INFRASTRUCTURE AND TRANSPORT MINISTERS

Australian Transport Assessment and Planning Guidelines

U User Guide

October 2020

atap

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1. Introduction

The Australian Transport Assessment and Planning (ATAP) Guidelines are relevant to a wide range of users with different needs. This document provides a roadmap to help users easily find the material they need.

It includes:

- The ATAP Guidelines website
- Getting an overview of the ATAP Guidelines
- Content relevance
- Structure of content ‘parts’
- Assessment of initiatives.

2. The ATAP Guidelines website

The ATAP Guidelines are provided online. This allows access to the ATAP Guidelines content as website pages and as PDF documents. You can read the content online, print the web pages or PDFs, and download PDFs.

The Guidelines can be accessed at http://atap.gov.au.

The website menu is structured in the following levels:

- **Categories** – The highest level of the website menu. There are six categories:
  (A) About, (U) User guide, (F) Framework, (T) Tools and techniques, (PV) Parameter values, (M) Mode specific guidance, (W) Worked examples, (L) Technical support library
- **Parts** – Each Category is broken into various Parts. For example, Category (T) Tools and Techniques has six parts:
  (T1) Travel demand modelling, (T2) Cost-benefit analysis, (T3) Wider economic benefits, (T4) Productivity metrics, (T5) Distributional (equity) effects, (T6) Benefit management
- **Chapters** – Each Part consists of a number of Chapters. For example, (T3) Wider Economic Benefits has four chapters. Each Part also contains Appendices, and a References listing at the end
- **Sections** – Each Chapter is broken down into sections and sub-sections
- **At a glance** – At the start of each Part, an At a Glance section provides a high level summary of the Part.

This terminology is used consistently throughout the Guidelines.

3. Getting an overview of the ATAP Guidelines

Table 1 outlines the structure of the ATAP Guidelines. This structure reflects the structure of the website. Bold section titles are main menu items. Sub-sections can be accessed from drop down menus off the main menu items.

The About section provides the context and background of the development of the ATAP Guidelines and provides:

- A high level overview of the purpose, guiding principles and Framework of the ATAP Guidelines
- An overview of the Guidelines Revision Project (Box 1)
- An overview of the ATAP Framework
- A Glossary of Terms featured in the ATAP Guidelines.

Table 2: ATAP content structure

Category and Part	Primary Purpose
A – About A1 – ATAP Overview Introduction Context & background Purpose Principles Framework overview Framework features Maintaining & updating A2 - Glossary News and events Site map Contacts Subscribe to email updates	Explains why the ATAP Guidelines exist and their key features Provides mechanisms to keep users of the ATAP Guidelines informed about relevant news and issues
U – User guide	Presents a roadmap for working with the ATAP Guidelines for different users
F – Framework F0.1 – Policy choices and system planning F0.2 – Integrated transport & land use planning F1 – Goals, objectives, targets F2 – Problems identification and assessment F3 – Options generation & assessment F4 – Business cases F5 – Prioritisation and program development F6 – Delivery F7 – Post completion review	Describes and presents guidance on each step of the ATAP Framework
T – Tools and techniques T1 – Travel demand modelling T2 – Cost benefit analysis T3 – Wider economic benefits T4 – Productivity metrics T5 – Distributional (equity) effects T6 – Benefits management T7 – Risk and uncertainty assessment T8 – Real options assessment	Describes and presents guidance on the various tools and techniques presented in the ATAP Guidelines
PV – Parameter values PV1 – Public transport PV2 – Road transport	Provides parameter values for use in the ATAP Framework, tools and applications

Category and Part	Primary Purpose
PV3 – Rail transport PV4 – Active travel PV5 – Environment	
M – Mode-specific M1 – Public transport M2 – Road transport M3 – Rail transport M4 – Active travel M5 – Travel behaviour change M6 – Air and sea transport	Provides guidance for applying the ATAP Guidelines to specific transport modes
L – Technical support Library NGTSM 2006 Former related Austroads Guides Other ATAP Technical Reports	Documents providing further support to the ATAP Guidelines
O – Other guidance O1 – Cost estimation O2 – Optimism bias O3 – Urban amenity and liveability O4 – Flood resilience initiatives O5 – Economic appraisal in the setting of standards O6 – Alternative options to large capital investments O7 – Cost-benefit analysis of transport regulatory initiatives	Describes and presents guidance on various other topics in support of the above

4. Content relevance

Table 2 **Error! Reference source not found.**summarises the relevance of ATAP Guidelines content for a range of stakeholders and:

- Lists the range of stakeholders expected to access, use or be aware of the ATAP Guidelines
- Suggests the likely level of interest for each stakeholder.

Table 2: Users and content relevance

Stakeholders	About	User Guide	Frame-work	Tools & Techniques	Parameter Values	Mode Specific	Other Guidance
Government							
Executives and senior managers	●	●	●		●	●	○
Strategic planners	●	●	●	●	●	●	●
Initiative planners	●	●	●	●	●	●	●
Appraisers of initiatives		●	○	●	●	●	●
Business case developers		●	●	●	●	●	●
Local government	●	●	●	●	●	●	●
Non-transport agencies	●	●			●		○
Students							
New graduates and students	●	●	●	●	●	●	●
Non-government / Commercial							
Non-government proposers of initiatives	●	●	●	●	●	●	●
Consultants: planners		●	●	●	●	●	●
Consultants: economists		●	●	●	●	●	●
Academics: transport, planning, economics	●	●	○	●	●	●	●
Non-government / Non-commercial							
Lobby groups: transport, health, planning	●	●	○	○	○	○	○
General media	●	●	○		○		
Specialist media	●	●	●	○	●	○	○
Community	●	●	○	○	○	○	○

● Likely to have significant interest ○ Likely to have some interest

5. Structure of content ‘parts’

The ATAP Guidelines have been structured consistently to help stakeholders easily access and understand their content.

Each Part of the Guidelines has three levels of content:

- **Introductory material** – found in the ‘At a glance’ section at the start of each Part. This simple introductory material is suitable for all audiences and provides an overview of the topic.
- **Guidance material** – contained in the main text of each Part. This more detailed content provides guidance to practitioners and managers.
- **Detailed and technical support material** – found in appendices at the end of each Part and in the technical support library. This more complex, detailed and technical supporting information is primarily designed for specialists.

The content of the Guidelines becomes increasingly more detailed as a user moves through these levels.

Structuring the material in this way allows individual stakeholders to:

- Select a level of information that suits their needs
- Learn about a content topic step-by-step by working from simple to more detailed information as and if required.

6. Level of assessment of initiatives

The Guidelines include guidance on the assessment of proposed initiatives. The level of detail that users should apply in using the Guidelines in the assessment of initiatives will depend on the specific initiative being considered. The level of detail and effort in application will vary with the scale and complexity of the initiative.

Generally, large, complex initiatives will require a more detailed and comprehensive application of the Guidelines. For smaller, less complex initiatives, assessments of a less detailed and less comprehensive nature will often suffice. Professional judgement is required by the user in consultation with the relevant funding body and decision-maker.

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