



# rules for woolclasser registration

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## The Woolclasser Registration Scheme

### 1. Definitions

In these Rules:

**'AW'** means a person registered under these Rules as an Australian Woolclasser;

**'AWEX'** means the Australian Wool Exchange Limited;

**'AWEX Management'** means the Chief Executive Officer of AWEX or his or her nominee from time to time;

**'AWEX Committee'** means any working group or committee established by AWEX to act on behalf of AWEX;

**'Business Rules'** means the Business Rules of AWEX as amended from time to time;

**'CA'** means a person registered under these Rules as a Classer Associate;

**'Code of Practice'** means the *Code of Practice for AWEX Quality System - Preparation of Australian Wool Clips - The Woolclasser* as amended by AWEX from time to time;

**'Corrective Action'** means measures taken by a Woolclasser to rectify an identified breach of the Code of Practice or these Rules and to ensure the breach does not re-occur. Corrective Action may include:

- changes in procedures or practices and/or
- increased inspection of product;

**'Correspondence Training'** means approved units of Woolclasser training that can be completed without having to attend an approved educational institution;

**'Deregister'** means Woolclasser's registration is made void on the Register;

**'OC'** means a person registered under these Rules as an Owner Classer;

**'MC'** means a person registered under these Rules as a Masterclasser;

**'Register'** means the register of Woolclassers;

**'Registered Woolclasser'** means a person registered under these Rules as an AW or OC;

**'Registrar'** means the person appointed by AWEX as the Registrar of Woolclassers under Rule 1 of Section 2 of these Rules;

**‘Registration Review Committee’** means the advisory committee established in accordance with Rule 7.2 of Section 2 of these Rules;

**‘Reprimand’** means a statement from the Registrar outlining the problems and consequences of the identified faults and repeated contravention of the Code of Practice or these Rules;

**‘Retraining Program’** means an AWEX approved retraining program based on the relevant units for Woolclasser training as identified by AWEX. Retraining Programs are conducted by a Registered Training Organisation approved by AWEX;

**‘Rules’** means these Rules for Woolclasser Registration 2016 – 2018;

**‘Scale 3’** means a clip preparation fault that is deemed as severe and does not conform to the Code of Practice;

**‘Scheme’** means the Woolclasser Registration Scheme detailed in Section 1 of these Rules;

**‘Suspension’** means that the record of the Registered Woolclasser is marked as inoperative on the Register and the suspended Woolclasser is prohibited from placing his or her stamp or stencil on a wool clip until Corrective Action or a Retraining Program has been successfully completed and the inoperative mark removed from the Woolclasser’s record on the Register;

**‘Woolclasser’** means a person registered under these Rules as an MC, AW, OC or CA;

**‘Woolclasser ID Number’** means the unique number assigned to each Woolclasser at registration; and

**‘Woolclasser Identification’** means the stamp, and stencil displaying a Woolclasser ID Number, provided by AWEX to the Woolclasser upon registration.

## 2. Introduction

The Scheme is managed by AWEX.

This document contains:

- an explanation of the Scheme;
- the rules of the Scheme; and
- the administrative procedures for registration and renewal of registration under the Scheme.

All Woolclassers registered with AWEX as at 31 December 2015 are eligible to renew their registration in one of four Woolclasser categories:

- Australian Woolclasser;
- Masterclasser;
- Owner Classer; and
- Classer Associate.

## 3. Purpose of the Woolclasser Registration Scheme

To provide integrity for the sale of Australian greasy wool.

To ensure that any wool clip displaying a current Woolclasser ID Number (stamp or stencil) has been prepared by a Registered Woolclasser in accordance with the requirements of the Code of Practice. Any wool that does not meet the Code of Practice requirements must not carry the Woolclasser ID Number (stamp or stencil) of a Registered Woolclasser or Classing House.

These Rules relate to Woolclassers only; separate rules are used for the registration of Classing Houses.

The objectives of the Scheme are to:

- acknowledge the occupation of woolclassing through formal qualifications;
- provide assurance and confidence to wool producers and purchasers that wool preparation is performed by an individual possessing skills and knowledge to undertake the classing function to the industry standard;
- provide a means of identifying the classing of a particular clip has been carried out by a qualified Registered Woolclasser;
- provide for a mechanism to ensure that all Woolclassers keep up to date with developments in wool and woolclassing technologies and practices; and
- provide a mechanism for trace back through the wool pipeline.

The Scheme will be kept under review.

## 4. The Australian Wool Exchange Limited

AWEX is the industry body in Australia for managing:

- the maintenance and improvement of the quality of the Australian wool clip;
- and
- compliance monitoring on behalf of the wool industry.

In particular, AWEX is responsible for those functions that relate to:

- facilitating the efficient marketing of wool; and
- adopting measures to improve and safeguard the quality of the Australian wool clip.

