

WESTERN PACIFIC HIGH COMMISSION.

Pitcairn Island,

15th December, 1940.

Sir,

With reference to your telegram No. 15 of the 4th December approving my proposal that the Island Secretary should in future be appointed by His Excellency the High Commissioner, I have the honour to inform you that Mr Andrew C. Young is being appointed Island Secretary from the 1st January, 1941, for an initial period of two years. His letter of appointment, signed by the Chief Magistrate on behalf of His Excellency, is enclosed herewith.

2. On my arrival in Pitcairn Island I found that the island records were being kept in a careless and slipshod manner. Entries in the various books were being made in pencil, erasures were frequent and in several instances the record was almost indecipherable. The Cash Book, in particular, was being kept in a manner that made auditing impossible, while births and deaths were often either not recorded, or recorded inaccurately. On enquiries being made for the government correspondence, an old sack was produced by the Chief Magistrate full of High Commission letters in their original envelopes, dating from about 1906 to the present year; copies of the outward correspondence do not appear to have been kept.

3. Under the former system in which the Island Secretary was elected

The Secretary,

Western Pacific High Commission,

Suva, Fiji.

Secretary was elected each year it was idle to expect any improvement in the method of keeping the government records and correspondence, but I believe that with a permanent Secretary the position can be greatly improved. Andrew Young appears to be a capable individual, and exceptionally keen on secretarial work. With his assistance I have filed the old correspondence under their various subjects and generally reorganized his official duties. A portion of the recently erected Post Office building has been allotted to him as his office.

4. I enclose a copy of the instructions which I am leaving for the guidance of the Island Secretary in his future work. It is realized that they represent, in certain respects, a counsel of perfection, but I have hopes that as he gains confidence and experience he will find the routine work of his office well within his powers.

I have the honour to be,

Sir,

Your obedient servant,

(Signed). H.E. Maude.

High Commission Representative,
Pitcairn Island.

Enclosure 1.

GOVERNMENT OF PITCAIRN ISLAND.

Pitcairn Island,

15th December, 1940.

Sir,

In accordance with instructions received from the High Commissioner for the Western Pacific, I have the honour to appoint you, on behalf of His Excellency, to be the Island Secretary for an initial period of two years commencing the 1st January, 1941.

I have the honour to be,

Sir,

Your obedient servant,

(Signed). David A. Young.

Chief Magistrate,

Pitcairn Island.

Andrew G. Young, Esq.,

Pitcairn Island.

Instructions to the Island Secretary with regard to
the keeping of Government Records and Correspondence.

The following instructions regarding the keeping of government records and correspondence represent an expansion of Regulation 8 (3). They should be noted and carefully adhered to by Island Secretaries.

(1) The Island Record Books. The Island Secretary is responsible for keeping up to date and in good order the following 12 books of record -

1. The Cash Book.
2. The Birth Register.
3. The Marriage Register.
4. The Death Register.
5. The Shipping Register.
6. The Lands Register.
7. The Island Court Minute Book.
8. The Island Council Minute Book.
9. The Internal Committee Minute Book.
10. The Public Meetings Minute Book.
11. The Inward Correspondence Register.
12. The Outward Correspondence Register.

(a) All entries in the books must be neatly made in ink.

(b) No attempt should be made to rub out or blot out any entry once made, even if it is a mistake. All mistakes should be carefully crossed out with a single line ruled in ink and the alteration initialled by the Secretary.

(2) Government Correspondence. The Island Secretary is responsible for the proper filing and keeping of all government correspondence, both inward and outward.

(a) Every letter, on being received, must be immediately entered in the "Inward Correspondence Register".

(b) After entering,

- (b) After entering, the letter should be filed in the proper file dealing with the subject matter of the letter. If there is no file dealing with the subject matter of the letter either make a new file or, if there is not likely to be any more correspondence on the same subject, put the letter in M.P. No. 23/40 - "Miscellaneous Correspondence".
- (c) If the letter requires an answer, care should be taken to answer it immediately on receipt, or as soon after as possible. The date of answering should be noted in the "Inward Correspondence Register".
- (d) Every letter, on being sent, should be entered in the "Outward Correspondence Register" and a copy filed in the proper file dealing with the subject matter of the letter. If there is no file dealing with the subject matter, proceed as in (b) above.

