



Government of Western Australia  
North Metropolitan Health Service

OFFICIAL

# NMHS Information Statement 2025



[nmhs.health.wa.gov.au](https://nmhs.health.wa.gov.au)

**One** team, **many** dreams.

Care / Respect / Innovation / Teamwork / Integrity



# Contents

<b>Contents</b> .....	<b>2</b>
<b>1. Introduction</b> .....	<b>3</b>
<b>2. Functions</b> .....	<b>3</b>
2.1.    NMHS Vision, Mission and Values .....	3
2.2.    Organisational Structure of NMHS .....	4
<b>3. Types of records held by NMHS</b> .....	<b>4</b>
3.1.    Healthcare Records .....	4
3.2.    Corporate.....	6
<b>4. Privacy</b> .....	<b>6</b>
<b>5. Information disclosure</b> .....	<b>6</b>
5.1.    Freedom of information (FOI) .....	6
5.2.    Administrative Release .....	10
5.3.    Required by law .....	13

This document can be made available in alternative formats on request.

© North Metropolitan Health Service 2025



# 1. Introduction

This Information Statement (Statement) is provided in accordance with the requirements of Part 5 of the *Freedom of Information Act 1992 (WA)*. It contains an overview of the structure and business functions of North Metropolitan Health Service (NMHS), including a summary of how these functions affect members of the public and patients.

The Information Statement describes the types of records NMHS holds and the various methods or legal instruments available to patients, the public or other agencies to obtain patient, corporate or other information held by NMHS.

Under the *Health Services Act 2016*, the State of Western Australia is the statutory owner of all information assets within the WA Health system. The Director General of the Department of Health is granted authority to collect, use and disclose information on behalf of the State. Therefore, for the purposes of this document, the Director General is the owner of all information collected under the *Health Services Act 2016*. For other written laws, there may be another Owner, e.g. the Chief Health Officer is the delegated owner of information collected under the *Public Health Act 2016*.

The owner delegates some information management responsibilities to stewards and custodians. Stewards implement the strategic direction of information management governance, and custodians manage the day-to-day operations of information assets and requests for information. Custodians and stewards have the delegated authority for granting access, use and disclosure of information from information assets in accordance with relevant legislation and policy.

## 2. Functions

NMHS was established as a health service provider (HSP) on 1 July 2016 under section 32 of the *Health Services Act 2016* (the Act). NMHS is a statutory authority governed by the NMHS Board. The NMHS Board is directly accountable to the public through the Minister for Health and works with the Director General of the Department of Health.

NMHS provides a comprehensive range of adult specialist medical, surgical, nursing, midwifery, obstetric, mental health and dental health services in WA, delivered across three tertiary hospitals and two secondary hospitals, all fully accredited. Additionally, NMHS delivers a range of statewide services from clinic sites to people living across WA. The functions of NMHS are outlined in sections 32 and 32 of the *Health Services Act 2016*, with duties and authority prescribed in other legislation including *Mental Health Act 2014*, *Private Hospital and Health Services Act 1927*, *Health (Miscellaneous Provisions) Act 1911*, *Children and Communities Services Act 2004* and *Public Health Act 2016*. Further information can be found in the [NMHS Annual Reports](#).

### 2.1. NMHS Vision and Values

Our vision is to be a transformative leader, shaping the future of healthcare for our people and our communities. For more information see [North Metropolitan Health Service - Vision, Mission and Values](#).



Our [Values](#) are:



**Care**

We show empathy, kindness and compassion to all.



**Respect**

We are inclusive of others and treat everyone with courtesy and dignity.



**Innovation**

We strive for excellence and are courageous when exploring possibilities for our future.



**Teamwork**

We work together as one team in a spirit of trust and cooperation.



**Integrity**

We are honest and accountable and deliver as promised.

