



PUBLIC DISCLOSURE STATEMENT

MY PLAN MANAGER.COM.AU PTY LTD

ORGANISATION CERTIFICATION

FY2022-23

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 2022 – 30 June 2023 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>Karina Bunker Head of People and Culture MPMGroup</p> <p>Karine Caulfield Project Manager 7 March 2024</p>



Australian Government

Department of Climate Change, Energy,
the Environment and Water

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Version August 2023.



1.CERTIFICATION SUMMARY

TOTAL EMISSIONS OFFSET	2,734 tCO ₂ -e
OFFSETS USED	34% VERs, 66% VCUs
RENEWABLE ELECTRICITY	N/A
CARBON ACCOUNT	Prepared by: Pathzero
TECHNICAL ASSESSMENT	8/3/2024 Pathzero Next technical assessment due: FY 2026
THIRD PARTY VALIDATION	Type 1 9/02/2024 GPP Audit

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2. CARBON NEUTRAL INFORMATION

Description of certification

This carbon inventory has been prepared for the financial year from 1 July 2022 to 30 June 2023.

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 617 693 676), Zettai Pty Ltd (CAN 637 637 131), and NATIONAL DISABILITY SUPPORT PARTNERS (ACN 619 787 692), which sit 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 (CO₂), methane (CH₄), nitrous oxide (N₂O), hydrofluorocarbons (HFCs), perfluorocarbons (PFCs), sulphur hexafluoride (SF₆). All emissions are reported in tonnes of carbon dioxide equivalent (tCO₂e) and use relative global warming potentials (GWPs).

In FY2023, My Plan Manager.com.au triggered a base year recalculation due to the acquisition of companies, NDSP and Zettai which updated what was included in My Plan Manager.com.au's emissions boundary. For this process My Plan Manager.com.au undertook a type 1 third-party verification and a technical assessment as part of Climate Active requirements.

Due to the above, My Plan Manager.com.au have set FY2023 as their new base year.

Organisation description

My Plan Manager was established in 2014. My Plan Manager trades under the ACN 617 963 676.

In FY22-23, My Plan Manager expanded our operations achieving significant growth in client numbers and an acquisition of an independent Plan Manager company called National Disability Support Partners (NDSP) trading under the ACN 619 787 692. Assist Plan Managers or Zettai Pty Ltd (acquired in FY21-22), continued to trade under the ACN 637 637 131 for this period.

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

MPMG 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.

For this reporting period:

My Plan Manager operated from 25 Franklin St Adelaide, SA, 5000 and 400 King William St, Adelaide, SA, 5000, after relocating in August 2022;

Assist Plan Managers continued to operate entirely from remote locations (Working From Home model).

NDSP operated from 148 Greenhill RD, Wayville, SA 5034, and 2/22 Chesterfield Rd, Mirrabooka, WA, 6061.

The following subsidiaries are also included within this certification:

Legal entity name	ABN	ACN
MyPlanManager.com.au Pty Ltd		617 963 676
Zettai Pty Ltd		637 637 131
National Disability Support Partners		619 787 692

The following entities are excluded from this certification:

Legal entity name	ABN	ACN
My Plan Manager Group Pty Ltd		634 629 280
My Plan Manager Holdings Pty Ltd		623 117 993
MPM Finco Pty Ltd		634 629 628
My Market Place Pty Ltd		643 085 661

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
- Base buildings
- Cleaning and chemicals
- Climate Active carbon neutral products and services
- Electricity
- Food
- ICT services and equipment
- Machinery and vehicles
- Office equipment and supplies
- Postage, couriers and freight
- Professional services
- Staff commuting
- Taxis and rideshare
- Transport (Air)
- Transport (Land and sea)
- Waste
- Water
- Working from home

Non-quantified

N/A

Optionally included

N/A

Outside emission boundary

Excluded

N/A

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 continued our staff engagement program to encourage staff to further reduce emissions. This includes expanding our purchasing and technology policies and practices into the newly acquired NDSP business.

Initiatives	Assignee	Due date
Embodied emissions	Richard Hilliard	30/10/2032

My Plan Manager has set an emissions reduction target to reduce emissions from ICT services and equipment by 10% by FY2032 from its base year FY2023 emissions inventory.

2. Electricity – Direct Purchase

Electricity - Direct purchase represents a significant portion of the emissions of My Plan Manager.

MPM head office moved to a new premises embodying green energy optimization. NDSP is scheduled to move into this building in FY24 which will further reduce emissions.

Initiatives	Assignee	Implementation date
Green Energy	Daniela Carrabba	01/08/2032

My Plan Manager has set an emissions reduction target to reduce emissions from electricity by 10% by target year FY2032 from its base year FY2023 emissions inventory.

