



Department of  
**Primary Industries and  
Regional Development**

# Information Statement 2021-22

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## **Enquiries**

Freedom of Information

Information Services

Capability and Performance

Department of Primary Industries and Regional Development

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# Introduction

This Information Statement is provided in accordance with section 96 and 97 of the *Freedom of Information Act 1992* (WA) (FOI Act).

The purpose of the Information Statement is to ensure that information concerning the structure and functions of the Department of Primary Industries and Regional Development (DPIRD) and types of documents held is available to the public. Further information regarding our services may be found on our [website](#).

The FOI Act provides the public with the right to access to information held by State and local governments not routinely available to the public. It also assists the public to ensure that personal information held by government is accurate, complete, up to date, and not misleading.

DPIRD is committed to assist the public to obtain prompt access to documents at the lowest reasonable cost in the spirit of the FOI Act, to ensure openness, transparency, and accountability as a government agency.

## 1. The Organisation

We work to develop and protect our agriculture and food sector and aquatic resources and build vibrant regions with strong economies. To find out more, visit our [website](#).

Western Australia's primary industries – including agriculture, commercial fisheries and aquaculture – provide jobs and exports, and underpin a growing food industry and other agribusinesses. Our fisheries also support a thriving recreational fishing sector and regional tourism.

The Department of Primary Industries and Regional development (DPIRD) works to protect the sustainability of natural resources and accelerate ongoing economic growth, job creation and regional development. An important part of our role is to support the growth of strong regional communities that are desirable places to live, work and invest.

DPIRD comprises of existing agencies and their components, including:

- [Agriculture and Food](#)
- [Fisheries](#)
- [Regional Development](#)
- Regional Development Commissions
  - [Gascoyne Development Commission](#)
  - [Goldfields-Esperance Development Commission](#)
  - [Great Southern Development Commission](#)
  - [Kimberley Development Commission](#)
  - [Mid West Development Commission](#)
  - [Peel Development Commission](#)
  - [Pilbara Development Commission](#)
  - [South West Development Commission](#)
  - [Wheatbelt Development Commission](#)
- [Regional Development Council](#)

- [Western Australian Regional Development Trust](#)

## 1.1 Strategic Intent

DPIRD's [Strategic Intent](#) provides a high-level outline of our purpose, role, strategic priorities and key initiatives towards achieving our goals: to **Protect, Grow and Innovate** in our primary industries and regions in Western Australia.

## 1.2 Primary Industries Plan

The [Primary Industries Plan 2020-2024](#) aims to support increasingly sophisticated and globally competitive primary industries which make a significant contribution, and create prosperity across the State.

The Primary Industries Plan:

- Sets clear priorities for investment
- Establishes a platform for strengthened collaboration between government and primary industries
- Supports DPIRD's Strategic Intent goals of protect, grow and innovate in WA's primary industries and regions.
- Highlights the state's competitive advantages and current operation context and identifies key themes to guide investment and action.
- Outlines current and new initiatives to develop WA's primary industries.

## 1.3 Our Executive Team

Our executive team leads DPIRD across operational pillars:

**Sustainability and Biosecurity** includes biosecurity, resource management, and operations and compliance functions. It helps to ensure Western Australia maintains its enviable reputation as a producer of safe, sustainable and biosecure agricultural and aquatic products.

**Industry and Economic Development** leads our work in research, development and innovation to boost the productivity, profitability and international competitiveness of our agriculture, fisheries and food sectors across the value chain, and grow the value and diversification of our regional economies.

**Primary Industries Development** leads our work in research, development and innovation to boost the productivity, profitability and international competitiveness of our aquaculture, horticulture, grains and livestock industries across the value chain. Its ultimate purpose is to create enduring prosperity for Western Australia.

**Capability and Performance** supports our staff and ensures that we have the strategy, resources and capability to deliver excellent public services.

For the latest details, see [DPIRD's Organisational Structure](#) on our website.

## 1.4 Annual Report

Our [Annual Report](#) outlines our operations, performance and achievements for the financial year. For previous reports, see our [annual reports page](#).

The [Regional Development Commissions](#) produce their own annual reports, which are available on their respective websites.

## 2. Legislation Administered

DPIRD administers the following Acts and Regulations on behalf of the Minister for Regional Development; Agriculture and Food, and the Minister for Fisheries.

