

## Contractor User Guide

# Recycled First Forecast & Reporting Table for Projects under \$50M

**Sustainability Victoria, in collaboration with ecologiQ, has made this resource available for councils to use as a reference.** This resource was first developed by ecologiQ for state government audiences.

**This resource is only intended as a reference document for council road projects.** It is not for use on ecologiQ, DTP, VIDA (MRPV, LXP, NELP etc) or SRLA projects, or any other projects procured under the Victorian Government's Recycled First Policy.

**For council support on how to use this resource or any other queries relating to the resource,** please contact Sustainability Victoria's Buy Circular team by emailing [sustainableprocurement@sustainability.vic.gov.au](mailto:sustainableprocurement@sustainability.vic.gov.au).

The Buy Circular team works with Victorian councils to enable use of circular materials and products in infrastructure, landscaping, parks, and gardens projects. For more information visit <https://www.sustainability.vic.gov.au/circular-economy-and-recycling/for-councils-and-other-waste-recycling-operators/buy-circular-service>



# Contents

<b>General</b>	<b>1</b>	<b>Initial Forecast Recycled Content Use (Column I – Column J)</b>	<b>11</b>
Guide Objectives	1	<b>Additional Information (Column Q)</b>	<b>12</b>
Which tab to use	2	<b>Reporting During the Delivery Phase</b>	<b>13</b>
Editing the Spreadsheet	3	<b>Delivery Phase (Column K – Column P)</b>	<b>14</b>
Using Filtering Drop-Downs	4	Total Quantity of Material Delivered – Virgin + Recycled (Column K)	14
<b>Material Section (Column B – Column F)</b>	<b>5</b>	Actual Recycled Content % Delivered (Column L)	15
Category (Column B)	5	Quantity of Recycled Material Delivered (Column M – Column N)	16
Type/Application (Column C)	6	Source / Supply Information (Column O – Column P)	17
Estimated Total Quantity – Virgin + Recycled Materials (Column E)	7		
Unit of Measurement (Column F)	8		
<b>Planned Recycled Content (Column G – Column H)</b>	<b>9</b>		
Recycled Material (Column G)	9		
Planned Recycled Content % (Column H)	10		

## General

# Guide Objectives

This guide is a step-by-step process to completing the Recycled First Forecast & Reporting Table for Projects under \$50M via the Excel template.

It can be used to guide the process from start to finish or the contractor can jump straight to individual sections to find the information needed.

## General

# Which tab to use?



- The “Guidance” tab provides helpful information to further assist in completing the table. New users unfamiliar with the Recycled First Forecast & Reporting Table should read the “Guidance” tab prior to using the reporting template.
- The “Version” tab contains details of the version of the template and the revisions of the template completed by the project. ecologiQ is responsible for updating the template file. The “Project Revision Version” is to be updated by the contractor each time the table is updated and issued to the delivery agency. It is important for the contractor to keep track of revisions to the forecast & reporting spreadsheet as the plan is developed.
- The “Forecast & Reporting” tab is where the contractor will outline their Recycled First material use forecast and report on recycled materials implemented during delivery.

## General

# Editing the Spreadsheet

**1 Do not edit the spreadsheet by adding or deleting rows or columns**, except as specifically noted here. These tables are used for reporting for projects across Victoria's Big Build and if any adjustments are made to the table, the data cannot be automated and copied into the reporting framework.

- Columns cannot be added or deleted from within the table.
- Rows cannot be added or deleted from within the table. If a product or material is planned for use, but is not already listed in the table, then additional items can be included at the bottom of the table (rows with Category as "Contractor Additional Item if not Listed Above" have been included for additional items. Details in all blank columns should be completed if these rows are to be used). For the "Type/ Application" column, try to use language similar to items already included in the table.

**2 Do not edit the spreadsheet** by altering or removing the column filters.

**3 Do not 'extract' or copy a worksheet** (e.g. the "Forecast & Reporting" tab) and insert it into a new or separate excel file. The entire Recycled First Forecast & Reporting Table should be used and submitted as-is, and not embedded into other reporting file/s.

