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1 Definitions and Interpretation

1.1 In this Schedule:

- (a) all terms that have defined meanings in the Contract have the same meaning in this Schedule as they do in the Contract;
- (b) a reference to a Clause is a reference to a Clause in the Contract; and
- (c) a reference to a paragraph is a reference to a paragraph in this Schedule.

1.2 In this Schedule, the following words have the following meanings:

In-Service Kilometre means kilometre travelled in performing the Bus Services, in which passengers are able to board the Bus (for the avoidance of doubt this excludes Non-Operational Kilometres).

Cancelled Trip means where the whole of the advertised Timetable or Dedicated School Services Timetable Trip did not complete or did not commence within 15 minutes of the Timetable or Dedicated School Services Timetable (for timetabled trips) or the full number of Contract Bus Services required per rolling hour were not operated (for trips that operate to a published Headway).

Dedicated School Service Kilometres means kilometres travelled in performing Dedicated School Services.

Incomplete Trip means only a part of the advertised Contract Bus Service operated. This means the Trip was shortened to start or end at a point/s between the advertised start and finish, and/or intermediate Transit Stops are missed.

Non-Operational Kilometres means kilometres run as positioning or other incidental movements of Contract Buses.

TODIS means Transport Operational Data Interface Specification.

2 Reporting Principles

- 2.1 In accordance with clause 16.1 of the Contract, the Operator must provide all reports and data in accordance with this Schedule 5 and at such other times TfNSW may require from time to time.
- 2.2 In accordance with clauses 21.2(e) to clause 21.2(g) of the Contract, the Operator acknowledges and agrees that TfNSW, or its agent, may conduct audits on the contents of reports and data provided by the Operator and the Operator must comply with any recommendations for corrective actions TfNSW may reasonably require as a result of those audits. Such audit reports will be considered in the relevant governance forums as set out in Schedule 6 of the Contract. The Operator must make available to TfNSW on request all reports and underlying data in the format as required by TfNSW.

3 Frequency and Format of Reporting

- 3.1 The Operator must provide reports and data to TfNSW's nominated contract officer in accordance with the timeframes specified in this Schedule 5 and at such other times as may be required by TfNSW from time to time.
- 3.2 The Operator must provide reports and data to TfNSW's nominated contract officer in the format specified in this Schedule 5 for the reports and data identified.
- 3.3 The Operator acknowledges it may be required to provide report and/or data to TfNSW's nominated contract officer in any one or more of the following formats:
 - (a) Hard copy (printed) report. If the report contains information that is presented in colour, the hard copy must also be in colour.

- (b) Electronic copy report meaning a report that is presented in an electronic format reasonably required by TfNSW.
- (c) Electronic transfer meaning a report that is presented in a format reasonably required by TfNSW, including but not limited to the TODIS for OSD and reports submitted electronically via a reporting interface and/or web-portal specified by TfNSW from time to time.

4 Overview of Reporting Requirements

4.1 The Operator must provide the following reports and data to TfNSW's nominated contract officer in accordance with this Schedule 5 (and any annexures to this Schedule 5) at the following times:

- (a) Monthly Operational Report (MOR): In the format specified in Annexure 1 to this Schedule 5 on or before the 10th Business Day of the start of the Calendar Month.
- (b) Monthly Performance Report (MPR): In the format specified in Annexure 2 to this Schedule 5 no later than 5 Business Days of the date of the Monthly Service Delivery Forum meeting referred to in clause 2.1.1 of the Governance Schedule.
- (c) Monthly Commercial Report (MCR): A written report no later than 5 Business Days prior to the date of the Monthly Commercial Forum referred to in clause 2.1.2 of the Governance Schedule.
- (d) Monthly Invoice Report (MIR): A report provided by the Operator to TfNSW in accordance with clause 8 of this Schedule 5 on or before the 5th Business Day of the start of the Calendar Month.
- (e) Quarterly Executive Report (QER): A report provided by the Operator to TfNSW no later than 10 Business Days prior to the date of the Quarterly Executive Forum referred to in clause 2.1.3 of the Governance Schedule.
- (f) Half Yearly Financial Report (HFR): In the format specified in Annexure 3 to this Schedule 5 no later than 15 January of any Calendar Year during the Term.
- (g) Annual Financial Report (AFR): In the format specified in Annexure 3 to this Schedule 5 no later than two months of the end of each Financial Year during the Term.
- (h) Ad-Hoc Reports (AHR): In the format and at such times as requested by TfNSW from time to time during the Term.
- (i) Data: The Operator must provide TfNSW with access to all ticketing, OSD, PTIPS, SSTS data at such times as requested by TfNSW in accordance with Clause 21.2(d) of the Contract.

5 Reporting requirement - Monthly Operational Reporting (MOR):

5.1 The Operator must provide the Monthly Operational report in the format specified in Annexure 1 to this Schedule 5.

5.2 The Operator acknowledges and agrees the Monthly Operational Report must satisfy the following requirements:

Monthly Operational Report	Description	Format
<p>MOR 1: Value of ticket sales, actual cash received for Ticket sales by Ticket type.</p>	<p>MOR 1 reflects the value of ticket sales and the actual cash received by the Operator from Ticket sales for the Calendar Month by Ticket type. The Operator must accurately report in the MOR all cash or other payment received for the sale of every approved Ticket type.</p>	<p>In accordance with the TfNSW interface specification list for automatic interface upload and alternative web portal update process set out in Annexure 6 of this Schedule 5 or as otherwise specified by TfNSW from time to time.</p>
<p>MOR 2: Bus Service Kilometres Travelled.</p>	<p>MOR 2 reflects the actual Contract Bus Service kilometres travelled by Contract Buses in the performance of the Contract Bus Services for the Calendar Month including:</p> <ul style="list-style-type: none"> • Total Contract Bus Services • Minus Cancelled and Incomplete Trip kilometres • Total operated In-Service kilometres • Total Dedicated School Service Kilometres • Minus Cancelled and Incomplete Trip kilometres • Total In-Service Kilometres • Total other kilometres • Total Dead Running Kilometres 	

Monthly Operational Report	Description	Format
MOR 3: Operational Performance Data	MOR 3 reflects a number of key operational performance results for each Calender Month: <ul style="list-style-type: none"> • Bus Service by Bus Route • Bus Route description • Planned Timetabled Trips • Number of Incomplete Trips • Number of Cancelled Trips • Trips Early > 1:59 minutes at route start and mid point • Trips Late = to or > 5:59 minutes at route start, mid and end point • Late Contract Bus Service as a result of late train arrival at station • Contract Bus Crowded on Bus Route (refer to KPI Table 10 of the KPI Schedule). • Timetabled Accessible Trips • Accessible Trips Incomplete or Cancelled. For the avoidance of doubt this means accessible buses not operating to accessible timetabled trip/s. 	In accordance with the TfNSW interface specification list for automatic interface upload and alternative web portal update process set out in Annexure 6 of this Schedule 5 or as otherwise specified by TfNSW from time to time.
MOR 4: Incomplete or Cancelled Trips.	MOR 4 reflects the actual kilometres travelled for the Calender Month: <ul style="list-style-type: none"> • Contract Bus Service by Bus Route • Bus identification (registration number) • Scheduled Time • Date • Incomplete or Cancelled • Non Operational Kilometres • Details of reason for Incomplete Trip or Cancelled Trip 	

Monthly Operational Report	Description	Format
<p>MOR 5: Passenger data by Bus Route.</p>	<p>MOR 5 provides the Patronage data per Bus Route for the Calender Month. SSTS passes per route will not be required pre automation with the NSW Government's electronic ticketing system (as described in the ETS Agreement), if the Operators does not have electronic or magnetic stripe ticketing equipment.</p>	<p>In accordance with the TfNSW interface specification list for automatic interface upload and alternative web portal update process set out in Annexure 6 of this Schedule 5 or as otherwise specified by TfNSW from time to time.</p>
<p>MOR 6: Customer Feedback.</p>	<p>MOR 6 records the total number of different types of customer feedback received by the Operator or on the Operator's behalf.</p> <p>The MOR 6 must include details of customer feedback received from the following sources:</p> <ul style="list-style-type: none"> • Mail • Telephone • Email • ITIS (131500) • Operator's website • Matters referred to the Operator by TfNSW • Any new Systems and Equipment that may be introduced in accordance with Clause 12.2 of the Contract. 	

