



# MEMORANDUM

**MEMO TO:** Chief Executive Officer  
**FROM:** Shire President  
**DATE:** 5 September 2025  
**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 as follows:

**Date:** 20 October 2025

**Time:** 5.30 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:-

The election of the positions of the Shire President and Deputy Shire President

Yours sincerely

(Sign)

(Print Name)

MICHAEL V MCKEWIN

Shire President – Shire of Toodyay