|  |  |
| --- | --- |
| **Date** | [type here] |
| **To** | Contractor |

Dear Sir/Madam/Miss, etc.

|  |  |
| --- | --- |
| **Contact number** | [type here] |
| **Road name** | [type here] |
| **Local government name** | [type here] |
| **Alternative 1B – Meeting of Chief Executive Officers** |

Under Clause 47.3 of the *General Conditions of Contract*, I hereby inform you the dispute referred to in my letter of (1) was not settled at the meetings held between the Principal Representative, the Administrator and yourself on (2) [type here]. Under Clause 47.3.5, the dispute was then referred to the Issues Resolution Advisor (IRA) on (2) [type here]. As you are aware, the IRA has failed to make a binding recommendation under Clause 49.9 to resolve this dispute.

In accordance with Clause 47.3.6, the chief executive officers shall confer at least once to attempt to resolve the dispute.

I suggest this meeting takes place on (2) [type here] commencing at [type here] am / pm.

Following this meeting, should a party believe the dispute cannot be resolved, under Clause 47.3.7, the party may by notice in writing to the other party refer such dispute to the arbitration or litigation.

Yours sincerely

[type here]

**Principal**

c/c: Administrator

|  |
| --- |
| 1. Insert date of SL-140 or SL-065 as appropriate.
2. Insert date of conference or conferences.

Note:1. Service of SL-068B must be effected either by hand or by registered post.
2. Refer also to SL-070 which progresses to the next stage of dispute resolution under Alternative1B.
3. If there are several notices of dispute, it is advisable to serve a separate notice for each dispute.
 |