



Health Professional Councils Authority

**INFORMATION FOR PARTIES SEEKING TO SERVE A SUBPOENA, SUMMONS,  
NOTICE TO PRODUCE OR LIKE DOCUMENT ON A NSW HEALTH  
PROFESSIONAL COUNCIL**

This document provides information for parties seeking to serve a subpoena, or like document, upon any of the following Councils:

Aboriginal and Torres Strait Islander Health Practice Council of New South Wales  
 Chinese Medicine Council of New South Wales  
 Chiropractic Council of New South Wales  
 Dental Council of New South Wales  
 Medical Council of New South Wales  
 Medical Radiation Council of New South Wales  
 Nursing and Midwifery Council of New South Wales  
 Occupational Therapy Council of New South Wales  
 Optometry Council of New South Wales  
 Osteopathy Council of New South Wales  
 Pharmacy Council of New South Wales  
 Physiotherapy Council of New South Wales  
 Podiatry Council of New South Wales  
 Psychology Council of New South Wales

**To whom should the subpoena or like document be addressed?**

Subpoenas or like documents should be addressed to the Executive Officer of the relevant Council at the following address:

Medical Council of NSW  
 PO Box 104  
 GLADESVILLE NSW 1675

Inquiries: Legal Coordinator  
 Telephone: (02) 9879 2200

All other Councils  
 Locked Bag 20  
 HAYMARKET NSW 1238

Inquiries: Council Executive Officer  
 Telephone: 1300 197 177

## How much will it cost?

### 1. If you are requiring a person to attend and give evidence only

The conduct fee is **\$90**.

### 2. If you are requiring production of documents

The fee for the costs incurred in retrieving, copying, and forwarding documents to the Court or authority requiring the production will vary depending on whether the request is simple or complex.

A **simple request** is defined as a request for documents relating to an identifiable event, where a date of incident is provided.

The fee for production of documents in response to a simple request is **\$71**.

This is to be paid upon service and includes payment for up to one hour of staff time and up to 20 A4 black and white photocopies.

Additional black and white A4 photocopies over 20 pages will attract a fee of **\$0.40 per page**.

A **complex request** is one of generality, not easily defined, where few details are provided or encompassing numerous events.

The fee for production of documents in response to a complex request is **\$107**.

This is to be paid upon service and includes payment for up to one hour of staff time and up to 20 A4 black and white photocopies.

Additional black and white A4 photocopies over 20 pages will attract a fee of **\$0.40 per page**.

### 3. Additional charges

Councils reserve the right to require additional charges where there is significant work associated with obtaining files and identifying the documents that need to be produced. As a general rule additional charges will be levied if more than 1 hour of staff time is consumed in identifying and retrieving requested documents.

If additional costs are anticipated, you will be notified and provided with an estimate. Please note that an estimate is not a quotation, and therefore may vary from the final cost.

## Method of payment

Payment may be made by money order or cheque payable to the relevant Council.

Health Professional Councils Authority

Legal Services

March 2012; updated: August 2012; September 2014, August 2015, September 2016

### Document control

Approved by	Date	Review date
Director, HPCA	23.3.12	June 2013
Director, HPCA	23.9.2014	August 2015
Director, HPCA	6.8.2015	August 2016
Director, HPCA	22.9.2016	August 2017



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**Subpoenas and like documents**  
**Fee schedule as at September 2016**

<b>Attendance</b>		
Requiring attendance to give evidence	Conduct fee	\$90
<b>Production of documents</b>		
Simple request – a request for documents relating to an identifiable event, where a date of incident is provided	1 hour staff time + up to 20 x A4 black and white photocopies	\$71
	Per A4 black and white photocopied page in excess of 20 pages	0.40c
Complex request – general request, not easily defined, few details provided, encompassing numerous events	1 hour staff time + up to 20 x A4 black and white photocopies	\$107
	Per A4 black and white photocopied page in excess of 20 pages	0.40c
Additional charges – may be incurred where significant work associated with obtaining files and identifying the documents that need to be produced.	Estimate determined on case by case basis. Please note that an estimate is not a quotation, and therefore may vary from the final cost.	

**Further information:**

Health Professional Councils Authority  
Level 6, North Wing, 477 Pitt Street, Sydney  
Postal address: Locked Bag 20, Haymarket NSW 1238  
Telephone: 1300 197 177  
TTY Service: (02) 9219 0250  
Facsimile: (02) 9281 2030  
Email: [mail@hpca.nsw.gov.au](mailto:mail@hpca.nsw.gov.au)  
Web: [www.hpca.nsw.gov.au](http://www.hpca.nsw.gov.au)