

Appendix 1: Estimate of costs

Locations searched	New Zealand Institute for Public Health and Forensic Science
Search terms used	- Methamphetamine contamination - Carpet and / or furnishings - Research projects
Date range	Approximately 2014 to date
Estimated no. of documents at issue/to be searched through	The total number of research projects is estimated at approximately 50 projects.
Chargeable activities required	✓ Search and retrieval - Undertaking a search in Microsoft Teams and archived network drives to identify research projects relating to methamphetamine contamination, including contamination of carpet and / or other furnishings. - Undertaking a search of all emails including archived emails that relate to the collated research projects. ✓ Research and Collation - Reading and reviewing to identify the information. - Reviewing each research project to collate the requested information: - Start date - Completion date (anticipated) - Current project status - Work completed to date - Preliminary findings or interim conclusions - Progress reports supplied to HUD or any other government agency - Terms of reference or methodology used in research - Project objectives - Collation of the list of research projects and required information into a spreadsheet. - Collation of all emails into folders. ✓ Editing - Excising and redacting withheld information ✓ Reasonably required peer review to ensure that these tasks have been carried out correctly

Estimated minutes per document to complete chargeable activities	• Search and retrieval • Research Projects - Estimated at 16 hours. • Related Emails – At approximately 30 minutes per research project, it is estimated that it would take 25 hours. • Research and collation • The exact total number of research projects is unknown but is estimated at 50 projects. • Review of each research project at approximately 20 minutes per research project, it is estimated that it would take 16 hours. • Collation of the requested information. At approximately 30 minutes per research project, it is estimated that it would take 25 hours. • Editing - At approximately 30 minutes per research project, it is estimated to take 25 hours. • Peer Review – At approximately 20 minutes per research project, it is estimated that it would take 17 hours.
Estimated total time to complete chargeable activities	• Total time = 124 hours (estimated).

	Quantity	Price	Totals
Labour	124 hours	\$38/half hour, with the first hour free.	\$(124 - 1 x \$76)
Total estimated cost (inclusive of GST)			\$9,348.00