



AusSeabed Steering Committee – Election Standard Operating Procedure

Version 2 05/09/2022

1. Nominations open | Two months prior to Annual General Meeting (AGM)

When required, nominations for new members will be sought via the AusSeabed representatives' mailing list, the AusSeabed Newsletter and on the AusSeabed website. Organisations that are interested in nominating themselves must be able to commit the support required for their representative to attend and participate in the annual Steering Committee meeting, complete duties that may arise from that meeting (such as engage with other partners from their sector, etc.), and attend the annual general workshop and annual general meeting. To apply, the following information must be emailed to AusSeabed@ga.gov.au by the closing date:

1. The organisation name
2. The number of AusSeabed meetings/workshops the organisation has attended
3. Who from the organisation will act as the representative in the Committee
4. Whether or not the organisation agrees to support their representative in the Committee (flights to meetings, accommodation, etc.)
5. 75 words or fewer on why the organisation should help lead AusSeabed on the Steering Committee
6. An entry from the nominee for the AusSeabed skills matrix (Section 8), indicating their sphere of influence and domain expertise.

The standing member organisations are not required to put forward their nominees, as they have a position on the Committee in perpetuity and internally nominate their representative to take part on the Committee.

2. Nominations close

Nominations remain open for a two-week period.

3. Immediate appointment | Five weeks prior to the AGM

Should the number of nominations in a sector be equal or less than the number of positions available, appointments to the Committee can be made without going to a vote. If no nominations are received for a sector, the call for nominations will be extended by a week and the Committee will email suitable candidates inviting them to apply. If insufficient nominations are received during the extended call for nominations, then the Chair can offer membership directly to eligible entities (pending the Steering Committee's approval).

4. Voting opens | Five weeks prior to the AGM

Should the number of nominations in a sector exceed the number of positions available, then Committee members representing that sector will be decided by community vote. Each entity within the community will cast a vote via one of its members. The nominees entry for the AusSeabed skills matrix (Section 8) intends to allow the community to cast an informed vote, if the nominee is unknown to them.

Each entity is entitled to one voting submission. Any duplicate submissions will be discounted. Voting consists of assigning each nomination a preference number, with 1 being the highest preference. Each number should only appear on the voting form once. Votes that assign duplicate numbers will be discounted.

5. Voting Closes

Voting remains open for a two-week period.

6. Voted appointment | Two weeks prior to the AGM

The Chairing Agency will tally the results and the entities with the lowest scores (to reflect the numbered preferential system) are offered general membership on the Committee, dependent on the number of positions available.

No scores from the nominations will be published in any way at the conclusion of voting. All entities will be advised of the election results via email prior to the announcement of appointments to the wider community via AusSeabed's communication channels

7. Induction and Official welcome

Newly appointed general members will be inducted by the Chair and secretariat prior to their first Steering Committee meeting. They will be officially introduced to the wider community at the following AGM and via the AusSeabed communication channels.

8. AusSeabed Skills Matrix

The AusSeabed skills matrix identifies the sphere of influence and domain expertise of a nominee, which is relevant in acting on behalf of the AusSeabed community. By filling out the skills matrix, the nominee provides a concise summary on how they will represent the community.

The skills matrix contains a list of sphere of influence and domain expertise categories. These categories are scored as subject matter expert (3), strong knowledge (2), some knowledge (1) and little knowledge (0). The sphere of influence categories are:

- Academia, research and education
- Ocean, hazards and climate modelling
- Aquaculture and fisheries
- Marine estate management
- Coastal development
- Offshore development
- National Seabed Programs
- State government agencies
- International seabed programs
- Philanthropic funding Programs
- First Nations Australians

- Hydrographic industry
- Other Industry

The domain expertise categories are:

- Marine data acquisition
- ICT solutions and services
- Emerging technologies
- Policy and decision making
- Biodiversity and habitats
- First Nations Engagement
- Marine research
- Education and training
- Research, Development
- Outreach and Communications
- Funding and program development