

1.57 Temporary & Short-Term Extended Trading Hours Policy

Policy Owner	Executive Director Corporate & Commercial Services
Responsible Officer	*Manager Governance & Risk
Date of Approval	17/03/2009
Amended/Revised	25/06/2024

This Policy will be rescinded with affect: 1 February 2025

Reference: OCM 25/06/2024 Resolution CCS636

Noting: Albany's retail trading hours have been approved to be permanently extended

- Extended shopping hours approved for the City of Albany
- General retail shops will be allowed to open on Sundays and most public holidays
- Changes to take effect from 1 February 2025

From 1 February 2025, general retail shops in Albany will be allowed to open from 8am to 9pm on weekdays, 8am to 5pm on Saturdays, 10am to 5pm on Sundays, and on public holidays, excluding Christmas Day and Good Friday (when they must remain closed), and ANZAC Day, when they can open from 12pm until 5pm.

The Department of Mines, Industry Regulation and Safety oversees the enforcement of these regulations, ensuring compliance and addressing any issues that arise.

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.

Scope

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

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

Legislative and Strategic Context

Retail trading in Western Australia is administered under the [Retail Trading Hours Act 1987](#). This Act sets out the trading hours and rules for various categories of retail outlets, ensuring that businesses operate within regulated times¹².

Here are some key points:

- **General Retail Shops:** These shops have specific trading hours, typically from 8:00 AM to 9:00 PM on weekdays, 8:00 AM to 5:00 PM on Saturdays, and 11:00 AM to 5:00 PM on Sundays and public holidays. They are closed on ANZAC Day, Christmas Day, and Good Friday.
- **Small Retail Shops:** These shops can trade 24 hours a day, every day of the year, but must apply for a certificate to be classified as a small retail shop.
- **Special Retail Shops:** These shops, which sell emergency, convenience, or recreation goods, can trade between 6:00 AM and 11:30 PM every day of the year.
- **Filling Stations:** Service stations have deregulated trading hours but have restrictions on the range of non-petroleum goods they can sell outside general retail shop trading hours.
- **Motor Vehicle Shops:** These shops have specific trading hours, typically from 8:00 AM to 6:00 PM on weekdays

Review Position and Date

This policy will be rescinded on 1 February 2024, noting: The **Department of Mines, Industry Regulation and Safety** oversees the enforcement of these regulations, ensuring compliance and addressing any issues that arise.