## 2.2. Organisational Structure of NMHS

NMHS is a Board Governed Health Service Provider under the *Health Services Act 2016*. The Board is responsible for integrated clinical and corporate governance and ensuring the organisation delivers safe, high-quality, efficient and economical health services to its local community. More information on the Board can be viewed [here](#). The NMHS Board is supported by the [NMHS Executive group](#).

## 3. Types of records held by NMHS

### 3.1. Healthcare Records

Keeping accurate health records is an important part of providing quality patient care. NMHS collects, uses and records various type of data and information about patients in both paper-based and electronic format. By August 2025, our tertiary and secondary hospitals will have transitioned to a Digital Medical Record. Dental health services and many of our public health services, such as the WA Tuberculosis Control Program, also use an electronic patient management and medical record system to capture and hold personal information.



A healthcare record is a document that details the medical history and medical care of an individual over the course of their treatment/visit. Doctors, dentists, nurses, midwives and other health professionals make notes in the healthcare record on everything from illnesses, symptoms and the results of medical tests to the types of medication that have been prescribed to a patient.

Our hospital and non-hospital services, such as public health, community mental health and dental services, hold personal health information within a patient record (healthcare record or dental record). The following types of information may be included:

- Assessment and screening tools
- Biological specimens
- Case and contact management notes
- Consent documents
- Correspondence with third parties, such as other health care providers
- Diagnostic reports
- Discharge summaries
- Immunisation records
- Information from external health care providers
- Inpatient/outpatient notes
- Medication charts
- Photographs
- Radiological images and reports
- Referrals
- Sensitive personal information such as racial or ethnic origin, religion and genetic/genomic information
- Test results, such as blood tests
- Vaccination history

NMHS also holds personal information about patients that may not be directly related to patient care, such as:

- Financial information related to accounts for hospital or outpatient-related care
- Immigration documents
- Occupation
- CCTV footage
- Clinical Incident Management System (CIMS) incident report and findings

Additionally, NMHS has a vast suite of applications and systems for collecting and storing patient information securely. Information in these applications is protected by security features and governed by an information steward and custodian.

### **Freeze on destruction of child-related records**

On 12 November 2012, the Prime Minister, the Hon Julia Gillard MP, announced the Australian Government's intention to establish a Royal Commission into Institutional Responses to Child Sexual Abuse in Australia (the Royal Commission). One of the key recommendations of the Royal Commission was to impose a freeze on the disposal of records relating to young people.

In line with the recommendations of the Final Report of the Royal Commission into Institutional Responses to Child Sexual Abuse, the State Records Office of Western Australia (SROWA) has issued a disposal freeze on records documenting, or that may be relevant to, actual or alleged incidents of child sexual abuse. The disposal freeze overrides any pre-existing disposal authorisations given within retention and disposal schedules.



Child records from historical services (e.g. Stubbs Terrace, Claremont and Swanbourne Mental Health facilities) are stored securely and not destroyed.

### 3.2. Corporate

NMHS also holds a range of corporate records, mostly in an electronic format. Under the *State Records Act 2000*, a State record is defined as any record of information (in any form) created, received or maintained by a government organisation or parliamentary department in the course of conducting its business activities. These records demonstrate NMHS functions in accordance with its legal responsibilities and accountabilities as a HSP, and include records that have administrative, fiscal, legal, evidential or historical value, such as:

- occupation, health and safety reports, audits or investigation;
- financial records – including invoices and payments;
- personnel records for NMHS staff;
- procurement and contracts; and
- governance committee meeting papers including agendas and minutes.

## 4. Privacy

The [NMHS Privacy Statement](#) describes how personal information is collected and managed. The collection, access, use and disclosure of personal information at NMHS is compliant with the WA Health system's policies and procedures and relevant legislation, such as:

- [Health Services Act 2016](#)
- [Health Services \(Information\) Regulations 2017](#)
- [Privacy and Responsible Information Sharing Act 2024 \(WA\)](#) and the eleven Information Privacy Principles.

