Newfoundland & Labrador

HOUSE OF ASSEMBLY MANAGEMENT COMMISSION

DIRECTIVE

Directive Number: 2011-006

Effective Date: March 31, 2011	**Commission Minute: CM 2011-013**
Subject: Long-Term Vehicle Rentals	**Reference:** HOAMC Meeting: March 23, 2011 Agenda Item: Tab # 8
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:** Marlene Lambe Chief Financial Officer 729 – 2923

BACKGROUND

The House of Assembly follows the guidelines of the Executive Branch for short and long-term vehicle rentals, as it does in all situations where alternative policies or guidelines have not been established by the Management Commission. Under the current Executive Branch guidelines, the approval of Treasury Board is required for long-term vehicle rentals (in excess of 30 days) required by an employee to carry out Government business.

To facilitate the timely approval of long-term vehicle rentals required by employees to carry out work of the House of Assembly or Statutory Offices, authority for approval will be delegated to the Clerk and the Speaker. Short-term vehicle rentals will continue in accordance with the provisions of the Government Purchasing Agency Customer Manual.

DIRECTIVE

Pursuant to subparagraph 20(6)(b)(ii) of the *House of Assembly Accountability, Integrity and Administration Act*, the Commission directed that long-term vehicle rentals must comply with the provisions of the Government Purchasing Agency Customer Manual, except that long-term rentals in excess of 30 days must have the prior approval of the Clerk and the Speaker, with such approvals to be reported at a subsequent meeting of the Commission

William MacKenzie
Clerk of the House of Assembly