

SUT Perth Branch 2020 Sub-Committees



Below is a list of the sub-committees that you can nominate yourself for (with details of the work involved, the level of commitment and key timeframes). **These details are subject to change. We are not asking for volunteers for 2020 for those shaded Sub-Committees below.**

Should you have any questions please contact the SUT staff.

Advertising Sub-Committee

Sub-committee Category:	Easy / Moderate / Heavy
Preferred committee members:	3 + SUT staff
Involvement Level:	Continuous (via email)
Time required:	Minimal
Key times:	As/when
Meetings required:	No

The advertising sub-committee is sent requests from SUT staff as/when they are received.

Committee is responsible for reviewing the request and confirming if the Branch Manager is to:

- a. Approve distribution to full Perth Branch database
- b. Approve distribution to SUT Committee for their distribution only
- c. Decline

Further Guidelines are available and will be distributed to the Sub-Committee once selected.

This committee will also look into ways of advertising to outside the Oil & Gas industry.

Annual Dinner Sub-Committee

Sub-committee Category:	Easy / Moderate / Heavy
Preferred committee members:	5 + SUT staff
Involvement Level:	Once event confirmed, updates only
Time required:	Minimal
Key times:	Not really, ideally organise by March
Meetings required:	0-2 in the year

The Annual Dinner sub-committee works with the SUT staff on the finer details of the event including:

- a. Confirming venue
- b. Confirming budget, supplied by Branch Manager (Jen)
- a. Confirming presenter, entertainment (act and band)
- c. Helping source sponsorship
- d. As and when required eg help chase bookings

Once the above have been actioned (usually beginning of the year), SUT staff look after the event and would only be in touch if there are any random requests or number/ budget concerns.

AOG Sub-Committee

Sub-committee Category:	Easy / Moderate / Heavy
Preferred committee members:	6-8 (can be SUT Members) + SUT staff <i>Plus other co-host committee members</i>
Involvement Level:	Frequent during key times
Time required:	Maximum
Key times:	Noted below
Meetings required:	Typically once per month at UWA CBD Offices – lead by Diversified Plus one SUT meeting finalizing abstract reviews

The AOG Sub-Committee sits on the AOG Subsea Committee including SUT, Subsea Energy Australia (SEA), Subsea UK and Diversified Exhibitions. Diversified fly from Melbourne once a month (February-November) and meet to discuss the subsea conference section of the event with the Committee – usually Tuesday afternoon at 4pm.

Previously this was one of our larger surplus makers (though isn't any more due to economic climate). Still we need to keep an eye on the conference to ensure we keep the reputation it has thanks to years of hard work from the SUT.

Working mostly via email with the SUT staff and Programme Manager, the Sub-Committee is responsible for:

- generally keeping an eye on the conference progression
- feedback progress to the full SUT Committee as/when required
- assist Diversified with industry knowledge, conference ideas, etc.
- writing the Call for Speakers text (usually 4 sessions) – usually Sept/Oct
- reviewing all abstracts submitted – usually Sept/Oct
- reviewing the conference programme – usually Oct/Nov
- sourcing session chairs at the Conference itself – usually Oct/Nov

AUT 2021 Conference Committee – not required in 2020

Sub-committee Category:	Easy / Moderate / Heavy
Preferred committee members:	3-5 from SUT (plus 3-5 from AHS) + SUT staff

Previous AUT Committee members: Shuhong Chai; Simon Tanner; Ben Hunt; Steve Duffield; Ian Hobbs; Pat Fournier; Nick Lake; Peter Wademan; Phil Wells

Involvement Level:	Frequent
Time required:	Moderate
Key times:	Noted below
Meetings required:	Yes, CBD venue TBC. November (to kick things off) and 1-3 times during the year

The AUT Committee works with the Australasian Hydrographic Society on the biennial 1 day Autonomous Underwater Technology Conference (held in October).

Working mostly via email with the SUT staff, the Sub-Committee is responsible for:

- Assisting SUT staff with industry knowledge, conference ideas, etc.
- Confirming budget, supplied by SUT Staff
- Writing the Call for Speakers text – hopefully Nov (11 months out)
- Sourcing keynote speaker, presenters and session chairs for the conference
- Reviewing all abstracts submitted and confirming the programme – usually June (4 months out)
- Helping source sponsorship
- Encouraging registrations within industry
- Reviewing all presentations – usually end of Sept (3-4 weeks out)

Branch Support Sub-Committee

Sub-committee Category:	Easy / Moderate / Heavy
Preferred committee members:	3 + SUT staff
Involvement Level:	Continuous (via email)
Time required:	Minimal
Key times:	As/when
Meetings required:	No

Keeping in touch with and guiding branches with any questions they have on how Perth run their branch (as a way of assisting).

