



OFFICE PRODUCTS DEPOT



CARBON FOOTPRINT

**2023**

# About OPD

We are New Zealand’s largest independently owned and operated B2B office products supplier, with 25 branches nationwide. As owner-operators, we have a genuine passion for our business and a deep commitment to understanding and meeting the needs of our customers. Established over 35 years ago, our network of OPD branches spans the length of New Zealand. From Whangarei in the north, to Invercargill in the deep south, we employ over 200 people in communities throughout the country. Our dedicated professionals are always at your service, ready to assist with all your essential business.



35+ YEARS



25 BRANCHES



200+ TEAM MEMBERS

we love your work

## Our Story

Sustainability is a central part of the OPD business. We are committed to building a transparent and ethical supply chain and actively reducing our environmental impact. This report outlines our Carbon Footprint for 2023, a baseline year that sets the foundation for our Emissions Reduction Strategy. It reflects our commitment to continuous improvement, responsible business practices, and supporting a low-emission future for Aotearoa, New Zealand.

## Our Pillars

Our Sustainability programme is structured around our four interconnected corporate pillars. These guide both our long-term planning and our everyday operational decisions.



### PRODUCT STEWARDSHIP

Promoting responsible life cycle management of the products we sell.



### ETHICAL SUPPLY CHAIN

Ensuring transparency, fairness, and integrity across all of OPD’s procurement activities.



### REDUCING OUR IMPACT

Actively measuring, managing, and reducing emissions across our value chain.



### SUPPORTING OUR COMMUNITIES

Fostering strong partnerships and investing in the places and communities we serve.

# Our Organisational Boundaries

The organisational boundaries for this Greenhouse Gas (GHG) Inventory Report have been established in accordance with the GHG Protocol and ISO 14064-1:2018 standards. The report applies an operational control approach, focusing on emissions from activities and facilities over which the OPD Group holds strategic and operational authority.

OPD operates under the oversight of an elected Board of Directors. The cooperative model consists of 25 independently owned and operated branches across New Zealand. Each Branch holds a license agreement to trade under the collective OPD brand.

The Auckland-based National Support Office provides shared services across the national network. Its key responsibilities include:

- Developing national marketing collateral and product catalogues.
- Website and Inventory database management.
- Category management and procurement support for the Preferred Supplier Programme.
- Coordination of national events, including the Supplier Expo, Shareholders AGM, and National Conference.
- Sales, business development, and key account support for national customers.

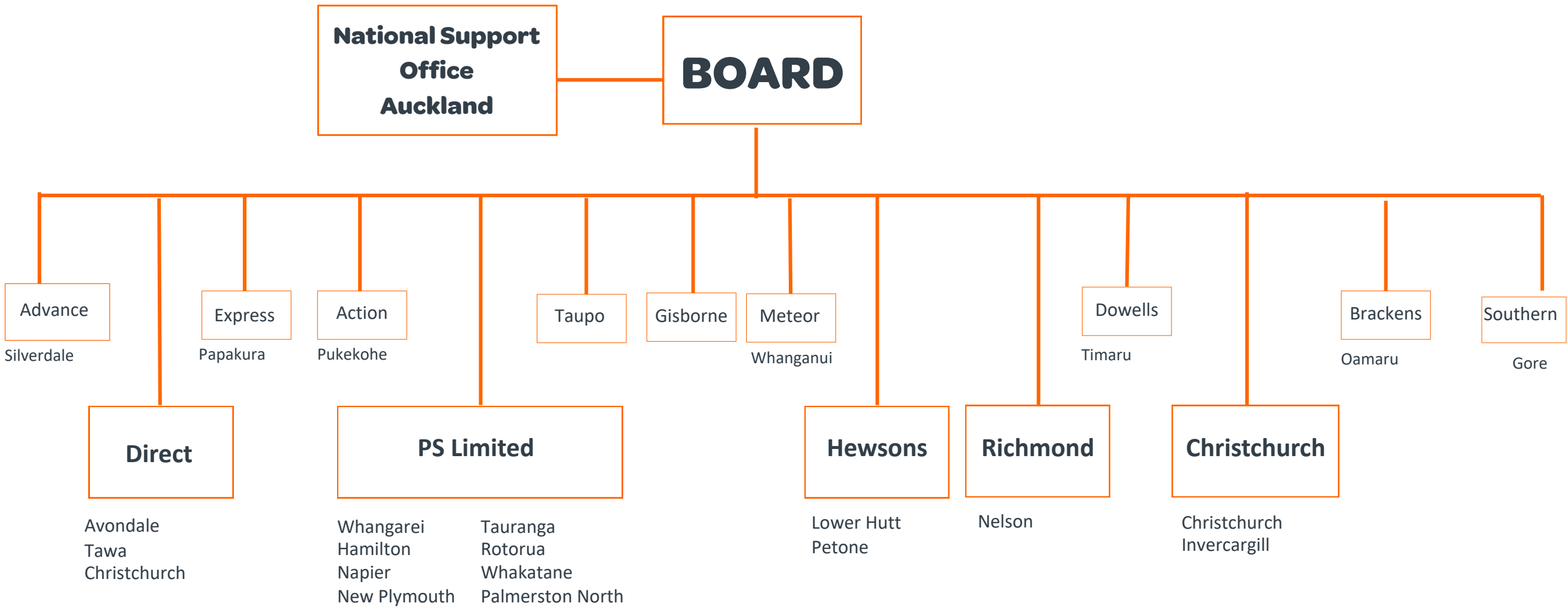
## Why is it Important?

As an integral part of the NZ supply chain, the OPD Group recognises that our environmental impact is a part of our customers’ environmental impact. We know that our customers want to understand the impact of their activities and reduce the carbon emissions created through their supply chains.

## Our Organisational Chart

### Our Branches

The National Support Office reports directly to the OPD Board of Directors and plays a central role in aligning strategic direction with operational execution.

