Appendix E – PAMP Brief

Consultant Brief for

City of Ryde

Pedestrian Access and Mobility Plan (PMAP)

Project Ref:XXX

May, 2006

City of Ryde Department of XXX 1 Devlin Street, Ryde.

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1 Introduction

The City of Ryde has identified the need to develop a co-ordinated Pedestrian Access and Mobility Plan (PAMP).

1.1 Background

The City of Ryde Local Government Area spans an area of approximately 40 sq kms, and lies in the central northern part of the Sydney Metropolitan area. Within Ryde's 16 suburbs, there are almost 100,000 residents.

Ryde is serviced by the Northern Rail Link with stations at Meadowbank, West Ryde, Denistone and Eastwood. In 2008 it is expected that the Epping to Chatswood rail link will be completed, adding three new stations to the Ryde LGA at Macquarie Park, Macquarie University and Delhi Road.

In response to growing concern about the negative impacts of car usage, the City of Ryde has developed a series of policy documents and plans emphasising the need to promote and plan for alternatives to the private car, such as walking. Ryde's Integrated Transport Strategy (2006), highlights the need to develop a Pedestrian Access and Mobility Plan (PAMP).

A PAMP is a comprehensive action plan to develop strategic policies and build pedestrian facilities. The City of Ryde PAMP is aimed at meeting the present and future needs of its residents as part of its Transport Strategy.

The PAMP should not only outline physical measures but should also develop encouragement and education programs and ensure that the PAMP co-ordinates with other plans being developed such as the cycle strategy.

The development of a PAMP also reflects the RTA's initiative to encourage local councils to improve planning for pedestrian amenity and safety.

1.2 Methodology

The PAMP is to be undertaken in accordance with this study brief and the RTA document 'How to Prepare a Pedestrian Access and Mobility Plan – an easy three stage guide'

The PAMP process is described in the RTA Technical direction in Appendix B, and the document can be found at the RTA website <u>www.rta.nsw.gov.au</u>.

1.3 **Statement of Direction**

- Integrate consistent and continuous pedestrian networks into the land use and transport system, to facilitate and encourage more walking.
- Linkage of pedestrian concentrations to pedestrian networks to facilitate and encourage safe and convenient accessibility and mobility for pedestrians.

- Identify clusters and patterns of pedestrian crashes to highlight areas that restrict safe and convenient accessibility and mobility for pedestrians.
- Development and integration of intra and inter pedestrian routes, that form part of a connected pedestrian network.
- Linkage to and between Planning Instruments (e.g. Local Environment Plans (LEPs) and Development Control Plans (DCPs).

1.4 **Objectives**

- To facilitate improvements in the level of pedestrian access and priority, particularly in areas of pedestrian concentration.
- To reduce pedestrian access severance and enhance safe and convenient crossing opportunities on major roads.
- Identify and resolve pedestrian crash clusters.
- To facilitate improvements in the level of personal mobility and safety for pedestrians with disabilities and older persons through the provision of pedestrian infrastructure and facilities which cater to the needs of all pedestrians.
- To provide links with other transport services to achieve an integrated land use and transport network of facilities that comply with best technical standards.
- To ensure pedestrian facilities are employed in a consistent and appropriate manner throughout NSW.
- Link existing vulnerable road user plans in a coordinated manner (e.g.: Bike Plans, Safer Routes to Schools Plan, Footpath Maintenance Programs, and associated issues to accessible public transport etc).
- To ensure that pedestrian facilities remain appropriate and relevant to the surrounding land use and pedestrian user groups.
- To accommodate special event needs of pedestrians.
- To further Council's obligations under the Commonwealth Disability Discrimination Act (1996).

1.5 **Project Deliverables**

- Coordinated and pro-active forward infrastructure planning, utilising all available forms of funding e.g. Council's Section 79c and 94 (Environmental Planning and Assessment Act 1979).
- Improved pedestrian facilities asset management in areas of pedestrian concentrations.

- Integration of pedestrian facilities network development and corridor management generally within a 1.5 to 2km radius from a pedestrian concentration.
- Strategic pedestrian facilities program development and monitoring.
- Integration partnerships with other transport mode operators.
- Providing appropriate, safe and convenient pedestrian facilities which cater to the needs of all pedestrians.
- Highlight opportunities to develop corridors for recreational walkers (4km radius from pedestrian concentrations).
- Development of a program of works for 5 to 15 years.
- Distinctions between different road users during the day and night.

