

The text 'NAPIER WAR MEMORIAL CENTRE' is displayed in a black, serif, all-caps font on the white facade of the building. The building is a modern, single-story structure with large glass windows and a curved roofline. A large tree with dense green foliage is in the foreground, partially obscuring the top of the building. The sky is clear and blue. In the bottom right corner, there are decorative green and blue curved shapes.

NAPIER  
WAR  
MEMORIAL  
CENTRE

The title 'NAPIER WAR MEMORIAL CENTRE POLICY' is written in a large, bold, white, sans-serif font on a dark blue background. The background of the entire page is a photograph of the Napier War Memorial Centre building, with a large tree in the foreground and a security sign visible near the entrance. The bottom right corner features a white curved shape containing the Napier City Council logo and name.

**NAPIER WAR  
MEMORIAL  
CENTRE  
POLICY**



**NAPIER**  
CITY COUNCIL  
*Te Kaunihera o Ahuriri*

# Napier War Memorial Centre Policy



<b>Adopted by</b>	Council on 16 September 2021	
<b>Relevant Legislation</b>	Resource Management Act 1991 Pouhere Taonga Heritage New Zealand Act 2014 Local Government Act 2002 Reserves Act 1977 Names Protection Act 1981	
<b>NCC Documents Referenced</b>	Not Applicable	Not Applicable

## Purpose

The purpose of this policy is to outline how the Napier War Memorial Centre, the memorial elements and its immediate curtilage will be used and managed in order for its heritage and memorial values to be retained and respected now and for future generations. The policy seeks to facilitate the maximum use of the Napier War Memorial Centre in its entirety for the benefit of the Napier community including community events, functions, weddings, conferences, meetings and commemorative ceremonies.

## Background

The Napier War Memorial was officially opened on 14 July 1957 as a memorial to those who lost their lives in the Second World War, and combined the commemorative aspects of the building with a utilitarian function as a community centre. Later developments of this Memorial resulted in the addition of World War One and other conflict commemorative elements.

The War Memorial funded through both community fundraising and a Government grant, was designed by local architecture firm Natusch and Sons, with the design featuring a large circular single-level hall, palm lounge and lecture theatre facilities. The site is prominent and sits alongside other commemorative facilities such as the Soundshell and Sun Bay on the Marine Parade, and was provided by Napier City Council. Although the site and building itself is the memorial, additional commemorative features include the perpetual flame, the Roll of Honour plaques, flags, flag poles, function room names and associated artworks and structures.

The Floral clock was constructed on the War Memorial site and was officially opened on 13 December 1955 right beside the initial construction of the War Memorial building.

Napier City Council has been the custodian of the Napier War Memorial since its construction. As a recipient of the War Memorial Subsidy (created by the NZ Government in 1948), the War Memorial Committee, and later the Napier City Council, agreed to a number of conditions set by the Government at the time. These included:

- That the approved war memorial shall be vested in the local authority and that due provision is made for its maintenance and upkeep, management and permanent functioning;
- That facilities are not used purely for commercial profit-making purposes;
- That the centre is made available for use by all sections of the community.

The War Memorial has always been used by the community and over time has also evolved to include commercial activity. The Council will ensure that Napier War Memorial Centre use will continue to appropriately acknowledge the sacrifice and efforts of those involved in the Second World War, and to provide reasonable access to the commemorative elements of this facility.

## Policy

### Vision

The War Memorial site, building and memorial elements are preserved for the benefit of the Napier community and visitors to remember and enjoy the use of the venue for community events, functions, conferences, meetings and commemorations.

### Mission

To preserve the site's unique heritage and the memorial elements in accordance with the principles of the ICOMOS New Zealand Charter 2010, including the building, Roll of Honour plaques, the Perpetual Flame, associated artworks and meeting room names.

### Principles

1. To retain the site, building and elements as a memorial to those who gave their lives for their country in World Wars and conflicts
2. To recognise and preserve the site's historic purpose in serving the cultural and educational development of the community
3. To facilitate use of the venue for the maximum benefit of the Napier community and its visitors.

### Objectives

1. To recognise, in perpetuity, that the name of the venue is the Napier War Memorial Centre.
2. To recognise, in perpetuity, the first and primary function of the entire site, building and curtilage is as a War Memorial.
3. To retain, through regulatory means including the District Plan and Reserve Management Plan, the Napier War Memorial Centre and its immediate curtilage and associated commemorative elements, including:
  - The original circular Memorial Hall
  - The Perpetual Flame
  - Original Roll of Honour Plaques
  - New Roll of Honour plaques
  - The Living (Electronic) Roll
  - Commemorative artworks and structures
  - Flags and flagpoles
  - Function room nomenclature
4. To maintain at all times, the Napier War Memorial Centre and those elements that have a commemorative purpose. In particular, the Roll of Honour plaques are to be maintained in accordance with the recommendations outlined in section 8 of the Napier War Memorial Hall: War Memorial Plaques, Recommendations on Repairs and Reinstatement (version 2), prepared by Salmond Reed Architects and dated February 2021 (attached as Appendix A).

5. To ensure security for the War Memorial and its commemorative elements in accordance with the recommendations outlined in section 7 of the Napier War Memorial Hall: War Memorial Plaques, Recommendations on Repairs and Reinstatement (version 2), prepared by Salmond Reed Architects and dated February 2021 (attached as Appendix B).
6. To retain the forecourt as an open space to be used in conjunction with activities being delivered from the Napier War Memorial Centre. As a living memorial, the forecourt is a suitable area for stalls, displays, social and community events associated with a booking, provided access to the War Memorial Centre is retained.

Vehicle parking and movements on the forecourt need to be restricted and controlled to ensure public safety and minimise damage to the building and its curtilage.

No vehicle is to be parked upon the forecourt other than for goods loading and unloading purposes, or as arranged as part of a booking at the War Memorial Centre. The forecourt is not to be used for general parking of vehicles, drop-offs and pick-ups, or a turn-around bay.

Any permanent or semi-permanent use of the forecourt will be in consultation with Council and the Napier and Taradale RSA.

It is the responsibility of the Napier War Memorial Centre management team to ensure access is maintained to the memorial elements of the Centre at all times and use of the forecourt is respectful.

7. To provide access for the public to the Napier War Memorial Centre provided this access does not significantly interfere with the operation of the Centre.
8. To follow the principles of the International Council on Monuments and Sites (ICOMOS) New Zealand Charter 2010 and if necessary seek the advice and commentary of Pouhere Taonga Heritage New Zealand prior to embarking on any alterations to the Napier War Memorial Centre and those commemorative elements that are located within its curtilage.

Council acknowledges the community is a funder and key stakeholder of the War Memorial Centre and commits to undertaking robust community consultation on any future proposed significant alterations to the War Memorial Centre.

9. To be cognisant of the memorial purpose of this facility and ensure that activities undertaken within both the Napier War Memorial Centre and its grounds, are appropriate and do not cause offence when considering the purpose.
10. To meet health and safety obligations and to ensure compliant emergency evacuation and fire safety plans are maintained by the Centre's operators at all times.  
All fire egress and entry/exit doors must be kept clear at all times.
  - Forecourt clearance zones are shown in Appendix C.
  - Approach ways from the road to the building fire egress and entry/exit doors must be kept clear at all times to allow direct and unimpeded access of emergency vehicles.

11. The management team of the Napier War Memorial Centre has overall responsibility of ensuring all staff and operators of the venue are cognisant of this policy and its objectives.

### Policy Review

The review timeframe of this policy will be no longer than every five years.

### Document History

Version	Reviewer	Change Detail	Date
1	Director Community Services	Policy development	September 2021



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