

# 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/VISIT STAFF TO CONFIRM BOOKINGS - ALL VISIT BOOKINGS ARE THE RESPONSIBILITY OF THE PRISONER).** The updated Visitor Booking System (VBS) facilitates 30 -minute Zoom visits and 1 hour contact 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 at least 30 minutes prior to their visit booking time. **Visitors arriving less than 15 minutes prior to their visit booking time may be denied entry into the prison.** *Social visits at Port Phillip Prison that are facilitated through a Video/Zoom call will require visitors to download the Zoom app and create a zoom account with an email address. Only Prisoners can book their visits, For Zoom bookings an email address must be on the VBS system prior to booking the visit.*

**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.

			WEEK	DAY	VISITS			WEEK	END	VISITS
Session	Visit time	Monday	Tuesday	Wednesday	Thursday	Friday	Session	Visit Time	Saturday	Sunday
1	09:15 AM-10:15 AM Zoom & Contact	Matilda East/West	Alex South	Borrowdale	Scarborough South	Restricted Access Protection (No Children)	1	0915-10:15am Zoom & Contact	Matilda East/West	Sirius West A&B
2	10:45 AM-11:45 AM Zoom & Contact	Marlborough Penhyn St.Pauls St.Johns (Mainstream)	Sirius West A&B	Marlborough Penhyn St. Pauls St. Johns (Mainstream)	Borrowdale	Sirius East	2	10:45 AM-11:45AM Zoom & Contact	Alex South	Restricted Access (Mainstream)
3	1:00 PM-2:00 PM Zoom & Contact	Alex North (Marlb St.Johns St.Pauls (Protection))	Scarborough North	Alex North Marlborough St.Johns St.Pauls (Protection)	Gorgan WaaksymbydS wallow	Alex South	3	12:30PM-1:30PM Zoom & Contact	Salamander	Malborough Penhyn St.Pauls St.Johns (Mainstream)
4	3:00 PM-4:00 PM Zoom & Contact	Gorgan Waaksymbyd Swallow	Scarborough South	Salamander	Restricted Access Mainstream (No Children)	Salamander	4	2:00PM-3:00PM Zoom & Contact	Alex North Marlborough St.Johns St.Pauls (Protection)	Gorgan Waaksymbyd Swallow
5	4:45 PM-5:45 PM Zoom & Contact	Sirius West A&B	Alex North Marlborough St.Pauls St.Johns (Protection)	Sirius East	Salamander	Scarborough North	5	3:30PM-4:30PM Zoom & Contact	Gorgan Waaksymbyd Swallow	Matilda East/West
							6	5:15PM-6:15PM Zoom & Contact	Scarborough North	Restricted Access (Protection)

	Contract Level	Base	Standard	Enhanced	IDU
VISITS PER WEEK.	Remand	3 x Zoom or Contact	3 x Zoom or Contact	4x Zoom or Contact	1x Zoom or 30 min Non-Contact
	Sentenced	1x Zoom or Contact	2x Zoom or Contact	3x Zoom or Contact	1 x Zoom or 30 min Non-Contact
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 must 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.**

DIN:	PPP-OPS-FRM-037	Version:	1.0
Document Type:	Form	Version Date:	9 March 2023
Classification:	Internal	Owner:	Operations Manager
Page Number:	Page 1 of 2	Uncontrolled if printed or downloaded.	

**PRISONERS VISIT LIST:** Visitors must be on the prisoner's valid 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 prisoners' visitor lists over the telephone.

**NUMBER OF VISITORS:** A maximum of two 2 x adults and a reasonable number of children are permitted to visit at any one time.

**IDENTIFICATION: 100 POINTS OF IDENTIFICATION IS A CONDITION OF ENTRY TO THE PRISON. IF YOU CAN NOT PRODUCE SATISFACTORY IDENTIFICATION YOU WILL NOT BE PERMITTED TO ENTER THE PRISON – ORIGINAL IDENTIFICATION ONLY – NO PHOTOCOPIES PERMITTED**

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 your 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:** 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.

**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 prisoner's spend account each calendar month via the cash machine located in the reception area **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 can be sent via Secure Payment Service **www.secure-payment-services.com.au**. Only visitors on the prisoner's visits list may deposit money into prisoners account.

**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, other permitted items of clothing must be posted into the prison with the Prisoners name and CRN clearly visible on the package.

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)
Reception can only accept goods with an <b>APPROVED</b> request form which prisoners must organise <b>PLEASE NOTE: MAGAZINES AND NEWSPAPERS ARE NOT PERMITTED</b>	

**TRANSPORT:** A Public bus service runs from and to Laverton and Sunshine railway stations. This service runs 7 days per week. A time table 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	Tarngower 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

DIN:	PPP-OPS-FRM-037	Version:	1.0
Document Type:	Form	Version Date:	9 March 2023
Classification:	Internal	Owner:	Operations Manager
Page Number:	Page 2 of 2	Uncontrolled if printed or downloaded.	