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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 <u>What is a Facility</u> 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.

Definitions and abbreviations

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 <u>https://www.cleanenergyregulator.gov.au/NGER/Reporting-cycle/Assess-your-obligations/Reporting-thresholds#n3-1</u>



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, <u>National Greenhouse and Energy Regulations 2008</u>³ (NGER Regulations), and <u>National Greenhouse and Energy Reporting (Measurement) Determination 2008</u>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 <u>National Greenhouse and Energy</u> <u>Reporting (NGER) scheme</u>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 <u>https://www.legislation.gov.au/Series/F2008L0223</u>

⁴ <u>https://www.legislation.gov.au/Series/F2008L02309</u>

⁵ <u>http://www.cleanenergyregulator.gov.au/NGER/Pages/default.aspx</u>



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 <u>Emissions and Energy Reporting System</u>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 <u>Client Portal</u>⁷ using the following steps.

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

⁶ <u>http://www.cleanenergyregulator.gov.au/OSR/EERS/eers-current-release</u>

⁷ <u>http://www.cleanenergyregulator.gov.au/OSR/CP/Pages/default.aspx</u>

⁸ <u>http://www.cleanenergyregulator.gov.au</u>

⁹ <u>https://portal.cleanenergyregulator.gov.au</u>



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.

Australian Government Clan Earry Regulator	
Online Services A new way to access your CER account and services Find out more about the Online Services Beta	
Login	Enter your username and password and click on the "Log in" button. You will find a link to EERS inside the portal.
Contact Accessibility Privacy 	

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 <u>step-by-step login video</u>
- read our <u>step-by-step login guide</u>.

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.



Australian Government Clean Energy Regulator EERS Home	Emissions and I Reporting Syste	Energy m					Logout
Client Port	tal Home	Welcome to the Emissions	and Energy Reporting System				0
Emissions and Ener	rgy Reporting System	The Emissions and Energy Reporting Sys	tem (EERS) allows entities to report on their	greenhouse gas emissions, ener	gy consumption and energy production t	o meet their obligations under t	he National Greenhouse and
2019-20 reporting is	now open	Energy Reporting (NGER) Act 2007.					
The 2019-20 repo been released in	orting period has now EERS. This means		Note: EERS has been upgraded in pre impact previously reported data.	paration for the release of the 2	2019-20 reporting period. Any changes	to EERS won't	
submit you can enter submit your repo Greenhouse and 2007, for the 2019	orts under the National Energy Reporting Act 9-20 reporting year. All	Na	rvigate To				
2019-20 reports r EERS by the stat	nust be submitted in tutory deadline of	Current reporting organisations	Non-reporting organisations	Search			
midnight Monday AEDT.	y, 2 November 2020	<u> </u>	Please select				
凹 1 July 2020		Select an available reporting	period to continue				
		2012-2013	2013-2014 20	14-2015	2015-2016	2016-2017	
		2017-2018	2018-2019 20	19-2020			
		There is support material within the Emiss Read more about EERS on the Clean Ene Energy of the Clean Clean Energy of the Clean	ions and Energy Reporting System prgy Regulator website. EEE EEE EEE	ck on the butto e reporting sec RS	on to enter ation of the		
CER Hotline: 1300 553 542 © Copyright 2013 Commonw	(within Australia) vealth of Australia						



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.

Australian Government Clean Energy Regulator	nd Energy stem						
EERS Home Data Entry Vali	idations Reports	Entity access					- · · Logout
Client Portal Home	DEMO & SONS F	YTY. LIMITED					0
Emissions and Energy Reporting System	Hide Corporate Structur	Click on t	he expand link				Edit Reporting Entity Information
Corporate Structure	ES19Emissions &	(+) to see	all the entities	5			
Please select an entity to view its details.	The table below displays to 20n7 reporting period.	tal scope 1 and scop	e 2 greenhouse gas emission	ns, energy produced and energy con	nsumed for all facilities under DEMO & SOI	NS PTY. LIMITED and members of	ts corporate group for the 2019-
	GREENHOUSE GAS E	MISSIONS (t CO2	2-e)				
	1	Sco	ope 2	Total of Scope 1 and S	cope 2		
The corporate structur	e will	65,	015	66,640			
appear on the left-han	d side GY PRODUCED	AND ENERGY C	ONSUMED (GJ)				
of the screen. The top	entity , Consumed Total			Energy Consumed Net		Energy Produced	
will appear in bold.	0			275,600		3,960	
Add Entity	GREENHOUSE GAS	COPE 1 EMISSIC	ONS BY GAS (t CO2-e)				
Small Facilities Percentages	Carbon Dioxide CO2	Methane CH4	Nitrous Oxide N2O	Perfluorocarbons PFCs	Hydro Fluoro Carbons HFCs	Sulphur Hexafluoride SF6	Total
Report Uncertainty	1,619	6	-	-	-	-	1,625
	Hide Corporate Structure						Exit
CER Hotline: 1300 553 542 (within Australia) © Copyright 2013 Commonwealth of Australia							

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.

ERS Home Data Entry Validation	s Reports	Entity access			displayed on the scre	en.	
Client Portal Home	DEMO & SONS	PTY. LIMITED		То	view/edit entity detail	ls. click	
Emissions and Energy Reporting System	Hide Corporate Struct	ire		or Io	n the "Edit Reporting I	Entity	rting Entity Informa
Corporate Structure	S19 – Emissions	issions & energy summary table			Information" button.		
Please select an entity to view its details.	The table below displays 20n7 reporting period.	total scope 1 and scop	e 2 greenhouse gas emissio	ns, energy produced and energy co	nsumed for all facilities under DEMO & SON	IS PTY. LIMITED and members of its corporat	e group for the 201
NETWORK TESTING	GREENHOUSE GAS	EMISSIONS (t CO2	2-e)				
- WHOY	Scope 1	Sco	ope 2	Total of Scope 1 and S	icope 2		
	1.625	65,	015	66,640			
the full corporate structure	GY PRODUCE	ED AND ENERGY C	ONSUMED (GJ)				
vill appear on the left-hand	Consumed Total			Energy Consumed Net	Energy Consumed Net		
ide of the screen. The	D D			275,600		3,960	
elected entity will appear	IN NHOUSE GAS	SCOPE 1 EMISSIC	ONS BY GAS (t CO2-e)				
oold text.	1 Dioxide	Methane CH4	Nitrous Oxide N2O	Perfluorocarbons PFCs	Hydro Fluoro Carbons HFCs	Sulphur Hexafluoride SF6	Total
Small Facilities Percentages	1,619	6	-		*		1,625
Report Uncertainty	Hide Corporate Struct	ire					Exit



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.

Emissions and Energy	
EERS Home Data Entry Validations Reports	The main screen displays the details relating to the selected
Client Portal Home Reporting Entity Ir	formation entity. Scroll down to see more
Emissions and Energy Reporting System *Asterisk indicates a man	datory field Information.
Corporate Structure	
Please select an entity to view its details.	Name * DEMO & SONS PTY. LIMITED
Favourites	Rusiness Number (ABN) 17008022875
There is no favourite entity Australian C	ompany Number (ACN)
earch for an entity: Australian Registered	d Body Number (ARBN)
Statul	Trading Name
Add Entity Street Address	
Small Facilities Percentages Report Uncertainty	Search Enter your address here to start searching
	Address Line 1 * 5 Farrell Place
	Address Line 2
	Address Line 3
	City/Suburb * CITY

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.

	Postcode * 2601 Country * AUS • This	The main screen disp details for the Execut Contact officers. Scroll more informatic address has not bescatched against our address da	lays the ive and up to see on.	recfly	
Exec	cutive Officers				
Exec	cutive Officer Details	1	Address		
Posit	tion:				
Nam	e: il·				
Phor	ne:				
Mobi	ile:				
Fax:					
Cont	tact Officers				
Pieas	se Select				



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.

ustralian Government Clean Energy Regulator	missions and Reporting Syste	Energy em						
EERS Home Dat	a Entry Validatio	ons Reports	Entity access			Logout		
DEMO & SONS F	PTY. LIMITED					?		
Show Corporate Structure	e				Edit Re	eporting Entity Information		
S19 – Emissions & e	energy summary tal	ble						
The table below displays to	al scope 1 and scope 2 gr	eenhouse gas emissions, ene	ergy produced and energy consumed for	all facilities under DEMO & SONS PTY. LIMITED	and members of its corporate group for the 2019-2	0n7 reporting period.		
Scope 1			Scope 1 and Sc	cope 2				
1,625	То з	see your entities	your entities so you can					
ENERGY PRODUCED	AND ENERGY ad	d activity data, c	lick on the					
Energy Consumed Total		hutton	sumed Net		Energy Produced			
279,560		button.			3,960			
GREENHOUSE GAS S	COPE 1 EMISSIONS E	8Y GAS (t CO2-e)						
Carbon Dioxide CO2	Methane CH4	Nitrous Oxide N2O	Perfluorocarbons PFCs	Hydro Fluoro Carbons HFCs	Sulphur Hexafluoride SF6	Total		
1,619	6	-	8	-	-)	1,625		
						Exit		
Snow Corporate Structure	2							
CER Hotline: 1300 553 542 (withi © Copyright 2013 Commonwealth	in Australia) n of Australia							

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

Figure 11: Screenshot of adding an entity in EERS.

Energy Regulator Reporting	System						
RS Home Data Entry	Validations Repo	orts Entit	y access				L
Client Portal Home	DEMO & SON	S PTY. LIMIT	ED				
missions and Energy Reporting ystem	Hide Corporate Struc	ture				Edit Reporting	Entity Information
	S19 – Emissions	& energy sum	nmary table				
Corporate Structure	The table below display	s total scope 1 and	scope 2 greenhouse gas	s emissions, energy produced ar	nd energy consumed for all facilities ur	nder DEMO & SONS PTY. LIMITED and	members of its
ease select an entity to view its details.	corporate group for the	2019-20n7 reportin	g period.				
DEMO & SONS PTY. LIMITED	GREENHOUSE GA	S EMISSIONS (1	t CO2-e)				
Windy	Scope 1	Scope 2 Total of Scope 1 and Scope 2					
	1,625	65,	015	66,640			
	RGY PRODUC	ED AND ENERG	GY CONSUMED (GJ)				
To create an entity, firs	t click	Click y Consumed Total				Energy Produced	
on the "Add Entity" b	utton ₆₀	ton 50			275,600 3,960		
Search	GREENHOUSE GA	S SCOPE 1 EMI	SSIONS BY GAS (LC	:02-e)			
Courter	Carbon Dioxide	Methane	Nitrous Oxide	Perfluorocarbons	Hydro Fluoro Carbons	Sulphur Hexafluoride	
Add Entity	CO2	CH4	N2O	PFCs	HFCs	SF6	Total
Small Eacilities Dercentages	1,619	6	-	-	-	-	1,625
Sinaii Faciliues Percentages							Fxit
Report Uncertainty	Hide Corporate Struc	ture					LAN



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.

		Add Ent	ity					gned in as Rajpp1 ragh	
		Follow the step	is to add a new entity to yo	our structure					
Emissions and Energy Reporting System	Hide Corporate Structure	Entity Parent E	Type * Please Select						
		Relations Parent E	In the popu	up window, select	t fo		& SONS PTY. LIM		
Electric an entity to view its details. Electric at entity to view its details.	GREENHOUSE GAS EN	Entity N		create					
			sourcement feat	Save	Cancel				
	Energy Consumed Total 279,560			Energy Consumed Net 275,600			ergy Produced		
Add Entity	Carbon Dioxide CO2	Methane CH4	Nitrous Oxide N2O	Perfluorocarbons PFCs		Carbons	Sulphur Hexafluc SF6	oride	
CER Hotime: 1300 553 542 (within Australia) © Copyright 2013 Commonwealth of Australia									

You will select the entity type, parent entity and the relationship to parent entity (either full-year or partyear) 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.

	nd Energy /stem				
	Add Ent	ity		Signed in as Rajpi	of raghupp1 Logout
	DEMO & SONS P	is to add a new entity to your structure			
Emissions and Energy Reporting System	Hide Corporate Structure	Type * Group Member			intity Information
	S19 – Emissions & er The table below displays tota	hip To Subsidiary (full year)	for all facilities under DEMO		
Please select an entity to view its details.	Corporate group for the 2019 GREENHOUSE GAS EN Entity N	ame * Group Member 2 ×			
	Scope 1 1,625		-		
	ENERGY PRODUCED A	Provide initial details by			
	Energy Consumed Total 279,560	selecting the available options	En 3,9	ergy Produced 160	
Search	GREENHOUSE GAS SCOPE 1 EMISSI Carbon Dioxide Methane	give the entity a name	ro Fluoro Carbons		
	CO2 CH4	N2O PFCs H	FCs	SF6	



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.

		Add Enti	ty		
		Follow the steps	s to add a new entity to your structure		Signed in as Rapp1 raghupp1
missions and Energy Reporting		Entity T	group Member		
	S19 - Emissions & e	Parent El	Once the details are complete, click the "Save"	for all facilities under DEMO & SONS	
lease select an entity to view its details.		Parent El	button		
	Scope 1 1,625				
		Americanor	Save Cancel		
	Energy Consumed Total		Energy Consumed Net	Energy Pro	duced
		_	275,600	3,960	
Search	GREENHOUSE GAS SI Carbon Dioxide CO2	COPE 1 EMIS: Methane CH4	The entity will appear in the	oro Carbons Sulphu SF6	Hexafluoride Total
		6		*.	
			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.

Australian Government Clean Energy Regulator	nd Energy /stem		
EERS Home Data Entry Va	alidations Reports Entity access	3	Logout
Client Portal Home	Group Member Details		?
To doloto on ontitu fire	sterisk indicates a mandatory field		
select it in the corporat	e Corporate Structure		
structure	Name *	Group Member 2	
Please sets partity to view its details.	Entity Status *	Reporting	
Vindy	Parent Entity *	DEMO & SONS PTY. LIMITED	
	Group Member Identifying Detail(s)		
Favourites There is no favourite entity	Australian Business Number (ABN)	Fill one or more	
Search for an entity:	Australian Company Number (ACN)	Fill one or more	
Search	Australian Registered Body Number (ARBN)		
Add Entity	Trading Name	Fill one or more	
Small Facilities Percentages			
Report Uncertainty	Street Address (if any)		
	Search	Enter your address here to start searching	

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

Figure 16: Screenshot of deleting an entity in EERS.

Australian Government Clean Enrorg Regulator	nd Energy ystem						
EERS Home Data Entry Va	alidations Reports	Entity	access				Logout
Client Portal Home	Group Member 2						?
Emissions and Energy Reporting System	Hide Corporate Structure					Edit Group	Member Details
Corporate Structure	The table below displays tota	I scope 1 and	scope 2 greenhouse gas	emissions, energy produced an	d energy consumed for all facilities under	Click on the "Edi	Group
Please select an entity to view its details.	GREENHOUSE GAS EN	AISSIONS (t	CO2-e)			Member Details'	button
Group Member 2	Scope 1	Sco	pe 2	Total of Scope 1 and	Scope 2		
	ENERGY PRODUCED	AND ENERG	Y CONSUMED (GJ)				
Favourites 🕼	Energy Consumed Total			Energy Consumed Net		Energy Produced	
There is no favourite entity	- GREENHOUSE GAS SO	COPE 1 EMI	SSIONS BY GAS (t C	- О2-е)		-	
Search for an entity:	Carbon Dioxide CO2	Methane CH4	Nitrous Oxide N2O	Perfluorocarbons PFCs	Hydro Fluoro Carbons HFCs	Sulphur Hexafluoride SF6	Total
Add Entity	-	-	-				-
Small Facilities Percentages	Hide Corporate Structure						Exit
Report Uncertainty							
CER Hotline: 1300 553 542 (within Australia) © Copyright 2013 Commonwealth of Australia							



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

Figure 17: Screenshot of deleting an entity in EERS.

Street Address (if any)			
Address Line 1	•		
Address Line	2		
Address Line	3		
City/Suburb	•		
State/Territory	Please Select	×	
Postcode	•		
Countr	y AUSTRALIA	V	Scroll down to the bottom of the
Facility Description (if any)			screen and click on the red
Location Description	• Here		nemove button
Activities Description	• Stuff		
Hide Corporate Structure			Save
ne: 1300 553 542 (within Australia)			

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.

EERS Home Data Entry V EERS Home Data Entry V Client Portal Home Emissions and Energy Reporting system Image: Composition of the	nd Energy ystem Report Croup Member De *Asteriok indicates a mar Hide Corporate Structure Hide Corporate Structure Entity Status Parent Entity * Croup Member Identifying Detail(s) Australian Business Number (ABN)	d to remove Group Member 2 from DEMO & SONS PTY. the Group Member 2 with all the reported data, and any entities d data that belong to Group Member 2. ceed? Ves No Reporting DEMO & SONS FT A dialog box will appear asking you to confirm that you wish to delete the entity. Click on the "Yes" button to proceed Fibure or more	Emissions and Energy Reporting Cystem - 4.6.0.0 Report Inspired (Consideration and Actionation) Emissions and Energy (2019-2017) Signed in as Rapper Taghapet Logand Constraints and Constraints (Constraints)
Group Member 2 NETWORK TESTING Windy Favourites	Parent Entity * Group Member Identifying Detail(s)	A dialog box will appear asking you to confirm that you wish to delete the entity.	
There is no favourite entity		Filline or more proceed	
Search Search			
Add Entity Small Facilities Percentages			
Report Uncertainity	Street Address (if any)		
	Search	Enter your address here to start searching	



The entity will be removed from the corporate structure.

