

# Developing a Business Case

## Developing a Case for Sustainable Retrofits in Your Building

To get your retrofits approved by the owners corporation, you need to develop a strong business case that will answer the questions of other owners, and prove to them that the idea is financially and logistically viable.

The business case requires information such as:

- Description of the project
- Products that might be used/ comparison of the most appropriate products
- Cost estimates including quotes
- Savings and payback period
- Funding and potential funding sources such as government rebates and incentives (energy, water, or facilities and services)
- How the owners corporation will pay for the retrofits; this could be presented as a few different options (e.g. special levy, loan, capital works fund)
- Project timeline
- Possible adverse impacts to residents during works/implementation
- Foreseeable barriers and extra costs, such as by-laws or council approval

Adapted from Smart Blocks [Selling the Business Case](#)

The business case is designed to be presented at the general meeting for approving the retrofits, or if the case is still in a preliminary stage at the time of the general meeting, could be presented to ask for pre-approval at a general meeting.

If you have a project manager, strata manager, or have a supplier that is implementing the retrofits, they can help you develop your business case or do it for you.

If you are drafting a business case, the following are links to various guides to help you:

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| - <u><a href="#">Hiring Experts</a></u>            | - <u><a href="#">Getting Quotes</a></u>                                      |
| - <u><a href="#">Drafting a Scope of Works</a></u> | - <u><a href="#">Council Development Approvals Relating to Retrofits</a></u> |