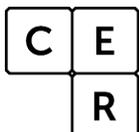
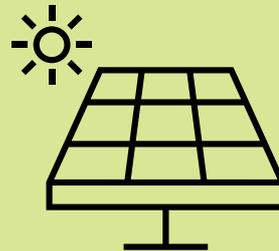
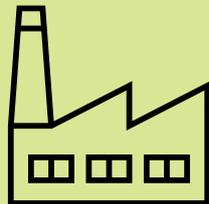
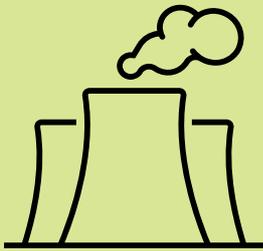
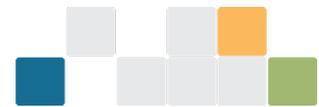


Emissions and Energy Reporting System (EERS) user guide

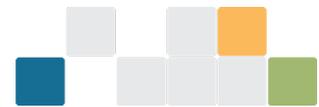
July 2023





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Definitions and abbreviations

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

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

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



Disclaimer

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

This guideline only applies to the 2022–23 NGER reporting year and should be read in conjunction with the NGER Act, [National Greenhouse and Energy Regulations 2008](#)³ (NGER Regulations), and [National Greenhouse and Energy Reporting \(Measurement\) Determination 2008](#)⁴ (NGER Measurement Determination), as in force for this reporting period. These laws and their interpretation are subject to change, which may affect the accuracy of the information contained in the guideline.

The guidance provided in this document is not exhaustive, nor does it consider all circumstances applicable to all entities. This guidance is not intended to comprehensively deal with its subject area, and it is not a substitute for independent legal advice. Although entities are not bound to follow the guidance provided in this document, they must ensure they meet their obligations under the [National Greenhouse and Energy Reporting \(NGER\) scheme](#)⁵ at all times. CER encourages all users of this guidance to seek independent legal advice before taking any action or decision based on this guidance.

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

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

² <https://www.legislation.gov.au/Series/C2007A00175>

³ <https://www.legislation.gov.au/Series/F2008L0223>

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

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



2022–23 updates

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

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

1. A brief introduction to EERS

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

1.1 What is EERS?

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

1.2 Who should use EERS?

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

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

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

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

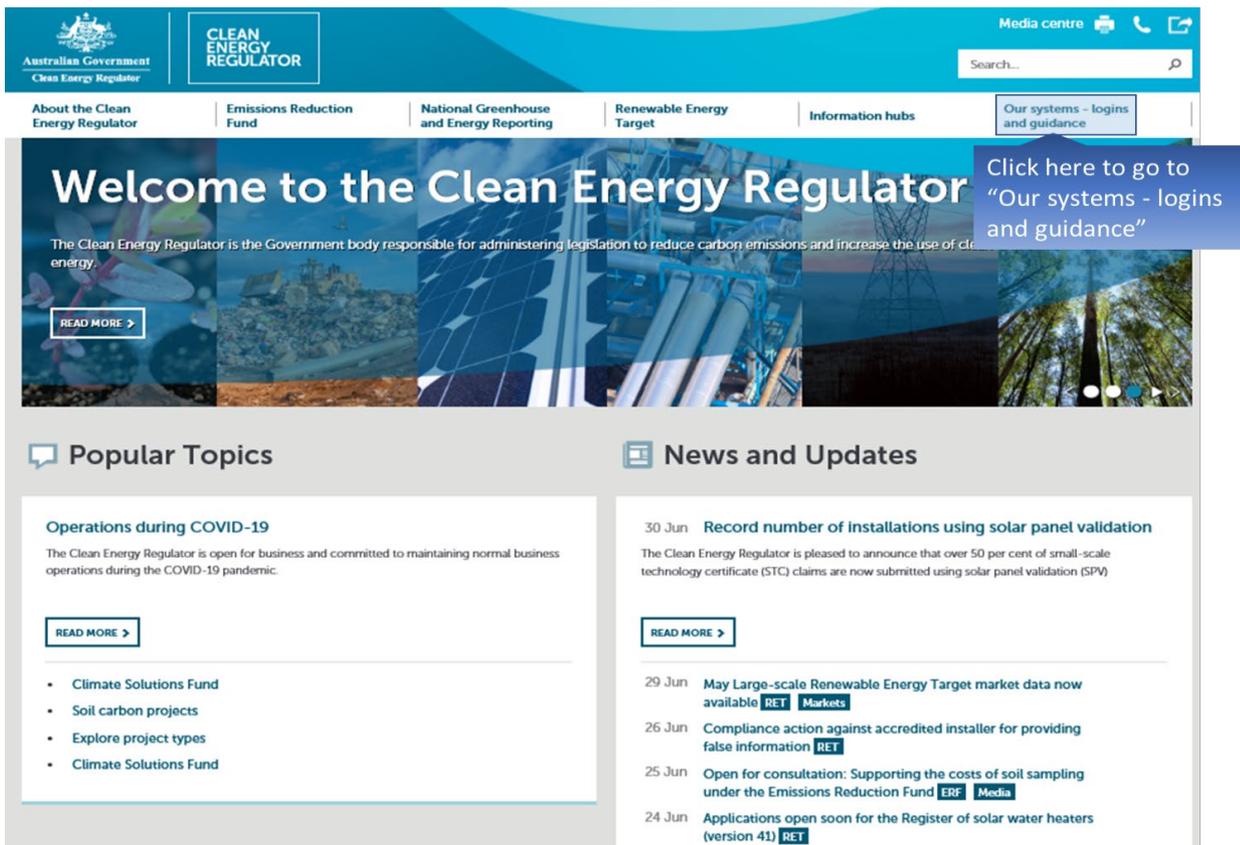
⁷ <http://www.cleanenergyregulator.gov.au/OSR/CP/Pages/default.aspx>

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

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



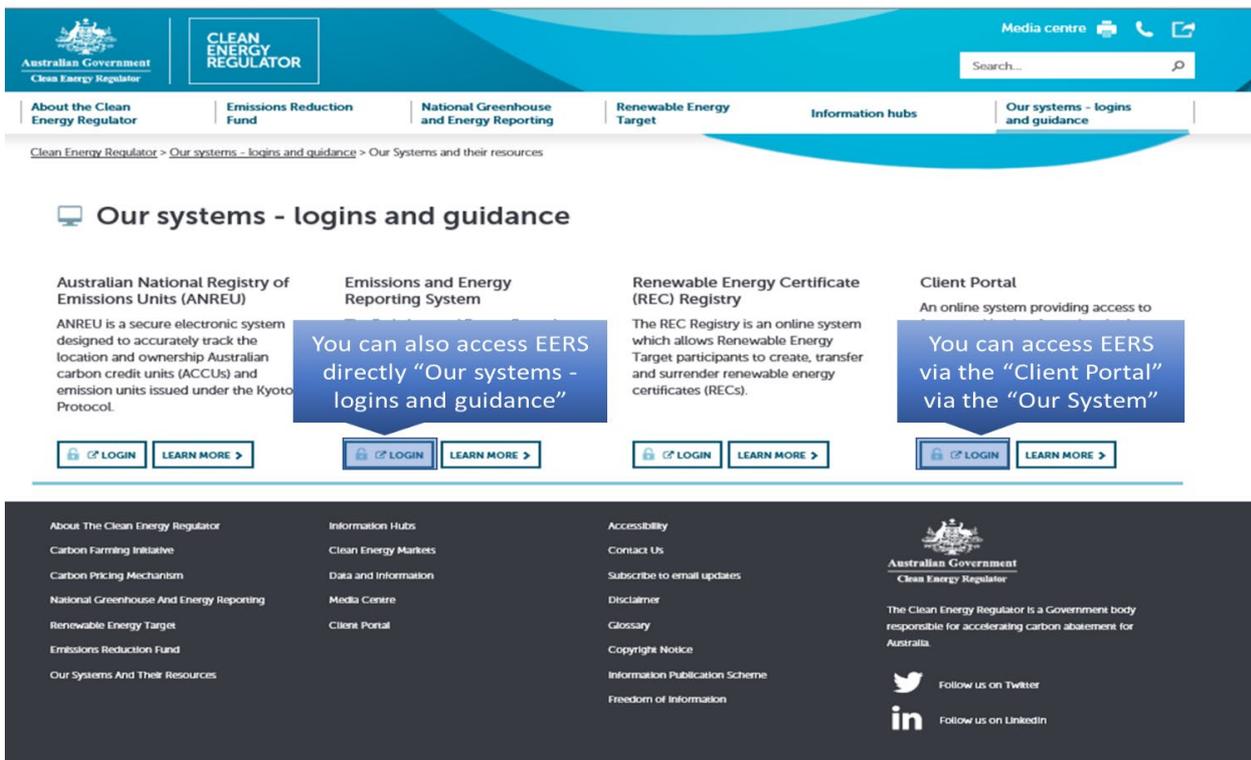
Figure 1: Screenshot of the Clean Energy Regulator's website home page.



Click here to go to "Our systems - logins and guidance"

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

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



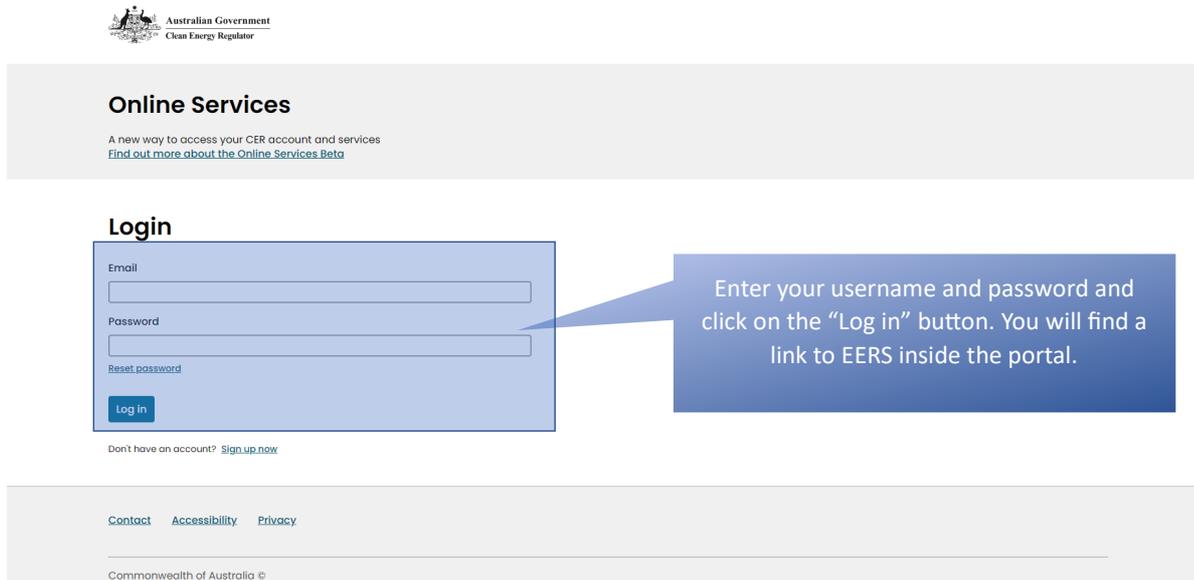
You can also access EERS directly "Our systems - logins and guidance"

You can access EERS via the "Client Portal" via the "Our System"



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

Figure 3: Screenshot of Client Portal sign web page.



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

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

To login, you'll need to:

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

For further assistance, please:

- watch our visual [step-by-step login video](#)
- read our [step-by-step login guide](#).

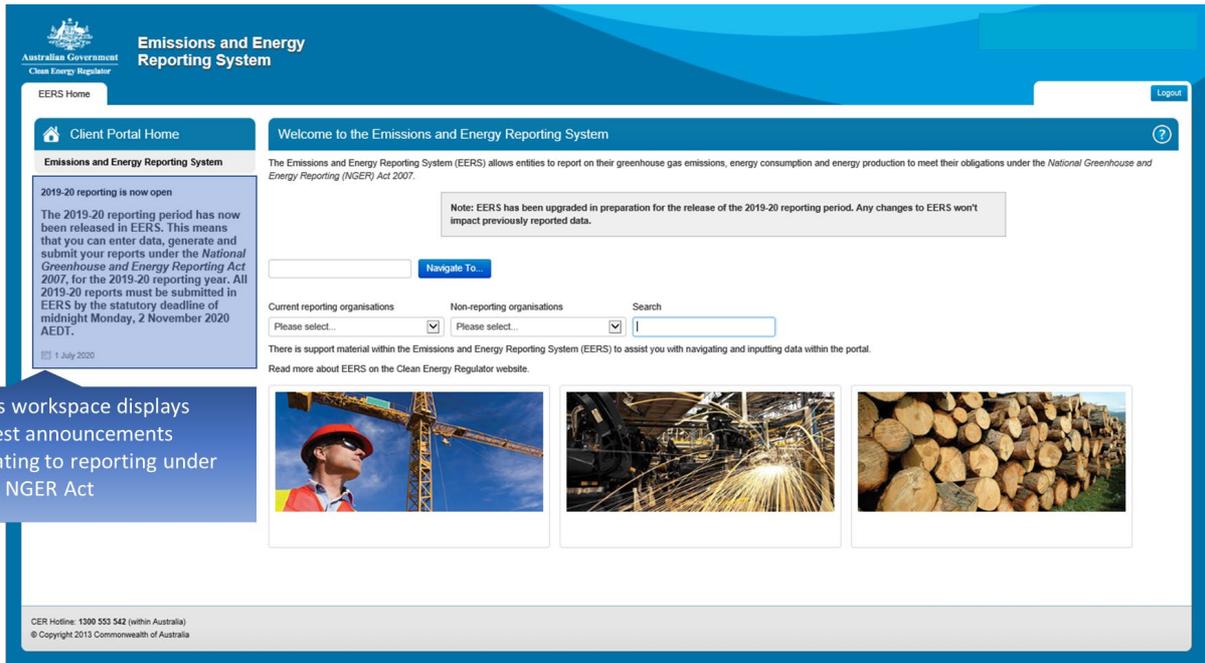
If you have been given access to EERS, you will see a link once you have logged in. By clicking on that link, you will be taken to your EERS workspace.

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

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

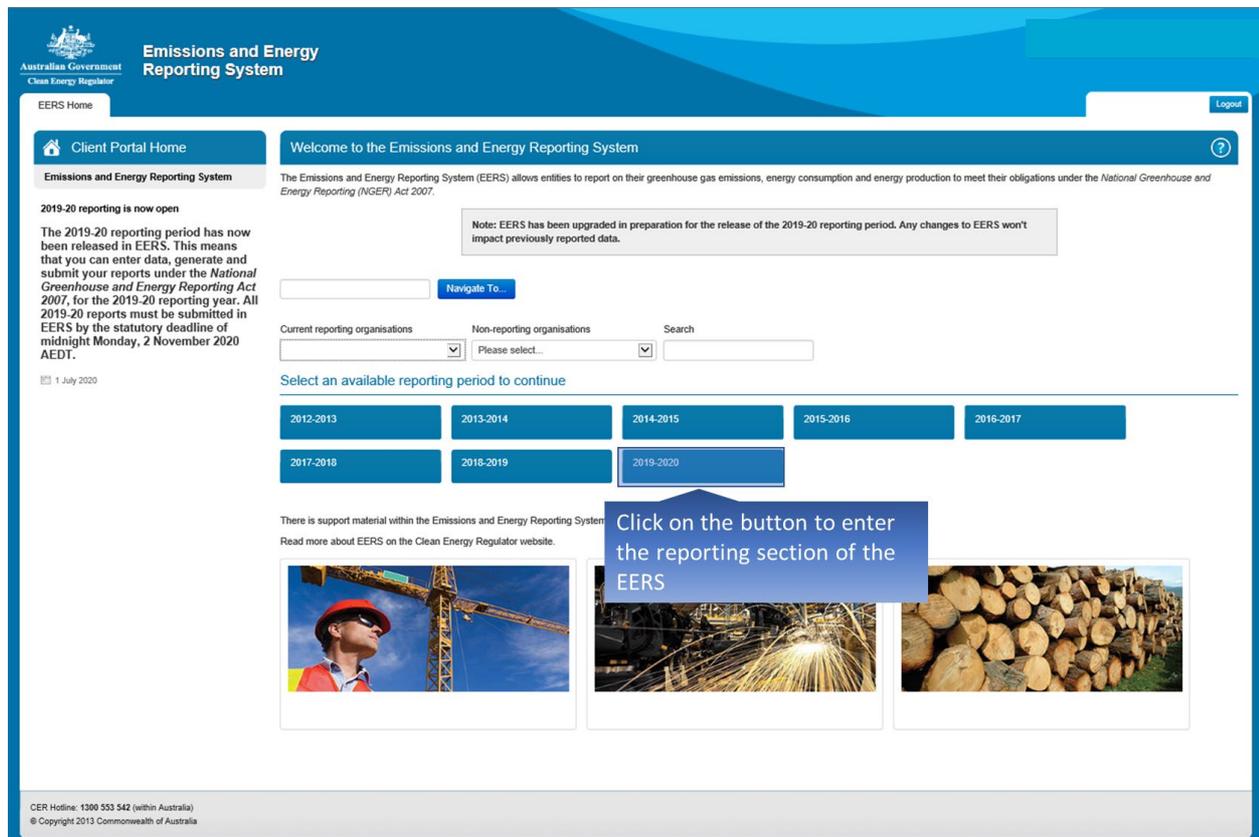


Figure 4: Screenshot of the EERS home page.



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

Figure 5: Screenshot of the EERS home page.





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

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

Figure 6: Screenshot of corporate structure details in EERS.

Client Portal Home
Emissions and Energy Reporting System

DEMO & SONS PTY. LIMITED

Hide Corporate Structure **Click on the expand link (+) to see all the entities** Edit Reporting Entity Information

Corporate Structure **DEMOS & SONS PTY. LIMITED**

Please select an entity to view its details.

The corporate structure will appear on the left-hand side of the screen. The top entity will appear in bold.

The table below displays total scope 1 and scope 2 greenhouse gas emissions, energy produced and energy consumed for all facilities under DEMO & SONS PTY. LIMITED and members of its corporate group for the 2019-20n7 reporting period.

GREENHOUSE GAS EMISSIONS (t CO ₂ -e)		
Scope 1	Scope 2	Total of Scope 1 and Scope 2
65,015		66,640

ENERGY PRODUCED AND ENERGY CONSUMED (GJ)			
Consumed Total	Energy Consumed Net	Energy Produced	
275,600		3,960	

GREENHOUSE GAS SCOPE 1 EMISSIONS BY GAS (t CO ₂ -e)						
Carbon Dioxide CO ₂	Methane CH ₄	Nitrous Oxide N ₂ O	Perfluorocarbons PFCs	Hydro Fluoro Carbons HFCs	Sulphur Hexafluoride SF ₆	Total
1,619	6	-	-	-	-	1,625

Small Facilities Percentages Report Uncertainty Hide Corporate Structure Exit

CER Hotline: 1300 553 542 (within Australia)
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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.

Client Portal Home
Emissions and Energy Reporting System

DEMO & SONS PTY. LIMITED

Hide Corporate Structure Emission and energy data are displayed on the screen. Edit Reporting Entity Information

Corporate Structure **DEMOS & SONS PTY. LIMITED** To view/edit entity details, click on the "Edit Reporting Entity Information" button.

Please select an entity to view its details.

The full corporate structure will appear on the left-hand side of the screen. The selected entity will appear in bold text.

The table below displays total scope 1 and scope 2 greenhouse gas emissions, energy produced and energy consumed for all facilities under DEMO & SONS PTY. LIMITED and members of its corporate group for the 2019-20n7 reporting period.

GREENHOUSE GAS EMISSIONS (t CO ₂ -e)		
Scope 1	Scope 2	Total of Scope 1 and Scope 2
65,015		66,640

ENERGY PRODUCED AND ENERGY CONSUMED (GJ)			
Consumed Total	Energy Consumed Net	Energy Produced	
275,600		3,960	

GREENHOUSE GAS SCOPE 1 EMISSIONS BY GAS (t CO ₂ -e)						
Carbon Dioxide CO ₂	Methane CH ₄	Nitrous Oxide N ₂ O	Perfluorocarbons PFCs	Hydro Fluoro Carbons HFCs	Sulphur Hexafluoride SF ₆	Total
1,619	6	-	-	-	-	1,625

Small Facilities Percentages Report Uncertainty Hide Corporate Structure Exit

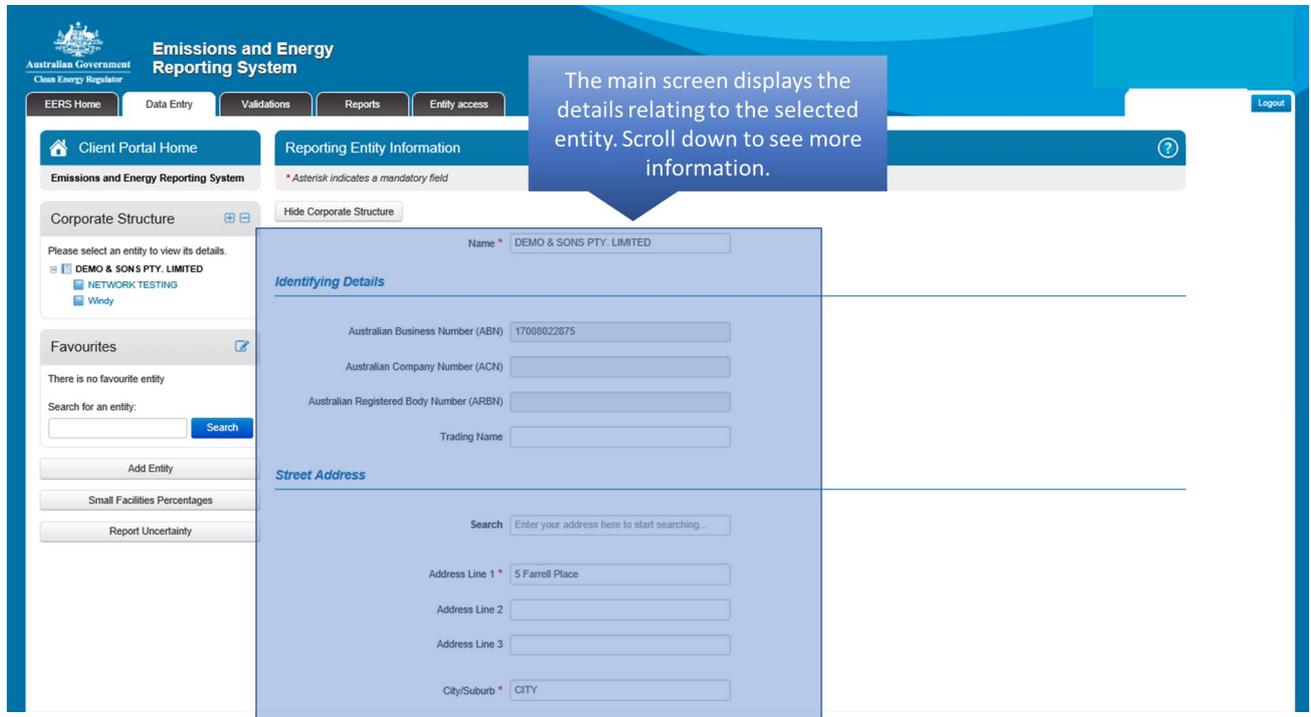
CER Hotline: 1300 553 542 (within Australia)
© Copyright 2013 Commonwealth of Australia



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

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

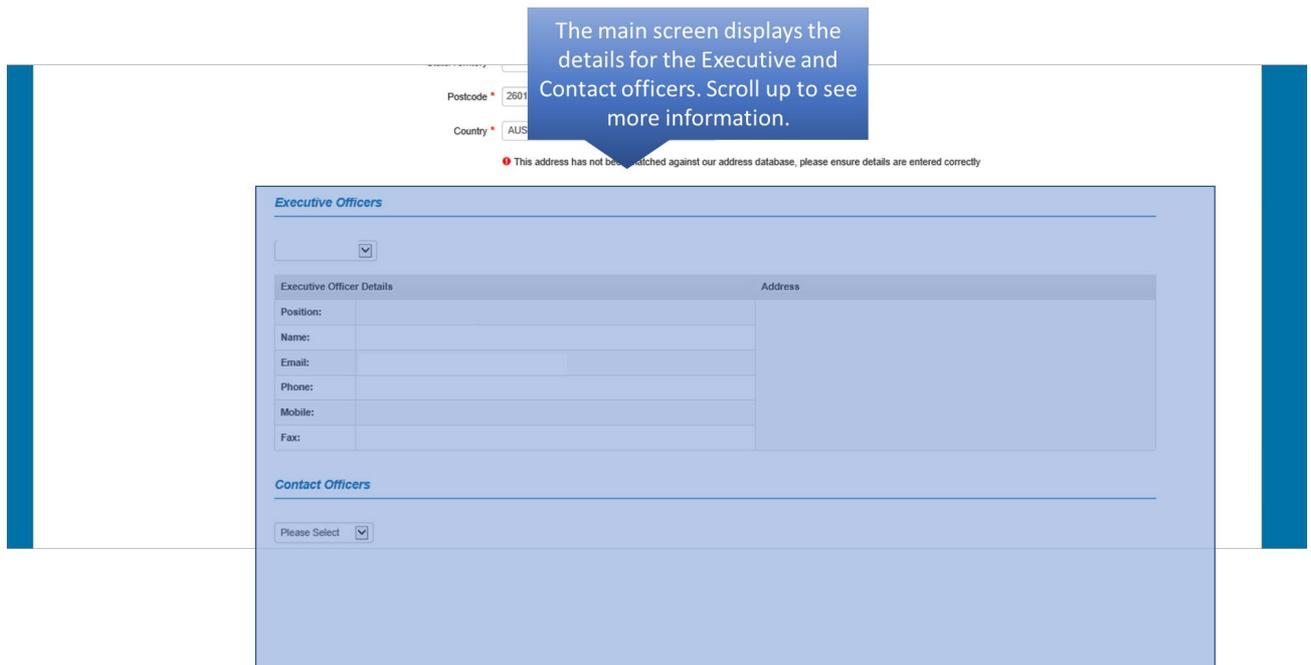
Figure 8: Screenshot of reporting entity information in EERS.



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

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

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





2. Creating an entity in EERS

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

- Group member – you will set up a group member in EERS if your controlling corporation has a subsidiary that has operational control over a facility or where a subsidiary of a subsidiary has operational control. The group member itself does not generate emissions.
- Business unit – a business unit is a unit that is recognised by a reporter as having administrative responsibility for one or more facilities. The legislation does not recognise a business unit as a legal entity. Business units can only be used by reporters as a method of grouping and reporting data to aggregate several facilities under the operational control of different group members. The business unit itself does not generate emissions.
- Facility – facilities are defined in Section 9 of the NGER Act. A facility is an activity or series of activities that involve the production of greenhouse gas emissions or the production or consumption of energy.
- Facility aggregate – a collection of facilities, each of which does not meet individual reporting threshold that are within a single state and territory and single industry sector.
- Network/pipeline – this is a special category of facility where a facility’s activities cross state boundaries, and the activities are covered by a specific range of Australian and New Zealand Standard Industrial Classification (ANZSIC) codes. These codes relate to electricity or telecommunications networks or pipelines for gas, water, drainage other functions.

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

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

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

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



Figure 10: Screenshot of list of entities in EERS.

DEMO & SONS PTY. LIMITED

Show Corporate Structure Edit Reporting Entity Information

S19 – Emissions & energy summary table

The table below displays total scope 1 and scope 2 greenhouse gas emissions, energy produced and energy consumed for all facilities under DEMO & SONS PTY. LIMITED and members of its corporate group for the 2019-20n7 reporting period.

GREENHOUSE GAS EMISSIONS (t CO₂-e)

Scope 1	Scope 2	Scope 1 and Scope 2
1,625		

ENERGY PRODUCED AND ENERGY CONSUMED (GJ)

Energy Consumed Total	Energy Consumed Net	Energy Produced
279,560		3,960

GREENHOUSE GAS SCOPE 1 EMISSIONS BY GAS (t CO₂-e)

Carbon Dioxide CO ₂	Methane CH ₄	Nitrous Oxide N ₂ O	Perfluorocarbons PFCs	Hydro Fluoro Carbons HFCs	Sulphur Hexafluoride SF ₆	Total
1,619	6	-	-	-	-	1,625

Show Corporate Structure Exit

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

Figure 11: Screenshot of adding an entity in EERS.

DEMO & SONS PTY. LIMITED

Hide Corporate Structure Edit Reporting Entity Information

S19 – Emissions & energy summary table

The table below displays total scope 1 and scope 2 greenhouse gas emissions, energy produced and energy consumed for all facilities under DEMO & SONS PTY. LIMITED and members of its corporate group for the 2019-20n7 reporting period.

GREENHOUSE GAS EMISSIONS (t CO₂-e)

Scope 1	Scope 2	Total of Scope 1 and Scope 2
1,625	65,015	66,640

ENERGY PRODUCED AND ENERGY CONSUMED (GJ)

Energy Consumed Total	Energy Consumed Net	Energy Produced
279,560	275,600	3,960

GREENHOUSE GAS SCOPE 1 EMISSIONS BY GAS (t CO₂-e)

Carbon Dioxide CO ₂	Methane CH ₄	Nitrous Oxide N ₂ O	Perfluorocarbons PFCs	Hydro Fluoro Carbons HFCs	Sulphur Hexafluoride SF ₆	Total
1,619	6	-	-	-	-	1,625

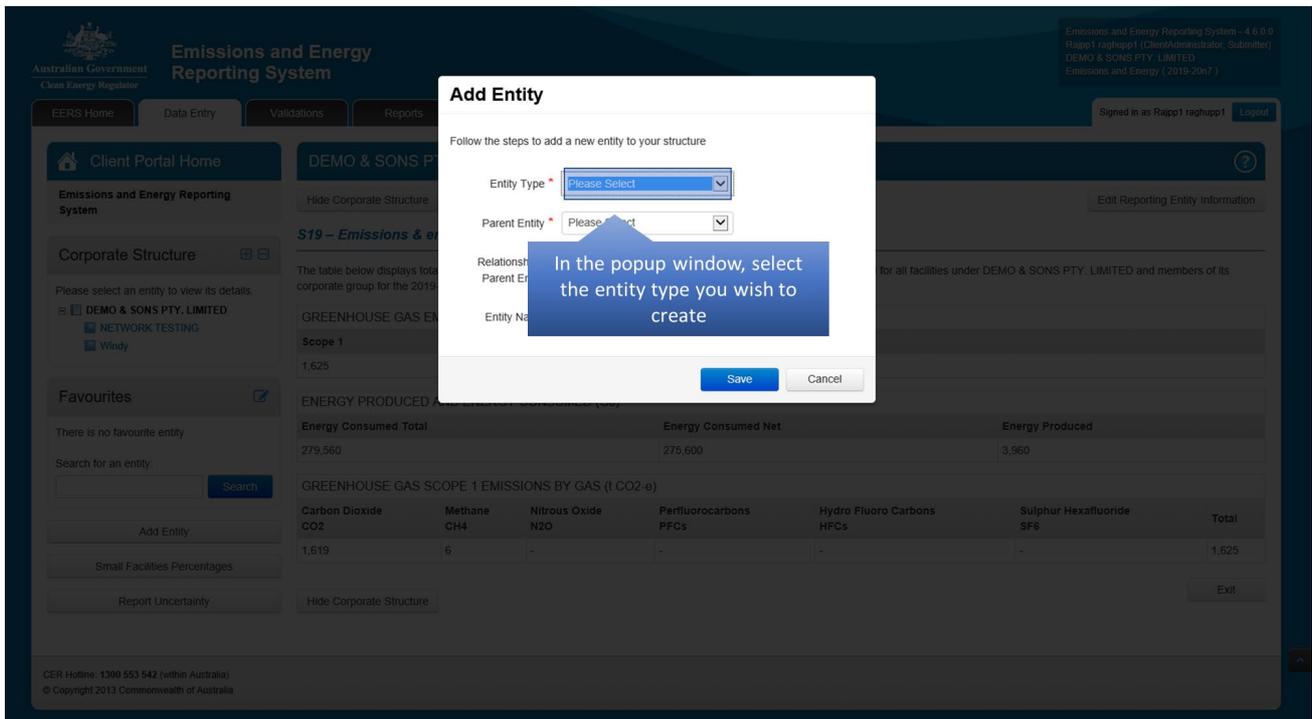
Add Entity Exit

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

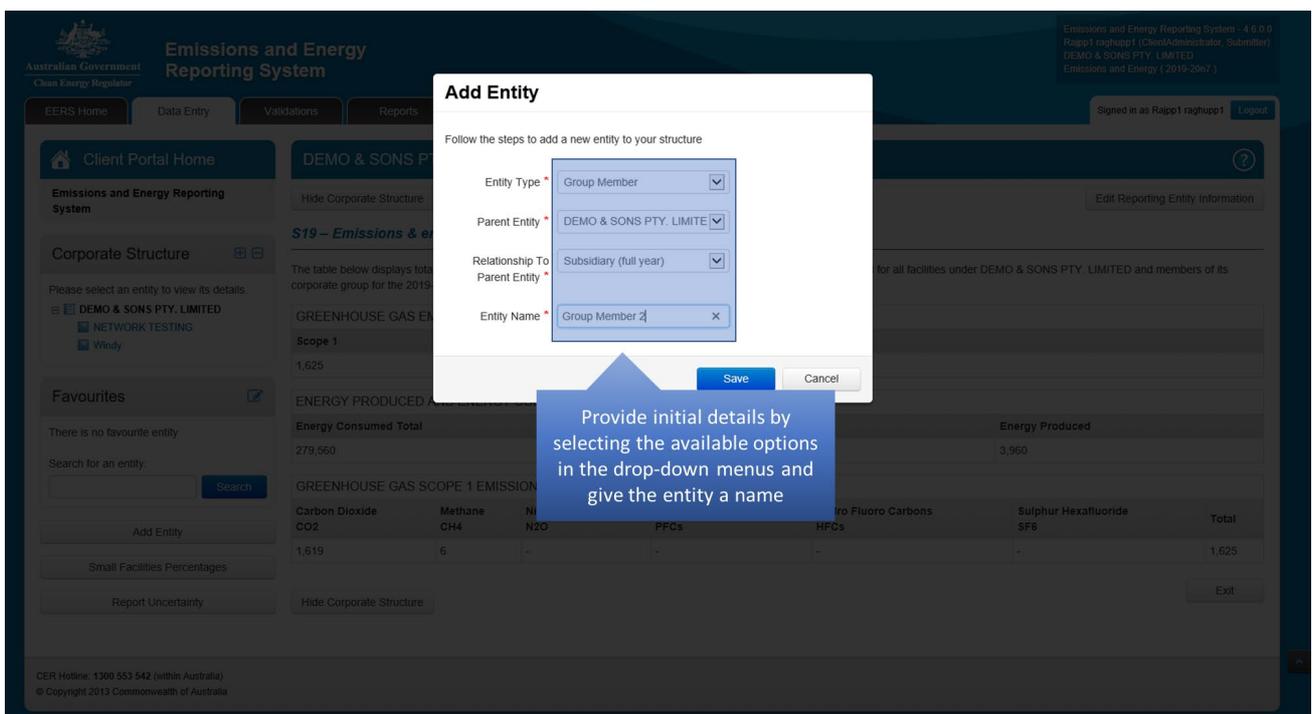
Figure 12: Screenshot of adding an entity in EERS.

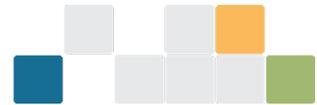


You will select the entity type, parent entity and the relationship to parent entity (either full-year or part-year) from the drop-down menus.

