

# RECONCILIATION ACTION PLAN 2009



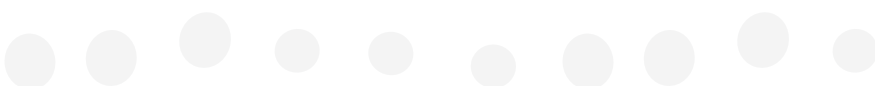
# ANNUAL PROGRESS REPORT FOR THE YEAR 2009



# OUR VISION FOR RECONCILIATION

AT LANDCORP WE ACKNOWLEDGE THE TRADITIONAL OWNERS OF THIS COUNTRY AND RESPECT THE DIVERSITY OF ABORIGINAL PEOPLE. WE RECOGNISE THAT MANY INDIGENOUS AUSTRALIANS FACE SIGNIFICANT SOCIAL AND ECONOMIC DISADVANTAGES AND LACK OF OPPORTUNITIES. THAT IS WHY WE CHOOSE TO PLAY A ROLE IN ADDRESSING THIS INEQUITY.

WE WILL APPLY OUR INFLUENCE AND LEADERSHIP TO CREATE SUSTAINABLE AND VIBRANT PLACES FOR ALL WESTERN AUSTRALIANS, INCLUDING INDIGENOUS COMMUNITIES.



# OUR RECONCILIATION ACTION PLAN FOR 2009

This Reconciliation Action Plan (RAP) is viewed by us as an opportunity to engage with the Aboriginal population of Western Australia by closely aligning our operations and projects so that they take into account the needs of Aboriginal people.

Our RAP was developed through consultation with our staff who contributed a number of ideas and suggestions on how we, as part of a whole of Government approach, work toward closing the gap with Indigenous Australians whilst recognising the unique skills we can bring to this approach.

Our RAP has a land and property development industry focus, with many of our people on the ground having experience in dealing with Native Title and Heritage Issues, but also managing successful projects which aim to deliver triple bottom line of economic, social and environmental benefits to our stakeholders.

Our 2009 RAP was intended as a starting point. It was expected that our initiatives would grow and evolve as new opportunities were identified and developed over the year.

# SUMMARY AND KEY LEARNINGS

Since commencing on our journey toward reconciliation, we have started to ask suppliers to join us on this journey. In embedding reconciliation related criteria through our supplier prequalification processes and in some tender documentation, we can start to select suppliers who value reconciliation. Based around the RAP template, we now ask suppliers how they:

- Work with Indigenous people to build better relationships through partnerships and other arrangements;
- Recognise and promote Indigenous culture and heritage; and
- Create and encourage employment and personal/professional development of Indigenous people.

Although in terms of people, we are a relatively small business, over 95% of our expenditure is with the private sector and we believe this is where our RAP will have the most impact for Aboriginal people. This initiative will continue to be rolled out through our prequalification and tender processes into the future. By asking our suppliers such as external project managers, lawyers, contractors, engineers, surveyors and others to respond to these criteria we are raising the profile of reconciliation and sending a strong message to our suppliers about the importance of this issue to our future.

We have also commenced our first general Cultural Awareness Training (CAT), which we believe will be the key to us developing an improved understanding of Aboriginal culture and how we can work together in the future. It is intended we will continue this training on a regular basis with the aim of having all our staff having taken part in CAT.

Finally, we are endeavouring to improve the way that Aboriginal culture and heritage is recognised through our projects. The recent recognition of the Januburu Six Seasons estate by winning the Sustainable Urban development category at the Urban Design Institute of Australia State Awards for Excellence shows what can be achieved in terms of cultural and heritage recognition. Januburu means 'our country' in Yawuru and for two years Yawuru elders have worked with us to protect the heritage and culture by integrating cultural corridors across the centre of the estate which lead to Minyirr Park and Cable Beach for the Yawuru people to travel. The successful incorporation of Indigenous needs into the design of the Januburu Six Seasons estate and the recognition it has received provide a shining example of our future project planning.

We believe that our next RAP will reflect the many lessons learnt during our first year of our reconciliation journey.

## RELATIONSHIPS

### Stop Light Outcomes Key



● Exceeded   
 ● Achieved   
 ● On track   
 ● Not achieved

**Focus area:** Working together to build better relationships: We work closely with Indigenous communities to make sure our developments are of the highest standard and the communities we create together can be vibrant and prosperous well into the future.

