



Which Business Unit is this relevant to?

Operations Network

PostConnect

Who needs to know?

Mail Operations

Facility Managers

Operations Managers

Supervisors / Team Leaders

Parcels Network

Operations Managers

Facility Managers – Processing

Delivery

Delivery Managers

Supervisors / Team Leaders

Business Hubs / Centres

Business Hub / Centre Managers

Business Hub Delivery

Which states need to know?

ALL

Sent by: Security and Protection

Queries to: Carolyn Johnston, 03 9106 8362

Start date: 18 Sept

End date: Ongoing

Issue/Information

- All staff are reminded that it is a basic requirement to cancel all postage stamps.
- The primary purpose of cancellation is to mark that the stamp(s) have been used and to prevent the reuse of stamps.
- This process also applies to small parcels collected from Street Posting Boxes (SPBs). SPB mail should be cancelled through the culling operation or alternative arrangements made to ensure these postage stamps are cancelled.
- As detailed in Australia Post's General Procedures 1.3, all postage stamps on an article must be cancelled with the work centre date stamp prior to despatch. If a clear impression is not made, date stamp the article near the postage stamp, avoiding damage to the mail article.
- If, at the point of delivery, you notice that postage stamps on a mail item have not been cancelled, please cancel the stamps with a biro or felt pen (not pencil).

Site actions

To be completed by: Immediately

- Managers please ensure that all team members involved in accepting or collecting mail comply with this requirement.
- If you require further assistance, please contact your Revenue Protection Manager.