Transcript: How to create a facility in EERS video

[Slide 1] Welcome to the National Greenhouse and Energy Reporting training video series. This series is delivered by the Clean Energy Regulator and aims to help you report under the *National Greenhouse and Energy Reporting Act 2007*, also known as the NGER Act.

This video will cover how to create a facility in the Emissions and Energy Reporting System.

[Slide 2] There is a range of terms used in this video that have a specific meaning, including Clean Energy Regulator, NGER, NGER Act, EERS, and Regulation. To learn what each of these means, please refer to the video 'Introduction to the Clean Energy Regulator and NGER', from the NGER training video series, available by following the links at the end of this video.

[Slide 3] You can create a range of different entities in EERS to suit your reporting requirements. These entity types are defined in the Regulations.

Data is typically entered in EERS at the facility level. The following steps will demonstrate how to create a facility in order to report emissions and energy consumption and production.

[Slide 4] To create a facility, first click on the 'Add Entity' button on the left of the screen, under your corporate structure.

[Slide 5] A popup window will appear which will allow you to enter some basic details relating to your new facility.

Start by selecting 'facility' from the entity type drop-down menu.

[Slide 6] Next, we choose the parent entity. The parent entity should the the entitiy has operational control over the facility you are creating.

In this example, we will select the controlling corporation. However, if the entitiy with operational control over the facility is a member of your controlling corporation's corporate group, you would select that group member's name from the dropdown list. If the group member's name does not appear in the list, you will need to create the group member first, and then create your facility.

 [Slide 7] Next, you must select the entity's 'relationship to parent entity'. This allows you to say whether you are reporting on the facility for the entire reporting period, or only for a part of it.

If you only had operational control over the facility for part of the year, for example because you acquired it part way through the reporting period, or relinquished control of it prior to the end of the reporting period, then you would select 'Operational Control (part year)'. You will be presented with an option to record the dates of operational control at a later stage. For more information please see the following section of this training video on how to create a new facility with part-year operational control.

Otherwise, you will select 'Operational Control (full year)'.

[Slide 8] Finally, give the facility a unique name in the 'Entity Name' free-text field.

Once you have completed all the required details, click the 'Save' button to the bottom right.

[Slide 9] The newly created facility will appear under its parent entity in the corporate structure on the left of the screen.

[Slide 10] By default, the main panel of EERS will display emissions and energy data entered against an entity. Click on the 'Edit details' button in the top right corner to view and edit administrative information.

[Slide 11] More information will be displayed. This will include information already entered, such as the facility name and parent entity, and other information required for the facility.

The additional information that you need to complete is:

The 'Entity Status' field will be automatically set to 'reporting'. This means that the facility will appear in the reporter's report. If you have a facility that you do not want to appear in your report for a particular reporting period, but you don't want to remove it from your corporate structure, you can set this field to 'not reporting'. Note that any activity data you enter against a facility that is set to 'not reporting' will not appear in the final report.

You need to attribute your facility to a single Australian and New Zealand Standard Industrial Classification, or ANZSIC, Code. The ANZSIC Codes you can choose from are listed in Schedule 2 of the Regulations, and will appear in the dropdown list in EERS. Select the ANZSIC Code that represents the principal activity of the facility.

You will also be required to select the state or territory that your facility operates in.

You will be asked to indicate whether the facility is the subject of a section 22X agreement. For most facilities, the answer is no. You should only select yes if you have submitted a section 22X agreement to the Clean Energy Regulator, and have received our confirmation that the agreement is in place.

You are also asked to indicate whether the facility is a 'Grid connected electricity generator'. In other words, is the facility attributable to the ANZSIC code '261 – Electricity generation' AND connected to one of the 5 main electricity networks set out in section 4 of the National Greenhouse and Energy Reporting (Safeguard Mechanism) Rule 2015.

[Slide 12] The 'Street address (if any)' fields deal with the location of the facility. If the facility has a street address, it should be entered in the appropriate fields. Do not use your head office address as the street address for a facility, unless the facility you have created *is* the head office. If your facility is in a remote location without a street address, you should leave these fields blank.

[Slide 13] Next, the location must be recorded by entering the facility's geographic coordinates, unless the facility is a network, pipeline, or transport facility. These coordinates need to be entered as positive numbers to three decimal places using the decimal degrees format. If your coordinates are in the degrees and decimal minutes, or degrees, minutes and seconds formats you will need to convert them to the decimal degrees format for EERS.

[Slide 14] Finally, you may need to include a location description and activity description before saving the facility. Providing an address or geocoordinates may not be appropriate for some facilities which span a wider area, such as transport, network or pipeline facilities. If your facility fits this category, please include location and activity information specific enough to identify the facility. For example, the location description may describe a specific region of operation, or a direction and distance from a nearby town. The activity description should also be specific, for example, natural gas transmission or New South Wales truck fleet.

Once you have entered all of the facility information, click on the 'Save' button in the bottom right corner of the screen. EERS may display a validation message if any of the fields have not been filled in correctly. If a validation warning occurs, correct the fields it indicates are incomplete and click on the 'Save' button again. Otherwise the facility details will be saved.

You can change your facility's details by returning to this page, altering the details in the appropriate fields and clicking on the 'Save' button.

The facility will then be ready for activity reporting. For more information on reporting activities, please refer to the links under 'More Guidance' at the end of this video.

[Slide 15] This section will cover how to create a facility in EERS when 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.

[Slide 16] To create a new facility that is subject to part-year operational control, first click on the 'Add entity' button on the left of the screen, under your corporate structure.

[Slide 17] Once the entity type and parent entity have been selected, 'Operational control (part-year)' needs to be chosen for the relationship to parent entity. Then, enter a name for the facility and click on the save button.

[Slide 18] In addition to entering information relating to industry sector and location in the centre of the screen, you will need to enter the dates of operational control. To enter operational control dates, click on the 'Add new period' button under the heading 'Days of operation'.

[Slide 19] Beneath the 'Days of operation' heading, new fields will appear where you will be required to enter a start and end date of the period of operational control. The start date must be either on or after the beginning of the reporting period. The end date must be either on or before the end of the reporting period. Select the start and end dates from the popup calendar.

The number of days of operational control will be calculated automatically and appear to the right.

Multiple periods of operational control can be entered for a facility, if required.

Once you have entered all the required details for the facility, click on the 'Save' button to save your changes.

[Slide 20] This video is from the NGER training video series. The Clean Energy Regulator has published a range of resources on its website, www.cleanenergyregulator.gov.au, to help you in your obligations to report under the NGER Act. To access our training video series, visit our website and search 'Videos'. To access our more comprehensive written guidance documents, visit our website and search 'Guides and factsheets'. To access calculators to assist you in assessing reporting obligations, estimating uncertainty in emissions, and estimating emissions from solid waste and wastewater operations, visit our website and search 'Calculators'.

[Slide 21] For more information or help with reporting under the NGER scheme, please contact us by calling 1300 553 542, emailing us at reporting@cleanenergyregulator.gov.au, or visiting our website at www.cleanenergyregulator.gov.au.

[Slide 22] This video has been developed by the Clean Energy Regulator to assist persons to comply with their reporting obligations under the NGER Act. This video should be viewed in conjunction with the NGER Act and supporting Regulations and Determination.

Changes to legislation may affect the information in this video.

The examples used in this video are for illustrative purposes only, this video is not intended to provide legal advice. If persons have concerns or questions about the application of legislation in their particular circumstances, they should seek professional advice.

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