## 5. Information access

NMHS may provide access to information and documents where lawful by the following mechanisms:

- Freedom of information (FOI)
- Administrative release
- Required by law.

### 5.1. Freedom of information (FOI)

The *Freedom of Information Act (1992)* (FOI Act) provides the public with the right of access to documents held by WA agencies, and the right to request an update or correction of personal information. Access to documents and information held by NMHS enables the public to become aware of information held about them and for the public to participate more effectively in governing the State.

NMHS retains and manages a large number of documents and while most may be accessible through FOI, others may be exempt and therefore not accessible. This information is considered exempt and includes, but is not limited to:

- Documents containing information about the personal affairs of another person;
- Documents subject to legal professional privilege;
- Documents concerning law enforcement and safety;
- Documents provided to NMHS in confidence (for example, investigations).



## How do I lodge a FOI application?

Detailed FOI application instructions can be found at our website: [North Metropolitan Health Service - Freedom of Information](#).

An application submitted under the FOI Act must:

- be in writing;
- give enough information to enable the requested documents to be identified;
- give an Australian address to which notices under the FOI Act can be sent;
- be lodged to the relevant NMHS site with any application fee payable under the regulations; and
- be supported by proof of identification.

Applications for access to health information are generally processed by the site that holds the records. Applications for access to corporate records are processed by the NMHS Corporate FOI team.

Applications can be lodged to the relevant site via the following email address:

- Community Mental Health Services [FOI.GH@health.wa.gov.au](mailto:FOI.GH@health.wa.gov.au)
- Dental Health Services [FOI.GH@health.wa.gov.au](mailto:FOI.GH@health.wa.gov.au)
- NMHS Corporate [NMHS.FOI@health.wa.gov.au](mailto:NMHS.FOI@health.wa.gov.au)
- Public Health Services [FOI.GH@health.wa.gov.au](mailto:FOI.GH@health.wa.gov.au)
- Sir Charles Gairdner Hospital [SCGH.FOI@health.wa.gov.au](mailto:SCGH.FOI@health.wa.gov.au)
- Graylands Hospital [FOI.GH@health.wa.gov.au](mailto:FOI.GH@health.wa.gov.au)
- Osborne Park Hospital [OPH.FOI@health.wa.gov.au](mailto:OPH.FOI@health.wa.gov.au)
- King Edward Memorial Hospital [FOI.KEMH@health.wa.gov.au](mailto:FOI.KEMH@health.wa.gov.au)

Or via post to:

The FOI Officer  
North Metropolitan Health Service  
2nd floor  
K Block, Hospital Avenue  
Nedlands WA 6009

## Fees and charges

No fees or charges are payable for a personal information access application or an application to amend the personal information of the applicant.

Applications for other documents (e.g. non-personal in nature) require a \$30 application fee to be paid when the application is lodged. Additional charges for dealing with the request (e.g. photocopying costs, staff time, etc) may apply as per the FOI Act.



Charges to be imposed as follows:

<b>1. Type of fee</b>	
Application fee (for applications for non-personal information).	\$30
<b>2. Type of charge</b>	
Staff time dealing with the application, supervised access, photocopying, transcribing information from tape etc (per hour, or <i>pro rata</i> for a part of an hour).....	\$30
Photocopies ( <i>per copy</i> ).....	20 cents
Duplicating a tape, film or computer information.....	Actual Cost
Delivery, packaging and postage.....	Actual Cost
<b>3. Advance Deposits</b>	
Percentage of estimated charges payable.....	25%
Further percentage of estimated charge may be required.....	75%

In certain cases, applicants may be eligible for a reduction in fees and charges. Contact [NMHS.FOI@health.wa.gov.au](mailto:NMHS.FOI@health.wa.gov.au) for details.

**Who can apply?**

Applications for personal information, including health information, can only be accepted from the individual or their authorised representative (lawyer, guardian, carer, investigator, etc), with proof of identification provided. A request from an authorised representative or third party must include a current (within 12 months of the date of the application) signed consent or authority from the applicant on the representative’s letterhead or by providing identification.

