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## Items

### 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 an item is a reference to an item in this Schedule.

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

**NSW Transit Stop Numbering and Naming Standard** means the standard developed by TfNSW for Transit Stop numbering and naming, included in Annexure 1 to this Schedule and as amended by TfNSW from time to time.

**TfNSW Systems and Equipment** means New Systems and Equipment and Existing Systems and Equipment.

The following table sets out the meaning of the column headings in the roles and responsibilities tables set out in this Schedule. “T” in any of the columns means that TfNSW is the relevant Party. “O” in any of the columns means that the Operator is the relevant Party.

Term	Description
Responsible	The Party that has to do the activity.
Accountable	The Party ultimately answerable for the correct and full completion of the activity. There must be only one Party accountable for each activity.
Support	The Party that is to provide support to assist in completing the activity.
Consulted	The Party that is consulted by the responsible Party as part of the process of carrying out the activity.
Informed	The Party that has to be kept up-to-date, by the responsible Party.
When	When the activity must be performed.
Contract clause	The clause in the Contract that the activity must be performed in accordance with.

### 2 Services Overview

The following are the key objectives for the provision of the services under the Contract by the Operator:

- i. Provide reliable, safe and clean Contract Bus Services to customers;
- ii. Develop Timetables and Dedicated School Services Timetables to efficiently meet the Contract Service Levels;
- iii. Run the Contract Bus Services to the approved Timetables;
- iv. Ensure that customers are provided with accurate Timetable information and kept informed of service changes and Incidents as required;
- v. Assist with the integration of passenger information to deliver a seamless Bus service across metropolitan Sydney;

- vi. Ensure Staff receive appropriate training;
- vii. Assist TfNSW in improving the provision of Bus services to customers; and
- viii. Provide support for New Systems and Equipment required to improve and upgrade the Contract Bus Services.

### 3 Contract Service Levels, Timetables and Contract Bus Services

The following table identifies the general roles and responsibilities associated with Contract Service Levels, Timetables and Contract Bus Services

	Functional Description	Contract Clause	Responsibility	Accountable	Support	Consulted	Informed	When
3.1	Develop Contract Service Levels	6.1(a)	T	T	O	O	O	As required throughout the Term
3.2	Develop timetables to efficiently and effectively meet the requirements of the Contract Service Levels	6.1(b)	O	O	T	T	T	As specified by TfNSW from time to time
3.3	Contact each school set out in the Service Level Schedule, to ascertain the school term start and finish dates and the daily start and finish times, for the following school year	6.3(a)	O	O		T	T	By 30 October each year
3.4	Prepare a provisional timetable for the Dedicated School Services for the year, based on the start and finish dates and times ascertained in accordance with item 3.3 above	6.3(b)	O	O	T	T	T	By 1 January each year
3.5	Prepare a final timetable for the Dedicated School Services for the year, based on the start and finish dates and times ascertained in accordance with item 3.3 above	6.3(c)	O	O	T	T	T	Within 4 weeks of the start of the Declared School Year
3.6	Approve timetables	6.2(c) and 6.3(d)	T	T	O	O	O	As required under the Contract
3.7	Operate Contract Bus Services, in accordance with the Contract Service Levels and approved Timetables and Dedicated School Services Timetables	5.1 and 5.2	O	O		T	T	Continuing throughout the Term
3.8	Monitor security on the Contract Buses and monitor and manage passenger and Driver safety, including responding to any duress alarms	5.1(a)(ii) and 5.2(a)(ii)	O	O		T	T	Continuing throughout the Term
3.9	Monitor security at the Transit Stops where closed circuit television or help point alarms are installed and monitor and manage passenger and Driver safety, including by responding to any help point alarms	5.1(a)(ii) and 5.2(a)(ii)	O	O		T	T	Continuing throughout the Term

#### 4 Publication and Display of Public Transport Information

Publication and display of public transport information includes the activities required to ensure that passengers are provided with adequate, reliable information regarding Contract Bus Services.