Figure 19: Screenshot of deleting an entity in EERS.

Australian Government Clean Energy Regulator	nd Energy /stem						
EERS Home Data Entry Va	lidations Reports	Entity	/ access				Logout
Client Portal Home	DEMO & SONS	PTY. LIMITI	ED				(?)
The entity will be remove from the corporate struct	ved ^{Corporate Structure} ture <i>Emissions</i> &	energy sum	mary table			Edit Rep	orting Entity Information
Please sets, an entity to view its details.	The table below displays to corporate group for the 20	otal scope 1 and 19-20n7 reporting	scope 2 greenhouse gas g period.	emissions, energy produced a	nd energy consumed for all facilities ur	nder DEMO & SONS PTY. LIMITEI	O and members of its
NETWORK TESTING	GREENHOUSE GAS	EMISSIONS (t	CO2-e)	Total of Coope 1 and	I Saama (
Windy	1,625	65,0)15	66,640	1 300pe 2		
Favourites 🕼	ENERGY PRODUCED	AND ENERG	Y CONSUMED (GJ)				
There is no favourite entity	Energy Consumed Tota	í		Energy Consumed Net		Energy Produced	
Search for an entity:	279,560			275,600		3,960	
Search	GREENHOUSE GAS	SCOPE 1 EMI	SSIONS BY GAS (t C	02-е)			
Add Entity	Carbon Dioxide CO2	Methane CH4	Nitrous Oxide N2O	Perfluorocarbons PFCs	Hydro Fluoro Carbons HFCs	Sulphur Hexafluoride SF6	Total
	1,619	6	- 0	- :	-	-	1,625
Small Facilities Percentages							Ewit
Report Uncertainty	Hide Corporate Structure	e					EXIL
CER Hotline: 1300 553 542 (within Australia) © Copyright 2013 Commonwealth of Australia							

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.

Emissions a alian Government Energy Regulator	nd Energy ystem						
ERS Home Data Entry V	alidations Repo	rts Entit	y access				Log
Client Portal Home	DEMO & SONS	S PTY. LIMIT	ED				?
Emissions and Energy Reporting System	Hide Corporate Struct	ure				Edit Reporting	Entity Information
	S19 – Emissions	& energy sum	mary table				
Corporate Structure 🕀 🖯	The table below displays	s total scope 1 and	scope 2 greenhouse gas	emissions, energy produced ar	nd energy consumed for all facilities ur	nder DEMO & SONS PTY. LIMITED and	members of its
Believe Belie	GREENHOUSE GA	S EMISSIONS (t	CO2-e)				
Vindy	Scope 1	Sco	ope 2	Total of Scope 1 and	I Scope 2		
—	1,625	65,0	015	66,640			
Click on the "Add Entit	RGY PRODUC	ED AND ENERG	GY CONSUMED (GJ)				
	y jy Consumed To	otal		Energy Consumed Net		Energy Produced	
button to commence	60			275,600		3,960	
Search	GREENHOUSE GA	S SCOPE 1 EMI	SSIONS BY GAS (t C	О2-е)			
Add Entity	Carbon Dioxide CO2	Methane CH4	Nitrous Oxide N2O	Perfluorocarbons PFCs	Hydro Fluoro Carbons HFCs	Sulphur Hexafluoride SF6	Total
And Linky	1,619	6	-	-	-	-	1,625
Small Facilities Percentages							
Report Uncertainty	Hide Corporate Struct	ure					Exit
	E						

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.

	id Energy stem					
	dations Reports	Add Entity			Signed in as Rajpp1 raghupp1	
	DEMO & SONS P	ollow the steps to add a new entity to you	r structure			
Emissions and Energy Reporting	Hide Corporate Structure	Entity Type * Facility			Perorting Entity Inform	nation
System	S19 – Emissions & er	Parent Entity * DEMO & SONS P	TY. LIMITE Select "O	Operational Con ·)" for relationsl	trol hip to	
	The table below displays tota	Relationship To Operational Contro	pl (part year	, Parent Entity	ED and members of its	
Please select an entity to view its details.	Corporate group for the 2019 GREENHOUSE GAS EN Scope 1 1.625	Entity Name * Facility 3	×			
	ENERGY PRODUCED A		Save Cancel			
	Energy Consumed Total		Energy Con Net	Energy Pr	oduced	
				3,960		
Search		PE 1 EMISSIONS BY GAS (I CO2-6	Once all details have be	een		
	Carbon Dioxide Me	ethane Nitrous Oxide	entered, click on the "Sa	ave" Sulphu	r Hexafluoride Tot	
		-	button	-		
CER Hotline: 1300 553 542 (within Australia) © Copyright 2013 Commonwealth of Australia						



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: Screenshe	t of adding	oporational	control	datas in EERS
rigule 22. Scieelisilo	. oj uuuniy	operational	CONTROL	uules III EENS.

EERS Home Data Entry Valic	lations Reports Entity access		1
삼 Client Portal Home	Facility Details	0	
Emissions and Energy Reporting System	* Asterisk indicates a mandatory field		
Corporate Structure	Hide Corporate Structure		
Please select an entity to view its details.	Facility Name *	* Facility 3	
DEMO & SONS PTY. LIMITED Facility 3 NETWORK TESTING	Entity Status *	Reporting	
Windy	ANZSIC Code *	Please Select	
Favourites	State/Territory of Operation *	Please Select	
There is no favourite entity	Parent Entity *	DEMO & SONS PTY. LIMITED	
Search for an entity:	Relationship To Parent Entity *	Operational Control (part year)	
Search	Is this facility the subject of a section 22X	K No	
Add Entity	agreement? *		
Small Facilities Percentages	Grid connected electricity generator *	No 💌	
Report Uncertainty	Days of Operation		
	Date From Click	on the "Add New Period" ^{Operation}	
	No Data Entered Yet	on to report the period of	
	Add New Period th	he operational control	
	Hide Corporate Structure	Save Remove Exit	

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.

Corporate Structure Pass select an cettly to view its deals. I be convolute sently I be convolute sently I be not forcourtle sently Sent for an entity: I be to solid protectioning A dd Entity Breat House to deal to solid protectioning Report Uncertainty Port Uncertainty Torm in the force to solid protection in the solid protect	Emissions and Energy Reporting System	* Asterisk indicates a mandatory field			
Pease select an etility to view ris delats. I beside Select The relative Select The relative Select The select of the select	Corporate Structure	Hide Corporate Structure			
I be facility 3 I be facility 3 I be facility 3 I be facility 3 I be facility 4 Search for an entity: Search	Please select an entity to view its details.	Facility Name *	Facility 3		
Windy Favourites Favourites State Tentory of Operation* Pease Select Parent Ently* Parent Ently* <	E DEMO & SONS PTY, LIMITED Facility 3 NETWORK TESTING	Entity Status *	Reporting		
Favourites There is no taxourite entity Search for an entity: Search Add Entity Small Facilities Percentages Report Uncertainty Days of Operation Date From Date from Imaid datel Imaid datel Select the start date from the popup calendar Select the start date from the popup calendar Select the start date from the popup calendar Select the start date from the popup calendar Select the start date from the popup calendar	Windy	ANZSIC Code *	Please Select		
There is no favourite entity Search for an entity: Control (and entity) Control (and enti	Favourites 🕼	State/Territory of Operation *	Please Select		
Search for an entily: Search for an entily: Add Entily Small Facilities Percentages Report Uncertainty Bots for connected electicity generator * No v Dates for bete for bete for bete for bete for the for th	There is no favourite entity	Parent Entity *	DEMO & SONS PTY, LIMITED		
Add Enfly Add Enfly Small Facilities Percentages Gid connected electricity generator* Beport Uncertainty Date From Date To Date To Deps of Operation Image: Control of a section 22X and a section	Search for an entity:	Relationship To Parent Entity *	Operational Control (part year)		
Add Entity Oid connected electricity generator* No Small Facilities Percentages Days of Operation Report Uncertainty Date From Date To Date From Date To Days of Operation Image: Second Control Image: Second Control Image: Second Control Statistic date The To Days of Operation Image: Second Control Image: Second Control Image: Second Control Et Holme: 1309 533 542 (with Australia) Et Second Control Et Holme: 1300 533 542 (with Australia)	Search	Is this facility the subject of a section 22X agreement? *	No		
Small Facilities Percentages Date of Operation Report Uncertainty Date From Date To Days of Operation Image: Second control grant to the start date from the popup calendar 1 Remove 1 1 2 3 4 5 6 7 8 9 10 1 1 1 1 Remove 1 8 1 1 1 1 1 1 Control to 00 533 542 (with Australia) 2	Add Entity	Grid connected electricity generator *	No		
Days of Operation Date From Date To Days of Operation Image: I	Small Facilities Percentages	ond connected decision generator			
Date From Date To Days of Operation Image: Select the start date from the popup calendar 1 Remove 1 1 1 Ethodine: 1309 \$335 \$42 (with Australia) 1	Report Uncertainty	Days of Operation			
Date From Date To Date To Days of Operation Invalid date 1 Remove Su Ho Tu We Th Fr Save Fr Save Fernove Exit 11 12 13 14 15 16 11 12 14 15 16 17 18 19 20 21 22 22 28 Hodine: 1309 533 542 (with Australia) 25 26 27 28 29 30					
Invalid date 1 Remove Invalid date Invalid date 1 Remove Import Support Import Support Import Support Import Support Select the start date from the popup calendar Import Support Import Support Import Support Import Support Import Support		Date From	Date To	Days of Operation	
Image: Second state in the state i		Invalid date ×	Invalid date	1	Remove
Su Mo Tu We Th Fr Se 1 2 3 Select the start date from the popup calendar Select the start date from the popup calendar 1 12 13 14 15 16 17 18 19 20 12 22 24 24 Convict 2013 Commonwealth of Australia 25 26 27 28 29 30 31		• August 2019 •		1	
ER Holder: 100 533 542 (with Australe) Correct 100 543 543 (with Australe) Correct 100 543 543 (with Australe) Correct		Su Mo Tu We Th Fr Sa	Coloct the stout date from the		
4 5 6 7 8 9 10 popup calendar Save Remove Exit 11 12 13 14 15 16 17 18 19 20 21 22 23 24 ER Hotine: 1300 533 542 (within Australia) 25 26 27 28 29 30		1 2 3	Select the start date from the		
11 12 13 14 15 16 17 18 19 20 21 22 23 24 ER Holdine: 1300 333 542 (within Australia) 25 26 27 28 29 30 31		4 5 6 7 8 9 10	popup calendar	Save Remove	Exit
Image: Signal		11 12 13 14 15 16 17			
ER Holmer 1300 333 422 (with Australa) 2.5 2.6 2.7 2.8 2.9 30 31		18 19 20 21 22 23 24			
	ER Hotline: 1300 553 542 (within Australia)	25 26 27 28 29 30 31			



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.

Emissions and Energy Reporting System	* Astensk indicates a mandatory field			
Corporate Structure	Hide Corporate Structure			
Please select an entity to view its details.	Facility Name *	Facility 3		
E DEMO & SONS PTY. LIMITED	Entity Status *	Reporting		
Windy	ANZSIC Code *	Please Select		
Favourites 7	State/Territory of Operation *	Please Select		
There is no favourite entity	Parent Entity *	DEMO & SONS PTY. LIMITED		
Search for an entity:	Relationship To Parent Entity *	Operational Control (part year)		
Search	Is this facility the subject of a section 22X	No		
Add Entity	agreement?			
Small Facilities Percentages	Grid connected electricity generator *	No		
Report Uncertainty	Days of Operation			
	Date From	Date To	Days of Operation	
	08/08/2019	05/05/2020 ×	272	Remove
	Total Days	0 May 2020	0	
	Add New Period	Su Mo Tu We Th Fr	Select the end date f	rom the
	Hide Corporate Structure	3 4 5 6 7 B	popup calenda	ir
		10 11 12 13 14 15 17 18 19 20 21 22	23	
ER Hotine: 1300 553 542 (within Australia) Copyright 2013 Commonwealth of Australia		24 25 26 27 28 29	30	

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.

IS Home Data Entry	Validations Reports	Entity ac	cess				
st select the facil	ity you are						(?)
changing the pe	riod of structure						Edit Facility Details
operational con	trol for	Pare	nt entity DEMO & SONS	PTY. LIMITED			
ase sele		ANZS	IC code				
DEMO & SONS PTY. LIMITED	Ste	te / Territory of o	peration				
NETWORK TESTING	510	ter remitory of o	peration				
- way	Facility Emissions a	and Energy S	Summary Table				
avourites	8		Click	a tha "Edit Faa	ility Dotoile"		
ere is no favourite entity	GREENHOUSE GAS E Scope 1	EMISSIONS (t O Sci	002 CIICK OI	to view and w	nity Details		
arch for an entity:		-	button	ile including or	orational		
Search	ENERGY PRODUCED	AND ENERGY	rco deta		Perational		
Add Entity	Energy Consumed Total			CONTION		Energy Produced	
Small Facilities Percentages				-		-	
Report Uncertainty	GREENHOUSE GAS	SCOPE 1 EMIS	SIONS BY GAS (t CO	2-e)	Under Floren Carbons	Culabur Usuallus ida	
	CO2	CH4	N2O	PFCs	HFCs	SF6	Total
	-	-	-	-	-	-	-
	Hide Corporate Structure						Exit
	ride corperate citatina						Loot

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)'.

Australian Government Clean Energy Regulator	Energy em	
EERS Home Data Entry Validat	ons Reports Entity access	Logout
Client Portal Home	Facility Details	1
Emissions and Energy Reporting System	* Asterisk indicates a mandatory field	
Corporate Structure	Hide Corporate Structure	
Please select an entity to view its details.	The relationship to parent entity will need to be changed from "Operational Control (full year)	
There is no favourite entity	Parent Entity * DEMO & SONS PTY. LIN	
Search for an entity:	Relationship To Parent Entity * Operational Control (full year)	
Search	Is this facility the subject of a section 22X No	
Add Entity		
Small Facilities Percentages	Grid connected electricity generator * No	



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.

EERS Home Data Entry Valio	rdations Reports Entity access	
삼 Client Portal Home	Facility Details (2)	
Emissions and Energy Reporting System	* Asterisk indicates a mandatory field	
Corporate Structure	Hide Corporate Structure	
Please select an entity to view its details.	Facility Name * Facility 3	
E DEMO & SONS PTY. LIMITED	Entity Status * Reporting	
Vindy	ANZSIC Code * Please Select	
Favourites	State/Territory of Operation * Please Select	
There is no favourite entity	Parent Entity * DEMO & SONS PTY. LIMITED	
Search for an entity:	Relationship To Parent Entity * Operational Control (part year)	
Search	Is this facility the subject of a section 22X No	
Add Entity	agreement? *	
Small Facilities Percentages	Grid connected electricity generator * No	
Report Uncertainty	Days of Operation	_
	Date From Click on the "Add Now Derind" Deration	
	No Data Entered Yet button to report the period of	
	Add New Period the operational control	
	Hide Corporate Structure Exit	

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 sel	ecting start date from pop-up calendar.
Emissions and Energy Reporting System	* Asterisk indicates a mandatory field

Corporate Structure	Hide Corporate Structure			
Please select an entity to view its details.	Facility Name *	Facility 3		
EIDEMO & SONS PTY. LIMITED Facility 3	Entity Status *	Reporting		
VETWORK TESTING	ANZSIC Code *	Please Select		
Favourites 🔽	State/Territory of Operation *	Please Select		
There is no favourite entity	Parent Entity *	DEMO & SONS PTY. LIMITED		
Search for an entity:	Relationship To Parent Entity *	Operational Control (part year)		
Search	Is this facility the subject of a section 22X	No		
Add Entity	agreement			
Small Facilities Percentages	Grid connected electricity generator *	No		
Report Uncertainty	Days of Operation			
Report Uncertainty	Days of Operation	Date To	Days of Operation	
Report Uncertainty	Date From	Date To	Days of Operation	Damaria
Report Uncertainty	Days of Operation Date From Invalid date ×	Date To Invalid date	Days of Operation	Remove
Report Uncertainty	Days of Operation Date From Invalid date × O August 2019 Su Mo Tu We Th Fr Sa	Date To Invalid date	Days of Operation 1 1	Remove
Report Uncertainty	Date From Invalid date × 0 August 2019 0 Su Mo Tu We Th Fr Sa 1 2 3	Date To Invalid date Select the start date from the	Days of Operation 1 1	Remove
Report Uncertainty	Date From Invalid date × Su Mo Tu We Th Fr Sa 4 5 6 7 8 9 10	Date To Invalid date Select the start date from the popup calendar	Days of Operation 1 1 Save Remove	Remove
Report Uncertainty	Days of Operation Date From Invalid datel Su Mo Tu We Th Fr 4 6 7 9 1 2 4 6 7 9 11 12 13 14 15 16 17	Date To Invalid date Select the start date from the popup calendar	Days of Operation 1 Save Remove	Remove
Report Uncertainty	Date From Oate From Su O August 2019 O Su Mo Tu We Th Fr Sa 4 5 6 7 8 9 10 11 12 13 14 15 16 17 18 19 20 21 22 3 24	Date To Invalid date Select the start date from the popup calendar	Days of Operation 1 Save Remove	Remove



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.

