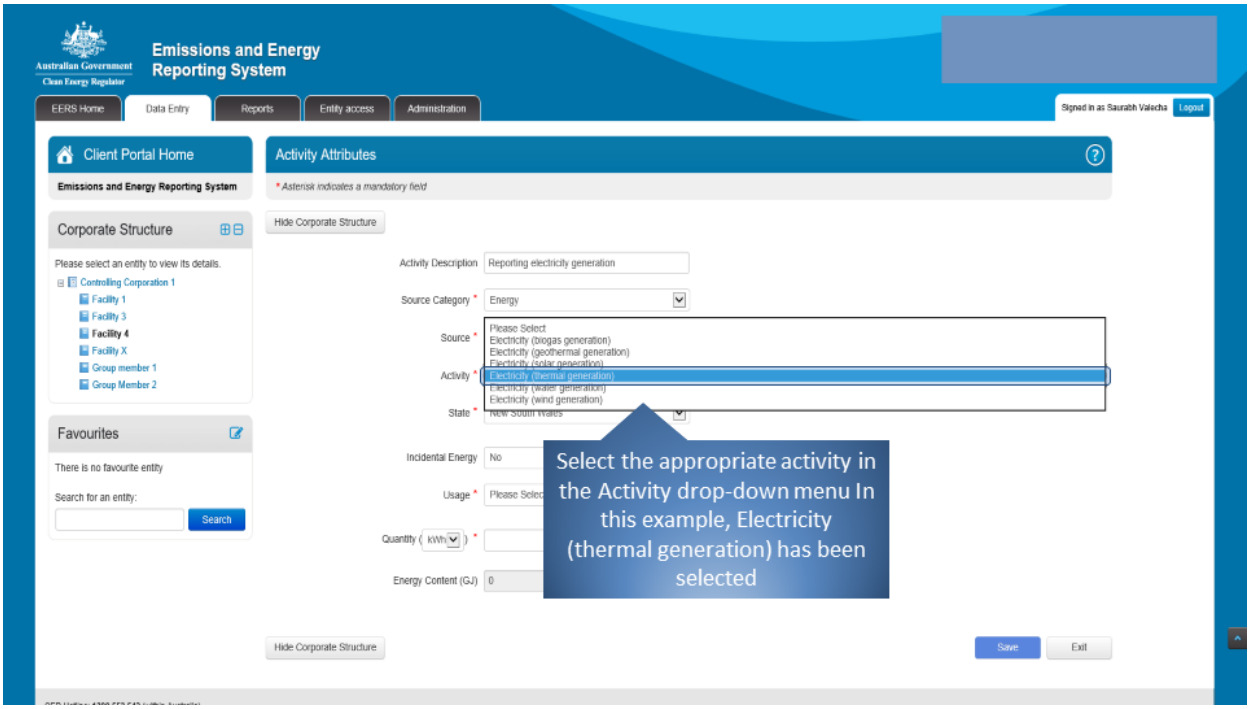
Select ‘Electricity production’ from the ‘Source’ drop-down menu.

Figure 108: Screenshot of selecting the source.



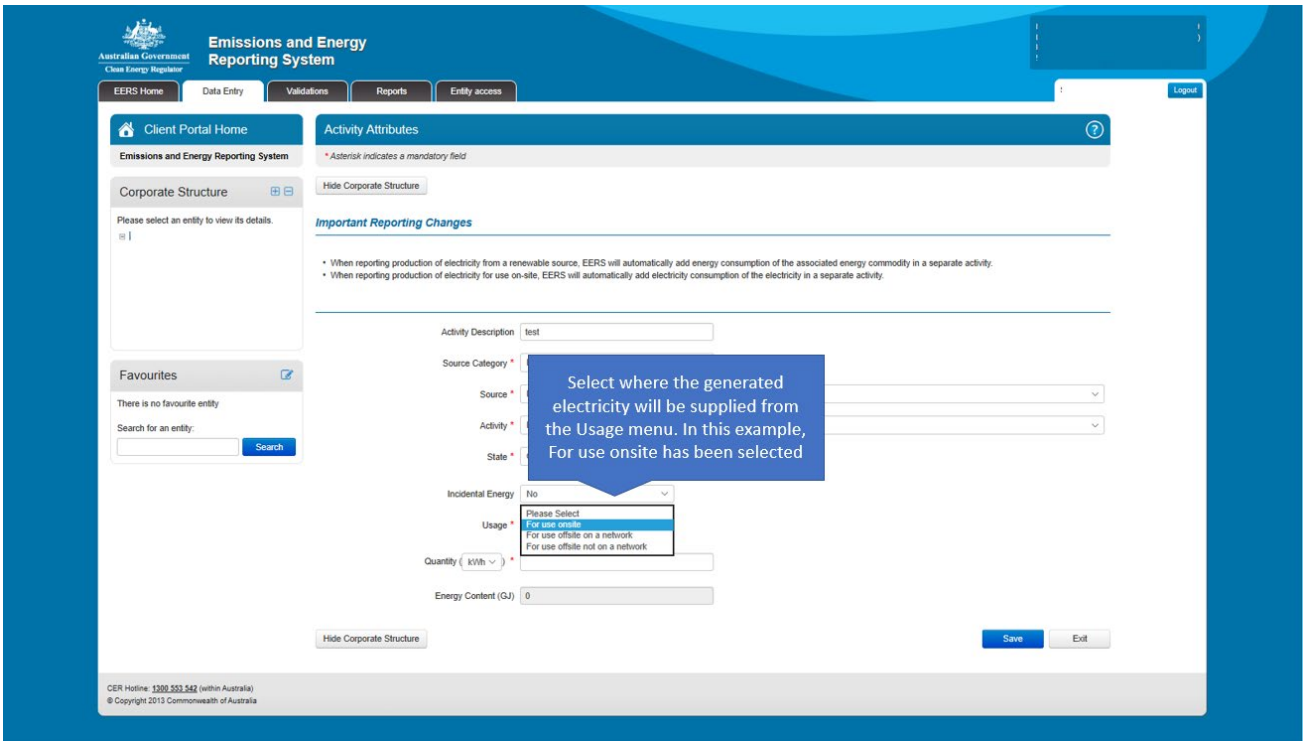
Since we are combusting a fuel to generate electricity, select ‘Electricity (thermal generation)’ from the ‘Activity’ drop-down menu. If you are generating electricity using a different activity, such as wind or solar, then select appropriate activity from the drop-down menu.

Figure 109: Screenshot of selecting an activity.



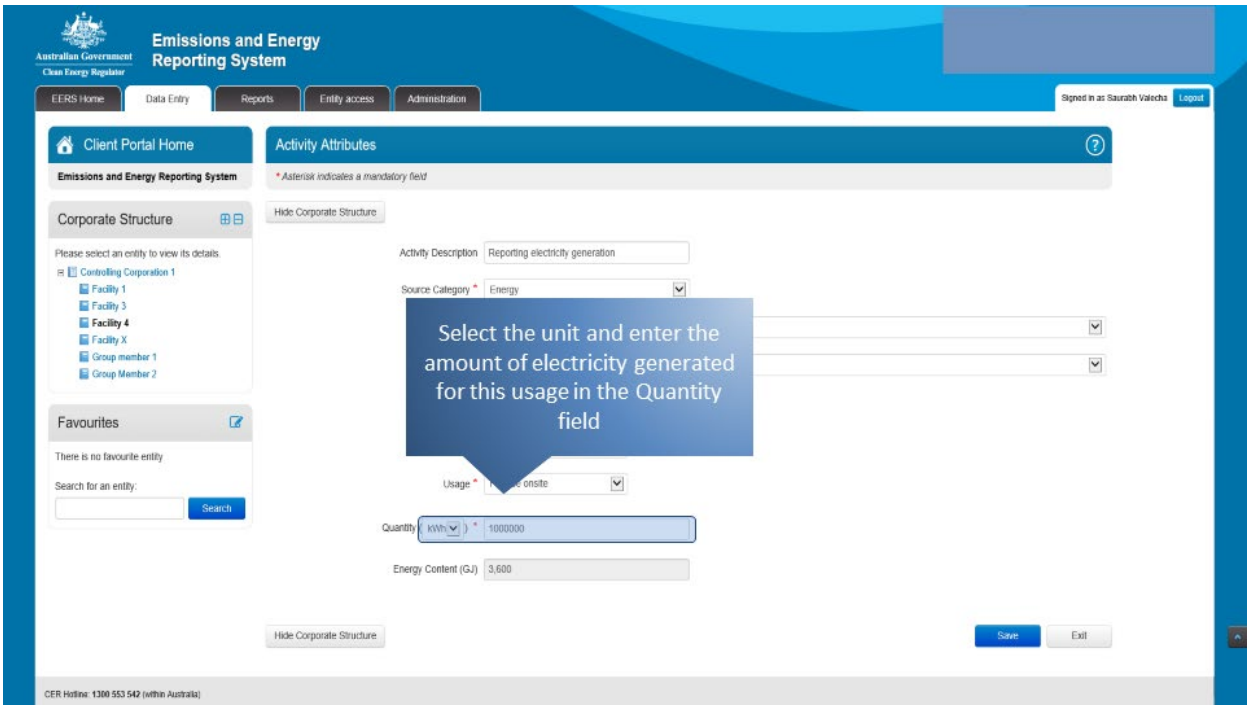
The next step is to report where the electricity will be supplied. The options are: 'For use onsite', 'For use offsite on a network', and 'For use offsite not on a network'. If electricity is being supplied to multiple destinations, that is, for use onsite and for use offsite on a network, then each instance must be reported as a separate activity. In this example, 'For use onsite' has been selected.

Figure 110: Screenshot of selecting where electricity will be supplied.



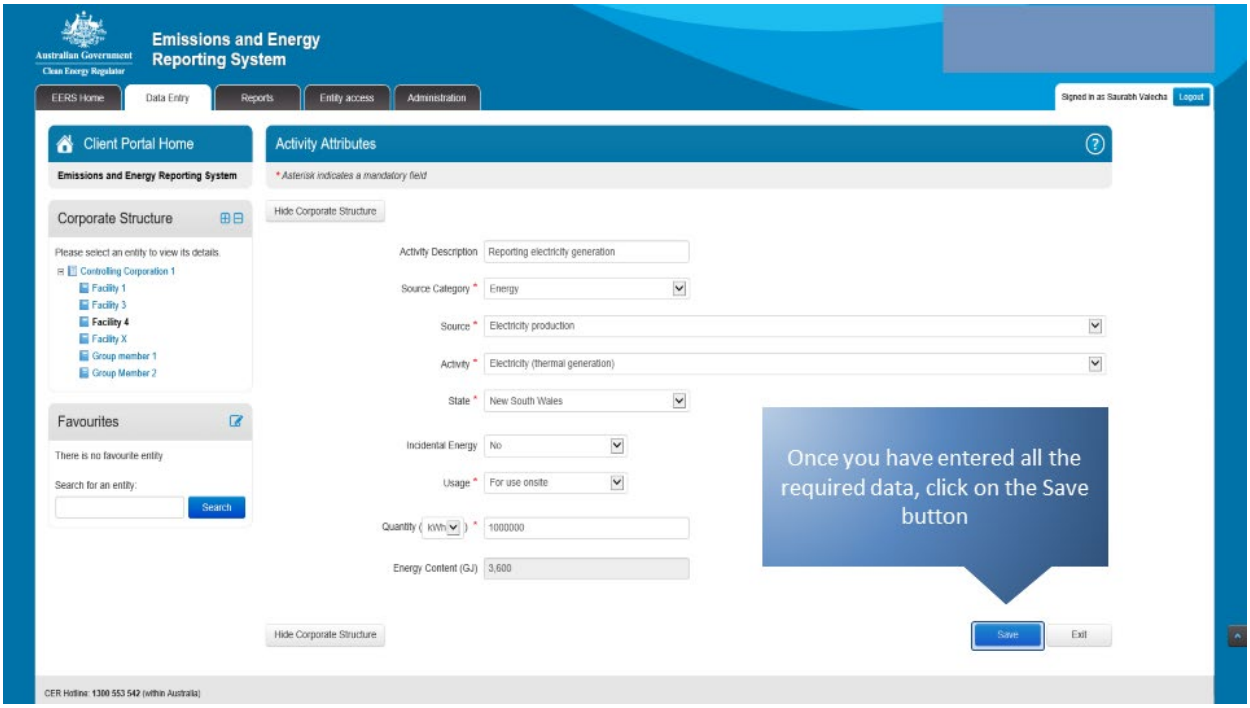
Next, enter the amount of electricity generated for the use in the 'Quantity' field. The default unit of measurement is kilowatt hours (kWh).

