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

<table>
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<th>Time</th>
<th>Section</th>
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| 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                                       |                                                                      |