ACTION	TARGET	ACTUAL PROGRESS	LESSONS LEARNED	STOP LIGHT
Establish a RAP working group made up of Indigenous and non-Indigenous staff	<ul style="list-style-type: none"> <li>Working group established</li> <li>Quarterly reports to Executive on RAP progress</li> </ul>	RAP Working Group Established, however only ad-hoc reporting to Executive	We will improve reporting to Executive on RAP progress	<span style="color: grey;">●</span>
Working with Traditional Owners on implementing current Native Title Agreement commitments	Traditional Owners are consulted where there are Native Title Agreements in place to ensure commitments are met	Commenced Native Title discussion around Gracetown  Finalised Native Title discussions in Cranbrook	Keep agreements with Aboriginal people simple and workable for both parties - lets reduce the bureaucracy	<span style="color: grey;">●</span>
Consulting with Traditional Owners on all of our future development sites	Traditional Owners are consulted about our potential future development sites	Working with: <ul style="list-style-type: none"> <li>Gnaala Karla Booja on future land developments in Collie</li> <li>Yawuru on future land development in Broome</li> <li>MG Corporation on future land development in Kununurra</li> <li>Commenced discussions with MG Corporation regarding an enquiry by design workshop for the Warringarri community</li> </ul>	Keep discussions going even when we appear at an impasse	<span style="color: orange;">●</span>
Supporting the use of Indigenous Land Usage Agreements (ILUAs) and investigating opportunities for partnerships and wealth sharing	<ul style="list-style-type: none"> <li>Conditions of ILUAs met or exceeded</li> <li># of opportunities for partnerships and wealth sharing investigated/ initiated</li> </ul>	<ul style="list-style-type: none"> <li>All conditions of ILUAs met</li> <li>Six opportunities for partnerships/wealth sharing investigated/ initiated</li> </ul>	In creating a number of partnerships with various organisations and groups during the year, we need to allow greater time for improved consultation and ensure the potential partner is prepared internally	<span style="color: grey;">●</span>



**Focus area:** Working together to build better relationships: We work closely with Indigenous communities to make sure our developments are of the highest standard and the communities we create together can be vibrant and prosperous well into the future.

ACTION	TARGET	ACTUAL PROGRESS	LESSONS LEARNED	STOP LIGHT
Identifying Indigenous stakeholders	<ul style="list-style-type: none"> <li>List Indigenous stakeholders, including contact details and type of relationship identified for each of our programs</li> <li>Through the Customer Relationship Management Database provide staff access to Indigenous stakeholders</li> </ul>	Indigenous stakeholders are included in our Customer Relationship Management database, however they are not specifically identified as Indigenous due to the potential of such labeling being seen as discriminatory	To consider issues around privacy and respect around identification of Indigenous stakeholders	
Partner with key Indigenous related groups i.e. Aboriginal and Torres Strait Islander Advisory Group (ATSIAG) to deliver positive outcomes for Indigenous people	Active participation on key Indigenous related groups including ATSIAG, Champion Lakes Aboriginal Reference Group	Partnerships are ongoing. Armadale Redevelopment Authority representatives attend ATSIAG meetings on a regular basis to ensure positive outcomes are achieved	<p>The diversity and range of viewpoints of the various Aboriginal family groups in Armadale requires detailed attention and sensitivity in any planned consultations. Local leadership is not all inclusive and at present is provided by an Elder who is not a Noongar local</p> <p>We realise the benefits in forming relationships with community groups for advice and guidance when developing local programs</p>	



## RESPECT



### Stop Light Outcomes Key

● Exceeded   
 ● Achieved   
 ○ On track   
 ● Not achieved

**Focus area:** Recognising and promoting Indigenous culture and heritage: We recognise Indigenous culture and heritage and the positive impact that its activities can have in communities, if those communities are engaged and a high level of trust and respect is built.

