




PUBLIC DISCLOSURE STATEMENT

PAYAPPS PTY LTD

**ORGANISATION CERTIFICATION
FY2020–21**

Australian Government
Climate Active
Public Disclosure Statement



NAME OF CERTIFIED ENTITY	Payapps Pty Ltd
REPORTING PERIOD	1 July 2020 – 30 June 2021 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>Daniel Giles CFO 25 February 2022</p>



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

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1. CERTIFICATION SUMMARY

TOTAL EMISSIONS OFFSET	207 tCO ₂ -e
OFFSETS BOUGHT	100% VERs
RENEWABLE ELECTRICITY	0
TECHNICAL ASSESSMENT	20 September Aleena Dewji Pathzero Next technical assessment due: September 2024
THIRD PARTY VALIDATION	Type 1 6 October 2021 Benjamin Jenkins GPP Audit Pty Limited

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2. CARBON NEUTRAL INFORMATION

Description of certification

This carbon inventory has been prepared for the financial year from 1 July 2020 to 30 June 2021.

The emissions boundary has been defined based on the operational control approach. The boundary comprises the Australian business operations of Payapps Pty Ltd (ABN 36 115 789 065). All emissions under Payapps's operational control have been included in the emissions inventory.

The greenhouse gases included in the inventory include all those that are reported under the Kyoto Protocol: carbon dioxide (CO₂), methane (CH₄), nitrous oxide (N₂O), hydrofluorocarbons (HFCs), perfluorocarbons (PFCs), sulphur hexafluoride (SF₆). All emissions are reported in tonnes of carbon dioxide equivalent (t CO₂e) and uses relative global warming potentials (GWPs).

Organisation description

Payapps is fully committed to growing a sustainable business with minimal impact on the environment. We recognise that this is not just important for Payapps internally, but just as importantly, in designing products that allow our customers to operate in an environmentally friendly manner. All of our products are designed to eliminate the need for paper trails.

Payapps Pty Ltd (ABN 36 115 789 065) was established in 2005. Payapps is headquartered in Melbourne, Australia and is an online construction software for submitting and certifying applications for payment. Payapps is a collaborative platform that improves visibility and control of payments, ensures compliance, provides accurate cash flow forecasting, and drives operational efficiencies.

Payapps is the subsidiary of Zuuse Limited which is a holding company incorporated in the British Virgin Islands. Payapps' sister entities (subsidiaries of same parent) are Zuuse Pty Ltd and Payapps.com (UK) Ltd which is the UK operating company for the above.

Payapps Pty Ltd is a sister company of Zuuse Pty Ltd (both same owner) and operate within the same "group". Within this group is also Hart Business Solutions, LLC better known as GCPay in the USA and Canada who perform the same thing.

"Payapps is committed to reducing our environmental impact as an integral part of our business strategy and operating methods. We aim to be seen as a leading example in our industry. The Climate Active program is an important part of our commitment to take responsibility for our impact on the environment."

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.

Inside emissions boundary		Outside emission boundary
<p><u>Quantified</u></p> <ul style="list-style-type: none"> Accommodation & Facilities Air Transport Base Buildings Cleaning & Chemicals Electricity Food ICT Services & Equipment Office equipment & supplies Postage, Couriers & Freight Professional Services Staff Commuting Taxis & Rideshare Telecommunications Waste Working from Home 	<p><u>Non-quantified</u></p> <ul style="list-style-type: none"> Refrigerants 	<p><u>Excluded</u> 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 as the non-quantified emission source is immaterial.

4. EMISSIONS REDUCTIONS

Emissions reduction strategy

Payapps is committed to reducing its carbon footprint. As a fast growing but sustainable business, our impact on the environment, including climate change, is an important consideration in all of our business decisions.

