

## 3.11 Postal Services

### Policy Statement

The Department of Transportation and Infrastructure Renewal shall supervise, direct, and control the provision of government postal services.

### Rationale

As amended by the *Government Restructuring (2001) Act*, the *Public Service Act* assigns to the Minister of Transportation and Infrastructure Renewal supervision, direction, and control of all matters relating to the provision of government postal services.

### 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 MASH sector (municipalities, academic institutions, schools, hospitals) of the Government of Nova Scotia.

### Accountability

Provision of postal services is the responsibility of the Public Works Division, Department of Transportation and Infrastructure Renewal.

Monthly transaction reports are prepared by the Coordinator, Postal Services.

### Monitoring

Monitoring of postal services is the responsibility of the Inventory Control Section, Department of Transportation and Infrastructure Renewal.

Postal services activity is subject to audit by the Auditor General.

### Directives

Interdepartmental mail service within the central, metropolitan Halifax region shall be provided by the Department of Transportation and Infrastructure Renewal.

External mail services shall be centralized within the Department of Transportation and Infrastructure Renewal for government branches within the metropolitan Halifax region. Relevant costs shall be charged to the operational budgets of departments.

The Department of Transportation and Infrastructure Renewal shall arrange for the provision of postage meters to government branches located outside the metropolitan Halifax region.

## Guidelines

Refer to the Department of Transportation and Infrastructure Renewal Postal Services Customer Manual.

## References

Postal Services Customer Manual

Province of Nova Scotia Policy on Government Procurement

## Enquiries

Manager, Inventory Control

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