3. Professional Services

Professional Services emissions represent a significant portion of the emissions of My Plan Manager. My Plan Manager is looking to focus on preferred partner arrangements where carbon neutral has been achieved through certification.

MPMG will also implement a consolidation of brand strategy, absorbing Assist Plan Managers entity in FY24. Once legal fees are accounted for this will reduce brand digital and advertising costs.

MPMG has also appointed Elisa Peterson to the role of Diversity, Inclusion and Sustainability Partner to provide critical oversight and drive the MPMG Sustainability Strategy.

Initiatives	Assignee	Implementation date
Preferred Partnership Arrangements	Elisa Peterson	01/08/2032
Brand costs	Karina Bunker	30/06/2032

My Plan Manager has set an emissions reduction target to reduce emissions from Professional Service by 10% from target year FY2032 from its base year FY2023 emissions inventory.

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
Introduced technology purchasing and end of life programs for NDSP entity	Richard Hilliard	01/08/2023
Standby features follow me printing	Richard Hilliard	01/08/2023
Energy STAR rated equipment MPMG	Richard Hilliard	01/08/2023
Use laptops and follow me printing for NDSP	Richard Hilliard	01/08/2023
Maintain equipment	Richard Hilliard	01/08/2023

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

3. Base Building

MPM located to a new premises with a higher NABERS rating, and reduced footprint reducing our base building emissions. With an optimised office layout, set-point temperature, optimised HVAC hours and Install sensors emissions will further reduce. We have also worked with staff and promoted a digital work environment that aims to reducing waste and optimise efficiencies.

Initiatives	Assignee	Implementation date
Transitioned to green energy	Karina Bunker	01/08/2023
Reduce recycling and waste initiatives	Karina Bunker	01/08/2023
End of Trip commute Bike facilities	Karina Bunker	01/08/2023
Equipment replaced with higher star rated appliances	Karina Bunker	01/08/2023
Maintain equipment	Richard Hilliard	01/08/2023
Optimise Office layout	Karina Bunker	01/08/2023
Update set-point temperature	Karina Bunker	01/08/2023
Optimise HVAC hours	Karina Bunker	01/08/2023
Install sensors	Karina Bunker	01/08/2023

5.EMISSIONS SUMMARY

Emissions over time

The below table shows the changes in emissions since My Plan Manager's base year of FY2020-21. As My Plan Manager went through structural organisation changes in FY2022-23 the base year has been reset to FY2023 as the previous year's emissions (FY21 and FY22) are no longer representative of My Plan Manager's business structure.

		Emissions since base year	
		Total tCO ₂ -e (without uplift)	Total tCO ₂ -e (with uplift)
Base year:	2020–21	1,671	1,671
Year 1:	2021–22	1,856	1,856
Year 2:	2022–23	2,734	2,734

Significant changes in emissions

The increase in emissions between FY2021-22 to FY2022-23 are mostly related to the acquisition of the business Zettai Pty Ltd, and business NDSP. My Plan Manager know that the significant changes aren't representative of a similar year-on-year business structure however have noted the emission sources where these significant changes have occurred to understand where many of the emissions from the acquisitions have come from.

Emission source name	Previous year emissions (t CO ₂ -e)	Current year emissions (t CO ₂ -e)	Detailed reason for change
Marketing and distribution	338.07	613.16	For the disability sector expos and community events are critical business development tools. Increasing our presence at these events, and associated marketing materials, throughout 2023 across all entities attributes to this increase. Previous years (FY20;FY21;FY22) will also have been understated in terms of minimal activity throughout lockdown conditions.
Staff commuting	117.74	310.46	<p>The acquisition of new business came with a staff (headcount) increase:</p> <p>FY20 - 243</p> <p>FY21 - 272</p> <p>FY22 - 284</p> <p>FY23 - 514</p> <p>Coupled with return to work from hybrid and lockdown working conditions of FY20/FY21/FY22 staff commuting has increased.</p>

Use of Climate Active carbon neutral products, services, buildings or precincts

Certified brand name	Product/Service/Building/Precinct used
Powershop Australia	Product
Gilbert + Tobin	Service

