

# VISITOR CONDITIONS OF ENTRY

Serco recognises the importance of visitors for people in immigration detention; such contact is integral to their continued wellbeing during what is a very uncertain time. We welcome visitors to all immigration detention facilities.

Please refer to the Facility Information leaflet for visiting hours and contact information.

Legal representatives are permitted to visit people in immigration detention between the hours of 9am and 5:30pm daily. Visits outside of these hours must be requested in writing and are subject to approval by Serco and the Department of Immigration & Border Protection.

To help us uphold the safety and security of the facilities, and the welfare of all people within them, we ask that you read and sign the following Visitor Conditions of Entry.

## VISITOR CONDITIONS OF ENTRY

By signing this form, you agree that you:

1. Will ensure a completed Visitors Application Form is received by the facility management for approval no later than 24 hours prior to your requested visit date. If multiple visits are anticipated, a daily schedule of visits may be submitted one week in advance
2. Will provide:
  - a. one item of identification with a photograph such as a driver licence, a valid passport or a professional or student identification;
  - b. if the photo identification does not include an address, an additional piece of identification must be provided containing address details such as a council rates bill, telephone bill or utility bill.
3. Will, if visiting detainee in any professional capacity (e.g. if you are a lawyer or other professional), provide proof of employment, and proof of your professional engagement with the detainee's case prior to all visits.
4. Will wear the visitor identification provided at all times during your visit
5. Will undergo security screening required to enter the particular facility. This is similar to equipment used at airports and could include hand-held scanners, walk-through screening, substance detection and x-ray devices.
6. Will consent to an inspection of your belongings
7. Will not be under the influence of alcohol or drugs
8. Respect the right of a person in immigration detention not to consent to a visit from you
9. Will observe the facility rules and follow any reasonable directions given by Serco or Department of Immigration and Border Protection staff
10. Will remain in the Visits Area unless you are permitted access to other areas of the facility by Serco staff or a Department of Immigration and Border Protection representative
11. Are aware that should you be refused entry to a facility by Serco staff or a Department of Immigration and Border Protection representative, that you are entitled to be told the reason for refusal

12. Will use the appropriate processes to lodge a complaint or give feedback. Posters and notices are displayed in the Visits Area with details on how to report or discuss any concerns you may have. Any Serco staff member will be happy to answer questions you have regarding the procedures
13. Are aware that unless you are a registered Migration Agent, the *Migration Act 1958* places limitations on the assistance and advice that you can provide to people in immigration detention in relation to their Department of Immigration and Border Protection case; i.e. preparing visa applications
14. Will not attempt to bring prohibited or illegal items into the facility, and acknowledge that some items are controlled and therefore may not be permitted into the facility (such as raw meat, for example)
15. Acknowledge that any personal items taken into the facility
  - a. are your responsibility
  - b. must be accounted for as you leave the facility
16. Are aware that any articles or items intended for a detainee needs to be shown and handed in at the Visitors Reception Area for security screening. You understand and agree that only items which have been cleared by security will be given to the detainee by Serco staff after the visit
17. Are aware that any prohibited items will be stored in a secure Serco locker for the duration of your visit and returned to you when you are leaving the facility
18. Are aware that any illegal items found on your person or in any of your possessions, will not be returned to you but will be given to the Police
19. Acknowledge that personal information provided to Serco will be retained for the Commonwealth and may be used to improve the care of people in immigration detention or to investigate incidents in which you may be involved. You understand that all information will be treated confidentially and will only be used or disclosed in accordance with the provisions of the *Migration Act 1958* and *Privacy Act 1988*
20. Comply with the relevant State and Territory laws
21. Will not advertise or sell any commercial product or service while in the Visits Area
22. Understand that CCTV monitoring may be in continuous operation throughout the facility and that recordings may be provided, if necessary, to the Department of Immigration and Border Protection or authorised external agencies in accordance with Australian law
23. Will refer any concerns you have about a detainee or any Health, Safety & Environment risk to Serco staff
24. Will not encourage the person you are visiting to engage in behaviour that is inappropriate, or to the detriment of the safety and good order of the facility
25. Will respect that the Visits Area is a public place, and behave in a manner which will not upset or disturb other people in immigration detention or their visitors. You understand that any accompanying children are your responsibility and must be supervised by you at all times in all sections of the Visits Area, including any crèche or play area facilities
26. Respect the rights of people in immigration detention to maintain their own political, cultural, religious and spiritual affiliations
27. Respect the privacy and dignity of all people in the facility
28. Treat all people within the facility with respect and courtesy

