



# MY TOMORROW IS IN MY HANDS

## Guide to the Municipal Elections 2016



**MUNICIPAL  
ELECTIONS**  
2016



# VISION

To be a pre-eminent leader in electoral democracy

# MISSION

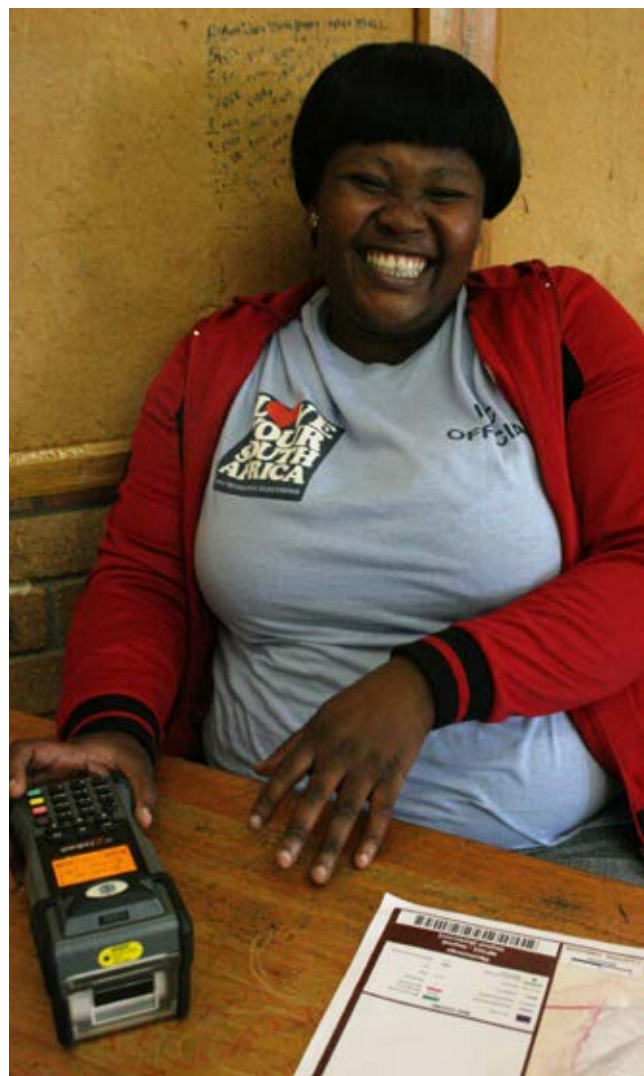
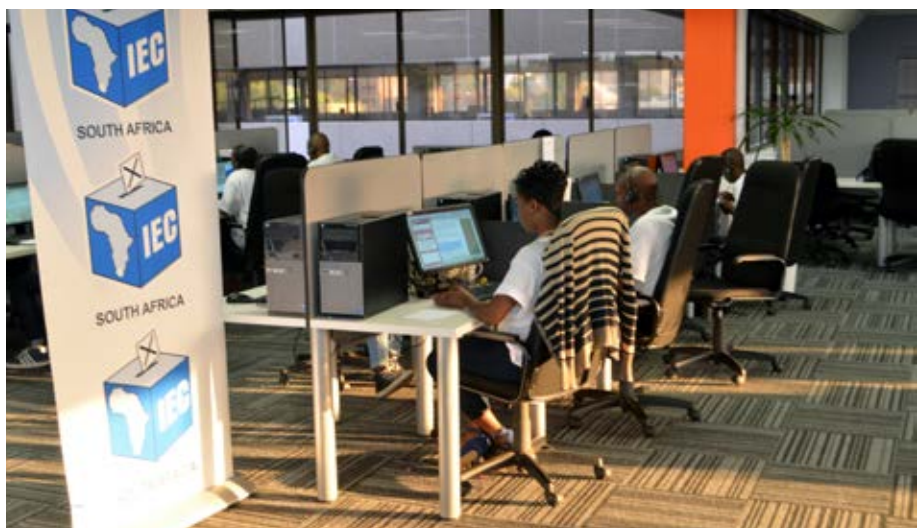
The Electoral Commission is an independent constitutional body which manages free and fair elections of legislative bodies and institutions through the participation of citizens, political parties and civil society in deepening electoral democracy.

# VALUES

To enable the Electoral Commission to serve the needs of stakeholders, including the electorate, political parties, the media and permanent and temporary staff, the organisation subscribes to the following organisational values:

- Impartiality
- Integrity
- Accountability
- Transparency
- Participation
- Responsiveness
- Respect







# CONTENTS

Message from the Chairperson.....	4	Communications Campaign 2016: “My future is in my hands” .....	84
Message from the Chief Electoral Officer...6		Staffing and training .....	88
About the Electoral Commission.....	11	Information and communication systems .....	90
Commission and its structure .....	13	Contesting the Elections.....	93
Organisational structure .....	15	Candidates and political parties .....	93
Corporate services .....	18	Order of parties and candidates on the ballot papers.....	95
Outreach .....	18	Longest and shortest ballots .....	96
Electoral operations.....	19	Counting and Election Results.....	99
Strategic priorities – Vision 2018 .....	24	Results process .....	99
Democracy and the Right to Vote:		Results system .....	108
What is Involved in Municipal Elections...27		Results Operations Centres .....	109
Constitutional and legislative framework .27		Frequently Asked Questions.....	114
How municipal elections work .....	40	Media Guidelines .....	118
The 2016 Municipal Elections.....	53	Floorplan of the National ROC .....	122
Planning: The road to the 2016 Municipal Elections .....	55	Contact List of Electoral Commission Spokespersons .....	128
Voters’ roll and GIS .....	60	Acknowledgements .....	130
Electoral logistics and infrastructure.....	66		
Education and stakeholder engagement ..	73		
Political party education .....	83		





## MESSAGE FROM THE CHAIRPERSON



MR GLEN MASHININI  
*Chairperson of the Electoral  
Commission*

2016 is a momentous year in which we celebrate the 20th anniversary of the adoption of the Constitution of the Republic of South Africa, the cornerstone of democracy in our country.

For the past 20 years we have seen democracy grow and flourish, and today it is part of the very fabric of our society, woven into each and every aspect of our daily lives.

This year the citizens of our country again have an opportunity to put multiparty democracy into practice in their cities, towns and communities in the 2016 Municipal Elections.

The quality of these elections will be determined by a number of key factors, including the political environment, the independence of the Electoral Commission and the quality of its staff, the quality of the voters' roll as well as the quality of logistics.

On behalf of the Commission, I wish to assure all South Africans that the systems and processes and the checks and balances painstakingly put in place over the past 20 years continue to endure.

The independence of an election management body is a cornerstone for free and fair elections the world over. In South Africa, the Electoral Commission's independence is entrenched within our Constitution and fiercely guarded by a range of checks and balances, processes and systems. Among these measures are a transparent process of the appointment of Commissioners, the collaboration and engagement with political parties through the party liaison process across all aspects of the electoral process, the independent auditing by international auditors of systems including the results

system and a transparent voting, counting and results process witnessed and signed off by party agents and observers.

This is not to say that we are fault-free. The challenges and the defects that were identified in the voters' roll in the run-up to this election have understandably rocked the faith of the people of South Africa in our institution.

The first and most important step in restoring the trust of South African voters will be in delivering free and fair municipal elections on 3 August 2016.

On behalf of the Commission I give you the assurance that we are well aware of our responsibility to ensure these elections are free and fair. For democracy to thrive and grow requires constant focus and attention to detail. This requires constant improvement and enhancement of our policies, our systems and our people. Many of these improvements and enhancements to our processes are described in greater detail and transparency in this publication.

But the freeness and fairness of the elections will also be determined to a large extent by the political environment.

It is important that our actions reinforce a firm belief that the only way of addressing issues currently gripping our country is through democratic means. Those who are elected into positions of responsibility must also recognise that they are ambassadors of a democratic system and must be able to demonstrate its fruits and benefits to communities.

In other words, councillors and public representatives who are elected must deliver on their promises to their constituencies in order to reinforce the belief in the benefit of a democratic system.

Political parties as well as community leaders, irrespective of political affiliation, must help bring about stability in the country and must be circumspect about public statements they make.

In spite of the challenges that we have experienced recently, throughout the 20 years of our constitutional democracy, and without fear of contradiction, the fundamentals of this institution remain intact and rock solid. This includes a strong legislative foundation, a collaborative approach in working closely with key stakeholders in the planning and running of elections, and robust systems and processes to ensure the highest standards of integrity of the results.

We are cognisant that the stability and future of our country and our democracy depends on our ability to run a free, fair and credible election. We will not betray the trust that South Africa has bestowed on us.

Yours sincerely

Mr Glen Mashinini  
Chairperson of the Electoral Commission







## MESSAGE FROM THE CEO



MR MOSOTH MOEPYA  
*Chief Electoral Officer of the  
Electoral Commission*

As far back as 2014 we drew up our first detailed project plan for the 2016 Municipal Elections and over the past two years work has progressed with ever-increasing intensity and pressure to deliver yet another free and fair election to our nation.

