



GIRL GUIDES
AUSTRALIA
VICTORIA



RECONCILIATION
ACTION PLAN

REFLECT

RECONCILIATION ACTION PLAN

March 2025 – September 2026





ACKNOWLEDGEMENT OF COUNTRY

*We acknowledge that
We are on the lands of the First Nations people
Who have lived here for many thousands of years
Caring for the land, the rivers and the wildlife.
We value their wisdom and care
In the past, present and future.*

ABOUT THE ARTWORK

THE STORY OF THE PAINTING

Girl Guide Reconciliation

Of her artwork, Gwenda says:

'The blue ribbon represents a river (It's symbolic, rather than putting all Victoria's rivers into it), and the brown are mountain ranges. The background colours are the different soils and grasses and trees making up Victoria. The circles and dots are the gatherings of all the Girl Guides and their Leaders and volunteers, in Units and Regions. The trefoil is our Girl Guide symbol and the campfire represents our activities.'

THE ARTIST



Wanala, Gwenda Freeman
Girl Guide Unit Leader, Avoca



Girl Guide Reconciliation by Gwenda Freeman — licensed to Girl Guides Victoria.

STATEMENT FROM CEO OF RECONCILIATION AUSTRALIA

Reconciliation Australia congratulates Girl Guides Victoria on continuing its reconciliation journey by formally endorsing Girl Guides Victoria second Reflect Reconciliation Action Plan (RAP).

Through this plan, Girl Guides Victoria continues to play an important role in a network of more than 2,500 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 continues the journey and primes 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 to increase awareness of Aboriginal and Torres Strait Islander cultures, histories, knowledge, and leadership across all sectors of Australian society.

This Reflect RAP enables Girl Guides 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 steps right will ensure the sustainability of future RAPs and reconciliation initiatives, and provide meaningful impact toward Australia's reconciliation journey.

Congratulations Girl Guides Victoria on your second Reflect RAP, and I look forward to following your continuing reconciliation journey.



Karen Mundine
Chief Executive Officer
Reconciliation Australia



OUR BUSINESS

Girl Guides Victoria (GGV) seeks to provide a brave space where every girl is empowered to be everything she wants to be. As a girl-driven organisation, girls are given choice, voice, and the scope to take action, all within a fun and friendship-based environment. We strive to ensure that girls and women from all walks of life, identities, and lived experiences feel a sense of belonging and can fully participate.

Through our programs, Girl Guides are encouraged to challenge themselves by learning about new things, gaining new skills, and engaging in activities that assist their personal development. This is achieved through the Girl Recognition System of badges and awards, as well as through the whole Girl Guide experience. GGV seeks to provide holistic development by supporting girl's physical, spiritual, emotional, and cultural needs.

GGV currently has 91 youth members, 13 Adults in Guiding who identify as Aboriginal and/or Torres Strait Islanders people (as at October 2024).

GGV is an Association incorporated by an Act of Parliament, the Girl Guides Association of Victoria Act (1958) Victoria. Girl Guides Victoria holds deductible gift recipient and charitable tax concession status.

As a member of Girl Guides Australia, (GGA) we are unified with the World Association of Girl Guides and Girl Scouts (WAGGGS) which comprises of over 150 member countries and more than 10 million individual members. This provides the structure by which girls and women in Victoria pursue the principles and values of global Guiding.



THE PEOPLE

The workforce at Girl Guides Victoria consists of paid staff (approx. 14 FTE) and volunteers (about 1200) who can be adult members of the Association. We are currently unaware of any paid staff members who identify as an Aboriginal and/or Torres Strait Islander person and we are aware of 13 Adult volunteer members and 91 Youth members who identify as Aboriginal and/or Torres Strait Islander peoples, but acknowledge these figures may not be accurate.

