



KZN PROVINCIAL TREASURY

Reference: 4/R
Contact Person: MR. E V N XULU
Contact Details: 4323

TO : ALL KZN TREASURY OFFICIALS

RE: DEPARTMENTAL CIRCULAR NO 2 OF 2014 ON CUTTING DOWN THE USAGE OF WATER AND POWER IN KZN TREASURY DEPARTMENTAL FACILITIES

1. The above mentioned subject refers.
2. The monthly expenditure of domestic services offered by the Municipality has shown a lot of increase which is also fuelled by increased Municipality service tariffs in line with actual consumption. Domestic services in question are water and lights. As a department it is imperative that certain control measures must be put in place to reduce such expenditure in line with cost cutting measures within the Province. Certain potential factors contributing to this expenditure increase were identified as follows:
 - a. Cleaning of vehicles
 - b. Reckless use of water in facilities.
 - c. Leaving split air conditioners on overnights and during weekend.
 - d. Leaving lights on overnights and during weekend
3. It has therefore come to the attention of the department that washing of vehicles has a greater contribution to this challenge including lights and air conditioners which are left on after working hours and during weekends. The decision has been taken that cleaning of state vehicles by the cleaning service provider will continue under close supervision of Transport Section within Auxiliary Services. Cleaning of privately owned vehicles will only be offered from the level of General Managers and above for two (2) wash per month (this exclude HOD and MEC). Registration numbers of all cleaned vehicles will be kept by Facilities Management daily for records purposes. **NB** preference will be given to state vehicles during car washing process. The washing facility will consist of wash, vacuum, wipe interior and polish tires. Washing bay is centralised at Treasury House 2nd floor.
4. Staff members are advised to exercise extra caution when using water especially in kitchens; you are also advised to switch off lights and air conditioners when leaving departmental facilities after working hours.
5. Any employee who will be found contravening provisions of this circular will be subjected to applicable corrective and disciplinary measures by the department. Any deviations from this circular may only be approved by the HOD using his discretion. This circular is applicable with immediate effect.


MR L S MAGAGULA

HEAD OF DEPARTMENT


DATE