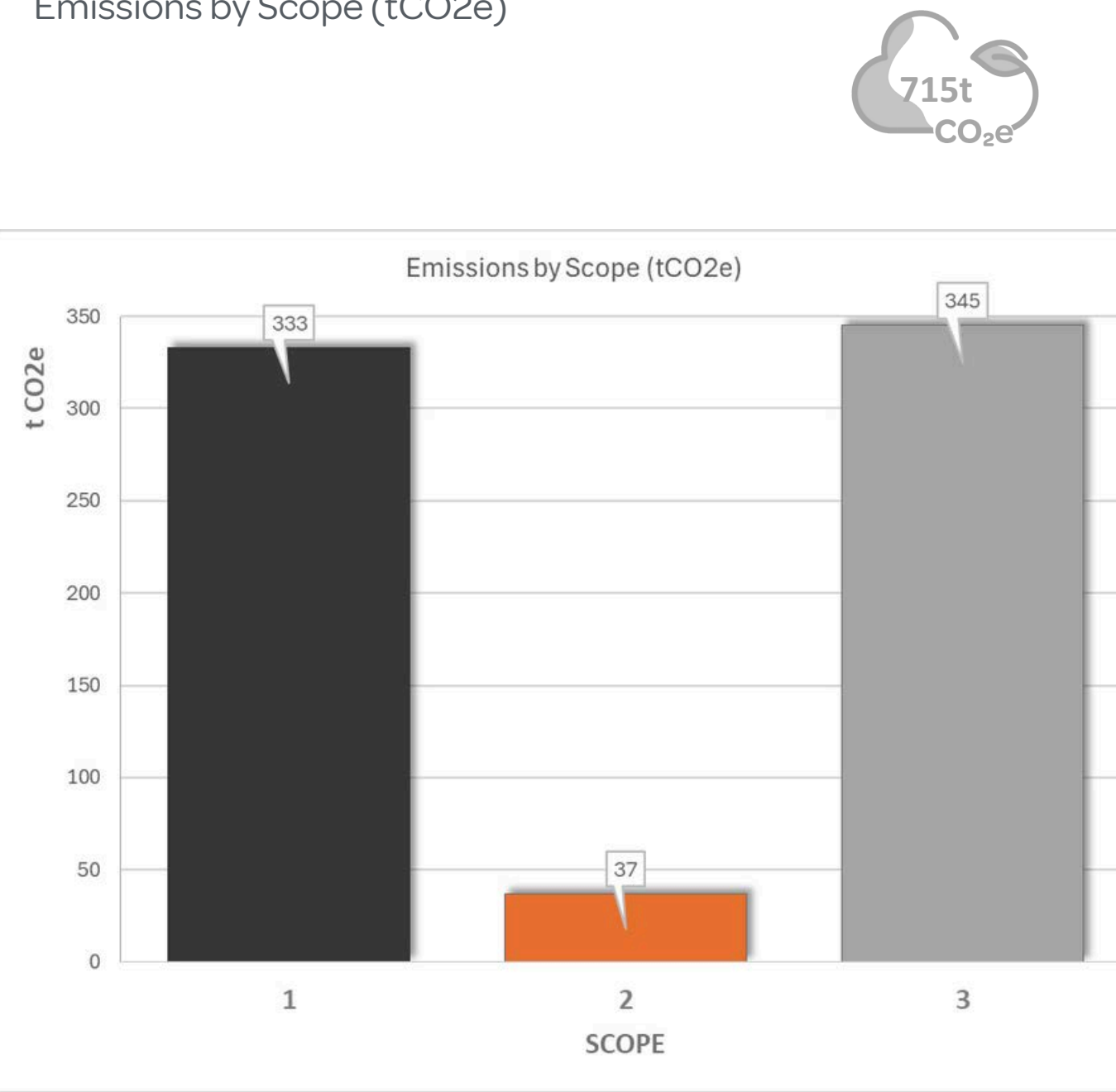




# Greenhouse Gas Inventory

This Greenhouse Gas (GHG) Emissions Inventory outlines the total carbon emissions of OPD New Zealand Ltd. It covers the reporting period from January 1 to December 31, 2023. It provides a comprehensive account of the CO2e emissions for this period and is a critical element of the OPD Emissions Reduction Strategy. As a scoping report, it identifies key emission activities and highlights priority areas for carbon reduction. The 2023 report establishes the baseline year, forming the foundation for future mitigation actions, both at the Branch and National level.

Emissions by Scope (tCO2e)



The chart above presents OPD’s emissions for the 2023 calendar year, categorised by Scope 1, Scope 2, and Scope 3. It illustrates the relative contribution of each scope to the company’s total carbon footprint, highlighting the operational areas that have the greatest environmental impact.

Emission Categories (tCO2e)

Scope	ISO Category	Emission Source	Emission Qty
1	Direct Emissions	Petrol from Company Cars	200
		Diesel from Delivery Vehicles	131
		LPG	1
		Total Scope 1	333
2	Indirect Emissions From purchased Electricity	Electricity Total Scope 2	37
3	Indirect Emissions from Transportation	Courier Freight	116
		Business Travel	43
		Staff Commute	119
	Indirect Emissions from Purchased Goods & Services	Transmission & Distribution	3
		Marketing	24
		IT Services	2
		Waste from Operations	13
		Water & Wastewater	7
		National Operations (Other)	18
Total Scope 3		345	
Total Emissions (tCO2e)			715

The table outlines OPD emissions by category, detailing source activities, the relevant GHG Protocol Scope, and the associated emissions in tonnes of CO2e. Material categories include Fuel, Electricity, Freight, Business Travel, Staff Commute, Waste, and Marketing activities.

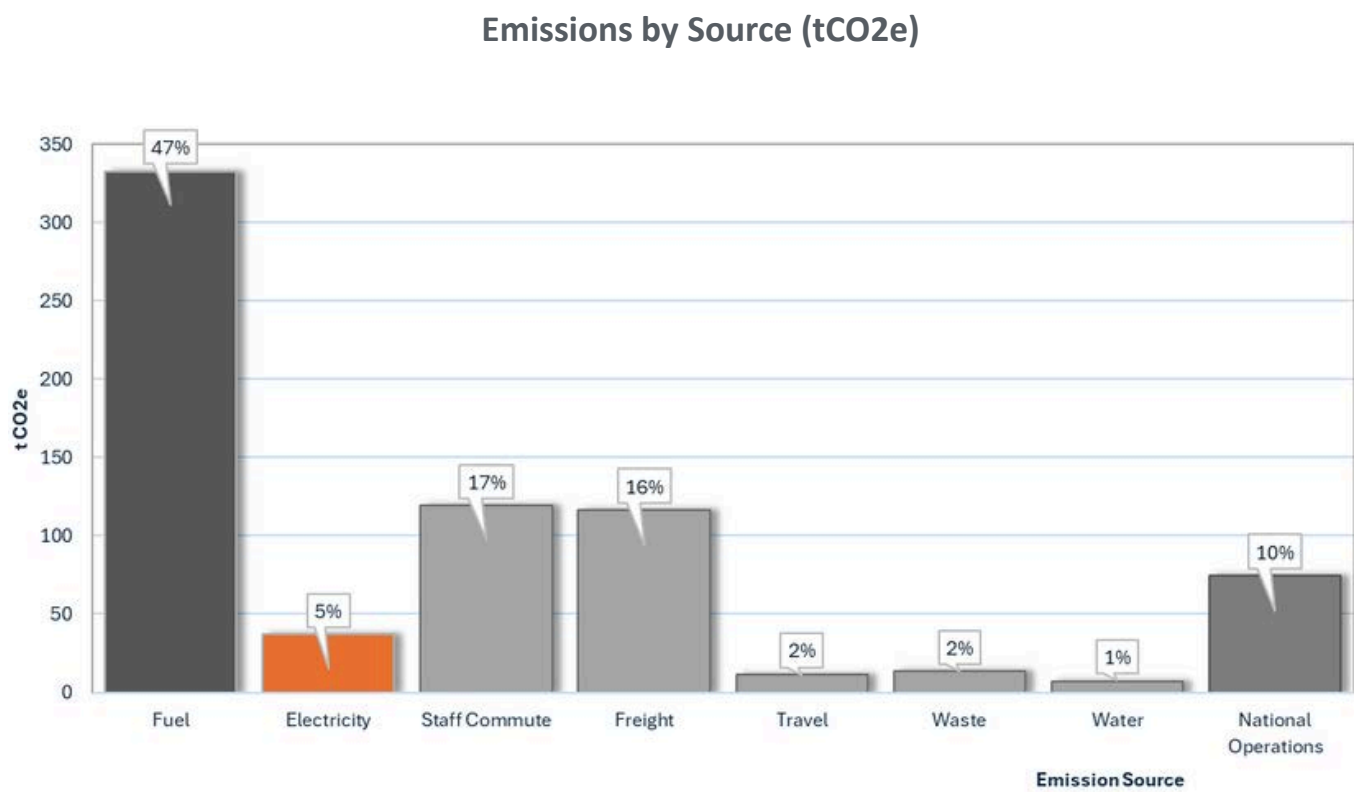
Emission Inventory Summary

Summary of Greenhouse Gas Emissions by Gas Type (tCO2e)

