Membership Policy

DOCUMENT AND DATA CONTROL |PD-010

Distribution Controlled

This means:

1. Distribution is centralised - in this case from the Board of Directors.
2. Each copy is issued to a particular person or organisation. If no longer required, it should be returned.
3. It is not to be photocopied either in whole or in part and unless this page is over-stamped with the words "UNCONTROLLED COPY", Additional copies are available on request.
4. Controlled copy holders will be automatically issued with any amendments. Responsibility for incorporating such amendments rests with the copy holder.
5. This document is not to be distributed outside Transport Professionals Association (formerly AITPM) unless approval is given by the Board of Directors. Clients may peruse this document at the discretion of the Board ie (for audit purposes).
6. External issues of this document issued strictly "Commercial in Confidence".

REVISION STATUS								
Rev No	**Date**	**Revision Description**	**Intl**	**Sign**	**Intl**	**Sign**	**Intl**	**Sign**
			Prepared		**Checked**		**Approved**	
V0	12/11/2020	Original draft	KK		Membership Cmt			
V1	19/11/2020	Updated Draft	KK		Membership Cmt			
V2	03/12/2020	Endorsed	KK		Board			
V3	25/2/2021	Revisions	KK		Board		Board	
V4	14/06/2023	Revisions	KK		Board		Board	
V5	15/12/2025	Revisions	KK		Board		Board	
V6	26/10/26	Revisions	KK		Board		Board	

PO Box 107, Lutwyche, QLD 4030 |
07 3544 5670
info@transportprofessionals.com.au
transportprofessionals.com.au

Transport Professionals Association

Contents

1 Introduction 3
2 Membership Classes 3
3 Membership Grades 3
3.1 Overview 3
3.2 Full Members 4
3.2.1 Member 4
3.2.2 Fellow 4
3.2.3 Life Member 4
3.3 Associate 5
3.3.1 Graduate 5
3.3.2 Associate 5
3.4 Non-voting 5
3.4.1 Students 5
3.4.2 Affiliate 5
3.4.3 Corporate 5
3.4.4 Local Government 6
3.4.5 Government 6
4 Related Professional Experience 7
5 Related Fields of Study 7
6 Membership Period and Fees 8
6.1 Membership period 8
6.1.1 Individual memberships 8
6.1.2 Organisational memberships 8
6.2 Membership Fees 8
6.2.1 Fee Discounts 8
7 Reinstating membership 9
8 Post-nominals 9

Transport Professionals Association

1 Introduction

The Constitution sets out the overarching requirements for membership of the Transport Professionals Association (TPA), for a range of aspects in consultation with the members, but at the sole discretion of the TPA Board to determine from time to time.

The Board has developed and endorsed this Membership Policy to provide clarity around the various membership classes, membership grades and the criteria and eligibility for membership of TPA.

2 Membership Classes

The membership classes, as determined by the Constitution are:

- Full Members
- Associate Members
- Non-Voting members

Within each class there are various grades of members.

3 Membership Grades

3.1 Overview

The membership grades within the Full Members class are:

- Member
- Fellow
- Life Member

The membership grades within the Associate Members class are:

- Graduate
- Associate

The categories within the Non-Voting members class are:

- Student
- Affiliate
- Corporate
- Government
- Local Government

3.2 Full Members

3.2.1 Member

Member grade is open to practitioners who have had appropriate professional experience for a period of at least three years in the field of transport and are actively practicing in the field of transport.

Demonstration of experience and suitability for membership is required to be provided for this grade in the form of the submission of a resume and two referees from the industry (it is recommended that at least one referee is a TPA member).

3.2.2 Fellow

The grade of Fellow is an invitational grade of membership available for elevation from the grade of Member.

The application for a Member for elevation to Fellow must be:

- **a)** nominated (and seconded) by two Members, with at least one (1) being a TPA Fellow or Life Member; or
- **b)** nominated and endorsed by a Branch Committee via a formal resolution.

To be eligible for elevation to the grade of Fellow, an applicant shall have:

- **a)** had ten (10) years of active practice in the transport field; and
- **b)** had five (5) years in responsible charge of transport work and/or teams; or, in lieu of a),
- **c)** had a combined ten (10) years in responsible charge of important scientific, educational or managerial activities related to the transport field of a calibre equivalent to that required in a); and
- **d)** held the grade of Member of the TPA for at least five (5) years, subject to exception at the discretion of a majority vote of the Board of Directors; and
- **e)** served on a Branch Committee for at least one (1) term; or, in lieu of e),
- **f)** made an equivalent contribution to the betterment of the Transport Professionals Association, as recognised by the Board.

