



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



eNOTICE GUIDE – REVIEW ADJUDICATORS

Building and Construction Industry (Security of Payment) Act 2021

eNotice Guide (Security of Payments – Review Adjudicators)

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Obligations of Review Adjudicators

Review 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 a Review Adjudicator under the Act. Registration as a review adjudicator entitles an individual to make determinations on review applications. This guide will demonstrate how to monitor lodgements made by Authorised Nominating Authorities on behalf of a Review Adjudicator (under section 35(3)(f) of the Act).

Overview of eNotice

eNotice is a web-based application that may be used by Review Adjudicators to monitor the review adjudication applications and determinations lodged by Authorised Nominating Authorities on behalf of a Review Adjudicator. Review 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

The screenshot shows the eNotice login page for the Building and Energy Division. At the top left is the Government of Western Australia logo and text: "Government of Western Australia, Department of Mines, Industry Regulation and Safety, Building and Energy Division". Below this is a yellow banner with "DEV DEV DEV". The main heading is "Welcome to eNotice Building and Energy Division".

There are four callout boxes with arrows pointing to specific elements:

- Top-left callout:** "You can access this by typing or clicking the following link: <https://esenotice.commerce.wa.gov.au>"
- Middle-left callout:** "Click 'Register for eNotice' if you have yet to register under your Review Adjudicator licence." (Arrow points to the Register for eNotice button)
- Bottom-right callout:** "Click 'Forgot Password' if you are having issues logging in with your password. This will send a new password to your registered email address." (Arrow points to the Forgot Password button)

The login form includes the following fields and buttons:

- User ID*:** Licence number followed by initials. eg. GF123AB, PL123AB, EW123AB, EC123AB. (Yellow input field)
- Password*:** (Yellow input field) with a "Show Password" link.
- Login:** (Teal button)
- OR:** (Text separator)
- Register for eNotice:** (Dark grey button)
- Forgot Password:** (Dark grey button)
- Help:** (Dark grey button with an external link icon)

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 *

Enter your licence number without initials at the end and no leading zeros. (e.g. BRA123)

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.

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

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 Review Adjudicator,

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

User ID: BRA123
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
[James Lavelle](#)
BRA2 JAMES LAVELLE
Licence Active - Expiry Date 1/08/2025

"Past Lodgements" gives you the ability to search all historical review adjudication applications and determinations that have been completed and lodged by the ANA on your behalf.

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

- Past Lodgements 
- Logout 
- Change Password 
- User Management 
- My Details 
- Contact Us 

"Logout" is to log out of the system.

"User Management" allows you to create new users under your licence.

Past Lodgements – Search Function

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

This is a search function for any active or complete review adjudications.

“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 review adjudications that have not had a determination report uploaded by the ANA on your behalf.

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

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

Lodgement Type

Show Only Hidden

- All
- Building Adjudication
- Determination
- Revised Determination Report

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

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 green arrow.

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

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

Use **View** icon  to view lodgement.

Use **Hide** icon  to hide lodgement from search results.

Building Adjudication TODAY BRA (Processed) - BNA12

Authorised Nominating Authority: BIG BANG COLLECTIVE PTY LTD, BNA12
 Adjudicator: JAMES LAVELLE, BRA2
 Date Appointed: 2/08/2022
 Claimant: a
 Respondent: b



Lodged by Matt Mck on 3/08/2022 10:38 AM

Building Adjudication NEW TEST2 (Processed) - BNA12

Authorised Nominating Authority: BIG BANG COLLECTIVE PTY LTD, BNA12
 Adjudicator: JAMES LAVELLE, BRA2
 Date Appointed: 6/07/2022
 Claimant: a
 Respondent: b



Lodged by Matt Mck on 2/08/2022 02:59 PM

Amended Determination TEST 2222 (Processed) - BNA12

Authorised Nominating Authority: BIG BANG COLLECTIVE PTY LTD, BNA12
 Adjudicator: JAMES LAVELLE, BRA2
 Date Appointed: 1/07/2022
 Respondent: Ha Ha
 Determination: Withdrawal by Review Adjudicator – Conflict of Interest s44(8)
 Date Determined: 5/07/2022



Oracle to SQL Server - ESC

Lodged by James Lavelle on 8/07/2022 10:03 AM

Determination TEST 2222 (Processed) - BNA12

AMENDED

Authorised Nominating Authority: BIG BANG COLLECTIVE PTY LTD, BNA12

If any of the details of a Review Adjudication are incorrect, please contact the relevant ANA to amend or revise on your behalf. If a determination report is overdue, the ANA and the Review Adjudicator will receive an email reminder that the report is outstanding.

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).