



# **PUBLIC DISCLOSURE STATEMENT**

MY PLAN MANAGER.COM.AU PTY LTD

ORGANISATION CERTIFICATION

FY2021–22

Australian Government

# Climate Active Public Disclosure Statement




PLAN  
MANAGER



An Australian Government Initiative



NAME OF CERTIFIED ENTITY	MY PLAN MANAGER.COM.AU 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>Jane Kittel CEO MPM Group 15 September 2023</p>



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

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



# 1.CERTIFICATION SUMMARY

TOTAL EMISSIONS OFFSET	1,856 tCO <sub>2</sub> -e
OFFSETS BOUGHT	100% VERs
RENEWABLE ELECTRICITY	N/A
TECHNICAL ASSESSMENT	12/10/2021 Verena Schubert Pathzero Pty Ltd Next technical assessment due: October 2024

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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 MY PLAN MANAGER.COM.AU PTY LTD (ACN 617 963 676) and Zettai Pty Ltd (ACN 637 637 131) which sits under My Plan Manager.com.au. All emissions under My Plan Manager'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 (CO<sub>2</sub>), methane (CH<sub>4</sub>), nitrous oxide (N<sub>2</sub>O), hydrofluorocarbons (HFCs), perfluorocarbons (PFCs), sulphur hexafluoride (SF<sub>6</sub>). All emissions are reported in tonnes of carbon dioxide equivalent (t CO<sub>2</sub>e) and uses relative global warming potentials (GWPs).

*“My Plan Manager is committed to reducing our environmental impact as an integral part of our business strategy and operating methods. The Climate Active program is an important part of our commitment to take responsibility for our impact on the environment.”*

### Organisation description

My Plan Manager was established in 2014. My Plan Manager trades under the ACN 617 963 676. In FY21-22, My Plan Manager expanded our operations achieving significant growth in client numbers and an acquisition of an independent Plan Management company called Assist Plan Managers or Zettai Pty Ltd (ACN 637 637 131).

My Plan Manager and Assist Plan Managers provide Financial Administration services to NDIS participants who choose to 'plan-manage' their funding. This means that MPM supports people to choose service providers, set an annual budget and pay service provider invoices.

MPM has a strong focus on providing the absolute best outcomes for our clients while advocating for societal change for the wider disability community. We constantly strive to be a business that not only positively influences our clients' lives, but also has broader positive social and environmental impacts. Motivated by the philosophies of social betterment and sustainability, our vision is one of embracing diversity and reducing inequality, both within our business and out in the community. We recognise the worth every individual brings to our workplace and society in general.

My Plan Manager operates out of one location in this reporting period: 25 Franklin St, Adelaide SA 5000, Australia. The office at 491 Brighton Rd, Brighton SA 5048, Australia was not used the entire reporting period. The lease ended August 2021 and the electricity was turned off in March 2021.

## 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><b><u>Quantified</u></b></p> <ul style="list-style-type: none"> <li>Cleaning and Chemicals</li> <li>Electricity</li> <li>Food</li> <li>ICT services and equipment</li> <li>Office equipment &amp; supplies</li> <li>Postage, courier and freight</li> <li>Professional Services</li> <li>Transport (Air)</li> <li>Transport (Land and Sea)</li> <li>Waste</li> <li>Working from home</li> </ul>	<p><b><u>Non-quantified</u></b></p>	<p><b><u>Excluded</u></b></p> <p>N/A</p>
	<p><b><u>Optionally included</u></b></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

My Plan Manager is implementing the following emissions reduction strategy.

#### 1. ICT Services and Equipment

ICT services and equipment emissions represents a significant portion of the emissions of My Plan Manager. To reduce these, we have kicked off a staff engagement program to provide more information to reduce emissions. This includes reducing the embodied emissions by develop purchasing policies which supports end of life purchasing.

Initiatives	Assignee	Due date
Embodied emissions	Richard Hilliard	30/10/2027

My Plan Manager has set an emissions reduction target to reduce emissions from ICT services and equipment by 10% from its base year emissions inventory.

#### 2. Base Buildings

Base buildings emissions represent a significant portion of the emissions of My Plan Manager. My Plan Manager is looking to move to a newer premises with an optimised office layout, set-point temperature, optimised HVAC hours and Install sensors. We will also be working with staff and promoting a digital work environment with the aim of reducing waste and optimising efficiencies.