Functional Description	Contract Clause	Responsibility	Accountable	Support	Consulted	Informed	When
4.1 (i) Publish accurate Timetables and Dedicated School Services Timetables, with route maps, on the Operator's website. This includes updating Dedicated School Service Timetables daily at the commencement of each school year, if changes are made to the Dedicated School Services  (ii) Ensure accurate Timetables and Dedicated School Services Timetables are provided to Transport Info 131500	7(a)	O	O			T	Continuing throughout the Term  At least 14 days prior to introduction of the Contract Bus Service, unless otherwise approved by TfNSW
4.2 Mail Timetables and Dedicated School Services Timetables to customers free of charge, if requested	7(a)	O	O			T	Within 48 hours of request
4.3 Provide all Timetables and Dedicated School Services Timetables to TfNSW for approval	7(b)	O	O		T	T	Prior to the introduction of a new or revised Timetable or Dedicated School Services Timetables
4.4 Approve all Timetables and Dedicated School Services Timetables, prior to publication	7(b)	T	T	O	O	O	Continuing throughout the Term
4.5 If a new Timetable or Dedicated School Services Timetable is approved by TfNSW, provide: a) TfNSW with the updated Timetable or Dedicated School Services Timetable in	7(a)	O	O			T	At least 14 days (or as otherwise agreed with TfNSW) prior to the implementation of the new Timetable or Dedicated School Services Timetable

	Functional Description	Contract Clause	Responsibility	Accountable	Support	Consulted	Informed	When
	<p>electronic format (as reasonably required by the TfNSW) suitable for website display;</p> <p>b) the public with the updated printed Timetable or Dedicated School Services Timetable</p>							
4.6	<p>If TfNSW approves an amendment to a Timetable or Dedicated School Services Timetable, provide notice to the public of any material amendments to the Timetable or Dedicated School Services Timetable by:</p> <p>a) notifying TfNSW of relevant details;</p> <p>b) displaying signs prominently in each Contract Bus;</p> <p>c) updating the Operator website;</p> <p>d) displaying advertisements in the local newspapers covering the affected Bus Routes;</p> <p>e) displaying signs at Stops;</p> <p>f) making announcements on local radio; and</p>	7(a)	O	O			T	At least 14 days (or as otherwise agreed with TfNSW) prior to the implementation of the new Timetable or Dedicated School Services Timetable

Functional Description	Contract Clause	Responsibility	Accountable	Support	Consulted	Informed	When
g) other appropriate means.							
4.7 If requested by a member of the public, provide complete and up to date information about the accessibility of Contract Bus Services (as required by the <i>Disability Discrimination Act 1992</i> (Cth)), in an appropriate format	7(a)	O	O			T	Within a reasonable timeframe
4.8 Ensure accurate Timetables and Dedicated School Services Timetables are displayed at all Stops which display timetables	7(a)	O	O			T	Continuing throughout the Term
4.9 Ensure Timetables and Dedicated School Services Timetables indicate all Contract Bus Services which are accessible (as required by the <i>Disability Discrimination Act 1992</i> (Cth))	7(a)	O	O			T	Continuing throughout the Term
4.10 Ensure Timetables and Dedicated School Services Timetables comply with the NSW Transit Stop Naming and Numbering Standard	7(a)	O	O			T	Continuing throughout the Term
4.11 Provide the destination information, to be displayed on Contract Buses, in Timetables, on the Operator's website and in any other location, to TfNSW for approval	7(b)	O	O		T	T	Prior to publication of the destination information
4.12 Approve destination information, to ensure it complies with any TfNSW standards or guidelines, from time to time	7(b)	T	T	O	O	O	Continuing throughout the Term
4.13 Display the destination clearly on the front and side of all Contract Buses in service , excluding Contract Buses without side destination signage	7(a)	O	O		T	T	Continuing throughout the Term
4.14 Display the route number clearly on the front,	7(a)	O	O			T	Continuing throughout the Term

Functional Description	Contract Clause	Responsibility	Accountable	Support	Consulted	Informed	When
side and rear of all Contract Buses in service , excluding Contract Buses without side and rear route number signage							
4.15 Ensure all passenger Timetables and Dedicated School Services Timetables provide times at Transit Stops and do not reflect operational timing points that are not Transit Stops.	7(a)	O	O		T	T	Continuing throughout the Term