Volunteers help to deliver Girl Guiding across Victoria in the following roles:

800
GUIDE
LEADERS

Guiding is delivered by trained adult volunteers who facilitate weekly group activities. Leaders also run events such as large group camps, adventure activities, or community service activities.

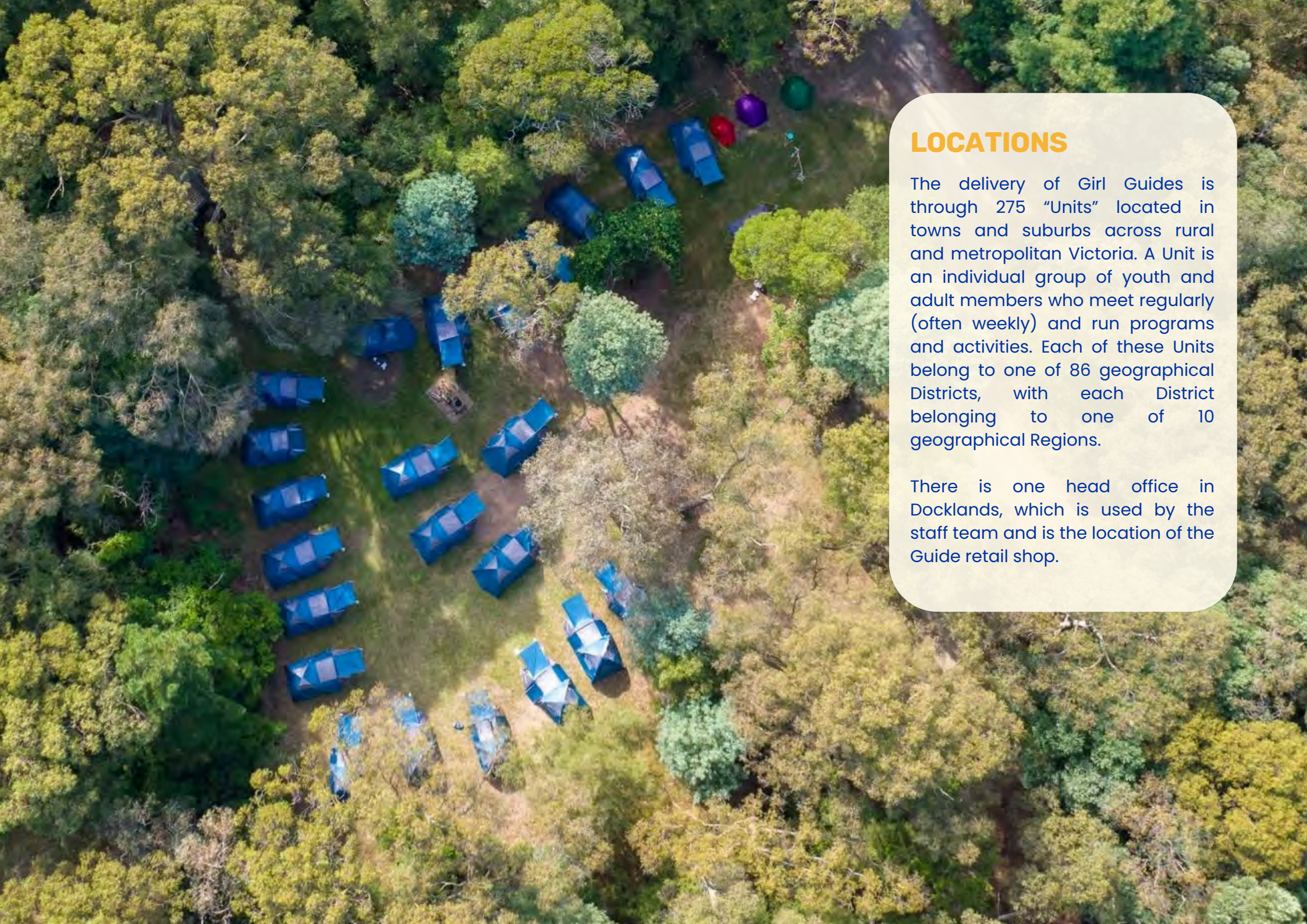
95
GUIDE
MANAGERS

Qualified in the ALQP, provides oversight for volunteer management and program delivery. Some adult volunteers provide management for the operational aspects of managing Districts and Regions. Also includes the State Commissioner, Guide L&D Manager and Guide I&D Manager.

