

DAP Members – Personal Details Advice

Please complete the form and submit to daps@dplh.wa.gov.au.

☐ I confirm I have read and understood the contents of the [collection notice](#).

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	
Are you Aboriginal or Torres Strait Islander	☐ Yes ☐ No ☐ Prefer not to Disclose						
Language spoken at home:							

CURRENT EMPLOYMENT DETAILS		
Company Name		
Position Title		
Public Sector Employees: Full time Public Sector Employees are not eligible for the payment of sitting fees as per the Premier's Circular 2025/15 – State Government Boards and Committees. Should your employment capacity change from either casual or part-time to full time, you must notify the DAP Secretariat 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:
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 No.	
Account Name					
Salary Sacrificing:	☐ Yes ☐ No		Percentage <u>or</u> amount to be sacrificed:	\$	
Note: You can split payments between multiple accounts. Contact DAP Secretariat for assistance.					

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

Position number to be appointed to:

Attach Copy of Ministerial Appointment Letter:

☐ Yes ☐ No ☐ N/A

PAYROLL USE ONLY

Employee Number

Position Number to be appointed to:

Job Number:

Load sheet completed ☐

Signature

Date

Collection notice for DAP Member Personal Advice Form

Who is collecting your personal information?	Your personal information is being collected by the Development Assessment Panels on behalf of the Department of Planning, Lands and Heritage. Contact us 140 William Street Perth WA 6000 Phone: (08) 6551 8002 Email: info@dplh.wa.gov.au
Authority for collection	<i>Planning and Development Act 2005</i> <i>Planning and Development (Development Assessment Panels) Regulations 2011</i> State Government Boards and Committees - Premier's Circular 2025/15
Why are we collecting your personal information?	We collect your personal information for the purposes of providing remuneration for meeting or training attendance.
Secondary purposes	Personal information collected including name, DAP Member position and combined annual income will be compiled and included in the Department's Annual Report. We will seek your consent to use your personal information for any secondary purpose that is not outlined in this notice.
What would happen if we do not collect your personal information?	You will be unable to receive remuneration for the applicable sitting or training fees.
Who will we disclose your personal information to?	The Department may share information with: 1. Minister for Planning 2. Department of Planning, Lands and Heritage 3. Members of the public Personal information collected including name, DAP Member position and combined annual income will be compiled and included in the Department's Annual Report.
Access to and correction of your personal information	Our Privacy Policy contains information about how you may access and seek correction of personal information about you that is held by us. In some cases, requests for access or correction will be handled in accordance with the <i>Freedom of Information Act 1992</i>.
Privacy complaints	We treat complaints seriously and endeavour to resolve them promptly and fairly. Our Privacy Policy explains how you can make a privacy complaint, and the Department's complaint review process is detailed in our Complaints and Feedback Policy. If you require further information, please email info@dplh.wa.gov.au.