



Australian Government

Wine Australia

**Wine Australia
Information Publication Plan
Updated December 2018**

Contents

Introduction	3
Purpose	3
Objectives	4
Establishing and administering Wine Australia’s IPS contribution	4
IPS compliance review	6
Freedom of information	6
FOI procedures and initial contact point	7

Introduction

Part 2 of the *Freedom of Information Act 1982 (FOI Act)* establishes the Information Publication Scheme (*IPS*) for Australian government agencies subject to the FOI Act. The IPS commenced on 1 May 2011 and requires agencies to publish a broad range of information on their websites.

To find out more about the Information Publication Scheme see <http://www.oaic.gov.au/publications/factsheets.html>.

Wine Australia is an agency subject to the FOI Act and is required to comply with the Information Publication Scheme (*IPS*) requirements.

Wine Australia has prepared an Agency Plan (the *Plan*) as required by s 8(1) of the FOI Act. The Plan describes how Wine Australia proposes to implement and administer the IPS in respect of the information it is required to publish in compliance with the IPS.

In recognition that public sector information is a national resource managed for public purposes, Wine Australia continues to build and foster an agency culture that embraces appropriate proactive disclosure of its information holdings, leading to successful implementation and administration of the IPS.

Purpose

The purpose of this Plan is to:

- comply with the legislative requirements set out in the FOI Act regarding the IPS;
- assist Wine Australia to plan and develop how it will continue to comply with the IPS;
- allow public consultation about certain policy proposals that are included as part of the IPS; and
- show what information Wine Australia proposes to publish, how and to whom the information will be published and how Wine Australia will otherwise comply with the IPS requirements (s 8(1)).

Note: in this Plan, information to be published by Wine Australia under the IPS is referred to as the IPS information holdings (*IPS Information Holdings*), or as the IPS documents (*IPS Documents*) when referring to individual documents.

Objectives

Wine Australia's objectives with respect to complying with the FOI Act include:

- outlining appropriate mechanisms and procedures to manage (and where required, publish) IPS Information Holdings or IPS Documents;
- proactively identify and publish IPS Information Holdings and/or IPS Documents required to be published (s 8(2));
- proactively identify and publish any optional IPS Information Holdings and/or IPS Documents to be published (s 8(4));
- regularly review and ensure that IPS Information Holdings and/or IPS Documents published under the IPS is accurate, up to date and complete (s 8(B));
- ensure that information published under the IPS is available to members of the public generally and easily accessible and usable (s8D(2)(a));
- ensure satisfactory conformance with the *Web Content Accessibility Guidelines (Version 2)* (WCAG 2.0); and
measure the success of Wine Australia's IPS contribution by reference to community feedback and compliance review processes.

Establishing and administering Wine Australia's IPS contribution

The Wine Australia website may publish a range of information for the public. Wine Australia makes information, including IPS Information Holdings and IPS Documents, available on its website by:

- making the IPS Information Holdings and IPS Documents available for downloading from the website; or
- publishing on the website a link to another website, from which the IPS Information Holdings and IPS Documents can be downloaded; or
- publishing on the website other details of how the IPS Information Holdings and IPS Documents may be obtained (s 8D).

Wine Australia will publish on its website a list of any IPS Documents that are impracticable to publish online in full (. The website will state that a person seeking access to any of these documents may contact Wine Australia to arrange access.

The list of documents will include indicative charges that may be imposed for making that information available and an explanation for the charge. These charges will be consistent with charges in the *Freedom of Information (Charges) Regulations 1982* (which generally apply to access requests under Part III of the FOI Act).

