



# **PUBLIC DISCLOSURE STATEMENT**

**ESSENCE PROJECT MANAGEMENT**

**ORGANISATION CERTIFICATION  
FY2023-24**

Australian Government

# Climate Active Public Disclosure Statement

essence



|                          |  |
|--------------------------|--|
| NAME OF CERTIFIED ENTITY | Essence Project Management   |
| REPORTING PERIOD         | Financial year 1 July 2023 – 30 June 2024<br>Arrears report  |
| DECLARATION              | <p><i>To the best of my knowledge, the information provided in this public disclosure statement is true and correct and meets the requirements of the Climate Active Carbon Neutral Standard.</i></p> <p><b>David Radford</b></p> <hr/> <p>Name: David Radford<br/>Title: Director<br/>Date 27/06/2025</p> |



Australian Government

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Department of Climate Change, Energy,  
the Environment and Water

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Version 9.1.

# 1.CERTIFICATION SUMMARY

|                        |  |
|------------------------|--|
| TOTAL EMISSIONS OFFSET | 155.28 tCO <sub>2</sub> -e   |
| CARBON OFFSETS USED    | 24% ACCUs<br>76% VCUs  |
| RENEWABLE ELECTRICITY  | Total renewables: 62.45%   |
| CARBON ACCOUNT         | Prepared by: Cundall   |
| TECHNICAL ASSESSMENT   | Date: 24/03/2025 Name: Madlen Jannaschk<br>Organisation: Cundall Johnston & Partners<br>Next technical assessment due: FY2026-27 |

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## 2.CERTIFICATION INFORMATION

### Description of organisation certification

The Australian business operations of Essence Project Management, ABN 51 612 294 827, are certified as a Climate Active Carbon Neutral Organisation.

### Organisation description

Formed in 2016, Essence Project Management (ABN 51 612 294 827) has 57 employees in their offices in Sydney, Melbourne, and Brisbane. Essence have led many iconic landmark developments in Sydney providing tailored bespoke services responding to their customer's needs. This includes a range of management and advisory services across the inception, approvals, design procurement, construction and handover phases. All investments are excluded from the certification boundary.

Essence has a sustainability strategy that includes reducing their carbon footprint and obtaining a certification as a Climate Active Carbon Neutral Organisation.

An operational control approach was taken to define Essence' boundary. Essence has no other trading names or subsidiaries.

## 3.EMISSIONS BOUNDARY

### Inside the emissions boundary

All emission sources listed in the emissions boundary are part of the carbon neutral claim.

**Quantified emissions** have been assessed as relevant and are quantified in the carbon inventory. This may include emissions that are not identified as arising due to the operations of the certified entity, however are **optionally included**.

**Non-quantified emissions** have been assessed as relevant and are captured within the emissions boundary, but are not measured (quantified) in the carbon inventory. All material emissions are accounted for through an uplift factor. Further detail is available at Appendix C.

### Outside the emissions boundary

**Excluded emissions** are those that have been assessed as not relevant to an organisation's operations and are outside of its emissions boundary or are outside of the scope of the certification. These emissions are not part of the carbon neutral claim. Further detail is available at Appendix D.

## Inside emissions boundary

### Quantified

Accommodation and facilities  
Air Transport  
Cleaning and Chemicals  
Electricity  
Food  
ICT services and equipment  
Land and Sea Transport  
Office equipment & supplies  
Postage, courier and freight  
Professional Services  
Stationary Energy  
Waste  
Water  
Working from home

### Non-quantified

### Optionally included

## Outside emission boundary

### Excluded

Investments

## 4. EMISSIONS REDUCTIONS

### Emissions reduction strategy

Since its initial certification in 2020, Essence has been developing a comprehensive emissions reduction strategy to achieve the following targets:

- 20% reduction over 5 years
- 30% reduction over 10 years

Both targets are measured against Essence's 2020 emissions benchmark. Below are the proposed actions organised by emission scope to meet these goals.

#### Scope 1: Direct Emissions Reduction Actions

- **Waste Management**
  - Undertake a waste audit annually and monitor waste streams to identify areas for reduction and minimise landfill impact.
  - Remove personal waste bins by 2025, encouraging staff to reduce their individual waste impact.
- **Procurement Adjustments**
  - Choose appliances with a low carbon footprint for office needs ensuring that 100% of new office appliances meet energy efficiency standards by 2026.

