

# INTERSECTIONS IN PLACE

## Checklist for Councils and Developers

Intersectional, Gender-Inclusive Place Naming and Commemoration

Use this checklist at each stage of a naming project

### How to use this checklist

Work through each stage in order as your naming project progresses. Tick items as they are completed. Items marked 'if applicable' apply only where the specific circumstance is relevant to your project.

This checklist is a companion to the **Intersections in Place Guideline**, which provides the full principles, community-specific guidance and implementation strategies behind each item.

### Stage 1

### Governance & Commitment



**Gender equity is an explicit project objective**

State this in project briefs, terms of reference and public communications from the outset



**Intersectional inclusion is embedded in selection criteria**

Criteria should require consideration of women from First Nations, CALD, LGBTIQ+, disability and diverse socio-economic backgrounds



**Resources are allocated for meaningful community engagement**

Include budget for translation, facilitation, accessible venues, capacity-building and cultural protocols



**Transparent decision-making process is published before nominations open**

Communities deserve to know how decisions will be made before they invest time in nominating

### Stage 2

### Community Engagement

#### First Nations



**Traditional Owners and Custodians engaged at project outset, before public consultation begins**

Engagement with Registered Aboriginal Parties (RAPs), Elders and community representatives is a critical cultural requirement and, in some circumstances, a legal requirement



**Cultural protocols confirmed with relevant Traditional Owner groups**

Understand community-specific requirements for consent, timing, language and cultural safety before proceeding

#### Culturally and Linguistically Diverse (CALD) women



**CALD women's groups and multicultural community organisations consulted**

Use multilingual outreach. Do not rely only on English-language channels or established community structures

<input type="checkbox"/>	<p><b>Translation and facilitation provided where needed</b></p> <p>Passive open calls exclude the communities most likely to be underrepresented</p>
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### LGBTIQA+ women

<input type="checkbox"/>	<p><b>LGBTIQA+ women’s groups and queer community organisations consulted</b></p> <p>Create safe, affirming consultation spaces, not token inclusion in a general forum</p>
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<input type="checkbox"/>	<p><b>Intersectional identities within LGBTIQ+ communities acknowledged</b></p> <p>Many LGBTIQA+ women also identify as First Nations, CALD, or have disabilities. Engagement must reflect this complexity</p>
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### Women with disabilities

<input type="checkbox"/>	<p><b>Disability advocacy groups and self-advocacy organisations consulted</b></p> <p>Partner with Women With Disabilities Victoria and allied groups to identify women whose contributions have shaped disability rights and access</p>
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<input type="checkbox"/>	<p><b>Consultation process is fully accessible</b></p> <p>Physical venues, digital platforms, materials and communications must all meet accessibility requirements</p>
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### Women from diverse socio-economic backgrounds

<input type="checkbox"/>	<p><b>Working-class, labour movement and community organising histories included in scope</b></p> <p>Neighbourhood houses, union affiliates, community legal centres and housing cooperatives are key partners here</p>
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<input type="checkbox"/>	<p><b>Outreach methods designed to reach low-income neighbourhoods and informal networks</b></p> <p>Formal processes tend to favour voices that are already heard – active outreach is needed to counter this</p>
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### Engagement methods

<input type="checkbox"/>	<p><b>Engagement methods are accessible and culturally safe across all communities</b></p>
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<input type="checkbox"/>	<p><b>Interpreting and captioning provided at consultation events</b> (if applicable)</p>
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<input type="checkbox"/>	<p><b>Online participation options available for those unable to attend in person</b> (if applicable)</p>
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## Stage 3 Nomination Process

<input type="checkbox"/>	<p><b>Open call for nominations published through multiple and multilingual channels</b></p> <p>Rely on more than a single council website – use community radio, ethnic press, local networks and face-to-face outreach</p>
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<input type="checkbox"/>	<p><b>Active support provided for communities needing assistance to prepare nominations</b></p> <p>Provide templates, facilitation, biography support and translation. Do not assume all communities can engage with a standard online form</p>
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**Multilingual nomination options available** (if applicable)

**Cultural consent obtained where required before nomination is progressed**  
For First Nations nominations, Traditional Owner consent must come before public consultation, not after

