

s22

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**From:** Budget Lockup Mailbox  
**Sent:** Thursday, 25 March 2021 3:07 PM  
**To:** s22  
**Cc:** Budget Lockup Mailbox; Budget Communications Mailbox; s22; Kenna, Shannon  
**Subject:** Budget Stakeholder Lock-up List [SEC=OFFICIAL]  
**Attachments:** 2021 Proposed Stakeholder Lock-up List.xlsx

**OFFICIAL**

Hi s22,

I understand that you were nominally happy with the proposed arrangements for the Budget stakeholder lock-up. Ahead of the Min Sub being signed off, thought I would get the ball rolling on the list of stakeholders to be invited to the lock-up.

Please find attached a spreadsheet of 2020 attendees, as well as our proposed attendees for this year.

Grateful if you could review, and let me know your changes by Wednesday 7 April.

Please let me know if you have any questions or concerns.

Thanks,  
s22

s22  
Acting Assistant Director | Strategic Communications | Communications Branch  
Phone: s22 | Mobile: s22  
The Treasury, Langton Crescent, Parkes ACT 2600

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2020

2021

<b>Organisations</b>	<b>Number of places</b>	<b>Proposed Places</b>
ACTU	6	8
Advanced Manufacturing Growth Centre	1	0
Aged and Community Service Australia	1	2
Anglicare Australia	1	1
Association of Superannuation Funds Australia (ASFA)	1	1
Australia and New Zealand Banking Group (ANZ)	1	1
Australian Academy of Science	1	1
Australian Automobile Association	1	1
Australian Banking Association	2	3
Australian Chamber of Commerce & Industry	4	4
Australian Charities and Not for Profit Commission	1	0
Australian Council of Social Services	3	3
Australian Council of State School Organisations	1	1
Australian Financial Markets Association	1	1
Australian Food and Grocery Council	1	1
Australian Hotels Association	1	1
Australian Industry Group	1	3
Australian Institute of Company Directors	1	1
Australian Institute of Superannuation Trustees	1	1
Australian Local Government Association	1	1
Australian Logistics Council	1	1
AUSTRALIAN MEDICAL ASSOCIATION	1	1
Australian Petroleum Production & Exploration Association (APPEA)	1	1
Australian Red Cross	0	1
Australian Technology Network	0	1
BLUEPRINT INSTITUTE	1	0
Brotherhood of St Laurence	0	1
Business Council of Australia	3	3
Business Council of Co-operatives and Mutuals	1	1
Business NSW (NSW Business Chamber & Sydney Business Chamber)	2	2
Chartered Accountants Australia and New Zealand	2	2
Choice	1	1
Combined Pensioners and Superannuants Association	0	1
Commonwealth Bank	1	1
Council of Small Business Australia	2	2
Council on the Ageing (COTA)	1	1
CPA Australia	2	1
Customer Owned Banking Association	1	1
DPS Parliamentary Library	6	5
Equality Rights Alliance	1	1
Export Council of Australia	0	1
EY (Ernst & Young)	1	1
Financial Planning Association of Australia	1	1
Financial Services Council	2	2
FinTech	0	1
Go8 (Group of Eight)	1	1
Housing Industry Association Ltd	1	1
Independent Schools Council of Australia	1	1
Industry Super Australia	2	1

Infrastructure Partnerships Australia	3	3
Institute of Public Accountants	1	1
KPMG	1	1
Law Council of Australia	1	1
Macquarie Group	1	1
Master Builders Australia	1	1
Medicines Australia	1	1
Mental Health Australia	1	1
Minerals Council of Australia	2	2
MYOB Australia Pty Ltd	1	1
National Australia Bank	1	1
National Catholic Education Commission	1	1
National Farmers Federation	4	4
National Foundation of Australian Women	1	1
National Seniors Australia	1	1
National Shelter	1	0
Parliamentary Budget Office	2	2
People with Disability Australia	1	1
Pharmacy Guild of Australia	1	1
PowerHousing Australia	1	0
Property Council of Australia	3	3
PwC (Price Waterhouse Coopers)	1	1
Real Estate Institute of Australia	1	2
Red Cross	1	1
Refugee Council of Australia	1	0
Regional Australia Institute	1	1
Regional Capitals Australia	0	1
Regional Universities Network	0	1
Reserve Bank of Australia	1	1
Restaurant & Catering Industry Association	1	1
Royal Australian College of Practitioners (RACGP)	1	1
Salvation Army	1	1
St Vincent de Paul Society	1	1
TAFE Directors Australia	1	1
Tax Institute	2	2
Tourism & Transport Forum	1	1
Universities Australia	1	1
Volunteering Australia	1	1
Westpac	1	1
Women's Electoral Lobby	1	1
Xero	1	0
<b>TOTAL</b>	116	121

s22

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**From:** s22  
**Sent:** Thursday, 22 April 2021 3:19 PM  
**To:** Budget Lockup Mailbox  
**Cc:** Budget Communications Mailbox; s22; Kenna, Shannon  
**Subject:** RE: Budget Stakeholder Lock-up List [SEC=OFFICIAL]  
**Attachments:** 2021 Proposed Stakeholder Lock-up List.xlsx

**Follow Up Flag:** Follow up  
**Flag Status:** Flagged

**OFFICIAL**

Updated list attached.