- **Kuala Lumpur**
- **Singapore**
- **Melbourne**
- **China**

Course Sub- Committee

Sub-committee Category:	Easy / Moderate / Heavy
Preferred committee members:	5+ SUT staff
Involvement Level:	Monthly, with actions in between meetings.
Time required:	Moderate
Key times:	As/when
Meetings required:	Before Committee meetings

This committee was introduced in 2018 to develop a proposal for new training course content and delivery method to be trialled in 2019. If deemed successful, the additional courses will be rolled out throughout 2020 to align with the launch of the Chartered Subsea Engineer pathway, as several competencies from that pathway are targeted by the course content. In addition, the course subcommittee will monitor the performance of the existing courses and recommend changes where appropriate. Members of this SC are expected to attend monthly meetings, address assigned actions in between meetings, contribute to the development of training material and the successful delivery of new course content.

Decom/Salvage

Sub-committee Category:	Easy / Moderate / Heavy
Brief	No brief as yet.

Diversification

Sub-committee Category:	Easy / Moderate / Heavy
Brief	Idea is to work on diversifying our membership to include/obtain more members from a non-oil & gas background

Engagement Sub-Committee

Sub-committee Category:	Easy / Moderate / Heavy
Preferred committee members:	4-5 + SUT staff
Involvement Level:	Maximum
Time required:	1 hour each meeting
Key times:	Not really, as / when JM has some downtime
Meetings required:	suggest sub-committee meetings 3 per year plus industry coffees

This committee was introduced in 2015 (previously known as the “sponsorship committee”) as a way of touching base with our members/industry, relationship building and looking to gauge future support in the current economy. We soon realised that it was a great forum to see what our members saw the benefits of the society are and to ask them for their ideas.

A full summary of the achievements and findings are available via report but for briefing purposes, the proposed strategy for 2020 is as follows.

Proposed 2020 Strategy:

The strategy for 2020 should concentrate on continued engagement with our existing members to ensure we remain relevant whilst having a stretch target to engage 2-3 more organisations. It is important that there is good communication between the Engagement, ETM and Membership sub-committees to ensure we are working towards the same goals and have a strategy with respect to who to engage with and which committee members should be responsible for that engagement.

Thus, focus points include;

- Canvass existing legacy members to understand how we can grow and how they can contribute.
- Increased Operator attendance at ETMs, with a stretch to present
- Provide training to companies who are employing graduates / less experienced personnel
- Stretch to grow our regular sponsorship base and increased membership numbers
- Continued Growth in diversification of SUT Perth branch.
- Continued Synergies with ETM, Engagement and Membership Sub-committees

ETM & AGM Sub-Committee

Sub-committee Category:	Easy / Moderate / Heavy
Preferred committee members:	4-5 + SUT staff
Involvement Level:	Frequent
Time required:	Moderate
Key times:	December – first sub-committee meeting after first SUT meeting
Meetings required:	December and then at least monthly

The aim is to:

- Propose topics and themes relevant to the SUT and its members - keeping on top of selected ETM topics to keep the ETMs fresh
- Review and approve abstracts for proposed ETM presentations
- Confirm a volunteer (sub-committee member) to take the lead for each ETM
- Arrange a Chair for the ETM, to conduct proceedings on the night, as well as write a report on the evening to publish on SUT website and magazine
- Attempt to ensure ETMs run at a surplus where possible
- Help source sponsorship - Work closely with the engagement sub-committee
- Review each ETM presentation prior to the evening.

Finance Sub-Committee (N/A - Office Bearers only) – BRIEF NOT SENT, DETAILS AS PER JOB DESCRIPTIONS

Sub-committee Category:	Easy / Moderate / Heavy
Preferred committee members:	4 (Treasurer; Chairman, Vice Chairman and Secretary) + SUT staff
Involvement Level:	As / When
Time required:	1 hour each meeting
Key times:	July / Oct / Dec/ March meetings
Meetings required:	4 per year

Review the Budget in July and then revised budgets in October; December and March

Discuss any other Finance matters as and when required

Review of Debtors if they are having difficulty paying

Signing Bank Documentation as and when required eg signatories

Decisions required with Investment matters/ Cash flow / Shares

Any other financial considerations as and when required

Golf Day Sub-Committee

Sub-committee Category:	Easy / Moderate / Heavy
Preferred committee members:	3-5 + SUT staff
Involvement Level:	Frequent
Time required:	Minimal
Key times:	Not really, ideally organise by March
Meetings required:	No