Figure 111: Screenshot of how to enter amount of electricity generated.



Once you have entered all the required information, click on the 'Save' button. EERS may display a validation warning if any of the fields have not been filled in correctly. Otherwise, your details will be saved.

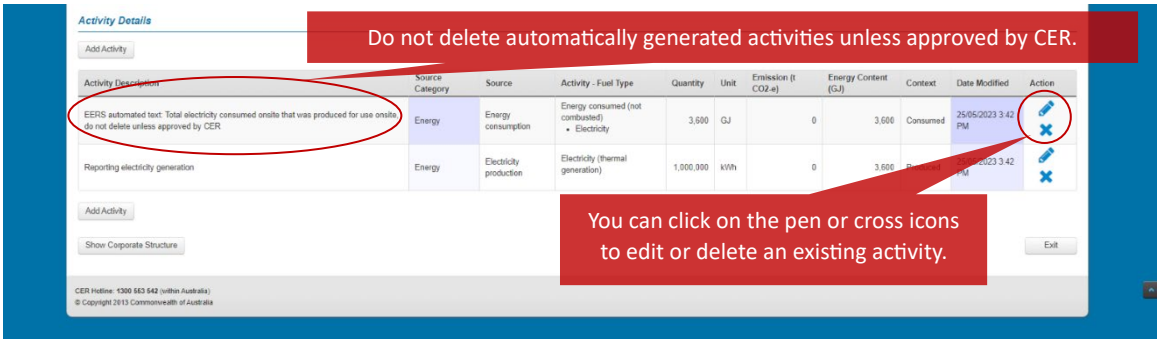
Figure 112: Screenshot of how to save the information.



Your entered data will appear in the activity details table and will be reflected in the facility emissions and energy summary table. Energy consumption of 'electricity produced for use on-site' will appear automatically along with the entered data appearing. Do not delete automatically generated activities unless approved by the CER.

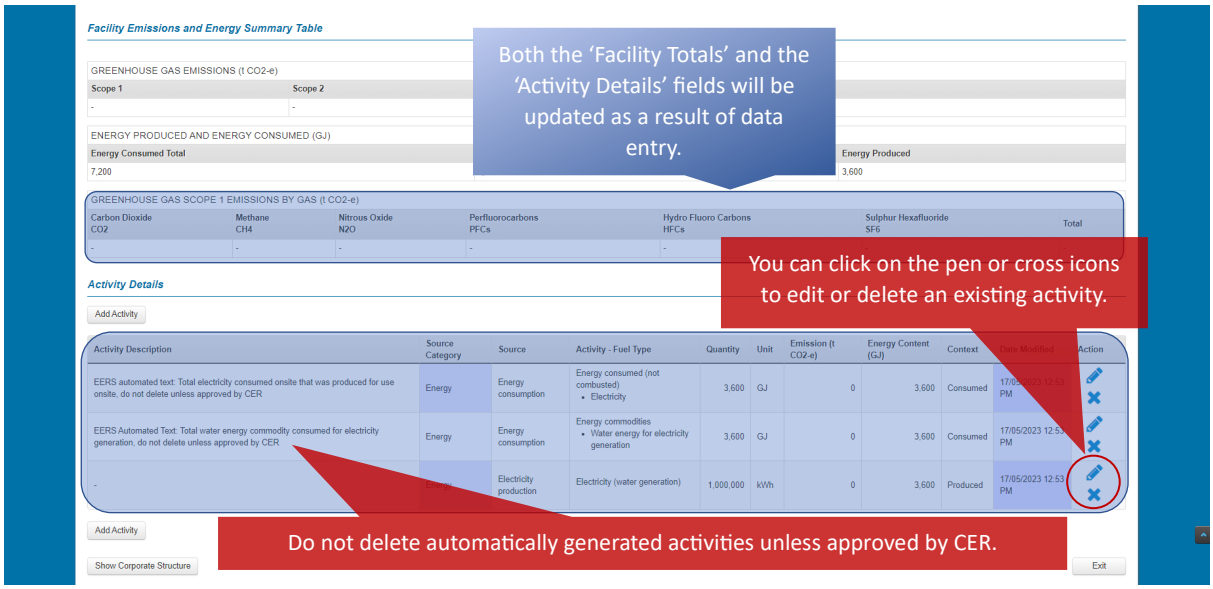
To edit or delete an existing entry, click on the appropriate icon under the 'Action' heading.

Figure 113: Screenshot of activity details table.



Note that an additional automatically generated activity will appear when reporting electricity generated by water, wind, solar or geothermal energy. This activity represents the energy commodity consumed for electricity generation. Do not delete this automatically generated activity unless approved by the CER.

Figure 114: Screenshot of activity description.

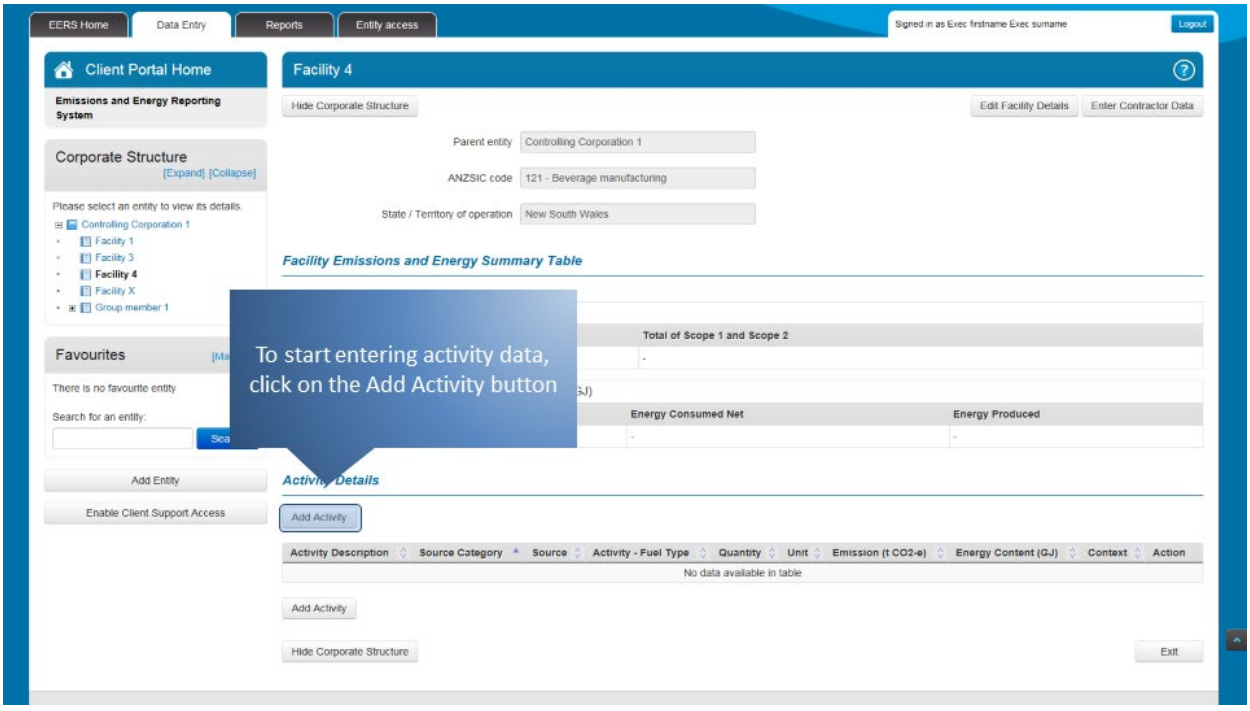


10.3. Reporting electricity consumption

For energy commodities for renewable energy and electricity consumed for use onsite, the consumption of electricity will be added automatically to the report. For all other forms of electricity consumption, please follow the steps below.

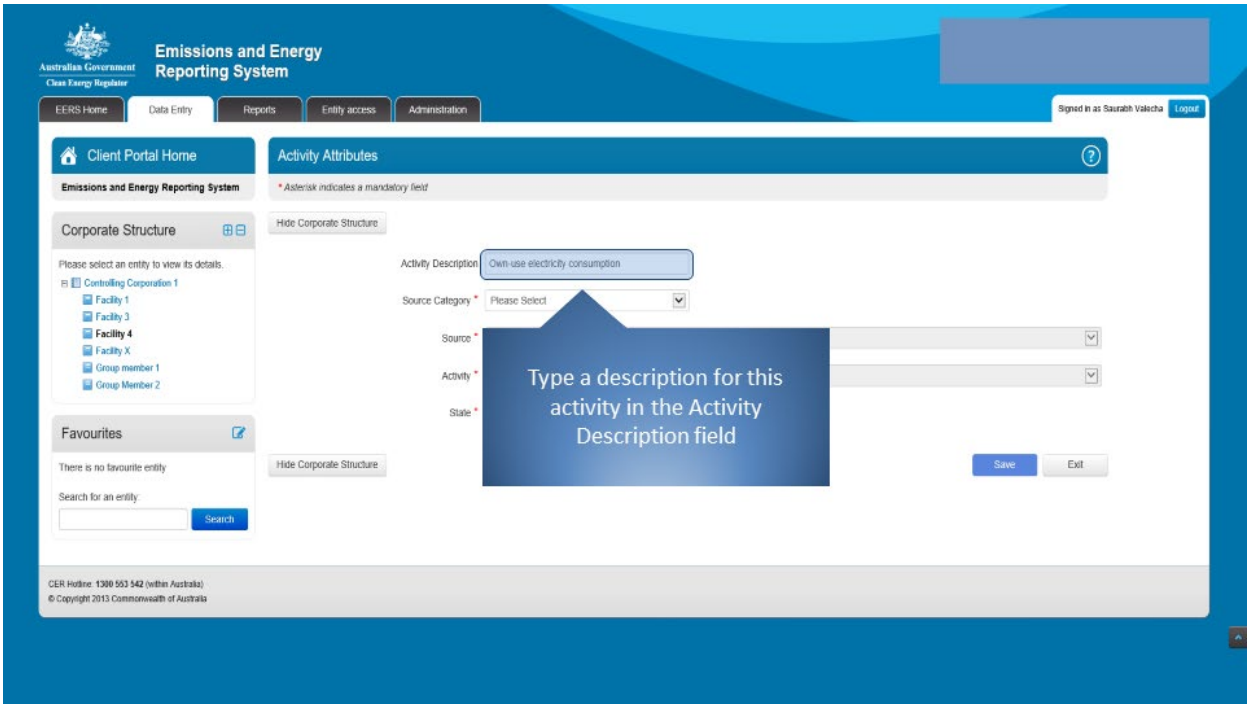
To enter activity data, click on the 'Add Activity' button.

Figure 115: Screenshot of how to add an activity.



