

FLOW INFORMATION

LGOIMA

	FLOW ID	SUBJECT	
LG	FLOW-247	Bylaw Approval Inquiry	Completed on Tuesday, October 27, 2026 7:19 AM

Flow Model Description

Flow Model Version

Current version of LGOIMA: V.119
Version of the Flow Model at start of FLOW-247: V.118

FLOW STEPS

Completed Steps

- L

Flow started

Started by LGOIMA Team on Thursday, October 1, 2026 9:24 AM

LGOIMA, version: V.118



Initial triage

Completed on Thursday, October 1, 2026 9:39 AM by Dianne McKay

1. Confirm this is a legitimate LGOIMA request - if not, take appropriate action, including inform as required and cancel the flow.
2. Edit any field below to ensure the information is sufficient to proceed.
3. Complete any missing information.

[Ombudsman calculator](#)

Date received

01/10/2026

Set Target Date for Response

30/10/2026

First name (optional)

Eligh

Last name (optional)

Ashby

Organisation name (if applicable) (optional)

Lincoln University

Address (optional)

No information was entered.

Phone number (optional)

No information was entered.

Email address

Eligh.Ashby@lincolnuni.ac.nz

Preferred response method

Email

Original request

2026-09-30T11:08:16+00:00

CAUTION: This email originated from outside of MDC's network. Do not click links or open attachments unless you know the content is safe. If in doubt contact the MDC IT Team!

Eligh.ashby@lincolnuni.ac.nz

Kia ora,

I am requesting information under the Local Government Official Information and Meetings Act 1987 regarding clause 7.1(b) of the Manawatū District Council Public Places Bylaw 2025.

Could you please provide:

- Whether any surf lifesaving clubs currently hold, or have previously been granted, an approved activity and event on Council land/roads application under clause 7.1(b).
- If so, the name of the surf lifesaving club, the location, and the dates or period covered.

If no surf lifesaving clubs have been granted approval under clause 7.1(b), please confirm this.

Ngā mihi,

Eligh Ashby

Eligh Ashby | 1166717

Student of Master of Planning | Lincoln University

Request title (AI generated)

Bylaw Approval Inquiry

The Request title (AI generated) should be edited (if necessary) as it will be included in email correspondence with the requester as below:

Thank you for your request regarding [Request title (AI generated)].

Summary of the request (AI Generated)

A request for information about whether any surf lifesaving clubs have been granted approved activity and event applications on Council land or roads under clause 7.1(b) of the Manawatū District Council Public Places Bylaw 2025, including details of the club names, locations, and dates or periods covered, or confirmation if no such approvals have been granted.

Related Requests (FLOW-ID or LG-Number) (optional)

No information was entered.

Attach original request & attachments (optional)

No file was uploaded.

Tick if this request should follow the "Manual mode" pathway (optional)

☐

Integration Status

When a flow step is submitted - Success



Acknowledge

Completed on Thursday, October 1, 2026 9:40 AM by Dianne McKay

Would you like to edit the default email?

No

Integration Status

When a flow step is submitted - Success



Acknowledgement email (default)

Email sent on Thursday, October 1, 2026 9:40 AM

Recipient List: Eligh.Ashby@lincolnuni.ac.nz

Subject: LGOIMA Request: FLOW-247 regarding Bylaw Approval Inquiry

From Name: LGOIMA Officer

Reply To: lgoima@mdc.govt.nz

Content:

Dear Eligh,

FLOW-247

Request summary: A request for information about whether any surf lifesaving clubs have been granted approved activity and event applications on Council land or roads under clause 7.1(b) of the Manawātū District Council Public Places Bylaw 2025, including details of the club names, locations, and dates or periods covered, or confirmation if no such approvals have been granted.

I am writing to acknowledge receipt of your official information request, which we received on 01/10/2026. We will endeavour to respond to your request as soon as possible, but no later than 30/10/2026, being 20 working days after the day your request was received.

