



DAP Members – Personal Details Advice

Guidelines

1. Complete the form;
2. Attach Ministerial Appointment, Tax File Number Declaration Form and Superannuation Standard Choice Form; and
3. Submit to daps@dplh.wa.gov.au.

Personal Details						
Title		Full Name				
Address					Post Code	
Telephone		Mobile		Email		
Postal Address					Post Code	
Date of Birth		Gender	☐ Male ☐ Female	Australian Resident	☐ Yes ☐ No	
Current Employment Details						
Company Name						
Position Title						
Public Sector Employees: Full time Public Sector Employees are not eligible for the payment of sitting fees. Should your employment capacity change from either casual or part-time to full time, you must notify the Department of Planning, Lands and Heritage immediately as you will no longer be eligible for the payment of sitting fees.						
Are you a current member of the WA Public Sector employee?	☐ Yes ☐ No			If Yes, please complete the following details:		
Date of commencement	___/___/___			Date of Permanency	___/___/___	
Capacity	☐ Full time ☐ Part time ☐ Casual					
Please specify the Agency in which you are employed:						
Bank Details (Note your pay can be split between a number of accounts)						
Bank Name		BSB		Account #		
Account Name				☐ Balance of pay OR	Amount \$	
Superannuation: (Please complete a Superannuation (super) standard choice form and submit it with this form)						
Name of fund						
If you have nominated a self-managed super fund (SMSF), you must provide an Electronic Service Address (ESA):						
Electronic Service Address						
Emergency Contact Details						
Name						
Address					Post Code	
Telephone		Mobile		Relationship		
Authorisation						
Signature				Date	___/___/___	



DAP Use Only			
DAP to be appointed to			
Membership Start Date	____/____/____	End Date	____/____/____
Cost Centre for payment			

Payroll Use Only			
Position number to be appointed to			
Employee Number			
Load sheet completed ☐	Signature		Date ____/____/____