I can say with confidence that we are fully prepared for what will surely be one of the most closely contested, robustly fought and intensively scrutinised elections in our nation's short democratic history.

The business of managing elections is not a static process. As our democracy grows and the electorate matures, so must the electoral process to accommodate the increasing expectations of all stakeholders.

Among the areas of enhancement which we worked on for this election for our people include mapping of voting districts, logistics, planning and procurement processes, the legal framework for elections, and our communications initiatives.

The recruitment and training of election officials is a critical aspect for the success of any election. There are only about 1 000 full-time employees at the Electoral Commission – whereas it takes almost 200 000 people to run a smooth election. We therefore rely heavily on temporary staff to fulfil vital roles with considerable responsibilities for the election process.

These election officials have been rigorously trained to ensure that they have a thorough understanding and appreciation of their roles.

We have, as far as possible, recruited officials from the areas in which they will work, so that they are proficient in the local languages in the areas in which they are working and can communicate effectively with voters. We have

also strived to increase the use of unemployed and especially young people wherever possible to help give them some experience and opportunity.

On 5 December 2000, 18.4 million South Africans prepared to cast their votes at 14 988 voting stations in the first democratic municipal elections.

Sixteen years later the voters' roll has grown 43% to a record 26.3 million voters who will cast their ballots at 22 612 voting stations (a 51% increase in voting stations).

Those of you familiar with municipal versus national elections will know that the logistics are significantly more challenging for municipal elections. As always, this complex project has been successfully managed in record time. All the election materials (including ballot papers, ballot boxes, security materials, etc.) have been delivered to provincial warehouses, from where they will make their journey to voting stations just before the elections.

As always, we have enhanced a number of our systems for the election. Most notably we launched an Online Candidate Nomination System, which significantly reduced the administrative burden both on political parties and the Electoral Commission to capture and verify candidates. The system proved popular among political parties with 37 parties using the system and over 57% of all candidate nominations (38 000 out of over 66 000) being submitted electronically.

South Africa has seen a relatively steady growth in the number of political parties contesting municipal elections since 2000. In that year, there were a total of 79 political parties that contested the various municipalities. Six years later that number grew 23% to 97 – and it grew a further 25% between 2006 and 2011.

The 2016 Municipal Elections will see a record number of political parties contesting the eight metropolitan municipalities, 205 local municipalities and 44 district councils. A total of 203 political parties submitted candidate lists by the 2 June 2016 deadline – almost 69% more than the 122 which contested in 2011.

This growth is a positive sign for multiparty democracy but it does present unique logistic challenges to the Electoral Commission. The longest PR (proportional representation) ballot paper (for the City of Cape Town) contained 36 political parties which required a special design as the limit of the current ballot paper design is 32 parties. The longer ballot papers also required new Universal Ballot Templates for visually impaired voters.

There are a total of 4 649 unique ballot papers for the 2016 Municipal Elections comprising 4 392 ward ballot papers, 205 local council PR ballot papers, eight metro council PR ballot papers and 44 district council ballot papers.

We have also updated our results system, which deals with the capturing, auditing, scanning and validating of counts recorded at voting stations. Once all results have been captured and verified for a municipality, the system performs the seat calculation and assignment processes.



A review of the electoral process would not be complete without legislative enhancements. In this regard, the Municipal Electoral Amendment Act was enacted by Parliament earlier this year.

Among the key changes provided for the 2016 Municipal Elections were the amendment of provisions relating to nomination of candidates to provide for the electronic submission of candidate nomination documents and party lists, and to provide for different modalities for payment of electoral deposits.

I am satisfied that from a logistical, process and preparation point of view we are ready to hold free and fair elections on 3 August 2016.

But one aspect remains out of our control: the weather. Delays in finalising the municipal demarcation process for this election required a later than anticipated election date which falls firmly in winter.

South Africa gained a reputation as the Rainbow Nation after the 1994 elections. This election we hope and pray the sun will shine brightly on.

Yours sincerely

Mr Mosotho Moepya  
Chief Electoral Officer of the Electoral Commission











# ABOUT THE ELECTORAL COMMISSION

*We are a permanent body created by the Constitution to manage free and fair elections at all levels of government.*

In 1996 the South African Constitution established six independent “state institutions supporting constitutional democracy”. One of these was the Electoral Commission.

Each of these Chapter 9 institutions (named for the chapter of the Constitution where they appear) has a shared purpose: to ensure the accountability of government and to contribute to the formation of a society “based on democratic values, social justice and fundamental human rights”.

In terms of the Constitution, Chapter 9 institutions are “independent, and subject only to the Constitution and the law, and they must be impartial and must exercise their powers and perform their functions without fear, favour or prejudice.”

## What we do

We are a permanent body created by the Constitution to manage free and fair elections at all levels of government. Although publicly funded and accountable to Parliament, we are independent of the government.

## Obligations

In terms of Section 190 of the Constitution of the Republic of South Africa 1996, we must:

- manage elections of national, provincial and municipal legislative bodies;
- ensure that those elections are free and fair;
- declare the results of those elections; and
- compile and maintain a voters’ roll.



## Duties

Section 5 of the Electoral Commission Act 1996 requires that we:

- compile and maintain a register of parties;
- undertake and promote research into electoral matters;
- develop and promote the development of electoral expertise and technology in all spheres of government;
- continuously review electoral laws and proposed electoral laws, and make recommendations;
- promote voter education;
- declare the results of elections for national, provincial and municipal legislative bodies within seven days; and
- appoint appropriate public administrations in any sphere of government to conduct elections when necessary.

The Act also regulates the composition, appointment and conduct of a five-member Electoral Commission and a chairperson; outlines the administrative and accountability requirements for the Commission; legislates the registration of political parties; and provides for an Electoral Court.





## Commission and its structure

At the head of the Electoral Commission is a five-member Commission. The Commissioners provide more than just oversight and adjudication of the Electoral Commission's operational and administrative functions. Each Commissioner has a mandate to support and promote constitutional democracy, and ensure that the broader Electoral Commission not only complies with the law but also keeps the spirit of the Constitution alive.

The appointment of Commissioners and the composition of the Commission are set out in the Electoral Commission Act. The Act states that Commission members must be South African citizens who do not, at that stage, hold a high party-political profile, and that one of the Commission members must be a judge.

Applicants for vacancies for the Commission are interviewed by a panel consisting of the Chief Justice (as chairperson), representatives of the Human Rights Commission and the Commission on Gender Equality and the Public Protector. This panel then recommends a set number of candidates to the National Assembly. A majority resolution from the National Assembly is required to confirm a candidate nomination, which is then submitted to the President of the Republic who makes the appointment.

Each member of the Commission is appointed for a seven-year term. This term may be extended by the President on the recommendation of the National Assembly. Commissioners are not eligible for nomination or appointment to any political office, and may not serve as a Member of Parliament, provincial legislature or local government for a period of 18 months after their term has ended.

## Commissioners



### Chairperson: Mr Glen Mashinini

Commissioner Mashinini was appointed Chairperson of the Electoral Commission in October 2015. He joined the Electoral Commission in 1998 as Deputy Chief Electoral Officer: Corporate Services. After completing a three-year contract to establish, operate and transform the organisation, he co-founded a specialist electoral management consulting company. Before re-joining the Electoral Commission as a Commissioner in May 2015, he served as Deputy Chairperson of the Presidential Review Committee of State-owned Entities, and subsequently as Special Project Advisor to the President of the Republic of South Africa.



### Vice-chairperson: Mr Terry Tselane

Mr Tselane was appointed Vice-Chairperson in 2011. He served as Provincial Electoral Officer for Gauteng from 1997 to 2001, and re-joined the Electoral Commission as a Commissioner in 2004. Mr Tselane was the CEO of the Gauteng Tourism Authority from 2002 to 2006, and currently serves on the Boards of Directors of the Gauteng Film Commission and the Johannesburg Fresh Produce Market.



### Commissioner: Judge Thami Makhanya

Judge Makhanya was appointed part-time Commissioner in 2011. Having practised as an advocate at the Johannesburg Bar for 10 years, he was appointed as a judge of the Transvaal Provincial Division in 1999. He is currently a judge of the South Gauteng High Court. He has also held acting positions on the Venda High Court and the Namibian High Court.



### Commissioner: Reverend Bongani Finca

Reverend Finca is an ordained cleric and was appointed as a Commissioner in 2011. During the transition to democracy in 1994, Reverend Finca was appointed as the Interim Administrator of the former Ciskei, and oversaw its reincorporation into the Republic of South Africa. He has served as a member of the Truth and Reconciliation Commission, and previously held the position of Provincial Electoral Officer for the Eastern Cape.