29. Acknowledge that only appropriate physical contact between people in immigration detention and visitors is acceptable and that such contact is restricted to a greeting and farewell hug and/or kiss.

**IF YOU ARE A CONTRACTOR WORKING WITHIN THE FACILITY, IT IS IMPORTANT THAT YOU:**

1. Are escorted and supervised by an authorised Serco staff member at all times
2. Only bring in tools and equipment that are required for the specific job being undertaken
3. Acknowledge that all tools will be logged into the tool register, together with a full description of each tool\*
4. Acknowledge that tools must not be left unattended or unsecured
5. Acknowledge that on exit, all tools must be logged out and signed for by the contractor and an authorised Serco staff member\*
6. Agree that when maintenance work is to be carried out over an extended period, all tools and equipment needs to be secured in a lockable cabinet\*.

\* IDC specific

**VISITOR AGREEMENT**

I have read and agree to comply with the Visitor Conditions of Entry. I understand that failure to comply with the above conditions may result in refusal of entry to, or removal from, the immigration detention facility.

Name:

Signature:

Date:

Facility:

Type of visit (ie, Legal, or other  
Professional or, Personal

Course Name: SECURITY SCREENING  
Venue: MIDC - TRAINING ROOM

Date of Session: 4-3-2015,

**Trainer/Assessor:** \_\_\_\_\_ s. 22(1)(a)(ii)

[illegible]

Trainer Signature: \_\_\_\_\_ Date: 04-03-15

Date: 14/01/2015 11:00:13 AM  
SIS-OPS-FRM-0026

Version: 2.0  
Paradigm ID: 13546

### SERVICE HOTLINES

AUS 1800 147 174  
 NZ 0800 455 159

<input checked="" type="checkbox"/>	PM
<input type="checkbox"/>	RM
Office use only	

MAINTENANCE REPORT #		0061
Date	Order No	RMA Number
14-3-16		
Customer		
SERCO		

Contact Name	Email Address	Telephone Number	Fax Number

Site Address / Delivery Address	Type of Call
MARIBYRONG DETENTION CENTRE MELBOURNE	Contract <input checked="" type="checkbox"/> Charge <input type="checkbox"/> Warranty <input type="checkbox"/> Sales Support <input type="checkbox"/> Install <input type="checkbox"/> Stock <input type="checkbox"/>

Machine Type	Machine Serial Number	Detector Serial Number	Software Version
DX	185723	09-1923	8.88

Part Used						
Qty	Part Number	Description	Stock Location	Unit Price	Discount	Extended Price
1		DETECTOR BOTTLE	T15			
1		FILTER	"			
1		FAN FILTER	"			
1		O-RING	"			
1		SCREEN - NOZZLE	"			

Labour Time	Hour Rate	Travel Time	Hour Rate	Location of Repair	Sub Total	
8				SVD WASPS	Discount	Sub-Total
Shipping / Other Charges / Expenses					Discount	Sub-Total

Total (Ex. GST)	
Approved:	

Fault as Reported / Fault as Found
DETECTOR BOTTLE FAULTY

Action Taken
REPLACED DETECTOR BOTTLE
P.M. PERFORMED FOR MARCH 16
TESTED AND CALIBRATED

Engineer Name	Engineer Signature	Customer Name	Customer Signature
KITFORDE	[Signature]		

Released by DIBP under the Freedom of Information Act 1982

# ITEMISER® DX

EXPLOSIVES AND NARCOTICS DETECTION IN A DESKTOP SYSTEM



Simultaneous detection enables the Itemiser® DX desktop to detect a broad range of explosives and narcotics that meet current market threats. It delivers fast, simultaneous explosives and narcotics detection in a package that is ergonomic and portable.