AWEX may establish committees from time to time to assist in accomplishing these functions.

## 5. AWEX Committees

AWEX may from time to time establish specific AWEX Committees. These AWEX Committees will assist AWEX with its interaction with the industry in the management of accreditation schemes, registration schemes and development of other codes and standards supporting wool quality.

AWEX presently has schemes for:

- registration of Woolclassers;
- registration of Classing Houses;
- registration of Showfloors;
- accreditation of Wool Appraisers; and
- wool pack quality.

The role and objectives of AWEX Committees in relation to the Scheme include:

- assisting in the formulation of these Rules;
- acting as a review panel for activities relating to the Scheme;
- monitoring the clip preparation standards of wool;
- hearing and deciding upon complaints from any individual or organisation which may be dissatisfied with any decision taken by the Registrar in relation to the Scheme; and
- considering matters of education and training that support the Scheme.

## 6. Confidentiality of Information

AWEX regards the personal information obtained as part of the operation of the Scheme as strictly confidential. All confidential information will be treated by AWEX and any AWEX Committee, including the Registration Review Committee, in accordance with the AWEX Privacy Policy, which is available upon request.

Personal details collected from Woolclassers in the course of the conduct of the Scheme will not be disclosed to any third party, unless:

- (a) AWEX advised the Woolclasser at the time AWEX collected the personal information that it might disclose that personal information to the third party;
- (b) permission is granted by the Woolclasser (such permission must not be unreasonably withheld); or
- (c) the third party is entitled by legislation to access that information.

Contact details for MCs and AWs will be placed on the AWEX Woolclasser Website (see Rule 8 of Section 1 of these Rules), unless the Woolclasser advises AWEX otherwise.

## 7. Corrective Action and Training Programs

### 7.1 Corrective Action

Where a wool clip carries a Registered Woolclasser's ID Number (stamp or stencil) and the wool clip is identified as not being prepared in accordance with the Code of Practice, the Registrar will contact the Woolclasser and/or the wool selling agent from whom the sale lot originated. The nature of the problem will be identified to the Woolclasser and, after review of the problem by the Registrar and, if necessary, the Registration Review Committee, the Woolclasser may be required to undertake either Corrective Action or complete a Retraining Program to ensure the problem identified does not re-occur.

All costs associated with Corrective Action will be borne by the Woolclasser.

The purpose of Corrective Action and Retraining Program requirements is to increase industry awareness of the need for quality assurance in the shearing shed and to continuously improve industry standards. Refer to Rule 7.3 of Section 2 for further information about Corrective Action and Retraining Programs.

### 7.2 Training Programs

To be registered as an AW, OC or CA Woolclasser a person is required to successfully complete the approved training program for Woolclassers as determined by the relevant training package and conducted by a Registered Training Organisation approved by AWEX. For example:

- Certificate IV in Woolclassing (for an AW);
- Certificate III in Wool Preparation (for an OC).

Where required for registration or Corrective Action, a Woolclasser may be required to complete a Retraining Program.

All costs associated with a Retraining Program will be borne by the Woolclasser.

## 8. Woolclasser Website

AWEX provides a unique Internet based service for MCs and AWs which enables them to promote their services to potential clients in an innovative way, as well as provide access to up-to-date and relevant woolclassing information.

Through the website, wool producers, classing houses, shearing contractors or anyone seeking the services of a Woolclasser can search for currently registered MCs and AWs within a particular area.

As part of the 2016-2018 registration, MC and AW details will be automatically included on the website. If MCs or AWs do not wish for their contact details to be made available on the website, they must indicate this on their registration notice or notify AWEX accordingly.

# Section 2

## Rules of the Woolclasser Registration Scheme

### 1. The Registrar of Woolclassers

- 1.1** AWEX will appoint a Registrar who must:
- (a) maintain a Register of Woolclassers;
  - (b) issue a unique Woolclasser ID Number to each MC, AW or OC;
  - (c) investigate complaints and administer Corrective Action and Retraining Programs; and
  - (d) act as the point of contact for enquiries from Woolclassers.
- 1.2** The Registrar or a specially formed AWEX Committee may from time to time establish and vary procedures to be followed for the proper administration of these Rules.

### 2. Registered Woolclassers

Any individual who wishes to class wool that will be offered for sale as “classed wool” must be registered under these Rules.

### 3. Categories of Registration

#### 3.1 Registration categories

**3.1.1** An individual may be registered as:

- (a) a Masterclasser; or
- (b) an Australian Woolclasser; or
- (c) an Owner Classer; or
- (d) a Classer Associate.

**3.1.2** An individual may be registered in only one registration category at any one time.

#### 3.2 Registration Non-transferable

Woolclasser registration is assigned to individuals and is non-transferable.

