{Date}

{Title} {first name} {last name}

{Position}

{Company Name}

{Address 1}

{Address 2}

{Suburb State Code}

To Whom It May Concern

The bearer of this letter, {name}, ordinarily resides at {address} and travels for work to {location}. {Name} works at {Company’s facility} under a fly in, fly out work roster, and is travelling directly to that location and then directly to {his/her} home in {State/Territory}.

The work performed at {Company’s facility} is in the mining, energy and resources industry, and the Australian Government currently considers it is vital that operations at {Company’s facility} continue.

For the purposes of current border closures of States and Territories in Australia, {name} is:

1. *(for the purposes of the* ***Australian Government’s*** *Biosecurity (Human Biosecurity Emergency) (Human Coronavirus with Pandemic Potential) (Emergency Requirements for Remote Communities) Determination 2020)* a person entering a designated area to engage in, or provide transport for, essential activity (which includes mining, oil and gas and ancillary operations);
2. (*for the purposes of the* ***Western Australian Government’s*** *State of Emergency Direction titled ‘Self-Isolation Following Interstate Travel’*) a person who is performing an Essential Service and thereby exempt from the self-isolation requirements set out in that Direction;
3. (*for the purposes of the* ***Northern Territory Government’s*** *Directions for Territory Border Restrictions*) a specialist required to provide services needed for the continuity of industry or business and the maintenance of competitive operations and thereby exempt from the quarantine requirements set out in those Directions;
4. (*for the purposes of the* ***South Australian Government’s*** *Cross Border Travel Direction*) an Essential Traveller as defined in that Direction and thereby exempt from the self-quarantine requirements set out in that Direction;
5. (*for the purposes of the* ***Queensland Government’s*** *border restrictions*) a FIFO worker (as defined) and thereby exempt from the self-quarantine requirements of the Queensland Government;
6. (*for the purposes of the* ***Tasmanian Government’s*** *border restrictions*) a specialist required for industry or business continuity and maintenance of competitive operations and therefore an Essential Traveller and exempt from the quarantine requirements of the Tasmanian Government (but subject to the quarantine conditions required of Essential Travellers).

For any further information required about {name’s} current work or travel arrangements, please contact {name}, {position}, directly on {mobile}.

{Yours sincerely},  
{Name, Title}