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**From:** Budget Lockup Mailbox <Budget\_lockup@treasury.gov.au>  
**Sent:** Thursday, 25 March 2021 3:07 PM  
**To:** s22 @TREASURY.GOV.AU>  
**Cc:** Budget Lockup Mailbox <Budget\_lockup@treasury.gov.au>; Budget Communications Mailbox <BudgetCommunications@treasury.gov.au>; s22 @TREASURY.GOV.AU>; Kenna, Shannon <Shannon.Kenna@treasury.gov.au>  
**Subject:** Budget Stakeholder Lock-up List [SEC=OFFICIAL]

**OFFICIAL**

Hi s22

I understand that you were nominally happy with the proposed arrangements for the Budget stakeholder lock-up. Ahead of the Min Sub being signed off, thought I would get the ball rolling on the list of stakeholders to be invited to the lock-up.

Please find attached a spreadsheet of 2020 attendees, as well as our proposed attendees for this year.

Grateful if you could review, and let me know your changes by Wednesday 7 April.

Please let me know if you have any questions or concerns.

Thanks,  
s22

s22  
Acting Assistant Director | Strategic Communications | Communications Branch  
Phone: s22 | Mobile: s22  
The Treasury, Langton Crescent, Parkes ACT 2600

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Organisations	2020	2021	TO
	Number of places	Proposed Places	
ACTU	6	8	6
Advanced Manufacturing Growth Centre	1	0	1
Aged and Community Service Australia	1	2	1
Anglicare Australia	1	1	1
Association of Superannuation Funds Australia (ASFA)	1	1	1
Australia and New Zealand Banking Group (ANZ)	1	1	1
Australian Academy of Science	1	1	1
Australian Automobile Association	1	1	1
Australian Banking Association	2	3	2
Australian Chamber of Commerce & Industry	4	4	4
Australian Charities and Not for Profit Commission	1	0	1
Australian Council of Social Services	3	3	3
Australian Council of State School Organisations	1	1	1
Australian Financial Markets Association	1	1	1
Australian Food and Grocery Council	1	1	1
Australian Hotels Association	1	1	1
Australian Industry Group	1	3	3
Australian Institute of Company Directors	1	1	1
Australian Institute of Superannuation Trustees	1	1	1
Australian Investment Council			1
Australian Local Government Association	1	1	1
Australian Logistics Council	1	1	1
AUSTRALIAN MEDICAL ASSOCIATION	1	1	2
Australian Petroleum Production & Exploration Association (APPEA)	1	1	1
Australian Red Cross	0	1	1
Australian Technology Network	0	1	1
Beyond Blue			1
BLUEPRINT INSTITUTE	1	0	1
Brotherhood of St Laurence	0	1	1
Business Council of Australia	3	3	4
Business Council of Co-operatives and Mutuals	1	1	1
Business NSW (NSW Business Chamber & Sydney Business Chamber)	2	2	2
Carers Australia			2
Catholic Health Australia			1
Chartered Accountants Australia and New Zealand	2	2	2
Chief Executive Women			1
Choice	1	1	1
Combined Pensioners and Superannuants Association	0	1	1
Commonwealth Bank	1	1	1
Council of Small Business Australia	2	2	2
Council on the Ageing (COTA)	1	1	1
CPA Australia	2	1	1
Customer Owned Banking Association	1	1	1
DPS Parliamentary Library	6	5	5
Equality Rights Alliance	1	1	1
Export Council of Australia	0	1	1
EY (Ernst & Young)	1	1	1
Financial Planning Association of Australia	1	1	1
Financial Services Council	2	2	2
FinTech	0	1	1
Grattan Institute			1
Go8 (Group of Eight)	1	1	1
Hammond Care			1
Headspace			1
Housing Industry Association Ltd	1	1	1
Independent Schools Council of Australia	1	1	1
Industry Super Australia	2	1	1
Infrastructure Partnerships Australia	3	3	2
Institute of Public Accountants	1	1	1
KPMG	1	1	1
Law Council of Australia	1	1	1
Leading Age Services Australia			1
Lifeline			1
Macquarie Group	1	1	1
Manufacturing Australia			1
Master Builders Australia	1	1	1