## Benefits

- Patented regenerative dryer eliminates the need for monthly dryer material replacements, and reduces maintenance downtime and consumables costs
- Automated calibration with optional verification helps assure operational accuracy
- Touch screen menus on a graphical user interface can be easy to learn and operate
- Onboard computer automatically handles all data logging, including time, date, sample analysis, and system status
- Lightweight (26.5 lb/12 kg) with built-in handle for easy transport
- Designated by the U.S. Transportation Security Administration (TSA), certified by the Israeli Prime Minister's Office and the European Civil Aviation Conference (ECAC) for screening airport passengers, persons other than passengers, items carried, baggage and cargo

Released by DIBP Under the  
Freedom of Information Act 1982

**Cost Effective**

- Folding monitor screen automatically shuts off backlight to extend life of display
- New long life positive ion dopant detects peroxide explosives
- Ability to create custom substance libraries

**Reliable**

- Simultaneous dual mode detection eliminates the need for two detectors, which significantly decreases the possibility of mechanical failure associated with two detector systems
- Maintains a low, stable humidity level in the detector, allowing for consistent and reliable detection results
- Automatically saves test results, preventing deletions
- Robust internal solid-state hard drive for reliable data storage
- Optional maintenance reminders for all preventive requirements
- Advanced diagnostics to ensure maximum availability and performance

**Ease of Use**

- Built in printer for fast hard copy results or printing later
- Quick analysis and results in approximately 8 seconds
- Software upgrades can be easy to install
- On-board software keypad
- On-board advance video help files

**Easy-to-Use Operator Interface**

- Results require minimal interpretation, allowing operators to concentrate on sample acquisition
- A comprehensive history of saved data and alarm files can be recalled and printed

**Portability**

- Internal, one-hour battery allows instrument relocation without having to shut it off, eliminating warmup time