If applying for information about someone who has died, the applicant must provide proof of identity, and supporting documentation that clearly shows they are the closest relative to that person (e.g. birth certificate, marriage certificate or death certificate).

If not the closest relative, the applicant must provide written authorisation from the closest relative permitting access to the information.

Members of the public can also submit a formal FOI application for documents held by NMHS that are non-personal and are not publicly available.

If you are unsure if your application is personal or non-personal, please contact [NMHS.FOI@health.wa.gov.au](mailto:NMHS.FOI@health.wa.gov.au) or by telephone (08) 6457 7114.

**Nature of request & timeline**

Upon receipt of a valid application, NMHS has a maximum of 45 calendar days to issue a Notice of Decision for a request. If the application is extensive or complex this timeframe may be extended by agreement between NMHS and the applicant. The scope of the application may also be negotiated with the applicant to enable a manageable request that fits the applicant’s needs.



## Notice of Decision

Once an application and documents have been processed, a Notice of Decision is provided. The Notice of Decision contains the decision regarding whether access to documents has been provided. Decisions may consist of the following:

- Full access to all or some documents
- Edited access to all or some documents
- Refusal of access to all or some documents

Where access to material is refused, justification will be provided in line with the *Freedom of Information Act 1992*.

## Appealing FOI decisions

Applicants not satisfied with a decision under the FOI Act can appeal against the decision regarding access to documents or the amendment of records by submitting a request for internal review.

### Internal review

An application for internal review may be lodged with this agency within 30 days after being given a written notice of decision, and must:

- Be in writing
- Provide particulars of the decision to be reviewed
- Give an address in Australia.

There is no lodgement fee for an application for internal review and there are no charges for dealing with an internal review request. The internal review will not be dealt with by the person who made the initial decision, or by any person who is subordinate to the original decision maker. The outcome of an application for internal review will result in the initial decision under review being either confirmed, varied or reversed. The applicant will be advised of the outcome within 15 days of receipt of the application for internal review.

Applications for internal review should be lodged with the relevant site that processed the original FOI request:

- Community Mental Health Services [FOI.GH@health.wa.gov.au](mailto:FOI.GH@health.wa.gov.au)
- Dental Health Services [FOI.GH@health.wa.gov.au](mailto:FOI.GH@health.wa.gov.au)
- NMHS Corporate [NMHS.FOI@health.wa.gov.au](mailto:NMHS.FOI@health.wa.gov.au)
- Public Health Services [FOI.GH@health.wa.gov.au](mailto:FOI.GH@health.wa.gov.au)
- Sir Charles Gairdner Hospital [SCGH.FOI@health.wa.gov.au](mailto:SCGH.FOI@health.wa.gov.au)
- Graylands Hospital [FOI.GH@health.wa.gov.au](mailto:FOI.GH@health.wa.gov.au)
- Osborne Park Hospital [OPH.FOI@health.wa.gov.au](mailto:OPH.FOI@health.wa.gov.au)
- King Edward Memorial Hospital [FOI.KEMH@health.wa.gov.au](mailto:FOI.KEMH@health.wa.gov.au)

Or via post to:

The FOI Officer  
North Metropolitan Health Service  
2nd floor  
K Block, Hospital Avenue  
Nedlands WA 6009



## External review

If an applicant is not satisfied with an internal review, they have a right to apply for an external review with the Office of the Information Commissioner. Any review request needs to be lodged within 60 days following receipt of the Notice of Decision and must:

- Be in writing
- Provide particulars of the matter disputed, together with a copy of the decision to be reviewed
- Give an address in Australia
- Be lodged at the Office of the Information Commissioner:

*The Information Commissioner  
469 Wellington Street  
Perth WA 6000  
Email [info@foi.wa.gov.au](mailto:info@foi.wa.gov.au)*

There is no lodgement fee for an external review and there are no further charges

## Amendment of personal information

If an applicant believes personal information held about them is inaccurate, misleading, incorrect or out of date, they have the right to request an amendment be made. The application must be in writing, including proof of identification and supporting evidence for the requested amendment, and the type of amendment wanted. This could include altering or striking out information; inserting new information; or adding a note in relation to the information.

