



28 April 2026

Tēnā koe

### **Official Information Act request**

Thank you for your email of 31 March 2026, requesting information about the appointment process for Social Workers Disciplinary Tribunal (the Tribunal) and Layperson Social Workers Board (SWRB) Social Workers Disciplinary Tribunal.

In addition, you requested us to consider your request as being submitted after the close of applications, which was 5:00 pm, 31 March 2026.

I have considered your request under the Official Information Act 1982 (the Act). Please find my decision on each part of your request set out for the Tribunal and SWRB separately below.

### **Social Workers Disciplinary Tribunal – Layperson member and social worker member**

- *How you called for public nominations and on which platform(s) (e.g., govt.jobs website).*

Applications for the layperson role were sought through advertising on the [seek.co.nz](https://www.seek.co.nz) website. Applications for the social worker role were sought through advertising on the [jobs.govt.nz](https://www.jobs.govt.nz) website and through an advertisement in the newsletter of the Aotearoa New Zealand Association of Social Workers (ANZASW). Applications for both roles, together with the role on the Social Workers Registration Board (SWRB) outlined in the next section, were also sought through advertisements in the newsletters of the SWRB and Social Service Providers Association (SSPA).

Nominations for both roles were invited from the agencies with nomination services: Ministry for Ethnic Communities, Ministry for Pacific Peoples, Ministry for Women, Te Puni Kōkiri, The Treasury and Whaikaha Ministry for Disabled People.

- *A copy of the advertisement.*

Please find the position description for Social Worker Disciplinary Tribunal Member attached as **Appendix One**.

Please find the advertisements used on websites attached as **Appendix Two**.

- *The pay rate for each role.*

Tribunal members are paid \$450 per day for hearings they are serving on.

- *The number of applications received from the public.*
- *The number of nominations received from other agencies, such as TPK or the Ministry for Women.*

There were 31 applications received from members of the public for the layperson position and 28 applications received from members of the public for the social worker position. No nominations for either position were received from the nominating agencies, however six members of the public noted they had seen the roles promoted by nominating agencies.

- *The number of positions you are looking to fill.*

There are two positions on the Tribunal candidates are being sought for – one layperson member and one social worker member.

- *The anticipated timeline for completion of the recruitment process.*

It is intended to have the appointment process completed by July 2026.

### **Social Workers Registration Board – Layperson member**

- *How you called for public nominations and on which platform(s) (e.g., govt.jobs website).*

Applications for the role were sought through advertising on the [seek.co.nz](https://www.seek.co.nz) and [iod.org.nz](https://www.iod.org.nz) websites and through advertisements in the newsletters of the SWRB and SSPA.

Nominations for the role were invited from the agencies with nomination services: Ministry for Ethnic Communities, Ministry for Pacific Peoples, Ministry for Women, Te Puni Kōkiri, The Treasury and Whaikaha Ministry for Disabled People.

- *A copy of the advertisement.*

Please find the position description for the SWRB position used in all advertisements attached as **Appendix Three**.

Please find the advertisements used on websites attached as **Appendix Four**.

The advertisements used in the SWRB and SSPA newsletters covered both the SWRB and Tribunal positions and are included in the Tribunal section above.

- *The pay rate for each role.*

SWRB members are paid \$11,250 per annum.

- *The number of applications received from the public.*
- *The number of nominations received from other agencies, such as TPK or the Ministry for Women.*

There were 45 applications received from members of the public. No nominations were received from the nominating agencies, however three members of the public noted they had seen the role promoted by nominating agencies.

- *The number of positions you are looking to fill.*

There is one position on the SWRB candidates are being sought for – one layperson member.

- *The anticipated timeline for completion of the recruitment process.*

It is intended to have the appointment process completed by July 2026.

I will be publishing this decision letter, with your personal details deleted, on the Ministry's website in due course.

If you wish to discuss this response with us, please feel free to contact [OIA\\_Requests@msd.govt.nz](mailto:OIA_Requests@msd.govt.nz).

If you are not satisfied with my decision on your request, you have the right to seek an investigation and review by the Ombudsman. Information about how to make a complaint is available at [www.ombudsman.parliament.nz](http://www.ombudsman.parliament.nz) or 0800 802 602.

Ngā mihi nui

pp.



