



# House of Assembly

*Newfoundland and Labrador*

## **House of Assembly Service**

**2009-2010**  
**Annual Performance Report**

## Message from the Speaker



I am pleased to present the House of Assembly Service Annual Performance Report for 2009-2010.

The House of Assembly Service is primarily responsible for supporting the functioning of the House of Assembly and its committees, the House of Assembly Management Commission and Members of the House of Assembly.

In 2009-2010, the House of Assembly Service focused on a number of priority areas to support the implementation of the recommendations of the *Report of the Review Commission on Constituency Allowances and Related Matters*. Significant progress has been made to establish an administrative framework for the House of Assembly that is both transparent and accountable.

This report provides an overview of the major accomplishments for the 2009-10 fiscal year which is a tribute to the dedication and commitment of employees of the House of Assembly Service.

This report was prepared under my direction in accordance with the *Transparency and Accountability Act*. As Speaker, I am accountable for the accomplishments reported in this document and any variances from the goals outlined in the 2008-2011 Business Plan.

A handwritten signature in black ink, appearing to read 'Roger Fitzgerald'. The signature is stylized and written in a cursive-like font.

**Honorable Roger Fitzgerald**  
Speaker  
House of Assembly

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# OVERVIEW

The House of Assembly Service was established by statute, *The House of Assembly Accountability, Integrity and Administration Act*, which was proclaimed on June 14, 2007. It consists of operations established to support the functioning of the House of Assembly and its committees, the House of Assembly Management Commission and Members of the House of Assembly.

It includes the Speaker, the Clerk and the Office of the Clerk. It also includes the Corporate and Members' Services Division which provides financial, human resources, payroll and administrative services, and the Information Management Division which includes the services of the Legislative Library, Records Management services, Broadcast Services and Hansard. The House of Assembly Service has a total of 49 employees (12 male and 37 female).

The Speaker, the impartial presiding officer of the House, is the guardian of the privileges of the House and of Members.

The Clerk is the principal procedural adviser to the Speaker and Members. The Clerk is responsible for the overall administration of the House of Assembly and interprets the Standing Orders, conventions, precedents and usages of the House in order to advise the Speaker and Members of the House on parliamentary procedure. The Office of the Clerk is also responsible for the support of parliamentary operations. It coordinates House of Assembly support services and ensures that all forms of business pass through each of the required procedural steps.

The Clerk is also the chief administrative officer of the House of Assembly responsible to the Speaker and, through the Speaker, to the House of Assembly Management Commission for the management of the operations of the House of Assembly Service and the administration of the Statutory Offices. The Office of the Clerk also provides full administrative support to the House of Assembly Management Commission.

# BUDGET

The 2009/10 budget for the House of Assembly was \$16,484,800. The details are noted below.

Salaries	\$11,526,400
Employee Benefits	30,400
Transportation and Communications	421,600
Supplies	168,000
Professional Services	306,100
Purchased Services	634,100
Property, Furnishings and Equipment	191,700
Allowances and Assistance	3,134,000
Grants and Subsidies	72,500
<b>TOTAL</b>	<b>\$16,484,800</b>

\*The budget for the House of Assembly includes the House of Assembly Service, Caucus Offices and Members.

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# MANDATE

The House of Assembly Service derives its mandate from the provisions of the *House of Assembly Accountability, Integrity and Administration Act*. The mandate of the House of Assembly Service is contained in subsection 25 (1) of the Act, which states:

*25 (1) The House of Assembly Service consists of operations established, whether by law or otherwise, for the purpose of supporting the functioning of the House of Assembly, its committees and members, and includes*

- (a) the speaker;*
- (b) the office of the clerk and other officers of the House of Assembly;*
- (c) the law clerk;*
- (d) the financial and administrative services;*
- (e) the legislative library;*
- (f) the office of Hansard;*
- (g) the broadcast centre; and*
- (h) other divisions that may be assigned by law or designated and provided for by the commission.*

The House of Assembly Service supports the work of the Speaker, the Clerk, the House of Assembly and its Committees, Members and the House of Assembly Management Commission, by:

