## **MEMORANDUM**

(Print Name)



Administration Centre MEMO TO: Chief Executive Officer 15 Fiennes Street FROM: Shire President PO Box 96 TOODYAY WA 6566 15 December 2020 DATE: T (08) 9574 9300 F (08) 9574 2158 FILE NO: MTG8 E records@toodyay.wa.gov.au SUBJECT: W www.toodyay.wa.gov.au 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: 22 December 2020 Date: 4pm Time: Venue: Council Chambers, Shire of Toodyay Administration Centre, 15 Fiennes Street, Toodyay WA 6566 For the purpose of :-Consider the outcomes of the CEO Yours sincerely (Sign)

Shire President - Shire of Toodyay