



CITY FUTURES RESEARCH CENTRE

DRAFTING A SCOPE OF WORKS

PLANNING THE WORKS

Undertaking any extensive work on a building requires a scope of works. This ensures that the details of the proposed works and their estimated costs are understood by the builders, contractors and the owners corporation. A scope of works is necessary for larger projects, especially for projects that might require [council approval](#), and will help identify if a [fire upgrade is required](#). If a fire upgrade is necessary, this might affect the viability of the chosen defect rectification or sustainable retrofit plans. The scope of works also provides an opportunity to investigate [environmentally sustainable options](#) for the building or retrofitting process with the builders and contractors, such as low waste construction materials.

WORKING WITH YOUR BUILDER

If you have a project manager, they can draft a scope of works for you, or help you draft your own. If the work is required to rectify a building defect it is recommended that your building expert prepare the scope of work. If your project is smaller and you are self-drafting, then there are a few things to consider. You should estimate the budget for the works, timeframe for the completion of the works, the tradespeople or experts necessary to conduct the work, building plans, the roles of the stakeholders involved and any certifications or approvals that are required. Once the scope of works is drafted, you can [seek quotes](#) from the relevant building professionals and then begin drafting contracts. To draft the contracts, you can seek help from a lawyer or use a [Fair Trading Building Contract](#). Be aware that additional issues or defects might be identified in the process of works, and this may mean that the scope is subject to change over the course of the project.

Consider items in the scope of works that would be addressed in a building contract, such as:

- site access, materials and waste storage requirements;
- working hours, dust, noise and access to facilities;
- site separation and safety issues;
- definite timeframes for construction;
- when/if the home needs to be vacated;
- damage to existing property (who pays);
- insurance and warranty; and
- all environmental performance outcomes.

From the Australian Government initiative, [Your Home \(CC By 4.0\)](#)

ADDITIONAL RESOURCES:

- [Your Home – Australian Government](#)

© City Futures Research Centre and SCA (NSW) 2020



This work is licensed under a Creative Commons Attribution Non-Commercial 4.0 licence. You may distribute, remix and build upon the work for non-commercial purposes only, as long as you credit City Futures Research Centre and SCA (NSW). For more information visit creativecommons.org/licenses/by-nc/4.0.

DISCLAIMER: Please note this information is general in nature and cannot be relied upon as legal advice. City Futures Research Centre, Strata Community Association (NSW) Ltd and its members disclaim any liability (including for negligence) to any person in respect of: anything; and the consequences of anything, done, or not done, by any such person in whole or partial reliance upon the whole or part of the information presented.



The City Futures Research Centre at UNSW Sydney is Australia's leading urban policy research centre. Spanning the interrelated areas of urban planning, housing, design, development and social policy, our work aims to advance the understanding of Australia's cities, their people, the policies that manage their growth, and their impacts on our environment and economy. Our research can be viewed at <https://cityfutures.be.unsw.edu.au>. *Research supported under the Australian Research Council's Linkage Projects funding scheme [LP170100126]*



Strata Community Association (NSW) is the peak industry body for Strata and Community Title Management in New South Wales. Membership includes strata managers, support staff, committee members and suppliers of products and services to the industry. SCA (NSW) has in excess of 3,000 members who represent over 75% of strata lots in NSW by way of helping to oversee, advise or manage a combined property portfolio with an estimated replacement value of over \$400 Billion. SCA (NSW) proudly fulfils the dual roles of a professional institute and consumer advocate. Contact: (02) 9492 8200 | enquiries.nsw@strata.community | <https://nsw.strata.community/>