

Date

Address

Dear [Insert proprietor's name]

Bringing the Cooks River to Life is an Environmental Assessment and Education Project funded by the NSW Stormwater Trust and supported by the 13 local councils in the Cooks River Catchment. As well as undertaking an extensive community-wide education program, this project will involve Environmental Assessment Officers visiting industrial premises along the Cooks River from Auburn to Botany to help businesses like yours improve their environmental performance.

To achieve this aim, a free site assessment will be provided to review business operations and the possibility of any resulting environmental impacts. Written feedback will outline environmental initiatives that will reduce the risk of water pollution. This will include target dates for developing and implementing an action plan where necessary. To assist you further, a follow-up review of your results may be conducted at a later date.

The assessment will include a wide range of checks. It will focus on stormwater management but will also include related issues such as:

- air pollution potential
- excessive noise
- storage requirements
- cleaner production practices
- water use efficiency
- energy use efficiency
- soil contamination
- waste management

I hope to provide practical environmental support that could reduce your company's costs, avoid new environmental penalties and improve staff morale and company image.

If you would like any further information about the upcoming visit then please phone me on **[Insert phone number]**

I look forward to working with you.

Yours sincerely

Environmental Assessment Officer
Cooks River Environmental Assessment and Education Project

Intro Letter