



**Australian Government**  
**Civil Aviation Safety Authority**

FOI  
 Schedule 1

**Preliminary charges estimate made under the *Freedom of Information Act 1982***

Detailed calculation of Keeley Phengrasmy, Freedom of Information Officer

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BASIC DATA ESTIMATE	F22/34725
<i>Time taken to do electronic searches, print and tag these documents (minutes)</i>	<b>300</b>
<i>No of relevant documents held electronically (not on registry files)</i>	
<i>No of relevant pages in documents held electronically (not on registry files)</i>	
Number of relevant registry files	<b>12</b>
Number of relevant documents on registry files	<b>60</b>
Number of relevant pages in documents on registry files	<b>250</b>
Number of exempt pages ( <i>electronic AND on registry files</i> )	
Number of pages released with deletions ( <i>electronic AND on registry files</i> )	
Number of third parties to consult	

Code  
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TASK	TIME (in hours)	COST @ \$15 per hr
<i>Search and retrieval electronic file searches, including tagging pages (actual time)</i>	5.00	\$75.00
Search and retrieval of registry files @ 10 mins per file	2.00	\$30.00
Search files and tag relevant pages on registry files (45 mins average per file)	9.00	\$135.00
<b>Search &amp; Retrieval Subtotal</b>	<b>16.00</b>	<b>\$240.00</b>
	TIME (in hours)	COST @ \$20 per hr
Examine relevant pages for decision making (5 mins per relevant page).	20.83	\$416.67
Exempted pages (5 mins extra per page).	0.00	\$0.00
Pages released with deletions (3 mins extra per page)	0.00	\$0.00
Consult third parties (2 hours per consultation)	0.00	\$0.00
Preparation and notification of decision (4 hours per 250 relevant pages).	4.00	\$80.00
Subtotal	24.83	496.67
<b>Free decision making time @\$20.00 an hour (capped at 5 hours)</b>	5.00	<b>(\$100.00)</b>
<b>Examine, Consult &amp; Preparation Subtotal</b>	<b>24.83</b>	<b>\$396.67</b>
	PAGES	COST
Photocopies of estimated released docs (incl those with deletions) @ 10c ea	250	<b>\$25.00</b>
Packaging and postage (actual cost)		
<b>Photocopying &amp; Postage Subtotal</b>		<b>\$25.00</b>

*Refers to:*

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 c + f + h - g

ESTIMATED TOTALS	
NUMBER OF RELEASED PAGES	<b>250</b>
TIME (in hours)	<b>40.83</b>
TOTAL	<b>\$661.67</b>

*Refers to:*  
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