- Coordinating and supporting the decision-making process of the House of Assembly Management Commission;
- Providing advice and interpretation on parliamentary procedure and protocol;
- Providing financial, budgetary, human resources, payroll, administrative and information services;
- Providing legal advice on Parliamentary matters to the Speaker, the Clerk and to the House of Assembly;
- Providing parliamentary library, records and information services to all Members and Officers of the House of Assembly, including reference, research and records organization and control;
- Ensuring compliance with the *Access to Information and Protection of Privacy Act*;

- Providing official transcripts of debates and proceedings of the House of Assembly and the House of Assembly Management Commission;
- Broadcasting the House of Assembly proceedings and meetings of the House of Assembly Management Communications; and
- Providing strategic communications advice and support to the Speaker, the Clerk, and the House of Assembly Management Commission.

## LINES OF BUSINESS

In fulfilling its mandate, the House of Assembly Service provides the following lines of business.

### **1. Support to the House of Assembly and the Committees of the House**

The House of Assembly Service provides executive, administrative, and advisory support to the House of Assembly and its Committees. It advises the Speaker and Members on parliamentary procedure, provides procedural advice to Committees, drafts minutes and reports, keeps records, and organizes meetings.

The House of Assembly Service, through the Law Clerk, provides legal advice on Parliamentary matters to the Speaker, the Clerk and to the House of Assembly, and provides in-house corporate legal advice. The Law Clerk provides drafting services on amendments in Committee of the Whole where required.

The Sergeant-at-Arms is responsible for preserving order and maintaining security in the galleries, corridors and other areas in the Parliamentary Precinct Assembly and is also responsible for public education and visits to the House of Assembly.

Hansard provides the official and complete transcript of debates and proceedings of the House of Assembly and the meetings of the House of Assembly Management Commission.

The Broadcast Centre is responsible for the televising of the House of Assembly proceedings and meetings of the House of Assembly Management Commission.

**2. Support to the Speaker and the House of Assembly Management Commission:**

The House of Assembly Service is the primary support for the Speaker and the House of Assembly Management Commission. This role incorporates the preparation of briefing materials, the coordination and facilitation of Commission meetings, and the maintenance of all Commission records.

Strategic communications advice and support are provided to the Speaker and the House of Assembly Management Commission. This role includes developing communications policy and procedures and advising on communications.

**3. Support to Members of the House of Assembly**

The House of Assembly Service supports the Members of the House of Assembly in carrying out their roles and responsibilities. This includes Member orientation, providing relevant training as necessary, setting up Members' offices, purchasing required supplies and services for Members, processing Members' expense claims, payroll and human resource services.

The Legislative Library provides parliamentary library and information services to all Members and Officers of the House of Assembly in the execution of their duties, including reference and research services and information access and awareness.

**4. Support to Statutory Offices**

The House of Assembly Service supports the Statutory Offices in carrying out administrative responsibilities. This includes financial, budgetary, human resources, payroll, and information management services.



# VALUES

The following values are fundamental to all interactions and communications between the House of Assembly Service and its clients.

<i>Value</i>	<i>Action Statement</i>
Impartiality	Each employee provides services in a non-partisan manner to all Members and their staff.
Fairness	Each employee performs his or her duties in an unbiased and independent manner.
Respect	Each employee performs his or her duties in a manner that respects the rights of other employees, Members of the House of Assembly and the public.
Confidence	Employees will not abuse their official position for personal gain and will not accept any gift or benefit which may result in an obligation to a third party.
Trust	Each employee exercises due care and control of records created or collected in the exercise of their responsibilities, ensuring that records are organized, secured and managed according to applicable policy and legislation.
Integrity	Each employee performs his or her duties honestly, ethically and free of personal interests and activities which may appear to interfere with their duties.
Quality Service	Each employee builds and sustains relationships by assessing, anticipating, and fulfilling needs of the clients.

