



GOVERNMENT GREENHOUSE ENERGY REPORTING (GGER): ENTERING YOUR ENERGY USE DATA IN OSCAR

OSCAR Home Screen

Upon logging into OSCAR you will be directed to the Home Screen with a menu toolbar displayed on the left:

The screenshot shows the OSCAR Home Screen. On the left, a vertical menu toolbar contains options: Home, Data Entry, Entity Details, Contact Details, My Details, User Guides, OSCAR Policy Documents, Switch Entity, Switch Programme, Privacy Statement, and Logout. The 'Data Entry' option is highlighted with a red box. The main content area displays the current entity as 'Department of Climate Change and Energy Efficiency' and the current period due date as '30/10/2011'. Below this, there are sections for 'Entity Details' and 'News'.

Navigating to Data Entry Page

On the menu toolbar click **Enter Data**

Click the **Entity Tab** (red tab on side menu) to display the list of **sub-entities** (states/regions/buildings) reported by your agency to date.

The screenshot shows the OSCAR Entity list page. The 'Entity Tab' in the sidebar is highlighted with a red box. The main content area displays a list of sub-entities, including 'Department of Climate Change' and '2 Constitution Av Computer Associates House'. Below the list, there is a 'Save' button and a section for 'Collection options'. At the bottom, there is a table showing emissions data for various sectors.

Sector	Category	Quantity	Cost	Base unit	Scope 1 emissions tonnes CO ₂ -e	Scope 2 emissions tonnes CO ₂ -e	Scope 3 emissions tonnes CO ₂ -e
Emissions							
Show/Hide Sector							
+	Stationary energy		\$				
+	Transport energy		\$				
Gross Emissions			\$ 0.00	0.00 GJ	0.00	0.00	0.00

NOTE: This information only applies to Australian Government agencies who report under the scope of the EEGO policy





Agencies and Sub-entities

Below are examples of the different profile views:

Agencies are required to report under an Agency Profile and/or under state or building profile.

- **If your agency only reports on one entity (one building)** you may enter BOTH stationary energy and transport energy data directly at the agency page (see picture 1)
- **If your agency reports on multiple sub-entities within a single state** you will need to enter all stationary data by sub-entity (including Energy data, Offset data, and Business Measure data) (see picture 2). Transport energy data can be entered at the agency page.
- **If your agency reports multiple sub-entities across multiple states** you will need to group all sub-entities by state, before entering stationary data by sub-entity (including Energy data, Offset data, and Business Measure data) (see Picture 3). Transport energy data can be entered at the agency page.

Use the Entity List in the menu bar to navigate between your Agency and sub-entity profiles.

Picture 1: Profile of an agency with **only one building:**

The screenshot shows the GGER system interface. On the left is a vertical menu with 'Menu', 'Entity List', and 'Reports'. The 'Entity List' section is highlighted with a red box and contains a checkbox for 'Show inactive entities' and a list of entities including '2 Constitution Ave' and 'Computer Associates House'. The main content area shows the profile for the 'Department of Climate Change and Energy Efficiency'. It includes fields for 'Current Entity', 'Parent Entity', 'Current period due date', and 'Selected reporting period'. Below this is a 'Save' button and 'Collection options'. A tabbed interface shows 'Activity Data' selected, with other tabs for 'Offset/Abatement', 'Business Measure', 'Comments', 'Questionnaire', and 'KPI'. At the bottom is a table for emissions data.

Sector	Category	Quantity	Cost	Base unit	Scope 1 emissions tonnes CO ₂ -e	Scope 2 emissions tonnes CO ₂ -e	Scope 3 emissions tonnes CO ₂ -e
Emissions							
Show/Hide Sector							
+	Stationary energy		\$				
+	Transport energy		\$				
Gross Emissions			\$ 0.00	0.00 GJ	0.00	0.00	0.00

NOTE: All data is entered on the Agency page (inc. Stationary and Transport Energy, Comments and Questionnaire responses)



Picture 2: Profile of an agency with **multiple sub-entities in one state:**

Use the Entity List in the menu bar to navigate between your **Agency and sub-entity profiles.**

Current Entity : **Department of Climate Change and Energy Efficiency**
Parent Entity: **Climate Change and Energy Efficiency**
Current period due date: 30/10/2011
Selected reporting period: 01/07/2010 to 30/06/2011

