



# Wanganui War Memorial Conference & Convention Centre Policy 2009



## Wanganui District Council Policy

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### Amendments since 2009

On 13 July 2011 - Council approved the following changes to the policy

- Policy 6, under Objective 1 – Facility Management Policy – rescinded and deleted.
- Policy 5 – Future Use was updated to reflect the adoption of the Future Development Plan.
- Changes to the Venue Information and Conditions of Hire Form

### Companion documents:

Wanganui War Memorial Conference and Convention Centre Future Development Plan was adopted by the Council 13 July 2011.  
Ref. D-190049

Wanganui War Memorial Conference & Convention Centre Venue Information & Booking Form Procedures  
Ref. D-53236

Visit the War Memorial Conference and Convention Centre  
Wanganui District Council website  
<http://www.wanganui.govt.nz>

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# Wanganui War Memorial Conference & Convention Centre

## Introduction

This policy has been developed to guide the use, management and development of the War Memorial Conference and Convention Centre, formerly known as the War Memorial Hall.

The War Memorial Hall was constructed in 1955-1960 as a memorial to those who had lost their lives in the Second World War. At the time it was a radical departure from the norm for civic memorial buildings in New Zealand and is now considered to be one of the finest examples of New Zealand modernist architecture.

The name of the facility has been changed in order to give the facility a wider appeal whilst still acknowledging the value of the building as a war memorial. It is Council's intention to ensure the facility can better contribute to the economic wellbeing of the community and that it enhances the image of Wanganui.

## Background

### Our Heritage - A Modernist Landmark

The proposal to build a suitable memorial in Wanganui to those who had lost their lives in the Second World War was first formally suggested in 1945. Following the war, the government offered subsidies for the construction of war memorials around the country, with a strong preference for 'living memorials', such as community centres. The government offered the Wanganui Council £50,000 for the new memorial hall. The community raised the remaining money for its construction, which included contributions from the Returned Servicemen's Association and the Scottish Pioneers.

Eventually a site in Queen's Park, a reserve already incorporating public buildings and memorials (including the cenotaph and a memorial to those who had fallen in the New Zealand Wars of the 1860s), was chosen and a public competition was held in 1956.

The central feature of the building, and continuing focus for Wanganui's Anzac Day commemorations, is the vestibule containing the Book of Remembrance, constantly lit and backed by the main stair to the venue spaces above. Here, space and circulation, combined with the simple gesture of a row of flags behind a central stone plinth, contribute to a moving architectural experience. The space induced respect and contemplation through modernist language, at a time when a suitable reminder of wartime sacrifice was still a representational monument of some sort.

### Book of Remembrance

The fallen are remembered in the Book of Remembrance dedicated to the 373 servicemen and women who died in the Second World War. The book sits on a podium of Swedish granite in front of the beautiful stained glass window, commissioned in 2003, based on Lawrence Binyon's 'Poem for the Fallen'. Above the book fly the flags of the Army, Navy and Air Force along with the New Zealand National Ensign.

### Community Outcomes

In 2008 the community stated, through the review of the Wanganui Community Outcomes, that it is important that our cultural facilities meet the needs of the community, and as our community changes it is important that the services and facilities reflect the changing needs for activities and events.

The Wanganui War Memorial Conference & Convention Centre currently provides good facilities for community events but has the potential, with some improvements, to be an excellent facility for the community and to increase its usage as a venue for events such as conferences and conventions.

The Community Outcomes to which the facility contributes towards are:

- A Community with well developed amenities and recreational opportunities
- A Prosperous Community
- A Community with Identity

### **Vision**

The War Memorial Conference & Convention Centre provides a high quality facility that caters for a range of community and commercial activities while retaining the integrity of the buildings historic heritage.

### **Principles**

The principles that support the vision are based on the heritage and community values and needs for the facility.

**Principle 1** - To retain the building as a memorial to those who gave their lives for their country in World War II.

**Principle 2** - To recognise and preserve the building's historic classification.

**Principle 3** – To ensure the economic sustainability of the facility for the community.

**Principle 4** - To promote the facility as a versatile Conference & Convention Centre.

**Principle 5** – To ensure the facility is accessible for community uses.

## **Objectives and policies**

### **1. Facility Management Policy**

**Objective** – To provide a versatile venue for a range of community and commercial activities.

#### **Policies**

1. The memorial status and architectural integrity of the War Memorial Conference & Convention Centre complex will be retained, and the community and specific interest groups, will be involved and informed in all future discussions on the War Memorial facility.
2. The Book of Remembrance will be on permanent display for public viewing between the hours of 9.00am and 5pm, or by appointment.
3. The toilets will be open between the hours of 9am to 5pm for public use.
4. The facility will be available and improved for conference & convention use.
5. The War Memorial Conference & Convention Centre complex will be available for commercial uses such as, but not limited to:
  - Locally owned and operated businesses
  - Trade Fairs and Expo's
  - Non-profit organisations fundraising activities
  - Visiting brief-term retailers

6. The Wanganui District Council recognises the need to support local businesses and the local economy and therefore, the Wanganui District Council reserves the right to deny a tenancy to a trader that it considers is in conflict with these objectives.

