



17 March 2025

Tēnā koe

Official Information Act request

Thank you for your email to the Minister for Social Development and Employment dated 12 January 2025. On 17 February 2025, the Minister for Social Development and Employment's office transferred your request in full to the Ministry of Social Development (the Ministry).

You have requested information about applications for the Social Workers Registration Board (SWRB), including advertisement, number of applications and shortlists.

I have considered your request under the Official Information Act 1982.

The SWRB is a Crown Agent established under section 97 of the Social Workers Registration Act 2003 (the Act).

The SWRB includes seven members appointed by the responsible Minister as prescribed by section 106 of the Act:

- four social workers (not being social workers whose registration or practising certificate is suspended), and;
- three 'other people' (laypersons).

Your request relates to the appointment of the following three social worker members:

- Mr Mike Munnely (also appointed as Chairperson)
- Ms Paula Grooby
- Ms Ruth Jones.

These appointments were made in order to replace three outgoing social worker member roles. As part of this appointment process, and to bring the role to the attention of social workers, an advertisement was placed in the newsletter for the SWRB and the Aotearoa New Zealand Association of Social Workers and on SWRB's website. The SWRB also promoted the role by email to social workers on its register. The Ministry did not seek applications from nominating agencies.

Although the application period has now ended, the advertisement is still publicly available on the SWRB's website: swrb.govt.nz/social-workers-complaints-and-disciplinary-tribunal-and-social-workers-registration-board/.

In response to the advertisement, 52 applications were received. The Ministry then shortlisted six candidates who were each interviewed. Three of the interviewed candidates were subsequently appointed by the Minister in September 2024.

Appointment letters for these positions are attached as an **Appendix**. We have withheld personal information as out of scope, noting the comment in your request that you were happy for personal information to be redacted. Please let me know if this was not what you intended.

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.

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 or 0800 802 602.

Nga mihi nui

pp. 

Anna Graham

General Manager

Ministerial and Executive Services

Hon Louise Upston

Minister for the Community and Voluntary Sector
Minister for Disability Issues
Minister for Social Development and Employment
Minister for Child Poverty Reduction



Mr Michael Munnelly

Out of scope

Dear Mr Munnelly,

I am pleased to appoint you as a social worker member and as the Chair of the Social Workers Registration Board (the Board) for a term of three years commencing on 1 January 2025 and ending on 31 December 2027.

Attached is a copy of the position description and your 'Notice of Appointment'. An appointment notice will also be published in the New Zealand Gazette.

Social Workers Registration Board

The purpose of the Board 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 as the regulator of social workers is set out in sections 97 to 113 of the Social Workers Registration Act 2003.

The Board also enhances social workers' professional practice, provides insight into the opportunities and challenges facing the social worker workforce and provides advice to Government that supports professional and accountable social work.

The Board provides administrative support to the Social Workers Complaints and Disciplinary Tribunal, which is a quasi-judicial independent body responsible for the prosecution of social workers through the disciplinary process.

Legislative Framework of the Appointment

Your appointment as a member and Chair is made under, and in accordance with, sections 28 to 35 and Schedule 5 of the Crown Entities Act 2004, and section 106 of the Social Workers Registration Act 2003.

These Acts can be found online at <https://www.legislation.govt.nz/>. I refer to certain key provisions of these Acts below which apply to your role as a member and Chair of the Board.

Term of Office

Pursuant to section 32(1)(a) and subsequently Schedule 5(1) of the Crown Entities Act 2004, your appointment for both roles is for a term of three years, commencing on 1 January 2025 and ending on 31 December 2027.

Under Schedule 5(2) of the Crown Entities Act 2004 you as Chair may hold office until you resign, are removed by the responsible Minister, cease to hold office as a member or the term that may have been specified on appointment expires, unless you as a member continue to hold office in accordance with section 32(3) or are reappointed for a further term.

