

AusSeabed Steering Committee

Meeting no.11: 15th March 2022, 11:00-16:30, Virtual and in person at Sydney Institute of Marine Science

Notes prepared by Kimberlee Baldry

Attendees: Ralph Talbot-Smith (WA DoT), Stuart Edwards (CSIRO MNF), Kim Picard (GA—Chair), Cath Samson (Department of Agriculture, Water and the Environment), Mary Young (Deakin), Aero Leplastrier (GA— Secretary), Tim Ingleton (NSW DPIE), Nigel Townsend (AHO—A/g Vice-Chair), Kimberlee Baldry (GA—Observer/Secretariat), Mark Doubell (SARDI), Iain Parnum (Curtin University), David Crossman (IIC Technologies Australasia), Richard Cullen (HC Survey), Martin Tunwell (iXblue Pty Ltd), Mardi McNeil (ECOP; GA)

Apologies: Kevin MacKay (NIWA)

Meeting Overview

Actions list

Table 1. Action list with updates on continuing actions from the previous SC meetings (SC. 9, SC.10)

	Action	Responsible Party	Date for Completion	Comments/Status
SC.11.1	Follow up with previous SC nominees to build an approved proxy list for the SC.	KB	July	
SC.11.2	Implement the revisions to the TOR and community terminology. Publish pending final approval by the Chair and Vice-Chair	KB	July	
SC.11.3	Submit organisational areas of interest and actively promote the tool to their sectors.	All SC	July	The target is to have 25 submissions by July
SC.11.4	Facilitate the organisation of the AMSA workshop.	KB, MM, TI	July	
SC.11.5	Provide feedback on the AMSA workshop abstract.	All SC	30 March	Completed
SC.11.6	Endorse the Sea Museum images interim.	All SC	May	
SC.11.7	Continue revising the AusSeabed Strategy out of session, in accordance with the feedback and direction provided in item 5.	Lead DC. All SC	July	

SC.11.8	Provide inputs to the AusSeabed 2022/23 work plan out of session, in accordance with the feedback and direction provided in item 6 and Executive Board direction.	Lead KP. All SC.	June	
SC.10.6	Assign SC members to broad community groups within AusSeabed as points of contact. Publish to Newsletters, and on the Governance web page.	KB	December	Discussed.
	CLOSED IN SESSION			
SC.10.1	Plan workshop or activity on indigenous engagement strategies. Participants could include HIPP panellists, the maritime Fremantle transport group, and others within the AusSeabed community to collate lessons learned on first nations engagement strategies and develop the AusSeabed First Nations strategy.	RT, NT, TI	July	Closed and incorporated into work planning discussions.
SC.10.8	OET activities to progress before the next meeting: Finalise Communications SOP (KB lead), Finalise method to track engagement and outreach (TI/KB), Finalise First Nations Statement (TI lead), Re-commence the AusSeabed 2025 Engagement Strategy, a communications highlight for AusSeabed, Undertake a general review of the website and online resources (KB), Develop a list of AusSeabed engagement champions and outline how they will enhance AusSeabed engagement (TI), Put together an article roster (newsletter and website), send emails to academic sector to gauge awareness and use (MM, IP, MY)	TI lead, KB support	Ongoing	Underway. Completed: Engagement tracking methods, Newsletter schedule, academic sector engagement. Next priority: First Nations statement, AMSA, AusSeabed champions
SC.9.13	Provide advice on what end products would best meet the needs of non-technical end-users, and how best to communicate these capabilities to emerging stakeholders.	MD, CS	March	Closed. This has been absorbed into the discussion and work on the work plan and AusSeabed strategy.
SC.10.5	Derive a proxy list of representatives and propose to SC in TOR review.	KP, DC, NT, TI, KB	July	Will contact previous nominees after TOR endorsed. Closed.

Meeting notes

Meeting opened 1100



1 Introduction

1.1 Welcome

- The meeting opened with an Acknowledgment of Country.
- We welcomed Martin Tunwell to the SC, replacing Geoff Lawes (iXBlue).
- The AusSeabed SC (SC) endorsed the agenda.
- No items added to Other Business.

