

28 May 2010

Number: 038/10

Years 10 – 12

Schedule of moderation conferences of state review panels and district review panel chairs

Purpose

To inform principals, state review panel chairs and panellists, and district review panel chairs of arrangements for the annual moderation conferences in July 2010.

Conference venue

The conferences will be held at Christie Conference Centre, Level 1, 320 Adelaide Street, Brisbane (cnr Adelaide & Wharf Streets). Registration and administration will begin at 8:30am.

Conference agenda

The agenda was finalised with state review panel chairs at their meeting on 14 May 2010. Start and finish times for the conferences will be:

- 8:30 am – 9:00 am registration
- 9:00 am – 2:45 pm panel-specific sessions
- 3:00 pm – 4:00 pm closing address.

It is expected that all attendees will participate fully in all sessions at the conference. Any variation to this arrangement must be approved in writing, by the principal, and returned with your attendance form.

Accommodation

Attendees will be accommodated in the Brisbane CBD. Accommodation will be twin-share. Attendees who request a single room with private facilities will have to pay any additional costs.

Meals

Morning tea, lunch and afternoon tea will be provided at the conference.

Delegates staying overnight will be provided with a full breakfast and an evening meal.

Travel arrangements

Airline bookings and hire cars will be provided for delegates if necessary.

1. Airline travel:

- Complete and return the enclosed travel booking form indicating the required flights.
- Bookings will be made by the QSA upon receipt of the travel booking form.
- The QSA will not pay for flights that were not booked through this office.
- Once bookings are confirmed, changes cannot be made.

- Tickets will be issued electronically at airport of departure. Please check at least 24 hours before departure that tickets are available and confirm flight times with airlines.
 - Where possible, delegates should use the Airtrain for travel to and from the Brisbane Airport.
2. Fares — bus, train, taxi:
- Bus, train and taxi fares will be reimbursed upon submission of receipts.
 - Bus and/or rail travel should be used if convenient for meeting times; for example, Toowoomba, Gold Coast and Sunshine Coast bus/rail services operate regularly to Brisbane.
 - Claims for taxi fares between delegates' private accommodation/home/school and the conference are not allowed without prior approval, and special circumstances apply.
3. Car hire
- If travel is more than 300 km (return trip) for a one-day meeting, delegates should use hire cars if possible.
 - All car hire must be organised and booked by the travel officer of the QSA. The delegate is entitled to claim for personal expenses for the hire car (receipt required).
 - Any exceptions must be authorised in writing by the conference coordinator before travel. Obtain authorisation by submitting the Form T12 (enclosed) with appropriate documentation.
 - If a hire car is available, but use of own vehicle is authorised, a nominal allowance may be payable. (See enclosed Form T12.)
4. Own car/kilometric allowance:
- All delegates wishing to claim for use of own vehicles MUST obtain prior authorisation by submitting the Form T12 along with supporting documentation (if not already provided).
 - Under certain conditions, an allowance, based on kilometres travelled, is payable to attendees using their own vehicles to attend meetings.
 - Attendees 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 37.5c per km. A Request for use of own vehicle form must be submitted for approval before travel.

A subsequent claim will NOT be paid if prior authorisation has not been obtained.

Parking

The venue is only a few minutes walk from Brisbane Central Station.

If you live locally, you may find it much faster and more convenient to use public transport. If you do drive to the city, please be aware that parking stations now tend to fill up quite early in the morning.

Parking is available at the Wickham Terrace car park (entry via Turbot Street). Upon entering the car park, a ticket is issued. Vouchers for the Wickham Terrace car park will be issued at the conference.

What to bring to the conference

- Syllabuses related to your subject area
- Other items as requested by your state review panel chair

Enclosures

- Schedule of meetings
- Attendance form — to be completed by ALL attendees
- Travel booking form
- Request for use of own vehicle form — Form T12

Action required

Principals please bring this memorandum to the attention of staff who are state panellists or chairs of district review panels.

Each state review panel chair or member and district review panel chair whose panel is scheduled for a conference should note the dates and return the attendance form to arrive no later than Friday, 11 June 2010.

