

Stakeholder Consultative Committees

Terms of Reference

August 2026

1. Purpose Statement

The purpose of Stakeholder Consultative Committees (SCCs) is to consider and provide advice relating to operational and strategic matters affecting alpine resorts and surrounding communities.

The SCCs provide a conduit for information and feedback between Alpine Resorts Victoria (ARV) and key stakeholders at each resort to support local matters being raised, heard, and considered.

2. Context

ARV is the statutory authority responsible for the management of Victoria's six alpine resorts: Falls Creek, Mount Buller, Mount Hotham, Mount Stirling, Lake Mountain and Mount Baw Baw. The organisation provides strategic leadership and operational oversight across all resorts while recognising the unique characteristics, opportunities and challenges of each destination.

A key principle of ARV's approach is fostering strong engagement with stakeholders and ensuring key community, industry and government representatives have a platform to provide feedback, share insights and contribute to discussions on strategic and operational matters affecting their resort and the broader alpine sector.

In accordance with the Alpine Resorts (Management) Act 1997, ARV maintains a SCC for each resort. The SCC provides a mechanism for local stakeholders to contribute to discussions on resort-specific matters and supports ARV's consideration of the unique characteristics, priorities and interests of each resort community.

Six (6) resort-level SCCs include:

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|------------------|-------------------|
| 1. Falls Creek | 4. Mount Buller |
| 2. Lake Mountain | 5. Mount Hotham |
| 3. Mount Baw Baw | 6. Mount Stirling |

3. Role and Functions

The Alpine Resorts (Management) Act 1997 states the function of the SCCs is to give ARV the opinions and response of the community of that resort about:

- a. The promotion, operation, management, development and use of the resort.
- b. Strategic matters affecting alpine resorts and surrounding communities (including First Nations people).
- c. The development of the Alpine Resorts Strategic Plan.
- d. Fees and contributions for the provision of services by ARV.

4. Membership

Resort SCCs should include representatives from the resort community, including the relevant Traditional Owner/First Nations Groups.

Membership for each SCC is proposed to be a minimum of four (4) but not exceed twelve (12).

ARV will endeavour to ensure that the membership of the SCC is broadly representative of resort stakeholders and key user groups.

This may include chambers of commerce, ratepayer and key user group associations, commercial operators, lessees, licensees and site holders of land within alpine resorts, the municipal council of any municipal district that is adjacent to the alpine resort and relevant tourism bodies. This may include chambers of commerce, ratepayer and key user group associations, commercial operators, lessees, licensees and site holders of land within alpine resorts, and the municipal council of any municipal district that is adjacent to the alpine resort and relevant tourism bodies.

Meeting attendance and delegation

Representatives must maintain a minimum attendance rate of 75% of scheduled meetings. Should a representative be unavailable for a meeting of the SCC, they may nominate a delegate from their respective organisation/group. A delegate may attend only with the prior approval of the Chair (24 hours' notice) and must comply with the same conduct and confidentiality requirements as appointed members. Delegation is intended for occasional absences and does not transfer the member's appointment or relieve the member of the minimum attendance requirement.

Should a representative resign from the committee prior to the end of the committee's two-year tenure, they may nominate a replacement representative from their organisation that must be approved by the Chair. If there is no suitable delegate available, the Chair may:

- invite nominations for a replacement from the resort community to be effective until the end of the current committee's tenure, or
- with the approval of the SCC, leave the position vacant until the end of the current committee's tenure.

Representation by the ARV Board and CEO

The ARV CEO will be expected to attend at least two (2) SCC meetings per resort each year. Attendance should be coordinated to cover one (1) during the white season and one (1) during the green season.

Representatives of the ARV Board will be expected to attend at least one (1) SCC meeting per resort in person at resort each year (noting this will most likely occur as an adjunct to a scheduled ARV board meeting).

ARV board directors are encouraged to attend SCC meetings where possible, in addition to the yearly meeting referenced above.

The ARV executive responsible for the management and operation of each resort will chair the SCC for that resort.

Secretariat support to the SCCs will be provided by ARV in the form of scheduling and coordinating meetings. SCC members will be supported by their respective organisations.

Role of the Chair

The chair will be responsible for convening meetings, assigning tasks for action, and reporting to the SCC as and when required. If the chair is unable to attend an SCC meeting, a suitable replacement will be substituted.

Membership period

Membership of the SCC and these terms of reference will be reviewed at least every two years.

Nomination of new membership when the committee tenure ends

At the completion of the second year of the two-year committee tenure, membership of the committee expires for all members except the Chair, and membership is renewed via a nomination process.

In October of that year, each resort will publicly invite nominations for that resort's SCC, which must be submitted via the designated electronic form to the SCC Chair. Nominations must include the following information:

1. Full name
2. Contact details
3. Organisation or affiliation
4. Reason for nominating

Nominations will be solicited from the resort community, which may include chambers of commerce, ratepayer and key user group associations, commercial tourism operators, lessees, licensees and site holders of land within alpine resorts, the municipal council of any municipal district that is adjacent to the alpine resort and relevant tourism bodies, and the relevant Traditional Owner/First Nations Groups.

Community members may self-nominate.

The nomination period will be clearly specified and will be no less than two weeks and no more than four weeks.

The new SCC membership group will be appointed by the end of each calendar year, with their term commencing in January of the following year.

Nomination Assessment

Nominations will be assessed for suitability against a range of criteria including:

- Demonstrated experience working across a broad range of matters related to alpine resort management, including strategic initiatives and operational matters.
- Experience in navigating strategic matters affecting alpine resorts and surrounding communities.
- Have a history of interacting positively, proactively and constructively with ARV.
- Have demonstrated they can be a conduit of information between ARV and resort stakeholders.
- Have demonstrated their influence in the resort as respectful, capable, meaningful and aligned with the strategic directives of ARV.

For previous members, meeting attendance rates will also be considered.

5. Meetings

The SCCs are expected to meet up to six (6) times per year. Extraordinary meetings may also be scheduled outside the standard cycle if deemed necessary.

Meetings shall be scheduled to assist in maximising attendance for all stakeholder committee members.

Meetings shall be held in a hybrid format (in-person and online) to ensure fair access for all representatives regardless of location.

Meetings may be recorded if all present agree.

Agenda

Ahead of each meeting, members will be asked to submit agenda items for discussion. If a member requests a topic to be added to the agenda, they must complete a paper supporting that item using a template provided by ARV.

Where there are no substantive member or ARV agenda items, the Chair may postpone or cancel the meeting after considering any scheduled consultation requirements, outstanding actions and time-sensitive matters.

Members may also be asked to provide presentations to the SCC on the performance and/or key focus areas of the organisation that they represent. The SCC Chair will provide notice in advance of any presentation request.

A meeting agenda will be prepared that clearly outlines all items to be presented, including previous minutes and a record of outstanding actions.

As far as practicable, the chair will ensure that meeting papers are distributed to SCC members at least seven (7) days prior to the meeting.

Minutes

Minutes of each meeting will be distributed to SCC members along with a summary document that captures key themes discussed. The minutes are treated as confidential, while the summary document can be shared with member organisations.

Minutes of each SCC meeting will be shared with the ARV Board. ARV will also publish the key themes discussed on its website (alpineresorts.vic.gov.au).

Members may request information from ARV to fulfill obligations of the committee and may request the attendance of particular ARV representatives at meetings as appropriate.