

This Document =	2020-21 Executive Plan showing the strategy and tasks for the 8 areas as agreed by the TAs National Executive on 15 May 2020
Date & Version =	15 May 2020 (Version 1)
Content =	Refer over for individual plans for each activity
Review =	Hold 2 separate VCs to discuss Executive Plan Mar & Oct of each year

ITEM	ACTIVITY	LEAD	SUPPORT
1	Governance: Constitution; Organisation Structure; EA MOU; AGMs	Shalendra Ram	Christian Griffith
2	Membership: Corporate Membership; Individual Membership; Student Membership	Christian Griffith	Shalendra Ram
3	Policy: Roundtables; Submissions; Discussion Papers	Scott Elaurant	David Hayward
4	Engagement: Stakeholder Identification; relationships (including University Engagement)	Mike Veysey	Flori Mihai
5	Professional Standards: Education; Body of Knowledge	Geoff Webb	Mathew Vittuci
6	Communications: Website; LinkedIn; Marketing; Newsletter	David Hayward	David Field
7	Events/CPD: Local Events Processes; Mini Major Events; Awards	Flori Mihai	Scott Elaurant
8	National Conference	Lachlan Lee Archer	Mike Veysey

Notes:

- Leads to be assisted by working group members
- Lead & Support to present an update at face to face meeting & quarterly from there on
- Branch Committee (linked to lead) is encouraged to provide assistance.

1. Governance

Activity =	Governance	
Date & Version =	12/05/20	
Executive Lead =	Shalendra Ram	
Executive & Board Support =	Christian Griffith	
Resources required =	TAs learned society advisor to assist Lead as required	
Summary of Activity =	Governance requirements for TAs	
Target Outcome for 2020/21 =	All Branch Chairs to be across and adhere to TAs Governance	
ITEM	STRATEGY	TIMELINE
TAs HandBook	NE, Branch Chairs and committee members must be familiar with TAs National Hand Book and all to refer to it for all communications and running of TAs	Annual Review
Constitution	Finalised & Adopted	As modified by EA
Organisation Structure	TAs National Executive - Chair, Deputy Chair, Treasurer, & NE Members per Branch TAs Branch Committee – Chair, Deputy Chair, Treasurer, Secretary & members Corresponding Member Panel: cover all modes, academia, govt & private sectors for 2 year term.	Refer to TAs HandBook (Section 4)
EA MoU / Policies	EA Spokesperson policy and guidelines to be adopted and submissions to be made in collaboration with EA Division office or National office	As modified by EA
TAs National Executive and Branch Committee AGMs	TAs National Executive AGM (Nov each year) Branch Committee AGM (Aug each year)	Every 2 years Every Year Refer to TAs HandBook
TAs Financial Procedures	NE Treasurer & Branch Treasures to use financial procedures set by NE <ul style="list-style-type: none"> Branch Treasurers to prepare their branch budget in 2nd Quarter each year Branch Chairs to submit their budget for approval by NE by 30/6 of each year Branch Chairs (or Treasurers) to monitor actual versus budget during the year Every month EA provides a monthly report on finance that is shared by national treasurer with branch treasurers Every month the national treasurer and the national chair approve invoices for payment Any significant events must require a business case approval by TAs Exec prior to holding the event All normal events should be planned to ensure that as a minimum there is not net loss and if there is an opportunity that a profit is kept with TAs Branch Treasurers should record the value of sponsorships of Branch events National conference requires a pre-approval of budget by EA and conference chair and treasurer are to monitor the actual v budget Membership fees (full and corporate) needs to be reviewed very year Branch expenses and profits will be allocated for each branch and shown in the monthly reports. 	Ongoing
Work Plan		
PERIOD	TASK (S)	OUTCOME
TAs HandBook	Annual Update of live document	Annual Review – to adopted Feb of each year.

