

# NOTICE OF AN ŌPŌTIKI HARBOUR MANAGEMENT COMMITTEE MEETING

**Ōpōtiki District Council Chambers, 108 St John Street, Ōpōtiki**  
**Thursday, 27 August 2026**  
**Commencing at 2.00pm**

## ORDER PAPER

### APOLOGIES

### DECLARATION OF ANY INTERESTS IN RELATION TO OPEN MEETING AGENDA ITEMS

|                                                                                                                                                                     | Page         |
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| ITEM 01 CONFIRMATION OF MINUTES – ŌPŌTIKI HARBOUR MANAGEMENT COMMITTEE MEETING 30 JUNE 2026                                                                         | 3            |
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| ITEM 07 ŌPŌTIKI HARBOUR OPERATIONAL HANDOVER REPORT                                                                                                                 | 36           |
| ITEM 08 COMMITTEE MEMBERS' UPDATES<br>Harbourmaster (BOPRC)<br>Marina (OMAI)<br>Whakatōhea Mussels (Ōpōtiki) Limited<br>Recreational User (Non-Commercial User Rep) | Verbal Items |
| ITEM 09 GENERAL BUSINESS                                                                                                                                            | Verbal Item  |

**Chairperson:** Councillor Barry Howe (Ōpōtiki District Council)

**Members:** Councillor Dean Petersen (Ōpōtiki District Council)

Councillor Mawera Karetai (Bay of Plenty Regional Council)

Brent Chalmers (Kānoa Executive)

Dickie Farrar (Te Tāwharau o Te Whakatōhea)

Peter Vitasovich (Whakatōhea Mussels (Ōpōtiki) Limited - Commercial User)

Spike Petersen (Non-Commercial User)

**Committee Secretary:** Maheesha Silva

**Quorum:** 4

#### **LOCAL AUTHORITIES (MEMBERS' INTERESTS) ACT 1968**

Committee are reminded that if you have a pecuniary or non-pecuniary interest in any item on the agenda, then you must declare this interest and refrain from discussing or voting on this item and are advised to withdraw from the Council chamber.

Stace Lewer

**CHIEF EXECUTIVE OFFICER**



**MINUTES OF A ŌPŌTIKI HARBOUR MANAGEMENT COMMITTEE MEETING DATED, TUESDAY, 30 JUNE 2026 IN THE ŌPŌTIKI DISTRICT COUNCIL CHAMBERS, 108 ST JOHN STREET, ŌPŌTIKI AT 2.30PM.**

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**PRESENT:**

Cr Barry Howe (Chairperson) – Ōpōtiki District Council  
Cr Dean Petersen – Ōpōtiki District Council  
Cr Mawera Kareta – Bay of Plenty Regional Council  
Dickie Farrar – Te Tāwharau o Te Whakatōhea  
Peter Vitasovich - Whakatōhea Mussels Ōpōtiki Limited  
Brent Chalmers – Kanoa Executive  
Spike Petersen – Non-Commercial User Representative

**IN ATTENDANCE:**

Cr Steve Nelson – Ōpōtiki District Council  
  
Stace Lewer (Chief Executive Officer)  
Nathan Huges (Group Manager Service Delivery)  
Garry Page (Operations Manager (Parks, Reserves and Harbour))  
Reuben Fraser (Staff Representative BOPRC), via Teams  
Ian Morton (Director - M Consulting Limited)  
Gae Finlay (Executive Assistant and Governance Lead)  
Maheesha Silva (Governance Support Officer)

**Media**

Diane McCarthy (Local Democracy Reporter)

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The Chief Executive Officer opened the meeting with a Karakia.

Round-table introductions were conducted.

**APOLOGY**

An apology from Mayor David Moore was noted.

## **DECLARATION OF ANY INTERESTS IN RELATION TO MEETING AGENDA ITEMS**

### Item 03: Marina Update

Brent Chalmers

Peter Vitasovich

#### **1. TERMS OF REFERENCE - ŌPŌTIKI HARBOUR MANAGEMENT COMMITTEE p3**

The Group Manager Service and Delivery presented the report and provided an overview of the process undertaken to establish the Committee.

Discussion focused on the Committee's role in relation to long-term budgets and work programmes. Committee members noted that the Committee's role is one of oversight, advice and feedback rather than direct responsibility for developing budgets or operational programmes.

Committee members suggested the wording of the Terms of Reference better reflect the Committee's advisory and oversight responsibilities.

It was agreed that suggested amendments be noted and referred back to Council for consideration.

#### **RESOLVED**

- (1) That the report titled "Terms of Reference – Ōpōtiki Harbour Management Committee" be received.**

Petersen/Karetai

**Carried**

#### **2. HARBOUR OPERATION UPDATE p9**

Ian Morton provided an operational update on the harbour following the transition from construction to operations and maintenance.

Key matters discussed included:

- Establishment of standard operating procedures, including monthly inspections and resource consent compliance requirements.
- Completion of operational acceptance activities and asset handover processes.
- Monthly bathymetric surveys and quarterly UAV surveys to monitor channel performance, sediment movement, and erosion/accretion trends.
- Development of a Dredge Management Plan and commencement of a Registration of Interest process for future dredging services.

- Budget assumptions relating to future dredging requirements and associated operational costs.
- The significant contribution made by Bay of Plenty Regional Council through its funding commitment towards harbour operations.
- Progress on operational agreements with Bay of Plenty Regional Council and the Harbourmaster regarding responsibilities and health and safety management.
- Navigation aids and maintenance reporting processes.
- Potential future commercial opportunities and harbour usage growth.
- Stakeholder engagement, communications, and economic development opportunities associated with the harbour and marina developments.

Committee discussed the scope of the harbour operations and maintenance programme, including ongoing channel performance and sediment monitoring. Clarification was sought regarding Harbourmaster responsibilities, navigational safety and maintenance processes for navigation aids.

Committee discussed future harbour usage, including commercial and recreational users, marina development and potential funding or user-charge models to support long-term operations. It was noted the importance of monitoring economic outcomes associated with the harbour investment and supported the promotion of positive community, recreational and economic development stories arising from the project.

The committee encouraged continued stakeholder engagement and proactive communication to raise awareness of harbour activities, benefits, and future opportunities. Members acknowledged the progress made since handover and thanked staff for the comprehensive update.

## **RESOLVED**

**(1) That the report titled “Harbour Operation Update” be received.**

Farrar/Chalmers

**Carried**

## **3. MARINA UPDATE**

**Verbal Item**

The Group Manager Service and Delivery provided an update on behalf of Marina Development Director Chris Petersen, who was unable to attend the meeting.

Committee were advised that the marina development programme remained on schedule. Suitable rock for the project had been secured, and preliminary site works had commenced, including the

establishment of access routes within the site. Excavation works were planned to commence during spring.

Staff advised that discussions were progressing regarding a renewed agreement between Council and the marina developers relating to the placement of suitable dredged material on adjoining land, replacing an earlier arrangement that had expired.

Discussion also covered future transport and access requirements associated with the marina development. Committee requested that future updates include information regarding any engagement with NZ Transport Agency Waka Kotahi and potential State Highway 2 improvements that may be required to support the development.

#### **4. COMMITTEE STANDING ITEMS DISCUSSION**

**Verbal Item**

Committee discussed potential standing items for future meetings.

Committee supported receiving a regular marina development update at each meeting.

Committee also requested that future agendas include information relating to commercial and recreational harbour activity, operational matters affecting users, and updates from the Harbourmaster where appropriate.

Discussion took place regarding reporting on economic development outcomes, promotion of harbour benefits, stakeholder engagement activities, and communications initiatives. Committee agreed these areas would assist the Committee in understanding how the harbour contributes to wider community and economic outcomes.

Officers advised that feedback provided by the Committee would be considered when developing future meeting agendas and reporting formats.

#### **5. ANY OTHER BUSINESS**

**Verbal Item**

The committee enquired about the decommissioned wave buoy and whether similar information would continue to be available. Ian Morton advised that wave and modelling information was being obtained through alternative monitoring arrangements and that work was continuing to ensure suitable data was available to support harbour operations.

