









# Agenda

<b>Title:</b>	Single Touch Payroll Readiness Working Group	
<b>Issue date:</b>	31 May 2018	
<b>Venue:</b>	WebEx	
<b>Event date:</b>	6 June 2018	<b>Start:</b> 10am <b>Finish:</b> 1pm

<b>Chair:</b>	Lainie Alexander, Director Stakeholder Engagement and Transition, 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 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 Delrene Burton, Woolworths Ellen Tjahjana, MYOB Chris Biddle, Qube Ray Waughman, Single Touch Chris Denney, SuperChoice Martin Etherington, Xero Carla McNaughton, QLD Health</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 Ruth Larkings, Communications, Single Touch Payroll – ATO Kylie Johnston, 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>	
<b>Apologies:</b>	Anna Ryan, Communications, Single Touch Payroll – ATO

Item	Time	Topic	Purpose	Presented by
1	10:00 to 10:10 <i>10 mins</i>	Welcome	<i>Discussion</i>	Lainie Alexander Daren Glanville
2 	10:10 to 10:55 <i>45 mins</i>	STP Status update <ul style="list-style-type: none"> <li>▪ Dashboard report</li> </ul>	<i>Feedback</i>	Lainie Alexander Daren Glanville
3	10:55 to 11:35 <i>40 mins</i>	'Word on the street' <ul style="list-style-type: none"> <li>▪ Industry members to share insights into what they are hearing about STP</li> <li>▪ ATO members to share insights into what they are hearing about STP</li> </ul>	<i>Feedback</i>	Industry members Lainie Alexander
11:35 to 11:45		<i>BREAK</i>		
4 	11:45 to 12:20 <i>35 mins</i>	STP Focus Area updates <ul style="list-style-type: none"> <li>▪ DSP Progress – Operational Framework</li> <li>▪ Client Engagement</li> <li>▪ Industry Transition</li> </ul>	<i>Discussion</i>	Kylie Johnston Marilena Bressan Lainie Alexander
5 	12:20 to 12:35 <i>15 mins</i>	STP Communications Plan update <ul style="list-style-type: none"> <li>▪ STP Campaign Overview</li> </ul>	<i>Discussion</i>	Ruth Larkings
6 	12:35 to 12:50 <i>15 mins</i>	Update from Tailored Micro Solutions Focus Group Meetings	<i>Discussion</i>	John Shepherd
7 	12:50 to 13:00 <i>10 mins</i>	Other business <ul style="list-style-type: none"> <li>7.1 Accept previous minutes</li> <li>7.2 Action items update</li> </ul>	<i>Endorsement</i>	Lainie Alexander Daren Glanville
<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 July 2018.*