



PUBLIC DISCLOSURE STATEMENT

**QUINTESSENTIAL ASSET SERVICES PTY
LTD**

**ORGANISATION CERTIFICATION
FY2021–22**

Australian Government
Climate Active
Public Disclosure Statement



NAME OF CERTIFIED ENTITY	Quintessential Asset Services Pty Ltd
REPORTING PERIOD	1 July 2021 – 30 June 2022 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><i>Jack Lehrer</i></p> <p>Jack Lehrer Assistant Asset Manager 16/3/2023</p>



Australian Government
**Department of Industry, Science,
Energy and Resources**

Public Disclosure Statement documents are prepared by the submitting organisation. The material in the Public Disclosure Statement documents represents the views of the organisation and do not necessarily reflect the views of the Commonwealth. The Commonwealth does not guarantee the accuracy of the contents of the Public Disclosure Statement document and disclaims liability for any loss arising from the use of the document for any purpose.

Version March 2022. To be used for FY20/21/CY2021 reporting onwards.



1. CERTIFICATION SUMMARY

TOTAL EMISSIONS OFFSET	293 tCO ₂ -e
OFFSETS BOUGHT	100% VCUs
RENEWABLE ELECTRICITY	N/A
TECHNICAL ASSESSMENT	11/04/2023 Joshua Prado Pangolin Associates Next technical assessment due: Date: FY2025

Contents

1. Certification summary.....	3
2. Carbon neutral information	4
3. Emissions boundary	7
4. Emissions reductions.....	9
5. Emissions summary.....	10
6. Carbon offsets	12
7. Renewable Energy Certificate (REC) Summary	14
Appendix A: Additional Information	15
Appendix B: Electricity summary	16
Appendix C: Inside emissions boundary	18
Appendix D: Outside emissions boundary	18

2. CARBON NEUTRAL INFORMATION

Description of certification

This inventory has been prepared for the financial year from 1 July 2021 to 30 June 2022 and covers the Australian operations of Quintessential Asset Services Pty Ltd, trading as Quintessential Asset Services,

The operational boundary has been defined based on an operational control test, in accordance with the principles of the National Greenhouse and Energy Reporting Act 2007. This includes the following locations and facilities:

- Level 2, 30 Collins Street, Melbourne 3000 VIC

This inventory does not include emissions related to the investment portfolio of Quintessential Asset Services. These investments are held under their own ABN's and therefore do not fall within the boundaries of this organisation assessment.

The methods used for collating data, performing calculations and presenting the carbon account are in accordance with the following standards:

- Climate Active Standards
- The Greenhouse Gas Protocol: A Corporate Accounting and Reporting Standard (Revised Edition)
- National Greenhouse and Energy Reporting (Measurement) Determination 2008

Where possible, the calculation methodologies and emission factors used in this inventory are derived from the National Greenhouse Accounts (NGA) Factors in accordance with "Method 1" from the National Greenhouse and Energy Reporting (Measurement) Determination 2008.

The greenhouse gases considered within the inventory are those that are commonly reported under the Kyoto Protocol; carbon dioxide (CO₂), methane (CH₄), nitrous oxide (N₂O) and synthetic gases - hydrofluorocarbons (HFCs), perfluorocarbons (PFCs) sulphur hexafluoride (SF₆) and nitrogen trifluoride (NF₃). These have been expressed as carbon dioxide equivalents (CO₂-e) using relative global warming potentials (GWPs).

“QAS actively seeks to leave things better than we found them. Sustainability is at our very core where we regenerate and create exemplar green office buildings for our tenants and the community. This approach future proofs our investments, providing a strong return for our investors. Therefore, it was important to apply this same philosophy to our operating business by becoming carbon neutral.”

Organisation description

Quintessential Asset Services (QAS) (ABN: 34 377 241 564) is a privately-owned diversified property group providing high-net-worth investors and fund management companies with unique, syndicated commercial property opportunities.

QAS delivers exceptional risk-adjusted returns to investors on carefully selected properties, whether newly constructed, regenerated or existing, providing secure long-term income. Through strict purchasing criteria focusing on commercial real estate and development, the company has approximately \$988 million of property under management as at the commencement of 2023.