2. Membership

Activity =	Corporate Membership, Individual Membership, University Engagement / Student Membership,	
Date & Version =	12/05/20	
Executive Lead =	Christian Griffith	
Executive & Board Support =	Shalendra Ram	
Resources required =	TAs learned society advisor to assist WG as required Memberships EA advisor	
Summary of Activity =	Quarterly Review of Corporate Membership – Current & Future Understand TAs is meeting its' obligations Lead & TAs Exec Chair to meet corporate members twice a year Monthly Review of Individual Membership – Current & Future Lead & TAs Exec Chair to instruct Branch Chairs to meet targets and work ways with them to do this Monthly Review of Student Membership – Current & Future Lead & TAs Exec Chair to instruct Branch Chairs to meet targets and work ways with them to do this	
Target Outcome for 2020/21 =	Maintain a healthy relationship with corporate members Include them on all news, events brochures and reports	
ITEM	STRATEGY	TIMELINE
CORPORATE MEMBERS		
Recruitment Process	Follow up from current status April/June each year	April to Jun each year
Welcoming process	Letter from TAs NE Chair	Feb each year
Event program/ activities related to corporates only	Quarterly	Quarterly
Correspondence with Corp members	Lead to finalise – for example Potential Corporate Members Only – Roundtable with High Level Guest (e.g. Minister or DG of Transport)	Quarterly – send the TAs national Newsletter
Set up Benefit Package	As per letter of invitation	Update every 2 nd year
INDIVIDUAL MEMBERS		
Demonstrate member value	4 events per year per chapter – minimum CPD requirements	Quarterly Update
	Non-member Differential	Quarterly Update
	Highlight key activities with consistent communication	Quarterly Update
Corporate Membership – how many members?	As per forecast plan	Quarterly Update
At Events	Banner, Pre-talk slides, Next event, Highlight submissions	On going
Member Survey	2020 Survey; next 2022	Quarterly Update
STUDENT MEMBERSHIP		
Grow student membership - FREE	TAs Branch Chairs to liaise with State divisions to attend University open days TAs Branch Chair TAs to attend Engineering week high school events along with EA to promote transport to students Send out information to universities to market the TAs membership	Quarterly Update

How to get academics on TAs executive	As above Attend and visit transport research divisions of universities	Quarterly Update
Universities to join as corporate members	As above Event Sponsorship	Quarterly Update
Which universities offer transport undergrad and post grad	Universities teaching transport t be mentioned on website Send information to universities to join TAs as free student members	Quarterly Update

Work Plan

PERIOD	TASK (S)	OUTCOME
Jan 2020–Dec 2021	Lead to review current & future targets and request Branch Chairs to take action Review student membership in each branch and implement actions with Chairs	Meet targets set
Jan 2020–Dec 2021	Review Engagement activities with universities & advice Branch Chairs to implement All chapters to have student evening – final year or post grad presentations on a transport topic	Meet agreed target Once per year
Jan 2020–Dec 2021	Follow up Corporate Members with Branch Chairs	Meeting with Corporate Members

3. Policy

Activity =	Government Submissions, Discussion Papers	
Date & Version =	12/05/20	
Executive Lead =	Scott Elaurant	
Executive & Board Support =	David Hayward	
Resources required =	TAs learned society advisor to format submission in TAs template	
Summary of Activity =	Submission at Branch and National (TAs national executive to agree) levels on transport projects, policies & strategies Review and Update 6 Key Issues Prepare Discussion Papers	
Target Outcome for 2020/21 =	1-2 national; 1-2 branch level. Key Issues on website and used by all TAs members Demonstrate that TAs intends to tackle big picture transport issues by preparing discussion papers	
ITEM	STRATEGY	TIMELINE
Request early warning of BIG issues	Add "submissions" item on TAs NE VC agenda	Quarterly
Advance Notice of Request for submission at Branch or National level	Chairs to advice this WG at VCs or as soon as a request arrives at Branch or National Level	National or branch submission
Continue to respond to policy documents	National and Branch level Refer to EA Spokesperson Policy & Guidelines	As required
Use of key issues & discussion papers	Membership Drive - to recruit members (especially non-engineers), Talking to government agencies, and talking to politicians	Quarterly review

Work Plan

PERIOD	TASK (S)	OUTCOME
Jan 2020–Dec 2021	TAs to adopt Key Issues Paper & Share with all via email and social media Focus on 3 key issues for 2020 (Climate Change, Ports, CIVID-19 transport impacts, Airports) & 3 (TBC) for 2021	TAs Executive to adopt revised 6 keys Issues – March 2021 version
Jan 2020–Dec 2021	Use Working Group to draft discussion paper – format /scope /timing to be agreed by NE	4 discussion papers per year expanding on the 3 key issues
Jan 2020–Dec 2021	Draft discussion papers	Share on TAs LinkedIn for Comments
Jan 2020–Dec 2021	Final discussion papers	Share on TAs LinkedIn& Website

