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| Publishing requirements: Departmental waste management plans |  |  |

This checklist can help departments assess how they meet the publication obligations about their waste management plan under the *Waste Reduction and Recycling Act* 2011. Other agencies can use this checklist as a resource to self-assess against good practice.

**Agencies remain responsible for identifying, understanding and complying with their legislative obligations.**

For more information refer to the Office of the Information Commissioner’s audit report on meeting waste management publication obligations available at [www.oic.qld.gov.au](http://www.oic.qld.gov.au).

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| Task | Yes  | No | Notes |
| Easy to find |
| The plan must be on website(s135(a) *Waste Reduction and Recycling Act* 2011) |[ ] [ ]   |
| Clear pathway to the plan on website |[ ] [ ]   |
| Accessible from the website’s publication scheme |[ ] [ ]   |
| Easy to use |
| Accessible format |[ ] [ ]   |
| Easy to read |[ ] [ ]   |
| Up-to-date |
| Published promptly |[ ] [ ]   |
| Complies with legislated timeframes:- |[ ] [ ]   |
| * The plan must be in effect for at least 3 years (s134(3) *Waste Reduction and Recycling Act* 2011)
 |[ ] [ ]   |
| * The plan may be amended or replaced within implementation period (s134(4) *Waste Reduction and Recycling Act* 2011)
 |[ ] [ ]   |
| * The plan must be up-to-date (s135(a) *Waste Reduction and Recycling Act* 2011)
 |[ ] [ ]   |
| * The plan must be reviewed every 3 years (s136 *Waste Reduction and Recycling Act* 2011)
 |[ ] [ ]   |
| * The plan may be amended or replaced (s137 *Waste Reduction and Recycling Act* 2011)
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| Task | Yes  | No | Notes |
| Useful |
| Meaningful and explanatory |[ ] [ ]   |
| Complies with legislated requirements:- |  |  |  |
| * The chief executive has an obligation at all times to ensure - all aspects of waste management are comprehensively addressed (s133(1)(a) *Waste Reduction and Recycling Act 2011*)
 |[ ] [ ]   |
| * The chief executive has an obligation at all times to ensure - the plan is adopted by the chief executive (s133(1)(b) *Waste Reduction and Recycling Act* 2011)
 |[ ] [ ]   |
| * The chief executive has an obligation at all times to ensure the plan is being implemented (s133(1)(c) *Waste Reduction and Recycling Act* 2011)
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| * The plan must include - Waste reduction and recycling targets for entity (s133(2)(a) *Waste Reduction and Recycling Act* 2011)
 |[ ] [ ]   |
| * The plan must include - actions to improve waste reduction and recycling by entity (s133(2)(b) *Waste Reduction and Recycling Act* 2011)
 |[ ] [ ]   |
| * The plan must include - performance management and monitoring under the plan (s133(2)(c) *Waste Reduction and Recycling Act* 2011)
 |[ ] [ ]   |
| * The plan must include - information about continuous improvement (s133(2)(d) *Waste Reduction and Recycling Act* 2011
 |[ ] [ ]   |
| * A department may adopt another department's plan (s133(3) *Waste Reduction and Recycling Act* 2011)
 |[ ] [ ]   |
| * The chief executive must have regard to current and predicted information about the entity's waste (s134(1)(a) *Waste Reduction and Recycling Act* 2011)
 |[ ] [ ]   |
| * The chief executive must have regard to current and predicted information about the entity's waste (s134(1)(a) *Waste Reduction and Recycling Act* 2011)
 |[ ] [ ]   |
| * The chief executive must have regard to the waste and resource management hierarchy (s134(1)(b) *Waste Reduction and Recycling Act* 2011)
 |[ ] [ ]   |
| * The chief executive must have regard to the waste and resource management principles (s134(1)(c) *Waste Reduction and Recycling Act* 2011)
 |[ ] [ ]   |

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| Task | Yes  | No | Notes |
| * The chief executive must have regard to achieving the goals and targets in the State waste management strategy (s134(1)(d) *Waste Reduction and Recycling Act* 2011)
 |[ ] [ ]   |
| * The plan may have regard to other elements (s134(2) *Waste Reduction and Recycling Act* 2011)
 |[ ] [ ]   |
| * The plan must include matters under regulation about requirements for plan (s135(a) *Waste Reduction and Recycling Act* 2011)
 |[ ] [ ]   |
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