

# SUT Perth Branch 2019 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.**

Should you have any questions please contact the SUT staff.

## Advertising Sub-Committee

Preferred committee members:	3 + Jen
Involvement Level:	Continuous (via email)
Time required:	Minimal
Key times:	As/when
Meetings required:	No

The advertising sub-committee is sent requests from the Branch Manager (Jen) 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.

New in 2017 - this committee will also look into ways of advertising to outside the Oil & Gas industry.

## AGM/Annual Dinner Sub-Committee

Preferred committee members:	5 + Jen
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 AGM/Annual Dinner sub-committee works with the Branch Manager (Jen) 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**

Preferred committee members:	6-8 (can be SUT Members) + Jen <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 anymore 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 Branch Manager (Jen) 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 2019 Conference Committee**

Preferred committee members: 3-5 from SUT (plus 3-5 from AHS) + Jen

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 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 – 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**

Preferred committee members: 3 + Jen  
Involvement Level: Continuous (via email)  
Time required: Minimal  
Key times: As/when  
Meetings required: No

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

## **Course Sub- Committee**

Preferred committee members: 5+ Jen

Currently Chris Saunders; Sarah Elkhatib; Matt Moore; Nick Mc Naughton; Ian Wilson and Allan Devlin

Involvement Level: Frequent  
Time required: Moderate  
Key times: As/when  
Meetings required: Before Committee meetings

This committee was introduced in 2018 to develop a proposal for a framework and course content to be delivered in 2019.

The sub- committee will also propose a rolling plan for existing course reviews

## **ETM Sub-Committee**

Preferred committee members: 4-5 + Jen  
Involvement Level: Frequent  
Time required: Moderate  
Key times: December – first sub-committee meeting after first SUT meeting  
Meetings required: Initial then as/when

The ETM sub-committee was new in 2016. 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
- Review each ETM presentation prior to the evening.

## Engagement Sub-Committee

Preferred committee members:	4-5 + Jen
Involvement Level:	Maximum
Time required:	1 hour each meeting
Key times:	Not really, as / when Jen 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 see the benefits of the society are and ask them for their ideas.

A full summary of the achievements and findings are available via short report but for sub-committee nomination purposes, the agreed strategy for 2018 is as follows.

The strategy for 2018 does not need to materially change from 2017, which has been broadly a successful initiative. Proposed focus areas include:

- Non-financial engagement with members / non-members who are under-represented at SUT, to try and encourage enhanced attendance / support at events;
- Increased Operator attendance at ETM's
- 10% sponsorship from new sponsors

To achieve this, the sub-committee found value in reviewing the member database and their activity at key events. This should be reviewed by the 2018 sub-committee to look for individual relationships which can be leveraged to arrange face to face meetings. Based on those relationships, a target list of contacts should be further developed. Both “new” and “existing” relationships should be targeted with a mix of the two, to allow the SUT to understand the “what went well” and “even better if”. If engagement has changed over the previous 12 months, this should also act as a trigger for a meeting.

Closer integration between the ETM and the engagement sub-committees should be explored. The ETM's probably act as the most likely mechanism to introduce new sponsors to the SUT and working with these sponsors to identify subject areas of interest is important.

## Finance Sub-Committee (N/A - Office Bearers only)

Preferred committee members:	4 (Treasurer; Chairman, Vice Chairman and Secretary) + Fiona & Jen
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

## **Golf Day Sub-Committee**

Preferred committee members:	3-5 + Jen
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. In 2016 this committee was busier than in previous years due to the low registrations, low sponsorship and “new and improved” ideas for the day in an effort to make the day more appealing.

## **Membership Sub-Committee**

Preferred committee members:	4 + Fiona
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. 2019 SUT will be responsible for administering the programme and in 2020 SPE will administer it.

Preferred committee members:	2 SUT Committee members to sit on the 8-member joint committee
Involvement Level:	Medium to high involvement through later 2018 to ~March 2019 until the 2019 programme is setup and running. Thereafter a couple of meetings through the rest of 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 – Nominations for 2019 and 2020**

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

## **Phoenix Sub- Committee 2018/2019**

This Sub-Committee was formed in 2016 specific for those in the industry who are unemployed or under employed

Preferred committee members:	14+ 1 SUT Committee member + Jen
Involvement Level:	Continuous (via email)
Time required:	For Meetings
Key times:	As/when
Meetings required:	once a month

## **Scholarship Sub-Committee**

Preferred committee members:	6 + Fiona
Involvement Level:	Maximum
Time required:	1 hour each meeting; 6 hour interview block
Key times:	April; August; October
Meetings required:	3 per year plus 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 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 on it.

By Mid 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 October – Hold Interviews (at least a 3 hour block); After interviews, hold meeting to agree on successful candidates, including the “Chris Lawlor” scholarship to the most outstanding candidate

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

### **Subsea Controls Down Under Conference 2020 Committee (2018/2019 Commitment)**

Preferred committee members: 3 from SUT (plus other Control guys) + Jen  
Committee includes : Norman O’Rourke; Ross Hendricks, Julien Levadoux, Harry Mackay, Harvey Smith; Mark Casey; David Keilty; Helena Forsyth; Paul Upjohn and Derek Thomson  
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 the year prior (to kick things off) and 2-3 times during the 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 Registration Sub-Committee**

Involvement Level: Regular meetings, e-mail correspondence, writing competencies, liaising with external writers and expert reviewers

Time required: Weekly meetings (1hr/mtg) plus drafting / review of documents

Key times: Steady workload throughout year

Objectives:

The objectives of the subsea engineering competency framework are aligned with Engineers Australia's objectives for the National Engineering Register Special Areas of Practice and;

- clearly identify the elements of competence, what they mean in practice and indicators of attainment required to be assessed as competent in the defined subsea engineering profiles
- identify the roles and responsibilities the subsea engineer will be competent to undertake
- provide clear assessment criteria
- have a consistent format to the competency profiles
- have a consistent approach to describing competencies that reflects best industry practice

Current status: of 49 competency areas identified approximately 1/3 of these have been drafted at Q3 2017.

Forward plan for 2018:

- an external expert review group will be established to review and critique the competency framework.
- roll-out of the Subsea Engineering competency framework will be conducted by Engineers Australia (EA). The timeline for this is unknown.
- establishment of Subsea Engineering assessors to assist the applicant assessment process with a nominated EA Lead Assessor.
- the Subsea Engineering Registration Sub-committee, post implementation, will provide ongoing oversight of the Subsea Engineering Competency Framework and update the requirements to reflect changes in practices and any other areas deemed appropriate by the Sub-Committee.

***We are seeking at least 3 additional volunteers for the 2018 sub-committee.***

Current Members:

[Nick Bardsley \(not re-electing\)](#), Nic Brown, Afton Galbraith, Terry Griffiths, Rex Hubbard , Chris Merrick, Norman O'Rourke and Ian Wilson (Team Lead)

## **YES! (Young Engineers and Scientists) Sub-Committee - not up for nominations for 2019**

Preferred committee members:	3 + Jen
Involvement Level:	Frequent
Time required:	Maximum
Key times:	Not really
Meetings required:	Once per month at Atteris 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.*