Medical Technology Association of Australia			1
Medicines Australia	1	1	1
Mental Health Australia	1	1	1
Minerals Council of Australia	2	2	2
MYOB Australia Pty Ltd	1	1	1
National Australia Bank	1	1	1
National Catholic Education Commission	1	1	1
National Farmers Federation	4	4	4
National Foundation of Australian Women	1	1	1
National Seniors Australia	1	1	1
National Shelter	1	0	0
Older Persons Advocacy Network			1
Our Watch			1
Parliamentary Budget Office	2	2	2
People with Disability Australia	1	1	1
Pharmacy Guild of Australia	1	1	1
PowerHousing Australia	1	0	1
Property Council of Australia	3	3	3
PwC (Price Waterhouse Coopers)	1	1	1
Real Estate Institute of Australia	1	2	2
Red Cross	1	1	1
Refugee Council of Australia	1	0	0
Regional Australia Institute	1	1	1
Regional Capitals Australia	0	1	1
Regional Universities Network	0	1	1
Reserve Bank of Australia	1	1	1
Restaurant & Catering Industry Association	1	1	1
Royal Australian College of Practitioners (RACGP)	1	1	1
Salvation Army	1	1	1
Security4Women			1
St Vincent de Paul Society	1	1	1
Suicide Prevention Australia			1
TAFE Directors Australia	1	1	1
Tax Institute	2	2	2
Tourism & Transport Forum	1	1	1
Uniting Care			1
Universities Australia	1	1	1
Volunteering Australia	1	1	1
Westpac	1	1	1
WESNET			1
Workforce Industry Council			1
Women's Electoral Lobby	1	1	1
Xero	1	0	1
<b>TOTAL</b>	<b>116</b>	<b>121</b>	<b>143</b>

s22

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**From:** s22  
**Sent:** Tuesday, 4 May 2021 10:09 AM  
**To:** Budget Lockup Mailbox  
**Cc:** Kenna, Shannon  
**Subject:** RE: Additions to the stakeholder lockup [SEC=UNOFFICIAL]

**Follow Up Flag:** Follow up  
**Flag Status:** Completed

**Categories:** Important

**UNOFFICIAL**

Please add:

Dementia Australia  
Australian Automotive Dealers Association

**UNOFFICIAL**

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**From:** Budget Lockup Mailbox <Budget\_lockup@treasury.gov.au>  
**Sent:** Monday, 3 May 2021 8:46 AM  
**To:** s22 @TREASURY.GOV.AU>; Budget Lockup Mailbox <Budget\_lockup@treasury.gov.au>  
**Cc:** Kenna, Shannon <Shannon.Kenna@treasury.gov.au>  
**Subject:** RE: Additions to the stakeholder lockup [SEC=UNOFFICIAL]

**UNOFFICIAL**

Hi s22

Technically, we've got 5 spare seats – however, I'm still chasing some orgs that haven't registered yet so it could be more. I need to have a final numbers by Wednesday, so if you could let me know as soon as possible who the late additions are that would be great.

Thanks,  
s22

**UNOFFICIAL**

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**From:** s22 @TREASURY.GOV.AU>  
**Sent:** Monday, 3 May 2021 8:36 AM  
**To:** Budget Lockup Mailbox <Budget\_lockup@treasury.gov.au>  
**Subject:** RE: Additions to the stakeholder lockup [SEC=UNOFFICIAL]

**UNOFFICIAL**

Hi s22,

How many slots do we have left? There might be a couple more late ones.

Thanks

s22

**UNOFFICIAL**

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**From:** Budget Lockup Mailbox <[Budget\\_lockup@treasury.gov.au](mailto:Budget_lockup@treasury.gov.au)>

**Sent:** Monday, 3 May 2021 8:26 AM

**To:** s22 <[REDACTED]@TREASURY.GOV.AU>; Budget Lockup Mailbox <[Budget\\_lockup@treasury.gov.au](mailto:Budget_lockup@treasury.gov.au)>

**Cc:** s22 <[REDACTED]@TREASURY.GOV.AU>; s22 <[REDACTED]@TREASURY.GOV.AU>

**Subject:** RE: Additions to the stakeholder lockup [SEC=UNOFFICIAL]

**UNOFFICIAL**

Thanks s22, will do.

