Accreditation Guidelines for the Collection, Processing, Supply and Storage of Native Seed in Western Australia
Definitions and Abbreviations

Accreditation Coordinator - individual responsible for processing applications, re – applications, suspensions, withdrawals and audits.

Accreditation Guidelines – Guidelines stating Accreditation protocols and procedures.

Accredited Member – Supplier/trader/sole proprietor or Corporation who has been approved for accreditation by the Accreditation Committee.

Accredited Member Package – Documents forwarded to successful applicants which includes a copy of Accreditation Guidelines and a RIAWA Accreditation Certificate.

Accredited Seed Collector – Individual who has been approved for accreditation by the Accreditation Committee for the collection of native Australian seeds.

Administration Officer – Individual responsible for management of RIAWA membership details.

Applicant – Party applying for RIAWA Accreditation.

Committee Chairperson – Nominated head of RIAWA Management Committee.

Accreditation Committee – Committee responsible for review of applications and audits and ruling on suspensions and withdrawals.

Management Committee – RIAWA Management Committee

Register – Register of Accredited Parties listed on the RIAWA website.

RIAWA – Revegetation Industry Association of Western Australia.

Supplier/trader – Individual proprietor, company, partnership, merchant company or corporation.

Suspension – Temporary removal of accreditation.

Withdrawal – Permanent removal of accreditation.
Table of Contents

1. Application Procedure ........................................................................................................... 4
   1.1. RIAWA Membership. ........................................................................................................ 4
   1.2. Application. .......................................................................................................................... 4
   1.3. Business Details. .................................................................................................................. 5
   1.4. Processing of Application. .................................................................................................. 5
2. Accreditation Committee Review ............................................................................................ 6
   2.1. Approval of Accreditation ................................................................................................. 6
   2.2. Unsuccessful Applications. ............................................................................................... 6
   2.3. Second Application. .......................................................................................................... 6
   2.4. Application Period. ............................................................................................................ 7
   2.5. Maintenance of Accreditation and Re-Application. .......................................................... 7
3. Accreditation Responsibilities ................................................................................................ 8
   3.1. Employee Health and Safety ............................................................................................ 8
   3.2. RIAWA Standards. ........................................................................................................... 8
   3.3. RIAWA Code of Practice ................................................................................................. 8
   3.4. Trade Practices. ................................................................................................................ 8
   3.5. Licensing. .......................................................................................................................... 8
   3.6. RIAWA Accredited Logo. ............................................................................................... 9
   3.7. Professional Development ............................................................................................... 9
4. Fee Structure .......................................................................................................................... 10
   4.1. RIAWA Membership (annual) .......................................................................................... 10
   4.2. Accreditation Application/Renewal Fee (bi-annual) ....................................................... 10
   4.3. Review of Fees. ................................................................................................................. 11
5. Complaints ............................................................................................................................ 12
   5.1. Submission of Complaints ............................................................................................... 12
   5.2. Accreditation Committee Review .................................................................................. 12
6. Suspension & Withdrawal ....................................................................................................... 13
   6.1. Notification of Suspension/Withdrawal ............................................................................ 13
   6.2. Non – Compliance ........................................................................................................... 13
      6.2.1. Responsibilities. ......................................................................................................... 13
      6.2.2. Changes to Business Operations. ......................................................................... 13
      6.2.3. Staff Turnover. ....................................................................................................... 14
      6.2.4. Change of Ownership - Companies ...................................................................... 14
   6.3. Voluntary Suspension ..................................................................................................... 14
   6.4. Voluntary Withdrawal .................................................................................................... 14
   6.5. Misuse of RIAWA logo. .................................................................................................. 15
   6.6. RIAWA Membership Fees. ............................................................................................ 15
   6.7. Notification of reinstatement .......................................................................................... 15
7. Accreditation Committee ....................................................................................................... 16
   7.1. Accreditation Committee. ............................................................................................... 16
   7.2. RIAWA Management Committee. ................................................................................ 16
      7.2.1. Review of Accreditation Standards. .................................................................... 17
      7.2.2. Review of Applications. ....................................................................................... 17
1. Application Procedure

1.1. RIAWA Membership.

Only RIAWA Members with full voting rights may apply for Accreditation except for collectors who are covered under a Corporate Membership for Accreditation. Membership is acquired upon approval of an application and payment of the appropriate application fee. Membership is open to all Supplier/Traders who acknowledge the RIAWA constitution and are willing to abide by the RIAWA Code of Practice stated on the RIAWA website. Application fees for members do not include any additional fees. Information, details and forms for application are available from www.riawa.com.au.

