



# Social Workers Registration Board

Kāhui Whakamana Tauwhiro

statement of intent  
2005-2006

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# STRATEGIC OVERVIEW

## Introduction

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The Social Workers Registration Board (SWRB) is required, under the Public Finance Act 1989, to prepare a Statement of Intent (SOI) covering information about the Board, its intended impacts, outcomes or objectives and related issues and the Board's financial forecasts.

This SOI covers the years 2005/06, 2006/07 and 2007/08. It provides details of the Board's outcome-based strategic planning and how the SWRB contributes to government broader social strategy for a better New Zealand.

Accomplishment of the Statement of Intent will provide assurance that the Board:

- is operating efficiently and effectively
- is operating consistent with its mandate
- is developing the capability to fulfil its functions now and in the future
- is aligned to the government's broader social strategies

The social work profession:

*promotes social change, problem solving in human relationships and the empowerment and liberation of people to enhance well-being. Utilising theories of human behaviour and social systems, social work intervenes at the point where people interact with their environments. Principles of human rights and social justice are fundamental to social work.*<sup>1</sup>

The government passed the Social Workers Registration Act 2003 providing the framework for the registration of social workers as a way of strengthening the profession and improving outcomes in the social sector. Standardised criteria for registration will raise the qualifications benchmark for social workers and will enable their competence to be monitored.

During 2004/05 the Board developed the structure and procedures needed to operate a robust registrations process. This document looks forward to what the Board seeks to achieve over the period 2005-08 and how its success can be measured. As a small entity with limited resources it is committed to creating a quality registration process that will give government and the public confidence in the standing of social workers.

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<sup>1</sup> International Definition of Social Work

## The Legislative Mandate

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The major purpose of the Social Workers Registration Act 2003 is:

*To protect the safety of members of the public, by prescribing or providing for mechanisms to ensure that social workers are-*

- *Competent to practise; and*
- *Accountable for the way in which they practise.*

The Social Workers Registration Act 2003 (the Act) and the subsequent establishment of the SWRB are intended to make a significant contribution to the achievement of better social outcomes.

Although the government has created the legislative mandate for registration of social workers, registration remains a voluntary process and employers are expected to determine whether or not they want or need to employ a registered social worker.

Section 104 of the Social Workers Registration Act 2003 requires that the Board review the operation of the Act before 10 April 2007. The Board is to report its findings to the responsible Minister on the extent to which the voluntary registration regime is achieving its legislative purposes.

## Functions of the Board

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In terms of its legislation, the Board's role covers the following distinct areas:

- ☉ The registration of social workers.
- ☉ Consideration of complaints about registered social workers.
- ☉ Promotion of the benefits of registration of social workers.
- ☉ To enhance the professionalism of social workers.

The detailed description of the Board's functions is set out in Section 99 of the Act. In summary it is to:

- ☉ receive and consider applications for registration and practising certificates, authorise the registration of social workers and maintain the Register;
- ☉ if it thinks fit, to adopt conditions subject to which all practising certificates, or the practising certificates of all registered social workers of a particular description, must be issued;
- ☉ to promote and encourage high standards of practice and professional conduct among registered social workers and the employers of social workers;
- ☉ to establish and maintain a code of conduct for registered social workers, review the competence of social workers and to consider the cases of registered social workers who may be unable to perform adequately the functions required to practise social work satisfactorily;

- © in consultation with providers of social work education and training in New Zealand and bodies that set standards for social work education and training in New Zealand, to promote and set standards for such education and training, and recognise New Zealand educational qualifications for the purposes of the Act;
- © to promote the benefits of registration and the establishment of accessible and efficient procedures for making, considering, and determining complaints relating to social workers;
- © to advise, and make recommendations to, the Minister in respect of matters relating to the regulation of the social work profession;
- © subject to the Act, to disclose to the employers or prospective employers of social workers, information it has obtained under this Act relating to people who are or have been applicants for registration or registered social workers;
- © any other functions conferred or imposed on it by or under the Act or any other enactment.

## Contribution to Government Outcomes

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The government is the major purchaser of social work services and has a significant interest in social worker quality and professionalism. In recognition of its status as a Crown agent and its national role the Board has a stake in supporting the government's social objectives to increase economic growth, reduce inequality and improve the social and economic wellbeing of New Zealanders.

### Government Goals/Opportunity for All

The work of the SWRB and the achievement of its outcomes will contribute to a number of key government goals. In particular the work of the SWRB will contribute to the following vision that inspires the government's social policy<sup>2</sup> :

*An inclusive New Zealand where all people enjoy opportunity to fulfil their potential, prosper and participate in the social, economic, political and cultural life of their communities and nation.*

The government's two overarching social policy goals are:

- achieving and sustaining improvements in social wellbeing for all New Zealanders
- reducing disadvantage and promoting equality of opportunity for all New Zealanders.

