



Government of **Western Australia**
Department of **Mines, Industry Regulation and Safety**



eNOTICE GUIDE – ADJUDICATORS

Building and Construction Industry (Security of Payment) Act 2021

eNotice Guide (Security of Payments – Adjudicators)

Contents

Obligations of Adjudicators	3
Who is this guide for?	3
Overview of eNotice	3
Guide to online eNotice	4
eNotice login page	4
First time Registration for eNotice	5
Security Code	6
Registration Email	7
eNotice Main Menu	8
New Building Adjudication – Directly Appointed by the Parties – Adjudicator Details	9
New Building Adjudication – Directly Appointed by the Parties – Claimant Details	9
New Building Adjudication – Directly Appointed by the Parties – Respondent Details	10
Direct appointment by the parties – “No” Selection	12
Past Lodgements – Search Function	13
Past Lodgements – Icons	13
New Building Determination – Directly Appointed by the Parties – Create Determination Report	14
New Building Determination – Directly Appointed by the Parties – Enter Details	16

New Building Determination – Directly Appointed by the Parties – Adjudication summary 16

New Building Determination – Directly Appointed by the Parties – Lodge Determination 18

New Building Determination – Directly Appointed by the Parties – Upload Determination Report 18

Upload Revised Determination Report..... 19

Drafts 20

Troubleshooting..... 22

Obligations of Adjudicators

Adjudicators are, under section 109 of the *Building and Construction Industry (Security of Payment) Act 2021* (the Act) required to perform their functions under this Act and in accordance with the *Building and Construction Industry (Security of Payment) Adjudicators and Review Adjudicators Code of Practice*.

Who is this guide for?

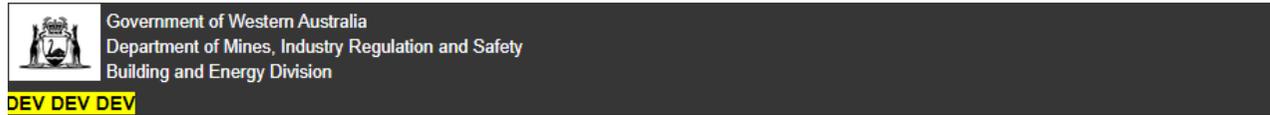
This guide is for those individuals who have been registered as an Adjudicator under the Act. Registration as an adjudicator entitles an individual to make determinations on adjudication applications. This guide will demonstrate how to monitor lodgements made by Authorised Nominating Authorities on behalf of an Adjudicator (under section 35(3)(f) of the Act) and how to lodge a new adjudication application and determination using eNotice (only required when an adjudicator is directly appointed by the parties).

Overview of eNotice

eNotice is a web-based application to be used by Adjudicators when they are directly appointed by the parties to an adjudication. eNotice may also be used by Adjudicators to monitor the electronic lodgement of adjudication applications and determinations by Authorised Nominating Authorities. Adjudicators may register and have unlimited use of the system at no cost. eNotice is accessible on any web browser and device and is available to use at any time, other than during scheduled maintenance. A licence number issued by the Department of Mines, Industry Regulation and Safety (DMIRS) will be required to use eNotice.

Guide to online eNotice

eNotice login page



Welcome to eNotice Building and Energy Division

User ID *

Licence number followed by initials

eg. GF123AB, PL123AB, EW123AB, EC123AB

Password *

Show Password

Please note that you need to register / login under each of your licences.

Login

OR

Register for eNotice

Forgot Password

Help



You can access this by typing or clicking the following link:

<https://esenotice.commerce.wa.gov.au>

Click "Register for eNotice" if you have yet to register under your Adjudicator licence.

Click "Forgot Password" if you are having issues logging in with your password. This will send a new password to your registered email address.

First time Registration for eNotice

Register for eNotice

Licence Number *
Including letters and numbers (excluding leading zeros)
eg. GF123, PL123, EW123, EC123

Registered Email Address *

First Name *

Surname *

Your registered email address is on file with Building and Energy Division. If this is unknown to you or is not on file with Building and Energy Division, you will not be able to perform this registration. [Contact Building and Energy Division](#)

To safeguard your details held by Building and Energy Division, you need to request a temporary security code which will be sent to you immediately upon request.

