

Stakeholder Consultative Committees

Terms of Reference – September 2024 Update

1. Purpose Statement

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

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

2. Context

The government's objective is to create economic resilience and ensure the long-term sustainable future of Victoria's alpine resorts sector, recognising its importance to the state's visitor economy.

In 2022 the Victorian Government has determined that Falls Creek, Mount Buller, Mount Hotham, Mount Stirling and Southern Alpine (Lake Mountain and Mount Baw Baw) will be merged into a new entity to be known as Alpine Resorts Victoria with one board and executive covering the six alpine resort areas. A key principle informing ARV's approach will be ensuring key stakeholders have a platform to directly communicate with ARV on strategic and operational directions for each resort.

To ensure the unique characteristics of each resort and local matters are considered by ARV, the amendments to the Alpine Resorts (Management) Act 1997 included a requirement for ARV to establish stakeholder consultative committees at each resort within twelve (12) months of ARV's commencement. It was also recommended that ARV establish the consultative committees as a priority within three (3) months of its establishment.

Six (6) resort-level SCCs were established, including:

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

During this time, ARV also established additional stakeholder consultation forums as required (e.g. Industry reference committee, Traditional Owner committee.)

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. ARV Stakeholder Governance

Proposed stakeholder governance arrangements are shown below.



The Alpine Resorts Industry Advisory Group (ARIAG) is the peak industry advisory group established to provide an ongoing mechanism for discussion of industry related issues across Victoria’s alpine sector. ARIAG and the SCCs are both interested in the operation and management of the alpine resorts in Victoria and are expected to have a cross over in membership and topics discussed.

The focus of the SCCs will be on local matters at a resort level, with ARIAG’s focus being industry and sector wide.

5. 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 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, 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.

Meeting attendance and delegation

Should a representative be unavailable for a meeting of the stakeholder consultative committee, they may nominate a delegate from their respective organisation/group.

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. 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).

It is recommended that the ARV executive responsible for the management and operation of each resort will chair the stakeholder consultative committee for that resort for the first two (2) years.

Where the ARV executive responsible for the management and operation of the resort is not the chair of a committee, they will be included within the membership of that committee.

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

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 substitute.

Membership period

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

Nomination of new membership when the committee tenure ends

In November in 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 September of that year, each resort will publicly invite nominations for that resort's SCC, which must be sent in writing (email or print) 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, 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 six weeks.

Timeframe for appointment of SCCs.

Every two years membership of the SCCs will be reappointed, with calls for nominations commencing in September, and appointed by 30 November.

6. Meetings

The SCCs are expected to meet six to eight (6 – 8) times a year, approximately once every six to eight (6-8) weeks, unless the members consider it necessary to adjust the frequency of meetings. It is recommended that there be at least six (6) meetings per year.

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

It is expected that members will attend most of the meetings. In the event a member is unable to attend they are encouraged to send an appropriate delegate.

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 attendees agree.

Agenda and Minutes

A meeting agenda will be prepared that clearly outlines all items to be presented, including previous minutes and a record of outstanding actions. Any member of the committee may request a matter to be included on the agenda.

As far as practicable, the chair will ensure that meeting papers are distributed to stakeholder consultative committee members at least seven (7) days prior to the meeting. Minutes of each SCC meeting will be shared with the ARV board.

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.