

**Information Commissioner's Award: Nomination Questions  
Scoring Sheet**

**Nominee:** \_\_\_\_\_

**Reviewer:** \_\_\_\_\_ **Date:** \_\_\_\_\_

	<b>Questions</b>	<b>Points For</b>	<b>Points Available</b>	<b>Points Awarded</b>	<b>Notes</b>
	<b>Communication</b>		<b>20</b>		
1.	How has the nominee demonstrated timely, helpful and professional communication with the public as it relates to public access to information? Please provide examples.	-Responding to requests -Consultation with requesters -Assistance provided to requesters -Willingness to call or email requesters to clarify PATI requests and/or narrow requests -Assistance provided to members of the public to find information -Availability of the PATI log -Use of the PATI tracking system	10		
2.	How has the nominee engaged in clear and effective communication with colleagues around matters arising under the PATI Act? Please provide examples.	-Requesting searches to be conducted by colleagues -Reminding colleagues of their obligations under the PATI Act -Communications related to the ICO Annual Return -Delegation of duties -Transfer of PATI requests	10		

	Questions	Points For	Points Available	Points Awarded	Notes
	<b>Innovation</b>		<b>20</b>		
3.	How has the nominee offered new ideas to improve the effectiveness of their public authority as it relates to PATI requests? Please provide examples.	-Record-keeping -Records management -Effective delegation of duties -Communication with requesters	10		
4.	How has the nominee offered new ideas to make information more accessible to the public within their public authority? Please provide examples.	-Proactive disclosure -Records management -Disclosures made in previous PATI requests	10		
	<b>Leadership</b>		<b>20</b>		
5.	How has the nominee improved the coordination and cooperation between their public authority, requesters and/or the ICO? Please provide examples.	-Fulfilment of the duty to assist requesters -Compliance with statutory timelines -Participation in early resolution and/or facilitated resolution -Transfers of PATI requests	10		
6.	How has the nominee motivated and inspired colleagues to adhere to the right of access to information? Please provide examples.	-Sharing PATI-related information with colleagues (e.g. Monthly Round-Up) -Encouraging colleagues to comply with the Act -Holding colleagues accountable for compliance (e.g. ensuring contracts with a total value of \$50,000 or more are gazetted)	10		

	Questions	Points For	Points Available	Points Awarded	Notes
	<b>Service</b>		<b>20</b>		
7.	How has the nominee demonstrated a commitment to the purposes of the PATI Act? Please provide examples.	<ul style="list-style-type: none"> <li>-Access to information to the greatest extent possible</li> <li>-Transparency with regard to information held by public authorities</li> <li>-Accountability of public authorities</li> <li>-Increase information in the public domain as a matter of routine)</li> <li>-Attendance at trainings and IC's Quarterly Briefings</li> </ul>	20		
	<b>Additional Information</b>		<b>10</b>		
8.	Please provide any additional information on why the nominee should win the Information Commissioner's Award.				