Greenhouse Gas Type	CO2e	CO2	CH4	N2O	tCO2e
Scope 1	0	323	3	8	333
Scope 2	0	36	1	0	37
Scope 3	74	230	33	7	345
Total Emissions	74	589	37	15	715

The component gas table outlines the breakdown of emissions by gas type (CO2, CH4, and N2O). The National Support Office generated 74 tCO2e in total emissions, including 3.5 tCO2e from electricity use. These emissions have been allocated back to the branches as Scope 3 'purchased services', reflecting the shared nature of the support functions provided. This portion is not split by gas type.

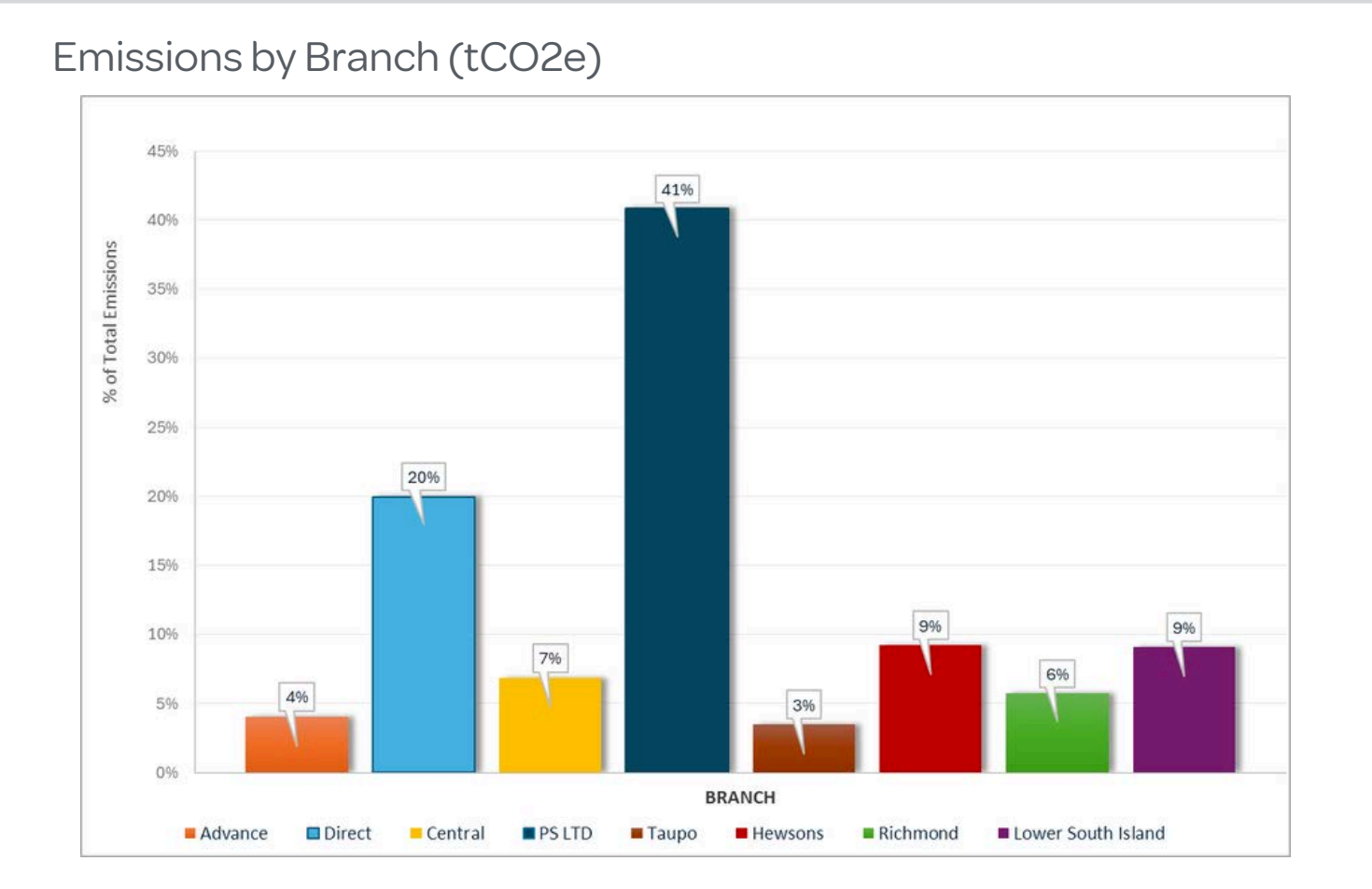
Emissions by Source (tCO2e)



This breakdown highlights the relative importance of key operational activities. Fuel use (primarily diesel and petrol from business vehicles) is the most significant, at 47% of total emissions. Staff Commute and Freight activities are also notable emission sources. The National Support Office contributes 10% of total emissions, primarily through the production of the annual Business Essentials Catalogue and national Conference.

