



Diversity, Equality and Inclusion in Wine Committee

Terms of Reference

Approved by the Australian Grape & Wine Board

September 2025

Purpose

The purpose of the Diversity, Equality and Inclusion in Wine (DEIW) Committee is to drive positive cultural change across all workplaces within the Australian grape and wine sector. The Committee aims to foster a more diverse, equal, and inclusive environment by elevating awareness, holding businesses accountable, coordinating stakeholders, and providing a platform for open discussion on issues relating to Diversity, Equality, and Inclusion (DEI).

Scope

The DEIW Committee's scope includes the following key areas of focus:

1. **Elevating Awareness:** Raising and maintaining awareness around DEI issues, with a view to ensuring they are prioritised and sparking constructive action within the sector.
2. **Data and Accountability:** Gathering data and insights related to DEI indices to hold businesses accountable relative to societal and best practice standards.
3. **Coordination of Stakeholders:** Coordinating various stakeholders and organisations to foster unified and collaborative action on DEI initiatives across the sector.
4. **Enabling Dialogue:** Creating a safe space for individuals, companies, and organisations to discuss difficult DEI issues and identify potential solutions without judgement.

The Committee also seeks to create the right conditions, mindsets, and motivations for individuals and organisations to take positive action on DEI. It aims to frame the challenges as opportunities that contribute to both cultural and business success. The Committee recognises that while the needs and opportunities exceed current resources, collaboration is essential to achieving meaningful progress.

Membership

There will be a minimum of six committee members and a Chairperson.

Australian Grape & Wine will issue an open call for nominations, when new Committee members are required to fill vacancies, and no less often than every 3 years.

The call for nominations will be issued in line with the standardised [Advisory Committee Nomination Process](#).

Membership terms will be for 3 years with the right to renew by mutual agreement. Ideally, Committee Members will serve for no more than two consecutive terms on any single committee. However, Australian Grape & Wine recognises the importance of maintaining flexibility, and in instances where the call for nominations does not attract qualified candidates for the committee, the Board of Australian Grape & Wine may agree to extend a committee member's tenure upon receiving advice from the Australian Grape & Wine executive.

The Australian Grape & Wine Board may pass a resolution to remove a Committee Member during that Member's term if it deems a Member's actions are bringing Australian Grape & Wine's reputation into disrepute.

A list of all new Committee Members will be provided to the AGW Board annually for approval. A list of Committee Members will be maintained on Australian Grape & Wine's website.

Member skills set will have regard to diversity of gender, culture, location and qualifications (including ensuring representation across both winemaking and viticulture, company size, and geographical areas).

While Australian Grape & Wine Members are the primary focus of this Committee, eligibility for Committee Membership may extend to representative of non-member companies, or those from outside of the grape and wine sector, particularly in cases where a candidate possesses skills that are relevant or unique to the needs of the Committee.

A Chairperson will be elected by the Committee once it has been formed. A Chairperson shall be elected for three years, with the right to renew by mutual agreement.

Executive or Observers

- The Committee may agree to appoint observers.
- An Australian Grape & Wine executive can participate in meetings.

Secretariat

- The Secretariat for the Committee will be appointed by Australian Grape & Wine's CEO.

Operations

The Committee acts in an advisory capacity only. All decisions relating to DEI policy remain the prerogative of Australian Grape & Wine.

The Committee may appoint taskforces or sub-committees in response to specific needs.

Members may request Australian Grape & Wine to convene a meeting should issues of concern arise.

Members will be responsible for their own travel and accommodation if required.

Electronic communication out of session is allowable.

Subject to the approval of a majority of Committee members, standing observers and guests may be appointed, upon the understanding that discussions and papers are confidential.

The responsibilities of the DEIW Committee include:

- **Building Awareness and Encouraging Action:** Promoting awareness and encouraging proactive action on DEI issues, including but not limited to equal access to opportunities regardless of gender, ethnicity, race, religion, or abilities; addressing unconscious bias; advocating for equal pay; and preventing discrimination and harassment.
- **Providing Support and Advice:** Offering support and guidance to individuals, teams, and organizations on their journey towards fostering diversity, equality, and inclusion.
- **Engaging in Education, Conversation, and Action:** Actively participating in education, conversations, and actions related to DEI, with a focus on igniting positive change on this critical social issue.

Frequency of Meetings

The Committee shall meet a minimum of three times per year. Additional meetings may be convened as required. Meetings will be held as face-to-face meetings or by other means.

Conflicts of Interest

Members of the Committee must declare any conflicts of interest at the start of each meeting or before discussion of the relevant agenda item or topic. To enable this, a conflict-of-interest register should be maintained by the Committee secretariat.

Where members or observers at meetings are deemed to have a real or perceived conflict of interest, the Chair may request for the member or observer to excuse themselves from deliberations on the issue.

Confidentiality

Discussions and decisions of the Committee will remain confidential until the content for dissemination/communication is agreed. Members will be familiarised with the extent of information that should be made publicly available.

Reporting

The format of records shall be as a concise record of the actions and any discussion points relevant to those actions, along with a list of issues requiring research investment. Minutes of meetings will be provided to the Board of Australian Grape & Wine and its Membership Committees upon request.

A summary of the Committees activities will be provided to Australian Grape & Wine's Membership Committees biannually ahead of Membership Committee meetings.

A communique fit for broader distribution may also be provided.

These records will be prepared by the Committee secretariat within 14 days and provided to the committee for comment/approval.

Review of the Terms of Reference

Australian Grape & Wine will review the Terms of Reference for the DEIW Committee every three years.

The Committee membership and membership structure will be reviewed every three years.

Australian Grape & Wine ensures that membership Committee selection reflects its commitment to, and compliance with, the principles outlined in its Diversity, Equality and Inclusion in Wine Charter.

[AGW-Diversity-Equality-and-Inclusion-in-Wine-Charter-2.0.pdf](#)

