



STP Parent Adjustment Working Group

Terms of Reference

1. Context

The STP parent adjustment working group supports engagement between the Australian Taxation Office (ATO) and a small group of DSPs nominated to co-design parent form adjustments the STP program of work.

2. Purpose

The purpose of the working group is to:

- Provide DSPs with a forum to discuss design considerations for adjusting previously reported employer information via STP and
- To explore potential solutions to adjusting previously reported employer information to support DSPs and their clients.

3. Membership

The working group has membership from a range of Digital Service Providers representing both STP, and accounting solution providers and includes representation from ABSIA and the payroll industry.

Membership is guided by the ATO Consultation Protocol.

3.1 Expectations of Members

All participants in these consultations will:

- 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.

Each person who represents a company or organisation on the group is responsible for making their company or organisation aware of the responsibilities associated with membership of the group. Members will be able to nominate one delegate to attend meetings in their absence, although this should occur only in exceptional circumstances and the Secretariat should be advised of any changes prior to the meeting date.

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.

Secretariat

The Secretariat function for the committee will be conducted by the Australian Tax Office (ATO).

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.
- Supporting the Chair in the activities noted above.

5. *Frequency and timing of meetings*

Meetings will be scheduled on an ad hoc basis as required and to be held via Webinar.