### Commissioner: Ms Janet Love

Ms Love has dedicated her working life to public service. She has a strong commitment to human rights and in her capacity as National Director of the Legal Resources Centre since 2006 she has taken up public interest and constitutional cases on behalf of marginalised communities and individuals. Before joining the Electoral Commission as a part-time Commissioner, Ms Love also served a seven-year term as a part-time member of the South African Human Rights Commission.





## Organisational structure

### Administration

The head of the administration of the Commission is the Chief Electoral Officer (CEO), who is appointed by the Commission and who also functions as the Electoral Commission's Accounting Officer. In consultation with the Commission, the CEO is responsible for appointing additional officers and employees of the Electoral Commission.

The Office of the CEO is responsible for managing the Commission's services, internal audits, civic education and research, and the nine Provincial Electoral Offices. Three departments – Corporate Services, Outreach and Electoral Operations – report to the CEO.



#### Chief Electoral Officer: Mr Mosotho Moepya

Mr Moepya was appointed Chief Electoral Officer in 2012. He has worked for the Electoral Commission since 1998, when he joined as Director of Electoral Logistics, and was the institution's Deputy Chief Electoral Officer from 2001. He holds a B.Com and a higher education diploma from the University of the North, as well as an honours degree in Business Administration and an MBA, both from the University of Stellenbosch Business School.



Chairperson:  
Mr Glen Mashinini



Vice-chairperson:  
Mr Terry Tselane



Commissioner:  
Judge Thami  
Makhanya



Commissioner:  
Reverend Bongani  
Finca



Commissioner:  
Ms Janet Love



Chief Electoral Officer:  
Mr Mosotho Moepya

- Commission Services
- Provincial Electoral Offices
- Internal Audit
- Office of the CEO



Deputy CEO: Corporate Services  
Fiona Rowley-Withey

- Human Resources, Skills Development & Training Support Services
- Financial Management
- Information Communication Technology
- Legal Services



Deputy CEO: Outreach  
Dr Nomsa Masuku

- Communications
- Civic Education, Research & Knowledge Management



Deputy CEO: Electoral Operations  
Mr Sy Mamabolo

- Logistics & Infrastructure
- Electoral Matters: Voter's Roll, Delimitation, Voting, Counting, etc





## Corporate services

Corporate Services manages the support business functions of the Electoral Commission, which are necessary for both the Commission's compliance as a Chapter 9 institution and to provide for the operation and management of fundamental resources that enable the processes of electoral management.

The Finance Department is responsible for the development and implementation of financial policies and standard operating procedures for the processing of all financial transactions. This includes dedicated units working with the Electoral Commission's budgets, procurement processes, compliance, the management of the Electoral Commission's assets and financial services (accounting).

The Human Resources Department implements the Electoral Commission's human resources strategy and plan, in compliance with relevant employment legislation, and includes a Training Unit, an Industrial Relations Unit, and a Support Services Unit responsible for the management of facilities, fleet services, and health and safety. The Information and Communication Technology (ICT) Department is responsible for all the Commission's platforms, processes and systems supported by appropriate ICT computing infrastructure in respect of core business functions. ICT is the life-blood of the entire organisation, and underpins everything from financial and procurement systems to voter registration and election results.

The Legal Services Department maintains a proactive and responsive legal framework for the Electoral Commission, both in terms of supporting the Electoral Commission in respect of litigation and objections arising from electoral processes, and in the day-to-day management of all other legal assistance – from service level agreements to the evaluation of tender processes.



**Deputy CEO: Corporate Services**  
**Ms Fiona Rowley-Withey**

Ms Rowley-Withey joined the Electoral Commission in mid-2012 as Chief Financial Officer. Under her leadership, the Commission has secured unqualified audits, and she has implemented a number of financial process enhancements and training initiatives that resulted in a clean audit for the 2012/13 financial year. Ms Rowley-Withey holds a B.Com and a post-graduate diploma in Accounting and is a qualified chartered accountant.

## Outreach

Outreach is responsible for creating interfaces between the legal obligations and operations of the Electoral Commission and the people the Electoral Commission serves: the citizens of South Africa. The duties of Outreach include civic and voter education, balloting education, research and knowledge management, communications, public relations and media liaison.



These platforms enable the Electoral Commission to maintain a constant flow of engagement with all stakeholders. Outreach works to continuously inform the discourse and dialogue around voting and democracy – not just during an election year, but all the time – and to explain the decisions and operations of the Electoral Commission in a way that promotes maximum transparency around the democratic and electoral process.



**Deputy CEO: Outreach**  
**Dr Nomsa Masuku**

Dr Masuku was appointed as Deputy Chief Electoral Officer responsible for Outreach in 2013. Between 1998 and 2006, she was the Commission's Manager of Electoral Democracy Development & Education. Dr Masuku holds a PhD in Applied Linguistics and has taught at university level. She previously headed Standard Bank's Corporate Social Investment Unit.

## Electoral operations

Electoral Operations houses the core of the Electoral Commission's operations. The national voters' roll, which forms the basis of planning for any electoral event, is maintained by this division. Its components include:

- the delimitation of voting districts;
- registration and de-registration of political parties;
- the compilation and administration of the voters' roll;
- registration of voters;
- political party liaison, candidate nomination and management of proportional representation lists and vacancies;
- the compilation of results; and
- conflict management programmes.

Electoral Operations is also responsible for the Electoral Commission's logistics and infrastructure. This department determines the electoral bill of materials for all electoral events, specifications, procurement and disposal of items approved in terms of the bill of materials, warehousing and distribution of electoral materials and equipment, and voting station and local office infrastructure.



**Deputy CEO: Electoral Operations**  
**Mr Sy Mamabolo**

Mr Mamabolo has over 15 years of electoral experience, with 2014 marking his eighth election with the Electoral Commission. Before being appointed as Deputy Chief Electoral Officer for Electoral Operations Mr Mamabolo was the Provincial Electoral Officer for Gauteng. He holds a Master's degree in Local Government Management, and has previously served as a director for local government in the Gauteng provincial government.



## Senior management at national level



Mr Libisi Maphanga  
*Chief Information Officer*



Mr Granville Abrahams  
*Senior Manager:  
Electoral Matters*



Mr Simon Boyle  
*Senior Manager: Logistics  
and Infrastructure*



Ms Rekha Raath  
*Senior Manager:  
Legal Services*



Ms Shameme Manjoo  
*Senior Manager: Civic  
Education, Research  
Knowledge Management*



Ms Bonolo Gopane  
*Senior Manager:  
Human Resources and  
Corporate Services*



Mr Marco Granelli  
*Senior Manager:  
Communications*





## Provincial electoral offices

There are Electoral Commission offices in all nine provinces. Each office is headed by a Provincial Electoral Officer (PEO) with staff managing administration, electoral matters and outreach activities on a provincial level. The PEO is the Electoral Commission's media spokesperson in the various provinces for all municipal election queries.



