

2022 Pay Period Information for All Transport Operators (effective 24 January 2022)

Following are the payment dates for the 2022 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 Contracted Specialist School Transport Services

| Payment Period End Dates | Payment Period Name | STIMS Payment Process Date | No. of Weeks (Fares) | No. of Days (KM/ SE) |
|--|---------------------|----------------------------|----------------------|----------------------|
| 04-Feb-2022 | A | 31-Jan-2022 | 2 | 9 |
| 25-Feb-2022 | B | 21-Feb-2022 | 3 | 15 |
| 25-Mar-2022 | C | 21-Mar-2022 | 4 | 20 |
| 29-Apr-2022 | D | 26-Apr-2022 | 3 | 17* |
| 27-May-2022 | E | 23-May-2022 | 4 | 19 |
| 24-Jun-2022 | F | 20-Jun-2022 | 4 | 20 |
| 29-Jul-2022 | G | 25-Jul-2022 | 3 | 15 |
| 26-Aug-2022 | H | 22-Aug-2022 | 4 | 20 |
| 16-Sep-2022 | I | 12-Sep-2022 | 3 | 15** |
| 21-Oct-2022 | J | 17-Oct-2022 | 3 | 14 |
| 18-Nov-2022 | K | 14-Nov-2022 | 4 | 20 |
| 09-Dec-2022 | L | 05-Dec-2022 | 3 | 15 |
| Total No. of Payment Weeks / Days | | | 40 | 199 |
| * KM operators receive payment for 17 days in 22D – 14 days fixed and variable + 3 days fixed only | | | | |
| *SST operators receive payment for 15 days in 22D –14 days fixed and variable + 1 day fixed only | | | | |
| **SST operators receive payment for 14 days in 22I 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.
- 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 LIC22D for week 11-14 April.

Kilometric-based contracts

- Extra week holiday covers the week 11-14 April
 - paid fixed only for 3 days
 - paid fixed and variable for 1 day
- Staff professional development days on 2 September 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 daysor
 - the equivalent of the NC1 FIXED only amount 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).

Specialist School Transport Mini Bus Contracts

- The following will apply for the Easter school holidays:
 - paid fixed and variable for 1 day
 - paid fixed only for 1 day
 - no payment for 2 days
- 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 2 September.

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 the next 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)
- Specialist School Transport Contract Bus Exception Report (as per SST 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, SST 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.

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

For more information, please contact your local TransLink Division office of the Department of Transport and Main Roads or go to www.translink.com.au/schooltransport.

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