# Emissions by Branch

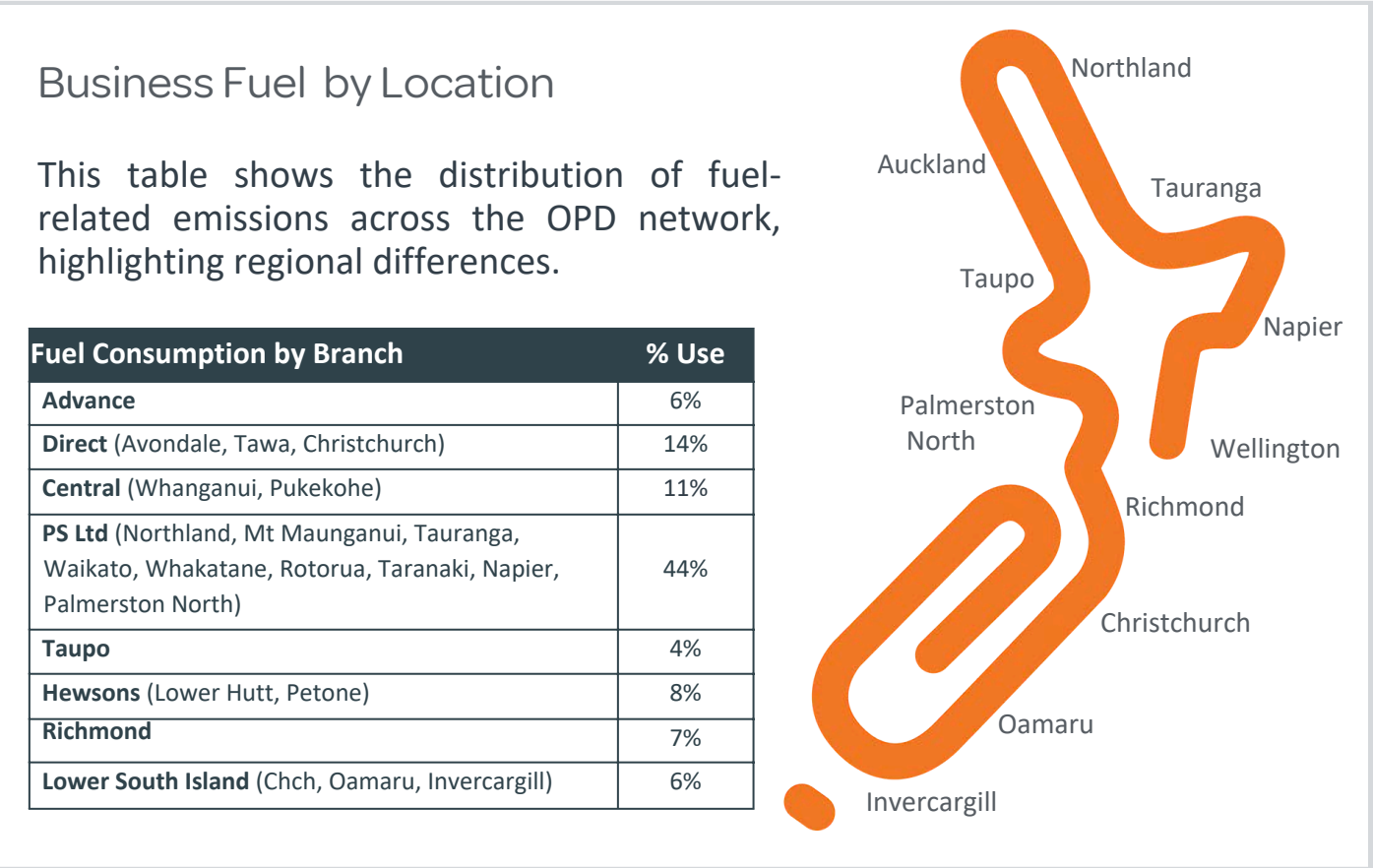
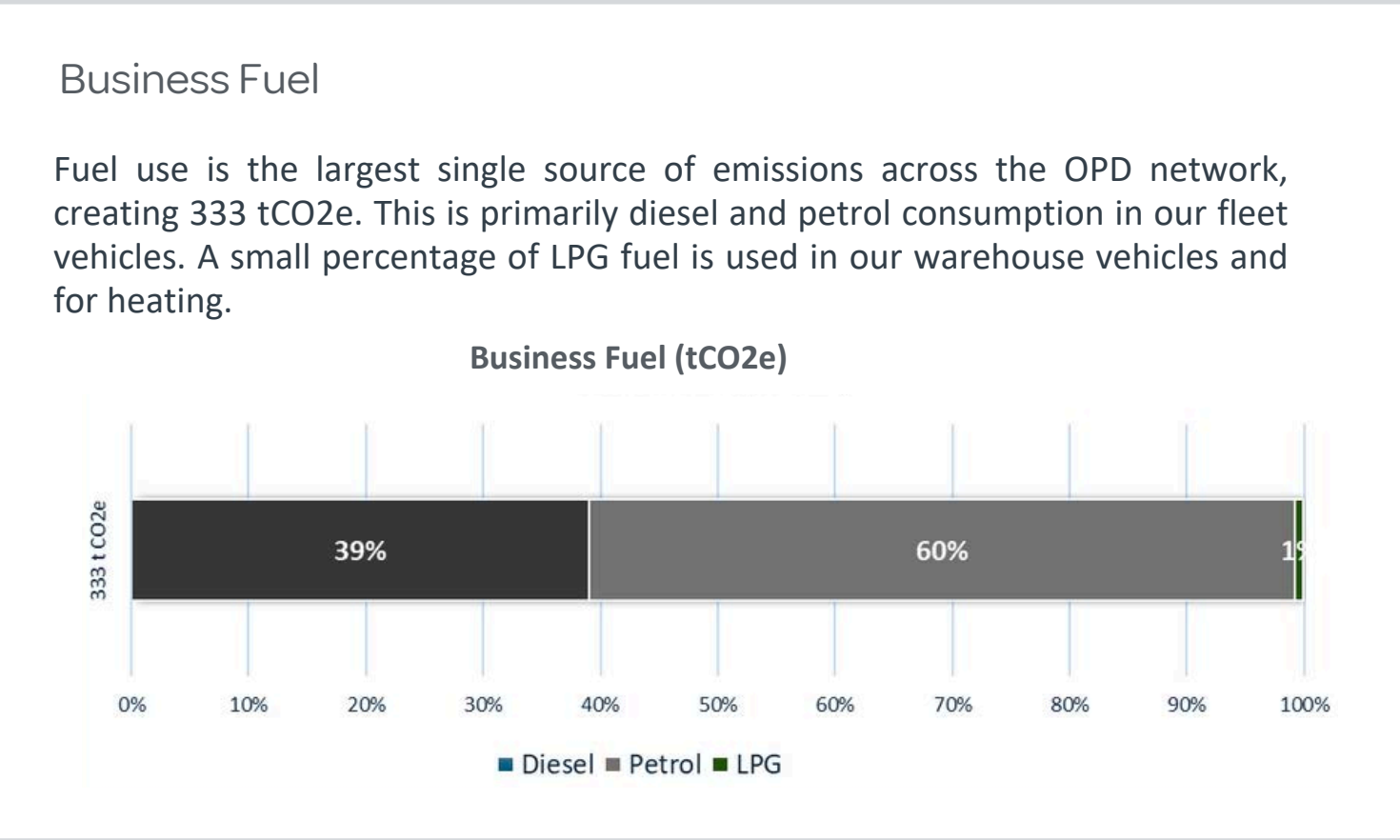
The information below indicates the total carbon emissions generated by each OPD Branch during 2023. Emissions have been calculated using branch-specific activity data, including fuel usage, electricity consumption, courier freight, and travel. This branch-level visibility supports targeted and effective emissions reduction planning across our wider organisation.