**Stage 4 Selection Criteria**

**Criteria explicitly prioritise women's recognition, aligned with the Victorian Government's current 70% target for commemorative naming**  
This is both a government requirement and a meaningful commitment to gender equity

**Criteria value intersectional identities and explicitly encourage nominations from underrepresented groups**  
Women's contributions look different across communities. Criteria must reflect this, not apply a single standard of 'significance'

**Unpaid, community and care work is recognised as qualifying contribution**  
Much of women's most significant work has been in community, family and care roles. Selection criteria must not privilege formally recognised or credentialed achievement only

**Local relevance is demonstrated for each nomination**  
Victoria's naming rules require a demonstrable link to place — this applies here too

**Criteria designed to avoid duplication and tokenism**  
Ensure diverse communities are represented in depth, not just with a single representative name

**Stage 5 Cultural Safety**

**Indigenous naming protocols followed throughout, including timeline and consent requirements**  
Cultural safety cannot be retrofitted at the end of a process — it must be built in from the start

**Intellectual property of communities and families is respected**  
Stories, names and cultural knowledge belong to communities. They are not assets for an organisation to use without explicit consent

**Community ownership of stories acknowledged in any published materials**  
Attribution, credit and ongoing control of narratives must be agreed with communities before publication

**Stage 6 Accessibility**

**All project information available in accessible formats**  
Plain language versions, Easy Read, audio, large print and screen-reader-compatible digital formats

**All consultation venues are physically accessible**  
Check access for mobility aids, hearing loops, accessible parking and public transport links

- Online platforms and digital nomination tools meet WCAG 2.1 accessibility standards**
- Interpreting and captioning provided at all public events** (if applicable)
- Signage and interpretive materials for final commemoration are universally accessible**  
Co-design signage, art and wayfinding with people with disability, not just to the standard required by regulations

**Stage 7**      **Decision & Approval**

- Community feedback is genuinely incorporated into the final decision**  
Document how feedback influenced the outcome — not just that feedback was received
- Advisory or assessment group includes representatives of diverse women's communities**  
Representatives should be genuine decision-makers, not token consultees. They should be compensated for their time
- Rationale for the final decision is published publicly**  
Communities deserve to understand why a particular name was chosen, and why others were not selected at this time
- Unsuccessful nominees are notified and their nominations retained for future rounds**  
A nomination that is not selected now is not necessarily rejected — make this clear to nominators

**Notes on decision rationale**

**Nominees not selected — retained for:**

**Stage 8**      **Commemoration Design**

- Interpretive material developed and included alongside the place name or artwork**  
A name without context does little to restore memory or change understanding — signage, plaques and digital stories all add depth
- Language in interpretive material reflects the voice and words of the community**  
Co-develop text with family and community. Do not write about women's lives without their input
- Artwork, signage and wayfinding co-designed for universal accessibility**  
Involve people with disability in design review before final approval
- Educational resources developed for schools, libraries and community centres** (if applicable)
- Digital story, biography or Finding Her map entry developed to accompany the physical commemoration** (if applicable)  
Contact Her Place Women's Museum to discuss inclusion on the Finding Her digital map

**Stage 9**      **Monitoring and Reporting**

Monitoring item	On track <input type="checkbox"/>	In progress <input type="checkbox"/>	Not started <input type="checkbox"/>
Gender balance of names tracked — proportion named after women recorded	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Intersectional representation tracked — demographic profile of named persons documented	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Community consultation records maintained and available for review	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Objections received and responses documented	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Outcomes publicly reported — including demographic data and community feedback	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Advisory panel composition reviewed for ongoing diversity	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

<b>Reporting schedule / next review date</b>	
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<b>Person responsible for monitoring</b>	
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<b>Project name</b>	
<b>Council / organisation</b>	
<b>Project lead / contact</b>	
<b>Date checklist completed</b>	

**Support and partnership**

Her Place Women’s Museum is available to support councils, developers and community organisations at any stage of this checklist. We offer research, consultation support, community connections, biography preparation, and cultural guidance.

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**Related document:** Intersections in Place Guideline · Finding Her Place — Guide to Commemoration · GNV Submission Readiness Checklist · Finding Her Nomination Submission Form · Cultural Protocols Framework