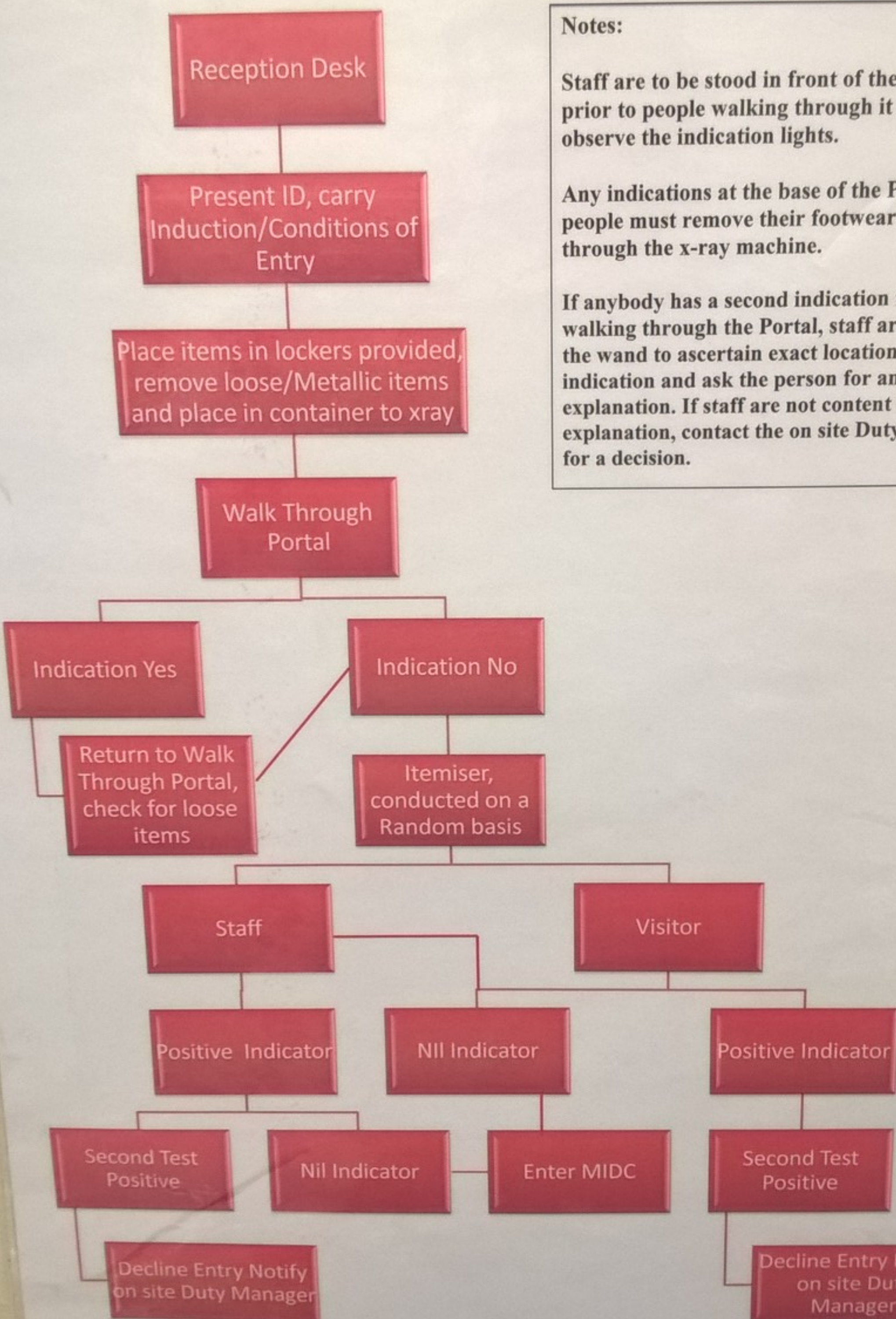
**TECHNICAL SPECIFICATIONS**

Dimension (display opened)	Height: 14.9 in (38 cm) Display Clearance: 16.3 in (41 cm) Width: 18.9 in (48 cm) Depth: 19.8 in (50 cm)
Dimension (display closed)	Height: 7.1 in (18 cm) Width: 18.9 in (48 cm) Depth: 18.0 in (46 cm)
Weight	26.5 lb (12.02 kg)
Detector Type	Ion Trap Mobility Spectrometer (ITMST <sup>TM</sup> )
Analysis Time	Default 8 seconds
Sample Acquisition	Surface wipe
Warmup Time (Cold Start)	Allow approximately 30 minutes for system to stabilize
Operating Temperature:	0 to 40°C (32 to 104°F) IP20 protection rating
Storage Temperature	0 to 50°C (32 to 122°F)
Power	AC Input: 100-120 VAC, 200-240 VAC, 47-63 Hz, 150W DC Input: 11-18 VDC input, 10A (150W) max
Battery Backup:	Up to 60 minutes of standby time daily for transport
Computer	AMD Geode® LX800 Processor, 500MHz, fanless, 3.5 in. (8.89) SB Typical Power Consumption: +5VDC @ 1.29 Amps
Display	10.4 in (26.4 cm), 640 x 480 pixel, 300 nits brightness, TFT-LCD monitor with resistive touch screen
Signal Processing	Recognition on multiple peaks and explosives; output to 4 different display types, including bar graph display or time-of-flight plasmagram display
Detection Modes	Explosives and Narcotics Detection or Dual Mode Detection
Data Transfer Capability	Two USB 2.0 ports; Ethernet port

**Morpho Detection**

U.S.A./Canada Tel: +1 978 658 3767  
International Tel: +44 (0) 1223 728 888  
www.morphodetection.com