Corporate Structure	Hide Corporate Structure		
Please select an entity to view its details.	Facility Name *	Facility 3	
DEMO & SONS PTY, LIMITED Facility 3	Entity Status *	Reporting	
VIETWORK TESTING	ANZSIC Code *	Please Select	
Favourites 🕝	State/Territory of Operation *	Please Select	
There is no favourite entity	Parent Entity *	DEMO & SONS PTY. LIMITED	
Search for an entity:	Relationship To Parent Entity *	Operational Control (part year)	
Search	Is this facility the subject of a section 22X agreement? *	No	
Add Entity			
Small Facilities Percentages	Grid connected electricity generator *	No 🔽	
Report Uncertainty	Days of Operation Sel	ect the end date from the	
		popup calendar	
	Date From		
	08/08/2019	05/05/2020 ×	Once completed, scroll down
	Total Days	• May 2020 •	and click on the "Save" button
	Add New Period	Su Mo Tu We Th Fr Sa	
	Hide Corporate Structure	3 4 5 6 7 8 9 10 11 12 13 14 15 16	Save Remove Exit
		17 18 19 20 21 22 23	
ER Hotline: 1300 553 542 (within Australia) Copyright 2013 Commonwealth of Australia		24 25 26 27 28 29 30 31	

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.

Linn Government Energy Regulator	System						
RS Home Data Entry	Validations Repo	orts Entit	y access				La
S Client Portal Home	DEMO & SON	S PTY. LIMIT	ED				?
missions and Energy Reporting	Hide Corporate Struc	ture				Edit Reporting	Entity Informatio
	S19 – Emissions	& energy sum	mary table				
Corporate Structure 🕀 🖻	The table below display	s total scope 1 and	scope 2 greenhouse gas	s emissions, energy produced ar	nd energy consumed for all facilities u	nder DEMO & SONS PTY. LIMITED and	members of its
lease select an entity to view its details.	corporate group for the	2019-20n7 reportin	g period.				
DEMO & SONS PTY. LIMITED NETWORK TESTING	GREENHOUSE GA	S EMISSIONS (1	t CO2-e)				
🗑 Windy	Scope 1	Sco	ope 2	Total of Scope 1 and	Scope 2		
	1,625	65,0	015	66,640			
To supply a facility first	RGY PRODUC	ED AND ENERG	GY CONSUMED (GJ)				
To create a facility, first	Jy Consumed Te	otal		Energy Consumed Net		Energy Produced	
on the "Add Entity" bu	cton ₆₀			275,600		3,960	
Search	GREENHOUSE GA	S SCOPE 1 EMI	SSIONS BY GAS (t C	:O2-e)			
Add Entity	Carbon Dioxide CO2	Methane CH4	Nitrous Oxide N2O	Perfluorocarbons PFCs	Hydro Fluoro Carbons HFCs	Sulphur Hexafluoride SF6	Total
	1,619	6	-	-	-	-	1,625
Small Facilities Percentages	1						5.3
Report Uncertainty	Hide Corporate Struc	ture					Exit

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.

Anstralian Government Reporting Sy	nd Energy /stem					Emissions and Energy Repor Rajpp1 raghupp1 (ClientAdm DEMO & SONS PTV-LIMITE Emissions and Energy (2019	ting System - 4.6.0.0 inistrator, Submitter) ED I-20n7)
		Add Enti	ty				
Client Portal Home Emissions and Energy Reporting System Corporate Structure Please select an entity to view its details. Demo a Sons PTY, LIMITED NETWORK TESTING Window	Hide Corporate Structure S19 – Emissions & ei The table below displays tota corporate group for the 2019 GREENHOUSE GAS EN Scope 1	Follow the steps Entity T Parent En Relationst Parent En Entity Na	s to add a new entity to yor ype * Facility ntty * DEMO UP facility" fi "facility" fi "Entit	ur structure ▼ UMITE Dup window, sele rom the drop-do ty Type" menu	ect for all facilities under DE	Edit Reporting Eni	(2) ity Information ers of its
		1 167 In 1 161 150 ² 1 - 50	(Sector Sector 14) Prove I	Save	Cancel		
	Energy Consumed Total 279,560			Energy Consumed Net 275,600		Energy Produced 3,960	
Add Entity	Carbon Dioxide CO2	Methane CH4	Nitrous Oxide N2O	Perfluorocarbons PFCs		Sulphur Hexafluoride SF6	
CER Holline 1300 553 542 (vithin Australia) © Cepyright 2013 Commonwealth of Australia							

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.

		Add Entity					ions and Energy Reporting System -4.6.0.0 1 raghuppt (ClornAdministrator, Submitter) 0.8 SONS PTY: LIMITED sions and Energy (2019-2007.) Signed in as Rajpot raghuppt Logout
Client Portal Home Emissions and Energy Reporting System Corporate Structure Please select an entity to view its details. © DEMO & SONS PTY. LIMITED	DEMO & SONS P Hide Corporate Structure S19 – Emissions & el The table below displays tote corporate group for the 2019 GREENHOUSE GAS EF	Follow the steps to ac Entity Type * Parent Entity * Relationship To Parent Entit Entity Nan	Facility DEMO & SONS F Operat	ur structure	for all facilities under D		Edit Reporting Entity Information
	Scope 1 1,625 ENERGY PRODUCED / Energy Consumed Total		parent f Entity" c	From the "Parent drop-down menu			
Search for an entity Search for an entity							
	Carbon Dioxide CO2 1,619	Methane Nitro CH4 N2O 6 -	ous Oxide	Perfluorocarbons PFCs		Sulphur Hexa SF6	fluoride Total

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)'.
		1		

Anstralian Government Chan Zenry Replaner	inergy m					
		Add Entity			Signed in as Rajpp1 raghupp1	
		Follow the steps to add a new	w entity to your structure			
Emissions and Energy Reporting System		Entity Type * Facil	lity 💌			
	S19 – Emissions & energy s	Parent Entity * DEM	NO & SONS PTY. LIMITE			
Please select an entity to view its details	The table below displays total scope 1 20n7 reporting period.	Relationship To	rational Control (fuil year)	alities under DEMO & SONS PTY. LIMITED and men	abers of its corporate group for the 2019-	
		Fatity Name *				
			Select "Operational Con	trol		
There is no favourite entity Search for an entity:			"Relationship to Parer	nt Energy Produces		
Search			Entity drop-down me	nu		
	Carbon Dioxide Me CO2 CH	thane Nitrous Oxide 4 N2O	Perfluorocarbons Hydro PFCs HFCs		ifluoride Total	
	1,619 6					



Finally, you will give the facility a name.

Figure 34: Screenshot of facility name.

			Add	I Entity				Signed in as Rajpp	t raghupp 1
			Follow	the steps to ad	a new entity to your structure				
Emissions and Energy Reporting	System	Hide Corporate Structure		Entity Type *	Facility				
		S19 – Emissions & ene	rgy s	Parent Entity	DEMO & SONS PTY. LIMITE				
Please select an entity to view its de			cope 1 F	Relationship To Parent Entity	Operational Control (full year)	alities under DEI	IO & SONS PTY. LIMITED and m	embers of its corporate grou	p for the 2019-
			SSION	Entity Name	Facility 3 ×				
				_					
Search for an entity:					Type in a unique entit	y name			
	Search			ONS BY G	for the newly created	facility			
		Carbon Dioxide CO2	Methane CH4	Nitro N2O		Carbon		ixafluoride	

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

Figure 35: Screenshot of adding an entity.

			Add Entity						Righed in as Rajpp1 raghupp1
			Follow the steps to ad	dd a new entity to yo	our structure				
Emissions and Energy Reporting Sys	tem		Entity Type *	Facility	V				
		S19 – Emissions & energ	y s Parent Entity *	DEMO & SONS	PTY. LIMITE				
Please select an entity to view its details.		The table below displays total scop 20n7 reporting period.	e 1 Relationship To Parent Entity *	Operational Con	trol (full year)	alities unde		LIMITED and members of it	corporate group for the 2019-
			Entity Name *	Facility 3	×				
			ENE		Save	Cancel			
Search for an entity:									
	Search								
			Methane Nitrous CH4 N2O	Oxide	Click on	the "Save" b	utton	Sulphur Hexafluoride SF6	
					wh	en completed			



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

Figure 36: Screenshot of newly created facility.

Home Data Entry Vali	dations Reports	Entity acc	ess				
Client Portal Homo	Eccility 3						(?)
new facility will app	ear corporate Structu	re					Edit Facility Details
in the entity list		Paren	t entity DEMO & SONS	PTY. LIMITED			
ntity to view its details.		ANZSI	C code				
Facility 3	s	tate / Territory of op	eration				
Windy	Facility Emissions	and Energy S	ummary Table				
ourites							
s no favourite entity	GREENHOUSE GAS	EMISSIONS (t C	Ю2-е)				
for an antitur	Scope 1	Sco	pe 2	Total of Scope 1 and	Scope 2		
Search	-	-		-			
	ENERGY PRODUCE	D AND ENERGY	CONSUMED (GJ)				
Add Entity	Energy Consumed Tot	al		Energy Consumed Net		Energy Produced	
Small Facilities Percentages	-			-		-	
	GREENHOUSE GAS	SCOPE 1 EMISS	SIONS BY GAS (t CO2	2-e)			
Report Uncertainty	Carbon Dioxide CO2	Methane CH4	Nitrous Oxide N2O	Perfluorocarbons PFCs	Hydro Fluoro Carbons HFCs	Sulphur Hexafluoride SF6	Total
	5	÷	-	3	-	-	-
	Hide Corporate Structu	re					Exit

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.



trailan Government Reap Repairor Data Entry Valid	International Stem	will appear in the relevant fields. However, you are required to enter additional information for your facility	() ()
Emissions and Energy Reporting System	* Asterisk indicates a mandatory field		
Corporate Structure	Hide Corporate Structure		
Please select an entity to view its details.	Facility Name *	Facility 3	
B DEMO & SONS PTY. LIMITED	Entity Status *	Reporting	
Windy	ANZSIC Code *	Please Select	
Favourites 🕼	State/Territory of Operation *	Please Select	
There is no favourite entity	Parent Entity *	DEMO & SONS PTY, LIMITED	
Search for an entity:	Relationship To Parent Entity *	Operational Control (full year)	
Search	Is this facility the subject of a section 22X agreement?*	No	
Add Entity Small Facilities Percentages	Grid connected electricity generator *	No	
Report Uncertainty	Hide Corporate Structure		Save Remove Exit
ER Hotline: 1300 553 542 (within Australia) 0 Copyright 2013 Commonwealth of Australia			



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.

ERS Home Data Entry Valida	ations Reports Entity access			Log
Client Portal Home	Facility Details		0	
Emissions and Energy Reporting System	* Asterisk indicates a mandatory field			
Corporate Structure	Hide Corporate Structure		For a list of ANZSIC codes, see the	
Please select an entity to view its details.	Facility Name	* Facility 3	National Greenhouse and Energy	
Facility 3	Entity Status	Reporting	Reporting Regulations 2008	
Windy	ANZSIC Code	* Piease Select		
	State/Territory of Operation	Piease Select		
Favourites	Parent Entity	DEMO & S PTY, LIMITED		
There is no favourite entity				
Search for an entity:	Relationship To Parer	elect the correct ANZSIC code from the		
	Is this facility the subject of a ser agree	drop-down menu.		
Add Entity	Grid connected electricity on	Select State/Territory from the drop-		
Small Facilities Percentages	Gild connected electricity ge	down menu.		
Report Uncertainty	Hide Corporate Structure		Save Remove Exit	

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.

	• This address has not been matched against our address database, please ensure details are entered correctly	
La	titude and Longitude	
	Latitude/Longitude * S/ E	
	Map Map Enter accurate latitude and longitude details. These need to be accurate to three decimal places	
н	Ide Corporate Structure Save Remove Ext	
CER Hotline: 1300 553 542 (within Australia) © Copyright 2013 Commonwealth of Australia		

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.

	0	This address has not been matched against our address database, please ensure details are entered correctly
<u> </u>	atitude and Longitude	
	Latitude/Longitude *	SJ E
	a - - - - - - - - - - - - - - - - - - -	Map Satellite Cost tax Cost tax
	Hide Corporate Structure	Save Remove Exit
CER Hotline: 1300 553 542 (within Australia) © Copyright 2013 Commonwealth of Australia		

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.

Emissions and Er Reporting System	nergy I			
EERS Home Data Entry Validations	Reports Entity access			Logout
he facility is now ready	ility Details			(?)
for activity reporting	erisk indicates a mandatory field			
(covered elsewhere)	Corporate Structure			
Pleas entity to view its details.	Facility Name *	Facility 3		
Facility 3	Entity Status *	Reporting	M	
Windy	ANZSIC Code *	117 - Bakery product manufacturing		
Favourites 🕜	State/Territory of Operation *	Australian Capital Territory		
There is no favourite entity	Parent Entity *	DEMO & SONS PTY. LIMITED		
Search for an entity:	Relationship To Parent Entity *	Operational Control (full year)		
Search	Is this facility the subject of a section 22X	No		
Add Entity	agreement?			
Small Facilities Percentages	Grid connected electricity generator *	No		
Report Uncertainty Str	eet Address (if any)			

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.

Australian Government Clean Energy Regulator	Emissions and Reporting Syst	Energy em				
EERS Home	Data Entry Validati	ons Reports	Entity access			Logout
DEMO & SON	S PTY. LIMITED					?
Show Corporate Stru	icture				Edit	Reporting Entity Information
S19 – Emissions	& energy summary ta	ble				
The table below display	ys total scope 1 and scope 2 g	reenhouse gas emissions, ene	rgy produced and energy consumed for a	II facilities under DEMO & SONS PTY. LIMITED	and members of its corporate group for the 2019	-20n7 reporting period.
GREENHOUSE GA	AS EMISSIONS (t CO2-e)					
Scope 1			Scope 1 and Sco	pe 2		
1,625	То	see your entities	so you can			
ENERGY PRODUC	CED AND ENERGY	d activity data, c	ick on the			
Energy Consumed T	otal	snow Corporate S	sumed Net		Energy Produced	
279,560		button.			3,960	
GREENHOUSE GA	AS SCOPE 1 EMISSIONS	BY GAS (t CO2-e)				
Carbon Dioxide CO2	Methane CH4	Nitrous Oxide N2O	Perfluorocarbons PFCs	Hydro Fluoro Carbons HFCs	Sulphur Hexafluoride SF6	Total
1,619	6	-	*	-	-	1,625
Show Corporate Stru	icture					Exit
CER Hotline: 1300 553 542 © Copyright 2013 Common	(within Australia) wealth of Australia					



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

Figure 44: Screenshot of selecting a facility.

RS Home Data Entry Valid	dations Reports	Entity acce	55				
Client Portal Home	Facility 3						(?)
missions and Energy Reporting System	Hide Corporate Structu	re				Edit Facility Details	Enter Contractor Data
Corporate Structure		Parent	entity DEMO & SONS	PTY. LIMITED			
ease select an entity to view its details.		ANZSIC	code 117 - Bakery pro	duct manufacturing			
Facility 3	s	tate / Territory of ope	ration Australian Capit	al Territory			
Wind-	Facility Emissions	and Energy Su	mmary Table				
alact the facility		EMISSIONS (t CO	02-e)				
cicce the facility	you are	Scop	e 2	Total of Scope 1 and	Scope 2		
entering activity d	lata for						
	ICE		CONSUMED (GI)				
Add Faith.	Energy Consumed Tot		50N30MED (03)	Energy Consumed Net		Energy Produced	
Add Entity				Lineigy contained net			
Small Facilities Percentages							
Report Uncertainty	GREENHOUSE GAS	SCOPE 1 EMISS	IONS BY GAS (t CO2	-е)			
Report oncertainty	Carbon Dioxide CO2	Methane CH4	Nitrous Oxide N2O	Perfluorocarbons PFCs	Hydro Fluoro Carbons HFCs	Sulphur Hexafluoride SF6	Total
	-		-	-	-	¥	-
	Activity Details						
	Add Activity						
	Activity Description	Source Catego	ry 🔺 Source 🗘 A	Activity - Fuel Type 🔅 Quan	tity 🔅 Unit 🔅 Emission (t CO2-e)	Content (GJ)	ontext 🗘 Action
				No data avai	lable in table		
	Add Activity						

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



Figure 45: Screenshot of adding an activity.

Energy Regulator						
ERS Home Data Entry Valida	ations Reports Entity access					
Client Portal Home	Facility 3					?
Emissions and Energy Reporting System	Hide Corporate Structure				Edit Facility Details En	ter Contractor Data
Corporate Structure	Parent entity [EMO & SONS	PTY. LIMITED			
ease select an entity to view its details.	ANZSIC code 1	17 - Bakery pr	oduct manufacturing			
E DEMO & SONS PTY. LIMITED	State / Territory of operation	ustralian Capit	al Territory			
VETWORK TESTING						
-	Facility Emissions and Energy Summary	Table				
-avourites						
nere is no favourite entity	Scope 1 Scope 2		Total of Scope 1 and	Scope 2		
earch for an entity:						
Search						
	ENERGY PRODUCED AND ENERGY CONSUL	MED (GJ)				
Add Entity	and the state of the second state.		Energy Consumed Net		Energy Produced	
Small Facilities Percentage	start entering activity		-			
Bapart Uppartsiphy da	ata, click on the "Add	(t CO2	?-e)			
Report Orcertainty	A _ + : . : + . // + +	te	Perfluorocarbons	Hydro Fluoro Carbons	Sulphur Hexafluoride	Total
	Activity button		PFCs	HECS	SF6	
			-		•	-
	Activity Details					
	Add Activity					
	Activity Description A Source Category	Source 1	Activity - Fuel Type 🏠 Quan	tity 🏠 Unit 🏠 Emission († CO2.e)	Energy Content (GI) Content	text 🏠 Action
	Freakly beachpack V beace category	oouroo v	No data avail	able in table	Chargy Contain (Co)	
	Add Activity					
	Hide Corporate Structure					Exit

'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.