ACTION	TARGET	ACTUAL PROGRESS	LESSONS LEARNED	STOP LIGHT
Completion of existing commitments to recognise Indigenous heritage	<ul style="list-style-type: none"> <li>Completion of the Halls Creek Town Walk in consultation with the Halls Creek community which unites the stories of Indigenous people with other local heritage provides local employment opportunities and involves local Aboriginal artists</li> <li>Scoping the Kinjarling Trail in Albany around Noongar history</li> </ul>	<p>Halls Creek Town Walk - completed and opened in October 2009</p> <p>Kinjarling Trail - we have engaged Heritage Consultants to work with DIA on the Trail. These consultants are part of the Kinjarling Trail Committee to provide advice as required</p> <p>We are working with the Local Government, Department of Indigenous Affairs and other community groups to coordinate heritage recognition within the City of Albany</p> <p>We also continue to work with DIA on integrating the Kinjarling Trail with developments at Emu Point and Albany Waterfront</p>	<p>Having strong relationships within State Government agencies, private sector and community groups enables us to bring together existing initiatives, such as the Kinjarling Trail, with our estates. Working together we can achieve more</p>	<span style="color: brown;">●</span>
Investigation of opportunities, in consultation with Indigenous stakeholders, for promotion of Indigenous history at a local level across Western Australia	<p>Further investigation of opportunities such as at the:</p> <ul style="list-style-type: none"> <li>Perth Waterfront</li> <li>Community/education hub in Karratha</li> </ul> <p>Number of opportunities investigated</p>	<ul style="list-style-type: none"> <li>Consulted with Aboriginal groups on interpretation of Aboriginal heritage and culture within the Albany waterfront</li> <li>Completed a Heritage Survey and facilitated Aboriginal monitoring on site for site works in Gracetown</li> <li>Completion of Heritage Survey for Emu Point, Albany</li> <li>Implemented recognition of cultural corridors via public open space in Broome's Januburu Six Seasons estate and placed a plaque in the park to recognise the Yawuru people</li> <li>Planning underway at the Baynton Park in Karratha to recognise Indigenous history</li> </ul>	<p>Working more closely with the Aboriginal community we can learn more about the history of the places we are developing</p> <p>Broome's Januburu Six Seasons estate clearly demonstrates the success that can be achieved by working together and paves the way for other projects into the future</p>	<span style="color: brown;">●</span>

**Focus area:** Recognising and promoting Indigenous culture and heritage: We recognise Indigenous culture and heritage and the positive impact that its activities can have in communities, if those communities are engaged and a high level of trust and respect is built.

ACTION	TARGET	ACTUAL PROGRESS	LESSONS LEARNED	STOP LIGHT
<p>Ongoing consultation with local Indigenous communities on the selection of appropriate Indigenous names for streets and parks in our various estates</p>	<p>Indigenous community groups consulted on a variety of projects such as:</p> <ul style="list-style-type: none"> <li>• Rubibi decision and approval of park and street names for Stage 4 Januburu Six Seasons (Broome)</li> <li>• Naming of streets in GreenView Karlkurla (Kalgoorlie) and exploration of promotion of Indigenous annunciation</li> </ul> <p>Number of projects with Indigenous naming initiatives</p>	<p>Aboriginal names have been used in 3 projects:</p> <ul style="list-style-type: none"> <li>• Januburu Six Seasons in Broome</li> <li>• GreenView Karlkurla, Kalgoorlie</li> <li>• Australian Marine Complex in Rockingham</li> </ul>	<p>To check the proposed street name with all the local language groups, as a word which may be innocent in meaning in one language group may be quite offensive in another</p>	
<p>Recognising the Indigenous owners of the land at corporate and regional events</p>	<p>Number of events where Traditional Owners formally acknowledged</p> <p>Number of 'Welcome to Country' ceremonies Traditional Owners have been invited to perform</p>	<p>Some corporate and regional events acknowledged Traditional Owners of the land including the RAP launch, C2030 and New Horizon's breakfast</p>	<p>Uncertainty around when and how to acknowledge Traditional Owners has lead to an inconsistent application. We will provide further guidance for staff on how and when to acknowledge Traditional Owners</p>	
<p>Recognition and celebration of significant Indigenous events e.g. NAIDOC Week, Reconciliation Week</p>	<ul style="list-style-type: none"> <li>• Celebrations acknowledged through our intranet and publications</li> <li>• NAIDOC Week Moorjitch Mar-Daa Art Award event promoted and held with local Indigenous artists</li> <li>• Staff encouraged to attend NAIDOC week events</li> </ul>	<p>NAIDOC Week was recognized via our Intranet and a social club function</p> <p>Reconciliation Week was acknowledged in an email to all staff and celebrated on our intranet</p> <p>Sorry Day was recognised via an email to all staff explaining the significance of this anniversary</p>	<p>The sharing of history through the celebration of these significant events has increased staff awareness</p>	
<p>Raise awareness and increase the knowledge of our staff in relation to Indigenous culture</p>	<p>Research on Cultural Awareness Training (CAT) options completed and suitable course developed</p> <p>All staff to undertake CAT</p>	<p>First general Cultural Awareness Training run</p> <p>Staff have attended local CAT in Port Hedland, 4 people and Kununurra, 3 people</p>	<p>Increased staff awareness of Aboriginal heritage and culture will help us realise our commitment to reconciliation</p>	
<p>Launch and promote our Reconciliation Action Plan to all staff</p>	<p>Launch event held</p> <p>Reconciliation Action Plan promoted</p>	<p>This launch occurred only with staff</p>	<p>Perhaps both a staff and stakeholder launch would have created more momentum</p>	