Mr Thami Mraji  
*Eastern Cape PEO*



Mr Jabulani Tshabalala  
*Free State PEO*



Mr Masego Sheburi  
*Gauteng PEO*



Mr Mawethu Mosery  
*KwaZulu-Natal PEO*



Ms Nkaro Mateta  
*Limpopo PEO*



Mr Steve Ngwenya  
*Mpumalanga PEO*



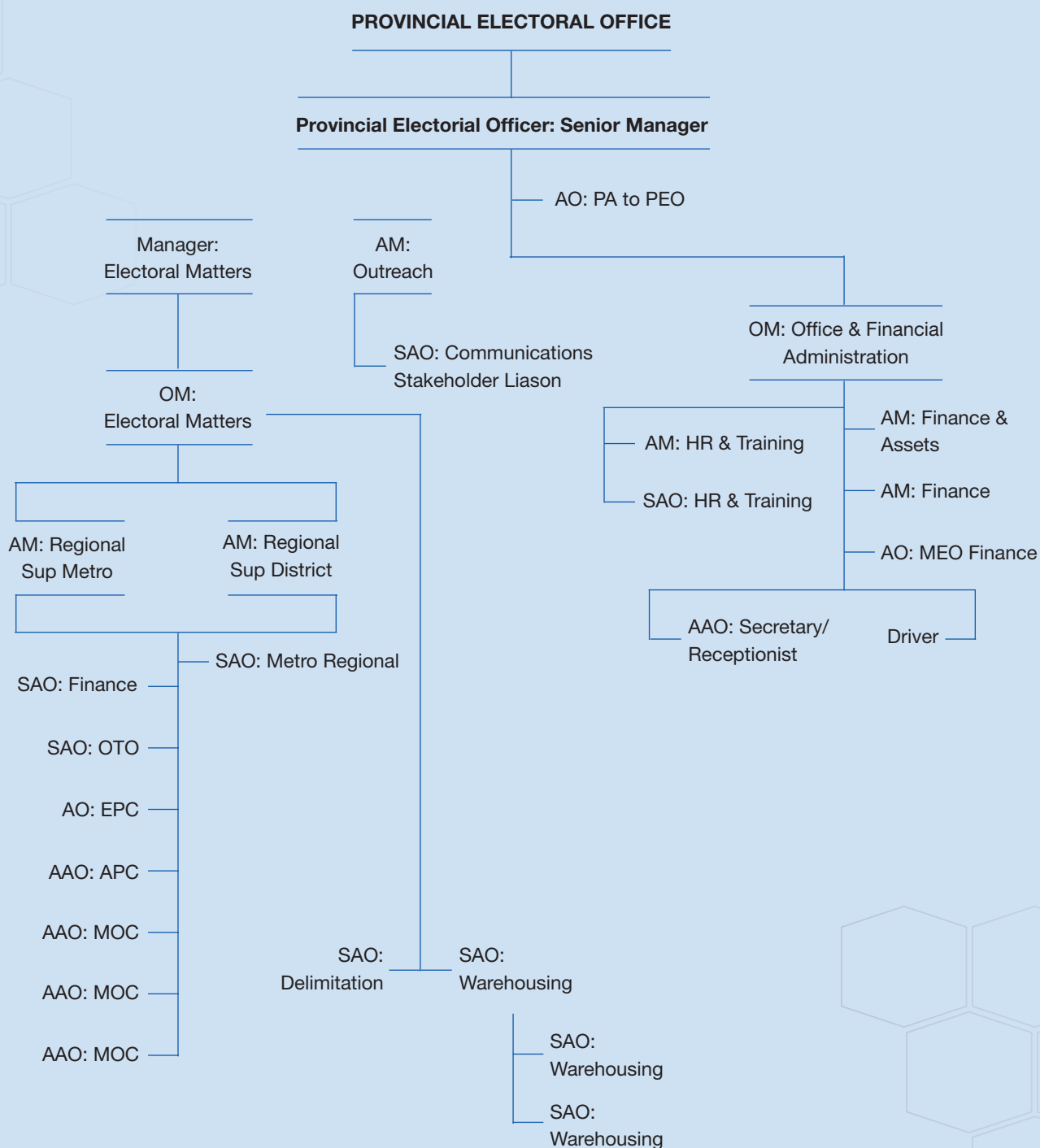
Dr Tumelontle Thiba  
*North West PEO*



Mr Bonolo Modise  
*Northern Cape PEO*



Rev Courtney Sampson  
*Western Cape PEO*



*Organogram of Provincial Electoral Offices*

- The Provincial Electoral Officer (PEO) is the head of the provincial electoral office and is accountable for all provincial activities. The PEO is the Electoral Commission's media spokesperson in their province for all municipal election queries.
- The Electoral Matters Manager is responsible for planning, implementing and managing election-related activities for their province.
- The Regional Supervisor (RS) is responsible for planning, implementing, monitoring and evaluating election-related activities at a regional level.
- The Electoral Project Coordinator (EPC) is responsible for implementing and coordinating election-related projects at a municipal or local level.
- An Area Project Coordinator (APC) assists the EPC in the implementation of election-related projects at a municipal level during an election period.
- In every municipal area, a Municipal Electoral Officer (MEO) is appointed by the Electoral Commission to liaise with the municipality, political parties and other stakeholders, and also to declare the election results. MEOs are not directly involved in day-to-day operational matters.
- An Area Manager ensures registration and election readiness, including the readiness of all electoral staff and materials for all stations within their assigned area.
- The Presiding Officer of a voting station is also known as Registration Supervisor and Counting Officer, depending on the stage in the election process – registration and counting respectively. The Presiding Officer is responsible for the efficient management of all electoral processes at a voting station.
- The Deputy Presiding Officer is also known as a Registration Officer and a Deputy Counting Officer, depending on the stage in the election process – registration and counting respectively. The Deputy Presiding Officer is responsible for assisting with the efficient management of all electoral processes at a voting station.

## Local structures

In every municipal area, the Electoral Commission appoints a Municipal Electoral Officer (MEO) to organise voting stations, staff employment, voter registration, party and candidate registration, and Election Day voting and counting. There are currently 266 local offices in 234 municipalities countrywide.





## Strategic priorities – Vision 2018

In the 20 years since South Africa's first democratic elections, both the political environment and the electoral administration have changed significantly – maturing from interim or transitional structures to established, accountable parties and institutions. The administration and operation of elections has advanced in parallel, with the Electoral Commission distinguishing itself through constant improvements in the services and facilities it offers to all stakeholders.

With the appointment of the last Commission in 2011, a new set of strategic objectives have been developed for the Electoral Commission that reflect the institution's legal mandate and its obligation to strengthen and support constitutional democracy.

Vision 2018 was released in July 2012 and outlined the Commission's priority objectives for its next term. These are:

### 1. Achieving pre-eminence in the area of managing elections and referenda

- Increasing innovation
- Leveraging cutting-edge technology
- Ensuring accessibility and suitability of voting facilities and processes
- Increasing voter participation
- Identifying and incorporating best practice in the area of elections (including the area of electoral justice)
- Enhancing the credibility of the voters' roll
- Improving compliance with legal prescripts
- Continuously improving the legislative framework

## 2. Strengthening electoral democracy

- Encouraging citizen participation
- Providing strategic and thought leadership
- Broadening our research agenda and issuing publications
- Increasing visibility through proactive consultation, effective communication and presence
- Providing continuous education
- Facilitating platforms for political dialogue
- Cultivating an environment for free and fair elections
- Constantly engaging the media

## 3. Strengthening a cooperative relationship with political parties

- Deepening interactions with represented political parties
- Convening consultative forums with registered political parties

## 4. Strengthening institutional excellence and professionalism at all levels of the organisation

- Striving for excellence at voting station level
- Building institutional capacity
- Strengthening our presence and effectiveness at local level
- Expanding human capital development
- Adhering to performance standards
- Becoming people-centred
- Managing financial and human resources well and strengthening risk management
- Maintaining sound industrial relations
- Striving to comply with national climate change policies (preserving the environment)
- Building institutional memory

## 5. Strengthening institutional governance

- Refining institutional governance arrangements (including the Commission's structures and committees)
- Delineating the powers, roles and functions between the Commissioners and the Administration
- Exercising oversight: monitoring, evaluation and support









# DEMOCRACY AND THE RIGHT TO VOTE: WHAT IS INVOLVED IN MUNICIPAL ELECTIONS

*The Constitution of the Republic of South Africa is the supreme law of the country.*

**T**he founding values of the Constitution require the Electoral Commission to promote enfranchisement rather than disenfranchisement, and participation rather than exclusion in the electoral process.

## Constitutional and legislative framework

### Constitutional framework

#### The Constitution

The Constitution of the Republic of South Africa is the supreme law of the country. It enshrines the rights of voters, establishes the Electoral Commission as one of the pillars of democracy, requires the establishment of a national common voters' roll, prescribes the use of an electoral system based on proportional representation in all spheres of government, and provides the foundation for the elections of members of the National Assembly, provincial legislatures and municipal councils. The government must follow the Constitution in running the country and cannot make any new laws that go against the Constitution. Old or new laws or parts of laws can be challenged in court if they go against the Constitution.

The first chapter of the Constitution explains that the Republic of South Africa is “one, sovereign, democratic state” founded on the values of:

- human dignity, the achievement of equality and the advancement of human rights and freedoms;

- non-racialism and non-sexism;
- supremacy of the Constitution and the rule of law; and
- universal adult suffrage, a national common voters' roll, regular elections and a multiparty system of democratic government, to ensure accountability, responsiveness and openness.

The second chapter of the Constitution contains the Bill of Rights, which “enshrines the rights of all people in our country and affirms the democratic values of human dignity, equality and freedom”.

The Bill of Rights is a list of rights of all people in our country. The rights in the Bill of Rights speak about our democratic values of equality, human dignity and freedom. The Bill of Rights includes civil rights and freedoms that directly affect your rights around elections, for example:

- Freedom of conscience, religion, thought, belief and opinion (Section 15)
- Freedom of expression (Section 16), including freedom of the press and other media, freedom to receive or give out information or ideas
- Freedom of assembly, demonstration, picket and protest (Section 17)
- Freedom of association (Section 18)

### Political rights

Section 19 of the Constitution sets out the political rights of citizens around elections. This includes:

- The right to form a political party
- The right to participate in political party activities and to recruit members for a political party
- The right to campaign for a political party or cause
- The right to free, fair and regular elections for every legislative body established by the Constitution (National Assembly and National Council of Provinces, provincial legislatures and municipal legislatures)
- The right to a secret vote in elections
- The right to stand for public office and, if elected, to hold office

### Limitations to these rights

Some of the rights in the Bill of Rights may not be limited in any way, for example:

- The right to human dignity
- The right to life

Some of the rights can be limited by other laws, but only if:

- the limitation is “reasonable and justifiable in an open and democratic society based on human dignity, equality and freedom”; and
- the limitation carefully considers factors like the extent of the limitation and if less restrictive ways are possible to achieve the aim of the limitation.



