



## MEMORANDUM

### Administration Centre

**MEMO TO:** Chief Executive Officer  
**FROM:** Shire President  
**DATE:** 19/10/23  
**FILE NO:** MTG8  
**SUBJECT:** Calling a Special Council Meeting

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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:** 23/10/23  
**Time:** 1.00  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:-

1. Swearing in new Councillors

2. Election of Shire President and Deputy Shire President

3. Allocation of seats in chamber

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Yours sincerely

(Sign)

(Print Name)

Rosemary Madačs  
Shire President – Shire of Toodyay