#### Scope 2: Indirect Emissions from Purchased Energy Reduction Actions

- **Electricity Efficiency Measures**
  - Reduce electricity use in rented office space by:
    - Installing motion sensors by 2026 to ensure lighting is only active when spaces are occupied.
    - Transitioning to energy-efficient LED lighting by 2026.
    - Implementing low-energy computer equipment, with 100% transition by 2027.
    - Enforcing shutdown of computers overnight using power-saving applications (sleep mode) by 2025.
- **Green Procurement Choices**
  - Choose energy-efficient appliances when acquiring new office items with a target of 80% of purchases meeting this criterion by 2027.
  - Align procurement policy with Environmental, Social, and Governance (ESG) goals

#### Scope 3: Other Indirect Emissions Reduction Actions

- **Commuting and Business Travel**
  - Conduct an annual staff travel survey to monitor commuting-related emissions.
  - Support remote work options to reduce commuting emissions
  - Promote virtual meetings to reduce travel needs, aiming for a 20% reduction in business travel emissions by 2027.
  - Encourage sustainable commute options, such as public transport, cycling, or walking.
- **Sustainable Office Practices**
  - Aim to operate a paperless office by discouraging non-essential printing, aiming to reduce paper use by 50% by 2027.

- Educate staff on correct recycling and sustainable waste disposal habits through annual training sessions.
- Encourage the use of reusable coffee cups, dishes, and cutlery to minimise single-use items, with a goal of eliminating single-use items from office kitchens by 2027.

- **Supplier and Vendor Engagement**

Work with existing suppliers to encourage carbon-neutral initiatives

By implementing these actions, Essence aims to reduce its environmental footprint and progress towards its 5- and 10-year emissions reduction targets.

## Emissions reduction actions

The following emissions reduction actions were undertaken in the previous reporting period:

- Continued procurement of Carbon Neutral Power in the Melbourne office
- Continued implementation green travel plan for all employee travel
- Further increase staff communications regarding
  - Recycling
  - electricity use (turning off lights when finished in meeting rooms – don't wait for sensor)
  - ride share – when going to site



## 5.EMISSIONS SUMMARY

### Emissions over time

| Emissions over time |           |   |  |
|---------------------|-----------|---|--|
|                     |           | Total tCO <sub>2</sub> -e<br>(without uplift) | Total tCO <sub>2</sub> -e<br>(with uplift) |
| Base year:          | 2019-2020 | 95.9  | 104.1                                      |
| Year 1:             | 2020-2021 | 113.1   | 118.8                                      |
| Year 2:             | 2021-2022 | 116.5   | 122.3                                      |
| Year 3              | 2022-2023 | 195.73  | 195.73                                     |
| Year 4              | 2023-2024 | 155.28  | 155.28                                     |

### Significant changes in emissions

| Significant changes in emissions                     |  |   |   |
|--|--|---|---|
| Emission source                                      | Previous year<br>emissions<br>(t CO <sub>2</sub> -e) | Current year<br>emissions<br>(t CO <sub>2</sub> -e) | Reason for change   |
| Short economy<br>class flights<br>(>400km, ≤3,700km) | 52.66  | 35.42   | Reduced requirements to attend interstate<br>offices in person. |

### Use of Climate Active carbon neutral products, services, buildings or precincts for FY2023-24

| Certified brand name | Product/Service/Building/Precinct used |
|----------------------|--|
| Powershop            | Carbon Neutral electricity             |

## Emissions summary

The electricity summary is available in the Appendix B. Electricity emissions were calculated using a market-based approach.