Example: The Electoral Act includes an Electoral Code of Conduct that places some limitations on behaviour during elections; for example, you are not allowed to carry weapons during election rallies.

### The right to participate and special votes

The Electoral Commission continues to review and refine – both proactively and responsively – the Electoral Act and Electoral Regulations to expand on the rights and values enshrined in the Constitution, and to broaden the participation by South African citizens in national, provincial and municipal elections.

In the 2016 Municipal Elections, for example, there is once again recognition for the need for special votes. Special votes are available to all registered voters including the disabled, infirm and pregnant voters as well as members of the security forces, election officials, the media and any other voters who are unable to visit their voting station on Election Day on 3 August 2016.

There are two forms of special votes:

- Home visits: This is where election officials visit voters at their place of residence to allow them to cast their ballots. Home visits are only available to voters who are disabled, infirm or pregnant.
- Special voting at a voting station: Available to registered voters who are unable to vote on 3 August.

Special voting days for the 2016 Municipal Elections are 1 and 2 August 2016 between 8 am and 5 pm (unlike voting hours on Election Day which are 7 am to 7 pm).

Special votes may only be cast by voters who have applied for and received approval from the Electoral Commission to cast a special vote. In terms of the election timetable, the application period ran from 10 June 2016 to 8 July 2016.



For the first time in the 2016 Municipal Elections, applications for special votes were available online via the Electoral Commission's website [www.elections.org.za](http://www.elections.org.za), via cellphone by SMSing the voter's ID number to 32249, and through the official IEC Elections application (available on the Android and Apple app stores).

The SMS application facility was only available for those applying to cast a special vote at their voting station and not for home visits.

Once their application had been processed, voters received a notification via email or SMS of whether their application for a special vote was successful or not.

The traditional method of applying for a special vote at local IEC offices by submitting an MEC35 form was also still available. Forms had to be hand-delivered but could be delivered on behalf of a voter by someone else.

The process for casting a special vote is the same as a normal vote – with the exception that the completed ballot papers are sealed in an unmarked envelope, which is then – in turn – inserted into an envelope marked with the voter's name, ID number and voting district (VD) number. This is known as the double-envelope system. IEC officials take the envelope and place it in a secure ballot box for special votes and the voter's name is marked off the voters' roll with "SV" to indicate a special vote.

Once voting on Election Day has ended, the outer envelopes of the special votes are discarded and the ballot papers are removed from the unmarked inner envelope and then counted as part of the counting process for all ballots.

### Votes by South Africans living abroad and serving prison sentences

There are, however, inherently some differences between the various elections, which can impact on the rights of voters.

For example, prisoners were given the right to vote in the national and provincial elections by a Constitutional Court ruling in March 2004. However, in terms of the legislation, prisoners cannot vote in municipal or local elections. The reasoning behind this is that municipal elections are about electing local government representatives, which is not possible if a voter is imprisoned outside of his or her ward.

Similarly, the Municipal Electoral Act does not make provision for overseas voting during municipal elections due to the fact that voters can only vote in the ward where they live.



## Rights of voters

Your most important rights as a voter are:

### 1. The right to free and fair elections

You have the right to get the information you need to make up your own mind. This means you must be able to hear or see all the political parties and candidates. For this to happen, parties and candidates must be able to hold meetings in all areas, and must be given a fair amount of time to speak on radio and TV.

### 2. The right to vote

This is one of your political rights under the Constitution and your democratic right as a citizen. No one is allowed to stop you from voting.

### 3. The right not to vote

It is also your democratic right not to vote. No one is allowed to force you to vote.

### 4. The right to spoil your vote

You have the democratic right to spoil your ballot paper (voting paper) – this is when you deliberately vote for more than one party on the ballot paper, or by mistake fill your ballot paper out in a way that a Counting Officer cannot work out who you are voting for. Some people choose to participate in voting but spoil their votes because they feel there is no party or ward candidate they wish to support.

### 5. The right to vote once in your voting district on each ballot paper

In the 2016 Municipal Elections, you have the right to vote once in the voting district where you registered. Depending on where you live, you will have two or three votes for the parties or ward candidates of your choice in your Metro, Local or District Council.

There will be a separate ballot paper for each type of vote.

### 6. The right to your own free choice of party or candidate

You can choose which party or ward candidate to vote for. No one is allowed to try to buy your vote or make threats against you to force you to vote for their party or ward candidate.

### 7. The right to a secret vote

No one has a right to know who you voted for. Your vote is secret because your name is not on the ballot paper. No one is allowed to watch you when you go into the voting booth. If you ask for help to vote, and any election officials, observers or agents see how you vote, they are sworn to secrecy.

Please note that you can volunteer to tell the media or anyone else who you voted for, but no one should force you to tell them if you do not want to.

### 8. The right to get help to vote

If you are blind, disabled or elderly, you can ask someone to help you to vote. You can take someone along with you (for example, a family member or friend) or ask one of the election officials to help you. Ask for an interpreter if you need help with translation of any instructions.

If you take someone to help you, this person must be at least 18 years old, but cannot be a candidate, a party agent or an agent representing an independent ward candidate.

### 9. The right to vote safely

There will be security arrangements so that voters can vote in a safe environment. Speak to the police or Presiding Officer if you feel there is anything that threatens your safety.

### 10. The right to make a complaint

If you are unhappy about harassment or intimidation within the voting station, you can make a complaint to the Presiding Officer or another election official.

For incidents that take place outside the voting station and do not directly interfere with voting, it is better to report these to the police.

## Party funding

The Electoral Commission is responsible for managing the Represented Political Parties' Fund (RPPF), which provides funding for political parties participating in Parliament and provincial legislatures. Both public (by the state) and private funding (from other sources) is allowed.

Eligibility for and application of state funding is governed by the Public Funding of Represented Political Parties Act 103 of 1997. Any political party may also obtain funds from its members and from other sources, such as business (both local and foreign) and civil society groupings.

The Electoral Commission's Chief Electoral Officer (CEO) is responsible for the management and administration of the Fund, as is its Accounting Officer and CEO. In effect, this means that the Fund is administered through the IEC, which keeps parties informed of the relevant rules and regulations.

A political party is entitled to an allocation from the RPPF for any financial year that it is represented in the National Assembly or in any provincial legislature, or both in the National Assembly and in any provincial legislature. No allocations are made from the Fund to political parties that are represented in municipal councils only (nor to those which have no public representatives at all).

Funding allocations may be used "for any purposes compatible with [the party's] functioning as a political party in a modern democracy".

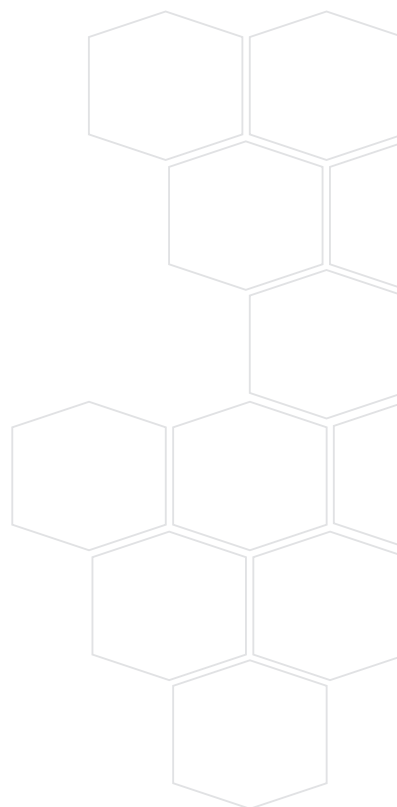
These include:

- the development of the political will of people;
- bringing the party's influence to bear on the shaping of public opinion;
- inspiring and furthering political education;
- promoting active participation by individual citizens in political life;
- exercising an influence on political trends; and
- ensuring continuous, vital links between the people and organs of state.

Political parties may not:

- pay any direct or indirect remuneration or other benefit of any kind to any elected representative of the party or to any public servant at any level of government;
- finance or contribute directly or indirectly to any matter, cause, event or occasion if it contravenes any code of ethics binding on members of Parliament or any provincial legislature;
- use the money directly or indirectly to start any business or acquire or maintain a right or financial interest in any business;
- use the money directly or indirectly to acquire or maintain a right or financial interest in any immovable property, unless solely for ordinary party-political purposes; or
- use the money for anything else that is incompatible with a political party's functioning in a modern democracy.

Parties receiving an allocation from the Fund must keep a separate bank account for this purpose and appoint an accounting officer from within the





party to take responsibility for the money received in this bank account and ensure that the party complies with the requirements of the Act. The accounting officer of the party must keep separate books and records for this money. An income and expenditure statement, showing for what purposes the money has been applied, must be audited annually and the auditor's report and the financial statement must be submitted annually to the Commission.

