



Agenda


File ref:

Title:	Single Touch Payroll: Pay event Data Requirement Design Session		
Issue date:	13 February 2017		
Venue:	Australian Taxation Office, 52 Goulburn St, Sydney NSW L12.706 Conference Room Dial in: 1800 857 853 Access: 845 071		
Event date:	16 February 2017	Start: 9:30am AEDT	Finish: 12:00pm AEDT

Chair:	Michael Karavas, Australian Taxation Office		
Contact:	Katherine Colby	Contact phone:	(02) 422 32112

Attendees: names/section	Name	Organisation
	Michael Karavas	Australian Taxation Office
	Kim McCall	Australian Taxation Office
	Des Parker	Australian Taxation Office
	Shane Genford	Australian Taxation Office
	Niall Perry	Australian Taxation Office
	Camille Mules	Australian Taxation Office
	Michael Ferris	Australian Taxation Office
	Katherine Colby	Australian Taxation Office
	Josef Bobinac	ABSIA/Frontier Software
	Matthew Addison	Institute of Certified Bookkeepers
	Andrew Smith	MYOB
	Angela Lehmann	ADP
	Janice Aldinger	Sage Micropay
	Martin Etherington	Xero
	Deanne Windsor	ABSIA
	Brett Reed	ePayDay
	Matt Voce	SAP

**Apologies:
Name/Agency**

Item	Time	Topic	Presented by
1.	9:30 – 9:35	Welcome/Introduction – Expectations	Michael Karavas
2.	9.35 - 9.45	Outcomes <i>A shared understanding and agreement on a final list of data requirements for the pay event report</i>	Michael Karavas
3.	9.45 – 10.30	Review of data elements from TFN and withholding declarations used to calculate an employees withholding <i>This will include proposed Working Holiday Maker changes</i>	Kim McCall
4.	10:30 – 10:45	Morning tea	
5.	10:45 -11.50	Review of final data requirement including changes from December MST  <i>See tracked changes version of data requirements</i>	Kim McCall
5.	11:50 - 12:00	Next steps/Close	Michael Karavas