

Terms of Reference

Superannuation Data Standard Technical Group

The Arrangements

The ATO consultation arrangements include three components incorporating stewardship committees, stakeholder relationship and management groups, and technical and special purpose consultation groups.

The Superannuation Data Standard Technical Group falls under the technical and special purpose consultation group structure and is supported by the [ATO consultation protocol](#).

Purpose

The purpose of the Superannuation Data Standard Technical Group is to provide recommendations to the ATO and industry which assist in managing the technical and change aspects of the data standard in alignment with superannuation law. The ATO will seek to resolve key issues identified by the Superannuation industry which are pertinent to continuous improvement of the superannuation system. This will involve active management of high priority issues and have a defined formal process for evaluation and escalation of issues and risks to the Superannuation System Reference Group.

Scope

The Superannuation Data Standard Technical Group will be responsible for:

- > Interpretation of the Standard, including defining allowable implementations within the constraints of the Standard as defined by law
- > Elaboration of common technical or business practices within the Standard framework which would assist in driving efficiency and inter-operability
- > Assessment of the merits and potential impact, timing and cost of changes to the Standard
- > Providing advice on any other specific matters referred to it by the Superannuation System Reference Group (SSRG), Super consultative groups or the ATO.

Membership

Members of the Superannuation Data Standard Technical Group will be selected by the ATO for a period of up to two years.

Members will be representative of stakeholders across the superannuation industry and have a capacity and willingness to be a conduit for peers in their industry or market segment to provide input or receive feedback.

Members are expected to engage in constructive discussion and have a high level of personal and professional integrity, work together in a collegiate manner and bring a broad perspective to issues, rather than solely that of a particular stakeholder community.

If a member fails to meet the expectations, the Chair has the discretion to remove the member from a meeting or from the group.

Members will be required to meet their own costs of attending meetings and contributing to the work of the Superannuation Data Standard Technical Group.

Members will not be paid consultancy or sitting fees.

Membership is as follows:

Member Name	Organisation
Larissa Evans	Assistant Commissioner, Engagement & Support Fund Services - Australian Taxation Office
Shane Moore	Australian Taxation Office
Joe Maxymenko	Australian Taxation Office
Sharna Maltman	Australian Taxation Office
Sangitha Sivayogaraj	Australian Taxation Office
Aimee Peak	Australian Taxation Office (secretariat)
Paul Larsen	ASFA
David Delaney	ANZ
Michael Vernik	BravuraSolutions
John Kennedy	CBA Group
Philip Boadi	Class Limited
Tristan Herbert	CSC
Yong Zhang	GBST
Michelle Bower	GNGB
Jamie Hancock	IFF/Australian Payroll Association
Damian Eley	Intunity/PWC
David Ams	IRESS
Matt Rea	Link Group
David Kerr	NAB
Brett Hillier	Suncorp
Stephen Milburn	Sunsuper
Fraser Cooper-Southam	Superchoice
Grant Doherty	Westpac

General Operation of the Group

Responsibilities of the Chair

The Australian Taxation Office Assistant Commissioner for the Engagement & Support - Fund Services branch will be responsible for chairing the forum.

The Chair will be responsible for finalising the agenda (in collaboration with the Secretariat) and identifying any agenda items involving substantive matters for decision or potential changes.

Responsibilities of members

Members will be able to nominate one delegate to attend meetings of the Superannuation Data Standard Technical Group in their absence, although this should occur only in exceptional circumstances.

Decision-making

Decisions of the group will generally be considered authoritative, unless the Superannuation Data Standard Technical Group Chair determines that a matter should be referred to the SSRG or other consultative group for review.

Decisions will be by consensus wherever possible, but will be recorded as being made in the affirmative if seventy five per cent of members are in agreement.

Dissenting views are to be recorded along with the reason if requested by a member.

Frequency and format of meetings

The Superannuation Data Standard Technical Group will meet bi-monthly. Meetings may be held out of session at the discretion of the Chair or more frequently if required.

Meetings will be conducted via the use of telepresence or teleconference facilities.

Guest participants may be invited to contribute to meetings as required at the request of the Chair to provide subject matter expertise.

External communication

Members of the Superannuation Data Standard Technical Group are not authorised to make public statements or announcements on information and materials obtained as a result of their membership of the Superannuation Data Standard Technical Group that are designated as confidential, or which they ought reasonably to know are confidential, without the prior written approval of the Chair.

Key communication messages will be made available to members of the group after each meeting.

Members seeking to prepare communication products that incorporate sensitive content obtained through discussions of the group are to liaise with the Secretariat prior to the communication being issued.

Conflict of interest and roles procedures

Conflicts of interest and conflicts of roles are to be declared by members as soon as they arise.

The Chair is responsible for determining the appropriate course of action for dealing with specific conflicts of interest. Appropriate action may include, but is not limited to, excusing a member during particular discussions/ agenda items.

Secretariat

The Superannuation Data Standard Technical Group secretariat support will be provided by the Engagement & Support, Fund Services branch within the ATO. The Secretariat will be responsible for the preparation and circulation of relevant papers including agendas and minutes and can be contacted via FSEGovernance@ato.gov.au