

“Giving Back” - The Youth Justice Reparation Accord (the Accord)

Reparation is a key component of the family group conference outcome – victims deserve (and expect) to be recompensed for their losses, and these payments reinforce the restorative element of the family group conference. All children and young people who offend should be held accountable for their offending and this includes the payment of any reparation due to the victim(s) of that offending.

The New Zealand Council of Victim Support Groups (Victim Support) operates a bank account which can be used to collect reparation from children and young people who offend and to repay victims at all YJ family group conferences. The account is called the Victim Support/Youth Justice Reparation Accord Account and is held at the North End Branch of the Bank of New Zealand in Wellington.

The account number is 02 -0585-0081730-02

Local Victim Support groups are not involved in the administration of the Reparation Accord as the NZ Council of Victim Support Groups operates the one national bank account in Wellington.

It can be used to collect reparation from all YJ family group conferences and can also be used when a donation is made to a victim, charity or community group in lieu of community work or for other reasons. It is also important to consider using the Accord for court directed family group conferences instead of making reparation orders under s283(f).

By using the Accord, children and young people can make small payments on a weekly or as agreed basis. This greatly increases the opportunity to collect reparation and the Accord is a way of supporting children and young people (and their families) in meeting a key obligation to victims by providing a way to repay what has been lost or damaged.

Procedure when using the Accord:

1. Each youth justice team has been allocated a team code (see appendix one for the list) for identification at Victim Support.
2. A decision in a family group conference to pay reparation or a donation will be clearly set out in the plan. The plan will:
 - a. state the total amount of money to be paid.
 - b. if there is more than one payment, include a schedule of payments, including dates and amounts.
 - c. give a start and end date for payments.
 - d. state who is responsible for ensuring the payments are made.
 - e. state each child or young person’s ID number and the team code.
3. Each child or young person must be allocated an individual ID number – this is used to identify payments made by them.
 - a. It should not be their CYRAS number as the ID number should not identify the child or young person to anyone but Oranga Tamariki staff although for example a team prefix could be used with the first 4 numbers of a client’s CYRAS number (e.g., T1234). This must be used on all transactions made by or on behalf of the child or young person and ensures that all payments made by the child or young person can be clearly identified.
 - b. It is important to manage the allocation of client ID numbers particularly when there are a number of YJ coordinators at any one site.

4. It is important to ensure that subsites within a team are clearly identified as well so that deposits into the account can be accurately matched with the site and te tamaiti or rangatahi.
 - a. One simple way to do this is to add a letter prefix to the client ID number e.g. T0001 (Tauranga) & W0001 (Whakatane) for Tauranga YJ; R0001 (Rotorua), TP001 (Taupo) & TK001 (Tokoroa) for Rotorua YJ etc.
5. Each team will have one nominated person (usually an admin assistant) to be responsible for managing the Accord. They are responsible for:
 - a. Receiving and collating the payments which are supplied by Victim Support by email on a monthly basis.
 - b. Matching the payments with the appropriate child or young person and send the relevant information onto subsites if necessary. It is helpful to maintain a spreadsheet or an accounting sheet (see appendix 3) to keep track of payments.
 - c. Advising individual YJ coordinators of the total of payments made or the failure to make payments as agreed.

NB: Victim Support - yj@victimsupport.org.nz – must be advised if the nominated person managing the account changes. The YJ manager needs to ensure that there is back-up in case of illness or leave.

6. The YJ coordinator will advise Victim Support by email - yj@victimsupport.org.nz – of each new agreement, giving the team code, the individual ID for the child or young person, the schedule of payments and the agreed start date.
7. Victim Support will send an email to the nominated person when the first payment of a new agreement is received.
 - a. It is important that the date of the first payment is agreed at the family group conference and recorded in the plan as the YJ coordinator (or allocated social worker) needs to know when to expect the email.
 - b. If a confirmation email is not received by the due date, then the matter must be followed up with the child or young person as soon as possible.
8. The YJ coordinator or allocated social worker will manage any breach by the child or young person for the non-payment of the reparation as agreed to and recorded in the family group conference plan. This is to ensure that the agreement is completed or that suitable alternatives are set in place to address the issue – this may include reconvening the family group conference.
9. The YJ coordinator must get payment details from the victim(s) when an agreement to use the Accord is reached in a family group conference,
 - a. These details should not be documented in the plan or given to the child or young person but held in confidence by the YJ coordinator until such time as they are needed to make the completed payment.
 - b. Once the agreed amount has been saved in the Accord, the YJ coordinator sends the payment details to Victim Support, along with the ID of the child or young person and the amount to be paid.
 - i. The reparation can be paid in one lump sum or in smaller amounts as agreed at the family group conference.
 - c. The YJ Manager will sign off each repayment to victims.