QAS has in-house expertise and is proud to work alongside a team of agile, committed, hands-on professionals, each passionate about property and highly experienced in their respective fields.

At the core of Quintessential Asset Services are two things. Firstly, the ability to deliver long-term stable income is achieved by identifying the right assets and providing stand-out comfort conditions to our tenants, who we regard as our clients and with whom we build close relationships. Secondly, we are service driven and committed to outperforming clients' and investors' expectations.

The two together are what we believe sets us apart.

Our consistent delivery of above industry average rates of return results from our collective knowledge and expertise in property, engineering and finance supported by our network of outstanding partners and coupled with our strong work ethic and our commitment to excellence and delivering exceptional experiences.

We are driven by results and act with integrity in all we do.

The QAS core values that we term the "QE Way" are:

- Enjoy what you do and who you do it with;
- Don't walk past something that is broken;
- Strive to learn from mistakes;
- Integrity is the essence of everything successful;
- Always remember life is a long road;
- Work with people who align with our values;

At QAS, we recognise that we can make a difference by reducing our environmental footprint. We are committed to improving the environmental performance of the buildings we are involved in by adopting an efficient and holistic approach in construction, operation and maintenance.

Many tenants have company policies demanding energy-efficient office buildings and sustainable outcomes. The long-term value and marketability of an asset is impacted by its ability to meet mandatory environmental ratings.

When constructing or regenerating buildings, we target a minimum of 4.5 Star NABERS base building energy rating. Existing office buildings in our portfolio are under constant assessment for improvement

opportunities. Our internal engineering expertise has allowed us to increase and retain these ratings in our buildings across Australia.

Quintessential Asset Services continues to deliver future-proof assets with sustainable practices.

Quintessential Asset Services is the entity that operates the business services and is appointed to manage assets on behalf of the various managed investment schemes established by the organisation.

Quintessential Equity is a passive entity, as it does not trade or complete any activities of any nature. The sole purpose of Quintessential Equity is to hold the Australian Financial Services License (AFSL) under which the funds are established and administered.

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 or precinct'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.

The emission sources in the boundary diagram below are as per the emissions categories in the emission summary table.

Inside emissions boundary		Outside emission boundary
<p><u>Quantified</u></p> <ul style="list-style-type: none"> Accommodation and facilities Cleaning and Chemicals Climate Active Carbon Neutral Products and Services Electricity Food ICT services and equipment Office equipment & supplies Postage, courier and freight Professional Services Refrigerants Stationary Energy (gaseous fuels) Transport (Air) Transport (Land and Sea) Waste Water Working from home 	<p><u>Non-quantified</u></p> <p>N/A</p>	<p><u>Excluded</u></p> <p>N/A</p>
	<p><u>Optionally included</u></p> <p>N/A</p>	

Data management plan for non-quantified sources

There are no non-quantified sources in the emission boundary that require a data management plan.

4. EMISSIONS REDUCTIONS

Emissions reduction strategy

“Quintessential Pty Ltd aim to reduce their total emissions by 10% by 2027 compared to the FY2019 base year. Please see below our reduction actions:”

The implementation and use of AdobeSign. AdobeSign is a cloud-based system that allows documentation to be executed online rather than being printed off. Our plan over the next three years is to remove all wet ink documentation which will mean a significant decrease in emissions relating to the printing and logistics of all required documents.

This will directly impact the following areas: Postage, courier and freight, & Waste. We aim to reduce these emission sources by 20% with AdobeSign.

Our current Landlord does not have a recycling program at our building. It is our objective within the next five years to implement that program, which will reduce emissions associated with landfill waste with the goal of a 40% reduction in waste to landfill by 2026. The addition of an Organic Waste and Mixed Recyclable plan in years four and five will close out that program.

Undoubtedly, Transport (Air) is QAS's biggest form of emissions. As a company, it is so important for our relationships to travel nationally. We are very much of the understanding that relationships can only truly foster in a face-to-face capacity. However, the emissions are a critical factor in bettering our carbon footprint. Therefore, over the next 10 years, we are committed to lowering that footprint by 20%. Whether that is through being more tactically in flying to group more meetings together, purchasing of 'greener' flights, or even ensure we are using public transport more when travelling, the above are all keys to lowering and meeting our target.