(3) Preparation of Letters.

- (a) A government typewriter has been provided for the use of the Island Secretary. This typewriter must be kept by him personally and must not be lent to anybody else on the island. The Secretary will be held personally responsible should the typewriter be damaged.
- (b) All government correspondence must be typewritten and a carbon copy kept and filed.
- (c) A specimen letter has been prepared showing the spacing, etc. to be used when typing government letters.

(4) Files.

- (a) All files should be numbered from 1 onwards, beginning with the 1st January each year. Thus for the year 1941 the files, as fresh ones are opened, should be numbered 1/41, 2/41, 3/41, and so on.

(b) Whenever a letter

- (b) Whenever a letter deals with a new subject, take a new file jacket, mark it with the correct number and the correct year, type the subject on it, and place the letter inside.
- (c) Whenever a file gets too bulky and full of letters to be convenient, make a new file, proceeding as in (b) above.
- (d) All files marked "Secret" or "Confidential" must be kept permanently locked in the Government Safe. No one should be permitted to see such files under any circumstances whatsoever except the Chief Magistrate and the Island Secretary. Should there be any leakage of information contained in a Secret or Confidential file it will be treated by the authorities of the Western Pacific High Commission as a serious offence and the person responsible may be liable to dismissal in addition to any other penalty.
- (e) An Index of Government Files has been prepared and should be kept up to date.

(5) The Government Chest.

- (a) A Government Chest has been provided for the use of the Island Secretary. In this chest he should keep under lock and key all government books of record, files and correspondence (except "Secret" and "Confidential" files), stationery, ink, etc. - In fact all articles under his care with the exception of those kept in his safe. Care should be taken to see that everything in the government chest is kept neatly and in order.
- (b) The keys of the Government Chest will be kept by the Island Secretary, who is responsible for all the contents of the chest.

(6) The Secretary's Safe.

(6) The Secretary's Safe.

- (a) A Government Safe has been provided for the use of the Island Secretary. In it he will keep all government cash and all "Secret" and "Confidential" files and other correspondence.
- (b) The keys of the Secretary's Safe must never, for any reason whatsoever, leave the hands of the Secretary himself. The Secretary is solely responsible for everything in his safe and must accept the responsibility for anything missing from it. No-one, not even the Chief Magistrate himself, has the right to obtain the keys of the Secretary's safe.

(7) Half-yearly High Commission Returns. The Island Secretary is responsible for sending the following returns to the Secretary to the Western Pacific High Commission, on the 30th June and 31st December of each year or as soon after as possible.

1. Return A - Return of Population, Education, and Weather Conditions.
2. Return B - Return of Shipping.
3. Return C - Return of Houses, Animals, Produce, and Imports.
4. Return D - Return of Water Supply and Sanitary Conditions.
5. Return E - Return of Health Conditions.
6. Return G - Return of Immigrants, Emigrants, and Resident Strangers.
7. Record of Cases heard by the Island Court.
8. Copy of the Minutes of the Island Council.
9. Record of the Proceedings of the Internal Committee.
10. Copy of the Minutes of Public Meetings.

(a) All returns should be neatly typed on one side of the paper only.

(b) Foolscap size paper should preferably be used.

(c) Carbon copies should be kept of Returns 1 to 6. No copies need be kept of Returns 7 to 10 as they are already copies of

already copies of entries in the Island Books of Record.

- (d) In the Population section of Return 1 care should be taken to include only the people (both islanders and strangers) actually on the island on the 30th June or the 31st December. Islanders who have gone away from the island on a visit should not be included on the return. The Births, Deaths, and Marriages also refer only to those which have taken place actually on the island.
- (e) In Return 3 it should be stated in each case whether the quantities are being measured in bags, tons, lbs., or as the case may be.
- (f) In section (a) of Return 6 all persons who enter or leave the island during the half year should be included, whether they be islanders, strangers, or tourists. Sections (b) and (c) refer only to strangers.
- (g) Until further notice Record 7 should consist of a complete copy of the Minutes of the Island Court, in full.
- (h) Should the supply of any particular return form run out, the Secretary should prepare more on his typewriter.

