



## Agenda

<b>Title:</b>	Single Touch Payroll Readiness Working Group		
<b>Issue date:</b>	7 March 2017		
<b>Venue:</b>	<b>WebEx</b> Link: <a href="#">Join WebEx meeting</a> Dial: 1800 888 453 Meeting number (access code): 577 086 054 Meeting password: cFMaczMm@2		
<b>Event date:</b>	9 March 2017	<b>Start:</b> 10:00	<b>Finish:</b> 13:00





<b>Chair:</b>	Paula Crowe		
<b>Contact</b>	Kate Hendrie	<b>Contact phone:</b>	02 4725 7290

<b>Attendees:</b>	<p>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 Jason Low, The Association for Payroll Specialists Josef Bobinac, Australian Business Software Industry Association (ABSIA) Julie Chan, Chamber of Commerce and Industry Martin Etherington, Xero</p> <p>Paula Crowe, Governance, Administration and Change Management Director, Single Touch Payroll - ATO Michael Karavas, Director, Program Design, Single Touch Payroll - ATO Nicole Williams – Readiness Management, Single Touch Payroll, Accenture Lainie Alexander, Stakeholder Engagement Director, Single Touch Payroll - ATO Anna Ryan, Communications, Single Touch Payroll - ATO Susan Weston, People Change Management, Single Touch Payroll - ATO Marilena Bressan, Client Engagement – ATO Francis Cheng, Change Management Assistant Director, Single Touch Payroll - ATO</p>
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Kate Hendrie, Change Management, Single Touch Payroll - ATO  
 Jacqui Marchment – Director, Software Industry Partnership Office - ATO  
 Shiona March, Director, People Change Management, Single Touch Payroll - ATO  
 Rachael Gordon, People Change Management, Single Touch Payroll - ATO

**Apologies:** John Shepherd, Assistant Commissioner, Single Touch Payroll Program Lead - ATO  
 Matthew Addison, Institute of Certified Bookkeepers

The outcome of this meeting is to unpack and obtain an understanding of Readiness from an internal and external perspective

Item	Time	Topic	Purpose	Presented by
1 	10:00 to 10:15	Welcome Review of previous minutes Review of Action items	Information	Paula Crowe
2 	10:15 to 10:30	Software Developer on-boarding and transition update	Discussion	Lainie Alexander
3 	10:30 to 11:30	Readiness unpacking <ul style="list-style-type: none"> <li>• What are the criteria?</li> <li>• What does it include?</li> <li>• What support is needed?</li> <li>• What are the deal breakers?</li> </ul>	Discussion	All
	<b>11:30 to 11:45</b>	<b>Morning Tea</b>		
4	11:45 to 12:15	Industry readiness <ul style="list-style-type: none"> <li>• What is industry hearing?</li> </ul>	Discussion	All
5 	12:15 to 12:45	Draft Single Touch Payroll Employer In/Out tool	Discussion	Paula Crowe
6	12:45 to 13:00	Other business <ul style="list-style-type: none"> <li>• Do we need to a deep dive?</li> <li>• Do we need to include employers and end users in the Readiness Working Group?</li> <li>• Further meetings</li> </ul>	Discussion	All
		CLOSE		

Item	Time	Topic	Purpose	Presented by
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 Indicates that a paper will be provided for this item

NOTE: *The next Readiness Working Group meeting will be held on Wednesday 5 April 2017.*