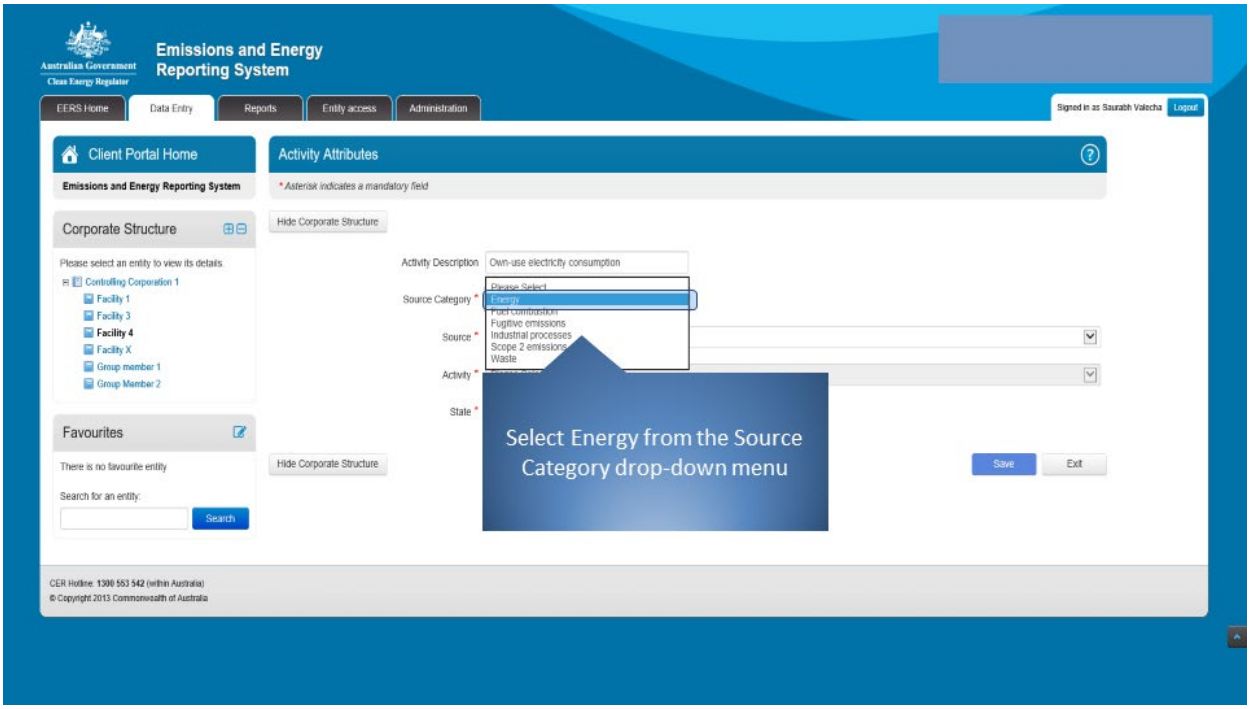
Describe your activity using the free text 'Activity Description' field. It's not mandatory to give your activity a description, but it may assist you to organise your reporting.

Figure 116: Screenshot of the activity description field.



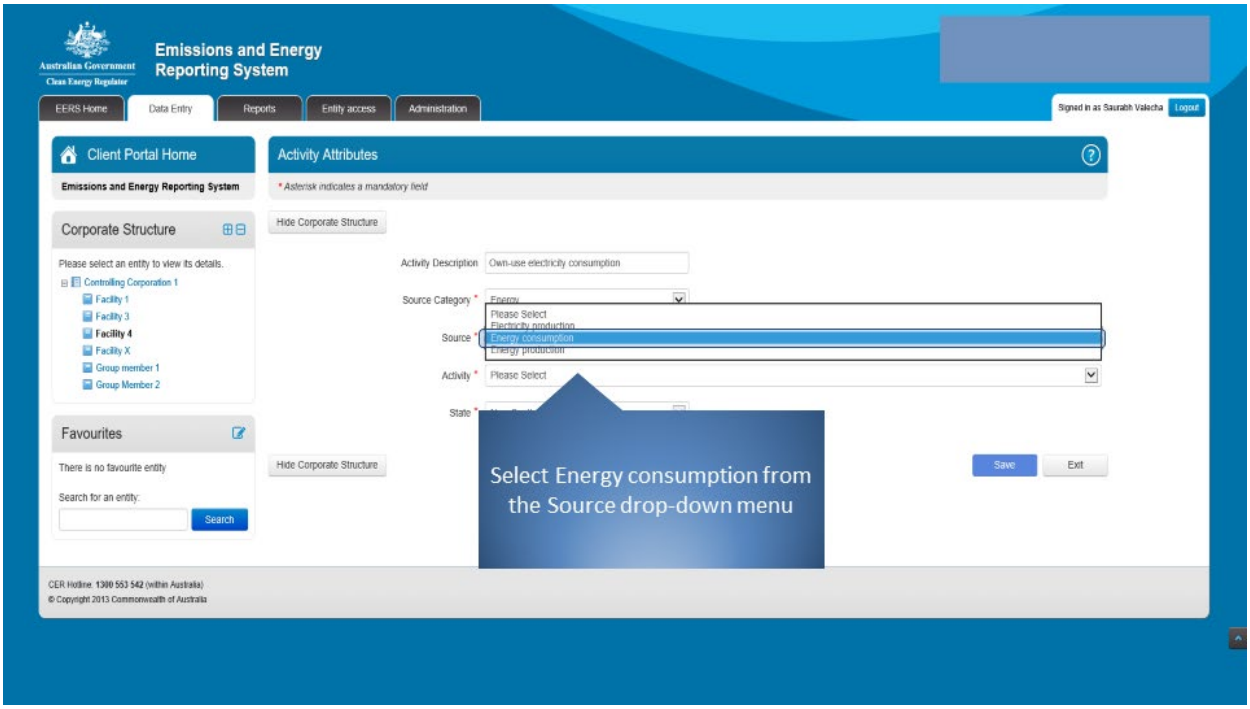
Next, select 'Energy' from the 'Source Category' drop-down menu.

Figure 117: Screenshot of selecting the source category.



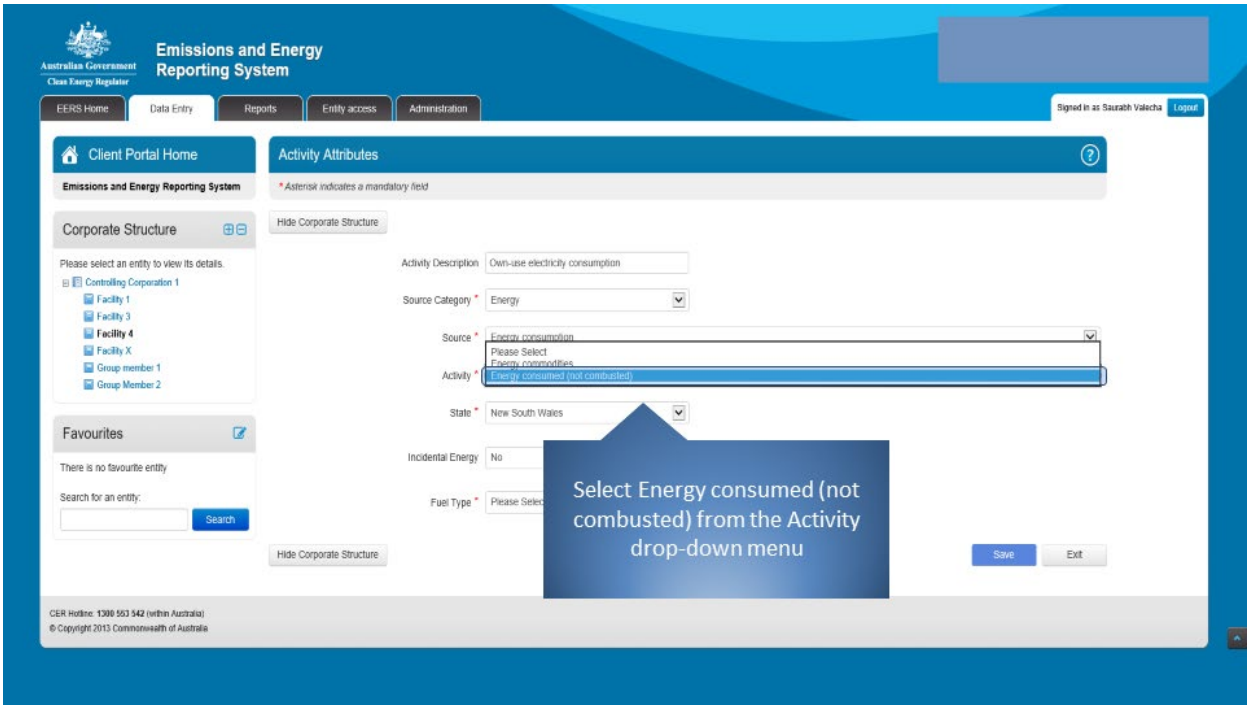
Select ‘Energy consumption’ from the ‘Source’ drop-down menu.

Figure 118: Screenshot of selecting the source.



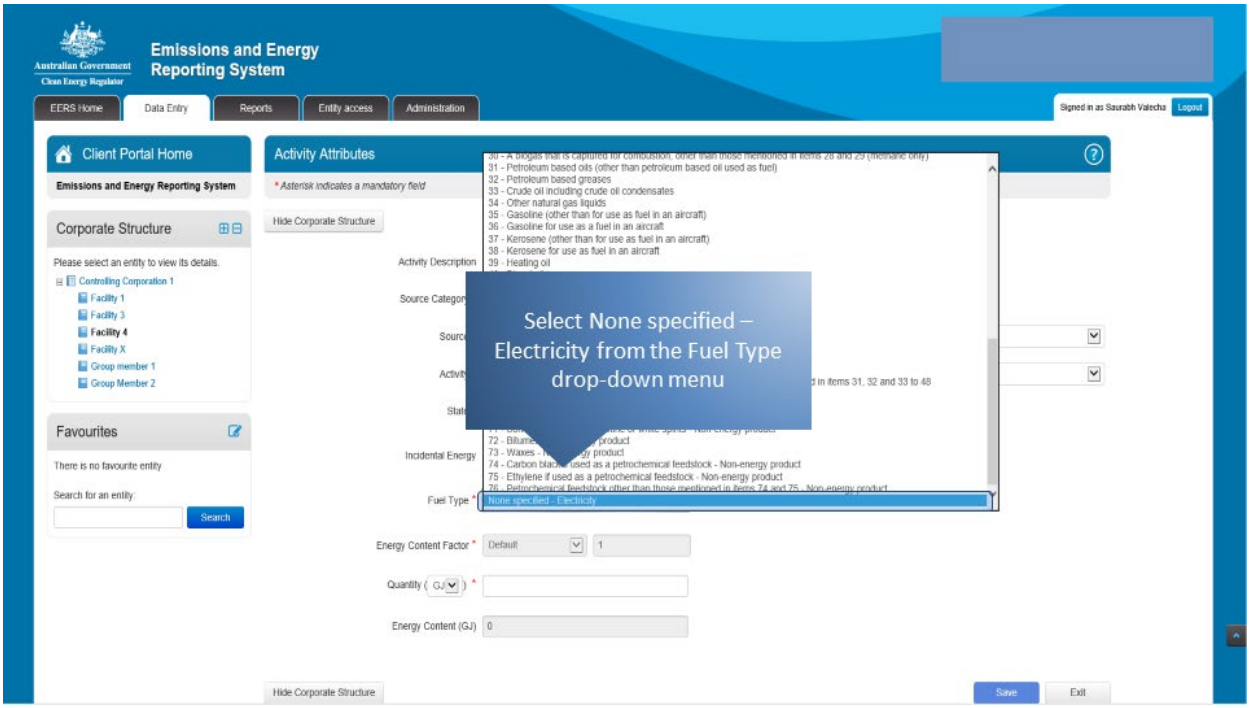
Select ‘Energy consumed (not combusted)’ from the ‘Activity’ drop-down menu.

Figure 119: Screenshot of selecting the activity.