Social workers contribute to the goals at several points by:

- Working on the symptoms of poor social development by promoting change in such areas as family protection, health, education and employment;

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<sup>2</sup> Opportunity for All New Zealanders

- Helping to tackle the root causes of poverty and alienation and by creating the conditions required for successful social development; and
- Working to break down the barriers to better social outcomes.

The Ministry of Social Development has identified five community groups that benefit through social development interventions that help people through hard times by providing a social safety net (Social Protection) and invest in people now for better outcomes in the future (Social Investment). Social workers participate at a hands on level with each of the identified groups:

- Children and Young People
  - All children thrive in childhood, are respected and valued, have the opportunity to reach their full potential and participate positively in society now and in the future.
- Working Age People
  - People achieve economic independence throughout their working lives. They are able to participate in and contribute to society and have a sense of belonging.
- Older People
  - Older people are valued as important members of society and have the right to dignity and security in their senior years. They have opportunities to use their skills, knowledge and experience to contribute to society.
- Family / Whānau
  - Families and whānau are strong and richly interconnected with their communities. They are able to support their members' wellbeing, identity participation in society and interdependence.
- Communities / Hapū / Iwi
  - Communities, hapū and iwi are able to determine and achieve their vital and unique social, economic and cultural goals for the betterment of New Zealand.

# Strategic Directions

## Registration

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Registration activities will constitute a major part of the Board's operations over the next three years.

A person who has a recognised New Zealand qualification is entitled to be registered if the Board is satisfied that:

- ☉ his or her competence to practise social work has been found satisfactory;
- ☉ he or she is a fit and proper person to practise social work;
- ☉ he or she is competent to practise social work with Maori and with different ethnic and cultural groups in New Zealand;
- ☉ he or she has enough practical experience in practising social work.

The Board has defined the conditions covering each of these registration criteria. The SWRB has codified the New Zealand qualifications offered by educational institutions and training providers and has published a schedule of recognised New Zealand qualifications for the purposes of registration.

The Board has contracted two organisations to date to provide competence assessments based on the Board's definition of competence. Additional competence assessors and programmes will be considered as part of the ongoing development of the registration process.

A large number of social workers had applied for registration by June 2005. An analysis of the applications received to date has identified that a large percentage of applicants do not hold a recognised competence assessment certificate. It is clear to the Board that the Social Workers Registration Act 2003 clearly requires every person who applies for registration to undertake a competence assessment and therefore it is important that applicants ensure that they begin this process as soon as possible. The SWRB has been assured by the recognised providers that they are able to meet the demand for assessments and both providers are currently involved in a pilot competency assessment programme with the employer of the largest applicant pool to date.

Over the medium term the system will settle into a steady state, and competency will need to be assessed for a relatively small number of new applicants, for a proportion of the registrants whose competency is up for reassessment (the Act provides for a five year reassessment cycle) and for any registered social workers whose competence has, for one reason or another, been questioned and the Board decides to review the social workers' competence to practise.

The Board sets fees for registration and the granting of annual practising certificates. It is intended that the SWRB will become substantially self-funding and that fee income will be the main source of its revenue. At this stage the absence of reliable information about the number of social workers wanting to register introduces uncertainty into the analysis of fee levels. Recognising also that social workers do not, typically, earn high incomes, the Board has endeavoured to set fees that will not discourage social workers from seeking registration.

The fees set for the 2005/2006 financial year are as follows:

<b>Fees Payable (incl.GST)</b>	<b>\$</b>
Application for registration with a New Zealand qualification	450.00
Application for registration with an overseas qualification and practising in New Zealand	540.00
Application for registration with an overseas qualification but not practising in New Zealand	630.00
Issue of practising certificate to 30 June 2006	360.00
Disciplinary levy to 30 June 2006	90.00
Applications for copies of certificates or entries, or for supplying documents for overseas registration purposes	45.00
Exemption: Applicants who apply for registration during the year to 30 June 2006 will be exempt in that year from fees for the issue of a practising certificate and for the disciplinary levy.	

The Application and Annual Practising Certificate fees are expected to fund the ongoing application and assessment process while the disciplinary levy should, over the medium term, provide sufficient funding for the complaints and disciplinary process. Until more information about the number and complexity of disciplinary hearings likely to be heard is available the Board's financial forecasting will need to be cautious.

The Board is committed to working in a consultative fashion with all major stakeholders and to that end will be seeking feedback from stakeholders about the Board's performance in 2005/06.

## Considering Complaints Against Registered Social Workers

Part 4 of the Social Workers Registration Act 2003 establishes a set of processes relating to disciplining registered social workers. By providing for a complaints mechanism the Act is seeking to have social workers accountable for the way they practise and to have public safety protected.