## PRIMARY CLIENTS

The House of Assembly Service defines its primary clients as those individuals, groups and organizations who are the principal beneficiaries of its lines of business. These clients include the following:

- a) The House of Assembly and its Committees
- b) House of Assembly Management Commission
- c) Members of the House of Assembly
- d) Statutory Offices of the House of Assembly
- e) Executive Branch of Government

## VISION

The vision of the House of Assembly Service is a legislature that is fully open and accountable to the people of the province.

## MISSION

The Review Commission on Constituency Allowances and Related Matters was established following the publication of several reports by the Auditor General, in June and July of 2006, alleging irregularities in the administration of the affairs of the House of Assembly.

The report of the Review Commission, commonly referred to as the Green Report, contained a broad range of 275 specific recommendations and provided draft legislation to facilitate the implementation of the recommendations. The new legislation, *The House of Assembly Accountability, Integrity and Administration Act*, received Royal Assent on June 14, 2007 and establishes an administrative framework for the House of Assembly that is transparent and accountable. The legislation includes subordinate legislation known as *Members' Resources and Allowances Rules* which promote accountability in, and transparency with respect to, the expenditure of public funds.

**By March 31, 2011 the House of Assembly Service will have supported the implementation of the recommendations of the *Report of the Review Commission* to establish an administrative framework for the House of Assembly that is transparent and accountable.**

# RESULTS OF GOALS

## ISSUE ONE FINANCIAL CONTROLS AND PROCESSES

The Review Commission on Constituency Allowances and Related Matters made recommendations related to appropriate financial controls and processes. The Commission recommended “the implementation of a management certification process as a definitive and visible means of promoting the appropriate reporting and disclosure of information as well as the effective operation of internal controls. This requires the establishment and maintenance of disclosure controls, internal controls and procedures and providing personal certification regarding the design and evaluation of the operating effectiveness of such controls”.

### Goal

By March 31, 2011, the House of Assembly Service will have enhanced financial controls and processes in place.

**Objective:** By March 31, 2010, the House of Assembly Service will have continued to assess and maintain effective disclosure and internal control processes.

**Measure:** Will have continued to assess and maintain effective disclosure and internal control processes.

Indicators	Accomplishments 2009-10
Business processes updated annually by external consultant	Grant Thornton reviewed and updated all processes for fiscal year 2009-10.
New internal controls implemented to address any gaps identified during business process reviews	Three control weaknesses were identified. A gap related to guidance for petty cash overages has been addressed through a new internal control and the other two gaps have been referred to the appropriate bodies outside the House of Assembly Service.

Annual Management Certificate signed by Clerk      The Clerk has signed the Management Certificate for the fiscal year 2009-10.

I-Expenses (ECMS) reports being used for internal control purposes within the House of Assembly      ECMS reports are now used to track accommodations, trips, etc, to ensure compliance with limits set by the *Members' Resources and Allowances Rules* and to check for double billings.

**Objective:**      **By March 31, 2011,** the House of Assembly Service will have continued to review government policies and legislation to determine applicability to the legislature and to develop appropriate policies that improve controls.

**Measure:**      Will have continued to review government policies and legislation.

**Indicators:**

- Continued to review government policies and legislation relevant to the Legislature.
- Based on the review of government policies, identified revised policies specific to the Legislature to improve internal controls.
- Based on the review of relevant legislation, identified required legislative changes or amendments specific to the Legislature.
- Policy changes and legislative amendments developed and proposed as necessary.

## ISSUE TWO IMPROVED ACCOUNTABILITY

The Review Commission on Constituency Allowances and Related Matters identified the need for increased openness and accountability by the Legislature to the citizens of the Province. It recommended appropriate documentation and record management processes as well as enhanced access for the public and the media to all proceedings of the House of Assembly, including the House of Assembly Management Commission and Committees of the House.

### Goal

**By March 31, 2011**, the House of Assembly Service will have improved systems and processes in place to support the accountability of the House of Assembly Service and its practices.

**Objective:** By **March 31, 2010**, the House of Assembly Service will have implemented measures to increase access to the proceedings of the House of Assembly, the House of Assembly Management Commission and Committees of the House.

**Measure:** Will have implemented measures to increase access to the proceedings of the House of Assembly and the House of Assembly Management Commission.