Discussion took place regarding the availability of harbour cameras. The committee noted that a harbour entrance camera is currently operated by Outdoor Access, with Coastguard Ōpōtiki having access to the live feed. Opportunities to improve public access to harbour condition information were discussed.

The Committee discussed future meeting scheduling and noted the intention to continue meetings in accordance with the Terms of Reference.

**THERE BEING NO FURTHER BUSINESS THE MEETING CLOSED AT 4.00PM WITH A KARAKIA.**

**THE FOREGOING MINUTES ARE CERTIFIED AS BEING  
A TRUE AND CORRECT RECORD AT A SUBSEQUENT  
MEETING OF THE ŌPŌTIKI HARBOUR MANAGEMENT  
COMMITTEE MEETING HELD ON THURSDAY, 27  
AUGUST 2026.**

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**BARRY HOWE  
CHAIRPERSON  
ŌPŌTIKI HARBOUR MANAGEMENT COMMITTEE**

## COMMITTEE REPORT

Date : 12 August 2026  
To : Ōpōtiki Harbour Management Committee Meeting, 27 August 2026  
From : Group Manager Service Delivery, Nathan Hughes  
Subject : **TERMS OF REFERENCE (TOR) – ŌPŌTIKI HARBOUR MANAGEMENT COMMITTEE (UPDATED)**  
File ID : A1414605

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## EXECUTIVE SUMMARY

- At 18 November 2025 council meeting, Ōpōtiki District Council (ŌDC) approved the Terms of Reference (ToR) for the Ōpōtiki Harbour Management Committee, this ToR includes the purpose, responsibilities, membership, delegations, quorum and meeting frequency.
- On 30 June 2026, staff presented the Terms of Reference (ToR) for the Ōpōtiki Harbour Management Committee at the inaugural Management Committee Meeting. Feedback on the ToR was clarification of the committee's role, being one of oversight, advice and feedback, as opposed to direct responsibility.
- Attached is the updated ToR.

## AUTHORITY

1. This report is seeking final feedback from the Ōpōtiki Harbour Management Committee on the proposed Terms of Reference. Noting any changes to the ToR will need to be formally approved by ŌDC through a council meeting.

## RECOMMENDATIONS

- 1) **That the report titled 'Terms of Reference (ToR) – Ōpōtiki Harbour Management Committee (Updated)' be received.**
- 2) **That the Committee endorse the changes to the Terms of Reference.**
- 3) **That the Committee recommends Updated Terms of Reference for the Ōpōtiki Harbour Management Committee be submitted to Council for consideration and approval.**

## **PURPOSE**

2. This report is seeking confirmation that the feedback received on 30 June 2026 has been incorporated appropriately into the proposed Terms of Reference.

## **STRATEGIC ALIGNMENT**

3. The matters detailed in this report relate to the following priorities from Ōpōtiki District Council's Long-Term Plan 2024-2034:
  - ☒ Community Priority One: Strong relationships and partners
  - ☒ Community Priority Two: Investment in our district
  - ☒ Community Priority Three: Wellbeing is valued
  - ☐ Community Priority Four: Our communities are resilient
  - ☒ Community Priority Five: Growth is sustained over time

## **BACKGROUND**

4. At 18 Nov 2025 Ordinary Council meeting a report was presented titled **ŌPŌTIKI DISTRICT COUNCIL GOVERNANCE STRUCTURE 2025–2028** which appointed members of Council to the Committee.
5. The report (18 November 2025) reconfirmed, for the 2025-28 term, the inclusion of the new Ōpōtiki Harbour Management Committee.
6. On 30 June 2026, staff presented Terms of Reference (ToR) for the Ōpōtiki Harbour Management Committee at the inaugural Management Committee Meeting. Key feedback on the ToR was clarification of the committee's role, being one of oversight, advice and feedback, as opposed to direct responsibility.

## **DISCUSSION**

7. This being the second Ōpōtiki Harbour Management Committee, we are seeking confirmation that the proposed changes to the ToR (as attached – Appendix 1) are captured correctly.

## **POLICY AND PLANNING IMPLICATIONS**

8. There were no Policy or Planning implications identified

## **IMPACT ON MANA WHENUA**

9. No impacts have been identified.
10. A representative of Te Tāwharau o te Whakatōhea is on the membership of the Harbour Management Committee.

**CLIMATE IMPACT CONSIDERATIONS**

11. No impacts have been identified, noting this was considered during the design phase of the capital work programme.

**COMMUNITY WELLBEING CONSIDERATIONS**

12. No impacts have been identified.

**CONCLUSION**

13. The report provides an updated version of the Terms of Reference for the Ōpōtiki Harbour Management Committee, feedback is sought from the members.

Nathan Hughes

**GROUP MANAGER SERVICE DELIVERY**



## **Appendix 1: Ōpōtiki Harbour Management Committee Terms of Reference**



## Ōpōtiki Harbour Management Committee

### Terms of Reference

#### Purpose

The purpose of the Ōpōtiki Harbour Management Committee (the "Committee") is to ~~assist~~ provide advice, feedback and oversight to the Ōpōtiki District Council ("Council") in the good governance of the Ōpōtiki Harbour (the "Harbour"). ~~Thus by~~ ensuring that the Harbour is well managed, all stakeholders are heard and that the commercial and non-commercial objectives of the Harbour are met.

**The Primary areas of ~~responsibility~~ advice and feedback of the Committee are assistance with:**

- Harbour use.
- Asset management.
- Financial management.
- Stakeholder engagement.
- Economic Development.

**~~Responsibilities~~ Advice, Feedback and oversight areas include:**

- The development of long-term budgets and work programmes.
- The annual review of budgets and work programmes.
- The regular monitoring of budgets and work programmes to ensure objectives are achieved.
- Advising the Council on navigational and safety requirements for the Harbour.
- Engaging with stakeholders and to be a forum for user groups to report to.
- Promoting, to the maximum extent possible, integrated Harbour use.
- To continually review non-rate funding sources to reduce the reliance on ratepayers.
- To work collaboratively with all users to ensure the economic success of the Harbour.

#### Delegations

- Make recommendations to Council
- ~~All necessary powers to meet its responsibilities~~

#### Membership

The Committee will have a membership of 7 comprised of:

- Two Councillors (1 of which will be the Chair)
- One Kanoa Executive or CRHL board member.
- One Te Tāwharau o te Whakatōhea representative.
- One Bay of Plenty Regional Council representative.
- One commercial operator representative.
- One non-commercial user representative.

The committee can recommend inviting additional members join the committee. The decision to accept any additional members will reside with council.

**Quorum**

The quorum will be four.

**Meeting frequency**

The Committee will meet two monthly or more frequently depending on the need through the first six months establishment phase. The frequency to then be reviewed.

Terms of Reference approved:

Review date: the TOR must be reviewed every three years

## COMMITTEE REPORT

Date : 12 August 2026  
To : Ōpōtiki Harbour Management Committee Meeting, 27 August 2026  
From : Group Manager Service Delivery, Nathan Hughes  
Subject : **ŌPŌTIKI HARBOUR CHANNEL REPORT**  
File ID : A1414609

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## EXECUTIVE SUMMARY

- The Ōpōtiki Harbour was brought into operation in October 2025. ODC are responsible for the day-to-day operations of the harbour including monitoring of channel, and associated dredging as required.
- The latest bathymetry survey was completed on the 5 August 2026. Based on this bathymetry report, the channel depths are within the operating range anticipated, currently no dredging is required.
- To be ready for dredging, staff discussed with ODC councillors at a briefing on the 4 August the proposed approach to progressing an Expression of Interest (EoI) for dredging. The approach is captured within this report.

## AUTHORITY

1. This report is an information only report on (i) the current depth of the Harbour Channel using the latest bathymetry report (ii) proposed Expression of interest (EoI) approach for dredging contract.

