

FINDING HER @ HER PLACE

Resource Suite — Introductory Guide

For communities, councils, developers, researchers and advocates

Her Place Women's Museum · findingher.org.au

Women have shaped Victoria — its communities, institutions, environment and culture. Yet historically, fewer than one in five public places have been named after women.

Her Place Women's Museum is committed to changing that. This resource suite is designed to help anyone — from community members and families to councils and developers — understand how to honour women through public commemoration and why doing so is a matter of justice.

The documents in this suite guide you through every stage of the process: from understanding commemorative equity, to preparing a formal naming proposal, to writing a biography and getting a woman's story onto the Finding Her digital map.

1 Why commemorative justice matters

Public commemoration is not merely a cultural gesture — it is an act of recognition with real consequences for how communities understand themselves, who they see as significant, and whose stories are passed on to future generations.

When the names on our streets, parks and public places reflect only a narrow slice of the community — overwhelmingly men, often from a single cultural background — those omissions are not neutral. They send a signal about whose lives matter, whose contributions count, and who belongs in public life.

Commemorative justice means actively repairing those omissions. It means asking: whose stories have been lost or overlooked? Which communities have been excluded from the historical record? What would our shared spaces look like if they honestly reflected the full range of people who built them?

Victoria's 70% target

The Victorian Government has made a commitment to name 70% of all new public places after women by 2027. This target is both a government requirement and a recognition that meaningful gender equity in public space cannot be achieved without deliberate structural change. The Gender Equality Act 2020 reinforces this, requiring public sector organisations to consider intersectional gender equality outcomes across race, culture, ability, sexuality, class and other identities.

Important note: This resource suite has been developed by Her Place Women's Museum to support gender-inclusive commemoration practices. It does not replace statutory requirements, [the Naming rules for places in Victoria](#), or advice provided by Geographic Names Victoria.

Commemorative justice also means recognising that ‘women’ is not a single, uniform group. First Nations women, women from culturally and linguistically diverse backgrounds, LGBTIQ+ women, women with disabilities, and women from diverse socio-economic backgrounds have all made profound contributions that have been systematically underrepresented in public commemoration. Addressing this requires intersectional thinking – not just counting women, but asking which women, and why.

Her Place Women’s Museum and the Finding Her project exist to support exactly this kind of change – providing practical tools, research support and community connections to help individuals, organisations and governing bodies put women’s names and stories where they belong: in the fabric of public life.

2 What this resource suite contains

The Finding Her resource suite brings together ten documents designed to support stakeholders involved in commemorative place naming and women’s recognition in Victoria and beyond. Each document serves a specific purpose within the commemoration process and is designed to work together.

Document	Primary audience	Purpose
Finding Her Place – Guide to Commemoration	Individuals, families, community groups	Introduces all forms of public commemoration, explains eligibility criteria, and guides readers through five steps to building a strong nomination.
Finding Her Nomination Submission Form	Anyone nominating an existing site	The form used to nominate an existing public commemoration – a road, mural, plaque or park – for inclusion on the Finding Her digital map.
Finding Her Nomination Assessment Checklist	Her Place staff, internal panels	Internal review tool for assessing whether a nomination meets the mandatory eligibility and significance criteria for the Finding Her map.
Biography Template	Researchers, families, community contributors	A structured form for documenting a woman’s life, achievements, learning and legacy in preparation for any commemoration purpose.
Biography Research Guidance	Researchers, volunteers, contributors	Companion guide to the Biography Data Collection Form. Explains how to approach research, handle permissions, address bias and write with care.
GNV Submission Readiness Checklist	Councils, developers, naming authorities	Prepares a checklist against geographic naming proposal for lodgement with Geographic Names Victoria (GNV) via the Vicmap Editing Service.

Intersections in Place — Guideline	Councils, developers, naming authorities	A guideline for intersectional, gender-inclusive place naming. Provides six principles, community-specific guidance and implementation strategies.
Intersections in Place — Checklist	Councils, developers, naming authorities	A practical working checklist for applying the Intersections in Place Guideline at each stage of a naming project, from governance to monitoring.
Family Invitation Letter Template	Councils and developers	Template for approaching families on behalf of an organisation where privacy laws prevent Her Place from making direct contact. Customisable for any site.
Cultural Protocols Framework	Councils, developers, researchers, families	Guidance on ethical engagement with First Nations communities, families and cultural custodians throughout any commemoration project. Covers permission, consent, cultural safety and dispute resolution.

◆ How to use this suite

If you are new to commemoration, start with Finding Her Place — Guide to Commemoration. If you are a council or developer preparing a formal GNV submission, begin with the GNV Submission Readiness Checklist and the Intersections in Place Guideline. If your project involves First Nations women or communities, consult the Cultural Protocols Framework first — it should inform every stage of your work. If you are researching a woman's biography, use the Biography Template and Biography Research Guidance together. All documents reference each other and are intended to be used together.

