



Australian
Centre for
Disease
Control

Guidance on climate risk assessment and adaptation planning for Australian health system organisations

Business case template

1. Executive summary

1–2 pages, covering:

- **Risk assessment findings:** briefly summarise key findings from your climate risk assessment.
- **Recommendation/s:** briefly summarise the preferred adaptation option.
- **Expected benefits:** highlight key benefits of the preferred option.
- **Costs of inaction:** highlight the costs of inaction.
- **Alignment:** note how this package supports broader organisational goals/objectives.
- **Stakeholder engagement:** briefly summarise the stakeholder engagement undertaken.

2. Background

Describe the rationale and background for this business case, including:

- **Climate risks:** summarise findings from your risk assessment. Consider referring to examples of when climate change has affected your organisation and/or community in the past to drive home the reality of climate impacts.
- **Risk assessment process:** provide an overview of your climate risk assessment process, including a summary of stakeholders engaged.
- **Current state:** summarise the current state of adaptation action in your organisation/community.
- **Impacts of inaction:** Outline likely costs and consequences if no action is taken (financial, reputational, service disruption, health impacts).

3. Adaptation options

Outline the different adaptation options that you have considered, to help you demonstrate why you have selected your recommended option.

3.1. Option comparison

Group your shortlisted actions into a few options packages (for example, a comprehensive, targeted and intermediate package). Each package should represent a different level of investment and ambition. Provide a comparison of each package by considering the:

- **Estimated costs:** use rough cost ranges (e.g. Low, medium, high) if detailed figures aren't available.
- **Timing:** when could each action be implemented? Are some urgent, while others can be staged over time?
- **Effectiveness:** how well does the package address the priority risks?
- **Alignment:** does the package support your organisation's strategic goals, existing programs, or planning cycles?
- **Other benefits:** consider co-benefits such as improved health outcomes, operational efficiency, or reputational gains.
- You may wish to include a simple comparison table that summarises the costs, benefits and expected overall impact of your different options packages.

3.2. Recommended option

- **Recommended package:** state which option you recommend and why.
- **Rationale:** explain how it balances impact, feasibility, and organisational fit.
- **Benefits:** provide a clear outline of the benefits you expect to achieve from this option, including potential savings achieved, income generated, risks avoided, reputational benefits, health benefits, and any other co-benefits.

4. Implementation plan

Outline a realistic implementation plan for your preferred/recommended option. You may wish to include:

- a **timeline** with key milestones
- an outline of your proposed **budget**
- **assumptions** and uncertainties
- **monitoring** options and indicators.

5. Appendices

You may wish to provide as appendices:

- detailed cost estimates
- your complete risk assessment findings
- stakeholder endorsements.