Australian Government Clean Energy Regulator	s and Energy System	
EERS Home Data Entry	Validations Reports Entity access	Logout
Client Portal Home	Activity Attributes	(?)
Emissions and Energy Reporting System	* Asterisk indicates a mandatory field	
Corporate Structure	Hide Corporate Structure Activity Description Reporting transport diese(Source Category Please Type a description for this activity in the "Activity State State Activity Description" field	Y
Search for an entity: Search CER Holine: 1300 553 542 (within Australia) © Copyright 2013 Commonwealth of Australia	Hide Corporate Structure	Save Exit



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.

Australian Government Clean Energy Regulator	nd Energy /stem	
EERS Home Data Entry Va	lidations Reports Entity access	Logout
Client Portal Home	Activity Attributes	()
Emissions and Energy Reporting System	* Asterisk indicates a mandatory field	
	Hide Corporate Structure	
Corporate Structure 🕀 🖻	Activity Description Reporting transport diesel	
Please select an entity to view its details.	Source Category	
Vindy	Source * Please Select	
Favourites	Select a source category from the	
There is no favourite entity	menu In this instance select	
Search for an entity:	Hide Corporate Structure 'Fuel Combustion'.	Save Exit
CER Hotline: 1300 553 542 (within Australia) © Copyright 2013 Commonwealth of Australia		

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



Australian Government Chan Energy Regulator EERS Home Data Entry Va	nd Energy ystem	Logout
Client Portal Home	Activity Attributes * Asterisk indicates a mandatory field	?
Corporate Structure Please select an enlity to view its details. DetM0 & SONS PTY. LIMITED Facility 3 NETWORK TESTING Windfit	Hide Corporate Structure Activity Description Reporting transport diese! Source Category Fuel combustion Source * Fuel combustion	
Favourites 🕜	Activity * Please Select State * A	
There is no favourite entity Search for an entity: Search	Hide Corporate Structure Structure energy purposes (excluding electricity generation)" from the	Exit
CER Hotline: 1300 553 542 (within Australia) © Copyright 2013 Commonwealth of Australia	Source drop-down menu.	



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.

Australian Government Crean Earry Regulator EERS Home Data Entry Va Client Portal Home Emissions and Energy Reporting System Corporate Structure	Activity Attributes Activity Attributes Activity Corporate Structure Activity Description Reporting transport diesel	ee sub-section 2.41(2) of the National Greenhouse and Energy Reporting (Measurement) Determination 2008 for a definition of transport vs stationary energy purposes
Please select an entity to view its details.	Source Category * Fuel combustion	Cluding electricity generation)
Favourites C There is no favourite entity Search for an entity: Search	Activity Tenessore released non-confluction of inquo State • Australian Capitar • • • • • • • • • • • • • • • • • • •	Released from id fuel" from p-down menu.
	Tick to calculate greenhouse emissions of all gases for this activity using Method 1	

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.

Search	Fuel Type *	54 - Diesel oil - Transport
	Criteria *	A
	Primary/Secondary *	Secondary
Romombor that liquid fuels are	Energy Content Factor*	Default 38.6
reported in kilolitres	Quantity (KL 💟)	10000
	Energy Content	386,000
	Scope 1 (ICO2-e)	
Tick to calculate greenhouse emissions of all gases for this activity using Method 1		The Quantity drop-down menu will default to kL. Enter the amount of fuel combusted
	Method *	Please Select
CH ₄ Methane		
	Method *	Please Select
N ₂ O Nitrous oxide		
N₂O Nitrous oxide	Method *	Piease Setect

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.

	Fuel Type* 54 - Diesel oil - Transport For a list of available methods, see the National Greenhouse and Energy Reporting (Measurement) Determination 2008	
	Method Method 1 (2.41) Emission Factor used in calculation 0 Rest Select the appropriate method from the "Method" drop-down menu for CO2 Carbon dioxide reporting.	
	N ₂ O Nitrous oxide	
	Hide Corporate Structure	Save Exit
CER Hotline: 1300 553 542 (within Australia) © Copyright 2013 Commonwealth of Australia		

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.

	- -	· · ·	<i>c</i>	1				1	
Liguro	L .) .	Croonchot	oti	colocting	N/lothod 1	tor	· ~ 11	aroonhouco	aacoc
FILINP		NIPPINIU	111 1		NIPIIIIIII		(1))	INPPININC	UUSPS
ingaic	$\mathcal{I}\mathcal{I}$	501001100	01.5	Jereeenig	111000 1		u 11	gi cci il lo abc	gases.
								- /	

	, many occorring	
	Energy Content Factor	Default 38.6
If you are reporting using	Quantity (kL 🗹) *	* 10000
method 1 for all greenhouse		
gases, you can save time by	Energy Content *	396,000
clicking on this box	Scope 1 (tCO2-e)) 26,981
Tick to calculate gree gases for this	enhouse emissions of all a activity using Method 1	
CO ₂ Carbon dioxid	le	
	Method *	Method 1 (2.41)
Emission F	actor used in calculation	69.9
	Result	26.981
		Select the appropriate method
CH ₄ Methane		from the Method drop-down
	Method *	menu for CO ₂ Carbon dioxide
		reporting.
N ₂ O Nitrous oxide		
	Method *	Please Select

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

Figure 54: Screenshot of selecting method.

CO, Carbon dioxide	
Method * Method 1 (2.41)	
Emission Factor used in calculation 69.9	
Result 26,901	
CH, Methane	
Method * Method 1 (2.41)	
Emission Factor used in calculation 0.1 Result 30	
N ₂ O Nitrous oxide Select the appropriate method from the Method drop-down	
Method [*] menu for CH ₄ Methane reporting.	
Hide Corporate Structure Save	Exit


Repeat the previous step for the emissions of nitrous oxide.

Figure 55: Screenshot of selecting method.

	Method 4 (0.40)	
Method -	Method 1 (2.41)	
Emission Factor used in calculation	69.9	
Result	26,961	
CH₄ Methane		
Method *	Select the appropriate method	
Emission Factor used in calculation	from the Method drop-down	
12 12	menu for N ₂ O Nitrous oxide	
Result	reporting.	
N ₂ O Nitrous oxide		
Method *	Method 1 (2.41)	
Emission Factor used in calculation	0.5	
Result	193	
Hide Corporate Structure		Save Exit

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.

Method *	Method 1 (2.41)	~	
Emission Factor used in calculation	69.9		
Result	26,981		
CH, Methane			
Method *	Method 1 (2.41)		
Emission Factor used in calculation	0.1		
Result	39		
N ₂ O Nitrous oxide			Once you have entered all the
N ₂ O Nitrous oxide	Method 1 (2.41)		Once you have entered all the required data, click on the Save button
N ₂ O Nitrous oxide Method * Emission Factor used in calculation	Method 1 (2.41) 0.5		Once you have entered all the required data, click on the Save button
N;O Nitrous oxide Method * Emission Factor used in calculation Result	Method 1 (2.41) 0.5 193		Once you have entered all the required data, click on the Save button
N;O Nitrous oxide Method * Emission Factor used in calculation Result Hide Corporate Structure	Method 1 (2.41) 0.5 193		Once you have entered all the required data, click on the Save button



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.

Show Corporate Structure		Both the 'Faci	ility Totals' and the		Edit	Facility Details	Enter Contractor Data
	Parent entity	Controlling 'Activity Deta	ails' fields will be				
	ANZSIC code 1	121 - Beve updated as	a result of data				
	tate / Territory of operation	New South E	entry.				
	sale / remory of operation	New South					
cility Emissions and Er	nergy Summary Table						
	ONS († CO2 a)						
ope 1	Scope 2	Total of Si	cope 1 and Scope 2				
,213		27,213					
NERGY PRODUCED AND B	ENERGY CONSUMED (GJ	J)					
nergy Consumed Total		Energy Cons	umed Net		Energy Produced		
36,000		386,000					
ativity Datails							
cuvity Details			You	u can click c	on the pen or	cross	
Add Activity				icons to eq	dit or delete a	n	
Activity Oescription Category	 Source 	Activity - Fuel Type	¢ Guantity	existi	ng activity	context 0 Date	Action
leporting Fuel ansport diesel combustion	Stationary and Transpo purposes (excluding ele generation)	ectricity Emissions released from than petroleum oils or gr purposes • Diesel oil - Transpor	n combustion of liquid fuels other eases - Transport energy 10,000 t	0 kL 27	7,213 386,000 0	Consumed 7/06/2 11:36	2016 AM
dd Activity							

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.

Show Corporate Structure								Edit Facility De	tails Enter	Contractor Dat
	Parent entity	Controlling Corporation	on 1							
	ANZSIC code	121 - Beverage manu	ufacturing							
	State / Territory of operation	New South Wales								
cility Emissions and	Energy Summary Table									
REENHOUSE GAS EMIS	SSIONS (t CO2-e)									
.ope 1	Scope 2		You can continue to	report						
,213	-		further activities for	this or						
NERGY PRODUCED AN	D ENERGY CONSUMED (J)	other facilities or you	i can evit						
nergy Consumed Total			build line and he are			E	nergy Produced			
s6,000			by clicking on the app button	ropriate		-				
dd Activity	A Source	¢ Ac	tivity - Fuel Type	0 Quantity 0	Unit	Emission (t	Energy	Context 0	Date	Action
eporting Fuel ansport diesel combus	tion Stationary and Trans purposes (excluding generation)	ort energy that lectricity pu	nissions released from combustion of liquid fuels of in petroleum oils or greases - Transport energy rpoxes - Diesel oil - Transport	her 10,000	kL	27,213	386,000	Consumed	7/06/2016 11:36 AM	×



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.

Controlling Corpo	e I				Edit R	reporting Entity Information
missions and Ener	rgy Summary Table	eenhouse gas emissions, energ	zy produced and energy consumed by th	e corporate group Controlling Corporation 1 for	the 2015-2016 UAT reporting period.	
GREENHOUSE GAS E	EMISSIONS (LCO2-0)					
Scope 1	Sec	ope 2				
0	0		To see your ent	ities so you can		
ENERGY PRODUCED	AND ENERGY CONS	UMED (GJ)	add activity da	ta, click on the		
Energy Consumed Total			Show Corpor	ate Structure	Energy Produced	
0			but	ton	a	
GREENHOUSE GAS S	SCOPE 1 EMISSIONS	BY GAS (t CO2-e)	but			
Carbon Dioxide CO2	Methane CH4	Nitrous Oxide N2O	Perfluorocarbons PFCs	Hydro Fluoro Carbons HFCs	Sulphur Hexafluoride SF6	Total
2	0	0	0	0	0	0
	_					Evit
Show Corporate Structure	e					LA

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

Figure 60: Screenshot of selecting a facility.

CERCENTION CONTRACTOR CONTRACTOR	ns Reports	Entity access					Lo
Client Portal Home	1						(?
Emissions and Energy Reporting System	Hide Corporate Structure					Edit Rep	porting Entity Informatio
Corporate Structure	S19 – Emissions & e	nergy summai	y table				
Please select an entity to view its details.	The table below displays tota 2020n2 reporting period.	I scope 1 and scop	e 2 greenhouse gas emissi	ons, energy produced and energy c	onsumed for all facilities under DEMO & SC	ONS PTY. LIMITED and members of its corpor	rate group for the 2019-
33	GREENHOUSE GAS EI	AISSIONS (t CO	2-e)				
HYDRO-ELECTRIC CORPORATION	Scope 1	Sci	ope 2	Total of Scope 1 and	Scope 2		
James' Oil and Gas Emporium	93,313	51,	001	144,314			
Test Electricity Facility	ENERGY PRODUCED	ND ENERGY C	ONSUMED (GJ)				
lest Network	Energy Consumed Total			Energy Consumed Net		Energy Produced	
				4,254,198		6,581,200	
	SE GAS S	OPE 1 EMISSIO	INS BY GAS (t CO2.e)				
entering data fo	r i	Methane CH4	Nitrous Oxide N2O	Perfluorocarbons PFCs	Hydro Fluoro Carbons HFCs	Sulphur Hexafluoride SF6	Total
		172	239	-	-	-	93,313
Add Entity	Hide Corporate Structure						Exit
Small Facilities Percentages							
Report Uncertainty							

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



Figure 61: Screenshot of how to enter activity data.

RS Home Data Entry Validatio	ns Reports Entity access		Signed in as Exec firstname Exec sumame	Log
Client Portal Home	Facility 4			0
Imissions and Energy Reporting System	Hide Corporate Structure		Edit Facility Details Enter	Contractor Data
Comorate Structure	Parent entity Controlling	Corporation 1		
[Expand] [Collapse]	ANZSIC code 121 - Beve	rage manufacturing		
lease select an entity to view its details.	State / Territory of operation New South	Wales		
E Controling Corporation 1				
E Facility 3	Facility Emissions and Energy Summary Tabl	e		
E Facility X				
		Total of Scope 1 and Scope 2		
Favourites M To	o start entering activity data,	27,213		
here is no favourite entity Clic	ck on the Add Activity button	GJ)		
		Energy Consumed Net	Energy Produced	
earch for an entity:				
earch for an entity:		386,000		
earch for an entity: Soa Add Entity	Activ, Details	386,000		
Add Enthy	Active "Optalis	386,000		

'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.

Australian Government Clean Energy Regulator	Emissions and Reporting Sys	l Energy tem				
EERS Home	Data Entry Valida	ntions Reports	Entity access		Signed in as	Logout
😚 Client Por	tal Home	Activity Attributes			0	
Emissions and Ene	rgy Reporting System	* Asterisk indicates a mandal	tory field			
Corporate Stru	icture 🖽 🖻	Hide Corporate Structure				
Please select an entit 33 55 470RO-ELE James' Oll ar Test Electricit Test Facility Test Network	ty to view its details.		Activity Description Source Category Source Activity State *	Natural gas combustion reporting × Type a description for this activity in the Activity Description field Victoria	×	
Favourites	Ø	Hide Corporate Structure		Save	Exit	
There is no favourite Search for an entity:	Search					
CER Hotine: 1300 553 542 © Copyright 2013 Common	(within Australia) wealth of Australia					_



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.

nalian Government Reporting System	stem			
ERS Home Data Entry Valio	lations Reports	Entity access		Signed in as
Client Portal Home	Activity Attributes			0
Emissions and Energy Reporting System	* Asterisk indicates a manda	tory field		
Corporate Structure	Hide Corporate Structure			
Please select an entity to view its details. Please select an entity to view its details. 3 3 5 5 4 HYDRO-ELECTRIC CORPORATION 4 James Oil and Gas Emporium 5 Test Electricity Facility 5 Test Facility 5 Test Network 5 Test Network 5 Test Network 5 Test Network 5 Test Network 5 Test Network 5 Test Network 5 Test Network 5 Test Network 5 Test Network 5 Test Network 5 Tes		Activity Description Source Category * Source * Activity * State *	Please Select Press Select Fuel combustion Plant Select Se	 ✓
Favourites 🛛	Hide Corporate Structure		Source Category drop-down menu	Save
There is no favourite entity Search for an entity: Search				

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

A Client Portal Home	Activity Attributes				6
Emissions and Energy Reporting System	*Asterisk indicates a mano	latory field			
Corporate Structure [Expand] [Collapse] Please select an entity to view its details.	Hide Corporate Structure	Activity Description	Reporting natural gas combustion		
B Controlling Corporation 1 Facility 1 Facility 3 Facility 3 Facility 4 Facility X S Group member 1		Source *	Please Select Processes aleasest from had use to certain industries (inclustion electric satisfansity and it harmport energy purposes (certability electricky general Please Select	city generation) dom	Y
Favourites [Manage] There is no favourite entity Bearch for an entity: Search	Hide Corporate Structure		Select Stationary and Transport energy purposes (excluding electricity generation) from the Source drop-down menu.	Save	Exit

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.

ERS Home Data Entry Validation	ns Reports Entity access	Signed in as Exec firstname Exec surname	Log
Client Portal Home	Activity Attributes	See sub-section 2.41(2) of the	?
Emissions and Energy Reporting System	* Asterisk indicates a mandatory field	Energy Reporting	
.,	Hide Corporate Structure	(Measurement) Determination	
Corporate Structure [Expand] [Collapse]	Activity Description	2008 for a definition of	
Please select an entity to view its details.	Source Category	transport vs stationary energy	
Controlling Corporation 1 Facility 1 Facility 3	Source	purposes	~
E Facility 4	Activity	Please Select Emissions released from combustion of gaseous fuels - Stationary energy purpases	
R Group member 1	State	Emissions releases fount contraction of grad back thes – ramsport energy purposes Emissions released from combustion of signal back other than pelotierum obs or greases – Stationary energy purposes Emissions released from combustion of signal back other than pelotierum obs or greases – Transport energy purposes Emissions rules – combustion of pelotierum balled obs or greases – transport energy purposes Emissions rules – combustion of pelotierum balled obs or greases – transport energy purposes	
Favourites [Manage]	Incidental Emission	Consistence Consistence and a consistence of the constant of t	
There is no favourite entity Search for an entity:	Incidental Energy	Select Emissions released from combustion of liquid fuels	
Search	Fuel Type	from the Activity drop-down	
	Scope 1 (tCO2 e	menu.	

