

<b>1.5</b>	<b>Governance</b>	<b>Facility Leader role description</b>
	Responsible Officer	Project Manager
	Approved by	Director
	Approved and commenced	September 2012, revised August 2015
	Review by	September 2016

### **BACKGROUND**

IMOS has 12 Facilities, set-up to implement the infrastructure under the NCRIS Funding Agreements. This intent of this policy is outline the role of the IMOS Facility Leader and the specific responsibilities attached to that role.

### **ROLE OF THE FACILITY LEADER**

A list if the IMOS facilities, sub-facilities and leaders as at August 2015 is **Attached**. Under the various Operator sub-contracts, UTAS has contracted with various organisations to own and operate the IMOS infrastructure. Those sub-contracts outline the legal requirements of an Operator to nominate an Operator Representative and to manage Facility Leaders.

The Facility Leader will be responsible, via the Operator Representative, for the operation of the Facility and maintain and be responsible for the execution of the Operational Plan for that Facility.

Where Sub-Facilities contribute to a larger Facility (relates to Ships of Opportunity, Deep Water Mooring, National Mooring Network and Satellite Remote Sensing), the Facility Leader will work with the various Sub-Facilities to ensure where appropriate they are operated according to a common set of standards and protocols and/or to coordinate overall planning.

Each Facility/Sub-facility or group of similar Facilities will have an associated User Group to work with the Facility Leaders in the development of operational plans and associated user protocols and relevant technical matters including training for users. The Facility Leader will convene the User group. Membership of the User Groups will be drawn from interested personnel from the relevant Nodes.

Specific responsibilities of the Facility Leader are:

- Achieving the agreed Milestones and implementing the Facility Project Plan.
- Identify potential sources of co-investment for the Facility Project Plan, and report on these in the Business Plans and Progress Reports
- Not sub-contract any responsibilities unless approved by the IMOS Director
- To prepare:
  - Facility Project Plan – due prior to Operator sub-contract being entered into
  - Annual Business Plans - due by mid-February each year, and which update the Facility Project Plan

- Annual Progress Reports – due by end-July each year, and which report against the relevant Annual Business Plan
- Quarterly Milestone Reports – due September, December, March and June each year

IMOS Office will send out templates at least two week ahead of those dates

- To advise the IMOS Office, via the Operator Representative, immediately of:
  - any equipments losses, or major events (see IMOS Policy 2.4)
  - any conflict of interest situation arising (see IMOS Policy 1.8)
  - any significant change to the Facility risk analysis (subsequent to the regular updates of the risk portfolio as part of the Business Plans and Annual Reports)
  - any incidents in the course of providing the IMOS Facility which did or could have resulted in injury or loss of life
- Adhere to the IMOS Visual Identity Guidelines (see IMOS Policy 3.1)
- Keep up-to-date the Facility pages on the IMOS website
- Follow the IMOS acknowledgement and publishing guidelines (see IMOS Policy 4.1)
- Follow all other IMOS Policy as it relates to the work of the Facility
- Participate in the IMOS Annual Planning Meetings (held February or March each year)
- Contribute to the forward planning for IMOS, and liaise as necessary to maximize opportunities for continued funding
- Do all other things necessary to maximize the opportunities available to grow the Facility

**Versioning –**

July 2012 – draft for review by the IMOS Director

September 2012 – approved by Advisory Board

August 2015 – minor revision approved by the IMOS Director

**ATTACHMENT – IMOS Facility and Sub-facility Leaders at August 2015**

Ref.	Facility / Sub-Facility Title	First name	Surname	Institution
01	Argo Floats	Susan	Wijffels	CSIRO
02	Ships of Opportunity	Rudy	Kloser	CSIRO
2aa	Expendable Bathythermograph	Ann	Thresher	CSIRO
2ab	Biogeochemical	Bronte	Tilbrook	CSIRO
2ac	Continuous Plankton Recorder	Anthony	Richardson	CSIRO
2b	Sensors on Tropical Research Vessels	Jessica	Benthuisen	AIMS
2c	Sea Surface Temperature Sensors for Australian Vessels	Helen	Beggs	BOM
2d	Research Vessels Real-Time Air-Sea Fluxes	Eric	Schulz	BOM
2e	Bio-Acoustic	Rudy	Kloser	CSIRO
2f	Temperate Merchant Vessels	Randall	Lee	Vic EPA
03	Deep Water Moorings	Tom	Trull	CSIRO
3a	Air-Sea Flux Stations	Eric	Schulz	BoM
3b	Southern Ocean Time Series	Tom	Trull	CSIRO
3c	Deepwater Arrays	Bernadette	Sloyan	CSIRO
04	Ocean Gliders	Chari	Pattiaratchi	UWA
05	Autonomous Underwater Vehicles	Stefan	Williams	SIMS
06	National Mooring Network	TBA	TBA	TBA
6a	Queensland and Northern Australia Moorings	Craig	Steinberg	AIMS
6b	New South Wales Moorings	Moninya	Roughan	SIMS
6c	Southern Australia Moorings	John	Middleton	SARDI
6d	Western Australia Moorings	Ming	Feng	CSIRO
6e	Acoustic Observations	Rob	McCauley	Curtin
6f	National Reference Stations	David	Hughes	CSIRO
6g	Acidification moorings	Bronte	Tilbrook	CSIRO
07	Ocean Radar	Chari	Pattiaratchi	UWA
08	Animal Tracking and Monitoring	Rob	Harcourt	SIMS
09	Wireless Sensor Networks	Scott	Bainbridge	AIMS
10	Marine Information (eMII)	Roger	Proctor	UTAS
10c	OceanCurrent	Madeleine	Cahill	CSIRO
11	Satellite Remote Sensing	Edward	King	CSIRO
11a	Australian Satellite SST L2P Products	Helen	Beggs	BOM
11b	Remote Sensing Collections	Edward	King	CSIRO
11c	Upgrade of Townsville Ground Station	Craig	Steinberg	AIMS
11d	Satellite Ocean Colour	Thomas Schroeder / Nick Hardman-Mountford		CSIRO
11e	Satellite Altimetry Calibration and Validation	Christopher	Watson	UTAS
12	IMOS Office	Tim	Moltmann	UTAS