

Youth detention centre

OPERATIONAL POLICY

Title: YD-1-13 Youth detention – Administration of trust accounts for young people

Policy statement:

The department will provide young people in youth detention with a trust account, a weekly allowance and an opportunity to purchase approved items that would be available to them in the community.

Personal transactions between young people and staff are strictly prohibited.

Principles:

Youth detention centres will:

- establish a trust account for all young people at an approved financial institution
- ensure money received from a young person on admission, received from the sale of items made in detention or given to the young person by family and care providers is deposited into the young person's trust account
- provide young people a weekly allowance on a day convenient to the centre
- ensure young people are paid all outstanding monies upon their release from the centre
- ensure young people provide written authorisation, except on release, for any withdrawal of funds from their trust account
- manage trust accounts in accordance with the *Financial Accountability Act 2009*, *Financial and Performance Management Standard 2009* and the Financial Management Practice Manual
- establish a process that allows young people to purchase an approved range of items
- ensure interest derived from the trust fund is utilised to off-set the costs to the department in administering the trust account
- ensure that where interest earned exceeds the costs to the department of administering the trust account, the funds are re-invested back into the youth detention centres for the benefit of young people held in youth detention centres.

Objectives:

This policy aims to ensure:

- trust accounts are administered in accordance with relevant legislation and departmental policy
- young people are provided a weekly allowance and the opportunity to purchase an approved range of items.

Scope:

This policy applies to all young people who have been remanded or sentenced to a youth detention centre.

It refers to young people's personal funds held in trust for them while in detention and the guidelines for administering these funds, including the centre-issued weekly allowance and young people's expenditure on buy-up items.

The centre-issued weekly allowance is partly funded by the (federal) Department of Human Services via Centrelink payments received by the centre to care for young people while in youth detention (as loco parentis).

Funds received from Centrelink that are not directly provided to young people are used to fund other young-person related costs such as assisted visits, leaves of absence for family reasons and other care and rehabilitative costs.

This policy is part of a suite of policies and procedures developed to support the safety, wellbeing and rehabilitation of young people. It is to be read in conjunction with:

- Policy YD-1-2: Behaviour development
- Chapter 1: Care and management of young people, Youth Detention Centre Operations Manual
- Appendix 02: Philosophy of youth detention services
- Appendix 03: Fundamental rights and entitlements for young people in youth detention

This policy does not refer to the framework used to reduce young people's access to buy up items. For more information on this matter, refer to [Policy YD-1-2: Behaviour development](#).

Roles and responsibilities:

- Executive director – approve items available to young people for purchase, ensure young people's monies are managed in accordance with this policy.
- Manager, Administration and Finance – ensure processes are in place to administer young people's trust accounts and that all financial requirements are met
- Team Leader Behaviour Support – develop and maintain list of items available for purchase by young people, ensure restrictions to buy up items are administered in accordance with the behaviour development framework.
- Director, Practice, Program and Design – provide practice support and advice to youth detention staff and youth detention management about issues relating to compliance with this policy.

Authority:

Financial Accountability Act 2009
Financial and Performance Management Standard 2009
Trust Accounts Act 1973
Trust Accounts Regulation 1999
Youth Justice Act 1992
Youth Justice Regulation 2016

Definitions:

For the purpose of this policy, the following definitions shall apply:

Term	Definition
Buy ups	Refers to items available to young people for purchase; however, they may be denied access to some buy-up items if they do not demonstrate satisfactory behaviours.

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Approved by: 1.0 – Director-General (23 September 2013)

- 1.1 Assistant Director-General (2 December 2014)
- 1.2 Executive Directors, Youth Detention Centre (22 July 2015)
- 1.3 Director, Practice, Program and Design (16 November 2017)

Date of operation: 22 July 2015

Date to be reviewed: 16 November 2020

Office: Youth Justice Practice, Program and Design

Links:

[Australasian Juvenile Justice Administrators \(AJJA\) service standards for juvenile custodial facilities](#)

[United Nations Rules for the Protection of Young People Deprived of Their Liberty 1990](#)

[Youth Justice policies](#)