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.

Emissions a stratian Covernment Chan Energy Regulator	nd Energy ystem			
EERS Home Data Entry	Reports Entity access		Signed in as Exec firstname Exec surname	Logout
😚 Client Portal Home	Activity Attributes			0
Emissions and Energy Reporting System	* Asterisk indicates a mandatory field	For a description of criteria, see		
Corporate Structure	Hide Corporate Structure	division 2.3.6 of the <i>National</i>		
[Expand] [Collapse]	Activity Description	Reporting Greenhouse and Energy		
Please select an entity to view its details.	Source Category *	Reporting (Measurement)		
E Facility 1 E Facility 3	Source *	Determination 2008	in)	~
E Facility 4	Activity *		y purposes	•
E 🔄 Group member 1	State *	Select the appropriate entry		
Favourites [Manage]	Incidental Emissions	from the Criteria drop-down		
There is no favourite entity	Incidental Energy	menu.		
Search for an entity: Search	Fuel Type *	17 - Natural g. Jo in a pipeline		
	Criteria *	Please Select		
	Primary/Secondary	AAA 888		
	Energy Content Factor *	Default 💟 0.0393		
	Quantity (💌)			

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 (m³) or gigajoules (GJ).

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



삼 Client Portal Home	Activity Attributes	0
Emissions and Energy Reporting System	* Asterisk indicates a mandatory field	
-,	Hide Corporate Structure	
Corporate Structure [Expand] [Collapse]	Activity Description Reporting natural gas combustion	
Please select an entity to view its details.	Source Category * Fuel combustion	
E Facilty 1	Source * Stationary and Transport energy purposes (excluding electricity gene	ration)
E Facility 4	Activity * Emissions released from combustion of gaseous fuels - Stationary en	nergy purposes
E [Group member 1	State* New South Wales	
Favourites [Manage]	Incidental Emissions No	
There is no favourite entity	Incidental Energy	
Search for an entity: Search	The Quantity drop-down menu	
	criteria - amount of fuel combusted	
	Primary/Secondary *	
Gaseous fuel am reported as either	ounts are Description Factor * Default 0.0393	
	Energy Content * 39,300	
	Scope 1 (ICO ₂ -e) 1	



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.

Energy Content *	39,300
Scope 1 (ICO2-e)	2.025
Tick to calculate greenhouse emissions of all gases for this activity using Method 1	
CO ₂ Carbon dioxide	
Method *	Select the appropriate method
Emission Factor used in calculation	from the Method drop-down
Result	reporting.
CH ₄ Methane	
Method *	Proze Select Method 1 (2 20) Method 1 (2 20)
Emission Factor used in calculation	0.1
Result	4
N;O Nitrous oxide	
Method *	Method 1 (2.20)
Emission Factor used in calculation	0.03
Result	1

And again for the emissions of nitrous oxide.

Figure 72: Screenshot of selecting method.

CO ₂ Carbon o	lioxide		
	Method * Method 1 (2.20)		
Emi	ssion Factor used in calculation 51.4		
	Result 2,020		
CH ₄ Methane			
Emi	Method * Select th ssion Factor used in calculation Result	e appropriate method e Method drop-down for N ₂ O Nitrous oxide reporting	
N ₂ O Nitrous o	xide	Teporang.	
	Method * Method 1 (2.20)		
Emi	Result 1		
Hide Corporate	Structure		Save Exit
(otine: 1300 553 542 (within Australia)			



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.

Method *	Method 1 (2.41)	
Emission Factor used in calculation	69.9	
Result	26,981	
CH₄ Methane		
Method *	Method 1 (2.41)	
Emission Factor used in calculation	0.1	
Result	39	
N ₂ O Nitrous oxide		Once you have entered all the
Method *	Method 1 (2.41)	required data, click on the Save button
Emission Factor used in calculation	0.5	
Result	193	
Hide Corporate Structure		Save Ext

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.

Parent entity Controllin Parent entity Controllin ANZSIC code 121 - Bew State / Territory of operation New Sout acility Emissions and Energy Summary Table	Both the 'Facility Totals' and th 'Activity Details' fields will be updated as a result of data entry.	e			E	dit Facility Detai	Is Enter Ci	ontractor Data
GREENHOUSE GAS EMISSIONS (I CO2-0)								
cope 1 Scope 2	Total of Scope 1 and Scope 2							
9,238 -	29,238							
NERGY PRODUCED AND ENERGY CONSUMED (GJ)								
energy Consumed Total	Energy Consumed Net			E	nergy Produced			
25,300	425,300	_						
ctivity Details		You	can icor	click on t is to edit	he pen o or delete	r cross an		
Activity Source Category Source	Activity - Fuel Type	Quantity ()		o zej	Content (GJ)		Date Modified	Action
Reporting natural gas Fuel Stationary and Transport ener purposes (excluding electricity generation)	gy Emissions released from combustion of gaseous fuels - Stationary energy purposes - Natural gas distributed in a pipeline	1,000,000	m3	2,025	39,300	Consumed	8/06/2016 2:39 PM	X
Reporting transport Fuel Stationary and Transport ener	Emissions released from combustion of liquid fuels other than petroleum oils or greases - Transport energy purposes	10,000	KL.	27,213	386,000	Consumed	7/06/2016	



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.

Show Corporate S	tructure							dit Facility De	taits Enter	Contractor Dal
	Parent entity	Controlling Corporati	ion 1							
	ANZSIC code	121 - Beverage man	nanufacturing							
	State / Territory of operation	New South Wales	15							
acility Emissi	ons and Energy Summary Tabl	e								
GREENHOUSE (GAS EMISSIONS (t CO2-e)				_					
Scope 1	Scope 2		You can continue to	report						
27,213	further activities for this or									
ENERGY PROD	UCED AND ENERGY CONSUMED (3J)	other facilities or you							
Energy Consumed	I Total		other facilities, or you	can exit		E	nergy Produced			
386,000			by clicking on the app	ropriate						
385,000 Activity Details	1		by clicking on the app button	ropriate						
Add Activity	,		by clicking on the app button	ropriate						
Add Activity Activity Description	Source Category A Source	¢ A4	by clicking on the app button	© Quantity \$	Unit ()	Emission (t CO2-e)	Energy Content (GJ)	Context 🗘	Date Modified	• Action

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.

Australian Government Reporting Sys	d Energy stem		
Cean Energy Regulator EERS Home Data Entry Valid	ations Reports Entity access		Signed in as CER Test User Logout
Client Portal Home	Activity Attributes		0
Emissions and Energy Reporting System	* Asterisk indicates a mandatory field		
Corporate Structure	Hide Corporate Structure		
Please select an entity to view its details.	Activity Description		
	Source Category *	Fuel combustion	
	Source *	Stationary and Transport energy purposes (excluding electricity generation)	*
	Activity *	Emissions released from combustion of liquid fuels other than petroleum oils or greases - Stationary energy purposes	Ŧ
	State *	Victoria Y	
	Incidental Emissions	No	
	Incidental Energy	No ¥	
	Fuel Type *	40 - Diesel oil 🔻	
Favourites	Measurement Criterion *	AA • •	
There is no favourite entity		If measurement criterion 'AA' is used during a reporting year, then only measurement criterion 'AA' can be used in subsequent years for the same occurrence of the source.	
Search for an entity:	Primary/Secondary *	Secondary	
()	Energy Content Factor *	Default ¥ 38.6	
	Quantity (kL v)	٥	
	Energy Content *	0	
	Scope 1 (tCO2-e)	0	
	Tick to calculate greenhouse emissions of all gases for this activity using Method 1	8	



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.



Australian Government Chan Energy Regulator	Emiss Repor	ions and Energy ting System									
EERS Home	Data Entry	Validations Rep	orts Entity acco	55					Signe	d in as CER Test	User Logout
											0
Show Corporate Stru	ucture							1	Edit Facility Details	Enter Cont	actor Data
		Parent entity #	Registered Controlling Co	poration test							
		ANZSIC code	292 - Waste treatment, dis	posal and remediation							
		State / Territory of operation	/ictoria								
Facility Emission	ns and Ene	ergy Summary Table									
GREENHOUSE G	AS EMISSIO	NS (t CO2-e)									
Scope 1			Scope 2		Total of Scope 1 and S	cope 2					
•			•								
ENERGY PRODUC	CED AND EN	IERGY CONSUMED (GJ)									
-	otai			nergy Consumed Net		Energy Produce	a				
GREENHOUSE GA	AS SCOPE 1	EMISSIONS BY GAS (t CO2-e)									
Carbon Dioxide CO2		Methane CH4	Nitrous Oxide N2O	Perfluorocarbons PFCs	Hydro Fluoro Carbons HFCs	Sulp SF6	hur Hex	afluoride	Total		
×.		*		80 1	•	*			80		
Activity Details											
											-
Add AddVity											
Activity Description	Source Category	* Source		Activity - Fuel Type		Quantity 0	Unit	Emission (t CO2-e)	Content (GJ)	Context	Action
-	Fuel combustion	Stationary and Transport energy p electricity generation)	ourposes (excluding	Emissions released from combustion Gaseous fossil fuels other than th	of gaseous fuels - Stationary energy purposes iose mentioned in items 17 to 28	0.	GJ	1	0	o -	×
•	Fuel combustion	Stationary and Transport energy p electricity generation)	ourposes (excluding	Emissions released from combustion Stationary energy purposes • Diesel oil	of liquid fuels other than petroleum oils or greases -	0	kL		0		á

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.

EERS Home	Data Entry	/alidations Rep	orts Entity access				Signed in as	Logout	
								?	
Show Corporate Struct	ture						Edit Reporting Entity	/ Information	
The table below displays 2019-2020n2 reporting p	& energy summa s total scope 1 and scoperiod.	ry table	ions, energy produced and energy o	consumed fo	all facilities under DEMO &	SONS PTY. LIMITED and memb	ers of its corporate gro	oup for the	
GREENHOUSE GAS	S EMISSIONS (t CO	2-e)				-			
Scope 1	Sco	ope 2	Total of Scope 1 and S	cope 2		The Chain Carrier		1.000	
93,313	51,	001	144,314		data, click on	button	e Structure		
ENERGY PRODUCE	ED AND ENERGY C	ONSUMED (GJ)							
Energy Consumed Tot	tal		Energy Consumed Net			Energy Produced			
10,835,398			4,254,198			6,581,200			
GREENHOUSE GAS	S SCOPE 1 EMISSI	ONS BY GAS (t CO2-e)							
Carbon Dioxide CO2	Methane CH4	Nitrous Oxide N2O	Perfluorocarbons PFCs	Hydr	o Fluoro Carbons s	Sulphur Hexafluorid SF6	le	Total	
92,902	172	239		-		-		93,313	
Show Corporate Struct	ture							Exit	
CER Hotline: 1300 553 542 (v © Copyright 2013 Commonwe	within Australia) ealth of Australia								

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

Figure 79: Screenshot of selecting a facility.

missions and Energy Reporting	Hide	Corporate Stru	ucture				Edit Reporting E	ntity Informat
ystem	\$10	Emission	e P oporau	cummony toblo				
Corporate Structure	515-	Linission	s a energy	Summary table				
ease select an entity to view its details	The tab LIMITE	le below displa D and membe	ays total scope rs of its corpora	1 and scope 2 greenh te group for the 2019-	ouse gas emissions, energ 2020n2 reporting period.	y produced and energy consume	d for all facilities under DEMO &	SONS PTY.
	GREE	NHOUSE G		NS (t CO2-e)				
33	Scope	1	Sci	ope 2	Total of Scope 1 a	nd Scope 2		
HYDRO-ELECTRIC CORPORATION	93,313		51,	001	144,314			
James' Oil and Gas Emporium					D (C I)			
Test Facility	ENEP	GY PRODU	Total	IERGY CONSUME	D (GJ)	let	Energy Produced	
Tutt	Liferg	8	Iour		4,254,198		6,581,200	
Select the facility vo	uare							
av Select the facility yo		HOUSE G	AS SCOPE 1	EMISSIONS BY G	BAS (t CO2-e)			
entering activity dat	a ior	Dioxide	Methane CH4	Nitrous Oxide N2O	Perfluorocarbons PFCs	Hydro Fluoro Carbons HFCs	Sulphur Hexafluoride SF6	Total
earch for an only.			172	239	-	-		93,31
Search								
	Hide	Corporate Stru	ucture					Exit



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

Figure 80: Screenshot of how to enter activity data.

System	Hide Corporate Structure				Edit Facility Details Enter Con	tractor Dat
	Parent entit	у				
Corporate Structure	ANZSIC code	e 261 - Electric	ity generation			
Please select an entity to view its details.						
33	State / Territory of operation	n Australian Ca	apital Territory			
55						
HYDRO-ELECTRIC CORPORATION James' Oil and Gas Emporium	Facility Emissions and Energy	/ Summary 1	Table			
Test Electricity Facility						
Test Facility	GREENHOUSE GAS EMISSIONS	(t CO2-e)				
Test Network	Scope 1 Scope	2	Total of Scope 1 and	d Scope 2		
Fouriton	· ·		-			
ravountes 🕼	ENERGY PRODUCED AND ENER	GY CONSUME	ED (GJ)			
There is no favourite entity	Energy Consumed Total		Energy Consumed Ne	t	Energy Produced	
Search for an entity:			2,736,000		6,250,000	
Search	To start entering activity	data				
	lick on the Add Activity	hutton	GAS (t CO2-e)			
Add Entity	LICK OF THE Add ACTIVITY	button	Perfluorocarbons PFCs	Hydro Fluoro Carbons HFCs	Sulphur Hexafluoride SF6	Tota
Small Facilities Percentages			-			-
Penort I Incertainty						
Report Oncertainty	Activity Details					
	Add Activity					
	- and the starting					
	Activity Description Category Source	rce 0 Activ	vity - Fuel 👌 Quantity 🗘	Unit () Emission (t CO2-e) () Energy Conter (GJ)	nt 🗘 Context 🗘 Date Modified	Action
	Wind electricity	Elect	tricity (wind			1

'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.

* Asterisk indicates a mandatory field
Hide Corporate Structure
Activity Description Reporting electricity consumption ×
Source Category * Please C
Source Type a description for this
Activity * Description" field
State * Queensland
Hide Corporate Structure Exit



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.

Activity Attributes	?
* Asterisk indicates a mandatory field	
Hide Corporate Structure	
Activity Description	
Source Category * Scope 2 emissions	
Activity * Please S	×
State * Australia Select Scope 2 emissions from the Source Category drop-down menu	
Hide Corporate Structure	Save Exit

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.

Australian Government Chean Earry Republic	l Energy tem			
EERS Home Data Entry Valida	tions Reports Entity access			Signed in as CER Test User Logout
Client Portal Home Emissions and Energy Reporting System	Activity Attributes * Asterisk indicates a mandatory field			(?)
Corporate Structure	Hide Corporate Structure			
Please select an entity to view its details.	Activity Description Source Category * Activity * State * Incidential Emissions Quantity (WW •) Energy Content (GJ)	Reporting electricity consumption Scope 2 emissions Purchase and loss of electricity from main electricity grid in a St Victoria No	Select if you are put electricity from the m another source in th drop-down me	rchasing ain grid or e Activity enu
Favourites 📝	CO ₂ - ^e CO2 equivalent			
There is no favourite entity Search for an entity: Search	Method * Emission Factor used in calculation Pasuit	Method 1 (7.2) • 0		
CER Hotine: 1309.553 542 (within Australia)	Hide Corporate Structure	Latuate	Save	Exit
© Copyright 2013 Commonwealth of Australia				

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.

Activity Attributes		0
* Asterisk indicates a mandatory field		
Hide Corporate Structure		
Select amou	t kWh and enter the Int purchased in the Quantity field	a State or Territory
Incidental Emission Quantity (KWI)	No V	
Energy Content (GJ)	3,600	
0 _{2*} ª CO2 equivalent		
Method *	Method 1 (7.2)	3
Emission Factor used in calculation		
Result		

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

Activity Attributes		?
 Asterisk indicates a mandatory field 		
Hide Corporate Structure		
Activity Description	Reporting electricity consumption	
Source Category *	Scope 2 emissions	
Activity *	Purchase of electricity from main electricity grid in a State or Territory	~
State *	New South Wales	
Incidental E Se Quantity (fr Energy Con CO ₇ -4 CO2 equivalent	elect the appropriate method rom the Method drop-down nenu for CO2 Carbon dioxide equivalent reporting	
Method *	Method 1 (7.2)	
Emission Factor used in calculation	0.84	
Result	840	

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.