## Legislative framework

The Electoral Commission is defined in the Constitution as being “independent, and subject only to the Constitution and the law”. In addition, there are several Acts that define the structure, powers and duties of the Commission, and provide regulations for the administration and all other issues related to national, provincial and municipal elections.

Since its establishment in 1997, the Electoral Commission has refined the framework of election laws in keeping with various regional guidelines, including the Southern African Development Community Principles and Guidelines Governing Democratic Elections and the African Charter on Democracy, Elections and Governance.

### Electoral Commission Act

The Electoral Commission Act 51 of 1996 expands on the establishment of an Electoral Commission to manage national, provincial and municipal elections. It details the composition of the Commission, the creation of an administrative structure, and the powers, duties and functions of the Commission.

### Electoral Act

The Electoral Act 73 of 1998 provides further regulations regarding the operation of national, provincial and municipal elections. It can be described as an instruction manual for elections. It provides for the administration of elections, election timetables, procedures for voting, counting and determining results, the accreditation of observers and voter education. Several regulations have been published in terms of the Electoral Act including: Voter Registration Regulations 1998; Regulations on the Accreditation of Voter Education Providers 1998; Regulations on the Accreditation of Observers 1999; Election Regulations 2004; and Regulations Concerning the Submission of Lists of Candidates 2004.

The Electoral Commission is responsible for administering the terms of this Act, which include the registration of voters and the voters' roll; the proclamation of and preparation for elections; the delineation of voting districts, voting stations and forms of voting material; the appointment of voting and counting officers and additional persons; the accreditation of observers; and the determination and declaration of final results.

Several regulations and amendments have been published in terms of the Electoral Act.





### Local Government: Municipal Structures Act

The Local Government: Municipal Structures Act 117 of 1998 deals with the establishment, management and functions of the various municipalities, as well as the seat calculation formulas (conversion of votes into council seats).

### Local Government: Municipal Electoral Act and Regulations

In addition to the Municipal Structures Act, the Local Government: Municipal Electoral Act 27 of 2000 regulates the specific nature of municipal elections. The Act provides for the administration of parties and candidates and all other related voting and counting issues. Municipal Electoral Regulations have also been published to support this Act. The Local Government: Municipal Electoral Amendment Act was enacted in 2016. This Act introduces a number of enhancements to the administrative process for municipal elections ahead of this year's municipal elections including providing for electronic submission

of candidate lists and payment of election deposits. The Amendment Act also clarifies the provisions relating to the determination and declaration of the results of by-elections.

### Electoral Amendment Act

The Electoral Amendment Act 18 of 2013, and the amended Electoral Regulations 2013, revise provisions relating to the registration of voters, special votes and related procedures for national and provincial elections, and the number of party agents allowed to be at a voting station.

### Municipal Electoral Act

In addition to the provisions in the Electoral Act, the Municipal Electoral Act of 2000 deals with the specific nature of local government elections. It provides for the administration of parties and candidates and all other related voting and counting issues. Municipal Electoral Regulations have also been published in support of this Act.

### Electoral Code of Conduct

The Electoral Act also contains an Electoral Code of Conduct aimed at promoting “conditions that are conducive to free and fair elections” and that create a climate of tolerance, free political campaigning and open public debate.

As soon as the election date is proclaimed, parties, their agents and candidates commit to adhering to the provisions of the Electoral Code of Conduct until the election results are officially announced. Failure to do so creates the risk of a party’s candidates or independent candidates being disqualified.

### The rules of the Electoral Code of Conduct

Parties and candidates must:

- speak out against political violence and threats against other parties, the Electoral Commission, members of the public and the media;
- let the authorities know about planned marches or rallies;
- communicate with other political parties about planned political events;
- recognise the authority of the Electoral Commission;
- work with the Electoral Commission structures and allow them to perform their duties;
- work with the police in their investigation of election crime and violence; and
- accept the results of the election or challenge the result in court.

### How the Electoral Code of Conduct works

The Electoral Code of Conduct must be agreed to by:

- every registered party before the party takes part in an election; and
- every candidate before he/she is placed on the list of candidates.

Parties and candidates must stick to the code and must:

- let the public know about the Code;
- promote the purpose of the Code; and
- support efforts to educate voters.

Parties and candidates must also inform the public that all people have the right:

- to be free to express their political beliefs and to be part of any political party; and
- to join in any political campaigns, marches or public meetings.

### **Conduct prohibited in terms of the Electoral Code of Conduct**

The Electoral Code of Conduct, contained in the Electoral Act, also details a list of prohibited conduct including:

- using language which provokes violence;
- intimidation of candidates or voters;
- publishing false information about other candidates or parties;
- plagiarising any other party's symbols, name or acronyms;
- offering any inducement or reward to a person to vote for a party;
- destroying, removing or defacing posters of other parties;
- carrying arms or weapons at political meetings, marches or rallies;
- bribing voters to vote or not vote; and
- generally abusing a position of power, privilege or influence to influence the outcome of an election.

### **Breaches of the Code of Conduct**

Any person who breaches the Code is guilty of a criminal offence and can be fined or sent to prison for up to 10 years.

Political parties that breach the Code can:

- be fined up to R200 000;
- have to give up the party's election deposit;
- be stopped from working in an area;
- have their votes in an area cancelled; and
- can have their party registration cancelled.

What should you do if you suspect a party or a candidate has breached the Electoral Code of Conduct?





In terms of Section 78 of the Municipal Electoral Act, the Electoral Court has jurisdiction in respect of all electoral disputes and complaints about infringements of the Code, subject to Section 20(4) of the Electoral Commission Act.

If you suspect that a party or a candidate has breached the Electoral Code of Conduct, you need to report the incident to the Electoral Court.

The Secretary of the Court can be contacted on the following email address: [anvorster@justice.gov.za](mailto:anvorster@justice.gov.za).



# A QUICK GUIDE TO THE ELECTORAL CODE OF CONDUCT

The Code of Conduct ensures that elections are free and fair, it creates tolerance, free political campaigning and open public debates. Political parties and all candidates are bound to the Electoral Code of Conduct until the results from the elections are announced. If they fail to uphold these rules they can be disqualified.

## WHO IS BOUND BY THE CODE?

Every political party and candidate is bound by the Code and must comply with it.

They must also:

- Instruct their candidates, officials, members and supporters to comply with the Code; and
- Take all reasonable steps to ensure their members, representatives, officials and supporters comply with the Code.



## WHAT CONDUCT IS REQUIRED BY THE CODE?

The Code requires that all parties and candidates:

- Promote and publicise the purpose of the Code.
- Promote and support efforts to educate voters.



Parties and candidates must also publicly state that everyone has the right to:

- Express their own political beliefs and opinions and debate and challenge the beliefs and opinions of others.
- Publish and distribute election and campaign materials.
- Lawfully erect banners, billboards, placards and posters.
- Canvass support and recruit members.
- Hold and travel to public meetings.

## WHAT ARE THE PENALTIES FOR NON-COMPLIANCE?

Political parties and candidates that breach the Code can:

- Be fined up to R200 000.
- Forfeit their election deposit.
- Be stopped from working in an area.
- Have their votes reduced.
- Be disqualified from the election.



## WHAT CONDUCT IS NOT ALLOWED UNDER THE CODE?

Amongst others, the following are examples of conduct not allowed:

- Using language which provokes violence.
- Intimidating candidates or voters.
- Publishing false information about other candidates or parties.
- Plagiarising any other party's symbols, name or acronyms.
- Offering any inducement or reward to a person to vote for a party.
- Destroying, removing or defacing posters of other parties.
- Abusing a position of power to influence the outcome of an election.
- Prevent access to voters or areas by other parties and candidates.



## WHAT TO DO IF YOU SUSPECT A PARTY OR A CANDIDATE HAS BROKEN THE RULES?

Report any criminal acts to your nearest police station and report breaches of the Code of Conduct to the Electoral Court at [anvorster@justice.gov.za](mailto:anvorster@justice.gov.za).

You should provide as much information as possible including photographs, video recordings or other evidence and be willing to sign an affidavit and testify in court if necessary.

Once you have reported a case to the SAPS or Electoral Court, kindly email the case number and brief details of the incident to [conduct@elections.org.za](mailto:conduct@elections.org.za) so that the IEC can monitor and track the case.

For the Electoral Court's rules regulating electoral disputes and complaints, please refer to:

- [www.elections.org.za/content/Documents/Laws-and-regulations/Electoral-Court/Electoral-Court-Rules--Proceedings/](http://www.elections.org.za/content/Documents/Laws-and-regulations/Electoral-Court/Electoral-Court-Rules--Proceedings/)



This is not intended as a comprehensive guide to the Code of Conduct. For detailed regulations governing electoral processes please consult the relevant legislation on [www.elections.org.za](http://www.elections.org.za)



**MUNICIPAL ELECTIONS**  
2016



## Democracy and elections

There are a number of definitions of democracy around the world. It is a word familiar to most, but it is a concept that is still misunderstood and misused at times. The most popular definition of democracy is that of United States President Abraham Lincoln: Democracy is the government of the people by the people for the people.

