



OFFICIAL: Sensitive

COVID-19 Border Measures Procedural Instruction - Outward

Procedural Instruction

Document ID (PPN)	s. 22(1)(a)(ii)
TRIM record number	s. 22(1)(a)(ii)
BCS Function	Border Measures – Travel Exemptions Procedural Instruction
Document owner	COVID-19 Border Measures Program Management
Approval date	11 January 2021
Document Contact	COVID-19 Border Measures Program Management s. 47E(d)

Table of Contents

COVID-19 Border Measures Procedural Instruction - Outward	1
Table of Contents	2
1. Purpose	3
2. Scope	3
3. Vaccinations for Essential Overseas Travel	3
4. Procedural Instruction	4
4.1. Decision Maker	4
4.2. For consideration when assessing outward travel exemption requests	4
The Determination	4
Outward Travel Restriction Operation Directive	5
New Zealand addition to exemption categories	5
PNG Outbreak	6
s. 22(1)(a)(ii)	
Assessing and deciding exemption requests under category 'Travel for three months or longer'	6
Assessing Compelling Reasons – all categories	8
Assessing outward travel requests from Temporary Visa Holders	8
Assessing usually resident in a country other than Australia	8
Other considerations	9
4.3. Supporting documentation	9
Exempt Categories	9
Individual exemption requests	10
4.4. Validity of outward travel exemption approvals	12
Single use travel exemption	12
s. 22(1)(a)(ii)	
Multiple use travel exemption	12
4.5. Client communication	12
Exempt Categories	13
Individual exemption requests	14
s. 47E(d)	
5. Accountability and Responsibility	17
6. Version Control	17
s. 22(1)(a)(ii)	
7 Attachment B – Assurance and Control Matrix	18
1.1. Powers and Obligations	18
1.2. Controls and Assurance	19
s. 22(1)(a)(ii)	

1. Purpose

From 1200 AEDT 25 March 2020, all Australian citizens and Australian permanent residents must not travel outside Australia unless exempt, through either being in an automatic exempt category or obtaining an individual exemption by providing the Australian Border Force (ABF) Commissioner with a compelling reason to depart. The COVID-19 Border Measures Branch manages and decides travel exemption requests in response to Australia's travel restrictions.

This procedural guidance is designed to be used as an explanatory support to exemptions processing staff assessing exemption requests from Australian citizens and Australian permanent residents who seek to leave Australia. Requests are assessed on a case by case basis.

2. Scope

This document provides procedural guidance applicable to the assessment of outward travel exemption requests from Australian citizens and Australian permanent residents.

It is recommended that users read this procedural guidance in conjunction with the following documents:

- [Outward Travel Restrictions Operation Directive](#)

Note: Travel restrictions are subject to change at short notice, therefore officers must refer to related documentation via TRIM or published versions on SharePoint or the Home Affairs website (rather than saving or printing a copy) to ensure they access the most up to date versions.

3. Vaccinations for Essential Overseas Travel

On 7 May 2021, the National Cabinet agreed that a subset of Australian citizens and permanent residents aged under 50 years old with travel exemptions for outward discretionary categories (essential travel) should be prioritised to ensure they can access COVID-19 vaccines as early as practicable.

Note: This decision does not affect the relevant policy threshold for the assessment and decision making of eligible exemption categories, nor does it affect the treatment and management of affected outwards travel exemption requests. All requests must continue to be considered against travel exemption policy settings as articulated in this document and related instructions. The change to our processing is limited to additional information included on the client notification in affected exemption categories.

To be eligible for a COVID-19 vaccination, travel exemptions must be granted **on or after 20 May 2021** for one of the following reasons:

- travel is as part of the response to the COVID-19 outbreak, including the provision of aid;
- travel is for your business or employer;
- travelling to receive urgent medical treatment that is not available in Australia;
- travelling on compassionate or compelling grounds;
- travelling for urgent or unavoidable personal business;
- travel is in the national interest.

When approving exemption requests in these categories, the notification *Exempt – Outbound* template **must be used**.