300
ADULT
VOLUNTEERS

Casual engagement to provide additional support at Units and other administration, property maintenance support.





LOCATIONS

The delivery of Girl Guides is through 275 "Units" located in towns and suburbs across rural and metropolitan Victoria. A Unit is an individual group of youth and adult members who meet regularly (often weekly) and run programs and activities. Each of these Units belong to one of 86 geographical Districts, with each District belonging to one of 10 geographical Regions.

There is one head office in Docklands, which is used by the staff team and is the location of the Guide retail shop.



OUR RAP

GGV is committed to increasing its engagement with Aboriginal and Torres Strait Islander communities and to working with the existing structures for youth participation and empowerment established to be an inclusive organisation and to create an organisational identity that is uniquely Australian. We are working towards developing respectful cultural relationships within our organisation. We want to celebrate our unique Australian heritage and ensure that all Adults in Guiding as well as Girl Guides and their families learn more of the histories, cultures, and celebrations of significance to Aboriginal and Torres Strait Islander people. Various individuals and groups within GGV have acknowledged long connection to the land: using Aboriginal and/or Torres Strait Islander words as names for Patrols (small groups of Guides within a Unit), and properties, as a way to acknowledge Aboriginal and Torres Strait Islander cultures. Some Units have participated in local activities such during celebrations such as NAIDOC Week. Girl Guides Victoria begun work on our Reconciliation Action Plan (RAP), we are committed to continuing with this process and our journey towards reconciliation. Our 2024 Reflect Plan, outlines GGV's reconciliation journey, and details initiatives and activities we're taking to build foundations to increase cultural awareness within the organisation.

Cohesion amongst our members is integral. Part of achieving this is to see our Aboriginal and Torres Strait Islander Leaders and Girl Guides develop a sense of belonging within GGV, and for our wider membership to develop a sense of belonging to this land. Our members can then reflect and appreciate where they live and can connect with local Aboriginal and Torres Strait Islander cultures and cultural activities as appropriate. The GGV State Leadership Team (comprising the Chief Executive Officer, Commissioners, volunteer Managers, and specific staff) agreed that GGV would develop a process for acknowledging and incorporating Aboriginal and Torres Strait Islander cultures and histories, and welcoming Aboriginal and Torres Strait Islander members. They established a Working Group in 2018 to look into making this happen. This group prepared a Reflect RAP in an older format and submitted this to Reconciliation Australia. However, after the endorsement and launch of the RAP any further progress then stalled, with a breakdown between members of the Working Group resulting in the group being dissolved in 2021. There were then key leadership vacancies following this, resulting in the GGV reconciliation journey not progressing as planned. Working through feedback from these learnings the decision by the GGV CEO has been made to re-submit our RAP in the newer template version with details of identified changes as well as more specific actions that need to be taken early in an organisation working towards reconciliation.

We want to continue the RAP because it is a tried and tested process for the positive actions, inclusive culture and empowering spaces that we seek to create for Guiding. Girl Guides Victoria has included their commitment to the improving cultural safety and general inclusion in the strategic plan and are hopeful this commitment alongside a change in leadership positions will allow for successful implementation of the RAP.



