

Victorian Prisons Information Booklet

A helpful guide to visiting a
friend or family member in prison.

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This material has been sourced from various internet sites and was correct at time of publishing, as of March 2017. We cannot guarantee the accuracy of the information presented herein and urge people reading this document to confirm information for themselves. This booklet is provided as a guide only and is intended to assist those seeking general information about Victorian prisons. For more specific information, please contact the prison directly.

General Information For Prison Visitors

Arranging a Visit

To visit a prisoner, you must be on the prisoner's approved visitors list. A prisoner can have up to ten people on their list at any one time. It is up to the prisoner to add you to their list. To add you, the prisoner needs your full name, date of birth and address.

If you are unsure whether you are on a prisoner's approved visitors list or you want to ask a prisoner to add you to their approved visitors list you can write to the prisoner. Prisons cannot release information about who is on a prisoner's visitors list or phone list (a prisoner's visitors list is not the same as their phone list).

If you don't know where a prisoner is located, you can write them care of Corrections Victoria and your letter will be forwarded.

Address to: (prisoner's first name and surname)

C/- Corrections Victoria

GPO Box 123 Melbourne VIC 3001

Once you are on the prisoner's approved visitors list, please contact the prison for visiting times and procedures.

Bans and Previous Imprisonment Or Community Corrections Order

If you have previously been banned from visiting a Victorian prison, or have a Corrections Reference Number (CRN) / Person Identification (PID), you may not be permitted entry to a Victorian 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 prison's general manager and provide the following information:

- *CRN/PID (if known) or your offences*
- *name of the prisoner you wish to visit*
- *reason/s you want permission to visit (i.e. relationship with the prisoner)*

The general manager will review your request and advise you of their decision.

You will have a CRN / PID if you have served a term of imprisonment in Victoria (sentenced or remanded) or have been subject to a community-based order imposed by the court (i.e. a Community Correction Order).

Identification

Whenever you visit a prison, a total of 100 points of identification is required. If you do not have suitable identification, you will not be able to visit. Photocopied documents will not be accepted.

Suitable Identification

100 points

- *Current driver's licence (with photo)*
- *Correctional Services pass*
- *Consulate ID card*
- *Working With Children card*
- *Ombudsman's photo ID pass*
- *Valid passport*
- *Law card*
- *Firearms licence*
- *Key Pass*
- *Police member ID*

50 points

- *60+ card*
- *Birth certificate*
- *Marriage certificate*
- *Australian citizenship certificate*
- *Defence Department ID*
- *Government authorised under 16 years card*

** In the 25-point category, only one of each type of identification will be accepted, i.e. one credit card, one bank book, one health care card and a Medicare card. 4 of these items together equals 100 points.*

25 points*

- *Medicare card*
- *Health care card*
- *Student card*
- *Credit card*
- *Bank book*
- *Proof of Age card*

Video Visits

The Video Visits Program enables prisoners to see their family members via video conferencing. A direct video link to the prison (from an external site) enables the family member to see and talk to the prisoner on a screen.

The external site may be at the local Community Corrections site if appropriate or a community agency site organised by the Victorian Association for the Care and Resettlement of Offenders (VACRO). This site may be in Victoria or interstate (depending on the location of the family).

Generally, the visit will last 30 minutes (depending on availability). Visits can be terminated in accordance with the general conditions that govern normal prison visiting procedures (families will need to sign a form agreeing to this).

A VACRO family services worker may be available to offer support and debriefing with the family by telephone following the video visit.

Arranging a Video Visit

Each prison has its own processes, however the following steps apply in most cases:

- *Families need to contact VACRO to organise a video visit with the prisoner. VACRO will then contact the prison to find out whether the prisoner wishes to participate in the program and is eligible to participate.*
- *The prisoner makes an application at their prison location. A referral with contact details for the family member will be passed on to VACRO who will then advise the family of the request and check for family consent.*
- *VACRO will liaise with the prison, the family and the community video visit site to arrange a time for the visit.*

Video visit facilities are not available in some locations in Victoria. VACRO will attempt to find the closest possible location.

Prohibited Items

A prohibited item ('contraband') is anything introduced or found in a prison that is not permitted. It is a criminal offence to bring any form of contraband onto prison property.

Prohibited items vary depending on whether the prison is maximum, medium or minimum security.

The following items are prohibited in all prisons:

- *weapons*
- *drugs and drug-related items or paraphernalia*
- *explosive substances or devices*
- *flammable or corrosive liquids*

- alcohol
- tattooing equipment
- aerosol pressure spray cans
- equipment that may aid an escape
- film, computer games, and some publications
- cameras or other photographic devices
- mobile telephones
- portable digital media players
- USB storage devices
- any other substance or article which may threaten the safety or security of the prison

This is not an exhaustive list. It's best to call the prison before your visit to ask whether you can bring in property for the prisoner.

Any visitor found introducing contraband into a prison will be banned from all visits at all prisons for a minimum period of 12 months and the matter will be referred to the police.

Property and Money

The following is general information about bringing property and money into a prison. Before you visit a prison it is recommended that you read the specific information about the prison and phone the prison directly to confirm your visit.

Property

Depending on prison regulations, visitors may bring personal items and clothing for prisoners. The type and amount of items you are allowed to take varies from prison to prison.

Money

Visitors may bring money for prisoners. Money brought for prisoners will be deposited into the prisoner's 'private money' account. To deposit funds into a prisoner's account, you must be on the prisoner's approved visitors list.

Generally, the maximum amount prisoners may receive is \$140 per calendar month. Prisons may approve additional private money for long distance telephone calls to the prisoner's family or for special one-off purchases such as a computer for study.

Prisons will only accept cash, a bank cheque or postal order (online money orders, personal, trust account or company cheques are not acceptable). Each prison may have different requirements for depositing the money.

Conditions of Entry

All prison visitors are subject to prison regulations and orders. Disobeying prison orders is an offence and could result in a visitor being banned from entering a prison.

Trafficking

It is a serious criminal offence to traffic drugs including prescription drugs into a prison facility. If you are suspected of attempting to traffic drugs or any other prohibited item (contraband), you may be asked to submit to a strip search by prison officers. If you refuse this request, you are likely to be banned from entering all prisons in Victoria for a period.

Searching and Monitoring

All visitors will be searched on entry to a prison and after registering. Any vehicles entering the prison grounds may also be searched. Details of the search including your vehicle's registration number may be collected and recorded by prison authorities.

A visitor may be monitored and recorded within the prison grounds including in carparks on prison property. Visitors should also expect that cameras may monitor public areas of prison facilities and that images may be recorded.

Personal Information and Privacy

When you visit a prison, a record of your visit will be kept along with personal information confirming your identity. If your visit involves a search or monitoring your image may be recorded and kept.

Family and Friends

All visitors must report to the prison gatehouse/reception area where they will be asked for personal information including proof of identity, before each visit. Personal information about a prison visitor is used to record that a visit occurred and to assist the conduct of future visits. All visitors are assigned a Visitor Reference Number (VRN) to assist in this process. Visitors are required to sign a visit register. If a visitor is under the age of 16 years the accompanying adult will be asked for details which can identify them.

Biometric technology which involves hand, iris or fingerprint scanning is used at some prisons. This technology is used to identify people to assist in maintaining prison security.

This information will be kept in accordance with the requirements of the Public Records Act 1973.

Approved Visitors and Phone Lists

Prisoners are required to supply some personal information about visitors when they nominate people to be added to their approved visitors list. This is so that potential visitor details can be recorded and inform approved visitors of visiting arrangements. Personal information will also be collected if the prisoner wishes to add a person to their approved phone list.

Professional Visitors

Professional visitors or non Corrections Victoria employees are required to provide personal information to enable Corrections Victoria to ascertain their identity and suitability as an approved visitor. Professional visitors will be asked to provide personal information including proof of identity before each visit.

Making a Privacy Complaint

If a visitor is not satisfied with the way that Corrections Victoria has handled their information, they may lodge a complaint with the department's Information and Privacy Unit by email privacy@justice.vic.gov.au or phone (03) 8684 0173. Alternatively, they may lodge a complaint with the Commissioner for Privacy & Data Protection.

Barwon Prison

Phone 03 5220 8222 **Fax** 03 5282 3406

Email corrections@justice.vic.gov.au

Post Locked Bag 7, Lara VIC 3212

Address 1140 Bacchus Marsh Rd, Lara VIC 3212

Getting There

Car: Barwon Prison is approximately 60km from Melbourne. Take the Princes Fwy to Geelong, turn left at the Avalon Airport exit, then turn right over the bridge and follow the signs to the prison. The Marngoneet Correctional Centre is located next to Barwon Prison.