Key elements of a democratic system of government:

- A political system for choosing and replacing the government through free and fair elections
- The active participation of people, as citizens in politics and civil life
- Protection of human rights of all citizens
- The rule of law in which the laws and procedures apply equally

## How voting in elections fits into democracy

By voting, all citizens have the right to choose government at all levels, for example, local, provincial and national government.

Regular elections give citizens the chance to vote out a government that does not satisfy the needs and interests of our people.

In municipal or local government elections, in particular, citizens can support parties and candidates they feel will most effectively take up the issues that are close to the citizens and their community.

## Electoral systems

There are three main types of electoral systems:

- The “winner takes all” or the constituency system: In this system, the country is divided into constituencies or wards. You vote in a constituency or ward. The party with the highest number of votes in a constituency or ward wins the election and gets the seat (place) in Parliament for that ward. The votes of the parties that lose in that ward do not count. This was the system used in the elections before 1994.
- The proportional representation system: The proportional representation (PR) system is also called the party list system. Here every vote counts. The total number of votes a party gets decides the number of seats it gets. Parties draw up lists of candidates, and the number of people that get in will be decided by the number of seats the party wins. This is the system used in South Africa’s 1994, 1999, 2004, 2009 and 2014 National and Provincial Elections.
- A mixed system: This is a combination of the ‘winner takes all’ and the proportional representation systems. When it comes to calculating the final number of seats that go to different parties, the principle of proportionality decides this. Example: If there are 10 seats available in a municipality – five ward seats and five proportional representation (PR) seats:
  - Party A, with 50% of votes, has a right to five seats: if they win four wards, they will get one PR seat.

- Party B, with 30% of votes, has three seats: if they win one ward, they will get two PR seats to end up with three seats.
- Party C, with 20% of votes, earns two seats: if they did not win any wards, they still get two PR seats to make up their total.

The mixed system was used in the 2000, 2006 and 2011 Municipal Elections, where some councillors were elected by winning ward elections and others got in by being on their party lists for the area. The mixed system will again be used in the 2016 Municipal Elections.

## How municipal elections work

### Local government

Local government in South Africa is made up of municipalities. The object of local government is to encourage the involvement of communities and community organisations in matters of local government. Municipal elections are held every five years to elect councillors who will be responsible for governing a municipality for the next five years. They will serve on the town, city, metropolitan and/or district councils that ensure services for the people in their areas including providing water, electricity, sewerage and sanitation services, waste removal and other services that directly impact the daily lives of citizens.

The largest metropolitan areas of the country are governed by metropolitan municipalities, while the rest of the country is divided into district municipalities, each of which, in turn, consists of several local municipalities.

Following the municipal demarcation process undertaken by the Municipal Demarcation Board (MDB), the number of municipalities will be reduced from 278 to 257 following the 2016 Municipal Elections. This includes eight metropolitan municipalities (unchanged from 2011), 205 local municipalities (226 in 2011), and 44 district municipalities (unchanged).

### Categories of municipalities

The Municipal Structures Act divides South Africa up into three kinds of municipalities:

- Category A or metropolitan municipalities: Metropolitan municipalities are normally big cities with a complex and diverse economy. Integrated development planning is desirable for this single area, as is having strong interdependent social and economic linkages between its constituent units. Such municipalities have exclusive legislative and executive authority within their boundaries. There are currently eight metropolitan municipalities (with registration figures as of June 2016):
  - Buffalo City (East London): 419 044 registered voters
  - City of Cape Town: 1 977 690 registered voters





- City of Johannesburg: 2 240 103 registered voters
- City of Tshwane (Pretoria): 1 512 381 registered voters
- Ekurhuleni (East Rand): 1 587 116 registered voters
- EThekweni (Durban): 1 919 724 registered voters
- Mangaung (Bloemfontein): 425 211 registered voters
- Nelson Mandela Bay (Port Elizabeth): 609 217 registered voters.
- Category B or local municipalities: These are local municipalities for towns and their surrounding rural areas. Most of the country falls under local municipalities – there are 205 local municipalities nationally. Local municipalities share legislative and executive authority with a category C municipality. Worth noting is that all rural villages and farms are now under local municipalities – there is no longer a difference between urban and rural local government.
- Category C or district municipalities: District municipalities are responsible for the coordination of a number of local municipalities within a region. They are responsible for the provision of bulk public services and share legislative and executive authority with the category B municipalities within their jurisdiction. In the eight big metropolitan areas, co-ordination happens through the metropolitan councils. In the rest of the country, there is regional coordination through a total of 44 district municipalities. District councils are therefore made up of a number of local councils. It is important to note that voting takes place in each of these different types of municipalities, which is why some voters will get two ballots, while others will get three.



## How local government works

All municipalities are governed by municipal councils which are elected every five years. The councils of metropolitan and local municipalities are elected by a system of proportional representation, while the councils of district municipalities are partly elected by proportional representation and partly appointed by the councils of the constituent local municipalities. Constitutional provisions (see Chapter 7 of the Constitution) at the provincial level of government allow for municipal council meetings, and those of its committees, which must be open to the public.

The Municipal Systems Act gives local communities the right to contribute to the decision-making process of the municipality and to submit oral or written recommendations, representations and complaints to the council. Municipalities must encourage and create conditions for community participation and must establish appropriate mechanisms, processes and procedures, to enable the local communities to participate in the affairs of the municipality and must provide for public meetings and hearings by the municipal council, conduct consultative sessions with locally recognised community organisations, and when establishing these mechanisms, processes and procedures, the municipality must take into account the special needs of people with disabilities. Municipal councils must also establish ward committees whose objective is to enhance participatory democracy in local government.

Municipal councils must provide for procedures to elect members of the ward committee taking into account the diversity of interest within the ward. The law also provides for representation of communities by their traditional leadership in the local council meetings where a system of customary law is observed and living within a rural area that is inside the municipal boundaries. Metropolitan and local council municipalities in the country are divided into wards committees.

Ward committees are a system of participation for citizens in matters of local government. This is the right of all citizens as legislation recognises the role that communities must play to improve democratic local governance.

## The role of ward committees

The Municipal Structures Act provides for ward committees whose tasks, among other things, are to:

- prepare, implement and review industrial development programmes;
- establish, implement and review the municipality's performance-management systems;
- monitor and review the municipality's performances;
- prepare the municipality's budgets;
- participate in decisions about the provision of municipal services; and
- communicate and disseminate information on governance matters.

## Who serves on ward committees?

By law a ward committee must consist of a ward councillor who will serve as the chairperson and no more than 10 persons who must represent specific interests, including:

- Women, youth, the aged and the disabled
- Health and social development
- Education, sports, arts and culture
- Local economic development
- Community-based and non-governmental organisations
- Environment and community safety
- Religion

To be elected as a member of a ward committee, a person must be 18 years or older, be a South African citizen, and must be registered on the municipal voters' roll.

Persons that are not resident in the ward but registered in the municipality could also be ward committee members on condition that they are able to demonstrate in writing that they have an interest in the ward.

## Municipal demarcation and delimitation

The process of electoral management is quite a complex one, and there is perhaps nothing more complex than the process of redrawing ward and voting district boundaries before a municipal election.

In South Africa, different agencies have different roles to play in this process, including the Minister of Cooperative Governance and Traditional Affairs (COGTA), the Members of the Executive Council (MECs), the Municipal Demarcation Board (MDB), and the Electoral Commission. The process is effectively a relay in which every agency has defined legal functions which are true to that office only.

The first step in determining municipal boundaries for municipal elections is in the hands of the Minister for COGTA, who has to define the formulas for determining the number of councillors for the various municipal councils. The Minister can opt to maintain the current formulas or to publish new formulas for determining the number of councillors in the three types of municipal councils. After consultations with various stakeholders, the Minister published new formulas on 9 September 2015, effectively reducing the number of councillors by about 2% when compared with the previous formula and ever-growing voting population figures.

The number of councillors determines the numbers and the configuration of each municipal ward. These factors may lead to the splitting of current boundaries of voting districts, which in turn may necessitate the re-delimitation of at least some voting districts. Once the Minister for COGTA has determined the formulas, the provincial MECs have to apply the formulas and determine

the number of municipal council seats (or councillors) for each municipality in their province. They must then publish this information in the provincial Government Gazette.

After the MECs have determined the number of councillors for each municipality in their province and published these numbers, the ball is then in the MDB's court.

## The MDB and ward delimitation

The Municipal Demarcation Board (MDB) as an independent body, set up by the Constitution and the Municipal Demarcation Act, with the task of drawing up municipal boundaries for the purposes of local government and the election of municipal councils. This process is known as demarcation.