The only category of outwards travel exemption which **is not eligible** for access to COVID-19 vaccines is 'travelling overseas for a compelling reason for at least 3 months'. Approvals under this category **will not** be prioritised for vaccination.

When approving travel in the travelling overseas for a compelling reason for at least 3 months' category, the notification *Exempt – Outbound > 3 months* must be used.

Note: Individuals who hold a previously approved travel exemption, and have not yet travelled, may reapply in order to be eligible for the vaccination. This information has been advertised on our public website. All cases must be assessed on the evidence provided, however it is expected that if the reason for travel and the evidence provided remain consistent with their current approval, the same outcome would be reached. If case officers reach a different conclusion, the reasoning must be discussed with the Chief Superintendent prior to a refusal being issued.

4. Procedural Instruction

4.1. Decision Maker

All requests for travel exemptions from individuals intending to travel to **Papua New Guinea (PNG) MUST** be referred to the Commissioner for decision.

Note: All submissions that are prepared for referral to the Commissioner must follow the Commissioner Discretion pathway in the Travel Exemption Portal (TEP), which requires review by an EL1 or above.

For cases where a request is assessed under an exempt category:

Exempt (including assessed as automatically exempt) - one stage of assessment is required:

- Decision Maker - Officers at APS3 level and above

Not exempt - two stages of assessment are required:

- Initial Assessment - Officers at APS3 level
- Decision Maker – APS6 level and above

For cases where an individual declares an intent to travel overseas for at least three months for a compelling reason:

For both Meeting and/or Not Meeting the guidelines – one stage of assessment is required:

- Decision Maker - Officers at APS3 level and above

For cases where an individual assessment is required (other than where an individual declares an intent to travel overseas for at least three months for a compelling reason):

For both Meeting and/or Not Meeting the guidelines - two stages of assessment are required:

- Initial Assessment - Officers at APS3 level
- Decision Maker - APS6 level and above

4.2. For consideration when assessing outward travel exemption requests

All travel exemption requests must be considered against all categories, prior to a decision to refuse the request being made.

The Determination

Outward travel exemption requests are considered under the *Biosecurity (Human Biosecurity Emergency) (Human Coronavirus with Pandemic Potential) (Overseas Travel Ban Emergency Requirements) Determination 2020* ('the Determination').

Under section 5 of the Determination, an Australian citizen or permanent resident must not leave Australian territory as a passenger on an outgoing aircraft or vessel unless they have an exemption under section 6 or 7 of the Determination.

Outlined in section 6 of the Determination are the categories of Australian citizen and permanent resident travellers who are exempt from travel restrictions and are not required to apply for an individual exemption.

Under section 7 of the Determination, in exceptional circumstances, the ABF Commissioner may grant an individual exemption to an Australian citizen or a permanent resident to leave Australia on a case-by-case basis. This is reliant on the provision of a compelling reason for needing to leave Australian territory (s7(2) of the Determination).

Note: Appropriately trained ABF and Home Affairs staff are authorised to make decisions on outward travel exemption requests

The Outward Travel Restrictions Operation Directive provides examples of reasons an outward travel exemption may be approved.

Outward Travel Restriction Operation Directive

The following categories of traveller are generally exempt from travel restrictions and are not required to apply for an individual exemption. Persons who are:

- temporary visa holders;
- usually resident in a country other than Australia;
- members of the crew of an aircraft or vessel, or a worker associated with the safety or maintenance of an aircraft or vessel;
- New Zealand citizens holding a Special Category (subclass 444) visa, even if they are usually resident in Australia;
- engaged in the day-to-day conduct of inbound and outbound freight;
- travelling in association with essential work at an offshore facility in Australian waters;
- travelling on official Government business (including members of the Australian Defence Force and any Australian government official travelling on a diplomatic or official passport).

The following situation can be assessed and decided by APS3 officers and above, where the traveller:

- a. has declared an intent to travel overseas for at least three months for a compelling reason.

New Zealand addition to exemption categories

Effective Monday, 22 March 2021, an amendment to the overseas travel restrictions was approved. Travel to New Zealand is exempt from the current travel restrictions, allowing people who have been in Australia for 14 days to travel to New Zealand without applying for an exemption.