Monthly Operational Report	Description	Format																																							
MOR 7: Timetable and Route Changes	MOR 7 reflects any Timetable change and any change to a Trip or Contract Bus Service during the preceding Calender Month.	In accordance with the TfNSW interface specification list for automatic interface upload and alternative web portal update process set out in Annexure 6 of this Schedule 5 or as otherwise specified by TfNSW from time to time.																																							
MOR 8: Contract Bus Movements	MOR 8 reflects Contract Bus movements that occurred in the preceding Calender Month. <table border="1" data-bbox="584 443 1424 1015"> <thead> <tr> <th colspan="3" data-bbox="584 443 1424 467">SUMMARY SHEET</th> </tr> <tr> <th colspan="3" data-bbox="584 483 1424 531">MONTHLY REPORT CHANGES TO CONTRACTED BUS FLEET</th> </tr> </thead> <tbody> <tr> <td data-bbox="584 544 898 568">PERIOD COVERED</td> <td colspan="2" data-bbox="898 544 1424 568">Jan-13</td> </tr> <tr> <td data-bbox="584 568 898 592">REGION</td> <td colspan="2" data-bbox="898 568 1424 592"></td> </tr> <tr> <td data-bbox="584 592 898 616">OPERATORS NAME</td> <td colspan="2" data-bbox="898 592 1424 616"></td> </tr> <tr> <td data-bbox="584 616 898 639">REPORT SUBMITTED BY:</td> <td colspan="2" data-bbox="898 616 1424 639"></td> </tr> <tr> <th data-bbox="584 699 898 738">FORM NO</th> <th data-bbox="898 699 1200 738">BUS FLEET CHANGE EVENT</th> <th data-bbox="1200 699 1424 738">TOTAL CHANGES IN THIS PERIOD</th> </tr> <tr> <td data-bbox="584 738 898 786">NB1</td> <td data-bbox="898 738 1200 786">NEW REPLACEMENT BUS and RETIRED BUS</td> <td data-bbox="1200 738 1424 786"></td> </tr> <tr> <td data-bbox="584 786 898 826">NB2</td> <td data-bbox="898 786 1200 826">NEW GROWTH BUS</td> <td data-bbox="1200 786 1424 826"></td> </tr> <tr> <td data-bbox="584 826 898 866">NB3</td> <td data-bbox="898 826 1200 866">REGISTRATION CHANGE</td> <td data-bbox="1200 826 1424 866"></td> </tr> <tr> <td data-bbox="584 866 898 906">NB4</td> <td data-bbox="898 866 1200 906">CHANGE OF BUS LOCATION</td> <td data-bbox="1200 866 1424 906"></td> </tr> <tr> <td data-bbox="584 906 898 962">NB5</td> <td data-bbox="898 906 1200 962">BUS RETIRED FROM SERVICE (NOT REPLACED)</td> <td data-bbox="1200 906 1424 962"></td> </tr> <tr> <td data-bbox="584 962 898 1010">NB 1 TO NB5</td> <td data-bbox="898 962 1200 1010">COMBINED TOTAL</td> <td data-bbox="1200 962 1424 1010">0</td> </tr> </tbody> </table> <p data-bbox="584 1058 1653 1121">Where there have been no changes to any of the above reports in the preceding Calender Month the Operator must submit MOR 8 with a “nil” record.</p>		SUMMARY SHEET			MONTHLY REPORT CHANGES TO CONTRACTED BUS FLEET			PERIOD COVERED	Jan-13		REGION			OPERATORS NAME			REPORT SUBMITTED BY:			FORM NO	BUS FLEET CHANGE EVENT	TOTAL CHANGES IN THIS PERIOD	NB1	NEW REPLACEMENT BUS and RETIRED BUS		NB2	NEW GROWTH BUS		NB3	REGISTRATION CHANGE		NB4	CHANGE OF BUS LOCATION		NB5	BUS RETIRED FROM SERVICE (NOT REPLACED)		NB 1 TO NB5	COMBINED TOTAL	0
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MOR 9: Patronage by time of day.	MOR 9 is used to record the total number of passengers by time of day. SSTS passes per time of day will not be required pre automation with the NSW Government’s electronic ticketing system (as described in the ETS Agreement), if the Operator does not have electronic or magnetic stripe ticketing equipment.																																								

6 Reporting Requirement - Monthly Performance Report (MPR):

6.1 The Operator must provide the Monthly Performance Report in the format specified in Annexure 2 to this Schedule 5.

6.2 The Operator acknowledges and agrees the Monthly Performance Report must satisfy the following requirements:

Forum	Report Items	Frequency	Format
<p>Monthly Service Delivery Forum</p>	<p>MPR for all KPIs as per Annexure 3 including trend analysis</p> <p>The following to be provided by exception as required and agreed for each month's meeting agenda:</p> <ul style="list-style-type: none"> • KPI corrective action plan for KPIs failed in the preceding Calender Month • KPI performance and performance exceptions • Contract Bus Service trends including any capacity constraints • New and outstanding root cause analyses identifying appropriate preventative action • Post incident review reports • New and existing escalations and plans to resolve • Recommended improvements to operational processes • Progress against improvement plans • Satisfaction Survey results and trend analysis; • Customer feedback report • Missed or Cancelled Services report • Actual Patronage Boarding by Bus Route and Ticket type • Patronage and type of Patronage per Bus Route (cash/pre-paid /adult/concession/ SSTS /PET/Free Travel etc.) • Status of actions to improve interactions with any and all third party operators • Refresh plans for assets nearing end of useful life. 	<p>5 Business Days prior to the Monthly Service Delivery Forum</p>	<p>Electronic Copy</p> <p>To the TfNSW Bus Contract Manager assigned to the Contract.</p>

7 Reporting Requirement - Monthly Commercial Report (MCR):

7.1 The Operator acknowledges and agrees the Monthly Performance Report must satisfy the following requirements:

Forum	Report Items	Frequency	Format
<p>Monthly Commercial Forum</p>	<p>The following to be provided as required and agreed for each month's meeting agenda:</p> <ul style="list-style-type: none"> • Operator organisational changes, including requests for changes to key personnel • Any commercial changes to the services environment • Any Service Variations • KPI Defaults and associated Service Credits and accounting of KPI Credits to date • Applications for an Excused Performance Incident in accordance with Schedule 4 • Financial summary (year to date) and trend analysis • Status of invoicing, payment issues, rate validation issues and billing disputes outstanding • Inventory report including Contract Bus movements and Contract Bus movement reports • Contract Bus and or Contract Depot replacement plans (detailing the forecast for the following two 12 month financial year periods) • Any allegations of fraud and corrupt conduct • Any incidents which may generate public and/or media interest in the Operator 	<p>No later than 5 Business Days prior to the Monthly Commercial Forum</p>	<p>Electronic Copy</p> <p>To the TfNSW Bus Contract Manager assigned to the Contract.</p>

8 Reporting requirement - Monthly Invoice Report (MIR)

8.1 The Operator acknowledges and agrees that it must retain records of invoicing information for the duration of the Term.