Indicators	Accomplishments 2009-10
Live broadcasts of House of Assembly and the Management Commission available via web streaming	Live broadcasts of the House of Assembly and the Management Commission are now available via web streaming. The decision to broadcast proceedings of the Committees of the House is not within the control of the House of Assembly Service, therefore this objective could not fully be met.
Recorded portions of the House of Assembly and Management Commission proceedings available via the HOA website	Archived broadcasts of the House of Assembly and the Management Commission are now available via the House of Assembly website.
Acquired mobile broadcasting equipment for Commission broadcasting	Mobile broadcasting equipment, including portable robotic cameras, a

portable sound system, microphones and lighting, have been acquired. This equipment will facilitate recording and broadcasting of the Management Commission from locations other than the House of Assembly Chamber.

Developed new products and services provided via the HOA website

New products and services are available via the House of Assembly website. A search tool for Tabled Documents has been added. Content has been increased and enhanced in various sections of the site. Hansards dating back to 1991 and indexes to Hansards dating back to 1999 are now available. Journals of the House of Assembly are now also available on the website. The technical layout and design of the site was modified to enhance the visual presence of the site.

**Objective:** By March 31, 2011, the House of Assembly Service will have enhanced information management and access services available to the Members and to the public.

**Measure:** Will have enhanced information management and access services available to the Members and to the public.

**Indicators:**

- A House of Assembly Intranet available to Members and staff.
- Continued development of new products and services provided via the House of Assembly website.
- Increased content broadcast via the House of Assembly channel.
- Privacy training provided to Members and staff of the House of Assembly.

## ISSUE THREE PUBLIC OUTREACH AND EDUCATION

The House of Assembly Service recognizes the value of a public which is well-informed in matters relating to the role and operations of the Legislature. Education and outreach are important components to increase awareness and understanding of the role of the Legislature and help build confidence and trust in elected officials and the legislative processes that exist.

### Goal

**By March 31, 2011**, the House of Assembly Service will have developed a strategy to increase awareness and understanding of the public on the role and operations of the House of Assembly.

**Objective:** By March 31, 2010, the House of Assembly Service will have developed a draft strategy to promote awareness and understanding of the Legislature in the provincial school system.

**Measure:** Will have developed a draft strategy to promote awareness and understanding of the Legislature in the provincial school system.

Indicators	Accomplishments 2009-10
Jurisdictional review completed	The House of Assembly Service participated in the Political Science Internship Program at Memorial University and employed a political science student for eight hours per week over a four month period. The intern student completed a review of Public Education and Outreach programs of Canadian provincial legislatures and other Commonwealth jurisdictions. The review involved the analysis of information obtained through direct contact with the legislatures as well as an evaluation of the education tools utilized on their websites.
Materials developed to support the Speaker's Outreach Program	The House of Assembly Service developed two publications that will be used to support the Speaker's Outreach Program. A PowerPoint presentation providing a virtual tour of the House of Assembly Chamber was created, outlining its structure and the items of significance within the Chamber. This presentation will be used during

school visits by the Speaker to provide students with the same information they would obtain if receiving an actual tour of the House of Assembly. A worksheet was developed to test the knowledge of students after they have either viewed the virtual tour presentation or received a tour of the House of Assembly. A photo of the Chamber is included in the worksheet and students will respond to questions based on its physical structure as well as items displayed in the Chamber.

A new section dedicated to Public Education and Outreach has been created on the House of Assembly website ([www.assembly.nl.ca](http://www.assembly.nl.ca)). It includes photos of the Chamber as well as information on a variety of topics, such as, the history of the Legislature, the Page program, and visitor tours of the House of Assembly. This section will continue to expand as new materials are developed.

Communications strategy in place to promote awareness and understanding of the Legislature

A communications plan was drafted with respect to Public Education and Outreach for the House of Assembly. The strategy will use various communication tools to promote the Legislature and inform the target audiences about the operations of the House of Assembly. Due to time constraints, the communications strategy did not receive final approval prior to the end of the reporting period.