(8) Ordering of Stationery. The Island Secretary should see that there is an adequate supply of stationery and office requirements always on hand; this should be kept locked in the Government Chest. A list of the various articles likely to be required by the local government follows, together with the approximate quantities which it is estimated should be kept in stock by the Secretary:-

1. Foolscap Typewriting

1. Foolscap Typewriting Paper - 2 packets.
2. " Carbon Paper - 2 dozen sheets.
3. " Ruled Paper - 1 packet.
4. " Writing Books - 2 only.
5. Cheap Exercise Books - 1 dozen.
6. Typewriter Ribbons - 1 only.
7. Blotting Paper - 6 sheets.
8. Files (M.P. jackets) - 2 dozen.
9. Envelopes (foolscap) - 1 dozen.
10. " (9" by 4") - 2 dozen.
11. Pen Holders - 2 only.
12. Pen Nibs - 1 dozen.
13. Pencils (ordinary) - 1 dozen.
14. " (copying) - 2 only.
15. " (red) - 1 only.
16. " (blue) - 1 only.
17. Ink (blue-black) - 1 bottle.
18. " (red) - 1 bottle.
19. Office Pins - 1 packet.
20. Brass Slide-on Paper Clips - 1 packet.
21. India Rubbers - 2 only.
22. Typewriter Erasers - 2 only.
23. Sealing Wax - 6 sticks.
24. Gum (office) - 1 bottle.
25. Rulers - 1 only.
26. Steel Spring Paper Clips - 3 only.

(a) Government Stationery should never be used on anything but government work and every care should be taken to see that no waste takes place.

(b) All stationery should be ordered from the Secretary, Western Pacific High Commission. The Island Secretary should check through the stationery at least

four times a

four times a year and order any articles of which the stock is getting below the safety margin. A specimen order (known as a Requisition) is being furnished for the guidance of the Secretary.

(9) Telegrams. The coding and decoding of government telegrams forms part of the work of the Island Secretary. For this purpose he is provided with 2 codes:-

- (a) The Government Telegraph Code, 1933, which should be used when sending ordinary government messages to Fiji, New Zealand, or elsewhere - provided that the addressee is a British Government Department.
- (b) The Secret code, which should be used for all government messages of a secret or confidential nature to either the High Commissioner in Suva or the Navy Office in Wellington.
- (c) Both codes should be kept permanently locked up in the Secretary's Safe and it is most important that no-one other than the Chief Magistrate and the Island Secretary should see either code (and especially the Secret code).

(10) The Chief Magistrate.

- (a) The Chief Magistrate, as the chief executive officer of the island, should be personally shown all inward government correspondence.
- (b) The Chief Magistrate will either write the outward correspondence himself or direct the Island Secretary to prepare a draft for his approval.
- (c) All government letters will be signed by the Chief Magistrate.
- (d) The Chief Magistrate should be careful to pass all letters and telegrams received to the Island Secretary for filing after he has read them.

WESTERN PACIFIC HIGH COMMISSION

Pitcairn Island,

23rd December, 1940.

Sir,

I have the honour to forward a copy of the typewritten hints and instructions which I am leaving for the guidance of the local Court. All the subjects dealt with in the memorandum have been fully explained to the government on more than one occasion, but it appeared desirable to leave them with written directions regarding those points which they appeared to find difficult to grasp.

2. The standard of the local court is deplorably low. As can be expected in a community where discipline and restraint are conspicuous by their absence and little attempt is made to enforce the laws, the Chief Magistrate has a difficult task to maintain order in court. I had an opportunity of attending the court as a spectator during the hearing of a criminal case and, although I was afterwards assured that the proceedings had been unusually decorous owing to my presence, I was astonished at the manner in which the trial was conducted. In particular I was struck by the total absence of any orderly procedure such as one is accustomed to elsewhere; the accused, who sauntered in after the main witness

The Secretary,

Western Pacific High Commission,

Suva, Fiji.

23.12.40.

the main witness had given her evidence, was not asked to plead; there was no prosecutor and no witnesses appeared to have been summoned; the general public gave their views freely both on the case and the way in which the Magistrate was handling affairs; while the accused insulted the Magistrate more than once. I have been informed that when the public gets really excited over a case the noise can be heard at a considerable distance while on at any rate one occasion the Chief Magistrate has been physically assaulted by the accused.