All people (including temporary residents) who have been in Australia or New Zealand for at least 14 days immediately prior to departure are able to travel between Australia and New Zealand without applying for a travel exemption. This **ONLY** applies for travel within the Safe Travel Zone (STZ). The intention of this policy is to facilitate frequent travel between Australia and New Zealand and provide associated economic benefits to each country, including tourism opportunities. Temporary residents in Australia are also able to access holiday travel within the STZ.

The *TER Decision not required – Outward NZ* template **must be used** if requests are received from individuals intending to travel between Australia and New Zealand **ONLY**, as someone can only be assessed as meeting this exemption category at the time of departure. It is not possible to undertake this assessment in advance through TEP. No CAI note is to be recorded in ICSE.

Do NOT issue an exemption notification for these travellers

Note: the *Travel Exemptions Operating Instructions for Border Operations Centre and Airport Operations* has detailed information for officers to assess this category at time of departure.

PNG Outbreak


Based on current health advice, the COVID-19 outbreak in PNG means travel to PNG from Australia presents a serious health risk to the Australian community. Individuals seeking an 'exceptional circumstances' exemption to travel from Australia to PNG will not be approved until further notice, except in extremely limited circumstances, for example:

- for critical workers providing assistance to PNG's COVID-19 response; and
- persons undertaking critical safety roles.

The 'exceptional circumstances' individual/discretionary exemption criteria, do not currently apply to individuals seeking to travel to PNG.

All approvals for Outwards travel to PNG will be decided by the Chief Superintendent until further notice.

s. 22(1)(a)(ii)



Assessing and deciding exemption requests under category 'Travel for three months or longer'

As of 2300 AEDT on Friday 8 January 2021, requests for an exemption on the basis of 'travel for three months or longer' will not be approved unless suitable documentary evidence is provided to support the claimed travel period and also to evidence a compelling reason for travel.

The presentation of a properly completed Commonwealth Statutory Declaration is now a mandatory requirement for approvals under this category, as is the requirement for a compelling reason for travel.

Any request for travel under this category, that lacks the required evidence may be refused and the client referred to the website for further information.

If you refuse an application due to a lack of sufficient information or evidence, you should provide the client with advice about evidentiary requirements in the refusal notification letter. RFI and Refusal templates have been updated to support communication with clients.

Persons who seek an exemption from Australia's outbound travel restrictions on the basis that they are leaving Australia for three months or longer **must** present a compelling reason for travel and **must** provide a properly completed Commonwealth Statutory Declaration **and** evidence to support their claims.

For the purpose of assessing this category, 'compelling reason' may include circumstances such as:

- visiting with, or providing care and support to, sick family members

- attending a course of study overseas, or other educational opportunity of at least three months
- beginning or continuing an employment contract
- relocating overseas for a time period of six months or more
- other reason which falls within the ordinary meaning of 'compelling'.

Please refer to 'Assessing Compelling Reasons' below, for further information, if you are unsure about the reasons provided by a client.

Travel for the sole purpose of leisure or holidays would not be considered a compelling reason.

When assessing an exemption request under this category, in every case regardless of circumstance, the requester **must** provide a properly completed Commonwealth Statutory Declaration which includes a formal statement that they are making an application for a travel exemption on the basis that they intend to be absent from Australia for at least three months and the reason for the travel.

Commonwealth Statutory Declarations

It can generally be accepted that a completed Commonwealth Statutory Declaration has been completed properly unless there is clear evidence to the contrary.

One Commonwealth Statutory Declaration per request is acceptable assuming each traveller is travelling for the same purpose and is covered by the Declaration. If a person under 18 years of age intends to travel unaccompanied by their parents or guardian, a Commonwealth Statutory Declaration is required from at least one parent or guardian.

In addition to the Commonwealth Statutory Declaration, the requester **must also** provide evidence that supports their claimed compelling reason for travel.