RAP CHAMPION

The RAP Champion for this RAP is Tara Hicks, Tara is a proud Wiradjuri woman who first joined Girl Guides Victoria in 1991 as a 6 year old and was a third generation Girl Guide. Tara returned to Guiding in 2015 when her daughter's Unit was looking for help. Tara was a part of the first Reconciliation Action Group, has previously been the Youth Inclusion and Diversity Manager and is now the state volunteer Inclusion and Diversity Manager. Tara is a Unit Leader and District Manager on Djaara Country. Tara takes over from Gwenda Freeman as the RAP Champion and is thankful for the support and guidance Gwenda has provided over their course of supporting Guides Victoria with their reconciliation journey and is looking forward to helping empower the next RAP champion.

THE GGV RECONCILIATION ADVISORY GROUP

- Will include a representative nominated from Regional areas, with at least
 - 2 members who identify as First Nations Australians.
 - 3 other adult members (from our Guiding Community and external stakeholder/professional connections)
 - 1 GGV staff member
 - 1 GGV Executive member
 - 2 youth GGV member
 - A minimum of 8, maximum of 12 participants).
- The Advisory Group operates to provide guidance the GGV Leadership team in delivery of RAP actions as well as other key initiatives that best support our engagement of Aboriginal and Torres Strait Islander peoples.





OUR PARTNERSHIPS AND CURRENT ACTIVITIES

COMMUNITY PARTNERSHIPS

As our head office is located in Melbourne (Docklands), we have ongoing engagement with the Wurundjeri Cultural Heritage Council. We have also contacted VACCA for advice regarding training and other engagement opportunities.

INTERNAL ACTIVITIES AND INITIATIVES

-  In 2022, training was provided to all Volunteers to share lived experience and build awareness about some of the cultural practices that occur in Guiding. An Aboriginal Guide Leader presented about her experiences, the difference between a Welcome to Country and an Acknowledgement of Country; in 2019 the launch of a piece of artwork, and our GGV Acknowledgement was also completed.
-  Some local Guide Units use acknowledgements and signage at meeting locations and display the Aboriginal and Torres Strait Islander flags.
-  We are working to embed Welcome to Country and Smoking Ceremonies as standard practice for significant GGV events, such as the Annual General meeting, State Camps and Jamborees.

Some staff, members and RAP working group members have participated in Aboriginal and Torres Strait Islander cultural activities, such as National Reconciliation Week and NAIDOC Week.



RELATIONSHIPS

Action	Deliverable	Timeline	Responsibility
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, state-based partnerships or sphere of influence.	April 2025	Lead: Guiding Manager Support: Head of Communications, Inclusion and Diversity Team
	<ul style="list-style-type: none">Research best practice and principles that support partnerships with Aboriginal and Torres Strait Islander stakeholders and organisations.	February 2025	Lead: Head of Services & Engagement
	<ul style="list-style-type: none">Develop and implement internal framework to support partnerships with Aboriginal and Torres Strait Islander stakeholders and organisations.	February 2025	Lead: Head of Services & Engagement
	<ul style="list-style-type: none">Investigate opportunities to act in solidarity with organisations advocating on issues affecting Aboriginal and Torres Strait Islander peoples.	December 2025	Lead: Head of Services & Engagement
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 Joyce Price Centre (JPC) Team, RAP Advisory Group and Guiding Management Team (GMT).	April 2025	Lead: Head of Communications
	<ul style="list-style-type: none">Encourage JPC Staff, Executive and GMT to attend a NRW event.Encourage Executive members to attend a NRW event.Encourage GMT volunteers to attend a NRW event.	June 2025	Head of People & Culture; Executive Chair; State Commissioner