## 5 Contract Bus Services Information

The following table identifies the general roles and responsibilities associated with providing information about the Contract Bus Services

Functional Description	Contract Clause	Responsibility	Accountable	Support	Consulted	Informed	When
5.1 Inform passengers on a Contract Bus of any relevant service delays	7(c)	O	O			T	Continuing throughout the Term
5.2 Inform TfNSW of service delays to the Contract Bus Services and work with TfNSW as required from time to time to minimise the impact of delays on customers	7(c)	O	O	T	T	T	Continuing throughout the Term

**6 Transit Stops**

	<b>Functional Description</b>	<b>Contract Clause</b>	<b>Responsibility</b>	<b>Accountable</b>	<b>Support</b>	<b>Consulted</b>	<b>Informed</b>	<b>When</b>
6.1	For all Transit Stop Signage other than plinths, maintain Transit Stop Signage, including but not limited to: <ul style="list-style-type: none"> <li>• Repair;</li> <li>• Replacement;</li> <li>• Cleaning; and</li> <li>• Graffiti removal</li> </ul>	8(a)	O	O	T	T	T	Continuing throughout the Term
6.2	For all plinth Transit Stop Signage carry out: <ul style="list-style-type: none"> <li>• minor repairs (parts to be provided by TfNSW);</li> <li>• Cleaning; and</li> <li>• Graffiti removal</li> </ul>	8(a)	O	O			T	Within 7 days of becoming aware of the damage
6.3	Ensure Transit Stop Signage (including signage at any transitway station) which includes Timetable or Dedicated School Services Timetable information, contains up to date timetable information and complies with any standards or guidelines issued by TfNSW from time to time	8(b)	O	O	T	T	T	Continuing throughout the Term
6.4	Ensure Transit Stop identification numbers comply with the NSW Transit Stop Naming and Number Standard	8(b)	O	O			T	Continuing throughout the Term
6.5	Advise TfNSW of any damage to Transit Stops	8(d)	O	O			T	Within 7 days of becoming aware of the damage
6.6	If there is a change to a Bus Route or a new Bus Route is introduced:	8(c)	O	O			T	Before commencement of the new or changed Bus Route

	Functional Description	Contract Clause	Responsibility	Accountable	Support	Consulted	Informed	When
	<ul style="list-style-type: none"> <li>a) seek and obtain approval from TfNSW for the location of Transit Stop Signage;</li> <li>b) ensure Transit Stop Signage is installed at all Stops along the changed or new Bus Route; and</li> <li>c) ensure new Transit Stop Signage meets TfNSW standards</li> </ul>							
6.7	Liase with the Road Authority, local government authority, or any other authority with responsibilities relevant to Transit Stops and local residents, as appropriate, about the installation of Transit Stop Signage	8(c)	O	O			T	Before installing Stop Signage
6.8	Notify the relevant authority if any infrastructure at a Transit Stop is damaged or in need of maintenance or repair	8(d)	O	O			T	Within 24 hours of becoming aware of the damage
6.9	Document and maintain a proper record of all communications relating to Transit Stops and Transit Stop Signage	8(e)	O	O			T	Continuing throughout the Term

## 7 Service Desk

The following table identifies the Service Desk roles and responsibilities:

Functional Description	Contract Clause	Responsibility	Accountable	Support	Consulted	Informed	When
7.1 Provide a Service Desk, during the operational hours of the Contract Bus Services. An Operator may elect that the Service Desk be provided by Transport Info 131500	9(a)	O	O			T	Continuing throughout the Term
7.2 Manage all calls to the Service Desk from receipt to closure	9(a)	O	O			T	Continuing throughout the Term
7.3 Log, classify and assign a reference number to all calls to the Service Desk	9(a)	O	O			T	Continuing throughout the Term
7.4 Assign a priority to all calls received by the Service Desk to reflect the severity of the issue, or as otherwise directed by TfNSW	9(a)	O	O			T	Continuing throughout the Term
7.5 Collaborate and cooperate with the Transport Info 131500, as required, to manage calls to the Service Desk and resolve Incidents	9(a)	O	O			T	Continuing throughout the Term
7.6 Refer any calls received by the Service Desk which do not relate to the Contract Bus Services to Transport Info131500	9(a)	O	O			T	Within 2 hours of receipt of call
7.7 Notify TfNSW of Incidents and any other unplanned maintenance issues	9(a)	O	O			T	Within 24 hours of notification of the Incident or unplanned maintenance issue
7.8 Report all calls which are unresolved for more than 30 Business Days, at the end of each month to TfNSW	9(a)	O	O			T	Monthly throughout the Term
7.9 Maintain appropriate documentation of all calls to the Service Desk, including details of the closure of all calls	9(a)	O	O			T	Continuing throughout the Term