Public Transport: A courtesy bus is available to transfer visitors from Lara station to Barwon Prison and back again on Saturdays and Sundays at the following times:

Saturday Bus: Meets the train at Lara station:

9.55am, 10.55am, 11.55am, 12.55pm

Bus departs Barwon Prison: 12.25pm, 1.40pm, 2.40pm, 3.40pm

Sunday Bus: Meets the train at Lara station:

10.55am, 11.55am, 12.55pm

Bus departs Barwon Prison: 2.40pm, 3.40pm

Visiting Times

To visit a prisoner, you must be on their approved list. Once on the list, you can visit at any of the times below. It is recommended you call the prison before visiting.

Contact Visits

Unit	Day / Time	Conditions
Mainstream	Saturday and Sunday 8.15am–3.30pm	One either contact or non-contact per week depending on status of prisoner 2 hours duration per visit Visits must commence prior to 2.45pm and conclude by 3.30pm 3 adults and 4 children allowed per visit
Grevillea (Protection)	Saturday and Sunday 8.15am–3.30pm	One either contact or non-contact per week depending on status of prisoner 2 hours duration per visit Visits must commence prior to 2.45pm and conclude by 3.30pm Saturday 8.15am–12pm adult visitors only 3 adults and 4 children allowed per visit
Hoya (Protection)	Saturday and Sunday 8.15am–3.30pm	One either contact or non-contact per week depending on status of prisoner 2 hours duration per visit Visits must commence prior to 2.45pm and finish by 3.30pm Saturday 8.15am–12pm for adult visitors only Visitors from 12.30pm–3.30pm do not mix with mainstream prisoners 3 adults and 4 children allowed per visit
Acacia (High security)	By arrangement Between 8.15am–3pm	All visits must be pre-booked; visits subject to staff and room availability Visits must commence prior to 2.45pm and finish by 3.30pm Visitors must arrive 15 minutes prior to the visit for processing 3 adults and 4 children allowed per visit

Unit	Day / Time	Conditions
Banksia	Friday–Monday 1.30pm–3.30pm	All visits must be pre-booked; visits are subject to staff and room availability Visits must commence prior to 2.45pm and finish by 3.30pm Visitors must arrive 15 minutes prior to the visit for processing 3 adults and 4 children allowed per visit
Melaleuca	By arrangement	One per month with approval All visits must be pre-booked; visits are subject to staff and room availability

Non-Contact Visits

Unit	Day / Time	Conditions
Mainstream	Friday–Monday 8.15am–3.30pm	One either contact or non-contact per week depending on status of prisoner 1 hour duration per visit Saturday/Sunday box visits must be booked by the prisoner prior to 12pm on the Friday Must arrive 15 minutes prior for processing 3 adults and 4 children allowed per visit
Grevillea (Protection)	Saturday, Sunday 8.15am–3.30pm Monday 11.45am–3pm	Must arrive 15 minutes prior for processing Visits on Monday must commence prior to 2.15pm and conclude by 3pm Visits on Monday must be booked 24 hours in advance by the prisoner
Hoya (Protection)	Friday–Monday 8.15am–3.30pm	Must arrive 15 minutes prior for processing 3 adults and 4 children allowed per visit Saturday/Sunday box visits must be booked by the prisoner prior to 12pm on the Friday
Acacia (High security)	By arrangement 8.15am–3pm	All visits must be pre-booked; visits subject to staff and room availability Visits must commence prior to 2.45pm, conclude by 3pm Must arrive 15 minutes prior for processing 3 adults and 4 children allowed per visit
Banksia	Friday–Monday 1.30pm–3.30pm	One per week All visits must be pre-booked; visits subject to staff and room availability Visits must commence prior to 2.45pm and conclude by 3.30pm Must arrive 15 minutes prior for processing 3 adults and 4 children allowed per visit
Melaleuca	Monday, Wednesday, Thursday, Saturday, Sunday 8.15am–3pm	One per week All visits must be pre-booked; visits subject to staff and room availability Visits must commence prior to 2.45pm and conclude by 3pm Must arrive 15 minutes prior for processing 3 adults and 4 children allowed per visit

Visit Conditions

For conditions of entry that apply to all prisons, such as general behaviour and the search process, refer to the general information for visiting a prisoner. The following additional details are specific to Barwon Prison.

Facilities For Children

Children are welcomed and well catered for at Barwon Prison. To assist in entertaining children whilst visiting the prison, books, toys and play equipment are available. An adult must accompany children under the age of 16. Parents are requested to pack all items back in the appropriate storage place at the conclusion of the visit. If you require assistance at any time, please approach the officer on duty for advice. Please note that prams are not permitted into or beyond the gatehouse foyer. Barwon Prison provides prams once visitors have passed through the entry procedures at the gatehouse. Your personal pram may be stored at the John Coshall Centre.

Authorised Items For Visitors

The prison provides limited secure storage boxes at the gatehouse for visitors to store personal items. Please do not enter the gatehouse foyer with large amounts of personal items. Large handbags or backpacks are difficult for Barwon Prison to cater for. At the end of the visit, visitors can collect their stored property from the gatehouse following the sign-out procedure.

Visitors with babies or young children are permitted to enter with:

- 1 baby bottle (containing milk, formula, flavoured milk, cordial, juice or Ribena) only
- 1 dummy

Other baby care items such as nappies are provided and available in the visit centres.

\$40 in gold coins is permitted per visit (not per visitor) for use in the vending machines located in the visit centres.

Smoking is not permitted at anytime inside the visit centres. Visitors are not permitted to enter the prison with cigarettes.

Dress Standards

Visitors are required to ensure that their presentation, including clothing and accessories, is of an acceptable standard and appropriate to the prison environment.

The following dress items are not permitted:

- singlets, tank tops, midriff, sleeveless or strapless tops (applies to male and female visitors)
- scarves and gloves
- sunglasses (unless prescription)
- hats or caps of any kind
- revealing or offensive clothing or jewellery

Excessive amounts of jewellery or inappropriate jewellery is not to be worn into the prison.

Should the senior officer determine that the visitor's clothing or appearance is not appropriate to the prison environment upon entry to the prison, where possible alternative clothing will be offered to enable the visit to take place.

Property and Money

Property

Barwon Prison will only accept property from visitors registered on the valid visitors list. All property must be left at the gatehouse prior to the visit and a receipt will be issued.

All prisoners' property brought into the prison by visitors will be searched and delivered to the property store on weekdays only. Property brought in over the weekend will be delivered to the property store as soon as is practicable. All property items must be clean – soiled or dirty items will not be accepted.

Where a prisoner has reached the permitted amount of property, additional items will not be accepted.

The following items are accepted:

- 4 thermal long johns and long sleeve thermals or long sleeve t-shirts (must be white for prisoners in mainstream and protection, red for prisoners in Acacia and Melaleuca)
- 4 underwear items (must not include any pictorial or media representations e.g. cartoons or commercial brands) Note: underwear must be new
- 4 white t-shirts (must not include any logos, collars, pockets or buttons. Crew-necked and v-necked t-shirts are accepted)
- 4 pairs of socks
- 6 handkerchiefs
- 4 white singlets (must not include any logos. For prisoners in Acacia and Melaleuca, singlets must be red)
- clothing for court or release (must be approved by the unit

supervisor)

- 2 books (in Acacia and Melaleuca, hard-cover books are not permitted without approval from an operations manager)
- 2 newspapers
- 2 magazines (Barwon Prison will not accept magazines which contain any erotic pictorial or media representation of male or female genitalia or women's breasts, military articles, drugs, hydroponics or home brewing, weapons, bombs, tattoo publications or publications which support terrorism). Prohibited magazines include but are not limited to:
 - any Category 1 or 2 restricted publications including Picture and People
 - computer magazines with graphics (e.g. gaming violence)
 - war or military magazines or publications
 - Cosmopolitan or Cleo
 - Live to Ride
 - Zoo
 - magazines or publications that contain violent material
 - magazines or publications with restricted content which is coloured in or covered with stickers
- 6 photographs up to A4 size only (computer-generated photo sheets, regardless of how many photos are depicted on them, accepted as one photo. Polaroids and laminates are not accepted)
- 1 calendar (must be no explicit content, metal spiral binding, metal backing or laminated photos included as part of, or attached to the calendar)
- legal documents (must fit in a box measuring 35cm x 25cm x 15cm, unless prior approval given by operations manager)
- legal CDs or DVDs (must be approved by an operations manager)
- letters and cards (no musical letters or correspondence with attachments such as stickers and glitter)

All other property should be considered unauthorised unless prior approval has been given by an operations manager. No shorts or runners of any kind are permitted.

