



26 July 2019

Sarah Vaughan  
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Tēnā koe Sarah

Thank you for your email of 29 June 2019 to the Ministry of Education requesting the following information:

*You are currently running an advisory group to review the physical restraint guidelines. Can you please provide the following:*

- *name of the members of the advisory group and the organisations they represent*
- *the terms of reference for the group*
- *the name of the group's chair/convener, and the organisation they represent*
- *the name and position of the person(s) the group is reporting to, and the expectations on the group for progress and final reporting to said person(s)*
- *copies of agendas and accompanying papers for all advisory group meetings*
- *copies of minutes and all meeting notes from advisory group meetings*
- *copies of papers and advice provided to the advisory group*
- *copies of advice and papers from the advisory group given to the person they are reporting to, the Ministry or Minister responsible for the work*
- *information about the decision making process for constituting the advisory group, the reason for its establishment, and why, how and when individual members were appointed.*
- *the groups forward meeting schedule*
- *information about budget for the work and remuneration rates for members of the advisory group*

*Can you please also provide:*

- *since 1 January 2017, copies of reports/advice/papers provided to the Ministry of Education or Minister responsible about the physical restraint guidelines from the Teaching Council (or then Education Council), and the Ministry's/Ministers response to these.*
- *copies of all guidelines for schools related to physical restraint and seclusion/timeout room issued since 1995. Please include updated and amended versions.*
- *information about membership (names and organisations represented) of advisory groups or equivalent that the ministry has convened since 2000 to discuss or review guidelines or guidance related to physical restraint or seclusion/timeout rooms. Please also indicate the date range these groups were active, and the names these groups were known by.*
- *since 1 Jan 2016, correspondence from unions, union spokespeople, teacher representatives, and NZSTA related to the physical restraint guidelines, and any subsequent responses from officials or the minister.*

Your request has been considered under the Official Information Act 1982 (the Act).

The Ministry needs to extend the timeframe of our response to your request, pursuant to section 15A(1)(b) of the Act, as consultations necessary to make a decision on the request are such that a proper response to the request cannot reasonably be made within the original time limit. For this reason, you can expect to receive a response to your request by 23 August 2019.

Please be advised that should you have any concerns regarding this extension you have the right to ask an Ombudsman to investigate our decision to extend the timeframe. You can do this by writing to [info@ombudsman.parliament.nz](mailto:info@ombudsman.parliament.nz) or Office of the Ombudsman, PO Box 10152, Wellington 6143.

Nāku noa, nā



Lorraine Monahan  
**Manager Official and Parliamentary Information  
Government, Executive and Ministerial Services**