Thanks,

s22

**UNOFFICIAL**

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**From:** s22 <[REDACTED]@TREASURY.GOV.AU>

**Sent:** Monday, 3 May 2021 8:13 AM

**To:** Budget Lockup Mailbox <[Budget\\_lockup@treasury.gov.au](mailto:Budget_lockup@treasury.gov.au)>

**Cc:** s22 <[REDACTED]@TREASURY.GOV.AU>; s22 <[REDACTED]@TREASURY.GOV.AU>

**Subject:** Additions to the stakeholder lockup [SEC=UNOFFICIAL]

**UNOFFICIAL**

Please add:

1 spot for Australian Retailers Association

1 sport for s22, CEO, Self-Managed Super Fund Association is the relevant contact:

s22

Thanks

s22

s22

Office of The Hon. Josh Frydenberg MP

Treasurer | Deputy Leader of the Liberal Party | Federal Member for Kooyong

E: s22 <[REDACTED]@treasury.gov.au>

T: s22

M: s22

*The Economic Recovery Plan – [ourcomeback.gov.au](http://ourcomeback.gov.au)*

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s22

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**From:** s22  
**Sent:** Wednesday, 5 May 2021 9:13 AM  
**To:** s22  
**Cc:** Kenna, Shannon; Budget Lockup Mailbox  
**Subject:** RE: COTA at stakeholder [SEC=OFFICIAL]

**OFFICIAL**

Please provide them with the additional slot. Please confirm we can accommodate.

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**From:** s22 @treasury.gov.au  
**Sent:** Wednesday, 5 May 2021 8:53 AM  
**To:** s22 @TREASURY.GOV.AU  
**Cc:** Kenna, Shannon <Shannon.Kenna@treasury.gov.au>; Budget Lockup Mailbox <Budget\_lockup@treasury.gov.au>  
**Subject:** COTA at stakeholder [SEC=OFFICIAL]

**OFFICIAL**

Hi s22 ,

Just wanted to confirm the change this morning. Would you like me to offer an additional spot to COTA?

s22 is already registered to attend but has been asking for an additional spot.

Grateful for your confirmation.

Thanks,  
s22

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Organisations	Registered	Name	Surname	Email	Phone	Notes
ACTU	6	s22				
Advanced Manufacturing Growth Centre	1					
Aged and Community Services Australia	1					
Aged Care Workforce Industry Council	1					
Anglicare Australia	1					
ANZ	1					
Association of Superannuation Funds Australia (ASFA)	1					
Australian Academy of Science	1					
Australian Aged Care Collaboration	1					
Australian Automobile Association	1					
Australian Automotive Dealer Association	1					
Australian Banking Association	2					
Australian Banking Association						
Australian Chamber of Commerce & Industry	4					
Australian Charities and Not for Profit Commission	1					
Australian Council of Social Services	3					
Australian Council of Social Services						
Australian Council of State School Organisations	1					
Australian Financial Markets Association	1					
Australian Food and Grocery Council	1					
Australian Hotels Association	1					
Australian Industry Group	3					
Australian Institute of Company Directors	1					
Australian Institute of Company Directors						
Australian Institute of Superannuation Trustees	1					
Australian Investment Council	1					
Australian Local Government Association	1					
Australian Logistics Council	1					
AUSTRALIAN MEDICAL ASSOCIATION	2					
Australian Petroleum Production & Exploration Association (APPEA)	1					
Australian Red Cross	1					
Australian Retailers Association	1					
Australian Technology Network	1					
Beyond Blue	1					
BLUEPRINT INSTITUTE	1					
Business Council of Australia	4					
Business Council of Co-operatives and Mutuals	1					
Business NSW (NSW Business Chamber & Sydney Business Chamber)	2					
Business NSW (NSW Business Chamber & Sydney Business Chamber)						
Carers Australia	2					
Catholic Health Australia	1					
Chartered Accountants Australia and New Zealand	2					
Chief Executive Women	1					
Choice	1					
Coalition of Aboriginal and Torres Strait Islander Community Controlled Organisations	1					
Combined Pensioners and Superannuants Association	1					
Committee for Economic Development of Australia	1					
COTA Australia	2					
Council of Small Business Organisations Australia	2					
CPA Australia	1					
Customer Owned Banking Association	1					
Dementia Australia	1					

