MEMORANDUM

Administration Centre

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MEMO TO: Chief Executive Officer

FROM: Shire President

DATE: 13 / 3 / 2024

FILE NO: MTG8

SUBJECT: **Calling a Special Council Meeting**

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: 13 / 3 / 2024

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:-

APPOINTMENT OF A TEMPORARY CEO AND ALL MATTERS RELATING THERETO.

Yours sincerely

(Sign) MV McKeown

(Print Name) MICHAEL V. McKEOWN
Shire President – Shire of Toodyay