The Board has established the Social Workers Complaints and Disciplinary Tribunal and associated Complaints Assessment Committees (CACs). Complaints Assessment Committees will be appointed by the Chair of the Tribunal in relation to a particular case or cases of a particular class. The Board, as part of its responsibility to provide services for the Tribunal and Committees, will prepare to assist in the establishment of the Complaints Assessment Committees but will be able to achieve relatively little (apart from considering process requirements and locating potential members) until the nature of the specific complaints is known.

## Promoting the Benefits of Registration

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Registration of social workers is voluntary. To achieve the purposes of the Act it is important that the large majority of practising social workers apply for, and are granted, registration. Registration brings with it:

- ☉ a set of recognised qualifications;
- ☉ acceptance of a code of conduct for social workers;
- ☉ standards for social worker education and training;
- ☉ accountability for the way social workers practise;
- ☉ public recognition of the social work profession and the actions the profession is taking to improve the quality of social work in New Zealand; and
- ☉ greater public confidence in the work being done by social workers.

Registration has public and private benefits. The SWRB will continue to meet with its stakeholders: employers in the private and public sectors, education and training providers, as well as members of the public that have a stake in the work of social workers and with the social workers themselves, to promote both the work of the Board and the benefits of registration.

## Enhancing the Professionalism of Social Workers

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In 2005/06 and beyond the Board will contribute to strengthening the profession by:

- disciplining social workers who breach acceptable standards of behaviour and care;
- working towards raising the bar on qualifications and competence to practise;
- implementing a Code of Conduct;
- establishing standards for all social workers to adhere to;
- vetting overseas qualified social workers for registration in New Zealand;
- advising the Minister in respect of matters relating to the regulation of the social work profession;
- working with the Aotearoa New Zealand Association of Social Workers on matters relating to professional quality and regulation; and
- promoting and encouraging high standards of practice and professional conduct among registered social workers and employers of social workers.

## Outcome Framework

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The SWRB will deliver a range of outputs contributing to the following outcomes.

### Outcome 1 – Registration

*The majority of social workers is registered by the Social Workers Registration Board. Competency and educational standards of social workers are improved and only those people who are assessed as fit to practise social work are registered.*

Outputs	Description	Key Tasks
1.1	Maintain the registration database	<ul style="list-style-type: none"> <li>- maintain and update database software as required</li> <li>- load and test all new software or updates</li> </ul>
1.2	Maintain and update the detailed policies and criteria for registration	<ul style="list-style-type: none"> <li>- prepare updates on policy papers as required</li> <li>- gain stakeholder feedback</li> <li>- regularly update and publish information on registration criteria</li> </ul>
1.3	Process registration applications and approve the registration of suitably qualified applicants	<ul style="list-style-type: none"> <li>- prepare briefing for Board on individual applicants</li> <li>- maintain and update the SW Register</li> </ul>
1.4	Manage the processes for Annual Practising Certificates	<ul style="list-style-type: none"> <li>- manage the processing system</li> <li>- prepare APC application forms</li> <li>- prepare and dispatch APC</li> </ul>
1.5	Maintain and update recognised New Zealand social worker qualifications	<ul style="list-style-type: none"> <li>- assess suitability of new qualifications</li> </ul>
1.6	Monitor the provision of competency assessments	<ul style="list-style-type: none"> <li>- Monitor and audit current providers of competence assessments</li> <li>- select and contract additional provider(s) as required</li> </ul>
1.7	Manage the process for establishing fit and proper status including gaining information about an applicant's criminal record from NZ Police	<ul style="list-style-type: none"> <li>- maintain approval for SWRB to gain information from Police</li> </ul>
1.8	Set the fee structure for registration and APCs.	<ul style="list-style-type: none"> <li>- assess medium term revenue requirements</li> <li>- gazette fees and notify social workers and employers</li> </ul>

## Outcome 2 – Complaints

*The general public and key stakeholders are aware of the Social Workers Registration Board's complaints resolution processes and complaints made against social workers are dealt with without undue delay. If needed social workers are disciplined appropriately and transparently.*

Outputs	Description	Key Tasks
2.1	Provide administrative support for the Social Workers Complaints and Disciplinary Tribunal and Complaints Assessment Committees	<ul style="list-style-type: none"> <li>- Select and appoint new members of the SW Complaints and Disciplinary Tribunal as required</li> <li>- Discuss future membership with key stakeholders</li> </ul>

## Outcome 3 – Promotion of Registration and Enhancement of Professionalism

*All key stakeholders, including social workers are aware of the benefits of registration. The number of registered social workers continues to grow and employers are increasingly employing registered social workers. The reputation of the social work profession is enhanced and recognised by the public and key stakeholders. Professional standards improve and with higher standards comes higher quality social work with improved outcomes for New Zealanders.*