### 3.3 Masterclasser

**3.3.1** Individuals who may be registered in this category are:

- (a) current AWs registered with AWEX who have completed an AWEX approved training program for Masterclassers as described in Rule 6 of Section 3 of these Rules.

**3.3.2** A MC is recognised as being competent to class any wool clip in Australia that is to be offered for sale as classed wool.

**3.3.3** A MC must ensure that all greasy wool bales carrying his or her Woolclasser ID Number (stamp or stencil) have been prepared by him or her on-farm and comply with the requirements contained in the Code of Practice. (See also Verification of Woolclasser Presence 5.0).

**3.3.4** A MC may place his or her Woolclasser ID Number (stamp or stencil) on a bale and request, prior to sale, that it be removed as the contents of the bale do not meet the requirements of the Code of Practice. The request must be made in writing to the Registrar. The Registrar must consider each request and determine whether the stamp or stencil should be removed. The Registrar must be satisfied that the problem in clip preparation was due to factors outside the MC’s control. Any disputes as to the Registrar’s decision whether or not to remove the stamp or stencil will be resolved by an AWEX Committee established for hearing such disputes.

**3.3.5** MCs will automatically have their contact details added to the AWEX Woolclasser website as part of registration. MCs not wishing to have their contact details made available on the website must indicate this on their registration notice or notify AWEX accordingly.

**3.3.6** An MC Woolclasser ID Number (stamp or stencil) must not be applied to any wool prepared in the following commercial enterprises (where the predominant activity is):

- (a) export sheep enterprises;
- (b) abattoirs;
- (c) feed lots; or
- (d) any other commercial or industrial establishment which processes sheep.

In the above commercial enterprises a CH (Classing House) stencil must be applied.

**3.3.7** To retain Masterclasser status (for the next registration period) the MC must:

- (a) Class a (minimum) average of 4 clips and 250 bales per annum per registration period;

**3.3.7 (Continued)**

- (b) Record no more than 1.0% Scale 3 Clip Inspection issues in a 3 year period, and
- (c) Aggregate a minimum of 10 training credits per registration period.

**Training Credit Schedule:**

- (a) Attendance at a BOARDtalk regional seminar: 10 credit points
- (b) Attendance at a Masterclasser update course: 10 credit points
- (c) Attendance at a wool sale: 5 credit points
- (d) Electronic Specification training (e.g. WoolClip) 10 credit points
- (e) Completion of a recognised relevant TAFE or CAE subjects:
  - Computer Skills 5 credit points
  - Business Studies 5 credit points
  - First Aid Update 5 credit points
  - AWI Shearer/Shedhand Training 5 credit points
- (f) Completion of relevant certificate, diploma or degree\* 10 credit points
- (g) Wool Industry related training\* On application

\* subject to application, relevancy and approval. Points awarded on relevancy.

Successful completion of the Masterclasser course in a registration period is recognised as 10 credit points.

Where a Masterclasser does not complete the requirements, the registration shall revert back to Woolclasser's original registration category at the following registration period. Woolclassers who wish to be re-instated as a Masterclasser category must demonstrate a record that meets the retention criteria.

**3.4 Australian Woolclasser**

**3.4.1** Individuals who may be registered in this category are:

- (a) current AWs registered with AWEX at 31 December 2015; and
- (b) individuals applying for registration for the first time who have completed an AWEX approved training program for Woolclassers as described in Rule 6 of Section 3 of these Rules.

**3.4.2** An AW is recognised as being competent to class any wool clip in Australia that is to be offered for sale as classed wool.

**3.4.3** An AW must ensure that all greasy wool bales carrying his or her Woolclasser ID Number (stamp or stencil) have been prepared by him or her on-farm and comply with the requirements contained in the Code of Practice.

**3.4.4** An AW may place his or her Woolclasser ID Number (stamp or stencil) on a bale and request, prior to sale, that it be removed as the contents of the bale do not meet the requirements of the Code of Practice. The request must be made in writing to the Registrar. The Registrar must consider each request and determine whether the stamp or stencil should be removed. The Registrar must be satisfied that the problem in clip preparation was due to factors outside the AW's control. Any disputes as to the Registrar's decision whether or not to remove the stamp or stencil will be resolved by an AWEX Committee established for hearing such disputes.

**3.4.5** AW's will automatically have their contact details added to the AWEX Woolclasser website as part of registration. AWs not wishing to have their contact details made available on the website must indicate this on their registration notice or notify AWEX accordingly.

**3.4.6** An AW Woolclasser ID Number (stamp or stencil) must not be applied to any wool prepared in the following commercial enterprises (where the predominant activity is):

- (a) export sheep enterprises;
- (b) abattoirs;
- (c) feed lots; or
- (d) any other commercial or industrial establishment which processes sheep.

In the above commercial enterprises a CH (Classing House) stencil must be applied.

