







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:	<p>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)</p> <p>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</p>
Apologies:	<p>Jasmina Cahill, SuperChoice Julie Chan, Chamber of Commerce and Industry Maree Ascher, Acting Stakeholder Engagement Assistant Director, Single Touch Payroll - ATO</p>

Item	Time	Topic	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	STP Stakeholder categories <ul style="list-style-type: none"> • Appropriate categories/groupings • Additional categories required 	Discussion	All
5	11:25 to 11:30	Review and discuss future meetings	Discussion	All
CLOSE				

 Indicates that a paper will be provided for this item

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