Outputs	Description	Key Tasks
3.1	Continue to implement the publicity campaign about registration	<ul style="list-style-type: none"> <li>- Maintain and update suitable material on SWRB website</li> <li>- Continue to implement the registration promotion plan</li> </ul>
3.2	Maintain and update promotional material about the benefits of registration	<ul style="list-style-type: none"> <li>- Maintain and update policy document</li> <li>- Maintain and update print and electronic documents promoting benefits of registration</li> </ul>
3.3	Promote the Code of Conduct	<ul style="list-style-type: none"> <li>- Publicise the Code of Conduct</li> </ul>
3.4	Maintain and update the campaign aimed at enhancing professionalism	<ul style="list-style-type: none"> <li>- Maintain and update suitable material on SWRB website</li> <li>- Continue to implement the Plan to promote and enhance the profession</li> <li>- Continue to seek opportunities (Conferences etc) to deliver papers about SWRB</li> </ul>
3.5	Maintain and update the promotional material about standards and professionalism	<ul style="list-style-type: none"> <li>- Maintain and update documents promoting standards and professionalism</li> </ul>

## Organisational Capability

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The SWRB operates with a small permanent staff. However, the people resources available to carry out the Board's work go well beyond this number. The Board itself is comprised of people with a strong understanding of the social work environment and the cultural influences in New Zealand society.

The members of the Tribunal and complaints committees, whilst not full-time, also bring extremely valuable skills and experience. Other contract staff cover the legal, accounting and information technology areas and provide coverage during periods of extreme work pressure.

The Board is committed to a clear governance/management division of responsibility and supports the Chief Executive and Registrar in his efforts to ensure that all people working for the Board (in a permanent or contracted capacity) share the above vision of the way the Board and its people are to operate.

## Organisational Development

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The Board recognises that current structures, systems and processes will all have to be kept under review as the SWRB becomes a more mature organisation and moves from the initiation phase of its activities to "business as usual". Ongoing review, incorporating stakeholder consultation and feedback, will be a feature of the Board's work.

A major initiative in 2005/06 will be the implementation of a strategic plan for the SWRB. Planning to this point has been devoted to establishing the capacity to carry out the Board's functions, ensuring the registration process was in place and assessing applicants for registration. The Board is committed to building a strategic planning environment and has implemented a board committee structure to enable this. The following standing committees of the Board are tasked, along with the Chief Executive, with the strategic direction of the SWRB:

- © Registration Committee
- © Education and Practice Standards Committee
- © Promotion and Consultation Committee
- © Finance, Audit and Reporting Committee.

## Finance and Infrastructure

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In forecasting the level of financial resources at its disposal the Board has had to work with limited information. Until it had gone through the first round of registrations the Board could only make an estimate of how many social workers would want to apply for registration (a figure of between 1500 and 2500 applicants was used for planning purposes). This estimated figure proved to be reasonably accurate with approximately 2200 social workers applying for registration by June 2005. Over the 2005/2006 financial year those applicants are expected to move through the registration process and become registered social workers. As registered social workers they will then be required to hold an Annual Practising Certificate.

The government has provided funding to the Board for establishment purposes and the Board will need to discuss future funding as both income and expenditure become clearer.

One risk that will need to be managed carefully by the Board is the cost of disciplinary proceedings. The Board will be creating reserves to help fund disciplinary costs through the imposition of a disciplinary levy. At this stage information is limited with regard to the number and complexity of disciplinary proceedings it is required to institute.

While the Board will continue to carry out its business in a cost-effective manner and will be planning to make its baseline sustainable over the longer term it will be well into this planning period before more robust revenue and cost data is available.

Business systems have been implemented to meet the SWRB's projected needs with a computerised database at the heart of the registration system. It is also anticipated that the internet will be used to facilitate more of the Board's communication and publicity work. This will become more important over time as the Board switches expenditure away from the registration function (after the bulk of social workers has been registered) and towards promotional work.

## Forecast Statement of Service Performance

### Forecast Statement of Service Performance

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The performance standards related to the Board's outputs for 2005/06 are set out below. They are consistent with the Board's Purchase Agreement. Outputs for 2005/06 will be provided within the appropriated sum of \$300,000 including GST in addition to fees received by the Board from social workers when they register. The programmes for 2006/07 and 2007/08 are dependent on the achievements of 2005/06 and the Board will review out-year figures as more information becomes available.

Crown Revenue	Third Party revenue	Expenditure
\$267,000	\$823,000	\$792,400

*NB All figures are GST Exclusive*

This will be allocated to outputs as follows:

• Output One: Managing the registration of social workers	\$575,600
• Output Two: Considering complaints against registered social workers.	\$73,200
• Output Three: Promoting the benefits of registration of social workers and enhancing the professionalism of social workers.	\$143,600

Details of the performance standards and measures for these three outputs are set out below.

## **Output One: Managing the registration of social workers.**

*Description:* This output involves the operation of a register of social workers and the issuing of practising certificates as provided for in the Social Workers Registration Act 2003. As part of this process the Board will process applications for registration and for annual practising certificates are to be checked to ensure they comply with the criteria in the Social Workers Registration Act and with the policies of the Board.