EconomicSecurity4Women	1	s22
EconomicSecurity4Women		
Equality Rights Alliance	1	
EY (Ernst & Young)	1	
EY (Ernst & Young)		
Financial Planning Association of Australia	1	
Financial Services Council	2	
Grattan Institute	1	
Group of Eight	1	
Hammond Care	1	
Housing Industry Association Ltd	1	
Independent Schools Council of Australia	1	
Industry Super Australia	1	
Infrastructure Partnerships Australia	2	
Institute of Public Accountants	1	
KPMG	1	
Law Council of Australia	1	
Leading Age Services Australia	1	
Lifeline	1	
Macquarie Group	1	
Macquarie Group		
Master Builders Australia	1	
Medical Technology Association of Australia	1	
Medicines Australia	1	
Mental Health Australia	1	
Minerals Council of Australia	2	
Minerals Council of Australia		
MYOB Australia Pty Ltd	1	
NAB	1	
National Catholic Education Commission	1	
National Farmers Federation	4	
National Foundation of Australian Women	1	
National Seniors Australia	1	
Older Persons Advocacy Network	1	
Our Watch	1	
Our Watch		
Parliamentary Budget Office	2	
Parliamentary Budget Office		
Parliamentary Library	5	
People with Disability Australia	2	
Pharmacy Guild of Australia	1	
PowerHousing Australia	1	
PricewaterhouseCoopers (PwC)	1	
Property Council of Australia	3	
Real Estate Institute of Australia	2	
Regional Universities Network	1	
Reserve Bank of Australia	1	
Restaurant & Catering Industry Association	1	
Royal Australian College of Practitioners (RACGP)	1	
Self-Managed Super Fund Association	1	
Suicide Prevention Australia	1	
TAFE Directors Australia	1	
The Salvation Army	1	
The Tax Institute	2	
Tourism & Transport Forum	1	

Uniting Care	1	s22
Universities Australia	1	
Volunteering Australia	1	
WESNET	1	
Westpac	1	
Women's Electoral Lobby	1	
Xero	1	
Regional Australia Institute	1	
<b>TOTAL</b>	143	
<b>No Response by Deadline</b>		s22
Brotherhood of St Laurence	0	
Commonwealth Bank	0	
Export Council of Australia	0	
FinTech	0	
Headspace	0	
Manufacturing Australia	0	
Regional Capitals Australia	0	
St Vincent de Paul Society	0	
<b>TOTAL</b>		

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**TREASURY MINISTERIAL SUBMISSION**

01 April 2021

PDR No. MS21-000779

Treasurer

**ARRANGEMENTS FOR ACCESS TO 2021-22 BUDGET MATERIAL**

**TIMING:** Urgent

**Recommendation**

That you agree the 2021-22 Budget lock-up events on 11 May 2021 follow the same arrangements as agreed by you for the October 2020 Budget with the following changes:

**Agreed/Not Agreed**

- All media, non-Government MPs and Senators are given six hours of APS supervised access to embargoed Budget material.

**Agreed/Not Agreed**

- One in-person stakeholder lock-up event be held in Canberra, to provide APS supervised access to embargoed Budget material, with all COVID-19 mitigations and controls in place, for a maximum two hours duration.

**Agreed/Not Agreed**

Signature: \_\_\_\_\_

 9/4/2021

**KEY POINTS**

- To support the Federal Budget, Treasury usually organises a number of 4-6 hour events to provide embargoed access to Budget documents for journalists, stakeholders and parliamentarians ahead of your speech to the House of Representatives.
- In 2020 alternative access arrangements were made to meet COVID-19 restrictions and ensure events were COVIDSafe. This included:
  - Accredited Members of the Press Gallery in their Press Gallery Suites in APH (189 media) for four hours.
  - Supervised media sub lock-ups in media organisation offices in Sydney, Melbourne, Perth, Brisbane, Hobart and Adelaide (total of 450 media) for four hours.
  - Non-Government Members of Parliament, Senators and their staff in APH Committee Rooms (86) and Commonwealth Parliamentary Offices in Melbourne (8), Hobart (6) and Adelaide (1) for four hours.
  - Stakeholders in Canberra (61 stakeholders, 24 ministerial advisers) and Sydney (55 stakeholders) for two hours.

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- In light of the ongoing risks posed by the pandemic we recommend similar arrangements for 2021. This approach has been discussed with the Office of the Commonwealth Chief Medical Officer (CMO) and the Office of the ACT Chief Health Officer (CHO), Department of Parliamentary Services (DPS) and the Press Gallery Bureau Chiefs.
- In 2021, the number of attendees and duration of the events can be increased for certain groups while still ensuring relevant COVIDSafe practices are followed.