	Functional Description	Contract Clause	Responsibility	Accountable	Support	Consulted	Informed	When
7.10	Perform trend analysis on Service Desk calls	9(a)	O	O			T	Monthly throughout the Term
7.11	Identify any problems of a systemic nature revealed by the trend analysis and implement processes to improve performance	9(a)	O	O			T	As soon as practicable
7.12	Ensure the Service Desk is staffed with personnel who are suitably skilled and trained to deliver support services	9(a)	O	O			T	Continuing throughout the Term

## 8 Training and Knowledge Transfer

The following table identifies Training and Knowledge Transfer roles and responsibilities.

	Functional Description	Contract Clause	Responsibility	Accountable	Support	Consulted	Informed	When
8.1	Provide all customer facing Staff with passenger service training, in particular: <ul style="list-style-type: none"> <li>a) training with regard to requirements of passengers with disabilities or from culturally or linguistically diverse backgrounds; and</li> <li>b) training with regard to the management of confrontation, difficult passengers and personal safety</li> </ul>	18.1 (b)	O	O			T	Before the individual commences providing Services

	Functional Description	Contract Clause	Responsibility	Accountable	Support	Consulted	Informed	When
8.2	Provide training to all Drivers regarding the following, as applicable to the Bus Routes for which the Driver is engaged to provide Contract Bus Services: <ul style="list-style-type: none"> <li>a) the Tickets, Full Fares and Concession Fares, Free Travel and Integrated Event Ticketing;</li> <li>b) the Bus Routes and the Contract Depots;</li> <li>c) the Timetables; and</li> <li>d) the SSTS Bus Operators Manual and any relevant School Student Transport information or requirements as provided by TfNSW from time to time</li> </ul>	18.1(b)	O	O			T	Before the Driver commences providing Contract Bus Services
8.3	Provide training to all staff regarding: <ul style="list-style-type: none"> <li>a) compliance with appropriate environmental legislation; and</li> <li>b) work health and safety</li> </ul>	18.1(b)	O	O			T	Continuing throughout the Term
8.4	Provide additional training to Staff to meet the requirements of items 8.1, 8.2 and 8.3 above, if required when a change in the Contract Bus Services is implemented	18.1(b)	O	O			T	Before the implementation of the change in the Contract Bus Services

	Functional Description	Contract Clause	Responsibility	Accountable	Support	Consulted	Informed	When
8.5	Develop, document and maintain training materials to provide to Staff to support the training referred to at items 8.1, 8.2 and 8.3 above	18.1(b)	O	O			T	As required throughout the Term

## 9 TfNSW Systems and Equipment

	Functional Description	Contract Clause	Responsibility	Accountable	Support	Consulted	Informed	When
9.1	Develop operational procedures, guidelines and training requirements for TfNSW Systems and Equipment, as required	12.2(i) and 12.3(b)	T	T		O		As required throughout the Term
9.2	Comply with any reasonable operational procedures, guidelines and training requirements for TfNSW Systems and Equipment issued by TfNSW from time to time	12.2(i) and 12.3(b)	O	O	T	T	T	Continuing throughout the Term
9.3	Ensure TfNSW Systems and Equipment are in operational condition	12.2(i) and 12.3(b)	O	O	T	T	T	Continuing throughout the Term
9.4	Protect TfNSW Systems and Equipment and use reasonable endeavours to ensure TfNSW Systems and Equipment are not mishandled or mistreated	12.2(i) and 12.3(b)	O	O	T	T	T	Continuing throughout the Term
9.5	Check TfNSW Systems and Equipment for faults, malfunctions security breaches or	12.2(i) and	O	O	T	T	T	Continuing throughout the Term

