

Additional Published Information 2011-2012

In accordance with the *Annual report requirements for Queensland Government agencies*, the following information is provided in conjunction with the Annual Report 2011-2012 for the Contract Cleaning Industry (Portable Long Service Leave) Authority (the Authority).

Information systems and recordkeeping

QLeave administers the Contract Cleaning Industry Portable Long Service Leave Scheme on behalf of the Authority under a cost sharing agreement. Under this agreement, the Authority utilises QLeave's information and recordkeeping systems, including TRIM for electronic document and records management.

The Authority relies on QLeave for its commitment to quality recordkeeping practices in order to achieve compliance with the *Public Records Act 2002, Information Standard 40: Recordkeeping and Information Standard 31: Retention and Disposal of Public Records*.

For information on recordkeeping and information system activities undertaken by QLeave in 2011-12, refer to the Annual Report 2011-2012 and Additional Published Information 2011-2012 for the Building and Construction Industry (Portable Long Service Leave) Authority available at www.qleave.qld.gov.au – Building and Construction Industry link.

Consultancies

The Authority's Board has decided to use the services of QLeave's investment consultant and actuary.

PricewaterhouseCoopers is appointed as QLeave's investment consultant for the three year term of 1 January 2012 to 31 December 2014.

The investment consultant monitors and reports on the Authority's fund manager's performance, reviews and makes recommendations on investment objectives and strategies and reviews and provides advice on a range of matters relating to the Authority's financial position and investments.

The Authority also uses the services of QLeave's actuary to assess the Scheme's position and adequacy of long-term levy to meet future long service leave liabilities.

DeeDeeRa Actuaries Pty Ltd is appointed as QLeave's actuary.

The actuary undertakes a full actuarial assessment of the Scheme every two years and provides other actuarial services as required. A full actuarial assessment was conducted in 2011-12.

The cost of these consultancies for 2011-12 is shown below:

	2011-12 Fees
Investment Consultant – PricewaterhouseCoopers	\$12,640.83
Actuary – DeeDeeRa Actuaries Pty Ltd	\$19,100.00

Overseas travel

There was no overseas travel undertaken by staff, management or board members during 2011-12.