### **Key Performance Standards**

#### *Quantity*

- 1500 to 2500 applications for registration and applications for annual practising certificates will have been processed by 30 June 2006.
- 200 to 500 new applications for registration and applications for annual practising certificates will have been received by 30 June 2006.
- All completed applications will be processed within six months of receipt.
- Information on Registered Social Workers will be able to be accessed by telephone during business hours from 1 July 2005. The Register will be available on-line 24 hours per day from 1 October 2005.

#### *Quality*

- All registration related processes will comply with the provisions of the Social Workers Registration Act and the Board's agreed policies and procedures.
- The Board will during the year establish procedures to regularly assess the satisfaction of social workers and their employers in the process of registration and in issuing annual practising certificates.

## **Output Two: Considering complaints against registered social workers.**

*Description:* This output involves the Board establishing and providing administrative support to an independent Social Workers Complaints and Disciplinary Tribunal which can appoint Complaint Assessment Committees to hear complaints against registered social workers.

### **Key Performance Standards**

#### *Quantity and Timeliness*

- Social Workers Complaints and Disciplinary Tribunal will be established and operational before 1 July 2005.
- Administrative support will be provided to enable the Tribunal to deal with all complaints against registered social workers. It is expected that between 1 and 15 complaints will be dealt with by 30 June 2006.
- The Registrar shall notify the Tribunal of complaints within 15 working days.

#### *Quality*

- All services provided will comply with the provisions of the Social Workers Registration Act 2003, and be to the satisfaction of the Social Workers Complaints and Disciplinary Tribunal.

### **Output Three: Promoting the benefits of registration of social workers and enhancing the professionalism of social workers.**

*Description:* This output recognises that the registration of social workers is voluntary. The Board, therefore, will promote the benefits of registration to social workers and their employers in order that registered social workers can be accountable to the Tribunal for their practice.

#### **Key Performance Standards**

##### *Quantity and Timeliness*

- To consult or meet with the major employer groups (government and non government) at least once during the year.
- To consult or meet with tertiary education providers at least once during the year.
- To consult or meet with social work education programme assessment organisations at least once during the year.
- To develop and implement a programme to ensure registered social workers enhance and maintain standards of professionalism.
- To develop and implement a registration information programme to encourage social workers to register.
- To consult or meet with the major social work professional bodies and representative organisations at least once during the year.

##### *Quality*

- The Board will during the year establish targets for registration and for annual practising certificates.
- The Board will during the year establish minimum social work education criteria in consultation with the profession, employers and education providers.

## Reporting

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The Board is required by the Social Workers Registration Act 2003 (Section 107) to provide the Minister with a report “as soon as practicable after the end of each financial year” on its operations for the year and on any other matters affecting the social work profession it thinks fit. This report must provide certain financial information about Board members and employees. As well as this formal reporting obligation the Board is empowered by the Act in Section 99, (1) (l) to advise, and make recommendations to, the Minister in respect of matters relating to the regulation of the social work profession.

In its Purchase Agreement with the Minister for Social Development and Employment the Board undertakes to provide the Minister with quarterly reports as per the Output Agreement.

# Forecast Financial Statements

## Forecast Financial Statements

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The Social Workers Registration Board's aim is to be largely self-sufficient financially in the longer term. The Output Classes and the assumptions affecting them are as follows:

### Output One: Managing the Registration of Social Workers

Registrations commenced on 1 October, 2004 with the majority of the 2000 plus applications being received prior to 31 December, 2004 as applicants applying during this time were given greater flexibility in the Act to meet all the criteria. It is estimated that the number of applicants undergoing assessment for registration and being granted Annual Practising Certificates during 2005/2006 will be 1,500 to 2,500.

It is expected that in addition to the above numbers another 200 to 500 new applications will be received during this year.

Annual Practising Certificates will be issued each year so that fees from them will be ongoing, and will need to provide for the bulk of the income to support this activity.

The Board will be endeavouring to raise sufficient fees to meet the costs of processing Registrations and Annual Practising Certificates.

### Output Two: Considering Complaints Against Registered Social Workers

There will be a one-off cost of establishing the Social Workers Complaints and Disciplinary Tribunal as well as the Complaints Assessment Committees with an ongoing cost of providing administrative support for them. However, the number of complaints and the complexity of complaints is unknown but there is likely to be an increase in complaints over the next few years as public awareness increases.

It is hoped that a Disciplinary Levy will meet the costs of complaints. A high level of equity will be required to ensure that the costs of complex complaints can be met.

### Output Three: Promoting the Benefits of Registration and Enhancing the Professionalism of Social Workers.

The Board intends to continue to meet with social workers, their employers and other stakeholders at least once in a year and will also be issuing regular newsletters and updates to the sector.