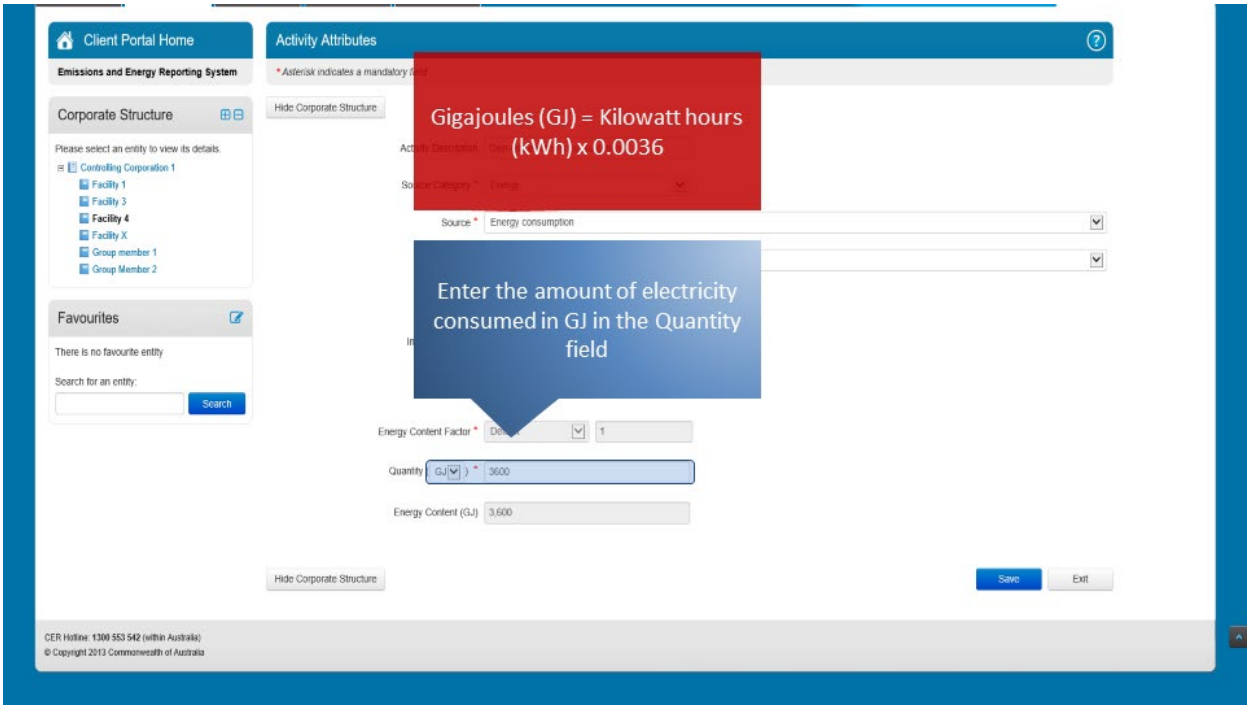
Select ‘None specified – Electricity’ as the ‘Fuel Type’ from the drop-down list.

Figure 120: Screenshot of selecting the fuel type.



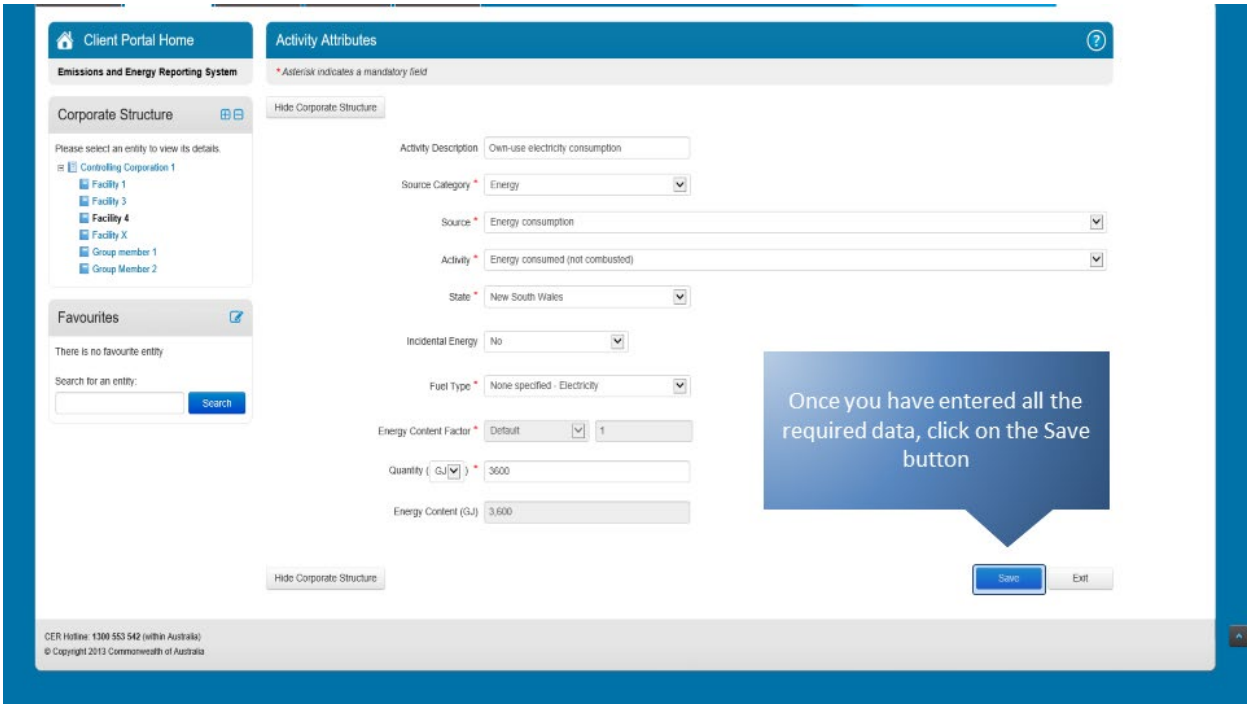
This amount will be entered as gigajoules (GJ). Enter the amount in the ‘Quantity’ field.

Figure 121: Screenshot of how to enter the amount.



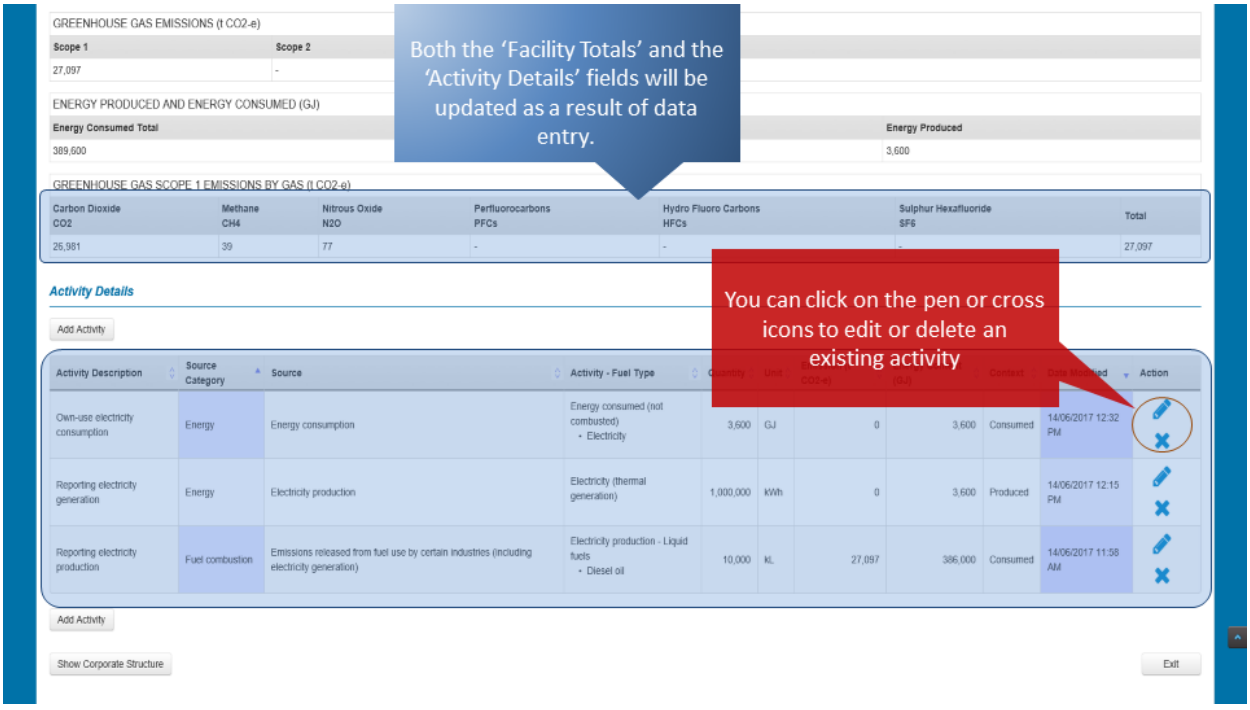
Once you have entered all the required information, click on the 'Save' button. EERS may display a validation warning if any of the fields have not been filled in correctly. Otherwise, your details will be saved.

Figure 122: Screenshot of how to save the information.



Your entered data will appear in the 'Activity Details' table and will be reflected in the facility emissions and energy summary table. To edit or delete an existing entry, click on the appropriate icon under the 'Action' heading.

Figure 123: Screenshot of the activity details table.

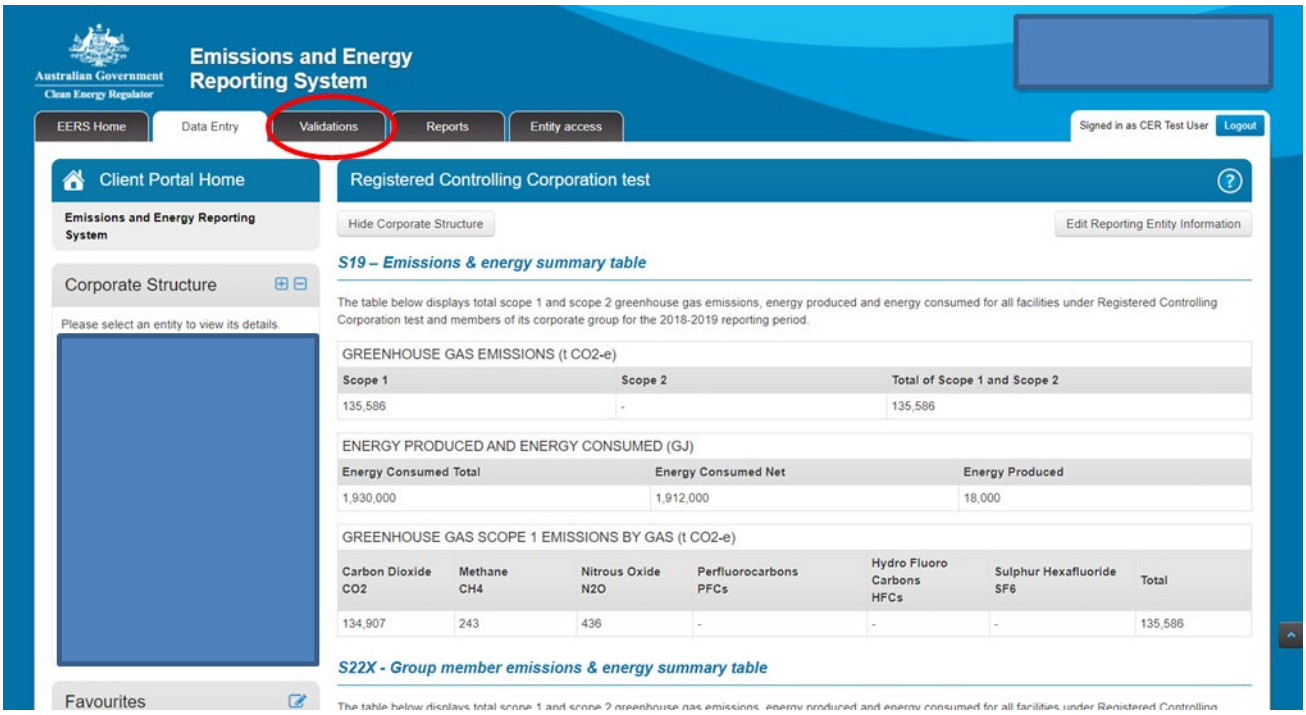


11. Validation warnings and errors in EERS

Validations in EERS checks the reported data to inform users of any errors or warnings about the reported data.

