



## Agenda




<b>Title:</b>	Single Touch Payroll Readiness Working Group #4		
<b>Issue date:</b>	7 February 2017		
<b>Venue:</b>	Telepresence; Canberra ATO Office – N1.13 Sydney CBD ATO Office – L15.714 Penrith ATO Office – L4.701 Brisbane CBD ATO Office – L7.08 Melbourne CBD ATO Office – L15.706 Box Hill ATO Office – L12.701  Teleconference: TBC		
<b>Event date:</b>	10 February 2017	<b>Start:</b> 13:00	<b>Finish:</b> 14:20

<b>Chair:</b>	Nicola Black		
<b>Contact</b>	Francis Cheng	<b>Contact phone:</b>	0434 569 475


<b>Attendees:</b>	Amanda Gascoigne, Gascoigne Consulting Angela Lehmann, ADP Payroll Solutions Chris Denney, SuperChoice David Wilson, MYOB Deanne Windsor, Australian Business Software Industry Association (ABSIA) Jamie Hancock, Australian Payroll Association Josef Bobinac, Australian Business Software Industry Association (ABSIA) Julie Chan, Chamber of Commerce and Industry Martin Etherington, Xero Matthew Addison, Institute of Certified Bookkeepers Peter Strong, Council of Small Business Australia (COSBOA)  John Shepherd, Assistant Commissioner, Single Touch Payroll Program Lead - ATO Nicola Black, Director, Single Touch Payroll - ATO Lainie Alexander, Stakeholder Engagement Director, Single Touch Payroll - ATO Anna Ryan, Communications, Single Touch Payroll - ATO
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Shiona March, People Change Management Director, Single Touch Payroll - ATO  
 Marilena Bressan, Client Engagement – ATO  
 Francis Cheng, Change Management Assistant Director, Single Touch Payroll - ATO  
 Kate Hendrie, Change Management, Single Touch Payroll - ATO

**Apologies:** Jason Low, The Association for Payroll Specialists  
 Maree Ascher, Stakeholder Engagement Assistant Director, Single Touch Payroll – ATO  
 Paula Crowe, Governance, Administration and Change Management Director, Single Touch Payroll – ATO  
 Hans Van Daatselaar, Affiliation of Superannuation Practitioners

Item	Time	Topic	Purpose	Presented by
1	13:00 to 13:05	Welcome	Information	Nicola Black
2 	13:05 to 13:15	Review of previous action items	Discussion	All
3	13:15 to 13:30	STP Advisory Group Out of Session debrief	Discussion	Michael Karavas
4 	13:30 to 13:50	Stakeholder Engagement Strategy and Transition Framework – Feedback discussion	Discussion	Lainie Alexander
5 	13:50 to 14:10	Communications Information Pack and Narrative – Feedback discussion	Discussion	Anna Ryan
6	14:10 to 14:20	Review and discuss further meetings	Discussion	All

CLOSE

 Indicates that a paper will be provided for this item

NOTE: The next Readiness Working Group meeting will be held on Friday 9 March 2017.