3. I have done my best to rectify this unsatisfactory state of affairs by continually emphasizing, during my talks with the heads of the community, the necessity for preserving absolute order during court proceedings. Demonstrations have been held, in which the various stages of a trial have been explained and acted, while the furniture of the Court House has been rearranged to make it more possible to conduct proceedings along lines customary in other parts of the Empire.

4. The hints and instructions enclosed with this letter represent a further attempt to regularize court procedure. They have been carefully prepared after studying local legal problems and deviate from the normal practice of civilized courts whenever it seemed in the interests of justice to do so. It is hoped that their perusal before and during a trial will enable the Chief Magistrate for the year to conduct proceedings in a decent and orderly manner.

I have the honour to be,

Sir,

Your obedient servant,

see

High Commission Representative,

Pitcairn Island.

Hints and Instructions to the Chief Magistrate with regard to the procedure to be observed in hearing cases before the Island Court.

A. General.

(1) Jurisdiction of the Court. The limitations on the jurisdiction of the local Court are clearly shown in Regulation 15. Should any offence be committed in the island which is not within the jurisdiction of the Court the particulars should be sent immediately to Fiji, if possible by telegraph, in order that an official may be sent competent to deal with the case - see Regulation 16.

(2) Preservation of Order in Court. It is essential that proper order should be maintained in Court throughout its sittings. No person should be allowed to interrupt the Court proceedings, or speak without the permission of the Chief Magistrate, and complete silence should prevail while a witness is giving his evidence. Regulation 54 gives the Chief Magistrate wide powers to assist him in maintaining order in Court and these powers should, whenever necessary, be used. If any person present in Court will not keep quiet he should be dealt with forthwith under Regulation 54 (1) (c).

(3) Members of the public attending sittings of the Court. Regulation 17 allows the public to attend sittings of the Court. This, of course, only means that they may attend subject to their good behaviour. Members of the general public attending Court must sit in respectful silence, and if they do not they should be removed instantly by a police constable or other officer of the Court.

Attention is again

Attention is again directed to Regulation 54, which enables the Chief Magistrate to punish any member of the public who does not behave in Court.

Should there be any difficulty in maintaining order during the hearing of any case the Court should be forthwith cleared of all members of the public and the case proceeded with in private.

Children should not be allowed in Court during the hearing of a sexual case, and women should also be excluded if the Chief Magistrate considers their presence to be undesirable. If the case is of a filthy nature all members of the public may be excluded and the proceedings conducted in private.

B. Laying Charges.

(4) If any member of the Island Government hears a report that an offence has been, or may have been, committed it is his duty to report the matter immediately to the Chief Magistrate. Should no private person lay any charge concerning the offence, the Chief Magistrate should decide, if necessary after consulting the Council, whether it is in the public interest that a charge should be laid by a member of the government. If the Chief Magistrate decides that the alleged offence should, in the public interest, be brought before the Island Court, he should instruct a police constable or other official to lay the charge and prosecute the case.

C. Criminal Procedure.

(5) The Hearing of a Criminal Case. The way in which a criminal case should be heard by the Island Court is laid down in Regulation 28. The following notes represent an expansion of that regulation.

(a) When the

- (a) When the Court is seated the Chief Magistrate should call for silence, and then proceed to hear the first case.
- (b) The first accused should be called in front of the Court and the charge should be read over to him by the Chief Magistrate, together with the regulation which he is said to have broken. The Chief Magistrate should then ask him whether he pleads "Guilty" or "Not Guilty" to the charge.
- (c) If the accused pleads "Guilty" the Chief Magistrate then decides on the punishment to be awarded him - Regulation 14 (3).
- (d) If the accused pleads "Not Guilty" the Court proceeds to hear the evidence of the prosecutor. After the prosecutor has given his evidence the accused may ask him, through the Chief Magistrate, any questions bearing on the evidence he has given.
- (e) The Court then hears the evidence of each of the witnesses brought by the prosecutor. After each witness has given his evidence the accused may ask him, through the Chief Magistrate, any questions bearing on the evidence he has given.
- (f) The Court then hears the evidence of the accused, if he wishes to give any evidence. It should be noted that the accused has three choices open to him - Regulation 28 (2). He may -
1. Give evidence on oath (or affirmation);
 2. Make a statement not on oath (or affirmation);
 3. Keep silent.