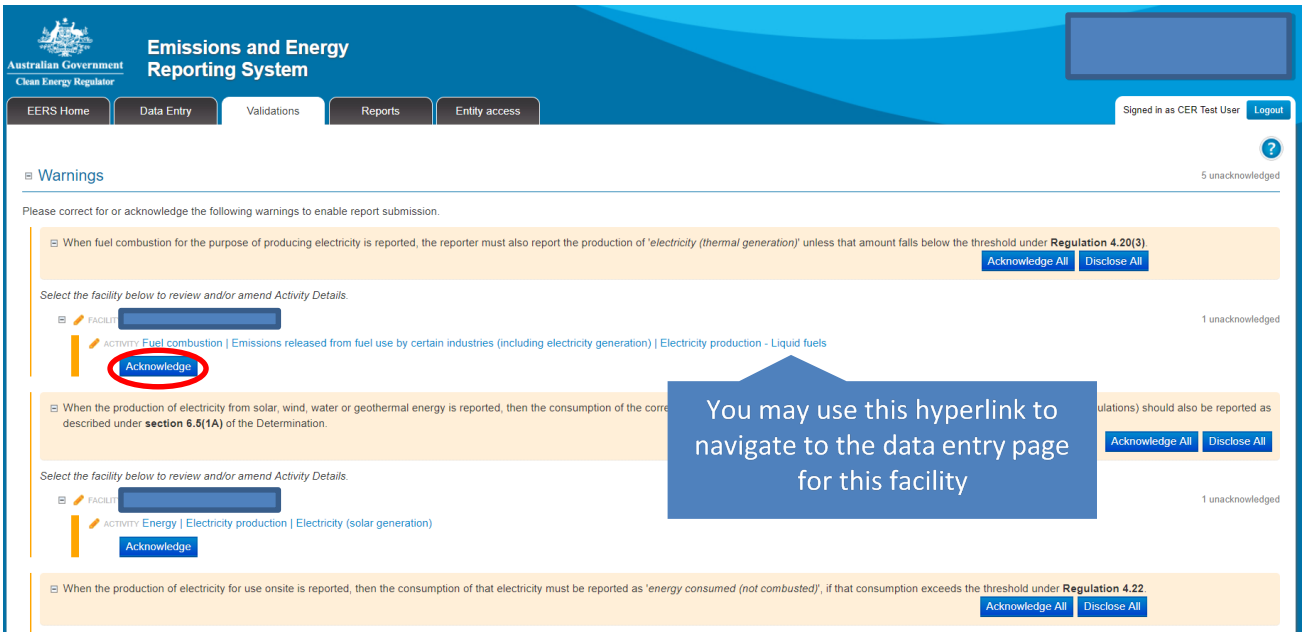
After you have entered data in the 'Data Entry' tab in EERS, you must first check if there are any errors or warnings generated in the 'Validations' tab.

Figure 124: Screenshot of where to find the validations tab.



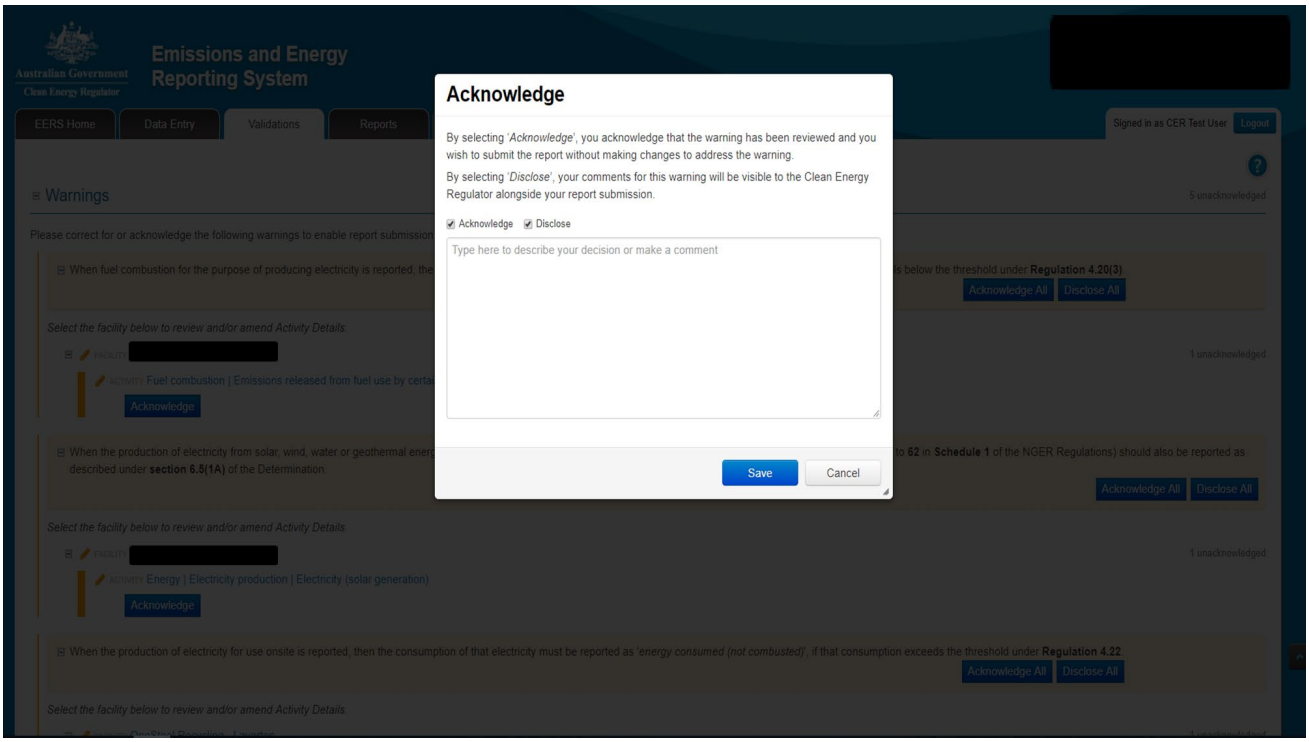
The below screen shows an example of some warnings that appear in the 'Validations' tab. There are 2 options to resolve warnings. By clicking on the 'blue' hyperlink, EERS will navigate to the applicable facility page, where issues for the facility can be addressed. Once the issues are fixed, the respective warning will no longer appear in the 'Validations' tab.

Figure 125: Screenshot of example warnings that appear in the validations tab.



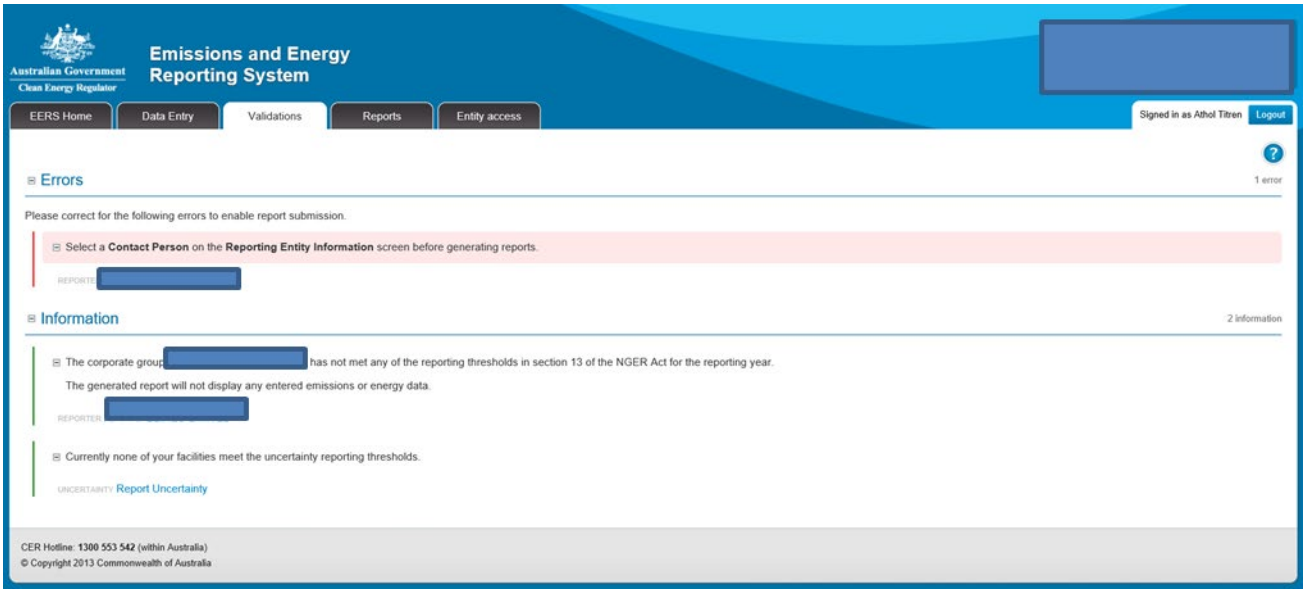
The second option is where you may acknowledge the warning if a data correction is not required. For example, if the thresholds related to the warning are not met and data is not required to be reported. When acknowledging a warning, you may disclose a description or comments about your decision to acknowledge the warning. This information will be useful in compliance monitoring activities conducted by CER.

Figure 126: Screenshot of acknowledgment.



If there is an error, you cannot submit your report without rectifying the error. Click the hyperlink to navigate to the appropriate screen to rectify the error. The below figure shows an example of an error. See the Emissions and Energy Reporting System validation errors and warning messages guideline[10] for more information.

Figure 127: Screenshot of an example of an error.



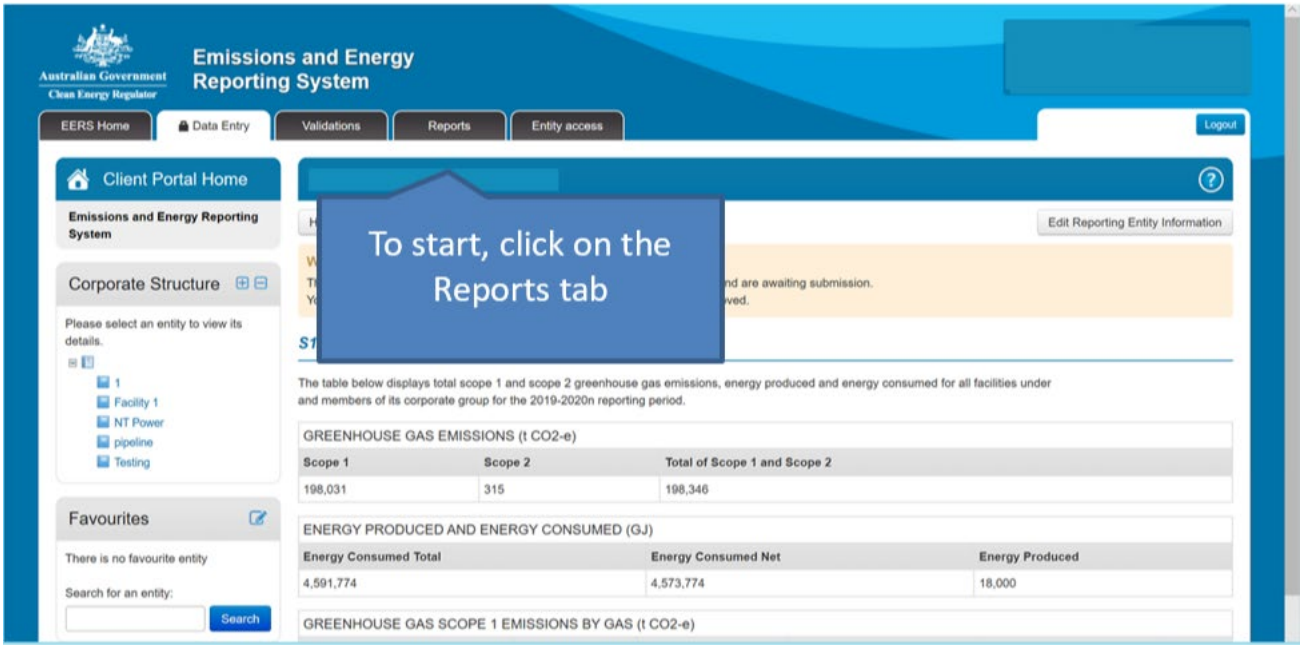
[10] https://www.cleanenergyregulator.gov.au/DocumentAssets/Pages/Emissions-and-Energy-Reporting-System-validation-errors-and-warning-messages-guideline.aspx

12. Submitting a report in EERS

The following steps will guide you through the report submission process in EERS.