- d. Victim Support will send a confirmation of the payment to the YJ team within 14 days of the payment being made.

Key Points: please ensure that:

- The child or young person is given a unique individual ID.
- The ID and your YJ team code are used on all transactions made by or on behalf of the child or young person.
- The plan identifies person to support child and young person.
- The schedule of payments is clearly detailed in the FGC plan.
- The payments made by the child or young person are monitored and are followed up if they are not being made as agreed.
- The account details for the victim are collected and held in confidence until needed.

Key Contacts:

- Youth Justice Services, National Office Oranga Tamariki
- Victim Support: 0800 842 846 or yj@victimsupport.org.nz

Appendices:

Appendix 1: Codes for YJ Teams

Appendix 2: YJ Reparation Accounting Sheet

Appendix 3: Authorisation Form for the Release of Funds

Appendix 4: Flowchart

Appendix 1: Team Codes for YJ Teams

Youth Justice Team	Team code
Te Tai Tokerau	YJ1
North Harbour	YJ2
Waitakere	YJ3
Auckland City	YJ4
Otahuhu/ Mangere	YJ5
Otara	YJ6
Manurewa	YJ7
Papakura	YJ8
Waikato	YJ10
Tauranga	YJ11
Rotorua	YJ12
Tairāwhiti	YJ13
Hawkes Bay	YJ14
Taranaki	YJ15
Whanganui	YJ16
Palmerston North	YJ17
Greater Wellington	YJ19
Upper South	YJ20
Christchurch West	YJ21
Christchurch East	YJ22
Otago	YJ24
Southland	YJ25

Appendix 2:

Youth Justice Reparation Accounting Sheet

Name of child or young person:

ID Number:

Total reparation due

Date of first payment

Date of last payment

Amount of each payment

Frequency of payments

Date of payment	Amount paid	Total to date

Authorisation to the National Council of Victim Support Groups to complete disbursement sent on (date)

Appendix 3

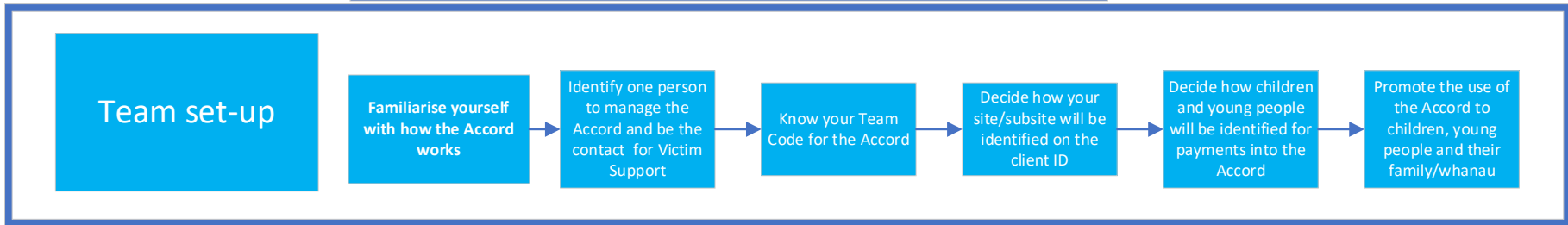


Youth Justice Reparation Accord

Authorisation Form for the Release of Funds

Name and Code of Youth Justice Team:	
Individual ID of child or young person:	
Victim/Payee Name:	
Bank Account Details:	
Amount to pay:	
Bank Reference (if requested)	
Name and contact details of YJ Manager authorising the payment:	
Signature of YJ Manager	
Date of Authorisation:	

Reparation Accord Processes



FGC Process