Please note: Our 20 working days calculations do not count public holidays.

If we are unable to respond to your request by then, we will notify you of an extension of that timeframe. Manawātū District Council may publish this response along with a summary of the request on our website. Requests and responses may be paraphrased.

To protect your privacy, we will not generally publish personal information about you, or information that identifies you.

Your request is being managed by the LGOIMA Response Team. If you have any queries, please feel free to contact the LGOIMA Response Team on 06 323 0000 or by replying to this email.

Yours sincerely,

LGOIMA Response Team

P: 06 323 0000

www.mdc.govt.nz



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SME assignment

Completed on Thursday, October 1, 2026 2:45 PM by Dianne McKay

A single person should lead this response.

1. If more than 75% of the effort is with a single department, select a SME from that department
2. If not, then select yourself/LGOIMA person

Who should lead the response? (SME)

Michael Taylor

Any notes to be passed on to SME (optional)

No information was entered.

Assigned SME (optional)

Michael.Taylor@mdc.govt.nz

Select GM

Lyn Daly

GM email (optional)

Lyn.Daly@mdc.govt.nz

By default an FYI email is always sent to IS Manager, if we should include anyone else please enter their emails below.

Additional FYI Email #1 (optional)

No information was entered.

Additional FYI Email #2 (optional)

No information was entered.

Please copy the LG URL from SharePoint and paste it below.

1. Open the [LGOIMA SharePoint list](#).
2. Locate the row for **FLOW-247**.
3. Click the link in the **Link** column, copy the URL and paste it below.

LG URL

<https://mdcgovtnz.sharepoint.com/sites/lgoimareq/Shared%20Documents/Forms/FoldersByName.aspx?FolderCTID=0x0120006313B9CA9D814A4A87CEE9C9AC9A91F9&id=%2Fsites%2Flgoimareq%2FShared%20Documents%2FLG2528>

Integration Status

When a flow step is submitted - **Success**



Accept task (SME)

Completed on Friday, October 16, 2026 2:47 PM by Michael Taylor

Approval Decision

Approve



Send FYI

Email sent on Friday, October 16, 2026 2:47 PM

Recipient List: Lyn.Daly@mdc.govt.nz, marko.blagojevic@mdc.govt.nz

Subject: New LGOIMA received - FYI: FLOW-247

From Name: LGOIMA Officer

Reply To: lgoima@mdc.govt.nz

Content:

FOR YOUR INFORMATION ONLY:

A new LGOIMA request has been received and assigned to Michael.Taylor@mdc.govt.nz.

Requested Information:

Bylaw Approval Inquiry:

A request for information about whether any surf lifesaving clubs have been granted approved activity and event applications on Council land or roads under clause 7.1(b) of the Manawatū District Council Public Places Bylaw 2025, including details of the club names, locations, and dates or periods covered, or confirmation if no such approvals have been granted.

<https://flow-au.flowingly.app/flows/bbc15f75-e718-4409-961b-36193777cc6a>

Yours sincerely,

LGOIMA Response Team

P: 06 323 0000

www.mdc.govt.nz



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Clarity review

Completed on Friday, October 16, 2026 2:47 PM by Michael Taylor

Is the request clear and concise so you can make a decision on whether we have this type of information?
Yes



Clarity decision

Completed on Friday, October 16, 2026 2:47 PM by Michael Taylor

Does MDC hold this type of information?
Yes - we hold all of this information type

Integration Status

When a flow step is submitted - Success



Effort Decision

Completed on Friday, October 16, 2026 2:59 PM by Michael Taylor

Please tick all of the following to confirm you have 'considered them' and capture estimates in the table below:

- ☒ Whether you need to reach out to external contractors/CCOs
- ☒ Whether you need to reach out to IT/IM
- ☒ Whether you need email archive searches
- ☒ Whether you need physical archive searches

If input from other staff members is required to respond to this request, please use the **TASK** button below to request the necessary information.