|  | Sum of scope<br>1 (tCO <sub>2</sub> -e) | Sum of scope<br>2 (tCO <sub>2</sub> -e) | Sum of scope<br>3 (tCO <sub>2</sub> -e) | Sum of total<br>emissions<br>(t CO <sub>2</sub> -e) |
|--|---|---|---|---|
| Accommodation and facilities                           | 0.00                                    | 0.00                                    | 5.78                                    | 5.78  |
| Cleaning and Chemicals                                 | 0.00                                    | 0.00                                    | 2.51                                    | 2.51  |
| Climate Active carbon neutral<br>products and services | 0.00                                    | 0.00                                    | 0.00                                    | 0.00  |
| Construction Materials and<br>Services                 | 0.00                                    | 0.00                                    | 0.00                                    | 0.00  |
| Electricity  | 0.00                                    | 0.32                                    | 0.04                                    | 0.36  |
| Food   | 0.00                                    | 0.00                                    | 5.42                                    | 5.42  |
| Horticulture and Agriculture                           | 0.00                                    | 0.00                                    | 0.00                                    | 0.00  |
| ICT services and equipment                             | 0.00                                    | 0.00                                    | 25.30                                   | 25.30   |
| Machinery and vehicles                                 | 0.00                                    | 0.00                                    | 0.00                                    | 0.00  |
| Office equipment & supplies                            | 0.00                                    | 0.00                                    | 8.22                                    | 8.22  |
| Postage, courier and freight                           | 0.00                                    | 0.00                                    | 0.57                                    | 0.57  |
| Products   | 0.00                                    | 0.00                                    | 0.00                                    | 0.00  |
| Professional Services                                  | 0.00                                    | 0.00                                    | 34.93                                   | 34.93   |
| Refrigerants   | 0.00                                    | 0.00                                    | 0.00                                    | 0.00  |
| Roads and landscape                                    | 0.00                                    | 0.00                                    | 0.00                                    | 0.00  |
| Stationary Energy (gaseous<br>fuels)                   | 0.00                                    | 0.00                                    | 3.43                                    | 3.43  |
| Stationary Energy (liquid fuels)                       | 0.00                                    | 0.00                                    | 0.00                                    | 0.00  |
| Stationary Energy (solid fuels)                        | 0.00                                    | 0.00                                    | 0.00                                    | 0.00  |
| Transport (Air)  | 0.00                                    | 0.00                                    | 35.42                                   | 35.42   |
| Transport (Land and Sea)                               | 0.00                                    | 0.00                                    | 25.81                                   | 25.81   |
| Waste  | 0.00                                    | 0.00                                    | 0.08                                    | 0.08  |
| Water  | 0.00                                    | 0.00                                    | 0.61                                    | 0.61  |
| Working from home                                      | 0.00                                    | 0.00                                    | 6.81                                    | 6.81  |
| <b>Total emissions (tCO<sub>2</sub>-e)</b>             | <b>0.00</b>                             | <b>0.32</b>                             | <b>154.96</b>                           | <b>155.28</b>                                       |

## Uplift factors

N/A

## 6. CARBON OFFSETS

## Eligible offsets retirement summary

## Offsets retired for Climate Active certification

| Type of offset units                  | Eligible quantity (used for this reporting period) | Percentage of total |
|---------------------------------------|--|---------------------|
| Australian Carbon Credit Units (ACCU) | 37   | 24%                 |
| Verified Carbon Units (VCU)           | 119  | 76%                 |

| Project description   | Type of offset units | Registry | Date retired    | Serial number (and hyperlink to registry transaction record)   | Vintage   | Stapled quantity | Eligible quantity retired (tCO <sub>2</sub> -e) | Eligible quantity used for previous reporting periods | Eligible quantity banked for future reporting periods | Eligible quantity used for this reporting period | Percentage of total (%) |
|---|----------------------|----------|-----------------|--|-----------|------------------|---|---|---|--|-------------------------|
| Steve Irwin Wildlife Reserve Savanna Burning Project                            | ACCU                 | ANREU    | 7 November 2024 | 3,799,389,311 - 3,799,389,347<br><br>Please see Appendix A for a letter from the offset scheme administrator attesting to the retirement of these units.   | 2019-2020 | N/A              | 37  | 0   | 0   | 37   | 23.71%                  |
| The Mai Ndombe REDD+ Project<br><br>Stapled to; Alleena Woodland Protection     | VCU                  | Verra    | 7 November 2024 | 12788-443193958-443194102-VCS-VCU-259-VER-CD-14-934-01012018-31122018-1<br><br><a href="https://registry.verra.org/myModule/rpt/myrpt.asp?r=206&amp;h=246690">https://registry.verra.org/myModule/rpt/myrpt.asp?r=206&amp;h=246690</a> | 2018      | 145              | 145   | 0   | 26  | 119  | 76.28%                  |
| Total eligible offsets retired and used for this report                         |                      |          |                 |  |           |                  |   |   |   | 156  |                         |
| Total eligible offsets retired this report and banked for use in future reports |                      |          |                 |  |           |                  |   |   | 26  |  |                         |

