

OUTSIDE EXAMINATIONS.

The Department has been made the centre for the holding of various outside examinations, departmental, university, accountancy, &c. Last year examinations in all three branches were carried through and supervised by the Department. This is an important fact, for it means that officers of the Administration and others desirous of continuing their studies know that, if they wish, the necessary examination can be held here.

SECRETARIAT.

During the past year a Secretariat has been organized to carry out the duties previously performed by the Department of the Secretary to the Administrator, and, in addition, to relieve the Administrator of a considerable amount of administrative detail, which, prior to the establishment of the Secretariat, had occupied a large amount of his time. This release has enabled the Administrator to devote more attention to the larger duties pertaining to his position.

The Secretariat is responsible for the co-ordination of the various services of the Administration, and in addition carries out secretarial duties to the Legislative Council and the Board of Health.

Careful attention has been given to the question of staffing, and with the completion of the organizing-work consequent upon the initiation of Civil administration, despite increases of staff in the Medical and Education Departments, rendered necessary by improved services to the inhabitants of the Mandated Territory by those Departments, the return of staff rendered with this report shows a decrease of fifteen as compared with the return attached to the last annual report. The decrease in staff during the year has been even greater than would appear from the return, for the reason that subsequent to the last report being compiled an addition of three officers was made in the Police Department, whilst the services of an officer trained in the Hong Kong Government Service have been made available temporarily to the Chinese Department.

By a reorganization the Stores Department, with its separate staff, has been abolished, and its purely stores functions are now adequately met by utilizing the existing organizations in the Public Works and Crown Estates Departments. The control and safeguarding of public moneys in the indenting and purchasing of stores is placed in the hands of a Supplies Purchase Officer attached to the Treasury, and his duties also include the auditing of the various Departments' Stores Accounts.

The Labour Department has been abolished, and the officer who previously filled the position of Labour Agent has now been attached to the Secretariat, where he is responsible for the billeting arrangements for the Administration staff, including furnishing of offices and quarters. The Billeting Officer meets all new officers on their arrival in Apia, and sees them safely established in their new quarters. In addition he carries out periodical inspections to ensure that all Administrative property is being properly protected. The Billeting Officer also acts as a relieving officer to the Treasury and Customs Departments, and has now also been placed in charge of the clearing of Government lands in and around Apia.

The following is a return of the European classified staff as at the 31st March, 1922, showing also the staff as at date of last annual report :—

Department.	Staff as at last Annual Report.	Staff as at 31st March, 1922.	Department.	Staff as at last Annual Report.	Staff as at 31st March, 1922.
Administrator's	Administrator A.D.C.	Administrator. A.D.C.	Education ..	Director Master Asst. Master Asst. Teacher Asst. Teacher Asst. Teacher Organizing Teacher Organizing Teacher	Director. Headmaster. Headmaster, District School. Mistress. Asst. Master. Asst. Teacher. Asst. Teacher. Asst. Teacher. Organizing Teacher.
Number ..	2	2	Number ..	8	9
Secretariat ..	Secretary Asst. Secretary Clerk Typist Typist Typist	Secretary. Asst. Secretary. Clerk. Typist. Typist. Billeting and Relieving Officer.	Justice ..	Chief Judge Crown Solicitor Asst. Crown Solicitor Registrar, High Court Registrar, Lands	Chief Judge. Crown Solicitor. Asst. Crown Solicitor and Registrar of Court and Lands.
Number ..	6	6	Number ..	5	3
Agriculture ..	Director Clerk Farm-manager Inspector Inspector Inspector	Director. Clerk. Inspector. Inspector. Inspector.	Lands and Survey	Chief Surveyor (included in Native Dept.) Chief Draughtsman Field Surveyor Asst. Surveyor Asst. Surveyor	Chief Surveyor. Field Surveyor. Computing Draughtsman. Asst Surveyor. Asst. Surveyor.
Chinese ..	Commissioner Asst. Commissioner	Commissioner. Asst. Commissioner.	Number ..	4	5
Number ..	2	2			
Customs and Harbour	Collector Exam. Officer Clerk Clerk Fumigation Officer Harbourmaster	Collector. Exam. Officer. First Clerk. Clerk. Fumigation Officer. Harbourmaster.			
Number ..	6	6			