Initiatives	Assignee	Due date
Optimise office layout	Karina Bunker	01/08/2027
Update set-point temperature	Karina Bunker	01/08/2027
Optimise HVAC hours	Karina Bunker	01/08/2027
Install sensors	Karina Bunker	01/08/2027

My Plan Manager has set an emissions reduction target to reduce emissions from base buildings by 20% from its base year emissions inventory.

#### 3. Telephones & Internet

Telephone & internet emissions represents a significant portion of the emissions of My Plan Manager. To reduce these, we have kicked off a staff engagement program to remind staff to switch-off video cameras and use phone systems.

Initiatives	Assignee	Due date
Switch-off video cameras	Karina Bunker	01/08/2027

My Plan Manager has set an emissions reduction target to reduce emissions from telephones and internet by 5% from its base year emissions inventory.

#### 4. Electricity – Direct Purchase

Electricity - Direct purchase represents a significant portion of the emissions of My Plan Manager. To reduce these, we have kicked off a staff engagement program to provide more information to reduce emissions. This includes utilising shades, Install sensors, Upgrade to LEDs, Sustainability committee, Natural sunlight, Energy champion, Sustainability challenges, Laptop computers, Promote workplace sustainability and End-of-day behaviours.

My Plan Manager has set an emissions reduction target to reduce emissions from electricity by 10% from its base year emissions inventory.

#### 5. Base Buildings

To reduce the carbon emissions associated with the base building, LED lighting was installed in My Plan Manager's base building facility.

Initiatives	Assignee	Implementation date
Install LEDs	Karina Bunker	01/08/2027

### Emissions reduction actions

My Plan Manager has actioned the following emissions reduction strategy.

#### 1. ICT Services and Equipment

To reduce our ICT emissions, My Plan Manager commenced a staff engagement program aimed at educating staff to proactively reduce emissions. My Plan Manager has introduced an ICT purchasing program to manage end-of-life purchasing, acquiring laptops and energy STAR rated equipment.

Initiatives	Assignee	Implementation date
End-of life purchasing	Richard Hilliard	30/10/2021
Standby features	Richard Hilliard	30/10/2021
Energy STAR rated equipment	Richard Hilliard	30/10/2021
Use laptops	Richard Hilliard	30/10/2021
Maintain equipment	Richard Hilliard	30/10/2021

#### 2. Staff Commuting

To reduce the carbon emissions associated with staff commuting, My Plan Manager has introduced a program to educate staff and reduce their emissions, including introducing remote working and new premises with end-of-trip facilities.

Initiatives	Assignee	Implementation date
Flexible work	Karina bunker	01/08/2022
Bike facilities	Karina bunker	01/08/2022



## 5.EMISSIONS SUMMARY

### Emissions over time

Emissions since base year		Total tCO <sub>2</sub> -e
Base Year/Year 1'	2020–21	1,671
Year 2:	2021–22	1,856

### Significant changes in emissions

In FY21-22, My Plan Manager expanded our operations achieving significant growth in client numbers and an acquisition of an independent Plan Management company. This acquisition resulted in an increase in our spend of professional services such as business services, legal, accounting and marketing. In addition, the increase in client and staffing directly correlated with an increase in technology infrastructure, internet and telephone spend.

Our operations were impacted with Covid-19, with several instances where we transitioned our workforce to work remotely, in response to increasing risk of infection. To be able to transition our workforce quickly required an additional investment in technology equipment. It is noted that was an increase in staff commuting costs, compared to previous year, which is attributed to greater numbers of staff returning to work from office following restrictions easing, and there was an increase in staff choosing to driver, rather than use public transport which was reported as having a higher risk of transmission risk.

During this financial year My Plan Manager, has invested in developing a new technology operating platform, which supports our service model, enhances client experience, and also reduces the environmental impact associated with manual processing of invoices. To enable this project required engagement of additional professional & consulting services which have been reported and captured as Business Services, within our professional services category.

With covid, we changed our travel practices to minimise travel, and reduce accommodation services in FY21.22, as opposed to the previous year, however with travel restriction easing we do anticipate extended travel to return.

During this financial year we also sourced new premises, which we moved into on 1 August 2022. This process required the support of additional property and legal services in preparing leasing arrangements. A key criterion in selecting a new premises was our commitment to sustainability and reducing our carbon footprint through management of electricity, waste, base building design and transitioning to a paper-lite office environment, therefore in moving into this new premises we increased our spend in office furniture and actively replaced newer and higher star-rated equipment and appliances.