Money

Refer to Property and Money in the general information section for details about how much money can be deposited for a prisoner and in what format.

At Barwon Prison, cash monies will be accepted at the gatehouse (visitors that wish to leave money at the gatehouse should ensure that this is completed prior to the visit commencing). The gatehouse staff do not carry cash for change. Visitors are required to have the correct money.

Beechworth Correctional Centre

Phone 03 5728 0055 **Fax** 03 5728 0055
Email corrections@justice.vic.gov.au
Post Locked Bag 3, Beechworth VIC 3747
Address 494 Flat Rock Rd, Beechworth VIC 3747

Getting There

Car: From Hume Hwy take the Beechworth exit (Great Alpine Rd B500). Turn left at Tarrawingee heading to Beechworth. As you enter the township (about 650 metres past the 60km per hour sign) look to the left for Malakoff Rd and a red post box. Turn left into Malakoff Rd. Beechworth Correctional Centre is located approximately 3.5km along Malakoff Rd on the left.

Public Transport: Transport for visitors is provided on weekends and public holidays from the V/Line bus stop. Prior arrangements must be made with the prison if you wish to be picked up. You must provide details of children and indicate if a car seat is required.

Visiting Times

To visit a prisoner, you must be on their approved list. Once on the list, you can visit at any of the times below. It is recommended that you call the prison before visiting.

Contact Visits

Visit Type	Time	Days
General	10am–3.30pm	Weekends and public holidays*
Child-free visits	10am–12pm	Saturdays

Non-Contact Visits

Visit Type	Time	Days
General	10am–3.30pm	Weekends and public holidays *

* Excluding Christmas Day and Good Friday unless by arrangement.

Prisoners may have 4 adult visitors and a reasonable number of children on every visit day. If more than 4 visitors arrive, they may share the visiting time as long as only 4 adults are visiting at one time. There is no time limit, but visitors must leave by the close of visiting hours.

Visit Conditions

For conditions of entry that apply to all prisons, such as general behaviour and the search process, refer to the general information for visiting a prisoner. The following additional details are specific to Beechworth Correctional Centre:

- *Visitors will be checked in through the visitors' reception centre where names are taken, identification is checked and any approved property is booked in. The prisoner will then be called for a visit. No prisoner is permitted in the visit centre before their visitor.*
- *Lockers are available in the visitors' reception centre for the temporary storage of visitors' personal items. Mobile phones are not to be brought into the visit centre and must be left in the lockers.*
- *Food & drink items may be purchased from the visit centre kiosk during visits.*
- *Throughout the visit, it is the responsibility of visitors to ensure any children are well-behaved and remain in the visit centre. Failure to do this may result in the general manager terminating the visit.*

Property and Money

Property

The following items may be brought into the prison by visitors who are on a prisoner's approved visitors list:

- 6 underpants, jocks, boxer shorts
- 4 singlets (white or bottle green)
- 4 t-shirts (short & long sleeve, white or bottle green, no motifs or pockets)
- 2 King Gee/Yakka workwear - green only (work shorts, pants and short or long-sleeved shirt)
- 2 long-sleeved shirt (flannelette or cotton of checked pattern, not lined or padded, no dress shirts)
- 2 thermal tops, pants (white only)
- 6 pairs of socks
- 6 handkerchiefs
- 1 pair of slippers or moccasins
- dressing gown (plain colours only)
- 2 sports shorts (black or bottle green, logo must be less than 5x5cm, length above the knee, no cargo pockets, no high cut running shorts)
- sheets and pillow case (one set only)
- 1 doona and cover (single bed size)
- 2 towels
- mug (ceramic only, no glass)
- family photos (no polaroids or laminates)
- 6 books, magazines, newspapers in total. Beechworth Correctional Centre will not accept magazines which contain any erotic, pictorial or media representation of male or female genitalia, military articles, drugs, hydroponics or home brewing, weapons (including hunting magazines) bombs, or publications which support terrorism. These include (but are not limited to):
 - any Category 1 or Category 2 restricted publications
 - war, military or hunting magazines or publications
 - magazines or publications which contain violent material

For all items of clothing & bedding, no blue material will be accepted.

Watches & sunglasses are available for purchase through the prisoner shop, they will not be accepted at visits. All other property should be considered unauthorised unless prior approval given by the Operations Manager.

Money

Refer to Property and Money in the general information section for details about how much money can be deposited for a prisoner and in what format. Money may be brought in during visits but only in cash.

Dame Phyllis Frost Centre

Phone 03 9217 8400 **Fax** 03 9217 8480
Email corrections@justice.vic.gov.au
Address 101-201 Riding Boundary Rd, Ravenhall VIC 3023

Getting There

Car: Via Westgate Fwy: from the city take the Westgate Fwy, exit at Western Ring Rd. Exit at Western Hwy (to Ballarat). Exit at Robinsons Rd (right), turn left onto Riding Boundary Rd.

Via Hume Fwy: from Hume Fwy, veer right onto Western Ring Rd. Exit at the Western Hwy (to Ballarat). Exit at Robinsons Rd (right), turn left onto Riding Boundary Rd.

Public Transport: To Laverton - Bus departs from Sunshine station Bus Terminal (Bay 11) and runs via the overpass, Durham Rd, Anderson Rd, Forrest St, Tilburn Rd, station Rd, Western Hwy (Ballarat Rd), Westwood Dr, Robinsons Rd and Riding Boundary Rd to the Dame Phyllis Frost Centre. Bus departs via Riding Boundary Rd, Robinsons Rd and Middle Rd to the Metropolitan Remand Centre. It then departs from the Metropolitan Remand

Centre via Middle Rd, Robinsons Rd, Palmers Rd, Doherty Rd to Port Phillip Prison. It then travels via Doherty Rd, Fitzgerald Rd, Old Geelong Rd, Bladin St, Wright St, Thomas St, Woods St, Lohse St and Maher Rd to the terminus at Laverton station.

To Sunshine station - Bus will travel in the reverse direction. Westrans (Altona) operates this service. Contact Westrans (Altona) on 03 9398 2712.

Visiting Times

To visit a prisoner, you must be on their approved list (refer to Arranging a visit in the general information for prison visitors). Once you are on the list, you can visit at any of the times below. Persons visiting mainstream prisoners need to check a visit has been booked. It is recommended you phone the prison before you visit. Legal visitors (solicitors, barristers and law clerks) can visit on any day between 9am - 4pm.

Christmas Visit Times

Visiting may be subject to closures at Christmas. Please phone the prison to check their visiting times on public holidays during the Christmas season.

Visit Type	Day	Time
Management & Swan 2 Intermediate Regime visits	Tuesday	12pm - 2pm / 2.30pm - 4.30pm
	Friday	9am-12pm (approved RA child visits)
	Friday	2.30pm-4.30pm / 5pm-7pm
	Sunday	12.15pm-3.30pm (child-only access visits)
Mainstream (booked visit)	Monday, Wednesday & Thursday	12pm-2pm / 2.30pm-4.30pm / 5pm-7pm
	Friday	12pm-2pm
	Friday	9am-12pm (approved RA child visits)
	Friday	8.30am-10.30am / 11am-1pm / 1.30pm-3.30pm / 4.30pm-6.30pm
	Saturday	9am-11am / 12.15pm - 3.30pm (child-only access visits)
	Sunday	
	Protection	Tuesday
Friday	9am-12pm (visits with children can occur if no RA visits are booked)	
Sunday	12.15pm-3.30pm (child-only access visits)	
Sunday	4.15pm-7pm	

Visit Conditions

For conditions of entry that apply to all prisons, such as general behaviour and the search process, refer to the general information for visiting a prisoner. The following additional details are specific to the Dame Phyllis Frost Centre.

Unauthorised Items

Prisoners are not permitted to bring anything into or out of the visits centre or box visits area, unless it is during a child-only visit when they are permitted to bring in unopened cans of soft drink, unopened confectionery or a healthy-eating option. Food and drink can be purchased in the visits centre. Items are available in the visits centre for children's entertainment (e.g. colouring books, blackboards and toys). Sun cream and baby care items such as nappies are also available in the visits centre for your use.

Cigarettes, lighters, sunglasses, mobile phones, hats, scarves are not allowed into the prison. These items may be secured in lockers provided. Mobile phones must be switched off.