Wine Australia will arrange for Wine Australia IPS Documents, which are not available on the Wine Australia website, to be made available on request. Wine Australia may charge a person for accessing any IPS Document which it is impracticable to publish online:

- at the lowest reasonable cost; and
- to reimburse specific reproduction costs or other specific incidental costs (s 8D(4))

IPS information architecture and operational information

Section 8(A) requires that Wine Australia publish operational information which includes information held by Wine Australia to assist it in performing or exercising its functions or powers in making decision or recommendations affecting members of the public (or a particular person, entity or class or persons which in Wine Australia's case includes levy payers pursuant to the *Wine Australia Act 2013*). For the purposes of complying with this section 8(A) the relevant operational information for Wine Australia is set out in Parts 2 and 4 below and obtainable from Wine Australia's website

Pursuant to the subsections of the FOI Act indicated below, Wine Australia has published its IPS Information Holdings on its website under the following headings which will contain the information detailed below.

1. Agency Plan (s 8(2)(a))

We present all mandatory information on our website. You can find relevant information under the following headings.

2. "About Us"

- a) Our vision;
- b) Our priorities;
- c) What we do;
- d) Our funding sources;
- e) Details of the structure of Wine Australia including membership of the Board, the Legislative Review Committee, the Geographical Indications Committee and the Selection Committee (as in force from time to time) (ss 8((2)(b) and 9(2)(d))

3. "The team"

- a) Information about the members of our Board;
- b) Information about our CEO and the Senior Leadership Team;

4. "Corporate documents" (ss8(2)(e))

- a) Annual Reports;
- b) Annual Operational Plans;

- c) Strategic Plans;
- d) List of contracts that Wine Australia has entered into over a prescribed amount (as determined by legislation);
- e) Funding Agreement;
- f) Evaluation plan and reports;

5. Freedom of Information and Publication Scheme

- a) Information Publication Scheme
- b) FOI Disclosure Log (ss8(2)(g) and 11C)
- c) Point of contact for feedback or FOI requests (ss8(2)(f) and ss8(2)(i))

Publishing Information

To ensure that the IPS Information Holdings (and individual IPS documents) are easily accessible, Wine Australia will:

- design and publish an IPS entry point on its website;
- wherever possible, provide online content in a format that can be searched, copied and transformed;
- publish a sitemap for its website, to help individuals identify the location of information published under ss 8(2) and 8(4);
- provide a search function for its website; and
- seek and respond to community feedback about whether the IPS information holdings (and individual IPS Documents) are easily accessible.

IPS compliance review

Wine Australia will review and revise this Plan regularly to coincide with Wine Australia's strategic planning process. Wine Australia will review the operation of its IPS from time to time and at least every five years in compliance with section 9 of the FOI Act, in accordance with the guidelines issued by the Information Commissioner about IPS compliance review.

Freedom of information

The CEO of Wine Australia is the principal decision maker under section 23 of the FOI Act in respect of requests for access although the decision-making powers are delegated from time to time.

FOI procedures and initial contact point

The FOI Act applies to Wine Australia because it is a body established for a public purpose by an enactment and, therefore, is a “prescribed authority” as defined in section 4.

The FOI Act has restricted application to Wine Australia. Section 7 (2AA) provides that a body corporate established by or under an Act specified in Part III of Schedule 2 is exempt from the operation of this Act in relation to documents in respect of the commercial activities of the body corporate. The *Wine Australia Act 2013* is specified in Part III of Schedule 2.

People seeking access to Wine Australia’s non-commercial documents, additional operational information or additional information under section 8(4) of the FOI Act should apply in writing to:

The General Counsel
Wine Australia
PO Box 2733
KENT TOWN 5071

Or by sending an email to:

enquiries@wineaustralia.com

Initial enquiries may be directed to Wine Australia’s FOI Contact Officer on telephone (08) 8228 2000.

Complaints about Wine Australia’s IPS can be directed to enquiries@wineaustralia.com

Charges

Wine Australia’s policy on levying charges under FOI regulations is that, where applicable, charges should be imposed for processing FOI requests. However, charges may be reduced or not imposed, if Wine Australia is satisfied that a relevant reason to do so exists. If access is approved, Wine Australia will provide copies of documents after Wine Australia receives payment of any charges that apply.