**3.5 Owner Classer**

**3.5.1** Individuals who may be registered in this category are:

- (a) current OCs registered with AWEX at 31 December 2015; and
- (b) individuals applying for registration for the first time and who have completed an AWEX approved training program for Woolclassers as described in Rule 6 of Section 3 of these Rules.

**3.5.2** An OC is registered to class on-farm ONLY wool from sheep which:

- (a) the OC owns or part owns;
- (b) the OC's father and/or mother own or part own, provided the OC is working on that property;
- (c) the OC's son and/or daughter own or part own, provided the OC is working on that property; or
- (d) are grown on a property of which the OC is the manager and the OC is involved in the day to day operation of that property.



**3.5.3** As part of registration the OC must notify the Registrar of:

- (a) the farm brands for wool that the OC will be classing;
- (b) any changes or additions to the notified farm brands before the commencement of the shearing at which that brand is to be used.

**3.5.4** OCs must ensure that all greasy wool bales carrying their Woolclasser ID Number (stamp or stencil) comply with the requirements of the Code of Practice.

### 3.6 Classer Associate

**3.6.1** Individuals who may be registered in this category are:

- (a) MCs, AWs, OCs or CAs registered with AWEX at 31 December 2015 who do not intend to actively class wool during the 2016-2018 period but wish to remain on the Register and continue to receive industry information from AWEX; and
- (b) individuals applying for registration for the first time and who have completed an AWEX approved training program for Woolclassers as described in Rule 6 of Section 3 of these Rules, but who do not intend to actively class wool during the 2016-2018 period.

**3.6.2** CAs are not registered to class any wool clip in Australia that is to be offered for sale and do not receive Woolclasser Identification (see Rule 6 of Section 2 of these Rules).

**3.6.3** CAs wishing to actively class wool may upgrade their registration at any time. To do so they must have successfully completed the AWEX approved units from the relevant qualifications if required and must renew their registration as either an AW or OC.

## 4. Code of Practice

**4.1** Registered Woolclassers' duties must be carried out in accordance with the Code of Practice. Correct performance of those duties will be demonstrated by the Woolclasser placing a current Woolclasser ID Number (stamp or stencil) on the bale and on the Woolclasser Specification sheet.

**4.2** Any bales containing wool that has not been prepared in accordance with the Code of Practice must not carry a Woolclasser ID Number (stamp or stencil) at the time of sale.

**4.3** Where a bale carrying a Woolclasser ID number (stamp or stencil) is not prepared in accordance with the Code of Practice, the Registrar may investigate the stamp or stencil holder and take action in accordance with the procedures set out in Rule 7 of Section 2 of these Rules.

**4.4** Where the identification marks (Farm Brand, Bale Number, Bale Description) on a bale bearing a Woolclasser ID Number are altered post farm without the permission of the woolclasser (and the bale identification marks no longer match the Woolclassers Specification or woolbook), the classed status shall be invalidated. The stencil shall be removed from the

bale. The exception to this clause shall be where corrective action is being undertaken to remedy marking error(s) (e.g. duplicate bale number).

## 5. Verification of Presence of Woolclasser on Farm

**5.1** Upon (re)-registration, each OC, AW or MC woolclasser shall be asked whether they are a principal, employee, agent, representative of, or contractor to a commercial wool buying, wool broking, wool handling or private treaty merchant company.

**5.2** Where a relationship exists, the woolclasser shall be required to keep a copy of all specification sheets (on wool declared as classed by them) with the woolgrower's name and contact details.

**5.3** Where the Registrar believes there is some doubt about the presence of the woolclasser in the shed, the woolclasser will be asked to supply a copy of the specification sheets with woolgrower/manager name and contact (telephone) details. These shall be supplied in a time frame determined by the Registrar, consistent with normal operational practices if prior to Sale or within timeframes declared elsewhere in this document.

**5.4** The Registrar may, at his/her discretion, contact the woolgrower/manager to establish the presence of the woolclasser.

**5.5** If the specification sheets with woolgrower/manager name and telephone contact details are not, or cannot be furnished, or, the woolgrower is unable to verify the presence of the woolclasser, the woolclasser stencil shall be referred to the Registration Review Committee as "Misuse of Stencil".

## 6. Woolclasser Identification

The Registrar is responsible for investigating complaints about Woolclassers and administering Corrective Action and Retraining Programs.

**6.1** At registration each Registered Woolclasser is issued with a unique Woolclasser ID Number. The Woolclasser ID Number will be used and displayed on all Woolclasser Identification issued by AWEX.

**6.2** There are two forms of Woolclasser Identification:

- 6.2.1** Stamp - issued to all MCs, AWs and OCs;
- 6.2.2** Stencil - issued to all MCs AWs and OCs.

**6.3** If a Woolclasser requires replacement Woolclasser Identification, refer to Rule 3 of Section 3 of these Rules for replacement procedures.