More information

If you would like more information, please email the Manager, Quality Assurance Unit, at qau@qsa.qld.edu.au, or phone 3864 0375.

Peter Jordan
Deputy Director
Student Achievement Division

Schedule of meetings

Annual moderation conferences of state review panels and district review panel chairs

Panel Code	Subject
A07	Earth Science
A27	Marine Studies
B02	French
B11	Study of Society
B12	Accounting
B14	Visual Art
B20	Study of Religion
B29	Economics
B37	English Extension (Literature)
B38	Ancient History

Conference 1 (19 July)

Conference 3 (21 July)

Panel Code	Subject
A16	Information Processing & Technology
A21	Agricultural Science
A24	Physical Education
A44	Chemistry
B04	Italian
B06	Indonesian
B23	Chinese
B25	Business Organisation & Management
B34	Geography
B40	Film, Television & New Media
B45	English

Conference 5 (23 July)

Panel Code	Subject
A06	Biology
A18	Engineering Technology
A33	Science 21
A36	Mathematics A
A45	Physics
B03	German
B05	Japanese
B19	Dance
B28	Business Communication & Technologies
B31	Aboriginal & Torres Strait Islander Studies
	QCIA District Advisers

Panel Code	Subject
A08	Multi-Strand Science
A19	Health Education
A22	Hospitality Studies
A23	Technology Studies
A26	Information Technology Systems
A37	Mathematics B
A39	Aerospace Studies
B22	Drama
B35	English
B36	Music Extension
B39	Modern History

Conference 2 (20 July)

Conference 4 (22 July)

Panel Code	Subject
A13	Graphics
A14	Philosophy & Reason
A25	Home Economics
A38	Mathematics C
B21	Legal Studies
B26	Music
B32	Other Languages
B41	Tourism
B42	English for ESL Learners

Attendance form

Annual moderation conferences of state review panels and district review panel chairs

To be returned by ALL panellists

Title	<input type="text"/>	Surname	<input type="text"/>
Given names	<input type="text"/>	Preferred name	<input type="text"/>
School name	<input type="text"/>		
Work phone	<input type="text"/>	Fax	<input type="text"/>
		Home phone	<input type="text"/>
Work email	<input type="text"/>	Home email	<input type="text"/>

Status

State panel chair	<input type="checkbox"/>	State panel member	<input type="checkbox"/>	District panel chair	<input type="checkbox"/>
Subject panel	<input type="text"/>	Panel code	<input type="text"/>	District	<input type="text"/>

Conference details

I am unable to attend conference ☐

Please indicate which conference you will attend	Conference 1 19 July	<input type="checkbox"/>	Conference 2 20 July	<input type="checkbox"/>	Conference 3 21 July	<input type="checkbox"/>	Conference 4 22 July	<input type="checkbox"/>	Conference 5 23 July	<input type="checkbox"/>
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Travel

I will be travelling to the conference by

Airline	<input type="checkbox"/>	Own car	<input type="checkbox"/>	Hire car	<input type="checkbox"/>	Public transport	<input type="checkbox"/>
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FORM T12 MUST BE SUBMITTED

Accommodation

Accommodation will be provided in the Brisbane CBD.

I will/will not require accommodation to be arranged by the Office of the Authority. I have/have not completed and returned the Travel Booking form.

Meals

Special dietary requirements

When overnight accommodation is provided, participants will be provided with an evening meal and breakfast.

I shall require an evening meal on (day and date)

I shall require breakfast on (day and date)

Note: No other claims for meal allowance will be allowed where meals are provided for participants.

.....(signature)(date)

Please return all necessary forms, TO ARRIVE NO LATER THAN FRIDAY 11 JUNE 2010 to:
QSA, Attention: Administration Officer, Quality Assurance Unit, PO Box 307, Spring Hill Qld 4004.

The information you provide on this form will be used in administering and managing attendance of state review panels and district review panel chairs at annual moderation conferences as part of legislative functions described in the Education (Queensland Studies Authority) Act 2002 (s.69A) and Public Service Act 2008 (s.54 and c.5). Personal information will be accessed by authorised QSA staff, and handled in accordance with the Information Privacy Act 2009. Personal information will be disclosed to government auditors and other authorised government agencies where legally required. Names and dietary requirements will be supplied to the contracted caterer.

