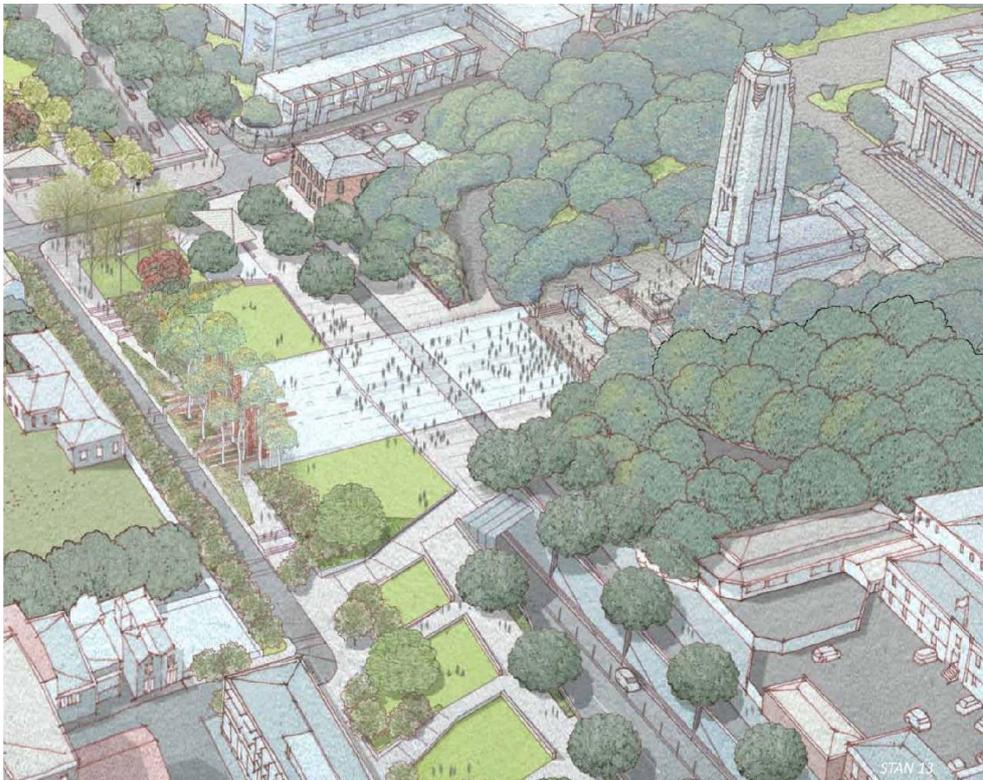


Policy for the selection and management of memorials within the Pukeahu National War Memorial Park



**Ministry for Culture and Heritage
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1. Background

Pukeahu National War Memorial Park (the Park) is the Government's key project to acknowledge the Centenary of the First World War (the WW100 project). The Park will be completed in time to be the centrepiece of Anzac Day commemorations in 2015. The stated purpose of the Park is to:

- *“improve the setting of the National War Memorial*
- *create a space in the capital city for the development of new Memorials from countries with which New Zealand has a close military relationship*
- *provide a space for people to congregate on major ceremonial occasions such as Anzac Day*
- *provide an opportunity to expand the scope of the National War Memorial to ensure it remains relevant*
- *contribute to New Zealanders' sense of 'national identity'*
- *recognise military conflicts currently not recognised in a 'national' Memorial, such as New Zealand's ongoing role in peace-keeping operations and the New Zealand Wars of the 1800s.”¹*

It is intended that the landscape design will provide a flexible space which will, over time, acquire symbolic significance as other memorials are introduced.

The Park sits within the wider context of the National War Memorial. The vision for Pukeahu is:

Pukeahu National War Memorial Park is the national place for New Zealanders to remember and reflect on this country's experience of war, military conflict and peacekeeping and how that experience shapes our ideals and sense of national identity.

Compliance with other policy documents:

Nothing in this policy will contradict the following documents:

Policy for Government Departments' Management of Historic Heritage, Ministry for Culture and Heritage, 2004

Heritage Management Guidelines, Ministry for Culture and Heritage, November 2005

This policy will be consistent with the Park Design Principles outlined in the National War Memorial Park (Pukeahu) Empowering Act 2012.