- *Aerial Spraying Control Act 1966*
- *Agricultural Produce Commission Act 1988*
- *Agricultural and Veterinary Chemicals (Taxing) Act 1995*
- *Agricultural and Veterinary Chemicals (Western Australia) Act 1995*
- *Agriculture and Related Resources Protection Act 1976*
- *Animal Welfare Act 2002*
- *Biosecurity and Agriculture Management Act 2007*
- *Biological Control Act 1986*
- *Bulk Handling Act 1967*
- *Exotic Diseases of Animals Act 1993*
- *Fish Resources Management Act 1994*
- *Fisheries Adjustment Schemes Act 1987*
- *Fishing and Related Industries Compensation (Marine Reserves) Act 1997*
- *Fishing Industry Promotion Training and Management Levy Act 1994*
- *Gene Technology Act 2006*
- *Industrial Hemp Act 2004*
- *Loans (Cooperative Companies) Act 2004*
- *Ord River Dam Catchment Area (Straying Cattle) Act 1967*
- *Pearling Act 1993*
- *Regional Development Commissions Act 1993*
- *Royal Agricultural Society Act 1926*
- *Royalties for Regions Bill 2009*
- *Royalties for Regions Act 2009*
- *Rural Business Development Corporation Act 2000*
- *Soil and Land Conservation Act 1945*
- *Tree Plantation Agreements Act 2003*
- *Veterinary Surgeons Act 1960*
- *Western Australian Meat Industry Authority Act 1976*

### **3. Bodies related to the Department**

Pursuant to Schedule 2, clause 2(4) of the FOI Act, the *Freedom of Information Regulations 1993* (FOI Regulations) declares that certain bodies are regarded as being part of DPIRD for the purposes of the FOI Act.

DPIRD is responsible for dealing with applications on behalf of the below listed bodies.

**Note: DPIRD is not responsible for the coordination of applications made under the FOI Act, on behalf of the Regional Development Commissions.**

Each separate Regional Development Commission is an “agency” under the FOI Act as, being “an organisation specified in column 2 of Schedule 2 of the *Public Sector Management Act 1994*”, each commission is a “public body” as defined in the FOI Act. Therefore, each Regional Development Commission is subject to the FOI Act in its own right (separately to DPIRD).

This means that a person has a right to be given access to the documents of the Commission subject to and in accordance with that Act (FOI Act s.10(1)).

Under section 100 of the FOI Act, decisions under the Act are to be made by

- (a) The principal officer of an agency; or
- (b) An officer of the agency directed by the principal officer for that purpose, either generally or in a particular case. The principal officer of the Commission is the CEO (paragraph (a) of the definition of that term in the glossary to the FOI Act)

A person may contact the [Regional Development Commissions](#) directly via their respective websites for further information, or to submit an FOI application.

#### **3.1 Agricultural Produce Commission**

The Agricultural Produce Commission (APC) is a statutory authority established under the *Agricultural Produce Commission Act of 1988* (APC Act) comprising of four Commissioners appointed by the Minister for Agriculture and Food.

The role of the APC is to form producers’ committees and provide governance and other services to those committees in accordance with the functions set out in the APC Act.

The APC facilitates the growth and prosperity of agricultural industries through producers’ committees initiated, funded research and development programs.

APC producers’ committees are established with the object of enhancing and protecting the producer’s investment in their industry through facilitating and managing producer industry-based programs in a wide range of areas that include product and market development, improving production and handling systems and management of biosecurity risks.

The APC is responsible for the following subsidiary legislation:

- *Agricultural Produce (Egg Production Industry) Regulations 2006*
- *Agricultural Produce (Pork Production Industry) Regulations 2004*
- *Agricultural Produce (Beekeeping Industry) Regulations 2003*

- *Agricultural Produce (Horticultural Industry) Regulations 2001*
- *Agricultural Produce (Prescribed Agricultural Industries and Services) Regulations 2001*
- *Producers Committees (Polling) Regulations 1990*

To find out more, visit the [APC website](#).

## 3.2 Agriculture and Food

The former Department of Agriculture and Food amalgamated to form DPIRD in 2017. The Agriculture and Food portfolio supports the WA agriculture and food sector to significantly increase its value by capitalising on growing global demand for food, while safeguarding Western Australia's precious natural resources.

Further information, including publications and reporting on these services are available [online](#).

## 3.3 Fisheries

The former Department of Fisheries amalgamated to form DPIRD in 2017. The Fisheries portfolio is to conserve, sustainably develop and share the use of Western Australia's aquatic resources and their ecosystems for the benefit of present and future generations.

Further information, including publications and reporting on these services are available [online](#).

