

Office of the Attorney General

SERVICE CHARTER

January 2009

About Us

The Attorney General is the constitutional Principal Law Officer of the country in accordance with common law principles and is responsible for criminal prosecutions. The mission of the Attorney General's Office is to serve the people of Samoa by upholding the Constitution and providing the highest quality legal services to Government.

The Government of Samoa is our main client and we provide legal services to all Government Ministries and, where appropriate, to other Government Agencies. We do **not** provide legal services to the members of the public.

The Prime Minister is the Minister responsible for the Office of the Attorney General.

Our Charter

In accordance with the Samoa Public Service Commission (PSC) Code of Conduct, our staff members are required to perform their duties in an impartial and professional manner, to be transparent in their duties and to be accountable for their actions and adhere to the highest ethical standards. Under the PSC Code of Conduct they will behave at all times in a way that upholds PSC Values. To find out more, visit www.psc.gov.ws

Divisions

Civil Claims & Opinions

Under this division, we provide legal advice to Government Ministries and, in certain instances, to Agencies and represent Government in civil proceedings before the Courts and in Tribunals. In addition, this division reviews, negotiates and drafts all Government contracts and deeds as well as all other legal documents involving Government. Every contract that Government enters into needs to be checked and approved by us.

Government contracts and legal documents to be drafted in:

- 3 - 5 days for urgent and important contracts
- 14 - 21 days for complicated contracts
- 7 - 14 days for any other contract

For legal issues, legal advice is provided as follows:

- 1 - 3 days for urgent and important matters
- 7 - 14 days for any other matter

Criminal Prosecutions

The Criminal Prosecutions team provides criminal prosecutions or representation (mainly for the Police) mostly in the Supreme Court and also includes prosecutions under other legislation.

Other matters include conducting and defending criminal appeals as well as providing training for police and other law enforcement agencies.

Legislative Drafting

This division undertakes and supervises the drafting of all Legislative Bills and subordinate legislation to

ensure that these are done in proper form and content and are in accordance with the provisions of the Constitution. They also provide legal advice on statutory interpretation issues and support to government projects.

Written and verbal legal advice will be provided:

- 1 - 3 days for urgent and important matters
- 7 - 14 days for any non-urgent matters

Law Reform Commission

The Law Reform Commission ensures that law reform is properly and independently carried out in relation to legislation that requires reform and areas or issues that need legislative intervention or governance in accordance with clear procedures and processes.

Corporate Services

The support services provided by the Corporate Services Division include Human Resources, Finance and Administration. Occasionally there will be vacancies advertised for the Office and these will be in the PSC Circular as well as our website.

Charge-Out Rates

For the information of Government Agencies, the following are the **hourly** charge-out rates for any legal work done by our Office:

Attorney General	\$350
Assistant Attorney General/ Parliamentary Counsel	\$250
Principal State Solicitor	\$200
Senior State Solicitor	\$175
State Solicitor	\$150

Opening Hours

Our opening hours are 9.00am to 12.30pm, and 1.00pm to 5.00pm, Monday to Friday, except on Public Holidays.

Contact

We are located on Level 4 of the Government Building at Matagalalua.

Telephone: 20295 / 20296
Facsimile: 22118
Email: attorney_general@samoa.ws
Website: www.ag.gov.ws

The Law Reform Commission is at Ground Level of the Government Building.

Telephone: 28493
Facsimile: 28495
Email: lawreform@ag.gov.ws

Please address all correspondence to the Attorney General and send to:

Office of the Attorney General
P.O. Box 27
Apia
SAMOA