



House of Assembly

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

December 2021

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) most economical available at time of purchase.
- 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:
 - Installation and maintenance of the most basic package, including local news channels; House of Assembly broadcast channel; and recording device (PVR). Satellite services are not permitted.
- Calling card:
 - A Member and his/her constituency assistant are entitled to a calling card, if requested.