Contents

[Overview of the Recycled First Policy 2](#_Toc206154730)

[What is the Recycled First Policy? 2](#_Toc206154731)

[What are the objectives of the Recycled First Policy? 2](#_Toc206154732)

[How the Policy is applied at the Department of Transport and Planning (DTP) 2](#_Toc206154733)

[Does the Policy apply to my project/activity? 2](#_Toc206154734)

[What does it mean to ‘optimise’ the use of recycled and reused products? 2](#_Toc206154735)

[Under the Policy, what does ‘reasonably practicable’ mean? 3](#_Toc206154736)

[Who is involved in delivering the Policy, and what are their responsibilities? 4](#_Toc206154737)

[Is there a difference in how the Policy is applied at DTP compared to the Big Build / Victorian Infrastructure Delivery Authority (VIDA) projects? 4](#_Toc206154738)

[Further information 5](#_Toc206154739)

# Overview of the Recycled First Policy

## What is the Recycled First Policy?

* The [Recycled First Policy](https://bigbuild.vic.gov.au/about/ecologiq/recycled-first-policy) (the Policy) aims to:
	+ optimise the use of recycled and reused products within Victorian Government transport infrastructure projects, including operational and maintenance activities,
	+ build a better understanding of the types, quantities and location of recycled and reused products, and support circular economy innovation.
* The Policy supports the Victorian Government’s circular economy plan [*Recycling Victoria: A new economy*](https://www.vic.gov.au/building-victorias-circular-economy), and the [Social Procurement Framework](https://www.buyingfor.vic.gov.au/social-procurement-framework).

## What are the objectives of the Recycled First Policy?

* The Policy has six key objectives:
	+ optimise the use of recycled and reused materials on Victorian transport infrastructure projects,
	+ drive the supply, demand, technical development and application of reused and recycled products,
	+ encourage innovation in transport infrastructure construction to improve quality and accelerate the implementation of new Victorian recycled products,
	+ provide data on recycled and reused materials to help inform a better understanding of the supply chain, market development issues and opportunities and future recycling infrastructure needs,
	+ help achieve sustainable outcomes for transport projects,
	+ support the initiatives of the [Recycling Victoria Policy](https://www.vic.gov.au/victorias-plan-circular-economy).

# How the Policy is applied at the Department of Transport and Planning (DTP)

## Does the Policy apply to my project/activity?

* At the Department of Transport and Planning (DTP), the Policy applies to DTP transport infrastructure, operational and maintenance projects and activities where the total procurement value is at or above the following (exclusive of GST):
	+ $1 million and over for regional contracts, and
	+ $3 million and over for Metropolitan Melbourne and statewide contracts.
* The Policy *does not* apply to:
	+ purchases of corporate/business overheads related to the delivery of a project or activity such as office paper products,
	+ waste outputs generated from projects and activities,
	+ goods and services procurements and contracts.

## What does it mean to ‘optimise’ the use of recycled and reused products?

* For DTP, ‘optimise’ means maximising the use of approved recycled/reused products where reasonably practicable, suitable to the project’s application and location with consideration to value for money.

## Under the Policy, what does ‘reasonably practicable’ mean?

* For DTP, ‘reasonably practicable’ means aiming to achieve the Policy and project/activity objectives by considering relevant non-financial and financial factors. [Table 1](#Table1) provides a non-exhaustive list of factors to consider.
* The factors’ relevance will vary depending on the nature of the project such as the project type, scope, location and scale.
* Other considerations may become relevant as the recycled/reused product industry continues to develop and the state of knowledge expanded.

 *Table 1: Examples of non-financial and financial considerations for the use of recycled/reused products*

|  |  |
| --- | --- |
| Category | Consideration |
| Non-Financial Considerations |  |
| Product | Availability |
|  | Health and safety |
|  | Highest and best use (i.e. reuse, recycle, recover, dispose) |
|  | Performance |
|  | Priority waste streams |
| Environmental impacts | Accreditation (e.g. Global GreenTag Environmental Product Declarations, Life Cycle Assessment) |
|  | Embodied carbon |
|  | Greenhouse gases |
|  | Haulage distance |
|  | Other environmental risks, e.g. contamination |
| Other | Aesthetics |
|  | Contractor capability and capacity |
|  | Project management requirements, e.g. special handling and/or controls |
| Financial Considerations |  |
| Construction/purchase costs  | Includes but is not limited to cost of purchasing, construction and/or installation; cost premiums associated with the product; and any increase in product delivery time. |
| Operations and maintenance | Costs when compared to the standard/virgin product |
| Replacement/longevity | Cost and frequency of replacement |
| Recycle/recover/dispose | Cost of recycling/recovery/disposal, compared with its conventional counterparts |

## Who is involved in delivering the Policy, and what are their responsibilities?

* DTP, contractors and product suppliers all play a role in delivering the Policy. Please see [Table 2](#Table2) for a high-level breakdown of responsibilities.

*Table 2: Responsibilities for delivering the Recycled First Policy at DTP*

|  |  |
| --- | --- |
| Who | Responsibilities |
| DTP | * Prepare tender requirements and evaluate tender submissions,
* Monitor the contractor’s progress towards meeting their Recycled First Commitments (the tenderer’s commitments to the types and volumes of recycled/reused products for the tendered project/activity),
* Confirm the contractor’s compliance with contractual obligations, which includes completing the Recycled First Report (which outlines the contractors’ progress against its Recycled First Commitments and lessons learned in applying the Policy) and retaining documents relating to the use of recycled/reused products.
 |
| Contractors | * Comply with DTP standards and specifications,
* Identify the DTP-approved recycled/reused products proposed for use in the tendered project (Recycled First Commitments),
* Work with relevant suppliers to achieve the Recycled First Commitments, which includes taking all reasonable steps to source and use the recycled/reused products,
* Complete and submit relevant Recycled First documentation (such as the Recycled First Plan and Recycled First Report) during the procurement and delivery stages,
* Prepare and maintain records that demonstrate compliance with the Recycled First Plan.
 |
| Product suppliers | * Support contractors in meeting their Recycled First-related procurement and reporting obligations for the use of reused and recycled products.
 |

## Is there a difference in how the Policy is applied at DTP compared to the Big Build / Victorian Infrastructure Delivery Authority (VIDA) projects?

* *DTP contracts (excluding agreements)*: Yes – DTP contractors will be asked to meet the core objectives of the policy using simplified planning and reporting requirements. This includes:
1. Using DTP-approved recycled and reused products in tender submissions and delivery, unless a trial for a new product has already been formally approved by DTP at the time of submitting the tender response.
2. Providing recycled/reused product commitments, reporting and close-out reports using a simpler template than what is used by VIDA and other Big Build projects.
* *DTP agreements (including franchise agreements)*: Potentially – how the Policy is applied will be dependent on the terms of the agreement. Some terms may be drawn from model clauses developed by ecologiQ for the Big Build, while others may be tailored for the agreement in question.

# Further information

* For more information about:
	+ the Recycled First Policy, visit [Victorian Government’s Recycled First Policy](https://bigbuild.vic.gov.au/about/ecologiq/recycled-first-policy),
	+ procurement at DTP, visit the [DTP Procurement website](https://www.vic.gov.au/department-of-transport-and-planning-procurement),
	+ the Social Procurement Framework visit: [Victorian Government’s Social Procurement Framework](https://www.buyingfor.vic.gov.au/social-procurement-framework)
* For tender-specific information, please contact your DTP procurement contact.