1.2 Minutes & Actions

- Minutes from SC Meeting #10 were endorsed out of session and are available on the AusSeabed website.
- Outstanding actions were followed up with the group and an updated list is provided above [Table 1]. A live list of the actions resulting from SC meetings can be found on the **AusSeabed TEAMS environment** under the **ASB SC** thread in the **Files** section. Anyone who has not been able to access/set up TEAMS needs to contact KB.
- KB provided an update on the progress of the Actions list since SC Meeting # 9.
 - Actions SC.10.2, SC.10.3, SC.10.4, SC.10.6, SC.10.7, SC.10.9, SC.10.10, SC.10.11, SC.10.12, SC.10.13, SC.10.14 were closed out of session.
 - Updates were provided against actions.
 - Consequently, actions SC10.1, SC10.8, SC9.13 and SC10.5 were closed in-session.
- SC endorse the progress of the action list.

Action SC.11.1: Follow up with previous SC nominees to build an approved proxy list for the SC.

2 TOR Review

The SC is reviewing their Terms of Reference (TOR). These revisions are needed to ensure that the SC is adequately representing the community and functioning efficiently. This session continues on from the progress made in SC meeting 10. Amendments to the TOR were made out of session and are now being endorsed in session.

Outcome Sought: The SC endorses version 3.0 of the TOR.

Result:

- The SC endorsed the TOR, pending four changes and some minor grammar corrections:
 - The SC agreed upon an 18 month term for the ECOP representative
 - Section 8 (SC Representation) will be combined with section 4 (Membership)
 - A paragraph will be removed that details the SC election process, and replaced with a reference to the SC election Standard Operating Procedures.
- The use of the term quorum will be revised. MM raised the use of the term quorum, in the paragraph in question it should be replaced with a majority vote. A quorum should also be defined.
 - RC raised the issue that we may want to adopt different levels of voting (e.g. administration votes vs general decisions) in the future. The Chair commented that we can keep that option in hand but for now the SC will function as usual.

3 Collaborator terminology review

The current definition of contributors was established in the first AusSeabed SC meeting (and is only captured in the notes from that meeting). At some point AusSeabed moved away from contributors and started using collaborators. While writing the annual highlights report, it became apparent that some distinction needs to be made about who is a contributor, a collaborator and who is a part of the wider AusSeabed community. This is important to distinguish, so as to be inclusive across all levels of involvement whilst acknowledging the various ways organisations and programs contribute to AusSeabed.

This session progressed previous work done interim, prior to this meeting.

Outcome Sought: Endorse the terminology to be used in reference to the AusSeabed community.

Result:

- The community terminology was endorsed pending the following adjustments:
 - Remove the distinction of historical contributors/collaborators – temporal contribution does not matter, but will be captured for reporting purposes to show growth over time.
 - Remove the requirement of a continuous data contribution to be an AusSeabed contribution and amend to ‘a data contribution’.
 - Remove any associated logo use for a community member – this would become too hard to manage.
 - Change the term “Join our community” often used at the end of AusSeabed presentations and communities to “Collaborate with us”, and only display contributor/collaborator logos here.
 - Produce a visual representation of the AusSeabed community/collaborative structure
 - A table should also be provided, showing the different roles an organisation can play in AusSeabed, and how they are classed as a contributor, a collaborator and a community member.
- It was noted that all data contributors should be listed – as they usually are in the Annual Report. A separate list of organisations that have contributed data should be kept

Action SC.11.2: Implement the revisions to the TOR and community terminology. Publish pending final approval by the Chair and Vice-Chair.

4 Overall progress update 2021/22

KP provided a summary of the current progress against the 2021/22 work plan and identified outputs at risk of being delayed or not delivered as per Quarterly Progress report. The work plan includes ten main activities with fifteen specific overarching outputs and where appropriate additional training products/supporting material.

TI (outreach, education and training) and NT (tools, guidelines and standards) also provided additional updates

Result:

- Overall, the program activities are 'on track' with detailed information provided in the progress report.
- NT reported the SDB guidelines have been completed.
- The National Areas of Interest tool is now open for submissions from the SC member organisations. Contact AL for help and support with using the tool.
 - RTS asked in terms of state government, who should put the area of interest in the tool – AL there is a fair bit of flexibility in who can submit areas of interest
 - KP encouraged SC members to actively engage with others in their sector to harvest inputs into the tool.
- The ARDC GMRT-AusSeabed project is progressing well, but the next two months are crucial for the development of the prototype. The platform will be presented at Locate 2022.
- Portal enhancements will have a soft-launch in the next two weeks. Official launch will be at the next showcase April 28th.
- Some datasets have been delayed for publication due to a significant resource allocation to the unplanned re-analysis for the MH370 search data by the Australian Transport Safety Bureau in January.
- A [newsletter roster](#) has been established for the SC. DC and MY are up for the next issue. MM and CS are up for June.
- The AusSeabed co-convened AMSA conference symposium submission has been accepted with abstracts due 18/3/22.
- AGM and Workshop proposal is underway and presented to the SC for feedback. Proposed for Friday 11 Aug in Cairns the day after conference finishes.
- A survey was sent to the academic sector (120 contacts) - how much do you know about AusSeabed and how do you use it. MM provided a brief overview on the results so far. Full results will be communicated in the June newsletter.
 - 12% responses so far.