1.2. Application.

Application for accreditation is made by submitting a completed application form, downloaded from the web site, accompanied by prescribed business details and application fees to the Accreditation Coordinator. There are three types of accreditation:

1) Individual (Seed Collector)

2) Trader/Broker (Not a Seed Collector)

3) Corporate (Collects Seed)

A business or corporation applying for accreditation must have at least one accredited collector as a full time employee. A trader may not be granted application if they do not match the questionnaire requirements. This does not prevent them from trading seed supplied by an accredited collector. An Applicant must comply with all mandatory conditions required for accreditation. Information, details and forms for application are available from www.riawa.com.au.
1.3. Business Details.

Applicants are required to provide relevant business details as per the questionnaire.

Note: Where the Applicant is a corporation, signatures of the company director/s is required. Where the Applicant is a partnership signatures of the partners is required.

Information provided will be subject to review by the Accreditation Coordinator and Accreditation Committee. In the case of non – conformities, the applicant will be advised of further information required within 30 days of receipt of the application. An application will be withdrawn pending provision of necessary information. All information submitted to the Accreditation Coordinator and Accreditation Committee is strictly confidential as stated in the Privacy Act 1988 and is to be used for administrative purposes only.

1.4. Processing of Application.

Once an application form has been submitted to the Accreditation Coordinator with all required information, signatures and fees, it will be presented to the Accreditation Committee for consideration.
2. Accreditation Committee Review

2.1. Approval of Accreditation

Accreditation will be granted when a majority decision is reached by the Accreditation Committee. Once approval has been granted the Applicant will receive notification from the Accreditation Coordinator confirming approval of the application. An Accredited Member package will be forward to successful applicants upon approval. A register of Accredited Parties is available from www.riawa.com.au and will be updated on a regular basis.

2.2. Unsuccessful Applications.

If an application is unsuccessful the Accreditation Committee is required to provide the Applicant with information outlining why accreditation has not been approved. Feedback to the applicant will be provided by the Accreditation Committee within 40 days of receipt of an application. A second application can be submitted within 90 days of the first application at a reduced fee. Second applications submitted after the 90 day period will be at a full fee.

2.3. Second Application.

If the Accreditation Committee approves a second application, on receiving notification conditions outlined in section 2.1 will apply. If a second application is unsuccessful the Accreditation Committee is required to provide the Applicant with information outlining why accreditation has not been approved. Feedback to the applicant will be provided by the Accreditation Committee within 40 days of receipt of an application. Unsuccessful Applicants may not re-apply for accreditation within 12 months of notification of application outcome.
2.4. Application Period.

Accreditation remains valid for 1 year from the date of approval. When the period of accreditation expires, Accredited Members may re-apply for accreditation by completing a renewal form. This should be carried out no later than 60 days before the original accreditation expires.

2.5. Maintenance of Accreditation and Re-Application.

Upon re-application details of any ongoing professional development must be provided. Ongoing development is categorized as attendance at industry seminars, professional training courses etc. The re-application procedure replicates Application for Accreditation outlined in section 1.2 except utilising a renewal form and Submission of Application outlined in section 1.4. If re-application is approved the procedure undertaken replicates the Approval of Accreditation outlined in section 2.1. If re-application is not approved the procedure undertaken replicates Unsuccessful Applications outlined in section 2.2. If a second re-application is required the procedure undertaken replicates Second Application outlined in section 2.3.
3. Accreditation Responsibilities

3.1. Employee Health and Safety

Accredited Parties are responsible for the health and safety of employees and must comply with all relevant legislation including the *WA Occupational Safety and Health Act 1984*, *WA Equal Opportunity Act 1984* and *Fair Work Act 2009*.

3.2. RIAWA Standards.

Throughout the period of accreditation, RIAWA standards relating to native seed collection, storage and supply as stipulated in the Accreditation Application form, Accreditation Standards & Guidelines and RIAWA Constitution must be followed.

3.3. RIAWA Code of Practice.


3.4. Trade Practices.

All trade practices must be conducted in a lawful manner and comply with the *WA Fair Trading Act 2010*, *National Measurement Act 1960* and the *Competition and Consumer Act 2010*.

