

REFLECT

Reconciliation Action Plan (RAP)

February 2022-February 2023

Playgroup Victoria Board Chair Statement



Chair of the Board
Felicity Dunn

On behalf of everyone at Playgroup Victoria, I humbly present our first, endorsed Reflect Reconciliation Action Plan (RAP). This RAP is our first step towards embedding the intrinsic knowledge and connection to Country First Nations peoples have, and have had for tens of thousands of years, in all that we say and do with and for all families throughout Victoria.

Through the Vision of our RAP, we look forward to strengthening our relationships with Aboriginal and Torres Strait Islander peoples. This includes developing our understanding and recognition of First Nations' cultures and languages in all our work. We have much to learn about First Nations' cultures and perspectives – Playgroup Victoria has been in existence for almost 50 years, but Aboriginal and Torres Strait Islander families have been raising children and supporting new parents through friendship for tens of thousands of years. Through partnerships, inclusive practice and consultation we aim to create opportunities for the sharing of Aboriginal and Torres Strait Islander peoples' stories and knowledge for all playgroups. It is through deepening our

understanding and honouring the knowledge and perspectives of First Nations' Peoples that we hope to play a part in reconciliation.

Our words in this RAP will be translated into action through a holistic model that at its core guarantees each child, parent and carers' unique strengths and potential is treated with respect and dignity. Our RAP's actions focus on Relationships, Respect, Opportunities and Governance. Each action will support us to ensure that when we look back in the coming years, we will be able to celebrate our achievements, together with Aboriginal and Torres Strait Islander peoples.

I commend this RAP to you and encourage you to become engaged through your words and actions with your families and in your playgroups. It is through this that we can move to real reconciliation with and for First Nations Peoples.

Felicity Dunn
Chair
Board of Management

Reconciliation Australia CEO statement



Chief Executive Officer
Karen Mundine

Reconciliation Australia welcomes Playgroup Victoria to the Reconciliation Action Plan (RAP) program with the formal endorsement of its inaugural Reflect RAP.

Playgroup Victoria joins a network of more than 1,100 corporate, government, and not-for-profit organisations that have made a formal commitment to reconciliation through the RAP program.

Since 2006, RAPs have provided a framework for organisations to leverage their structures and diverse spheres of influence to support the national reconciliation movement. The program's potential for impact is greater than ever, with close to 3 million people now working or studying in an organisation with a RAP.

The four RAP types — Reflect, Innovate, Stretch and Elevate — allow RAP partners to continuously develop and strengthen reconciliation commitments in new ways. This Reflect RAP will lay the foundations, priming the workplace for future RAPs and reconciliation initiatives.

The RAP program's strength is its framework of relationships, respect, and opportunities, allowing an organisation to strategically set its reconciliation commitments in line with its own business objectives, for the most effective outcomes.

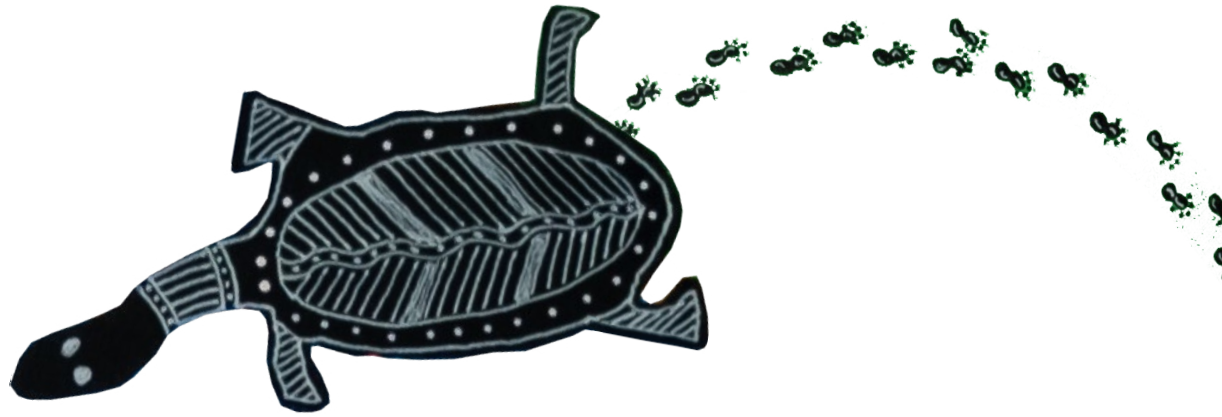
These outcomes contribute towards the five dimensions of reconciliation: race relations; equality and equity; institutional integrity; unity; and historical acceptance.

It is critical to not only uphold all five dimensions of reconciliation, but also increase awareness of Aboriginal and Torres Strait Islander cultures, histories, knowledge, and leadership across all sectors of Australian society.

This Reflect RAP enables Playgroup Victoria to deepen its understanding of its sphere of influence and the unique contribution it can make to lead progress across the five dimensions. Getting these first steps right will ensure the sustainability of future RAPs and reconciliation initiatives, and provide meaningful impact toward Australia's reconciliation journey.

Congratulations Playgroup Victoria, welcome to the RAP program, and I look forward to following your reconciliation journey in the years to come.

Karen Mundine
Chief Executive Officer
Reconciliation Australia



Our Business

Our Purpose:

Playgroup Victoria is committed to helping all Victorians value and benefit from playgroup. We advocate to diverse stakeholders for playgroup to be recognised as integral to learning, development and wellbeing during early childhood. We support the empowerment of families to create community and nurture children through relationships and play. We are engaged in research and evaluation of playgroup impact. We utilise a community development approach to assist and support playgroups. We promote inclusive practices to improve access and participation for all children and families, focusing on children with disabilities, Aboriginal and Torres Strait Islander children and children from CALD backgrounds.