- Will send one targeted email reminder, and a reminder in the next ASB newsletter before closing the survey and collating the results.
- Two respondents were not aware of AusSeabed previously.
- The community seems to see a need for training resources (short 3 minute user videos) and educational material. Possibly a repository or platform to share resources.
- The First Nations statement is finalised and awaiting GA First Nations Officer endorsement – to be sent around to SC and EB.
- Sea Museum (prev. Maritime Museum in Sydney) is installing a new semi-permanent exhibition, which will feature AusSeabed data at the entrance to the exhibition. These images will come to the SC for approval.

Action SC.11.3: Submit organisational areas of interest, and actively promote the tool to their sectors.

Action SC.11.4: Facilitate the organisation of the AMSA workshop.

Action SC.11.5: Provide feedback on the AMSA workshop abstract.

Action SC.11.6: Endorse the Sea Museum images interim.

5 2030 Strategy

The SC participated in an out-of-session workshop to review the 2030 Strategy developed in 2018 at program inception. This meeting session focused on endorsing five 2030 goals, the 2030 vision and the 2030 mission statements worked on during the out-of-session workshop, and further developing the Strategy. The Vice-Chair led the session by providing an overview of the changes that have been made since the workshop and highlighting the aim to have a strategy that will be upheld for at least 5 years.

Outcome Sought: The SC endorse a list of 2030 Goal statements.

Result:

- The SC endorsed the transition of the strategy to be a stationary document rather than ‘living’ that will be reviewed every 5 years.
- The SC moved to rename the document to the *AusSeabed Strategy*. The 2030 vision sits under the document and will be reviewed in light of a 2035 vision in the next review.
- DC has been working on standardising the terminology used throughout the various governance documents. This will continue through the next round of revisions and form a glossary.
- The SC agreed that the mission will not be changed.
- DC presented the 2030 vision for discussion.
 - KP advised to align with UN decade and the language used there. IP agreed.
 - CS noted that the statement should reflect how AusSeabed aims to support the Australian government. The final end-users should be stated in the vision.
 - NT asks if we need to mention SOLACE and charting.
 - RC suggests a change to “contributes to the economic and environmental well-being of the marine environment” or something more general.
- DC presented the five goals to the SC for feedback.
 - DC asked if the coordination and collaboration should be kept ‘as is’ or be combined
 - CS and KP advised out of session that perhaps the coordination and collaboration goals should be dropped, and be explored/outlined as a method or principles to achieving the other three goals due to perceived overlap.

Coordination

- NT noted that quality should be captured within the Goal statement. The SC agreed that “embracing quality” is the term that should be used to ensure inclusivity of those that do not have the resources to deliver high-quality data and ensure maximum coverage and benefit.
- MD raised that he was unsure if the “AusSeabed data system” terminology was too data centric

- KP agreed and the users should be included in the figure of the “seabed system”. This figure needs to be refined and terminology revisited for the “AusSeabed data system”
 - IP maybe “information system” or “knowledge system”
 - DC will review this terminology with KP out of session.
- NT said there needs to be something in there about facilitating knowledge transfer for survey coordination purposes.

Collaboration

- KP suggests collaboration under community engagement can fall under awareness.
- No suggestions on changing the Goal Statement for collaboration

Coverage

- NT notes the use of the word of maximised is ambiguous. Change to “maximised for/to the benefit of”. The wider SC agreed.
- CS suggested to tailor the statement to priority areas or areas of interest
- DC suggested “seabed data capture” is maximised
 - KP it isn’t just capture, historical coverage needs to be included
- NT agreed the subsidiary goals make sense, but the overarching statement needs a little work.
- CS suggested to alter the statement in line with “provide maximum benefit for users/stakeholders”
- The SC land on “maximised benefit to users”, and are happy with this goal statement

Accessibility/Discoverability

- The SC suggested to break down the first point into infrastructure and user-centric/user design enhance usability of products.
- CS noted that data visualisation products for end users are not captured.
- Products should be worked into the statement. “Key products” and define “key products”.
- The SC agreed on this amendment. The definition of “key products” will be developed later

Awareness

- Appreciated is not the right word – should be closer to valued
- The SC agreed on the goal statement after this amendment.
- The SC are happy with the five goal statements below after discussion and use these to continue work planning.