## RECOMMENDATIONS

- 1) **That the report titled 'Ōpōtiki Harbour Channel' be received.**

## PURPOSE

2. This report is to share information with the committee on (i) the current depth of the Harbour Channel using the latest bathymetry report (ii) proposed Expression of interest (EoI) approach for dredging contract

## **STRATEGIC ALIGNMENT**

3. The matters detailed in this report relate to the following priorities from Ōpōtiki District Council's Long-Term Plan 2024-2034:
  - ☒ Community Priority One: Strong relationships and partners
  - ☒ Community Priority Two: Investment in our district
  - ☒ Community Priority Three: Wellbeing is valued
  - ☐ Community Priority Four: Our communities are resilient
  - ☒ Community Priority Five: Growth is sustained over time

## **BACKGROUND**

4. The Ōpōtiki Harbour was brought into operation in October 2025.
5. ODC have operational responsibilities, including regular monitoring of the Harbour channel.
6. Since November 2025, ODC has carried out regular bathymetry surveys.
7. ODC tabled the latest Bathymetric survey at the inaugural meeting on 27 June, noting the channel was within its normal operating parameters and no dredging was required (at this time).
8. In May 2026 ODC commissioned Tonkin & Taylor to prepare a draft Dredging Plan, the draft was completed in July 2026. This document is required to be submitted to BOPRC before any dredging is undertaken, and it will also support procurement activities for the dredging contractor.

## **DISCUSSION**

9. The latest bathymetry survey was completed on the 5 August 2026 – See Appendix 1.
10. Based on this bathymetry report, the channel depths are within the operating range anticipated, currently no dredging is required.
11. On 4 August 2026 staff held a briefing with ODC councillors to discuss the proposed dredging approach. This included progressing an Expression of Interest (EOI) process to gather further market information and assess whether contracts should be packaged separately, identify realistic lead times, and determine whether an ad hoc contracting model remains a viable option. It was noted a key principle of contracting locally, where possible, should be included in the principles. See Appendix 2 a copy of the presentation materials used for this briefing.
12. Any feedback on the proposed approach for procurement is sought.

## **POLICY AND PLANNING IMPLICATIONS**

13. There was no Policy or Planning implications identified

### **IMPACT ON MANA WHENUA**

- 14. No impacts have been identified.
- 15. A representative of Te Tāwharau o te Whakatōhea is on the membership of the Harbour Management Committee.

### **CLIMATE IMPACT CONSIDERATIONS**

- 16. No impacts have been identified, noting this was considered during the design phase of the capital work programme.

### **COMMUNITY WELLBEING CONSIDERATIONS**

- 17. No impacts have been identified.

### **CONCLUSION**

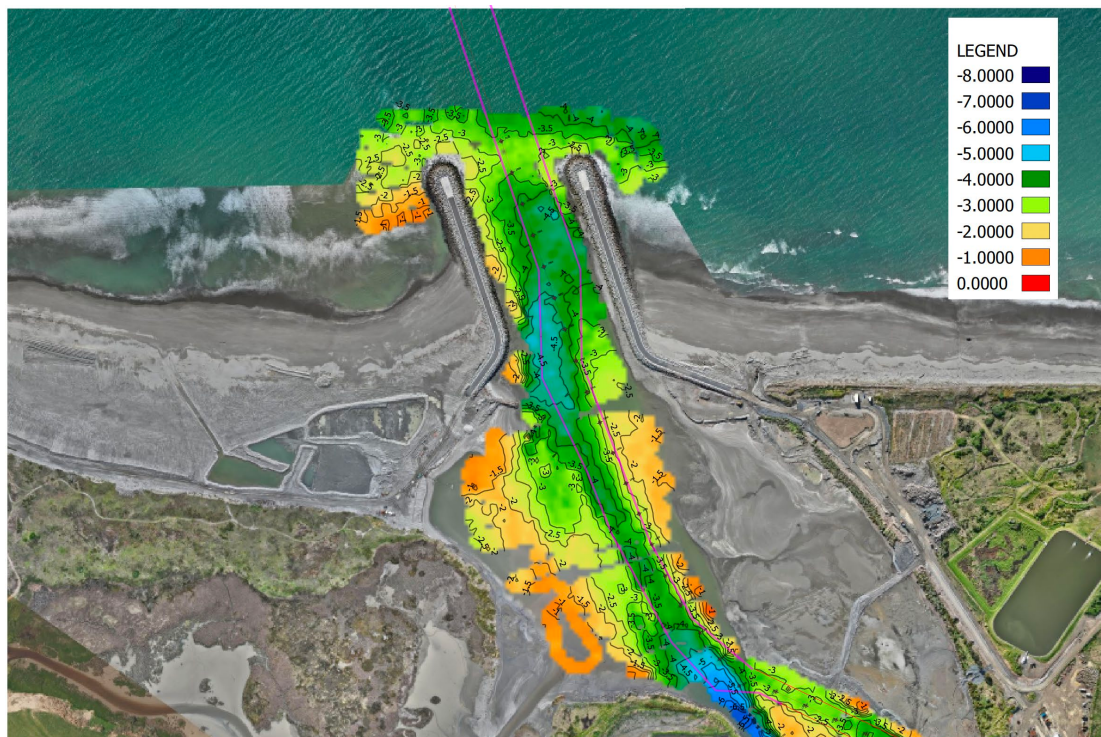
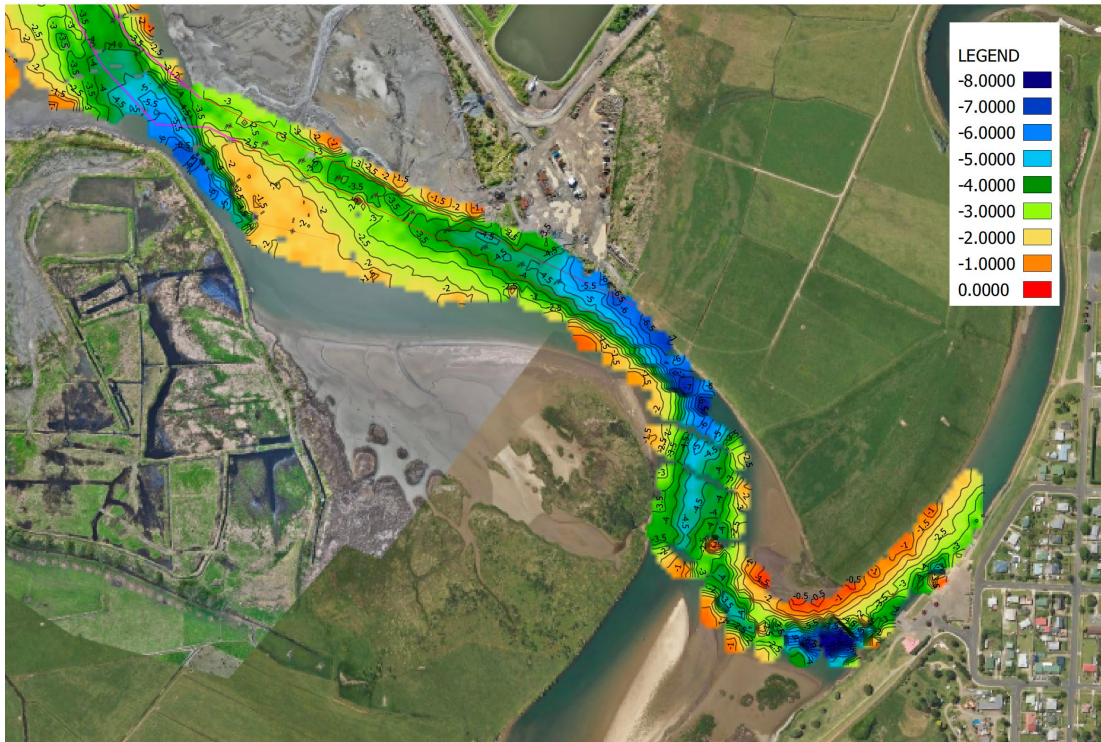
- 18. The latest bathymetry report is tabled for information.
- 19. The report highlights the proposed approach for progressing arrangements for carrying out dredging, along with a set of principles. Feedback is sought from the members on this approach.