If an agency decides not to amend the information, the applicant has the right to request (in writing) to have a notation attached to the record. The agency can refuse to do this if the attachment is deemed to be defamatory or unnecessarily voluminous. The applicant will be sent a Notice of Decision which explains all decisions made on their amendment of document(s) application or attachment of a notation.

## 5.2. Administrative Release

Information may also be released to an applicant outside of the FOI Process, provided the request is lawful and the information can be released under the relevant legislative provision. This is known as administrative release.

The release of information via administrative release can, in some instances, be more efficient and cost effective. The types of information that may be suitable for administrative release include:

- documents containing personal information of the applicant (for example, a healthcare record);
- statistics or data relating to NMHS's key functions and activities, excluding data containing personal information; or
- information available on the agency's website that the person would like to access in a different format (e.g, hard copy of an annual report).

## Access to healthcare records under the *Health Services Act 2016*

A NMHS patient, or their authorised representative, may request access to their healthcare or dental records without charge under the *Health Services Act 2016* in a similar way to the FOI



process described in section 5.1 above. NMHS patients can also request access to their mental health records under the *Mental Health Act 2014*. In some circumstances, it may be necessary to access healthcare records under the FOI process.

An application must:

- Be in writing.
- Give enough information to enable the requested documents to be identified.
- Give an Australian address to which communications can be sent.
- Be supported by proof of identification.

Applications for administrative release of healthcare records can be lodged to the relevant site via the contacts outlined at [North Metropolitan Health Service - Freedom of Information](#) website or by email to:

- Sir Charles Gairdner Hospital [SCGH.FOI@health.wa.gov.au](mailto:SCGH.FOI@health.wa.gov.au)
- Osborne Park Hospital [OPH.FOI@health.wa.gov.au](mailto:OPH.FOI@health.wa.gov.au)
- King Edward Memorial Hospital [FOI.KEMH@health.wa.gov.au](mailto:FOI.KEMH@health.wa.gov.au)
- Graylands Hospital [FOI.GH@health.wa.gov.au](mailto:FOI.GH@health.wa.gov.au)

### ***Dental Health Services***

[DHS.enquiries@health.wa.gov.au](mailto:DHS.enquiries@health.wa.gov.au) or the dental clinic of last treatment. Contact details are available at [www.dental.wa.gov.au](http://www.dental.wa.gov.au)

### ***Public Health Services***

- Boorloo Public Health Unit - [FOI.GH@health.wa.gov.au](mailto:FOI.GH@health.wa.gov.au)
- DonateLife – apply to the FOI Coordinator at the site where the donor deceased.
- Humanitarian Entrant Health Services - [ACCAdmin@health.wa.gov.au](mailto:ACCAdmin@health.wa.gov.au) or via the clinic
- State Health Injury Unit – [FOI.GH@health.wa.gov.au](mailto:FOI.GH@health.wa.gov.au)
- WA Tuberculosis Control Program -[ACCAdmin@health.wa.gov.au](mailto:ACCAdmin@health.wa.gov.au) or via the clinic

### ***Mental Health Services***

Community Mental Health Services: [FOI.GH@health.wa.gov.au](mailto:FOI.GH@health.wa.gov.au)

### ***Patient requests under the Mental Health Act 2014***

The *Mental Health Act 2014* (MH Act) is intended to address the treatment, care, support and protection of people who have a mental illness, including the protection of their rights. Among other things, the MH Act contains a statutory obligation of confidence in respect of information obtained under that Act, which includes patient information, and sets out the ways in which information may be disclosed without breaching that obligation.