Authorised Items

Visitors with babies or young children are permitted to enter the prison with:

- 1 plastic baby bottle (containing milk, formula or water only)
- 1 dummy
- 1 unopened small jar or tub of baby food and/or 1 small tub of infant yoghurt or custard – unopened (Glass containers must be less than 60ml or 30g in capacity. Children are permitted to leave the visits centre with any drink or food that is not consumed during the visit)

Visitors are approved to have \$40 per visit on their person. Money can be a combination of coins and/or \$5, \$10, \$20 notes only.

Dress Standards

All visitors are required to be appropriately attired. Wearing of the following items may result in a non-contact visit or the visit not occurring:

- mini-skirts or high-cut shorts of any kind
- singlets, tank tops, midriff, sleeveless, strapless tops (or dresses with similar tops) which are deemed to be inappropriate
- see-through clothing of any type

In addition, the following are not permitted for security purposes:

- hats, beanies or caps (hats for children approved during warmer months)
- heavy or padded coats, parkas, anoraks, jackets and scarves
- hooded tops (except on children under the age of five)
- thongs

Property and Money

Property

Approved visitors may leave authorised property for prisoners as listed below. Property must be left at the gatehouse prior to the visit. Within the 5-day grace period (when the prisoner is received at their location) property and money can be left by anyone. The following clothing will be accepted:

- 4 underwear (briefs, boxer shorts, or combination of both)
- 2 bras (must not have removable inserts or pockets)
- 4 pairs of socks
- 4 singlets – white or black only
- 4 long or short-sleeved t-shirts (must be white cotton only. Must not have any collars, buttons, pockets, logos or pictures of any description. Polo and turtle-neck styles are not allowed)
- 4 long-sleeved plain white t-shirts
- 6 handkerchiefs
- 4 nightwear items (these may include nightdresses, matching or mismatched sets of pyjamas. Singlet and camisole-type pyjama tops are accepted in all colours)
- 2 pairs of black or white shorts, two side pockets only (shorts must be free of any designs or logos and must be of an appropriate length)
- 2 pairs of black three-quarter length pants with two side pockets only (pants must be free of any designs or logos)

No runners will be accepted. Clothing will not be accepted unless it is clean. The following items will be accepted:

- a maximum of six newspapers
- a maximum six magazines (no R-rated publications)
- a maximum of six books (including calendars or diaries)
- a quantity of photographs (standard size only, no frames or Polaroids)
- legal papers
- handkerchiefs
- sunglasses (not mirrored)
- a quantity of wool

If a prisoner has already reached their property allowance, no additional items will be accepted.

A signed and approved property application for clothing items that are not listed above, and for all baby items, must have been lodged by the person you are visiting before they can be accepted at the gatehouse.

No footwear will be approved. Footwear is available for women to purchase via the special spend process.

Money

Refer to Property and Money in the general information section for details about how much money can be deposited for a prisoner and in what format.

At the Dame Phyllis Frost Centre, all monies may be given to the officer in the gatehouse prior to visits. Please ensure you are issued with a receipt. Bank cheques and postal orders may be posted.

Dhurringile Prison

Phone 03 5824 8800 **Fax** 03 5826 6386

Email corrections@justice.vic.gov.au

Post Locked Bag 1, Murchison VIC 3610

Address Murchison-Tatura Rd, Murchison VIC 3610

Getting There

Car: Follow the Hume Hwy until you reach the Shepparton exit (just north of Seymour). This exit is approximately 100km from the centre of Melbourne. Take the Goulburn Valley Hwy through to Nagambie and take the Murchison exit, which is approximately 45km along the Hwy. Follow the Hwy a further 5km to Murchison East and turn left. Drive west for approximately 2km to Murchison. Turn right off the Goulburn River Bridge, then drive through the town and follow the Rd to Tatura. The prison is approx 10km from Murchison on the right. The main feature of the prison is the tower of the mansion, which can be seen approximately 2km before reaching the prison. Turn right at the driveway and follow the signs.

Public Transport: Trains travel to Murchison East on the Seymour Line, this is a V/Line service. There is a bus pick up from Murchison East train station on Saturday and Sunday ONLY, for afternoon visits only.

On Saturday the train arrives into Murchison East at approx 11.07am, visitors are returned to the train station via our bus at 4.20pm to catch train back to Melbourne.

On Sunday the train arrives into Murchison East at approx 11.32 and the visitors are returned to the train station via our bus at 5.20pm to catch a train back to Melbourne.

Visiting Times

To visit a prisoner, you must be on their approved list (refer to Arranging a visit in the general information for prison visitors). Once you are on the list, you can visit at any of the times below. It is recommended that you call the prison before visiting.

Visit Type	Time	Day
General	12pm-3.45pm	Saturdays, Sundays, public holidays, (No visits Christmas Day or Good Friday)
Child free visits	9.30am-11.30am	Saturday

All visitors attending the 9.30am - 11:30am child free visits on Saturday must leave the centre by 11.30am. Visitors attending 9.30am visits will not be permitted back into the prison for the afternoon 12pm visits. No visitors will be permitted on prison grounds until 15 minutes before visit start times.

All visitors to use the first car park designated for visitors.

Prisoners may have four adult visitors and a reasonable number of children on every visit day. If more than four visitors arrive, they may share the visiting time as long as only four adults are visiting at one time. Prisoners may make a Governor's Request to have more than four adult visitors at one time. The general manager must approve this request.

Visit Conditions

For conditions of entry that apply to all prisons, such as general behaviour and the search process, refer to the general information for visiting a prisoner. The following additional details are specific to Dhurringile Prison:

- *Visitors are checked through the Visitors' Reception Centre where names are taken, identification checked and any approved property booked in. The prisoner will then be called for a visit. No prisoner is permitted in the visit centre before*

their visitor.

- *Lockers are available at the Visitors' Reception Centre for the temporary storage of visitors' personal items. Lockers are available for visitors using public transport only.*
- *At the end of the visit, visitors can collect any outgoing property from the Visitors' Reception Centre and must sign out of the appropriate register.*

Property

The following items may be brought into the prison by visitors who are on a prisoner's approved visitors list:

- *6 underpants, jocks, boxer shorts*
- *4 singlets (white or bottle green)*
- *4 t-shirts (short & long sleeve, white or bottle green, no motifs or pockets)*
- *4 polo shirts (short-sleeved, white or bottle green, no more than three neck buttons)*
- *2 King Gee / Yakka workwear (green only work shorts, pants and short or long-sleeved shirt)*
- *2 long-sleeved shirt (flannelette or cotton of checked pattern, not lined or padded, no dress shirts)*
- *2 Thermal tops, pants (white only - will be regarded as underwear)*
- *2 pyjamas (no motifs)*
- *6 socks*
- *6 handkerchiefs*
- *1 pair slippers or moccasins (low ankle, NO ugg boots)*
- *1 dressing gown (plain colours only)*
- *2 sports shorts bottle green (length above the knee, no cargo pockets, no high cut running shorts)*
- *sheets and pillow case (one set only)*
- *1 doona and cover (single bed size)*
- *2 towels*

For all items of clothing & bedding, no blue material will be accepted.

- *mug (ceramic only, no glass)*
- *1 envelopes prepaid*
- *1 packet razor blades (powered razors are not accepted)*
- *1 family photos (non-offensive and no polaroids)*
- *watches & sunglasses are available for purchase through the prisoner shop, they will not be accepted at visits*
- *paperback books, magazines, newspapers x 6 in total Dhurringile will not accept 'objectionable material' that describe, depict, express or otherwise deal with matters of sex, nudity, drug misuse or addiction, crime, cruelty, violence or revolting or abhorrent phenomena in a manner that is likely to cause offence to any person.*

All other property should be considered unauthorised unless prior approval has been given by the Operations Manager.

In respect to all clothing and footwear that is handed in, it must be new and in its original packaging.

Fulham Correctional Centre

Phone 03 5142 3800 **Fax** 03 5142 3801

Email corrections@justice.vic.gov.au

Post Private Bag 30A, Sale VIC 3850

Address 110 Hopkins Road, Fulham VIC 3851

Getting There

Car: From Melbourne, follow the Princes Hwy (M1) in the direction of Sale for approx 200km. Fulham Correctional Centre is located on the right of the Hwy approximately 15km after the township of Rosedale. There are signs to the centre at Hopkins Rd. The centre is approximately 500m down Hopkins Rd.

Public Transport: The city of Sale is located approximately 11km east of Fulham. There is no regular bus service between Melbourne and Sale that is suitable for visitors.

Train travel is available through V/Line. Phone **136 196** for information. Alternative transport is available via the Sale Taxi Service, phone **03 5144 3278**.

On weekends and public holidays, visitors can use Sale Taxi Service's eight-seater bus which meets the train.

At approximately 4pm, on closure of visits, the taxi service departs the centre to take visitors back to the station. The cost is subsidised at \$5 for the return trip.