## 7. RENEWABLE ENERGY CERTIFICATE (REC) SUMMARY

### **Renewable Energy Certificate (REC) summary**

N/A

APPENDIX A: ADDITIONAL INFORMATION

Evidence - letter from the offset scheme administrator attesting to the retirement of the Steve Irwin Wildlife Reserve.

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Australian Government  
Clean Energy Regulator



11 November 2024

VC202425-00612

To whom it may concern,

Voluntary cancellation of units in ANREU

This letter is confirmation of the voluntary cancellation of units in the Australian National Registry of Emissions Units (ANREU) by ANREU account holder, CLIMA SOLUTIONS PTY LTD (account number AU-3571).

The details of the cancellation are as follows:

|                       |                     |   |
|-----------------------|---------------------|---|
| Date of transaction   |                     | 07 November 2024  |
| Transaction ID        |                     | AU37016   |
| Type of units         |                     | KACCU   |
| Total Number of units |                     | 37  |
| Block 1               | Serial number range | 3,799,389,311 - 3,799,389,347   |
|                       | ERF Project         | Steve Irwin Wildlife Reserve Savanna Burning Project – ERF101756  |
|                       | Vintage             | 2019-20   |
| Transaction comment   |                     | Voluntary retirement on behalf of Essence Project Management to support claim under the Climate Active Carbon Neutral Standard for FY (2023-2024) and beyond. |

Details of all voluntary cancellations in the ANREU are published on the Clean Energy Regulator’s website, [Voluntary cancellations register](#) | [Clean Energy Regulator \(cer.gov.au\)](#). |

If you require additional information about the above transaction, please email [CERRegistryContact@cer.gov.au](mailto:CERRegistryContact@cer.gov.au)

Yours sincerely

David O'Toole  
ANREU and International  
NGER and Safeguard Branch  
Scheme Operations Division

## APPENDIX B: ELECTRICITY SUMMARY

There are two international best-practice methods for calculating electricity emissions – the location-based method and the market-based method. Reporting electricity emissions under both methods is called dual reporting.

Dual reporting of electricity emissions is useful, as it provides different perspectives of the emissions associated with a business's electricity usage.

Location-based method:

The location-based method provides a picture of a business's electricity emissions in the context of its location, and the emissions intensity of the electricity grid it relies on. It reflects the average emissions intensity of the electricity grid in the location (State) in which energy consumption occurs. The location-based method does not allow for any claims of renewable electricity from grid-imported electricity usage.

Market-based method:

The market-based method provides a picture of a business's electricity emissions in the context of its renewable energy investments. It reflects the emissions intensity of different electricity products, markets and investments. It uses a residual mix factor (RMF) to allow for unique claims on the zero emissions attribute of renewables without double-counting.

