



Checklist for Decision Makers

June 2011

Decisions which impact on the Western Australian community are made by public officers every day and the community expects those officers to act with integrity.

The Integrity Coordinating Group has developed guidelines that provide information and tools on integrity in decision making, which can be used to strengthen and sustain decision making processes. These guidelines highlight key points which have been identified as useful considerations for decision makers.

	YES	NO	IN DEVELOPMENT
Power Q: Do I have the power to make this decision?			
• Do you have the statutory or executive power, or delegated authority, to make this decision and know where to find your organisation's delegations?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
• Do you know what decisions you have the power and authority to make?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
• Are there limitations on your power and do you know the circumstances in which these limitations apply?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
• Do you know if you should be making this decision, taking into account any real or perceived conflicts of interest?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
• Do you have the discretion to exercise judgement?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
• Do you know what factors to take into account when exercising judgement?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
• Do you know who you can speak to if you are unclear about the nature or scope of your power?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Principles Q: What ethical, accountability and proportionality principles apply?			
• Do you know the ethical codes and legislation/regulations applying to decision making in your organisation?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
• Have you considered the 'First Steps' questions for ethical and accountable decision making:	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
• Am I doing the right thing?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
• How would others judge my actions?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
• How could my actions impact on others?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
• Should I discuss this with someone else?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
• Does your decision support organisational goals?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
• Are your reasons for making a decision transparent and capable of being reviewed?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
• Are you aware of maintaining an appropriate level of confidentiality and have you considered privacy?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
• Do you know where to report concerns about the application of the integrity principles in decision making within your organisation?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

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Proper Process Q: What is the appropriate process for making this decision?			
• Do you know where to find guidance on the decision making processes relevant to the decision you are making?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
• Do you know where to find precedents, past practices and templates that might assist you during the process and in making a final decision?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
• Are you able to be impartial and unbiased in making this decision?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
• Do you know who to speak to if you are unclear about the proper process?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
• Have you considered what the appropriate process to follow is to make this decision and does this incorporate procedural fairness considerations?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
• Do you know what documentation you need to support the decision, the information you need to give to people affected (provided in the reasons for your decisions), how that documentation is recorded and released and how internal and external review processes can be accessed?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Proportionate Outcomes Q: How can I achieve a balanced and proportionate outcome?			
• Do you know your organisation's priorities in terms of what weight to put on the competing needs of individuals, the public and the organisation?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
• Do you know if the decisions you make strike the right balance between competing needs?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
• Are you aware of the long-term consequences of your decisions?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
• Are you advised if your decision is appealed against, overturned or approved by a higher authority?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
• Do you know where to find appropriate documented evidence of decisions that have been made previously?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
• Are you aware of who might review decisions that you make and how you can learn from them?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

To access the full range of integrity in decision making guidelines, visit the Integrity Coordinating Group website at www.publicsector.wa.gov.au/icg