3 Beyond place naming — other ways to commemorate women

Formal place naming is one of the most visible and enduring forms of public commemoration — but it is not the only one. Naming processes can take time, require council approval, and may not always be possible or immediately appropriate. There are many other meaningful ways to honour women's contributions and build towards greater gender equity in public life.

Public artworks and physical markers

- ◆ Murals commissioned in public spaces, celebrating women's lives and stories
- ◆ Sculptures and outdoor installations that honour women as subjects, not muses
- ◆ Memorial stones, honour boards and outdoor plaques in parks, libraries, civic buildings and community centres
- ◆ Interpretive signage co-designed with communities to provide context alongside existing commemorations

Digital storytelling and archives

- ◆ Inclusion on the Finding Her digital map – a QR-linked biography at the site of a physical commemoration
- ◆ Online oral history collections, podcast series and community archives that preserve women's voices in their own words
- ◆ Social media campaigns and digital exhibitions that bring overlooked histories to new audiences
- ◆ Wikipedia editing initiatives – improving and creating pages for women whose online presence is absent or thin

Exhibitions, Events and living recognition

- ◆ Annual or periodic women's honour events hosted by councils, community organisations or cultural institutions
- ◆ Named lectureships, scholarships, awards and prizes that keep a woman's legacy active and inspiring
- ◆ Library and school programs named in a woman's honour, connecting her story to the ongoing work she cared about
- ◆ Community exhibitions held at local libraries, neighbourhood houses and galleries

Institutional and organisational recognition

- ◆ Naming rooms, wings, facilities or community spaces within existing buildings
- ◆ Adding women's portraits and histories to public buildings, council chambers and civic halls
- ◆ Updating internal naming policies so that future infrastructure automatically reflects gender equity goals
- ◆ Publishing gender equity audits of existing commemorations and committing publicly to redressing imbalances

Education and cultural change

- ◆ Curriculum resources for schools that teach local women's history alongside the standard historical record
- ◆ Community heritage walks and maps that highlight sites connected to women's stories, even where no formal name exists
- ◆ First Nations-led cultural programs that restore women's roles in Country, language and lore to public visibility
- ◆ Supporting CALD community-led history projects that document the contributions of migrant and refugee women

◆ **Commemoration is not a single moment**

The most powerful commemorations are those embedded in living community practice – not just a name on a sign, but a story told, retold and kept alive through events, education, art and ongoing care. Wherever possible, pair a physical or formal commemoration with interpretive materials, digital stories and community programs. A name without context does little to restore memory or change understanding.

4 How Her Place Women’s Museum can help

Her Place Women’s Museum is available to support individuals, families, community groups, councils and developers at every stage of the commemoration process. Our Finding Her Research Hub brings together expertise in Australian women’s history, gender equity and public commemoration with practical, on-the-ground project support.

Research & documentation	In-depth biographical research, fact-checking, source verification and intersectional historical analysis – including for women whose stories are underrepresented in mainstream archives.
Biography preparation	Expert support in writing, reviewing and finalising biographies for Finding Her map publication, GNV submissions and public commemoration projects.
Family engagement	Guidance and templates for approaching and involving families, with sensitivity to grief and cultural protocols.
First Nations consultation	Support for nominations involving First Nations women, including guidance on identifying and approaching the right Traditional Owner groups and Registered Aboriginal Parties (RAPs).
Nomination support	Practical advice on completing nomination forms, preparing evidence packages and working with naming authorities, councils and other bodies.
Public visibility	Projects supported by Her Place may be featured on the Finding Her digital map or in exhibitions at Abbotsford Convent, amplifying women’s stories across Victoria.
Workshops & training	Gender-based and intersectional place naming, exhibitions and commemoration workshops for councils, developers and community organisations. Includes preparation, delivery and follow-up materials.
Exhibition services	Professionally curated exhibitions at Her Place Women’s Museum at Abbotsford Convent or at metro and regional venues. Developed in consultation with clients and communities to bring women’s stories to life.

Get in touch – we are here to help

Whether you are at the very beginning — with just an idea and a name — or well into a nomination with research in hand, Her Place Women’s Museum can help you take the next step.

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Disclaimer: The Resource Suite provides guidance from Her Place Women’s Museum and does not constitute statutory or regulatory advice.

Documents in this suite

Finding Her Place — Guide to Commemoration · Finding Her Nomination Submission Form · Finding Her Nomination Assessment Checklist · Biography Template · Biography Research Guidance · GNV Submission Readiness Checklist · Intersections in Place — Guideline · Intersections in Place — Checklist · Family Invitation Letter Template · Cultural Protocols Framework