

# Corrections Management (Detainee Money) Policy 2026

Notifiable instrument NI2026–475

made under the

Corrections Management Act 2007, s14 (Corrections policies and operating procedures).

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## 1 Name of instrument

This instrument is the *Corrections Management (Detainee Money) Policy 2026*.

## 2 Commencement

This instrument commences on the day after notification.

## 3 Policy

I make this policy to facilitate the effective and efficient management of corrections services.

## 4 Revocation

This instrument revokes *Corrections Management (Detainee Banking) Policy 2025* [NI2025–450].

Leanne Close <sup>APM</sup>  
Commissioner  
ACT Corrective Services

20 October 2026

# Detainee Money Policy

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**ACT**  
Government

Justice and Community Safety

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# 1 Why detainee money policy matters

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Detainee money is held in trust by ACT Corrective Services (ACTCS).

A trust fund account for each detainee holds their earnings and received deposits.

This enables detainees to manage their personal financial and living affairs while in custody, and to make purchases of basic goods for personal use.

This includes reasonable access to items not provided by the correctional centre.

Detainees are not permitted to have cash in their possession while in a correctional centre.

# 2 What this policy applies to

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This policy applies to all correctional centres in the ACT.

# 3 How detainee trust fund accounts are managed

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## 3.1 Detainee accounts are managed through trust fund accounts and holding accounts

### 3.1.1 Types of accounts

Detainees must be advised on admission that money held in trust is monitored by ACTCS.

A detainee has a trust fund account and a separate sub-account, a holding account.

Money is held in the holding account if earnings and deposits exceed the maximum allowable balance, or weekly deposit limit, in a detainee's trust fund account.

The total amount of money that can be held in trust across a detainee's trust fund account and holding account must not exceed \$10,000 per detainee, unless authorised by an Executive Branch Manager or equivalent.

The maximum allowable balance for a detainee's trust fund account is \$1,000.

The holding account cannot be used by detainees for daily transactions.

### 3.1.2 Earnings

Detainees receive earnings:

- as remuneration for work performed in a correctional centre
- as a gratuity for participating in programs and/or educational and vocational courses offered
- from the sale of arts and crafts
- for paid work outside a correctional centre
- as an unemployment allowance for eligible detainees.

Detainee earnings are paid into a detainee's trust fund account within two (2) business days following advice from the relevant authority.

No interest is accrued on detainee money held in trust.

### 3.1.3 Reconciliation

Detainee money held in trust will be reconciled:

- each business day, and
- on a detainee's release from a correctional centre.

All detainees receive trust fund account statements weekly.

Detainees with money in their holding account will also receive a statement/balance through the weekly statement process. Detainees with a holding balance of \$0 do not receive a holding statement/balance.

ACTCS ensures, where possible, that detainee money held in trust does not fall into arrears or result in financial hardship through the accumulation of debt.

### 3.1.4 Telephone calls

An advance of \$5 may be made on request to detainees on admission to the correctional facility to make telephone calls.

The detainee must authorise the advance and accept the amount will be recovered by ACTCS when money is deposited into their trust fund account.

Detainees pay for telephone calls at the current service provider rate. Call costs may vary depending on call type, destination, and third-party service arrangements.

Changes to the charge rate are determined by the service provider. The Assistant Commissioner Custodial Operations (ACCO) will ensure that detainees are informed in advance of any change in cost.

### 3.1.5 Disclosure of information

ACTCS may disclose the balance of a detainee's trust and/or holding account to the Commonwealth department responsible for administering social services legislation if the information is reasonably necessary:

- to ensure the proper care or housing of a person who is, or is likely to be, provided with services by or on behalf of the department, or
- to decide the detainee's eligibility to receive a Commonwealth payment or allowance.

### *Things to consider*

- *Are all detainees advised on admission that money held in trust is monitored by ACTCS?*
- *Are earnings received being paid into a detainees' trust fund accounts within two (2) days?*

## **3.2 Deposits can be up to \$150 per week with a maximum of \$1,000 in the trust fund account**

### 3.2.1 On admission

Upon receiving advice from the Court Transport Unit, or other relevant authority, that a detainee has entered custody, any valid Australian currency in their possession must be credited to their trust fund account within two (2) business days.

### 3.2.2 Weekly deposits

A maximum of \$150 per week can be deposited into the trust fund account, not including detainee earnings.

This weekly limit can consist of deposits from a detainee's own external private bank account, and/or deposits made from external parties.