Examples of other supporting evidence that could be provided include:

- confirmed flight itinerary, with return date of at least three months after departure date
- confirmation of leave from their employer for at least three months
- enrolment confirmation for study
- employment contract
- evidence of their goods being transported overseas
- a doctor's certificate to support their claim that the purpose of travel is to provide care or support to sick family members (Please note: the doctor does not have to explicitly state that physical care is required for the patient. Emotional support is a relevant compelling reason under this category).
- any other relevant documentary evidence which supports the reason for travel.

Other Discretionary exemption categories

The following situations would generally be approved, and can be assessed and decided by APS6 officers and above, where the traveller:

- a. is attending the funeral of a close family member (parent, sibling, partner, child or grandparent) regardless of length of intended travel;
- b. is travelling due to critical or serious illness of a close family member (parent, sibling, partner, child or grandparent), regardless of length of intended travel;
- c. is travelling for necessary medical treatment not available in Australia;
- d. needs to pick up a minor child (adoption, surrogacy, court order etc) and return to Australia with that child;
- e. intends to complete an existing work contract – for example fly-in-fly-out (FIFO) workers and individuals with a work contract;
- f. is travelling to an Australian territory which is outside the migration zone;

- g. has another compelling reason for travel where travel is for less than three months;
- h. is travelling on business, regardless of length of intended travel;
- i. has had a previous request approved and the reasons for travel have not changed;
- j. is travelling in the national interest;
- k. is travelling in response to the COVID-19 outbreak, including the provision of aid.

Note: A family unit wishing to travel for a funeral/to visit seriously ill parent/grandparent, will now be able to travel together (including the son/daughter-in law) if supporting evidence confirming the reason for travel is submitted with the application.

Assessing Compelling Reasons – all categories

The term ‘compelling’ has no defined meaning in reference to Australia’s travel restrictions and travel exemptions, and therefore its ordinary meaning is to be applied.

Compelling reasons may stem from compassionate factors, or may also arise from a person’s circumstances or the circumstances of another person (for example, a close family member).

Australia’s travel restrictions are an emergency response of Government designed to manage a public health threat as a result of the COVID-19 pandemic. This is important context to consider when determining whether a case has presented ‘compelling’ reasons to travel.

Where an individual has proposed travel of a short duration (ie. less than three months), our understanding of what constitutes a ‘compelling reason’ has a high test. Any individual proposing an overseas journey of less than 3 months is expected to provide documents supporting strong compelling and/or compassionate circumstances, and this is captured in the requirements of the Outwards Operation Directive.

Where an individual has proposed travel of three months or more, Government has determined that the length of travel means the public health risk has been lessened, when compared with trips of shorter duration. Therefore, proposed travel of three months or more for any purpose other than leisure or a holiday is generally considered to satisfy the definition of ‘compelling’ for this category. It is therefore possible for a person to propose a family reunification activity under this category (such as a wedding or other significant life event) and this may be considered to meet ‘compelling reason’, provided that you are satisfied the declared travel period is genuine and relevant supporting evidence and documents have been provided.

Assessing outwards travel requests from Temporary Visa Holders

Temporary visa holders in Australia can depart Australia at any time. However, they are not permitted to return to Australia except in very limited circumstances. Ensure the use of the correct template to notify the client of the requirement to request a pre-emptive inwards travel exemption. See *COVID-19 Border Measures Procedural Instruction - General – Inwards* for more information regarding pre-emptive requests.

Outwards travel exemption requests received from Temporary visa holders who are currently onshore in Australia **must not** be sent an ‘approved’ or ‘exempt’ notice. These request types **must** be provided with information about how to make a ‘pre-emptive’ inwards travel exemption request.

Assessing usually resident in a country other than Australia

As explained in the Outward Travel Restrictions Operation Directive, there is no one fixed numerical calculation as to whether someone is ‘usually resident’ in a country other than Australia – it is a matter of judgement. Acceptable evidence may include, but is not limited to:

- a. government issued documentation (for example foreign driver's licence) which is supported by one other type of documentation confirming:
- b. owning or renting property in a foreign country (e.g. utility bills, rates notices, lease agreement)
- c. location of immediate family members
- d. employment contract in a foreign country

For cases where it is difficult to rely solely on an assessment of the length of time spent onshore in Australia prior to last departure (movement record history) due to the COVID-19 travel restrictions, more weight should be given to significant ties offshore when determining residency status.