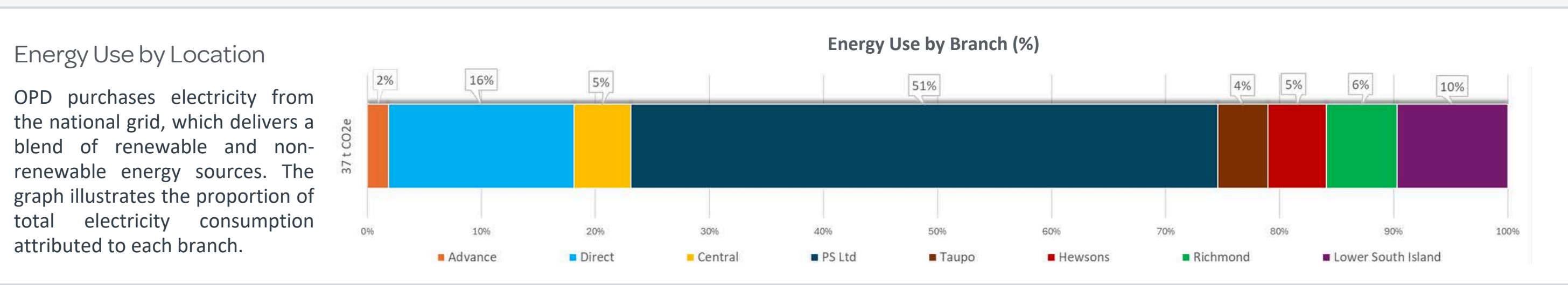
Emissions by Scope by Branch (tCO2e)

Branch	Scope			
	1	2	3	Total
Advance	20	1	8	29
Direct (Avondale, Tawa, Christchurch)	45	6	91	143
Central (Whanganui, Pukekohe)	37	2	10	49
PS Ltd (Northland, Mt Maunganui, Tauranga, Waikato, Rotorua, Whakatane, Taranaki, Napier, Palmerston North)	145	19	128	292