There are several types of deposits including, but not limited to:

- direct debits from a detainee's external bank account
- payments from family/friends
- money in a detainee's possession when they are admitted to a correctional centre
- Public Trustee deposits
- reimbursements, such as for lost property
- money being returned to a detainee by the Australian Federal Police.

### 3.2.3 Deposits by external parties

Deposits from external parties can only be made either by:

- online: [Get money to a Detainee at the Alexander Maconochie Centre](#), or
- telephone banking: 1300 546 086.

External parties wanting to make a deposit into a detainee's account must provide the detainee's Prisoner Identification Number (PID) and date of birth.

A once off Australian Money Order is allowed at Christmas with prior approval from the Director, Finance. 'Double buy ups' and two (2) canteen purchases can be processed in the same week.

Detainees may request funds to be transferred from their private bank account to their trust fund account. Proof of account ownership must be recorded in CORIS prior to transfer.

Payments into a detainee's trust fund account must be by account transfer.

In line with safety and security standards, ACTCS will not accept cash to deposit into a detainee's trust fund account.

Transfers between different detainees' accounts are not permitted.

Any incoming money that would result in a detainee's trust fund account balance being more than \$1,000, or exceeding the \$150 maximum weekly deposit limit, will be diverted to the detainee's holding account.

Once redirected, up to \$150 per week will be transferred from the holding account back into the detainee's trust fund account until the holding account balance is exhausted.

### *Things to consider*

- *Are external parties aware that deposits into a detainee's account can only be made either online or by telephone banking?*
- *When a deposit is being made into a detainee's account has the detainee's PID number and date of birth been provided?*
- *Is the maximum weekly deposit limit of \$150 into a detainee's account being complied with?*

### 3.3 Purchases are a privilege that have weekly limits

#### 3.3.1 Buy ups

Detainees may make discretionary purchases of non-essential goods through the system of 'buy-ups'.

These purchases are a privilege that aim to enhance a detainee's autonomy and comfort.

This includes goods such as supplementary groceries, toiletries, stationery, clothing, electronics and miscellaneous items.

Detainees can make purchases within the following limits:

| Activity        | Frequency | Limit |
|-----------------|-----------|-------|
| Grocery Buy Up  | Weekly    | \$120 |
| Activity Buy Up | Monthly   | \$150 |
| Canteen         | Weekly    | \$150 |
| Phone Credits   | Weekly    | \$150 |
| Stationery      | Monthly   | \$200 |

The Assistant Commissioner, Custodial Operations (ACCO) may review the items available on the buy-up lists.

Items may be added or removed following consideration of the impact that the item may have on the good order and security of the correctional centre. Any amendment to the purchasing limits must be approved by the ACTCS Commissioner.

#### 3.3.2 Discipline

Detainees may have their buy-up privileges suspended if subject to any disciplinary proceedings.

### 3.4 Deductions can be made if authorised by the detainee or if allowed by legislation

#### 3.4.1 Authorisation of deductions

Deductions from a detainee trust fund account and holding account generally require the detainee's written authorisation. However, deductions may be made without a detainee's written authorisation where specified in legislation.

Legislation outlines specific exceptions where ACTCS can make deductions without consent. These circumstances are as follows:

##### Direct debits declined by the bank and fraudulent activity

If a notification is received from the bank that a detainee's direct debit request has been declined the debit must be processed immediately, even if this results in a negative account balance.

If the bank advises that a detainee has received a fraudulent deposit into their account the amount must be debited, regardless of if there are sufficient funds.

#### Disciplinary action

If a financial penalty or reparation payment that has been determined as an appropriate administrative penalty for a detainee as part of a disciplinary action, an amount not exceeding \$500 can be deducted from a detainee's account.

Reparations can be ordered as a disciplinary penalty when a breach by a detainee is proven and the injured person suffered loss as a direct result of the breach. The amount directed to be paid must not exceed \$500.

These deductions will not be made until all appeal processes and related matters are finalised.

All records relating to the imposition of a financial penalty or reparation as an administrative penalty must be documented in CORIS.

Detainees must be advised in writing if a financial penalty or reparation is deducted from their account.

#### Incidental expenses

ACTCS may make legitimate and appropriate recovery of incidental expenses incurred in the production of art and crafts, where the art or crafts have been sold and earnings credited to a detainee. Incidental expenses may include, but not limited to, work clothing and equipment, art and crafts materials.

Incidental expenses will be deducted from a detainee's trust fund account at the same rate of frequency as earnings are received.

