



Newfoundland &
Labrador

HOUSE OF ASSEMBLY MANAGEMENT COMMISSION

DIRECTIVE

Directive Number 2008 – 004

Effective Date: May 2, 2008	Commission Minute: CM 2008 - 044
Subject: Revisions to Standard Office Allocation	Reference: HOAMC Meeting, April 30, 2008 ➤ Agenda Item No. 11
Issued To: All Members of the House of Assembly; Comptroller General; Directors of Government Accounting, Professional Services and Internal Audit, OMSP, 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

Section 25 (1) of the *Members' Resources and Allowances Rules* states:

“A member is entitled to office furniture, equipment and services for his or her constituency office based on a standard office allocation approved by directive of the commission and may include:

- a) an office furniture and equipment package;
- b) artwork from the Government procurement program;
- c) telephone and facsimile services;
- d) a computer or laptop computer;
- e) personal data communication services;
- f) internet services; and
- g) other items that may be identified and approved by a directive of the commission.”

The Commission approved a standard office furniture, equipment and services package for Members and their constituency assistants at the August 29, 2007 meeting of the Commission.
(CM 2007 – 005 and Directive 2007 – 003 refer.)

A stand for the combination printer/fax/copier/scanner machine and a stand for the printer were omitted from this package.

DIRECTIVE

Pursuant to subsection 25(1) of the *Members' Resources and Allowances Rules*, the Commission directs that the standard office allocation shall also include:

- > Stand for combination unit (Printer/Fax/Copier/Scanner)
- > Stand for Printer
- > 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.

William MacKenzie
Clerk of the House of Assembly