¹ National War Memorial Park (Pukeahu) Empowering Act 2012, Regulatory Impact Statement, p.2.

2. Purpose of the policy

The purpose of this policy is to:

- provide criteria to ensure that the design and construction of the Park align with the overall vision for Pukeahu National War Memorial Park (Pukeahu);
- provide for the selection, design and location of memorials within the Park;
- facilitate the use of the memorials, including ensuring public appreciation and understanding of the memorials;
- ensure that the care and maintenance of the memorials meets best practice; and
- ensure that the cultural and heritage values of the area, including Pukeahu, are retained and enhanced.

3. Scope of the policy

This policy applies to Pukeahu National War Memorial Park, which is also referred to as Zone 2. For the relationship of the policy to the overall organisation of Pukeahu National War Memorial Park, see Appendix One.

Definition of memorial

For the purposes of this document, memorials are permanent objects and include statues, plaques, monuments, and landscape features (including gardens) intended to perpetuate in a permanent manner the memory of an event in New Zealand history or an enduring relationship with another nation.

4. Memorials Advisory Group

The Chief Executive of the Ministry for Culture and Heritage (the Chief Executive) shall establish an interim Memorials Advisory Group to provide advice on the development and implementation of this policy. The Memorials Advisory Group will be composed of persons with suitable expertise who can represent the interests of the:

- National War Memorial Advisory Council
- New Zealand Defence Force
- Royal New Zealand Returned and Services Association
- Ministry of Foreign Affairs and Trade
- Wellington City Council
- Tangata Whenua
- Mana Whenua
- Ministry for Culture and Heritage

In addition and where required, the Chief Executive may appoint to the Memorials Advisory Group one or more experts considered to have appropriate skills and knowledge. The Chief Executive will appoint a chairperson.

The Memorials Advisory Group will provide:

- an overall strategy for selecting memorials, including a priority list of memorials, their possible location, and a timetable for their installation
- advice to the Chief Executive on the selection and design of memorials in the Park
- advice on site-specific guidelines for individual memorials
- advice to the Chief Executive on all issues pertaining to maintaining the dignity and sanctity of the Park.

To help it make an informed decision on the selection of memorials, the Memorials Advisory Group may seek advice from experts. The Memorials Advisory Group may form sub-committees for individual memorial projects.

Administrative support to the Memorials Advisory Group will be provided by the Ministry for Culture and Heritage.

5. Criteria for selection of memorials

Pukeahu National War Memorial Park has, as its centrepiece, the National War Memorial, the nation's principal memorial commemorating the shared experiences of New Zealanders in war, military conflict and peacekeeping.

In the selection of memorials for the Park, priority will be given to memorials reflecting New Zealanders' experiences of war, military conflict and peacekeeping, whether in New Zealand or overseas, and the enduring relationships forged between New Zealand and other nations as a result of these experiences.

The land in the Park is finite, so the number of memorials will also be finite. Planning and selection of memorials should also take into account future requirements of the Park, to the extent that these are known.

Mandatory criteria:

In undertaking an evaluation, the following factors must be taken into account:

- Any memorial must reflect the country/event's relationship to war, military conflict and peacekeeping, whether in New Zealand or in another country with which New Zealand has a close relationship; and
- With regard to an individual country's memorials, the country must have an enduring relationship with New Zealand; and

- A memorial must recognise collective efforts of national and/or international significance rather than those of individuals (it will not include regimental memorials, as these are already located at the National War Memorial); and
- No memorials should be erected until at least ten years have elapsed since the event to be commemorated. This will avoid decisions made in haste, and allow time for considered and careful selection of a site and the commissioning of the best design possible. Only in extraordinary circumstances will any exception to this rule be considered.

Supplementary criteria:

Once the mandatory criteria have been satisfied, the following factors may also be considered:

- The need to avoid unnecessary duplication of a memorial located elsewhere in New Zealand (including the National War Memorial – Zone 1); and/ or
- The potential for education – the extent to which the memorial can help inform the public about an important event or relationship; and/or
- The extent to which the memorial is inclusive (the number of people affected by the event), geographic coverage, and/or the prominence of the event. (Consideration should also be given to whether it would be more appropriate to commemorate the event in the region in which it occurred.)

