

2019 Pay Period Information for All Transport Operators

(effective 28 January 2019)

Following are the payment dates for the 2019 school year. This information will provide you with the payment period end date, which is the date on which payment is to be released from the Department of Transport and Main Roads and sent to financial institutions with the corresponding number of days and weeks for that pay period.

Kilometre and Fares Based Services and Contract Services for Students with a Disability

Payment Period End Dates	Payment Period Name	STIMS Payment Process Date	No. of Weeks (Fares)	No. of Days (KM/SE)
08-Feb-2019	A	04-Feb-2019	2	9
22-Feb-2019	B	18-Feb-2019	2	10
15-Mar-2019	C	11-Mar-2019	3	15
29-Mar-2019	D	25-Mar-2019	2	10
10-May-2019	E	07-May-2019	4	17*
31-May-2019	F	27-May-2019	3	15
28-Jun-2019	G	24-Jun-2019	4	20
02-Aug-2019	H	29-Jul-2019	3	15
30-Aug-2019	I	26-Aug-2019	4	20
20-Sep-2019	J	16-Sep-2019	3	15
25-Oct-2019	K	21-Oct-2019	3	14**
15-Nov-2019	L	11-Nov-2019	3	15
13-Dec-2019	M	09-Dec-2019	4	20
Total No. of Payment Weeks / Days			40	195
* KM operators receive payment for 21 days in 19E – 18 days fixed and variable + 3 days fixed only				
* SWD operators receive payment for 18 days in 19E - 17 days fixed and variable + 1 day fixed only				
**SWD operators receive payment for 13 days in 19K as they do not receive a fixed only payment for staff professional development days				

The shaded STIMS Payment Process Date column indicates the date that the payment process is commenced in Department of Transport and Main Roads regional offices.

Please ensure that your payment documentation is returned before this date.

Points to Note

- At the commencement of the school year, priority is given to processing safety-net and fares based applications to provide financial assistance to these operators and families.
- Priority for kilometre-based applications will be processed in conjunction with category review dates of 1 April and 1 July.
- STIMS will automatically make adjustments for years 10, 11 and 12 students who leave school before the end of the school year. Those schools in northern, western and central Queensland that close one week earlier at the end of the year will be automatically adjusted by the STIMS database system.

Kilometre-based services that cease operation before the end of the year (year 11/12 services or western/remote schools) are paid the daily fixed rate until the end of the year via manual adjustments. (Refer to School Transport Assistance Scheme: Operator Payments document Section 3 Kilometre-based school bus services - 3.9 Payment Rate Adjustments).

- Easter school holidays and staff professional development days:** Due to the extension of the Easter school holidays to two weeks, the following will apply:

Fares-based contracts

- 50% of the normal weekly fare will be paid in LIC19E for week 8-12 April.

Kilometric-based contracts

- Extra week holiday covers the week 8-12 April
 - paid fixed only for 3 days
 - paid fixed and variable for 1 day
 - no payment for 1 day
- Staff professional development days on 21 October will be paid at the fixed rate only as already occurs.

(Refer to School Transport Assistance Scheme: Operator Payments document Section 1 General Information).

Subsidised services

- For subsidised services on the per student per day payment system, payment for the 4 days will be the lesser of the following two amounts:
 - 50% of the DAILY amount for 4 days
- or
 - the equivalent of the NC1 FIXED only amount which which would apply to the vehicle used under the capital-based kilometric system.
- Subsidised services paid at the NC1/NC2 fixed and variable allowance will be paid NC1/NC2 FIXED only for 4 days (Vehicle Purchase Allowance included if applicable).

Students with a Disability Mini Bus Contracts

- The following will apply for the Easter school holidays:
 - paid fixed only for 1 day
- Manual adjustments will be made for gazetted show holidays - some contract schedule versions may specify the day or a common day to be used for the gazetted show holiday.
- No payment is made for staff professional development days, including that on 21 October.

Payment Procedures

The method of payment is direct deposit into your nominated bank account through Electronic Funds Transfer (EFT). The form, School Transport New/Amended Payee Bank Details (F3679) should be completed to advise the department when changes occur to your bank details.

This form is available from your local department office as listed on this page.

The following documentation will be forwarded by the Department of Transport and Main Roads at the end of each pay period:

- Operator Statement
- Recipient Created Tax Invoice (for all Non-TransLink operators)
- Kilometre Exception Report (kilometre-based operators only)
- Students with Disabilities Contract Bus Exception Report (as per SWD Contract arrangements)
- Fares Based Vehicle Exception Report (Fares Based Operators only).

Upon receipt of the documentation, the Operator Statement should be checked to ensure that all transactions are correct. Any adjustments to payments will be shown on the statement listed under the relevant heading to explain the reason for the adjustment.

Any variations to the payment details can be reported to the department on the Kilometre Exception Report, SWD Exception Report and Deletion Notification.

The Recipient Created Tax Invoice, Fares Based Vehicle Exception Report and the Kilometre Exception Report must be signed by the operator. The Kilometre Exception Report must also be signed by a member of the conveyance committee (preferably the Honorary Secretary).

It is the operator's responsibility to return the Recipient Created Tax Invoice, Fares Based Vehicle Exception Report and the Kilometre Exception Report to your local Department of Transport and Main Roads office to ensure correct payment can be made within the prescribed timeframes.

Under audit requirements, further payments cannot be made until this documentation is returned. If your documentation is received after the payment process has occurred your payment may be made later than the advised payment date as shown on page one. Further payment paperwork will not be sent until all relevant documentation and payments are up to date.

Further Information

Please contact your local Department of Transport and Main Roads office or go to www.translink.com.au/schooltransport.

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