



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



eNOTICE GUIDE – AUTHORISED NOMINATING AUTHORITIES

Building and Construction Industry (Security of Payment) Act 2021

eNotice Guide (Security of Payments – Authorised Nominating Authorities)

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Obligations of Authorised Nominating Authorities

As a condition of authorisation, each Authorised Nominating Authority (ANA) must adhere to the *Building and Construction Industry (Security of Payment) Act 2021* (WA) (Act), Building and Construction Industry (Security of Payment) Regulations 2022 (Regulations), the Code of Practice for ANAs and any Building Commissioner practice notes to ensure they carry out their legislative functions properly, and have appropriate systems and processes in place to ensure integrity and confidence in the adjudication process.

Who is this guide for?

This guide is for those individuals/organisations who have been registered as an ANA under the Act. Authorisation as an ANA entitles the nominating authority to nominate adjudicators and review adjudicators to determine adjudication or review adjudication applications respectively. This guide will demonstrate how to lodge a new adjudication application and determination using eNotice.

Overview of eNotice

eNotice is a web-based application to be used by all ANAs for the electronic lodgement of adjudication applications and determinations. ANAs 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 Registration – User Setup

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

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

“User ID” and “Password” are the details that have been registered with DMIRS.

“Login” is used if an eNotice profile has already been created and you are logging in as a registered user.

“[Forgot Password](#)” is used if the password is forgotten. You will have to enter your User ID and the email address that has been registered with DMIRS.



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



“Register for eNotice” is a one off registration tool for creating an eNotice profile.

Forgotten Password

eNotice - Forgot Password

Please enter the following details to reset your password.
An email containing a new password will be sent to your registered email address.

User ID *
Note that your User ID is a combination of your licence number (excluding leading zeros) and your initials.
eg. GF123AB, PL123AB, EW123AB, EC123AB

Registered Email Address *
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 reset your password.
[Contact Building and Energy Division](#)

Submit

Back

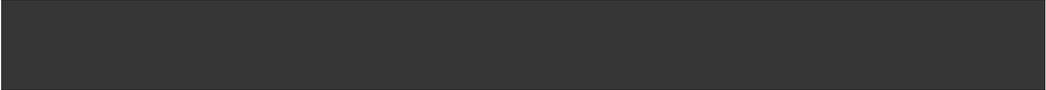
Enter your User ID and the email address that has been registered with DMIRS. Click submit and go to your inbox to obtain your temporary password.

First time Registration for eNotice

“Licence Number” is the number received from DMIRS at the time of registration as an ANA e.g. BNA123.

“Registered Email Address” is the email address provided by you to DMIRS at the time of registration as an ANA.

“First Name” and “Surname” are the details of the person creating the profile on behalf of the ANA.



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” a security code will be sent to the mobile number or email address that you have registered with DMIRS to complete your registration for eNotice.

eNotice Main Menu



Welcome to eNotice

[Matt Mck](#)

BNA12 BIG BANG COLLECTIVE PTY LTD

Licence Active - Expiry Date 25/03/2025

"Draft" is only visible when you have saved drafts of incomplete lodgements.

"[New Building Determination](#)" is to create and upload a new determination.

"[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.

"My Details" is used to check the entity's details as registered under your licence with DMIRS.

- Drafts (2 Items)
- New Building Adjudication
- New Building Determination
- Upload Revised Determination Report
- Past Lodgements
- Logout
- Change Password
- User Management
- My Details
- Contact Us

"[New Building Adjudication](#)" is for lodging a new adjudication.

"[Past lodgements](#)" gives ANAs the ability to search for historical adjudication applications and determinations that have been completed and lodged. Amendments to past lodgements can also be made in this section.

"Logout" is to log out of the system.

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

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v2.10.0 9-8-2022 14:20

User Management



The list of registered users within the ANA will be listed here. Users may also be deleted if they have ceased their employment with the ANA or no longer require access.

“Add New User” is to add multiple users for your ANA registration. Here you can create access for all users that input the data into eNotice.

Search Criteria

User Role
All

Administration Users

	Bill Bloggs (BNA12BB)	
	Matt Mck (BNA12MM) User Management	

Add New User

Back to Main Menu

Lodge New Building Adjudication

“Date Received” is the date the application was received by the Authorised Nominating Authority. Click the calendar icon to select the date.

“Authorised Nominating Authority” is auto-filled in line with login details.

“Adjudication Payment claim amount (incl GST)” is the total payment claim amount detailed in the application.

“Adjudicator/Review Adjudicator Appointed” is a drop down menu to select the Adjudicator/Review Adjudicator. If the appointed Adjudicator/Review Adjudicator does not appear in the list, it is likely that they have not registered with DMIRS in accordance with the Act.

Adjudication

Adjudication Reference *

Date Received *

Date Appointed *

Authorised Nominating Authority
BIG BANG COLLECTIVE PTY LTD (BNA12)

Adjudication Payment claim amount (incl GST) *

Multiple applications for adjudication between same parties *

Adjudicator Details

Matter related to the review of a previous adjudication *

Adjudicator/Review Adjudicator Appointed *

“Adjudication Reference” is the number allocated by the Authorised Nominating Authority.

“Date Appointed” is the date the adjudicator is appointed by the Authorised Nominating Authority. Click the calendar icon to select the date.

