

GUIDE TO THE GRAPE INDUSTRY KIOSK



Updating your vineyard records online

WHY DO I NEED TO SUPPLY DETAILS TO VINEHEALTH AUSTRALIA?

Vinehealth Australia is required under the *Phylloxera and Grape Industry Act 1995* (The Act) to maintain a complete and accurate register of vineyards in South Australia.

An up to date Vineyard Register enables Vinehealth Australia to work together with industry to prepare for and prevent an outbreak of a significant pest or disease. In the unfortunate event of a phylloxera or other significant pest or disease outbreak, the register is vital in ensuring Vinehealth Australia can quickly contact vineyard owners with relevant information or instructions. This will help manage and minimise potential impacts of the pest or disease on vineyard owners and the broader industry.

A person or organisation who owns land with 0.5 hectares or more of planted vines (Registered Land Owner) is required by law to provide Vinehealth Australia with an accurate Vineyard Record, containing contact and planting details, which are entered into the Vineyard Register. A maximum fine of \$1,000 or three months' imprisonment, applies for non-compliance with this requirement. Any changes to the hectares or planting details are to be advised within three months of the change to Vinehealth Australia.

Information stored in the Vineyard Register is protected by The Act. The Grape Industry Kiosk is the online portal connecting vineyard owners to the Vineyard Register.

WHAT IS THE ONLINE GRAPE INDUSTRY KIOSK?

The Grape Industry Kiosk is an online portal for vineyard owners to check, update and maintain their Vineyard Records. The kiosk contains digital versions of vineyard maps, as well as details of plantings, varieties, area under vines (hectares), rootstocks, locations and ownership. Each vineyard owner can access only their information. The kiosk is an easy and secure way to complete and submit the annual Vineyard Record Return. It is also available throughout the year for records to be updated.

To access the Grape Industry Kiosk you will require one of the following browsers: IE 9 & 10, Firefox, Opera, Chrome, Safari and Edge. The kiosk can be used on desktop, laptop and tablet but is not optimised for smart phone use.

WHO CAN USE THE KIOSK?

It is the Registered Land Owner's responsibility to ensure their Vineyard Register details are correct. Each owner has full access to their records, and is able to amend records at any time. It's important to know that the 'owner' details must reflect the details from the Land Titles Office. No changes can be made to the owner details without official verification.

An 'owner' can appoint an 'operator' who can access the Grape Industry Kiosk and amend records on the owner's behalf. The accuracy of the information remains the responsibility of the owner. Information will not be disclosed to any persons unless they have been authorised by the Registered Land Owner in writing to Vinehealth Australia.

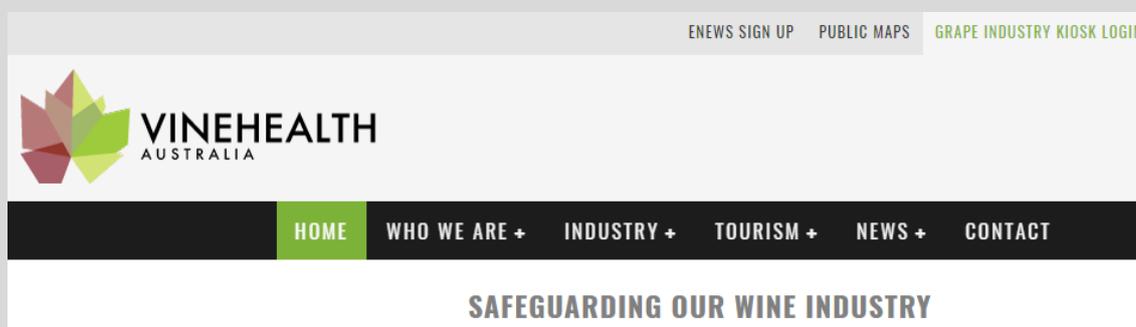
HOW TO USE THE GRAPE INDUSTRY KIOSK



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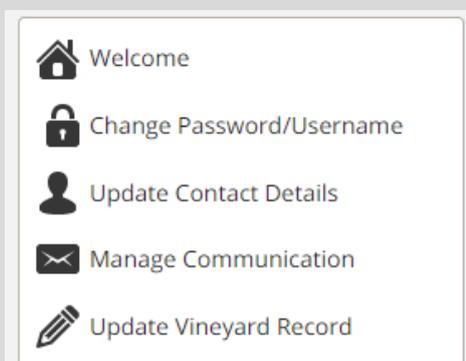
GRAPE INDUSTRY KIOSK

Start by opening the Vinehealth website: www.vinehealth.com.au.
At the top right hand corner of your screen, click on Grape Industry Kiosk Login.



Using the the details supplied to you by Vinehealth Australia, log in. You can reset your password using the automated function however you will need to use the email address we currently have on file. Contact Vinehealth if you require assistance.

REVIEW & UPDATING DETAILS



Contact Vinehealth if you have any issues or concerns

Once logged in, on the right hand side is the menu of records that can be reviewed and amended if required.

UPDATE CONTACT DETAILS:

Please ensure that the contact details listed are correct. It is essential in the event of an incursion that you are able to be contacted as quickly as possible. Contact details are never disclosed to any other parties and are not used for marketing purposes.

MANAGE COMMUNICATION:

This function allows you to nominate your preferred method of communication – email or post for different types of communications including Vineyard records; Annual Notice of Assessment; and other communications (Vinehealth E-News; Biosecurity alerts)

UPDATE VINEYARD RECORD:

Please ensure the correct planting details are recorded in detail.

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REVIEWING, CONFIRMING AND AMENDING RECORDS

Selecting 'Update Vineyard Record' allows you to review the information relating to each individual vineyard you own or manage. The vineyard number is a unique number allocated to registered land parcels as per title details from the Land Titles Office. Each planting also has a unique serial number.

If there are no changes to your records, simply click 'No Changes (All Vineyards)' and save.

Save each change after completion.

SAVING AND SUBMITTING

The Grape Industry Kiosk allows users to save changes and return later to complete, if required. Once you have **submitted** the records will be held for approval by Vinehealth. Once all sections have a green tick showing 'complete' you will be able to submit.

PLEASE NOTE! A red star indicates that more information or confirmation is required. Your Vineyard Record will remain **pending** until this is addressed.

Your return will not be valid while in pending stage.

	Status	A
	✓ Complete	✓ No

The final step in updating your Vineyard Record is to submit your return. Only after you have completed all sections as mentioned above will the function of submitting be activated.

In order to ensure only authorised changes are made, the person editing is required to enter their details.

Only by clicking **Update** will the record be sent for review by the Vinehealth records manager.

A confirmation email will be sent to you once approved.

**Contact Vinehealth Australia if you have any issues or concerns:
admin@vinehealth.com.au or call 08 8273 0550**