**Objective:** By March 31, 2011, the House of Assembly Service will have implemented priority areas of the strategy.

**Measure:** Will have implemented priority areas of the strategy.

**Indicators:**

- Information package on the Speaker's Outreach Program will be developed.
- Educational materials developed on a variety of topics related to the operations of the Legislature.



- Increased use of the House of Assembly television channel and the House of Assembly website as a medium to communicate intended messages and information related to Public Outreach and Education.

## **Opportunities and Challenges Ahead**

The House of Assembly Service has made tremendous progress in accomplishing the goals and objectives established in the 2008-2011 Business Plan. The financial controls and processes implemented have allowed for improved and more detailed reporting. Increased access to the proceedings of the Legislature and the House of Assembly Management Commission has also helped create an environment of transparency and openness. In the coming months the House of Assembly Service will be formulating a strategy for the development of the future three-year business plan to achieve its mandate and vision.

Over the past three years most of the recommendations of the Review Commission on Constituency Allowances and Related Matters (Green Report) have been implemented. A challenge going forward will be to ensure the spirit and integrity of the Green report are maintained in the development of new policies and procedures and in any legislative amendments.

Expenditure and revenue figures included in this document are based on public information provided in the Report on the Program Expenditures and Revenues of the Consolidated Revenue Fund for fiscal year ending March 31, 2010 (un-audited)

**LEGISLATURE**  
**Statement of Expenditure and Related Revenue**  
**FOR THE YEAR ENDED 31 MARCH 2010**

	<u>Actual</u>	<u>Estimates</u>	
		<u>Amended</u>	<u>Original</u>
	\$	\$	\$
<b>HOUSE OF ASSEMBLY</b>			
<b>HOUSE OF ASSEMBLY</b>			
<i>CURRENT</i>			
<b>1.1.01. ADMINISTRATIVE SUPPORT</b>			
01. Salaries .....	1,603,193	1,628,800	1,744,700
02. Employee Benefits .....	3,572	11,000	11,000
03. Transportation and Communications .....	49,681	64,800	64,800
04. Supplies .....	56,127	56,200	46,200
05. Professional Services .....	556,938	557,000	220,000
06. Purchased Services .....	173,582	209,000	226,000
07. Property, Furnishings and Equipment .....	96,505	99,700	165,000
	<u>2,539,598</u>	<u>2,626,500</u>	<u>2,477,700</u>
02. Revenue - Provincial .....	( 9,684)	( 23,800)	( 23,800)
<b>Total: Administrative Support</b>	<u>2,529,914</u>	<u>2,602,700</u>	<u>2,453,900</u>
<b>1.1.02. LEGISLATIVE LIBRARY AND RECORDS</b>			
<b>MANAGEMENT</b>			
01. Salaries .....	677,954	682,100	682,100
02. Employee Benefits .....	4,026	4,100	3,700
03. Transportation and Communications .....	13,774	16,700	16,700
04. Supplies .....	50,453	59,400	59,400
05. Professional Services .....	-	13,300	22,200
06. Purchased Services .....	18,598	22,500	22,900
07. Property, Furnishings and Equipment .....	4,191	5,000	5,000
<b>Total: Legislative Library and Records Management</b>	<u>768,996</u>	<u>803,100</u>	<u>812,000</u>
<b>1.1.03. HANSARD AND THE BROADCAST CENTRE</b>			
01. Salaries .....	596,121	598,200	595,200
02. Employee Benefits .....	889	1,500	1,500
03. Transportation and Communications .....	10,315	36,600	40,000
04. Supplies .....	9,759	10,000	7,000
06. Purchased Services .....	205,450	231,900	297,700
07. Property, Furnishings and Equipment .....	90,124	90,300	10,000
<b>Total: Hansard and the Broadcast Centre</b>	<u>912,658</u>	<u>968,500</u>	<u>951,400</u>

