



Transcript: Reporting contractors 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 reporting contractors under the NGER Act.

[Slide 2] There is a range of terms used in this video that have a specific meaning, including Clean Energy Regulator, NGER, Determination, 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] This video will cover three aspects to reporting contractor information under the NGER legislation:

- what the NGER Act requires to be reported about contractors,
- how to determine whether you need to report on your contractors, and
- how to report above-threshold contractors in EERS.

[Slide 4] We will start with what the NGER Act says about reporting contractors.

[Slide 5] Under Regulation 2.16, activities that together produce one or more products or services (the primary production process) will form part of a single undertaking or enterprise if the activities occur at a single site.

These activities can come from many sources depending on the facility, however, activities of a primary production process are not required to be under the overall control of the same corporation in order to be considered part of a single facility. This means that the facility's reportable activities may include external workers, such as contractors, who have been employed to perform activities within the facility.

Therefore, an organisation that has operational control of a facility is responsible for collecting all greenhouse gas emissions and energy data associated with that facility. This includes greenhouse gas emissions from, and energy used and produced by, the activities of contractors and subcontractors. That is, the organisation with operational control is responsible for collecting contractor data and incorporating the data in its own report.

[Slide 6] If the greenhouse gas emissions, energy consumption, or energy production attributable to contractor activities are relatively minor in comparison to the facility's emissions and energy totals it may be possible to use incidental reporting under regulation 4.27. This allows you to use your own method of estimation rather than a prescribed method in the Determination.

The limits on the quantities of emissions and energy that can be reported using incidental provisions are provided in these tables. Using the incidental method reduces the amount of information you need to include in your report about an activity.

For more information on how to use the incidental method, please see the 'Streamlining provisions available for reporters' video and the 'Aggregated facility reporting, percentage estimates and incidental emissions and energy guideline', linked on the 'More guidance' slide at the end of this video.

[Slide 7] In addition to reporting your contractor's activities as part of your facility's detailed activity data, you may also need to provide additional details about your contractor, if the activities performed by them, at your facility, meet the thresholds listed under Regulation 4.30. This information must be provided when the contractor's activities alone produce 25 kilotonnes or more of greenhouse gas emissions, produce 100 terajoules or more of energy, or consume 100 terajoules or more of energy.

[Slide 8] So, how do you practically determine when contractors should be reported?

[Slide 9] The steps an organisation should undertake to determine if contractors should be reported as a part of a facility are:

- identify all contractors working at the facility
- determine if contractor activities form part of the facility (if Regulation 2.16 applies to a facility, then they will)
- collect greenhouse gas emissions, energy consumption and energy production data from all contractors that do form a part of the facility
- combine that contractor data with the emissions and energy data from activities attributable to the company with operational control over the facility, and
- determine if any contractors meet the additional contractor reporting information, that is, Regulation 4.30 and report this additional information, as required.

[Slide 10] We will now demonstrate how to enter your contractor data into EERS.

The following slides will demonstrate how to report contractor data, including above-threshold contractor information, in EERS.

[Slide 11] Firstly, you need to log in to your EERS workspace and navigate to the 'Data Entry' tab at the top left of the screen. For more information on how to log in, please follow the links to our NGER training video series and our Guides and factsheets, linked at the end of this video.

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

[Slide 12] Select the facility you are entering contract data for from your corporate structure in the left menu bar. In this example, Facility 3 is selected.

[Slide 13] Regardless of whether the contractor's activities are above threshold, all reportable contractor activities should be recorded in the 'Activity Details' section of the facility's EERS workspace by clicking the 'Add Activity' button. You can report these contractor activities separately, or combined with equivalent activities undertaken by the rest of your facility. For example, you could combine diesel use in trucks by the contractor and the rest of the facility into one line entry in the activity details table. Either way, the contractor's emissions and energy data must be added as part of the facility's activity data. If your contractor's data is below the thresholds set out in Regulation 4.30, you do not have to supply any additional information about them.

[Slide 14] If your contractor's activities meet the thresholds set out in Regulation 4.30, you also need to provide some additional information about your contractor and their activities. To do this, click the 'Enter Contractor Data' button on the top right of the facility home page.

[Slide 15] This will open a page which has a summary of all emissions and energy quantities that were the result of activities conducted by nominated contractors.

In order to add nominated contractor details, click the 'Add Contractor' button.

[Slide 16] This will open a page with several editable fields for entering the required identifying information about the contractors.

[Slide 17] The information you need to provide if a contractor exceeds the thresholds under Regulation 4.30 includes the name and identifying details such as the contractor's ABN.

You then need to specify the amount of emissions and energy reported for the facility that is attributable to the contractor's activities.

Please note that the data entered here for greenhouse gas emissions and energy production and consumption are not added to your corporation's totals. This section of your report attributes the emissions and energy that you have entered under the facility's activity data section to individual above-threshold contractors.

[Slide 18] 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 19] 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 20] 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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