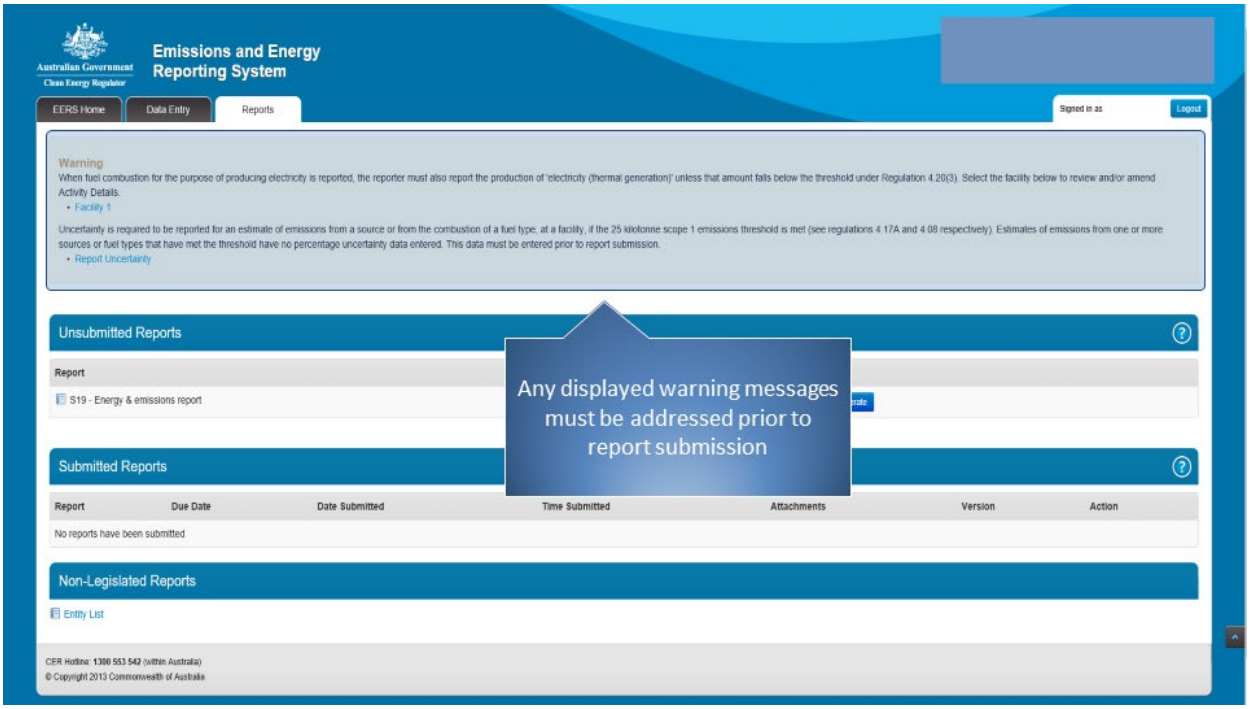
The first step to submit a report is to open the reports page in EERS. Click on the 'Reports' tab located near the top of the screen.

Figure 128: Screenshot of where to find the reports tab.



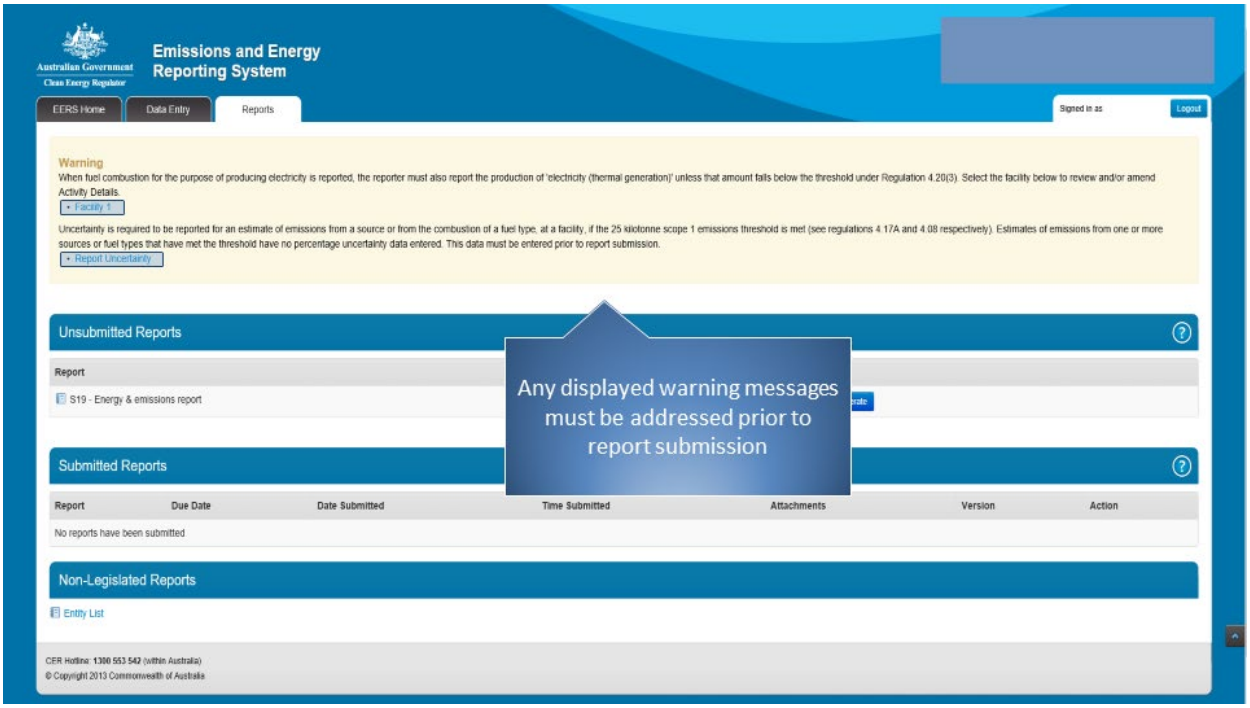
EERS may display one or more warnings resulting from your submitted data. These warnings need to be addressed prior to submitting a report.

Figure 129: Screenshot of where warnings are displayed.



Each warning will contain a link that will take you to the relevant facility so that you may investigate and make any required corrections. Once you have addressed the source of the warnings, you can return to the reports page.

Figure 130: Screenshot indicating how to address warnings.



The report to be generated and submitted will appear in the 'Unsubmitted Reports' table. EERS offers the ability to attach additional PDF documents, such as audit reports or other supporting documentation. To attach a document, click on the 'Edit Attachments' button.

Figure 131: Screenshot of unsubmitted reports page.

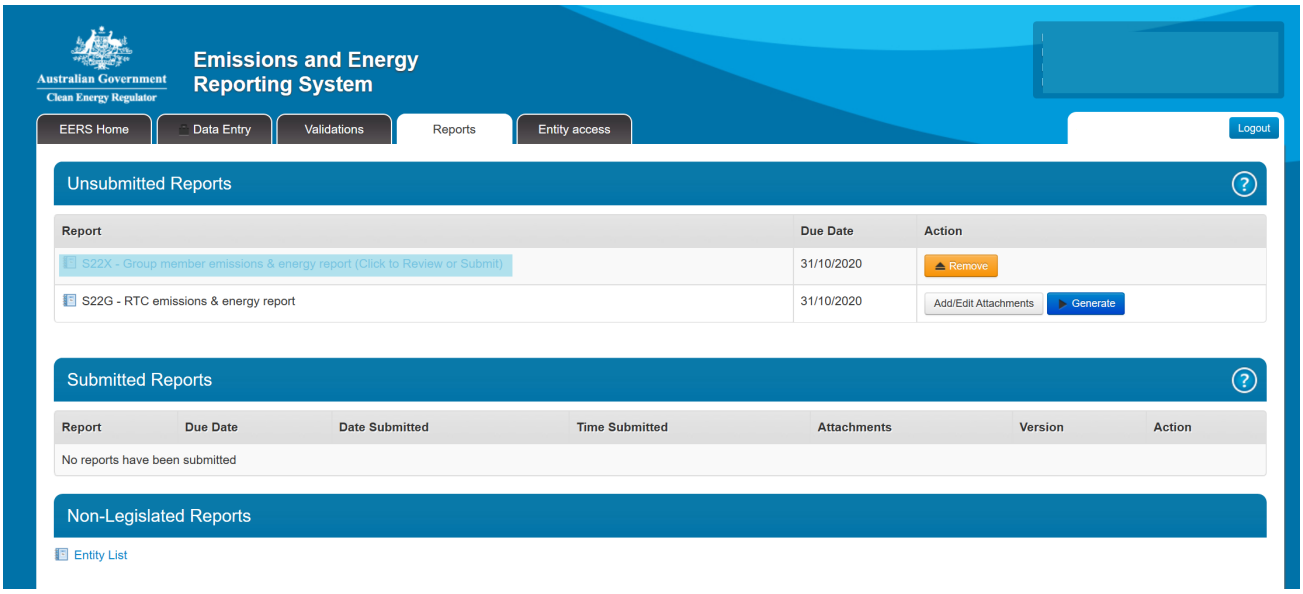
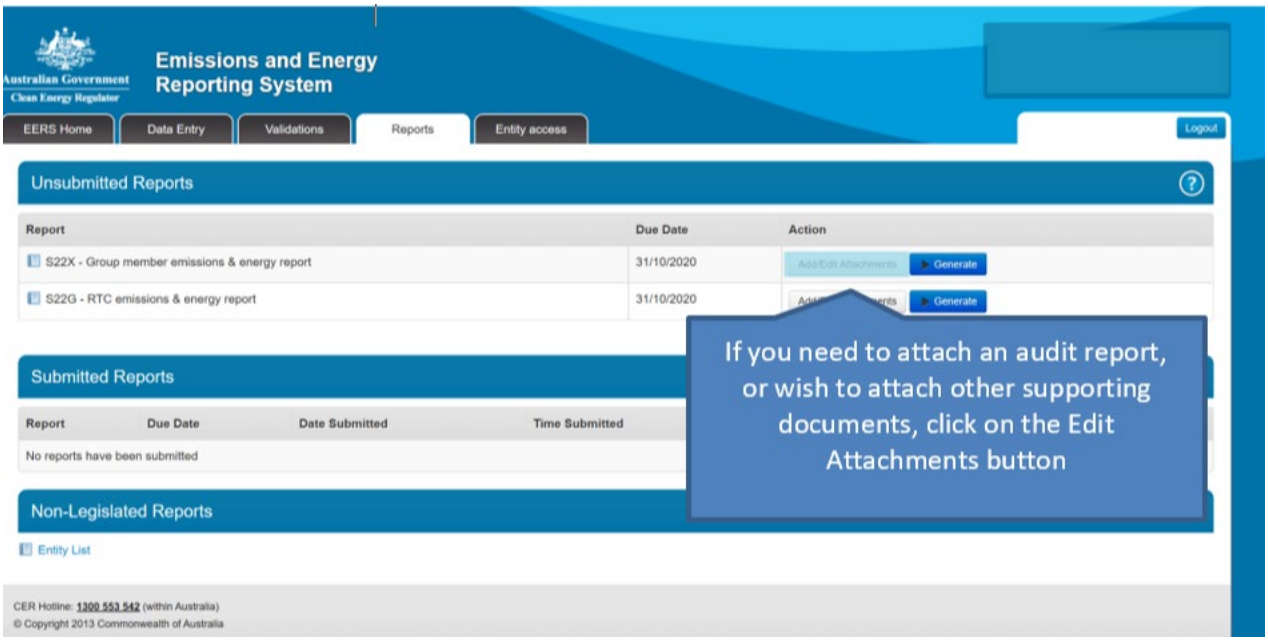
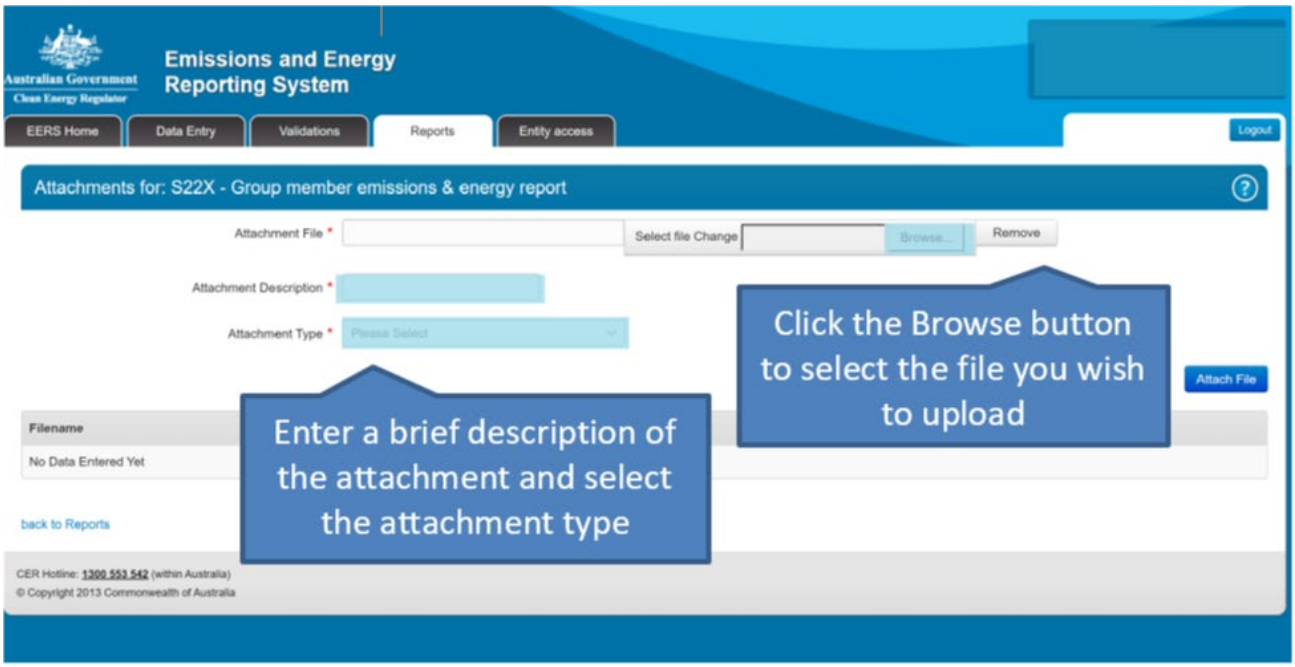