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

Figure 13: Screenshot of adding an entity in EERS.

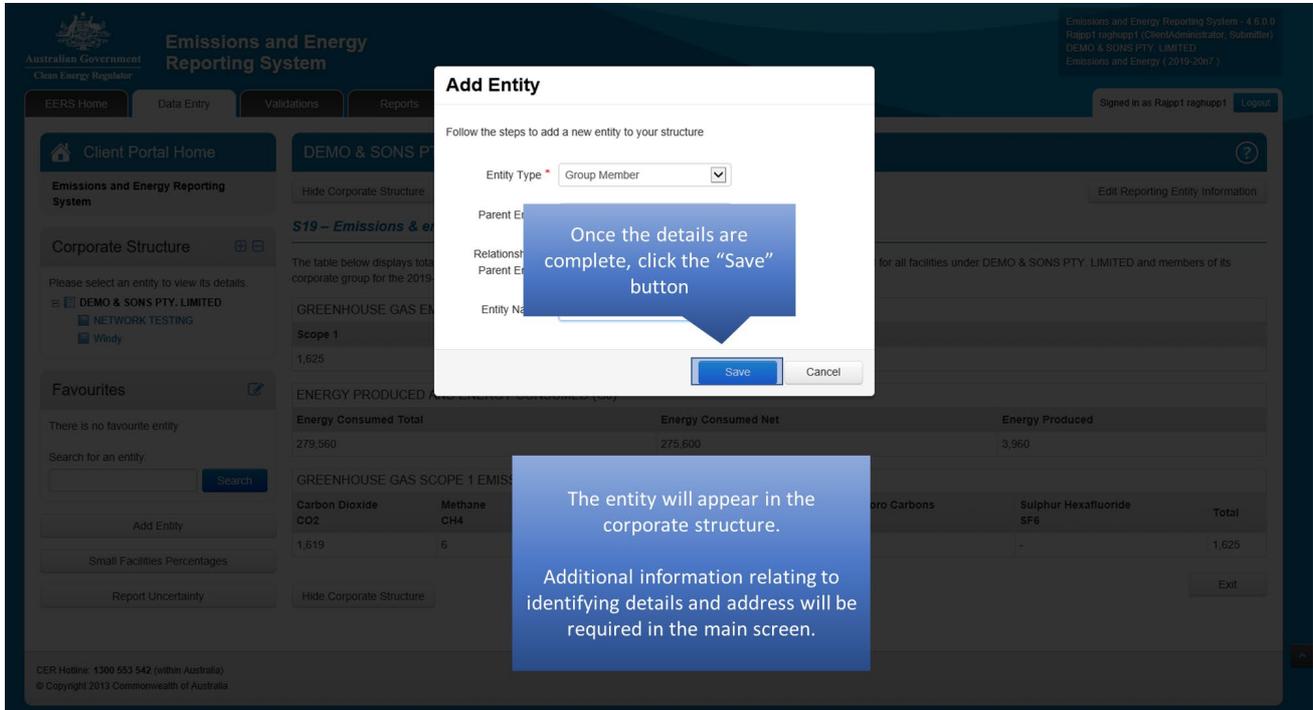




Once you have completed all the required details, you will save your new entity.

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

Figure 14: Screenshot of adding an entity in EERS.



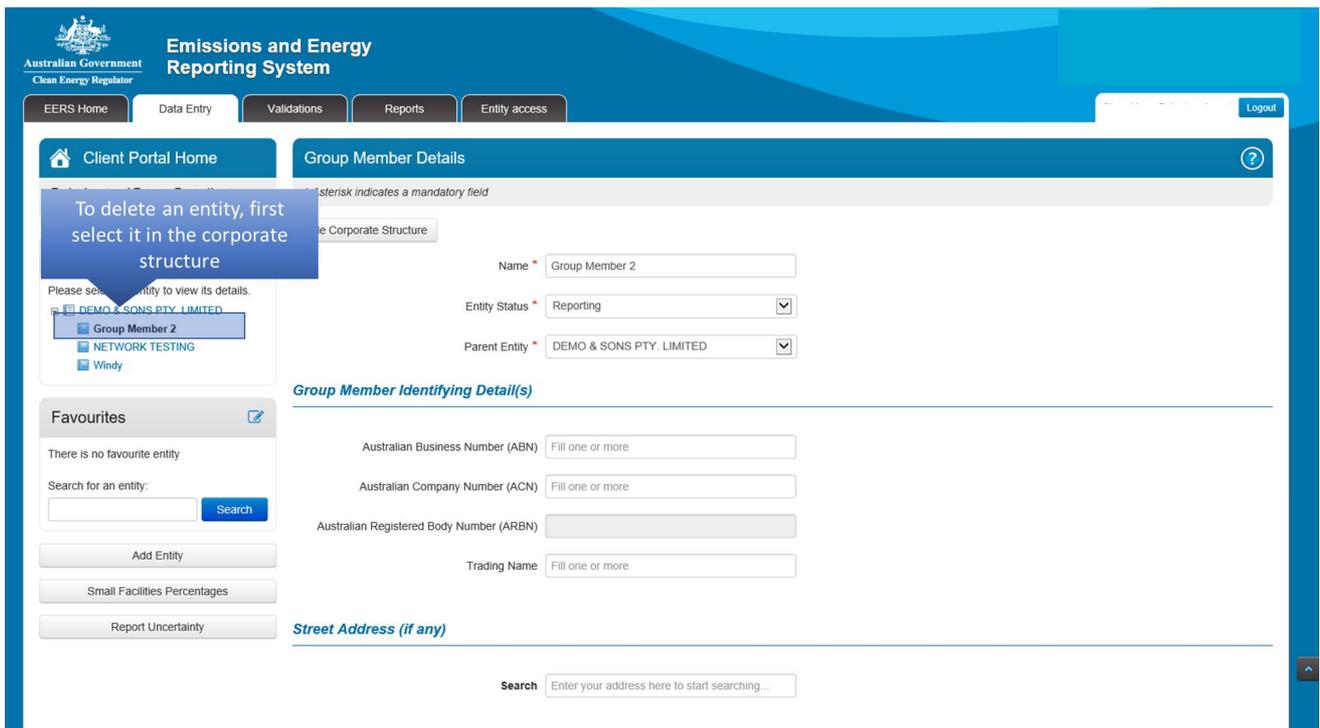
3. Deleting an entity in EERS

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

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

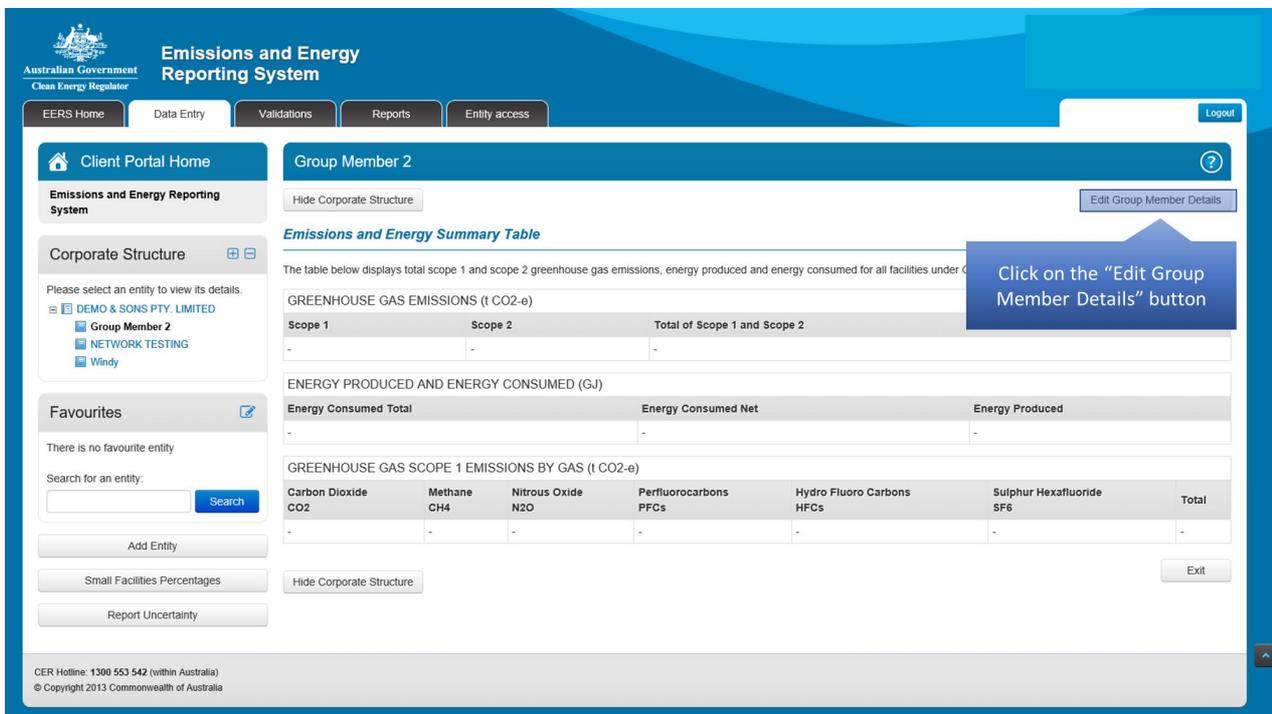


Figure 15: Screenshot of deleting an entity in EERS.



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

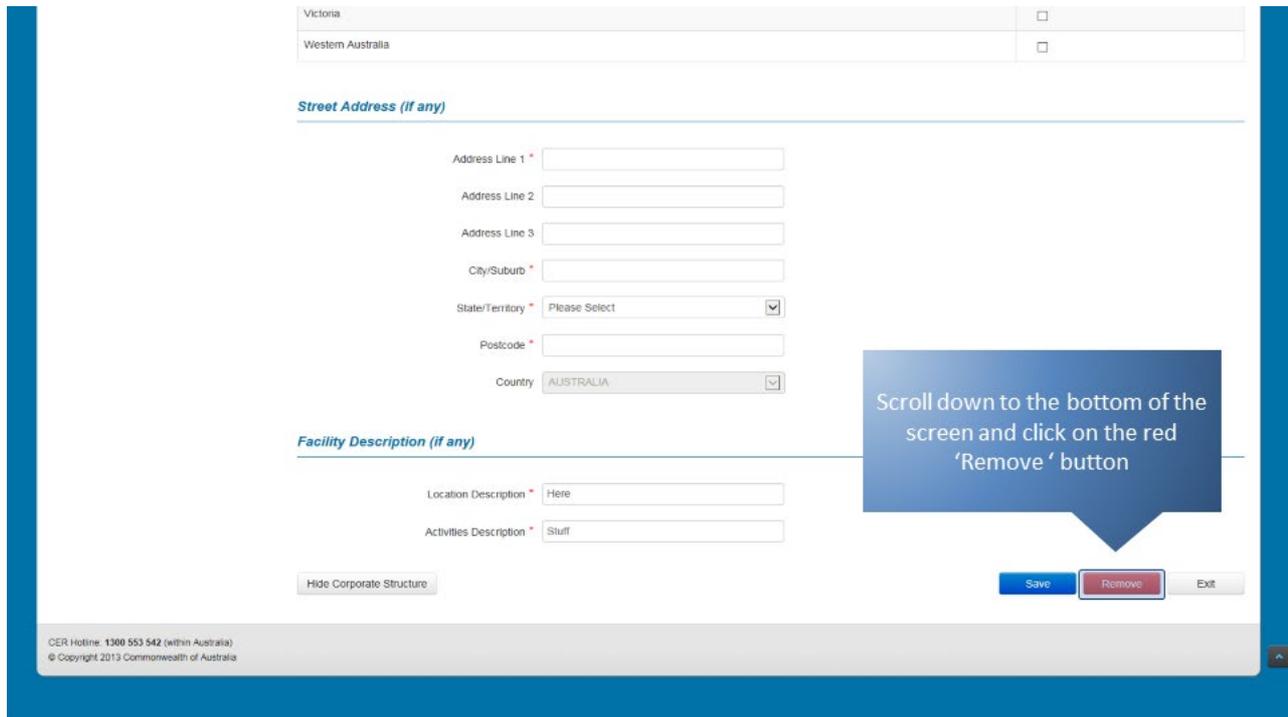
Figure 16: Screenshot of deleting an entity in EERS.





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

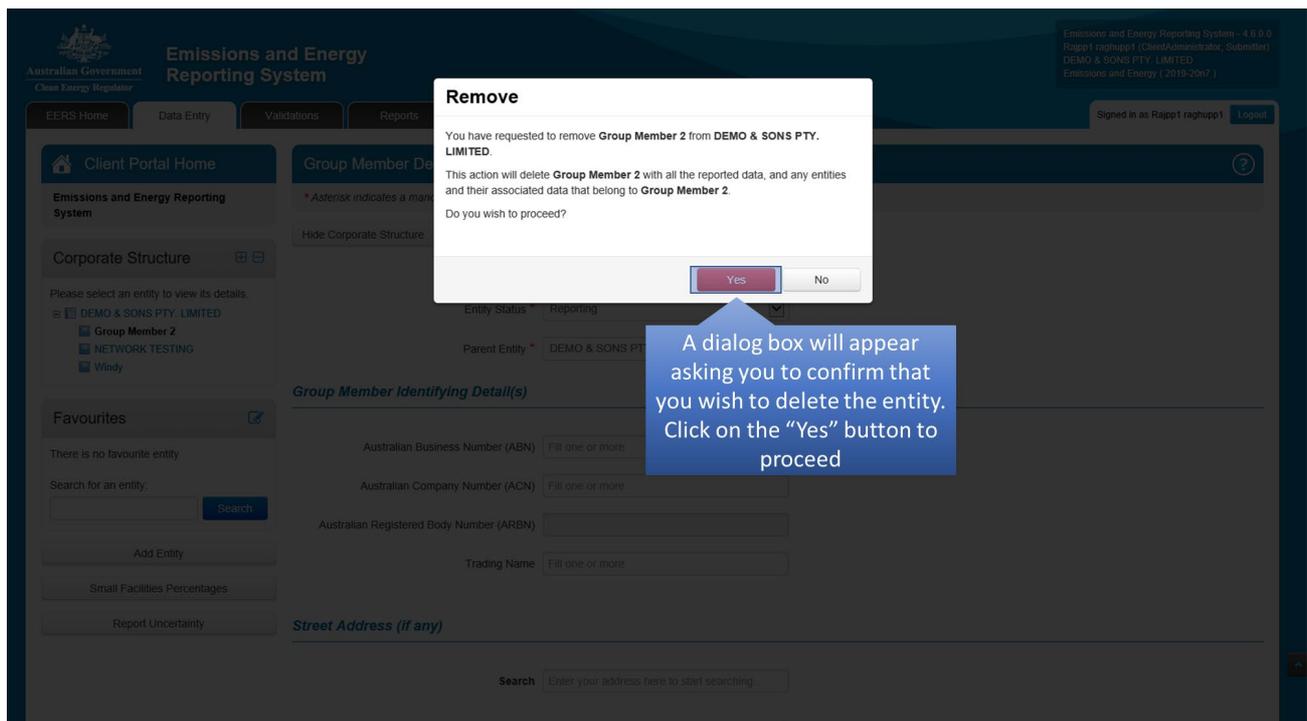
Figure 17: Screenshot of deleting an entity in EERS.

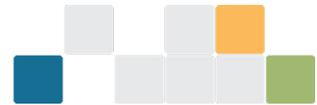


A dialog box will appear asking you to confirm that you wish to delete the entity. Click on the 'OK' button to proceed.

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

Figure 18: Screenshot of deleting an entity in EERS.





The entity will be removed from the corporate structure.

Figure 19: Screenshot of deleting an entity in EERS.

GREENHOUSE GAS EMISSIONS (t CO₂-e)

Scope 1	Scope 2	Total of Scope 1 and Scope 2
1,625	65,015	66,640

ENERGY PRODUCED AND ENERGY CONSUMED (GJ)

Energy Consumed Total	Energy Consumed Net	Energy Produced
279,560	275,600	3,960

GREENHOUSE GAS SCOPE 1 EMISSIONS BY GAS (t CO₂-e)

Carbon Dioxide CO ₂	Methane CH ₄	Nitrous Oxide N ₂ O	Perfluorocarbons PFCs	Hydro Fluoro Carbons HFCs	Sulphur Hexafluoride SF ₆	Total
1,619	6	-	-	-	-	1,625

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.

Client Portal Home

DEMO & SONS PTY. LIMITED

S19 – Emissions & energy summary table

The table below displays total scope 1 and scope 2 greenhouse gas emissions, energy produced and energy consumed for all facilities under DEMO & SONS PTY. LIMITED and members of its corporate group for the 2019-20n7 reporting period.

GREENHOUSE GAS EMISSIONS (t CO ₂ -e)		
Scope 1	Scope 2	Total of Scope 1 and Scope 2
1,625	65,015	66,640

ENERGY PRODUCED AND ENERGY CONSUMED (GJ)		
Energy Consumed Total	Energy Consumed Net	Energy Produced
279,560	275,600	3,960

GREENHOUSE GAS SCOPE 1 EMISSIONS BY GAS (t CO ₂ -e)						
Carbon Dioxide CO ₂	Methane CH ₄	Nitrous Oxide N ₂ O	Perfluorocarbons PFCs	Hydro Fluoro Carbons HFCs	Sulphur Hexafluoride SF ₆	Total
1,619	6	-	-	-	-	1,625

Click on the "Add Entity" button to commence

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.

Add Entity

Follow the steps to add a new entity to your structure

Entity Type * Facility

Parent Entity * DEMO & SONS PTY. LIMITE

Relationship To Parent Entity * Operational Control (part year)

Entity Name * Facility 3

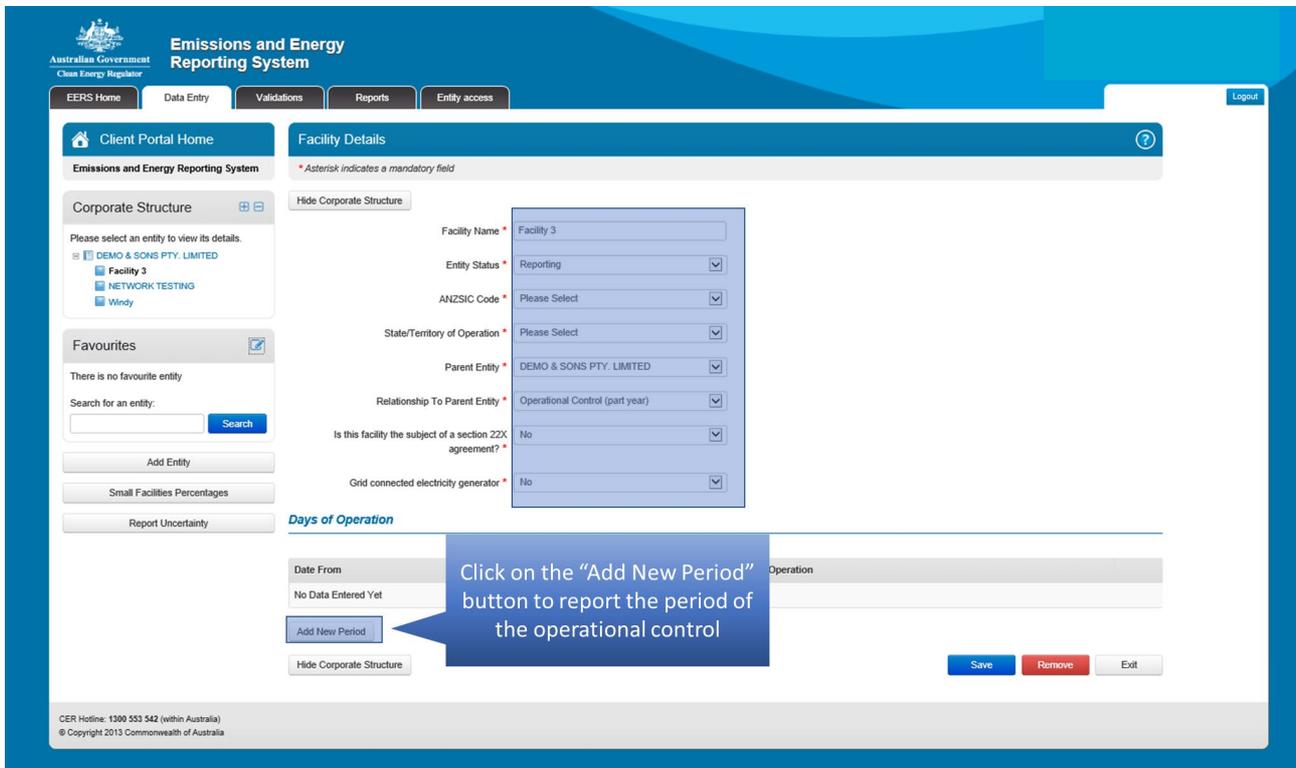
Select "Operational Control (part year)" for relationship to Parent Entity

Once all details have been entered, click on the "Save" button



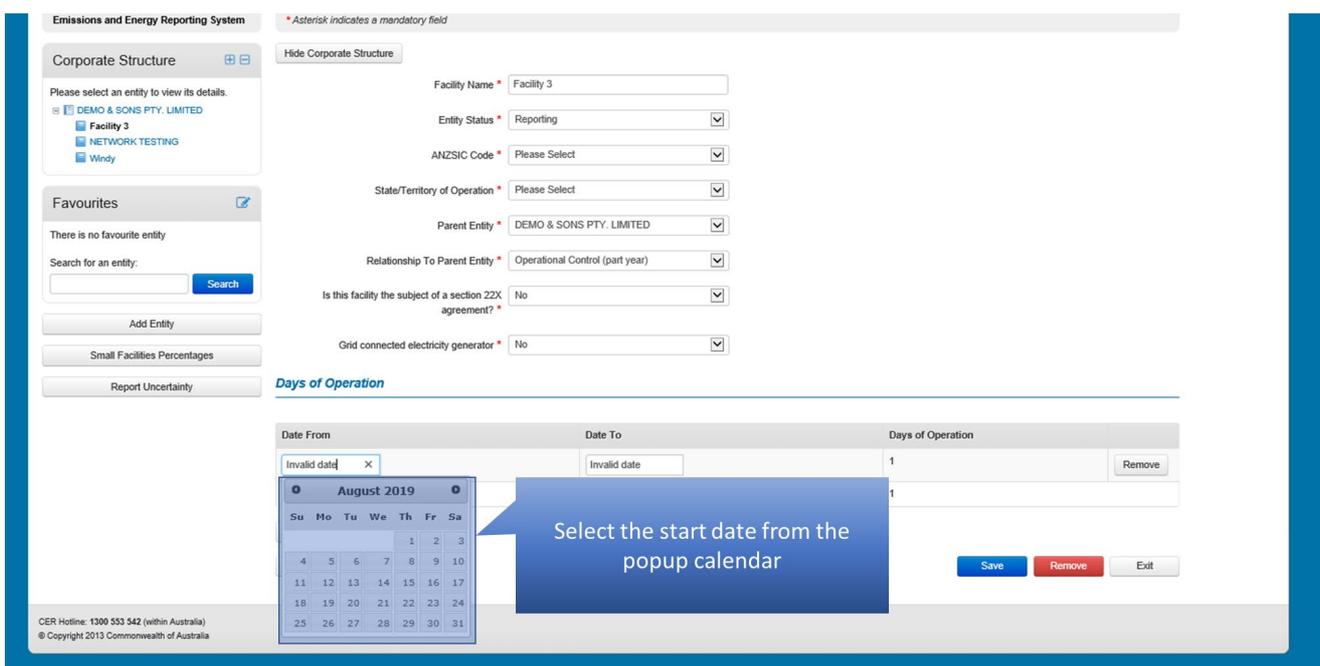
You will be required to enter additional information relating to industry sector and location. In addition, you will need to enter the dates of operational control. To enter operational control dates, click on the 'Add New Period' button.

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



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

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





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

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

The screenshot displays the 'Emissions and Energy Reporting System' interface. On the left, there is a 'Corporate Structure' sidebar with a tree view showing 'DEMO & SONS PTY. LIMITED' and its sub-entities 'Facility 3', 'NETWORK TESTING', and 'Windy'. Below this is a 'Favourites' section. The main area contains a form for 'Facility 3' with fields for 'Entity Status' (Reporting), 'ANZSIC Code', 'State/Territory of Operation', 'Parent Entity' (DEMO & SONS PTY. LIMITED), 'Relationship To Parent Entity' (Operational Control (part year)), 'Is this facility the subject of a section 22X agreement?' (No), and 'Grid connected electricity generator?' (No). Below the form is the 'Days of Operation' section, which includes 'Date From' (08/08/2019), 'Date To' (05/05/2020), and 'Days of Operation' (272). A pop-up calendar for May 2020 is open, showing dates from 1 to 31. A blue callout box points to the calendar with the text 'Select the end date from the popup calendar'. At the bottom left, there is a footer with 'CER Hotline: 1300 553 542 (within Australia)' and '© Copyright 2013 Commonwealth of Australia'.

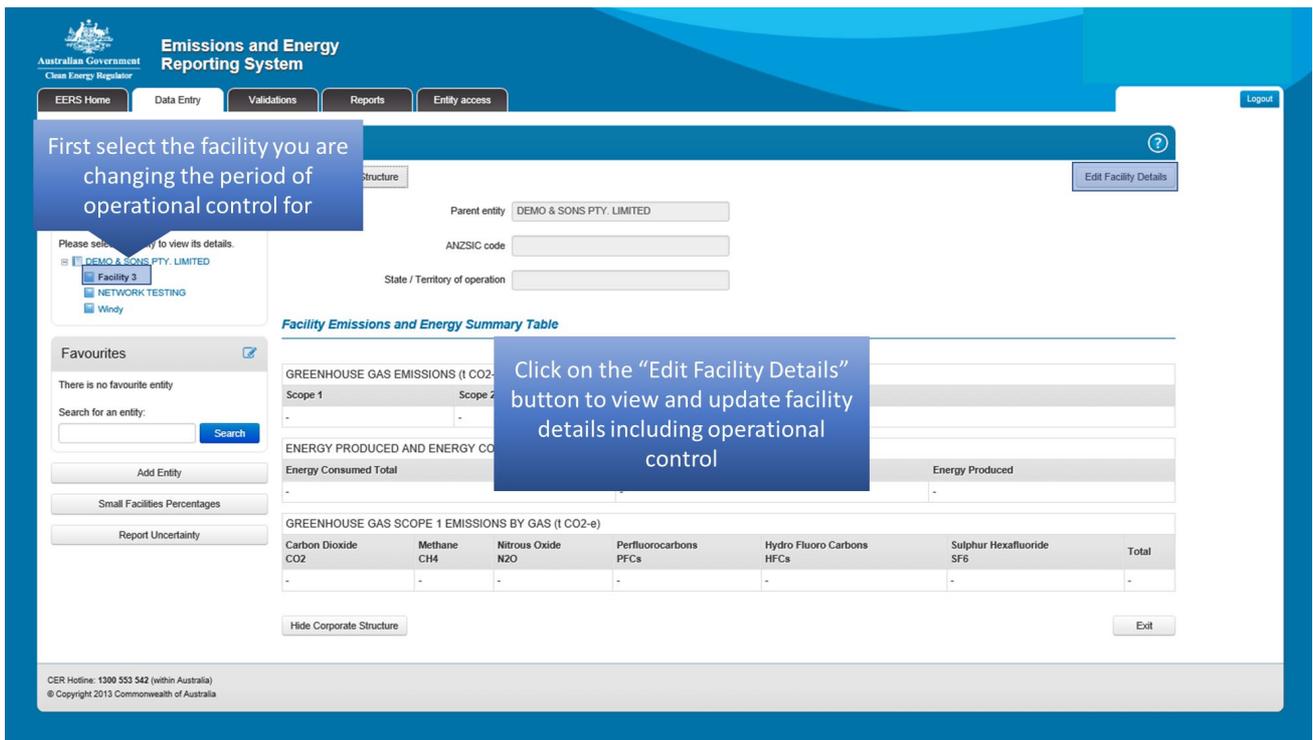
4.2 Part-year operational control of an existing facility

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

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



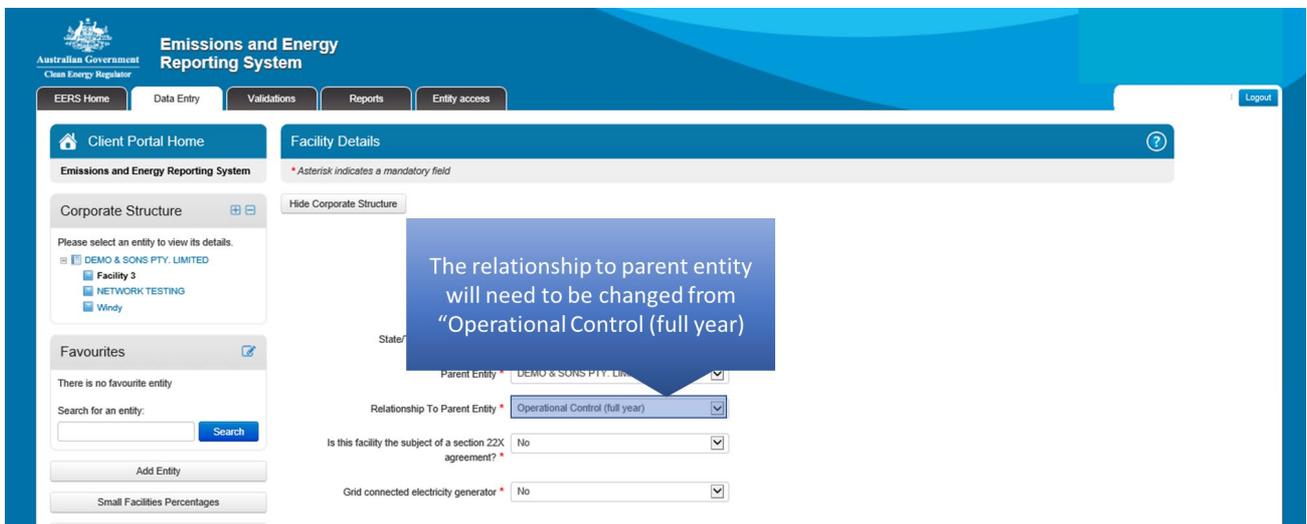
Figure 25: Screenshot of selecting the facility from the corporate structure.



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

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

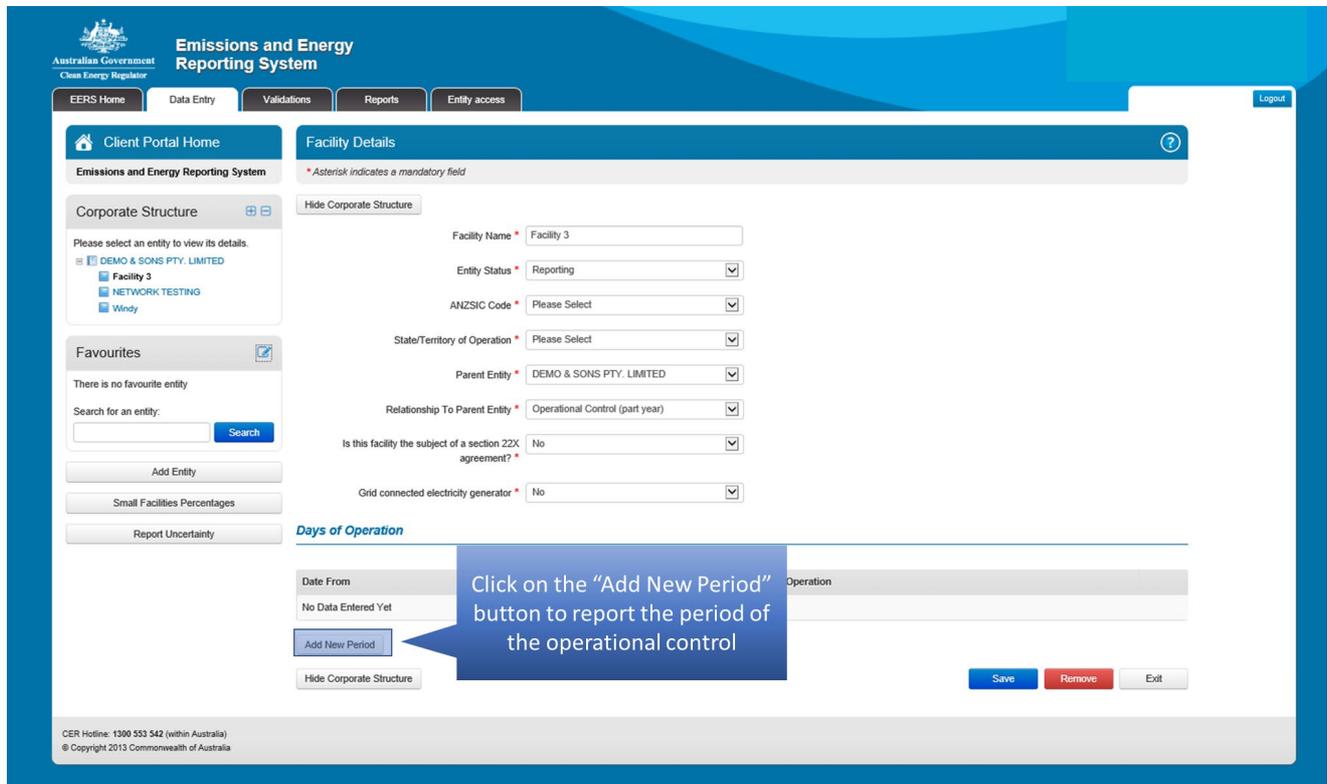
Figure 26: Screenshot of selecting 'operational control (part-year)'.





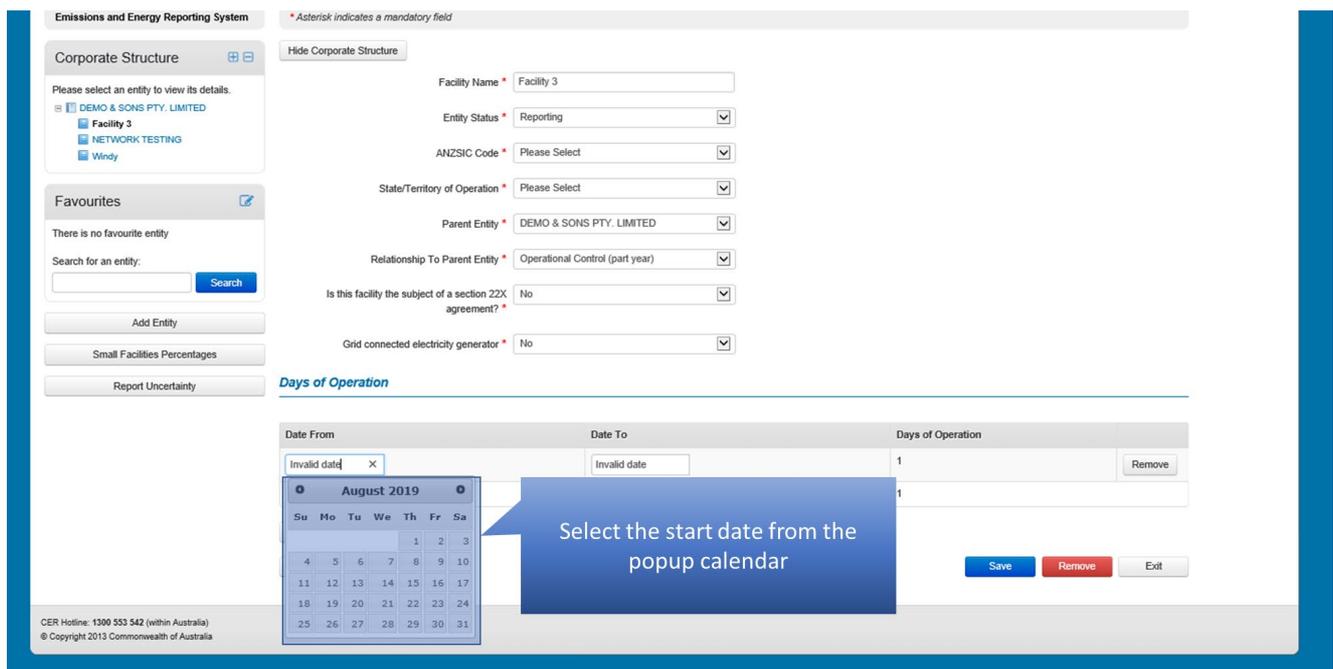
Once Operational control (part-year) has been selected, EERS will display new fields under the heading of 'Days of Operation'. To enter the relevant dates, first click on the 'Add New Period' button.

