



# Policy Directive 69

## Management of Prisoner's Money

**Relevant instruments:** ACCO Notices: [7/2013](#) and [8/2013](#)  
[Financial Management Act 2006](#)  
[Operational Instruction 1](#)  
Policy Directives [3](#) and [36](#)  
[Prisons Regulations 1982](#) rr 43-50 and 73  
[Standard Guidelines for Corrections in Australia 2004](#) ss 1.13-1.15, 2.21-2.23, 1.17, 3.21, 4.3 and 5.18

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### **Purpose**

To ensure that a consistent standard for the management of prisoners' gratuities and cash is maintained in all Western Australian prisons.

### **Background**

A prisoner's gratuities and cash are managed through an internal accounting and banking function. The same standards of accountability, reporting and financial management required for Department functions are to be applied to the management of money held on behalf of prisoners. Unless it is authorised by the superintendent for a particular purpose (eg absence permit), prisoners are not permitted to have cash in their possession.

## **1. Handling of Money**

- 1.1 All cash transactions involving the physical exchange / provision of prisoners' money are to be conducted or supervised by the Cashier during business hours. Anyone collecting money will be required to sign appropriate documentation and those depositing money will be issued a receipt.
- 1.2 Transactions conducted outside of business hours (eg weekend release or visits) are to be recorded in the Gate occurrence book and monies secured in the gate safe. These transactions are to be checked and handed over to each following shift until collected by the Cashier on the next business day.
- 1.3 Prisons are not to accept any money for a prisoner who is not currently located in their prison without the prior written approval of the Assistant Superintendent (Operations Manager) of the prison where the prisoner is located.

## **2. Prisoners Private Cash**

- 2.1 Each Prisoners Private Cash Account (PPCA) is to be administered and managed consistent with the requirements of the [Financial Management Act 2006](#) and the related Treasurer's Instructions.
- 2.2 A PPCA account in the name of each prisoner is to be established and the account maintained in the prison in which the prisoner is located.
- 2.3 No interest will be accrued on PPCA Trust Accounts.
- 2.4 Prisoners may, subject to the approval of the Assistant Superintendent Prisoner Management, arrange for the opening of interest-bearing external accounts (eg bank, building society, etc) to deposit private cash but they are not permitted to undertake business transactions on such accounts while in prison, other than in connection with the prisoners participation in the PEP (Prisoner Employment Program) or otherwise involving an absence permit under s 83 of the [Prisons Act 1981](#).
- 2.5 Prisoners may have money credited to their PPCA or (Controlled) Prisoner Telephone System (PTS) account by family or friends, or from the sale of art or hobby material they own.
- 2.6 The relevant Directors will jointly determine a general limit of money that can be received into prisoners' accounts.
- 2.7 Funds received through the mail or paid in by visitors in the form of a cheque are not to be made available to the prisoner until the cheque has been cleared. Funds received in the form of cash or money order may be available to prisoners upon receipt.
- 2.8 All money coming into the prison will be receipted immediately and deposited to the credit of the PPCA trust account in accordance with Treasury banking instructions.

2.9 Social Security payments received by prisoners that relate to a period in custody will be returned to Centrelink with a covering letter stating that the recipient is in custody and the date of his/her imprisonment.

### **3. Access to Private Cash**

3.1 Prisoners may expend money from their PPCA. Disbursements from their account will be in the form of an authorisation signed by the prisoner and approved by officers authorised by the designated Superintendent.

3.2 Authorisation will normally be signed PPCA Abstracts which may be supported by a "request to transfer cash form" for non-canteen spends.

3.3 Prisoners must authorise payment from their PPCA, except when restitution has been ordered. Prisoner accounts must be amended as soon as possible following authorisation of payment.

3.4 Controls must be in place to prevent overspending of their accounts by prisoners.

3.5 The level of prisoner expenditure using PPCA is to be covered in Standing Orders approved by the relevant Director.

### **4. Prisoners' Gratuity Earnings**

4.1 Prisoners' gratuity earnings are operated on a notional basis but the financial management is as if it was actual cash.

4.2 Prisoners' gratuity earnings are required to be managed and accounted for in a manner consistent with the requirements under the [Financial Management Act 2006](#) and related Treasurers Instructions.

4.3 Gratuity earnings are paid using a computerised system called "GPS" which automatically calculates earnings based on the approved level and number of days a prisoner works.

### **5. Access to Gratuities**

5.1 Prisoners may expend money from their gratuity earnings.

5.2 Spends can be data entered from spends abstracts by any officer with access to the GPS.

5.3 Prisoners must submit a written request when wishing to spend gratuity earnings outside the prison.

5.4 Prisoners must authorise payment from their gratuity earnings.

5.5 Prisoners' accounts must be amended as soon as possible following prisoner authorisation of payment.

5.6 Controls must be in place to prevent overspending of their accounts by prisoners.

5.7 The level of prisoner expenditure using gratuities is contained in [Operational Instruction 1](#).

## **6. Prisoner's Telephone Account**

A telephone account in the name of each prisoner will be established and maintained at the respective prison at which they are located.