Our Staff:

As of December 2021, we had 47 paid staff, including part-time staff and casual staff, plus eight volunteers. Currently we have no staff members who identify as Aboriginal and/or Torres Strait Islander.

Playgroup Development Team

- To continually improve access to and increase participation in playgroups through working in partnership with communities.
- Supporting the development of innovative playgroup models to meet local need.
- Building and maintaining professional partnerships at a local level to support the advocacy of the playgroup platform.
- Coordinate and facilitate Community of Practice and support networks for DFFH supported playgroup facilitators.

Inclusion Team

- Providing PlayConnect playgroups which provide opportunities for children with Autism Spectrum Disorder (ASD), developmental delay, or behavioural concerns to engage in appropriate and supported play.
- Provision of MyTime groups, supporting parents / carers who have children with disabilities, behavioural and medical concerns.
- Providing disability inclusion support to community playgroups
- Establishing relationships with Aboriginal and Torres Strait Islander and Culturally and Linguistically Diverse (CALD) organisations to develop and support playgroups that are welcoming and culturally safe.

Practice and Advocacy Team

- Developing and providing a continual improvement approach to playgroup practice, new initiatives, research, frameworks, and guides.
- Developing and consulting on appropriate resources for the variety of playgroup models.
- Writing grant applications for playgroup programs and projects that are aligned with our Strategic Directions.
- Presentations to external conferences.
- Delivery of Peep Learning Together training and supporting Peep LTP implementation in early years and family sectors
- Development and delivery of supported playgroup facilitator training.

Marketing, Communications and Membership Team

- Disseminate the value and benefits of playgroup through media, website, email marketing, social media, blog posts, podcast, events, resources, and marketing opportunities.
- Building Membership base by reducing barriers and creating opportunities for all families to participate in playgroup via ongoing promotion and advocacy, relationship building and local playgroup events.
- Developing comprehensive database of playgroups.
- Building and creating inclusive, diverse, and interactive content that speaks to families, carers and communities.

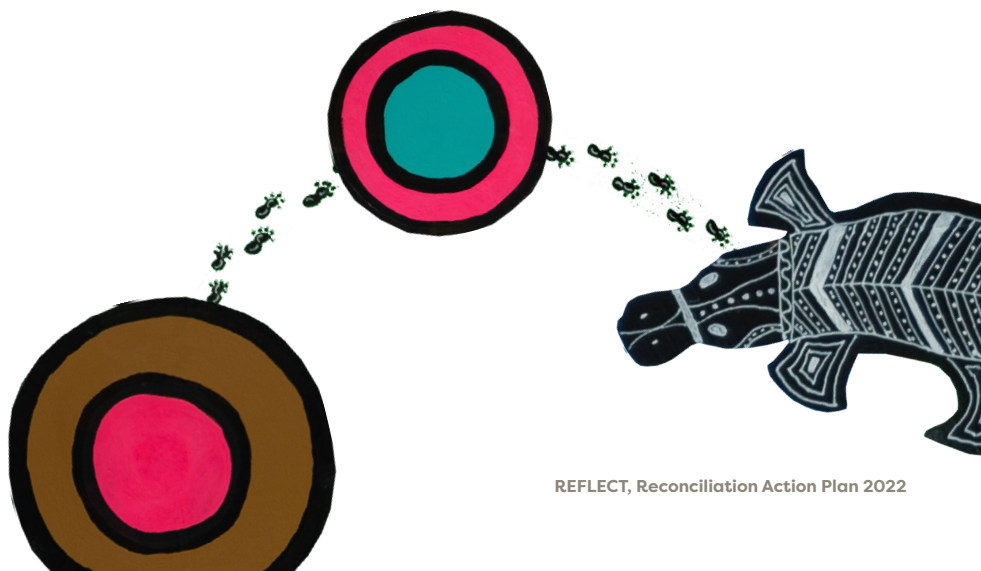
Corporate Services Team

- Provides operational oversight and support.
- Maintains all policies and procedures.
- Support to the Board of Governance including coordinating the governance schedule.
- Coordination and delivery of all financial services including payroll, legislative and audit requirements.
- Coordination of IT requirements and support.
- Coordinates adherence to workplace legislation and OHS.
- Coordination all HR policies and processes.

We have one main office in Melbourne; however, we have staff who work across Victoria in a range of community venues.

Geographic Reach:

We have a state-wide reach. We work in close collaboration with the other state and territory playgroup associations sharing content and so forth. Therefore, some of our work has national reach.





Our RAP

Position Statement

The Playgroup Victoria Reconciliation Action Plan recognises the important relationships Playgroup Victoria has with Aboriginal and Torres Strait Islander peoples and pay respect to Elders past, present and future. Reconciliation is an important part of our history. First Nations peoples and cultures are an indelible part of Australian life, land and national identity. Playgroup Victoria is committed to embedding First Nations peoples' histories, cultures, knowledge and perspectives in our work as an organisation, in our work with stakeholders and with playgroups.

As an inclusive, community minded and culturally led organisation, we are committed to creating awareness of the value of what Aboriginal and Torres Strait Islander peoples bring to our life and culture. Playgroup Victoria is committed to forming meaningful, authentic, equal and trusted partnerships with the Aboriginal and Torres Strait Islander communities in Victoria. We commit to walk hand-in-hand with Aboriginal and Torres Strait Islander peoples, ensuring the voices of First Nations peoples are respected, valued, heard and influential throughout the work that we do.