All witnesses, other than the accused, must give their evidence on oath (or affirmation).

(g) Should the

- (g) Should the accused decide to give evidence on oath (or affirmation), after he has finished the prosecutor may ask him, through the Chief Magistrate, any questions bearing on the evidence he has given. If he only makes a statement not on oath (or affirmation), or keeps silent, the prosecutor is not entitled to ask him any question.
- (h) The Court then hears the evidence of each of the witnesses brought by the accused (if any). After each witness has given his evidence the prosecutor may ask him, through the Chief Magistrate, any questions bearing on the evidence he has given.
- (i) The Chief Magistrate may ask any questions at any stage of the trial, and may recall and question the prosecutor or any witnesses at any stage of the trial.
- (j) After hearing all the evidence both for the prosecution and for the defence, the Assessors (or if the case is being tried without Assessors, the Chief Magistrate) decides whether the accused is "Guilty" or "Not Guilty" of the charge made against him - Regulation 14 (2).
- (k) If the accused is held to be "Guilty" the Chief Magistrate then decides on the punishment to be awarded him - Regulation 14 (3). Care must be taken to see that the punishment is in strict accordance with the law.
- (l) If the accused is sentenced to a term of imprisonment a commitment warrant must be drawn up - Regulation 32.
- (m) All witnesses should give their evidence standing alone in front of the Court.
- (n) Notes of the evidence given in all trials should be taken down

be taken down by the Island Secretary - Regulation 28 (2).

D. Civil Procedure.

(6) The Hearing of a Civil Action. The way in which a civil action should be heard by the Island Court is laid down in Regulation 36. The following notes represent an expansion of that regulation.

- (a) When the Court is seated the Chief Magistrate should call for "Silence in Court", and proceed to hear the first case.
- (b) If the defendant in the first case admits the claim, the Court simply gives judgement by making such order by way of money or other compensation, or damages, as the nature of the case requires.
- (c) Should the defendant not admit the claim the plaintiff, having been called in front of the Court, gives his evidence; after which the defendant may ask him, through the Chief Magistrate, any questions bearing on the evidence he has given.
- (d) The Court then hears the evidence of each of the witnesses brought by the plaintiff (if any). After each witness has given his evidence the defendant may ask him, through the Chief Magistrate, any questions bearing on the evidence he has given.
- (e) The Court then hears the evidence of the defendant, after which the plaintiff may ask him, through the Chief Magistrate, any questions bearing on the evidence he has given.

(f) The Court then

- (f) The Court then hears the evidence of any witnesses brought by the defendant. After each witness has given his evidence the defendant may ask him, through the Chief Magistrate, any questions bearing on the evidence he has given.
- (g) The Chief Magistrate may ask any questions at any stage of the trial, and may recall and question the plaintiff or defendant, or any of their witnesses, at any stage of the trial.
- (h) After hearing all the evidence given by both parties and their witnesses, the Court gives judgement by making such order as the nature of the case requires.
- (i) All witnesses should give their evidence standing alone in front of the Court.
- (j) Notes of the evidence given in all civil actions should be taken down by the Island Secretary - Regulation 38.

E. Punishment of Children.

(7) Regulation 2 defines a child as being any person who is under the age of 14 years. Persons who are 14 years of age or over are treated in the same manner as adults.

Regulation 30 deals with the punishment of children. The following notes represent an expansion of that regulation.

- (a) If the offence is a small one and it is the child's first offence the Chief Magistrate will probably decide to dismiss the charge and discharge the offender with a caution as to his future behaviour - Regulation 30 (3).
- (b) If the Chief Magistrate does not think that a caution would be a sufficient correction he may order the offender, provided that

offender, provided that he is a male, to be privately whipped with not more than 12 strokes in his presence - Regulation 30 (3). The sentence should state the number of strokes to be given.

(c) Alternatively, the Chief Magistrate may impose a fine not exceeding 10/- to be enforced against the parent or guardian of the child - Regulation 30 (1), (2).

