FLOW INFORMATION

LGOIMA

	FLOW ID	SUBJECT	
LG	FLOW-256	Feilding Pool Count	Completed on Wednesday, November 4, 2026 3:24 PM

Flow Model Description

Flow Model Version

Current version of LGOIMA: V.119
Version of the Flow Model at start of FLOW-256: V.119

FLOW STEPS

Completed Steps

L **Flow started**
Started by LGOIMA Team on Thursday, October 22, 2026 1:39 PM
LGOIMA, version: V.119

D

Initial triage

Completed on Thursday, October 22, 2026 3:29 PM 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
22/10/2026

Set Target Date for Response
20/11/2026

First name (optional)
Katie

Last name (optional)
Widlake

Organisation name (if applicable) (optional)
No information was entered.

Address (optional)
No information was entered.

Phone number (optional)
027 286 3371

Email address
katiewidlake46@gmail.com

Preferred response method
Email

Original request
2026-10-21T21:52:14+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!

Hi team,

Please could you let me know how many homes in Feilding have swimming pools?

Regards
Katie Widlake
027 286 3371

Request title (AI generated)
Feilding Pool Count

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 on the number of homes with swimming pools in Feilding.

Related Requests (FLOW-ID or LG-Number) (optional)
LG 2494

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

D **Acknowledge**
Completed on Thursday, October 22, 2026 3:30 PM by Dianne McKay

Would you like to edit the default email?
No

Integration Status
When a flow step is submitted - Success

D

Acknowledgement email (default)

Email sent on Thursday, October 22, 2026 3:30 PM

Recipient List: katiewidlake46@gmail.com
Subject: LGOIMA Request: FLOW-256 regarding Feilding Pool Count
From Name: LGOIMA Officer
Reply To: lgoima@mdc.govt.nz
Content:

Dear Katie,
FLOW-256
Request summary: A request for information on the number of homes with swimming pools in Feilding.
I am writing to acknowledge receipt of your official information request, which we received on 22/10/2026. We will endeavour to respond to your request as soon as possible, but no later than 20/11/2026, 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.
Manawatū 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

MANAWATŪ DISTRICT COUNCIL

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D

SME assignment

Completed on Thursday, October 22, 2026 3:36 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)
Lexie Manley

Any notes to be passed on to SME (optional)
See previous LGOIMA - LGOIMA Requests - Documents - LG2494 - Folder View

Assigned SME (optional)
Lexie.Manley@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)
jason.rosenbrock@mdc.govt.nz

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-256**.
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%2FLG2537

Integration Status
When a flow step is submitted - Success

L

Accept task (SME)

Completed on Thursday, October 29, 2026 10:48 AM by Lexie Manley

Approval Decision
Approve

Comment
I have placed the Swimming Pool for Feilding Township into the LGOIMA Request documents. Thank you

---

L

Send FYI

Email sent on Thursday, October 29, 2026 10:48 AM

Recipient List: Lyn.Daly@mdc.govt.nz, jason.rosenbrock@mdc.govt.nz, marko.blagojevic@mdc.govt.nz
Subject: New LGOIMA received - FYI: FLOW-256
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 Lexie.Manley@mdc.govt.nz.
Requested Information:
Feilding Pool Count:
A request for information on the number of homes with swimming pools in Feilding.

https://flow-au.flowingly.app/flows/f253af6d-18b9-4779-9b43-5d5e91b2dc89
Yours sincerely,
LGOIMA Response Team
P: 06 323 0000
www.mdc.govt.nz

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L

Clarity review

Completed on Thursday, October 29, 2026 10:48 AM by Lexie Manley

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

L

Clarity decision

Completed on Thursday, October 29, 2026 10:48 AM by Lexie Manley

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

Integration Status
When a flow step is submitted - Success

L

Effort Decision

Completed on Wednesday, November 4, 2026 8:56 AM by Lexie Manley

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

- [x] Whether you need to reach out to external contractors/CCOs
- [x] Whether you need to reach out to IT/IM
- [x] Whether you need email archive searches
- [x] 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
Regulatory		.5	

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

L

Placeholder.