8.2 The Operator acknowledges and agrees the Monthly Invoice Report must satisfy the following requirements:

Report	Description	Frequency	Format
Variance Report	Identification and clarification of changes from the prior months invoice line item charges	Within 5 Business Days of the start of the Calender Month for the preceding Calender Month	<p>Electronic Copy</p> <p>To the TfNSW Bus Contract Manager assigned to the Contract.</p>
Project Report	Tracking of project expenditure by financial year and for the life of the project.	Within 5 Business Days of the start of the Calender Month for the preceding Calender Month	
Budget Support	Invoicing information to support budgeting and forecasting requirements.	On request	
Fares	<ul style="list-style-type: none"> • Actual fare collection by Ticket type • Calculated fares by Ticket type • Actual cash collected for the preceding Calender Month 	Within 5 Business Days of the start of the Calender Month for the preceding Calender Month	

9 Reporting requirement - Quarterly Executive Report (QER)

9.1 The Operator acknowledges and agrees the Quarterly Executive Report must satisfy the following requirements:

Forum	Report Description	Frequency	Format
Quarterly Executive Forum	<ul style="list-style-type: none"> • MPR Quarterly Summary for all KPIs including trend analysis <p>The following to be provided as required and agreed for each month's meeting agenda:</p> <ul style="list-style-type: none"> • Achievements, completed activities and projects • Overall performance against the Balanced Score Card and the results of customer satisfaction surveys in accordance with Schedule 6 • Improvement opportunities • List of upcoming activities and projects • Relationship effectiveness issues between the Operators and TfNSW • Engagement processes issues • Operator organisational changes • Operator strategic changes • Capacity report on the Contract Bus Service, covering peaks and floors (to be defined in transition), trends, utilisation and planning to assess the Network and Network utilisation. • Any allegations of fraud and corrupt conduct • Any incidents which may generate public and/or media interest in the Operator 	<p>No later than 10 Business Days prior to the Quarterly Executive Forum</p>	<p>Electronic Copy</p>

10 Reporting requirement – Half Yearly Financial Report (HFR) and Annual Financial Report (AFR)

- 10.1 The Operator must provide the Half Yearly Financial Report and Annual Financial Report in the format specified in Annexure 3 to this Schedule 5.
- 10.2 The Operator must provide the Half Yearly Financial Report in electronic format to TfNSW 10 Business Days of completion and no later than 15 January of each Calendar Year of the Term.
- 10.3 The Operator must provide TfNSW in electronic format copies of its annual financial accounts, which have been independently audited, no later than two months of the end of each Financial Year during the Term.
- 10.4 The Operator must submit a statement of Financial Performance, Cash Flow Statement and Statement of Financial Position in the form of the Trial Balance Pro format set out in Annexure 4 of this Schedule 5 in electronic format.
- 10.5 The Operator must submit to in electronic format as soon as is practicable and no later than 31 October each Calendar Year of the Term, certified copies of its audited annual financial statements for that year or part year together with all related directors and auditor's reports.
- 10.6 Annual Total Cost Line Item Report - The Operator must provide to TfNSW in electronic format detailed costs per cost line item annually, within 30 days of the end of financial year, in accordance with the cost category list at Annexure 5 to this Schedule 5.

11 Reporting requirement - Ad-Hoc Reporting (AHR)

11.1 The Operator acknowledges and agrees that TfNSW may require the Operator to submit Ad-Hoc Reports to TfNSW from time to time.

11.2 Without limitation, the types of Ad-Hoc Reports TfNSW may require from time to time include, but are not limited to:

<p>Ad-Hoc Reports Bus Fleet Age Profile</p>	<p>This report is used to record the Operators Bus Fleet Age Profile.</p> <table border="1" data-bbox="591 507 978 858"> <thead> <tr> <th>Bus Age</th> <th>No. of Buses</th> </tr> </thead> <tbody> <tr><td><1 Year</td><td></td></tr> <tr><td>1 year</td><td></td></tr> <tr><td>2 years</td><td></td></tr> <tr><td>3 years</td><td></td></tr> <tr><td>4 -6 years</td><td></td></tr> <tr><td>7-9 years</td><td></td></tr> <tr><td>10-12 years</td><td></td></tr> <tr><td>13-15 years</td><td></td></tr> <tr><td>16-18 years</td><td></td></tr> <tr><td>19-21 years</td><td></td></tr> <tr><td>22-25 years</td><td></td></tr> <tr><td>> 25 years</td><td></td></tr> <tr><td>> 30 years</td><td></td></tr> <tr> <td>Total No Contract Buses</td> <td>0</td> </tr> </tbody> </table>	Bus Age	No. of Buses	<1 Year		1 year		2 years		3 years		4 -6 years		7-9 years		10-12 years		13-15 years		16-18 years		19-21 years		22-25 years		> 25 years		> 30 years		Total No Contract Buses	0	<p>In accordance with the TfNSW interface specification list for automatic interface upload and alternative web portal update process set out in Annexure 6 of this Schedule 5 or as otherwise specified by TfNSW from time to time</p>													
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<p>Ad-Hoc Reports Bus Fleet Profile</p>	<p>This report is used to record the Bus Fleet Profile.</p> <table border="1" data-bbox="584 1002 1032 1334"> <thead> <tr> <th>Category</th> <th>No. of Buses Wheel Chair Accessible</th> <th>No. of Buses Not Wheel Chair Accessible</th> <th>Total</th> </tr> </thead> <tbody> <tr><td>Diesel - Euro 7</td><td></td><td></td><td></td></tr> <tr><td>Diesel - Euro 6</td><td></td><td></td><td></td></tr> <tr><td>Diesel - EEV</td><td></td><td></td><td></td></tr> <tr><td>Diesel - Euro 5</td><td></td><td></td><td></td></tr> <tr><td>Diesel - Euro 4</td><td></td><td></td><td></td></tr> <tr><td>Diesel - Euro 3</td><td></td><td></td><td></td></tr> <tr><td>Diesel - Euro 2</td><td></td><td></td><td></td></tr> <tr><td>Diesel</td><td></td><td></td><td></td></tr> <tr><td>Compressed Natural Gas</td><td></td><td></td><td></td></tr> <tr> <td>Total</td> <td>0</td> <td>0</td> <td>0</td> </tr> </tbody> </table>	Category	No. of Buses Wheel Chair Accessible	No. of Buses Not Wheel Chair Accessible	Total	Diesel - Euro 7				Diesel - Euro 6				Diesel - EEV				Diesel - Euro 5				Diesel - Euro 4				Diesel - Euro 3				Diesel - Euro 2				Diesel				Compressed Natural Gas				Total	0	0	0
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Total	0	0	0																																										

Ad-Hoc Reports

Bus Fleet Availability and Performance and Defect Profile

This report is used to report the Operator’s Bus Fleet Availability, Performance and Defect Profile.

Category	Total number
Fleet size (total No. contracted buses)	
AM peak requirement (weekday)	
AM peak time (weekday) insert times from to	
PM peak requirement (weekday)	
PM peak time (weekday) insert times from to	
Spare buses available at AM	0
Spare buses available at PM	0
Percentage AM spare buses	
Percentage PM spare buses	
RMS Defect Notices issued during reporting period	
Caution	0
Minor	0
Major	0
TOTAL	0
Driver bus work requests generated at depot	
No. of bus change overs in service for mechanical/electrical fault or breakdown	
No. of bus change overs in service for collision, other incident or non- mech/elec problem	
% of all services requiring change over (Note: a)	
Service faults per 100,000 kms (Note: b)	

- a) Total No. of Change Overs divided by the total number of services.
- b) Total No. of RMS and Driver bus work requests divided by (Total No. of Kms divided by 100,000).
- c) This report shows last working weekday of reporting quarter - excluding public holiday.