(d) No child under the age of 14 years may be imprisoned.

(8) Regulation 30 (4) only refers to whippings imposed by order of the Court. It does not mean that parents, guardians, or schoolmasters, are forbidden to whip children under their care when necessary.

F. Recognizances.

(9) Regulations 42-44, dealing with Recognizances, are most useful provisions and should be of great service to the local government. The Court should not hesitate to bind people over whenever such a course appears desirable. When binding over it is not necessary to sentence the person in question for committing a crime, provided the Court is satisfied that his conduct towards the complainant has been sufficiently bad to justify requiring him to be of good behaviour towards the complainant in the immediate future.

(10) Among cases where it might be desirable to bind over may be mentioned ^{that of} a person who deliberately starts a serious quarrel which unless stopped is likely to lead to further trouble, or a gossip who persists in making nasty and malicious remarks about another person.

(11) When the Court orders a person to enter into a recognizance to be of good behaviour towards another Person they

person they must decide -

- (a) the amount for which the person charged (called the principal) shall be bound (say about £2 to £5);
- (b) the length of time for which he is to be bound (usually about 6 months);
- (c) the number of people whom he should obtain to guarantee his good behaviour (called sureties) - It is usual to have two;
- (d) the amount for which each surety should be bound (say about half the amount for which the principal is bound).

At this stage Form 6 should be filled in - see Regulation 42 (1).

(12) The principal then has to find people who are willing to become his sureties. If he cannot find them he may be imprisoned forthwith for any period not exceeding 6 weeks - Regulation 43.

(13) If the principal succeeds in finding his sureties they must all sign Form 7. The result of this procedure is that if the behaviour of the person bound towards the complainant is good throughout the period for which he is bound the recognizance is finished and no further action can be taken under it against him or his sureties. If, however, he continues to give further ^{trouble} during the period for which he is bound both he and his sureties lose the amounts for which they are bound. These amounts are treated by the Court in the same manner as a fine - Regulation 44.

(Signed). H.E. Maude.

Pitcairn Island,
23rd December, 1940.

A Deputy Commissioner for the
Western Pacific.

WESTERN PACIFIC HIGH COMMISSION

Pitcairn Island,

10th January, 1941.

Sir,

I have the honour to forward a copy of the instructions which I am leaving for the guidance of the Government Treasurer, Pitcairn Island. The Treasurer has been shown how to keep his cash book and manage the financial affairs of the local government and as a result of a series of practical demonstrations and tests I feel satisfied that he has at any rate grasped the main principles. In common with the rest of the islanders, the Treasurer had not the slightest idea of how to keep accounts or balance his books so too much cannot be expected of him at first.

2. I was hampered in teaching the routine of treasury work by the fact that the cash book, revenue receipt books, and vouchers had not yet arrived from Suva: these books and forms differ in many particulars from Colony to Colony and it is possible that the specimens which he has been practising on may not be identical with the ones which he will be finally faced with. As my instruction, furthermore, was necessarily based on suppositious situations and I am unfortunately not able to stay long enough to tide him over the difficulties which will confront

The Secretary,
Western Pacific High Commission,
Suva, Fiji.

which will confront him when he commences applying what he has learnt, it is only to be expected that mistakes will occur at first. I hope, however, that it will be possible to correct any errors in Suva and to inform him by letter how to avoid them in future.

3. It should be explained that the 29 written rules enclosed with this letter are not intended to be a complete epitome of treasury practice as applicable to Pitcairn Island, but rather a few notes on those points which the Treasurer seemed uncertain about or concerning which he desired written authority or guidance. I have informed Mr Young that should you desire to vary the procedure laid down in these notes amended instructions on any point will be sent to him direct from Fiji.

4. With regard to para. 20, I would respectfully request that authority may be sent by telegraph for the payment of these officials and that such authority may be made retrospective to the 1st January. The case of the Warder (or Wardress) has been already mentioned in my letter of the 26th December, forwarding the Prison Rules; it is not anticipated that expenditure on this item will amount to more than £3 in an average year. It is even more important that the two local policemen should receive a small salary, as they are in a sense the key men in the present campaign of law enforcement. Until they understood that there was some expectation of their being paid it was impossible to require them to do any real work and the slightest criticism of their activities was apt to result in a threat to resign; since there appeared to be only two men in the community sufficiently good natured to take on the office without remuneration every effort had to be made to retain their services and, as a consequence, they largely pleased themselves about performing any duties.

duties.