The Golf Day sub-committee works with the Events Staff and SPE on the finer details of the Golf Day including:

- a. Confirming venue
- b. Confirming budget, supplied by Branch Manager
- c. Helping source sponsorship

Once the above have been actioned (usually beginning of the year), SUT staff look after the event and would only be in touch if there are any random requests or number concerns

Membership Sub-Committee

Sub-committee Category:	Easy / Moderate / Heavy
Preferred committee members:	3- 4 + SUT staff
Involvement Level:	Continuous (via email)
Time required:	Minimal
Key times:	As/when
Meetings required:	None

Review the Individual and Corporate membership applications (including CVs for Individual) and either approve or not. Require 2 out of the 4 membership committee to approve each application (by email).

Take initiatives to seek and obtain non Oil and Gas SUT members to ensure diversity.

Refer our Rules of Association, specifically Items 5-9 on Membership.

In Item 5 (2), “related disciplines” may be taken to include professionals other than subsea engineers where their inclusion is consistent with them contributing as members to the objectives of SUT and/or a SIG (Special Interest Group). The membership sub-committee should accept non-subsea-engineering members under this clarification sparingly and with caution, seeking clarification from the applicant and/or ratification of their decision by the main committee where the membership sub-committee considers this appropriate.

Mentor Sub-Committee

Four organisations have formed a joint mentor scheme – SPE, SEA, SUT with EA as a silent partner. The joint programme is steered by a committee consisting of 2 members from each organisation. The responsibility for administering the programme rotates through the member organisations - in 2018 SEA administered the programme. In 2020 SUT will administer it.

Sub-committee Category:	Easy / Moderate / Heavy
Preferred committee members:	4 SUT Committee members to sit on the 8-member joint committee + SUT staff
Involvement Level:	Now programme is setup and running - a couple of meetings through the year to review and improve it for the following year.
Time required:	For Meetings to review and match mentees with mentors
Key times:	As/when required
Meetings required:	As/when required

OSIGp Sub-Committee – No Nominations required for 2020

Sub-committee Category:	No SUT rep required
Preferred committee members:	16 (ensuring a balance between the 4 disciplines)
Involvement Level:	Maximum
Time required:	depending on events
Meetings required:	regularly

OSIGp is a Special Interest Group of the SUT Perth which promotes technical advancement and knowledge sharing amongst academics and practitioners in the fields of geology, geophysics, geomatics and geotechnical engineering.

Its aims are :

-To provide advice on issues within the technical remit of the Group to other non-commercial organisations;

-To organise and provide education and training courses, international conferences and workshops / seminars to the offshore industry to foster best practice and knowledge transfer and dissemination; and

-To liaise with and help develop the international OSIG community

Scholarship Sub-Committee

Sub-committee Category:	Easy / Moderate / Heavy
Preferred committee members:	6 + SUT staff
Involvement Level:	Maximum
Time required:	1 hour each meeting; 4 -6 hour interview block
Key times:	March; September; October
Meetings required:	2 per year plus 4-6 hour Interview block in October

March - Look at structure of Scholarship application to see if it should be redefined

April – Visits to at least 2 universities – Sub-committee (including SLO's) members to give presentations at the beginning of lectures to a target audience.

May – Applications Open

August - Applications Close; Hold Meeting to discuss Selection Criteria; All sub-committee receive by email a zip file with all the application forms and supporting documentation on it.

By late September - All of sub-committee need to review the applicants and rate them accordingly (to decide who to interview) – may be split between Undergrad; Masters and PhD

Mid –Late October – Hold Interviews (at least a 2 hour block); After interviews, hold meeting to agree on successful candidates, including the “Chris Lawlor” scholarship to the most outstanding candidate

November AGM – a member of the Sub-Committee to present awards and certificates to successful applicants

Subsea Controls Down Under Conference 2020 Committee

Sub-committee Category:	Easy / Moderate / Heavy
Preferred committee members:	3 from SUT (plus other Control guys) + SUT staff
Involvement Level:	Frequent
Time required:	Variable from minimum to high as the Conference approaches
Key times:	Noted below
Meetings required:	Yes, CBD venue TBC. Commencing July 2019 (to kick things off) and 2-3 times during the 2020 year

The Subsea Controls Down Under Conference Committee coordinates the biennial 2 day Conference (to be held in October 2020). Preference is for committee members to commit to the 2-year period between conferences, i.e. from commencement of planning through to wrap-up after conference to insure continuity.