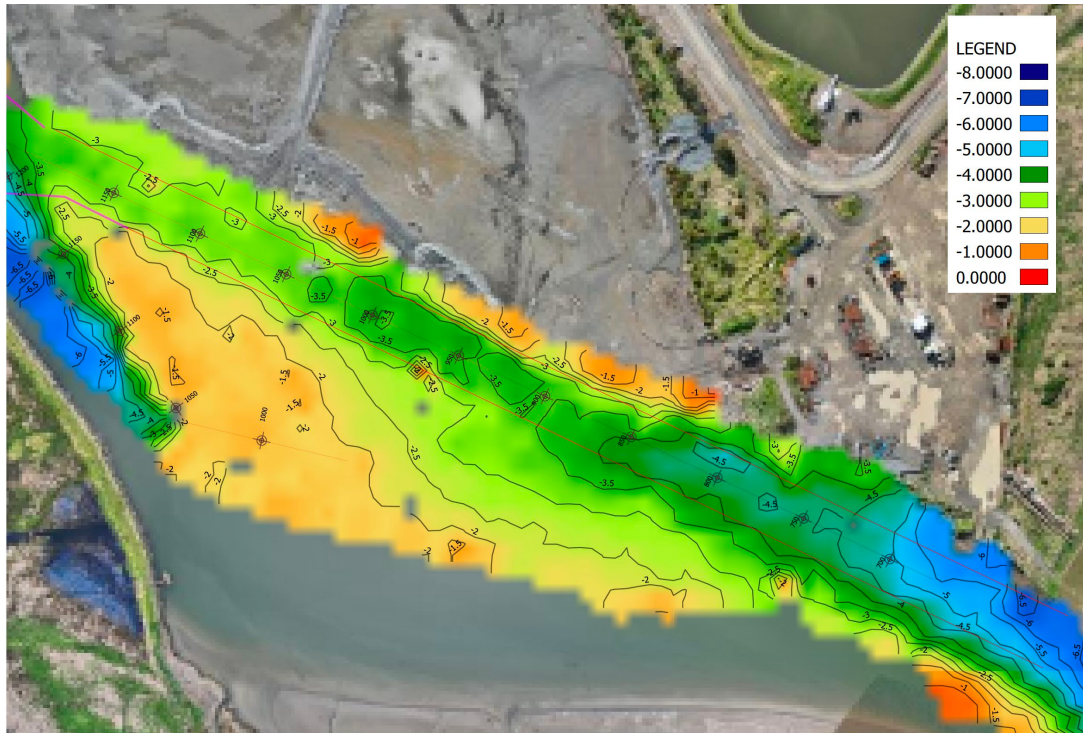
Nathan Hughes

### **GROUP MANAGER SERVICE DELIVERY**

## Appendix 1: Bathymetric Survey Data

### 5 August





## Appendix 2: Harbour Operations Dredging Briefing (4 August 2026)

### Harbour Operations

### Dredging

Briefing

Group Manager Service Delivery

4 August 2026



### Agenda : Dredging

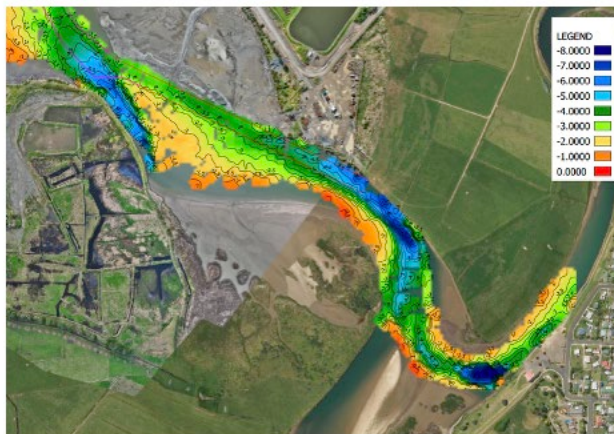
- Background
- Principles
- Options
- Way Forward

**Purpose :** Seek direction from Elected Members on approach to progressing a contract for dredging of Opotiki Harbour

## Background

- On 16 December 2025, Staff tabled a report 'Harbour Operations Dredging'
- It was agreed that staff negotiate a contract with a dredging operator to provide certainty that the resource consent levels can be maintained and a navigational channel supported
- Staff sought a quote through Murphy Civil Limited (who carried out dredging for the Opotiki Harbour Capital works programme).
- As negotiations progressed the latest bathymetry reports (monthly) identified no dredging was required

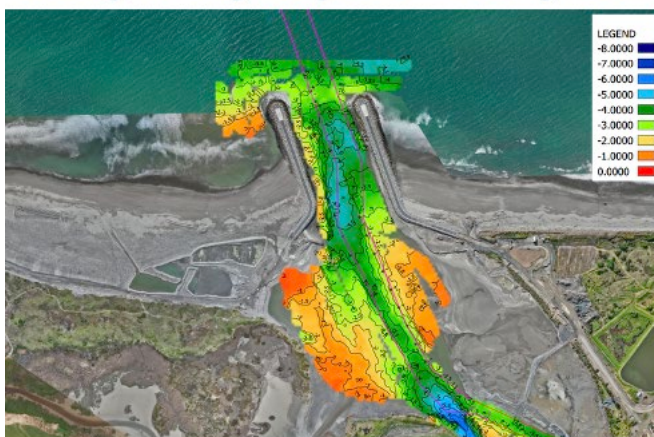
## Bathymetry Report - 2 July 2026 (1 of 2)



- Channel showing good depth all the way to the Wharf
- At a minimum of 3m
- Majority of channel over 4m

4

## Bathymetry Report - 2 July 2026 (2 of 2)



- Shows the depths leading out to the entrance
- Good depths > 3m

5

## Dredge Management Plan



- Required to be submitted to BOPRC 20d before any dredging takes place
- T&T commissioned to prepare a draft – Support any procurement activities / resource consent.

| Area on Figure 2.1 | Location                                                                                                | Description                       | Sediment                                   | Likely dredge method                                                                              |
|--------------------|---------------------------------------------------------------------------------------------------------|-----------------------------------|--------------------------------------------|---------------------------------------------------------------------------------------------------|
| 1                  | Western side of western training wall                                                                   | Intertidal area of the open coast | Suitable for beach nourishment             | Land based long-reach excavator<br>OR<br>Sand pump if to be bypassed to the eastern training wall |
| 2                  | Between training walls from seaward head to approximately 300 m upstream of basal end of training walls | Navigation channel                | Suitable for beach nourishment             | Cutter suction dredge / sand pump                                                                 |
| 3                  | 300 m upstream of basal end to the training walls to the Huntress Creek outlet                          | Navigation channel                | Potentially suitable for beach nourishment | Cutter suction dredge / sand and gravel pump                                                      |
| 4                  | Upstream of Huntress Creek outlet                                                                       | Navigation channel                | Unsuitable for beach nourishment           | Cutter suction dredge / sand and gravel pump                                                      |
| 5                  | Eastern side of the eastern training wall                                                               | Intertidal area of the open coast | Suitable for beach nourishment             | Land based long-reach excavator<br>OR<br>Sand pump if to be bypassed to the western training wall |

## Peterson Block - MoU

- Previous MoU in place between ODC / Petersons, Dec 2017 – Dec 2022
- Reviewed & Updated – until Dec 2030
  - Recognises some changes as a result of the Marina development
  - General support to put dredge material on this block (both parties)

## Principles

- Only do work that is required
- Reduce costs where possible
- Gather appropriate data to support decision making
- Meet the resource consent requirements