As part of our commitment to Reconciliation, Playgroup Victoria supports an equitable Australia where Aboriginal and Torres Strait Islander families and children have the same life opportunities as all Australians. Together with Aboriginal and Torres Strait Islander peoples we will seek to create opportunities to advocate for reconciliation, embedding inclusion practices in our ethos and actions.

We are committed to consulting with First Nations peoples, creating safe and welcoming spaces for Aboriginal and Torres Strait Islander peoples to tell their stories, share their histories, culture and languages. We are committed to creating opportunities for First Nations peoples to share their viewpoints and contribute to the meaningful development of resources and Acknowledgement of Country in the form of training, artworks, music, community events and playgroup practices throughout Victoria. We welcome First Nations parents and families to share their stories, songs, knowledge, culture and activities in safe playgroup spaces and at playgroup community events.

This Reconciliation Action Plan outlines the active steps that the Playgroup Victoria organisation will take with Aboriginal and Torres Strait Islander peoples to build meaningful relationships, supporting best practice and advocating for inclusive spaces that respect the history, culture and perspectives of First Nations peoples. Together with Aboriginal and Torres Strait Islander peoples we are committed to building positive and reciprocal relationships, sharing a mutually respected path to the future.

Our Vision

To strengthen our relationships with Aboriginal and Torres Strait Islander peoples, embedding First Nations histories, cultures, languages, knowledge and perspectives in our work.

To create safe and inclusive spaces for Aboriginal and Torres Strait Islander peoples to tell their stories, share their histories, cultures, stories and languages.

To have meaningful relationships with Aboriginal and Torres Strait Islander peoples, acknowledging the value and importance of First Nations peoples' histories, languages, cultures, knowledge and perspectives, embedding this in our work, our work with stakeholders and with playgroups.

Playgroup Victoria is committed to reconciliation and welcomes all Aboriginal and Torres Strait Islander families and children and values their knowledge and perspectives.

Why is Playgroup Victoria developing a RAP?

There was unanimous agreement from the staff, Management Team and Board, that Playgroup Victoria's position is to support reconciliation.

Development of a Reconciliation Action Plan (RAP) has the ability to make everyone in the playgroup community and beyond aware of Aboriginal and Torres Strait Islander peoples' cultures and knowledge and to restore justice and equality.

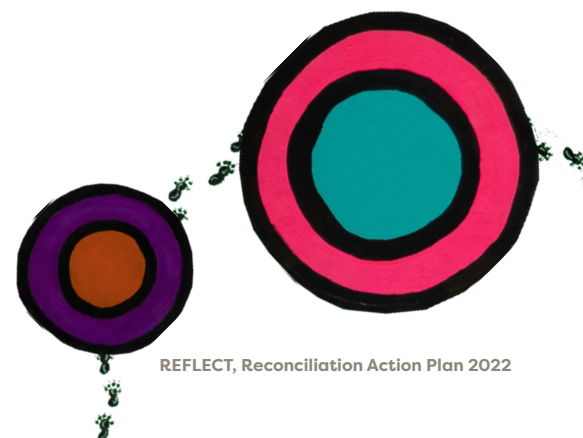
Reconciliation with our First Nations people is important to our history and should be Included in the work that we do as an organisation, with our stakeholders and at our playgroups and to look at how we can create awareness of the value of what Aboriginal and Torres Strait Islander culture can bring into daily activities.

In line with the Child Safe standards, Playgroup Victoria is committed to the cultural safety of all our constituents, including Aboriginal and Torres Strait Islander children, children from culturally and linguistically diverse backgrounds and children with a disability.

Playgroup Victoria is committed to reducing the barriers faced by Aboriginal and Torres Strait Islander peoples and is committed to creating opportunities for families to participate in playgroup. Playgroup Victoria supports the "Closing the Gap" National strategy, developed and introduced by the Federal Government in 2008. One of the strategies aims to increase and encourage access to early childhood education.

Our Aims:

- **To share** the significant histories, knowledge, cultures, stories, and places of Aboriginal and Torres Strait Islander areas that playgroups are in
- **To walk hand-in-hand** with Aboriginal and Torres Strait Islander peoples
- **To create partnerships** with Aboriginal and Torres Strait Islander agencies and organisations to develop joint playgroups, partnerships and practices.
- **To work with Aboriginal and Torres Strait Islander peoples** to incorporate their knowledge, histories and cultures into the fabric of our playgroup communities.
- **To create a culturally inclusive workplace** where everyone feels welcome and is respected. We aim to welcome and embrace difference, representing our communities in culture, background, age, ability, skills and experience.
- **Promoting inclusive practice** in playgroups to ensure that all students can access playgroup and have opportunities to engage, learn, develop, find a sense of belonging and grow.
- **To create resources in consultation** with Aboriginal and Torres Strait Islander services that playgroups can use to embed reconciliation and inclusion practices such as artwork, training, articles and interviews.
- **To advocate for Aboriginal and Torres Strait Islander reconciliation** through our sphere of influence
- **To create opportunities** for Aboriginal and Torres Strait Islander families to share their stories, cultures, viewpoints, knowledge and perspectives at playgroups and at playgroup events.
- **To support Aboriginal and Torres Strait Islander children and families** to improve outcomes.
- **To form authentic, equal and trusted partnerships** with the Aboriginal and Torres Strait Islander Communities in Victoria
- **To work with Aboriginal and Torres Strait Islander peoples** and share their knowledge and perspectives to strengthen relationships and build understanding.