In accordance with the TfNSW interface specification list for automatic interface upload and alternative web portal update process set out in Annexure 6 of this Schedule 5 or as otherwise specified by TfNSW from time to time

12 Data Requirements

12.1 The Operator acknowledges and agrees that TfNSW may require access to data collected by the Operator from time to time in accordance with Clause 21.2(d) of the Contract. The following table outlines specific data requirements the Operator must collect at the Services Commencement Date for the duration of the Term.

12.2 The Operator acknowledges and agrees that TfNSW may request additional data for projects from time to time during the Term:

Service	Report	Frequency	Format
OSD Data Transfer	<ul style="list-style-type: none"> • Data required as specified in the Operator to OSD Interface Requirements Specification (Interface Specification) in the format specified in Transport Operations Data Interface Specification (TODIS)¹ or any replacement system, as modified from time to time, including <ul style="list-style-type: none"> ○ Timetable, Route and Bus stop data ○ Shift data, including driver and vehicle • Data required from automated and electronic ticketing systems 	<p>As specified in Interface Specification</p> <p>2 weeks in advance of any change</p>	Data transfer as specified by TODIS
PTIPS	<ul style="list-style-type: none"> • Provide continued access to all PTIPS data ² 	Daily	As specified by TfNSW's PTIPS requirements
Ticketing Data	<ul style="list-style-type: none"> • Provide continued access to all ticketing data.³ 	Daily	As specified by TfNSW's electronic ticketing system requirements
SSTS Data	<ul style="list-style-type: none"> • Data required as specified in the School Student Transport Scheme Pass Holder Data File Specification⁴ or any replacement system, as modified from time to time, including <ul style="list-style-type: none"> ○ details of every student to whom the transport operator has issued a pass which remains current or to whom the operator intends to issue a SSTS pass, and ○ the most current pass holder details known to the transport operator. 	Weekly	Raw data transfer as specified.

¹The OSD Interface Requirements Specification (Interface Specification) or as otherwise notified by TfNSW from time to time.

² Upon PTIPS being installed on any Contract Bus

³ Upon TfNSW's electronic ticketing system being installed on any Contract Bus

⁴The School Student Transport Scheme Pass Holder Data File Specification is located on TfNSW's website or as otherwise notified by TfNSW from time to time.

Schedule 5 - Annexure 1

Monthly Operational Performance Reports:

[Schedule 5 Annexure 1 MOR.xls](#)

MOR 1

SMBSC Schedule 5			
Monthly Report			
Monthly Operational Report 1			
Value of Ticket Sales, Actual Cash Received for Ticket Sales by Ticket Type			
Operator Name:			
Reporting Period:			
Dollar Value of Actual Sales by Ticket Type			
Adult - Cash Fare		Section 1-2	
		Section 3-5	
		Section 6+	
		Total	\$0.00
Concession - Cash Fare		Section 1-2	
		Section 3-5	
		Section 6+	
		Total	\$0.00
Adult - MyBus-Single	MyBus 1	Section 1-2	
	MyBus 2	Section 3-5	
	MyBus 3	Section 6+	
		Total	\$0.00
Concession - MyBus-Single	MyBus 1	Section 1-2	
	MyBus 2	Section 3-5	
	MyBus 3	Section 6+	
		Total	\$0.00
Adult - MyBus-Travel Ten	MyBus 1	Section 1-2	
	MyBus 2	Section 3-5	
	MyBus 3	Section 6+	
		Total	\$0.00
Concession - MyBus-Travel Ten	MyBus 1	Section 1-2	
	MyBus 2	Section 3-5	
	MyBus 3	Section 6+	
		Total	\$0.00

Adult - MyMulti DayPass			
Concession - MyMulti DayPass			
Adult - MyMulti Weekly		Zone 1	
		Zone 2	
		Zone 3	
		Total	\$0.00
Concession - MyMulti Weekly		Zone 1	
		Zone 2	
		Zone 3	
		Total	\$0.00
Adult - MyMulti Monthly		Zone 1	
		Zone 2	
		Zone 3	
		Total	\$0.00
MyMulti - Quarterly		Zone 1	
		Zone 2	
		Zone 3	
		Total	\$0.00
MyMulti - Annually		Zone 1	
		Zone 2	
		Zone 3	
		Total	\$0.00
School Term Pass		Section 1-2	
Family Tickets (used on regular services)			
Total boarding on regular services			\$0.00
Pensioner Excursion Tickets (PET)			
Total in Month			\$0.00
Additional Cash Collected from Ticket Sales, NOT REPORTED by Ticket Machines (Current Month)			
Total Revenue Current Month			\$0.00
Additional Cash Collected from Ticket Sales, NOT REPORTED by Ticket Machines (From Previous Month if not already reported)			
Less Reseller Margin			
Total Adjusted Fare Revenue Collected			\$0.00

MOR: 2

**SMBSC Schedule 5
MONTHLY REPORT**
Service Kilometres.
Monthly Operational Report 2

SMBSC
Reporting Period:

Bus Service by Route Number	Planned Service Kilometres
[insert route number]	[insert planned kms]
[insert route number]	[insert planned kms]
[insert route number]	[insert planned kms]
[insert route number]	[insert planned kms]
[insert route number]	[insert planned kms]
[insert route number]	[insert planned kms]
[insert route number]	[insert planned kms]
[insert route number]	[insert planned kms]
Total Planned In Service Kilometres	0
Incomplete or Cancelled In Service Kilometres	0
Total operated In Service Kilometres	0
Total Planned Dedicated School Service Kilometres	0
Incomplete or Cancelled Dedicated School Service Kilometres	0
Total Service Kilometres	0
Total other related kilometres	0
Total dead running kilometres	0

MOR: 3

**SMBSC Schedule 5
MOR 3**

Operational Performance Data

Operator SMBSC
Reporting Period:

Bus Services by Route No	Route Desc.	Planned Timetabled Trips	Number of Incomplete trips	Number of Cancelled Trips	Trips Early > 1 minute	Trips Late = to or > 5 minutes	Late Rail	Bus full on route	Timetabled accessible trips	Accessible trips incomplete or cancelled
Total		0	0	0	0	0	0	0	0	0

MOR: 4

**SMBSC Schedule 5
MONTHLY REPORT**

Incomplete or Cancelled Trips.