### **Risk assessments**

- All events, in all locations, will meet the relevant state or territory public health directions and COVID-19 restrictions for public gatherings, workplaces and travel as at 11 May 2021.
- Treasury has confirmed with both the offices of the CMO and CHO that should embargoed access to Budget material be provided to individuals in their usual place of business this would be a significantly lower the risk and a six hour time limit is acceptable. It will be essential that proper COVIDSafe practices are still followed by these workplaces.
- Treasury has confirmed with both offices of the CMO and CHO that should embargoed access to Budget material be provided to individuals who are travelling from different areas, and do not usually come into contact (i.e. stakeholders), a two hour time limit is appropriate. Additional COVIDSafe event practices will also be followed.
- If a State or Territory Government issues a stay at home order, due to a change in COVID-19 conditions, for an area including one of the event locations, those events will not proceed.
- If a State or Territory Government directs workplaces to operate at reduced capacity, for an area including one of the event locations, Treasury would work with the organisation to ensure the event can go ahead, with COVIDSafe mitigations in place to reduce risk to attendees and workforce.
- Treasury will again need to source staff from across the APS to manage these events and ensure that we meet our obligations under the *Work Health and Safety Act 2011* (WHS Act). Under the WHS Act, the Secretary of the Treasury and key Senior Executive Service officers have a responsibility to ensure the health and safety of staff while they are at work in the business or undertaking.

### **Proposed approach**

- To effectively manage the risk and provide sufficient time for individuals to access the embargoed Budget material, Treasury has put together the following proposed approaches.

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Media

- Media will be invited to express their interest to attend by completing an online registration form. This form will include an online agreement to confidentiality terms which the Treasury Legal team has advised has similar enforceability as a written Deed of Confidentiality. Media will not be able to register without agreeing to the confidentiality terms.
- Press Gallery accredited media will be given access to embargoed Budget material in their usual place of business, namely the Press Gallery in APH, for a six hour duration;
  - : this activity would be supervised by APS officials
  - : all COVID-19 mitigations and controls for the workplace would need to be maintained
  - : for both COVID-19 controls and security controls, all non-essential staff will need to vacate the Press Gallery by 1pm. Where that is not possible for operational reasons, media with access to Budget material must work in a designated space and not communicate with their colleagues who are not working on Budget.
  - : the question and answer process with departmental officials will be conducted virtually or via phone.
- As in previous years, major media organisations in Sydney, Melbourne, Brisbane, Adelaide, Hobart and Perth will remain in their usual place of business and be permitted to connect virtually to their Press Gallery staff, to access embargoed Budget material for a six hour duration;
  - : this activity would be supervised by APS officials
  - : all COVID-19 mitigations and controls for the workplace would need to be maintained
  - : these activities have previously been permitted for:
    - (i) News Corp Australia in Sydney, Melbourne, Adelaide, Hobart and Brisbane
    - (ii) Nine Network (publications) in Sydney and Melbourne
    - (iii) Seven West Media in Perth
    - (iv) ABC in Sydney and Melbourne. Including hosting a small number of non-ABC media, from organisations that are Members of the Press Gallery, at the ABC Ultimo offices.
- The Budget press conference will be held in the Main Committee Room at APH, complying with the COVIDSafe restrictions that set room capacity of 70 people, with the Press Gallery to nominate up to 55 attendees (inclusive of journalists and camera/sound operators).
- Treasury will work with the DPS and the Presiding Officers to confirm all APH activities are approved and comply with the building's COVIDSafe work plans.

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Treasury will also work with the Press Gallery Committee and individual Bureau Chiefs to confirm all arrangements.

### Non-Government MPs and Senators

- Arrangements will be made for non-Government MPs and Senators to access embargoed Budget material in the APH Committee Rooms, a usual place of business for these attendees, for a six hour duration;
  - : this activity would be supervised by APS officials.
  - : all COVID-19 mitigations and controls for the workplace would need to be maintained.
  - : Treasury will work with DPS to determine the current COVIDSafe capacity of each Committee Room and advise on the numbers able to attend in each instance.
- Arrangements will be made for non-Government MPs and Senators who, due to COVID-19 travel restrictions, cannot be in Canberra on Budget day to access the embargoed Budget material in the Commonwealth Parliamentary Offices in their local capital cities for a six hour duration;
  - : this activity would be supervised by APS officials
  - : all COVID-19 mitigations and controls for the workplace would need to be maintained.

### Stakeholders

- Arrangements will be made for one in-person stakeholder lock-up event to be held in Canberra, to provide embargoed access to Budget material for a two hour duration;
  - : this activity would be supervised by APS officials
  - : all COVID-19 mitigations and controls for events and gatherings in the ACT will need to followed.
  - : attendees from interstate will need to comply with the relevant travel restriction in place for the ACT and their home jurisdiction at the time of the event.

### **Staffing**

- Treasury will identify local APS officials to provide supervision at interstate locations. Treasury has drawn on support from across the APS in previous years and will work with the Australian Public Service Commission to identify a pool of staff that can assist.
- We will need to ensure that staff involved in these events are provided a COVIDSafe environment to meet our obligations.

