



*Riverina*  
**WINEGRAPE  
GROWERS**

Wine Grapes Marketing Board  
Trading as  
Riverina Winegrape Growers

Publication Guide

**Prepared in accordance with the provisions of *Section 20 of the Government Information (Public Access) Act 2009***

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## **Introduction**

Riverina Winegrape Growers was constituted in 1933 as the Wine Grapes Marketing Board to represent wine grape producers in the Murrumbidgee Irrigation Area and surrounding districts. It represents all independent winegrape producers within the City of Griffith and the Local Government Areas of Leeton, Carrathool and Murrumbidgee.

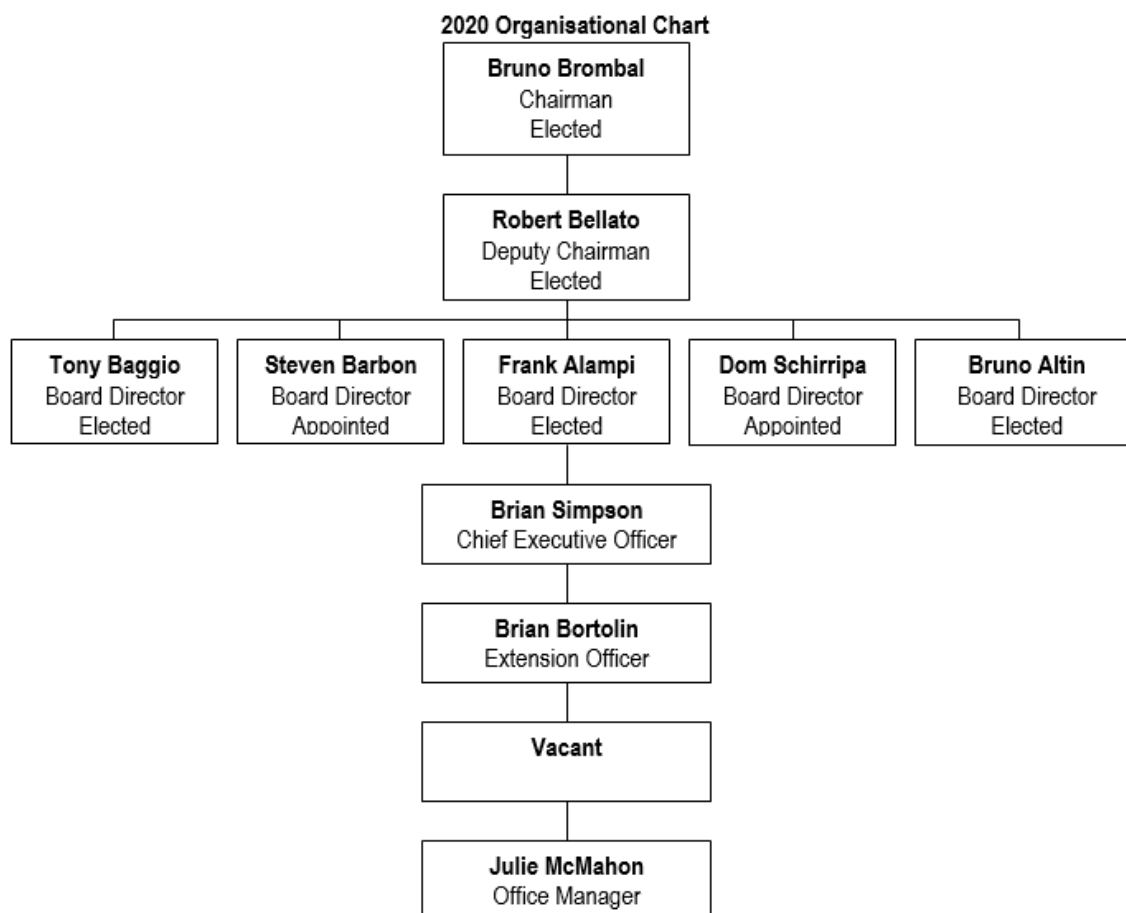
The Board services 300 wine grape producers (a number that varies from season to season).