The MH Act enables health information to be disclosed in specified circumstances, to ensure that people with mental illness receive effective treatment and care. This information may be disclosed if the person to whom the information relates consents to its disclosure. Where a person is unable to consent or refuses consent to disclose health information, the MH Act permits information to be disclosed in specified circumstances.



Applications for information under the MH Act can be made by individuals who have received contact with the mental health service, a clinician or another person on their behalf as long as the personal information is about an individual who consents to the disclosure of the information. To access mental health records from SCGH Mental Health, Graylands Hospital or a Community Mental Health Service contact <mailto:FOI.GH@health.wa.gov.au> for assistance.

### External treating clinician requests

When an individual has received treatment at NMHS, and seeks medical attention from another health agency or external provider such as their general practitioner (GP), the agency or GP may request a copy of healthcare records for that individual. A person's consent is generally required for these requests unless:

- continuum of care is present – for example, another facility requires patient's records from an NMHS service to ensure follow-on care; or the patient has presented to their GP after an admission to hospital.
- inter-hospital transfers – a copy of the medical records relevant to the ongoing care of the patient is sent to the receiving hospital with the hospital transport service.

### Requests from Child Protection and Family Support (Department of Communities)

The *Children and Communities Services Act 2004* (CCSA Act) is the legislative basis for child protection response in WA. It enables information sharing between agencies to protect the wellbeing of children. The Department of Communities: Child Protection and Family Support (DCPFS) officers must produce an identity card for sighting and checking by NMHS staff before information will be released.

Requests can be sent to the relevant site from which the DCPFS seeks information:

- Community Mental Health Services [FOI.GH@health.wa.gov.au](mailto:FOI.GH@health.wa.gov.au)
- Graylands Hospital [FOI.GH@health.wa.gov.au](mailto:FOI.GH@health.wa.gov.au)
- King Edward Memorial Hospital [FOI.KEMH@health.wa.gov.au](mailto:FOI.KEMH@health.wa.gov.au)
- Osborne Park Hospital [OPH.FOI@health.wa.gov.au](mailto:OPH.FOI@health.wa.gov.au)
- Sir Charles Gairdner Hospital [SCGH.FOI@health.wa.gov.au](mailto:SCGH.FOI@health.wa.gov.au)

### Requests from the Australian Health Practitioner Regulation Agency (AHPRA)

AHPRA is responsible for investigating complaints and concern raised about the performance and conduct of individual health practitioners on behalf of the relevant national board.

In accordance with schedule 5 of the *Health Practitioner Regulation National Law (WA) Act 2010*, AHPRA can obtain information from NMHS they deem necessary to assist their investigation, including patient records, clinical incident investigation records and/or human resources records.

### Personnel records

The NMHS People and Culture team is the custodian of NMHS personnel records. Documents in these files include details of leave and salary increments, transfer advice, employment contracts and general correspondence with the employee.



Confidential information related to the following may also be held separately:

- Integrity and ethics investigations
- Complaints and grievances
- Medical information and rehabilitation
- Performance management
- Redeployment
- Workers' compensation

Employees have a right to access their personnel file and do not need to make an application under FOI to inspect these records. A request for access can be made to the People and Culture team via email at [OfficeoftheEDPC@health.wa.gov.au](mailto:OfficeoftheEDPC@health.wa.gov.au). An FOI application may be required to access the separate confidential information listed above. Initial contact should be made with the People and Culture team to determine if this information can be provided outside of FOI.

### **Business related requests**

NMHS data and information can be requested by other WA Health organisations and staff for WA Health business-related purposes, such as clinical planning projects. Requests for information should be directed to the information custodian of the relevant collection. For assistance, please contact [NMHS.InformationGovernance@health.wa.gov.au](mailto:NMHS.InformationGovernance@health.wa.gov.au).