Travel Booking Form

IDENTIFICATION (person travelling)

Before filling this form please read the guidelines

Title		Family name	
Given name(s)		Preferred name	
Phone (Work)		Home/Mobile	
Fax no			
Email (Work)		Email (Home)	
Workplace		Panel code	
BIC			
		Travelling persons signature (As Needed)	

REASON FOR TRAVEL

QSA Annual Conference

Please provide details:

TRAVEL REQUIREMENTS

All travel arrangements must be made by the QSA Travel Officer

☐ I will be arriving prior to the start date and/or staying past the completion date for personal reasons

Air travel required ☐ Yes — provide details: ☐ No — not required A/C:520002

☐ I will be travelling with someone else – please give details in the *Other comments field

(24-hr clock)							
Date / /	From	To	Airline	Flight	Class	Dep	Arr

Please note: (a) where possible Qantas or its subsidiaries will be used
(b) return dates for flights are mandatory
(c) please choose carefully as any changes incur a rebooking fee and a new fare of equal or higher value

Electronic tickets to be collected from airport of departure.

Car hire required ☐ Yes — provide details ☐ No — not required A/C: 520209

	Location/car company	Date / /	Time (24-hr clock)
Collect from:			
Return to:			
Collect from:			
Return to:			

Travelling to

Accommodation required ☐ Yes — provide details ☐ No — not required A/C: 520107

Indicate preference: ☐ Share ☐ Single* ☐ Non-smoking ☐ Smoking

*Non-QSA staff: The QSA will fund twin share accommodation only. If you request a single room, you will be required to pay the additional costs for a single room (usually ½ the accommodation costs).

If staying in private accommodation at any stage, state dates:

Hotel Name	In date / /	Approx time	Out date / /	No. Nights

*Other comments

Please return this form to: QSA, PO Box 307, SPRING HILL QLD 4004 **Attn:** Administration Officer, Quality Assurance Unit

APPROVALS

Holder of Financial Delegation Use Only		Travel Officer Use Only	
Name		Req No	
Cost centre	Date	Travel Officer	Date
Signature		Confirmation Emailed <input type="checkbox"/>	Date
*Please enter the cost centre		Comments	
Supporting Documentation is attached <input type="checkbox"/>			

The information you provide on this form will be used in administering and managing human resources as part of legislative functions described in *Public Service Act 2008* (s.54 and c.5) and the *Education (Queensland Studies Authority) Act 2002* (s.69A). Your personal information will be accessed by authorised QSA staff, and handled in accordance with the Information Privacy Act 2009. Certain types of personal information will be disclosed to QANTAS (air travel), AVIS/Budget (car hire), accommodation supplier, government auditors and other authorised government agencies where legally required. | Form no: FIN010-07

TRAVEL GUIDELINES

For QSA to pay for travel costs (flights, car hire and accommodation) please arrange all travel through the QSA. No bookings are taken by phone. A Travel Booking Form must be completed at least **two weeks** before travel. The travel officer will make the arrangements and email a confirmation.

FLIGHTS

Complete the Air travel section on the Travel Booking Form and send it to the meeting/conference coordinator or QSA Supervisor at least **two weeks** before travel:

- Give careful consideration to the request - changes to flights may not be possible, a financial penalty may also be incurred by the traveller.
- Inform QSA if the traveller is with someone else (e.g. child, partner etc) so that we ensure they are on the same flight together.
- Inform QSA the approximate time the traveller wishes to travel.

The QSA travel contract stipulates QANTAS as the preferred carrier. Where practical, flights will be booked with QANTAS or their subsidiary airlines. All tickets are discount, non-refundable and are prepaid from your airport of departure. In most regional centres QANTAS tickets will be electronically issued.

Please Note - QSA is unable to quote your Flight Deck, Golden Wing or Frequent Flyer numbers to the airline.

To Change Flights - 48 hours notification is required, all changes incur a rebooking fee and in some cases an additional upgrade cost as well.