Under section 32(3) of the Crown Entities Act 2004 you may continue as a member despite the expiry of your term. This is until you are reappointed, your successor is appointed, or you are informed in writing that you are not to be reappointed and that no successor is to be appointed at that time.

Resignation

Schedule 5(3) of the Crown Entities Act 2004 states a Chair of a statutory entity may resign from office by written notice to the responsible Minister (with a copy to the Board) signed by the Chair. A Chair may resign as Chair without resigning as a member.

Section 44 of the Crown Entities Act 2004 states a member of a statutory entity may resign from office by written notice to the responsible Minister (with a copy to the entity) signed by the member.

Removal

Schedule 5(4) of the Crown Entities Act 2004 allows the responsible Minister to remove a Chair from the Board at any time after consultation with the person concerned (with a copy of the written notice to the board).

Section 36 of the Crown Entities Act 2004 allows the responsible Minister to remove any member from the Board at any time due to specific circumstances or at their discretion.

Key collective and individual duties

As a member of the Board, you are required to comply with the collective duties of the Board and the individual duties of members of a statutory entity as set out in the Crown Entities Act 2004.

The collective duties of the Board of a statutory entity are set out in sections 49 to 52 of the Crown Entities Act 2004:

- section 49: ensure that the entity acts in a manner consistent with its objectives, functions, current Statement of Intent and current Statement of Performance Expectations
- section 50: ensure that the statutory entity performs its functions efficiently and effectively, in a manner consistent with the spirit of service to the public, and in collaboration with other public entities where practicable
- section 51: ensure that the entity operates in a financially responsible manner

- section 52: ensure the entity complies with sections 96 to 101 of the Crown Entities Act 2004 relating to any subsidiaries.

The individual duties of a member of a statutory entity are set out in sections 53 to 57 of the Crown Entities Act 2004:

- section 53: to not contravene, cause the contravention of, or agree to the entity contravening this Act or the entity's enabling Act
- section 54: when acting as a member, act with honesty and integrity
- section 55: when acting as a member, act in good faith and not pursue their own interests at the expense of the entity's interests
- section 56: when acting as a member, exercise the care, diligence, and skill that a reasonable person would exercise in the same circumstances
- section 57: to not disclose or make use of, or act on information that would not otherwise be available to them, except in certain circumstances.

In addition to their responsibilities as a Board member, the Board Chair will:

- act as leader of the Board, presiding over Board meetings
- be responsible for the integrity of the Board's processes (especially those relating to managing board members' conflicts of interest)
- act as the main point of contact between the Board and the responsible Minister
- be responsible for the day-to-day relationship with the Board's Chief Executive.

Disclosure of interests

In accordance with the conflict-of-interest disclosure rules under sections 62 to 72 of the Crown Entities Act 2004, I encourage you to continually disclose your interests in matters relating to the Board to ensure that any perceived, potential or actual conflicts are managed appropriately during your term.

I also expect you to raise with the Ministry of Social Development (MSD), and me as responsible Minister, any issues that could affect your ability to contribute to the Board or could cause embarrassment to the Board and/or the Government.

Management of a Conflict

Out of scope

Out of scope

Please make sure you progress the management of this in a timely manner and ensure the Board is advised of this.

Remuneration and workload

The Chair of the Board is entitled to an annual fee of \$27,350.

The Chair's workload is estimated at 50 days per year.

You are also entitled to claim for actual and reasonable travelling, accommodation, parking and other expenses incurred in carrying out your duties as a member of the Board. The Board secretariat/support function will be able to assist you with any claims and taxation matters.

Acknowledgement of the Appointment

I would be grateful if you could formally acknowledge your appointment by signing the attached letter and returning it to the Ministry of Social Development (appointments@msd.govt.nz) who will record it on my behalf.

Going forward

Serving as a member and Chair of a statutory Crown Entity is a significant role. Your work on the Board should provide you with an opportunity to make a major contribution to the social work sector in New Zealand. I wish you well for your time on the Board.

