



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
- 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

1. General principles

1.1 Youth detention centres (YDCs) 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 YDC
- ensure young people are paid all outstanding monies upon their release from the YDC
- 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 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 if interest earned exceeds the costs to the department of administering the trust account, the funds are invested back into YDCs for the benefit of young people held in YDCs
- ensure the management of trust accounts upholds the human rights of young people.

Objectives

This policy aims to ensure:

- trust accounts are administered in accordance with relevant legislation and department 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 YDC.

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

The centre-issued weekly allowance is partly funded by Services Australia 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 support
- Chapter 1: Care and management of young people, Youth Detention Centre Operations Manual
- Appendix 0-2: Philosophy of youth detention services

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
 - ensure 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 support framework.
- Director, Statewide Intel and Secure Services Support:
 - review and update this policy as required
 - provide practice advice to support 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

Delegations

Position	Delegation
Deputy Director-General Assistant Chief Operating Officer Senior Executive Director	<i>Youth Justice Act 1992</i> Section 263 (2) – Issue directions, codes, standards and guidelines for the security and



<p>Executive Director, Youth Detention Centre Director, Youth Justice Regional Operations Director, Statewide Intel and Secure Services Support</p>	<p>management of detention centres and the safe custody and wellbeing of children in detention.</p>
<p>Deputy Director-General Assistant Chief Operating Officer Senior Executive Director Executive Director, Youth Detention Centre Deputy Director, Youth Detention Centre Director, Learning and Development Principal Inspector</p>	<p><i>Youth Justice Act 1992</i> Section 263 (4) – Monitor operation of detention centres.</p>
<p>Deputy Director-General Assistant Chief Operating Officer Senior Executive Director Executive Director, Youth Detention Centre Deputy Director, Youth Detention Centre Assistant Director, Youth Detention Centre Director, Youth Justice Regional Operations Director, Statewide Intel and Secure Services Support</p>	<p><i>Youth Justice Act 1992</i> Section 263 (5) – Comply with youth justice principles.</p>
<p>Deputy Director-General Assistant Chief Operating Officer Senior Executive Director Executive Director, Youth Detention Centre Manager, Business Support Services, Youth Detention Centre Manager, Finance and Administration, Youth Detention Centre Administration and Finance Officer, Youth Detention Centre</p>	<p><i>Youth Justice Act 1992</i>, Section 282 (1) – Detainees trust fund to be kept.</p>
<p>Deputy Director-General Assistant Chief Operating Officer Senior Executive Director Executive Director, Youth Detention Centre Unit Manager (Operations) Unit Manager, Youth Detention Centre Manager, Business Support Services, Youth Detention Centre Manager, Finance and Administration, Youth Detention Centre Shift Supervisor, Youth Detention Centre Administration and Finance Officer, Youth Detention Centre</p>	<p><i>Youth Justice Act 1992</i>, Section 282 (2) – All amounts must be paid into detainee's trust fund.</p>
<p>Deputy Director-General Assistant Chief Operating Officer Senior Executive Director Executive Director, Youth Detention Centre Deputy Director, Youth Detention Centre Assistant Director, Youth Detention Centre Manager, Client Services, Youth Detention Centre Unit Manager, Youth Detention Centre Shift Supervisor, Youth Detention Centre Section Supervisor, Youth Detention Centre</p>	<p><i>Youth Justice Act 1992</i>, Section 282 (3)(a) –Consent for detainee to spend money in trust fund.</p>
<p>Deputy Director-General Assistant Chief Operating Officer Senior Executive Director Executive Director, Youth Detention Centre</p>	<p><i>Youth Justice Act 1992</i>, Section 282 (3)((b) –Trust fund must be paid to public trustee.</p>
<p>Deputy Director-General Assistant Chief Operating Officer Senior Executive Director Executive Director, Youth Detention Centre Unit Manager, Youth Detention Centre Manager Business Support Services, Youth Detention Centre Manager, Finance and Administration, Youth Detention Centre Shift Supervisor, Youth Detention Centre</p>	<p><i>Youth Justice Act 1992</i> Section 282 (3)(c) – Trust fund paid to detainee upon being discharged.</p>



Administration and Finance Officer, Youth Detention Centre	
Deputy Director-General Assistant Chief Operating Officer Senior Executive Director Executive Director, Youth Detention Centre Manager Business Support Services, Youth Detention Centre Manager, Finance and Administration, Youth Detention Centre Administration and Finance Officer, Youth Detention Centre	<i>Youth Justice Act 1992</i> Section 282 (3)(d) – Trust fund paid to chief executive Corrective Services.

Definitions

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

Term	Definition
Approved items	Refers to items available to young people for purchase; however, they may be denied access to some approved items if they do not demonstrate satisfactory behaviours.

Human rights compatibility statement

Youth Justice is committed to respecting, protecting and promoting human rights. Under the [Human Rights Act 2019](#), Youth Justice has an obligation to act and make decisions in a way that is compatible with and properly considers human rights. When making a decision about the care and management of young people, decision-makers must comply with that obligation.

Multicultural Queensland Charter

Youth Justice supports the [Multicultural Queensland Charter](#), established under the *Multicultural Recognition Act 2016* (Qld). The Charter seeks to promote Queensland as a unified, harmonious and inclusive community.

Child safe standards

The Royal Commission into Institutionalised Responses to Child Sexual Abuse developed several national [child safe standards](#) for institutions and organisations working with children. Youth Justice is cognisant of these standards when considering operational practice guidelines and service delivery in community and youth detention centres.

State disability plan

Youth Justice will work with our partners to build a fairer, more inclusive Queensland where people with a disability, their families and carers are able to access the same opportunities, on the same basis as everyone else. We will take actions to progress the priorities of the [All Abilities Queensland: opportunities for all](#) state disability plan and support improved access to services for Queenslanders with disability.

Records file number: nil

Version number: 1.4

Date of approval: 1 March 2022

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)
- 1.4 Director, Statewide Intel and Secure Services Support (1 March 2022)

Date of operation: 22 July 2015
Date to be reviewed: 3 years from date of approval

Office: Statewide Intel and Secure Services Support
Help contact: Secure Services Support
YDCPracticeEnquiries@cyjma.qld.gov.au

Communication strategy:

- publish on intranet
- publish on internet
- advise staff to read
- supervisors discuss with direct reports

Links:

[Australasian Youth Justice Administrators \(AYJA\) service standards for juvenile custodial facilities](#)
[Human Rights Act 2019](#)
[Queensland Human Rights Commission](#)
[Financial Management Practice Manual](#)
[United Nations Rules for the Protection of Young People Deprived of Their Liberty 1990](#)
Youth Justice delegations
Youth Detention Centre Operations Manual
Youth Justice policies