**6.4** Woolclasser Identification sets will not be issued to CAs.

**6.5** Woolclasser Identification remains the property of AWEX at all times.

**6.6** A Woolclasser ID Number is unique and is assigned to one registered individual. Registration and the associated Woolclasser Identification sets are not transferable. A Woolclasser may hold and use only one set of Woolclasser Identification at any one time.

**6.7** Woolclasser Identification becomes invalid:

**6.7.1** upon the issue of a new Woolclasser Identification, either as a replacement or for a new registration period;

**6.7.2** where registration is suspended (the identification will be re-validated once suspension is lifted);

**6.7.3** where registration is cancelled in accordance with these Rules; or

**6.7.4** upon Deregistration of the Woolclasser holding the Woolclasser Identification, and once invalid the Woolclasser Identification must be returned to AWEX.

**6.8** Unless otherwise stated or agreed between a buyer and seller, all grower's wool sold as classed wool with, or without, certified data must be prepared by a Registered Woolclasser in accordance with the Code of Practice. Bales so prepared must display the Woolclasser ID Number (stamp or stencil) of a currently Registered Woolclasser.

**6.9** The Woolclasser ID Number (stamp or stencil) must not be applied to greasy wool bales prepared outside Australia or to wool of non-Australian origin.

## 7. Breach of Code of Practice or these Rules

The Registrar is responsible for investigating complaints about Woolclassers and administering Corrective Action and Retraining Programs.

### 7.1 Investigating Complaints

**7.1.1** If a complaint is made to AWEX, or the Registrar, that a Woolclasser is in breach of the Code of Practice or the Rules, the procedures as outlined in this section must be followed.

**7.1.2** Upon receipt of the complaint the Registrar must:

- (a)** obtain particulars of the complaint in writing;
- (b)** make such other enquiries considered appropriate;
- (c)** where necessary, contact the wool producer from whom the wool subject of the complaint originated; and
- (d)** decide to take no further action; or
- (e)** send such particulars of the complaint to the Woolclasser, as the Registrar deems necessary, and ask that Woolclasser to comment on the complaint within 14 days.

**7.1.3** In reply the Woolclasser may:

- (a)** deny the accuracy of the complaint; or
- (b)** admit the breach and advise the Registrar of the Corrective Action taken; and
- (c)** explain the reason for the breach.

**7.1.4** If the Registrar is not satisfied with the Woolclasser's reply and considers further action is required, or the Woolclasser does not reply within 14 days, the Registrar may:

- (a)** recommend to AWEX Management that the Woolclasser be issued a Corrective Action or Retraining Program request; or
- (b)** refer the complaint to the Registration Review Committee and notify the Woolclasser, if the matter is to be so referred, of the:
  - (i)** particulars of the Code of Practice, or of the rules or rules, which are alleged to have been breached;
  - (ii)** particulars of the complaint on which reliance is placed;
  - (iii)** date on which the complaint will be heard; and
  - (iv)** particulars of the actions that may be applied.

**7.1.5** If the Woolclasser is found to have breached a particular rule on three occasions in the three years, the Registrar must refer the complaint to the Registration Review Committee and the Registration Review Committee will take account of the prior breaches when making its recommendation to AWEX Management in accordance with Rule 7.1.6 of Section 2 of these Rules.

**7.1.6** If the Registration Review Committee finds that a Woolclasser has breached the Code of Practice or these Rules, it may recommend to AWEX Management that:

- (a)** no further action is to be taken in relation to the breach;
- (b)** the Registrar Reprimands the Woolclasser;
- (c)** the Registrar suspends the Woolclasser's registration for a specified period or until appropriate Corrective Action has been demonstrated or Retraining Program has been completed by the Woolclasser; or
- (d)** the Registrar suspends the Woolclasser's registration for a specified period or until appropriate Corrective Action has been demonstrated or a Retraining Program has been completed by the Woolclasser; or
- (e)** the Registrar Deregisters the Woolclasser.



**7.1.7** Before initiating any of the actions at Rule 7.1.6 (c), (d) or (e) the Registrar must:

- (a) notify the Woolclasser in writing of the proposed action and the reasons for it;
- (b) allow the Woolclasser to provide a written response within a period of 28 days from the date of the letter of notification; and
- (c) consider any response from the Woolclasser.

## 7.2 Establishment of the Registration Review Committee

**7.2.1** The Registration Review Committee is an advisory committee established to review complaints made about Woolclassers and to recommend to AWEX Management appropriate (corrective) actions to take in relation to Woolclassers who breach the Code of Practice or these Rules.