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 (tCO ₂ -e)	Sum of scope 2 (tCO ₂ -e)	Sum of scope 3 (tCO ₂ -e)	Sum of total emissions (t CO ₂ -e)
Accommodation and facilities	0.00	0.00	19.29	19.29
Base buildings	0.00	0.00	52.64	52.64
Cleaning and Chemicals	0.00	0.00	31.79	31.79
Climate Active carbon neutral products and services	0.00	0.00	0.00	0.00
Electricity	0.00	43.43	12.43	55.86
Food	0.00	0.00	29.69	29.69
ICT services and equipment	0.00	0.00	863.22	863.22
Machinery and vehicles	0.00	0.00	71.77	71.77
Office equipment & supplies	0.00	0.00	86.21	86.21
Postage, courier and freight	0.00	0.00	5.65	5.65
Professional Services	0.00	0.00	882.39	882.39
Staff commuting	0.00	0.00	310.46	310.46
Taxis and rideshare	0.00	0.00	2.14	2.14
Transport (Air)	0.00	0.00	81.62	81.62
Transport (Land and Sea)	0.00	0.00	2.54	2.54
Waste	0.00	0.00	166.74	166.74
Water	0.00	0.00	1.40	1.40
Working from home	0.00	0.00	69.83	69.83
Total emissions	0.00	43.43	2689.82	2733.25

Uplift factors

N/A

6. CARBON OFFSETS

Offsets retirement approach

This certification has taken an in-arrears offsetting approach. The total emission to offset is 2,734 t CO₂-e. The total number of eligible offsets used in this report is 3,003. Of the total eligible offsets used, 269 were previously banked and 2,734 were newly purchased and retired. 269 are remaining and have been banked for future use.

Co-benefits

Gaziantep Landfill Gas to Energy Project, Turkey

Emissions Reductions

The project is a Landfill Gas to Energy Project located at the Gaziantep City's landfill site, where currently the landfill gas is being emitted freely to the atmosphere.

The proposed project activity involves the collection and utilization of landfill gas to generate electricity and supply the national grid.



Landfill Gas Extraction and Electricity Generation project – Istanbul, Turkey

Emissions Reductions

The project involves the development, and construction of two waste-to-energy facilities at both the Odayeri and Komurcuoda landfill sites.

The project objective is to build, operate, and maintain two landfill waste-to-energy systems consisting of landfill gas (LFG) collection systems, flaring stations, and gas engines coupled with generators to produce electricity. The gas engines will combust the landfill gas to produce electricity, and any excess landfill gas will be flared.



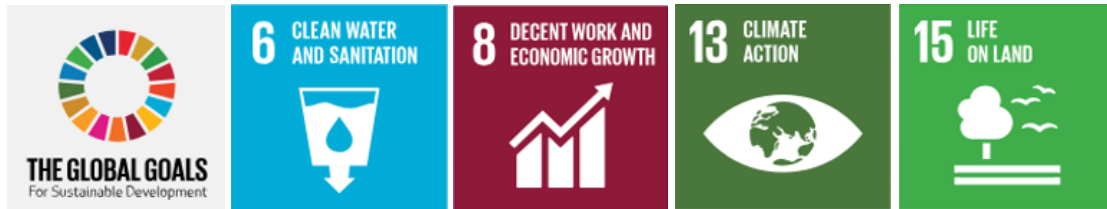
Katingan Mentaya Project

Conservation

The Katingan Peatland Restoration and Conservation Project protects and restores 149,800 hectares of peatland ecosystems, to offer local communities sustainable sources of income, and to tackle global climate change.

The project lies in central Kalimantan Province and covers one of the largest remaining intact peat swamp forests in Indonesia.

The goal of the Katingan Mentaya Project is to develop and implement a sustainable land use model through reducing deforestation and degradation, habitat and ecosystem restoration, biodiversity conservation, and increasing economic opportunities for the local people of Central Kalimantan.



Eligible offsets retirement summary

Offsets retired 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 retired (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 (%)
Ningxia Xiangshan Wind Farm Project, China	VCUs	Verra	8 Dec 2022	12193-394726622-394727018-VCS-VCU-997-VER-CN-1-1867-01012021-30092021-0	2021		397	128	269	0	0%
Flaring of landfill gas, Gaziantep Landfill Gas to Energy Project, Turkey	VER	GSF	6 Mar 2024	GS1-1-TR-GS745-5-2016-21226-28193-29161	2016		969	0	0	969	35.5%
Flaring of landfill gas, Gaziantep Landfill Gas to Energy Project, Turkey	VER	GSF	6 Mar 2024	GS1-1-TR-GS745-5-2016-21226-73599-73928	2016		330	0	0	330	12%
Landfill Gas extraction and electricity generation project, Istanbul, Turkey	VER	GSF	6 Mar 2024	GS1-1-TR-GS707-21-2016-20993-355225-355313	2016		89	0	0	89	3%