## 3.4 Land Conservation District Committees

Land Conservation District Committees (LCDCs) are statutory committees established under section 23 of the *Soil and Land Conservation Act 1945* (SLC Act) to administer Land Conservation Districts. The main function is to promote land management and to undertake related projects. The following committees are currently active:

- Ashburton Land Conservation District Committee
- Bruce Rock Land Conservation District Committee
- Capel Land Conservation District Committee
- Carnamah Land Conservation District Committee
- Carnarvon Land Conservation District Committee
- Chittering Valley Land Conservation District Committee
- Coolup Land Conservation District Committee
- Dumbleyung Land Conservation District Committee
- Katanning Land Conservation District Committee
- Kellerberrin Land Conservation District Committee
- Lake Grace Land Conservation District Committee
- Lower Blackwood Land Conservation District Committee
- Merredin Land Conservation District Committee
- Mount Marshall Land Conservation District Committee

- North Kimberley Land Conservation District Committee
- North Swan Land District Committee
- Nyabing/Pingrup Land Conservation District Committee
- Piawaning/Yerecoin Land Conservation District Committee
- Quairading Land Conservation District Committee
- Ravensthorpe Land Conservation District Committee
- Roebourne/Port Hedland Land Conservation District Committee
- Serpentine/Jarrahdale Land Conservation District Committee
- Tunney Land Conservation District Committee
- Upper Gascoyne Land Conservation District Committee
- Waddy Forest Land Conservation District Committee
- West Kimberley Land Conservation District Committee
- West Koojan/Gillingarra Land Conservation District Committee
- Woodanilling Land Conservation District Committee

### **3.5 Perth Market Authority**

The Perth Market Authority (PMA) was responsible for the ownership and management of Market City, playing a critical role in the marketing and distribution of fresh produce in Western Australia.

The PMA ceased all trading activities on 31 March 2016 with the sale of Market City to Perth Markets Limited. On 30 June 2016, the Authority was abolished. As a result, all temporary records were transferred to the Department and can be accessed via the FOI Act.

The remaining archived records held by the PMA were transferred to the State Records Office of Western Australia.

### **3.6 Potato Marketing Corporation**

Established by the *Marketing of Potatoes Act 1946*, the Potato Marketing Corporation (PMC) was a statutory corporation operated to ensure licensed growers supplied potatoes to the WA consumer market.

The passage of the *Marketing of Potatoes Amendment and Repeal Act 2016* amended the *Marketing of Potatoes Act 1946* to abolish the PMC on 31 December 2016. Consequently, all records held by the PMC were transferred to DPIRD and can be accessed via the FOI Act.

### **3.7 Regional Development**

The former Department of Regional Development amalgamated to form DPIRD in 2017. The Regional Development portfolio administers the Royalties for Regionals program and facilitates the development and diversification of sustainable regional communities.

Further information, including publications and reporting on these services are available [online](#).

## 3.8 Regional Development Council

Established by the *Regional Development Commissions Act 1993*, the Regional Development Council (RDC) is a key advisory body to the Western Australian Government on regional development issues and for that purpose to:

- Promote development in the regions
- Develop policy proposals on development issues affecting one or more of the regions
- Facilitate liaison between commissions and relevant government agencies and the coordination of their respective functions
- Promote liaison between local, State and Commonwealth government bodies with respect to regional issues, and the coordination of their respective policies on those issues

The [Regional Development Council reports](#) are available for public access.

## 3.9 Rural Business Development Corporation

The Rural Business Development Corporation (RBDC) is established under section 5 of the *Rural Business Development Corporation Act 2000* (RBDC Act) and consists of five directors appointed by the Minister for Agriculture and Food.

The role of the RBDC is to administer approved assistance schemes for the farm sector on behalf of the Western Australian state government and deliver other services for the benefit of rural industry.

The RBDC Act allows the RBDC to:

- Administer approved assistance schemes and to ensure that such schemes administered by the corporation are properly and fairly administered.
- Provide financial assistance to a department of the public service, or to an agency or instrumentality of the Crown, for the purposes of the financial assistance to be given under an approved assistance scheme administered by the department, agency or instrumentality.
- Research and develop policies on issues affecting persons likely to be given financial assistance under the RBDC Act.

The [RBDC Annual Report](#) is available for public access.

## 3.10 Veterinary Surgeons' Board

The Veterinary Surgeons' Board (the Board) is the statutory authority responsible for administering the *Veterinary Surgeons' Act 1960*. The role of the Board is to regulate in the public interest, the practice of veterinary surgery in Western Australia, by:

- Registering persons holding approved qualifications as veterinary surgeons or veterinary specialists.
- Registering the practice of veterinary surgery bodies corporate.
- Registering premises for use as veterinary hospitals or veterinary clinics.
- Approving qualified persons to carry out the duties of veterinary nurses and authorises persons enrolled in approved courses to perform the duties of trainee veterinary nurses.
- Authorising nonregistered persons to perform prescribed veterinary services.
- Ensuring the maintenance of appropriate professional standards by registered veterinary surgeons, veterinary nurses, trainee veterinary nurses, veterinary students and authorised persons.
- Investigating allegations of unprofessional conduct against veterinary surgeons and veterinary nurses.
- Referring cases to the State Administrative Tribunal or the Magistrates Court for the prosecution of persons who have allegedly breached the Act.
- Recommending the level of prescribed fees pertaining to the administration of the Act.