Our carbon emissions reduction action plan addresses the largest contributors to our carbon footprint, which based on our FY20 base year inventory are:

- Business travel
- Base buildings and electricity
- Working from home
- Professional services

Current actions in place, or planned, to reduce emissions across the business include commitments to:

1. Reduce electricity consumption within all Payapps offices through efficiency measures such as:
 - Ensuring office buildings rented have high NABERS base building ratings
 - Transitioning Melbourne's new head office building to renewable energy
 - Ensuring energy efficient products are used in offices (eg LED lights, energy efficient computers)
 - Encouraging staff to turn off computers and electronics at the end of the day while we transition to installing timers on all office IT equipment.
2. Reduce waste and increase recycling rates, including aiming to be as "paper-free" as possible.
3. Encourage employees to reduce travel (particularly flights) by the use of virtual meetings.
4. Encourage employees to use energy efficient modes of transport to and from work by:
 - ensuring offices are located close to public transport locations (wherever possible);
 - providing access to eco-friendly end of trip facilities at all offices, including facilities to store bikes (wherever possible).
5. Work with our existing professional service providers to determine their stance on reducing their carbon footprint. We will evaluate firms moving forward so that climate impacts are a consideration in purchasing decisions (wherever possible).
6. Undertake annual education sessions for all Payapps employees promoting the importance of making sustainable choices both at home and at work. Sessions will cover many of the topics identified above. Campaigns will be held throughout the year reminding employees to "do their bit for climate change".

5. EMISSIONS SUMMARY

Use of Climate Active carbon neutral products and services

Payapps does not use any Climate Active carbon neutral products or services.

Organisation emissions summary

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

Emission category	Sum of Scope 2 (tCO ₂ -e)	Sum of Scope 3 (tCO ₂ -e)	Sum of total emissions (tCO ₂ -e)
Accommodation and facilities	0	6.37	6.37
Air transport (km)	0	10.56	10.56
Car Travel (km)	0	0.043	0.043
Cleaning and chemicals	0	0.55	0.55
Electricity	11.51	0.00	11.51
Food	0	2.05	2.05
ICT services and equipment	0	45.83	45.83
Office equipment & supplies	0	0.043	0.043
Professional services	0	93.73	93.73
Staff Commuting	0	0.412	0.412
Stationary Energy	0	0.061	0.061
Taxis & Rideshare	0	8.26	8.26
Telecommunications	0	1.43	1.43
Waste	0	10.67	10.67
Working from home	0	15.00	15.00
Total	11.51	195.01	206.52

Uplift factors

An uplift factor is an upwards adjustment to the total carbon inventory to account for relevant emissions, which can't be reasonably quantified or estimated. This conservative accounting approach helps ensure the integrity of the carbon neutral claim.

Reason for uplift factor	tCO ₂ -e
N/A	
<i>Total footprint to offset (uplift factors + net emissions)</i>	207

6. CARBON OFFSETS

Offsets strategy

Offset purchasing strategy: In arrears	
1. Total offsets previously forward purchased and banked for this report	0 t CO ₂ e
2. Total emissions liability to offset for this report	207 t CO ₂ e
3. Net offset balance for this reporting period	207 t CO ₂ e
4. Total offsets to be forward purchased to offset the next reporting period	10 t CO ₂ e
5. Total offsets required for this report	217 t CO ₂ e

Co-benefits

EcoAustralia is a stapled product that blends carbon credits with biodiversity protection. Each EcoAustralia credits consists of one Australian Biodiversity unit, equal to 1.5m² of government accredited, permanently protected Australia vegetation, and 1 t CO₂e of avoided emissions from a Gold Standard certified project.



Nestled between the Coorong National Park and Lake Albert in South Australia, Mount Sandy protects one of the largest pockets of bush and wetlands in the region. The project brings together non-Indigenous and Indigenous Australians by promoting land conservation using methods that have been employed by Traditional Custodians, the Ngarrindjeri people, for millennia.

The 200-hectare project site features a unique mix of coastal shrublands and saline swamplands that provide strategic habitat for iconic native wildlife, such as short-beaked echidna, purple-gaped honeyeater and elegant parrot. Over thousands of years, the Ngarrindjeri people have cared for Coorong country, developing an intimate connection to the land that sustains them. Project management itself is made possible through close collaboration with location Ngarrindjeri Elders, Clyde and Rose Rigney, who oversee the ongoing management and conservation of vegetation at the Mount Sandy site.

The Mount Sandy project ensures permanent protection for a regionally and culturally important pocket of biodiversity-rich land in partnership with its Traditional Owners. Local birds, animals and plants flourish undisturbed, while native plants for revegetation will be supplied by the local nursery at Raukkan Aboriginal Community, a self-governed Indigenous community 30 kilometers northwest of the project site. Raukkan community members are also employed for onsite works including vegetation monitoring and mapping, fencing, and pest and weed control.