- **To create safe inclusive spaces** where First Nations peoples feel safe, welcome and their cultures and histories recognised.
- **Update resources and materials** to include Aboriginal and Torres Strait Islander content
- **Compile a list of training options** available with relevant links on our website.
- **Develop support packs for playgroups** with NAIDOC Week resources
- **To share/disseminate information about Child Safe Standards** with playgroups, playgroup professionals and stakeholders through our communications and resources. We commit to embedding culturally safe practices.
- **We are committed to incorporating the Victorian Early Years Learning and Development Framework** in our practice, acknowledging, recognising and respecting “Aboriginal cultures and their unique place in the heritage and future of Victoria. Learning about and valuing the place of Aboriginal people will enhance all Victorian children’s sense of place in our community.” Reference: [VEYLDF](#)

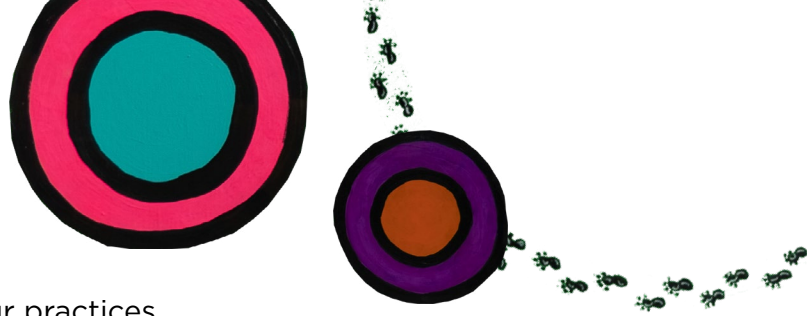
How we will implement our Reconciliation Action Plan

Playgroup Victoria respects cultural differences and recognises that we are all equal and have a right to be acknowledged for our identities and values. We are all equally entitled to respect and human dignity, therefore, we advocate for the political, legal and moral recognition of the Aboriginal and Torres Strait Islander peoples to ensure their inclusion in Australian society and in the community (Paul Ricoeur 2005 on Recognition Theory as cited in “Three Concepts of Recognition” by Jens Bartelson, 2013).

Playgroup Victoria has adopted social pedagogy as an approach. A holistic approach that at its core believes that each person deserves to be treated with dignity and possesses unique inner richness and potential. Through the use of “Head, Heart and Hands”, it requires us to have meaningful and authentic relationships that enable us to recognise, and work with, a person’s qualities and strengths.

We will express this by:

- **Strengthening relationships** and bringing people together to create diversity and celebrate culture
- **Connecting** with Aboriginal and Torres Strait Islander peoples and creating opportunities for First Nations histories, cultures, knowledge and perspectives to be shared



- **Embedding Reconciliation** into all our practices
- **A genuine inclusion**, cohesion and unity shared and recognised.
- **Creating opportunities** to share histories, stories, cultures, knowledge and perspectives.
- **Increase understanding** and having the knowledge of what reconciliation actually means with increased training and learning opportunities.
- **Integrating First Nations peoples knowledge, histories and perspectives** to create a mutually respected path to the future.
- **Inviting Aboriginal and Torres Strait Islander peoples** to put forward their viewpoints and stories.
- **Two-way caretaking of cultural material**
- **Reimagining and Increasing the Representation** of First Nations peoples
- **A Step towards healing** from the great damage that has been done and having a productive and progressive approach.
- **Understanding the impact of past history** on First Nations peoples culture. Understanding the impact on new generations and loss of languages.
- **Understanding the impact of institutionalised racism** and how to stop it.
- **Supporting systemic change**
- **Understanding and avoiding unconscious bias**
- **Breaking down barriers**
- **Building unity and respect** between Aboriginal and Torres Strait Islander peoples and non-Indigenous Australian.
- **Building respect** for Aboriginal and Torres Strait Islander heritage and valuing justice and equity for all Australians.
- **Embed values, histories, cultures and knowledge** of Aboriginal and Torres Strait Islander peoples within all of our communications, which may reduce the unconscious bias mentioned above.
- **Collaborate** with First Nations peoples, to help playgroup families recognise the true history of Australia, the land, and Aboriginal and Torres Strait Islander peoples, by providing opportunities for them to share their history and stories.

Playgroup Victoria's reconciliation journey to date

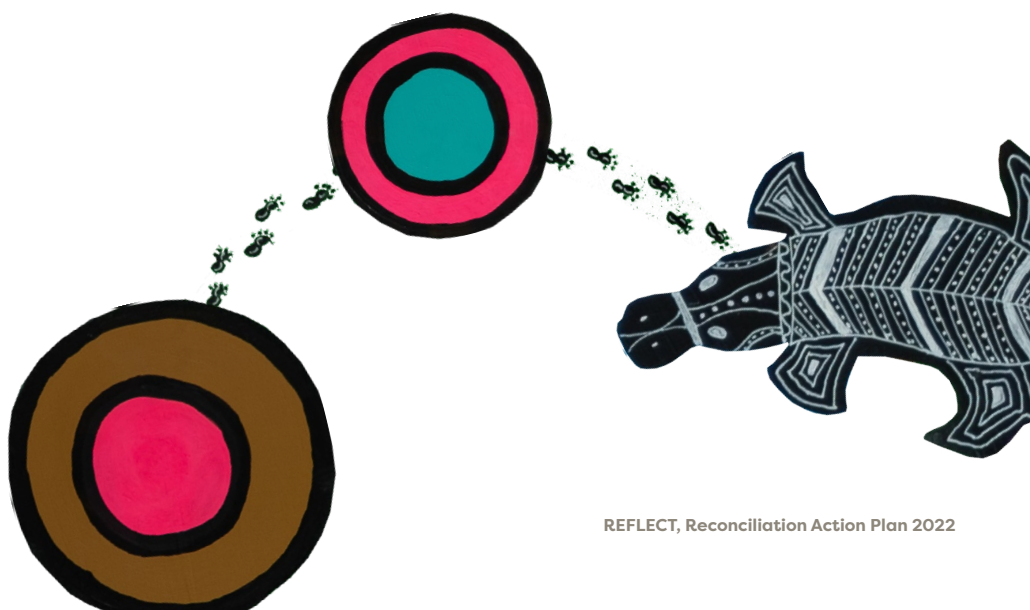
Playgroup Victoria has worked with the Aboriginal and Torres Strait Islander community over the years. Although there has been genuine commitment to bridging the gap and supporting the Aboriginal and Torres Strait Islander community, culturally safe practice was not embedded throughout the whole organisation.

