

PORT PHILLIP PRISON VISITOR INFORMATION



POSTAL ADDRESS:
 Port Phillip Prison
 PO Box 376
 Laverton Vic 3028

ADDRESS:
 Port Phillip Prison
 451 Doherty's Road
 Truganina Vic 3029

Phone: (03) 9217 7200
Fax: (03) 9217 7218

VISITING HOURS

Please confirm all visits with prisoners prior to visiting and arrive well before scheduled visit time on scheduled date. **(PLEASE DO NOT CALL OUR RECEPTION STAFF TO CONFIRM BOOKINGS - ALL VISIT BOOKINGS ARE THE RESPONSIBILITY OF THE PRISONER).** The updated Visitor Booking System (VBS) facilitates one hour visits for all prisoner contract levels (Base, Standard and Enhanced). Base contract level prisoners are not permitted visits on weekends. All visitors are required to arrive 30 minutes prior to their visit booking time. **Visitors arriving 15 minutes after their visit booking time may be denied entry into the Prison.**

SESSION ONE		Allocated Time 09:00 until 11:00			Actual Visit Time: 09:30 until 10:30		
MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY	SATURDAY	SUNDAY	
Fishburn East & West Salamander	Matilda East & West	RESTRICTED ACCESS	Marlborough Penhyn St Johns St Pauls	Sirius West	Matilda East & West	Alexander South	

SESSION TWO		Allocated Time 11:00 until 13:00			Actual Visit Time: 11:30 until 12:30		
MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY	SATURDAY	SUNDAY	
Gorgan Waaksembyd Swallow	Scarborough North Scarborough South	Alex North Marlborough (Protection)	Scarborough North Scarborough South	Alex North / Marlborough (Protection)	Fishburn East & West Salamander	Gorgan Waaksembyd Swallow	

SESSION THREE		Allocated Time 13:30 until 15:30			Actual Visit Time: 14:00 until 15:00		
MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY	SATURDAY	SUNDAY	
Sirius West	Alexander South	Sirius West when there is no lock down training.	Gorgan Waaksembyd Swallow	Fishburn East & West Salamander	Marlborough Penhyn St Johns St Pauls	Sirius West	

SESSION FOUR		Allocated Time 16:00 until 18:00			Actual Visit Time: 16:30 until 17:30		
MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY	SATURDAY	SUNDAY	
RESTRICTED ACCESS	Marlborough Penhyn St Johns St Pauls	Gorgan Waaksembyd Swallow	Matilda East & West	RESTRICTED ACCESS	Scarborough North Scarborough South	Alex North / Marlborough (Protection)	

NUMBER OF VISITS PERMITTED: Prisoners are permitted a limited number of visits per week depending on their sentence status, contract level and IDU status. No further visits are permitted once a prisoner has used up his quota for the week. The Visit week runs from Monday to Sunday.

	Contract Level	Base	Standard	Enhanced	IDU Box
Minutes visits	Remand	3 x 60 min	3 x 60 min	3 x 60 min	1 X 30 min
Per week	Sentenced	1 x 60 min	2 x 60 min	3 x 60 min	1 x 30 min
		NO BASE CONTRACT VISITS ON WEEKENDS			

CONDITIONS OF ENTRY INTO A PRISON: All visitors must comply with staff instructions as a condition of entry into the Prison. Any person refusing to comply may result in refusal. Reception staff are to contact their area Supervisor or Manager to seek approval to deny the visit - **only a Manager or Supervisor can refuse a visitor from entering the prison.**

PRISONERS VISIT LIST: Visitors must be on the prisoner's visitor list. It is the responsibility of the prisoner & their responsibility alone to maintain their visit list. To add a name to their list, prisoners need to provide staff with the name, address and date of birth of the visitor via Unilink. Staff cannot provide verification of prisoner's visitor lists over the telephone.

NUMBER OF VISITORS: A maximum of three adults and manageable number of children are permitted to visit at any one time.

IDENTIFICATION: VALID PHOTO IDENTIFICATION IS A CONDITION OF ENTRY TO THE PRISON, NO PHOTO IDENTIFICATION – NO VISIT. ORIGINAL IDENTIFICATION ONLY – NO PHOTOCOPIES PERMITTED

Acceptable photo identification is current Drivers Licence, Passport, Key Pass, Proof of Age Card (**Law Institute and Bar Card – 50 points only**).

All visitors 16 years of age and over must provide 100 points of current photo identification to the satisfaction of the Correctional Officer every time they wish to enter.