MOR 4

SMBSC
Reporting Period:

Bus Services by Route No	Scheduled Time (eg "2:45 pm" or "14:45")	Date	Incomplete/ Cancelled	Non Operated kilometres due to Incomplete or Cancelled	Details - Reason
Total				0	

MOR: 5

**SMBSC Schedule 5
MONTHLY REPORT**

Passenger data by Bus Route

MOR 5

SMBSC
Reporting Period:

Route Number - [insert route number]				
Sections Purchased	1 to 2	3 to 5	6+	Total
1 Adult - Cash Fare	0	0	0	0
2 Concession - Cash fare	0	0	0	0
3 Adult - MyBus Single and MyBus TravelTen	0	0	0	0
4 Concession - MyBus Single and MyBus TravelTen	0	0	0	0
5 All other ticket types (Adult) - My Multi etc etc	0	0	0	0
6 All other ticket types (Concession) - My Multi etc etc	0	0	0	0
7 Pensioner Excursion Tickets (PET)	0	0	0	0
8 SSTS Passes	0	0	0	0
9 Non Fare Paying Passengers (Not including SSTS)	0	0	0	0
Total Passengers Carried	0	0	0	0
Route Number - [insert route number]				
Sections Purchased	1 to 2	3 to 5	6+	Total
1 Adult - Cash Fare	0	0	0	0
2 Concession - Cash fare	0	0	0	0
3 Adult - MyBus Single and MyBus TravelTen	0	0	0	0
4 Concession - MyBus Single and MyBus TravelTen	0	0	0	0
5 All other ticket types (Adult) - My Multi etc etc	0	0	0	0
6 All other ticket types (Concession) - My Multi etc etc	0	0	0	0
7 Pensioner Excursion Tickets (PET)	0	0	0	0
8 SSTS Passes	0	0	0	0
9 Non Fare Paying Passengers (Not including SSTS)	0	0	0	0
Total Passengers Carried	0	0	0	0

MOR 5 to include:

Route 0106: Excess Cash.

Route 1000: Fare paying passengers on school services

Route 2000: School Term Passes

MOR: 6

**SMBSC Schedule 5
MONTHLY REPORT
Customer Feedback**

MOR 6

SMBSC
Reporting Period:

Feedback Type	No. Recorded
Compliment	
Staff/Driver Rude	
Staff/Driver Unhelpful	
Dangerous Driving	
Felt Unsafe	
Ticket Dispute	
Bus Early	
Bus Late	
Missed Stop	
Failed to Operate	
Overcrowded	
Running Wrong Route	
Bus Dirty	
No Seats	
Noisy/Unruly	
SSTS	
Bags	
Bus Shelter Inadequate	
Shelter No Seating	
Shelter Not Provided	
Timetable	
Others	
Total Feedback	0

MOR: 7

**SMBSC Schedule 5
MOR 7**

Bus Service Timetable and Route Changes

SMBSC
Reporting Period:


Bus Services by Route No	Bus Service		Day	Variance of trips per day (+ or -)	Introduction Date	Description of Change	Comments
	From	to					

MOR: 8


New Contract Bus information and Existing Bus Withdrawn from Fleet Notification Report:

The New Contract Bus Into / Existing Bus Withdrawal form is to be completed each time a New Contract Bus is brought into the Contract Bus Fleet. The report is to be submitted monthly as part of the MOR reporting requirements. If no Contract Buses have moved the report is to be submitted with “no contract bus changes.”


MOR 8: Report template for new replacement buses:

 Transport for NSW		Replace Form NB1			
To Report New Replacement Bus Delivered PRIOR to entering into Service					
	Bus 1	Bus 2	Bus 3	Bus 4	
OMBSC Contract Region					
Registered Operator					
Depot Location					
New Bus Tranche					
Bus Registration Replaced					
VIN number of Bus Replaced					
Date bus removed from service					
Tray ID Number ETS					
New Bus Registration Number					
VIN Number New Bus					
TRAY ID number ETS					
Date First Registered					
Date Planned for In Service					
Body Manufacture Date					
Chassis Cost excl GST					
Body Cost excl GST					
Chassis Manufacturer					
Chassis Model					
Body Manufacturer					
Body Model					
Body Build Number					
Fuel Type	Diesel	Diesel	Diesel	Diesel	
Engine Emission Standard	Euro 5	Euro 5	Euro 5	Euro 5	
Transmission Type	Auto	Auto	Auto	Auto	
Configuration	Low Floor	Low Floor	Low Floor	Low Floor	
Standard					
Ultra Low Floor					
Wheel Chair Accessible					
No of Wheel Chair Positions					
Air Conditioned					
Two Way Radio installed					
Bus WiFi					
Number of Saloon Doors					
Pass Seating Capacity					
Pass Standing Capacity					
No of CCTV Cameras					
Body Length					
Rear Window					
Comments					
DECOMMISSION OF ETS and PTIPS EQUIPMENT WILL OCCUR ON RETIRED BUS					
Please log a call with ETS Service Desk: 02 9751 9999 or etservice@ctbio.com					
January 2013 Version Note: Operator to complete and submit to TINSW Bus Contracts Fleet prior to you seeking the installation of NEW equipment with the ETS or PTIPS teams.					

MOR 8: Report template for new growth buses:

 Transport for NSW		EVENT : NEW GROWTH BUS		Growth Form NB2
To Report New Growth Bus Delivered PRIOR to entering into Service				
	Bus 1	Bus 2	Bus 3	Bus 4
O/MBSC Contract Region				
Tranche				
Registered Operator				
Depot				
Growth Bus - Year of Allocation				
New Bus Registration Number				
VIN Number New Bus				
TRAY ID number ETS				
Date First Registered				
Date Planned for In Service				
Body Manufacture Date				
Chassis Cost excl GST				
Body Cost excl GST				
Chassis Manufacturer				
Chassis Model				
Body Manufacturer				
Body Model				
Body Build Number				
Fuel Type	Diesel	Diesel	Diesel	Diesel
Engine Emission Standard	Euro 5	Euro 5	Euro 5	Euro 5
Transmission Type	Auto	Auto	Auto	Auto
Configuration	Low Floor	Low Floor	Low Floor	Low Floor
Standard				
Low Floor				
Ultra Low Floor				
Wheel Chair Accessible				
No of Wheel Chair Positions				
Air Conditioned				
Two Way Radio Installed				
Bus WiFi				
OBU Serial Number				
Number of Saloon Doors				
Pax Seating Capacity				
Pax Standing Capacity				
No of CCTV Cameras				
Body Length				
Rear Window	No	No	No	No
Comments				
<small>January 2012 Version</small>				
<small>Note: Operator to complete and submit to TfNSW Bus Contracts Fleet prior to you seeking the installation of equipment with the ETS or PTIPS teams.</small>				

MOR 8: Report template for Contract Bus Change of Registration details:

 Transport for NSW	CHANGE REGISTRATION			REGO Form NB3
	To Report of Contracted Bus - Change of Registration Number			
	Bus 1	Bus 2	Bus 3	Bus 4
O/MBSC Contract Region				
Registered Operator				
Depot Location				
New Details				
New Bus Registration Number				
VIN Number of New Registration				
Depot Location				
Tray ID No ETS				
Date Change of Registration				
Old Details				
Bus Registration Number Previous				
VIN Number of Previous Registration				
Comments				

MOR 8: Report template for Contract Bus Change Depot Location details:



Report - Permanent Change in Depot Location of a Contracted Bus			
Buses changing Regions are not permitted at anytime. If essential reasons exist, a Business Case must be submitted and approved by TfNSW.			
	Bus 1	Bus 2	Bus 3
O/MBSC Contract Region			
Registered Operator			
Bus Registration Number			
VIN Number of Bus			
Existing Depot Location			
NEW Details			
New Depot Location of Bus			
Date of Change effective			
If change in Region, has a Business Case been submitted.			
Comments if applicable			

MOR: 9

SMBSC Schedule 5

**Patronage Report
Boardings by Time of Day**

MOR 9

SMBSC

Reporting Period:

BOARDINGS BY TIME OF DAY	ACTUAL NO.
Adult and Concession (excluding PET)	
AM [6:00 - 9:59]	
PM [15:00 - 18:59]	
other periods weekday	
Weekend & Public Holidays	
SSTS on route service	
AM [6:00 - 9:59]	
PM [15:00 - 18:59]	
Offpeak weekday	
Weekend & Public Holidays	
SSTS on dedicated school services	
AM [6:00 - 9:59]	
PM [15:00 - 18:59]	
Offpeak weekday	
Weekend & Public Holidays	
PET	
AM [6:00 - 9:59]	
PM [15:00 - 18:59]	
Offpeak weekday	
Weekend & Public Holidays	
TOTAL	0

Schedule 5 - Annexure 2

Monthly Performance Management Reports:



SMBSC-Schedule 5
Annexure 2.xlsx

Schedule 5 - Annexure 3

Annual Financial Reports:

A statement of Financial Performance, Cash Flow Statement and Statement of Financial Position required under Clause 10.4 of this Schedule 5 can be satisfied by completing the Trial Balance Pro format as set out below.