There are no other pick-up points and the service is only for valid V/Line ticket-holders travelling between the station and the Fulham Correctional Centre.

Visiting Times

To visit a prisoner, you must be on their approved list (refer to Arranging a visit in the general information for prison visitors). Once on the list, you can visit at the times below. It is recommended you phone the prison before you visit.

Visit Type	Time	Day
General	9am–4pm	Saturdays, Sundays, public holidays, (No visits Christmas Day or Good Friday). Visitors will be processed between 8.30am - 3pm.

Visitors arriving after 3pm will not be permitted on that day.

There is a maximum number of four adults and a reasonable number of children per visit.

Animals are prohibited with the exception of trained assistance dogs and seeing eye dogs.

If you are staying overnight, please contact the centre's switchboard operator and they will provide you with contacts for local hotels, motels and caravan parks.

Visit Conditions

For conditions of entry that apply to all prisons, such as general behaviour and search process, refer to the general information for Visiting a prisoner. The following additional details are specific to Fulham Correctional Centre.

The following items are allowed in the visiting area:

- car keys (with no attachments)
- up to \$45 cash
- sanitary items
- legal papers (approved in writing prior, brought in on a weekend visit)
- Baby items:
 - 2 bottles, or food in unopened clear jars or sealed tins
 - 1 flannel
 - 1 change of clothes
 - 1 baby blanket
 - 1 bib

Lockers are available for public transport users only. These are located in the front reception area.

No Smoking on prison grounds, on entering the site, smoking gear is to be left secured within the vehicle glovebox.

Food and Drink

One free coffee or tea is offered during the visit. Visitors have access to coin-operated drink and snack vending machines, including visitors to Mainstream and Protection prisoners. Prisoners in Strezlecki Cottages and Nalu can purchase barbecue packs prior to weekend visits.

Behaviour

Intoxicated persons, persons under the influence of drugs, and persons displaying aggressive or offensive behaviour will not be tolerated. Failure to comply may lead to the immediate termination of a visit.

Dress Standards

- All footwear must have a strap around the back (no thongs or strapless sandals)
- No caps, hats, scarves or gloves (religious headwear exempt)
- No singlets as outer garments for men
- No revealing or provocative clothing including see-through garments
- No sunglasses (unless prescription or a medical certificate is presented)

Property

A pre-approved request form is required for all property. The following property will be accepted:

- socks (new only) – 3 per visit
- underwear (new only) – 3 per visit
- singlets or t-shirts (white only) – 3 per visit (short-sleeve only)
- photographs (postcard-sized only) – reasonable quantity

Hopkins Correctional Centre

Phone 03 4309 3333 **Fax** 03 4309 3909

Email corrections@justice.vic.gov.au

Post PO Box 431 Ararat VIC 3377

Address Warrak Rd, Ararat VIC 3377

Getting There

Car: From Melbourne, take the Western Hwy A8 until you cross the railway line. Immediately after this you will come to a large roundabout where you need to go right onto High Street. Once through the roundabout take the first right into Alfred Street (go over the railway line). Turn right into Grano Street and travel approximately four kilometres. The prison is located on the right. Enter through Gate 3.

Note: Google Maps directs you to use Warrayatkin Road. This is not the preferred route as it is a dirt road and often unsafe.

From Ararat station, turn left onto Western Hwy. After approximately 500m, turn left into Albert Street. Take the fourth exit through the roundabout onto Grano Street. Travel along Grano Street for approximately four kilometres. The prison is located on the right. Enter through Gate 3.

Parking: Visitor car parking is accessed via Gate 3, visitors are able to park in the carpark to the left once they have entered the gate. Past visitors will notice that this has changed due to the expansion of the prison.

Public Transport: Take the Melbourne to Ararat train from Southern Cross station. Sometimes this train service changes to a coach at Ballarat, then continues onto Ararat. The Saturday 8.08am train and Sunday 8.28am train connect with a bus service to Hopkins Correctional Centre. Always confirm timetables with V/Line before you travel.

Visiting Times

To visit a prisoner, you must be on their approved list (refer to Arranging a visit in the general information for prison visitors). Once you are on the list, you can visit at any of the times below.

It is recommended you phone the prison before you visit.

Visit Type	Time	Day
Contact / non-contact visits	9am-3.15pm	Saturday & Sunday

Child visits are held within the same time frame. Anyone unsure about visiting with children is advised to ring HCC for further information prior to attending the prison.

There are no visits on Melbourne Cup Day, Christmas Day or Good Friday. Visits on all other public holidays will be at the General Manager's discretion.

Judy Lazarus Transition Centre

Phone 03 9320 7888 **Fax** 03 9320 7809

Email jltc@justice.vic.gov.au

Address 50 Adderley Street West Melbourne VIC 3003

Getting There

Judy Lazarus Transition Centre is 260m north of Southern Cross station, serviced by trams along Spencer and La Trobe Sts.

Arranging a Visit

Visits are by arrangement only.

It is recommended that you call and discuss visit arrangements with staff.

Langi Kal Kal Prison

Phone 03 5349 4900 **Fax** 03 5349 4993

Email corrections@justice.vic.gov.au

Post Private Bag 4, Beaufort VIC 3373

Address Langi Kal Kal Road, Langi Kal Kal VIC 3352

Getting There

Car: Langi Kal Kal Prison is situated at Trawalla, 43km from Ballarat, approximately 2 hours drive from Melbourne.

From Melbourne, take Western Hwy and follow past the Ballarat Bypass towards Ararat. Approx. 43km (30-40 minutes) drive from Ballarat you will find the Trawalla Roadhouse situated on the right hand side of the road. Turn right at the Trawalla Roadhouse onto Langi Kal Kal Rd which will take you to Langi Kal Kal Prison.

Public Transport: Take the train to Ballarat and then the V/Line coach to Beaufort, where a courtesy bus is available to transfer visitors to Langi Kal Kal Prison on Saturdays and Sundays at the time listed below. The return service drops visitors at Beaufort station. Prisoners are asked to advise the duty senior officer by Friday evening of visitors requiring the courtesy service.

Bus pick up at Beaufort station: Saturday/Sunday - 10.40am

Bus departs Langi Kal Kal (then drops at Beaufort station): Saturday / Sunday - 3.15pm

Visiting Times

To visit a prisoner, you must be on their approved list (refer to Arranging a visit in the general information for prison visitors). Once you are on the list, you can visit at any of the times below. It is recommended that you call the prison before visiting.

Visit Type	Days	Time
Restricted / non-restricted access	Saturday/ Sunday	9.30am - 3.30pm
Approved child visits	Saturday/ Sunday	9.45am-11.45am/1.15pm-3.15pm

A maximum of 4 adults will be accepted at any one time unless pre-arranged approval has been granted.

Parents are responsible for their own children's conduct on visits.

Prisoners who have been convicted of a sexual offence against children will not be permitted to have children under the age of 16 visit them without prior permission of the prison.

Visit Conditions

For conditions of entry that apply to all prisons, such as general behaviour and the search process, refer to the general information for visiting a prisoner.

Entry

On entry to the prison, proceed straight to the visitors centre. You will be required to sign in and place personal items in a locker and a key will be issued to you.

Only items of necessity will be secured in the lockers unless travelling on public transport. All other personal items such as phones, handbags and smoking products, are to be secured in visitors' vehicles.

Items Not Allowed

The following items are not to be brought into the prison:

- *unsealed or opened packets of cigarettes*
- *matches*
- *any foodstuffs or drinks*
- *mobile phones or cameras*
- *USB connectors*
- *MP3 players or any other electronic devices.*

Medication that you need to take during a visit must be packaged in its prescribed packaging and be handed to the visitors' reception area until it is needed, which will be done in front of the visitors' reception officer.

Food and Drink

You can purchase cold/hot drinks and a variety of foodstuffs from the visitors canteen. If you wish to purchase these items you will need to bring suitable change as there is no change available at the prison.

Langi Kal Kal is a non-smoking prison.

No pets are to be taken onto prison property.

There are separate toilet facilities available for use by visitors in the visitors area.

Property and Money

Property

All articles for a prisoner are to be clearly marked with the prisoner's name and will be processed and distributed by stores officers after being examined for unauthorised contents. Articles can be brought in on a visit, or forwarded by post, with the exception of magazines, cards or correspondence which are to be received via mail only. When sending in Christmas cards, birthday cards or cards of any type, the card must be plain. Musical cards or cards with anything attached to or stuck on the card are restricted to prisoners and therefore placed in the prisoner's property.

Only newspapers will be distributed on the day of a visit. These should be left at the reception office in the visit centre.

