



Your Future, Your Super Working Group

Terms of Reference

1. Context

The Your Future, Your Super (YFYS) working group is a key engagement between the Australian Taxation Office (ATO), Digital Service Providers (DSPs) and Industry partners to develop a new service to support the proposed super reforms. Representatives will help co-design a new wholesale solution for the employer superannuation account stapling service.

2. Purpose

The purpose of the YSYF working group is to:

- Shape and influence ATO thinking and industry implementation through members collective knowledge and experience.
- Identify, assess and make recommendations:
 - on potential issues that may inhibit achievement of the Government's YFYS commitment.
 - of innovation that may assist in further operational efficiencies being achieved as part of a wholesale solution.
 - for delivery of an effective and efficient client experience using software.

3. Membership

Membership of the Your Future, Your Super working group is made up of representatives from Payroll Digital Service Providers and Industry Partners.

Membership is guided by the ATO Consultation Protocol.

3.1 Expectations of Members

All participants in these consultations will:

- Actively participate and share expertise.
- Engage in good faith and a transparent manner, demonstrating mutual respect for the expertise, contributions and role of other participants.
- Work together to bring a broad perspective to issues.
- Engage in constructive and open discussions to contribute to the effectiveness of the group in meeting its purpose.

- Work with the chair to identify top priorities and progress any action items assigned to them.

Members must not use their membership for commercial advantage, including marketing or access to privileged information. Each person who represents an organisation in the group is responsible for making their organisation aware of the responsibilities associated with membership of the group.

4. Operations

4.1 Roles

Chair

The role of the Chair will be filled by the Digital Partnership Office, Australian Taxation Office.

The chair will be responsible for (and supported by the secretariat):

- Ensuring that participants are aware of, and adhere to, the protocols of participation described in this Terms of Reference.
- Approving the agenda and any associated documentation.
- Facilitating open and constructive discussion.
- Documenting all relevant discussions, advice, and action points.
- Ensuring the relevant subject matter experts are available to support the outcomes of the working group.

Secretariat

The Secretariat function for the committee will be conducted by the Digital Partnership Office.

The secretariat can be contacted via DPO@ato.gov.au and is responsible for:

- Scheduling meetings, preparing and distributing agendas and relevant papers.
- Ensuring outcomes are kept, records maintained and progress of action items are tracked
- Requesting updates to the Software Developers website and DSP Newsletter communications, and
- Supporting the Chair in the activities noted above.

5. Frequency and timing of meetings

Meetings are proposed to be held weekly initially (for 2-3 weeks), with additional meeting/s to be held ad-hoc to validate design and documentation. Meetings will be held via Webinar.