“Matter related to the review of a previous adjudication” is whether or not this application is a review of a previous adjudication. If ‘yes’ the drop down menu will display list of registered review adjudicators. If ‘no’ drop down list will display all registered adjudicators.

Lodge New Building Adjudication – 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.

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

“Type of Claimant” is mandatory. Select the appropriate option from the drop down menu.

“Date construction contract entered into” is mandatory and should be on or after 1 August 2022 to proceed.

Claimant Details

First Name

Surname

Organisation Name

Email Address *

Phone Number

ABN

ACN

Type of Claimant *

Date construction contract entered into * 

Type of Claimant *
Select...
Consultant
Head Contractor
Principal
Subcontractor
Supplier

Lodge New Building Adjudication – Respondent Details

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.

“Email Address” is mandatory. This is required for any future communication with the Respondent.

“Industry Sector” is mandatory. Select the appropriate option from the drop down menu.

“Type of Respondent” is mandatory. Select the appropriate option from the drop down menu.

“Lodge Building Adjudication” selected to complete the lodgement of the application.

The screenshot shows a form titled "Respondent Details" with the following fields and callouts:

- First Name**: Text input field.
- Surname**: Text input field.
- Organisation Name**: Text input field.
- Email Address ***: Text input field, highlighted in yellow.
- Phone Number**: Text input field.
- ABN**: Text input field.
- ACN**: Text input field.
- Type of Respondent ***: Drop-down menu with a callout showing options: Select..., Consultant, Head Contractor, Principal, Subcontractor, Supplier.
- Industry Sector ***: Drop-down menu with a callout showing options: Select..., Aged care, Civil works/infrastructure, Commercial, Mining, oil and gas, Mixed Use.

At the bottom of the form are three buttons: "Save Draft", "Lodge Building Adjudication" (highlighted in blue), and "Cancel".

Past Lodgements – Search function



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

Search Criteria

Show Only Last 6 Months

Determination Pending

Date Lodged From

Date Lodged To

Lodged By

Contact Name

Your Job Reference

Lodgement Type

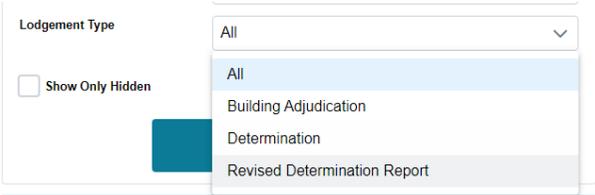
Show Only Hidden

Search

“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.

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 application lodged with the ANA.

151 records found.



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 the ANA.

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
Adjudicator: DAVID HOLMES, BA2
Date Appointed: 4/07/2022
Respondent: C D



Lodged by Matt Mck on 7/07/2022 07:56 AM

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 – Create Determination Report

The screenshot shows a web form titled "Create Determination" with a "DEV DEV DEV" status indicator. The form contains a text input field for "Adjudication Reference" with the value "DEMO1". Below the input field are two buttons: "Next" and "Back to Main Menu". Annotations include a callout box defining "Adjudication Reference", a note about alternative completion methods, and a callout for the "Next" button.

Create Determination ⏻

DEV DEV DEV

Please enter Adjudication Reference Number.

Adjudication Reference *

DEMO1

Next

Back to Main Menu

“Adjudication Reference” is the Authorised Nominating Authority’s reference number allocated to the adjudication.

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 – Enter Details

The screenshot shows a web application interface for entering details for a 'Determination DEMO1'. The interface is divided into several sections: 'Determination', 'Determination Report', and 'Adjudication'. Callout boxes provide instructions for various fields and buttons.

Callout Boxes:

- Application Outcome:** "Application Outcome" is the outcome determined in the report. Select from the drop down menu.
- Date of Determination:** "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:** "Adjudicator/Review Adjudicator's Fees" is the cost of the adjudication. Enter the total amount including GST.
- Upload:** "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.
- Adjudication Summary:** This is a summary of the adjudication, based on the details entered by the Authorised Nominating Authority.
- Apportionment of Fees:** "Payment of Adjudication/Review Adjudicator's Fees" is how the cost of adjudication is divided between the parties. Select from the drop down menu.

Application Outcome Dropdown Menu:

- Select...
- 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))
- Withdrawn by Claimant (s.31(1) or s.31(2))
- Select...

Apportionment of Adjudicator/Review Adjudicator's Fees Dropdown Menu:

- Select...
- Claimant to pay
- Respondent to pay
- Shared 50/50
- Other - Apportionment

Adjudication Summary:

- 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

New Building Determination – Adjudication summary

This is a summary of the adjudication, based on the details entered by the Authorised Nominating Authority.

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 – Lodge Determination

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 – Upload Determination Report

 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 lodged successfully, a green banner will be displayed confirming this action at the top of the screen.

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

Upload Revised Determination Report

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

DEV DEV DEV

Welcome to eNotice

[Matt Mck](#)

BNA12 BIG BANG COLLECTIVE PTY LTD

Licence Active - Expiry Date 25/03/2025

Drafts (2 Items)

New Building Adjudication

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.

"Drafts" is selected to access incomplete and saved adjudications or determinations. Details of draft lodgements can be edited and lodged.

Lodge Determination Report

DEV DEV DEV

Please enter Adjudication Reference Number.

Adjudication Reference *

Determination Report

Upload

Note: Multiple files can be uploaded.

Lodge Determination Report

Cancel

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.

Drafts

EV 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).