Any property that needs collecting on the way out is also done via the Control Office. You will need to produce your ID and sign for the property. The property can only be collected by the authorised person listed on the form.

The following articles will be accepted:

- *6 underwear (jocks, boxers, singlets)*
- *6 socks*

- *6 handkerchiefs*
- *1 bathers (board shorts only)*
- *1 dressing gown (plain coloured, no motifs)*
- *1 pyjamas (plain coloured, no motifs)*
- *singlets, shorts (bottle green, no motifs)*
- *t-shirts (bottle green only, round neck, no motifs, pockets, buttons, logos or designs)*
- *1 plain towel*
- *6 photos (standard size approx. 150mm x 100mm)*
- *6 magazines (No CD's, DVD's, computer disks or USB devices attached) Magazines to be received via mail only and will not be accepted via visits. No R-rated publications and only unrestricted magazines.*
- *6 regional newspapers (No Pyrenees Advocate, Ballarat Courier or Ararat papers)*
- *books - limit of one at a time (via visits or mail and only unrestricted books)*

Money

Refer to Property and Money in the general information section for details about how much money can be deposited for a prisoner and in what format.

Money may be left at the Langi Kal Kal Prison during visit times at the visitors' reception centre. An announcement will be made at approximately 1pm for anyone wishing to leave money for prisoners.

Loddon Prison

Phone 03 5471 1211 **Fax** 03 5471 1222

Email corrections@justice.vic.gov.au

Post Private Bag 3, Castlemaine VIC 3450

Address Matheson St, Castlemaine VIC 3450

Getting There

Car: Loddon Prison is situated about 2km from the centre of Castlemaine, 128km north-west of Melbourne.

From Melbourne, take the Calder Fwy in the direction of Bendigo. From the Fwy, take the Maryborough / Elphinstone / Castlemaine exit. Travel through Chewton to the outskirts of Castlemaine. A left turn off to the prison is clearly indicated at Hitchcock St which will lead you directly into the prison grounds. Visitors travelling from Bendigo, Maryborough or Daylesford need to drive through Castlemaine and turn right at Hitchcock St.

Public Transport: A regular train services runs to Castlemaine for visitors from Melbourne and Bendigo. Check the timetables and reservation requirements with V/Line. Phone V/Line on **136 196**.

A courtesy bus transfers visitors from Castlemaine to Loddon Prison and back again on Saturdays and Sundays. A timetable is available online from Metlink (Route 6: Castlemaine to Chewton via Loddon Prison). Travel on this bus is free upon presentation of a valid V/Line ticket.

Visiting Times

To visit a prisoner, you must be on their approved list (refer to arranging a visit in the general information for prison visitors). Once you are on the list, you can visit at any of the times below.

It is recommended that you call the prison before visiting. 2.5 hours is the maximum visit time. Only two visits may take place over the three-day period (Saturday, Sunday, Monday).

A maximum of four adult visitors are permitted per visit.

Non-Contact Visits

Some prisoners or visitors may only be entitled to non-contact visits (box visits) whereby prisoner and visitor are separated by glass. These visits are one hour in duration.

Contact Visits

Day	Time	Conditions
Saturday & Sunday	8am-3pm	No children are permitted before 10.30am on Saturday or 11am on Monday.
Monday	8.30am-3pm	Children are permitted all day on Sunday. Visitors must vacate visit centre prior to 3pm.

Visit Conditions

For conditions of entry that apply to all prisons, such as general behaviour and the search process, refer to the general information for visiting a prisoner.

The following additional details are specific to Loddon Prison.

Entry

Visitors enter the prison through reception into a waiting area equipped with lockers and toilets, where the visitors' process takes place. It is also where any authorised property for the prisoner is left prior to the visit, and where property sent out by the prisoner is collected on completion of the visit.

The visit centre is designed to promote a cheerful and pleasant atmosphere. Apart from the indoor area, there is a paved adjacent outdoor area with seating. A kiosk and a baby change room are located near the entrance foyer.

The visit centre is a smoke-free area and tobacco products are not allowed.

Unauthorised items for visitors

Clutch purses, handbags, wallets, and mobile phones, pagers or any other communications devices are not permitted into the prison. A small plastic bag will be provided by the prison to visitors to convey monies and other small items of acceptable personal property.

Authorised items for visitors

The following items for children are allowed:

- 1 change of clothing per child
- 3 bibs
- 2 baby bottles, formula already made up (no bottle bags or storage. There is a fridge available in the baby feeding area)
- 1 toddler drinking cup with lid (empty, no juice or water)
- 3 nappies, small quantity of wipes in plastic bag
- 1 dummy (no toys or stuffed animals)
- 2 manufacture-sealed tins/jars of baby food (no yoghurt)
- 1 teething rusk (sealed packet)
- 2 blankets
- teething gel, nappy cream or any other medication (must be in a plastic bag clearly marked with your name and given to an officer in the visit centre – access to these items can be gained as required)

No other items are acceptable without specific approval.

Property and Money

Property

An approved visitor may leave authorised property and monies for prisoners at visitors reception' on visit days. The following clothing will be accepted:

- 3 pairs of underwear (boxer shorts, jockettes or combination of both)
- 1 pair of long johns or thermals (white, long or short-sleeved)
- 4 pairs of socks
- 4 singlets (white)
- 4 t-shirts (white, long or short-sleeved, no v-neck, no collar, no buttons, no pockets, no logos of any description)
- 4 handkerchiefs (new in packet)
- 1 x pair of pyjamas

Clothing for court or release must be given prior approval by an operations manager. These items are to be placed directly into the prisoner's property, not to be issued.

Please note that all clothing must be new.

The following items will be accepted:

- a maximum of two local newspapers (not the Herald Sun, The Age and the like which may be purchased via the prison)
- a maximum of three reading books (soft or hard cover)
- a maximum of six photographs standard size (no Polaroids)
- two towels (light colour only, up to 170cm x 90cm in size)
- one calendar (no larger than A4 size, not laminated)
- legal papers
- a maximum of two magazines.

The following magazines are not acceptable:

- restricted magazines
- weapons magazines
- magazines showing excessive violence
- hydroponics or home brewing magazines
- Picture and People magazines
- tattoo magazines
- disks contained within a magazine

Please note that all property received at Loddon Prison will be receipted at visitors reception on visit days and processed and issued via the prisoners' property store.

Money

Refer to Property and Money in the general information section for details about how much money can be deposited for a prisoner and in what format.

Margoneet Correctional Centre

Phone 03 5282 0600 **Fax** 03 5282 0900

Post PO Box 273, Corio VIC 3214

Address 1170 Bacchus Marsh Rd, Lara VIC 3212

Getting There

Car: Margoneet Correctional Centre is approximately 60km from Melbourne. Take the Princes Fwy to Geelong, turn left at the Avalon Airport exit, then turn right over the bridge and follow the signs to Barwon Prison. Margoneet is located next to Barwon Prison.

Public Transport: A courtesy bus is available to transfers visitors from Lara station to Margoneet Correctional Centre and back again on Saturdays and Sundays at the following times:

Visiting Times

To visit a prisoner, you must be on their approved list (refer to arranging a visit in the general information for prison visitors). Once you are on the list, you can visit at any of the times below. Visits must be booked by the prisoner. It is recommended that you call the prison before visiting.

Contact Visits

Unit	Time	Day
Flinders Peak, station Peak & Spring Hill	8.30am – 10.30am	Saturday & Sunday (Adults Only)
	10.30am – 12.30pm	Saturday & Sunday (Adults & Children)
	12.30pm – 2.30pm	Saturday & Sunday (Adults & Children)
	2.30pm – 4.30pm	Saturday & Sunday (Adults & Children)
	4.30pm – 6.30pm	Saturday & Sunday (Adults & Children)
Rothwell	8.15am – 10.15am	Saturday (Adults & Children) Sunday (Adults Only)
	10.15am – 12.15pm	Saturday (Adults & Children) Sunday (Adults Only)
	12.15pm – 2.15pm	Saturday & Sunday (Adults & Children)
	2.15pm – 4.15pm	Saturday (Approved Child Visits) Sunday (Adults & Children)
	4.15pm – 6.15pm	Saturday (Adults Only) Sunday (Adults & Children)

Melbourne Assessment Prison

Phone 03 9321 4111 **Fax** 03 9321 4167

Address 317-353 Spencer St, West Melbourne VIC 3003

Getting There

Melbourne Assessment Prison is on the corner of Spencer and La Trobe Sts in the Melbourne Central Business District. It is 250m north of Southern Cross station and is accessible by trams travelling along Spencer and La Trobe Sts.