Emissions have been set by using the **market-based approach**

| Market-based approach summary   |                     |                                   |                               |
|---|---------------------|-----------------------------------|-------------------------------|
| Market-based approach   | Activity Data (kWh) | Emissions (kg CO <sub>2</sub> -e) | Renewable percentage of total |
| Behind the meter consumption of electricity generated                       | 0                   | 0                                 | 0%                            |
| <b>Total non-grid electricity</b>   | 0                   | 0                                 | 0%                            |
| LGC Purchased and retired (kWh) (including PPAs)                            | 0                   | 0                                 | 0%                            |
| GreenPower  | 27,158              | 0                                 | 51%                           |
| Climate Active precinct/building (voluntary renewables)                     | 0                   | 0                                 | 0%                            |
| Precinct/Building (LRET)  | 0                   | 0                                 | 0%                            |
| Precinct/Building jurisdictional renewables (LGCS surrendered)              | 0                   | 0                                 | 0%                            |
| Electricity products (voluntary renewables)                                 | 0                   | 0                                 | 0%                            |
| Electricity products (LRET)   | 0                   | 0                                 | 0%                            |
| Electricity products jurisdictional renewables (LGCs surrendered)           | 0                   | 0                                 | 0%                            |
| Jurisdictional renewables (LGCs surrendered)                                | 0                   | 0                                 | 0%                            |
| Jurisdictional renewables (LRET) (applied to ACT grid electricity)          | 0                   | 0                                 | 0%                            |
| Large Scale Renewable Energy Target (applied to grid electricity only)      | 6,346               | 0                                 | 12%                           |
| Residual Electricity  | 20,149              | 18,336                            | 0%                            |
| <b>Total renewable electricity (grid + non grid)</b>                        | 33,504              | 0                                 | 62%                           |
| <b>Total grid electricity</b>   | 53,653              | 18,336                            | 62%                           |
| <b>Total electricity (grid + non grid)</b>                                  | 53,653              | 18,336                            | 62%                           |
| Percentage of residual electricity consumption under operational control    | 100%                |                                   |                               |
| <b>Residual electricity consumption under operational control</b>           | 20,149              | 18,336                            |                               |
| Scope 2   | 17,935              | 16,321                            |                               |
| Scope 3 (includes T&D emissions from consumption under operational control) | 2,214               | 2,015                             |                               |
| <b>Residual electricity consumption not under operational control</b>       | 0                   | 0                                 |                               |
| Scope 3   | 0                   | 0                                 |                               |

|  |               |
|--|---------------|
| <b>Total renewables (grid and non-grid)</b>  | <b>62.45%</b> |
| <b>Mandatory</b>   | <b>11.83%</b> |
| <b>Voluntary</b>   | <b>50.62%</b> |
| <b>Behind the meter</b>  | <b>0.00%</b>  |
| <b>Residual scope 2 emissions (t CO<sub>2</sub>-e)</b>   | <b>16.32</b>  |
| <b>Residual scope 3 emissions (t CO<sub>2</sub>-e)</b>   | <b>2.01</b>   |
| <b>Scope 2 emissions liability (adjusted for already offset carbon neutral electricity) (t CO<sub>2</sub>-e)</b> | <b>0.32</b>   |
| <b>Scope 3 emissions liability (adjusted for already offset carbon neutral electricity) (t CO<sub>2</sub>-e)</b> | <b>0.04</b>   |
| <b>Total emissions liability (t CO<sub>2</sub>-e)</b>  | <b>0.36</b>   |

Figures may not sum due to rounding. Renewable percentage can be above 100%

| Location-based approach summary                                      |                           |                           |  |  |                               |  |
|--|---------------------------|---------------------------|--|--|-------------------------------|--|
| Location-based approach  | Activity Data (kWh) total | Under operational control |  |  | Not under operational control |  |
| Percentage of grid electricity consumption under operational control | 100                       | (kWh)                     | Scope 2 Emissions (kgCO <sub>2</sub> -e) | Scope 3 Emissions (kgCO <sub>2</sub> -e) | (kWh)                         | Scope 3 Emissions (kgCO <sub>2</sub> -e) |
| ACT  | 0                         | 0                         | 0  | 0  | 0                             | 0  |
| NSW  | 30,213                    | 30,213                    | 20,545                                   | 1,511                                    | 0                             | 0  |
| SA   | 0                         | 0                         | 0  | 0  | 0                             | 0  |
| VIC  | 22,934                    | 22,934                    | 18,118                                   | 1,605                                    | 0                             | 0  |
| QLD  | 506                       | 506                       | 369                                      | 76                                       | 0                             | 0  |
| NT   | 0                         | 0                         | 0  | 0  | 0                             | 0  |
| WA   | 0                         | 0                         | 0  | 0  | 0                             | 0  |
| TAS  | 0                         | 0                         | 0  | 0  | 0                             | 0  |
| <b>Grid electricity (scope 2 and 3)</b>                              | <b>53,653</b>             | <b>53,653</b>             | <b>39,032</b>                            | <b>3,192</b>                             | <b>0</b>                      | <b>0</b>                                 |
| ACT  | 0                         | 0                         | 0  | 0  |                               |  |
| NSW  | 0                         | 0                         | 0  | 0  |                               |  |
| SA   | 0                         | 0                         | 0  | 0  |                               |  |
| VIC  | 0                         | 0                         | 0  | 0  |                               |  |
| QLD  | 0                         | 0                         | 0  | 0  |                               |  |
| NT   | 0                         | 0                         | 0  | 0  |                               |  |
| WA   | 0                         | 0                         | 0  | 0  |                               |  |
| TAS  | 0                         | 0                         | 0  | 0  |                               |  |
| <b>Non-grid electricity (behind the meter)</b>                       | <b>0</b>                  | <b>0</b>                  | <b>0</b>                                 | <b>0</b>                                 |                               |  |
| <b>Total electricity (grid + non grid)</b>                           | <b>53,653</b>             |                           |  |  |                               |  |

