We have received your response for your Freedom of Informationrequest

Freedom of Information

Name	Ms Hanyu Liu
Preferred name	Hanyu
Phone	[redacted]
Email	hellohanyu22@gmail.com
Postal Address	[redacted]
Type of information requested	Non-personal Information ($30)
Receipt number	577134414B9
Subject matter of the request	Recordkeeping, Legal Authority, and Financial Accountability of the "Designated Inspector (DI)" Program
Date/s or range of date/s of requested document/s	01-01-2022
End date of requested document	14-10-2025
Details of document/s being requested	1. Compliance with the State Records Act 2000 Please provide documents demonstrating DPIRD's compliance with the State Records Act 2000 (WA) in relation to the "Designated Inspector (DI)" program, including: 1.1 The current, approved Recordkeeping Plan (RKP) approved by the State Records Commission, and the Retention & Disposal Schedule entries that define the record-creating and record-keeping requirements for: • DI appointments and revocations • DI training and competency assessments, • DI inspections, reports, and enforcement outcomes 1.2 Any risk assessments, internal audits, or formal correspondence (internal or external) concerning DPIRD's compliance with the State Records Act 2000 or its approved RKP, in relation to recordkeeping practices for the DI program. 1.3 The FOI processing search logs or "reasonable search" worksheets (e.g., systems queried, custodians contacted, and date-time stamps) used by DPIRD staff when processing my previous FOI applications FOI2025-008, FOI2025-017, and FOI2025-049. ——— 2. Lawful Delegation and Authority of Designated Inspectors Please provide documents establishing the lawful appointment, delegation, and oversight of Designated Inspectors under the Animal Welfare Act 2002 (WA) and related administrative instruments, including: 2.1 The standard instrument of appointment template (or equivalent) and any register, database, or schedule recording the appointment, renewal, or cessation of Designated Inspectors. 2.2 Any mandatory pre-appointment training modules, assessment criteria, or competency standards that an officer must meet to be appointed or renewed as a Designated Inspector. ——— 3. Financial Accountability and Operational Expenditure Please provide financial records evidencing the operational and budgetary existence of the "Designated Inspector" function, including: 3.1 The chart-of-accounts codes, cost centre codes, or cost objects used to budget for and record expenditure related to DI operations (including training, equipment, travel, or inspection activities) for the financial years 2022-23, 2023-24, and 2024-25. 3.2 Any budget submissions, internal financial reports, or expenditure summaries referencing DI-related costs, allocations, or activities within those same financial years. ——— Additional Notes • This request is for existing, finalised documents only. • Where content may be exempt, please provide metadata, schedules, or redacted copies identifying each document's title, date, author, and file reference. • Please treat each numbered subsection as an independent scope item for the purpose of partial access. • I am not seeking personal information (e.g., names of junior staff). • I am willing to pay the prescribed application fee. ——— Summary of intent: This application seeks to clarify whether the "Designated Inspector" program—an enforcement function established under the Animal Welfare Act 2002 (WA)—is being lawfully administered, recorded, and funded in accordance with the State Records Act 2000 and standard public-sector governance requirements.
Tick all boxes that apply	I consent to all 'personal information' of third parties being deleted from the requested document/s (information that would be removed as out of scope; names, contact details, signatures and identifying information of third parties that are not government officers).
Applicant's signature	[redacted]

Please note: FOI applications are not valid until BOTH **application form** and **payment of the application fee** (if applicable) have been received.

Contact details
The Department of Primary Industries and Regional Development
Information Release and Privacy Team
Locked Bag 4 Bentley Delivery Centre WA 6983
Phone: (08) 6552 1820
Email: foi@dpird.wa.gov.au

Notes

- Please provide sufficient information to enable the correct document/s to be identified.
- In accordance with s.29 of the FOI Act, the agency may request proof of your identity.
- If you are seeking access to document/s on behalf of another person or organisation, DPIRD will require authorisation in writing.
- Your application will be dealt with as soon as practicable and within the time specified in the FOI Act (45 days after a valid application is received). However, should more time be required the DPIRD may request an extension of time from you or the Information Commissioner.

Forms of access

- You can request access to documents by way of a copy of a document, this can be sent to you electronically via email. Where the agency is unable to grant access in the form requested, access may be given in a different form. DPIRD's preferred method of providing access to documents is via a secure sharing platform, Objective Connect.

Charges for processing applications

- Before obtaining access to documents, you may be required to pay processing charges. You will be supplied with an estimate of charges if appropriate.
- Documents may be available in certain cases. For example, if you are considered financially disadvantaged and/or are the holder of a pensioner concession card, a reduction in processing charges may apply. (Application fee of $30 cannot be waived for non-personal information).
- If you consider yourself entitled to a reduction, please advise when lodging your application and attach copies of pension cards or other documentation to support your request.