2 **Project Description**

2.1 **Overview**

The road network and built environment must cater to the needs of all pedestrians including older persons, pedestrians with mobility and vision impairments, residents, school children, tourists and recreational pedestrians. The rationale for PAMPs is focussed on State and Local Government investment in safe, convenient and coherent pedestrian infrastructure on key pedestrian routes, which have a high probability of attracting people to walk rather than use their cars. Additionally, PAMPs provide a strategic and coordinated framework for investment in pedestrian infrastructure on routes that have been identified by the community as important to sustainable and enhanced safety, convenience and mobility for walkers. The core features of PAMPs are broken into three primary stages.

The first two stages are concerned with the development of the PAMP. The outcome of the PAMP development is the identification of key pedestrian routes, within the study area, which form a coherent pedestrian network. Additionally, a Work Schedule is developed for these key pedestrian routes identifying locations where work is required to ensure that these routes are safe, convenient, coherent and meet current RTA guidelines and relevant Australian Standards.

The overall focus of the PAMP is to enhance pedestrian safety, mobility and access. That is, to develop pedestrian networks which enable pedestrians with and without disabilities to enjoy safe, convenient and coherent independent mobility.

The third stage of the PAMP is the implementation of the Work Schedule, pedestrian facilities and adjustment to existing infrastructure identified in the Work Schedule on key pedestrian routes. (This refers to the implementation stage in the PAMP guideline)

A major feature of the project is the use of PAMPs as a means to ensure that pedestrian facilities are employed in a consistent and appropriate manner throughout NSW and meet the needs of the different pedestrian user groups. PAMPs provide a medium for the integration of land use and transport systems. The plans detail pedestrian concentration, centres of activity, identifiable accident clusters, walking patterns and links between land use, pedestrian facilities (existing and proposed), including pedestrian accessibility, and mobility issues within a general radius of 1.5 km to 2 km from these concentrations and consider recreational walkers (4 km radius).

2.2 Study Area

The study area comprises the whole of the Ryde Local Government Area in general, and in particular will focus on (but not be limited to) areas of high pedestrian activity, such as the 44 schools, Macquarie University, Ryde and Meadowbank TAFE, shopping centres and business districts, the current 4 and proposed 3 railway stations, bus routes and communication, recreational and sporting facilities. The study area should also consider areas of future development and recommend procedures to ensure inclusion of the PAMP process in planning instruments covering developing areas. Figure 1.0 shows the City of Ryde LGA.



2.3 Local Pedestrian Issues

In general, pedestrians within Ryde suffer from a lack of priority. Most roads in the area have footpaths, but there are still many barriers to pedestrian access in the area, including:

- Poor pedestrian accessibility, connectivity and permeability of the street network, especially in the traditional centres adjacent to Victoria Road and in Top Ryde.
- Difficulty crossing main roads, such as Victoria Road and Epping Road.
- Long waiting times and lack of priority at signalised interchanges, in particular sharing the pedestrian green phase with the vehicle green phase on the adjacent arm, puts pedestrians, especially the less mobile, under pressure to cross quickly and can lead to conflict.
- The railway line acts as a barrier to pedestrian movement.
- Below standard dropped kerbs cause difficulty for mobility impaired and people with prams.
- Cluttered footpaths.
- Narrow footpaths.
- Lack of tactile indicators to assist those with impaired vision.

Research into pedestrian accident data has identified areas where safety issues exist for pedestrians. Over a 5 year period from 2000 to 2004 it was found that pedestrians have the second highest level of fatalities after drivers.

35% of pedestrian accidents were in the 17-25 year age group followed by 21% in the 60+ age group. Figure 2.0 shows that the greatest number of accidents occurred at non-dedicated crossing areas such as along Victoria Road, as well as around commercial centres such as Top Ryde Shopping Centre, Macquarie Centre and West Ryde train station.



3 Study Tasks

The Brief seeks innovative submissions to meet the specific needs of the study area as outlined within this brief. Consultant proposals should not be limited to the tasks listed below. Proposals which depart from the tasks but incorporate new or different approaches that meet the objectives of the PAMP are also welcome.

