



# Agenda

<b>Title:</b>	Single Touch Payroll Readiness Working Group #10		
<b>Issue date:</b>	28 July 2017		
<b>Venue:</b>	WebEx		
<b>Event date:</b>	3 August 2017	<b>Start:</b> 1pm	<b>Finish:</b> 4pm
<b>Chair:</b>	Paula Crowe		
<b>Contact</b>	Tanya Collard	<b>Contact phone:</b>	02 9354 6626

<b>Attendees:</b>	Amanda Gascoigne, Gascoigne Consulting David Wilson, MYOB Hans Van Daatselaar, Affiliation of Superannuation Practitioners Jamie Hancock, Australian Payroll Association Jason Low, The Association for Payroll Specialists Josef Bobinac, Australian Business Software Industry Association (ABSIA) Martin Etherington, Xero Peter Strong, Council of Small Business Australia (COSBOA) Ray Waughman, Single Touch Matthew Addison, Institute of Certified Bookkeepers  Paula Crowe, Governance, Administration and Change Management Director, Single Touch Payroll - ATO Nicole Williams, Readiness Management, Single Touch Payroll, Accenture Lainie Alexander, Stakeholder Engagement Director, Single Touch Payroll - ATO Francis Cheng, Change Management, Single Touch Payroll - ATO Tanya Collard, Change Management, Single Touch Payroll - ATO Joe Maxymenko, Software Industry Partnership Office – ATO Rachael Gordon, People Change Management, Single Touch Payroll - ATO Anna Ryan, Communications, Single Touch Payroll - ATO
<b>Apologies:</b>	John Shepherd, Assistant Commissioner, Single Touch Payroll Program Lead – ATO Angela Lehmann, ADP Payroll Solutions Deanne Windsor, Australian Business Software Industry Association

(ABSIA)

Item	Time	Topic	Purpose	Presented by
1	01:00 to 01:10	Welcome <ul style="list-style-type: none"> <li>Update on limited release</li> </ul>	Information	Paula Crowe
2	01:10 to 01:50	Key Success Indicators <ul style="list-style-type: none"> <li>Update from RWG micro focus group</li> <li>Agree on final STP Key Success Indicators and associated metrics</li> </ul>	Discussion	Amanda Gascoigne
3	01:50 to 02:00	Readiness Criteria <ul style="list-style-type: none"> <li>Progress update from RWG micro focus group</li> </ul>	Discussion	Paula Crowe
4	02:00 to 02:10	Exemption/ deferral update	Discussion	Francis Cheng
	02:10 to 02:20	Break		
5	02:20 to 03:30	STP Program Focus Areas <ul style="list-style-type: none"> <li>Outcome: to develop a readiness work plan for each focus area</li> </ul>	Discussion	Paula Crowe
6	03:30 to 03:45	Stakeholder Engagement Update <ul style="list-style-type: none"> <li>Update of communications micro focus group</li> <li>Month View Calendar</li> </ul>	Discussion	Lainie Alexander
9	03:45 to 04:00	Other business <ul style="list-style-type: none"> <li>Accept prior minutes</li> <li>Action items update</li> <li>Industry update</li> <li>STP Advisory Group update</li> <li>Next meeting</li> </ul>	Discussion	All
		CLOSE		

 Indicates that a paper will be provided for this item

NOTE: The next Readiness Working Group meeting will be held on Monday 4 September 2017.

EXTERNAL  
**UNCLASSIFIED**