6. Process for selecting and approving a memorial

Pukeahu National War Memorial Park is a special place for New Zealanders. As befitting the significance of the place, memorials should only be initiated by invitation from the New Zealand Government.

- Memorials will be initiated by Ministerial invitation only.
- The Chief Executive, following consultation with the Memorials Advisory Group, will recommend to the Minister that a party or parties should be invited to place a memorial in the Park. The Minister will inform other relevant Ministers of any proposed invitations, prior to a final decision being taken.
- Following a decision to accept a memorial in principle, the Chief Executive will work with the sponsor of the memorial, in consultation with the Memorial Advisory Group, to ensure that the design outcomes specified below are achieved.

- The Chief Executive will recommend that the Minister approve the final design of the memorial.

7. Design

Pukeahu National War Memorial Park is of enduring value. Memorials in the Park should be designed and built to the highest standard. This is to ensure that the memorials remain in situ for the benefit of future generations and enhance the significant legacy of Pukeahu

- The design of the memorial should be of the highest quality and regarded as having outstanding artistic merit.
- The memorial will be designed in such a way as to take into account the overall coherence of the Park and wider Pukeahu.
- The design should be compatible with the spirit and overall vision of Pukeahu.
- In the case of an individual country's memorial, the design should reflect the country of origin.
- Materials used should be durable, easy to maintain and replaceable if damaged.
- Landscape features associated with a memorial, such as plantings, should be compatible with the climate and the overall design of Pukeahu.
- The memorial should be physically accessible to all.
- The design should take into account the heritage values of any adjacent buildings or sites, including archaeological sites. The memorial should not interfere with or encroach on an existing memorial, or on adjacent areas already set aside for future memorials.
- The design should comply with all legal requirements, including the Building Act 2004, relevant health and safety requirements, and any planning requirements under the Wellington City Council's district plan.
- The Chief Executive will develop site-specific guidelines in consultation with relevant groups to ensure that the memorial meets the purposes of this policy. (For example, specific guidelines will be prepared for the New Zealand memorials, including a national New Zealand Wars Memorial).

8. Project implementation

Pukeahu National War Memorial Park is a public place for honouring and remembering New Zealanders' experiences of war, military conflict and peacekeeping, and the enduring relationships forged between New Zealand and other nations as a result of these experiences. Construction activities within the Park should cause minimal disruption to Pukeahu's functions and environs.

- Prior to the commencement of construction, agreements will be reached regarding the management of the place, including the perpetual care of the memorial and any associated costs. (Perpetual care includes regular inspection, regular maintenance, and repairs, insurance and responsibilities if the memorial is damaged beyond repair).
- The project documentation will include provision for:
 - making good any damage occurring during construction;
 - insurance; and
 - maintaining public access to the Park and public safety considerations.
- Obtaining the necessary consents is the responsibility of the sponsor, which will also be the consent holder, unless otherwise agreed.
- Sign-off for the project is the responsibility of the sponsor unless otherwise agreed.

9. Ownership and ongoing care

The memorials will form part of Pukeahu National War Memorial Park, and as such will be of great heritage value to New Zealanders. The memorials will be managed for the benefit of current and future generations according to principles of best practice.

- Each memorial will be offered to the New Zealand Government, which will accept ownership. The Ministry for Culture and Heritage will become the custodian and accept responsibility for coordinating, monitoring and maintaining the memorial.
- The Ministry for Culture and Heritage will establish and maintain a record of memorials. The record will contain the name, description, location (including GPS reference or physical measurement) and a digital image of each memorial.
- In carrying out repairs, materials matching the original should be used if they are available. Work to a high technical standard is good practice in some

circumstances, and may be required by the Building Code. Repair work should be supervised by the appropriate professional (such as a qualified conservation professional) to ensure that specified standards are met.

- All work should be recorded – including the extent, personnel, time and cost – and the records retained as part of the documentation of the memorial.
- Where necessary the appropriate professional guidance for heritage matters should be sought.
- A cyclical maintenance plan should be adopted, implemented and monitored to an appropriate standard. Where necessary, maintenance plans for individual memorials should be prepared (see Appendix Two).
- Some allowance should be made for the memorials to age appropriately and acquire a patina. This will depend on the materials used. Maintenance plans should be adjusted accordingly as memorials age.
- Relevant conservation guidelines prepared by organisations such as the New Zealand Historic Places Trust or the Department of Conservation should be used. The ICOMOS New Zealand Charter also provides useful guidance.