4. Engagement

Activity =	Division Relationships, Industry/ Agency Meetings	
Date & Version =	12/05/20	
Executive Lead =	Mike Veysey	
Executive & Board Support =	Flori Mihai	
Resources required =	TAs learned society advisor to assist Branch Chairs as required, Branch Chairs & Deputy Chairs	
Summary of Activity =	Meetings with DG of transport agencies, Mayor of city LG, major university teaching transport	
Target Outcome for 2020/21=	Meetings taking place in each division, 1 meeting per quarter	
ITEM	STRATEGY	TIMELINE
Branch Email News	Branch Chairs to issue bi monthly or more often as required in each Branch	Bi-monthly
Branch Office bearer's induction	Should be run early each year, reference QLD division induction	Feb each year
Items for improvement	EA Division staff attend quarterly TAs monthly meetings	Quarterly
TAs panel for transport modes	Call upon panel of modal (road, rail, air, sea) and freight & passenger experts for contribution to TAs NE	Panel formation by June 2020; review every 2 years
Lead time for events at local division	As per Division requirements	
Key people in each division in TAs	Events coordinator /Learned Society Rep	
Building relationship with GMs in each Division	Branch Chair to meet GM twice per year as a minimum	2 x year
NE engagement		
what	State – sounding board for big project releases/ Federal – national transport groups (e.g. Road Safety Roundtable)	Ongoing
why	Raise profile, show interest in government, build relationships, shape policy	On going
timing	2 or 4 per year	
Exec Meeting – invite a corporate member to attend TAs exec in their area industry	Invite to lunch & allow short 10-15 min presentation to TAs national executive by corporate sponsor	@ F2F meeting
Political Parties	Unbiased position on national transport matters	As required via EA

Work Plan

PERIOD	TASK (S)	OUTCOME
Jan 2020–Dec 2021	Assist NE to engage with Corporate Members	Provide 1 page Update on selected corporate members for Quarterly Newsletter
Jan 2020–Dec 2021	Assist NE to engage with Industry Partners	Provide 1 page Update on selected industry partners for Quarterly Newsletter
Jan 2020–Dec 2021	EA division staff attend TAs Branch meetings quarterly	Attended or not – advice NE quarterly
Jan 2020–Dec 2021	Branch Chair to meet Division GM	Meeting held - advice NE quarterly

5. Professional Standards & Registration

Activity =	Professional Standards & Registration	
Date & Version =	12/05/20	
Executive Lead =	Geoff Webb	
Executive & Board Support =	Mathew Vittuci	
Resources required =	TAs learned society advisor to assist WG as required	
Summary of Activity =	Review process twice a year	
Target Outcome for 2018/19 =		
ITEM	STRATEGY	TIMELINE
Transport professionals (NPER)	TAs members also EA NPER	Ongoing
Registration of Professional Engineers	TAs to support other states and territories similar to RPEQ in Qld	Ongoing
Assist Standards Australia (SA)	TAs rep on SA ITS committee	Ongoing
Assist other relevant partners as identified	TAs NE to make a decision to support any relevant partners	Ongoing
Assist Austroads	Inform RA that TAs (may be?) interested in working group participation linked to reviews or provide comments as required on a standard update	Ongoing

Work Plan

PERIOD	TASK (S)	OUTCOME
Jan 2020–Dec 2021	TAs involvement in any contribution / review of professional standards & registration tasks	Quarterly Update to NE
Jan 2020–Dec 2021	ITS Committee Standards Australia	Quarterly Report by TAs Nominee to WG Chair for update to NE

6. Communications

Activity =	Update TAs Website and Review all TAs related Communications	
Date & Version =	12/05/20	
Executive Lead =	David Hayward	
Executive & Board Support =	Flori Mihai	
Resources required =	TAs learned society advisor to assist WG as required EA Staff /Working Group looking at Website	
Summary of Activity =	TAs updated website by EA LSA Immediate Actions to update TAs issues	
Target Outcome for 2020/21 =	Updated TAs website	
ITEM	STRATEGY	TIMELINE
Website		
Review - Branding	Review marketing material (stationery letter head), banner, event template, reporting template	6 monthly update
Website Currency – editor rights	Review website 1 st week of every month & advice NE of changes required at NE VCs	Quarterly update
COMMUNICATIONS		
TAs National Newsletter	Schedule – as per Handbook Assist NE Chair with draft	Quarterly
Local e-news includes events updates and news	Bi monthly Branch emails	Bi-Monthly
TAs LinkedIn Group Page	Advertise events on LinkedIn Invite membership to join LinkedIn	Monthly
Student / corporate specific emails	Targeted comms for students (universities)/ corporate	Monthly

Work Plan

PERIOD	TASK (S)	OUTCOME
Jan 2020–Dec 2021	Website – Liaise with EA LS Advisor to update - Email Branch Chairs to make necessary updates	Monthly review and update on currency of information on website to NE VC
Jan 2020–Dec 2021	LinkedIn - Encourage posts by NE, Branch Chairs & Branch Committee Members	1 post per week 6 post per NE per year Quarterly Update to NE
Jan 2020–Dec 2021	Website & LinkedIn	Usage by TAs members – Quarterly Update to NE (incl. engagement statistics and bi-annual updates)
Jan 2020-Dec 2021	Explore feasibility and member demand and benefits of a TAs Podcast	Establish plan with content and guests for EA consideration.