## 2. Parking Policy

**Objective** – To provide adequate parking for events held in the War Memorial Conference & Convention Centre.

### Policies

1. Motor vehicles are permitted to park as directed on the forecourt when passengers are visiting or making use of the War Memorial Conference & Convention Centre.
2. A suitable notice shall be displayed informing the public that motor vehicles parking on the forecourt are to be associated with the War Memorial Conference & Convention Centre.
3. The forecourt will be retained as an open space unless the use is associated with the War Memorial Conference & Convention Centre.

## 3. Charging Policy

**Objective** – To provide a fair and equitable pricing structure for the use of the War Memorial Conference & Convention Centre.

### Policies

1. In accordance with the Council Bylaws the Council may from time to time by resolution publicly notify; fix fees and establish conditions for admission to any facility or part of any facility; establish conditions for the lending of any item from any facility; establish conditions and charges for the hire of facilities.
3. A schedule of fees and charges will apply to all users of the facility differentiated by commercial or community uses. See the Venue Information and Booking Form Procedures as at June 2011. ([Attached](#))
4. A fund will be provided to enable local community organisations or groups to apply for the hireage fees to be paid by the Council.
5. The facility will be available free of charge for Council organised functions.

## 4. General Booking Policy

**Objective** – To maximise the use of the facility, scheduling commitments will be prioritised appropriately.

### Policies

Bookings will be made under the two categories Council and other bookings.

1. All Council and civic function bookings will be given precedence over other bookings.
2. Any booking that is less than half a day can only be booked 30 days in advance.
3. Bookings will be made on a first come first served basis and shall be secured by a deposit payable upon making the booking.
4. A booking may only be cancelled by giving notice in writing.
5. Cancellations made within 30 days of the booked date will result in forfeiture of the deposit.

## 5. Future Use Policy

**Objective** – To increase and maximise the use of the facility

## **Policy**

A Future Development Plan 2011 for the centre has been developed and will be implemented. The development plan identifies how the use of the facility will be increased and maximised, and the associated improvements required to ensure the facility is fit for purpose. The key purpose of the development plan is to make the centre attractive to the modern user. The Future Development Plan 2011 must be read in conjunction with this Policy.

## **Statement of Funding Priorities for Future Use**

The Council has signalled in its 10-Year Plan that it intends that the income generated by the facility be increased. Council's ability to achieve this will be related to appropriate management, charging and promotion of the facility. Increasing the usage will require some investment for improvements for which funding has been set aside in the 10-Year Plan 2009-19 and reflected in the Asset Management Plan for the facility. Earthquake strengthening requirements will also impact on future use. Council is required to consider both user and ratepayer affordability when making funding decisions.

## **Consultation**

In preparing this report, the following stakeholders have been consulted:

1. Wanganui Returned Services Association
2. Council staff and facility staff
3. Regular users of the facility
4. New Zealand Historic Places Trust

## **Relationship to other relevant legislation, Council strategies policies and plans**

The following policy documents and legislation provide the context in which this policy has been developed.

- Wanganui Community Outcomes 2008
- Family Friendly Strategy 2008
- Wanganui District Council By-Law 1996
- War Memorial Conference & Convention Centre Asset Management Plan
- Reserves Act 1977
- Council Community 10-Year Plan
- Wanganui District Plan
- Local Government Act 2002
- Historic Places Act 1993
- Economic Development Strategy
- Visitor Strategy

## **Policy Implementation**

The Economic Development Manager and the Property Group Manager are responsible for ensuring the policy is implemented and that the facility is managed in accordance with this policy. As time progresses, the policy may need to be amended in line with any changes in the Council's strategic direction.

Responsibility for, monitoring and reviewing this policy rests with the Economic Development Manager, the Property Group Manager, and the Council Policy Analyst.

A review of the policy will be undertaken by the Policy Team within three years of adoption.

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