Risk management

- All memorials shall be assessed for potential risk from natural processes or events, and human-induced hazards. Where appropriate a risk management plan should be prepared. This plan should be aligned with the overall risk management plan for Pukeahu National War Memorial Park.

10. Relocation

The urban environment is subject to constant change. It may be deemed appropriate to relocate a memorial, either temporarily or permanently.

- The decision to relocate any memorial will be made by the Chief Executive in consultation with the sponsor and key stakeholders, including the Memorials Advisory Group. The Chief Executive reserves the right to take urgent action without consultation where there is an immediate hazard or some other emergency.
- The memorial will be relocated to a site of similar scale and visibility.

- Prior to any relocation, comments will be sought from the sponsor and these should be taken into account by the Chief Executive. The Ministry for Culture and Heritage will be responsible for the costs of relocation.
- Any relocation should comply with all legal requirements, including the Building Act 2004, relevant health and safety requirements, and any planning requirements under the Wellington City Council's district plan.

11. Communication of significance

The National War Memorial Park is a place for all New Zealanders.

Ceremonies/public events

- An overarching communications strategy is to be prepared for the Park to encourage the public to feel a sense of ownership and belonging.
- A communications strategy is to be prepared for each memorial outlining when and how events (including inauguration or unveiling ceremonies) will be commemorated. The strategy should be prepared in consultation with the sponsor and finalised prior to the completion of the memorial.
- Communications strategies are to be reviewed periodically.

Interpretation (websites, promotion)

- Interpretation must be sensitive to the overall design and therefore forms part of the overall design review process.
- In designing interpretation, consideration should be given to the following:

Suitability – will the interpretation improve the visitor experience; is the interpretation accessible? Could the site be interpreted more effectively off-site (via websites, phone apps, etc.)?

Avoidance of repetition – is there existing interpretation of the site?

Appropriateness – is the interpretation fit for purpose and culturally appropriate?

- Expert advice should be sought in the preparation of any interpretation.

- Relevant interpretation guidelines prepared by organisations such as the New Zealand Historic Places Trust and or the Department of Conservation should be used.

12. Administration of the policy

- The policy is to be maintained by the Ministry for Culture and Heritage.
- The final approved policy will be made available on the Ministry for Culture and Heritage's website as soon as practicable.
- The policy will be reviewed after three years, or earlier at the direction of the Chief Executive.

13. Definitions

For the purposes of this document, the following definitions apply:

Minister – Minister for Arts, Culture and Heritage

Chief Executive – Chief Executive of the Ministry for Culture and Heritage

Pukeahu National War Memorial Park refers to land defined in section 5 of the National War Memorial Park (Pukeahu) Empowering Act 2012 (see Appendix One). Pukeahu is divided into:

Zone One: The National War Memorial

This zone includes the Carillon, the Hall of Memories and the Tomb of the Unknown Warrior and will form the protected ceremonial heart of Pukeahu.

Zone Two: Pukeahu National War Memorial Park

The Park consists of three distinct areas:

1. Memorials from other nations and New Zealand
2. The Plaza (marae or atea) and the Australian Memorial
3. Tangata Whenua Gardens and Sculptures

