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

Dear Sir/Madam/Miss, etc.

|  |  |
| --- | --- |
| **Contact number** | [type here] |
| **Road name** | [type here] |
| **Local government name** | [type here] |
| **Alternative 2 – 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's Representative, the Administrator and yourself on (2) [type here]. Under Clause 47.3.9, the dispute was then referred to the Dispute Resolution Board on (2) [type here]. As you are aware, the Dispute Resolution Board failed to give a binding recommendation under Clause 49.9 to resolve this dispute.

In accordance with Clause 47.3.10, 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 47.3.11, the party may by notice in writing to the other party refer such dispute to 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-069B must be effected either by hand or by registered post.
2. Refer also to SL-70 which progresses to the next stage of dispute resolution under Alternative 2
3. If there are several notices of dispute, it is advisable to serve a separate notice for each dispute.
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