



Newfoundland & Labrador

HOUSE OF ASSEMBLY MANAGEMENT COMMISSION

DIRECTIVE

Directive Number 2016-001

Effective Date: July 4, 2016	Commission Minute: CM 2016-021
Subject: Revisions to the Standard Office Allocation Package	Reference: HOAMC Meeting: June 29, 2016
Issued To: 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.	Contact: Wanda Lee Mercer Chief Financial Officer 729-2923

BACKGROUND

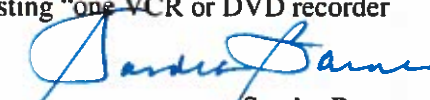
At its August 29, 2007 meeting, the Commission approved a standard office furniture, equipment and services package for Members and Constituency Assistants. Several amendments have been made to the package since it was first approved in 2007 as a result of changes to standards in technology and to ensure it continues to meet the needs of Members.

During 2016-17 budget deliberations, the Management Commission directed that Members and Constituency Assistants be limited to three (3) cellular phone replacements per General Assembly. As the acquisition of cellular phones for Members and Constituency Assistants is addressed in the Standard Office Allocation package, the Commission approved amendments at its June 29, 2016 meeting to give effect to this change. The Commission further directed that the "VCR or DVD recorder or combination unit" be replaced with "a recording device for television."

The revised Standard Office Allocation Package is attached.

DIRECTIVE

Pursuant to subparagraph 20(6)(b)(ii) of the *House of Assembly Accountability, Integrity and Administration Act*, the Commission approved the proposed amendments to the Standard Office Allocation Package for Members and Constituency Assistants. The Commission approved an additional amendment to the Standard Office Allocation Package to provide for "one recording device for television" in place of the existing "one VCR or DVD recorder or one combination unit".


Sandra Barnes
 Clerk of the House of Assembly



House of Assembly

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

Revised July 2016

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 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.