

2.4	Finance	Equipment – loss, risk, notification and reinstatement
Responsible Officer		Project Manager
Approved by		Advisory Board
Approved and commenced		September 2012 revised August 2015
Review by		June 2016

OBJECTIVE

IMOS is designed to be a fully-integrated, national system, observing at ocean-basin and regional scales, and covering physical, chemical and biological variables. IMOS Facilities, operated by ten different institutions within the National Innovation System, are funded to deploy equipment and deliver data streams for use by the entire Australian marine and climate science community and its international collaborators.

The quality of the data streams is reliant on the equipment continuing to be available. Thus IMOS funding is used to not only purchase the equipment, but to also keep it running and producing data. The loss, or temporary unavailability of a piece of equipment, will have a direct effect on the availability of the IMOS continuing data-stream.

SCOPE

This policy applies to the IMOS Operators, Facility and Sub-Facility Leaders.

POLICY PROVISIONS

As the Specified Personnel responsible for a particular part of the IMOS infrastructure, the Operator Representatives, Facility Leaders and Sub-Facility leaders have an obligation to oversee the continued maintenance of the equipment which produces the IMOS datastreams. It is acknowledged that equipment may fail, so this document is intended to provide guidance on who needs to be informed when problems arise. Under the terms of the Operator sub-contracts all IMOS assets should be insured, but the circumstances of the loss will be taken into account when assessing claims.

- the Operator Representative or Facility Leader must inform the IMOS Director as soon as possible if IMOS equipment is lost, or failing to produce the data. Such advice should include the known circumstances, together with mitigation action in place, and an initial estimate of recovery and/or reinstatement of datastreams
- The IMOS Director will assess the circumstances, and make a decision as to whether the Board or Department need to be informed (as required under the terms of the IMOS Funding Agreement)
- If a recovery is planned, the Operator will take into account the estimated costs, risk factors involved and feasibility based on the cost of the equipment
- If a recovery has been unsuccessful, the Operator Representative will inform the IMOS Director of the outcome, together with process to claim insurance and reinstate the equipment
- The Facility Leader should inform the Nodes and known users of the datastreams of the problem, together with mitigating actions in place, and plan to reinstate the infrastructure.

Costs to reinstate equipment:

If insurance proceedings are insufficient to fund the costs, the Operator Representative will need to first review the approved budget to ascertain if there is sufficient flexibility within that to cover any gap in costs. Sub-facilities should also check if there is any flexibility in the Facility budget (which may be with a different Operator). If additional IMOS funding is requested to reinstate equipment or assist with recovery, the IMOS Director will make a decision and inform the Board / Department as necessary.

DEFINITIONS AND ACRONYMS

- *Facility* means any one of the facilities named in the NCRIS or EIF Head Agreements
- *Facility Leader* is the person responsible for leading each Facility
- *Operators* are individual institutions (legal entities) which UTAS has entered into sub-contracts, under which the Operators will own and operate designated equipment for the purposes of IMOS or provide services under IMOS. Under the NCRIS and EIF Head Agreements, the approved Operators are AIMS, Bureau of Meteorology, CSIRO, Curtin University, SARDI, Sydney Institute of Marine Science and University of Western Australia.
- *Specified Personnel* means the Operator Representative, Facility Leaders and Sub-Facility Leaders named in Item 3 of the Schedule (to the Operator sub-contracts)
- *Sub-Facility* refers to assets, equipment or services which form part of and are a sub-set of a larger national Facility
- *Sub-Facility Leader* is the person responsible for leading each Sub-Facility

SUPPORTING DOCUMENTATION

IMOS Operator Subcontracts, and variations

VERSIONING

December 2011 – draft for review by IMOS Director

September 2012 – approved by Advisory Board

August 2015 – minor revisions to update Policy