	Functional Description	Contract Clause	Responsibility	Accountable	Support	Consulted	Informed	When
	viruses regularly	12.3(b)						
9.6	Report any fault, malfunction, security breach or virus in TfNSW Systems and Equipment to TfNSW promptly	12.2(i) and 12.3(b)	O	O	T	T	T	Within 24 hours of the fault or malfunction being identified
9.7	Replace Rotable Assets, as required	12.2(i) and 12.3(b)	O	O	T	T	T	Continuing throughout the Term
9.8	Ensure all spare Rotable Assets are kept in a secure location	12.2(i) and 12.3(b)	O	O	T	T	T	Continuing throughout the Term
9.9	Maintain a record of all TfNSW Systems and Equipment, which includes information regarding the location and movement of all TfNSW Systems and Equipment (including Rotable Assets)	12.2(i) and 12.3(b)	O	O	T	T	T	Continuing throughout the Term

**10 Cash Collection Services**

Cash Collection Services includes the activities required to be performed by the Operator to securely collect and store cash received for Fares and to remit all revenue from Ticket sales to TfNSW.

	Functional Description	Contract Clause	Responsibility	Accountable	Support	Consulted	Informed	When
10.1	Accurately record all Ticket sales in the Ticketing Equipment	11.1(d)	O	O			T	Continuing throughout the Term
10.2	Ensure amounts remitted to TfNSW equal actual Ticket sales	11.1(d)	O	O			T	Continuing throughout the Term
10.3	If actual Ticket sales are not accurately recorded in the Ticketing Equipment on a day, then the amount remitted to TfNSW for that day will be the average of Ticket sales on the same day of the week for the last 8 weeks	11.1(d)	O	O			T	Continuing throughout the Term
10.4	Ensure bank deposits equal actual receipts	11.1(d)	O	O			T	Continuing throughout the Term
10.5	Securely manage all cash at all times	11.1(d)	O	O			T	Continuing throughout the Term
10.6	Offset all cash receipts against the charges in the Tax Invoice each month	20.2(a)(iii)	O	O			T	Monthly throughout the Term

## 11 KPI Management

KPI Management is the activities associated with monitoring and reporting on the Key Performance Indicators.

The following table identifies KPI Management roles and responsibilities.

	Functional Description	Contract Clause	Responsibility	Accountable	Support	Consulted	Informed	When
11.1	Define and document KPI requirements	10.1(a)	T	T	T	O	O	Before the Commencement Date and as amended from time to time
11.2	Coordinate KPI monitoring and reporting with TfNSW and third-party providers, as required	10.1(b)	O	O		T	T	Continuing throughout the Term
11.3	Measure, analyse, and provide reports on performance against KPIs	10.1(b)	O	O			T	As stated in the KPI Schedule
11.4	Track KPI performance for individual Incidents and escalating KPI breaches	10.1(b)	O	O			T	As stated in the KPI Schedule
11.5	Develop and document KPI corrective action plans, where required	10.1(b)	O	O	T	T	T	As required throughout the Term
11.6	Implement corrective action plans	10.1(b)	O	O	T	T	T	As required throughout the Term
11.7	Report to TfNSW on KPI corrective action plan results	10.1(b)	O	O	T	T	T	As required throughout the Term

## 12 Account Management

The Operator must possess contemporary account management, service and reporting capabilities including, but not limited to the roles and responsibilities detailed in the following table:

	Functional Description	Contract Clause	Responsibility	Accountable	Support	Consulted	Informed	When
12.1	Continuously monitor trends in bussing through independent research	21.1(b)	O	O			T	Continuing throughout the Term
12.2	Document and report to TfNSW on products and services with potential use for TfNSW, in relation to the Contract Bus Services	21.1(b)	O	O			T	Continuing throughout the Term
12.3	Act in accordance with and support the Governance process, as set out in the Governance Schedule	21.1(a)	O	O			T	Continuing throughout the Term
12.4	Provide accurate, robust and proven billing systems and methodology	21.1(b)	O	O			T	Continuing throughout the Term
12.5	Maintain an experienced account management team	21.1(b)	O	O			T	Continuing throughout the Term