Anna Graham  
**General Manager**  
**Ministerial and Executive Services**

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# Social Workers Disciplinary Tribunal

## Member Position Description, 2026

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### The Tribunal's role

The Social Workers Disciplinary Tribunal (the Tribunal) was created by the Social Workers Registration Act 2003.

The Tribunal hears and determines the outcome of disciplinary charges laid against registered social workers. The Tribunal's purpose is to protect the safety of members of the public by ensuring social workers are competent and safe to practise and are accountable for the way in which they practise.

The Tribunal is funded on a cost-recovery basis through a disciplinary levy that forms part of the fee for a social worker's annual practising certificate. The Social Workers Registration Board (SWRB) sets the levy and provides administrative support to the Tribunal.

### The Tribunal's membership and appointment

The Tribunal has a minimum of eight members:

- a Chair and one or more Deputy Chairs (who must each be a barrister or solicitor of the High Court of not less than seven years' practice)
- at least five registered social workers (whose registration or practicing certificate is not suspended)
- at least one layperson (not a social worker).

An individual cannot simultaneously be a member of the Tribunal and SWRB.

The Tribunal's membership is appointed by the Minister for Social Development and Employment under the Social Workers Registration Act 2003. Layperson and registered social worker members may be appointed for terms of up to five years and may be reappointed.

### Membership of Tribunal Hearings

The membership for each hearing is selected by the Tribunal Chair. For each hearing, the Tribunal must include the Chair or a Deputy Chair, three registered social workers, and one layperson. Information about Tribunal decisions and appeals is available at <https://swrb.govt.nz/tribunal-decisions/>.

### Location of Hearings

Hearings are held online or in-person across New Zealand. The location of in-person hearings depends on where the registered social worker facing charges lives.

## **Tribunal member expertise and experience**

The Tribunal's membership should collectively have the following expertise and experience:

- an understanding of the Tribunal's role
- knowledge and experience of matters likely to come before the Tribunal
- critical thinking, sound judgement and analytical skills which can be constructively applied to a wide range of topics and human behaviour generally
- a commitment to fair process and unbiased decision-making
- the ability to communicate effectively and accurately
- an inclusive approach to group discussions and decision making
- an understanding of Te Tiriti o Waitangi, tikanga and te ao Māori as it relates to the social work sector
- the ability to engage effectively with various ethnic and cultural groups in New Zealand
- the ability to manage and maintain excellent professional relationships with a range of people
- effective time management and sufficient time and flexibility to commit to the role.

For the registered social worker positions substantial, in-depth experience is required.

## **Workload and remuneration**

Members are expected to prioritise their commitment to the Tribunal and are required to make themselves available to hear and consider at least half of the hearings they are asked to participate in. The Tribunal's caseload can be highly variable, on average two to three hearings are currently held each year.

Members are required to review all material provided to them before each hearing, attend the hearing and review draft decisions.

Members are only paid for the hearings they take part in. The fee is set under the Cabinet Fees Framework. The current fee for work undertaken by members is \$450 per day. A public sector employee who is appointed to the Tribunal will not be double paid for their job — as a Tribunal member and as a public sector employee.

Remuneration is being reviewed in 2026 in line with changes made last year to the Framework, however, any adjustment to fees is not automatic.

Actual and reasonable expenses may be claimed for costs associated with travel for hearings.

## **Conflict of interests**

The Tribunal has processes in place to ensure that any potential conflicts of interest a member has are acknowledged when they are appointed and appropriately managed throughout the member's term.

## Information collected on Tribunal members

Information on those appointed to the Tribunal is collected and securely held by the Public Service Commission in a specialist system, 'AppointNet'. For more details, please see the AppointNet privacy statement at <http://www.publicservice.govt.nz/system/crown-entities/crown-entity-resource-centre/appointnet-privacy-protocol>

The advertisement used on the seek.co.nz and iod.org.nz websites was:

### **Applications for member of the Social Workers Registration Board**

Applications are sought for a layperson member of the Social Workers Registration Board (SWRB). The appointee must not be a registered social worker or a member of the Social Workers Disciplinary Tribunal.

The SWRB is a Crown entity under the Crown Entities Act 2004, and the social worker regulator and lead agency for social worker workforce planning in New Zealand.

The SWRB Board comprises four social workers and three laypeople, appointed by the Minister for Social Development and Employment (the Minister) under the Social Workers Registration Act 2003.

