

Moderation

State review panel comparability meetings following verification meetings of district review panels

Purpose

To provide schools and members of state review panels with information about November comparability meetings following the October verification meetings of district review panels.

Schedule, duration and purpose of meetings

Enclosed is a schedule of dates and venues for one- and two-day comparability meetings of state review panels. The meetings will be held from 5 to 8 November 2007, and start at 9:00 am.

State review panels will meet for either one or two days to consider:

- school submissions forwarded from district review panels for further review where no conclusive outcome has been reached after consultation with schools; and
- school submissions forwarded from district review panels for sampling.

Administrative procedures for travel

a. Airline and accommodation bookings

For bookings, panel members must complete and return the enclosed *Travel booking form* by Wednesday 10 October 2007. When bookings are confirmed, corresponding flight and accommodation arrangements will be forwarded to panel members. The airline of first choice is Qantas.

b. Accommodation

Panel members attending meetings at the Bardon Centre will be accommodated at the centre.

Panel members attending meetings at the Office of the Authority will be accommodated in the city.

c. Meals

Panellists staying at the Bardon Centre will be provided with breakfast, lunch and dinner at the venue.

Panellists staying in the city will be provided with breakfast and dinner at the accommodation and lunch at the QSA office.

d. Hire cars

If panel members need a hire car, they should make arrangements through Robin Williams, Coordinator (State Panel Operations), telephone 3864 0282.

e. Parking

The Bardon Centre is at 390 Simpsons Road, Bardon, south of Bardon State School. Parking is free for panel members.

Panellists attending meetings at the QSA office, 295 Ann Street, Brisbane can park at the Wickham Terrace Car Park, Wickham Terrace. Parking vouchers will be provided at the meetings.

f. Kilometric allowance

Under certain conditions, an allowance, based on kilometres travelled, is payable to members using their own vehicles to attend meetings.

Panel members should regard 150 kilometres as the maximum distance to qualify for use of their own vehicles. A hire car should be used for road travel beyond this distance. If a hire car is available but not used for road travel beyond 150 kilometres, payment for use of a private vehicle will be at the rate of 30.5c per km. A *Request for use of own vehicle* form must be submitted for approval before travel.

g. Taxis

Panel members using taxis to and from airports should include receipts with their claim form.

Enclosures, attachments, links

1. Schedule of meetings — November 2007
2. Map of the Bardon Centre
3. [Travel booking form](#)*
4. Request for use of own vehicle form*

* Complete, if applicable, and return to the Queensland Studies Authority (attention: Robin Williams) by 10 October 2007.

More information

If you would like more information, please email Anne Georgiou, Manager, Moderation Services at anne.georgiou@qsa.qld.edu.au, or phone 3864 0281.

Peter Luxton
Deputy Director
Student Achievement Division

Meetings take place over one or two days between Monday 5 and Thursday 8 November. The following schedule shows the day or days on which each panel will meet. All meetings commence at 9:00 a.m.

The following panels will meet on two days, Monday 5 and Tuesday 6 November.

Panel	Subject	Venue	Room
A05	Physics	QSA, Ann Street	Floor 7, Room 7.2
A06	Biology	The Bardon Centre	Acacia Room
A08	Multi-Strand Science	The Bardon Centre	Banksia Room
A13	Graphics	The Bardon Centre	Seminar Room 4
A16	Information Processing & Technology	QSA, Ann Street	Floor 7, Room 7.1
A19	Health Education	The Bardon Centre	Sarah J's Room
A25	Home Economics	The Bardon Centre	Joshua Jeays Breakout
A27	Marine Studies	QSA, Ann Street	Floor 8, 8.2–8.3
A34	Chemistry (extended trial-pilot)	The Bardon Centre	Acacia Room
A36	Mathematics A	The Bardon Centre	Joshua Jeays Room
A38	Mathematics C	The Bardon Centre	Joshua Jeays Room
B02	French	QSA, Ann Street	Floor 7, QSA Library
B03	German	QSA, Ann Street	Floor 7, Room 7.3
B05	Japanese	QSA, Ann Street	Floor Ground, QSA
B14	Visual Art	The Bardon Centre	Eliza Simpson Room
B25	Business Organisation & Management	The Bardon Centre	Meeting Room 1
B26	Music	The Bardon Centre	Seminar Room 3
B28	Business Communication & Technologies	The Bardon Centre	Meeting Room 2
B34	Geography	The Bardon Centre	Banksia Room
B35	English	The Bardon Centre	Eliza Simpson Room
B38	Ancient History	The Bardon Centre	Eliza Simpson Room
B40	Film, Television & New Media	The Bardon Centre	Eliza Simpson Room

The following panel will meet on one day — Monday 5 November.