### 13 Government Subsidised Travel Schemes, including SSTS

The Operator must provide the necessary systems and process to ensure all students have appropriate bus passes under SSTS and persons eligible for other Government Subsidised Travel Schemes have access to concessional and free transport, as required by TfNSW, and outlined below:

	Functional Description	Contract Clause	Responsibility	Accountable	Support	Consulted	Informed	When
13.1	Provide administration of any Government Subsidised Travel Schemes, approved by the Minister for Transport in accordance with clause 8 of Schedule 1 of the <i>TA Act</i> , and notified to the Operator by TfNSW from time to time (including SSTS).  Administration activities may include: a) receiving and retaining applications; b) assessing the eligibility of applicants; c) maintaining administration records	11.5	O	O		T	T	Continuing throughout the Term
13.2	Manage travel entitlements conferred by Government Subsidised Travel Schemes, including planning and determining the most cost effective mode and route of travel on the Bus Routes	11.5	O	O		T	T	Continuing throughout the Term
13.3	Provide prescribed application form (as notified to the Operator by TfNSW) for applicants under a Government Subsidised Travel Scheme	11.5	O	O		T	T	Continuing throughout the Term
13.4	Issue new and replacement instruments evidencing proof of entitlement under a Government Subsidised Travel Scheme, whether purchased or not, e.g. travel passes, term passes, concession cards	11.5	O	O		T	T	Continuing throughout the Term

	Functional Description	Contract Clause	Responsibility	Accountable	Support	Consulted	Informed	When
13.5	Provide information on eligibility and entitlements of applicants under a Government Subsidised Travel Scheme, in electronic or any other required format	11.5	O	O		T	T	Monthly throughout the Term
13.6	Liaise with schools, TAFE colleges and other relevant organisations where school students or concessional customers are serviced by the Bus Routes, to ensure the Contract Bus Services are meeting the requirements of those persons	11.5	O	O		T	T	On a regular basis, continuing throughout the Term
13.7	Attend schools, TAFE colleges and other relevant organisations for meetings with relevant persons to communicate transport arrangements and work through service issues	11.5	O	O		T	T	As required, throughout the Term
13.8	Ensure all schools and TAFE colleges serviced by the Bus Routes have access to specific timetable information regarding the individual school or TAFE college and the information is available on the Operator's website.	11.5	O	O		T	T	Continuing throughout the Term
13.9	Comply with the requirements of the SSTS Bus Operators Manual and any other guidelines regarding Government Subsidised Travel Schemes issued by TfNSW from time to time	11.5	O	O		T	T	Continuing throughout the Term
13.10	In addition to validation of the instruments referred to in item 13.4 above, ensure that Tickets issued to instrument holders are also validated	11.5	O	O		T	T	Continuing throughout the Term

## NSW Transit Stop Naming and Numbering Standard

### Purpose

Transit stops and routes are the basic skeleton of public transport. Transit stops are the public access points to public transport and enable the public to change between routes and modes of transport. Transit stops are essential to customers to plan and to describe a public transport journey. Transit stops are frequently serviced by different operators and/or different modes of transport making it critical to apply a standard approach to describe a transit stop.

This transit stop naming and numbering standard provides a consistent and systematic way to identify individual transit stops.

Within NSW all transit stops are held and maintained within the Transit Stop Management (TSM) application managed by TfNSW. The Transit Stop Management application is the single source of information on the location, numbering, accessibility, naming and other transit stop attributes of public transport access point.

### Transit Stop Naming Standard

A transit stop name should be simple, structured and provide a clear unique description to public transport customers and service providers.

Each transit stop belongs to a suburb which is maintained as a stop attribute in the Transit Stop Management (TSM) application and can be applied to the transit stop name if required. Therefore the suburb the transit stop is located must not be included in the stop name unless it is related to a Landmark or a transport interchange.

#### 1. Transit stop near a Cityrail Stations, Interchange, Major Bus interchange, Ferry Wharf

The standard for naming transit stops at stations/Interchange/Wharf should be as follows:

##### a. Name of Station/Interchange/Wharf, Street Name

For example:

Petersham Station, Trafalgar St  
Lane Cove Interchange, Epping Rd  
Greenwich Point Ferry Wharf, Mitchell St.

