

# Scheduling information sheet

**Project Name:**

**Western Power Ref No:**

**WAPC No:**

This form must be completed and electronically submitted to Western Power as part of the Construction Administration Package (CAP). In accordance with the UDS (Section 6.2.2.2) the CAP must be submitted a minimum of 2 days prior to commencing construction of the Electrical Infrastructure.

The CAP includes:

1. Site Safety Management Plan
2. Scheduling Information Sheet
3. Construction Program

Please submit the full CAP via the [External Design and Construct Online Portal](#)

The CAP and payment of the invoice must be received a minimum of 6 weeks prior to the Estimated Practical Completion date stated below. As soon as both items are received Western Power will commence work planning and a Project Network Officer will be allocated for your project. We will then send a confirmation email with a specific time for the handover meeting.

**Estimated practical completion date:**

*Please note: If you are unable to meet the practical completion date stated above it could have a direct impact on our ability to meet the requested project energisation timeframe.*

For all correspondence regarding the scheduling of the handover meeting please contact:

[EDC.Project.Allocation@westernpower.com.au](mailto:EDC.Project.Allocation@westernpower.com.au)

You will be required to provide the as-constructed drawings and records to Western Power maximum two weeks following the practical completion date. Please submit via the [External Design and Construct Online Portal](#)

Role	Details	Contact Details
Developer*	Company: Name:	Phone: Email:
Site Project Manager	Company: Name:	Phone: Email:
Electrical Designer*	Company: Name:	Phone: Email:
Civil Contractor*	Company: Name:	Phone: Email:



Role	Details	Contact Details
Cable Layer (1)	<b>Company:</b> <b>Name:</b> <b>Accreditation #:</b>	<b>Phone:</b> <b>Email:</b>
Cable Layer (2)	<b>Company:</b> <b>Name:</b> <b>Accreditation #:</b>	<b>Phone:</b> <b>Email:</b>
Jointer (1)	<b>Company:</b> <b>Name:</b> <b>Accreditation #:</b>	<b>Phone:</b> <b>Email:</b>
Jointer (2)	<b>Company:</b> <b>Name:</b> <b>Accreditation #:</b>	<b>Phone:</b> <b>Email:</b>
Jointer (3)	<b>Company:</b> <b>Name:</b> <b>Accreditation #:</b>	<b>Phone:</b> <b>Email:</b>
Electrical Contractor	<b>Company:</b> <b>Name:</b> <b>Accreditation #:</b>	<b>Phone:</b> <b>Email:</b>

*\*Mandatory*

Additional information (if any):

I/We authorise the organisations listed above to carry out work for the project in question. Only the Site Project Manager is authorised to handover the Electricity Infrastructure works to Western Power on behalf of the Developer.

**Signed for and on behalf of the Developer:**

Name of authorised person:

Position:

Signature:

Date: