

SCHEDULE OF FEES

	Amounts and Rates
Application Fee:	
Personal Information	Nil
Non Personal Information	\$30.00
Deposit for Processing Fee:	
Processing Fee estimated to be \$100 or less	\$25.00
Processing Fee estimated to be more than \$100	50% of the estimate
Services and Materials	
Searching for and retrieving information and returning it to storage (but not misplaced information)	<p>Personal information – nil</p> <p>Non personal information – Stored elsewhere than in secondary storage -\$25.00 for every hour or part of an hour.</p> <p style="text-align: center;">Stored in secondary storage – actual cost</p>
Considering and making decision in relation to application (including consultation)	<p>Personal information – nil</p> <p>Non personal information - \$25.00 for every hour or part of an hour</p>
Supervising examination of information by applicant	<p>Personal information - First 2 hours – nil</p> <p>\$25.00 for every hour, or part of an hour, over 2 hours</p> <p>Non-personal information - \$25.00 for every hour or part of an hour</p>
Hiring out equipment or facilities to enable applicant to view or listen to disk, film or tape	Actual Cost
Operating equipment to copy disk, film or tape or to enable applicant to view or listen to disk, film or tape	\$25.00 for every hour or part of an hour
Other services to enable applicant to physically access information	Actual Cost
Photocopies	<p>Black and white, A4 size photocopies – 20 cents per page</p> <p style="text-align: center;">Other photocopies – actual cost per page</p>
Copies of disks, films or tapes	Actual cost per copy
Written transcripts	Actual cost per page
Packaging materials for delivering or posting articles	Actual cost
Delivery or postage charges	Actual cost