In addition to the above the Board will implement the Code of Conduct for social workers and as well as the ongoing professional development criteria and other standards for all registered social workers to adhere to.

## 1. Forecast Financial Performance for the years ended 30 June

	Year 1	Year 2	Year 3
Date	2006	2007	2008
	\$	\$	\$
Expenditure			
Audit	9,000	9,000	9,000
Depreciation	26,400	14,600	9,000
Disciplinary	73,200	100,000	110,000
Governance	143,600	100,000	100,000
Secretariat	540,200	550,000	560,000
<b>Total Expenditure</b>	<b>792,400</b>	<b>773,600</b>	<b>788,000</b>
Income			
Registration and APC Fees	714,000	824,000	833,000
Government Grants	267,000	-*	-*
Interest	9,000	32,000	46,000
Disciplinary Levy	100,000	145,000	180,000
<b>Total Income</b>	<b>1,090,000</b>	<b>1,001,000</b>	<b>1,059,000</b>
<b>Surplus for year</b>	<b>297,600</b>	<b>227,400</b>	<b>271,000</b>
Transfer to Discipline Reserve	26,800	45,000	70,000
<b>Surplus retained</b>	<b>270,800</b>	<b>182,400</b>	<b>201,000</b>

Note: Income from Government Grants in Year 2 and 3 will be subject to government acceptance of the Board's business case regarding the need for such funding.

## 2. Forecast Financial Position as at years ended 30 June

	Year 1	Year 2	Year 3
Date	2006	2007	2008
	\$	\$	\$
Equity	537,600	765,000	1,036,000
Assets:			
Current Assets	522,000	764,000	1,044,000
Fixed Assets	40,600	26,000	17,000
<b>Total Assets</b>	<b>562,600</b>	<b>790,000</b>	<b>1,061,000</b>
Liabilities:			
Accounts payable and accruals	25,000	25,000	25,000
<b>Total Liabilities:</b>	<b>25,000</b>	<b>25,000</b>	<b>25,000</b>
<b>Net Assets:</b>	<b>537,600</b>	<b>765,000</b>	<b>1,036,000</b>

### 3. Forecast Equity for the years ended 30 June

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	Year 1	Year 2	Year 3
Date	2006	2007	2008
	\$	\$	\$
Equity at Beginning of period			
General Reserve	160,900	431,700	614,100
Discipline Reserve	79,100	105,900	150,900
	240,000	537,600	765,000
Surplus for year	297,600	227,400	271,000
Equity at end of period			
General Reserve	431,700	614,100	815,100
Discipline Reserve	105,900	150,900	220,900
	537,600	765,000	1,036,000

### 4. Statement of Accounting Policy

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#### Reporting Entity

The Social Workers Registration Board is a body corporate established by the Social Workers Registration Act 2003. The Board is a Crown entity for the purposes of the Public Finance Act 1989 and the financial statements comply with that Act.

#### Measurement Base

The forecast financial statements have been prepared in accordance with generally accepted accounting practice in New Zealand and have been prepared on the basis of historical cost.

#### Specific Accounting Policies

The following specific accounting policies which materially affect the measurement of financial position have been applied:

- Accounts Receivable

Accounts receivable are stated at their estimated net realisable value.

- Fixed Assets

Fixed Assets are initially stated at cost and depreciated as outlined below.

Initial cost includes the purchase consideration plus any costs directly attributable to bringing the asset to the location and condition required for its intended use.

Fixed assets are written down immediately if any impairment in the value of the asset causes its recoverable amount to fall below its carrying value.

- Depreciation

The Board has two classes of fixed assets which have been depreciated as follows:

Office Equipment	33% - 40%
Furniture & Fittings	15%
Computer Equipment	48%

Depreciation is provided on a diminishing value basis on all tangible fixed assets at rates calculated to allocate the assets' cost over their estimated useful lives.

- Investments

Investments are stated at the lower of cost and net realisable value.

- Goods and Services Tax (GST)

The financial statements are prepared on a GST exclusive basis, with the exception of accounts receivable and accounts payable which are stated with GST included.

- Employee entitlements

Provision is made in respect of the Board's liability for annual leave at balance date. Annual leave has been calculated on an actual entitlement basis at current rates of pay.

- Operating leases

Operating lease payments, where the lessor effectively retains substantially all the risks and benefits of ownership of the leased items, are charged as expenses in the periods in which they are incurred.

- Financial Instruments

There are no financial instruments that expose the Board to foreign exchange risk or off balance sheet risks.

All financial instruments including bank accounts, short term investments, accounts receivable and accounts payable are disclosed at their fair value. The fair value of short term investments is the lower of cost or market value.

Revenue and expenses in relation to the financial instruments are recognised in the Statement of Financial Performance.

- Income Tax

The Board is exempt from income tax as it is classified as a public authority in terms of the Income Tax Act 1994.