Candidates are sought with demonstrated senior management or executive level experience — that includes time spent in a non-government organisation — and an understanding of public sector governance.

For more information about this role, please see the [Layperson member position description](#).

### **Next Steps**

To be considered for appointment please apply by providing the following:

- a cover letter, which includes contact details (email address and phone number)
- a current curriculum vitae.

Applications must be **made via email** to [appointments@msd.govt.nz](mailto:appointments@msd.govt.nz)

Applications are **due by 5.00pm on Tuesday 31 March 2026**. As part of your application, please let us know where you saw this role advertised.

This process is managed by the Ministry of Social Development on behalf of the Minister.

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# Social Workers Registration Board

## Lay Member Position Description, 2026

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### The entity's role

The Social Workers Registration Board (SWRB) is the social worker regulator and the lead agency for developing the Social Worker Workforce Strategy and Action Plan with responsibility for monitoring implementation.

The SWRB's purpose is to protect the safety of members of the public by ensuring social workers are competent and safe to practise and are accountable for the way in which they practise.

The role of the SWRB as the regulator of social workers is set out in the Social Workers Registration Act 2003. The SWRB uses a range of regulatory tools, including:

- the registration of social workers and maintaining an up-to-date public register of individuals who are qualified and authorised to practice
- issuing annual practising certificates
- publishing scopes of practice, code of conduct, and core competencies
- prescribing standards in social work education
- managing concerns, complaints, and notifications about registered social workers
- investigating and potentially prosecuting individuals who allegedly claim to be a registered social worker.

The SWRB also enhances social workers' professional practice and provides insight into the opportunities and challenges facing the social worker workforce.

The SWRB provides administrative support to the Social Workers Disciplinary Tribunal (the Tribunal), a separate body which is responsible for hearing and determining disciplinary charges laid against registered social workers.

The regulatory functions of the SWRB are funded on a cost-recovery basis, through fees and a disciplinary levy.

### The Board's membership and appointment

The SWRB is a Crown entity under the Crown Entities Act 2004. It is governed by a seven-member Board appointed by the Minister for Social Development and Employment (the Minister) under the Social Workers Registration Act. The SWRB is accountable to the Minister and monitored by the Ministry of Social Development.

Of the Board's seven members, four must be registered social workers. The other three members are generally referred to as lay members for clarity.

Members are appointed by the Minister for terms of up to three years. Members may be reappointed but cannot serve on the Board for more than six consecutive years.

The Chair is appointed by the Minister from among the members of the Board.

## **Board member expertise and experience**

The Board's membership should collectively have the following expertise and experience:

- strong governance experience
- senior management or executive level experience
- effective relationship management experience
- strong communications skills
- well-developed and effective financial management skills and experience
- understanding and knowledge of machinery of government and Crown entity responsibilities
- understanding of professional regulatory functions including public safety
- understanding of Te Tiriti o Waitangi, te reo Māori, tikanga and te ao Māori, including as it relates to the social work sector
- ability to engage effectively with Pacific peoples and diverse ethnic and cultural groups in New Zealand
- extensive applied social work experience (10-15 years).

Individual lay members will not have social work experience but should demonstrate several of the other key attributes set out above.

## **Workload and remuneration**

Members are expected to attend all scheduled Board meetings, participate in online Board activities and participate in any specialist committees established by the Board. Around eight full-day meetings are held per year with additional meetings as required.

Members are currently spending up to 50 days per year on Board business. Member remuneration is set in accordance with the Cabinet Fees Framework. The members' annual fee is \$11,250. Remuneration is being reviewed in 2026 in line with changes made last year to the Framework, however, an adjustment to the fees is not automatic.

Members are also entitled to claim expenses such as travel, parking, telephone calls, and postage costs.

## **Guidance and induction**

The Public Service Commission has general guidance for [Crown entity board members](#) on the frameworks, duties and expectations that apply. A specific induction programme is provided for new members of the SWRB.

## Appointee information held

Information on those appointed to the Authority is collected and securely held by the Public Service Commission in a specialist system, 'AppointNet'. For more details, please see the privacy statement at [www.publicservice.govt.nz/system/crown-entities/crown-entity-resource-centre/appointnet-privacy-protocol](http://www.publicservice.govt.nz/system/crown-entities/crown-entity-resource-centre/appointnet-privacy-protocol).