Figure 27: Screenshot of adding a new period.



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

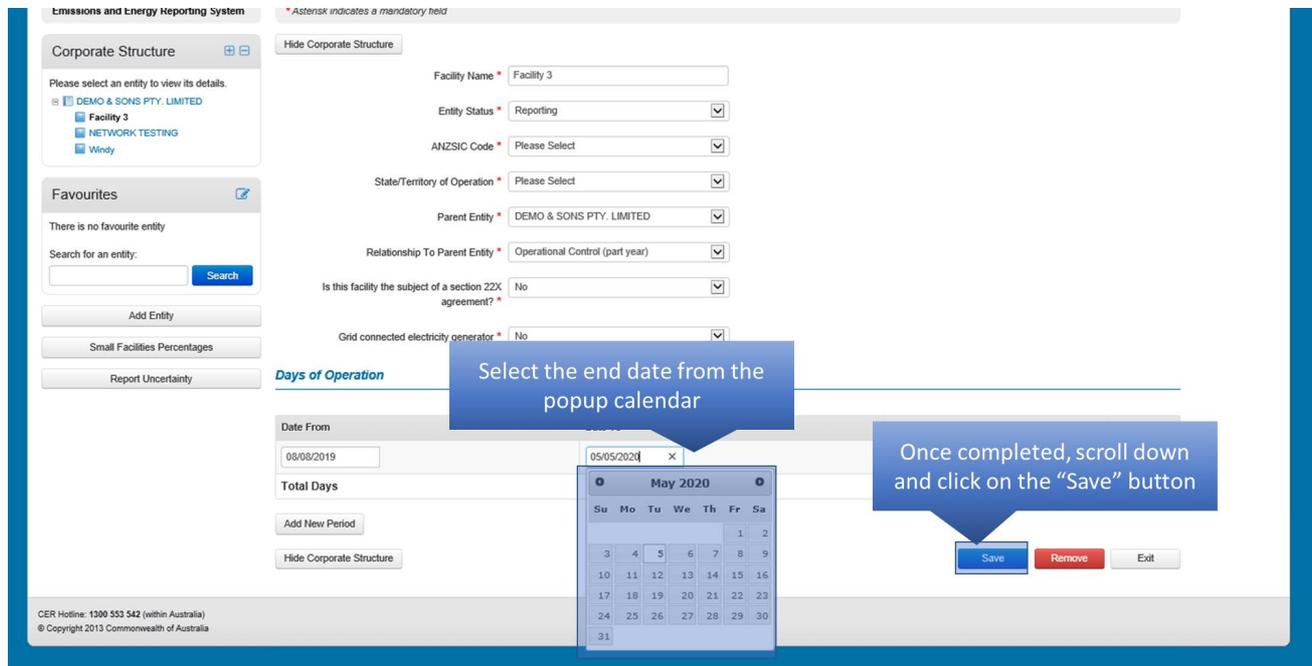
Figure 28: Screenshot of selecting start date from pop-up calendar.





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

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



5. How to create a facility in EERS

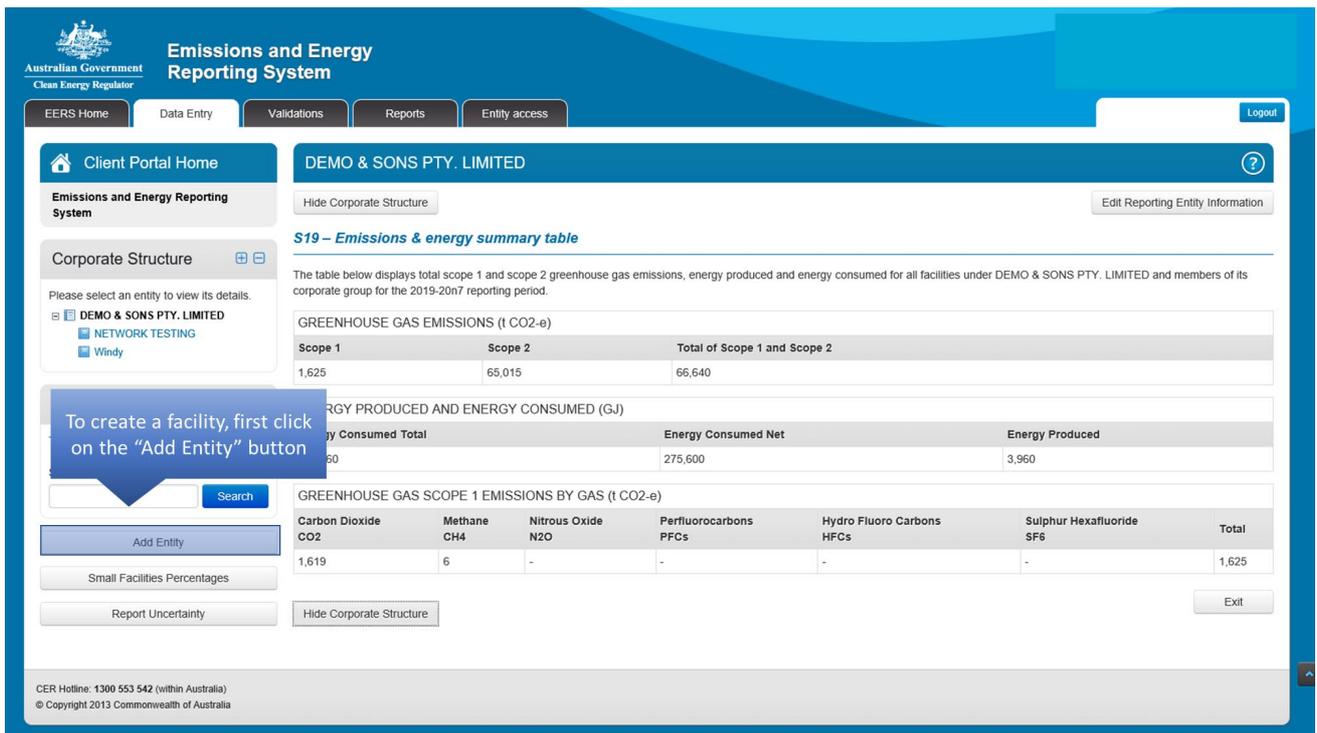
The following steps will guide you through how to create a facility in EERS.

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

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

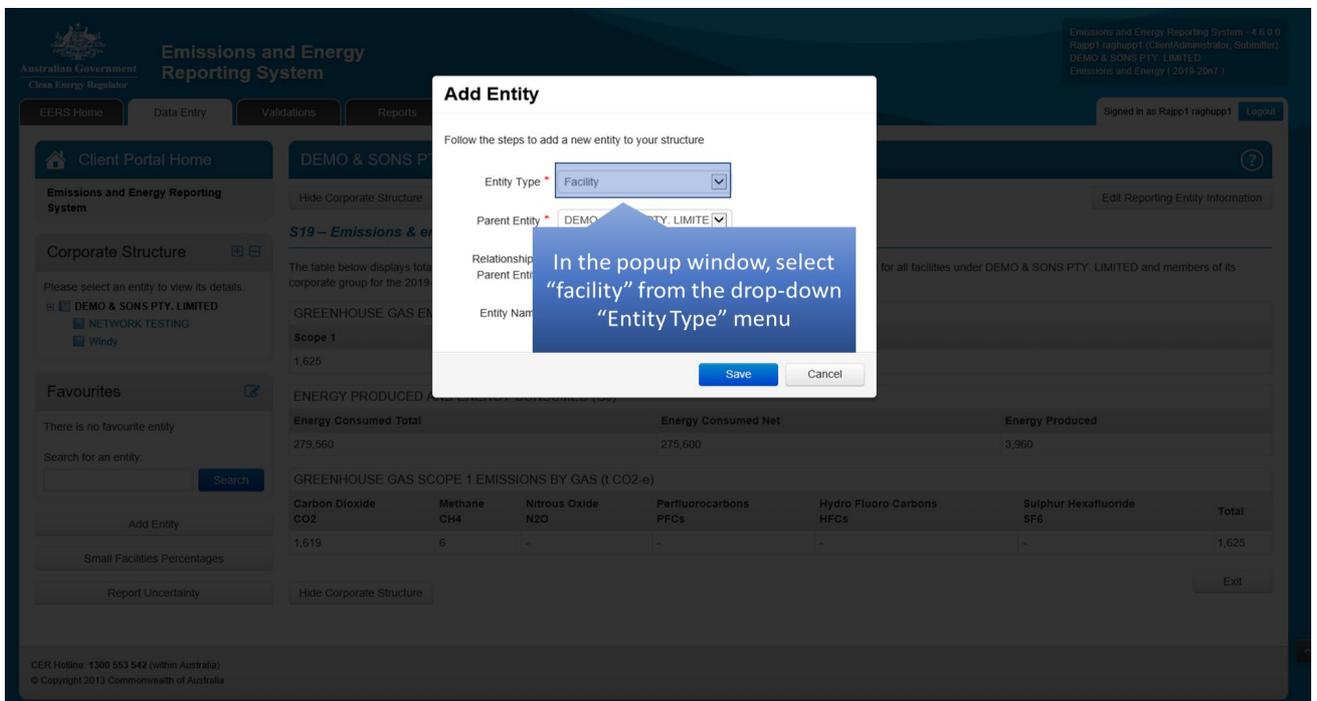


Figure 30: Screenshot of adding an entity.



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

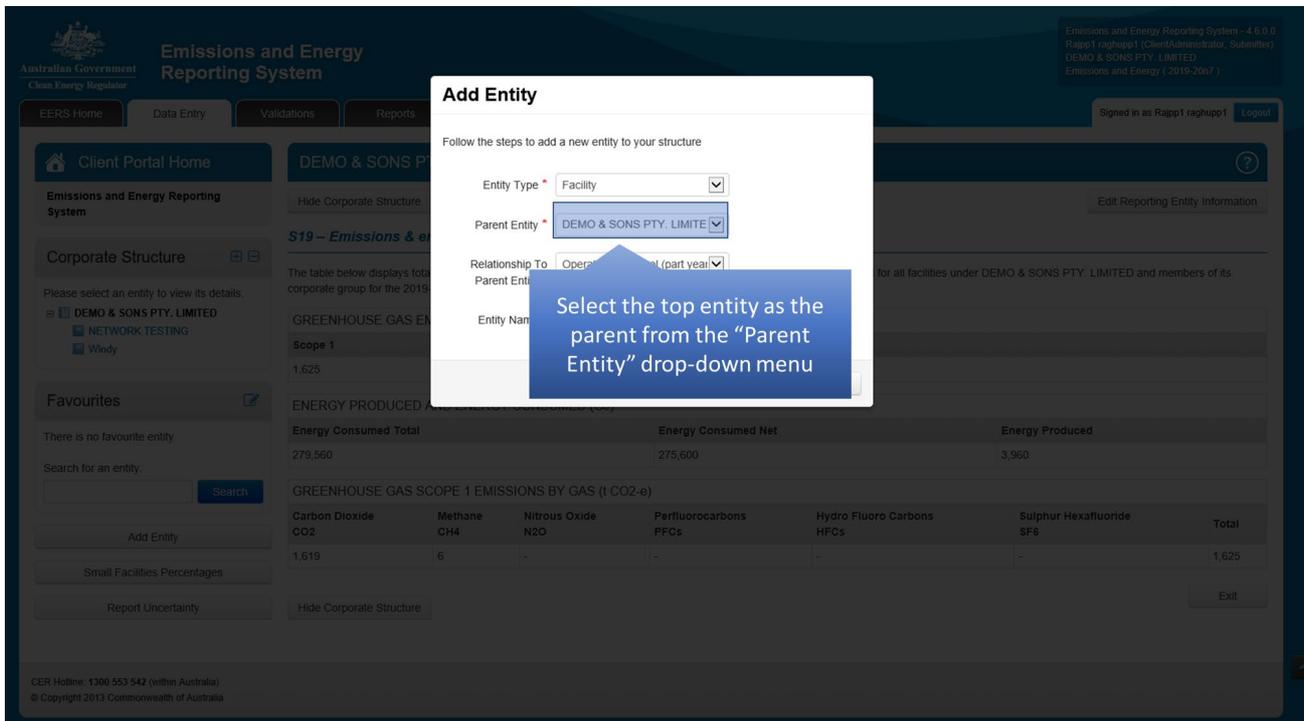
Figure 31: Screenshot of adding an entity type.





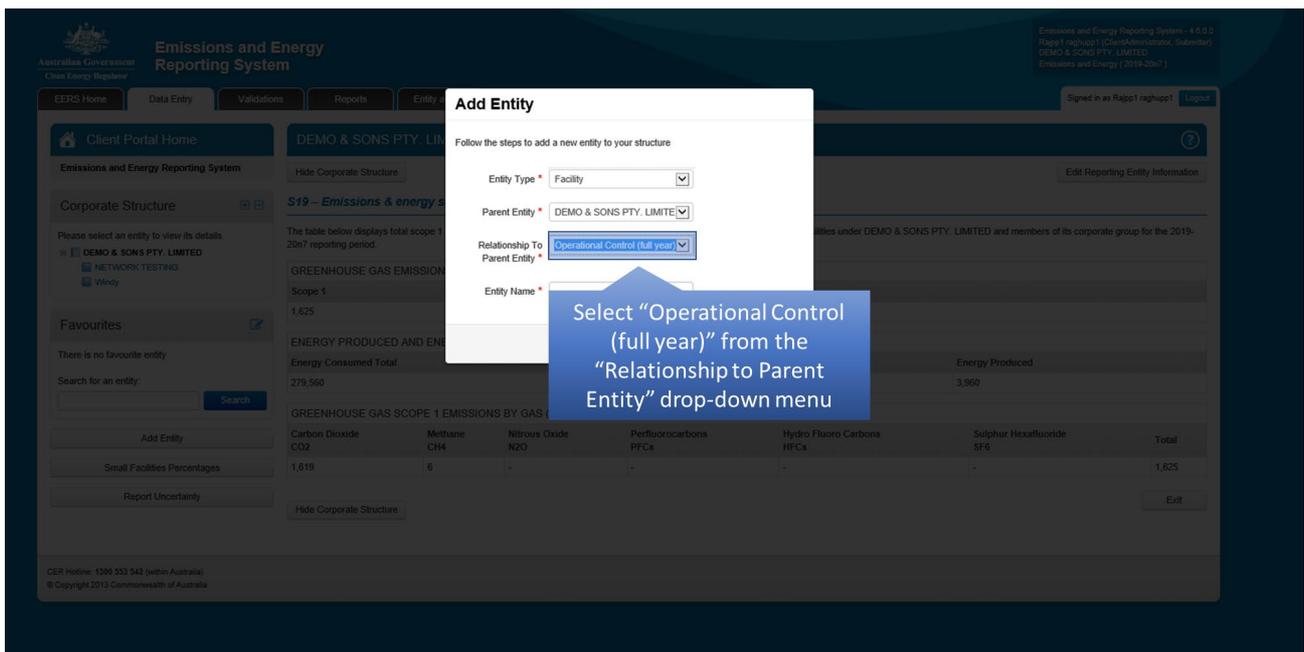
Next, we choose the parent entity. In this example, it will be the controlling corporation but you can also select a group member to be the parent entity for your facility depending on your corporate structure.

Figure 32: Screenshot of adding a parent entity.



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

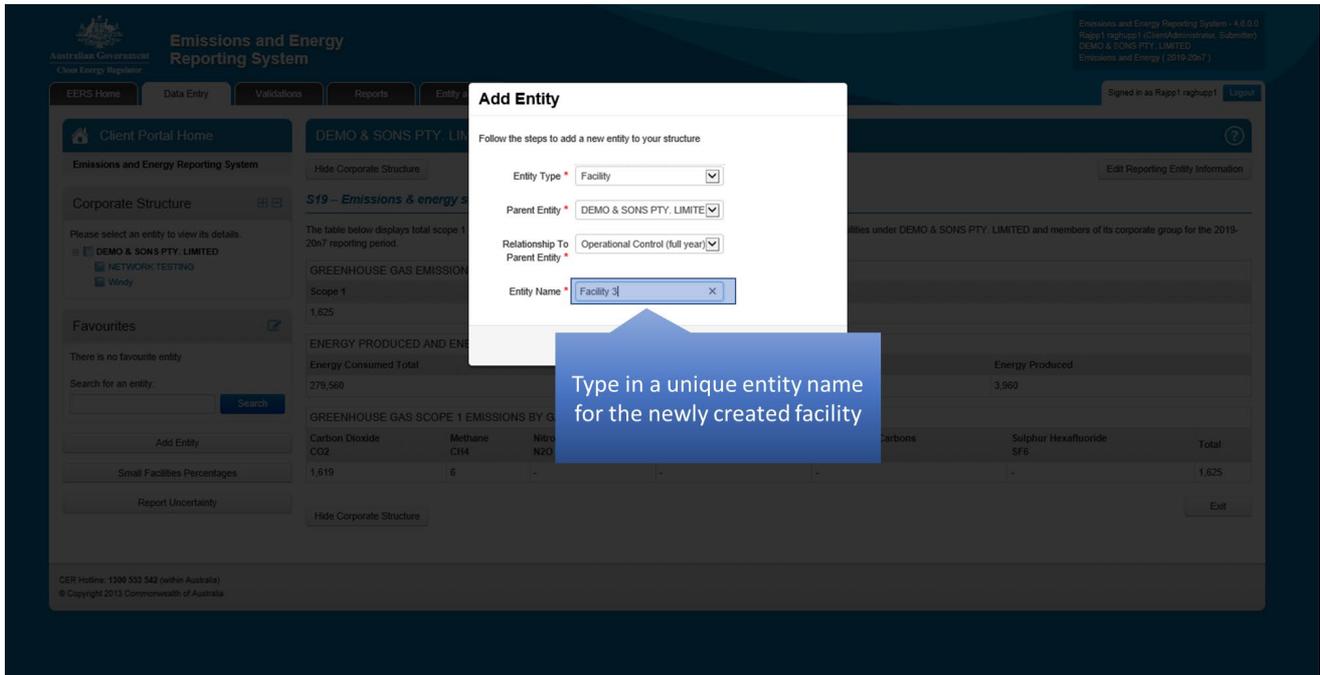
Figure 33: Screenshot of selecting 'operational control (full-year)'.





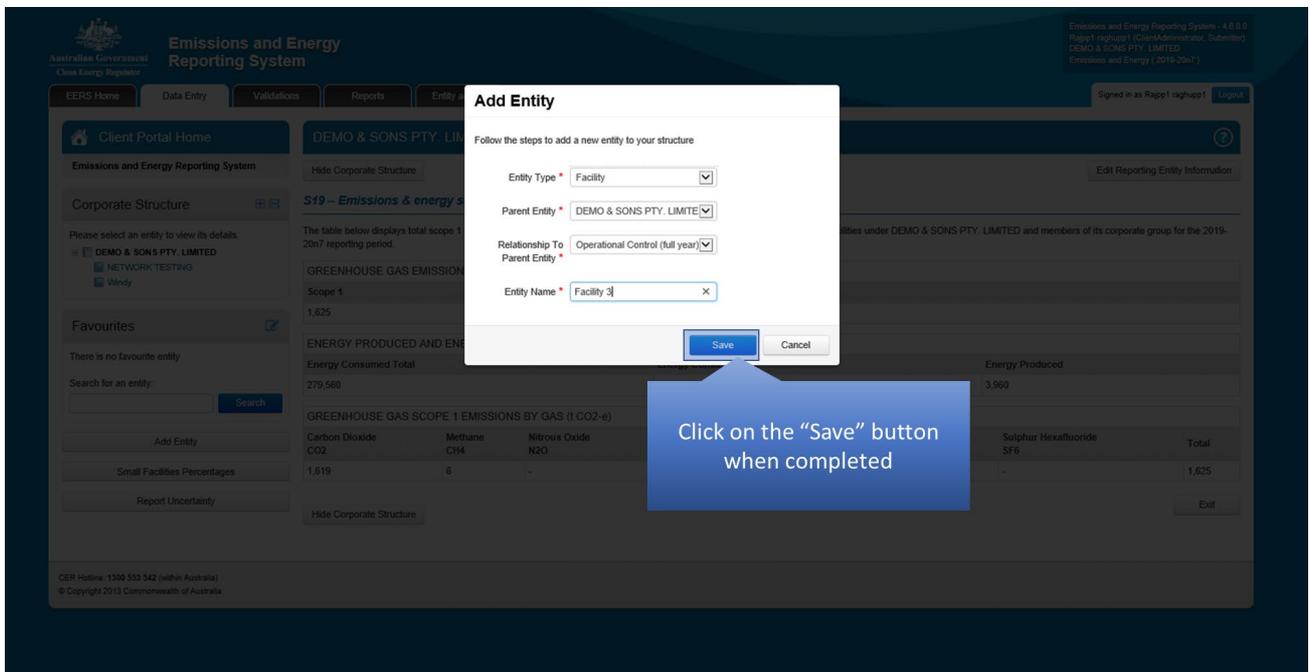
Finally, you will give the facility a name.

Figure 34: Screenshot of facility name.



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

Figure 35: Screenshot of adding an entity.





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

Figure 36: Screenshot of newly created facility.

The screenshot shows the 'Emissions and Energy Reporting System' interface. A callout box states: 'The new facility will appear in the entity list'. The 'Corporate Structure' section shows a tree view with 'DEMO & SONS PTY. LIMITED' as the parent entity and 'Facility 3' as a child. The 'Facility 3' details page is visible, showing fields for 'Parent entity' (DEMO & SONS PTY. LIMITED), 'ANZSIC code', and 'State / Territory of operation'. Below this is the 'Facility Emissions and Energy Summary Table' with three tables: 'GREENHOUSE GAS EMISSIONS (t CO2-e)', 'ENERGY PRODUCED AND ENERGY CONSUMED (GJ)', and 'GREENHOUSE GAS SCOPE 1 EMISSIONS BY GAS (t CO2-e)'. The first table has columns for Scope 1, Scope 2, and Total of Scope 1 and Scope 2. The second table has columns for Energy Consumed Total, Energy Consumed Net, and Energy Produced. The third table has columns for Carbon Dioxide CO2, Methane CH4, Nitrous Oxide N2O, Perfluorocarbons PFCs, Hydro Fluoro Carbons HFCs, Sulphur Hexafluoride SF6, and Total. The footer contains 'CER Hotline: 1300 553 542 (within Australia)' and '© Copyright 2013 Commonwealth of Australia'.

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

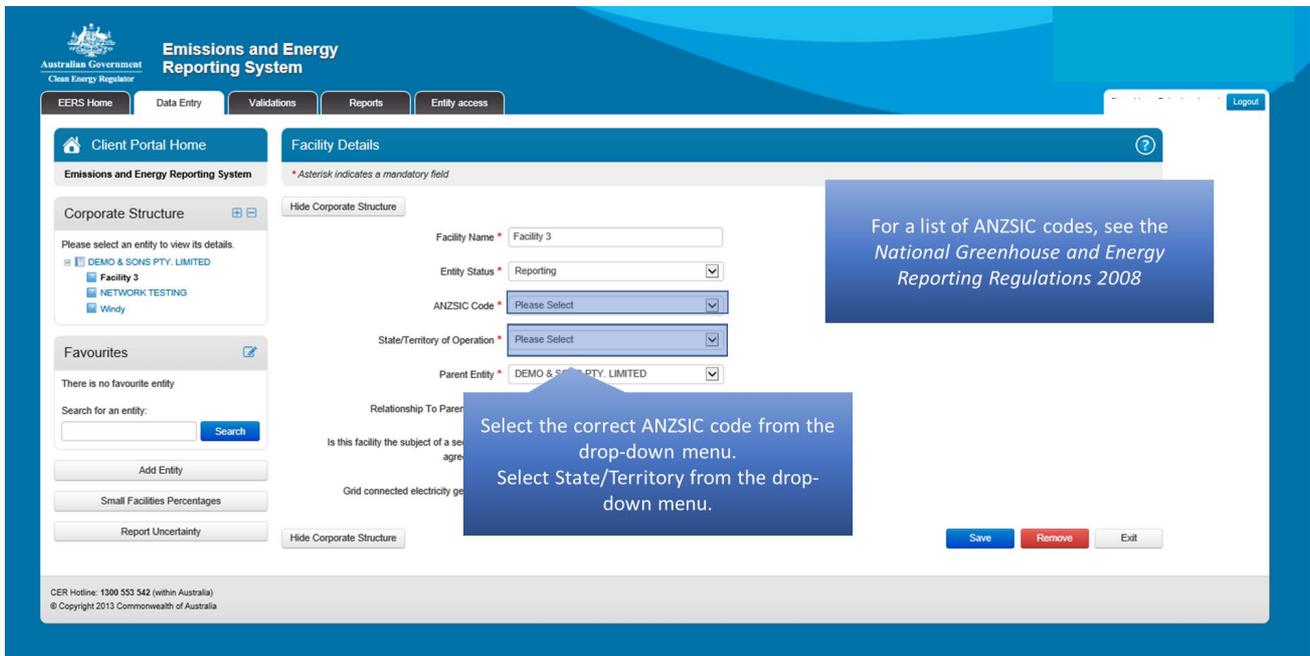
Figure 37: Screenshot of facility details.

The screenshot shows the 'Facility Details' page. A callout box states: 'The information you entered previously will appear in the relevant fields. However, you are required to enter additional information for your facility'. The 'Corporate Structure' section shows a tree view with 'DEMO & SONS PTY. LIMITED' as the parent entity and 'Facility 3' as a child. The 'Facility 3' details page is visible, showing fields for 'Facility Name' (Facility 3), 'Entity Status' (Reporting), 'ANZSIC Code' (Please Select), 'State/Territory of Operation' (Please Select), 'Parent Entity' (DEMO & SONS PTY. LIMITED), 'Relationship To Parent Entity' (Operational Control (full year)), 'Is this facility the subject of a section 22X agreement?' (No), and 'Grid connected electricity generator?' (No). The footer contains 'CER Hotline: 1300 553 542 (within Australia)' and '© Copyright 2013 Commonwealth of Australia'.



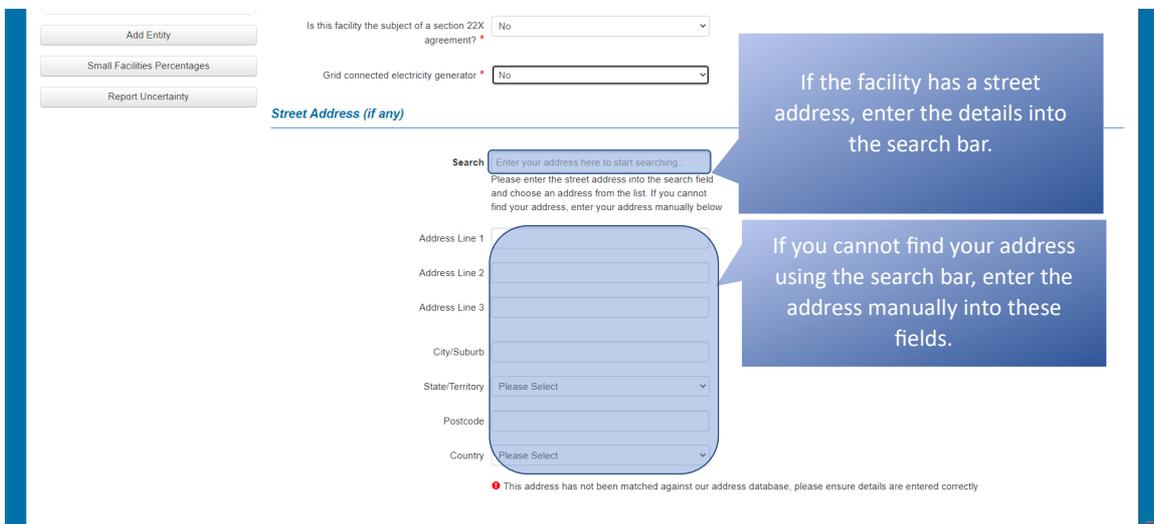
The industry sector will be selected from the drop down 'ANZSIC Code' menu. Please refer to Schedule 2 of the NGER Regulations for a complete list of ANZSIC codes. Next, select which state the facility is located in.

Figure 38: Screenshot of ANZSIC code menu.



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

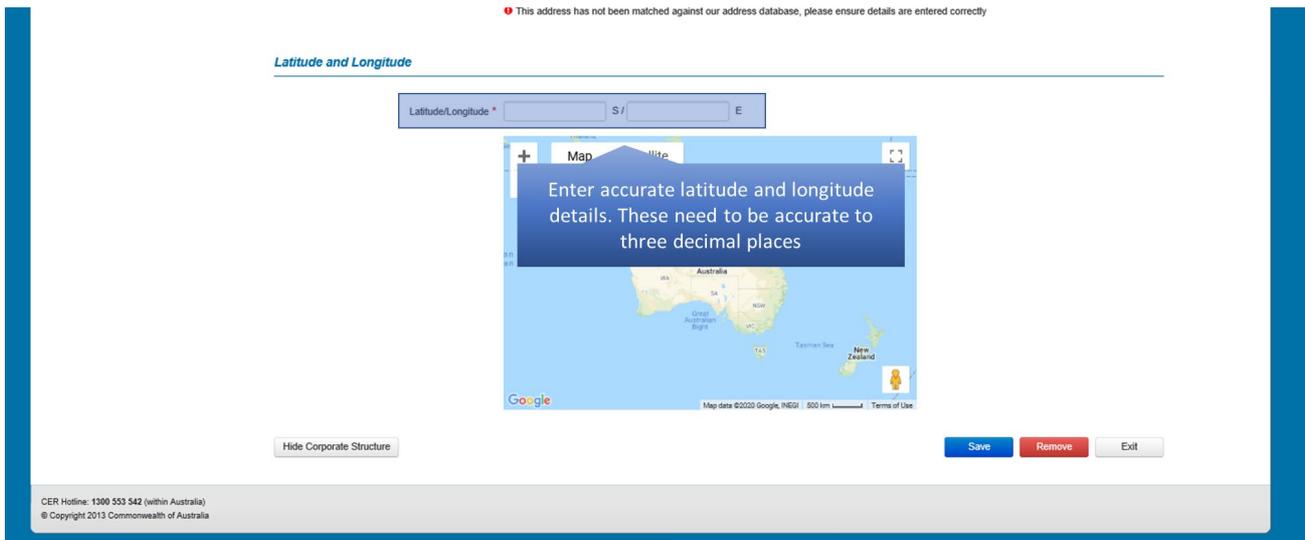
Figure 39: Screenshot of address fields.



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



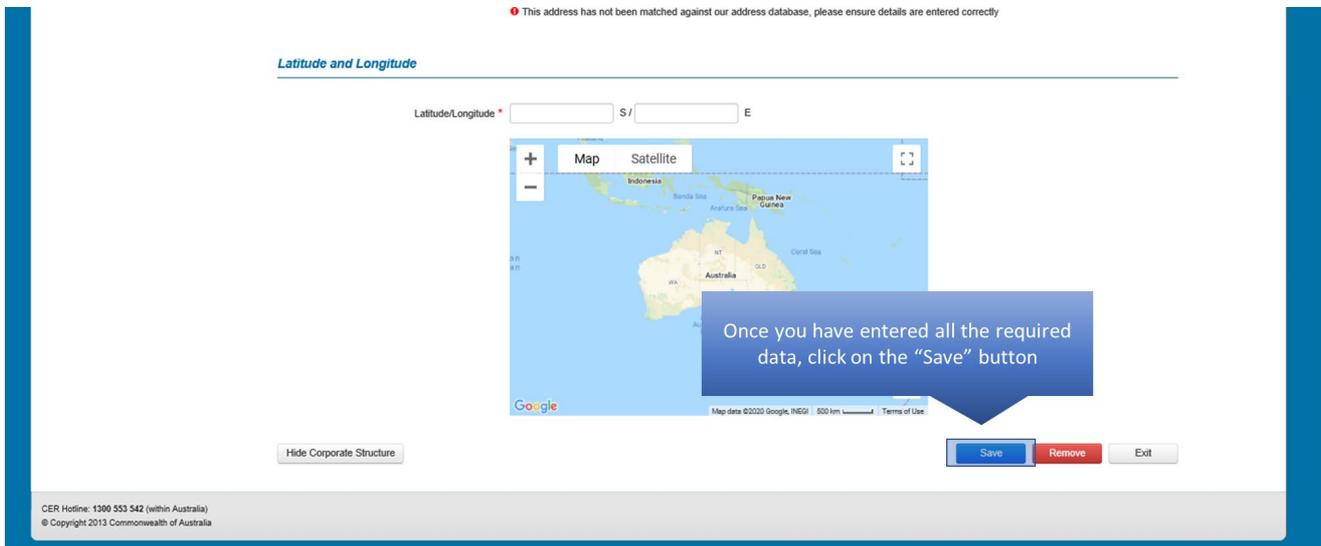
Figure 40: Screenshot of latitude and longitude fields.



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

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

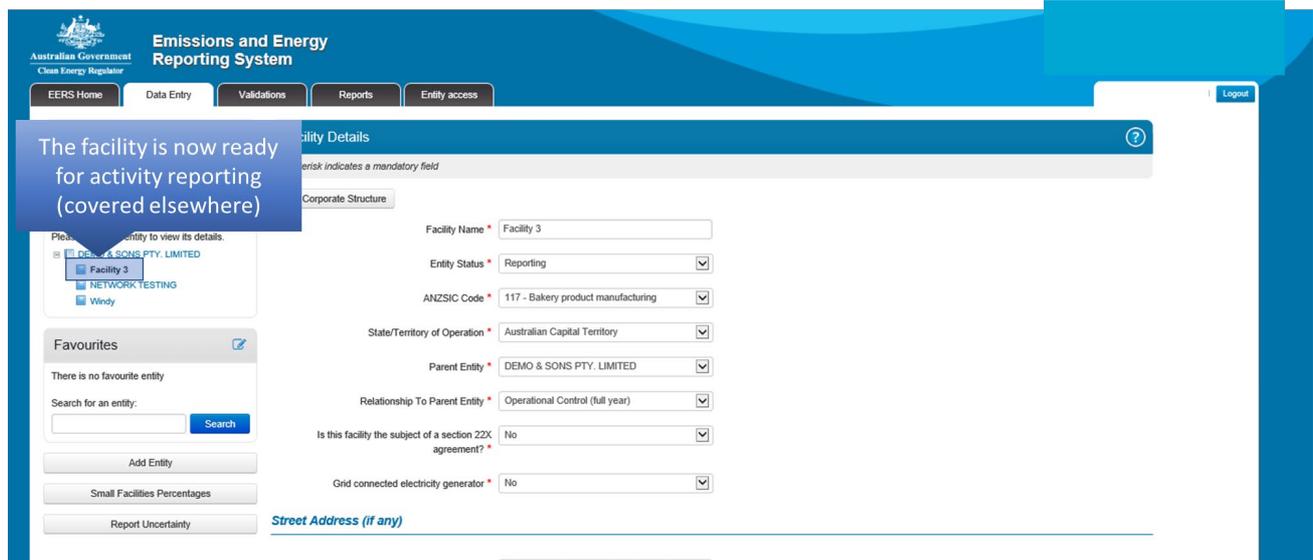
Figure 41: Screenshot of saving facility details.