Playgroup Victoria developed 'Koorie Kits' for Aboriginal playgroups. We employed an Aboriginal playgroup coordinator who worked with, and supported, Aboriginal playgroups. In partnership with the Victorian Aboriginal Education Association (VAEAI) we coordinated a Koorie Playgroup Network for a period. We have had Aboriginal peoples and playgroup professionals present workshops at our annual playgroup conference, and we have had occasional cultural training for staff. However, with the turnover of staff and the lack of a unified organisational strategy, none of these activities or practices were sustained or shared with the rest of the organisation. Consequently, work or relationships with the Aboriginal community was conducted in silos.

Our passion for Reconciliation has been reinvigorated. We strive to take action. Some of our more recent reconciliation work so far includes:

- Acknowledgement of National Reconciliation Week in our newsletter, with the accompaniment of resources and links provided to Playgroup Victoria members, local playgroups, Playgroup Victoria staff, board members and email subscribers.
- Creation of a new landing page on Playgroup Victoria website for our position statement on reconciliation. This landing page will house the resources we develop and any related resources we develop.
- Surveyed Playgroup Victoria members and constituents to obtain their input into the development and implementation of the RAP.
- Playgroup at Home Live (virtual playgroup sessions on Zoom for families in lockdown):
 - Displaying Aboriginal and Torres Strait Islander flags, as well as artwork created for Playgroup Victoria by artist, Sharon Slater, Kamilaroi.
 - Promoting and reading stories by First Nations authors.
 - Guest presenters from the local Aboriginal community sharing story telling activities and songs with families.

- NAIDOC Week and National Reconciliation Week events are part of the marketing and communications plan and events calendar
- Social media promotion of resources and social content including videos, articles, artwork and relevant social posts
- We have created an Acknowledgement of Country poster to share with playgroups. There is an editable space for the local playgroup to write the Country they are on. The artwork is by Sharon Slater, who we collaborated with.
- In collaboration with Amanda Testro, we have created an Acknowledgement of Country song to share with playgroups. This is available for download on our website. The artwork accompanying the song is by Sharon Slater, who we collaborated with.
- Playgroup Victoria's Reconciliation Vision Statement which is available on our website.
- Adaptation of PlayConnect program's Aboriginal Engagement Strategy for use by community playgroups (available on website).
- Aboriginal artwork commissioned for use by Playgroup Victoria in our RAP marketing and promotions material and communications
- Culturally safe spaces:
 - The Playgroup Victoria office has been made a safe and welcoming space for Aboriginal and Torres Strait Islander people by displaying artworks and Acknowledgement of Country.
 - We have provided playgroups with resources and ideas to encourage them to make their spaces culturally safe. For example, posters, booklets and other relevant materials.
- Update of our organisational Strategic Directions to include Aboriginal and Torres Strait Islander engagement, cultural safety and reconciliation.



Our partnerships/current activities

Community Partnerships

Playgroup Victoria reached out to Aboriginal artists Sharon Slater and Heather Kennedy. The organisation had worked in varying capacities with the artists through playgroup and was committed to collaborating, with the aim to create visually compelling artworks that spoke to Aboriginal and Torres Strait Islander peoples.

Together with Sharon and Heather we talked about the importance of storytelling, imagery, symbols, colours, traditions, cultures and the circles in which Aboriginal and Torres Strait Islander peoples meet. Both Sharon and Heather had stories to tell through their art and the aim was to sustain those meaningful connections, honouring the importance of family, unity and community. The artworks celebrate the stories of Aboriginal families and communities and welcome Aboriginal and Torres Strait Islander peoples to be part of the playgroup community- the playgroup village. The intergenerational ties are representative of the idiom: 'It takes a village to raise a child'. We believe this to be true, as the Aboriginal and Torres Strait Islander communities have done forever.

These artworks capture meaningful layers of Aboriginal and Torres Strait Islander culture, land, stories and community, illustrating that these values and traditions carry on, are respected and celebrated in their lives and at playgroup.

Sharon Slater

Kamilaori NSW

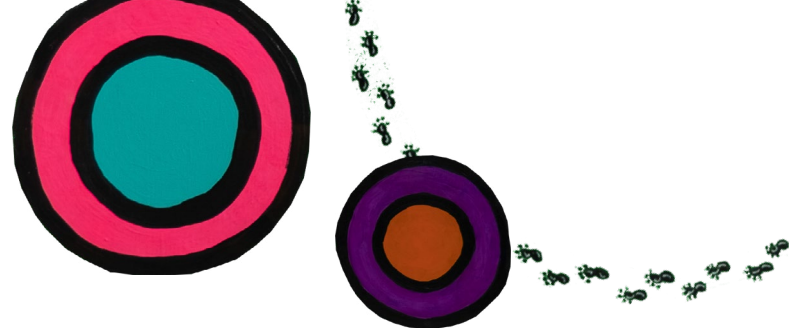


Sharon Slater Sharon created a work of art for Playgroup Victoria titled **Our Footprints Our Culture**.

Sharon writes:

"This painting represents our Victorian Aboriginal Children/Families footprints coming together from our meeting places (big Circles) around Victoria. Our Children follow in their Parents and Elders foot prints to come together to teach and learn their Culture through our land, animals and our stories."