Cloud services previously reported independently are now captured within computer and technical

services emissions, and when combined with our investment in technology and infrastructure explains the increase in this spend.

Emission source name	Current year (tCO <sub>2</sub> -e and/ or activity data)	Previous year (tCO <sub>2</sub> -e and/ or activity data)	Detailed reason for change
Staff commuting	118	106	A decrease in remote work led to an increase in staff commuting emissions.
Waste	130	136	The waste emissions are modelled based on the full-time employee (FTE) count. The FTE count decreased in the current year compared to the previous year which led to a reduction of waste emissions.
Computer and technical services	375	261	Additional investment in technology equipment, the acquisition of Plan Management company and the increase in clients resulted in an increase in computer and technical services emissions.
Telecommunications	203	114	The acquisition of Plan Management company and the increase in clients resulted in increase in telecommunication emissions.
Marketing and distribution	338	354	My Plan Manager reduced marketing and distribution costs during the FY21-22 year with transition to more digital service.
Business services	210	0	The acquisition of Plan Management company and the increase in clients resulted in an increase in business services emissions.
ICT services - Storage	0	249	We no longer use storage services within new environment.
Accommodation	0	15	In FY21-22 we actively restricted travel with covid and if required this was day trip without accommodation.

## Use of Climate Active carbon neutral products and services

My Plan Manager did 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 1 (t CO2-e)	Sum of Scope 2 (t CO2-e)	Sum of Scope 3 (t CO2-e)	Sum of Total Emissions (t CO2-e)
Accommodation and facilities	0	0.00	0.00	0.00
Cleaning and Chemicals	0	0.00	32.68	32.68
Electricity	0	41.40	0.00	41.40
Food	0	0.00	9.16	9.16
ICT services and equipment	0	0.00	638.75	638.75
Office equipment & supplies	0	0.00	14.10	14.10
Postage, courier and freight	0	0.00	6.29	6.29
Professional Services	0	0.00	694.90	694.90
Transport (Air)	0	0.00	40.04	40.04
Transport (Land and Sea)	0	0.00	0.07	0.07
Waste	0	0.00	130.04	130.04
Working from home	0	0.00	48.65	48.65
Paper	0	0.00	1.17	1.17
Staff commuting	0	0.00	117.74	117.74
Base building	0	0.00	80.98	80.98
<b>Grand Total</b>	<b>0</b>	<b>41.40</b>	<b>1814.56</b>	<b>1855.96</b>

## Uplift factors

N/A

## 6. CARBON OFFSETS

### Offsets retirement approach

In arrears	
1. Total number of eligible offsets banked from last year's report	269
2. Total emissions footprint to offset for this report	1,856
3. Total eligible offsets required for this report	1,587
4. Total eligible offsets purchased and retired for this report	1,856
5. Total eligible offsets banked to use toward next year's report	269

### Co-benefits

#### Ningxia Xiangshan Wind Farm Project, China

The proposed project has a total installed capacity of 397.5MW consisting of 265 wind turbines with unit capacity of 1,500kW. The expected annual power delivered to the grid is 970,432MWh. The power generated will be delivered to the Northwest Power Grid (NWPG) via Ningxia Power Grid. The proposed project will contribute to sustainable development mainly by:

- Reducing the emission of CO<sub>2</sub> and other pollutants compared with fuel-fired power plant;
- Creating local employment opportunities during the construction (more than 200 people) and operation (200 people) of the proposed project and improving the living standard of local people;
- With the help of the road, which was constructed due to the proposed project, agriculture and other products could be transported from the mountains of Xiangshan to city by Local farmers. It can reduce poverty, which is very important to Ningxia, a poverty-stricken region energy resources of NWPG;
- The implementation of the proposed project will help to change the energy structure, and thereby, contribute to the development of local economy;
- To construct such a large-scale wind power plant, the project owner spends a lot to purchase wind turbines and other auxiliary equipment such as transformers and distributed control system etc. The huge investment provides an opportunity for the expansion of related industrial branches and factories, hence stimulates the growth of wind power industry and development of wind power technology in China.