When you are reviewing Movement records in ICSE to help inform your decision on a case, it can be valuable to undertake three movement checks, if the last 12 months do not establish a useful travel pattern for you to rely on. You should rely on the result that is *most beneficial* to the client when making your decision. The movement checks are:

1. 2 years – the date of assessment, back two years (eg. 18/02/2019 – 18/02/2021) = onshore vs offshore [Calculation type is Temporary Specialist Prog]
2. 2 years – 25/03/2018 to 25/03/2020 = onshore vs offshore
3. 5 years – onshore vs offshore [Calculation type is NZP 189 80% days in 5 years]

Other considerations

Decision makers should treat the best interests of minor children in/outside of Australia as a primary consideration.

Decision makers should consider the impacts on family unity of the person seeking to depart Australia.

Decision makers should also bear in mind the Australian Government's intent for imposing the travel restrictions, that is, the potential health risks posed to the Australian community by international travellers, given that Australian citizens and permanent residents are not required to seek an exemption from the Department to return to Australia.

Once a travel exemption request has been considered against all categories, if it is evident that the claimed circumstances do not meet current travel exemption requirements, decision makers should either request further information (expected to be appropriate in only a small number of cases) or refuse the travel exemption request.

4.3. Supporting documentation

The onus is on the individual to provide sufficient evidence (officially translated into English where required) to support their travel exemption request.

Officers should assess any information provided by an individual, as well as any information held in Departmental systems including but not limited to, movement records, visa applications and passenger cards.

Requests for further information should be kept to a minimum. In most cases if an individual has not provided sufficient information the request should be refused and the individual advised to reapply with any relevant information that is required.

The following is to be used as a guide when assessing evidentiary requirements.

Exempt Categories

Usually resident in a country other than Australia

- government issued documentation (for example foreign driver's licence) which is supported by one other type of documentation confirming:
 - owning or renting property in a foreign country (e.g. utility bills, rates notices, lease agreement);
 - location of immediate family members; and / or
 - employment contract.

Note: Length of time spent onshore in Australia prior to last departure (movement record history) and significant ties offshore should be taken into consideration when determining residency status, for this purpose.

Members of the crew of an aircraft or vessel, or a worker associated with the safety or maintenance of an aircraft or vessel

- If the individual is a crew member of an aircraft or vessel;
 - A copy of the individual's crew identification
 - A copy of a letter from the individual's employer
 - Evidence that travel is necessary at this time
 - Any other evidence to support claims
- If the individual is a worker associated with the safety or maintenance of an aircraft or vessel;
 - A copy of a letter from the individual's employer
 - Evidence that travel is necessary at this time
 - Any other evidence to support claims

New Zealand citizens holding a Special Category (subclass 444) visa, even if they are usually resident in Australia

- Systems check to confirm the individual is a New Zealand citizen and subclass 444 visa holder

Engaged in the day-to-day conduct of inbound and outbound freight

- A copy of a letter from the individual's employer
- Evidence that travel is necessary at this time
- Any other evidence to support claims

Travelling in association with essential work at an offshore facility in Australian waters

- A copy of a letter from the individual's employer
- Evidence that travel is necessary at this time
- Any other evidence to support claims

Travelling on official Government business (including members of the Australian Defence Force (ADF) and any Australian government official travelling on a diplomatic or official passport)

- If the individual is a member of the ADF:
 - A copy of the individual's military order, requiring travel at this time; and
 - A copy of the individual's military identification.
- If the individual is an Australian government official:
 - Evidence the individual is travelling on an official or diplomatic passport
- If the individual is an approved companion of a person travelling on official Government business who is not travelling at the same time as principal traveller:
 - A copy of a letter from an official Government source; and
 - Evidence the person is travelling on an official or diplomatic passport.
 - Evidence that a child is travelling on a passport that has been endorsed by the Department of Foreign Affairs and Trade, if they do not hold an official or diplomatic passport

Individual exemption requests

Has declared an intent to travel overseas for a compelling reason for at least three months

- Employment contracts and evidence goods are being transported;
- Lease or other evidence of longer term living arrangements overseas;

- Confirmed flight itinerary, with return date of least 3 months after departure date;
- Doctor's certificate to support the claim for travelling in order to provide care for sick family members
- Enrolment details for study;
- Confirmation of leave from employment for over 3 months
- Other compelling reason for essential travel;

AND (in all cases)

- Commonwealth Statutory declaration regarding the intended length and purpose of travel.

