



16 September 2025

Tēnā koe

### **Official Information Act request**

Thank you for your email dated 24 August 2025 in which you requested information about any rules the Ministry of Social Development (the Ministry) may have regarding the use of desk fans. You also asked for the number of sites the Ministry has and how many staff are normally located at each of them.

I have considered your request under the Official Information Act 1982 (the Act). Please find my decision on each part your request set out separately below.

#### *1. The Ministry's rules regarding the use of desk fans at its sites*

The Ministry has no formal policies or rules that prohibit or restrict the use of small personal desk fans in the workplace. Although that is the case, the Ministry's Workplace Services team will provide advice to sites on an as-needed basis, based on the specific circumstances of the site and the people who use it. This advice is tailored to ensure that personal fan use is:

- safe and not causing undue fire risk.
- not impeding the effective operation of building heating, ventilation, and air conditioning (HVAC) systems.
- energy efficient.

As the Ministry has no formal policies or rules regarding fan use, I am refusing this part of your request under section 18(g) of the Act. The information you requested is not held by the Ministry and I have no grounds to believe that it is either held by, or more closely connected to, the functions of another department, Minister of the Crown or organisation.

#### *2. Please also set out how many sites associated with your organisation, and how many employees normally located at those locations*

I refer you to **Appendix 1**.

I note that some cities/towns/suburbs have multiple sites associated in the data. In some cases, such as the Ministry's National Office in Wellington, each floor of a multistorey building has been recorded as a separate site. In other cases, the data reflects that there are multiple Ministry sites within a single city/town/suburb.

I will publish this decision letter, with your personal details deleted, on the Ministry's website in due course.

If you wish to discuss this response with us, please feel free to contact [OIA\\_Requests@msd.govt.nz](mailto:OIA_Requests@msd.govt.nz).

If you are not satisfied with my decision on your request, you have the right to seek an investigation and review by the Ombudsman. Information about how to make a complaint is available at [www.ombudsman.parliament.nz](http://www.ombudsman.parliament.nz) or 0800 802 602.

Ngā mihi nui

pp.



Anna Graham  
**General Manager**  
**Ministerial and Executive Services**