## Changes in Accounting Policies

There have been no changes in accounting policies from those adopted in the preparation of financial statements in prior periods.

## Contact Details

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### Board Members:

Robyn Corrigan – Chair  
Arthur (Buster) Curson – Deputy Chair  
Elizabeth Beddoe  
Ian Calder  
John Dunlop  
Sonya Hunt  
Yvonne Crichton-Hill  
Shannon Pakura  
Jan Duke  
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### Secretariat Senior Staff:

Sean McKinley – Chief Executive / Registrar  
Helene Faure – Senior Policy Analyst / Deputy Registrar  
Suzanne Thurlow – Office Manager

### Solicitors:

Luke Cunningham and Clere  
Morrison Kent House  
105 The Terrace  
Wellington

### Bankers:

The National Bank of New Zealand  
170 – 186 Featherston Street  
Wellington

## Appendices

### Identifying Social Workers for Registration

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Social Workers work in a wide range of sectors including health (both general and mental health), education, justice, child, youth and family, community and voluntary. The Act recognises that social workers work in a sensitive environment in which they can have a direct impact on members of the public.

In the ten years between the 1991 and 2001 New Zealand Census the number of people identifying as Social Workers increased significantly in comparison to similar occupations.

Occupation	1991	2001	% Increase
Social Worker	6,375	10,401	63%
Probation Worker	432	597	28%
Registered Nurse	21,867	25,272	13%
Primary School Teacher	23,562	27,522	14%
Police Officer	4,440	6,585	33%
All Occupations	1,400,400	1,727,271	19%

Table 1. Social Worker Demographics  
- 1991 and 2001 Census

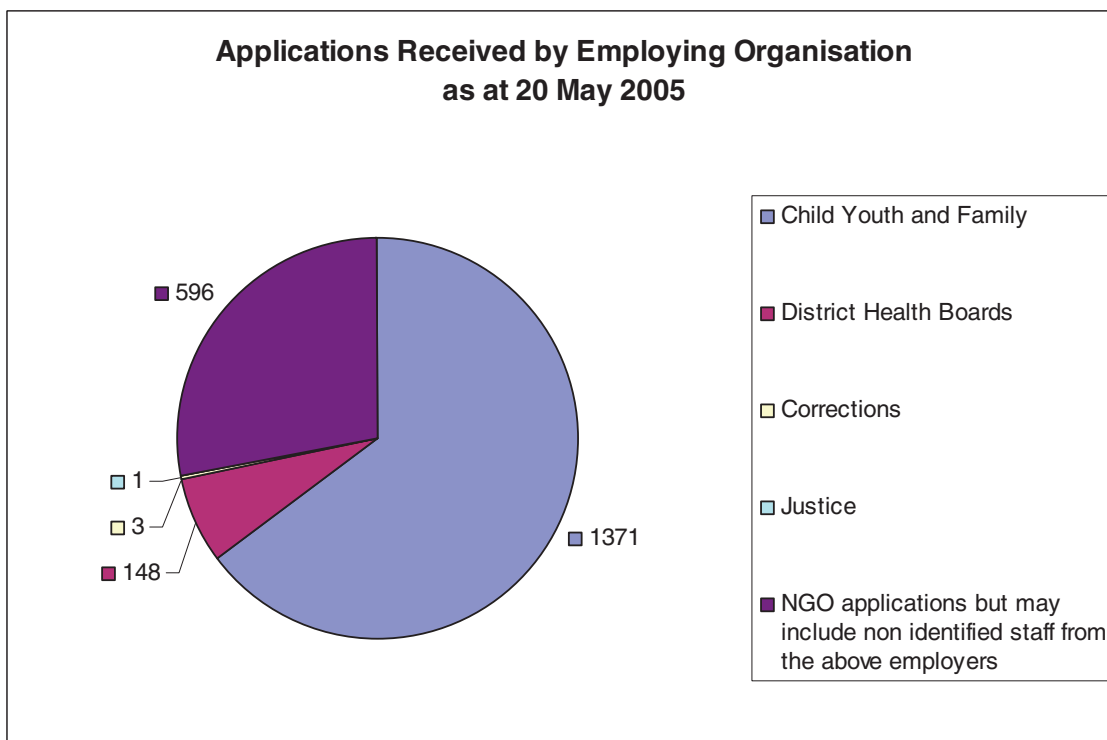
In 1991 6,375 people identified their occupation as social work with 4,962 indicating they were employed full time and 1,413 indicating they were employed part time. By 2001 the total figure rose by 63% with 10,401 people who identified their occupation as social work. Of this figure 7,596 indicated they were employed full time and 2,805 identified as being employed part time.

The following table identifies the key areas in which social workers are employed and areas that the SWRB has specifically targeted. It is noted that government ministries fund and/or purchase many of the social work services below and that contractors will eventually request the provision for costs associated with registration for social workers they employ.