Appropriate accounting procedures must be in place to support the prisoner's use of the (Controlled) Prisoner Telephone System (PTS).

### **Funds Received**

- 6.1 Subject to the limit set in [Operational Instruction 1](#), funds may be credited to a prisoner's telephone account for the purpose of providing a credit in the PTS.
- 6.2 A prisoner is allowed to receive money specifically for use in their PTS.
- 6.3 This money will be received using the procedure for receiving monies into the PPCA with an additional entry to identify money to be used to pay for telephone calls.
- 6.4 The prisoner should be provided with a copy of the receipt informing them of the amount credited to their PTS account when received from an external source.
- 6.5 A prisoner may make application on a prisoner's Telephone Application Form to transfer credit up to the approved limit. Special approval from the designated Superintendent is required to exceed the approved limit.
- 6.6 The prisoner and the officer authorised by the superintendent must sign the application before it can be processed.
- 6.7 The money is debited to the prisoners PPCA Account, entered into the PPC Abstract and credited to the prisoner's telephone account.
- 6.8 At the end of the month a Journal transfer is to be completed debiting the PPC Trust Account (total of all Abstracts) and crediting the Telephone Revenue account for the prison.

### **Access**

- 6.9 The use of PTS is based on the prisoner having the necessary amount of credit available before they can make a telephone call.

## **7. Restitution**

### **Approval for deductions from gratuities and PPCA**

- 7.1 Approval for deductions from gratuities and other funds held on behalf of prisoners is by the Chief Executive Officer or delegate (r 73 of the [Prisons Regulations 1982](#) refers).

### **Procedures for restitution - Regulation 73**

- 7.2 As soon as practicable after the restitution is ordered, the Prosecuting Officer, or another designated officer will submit to the designated Superintendent a request for approval to deduct the restitution ordered. Information to be included in the request shall be:
- 7.2.1 date of conviction and charge number
  - 7.2.2 amount of restitution ordered and manner specified
  - 7.2.3 name of visiting justice ordering the restitution
  - 7.2.4 nature of the offence.
- 7.3 The Prosecuting Officer shall complete an Advice to Prisoner of Restitution Deductions form and process this in accordance with the instructions.
- 7.4 Deductions are to be made using the following as a guide:
- 7.4.1 any PPCA funds held on behalf of the prisoner
  - 7.4.2 any accrued gratuities
  - 7.4.3 up to 50% of the weekly balance of gratuities earned.
- 7.5 From the date of the award of restitution by a visiting justice, a prisoner shall not be permitted to sign funds out of his/her gratuity or private cash unless the restitution is paid in full or the prisoner can demonstrate to the designated Superintendent a genuine need.

### **Deductions in Respect to Government Property – Regulation 49**

- 7.6 Orders for approval of the deduction of prisoners' funds under r 49 of the [Prisons Regulations 1982](#) are to be processed in a similar way.
- 7.7 Accounting checks are to be established to ensure that the cashier/records officer processes such approvals promptly.

## **8. Quality Control**

- 8.1 The prosecuting officer or other designated officer shall liaise with prison records staff to ensure that all restitution recorded in the punishment book is promptly approved by the designated Superintendent and arrangements for deduction of the amount ordered are put in place without delay.
- 8.2 The cashier/records officer shall initial the punishment book on each occasion.
- 8.3 The punishment book shall be regularly inspected and endorsed by the designated Superintendent (or delegate) to ensure that these procedures have been carried out.

## **9. Release from Prison**

- 9.1 All of the prisoner's accounts must be reconciled on TOMS and the appropriate report generated for the amount of the balance to be paid to the prisoner on release. The prisoner is to sign for the money received.

9.2 For amounts beyond the prison's cash advance capacity, a Payment Voucher Form should be drawn up and submitted to Accounting Services. The prisoner is to be informed that they will receive payment by cheque in such cases.

## **Applicability**

This policy shall apply to all prisons.

## **References**

- [Financial Management Act 2006](#)
- [Operational Instruction 1](#)
- Policy Directives [3](#) and [36](#)
- [Prisons Regulations 1982](#) rr 43-50 and 73
- [Standard Guidelines for Corrections in Australia 2004](#) ss 1.13-1.15, 2.21-2.23, 1.17, 3.21, 4.3 and 5.18

## **Policy Sponsor**

Assistant Commissioner Custodial Operations

## **Contact Person**

The following person may be approached on a routine basis in relation to this policy:

Principle Policy Officer  
+61 8 9264 1958