#### *Things to consider*

- *If a financial penalty is being deducted from a detainee's account, has the detainee been advised in writing?*
- *Has the detainee been made aware if incidental expenses are to be deducted from their account?*

### **3.5 Detainees may request refunds and must be advised of the outcome**

#### **3.5.1 Refund requests**

Detainees may request refunds to be paid into their trust fund account. Refunds include but are not limited to, the loss of personal items, items missing from canteen purchases and/or grocery buy-ups and refunds of buy-up purchases if, for example, a purchased item is faulty.

A refund request may be made by submitting a detainee request form ('Bluey') to a correctional officer. Requests must be escalated for review and investigation by the relevant area within the correctional centre.

### 3.5.2 Processing of refunds

The authority to process refunds is provided by various staff depending on the situation, refund type and which staff have been involved in the investigation/refund request.

A detainee requesting a refund must be advised of the outcome, in writing if asked, of the refund request as soon as practicable.

#### *Things to consider*

- *Has the appropriate authority from the relevant area been received to process a refund?*

## 3.6 External payments can be made to maintain personal affairs, but within limits

### 3.6.1 Purpose of external payments

External payments allow detainees to maintain their personal financial and living affairs while in custody, such as maintaining:

- rental agreements and other lodgings
- restitution payments
- payments to the Public Trustee
- tax payments.

All external payments require approval of the ACCO, Senior Director, Operations or the Senior Director, Corporate Services. This is except for external payment requests made by those participating in the Transitional Release Program.

### 3.6.2 Limits on external payments

Detainees are not permitted to make external payments that are:

- transactions to run a business
- purchases of stocks or shares
- unauthorised sales
- entering into any loan or credit arrangements
- any form of gambling.

## 3.7 When money in a detainee's trust fund account is released from ACTCS

### 3.7.1 On release

Upon release or transfer, a detainee's accounts will be reconciled, and:

- any outstanding purchases, financial penalties, reparations or advance payments will be deducted from the detainee's trust fund account
- any earnings will be reviewed and credited to the detainee's trust fund account.

ACTCS will deposit the balance of funds to a detainee's nominated external bank account within two (2) business days.

### 3.7.2 Death in custody

Trust fund account money belonging to a deceased detainee will be released to the detainee's next of kin with the authorisation of the Executive Branch Manager, Corporate Services, or equivalent.

#### *Things to consider*

- *Have all transactions been reconciled on a detainee's account and amounts outstanding deposited into their nominated external account upon their release?*

## 3.8 Unclaimed funds are retained for six years

### 3.8.1 Claims up to six (6) years

Where a detainee has been released and has left unclaimed money in their trust fund account, the money will be transferred to an unclaimed funds ledger.

The ledger is reconciled every business day.

A former detainee is entitled to claim money held in trust for a period of up to six (6) years.

Where a detainee re-enters custody, any unclaimed funds in their name will be credited to their trust fund account.

### 3.8.2 Claims after six (6) years

Unclaimed detainee trust fund account money is transferred to ACT Treasury after the six (6) years and published in the Financial Management (Unclaimed Trust Money – JACS Directorate) Statement.

Funds that have not been claimed by a detainee after six (6) years must make a claim to ACT Treasury.

## 3.9 Complaints may be made in writing

### 3.9.1 Complaints

A detainee may make a complaint relating to their trust fund account or holding account by emailing [ComplaintsAMC@act.gov.au](mailto:ComplaintsAMC@act.gov.au), or by submitting a complaint form.

## Document information

|                          |                                                                              |
|--------------------------|------------------------------------------------------------------------------|
| Document title:          | Corrections Management (Detainee Money) Policy 2026                          |
| Document owner/approver: | Commissioner, ACT Corrective Services                                        |
| Approval:                | <br>Leanne Close<br>Commissioner, ACT Corrective Services<br>20 October 2026 |
| Date effective:          | The day after the notification date                                          |
| Review date:             | Five years (5) after the notification date                                   |
| Responsible Officer:     | Executive Branch Manager, Corporate Services, ACT Corrective Services        |

| Version Control |            |                                                                             |          |
|-----------------|------------|-----------------------------------------------------------------------------|----------|
| Version no.     | Date       | Description                                                                 | Author   |
| V1              | October-26 | Revokes: Corrections Management (Detainee Banking) Policy 2025 [NI2025-450] | Y Jansen |

## Compliance information

### Legislation

The table below identifies key legislative considerations related to this document.