Collection options: Enter cost, optional Inherited From Government Departments & Agencies / Calculate and display emissions Inherited From Government Departments & Agencies

Activity Data | Offset/Abatement | Business Measure | Comments | Questionnaire | KPI

Sector	Category	Quantity	Cost	Base unit	Scope 1 emissions tonnes CO ₂ -e	Scope 2 emissions tonnes CO ₂ -e	Scope 3 emissions tonnes CO ₂ -e
Emissions							
Stationary energy	Activity data fuel type		\$				
Transport energy			\$				
Gross Emissions			\$ 0.00	0.00 GJ	0.00	0.00	0.00

NOTE: Use the Building level to submit activity data relating to Stationary Energy, Offsets and Business Measures
Use the Agency level to submit Transport activity data, Comments and Questionnaire Responses

Picture 3: Profile of Agency with **multiple sub-entities across multiple states:**

Current Entity : **Department of Climate Change and Energy Efficiency**
Parent Entity: **Climate Change and Energy Efficiency**
Current period due date: 30/10/2011
Selected reporting period: 01/07/2010 to 30/06/2011

Collection options: Enter cost, optional Inherited From Government Departments & Agencies / Calculate and display emissions Inherited From Government Departments & Agencies

Activity Data | Offset/Abatement | Business Measure | Comments | Questionnaire | KPI

Sector	Category	Quantity	Cost	Base unit	Scope 1 emissions tonnes CO ₂ -e	Scope 2 emissions tonnes CO ₂ -e	Scope 3 emissions tonnes CO ₂ -e
Emissions							
Stationary energy	Activity data fuel type		\$				
Transport energy			\$				
Gross Emissions			\$ 0.00	0.00 GJ	0.00	0.00	0.00

NOTE: Use the Building level to submit activity data relating to Stationary Energy, Offsets and Business Measures
Use the Agency level to submit Transport activity data, Comments and Questionnaire Responses

NOTE: This information only applies to Australian Government agencies who report under the scope of the EEGO policy





Activity Data Tab

The Activity Data tab is where you submit your energy consumption data:

Sector	Category	Activity data fuel type	Quantity	Cost	Base unit	Scope 1 emissions tonnes CO ₂ -e	Scope 2 emissions tonnes CO ₂ -e	Scope 3 emissions tonnes CO ₂ -e
Emissions								
			Show/Hide Sector					
+	Stationary energy			\$				
+	Transport energy			\$				
Gross Emissions				\$ 0.00	0.00 GJ	0.00	0.00	0.00

Broad Sectors

The fourteen different end-use categories set out in the EEGO policy are grouped within OSCAR according to two broad sectors, Stationary energy and Transport energy.

- **Stationary Sector** applies to buildings focused end use categories; such as Office – Tenant Light and Power, Office – Central Services, Laboratories, etc.

Agencies are required to **submit stationary data according to state/territory**.

The correct Emissions coefficients (particularly electricity) are selected based on the state/territory selected when creating the building on OSCAR.

The selected state is displayed in the top right corner of the OSCAR page.

Current Entity: **2 Constitution Av** Please select Go
 Parent Entity: **Department of Climate Change and Energy Efficiency** Help
 Current Period Due Date: **30/10/2012** Region: ACT
 Selected Reporting Period: **01/07/2011 to 30/06/2012** Primary Contact:
Jurisdictional Coordinator:

If the region is incorrect for your reporting entity, please contact the [GGER Helpdesk](#) for assistance.

- **Transport Energy** data is to be entered as an aggregate figure for an entire agency at the agency level.

For many agencies, the system will already be set up to display both Stationary and Transport sectors. As such, the majority of agencies will not need to amend this field.

To add/remove a sector, click the **Show/Hide Sector** button, to display the following screen:

Sectors	
Active	Sector
<input type="checkbox"/>	All Sectors
<input checked="" type="checkbox"/>	Stationary energy
<input checked="" type="checkbox"/>	Transport energy
<input type="checkbox"/>	Waste
<input type="checkbox"/>	Water


NOTE: This information only applies to Australian Government agencies who report under the scope of the EEGO policy





End Use Categories

Under each broad sector is an End Use Category.

To add/remove an end use category to a sector click the  icon:



This pop up box will appear.


