



THE FIVE-MINUTE POLICY CHECKLIST

Eight things for APS and EL staff to consider when developing policy advice

In developing the policy output (e.g. briefing) have you:

1. clarified the issue/problem to be addressed with your supervisor or the executive?
2. identified and consulted relevant people/areas (including external to the Department) for advice/input?
3. evaluated all available evidence/data and identified any gaps?
4. considered alternative options to the one you are recommending?
5. identified all the risks and associated mitigation strategies and provided clear advice on these?
6. asked a team member, or someone else in your branch or division, to review your advice for completeness and to check facts, figures and costings?
 - a. if you have time, consider whether there are appropriate people outside your division for a fresher set of eyes
7. identified appropriate management review processes and made sure management is available to review your work?
8. ensured that the process you have followed, and method of devising advice, has been documented appropriately and has gone on file?

