

MEMORANDUM

Administration Centre

MEMO TO: Chief Executive Officer

15 Fiennes Street
PO Box 96
TOODYAY WA 6566

FROM: Shire President

DATE: 09 January 2026

T (08) 9574 9300

F (08) 9574 2158

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: Thursday, 15 January 2026

Time: 4:00 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:-

- Acceptance of the Annual Report, including the Audited Financial Statements.
- Setting a date and time of the Annual Electors Meeting
- Significant Matters raised in the 2024-2025 Financial Audit

Yours sincerely,

(Sign)



(Print Name)



Shire President – Shire of Toodyay