3.1 Data Collection

3.1.1 Review Existing Pedestrian Network Information

Existing information on pedestrian networks should be reviewed. Examples of existing information include, but are not limited to:

- Safer Routes to Schools facility audits (RTA);
- Footpath maintenance and upgrade programs/ plans (Council);
- Ryde LGA Crash Analysis Report 2000-2004;
- Regional Transport Strategies and Accessible Public Transport Plans (DoT, RTA, Council); and
- Development Control Plans (Council).
- 3.1.2 Conduct Network Characteristic and Pedestrian User Group Surveys

Surveys and pedestrian facility audits should be conducted in order to provide a comprehensive picture of current pedestrian demands and needs. This work is to include the two additional vulnerable user groups, being older pedestrians and alcohol impaired pedestrians. These must be developed in consultation with the project managers.

At a minimum, the surveys should identify:

- Significant generators and attractors (detail use type) of pedestrian traffic in the AM, PM and late PM peaks;
- Pedestrian trip details such as volume estimates; pedestrian routes; trip origins and destinations; time of day demand; types of pedestrian users; age and sex of pedestrians; factors that may inhibit walking; pedestrian related crashes; road speed and classification etc.;
- Pedestrian crash concentrations segmented into
- - Facility User Group Profiles; and
 - Local users and pedestrian catchment areas outside the study area.

As part of the surveys, interviews with relevant organisations, pedestrian facility user groups (FUG), and other stakeholders (e.g. Industry groups, Chambers of Commerce, Access Committees, Police, Health etc) are to be conducted. It is necessary in the preliminary planning stages to identify all relevant stakeholders and seek their input throughout the PAMP process.

In addition to establishing current walking patterns the surveys and interviews should be used to assist in identifying future pedestrian needs and desire lines. There is a need to link walking routes and pedestrian accidents.

3.1.3 Review Crash Data

Pedestrian crash data for a minimum five-year period, covering the whole study area, should be analysed. The crash data should be mapped onto GIS spatial maps (if available). Mapping the crash data helps to:

- Identify specific locations, times and days with distinct pedestrian crash clusters (clusters should be limited to 50m);
- Identify the relationship between land use and pedestrian crash clusters; and
- Identify pedestrian crashes involving particular pedestrian facility user groups (FUG) (e.g.: children or older pedestrians), including area of residence. Attention should be given to pedestrian casualty crashes.
- 3.1.4 Initial Consultation

Community and Stakeholder consultation should be carried out at an early stage in the PAMP development. The success of the PAMP depends largely on the support of key stakeholders and the wider community. It is important that the PAMP is reflective of community aspirations for the area.

The initial consultation with the community may utilise several methods, such as

- Workshops
- Information sessions and discussion groups
- Press release and advertisements in the local newspaper and other media

Stakeholder consultation may include individual contact such as meetings or phone calls or group workshops.

Groups to consider consulting with may include, but are not limited to:

- The Guide Dog Association
- The Ageing and Disability Department
- The Australian Quadriplegic Association
- The NSW Police department
- Area Health Services
- Local schools and colleges, hospitals, religious groups
- State Rail and Transit Authorities
- Neighbouring councils.

A working paper should be prepared outlining the results of the consultation and the community comments.

3.2 Prepare Draft PAMP

- The draft PAMP should clearly identify a continuous and comprehensive, integrated pedestrian network. It is useful to develop a hierarchy within the pedestrian network (e.g. high, medium and low priority pedestrian routes). Factors such as pedestrian concentration and access to public transport and other community facilities will assist in ranking the priority of the identified routes. The method of ranking routes should be documented for future reference.
- A consistent method of ranking routes and assigning priority to facilities must be developed. Ranking systems may include indicators such as delay; exposure;

pedestrian concentration; number of pedestrian casualty crashes; proximity or connection with public transport and other facilities etc.

- The draft PAMP must identify deficiencies in the proposed pedestrian network and highlight methods of appropriate treatment. All proposed treatments must cater to the needs of all pedestrians and be built in accordance with appropriate standards e.g. all kerb ramps must be built strictly in accordance with AS 1428.1and located strictly in accordance with AS 1428.4.
- The draft PAMP must identify proposed facilities for both existing and projected future pedestrian demand. The draft PAMP should account for future land use development in the study area and the proposed future transport links (e.g. bus routes; Epping Chatswood Rail Line; widened pedestrian footpaths; bike paths; kerb extensions; kerb blisters at intersections; carriageway narrowings etc).