[Read the full Interview here](#)



Heather Kennedy

Palawa Trowanna, Salt Water People.

“When it comes to creating art, I would say to people it’s authentic. It’s part of me I am putting on the canvas.”

Heather was asked by Playgroup Victoria to create an artwork for their national program PlayConnect. As the name suggests, it aims to connect families and children through play. It is a unique program.

PlayConnect playgroups are dotted around Australia, providing opportunities for children with Autism Spectrum Disorder, developmental delay or behavioural concerns to engage in appropriate and supported play. The program aims to create opportunities for children to grow, develop, engage and shine.

“The figures of the women in the painting represent the spirits of women, maintaining the strength and guarding the family.”

“The sky is representative of ancestral spirits who are always there, looking over us. The gum leaves are representative of the land. Gumtrees have many important uses, especially for smoking ceremonies and cleansing.”

[Read the full interview here](#)

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- Wandarra Aboriginal Corporation – We partner with Wandarra to deliver the Hume Indigenous MyTime group for families in the northern suburbs. MyTime is a peer support program for parents and carers who have a child with a disability.
 - Victorian Aboriginal Education Association (VAEAI) – We have partnered with VAEAI in the past to facilitate the Koorie Playgroup Network which we are looking to re-establish in 2021. VAEAI has also assisted Playgroup Victoria with important links to the community.
 - SNAICC – Cultural Competence training for staff
 - Victorian Aboriginal Child Care Association (VACCA) – VACCA run a number of playgroups. They have also delivered workshops at our annual conference.

Internal activities/initiatives

- Aboriginal Play Kits for Playgroup Victoria program staff to create culturally safe play spaces.
- PlayConnect Aboriginal and Torres Strait Islander Engagement Strategy
- Hume Indigenous MyTime group
- Aboriginal artwork created for engagement with the community.”

The Story of the Artwork

Our Footprints Our Culture by Sharon Slater, Kamilaroi NSW

This painting represents our Victorian Aboriginal Children’s / Families’ footprints coming together from our meeting places (big circles) around Victoria. Our children follow in their parents’ and Elders’ footprints to come together to teach and learn their culture through our land, animals and our stories.

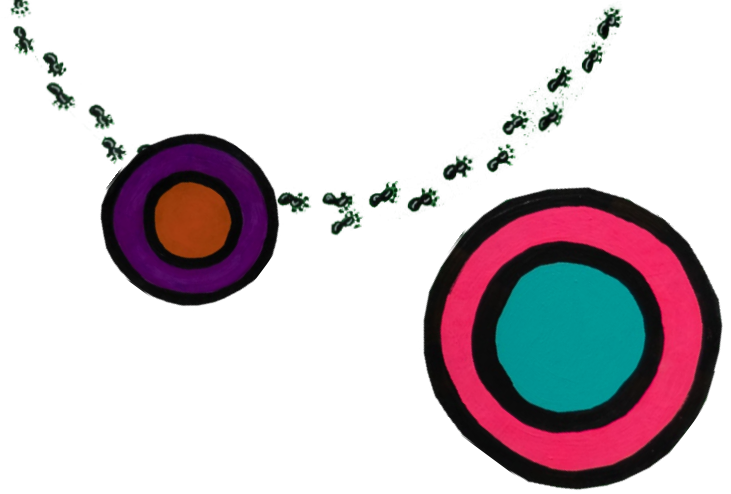


“I am a proud Kamilaroi woman from New South Wales by birth but proudly raised on the land of the Kulin people for 50 years of my life. I call Victoria home. What inspires me is being the mother of a child with special needs – it takes me to a calming place to think about her journey and my journey as a mother. It inspires me to create art that I can see and share with others.”

- Sharon Slater

Our Action Plan

Relationships			
Action	Deliverable	Timeline (Month,year)	Responsibility (Job title)
1. Establish and strengthen mutually beneficial relationships with Aboriginal and Torres Strait Islander stakeholders and organisations.	<ul style="list-style-type: none"> Identify Aboriginal and Torres Strait Islander stakeholders and organisations within our local area or sphere of influence. 	February 2022	Inclusion Manager
	<ul style="list-style-type: none"> Research best practice and principles that support partnerships with Aboriginal and Torres Strait Islander stakeholders and organisations. 	March 2022	Inclusion Manager and Inclusion Coordinator
	<ul style="list-style-type: none"> Meet with existing contacts within the Aboriginal community to seek input on our RAP and identify potential Working Group members. 	June 2022	Inclusion Manager
2. Build relationships through celebrating National Reconciliation Week (NRW).	<ul style="list-style-type: none"> Circulate Reconciliation Australia's NRW resources and reconciliation materials to our staff. 	April 2022	Marketing Manager
	<ul style="list-style-type: none"> RAP Working Group members to participate in an external NRW event. 	27 May - 3 June, 2022	Inclusion Manager
	<ul style="list-style-type: none"> Encourage and support staff and senior leaders to participate in at least one external event to recognise and celebrate NRW. 	27 May - 3 June, 2022	Board and CEO
	<ul style="list-style-type: none"> Make playgroups and families aware of NRW and provide information about events that they can attend. 	June, 2022	Marketing Manager
3. Promote reconciliation through our sphere of influence.	<ul style="list-style-type: none"> Communicate our commitment to reconciliation to all staff. 	June 2022	CEO, Inclusion Manager & Marketing Manager
	<ul style="list-style-type: none"> Identify external stakeholders that our organisation can engage with on our reconciliation journey. 	March 2022	Inclusion Manager & CEO
	<ul style="list-style-type: none"> Identify RAP and other like-minded organisations that we could approach to collaborate with on our reconciliation journey. 	March 2022	Inclusion Manager & CEO
	<ul style="list-style-type: none"> Invite an Aboriginal community member to join our team and take over social media for a day during NAIDOC Week. For example, an Aboriginal author whose work we will promote via our website, newsletter and social media. 	June 2022	Marketing Manager
	<ul style="list-style-type: none"> Have guest speakers/presenters at Playgroup at Home Live sessions and other playgroup events during NAIDOC Week. 	June 2022	Marketing Manager
	<ul style="list-style-type: none"> Build events into annual Marketing calendar. 	June 2022	Marketing Manager
	<ul style="list-style-type: none"> Develop a budget for collaboration projects in consultation with the Board. 	June 2022	CEO