Figure 132: Screenshot of how to attach documents.



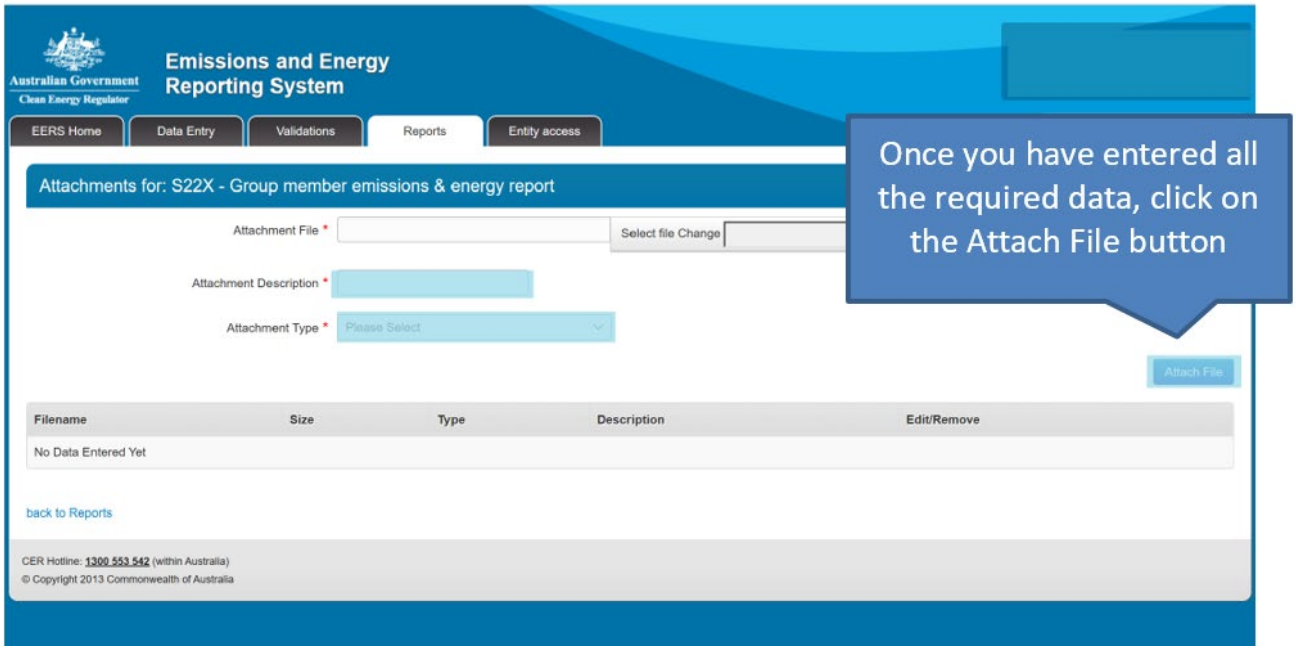
Once you have located and uploaded your file, type a brief description and select if the attachment is an audit report or other documentation.

Figure 133: Screenshot of how to upload documents.



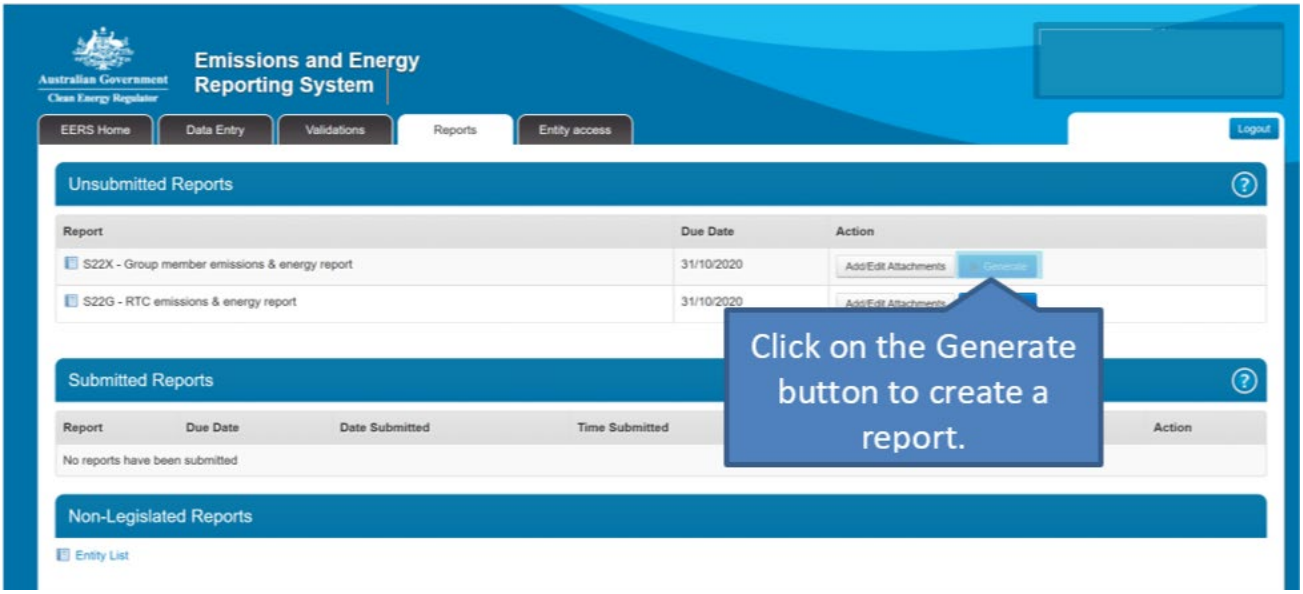
Once the required information has been entered, click on the ‘Attach File’ button.

Figure 134: Screenshot of how to find the attach file button.



When you are ready to create a report, click on the ‘Generate’ button.

Figure 135: Screenshot of how to generate a report.

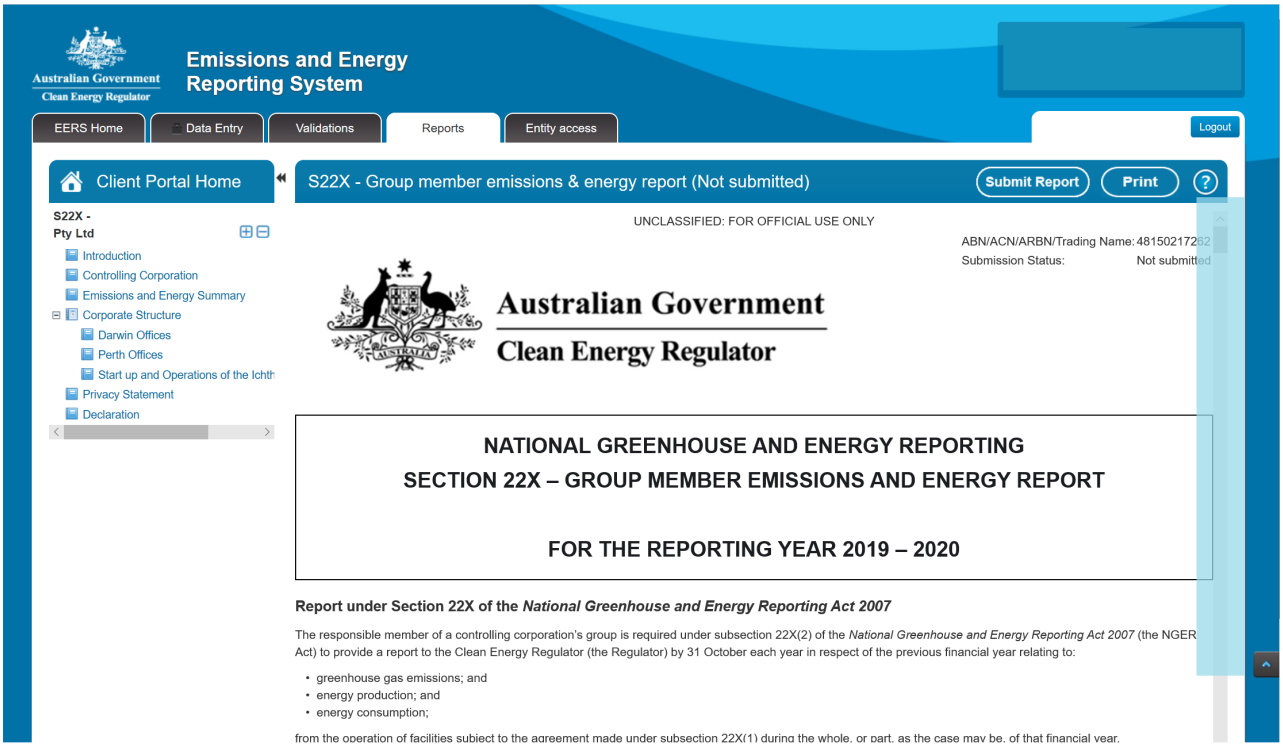


The generated report will appear on screen. The top of the report will display the controlling corporation details as well as the details for the Executive Officer and Contact Person.

Figure 136: Screenshot of generated report on screen.

