

# Policy Development Guide

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REVISION STATUS								
Rev No	Date	Revision Description	Intl	Sign	Intl	Sign	Intl	Sign
			<b>Prepared</b>		<b>Checked</b>		<b>Approved</b>	
V0	9/06/2023	Original draft	KK		Board Directors			
V1	12/09/2023	Final – Approved by Board	KK					
V2	28/04/2026	Draft Revised Guide 2026	DB		KK			
V3	15/05/2026	Revised following branch comment	DB		KK			
V4	05/06/26	Final (after Board changes)	DB					

## Transport Professionals Association Policy Development Guide

The Transport Professionals Association (TPA) may develop policy position statements that establish the organisation's general position on an aspect of transport planning and management.

The purpose of a position statement is to:

- Support evidence-based decision-making and demonstrate to governments and other organisations how transport practitioners believe relevant issues should be managed, in part as a balance to public opinion and political considerations.
- Provide guidance to TPA branches and staff in shaping a TPA response to particular policy processes.
- Inform and facilitate discourse within the profession on key issues of policy and practice.
- Help inform TPA's broader activities, enabling them to better align with and contribute to improved transport planning, management and design.

TPA will choose priority areas to develop policy positions based on consultation with members over time, engagement with practitioners and other organisations, and TPA's broader strategy.

This Guide generally does not apply to the preparation of TPA submissions on particular government policy processes – these are addressed in the Advocacy Guide.

Development of TPA policy position statements should:

1. Support the achievement of our vision, mission and purpose.
2. Align with the overarching [Policy and Principles Platform](#).
3. Be focused on aspects of transport where we can contribute to making a positive difference to transport systems and that we can have a clear voice.
4. Build alignment across TPA, and potentially across organisations, 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 like-minded, reputable organisations may be a productive way of expanding TPA's policy reach and content while managing the use of our limited resources.
9. Consider both the potential to support or build on position statements by other organisations, and the merits of establishing a position of the transport profession in areas that have not been addressed by other similar organisations.
10. Address the capability and capacity of the transport community and their role in the implementation of the policy.

11. Reinforce and boost the profile and standing of the transport community.
12. Be developed by, or with the support of, our members and in consultation with the membership.
13. Remain contemporary by being reviewed every 3-5 years. A review of an existing policy does not necessarily require consultation with members or stakeholders – this will be determined on a case-by-case basis depending on the level of change proposed.
14. Overarching policy position statements, including review of existing position statements, are to be presented to the TPA Board for endorsement, taking into consideration the interests of the membership and the achievement of our vision. The approval process should include the alignment to our vision, details of the evidence base, and outline consultation undertaken (and its outcomes) to demonstrate the appropriateness and rigor of the statement.

### **Policy development process**

To support the development of Transport Professionals Association policy positions, dedicated policy committees are to be formed. Terms of Reference for these committees are to be developed to ensure transparent governance, appropriate composition, and processes.

The process will generally involve:

- Preparation of a draft position statement by the policy committee and staff.
- Release of the draft position statement for comment by the members, for a period not less than 4 weeks, with repeated communication of the opportunity to comment through all reasonable TPA channels.
- Revision of the position statement by TPA staff and approval by policy committee.
- Board endorsement.
- Communication to members of changes made in response to comments.

For policy collaborations with other organisations, it may not be practical to follow this process. With approval of the Board, the CEO may opt to endorse a joint position statement without consultation with members.

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

Approved: 28 May 2026