The Board publishes a quarterly newsletter which is issued to all registered veterinary surgeons and nurses, containing information regarding current issues for the veterinary profession in Western Australia and other relevant topics. Publications are available on their [website](#).

### **3.11 Western Australian Meat Industry Authority**

The Western Australian Meat Industry Authority (WAMIA) is established under the *Western Australian Meat Industry Authority Act 1976*. Governed by a board, the following functions are carried out by WAMIA:

- Survey and review establishments and facilities available in the State for the sale of livestock and for the slaughter of animals and the processing of carcases for human consumption.
- Inspect and approve facilities and operations of saleyards, processing establishments and works, and records in respect of each establishment its effective capacity and actual performance.
- Implement schemes and practices for the branding of carcases or meat, to define and identify source, methods of production, processing treatments, quality and other characteristics.
- Manage the Muchea Livestock Centre.
- Encourage and promote efficiency throughout the meat industry.
- Advises the Minister generally, and any matter relating to the meat industry referred to it by the Minister, or any matter that it considers necessary.

Information regarding market reports and services are available on their [website](#).

## **3.12 Western Australian Regional Development Trust**

The Western Australian Regional Development Trust (Trust) is an independent statutory advisory body established under the *Royalties for Regions Act 2009*, that provides advice to the Minister for Regional Development on the operation of the Royalties for Regions Fund.

The Trust has an important role in providing independent and impartial advice and recommendations on the allocation of funds from the Royalties for Regions Fund and in the management of the Fund, which was established to promote and facilitate economic, business and social development in regional Western Australia.

To find out more or access publications, visit their [website](#).

## **4. Public Participation**

DPIRD is responsible for identifying key strategic issues and direction in the primary industries and regional development sector and providing pro-active, informed and timely advice to industry, government and community bodies.

The strategic directions of projects are developed through consultation with external stakeholders to ensure meaningful results to deliver industry and community needs.

DPIRD promotes community participation by encouraging members of the public to participate in targeted communication opportunities via research surveys, local and community newspapers and online communication forums.

### **Feedback and Complaints Management**

An effective complaints management system is an essential component of DPIRD's provision of quality services to the community and industry. In measuring and monitoring customer satisfaction, crucial information is obtained to improve service delivery.

Should you wish to submit a [complaint or feedback](#) regarding a particular issue, a form is available on our website.

## **5. Documents held by DPIRD**

DPIRD holds an extensive range of documents in response to the services it provides, including an extensive range of publications such as fact sheets, technical information and industry development advice. Publications can be made available in alternative formats upon request.

### **Library Service**

The library contains an extensive collection of agricultural and fisheries books, reports and journals with an emphasis on Western Australia. The library catalogue is available to the public via our [website](#), in addition to the online [Research Library](#).

Members of the public are encouraged to view the collection available at our Hillarys Office on 39 Northside Drive, Hillarys WA 6025.

## Contact information

Email: [library@dpird.wa.gov.au](mailto:library@dpird.wa.gov.au) Phone: +61 (08) 9203 0120

## Information Management

Under the *State Records Act 2000* (SR Act) DPIRD is required to have an approved recordkeeping plan. This plan sets out how records are created, managed, and stored before they are destroyed. DPIRD's Recordkeeping Plan was approved by the State Records Commission and is updated regularly in accordance with Section 28(5) of the SR Act.

DPIRD currently has three separate electronic document and records management system (EDRMS) used by staff to store and manage corporate information in the form of electronic, hard copy and digitised records. Documents registered in each EDRMS are contained in classified files that are divided into areas based on an organisational structure. DPIRD also maintains several other functional corporate databases and information systems to record customer information and other data.

## Privacy

The collection of personal information of members of the public occurs regularly at DPIRD. Although the Western Australian public sector does not currently have any legislative privacy conditions, all personal information collected by DPIRD is managed in accordance with the Australian Privacy Principles as contained in Schedule 3 of the Commonwealth *Privacy Act 1988*.

## 6. Freedom of Information

The FOI Act is designed to promote openness and transparency by providing a general right of access to documents held by State and local government agencies.

