



Checklist for sound decision making

1. Do you have a working knowledge of the legislation?	
Section of the Act you are to make your decision under.	
Relevant legislative requirements.	
Understanding the subject matter, scope and purpose of the Act.	
2. Have you got the power to make the decision?	
Who is authorised under the Act to make a decision?	
Do you have delegation?	
Have you sighted a signed hardcopy of any relevant delegation?	
3. Have you kept a record of your process?	
Have you kept a file or folder with relevant documents?	
Have you included relevant policies and procedures in your file?	
Have you kept important communications in writing?	
Have you made a file note of any oral communication?	
Have you kept a note of your reasons?	
4. Have all relevant legal requirements before making a decision been met?	
5. Have you considered all relevant considerations and disregarded all irrelevant considerations?	
What considerations does the Act expressly and impliedly require to be considered?	
What considerations does the Act expressly and impliedly prohibit from consideration?	
What considerations are outside the subject matter, scope and purpose of the Act?	
Have you sought legal advice if you are in any doubt?	
6. Have you afforded natural justice?	
Has your process been fair in all the circumstances?	
Have you given the person affected a meaningful opportunity to respond to adverse material?	
Would you think you had been given a meaningful opportunity to respond if you were the person affected?	
Have you sought legal advice if you are in any doubt?	

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7. Would a fair minded member of the community consider you made your decision with an open mind?	
Have you ensured that you have no conflicts of interest?	
Have you avoided premature indications that you have made a decision?	
8. Have you given due regard to the merits of the case?	
9. Have you informed relevant parties of outcome in a timely manner?	