## OPPORTUNITIES

### Stop Light Outcomes Key

● Exceeded   
 ● Achieved   
 ○ On track   
 ● Not achieved

**Focus area:** Creating and encouraging employment for/of Indigenous people: We recognise the importance of creating opportunities for Indigenous people, the need to invest in and promote relevant skills and the benefits to all of providing employment opportunities to people from a diverse background.

ACTION	TARGET	ACTUAL PROGRESS	LESSONS LEARNED	STOP LIGHT
Develop an Indigenous recruitment and retention strategy, including traineeships, cadetships, graduates and direct employment, as part of our Equal Employment Opportunity (EEO) Management plan	<ul style="list-style-type: none"> <li>• Strategy developed, including activities to increase our profile to attract Indigenous staff</li> <li>• Submission of EEO Plan</li> <li>• The Office of Equal Employment Opportunity supports our EEO management plan targets</li> <li>• Targets for 2010 and beyond established.</li> <li>• Attendance at the Curtin University Careers Expo</li> </ul>	<ul style="list-style-type: none"> <li>• We are developing an Indigenous recruitment and retention strategy in conjunction with the Australian Employment Covenant</li> <li>• Our EEO plan runs to the end of 2009 and was approved by the Office of Equal Employment Opportunity</li> <li>• Attended the Curtin University Careers Expo</li> </ul>	There is a need for specialised recruitment and retention strategies with Indigenous specific methods and practice	<span style="color: orange;">●</span>
Assist in funding staff to undertake Indigenous related studies	<ul style="list-style-type: none"> <li>• Number of staff receiving assistance for Indigenous related study</li> </ul>	<ul style="list-style-type: none"> <li>• One staff member received assistance</li> </ul>	Improved staff awareness of this support may be required and greater encouragement of Indigenous related studies	<span style="color: grey;">○</span>
Identify opportunities to ensure Indigenous participation in the Armadale Producers Market	<ul style="list-style-type: none"> <li>• Indigenous community representative on the Armadale Producers Market Management Committee</li> <li>• Appointment of an Indigenous chef to demonstrate cooking with seasonal foods</li> </ul>	<ul style="list-style-type: none"> <li>• The Armadale Redevelopment Authority (ARA) ensured the Committee invited an Indigenous representative to sit on the Committee and assisted with a display during the local NAIDOC Celebrations Day</li> <li>• An Indigenous chef was unable to be arranged prior to ARA's withdrawal from this project</li> </ul>	ARA no longer has any direct involvement with this Committee which is now operating independently	<span style="color: grey;">○</span>



**Focus area:** Creating and encouraging employment for/of Indigenous people: We recognise the importance of creating opportunities for Indigenous people, the need to invest in and promote relevant skills and the benefits to all of providing employment opportunities to people from a diverse background.

ACTION	TARGET	ACTUAL PROGRESS	LESSONS LEARNED	STOP LIGHT
<p>Investigate opportunities to partner with our stakeholders to promote further opportunities for Indigenous people</p>	<ul style="list-style-type: none"> <li>• Scan of opportunities undertaken</li> <li>• Number of recommendations made to Executive</li> <li>• Number of new partnership initiatives</li> </ul>	<ul style="list-style-type: none"> <li>• Engaged Goolarri Media for photography and filming of the C2030 Conference in Broome and Broome North Planning and Design forum</li> <li>• External Project Manager prequalification process included reconciliation related criteria</li> <li>• Public relations prequalification process included reconciliation related criteria</li> <li>• Completed an initial report on the North West landscaping initiative, which has identified opportunities for locals, including Aboriginal, businesses</li> <li>• Instigated plans to embed business and training opportunities for Aboriginal people into our processes</li> <li>• Commenced negotiations to engage Wanna Work through Ertech to undertake construction of paths and some landscaping works at Lakeside, Kununurra</li> </ul>	<p>We have learned from other industries applications of minimum Indigenous employment standards within procurement and as a result developed procurement criteria around reconciliation and providing greater breadth for our suppliers to find industry suitable solutions</p> <p>Encouraging our suppliers to work with us to build capacity of Indigenous businesses is worthwhile</p>	
<p>Investigation of employment strategies to attract Indigenous people</p>	<ul style="list-style-type: none"> <li>• Indigenous employment strategy approved by Executive</li> </ul>	<ul style="list-style-type: none"> <li>• The recruitment of an Aboriginal trainee was approved and a number of potential applicants have been received</li> <li>• We have actively sought Indigenous employment services</li> </ul>	<p>We have had greater success utilising employment service providers who specialise in Aboriginal and Torres Strait Islander employment</p>	



