

## 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 Building and Construction Industry (Portable Long Service Leave) Authority (QLeave).

### **Information systems and recordkeeping**

QLeave has maintained 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*.

In 2011-12, the following initiatives and activities were accomplished which supported a consistent approach to managing records and information systems:

- Undertaking a digitisation project utilising the Queensland State Archives (QSA) methodologies and tool kit for the assessment of records suitable for destruction after digitisation
- Reviewing policies, procedures and work instructions that underpin how information is captured, managed, recorded and used within business units including the management of digitised records
- Enhancing the electronic records management system in supporting the increase in electronic digital transactions
- Providing feedback to QSA on Digital Continuity Framework and related recordkeeping advice on managing digital records
- Completing the QSA 2011 Recordkeeping Survey for Queensland Public Authorities
- Reviewing and updating QLeave's Strategic Recordkeeping Implementation Plan (SRIP) and improvement action plan
- Testing digital records management systems in conjunction with the annual test of the Disaster Recovery Plan
- Delivering recordkeeping awareness training to all staff.

QLeave utilises TRIM for electronic document and records management. The system provides effective and efficient management of correspondence, documents and records across all business units. QLeave's usage and acceptance of TRIM for management of business documents and records continued in 2011-12 with a focus on staff training and quality assurance in all aspects of recordkeeping.

### **Consultancies**

QLeave engages the services of an investment consultant to monitor and report on QLeave's fund manager's performance, review and make recommendations on investment objectives and strategies and review and provide advice on a range of matters relating to QLeave's financial position and investments.

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

QLeave engages the services of an 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:

	<b>2011-12 Fees</b>
Investment Consultant – PricewaterhouseCoopers	\$55,100.00
Actuary – DeeDeeRa Actuaries Pty Ltd	\$21,800.00

**Overseas travel**

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