



**AUSTRALIA INSTITUTE OF TRAFFIC PLANNING  
AND MANAGEMENT LTD**

**Policy Development Guide**

Document PD-014

**AITPM Ltd**  
**POLICY DEVELOPMENT GUIDE**  
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**PD-014**

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<b>REVISION STATUS</b>								
<b>Rev No</b>	<b>Date</b>	<b>Revision Description</b>	<b>Intl</b>	<b>Sign</b>	<b>Intl</b>	<b>Sign</b>	<b>Intl</b>	<b>Sign</b>
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## **AITPM Policy Development Guide**

Development of AITPM policy position statements should address all the following:

1. Support the achievement of the AITPM vision, mission and purpose.
2. Align with at least one element/statement of the overarching AITPM Policy Platform.
3. Be focused on aspects of transport where AITPM can contribute to making a positive difference to transport systems and that we can have a clear voice.
4. Be on topics where there is broad alignment across AITPM, desirably focusing on integration and the contribution of multiple transport disciplines.
5. Be focused on principles, systems, policies and practices to improve transport systems.
6. Not be formed to address or comment on specific projects or programs.
7. Be research and evidence-based, with case studies where possible to illustrate policy into practice.
8. Include consultation and/or collaboration, where appropriate, with key stakeholders and collaborators to add depth and gain wider support for our positions. Collaborative policy development with likeminded, reputable organisations is productive way of expanding AITPMs policy reach and content while managing the use of our limited resources.
9. Address the capability and capacity of the transport community and their role in the implementation of the policy.
10. Reinforce and boost the profile and standing of the transport community.
11. Be developed by, or with the support of, AITPM members and in consultation with the membership.
12. Remain contemporary by being reviewed every 2 years.
13. Overarching policy position statements are to be presented to the AITPM Board for endorsement taking into consideration the balance between the interests of the membership and the achievement of the AITPM vision. The approval process should include the alignment to the AITPM vision, details of the evidence base, and outline consultation undertaken (and its outcomes) to demonstrate the appropriateness and rigor of the statement.

To support the development of AITPM policy positions and to guide subsequent advocacy, national and branch-level, Policy & Advocacy Committees are to be formed. Terms of Reference for these committees are to be developed to ensure transparent governance, appropriate composition, and processes.

This guidance document is a living document and should be regularly reviewed and updated.

Approved: 12 September 2023