## OPPORTUNITIES




### Stop Light Outcomes Key

● Exceeded   
 ● Achieved   
 ○ On track   
 ● Not achieved

**Focus area:** Supporting Indigenous Art and Culture: We will support Indigenous art and promote Indigenous culture in consultation with Indigenous people through LandCorp developments.

ACTION	TARGET	ACTUAL PROGRESS	LESSONS LEARNED	STOP LIGHT
Encouraging and promoting Indigenous artists to provide public art in our estates	<ul style="list-style-type: none"> <li>To create a number of public art installations designed by Indigenous Artists</li> </ul>	<ul style="list-style-type: none"> <li>Consulted with Aboriginal groups on public art for the Albany waterfront</li> <li>Indigenous artists provided public art within the Halls Creek Town Walk, including the totem poles and mosaic</li> </ul>	Having local artists involved in artistic and cultural projects has resulted in better accuracy of stories and language used	○
Identify opportunities for the Indigenous community to participate and contribute towards the design and construction of the Aboriginal Interpretive Centre at Champion Lakes	<ul style="list-style-type: none"> <li>Aboriginal Reference Group established</li> <li>Three Noongar art components to be contracted, created and installed</li> </ul>	<ul style="list-style-type: none"> <li>The Centre is scheduled for completion in June 2010</li> <li>An Aboriginal Artist Reference Group established in May 2008</li> <li>Nyoongar artists, Shane Pickett, Sandra Hill and Norma McDonald were appointed following a public tender process, to create the art work for the canopy, interpretive wall and walkway</li> </ul>	It is essential to work with the local Council's Aboriginal Reference Group based at the Champion Lakes Interpretive Centre to ensure that the word is spread to the whole Aboriginal community and not just a select group	○
Consult with Indigenous stakeholders before starting site works where archaeological or ethnographic issues may be relevant	<ul style="list-style-type: none"> <li>Number of sites with Indigenous representation for construction phase to monitor archaeological/ ethnographic issues as relevant</li> <li>% of construction compliant with the Aboriginal Heritage Act</li> </ul>	<ul style="list-style-type: none"> <li>Aboriginal monitors are invited onsite for any ground disturbing works at Gracetown</li> <li>Working with Traditional Owners on gaining Heritage Approval on land already cleared of Native Title</li> <li>Conducted heritage consultation in Karratha, Newman and Port Hedland</li> </ul>	By working with Traditional Owners more closely we can better celebrate the local heritage within each development	●
Recognise Aboriginal heritage sites within our projects	<ul style="list-style-type: none"> <li>Number of significant sites recognised within the Structure Plan process, with support from Indigenous people</li> </ul>	<ul style="list-style-type: none"> <li>Conducted community consultation, including Aboriginal, consultation in Broome North and established planning to recognise the cultural corridors with the Yawuru</li> </ul>	Through improved cultural understanding, we have realised that our community consultation practices may need to be adjusted to allow for Aboriginal cultural practices	●

**Focus area:** Supporting Indigenous Art and Culture: We will support Indigenous art and promote Indigenous culture in consultation with Indigenous people through LandCorp developments.

