

# Child Safety POLICY

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**Title:** Unaccompanied humanitarian minor wards – support related costs

**Policy No:** CPD614-2

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## Policy Statement:

The Department of Communities, Child Safety and Disability Services (the department) may provide financial support for a child who is an unaccompanied humanitarian minor ward and for whom the department has accepted the delegated powers and functions of guardianship. The support will be provided in accordance with the child's case plan and the following criteria:

- support related costs reimbursement is approved for costs that are specific to the child's individual needs as an unaccompanied humanitarian minor ward, and are over and above the financial support provided by the maintenance allowance paid to the child's custodian for wards under the age of 16 by the Department of Immigration and Citizenship, or payments through Centrelink for a child over the age of 16. All other avenues for financial support must be explored first, for example, other government allowances and benefits.
- decisions regarding access to support related costs must be made in accordance with the *Financial Accountability Act 2009* and all goods and services purchased must be considered reasonable by the relevant financial delegate
- all support related costs expenditure is in accordance with appropriate financial delegations and standards
- all transactions are to be substantiated (i.e. receipts) and all reimbursement documentation is to be maintained to ensure an adequate audit trail
- all items purchased under support related costs belong to the child
- eligible costs for consideration and preapproval conditions are outlined in the department's child related costs policies. All approved costs will be charged to account code 54455 UHM – Support Related Costs.

## Principles:

- The child's wellbeing, safety and best interests are paramount.
- Decision-making for the child will be timely and culturally sensitive.
- Wherever possible, the child will be supported to reside in a care environment that offers stability and security and is able to ensure that their health, education, religious, therapeutic, social and cultural needs are met.
- The child has the right to be consulted about decisions affecting their life and the child, where appropriate to their age and level of maturity, and their custodian will be provided with

appropriate services and supports to enable their participation in decision-making relating to the child.

- Accredited interpreters will be engaged, as required, to ensure effective communication with a child and their custodian.

### **Objectives:**

This policy aims to ensure that a child's daily care needs and other needs specific to their status as an unaccompanied humanitarian minor ward are met by enabling them, or their custodian where relevant, to seek reimbursement of support related costs.

### **Scope:**

This policy applies to unaccompanied humanitarian minor wards, and their custodians, for whom the department has accepted the delegated powers and functions of guardianship for the unaccompanied humanitarian ward from the Minister of Immigration and Citizenship.

### **Roles and Responsibilities:**

The department's Adoption and Specialist Support Services' team leader and professional officers are responsible for consulting with the funded non-government organisation that provides case work services to the child and their custodian, to ensure the development and regular review of the child's case plan, which is focused on meeting the assessed needs of the child.

The Manager, Adoptions and Specialist Support Services, Operations is responsible for approving all support related costs for the child.

### **Authority:**

*Financial Accountability Act 2009*

### **Delegations:**

Director-General, Department of Communities, Child Safety and Disability Services

Executive Director, Operations

Director, Child Safety Specialist Support Services, Operations

Manager, Child Safety After Hours Service Centre, Operations

Manager, Adoptions and Specialist Support Services, Operations

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**Records File No.:** CHS/19268

**Date of approval:** 15 January 2013

**Date of operation:** 24 January 2013

**Date to be reviewed:** 15 January 2016

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**Office:** Department of Communities, Child Safety and Disability Services

**Help Contact:** Child Protection Development

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**Links:**

**Procedures**

Practice Guide – Unaccompanied Humanitarian Minor Wards

**Related Policies**

Child Related Costs – Travel (595)

Child Related Costs – Education support (599)

Child Related Costs – Outfitting (600)

Child Related Costs – Client support and family contact (598)

Child Related Costs – Carer support (597)

Child Related Costs – Medical (596)

Expenses – General (FSE001)

Expenses – Payment Methods (FSE008)

Financial Delegations

Unaccompanied humanitarian minor wards - delegated powers and functions of guardianship (613)

**Strategic Context**

2012-2016 Strategic Plan

**Related Legislation or Standard**

*Financial Accountability Act 2009*

**Forms, Standard Letters or Memorandum**

614-1 Support Related Costs – For a child who is an unaccompanied humanitarian minor ward and for whom the Department of Communities has accepted the delegated powers and functions of guardianship

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Margaret Allison

Director-General