5. Owing to my announcing to the Council at the beginning of this year that I intended to request authority for the payment of the two policemen, it has now been possible to select two really suitable and effective men for the work and an improvement is already noticeable as regards thefts, which were formerly almost a daily occurrence. It is regretted that the posts of Warder and Policeman were omitted from my telegram No. 8 of the 22nd October. At that time I was not thoroughly conversant with the working of the local government and as the policemen appeared to perform no duties I did not realize the potential importance of their functions, if properly and conscientiously performed.

6. Should my recommendation in para. 4 be approved, the vote for personal emoluments for the local administration will be complete. As regards the other charges vote, however, the situation is not so satisfactory. I consider that the local expenditure on other charges should be entirely met from local taxation and in my final report I intend to make recommendations accordingly. In the meantime, however, it is necessary for the administration to have a few pounds available for the purchase of necessities, such as pens, ink, padlocks, roofing iron, timber, sail cloth, etc., and I should be grateful, therefore, if the proposal detailed in para. 22 could be approved, pending the completion of final and more satisfactory arrangements.

7. It is realized that the instructions given in para. 27 differ from the suggestion contained in my telegram No. 12 of the 21st November, as approved by your telegram No. 15 of the

No. 15 of the 4th December. Should I succeed in making arrangements in Wellington by which the pursers of visiting ships will take over the Treasurer's surplus New Zealand currency, it will be necessary to issue amended instructions.

I have the honour to be,

Sir,

Your obedient servant,

(Signed). H.E. Maude.

High Commission Representative,
Pitcairn Island.

Enclosure.

Instructions for the Guidance of the Government
Treasurer, Pitcairn Island.

The work of the Government Treasurer is not difficult provided he adheres closely to the following rules.

Part I - The Cash Book.

1. It is essential that every sum of money paid to the Treasurer should be immediately entered in the Cash Book on the left hand page and that every sum paid by the Treasurer should be immediately entered on the right hand page.
2. A separate page of the Cash Book should be used for each month of the year.
3. On the first day of the month bring forward the balance from the last day of the previous month. This is written on the first line of the left hand page.
4. After the amount brought forward should be entered each item of cash received in order of the date received.
5. On the opposite page should be similarly entered each item of expenditure in order of the date paid.
6. On the last day of the month a balance should be struck in the manner shown on the specimen page given to you.
7. An exact copy of the cash book entries for the month should be written on the form which will be sent from Fiji when it has been printed. Until then you should prepare a copy yourself on a sheet of paper. This copy of the monthly cash ^{book} entries should be sent at the end of every month to

every month to the Secretary to the Western Pacific High Commission, Suva, Fiji.

8. All entries in the Cash Book should be in terms of New Zealand currency.

Part II - Receipts.

9. A Revenue Receipt Book is being sent to you from Fiji. A separate receipt (commonly known as a R.R.) must be given for every sum of money received by you from any source whatsoever.

10. When you enter each item of revenue in your cash book the number of the Revenue Receipt should be in every case written against it. There will probably be a column for that purpose in the cash book, but if there is not then enter the number after the details concerning the item.

11. The Revenue Receipts in the Revenue Receipt Books will probably be found to be in triplicate. Fold these copies over and place 2 sheets of carbon paper between them. Enter the particulars concerning the amount received on the top copy with an indelible pencil and hand one copy to the person making the payment. The second copy is sent at the end of the month to the High Commission, while the third is kept in the book for local reference.

12. If the Revenue Receipt Books, when they arrive, are found to be only in duplicate then do not send a copy of the receipt to the High Commission.

Part III - Payments.

Part III - Payments.

13. For every payment that you make you must prepare a Voucher. Speciment vouchers have been given to you.

14. There are two kinds of government vouchers -

(a) Personal Emoluments Vouchers, which are used when paying salaries;

(b) Other Charges Vouchers, which are used for all other payments (goods bought, etc.).

Copies of both these vouchers are being sent to you from Fiji.