Coordination: All seabed mapping activities across the seabed data system are undertaken in a coordinated manner, and embraces innovation and quality to ensure maximum benefit.

Coverage: Seabed data coverage in the Australian region provides maximum benefit to users through the capture of existing data, and active promotion of innovation, collaboration and coordination of new data collection.

Accessibility / Discoverability: All seabed data and key products in the Australian region are available, readily discovered and easily used.

Awareness: Seabed mapping, and AusSeabed, is widely understood and valued across the Government and community.

Collaboration: Community outcomes from the use of AusSeabed and seabed data from the Australian region is maximized through proactive and intentional collaboration.

- Summary of alterations to be made:
 - Work on the terminology in the 2030 Vision and align with other strategy terminology (e.g. UNDOS).
 - Rewrite the Accessibility/Discoverability activities in-line with the data hub.
 - Define the Australian region of interest.
 - Redefine the “seabed system” and the AusSeabed data system.
 - Standardise resulting terminology through the document
 - Explore consolidating the five goals into three, and revise accordingly.

Action SC.11.7: Continue revising the AusSeabed Strategy out of session in accordance with the feedback and direction provided in item 5.

6 2022/23 work plan workshop

The SC held a two hour session to discuss and prioritise work to be included in the 2022/23 work plan. Five groups were formed for the five proposed 2030 Goal Statements and activities were proposed from 2022/23 - 2025.

Result: Identify 2025 objectives for each of the five strategic goals and prioritise activities identified for the 2022/23 work plan.

- Results of this session, including proposed activities were captured in worksheets. These activities will be synthesised and allocated resource estimates to build the 2022/23 work plan that will be presented to the EB in April.
- Based on EB outcomes and AusSeabed budget, activities will be prioritised and work plan firmed up.
- The activity roadmap 2025 will be captured and finalised into a strategic document.

Action SC.11.8: Provide inputs to the AusSeabed 2022/23 work plan out of session, in accordance with the feedback and direction provided in item 6 and Executive Board direction.

7 Next Meeting & Other Business

- WA DoT has received funding to acquire bathymetric LiDAR in the South Coast of WA and aerial photography of NW coast.
- A browser for indigenous engagement is in development at WA DoT. This would be good to bring this to the AMSA/NESP workshop.
- RTS notes "Deep Time Dream" is a good book to read for information on indigenous engagement.
- The SC outlined their past communication and engagements.
 - Hydrospatial Conference 2022 in Feb 2022 (NT, SE, KP)
 - Recent NAI stakeholder engagements from AL
 - A new Sea Museum exhibition with AusSeabed featured at the entrance
 - DC noted that there will be an invite for an AusSeabed brief to the S-5B and S-8B hydrographic surveyor courses
 - Engagement at the maritime and infrastructure forum which introduces ASB to coastal engineers (RC)
 - Academic engagement survey
 - Presented at the SSSI Victoria Surveying and Spatial Summit and presented AusSeabed (MY and Nathan Quadros)
- Next meeting will tentatively be in-person
 - Next meeting will be aligned with AMSA in Cairns in Aug
 - KP will be stepping down as Chair and NT stepping up as Chair at the next meeting.
 - Secretariat will continue to be supplied by GA

Meeting closed 1630



Appendix A: Agenda

Date: 15th March 2022

Venue: Sydney Institute of Marine Science, Chowder Bay NSW

Time: 1100 – 1630 AEDT

Coordinators: Kim Picard, Kimberlee Baldry

Agenda

Time	Item	Action	Lead	Duration	Paper
11:00	Introduction and Welcome		KP	10 mins	No
	1. Action List and progress	Update	KB		No
11:10	2. ToR review	Endorse	KB	20 mins	Yes
	3. Collaborator terminology review				Yes
11:30	4. Overall progress update 2021/22	Update	KP	30 mins	Yes
12:00	5. 2030 Work Plan Strategy	Discuss	DC	60 mins	Yes
13:00	Break				
13:30	6. 2022/23 Work Plan workshop	Discuss	KP	180 mins	Yes
16:00	7. Other Business	Discuss	KP	30 mins	No
	• List recent C+E engagements				
	• Strategic gossips				
	• Next meeting				
	• Chair election				
16:30 End of meeting					