You need to estimate the effort of all SMEs in the table below as best as you can, if effort is unknown please check in with each SME department either by:

- In-person, email or call
- Clicking the 'Add a Task' button below to request SME effort formally within this flow

Estimate the effort

Department	Other department	Est. effort in hours	Comments
Community Assets		2	
Roading		1	

Do you have any concerns in being able to deliver this information before the target date or is the effort over 50 hours?
No



Placeholder.

Email sent on Friday, October 16, 2026 2:59 PM

Recipient List: .

Subject:

From Name: Flowingly Notifications

Reply To: no-reply@flowingly.net

Content:



SME prepare response

Completed on Wednesday, October 21, 2026 8:56 AM by Michael Taylor

Now its time to prepare the response and provide the information requested.

- If you need information from another MDC contributor for this LGOIMA use 'Add a task'. Explain what you want in the task and wait for their response. They will be able to attach documents as required. Add yourself as the approver of this task.
- If you need to engage legal then engage as normal however you MUST attach the correspondence to this form

ID FLOW-247

Date received 01/10/2026

Target date for response

Phone

Request title Bylaw Approval Inquiry

Summary of request A request for information about whether any surf lifesaving clubs have been granted approved activity and event applications on Council land or roads under clause 7.1(b) of the Manawatū District Council Public Places Bylaw 2025, including details of the club names, locations, and dates or periods covered, or confirmation if no such approvals have been granted.

Full request attached

Select if (optional)

☐ We are engaging with the requestor (check history on the left)

For every LGOIMA request, we always send back a formal response. For example: Thank you for your question regarding the salary of the Mayor. We can confirm that their salary for 2025 was \$200,000 NZD.

The box below is where you type your formal response. If you have any supplementary attachments, they will be added later in the form

Draft/write your response in here (this will be checked prior to be sent out)

MDC is not aware of any events/activities that have requested permission by any surf clubs in the district since the bylaw was adopted in November 2025, neither in the 5 years prior. Not withholding any activities/events that Himatangi Surf Club would be entitled to undertake as part of their lease of their premises between them and MDC at 4 Koputara Road, we assume the LGOIMA relates to events in a 'public place' such as on the beach which may fall under Section 7.1(a).

What is your decision

Release in full

Legal engagement (optional)

☐ Tick here if you engaged legal for this request

Do you have any supporting files for the response?
No

Earlier in the workflow, we estimated the following amount of effort was needed to respond to this request:

Department	Other department	Est. effort in hours	Comments
Community Assets		2	
Roading		1	

Was the total effort accurate?
Yes - Mostly

Integration Status
When a flow step is submitted - Success

D

IM prep for GM

Completed on Wednesday, October 21, 2026 10:56 AM by Dianne McKay

Please review the history on the left. **This may have been returned back from GM review.**
If it has been returned from GM and you need the SME assistance in resolving the feedback please log a New Task and assign to the SME.

- Perform the following
- ☒ Review the SME response below and amend if necessary
 - ☒ Open any supporting files stored in SharePoint - linked below
 - ☒ Redact any necessary information

SME Response
Dear Eligh,
I am responding to your official information request dated 01 October 2026.
Manawatu District Council (MDC)has no record of any surf clubs in the district requesting permission for events or activities since the bylaw was adopted in November 2025, nor in the five years prior. Events in a ‘public place,’ such as the beach, would be considered under Section 7.1(a), we confirm that no events or activities requiring permission have been requested. This does not affect any activities or events Himatangi Surf Club may lawfully undertake under their lease with MDC at 4 Koputara Road.

Has the SME submitted any supporting files? No
Supporting file/s: [Open in SharePoint](#)

Integration Status
When a flow step is submitted - Success



GM approval

Completed on Friday, October 23, 2026 3:47 PM by Lyn Daly

Approval Decision

Approve

Integration Status

When a flow step is submitted - Success



Select sending method

Completed on Tuesday, October 27, 2026 7:15 AM by Sandra Hendry

Confirm response method

Email



Prepare email

Completed on Tuesday, October 27, 2026 7:17 AM by Sandra Hendry

Confirm email address of recipient

Eligh.Ashby@lincolnuni.ac.nz

Are there any attachments to also send?

