



MEMORANDUM

MEMO TO: Chief Executive Officer
FROM: ARIC Chairperson
DATE: 13 March 2026
SUBJECT: Calling a Special Committee Meeting

Administration Centre

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Dear CEO

This memorandum is notice, in accordance with the *Shire of Toodyay Standing Orders Local Law 2008 17.10(a)*, that I am calling a Special Committee Meeting in the Council Chambers, 15 Fiennes Street, Toodyay as follows:

Date: Tuesday, 17 March 2026

Time: 10:30 am

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 Audit, Risk and Improvement Committee's Reporting Framework and the Committee's annual work plan, as outlined in the **attached report**, in accordance with Clause 2.5 of the ARIC Charter.
- The proposed Audit, Risk and Improvement Committee meeting schedule as a component of the annual work plan.

Yours sincerely

(Sign)



(Print Name)

NATALIE MILLS
Audit Risk and Improvement Committee Chairperson