WAPC OP2.4 – Planning for School Sites

FACT SHEET 1 – Pre-lodgement Structure Plan Referral

# Purpose of a structure plan

A structure plan provides a basis for zoning (including residential density) and subdivision of land. It also provides the framework for the coordinated provision of services, infrastructure, land use and development of an area.

# Significance of a structure plan to the Department of Education

A structure plan may impact on the future public school planning for a locality. It generally identifies planning elements including, but not limited to, the anticipated dwelling yield, road and community infrastructure, utility provision and physical or environmental site conditions. These demands are critical to informing the requirement for a public school and the adequacy, location and suitability of the public school site.

Additionally, a structure plan can also often provide a basis for developer contribution arrangements as part of future subdivision stages or development.

# Structure plan process

The [*Planning and Development (Local Planning Schemes) Regulations 2015*](https://www.dplh.wa.gov.au/lpsregs) outline the requirements and procedures to follow to prepare a structure plan.

Of particular significance, the Western Australian Planning Commission’s (WAPC) Operational Policy 2.4 – Planning for School Sites (OP 2.4) requires proponents to seek early consultation with the Department of Education (Department) during the preparation of a structure plan. Early consultation will assist in securing adequate and suitably sized and located school sites, and consideration for co-location with other community facilities. In addition, it provides the opportunity for the Department to seek technical advice from other relevant government agencies on matters, which may impact on the delivery of public school sites and the broader planning of the locality including, but not limited to, safe active street design, public transport routes, and infrastructure and utility provision.

A proponent is required to demonstrate that they have engaged with the Department early in the planning process and to provide formal evidence of that engagement (e.g. letter from Department of Education) when the structure plan is lodged formally with the local government or WAPC.

# Types of structure plans which require pre-lodgement referral

All types of structure plans and amendments that propose residential development including those where school sites are not identified or proposed to be modified are required to be referred to the Department.

It is essential that the Department and WAPC are aware of broader land use planning and surrounding structure plan and subdivision proposals which may impact current and future school site planning.

# Information to be submitted to the Department

The proponent is to submit the following information to the Department as part of the pre-lodgement referral:

* A structure plan including the planning report;
* If applicable, an approved district structure plan associated with the proposed local structure plan;
* Supporting technical reports which include, but not limited to:
  + landform and topographic contour map;
  + flora and fauna survey and mapping;
  + hydrological and geotechnical investigation;
  + heritage and environmental including any operational buffer areas;
  + bushfire prone areas and Bushfire Attack Level (BAL) contour map; and
  + traffic impact assessment.

It is acknowledged that a full suite of final technical reports may not be available at the pre-lodgement stage. The Department will review structure plan proposals at a broader level based on the best available information provided, with more detailed assessment undertaken at the formal public consultation stage.

It should be noted that all structure plans proposing a future primary school sites may require the allocation of an additional 2,500m2 for long day care services on site.

# Timeframe for pre-lodgement referral assessment

The Department is cognisant of not unduly delaying proposals in the engagement phase and will seek to ensure that responses to pre-lodgement consultation will occur in a reasonable timeframe. The assessment of complex proposals may take up to four weeks.

Following the assessment, the Department will provide a formal letter to the proponent acknowledging that the proposal has been reviewed by the Department, including any matters and/or feedback which have been identified during the assessment.

# Further information

For more information on the pre-lodgement structure plan referral process, please email your enquiries to [Landplanning@education.wa.edu.au](mailto:Landplanning@education.wa.edu.au)

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| Disclaimer |
| This Fact Sheet is prepared by the Department of Education to provide general guidance for developers, landowners and proponents on the pre-lodgement structure plan referral process based on the provisions of the Western Australian Planning Commission’s Operational Policy 2.4 – Planning for school sites (OP 2.4). Should there be any inconsistency between this Fact Sheet and the OP 2.4, the OP 2.4 shall prevail.  Any representation, statement, opinion or advice expressed or implied in this publication is made in good faith and on the basis that the government, its employees and agents are not liable for any damage or loss whatsoever which may occur as a result of action taken or not taken, as the case may be, in respect of any representation, statement, opinion or advice referred to herein. Professional advice should be obtained before applying the information contained in this fact sheet to particular circumstances. |