This code will be sent to your registered mobile phone number or registered email address.

Request Security Code

Back

Enter your licence number without initials at the end and no leading zeros. (e.g. BA123)

The name entered must be the Name relevant to the licence number.

Your email address must match the details on file with DMIRS under your licence.
For any issues with details registered with DMIRS, see Page 6.

Security Code



Government of Western Australia
Department of Mines, Industry Regulation and Safety
Building and Energy Division

eNotice - Confirm Registration

Licence
PL123 [REDACTED]

Registered Email Address
[REDACTED]

Name
Peter Tester

A security code has been sent to +614*****04. Please enter this value below.

I accept the [Terms & Conditions](#) of use.

Login details will be sent to your registered email address.

Submit

Back

wa.gov.au
All contents copyright © Government of Western Australia. All rights reserved.
Home Privacy Disclaimer Copyright
v1.25.0 27-08-2018 12:45

NOTE: If you do not have a mobile number registered with DMIRS under your licence, the security code will be sent to your registered email address instead.

Registration Email

Dear Adjudicator,

You have been granted access to the EnergySafety eNotice system at the Department of Mines, Industry Regulation and Safety.

User ID: BA7MG
Password: UqEkgk1Y

NOTE: Your temporary password may contain different characters that appear identical to others. It is recommended to copy-paste your password directly into the eNotice Login Page.

You may access eNotice via the following URL:

<http://esenotice.commerce.wa.gov.au/es-enotice>

Please keep your login details secure at all times and ensure the password is changed periodically.

Please check your details are up to date from the **My Details** menu option.
If any details are incorrect, please use the **Change Contact Details** button.

You may access the Terms & Conditions of use via the following URL:

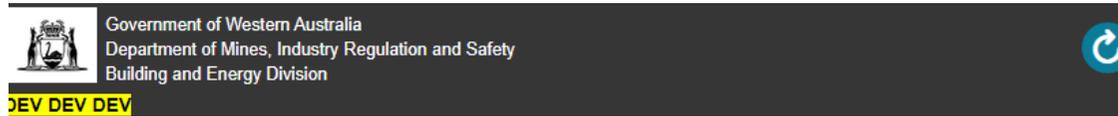
<https://www.commerce.wa.gov.au/building-and-energy/terms-and-conditions-0>

For assistance, please visit <https://www.commerce.wa.gov.au/building-and-energy/licensing-and-registration-and-owner-builder-approval>

Regards,

EnergySafety, Department of Mines, Industry Regulation and Safety, Western Australia

eNotice Main Menu



Welcome to eNotice
[Andrew Weatherall](#)
BA3 ANDREW WEATHERALL
Licence Active - Expiry Date 1/08/2025

- New Building Adjudication +
- New Building Determination +
- Upload Revised Determination Report ↗
- Past Lodgements 🔍
- Logout ⏻
- Change Password ⚙️
- User Management ⚙️
- My Details ⓘ
- Contact Us ☎️

“[New Building Adjudication](#)” should only be used if you have been directly appointed by the parties. In most cases, this will be completed by the ANA on your behalf and you will not need to use this option. You must answer “Yes” or “No” to the question on the next page before continuing completion of the form.

“[New Building Determination](#)” is to create and upload a new determination. In most cases, this will be completed by the ANA on your behalf. This should only be used where you have been directly appointed by the parties.

“[Past Lodgements](#)” gives you the ability to search all your historical adjudication applications and determinations that have been completed and lodged, including those that have been lodged by the ANA on your behalf. Amendments to past lodgements can also be made in this section (only for adjudications that have been directly appointed by the parties).

“[Upload Revised Determination Report](#)” is for uploading the determination report to an existing, lodged adjudication. In most cases, this will be completed by the ANA on your behalf. This should only be used where you have been directly appointed by the parties.