To Cancel Flights - 48 hours notification is required, only the person travelling to the same destination within 12 months can use the available credit for their next flight.

Under no circumstances are airline bookings to be made direct to the airline by the traveller.

CAR HIRE

A hire car should be used if travelling more than 150 km return trip per day for a meeting. The maximum distance for meetings of two days or more is 300 km return trip.

Complete the car hire section of the Travel Booking Form and send it to the QSA at least **two weeks** before travel.

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 due to the remoteness of the location, physical disabilities etc.

Please Note - The first 50 km is not reimbursable.

To Change Booking - 24 hours notification required.

To Cancel Booking - 48 hours notification required.

Damage to vehicle - Report to the QSA and to the hire car company any damage to the vehicle while it is in your possession.

Private use - If you are eligible to use your own vehicle, complete a Request for Use of Own Vehicle form and ensure that the QSA manager or supervisor authorises it in advance. You will also need to complete and submit a Travel claim once you have completed your trip.

ACCOMMODATION AND MEALS

Complete the Accommodation section on the QSA Travel Booking Form and send it to the QSA Travel Booking Officer at least **two weeks** before travel. If the accommodation is approved by the meeting/conference coordinator, QSA will pay for your stay in a twin-share room or pay an allowance if you choose to stay privately. QSA do not pay for telephone calls, bar bills or incidental costs. If a single room is required and QSA has organised a twin room, the traveller must pay half the cost of the single room.

Delegates being accommodated at the QSA's expense are entitled to charge breakfast and dinner at their motel/hotel. A Traveller wishing to dine elsewhere is entitled to an allowance for dinner (receipt required). Any expenses incurred in excess of the allowances will remain the responsibility of the traveller, and must be paid for at the time of departure. Non-metropolitan delegates staying privately are entitled to claim an overnight allowance, and meal allowances for breakfast and dinner.

The rates will be according to QSA travel guidelines.

To Change Booking - 24 hours notification required.

To Cancel Booking - 24 hours notification required.

FARES — Bus, train, taxi

Bus, train and taxi fares will be reimbursed upon production of receipts. Bus and/or rail travel should be used if convenient for meeting times, e.g. Toowoomba, Gold Coast and Sunshine Coast bus/train services operate regularly to Brisbane.

Claims for taxi fares between the home/school and the meeting/conference will be disallowed except in special circumstances.

PARKING

Parking vouchers will be issued for the relevant parking stations by the meeting/conference coordinator.

For more detailed information, please read the QSA's Travel Policy and Guidelines.

T12 — Request for use of own vehicle

For travel from 1 September 2009

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. See contact details below.

Personal details			
Title:		Last name:	
Given name(s):		Preferred name:	
School:			
Panel:			
Claimant's certification			
<p>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. Evidence is 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 No. 8/09 September 2009 and Travel Policy and Guidelines.</p> <p>Please note the QSA will refund endorsement fees as necessary.</p>			
Insurance company:		Insurance expiry date:	/ /
Signature:		Date:	/ /
Meeting details			
Meeting name:			
Date(s) of meeting:	/ /		
Reason for use of own vehicle: (If travelling more than 150 km)			
Travel details			
Type of vehicle:			
Automobiles:	<input type="checkbox"/> 1600cc and less (63.0 cents/km*) <input type="checkbox"/> 1601cc to 2600cc (74.0 cents/km*) <input type="checkbox"/> 2601cc and over (75.0 cents/km*)	Motor cycles:	<input type="checkbox"/> 250cc and under (25.2 cents/km*) <input type="checkbox"/> Over 250cc (30.0 cents per/km*)
<p>If claimants choose to use their own vehicle where QSA has approved other means of travel an allowance is paid at 37.5 cents/km for automobiles or 15 cents/km for motorcycles.</p>			
From:	To:	Return (km):	
(Home)	(Normal work location)		
From:	To:	Return (km):	
(Home)	(Meeting location)		
			Difference (km):
QSA meeting coordinator use:			
<input type="checkbox"/> Certificate of Currency attached <input type="checkbox"/> Previously recorded on QSIS			
Authorised by: (Name)		Signature:	
Motor vehicle allowance:	<input type="checkbox"/> Full <input type="checkbox"/> 37.5 cents/km <input type="checkbox"/> 15.0 cents/km	Date:	/ /

