



Schedule 10 – Market Process

In accordance with Clause 33.3(b) of the Contract, the Operator must prepare, maintain and keep up to date the following information and the Operator must provide copies of the information to TfNSW in accordance with Clause 33.3(c), to be used and published in any market process, being any process in connection with the re-tendering or contracting of all or any part of the Contract Bus Services, by TfNSW:

- (a) employee information at an aggregate and at an individual level, including date of joining, contract / award terms, grade, accrued entitlements and training record, set out in the following manner.

Aggregate Employee Information – Number of Staff by Staff Category (Full Time Equivalent)

| Category | Two Years Ago | Last Year | Current Year to Date |
|------------|---------------|-----------|----------------------|
| Management | | | |
| Clerical | | | |
| Drivers | | | |
| Mechanics | | | |
| Body Shop | | | |
| Cleaners | | | |
| Operations | | | |
| Other | | | |
| Total | | | |

Individual Employee Information – Accrued Entitlements Owning

| Category | Start Date | Service (years and months) | Long Service Leave (Days/Hrs) | Annual Leave (Days/Hrs) | Other Accrued Entitlements | Training Records |
|-------------------------|------------|----------------------------|-------------------------------|-------------------------|----------------------------|------------------|
| Number of Months | | | | | | |
| Management | | | | | | |
| Person 1 | | | | | | |
| Person 2 | | | | | | |
| Person etc | | | | | | |
| Sub Total | | | | | | |
| Clerical | | | | | | |
| Person 3 | | | | | | |
| Person 4 | | | | | | |
| Person etc | | | | | | |
| Sub Total | | | | | | |
| Drivers | | | | | | |
| Person 5 | | | | | | |
| Person 6 | | | | | | |
| Person etc | | | | | | |
| Sub Total | | | | | | |
| Mechanics | | | | | | |
| Person 7 | | | | | | |
| Person 8 | | | | | | |
| Person etc | | | | | | |
| Sub Total | | | | | | |
| Body Shop | | | | | | |

| | | | | | | |
|-------------------|--|--|--|--|--|--|
| Person 9 | | | | | | |
| Person 10 | | | | | | |
| Person etc | | | | | | |
| Sub Total | | | | | | |
| Cleaners | | | | | | |
| Person 11 | | | | | | |
| Person 12 | | | | | | |
| Person etc | | | | | | |
| Sub Total | | | | | | |
| Operations | | | | | | |
| Person 13 | | | | | | |
| Person 14 | | | | | | |
| Person etc | | | | | | |
| Sub Total | | | | | | |
| Other | | | | | | |
| Person 15 | | | | | | |
| Person 16 | | | | | | |
| Person etc | | | | | | |
| Sub Total | | | | | | |
| | | | | | | |
| Total | | | | | | |

(b) payroll details at an aggregate and at an individual level, including wages and salaries, allowances and awards, overtime and penalties, set out in the following manner.

Aggregate Payroll Details: Annual Wage / Salary Payments (inc Overtime Payment)

| Category | Two Years Ago | Last Year | Current Year to Date |
|------------------|---------------|-----------|----------------------|
| Number of Months | 12 | 12 | |
| Management | | | |
| Clerical | | | |
| Drivers | | | |
| Mechanics | | | |
| Body Shop | | | |
| Cleaners | | | |
| Operations | | | |
| Other | | | |
| Total | | | |

Individual Payroll Details: Current Year to Date (\$)

| Category | Award | Grade | Ordinary Time Hourly Rate | Ordinary Time Payments | Overtime Payments | Allowance Payments | Total Payments |
|------------------|-------|-------|---------------------------|------------------------|-------------------|--------------------|----------------|
| Number of Months | | | | | | | |
| Management | | | | | | | |
| Person 1 | | | | | | | |
| Person 2 | | | | | | | |
| Person etc | | | | | | | |

| | | | | | | | |
|-------------------|--|--|--|--|--|--|--|
| Sub Total | | | | | | | |
| Clerical | | | | | | | |
| Person 3 | | | | | | | |
| Person 4 | | | | | | | |
| Person etc | | | | | | | |
| Sub Total | | | | | | | |
| Drivers | | | | | | | |
| Person 5 | | | | | | | |
| Person 6 | | | | | | | |
| Person etc | | | | | | | |
| Sub Total | | | | | | | |
| Mechanics | | | | | | | |
| Person 7 | | | | | | | |
| Person 8 | | | | | | | |
| Person etc | | | | | | | |
| Sub Total | | | | | | | |
| Body Shop | | | | | | | |
| Person 9 | | | | | | | |
| Person 10 | | | | | | | |
| Person etc | | | | | | | |
| Sub Total | | | | | | | |
| Cleaners | | | | | | | |
| Person 11 | | | | | | | |
| Person 12 | | | | | | | |
| Person etc | | | | | | | |
| Sub Total | | | | | | | |

| | | | | | | | |
|-------------------|--|--|--|--|--|--|--|
| Operations | | | | | | | |
| Person 13 | | | | | | | |
| Person 14 | | | | | | | |
| Person etc | | | | | | | |
| Sub Total | | | | | | | |
| Other | | | | | | | |
| Person 15 | | | | | | | |
| Person 16 | | | | | | | |
| Person etc | | | | | | | |
| Sub Total | | | | | | | |
| | | | | | | | |
| Total | | | | | | | |

(c) general information on overtime, absenteeism, sick leave and industrial relations issues

(d) asset register (including fleet listing by vehicle type). For Contract Buses this is to show information for each Contract Bus in the Contract Bus Fleet on a line by line basis under the column headings as shown below.

| Column No. | Item |
|-------------------|---|
| 1 | Contracted Operator |
| 2 | Bus Operator Company Name |
| 3 | Bus Status (Transfer Bus or Existing Bus) |
| 4 | Chassis Make & Model |
| 5 | Body Make & Model |
| 6 | Bus Type (e.g articulated, etc) |
| 7 | Emission Standard (Euro No.) |

| | |
|----|----------------------------|
| 8 | Auto Trans (Y/N) |
| 9 | Wheel Chair (Y/N) |
| 10 | A/C (Y/N) |
| 11 | Seating Capacity |
| 12 | Standing Capacity |
| 13 | Registration Number |
| 14 | VIN |
| 15 | Purchase price |
| 16 | Date in service |
| 17 | Owned / Leased (O/L) |
| 18 | Lease Start Date |
| 19 | Lease Term (months) |
| 20 | Monthly Lease Cost (\$) |
| 21 | Lease Financier |
| 22 | Lease Interest Rate (%) |
| 23 | Lease Finish Date |
| 24 | Lease Balloon Sum (if any) |
| 25 | Last monthly payment date |

(e) copies of actual vehicle (bus) lease documents for any and all leased buses;

(f) maintenance history by vehicle over the Term of the contract, including parts, materials and parts and materials and labour costs;

(g) operational performance reports (faults in service per km etc);

(h) passenger and employee safety and security reports / history;

- (i) depot site plans;
- (j) office / depot leases (if any);
- (k) asset valuations (if any); and
- (l) details of environmental issues arising in the previous contract period (if any).