

Australian Government

Wine Australia

Wine Australia
Information Publication Plan
Updated June 2018

Contents

Introduction 3
Purpose 3
Objectives 4
Establishing and administering Wine Australia's IPS contribution 4
IPS information architecture 5
IPS compliance review 6
Freedom of information 6
FOI procedures and initial contact point 6

Introduction

Part 2 of the FOI Act (***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 where possible. 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 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 its information holdings.

In recognition that public sector information is a national resource managed for public purposes, Wine Australia will 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:

- assist Wine Australia in planning and developing its contribution to the IPS;
- allow public consultation about that contribution; and
- show what information the agency proposes to publish (referred to as the IPS information holdings), 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, or as the IPS documents when referring to individual documents.

Objectives

Wine Australia's objectives are to outline appropriate mechanisms and procedures to:

- manage IPS information holdings;
- proactively identify and publish all information required to be published (s 8(2));
- proactively identify and publish any optional information to be published (s 8(4));
- regularly review and ensure that information published under the IPS is accurate, up to date and complete (s 8B);
- ensure that information published under the IPS is easily accessible and usable;
- 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 available on its website by:

- making the information available for downloading from the website; or
- publishing on the website a link to another website, from which the information can be downloaded; or
- publishing on the website other details of how the information may be obtained (s 6D).

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
- to reimburse specific reproduction costs or other specific incidental costs (s 8D(4)).

IPS information architecture

Pursuant to the subsections of the *Freedom of Information Act 1982* indicated below, Wine Australia will publish its IPS information holdings on its website under the following headings which will contain the information detailed below.

1. Agency Plan (ss 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 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)(d))

3. "The team"

a) Information about the members of our Board

b) Information about our CEO and the Executive Management team

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

a) Annual Reports

b) Annual Operational Plans

c) Strategic Plans

d) Indexed list of relevant file titles

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)(j))

Publishing Information

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

- publish an IPS icon on the homepage of its website, which will link to the IPS section of the website;
- 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.

Wine Australia will make its IPS documents available on the IPS section of the website.

IPS compliance review

Wine Australia will review and revise this agency 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 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.