7. Events/CPD/Awards & Recognition

Activity =	Local Events Processes, Mini Major Events, Awards & Recognition	
Date & Version =	12/05/20	
Executive Lead =	Flori Mihai	
Executive & Board Support =	Scott Elaurant	
Resources required =	TAs learned society advisor to assist WG as required	
Summary of Activity =	Quarterly Review of what's working, what isn't working and advice Branches of steps going forward Need a 1 pager to include background; why, how, when, what, where re local events – what are the ingredients? speaker, timing, linkage to key issues, marketing, sponsors etc	
Target Outcome for 2020/21 =	Maintain a healthy events process /procedure for all branches Must use website, LinkedIn, other social media Maintain a healthy mini major events process /procedure for all branches – eg half day workshops Must use website, LinkedIn, other social media to market Must include them on all news, Maintain a healthy awards & recognition plan with all members In future include them on all news, events brochures and reports	
ITEM	STRATEGY	TIMELINE
Events		
4 Events per year	EA policy	Quarterly
Seperate Events	Additional 2-4	
Joint Events with other related organisations	<div>EA Related</div> <div>RTSA</div> <div>ATS</div> <div>IPWEA</div>	<div>Kindred</div> <div>Urban Transforce</div> <div>IPA</div> <div>Assett management Council</div> <div>AITPM</div> <div>UDIA</div> <div>PIA</div> <div>Roads Australia</div> <div>ARTFE</div>
Events Program	Webinar Provide schedule year in advance for each branch – a MUST for TAs website & LinkedIn	
Types of Events	Panel, single, project, policy, regional, national	
Consistent Approach	WG to provides framework EA local division promotion Joint events Determining fee Location	
Attracting EA NON-MEMBERS	EA advertise CPD benefits TAs provided access to corporate Share international speaker	
Promotion of TAs at event	TAs at events Banners	
EVENT RELEVANCE	Outline professional development benefits Outline networking benefits Value for money	

Capture New members	Membership applications available Use EA registration - tick a box if interested Differential pricing member Vs non-member pricing	
Timing	When to host to not clash with other events Consistency within division	
Awards & Recognition		
TAs Transport Medal – every 2nd year (next award for 2020)	Need a 1 pager to include background, current status (no action) and what could be done in a SIMPLE way in the future	MV & FM to start in 2021 for 2022 award

Work Plan

PERIOD	TASK (S)	OUTCOME
Jan 2020 -June 2022	Need a 1 pager to include background; why, how, when, what, where on local events – what are the ingredient's? speaker, timing, linkage to key issues, marketing, sponsors etc. WG to review 1 pager on Transport Medal and recommend to TAs national executive of what action to take from 2021	Quarterly Review of what's working, what isn't working and advice Branches of steps going forward Need a program for 2022/23 Tasks & timing Transport Medal – 2022 (link it with National Transport Conference)

8. TAs National Conference

Activity =	TAs National Conference
Date & Version =	12/05/2020
Executive Lead =	Lachlan Lee Archer
Executive & Board Support =	Mike Veysey
Resources required =	EA Staff – Professional Development / Conferences Refer separate detailed budget with forecasts prepared by EA team dated (TBC)
Summary of Activity =	Plan and coordinate national conference on behalf of the Executive in conjunction with EA Events Team
Target Outcome for 2021/22 =	Successful and profitable conference delivered in late 2021/ early 2022

Key Items to Consider:

Other conferences	To be identified for late 2021 or early 2022
Location:	Melbourne
Frequency:	Bi annually starting in 2019
Duration: how many days	2 days
Attendance: target of numbers	200 to 300
Venue: (size, budget and quality)	TBC
Dates: timing not to clash with other events	Late 2021/early 2022
Sponsorship	Required – to be developed with EA events team
Speakers Key Note Speakers	work in progress
Topics streams	work in progress
Format	work in progress

Other Industry Group Relationships

ITEM	STRATEGY
Why	Long term goal, Membership increase, Exposure of TAs, profit for long term TAs sustainability; National TAs Conference Committee to review
Who	<ul style="list-style-type: none"> TAs branded national conference Role of EA branding TBC Potential to collaborate with other civil college linked tech societies as long as control and reasonable commercial return retained within TAs Collaboration with other industry bodies not possible for this event National TAs Conference Committee to review

Work Plan

PERIOD	TASK (S)	OUTCOME
Jan 2020 to Jun 2020	Confirm Conference Chairs and Committee (reps from each branch) Draft & finalise Business Case with EA staff	Chair & Committee Confirmed Business Case adopted by NE
2020 F2F meeting (date TBC)	LLA & MV to complete before F2F meeting in late 2020	BC & Minutes of Meetings of National TAs Conference Committee
June 2020 to June 2022	Monthly National TAs Conference Committee meetings	Need a program for 2020/21

	Need project & time Schedules	Tasks & timing Transport Medal – 2022 (link it with National Transport Conference)
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