



# MEMORANDUM

**MEMO TO:** Chief Executive Officer  
**FROM:** Shire President  
**DATE:** 23 / 08 / 23  
**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 in the Council Chambers, 15 Fiennes Street, Toodyay as follows:

**Date:** 28 / 08 / 23

**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:-

**Adoption of the Annual Budget 2023/2024 and**

**all matters related thereto.**

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Yours sincerely

(Sign)

(Print Name)

ROSEMARY MADACS

**Shire President – Shire of Toodyay**