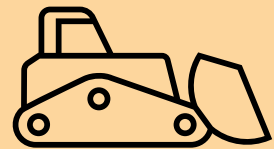
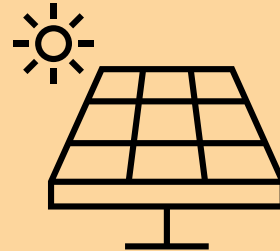
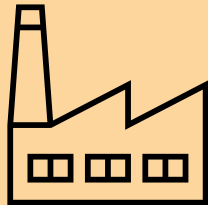
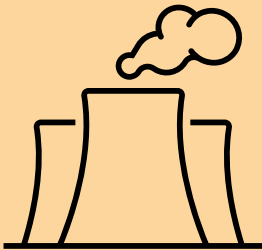


Manner and Form: Sections 19, 22G and 22X

July 2022





Contents

Contents	1
Purpose	3
Report Requirements	3
1. Manner and form of the report.....	3
2. Report submission	3
3. Submission deadline.....	3
4. Method of submission.....	4
5. Below threshold reporting	4
Further information	4



Purpose

This document sets out the manner and form requirements for reports submitted under sections 19, 22G and 22X of the *National Greenhouse and Energy Reporting Act 2007* (NGER Act).

Report Requirements

The NGER Act places obligations on corporations to provide various reports in a manner and form approved by the Clean Energy Regulator (the agency). This document sets out the approved manner and form.

1. Manner and form of the report

The agency decision:

- Section 19, 22G and 22X reports must be prepared, generated and submitted online using the Emissions and Energy Reporting System (EERS).
- Unless prior agreement has been obtained from the agency, the attachments option in EERS is only to be used to provide additional or voluntary data that is not otherwise required under reporting provisions.

2. Report submission

The agency decision:

- All reports must be submitted by either:
 - » an executive officer of an organisation, or
 - » a person that holds the EERS role of nominated report submitter.

Note: Reports do not need to be accompanied by proof that the nominated report submitter has been authorised by an executive officer of the organisation. It is left to organisations to manage their report submission and authorisation processes. However, you should keep records of the authorisation.

3. Submission deadline

The agency must receive the report by the statutory deadline. The *Acts Interpretation Act 1901* makes provision for the discharge of a duty when the due date falls on a weekend or public holiday. In these circumstances, the report may be submitted on the next day that is not a Saturday, Sunday or public holiday.

The agency decision:

- The agency must receive reports by midnight, Australian Eastern Daylight Time, on the day of the statutory deadline, or where this date falls on a Saturday, Sunday or an ACT public holiday, the next day that is not a Saturday, Sunday or ACT public holiday.



4. Method of submission

The agency decision:

- Reports must be submitted to the agency online using EERS by the Executive Officer or the nominated report submitter's EERS account.
- By pressing the 'Submit' button, the executive officer or nominated report submitter is taken to have completed submission of the report. There is no requirement for a signed document to be submitted.

5. Below threshold reporting

The agency decision:

- A registered controlling corporation that is required to provide a below threshold section 19 report, may choose to provide the facility information required under NGER regulation 4.04A in one of the following two ways:
 - » all facilities (including all required information) are set up in the registered corporation's EERS workspace, or
 - » the registered corporation uploads a PDF document in EERS, listing all facilities, and including all facility information required under NGER regulation 4.04A.

Further information

If you require further information, please contact the agency:

Email: reporting@cleanenergyregulator.gov.au

Phone: 1300 553 542