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



Figure 42: Screenshot of changing facility details.



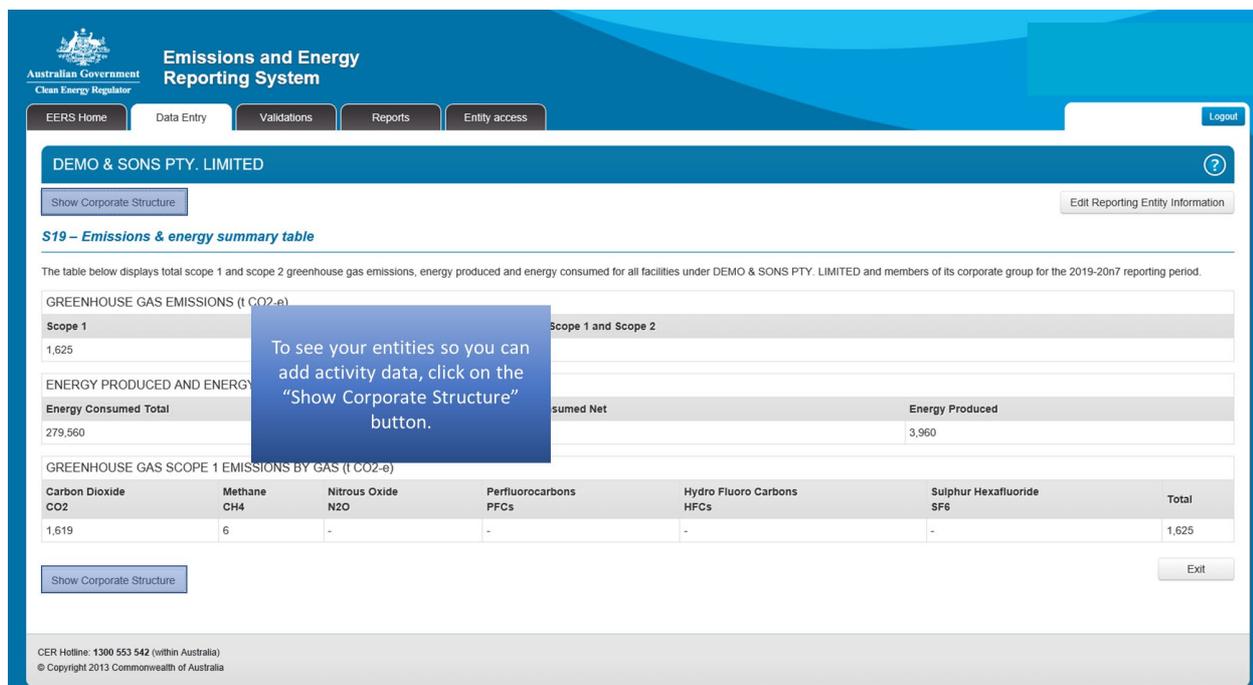
You can edit facility details after saving by clicking the 'edit facility details' button in the top right-hand corner (this button can be seen in Figure 44).

6. Reporting liquid fuel combustion in EERS

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

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

Figure 43: Screenshot of how to show corporate structure.





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

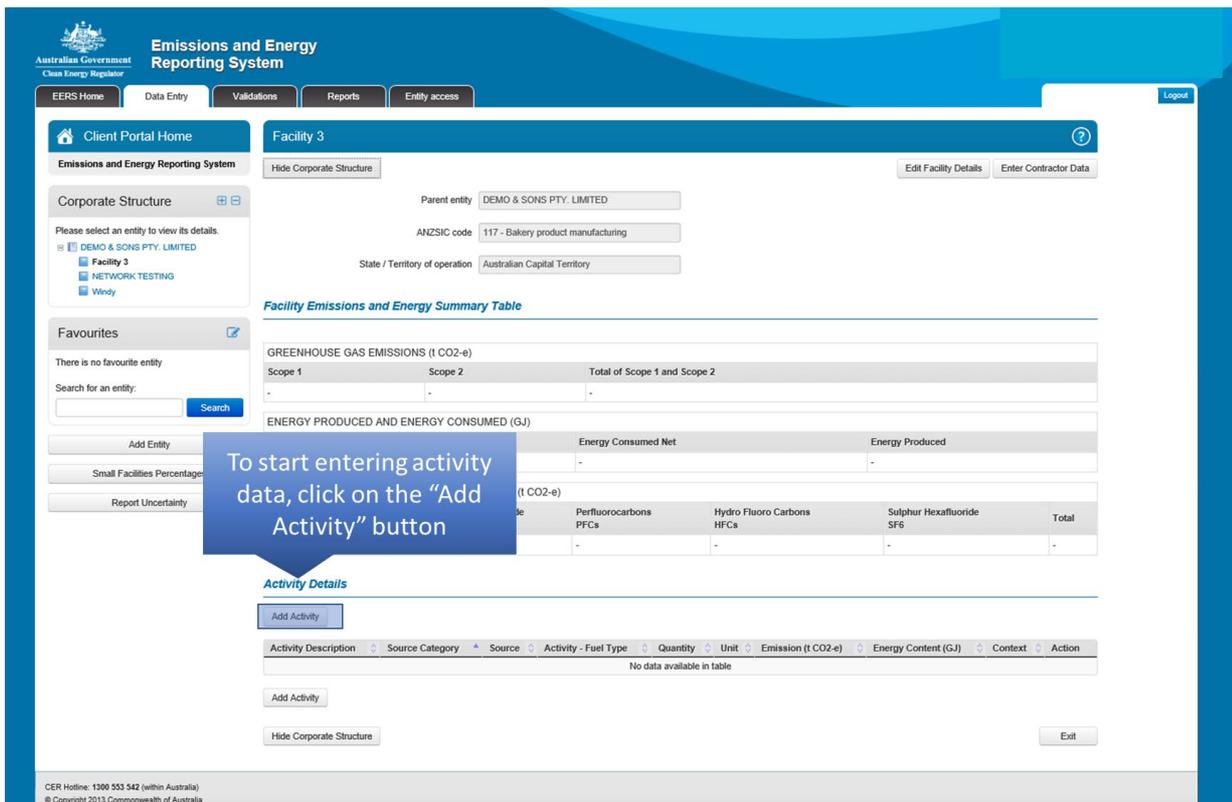
Figure 44: Screenshot of selecting a facility.

The screenshot displays the 'Emissions and Energy Reporting System' interface. At the top, there are navigation tabs: 'EERS Home', 'Data Entry', 'Validations', 'Reports', and 'Entity access'. The main header includes the Australian Government Clean Energy Regulator logo and the system name. Below the header, there are buttons for 'Client Portal Home', 'Emissions and Energy Reporting System', and 'Facility 3'. A 'Hide Corporate Structure' button is visible. The 'Corporate Structure' section shows a tree view with 'DEMO & SONS PTY. LIMITED' selected, and 'Facility 3' highlighted. A blue callout box with white text says: 'Select the facility you are entering activity data for'. The 'Facility Emissions and Energy Summary Table' section contains several tables: 'GREENHOUSE GAS EMISSIONS (t CO2-e)', 'ENERGY CONSUMED AND ENERGY PRODUCED (GJ)', and 'GREENHOUSE GAS SCOPE 1 EMISSIONS BY GAS (t CO2-e)'. The 'Activity Details' section has an 'Add Activity' button and a table with columns: 'Activity Description', 'Source Category', 'Source', 'Activity - Fuel Type', 'Quantity', 'Unit', 'Emission (t CO2-e)', 'Energy Content (GJ)', 'Context', and 'Action'. The table currently shows 'No data available in table'. At the bottom left, there is contact information: 'CER Hotline: 1300 553 542 (within Australia)' and '© Copyright 2013 Commonwealth of Australia'.

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

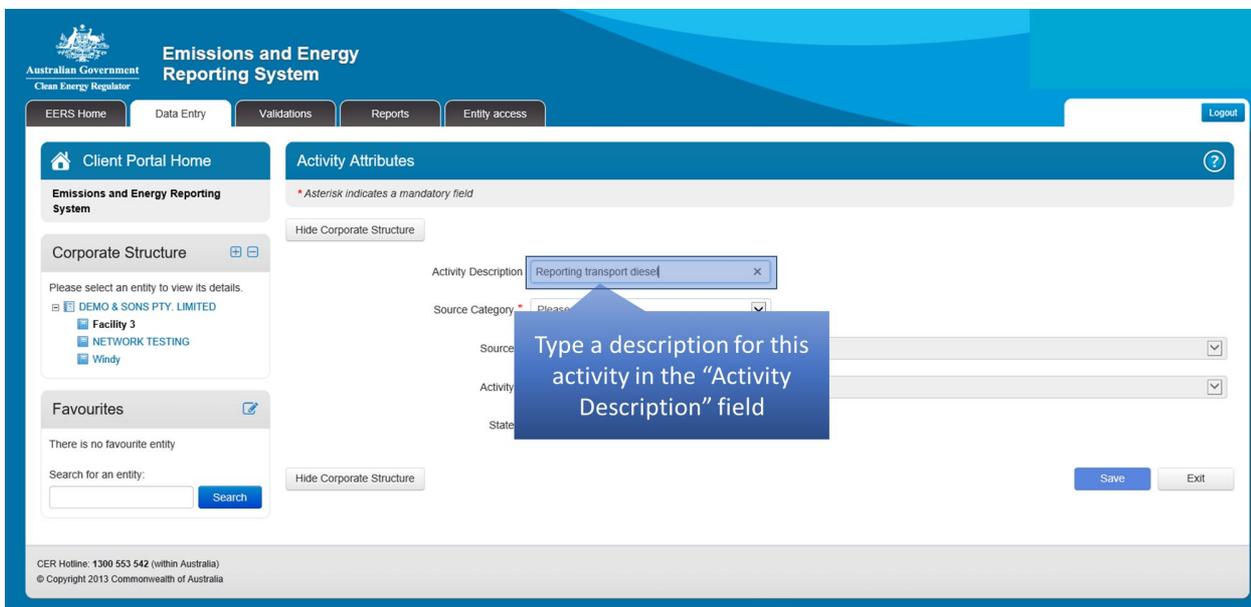


Figure 45: Screenshot of adding an activity.



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

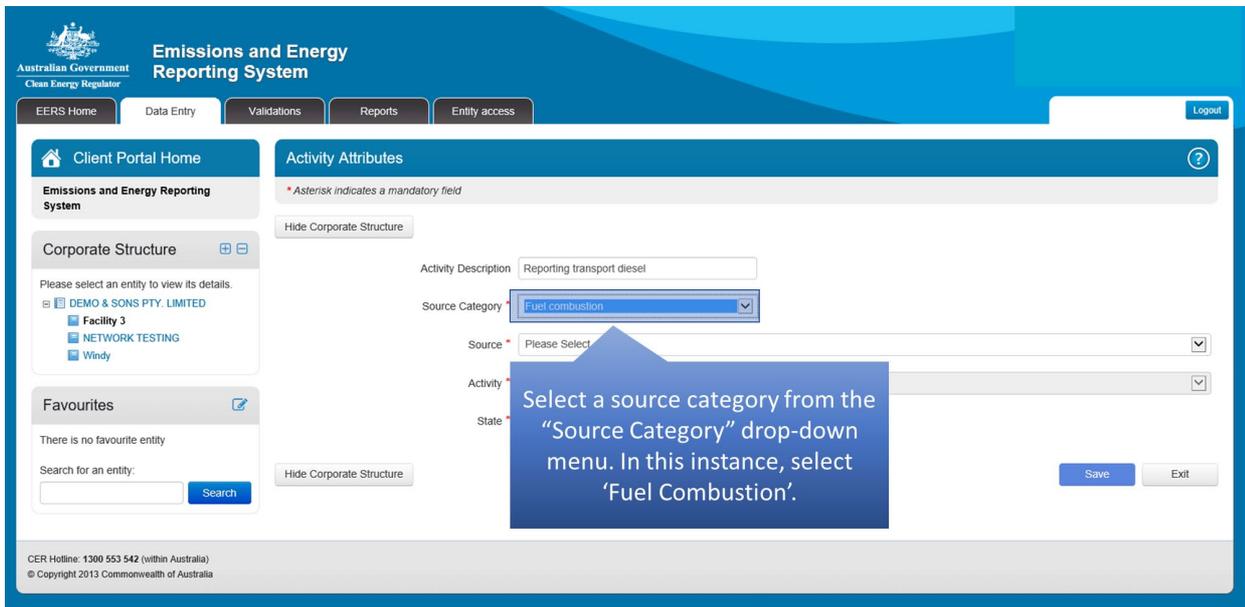
Figure 46: Screenshot of adding an activity description.





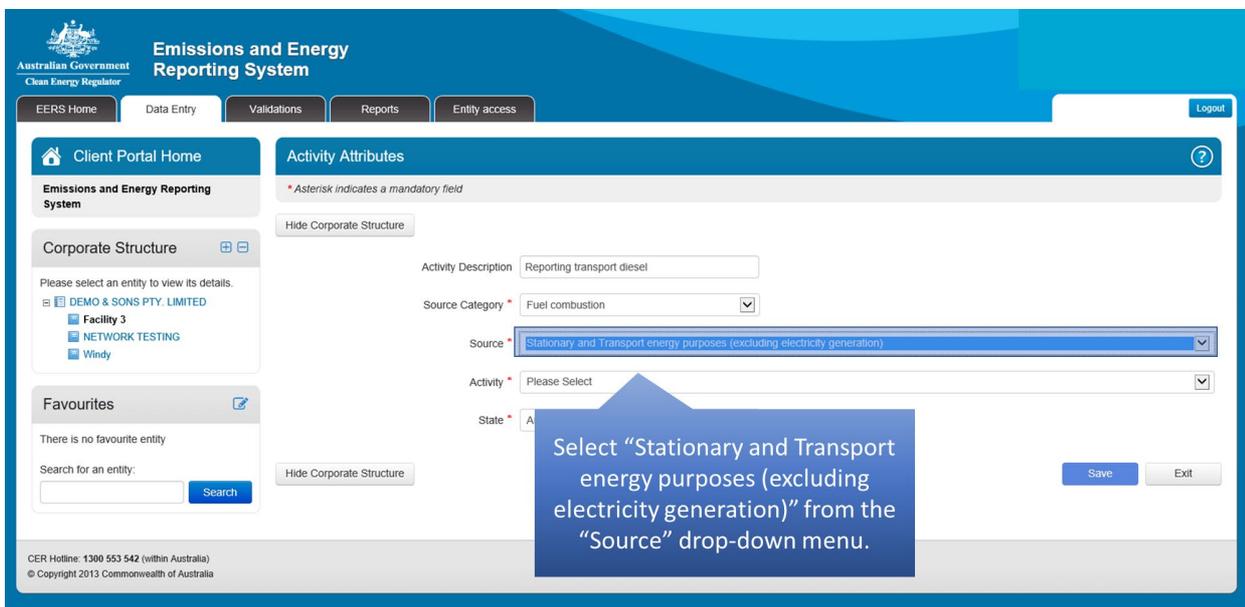
To enter activity data, select a source category from the available options in the drop-down menu. In this instance, select 'Fuel Combustion'.

Figure 47: Screenshot of selecting a source category.



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

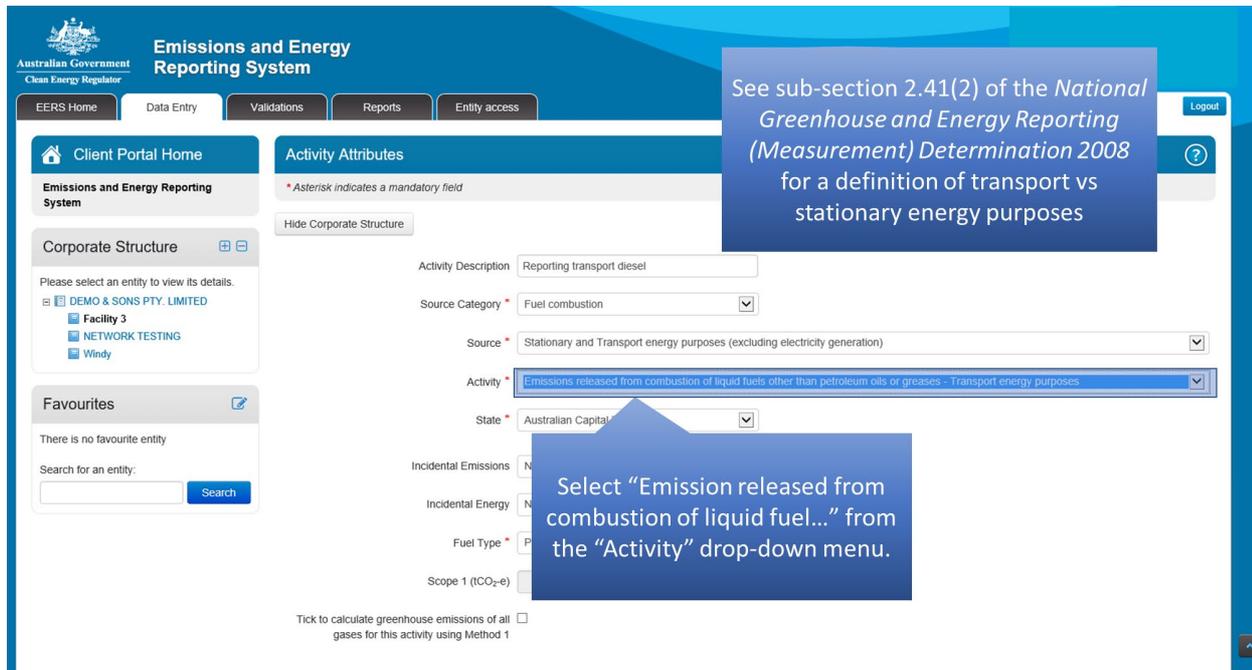
Figure 48: Screenshot of selecting the source.





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

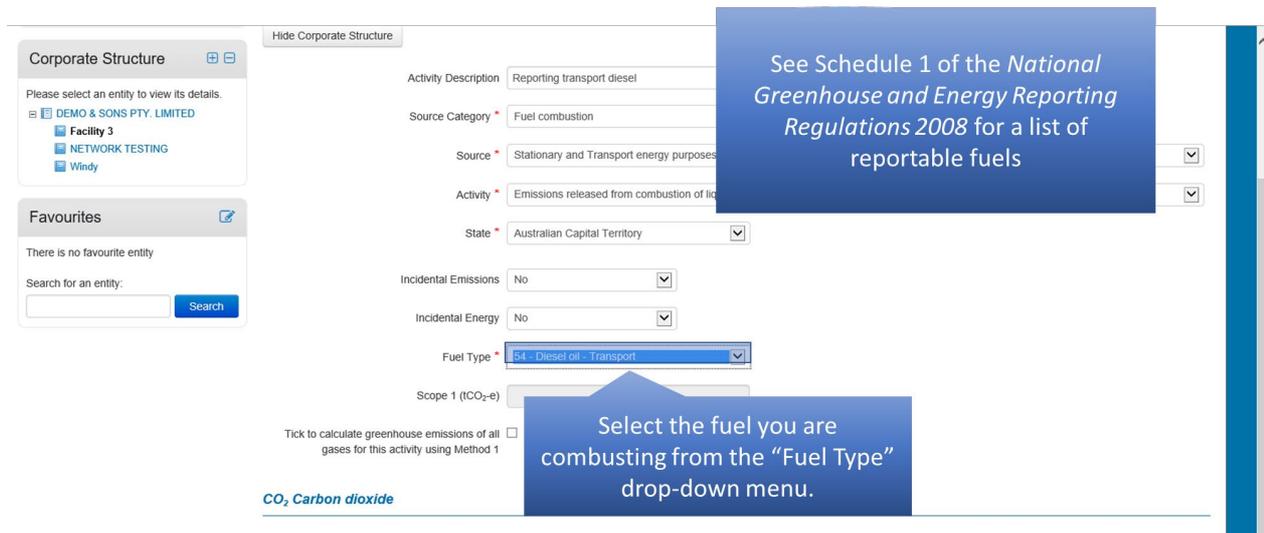
Figure 49: Screenshot of selecting an activity.



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

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

Figure 50: Screenshot of selecting fuel type.





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

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

The screenshot shows a web form for reporting fuel combustion. At the top, there is a search bar and a 'Fuel Type' dropdown menu set to '54 - Diesel oil - Transport'. Below it are 'Criteria' (set to 'A'), 'Primary/Secondary' (set to 'Secondary'), and 'Energy Content Factor' (set to 'Default' with a value of 38.6). The 'Quantity' field is highlighted with a blue box and contains the value '10000'. A red callout box points to the 'Quantity' dropdown menu with the text: 'Remember that liquid fuels are reported in kilolitres'. A blue callout box points to the 'Quantity' field with the text: 'The Quantity drop-down menu will default to kL. Enter the amount of fuel combusted'. Below the quantity field, there are sections for 'CO₂ Carbon dioxide', 'CH₄ Methane', and 'N₂O Nitrous oxide', each with a 'Method' dropdown menu set to 'Please Select'. At the bottom, there are 'Save' and 'Exit' buttons.

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

Figure 52: Screenshot of selecting method.

The screenshot shows the same web form as Figure 51, but with the 'Method' dropdown menu for 'CO₂ Carbon dioxide' selected. The dropdown menu is open, showing 'Method 1 (2.41)' as the selected option. A blue callout box points to the dropdown menu with the text: 'For a list of available methods, see the National Greenhouse and Energy Reporting (Measurement) Determination 2008'. Another blue callout box points to the 'Method' dropdown menu with the text: 'Select the appropriate method from the "Method" drop-down menu for CO₂ Carbon dioxide reporting.'. The 'Emission Factor used in calculation' field is now visible and set to '0'. The 'Save' and 'Exit' buttons are still at the bottom.



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

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

If you are reporting using method 1 for all greenhouse gases, you can save time by clicking on this box

Tick to calculate greenhouse emissions of all gases for this activity using Method 1

CO₂ Carbon dioxide

Method * Method 1 (2.41)

Emission Factor used in calculation 69.9

Result 26.981

CH₄ Methane

Method *

N₂O Nitrous oxide

Method * Please Select

Hide Corporate Structure

Save Exit

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

Figure 54: Screenshot of selecting method.

Tick to calculate greenhouse emissions of all gases for this activity using Method 1

CO₂ Carbon dioxide

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 0.1

N₂O Nitrous oxide

Method *

Hide Corporate Structure

Save Exit

CER Hotline: 1300 553 542 (within Australia)
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Repeat the previous step for the emissions of nitrous oxide.

Figure 55: Screenshot of selecting method.

The screenshot displays the EERS interface for reporting emissions. It is divided into three sections: **CO₂ Carbon dioxide**, **CH₄ Methane**, and **N₂O Nitrous oxide**. Each section has a 'Method' dropdown menu, an 'Emission Factor used in calculation' input field, and a 'Result' input field. In the **N₂O Nitrous oxide** section, the 'Method' dropdown is open, showing 'Method 1 (2.41)' selected. A blue callout box with white text points to the dropdown menu, stating: "Select the appropriate method from the Method drop-down menu for N₂O Nitrous oxide reporting." At the bottom of the interface, there is a 'Hide Corporate Structure' button, a 'Save' button, and an 'Exit' button. The footer contains the text: "CER Hotline: 1300 553 542 (within Australia) © Copyright 2013 Commonwealth of 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 56: Screenshot of how to save information.

This screenshot shows the same EERS interface as Figure 55, but with a blue callout box pointing to the 'Save' button. The callout box contains the text: "Once you have entered all the required data, click on the Save button". The 'Save' button is highlighted with a blue border. The rest of the interface, including the input fields and dropdown menus, remains the same as in Figure 55. The footer text is also identical.



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.

Both the 'Facility Totals' and the 'Activity Details' fields will be updated as a result of data entry.

You can click on the pen or cross icons to edit or delete an existing activity

Scope 1	Scope 2	Total of Scope 1 and Scope 2
27,213	-	27,213

Energy Consumed Total	Energy Consumed Net	Energy Produced
386,000	386,000	

Activity Description	Source Category	Source	Activity - Fuel Type	Quantity	Unit	Emission (t CO2-e)	Energy Content (GJ)	Context	Date Modified	Action
Reporting transport diesel	Fuel combustion	Stationary and Transport energy purposes (excluding electricity generation)	Emissions released from combustion of liquid fuels other than petroleum oils or greases - Transport energy purposes • Diesel oil - Transport	10,000	KL	27,213	386,000	Consumed	7/06/2016 11:36 AM	[Edit] [Delete]

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.

You can continue to report further activities for this or other facilities, or you can exit by clicking on the appropriate button

Scope 1	Scope 2	Total of Scope 1 and Scope 2
27,213	-	27,213

Energy Consumed Total	Energy Consumed Net	Energy Produced
386,000	386,000	

Activity Description	Source Category	Source	Activity - Fuel Type	Quantity	Unit	Emission (t CO2-e)	Energy Content (GJ)	Context	Date Modified	Action
Reporting transport diesel	Fuel combustion	Stationary and Transport energy purposes (excluding electricity generation)	Emissions released from combustion of liquid fuels other than petroleum oils or greases - Transport energy purposes • Diesel oil - Transport	10,000	KL	27,213	386,000	Consumed	7/06/2016 11:36 AM	[Edit] [Delete]

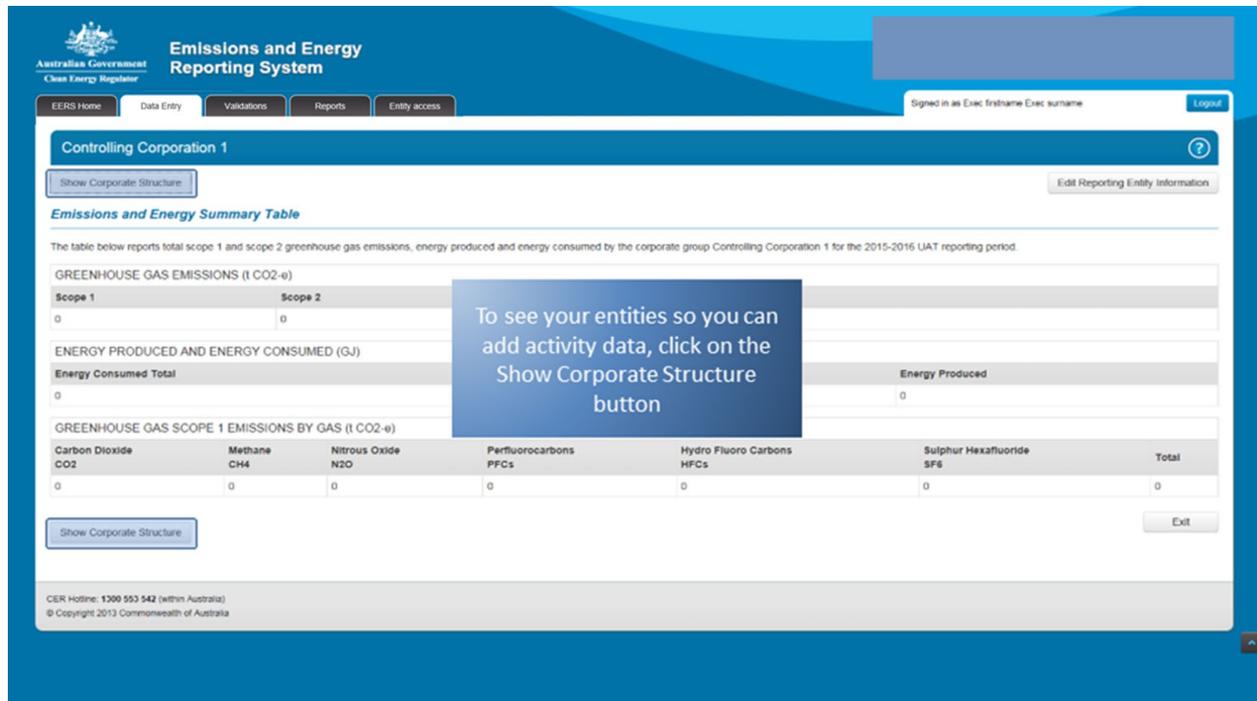


7. Reporting gaseous fuel combustion in EERS

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

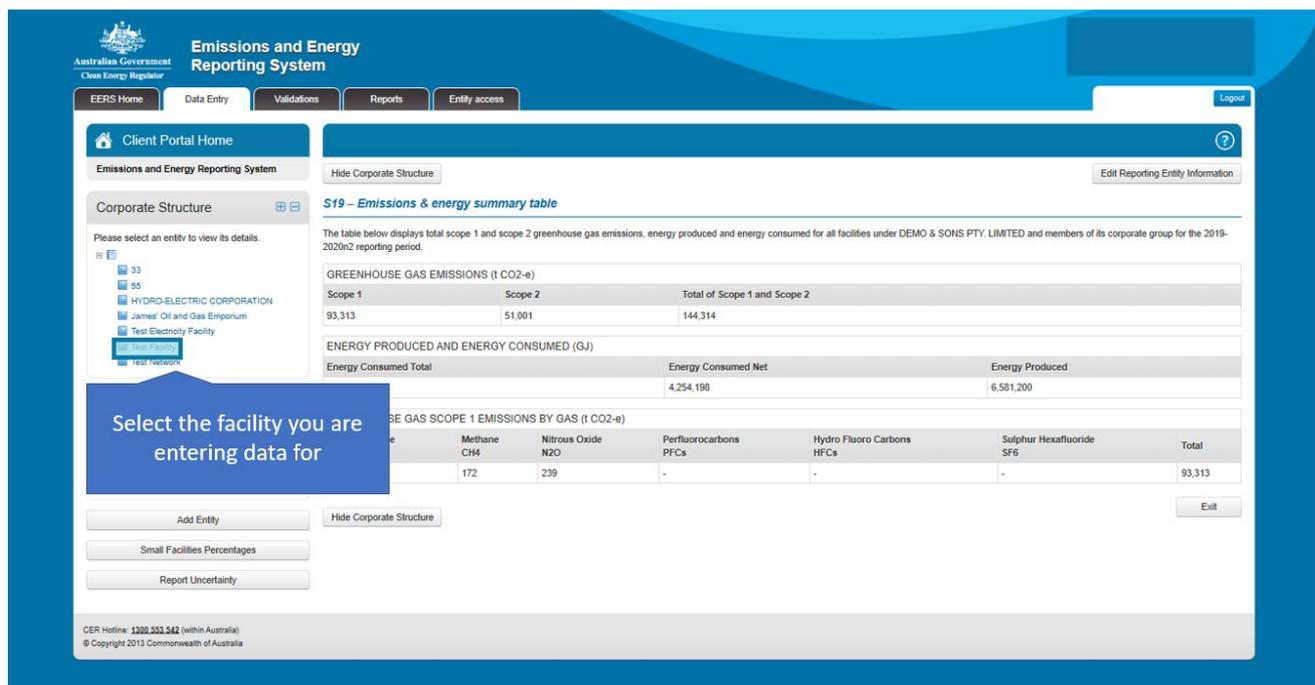
If you can't see your list of entities on the left of the screen, click on the 'Show Corporate Structure' button.

Figure 59: Screenshot of how to show corporate structure.



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

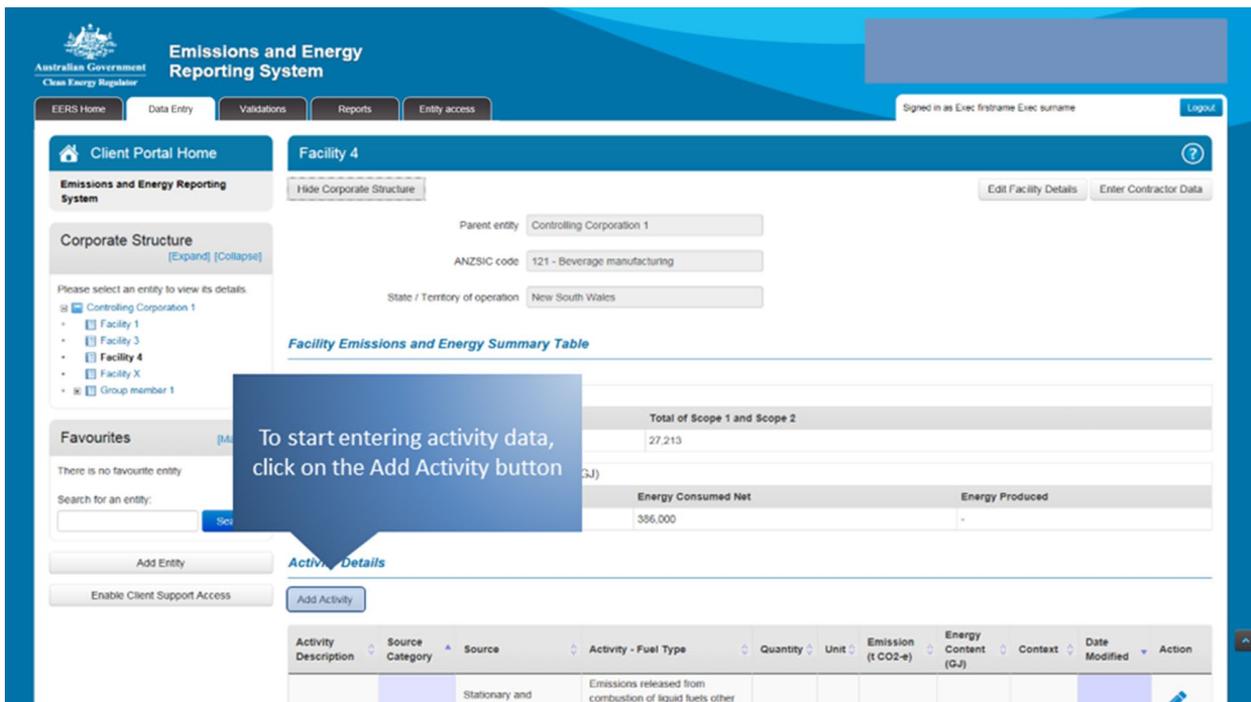
Figure 60: Screenshot of selecting a facility.



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

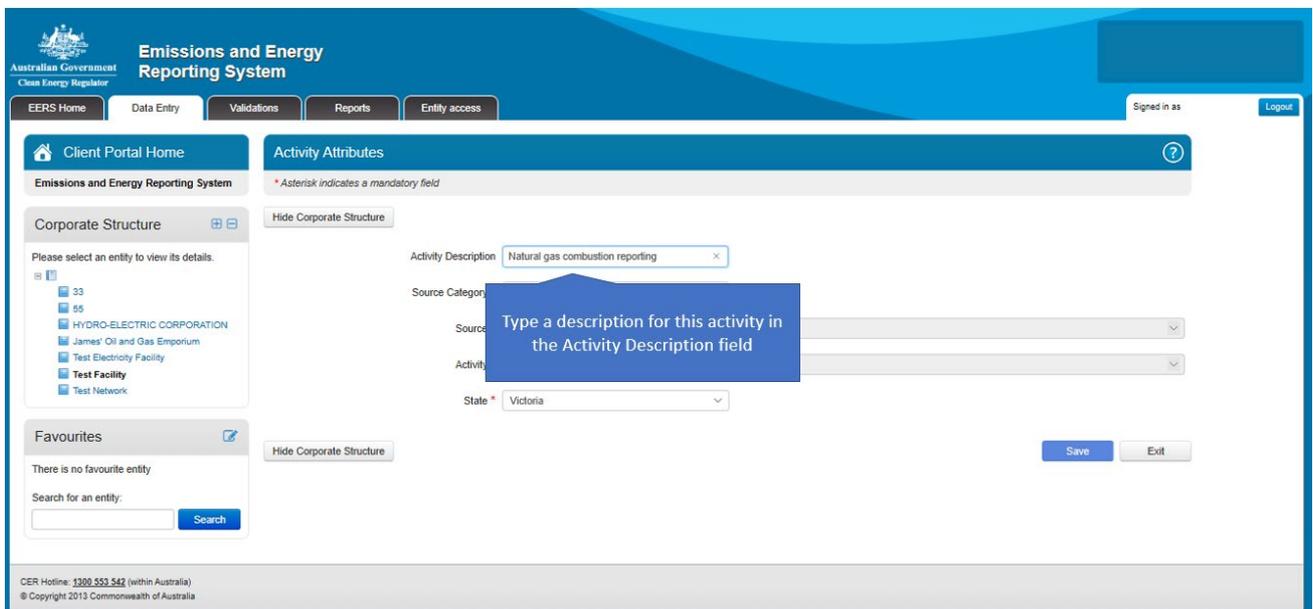


Figure 61: Screenshot of how to enter activity data.