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**Physical and digital security**

- Budget events will follow strict physical and digital security protocols, to ensure the health and safety of staff and attendees and the security of information being provided under embargo.
- APS officials will physically supervise all venues where Budget material will be accessed in hard copy or digitally.
- Treasury will develop a detailed cyber security plan. This will outline the arrangements being put in place to provide the utmost digital security to the embargoed Budget material.
- As in previous years, Treasury will use a secure file-sharing platform (SigBox) to securely transmit Budget material to media sub lock-ups. Further document controls will also be employed to deter unauthorised transmission of Budget material. Embargo conditions will be enforced in every location and all attendees will be required to agree to confidentiality terms and conditions as a condition of accessing embargoed material. Breach of the terms and conditions will be treated very seriously by Treasury and legal action will be taken to enforce the Commonwealth's rights.
- As in previous years, Treasury will require all mobile phones or devices capable of transmitting to be surrendered. Any laptops or other equipment needed for work will need to be kept in 'flight-mode' unless being used for pre-approved communication channels within their own offices. Platforms such as WhatsApp, Messenger, other internet-based message systems and web-based email cannot be secured and must not be used.

**Next steps**

- Subject to your agreement to these proposed activities, the Secretary to the Treasury will write to the Press Gallery Committee and selected stakeholders to advise them of the conditions for embargoed access to this year's Budget material.
- This communication will detail the strict controls in place for embargoed access to the Budget material, the expectations of them as participants and the legal consequences should they breach any of the terms and conditions. This will also extend to their own obligations to maintain COVIDSafe workplace environments and ensure appropriate controls are followed.
- As is standard practice, a letter will be prepared for you to send to non-Government MPs and Senators to advise them of the embargoed access arrangements to this year's Budget.

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Assistant Secretary  
Communications Branch  
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**Consultation:** Office of the Chief Medical Officer, ACT Chief Health Officer, Department of Parliamentary Services, APH Press Gallery Bureau Chiefs

# BUDGET LOCK-UP 2021

## Access to Budget material

The below outlines how Treasury will provide supervised access to embargoed Budget material for media, non-government stakeholders and non-government MPs and Senators. All relevant COVID-19 mitigations and controls will be in place for each group.

## Information security

Access to Budget material will follow strict security protocols to ensure the health and safety of staff and attendees, and the security of the information being provided under embargo to members of the media.

Treasury will require all people accessing Budget material prior to 7.30 pm, Tuesday 11 May, to agree to confidentiality terms and conditions. Breach of these conditions will be treated very seriously by the Treasury and legal action will be taken to enforce the Commonwealth's rights.

All people with access to Budget documents will be supervised by APS officials.

All equipment that is capable of transmitting information (e.g. laptops and tablets) must be in flight mode until the embargo is lifted.

Mobile phones or smart watches must be turned off and will be kept by APS officials until the embargo is lifted.

## Media

### Access to documents

Budget material will be available to Members of the Press Gallery from 1.30 pm-7.30 pm on Tuesday 11 May 2021.

Budget information is not to be broadcast, published or made publicly available in any way until its official release when the Treasurer begins his Budget speech (usually 7.30 pm) on Tuesday 11 May.

As agreed with the Press Gallery Committee, the Treasury and other Australian Public Service (APS) officials will be present to supervise access to Budget material.

Access to the material will be in Press Gallery office/s and APH Committee rooms. Documents will be available in hard copy and on USB.

To ensure sufficient hard copies are available, media organisations must provide the name/s of staff who require access to Budget documents to the Treasury by 21 April.

### COVID-19

Media organisations must have an appropriate COVIDSafe risk mitigation plan in place with the Department of Parliamentary Services, and ensure their staff are following COVIDSafe work practices. This includes appropriate physical distancing and hygiene controls, excluding staff that are unwell, and adhering to current ACT Government advice for people traveling to the ACT.

APS officials will follow COVIDSafe work practices.

## Press Gallery

Access to Budget material will be available to employees of organisations who are Members of the Press Gallery.

Media who are not working on Budget material should not be present in the Press Gallery office/s. Where this is not possible for operational reasons, media with access to Budget documents must work in a designated separate area. Media with access to Budget material must not communicate with colleagues who do not have access to the material.

All staff in the Press Gallery, regardless of whether they are working on Budget material or not, must execute a Deed of Confidentiality.

All staff present from 1 pm must remain in their office/s until to 7.30 pm, regardless of whether they are working on Budget material or not.

At 1.10 pm Treasury officials will ask media to present their Press Gallery (or Australian Parliament House visitor pass and photographic ID) pass to record who is present, and who has access to Budget material. All attendees must have checked in on the Check In CBR app.

