



AUSTRALIA INSTITUTE OF TRAFFIC PLANNING  
AND MANAGEMENT LTD

# Membership Policy

Policy Document PD-010

Australian Institute of Traffic Planning and Management Ltd (AITPM)

PO Box 1070 Toombul QLD 4012 | ABN: 28 062 495 452

M: 0413828721 E: [aitpm@aitpm.com](mailto:aitpm@aitpm.com) [www.aitpm.com.au](http://www.aitpm.com.au)



AITPM Ltd  
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 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	

## Table of Contents

1	Introduction .....	4
2	Membership Classes.....	4
3	Membership Grades.....	4
3.1	Overview .....	4
3.2	AITPM Related Professional Experience .....	4
3.3	Full Members Grade .....	5
3.3.1	Member.....	5
3.3.2	Fellow .....	5
3.3.3	Life Member .....	6
3.4	Associate Members .....	7
3.4.1	Associate First year .....	7
3.4.2	Associate Second year.....	7
3.4.3	Associate .....	7
3.5	Non-Voting categories .....	8
3.5.1	Students .....	8
3.5.2	Affiliate.....	8
3.5.3	Corporate Subscription .....	8
3.5.4	Local Government Subscription.....	9
4	Membership Fees.....	10
4.1	Membership Fee Discounts.....	10
4.1.1	Retired.....	10
4.1.2	Overseas members .....	10
4.1.3	Career break or hardship.....	10
4.2	Returning members.....	11
4.2.1	Eligibility for Renewal.....	11
4.2.2	Membership Fees Payable .....	11
5	Post-nominals .....	11

## 1 Introduction

The Constitution sets out the overarching requirements for membership of the AITPM, for a range of aspects in consultation with the members of the AITPM, but at the sole discretion of the AITPM 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 criteria for membership to guide and assist AITPM staff and State Branch Committees with all matters related to the eligibility for membership of the AITPM.

## 2 Membership Classes

The membership classes, as determined by the AITPM 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:

- Associate First Year
- Associate Second Year
- Associate

The categories within the Non-Voting members class are:

- Student
- Affiliate
- Corporate Subscription

Local Government Subscription

### 3.2 AITPM Related Professional Experience

The grades of membership each have varying requirements for interest or experience.

The following are considered AITPM related fields:

- Engineering
- Planning
- Environmental Sciences
- Social and Behavioural Sciences
- Law Enforcement
- Education
- Insurance
- Administration
- Economics.

Within these fields, relevant fields of transport planning and/or traffic engineering include:

- Traffic Engineering
- Transport Planning
- Traffic Modelling
- Transport and Land Use Modelling
- Active Transport
- Transport Policy
- Road Safety
- Traffic/Transport Research
- Intelligent Transport Systems
- Road Design

### **3.3 Full Members Grade**

#### **3.3.1 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 planning and/or traffic management, including research, gained through a recognised organisation, and are actively practicing in the field of traffic planning or traffic management.

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 one referee is an AITPM member).

#### **3.3.2 Fellow**

The grade of Fellow is an invitational grade of membership available upon upgrade from the grade of Member.

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

- a) be nominated (and seconded) by an AITPM Fellow or Life Member;

and

b) have had ten (10) years in active practice in the field of transport planning and/or traffic management and/or operation;

and

c) have had five (5) years in responsible charge of transport planning and/or traffic management and/or operation work;

or, in lieu of b),

d) have had a combined ten (10) years in responsible charge of important scientific, educational or managerial activities related to the transportation and traffic engineering field of a calibre equivalent to that required in b);

and

e) have held the grade of Member of the AITPM for at least five (5) years, subject to exception at the discretion of a majority vote of the Board of Directors;

and

f) have served on a State Branch Committee for at least one (1) term;

or, in lieu of f),

g) have made an equivalent contribution to the betterment of the AITPM, as recognised by the Board;

and

h) be prepared to be interviewed to establish suitability.

### **3.3.3 Life Member**

The grade of Life Member is a grade of membership that is bestowed upon an existing AITPM member who has undertaken an extended high level of service at Branch and / or National level.

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

- a) Extraordinary personal efforts in a range of AITPM 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 AITPM. Contributions have led to a recognised and sustained increase in the profile and respect of AITPM 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 AITPM's areas of involvement.

Nominations for Life Membership will be assessed by a panel of existing AITPM Life Members.

## **3.4 Associate Members**

### **3.4.1 Associate First year**

Associate First Year membership is open to practitioners who have less than one year of experience in an AITPM 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.

Associate First Year Members will be automatically rolled up to Associate Second Year Member status on the 1 April each year and invoiced accordingly, regardless of the date of joining. Associate First Year Members who are eligible to remain at their current level for another year will need to submit evidence of eligibility to retain the Associate First Year grade.

