

Freedom of information application

To request information under the *Freedom of Information Act*, please complete this form and send it to foi@sew.com.au, together with contact details where we can send an invoice. This is for payment of an application fee of \$32.70 which applies to all Freedom of Information requests until 30 June 2025. There may be additional access charges for searching, making copies of and preparing documents.

We'll process your application once the application fee is paid. You can apply for a fee waiver if you believe payment of the application fee will cause you hardship and you have proof of a pension card or government health care card.

Applicant details

Date	
Surname	First name
Postal address	
Postcode	
Phone no.	Email address

I'd like access to the following document(s):

Please clearly describe the documents you're requesting access to. Include date ranges, location, subject matter or any other information that would enable the requested documents to be identified.

The more information you can supply the better. For example, specify if water or sewer information is required, date of incident, address of incident etc. Avoid using terms such as "including but not limited to".

Please specify actual documents rather than information.

See requirements regarding FOI searches: Footnote 1.

Form of access

Please specify how you'd like to access the documents:

- Inspect the documents at South East Water's offices
- Printed copies provided by mail
- Electronic copies emailed to me

Please indicate if personal affairs information can be excluded from the search as being irrelevant. This will avoid the need to consult all individuals that create a record in South East Water's systems and delay the release of information. (Y / N)

and

If relevant to your request, information relating to the charges incurred by South East Water from its contractors regarding its attendances or works can also be removed as irrelevant. If you do require this information, then we will need to consult with the contractors regarding their commercial business information which will also delay the production of any documentation. (Y / N)

Submission of applications

Applications may be lodged by email to foi@sew.com.au or by mail to:

Freedom of Information Officer
South East Water
PO Box 2268
Seaford VIC 3198

Footnote

(1) Section 13 of the FOI Act creates a right of access in every person to documents of an agency, such as South East Water, other than exempt documents. That right of access must be exercised in accordance with the FOI Act. The requirements that must be complied with are set out in section 17 of the FOI Act. One of those requirements is that a request must provide enough information about the documents sought so as to enable an agency to constructively search for those documents. That means the applicant must state with as much precision as he or she can what documents are sought in the request. It is not sufficient to leave an agency guessing what documents are sought. If a request is unclear, ambiguous, or otherwise uncertain such that the agency cannot constructively search for documents, that request is invalid.