Ministry of Social Development contact

Your contact at MSD will be Shelley Cook, Manager Strategy and Performance
Out of scope

Yours sincerely



Hon Louise Upston

Minister for Social Development and Employment

Cc:

Shannon Pakura, Chair, Social Workers Registration Board

Sarah Clark, Chief Executive, Social Workers Registration Board

Appointment of a Member and Chair of the Social Workers Registration Board

Pursuant to section 28 of the Crown Entities Act 2004, the Minister for Social Development and Employment has appointed:

Mr Michael Munnelly of Kerikeri

To be a member and Chair of the Social Workers Registration Board for a term of three years commencing on 1 January 2025.

Dated at Wellington this 24 day of September 2024.



Hon Louise Upston

Minister for Social Development and Employment

Released under the Official Information Act (1982)

Hon Louise Upston

Minister for the Community and Voluntary Sector
Minister for Disability Issues
Minister for Social Development and Employment
Minister for Child Poverty Reduction



Ms Paula Grooby

Out of scope

Dear Ms Grooby

I am pleased to appoint you as a social worker member of the Social Workers Registration Board (the Board) for a term of three years commencing on 1 October 2024 and ending on 30 September 2027.

Attached is a copy of the position description and your 'Notice of Appointment'. An appointment notice will also be published in the New Zealand Gazette.

Social Workers Registration Board

The purpose of the Board 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 as the regulator of social workers is set out in sections 97 to 113 of the Social Workers Registration Act 2003.

The Board also enhances social workers' professional practice, provides insight into the opportunities and challenges facing the social worker workforce and provides advice to Government that supports professional and accountable social work.

The Board provides administrative support to the Social Workers Complaints and Disciplinary Tribunal, which is a quasi-judicial independent body responsible for the prosecution of social workers through the disciplinary process.

Legislative Framework of the Appointment

Your appointment is made under, and in accordance with, sections 28 to 35 of the Crown Entities Act 2004, and section 106 of the Social Workers Registration Act 2003. These Acts can be found online at <https://www.legislation.govt.nz/>. I refer to certain key provisions of these Acts which apply to your role as a member of the Board.

Term of Office

Pursuant to section 32(1)(a) of the Crown Entities Act 2004, your appointment is for a term of three years, commencing on 1 October 2024 and ending on 30

September 2027. Following this term, you may be considered for reappointment at my discretion.

Section 32(3) of the Crown Entities Act 2004 relates to the term of office of members of a statutory entity. Under this section, you may continue as a member despite the expiry of your term. This is until you are reappointed, your successor is appointed, or you are informed in writing that you are not to be reappointed and that no successor is to be appointed at that time.

Resignation

Section 44 of the Crown Entities Act 2004 states a member of a statutory entity may resign from office by written notice to the responsible Minister (with a copy to the entity) signed by the member.

Removal

Section 36(1) of the Crown Entities Act 2004 allows the responsible Minister to remove any member from the Board at any time and entirely at their discretion.

Key collective and individual duties

As a member of the Board, you are required to comply with the collective duties of the Board and the individual duties of members of a statutory entity as set out in the Crown Entities Act 2004.

The collective duties of the Board of a statutory entity are set out in sections 49 to 52 of the Crown Entities Act 2004:

- section 49: ensure that the entity acts in a manner consistent with its objectives, functions, current Statement of Intent and current Statement of Performance Expectations
- section 50: ensure that the statutory entity performs its functions efficiently and effectively, in a manner consistent with the spirit of service to the public, and in collaboration with other public entities where practicable
- section 51: ensure that the entity operates in a financially responsible manner
- section 52: ensure the entity complies with sections 96 to 101 of the Crown Entities Act 2004 relating to any subsidiaries.