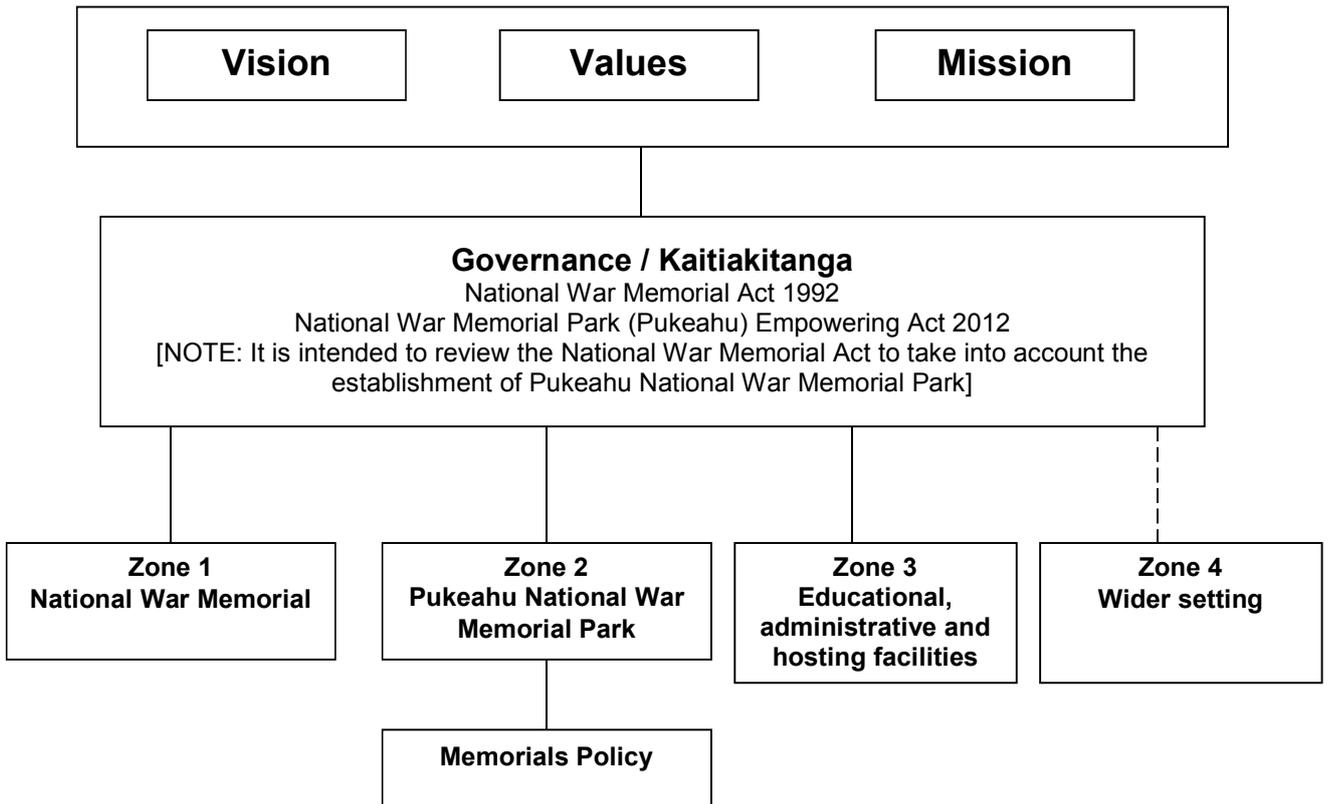
Zone Three: Educational, administrative and hosting facilities

Zone Four: The wider setting

This includes a boulevard linking Pukeahu to the city and waterfront. This area is outside Pukeahu but may provide other options for memorials.

Sponsor – a country or organisation responsible for commissioning a memorial.

Appendix One: Relationship of the policy to the overall Pukeahu National War Memorial Park



Appendix Two: Example of a maintenance plan

A well-maintained structure will be better used and enjoyed than one that is neglected; it will survive longer, and good upkeep will ensure that it is less likely to suffer damage in the event of a major storm or earthquake.

Implementing this maintenance programme will ensure that minor faults are identified early, thus avoiding the need for major repairs in the future.

An outline programme for inspections and maintenance is set out below.

As and when needed, to be done urgently

Remove graffiti and repair vandalism or accidental damage.

Housekeeping – Monthly

Carry out a check list of tasks and make a brief visual inspection to ensure that any faults or issues are identified and remedied as quickly as possible.

- Check and repair any obvious damage, such as badly scratched or damaged external fabric.
- Attend to any site works necessary; ensure surrounding vegetation is kept under control and well clear of the structure. Ensure ground levels are kept as low as possible around the structure.

Annually

- Wash the exterior of the structure, including bronze work, marble and flat surfaces.
- Look for cracks or displacement in facings.
- Inspect internal spaces (where relevant), specifically for signs of water ingress and/or deterioration of fabric. Clean and make good any loose or discoloured fabric.
- Ensure all adjacent vegetation is kept low and keep ground levels as low as possible – for example, reduce any build-up in garden beds, etc.

Plan and carry out other maintenance and repair tasks as necessary.