

Temporary & Short Term Extended Trading Hours Policy

Objective

To establish guidelines as to when and where Temporary/Short Term Adjustments to Extended Trading Hours under the Retail Trading Act are to operate within the City of Albany and under what circumstances permission is to be sought from the Department of Commerce for Extended Trading Hours for General Retail Shops.

Policy Statement

Extended Trading Hours do not apply in the City of Albany except as detailed in this Policy.

During Peak Visitor times General retail will adhere to the following specific dates and times:

- 8.00 am – 9.00 pm Monday, Tuesday, Wednesday, Thursday and Friday
- 8.00 am – 5.00 pm Saturday
- 10.00 am – 5.00 pm Sunday
- 10.00 am – 5.00 pm Public holidays
- 12.00 pm – 5.00pm Anzac Day
- CLOSED – Christmas Day and Good Friday

Scope

This policy only applies to retailers defined as a General Retail Shop under the *Retail Trading Hours Act 1987 (WA)*.

Legislative and Strategic Context

This Council Policy directly relates to the following elements from the Community Strategic Plan and the Corporate Business Plan:

- **Theme: Smart Prosperous and Growing:** We will partner business and education providers to diversify our economy and establish a culture of learning to support and grow local employment.
- **Objectives:**
 - To strengthen our region's economic base.
 - To develop and promote Albany as a unique and sought after visitor destination.
- **Strategy:**
 - City Centre revitalisation resulting in increased activity.
 - Tourism destination and increase in visitor numbers.

Review Position and Date

To be reviewed if directed by Council resolution as no delegation has been provided by Council.

Definitions (Explanation of Key Terms):

- **Peak Visitor.** Summer school holiday period (1 December to 31 January inclusive), Easter Holidays (Easter Saturday to Easter Monday inclusive), public holiday long weekends, and public holidays excluding Christmas day and Good Friday.
- **Special Circumstances.** At other such times that there is expected to be an influx of people to the City at a time external to usual trading hours.

Document Approval			
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Chief Executive Officer		Chief Executive Officer	
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1.0	Manager Economic Development	Adoption Reference: OCM 17/03/2009 Report Item 12.8.2.	17/03/2009
2.0	Manager Tourism Development & Services	Adoption Reference: OCM 22/04/2015 Resolution ED014.	22/04/2014
3.0	Manager Tourism Development & Services	Adoption Reference: OCM July 2016, Resolution ED036. NP097724_5 (Version 3.0).	30/08/2016
4.0	MGR	Review Reference: OCM 23/05/2017 Resolution CCCS028. Synergy Ref: NP1767035.	20/06/2017
4.1	MGR	Amended: OCM July 2016, Resolution ED036. NP097724_5. Removed the following delegation: Delegated Authority: In Special Circumstances authority is given to the Chief Executive Officer to apply to the Minister for Commerce for additional extended trading hours.	03/05/2018
4.2	Chief Executive Officer	Amended to include revision of Policy by Council request	10/09/2019