



LOCAL ROADS SUPPLEMENT

7 March 2008

GENERAL COMMENTS

1. 51 local RCAs have now purchased LRS & have received their Launch Packages.
2. The 1st edition of LRS was published in September 2005.
3. A project plan for the 1st review is being prepared & is presented at the 7 March RCA Forum for approval. The estimated cost of the review is \$44,500.

REVIEW PROPOSAL

Four stage process

- STAGE ONE – PREPARATION**
- STAGE TWO – GETTING THE FEEDBACK**
- STAGE THREE – MAKING DECISIONS**
- STAGE FOUR – UPDATING THE LRS**

STAGE ONE – PREPARATION

- **Gather stakeholder Information**
- **Issue letter to RCAs** (*advising of the Review of LRS and the timeframe*)
- **Complete admin preparation** (*updating details in Training Aspirations' database which includes names, addresses & emails of all people and organizations who have purchased copies of LRS*)
- **Decide how invitation and survey will be issued and returned**
- **Prepare invitation, survey and set up method for processing submissions**
- **Establish Review Committee**

KEY MILESTONE: COMPLETED BY 30 April 2008

STAGE TWO – GETTING THE FEEDBACK

- **Send invitation for feedback to all users, stakeholders and important organisations** (*with a set timeframe for submissions to be received*)
- **Complete data entry for submissions as required**
- **Advise Review Committee of progress with submissions**
- **Collate the feedback received**

Key Milestone: Completed by 15 June 2008

STAGE THREE – MAKING DECISIONS

- Analyse feedback and make recommendations
- Issue report to the Review Committee members
- Review Committee attends 2 day workshop
- Report submitted to RCA Project Team for approval
- Proposed amendments ratified by RCA Forum on 15 August 2008
- Advise submitters of the outcome of their submission
- Send email to all people and organisations on the database providing a link to the final report and decisions

KEY MILESTONE: COMPLETED BY 31 AUGUST 2008

STAGE FOUR – UPDATING THE LRS

- **Update the LRS**
- **Arrange printing** (*limited run for Review Committee and RCA Project Team*)
- **Issue the revised LRS to the Review Committee for approval**
- **Submit revised LRS to the RCA project team for ratification**
- **Finalise revised LRS**
- **Publicise revised LRS** (*includes sending emails to all people and organisations on the database advising that the LRS has been revised and advising how to get copies*)

KEY MILESTONE: COMPLETED BY 31 OCTOBER 2008

OVERALL COSTINGS

Stage	Cost
Stage One - Preparation	4,000
Stage Two - Getting the feedback	3,500
Stage Three - Making decisions	25,000
Stage Four - Updating the LRS	7,000
Total Cost	39,500
<i>Plus contingency</i>	<i>5,000</i>
OVERALL COST	44,500