Taupo	13	2	11	25
Hewsons (Lower Hutt, Petone)	27	2	38	66
Richmond	23	2	15	41
Lower South Island (Christchurch, Oamaru, Invercargill)	22	4	39	65
NSO Unallocated			5	5
Total Emissions (t CO2e)				715

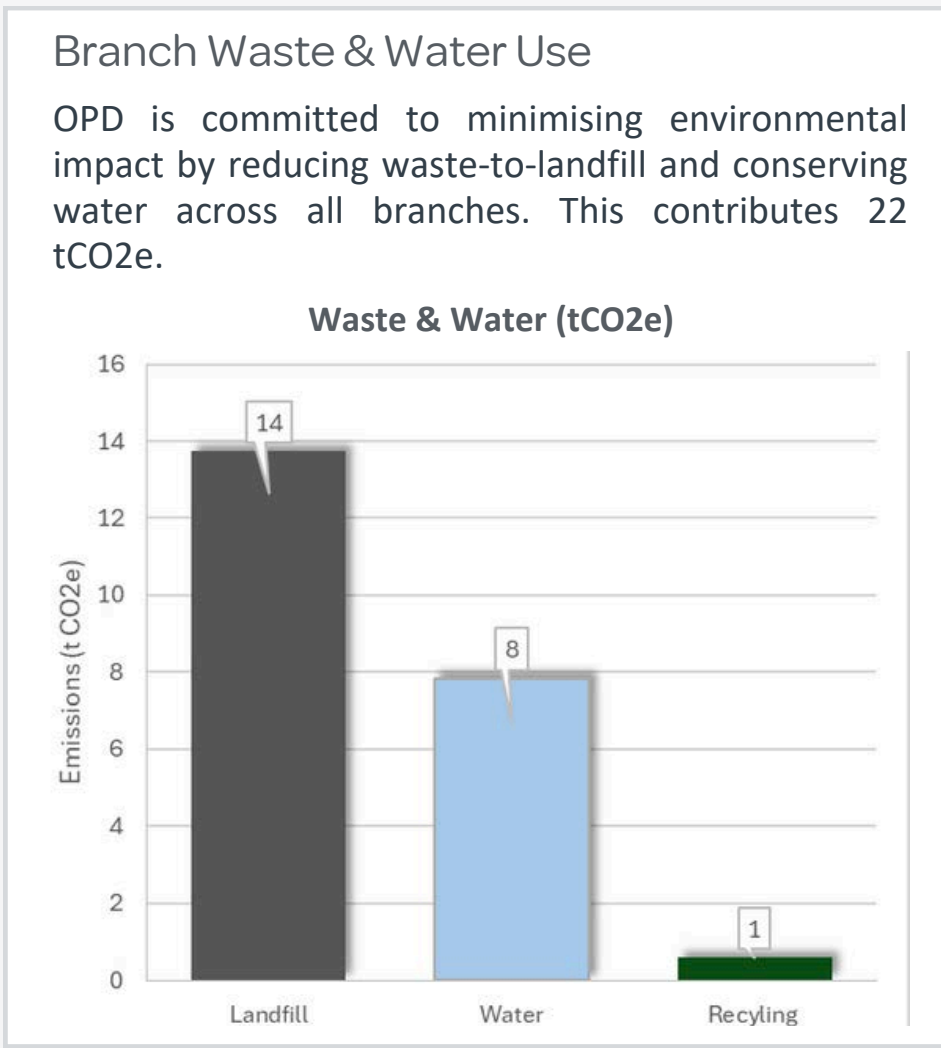
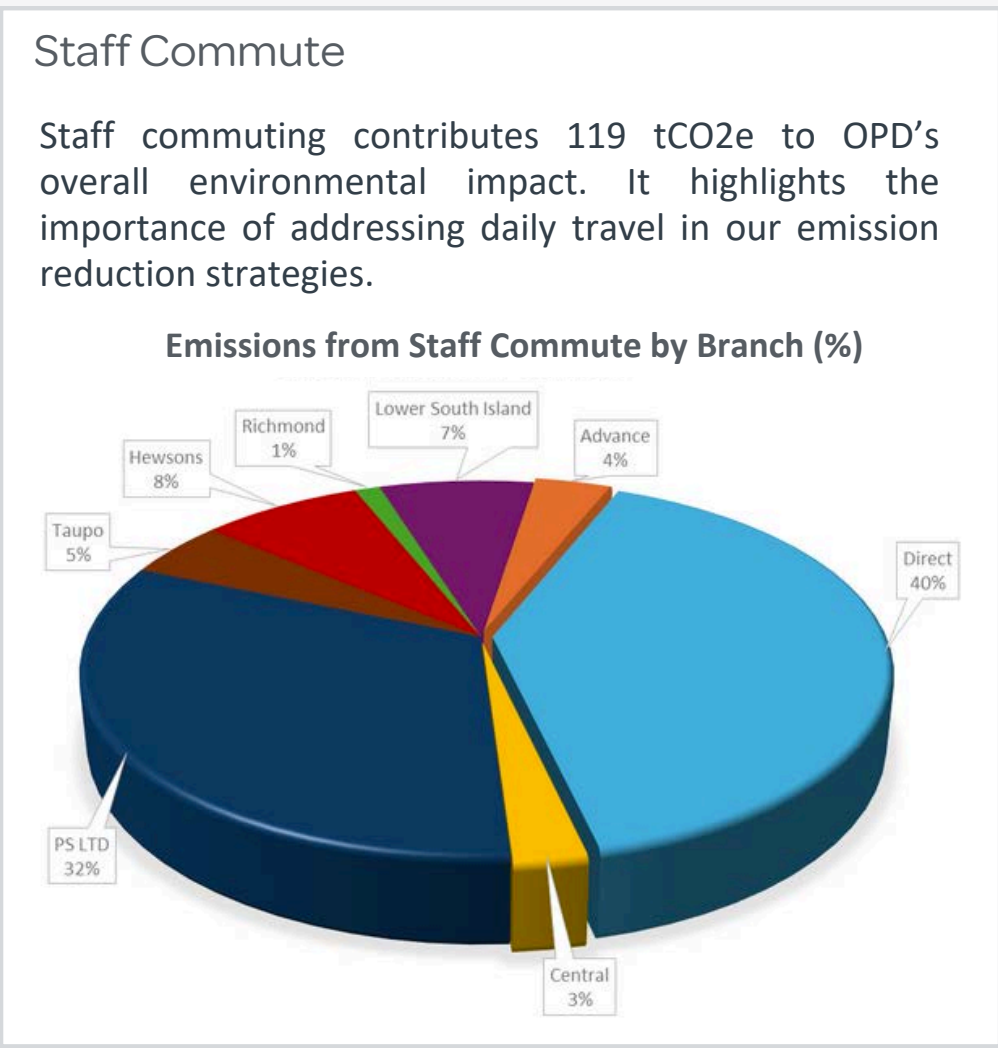
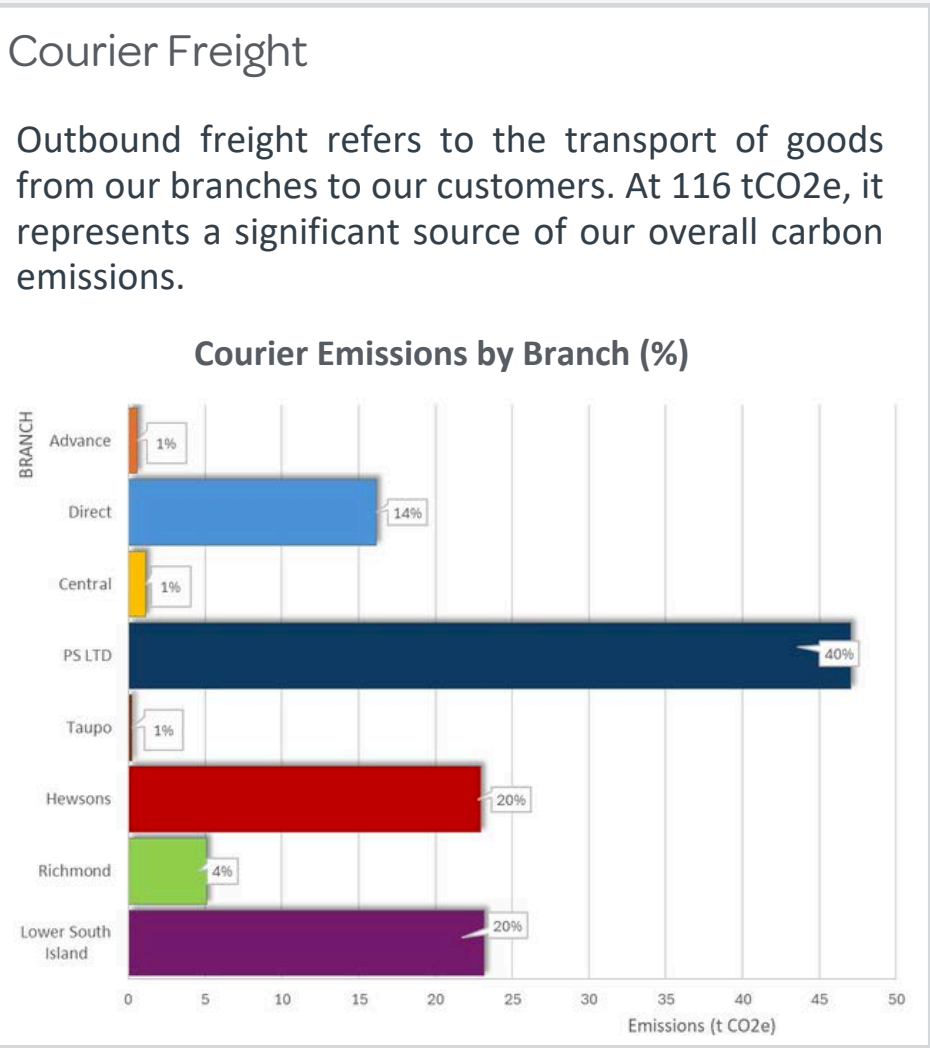
## Scope 1 Direct Emissions