## Options for contracting : Dredging

| Option                                                                           | Pro's                                                                                                                                                       | Con's                                                                                                                                                                             |
|----------------------------------------------------------------------------------|-------------------------------------------------------------------------------------------------------------------------------------------------------------|-----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| <b>Do Nothing</b> : Put in place contract only when trigger levels are breached. | <ul style="list-style-type: none"> <li>• Could result in the most <u>cost effective</u> solution</li> <li>• Retains optionality for ODC</li> </ul>          | <ul style="list-style-type: none"> <li>• Approach may result in breaches to resource consent / H&amp;S issues with navigability</li> </ul>                                        |
| Put in place <b>1 contract all dredging</b> : all 5 areas                        | <ul style="list-style-type: none"> <li>• Ease of contacting – 1 RFP</li> <li>• Improved levels of service</li> </ul>                                        | <ul style="list-style-type: none"> <li>• Expect to be most expensive option</li> <li>• Locks ODC into 1 contractor</li> <li>• No ability to leverage local contractors</li> </ul> |
| Put in place <b>multiple contracts - dependent on area being dredged</b>         | <ul style="list-style-type: none"> <li>• Can split contracts – using most effective contractor for each element</li> <li>• Use local contractors</li> </ul> | <ul style="list-style-type: none"> <li>• More complex – contracting &amp; managing</li> </ul>                                                                                     |

Roles & responsibilities for all elements required for dredging TBC ( i.e. Environmental monitoring)

## Potential next steps (for discussion)

- Progress Expression of Interest (Gather intel)
  - Understand if contracts should be split up ?
  - Lead time for set up / establishment ?
  - Can we contract on an ad hoc basis ?
- Confirm which contracting approach best meets agreed principles
- Progress with contracting in accordance with ODC Procurement Policy

## COMMITTEE REPORT

Date : 10 August 2026  
To : Ōpōtiki Harbour Management Committee Meeting, 27 August 2026  
From : Group Manager Service Delivery, Nathan Hughes  
Subject : **ŌPŌTIKI HARBOUR BENEFIT TRACKING REPORT**  
File ID : A1414611

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## EXECUTIVE SUMMARY

- Within the Ōpōtiki Harbour business case there were clear benefits identified around employment, economic and social aspects.
- In 2023 a report was completed to assess the initial benefits of the Ōpōtiki Harbour. This report is proposed to be used as a basis for developing ongoing monitoring of economic benefits.
- Staff are seeking direction on the key benefits the Harbour committee would like to monitor and the best mechanism for tracking these on a regular basis.

## AUTHORITY

1. This report to seek direction and no decision is required to be made by the Ōpōtiki Harbour Management Committee Meeting.

## RECOMMENDATIONS

- 1) **That the report titled 'Ōpōtiki Harbour Benefit Tracking' be received.**

## PURPOSE

2. The purpose of this report is to seek direction on the key benefits the Harbour committee would like to monitor and the best mechanism for tracking these on a regular basis.

## STRATEGIC ALIGNMENT

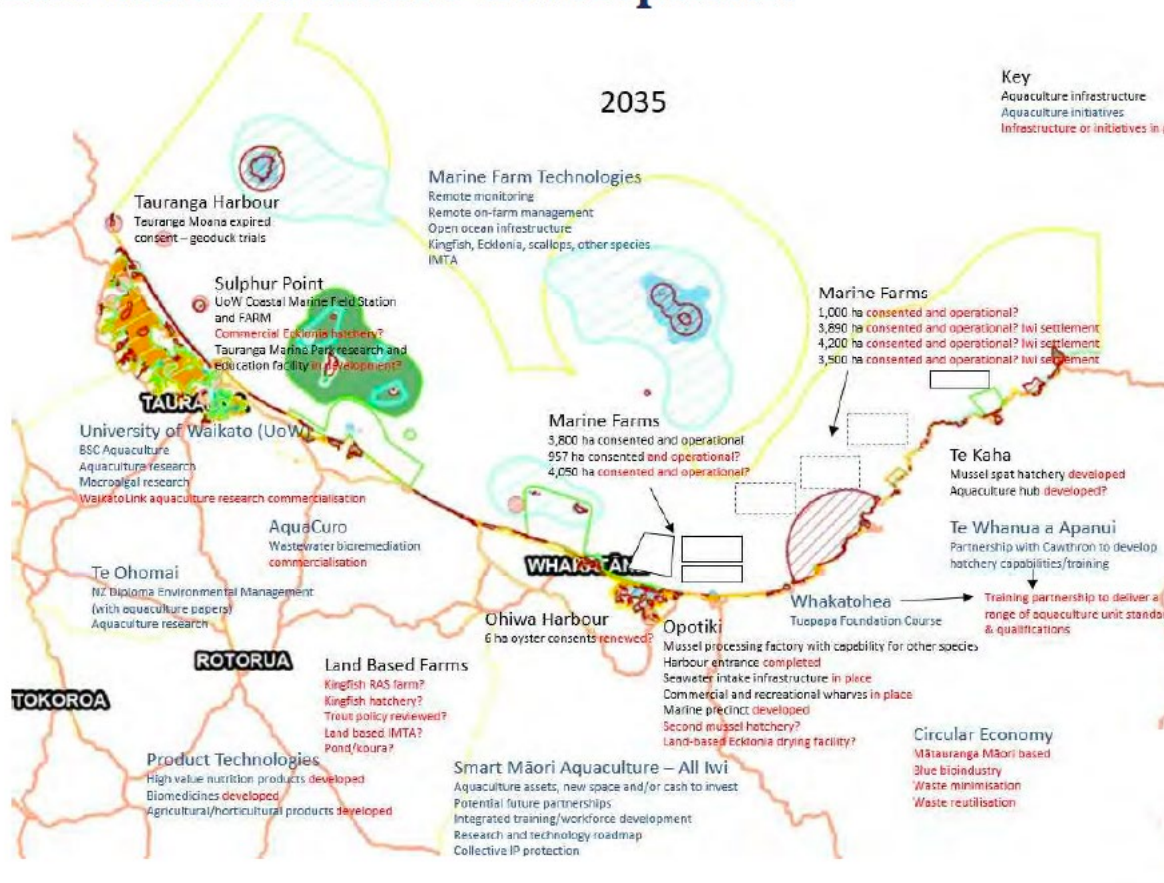
3. The matters detailed in this report relate to the following priorities from Ōpōtiki District Council's Long-Term Plan 2024-2034:
  - ☒ Community Priority One: Strong relationships and partners
  - ☒ Community Priority Two: Investment in our district
  - ☒ Community Priority Three: Wellbeing is valued

- ☐ Community Priority Four: Our communities are resilient
- ☒ Community Priority Five: Growth is sustained over time