The plan should address, at a minimum, the following items:

- Identify high, medium and low priority pedestrian routes and link these routes to those of the surrounding local council areas;
- Identify off-street and on-street routes;
- Identify locations where engineering, policy or behavioural safety countermeasures and road crossing facilities could be employed, with suggested solutions;
- Indicate pedestrian paths that are appropriate for shared use with bicyclists and identify segregated or exclusive pedestrian paths where appropriate;
- Measures to cater for dispersed pedestrian usage where pedestrian volumes are low and do not justify pedestrian paths, but require safe and convenient pedestrian access;
- Evaluate future DAs, land use changes and Council road and bicycle footpath proposals for their impacts on pedestrians and ability to draw Section 94 contributions based on pedestrian trips generated by new developments;
- Review existing requirements of land use developments to cater for pedestrians within the study area. Identify the associated infrastructure required for these facilities;
- Investigate the scope for dual-mode facilities at public transport interchanges covering, the rail and bus modes;
- Rail crossing (location and type);
- Storage and access needs and opportunities for wheelchairs and wheeled electric carts used by older persons and pedestrians with mobility impairments; and
- Identify locations where signal phasing needs to be altered.

3.3 **Public Exhibition of Draft PAMP**

Community consultation should be sought regarding the draft PAMP prior to preparation of the final PAMP. This second round of community consultation may include:

- A public display / exhibition
- Place the PAMP on the Council website with opportunities for public response
- Contact the local media with a press release of the draft PAMP.

Invite public and Council comment on the PAMP and after reviewing these, include any appropriate comments in the final PAMP documentation.

3.4 **Prepare a Final PAMP**

The final PAMP should incorporate community feedback. Additionally, it must include the features identified for inclusion in the draft PAMP.

A schedule of proposed works to implement the PAMP is essential. These works should be ranked in order of priority (high, medium and low) over a maximum 15-year period (generally considered the life of the majority of traffic facilities). Concept plans should be developed for high priority works. Identification of appropriate facilities for medium and low priority works should also be included. As previously discussed, separate works schedules will be required for the following categories:

- Maintenance works schedule
- Section 94 works schedule
- Enhancement works schedule

4 Management of Project

A project steering group will be established. The consultant will be responsible to the steering group, overseeing the study. The steering group may include representatives from:

- The Council represented by the Project Manager XX (contact telephone (02) XXX or facsimile XXX or email XXX) and Road Safety Officer XXX (contact telephone XX or email XXX);
- Roads & Traffic Authority;
- The NSW Police Service; and
- Other relevant organisations which may be able to offer assistance from time to time e.g. Council's Access Committee.

The Steering Committee will oversee the work and comment on the various documents presented by the Consultant.

The Consultant is expected to liaise with the Steering Committee on a regular basis. Pre investigation/report meetings shall be held prior to the start of the project and prior to the printing of the draft and final Reports. Other meetings shall be held as required by the Steering Committee to ensure the project is kept on track. In addition to these meetings, the consultant shall be in regular contact with the Project Manager on the progress of the work.

5 Resources

The following resources may be utilised during the development of the PAMP. Resources available to Council may be made available to the Consultant by request.