The Board offices are located at 182 Yambil Street, Griffith, New South Wales and are open Monday to Friday from between the hours of 8:30am until 5:00pm.

## **Basis for Constitution**

The Board is constituted under the *Agricultural Industry Services Act 1998* to provide industry services in accordance with the *Agricultural Industry Services Regulation 2015, Part 2, Division 2, Clause 9*.

## Organisational Structure and Resources



The Board is managed by 5 elected wine grape growers and 2 appointed persons. Details on the current Board can be obtained from our website.

The Board are required by legislation to provide the following agricultural industry services.

- (a) the development of a code of conduct for contract negotiations between wine grape growers and wineries,
- (b) the development of draft contract provisions with respect to the sale of MIA wine grapes to wineries, including provisions with respect to:
  - i. The prices to be paid by wineries, and
  - ii. The terms and conditions of payment to be observed by wineries, in relation to MIA wine grapes delivered to them by wine grape growers,
- (c) the promotion of private contracts for sales of MIA wine grapes to wineries by wine grape growers,
- (d) the collection and dissemination of market and industry information, including the production and publication of indicator prices for MIA wine grapes grown in the Board's area of operations,
- (e) the conduct of research and development into plant health in relation to wine grapes,
- (f) the provision of education and training in relation to wine grape production and marketing,
- (g) the promotion (in association with organisations representing wineries) of wine made from MIA wine grapes,
- (h) the promotion of region industry, including regional winemaking, within the Board's area of operations,

- (i) the representation of the wine grape industry in relation to the matters referred to in paragraphs (a) – (h).

The Principal Officer of the Board is the Chief Executive Officer. The CEO is responsible for the efficient operations of the Board and to ensure the implementation of Board decisions.

The CEO is assisted in his duties by an Extension Officer and Office Manager.

The Board is funded by a statutory fee placed on the production of wine grapes from its constituted growers in accordance with the legislation. The current fee is \$3.90 per tonne fresh weight of MIA wine grapes delivered to a point of receipt.

## **How the Public and Growers can participate in the setting of Board Policy and the Exercising of its Functions.**

Each year the Board holds an Annual General Meeting at which all constituted wine grape producers can vote on matters pertaining to the Board. These meetings are also open to all rate payers within the Board's area of operations.

Each year the Board holds a 5 year Strategic Planning and Budget Setting meeting prior to the commencement of the new financial year to discuss and approve by formal motion the plan and the statutory fees and charges to be levied on MIA wine grapes.

All public meetings of the Board require a quorum of 30 constituted growers.

Growers and members of the public can also write to the Board (PO Box 385 Griffith NSW 2680) to raise any matter.

## **Information held by the Board**

The Board holds information (hard copy and or electronic form) that relate to a number of different issues concerning the wine grape production in the region. This information is grouped into four different categories:

1. Electronic Information
2. "Physical Files"
3. Policy Information
4. General Information

Information listed in "General Information" in this Publication Guide may be made available to constituent members and the public on request unless there is an overriding public interest not to do so.

Some information may require a formal access application in accordance with the *Government Information (Public Access) Act*.

Information relating to growers personal details are only available on request by growers whose data is held after completion of a Formal access application request form (available on the Board website).

### **1. & 2. Electronic and "Physical Files"**

The Board keeps a range of electronic data and "physical files" in relation to the following:

**Operational Matters:** Correspondence sent and received, Minutes of Meetings, Board Papers, financial records and reports.

**Other Information:** Publications for growers, reports published, minutes of meeting of organisations that the Board is a member of, relevant production information.

**Grower Member Information:** wine grape producers, name, address, contact details, winery relationship, wine grape production and price information, satellite images, farm location and size, wine grape variety, wine grape age, irrigation type, planting density and rootstock information.

