

2024 Pay Period Information for All Transport Operators

(effective 22 January 2024)

Following are the payment dates for the 2024 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, 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/SST)
02-Feb-2024	A	29-Jan-2024	2	9
23-Feb-2024	B	19-Feb-2024	3	15
22-Mar-2024	C	18-Mar-2024	4	20
26-Apr-2024	D	22-Apr-2024	4 [^]	17*
24-May-2024	E	20-May-2024	4	19
21-Jun-2024	F	17-Jun-2024	4	20
26-Jul-2024	G	22-Jul-2024	3	15
23-Aug-2024	H	19-Aug-2024	4	20
13-Sep-2024	I	09-Sep-2024	3	15**
18-Oct-2024	J	14-Oct-2024	3	14
15-Nov-2024	K	11-Nov-2024	4	20
13-Dec-2024	L	09-Dec-2024	4	20
Total No. of Payment Weeks / Days			42 [^]	204 [^]
* KM operators receive payment for 17 days in 24D – 14 days fixed and variable + 3 days fixed only				
* SST operators receive payment for 15 days in 24D – 14 days fixed and variable + 1 day fixed only				
** SST operators receive payment for 14 days in 24I as they do not receive a fixed only payment for staff professional development days				
[^] Includes the extra week payment during the Easter school holidays 24D				

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 1 July category review for vehicles over 16 and 20 years of age.
- 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 Service Provider Operations Manual - Section - Kilometre-based school bus services - 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 LIC24D for week 8-12 April.

Kilometre-based contracts

- Extra week holiday covers the week 8-12 April
 - paid fixed only for 3 days
 - paid fixed and variable for 1 day
- Staff professional development day on 30 August will be paid at the fixed rate only as already occurs.

(Refer to School Transport Assistance Scheme Service Provider Operations Manual - Section - General Conditions - Days that school services must operate).



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 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 30 August.

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 (F005) 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 via encrypted email, Australia Post or made available to you via STIOS 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 for Students with Disabilities Exception Report (for SST operators only)
- 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 (F011).

The Exception Report must be signed by the operator. It is the operator's responsibility to return the 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.

A separate email/notice will be forwarded to you informing you of the automated process available to receive your payment documentation via STIOS and the importance of returning your documentation to your local regional office by encrypted email from your business email address.

Further Information

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

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