|  |              |
|--|--------------|
| <b>Residual scope 2 emissions (t CO<sub>2</sub>-e)</b>   | <b>39.03</b> |
| <b>Residual scope 3 emissions (t CO<sub>2</sub>-e)</b>   | <b>3.19</b>  |
| <b>Scope 2 emissions liability (adjusted for already offset carbon neutral electricity) (t CO<sub>2</sub>-e)</b> | <b>24.51</b> |
| <b>Scope 3 emissions liability (adjusted for already offset carbon neutral electricity) (t CO<sub>2</sub>-e)</b> | <b>2.01</b>  |
| <b>Total emissions liability</b>   | <b>26.51</b> |

### Climate Active carbon neutral electricity products

| Climate Active carbon neutral product used  | Electricity claimed from Climate Active electricity products (kWh) | Emissions (kg CO <sub>2</sub> -e) |
|---|--|-----------------------------------|
| <i>Powershop</i>  | <b>9,814</b>   | <b>0</b>                          |
| <i>Powershop</i>  | <b>9,939</b>   | <b>0</b>                          |
| <i>Climate Active carbon neutral electricity is not renewable electricity. These electricity emissions have been offset by another Climate Active member through their electricity product certification. This electricity consumption is also included in the market based and location-based summary tables. Any electricity that has been sourced as renewable electricity by the electricity product under the market-based method is outlined as such in the market-based summary table.</i> |  |                                   |



## APPENDIX C: INSIDE EMISSIONS BOUNDARY

N/A

## APPENDIX D: OUTSIDE EMISSIONS BOUNDARY

### Excluded emission sources

The below emission sources have been assessed as not relevant to this organisation's operations and are outside of its emissions boundary. These emissions are not part of the carbon neutral claim. Emission sources considered for relevance must be included within the certification boundary if they meet two of the five relevance criteria. Those which only meet one condition of the relevance test can be excluded from the certification boundary.

Emissions tested for relevance are detailed below against each of the following criteria:

1. **Size** The emissions from a particular source are likely to be large relative to the organisation's electricity, stationary energy and fuel emissions.
2. **Influence** The responsible entity has the potential to influence the reduction of emissions from a particular source.
3. **Risk** The emissions from a particular source contribute to the organisation's gas risk exposure.
4. **Stakeholders** Key stakeholders deem the emissions from a particular source are relevant.
5. **Outsourcing** The emissions are from outsourced activities previously undertaken within the organisation's boundary, or from outsourced activities typically undertaken within the boundary for comparable organisations.

Excluded emissions sources summary

| Emission sources tested for relevance |   |   |   |   |   | Justification   |
|---------------------------------------|---|---|---|---|---|---|
|                                       |   |   |   |   |   | FY2023-24   |
| Investments                           | N | Y | N | N | N | <p><b>Size:</b> The business doesn't make major investments and the emissions are therefore considered to be small</p> <p><b>Influence:</b> We do have influence over our investments.</p> <p><b>Risk:</b> Because emissions are small, the risk is also relatively small.</p> <p><b>Stakeholders:</b> Because Essence's core business is not investments, we don't expect stakeholders to expect the inclusion of this emission source in our boundary.</p> <p><b>Outsourcing:</b> Not applicable.</p> |



An Australian Government Initiative

