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## Quick guides and checklists

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Short practical guides and checklists designed as prompts for public sector officers as they go about their daily tasks. You can print and keep these by your workstation as you make administrative decisions.

Quick guides and checklists are designed to supplement, rather than replace, relevant standards, policies and legislation governing agency service delivery.

- [Good decisions checklist \(PDF 62.8KB\)](#)
- [Checklist for programs with eligibility criteria \(PDF 54KB\)](#)