## Scope 2 Indirect Emissions



## Scope 3 Value Chain Emissions

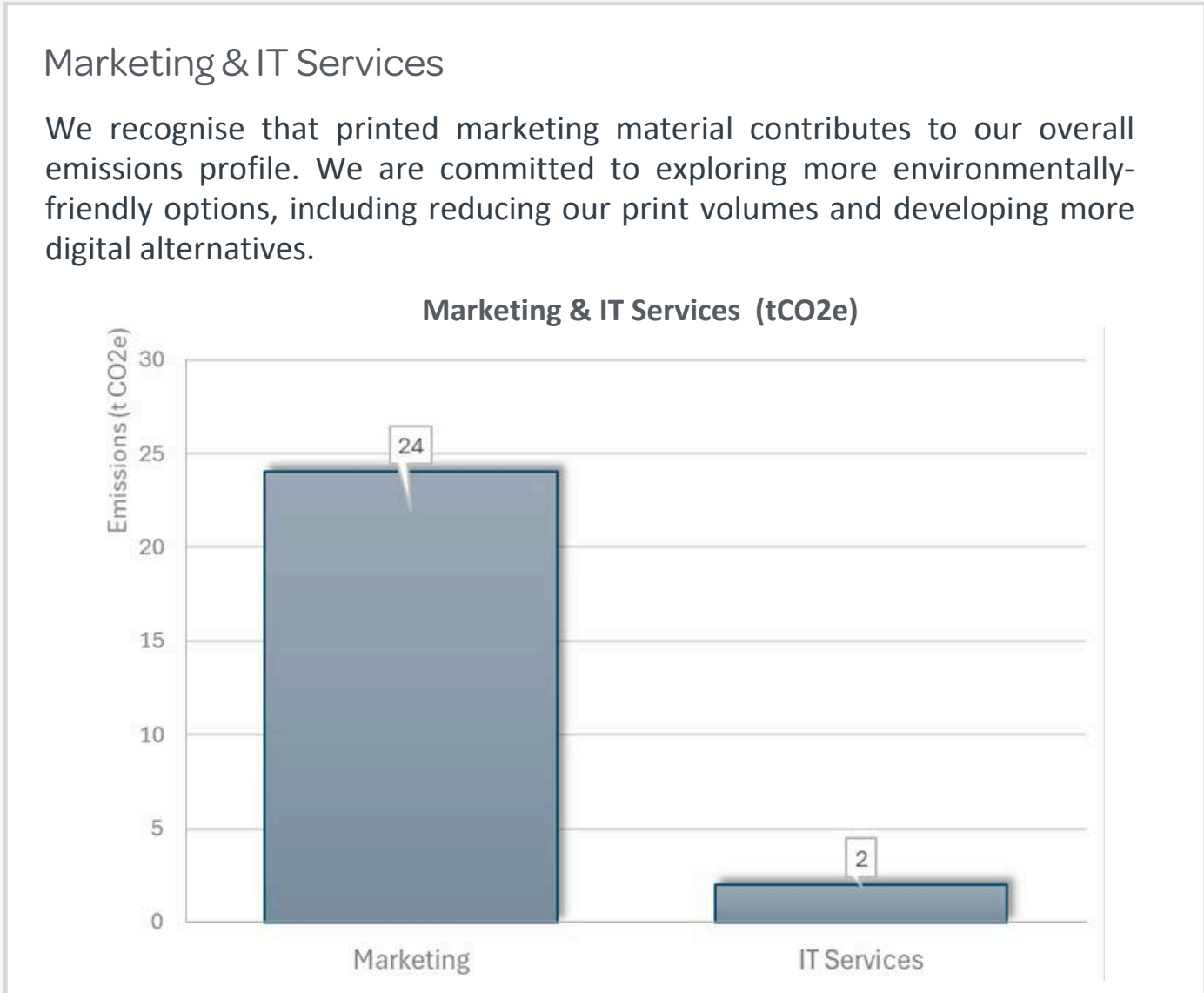
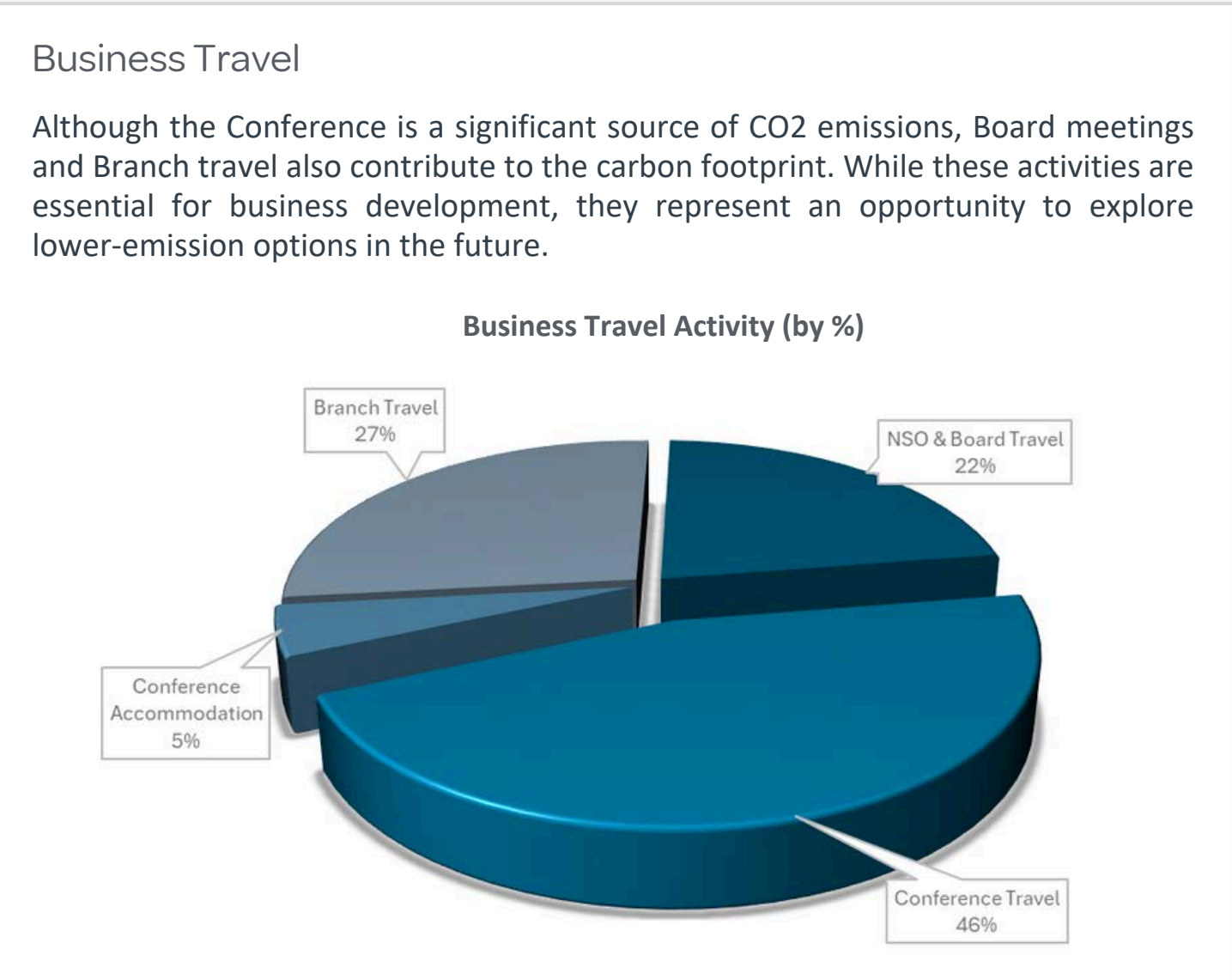
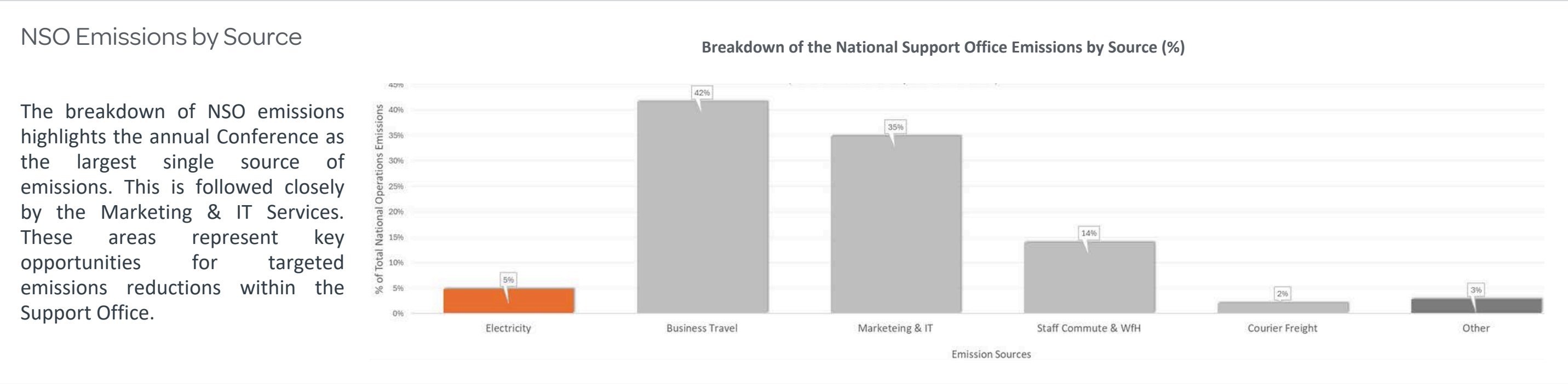