	<ul style="list-style-type: none"> Develop a Reconciliation Position Statement and Advocacy Plan in line with the Closing the Gap strategy, for Playgroup Victoria Board approval. 	March 2022	CEO, Board & Inclusion Manager
	<ul style="list-style-type: none"> Develop a marketing plan and budget for promotion of Playgroup Victoria's RAP commitment. 	June 2022	Marketing Manager & CEO
	<ul style="list-style-type: none"> Include Reconciliation statement in all documents and reports. 	March 2022	CEO, Inclusion Manager & Marketing Manager
	<ul style="list-style-type: none"> Using the framework and templates "From Symbols to Systems", explore opportunities to embed cultural security practices in our policies and procedures, and our practice. 	April 2022	CEO, Inclusion Manager, HR Coordinator, Corporate Services Coordinator
4. Promote positive race relations through anti-discrimination strategies.	<ul style="list-style-type: none"> Research best practice and policies in areas of race relations and anti-discrimination. 	June 2022	Inclusion Manager & HR Coordinator
	<ul style="list-style-type: none"> Conduct a review of HR policies and procedures to identify existing anti-discrimination provisions, and future needs. 	June 2022	CEO HR Coordinator
	<ul style="list-style-type: none"> Anti-discrimination / anti-bias messaging campaign on social media to be developed with Marketing and Communications team, Inclusion Manager and CEO before approval by Board 	March 2022	CEO, Inclusion Manager & Marketing Manager

Respect

Action	Deliverable	Timeline (Month, year)	Responsibility (Job title)
5. Increase understanding, value and recognition of Aboriginal and Torres Strait Islander cultures, histories, knowledge, and rights through cultural learning.	<ul style="list-style-type: none"> Develop a business case for increasing understanding, value and recognition of Aboriginal and Torres Strait Islander cultures, histories, knowledge, and rights within our organisation. 	April 2022	CEO Chair of the Board
	<ul style="list-style-type: none"> Seek out funding opportunities and partnerships for development and delivery of training to supported playgroup facilitators and community playgroup volunteers on increasing understanding, value and recognition of Aboriginal and Torres Strait Islander cultures, histories, knowledge, and rights. 	December 2022	CEO, Inclusion Manager, Research Manager
	<ul style="list-style-type: none"> Partner with Aboriginal services and stakeholders to develop resources for playgroups 	June 2022	CEO, Inclusion Coordinator, Resources Coordinator
	<ul style="list-style-type: none"> Conduct a review of cultural learning needs within our organisation. 	March 2022	Inclusion Manager
6. Demonstrate respect to Aboriginal and Torres Strait Islander peoples by observing cultural protocols.	<ul style="list-style-type: none"> Develop an understanding of the local Traditional Owners or Custodians of the lands and waters within our organisation's operational area. In doing this, consult with an expert First Nations researcher or historian to help us navigate through the information available. 	June 2022	CEO, Inclusion Manager, Research Manager
	<ul style="list-style-type: none"> Include name of Aboriginal Country in all communications. 	September 2022	CEO & Marketing Team
	<ul style="list-style-type: none"> Update the organisation's Client Management System (CRM) to include a new column for Aboriginal Country names for each playgroup. 	June 2022	Membership Manager
	<ul style="list-style-type: none"> Increase staff's understanding of the purpose and significance behind cultural protocols, including Acknowledgement of Country and Welcome to Country protocols. 	March 2022	Inclusion Manager
7. Build respect for Aboriginal and Torres Strait Islander cultures and histories by celebrating NAIDOC Week.	<ul style="list-style-type: none"> Raise awareness and share information amongst our staff about the meaning of NAIDOC Week. 	July 2022	CEO & Inclusion Manager
	<ul style="list-style-type: none"> Ask playgroups to tell us what they are planning for NAIDOC week and share/promote ideas on social media. 	July 2022	Marketing Team
	<ul style="list-style-type: none"> Introduce our staff to NAIDOC Week by promoting external events in our local area. 	July 2022	Inclusion Manager & Marketing Manager
	<ul style="list-style-type: none"> RAP Working Group to participate in an external NAIDOC Week event. 	July 2022	Inclusion Manager

