

Recognise a potential issue

Ask vourself:

- · do I have a gut feeling that something is not right?
- · do I feel this is a risky situation?

Recognise the situation as one that may involve tensions:

- · between two or more of the Values
- · between the Values/Code and personal values





Find relevant information

Find the relevant information and gather the facts:

- · what was the trigger and what are the circumstances?
- · identify the relevant legislation, policies and guidance (APS-wide and agency specific)
- · identify the rights and responsibilities of relevant stakeholders
- · identify any precedent decisions

Linger at the crossroads

Linger at the 'Fork in the Road', pause to consult:

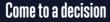
- · supervisors and managers
- · respected colleagues, peers, or support services—remember privacy.
- · Talk it through, use intuition and analysis, listen and reflect.



Evaluate the options

Evaluate options, identify consequences, look at the processes:

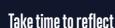
- · identify the risks
- · discard unrealistic options
- apply the accountability test—would the decision stand up to public scrutiny/independent review?
- be prepared to explain the reasons for your decision.



Come to a decision:

· act on it and make a record if necessary.





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