3.5. Licensing.

Accreditation application, approval, validity and re-application can only be processed if employed seed collectors possess a current licence issued by the Parks and Wildlife Service - Department of Biodiversity, Conservation and Attractions, as prescribed in the *Wildlife Conservation Act 1950* and *Biodiversity Conservation Act 2016*. 
3.6. RIAWA Accredited Logo.

Accredited members may use the RIAWA Accredited Member Logo on their own documentation and advertising material. Accredited Members must use the RIAWA Accredited Seed Stickers on packets of all accredited seed sold.

3.7. Professional Development

It is encouraged that all RIAWA Accredited Members undertake on-going professional development. This may take the form of:

- Attending relevant seminars/meetings
- Reading scientific research papers and books
- Improving knowledge of native flora through interaction with the WA Herbarium
- Other relevant areas of study

When applying for re-accreditation it will be required that applicants provide information describing the form of their on-going professional development.
4. **Fee Structure**

All fees are to be submitted to the Administration Officer.

4.1. **RIAWA Membership (annual)**

RIAWA Membership Fees are required upon application by non – members only. Payment of fees for RIAWA Membership is required on an annual basis.

Membership Fees are:

- Individual Membership $100 p/a
- Non – Profit Organization $100 p/a
- Corporate Membership $200 p/a

4.2. **Accreditation Application/Renewal Fee**

Accreditation Application fees are required upon application.

Application Fees are:

- Individual (Seed Collector) $50 p/a
- Trader/Broker (Not a Seed Collector) $100 p/a
- Corporate* (Collects Seed) $100 p/a

*The Corporate Accreditation Application fee includes the Individual Accreditation Application fee for all of the company’s nominated collectors. Please note that application forms for each nominated collector must be completed for those people to be assessed for Individual Accreditation.

These fees also apply to re-application.
4.3. **Review of Fees.**

Fees and charges associated with Membership and Accreditation will be reviewed on an annual basis. The Management Committee reserves the right to adjust all fees and charges as deemed necessary. RIAWA members are to be notified of any changes made by the Management Committee.
5. Complaints

5.1. Submission of Complaints

Complaints concerning the conduct or practices of an Accredited Member must be lodged in writing with all relevant information, to the Accreditation Coordinator. Complaints Forms are available from www.riawa.com.au.

5.2. Accreditation Committee Review

Once processed, the Complaints form is forwarded to the Accreditation Committee for review. Within 30 days of receiving a complaint the Accreditation Committee is required to advise an Accredited Member of the submission of a complaint and pending investigation. If the Accreditation Committee believes the complaint against an Accredited Member is not justified the complaint will be dismissed. If the Accreditation Committee believes a complaint is justified, within 60 days of reviewing the Complaints Form it is required to provide information outlining the outcome of the investigation. An Accredited Member found to be non – compliant has no more than 60 days to make corrective changes relating to a complaint at which time an Audit Report must be completed relating to the non - compliance. This report must be submitted to the Accreditation committee. Both parties involved in the claim will be advised of these outcomes.
6. Suspension & Withdrawal

6.1. Notification of Suspension/Withdrawal.

Accreditation may be Suspended or Withdrawn at any time during an Accreditation Period. In the case of suspension Accredited Members will be temporarily removed from the Register from date of notification and throughout the suspension period. In the case of withdrawal Accredited Members will be permanently removed from the register from the date of notification. If accreditation is withdrawn parties may not re-apply for a period of 12 months. Accredited Members will be notified of Suspension or Withdrawal by the Accreditation Coordinator.

6.2. Non – Compliance

6.2.1. Responsibilities.

If found to be non – compliant to Accreditation Responsibilities an Accredited Member may be subject to a Suspension of up to 90 days or Withdrawal. If an Accredited Member is found to be non – compliant for a second time during an accreditation period their Accreditation may be withdrawn.

6.2.2. Changes to Business Operations.

Accredited Members must advise the Accreditation Coordinator of any substantive changes to business operations that affect RIAWA membership or accreditation. Accredited Corporations must advise RIAWA when any of their Accredited Collectors leave their employment. If any information regarding business operations is withheld Accreditation may be Withdrawn or Suspended for a period of up to 90 days during which an Audit Report must be completed. If after the expiration of the suspension period an Accredited Member is considered to be non – compliant to Accreditation Standards their Accreditation may be withdrawn.
6.2.3. Staff Turnover.