Our electricity makes up a huge percentage of our emissions. Quintessential will continue to lobby for our landlord to switch to green energy.

Emissions reduction actions

During the FY22, there was a significant shift in the property market with a key focus on ESG strategies. As a company, Quintessential equity believed it was important for all members of our team to familiarise and educate ourselves on strategic initiatives that we could implement to ensure that we met market levels, this resulted in the team attending a conference in Cannes with a key focus on ESG strategies. Our in-house marketing team has taken it upon themselves to educate the team further on different ways we can participate in ESG strategies; this has included several internal presentations and workshops in relation to that matter.

5. EMISSIONS SUMMARY

Emissions over time

Emissions since base year		Total tCO ₂ -e
Base year/Year 1:	2018–19	207.7
Year 2:	2019–20	222.7
Year 3:	2020–21	228.9
Year 4:	2021-22	292.1

Significant changes in emissions

Ultimately, the year-on-year growth of emissions relates to our return-to-work policy at QAS. We truly believe that for our business to thrive and be the best it can be, that each team member is encouraged to work from the office in a full-time capacity. Comparatively to previous years with lockdowns and the recent growth of employees we have seen natural rise in the emissions over the yearly period.

Emission source name	Current year (tCO ₂ -e)	Previous year (tCO ₂ -e)	Detailed reason for change
Computer and technical services	56.1	37.6	A return to the office has seen a significant spike in expenditure and need for resources alongside increased staff numbers in comparison to the previous period.
Short economy class flights (>400km, ≤3,700km)	84.4	5.0	Noting the Pandemic, we were unable to fly around the country. As a company we have made a big effort to ensure we are travelling more to meet with our clients around the country following the pandemic which has resulted in a significant increase in flights.
Accounting services	14.0	20.4	There has been a decrease in Accounting services from FY21 to FY22. This has been a result of better systems set up in previous year.

Use of Climate Active carbon neutral products and services

This assessment and Climate Active submission was prepared with the assistance of [Pangolin Associates](#) and these services are also carbon neutral. Additionally, QAS use 100% recycled carbon neutral paper from Reflex.

Organisation emissions summary

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

Row Labels	Scope 1 (t CO2-e)	Scope 2 (t CO2-e)	Scope 3 (t CO2-e)	Total Emissions (t CO2-e)
Accommodation and facilities	0	0	6.1	6.1
Cleaning and Chemicals	0	0	1.0	1.0
Climate Active Carbon Neutral Products and Services	0	0	0	0
Electricity	0	85.8	0	85.8
Food	0	0	3.9	3.9
ICT services and equipment	0	0	61.8	61.8
Office equipment & supplies	0	0	11.8	11.8
Postage, courier and freight	0	0	0.9	0.9
Professional Services	0	0	19.9	19.9
Refrigerants	0.01	0	0	0.01
Stationary Energy (gaseous fuels)	0.6	0	0.05	0.7
Transport (Air)	0	0	87.8	87.8
Transport (Land and Sea)	0	0	4.7	4.7
Waste	0	0	2.0	2.0
Water	0	0	0.1	0.1
Working from home	0	0	5.5	5.5
Grand Total	0.6	85.8	205.7	292.1

Uplift factors

N/A

6. CARBON OFFSETS

Offsets retirement approach

In arrears (typically for all reports where the reporting period has ended)

1. Total number of eligible offsets banked from last year's report	0
2. Total emissions footprint to offset for this report	293
3. Total eligible offsets required for this report	293
4. Total eligible offsets purchased and retired for this report	293
5. Total eligible offsets banked to use toward next year's report	0

Co-benefits

Hebei Kangbao Sanxiatian Wind Farm Project

The purpose of Hebei Kangbao Sanxiatian Wind Farm Project is to utilize wind resources for electricity generation through the construction of a wind farm with a total capacity of 49.5MW and a 110kV substation in Kangbao County, Zhangjiakou City, Hebei Province, P. R. China. The proposed project is invested and developed by Hebei Construction Investment New Energy Co., Ltd. The electricity generated from the project will be sold to North China Power Grid (NCPG).