The nominee may be required to be interviewed to establish suitability.

3.2.3 Life Member

The grade of Life Member is an honour that is sparingly bestowed upon an existing member who has undertaken an extended extraordinary level of service at Branch and / or National level for a significant period of time, and that has made a tangible positive impact on TPA and the transport community.

To be considered for Life Membership a nominee must have demonstrated:

- **a.** Extraordinary personal efforts in a range of TPA activities well above that expected of the roles elected to. The nominee would be recognised for their involvement at a national level; and/or
- **b.** Extraordinary efforts over an extended period in promoting and supporting TPA. Contributions have led to a recognised and sustained increase in the profile and respect of TPA nationally; and/or
- **c.** Extraordinary efforts over an extended period in promoting and supporting the development of

the industry, or other activities which have made a sustained improvement to TPA's areas of involvement.

Nominations for Life Membership will be assessed by a panel of existing Life Members, before being put to the Board for final decision.

3.3 Associate

3.3.1 Graduate

Graduate membership is open to practitioners who have completed and successfully graduated from a transport related course of study and have less than three years of experience since graduating in a transport related field.

Demonstration of experience and suitability for membership is required to be provided for this grade in the form of the submission of a resume, including detail of the relevant tertiary qualification completed including graduation date.

3.3.2 Associate

Associate membership is open to practitioners who have less than three years professional experience in the field of transport, including research, and are actively practicing in the field of transport.

Demonstration of experience and suitability for membership is required to be provided for this grade in the form of the submission of a resume.

3.4 Non-voting

3.4.1 Students

Student membership is open to individuals undertaking study in undergraduate degrees, postgraduate qualifications, or PhD candidates, in transport related fields. Enrolment may be for full-time study or part-time study.

Existing TPA members at higher grades returning to study can retain their current TPA membership grade but may apply for a fee reduction for the duration of their study.

Students applying for membership are required to provide evidence of current student enrolment status and the anticipated date of completion of their study.

In the annual renewal period following the state completion date of their study, Student members will be elevated to Graduate level member.

3.4.2 Affiliate

Affiliate Membership is open to individuals with an interest in the field of transport.

No specific qualifications or experience are required for Affiliate membership.

3.4.3 Corporate

A Corporate membership is an organisational membership that is open to organisations operating in, or with

an interest in, the field of transport. Relevant organisations include associations, non-profits, companies, and other business entities.

Corporate membership does not bestow individual membership upon the representatives, rather, it enables representatives of the organisation a specified level of access to TPA services, such as free or discounted event attendance. The access to services is specified on the Transport Professionals Association website and may vary from time to time.

The organisation must nominate an individual as the lead contact for the membership. This person will be the key conduit for the distribution of matters related to the Corporate membership, including any discount codes to be used to access the events, and invoices for payment.

There are multiple tiers of Corporate membership based on numbers of staff having profiles to access services, with the tiers priced accordingly. The specified number of individuals within the organisation can have their own customer profile with TPA to obtain direct access to our online services including access for free and discounted event registration, access to past event recordings, and e-communications.

3.4.4 Local Government

A Local Government membership is an organisational membership that is open to all Local Government Authorities.

A Local Government membership does not bestow individual membership upon the representatives, rather, it enables representatives of the organisation, including staff and elected members, a specified level of access to TPA services, such as free or discounted event attendance. The access to services is specified on the Transport Professionals Association website and may vary from time to time.

The organisation must nominate an individual as the lead contact for the membership. This person will be the key conduit for the distribution of matters related to the Local Government membership, including any discount codes to be used to access the events, and invoices for payment.

All interested individuals within the organisation can have their own customer profile with TPA to obtain direct access to our online services including access for free and discounted event registration, access to past event recordings, and e-communications.

3.4.5 Government

A Government membership is an organisational membership that is open to all Australian Federal and State/Territory government departments and statutory authorities.

A Government membership does not bestow individual membership upon the representatives, rather, it enables staff of the organisation a specified level of access to TPA services, such as free or discounted event attendance. The access to services is specified on the Transport Professionals Association website and may vary from time to time.

The organisation must nominate an individual as the lead contact for the membership. This person will be the key conduit for the distribution of matters related to the Local Government membership, including any discount codes to be used to access the events, and invoices for payment.

