

Responsible Directorate	Community Development
Responsible Business Unit/s	Community Services
Responsible Officer	Manager Community Services
Affected Business Unit/s	Community Services

Objective

The Stirling History Collection represents the distinctive cultural identity of the City of Stirling, both past and present. The objective of this policy is to provide a framework within which to develop, organise, maintain and make available a permanent collection of materials, both retrospective and current, in a variety of formats, which relate to the past and present of the City of Stirling.

Scope

This policy extends to staff and volunteers involved in the management of the Stirling History Collection.

Policy

Collection Includes:

- Memorabilia
- Newspapers
- Photographs
- Community History
- Oral History
- All artefacts, objects and records housed within the Mount Flora Regional Museum

Memorabilia

The Memorabilia Collection contains the gifts presented to the City of Stirling. These gifts include objects, trophies, plaque crests, awards, medals, badges, coins, or certificates accepted by a Council representative in the course of conducting Council business.

It also includes objects used by staff or councillors in the course of conducting Council business, deemed significant to preserve for posterity, such as the City of Stirling seals, framed photographs of councillors past and present, promotional material and equipment.

Items from the Memorabilia Collection may be displayed in purpose built showcases, and at various public and staff areas throughout the City of Stirling Administration building.

Newspapers

The Newspaper Collection includes articles from local and state newspapers, dating from 1930's to the current year. The articles collected provide an ongoing history of the many events, activities, issues, people and places for the City of Stirling.

Currently newspaper articles are taken from:

- The West Australian
- Community Newspapers as appropriate

Articles collected relate to Council news and activities, residents activities and biographies, community development and its issues; historical articles, sporting clubs, community organisations, theatre and other public performances, selected local business information, selected housing styles and practising architects, and real estate development sites within the precincts of the City of Stirling.

Photographs

The Stirling Photograph Collection has developed from donations from private collections, in-house photography, copies made from originals, and donations from the City of Stirling Customer and Communications Business Unit.

Donors must complete a donation form for legal purposes, and to gather significance and provenance information.

Items in the collection are in following formats: studio photographs, instant camera prints, CDs, negatives and slides.

The Photograph Collection consists of photographs relating to:

- Early suburb development
- The Perth Road Board, the Shire of Perth, and the City of Stirling
- Buildings and housing
- Recreation facilities
- City of Stirling workers carrying out their duties
- Streetscapes, parks and reserves

Photographs will be scanned, digitised and made available to the community via the City of Stirling Library catalogue.

Copies of images will provided at a fee per photograph.

Community History

Community History collection includes:

- Books both purchased and donated
- Reports
- CD's
- Videos
- DVD's
- Biographies
- Oral histories
- Digital records

The Community History Collection includes an archive with historical information and ephemera from businesses, schools, churches, community and sporting groups, events, places, buildings and people.

Copyright

The Stirling History Collection supports and upholds the rights of copyright owners as documented in the *Commonwealth Copyright Act 1968*.

Definitions

Archives are a collection of documents and records that contain historical information. This includes the papers of individuals and organisations, letters, and diaries.

Ephemera refer to printed materials that were only meant to be used for a short time. They may have been printed to use for a day, event or promotion. This would include menus, tickets, invitations, programs, posters and advertisements, and other various items.

Oral History refers to recorded historical information obtained in interviews concerning personal experiences and recollections.

Stirling History Thesaurus is an alphabetical list of subject headings adapted to the requirements of the City of Stirling. This is a working document where headings are added as required.

Relevant management practices/documents

Stirling History Collection Management Practice

Legislation/local law requirements

Censorship Act 1996

Commonwealth Copyright Act 1968

Museum Australia Inc. Code of Ethics 1999

National Standards for Australian Museums and Galleries

Significance 2.0: a guide to assessing the significance of collections

The Burra Charter, 1999

Office use only

Relevant delegations	Not applicable			
Initial Council adoption	Date	30 October 2012	Resolution #	1012/071
Last reviewed	Date	26 May 2020	Resolution #	0520/027
Next review due	Date	2021		