



Research Advisory Committee

Terms of Reference

Approved by Australian Grape & Wine and Wine Australia

August 2025

Purpose

The Research Advisory Committee (RAC) provides advice to Australian Grape & Wine and Wine Australia on research, development, extension, adoption (RD&A) and innovation for the Australian grape and wine community.

Scope

The RAC will provide Wine Australia with:

- Advice on Wine Australia's identified research, development, extension and adoption activities. Including assessments of industry desirability and viability
- Advice on broad areas for additional focus for grape and wine sector RD&A and opportunities for sector engagement, collaboration, commercialisation and co-investment
- Advice on relevant Sector RD&A strategies and plans and alignment of activities with these.

The RAC will provide Australian Grape & Wine with:

- Advice on industry priorities for RD&A investment.
- Support for policy and advocacy on RD&A investment by government.
- Feedback on research gaps identified by other Australian Grape & Wine advisory committees.

Membership

Australian Grape & Wine and Wine Australia will issue an open call to all grape and wine industry stakeholders for nominations when new members are required to fill vacancies, and no less often than every 3 years. This process will be run collaboratively with Wine Australia, in alignment with Australian Grape & Wine's advisory committee nominations process.

Membership terms will be for three years with the right to renew for an additional term by mutual agreement.

The Australian Grape & Wine Board may pass a resolution to remove a Committee Member during that Member's term, in consultation with Wine Australia.

Membership will comprise of

- a minimum of six industry Committee Members;
- up to three individuals to cover other skill sets, if required;
- a mix of representation that covers the diverse grape and wine community including diversity relating to business size, business model, and geography, with best efforts to have an appropriate balance from both inland and coastal regions and may include non AGW members
- an Independent Chairperson.

Whilst there is no cap on the number of members that RAC can have, numbers should, where possible, be kept at manageable levels - ideally no more than 10 in total.

The skillset to be reflected across the Committee membership should cover a range of areas and may include research, grape growing, winemaking, grape and wine inputs and supply chain, market insights, commercialisation of research, and other relevant skills as required.

The Independent Chair

The RAC Chair will be appointed in alignment with committee membership terms above.

The role of the RAC Chair includes:

- Leading RAC meetings to drive logical and understandable recommendations for Australian Grape & Wine and Wine Australia.
- Facilitating Committee discussions efficiently, focusing on the critical issues on the Committee's agenda and ensuring that all members can contribute to discussions.
- Representing the RAC to stakeholders.
- Resolving issues arising from the membership in a manner consistent with the objectives of the RAC.
- Reviewing meeting papers prior to distribution to the RAC members.
- Leading the Committee in meeting its roles as outlined in the RAC "Scope".
- Ensuring the Committee acts in the interest of the Australian grape and wine sector, adheres to high standards of ethics and corporate behaviour, in alignment with Australian Grape & Wine's Corporate Governance Protocols.

The Chair will be offered remuneration by Wine Australia and they may choose to accept/not accept this offer in consultation with Wine Australia

Executive or Observers

- Wine Australia executive as required.
- Australian Grape & Wine executive as required.

Secretariat

- Australian Grape & Wine
- Independent minute taker

Operations

The RAC is an advisory committee. As such, any recommendation or advice provided by the committee will be non-binding upon Wine Australia or Australian Grape & Wine.

Australian Grape & Wine through the secretariat will resource and manage meeting minutes.

The secretariat, in consultation with Wine Australia and the Chair, will be responsible for preparation and management of meeting agendas, papers and committee meeting notifications.

Wine Australia will report back on the outcomes of committee recommendations.

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

Australian Grape & Wine and Wine Australia may appoint sub-committees of RAC in response to specific needs.

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

Electronic communication out of session is allowable.

Australian Grape & Wine and Wine Australia may co-opt individuals with specific expertise or industry networks to contribute to meetings on an as needs basis.

Standing observers and guests may attend, with the approval of the Chair, and the understanding that discussions and papers are confidential.

If a RAC member is unable to attend a meeting, they are expected to contact the secretariat and Chair at their earliest convenience. If a RAC member is unable to attend, the Chair may seek comments from the RAC member regarding the meeting content ahead of time, to ensure that the absent RAC member is able to contribute to the

meeting. If a RAC member or their proxy is unable to attend more than two consecutive meetings, the Chair and Australian Grape & Wine may consider the suitability of the member to continue their role on the RAC

Frequency of Meetings

The Committee shall meet a minimum of three times per year, ideally timed prior to Wine Australia's Portfolio Review Committee meetings. Additional meetings may be convened as required. Meetings will be held as face-to-face meetings or by other means.

Australian Grape & Wine may also convene meetings or forums to discuss broader industry issues or seek input relating to RD&A, as required.

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. The Secretariat will maintain a conflict-of-interest register, to be reviewed and updated at meetings. Where members or observers at meetings are deemed to have a real or perceived conflict of interest it may be appropriate that they are excused from deliberations on the issue.

Reporting

Minutes will document advice provided by the committee, and the decision-making authority to which it applies. For each recommendation, the minutes will indicate whether it was reached by consensus or majority vote and include a concise summary of discussions relating to the decision.

Minutes will be circulated to the committee within two weeks of the meeting and made available to both Australian Grape & Wine and Wine Australia.

Confidentiality

All recipients of meeting papers will be required to sign Wine Australia's non-disclosure agreement.

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.

Minutes of meetings may be provided to the Board of Wine Australia and Australian Grape & Wine and their respective Sub-Committees upon request.

A summary of meetings will be provided to Australian Grape & Wine Membership Committees twice yearly.

Review of the Terms of Reference

Next review June 2028

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

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

