

# MEMORANDUM



**MEMO TO:** Chief Executive Officer  
**FROM:** Shire President  
**DATE:** 11 August 2025  
**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](mailto:records@toodyay.wa.gov.au)

**W** [www.toodyay.wa.gov.au](http://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:** 14 August 2025

**Time:** 7.00pm

**Venue:** Council Chambers, Shire of Toodyay Administration Centre,  
15 Fiennes Street, Toodyay WA 6566

For the purpose of :-

**Appointment of Senior Employee - Executive Manager Economic Development and  
Community Services and all matters related  
thereto**

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Yours sincerely

(Sign)

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(Print Name)

Cr M McKeown  
**Shire President – Shire of Toodyay**