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

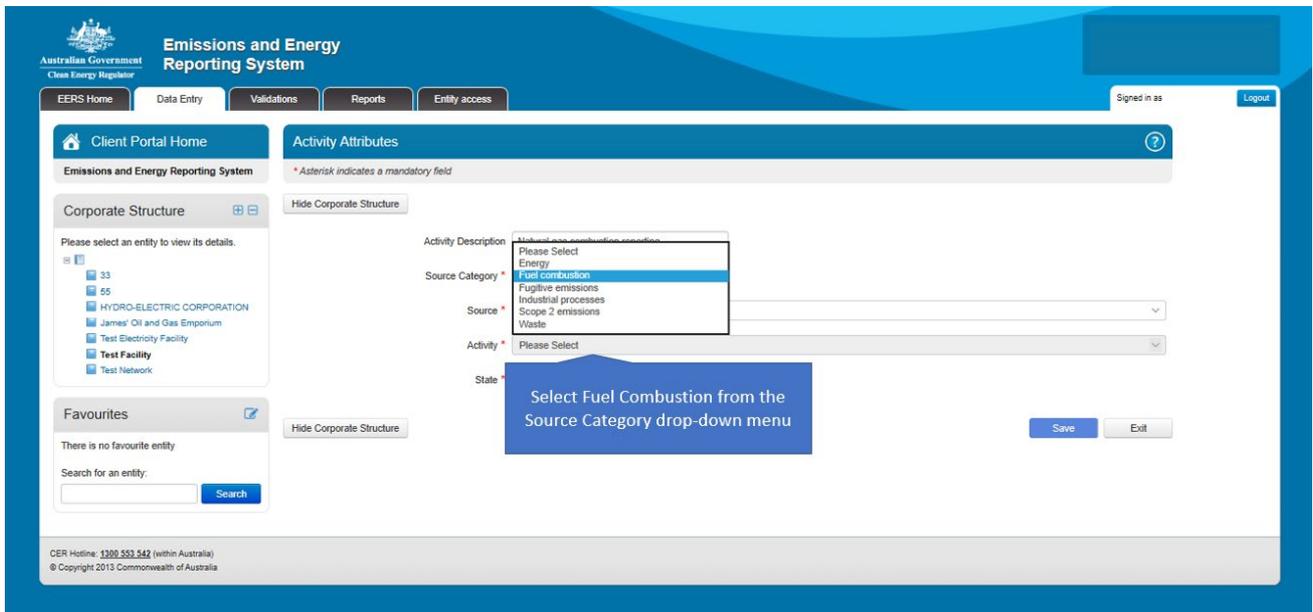
Figure 62: Screenshot of activity description field.





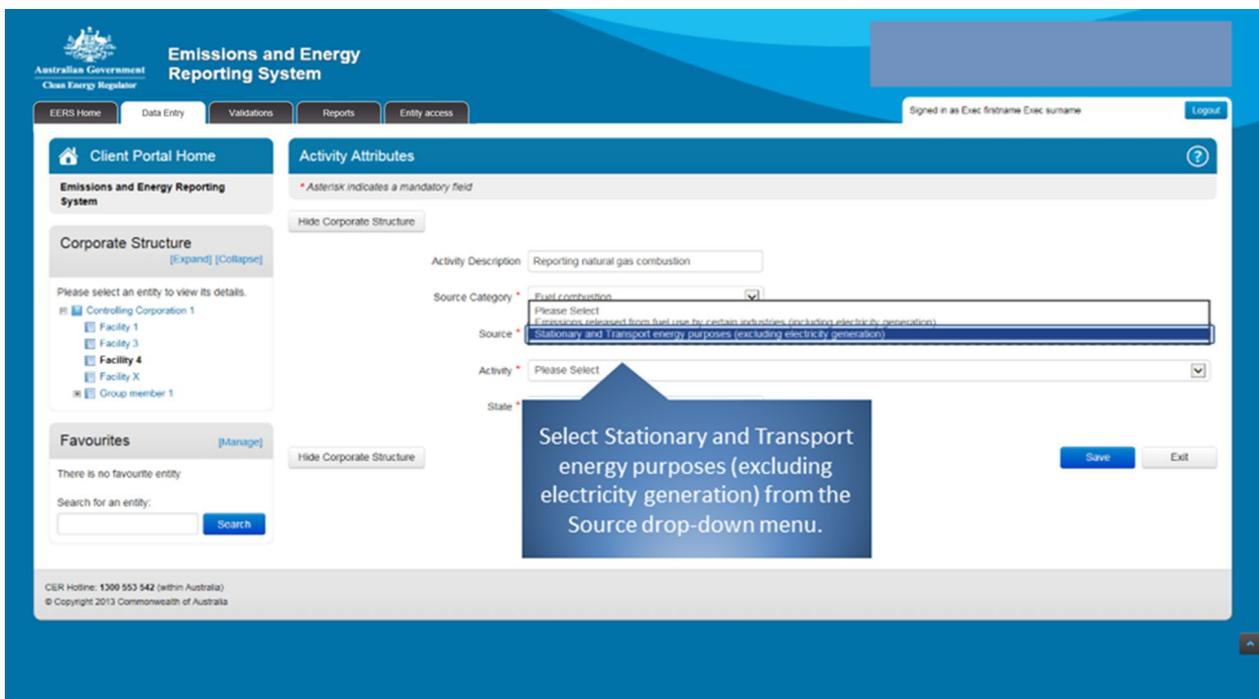
To enter activity data, select a source category from the available options in the drop-down menu. In this example, select 'Fuel Combustion'.

Figure 63: Screenshot of selecting a source category.



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

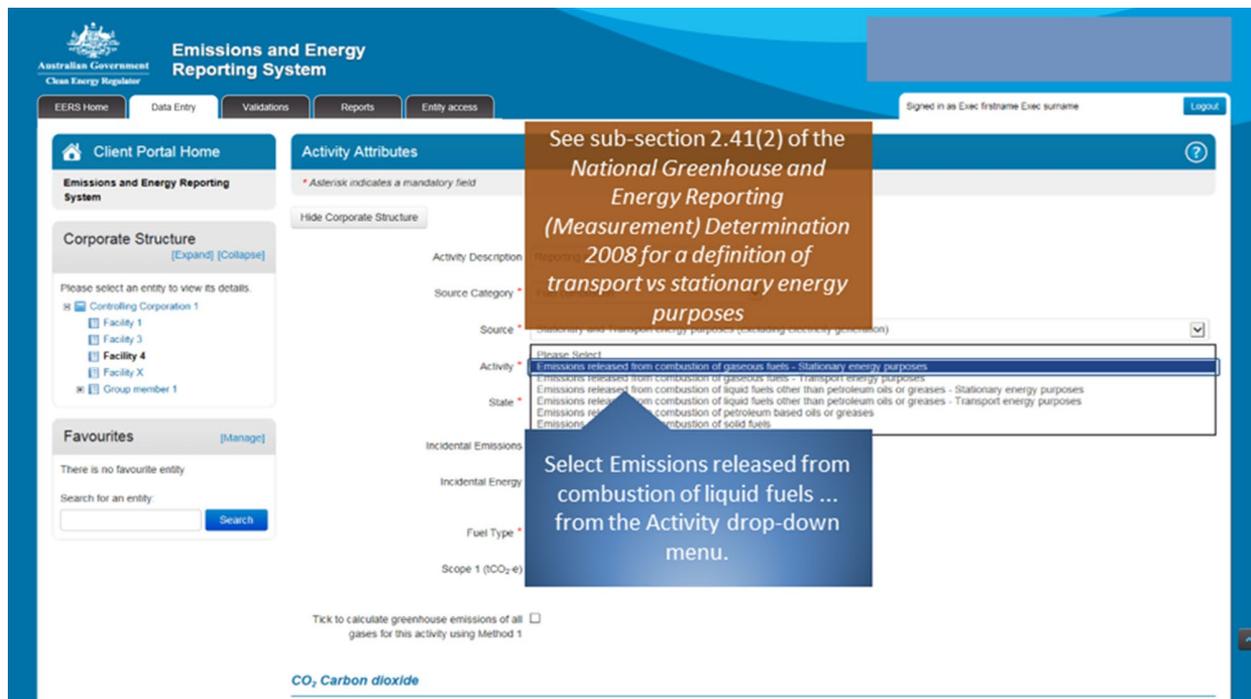
Figure 64: Screenshot of selecting the source.





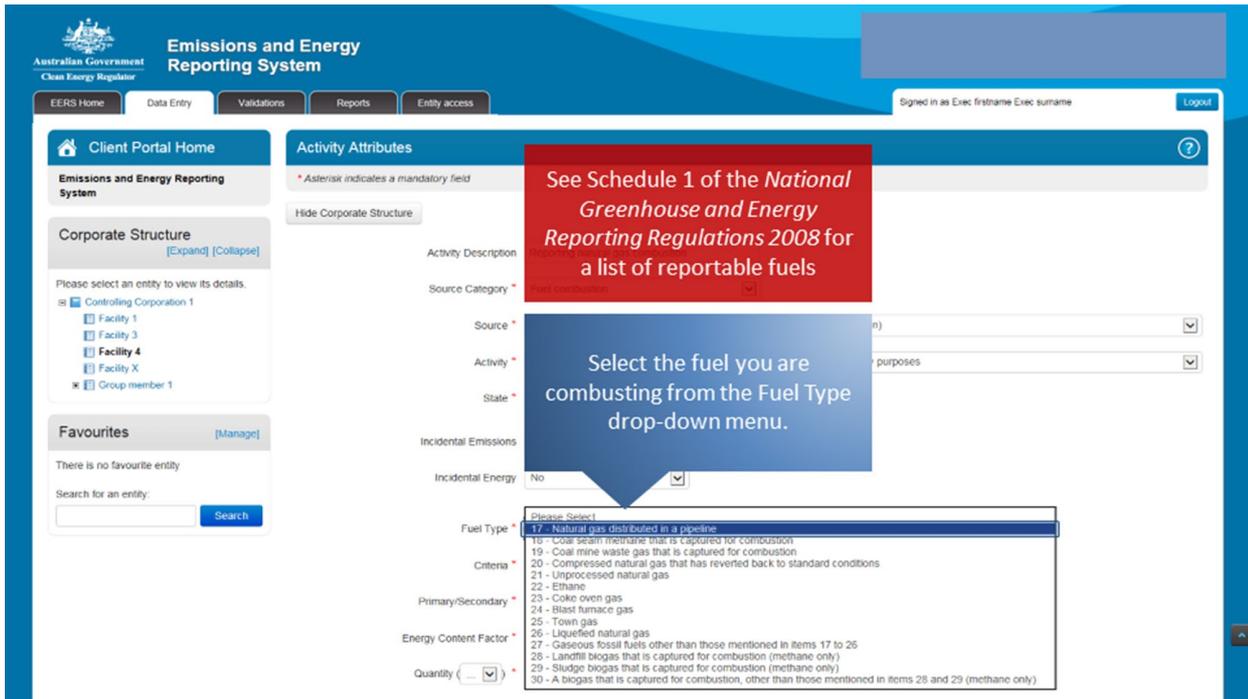
Next, choose the activity from the available options. In this instance, you will need to determine if your activity is for transport or stationary purposes. Then, select 'Emissions released from combustion of gaseous fuels' for either transport or stationary energy purposes. As a guide, road registered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

Figure 65: Screenshot of selecting the activity.



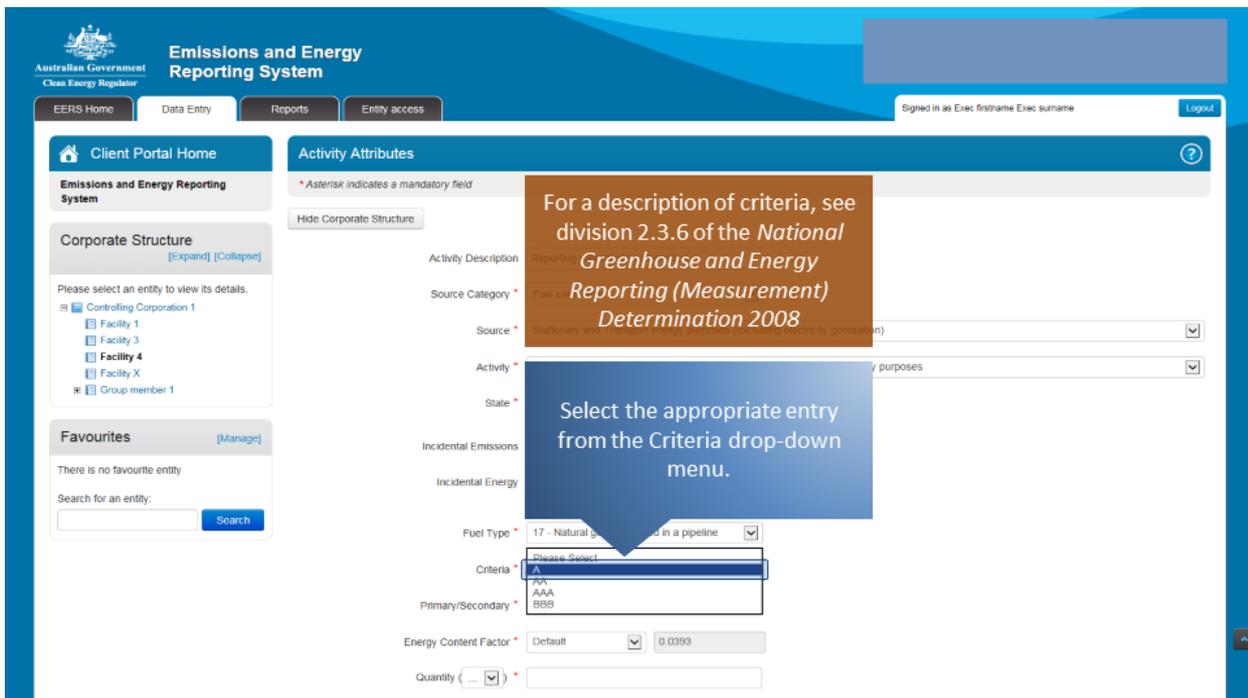
Next, select the fuel being combusted from the available options. There are different fuel type options depending on the type of activity selected in the previous step.

Figure 66: Screenshot of selecting the fuel type.



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

Figure 67: Screenshot of selecting the criteria.



The next step is to enter the amount of fuel combusted for the activity. This is entered in the 'Quantity' field. Enter the amount in either cubic metres (m³) or gigajoules (GJ).

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



Client Portal Home

Emissions and Energy Reporting System

Corporate Structure [Expand] [Collapse]

Please select an entity to view its details.

- Controlling Corporation 1
 - Facility 1
 - Facility 3
 - Facility 4**
 - Facility X
- Group member 1

Favourites [Manage]

There is no favourite entity

Search for an entity:

Activity Attributes ?

* Asterisk indicates a mandatory field

Hide Corporate Structure

Activity Description: Reporting natural gas combustion

Source Category: Fuel combustion

Source: Stationary and Transport energy purposes (excluding electricity generation)

Activity: Emissions released from combustion of gaseous fuels - Stationary energy purposes

State: New South Wales

Incidental Emissions: No

Incidental Energy:

Fuel Type:

Criteria:

Primary/Secondary:

Conversion Factor: Default

Quantity: (m3)

Energy Content:

Scope 1 (tCO₂-e):

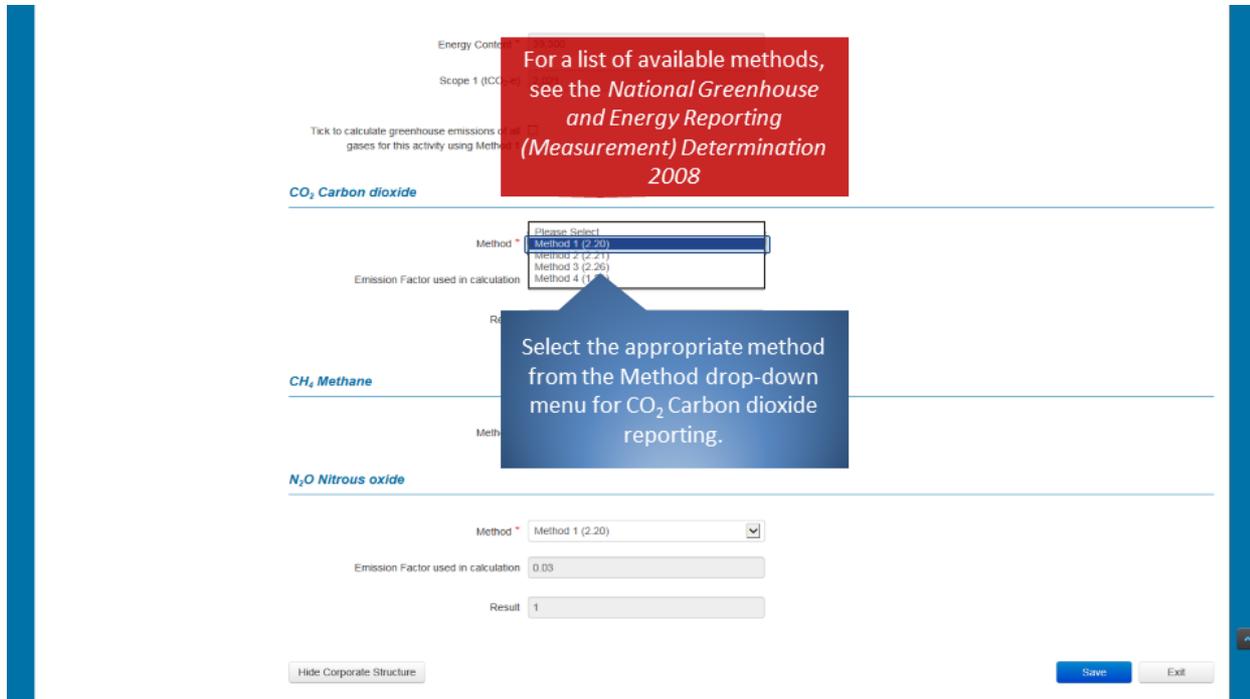
The Quantity drop-down menu will default to m3. Enter the amount of fuel combusted

Gaseous fuel amounts are reported as either m3 or GJ



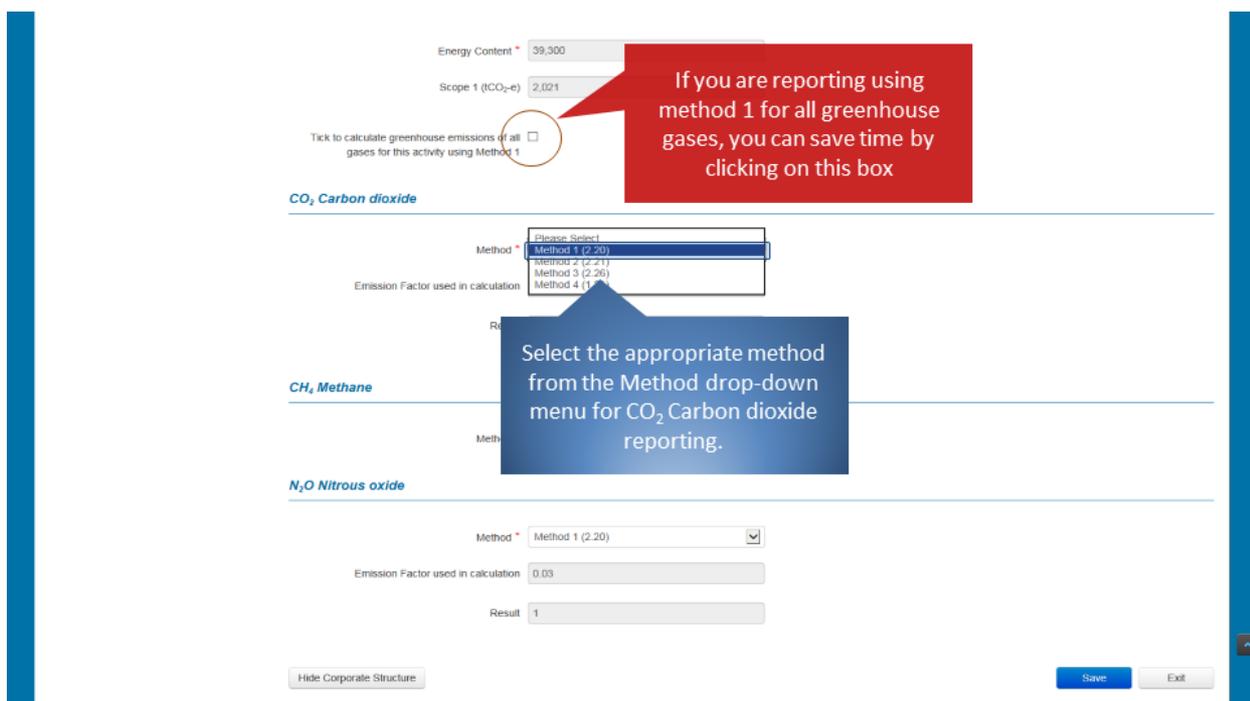
The method relates to how the emissions from the combustion of fuel are calculated. Select the appropriate method from the list of available options for the reporting of emissions of carbon dioxide. If you select Method 1 then the default emissions and energy factors will be used by the system. Electing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

Figure 69: Screenshot of selecting method.



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

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





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

Figure 71: Screenshot of selecting method.

Energy Content * 99,300

Scope 1 (CO₂-e) 2,025

Tick to calculate greenhouse emissions of all gases for this activity using Method 1

CO₂ Carbon dioxide

Method * [Please Select]

Emission Factor used in calculation []

Result []

CH₄ Methane

Method * [Please Select]

Emission Factor used in calculation 0.1

Result 4

N₂O 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.

CO₂ Carbon dioxide

Method * [Method 1 (2.20)]

Emission Factor used in calculation 51.4

Result 2,020

CH₄ Methane

Method * [Please Select]

Emission Factor used in calculation []

Result []

N₂O Nitrous oxide

Method * [Please Select]

Emission Factor used in calculation 0.03

Result 1

Hide Corporate Structure

Save Exit

CER Hotline: 1300 553 542 (within Australia)
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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.

The screenshot shows three sections for entering emission data:

- CO₂, Carbon dioxide:** Method: Method 1 (2.41), Emission Factor: 69.9, Result: 26,961
- CH₄, Methane:** Method: Method 1 (2.41), Emission Factor: 0.1, Result: 39
- N₂O Nitrous oxide:** Method: Method 1 (2.41), Emission Factor: 0.5, Result: 193

A blue callout box on the right says: "Once you have entered all the required data, click on the Save button". At the bottom right, there are "Save" and "Exit" buttons. At the bottom left, there is a "Hide Corporate Structure" button and footer text: "CER Hotline: 1300 553 542 (within Australia) © Copyright 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 74: Screenshot of activity details table.

The screenshot shows the "Facility 4" interface. A callout box says: "Both the 'Facility Totals' and the 'Activity Details' fields will be updated as a result of data entry." Below this are two tables:

Facility Emissions and Energy Summary Table

GREENHOUSE GAS EMISSIONS (t CO ₂ -e)		
Scope 1	Scope 2	Total of Scope 1 and Scope 2
29,238	-	29,238

ENERGY PRODUCED AND ENERGY CONSUMED (GJ)		
Energy Consumed Total	Energy Consumed Net	Energy Produced
425,300	425,300	-

Activity Details

Activity Description	Source Category	Source	Activity - Fuel Type	Quantity	Unit	Intensity	Category	Comment	Timestamp	Action
Reporting natural gas combustion	Fuel combustion	Stationary and Transport energy purposes (excluding electricity generation)	Emissions released from combustion of gaseous fuels - Stationary energy purposes - Natural gas distributed in a pipeline	1,000,000	m ³	2,025	39,300	Consumed	8/05/2016 2:39 PM	 
Reporting transport diesel	Fuel combustion	Stationary and Transport energy purposes (excluding electricity generation)	Emissions released from combustion of liquid fuels other than petroleum oils or greases - Transport energy purposes - Diesel oil - Transport	10,000	KL	27,213	385,000	Consumed	7/06/2016 11:36 AM	 

A red callout box points to the edit and delete icons in the Activity Details table, saying: "You can click on the pen or cross icons to edit or delete an existing activity".



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.

Facility 4

Parent entity: Controlling Corporation 1
ANZSIC code: 121 - Beverage manufacturing
State / Territory of operation: New South Wales

Facility Emissions and Energy Summary Table

GREENHOUSE GAS EMISSIONS (t CO ₂ -e)	
Scope 1	Scope 2
27.213	-

ENERGY PRODUCED AND ENERGY CONSUMED (GJ)	
Energy Consumed Total	Energy Produced
386,000	-

Activity Details

Activity Description	Source Category	Source	Activity - Fuel Type	Quantity	Unit	Emission (t CO ₂ -e)	Energy Content (GJ)	Context	Date Modified	Action
Reporting transport diesel	Fuel combustion	Stationary and Transport energy purposes (excluding electricity generation)	Emissions released from combustion of liquid fuels other than petroleum oils or greases - Transport energy purposes • Diesel oil - Transport	10,000	KL	27.213	386,000	Consumed	7/05/2016 11:36 AM	 

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 Clean Energy Regulator
Emissions and Energy Reporting System

EERS Home | Data Entry | Validations | Reports | Entity access | Signed in as CER Test User | Logout

Client Portal Home | **Activity Attributes** ⓘ

Emissions and Energy Reporting System * Asterisk indicates a mandatory field

Corporate Structure ⓘ
Please select an entity to view its details.
[Empty selection area]

Favourites ⓘ
There is no favourite entity.
Search for an entity: [Input] [Search]

Activity Attributes

Hide Corporate Structure

Activity Description [Input]

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 ▼

State * Victoria ▼

Incidental Emissions No ▼

Incidental Energy No ▼

Fuel Type * 40 - Diesel oil ▼

Measurement Criterion * AA ▼
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.

Primary/Secondary * Secondary ▼

Energy Content Factor * Default ▼ 38.8

Quantity (xL) * 0 [Input]

Energy Content * 0 [Input]

Scope 1 (CO₂e) 0 [Input]

Tick to calculate greenhouse emissions of all gases for this activity using Method 1



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

Figure 77: Screenshot of adding an activity.

The screenshot shows the Emissions and Energy Reporting System (EERS) interface. At the top, there are navigation tabs: EERS Home, Data Entry, Validations, Reports, and Entity access. The user is logged in as 'CER Test User'. The main content area displays facility details including Parent entity (Registered Controlling Corporation test), ANZSIC code (202 - Waste treatment, disposal and remediation), and State / Territory of operation (Victoria). Below this is the 'Facility Emissions and Energy Summary Table' with sections for Greenhouse Gas Emissions (t CO2-e), Energy Produced and Energy Consumed (GJ), and Greenhouse Gas Scope 1 Emissions by Gas (t CO2-e). The 'Activity Details' section at the bottom contains a table with an 'Add Activity' button circled in red. The table lists existing activities with columns for Activity Description, Source Category, Source, Activity - Fuel Type, Quantity, Unit, Emission (t CO2-e), Energy Content (GJ), Context, and Action.

Activity Description	Source Category	Source	Activity - Fuel Type	Quantity	Unit	Emission (t CO2-e)	Energy Content (GJ)	Context	Action
-	Fuel combustion	Stationary and Transport energy purposes (excluding electricity generation)	Emissions released from combustion of gaseous fuels - Stationary energy purposes • Gaseous fossil fuels other than those mentioned in items 17 to 20	0	GJ	0	0	-	
-	Fuel combustion	Stationary and Transport energy purposes (excluding electricity generation)	Emissions released from combustion of liquid fuels other than petroleum oils or greases - Stationary energy purposes • Diesel oil	0	KL	0	0	-	

9. Reporting scope 2 emissions from electricity consumption in EERS

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

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



Figure 78: Screenshot of how to show corporate structure.

The screenshot shows the EERS Home interface with the following elements:

- Navigation tabs: EERS Home, Data Entry, Validations, Reports, Entity access.
- Buttons: Show Corporate Structure, Edit Reporting Entity Information.
- Section: **S19 – Emissions & energy summary table**
- Text: "The table below displays total scope 1 and scope 2 greenhouse gas emissions, energy produced and energy consumed for all facilities under DEMO & SONS PTY. LIMITED and members of its corporate group for the 2019-2020n2 reporting period."
- Table 1: GREENHOUSE GAS EMISSIONS (t CO2-e)

Scope 1	Scope 2	Total of Scope 1 and Scope 2
93,313	51,001	144,314
- Table 2: ENERGY PRODUCED AND ENERGY CONSUMED (GJ)

Energy Consumed Total	Energy Consumed Net	Energy Produced
10,835,398	4,254,198	6,581,200
- Table 3: 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
92,902	172	239	-	-	-	93,313
- Buttons: Show Corporate Structure, Exit.
- Footer: CER Hotline: 1300 553 542 (within Australia), © Copyright 2013 Commonwealth of Australia.

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

Figure 79: Screenshot of selecting a facility.

The screenshot shows the EERS Home interface with the following elements:

- Navigation tabs: EERS Home, Data Entry, Validations, Reports, Entity access.
- Buttons: Hide Corporate Structure, Edit Reporting Entity Information.
- Section: **S19 – Emissions & energy summary table**
- Text: "The table below displays total scope 1 and scope 2 greenhouse gas emissions, energy produced and energy consumed for all facilities under DEMO & SONS PTY. LIMITED and members of its corporate group for the 2019-2020n2 reporting period."
- Table 1: GREENHOUSE GAS EMISSIONS (t CO2-e)

Scope 1	Scope 2	Total of Scope 1 and Scope 2
93,313	51,001	144,314
- Table 2: ENERGY PRODUCED AND ENERGY CONSUMED (GJ)

Energy Consumed Total	Energy Consumed Net	Energy Produced
10,835,398	4,254,198	6,581,200
- Table 3: GREENHOUSE GAS SCOPE 1 EMISSIONS BY GAS (t CO2-e)

Carbon Dioxide	Methane CH4	Nitrous Oxide N2O	Perfluorocarbons PFCs	Hydro Fluoro Carbons HFCs	Sulphur Hexafluoride SF6	Total
92,902	172	239	-	-	-	93,313
- Buttons: Hide Corporate Structure, Exit.
- Left Sidebar: Client Portal Home, Emissions and Energy Reporting System, Corporate Structure (Please select an entity to view its details. List includes: 33, 55, HYDRO-ELECTRIC CORPORATION, James' Oil and Gas Emporium, Test Electricity Facility, Test Facility).
- Callout Box: "Select the facility you are entering activity data for"
- Bottom Buttons: Add Entity, Small Facilities Percentages, Report Uncertainty.



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

Figure 80: Screenshot of how to enter activity data.

The screenshot shows a web interface for entering activity data. On the left, there are sections for 'Corporate Structure' and 'Favourites'. The main area is titled 'Facility Emissions and Energy Summary Table' and contains several summary tables. A blue callout box with the text 'To start entering activity data, click on the Add Activity button' points to the 'Add Activity' button in the 'Activity Details' section. Below this, a table lists activity details with columns for Activity Description, Source Category, Source, Activity - Fuel Type, Quantity, Unit, Emission (t CO2-e), Energy Content (GJ), Context, Date Modified, and Action.

Activity Description	Source Category	Source	Activity - Fuel Type	Quantity	Unit	Emission (t CO2-e)	Energy Content (GJ)	Context	Date Modified	Action
Wind electricity	Electricity	Electricity	Electricity (wind)	2,736,000	MWh	2,736,000	6,250,000		19/06/2020	

'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.

The screenshot shows the 'Activity Attributes' form. It includes a 'Hide Corporate Structure' button, a note that an asterisk indicates a mandatory field, and several input fields. The 'Activity Description' field is highlighted with a blue callout box containing the text 'Type a description for this activity in the "Activity Description" field'. Other fields include 'Source Category', 'Source', 'Activity', and 'State' (set to Queensland). At the bottom, there are 'Save' and 'Exit' buttons.



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.

The screenshot shows the 'Activity Attributes' form. The 'Source Category' dropdown menu is set to 'Scope 2 emissions'. A blue callout box with a white border and a downward-pointing arrow contains the text: 'Select Scope 2 emissions from the Source Category drop-down menu'. Other fields include 'Activity Description', 'Activity', and 'State'. There are 'Hide Corporate Structure', 'Save', and 'Exit' buttons.

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.

The screenshot shows the 'Activity Attributes' form within the 'Emissions and Energy Reporting System'. The 'Activity' dropdown menu is set to 'Purchase and loss of electricity from main electricity grid in a State or Territory'. A blue callout box with a white border and a downward-pointing arrow contains the text: 'Select if you are purchasing electricity from the main grid or another source in the Activity drop-down menu'. Other fields include 'Source Category', 'State', 'Incidental Emissions', 'Quantity (kW)', and 'Energy Content (GJ)'. There are 'Hide Corporate Structure', 'Save', and 'Exit' buttons.

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.

The screenshot shows the 'Activity Attributes' section of a web form. A blue callout box points to the 'Quantity' field, which is set to '1000000' with a unit dropdown menu showing 'kWh'. Other fields include 'Incidental Emissions' set to 'No', 'Energy Content (GJ)' set to '3,600', and a 'State or Territory' dropdown menu. Below this section is a 'CO₂ CO₂ equivalent' section with a 'Method' dropdown menu set to 'Method 1 (7.2)', and empty fields for 'Emission Factor used in calculation' and 'Result'.

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

Figure 85: Screenshot of selecting the method.

The screenshot shows the 'Activity Attributes' section with a blue callout box pointing to the 'Method' dropdown menu in the 'CO₂ CO₂ equivalent' section. The callout text reads: 'Select the appropriate method from the Method drop-down menu for CO₂ Carbon dioxide equivalent reporting'. The 'Method' dropdown is set to 'Method 1 (7.2)'. The 'Emission Factor used in calculation' field now contains '0.84' and the 'Result' field contains '840'. Other fields in the 'Activity Attributes' section include 'Activity Description' (Reporting electricity consumption), 'Source Category' (Scope 2 emissions), 'Activity' (Purchase of electricity from main electricity grid in a State or Territory), and 'State' (New South Wales).



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.

Client Portal Home | **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 Emissions: No

Quantity (kWh): 1000000

Energy Content (GJ): 3.600

Method: Method 1 (7.3)

Tick to report this activity using the default emission factor if the emission factor is not provided by the supplier of the electricity. Note: the default emission factor used is the one for the Northern Territory as mentioned in Part 6 of Schedule 1 of the NGER (Measurement) Determination 2008.

The Scope 2 emission factor in kilograms of CO₂-e per kWh

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.

Emissions and Energy Reporting System

* 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 Emissions: No

Quantity (kWh): 1000000

Energy Content (GJ): 3.600

CO₂-e CO₂ equivalent

Method: Method 1 (7.2)

Emission Factor used in calculation: 0.84

Result: 840

Save | Exit

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'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.