No

Select email template

Full Release

Dear Eligh Ashby,

Official information request - FLOW-247.

I refer to your official information request dated 01/10/2026.

The information you have requested is below.

Information:

Dear Eligh,

I am responding to your official information request dated 01 October 2026.

Manawatu District Council (MDC) has no record of any surf clubs in the district requesting permission for events or activities since the bylaw was adopted in November 2025, nor in the five years prior. Events in a 'public place,' such as the beach, would be considered under Section 7.1(a), we confirm that no events or activities requiring permission have been requested. This does not affect any activities or events Himatangi Surf Club may lawfully undertake under their lease with MDC at 4 Koputara Road.

Manawātū District Council may publish this response along with a summary of the request on our website.

Requests and responses may be paraphrased.

To protect your privacy, we will not generally publish personal information about you, or information that identifies you.

If you wish to discuss this response with us, please feel free to contact the LGOIMA Response Team on 06 323 0000 or by replying to this email.

Compose the email body (excluding the signature and subject)

Dear Eligh Ashby,

Official information request - FLOW-247.

I refer to your official information request dated 01/10/2026.

The information you have requested is below.

Manawatu District Council (MDC)has no record of any surf clubs in the district requesting permission for events or activities since the bylaw was adopted in November 2025, nor in the five years prior. Events in a ‘public place,’ such as the beach, would be considered under Section 7.1(a), we confirm that no events or activities requiring permission have been requested. This does not affect any activities or events Himatangi Surf Club may lawfully undertake under their lease with MDC at 4 Koputara Road.

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Confirm Email

Completed on Tuesday, October 27, 2026 7:17 AM by Sandra Hendry

Do you want to change the email?

No

Integration Status

When a flow step is submitted - Success



Send Email

Email sent on Tuesday, October 27, 2026 7:17 AM

Recipient List: Eligh.Ashby@lincolnuni.ac.nz

Subject: Response to your Official Information Request regarding Bylaw Approval Inquiry : FLOW-247

From Name: LGOIMA Officer

Reply To: lgoima@mdc.govt.nz

Content:

Dear Eligh Ashby,

Official information request - FLOW-247.

I refer to your official information request dated 01/10/2026.

The information you have requested is below.

Manawatu District Council (MDC) has no record of any surf clubs in the district requesting permission for events or activities since the bylaw was adopted in November 2025, nor in the five years prior. Events in a 'public place,' such as the beach, would be considered under Section 7.1(a), we confirm that no events or activities requiring permission have been requested. This does not affect any activities or events Himatangi Surf Club may lawfully undertake under their lease with MDC at 4 Koputara Road.

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Yours sincerely,

LGOIMA Response Team

P: 06 323 0000

www.mdc.govt.nz

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Close off

Completed on Tuesday, October 27, 2026 7:19 AM by Sandra Hendry

Close off tasks

- ☒ Review summary for website and decide whether to publish
- ☒ Print this flow record as PDF and upload into SharePoint folder

Tick to publish on website (optional)



Response for website (review)

Official information request - FLOW-247.

I refer to your official information request dated 01/10/2026.

The information you have requested is below.

Manawatu District Council (MDC) has no record of any surf clubs in the district requesting permission for events or activities since the bylaw was adopted in November 2025, nor in the five years prior. Events in a 'public place,' such as the beach, would be considered under Section 7.1(a), we confirm that no events or activities requiring permission have been requested. This does not affect any activities or events Himatangi Surf Club may lawfully undertake under their lease with MDC at 4 Koputara Road.

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Integration Status

When a flow step is submitted - **Success**

FLOW COMMENTS

No Comments to display.