Note: Every request for this category must be accompanied by a properly completed Commonwealth Statutory declaration, in addition to the above mandatory documentary evidence to substantiate the reason for travel.

Is attending a funeral or travelling due to the serious illness of a close family member (parent, child, sibling, partner or grandparent)

- Proof of relationship such as birth and/or marriage certificates, or any other evidence of relationship; and
- Death certificate or a letter from a medical professional; or
Please note in some instances a death certificate may not be issued for several weeks and a letter from a medical professional should be accepted
- A letter from a medical professional outlining diagnosis and/or prognosis, as appropriate to the circumstances.

Is travelling for necessary medical treatment not available in Australia

- A letter from the treating Doctor outlining the individual's intended treatment and clearly stating that treatment is not available in Australia.

Needs to pick up a minor child (adoption, surrogacy, court order etc.) and return to Australia with that child

- Proof of relationship such as birth and / or marriage certificates / court order, or any other evidence of relationship; and / or
- Medical certificates and adoption papers from the State (if available); and / or
- Evidence in the form of a letter from the hospital or from the foreign country's government.

Intends to complete an existing work contract – for example fly-in-fly-out (FIFO) workers and individuals with a work contract

- Evidence that the individual has an existing work contract for employment outside of Australia;
- Evidence that travel is necessary at this time

Is travelling to an Australian territory which is outside the migration zone

- Travel itinerary showing that the individual has confirmed travel arrangements to an Australian territory outside the migration zone.
- Evidence that travel is necessary at this time

Has another compelling reason for travel where travel is for less than three months

- Evidence that the individual has compelling reason(s) to travel overseas

Is travelling on business regardless of length of intended travel

- Evidence of business meetings/conferences; and / or
- Evidence of involvement in international trade such as purchase orders, non-disclosure agreements, order forms, invoices, legal contracts; and / or

- Business reports, feasibility studies, marketing plans; and / or
- Evidence of development of a new business, such as start-up venture capital; and / or
- Any other evidence that the individual intends to travel outside Australia on business.

Has had a previous request approved and the reasons for travel have not changed

- Evidence that the individual intends to travel outside Australia for the same reason(s) as a previous request, where the reason(s) for travel have not changed including but not limited to one or more of the following:
 - Letter from a medical professional; and / or
 - Employment contract, for example for fly-in-fly-out (FIFO) workers.

Is travelling in the national interest

- Evidence that the individual is required to travel outside Australia for reasons in the national interest of Australia, including but not limited to specialised projects, participation in elite sporting teams representing Australia, relief support for disasters, and emergency service support such as fire or police work.

Is travelling in response to the COVID-19 outbreak, including the provision of aid

- A letter from a government or private entity outlining the requirement for the individual to travel outside of Australia in response to COVID-19;

4.4. Validity of outward travel exemption approvals

Single use travel exemption

Outward travel exemption request approvals will be valid for 3 months from the date of approval. If the travel exemption is not used in this timeframe or the circumstances relating to the approval of the travel exemption change, the individual will need to submit a new exemption request with supporting documentation.

Client notification templates in the Travel Exemption Portal have been updated to reflect this requirement and the system automatically calculate the date when generating the template.

s. 22(1)(a)(ii)

Multiple use travel exemption

Individuals who need to leave and return to Australia for reasons within scope of travel exemptions policy, on a regular basis, for example Fly-in Fly-out (FIFO) workers with an ongoing contract, may be eligible for a “multiple use” travel exemption for a period of 6 months; provided the reason for the individual’s travel to and from Australia, remains the same as that provided in the original approved travel exemption request.