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## Mount Sandy Conservation, Australia

EcoAustralia is a stapled product that blends carbon credits with biodiversity protection. Each EcoAustralia credits consists of one Australian Biodiversity unit, equal to 1.5m<sup>2</sup> of government accredited, permanently protected Australia vegetation, and 1 t CO<sub>2</sub>e 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

## 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 <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 (%)
EcoAustralia Mount Sandy Conservation	ABU	-	8 Jun 2022	-	2014	420	-	-	-	-	-
Stapled to Hebei Yingxin Glass Group Co. Ltd. Glass Furnace Flue Gas Waste Heat To Energy Project	VERs	GS	8 Jun 2022	<a href="#">GS1-1-CN-GS750-15-2014-5919-42309-46041 *</a>	2014		420	0	0	420	22.6%
Ningxia Xiangshan Wind Farm Project, China	VCUs	Verra	8 Dec 2022	<a href="#">12193-394733265-394734303-VCS-VCU-997-VER-CN-1-1867-01012021-30092021-0</a>	2021		1,039	0	0	1,039	56%
Ningxia Xiangshan Wind Farm Project, China	VCUs	Verra	8 Dec 2022	<a href="#">12193-394726622-394727018-VCS-VCU-997-VER-CN-1-1867-01012021-30092021-0</a>	2021		397	0	269	128	11.4%
EcoAustralia Mount Sandy Conservation & Taichung Wind Project	ABU		13 October 2021		2014	1,940	-	-	-	-	-
Stapled to Miaoli 49.8MW Wind Farm Project	VERs	GS	13 October 2021	<a href="#">GS1-1-TW-GS931-12-2014-4575-29543-31482</a>	2014		1,940	1,671	0	269	10%
Total offsets retired this report and used in this report										1,856	
Total offsets retired this report and banked for future reports										269	

\* (Bulk retirement for Pathzero 3,733t, Monthly purchases for Howatson+Company with a total of 210t)

Type of offset units	Quantity (used for this reporting period claim)	Percentage of total
Verified Emissions Reductions (VERs)	605	32.6%
Verified Carbon Units (VCUs)	1,251	67.4%

## 7. RENEWABLE ENERGY CERTIFICATE (REC) SUMMARY

### Renewable Energy Certificate (REC) summary

N/A



## 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 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.

### Market Based Approach Summary

Market Based Approach	Activity Data (kWh)	Emissions (kgCO <sub>2</sub> e)	Renewable Percentage of total
Behind the meter consumption of electricity generated	0	0	0%
<b>Total non-grid electricity</b>	<b>0</b>	<b>0</b>	<b>0%</b>
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)	20,800	0	19%
Residual Electricity	91,090	90,631	0%
<b>Total grid electricity</b>	<b>111,890</b>	<b>90,631</b>	<b>19%</b>
<b>Total Electricity Consumed (grid + non grid)</b>	<b>111,890</b>	<b>90,631</b>	<b>19%</b>
Electricity renewables	20,800	0	
Residual Electricity	91,090	90,631	
<b>Exported on-site generated electricity</b>	<b>0</b>	<b>0</b>	
Emissions (kgCO <sub>2</sub> e)		90,631	

<b>Total renewables (grid and non-grid)</b>	<b>18.59%</b>
<b>Mandatory</b>	<b>18.59%</b>
<b>Voluntary</b>	<b>0.00%</b>
<b>Behind the meter</b>	<b>0.00%</b>
<b>Residual Electricity Emission Footprint (TCO<sub>2</sub>e)</b>	<b>295</b>

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	111,890	33,567	7,832
Vic	0	0	0
Qld	0	0	0
NT	0	0	0
WA	0	0	0
Tas	0	0	0
<b>Grid electricity (scope 2 and 3)</b>	<b>111,890</b>	<b>33,567</b>	<b>7,832</b>
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
<b>Non-grid electricity (Behind the meter)</b>	<b>0</b>	<b>0</b>	<b>0</b>
<b>Total Electricity Consumed</b>	<b>111,890</b>	<b>33,567</b>	<b>7,832</b>

<b>Emission Footprint (TCO2e)</b>	<b>41</b>
<i>Scope 2 Emissions (TCO2e)</i>	34
<i>Scope 3 Emissions (TCO2e)</i>	8

### Climate Active Carbon Neutral Electricity summary

Carbon Neutral electricity offset by Climate Active Product	Activity Data (kWh)	Emissions (kgCO2e)
	0	0

*Climate Active carbon neutral electricity is not renewable electricity. The emissions have been offset by another Climate Active member through their Product certification.*

## APPENDIX C: INSIDE EMISSIONS BOUNDARY

N/A

## APPENDIX D: OUTSIDE EMISSIONS BOUNDARY

N/A



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