### **Research**

Under the *Health Services Act 2016*, NMHS information can be requested for research purposes. Requests for access to patient information should be directed to the Research Governance Office at the relevant site and information custodian approval sought. Evidence of approval by a Human Research Ethics Committee (HREC) registered with the National Health and Medical Research Council must be supplied, and approval must also be sought from the relevant NMHS site research governance office(s). Further information on research ethics and governance can be found at: [North Metropolitan Health Service - Research ethics and governance at NMHS](#).

For assistance with applying for information for research requests, please contact the relevant site:

- Dental Health Services – [DHS.Executive@health.wa.gov.au](mailto:DHS.Executive@health.wa.gov.au)
- Public Health Services - [NMAHSMHREGO@health.wa.gov.au](mailto:NMAHSMHREGO@health.wa.gov.au)
- Sir Charles Gairdner & Osborne Park Hospital – [scgh.research@health.wa.gov.au](mailto:scgh.research@health.wa.gov.au)
- King Edward Memorial Hospital – [ResearchGovernanceOffice.KEMH@health.wa.gov.au](mailto:ResearchGovernanceOffice.KEMH@health.wa.gov.au)
- Mental Health Services - [NMAHSMHREGO@health.wa.gov.au](mailto:NMAHSMHREGO@health.wa.gov.au)

### **5.3. Required by law**

An external agency can seek access to information held by NMHS pursuant to a legislative provision. Below are some examples of where NMHS is required by law to disclose information.



## Orders, notices to produce and warrants

An order to produce (OTP) or notice to produce (NTP) is an order issued by the courts to direct an individual or organisation to produce documents that are in their possession or control. The Western Australian Police Force (WAPOL) may occasionally request copies of patient records but must have the written consent from the patient before any documents can be released. In the absence of patient consent, WAPOL must provide an OTP, NTP or search warrant. These documents state the scope and timeframe of the documents required. NMHS must produce the documents within the timeframe stated in the OTP/NTP/warrant.

## Subpoena

A subpoena is a legal document issued by a court or tribunal at the request of a party to legal proceedings. A subpoena compels a person to produce documents or give evidence at a hearing or trial.

Subpoenas can be issued to NMHS via email, mail or personal delivery. They should be emailed to the relevant section of NMHS as below. However, if unsure send to NMHS in the first instance.

- NMHS - [NMHS.FOI@health.wa.gov.au](mailto:NMHS.FOI@health.wa.gov.au)
- Sir Charles Gairdner Hospital - [SCGH.FOI@health.wa.gov.au](mailto:SCGH.FOI@health.wa.gov.au)
- Graylands Hospital - [FOI.GH@health.wa.gov.au](mailto:FOI.GH@health.wa.gov.au)
- Osborne Park Hospital - [OPH.FOI@health.wa.gov.au](mailto:OPH.FOI@health.wa.gov.au)
- King Edward Memorial Hospital - [FOI.KEMH@health.wa.gov.au](mailto:FOI.KEMH@health.wa.gov.au)

## Conduct money

NMHS will request conduct money at the time of service of a subpoena. This is an amount, usually between \$25 and \$80, that contributes to the costs incurred by NMHS for accessing, collating and producing the requested documents to the appropriate court or tribunal. NMHS reserves the right to apply to the court or tribunal for the subpoena applicant to pay for any reasonable additional costs incurred in complying with the subpoena.

The cheque must be made payable to the “North Metropolitan Health Service”. The cheque must also have the details of the subpoena printed on the back of the cheque in case the documents become separated.

If the subpoena is served by email, NMHS will accept an undertaking from a solicitor to pay the requested costs. A copy of the subpoena with a cheque stapled to the subpoena must be posted to:

The FOI Officer  
North Metropolitan Health Service  
2nd floor  
K Block, Hospital Avenue  
Nedlands WA 6009

**This document can be made available in alternative formats on request for a person with a disability.**

© North Metropolitan Health Service 2025