Action	Deliverable	Timeline	Responsibility
	<ul style="list-style-type: none"> Ensure our GGV RAP Advisory Group participate in an external event to recognise and celebrate NRW. 	June 2025	Lead: RAP Chair
	<ul style="list-style-type: none"> Support internal communications of our NRW activities to promote future NRW event/s by communicating with all stakeholders via promotion at units, social media, website, local media, newsletters. 	June 2025	Lead: Head of Communications Support: Guide Unit Leaders
	<ul style="list-style-type: none"> Circulate appropriate NRW programming resources to our adult members to support Guiding involvement across the state. 	April 2025	Lead: Inclusion & Diversity Manager
	<ul style="list-style-type: none"> Support Guide Leaders to run NRW-related programming in their meetings during NRW by providing ideas and support. 	March 2025	Lead: Inclusion & Diversity Manager Support: Guiding Manager
Identify RAP and other like-minded organisations that we could approach to collaborate with on our reconciliation journey.	<ul style="list-style-type: none"> Research and list potential organisations in Regions (across Victoria). 	April 2025	Lead: Inclusion & Diversity Manager Support: Guiding Manager
	<ul style="list-style-type: none"> Evaluate alignment and potential for collaboration with local Guiding Units. 	March 2026	Lead: State Commissioner



Action	Deliverable	Timeline	Responsibility
Promote reconciliation through our sphere of influence.	<ul style="list-style-type: none">Communicate our commitment to reconciliation to all staff and members.	January 2025	Lead: CEO Support: Executive Chair, State Commissioner
	<ul style="list-style-type: none">Develop a list of RAP organisations and other like-minded organisations that we can engage with on our reconciliation journey.	January 2025	Lead: Head of Communications
	<ul style="list-style-type: none">Publish the RAP on SharePoint for members and staff to access.	April 2025	Lead: Head of Communications
	<ul style="list-style-type: none">Publish the RAP on GGV's website for Guide families and the public to access.	April 2025	Lead: Head of Communications
	<ul style="list-style-type: none">Share experience and learnings in our internal communications from Guiding members with reconciliation and what it means to them to improve understanding of reconciliation and the RAP across GGV.	April 2025	Lead: Head of Communications
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.	May 2025	Lead: Head of People & Culture
	<ul style="list-style-type: none">Conduct a review of HR policies and procedures to identify existing anti-discrimination provisions and future needs.	May 2025	Lead: Head of People & Culture



RESPECT

Action	Deliverable	Timeline	Responsibility
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.	June 2025	Lead: CEO Support: Inclusion & Diversity Manager
	<ul style="list-style-type: none">Conduct an audit review and plan for cultural learning needs within the organisation.	July 2025	Lead: Head of Services & Engagement Support: Guiding Manager, Inclusion & Diversity Manager
	<ul style="list-style-type: none">Cultural competency training completion by all JPC Team, Executive and GMT.	May 2025	Lead: Head of Services & Engagement
	<ul style="list-style-type: none">Cultural orientation training to be offered to all adult members of GGV to assist them to provide an inclusive and supportive environment, with culturally appropriate ways of involving Aboriginal and Torres Strait Islander children and young people in Guiding.	December 2025	Lead: Head of Services & Engagement Support: Guiding Manager, Inclusion & Diversity Manager
	<ul style="list-style-type: none">Update resource list for program materials and information exploring cultures, histories and social issues from First Nations people that may assist Guide Leaders to create awareness/education with the Guides in their groups.	February 2025	Lead: Inclusion & Diversity Manager Support: Guiding Manager
	<ul style="list-style-type: none">Develop a plan for staff team to engage in culturally appropriate education that supports implementation of our RAP.	March 2025	Lead: Head of Services & Engagement
	<ul style="list-style-type: none">Schedule a cultural learning opportunity for paid staff	March 2025	Lead: Head of Services & Engagement



