



## Transcript: Working with the entity structure 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 working with the entity structure in EERS.

**[Slide 2]** There is a range of terms used in this video that have a specific meaning, including Clean Energy Regulator, NGER, NGER Act, and EERS. 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 using EERS to create an entity, delete an entity, change a parent entity, and manage part-year operational control for existing facilities.

**[Slide 4]** First, how to create an entity in EERS.

**[Slide 5]** A number of different entities can be created in EERS to reflect your corporate structure. Group members and business units are used to show the way the business is arranged 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 networks and pipelines, assuming that the relevant reporting thresholds are triggered. The reporting thresholds are defined in the NGER Act.

We will now demonstrate how to create an entity in EERS. In this example we are creating a group member.

For more information on how to create a facility, please refer to the links under 'More Guidance' at the end of this video for related videos and guidance documents.

**[Slide 6]** Log in to EERS and navigate to the 'Data Entry' tab in the top left menu.

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

**[Slide 7]** A popup window will appear which will allow you to select the type of entity you wish to create – in this example, a group member.

**[Slide 8]** You will then select the 'Parent entity' for the group member you are creating. This is the entity that directly owns the group member. In this example, we have chosen the Controlling Corporation – meaning this group member sits immediately beneath the controlling corporation in its corporate structure. If the group member you are creating is a subsidiary of another member of the controlling corporation's corporate group, you would select that group member from the dropdown menu.

Next, select the relevant 'Relationship to parent entity' option by choosing either full-year or part-year from the drop-down menus. The remaining field requires you to enter the name of the entity – this should be the

group member's legal name. Once you have completed all the required details, you will save your new entity.

**[Slide 9]** The entity will appear in the corporate structure. The main screen will display the organisational information entered previously. Additional information relating to identifying details and address will need to be entered here. You must provide an ABN, ACN or ARBN for the group member. If you do not have any of these, you must provide a trading name and street address.

**[Slide 10]** Next, we will cover, how to delete an entity in EERS.

**[Slide 11]** First, select the entity you wish to delete from your corporate structure on the left of the screen, and click on the 'Edit details' button at the top right.

**[Slide 12]** Scroll down to the bottom of the screen and click on the 'Remove' button in the bottom right corner.

**[Slide 13]** A dialog box will appear asking you to confirm that you wish to delete the entity. Be careful when deleting entities from your EERS workspace. When you delete an entity, any entities below it in the corporate structure will also be deleted, along with all data associated with these entities. For example, if you delete a group member that has several facilities with data attached to it, the group member and all attached facilities will be deleted.

If you are sure you wish to delete this entity, click the 'yes' button.

**[Slide 14]** The entity will then be removed from the corporate structure.

**[Slide 15]** We encourage reporters to check their corporate structure in EERS each year, to ensure it is accurate, and to make amendments where information is not correct. As well as creating and deleting entities, reporters can change their corporate structure by changing the parent entity of a facility or group member.

**[Slide 16]** While editing the details of the facility or group member, click on the 'Parent Entity' dropdown menu, and select the controlling corporation or the appropriate group member to become the new parent entity. After clicking 'Save', the updated corporate structure will display on the left of the screen.

**[Slide 17]** In some circumstances, a reporter may not have to report a facility's emissions and energy data for the full reporting period. This will occur when a reporter has not had operational control over the facility for the entire year, for example because the facility was acquired part way through the reporting period or operations were handed to another entity before the end of a reporting period.

For more information on how to create a new facility with part-year operational control, please see the training video on 'How to create a facility in EERS', available by following the links at the end of this video.

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.

**[Slide 18]** 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 on the left of the screen, then click on the 'Edit details' button at the top right.

**[Slide 19]** You will need to change the relationship to parent entity from 'Operational control (full year)' to 'Operational control (part year)'.

**[Slide 20]** Once 'Operational control (part year)' has been selected, EERS will display new fields under the heading 'Days of operation'. To enter the relevant dates, first click on the 'Add new period' button.

**[Slide 21]** 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 on the bottom right to save your changes.

**[Slide 22]** 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](http://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 23]** 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](mailto:reporting@cleanenergyregulator.gov.au), or visiting our website at [www.cleanenergyregulator.gov.au](http://www.cleanenergyregulator.gov.au).

**[Slide 24]** 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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