

TAXATION OF COSTS - MATRIX OF COST TYPE

TYPE

- 1 Already allowed for in existing schedule (Victoria)
- 2 Aggregated per document rate to be calculated to cover all related tasks
- 3 Aggregated per page rate re scanning tasks
- 4 Aggregated time rate to cover related tasks
- 5 New publishing rate required for CD or Web based publishing of data (per CD or equivalent)

COST TYPE	PROCESS NO	STAGE	TASK	SUGGESTED RATE (PER ITEM OR AGGREGATE)
1	1	Document Preparation	Gathering and Collecting Documents	All items in section 1 of this document are already covered in the existing Victorian cost scale
1	2	Document Preparation	Initial Review of Documents	
1	27	Legal Analysis	Write subjective coding protocols	
1	28	Legal Analysis	Subjective coding	
1	29	Legal Analysis	QA of data entry	
1	30	Legal Analysis	Redacting of images	
1	31	Legal Analysis	QA of this process	
1	40	Witness Statement	Tagging documents	All items in Section 2 of this document are covered by a new cost scale being \$10.00 per document
1	41	Witness Statement	Reviewing documents	
1	42	Witness Statement	Engrossing	
1	43	Court Book	Tagging Documents	
1	44	Court Book	Reviewing/Culling	
1	45	Court Book	Page numbering	
1	47	Court Book	File and Serve	
1	48	Hearing Preparation	In Court facilities	
1	49	Hearing Preparation	Court liaison	
1	51	Hearing	CourtBook Administration	
1	52	Hearing	Transcript:1.	
1	54	Hearing	Remote access	
1	55	Appeal Preparation	Tag Documents	
1	56	Appeal Preparation	Review	
1	57	Appeal Preparation	Production of Appeal Book	
1	59	Appeal Preparation	File and Serve	
1	60	Appeal Preparation	Repeat the following steps:1.	
2	3	Document Preparation	Document preparation	All items in Section 2 of this document are covered by a new cost scale being \$10.00 per document
2	4	Document Preparation	Delineation of document	
2	5	Document Preparation	Identification of Host/Attachment relationship	
2	8	Numbering	Design and agree numbering regime	
2	9	Numbering	Print out labels	
2	10	Numbering	Affix labels to pages or documents	
2	11	Numbering	Quality Assurance of numbering	

2	12 Objective Coding	Design and agree protocols in accordance with relevant practice note	
2	13 Objective Coding	Population of fields in accordance with protocol	
2	14 Objective Coding	Quality Assurance of data entry	
3	15 Scanning	Design and agree protocols	All items in Section 3 of this document will be covered by a new cost scale being \$1.00 per page with the assumption that pages are A4, black and white copies, 200dpi
3	16 Scanning	Scan and QA images	
3	Processing of Electronic Files	Conversion of e-files	
4	Processing of Electronic Files	Extract Files	All items in Section 4 of this document will be covered by a new cost scale being 15 cents per item of input count
4	18 Files	Automated indexing	
4	19 Files	Automated records attachment relationship	
4	20 Files	Automated numbering	
4	21 Files	Automated deduplication of data	
5	39 Project Management	Publish	All items in Section 5 of this document will be covered by a new cost scale being \$300.00 for the first CD and \$15.00 for each copy CD after that
5	46 Court Book	Publish to:1.	
5	58 Appeal Preparation	Publish1.	
6	6 Database Creation	Design and Agree Protocols	All items in Section 6 of this document will be covered by a new cost scale being \$7.00 per item in the database
6	7 Database Creation	Database design and implementation	
6	23 Database Administration	Importing data	
6	24 Database Administration	Normalising of the data/clean up	
6	25 Database Administration	User Management and Access	
6	26 Database Administration	Duplicate culling	
6	33 Project Management	Client Updates	
6	34 Project Management	Team Management	
6	35 Project Management	Resourcing	
6	36 Project Management	Reports	
6	37 Project Management	Production (e.g. draft discovery lists)	
6	38 Project Management	Security issues	