“[My Details](#)” is used to check the details registered under your licence with DMIRS.

“[Logout](#)” is to log out of the system.

“[User Management](#)” allows you to create new users under your licence.

New Building Adjudication – Directly Appointed by the Parties – Adjudicator Details

Note: In most cases, this will be completed by the ANA on your behalf. You should only submit this form where you have been directly appointed by the parties.

“Yes” is selected for “Have you been directly appointed by the parties?” if the parties did not put an application through an ANA. If selecting “yes” the adjudicator must create their own reference number to allocate to this application e.g. licence number-month-count for year.

If selecting “No” an alert will be displayed preventing the adjudicator from proceeding with this form (as it will be completed by the ANA on your behalf).

You should only use this form to lodge a building adjudication where you have been directly appointed by the parties.
In most cases, building adjudications and determinations will be completed by the Authorised Nominating Authority on your behalf.

Have you been directly appointed by the parties? *

Yes No

“Adjudication Reference” is the reference number the adjudicator allocates to this adjudication.

Adjudication

Adjudication Reference *

Date Received * 

Date Appointed * 

Authorised Nominating Authority
DAVID HOLMES (BA2)

Adjudication Payment claim amount (incl GST) *

“Date Received” is the date the application was received by you (the Adjudicator). Click the calendar icon to open a calendar and select the appropriate date.

“Date Appointed” is the date you were appointed as the adjudicator of the application. Click the calendar icon to open a calendar and select the appropriate date.

“Adjudication Payment Claim amount” is the dollar amount that is in dispute, including GST.

“Adjudicator Details” will automatically populate as the logged in user.

Adjudicator Details

Adjudicator/Review Adjudicator Appointed
DAVID HOLMES (BA2)

New Building Adjudication – Directly Appointed by the Parties – Claimant Details

Claimant details are the details that have been provided by the claimant. Either the First Name and Surname or the Organisation Name must be completed to proceed. Both may also be completed, if applicable.

“Type of Claimant” is a mandatory field and options are selected from the drop down menu.

Type of Claimant *

Select... ▾

- Select...
- Consultant
- Head Contractor
- Principal
- Subcontractor
- Supplier

Claimant Details

First Name

Surname

Organisation Name

Email Address *

Phone Number

ABN

ACN

Type of Claimant *
Select... ▾

Date construction contract entered into *
 

Note: In most cases, this will be completed by the ANA on your behalf. You should only submit this form where you have been directly appointed by the parties.

“Email Address” is a mandatory field. This is required for any future communication with the Claimant.

“Date construction contract entered into” is a mandatory field and must be on or after 1 August 2022 to proceed. The date is selected by clicking the calendar icon.

New Building Adjudication – Directly Appointed by the Parties – Respondent Details

Note: In most cases, this will be completed by the ANA on your behalf. You should only submit this form where you have been directly appointed by the parties.

Respondent details are the details that have been provided by the claimant. Either the First Name and Surname or the Organisation Name must be completed to proceed. Both may also be completed, if applicable.

“Type of Respondent” is a mandatory field and options are selected from the drop down menu.

Type of Respondent *

Select... ▼

- Select...
- Consultant
- Head Contractor
- Principal
- Subcontractor
- Supplier

“Industry Sector” is a mandatory field and options are selected from the drop down menu.

Industry Sector *

Select... ▼

- Select...
- Aged care
- Civil works/infrastructure
- Commercial
- Mining, oil and gas
- Mixed Use

Respondent Details

First Name

Surname

Organisation Name

Email Address *

Phone Number

ABN

ACN

Type of Respondent *
Select... ▼

Industry Sector *
Select... ▼

“Save Draft” does not lodge the application but saves it to be completed at a later stage.

“Lodge Application” submits the application into the system. This can then be accessed at a later stage to search for, and lodge the determination report.

Save Draft

Lodge Building Adjudication

Cancel

Direct appointment by the parties – “No” Selection

“Have you been directly appointed by the parties?”
If selecting “No” an alert will be displayed preventing the adjudicator from proceeding with this form. The ANA will complete this lodgement on behalf of the adjudicator.