Facility 4

Parent entity: Controlling Corporation 1
ANZSIC code: 121 - Beverage manufacturing
State / Territory of operation: New South Wales

Facility Emissions and Energy Summary Table

GREENHOUSE GAS EMISSIONS (t CO ₂ -e)		
Scope 1	Scope 2	Total of Scope 1 and Scope 2
27,213	842	28,055

ENERGY PRODUCED AND ENERGY CONSUMED (GJ)		
Energy Consumed Total	Energy Consumed Net	Energy Produced
386,000	386,000	

Activity Details

Activity Description	Source Category	Source	Activity - Fuel Type	Quantity	Unit	Emission (t CO ₂ -e)	Energy Content (GJ)	Context	Date Modified	Action
Reporting transport diesel	Fuel combustion	Stationary and Transport energy purposes (excluding electricity generation)	Emissions released from combustion of liquid fuels other than petroleum oils or greases - Transport energy purposes • Diesel oil - Transport	10,000	KL	27,213	386,000	Consumed	7/06/2016 11:36 AM	 

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.

Facility 4

Parent entity: Controlling Corporation 1
ANZSIC code: 121 - Beverage manufacturing
State / Territory of operation: New South Wales

Facility Emissions and Energy Summary Table

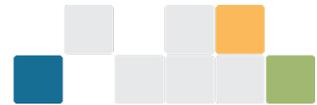
GREENHOUSE GAS EMISSIONS (t CO ₂ -e)		
Scope 1	Scope 2	Total of Scope 1 and Scope 2
27,213	842	28,055

ENERGY PRODUCED AND ENERGY CONSUMED (GJ)		
Energy Consumed Total	Energy Consumed Net	Energy Produced
386,000	386,000	-

Activity Details

Activity Description	Source Category	Source	Activity - Fuel Type	Quantity	Unit	Emission (t CO ₂ -e)	Energy Content (GJ)	Context	Date Modified	Action
Reporting transport diesel	Fuel combustion	Stationary and Transport energy purposes (excluding electricity generation)	Emissions released from combustion of liquid fuels other than petroleum oils or greases - Transport energy purposes • Diesel oil - Transport	10,000	KL	27,213	386,000	Consumed	7/06/2016 11:36 AM	 

Buttons: Add Activity, Show Corporate Structure, Exit



10. Reporting electricity production and consumption in EERS

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

10.1 Reporting fuel used to generate electricity

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

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

Figure 90: Screenshot of how to show corporate structure.

The screenshot shows the EERS system interface. At the top, there are navigation tabs: EERS Home, Data Entry, Validations, Reports, and Entity access. A 'Signed in as' dropdown and a 'Logout' button are on the right. Below the navigation is a blue header bar with a question mark icon. A 'Show Corporate Structure' button is highlighted in a light blue box. To the right of this button is an 'Edit Reporting Entity Information' button. The main content area is titled 'S19 - Emissions & energy summary table'. Below the title, a paragraph states: 'The table below displays total scope 1 and scope 2 greenhouse gas emissions, energy produced and energy consumed for all facilities under DEMO & SONS PTY. LIMITED and members of its corporate group for the 2019-2020n2 reporting period.' There are three tables: 1. 'GREENHOUSE GAS EMISSIONS (t CO2-e)' with columns for Scope 1, Scope 2, and Total of Scope 1 and Scope 2. 2. 'ENERGY PRODUCED AND ENERGY CONSUMED (GJ)' with columns for Energy Consumed Total, Energy Consumed Net, and Energy Produced. 3. 'GREENHOUSE GAS SCOPE 1 EMISSIONS BY GAS (t CO2-e)' with columns for Carbon Dioxide CO2, Methane CH4, Nitrous Oxide N2O, Perfluorocarbons PFCs, Hydro Fluoro Carbons HFCs, Sulphur Hexafluoride SF6, and Total. A blue callout box with white text says: 'To see your entities so you can add activity data, click on the Show Corporate Structure button'. At the bottom of the page, there is a footer with contact information: 'CER Hotline: 1300 553 542 (within Australia)' and '© Copyright 2013 Commonwealth of Australia'. There is also an 'Exit' button at the bottom right of the main content area.

Scope 1	Scope 2	Total of Scope 1 and Scope 2
93,313	51,001	144,314

Energy Consumed Total	Energy Consumed Net	Energy Produced
10,835,398	4,254,198	6,581,200

Carbon Dioxide CO2	Methane CH4	Nitrous Oxide N2O	Perfluorocarbons PFCs	Hydro Fluoro Carbons HFCs	Sulphur Hexafluoride SF6	Total
92,902	172	239	-	-	-	93,313



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

Figure 91: Screenshot of selecting a facility.

The screenshot shows the 'Client Portal Home' with a navigation menu (Data Entry, Validations, Reports, Entity access) and a 'Signed in as' user. The main content area is titled 'S19 - Emissions & energy summary table'. It includes a table for 'GREENHOUSE GAS EMISSIONS (t CO2-e)' and 'ENERGY PRODUCED AND ENERGY CONSUMED (GJ)'. A blue callout box with the text 'Select the facility you are entering activity data for' points to the 'Test Electricity Facility' in the 'Corporate Structure' list on the left.

Scope 1	Scope 2	Total of Scope 1 and Scope 2
93,313	51,001	144,314

Energy Consumed Total	Energy Consumed Net	Energy Produced
98	4,254,198	6,581,200

Carbon Dioxide	Methane CH4	Nitrous Oxide N2O	Perfluorocarbons PFCs	Hydro Fluoro Carbons HFCs	Sulphur Hexafluoride SF6	Total
	172	239	-	-	-	93,313

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

Figure 92: Screenshot of how to enter activity data.

The screenshot shows the 'Facility Emissions and Energy Summary Table' for a facility. It includes a 'Corporate Structure' list on the left, a 'Facility Details' section with fields for Parent entity, ANZSIC code (261 - Electricity generation), and State/Territory (Australian Capital Territory). The main table shows 'GREENHOUSE GAS EMISSIONS (t CO2-e)' and 'ENERGY PRODUCED AND ENERGY CONSUMED (GJ)'. A blue callout box with the text 'To start entering activity data, click on the Add Activity button' points to the 'Add Activity' button in the 'Activity Details' section.

Scope 1	Scope 2	Total of Scope 1 and Scope 2
-	-	-

Energy Consumed Total	Energy Consumed Net	Energy Produced
	2,736,000	6,250,000

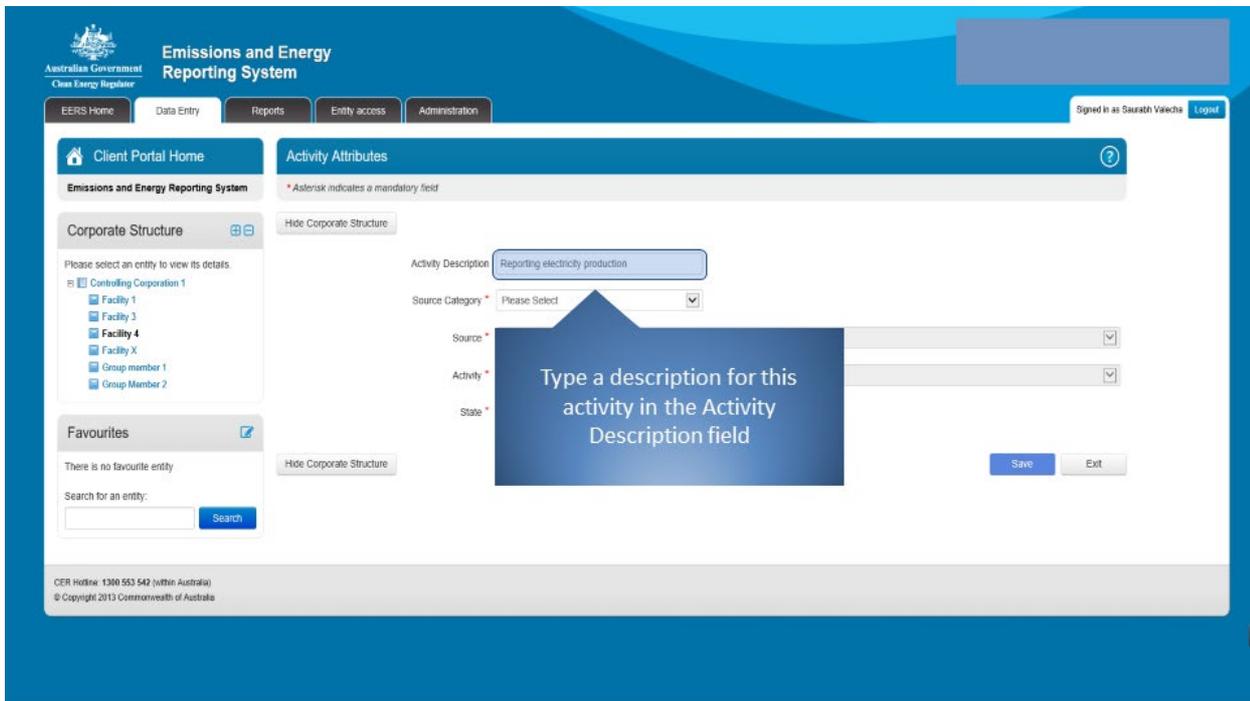
Perfluorocarbons PFCs	Hydro Fluoro Carbons HFCs	Sulphur Hexafluoride SF6	Total
-	-	-	-

Activity Description	Source Category	Source	Activity - Fuel Type	Quantity	Unit	Emission (t CO2-e)	Energy Content (GJ)	Context	Date Modified	Action
Wind electricity	Electricity	Electricity	Electricity (wind)	217,000,000	MWh	0	4,000,000	Electricity	19/06/2020	



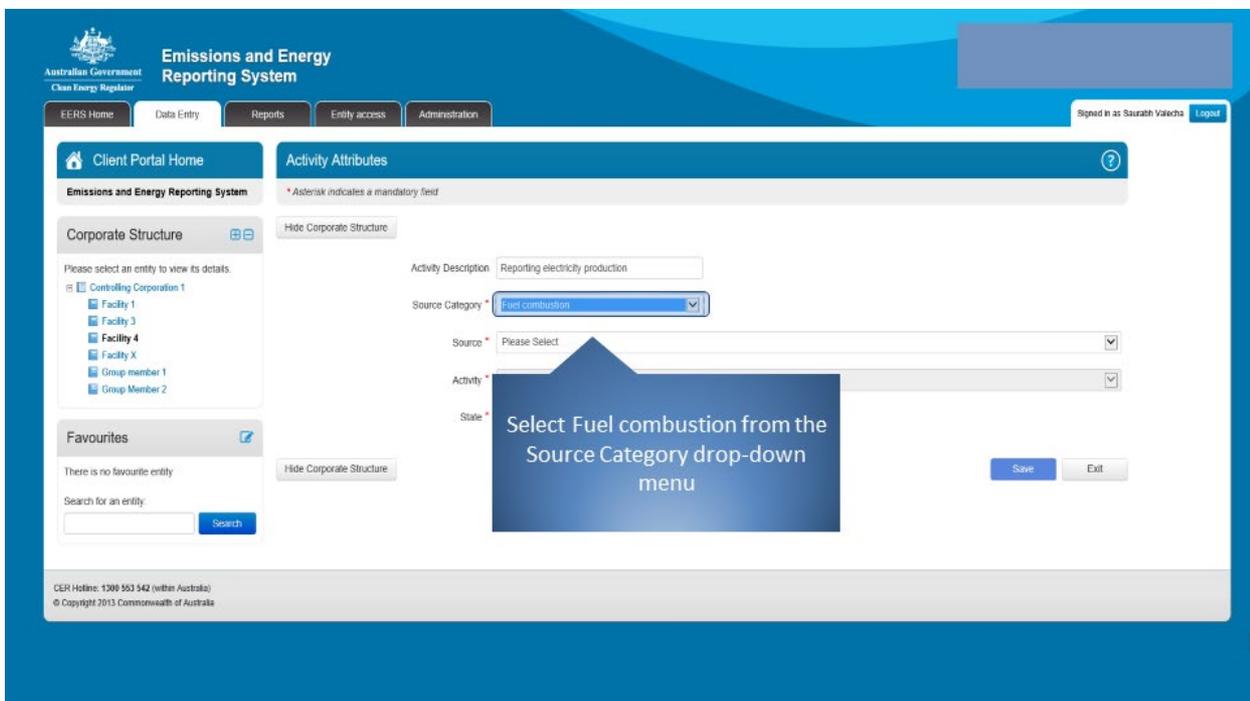
You can describe your activity using the free text 'Activity Description' field. It's not mandatory to give your activity a description but it may assist you to organise your reporting.

Figure 93: Screenshot of activity description field.



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

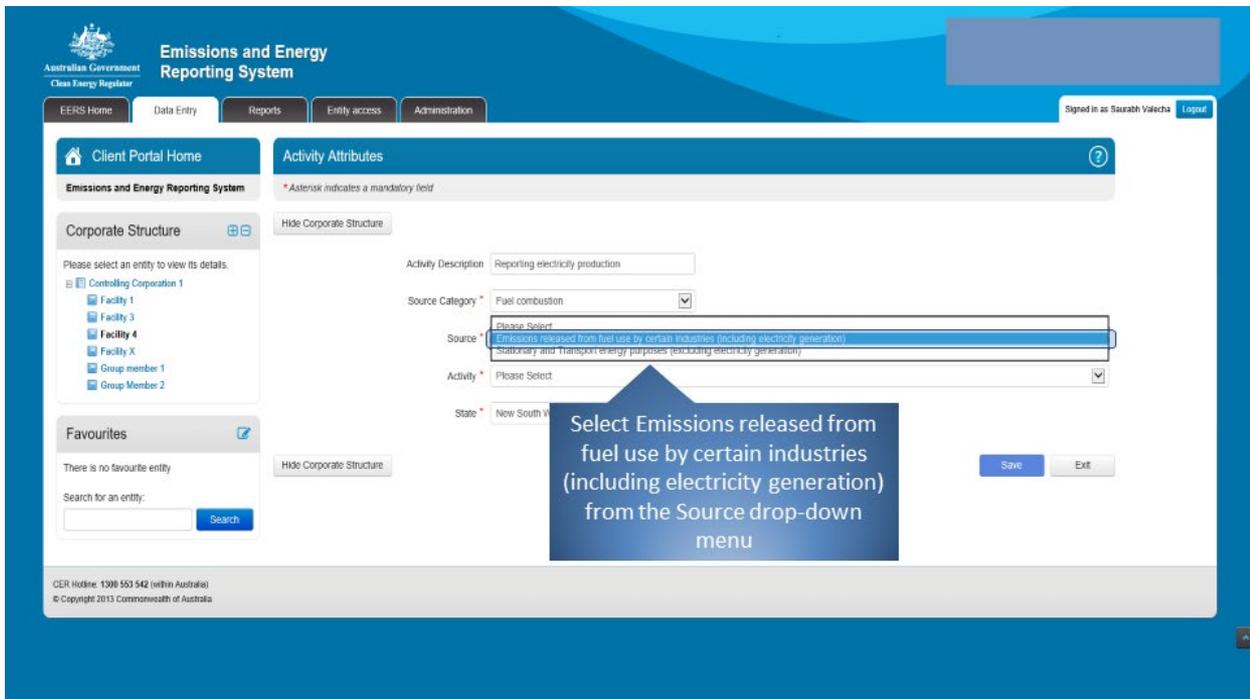
Figure 94: Screenshot of selecting the source category.





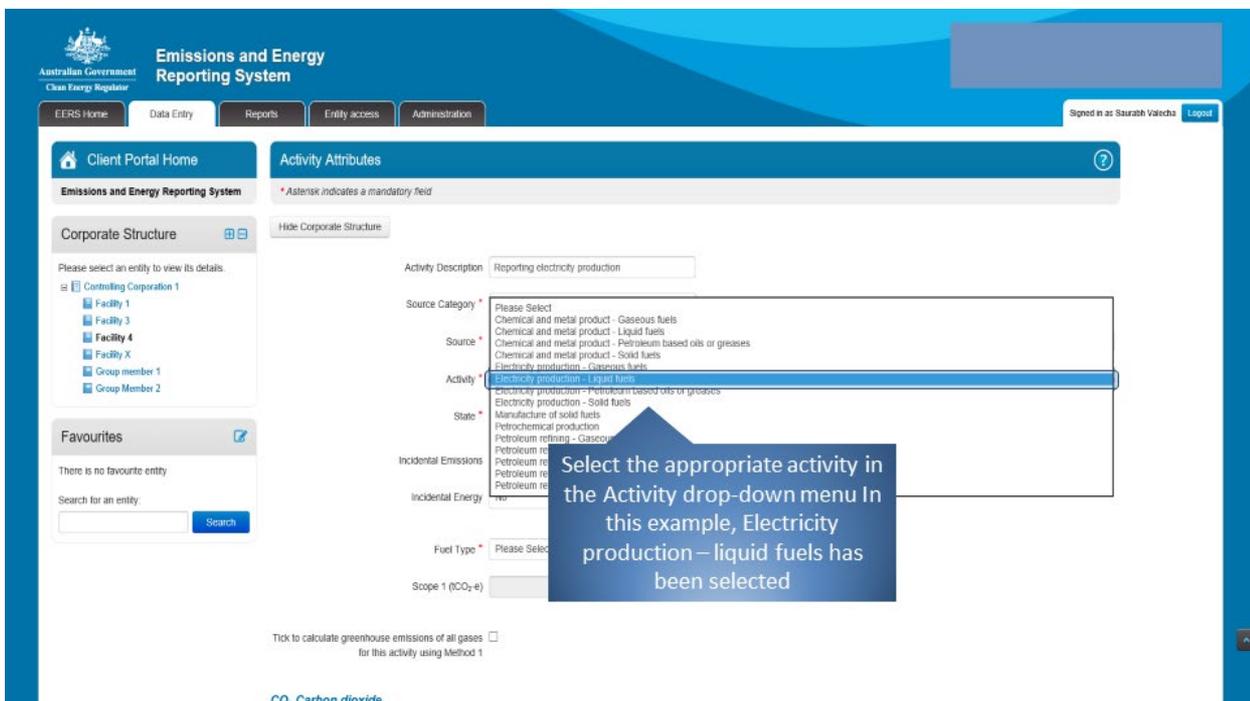
Now, select 'Emissions released from fuel use by certain industries (including electricity generation)' from the 'Source' drop-down menu.

Figure 95: Screenshot of selecting the source.



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

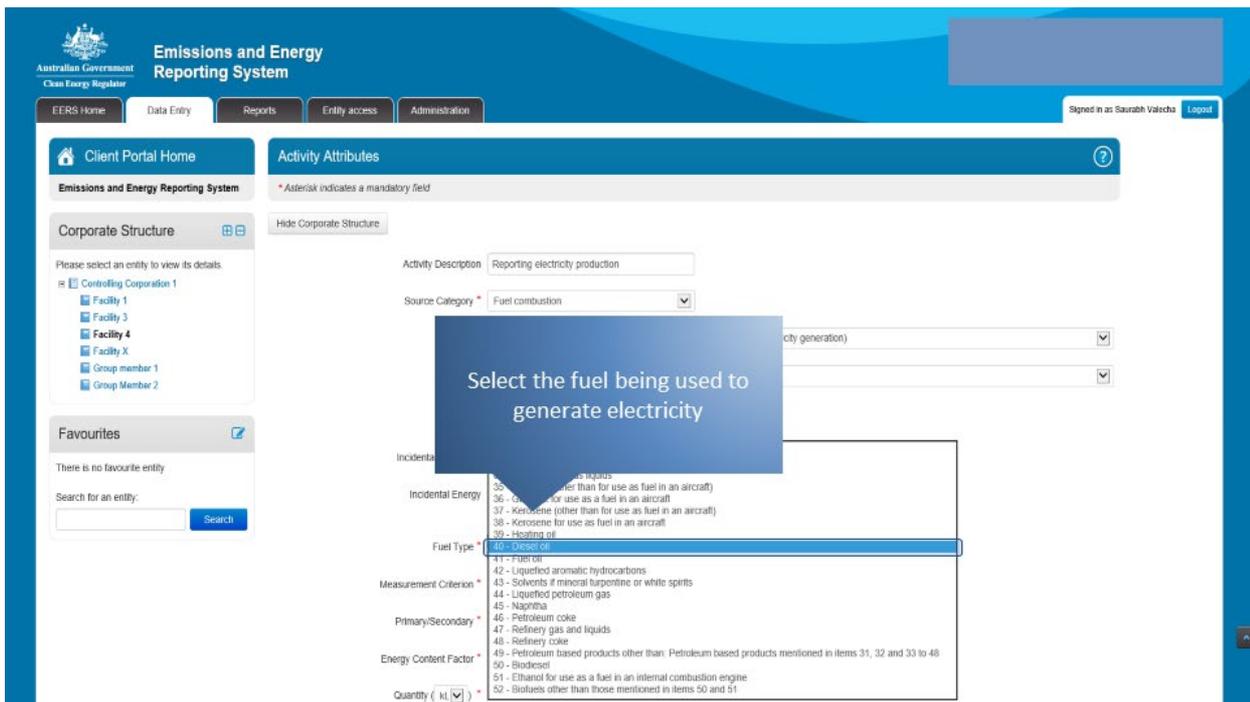
Figure 96: Screenshot of selecting the activity.



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

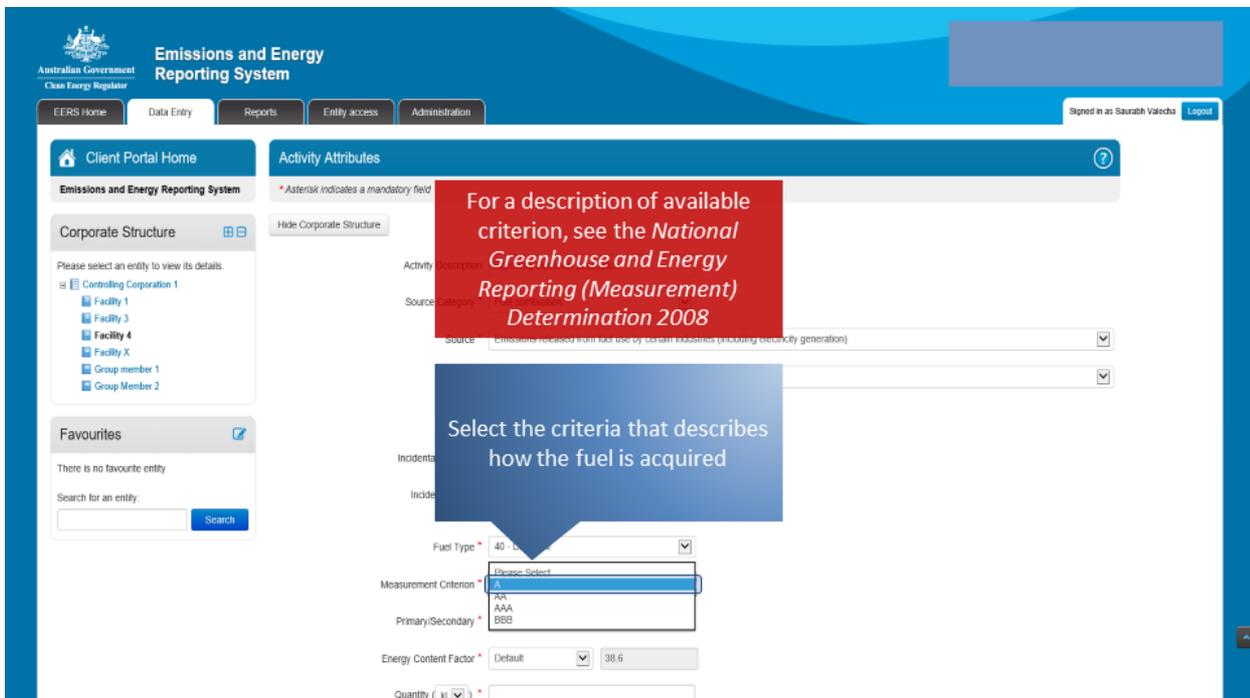


Figure 97: Screenshot of selecting fuel type.



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

Figure 98: Screenshot of selecting the measurement criterion.





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

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

Search for an entity:

Incidental Energy: No

Fuel Type: 40 - Diesel oil

Measurement Criterion: A

Primary/Secondary: Secondary

Energy Content Factor: Default 38.6

Quantity: **kl** 10000

Energy Content: 38.6

Tick to calculate greenhouse emissions for this activity using Method

CO₂ Carbon dioxide

Method: Please Select

CH₄ 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: 38.6

Scope 1 (CO₂-e)

Tick to calculate greenhouse emissions of all gases for this activity using Method

CO₂ Carbon dioxide

Method: **Please Select**
Method 1 (2.55)
Method 2 (2.55)
Method 3 (2.55)
Method 4 (2.55)

Emission Factor used in calculation: 0.1

Result: 39

CH₄ Methane

Method: Method 1 (2.55)

Emission Factor used in calculation: 0.1

Result: 39

N₂O Nitrous oxide

Method: Method 1 (2.55)

Emission Factor used in calculation: 0.2

Result: 77



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.

The screenshot shows the EERS reporting interface. At the top, there are input fields for 'Energy Content' (386,000) and 'Scope 1 (CO₂-e)' (27,097). Below these, there is a checkbox labeled 'Emissions of all gases are reported using Method 1'. A red callout box points to this checkbox with the text: 'If you are reporting using method 1 for all greenhouse gases, you can save time by clicking on this box'. Below the checkbox, there is a 'Method' dropdown menu. A blue callout box points to this menu with the text: 'Select the appropriate method from the Method drop-down menu for CO₂ Carbon dioxide reporting.' The dropdown menu is open, showing options: 'Please Select', 'Method 1 (2.55)', 'Method 2 (2.55)', 'Method 3 (2.55)', and 'Method 4 (2.55)'. Below the dropdown, there are sections for 'CH₄ Methane' and 'N₂O Nitrous oxide'. For 'CH₄ Methane', the 'Method' dropdown is set to 'Method 1 (2.55)', the 'Emission Factor used in calculation' is 0.1, and the 'Result' is 39. For 'N₂O Nitrous oxide', the 'Method' dropdown is set to 'Method 1 (2.55)', the 'Emission Factor used in calculation' is 0.2, and the 'Result' is 77.

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

Figure 102: Screenshot of selecting the method.

The screenshot shows the EERS reporting interface for 'CH₄ Methane' and 'N₂O Nitrous oxide'. A blue callout box points to the 'Method' dropdown menu for 'CH₄ Methane' with the text: 'If required, repeat the process for CH₄ Methane and N₂O Nitrous oxide'. The 'Method' dropdown menu is set to 'Method 1 (2.55)'. Below the dropdown, there are input fields for 'Emission Factor used in calculation' (0.1) and 'Result' (39). For 'N₂O Nitrous oxide', the 'Method' dropdown menu is set to 'Method 1 (2.55)', the 'Emission Factor used in calculation' is 0.2, and the 'Result' is 77. At the bottom of the interface, there are buttons for 'Hide Corporate Structure', 'Save', and 'Exit'. The footer contains the text: 'CER Hotline: 1300 553 542 (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.

CO₂ Carbon dioxide

Method * Method 1 (2.55)

Emission Factor used in calculation 69.9

Result 26,981

CH₄ Methane

Method * Method 1 (2.55)

Emission Factor used in calculation 0.1

Result 39

N₂O Nitrous oxide

Method * Method 1 (2.55)

Emission Factor used in calculation 0.2

Result 77

Hide Corporate Structure

Save Exit

Once you have entered all the required data, click on the Save button

CER Hotline: 1300 553 542 (within Australia)
© Copyright 2013 Commonwealth of Australia

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.

Show Corporate Structure

Parent entity Controlling Corporation 1

ANZSIC code 121 - Beverages

State / Territory of operation New South

Edit Facility Details Enter Contractor Data

Facility Emissions and Energy Summary Table

GREENHOUSE GAS EMISSIONS (t CO₂-e)

Scope 1	Scope 2	Total of Scope 1 and Scope 2
27,097	-	27,097

ENERGY PRODUCED AND ENERGY CONSUMED (GJ)

Energy Consumed Total	Energy Consumed Net	Energy Produced
386,000	386,000	-

GREENHOUSE GAS SCOPE 1 EMISSIONS BY GAS (t CO₂-e)

Carbon Dioxide CO ₂	Methane CH ₄	Nitrous Oxide N ₂ O	Perfluorocarbons PFCs	Hydro Fluoro Carbons HFCs	Sulphur Hexafluoride SF ₆	Total
26,981	39	77	-	-	-	27,097

Activity Details

Add Activity

Activity Description	Source Category	Source	Activity - Fuel Type	Quantity	Unit	Emissions (t CO ₂ -e)	Energy Consumed (GJ)	Energy Produced (GJ)	Context	Date Reported	Action
Reporting electricity production	Fuel combustion	Emissions released from fuel use by certain industries (including electricity generation)	Electricity production - Liquid fuels • Diesel oil	10,000	L	27,097	386,000	Consumed	14/06/2017 11:58 AM		

Add Activity

Both the 'Facility Totals' and the 'Activity Details' fields will be updated as a result of data entry.

You can click on the pen or cross icons to edit or delete an existing activity



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.

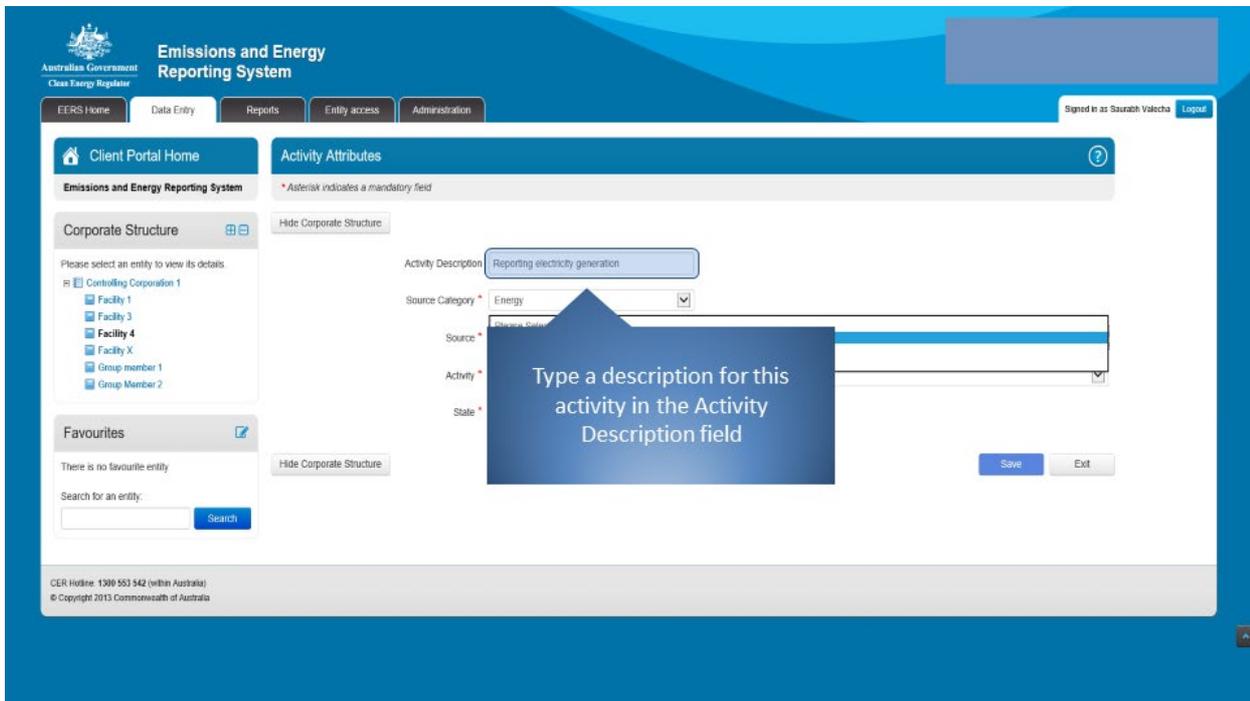
Figure 105: Screenshot of how to add an activity.

The screenshot shows the Emissions and Energy Reporting System (EERS) interface. The page title is "Emissions and Energy Reporting System" and the user is signed in as "Saurabh Vaidya". The navigation menu includes "EERS Home", "Data Entry", "Reports", "Entity access", and "Administration". The main content area displays "Corporate Structure" with a tree view of entities, "Facility Emissions and Energy Summary Table" with summary rows for "Total of Scope 1 and Scope 2", "Energy Consumed Net", and "Energy Produced". A blue callout box with a white arrow points to the "Add Activity" button in the "Activity Details" section. The "Add Activity" button is highlighted in blue. The "Activity Details" section includes a table header with columns: Activity Description, Source Category, Source, Activity - Fuel Type, Quantity, Unit, Emission (t CO₂-e), Energy Content (GJ), Context, and Action. Below the table is an "Add Activity" button and a "Hide Corporate Structure" button. The user is signed in as "Saurabh Vaidya".



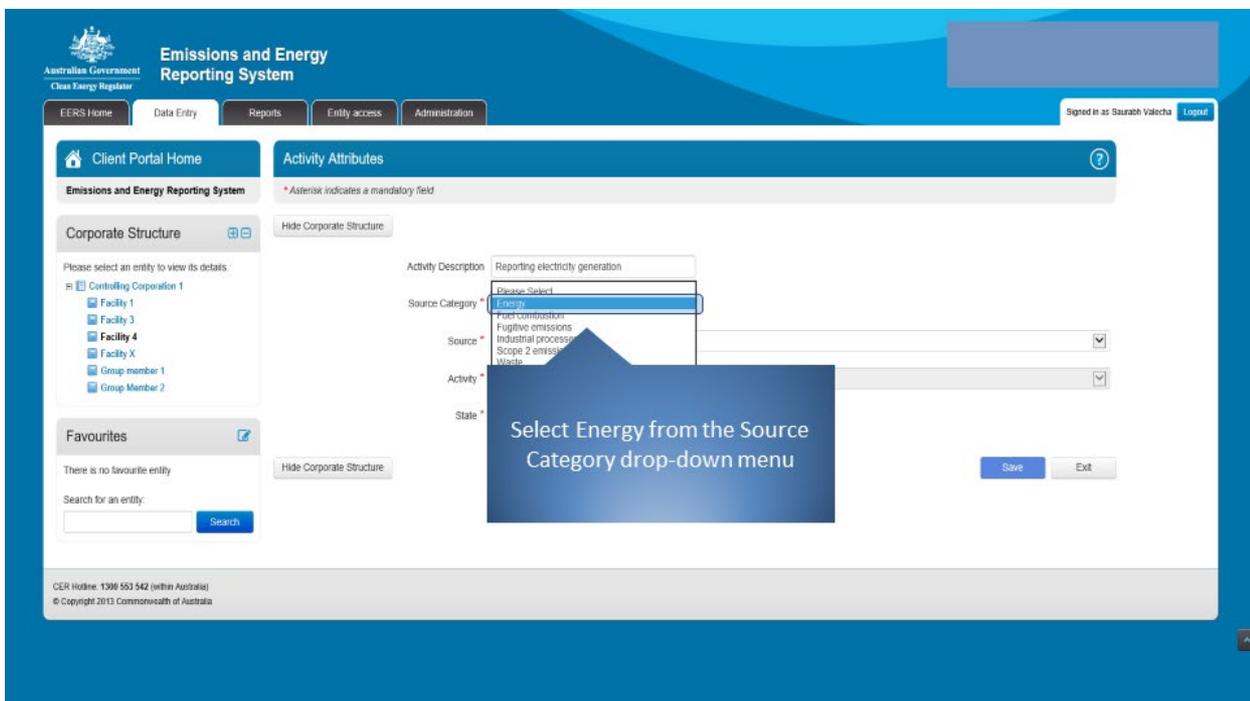
You can describe your activity using the free text 'Activity Description' field. It's not mandatory to give your activity a description but it may assist you to organise your reporting.