The individual duties of a member of a statutory entity are set out in sections 53 to 57 of the Crown Entities Act 2004:

- section 53: to not contravene, cause the contravention of, or agree to the entity contravening this Act or the entity's enabling Act
- section 54: when acting as a member, act with honesty and integrity
- section 55: when acting as a member, act in good faith and not pursue their own interests at the expense of the entity's interests
- section 56: when acting as a member, exercise the care, diligence, and skill that a reasonable person would exercise in the same circumstances
- section 57: to not disclose or make use of, or act on information that would not otherwise be available to them, except in certain circumstances.

Disclosure of interests

In accordance with the conflict-of-interest disclosure rules under sections 62 to 72 of the Crown Entities Act 2004, I encourage you to continually disclose your interests in matters relating to the Board to ensure that any perceived, potential or actual conflicts are managed appropriately during your term.

I also expect you to raise with the Ministry of Social Development (MSD), and me as responsible Minister, any issues that could affect your ability to contribute to the Board or could cause embarrassment to the Board and/or the Government.

Management of a Conflict

Out of scope



Please make sure you progress the management of these in a timely manner and ensure the Board is advised of this.

Remuneration and workload

Members of the Board are entitled to an annual fee of \$11,250.

The member workload is estimated at 30 days per year.

You are also entitled to claim for actual and reasonable travelling, accommodation, parking and other expenses incurred in carrying out your duties as a member of the Board. The Board secretariat/support function will be able to assist you with any claims and taxation matters.

Acknowledgement of the Appointment

I would be grateful if you could formally acknowledge your appointment by signing the attached letter and returning it to the Ministry of Social Development (appointments@msd.govt.nz) who will record it on my behalf.

Going forward

Serving as a member of a statutory Crown Entity is a significant role. Your work on the Board should provide you with an opportunity to make a major contribution to the social work sector in New Zealand. I wish you well for your time on the Board.

Ministry of Social Development contact

Your contact at MSD will be Shelley Cook, Manager Strategy and Performance
Out of scope

Yours sincerely



Hon Louise Upston

Minister for Social Development and Employment

Cc:

Shannon Pakura, Chair, Social Workers Registration Board

Sarah Clark, Chief Executive, Social Workers Registration Board

Released under the Official Information Act (1982)

Appointment of a Member of the Social Workers Registration Board

Pursuant to section 28 of the Crown Entities Act 2004, the Minister for Social Development and Employment has appointed:

Ms Paula Grooby of Christchurch

To be a member of the Social Workers Registration Board for a term of three years commencing on 1 October 2024.

Dated at Wellington this **24** day of September 2024.



Hon Louise Upston

Minister for Social Development and Employment

Hon Louise Upston

Minister for the Community and Voluntary Sector
Minister for Disability Issues
Minister for Social Development and Employment
Minister for Child Poverty Reduction



Ms Ruth Jones QSM

Out of scope

Dear Ms Jones

I am pleased to appoint you as a social worker member of the Social Workers Registration Board (the Board) for a term of three years commencing on 1 January 2025 and ending on 31 December 2027.

Attached is a copy of the position description and your 'Notice of Appointment'. An appointment notice will also be published in the New Zealand Gazette.

Social Workers Registration Board

The purpose of the Board 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 as the regulator of social workers is set out in sections 97 to 113 of the Social Workers Registration Act 2003.

The Board also enhances social workers' professional practice, provides insight into the opportunities and challenges facing the social worker workforce and provides advice to Government that supports professional and accountable social work.

The Board provides administrative support to the Social Workers Complaints and Disciplinary Tribunal, which is a quasi-judicial independent body responsible for the prosecution of social workers through the disciplinary process.

Legislative Framework of the Appointment

Your appointment is made under, and in accordance with, sections 28 to 35 of the Crown Entities Act 2004, and section 106 of the Social Workers Registration Act 2003. These Acts can be found online at <https://www.legislation.govt.nz/>. I refer to certain key provisions of these Acts which apply to your role as a member of the Board.

Term of Office

Pursuant to section 32(1)(a) of the Crown Entities Act 2004, your appointment is for a term of three years, commencing on 1 January 2025 and ending on 31

December 2027. Following this term, you may be considered for reappointment at my discretion.

