A   SMS stage 1 scoping workshop and draft agenda

Objectives

- To develop a SMS that is useful to the RCA, is easy to use by all staff and satisfies the requirements of Land Transport NZ.
- Stage 1 – scope the process for the development
  - Identify existing current systems and inputs.
  - Development needs.
  - Identify key users of the SMS.
  - Confirm form and function of the SMS.
  - Confirm methodology, team inputs and tasks (who does what).
  - Programme for delivery and costs.

Draft meeting agenda

9.00 am	Introduction/roles/background	Land Transport NZ objectives RCA objectives General description of roading network and management structure
9.30 am	Philosophy, form of SMS and function	Purpose, users Shape, size, structure and detail
10.15 am	Introduction section	Brief introduction/foreword – what is purpose of document, who should read it
10.30 am	Strategy section	In SMS or separate and referred to Key reference documents eg RCA strategic plan, asset management plan, regional land transport strategy
11.00 am	Management section	Who will own and operate, ensure ongoing development and compliance with SMS Management structure, organisational chart
11.30 am	Expertise and training section	Land Transport NZ objectives RCA objectives General description of roading network and management structure
12.00 pm	Audit (monitoring and review) section	Level of detail Key performance indicators (KPIs) Land Transport NZ role/involvement
12.15 pm	Lunch	
12.45 pm	Standards/guidelines/policies and procedures	Split - network hierarchy/activity/asset What's required based on by risk Structure – list or template
2.45 pm	Where to from here?	Programme for completion of stage 2 (Development of SMS) Discussion of delivery plan Establish who does what /when/how Confirm stage 2 timetable
3.00 pm	Finish	