

1. Establish study area. It should include the appropriate catchments for both cyclists and walkers.
 - a. Audit of existing routes and signage. It will include pedestrians and cyclist counts and destinations. This will provide a snapshot of the existing situation.
 - b. Mapping existing formal routes currently on the network.
 - c. Identifying destinations currently catered to.
 - d. Identifying informal existing rider and pedestrian routes and carrying out counts.
 - e. Specifications of existing signage and route identification
 - i. Materials.
 - ii. Design and layout.
 - iii. Placement.
 - iv. Other route identification. E.g. Road marking.
2. Identification of desirable routes and destinations. This will quantify improvements to the network.
 - a. Identification of desirable destinations.
 - b. Identification of desirable routes from and to destinations. That is they should not just start and stop nowhere in particular. We want a contiguous network.
 - i. Existing routes
 - ii. New routes.
 - iii. Plug in points for new routes into existing route networks. E.g. PBN, LBN.
3. Developing specifications for new signage and other route identifications. (E.g. road marking). These should follow Austroads and Vicroads specifications and guidelines. E.g. *Austroad part 14 bicycles* and *Vicroads directional signage for off road paths*. This will provide specification and design consistency across both on and off road networks and provide a template for the rest of the municipality. Specification documentation to be archived when complete to allow for maintenance and replacement as required. This is especially important to cater for subsequent contracts with possibly new contractors.
 - a. Materials. This should provide for ease of manufacture, maintenance and durability.
 - b. Design and layout of signage including colours, size, information types, fonts etc. This will make the signs easily distinguishable from other sign types and easy to understand, see and read in variable lighting conditions.
 - c. Placement (E.g. height and location to route). Placed where cyclists and walkers will tend to look for signage.
4. Specifying placement and wording of signage on route maps. Includes types of destination/s and distance/s.
5. Drawing up specifications for project manufacture and installation.
6. Putting installation to tender.
7. Installation of signage and other identification of routes.
8. Developing a maintenance schedule and budget. This includes inspection for damage (graffiti, hit by vehicles etc.) and degradation due to weathering. It can probably be plugged into other

existing maintenance schedules. E.g. when other trail maintenance is carried out for tree and grass pruning etc.

9. Initiating and continuing the maintenance contracts.