



## **House of Assembly**

### **Standard Office Allocation Package for Members of the House of Assembly and Constituency Assistants**

**Revised November 2017**

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 recording device for television
- 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 (one each for the Member and Constituency Assistant).  
Limit of **3 devices each per General Assembly** – see *Cellular and Landline Phone Services Policy for Members of the House of Assembly and Constituency Assistants*.

**Other furniture and equipment** can be **pre-approved** for purchase by the **Clerk of the House of Assembly**, to a **maximum of \$1000**. The Clerk must report all such approvals at a subsequent meeting of the Management 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.