

Visitor's Application Form



Global Solutions

RETURN FAX: (08) 8641 5702

Centre: BAXTER

Please complete this form in English. Acceptable form of identification include: Current Australian Drivers Licence with current address; valid Passport (any Nationality); valid visa with Photo; professional/student ID with photo plus two other forms of ID (e.g. Medicare card; Health care Card etc with current address)

Today's Date: _____

Proposed Date of Visit: _____ AM / PM / EVE

Visitor's Full Name: _____

Visitor's Date of Birth: _____

Visitor's Occupation: _____

Reason for Visit: _____

Full Names of any accompanying children: _____ Age: _____
_____ Age: _____
_____ Age: _____
_____ Age: _____
_____ Age: _____

Visitor's Address in Australia: _____

Visitor's Phone Number: _____

Visitor's Relationship to Detainee: _____

Full Name(s) of Detainee(s) you wish to visit: _____

Visitor's Signature: _____

GSL (Australia) Use only:			
Driver's Licence	Passport	Visa	Other
Number: _____	Number: _____	Number: _____	Number: _____
State: _____	Passport Nationality: _____	Number: _____	Visa No: _____
Other (please comment): _____			
Visit Granted: Y ___ N ___	Date and Time: _____	If no - reason: _____	Logged: _____
Officer Processing Visit: Name: _____	Signature: _____		

Conditions of Entry

This is a secure immigration detention facility, therefore, specific rules are in place in relation to entry to the immigration detention facility to protect the safety and welfare of detainees, visitors and staff.

Entry is conditional upon a number of provisions including those contained in the *Migration Act 1958* (the Act).

All visitors must agree to:

- complete a visits application form;
- follow the directions of GSL or DIMIA staff at all times;
- not bring items into the immigration detention facility that are specifically prohibited;
- prove their identity by producing the forms of identification indicated below;
- undergo screening processes prior to entry;
- read and acknowledge this 'Conditions of Entry' form;
- wear a visitor's wristband, or other form of visitor identification, at all times while in the immigration detention facility.

Items brought into an IDF by visitors

The quantity of items that can be brought into an immigration detention facility is limited to that which can be reasonably expected to be for the detainee's personal use.

Prohibited items

A list of items that cannot be brought into an immigration detention facility is at Attachment B. Visitors can store items that cannot be brought into the immigration detention facility in secure lockers.

Required forms of identification

Each visitor to a Facility of adult age must satisfy identity requirements. This means that each visitor must produce formal documentation which positively identifies them. Forms of identity include:

- Drivers licence
- Passport
- Student Card
- Pension Card
- Credit Card
- Council Rates Notice
- Utility/Telephone Bill

A single item which includes a photograph is acceptable, however, if no photo ID can be produced, two other items of documentation are required (eg: a telephone bill and a pension card).

Those under 18 years may be admitted without identification at the discretion of the Operations Manager. Usually the person will be in the company of an adult who satisfies the requirements and he/she may enter on that basis (generally this will apply to young children). Older teenagers for instance, who are unaccompanied, may be admitted after consideration by the Operations Manager. The same applies to those who may not be able to produce two forms of identity i.e. the Operations Manager will determine the outcome.

Visitors should be aware that:

- Permission for visits from friends and family members is required from GSL prior to entry. For all other visitors, with the exception of those with a statutory right of access, permission is required from the Department of Immigration Multicultural and Indigenous Affairs (DIMIA).
- All visitors are required to complete a visitor application form, unless evidence can be produced of prior approval by DIMIA.
- Visitors are permitted to enter the immigration detention facility only for the purpose that they have indicated on the visitor application form.
- The consent of the detainee is required before the visit can take place.
- It is an offence to possess fraudulent documents (eg: passport, drivers licence). Visitors found to give false or misleading information will not be permitted to enter the immigration detention facility.
- Anyone who uses knowledge of migration procedures to offer advice or assistance to a person wishing to obtain a visa to enter or remain in Australia **must** register as a migration agent (see the DIMIA website – www.immi.gov.au - for more information).

Security Screening of Visitors

At common law Global Solutions Australia Pty Limited (GSL) has a duty of care to ensure that immigration detention facilities are safe and secure for all persons entering and accommodated in the facilities. At common law GSL also has the right to determine who may enter an immigration detention facility and the conditions upon which entry will be granted in order to fulfil that duty of care.

In addition to GSL's common law rights, the Act contains provisions relating to the control and entry of visitors to immigration detention facilities.

Under section 252G of the Act visitors may be requested to undergo screening and inspection procedures. **Refusal to comply with such requests will result in refusal of entry to the facilities.**

Legislative requirements

Under section 252G of the Act, an officer can request a visitor to:

- walk through screening equipment;
- allow them to use hand-held screening equipment (such as a metal detector) over or around them and their possessions; and
- allow them to use X-ray or screening equipment on their possessions.

If an authorised officer has reasonable grounds for suspecting that a visitor is holding or carrying something that might:

- endanger the safety of the detainees, staff or other people at the immigration detention facility; or
- disrupt the order or security arrangements at the immigration detention facility,

the authorised officer can then, under subsection 252G(4) of the Act, request the visitor to:

- present their possessions for inspection;
- remove some or all of their outer clothing, such as jacket, coat or similar item;
- remove items from the pockets of their clothing; and
- open things in their possession, remove the contents, and present them for inspection.

Refusal to comply with a request under section 252G, or failure to satisfy a request made under section 252G will result in refusal of entry to the facilities.

Rights of Visitors

Generally, if a visitor is required to store or leave an item in the visits processing area, they will be entitled to the return of the item or items when they leave. However, if it is unlawful for the visitor to possess such an item or items, they will not be returned to the visitor. Instead, the authorised officer is required under law to give the item or items to a police officer.

Visitors are not compelled to comply with requests under section 252G of the Act, nor are they compelled to explain their reasons for not wanting to do so. However, in such cases GSL reserves the right to refuse entry to an immigration detention facility under subsection 252G(7) of the Act. The visitor must then be prepared to leave the immigration detention facility with their possessions, provided they can be lawfully returned to the visitor.

Privacy Act 1988

DIMIA and GSL will not disclose personal information about visitors obtained during their entry to an immigration detention facility to others, except in accordance with the *Privacy Act 1988*. Information may be passed on to law enforcement agencies and others who carry out DIMIA functions.

Denial of Entry

Any person denied entry to an immigration detention facility will be advised by GSL or DIMIA of the reasons for that decision.

Anyone who believes a decision to deny them entry is unreasonable may provide their concerns to GSL and/or DIMIA, via the complaints procedure.

Name of visitor:

Address of visitor:

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Phone number of visitor:

Name of detainee being visited:

I have read the conditions of entry and agree to abide by them

Signed/acknowledged:

Signed/acknowledged by a parent of a minor
on behalf of the minor:

Date: