



Newfoundland & Labrador

HOUSE OF ASSEMBLY MANAGEMENT COMMISSION

DIRECTIVE

Directive Number 2007 – 003

Effective Date: October 9, 2007	Commission Minute: CM 2007 - 005	
Subject: Clarification of Rules - Standard Office Allocation	Reference: HOAMC Meeting, August 29, 2007 Agenda Item No. 9	
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; Director of Information Management; Assistant Deputy Clerk, Executive Council	Contact: Marlene Lambe Chief Financial Officer 729 – 2923	

BACKGROUND

Under the *Members' Resources and Allowances Rules*, Members are entitled to a standard office allocation as approved by a directive of the House of Assembly Management Commission. An office furniture, equipment, and services package has been defined following a review of other jurisdictions and complemented by consultations with existing House and caucus staff, the Department of Transportation and Works, and the Office of the Chief Information Officer.

DIRECTIVE

The House of Assembly Management Commission, pursuant to subsection 25(1) of the *Members' Resources and Allowances Rules*, has approved the attached Office Furniture, Equipment and Services package – for Member and Constituency Assistants.

William MacKenzie
Clerk of the House of Assembly

Enclosure

Office Furniture, Equipment and Services package - for Member and Constituency Assistant

1. Office Furniture:

- One L-shaped desk, wood, veneer
- One credenza, wood veneer
- One bookcase, wood veneer
- Chair, executive (high/low back) with wheels
- Four visitor chairs without wheels
- 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

2. Equipment:

- One photocopier
- One scanner
- One facsimile
- Or a combination photocopier, scanner and facsimile machine
- Two desk-top printers
- Cross-hatch shredder
- One 20 inch television
- One VCR or DVD recorder or one combination unit
- One camera and accessories
- Two calculators
- Two desk-top computers
- One lap-top computer
- Two telephones for constituency office
- Two Cell phones or blackberries

Other furniture and equipment items as approved by Directive of the Commission.

3. Services

Telephone services:

- ✚ Message manager
- ✚ Call display
- ✚ Long distance plan
- ✚ A 1-800 number (if requested)

Cell phone or blackberry services:

- ✚ Message Manager
- ✚ Call Display

Facsimile services:

The installation and maintenance of a facsimile line

Internet and intranet services:

Access provided through the government network (where possible)

Cable Service includes:

The installation and maintenance of the most basic channel package which includes the local news channels and the House of Assembly broadcast. Satellite services are not permitted

Calling card

A Member and his/her constituency assistant are entitled to a calling card, if requested.