

Moreton Bay Research Station (MBRS) Register of Responsibilities and Roles

1. Objectives

- Identify key personnel with environmental responsibilities within The University of Queensland and Moreton Bay Research Station (MBRS);
- Identify roles allocated to the University Committees on environmental management; and
- Maintain a Register of Responsibilities and Roles.

2. Tiers of Responsibilities

2.1 First Tier of Responsibility

The University of Queensland is governed by a Senate that is appointed under The University of Queensland Act.

The day-to-day management and overall responsibility for The University of Queensland operations lies with the appointed Vice-Chancellor who is the Chief Executive Officer.

2.2 Second Tier of Responsibility

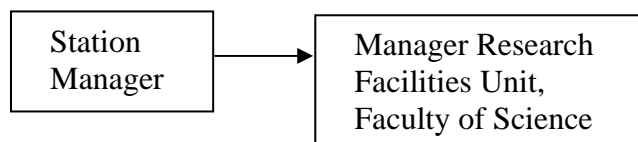
Responsibility for management and operations of MBRS rests with the Manager, Research Facilities Unit, Faculty of Science. Central Administration, which includes areas such as the Property and Facilities Division, the Occupational Health & Safety Unit and Business Services, also has responsibilities for environmental management and reports to the Vice-Chancellor through the Executive Director Operations.

2.3 Third Tier of Responsibility

There exists a hierarchy of delegated line management and control below the Faculty. This delegation is reflected in the responsibilities allocated to the MBRS Manager. The MBRS Manager and staff have their duties stated in their duty statement.

3. Environmental Management Roles

Moreton Bay Research Station operates with an organisational structure as set out below:



MBRS Station Manager and/or Delegate

- To implement the MBRS EMS in accordance with The University of Queensland's Environmental Policy.
- To ensure that the EMS implementation meets the needs of research and education at MBRS.
- To liaise with internal and external stakeholders.
- To prepare an annual environmental management report.

Property and Facilities Division

- Input directly on the development for all procedures and programs of the MBRS EMS;
- Apply for environmental licence, if necessary;
- MBRS EMS manual document control;
- Conduct environmental audits as necessary;
- Review environmental legislation;
- Rectify environmental problems in association with MBRS Manager as appropriate; and
- Report environmental issues at the University.

Academics - by invitation depending on their area of expertise

- Input on areas of environmental relevance (noise, water, air and waste); and
- Comment and review the MBRS EMS drafts.

Other staff - by invitation as appropriate

- Input on areas of environmental relevance (noise, water, air and waste); and
- Comment and review the MBRS EMS drafts.