

Community Information

Office Open Hours

Monday - Friday 8.30am - 4.00pm
Staff can be contacted by phone between 8am - 5pm

Licensing Payments

All licensing payments are to be made in person at the Shire of Lake Grace Administration office, 1 Bishop Street, Lake Grace, (please phone ahead to confirm availability)

Monday to Friday from 8:30am to 4:00pm

As an agency, we process the majority of transactions including: renewals, transfers, number plate orders, boat registration renewals and new licence applications.

With every transaction we perform, we try to offer the best service possible.

We do ask all licensing customers to be considerate, even though we are aware of people being 'locals' it does not exempt us from following the rules set by the Department of Transport.

Driving Assessor

The Practical Driving Assessor (PDA) will be at the Shire of Lake Grace Office on:

Friday - 6 April

Friday - 5 May (to be confirmed)

Bookings are essential for all Practical Driver's Licence Assessments and we advise booking in advance as there is often a waiting list.

All bookings to be made at the Shire office on 9890 2500 until further notice.

Lake Grace has one assessment day each month held on the first Friday of the month. For more information go to: www.transport.wa.gov.au.

Libraries

Lake Grace Public Library School Place Absolon St
Monday - Friday 9am - 5pm
Closed for lunch 12.30 - 1pm

Newdegate Public Library Collier St
Monday - Thursday 8.30am - 4.30pm
Closed for lunch 12noon - 1pm
Friday 9am - 2pm

Lake King Library Newdegate/Ravensthorpe Rd
Tuesday and Thursday 8.30am - 3.30pm

Lake Grace Swimming

Open: Wednesday to Monday 12noon - 6pm
Closed - Tuesday

Early morning swimming:

Monday, Wednesday and Friday from 5.30am - 7.00am

Changes will be advertised on the Shire Facebook page.

Building Surveyor

Building Surveyor, can be contacted through the Shire Office on 9890 2500 or email shire@lakegrace.wa.gov.au.

Town Planning & Building

The Shire's Town Planner consultant Joe Douglas, can be contacted via the Shire on 9890 2500 or email shire@lakegrace.wa.gov.au.

Environmental Health

The Shire's Environmental Health Officer, Brendon Gerrard. Can be contacted via the Shire on 9890 2500 or email shire@lakegrace.wa.gov.au.

Tip Times

Lake Grace

Monday & Wednesday 9am - 2pm
Saturday & Sunday 9am - 4pm

Newdegate

Wednesday 9am - 1pm
Saturday 9am - 1pm

Lake King and Varley

Open every day

Recycling Services

Household Waste Collection is a weekly service and collected each Tuesday for Lake Grace, Newdegate, Lake King & Varley.

Recycling is a fortnightly service and alternates between Lake Grace and Newdegate. See below for the upcoming recycling collection dates.

Lake Grace	Newdegate
Tuesday 28 March	Tuesday 21 March
Tuesday 11 April	Tuesday 4 April

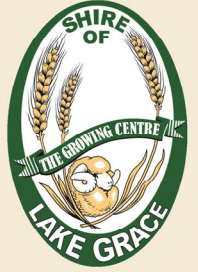
Please Note: There is no kerbside recycling collection service in Lake King or Varley.

The recycling bins are collected by Warren Blackwood Waste and transported to a recycling facility. If items which are not recyclable are found the content can't be recycled and the load will be directed to the landfill.

If an item is covered in food, it is not recyclable. Food is one of the worst contaminators in the recycling process. By using the yellow top recycling bin correctly you are contributing, in a combined community effort, to reduce the amount of rubbish that is directed to landfill facilities each year.

For more information on Waste Management visit the Shire's website www.lakegrace.wa.gov.au.

JOB OPPORTUNITY



Executive Assistant

Full Time—Lake Grace

The Shire of Lake Grace is currently seeking an experienced, self motivated and efficient Executive Assistant to join our Executive Services Team on a full time basis.

As the Executive Assistant, you will effectively manage all aspects of the office of the Chief Executive Officer and will provide confidential executive support, and administration services to our Executive Management Team and Elected Members.

You will liaise with our Elected Members, the general public and other staff members on behalf of the Chief Executive Officer and will be responsible for the preparation of Council and Committee meeting agendas, minutes, reports and other documents such as our Annual Report, Budget and newsletters.

You will also be responsible for providing high level governance support, including maintaining various manuals, registers and other official records.

Work Related Requirements;

- Highly developed interpersonal, organisational and written communication skills
- Comprehensive computer literacy and office procedure skills
- Well-developed knowledge and experience with end-to-end meeting management including the preparation of meeting agenda, taking minutes of meeting and distribution of documents in time

The successful candidate will need to demonstrate;

- Experience in administrative and executive support tasks
- Strong focus on customer service
- Ability to handle sensitive material with tact and strict confidentiality
- Ability to work unsupervised and display a willingness to take ownership of tasks
- Ability to set goals, prioritise and organise workload to meet deadlines

For further information or to obtain an application package, please contact
Deputy CEO—Mr. Chris Paget at the Shire of Lake Grace on:
tel: 9890 2500 or email: shire@lakegrace.wa.gov.au

The closing date for applications is 4.00pm on Friday 24 March 2023

The Shire of Lake Grace is an equal opportunity employer