

Enquiries: FOI@dpird.wa.gov.au
Our ref: FOI2025-059

Ms Han u Liu

Sent via email: helloluna520@gmail.com

Dear Ms. Liu

Freedom of Information – Access Application Acknowledgement Letter

This letter is to formally advise you that your request to access documents under the *Freedom of Information Act 1992* (WA) (FOI Act), was received and validated via payment by the Department of Primary Industries and Regional Development (DPIRD) on 14 October 2025.

I understand you received a BPOINT receipt for payment of the \$30.00 application fee made via the BPOINT link on 14 October 2025.

It is acknowledged that the scope of your application consists of the following:

“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:

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- 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."*

DPIRD has 45 calendar days within which to process your Application (section 13(3) FOI Act), expiring on **28 November 2025**. We will endeavor to provide you with the information as soon as practicable and, if possible, prior to that date.

However, should more time be required to process your Application, DPIRD may apply to you and/or the Information Commissioner for an extension of time.

If you have any questions or would like to discuss your application, please feel free to contact me on (08) 6551 4410 or by email at foi@dpird.wa.gov.au.

Yours sincerely



Courtney Taylor
A/Privacy and Information Access Coordinator
Corporate Services
Department of Primary Industries and Regional Development