Prior to 1.30 pm, all media with access to Budget documents will be required to switch-off their mobile phones and leave with an APS official until 7.30 pm.

Media must provide Treasury officials with the names of all staff who will be present in their Press Gallery office/s from 1.30-7.30 pm on Tuesday 6 October, by 21 April. Specifying who will/will not require access to Budget material.

## Question and answer process

APS officials will facilitate questions with offsite Treasury and other departmental officials from 2pm-7.30 pm. This process will take place in the Press Gallery.

This process will be conducted in a COVIDSafe manner and we ask that patience and consideration be displayed to staff who are trying to assist when matching media with the appropriate officials.

## Press conference

The Treasurer and Minister for Finance will hold a press conference in the Main Committee Room at a time to be determined, prior to 7.30pm. DPS has advised that the COVIDSafe limit for the room is 70 people. The Press Gallery will be given 55 spaces (inclusive of journalists, camera/sound operators and photographers) and asked to determine which media attend the press conference to ensure the COVIDSafe limit for the MCR is not exceeded.

The Treasury will escort camera/sound staff and photographers to the MCR to allow time for set up. Journalists will be escorted prior to the commencement of the press conference. Staff attending the press conference must proceed directly to the Main Committee Room and back to the Press Gallery until 7.30 pm and be under APS supervision at all times.

## Media outside the Press Gallery

### Australian Parliament House

Media organisations who are not members of the Press Gallery, or do not have permanent suites in the Press Gallery, may apply to attend in the Committee Rooms at APH.

These attendees will not be permitted access to the Committee Rooms prior to the lock-up (i.e. no physical builds) and must have no communication outside the lock-up. These attendees will be escorted by APS officials to and from the questions desk in the Press Gallery if they wish to ask questions of Departmental officials.

## Sub lock-ups

The following organisations will be permitted to nominate staff, in pre-approved locations outside the Press Gallery, to connect virtually to their Press Gallery staff, to access embargoed Budget material.

**News Corp Australia:** Sydney, Melbourne, Brisbane, Adelaide

**Nine Network (publications):** Sydney, Melbourne

**The West Australian (Seven West Media):** Perth

**Australian Broadcasting Corporation** Sydney, Melbourne

This will only be permitted if they agree that APS officials will be allowed on their premises to supervise access to Budget material.

Staff with access to Budget material must work in a designated separate area and must not communicate with staff who do not have access to the material.

Communication within an organisation about Budget material must only take place via the organisation's pre-existing communication channels, configured for inter-office communication. Each organisation must submit an IT communications plan detailing their information security measures. Communication may not take place outside these pre-existing systems, or on platforms such as WhatsApp, Messenger, internet-based message systems and web-based email.

All staff working on Budget material will be required to agree to confidentiality terms and conditions.

All staff present will be required to switch-off their mobile phones and surrender them to an APS official until 7.30 pm.

The above media organisations must provide the Treasury with a list of staff who will have access to Budget material and their locations on from 1.30 pm - 7.30 pm on Tuesday 11 May, by 21 April. The above media organisations must provide Treasury with a description of the platforms they will use to communicate Budget material by 21 April.

## Stakeholder events

Secure access to Budget material will be available to invited non-government stakeholders in Canberra at Hotel Realm from 5.30 pm-7.30 pm on Tuesday 11 May.

The Canberra event will comply advice from the ACT Chief Health Officer, ACT restrictions on event duration and capacity, and all other COVID-19 mitigations and controls.

Budget information is not to be broadcast, published or made publicly available in any way until its official release when the Treasurer begins his Budget speech (usually 7.30 pm) on Tuesday 11 May.

The Treasury will require all stakeholders with access to Budget material prior to 7.30 pm, Tuesday 11 May, to agree to confidentiality terms.

Treasury and other APS officials will be present to supervise access to Budget material. Soft copies of Budget material will be provided via USB.

Treasury will work with Hotel Realm to ensure all relevant COVID-19 mitigations and controls are in place.

## Non-Government MPs and Senators

Non-Government MPs and Senators in Canberra will be given APS-supervised access to embargoed

Budget material, in the APH Committee Rooms APH offices from 1.30 pm-7.30 pm on Tuesday 11 May.

Should COVID Restrictions change, and the House of Representatives and the Senate agree to special provisions for MPs and Senators, who cannot physically attend Parliament for the sitting period that includes Tuesday 11 May, the Treasury will arrange for access to Budget material at their local Commonwealth Parliamentary Offices. This will take place under the supervision of an APS official for a period of time to be confirmed according to each jurisdiction's current restrictions.