For any cases where it may be appropriate to provide a multiple use travel exemption, please contact Travel Exemption Program Management for approval and for tailored communication templates and CAI notes.

4.5. Client communication

The following standard words should be included in requests for information and refusal communication with clients, using the TEP template.

Released by Department of Home Affairs under the Freedom of Information Act 1982

Note: Officers should not request further information if it is likely that the individual will not meet the guidelines, even with provision of additional documentation.

Client Communication – additional script for use when requesting further information

[If you think it appropriate to request specific documentation, please list the requested documents, as per 'expected supporting document' here. s. 22(1)(a)(ii)]

Exempt Categories

Usually resident in a country other than Australia

- *Foreign government issued documentation (for example foreign driver's licence) and*
 - *owning or renting property in a foreign country (e.g. utility bills, rates notices, lease agreement);*
 - *location of immediate family members; and / or*
 - *employment contract.*

Members of the crew of an aircraft or vessel, or a worker associated with the safety or maintenance of an aircraft or vessel

- *If the individual is a crew member of an aircraft or vessel;*
 - *A copy of the individual's crew identification*
 - *A copy of a letter from the individual's employer*
 - *Evidence that travel is required at this time*
 - *Any other evidence to support claims*
- *If the individual is a worker associated with the safety or maintenance of an aircraft or vessel;*
 - *A copy of a letter from the individual's employer*
 - *Evidence that travel is required at this time*
 - *Any other evidence to support claims*

New Zealand citizens holding a Special Category (subclass 444) visa, even if they are usually resident in Australia

- *Systems check to confirm the individual is a New Zealand citizen and subclass 444 visa holder*

Engaged in the day-to-day conduct of inbound and outbound freight

- *A copy of a letter from the individual's employer*
- *Evidence that travel is necessary at this time*
- *Any other evidence to support claims*

Travelling in association with essential work at an offshore facility in Australian waters

- *A copy of a letter from the individual's employer*
- *Evidence that travel is necessary at this time*
- *Any other evidence to support claims*

Travelling on official Government business (including members of the Australian Defence Force (ADF) and any Australian government official travelling on a diplomatic or official passport)

- *If the individual is a member of the ADF:*
 - *A copy of the individual's military order, requiring travel at this time; and*
 - *A copy of the individual's military identification.*

- *If the individual is an Australian government official:*
 - *A copy of letter from an official Government source, requiring the individual to travel at this time; and*
 - *A copy of the individual's official or diplomatic passport*
- *If the individual is an approved companion of a person travelling on official Government business:*
 - *A copy of a letter from an official Government source; and*
 - *Evidence the person travelling on official Government business is exempt from travel restrictions.*

Individual exemption requests

Has declared an intent to travel overseas for a compelling reason for at least three months

- *Employment contract;*
- *Lease or other evidence of longer term living arrangements overseas*
- *Evidence your goods are being transported overseas;*
- *Confirmed flight itinerary, with return date of least 3 months after departure date;*
- *Doctor's certificate to support the claim for travelling in order to provide care for sick family members;*
- *Enrolment details for study;*
- *Confirmation of leave from employment for over 3 months and compelling reason for essential travel;*
- *Any other evidence you consider supports your intention to travel overseas for at least 3 months*

AND (in all cases)

- *A Commonwealth Statutory declaration regarding the intended length and purpose of travel.*

Note: Every request for this category must be accompanied by a properly completed Commonwealth Statutory Declaration in addition to the above mandatory documentary evidence to substantiate the reason for travel.