Active	Category
<input type="checkbox"/>	All Categories
<input type="checkbox"/>	Antarctic Bases
<input type="checkbox"/>	Climate Controlled Stores
<input type="checkbox"/>	Computer Centres
<input type="checkbox"/>	Defence Establishments
<input type="checkbox"/>	Laboratories
<input type="checkbox"/>	Law Courts
<input type="checkbox"/>	Office - Central Services
<input checked="" type="checkbox"/>	Office - Tenant Light and Power
<input type="checkbox"/>	Other Buildings
<input type="checkbox"/>	Other Uses
<input type="checkbox"/>	Public Buildings

Select or unselect the end use categories which will be reported and click save.

Fuel Types

Energy data is entered into OSCAR according to fuel type (i.e. electricity, natural gas, etc).



To add/remove a fuel type to an end use category, click the  icon to display the following screen:

Active	Fuel type	Fuel context	Units	Base unit	Conversion factor	Scope 1 (kg/base unit)	Scope 2 (kg/base unit)	Scope 3 (kg/base unit)
<input type="checkbox"/>	Black coal (other than that used to produce coke)	Non-transport	tonnes	GJ	27.0000	88.4300		4.6000
<input type="checkbox"/>	Brown coal	Non-transport	tonnes	GJ	10.2000	93.1100		0.3000
<input type="checkbox"/>	Brown coal briquettes	Non-transport	tonnes	GJ	22.1000	93.6600		10.7000
<input type="checkbox"/>	Crude oil production - unprocessed gas flared	Fugitives	tonnes	tonnes	1.0000	3530.0000		
<input checked="" type="checkbox"/>	Electricity	End-use	kWh	GJ	0.0036		254.0000	36.0000
<input type="checkbox"/>	Liquefied petroleum gas	Non-transport	GJ	GJ	1.0000	59.9000		5.0000

Select or unselect the fuel types which will be reported and click save.

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Entering Data

Agencies have two options of entering data – total energy used within a financial year, or by billing period.

Energy Reporters should use whatever method is preferred by their agency.

When entering electricity, enter the total amount of electricity consumed (including GreenPower electricity if purchased).

Data by Financial Year

Entering data by financial year is generally the easier method of entry, but may not be preferred by agencies who are billed quarterly/monthly.

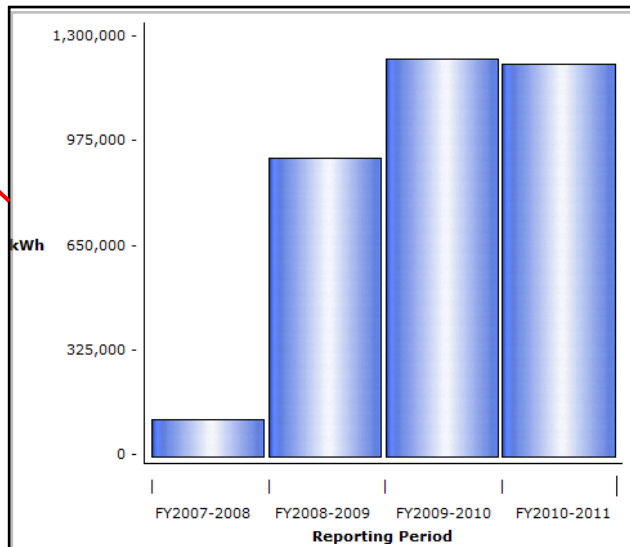
Enter the total quantity of fuel used for the entire financial year into the **empty cells**

Sector	Category	Quantity	Cost	Base unit	Scope 1 emissions tonnes CO ₂ -e	Scope 2 emissions tonnes CO ₂ -e	Scope 3 emissions tonnes CO ₂ -e
Emissions							
Stationary energy							
	Office - Tenant Light and Power		\$	4,320 GJ		1,097	156
	Electricity End-use	1,200,000 kWh	\$	4,320 GJ		1,097	156
Transport energy							
	Passenger Vehicles		\$	165 GJ	11.52		0.88
	Diesel Oil Transport	300 L	\$	11.58 GJ	0.81		0.06
	Gasoline (other than for use as fuel in an aircraft) Transport	4,500 L	\$	154 GJ	10.71		0.82
Gross Emissions			\$ 0.00	4,485 GJ	11.52	1,097	156

NOTE: The cost of fuel is an optional field, and not required to be disclosed under the EEGO Policy.