Figure 106: Screenshot of the activity description field.



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

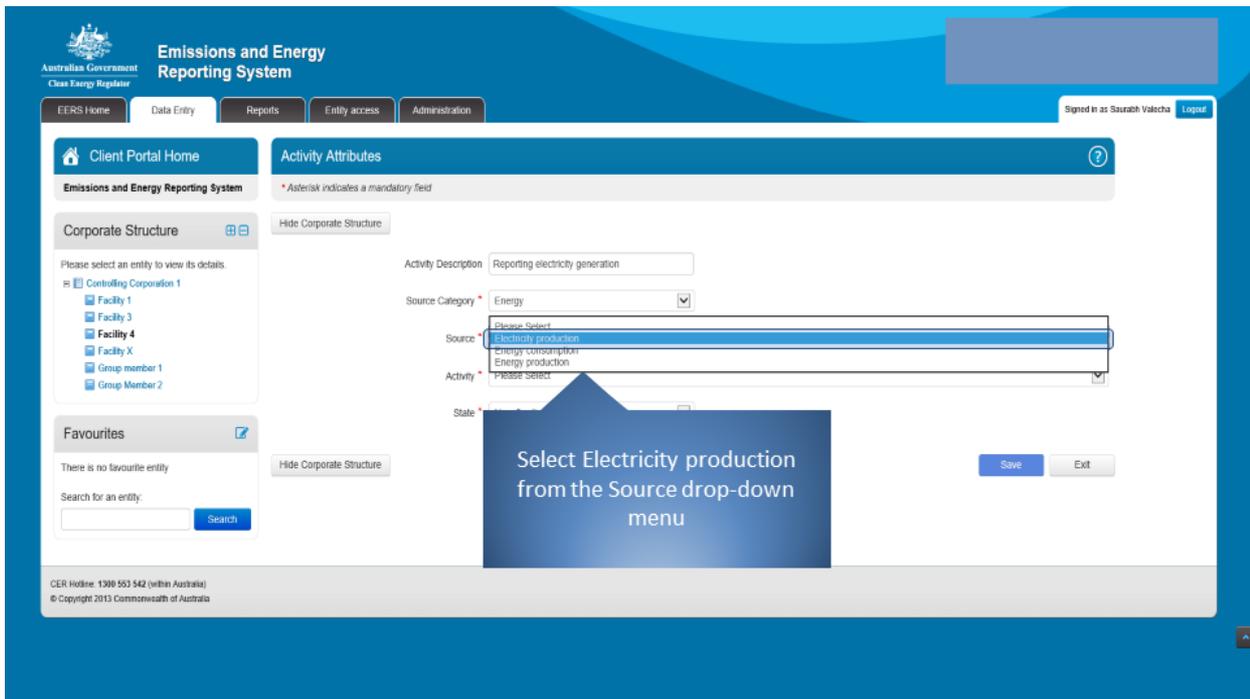
Figure 107: Screenshot of selecting the source category.





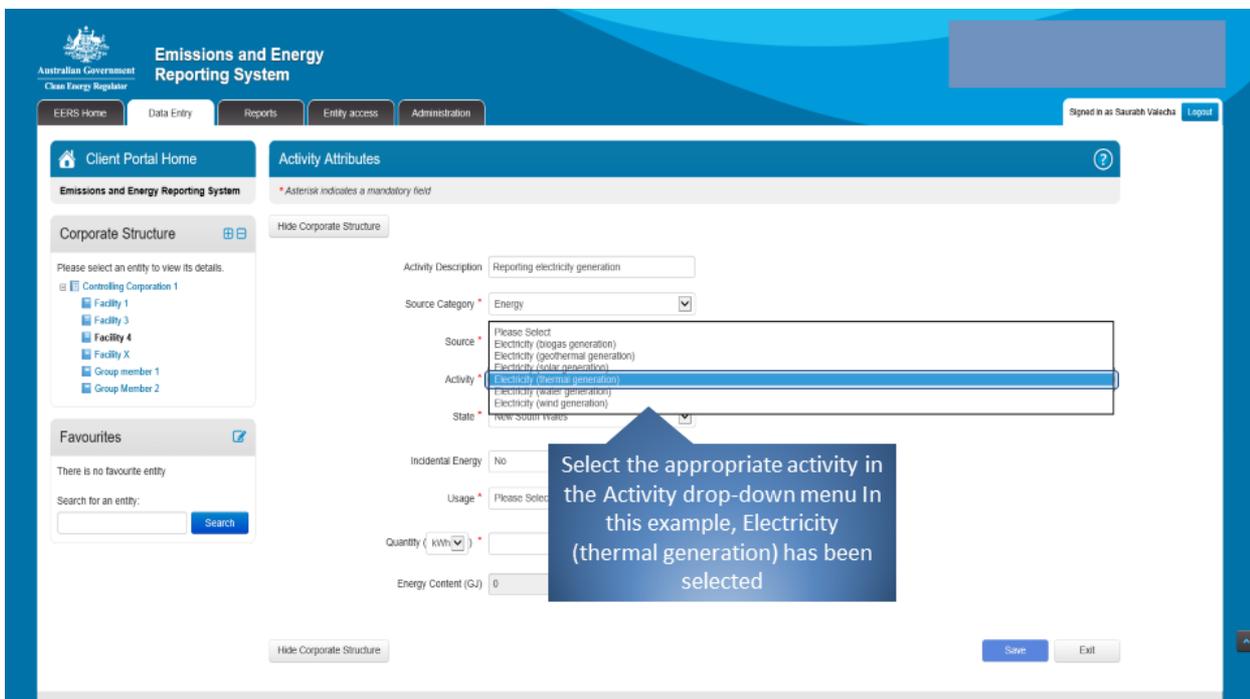
Select 'Electricity production' from the 'Source' drop-down menu.

Figure 108: Screenshot of selecting the source.



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

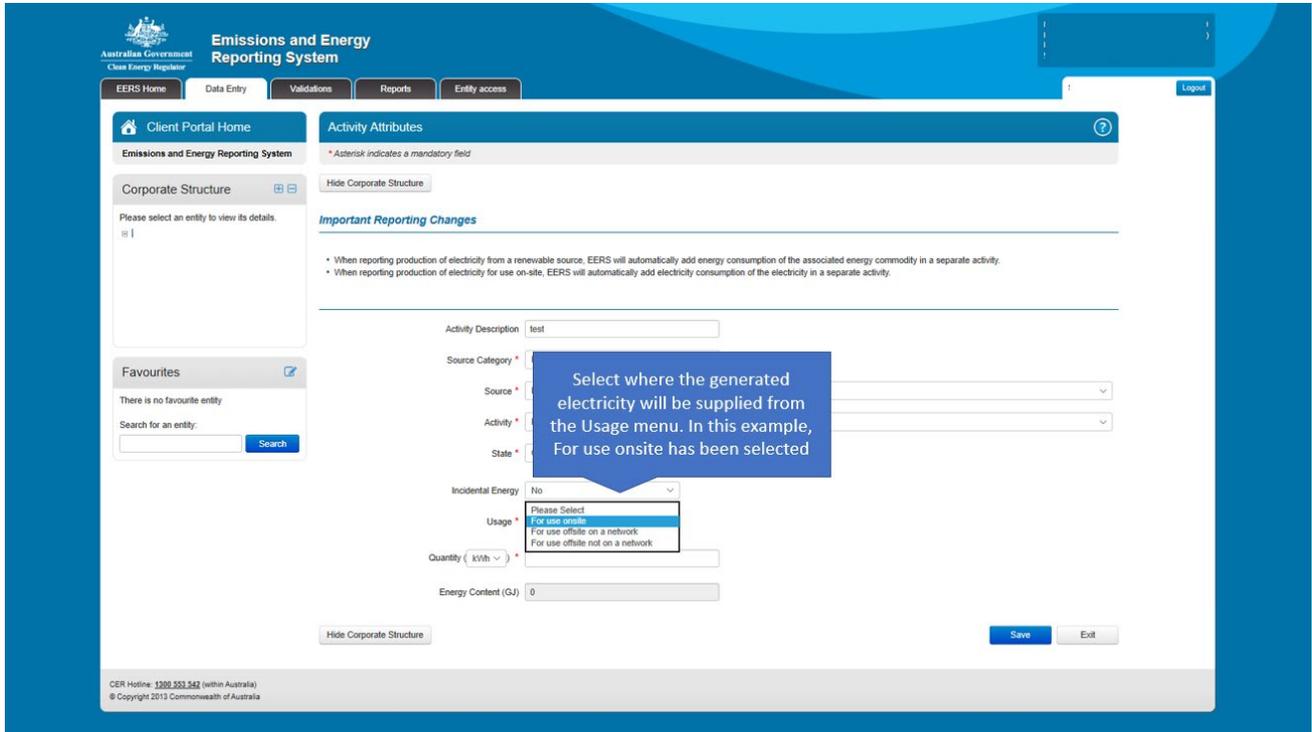
Figure 109: Screenshot of selecting an activity.





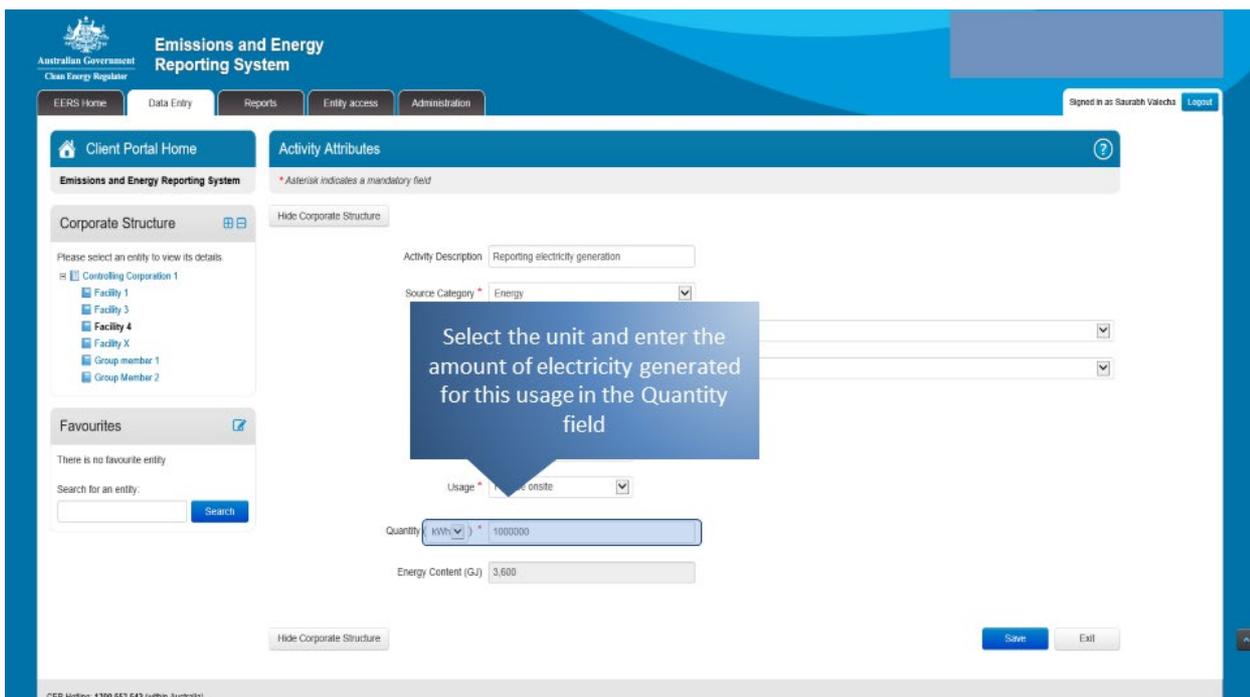
The next step is to report where the electricity will be supplied. The options are: 'For use onsite', 'For use offsite on a network', and 'For use offsite not on a network'. If electricity is being supplied to multiple destinations, that is, for use onsite and for use offsite on a network, then each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

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



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

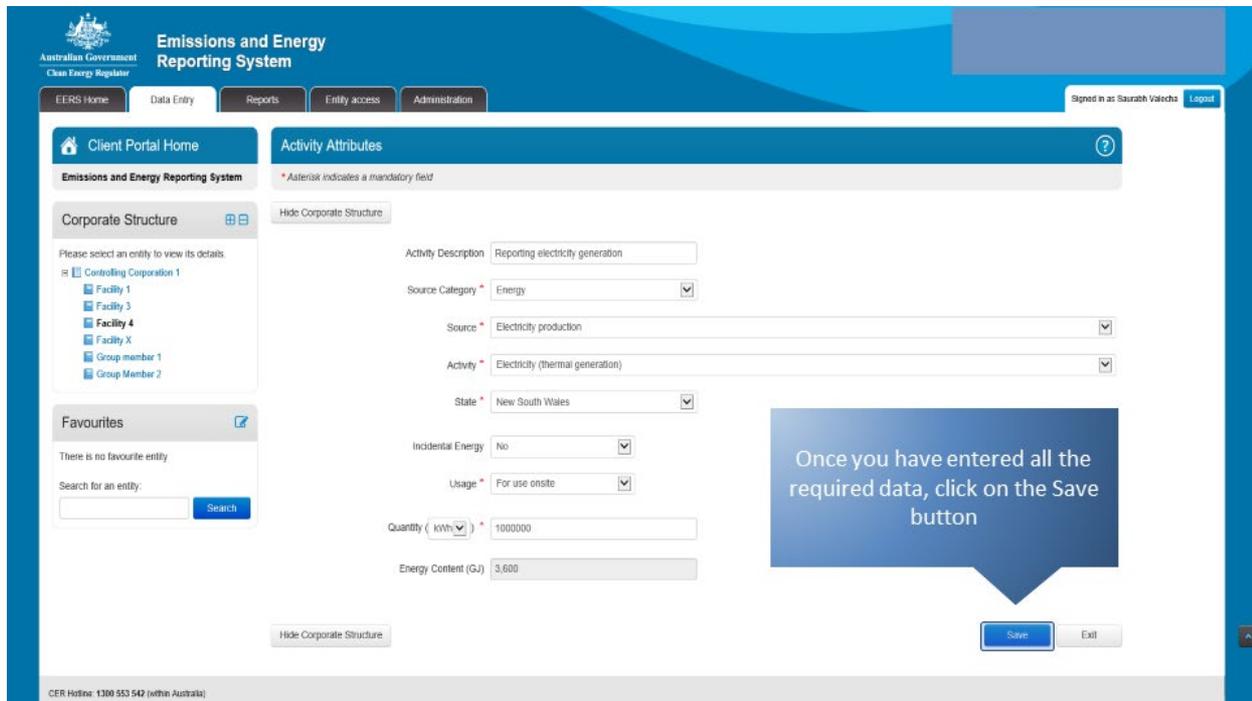
Figure 111: Screenshot of how to enter amount of electricity generated.





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

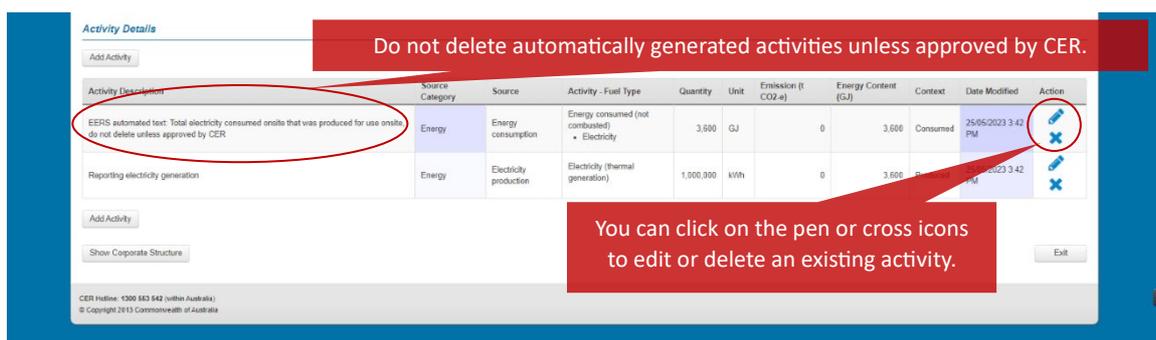
Figure 112: Screenshot of how to save the information.



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

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

Figure 113: Screenshot of activity details table.



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

Figure 114: Screenshot of activity description.



Facility Emissions and Energy Summary Table

GREENHOUSE GAS EMISSIONS (t CO₂-e)

Scope 1 Scope 2

ENERGY PRODUCED AND ENERGY CONSUMED (GJ)

Energy Consumed Total 7,200 Energy Produced 3,600

GREENHOUSE GAS SCOPE 1 EMISSIONS BY GAS (t CO₂-e)

Carbon Dioxide CO ₂	Methane CH ₄	Nitrous Oxide N ₂ O	Perfluorocarbons PFCs	Hydro Fluoro Carbons HFCs	Sulphur Hexafluoride SF ₆	Total
-	-	-	-	-	-	-

Activity Details

Add Activity

Activity Description	Source Category	Source	Activity - Fuel Type	Quantity	Unit	Emission (t CO ₂ -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	17/05/2023 12:53 PM		
EERS Automated Text. Total water energy commodity consumed for electricity generation. do not delete unless approved by CER	Energy	Energy consumption	Energy commodities • Water energy for electricity generation	3,600	GJ	0	3,600	Consumed	17/05/2023 12:53 PM		
-	-	Electricity production	Electricity (water generation)	1,000,000	kWh	0	3,600	Produced	17/05/2023 12:53 PM		

Add Activity

Show Corporate Structure

Exit

Both the 'Facility Totals' and the 'Activity Details' fields will be updated as a result of data entry.

You can click on the pen or cross icons to edit or delete an existing activity.

Do not delete automatically generated activities unless approved by CER.

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.

EERS Home Data Entry Reports Entity access Signed in as Exec firstname Exec surname Logout

Client Portal Home

Emissions and Energy Reporting System

Hide Corporate Structure Edit Facility Details Enter Contractor Data

Parent entity Controlling Corporation 1

ANZSIC code 121 - Beverage manufacturing

State / Territory of operation New South Wales

Corporate Structure [Expand] [Collapse]

Please select an entity to view its details.

- Controlling Corporation 1
 - Facility 1
 - Facility 3
 - Facility 4**
 - Facility X
 - Group member 1

Facility Emissions and Energy Summary Table

Total of Scope 1 and Scope 2

Energy Consumed Net Energy Produced

Activity Details

Add Activity

Activity Description Source Category Source Activity - Fuel Type Quantity Unit Emission (t CO₂-e) Energy Content (GJ) Context Action

No data available in table

Add Activity

Hide Corporate Structure

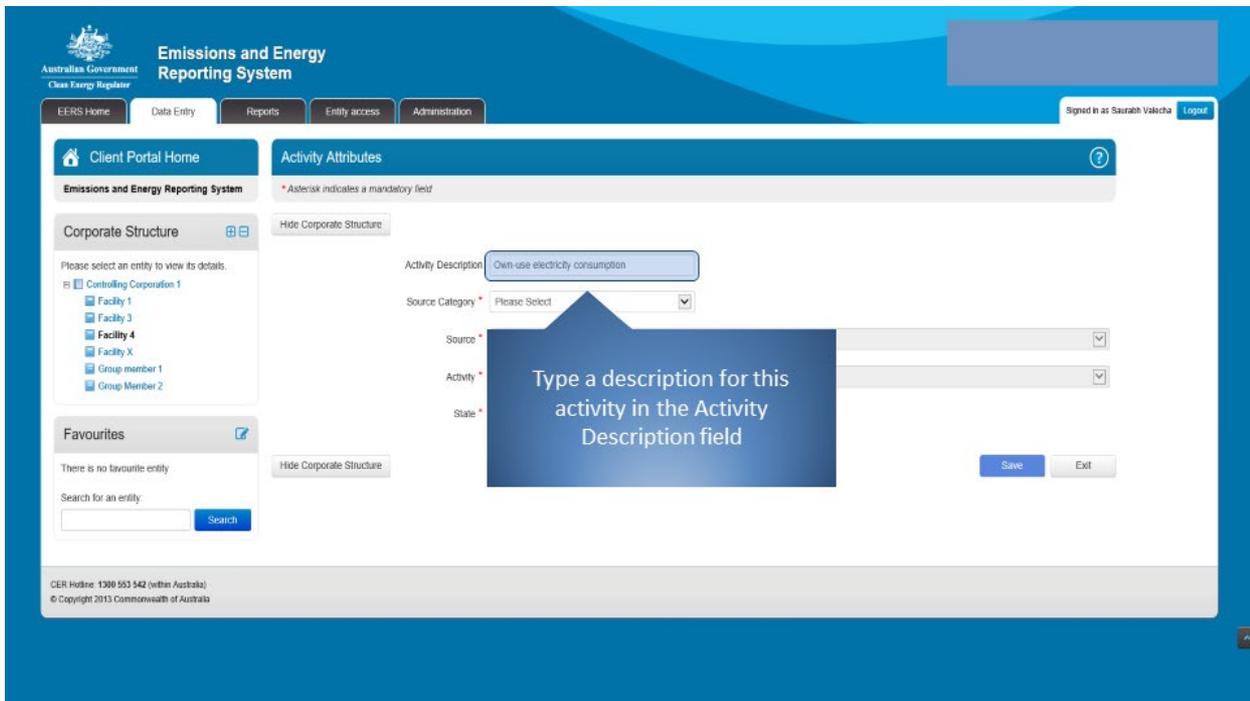
Exit

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



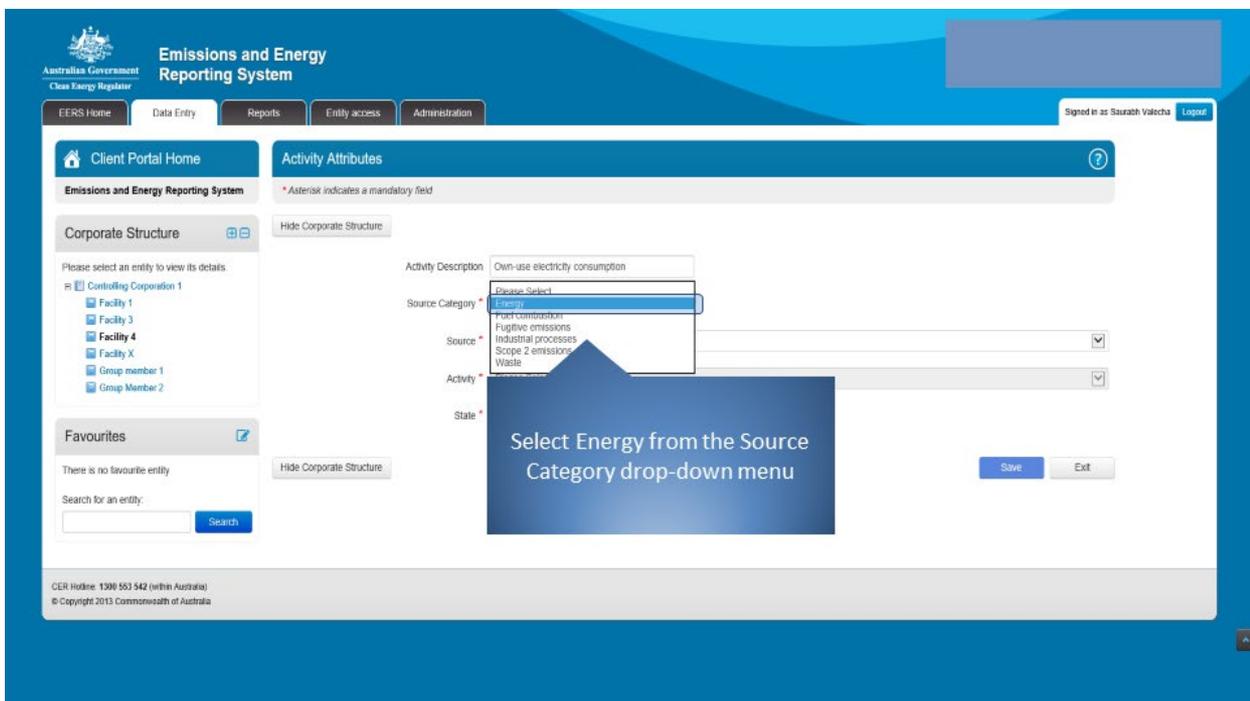
Describe your activity using the free text 'Activity Description' field. It's not mandatory to give your activity a description, but it may assist you to organise your reporting.

Figure 116: Screenshot of the activity description field.



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

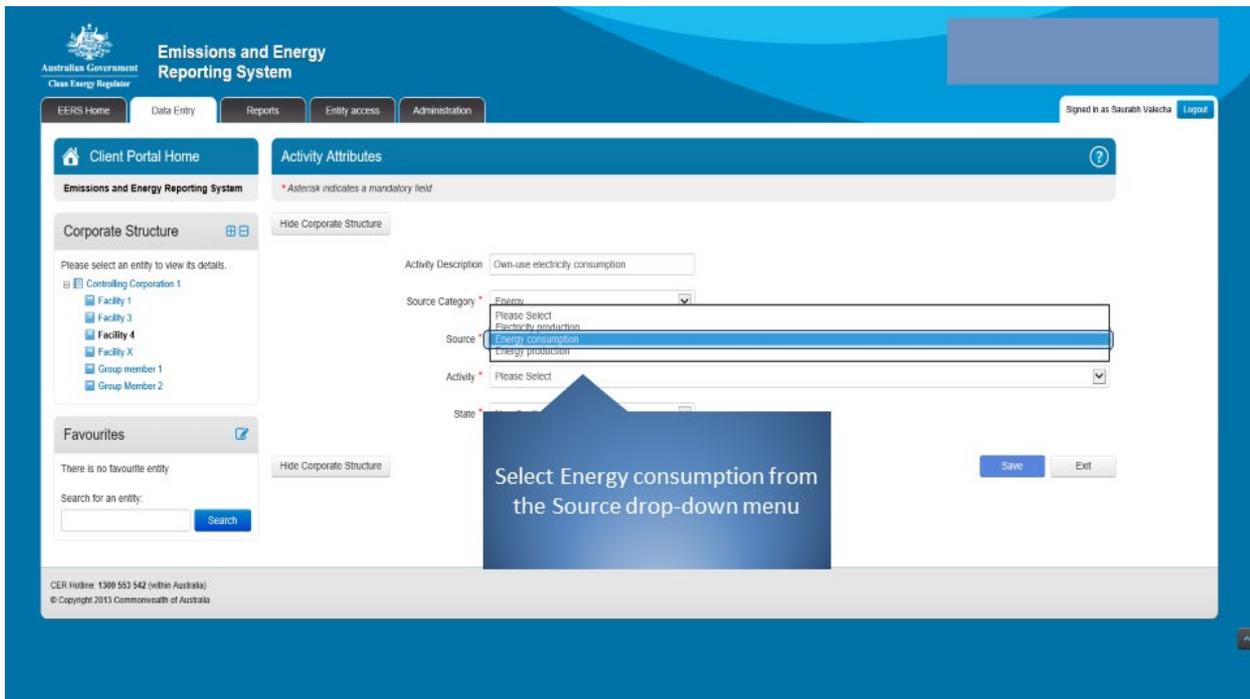
Figure 117: Screenshot of selecting the source category.





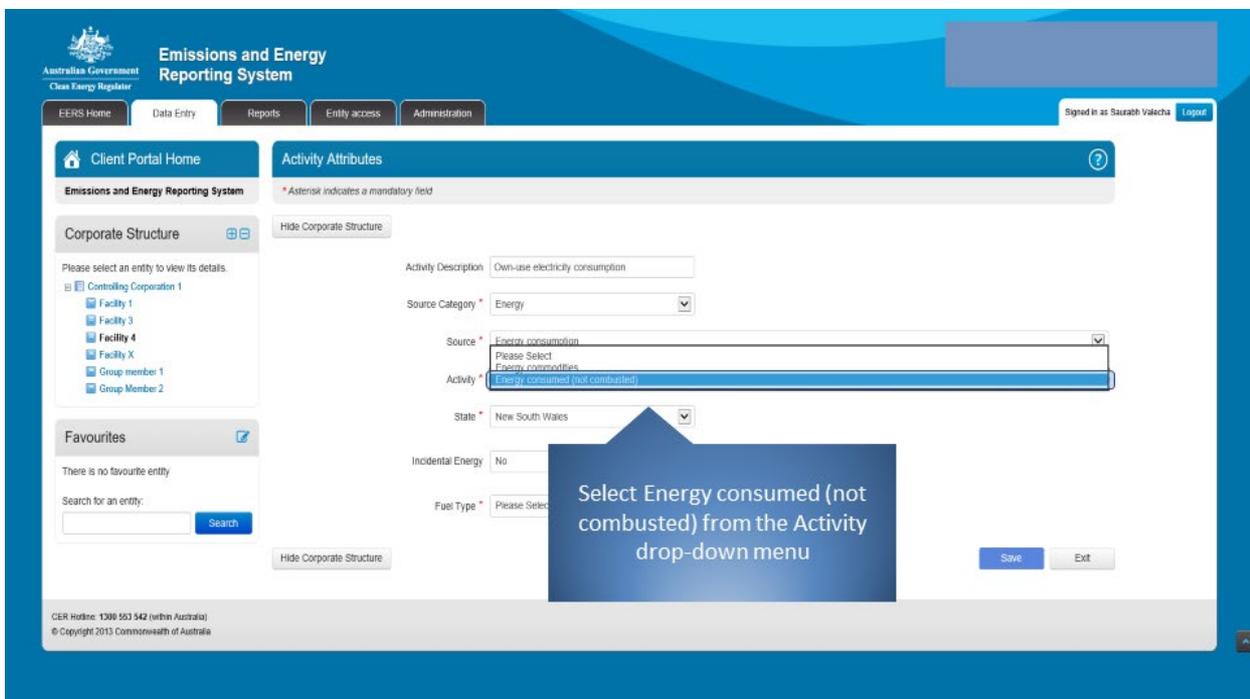
Select 'Energy consumption' from the 'Source' drop-down menu.

Figure 118: Screenshot of selecting the source.



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

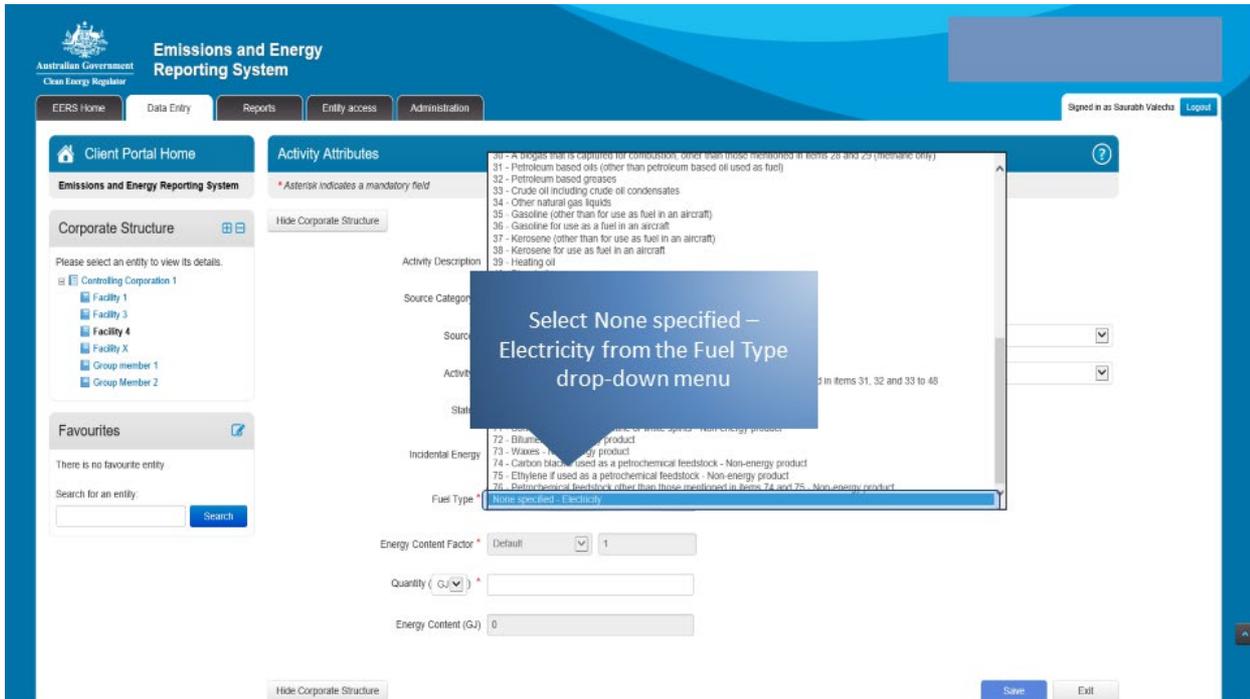
Figure 119: Screenshot of selecting the activity.





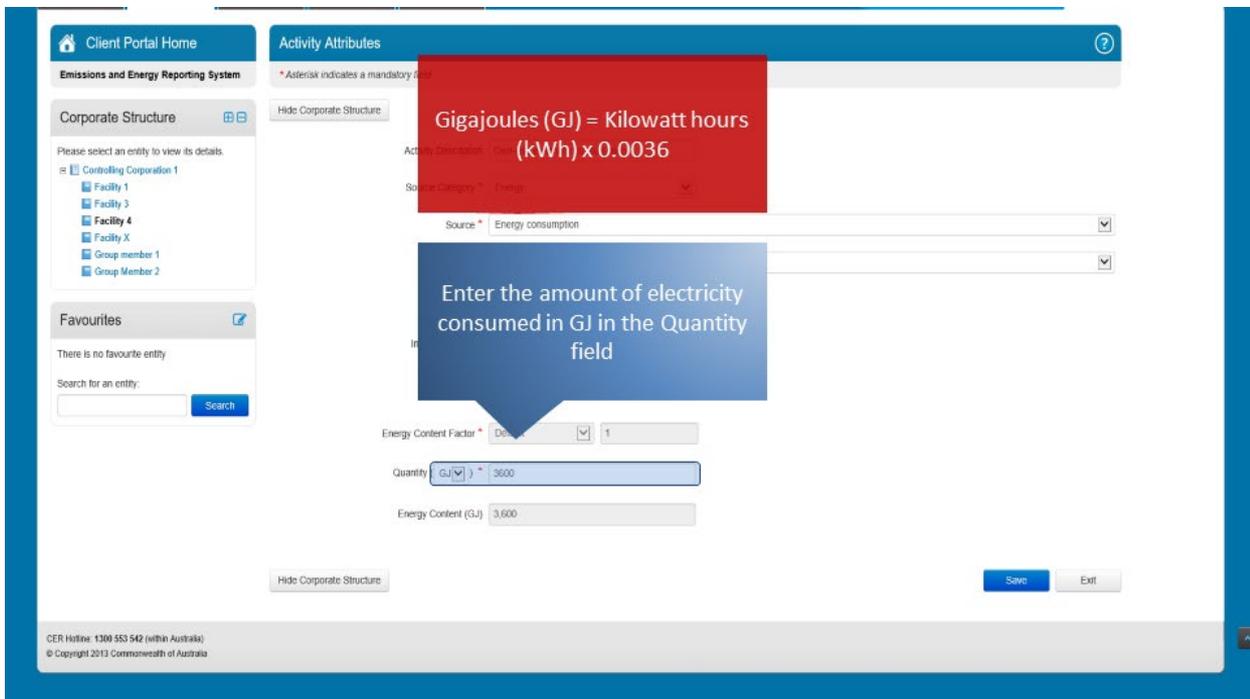
Select 'None specified – Electricity' as the 'Fuel Type' from the drop-down list.