Sydney Metropolitan Bus System Contract									
Schedule 5 Annexure 3									
Annual Financial Report Template									
Item	Prior Year Actuals	Current Period Actuals	Current Period Budget	Pro Rata Variation	Pro Rata Variation	Comment Reference (If Required)	Current Year + 1 Forecast	Current Year + 2 Forecast	Current Year + 3 Forecast
	\$' 000	\$' 000	\$' 000	\$' 000	%		\$' 000	\$' 000	\$' 000
Cash on Hand	+ve	+ve	+ve				+ve	+ve	+ve
Cash at Bank	+ve	+ve	+ve				+ve	+ve	+ve
Investments	+ve	+ve	+ve				+ve	+ve	+ve
Inventory	+ve	+ve	+ve				+ve	+ve	+ve
Current Recievables - GST from ATO	+ve	+ve	+ve				+ve	+ve	+ve
Current Recievables - Transport for NSW	+ve	+ve	+ve				+ve	+ve	+ve
Current Recievables - Other	+ve	+ve	+ve				+ve	+ve	+ve
Current Recievables - allowance for doubtful debts	- ve	- ve	- ve				- ve	- ve	- ve
Prepayments	+ve	+ve	+ve				+ve	+ve	+ve
Other Current Assets	+ve	+ve	+ve				+ve	+ve	+ve
land - at cost	+ve	+ve	+ve				+ve	+ve	+ve
land - at valuation	+ve	+ve	+ve				+ve	+ve	+ve
Buildings and Improvements	+ve	+ve	+ve				+ve	+ve	+ve
Buildings and Improvements - accumulated depreciation	- ve	- ve	- ve				- ve	- ve	- ve
Plant and Equipment	+ve	+ve	+ve				+ve	+ve	+ve
Plant and Equipment - accumulated depreciation	- ve	- ve	- ve				- ve	- ve	- ve
Bus vehicles	+ve	+ve	+ve				+ve	+ve	+ve
Bus vehicles - accumulated depreciation	- ve	- ve	- ve				- ve	- ve	- ve
Bus vehicles - leases	+ve	+ve	+ve				+ve	+ve	+ve
Bus vehicles leases - accumulated depreciation	- ve	- ve	- ve				- ve	- ve	- ve
Other Motor Vehicles	+ve	+ve	+ve				+ve	+ve	+ve
Other Motor Vehicles - accumulated depreciation	- ve	- ve	- ve				- ve	- ve	- ve
Ticketing Assets	+ve	+ve	+ve				+ve	+ve	+ve
Ticketing Assets - accumulated depreciation	- ve	- ve	- ve				- ve	- ve	- ve
Future Income tax Benefit	+ve	+ve	+ve				+ve	+ve	+ve
Other Non Current Assets	+ve	+ve	+ve				+ve	+ve	+ve

Item	Prior Year Actuals	Current Period Actuals	Current Period Budget	Pro Rata Variation	Pro Rata Variation	Comment Reference (If Required)	Current Year + 1 Forecast	Current Year + 2 Forecast	Current Year + 3 Forecast
	\$' 000	\$' 000	\$' 000	\$' 000	%		\$' 000	\$' 000	\$' 000
Drivers - Salary and Wages	+ve	+ve	+ve				+ve	+ve	+ve
Drivers - Overtime	+ve	+ve	+ve				+ve	+ve	+ve
Drivers - Annual Leave	+ve	+ve	+ve				+ve	+ve	+ve
Drivers - Long Service Leave	+ve	+ve	+ve				+ve	+ve	+ve
Drivers - Superannuation	+ve	+ve	+ve				+ve	+ve	+ve
Drivers - Workers Compensation	+ve	+ve	+ve				+ve	+ve	+ve
Drivers - Payroll Tax	+ve	+ve	+ve				+ve	+ve	+ve
Drivers - Fringe Benefit Tax	+ve	+ve	+ve				+ve	+ve	+ve
Drivers - Other Oncosts	+ve	+ve	+ve				+ve	+ve	+ve
Workshop - Salaries and Wages	+ve	+ve	+ve				+ve	+ve	+ve
Workshop - Overtime	+ve	+ve	+ve				+ve	+ve	+ve
Workshop - Annual Leave	+ve	+ve	+ve				+ve	+ve	+ve
Workshop - Long Service Leave	+ve	+ve	+ve				+ve	+ve	+ve
Workshop - Superannuation	+ve	+ve	+ve				+ve	+ve	+ve
Workshop - Workers Compensation	+ve	+ve	+ve				+ve	+ve	+ve
Workshop - Payroll Tax	+ve	+ve	+ve				+ve	+ve	+ve
Workshop - Fringe Benefit Tax	+ve	+ve	+ve				+ve	+ve	+ve
Workshop - Other Oncosts	+ve	+ve	+ve				+ve	+ve	+ve
Administration - Salaries and Wages	+ve	+ve	+ve				+ve	+ve	+ve
Administration - Overtime	+ve	+ve	+ve				+ve	+ve	+ve
Administration - Annual Leave	+ve	+ve	+ve				+ve	+ve	+ve
Administration - Long Service Leave	+ve	+ve	+ve				+ve	+ve	+ve
Administration - Superannuation	+ve	+ve	+ve				+ve	+ve	+ve
Administration - Workers Compensation	+ve	+ve	+ve				+ve	+ve	+ve
Administration - Payroll Tax	+ve	+ve	+ve				+ve	+ve	+ve
Administration - Fringe Benefit Tax	+ve	+ve	+ve				+ve	+ve	+ve
Administration - Other Oncosts	+ve	+ve	+ve				+ve	+ve	+ve

Item	Prior Year Actuals	Current Period Actuals	Current Perriod Budget	Pro Rata Variation	Pro Rata Variation	Comment Reference (If Required)	Currrent Year + 1 Forecast	Currrent Year + 2 Forecast	Current Year + 3 Forecast
	\$' 000	\$' 000	\$' 000	\$' 000	%		\$' 000	\$' 000	\$' 000
Drivers - contract and Agency Staff	+ve	+ve	+ve				+ve	+ve	+ve
Workshop - Contract and Agency Staff	+ve	+ve	+ve				+ve	+ve	+ve
Administration - Contract and Agency Staff	+ve	+ve	+ve				+ve	+ve	+ve
Fuel Diesel	+ve	+ve	+ve				+ve	+ve	+ve
Fuel - LPG	+ve	+ve	+ve				+ve	+ve	+ve
Fuel - CNG	+ve	+ve	+ve				+ve	+ve	+ve
Lubricants	+ve	+ve	+ve				+ve	+ve	+ve
Bus Tyres	+ve	+ve	+ve				+ve	+ve	+ve
Bus Parts and Consumables	+ve	+ve	+ve				+ve	+ve	+ve
Bus comprehensive insurance	+ve	+ve	+ve				+ve	+ve	+ve
Contract Bus Maintenance and Repairs	+ve	+ve	+ve				+ve	+ve	+ve
Other Variable Costs	+ve	+ve	+ve				+ve	+ve	+ve
Agents Commission	+ve	+ve	+ve				+ve	+ve	+ve
Contract Account Costs	+ve	+ve	+ve				+ve	+ve	+ve
Auditors Fees	+ve	+ve	+ve				+ve	+ve	+ve
Contract Service Planning Costs	+ve	+ve	+ve				+ve	+ve	+ve
Legal Expenses	+ve	+ve	+ve				+ve	+ve	+ve
Consultant and OtherContractor Costs	+ve	+ve	+ve				+ve	+ve	+ve
Advertising and Marketing Expenses	+ve	+ve	+ve				+ve	+ve	+ve
Bus and Other Vehicle Registration Costs	+ve	+ve	+ve				+ve	+ve	+ve
Depreciation - Building and Improvements	+ve	+ve	+ve				+ve	+ve	+ve
Depreciation - Plant and Equipment	+ve	+ve	+ve				+ve	+ve	+ve
Depreciation - Bus Vehicles	+ve	+ve	+ve				+ve	+ve	+ve
Depreciation - Bus Vehicles Leases	+ve	+ve	+ve				+ve	+ve	+ve
Depreciation - Other Motor Vehicles	+ve	+ve	+ve				+ve	+ve	+ve
Depreciation - Ticketing Assets	+ve	+ve	+ve				+ve	+ve	+ve

