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TO ALL HEADS OF NATIONAL/PROVINCIAL DEPARTMENTS AND GOVERNMENT COMPONENTS

UTILISATION OF PUBLIC SERVICE ACT-EMPLOYEES AS VOTING OR COUNTING OFFICERS IN TERMS OF THE ELECTORAL ACT, 1998

1. As in the past, the Independent Electoral Commission (IEC) will again make use of Public Service Act-employees to perform duties as voting or counting officers in the forthcoming elections on 22 April 2009. Such assistance may also include the utilisation/involvement of employees prior to the election day for purposes of training and other preparatory work.
2. In order to facilitate this process and ensure that sufficient staff is available to assist the IEC in its task, you are requested to make staff as far as possible available to the IEC. The following matters are brought to the attention for informatory purposes:
 - 2.1 Employees are to be made available to the IEC for training and to perform duties at voting stations in terms of section 32 of the Public Service Act, 1994.
 - 2.2 The relevant employees are recruited on a voluntary basis and usually receive a fixed amount (honorarium) for subsistence and transport expenses, paid to them by the IEC which they are allowed to retain. The power to approve such an arrangement rests with departments in terms of section 30 of the Public Service Act, 1994.
 - 2.3 An employee's utilisation at a voting station is, besides the aforementioned provisions, also subject to her or his selection and appointment as a voting or counting officer by the IEC in terms of chapter 6, part 4 of the Electoral Act, 1998.

- 2.4 The contents of this circular apply also to the utilisation of employees in future elections of the National Assembly, a provincial legislature or a municipal council.
 - 2.5 The position of employees employed in terms of the particular employment laws for the South African Police Service, the South African National Defence Force, the Department of Correctional Services, Educators, the South African Secret Service, the National Intelligence Agency and the South African National Academy of Intelligence, must be managed in accordance with the legislation and conditions that regulate their employment.
3. Departments are advised to institute beforehand appropriate procedures whereby employees could be allowed to undergo training and/or render assistance to the IEC. Departments should also ensure that all managers and the employees involved are informed of the matter and any departmental procedure they need to comply with.



DIRECTOR-GENERAL

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