Is attending the funeral of or travelling due to serious illness of an immediate family member (parent, child, sibling, partner or grandparent)

- *Proof of relationship such as birth and/or marriage certificates, or any other evidence of relationship; and*
- *Death certificate (or a letter from a medical professional) or*
- *A letter from a medical professional outlining diagnosis and/or prognosis, as appropriate to the circumstances.*

Is travelling for necessary medical treatment not available in Australia

- *A letter from the treating Doctor outlining the individual's intended treatment and clearly stating that treatment is not available in Australia.*

Needs to pick up a minor child (adoption, surrogacy, court order etc.) and return to Australia with that child

- *Medical certificates and adoption papers from the State (if available); and / or*
- *Evidence in the form of a letter from the hospital or from the foreign country's government; and / or*
- *Proof of relationship such as birth and / or marriage certificates, or any other evidence of relationship.*

Intends to complete an existing work contract – for example fly-in-fly-out (FIFO) workers and individuals with a work contract

- *Evidence that the individual has an existing work contract for employment outside of Australia.*
- *Evidence that travel is necessary at this time*

Is travelling to an Australian territory which is outside the migration zone

- *Travel itinerary showing that the individual has confirmed travel arrangements to an Australian territory outside the migration zone.*

Has another compelling reason for travel where travel is for less than three months

- *Evidence that the individual has compelling reason(s) to travel overseas*
- *Evidence that travel is necessary at this time*

Is travelling on business regardless of length of intended travel

- *Evidence of business meetings/conferences; and / or*
- *Evidence of involvement in international trade such as purchase orders, non-disclosure agreements, order forms, invoices, legal contracts; and / or*
- *Business reports, feasibility studies, marketing plans; and / or*
- *Evidence of development of a new business, such as start-up venture capital; and / or*
- *Any other evidence that the individual intends to travel outside Australia on business.*

Has had a previous request approved and the reasons for travel have not changed

- *Evidence that the individual intends to travel outside Australia for the same reason(s) as a previous request, where the reason(s) for travel have not changed including but not limited to one or more of the following:*
 - *Letter from a medical professional; and / or*
 - *Employment contract, for example for fly-in-fly-out (FIFO) workers.*

Is travelling in the national interest

- *Evidence that the individual is required to travel outside Australia for reasons in the national interest of Australia, including but not limited to specialised projects, participation in elite sporting teams representing Australia, relief support for disasters, and emergency service support such as fire or police work.*

Is travelling in response to the COVID-19 outbreak, including the provision of aid

- *A letter from a government or private entity outlining the requirement for the individual to travel outside of Australia in response to COVID-19;*

s. 47E(d)

s. 47E(d)

Released by Department of Home Affairs
under the *Freedom of Information Act 1982*

5. Accountability and Responsibility

Role	Description
AS Temporary Visas and Border Measures	Document owners are responsible for: approving documents for release
FAS Immigration Programs Division	Document reviewers are responsible for: verifying the need for a document, and reviewing drafts.
Document drafter	Document drafters are responsible for: drafting documents, consulting with stakeholders.

6. Version Control

Version number	Date of issue	Author(s)	Brief description of change
1.0	11 January 2021	Border Measures Program Management	First issue
1.1	12 February 2021	Border Measures Program Management	3m validity for single-use exemptions and expansion on compelling reasons
1.2	25 February 2021	Border Measures Program Management	Minor change to definition of close family and explanation of assessing usually resident in another country.
1.3	18 March 2021	Border Measures Program Management	Treatment of PNG caseload
1.4	4 May 2021	Border Measures Program Management	New Zealand addition to exemption categories and Travel to high-risk COVID-19 countries
1.5	18 May 2021	Border Measures Program Management	Vaccination eligibility

s. 22(1)(a)(ii)

7 Attachment B – Assurance and Control Matrix

1.1. Powers and Obligations

Legislative Provision			Is this a delegable power?	If delegable, list the relevant instruments of delegation
Legislation	Reference (e.g. section)	Provision		
Outbound decision making	subsection 477(1)	<p>Subsection 477(1) of the <i>Biosecurity Act 2015</i></p> <p><i>Biosecurity (Human Biosecurity Emergency) (Human coronavirus with Pandemic Potential) (Overseas Travel Ban Emergency Requirements) Determination 2020</i></p> <p>Reference: F2020C00870</p>	No	
Inwards decision making	N/A	The ABF Commissioner has been authorised by the Prime Minister to consider exemption requests on a case-by-case basis	N/A	

s. 22(1)(a)(ii)

Released by Department of Home Affairs
under the *Freedom of Information Act 1982*

s. 22(1)(a)(ii)

