

ESTIMATE

FOI CHARGES ESTIMATE (NOV 2010)		
(insert data in shaded boxes only)		
BASIC DATA ESTIMATE		
Number of relevant files	0	
Number of relevant pages	80	
Number of relevant documents	80	
Number of fully exempt pages	0	
Number of pages released with deletions	0	
Number of documents for access via inspection	0	
Percentage of request relating to applicant's own personal information	0%	
Number of third parties to consult	0	
PROCESS - search and retrieval		
	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 (30 minutes per 10 documents)	4.00	\$60.00
<i>Search & Retrieval Subtotal</i>	4.00	\$60.00
PROCESS - decision-making		
	TIME (in hours)	COST @ \$20 per hr
examine relevant pages for decision making (5 mins per relevant page).	6.67	\$133.33
exempted pages (5 mins extra per page to cover additional consideration of complexity of material).	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 (4 hours per 250 relevant pages) - NB if several exemptions are involved, further time may be required.	1.28	\$25.60
<i>Decision-making Subtotal (before deduction of 5 hours)</i>	7.95	\$158.93
<i>First five hours free - reduction in cost</i>	5.00	(\$100.00)
<i>Decision-making Subtotal (after deduction of first 5 hours free for all)</i>	2.95	\$58.93
ACCESS - view / inspect		
	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
ACCESS - copy and post		
	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	
<i>Photocopying & Postage Subtotal</i>		\$0.00
ESTIMATED TOTALS		
NUMBER OF RELEASED PAGES		80
TIME (in hours)		6.95
TOTAL COST		\$118.93
Financial hardship/public interest discount		\$0.00
TOTAL COST (after discount)		\$118.93
DEPOSIT REQUIRED		\$29.73
USING THIS TOOL		

ESTIMATE

This tool assists in generating an estimate but should not be considered definitive or binding. It is based on a number of assumptions which are described in column A. The appropriateness of those assumptions to the particular circumstances should be tested on each occasion - for example, repetitious material can be dealt with more quickly, as can publicly available documents.

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