Children – Children under 16 years of age may only enter with the registered adult. A Birth Certificate or Proof of Age may be requested if a child is near or appears near the age of 16.

CHARLOTTE (Management Unit): Visits to prisoners in Charlotte **MUST BE BOOKED 72 HRS IN ADVANCE**. All visits in Charlotte are box visits and must be processed by unit staff via VBS. All visit bookings are the responsibility of the prisoner.

PRIOR CRIMINAL RECORD: If you have any criminal history, a CRN (Correctional Reference Number) / Person Identification (PID), have been subject to a community based order imposed by a court (i.e. A Community Correction Order) or previously received a ban from a Victorian Prison, you may not be permitted entry into Port Phillip Prison, even if a prisoner has added you to their visitors list. If you would like to visit a prisoner, you must seek written permission from the General Manager giving your full name, date of birth, CRN /VRN (if known), name of the prisoner and their relationship to the prisoner that you wish to visit. The General Manager will review your request and advise you in writing of their decision. This letter of authorisation must be produced at each visit.

DRESS CODE: The visits centre is a family orientated area. Entry will be denied to any visitor deemed to be inappropriately dressed.

ITEMS ALLOWED: Up to \$20 in coins, a prison issued locker key and Visitor card only are permitted for the visit. If a baby is entering with a visitor, **1 baby bottle** is permitted. No forms or documents will be permitted into the visit unless prior approval had been granted. Visitors are not permitted to pass articles of any kind to any prisoner. Persons who deliver to a prisoner or introduce contraband will be banned from visiting.

Box visit authorised items: a Prison issued locker key and Visitor Card permitted only.

Alcohol, drugs of dependence, drug paraphernalia, firearms or weapons of any kind are prohibited from entering the grounds of the prison

SEARCHES: A visitor may be required to submit to a search or ION Scan or both. If a visitor refuses a search or ION scan, they will be asked to leave the prison and may incur a ban prohibiting that person visitation rights to Port Phillip Prison and any Victorian prison.

PRISONER MONEY: A maximum of \$140 for canteen can be deposited in the Prisoners spend account each calendar month **Monday–Friday, 10:00am-4:00pm only**. Any additional phone money must be pre-approved in writing before a deposit can be made. Alternatively money orders can be sent in by mail stating the prisoner’s full name & CRN, sender’s full name & address and the account the money is intended for or by Secure Payment Service www.secure-payment-services.com.au. Only visitors on the prisoner’s visits list may deposit money into prisoners account. This is deposited at reception **after the visit.**

SMOKING: Smoking on Port Phillip Prison grounds is strictly prohibited. Legislation commencing 1 July 2015 completely bans smoking anywhere on Victorian prison grounds. **Any visitor found smoking will face a ban from visiting Port Phillip Prison.**

MOBILE PHONES ARE NOT PERMITTED TO ENTER PORT PHILLIP PRISON OR THE RECEPTION AREA.

PRISONER PROPERTY: Only clothing for court as described below will be accepted by Reception staff.	
PERMITTED WITHOUT A REQUEST FORM	QUANTITY PERMITTED
Court Clothes – (DRESS SHOES ONLY)	Maximum of 1 x Suit, 2 x shirt 2 x tie (NO NAME BRANDS INCLUDING TIES AND SHIRT)
<i>Reception can only accept goods with an APPROVED request form which prisoners must organise - Approved Items must be posted into the prison with the Prisoners name and CRN clearly visible on the package.</i>	
PLEASE NOTE: MAGAZINES AND NEWSPAPERS ARE NOT PERMITTED	

TRANSPORT: A Public bus service runs from and to Laverton and Sunshine railway stations. This service runs 7 days per week. A timetable is available at reception.

VICTORIAN PRISON TELEPHONE NUMBERS			
Hopkins CC	(03) 4309 3333	Loddon Prison Precinct (Middleton)	(03) 5471 1211
Barwon Prison	(03) 5220 8222	Marngoneet CC (Karreenga)	(03) 5282 0600
Beechworth CC	(03) 5728 0055	Melbourne Assessment Prison	(03) 9321 4111
Dame Phyllis Frost Centre	(03) 9217 8400	Metropolitan Remand Centre	(03) 9217 7777
Dhurringile Prison	(03) 5824 8800	Tarrengower Prison	(03) 5479 8200
Middleton Annexe	(03) 5411 1000	Karreenga Annexe	(03) 5285 0000
Fulham CC	(03) 5142 3800	VACRO	Toll Free 1800 049 871
Langi Kal Kal Prison	(03) 5349 4900	OMBUDSMANS OFFICE	Toll Free 1800 806 314