ACTION	TARGET	ACTUAL PROGRESS	LESSONS LEARNED	STOP LIGHT
Sponsorship of the Jets Softball team, in Port Hedland, which consists predominantly of Indigenous players	<ul style="list-style-type: none"> <li>• Sponsorship commitments met</li> </ul>	<ul style="list-style-type: none"> <li>• All sponsorship commitments met</li> </ul>	Our sponsorship along with the sponsorship of others has enabled the Jets to nominate a third team in the 2009 competition, a junior development team of players aged under 18. We are very encouraged by this sponsorship success	
Investigate opportunities for sponsorship of Yirra Yaakin a leading Aboriginal theatre group who provide health and educational messages through singing and theatre	<ul style="list-style-type: none"> <li>• # opportunities sponsored</li> <li>• Sponsorship commitments met</li> </ul>	<ul style="list-style-type: none"> <li>• None sponsored</li> </ul>	We will endeavour to ensure RAP commitments for sponsorship are planned, prior to RAP publication  Although we were unable to create a sponsorship opportunity for Yirra Yaakin, as part of NAIDOC week, staff were encouraged to attend a Yirra Yaakin show or volunteer	
Sponsorship of an Indigenous planning workshop at the Property Institute of Australia National Conference	<ul style="list-style-type: none"> <li>• Conference sponsorship occurred</li> </ul>	<ul style="list-style-type: none"> <li>• This particular sponsorship did not occur, however the 2009 Pilbara Youth Week and the Homeless Event at Broome Circle were sponsored</li> </ul>	The Indigenous Planning Workshop was not intended to be offered every year by the Property Institute and we had not sufficiently progressed any new Indigenous planning initiatives to discuss at the time of the conference. We will better plan RAP commitments to avoid making commitments which may not be deliverable	
Sponsorship of the Wheatbelt Cultural Festival featuring Indigenous celebrity Chef Mark Olive, aka 'the Black Olive'	<ul style="list-style-type: none"> <li>• Sponsorship commitments met</li> </ul>	<ul style="list-style-type: none"> <li>• All sponsorship commitments met</li> </ul>	Very successful dinner with Elders	



## TRACKING PROGRESS AND REPORTING

### Stop Light Outcomes Key

● Exceeded   
 ● Achieved   
 ● On track   
 ● Not achieved

ACTION	TARGET	ACTUAL PROGRESS	LESSONS LEARNED	STOP LIGHT
Embed tracking and reporting on our Reconciliation Action Plan into quarterly corporate reporting to Executive	<ul style="list-style-type: none"> <li>Quarterly reports to Executive published on our intranet</li> </ul>	<ul style="list-style-type: none"> <li>Whilst the RAP is embedded into quarterly reporting overall, not all specific targets have been highlighted individually. This item is still in progress</li> </ul>	A RAP report needs to be embedded into the quarterly business reporting to Executive	<span style="color: grey;">●</span>
Publish our RAP on Reconciliation Australia's and our website	<ul style="list-style-type: none"> <li>RAP registered with Reconciliation Australia and published on Reconciliation Australia's and our websites</li> <li>Hold a launch event to celebrate our RAP</li> </ul>		Although the staff launch was highly successful, a public launch would have been beneficial in reinforcing our commitment to reconciliation	<span style="color: grey;">●</span>
Review and update of our Reconciliation Action Plan	<ul style="list-style-type: none"> <li>Reconciliation Action Plan updated and registered with Reconciliation Australia</li> </ul>	<ul style="list-style-type: none"> <li>This was scheduled for June 2009, however held over to December 2009 to allow for improved coordination with strategic planning</li> </ul>	Consideration of longer term planning as part of the next RAP review	<span style="color: orange;">●</span>

### Achievements outside of the 2009 RAP commitments:

- Endorsement by Executive of the Community Wellbeing Approach, which will improve how we develop a sense of community within land developments
- Completion of an Affordability Strategy
- LandInfo request for tender included reconciliation related criteria
- Award won for UDIA's Sustainable Estate for Januburu Six Seasons which included significant cultural recognition within the estate and in signage



The first part of the document discusses the importance of maintaining accurate records of all transactions. It emphasizes that every sale, purchase, and payment must be properly documented to ensure the integrity of the financial statements. This includes recording the date, amount, and purpose of each transaction.

Secondly, the document highlights the need for regular reconciliation of bank accounts. By comparing the company's records with the bank statements, any discrepancies can be identified and corrected promptly. This process helps to prevent errors and ensures that the cash balance is always up-to-date.

Another key aspect is the timely preparation of financial statements. Management should review the accounts at the end of each month to identify any potential issues or trends. This allows for proactive decision-making and helps to maintain a clear picture of the company's financial health.

Finally, the document stresses the importance of transparency and communication. All financial information should be shared with the appropriate stakeholders, including management, investors, and regulatory bodies. This ensures that everyone has access to the same information and can make informed decisions based on the company's performance.



**Reconciliation Australia**  
**RECONCILIATION ACTION PLANS**

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