When complete, click the **Save** button to display the proportional amount of gigajoules (GJ) and emissions each fuel represents.

Click the icon to get an indication of current levels relevant to previous year's data.



NOTE: This information only applies to Australian Government agencies who report under the scope of the EEGO policy

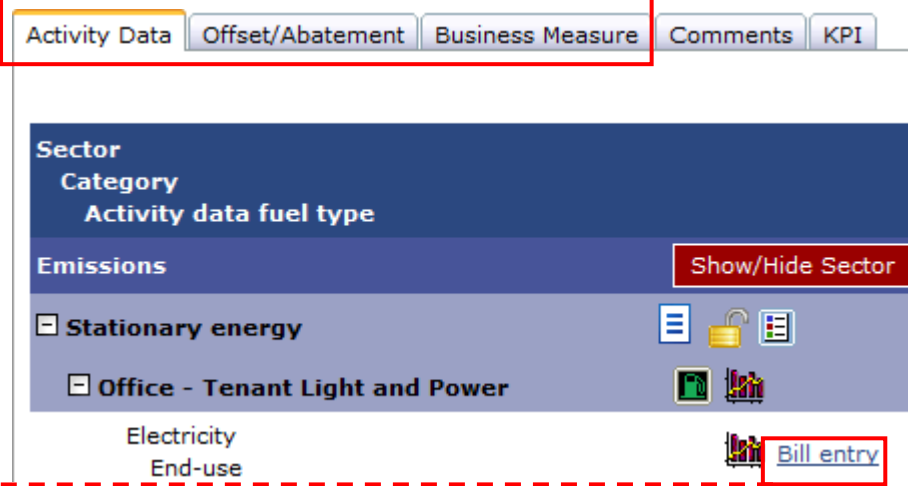




Data by Bill Entry

DCCEE has identified an error affecting the 'Bill Entry' feature on OSCAR.

This error affects the Activity Data tab, Offset/Abatement tab and the Business Measure tab.



DCCEE recommends agencies enter data for the full financial year as described on the previous page, rather than continuing the use of the 'Bill Entry' page.

If 'Bill Entry' is the preferred method of entry, please ensure the nominated start and end date of the billing period does not overlap with other billing periods.

Please contact the [GGER Helpdesk](#) for assistance.

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Offsets / Abatement Tab


Many Australian Government agencies purchase some, or all, of their electricity from accredited renewable sources - (GreenPower), or accredited carbon neutral products where emissions were offset via certified abatement activities under the Government’s National Carbon Offset Standard (NCOS).¹

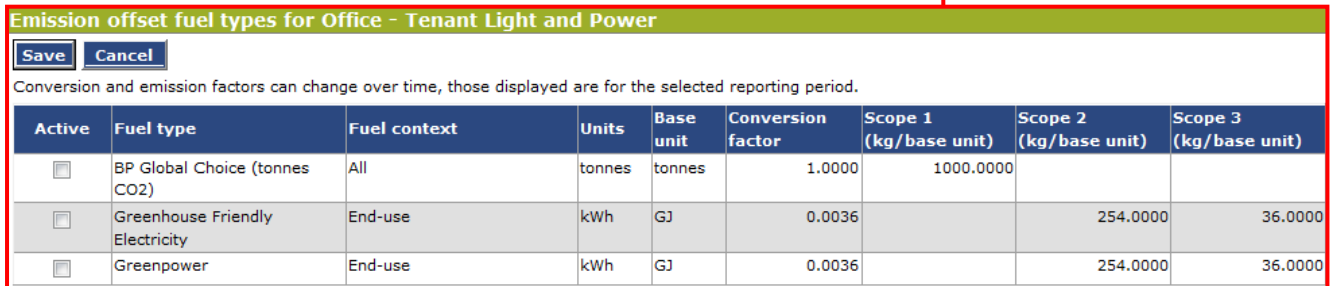
The offsets / abatement tab is where agencies enter the total consumption of Greenpower and/or NCOS certified electricity.

Like the Activity Data tab, to add/remove an end use category to a sector, click the  icon, and select the appropriate categories.