If the Station/Interchange/Wharf has a series of transit stops or stands, the naming standard should be as follows:

##### b. Name of Station/Interchange/Wharf, Street Name - Stand# (Letter)(Number)

For example:

Wynyard Station, York St - Stand C  
Wynyard Station, York St - Stand C2  
Campbelltown Station - Stand A.

*Note:* Street names should start with a capital (title case) – King & Queen Sts.

## 2. Transit stop near a landmark

The Standard for naming a transit stop near a landmark should be as follows:

### a. Landmark Description, Street Name

For example:

Casula Mall, Ingham Dve

Wetherill Park TAFE, Victoria St

Weston Post office, First St.

If the Landmark is large and there are many transit stops the name should be as follows:

### b. Landmark Description, Street Name – Stand Letter

For example:

Queen Victoria Building, York St – Stand B

Macquarie Centre - Stand D.

*Note:* Street names should start with a capital (title case) – King & Queen Sts.

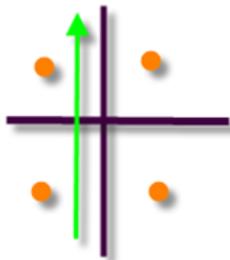
## 3. Transit stop at the Intersection of two roads (with the stop less than 30 metres from the intersection)

### a. Street stop at Nearest Street (on the left)

For example:

King St **at** Castlereagh St

Crystal St **at** Trafalgar St.



*Note:* The crossing street lies on the left of direction of travel. Street names should start with a capital (title case) – King & Queen Sts.

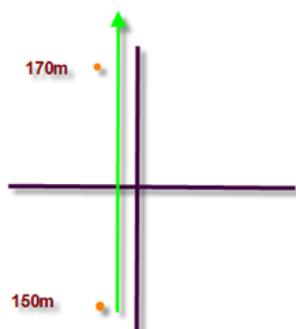
**4. Transit stop near the Intersection of two roads (with the stop greater than 30 metres but less than 200 metres from the intersection)**

- a. Street stop is *before* or *after* Nearest Street on the left

For example:

King St **before** Castlereagh St

King St **after** Castlereagh St.



*Note:* The crossing street lies on the left of direction of travel. Street names should start with a capital (title case) – King & Queen Sts.

**5. Transit stop along a road with no intersecting road within 200 metres**

- a. Street number Street Name

For example:

293 Merrylands Rd.

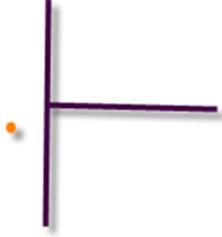
*Note:* Street names should start with a capital (title case) – King & Queen Sts.

**6. Transit stop opposite the T- Intersection of two roads**

- a. Stops on a street opp T-Intersection Street

For example:

Old Great Western Highway **opp** Castlereagh St.



*Note:* The crossing street lies on the left of direction of travel. Street names should start with a capital (title case) – King & Queen Sts.

### **Transit Stop Numbering Standard**

A unique number is assigned to each transit stop, called the Transit Stop Number (TSN). The TSN is automatically allocated by the Transit Stop Management (TSM) application when it is created in TSM. The TSN is made up of the post code of the suburb where the transit stop is located and the next available sequential number within that suburb eg. 2011001, 2011002. Transit stop numbers do not change even if there is a change in the relevant postcode.

**Abbreviations that *should be used***

Opposite = opp

And = And

Use of, comma as a separator

Avenue = Av

Boulevard = Bvd

Chase = Ch

Circuit = Cct

Close = Cl

Corner = Cnr

Court = Cr

Drive = Dr

Esplanade =Esp

Freeway = Fwy

Garden = Gdn

Highway = Hwy

Junction = Jct

Lane = La

Motorway = Mwy

Parade = Pde

Place = Pl

Road = Rd

Street = St

Terrace = Tce

Tunnel = Tun

Way = Way

***Should not be used - inappropriate***

. = Full stops should not be used in names

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QUEEN - Capitalisation of words should not be used.