- Any relevant PAMPS (They include Auburn; Bankstown; Burwood; Cantebury; Fairfield (only Cabramatta); Hurstville; Marrickville; North Sydney and Wollongong);
- Any relevant Bikeplans; WSROC / RTA: Access for People with Mobility Disabilities A Manual of Best Practice (1998);
- AMCORD A National Resource Document for Residential Developments;
- AUSTROADS publication: Guide to Traffic Engineering Practice Part 13 -Pedestrians;
- Integrated Transport Strategy for the Greater Metropolitan Region (1995);
- Cities for the 21st Century (1995);
- Streets and Roads for all Modes (1996);
- Staysafe Committee Reports dealing with Pedestrian Safety;
- Council's Aerial photos;
- Council's Development Control Plans (DCPs);
- Council's Mobility Maps;
- Roads and Traffic Authority NSW: Sharing the Main Street;
- Commonwealth Disability Discrimination Act 1996
- Council's Works Improvement Program Path Paving Construction and Pedestrian Facilities; and
- Australian Standards:
- AS/NZS 1158.3.1 1999: Roadway Lighting
- Part 3.1: Pedestrian area (Category P) lighting Performance and installation design requirements.
- AS 1428.1 1998: Design for Access and Mobility, Part 1 General Requirements for Access New Building Work
- AS 1428.2 1992: Design for Access and Mobility, Part 2 Enhanced and Additional Requirements Buildings and Facilities
- AS 1428.4 1992: Design for Access and Mobility, Part 4 Tactile Ground Surface Indicators for the Orientation of People with Vision Impairment
- AUSTROADS Guide to Traffic Engineering Practice Part 13: Pedestrians, 1995
- AUSTROADS Guide to Traffic Engineering Practice Part 14: Bicycles, 1999.
- Standards Australia/AUSTROADS: Road Safety Audit, 1994.
- Active Australia, Simply Active Everyday A Plan to Promote Physical Activity in NSW1998 – 2002 RTA's Pedestrian Access and Mobility Plan – How to Prepare a PAMP – Guidelines

Other references include:

 Local Council footpath maintenance and upgrade programs; Regional Transport Strategies and Accessible Public Transport Plans prepared by groups such as Department of Transport, RTA, Council; PAMP study reports; Bikeplan reports; cities for the 21st Century (1995); Streets and roads for all Modes (1996); and NSW Government Staysafe Committee Reports dealing with pedestrian safety etc.

6 Budget and Timing

The City of Ryde has a budget in the order of approximately XXXX to complete the project as specific within this brief.

A cost estimate for the project is to be included in the proposal along with the identified activities/milestones, designated hourly rates for the nominated project team members and estimated time inputs for and specific responsibilities of each member of the project team and support staff. Additionally, cost estimates for report preparation and printing, plan preparation and printing, and travel will be required. There will be no additional payments, other than as agreed prior to the commencement of the study.

The budget is also to include all disbursements expected to be incurred by Council or on Council's behalf.

Submissions should specify a timetable, commencement and completion date and details of resources available to complete the study in the nominated time. Council would require the study to be completed by XXX. The Consultant should specify in the submission any difficulty in complying with this timetable.

7 Report

Council requires six (6) bound copies of the draft report, from which Council will retain four (4) copies for its consideration and forward two (2) copies to the RTA for comment. Council also requires an electronic copy in Microsoft Word 97.

The final report is to be suitably bound and shall clearly indicate the findings and recommendations from the PAMP, with supporting details and documentation. An executive summary of the PAMP shall be provided at the beginning of the report. Number of copies shall be as follows:

(i) Ten (10) bound and one (1) unbound copies of the final report. Colour copies of the final PAMP plan should be provided with each final report.

(ii) Computer discs of the text of the final report. The word processing programs required are Microsoft Word 97, and a PDF File format.

(iii) An internet version of the report and maps.

(iv) GIS maps if applicable.

8 General

8.1 **Contractual Arrangements**

The successful consultant must confirm acceptance by letter of the commission, in accordance with the Brief, before any work can commence.

Final contract documents will include Council's Brief, the Consultant's accepted tender/quote and both Council's and the Consultant's final letter(s) of acceptance.

8.2 Insurance

The Consultant is responsible for taking out insurance giving cover to them, their employees and any agent engaged by the Consultant. Professional Indemnity and Public Liability shall have a minimum cover of \$10 million for each and every event.

The Consultant's employees shall be covered by Workers Compensation as required by the Statute. The successful Consultant shall be expected to produce evidence of cover, noting the interest of City of Ryde Council as principle.

8.3 Payment

The principle required to be observed is that the Consultant's tender must identify with clarity, certainty and detail, the scope of total payments to be made and received under the Contract.

Progress payments will be made on submission of accounts detailing project expenditure at nominated stages (milestones). Payments shall be made at the following stages:

Stage 1 - Completion of "Draft Report" (40% of budget)
Stage 2 - Completion of "Final Report" (40% of budget)
Stage 3 - Completion of Contract (20% of budget)

The final payment of 20% shall be made upon approval of the Final Report by The Steering Committee. Council is willing to consider an alternative payment system to the above, based on agreed milestones if so desired by the Consultant. Any variations to the suggested payment schedule above must be detailed in the Consultant's response to the Brief.