Visiting Times

To visit a prisoner as a personal visitor, you must be on their approved list (refer to Arranging a visit in the general information for prison visitors). Once you are on the list, you can visit at any of the times below. It is recommended you call the prison before visiting.

Professional or police visitors are advised to contact the prison for information about applying for a visit.

Visits are not conducted on Christmas Day or Good Friday.

Contact Visits

Unit	Day	Time
Mainstream & Acute Assessment Unit (AAU) Mainstream prisoners	Sunday	8.30am – 1pm (Children Permitted)
	Wednesday	9am – 1.15pm (Children Permitted) 1.30pm – 3.30pm (Adults Only)
	Saturday	12.30pm – 3.30pm (Adults Only)

Unit	Day	Time
Unit 9, 10 & AAU Protection prisoners	Sunday	2.30pm – 3.30pm (Children Permitted)
	Saturday	8.30am – 10.30am (Adults Only)
Unit 8 prisoners	Sunday	1.15pm – 2.15pm (Children Permitted)
	Saturday	10.45am – 12.15pm (Adults Only)

Visits last about one hour. The last visit commences at 3pm.

Up to three adult visitors and a number of children are able to visit a prisoner on child contact visit times.

Prisoners are entitled to one contact visit per week. The week starts on Sunday.

Non-Contact (Box) Visits

Unit	Day	Time
Mainstream & AAU Mainstream prisoners	Sunday	8.30am – 1pm
	Monday, Wednesday, Thursday, Friday	8.30am – 3.30pm
	Tuesday	11.15am – 3.30pm
Unit 8, 9, 10 & Protection prisoners	Saturday	12.30pm – 3.30pm
	Sunday	1.15pm – 3.30pm
	Tuesday	9.30am – 11am
	Saturday	8.30am – 12.15pm

The last visit commences at 3pm. If a prisoner you are visiting is ineligible for contact visits, they may have just one visit for one hour per week. For all other prisoners, box visits last about 30 minutes.

Prisoners are able to have a box visit on the days and hours outlined in the table above except on the day that they have a contact visit. During box visits, no touching is possible – there is a glass partition that separates you from the person you are visiting and all speaking is done through an intercom. Seating for two adult visitors is available.

Property and Money

Property

Given that most prisoners are only likely to be at Melbourne Assessment Prison for a short period, only a limited amount of clothing will be accepted.

Prisoners are only permitted the following only:

- 6 pairs of underpants or boxer shorts
- 6 pairs of socks
- 2 singlets
- 2 windcheaters, tracksuit tops, jumpers or jackets (NO hoods, camouflage or quilted/puffy items accepted)
- Court clothing (trousers, jacket, shirt, tie, & dress shoes)
- 4 tops (t-shirt, polo top, long sleeve)
- 4 bottoms (tracksuit pants, trousers, jeans, shorts)
- 1 pair of pyjamas
- 1 pair of shoes/runners
- 1 pair of scuffs/slides/thongs
- 1 belt (small buckle - subject to Prison discretion)
- 1 cap
- 1 pair of reading glasses in soft case
- 6 books
- 6 magazines
- 6 photographs (laminated/polaroids NOT accepted)

You can drop property off at the front foyer of the prison between 9am and 4pm any day of the week. If the prisoner already has enough property in their possession, then additional items may not be accepted.

Money

Refer to Property & money for details about how much money can be deposited for a prisoner and in what format. At Melbourne Assessment Prison, money can be posted (except cash) or left in the prison's front foyer between 9am and 4pm on any day of the week.

Metropolitan Remand Centre

Phone 03 9217 7777 **Fax** 03 9217 7778

Email mrcinfo@justice.vic.gov.au

Post PO Box 500, St Albans VIC 3021

Address Middle Rd, Ravenhall VIC 3023

Getting There

Car: From the Westgate Fwy, via the city take the Westgate Fwy and exit at Western Ring Rd. Exit at Western Hwy (to Ballarat). Exit at Robinsons Rd (left) then first right into Middle Rd.

From the Hume Fwy, veer right onto the Western Ring Rd. Exit at the Western Hwy (to Ballarat). Exit at Robinsons Rd (left) then first right into Middle Rd.

Public Transport: To Laverton station - The bus departs from Sunshine station Bus Terminal (Bay 13, bus no. 400) and runs via the overpass, Durham Rd, Anderson Rd, Forrest St, Tilburn Rd, station Rd, Western Hwy (Ballarat Rd), Westwood Drive, Robinsons Rd and Riding Boundary Rd to the Dame Phyllis Frost Centre.

The bus then departs via Riding Boundary Rd, Robinsons Rd and Middle Rd to the Metropolitan Remand Centre. It departs from the Metropolitan Remand Centre via Middle Rd, Robinsons Rd, Palmers Rd, Dohertys Rd to Port Phillip Prison, then travels via Dohertys Rd, Fitzgerald Rd, Old Geelong Rd, Bladin St, Wright St, Thomas St, Woods St, Lohse St and Maher Rd to the terminus at Laverton station.

To Sunshine station - Bus will travel in the reverse direction. Westrans (Altona) operates this service. Contact Westrans (Altona) on 03 9398 2712.

Visiting Times

To visit a prisoner, you must be on their approved list (refer to arranging a visit in the general information for prison visitors). Once you are on the list, you can visit at any of the times below. It is recommended that you call the prison before visiting.

Mainstream Visits

Mainstream visits commenced on Monday, 3 August 2015 in accordance with a unit timetable below. Mainstream visits are capped at 20 bookings per hour.

Unit	Day	Time
All Accommodation Areas All Restricted Access Only	Monday	9.00am – 3.45pm 4.00pm – 6.15pm
Professional Visits Only	Tuesday	N/A
All Accommodation Areas	Wednesday	9.00am – 6.30pm
All Accommodation Areas	Thursday	9.00am – 6.30pm
All Accommodation Areas	Friday	9.00am – 6.30pm
All Restricted Access Only All Accommodation Areas	Saturday	9.00am – 11.15am 11.30am – 5.30pm
All Accommodation Areas	Sunday	9.00am – 5.30pm

Contact and Non-Contact Visits

Visit Type	Day	Time
Personal and professional	Weekdays Weekends	9am – 6.30pm 9am – 5.30pm
Child-free visits (restricted access prisoners only)	Monday Saturday	4.00pm–5.00pm / 5.15pm–6.15pm 9.00am–10.00am / 10.15am–11.15am

Visit Type	Day	Time
Restricted regime prisoners	Daily	9.00am–2.00pm (last processed at 12.30pm)

No visits on Tuesdays (except for professional visits), Christmas Day or Good Friday. On these days the visit centre will be closed.

Prisoners may have 3 adult visitors and a reasonable number of children (subject to space availability) per visit day.

Visit Conditions

For conditions of entry that apply to all prisons, such as general behaviour and the search process, refer to the general information for visiting a prisoner. The following are additional details specific to Metropolitan Remand Centre.

- *First time visitors to Metropolitan Remand Centre will need to allow extra time for registration before the visit can begin.*
- *Prisoners are not permitted in the visit centre before their visitor. Visitors are checked in through the visitors' reception centre, their names are taken, identification checked and any approved property booked in. The prisoner is then called for a visit and will report to the officers' station where staff shall ensure the prisoner is properly dressed (in visit overalls) and searched to ensure no contraband is taken to the visit centre.*
- *Throughout the visit it is the responsibility of visitors to ensure children are well behaved and that they remain in the visit centre.*
- *Prisoners are prohibited from entering the children's play areas within the visit centre.*
- *Smoking is not permitted inside the visit centre.*
- *Each adult visitor will be permitted to take up to \$20 in coins per visit into the visit centre for use in the food and drink vending machines. The vending machines do not provide change so visitors need to ensure they have the correct change as it is not available at the officers' posts.*
- *At the end of the visit, visitors must return their visitors pass and can collect any outgoing property from the visitors' reception centre.*

Property and Money

Property

The following items may be left for prisoners without management approval and retained by prisoners in their cell (fluorescent colours and camouflage are not permitted):

- 6 t-shirts, polo tops or long sleeved tops
- 3 collared shirts (dress or casual)
- 3 singlets
- 3 jumpers, windcheaters, tracksuit tops or jackets (not quilted or hooded)
- 4 track pants, jeans or trousers
- 3 pairs of shorts
- 6 pairs of jockettes or boxers shorts (new only, tags and packaging intact, single gusset)
- 2 pairs of thermal underwear long Johns
- 2 pairs of thermal underwear tops
- 6 pairs of socks (new only, tags and packaging intact)
- magazines, books or newspapers – 3 in total per visit (no materials that are R-rated or above, no Picture, People, Zoo, or tattoo and hunting magazines)
- 6 standard sized photographs per visit (no Polaroids)
- Baseball cap (plain, no motifs)
- 3 ties (for court)
- 1 suit (for court)
- 1 pair of shoes (closed in, dress type for court)

Runners, skate shoes, thongs or similar will not be accepted. These must be purchased by the prisoner through the MRC Special Spend Request process.

