National Alliance
Contracting Guidelines
Document Change Protocols

September 2015
**Document Updates**

This DCP Template will be updated from time to time to reflect evolving best practices and lessons learned.

<table>
<thead>
<tr>
<th>Document change</th>
<th>Date</th>
</tr>
</thead>
<tbody>
<tr>
<td>Protocols published</td>
<td>July 2011</td>
</tr>
<tr>
<td>Republished with updates to other documents in the series</td>
<td>September 2015</td>
</tr>
</tbody>
</table>

© Commonwealth of Australia 2015  
September 2015/INFRA2614

**Ownership of intellectual property rights in this publication**

Unless otherwise noted, copyright (and any other intellectual property rights, if any) in this publication is owned by the Commonwealth of Australia (referred to below as the Commonwealth).

**Disclaimer**

The material contained in this publication is made available on the understanding that the Commonwealth is not providing professional advice, and that users exercise their own skill and care with respect to its use, and seek independent advice if necessary.

The Commonwealth makes no representations or warranties as to the contents or accuracy of the information contained in this publication. To the extent permitted by law, the Commonwealth disclaims liability to any person or organisation in respect of anything done, or omitted to be done, in reliance upon information contained in this publication.

**Creative Commons licence**

With the exception of (a) the Coat of Arms; (b) the Department of Infrastructure and Regional Development’s photos and graphics, copyright in this publication is licensed under a Creative Commons Attribution 3.0 Australia Licence.

Creative Commons Attribution 3.0 Australia Licence is a standard form licence agreement that allows you to copy, communicate and adapt this publication provided that you attribute the work to the Commonwealth and abide by the other licence terms.

A summary of the licence terms is available from http://creativecommons.org/licenses/by/3.0/au/deed.en.  
The full licence terms are available from http://creativecommons.org/licenses/by/3.0/au/legalcode.  
This publication should be attributed in the following way: © Commonwealth of Australia 2015, National Alliance Contracting Guidelines – Document Change Protocols.

**Use of the Coat of Arms**

The Department of the Prime Minister and Cabinet sets the terms under which the Coat of Arms is used. Please refer to the Department’s Commonwealth Coat of Arms and Government Branding web page http://www.dpmc.gov.au/pmc/about-pmc/core-priorities/guidelines-and-procedures-other-agencies and in particular, the Commonwealth Coat of Arms Information and Guidelines publication.

**Contact us**

This publication is available in PDF format. All other rights are reserved, including in relation to any Departmental logos or trade marks which may exist.  
For enquiries regarding the licence and any use of this publication, please contact:  
Director - Publishing and Communications, Communications Branch  
Department of Infrastructure and Regional Development  
GPO Box 594, Canberra ACT 2601 Australia  
Email: publishing@infrastructure.gov.au  
Website: www.infrastructure.gov.au
## Table of Contents

1. Change protocol for general documentation ................................................................. 6  
2. Change protocol for Jurisdictional Requirements ..................................................... 6
1. **Change protocol for general documentation**

With the assistance of the Inter Jurisdictional Alliancing Steering Committee, the Council of Australian Governments Infrastructure Working Group (IWG) will monitor, review and from time to time refine the National Alliance Contracting guidelines material.

The Commonwealth Department of Infrastructure and Regional Development will coordinate any changes and hold the original documents.

Changes to the National Alliance Contracting policy and guidelines may be proposed by any jurisdiction.

The proposed change and its supporting material will in the first instance be discussed and reviewed by the Inter Jurisdictional Alliancing Steering Committee, and if material by a forum where each jurisdiction is represented.

Material changes, which are those that cause a change in Policy Principles or significantly alter the intent of the objectives and approaches articulated in the Guide, Guidance Notes and Templates are to be considered and approved by the IWG.

Other changes, updates and additions (for example, correcting errors, adding case studies) are to be considered and approved at an officials level via the Inter Jurisdictional Alliancing Steering Committee.

The updated material is to be republished within one month of the change being agreed. The document is to be dated to assist users identify current versions.

2. **Change protocol for Jurisdictional Requirements**

The Policy Principles and some of the guidelines have sections containing jurisdictional specific requirements. These sections set out a jurisdiction’s specific requirements in relation to procurement processes generally and specifically to the internal application of the National Alliance Contracting documentation.

Each jurisdiction is responsible for maintaining their sections and ensuring that it reflects the current policy and guidelines in their jurisdiction.

Any changes are to be advised to the Commonwealth Department of Infrastructure and Regional Development, who will retain the master copy of the document and is responsible for republishing the documentation on their website. Each jurisdiction is responsible for keeping the documents on their respective websites up-to-date and ensuring consistency with documentation published on the Commonwealth Department of Infrastructure and Regional Development Transport website.

The updated material is to be republished within one month of the change being agreed. The document is to be dated to assist users identify current versions.