Sector	Category	Action	Quantity	Properties	Cost	Base unit	Scope 1 emissions tonnes CO ₂ -e	Scope 2 emissions tonnes CO ₂ -e	Scope 3 emissions tonnes CO ₂ -e	Comment
Offsets										
<input type="checkbox"/>	Stationary energy				\$					
<input type="checkbox"/>	Office - Tenant Light and Power				\$					
<input type="checkbox"/>	Transport energy				\$					
<input type="checkbox"/>	Passenger Vehicles				\$					
Total Offsets					\$ 0.00	0.00	0.00	0.00	0.00	

To add/remove an emission offset fuel type to an end use category, click the  icon to display the following screen:



Active	Fuel type	Fuel context	Units	Base unit	Conversion factor	Scope 1 (kg/base unit)	Scope 2 (kg/base unit)	Scope 3 (kg/base unit)
<input type="checkbox"/>	BP Global Choice (tonnes CO2)	All	tonnes	tonnes	1.0000	1000.0000		
<input type="checkbox"/>	Greenhouse Friendly Electricity	End-use	kWh	GJ	0.0036		254.0000	36.0000
<input type="checkbox"/>	Greenpower	End-use	kWh	GJ	0.0036		254.0000	36.0000

Select or unselect the fuel types which will be reported and click save.

¹ Certification under the Government’s National Carbon Offset Standard (NCOS) took effect from 01 July 2010; NCOS replaced the Greenhouse Friendly Program.

NOTE: This information only applies to Australian Government agencies who report under the scope of the EEGO policy





Activity Data | **Offset/Abatement** | Business Measure | Comments | KPI

Sector	Category	Action	Quantity	Properties	Cost
Activity data fuel type					
Offsets Show/Hide Sector					
Stationary energy					
Office - Tenant Light and Power					
	Greenpower End-use	Bill entry	Select from... <input type="text"/> kWh		\$ <input type="text"/>
	Greenhouse Friendly Electricity End-use	Bill entry	Select from... <input type="text"/> kWh		\$ <input type="text"/>
Transport energy					
Passenger Vehicles					
Total Offsets					\$ 0.00

Like the Activity Data tab, Offset/Abatement data may be entered by total financial year, or by billing period using the Bill entry hyperlink (as instructed on page 8).

As per previous advice, please do not use the available **'Bill Entry'** feature.

The Offset tab also has an optional field entitled 'Action' with a drop down menu. Agencies are not required to select anything for this field.

Enter the total amount of fuel consumed for the financial year.

Click the button to complete the entry.

Once saved, the OSCAR database will automatically convert all data into the standard energy units of gigajoules (GJ). The offset potential of each fuel type shall be displayed as a negative (-) value in tonnes CO₂-e.

Sector	Category	Quantity	Base unit	Scope 1 emissions tonnes CO ₂ -e	Scope 2 emissions tonnes CO ₂ -e	Scope 3 emissions tonnes CO ₂ -e
Activity data fuel type						
Offsets Show/Hide Sector						
Stationary energy						
Office - Tenant Light and Power						
	Greenpower End-use	Bill entry	<input type="text"/> kWh	-3,960 GJ	-1,006	-143
	Greenhouse Friendly Electricity End-use	Bill entry	<input type="text"/> kWh	-360 GJ	-91.44	-12.96
Transport energy						
Total Offsets				-4,320 GJ	0.00	-1,097

Note: This screenshot has been altered (cropped) to display of the required data relative to the OSCAR generated figures.

Click the icon to get an indication of current levels relevant to previous year's data.

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Business Measure Tab

For the purpose of this report energy intensity² is defined as the total energy use within an end use category divided by an appropriate business measure.

Types of business measures collected include:

- Area (m²) of all occupied buildings
- Occupancy (people) determined to be the annual average of full time equivalent employees and contractors accommodated within Office buildings.³
- Distance travelled (km) of all Passenger Vehicles

Activity Data		Offset/Abatement		Business Measure		Comments		KPI	
Show/Hide sector									
Sector	Category	Business measure	Start Date	End Date	Quantity				
[-] Stationary energy									
[-] Office - Tenant Light and Power									
	Area (m ²)		Bill entry	01/07/2010	30/06/2011				m ²
	Occupancy (People)		Bill entry	01/07/2010	30/06/2011				people
[-] Transport energy									
[-] Passenger Vehicles									
	Distance Travelled (km)		Bill entry	01/07/2010	30/06/2011				km

To add/remove an end use category to a sector, click the icon, and select the appropriate categories.