Acceptance of all property is at the discretion of MRC staff. All property dropped off by visitors will be delivered to prisoners as soon as practicable. Property that exceeds the cell allowance will be held in the prison property store. Prisoners wishing to purchase items such as a stereo, CDs or runners require approval via the Special Spends Request process with the purchase being made through the prison store. If unsure of what items can be sent in, prisoners may check with the prison supervisor.

It is important to be aware that the prison has the capacity to store one personal property box per prisoner. Property exceeding this allocation will be required to be sent out or disposed of. Property staff will be able to assist prisoners to arrange for any excess property to be sent out to family or friends or to be stored or disposed of.

All personal property stored in cells is the responsibility of the prisoner. MRC is not responsible for any lost or damaged personal property (or items that are damaged through general wear and tear) stored within prisoners' cells.

Money

Refer to Property & Money for details about how much money can be deposited for a prisoner and in what format. At MRC, all cash received at property counter is receipted immediately and will be available within prisoner accounts the following day.

Cash will not be received in the current month for the following month's allowance. For example, a visitor who attends the prison on 28 May cannot deposit cash into the prisoner's account for June. All cash deposits for the new month will commence processing on the first day of the new month.

Please do not deposit any cash into the 'mailbox' in the front foyer as no staff member is responsible for the security of that box. Any cash placed in the 'mailbox' will not be accepted on the prisoner's behalf until a family member reclaims it and follows correct procedures for payment of cash into a prisoner's account.

Money orders and bank cheques may be posted or delivered (by a valid visitor) to the prison a few days prior to the end of the month for the following month, however these will be placed in the internal mail (to the Finance department) and will not be processed until the first of the new month.

When money orders are received via the mail office, the envelope is stamped to advise the prisoner that a money order has been received. On completion of sorting the inward mail the money orders are also passed onto the MRC's Finance Department for processing the next business day.

If money is received from a person who is not on the approved visitor list, the prisoner is advised and has seven days to have the person included on their visitors list. Otherwise, the money order will be sent back to the sender, unless prior approval has been obtained.

Port Phillip Prison

Phone 03 9217 7200 **Fax** 03 9217 7228

Post PO Box 376, Laverton VIC 3028

Address 451 Dohertys Road Truganina VIC 3029

Getting There

Car: From Melbourne - From Spencer St turn right at Flinders St and continue along Charles Grimes Bridge Rd. Follow the signs and take the Westgate Fwy westbound. Take the Grieve Parade exit and, at the roundabout, take the third exit onto Dohertys Rd. The prison is on the corner of Dohertys and Palmers Rds, Laverton North.

From Princes Hwy - Continue along the Princes Hwy city-bound and take the Old Geelong Rd exit at Laverton. At the roundabout, take the second exit onto Fitzgerald Rd in Laverton North. You'll come to another roundabout. Take the third exit onto Dohertys Rd, Laverton North.

Public Transport: To Laverton station - The bus departs from Sunshine station Bus Terminal (bus 400) and runs via the overpass, Durham Rd, Anderson Rd, Forrest St, Tilburn Rd, station Rd, Western Hwy (Ballarat Rd), Westwood Drive, Robinsons Rd and Riding Boundary Rd to the Dame Phyllis Frost Centre. The bus then departs via Riding Boundary Rd, Robinsons Rd and Middle Rd to the Metropolitan Remand Centre. It then departs from the Metropolitan Remand Centre via Middle Rd, Robinsons Rd, Palmers Rd, Dohertys Rd to Port Phillip Prison. It then travels via Dohertys Rd, Fitzgerald Rd, Old Geelong Rd, Bladin St, Wright St, Thomas St, Woods St, Lohse St and Maher Rd to the terminus at Laverton station.

To Sunshine station - Bus will travel in the reverse direction. Westrans (Altona) operates this service. Contact Westrans (Altona) on 03 9398 2712.

Visiting Times

To visit a prisoner, you must be on their approved list (refer to arranging a visit in the general information for prison visitors). Once you are on the list, you can visit between 9am and 5pm daily. It is recommended you call the prison before visiting.

The public can use the following email address for visits: pppvisits@au.g4s.com.

Tarrengower Prison

Phone 03 5479 8200 **Fax** 03 5479 8244

Email corrections@justice.vic.gov.au

Post Private Bag 1, Maldon VIC 3463

Address 9 Maldon-Shellbourne Rd, Nuggetty VIC 3463

Getting There

Car: Tarrengower Prison is 136km north of Melbourne, 2.5km from the Maldon township. Access Maldon via the Calder Hwy (State Route No.40, National Route No.79) by Keilor Park Drive, Tullamarine Fwy, Western Ring Rd, Green Gully Rd, or Sunshine Avenue, depending on your starting point.

The Calder Hwy bypasses most towns on the route. The first is Malmsbury, followed by Taradale. After Taradale, take the Castlemaine/Maldon exit (Pyrenees Hwy), clearly marked as the 'Goldfields Tourist Route'. The trip to this point is approximately 123km.

The Pyrenees Hwy leads through Chewton and into Castlemaine proper. In Castlemaine centre, turn left off the Pyrenees Hwy at the traffic lights into Barker St (also known as the Midland Hwy).

Now travelling on the Midland Hwy, pass under a railway bridge, turn right at the exit sign to Maldon. This is now the Pyrenees Hwy (although it is known locally as Elizabeth St). Follow this road for a few kilometres out of the Castlemaine township.

Turn right at the next intersection, clearly marked to Maldon. You are now on the Castlemaine/Maldon Rd. Travel along this Rd for approximately 15kms. At the T-intersection turn right into the heart of Maldon. This is High St, Maldon.

Remain travelling along High St, past the visitor information centre and post office (on your left). This Rd becomes the Maldon/Bridgewater Rd which leads directly to the Tarrengower Prison exit. After approximately 2km, turn right into Nuggetty Rd. The driveway to the prison is approximately 60m on your left.

For accommodation and regional information, contact the Maldon Visitor Information Centre on (03) 5475 2569 or Maldon@netcon.net.au.

Public Transport: A weekend bus service operates from Castlemaine station travelling directly to Tarrengower Prison.

Visiting Times

To visit a prisoner, you must be on their approved list (refer to Arranging a visit in the general information for prison visitors). Once you are on the list, you can visit at any of the times below.

If the person has been approved and has a letter to visit Dame Phyllis Frost Centre, this letter may be used for the initial visit to Tarrengower only. It is recommended that you phone the prison before you visit. Non-contact visit times must be booked ahead.

Visit Type	Time	Day
Contact	10.00am – 4.00pm	Saturday, Sunday and public holidays
Non-Contact	10.00am – 4.00pm	Saturday, Sunday and public holidays

Visit Conditions

For conditions of entry that apply to all prisons, such as general behaviour and the search process, refer to the general information for visiting a prisoner. The following additional details are specific to Tarrengower Prison.

Entry

- *Car parking is available in the visitor car park at the prison*
- *Visitors are to report to reception before proceeding to the visit centre*
- *Lockers are available at reception to store personal items*
- *Visitors are not permitted to return to their vehicles after they have been processed for a visit unless accompanied by an escorting officer*

Food

- *Visitors are not permitted to bring any liquids or foodstuffs into the prison. There is a canteen in the visitor centre to purchase drinks and food items. Visitors are allowed to bring up to \$50 to spend in the canteen*

Property and Money

Property

The following may be left for prisoners:

- *magazines and newspapers (no more than six)*
- *fresh flowers*
- *photos (no negatives, maximum of six can be provided to prisoner)*

Additional property can be processed at reception prior to the visit, if it is on a Prisoner's Private Property Request.

Any property to be taken out of the prison can be collected at the completion of the visit.

Money

Refer to Property and Money in the general information section for details about how much money can be deposited for a prisoner and in what format.

Prisoner money must be submitted at reception for receipting prior to commencement of the visit.

Melbourne Level 5, 221 Queen Street 9670 5111
Broadmeadows 24A Railway Crescent 9351 1455
Sunshine 136 Durham Road 9311 8442

Heidelberg 1/94 Burgundy Street 9455 0787
Moorabbin 1/441 South Road 9556 5476
www.dobg.com.au