Suspension may occur if an Accredited Member does not have an Accredited Seed Collector in its employ. An Accredited Member has a period of 120 days to employ a seed collector who meets Accreditation Committee approval. If, after the expiration of this period, an Accredited Seed Collector has not been employed, Accreditation may be Suspended or Withdrawn.

6.2.4. Change of Ownership - Companies.

Accredited Members must advise the Accreditation Coordinator upon a change of ownership of a company. Upon a change of ownership an Accredited Member will maintain accreditation for a period of up to 60 days during which an accreditation questionnaire must be completed and forwarded to RIAWA. Continuation of Accreditation is subject to a satisfactory questionnaire. If at the expiration of the 60 day period a questionnaire has not been received Accreditation will be withdrawn. Accreditation standards must be maintained upon a change of ownership for Accreditation to be retained.

6.3. Voluntary Suspension.

Voluntary Suspension is required if due to mitigating circumstances normal business practices cannot currently continue but are expected to resume. An Accredited Member will be subject to a Suspension of up to 120 days during which a report must be submitted outlining and explaining the situation. If at the expiration of the 120 day period the Accreditation Coordinator has not received a report, Accreditation may be withdrawn.

6.4. Voluntary Withdrawal.

Voluntary withdrawal is required if due to mitigating circumstances normal business practices cannot currently continue and are not expected to resume. If information regarding business practices is withheld by the Accredited Member, Accreditation may be withdrawn.
6.5. Misuse of RIAWA logo.

If deemed by the Accreditation Committee or the Management Committee that there is evidence RIAWA has been misrepresented through misuse of the RIAWA Logo, Accreditation may be suspended until the issue is rectified. Misuse of the Accreditation Logo includes display on documents other than those stated as approved in these guidelines and use during any period of suspension or before application has been approved. If after further investigation it is deemed misuse has occurred Accredited Parties may be subject to immediate Withdrawal. Further legal action may be taken if necessary.

6.6. RIAWA Membership Fees.

Annual RIAWA membership fees must be paid within 30 days of due date. If payment is not finalised within this period Accredited Parties may be subject to Suspension until rectified. If after expiration of the suspension period payment has yet to be finalised, Accreditation may be withdrawn.

6.7. Notification of reinstatement.

When the Management Committee has approved reinstatement of Accreditation an Accredited Party will be notified by the Accreditation Officer. Upon notification Accreditation will be reinstated and an Accredited Party will be relisted on the Register. The duration of an Accreditation period includes the term of Suspension.
7. **Accreditation Committee**

7.1. **Accreditation Committee.**

The Accreditation Committee comprises of a minimum of 3 members of the Management Committee. The Accreditation Committee is responsible for:

- Approval, Non–approval, Suspension and Withdrawal of Accreditation.
- Review of applications
- Review of reports
- Review of complaints

The Accreditation Committee is required to convene on a quarterly basis to fulfill its responsibilities and to maintain effective communication to carry out its responsibilities. All Accreditation Committee decisions will be made by majority rule.

7.2. **RIAWA Management Committee.**

RIAWA is managed by a Management Committee comprising of:

- Chairperson
- Vice Chairperson
- Secretary
- Treasurer
- 4 Management Committee Members

The Committee is responsible for:

- Upholding and advancing the objectives of the Association and proper exercise of the powers of the Association.
Meeting the requirements of the *Associations Incorporation Act 2015*.

The day to day management and administration of the Association and any services it provides including the employment and dismissal of staff consistent with any contractual and legal obligations.

The financial management of the Association including the financial management of any services it provides and meeting the requirements of any funding or other agreements into which the Association has entered.

Establishing and managing sub-committees and employees.

Maintaining membership of and community support for the Association.

Review and amendments of standards deemed necessary for Accreditation.

The decisions of the Management Committee are final and there remains no course of appeal against its ruling.

**7.2.1. Review of Accreditation Standards.**

The Management Committee reserves the right to amend accreditation standards at any time throughout an accreditation period as deemed necessary. Accreditation standards will be reviewed on an annual basis. The Management Committee is required to provide information to all Accredited Parties outlining the changes that have been made and the necessary actions required to meet the updated Accreditation Standards.

**7.2.2. Review of Applications.**

Applications and re – applications for Accreditation will be reviewed by the Accreditation Committee. The Accreditation Committee is required to inform applicants of the outcome of an application within 30 days of approval/non – approval.