



Justice Centre | 19 Aitken Street
Wellington
justice.govt.nz

3 July 2024

Tēnā koutou,

Re: Request for psychologist report writing services for the Ministry of Justice

The Ministry of Justice | Tāhū o te Ture (the Ministry), following discussions with Health New Zealand | Te Whatu Ora, Ministry of Health | Manatū Hauora, and Department of Corrections | Ara Poutama, is reaching out to New Zealand registered members of the New Zealand Psychologists Board (NZPB) to join a list of report writers to provide court ordered forensic reports.

The Ministry established a national list of forensic report writers (the National List) which launched on 27 November 2023. Currently, the National List consists of psychiatrists, but now the Ministry is wanting to invite psychologists to join the National List.

The National List is used by court registry staff when Health New Zealand | Te Whatu Ora is unable to provide reports under sections 23, 35 and 38 of the Criminal Procedure (Mentally Impaired Persons) Act 2003. In some circumstances, psychiatrists on the National List will provide reports under section 88 of the Sentencing Act 2002.

This opportunity is for suitably qualified and experienced psychologists, from any location within Aotearoa. The reports can either be provided in your own private capacity or through a suitable sub-contracting arrangement.

The Ministry is seeking expressions of interest to join the National List from applicants who meet the below criteria:

- A current practising psychologist, with either a:
 - Psychologist scope of practice (general scope).
 - Clinical psychologist scope of practice.
- Registered with the New Zealand Psychologists Board (NZPB).
- Previous experience writing forensic reports for the courts.
- A current member of at least one of the following collegial/membership organisations:
 - New Zealand Psychological Society (NZPsS).
 - New Zealand College of Clinical Psychologists.
 - Pasifikology.

- He Paiaka Tōtara: Māori Psychology.

We want to grow the National List, so we encourage you to register your interest to join.

How to register your interest:

To register your interest to join the National List, please provide the following documents:

- CV
 - including references
 - including your experience writing forensic reports (for example for the Department of Corrections and/or forensic services)
 - any specialist expertise such as forensic and neuropsychology.
- criminal conviction history (no older than 3 months old). Please request your criminal conviction history via this website <https://www.criminalrecords.govt.nz/#> . This is a free service and can take up to 10 working days.

Please send the above documents to serviceimprovement-csi@justice.govt.nz by close of business **16 August 2024**.

Your application will be reviewed by an assessment panel which consists of experienced psychologists nominated by the New Zealand Psychologists Board and Ministry representatives.

Frequently asked questions about the National List:

Question	Answer
1. Does the assessment of the defendant need to be in person?	Assessments can be conducted in person or virtually e.g. Audio Visual Link (AVL). It is up to the preference of the report writer. The Ministry is looking for report writers from any location in Aotearoa.
2. What type of contract will be used?	The Ministry has established a standard terms and conditions for forensic report writers on the National List. Once you are endorsed by the assessment panel, the Ministry will offer you a place on the National List and a standard terms and conditions to sign.
3. Why has this demand arisen?	Through custom and practice, the majority of section 38 and around half of section 88 reports have been provided to the courts by Health New Zealand Te Whatu Ora. However, due to the shortage of psychologists and psychiatrists, additional report writing resource is required.
4. What is the hourly rate?	The Ministry is offering a flat rate of \$3,000 (excluding GST) per completed forensic report. In exceptional circumstances, the report writer can submit a request to the court registry to request a higher pay rate due to a number of reasons including complexity of a report.

<p>5. Is there a chargeable fee for when a defendant does not attend scheduled appointments? (Commonly known as a defendant non-attendance (DNA))</p>	<p>An approved forensic report writer can request a one-off fixed payment of \$300 (excluding GST) when a defendant repeatedly fails to attend scheduled appointments. More details about the defendant non-attendance fee are outlined in the standard terms and conditions.</p>
<p>6. Can I claim expenses?</p>	<p>An approved forensic report writer can apply for disbursements to cover additional expenses that may arise during the report writing process such as mileage and travel time. More details about disbursements defendant are outlined in the standard terms and conditions.</p>
<p>7. What happens after I'm approved and added to the National List?</p>	<p>The Ministry will place your name and contact details on the National List register.</p> <p>In the first instance, court staff will contact a forensic report writer from Health New Zealand Te Whatu Ora, however if they are unable to provide a report, court staff will use the National List to find a report writer.</p> <p>The Ministry cannot guarantee any future work for the approved forensic report writer by being on the National List.</p>
<p>8. What if I am in not in a region where these reports are needed, will I still be asked?</p>	<p>The Ministry is open to people completing reports remotely and so we are looking for people in all regions of Aotearoa.</p>
<p>9. Am I obliged to complete all report requests?</p>	<p>If you are contacted about providing a report and at that time you are not available, you can decline to complete the report.</p>

If you have any questions, please contact us at the email address above. We look forward to hearing from you.

Ngā mihi nui,

The Ministry of Justice | Tāhū o te Ture