

Webinar Summary Sheet – Application support for the Start Strong Capital Works Grants Program

Costings, quotes, budgets & the role of the quantity surveyor

To check the credentials of your builder or construction company [visit onegov.nsw.gov.au](http://onegov.nsw.gov.au).

Cost plans, quotes & budgets

Each are important parts of your financial due diligence:

- Cost plan is prepared by a quantity surveyor
- Quotes are prepared by your building contractors and trades
- Budget is prepared by the approved provider based on costings and quotes received, and includes all other project expenses and all project income
- **Project budget income must equal project budget expenditure**

Quantity surveyor

A Quantity Surveyor is responsible for estimating and monitoring costs for a construction project. They read, analyse and interpret architectural and engineering plans, designs and specifications to estimate and monitor costs from start to finish.

To find a quantity surveyor [visit aigs.com.au](http://aigs.com.au).

Risks to avoid when considering a quote

- Check for the date or period of time that the quotation is valid for
- Check for any exclusions/assumptions/clarifications
- Check for contingency
- Check what documents the quote has been based on, such as
 - Scope of works
 - Final plans, not a concept
 - Schedule of fixtures and fittings
 - Check that your builder is licenced with Services NSW via the website; ‘Builders Licence Check’ and has no claims history

Budget for contingencies. A contingency budget is your safety net and an important part of risk mitigation.

Ensure your “nice to haves” are funded from sources independent of the DoE Capital Works Funds.

Please [watch the webinar](#) for further detail and information.



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