**7.2.2** The Registration Review Committee will be made up of:

- (a) one member who is a representative from a Registered Training Organisation (voting);
- (b) one member who is an AWEX representative, who will also act as secretary of the Registration Review Committee (voting);
- (c) up to four members who have experience in relevant areas, including; wool production, wool preparation, wool appraisal, wool buying, wool processing, training or registration processes (voting); and
- (d) a chairman, who will be nominated by AWEX. The chairman may be selected from the members in (a), (b) or (c) above, or be in addition to those members.

**7.2.3** From time to time and with the approval of the chairman of the Registration Review Committee, AWEX Management may invite non voting individuals to attend meetings of the committee, provided the person brings additional skills relevant to the case under consideration.

## 7.3 Corrective Action and Retraining Programs

**7.3.1** The Registrar or the Registration Review Committee may recommend to AWEX Management that a Woolclasser undertakes either Corrective Action or a Retraining Program after inspection of sale lots bearing the Woolclasser's stamp or stencil or where a complaint has been forwarded to the Registrar. Corrective Action or a Retraining Program may be recommended for the following reasons:

- (a) where a Woolclasser who considers that he or she has classed a clip under extreme or adverse conditions, and placed a stamp or stencil on the bale, fails to report this to the Registrar prior to the wool being offered for sale;
- (b) where a fault is found with the preparation of a clip. Note: where in-bale contamination occurs in an interlot component, the Corrective Action or Retraining Program will apply to the original Woolclasser;

(c) where non-AWEX-approved wool packs have been used;

(d) where bales are subject to AWEX inspection or audit due to (Scale 3) faults including:

- (i) pigmented wool in white;
- (ii) stain in fleece wool;
- (iii) mixed breeds and breed crosses;
- (iv) mixed length;
- (v) mixed quality number; or
- (vi) others (e.g. incorrect bale marking, the presences of sheep marking substances, etc);

(e) where incorrect or misleading bale descriptions are applied;

(f) where contamination from foreign objects has occurred within a bale that is likely to cause:

- (i) machine damage (e.g. wood, iron, etc); or
- (ii) fibre contamination (e.g. synthetic materials, etc);

(g) failing to complete a Woolclasser's specification as per requirements of the Code of Practice; or

(h) any other breach of the Code of Practice or these Rules.

**7.3.2** The Registrar may offer advice as how best to achieve and maintain the requirements set out in the Code of Practice and these Rules. This may include Corrective Action or Retraining Programs to address the problem or problems identified. The Registrar or Registration Review Committee has discretion to recommend which is the most appropriate action. In so doing, the Registrar or Registration Review Committee must follow the procedures for investigating complaints as set out in Rule 7.1 of Section 2 of these Rules.

**7.3.3** Where a reported clip preparation fault is the first reported fault in relation to a Registered Woolclasser within a registration period and a Retraining Program is required, the Retraining Program may be undertaken by Correspondence Training. This will be assessed by the Registrar on a case by case basis.

**7.3.4** Where a Woolclasser has successfully completed Corrective Action and/or a Retraining Program, the relevant record of fault will be made void after a period of three years.

**7.3.5** Where a Retraining Program is required, the Woolclasser must complete the program within three months of confirmation of the Retraining Program requirement by the Registrar.

**7.3.6** If a second reported fault in relation to a Woolclasser occurs within three years of the first infringement, the Registrar may recommend to AWEX Management that the Woolclasser be required to undertake a Retraining Program, irrespective of any other Corrective Action required.

**7.3.7** In addition to the Retraining Program, where Rule 7.3.5 of Section 2 of these Rules applies, the Registrar may issue a Reprimand and mark the record of the Woolclasser accordingly.

**7.3.8** In addition to the Reprimand, where Rule 7.3.5 of Section 2 of these Rules applies, the Registrar may refer the matter to the Registration Review Committee.

**7.3.9** A Woolclasser whose registration is suspended under Rule 7.3.8 of Section 2 of these Rules may, upon successful completion of a Retraining Program, apply to the Registration Review Committee to have the registration reinstated. The Retraining Program requirement will be recommended to AWEX Management by the Registrar or Registration Review Committee and will comprise of components, or all, of the approved course for Woolclasser training.

**7.3.10** All costs associated with a Retraining Program will be borne by the Woolclasser.

## 7.4 Deregistration

**7.4.1** A Woolclasser will be investigated in accordance with the procedures set out in Rule 7 of Section 2 of these Rules and may be Deregistered if the Woolclasser:

- (a) fails to take Corrective Action or complete a Retraining Program as required;
- (b) fails to successfully complete a Retraining Program within the period specified under Rule 7.3 of Section 2 of these Rules;
- (c) repeatedly contravenes the requirements contained in the Code of Practice;
- (d) misuses the stamp or stencil supplied by AWEX in any manner, including:
  - (i) lending the stamp or stencil to a third party;
  - (ii) placing the stamp or stencil on a bale not prepared by that Woolclasser;
  - (iii) use of an MC or AW stamp or stencil on a bale not prepared on-farm by the MC or AW;
  - (iv) use of the OC stamp or stencil for classing clips other than those which the Woolclasser was registered;
  - (v) use of an invalid stamp or stencil; or
- (e) is found to have:
  - (i) falsely packed bales;
  - (ii) misrepresented the contents of a bale without proper excuse; or
  - (iii) applied his or her stamp or stencil to bales prepared outside Australia or to wool of non-Australian origin.