DPIRD is committed to providing public access to documents at the lowest reasonable cost, and to enable the public to ensure that personal information in documents is accurate, complete, up to date and not misleading.

An applicant may be entitled to access documents in electronic or hardcopy form, or by way of inspection.

### 6.1 Access Application

An application submitted under the FOI Act must:

- be in writing
- give enough information so that the documents requested can be identified
- give an Australian address to which notices can be sent
- be lodged at the agency (any office) with any application fee payable

A Freedom of Information application form is available on our [website](#).

Alternately, applications and enquiries may be directed to:

Freedom of Information

Department of Primary Industries and Regional Development

Locked Bag No 4

Bentley Delivery Centre WA 6983

Email: [foi@dpird.wa.gov.au](mailto:foi@dpird.wa.gov.au)

## 6.2 Fees and Charges

A scale of fees and charges is outlined in Schedule 1 to the FOI Regulations. Requests for access to non-personal information, or a document that contains personal information about a third party (other than the applicant), requires a \$30 application fee. Payment is required at the time of lodging the application. If an applicant wishes to lodge an application in person, the fee can be paid in cash, cheque or money order. To lodge an application by post, a cheque or money order should be made payable to the Department of Primary Industries and Regional Development.

### Types of fees

Type of fee	Charge
Personal information about the applicant	No fee
Application fee (for non-personal information)	\$30.00

### Other types of fees

If an application is likely to divert a substantial and unreasonable portion of the Department's resources away from its other operations, DPIRD may decide to impose charges. However, apart from the application fee for non-personal information, all charges are discretionary. Charges that may be imposed, include:

Type of fee	Charge
Charge for time dealing with the application (per hour or pro rata)	\$30.00
Access time supervised by staff (per hour or pro rata)	\$30.00
Photocopying staff time (per hour or pro rata)	\$30.00
Per photocopy	20 cents
Transcribing from tape, film or computer	\$30.00
Duplicating a tape, film or computer information	Actual cost
Delivery, packaging and postage	Actual cost

### Deposits

Deposit requirements	Percentage of total charge
Advance deposit is required of the estimated charges	25%
Further advance deposit may be required to meet the charges for dealing with the application	75%
For financially disadvantaged applicants or those issued with prescribed pensioner concession cards, the charge payable is reduced by	25%

## **6.3 Notice of Decision**

Following the lodgement of a valid application, DPIRD is required to issue a notice of its decision as soon as practicable, or within 45 days.

A notice of decision will include:

- the date the decision was made
- the name and the designation of the Decision Maker
- if the document contains exempt information, reasons for classifying the matter exempt and the type of access provided to a document
- information outlining the right to review and the procedures to be followed to exercise those rights

## **6.4 Rights of Review**

### **Internal review**

An applicant who is dissatisfied with a decision made by DPIRD is entitled to ask for an internal review. Applications for internal review must be made in writing within 30 days of receiving the notice of decision. An applicant will be notified of the outcome of the review within 15 days.

If an applicant disagrees with the internal review decision, they may apply to the Information Commissioner for an external review.

### **External Review**

An applicant may lodge a complaint with the Information Commissioner, to request an external review of the internal review decision if not satisfied with the outcome. A complaint to the Information Commissioner's office must be lodged within 60 days of receiving the notice.

A complaint to the Information Commissioner must:

- be in writing
- include a copy of the Department's decision
- provide an Australian address

There is no charge for lodging a complaint with the Information Commissioner's Office.

For queries or further information about an applicant's review rights, please contact the Office of the Information Commissioner:

Office of the Information Commissioner  
Albert Facey House  
469 Wellington Street  
Perth WA 6000 (entry off Forrest Place)

Phone: +61 (0)8 6551 7888  
Country Callers: 1800 621 244 (WA only)  
Email: [info@foi.wa.gov.au](mailto:info@foi.wa.gov.au)  
Website: [foi.wa.gov.au](http://foi.wa.gov.au)

## **6.5 Amendment of Personal Information**

The FOI Act provides members of the public the right to apply for the amendment of personal information held by DPIRD if the information is inaccurate, incomplete, out-of-date or misleading.

Applications for the amendment of personal information must:

- be in writing
- provide sufficient details to enable the document that contains the personal information to be identified
- provide details of the information that is inaccurate, incomplete, out of date or misleading
- provide reasons for holding that belief
- provide details of the amendments requested

Personal information must be about the applicant and proof of identity is required before DPIRD can begin to process the application.

Feedback on this Information Statement may be provided to [FOI@dpird.wa.gov.au](mailto:FOI@dpird.wa.gov.au)