### The Tribunal’s functions

The Social Workers Disciplinary Tribunal (the Tribunal) is established under section 114 of the Social Workers Registration Act 2003 (the Act).

The Tribunal’s functions are to exercise the disciplinary powers over registered social workers conferred by the Act and any other functions conferred or imposed on it by or under the Act or any other enactment.

**Appointments**

Tribunal members are appointed by the Minister for Social Development and Employment.

The Tribunal comprises the following members:

* a Chair and one or more Deputy Chair(s) who must have a minimum of seven years practice as a barrister or solicitor of the High Court
* at least five registered social workers whose registration or practising certificate is not suspended
* at least one layperson.

To be eligible for appointment members must also be a New Zealand resident and reside in New Zealand.

There can be a conflict of interest between the role of a public servant and the role of a member of a statutory body. Ministers will only appoint public servants to statutory bodies where there are special circumstances and the employer consents to the appointment.

Registered Social Workers may be appointed for terms of up to five years and may be reappointed.

**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/>

**Role of the Registered Social Worker**

The registered social worker members are required to provide:

* the view of a reasonable social worker to Tribunal discussions
* assist in drafting decisions on behalf of the Tribunal as is permitted by statutory limitation.

### Knowledge, skills & experience

The Tribunal’s registered social worker members should collectively, and as far as possible individually, have the following expertise and experience:

* an understanding of the Tribunal’s role to protect the safety of members of the public
* knowledge and experience of matters likely to come before the Tribunal
* a commitment to fair process and unbiased decision-making
* effective communication skills
* 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
* effective time management and sufficient time and flexibility to commit to role
* the ability to manage and maintain excellent professional relationships with a range of people.

### Workload

All 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.

All members are required to review all material provided to them before each hearing and attend the hearing. The Tribunal’s caseload can be highly variable across years.

**Location of Hearings**

Hearings are held across New Zealand. Each hearing location depends on where the registered social worker, who has a charge(s) laid against them, lives.

### Fees and expenses

Members are only paid for the hearings they take part in. The fee is set under the Cabinet Fees Framework. The current daily fee for work undertaken by members as part of the Tribunal is $450.00.

Actual and reasonable expenses can be claimed for costs associated with travelling.

Public servants should not be double paid. A public servant appointed to the Tribunal should retain their salary and not receive a fee.

### Administrative support

The Social Workers Registration Board provides administrative support to the Tribunal.

### 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)