Panel	Subject	Venue	Room
B11	Study of Society	The Bardon Centre	Boardroom 1

The following panels will meet on two days, Wednesday 7 and Thursday 8 November.

Panel	Subject	Venue	Room
A04	Chemistry	QSA, Ann Street	Floor 7, Room 7.2
A22	Hospitality Studies	The Bardon Centre	Meeting Room 1
A23	Technology Studies	The Bardon Centre	Seminar Room 3
A24	Physical Education	The Bardon Centre	Sarah J's Room
A26	Information Technology Systems (extended pilot)	The Bardon Centre	Joshua Jeays Breakout
A35	Physics (extended trial-pilot)	The Bardon Centre	Acacia Room
A37	Mathematics B	The Bardon Centre	Joshua Jeays Room
B12	Accounting	The Bardon Centre	Eliza Simpson Room
B19	Dance	The Bardon Centre	Meeting Room 2
B20	Study of Religion	The Bardon Centre	Eliza Simpson Room
B21	Legal Studies	The Bardon Centre	Eliza Simpson Room
B22	Drama	The Bardon Centre	Eliza Simpson Room
B29	Economics	The Bardon Centre	Joshua Jeays
B36	Music Extension	The Bardon Centre	Banksia Room
B37	English Extension (Literature)	The Bardon Centre	Seminar Room 4
B39	Modern History	The Bardon Centre	Acacia Room

The following panels will meet on one day — Wednesday 7 November.

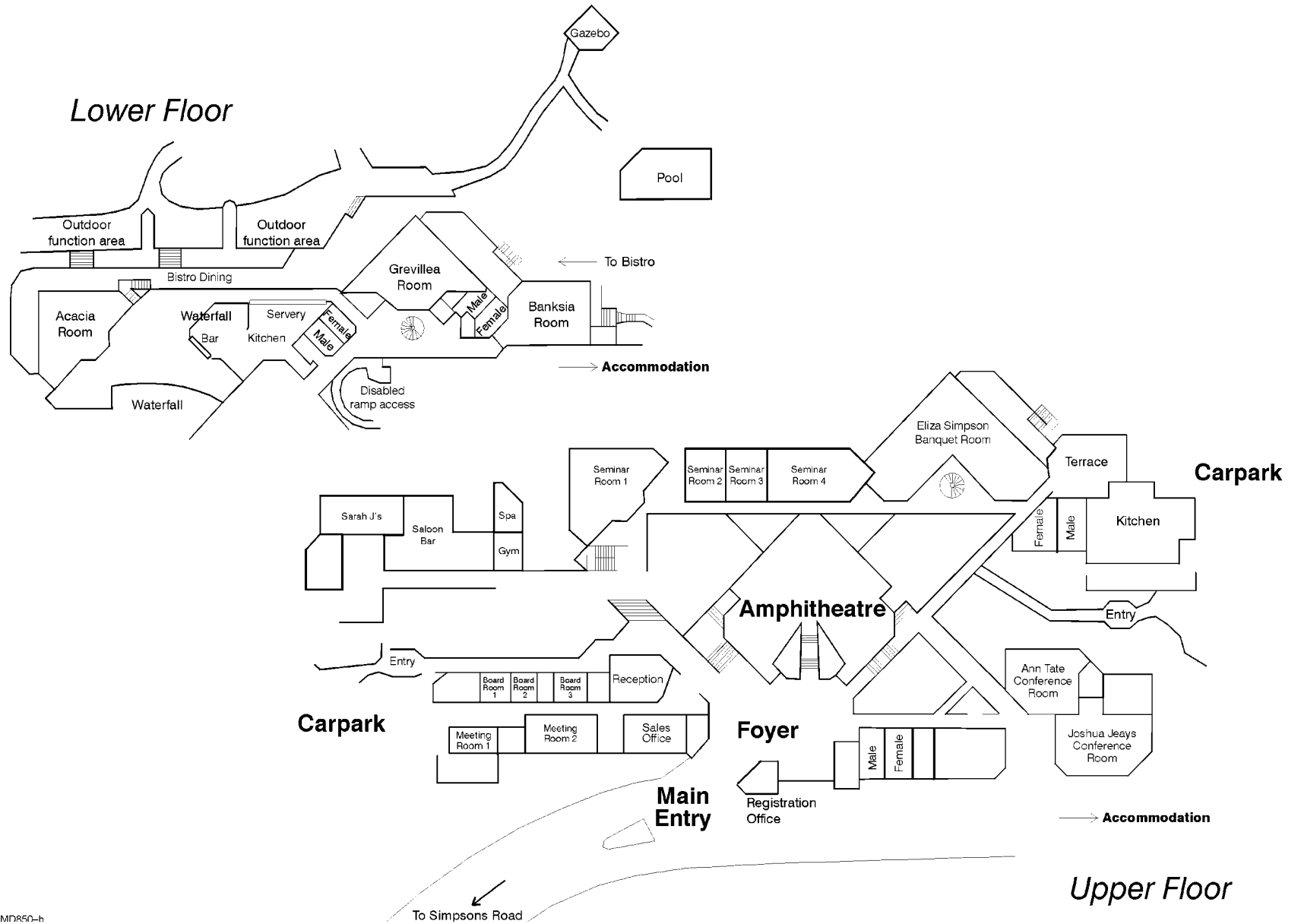
Panel	Subject	Venue	Room
A21	Agricultural Science	QSA, Ann Street	Floor 7, Room 7.3
B23	Chinese	The Bardon Centre	Boardroom 1

