



Digital Service Provider Phase 2 Transition Group

Terms of Reference

1. Context

The Digital Service Provider (DSP) Phase 2 Transition Group is a key engagement between the Australian Taxation Office (ATO) and DSP's to shape, influence and support the implementation of Single Touch Payroll (STP) Phase 2.

2. Purpose

The purpose of the DSP Phase 2 Transition Group is to:

- Provide leadership across industry on the transition to STP Phase 2 reporting.
- Shape and influence ATO thinking and industry implementation through members collective knowledge and experience.
- Identify, assess and make recommendations:
 - on issues that may inhibit achievement of the Government's STP Phase 2 commitment.
 - related to innovations that may assist in further operational efficiencies being achieved as part of STP Phase 2.
 - for delivery of an effective and efficient client experience using STP software.

3. Membership

Membership of the Digital Service Provider Phase 2 Transition Group is made up of representatives from various Digital Service Providers.

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.
- Approve 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*

Meeting schedule to be advised and to be held via Webinar.