# National Support Office

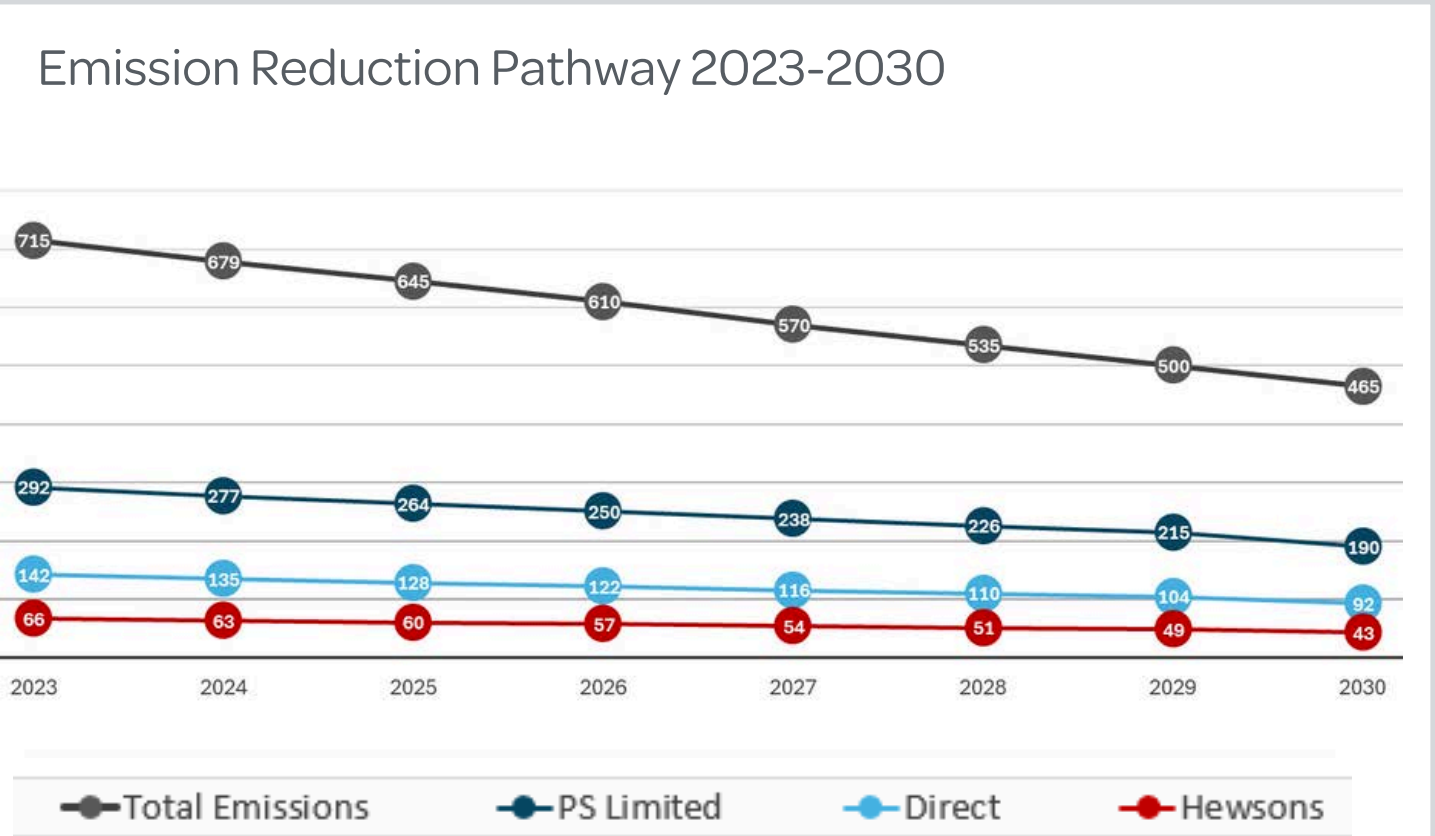
On behalf of the OPD Group, the National Support Office (NSO) manages the Marketing activities, the company website, the IT support service, and the National Conference, each with related carbon emissions. In 2023, the NSO generated a total of **74 tCO2e** emissions. As shared services, their associated emissions are allocated proportionally back to the Branches as Scope 3 Value Chain emissions.

## Scope 3 Value Chain Emissions



# Reducing Our Emissions

OPD has identified several opportunities to reduce emissions across our operations. Key areas include transport, freight, business travel, waste management, and our marketing practices. By focusing on these areas, we aim to implement more sustainable solutions that will help lower our overall carbon footprint and support our environmental goals. The OPD Group is targeting a 35% reduction in gross emissions by 2030, using 2023 as our baseline year.



The graph illustrates the OPD goal to reduce gross emissions from 715 tCO2e in 2023 to 435 tCO2e by 2030. This represents a 35% reduction in emissions over the next seven years. Achieving this target will require committed action across all of our branches.

### Our Targets

We've set ambitious emission reduction targets focused on our most impactful operational areas. Establishing clear goals is the first step toward meaningful action. The National Support Office will lead the way by prioritising emission reductions in the following four key areas:

- Reduce printed marketing materials to lower distribution emissions
- Transition toward more sustainable communication channels.

- Minimise business travel to reduce our carbon footprint.
- Adopt lower-emission travel alternatives.

- Introduce hybrid and electric vehicles across our fleet
- Target a 35% reduction in fuel emissions by 2030.

- Reduce, Refuse, Recycle to divert rubbish from landfills
- Remove unnecessary packaging waste from our business.

# Methodology

This inventory has been prepared in accordance with the Greenhouse Gas (GHG) Protocol: A Corporate Accounting and Reporting Standard and ISO 14064-1:2018. It has been completed with the expert assistance of MyImprint, an independent third-party service provider. MyImprint is on the MfE Carbon Neutral Government Programme (CNGP) approved supplier list. This report has not been audited or verified by an accredited carbon assurance body.

## Reporting Period

This report covers the period 1 January to 31 December 2023. This is the first emissions report for the OPD business. It will form the baseline report for our Emissions Reduction Strategy. Future reports will track progress against this benchmark.

### Inclusions

The following emission categories are included in the current report.



### Exclusions

The following emission categories have been excluded from the current report.



# Assumptions

The following assumptions were applied during the preparation of this Greenhouse Gas Inventory. These reflect data availability, methodology choices, and scope limitations appropriate to a first-year baseline assessment report.

## Allocation of National Support Office (NSO) Emissions

- NSO emissions have been allocated to branches on a proportional sales revenue basis and reported as Scope 3 – Value Chain emissions.

## Unallocated Emissions

- A small number of OPD branches (3) did not participate in the carbon footprint project. As a result, a portion of NSO emissions remain unallocated, and are shown separately in the ‘Emissions by Scope by Branch’ table on page 4.

## Freight Emissions

- Freight emissions include downstream delivery (from branches to customers) only. Inbound freight (supplier to branch) and dropship deliveries (supplier direct to customer) are currently excluded due to data limitations.

## Water Use

- Water-related emissions have been calculated on a per capita basis, as most water usage is included within building commercial lease agreements and not directly metered.

## Waste Estimation

- Waste emissions have been estimated using default waste composition and disposal assumptions, based on invoice spend data. Site-specific waste audits were not conducted in this reporting year.

## Electricity Emissions Factors

- All electricity-related emissions have been calculated using national average grid emissions factors published in the Ministry for the Environment’s 2023 Measuring Emissions Guide, without location-based adjustment.

All emission factors used in this report were sourced from the Ministry for the Environment’s (MfE) report: 2023 Measuring Emissions: A Guide for Organisations.



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