Bardon Professional Centre

390 Simpsons Road, Bardon

Telephone: (07) 3217 5333

Facsimile: (07) 3367 1350



THIS IS NOT A CLAIM FORM. PLEASE COMPLETE A CLAIM FORM IF YOU WISH TO BE PAID FOR USING YOUR OWN VEHICLE. Please complete and return with appropriate documentation *before* your dates of travel.

Personal details

Title Surname

Given name(s)

Preferred name

School

Claimant's certification

I hereby apply for approval to use my private vehicle for official purposes and I undertake to maintain insurance cover for the full period of this approval. I have attached for QSA records a copy of my endorsement.

Date of signature / / Ins. expiry date / /

Name Signature

Evidence must be attached to show that the vehicle is covered either by a comprehensive motor vehicle insurance policy or a third party property damage insurance policy and that the policy is endorsed to indemnify the QSA against certain liabilities at law – **as per directive 9/06 1 September 2006.**

Meeting details

Meeting name

Date(s) of meeting / /

Reason for use of own vehicle

Travel details

Type of vehicle

1600 cm³ & under 1601 cm³ to 2600 cm³ & over Over 2600 cm³ cm³ (m/cycle only)

From

To

Distance km Total km return

Meeting coordinator use only

Authorised by (name) signature

Rate of kilometric Full 33.5¢ per km 13.4¢ per km (m/cycle only) Date / /

Finance use only

Req. no TR

Cost centre Account code 520209

Travel officer (07) 3864 0214 Date / /

This information is collected so that the legislated functions of the QSA concerning administration can be carried out. Personal information is not usually disclosed to anyone other than relevant QSA staff unless required or authorised by law, permitted under the Queensland Government privacy policy, or so that the legislated function can be completed.

Use of own vehicle

It is QSA policy that if you are travelling more than 150 km (return trip) per day, or 300 km for a meeting of two or more days, we will hire a car for you.

The use of hire cars is the QSA's preferred method and we will pay a motor vehicle allowance for using a private vehicle only:

- when public transport is unsuitable or inconvenient, or
- when the distance is less than 150 km for a one-day meeting, or
- when the distance is greater than 150 km for a one-day meeting, only if the arrangement of a hire car is impracticable because of the remoteness of the location, physical disabilities etc.

You must obtain prior authority to use your own car, which is obtained by completing this form and having it authorised by your manager or supervisor.

From 1 September 2006, a minimum kilometric threshold of 50 km will apply, above which claims for use of own vehicle will be reimbursed to a maximum distance of 150 kilometres per day. That is, where use of own vehicle involves travel in excess of 50 kilometres per day, only the portion of travel in excess of the minimum threshold will be reimbursed for motor vehicle allowance expenses. For example, if the total return distance travelled is 52 kilometres, just 2 kilometres of travel will be reimbursed. If the distance travelled is 50 kilometres or less, no reimbursement will be made.

It is expected that 50 kilometres would account for the majority of normal home to work and return travel by claimants attending QSA meetings. In any event, claimants are still able to make a claim against their own personal income tax for work-related travel using their own vehicles.

Before authorisation is given for you to use your private motor vehicle, you will need to meet the following conditions by attaching documentary proof to this form, as follows:

- your vehicle is to be covered by either comprehensive motor vehicle insurance or third party property damage insurance
- you will need to produce evidence that the insurance policy carries an endorsement to indemnify the Queensland Government against certain liabilities at law. This is a standard endorsement and is available on request from all insurance companies.

This information is collected so that the legislated functions of the QSA concerning administration can be carried out. Personal information is not usually disclosed to anyone other than relevant QSA staff unless required or authorised by law, permitted under the Queensland Government privacy policy, or so that the legislated function can be completed.

Queensland Studies Authority, Ground floor, 295 Ann Street Brisbane. PO Box 307 Spring Hill Qld 4004.

Phone: (07) 3864 0299; **fax:** (07) 3221 2553; **email:** office@qsa.qld.edu.au; **website:** www.qsa.qld.edu.au. FAB 3.11.06