



MEMORANDUM

MEMO TO: Chief Executive Officer
FROM: Shire President
DATE: 19 / 10 / 23
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: 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

Yours sincerely

(Sign)

(Print Name)

ROSEMARY MADAESI

Shire President – Shire of Toodyay