



MEMORANDUM

MEMO TO: Chief Executive Officer
FROM: Shire President
DATE: 6 / 12 / 2024
FILE NO: MTG8
SUBJECT: Calling a Special Council Meeting

Administration Centre

15 Fiennes Street
PO Box 96
TOODYAY WA 6566
T (08) 9574 9300
F (08) 9574 2158
E records@toodyay.wa.gov.au
W www.toodyay.wa.gov.au

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: 11 / 12 / 24
Time: 2 AM 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:-

Appointment of designated senior
employees

Yours sincerely

(Sign)

mv mckeown

(Print Name)

MICHAEL VINCENT MCKEOWN
Shire President – Shire of Toodyay