Opportunities

Action	Deliverable	Timeline (Month,year)	Responsibility (Job title)
8. Improve employment outcomes by increasing Aboriginal and Torres Strait Islander recruitment, retention, and professional development.	<ul style="list-style-type: none"> Develop a business case for Aboriginal and Torres Strait Islander employment within our organisation. 	June 2022	CEO, Inclusion Manager & HR Coordinator
	<ul style="list-style-type: none"> Develop a statement encouraging Aboriginal people to apply for positions, to be included in advertisements 	June 2022	HR Coordinator
	<ul style="list-style-type: none"> Make a case for recruiting an Aboriginal Engagement Officer or Aboriginal Inclusion Officer. Can be combined with a Playgroup Development Consultant role. 	June 2022	CEO, Inclusion Manager & Development Manager.
	<ul style="list-style-type: none"> Build understanding of current Aboriginal and Torres Strait Islander staffing to inform future employment and professional development opportunities. 	June 2022	CEO & HR Coordinator
9. Increase Aboriginal and Torres Strait Islander supplier diversity to support improved economic and social outcomes.	<ul style="list-style-type: none"> Develop a business case for procurement from Aboriginal and Torres Strait Islander owned businesses. 	June 2022	CEO, Inclusion Manager & Corporate Services Coordinator
	<ul style="list-style-type: none"> Management Team to explore potential organisational policy on procurement. 	June 2022	CEO, Inclusion Manager & Corporate Services Coordinator
	<ul style="list-style-type: none"> Investigate Supply Nation membership. 	June 2022	Corporate Services Coordinator
10. Progress Aboriginal and Torres Strait Islander disability inclusion initiatives	Build on the work of the Hume Indigenous MyTime group and the PlayConnect Aboriginal and Torres Strait Islander Engagement strategy to explore opportunities for support of young Aboriginal and Torres Strait Islander children with disabilities.	December 2022	Inclusion Manager

Governance			
Action	Deliverable	Timeline (Month, year)	Responsibility (Job title)
11. Establish and maintain an effective RAP Working Group (RWG) to drive governance of the RAP.	<ul style="list-style-type: none"> Form a RWG to govern RAP implementation 	Established November 2020	CEO and Board Chair
	<ul style="list-style-type: none"> Draft a Terms of Reference for the RWG. 	February 2022	CEO, Board Chair & Inclusion Manager
	<ul style="list-style-type: none"> Establish Aboriginal and Torres Strait Islander representation on the RWG. 	June 2022	CEO, Board Chair & Inclusion Manager
12. Provide appropriate support for effective implementation of RAP commitments.	<ul style="list-style-type: none"> Define resource needs for RAP implementation. 	February 2022	CEO and Board Chair
	<ul style="list-style-type: none"> Engage senior leaders in the delivery of RAP commitments. 	March 2022	CEO & Inclusion Manager
	<ul style="list-style-type: none"> Define appropriate systems and capability to track, measure and report on RAP commitments. These commitments will be tracked and measured through online program and social media analytics and will be reported against at regular RAP Working Group meetings. 	March 2022	CEO & Board Chair
13. Build accountability and transparency through reporting RAP achievements, challenges, and learnings both internally and externally.	<ul style="list-style-type: none"> Complete and submit the annual RAP Impact Measurement Questionnaire to Reconciliation Australia. 	September 2022	CEO and Board Chair
	<ul style="list-style-type: none"> Include achievements in regular reporting on Strategic Directions and in Annual Report. Share regular RAP updates, including achievements and learnings, with our audience and staff. 	March, June, September and December 2022.	CEO and Inclusion Manager
14. Continue our reconciliation journey by developing our next RAP.	<ul style="list-style-type: none"> Register via Reconciliation Australia's website to begin developing our next RAP. 	August 2022	Inclusion Manager

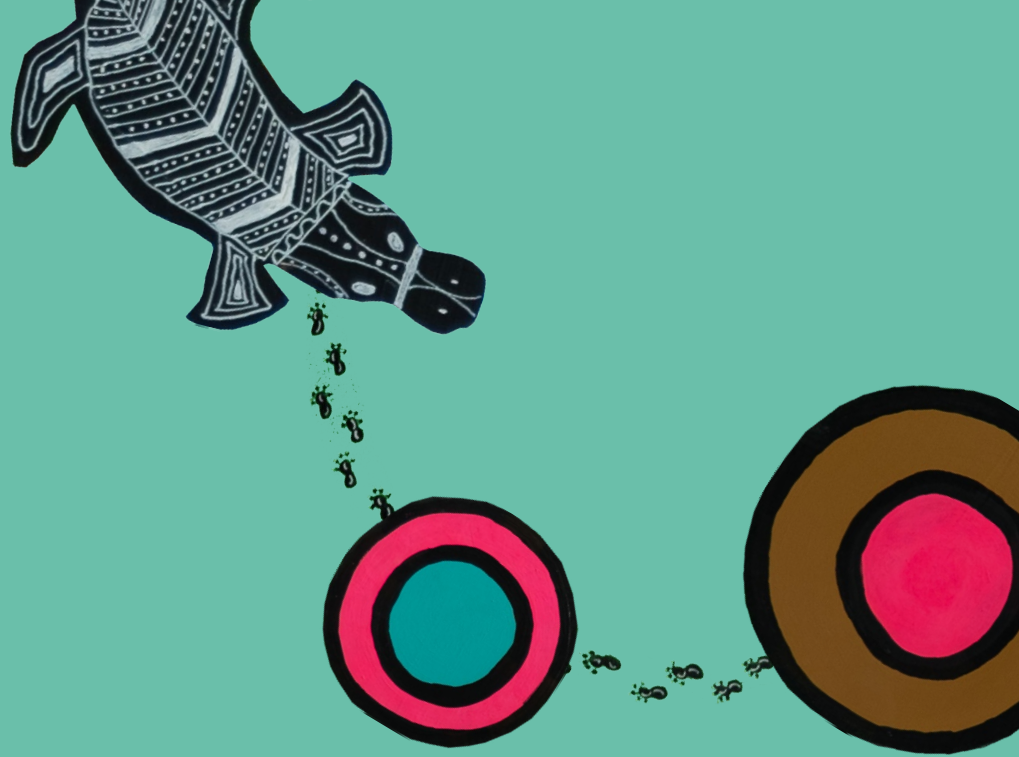
Contact details for public enquiries about our RAP.

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