Action	Deliverable	Timeline	Responsibility
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.	March 2025	Lead: Office Administrator, Property Manager Support: RAP Advisory Group, Region Managers
	<ul style="list-style-type: none">Increase staff and member understanding of the purpose and significance behind cultural protocols, including Acknowledgement of Country and Welcome to Country protocols.	March 2025	Lead: Guiding Manager Support: Inclusion & Diversity Manager, RAP Advisory Group
	<ul style="list-style-type: none">Embed written Acknowledgment of Country by including in written publications (annual report, newsletters, email signatures).	May 2025	Lead: Head of Communications
	<ul style="list-style-type: none">Provide written guidance to staff and volunteers to support personal reflection and connection to encourage development of their unique Acknowledgments of Country.	April 2025	Lead: Inclusion & Diversity Manager Support: RAP Advisory Group
	<ul style="list-style-type: none">Promote GGVs Acknowledgement of Country posters and encourage this to be displayed at halls and campsites.	April 2025	Lead: Head of Communications
	<ul style="list-style-type: none">Develop and install Acknowledgement of Traditional Owners plaques for campsites and Guide halls.	September 2025	Lead: Office Administrator, Support: Property Manager



Action	Deliverable	Timeline	Responsibility
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 team about the meaning and theme of NAIDOC Week.	June 2025	Lead: Head of Communications
	<ul style="list-style-type: none">Introduce our staff and members to NAIDOC Week by promoting external events in our local area.	June 2025	Lead: Head of Communications
	<ul style="list-style-type: none">RAP Advisory Group to participate in an external NAIDOC Week event.	July 2025	Lead: CEO Support: RAP Advisory Group
	<ul style="list-style-type: none">Encourage our staff and members to attend local NAIDOC Week event/s by: Communicate to all stakeholders via social media, website, local media, Guiding News, State Events Calendars.	July 2025	Lead: Head of Communications
	<ul style="list-style-type: none">Circulate appropriate resources to our members to enable preparation and planning for Units to participate.	May 2025	Lead: Inclusion & Diversity Manager
	<ul style="list-style-type: none">Develop a NAIDOC or NRW badge program for the youth members based on learnings and celebrating Aboriginal & Torres Strait Islander cultures and histories.	March 2025	Lead: Inclusion & Diversity Manager Support: Guiding Manager



Action	Deliverable	Timeline	Responsibility
Investigate opportunities to increase levels of cultural safety within the organisation	<ul style="list-style-type: none">• Incorporate design aspects recognising Aboriginal and Torres Strait Islander cultures, histories and achievements into office re-design.	June 2025	Lead: Property Manager
	<ul style="list-style-type: none">• Investigate and research the development of a cultural safety policy for the organisation.	February 2026	Lead: Head of Services & Engagement Support: Inclusion & Diversity Manager
	<ul style="list-style-type: none">• Investigate possible grants and sponsorship to enable some meaningful opportunities for Aboriginal Youth members to attend otherwise expensive activities, such as overseas travel to WAGGGS centres, adventure activities, etc.	June 2025	Lead: CEO



OPPORTUNITIES


Action	Deliverable	Timeline	Responsibility
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 2025	Lead: Head of People & Culture
	<ul style="list-style-type: none">Build understanding of current Aboriginal and Torres Strait Islander staffing to inform future employment, appointment and professional development opportunities.	December 2025	Lead: Head of People & Culture
	<ul style="list-style-type: none">Review and improve our recruitment practices to ensure an attractive, inclusive and accessible process for Aboriginal and Torres Strait Islander peoples.	March 2025	Lead: Head of People & Culture
	<ul style="list-style-type: none">Build understanding of current Aboriginal and Torres Strait Islander Leaders and Managers to inform future support and development opportunities.	June 2025	Lead: State Commissioner
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.	April 2025	Lead: Head of Operations
	<ul style="list-style-type: none">Investigate Supply Nation membership.	April 2025	Lead: Head of Operations
	<ul style="list-style-type: none">Create a list of Aboriginal and Torres Strait Islander suppliers.	May 2025	Local: Head of Operations



