



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 Equivalentents)

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).