



Newfoundland &  
Labrador

## HOUSE OF ASSEMBLY MANAGEMENT COMMISSION

### DIRECTIVE

Directive Number 2012-001

<b>Effective Date:</b> December 12, 2012	<b>Commission Minute:</b> CM 2012-036
<b>Subject:</b> Revisions to the Standard Office Allocation Package	<b>Reference:</b> HOAMC Meeting: December 4, 2012 Agenda Item: Tab 4
<b>Issued To:</b> 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.	<b>Contact:</b> Marlene Lambe Chief Financial Officer mlambe@gov.nl.ca 729-2923

### BACKGROUND

At its August 29, 2007 meeting, the Commission approved a standard office furniture, equipment and services package for Members and 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 (**CM 2008-044 and Commission Directive 2008-004 refer**). Another amendment was made at the May 26, 2010 meeting to include six visitor chairs and three computers (desktop or laptop) with accessories (**CM 2010-046 and Commission Directive 2010-011 refer**).

The Standard Office Furniture, Equipment and Services Package for Members of the House of Assembly and Constituency Assistants dated June 1, 2010 states that one 20 inch television will be provided; however it is getting increasingly difficult to source a television of this size. At the December 4, 2012 meeting, the Commission approved an amendment to provide a television (including accessories) which is not greater than 32 inches.

### DIRECTIVE

Pursuant to subsection 25(1) of the *Members' Resources and Allowances Rules*, the Commission directed that the standard office allocation be amended to provide a television (including accessories) which is not greater than 32 inches.

Sandra Barnes  
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 December 12, 2012)*

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 television (including accessories) not greater than 32 inches
- 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.