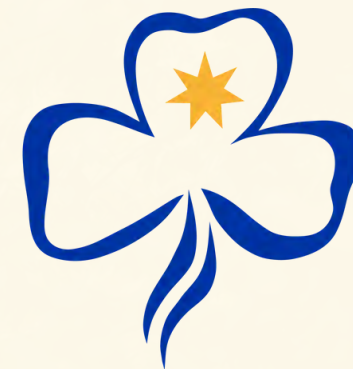
GOVERNANCE

Action	Deliverable	Timeline	Responsibility
Establish and maintain an effective RAP Advisory Group (RAP AG) to drive governance of the RAP.	<ul style="list-style-type: none">Re-establish and maintain a RAP AG to govern RAP implementation.	October 2024	Lead: CEO Support: Inclusion & Diversity Manager
	<ul style="list-style-type: none">Draft a Terms of Reference for the RWG.	December 2024	Lead: Head of Services and Engagement
	<ul style="list-style-type: none">Maintain Aboriginal and Torres Strait Islander representation on the RAP AG.	September 2025	Lead: RAP AG Chair Support: RAP AG
	<ul style="list-style-type: none">Finalise Terms of Reference for the RAP AG.	August 2025	Lead: Head of Services & Engagement, RAP AG Chair
	<ul style="list-style-type: none">Meet at least four times per year to drive and monitor RAP implementation.	September 2026	Lead: Head of Services & Engagement, RAP Advisory Group Chair
Provide appropriate support for effective implementation of RAP commitments.	<ul style="list-style-type: none">Define resource needs for RAP implementation.	November 2025	Lead: RAP Advisory Group Chair Support: CEO, Inclusion & Diversity Manager

Action	Deliverable	Timeline	Responsibility
	<ul style="list-style-type: none"> Provide support to a senior leader to effectively champion our RAP internally. 	April 2025	Lead: Head of Services & Engagement
	<ul style="list-style-type: none"> Engage senior leaders in the delivery of RAP commitments 	March 2025	Lead: CEO, Executive Chair, State Commissioner, RAP, AG Chair
	<ul style="list-style-type: none"> Define appropriate systems and capability to track, measure and report on RAP commitments. 	March 2025	Lead: Head of Operations Support: RAP AG Chair
Build accountability and transparency through reporting RAP achievements, challenges and learnings both internally and externally.	<ul style="list-style-type: none"> Contact Reconciliation Australia to verify that our primary and secondary contact details are up to date, to ensure we do not miss out on important RAP correspondence. 	December 2025	Lead: Head of Communications
	<ul style="list-style-type: none"> Contact Reconciliation Australia to request our unique link to access the online RAP Impact Survey. 	August 2025	Lead: Head of Services & Engagement
	<ul style="list-style-type: none"> Monitor, track and report on the progress of the RAP implementation across all areas of the organisation to the CEO and Executive team on a quarterly basis. 	November 2025	Lead: RAP Advisory Group Chair Support: Head of Operations, Head of Communications



Action	Deliverable	Timeline	Responsibility
	<ul style="list-style-type: none"> Report on the progress of the RAP implementation to the People and Culture sub-committee through submission of meeting minutes and any issue papers. 	November 2025	Lead: RAP Advisory Group Chair Support: Guiding Manager
	<ul style="list-style-type: none"> Complete and submit the annual RAP Impact Survey to Reconciliation Australia. 	November 2025	Lead: RAP Advisory Group Chair Support: Guiding Manager
Continue our reconciliation journey by developing our next RAP.	<ul style="list-style-type: none"> <u>Register via Reconciliation Australia's website to begin developing our next RAP.</u> 	September 2025	Lead: CEO Support: Inclusion & Diversity Manager



GIRL GUIDES
A U S T R A L I A
V I C T O R I A

Contact:

Amy Timoshanko, CEO
guides@guidesvic.org.au
(03) 8606 3500
guidesvic.org.au

Girl Guide Reconciliation artwork by Gwenda Freeman — licensed to Girl Guides Victoria.

All other images featured in this document are credited to Girl Guides Victoria. Girl Guides Victoria confirms that it holds the appropriate permissions and rights to use these images in this context.