### **3.4.2 Associate Second year**

Associate Second Year membership is open to practitioners who have at least one year of experience in an AITPM 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.

Associate Second Year Members will be automatically rolled up to Associate Member status on the 1 April each year and invoiced accordingly, regardless of the date of joining. Associate Second Year Members who are eligible to remain at their current level for another year will need to submit evidence of eligibility to retain the Associate Second Year grade.

### **3.4.3 Associate**

Associate membership is open to practitioners who:

- a) have had at least two years of experience in an AITPM related field.  
OR
- b) have had less than three years in appropriate professional experience in the field of transport planning and/or traffic management, including research, gained through a recognised organisation, and are actively practicing in the field of traffic planning or traffic management.

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

Once Associate Members are eligible for upgrade to Member status, they should apply for a membership upgrade.

## **3.5 Non-Voting categories**

### **3.5.1 Students**

Student membership is open to individuals undertaking study in an AITPM related field.

Eligibility for Student Membership requires current enrolment for study in undergraduate degrees, postgraduate qualifications, and PhD candidates studying in an AITPM related field.

Student Membership is offered for students undertaking study prior to joining the AITPM related workforce and is the entry level membership for people new to the field.

Existing practitioners returning to study, particularly part-time study, are to retain their current AITPM membership grade while studying (if they are a member), or to join the AITPM as an Affiliate member (if not currently a member).

Enrolment may be for full-time study or part-time study, noting that existing practitioners working in this field are generally not eligible for Student Membership.

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

Once Students complete their study, they should apply to upgrade to Associate First Year member.

### **3.5.2 Affiliate**

Affiliate Membership is open to individuals with an interest in the field of transport planning and/or traffic management.

No specific qualifications or experience is required for Affiliate membership.

### **3.5.3 Corporate Subscription**

A Corporate Subscription is open to organisations with an interest in the field of transport planning and/or traffic management. Relevant organisations include state and federal government agencies, local governments, associations, companies, and other business entities.

A Corporate Subscription enables representatives of the organisation a specified level of access AITPM services. Subscription is offered at two levels:

- Corporate Subscriber - Small



- Corporate Subscriber -Medium

Corporate Subscriber does not bestow individual membership privileges upon the representatives, rather, it provides temporary access to AITPM services such as discounted event attendance. The access to services at each level of subscription is specified on the AITPM website and may vary from time to time.

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

Organisations seeking to provide staff or representatives with access to the full benefits of individual membership, including access to the AITPM Online Platform, should instead take up individual memberships. A discount for bulk payment of individual memberships may be offered at management's discretion.

#### **3.5.4 Local Government Subscription**

A Local Government Subscription is open to all Australian Local Government entities.

A Local Government Subscription enables representatives of the organisation, which may be staff or Elected Members, a specified level of access AITPM services. Subscription is offered at two levels:

- Local Government Subscriber - Small
- Local Government Subscriber - Large

Local Government Subscriber does not bestow individual membership privileges upon the representatives, rather, it provides temporary access to AITPM services such as discounted event attendance. The access to services at each level of subscription is specified on the AITPM website and may vary from time to time.

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

Organisations seeking to provide staff or representatives with access to the full benefits of individual membership, including access to the AITPM Online Platform, should instead take up individual memberships. A discount for bulk payment of individual memberships may be offered at management's discretion.

## **4 Membership Fees**

The AITPM Membership period runs from 01 April to 31 March annually, regardless of when in the calendar year a member chooses to join.

Membership fees will be automatically pro-rated in the first year based on the date of application.

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.

### **4.1 Membership Fee Discounts**

Discounts can be applied to individual grades of membership in a range of circumstances.

#### **4.1.1 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.

The discounted rate of membership is determined by the Board.

#### **4.1.2 Overseas members**

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

Existing members who relocate can 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 AITPM 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.

#### **4.1.3 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 AITPM 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 AITPM 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 is determined by the Board, with the ability to apply discretion delegated to the CEO.

## 4.2 Returning members

Where a membership has lapsed due to non-payment, resignation, or termination of membership the person may re-join the AITPM.

### 4.2.1 Eligibility for Renewal

- a) If within two (2) years, the applicant may join 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.  
OR
- b) If more than two (2) years of continuous membership has elapsed, then either as an Affiliate, or upon provision of the necessary documentation required for a new member joining, as per the membership grade being applied for.

### 4.2.2 Membership Fees Payable

Membership fees will be automatically pro-rated in the first year based on the date of application.

An admin fee is payable on receipt of an application for renewal.

## 5 Post-nominals

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

for a Fellow	F. AITPM	or	F. A. I. T. P. M
for a Member	M. AITPM	or	M. A. I. T. P. M
for an Associate	Assoc. AITPM	or	Assoc. A. I. T. P. M.



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