 **Building Adjudication** 

DEV DEV DEV

You should only use this form to lodge a building adjudication where you have been directly appointed by the parties.
In most cases, building adjudications and determinations will be completed by the Authorised Nominating Authority on your behalf.

Have you been directly appointed by the parties? *

Yes No

This form is only applicable if you have been directly appointed by the parties. It is not for the purpose of entering a determination.

Adjudication

Adjudication Reference *

Date Received *
 

Date Appointed *
 

Authorised Nominating Authority
DAVID HOLMES (BA2)

Adjudication Payment claim amount (incl GST) *

Adjudicator Details

Adjudicator/Review Adjudicator Appointed
DAVID HOLMES (BA2)

Past Lodgements – Search Function

Past lodgements can be retrieved by entering any of the following input fields, then use **Search** button to retrieve.

“Determination Pending” is selected to search for determination reports that are still outstanding. If searching “Determination Pending” only, the search results will display all the active adjudications that have not had a determination report uploaded. A determination report can be uploaded and lodged using this process.

Search Criteria

Show Only Last 6 Months

Determination Pending

Date Lodged From

Date Lodged To

Lodged By

Contact Name

Your Job Reference

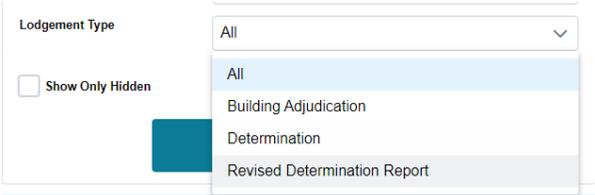
Lodgement Type

Show Only Hidden

Search

This is a search function for any active or complete adjudications. This can also be used to search for an active application to submit the determination report rather than using the “New Building Determination” menu option.

“Lodgement Type” Select from the drop down menu if a limited search is required.



“Download Results” allows the search results to be downloaded in an excel format that details all information for every adjudication.

151 records found.

Download Results

Back to Main Menu

Past Lodgements – Icons

These clickable icons will appear below each listed adjudication, where applicable.

Once a search is completed, a summary of each lodgement within the search parameters is provided along with the functions/icons available to you. If you issue a revised determination report, this must be lodged by the ANA on your behalf, unless you have been directly appointed by the parties.

By clicking on the green arrow, previously lodged determination reports can be downloaded directly from this page.

By clicking on the “view” icon, it will open a page that displays the summary of the lodgement. Determination documents may also be downloaded from the summary page of the lodgement by clicking the same green arrow.

If a lodgement has been amended at any time, a red banner will appear like this.

Use **View** icon  to view lodgement.
Use **Create** icon  to create Determination from Building Adjudication.
Use **Amend** icon  to amend a lodgement.
Use **Hide** icon  to hide lodgement from search results.

Building Adjudication DEMO2 (Submitted) - BNA12

Authorised Nominating Authority: BIG BANG COLLECTIVE PTY LTD, BNA12
Adjudicator: AMY ADJUDICATOR, BA5
Date Appointed: 8/08/2022
Claimant: Joe Bloggs
Respondent: John Smith



Lodged by Matt Mck on 11/08/2022 12:19 PM

Revised Determination Report DEMO1 (Submitted) - BNA12

Authorised Nominating Authority: BIG BANG COLLECTIVE PTY LTD, BNA12
Adjudicator: AMY ADJUDICATOR, BA5
Date Appointed: 5/08/2022
Claimant: Cameron Claimant (ABC)
Respondent: Rodney Respondent (XYZ)
Determination: Determined
Date Determined: 9/08/2022



Demo 1 Determination Report - Revised

Lodged by Matt Mck on 11/08/2022 10:49 AM

Determination DEMO1 (Submitted) - BNA12

Authorised Nominating Authority: BIG BANG COLLECTIVE PTY LTD, BNA12
Adjudicator: AMY ADJUDICATOR, BA5
Date Appointed: 5/08/2022
Claimant: Cameron Claimant (ABC)
Respondent: Rodney Respondent (XYZ)
Determination: Determined
Date Determined: 9/08/2022



