



MEMORANDUM

MEMO TO: Acting Chief Executive Officer
FROM: Deputy Shire President
DATE: 02/08/2024
FILE NO: MTG8
SUBJECT: **Calling a Special Council Meeting**

Administration Centre

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Dear Acting Chief Executive Officer,

This memorandum is notice, in accordance with the *Local Government Act 1995 5.4(a)(i)*, and s. 5.34 (b) of the Act that I am calling a Special Council Meeting in the Council Chambers, 15 Fiennes Street, Toodyay as follows:

Date: 7th August 2024

Time: 4:30 PM

Venue: Council Chambers, Shire of Toodyay Administration Centre,
15 Fiennes Street, Toodyay WA 6566

For the purpose of considering all matters related to the following:-

The recommendation of the Chief Executive Officer (CEO) Recruitment and Selection Committee and all other matters relating to the recruitment of the CEO.

Yours sincerely

(Sign)

(Print Name)

Michelle Dival
Deputy Shire President – Shire of Toodyay