5 job opportunities

for Indigenous Ngarrindjeri Australians



Gold Standard carbon credits

stapled to each government accredited Australian Biodiversity Unit purchased from Mount Sandy, meeting stringent standards for NCOS eligibility



200 ha

of strategic habitat protected and registered on the South Australian Native Vegetation Council Credit Register



Partnerships for Reconciliation

between non-Indigenous Australians and Ngarrindjeri Traditional Owners for conservation management

Offsets summary

Proof of cancellation of offset units

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	Quantity	Eligible quantity (tCO ₂ -e)	Quantity used for previous reporting periods	Quantity banked for future reporting periods	Quantity used for this reporting period claim	Percentage of total (%)
EcoAustralia Mount Sandy Conservation	Australian Biodiversity Offset	-	-	-	-	217	-	-	-	-	-
Stapled to											
Miaoli 49.8MW Wind Farm Project (GS931)	VERs	Gold Standard	12 October 2021	GS1-1-TW-GS931-12-2014-4575-29326-29542	2014	217	217	0	10	207	100%
<i>Total offsets retired this report and used in this report</i>										207	
<i>Total offsets retired this report and banked for future reports</i>									10		
Type of offset units			Quantity (used for this reporting period claim)				Percentage of total				
Verified Emissions Reductions (VERs)			207				100%				

7. RENEWABLE ENERGY CERTIFICATE (REC) SUMMARY

Renewable Energy Certificate (REC) summary

The following RECs have been surrendered to reduce electricity emissions under the market-based reporting method.

1. Large-scale Generation certificates (LGCs)*	0
2. Other RECs	0

* LGCs in this table only include those surrendered voluntarily (including through PPA arrangements), and does not include those surrendered in relation to the LRET, GreenPower, and jurisdictional renewables.

APPENDIX A: ADDITIONAL INFORMATION

N/A

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 VIC 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.

Market-based approach summary

Market-based approach	Activity data (kWh)	Emissions (kgCO ₂ -e)	Renewable % of total
Behind the meter consumption of electricity generated	0	0	0%
Total non-grid electricity	0	0	0%
Large Scale Renewable Energy Target (applied to grid electricity only)	1,997	0	19%
Residual electricity	8,557	9,182	0%
Total grid electricity	10,554	9,182	19%
Total electricity consumed (grid + non grid)	10,554	9,182	19%
Electricity renewables	1,997	0	
Residual electricity	8,557	9,182	
Exported on-site generated electricity	0	0	
Emission footprint (kgCO ₂ -e)		9,182	

Total renewables (grid and non-grid)	18.93%
Mandatory	18.93%
Voluntary	0.00%
Behind the meter	0.00%
Residual electricity emission footprint (tCO₂-e)	9.18

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

Location-based approach summary

Location-based approach	Activity data (kWh)	Emissions (kgCO ₂ -e)
VIC	10,554	11,504
Grid electricity (scope 2 and 3)	10,554	11,504

VIC	0	0
Non-grid electricity (behind the meter)	0	0
Total electricity consumed	10,554	11,503.77
Emission footprint (tCO₂-e)	11.50	

APPENDIX C: INSIDE EMISSIONS BOUNDARY

Non-quantified emission sources

The following emission sources have been assessed as relevant and are captured within the emissions boundary, but are not quantified in the carbon inventory. They have been non-quantified due to one of the following reasons:

1. **Immaterial** <1% for individual items and no more than 5% collectively
2. **Cost effective** Quantification is not cost effective relative to the size of the emission but uplift applied.
3. **Data unavailable** Data is unavailable but uplift applied. A data management plan must be put in place to provide data within 5 years.
4. **Maintenance** Initial emissions non-quantified but repairs and replacements quantified.

Relevant-non-quantified emission sources	(1) Immaterial	(2) Cost effective (but uplift applied)	(3) Data unavailable (but uplift applied & data plan in place)	(4) Maintenance
Refrigerants	Yes	No	No	No

APPENDIX D: OUTSIDE EMISSIONS BOUNDARY

Excluded emission sources

The below emission sources have been assessed as not relevant to Payapps' 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.

No emissions have been excluded from this inventory.

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



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