## Conflict of interests

The SWRB has processes in place to ensure that any potential conflicts of interest a member has are acknowledged when they are appointed and appropriately managed throughout the member's term.

Given the potential conflict of interest between the role of a public servant and the role of a member of a statutory body, Ministers will not generally appoint public servants to statutory bodies unless there are special circumstances. The Cabinet circular which outlines this expectation, CO(02)5 *Appointment of Public Servants to Statutory Boards*, sets out the special circumstances where public servants can be appointed to statutory bodies.

A public sector employee who is appointed to the Board will not be double paid for their job (as a Board member and as a public sector employee).

## Disqualification

Certain people are disqualified from being a member of the SWRB under section 30 of the Crown Entities Act 2004.

- A person who is an undischarged bankrupt.
- A person who is prohibited from being a director or promoter of, or being concerned or taking part in the management of, an incorporated or unincorporated body under the Companies Act 1993, or the Financial Markets Conduct Act 2013, or the Takeovers Act 1993.
- A person who is subject to a property order under the Protection of Personal and Property Rights Act 1988 or a personal order under that Act that reflects adversely on the person's competence to manage their affairs in relation to their property or capacity to make or communicate decisions relation to their personal care and welfare.
- A person who has been convicted of an offence punishable by imprisonment for a term of 2 years or more, or who has been sentenced to imprisonment for any other offence, unless that person has obtained a pardon, served the sentence, or otherwise suffered the penalty imposed on the person.
- A member of Parliament.
- A person cannot simultaneously be a member of SWRB and a member of the Tribunal.

The advertisement used on the seek.co.nz website for the Social Worker Disciplinary Tribunal Member was:

### **Applications for Layperson member of the Social Workers Disciplinary Tribunal**

Applications are sought for one layperson member of the Social Workers Disciplinary Tribunal (the Tribunal). The Tribunal hears and determines disciplinary charges laid against registered social workers.

The Tribunal comprises a Chair, one or more Deputy Chairs, at least five registered social workers and at least one layperson (that is, someone who is not a registered social worker). Tribunal members are appointed by the Minister for Social Development and Employment (the Minister) under the Social Workers Registration Act 2003.

Applicants must be able to represent the public, bring a balanced perspective to the Tribunal's deliberations, and be of proven integrity and good standing within their community. They should possess the skills, experience, and judgement required to address complex and potentially contentious matters effectively.

For more information about this role, please see the [Tribunal members position description](#).

Please note a social worker member of the Tribunal is being sought separately. Members of the Social Workers Registration Board cannot be members of the Tribunal.

### **Next Steps**

To be considered for appointment please apply by providing the following:

- a cover letter, which includes contact details (email address and phone number)
- a current curriculum vitae.

Applications must be **made via email** to [appointments@msd.govt.nz](mailto:appointments@msd.govt.nz)

**IMPORTANT:** Please **do not** apply through the Seek portal. Seek is being used for advertising purposes only.

Applications are **due by 5.00pm on Tuesday 31 March 2026**. As part of your application, please let us know where you saw this role advertised.

This process is managed by the Ministry of Social Development on behalf of the Minister.

The advertisement used on the jobs.govt.nz website for the role:

### **Applications for Social worker member of the Social Workers Disciplinary Tribunal**

Applications are sought for one social worker member of the Social Workers Disciplinary Tribunal (the Tribunal). The Tribunal hears and determines disciplinary charges laid against registered social workers.

The Tribunal comprises a Chair, one or more Deputy Chairs, at least five registered social workers and at least one layperson. Tribunal members are appointed by the Minister for Social Development and Employment (the Minister) under the Social Workers Registration Act 2003.

Applicants must be registered social workers who can bring the view of a reasonable and experienced registered social worker to Tribunal discussions, and can provide input into the decisions that are drafted by the Chair or Deputy Chair.

Applicants should understand the Tribunal's role, matters likely to come before the Tribunal and ideally have experience working as a social worker within a government setting.

For more information about this role, please see the [Tribunal members position description](#).

Please note a layperson member of the Tribunal is being sought separately. Members of the Social Workers Registration Board cannot be members of the Tribunal.

### **Next Steps**

To be considered for appointment please apply by providing the following:

- a cover letter, which includes contact details (email address and phone number)
- a current curriculum vitae.

