Attention: The Health and Disability Commissioner

Re: Requests according to sections 12 and 16 of the Official Information Act 1982 and under s 34 (and principle 6) of the Privacy Act 1993

Dear Madam / dear Sir,

Please provide me with an authentic copy of the letter by your Complaints Assessor, Mr Axxxx Lxxxxx, dated 06 October 2011, which was sent to the Waitemata District Health Board ('DHB Board Office' and/or any other responsible office under that Board’s administration) in regards to my complaint to the Health and Disability Commissioner under reference C11HDCxxxxx.

The letter was sent to the Waitemata District Health Board, which is responsible for Xxxxxxxx Alcohol and Drug Services (XXXX) in Xxxxxxxx Xxxx in Xxxxxxx, in order to seek clarifications, copies of relevant clinical notes and their response to the complaints I made to the Commissioner about a range of failures and misconduct by (a) drug and alcohol counsellor(s) employed by XXXX-Xxxx.

At the same time I request and apply for any notes, transcripts of phone calls made between Waitemata District Health Board (CEO or other staff) and the Health and Disability Commissioner’s office, as well as emails exchanged between those parties (involving any staff) in relation to the same complaint under the above reference.

I seek authentic photo copies and/or printouts of all memos or other written communications exchanged and communicated between staff acting in relation to this complaint within the Health and Disability Commissioner’s office, same as existing notes or transcripts of internal phone calls or formal discussions of any relevant aspects of this complaint made by me.

This specified information is sought under the above provisions of the Official Information Act 1982 and the Privacy Act 1993.

Please supply the information in clearly readable form of photo-copies, printouts or other officially kept records within the prescribed official response time.

Yours sincerely and thankfully

Xxxxxxx Xxxxxx