삼 Client Portal Home	Activity Attributes	?
Emissions and Energy Reporting System	* Asterisk indicates a mandatory field	
Corporate Structure [Expand] [Collapse]	Hide Corporate Structure Activity Description Reporting electricity consumption	
Please select an entity to view its details.	Source Category * Scope 2 emissions	
another source, addit will appear relating to a specific emission using the defa	State * New South Wales selecting Incidental Emissions No factor or Suantly (INVIE) 1000000	
Search for an entity: Search for an entity: Sciarch		

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.

aystem	Hide Corporate Structure			
Corporate Structure				
[Expand] [Collapse]	Activity Description	Reporting electricity consumption		
Please select an entity to view its details.	Source Category *	Scope 2 emissions	~	
E Facility 1	Activity *	Purchase of electricity from main electric	ity grid in a State or Territory	
Facility 3	Chaile *	Now South Wales		
E Facility X	State	New South Wales		
Group Member 2	Incidental Emissions	No		
Favourites (Manage)	Quantity (KV/t 💟)	1000000		
here is no favourite entity	Energy Content (GJ)	3,600		
Search for an entity:				
Search	CO _{2**} CO2 equivalent			
				Once you have entered all the
	Method *	Method 1 (7.2)	•	required data, click on the Save
	Emission Factor used in calculation	0.84		button
	Result	840		
	Hide Corporate Structure			Save Exit
R Hotline: 1300 553 542 (within Australia)				
opyright 2013 Commonwealth of Australia				



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.

how Corporate Structure	Parent entity ANZSIC code State / Territory of operation	Controlling 121 - Beve New South	Both the 'Facility Totals' and 'Activity Details' fields will updated as a result of da entry.	d the be ta				Edit Facility Details	Enter	contractor Data
cility Emissions and	Energy Summary Tabl	e								
REENHOUSE GAS EMIS	SIONS (t CO2-e)									
ope 1	Scope 2		Total of Scope 1 and Scope 2							
,213	842		28,055							
NERGY PRODUCED AND	ENERGY CONSUMED (3J)								
ergy Consumed Total			Energy Consumed Net			E	nergy Produced			
6,000			386,000			-				
tivity Details				Υοι	ı car icor	n click on t ns to edit	the pen o or delete	r cross an		
ctivity Source escription Categor	y Source		🗘 Activity - Fuel Type	0 Guantity		existing	activity	Gontext 1		- Action
eporting Fuel ansport diesel combust	stationary and Trans purposes (excluding generation)	port energy electricity	Emissions released from combustion of liquid fuels of than petroleum oils or greases - Transport energy purposes • Diesel oil - Transport	10,000	KL.	27,213	385,000	Consumed 7	06/2016 1.36 AM	X
dd Aclinity										

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.

Show Corporate S	tructure									Edit Facility De	tats Enler	Contractor Data
		Parent entity	Controlling Corporation	in 1								
		ANZSIC code	121 - Beverage manu	facturing								
	State / Territory of operation New South Wales											
DEENHOUSE	ons and Energy S	Summary Table										
Income 1	GAS EMISSIONS (I	5000a 2										
213		842		You can conti	nue to re	port						
				further activities for this or								
NERGY PROD	UCED AND ENERGY	CONSUMED (G	J)	other facilities.	or you ca	an exit						
nergy Consumed	i Total			by clicking on t	he annro	nriate		Ð	nergy Produced			
ctivity Details				but	ton	priate						
Ndd Activity												
ctivity escription	Source Source	ource	0 Ac	tivity - Fuel Type	\$	Quantity 0	Unit 0	Emission (t CO2-e)	Energy Content (GJ)	Context 🔅	Date Modified	• Action
eporting ansport diesel	Fuel St combustion gr	ationary and Transp irposes (excluding e ineration)	ort energy the lectricity pu	lissions released from combustion of in petroleum oils or greases - Transp poses Dieset oil - Transport	liquid fuels other ort energy	10,000	ĸ.	27,213	386,000	Consumed	7/06/2016 11:36 AM	×
dd Aclivity												
and second												



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.

Show Corporate Struct	ture					Edit Rep	orting Entity Information
e table below displays 19-2020n2 reporting p	total scope 1 and scoperiod.	pe 2 greenhouse gas emiss	sions, energy produced and energy	consumed fo	r all facilities under DEMO & S	ONS PTY. LIMITED and members of its c	orporate group for the
REENHOUSE GAS	S EMISSIONS (t CO	02-e)					1.111
cope 1	Sco	ope 2	Total of Scope 1 and	Scope 2	To see your er	itities so you can add aci	livity
3,313	51,0	001	144,314		button		cture
NERGY PRODUCE	ED AND ENERGY C	ONSUMED (GJ)				button	
nergy Consumed Tot	al		Energy Consumed Net			Energy Produced	
0,835,398			4,254,198			6,581,200	
REENHOUSE GAS	SCOPE 1 EMISSI	ONS BY GAS (t CO2-e)	(
arbon Dioxide O2	Methane CH4	Nitrous Oxide N2O	Perfluorocarbons PFCs	Hyd	ro Fluoro Carbons s	Sulphur Hexafluoride SF6	Total
2,902	172	239		-			93,313
							Evit
							EXIL



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

Figure 91: Screenshot of selecting a facility.

Client Portal Home								G		
Emissions and Energy Reporting System	Hide	Corporate Stru	ucture				Edit Reporting Er	ntity Informatic		
Corporate Structure		Emission	s & energy	summary table						
		e below displa D and membe	ays <mark>total scope</mark> rs of its corpor	a 1 and scope 2 greenh ate group for the 2019-	ouse gas emissions, energ 2020n2 reporting period.	y produced and energy consume	d for all facilities under DEMO & S	SONS PTY.		
■ ■ 33	GREE	NHOUSE G	AS EMISSI	ONS (t CO2-e)						
		Scope 1		Scope 2 Total of Scope 1 and Scope 2						
James' Oil and Gas Emporium										
Test Facility	Energy	Consumed	Total	INERGY CONSUME	Energy Consumed N	Net	Energy Produced			
		98			4,254,198		6,581,200			
Fav Select the facility you	are	HOUSE G	AS SCOPE	1 EMISSIONS BY C	GAS (t CO2-e)					
entering activity data	for	Dioxide	Methane CH4	Nitrous Oxide N2O	Perfluorocarbons PFCs	Hydro Fluoro Carbons HFCs	Sulphur Hexafluoride SF6	Total		
Search of an oney.			172	239	-	ш.	-	93,313		
Search	Hide	Cornorate Stri	icture					Exit		
Add Entity	. 100 0	sorporate our								
Small Facilities Percentages										
Report Uncertainty										

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

Figure 92: Screenshot of how to enter activity data.

System	Hide Corporate Structure			L	Edit Facility Details Enter Cor	ntractor Data	
Comparate Structure	Parent entity						
Corporate Structure	ANZSIC code	261 - Electric	city generation				
Please select an entity to view its details.							
33	State / Territory of operation	Australian C	apital Territory				
S5 HYDRO-ELECTRIC CORPORATION	Facility Emissions and Energy	Summary 1	Table				
Test Electricity Facility							
Test Facility	GREENHOUSE GAS EMISSIONS	t CO2-e)					
Test Network	Scope 1 Scope 2	!	Total of Scope 1 an	d Scope 2			
Faurauritaa 🗖	-		-				
ravountes	ENERGY PRODUCED AND ENERG	GY CONSUME	ED (GJ)				
There is no favourite entity	Energy Consumed Total		Energy Consumed Ne	et	Energy Produced		
Search for an entity:			2,736,000		6,250,000		
Search	To start entering activity	data.	040 (1002 a)				
	lick on the Add Activity I	outton	Barfluoroparhons	Hudro Eluoro Carbons	Sulphur Hexefluoride		
Add Entity	check off the ride retivity i	Juccon	PFCs	HFCs	SF6	Total	
Small Facilities Percentages			-	-	-	-	
Report Uncertainty	Activity Details						
	Add Activity						
	Activity Description Source Category Source	ce 0 Acti Type	vity - Fuel 👌 Quantity 🗘	Unit © Emission (t CO2-e) Conte (GJ)	IV ent ◊ Context ◊ Date Modified	 Action 	
	Wind electricity Electricity	ricity Elec	tricity (wind	145 0 400	19/06/2020		



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.

Client Portal Home	Activity Attributes		0
Emissions and Energy Reporting System	* Aslensk indicates a mandatory field		
Corporate Structure	Hide Corporate Structure		
Please select an entity to view its details.	Activity Description Re Source Category * Pi	eporting electricity production	
Facility 4	Source *		
Group member 1 Group Member 2	Activity * State *	Type a description for this activity in the Activity	v
There is no formula entity	Hide Corporate Structure	Description field	Save Ext
Search for an entity:			

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

Figure 94: Screenshot of selecting the source category.

Client Portal Home	Activity Attributor			
Emissions and Energy Reporting System	*Asterisk indicales a mandh	atory field		
Corporate Structure	Hide Corporate Structure			
Please select an entity to view ifs details.		Activity Description Reporting electricity Source Category * Faiet combustion Source * Piease Select Activity *	production	2 2
Favourites C There is no favourite entity Search for an entity: Cearch	Hide Corporate Structure	state" Select F Source	Euel combustion from the ce Category drop-down menu	Save
R Holine: 1300 563 542 (within Australia)				



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.

EERS Home Data Entry	Reports Entity acce	ss Administration		Signed in as Saurabh Valecha Logo
A Client Portal Home	Activity Attribut	85		(2)
Emissions and Energy Reporting Syste	M *Asterisk indicates a	mandatory field		
Corporate Structure	Hide Corporate Struct	ni6		
Please select an entity to view its details.	Hide Corporate Struct	Activity Description Req Source Category * Fu Source * De Source * Pro State * Mo State * Mo	ording electricity production Combustion Combustion Combustion Combustion Combustion See Solard Select Emissions released from fuel use by certain industries (including electricity generation) from the Source drop-down menu	Sare Ext
R Hotline: 1300 553 542 (within Australia) Copyright 2013 Commonwealth of Australia				

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.

LERS Home Data Entry Rep	orts Entity access Administration		Signed in as Saurabh Valecha
삼 Client Portal Home	Activity Attributes		?
Emissions and Energy Reporting System	Asterisk indicates a mandatory field		
Corporate Structure	Hide Corporate Structure		
Please select an entity to view its details.	Activity Description Source Category * Source * Activity *	Reporting electricity production Flease Select Chemical and metal product - Gaseous fluets Chemical and metal product - Logid fuels Chemical and metal product - Petroleum based onlik or greases Chemical and metal product - Petroleum based onlik or greases Elefficiency moduration - Gasenus fluets Elefficiency moduration - Logid base Elefficiency moduration - Logid base Elefficiency moduration - Logid base	
Favourites 🕼	State *	Execution production - Fold fuels Becincip production - Sold fuels Manufacture of sold fuels Petroloceman (production Petroloceman (production Petroloceman (production	
There is no favourite entity Search for an entity:	Incidental Energy	Person to the Activity drop-down menu In	
	Fuel Type *	Pease Selic production – liquid fuels has	
	Scope 1 (ICO2-e)	been selected	

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



Figure 97: Screenshot of selecting fuel type.

EERS Home Data Entry Res	oorts Entity access Administration			Signed in as Saurabh Valecha Lopout
🔏 Client Portal Home	Activity Attributes			0
Emissions and Energy Reporting System	*Asterisk indicates a mandatory field			
Corporate Structure	Hide Corporate Structure			
Please select an entity to view its details. B Controlling Corporation 1 Facility 1 Facility 3 Facility 4 Facility Y	Activity Description Source Category *	Reporting electricity production Fuel combustion	ty generation)	Y
Group member 1 Group Member 2	Se	lect the fuel being used to generate electricity		V
There is no favourite entity Search for an entity:	Incidenta Incidental Energy	So (16,202) So (16,20		
	ruei type Measurement Criterion * Primary/Secondary *	14 - Fueloli 14 - Fueloli 13 - Solvents if minoral tupportine of white spirits 14 - Liquetto petroleum gas 15 - Naphtha 16 - Petroleum coke 17 - Refinery gas and liquids	U	
	Energy Content Factor	48 - Refinery coke 49 - Petroleum based products other than: Petroleum based products me 50 - Biodicsel 51 - Ethereit for une and fuel is on internet combustion patients	entioned in items 31, 32 and 33 to 48	

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.

	Search for an entity: Incidential Energy Search	No
	Fuel Type *	40 - Diesel oil
	Measurement Criterion *	A
h	Primary/Secondary *	Secondary
	Remember that liquid fuels are reported in kilolitres	Default 🕑 38.6
	Energy Content *	
	so Sel Tick to calculate greentihouse emissio for this activity a am CO ₂ Carbon dioxide	lect the unit of fuel being ombusted and enter the nount in the Quantity field
	Method *	Please Select 🕑
	CH, Methane	
	Method *	Method 1 (2.55)
	Emission Factor used in calculation	0.1
	Result	39

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.

Energy Content - Scope 1 (ICO ₂ e Tick to calculate greenhouse emissions of all gase for this activity using Method 1 CCO ₂ Carbon dioxide	For a list of available methods, see the National Greenhouse and Energy Reporting (Measurement) Determination 2008	
Method * Emission Factor used in calculation Resol	Flease Select Method 1 (2.56) Method 2 (2.56) Method 4 (2.55) Method 4 (2.55) Method 4 (2.55)	
CH ₄ Methane Method Emission Factor used in calculation Result	menu for CO ₂ Carbon dioxide reporting.	
N ₂ O Nitrous oxide Method * Emission Factor used in calculation	Method 1 (2 55)	



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.

Energy Content * Scope 1 (ICO ₇ e)	386,000 27,097
If you are reporting using method 1 for all greenhouse 100	
gases, you can save time by clicking on this box Encoded a cakulation	Please Solect Method 1 (2.55) Method 3 (2.55) Method 4 (2.55)
Resu	Select the appropriate method
CH4 Methane	from the Method drop-down menu for CO ₂ Carbon dioxide
Method *	reporting.
Result	39
N ₂ O Nitrous oxide	
Method * Emission Fador used in calculation	Method 1 (2 55)
Result	\overline{n}

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

Figure 102: Screenshot of selecting the method.

CO, Carbon dioxide If required, repeat the process for CH ₄ Methane and N ₂ O Nitrous oxide	
CH, Methane	
Method * Method 1 (2.56)	
N ₂ O Nitrous oxide	
Method * Method 1 (2.55)	
Hide Corporate Structure Exit	
R Holme: 1300 555 542 (within Australia) Copyright 2013 Commonwealth of Australia	

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.

Method *	Method 1 (2.55)		
Emission Factor used in calculation	69.9		
Result	26,961		
CH, Methane			
Method *	Method 1 (2.55)		
Emission Factor used in calculation	0.1		
Result	39		
N ₂ O Nitrous oxide			Once you have entered all the
Method *	Method 1 (2.55)	~	required data, click on the Save
Emission Factor used in calculation	0.2		button
Result	n		
Hide Corporate Structure			Save

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.

					Edit Facility Details Enter Contractor Data
Pare	nt entity Controlling C	orporation 1			
ANZS	IC code 121 - Bever	6-4-4-			
State / Territory of c	peration New South	Both the 'Facili	ty Totals' and the		
Energy Summary Tab	e	'Activity Deta	ils' fields will be a result of data		
SSIONS (LCO2-e)		er	ntry.		
Scope	2	Total of Scopi	a 1 and Scu		
		27,097			
D ENERGY CONSUMED (GJ)				
		Energy Consume	d Net	Energy Produced	
		386,000			
PE 1 EMISSIONS BY GAS	(1 CO2-e)				
Methane CH4	Nitrous Oxide N2O	Perfluorocarbons PFCs	Hydro Fluoro Carbons HFCs	Sulphur Hexafluoride SF6	Total
39	77	-	-		27,097
			You	can click on the pen or	cross
				cons to edit or delete a	an
Source & Source		(Activity - Fuel Type 💦 Quantity 🗧 U	existing activity	ontext 🕆 Date Moduled 🚽 Action
Fuel combustion Emission electricit	s released from fuel use generation)	by certain industries (including	Electricity production - Liquid fuels 10,000 kL • Diesel oil	27,097 386,000 0	Consumed AM
	Source Category * Source Fiel combustion Fiel combustion Fiel combustion	Source Category Control of Category	Parent entity Controlling Corporation 1 ANZSIC code 121 - Brever State / Tentrory of operation New South Both the 'Facilit' Activity Deta updated as a sistons (t co2-e) Scope 2 Total of Scope 2 0 ENERGY CONSUMED (GJ) Energy Consume 386,000 PE 1 EMISSIONS BY GAS (t CO2-e) Methane Nitrous Oxide PFOS 39 77 39 77 39 77 20 Energy Consume Source 50 Fred consume PFOS 50 Fred consume PFOS 50 Fred consume PFOS 50 Fred consume PFOS	Parent entity Controlling Corporation 1 ANZSIC code 121 - Brever State / Territory of operation New South Both the 'Facility Totals' and the 'Activity Details' fields will be updated as a result of data entry. SSIONS (L CO2-e) Total of Boops 1 and Sco. 0 27.097 D ENERGY CONSUMED (GJ) Energy Consumed Net SSIONS BY GAS (L CO2-e) Socoe Methane Nitrous Oxide Perfluorocarbons Hydro Fluoro Carbons CH 1 Mitrous Oxide PFCs Hydro Fluoro Carbons 39 77 - - Source Activity - Fuel Type Querty 10.000 Fuel combuston Emissions released from fuel use by certain industries (including excitoid generation) Electricity generation 10.000	Parent entity Controlling Corporation 1 AX2SIC code 121-Bever State / Territory of operation New South Both the 'Facility Totals' and the Activity Details' fields will be updated as a result of data entry. Scope 2 Total of Scope 1 and Sco entry DENERGY CONSUMED (G.) Energy Consumed Net Energy Produced S60.00 Energy Produced Energy Produced S60.00 Energy Produced Energy Energ



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.