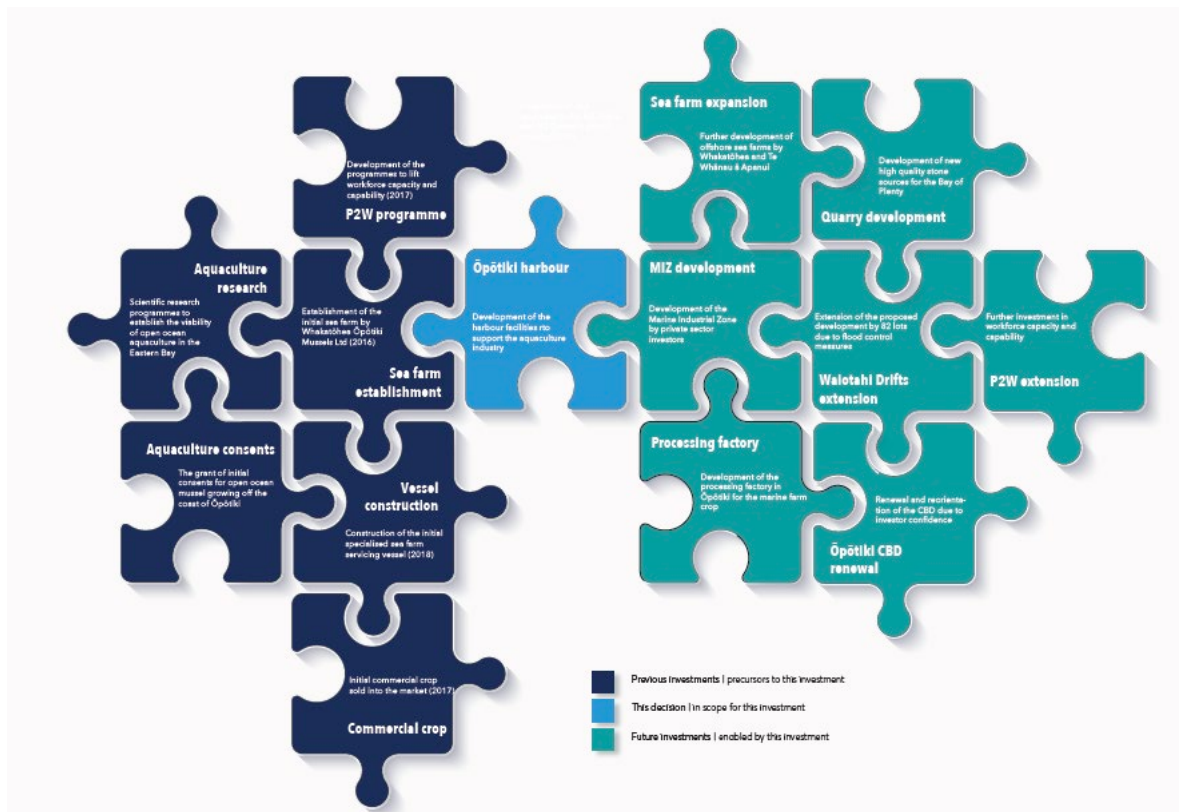
## BACKGROUND

4. In the 2019 Ōpōtiki Harbour Business Case, clear benefits were identified to support investment into this project, these benefits included Economic and Social benefits.
5. As Harbour construction was nearing completion, a further report was commissioned, this report was titled '[Te Ara Moana a Toi : Initial Benefits Assessment](#)', and dated 7 Feb 2023.
6. Staff have extracted key sections of this report below, Pg 22 includes proposed scale of future development :

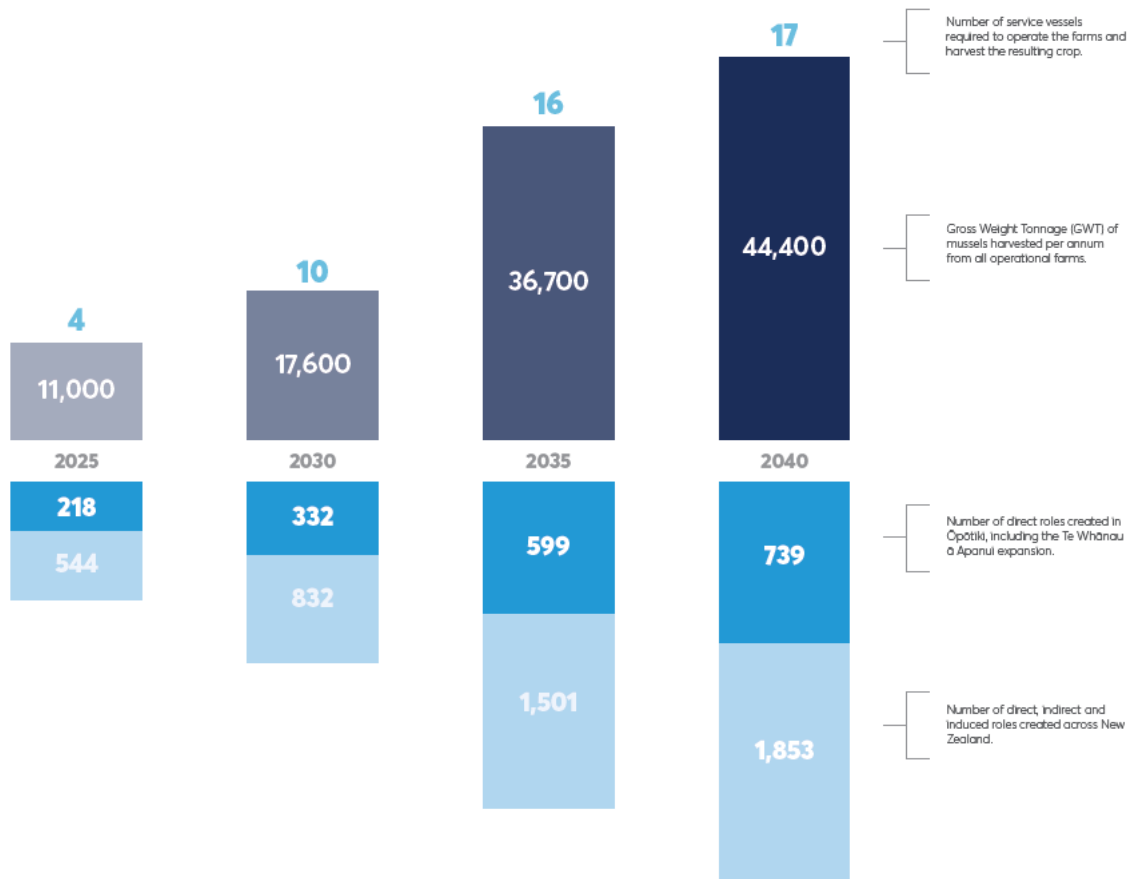
## The scale of future development



7. Page 27 of the report highlights the interconnectedness of the Ōpōtiki harbour with other investments (precursors and future) :



8. Page 37 identifies the potential Aquaculture growth :



## DISCUSSION

9. The '[Te Ara Moana a Toi : Initial Benefits Assessment](#)' has a range of benefits identified, as captured below :

|                                                                |                                                                                                                                                                                                                                                                                                                                                                                                     |
|----------------------------------------------------------------|-----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| Employment                                                     | <ul style="list-style-type: none"> <li>• Unemployment numbers</li> <li>• Jobs growth - key sectors</li> <li>• Workforce development / training</li> </ul>                                                                                                                                                                                                                                           |
| Economic                                                       | <ul style="list-style-type: none"> <li>• Mussel processing factory</li> <li>• Expansion - Aquaculture space <ul style="list-style-type: none"> <li>• Consented space (ha)</li> <li>• Operational space (ha) : 3,800 TO 8,807 (3,800 + 957 + 4050)</li> <li>• Breakeven point : 4,750ha (Milestone)</li> </ul> </li> <li>• Commercial &amp; recreational Wharf</li> <li>• Marine precinct</li> </ul> |
| Economic diversity                                             | <ul style="list-style-type: none"> <li>• Land based development</li> </ul>                                                                                                                                                                                                                                                                                                                          |
| Private investment                                             |                                                                                                                                                                                                                                                                                                                                                                                                     |
| Population growth                                              |                                                                                                                                                                                                                                                                                                                                                                                                     |
| Support National Aquaculture strategy - \$3Bn industry by 2035 |                                                                                                                                                                                                                                                                                                                                                                                                     |
| Social                                                         | <ul style="list-style-type: none"> <li>• Increase to Incomes</li> <li>• Living standards</li> <li>• Improved wellbeing</li> </ul>                                                                                                                                                                                                                                                                   |

10. Staff would like to understand what are the key benefits the Harbour Committee would like to track against. Once this is understood more fully, staff will then investigate what available information is available and could be considered to support ongoing monitoring / tracking.

## POLICY AND PLANNING IMPLICATIONS

11. There was no Policy or Planning implications identified.

### **IMPACT ON MANA WHENUA**

12. No impacts have been identified.
13. A representative of Te Tāwharau o te Whakatōhea is on the membership of the Harbour Management Committee.

### **CLIMATE IMPACT CONSIDERATIONS**

14. No impacts have been identified, noting this was considered during the design phase of the capital work programme.

### **COMMUNITY WELLBEING CONSIDERATIONS**

15. No impacts have been identified.

### **CONCLUSION**

16. There are a range of benefits from the investment in the Ōpōtiki Harbour, staff would like direction on key benefits the Harbour Committee would like to track, before developing a monitoring report.

