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

Dear Sir/Madam/Miss, etc.

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

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 meeting held between the Principal's Representative, the Administrator and yourself (2) [type here]. Under Clause 47.3.1 the dispute was then referred to the Issues Resolution Advisor (IRA) on (2) [type here]. The IRA did not make a binding recommendation under Clause 49.9 to resolve this dispute.

In accordance with Clause 47.3.1, the chief executive officers are required to confer at least once to attempt to resolve the dispute. I suggest this meeting takes place on (3) [type here] commencing at [type here] am / pm.

Following this meeting, should a party believe the dispute cannot be resolved, under Clause 47.3.2, the party may by notice in writing to the other party refer this dispute to arbitration or litigation.

Yours sincerely

[type here]

**Principal**

c/c: Administrator

|  |
| --- |
| 1. Brief description of dispute.
2. Insert date of ‘Contractor’s Notice of Dispute’ or ‘Principal’s Notice of Dispute’ as appropriate.
3. Insert date of conference or conferences.

Note:1. Service of this form must be effected either by hand or by registered post.
2. Under Clause 47.3 Alternative 1A, either party may give notice, irrespective of who served the Notice of Dispute. Refer to ‘Contractors Notice of Dispute’.
3. Refer also to ‘Contractor’s Notice Referring Dispute to Arbitration/Litigation’ SL-145 and ‘Principal’s Notice Referring Dispute to Arbitration/Litigation’ SL-070 for similar notices where a party asserts the other party is not making reasonable efforts to resolve the dispute and as a consequence wishes to refer the dispute to arbitration or litigation.
4. If there are several notices of dispute, it is advisable to serve a separate ‘Principal’s Notice referring Dispute to Chief Executive Officers’ – Standard Letter SL-066.
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