### **Policy Information**

Riverina Winegrape Growers operational policies are maintained in a Policy Register – access to which is available online.

### **General Information**

General information relates to information about the Board, its history and date are located on its website.

The Board regularly publishes information in relation to its statutory requirements and to keep its grower base informed. The following lists the available publications that are available from Riverina Winegrape Growers.

**Table: Available Publications**

Publication	Hard Copies	Cost (inc GST & postage)	Digital	Download Location
Annual Report(s)	Yes (limited)	At cost	Yes	<a href="http://www.wgmb.net.au/products/annual-reports">http://www.wgmb.net.au/products/annual-reports</a>
Newsletters	No	n/a	Yes	<a href="http://www.wgmb.net.au/products/newsletters">http://www.wgmb.net.au/products/newsletters</a>
Strategic Plans	Yes (limited)	At cost	Yes	<a href="http://www.wgmb.net.au/products/strategic-plans">http://www.wgmb.net.au/products/strategic-plans</a>
Policy Information	No	n/a	Yes	<a href="http://www.wgmb.net.au/products/policies-programs">http://www.wgmb.net.au/products/policies-programs</a>
WH&S form for growers	Yes	n/a	Yes	<a href="http://www.wgmb.net.au/products/grower-updates">http://www.wgmb.net.au/products/grower-updates</a>
Verasion to Harvest Guide	No	n/a	Yes	<a href="http://www.wgmb.net.au/products/grassroots-project-outcomes">http://www.wgmb.net.au/products/grassroots-project-outcomes</a>
Grower Fact Sheets	No	n/a	Yes	<a href="http://www.wgmb.net.au/products/grower-updates">http://www.wgmb.net.au/products/grower-updates</a>
Media Releases	No	n/a	Yes	<a href="http://www.wgmb.net.au/media-releases">http://www.wgmb.net.au/media-releases</a>
Grape Price Surveys	No	n/a	Yes	<a href="http://www.wgmb.net.au/products/utilisation-price-surveys">http://www.wgmb.net.au/products/utilisation-price-surveys</a>

**Disclosure Log**

The Board's disclosure log for informing people what information has been released in relation in response to formal access applications.

The location of the disclosure log:

[http://www.wgmb.net.au/images/WGMB\\_Formal\\_Access\\_Application.pdf](http://www.wgmb.net.au/images/WGMB_Formal_Access_Application.pdf)

## **Government Contracts**

Details pertaining to the Board's use of Government Contracts is available on our website.  
<http://www.wgmb.net.au/blog/right-to-information>

## **Principal Officer**

The Chief Executive Officer has been appointed the Principal Officer.

Amongst other duties the Principal Officer may deal with requests from the public concerning the Board's affairs and has the responsibility of assisting people to gain access to public information of the Board.

## **Right to Information Officer**

The Chief Executive Officer has been appointed as the Right to Information Officer.

The Right to Information Officer is responsible for determining applications for access to information or for the amendment of records. If you have any difficulty in obtaining access to Board information, you may wish to refer your enquiry to Principal Officer. If you would like to amend a document of Board which you feel is incorrect it is necessary for you to make written application to the Principal Officer in the first instance.

Enquiries should be addressed as follows:

Principal Officer (Chief Executive Officer)  
Riverina Winegrape Growers  
PO Box 385  
GRIFFITH NSW 2680  
Phone: 02 6962 3944  
Email: [board@wgmb.net.au](mailto:board@wgmb.net.au)

## **Office of the Information Commissioner**

If you require any other advice or assistance about access to information you may contact the Office of the Information Commissioner by telephone on 1800 463 626 or by email [oinfo@oic.nsw.gov.au](mailto:oinfo@oic.nsw.gov.au).

Further information on the Right to Information legislation and the requirements of NSW Government Departments and Agencies can be found at the Office of the Information Commissioner website [www.oic.nsw.gov.au](http://www.oic.nsw.gov.au)