

FOI CHARGES ESTIMATE TOOL - SIMPLE

(insert data in shaded boxes only)

GENERAL DATA ESTIMATE

(terms in red are explained on the notes sheet)

- Pages (approx) of material in scope
- Number of discrete relevant **documents**
- Percentage (approx) of pages to disclose in whole
- Percentage (approx) of pages requiring **redaction**
- Percentage (approx) of content that is applicant's **own personal information**
- Number of **third parties** to consult

PROCESS - search and retrieval

TIME per task

Time required to execute searches - enter hours (including part hours eg 0.5)	
Preparing schedules detailing all relevant documents (basic data entry eg doc no, date, description) - enter minutes per 10 documents	
<i>Search & Retrieval Subtotal</i>	

PROCESS - decision-making

TIME per task

Examine relevant pages for decision making - enter minutes per page	
Redacting pages that are partially disclosed - enter minutes per page	
Consult third parties - enter average per third party in hours	
Preparation and notification of decision	
Writing statement of reasons - enter hours	
Complete schedule by recording decision @ 4 documents per minute	
<i>Decision-making Subtotal (before deduction of 5 hours)</i>	
<i>Decision-making Subtotal (after deduction of first 5 hours free for all)</i>	

ACCESS - view / inspect

TIME per task

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

ACCESS - copy and post

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

ESTIMATED TOTALS

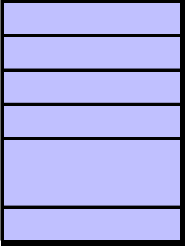


- NUMBER OF RELEASED PAGES**
- TIME (in hours)**
- TOTAL COST**
- Financial hardship/public interest **discount** (as %)
- TOTAL COST (after discount)**
- MAXIMUM DEPOSIT**

USING THIS TOOL

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

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		in A4 pages
		
		COST @ \$15 per hr
charge time:		
0.0000		\$0.00
0.0000		\$0.00
0.0000		\$0.00
		COST @ \$20 per hr
charge time:		
0.0000		\$0.00
0.0000		\$0.00
0.0000		\$0.00
0.0000		\$0.00
0.0000		\$0.00
0.0000		\$0.00
0.0000		0
		COST @ \$6.25 per 1/2-hr
charge time:		
0.0000		0.00
0.0000		0.00
0.0000		\$0.00
		COST @ 10c a page
PAGES		
0		\$0.00
		\$0.00
		0
		0.00
		\$0.00
 0%		\$0.00
		\$0.00
		N/A

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