








# Agenda

<b>Title:</b>	Single Touch Payroll Readiness Working Group		
<b>Issue date:</b>	7 March 2018		
<b>Venue:</b>	WebEx		
<b>Event date:</b>	14 March 2018	<b>Start:</b> 10am	<b>Finish:</b> 1pm
<b>Chair:</b>	Lainie Alexander, Director Engagement and External Readiness, STP		
<b>Co-chair:</b>	Daren Glanville, Director Internal Business Readiness, STP		
<b>Contact</b>	Victoria Kelsey	<b>Contact phone:</b>	02 6216 4113
<b>Attendees:</b>	<p>Samantha Moorhead, ADP Payroll Solutions Jason Low, The Association for Payroll Specialists Deanne Windsor, Australian Business Software Industry Association (ABSIA) Jamie Hancock, Australian Payroll Association Christine Morris-Jones, Fast Track Amanda Gascoigne, Gascoigne Consulting Matthew Addison, Institute of Certified Bookkeepers Kitty Tsung, Lion Tanya Brock, Woolworths Susan Kotler, MYOB Chris Biddle, Qube Ray Waughman, Single Touch Chris Denney, SuperChoice Martin Etherington, Xero</p> <p>John Shepherd, Assistant Commissioner, Single Touch Payroll Program Lead – ATO Daren Glanville, Internal Business Readiness, Single Touch Payroll – ATO Lainie Alexander, Stakeholder Engagement, Single Touch Payroll – ATO Marilena Bressan, Client Engagement, Single Touch Payroll – ATO Anna Ryan, Communications, Single Touch Payroll – ATO Martin Mane, Digital Partnership Office (DPO) – ATO Luke Beaman, Digital Partnership Office (DPO) – ATO Donna Chapman, People Change Management, Single Touch Payroll – ATO</p> <p>Victoria Kelsey, Secretariat, Single Touch Payroll – ATO</p>		
<b>Guests</b>	Maree Ascher, Internal Business Readiness – ATO		
<b>Apologies:</b>			

Item	Time	Topic	Purpose	Presented by
1	10:00 to 10:10	Welcome	Information <i>Discussion</i>	Lainie Alexander Darren Glanville
2 	10:10 to 10:30	STP Status update	Noting <i>Discussion</i>	John Shepherd Lainie Alexander
3	10:30 to 11:30	'Word on the street' from Industry <ul style="list-style-type: none"> <li>Industry members to share insights into what they are hearing about STP</li> </ul>	Information <i>Verbal update</i>	Industry members
11:30 to 11:40		<i>BREAK</i>		
4 	11:40 to 12:20	STP Focus Area updates <ul style="list-style-type: none"> <li>Business Scenarios</li> <li>Operational Framework</li> <li>Deployment and Transition planning</li> <li>Communications Campaign</li> <li>Deferrals and exemptions</li> </ul>	Information <i>Discussion</i>	Lainie Alexander Daren Glanville Martin Mane Anna Ryan Maree Ascher
5 	12:20 to 12:45	Stakeholder Transition structure	Information <i>Discussion</i>	Lainie Alexander
6 	12:45 to 13:00	Other business <ul style="list-style-type: none"> <li>Accept previous minutes</li> <li>Action items update</li> </ul>	Information <i>Endorsement</i>	All
<i>CLOSE</i>				

 Indicates that a paper will be provided for this item

NOTE: The next Readiness Working Group meeting will be held on 11 April 2018.