

dspanz. digital service providers
australia new zealand

DAG Payroll Working Group

Terms of Reference

Date:

Version: 1.2



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Context

The DAG Payroll Working Group was established as a sub-group of the Digital Advisory Group (DAG) to provide a forum for payroll software providers and stakeholders to collaborate on payroll-related matters. It aims to facilitate structured and meaningful engagement between Digital Service Providers (DSPs), Inland Revenue, and other relevant parties.

Purpose

The purpose of the Payroll Working Group is to:

- Facilitate collaboration between Inland Revenue and payroll software providers.
- Provide structured input and feedback on payroll changes, including policy development, co-design, and implementation phases.
- Address key issues and other non-tax-specific payroll changes to ensure alignment between DSPs and the government.
- Represent the interests of the payroll software provider community to ensure early and effective engagement on payroll matters.

Scope

The Payroll Working Group will focus on:

- Discussing and addressing payroll-related issues relevant to DSPs.
- Providing input on payroll policy and operational changes.
- Sharing information on payroll compliance and operational challenges.
- Identifying opportunities for improving payroll processes and systems.
- Raising key agenda items to DAG where broader input is needed.

Membership

The group will consist of **15 to 20 members**, ensuring diverse representation and maintaining productive discussions. The group is open to payroll software providers of varying sizes and service offerings. The group is required to have representation from Inland Revenue and the Association of Digital Service Providers Australia New Zealand (DSPANZ).

Expectations of Members:

- Members must have relevant expertise in payroll-related matters.
- Members will represent the broader DSP community rather than individual organisational interests.
- Membership will be organisation based, with individuals representing their respective organisations.
- Engage in constructive, open, and respectful discussions.
- Maintain confidentiality and adhere to the group's charter.
- Notify the secretariat at least **24 hours** in advance if they are unable to attend a meeting and will provide a proxy.
- Members and their organisations must maintain good standing with Inland Revenue.
- Members should not reference other members by name or organisation without permission unless speaking about their own organisation.
- DSPs are not required to be financial members of the Association of Digital Service Providers Australia New Zealand (DSPANZ) to participate.

Appointment of Members:

- Membership must remain reflective of the diversity of the NZ payroll software provider community.
- Membership is reviewed annually through an Expression of Interest (EOI) process.
- The EOI process will open each calendar year and for a minimum of **30 days**.
- Applicants must provide details, including their background, organisation, and experience. If possible, members will provide a nominated proxy.
- Co-chairs will assess applications and select members to ensure appropriate representation.
 - If EOI applications exceed the maximum number of memberships, the **co-chairs will determine the final selection based on representation requirements**.
- Applicants will be notified about the outcome of their EOI via email.

Resignation of Members:

- Members may resign by providing appropriate notice to the co-chairs.
- Members who fail to meet attendance expectations, breach the terms of reference, or whose organisations do not maintain good standing with Inland Revenue may be removed by mutual agreement of the co-chairs.

Operations

Roles

- **Secretariat:** DSPANZ will provide secretarial support, including distributing agendas, meeting materials, and summaries. The contact email for the Secretariat is hello@dspanz.org.
- **DSP Co-Chair:** A DSP co-chair is appointed annually by the DSPANZ Board and must represent digital service providers.
- **Inland Revenue Co-Chair:** The NZ Inland Revenue Department is responsible for appointing an appropriate permanent employee who holds a payroll-specific role to serve as Inland Revenue co-chair annually.
- **Members:** Actively participate in meetings and represent the broader DSP community.

Meetings

The working group is co-chaired by an Inland Revenue representative and a DSPANZ representative, with DSPANZ providing secretarial support.

Meetings will be held approximately every six weeks or as required, determined jointly by DSPANZ and Inland Revenue, aligned to industry events where appropriate.

The working group may be required to raise items at the DAG for broader input. Similarly, the DAG may delegate items to the working group where needed.

- Meetings are primarily held virtually.
- Face-to-face meetings may be scheduled by agreement.
- Guest participants may be invited to contribute to meetings from time to time by the co-chairs or secretariat (usually to provide subject matter expertise).
- Meetings may also be held out-of-session at the discretion of the co-chairs.
- Members can request an out-of-session meeting via the DSPANZ secretariat.

Documentation and record keeping

- Minutes will be produced and distributed among members.
- Meeting agendas, packs, and summaries will be distributed to members via email.
- Key documents will be maintained on the shared DAG Google Drive.
- Sensitive materials or discussions may be flagged as "members only".
- Current Members of the working group are listed on the DSPANZ website.
- Brief meeting summaries will be available on the DSPANZ website.
- Agendas will be prepared collaboratively by the co-chairs and distributed at least three business days before meetings.