It is not intended to be exhaustive.

| Act / section                               | Relevance                                                                                                                                                                                                                                                                                                                         |
|---------------------------------------------|-----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| Financial Management Act 1996               | Governs the financial administration, trust funds, budgeting, and accountability of ACT Corrective Services and ACT correctional facilities. It works alongside the Corrections Management Act 2007 to regulate operations.                                                                                                       |
| Corrections Management Act 2007, s84        | Requires a detainee's money to be held in a trust account, allows deductions for financial penalties or disciplinary reparations and enables regulations to guide account operations.                                                                                                                                             |
| Corrections Management Act 2007, s30        | Detainees admitted to a correctional centre under section 30 (Detention in Police Cells) are not covered in this policy due to there being insufficient time in custody to establish a trust fund account.                                                                                                                        |
| Corrections Management Act 2007, s154       | A privilege is any amenity, facility, or opportunity that a detainee may benefit from while in detention.                                                                                                                                                                                                                         |
| Corrections Management Act 2007, s184       | Defines the meaning and scope of administrative penalties that can be imposed as a disciplinary action against a detainee inside a correctional facility for a breach of discipline.                                                                                                                                              |
| Corrections Management Act 2007, s185       | Reparation applies when a detainee is found guilty of a disciplinary breach that directly causes loss or injury to someone.                                                                                                                                                                                                       |
| Corrections Management Regulation 2010, s49 | The specific amount of \$500 is prescribed as the maximum limit for reparation or financial penalties. ACTCS applies this cap to withdraw funds directly from a detainee's trust fund account following finalised disciplinary breaches or reparation orders.                                                                     |
| Corrections Management Regulation 2010, s50 | The Commonwealth department responsible for administering social services legislation is prescribed for the relevant protected information about a detainee, if the information is reasonably necessary. It includes the balance of the detainee's trust fund account held under the Corrections Management Act 2007, section 84. |

## Human Rights

The table below identifies key human rights considerations related to this document.

It is not intended to be exhaustive.

| Section of Human Rights Act | Relevance                                                                                                                                                      |
|-----------------------------|----------------------------------------------------------------------------------------------------------------------------------------------------------------|
| S19                         | Anyone deprived of liberty must be treated with humanity and with respect for the inherent dignity of the human person.                                        |
| S27                         | Recognises Aboriginal and Torres Strait Islander peoples as holding distinct cultural rights which must not be denied. This includes maintaining kinship ties. |

## Closing the Gap

The table below identifies key Aboriginal and Torres Strait Islander detainee considerations related to this document.

| Relevance                                                                                                                                                                                                   |
|-------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| We have consulted with appropriate Aboriginal and Torres Strait Islander stakeholders. No significant issues impacting Aboriginal and Torres Strait Islander detainees were identified during consultation. |

## Delegations

| Section | Function                                                                                                                                                                                     | Delegation                                                                                                                                                                                                                                                                                                                                                                                                                                                                   |
|---------|----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| 14(1)   | May make corrections policies and operating procedures, consistent with the Corrections Management Act 2007, to facilitate the effective and efficient management of correctional services.  | Commissioner (E00232), Assistant Commissioner Custodial Operations (E1055), Assistant Commissioner Offender Reintegration (E01145), Assistant Commissioner Community Corrections (E00704), Executive Branch Manager, Corporate (E00850), Executive Branch Manager Operational Support (E01102).                                                                                                                                                                              |
| 84(2)   | May deduct amounts from the amount held in trust for a detainee the amount for payment of any financial penalty or reparation that must be paid as disciplinary action against the detainee. | Commissioner (E00232), Assistant Commissioner Custodial Operations (E1055), EBM Corporate Services E00850, Team Leader Detainee Finance (P37005), Finance Officer (P45884), Finance Officer (P43038), Senior Director People and Culture and Finance (P45891), Senior Director Court Operations and Improvement Senior Director (P59231), Senior Director Detainee Services (P49416), Senior Director Operations (P35165), Senior Director Accommodation (P39808), CO4, CO3. |



|        |                                                                                                              |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                           |
|--------|--------------------------------------------------------------------------------------------------------------|-------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| 185(4) | Must pay an amount payable under a direction out of the money held by the director-general for the detainee. | Commissioner (E00232), Assistant Commissioner Custodial Operations (E1055), Senior Director Court Operations and Improvement Senior Director (P59231), Senior Director Detainee Services (P49416), Senior Director Operations (P35165), Senior Director Accommodation (P39808) CO3, CO4, Team Leader Detainee Finance (P37005), Finance Officer (P45884), Finance Officer (P43038), Senior Director People and Culture and Finance (P45891), Executive Branch Manager Corporate (E00850). |
|--------|--------------------------------------------------------------------------------------------------------------|-------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|