Demo 1 Determination Report

Lodged by Matt Mck on 11/08/2022 10:28 AM

Building Adjudication AMEND TEST (Processed) - BNA12

AMENDED
Authorised Nominating Authority: BIG BANG COLLECTIVE PTY LTD, BNA12

Amendments of lodgement details can be made here. These can only be done prior to a determination report being uploaded. If a determination report is overdue, the ANA and the Adjudicator will receive an email reminder that the report is outstanding.

New Building Determination – Directly Appointed by the Parties – Create Determination Report

Note: In most cases, this will be completed by the ANA on your behalf. You should only submit this form where you have been directly appointed by the parties.

Create Determination

DEV DEV DEV

Please enter Adjudication Reference Number.

Adjudication Reference *

DEMO1

Next

Back to Main Menu

“Adjudication Reference” is the reference number allocated to the adjudication at the “New Building Adjudication” stage.

Note: Creation of a determination can also be completed via the “Past Lodgements” menu, where the Adjudication reference number will be pre-filled.

“Next” select this once details are complete to progress to the next page of the form.

New Building Determination – Directly Appointed by the Parties – Enter Details

Note: In most cases, this will be completed by the ANA on your behalf. You should only submit this form where you have been directly appointed by the parties.

“Application Outcome” is the outcome determined in the report. Select from the drop down menu.

“Date of determination” is the date the determination report is completed and the start date of when/if determined amount is due. Select date from the calendar icon.

“Adjudicator/Review Adjudicator’s Fees” is the cost of the adjudication. Enter the total amount including GST.

“Upload” is selected to upload the determination report. It will open a browser window where you can search for the document you wish to attach.

This is a summary of the adjudication, based on the details entered at the “New Building Adjudication” stage.

The screenshot shows a web form titled "Determination DEMO1" with a "DEV DEV DEV" status bar. The form is divided into three main sections: "Determination", "Determination Report", and "Adjudication".

- Determination Section:**
 - Application outcome *:** A dropdown menu with options: "Determined", "Determined nil value (s.36(2)) or s.36(3)", "Dismissed – Out of time (s.38(3)(a))", "Withdrawn by Adjudicator (s.32(7))", and "Withdrawn by Claimant (s.31(1) or s.31(2))".
 - Date of determination *:** A date input field with a calendar icon.
 - Adjudicator/Review Adjudicator’s Fees (incl GST) *:** A text input field.
 - Apportionment of Adjudicator/Review Adjudicator’s Fees *:** A dropdown menu with options: "Claimant to pay", "Respondent to pay", "Shared 50/50", and "Other - Apportionment".
- Determination Report Section:**
 - Upload:** A button with an upload icon and the text "Note: Multiple files can be uploaded.".
- Adjudication Section:**
 - Adjudication Reference:** DEMO1
 - Date Received:** 3/8/2022
 - Date Appointed:** 5/8/2022
 - Authorised Nominating Authority:** BIG BANG COLLECTIVE PTY LTD (BNA12)
 - Adjudication Payment claim amount (incl GST):** 100,000.00

“Payment of Adjudication/Review Adjudicator’s Fees” is how the cost of adjudication is divided between the parties. Select from the drop down menu.

New Building Determination – Directly Appointed by the Parties – Adjudication summary

Note: In most cases, this will be completed by the ANA on your behalf. You should only submit this form where you have been directly appointed by the parties.

This is a summary of the adjudication, based on the details entered at the “New Building Adjudication” stage.

Adjudicator Details
Matter related to the review of a previous adjudication
No
Adjudicator/Review Adjudicator Appointed
AMY ADJUDICATOR (BA5)
Claimant Details
First Name
Cameron
Surname
Claimant
Organisation Name
ABC
Email Address
abc@abc.com.au
Phone Number
ABN
ACN
Type of Claimant
Supplier
Date construction contract entered into
1/8/2022

New Building Determination – Directly Appointed by the Parties – Lodge Determination

Note: In most cases, this will be completed by the ANA on your behalf. You should only submit this form where you have been directly appointed by the parties.

