

## **Factsheet – Roles & Responsibilities of the Lord Howe Island Board**

Under the [Lord Howe Island Act 1953](#) (*'the Act'*), the Lord Howe Island Board is charged with the responsibility of administering the affairs of the Island.

As the statutory body representing the Crown, Board Members are subject to the direction and control of the Minister for Climate Change, Energy, Environment and Heritage.

The Board consists of 7 members, 4 of whom are to be Islanders, and 3 appointed by the Minister to represent the interests of business and tourism, conservation, and an employee of the relevant Department.

### **Role of the Board**

The Board is responsible for the care, control and management of the Island and its affairs and trade.

It may adopt any measures, explore proposals, and execute schemes to improve the welfare conditions of the Island and its residents, and regulate the tourist trade and businesses on the Island.

It must strive to take measures to protect and conserve the Island's natural resources and ecology.

The Board's [Charter](#) is outlined in *the Act* and includes exercising community leadership to provide directly or on behalf of other levels of government appropriate services and facilities, manage public assets and Crown land, and the environment.

The Board makes use of employees of the NSW public service as staff to enable the Board to exercise its functions.

Read [Part 3](#) of *the Act* for more information on the roles and responsibilities of the Board.

Lord Howe Island **Board Members** have an important role in ensuring the Board's functions are carried out consistently, transparently, efficiently and effectively, and in accord with the Act and other relevant legislation, regulation and policy. An induction process upon appointment involves familiarisation with the mandatory Code of Conduct, and a briefing on current matters.

### **Meetings**

The Board meets a minimum of four times a year to discuss and determine matters. A decision supported by the majority of votes at a meeting becomes a decision of the Board.

Additional 'out of session' meetings may be called throughout the year to make pressing decisions.

Board papers are issued (via online portal) one week before the meetings to ensure sufficient time for Board members to read presented material.

Read [Part 3 of Schedule 1A](#) of *the Act* for more information on how the Board meets and makes decisions.

Elected (Islander) Board Members also engage with the Board's CEO on local matters (currently twice a month on Wednesday afternoon from 4-5pm).

### **Payment**

Board Members are paid an annual stipend, currently \$6,487 per annum. Any travel or catering expenses incurred on official Board business are met by the organisation.

### **Islander Board Members - Term and Elections**

Islander Board Members are elected every three years for a three-year term. The term of the current four local (Islander) Board Members concludes on 28 February 2024.

Read [Division 3 of Part 2](#) of *the Act* for more information about elections.

An election will be conducted by the NSW Electoral Commission to appoint four Members for a new term in accordance with Division 3 of the *Lord Howe Island Act 1953*. Further information is available on the [NSW Electoral Commission website](#).