

ESTIMATE

FOI CHARGES ESTIMATE (NOV 2010)			
(insert data in shaded boxes only)			
<b>BASIC DATA ESTIMATE</b>			
Number of relevant files			Number of agency's files that contain at least one relevant document.
Number of relevant pages			Total number of pages of all documents relevant to the request (including exempt pages)
Number of relevant documents	0		Number of agency documents falling within the terms of the request.
Number of fully exempt pages	0		Number of pages of relevant documents to be exempted in full.
Number of pages released with deletions	0		Number of pages of relevant documents to be released in part.
Number of documents for access via inspection	0		Number of documents for which access is by supervised inspection of the document.
Percentage of request relating to applicant's own personal information	0%		Agencies may not charge for FOI requests to the extent that they relate to personal information about the FOI applicant
Number of third parties to consult	0		Applies to non-Commonwealth consultees (e.g. individuals, businesses, other governments). Only count each party once if referred to in multiple documents.
<b>PROCESS - search and retrieval</b>			
	TIME (in hours)	COST @ \$15 per hr	
Search and retrieval (10 mins per file)	0.00	\$0.00	
Search files and tag relevant pages (45 mins average per file)	0.00	\$0.00	
preparing schedules detailing all relevant documents (basic data entry e.g. doc no, date, description - 30 minutes per 10 documents)	0.00	\$0.00	
<i>Search &amp; Retrieval Subtotal</i>	0.00	\$0.00	
<b>PROCESS - decision-making</b>			
	TIME (in hours)	COST @ \$20 per hr	
examine relevant pages for decision making (5 mins per relevant page).	0.00	\$0.00	
exempted pages (5 mins extra per page to cover additional consideration of complexity of material, elements of exemption claim, public interest etc).	0.00	\$0.00	
pages released with deletions (5 mins extra per page to cover time needed to redact the material)	0.00	\$0.00	
consult third parties (2 hours per third party)	0.00	\$0.00	
preparation and notification of decision (3 hours for statement of reasons, plus 4 hours per 250 relevant pages to complete schedule to record decision) - NB if several exemptions are involved, further time may be required.	3.00	\$60.00	
<i>Decision-making Subtotal (before deduction of 5 hours)</i>	3.00	\$60.00	
<i>Decision-making Subtotal (after deduction of first 5 hours free for all)</i>	0.00	0	
<b>ACCESS - view / inspect</b>			
	TIME (in hours)	COST @ \$6.25 per 1/2 hr	
Access given through inspection of documents (10 min per document, rounded up to nearest 1/2 hour)	0.00	0.00	
Access given through hearing and/or viewing of documents e.g audio/visual material - insert duration of files and add 1/2 hour set-up and pack-up time (rounded up to nearest 1/2 hour)		0.00	
<i>Inspection/Viewing Subtotal</i>	0.00	\$0.00	
<b>ACCESS - copy and post</b>			
	PAGES	COST @ 10c a page	
Photocopies of estimated released docs (including those with deletions)	0	\$0.00	
Packaging and postage-insert estimated cost	N/A	\$0.00	
<i>Photocopying &amp; Postage Subtotal</i>		\$0.00	
<b>ESTIMATED TOTALS</b>			
NUMBER OF RELEASED PAGES		0	This amount takes into account any reductions to the cost as a result of the application involving personal information
TIME (in hours)		0.00	
TOTAL COST		\$0.00	
Financial hardship/public interest discount		\$0.00	The percentage discount to be applied if agency takes into account financial hardship or public interest under s 29 of the FOI Act.
TOTAL COST (after discount)		\$0.00	
DEPOSIT REQUIRED		N/A	

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