



# Checklist for Public Authorities

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 public authorities.

	YES	NO	IN DEVELOPMENT
<b>Power</b> Q: Do I have the power to make this decision?			
• Is there a clear understanding of the scope and nature of decisions that fall within the organisation's responsibility?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
• Is there a clear understanding of the statutory and executive power available and any limitations that need to be considered and is clear guidance about this provided to decision makers?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
• Is there a system of delegation in place which is recorded, authorised by the CEO and subject to regular review?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
• Are delegation arrangements clearly communicated to all staff and is delegation documentation easily accessible to staff?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
• Do relevant policies, processes and guidelines include details about power and authority?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
• Are there controls in place that ensure decisions are only made by those with the appropriate power and authority to do so?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<b>Principles</b> Q: What ethical, accountability and proportionality principles apply?			
• Are organisational goals and priorities consistent with policy?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
• Is the concept of 'public interest' understood and explained within the organisation?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
• Are relevant ethical codes applied within the organisation?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
• Do internal policies include integrity principles and are they readily accessible to all employees?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
• Are there activities undertaken that raise awareness of integrity in decision making?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
• Do decision makers know where to seek clarification when applying the integrity principles?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
• Are there processes in place to monitor the application of key integrity principles and potential integrity risks and report suspected misconduct?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
• Are there controls to mitigate integrity risks and address issues identified?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

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<b>Proper Process</b> Q: What is the appropriate process for making this decision?			
• Is guidance provided to decision makers about how to navigate and apply the decision making process and are associated policies, guidelines, templates and precedents easily accessible?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
• Are appropriate systems provided for decision makers to declare and manage conflicts of interest?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
• Is guidance provided to decision makers about recording and communicating decisions and releasing information about decisions to stakeholders?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
• Is there a system in place that provides for internal and external review of decisions?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
• Are decision makers given the opportunity to reflect on their decision making process so they can identify areas for improvement?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<b>Proportionate Outcomes</b> Q: How can I achieve a balanced and proportionate outcome?			
• Do processes allow sufficient time for decision makers to make evidence-based decisions?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
• Is there recognition of the competing needs the decision maker has to consider to reach a balanced and proportionate decision?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
• Is guidance or training provided to decision makers about how the agency prioritises competing needs?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
• Is easy access provided to precedents, templates and advice to assist decision makers to make evidence-based and proportionate decisions?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
• Is reflective review of outcomes part of the decision making process?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
• Is there a system in place to undertake an internal review of individual decisions when appropriate?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
• Is there a mechanism in place to identify and manage potential risks when making decisions?	<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](http://www.publicsector.wa.gov.au/icg)