

# MEMORANDUM



**MEMO TO:** Chief Executive Officer  
**FROM:** Shire President  
**DATE:** 28 October 2024  
**FILE NO:** MTG8  
**SUBJECT:** **Calling a Special Council Meeting**

**Administration Centre**  
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Dear CEO

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

**Date:** Wed 6 Nov 2024

**Time:** 1.00pm

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

For the purpose of considering the appropriate structure for administering the local government and all matters related thereto.

Yours sincerely

(Sign)

(Print Name)

Cr Michael McKeown  
**Shire President – Shire of Toodyay**