Respondent Details	
First Name	Rodney
Surname	Respondent
Organisation Name	XYZ
Email Address	xyz@xyz.com.au
Phone Number	
ABN	
ACN	
Type of Respondent	Principal
Industry Sector	Residential

“Lodge Determination” is selected to complete your determination.

Save Draft

Lodge Determination

Cancel

New Building Determination – Directly Appointed by the Parties – Upload Determination Report

Note: In most cases, this will be completed by the ANA on your behalf. You should only submit this form where you have been directly appointed by the parties.

Government of Western Australia
Department of Mines, Industry Regulation and Safety
Building and Energy Division

DEV DEV DEV

✔ Determination successfully lodged.
The adjudication number is DEMO1.

Determination

Application outcome *
Determined

Date of determination *
9/8/2022

Adjudicator/Review Adjudicator's Fees (incl GST) *
1,000.00

Apportionment of Adjudicator/Review Adjudicator's Fees *
Select...

Amount Determined (incl GST) *
50,000.00

Determination Report

Demo 1 Determination Report

Upload Note: Multiple files can be uploaded.

Once the determination report has been uploaded successfully, it will be displayed like this.

Once the determination report has been lodged successfully, a green banner will be displayed confirming this action at the top of the screen.

Upload Revised Determination Report

Note: In most cases, this will be completed by the ANA on your behalf. You should only submit this form where you have been directly appointed by the parties.



Welcome to eNotice
[David Holmes](#)
 BA2 DAVID HOLMES
 Licence Active - Expiry Date 1/08/2025

- Drafts (2 Items)**
- New Building Determination**
- Upload Revised Determination Report**

“Upload Revised Determination Report” is used if there has been an error under Section 38(7) or 44(8) of the Act, made in the previously uploaded determination report. This menu option is only available after determination reports have been previously uploaded. In most cases, this will be completed by the ANA on your behalf. This should only be used where you have been directly appointed by the parties.

“Drafts” is selected to access incomplete and saved adjudications and determinations. Details in drafts can be edited and lodged.



Please enter Adjudication Reference Number.

Adjudication Reference *

Determination Report

Upload Note: Multiple files can be uploaded.

Complete the mandatory fields and upload the revised determination report. Select “Lodge Determination Report” to submit the report. This should be completed as soon as practicable after a determination report has been revised.

- Lodge Determination Report**
- Cancel

Drafts

DEV DEV DEV

Drafts

Search Criteria

Show Only Last 6 Months

Determination Pending

Contact Name

Your Job Reference

Lodgement Type

Search

Use **Edit** icon  to change draft or complete lodgement.

Use **Delete** icon  to remove draft no longer required.

Determination MM99 (Draft) - BA2

Authorised Nominating Authority: DAVID HOLMES, BA2
Adjudicator: DAVID HOLMES, BA2
Date Appointed: 16/05/2022

 test2

 test

 test2

Created by David Holmes on 16/05/2022 09:17 AM

Here the adjudication or determination can be edited or deleted and relevant documents can be downloaded.

Can't log in?

At times of scheduled or unscheduled outages, an error message may appear which does not allow you to log in to your account. If this occurs during office hours, please wait 30 minutes and try again. If it occurs outside of office hours, please try again Monday to Friday (excluding Public Holidays) between the hours of 8:30 am and 5:00 pm (GMT+8). If the issue persists, please contact Building and Energy on 1300 489 099.

Validation error?

If data has not been entered into a mandatory field, an error message may be returned, which will list the items that require completion. Enter the relevant data and lodge again.

Error while trying to lodge?

Very rarely, an error message may appear which does not allow you to lodge. Please contact Building and Energy on 1300 489 099 Monday to Friday (excluding Public Holidays) between the hours of 8:30 am and 5:00 pm (GMT+8).