Section 32(3) of the Crown Entities Act 2004 relates to the term of office of members of a statutory entity. Under this section, you may continue as a member despite the expiry of your term. This is until you are reappointed, your successor is appointed, or you are informed in writing that you are not to be reappointed and that no successor is to be appointed at that time.

Resignation

Section 44 of the Crown Entities Act 2004 states a member of a statutory entity may resign from office by written notice to the responsible Minister (with a copy to the entity) signed by the member.

Removal

Section 36(1) of the Crown Entities Act 2004 allows the responsible Minister to remove any member from the Board at any time and entirely at their discretion.

Key collective and individual duties

As a member of the Board, you are required to comply with the collective duties of the Board and the individual duties of members of a statutory entity as set out in the Crown Entities Act 2004.

The collective duties of the Board of a statutory entity are set out in sections 49 to 52 of the Crown Entities Act 2004:

- section 49: ensure that the entity acts in a manner consistent with its objectives, functions, current Statement of Intent and current Statement of Performance Expectations
- section 50: ensure that the statutory entity performs its functions efficiently and effectively, in a manner consistent with the spirit of service to the public, and in collaboration with other public entities where practicable
- section 51: ensure that the entity operates in a financially responsible manner
- section 52: ensure the entity complies with sections 96 to 101 of the Crown Entities Act 2004 relating to any subsidiaries.

The individual duties of a member of a statutory entity are set out in sections 53 to 57 of the Crown Entities Act 2004:

- section 53: to not contravene, cause the contravention of, or agree to the entity contravening this Act or the entity's enabling Act
- section 54: when acting as a member, act with honesty and integrity
- section 55: when acting as a member, act in good faith and not pursue their own interests at the expense of the entity's interests
- section 56: when acting as a member, exercise the care, diligence, and skill that a reasonable person would exercise in the same circumstances
- section 57: to not disclose or make use of, or act on information that would not otherwise be available to them, except in certain circumstances.

Disclosure of interests

In accordance with the conflict-of-interest disclosure rules under sections 62 to 72 of the Crown Entities Act 2004, I encourage you to continually disclose your interests in matters relating to the Board to ensure that any perceived, potential or actual conflicts are managed appropriately during your term.

I also expect you to raise with the Ministry of Social Development (MSD), and me as responsible Minister, any issues that could affect your ability to contribute to the Board or could cause embarrassment to the Board and/or the Government.

Remuneration and workload

Members of the Board are entitled to an annual fee of \$11,250.

The member workload is estimated at 30 days per year.

You are also entitled to claim for actual and reasonable travelling, accommodation, parking and other expenses incurred in carrying out your duties as a member of the Board. The Board secretariat/support function will be able to assist you with any claims and taxation matters.

Acknowledgement of the Appointment

I would be grateful if you could formally acknowledge your appointment by signing the attached letter and returning it to the Ministry of Social Development (appointments@msd.govt.nz) who will record it on my behalf.

Going forward

Serving as a member of a statutory Crown Entity is a significant role. Your work on the Board should provide you with an opportunity to make a major contribution to the social work sector in New Zealand. I wish you well for your time on the Board.

Ministry of Social Development contact

Your contact at MSD will be Shelley Cook, Manager Strategy and Performance
Out of scope

Yours sincerely



Hon Louise Upston

Minister for Social Development and Employment

Cc:

Shannon Pakura, Chair, Social Workers Registration Board

Sarah Clark, Chief Executive, Social Workers Registration Board

Appointment of a Member of the Social Workers Registration Board

Pursuant to section 28 of the Crown Entities Act 2004, the Minister for Social Development and Employment has appointed:

Ms Ruth Jones of Christchurch

To be a member of the Social Workers Registration Board for a term of three years commencing on 1 January 2025.

Dated at Wellington this 24 day of September 2024.



Hon Louise Upston

Minister for Social Development and Employment