UQ consumed over 151 MWh of electricity in the 2010/2011 reporting year, generating 138 kilotonnes of carbon dioxide equivalent (CO₂-e) emissions and contributing 97% of the University’s reportable carbon footprint.

The National Greenhouse and Energy Reporting Act 2007 (the NGER Act) introduces a mandatory national reporting framework to:

- Report large corporations’ energy consumption and production, and CO₂-e emissions
- Provide company level information to the public on emissions and energy information
- Provide data to inform the development of energy and greenhouse policy

**What is UQ required to report?**

UQ is required to:

- Report on any facility, subsidiary, joint venture and/or partnership under the operational control of the University. Operational control is defined as having the greater authority to introduce and implement operating, health and safety and environmental policies for a facility.
- Calculate energy consumption and production, and CO₂-e emissions of all activities that occur on campus such as fuel used in University vehicles (Scope 1) and indirect emissions from the purchase of electricity (Scope 2).

UQ can also voluntarily report other indirect sources that occur in the wider economy as a result of the University’s activities (Scope 3) such as business air travel, staff and student commuting, waste disposal and embedded carbon in paper.

NGER reporting requires accuracy similar to financial accounting standards – reporting must be transparent, comparable with similar organisations, highly accurate and complete. UQ’s records may be audited by the Department of Climate Change and Energy Efficiency for accuracy.

**Compliance Obligations**

**Penalties**

Failure to comply with obligations under the NGER Act may result in penalties of up to $220,000 for the corporation and for Executive Officers. Criminal penalties can also be imposed in serious offences.

**Annual Reporting**

UQ is required to submit a report by the end of October each year. Property and Facilities (P&F), on behalf of UQ, submitted the first NGER report in October 2009. The report covered over 20 sites under UQ’s operational control and numerous emission sources.

**Record Keeping**

UQ must keep adequate records of its activities for a period of seven years. These records must be accessible in the event of an external audit.
Roles and Responsibilities

**Senior Executives**

Executive Officers should demonstrate due diligence by taking reasonable steps to ensure compliance. This includes:
- Being familiar with requirements
- Assisting P&F to collect energy/emissions data
- Identifying members of staff responsible for record keeping and ensuring staff are adequately resources to undertake their duties

The Vice Chancellor will review and ultimately approve the final report.

**Schools and Organisational Units**

UQ’s areas are responsible for providing P&F with information about their sites and activities annually. This includes:
- List of all research and other sites operated by the Faculty/Institute/UQ subsidiary
- Consumption data for electricity, gas and fuels.

Information and data, covering the previous financial year 1 July – 30 June, must be sent to P&F no later than 31 September each year in order for submissions to be calculated and the report submitted by 31 October.

A **template excel spreadsheet is available** to assist with reporting obligations from P&F, Project Officer Sustainability at c.calderon@pf.uq.edu.au

NOTE: Copies of invoices and/or metered data must be sent to c.calderon@pf.uq.edu.au and retained by the School/Unit for 7 years. These records must be available in the event of an external audit.

Roles and Responsibilities

**Finance and Business Services**

F&BSS is responsible for providing P&F with up-to-date information on UQ’s subsidiaries, joint ventures and partnerships for inclusion in the annual NGER report.

**University Legal Office**

The Legal Office will provide legal advice and assistance with NGER compliance as required.

**Property and Facilities Division**

P&F Sustainability Office on behalf of UQ is responsible for preparing the annual report for submission to Government. This includes:
- Collation of data and information
- Calculating CO$_2$-e emissions using the NGER (Measurement) Technical Guidelines
- Conducting verification audits of data
- Preparing the final NGER report for submission to the Department of Climate Change and Energy Efficiency
- Retaining calculation and other records

P&F will provide energy and gas consumption for all centrally paid sites, fuel consumption for fleet vehicles managed centrally by P&F and energy production from on-site renewable energy sources monitored by P&F.

For further information contact:
Sustainability Office, Property and Facilities
The University of Queensland 4072
Ph: 3365 1105  e: c.calderon@pf.uq.edu.au
http://www.uq.edu.au/sustainability
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National Greenhouse and Energy Reporting

YOUR RESPONSIBILITES