Industry	Total	%
<b>Business Services</b>	<b>222</b>	<b>2%</b>
<b>Government Administration</b>	<b>1,293</b>	<b>12%</b>
<b>Education</b>	<b>615</b>	<b>6%</b>
<b>Health Services</b>	<b>1,992</b>	<b>19%</b>
<b>Community Services</b>	<b>4,215</b>	<b>41%</b>
<b>Other Services</b>	<b>2,064</b>	<b>20%</b>

Table 2. Main Industries of Employment of Social Workers – 2001 Census

The graph below identifies the main areas of employment for social workers who have applied for registration.



Graph 1. Applications received by employing organisation as at 20 May 2005.

Of the 2,119 applications shown above 112 had completed the registration process with the balance expected to complete competence assessments and other requirements by December 2005

A considerable number of people identify as social workers but they are not always easily identified by job title. The availability of registration will provide opportunities for employees to identify with their professional group and therefore enable Social Workers to register in the same way other regulated professions are able to. The table below identifies the most common occupations for individuals who have a social work related field of study.

<b>Occupation</b>	<b>Total</b>	<b>%</b>
<b>General Manager</b>	<b>309</b>	<b>2%</b>
<b>Administration Manager</b>	<b>255</b>	<b>2%</b>
<b>Human Resources Manager</b>	<b>141</b>	<b>1%</b>
<b>Office Manager</b>	<b>105</b>	<b>1%</b>
<b>Registered Nurse</b>	<b>138</b>	<b>1%</b>
<b>University and Higher Education Lecturer and/or tutor</b>	<b>495</b>	<b>3%</b>
<b>Secondary School Teacher</b>	<b>228</b>	<b>2%</b>
<b>Primary School Teacher</b>	<b>291</b>	<b>2%</b>
<b>Human Resources Officer</b>	<b>276</b>	<b>2%</b>
<b>Policy Analyst</b>	<b>138</b>	<b>1%</b>
<b>Psychologist</b>	<b>918</b>	<b>6%</b>
<b>Psychotherapist</b>	<b>207</b>	<b>1%</b>
<b>Counsellor</b>	<b>960</b>	<b>6%</b>
<b>Technical Representative</b>	<b>165</b>	<b>1%</b>
<b>Social Worker</b>	<b>2,502</b>	<b>17%</b>
<b>Probation Worker</b>	<b>192</b>	<b>1%</b>
<b>Case Worker</b>	<b>108</b>	<b>1%</b>
<b>Teacher Aide</b>	<b>150</b>	<b>1%</b>
<b>Secretary</b>	<b>147</b>	<b>1%</b>
<b>General Clerk</b>	<b>600</b>	<b>4%</b>
<b>Information Clerk</b>	<b>153</b>	<b>1%</b>
<b>Care Giver</b>	<b>600</b>	<b>4%</b>
<b>Sales Assistant</b>	<b>324</b>	<b>2%</b>
<b>Cleaner</b>	<b>123</b>	<b>1%</b>
<b>Other</b>	<b>5,493</b>	<b>37%</b>
<b>Not Elsewhere included</b>	<b>312</b>	<b>2%</b>
<b>Total</b>	<b>15,018</b>	<b>100%</b>

Table 3. Most Common Occupations (>100) for Social Work related field of Study – 2001 Census

## Social Workers Complaints and Disciplinary Tribunal

The Social Workers Registration Act 2003 establishes a set of processes relating to disciplining registered social workers. The Board has established a Disciplinary Tribunal that meets the requirements of the Social Workers Registration Act 2003 as set out below:

- ☉ a Chairperson and 1 or more deputy chairpersons
- ☉ at least 1 barrister or solicitor of the High Court of not less than 7 years' practice
- ☉ 5 other members.

The SWRB Complaints and Disciplinary Tribunal is required to also have

- ☉ at least 1 lay person appointed by the Minister.

The Minister is currently in the process of appointing a lay person to the SWRB Complaints and Disciplinary Tribunal.

The Social Workers Registration Board Complaints and Disciplinary Tribunal is comprised of the following members:

### **Chairperson:**

#### **Mr. Vaughan Milner**

Chief Executive, Presbyterian Support Upper South Island

### **Tribunal Members:**

#### **Mr. Tavake Afeaki**

Barrister and Solicitor – Auckland

#### **Ms. Arihia Bennett**

Senior Social Work Trainer – Christchurch

#### **Ms. Stephanie Dyhrberg**

Barrister and Solicitor – Wellington

#### **Ms. Vicki Hirst**

Social Worker - Auckland

#### **Ms. Tureiti Moxon**

Health Service Manager – Hamilton

#### **Ms. Jackie Pearse**

Barrister and Solicitor / Health Professional - Waiouru

#### **Ms. Jenny Prentice**

Social Worker – Wairarapa

#### **Rev. Feiloaiga Taule'ale'ausumai**

Presbyterian Minister – Auckland