Email sent on Wednesday, November 4, 2026 8:56 AM

Recipient List: .
Subject:
From Name: Flowingly Notifications
Reply To: no-reply@flowingly.net
Content:

L

SME prepare response

Completed on Wednesday, November 4, 2026 9:04 AM by Lexie Manley

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-256
Date received 22/10/2026

Target date for response

Phone 027 286 3371

Request title Feilding Pool Count

Summary of request A request for information on the number of homes with swimming pools in Feilding.

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)
Response to your below question
Please could you let me know how many homes in Feilding have swimming pools?
We found when reviewing our records there 183 hours in the Feilding Township with registered swimming pools.
Thank you

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?
Yes

Please add all supporting files into the following SharePoint location.

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
Regulatory		.5	

Was the total effort accurate?
Yes - Mostly

Integration Status
When a flow step is submitted - Success

S

IM prep for GM

Completed on Wednesday, November 4, 2026 12:20 PM by Sandra Hendry

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

- [x] Review the SME response below and amend if necessary
- [x] Open any supporting files stored in SharePoint - linked below
- [x] Redact any necessary information

SME Response
Dear Katie Widlake,
FLOW – 256 Feilding Township Pool Count
I refer to your official information request dated 22/10/2026
The information you have requested is below
We found when reviewing our records there 183 homes in the Feilding Township with registered swimming pools.
Manawatū 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.

Has the SME submitted any supporting files? Yes
Supporting file/s: Open in SharePoint

Integration Status
When a flow step is submitted - Success

L

GM approval

Completed on Wednesday, November 4, 2026 2:33 PM by Lyn Daly

Approval Decision
Approve

Integration Status
When a flow step is submitted - Success

S

Select sending method

Completed on Wednesday, November 4, 2026 3:21 PM by Sandra Hendry

Confirm response method
Email

S

Prepare email

Completed on Wednesday, November 4, 2026 3:22 PM by Sandra Hendry

Confirm email address of recipient
katiewidlake46@gmail.com

Are there any attachments to also send?
No

Select email template
Full Release

Dear Katie Widlake,
Official information request - FLOW-256.
I refer to your official information request dated 22/10/2026.
The information you have requested is below.
Information:
Dear Katie Widlake,
FLOW – 256 Feilding Township Pool Count
I refer to your official information request dated 22/10/2026
The information you have requested is below
We found when reviewing our records there 183 homes in the Feilding Township with registered swimming pools.
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To protect your privacy, we will not generally publish personal information about you, or information that identifies you.
You have the right to ask the Ombudsman to review any decisions made under this request. For further information on how to make a complaint to the Ombudsman, please visit Make a complaint | Ombudsman New Zealand or call 0800 802 602.
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 Katie Widlake,
FLOW – 256 Feilding Township Pool Count
I refer to your official information request dated 22/10/2026
The information you have requested is below
We found when reviewing our records there 183 homes in the Feilding Township with registered swimming pools.
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S **Confirm Email**
Completed on Wednesday, November 4, 2026 3:22 PM by Sandra Hendry

Do you want to change the email?
No

Integration Status
When a flow step is submitted - Success

S

Send Email

Email sent on Wednesday, November 4, 2026 3:22 PM

Recipient List: katiewidlake46@gmail.com
Subject: Response to your Official Information Request regarding Feilding Pool Count : FLOW-256
From Name: LGOIMA Officer
Reply To: lgoima@mdc.govt.nz
Content:

Dear Katie Widlake,
FLOW – 256 Feilding Township Pool Count
I refer to your official information request dated 22/10/2026
The information you have requested is below
We found when reviewing our records there 183 homes in the Feilding Township with registered swimming pools.
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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
Yours sincerely,
LGOIMA Response Team
P: 06 323 0000
www.mdc.govt.nz

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S

Close off

Completed on Wednesday, November 4, 2026 3:24 PM by Sandra Hendry

Close off tasks

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

Tick to publish on website (optional)

- [x]

Response for website (review)

FLOW – 256 Feilding Township Pool Count

I refer to your official information request dated 22/10/2026
The information you have requested is below
We found when reviewing our records there 183 homes in the Feilding Township with registered swimming pools.
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Integration Status

When a flow step is submitted - Success

FLOW COMMENTS

No Comments to display.

Flow LGOIMA, version V.119 was **completed** on Wednesday, November 4, 2026 3:24 PM