Email: info@morphodetection.com  
Email: sales.mdj@morpho.com

**Notes:**

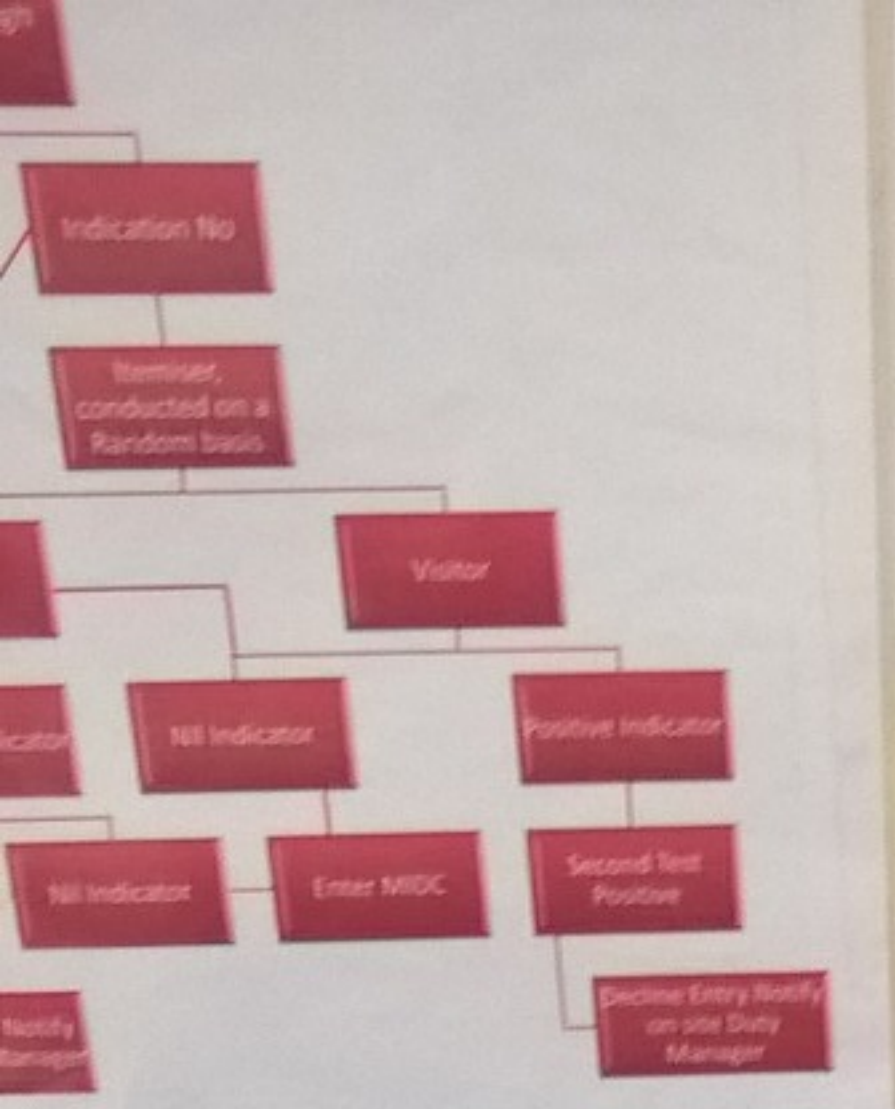
Staff are to be stood in front of the Portal prior to people walking through it so they can observe the indication lights.

Any indications at the base of the Portal, people must remove their footwear and place through the x-ray machine.

If anybody has a second indication following walking through the Portal, staff are to use the wand to ascertain exact location of the indication and ask the person for an explanation. If staff are not content with the explanation, contact the on site Duty Manager for a decision.

UNCLASSIFIED

Released by DIBP under the  
Freedom of Information Act 1982



OFF UNLESS ADVISED BY  
TECHNICIAN

IF YOU HAVE A BAG WHICH  
YOU SUSPECT TO HAVE  
ILLEGAL DRUGS IN IT, GENTLY  
SWIPE. DO NOT RUB SWIPE AS  
THIS WILL CONTAMINATE  
MACHINE

CONFIDENTIAL



Released by DIBP under the  
Freedom of Information Act 1982



Itemiser® DX

Beth

Operator's  
Student Guide



SG001116 Rev. 1



**Morpho Detection**  
SAFRAN Group

Released by DIBP under the  
Freedom of Information Act 1982