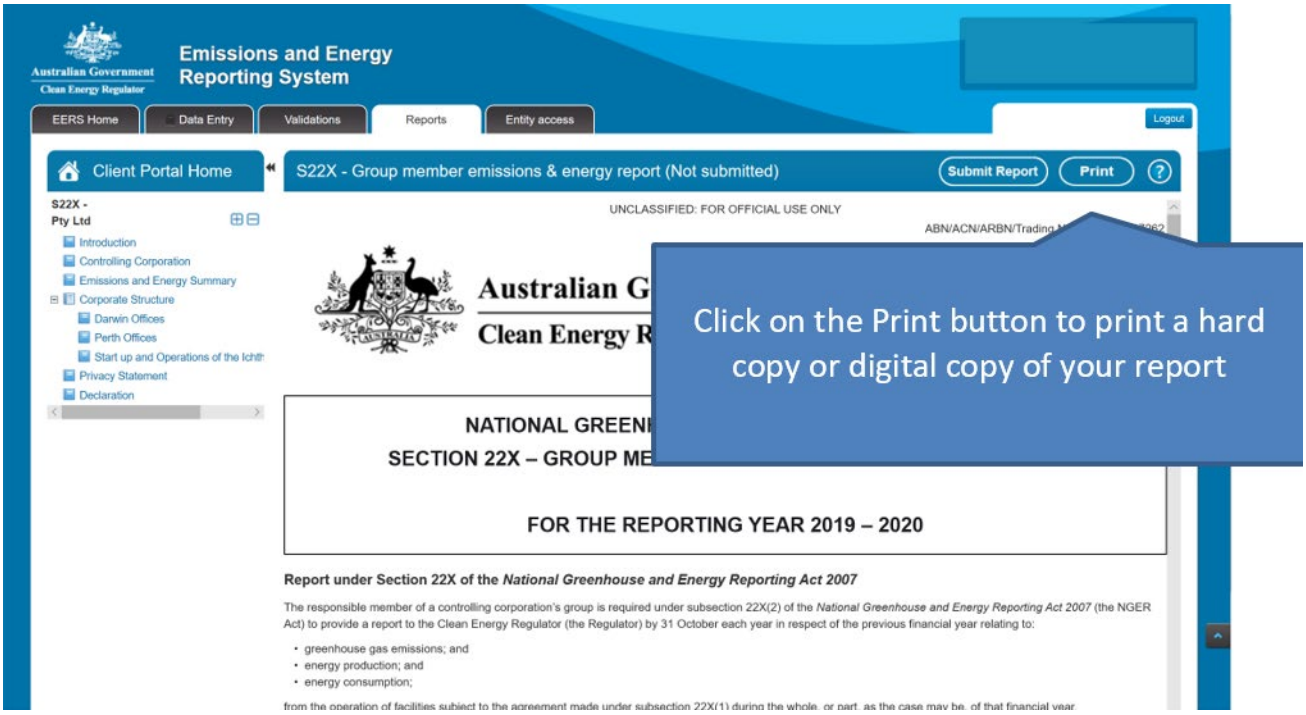
Use the scroll bar to view entity information and emissions and energy data.

Figure 137: Screenshot of the scroll bar.



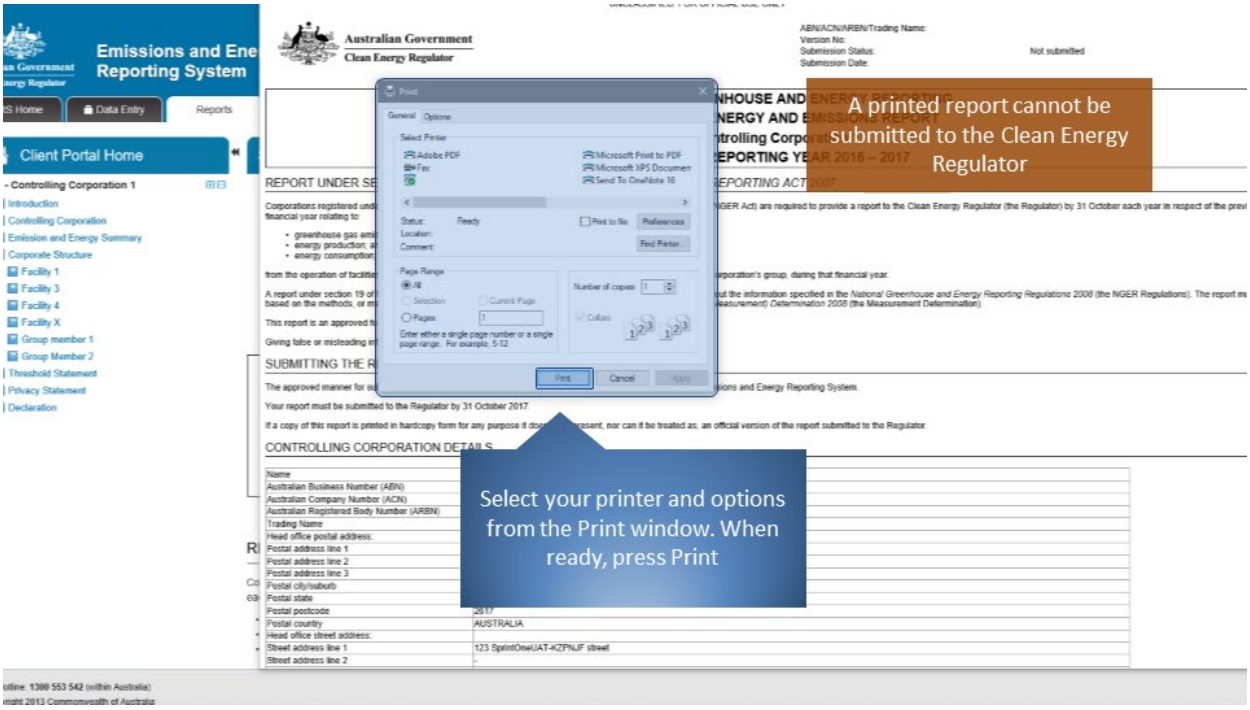
EERS can print either a hard copy or digital version of your report depending on your system configuration. This is a handy feature if you wish to distribute copies of your report to other members of your organisation or wish to retain a copy to keep on file.

Figure 138: Screenshot of how to print a report.



A print formatted version of the report will appear in a new window and a print window will appear that will allow you to select your printer and print options. When all options have been set, click on the 'Print' button. The additional windows will close once your report is printed.

Figure 139: Screenshot of how to print report.

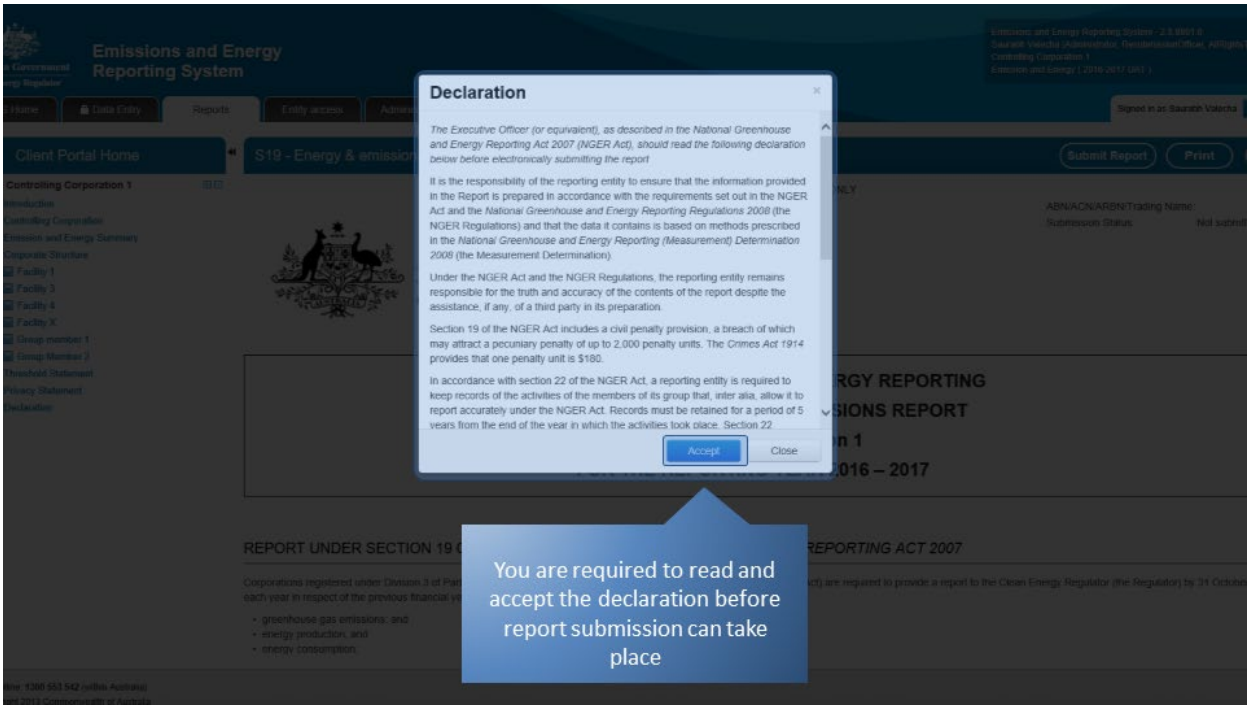


The final step will be to submit the report to CER. Commence by clicking on the 'Submit Report' button.

Figure 140: Screenshot of how to submit a report.

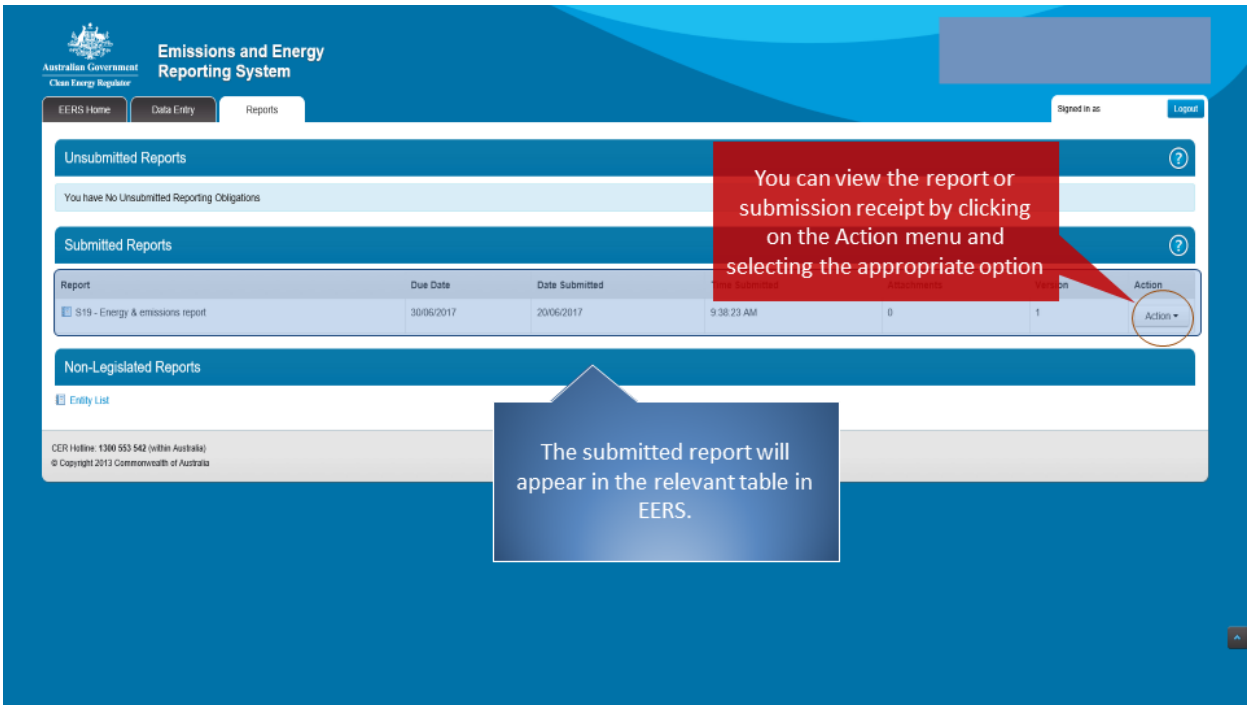
The page will display the declaration, which must be read before clicking on the 'Accept' button. The report cannot be submitted unless the declaration has been accepted.

Figure 141: Screenshot of how to accept the declaration.



Once the report has been submitted, it will appear in the 'Submitted Reports' table. If you wish to view your submission receipt or a copy of your submitted report, select the appropriate option after clicking on the 'Action' button.

Figure 142: Screenshot of how to view a report after submission.



More information

For more information regarding reporting in EERS, contact CER:

Phone: 1300 553 542 within Australia

Email: reporting@cleanenergyregulator.gov.au