EcoAustralia Mount Sandy Conservation & Taichung Wind Project Stapled to SSE1 Solar PV 1 – 0 Power Plant Project, Thailand	Australian Biodiversity Offsets		13 Nov 2023		2018	420					
	VER	GSF	13 Nov 2023	<u>GS1-1-TH-GS4273-2-2018-18822-38712-43438</u>	2018		420	0	0	420	15.5%
Katingan Peatland Restoration and Conservation Project, Central Kalimantan, Indonesia	VCU	Verra	6 Mar 2024	<u>6358-303002720-303002919-VCU-016-APX-ID-14-1477-01112015-31122016-1</u>	2015-2016		200	0	0	200	7%
Katingan Peatland Restoration and Conservation Project, Central Kalimantan, Indonesia	VCU	Verra	6 Mar 2024	<u>6251-292397592-292398101-VCU-016-APX-ID-14-1477-01112015-31122016-1</u>	2015-2016		510	0	0	510	19%
Katingan Peatland Restoration and Conservation Project, Central Kalimantan, Indonesia	VCU	Verra	6 Mar 2024	<u>6251-292996057-292996272-VCU-016-APX-ID-14-1477-01112015-31122016-1</u>	2015-2016		216	0	0	216	8%
Total eligible offsets retired and used for this report										2,734	
Total eligible offsets retired this report and banked for use in future reports										269	

Type of offset units	Eligible quantity (used for this reporting period)	Percentage of total
Verified Emissions Reductions (VERs)	926	34%
Verified Carbon Units (VCUs)	1808	66%

7. RENEWABLE ENERGY CERTIFICATE (REC) SUMMARY

Renewable Energy Certificate (REC) summary

N/A

APPENDIX A: ADDITIONAL INFORMATION

N/A

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.

For this certification, electricity emissions have been set by using the **location-based approach**.

Market-based approach summary

Market-based approach	Activity Data (kWh)	Emissions (kg CO 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)	0	0	0%
GreenPower	0	0	0%
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)	11,097	0	5%
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)	30,331	0	14%
Residual Electricity	178,937	170,885	0%
Total renewable electricity (grid + non grid)	41,429	0	19%
Total grid electricity	220,366	170,885	19%
Total electricity (grid + non grid)	220,366	170,885	19%
Percentage of residual electricity consumption under operational control	100%		
Residual electricity consumption under operational control	178,937	170,885	
Scope 2	158,022	150,911	
Scope 3 (includes T&D emissions from consumption under operational control)	20,915	19,974	
Residual electricity consumption not under operational control	0	0	
Scope 3	0	0	

Total renewables (grid and non-grid)	18.80%
Mandatory	18.80%
Voluntary	0.00%
Behind the meter	0.00%
Residual scope 2 emissions (t CO₂-e)	150.91
Residual scope 3 emissions (t CO₂-e)	19.97
Scope 2 emissions liability (adjusted for already offset carbon neutral electricity) (t CO₂-e)	110.49
Scope 3 emissions liability (adjusted for already offset carbon neutral electricity) (t CO₂-e)	14.62
Total emissions liability (t CO₂-e)	125.11

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 ₂ -e)	Scope 3 Emissions (kgCO ₂ -e)	(kWh)	Scope 3 Emissions (kgCO ₂ -e)
ACT	0	0	0	0	0	0
NSW	0	0	0	0	0	0
SA	208,457	208,457	52,114	16,677	0	0
VIC	0	0	0	0	0	0
QLD	0	0	0	0	0	0
NT	0	0	0	0	0	0
WA	11,909	11,909	6,074	476	0	0
TAS	0	0	0	0	0	0
Grid electricity (scope 2 and 3)	220,366	220,366	58,188	17,153	0	0
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		
Non-grid electricity (behind the meter)	0	0	0	0		
Total electricity (grid + non grid)	220,366					

Residual scope 2 emissions (t CO ₂ -e)	58.19
Residual scope 3 emissions (t CO ₂ -e)	17.15
Scope 2 emissions liability (adjusted for already offset carbon neutral electricity) (t CO ₂ -e)	43.43
Scope 3 emissions liability (adjusted for already offset carbon neutral electricity) (t CO ₂ -e)	12.43
Total emissions liability	55.86

Operations in Climate Active buildings and precincts

Operations in Climate Active buildings and precincts	Electricity consumed in Climate Active certified building/precinct (kWh)	Emissions (kg CO ₂ -e)
N/A	0	0
Climate Active carbon neutral electricity is not renewable electricity. These electricity emissions have been offset by another Climate Active member through their building or precinct 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 building/precinct under the market based method is outlined as such in the market based summary table.		

Climate Active carbon neutral electricity products

Climate Active carbon neutral product used	Electricity claimed from Climate Active electricity products (kWh)	Emissions (kg CO ₂ -e)
Powershop Australia Pty Ltd	10,898	0
Powershop Australia Pty Ltd	48,131	0
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.		

APPENDIX C: INSIDE EMISSIONS BOUNDARY

N/A

APPENDIX D: OUTSIDE EMISSIONS BOUNDARY

N/A



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