**7.4.2** Before initiating any Deregistration the Registrar must:

- (a) notify the Woolclasser in writing of the proposed action and the reasons for it;
- (b) allow the Woolclasser to provide a written response within a period of 28 days from the date of the letter of notification;
- (c) consider any response from the Woolclasser, and
- (d) refer the matter in writing together with all relevant information to the Registration Review Committee.

**7.4.3** A Woolclasser who has been deregistered under Rule 7.4.1 of Section 2 of these Rules may apply for re-registration upon successful completion of a Retraining Program. The Retraining Program requirement will be determined by the Registration Review Committee and will comprise of components, or all, of the AWEX approved training program for Woolclassers as described in Rule 6 of Section 3 of these Rules. The application for re-registration will be treated as initial registration in accordance with Rule 2 of Section 3 of these Rules. This rule does not in any way limit the right of AWEX not to re-register a Woolclasser.

**7.4.4** All costs associated with completion of a Retraining Program will be borne by the Woolclasser.

## 8. Appeals

**8.1** If a Woolclasser is dissatisfied with a decision of the Registrar under these Rules, the Woolclasser may appeal that decision. The appeal must be in writing. The Registrar will provide contact details for such an appeal. The Registration Review Committee will hear the appeal.

**8.2** If a Woolclasser is dissatisfied with a decision of the Registration Review Committee under these Rules, the Woolclasser may appeal to the Appeals Committee of AWEX in accordance with the Business Rules. The Registrar will provide contact information for such an appeal.

## 9. Considerations of the Registration Review Committee

Any considered recommendation of the Registration Review Committee, in relation to Woolclasser registration issues, will be given to AWEX Management.

# Section 3

## Registration Procedures

### 1. Registration renewal with AWEX for currently Registered Woolclassers

#### 1.1 If a person:

**1.1.1** is currently registered as a Woolclasser (that is, holds registration that is valid until 31 December 2015); and

**1.1.2** makes an application in accordance with the registration procedures set out in these Rules,

the Registrar may register that person as a Woolclasser under these Rules.

**1.2** A person who is registered under these Rules as an MC, AW or OC is referred to as a Registered Woolclasser.

**1.3** To register, complete the registration notice and return it with payment of the appropriate fee.

**1.4** The registration period is from 1 January 2016 to 31 December 2018.

**1.5** The registration fees that will apply for the current registration period are set out in the table below. Please note a late payment fee, determined by AWEX from time to time, applies to all registration fees paid after 31 December 2015.

**1.6** All fees are non-refundable.

**1.7** Upon receipt by AWEX Management of a registration notice and the appropriate registration fees, a Woolclasser ID Number and Woolclasser Identification set for the 2016-2018 registration period will be issued to MCs, AWs and OCs.

**1.8** A person who is currently registered as a Woolclasser, and has made a valid application for registration in the 2016-2018 registration period, may continue to use their stamp and/or stencil issued for the 2013-2015 registration period until they receive their new Woolclasser Identification, or until 31 March 2016, whichever is the sooner.

**1.9** All stamps and stencils issued for the 2013-2015 registration period become invalid after 31 March 2016 and must not be used (i.e. be destroyed).

**1.10** Under no circumstances can an invalid Woolclasser ID Number (stamp or stencil) be used. This action contravenes these Rules and may delay the sale of the wool.

## 2. Initial Registration

This section is applicable to individuals seeking registration for the first time.

**2.1** An applicant must seek registration within one year of completing an AWEX approved training program for Woolclassers as described in Rule 6 of Section 3 of these Rules. Failure to apply for registration within this time frame may require the applicant to complete a Retraining Program. Evidence of completion of AWEX approved training programs will be required prior to registration being accepted.

**2.2** Applicants must complete the appropriate registration and application form, available from AWEX or from a Registered Training Organisation. Contact details are at the back of this booklet.

When completing the registration and application form please ensure that:

- all details are printed **clearly**; and
- the form is signed by the applicant.

**2.3** An application for registration can be made at any time during the registration period. AWEX will seek verification that an applicant has successfully completed an AWEX approved training program for Woolclassers as described in Rule 6 of Section 3 of these Rules, with a Registered Training Organisation identified on the registration and application form.

**2.4** The appropriate registration fee, as listed on the registration and application form, must be paid. Payment options are detailed on the registration and application form.