Eligible offsets retirement summary

Offsets cancelled for Climate Active Carbon Neutral Certification											
Project description	Type of offset units	Registry	Date retired	Serial number (and hyperlink to registry transaction record)	Vintage	Stapled quantity	Eligible quantity (tCO ₂ -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 (%)
Hebei Kangbao Sanxiatian Wind Farm Project	VCUs	VERRA	14 February 2023	9884-155567063-155567355-VCS-VCU-259-VER-CN-1-697-01012018-31122018-0	2018	293	293	0	0	293	100%
Total offsets retired this report and used in this report										293	
Total offsets retired this report and banked for future reports									0		
Type of offset units		Quantity (used for this reporting period claim)				Percentage of total					
Verified Carbon Units (VCUs)		293				100%					

7. RENEWABLE ENERGY CERTIFICATE (REC) SUMMARY

N/A

APPENDIX A: ADDITIONAL INFORMATION

Quintessential has also purchased an additional 293 tonnes of biodiversity offsets through Greenfleet. Greenfleet is a leading Australian not-for-profit environmental organisation on a mission to protect our climate by restoring forests. Greenfleet forests address critical deforestation, restore habitat for wildlife including many endangered species, capture carbon emissions to protect our climate, reduce soil erosion, improve water quality, and economically support local and indigenous communities

APPENDIX B: ELECTRICITY SUMMARY

Electricity emissions are calculated using a location-based approach.

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 Approach Summary

Market Based Approach	Activity Data (kWh)	Emissions (kgCO ₂ e)	Renewable Percentage of total
Behind the meter consumption of electricity generated	0	0	0%
Total non-grid electricity	0	0	0%
LGC Purchased and retired (kWh) (including PPAs & Precinct LGCs)	0	0	0%
GreenPower	0	0	0%
Jurisdictional renewables (LGCs retired)	0	0	0%
Jurisdictional renewables (LRET) (applied to ACT grid electricity)	0	0	0%
Large Scale Renewable Energy Target (applied to grid electricity only)	15,793	0	19%
Residual Electricity	69,161	68,813	0%
Total grid electricity	84,954	68,813	19%
Total Electricity Consumed (grid + non grid)	84,954	68,813	19%
Electricity renewables	15,793	0	
Residual Electricity	69,161	68,813	
Exported on-site generated electricity	0	0	
Emissions (kgCO ₂ e)		68,813	

Total renewables (grid and non-grid)	18.59%
Mandatory	18.59%
Voluntary	0.00%
Behind the meter	0.00%
Residual Electricity Emission Footprint (TCO₂e)	69

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

Location Based Approach Summary

Location Based Approach	Activity Data (kWh)	Scope 2 Emissions (kgCO2e)	Scope 3 Emissions (kgCO2e)
ACT	0	0	0
NSW	0	0	0
SA	0	0	0
Vic	84,954	77,308	8,495
Qld	0	0	0
NT	0	0	0
WA	0	0	0
Tas	0	0	0
Grid electricity (scope 2 and 3)	84,954	77,308	8,495
ACT	0	0	0
NSW	0	0	0
SA	0	0	0
Vic	0	0	0
Qld	0	0	0
NT	0	0	0
WA	0	0	0
Tas	0	0	0
Non-grid electricity (Behind the meter)	0	0	0
Total Electricity Consumed	84,954	77,308	8,495
Emission Footprint (TCO2e)	86		
<i>Scope 2 Emissions (TCO2e)</i>	77		
<i>Scope 3 Emissions (TCO2e)</i>	8		
Carbon Neutral electricity offset by Climate Active Product	Activity Data (kWh)	Emissions (kgCO2e)	
Enter product name/s here	0	0	
<i>Climate Active carbon neutral electricity is not renewable electricity. The emissions have been offset by another Climate Active member through their Product certification.</i>			

APPENDIX C: INSIDE EMISSIONS BOUNDARY

Non-quantified emission sources

N/A

APPENDIX D: OUTSIDE EMISSIONS BOUNDARY

Excluded emission sources

The below emission sources have been assessed as not relevant to an organisation's or precinct'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 greenhouse 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.

Emission sources tested for relevance	(1) Size	(2) Influence	(3) Risk	(4) Stakeholders	(5) Outsourcing	Included in boundary?
N/A	N/A	N/A	N/A	N/A	N/A	N/A



An Australian Government Initiative

