



Newfoundland & Labrador

HOUSE OF ASSEMBLY MANAGEMENT COMMISSION

DIRECTIVE

Directive Number 2010-011

Effective Date: June 1, 2010	Commission Minute: CM 2010-046
Subject: Revisions to the Standard Office Allocation Package	Reference: HOAMC Meeting: May 26, 2010 Agenda Item: Tab 8
Issued To: All Members of the House of Assembly; Comptroller General; Directors of Government Accounting, Professional Services and Internal Audit, Financial Systems Control, and Corporate Services; Office of the Auditor General; Office Managers of Government Caucus, Official Opposition Caucus, NDP Caucus; Assistant Deputy Clerk, Executive Council; Director of Operations, Office of the Premier.	Contact: Marlene Lambe Chief Financial Officer 729 – 2923

BACKGROUND

At its August 29, 2007 meeting, the Commission approved a standard office furniture, equipment and services package for Members and their Constituency Assistants. (**CM 2007-005 and Commission Directive 2007-003 refer.**) At its April 30, 2008 meeting, the Commission amended the allocation with the addition of a stand for the combination printer/fax/copier/scanner and a stand for the printer. (**CM 2008-044 and Commission Directive 2008-004 refer.**)

At its May 26, 2010 meeting, the Commission amended the allocation to include six visitor chairs, instead of four, as the number of chairs provided was determined to be insufficient. The amendment also provides for three computers (desktop or laptop) with accessories. The updated Standard Office Furniture, Equipment and Services Package is attached.

DIRECTIVE

Pursuant to subsection 25(1) of the *Members' Resources and Allowances Rules*, the Commission directed that the standard office allocation be amended such that Office Furniture includes six visitor chairs and Equipment includes three computers, including accessories.

William MacKenzie
Clerk of the House of Assembly



**HOUSE OF ASSEMBLY
Newfoundland & Labrador**

**Standard Office Furniture, Equipment and Services Package
for Members of the House of Assembly
and Constituency Assistants**

(effective June 1, 2010)

The Office Furniture and Equipment package for Members and Constituency Assistants includes:

1. Office Furniture:

- One L-shaped desk, wood, veneer
- One credenza, wood veneer
- One bookcase, wood veneer
- Chair, executive (high/low back) with wheels
- Six visitor chairs
- One L-shaped workstation with hutch
- One chair with wheels
- One TV stand
- One coffee table for waiting area
- Two lockable four drawer lateral/vertical filing cabinets
- Three wastepaper baskets
- Two recycling boxes
- Three coat racks
- Water cooler
- One wall clock
- Stand for combination unit (Printer/Fax/Copier/Scanner)
- Stand for printer

2. Equipment:

- One photocopier
- One scanner
- One facsimile OR a combination photocopier, scanner and facsimile machine
- Two desk-top printers
- Cross-hatch shredder
- One 20 inch television
- One VCR or DVD recorder or one combination unit
- One camera and accessories
- Two calculators
- Three computers, including accessories
- Two telephones for constituency office
- One telephone for Member's residence (if requested)
- Two cell phones or blackberries

Other furniture and equipment as pre-approved for purchase by the Clerk of the House of Assembly, to a maximum of \$500, with the Clerk to report all such approvals to the Commission.

3. Services

- Telephone services for Constituency Office:
 - Message manager
 - Call display
 - Long distance plan
 - 1-800 number (if requested)
- Telephone services for Member's residence:
 - Message manager
 - Call display
 - Long distance plan
- Cell phone or blackberry services:
 - Message manager
 - Call display
- Facsimile service:
 - The installation and maintenance of a facsimile line
- Internet and intranet services:
 - Access provided through the government network (where possible)
- Cable service:
 - The installation and maintenance of the most basic channel package which includes local news channels and the House of Assembly broadcast channel. Satellite services are not permitted.
- Calling card:
 - A Member and his/her constituency assistant are entitled to a calling card, if requested.