



MEMORANDUM

MEMO TO: Chief Executive Officer
FROM: Shire President
DATE: 24 January 2024
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: 31 January 2024

Time: 4.30 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. Endorsement of CEO recruitment process;
2. Appointment of Recruitment Consultant;
3. Establishment of a CEO Review and Selection Committee (Note: this will include the endorsement of the terms of reference for that Committee)
4. Code of Conduct Complaints – Investigation Report 01-2023; and
5. Code of Conduct Complaints – Investigation Report 02-2023.

Yours sincerely

(Sign)

MVM-K

(Print Name)

MICHAEL V. McKEOWN
Shire President – Shire of Toodyay