All interested individuals within the organisation can have their own customer profile with TPA to obtain direct access to our online services including access for free and discounted event registration, access to past event recordings, and e-communications.

A Government Subscription enables staff and representatives of the organisation a specified level of access

to TPA services.

Government Subscriber does not bestow individual membership privileges upon the representatives, rather, it provides access to services such as discounted event attendance. The access to services is specified on the Transport Professionals Association website and may vary from time to time.

The organisation must nominate an individual as the lead contact, to be known as the Subscription Manager. This person will be the conduit for the distribution of matters related to the Government Subscription, including invoices for payment.

All interested individuals within the Government subscriber organisation are encouraged to create their own customer profile with TPA to obtain direct access to our online services including access for free and discounted event registration, access to past event recordings, and e-communications.

4 Related Professional Experience

The grades of membership each have varying requirements for levels of experience in transport and related fields. These fields include, but are not limited to:

- Transport Planning
- Traffic and Transport Engineering
- Land Use, Transport and Traffic Modelling
- Road Safety
- Transport economics
- Road and public transport infrastructure design
- Active Transport and Micromobility
- Travel Behaviour Change
- Travel Demand Management
- Transport Policy
- Transport Research and education
- Intelligent Transport Systems
- Road Design
- Traffic and transport data collection practitioners
- Data analysts
- Urban designers
- Network management and operations

5 Related Fields of Study

Related fields of study include, but are not limited to:

- Transport
- Planning
- Engineering
- Social and Behavioural Sciences
- Economics
- Law
- Mathematics
- Computer Sciences
- Economics
- Environmental Sciences
- Education
- Insurance

- Administration.

6 Membership Period and Fees

6.1 Membership period

6.1.1 Individual memberships

The membership period for individual memberships is 12 months from the date of the activation of the membership.

6.1.2 Organisational memberships

The membership period for organisational memberships is 12 months from the date of the activation of the membership.

6.2 Membership Fees

Membership fees are determined annually by the Board.

An admin fee is payable on the first application, except for Student members. This fee does not apply when moving from one membership category to another.

6.2.1 Fee Discounts

Discounts and waivers of fees can be applied to membership in a range of circumstances, including the following.

6.2.1.1 Retired

Members who retire are eligible for a discounted rate of membership upon notification in writing of their retirement. They retain their grade of membership at the point of retirement.

6.2.1.2 Overseas members

Individuals residing outside Australia are eligible to join the TPA subject to meeting the requirements of their membership grade.

Existing members who relocate can retain their membership at their current membership grade.

New members joining from overseas must meet the membership requirements for the relevant grade at which they are joining. If they are unable to nominate a referee that is a current member, they may join at the Affiliate grade.

Members who reside overseas are not required to pay the GST portion of their relevant membership fee.

6.2.1.3 Career break or hardship

Members who are having a career break for reasons including maternity or paternity leave, carers leave, illness, sabbatical or unemployment can be granted a membership discount or membership pause. The member must submit their request for a discount or pause in writing.

A request for a discount can be made annually. Membership discounts do not apply retrospectively, and

we will not refund membership fees already paid.

A request for a membership pause can be made for a maximum of two years, after which a further request can be made. If a membership pause is applied, the member will retain their current membership status when their membership resumes.

The TPA reserves the right to refuse a request for a discount or pause, however genuine requests will be granted.

The discount rates to be applied in various circumstances are at the discretion of the CEO.

6.2.1.4 Promotional discounts

Fee discounts and waivers may be granted at the discretion of the CEO in relation to membership promotions and campaigns, including but not limited to the waiver of administrator fees, discounted promotional memberships, ad bulk payment discounts.

7 Reinstating membership

Where a membership has lapsed due to non-payment or resignation a person may apply to re-join the Transport Professionals Association.

If within three (3) years, the applicant may rejoin at the same grade of membership without needing to provide documentation of eligibility for membership or provision of referees if required by the membership grade applicable.

If more than three (3) years of has elapsed since the cessation of the membership, the person must rejoin using the standard processes provided and provide the necessary documentation required for grade of membership to which they are applying joining.

An administration fee is payable on receipt of an application for membership reinstatement.

8 Post-nominals

When letters of affiliation are used to show membership of the Association, the letters F or M shall be used by members depending on their grade of membership, followed by the letters TPA.

for a Fellow	FTPA
for a Member	MTPA
for a Graduate	TPA(Grad)
for an Associate	TPA(Assoc)

No forms of letters of affiliation are authorised for use by Student, Affiliate or organisational members.