

6 November 2024

By email: [fyi-request-28574-73129f4d@requests.fyi.org.nz](mailto:fyi-request-28574-73129f4d@requests.fyi.org.nz)

Tēnā koe Richard

I refer to your request for information dated 29 September 2024 made under the Official Information Act 1982 (the Act). You have requested:

*“In 2007 University of Otago imposed the 'Campus Watch' group to crack down on UOO students having fun. Part of the role of Campus Watch is to make reports to police to get students and others arrested by police.*

- 1) *It is presumed that Campus Watch and the Proctor's Office produce regular reports, on some recurring basis somewhere between weekly and per-trimester and annual reports, for University leadership containing summaries of their activities. I am requesting a list of the titles and dates of said reports from 1 September 2022 to the current date.*
- 2) *Prior responses to OIA requests by the Office of the Registrar have indicated that the Proctor's Office maintains a 'database', in which it records details like whether the Proctor's Office requested police involvement in mass peaceful student protests against funding cuts. To assist in making further queries as to the involvement of the Proctor in suppressing student protests and fun extracurricular activities outside University property, I am requesting the database schema definition of the database in which these records are held.*

*In the case of fields which have links to coded lookup tables/lookup lists like 'nationality' or 'status as student', I am requesting the contents of those lookup tables to allow making useful queries against said database (for example, if there was an 'action taken' table with codes like 'PCAM' for 'Police called, arrest made' linked to the 'incident' table, one would need to have a list of all 'action taken' codes and descriptions to inquire as to how many cases the Proctor's office have called police and gotten students arrested). I am of course not requesting the contents of any tables which contain personal student information like names.”*

Please see below our response to your request.

### **1. Details of Campus Watch and Proctor's Office reports to University leadership since 1 September 2022**

The Proctor's Office does an annual report summarising their activities for the year. This report is considered by the Senior Leadership Team and the University Council. The titles and dates of these reports from 1 September 2022 – the date of your request are as follows:

- Proctor's Annual Report to the University of Otago Council – Summary of 2022 (dated 20 December 2022)
- Proctor's Annual Report to the University of Otago Council & Te Pūkenga – Summary of 2023 (dated 1 March 2024)

## 2. Details of Proctor's Office database, including contents of lookup tables

- Files in the database can be given one of four statuses:
  - Open
  - Under investigation
  - Follow-up required
  - Closed.
- In a checklist drop down field, there are the following options for actions taken:
  - Admin Only: Flagged Student
  - Admin Only: Police Diversion
  - Admin Only: Pre Charge Warning
  - Admin Only: Referred to Provost
  - Admin Only: Trespassed (All/Part)
  - Attention Campus Cop
  - CCTV Footage Request Form Submitted
  - International Student
  - Noting by Proctors Office
  - Pastoral Follow-Up Undertaken
  - Polytech Student
  - Warned by Proctor
- There are also a range of incident codes that can be applied to a file, depending on the nature of the incident. Please refer to the **attached** document which shows the list of incident codes that may be added to a file.
- In terms of information recorded about students, please see the two **attached** screenshots which show the information that can be captured in the database. Where applicable, the only information captured are those fields with headings in red text.

I trust that this information will be helpful.

If you are not satisfied with our response to your information request, section 28(3) of the Act provides you with the right to ask an Ombudsman to investigate and review this response. However, we would welcome the opportunity to discuss any concerns with you first.

Ngā mihi



Kelsey Kennard  
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