

Financial Management – Payments

Introduction

Applicable fees and charges are determined during the 'Verification' phase of the development application lifecycle for each consent that is required to complete the assessment of the development application. Additional fees and charges may also be identified at any stage during the assessment process.

At each point in the process where fees and charges are identified, a Fee Advice (Appendix 1) will be generated and stored in the document store for the development application, with a notification sent to the Fee Advice Contact.

The process of paying the requisite fees and charges is extremely important in the development application lifecycle. It is this step that will change the status of the development application from 'submitted' to 'lodged' and where it can then begin the assessment phase of the process. An application cannot be assessed without completion of the payment step.

Payment of fee advices raised under the Development Application Processing (DAP) System will be able to be undertaken in various forms including on the new online Portal, over the counter at local councils or via DPTI direct (in special circumstances).

Over the counter transactions in councils

- Applicants may choose to pay their development application fees and charges in person at the front counter of the council. Fees can only be paid at an office of the council for the development location. Accepting payments at the front counter will be at the discretion of each council.
- Taking payments over the counter at a council office will be a two-step process:
 1. Receipting payment into the local council receipting systems
 2. Updating the DAP to mark the development application as paid.
- The council may receive the funds by means of their choosing, including by credit card, cheque, cash or EFT. The payment will be receipted into the council's own financial system, and the funds banked into the council's own bank account. Prior to receipting monies, it would be advisable to check the DAP to ensure the fee advice hasn't already been paid.
- It is imperative that the DAP is then updated to reflect the payment made for a development application. This will involve recording a reference from the council finance system for the payment received, which can be used as a cross-reference if required at a later date. If the DAP is not updated to a status of 'Paid', the application cannot progress from a status of 'Submitted' to 'Lodged' and will therefore not be assessed.

- All monies collected by councils, including any development application (DPTI Fees) or Referral Agency fees **will be retained by councils (step 5 in Appendix 2)**, with any adjustments for payments due to DPTI/Referral Agencies to be managed through the **Net Disbursement process (step 8 in Appendix 2)**.
- **All monies collected by council remain with council** unless the Net Disbursement falls in to a negative position (where council owes DPTI monies for their fees in excess of fees DPTI is to pay councils). In the event that this occurs, DPTI will invoice councils on a quarterly basis to retrieve the balance of those funds to be returned to DPTI (step 12 in Appendix 2).
- *IMPORTANT TO NOTE: Credit Card/Debit Card payments cannot be entered into DAP by a council officer as an online transaction on behalf of the applicant as this would be a breach of Payment Card Industry Rules and will have implications for council's/DPTI's PCIDSS compliance.*
- *IMPORTANT TO NOTE: Self-Service options within council premises are also not to be provided as they breach the same Payment Card Industry Rules and have implications for council's/DPTI's PCIDSS compliance. Transactions should be completed over the counter or online at another premises rather than on council premises in a kiosk type arrangement. For Self-Service options, customers should be guided to the online method of submitting and paying for a development application.*

End of day

- For those processing payments, reports will be available for the end of the day process. This will include the details of the day's transactions for completion of till management.


Online transactions

- The DAP provides the ability to pay the applicable fees and charges online, using the Commonwealth Bank's BPoint payment gateway. This is the preferred payment method.
- An applicant may log into the DAP and pay their respective fees and charges using their payment card. Once a payment transaction is complete, the BPoint page can be closed and the applicant can return to their development application.
- BPoint will automatically return a message to DAP informing that the transaction was successful and that the required fees have been paid. This will automatically mark the development application as paid and change the status from 'Submitted' to 'Lodged' so that the assessment process can begin.

Dishonoured payments

- Should a council elect to accept cheques as a payment method for development applications, there is a risk that the cheque will subsequently be dishonoured. Council may elect to hold off on marking the development application as paid until the cheque has cleared.
- If an alternative method of payment is not made for that dishonoured cheque then the council will be out of pocket by the amount of fees collected for DPTI and Referral Agencies on that application and will need to seek adjustments with DPTI via alternative means. This is because the payment previously made and recognised in DAP as paid, would have been adjusted in the Net Disbursement process. Refer to the Disbursements Fact Sheet for further information.

Appendix 1 – Fee advice



PlanSA

Invoice Contact:
Joe Doe
134 Somewhere St
Adelaide SA 5000

For enquiries, please contact:
City of Adelaide
City of Adelaide
1 Fake Address
Adelaide SA 5000
08888888

Fee Advice

Application number: 689
Fee Advice No: 636
Fee Advice Date: 30 Jul 2019


Nature of development:
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Description of Supply	Amount	GST	GST inc.
Land Division Assessment Fee	\$160.00	\$16.00	\$176.00
Land Division Certificate	\$50.00	\$5.00	\$55.00
Land Division SPC Consultation Report Fee	\$210.00	\$21.00	\$231.00
Land Division Statement of Requirements Fee	\$430.00	\$43.00	\$473.00
Totals	\$850.00	\$85.00	\$935.00

Fee Payment

Fees can be paid online at
www.sapanningportal.sa.gov.au
or over the counter at the location council


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Government of South Australia
Department of Planning,
Transport and Infrastructure

PlanSA
plan.sa.gov.au
ABN 92 366 288 135

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Government of South Australia
Attorney-General's Department

Appendix 2 – Payment Flows