**Please do not send cash.**

**2.5** The registration and application form, with payment, should be sent to the Registrar. Refer to Rule 7 of Section 3 of these Rules for address details.

**2.6** Upon receipt by AWEX of confirmation of registration and the appropriate registration fees, a stamp and stencil for the 2016-2018 registration period will be issued to all MCs, AWs and OCs.

## 3. Replacement Woolclasser Identification

**3.1** The Woolclasser ID Number and the associated Woolclasser Identification (stamp and stencil) are issued in identification sets. Where a new Woolclasser ID Number is issued the Woolclasser Identification must be replaced. All existing registration details will be cancelled.

**3.2** If a Woolclasser's Identification is lost, replacements must be requested from the Registrar. Existing registration details and identification will be cancelled and a new registration number and identification set will be issued. Only the new registration number and identification may be used once a replacement has been issued.

- 3.3** For the replacement of worn out or damaged Woolclasser Identification, a request may be made to the Registrar. The worn-out or damaged identification must be returned to AWEX with payment before replacement Woolclasser Identification will be issued.
- 3.4** A fee determined by AWEX will apply to cover the cost of the replacement of Woolclasser Identification. The fee is available on application to AWEX.
- 3.5** Payment is to be by cheque/money order or Visa/MasterCard for the appropriate fee. Cheques should be made payable to the Australian Wool Exchange Limited.  
**Please do not send cash.**
- 3.6** Payment should be accompanied with a covering letter to the Registrar, explaining reasons for seeking replacement Woolclasser Identification. Refer Rule 7 of Section 3 of these Rules for address details. Replacement Woolclasser Identification will not be forwarded to the Woolclasser until the appropriate fee has been received by the Registrar.

#### 4. Cancellation of Registration

- 4.1** Registration may be cancelled under the following circumstances:
- (a) by the Woolclasser requesting cancellation from the Registrar;
  - (b) by the Woolclasser requesting a replacement Woolclasser Identification in accordance with Rule 3 of Section 3 of these Rules; or
  - (c) where the Woolclasser is Deregistered under these Rules.
- 4.2** Registration will also be cancelled where a Woolclasser fails to renew his or her registration upon the expiration of a registration period. It is the Woolclasser's responsibility to ensure that he or she is registered and has paid the nominated fees. A failure to do so will result in cancellation of registration within three months of the expiration of the registration period.

#### 5. Changes to Registration Details

- 5.1** It is the responsibility of each Woolclasser to notify the Registrar of any permanent change to his or her registration details, including the Woolclasser's contact details, e.g. name, address and phone number, etc.
- 5.2** Failure to do so may result in the Woolclasser not receiving important correspondence, such as registration notices, which could lead to cancellation of registration.

#### 6. Woolclassing Courses

##### 6.1 Initial Training

**6.1.1** To be registered as an OC, AW or CA a person must successfully complete an AWEX approved training program for Woolclassers as determined by the relevant training package and conducted by a Registered Training Organisation approved by AWEX.

**6.1.2** If a person has had experience in the wool industry that has given them knowledge and skills taught in the woolclassing courses, they may be granted Recognition of Prior Learning/Current Competence by a Registered Training Organisation.

**6.1.3** For information regarding approved AWEX woolclassing courses contact should be made with a Registered Training Organisation or the Registrar.

**6.1.4** To be registered as a MC the Woolclasser must successfully complete the initial Masterclasser training course conducted by AWEX.

##### 6.2 Retraining Programs

**6.2.1** As detailed in Rule 7.3 of Section 2 of these Rules there will be circumstances where Woolclassers will be required to complete Retraining Programs.

**6.2.2** Retraining Programs will involve undertaking a number of components from the AWEX approved training program for Woolclassers as determined by the relevant training package and conducted by a registered Training Organisation approved by AWEX. This may require Woolclassers to demonstrate the necessary knowledge and skills in selected units of competence within the course. The time required to fulfil this requirement will vary according to the number of units to be completed and the Woolclasser's level of competency.

**6.2.3** The AWEX Refresher Course is an AWEX approved retraining program conducted through the Registered Training Organisations. Previously registered woolclassers who have completed the Wool Development Program but have not registered since 2007 may be required to complete the Refresher Course.

**6.2.4** The AWEX Retraining Course is an AWEX approved retraining program conducted through the Registered Training Organisations. Previously registered woolclassers who have not completed the Wool Development Program, or have not registered after 2001 shall be required to complete the Retraining Course.

**6.2.5** All costs associated with retraining will be borne by the Woolclasser.

#### 7. Australian Wool Exchange Address

##### Registrar

Australian Wool Exchange Limited  
PO Box 651  
North Ryde BC NSW 2113

AWEX Woolclasser Registrar  
Telephone: (02) 9428 6100  
Facsimile: (02) 9428 6120  
email: woolclasser@awex.com.au