Please fax this T12 form to the appropriate QSA office: Head Office (07) 3221 2553; Brisbane Central (07) 3397 2955; Brisbane East (07) 3343 8878; Brisbane Ipswich (07) 3202 3347; Brisbane North (07) 3855 1673; Brisbane South (07) 3208 2633; Cairns (07) 4051 3390; Gold Coast (07) 5591 4461; Mackay (07) 4953 0988; Rockhampton (07) 4922 6574; Sunshine Coast (07) 5493 9451; Toowoomba (07) 4638 5390; Townsville (07) 4728 8486; Wide Bay (07) 4121 6811.

The information you provide on this form will be used in administering and managing human resources as part of legislative functions described in *Public Service Act 2008* (s.54 and c.5) and the *Education (Queensland Studies Authority) Act 2002* (s.69A). Your personal information will be accessed by authorised QSA staff, and handled in accordance with the *Information Privacy Act 2009*. Certain types of personal information will be disclosed to the government auditors where legally required. | **Form no:** FIN041-09.

QSA policy for 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, supervisor or appropriate officer authorising travel.

You will need to attach the following documentary evidence to this form before authorisation is given for you to use your private motor vehicle:

A copy of either a comprehensive motor vehicle insurance or third party property damage insurance policy for the vehicle, which 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. AAMI, NRMA and Suncorp policies automatically include cover for employers. The RACQ recommend having their policies endorsed to cover employers. If your insurance is with any other insurance company, you will need to contact them to determine their requirements to cover employers.

Note that insurance companies will NOT discuss individual's insurance arrangements with QSA staff. It is the responsibility of the insured party to request a *Certificate of Currency* be sent to QSA to support any request to use a "private" vehicle. If a cost is involved QSA will refund this cost.

You will NOT be paid a motor vehicle allowance unless this documentary evidence is provided.

Summary of QSA motor vehicle allowance policy

Motor vehicle allowance will be paid on the difference, if any, between the total return distances travelled between a person's home and the location they have been requested to attend, compared to the total return distance between their home and their normal work location.

The "normal work location" under QSA policy is as follows:

- for QSA employees engaged under the *Public Service Act 2008* — the person's normal employment location (i.e. Brisbane City or District Office location)
- for district and state panel chairs and panel members — the person's normal school location
- for persons involved in external examinations (Chief Examiners, Assistant Examiners, Assessors, and Markers) — the person's residential address
- for members of QSA committees — the person's usual school or work location
- for QCS Test Markers — the marking venue. (As the marking venue is the base location, motor vehicle allowance is not payable to persons who travel daily to the marking operation. Motor vehicle allowance is only payable for QCS Test markers who are eligible for overnight accommodation and where use of private motor vehicle has been approved as their means of travel.)

All motor vehicle allowances paid will be in accordance with the rates prescribed in the current [Motor Vehicle Allowances](#) directive issued by the Attorney-General and Minister for Industrial Relations.

A person eligible to claim motor vehicle allowance, but who elects to travel by means other than their own vehicle (e.g. public transport), can claim for the actual travel cost incurred up to a maximum of the cost that would have been incurred through payment of motor vehicle allowance. Payment will be at the rate prescribed in the Motor Vehicle Allowances directive under the heading "Employees who choose to use their private motor vehicle".

Where a person meets the criteria for accommodation for one or more nights and use of their private motor vehicle is the approved means of travel, motor vehicle allowance will be paid for one return journey. Where a person elects to travel to and from their home on each day of a QSA activity that is greater than one day, the person is only eligible for motor vehicle allowance for one return journey.

Where a person is initially approved to travel by means other than their private motor vehicle (e.g. plane, hire car etc.), but prefers and is subsequently approved to travel by private motor vehicle, the total allowance paid is not to exceed the cost that would have been incurred through the approved means of travel.

Unless specifically approved by the relevant Deputy Director, claims for payment of motor vehicle allowance or other travel costs incurred under the provisions of this policy must be submitted within 12 months of the travel being undertaken.