



**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	F23/6839
<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>3</b>
Number of relevant documents on registry files	<b>47</b>
Number of relevant pages in documents on registry files	<b>312</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	<b>1</b>

Code  
a  
b  
c  
d  
e  
f  
g  
h  
i

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	0.50	\$7.50
Search files and tag relevant pages on registry files (45 mins average per file)	2.25	\$33.75
<b>Search &amp; Retrieval Subtotal</b>	<b>7.75</b>	<b>\$116.25</b>
	TIME (in hours)	COST @ \$20 per hr
Examine relevant pages for decision making (5 mins per relevant page).	26.00	\$520.00
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)	2.00	\$40.00
Preparation and notification of decision (4 hours per 250 relevant pages).	4.99	\$99.84
Subtotal	32.99	659.84
<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>32.99</b>	<b>\$559.84</b>
	PAGES	COST
Photocopies of estimated released docs (incl those with deletions) @ 10c ea	312	<b>\$31.20</b>
Packaging and postage (actual cost)		
<b>Photocopying &amp; Postage Subtotal</b>		<b>\$31.20</b>

Refers to:

a  
d  
d  
b + e

c + f  
g  
h  
i  
c + f

Refers to:  
c + f + h - g

ESTIMATED TOTALS	
NUMBER OF RELEASED PAGES	<b>312</b>
TIME (in hours)	<b>40.74</b>
TOTAL	<b>\$707.29</b>

Refers to:  
c + f - g