

Head 52A
Public Access to Information Act 2010

Service	Fee
1. Photocopy:	
(a) Black and white copy (all sizes)	\$1.00
(b) Colour copy (all sizes)	\$2.00
2. Photographs:	
(a) Black and white and colour (digital photographic print from digital file, scanned hardcopy or existing negative)	\$1.00
(b) Black and white (photocopy or standard print-out)	\$1.00
(c) Colour (photocopy or standard print-out)	\$2.00
3. Video Duplication:	Actual Vendor Costs plus 25% administrative fee
4. Conversion of an analogue audio or video record (eg. Tape or reel-to-reel) into digital MP3 or DivX file format:	Actual Vendor Costs plus 25% administrative fee
5. Copy of a microfilm positive reel:	\$75.00
6. Microfilm print-out black and white copy (all sizes):	\$1.00 per page
7. Conversion of a microfilm record into digital JPEG file Format:	Actual Vendor Costs plus 25% administrative fee
8. Print-out of a digital document or database report black and white copy (all sizes):	\$1.00 per page
9. Provision of a digital record (text or image) in standard PDF, JPEG or TIF file format:	
(a) by email	No charge
(b) actual cost of digital storage apparatus	No charge

Head 52A
Public Access to Information Act 2010

Service	Fee
10. Conversion of a paper record (text or image) into digital PDF, JPEG or TIF file format:	Actual costs incurred by the authority, based on hourly rates of staff undertaking the conversion, plus the purchase costs of any digital storage apparatus
11. Digital text files converted to audio formats for visually Impaired:	Actual costs incurred by the Computer Services Department, based on hourly rates of staff undertaking the conversion, plus the purchase costs of any carrier medium
12. Searching by a public officer for any document or of any register or index (per hour or part of an hour occupied):	\$52.00
13. Searching by a public officer or a member of the public for any document or of any register or index, where in the opinion of the public authority, the information to be obtained will be for the public benefit:	Nil