MEMORANDUM



MEMO TO:

Chief Executive Officer

FROM:

Shire President

DATE:

28 MAY 2020

FILE NO:

MTG8

SUBJECT:

Calling a Special Council Meeting

Administration Centre

15 Fiennes Street

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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:

4 June 2020

Time:

9:00 am.

Venue:

Council Chambers, Shire of Toodyay Administration Centre,

15 Fiennes Street, Toodyay WA 6566

For the purpose of Council considering an amendment to the CEO's Contract in respect to the commencement date of the CEO and all other matters related thereto.

Yours sincerely

(Sign)

(Print Name)

7, 11 1444231

OSEMARY MADACSI

Shire President - Shire of Toodyay