Item	Prior Year Actuals	Current Period Actuals	Current Period Budget	Pro Rata Variation	Pro Rata Variation	Comment Reference (If Required)	Current Year + 1 Forecast	Current Year + 2 Forecast	Current Year + 3 Forecast
	\$' 000	\$' 000	\$' 000	\$' 000	%		\$' 000	\$' 000	\$' 000
Non-Bus related Cleaning, Maintenance and Repairs	+ve	+ve	+ve				+ve	+ve	+ve
Bus Vehicle - Leases payable within 1 year	-ve	-ve	-ve				-ve	-ve	-ve
Other Leases payable within 1 year	-ve	-ve	-ve				-ve	-ve	-ve
Borrowings for bus Vehicles payable within 1 year	-ve	-ve	-ve				-ve	-ve	-ve
Other Borrowings payable within 1 year	-ve	-ve	-ve				-ve	-ve	-ve
Other Current Liabilities	-ve	-ve	-ve				-ve	-ve	-ve
Creditors - payable after 1 year	-ve	-ve	-ve				-ve	-ve	-ve
Provision for long service leave payable after 1 year	-ve	-ve	-ve				-ve	-ve	-ve
Provision for other employee benefits payable after 1 year	-ve	-ve	-ve				-ve	-ve	-ve
Bus Vehicle leases payable after 1 year	-ve	-ve	-ve				-ve	-ve	-ve
Other Leases payable after 1 year	-ve	-ve	-ve				-ve	-ve	-ve
Borrowings for bus Vehicles payable after 1 year	-ve	-ve	-ve				-ve	-ve	-ve
Other Borrowings payable after 1 year	-ve	-ve	-ve				-ve	-ve	-ve
Provision for Deferred Tax	-ve	-ve	-ve				-ve	-ve	-ve
Other Non Current Liabilities	-ve	-ve	-ve				-ve	-ve	-ve
SMBSC - Fare Collections due to Transport for NSW	-ve	-ve	-ve				-ve	-ve	-ve
Issued and Paid Up Capital	-ve	-ve	-ve				-ve	-ve	-ve
Asset Revaluation Reserve	-ve	-ve	-ve				-ve	-ve	-ve
Other Reserves	-ve	-ve	-ve				-ve	-ve	-ve
Retained Earnings	-ve	-ve	-ve				-ve	-ve	-ve
Other Equity Accounts	-ve	-ve	-ve				-ve	-ve	-ve
Charter Revenue	-ve	-ve	-ve				-ve	-ve	-ve
Advertising Revenue	-ve	-ve	-ve				-ve	-ve	-ve
Bus Operating Costs - Transit Stop Signage	+ve	+ve	+ve				+ve	+ve	+ve
Bus Operating Costs - Timetables	+ve	+ve	+ve				+ve	+ve	+ve
Bus Operating Costs - Livery	+ve	+ve	+ve				+ve	+ve	+ve
Bus Operating Costs - Uniforms	+ve	+ve	+ve				+ve	+ve	+ve
Information Technology	+ve	+ve	+ve				+ve	+ve	+ve

Item	Prior Year Actuals	Current Period Actuals	Current Period Budget	Pro Rata Variation	Pro Rata Variation	Comment Reference (If Required)	Current Year + 1 Forecast	Current Year + 2 Forecast	Current Year + 3 Forecast
	\$' 000	\$' 000	\$' 000	\$' 000	%		\$' 000	\$' 000	\$' 000
Insurance - Property	+ve	+ve	+ve				+ve	+ve	+ve
Insurance - Public Liability	+ve	+ve	+ve				+ve	+ve	+ve
Insurance - Third Party	+ve	+ve	+ve				+ve	+ve	+ve
General Motor Vehicle Expenses	+ve	+ve	+ve				+ve	+ve	+ve
Property Costs inclusive rents, council, gas, water, rates, and electricity	+ve	+ve	+ve				+ve	+ve	+ve
Bus Refurbishments	+ve	+ve	+ve				+ve	+ve	+ve
Training and Recruitment	+ve	+ve	+ve				+ve	+ve	+ve
Ticketing Costs	+ve	+ve	+ve				+ve	+ve	+ve
Road Tolls	+ve	+ve	+ve				+ve	+ve	+ve
Security	+ve	+ve	+ve				+ve	+ve	+ve
Cash Collection	+ve	+ve	+ve				+ve	+ve	+ve
Staff Amenities	+ve	+ve	+ve				+ve	+ve	+ve
Printing, Stationary, Postage and Couriers	+ve	+ve	+ve				+ve	+ve	+ve
Bad and Doubtful Debts	+ve	+ve	+ve				+ve	+ve	+ve
Write Down of Assets - On Sale of Disposal	+ve	+ve	+ve				+ve	+ve	+ve
Write Down of Assets - Other	+ve	+ve	+ve				+ve	+ve	+ve
Bank Charges, including interest on overdrafts	+ve	+ve	+ve				+ve	+ve	+ve
Interest on Borrowings	+ve	+ve	+ve				+ve	+ve	+ve
Interest on Bus Vehicle Leases	+ve	+ve	+ve				+ve	+ve	+ve
Interest on Other Leases	+ve	+ve	+ve				+ve	+ve	+ve
Operating Lease Expenses	+ve	+ve	+ve				+ve	+ve	+ve
Other Overhead Costs	+ve	+ve	+ve				+ve	+ve	+ve
Bank Overdraft	- ve	- ve	- ve				- ve	- ve	- ve
Creditors - Salary Accruals / Payables	- ve	- ve	- ve				- ve	- ve	- ve
Creditors - Operating Expenses Accruals / Payables	- ve	- ve	- ve				- ve	- ve	- ve
Creditors - Othe Accruals / Payables	- ve	- ve	- ve				- ve	- ve	- ve
Creditors - GST Payable to ATO	- ve	- ve	- ve				- ve	- ve	- ve
Provision for Annual Leave	- ve	- ve	- ve				- ve	- ve	- ve
Provision for long service leave payable within 1 year	- ve	- ve	- ve				- ve	- ve	- ve
Provision for other employee benefits payable within 1 year	- ve	- ve	- ve				- ve	- ve	- ve
Provision for tax payable	- ve	- ve	- ve				- ve	- ve	- ve
GST collected on Fare Revenue during Period	- ve	- ve	- ve				- ve	- ve	- ve
GST remitted to ATO during Period	+ve	+ve	+ve				+ve	+ve	+ve
Total	Net	Net	Net				Net	Net	Net
	Movement in GST Payable & Receivable	Movement in GST Payable & Receivable	Movement in GST Payable & Receivable				Movement in GST Payable & Receivable	Movement in GST Payable & Receivable	Movement in GST Payable & Receivable