Australian Government Caus Europ Republic	Emissions a Reporting S	nd Energy ystem		
EERS Home	Data Entry	Reports Entity access Administration		Signed in as Saurabh Valecha Lopour
Corporate S	Structure (Expand) (Colla)	Parent ent2) ANZSIC code	Controlling Corporation 1 121 - Beverage manufacturing	
Please select an	entity to view its details Corporation 1	5. State / Territory of operation	New South Wales	
Facility 3 Facility 3	4	Facility Emissions and Energy Sum	mary Table	
* Croup m Favourites There is no favou Search for an ent	International (International International I	To start entering activity d click on the Add Activity bu	Total of Scope 1 and Scope 2 ata, Jtton JJ Energy Consumed Net	Energy Produced
	Add Entity	Activit, Details		
Enable CI	ient Support Access	Add Activity		
		Activity Description 🗧 Source Category	* Source () Activity - Fuel Type () Quantity () Unit () En	nission (t CO2-e) 0 Energy Content (GJ) 0 Context 0 Action
		Add Activity	NO GAIA AVAILUDE IN GADE	
		Hide Corporate Structure		Exit



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.

EERS Home Data Entry Rep	orts Entity access	Administration	Signed in as Saurabh Valecha Logou
Client Portal Home	Activity Attributes		(0)
Emissions and Energy Reporting System	*Asterisk indicates a mandator	/feld	
Corporate Structure	Hide Corporate Structure		
Please select an entity to view its details. # Contains Corporation 1 # Facility 3 # Facility 4 # Facility 4 # Group Monitor 2 Favourites		ctivity Description Reporting executivity generation curue Category * Energy Source * Activity * Type a description for this state * activity in the Activity Description field	V
There is no favourite entity Search for an entity: Search	Hide Corporate Structure		Save Ext
ER Hotline: 1300 553 542 (within Australia)			

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

Figure 107: Screenshot of selecting the source category.

Client Partal Home	Activity Attributor				୍
Emissions and Energy Reporting System	*Asterisk indicates a manda	alory field			
Corporate Structure	Hide Corporate Structure				
Please select an entity to view its details. R Controlling Corporation 1 Pleading 1 Facility 3 Pleading 3 Pleading 4 Pleading X Group member 1 Group Member 2		Activity Description Reporting elect Source Category * Dease-Select Frency Source * Upgine crisis Source * Source * Source * Source * Source Activity *	tricity generation		Y
Favourites There is no tavourite entity Search for an entity: Gearch	Hide Corporate Structure	^{stale*} Selec Cat	ct Energy from the Sourc tegory drop-down menu	Ser Saw	Ext
R Holine. 1300 553 542 (within Australia)					



Select 'Electricity production' from the 'Source' drop-down menu.

Figure 108: Screenshot of selecting the source.

stralian Government Teas Energy Regulator	ystem			
EERS Home Data Entry	Reports Entity access	Administration		Signed in as Saurabh Valecha Lograf
삼 Client Portal Home	Activity Attributes			(1)
Emissions and Energy Reporting System	*Asterisk indicates a mandal	lary field		
Corporate Structure	Hide Corporate Structure			
Please select an entity to view its defails. R Controlling Corporation 1 Facility 3 Facility 3 Facility 3 Facility 4 Facility 4 Group member 1 Group Mamber 2		Activity Description Source Category * Source *(Activity *	Reporting electricity generation Energy Please Select Exciticity production Energy production Please Select Please Select	
Favourities Favouritie entity Search for an entity. Search	Hide Corporate Structure	state -	Select Electricity production from the Source drop-down menu	Save Ext
2ER Hotline. 1300 553 542 (within Australia) o Copyright 2013 Commenwealth of Australia	_			

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.

Emissions and trailing Government kan Every Regulator	Energy em		
EERS Home Data Entry Repo	rts Entity access Administration		Signed in as Saurabh Valecha Logout
Client Portal Home	Activity Attributes		(?)
Emissions and Energy Reporting System	* Asterisk indicates a mandatory field		
Corporate Structure	Hide Corporate Structure		
Please select an entity to view its details.	Activity Description	Reporting electricity generation	
Controlling Corporation 1 Facility 1	Source Category *	Energy	
 ■ Facility 3 ■ Facility 4 ■ Facility X 	Source *	Please Select Electricity (toigas generation) Electricity (geothermal generation)	
Group member 1	Activity *	Electricity (colar generation) Electricity (many generation) Electricity (many generation) Electricity (many generation)	
Favourites 🔽	State *	Lectured free demonstration	
There is no favourite entity	Incidental Energy	Select the appropriate activity in	
Search for an entity:	Usage *	Please Selec the Activity drop-down menu In	
Search	Quantity (kith())	this example, Electricity (thermal generation) has been	
	Energy Content (GJ)	• selected	
	Hide Corporate Structure		Save: Exit



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.

Lustralian Government Clean Energy Regulator Reporting System	I Energy tem
EERS Home Data Entry Valio	dons Reports Entity access
Client Portal Home	Activity Attributes
Emissions and Energy Reporting System	*Asterisk indicates a mandatory field
Corporate Structure	Hide Corporate Structure
Please select an entity to view its details.	Important Reporting Changes
	Vithen reporting production of electricity from a renewable source. EERS will automatically add energy consumption of the associated energy commodity in a separate activity. When reporting production of electricity for use on-site. EERS will automatically add electricity consumption of the electricity in a separate activity.
Favourites 🕼	Select where the generated
There is no favourite entity	electricity will be supplied from
Search for an entity: Search	and the Usage menu. In this example,
	Incidental Energy No Please Select
	Usage * For use onsite For use offsite on a network
	Quantity (k/h >) *
	Energy Content (GJ) 0
	Hide Corporate Structure Exit
CER Hotline: 1300 553 542 (within Australia) @ Convoluti 2013 Commonwealth of Australia	

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).

Emissions ar Reporting Sy	nd Energy stem	
EERS Home Data Entry R	eports Entity access Administration	Signed in as Saurabh Valecha Lepout
Client Portal Home	Activity Attributes	0
Emissions and Energy Reporting System	*Asterisk indicates a mandatory field	
Corporate Structure	Hide Corporate Structure	
Please select an entity to view its details.	Activity Description Reporting electricity generation	
E Controlling Corporation 1 Facility 1	Source Category * Energy	
Facility 3 Facility 4	Select the unit and enter the	
Group member 1	amount of electricity generated	
Group Member 2	for this usage in the Quantity	
Favourites 🔽	field	
There is no favourite entity		
Search for an entity:	Usage * 📃 e onste 🗹	
Statut	Quantity (kvh v) * 1000000	
	Energy Content (GJ) 3,600	
	Hide Corporate Structure	Save Exit
ER Hotline: 1300 553 542 (within Australia)		

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.

ERS Home Data Entry	Report	Entity access	Administration				Signed in as Saurabh Valecha Loop
😚 Client Portal Home		Activity Attributes					?
missions and Energy Reporting Sys	tem	*Asterisk indicates a mandat	lory field				
Corporate Structure	88	Hide Corporate Structure					
tease select an entity to view its details E Controlling Corporation 1			Activity Description	Reporting electricity ger	neration		
Facility 3 Facility 4 Facility X			Source *	Electricity production			V
Group member 1 Group Member 2			Activity *	Electricity (thermal gene	eration)		
avourites	8		State *	New South Wales	~		
ere is no favourite entity			Incidental Energy	No	Y	Once you have entered a	ll the
earch for an entity:	rch		Usage *	For use onsite	Y	required data, click on th	e Save
		Qu	iantity (Kith 🔽) *	1000000		button	
			Energy Content (GJ)	3,600			
		Hida Comorata Structura				Same	Evit

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.

Activity Description	Source Category	Source	Activity - Fuel Type	Quantity	Unit	Emission (t CO2-e)	Energy Content (GJ)	Context	Date Modified Action
EERS automated text: Total electricity consumed onsite that was produced for use onsite do not delete unless approved by CER	Energy	Energy consumption	Energy consumed (not combusted) • Electricity	3,600	GJ	0	3,600	Consumed	25/05/2023 3:42
Reporting electricity generation	Energy	Electricity production	Electricity (thermal generation)	1,000,000	kWh	ō	3,600	Produced	25.05 2023 3.42 🖋
Add Activity			You car	n click	on	the pen	or cross	s icon	s
Show Corporate Structure			to edi	it or de	elet	e an exi	sting act	ivity.	Exit

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.

GREENHOUSE GAS EMI: Scope 1 - ENERGY PRODUCED AN Energy Consumed Total 7,200	SSIONS (I CO2-e) Scoj - ID ENERGY CONSUMED	(GJ)		'Activ upd	vity Details' fie lated as a resu entry.	lds wi lt of d	ill be lata	E 3,60	ergy Produced			
GREENHOUSE GAS SCC Carbon Dioxide CO2	Methane CH4	S (t CO2-e) Nitrous Oxide N2O	Pi	erfluorocarbons FCs	Hydro Fl HFCs	uoro Carbons			Sulphur Hexafluori SF6	ide		Total
Activity Details							tou	edit or	delete a	n exis	ting act	ivity.
Activity Details Add Activity Activity Description			Source	Source	Activity - Fuel Type	Quantity	to Unit	edit or	delete al	n exis	ting act	tivity.
Activity Details Add Activity Activity Description EERS automated text: Total e onsite, do not delete unless a	ectricity consumed onsite the pproved by CER	t was produced for use	Source Category Energy	Source Energy consumption	Activity - Fuel Type Energy consumed (not combusted) • Electricity	Quantity 3,600	Unit GJ	edit or Emission (t CO2-e)	delete al	Context	Dir Cross ting act	Action
Activity Dotails Add Activity Activity Description EERS automated text: Total e onsile. do not delete unless a EERS Automated Toxt. Total generation, do not delete unle	electricity consumed onsite the pproved by CER water energy commodity cons as approved by CER	t was produced for use umed for electricity	Source Category Energy Energy	Source Energy consumption Energy consumption	Activity - Fael Type Energy consumed (not combusted) • Electricity Energy commodiles • Water energy for electricity generation	Quantity 3,600 3,600	Unit GJ	edit or Emission (t COZ-e) 0	delete an Energy Content (GJ) 3,600	Context Consumed	Directors ting act Dete Modified 17/05/0023 12.5 PM	Action

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.

				U U
Emissions and Energy Reporting System	Hide Corporate Structure		Edit Facility Details	Enter Contractor Data
Corporate Structure	Parent entity Co	ontrolling Corporation 1		
[Expand] [Collapse]	ANZSIC code 12	1 - Beverage manufacturing		
Please select an entity to view its details.	State / Territory of operation Ne	ow South Wales		
Facility 3 Facility 4	Facility Emissions and Energy Summar	y Table		
El Facility X El Group member 1				
T Country and a second se		Total of Scope 1 and Scope 2		
Favourites Ma	o start entering activity data	а, -		
There is no favourite entity	ick on the Add Activity butto	on _{3J)}		
Search for an entity:		Energy Consumed Net	Energy Produced	
Add Entry	Activity Details			
Enable Client Support Access	Add Activity			
	Activity Description 💲 Source Category 🔺 S	Source 🔅 Activity - Fuel Type 🔅 Quantity 🔅 Unit 🔅	Emission (t CO2-e) 🔅 Energy Content (GJ) 🔅	Context 0 Action
		No data available in table		
	Add 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.

Client Portal Home	AC	uvity Attributes			
Emissions and Energy Reporting Sy	stem *As	densk indicales a mandi	nory neid		
Corporate Structure	Hide	Corporate Structure			
Please select an entity to view its details	5.		Activity Description	in use electricity consumption	
Facility 3			Source Category	case select	
Facility 4			Source *		
Group member 1			Activity *	Type a description for this	V
			State *	activity in the Activity	
Favourites	œ			Description field	
There is no favourile entity	Hide	Corporate Structure			Save. Exit
Search for an entity:					
Sea	arch				
ER Hotline: 1300 553 542 (within Australia)					

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

Figure 117: Screenshot of selecting the source category.

lean Energy Regulator		-				and the second se
EERS Home D	ata Entry	Reports	Entity access	Administration		Signed in as Saurabh Valecha Logo
삼 Client Porta	l Home	Acti	vity Attributes			(0)
Emissions and Energ	y Reporting Syst	em *Aste	risk indicales a mandi	atory field		
Corporate Struct	ture 6	Hide	Corporate Structure			
Please select an entity 1 # Controlling Corpore # Facility 1 # Facility 1 # Facility 4 # Facility X # Group Member Faculourities	o view its details ation 1 1 2	R		Activity Description Source Category * Source * Activity * State *	Own-use electricity consumption Develop Safet Frid commonNor Frighte entressons Industrial processes Scope 2 entressons Waste	Y
There is no favourite en Search for an entity:	lity Sean	Hide	Corporate Structure		Select Energy from the Source Category drop-down menu	Save Ext
ER Holline: 1300 563 542 (w Copyright 2013 Commonwea	thin Australia) alth of Australia					



Select 'Energy consumption' from the 'Source' drop-down menu.

Figure 118: Screenshot of selecting the source.

EERS Home Data Entry	Reports Entity access	Administration		Signed in as Saurabh Valecha Logos
Client Portal Home	Activity Attributes			0
Emissions and Energy Reporting System	Asterisk indicates a mande	story field		
Corporate Structure	Hide Corporate Structure			
Please select an entity to view its details. Controlling Corporation 1 Facility 1 Facility 1 Facility 3 Facility 4 Facility 4 Facility X Group member 1 Group Member 2		Activity Description Source Category * Source *	Can-use electricity consumption Finerov Finer	Y
Favourites 0	8	State *		
There is no favourite entity Search for an entity: Search	Hide Corporate Structure		Select Energy consumption from the Source drop-down menu	Save Ext
ER Holline. 1300 553 542 (within Australia)				
© Copyright 2013 Commonwealth of Australia				

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

Figure 119: Screenshot of selecting the activity.

EERS Home Data Entry Rep	orts Entity access	Administration		Signed in as Saurabh Valecha Logou
A Client Portal Home	Activity Attributes			(2)
Emissions and Energy Reporting System	*Astensk indicates a manda	llory field		
Corporate Structure	Hide Corporate Structure			
Please select an entity to view its details.		Activity Description	Own-use electricity consumption	
Facility 3		Source *	Energy Consumption	
Group member 1 Group Member 2		Activity *	Energy consumed (not combusted)	
Favourites 🕼		State *	New South Wates	
There is no favourite entity		Incidental Energy	No	
Search for an entity:		Fuel Type *	Please Select Energy consumed (not combusted) from the Activity	
	Hide Corporate Structure		drop-down menu	Save Exit


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

Figure 120: Screenshot of selecting the fuel type.

Strallan Government Stem Except Regulator	d Energy tem		
EERS Home Data Entry Rep	orts Entity access Administration		Signed in as Saurabh Valecha
🔏 Client Portal Home	Activity Attributes	30 - A brogas that is captured for consustant, order than tinded methoded in thems 28 and 29 (memaile only)	()
Emissions and Energy Reporting System	*Asterisk Indicates a mandatory field	32 - Petroleum based greases 33 - Crude oil including crude oil condensates 34 - Orber natural asa funitis	
Corporate Structure	Hide Corporate Structure	 Gasoline (other than for use as fuel in an aircraft) Gasoline for use as a hue in an aircraft Gasoline for use as a hue in an aircraft Fremsere (other than for use as stue in an aircraft) 	
Please select an entity to view its details.	Activity Description Source Categor Source Activity State	Select None specified – Electricity from the Fuel Type drop-down menu din tems 31, 32 and 33 to 45	N
Favourites C	Sunt Incidental Energy East Town	22 - Bitania product 23 - Bitania product 24 - Bitania 24 product 25 - Waxes - a 29 product 24 - Cathon Maxim Aread as a pellochemical feedblock - Non-energy product 25 - Enlysee II used as a pellochemical feedblock - Non-energy product 26 - Destingendentical feedblock - Non-energy product 26 - Destingendentical feedblock - Bitania	
Search	Energy Content Factor*	Default 🕑 1	
	Quantity (GJ) *		
	Energy Content (GJ)	0	
	the Burnet Burnet	_	

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

Figure 121: Screenshot of how to enter the amount.

Emissions and Energy Reporting System	*Asterisk indicates a mandatory field	
Corporate Structure	Hide Corporate Structure Gigajoules (GJ) = Kilowatt hours	
Please select an entity to view its details.	۸۵ مر (kWh) x 0.0036 مر (kWh) x 0.0036	
Facility 3	Source * Energy consumption	
Facility X Group member 1 Comp Number 2		×.
Favourities	Enter the amount of electricity consumed in GJ in the Quantity field	
	Energy Content Factor * Dollar (* 1 Guantity (* GJQ*) * \$5000	
	Energy Content (GJ) 3,600	
	Hide Corporate Structure	Save Exit



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.

nissions and Energy Reporting System	*Asterisk indicates a mandatory field			
Corporate Structure	Hide Corporate Structure			
Please select an entity to view its details.	Activity Description	Own-use electricity consumption		
Facility 1	Source Category *	Energy	~	
E Facility 4	Source *	Energy consumption		V
Group member 1 Group Member 2	Activity *	Energy consumed (not combusted)		
Favourites 🕝	State *	New South Wales	V	
There is no favourite entity	Incidental Energy	No 💌		
Search for an entity: Search	Fuel Type *	None specified - Electricity	~	Once you have entered all the
	Energy Content Factor *	Default 💟 1		required data, click on the Save
	Quantity (GJ💟) *	3600		button
	Energy Content (GJ)	3,600		
	Hide Corporate Structure			Save Ext

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.