The Council will not make any payments where it is considered that the Consultant's performance is unsatisfactory in terms of the Brief described herein.

The consultancy may be terminated by Council under the direction of Steering Committee if the successful consultant:

(a) Fails to complete the project tasks specified in the Brief within the agreed time schedule; or

(b) Does not complete each project to a proper standard in the opinion of the Steering Committee.

Payment of fees to the consultant will cease if the consultancy is terminated. Upon termination of the consultancy there will be no payment of further stages.

9 Consultants

9.1 Experience

It is expected that the successful Consultancy will include professionals with a minimum 5 - 10 years experience in traffic management and planning and associated disciplines, and have been involved with a wide variety of projects. An understanding of the workings of Local Government is essential along with knowledge of local environmental plans and development control plans.

Submissions to this Brief should include details of experience and ability of all study team members and should clearly demonstrate an ability to perform the required work. These details should accompany the quotation for consulting services. The submission should also include a Project Client Summary emphasising projects of a similar nature to that outlined in this Brief along with contact names and numbers. The submission should also include a considered opinion of the Brief, detailing a thorough understanding of the Brief requirements.

9.2 Key Persons

Consultants are required to identify which members of their project team, if any, are regarded as essential to the performance of the project.

The Consultant should nominate a Project Manager to represent the Consultant at all meetings and discussions.

10 Provision for the Termination of Contract

In addition to a recommendation of Council's project manager to terminate the contract, there are other contractual conditions which may lead to Council terminating the contract. These are as follows:-

- Non-performance if the consultancy fails to complete the assignment in accordance with the agreement, the right to terminate the contract forthwith is reserved.
- Unethical or unprofessional conduct evidence of such will lead to termination of the contract.
- Criminal activity where the consultant is found guilty of dishonest conduct or becomes bankrupt during the contract period.
- Unauthorised disclosure of information, non compliance with secrecy and confidentiality provisions and unauthorised contact with the media - no public statement or press release shall be issued without express permission. The consultancy shall respect the secrecy and confidentiality of Council information; and
- Conflict of Interest The consultancy should declare any potential or actual conflict of interest without prior agreement. If a subsequent disclosure is made this will constitute grounds for termination.

Should termination of the contract be carried out by Council the consultancy will forfeit the balance of monies unpaid at the time of termination.

11 Conditions of Engagement

The study shall be carried out in accordance with AS 1422 (Int) - 1993 "General Conditions for Engagement of Consultants."

12 Agreement

When the recommended consultant has been selected, a written agreement will be required prior to the work commencing.

13 Definitions

(a) Road Network

System of links and nodes which make up the network of roads on the ground. It includes link characteristics and turning restrictions or prohibitions.

(b) Traffic Facilities

Any sign, signal, marking or installation placed or erected under public authority for the purpose of regulating, warning or guiding traffic and other road users.

(c) Pedestrian Accident Cluster

Any location up to 50m long (for the purpose of this study) with 3 or more pedestrian accidents over 5 years.

(d) Pedestrian

Any person walking and includes:

- a person driving a motorized wheelchair that cannot travel over 10 kilometres per hour (on level ground);
- a person in a non-motorized wheelchair;
- a person pushing a motorized or non-motorized wheelchair; and
- a person in or on a wheeled recreational device or wheeled toy

(e) Pedestrian Concentration

Refers to a precinct in which the most predominant mode of transport is walking.

(f) Mobility Impaired Person

Means a person who is unable to walk, or who is able to walk only short distances, because of loss of the use of one or both legs or other severe medical or physical handicap.

(g) Vision Impaired Person

Means a person who is unable to see, or who has limited sight because of loss of the use of one or both eyes or other severe sight based disability.

(h) Centre

Means a concentrated location which provides a major focus for employment, retailing, cultural and community activities.

(i) Facility User Groups

Means the age profile of the pedestrians irrespective of impairments. The groupings are Pre-School, Infants, Primary, Secondary, Young Adults, Adults and Elderly.

(j) Senior / Older Person Person aged 60 years and over.

(k) Alcohol Impaired Pedestrian

Pedestrian with a blood alcohol concentration of 0.05 or above.