Working mostly via email with the Branch Manager (Jen), the Sub-Committee is responsible for:

- Assisting Jen with industry knowledge, conference ideas, etc.
- Confirming budget, supplied by Branch Manager
- Writing the Call for Speakers text – usually July 2019 to the conference (15 months out)
- Sourcing keynote speaker, presenters and session chairs for the conference
- Reviewing all abstracts submitted and confirming the programme – usually June 2020 (4 months out)
- Helping source sponsorship
- Encouraging registrations within industry
- Reviewing all presentations – usually September 2020 (4-7 weeks out)
- Post-conference, record lessons learned to support next organizing committee

Subsea Engineering Accreditation Committee for 2020

Sub-Committee Category:	Easy/ Moderate /Heavy
Pre-requisites:	Current Member of SUT who have CPEng (Subsea) accreditation from Engineers Australia (EA)
Involvement Level:	Meetings as required. Act as an assessor with EA for the Subsea Engineering technical aspects of applications for NER, CPEng (Subsea) and Eng. Exec. accreditation
Number of people:	Nominally 6
Time Required:	SUT meetings allow for 1hour/quarter Assessment of applicants; allow 2 hours for review of evidence/correspondence and 1 hour for the professional interview
Key Times:	Steady workload throughout the year Expectation is for a significant number of assessments in 2020, which will be supported by 10 to 12 accredited personnel to spread the workload

Objectives:	Provide subsea engineering technical assessment to EA
	Provide an ongoing review and revision of the standards, procedures and processes to ensure they remain up to date and relevant to the practise of subsea engineering
	Develop a subsea engineering competency framework for Technologists and Associates which is aligned with the EA accreditation process
	Develop and promote an SUT subject matter expert (SME) accreditation process for subsea engineering which exceeds the requirements of EA's CPEng (Subsea)

SUT Council (HQ)

Sub-committee Category:	Easy / Moderate / Heavy
Preferred committee members:	1
Involvement Level:	Minimal
Time required:	4 times per year via teleconference (typically Jan/Apr/Aug/Oct)

Phone into council meetings 4 times each year (late night conference calls due to the time difference) acting as Perth rep and reporting back to Perth (typically done by the Branch Chairperson)

SUT International Committee

Sub-committee Category:	Easy / Moderate / Heavy
Preferred committee members:	1
Involvement Level:	Minimal
Time required:	Twice per year -The SUT International Committee meets via phone hook-up (use Skype or similar)

For the Perth Branch representative that usually means between 10pm and midnight.

Representatives from SUT branches around the world attend the meeting Chaired by Steve Hall CEO.

You would be responsible for providing feedback to the Perth Branch Committee, seeking direction on issues from Perth Branch Committee and/or OB's and present these to the International Committee.

The International Committee role is being re-assessed at the moment and is likely to take a more significant role than in the past.

The International Committee reports back to SUT Council with reports and recommendations on matters of international significance to SUT globally.

WA Societies

Sub-committee Category:	Easy / Moderate / Heavy
Preferred committee members:	1 + SUT staff
Involvement Level:	Rare
Time required:	Minimal
Key times:	Not really
Meetings required:	Twice a year (usually June / December)

The WA Societies committee engages with other local societies, meeting twice a year to discuss events and initiatives and ensuring we don't have any major clashes. Also a great way to introduce potential collaborations (if deemed appropriate / worth the effort).

YES! (Young Engineers and Scientists) Sub-Committee - Up for nominations in September 2019

Sub-committee Category:	Easy / Moderate / Heavy
Preferred committee members:	At least 3
Involvement Level:	Frequent
Time required:	Once per month meeting + event planning + student engagement
Key times:	Not really
Meetings required:	Once per month at Woodside Offices (usually lunch time on third Thursday of each month) Feb- Nov

The YES! committee is an energetic subcommittee who aim to engage with university students and young professionals in various subsea industries. The committee meets monthly to plan their annual events, discuss upcoming community engagement opportunities and other arising matters. YES! are now highly functional as a standalone group, however they maintain a connection with the SUT Committee to ensure that their goals and actions align with the SUT committee, and to provide additional resources and guidance when planning events (e.g. connecting them with appropriate presenters for technical evenings).

Suggestions of new Sub-Committees are always welcome

Please note: Just because a sub-committee doesn't require meetings doesn't mean you can't request them if you wish.