Figure 120: Screenshot of selecting the fuel type.



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

Figure 121: Screenshot of how to enter the amount.





11. Validation warnings and errors in EERS

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

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

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

Australian Government Clean Energy Regulator
Emissions and Energy Reporting System

EERS Home | Data Entry | **Validations** | Reports | Entity access | Signed in as CER Test User | Logout

Client Portal Home | Registered Controlling Corporation test

Hide Corporate Structure | Edit Reporting Entity Information

S19 - Emissions & energy summary table

The table below displays total scope 1 and scope 2 greenhouse gas emissions, energy produced and energy consumed for all facilities under Registered Controlling Corporation test and members of its corporate group for the 2018-2019 reporting period.

GREENHOUSE GAS EMISSIONS (t CO ₂ -e)		
Scope 1	Scope 2	Total of Scope 1 and Scope 2
135,586	-	135,586

ENERGY PRODUCED AND ENERGY CONSUMED (GJ)		
Energy Consumed Total	Energy Consumed Net	Energy Produced
1,930,000	1,912,000	18,000

GREENHOUSE GAS SCOPE 1 EMISSIONS BY GAS (t CO ₂ -e)						
Carbon Dioxide CO ₂	Methane CH ₄	Nitrous Oxide N ₂ O	Perfluorocarbons PFCs	Hydro Fluoro Carbons HFCs	Sulphur Hexafluoride SF ₆	Total
134,907	243	436	-	-	-	135,586

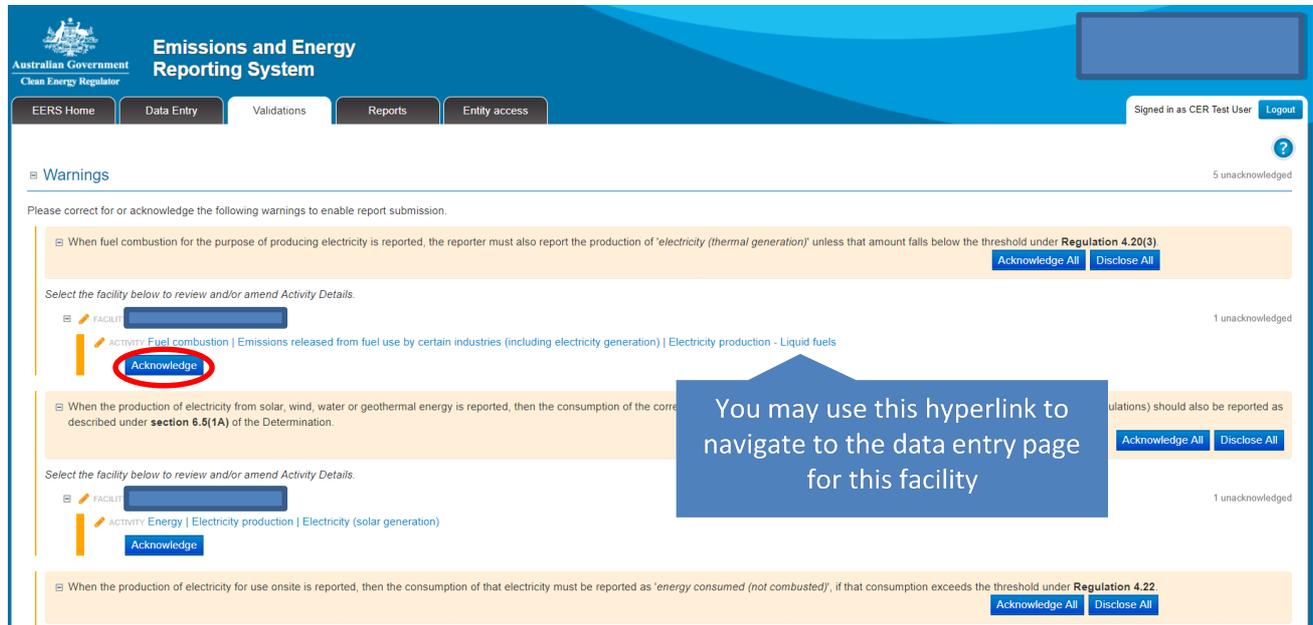
S22X - Group member emissions & energy summary table

The table below displays total scope 1 and scope 2 greenhouse gas emissions, energy produced and energy consumed for all facilities under Registered Controlling Corporation test and members of its corporate group for the 2018-2019 reporting period.



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

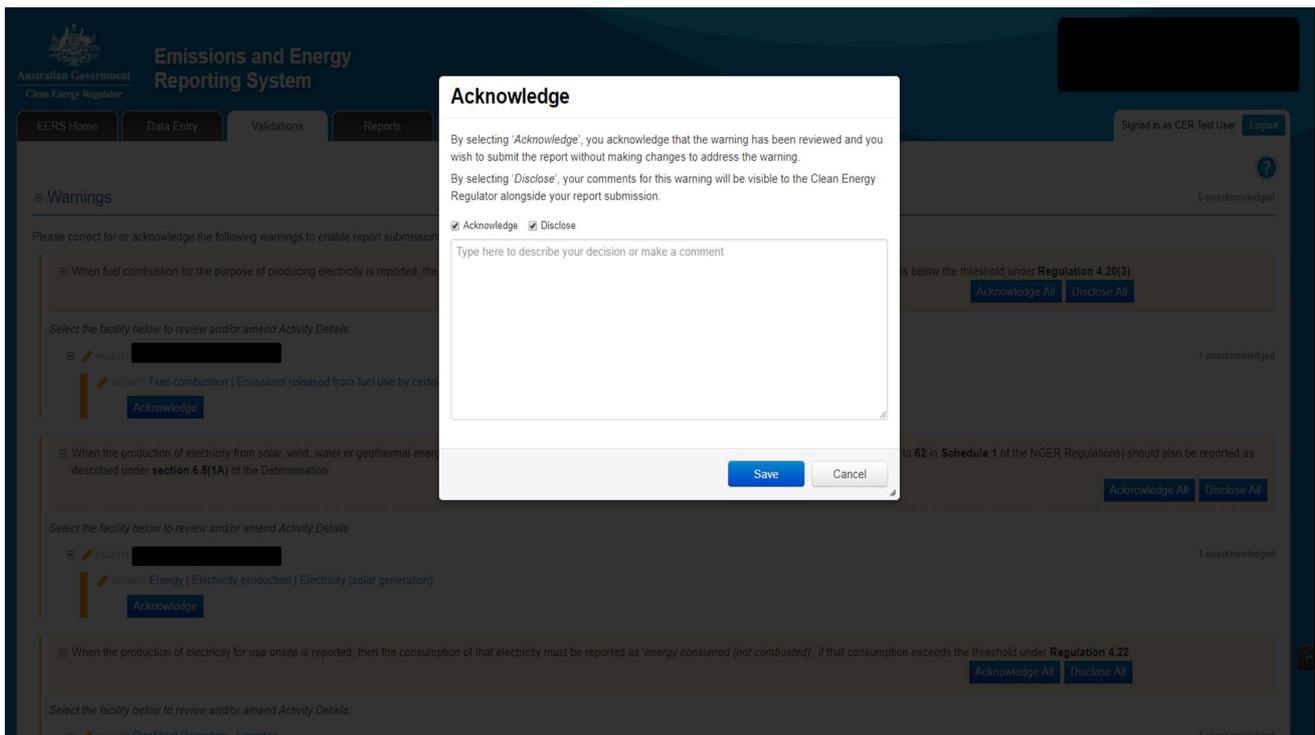
Figure 125: Screenshot of example warnings that appear in the validations tab.



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

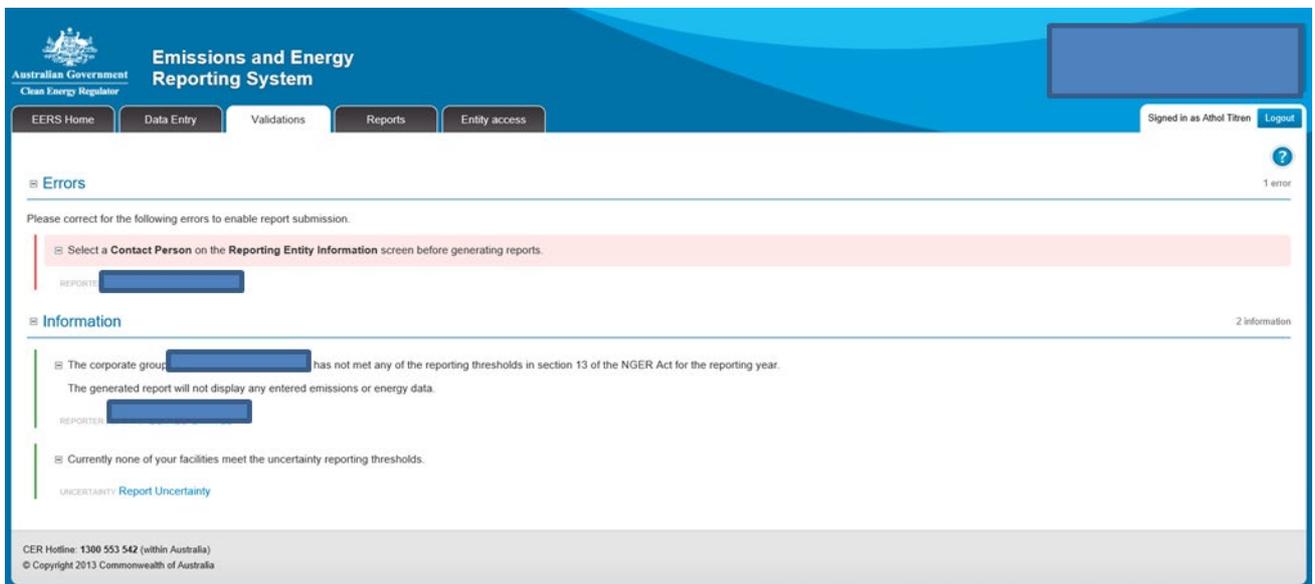


Figure 126: Screenshot of acknowledgment.



If there is an error, you cannot submit your report without rectifying the error. Click the hyperlink to navigate to the appropriate screen to rectify the error. The below figure shows an example of an error. See the [Emissions and Energy Reporting System validation errors and warning messages guideline](https://www.cleanenergyregulator.gov.au/DocumentAssets/Pages/Emissions-and-Energy-Reporting-System-validation-errors-and-warning-messages-guideline)¹⁰ for more information.

Figure 127: Screenshot of an example of an error.



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

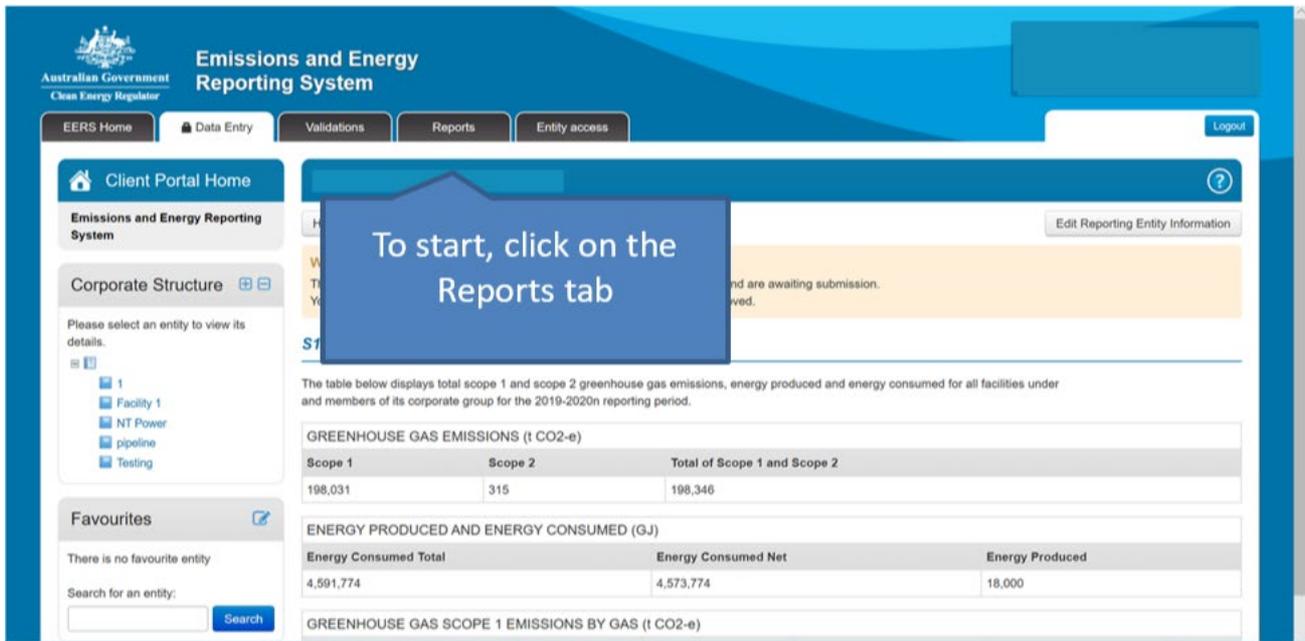


12. Submitting a report in EERS

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

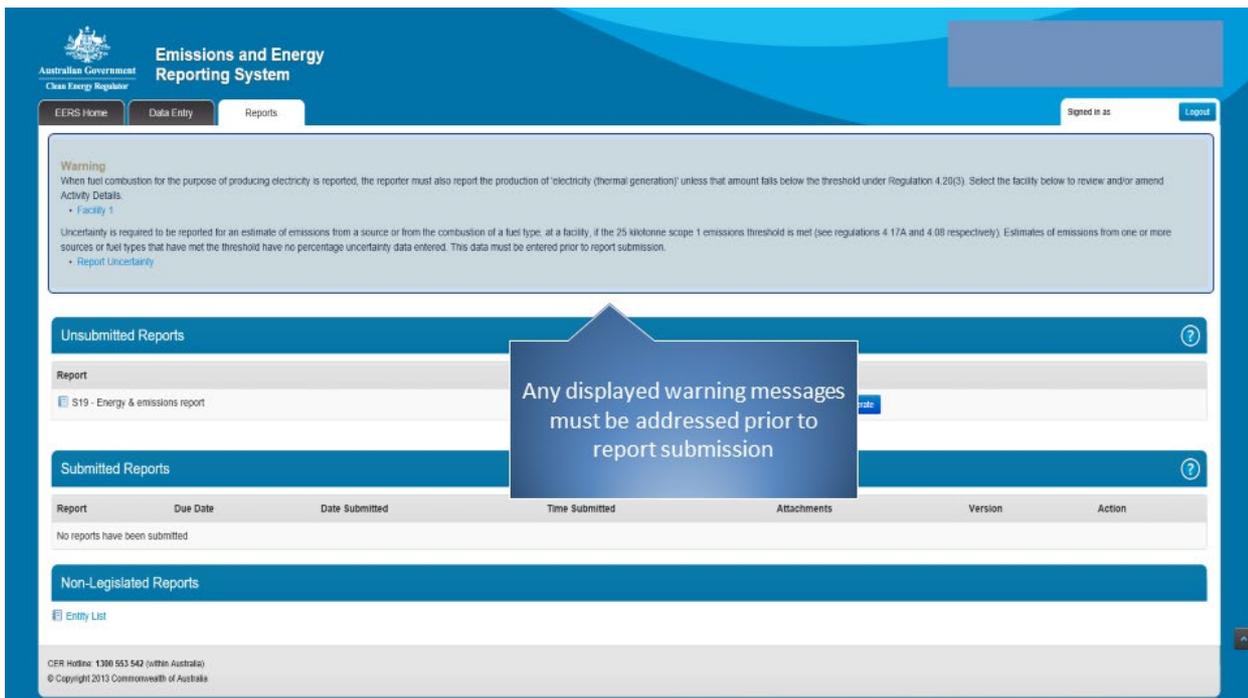
The first step to submit a report is to open the reports page in EERS. Click on the 'Reports' tab located near the top of the screen.

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



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

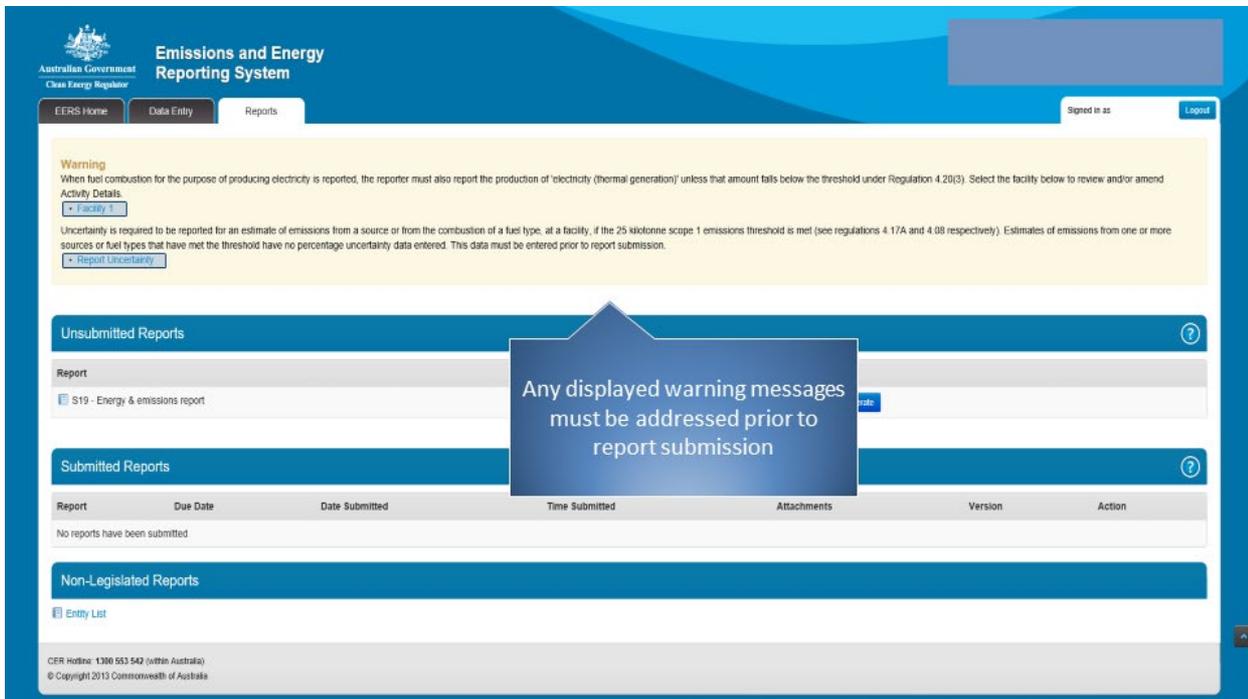
Figure 129: Screenshot of where warnings are displayed.





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

Figure 130: Screenshot indicating how to address warnings.



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

Figure 131: Screenshot of unsubmitted reports page.

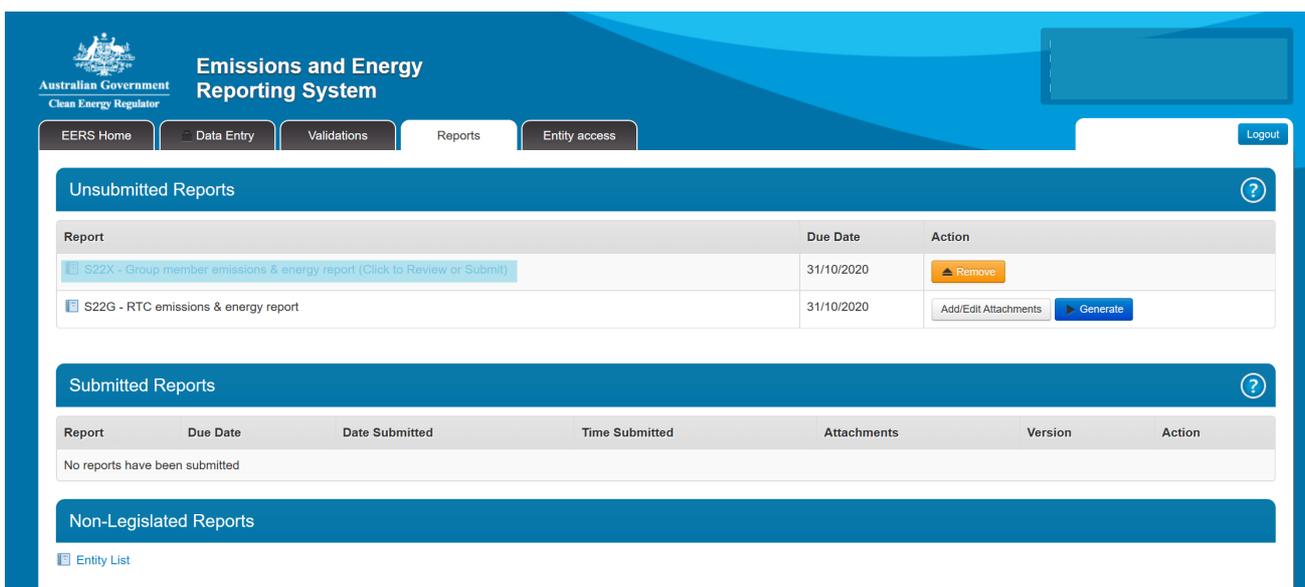
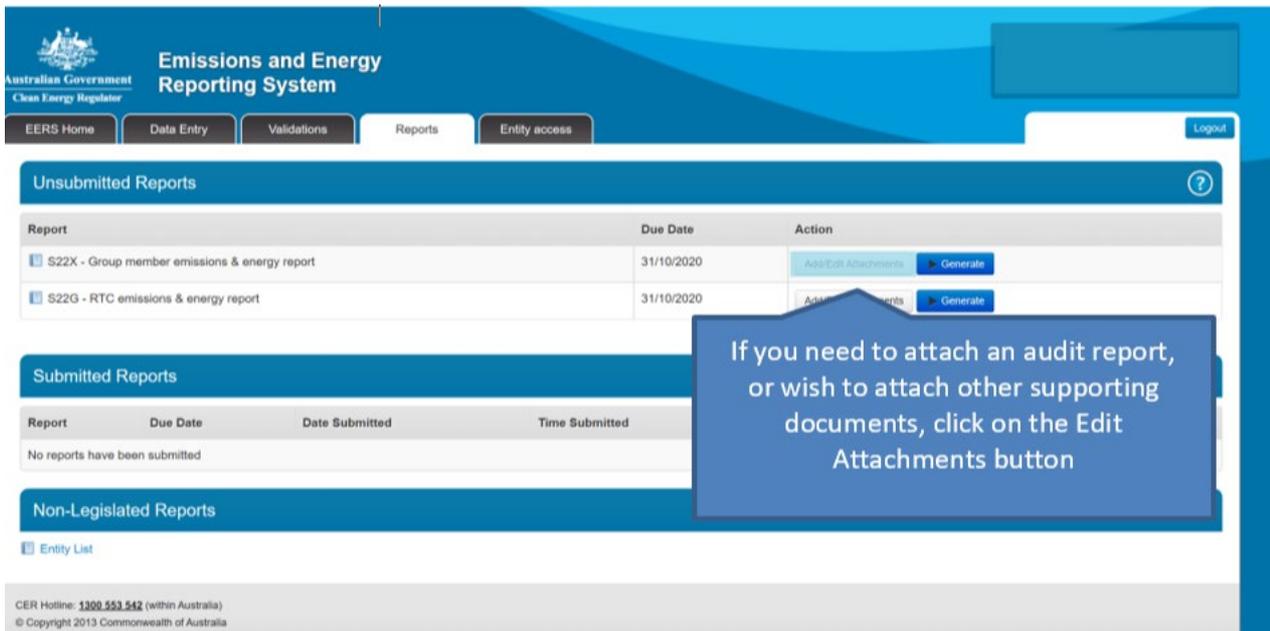


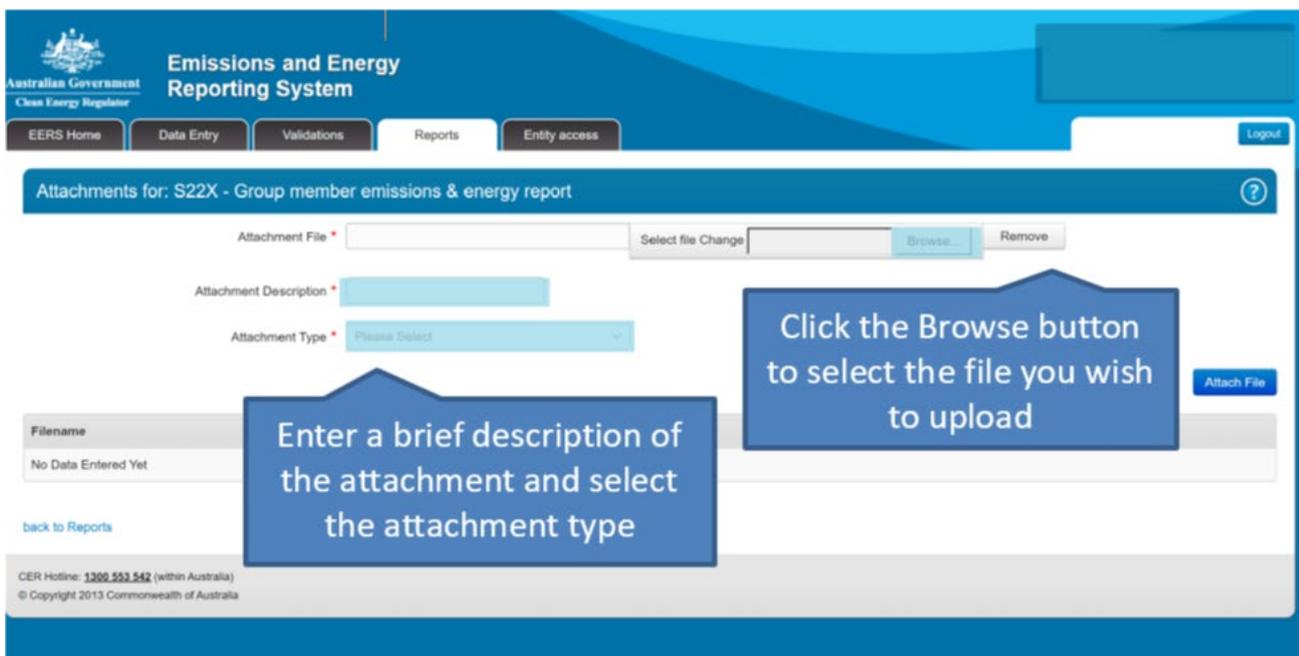


Figure 132: Screenshot of how to attach documents.



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

Figure 133: Screenshot of how to upload documents.





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

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

The screenshot shows the 'Emissions and Energy Reporting System' interface. The top navigation bar includes 'EERS Home', 'Data Entry', 'Validations', 'Reports', and 'Entity access'. The main content area is titled 'Attachments for: S22X - Group member emissions & energy report'. It contains three input fields: 'Attachment File *' with a 'Select file Change' button, 'Attachment Description *', and 'Attachment Type *' with a dropdown menu set to 'Please Select'. An 'Attach File' button is located to the right of these fields. Below the form is a table with columns: 'Filename', 'Size', 'Type', 'Description', and 'Edit/Remove'. The table currently shows 'No Data Entered Yet'. A 'back to Reports' link is at the bottom left. A callout box on the right says: 'Once you have entered all the required data, click on the Attach File button'. The footer includes 'CER Hotline: 1300 553 542 (within Australia)' and '© Copyright 2013 Commonwealth of Australia'.

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

Figure 135: Screenshot of how to generate a report.

The screenshot shows the 'Emissions and Energy Reporting System' interface. The top navigation bar includes 'EERS Home', 'Data Entry', 'Validations', 'Reports', and 'Entity access', along with a 'Logout' button. The main content area is titled 'Unsubmitted Reports' and contains a table with columns: 'Report', 'Due Date', and 'Action'. The table lists two reports: 'S22X - Group member emissions & energy report' and 'S22G - RTC emissions & energy report', both with a due date of 31/10/2020. The 'Action' column for the S22X report shows 'Add/Edit Attachments' and 'Generate' buttons. A callout box on the right says: 'Click on the Generate button to create a report.'. Below the 'Unsubmitted Reports' section is a 'Submitted Reports' section with a table that currently shows 'No reports have been submitted'. At the bottom, there is a 'Non-Legislated Reports' section with an 'Entity List' link. The footer includes 'CER Hotline: 1300 553 542 (within Australia)' and '© Copyright 2013 Commonwealth of Australia'.



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

Figure 136: Screenshot of generated report on screen.



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

Figure 137: Screenshot of the scroll bar.





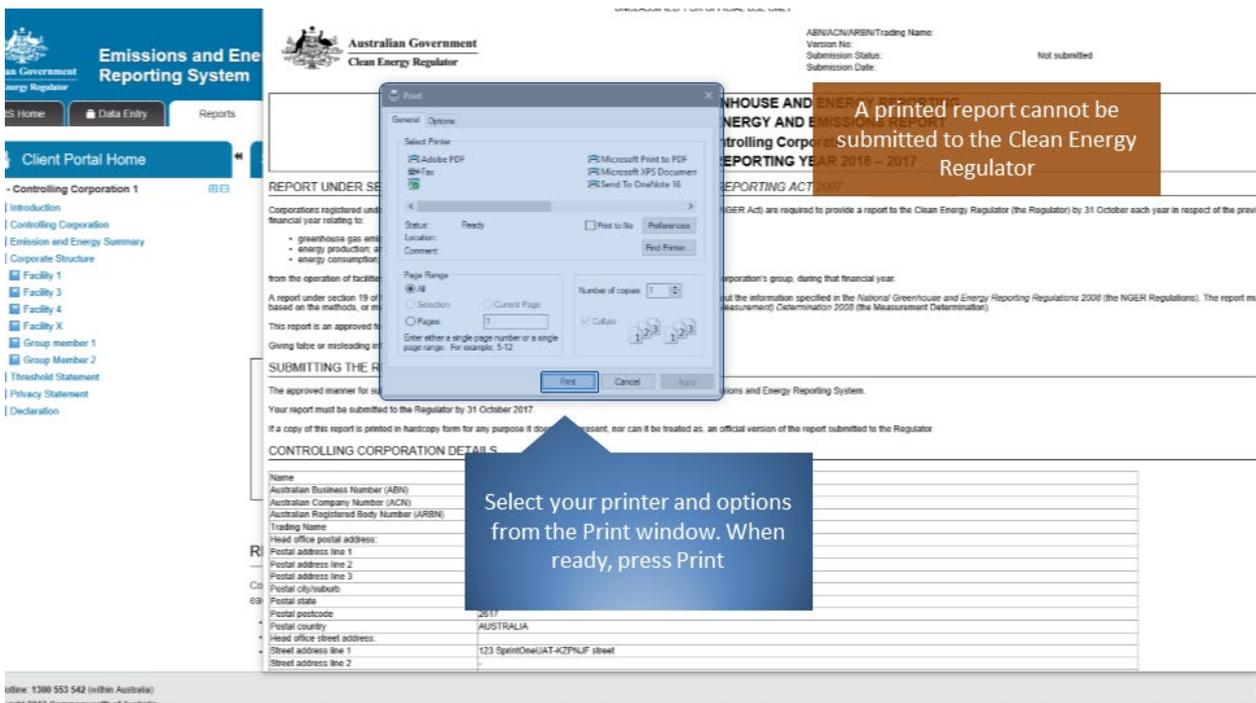
EERS can print either a hard copy or digital version of your report depending on your system configuration. This is a handy feature if you wish to distribute copies of your report to other members of your organisation or wish to retain a copy to keep on file.

Figure 138: Screenshot of how to print a report.



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

Figure 139: Screenshot of how to print report.





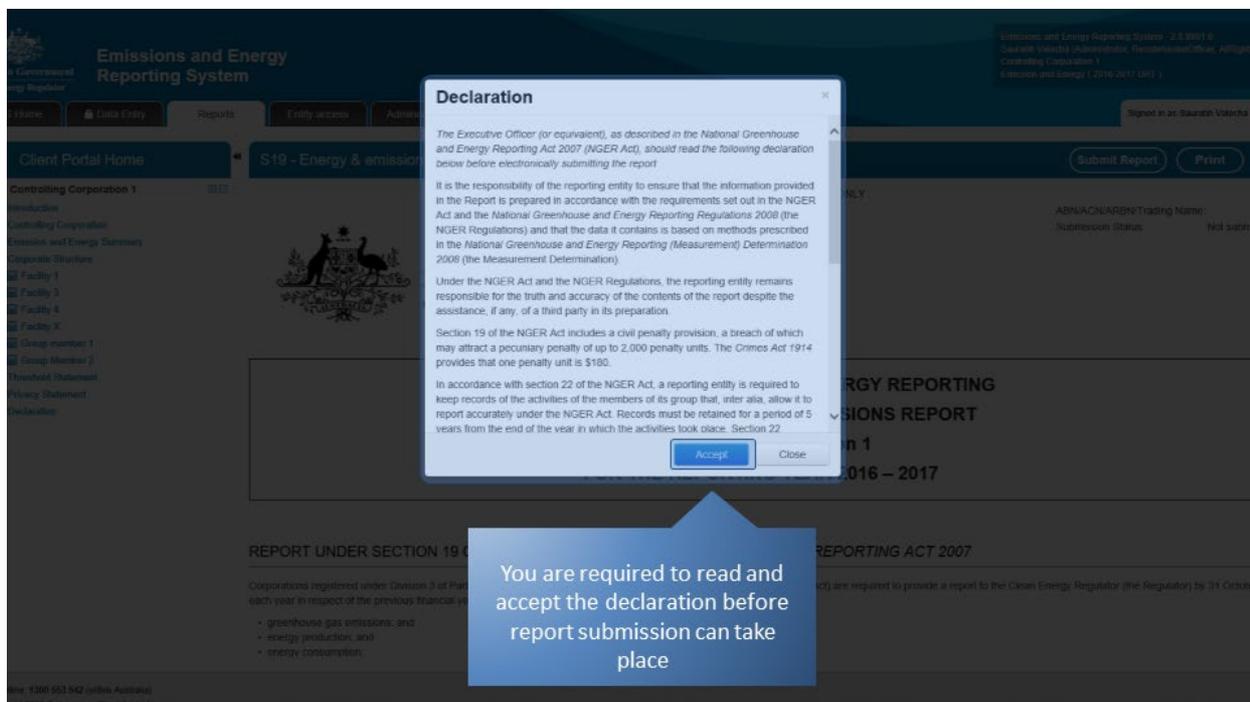
The final step will be to submit the report to CER. Commence by clicking on the 'Submit Report' button.

Figure 140: Screenshot of how to submit a report.



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

Figure 141: Screenshot of how to accept the declaration.



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



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

The screenshot displays the Emissions and Energy Reporting System (EERS) interface. At the top, the Australian Government Clean Energy Regulator logo is visible. The main navigation includes 'EERS Home', 'Data Entry', and 'Reports'. The 'Reports' section is active, showing three main categories: 'Unsubmitted Reports', 'Submitted Reports', and 'Non-Legislated Reports'. Under 'Submitted Reports', a table lists reports with columns for Report, Due Date, Date Submitted, and Action. A red callout box highlights the 'Action' menu for a report, stating: 'You can view the report or submission receipt by clicking on the Action menu and selecting the appropriate option'. A blue callout box at the bottom states: 'The submitted report will appear in the relevant table in EERS.' The footer includes contact information for CER: 1300 553 542 (within Australia) and copyright information for 2013.

Report	Due Date	Date Submitted	Action
S19 - Energy & emissions report	30/06/2017	20/06/2017 9:38:23 AM	Action

More information

For more information regarding reporting in EERS, contact CER:

Phone: 1300 553 542 within Australia

Email: reporting@cleanenergyregulator.gov.au