

Notice & Time Bar Control

Managing Compliance, Entitlement and Dispute Risk

A practical session on notice triggers, time-bar compliance, entitlement control and defensible responses.

LUNCHTIME MASTERCLASS | AS 2124 | AS 4000 | CONTRACT ADMINISTRATION

CLEARER
DECISIONS.
FEWER DISPUTES.
BETTER
PROJECT OUTCOMES.

PEOPLE
PROCESS
DISCIPLINE
RESULTS



Course Overview

This course gives Contract Administrators and Superintendents a repeatable method for managing notice obligations and time bars. Participants learn how to identify notice triggers, test compliance, request missing particulars, preserve rights and build a defensible project record.



What the Course Covers

- ✓ Why notices matter - entitlement, evidence and dispute avoidance
- ✓ Event - notice - response - record - decision control system
- ✓ Trigger dates: event, awareness and impact
- ✓ Party, form, timing, content and service
- ✓ Follow-up particulars and response discipline
- ✓ Defective and late notices
- ✓ Rights reservation and waiver risk
- ✓ Registers and notice-to-assessment workflow



6 Key Takeaways

- 1 Identify the correct trigger date: event, awareness or when impact becomes apparent.
- 2 Test notice compliance consistently: party, form, time, content, service and particulars.
- 3 Separate notice procedure from causation, quantum, mitigation and substantive entitlement.
- 4 Manage defective and late notices precisely, reserving rights and avoiding inadvertent waiver.
- 5 Use a live notice register with clause, due date, owner, exposure, status and next action.
- 6 Record clause, facts, dates, reasoning and outcome so every decision is independently reviewable.



Who Should Attend

-  Contract Administrators
-  Superintendents and Superintendent's Representatives
-  Principal-side project managers
-  Client-side engineers and construction administrators
-  Commercial managers and contracts managers
-  Project controls and program assurance personnel
-  Claims, cost and project control personnel
-  Construction managers and technical advisors



Why Clients Book This Course

- ✓ Practical controls that can be applied immediately on live projects
- ✓ Built around AS 2124 / AS 4000 notice and time-bar discipline
- ✓ Provides a repeatable notice-to-assessment workflow
- ✓ Strengthens notice compliance, rights reservation and entitlement control
- ✓ Improves registers, records and defensible decision-making
- ✓ Helps reduce avoidable claims, disputes and waiver risk



Delivery Options



**In-house
team delivery**

At your offices
or project site



**Live online
delivery**

Interactive
and engaging



**Lunchtime
masterclass
format**

High-impact
and practical



**Tailored for
client and
project teams**

Customised to
your needs



Build Better Notice Discipline

Equip your team with practical controls for trigger dates, compliance, time bars, notice registers and defensible responses.

Contact Enginuity Training to discuss delivery options for your team.

RIGHT KNOWLEDGE.
STRONGER PROJECTS.
BRIGHTER AUSTRALIA.

