



Australian Government

Australian Public Service Commission

*Introducing the*

# Ethics

**Advisory Service**

**Enhancing  
Ethical  
Awareness  
in the APS**

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# REFLECT

## A decision-making model for the Australian Public Service

### 1. **REcognise a potential issue and ask yourself**

- What is my gut feeling?
- Is this a risky situation?
- Are there tensions with the APS Values?

### 2. **Find relevant information by identifying**

- the circumstances and triggers
- relevant legislation, policies and guidance
- rights and responsibilities of stakeholders
- any precedent decisions.

### 3. **Linger at the 'Fork in the Road'— pause to consult with**

- supervisors and managers
- respected colleagues and peers (remember privacy)
- the Ethics Advisory Service.

### 4. **Evaluate the options**

- Identify consequences and risks.
- Look at the processes.
- Would the decision stand up to public scrutiny?
- Would you be able to explain the reasons for your decision?

### 5. **Come to a decision, act on it and make a record if necessary**

### 6. **Take time to reflect and review**

- How did it turn out for all concerned?
- Learn from your decisions.
- If you had to do it again, what would you do differently?