Applications must be **made via email** to [appointments@msd.govt.nz](mailto:appointments@msd.govt.nz)

**IMPORTANT:** Please **do not** apply through jobs.govt.nz portal. This is being used for advertising purposes only.

Applications are **due by 5.00pm on Tuesday 31 March 2026**. As part of your application, please let us know where you saw this role advertised.

This process is managed by the Ministry of Social Development on behalf of the Minister.

The advertisement in the SWRB newsletter covered both the Tribunal and SWRB roles (details on the latter in the next section) was:

### **APPLICATIONS OPEN**

The Minister for Social Development and Employment is seeking applications for three roles. This process is managed by the Ministry of Social Development on behalf of the Minister under the Social Workers Registration Act 2003.

a) Application for a layperson member of the Social Workers Registration Board

The appointee must not be a registered social worker or a member of the Social Workers Disciplinary Tribunal.

Candidates are sought with demonstrated senior management or executive level experience — that includes time spent in a non-government organisation — and an understanding of public sector governance.

For more information about this role, please see the [Layperson member position description](#).

b) **Two applications for members of the Social Workers Disciplinary Tribunal**

**For detailed information about the two positions, please see the [Tribunal members position description](#).**

Appointees to the Tribunal cannot be members of the SWRB Board.

RSW member. Applications are invited for the appointment of one social worker member. For this position, applicants must be registered social workers who can bring the view of a 'reasonable and experienced registered social worker' to Tribunal discussions and can provide input into the decisions that are drafted by the Chair or Deputy Chair. Applicants should understand the Tribunal's role, matters likely to come before the Tribunal and ideally have experience working as a social worker within a government setting.

Layperson member. Applications are invited for the appointment of one layperson member (that is, someone who is not a registered social worker). Applicants must be able to represent the public and bring a balanced perspective to the Tribunal's deliberations and be of proven integrity and good standing within their community. They should possess the skills, experience, and judgement required to address complex and potentially contentious matters effectively.

**To apply:**

**To be considered for any of these above roles please apply to MSD, by providing the following:**

- a cover letter, which includes contact details (email address and phone number)
- a current curriculum vitae.

Applications must be **made via email** to [appointments@msd.govt.nz](mailto:appointments@msd.govt.nz). Applications are **due by 5.00pm on Tuesday 31 March 2026**. As part of your application, please let MSD know where you saw the role advertised.

The advertisement in the SSPA newsletter covered both the Tribunal and SWRB roles (details on the latter in the next section) was:

**Applications sought for members of the Social Workers Registration Board and Social Workers Disciplinary Tribunal**

The Minister for Social Development and Employment (the Minister) is seeking applications for two bodies, the:

1. Social Workers Registration Board (the SWRB)
2. Social Workers Disciplinary Tribunal (the Tribunal).

**One layperson member of the Social Workers Registration Board**

The SWRB is a Crown entity under the Crown Entities Act 2004. It is the social worker regulator and lead agency for social worker workforce planning.

Candidates are sought with senior management or executive level experience (including time spent in a non-government organisation) and an understanding of public sector governance.

The appointee cannot be a registered social worker or a member of the Tribunal.

For more information about this role, please see the [Layperson member position description](#).

**One social worker member and one layperson member of the Social Workers Disciplinary Tribunal**

The Tribunal is a statutory authority that hears and determines disciplinary charges laid against registered social workers.

For the social worker member, candidates should be able to bring the 'view of a reasonable and experienced registered social worker' to Tribunal discussions and can provide input into the decisions that are drafted by the Chair or Deputy Chair. They should ideally have experience as a social worker within a government setting.

For the layperson member, candidates should be able to help bring a balanced perspective to the Tribunal's deliberations, and must be of proven integrity and good standing within their community. They should possess the experience and judgement to effectively address complex and potentially contentious matters.

Appointees to the Tribunal cannot be members of the SWRB Board.

For detailed information about the two positions, please see the [Tribunal members position description](#).

**To apply:**

**To be considered for any of the above roles please apply by providing the following:**

- a cover letter, which states which position you are applying for and includes contact details (email address and phone number)
- a current curriculum vitae.

Applications must be **made via email** to [appointments@msd.govt.nz](mailto:appointments@msd.govt.nz). Applications are **due by 5.00pm on Tuesday 31 March 2026**. As part of your application, please let MSD know where you saw the role advertised.