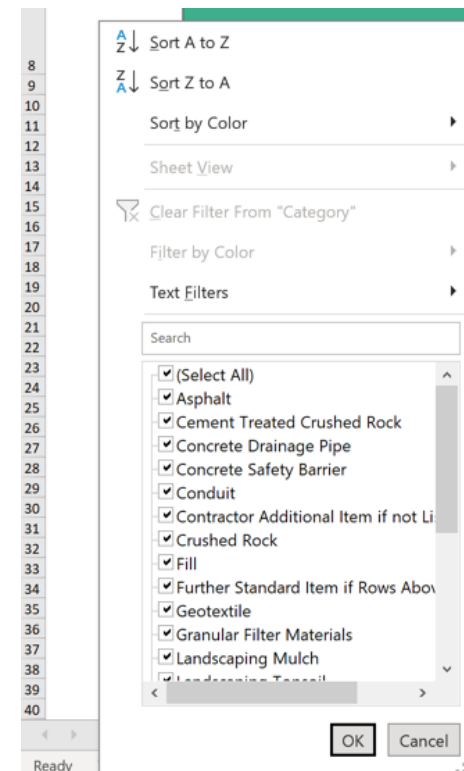
## General

# Using Filtering Drop-Downs

The spreadsheet has been designed to be filtered using the drop-down menus for each column. To apply filters to the table, select the button relating to what you would like to filter by.

**Note:** Data in all rows will be deemed relevant and included as part of the forecast and/or reporting – even if the row is filtered out and is not visible as-submitted.

Figure 1 – Example of Filtering Drop-Down for “Category” Column



## Material Section (Column B – Column F)

### Category (Column B)

This column provides guidance on typical materials used on a project; no input is required; it serves as a reference point only and as a prompt to projects & users to consider recycled material opportunities within these material categories, while developing the plan.

Recycled content would usually be expected in most of these work categories, to the extent they are relevant to the scope of a project.

If additional lines are needed for a category (e.g. if there are 5 rows required for asphalt related items, but only 3 pre-filled rows are available), these can be included towards the bottom of the table in the rows with Category as “Further Standard Item if Rows Above Full” by selecting the required Type/ Application in Column C.

## Material Section (Column B – Column F) **Type/Application (Column C)**

This column contains a drop-down list of material types & applications within each Category listed in Column B. This will inform drop-down options in later columns and should be selected first.

Select the relevant material type/application from the defined drop-down in each row, as applicable to the scope of the project.

**Note:** For some projects, this column may be drafted by delivery agency project teams or designers prior to tender.

Material Section (Column B – Column F)

## Estimated Total Quantity – Virgin + Recycled Materials (Column E)

Manually enter the estimated total quantity of material for each Type/ Application. This should be a total of all virgin AND recycled material relevant to the row (i.e. if there is 100T of Type A fill estimated to be required, Column E would be 100T regardless of whether the Type A is planned to be 10% recycled content, or 90% recycled content).

This will be used to calculate the forecast quantity of recycled or reused material in later columns.

**Note:** The estimated total quantities can be taken directly from the Bill of Quantities or drawing take offs.

## Material Section (Column B – Column F)

# Unit of Measurement (Column F)

This column has been pre-populated with commonly used measurements for each application. However, the following instructions are to be followed if a different unit of measurement is required.

- If tonnes is the preferred unit of measurement for any item, then tonnes can always be used by selecting “T” from the drop-down
- If tonnes has been pre-populated for an item, but the Contractor would prefer to use another unit of measurement then the Contractor can either:
  - Convert the source figures into tonnes themselves, using relevant density factor from supplier, or
  - Select an alternate unit of measurement from the drop-down.

**Note:** Previous Recycled First reporting templates have allowed input in units of measurement such as linear metres, m<sup>2</sup>, or no. of items. These options have been removed. Contractors and project teams should consult with suppliers to determine the relevant weight (T or kg) or volume (m<sup>3</sup>) of products.

## Planned Recycled Content (Column G – Column H) Recycled Material (Column G)

These columns identify the type of recycled material planned to be used, and the planned percentage of relevant recycled content within, in each material type / application.

Column G contains a drop-down list of recycled materials that can be used within the selected Type / Application. The options available in the drop-down are dependent upon the drop-down selected in Column C. Select the relevant Recycled Material from the selected options.

**Note:** These lists reflect what is allowed within usual standards and specifications. Where a new product, trial or innovation is proposed, the intended Recycled Material may not be available in the drop-down. In this case, the item should instead be included at the bottom of the table (rows with Category as “Contractor Additional Item if not Listed Above” – which allow free-text entry of any Material Type / Application & Recycled Material definitions. Try to use language similar to items already included in the table).

Planned Recycled Content (Column G – Column H)

## Planned Recycled Content % (Column H)

Column H is the planned % of recycled content (as defined in Column G) contained within each Type / Application. This must be manually input and will be used to calculate the forecast quantity of recycled or reused material.

**Note:** Where a material type / application contains two or more recycled materials, multiple rows should be used.

## Initial Forecast Recycled Content Use (Column I – Column J)

These columns display the forecasted quantities of Recycled and Reused materials for the project at the time of plan finalisation.

Columns I and J are automatically populated based on the information input in earlier Columns. These columns cannot be edited, but provide a sense check that the data has been filled out as intended.