**LEGISLATURE (CONTINUED)**

	<u>Actual</u>	<u>Estimates</u>	
		<u>Amended</u>	<u>Original</u>
	\$	\$	\$
<b>HOUSE OF ASSEMBLY</b>			
<b>HOUSE OF ASSEMBLY</b>			
<i>CURRENT</i>			
<b>1.1.04. MEMBERS' RESOURCES</b>			
01. Salaries .....	6,298,565	6,407,800	6,524,900
03. Transportation and Communications .....	16,537	20,000	20,000
04. Supplies .....	749	1,000	-
05. Professional Services .....	80,113	80,200	60,000
06. Purchased Services .....	26,413	27,100	-
09. Allowances and Assistance .....	1,440,305	2,575,800	3,134,000
	<u>7,862,682</u>	<u>9,111,900</u>	<u>9,738,900</u>
02. Revenue - Provincial .....	( 318,903)	-	-
<b>Total: Members' Resources</b>	<u>7,543,779</u>	<u>9,111,900</u>	<u>9,738,900</u>
<b>1.1.05. HOUSE OPERATIONS</b>			
01. Salaries .....	260,200	284,200	305,800
02. Employee Benefits .....	6,746	9,900	9,900
03. Transportation and Communications .....	108,467	110,900	162,700
04. Supplies .....	15,194	20,500	20,500
05. Professional Services .....	3,081	3,900	3,900
06. Purchased Services .....	34,405	43,000	43,000
07. Property, Furnishings and Equipment .....	-	1,700	1,700
10. Grants and Subsidies .....	1,235	1,300	1,200
<b>Total: House Operations</b>	<u>429,328</u>	<u>475,400</u>	<u>548,700</u>
<b>1.1.06. GOVERNMENT MEMBERS CAUCUS</b>			
01. Salaries .....	583,662	716,700	716,700
02. Employee Benefits .....	-	2,000	2,000
03. Transportation and Communications .....	26,971	32,000	32,000
04. Supplies .....	6,649	14,600	14,600
06. Purchased Services .....	20,788	24,000	24,000
07. Property, Furnishings and Equipment .....	1,632	5,000	5,000
10. Grants and Subsidies .....	53,086	53,100	51,900
<b>Total: Government Members Caucus</b>	<u>692,788</u>	<u>847,400</u>	<u>846,200</u>
<b>1.1.07. OFFICIAL OPPOSITION CAUCUS</b>			
01. Salaries .....	657,052	657,100	653,800
02. Employee Benefits .....	5,779	5,900	1,500
03. Transportation and Communications .....	64,700	64,700	65,400
04. Supplies .....	15,068	15,500	12,500
06. Purchased Services .....	13,414	13,500	16,500
07. Property, Furnishings and Equipment .....	500	1,700	3,200
10. Grants and Subsidies .....	9,876	9,900	9,700
<b>Total: Official Opposition Caucus</b>	<u>766,389</u>	<u>768,300</u>	<u>762,600</u>

**LEGISLATURE (CONTINUED)**

	<u>Actual</u>	<u>Estimates</u>	
		<u>Amended</u>	<u>Original</u>
	\$	\$	\$
<b>HOUSE OF ASSEMBLY</b>			
<b>HOUSE OF ASSEMBLY</b>			
<i>CURRENT</i>			
<b>1.1.08. THIRD PARTY CAUCUS</b>			
01. Salaries .....	322,033	324,800	303,200
02. Employee Benefits .....	241	800	800
03. Transportation and Communications .....	20,147	23,700	20,000
04. Supplies .....	7,714	7,800	7,800
06. Purchased Services .....	2,721	4,000	4,000
07. Property, Furnishings and Equipment .....	-	1,800	1,800
10. Grants and Subsidies .....	9,876	9,900	9,700
<b>Total: Third Party Caucus</b>	<u>362,732</u>	<u>372,800</u>	<u>347,300</u>
<b>TOTAL: HOUSE OF ASSEMBLY</b>	<u>14,006,584</u>	<u>15,950,100</u>	<u>16,461,000</u>
<b>TOTAL: HOUSE OF ASSEMBLY</b>	<u>14,006,584</u>	<u>15,950,100</u>	<u>16,461,000</u>

*Audited financial information will be included in the Annual Report of the House of Assembly Management Commission to be tabled by the Speaker during the next sitting of the House.*