



Wine Industry Technical Advisory Committee (WITAC)

Terms of Reference

Approved by the Australian Grape & Wine Board
September 2025

Purpose

The purpose of the Wine Industry Technical Advisory Committee (WITAC) is to support the priorities of Australian Grape & Wine by providing industry-relevant insights that help the sector remain scientifically robust, technically sound, and compliant with regulatory standards—safeguarding its reputation for world-leading grape and wine production.

WITAC provides advice to Australian Grape & Wine with regard to technical issues for the Australian grape and wine industry, and for other related matters which may arise from time to time. It also supports information exchange on technical matters between key industry members, other Australian Grape & Wine Advisory Committees, the Australian Government, Wine Australia and the Australian Wine Research Institute.

Scope

WITAC's core scope of work includes:

- Considering changes to domestic and international wine regulation and impact on our industry.
- Providing regulatory and technical input to Wine Australia in support of their regulatory functions, and in support of their guidance materials (e.g. Export Market Guides).
- Developing and recommending solutions or amendments to implementation and provide clarity to the industry via AGW or Wine Australia briefing notes / circulars.
- Providing leadership to industry and others with regards to Food Standards Australian and New Zealand, proposed amendments to the Food Standards Code, other government bodies which require technical input and relevant submissions or applications.
- Supporting industry and supply-chain linkages through engagement and technical information exchanges with suppliers including packaging technical expertise and maintenance of key industry packaging resources.
- Providing advice on issues relevant to the Australian grape and wine sector including:
 - Research priorities for the Australian grape and wine industry.
 - Standards development and preparation of applications and submissions to FSANZ.
 - Provision of technical advice on technical market access issues, including, inter alia, OIV resolutions, Codex Alimentarius Commission and OIML.
 - Any other technical related issue that requires a policy position from the Australian grape and wine sector.

Membership

There will be a minimum of 6 Committee Members and a Chairperson.

Australian Grape & Wine will issue an open call targeted to AGW members for nominations when new 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 skillsets to be reflected across WITAC membership should include an appropriate mix of scientific expertise; technical expertise in grape growing, winemaking, and grape and wine inputs and supply chains; regulatory and legal expertise relevant to the grape and wine industry; international trade and market access expertise; and other relevant skillsets as determined by the Australian Grape and Wine Board.

The Committee will include:

- A Chairperson
- A minimum of 6 representatives from grape and wine producing businesses representing broad coverage across the grape and wine supply chain, various business sizes and models, and geographical diversity, with appropriate diversity and best efforts to have an appropriate balance from both inland and coastal regions.
- Other individuals or observers as required to align with the required committee skill sets.

Observers

- Australian Wine Research Institute (AWRI)
- Wine Australia
- Food Standards Australia and New Zealand (FSANZ)

Secretariat

The CEO of Australian Grape & Wine will appoint the Committee Secretariat.

Operations

WITAC provides advice and is not a decision-making body. Any recommendations or outcomes of meetings which require decisions will be referred to the relevant Australian Grape & Wine decision making authority for decision/approval.

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

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

Committee 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.

Frequency of Meetings

WITAC shall meet a minimum of four 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.

Members must ensure that the confidentiality of the Committee business is maintained. Members must be clear about what matters are permitted to be discussed with people that are not the Committee members and, in doing so, 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 WITAC 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 and Equality in Wine Charter](#)