Item	Prior Year Actuals	Current Period Actuals	Current Period Budget	Pro Rata Variation	Pro Rata Variation	Comment Reference (If Required)	Currrent Year + 1 Forecast	Currrent Year + 2 Forecast	Currrent Year + 3 Forecast
	\$' 000	\$' 000	\$' 000	\$' 000	%		\$' 000	\$' 000	\$' 000
Bus Vehicles Purchased During Period	+ve	+ve	+ve				+ve	+ve	+ve
New Bus Vehicles Leased During Period	+ve	+ve	+ve				+ve	+ve	+ve
Other Non-Current Asset Purchases During Period	+ve	+ve	+ve				+ve	+ve	+ve
Bus Vehicle Depreciation During Period	- ve	- ve	- ve				- ve	- ve	- ve
Bus Vehicles Leases Depreciation During Period	- ve	- ve	- ve				- ve	- ve	- ve
Other Asset Depreciation During Period	- ve	- ve	- ve				- ve	- ve	- ve
Disposal of Bus Vehicles During Period	- ve	- ve	- ve				- ve	- ve	- ve
Disposal of Bus Vehicles Leases Assets During Period	- ve	- ve	- ve				- ve	- ve	- ve
Disposal of Other Assets During Period	- ve	- ve	- ve				- ve	- ve	- ve
Bus Vehicles Written Off During Period	- ve	- ve	- ve				- ve	- ve	- ve
Bus Vehicles Leases Assets Written Off During Period	- ve	- ve	- ve				- ve	- ve	- ve
Other Assets Written Off During Period	- ve	- ve	- ve				- ve	- ve	- ve
Other Increases in Assets During Period	+ve	+ve	+ve				+ve	+ve	+ve
Other Decreases in Assets During Period	- ve	- ve	- ve				- ve	- ve	- ve
Total	Movement in Property, Plant & Bus Assets	Movement in Property, Plant & Bus Assets	Movement in Property, Plant & Bus Assets				Movement in Property, Plant & Bus Assets	Movement in Property, Plant & Bus Assets	Movement in Property, Plant & Bus Assets
Income tax Paid to ATO	- ve	- ve	- ve				- ve	- ve	- ve
Income Tax payabel on Operating Profit	+ve	+ve	+ve				+ve	+ve	+ve
Income Tax deductible on Operating Loss	- ve	- ve	- ve				- ve	- ve	- ve
Total	Net Movement in Provision for Tax	Net Movement in Provision for Tax	Net Movement in Provision for Tax				Net Movement in Provision for Tax	Net Movement in Provision for Tax	Net Movement in Provision for Tax

Item	Prior Year Actuals	Current Period Actuals	Current Period Budget	Pro Rata Variation	Pro Rata Variation	Comment Reference (If Required)	Current Year + 1 Forecast	Current Year + 2 Forecast	Current Year + 3 Forecast
	\$' 000	\$' 000	\$' 000	\$' 000	%		\$' 000	\$' 000	\$' 000
Energy Grants Credit Scheme Revenue	- ve	- ve	- ve				- ve	- ve	- ve
Interest Revenue	- ve	- ve	- ve				- ve	- ve	- ve
Grants/Sponsorship Revenue	- ve	- ve	- ve				- ve	- ve	- ve
Proceeds from Sale or Disposal of Assets	- ve	- ve	- ve				- ve	- ve	- ve
Proceeds from Insurance Claims on Written off of Damaged or Stolen Assets	- ve	- ve	- ve				- ve	- ve	- ve
Other Commercial Revenue	- ve	- ve	- ve				- ve	- ve	- ve
Total									
<i>Data for Purposes of Cash Flows Reporting</i>									
Additional Borrowings During Period	+ve	+ve	+ve				+ve	+ve	+ve
Repayment of Borrowings During Period	- ve	- ve	- ve				- ve	- ve	- ve
Forgiveness of Borrowings During Period	- ve	- ve	- ve				- ve	- ve	- ve
Interest Capitalised During Period	+ve	+ve	+ve				+ve	+ve	+ve
Total	Movement in Borrowings Accrs	Movement in Borrowings Accrs	Movement in Borrowings Accrs				Movement in Borrowings Accrs	Movement in Borrowings Accrs	Movement in Borrowings Accrs
Additional Lease Financing During Period	+ve	+ve	+ve				+ve	+ve	+ve
Repayment of Leases During Period	- ve	- ve	- ve				- ve	- ve	- ve
Forgiveness of Leases During Period	- ve	- ve	- ve				- ve	- ve	- ve
Lease Renegotiated During Period	+ve	+ve	+ve				+ve	+ve	+ve
	Movement in Lease Liabilities	Movement in Lease Liabilities	Movement in Lease Liabilities				Movement in Lease Liabilities	Movement in Lease Liabilities	Movement in Lease Liabilities
GST incurred on Operating and Capital Expenditure During Period	+ve	+ve	+ve				+ve	+ve	+ve
GST input Tax Credits Received from ATO During Period	- ve	- ve	- ve				- ve	- ve	- ve

Schedule 5 - Annexure 4

Annual Financial Reports:

As set out in Clause 10.5 the Operator is to provide detailed costs per cost line item in accordance with the cost category list as set out below:

Cost Category	Cost Item
Driver Costs	Drivers wages
	Drivers on costs
	Agency and contract Drivers
	Other Bus Hour Costs
	SUB TOTAL
Fuel Costs	Fuel - diesel
	SUB TOTAL
Kilometre Costs	Lubricants
	Tyres & tubes
	Bus parts & consumables
	Contracted maintenance & repairs
	Mechanics wages
	Mechanics on costs
	Agency & contract staff
	Other Bus Kilometre Costs
	Motor vehicle expenses
	Street signs/bus stops upkeep
	Ticketing costs
	SUB TOTAL

Bus Costs	Cleaners and fuelers' wages
	Cleaners and fuelers' on costs
	Bus registration
	Depot insurance
	Bus comprehensive insurance
	Public liability insurance
	Third party insurance
	Refurbishments (bus)
	Security
	Lease Rental Charges - Depots (non related parties)
	Depreciation - Existing fleet
	SUB TOTAL
Overhead Costs	Admin and management salaries & wages
	Admin and management on costs
	Agency & contract staff
	Agent's commission
	Accounting, consulting & legal fees
	Advertising / marketing
	Cleaning (office / depot)
	Communications - operational
	Communications - non-operational
	Information technology
	Printing/stationary (excl tickets & timetables)
	Rates & taxes (property related)
	Rent (non depot)
	Repairs & maintenance (non fleet)
	Shareholder / management fees
	Staff related expenses
	Staff training & recruitment
	Timetables (production, printing & delivery)
	Utilities (gas, water & electricity)
	Other Expenses
	SUB TOTAL
	GRAND TOTAL

Schedule 5 - Annexure 5

Monthly Operational Report Data Transfer Format:

Data interface options:

Transport for NSW provided interface available at <http://www.transport.nsw.gov.au/content/bus-reporting-interfaces>

Alternative approach is to provide data via TfNSW web-portal for Monthly reporting, information for portal access and use is contained in the following user guide located at <http://www.transport.nsw.gov.au/content/bus-reporting-interfaces>