15. All vouchers must be prepared in duplicate, one copy being sent to Fiji with the monthly copy of the cash book entries and the other kept for local record.

16. The vouchers should be numbered 1, 2, 3, etc., from the 1st January of each year.

17. When you are beginning to run short of vouchers, remember to send to Fiji for a further supply. If you find yourself with none left, you should prepare as many as you require on your typewriter.

Part IV - Payment of Salaries and Other Charges.

18. As stated in paragraph 14, there are two distinct kinds of government payments -

(a) Personal Emoluments - that is the salaries of the local government officials on Pitcairn Island;

(b) Other Charges - that is all other expenses of the local government.

19. With regard to

19. With regard to Personal Emoluments, the salaries already sanctioned by the Secretary of State are as follows -

Chief Magistrate	- £36 per annum.
Island Secretary	- £24 " " .
Island Postmaster	- £24 " " .
Chairman, Internal Committee	- £12 " " .
Members, Internal Committee	- £6 " " .
Assessors	- £6 " " .

The salaries already sanctioned thus total £120 per annum. The above officials should be regularly paid their salaries on the last day of each month.

20. In addition to the salaries detailed in the previous paragraph, the sanction of His Excellency the High Commissioner is being sought for the payment of the following officials -

Warder or Wardress (when required) - at the rate of £1 per month;

Policemen (2) - at the rate of 10/- per month.

Although these officials are already performing their duties, do not pay them any salary unless and until permission is received from the High Commissioner to do so.

21. Remember that when an official holds a position for only part of a month he is only entitled to that proportion of his monthly salary represented by the number of days that he has actually worked. Thus, for example, if A.H. Young acts as Chief Magistrate from the 1st to the 21st of March and then hands over the position to Parkins Christian -

A.H. Young would be entitled to $\frac{21}{31}$ of £3; and

Parkins Christian to $\frac{10}{31}$ of £3.

22. With regard to

22. With regard to Other Charges, the proper amounts which the local government may spend, without special approval from the High Commission, for each particular purpose (upkeep of boats, upkeep of government buildings, stationery, etc.,) have not yet been sanctioned. Until this is done, you are provisionally authorized, subject to His Excellency's approval, to spend not more than £1 at a time (and not more than £10 in any year) on government requirements, with the sanction in every case of the Chief Magistrate who should sign the Other Charges voucher. If it is necessary to spend more than the above amount you should obtain the prior sanction of the High Commissioner, by telegraph if the matter is urgent.

Part V - Receipts from Island Postmaster.

23. From time to time the Island Postmaster will pay his surplus cash to you. This should be converted into terms of New Zealand currency and full particulars of the conversion should be entered on the revenue receipt and brief particulars in the cash book.

24. Of the cash handed to you, you should keep all the New Zealand notes, silver, and copper. The rest should be sent direct to the Secretary to the High Commission under registered cover. Care should be taken to enter the payment on the right hand page of the cash book when the money is being sent and also to prepare the necessary vouchers which in this case should be in triplicate. Send a brief covering letter with 2 out of the 3 vouchers and the cash, and in the letter explain how much money was handed to you by the Postmaster, how you converted it to New Zealand currency, how much you kept, and how much you are sending.

are sending.

25. The Secretary to the High Commission will sign the receipt on one of the two vouchers sent to him and return it to you.

Part VI - Miscellaneous.

26. If you are running short of New Zealand currency send a telegram to the High Commission asking for more to be sent to you.

27. If you have too much New Zealand currency (i.e., more than about £50), send it to the High Commission at the same time as you are sending the sterling and other currency received from the Postmaster.

28. The Postmaster should check your monthly cash book return before it is sent by you to Fiji. He should count your cash and make sure that it agrees with the balance shown on the return. When he has done this he should write on the form -

Checked and found correct.

(Signature)

Island Postmaster.

29. On the bottom of the form you should write as follows -

I certify that this a true and correct copy of the entries in the Pitcairn Island Cash Book for the month of, 19..., and that I have checked the cash balance in my safe and found it to be £...S...d... .

(Signature)

(Date).

Government Treasurer.

(Signed). H.E. Maude.

High Commission Representative,

Pitcairn Island.

9th January, 1941.