

COMPLEX ELECTRONIC

FOI CHARGES ESTIMATE TOOL - COMPLEX ELECTRONIC

(insert data in shaded boxes only)

GENERAL DATA ESTIMATE

(terms in red are explained on the notes sheet)

Hits returned to consider for relevance	81	in A4 pages
Percentage (approx) of hits which are relevant	100%	
Number of discrete relevant documents	4	
Percentage (approx) of relevant pages to disclose in whole	60%	
Percentage (approx) of relevant pages requiring redaction	40%	
Percentage (approx) of content that is applicant's own personal information	0%	
Number of third parties to consult	1	

PROCESS - search and retrieval

TIME per task

charge time:

COST @ \$15 per hr

Time required to execute searches - enter hours (including part hours eg 0.5)	1	1.00	\$15.00
Examining hits to identify relevant documents - enter minutes per 10 pages	0	0.00	\$0.00
Collating bundle of relevant documents - enter hours	1	1.00	\$15.00
Preparing schedules detailing all relevant documents (basic data entry eg doc no, date, description) - enter minutes per 10 documents	5	0.03	\$0.50
<i>Search & Retrieval Subtotal</i>		2.03	\$30.50

PROCESS - decision-making

TIME per task

charge time:

COST @ \$20 per hr

Examine relevant pages for decision making - enter minutes per page	1	1.35	\$27.00
Redacting pages that are partially disclosed - enter minutes per page	2	1.08	\$21.60
Consult third parties - enter average per third party in hours	2	2.00	\$40.00
Preparation and notification of decision			
Writing statement of reasons - enter hours	3	3.00	\$60.00
Complete schedule by recording decision @ 4 documents per minute		0.016666667	\$0.33
<i>Decision-making Subtotal (before deduction of 5 hours)</i>		7.43	\$148.60
<i>Decision-making Subtotal (after deduction of first 5 hours free for all)</i>		2.43	\$48.60

ACCESS - view / inspect

TIME per task

charge time:

COST @ \$6.25 per 1/2 hr

Supervised inspection of documents - minutes per page	0	0.00	0.00
Supervised inspection of audio/visual material - insert total duration of material in minutes then add 30 mins set-up and pack-up time	0	0.00	0.00
<i>Inspection/Viewing Subtotal</i>		0.00	\$0.00

ACCESS - copy and post

PAGES

COST @ 10c a page

Photocopies of estimated released pages (including those with deletions) - set to 0 if providing electronically	0	\$0.00
Electronic media (eg USB drive, CD-ROM) and/or postage - insert estimated cost of materials		
<i>Access Subtotal</i>		\$0.00

ESTIMATED TOTALS

NUMBER OF RELEASED PAGES	81
TIME (in hours)	4.46
TOTAL COST	\$79.10
Financial hardship/public interest discount (as %)	0%
TOTAL COST (after discount)	\$79.10
MAXIMUM DEPOSIT	\$20.00

USING THIS TOOL

This tool assists in generating an estimate but should not be considered definitive or binding. The Office of the Australian Information Commissioner has emphasised the need for agencies to base estimates on a reasonable sampling of relevant documents to ensure that appropriate assumptions are used to generate estimates for charging purposes. Some IC review decisions suggest a sample of 10-20% would be 'reasonable'.