

DAG Payroll Working Group - Terms of Reference

The DAG Payroll Working Group is a collective forum of payroll software providers to discuss payroll-related items outside of the Digital Advisory Group (DAG).

Purpose

The Payroll Working Group brings together members of the New Zealand Digital Service Provider (DSP) payroll community to discuss and work through payroll matters for the benefit of the broader community. The working group aims to create an environment where there is structured and early engagement with DSPs from the policy development phase through to the co-design and implementation of payroll changes.

Membership

Membership will primarily be payroll software providers representing small to large providers. There may be an overlap with the DAG membership. DSPANZ membership is not a prerequisite for joining the working group. The group may call for expressions of interest to bring in additional members when required at the discretion of the chair.

The group may invite representatives from other government agencies to join the working group or specific meetings.

Operations

The working group is chaired by Inland Revenue's Payroll Software Developer Specialist, with DSPANZ providing secretarial support.

Meetings will be held approximately every six weeks or as required. Minutes will be produced and distributed amongst members but are not publicly published. Materials will be stored in the DAG Google Drive.

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.

Expectations of Members:

- Engage in constructive, open and frank discussion.
- Represent fairly and responsibly the broader group of DSPs rather than specific issues affecting a single individual or company (where applicable).
- Members are considered equals and will be treated accordingly by others.
- Act respectfully, interact and communicate with courtesy and diplomacy and use appropriate language during meetings.
- Will not directly reference other members by name, brand or other identifying attributes unless participants are speaking about themselves or they have the permission of the other member.
- Respect rules around confidential and/or privileged information and the sharing of this information.