

## Agenda

Title: Single Touch Payroll Change Management Readiness Working Group #2

Issue date: 14 December 2016

Venue: Teleconference only 1800 857 853 / 674498#

Event date: 16 December 2016 Start: 10:30am Finish: 11:30am

Chair: Paula Crowe

Contact Kate Hendrie Contact phone: 02 4725 7290

Attendees: Amanda Gascoigne, Gascoigne Consulting

Angela Lehman, ADP Payroll Solutions

David Wilson, MYOB

Deanne Windsor, Australian Business Software Industry Association (ABSIA)

Hans Van Daatselaar, Affiliation of Superannuation Practitioners

Jamie Hancock, Australian Payroll Association Jason Low, Association of Payroll Services

Josef Bobinac, Australian Business Software Industry Association (ABSIA)

Martin Etherington, Xero

Matthew Addison, Institute of Certified Bookkeepers

Peter Strong, Council of Small Business Australia (COSBOA)

Michael Karavas, Acting Assistant Commissioner, Single Touch Payroll Program Lead -

ATO

Paula Crowe, Governance, Administration and Change Management Director, Single

Touch Payroll - ATO

Francis Cheng, Change Management Assistant Director, Single Touch Payroll - ATO

Kate Hendrie, Change Management, Single Touch Payroll - ATO

David Newton, People Change Management, Single Touch Payroll - ATO

Anna Ryan, Communications, Single Touch Payroll - ATO

Marilena Bressan, Client Engagement - ATO

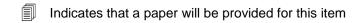
Apologies: Jasmina Cahill, SuperChoice

Julie Chan, Chamber of Commerce and Industry

Maree Ascher, Acting Stakeholder Engagement Assistant Director, Single Touch Payroll -

ATO

Item	Time	Торіс	Purpose	Presented by
1	10:30 to 10:35	Welcome	Information	Paula Crowe
2	10.35 to 10:55	STP Draft Communications Narrative	Discussion	All
3 🗐	10:55 to 11:10	STP Draft Key messages for audience groups	Discussion	All
4	11:10 to 11:25	<ul><li>STP Stakeholder categories</li><li>Appropriate categories/groupings</li><li>Additional categories required</li></ul>	Discussion	All
5	11:25 to 11:30	Review and discuss future meetings	Discussion	All
		CLOSE		



NOTE: The next Change Management Readiness Working Group meeting will be held on Friday 13 January 2017.