



Internal Memorandum

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To : All Subcouncils

From : Celeste Bergman, Environmental Management Department (obo Julia Wood, Manager: Biodiversity Management)

Subject : Presentation notice and invitation to visit a City nature reserve

Date : 02 September 2021

Dear Subcouncil

NOTICE OF PRESENTATION

We would appreciate it if you would add the presentation "Biodiversity Management Report: 1 July 2020 to 30 June 2021, Sept SPE PC," to your September 2021 Sub council meeting agenda. One of our staff members will attend the meeting to present and to answer any questions that you may have. We will confirm the name and send a copy of the presentation closer to the time.

INVITATION TO VISIT A CITY NATURE RESERVE

We would further like to extend an invitation to you to visit a City managed nature reserve during the month of October. Please find attached a map indicating all the City Nature Reserves (dark green). Should you wish to visit us, please **RSVP** and provide us with the following information by **30 September 2021**:

- Nature reserve selected (name)
- Date of proposed outing
- Indicate if transport will need to be arranged
- Proposed time of outing (from/to)

Please note that unfortunately we are unable to cater for any trips that fall over lunch or breakfast. We recommend that you aim to visit us between 09h00 to 12h30.

Celeste Bergman

on behalf of Julia Wood, Manager: Biodiversity Management

Maitland Administrative Complex
Biodiversity Management Branch
Environmental Management Department