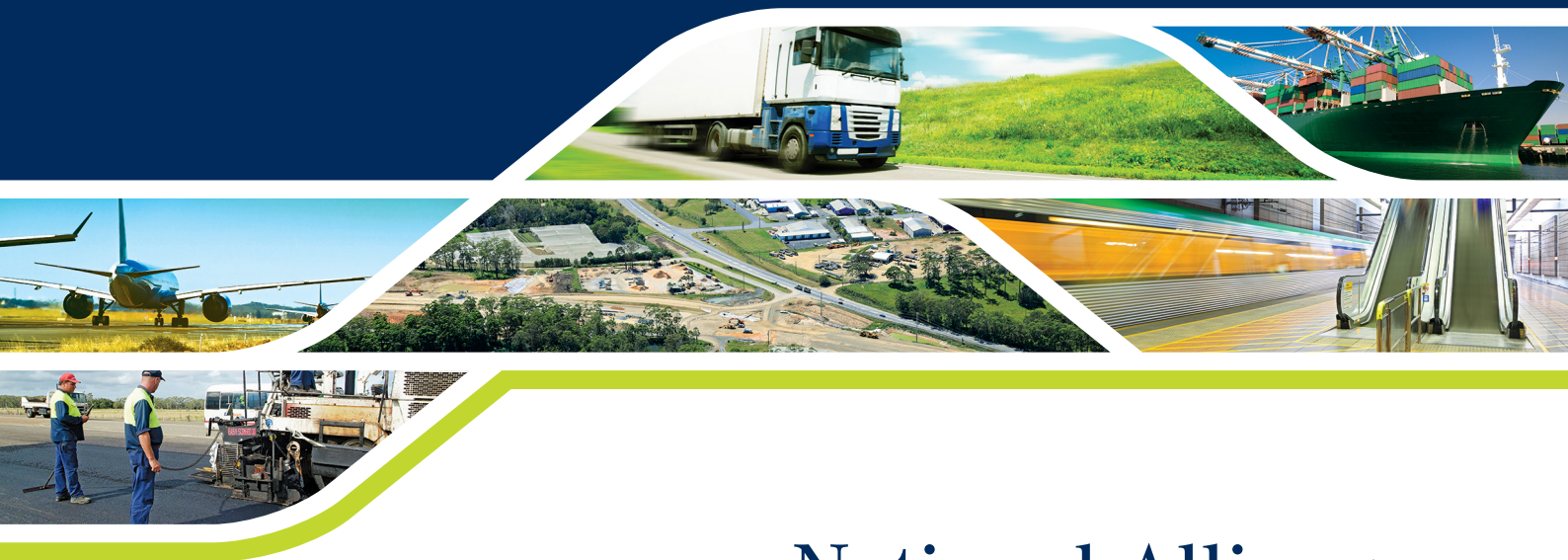




Australian Government

Department of Infrastructure and Regional Development



# National Alliance Contracting Guidelines

## Document Change Protocols

September 2015





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## Document Updates

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

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## **1. Change protocol for general documentation**

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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**

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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.