## Additional Information

# Additional Notes (Column Q)

Additional notes can include any notes relating to any of the previous columns.

Information that is useful to include in this column:

- reasons as to why an opportunity is not being used or the maximum permissible percentage cannot be achieved in this application
- an explanation as to why a particular column has not yet been completed (acceptable in draft form only)
- additional testing requirements for the material
- density information
- supplier concerns or comments
- references to data sheets or sections of the Recycled First Plan
- details of the “weighted average” recycled % calculations (where multiple suppliers, products or design mixes are being used on the project - which fall under the same material categorisation/line item)
- any further information regarding the material application

## Reporting During the Delivery Phase

Once the Recycled First Plan and the Recycled First Forecast & Reporting Table have been finalised, the Material and Planned Recycled Content sections will be locked, and the table is then used for delivery phase reporting on materials as they are installed.

In most instances, only Columns K to P of the Recycled First Forecast & Reporting Table would be modified during each reporting cycle.

If there are changes which need to be made to the planned material sections (Columns C to J) after the Recycled First Plan has been finalised, these changes cannot be captured in the reporting submission without prior approval / agreement from the Delivery Agency or Superintendent (subject to Contract requirements), in consultation with ecologiQ.

The Date cell (B3) should be updated to reflect the date to which the submission and cumulative data pertains.

Delivery Phase (Column K – Column P)

## Total Quantity of Material Delivered – Virgin + Recycled (Column K)

Where recycled materials have been implemented during delivery that are new, additional or alternate to those originally identified in the finalised plan, these can and should be recorded in the table by filling out the relevant columns (i.e. Columns C, F, G and the delivery phase columns) in an available row. Columns E & H for initiatives new in the delivery phase can be left blank, as these were not quantified or baselined at the time of plan finalisation.

Manually enter the actual total quantity of material delivered to date for each Type / Application. This should be a total of all virgin AND recycled material relevant to the row (i.e. if there has been 100T of Type A fill delivered, column K would be 100T regardless of whether the Type A implemented has been 10% recycled content or 90% recycled content).

This is a cumulative total value, so each reporting cycle will see an increase in value as works are completed.

This column relates to the quantity originally forecast in Column E “Estimated Total Qty (Virgin + Recycled)”, so as a ballpark, the values should be within a similar range to the values planned during the finalisation of the Recycled First Plan, subject to construction progress to-date.

**Note:** This figure should never be a calculation based on other columns. It must be manually inputted to reflect actual materials delivered to site.

Delivery Phase (Column K – Column P)

## Actual Recycled Content % Delivered (Column L)

Similar to Column H in the planned recycled content section, this is the actual % of recycled content (as defined in Column G) contained within each Type / Application. This must be manually input and will be used to calculate the quantity of recycled or reused material delivered.

Where there is some variance in the percentage of recycled content in material delivered to site (e.g. 2 suppliers of 1 material, each with a different recycled content), a 'weighted average' percentage of the recycled content should be calculated to reflect the materials used on site to date.

As noted above, where recycled initiatives have been implemented during delivery that were not included in the finalised plan (including an additional secondary recycled content within a product), these can and should be recorded in an available row.

**Note:** This figure should never be a calculation based on other columns. It must be manually inputted to reflect actual materials delivered to site.

**Delivery Phase (Column K – Column P)**

## **Quantity of Recycled Material Delivered (Column M – Column N)**

These columns display the actual quantities of Recycled and Reused materials installed on the project to date (cumulative).

Columns M and N are automatically populated based on the information input in earlier Columns. These columns cannot be edited, but provide a sense check that the data has been filled out as intended.

ecologiQ's intent is that projects will be reviewed based on recycled content percentage only, independent of material volume/quantity. This approach aims to promote design efficiency and smart material use. Quantities are still required in reporting for analysis, statistics and aggregated reporting.

**Delivery Phase (Column K – Column P)**

## **Source / Supply Information (Column O – Column P)**

The source / supply information columns should be completed for all rows that have been used.

These sections should be completed with information reflecting actual suppliers and products used.

Supplier Name (Column O) should reflect the material / product manufacturer - which is usually, but not always, the organisation the material has been procured from.

Product Name (Column P) will either be a trademarked product or may include naming codes or information relating to the design mix or other material identifying information. This column may not be relevant to some materials, so can be left blank if required.

# Contact us

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The Buy Circular team works with Victorian councils to enable use of circular materials and products in infrastructure, landscaping, parks, and gardens projects. For more information visit <https://www.sustainability.vic.gov.au/circular-economy-and-recycling/for-councils-and-other-waste-recycling-operators/buy-circular-service>