



## MEMORANDUM

**MEMO TO:** Chief Executive Officer  
**FROM:** Shire President  
**DATE:** 24 January 2024  
**FILE NO:** MTG8  
**SUBJECT:** Calling a Special Council Meeting

**Administration Centre**  
15 Fiennes Street  
PO Box 96  
TOODYAY WA 6566  
**T** (08) 9574 9300  
**F** (08) 9574 2158  
**E** records@toodyay.wa.gov.au  
**W** www.toodyay.wa.gov.au

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)

(Print Name)

MICHAEL V. MCKEWN

Shire President – Shire of Toodyay