GREENHOUSE GAS EM Scope 1 27,097 ENERGY PRODUCED A Energy Consumed Total 389,600	ISSIONS († CO2-e) ND ENERGY CONS	Scope 2 - UMED (GJ)	Both the 'Facilit 'Activity Detail updated as a en	ty Totals' and ti s' fields will be result of data try.	he e		Energy Produced				
GREENHOUSE GAS SC Carbon Dioxide CO2 25.981	OPE 1 EMISSIONS Methane CH4 39	BY GAS (I CO2-e) Nitrous Oxide N2O 77	Perfluorocarbons PFCs	Hydro Fil HFCs	uoro Carbon	5		Sulphur Hexafluori SF6	de	1	otal
Activity Details Add Activity Activity Description	Source	Source	0	Activity - Fuel Type	You	i.cai ico	n click on ns to edit existing	the pen of or delete activity	r_cross an	Dote Modified	Action
Own-use electricity consumption	Energy	Energy consumption		Energy consumed (not combusted) • Electricity	3,600	GJ	0	3,600	Consumed	14/06/2017 12:32 PM	X
Reporting electricity generation	Energy	Electricity production		Electricity (thermal generation)	1,000,000	KWħ	0	3,600	Produced	14/06/2017 12:15 PM	×
Reporting electricity production	Fuel combustion	Emissions released from fuel us electricity generation)	e by certain industries (including	Electricity production - Liquid tucls • Diesel oil	10,000	KL.	27,097	386,000	Consumed	14/06/2017 11:58 AM	×
Add Activity Show Corporate Structure											Edit



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.



ERS Home Data Entry Val	idations Rep	xorts Er	itity access			Signed in	as CER Test User
							_
Client Portal Home	Registered (Controlling Co	prporation test				(
Emissions and Energy Reporting System	Hide Corporate St	ructure				Edit Report	ting Entity Information
	S19 – Emission	ns & energy s	ummary table				
Please select an entity to view its details.	The table below disp Corporation test and	plays total scope 1 I members of its co	and scope 2 greenhouse prorate group for the 20	gas emissions, energy prodi 18-2019 reporting period.	uced and energy consum	ed for all facilities under Regis	stered Controlling
	GREENHOUSE	GAS EMISSION	IS (t CO2-e)				
	Scope 1		Scope 2		Total of Scop	e 1 and Scope 2	
	135,586				135,586		
	ENERGY PROD	UCED AND EN	ERGY CONSUMED (3J)			
	Energy Consumed	i Total	Ene	rgy Consumed Net	1	Energy Produced	
	1,930,000		1,91	2,000		18,000	
	GREENHOUSE	GAS SCOPE 1	EMISSIONS BY GAS	(t CO2-e)			
	Carbon Dioxide CO2	Methane CH4	Nitrous Oxide N2O	Perfluorocarbons PFCs	Hydro Fluoro Carbons HFCs	Sulphur Hexafluoride SF6	Total
	124 007	242	426				125 598



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.

Autolin Gorgenerat		
Clean Energy Regulator	Acknowledge	
EERS Home Data Entry Validations Reports E Warnings Please correct for or acknowledge the following warnings to enable report submission B When fuel combustion for the purpose of producing electricity is reported, th. Select the facility below to review and/or amend Activity Details. B Please	By selecting 'Acknowledge', you acknowledge that the warning has been reviewed and you wish to submit the report without making changes to address the warning. By selecting 'Disclose', your comments for this warning will be visible to the Clean Energy Regulator alongside your report submission.	Signed in as CER Test User Logoof C S unachnowledged Is below the threshold under Regulation 4.20(3). Acknowledge At Disclose Atl T unachnowledged
Activity: Fuel combustion Emissions released from fuel use by certa.	di d	
E When the production of electricity from solar, wind, water or geothermal ener- described under section 6.5(1A) of the Determination.	Save	to 62 in Schedule 1 of the NGER Regulations) should also be reported as Acknowledge All Disclose All
Recent and a state of the		
		n exceeds the threshold under Regulation 4.22. Acknowledge All Disclose All

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 <u>Emissions and Energy Reporting System validation errors and warning messages guideline</u>¹⁰ for more information.

Figure 127: Screenshot of an example of an error.

Australian Government Clean Energy Regulator	Emissions and Energy Reporting System	
EERS Home	Data Entry Validations Reports Entity access	Signed in as Athol Titren Logout
B Errors		Contract of the state of the st
Please correct for the	following errors to enable report submission.	
Select a Cont	tact Person on the Reporting Entity Information screen before generating reports.	
REPORTE		
Information		2 Information
E The corporate The generated	e group has not met any of the reporting thresholds in section 13 of the NGER Act for the reporting year. Ind report will not display any entered emissions or energy data.	
Currently non	e of your facilities meet the uncertainty reporting thresholds.	
CER Hotline: 1300 553 542 © Copyright 2013 Common	2 (vithin Australia) mwealth of Australia	

¹⁰ https://www.cleanenergyregulator.gov.au/DocumentAssets/Pages/Emissions-and-Energy-Reporting-Systemvalidation-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.

Emission stralian Government Nem Energy Regulator	ns and Energy g System			
EERS Home Data Entry	Validations	Reports Entity acces	•	Lagout
Emissions and Energy Reporting System	То	start, click o	n the	Edit Reporting Entity Information
Corporate Structure	The table below displand members of its co	Reports tal	D nd are awaiting submission. wad.	y consumed for all facilities under
NT Power	GREENHOUSE G	AS EMISSIONS (t CO2-e)		
Testing	Scope 1	Scope 2	Total of Scope 1 and Scope 2	
	198,031	315	198,346	
Favourites 🕼	ENERGY PRODU	ICED AND ENERGY CONSUL	MED (GJ)	
There is no favourite entity	Energy Consumed	Total	Energy Consumed Net	Energy Produced
Search for an entity:	4,591,774		4,573,774	18,000
Search	GREENHOUSE G	AS SCOPE 1 EMISSIONS B	Y GAS (t CO2-e)	

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

Fiaure	129:	Screens	hot of	where	warninas	are	displayed	1.
			·					

ERS Home Data Entry	Reports					Signed in as	Log
Warning When the conduction for the purpose Activity Details. • Facility 1: Uncertaintly is required to be reported 1 sources or fault types that have met the • Report Uncertaintly	of producing electricity is rep for an estimate of emissions to threshold have no percentag	orted, the reporter must also report the orm a source or from the combustion re uncertainty data entered. This data	e production of 'electricity (thermal generation)' u of a luer type, at a facility, if the 25 kickinne scop must be entered prior to report submission.	nless that amount fails below the threshold u e 1 emissions threshold is met (see regulation	nder Regulation 4 20(3). Select the facility be ns 4 17A and 4 09 respectively). Estimates c	iow to review and/or amen of emissions from one or m	d ore
I Incubmitted Deports							0
Report 🔄 S19 - Energy & emissions report			Any displayed wa must be addre	arning messages essed prior to	2		
Submitted Reports			report su	omission			?
Report Due Date	Dab	e Submitted	Time Submitted	Attachments	Version	Action	
io reports have been submitted							
Non-Legislated Reports							
ren cogionnos richona							



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.



ustralian Government Cran Energy Regulator	Emissions and Reporting Sys	l Energy tem					
EERS Home	Data Entry Rep	orts	20			Signed in as	Logout
Warning When fuel combus Activity Details. • Faciny 1 Uncertainty is required sources or fuel typ • Report Uncert	tion for the purpose of producin ared to be reported for an estim res that have met the threshold arety	g electricity is reported, the reporter must als alle of emissions from a source or from the co have no percentage uncertainty data entered	io report the production of 'electricity (thermal generation)' unless that amoun smbustion of a fuel type, at a facility, if the 25 kilotonne scope 1 emissions th . This data must be entered prior to report submission.	t fails below the threshold under Regu reshold is met (see regulations 4 17A	lation 4.20(3). Select the facility below and 4.08 respectively). Estimates of er	to review and/or amen	d ore
Unsubmitted	Reports						0
Report 📋 S19 - Energy &	emissions report		Any displayed warning i must be addressed p	messages rior to			
Submitted R	eports		report submissic				0
Report	Due Date	Date Submitted	Time Submitted	Attachments	Version	Action	
No reports have be	en submitted						
Non-Legislat	ed Reports						
Entity List							
ER Hotline: 1300 553 5 Copyright 2013 Comm	42 (within Australia) onwealth of Australia						

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.

				s and Energy g System	nment Nator Reporting	tralian Governm ean Energy Regulate
			Entity access	Validations Reports	Data Entry	EERS Home
					itted Reports	Unsubmitte
	Action	Due Date				Report
	Remove	31/10/2020			roup member emissions & er	S22X - Grou
1	Add/Edit Attachments Generate	31/10/2020		rt	TC emissions & energy repo	[S22G - RTC
					ed Reports	Submitted
Action	Version	Attachments	Time Submitted	Date Submitted	Due Date	Report
					ave been submitted	No reports have
					islated Reports	Non-Legis
					islated Reports	Non-Legis



Figure 132: Screenshot of how to attach documents.

ralian Governn an Energy Regulat	Emission Reporting	s and Energy J System			
ERS Home	Data Entry	Validations Reports	Entity access		()
Report				Due Date	Action
S22X - Group member emissions & energy report					AddrEdit Aflachmenta Generate
S22G - RTC	C emissions & energy repo	et		31/10/2020	Adis ents Generate
Submitted	Reports Due Date	Date Submitted	Time Submitted		If you need to attach an audit report, or wish to attach other supporting documents, click on the Edit
lo reports have	e been submitted				Attachments button
Non-Legis	lated Reports				
R Hotline: <u>1300 5</u> Copyright 2013 Co	53 542 (within Australia) ommonwealth of Australia				

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

Australian Government Clean Energy Regulator	Emissions and Energy Reporting System			
EERS Home	Data Entry Validations	Reports Entity access		Logout
Attachments for	or: S22X - Group member emissi	ons & energy report		(?)
	S22X - Group member emissions & energy report Attachment File * Select file Change Browse Remove Attachment Description * Click the Browse button to select the file you wish Attach File			
Filename	Attachment Description * Attachment Type * Prove Co Enter a b	rief description of	Click the Browse button to select the file you wish to upload	Attach File
No Data Entered Yet	the attac	hment and select		-
CER Hotine: 1300 553 542 © Copyright 2013 Common	(within Australia) weath of Australia	tachment type		

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.

Lustralian Government Clean Energy Regulator	issions and Energy porting System			
EERS Home Data Er Attachments for: S22	Nalidations R 2X - Group member emissio	ns & energy report	5	Once you have entered all the required data, click on
A	Attachment File *		Select file Change	the Attach File button
	Attachment Type * Pinaso Selo		V	Atach Fas
Filename	Size	Туре	Description	Edit/Remove
No Data Entered Yet back to Reports CER Hotline: <u>1300 553 542</u> (within Au © Copyright 2013 Commonwealth of A	stralia) ustralia			

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

Figure 135: Screenshot of how to generate a report.

Emissions a ralian Government an Energy Regulator	and Energy System			
ERS Home Data Entry	Validations Reports	Entity access		
Unsubmitted Reports				(
Report		Due Date	Action	
S22X - Group member emissions & energ	gy report	31/10/2020	Add/Edit Attachments	
S22G - RTC emissions & energy report		31/10/2020	Add/Edit Aductments	
			Click on the Generate	
Submitted Reports			button to create a	(
Report Due Date	Date Submitted	Time Submitted	report	Action
			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.

Emissions and Energy Reporting System	Australian Governm	sent r	ABN KAN, VAR A ABN/ACN/AREIN/Trading Name: Version No: Submission Status: Submission Date:	Not submitted
Kitone Client Portal Home Controlling Corporation 1 Controlling Corporation Controlling Corporation Controlling Corporation Controlling Corporation	REPORT UNDER SE Corporations registered and functional year relating to generations gas and catalogue and	DF Ref. In Constitution of the Constitution of	HOUSE AND IERCY AND EXAMPLE A printed report rolling Corports Submitted to the PORTING YE PORTING ACT SER ACT are required to provide a report to the Clean Energy Regula	ort cannot be c Clean Energy ator arr (the Regulator) by 31 Oddber each year in respect of the prev
Cooponel Stucture Facility 1 Facility 3 Facility 4 Facility X Group member 1 Group member 2 Threabid Statement Philory Statement Deduration		Peter Property State 2017 The state property State 2017 The state state 2017	poration's group, during that financial year. It the information specified in the National Greenhouse and Energy R survement/Datamination 2008 (the Maasursimetr Datamination) ons and Energy Reporting System. Icial version of the report submitted to the Regulator.	leporting Regulations 2000 (the NGER Regulations). The report m
	CONTROLLING CORPORATION D Name Autholian Company Number (ADN) Autholian Company Number (ADN) Autholian Registrand Boly Number (ADN) Indep State (ADN) Protest address Im 1 Streat address Im 1 Streat address Im 2	Select your printer and o from the Print window. N ready, press Print AUSTRALIA AUSTRALIA	ptions When	

cline: 1300 553 542 (vithin Australia) right 2013 Commonwealth of Australia



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.

ustralian Government Clean Energy Regulator	Emissions a Reporting S	and Energy ystem	,						
EERS Home	Data Entry V	alidations	Reports	ntity access					Logou
👌 Client Porta	al Home 🔫	S22X - Grou	ip member emissi	ons & energy	report (Not subi	mitted)		Submit Report	Print ?
S22X - Pty Ltd					UNCLASSIFIED: FOR	OFFICIAL USE ONLY	AB		19150217262
Introduction Controlling Corporati Emissions and Energ ECorporate Structure Derwin Offices EPerth Offices Start up and Ope Privacy Statement	ion gy Summary rations of the Ichth			To Regu	submit lator, cli	a repor ick on th	t to th e Sub	ne Clean mit Rep	Energy ort butt
Declaration	>	Sec. Sec. Sec. Sec. Sec. Sec. Sec. Sec.	NATION 22)	onal gri (- groui	EENHOUSE A MEMBER E	AND ENERGY	repor Nd ener	TING RGY REPOR	т
				FOR THE		G YEAR 2019	9 - 2020		
	F	Report under Se	ection 22X of the N	ational Green	ouse and Energy	Reporting Act 2007	7		
	T	he responsible me ct) to provide a rep	mber of a controlling corp ort to the Clean Energy f	oration's group is Regulator (the Reg	required under subsecti ulator) by 31 October ea	on 22X(2) of the Nationa ach year in respect of the	al Greenhouse ar e previous financ	nd Energy Reporting A ial year relating to:	ct 2007 (the NGER
		greenhouse gas energy productio energy consump	emissions; and on; and otion;						
	fr	om the operation o	f facilities subject to the a	areement made u	nder subsection 22X(1)	during the whole, or par	rt. as the case ma	av be, of that financial	vear.

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.

Emissions and Government Reporting System	Energy em		_	Eministry and Emirge Roboting System - 2.8.0001.0 Submit Volector (Aminochild), Theodorisaan/Official, AMUgan Controlling Corporation 1 Eminister and Emergy (2016-2017 UNT.)
Churce Carbon Triny Reso	de Entity access	Declaration	×	Signed in as Baunith Valesha
Client Portal Home	S19 - Energy & emission	The Executive Officer (or equivalent), as described in the National Greenhouse and Energy Reporting Act 2007 (INGER Act), should read the following declaration below before electronically submitting the report	^	Submit Report) Print
Controlling Corporation 1 III Construction Controlling Conversion Controlling Conversion Consists and Eline y Elemeniary Composite Structure		It is the responsibility of the reporting entity to ensure that the information provided in the Report is prepared in accordance with the requirements set out in the NGER Act and the Machina Greenhouse and Energy Reporting Regulations 2000 (the NGER Regulations) and that the data it contains is based on methods prescribed in the National Greenhouse and Energy Reporting (Measurement) Determination 2006 (the Measurement Determination)	NLY	ABNACNARBN/Trading Name Submission Ballius Hild subhit
	110 1100 1100 1110 1100	Under the NGER Act and the NGER Regulations, the reporting entity remains responsible for the truth and accuracy of the contents of the report despite the assistance, if any, of a third party in its preparation.		
Group menter 1		Section 19 of the NGER Act includes a civil penalty provision, a breach of which may attract a pecuniary penalty of up to 2,000 penalty units. The Crimes Act 1914		
na Demokratika Manandrak Battanovert Polyacy Shakanovert Tarakanating		provides that one penaity unit is \$190. 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 aia, allow it to report accurately under the NGER Act. Records must be retained for a period of 5 vears from the end of the vear in which the activities took date. Section 22 Accept Close	RGY REPORTING SIONS REPORT In 1 J016 – 2017	3
	REPORT UNDER SECTION Corporations registered under Division each year in impact of the previous fro - greenhouse gas emissions, and - emergy production, and - emergy production, and	You are required to read and accept the declaration before report submission can take place	REPORTING ACT 2007	n their Clean Energy Regulator (the Regulator) by 34 Octoor
Anno: 1000 551 542 yolibits Associated				

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.

Unsubmitted Reports You have No Unsubmitted Reporting Obligations Submitted Reports		You can view the report or submission receipt by clicking on the Action menu and colocting the appropriate option			() () ()	
Report	Due Date	Date Submitted	The Submitted	Attachments	e option _{Version}	Action
Non-Legislated Reports						
R Hotlow 1300 535 542 (within Avarbaik) Dagarght 2013 Commonweath of Australia		The submitt appear in the r EE	ed report will relevant table in ERS.			

More information

For more information regarding reporting in EERS, contact CER:

Phone: 1300 553 542 within Australia

Email: reporting@cleanenergyregulator.gov.au