

3.11 Postal Services

Policy Statement

The provision of postal services for the Nova Scotia Government is essential, given that efficient and reliable postal services are vital components of government operations and communication services.

It is the responsibility of Government Services, within the Department of Service Nova Scotia (SNS), to supervise, direct, and control the provision of government postal services. Ensuring the effective and efficient provision of postal services, provides the government and Nova Scotians with reliable and confidential postal services.

Definitions

HALIFAX DELIVERY AREA

Postal Services provides interdepartmental mail service to the Halifax Delivery Area, which includes, Halifax, Bayer's Lake, Bedford, Sackville, and Dartmouth.

INTERDEPARTMENTAL MAIL

Interdepartmental Mail includes correspondence between departments, agencies, boards, commissions, and other entities within the Halifax Delivery Area.

Interdepartmental Mail is picked up and delivered daily, Monday to Friday, by a contracted supplier within the Halifax Delivery Area.

POSTAGE METER

Postage printing machines or systems leased by authorized providers for use in the office. Meters print postage directly onto a mail piece or on to meter tape, which can be affixed to the letter or package.

Policy Objectives

The objective of postal services policy is to provide postal services to government in a manner that is as confidential, secure, efficient, effective, and economical as possible.

Application

This policy applies to all departments, agencies, boards, and commissions and the municipalities, academic institutions, schools, and hospitals, if they use government postal services.

Policy Directives

External mail services shall be centralized within SNS for government operations within the Halifax Delivery Area. Relevant costs shall be charged back to departments.

SNS shall arrange for the provision of postage meters to government branches located outside the Halifax Delivery Area.

Within the Halifax Delivery Area, government departments should prioritize the use of Postal Services for Interdepartmental Mail.

Departments should be coordinating with Postal Services when using Postal Meters for mail delivery.

Accountabilities

Under the Public Service Act, the Minister of SNS is responsible for the supervision, direction, and control of all affairs and matters relating to the provision of Government postal services.

Postal Services, within the Government Services Branch of SNS, shall be responsible for the operation of government postal services. This includes interdepartmental mail service within the Halifax Delivery Area, as well as High Priority Parcel Service for next business day and next best day delivery service; external mail services for government branches within the Halifax Delivery Area; and the provision of postage meters to government branches located inside and outside the Halifax Delivery Area.

Responsibilities

Monthly transaction reports are prepared by the Supervisor, Postal Services, SNS. Departmental costs identified in the transaction reports shall be charged back to the relevant departments.

Monitoring

Government Services, SNS, is responsible for monitoring the effectiveness and consistent application of this policy.

References

Postal Services Customer Manual

Public Service Act

Corporate Administrative Policy: 3.1 Sustainable Procurement Policy

Enquiries

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