Nathan Hughes

### **GROUP MANAGER SERVICE DELIVERY**

## COMMITTEE REPORT

Date : 24 August 2026  
To : Ōpōtiki Harbour Management Committee Meeting, 27 August 2026  
From : Group Manager Service Delivery, Nathan Hughes  
Subject : **ŌPŌTIKI HARBOUR BUDGET REPORT**  
File ID : A1414613

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## EXECUTIVE SUMMARY

- An allocation of \$1.558M has been assigned to support Ōpōtiki Harbour operations and maintenance activities in Annual Plan budgets Financial Year (FY) 2026/2027.
- A forecast for allocation of this budget has been prepared.
- The largest unknown for future budget allocation is around the cost and quantum of dredging to allow for. A current provision has been allocated for budgeting purposes, this will be refined through working with relevant contractors through an EoI (Expression of Interest) process.

## AUTHORITY

1. This report is for noting purposes and no decision is required to be made by the Ōpōtiki Harbour Management Committee Meeting.

## RECOMMENDATIONS

- 1) **That the report titled 'Ōpōtiki Harbour Budget' be received.**

## PURPOSE

2. The purpose of this report is to provide the Harbour Management Committee with an update on the budget allocation and planned forecast spend for FY2026/2027.

## STRATEGIC ALIGNMENT

3. The matters detailed in this report relate to the following priorities from Ōpōtiki District Council's Long-Term Plan 2024-2034:
  - ☒ Community Priority One: Strong relationships and partners
  - ☒ Community Priority Two: Investment in our district
  - ☒ Community Priority Three: Wellbeing is valued

- ☐ Community Priority Four: Our communities are resilient
- ☒ Community Priority Five: Growth is sustained over time

## **BACKGROUND**

4. An allocation of \$1.558M has been assigned to support Ōpōtiki Harbour operations and maintenance activities in Annual Plan budgets Financial Year (FY) 2026/2027.

## **DISCUSSION**

5. Staff have prepared a forecast budget for FY2026/2027, see Appendix 1.
6. Staff are currently working with BOPRC to confirm details of the BOPRC funding agreement of \$1M a year for three years.
7. Current risks / issues Identified:

### **RISKS**

- Unclear on quantum of dredging to assume for FY2026/2027
- Cost uncertainty, as assumptions are still being established through the handover process

### **MITIGATION**

- Make clear assumptions on current dredging estimate. Follow an Eol process to better refine proposed budget allocation for dredging.
- Refine operational assumptions and budgets through ongoing monitoring

## **POLICY AND PLANNING IMPLICATIONS**

8. There was no Policy or Planning implications identified.

## **IMPACT ON MANA WHENUA**

9. No impacts have been identified.
10. A representative of Te Tāwharau o te Whakatōhea is on the membership of the Harbour Management Committee.

## **CLIMATE IMPACT CONSIDERATIONS**

11. No impacts have been identified, noting this was considered during the design phase of the capital work programme.

## **COMMUNITY WELLBEING CONSIDERATIONS**

12. No impacts have been identified.

**CONCLUSION**

13. The report provides an update to the Ōpōtiki Harbour Management Committee with an update on the budget allocation and planned forecast spend for FY2026/2027.

Nathan Hughes

**GROUP MANAGER SERVICE DELIVERY**

**APPENDIX 01: BUDGET REVIEW FY2026/2027**

| Commitments                    | Commitment Value             |                              |                      | Comment                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                             |
|--------------------------------|------------------------------|------------------------------|----------------------|-------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
|                                | Lower End<br>(if applicable) | Upper End<br>(if applicable) | Anticipated<br>Value | <i>(If required to explain context/risk)</i>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                        |
| Dredging                       | \$964,750                    | \$1,546,000                  | TBC                  | <p>These figures reflect the assumptions used to develop the financial funding allocation and overall budget. BOPRC has allocated \$1,000,000 to this activity.</p> <p>As no dredging has been required over the past 12 months, staff have revised the lower-end dredging assumptions and will continue to refine them as the handover process progresses and future dredging requirements become clearer.</p> <p>The lower-end estimate used to inform the overall budget of \$964,750 was based on dredging 50,000m<sup>3</sup> of material at high productivity rates whilst \$1,546,000 upper end was based on removing 100,000m<sup>3</sup> and lower productivity rates.</p> |
| Support Costs – Programme Mgmt | \$42,240                     | \$84,480                     | \$42,240             | <p>Lower end assumes 0.5d per week for FY26/27. Higher end assumes 1d per week for FY26/27.</p>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                     |

|                                        |           |             |          |                                                                                                                                                                                                                                                                                                                                      |
|----------------------------------------|-----------|-------------|----------|--------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| Consultant Support                     | \$47,000  | \$55,000    | \$55,000 | Quote for support received. In FY26/27<br><ul style="list-style-type: none"> <li>- Three quarterly reviews (\$12,000)</li> <li>- One annual report &amp; inspection (\$20,000)</li> <li>- Dredging report – one off (\$8,000)</li> <li>- Ad hoc advice (\$7,000-\$15,000)</li> </ul> Higher end assumes higher end of Ad Hoc advice. |
| SurveyWorx                             | \$32,000  | \$37,000    | \$32,000 | Four quarterly surveys \$20k, plus potential 2 events \$10k plus support during dredging \$2k.<br>Higher end assumes 1 more event.                                                                                                                                                                                                   |
| Bathymetric Surveys                    | \$40,000  | \$120,000   | \$60,000 | Lower end assumes 4 surveys at 10k each.<br>Higher end assumes 12 surveys                                                                                                                                                                                                                                                            |
| Harbour Master                         | \$15,000  | \$25,000    | \$15,000 | Assumes quarterly dredging and 6 monthly inspection free of charge. Assume any maintenance of assets will be funded by ODC.                                                                                                                                                                                                          |
| Legal Costs                            | \$10,000  | \$40,000    | \$25,000 | An estimate for CRHL Agreement Advice, Western Access Legal Process, Maintenance Contract Advice, Te Tāwharau o te Whakatōhea Access Maintenance Agreement, Resource Consent Adjustment                                                                                                                                              |
| Other Operations and Maintenance Costs | \$20,000  | \$100,000   | \$50,000 | As handover process is still underway this is difficult to estimate. A lot of unknowns in the operational handover – assign \$50k for misc (Western Access Safety, Dust Suppression and Signage, Material Sampling)                                                                                                                  |
| Resource Consent Adjustment Fees       | TBC       |             |          | No allocation as of yet. However, some budget may need to be allocated to this.                                                                                                                                                                                                                                                      |
| Internal staff resource                | \$50,000  | \$50,000    | \$50,000 | These numbers are still being refined as we review appropriate internal resource allocation.                                                                                                                                                                                                                                         |
|                                        | \$506,240 | \$2,057,480 | TBC      |                                                                                                                                                                                                                                                                                                                                      |

## COMMITTEE REPORT

Date : 12 August 2026  
To : Ōpōtiki Harbour Management Committee Meeting, 27 August 2026  
From : Group Manager Service Delivery, Nathan Hughes  
Subject : **ŌPŌTIKI HARBOUR COMMUNICATIONS APPROACH REPORT**  
File ID : A1414615

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## EXECUTIVE SUMMARY

- The Ōpōtiki Harbour Committee suggested that staff look to develop a communications plan for the Ōpōtiki Harbour.
- Staff are seeking input and feedback to a few questions to help inform the development a communications plan.

## AUTHORITY

1. This report to seek direction and no decision is required to be made by the Ōpōtiki Harbour Management Committee Meeting.

## RECOMMENDATIONS

- 1) **That the report titled 'Ōpōtiki Harbour Communications Approach' be received.**

## PURPOSE

2. The purpose of this report is to seek direction on the communications approach from the Ōpōtiki Harbour Management Committee.

