

Heron Island Research Station (HIRS) Register of Responsibilities and Roles

1. Objectives

- Identify key personnel with environmental responsibilities within The University of Queensland and Heron Island Research Station (HIRS);
- 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 which 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 HIRS is delegated to the Faculty which is controlled by an Executive Dean. 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 Secretary and Registrar.

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 HIRS Director and their subordinate Managers. The HIRS Director's duties are specified in The University of Queensland Statutes. The HIRS Director and subordinate Managers have their duties stated in their duty statement.

3. Environmental Management Roles

Heron Island Research Station Management Committee

- Represented by both internal and external stakeholders;
- A forum to review environmental management issues relevant to The University of Queensland; and
- Enhance participation of stakeholders and their representatives in the environmental decision making process.

HIRS Director and/or Delegate

- To implement the HIRS EMS in accordance with The University of Queensland HIRS environmental policy.
- To ensure that the EMS implementation meets the needs of research and education at HIRS.
- 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 program of the HIRS EMS;
- Apply for environmental licence, if necessary;
- HIRS EMS manual document control;
- Conduct environmental audits as necessary;
- Review environmental legislation;
- Rectify environmental problems in association with HIRS Director as appropriate; and
- Report of 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 HIRS EMS drafts.

Other staff - by invitation as appropriate

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