Click the icon to get an indication of current levels relevant to previous year's data.

Enter the **total amount** of each business measure for the financial year.

Click the **Save** button to complete the entry.

² Energy Intensity is sometimes termed 'normalised energy consumption'

³ As per Annex A of the EEGO Policy, the annual average of occupancy is achieved by summing the normalisation factors that prevail at the end of each month and then dividing by 12. This calculation applies only to significant changes in normalisation factors; department/agencies should use discretion in deciding when it is to be applied.

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Comments Tab

The comments tab is used to provide context for an agency's energy performance. Under the EEGO policy, it is mandatory agencies submit a comment regarding their annual energy performance.

This tab will only be visible while reporting into the agency profile, and will not be visible while entering data at the building level.

Activity Data | Offset/Abatement | Business Measure | **Comments** | Questionnaire | KPI

Attachment: Browse... Clear

Comment:

Last updated:

Updated by:


All agency comments are made publically available, being published both online and in the *Energy Use in the Australian Government's Operations* annual report.

Comment should include:

- A description of energy efficiency measures implemented by your agency
- Examples of voluntary improvements and individual facility performances above EEGO targets
- An explanation for increases/decreases greater than 10 per cent (validation threshold value) in activity levels
- Why particular end use categories may have changed between reporting years
- Why changes to the agencies administrative functions/property portfolio/transport fleet may have caused variances to reporting

There is no preferred structure to comments, although agencies are encouraged to structure their comments by end use category where possible.

If you prefer, an attachment of your comments (i.e. word document) can be entered into OSCAR.

Click the  button to complete the entry.



Questionnaire Tab

The Questionnaires are used to collect qualitative responses from agencies.

Activity Data | Offset/Abatement | Business Measure | Comments | **Questionnaire** | KPI

Green Lease Questionnaire 2010-11

*** mandatory questions**

Please enter numerical figures only. For example, if your answer to a question is 2, enter "2" rather than "two". Please do not use punctuation in your responses. If a question does not apply or the answer is zero, enter "0". All questions are mandatory and are required before completion of your data can occur.

Total office leases HELD during the 2010/11

1. Total office leases HELD during the 2010/11 financial year which are >2000m2 and for a lease term of 2 years or more *

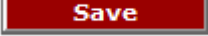
2. Of Question 1, how many have a Green Lease Schedule (GLS) which stipulates 4.5 stars NABERS office energy ('tenancy' or 'tenancy and base building')? *

3. Of Question 1, how many have an exemption from DCCEE to some GLS obligations? *

Total office leases SIGNED in the 2010/11

1. Total office leases SIGNED in the 2010/11 financial year which are >2000m2 and for a lease term of 2 years or more *

Instructions on how to complete each questionnaire are detailed at the top of each page.

Click the  button to complete the entry.

Please refer to [GGER Fact Sheet 4 and 5](#) for further guidance on the content of each questionnaire.

NOTE: This information only applies to Australian Government agencies who report under the scope of the EEGO policy






Key Performance Indicator (KPI) Tab

The KPI tab will be automatically populated by OSCAR, based on the data entered.

Activity Data	Offset/Abatement	Business Measure	Comments	KPI
Energy intensities				
Sector				
Category				
Business measure				
<input type="checkbox"/> Stationary energy				
<input type="checkbox"/> Office - Tenant Light and Power				
Area (m ²)	13,000	4,320	332.3077	
Occupancy (People)	1,200	4,320	3,600.0000	
m ² / person			10.8333	
<input type="checkbox"/> Transport energy				
<input type="checkbox"/> Passenger Vehicles				
Distance Travelled (km)	63,500	165	2.6060	
Totals				

Click the  button to complete your entry.

YOU SHOULD NOW BE READY TO VALIDATE AND SUBMIT YOUR DATA

Please refer to [GGER Fact Sheet 3](#) for the next step in OSCAR reporting.

If you have any questions regarding OSCAR or the EEGO Policy, please do not hesitate to contact the GGER Program Helpdesk (GGER.help@climatechange.gov.au).

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