## STRATEGIC ALIGNMENT

3. The matters detailed in this report relate to the following priorities from Ōpōtiki District Council's Long-Term Plan 2024-2034:
  - ☒ Community Priority One: Strong relationships and partners
  - ☒ Community Priority Two: Investment in our district
  - ☒ Community Priority Three: Wellbeing is valued
  - ☐ Community Priority Four: Our communities are resilient
  - ☒ Community Priority Five: Growth is sustained over time

## BACKGROUND

4. Throughout the capital delivery phase of the Ōpōtiki Harbour regular communications were actively being shared with the community, however since October 2025 there has been limited communications shared on the Ōpōtiki Harbour.
5. Ad hoc communications around the Marina development were released in January / February 2026.
6. At the inaugural Ōpōtiki Harbour Management Committee in June 2026 staff were asked to consider an approach for future harbour communications.

## DISCUSSION

7. Staff have identified some initial questions to help inform the development of a communications plan, captured below:

**Question 01:** What do you want to achieve through the communication efforts ?

- Raise awareness
- Change attitudes
- Motivate action

**Question 02:** Who is the target audience ?

- General ratepayer
- Harbour users
- Business community
- Central Government
- Others ?

**Question 03:** What are the key messages ?

**Question 04:** How will the Harbour Management Committee feed information / updates to inform communications ?

8. Staff would like to seek advice / feedback from the Ōpōtiki Harbour Management Committee on the above questions. This will be used to inform the shape of a more detailed communication plan which would include consideration of:

- What are our potential communication channels ?
  - Social media

- Advertising - print / radio
  - Signage
  - Guide / booklet
  - Presentation / briefing
  - Website
- Develop an action plan/ measure
9. Note: We currently do not have communications resources assigned to this, once we understand the scope we will need to determine the best way to deliver this.

#### **POLICY AND PLANNING IMPLICATIONS**

10. There was no Policy or Planning implications identified

#### **IMPACT ON MANA WHENUA**

11. No impacts have been identified.
12. A representative of Te Tāwharau o te Whakatōhea is on the membership of the Harbour Management Committee.

#### **CLIMATE IMPACT CONSIDERATIONS**

13. No impacts have been identified, noting this was considered during the design phase of the capital work programme.

#### **COMMUNITY WELLBEING CONSIDERATIONS**

14. No impacts have been identified.

#### **CONCLUSION**

15. The Ōpōtiki Harbour Management Committee has requested a communication's plan be developed. Staff are seeking advice / feedback before progressing development of the communications plan.

Nathan Hughes

#### **GROUP MANAGER SERVICE DELIVERY**

## COMMITTEE REPORT

Date : 10 August 2026  
To : Ōpōtiki Harbour Management Committee Meeting, 27 August 2026  
From : Group Manager Service Delivery, Nathan Hughes  
Subject : **ŌPŌTIKI HARBOUR OPERATIONAL HANDOVER REPORT**  
File ID : A1414619

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## EXECUTIVE SUMMARY

- The Ōpōtiki Harbour was brought into operation in October 2025.
- ODC are responsible for the day-to-day operations of the harbour and Crown Regional Holdings Limited (CHRL) are the owners of the harbour asset.
- Key operational activities have been completed, including (i) Establishing Standard Operating Processes, (ii) Setting up contracts with key sub-contractors (i.e. dredging, coastal engineer advice, surveys).
- Work is underway with Kanoa / CHRL for full operational handover activities (including Asset Management Plans). The delay in operational handover is key risk for the harbour operations team.

## AUTHORITY

1. This report is for noting purposes and no decision is required to be made by the Ōpōtiki Harbour Management Committee Meeting.

## RECOMMENDATIONS

- 1) **That the report titled 'Ōpōtiki Harbour Operational Handover' be received.**

## PURPOSE

2. The purpose of this report is to provide the Harbour Management Committee with an update on the establishment of harbour operations, including operational readiness, understanding key risks, and progress toward full handover into business-as-usual operations.

## STRATEGIC ALIGNMENT

3. The matters detailed in this report relate to the following priorities from Ōpōtiki District Council's Long-Term Plan 2024-2034:
- ☒ Community Priority One: Strong relationships and partners
  - ☒ Community Priority Two: Investment in our district
  - ☒ Community Priority Three: Wellbeing is valued
  - ☐ Community Priority Four: Our communities are resilient
  - ☒ Community Priority Five: Growth is sustained over time

## BACKGROUND

4. The Ōpōtiki Harbour capital delivery programme achieved practical completion on 24 October 2025.
5. Since October 2025 Ōpōtiki District council have been establishing harbour operations, including operational readiness, understanding key risks, and progress toward full handover into business-as-usual operations.

## DISCUSSION

6. Appendix 1 contains the current schedule for the operations team covering the period 1 January 2026 to 31 December 2026. Further details on the key focus areas are captured below.
7. Monthly Bathymetry Reports: An arrangement is in place with Murphy's to carry out regular bathymetry reports. The ODC operations team are assessing if this should be moved to a 3 monthly cycle. There is an opportunity that BOPRC can carry out 3 monthly Bathymetric monitoring, this is being discussed as part of the Harbourmaster Memorandum of Understanding (MoU). To note: an additional contract may be required with an external party to carry out bathymetric surveys follow an event where both the Harbour Master and Murphy's may not have the ability to carry out survey's within required time frames.
8. UAV Reports: The latest UAV report was completed on 15 July by SurveyWorx. This information will be analysed by the coastal engineer, as part of the quarterly report – details below. The ODC team are considering whether to purchase a drone and carry out this works inhouse, which may reduce costs in the long term.
9. Quarterly Report: In accordance with the Operations and Maintenance Manual a suitably qualified coastal engineer (Tonkin & Taylor) has been commissioned to prepare a quarterly report. The next report is due at the end of August 2026 for the period 1 April – 30 June 2026.
10. Operations Acceptance: Although practical completion occurred in October 2025, a detailed handover from the capital delivery team to the operations team is still underway. Until handover is complete there remains uncertainty around asset lists, lifecycle requirements, and maintenance

obligations. A checklist has been prepared by the ODC Operations team and actions are underway between Kanoa and ODC to address any known gaps. This delay in formal operational handover is a key risk for the ODC Harbour operations team.

11. CHRL Operations and Maintenance deed: This deed formalises the handover of operations from capital delivery to the operations team, in addition it captures the ongoing responsibilities of CHRL and the Ōpōtiki District Council. This is currently being worked through, and the intent is to complete this by the end of August / September 2026.
12. Harbourmaster MoU: An MoU has been drafted to ensure there is clarity on responsibilities of the Harbourmaster and the ODC Operations team. A meeting to review the MoU was held on 4 August with minor amendments noted. It is planned to sign off the MoU in August 2026.
13. See separate reports for dredging and budgets.
14. Current risks / issues Identified:

#### **RISKS**

- Operational handover not fully complete, resulting in uncertainty around asset condition, responsibilities, and required maintenance
- Asset management framework not yet fit for purpose, limiting ability to reliably forecast renewals and lifecycle costs
- Dredging readiness, with no contractor currently in place should conditions change
- Cost uncertainty, as assumptions are still being established through the handover process

#### **MITIGATION**

- Progress handover with Kanoa through formal checklist
- Develop fit-for-purpose asset management plan
- Complete dredging management plan and re-test market
- Refine operational assumptions and budgets through ongoing monitoring

#### **POLICY AND PLANNING IMPLICATIONS**

15. There was no Policy or Planning implications identified

#### **IMPACT ON MANA WHENUA**

16. No impacts have been identified.
17. A representative of Te Tāwharau o te Whakatōhea is on the membership of the Harbour Management Committee.

### **CLIMATE IMPACT CONSIDERATIONS**

18. No impacts have been identified, noting this was considered during the design phase of the capital work programme.

### **COMMUNITY WELLBEING CONSIDERATIONS**

19. No impacts have been identified.

### **CONCLUSION**

20. The report provides an update to the Ōpōtiki Harbour Management Committee on the status of the Operations activities for the Ōpōtiki Harbour.

Nathan Hughes

### **GROUP MANAGER SERVICE DELIVERY**

## Appendix 1 : Harbour Operations Schedule (Jan – Dec 2026)