After the MDB has demarcated outer municipal boundaries, it draws up ward boundaries and divides all metropolitan and local municipalities (district municipalities do not have wards) into areas called wards: this is known as delimitation. The MDB uses the councillor numbers to determine the number of wards in each municipality (usually half the number of councillors), which involves a lengthy public participation programme, for the drawing of ward boundaries, which is its ultimate legal responsibility.

Public participation takes the form of comments and objections to the MDB's decisions. For example, people and communities might challenge the inclusion of some townships and smaller towns into larger municipalities.

By law, the MDB then hands over the final wards to the Electoral Commission, a development which took place in stages from August to December 2015. As a result of the MDB's delimitation process, the number of council seats and wards to be contested will be finalised once the MECs determine the number of municipal council seats for the re-determined outer municipal boundaries.



## Voting districts and voting stations

One of the key activities in general municipal council elections is aligning the voting district boundaries with the ward boundaries. Voting districts can change shape between elections due to various population and geopolitical changes that take place. Voting districts are principally determined on the basis of geographical size and the number of registered voters.

Voting districts are generally delimited to minimise voter inconvenience and to assist in logistical planning. Urban voting districts typically contain some 3 000 voters located within a radius of some 6.5 kilometres from the voting station.

Rural voting districts accommodate some 1 200 voters located within a radius of some 12.5 kilometres of the voting station. There are, however, anomalies which do not conform to the norm, a case in point being Joubert Park in central Johannesburg. Once the Electoral Commission receives the final set of wards from the MDB it then assesses the impact of these new ward boundaries on its current 25 voting district boundaries and the ever-growing network of voting stations.



When a new ward boundary “splits” a voting district, this means that maps will need to be prepared showing the splits; and these need to be discussed with the relevant municipal electoral office and the political parties to determine whether new voting districts need to be created. The Electoral Commission’s Geographic Information System (GIS) department then updates the voting district data set with proposals from municipalities, and targeted registration activities are undertaken to update the registration details of all the affected voters in time for the first registration weekend.

It is worth noting that this voting district re-delimitation exercise can take up to 18 weeks, from having received the final wards from the MDB to updating the voting district delimitation database after getting input from the Municipal Party Liaison Committees, and provincial and local offices.

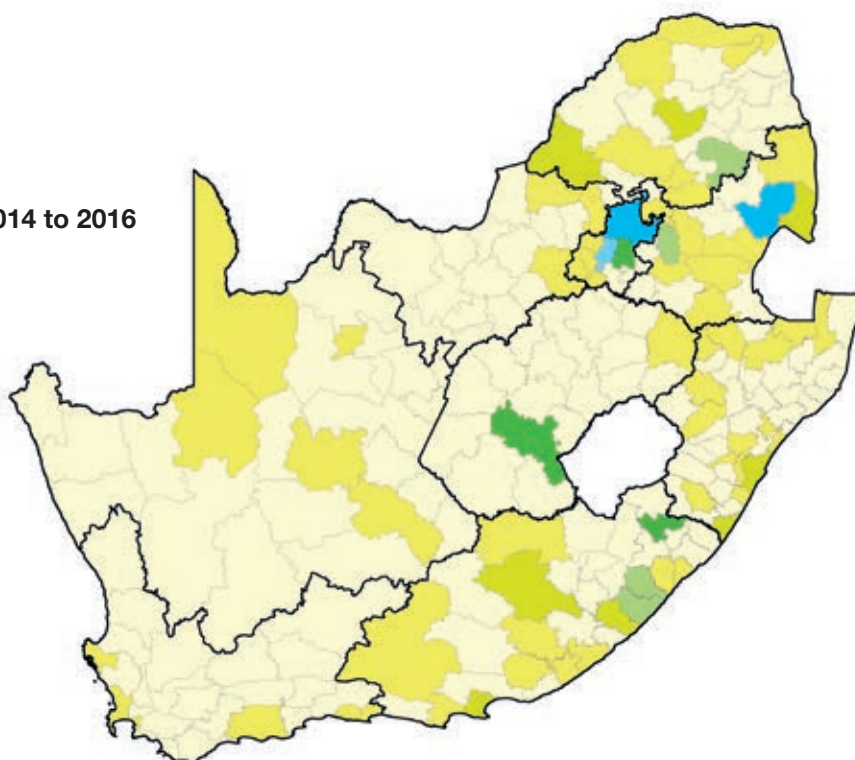
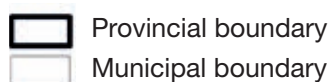
The demarcation process for the 2016 Municipal Elections presented particular challenges as there were several changes to municipal structures which needed to be finalised before the ward demarcation could be concluded. Consequently, data was delivered to the Electoral Commission in several batches, which created operational difficulties. Map production was done under severe time constraints with a total of approximately 286 250 maps produced for delimitation, municipal orientation, registration, voting station orientation, and targeted communication to inform voters of changing municipal and ward boundaries.

Ultimately, the Electoral Commission never loses sight of the fact that there are over 31 million citizens who are eligible to vote, and it is the Commission’s responsibility to ensure that as many first-time and new voters as possible have sufficient opportunity to register on the voters’ roll.

**New Voting Districts from 2014 to 2016**



**KEY**



## Factors affecting demarcation

In deciding on boundaries, the MDB considers factors like:

- existing municipal and provincial boundaries;
- existing functional boundaries, for example, voting districts, magisterial districts, census boundaries and police districts;
- the movement of people, and the existence of employment and services in the area;
- the financial and administrative ability of a municipality to carry out municipal functions;
- the need for co-ordinated municipal, provincial and national programmes, for example, around health care;
- the need to combine neighbouring areas into integrated municipalities; and
- geographical and environmental factors.

## Municipal demarcation process for the 2016 Municipal Elections

### December 2013

MDB declares all outer municipal boundaries fixed in preparation for the 2016 Municipal Elections.

### September 2014

Minister of COGTA gazettes a formula to determine the number of municipal councillors for the 2016 Municipal Elections.

### December 2014

MECs apply the formula and announce final number of municipal councillors to be appointed in the 2016 Municipal Elections. (Note: The number of councillors is critical as this determines the final number of wards in each municipality as 50% of councillors must represent a ward).

### December 2014

MDB begins work on determining final ward boundaries in line with the number of councillors – following the legislation that each ward should represent a similar number of voters.

### Mid-December 2014

Minister of COGTA writes to chairperson of the MDB and asks that the MDB consider changes to some 90 municipalities which are not financially viable. From this original number, the Minister later withdrew several proposals and the MDB indicated that it would not consider several of the Minister proposals.

### July 2015

Original date for the handover to the Electoral Commission of the final ward

boundaries. This would start the process of finalising voting districts and voting stations for the 2016 Municipal Elections.

### July 2015

The MDB indicates that it would publish Section 21 notices (allowing for public comment and objections to the redetermination) for 33 municipalities.

### Mid-August 2015

The 30-day objection period closes and the MDB will decide on these 33 municipalities. The MDB may confirm, withdraw or alter the municipal demarcations shown in the Section 21 notices. (Should the MDB confirm all the Section 21 proposals, this is expected to result in a reduction of the 33 existing municipalities to just 17 municipalities.)

### From Mid-August 2015

Once the MDB has determined what is to happen to the 33 municipalities, the MECs for local government will be in a position to determine the number of councillors for the new municipalities based on the number of registered voters in these new municipalities as determined by the Electoral Commission. Thereafter, the MDB will calculate the number and geography of wards for the new municipalities.

### End August 2015

The Electoral Commission provides the Minister of COGTA with the number of registered voters for the re-determined municipalities in order for the relevant MECs for local government to calculate the number of municipal council seats in the re-determined municipalities.

### 25 August 2015

The MDB publishes its Section 21(5) notices in terms of the Municipal Demarcation Act in which it re-determines the municipal boundaries of the 33 municipalities.

### 27 August 2015

MDB hands over final boundaries for 2 951 wards – approximately 68% of the total municipalities – to the Electoral Commission. The Electoral Commission publishes its Section 23 notices (Municipal Demarcation Act) in which it expresses a view that all of the re-determined municipal boundaries has materially impacted on voter representation in the municipal councils concerned.

### October 2015

MDB hands over the rest of the final ward boundaries for the remaining unaffected municipalities.

### November/December 2015

MDB hands over the final ward boundaries for the 33 affected municipalities to the Electoral Commission.

## Previous municipal elections

### 1995/96 Municipal Elections

South Africa's first democratic municipal elections were held in different parts of the country on different dates in 1995 and 1996. The elections were held on 1 November 1995 in most of the country, but delayed to 29 May 1996 in the Western Cape and 26 June 1996 in KwaZulu-Natal due to boundary demarcation disputes.

In these elections, South Africans voted for local ward candidates and for the party of their choice (proportional representation, as in national and provincial elections).

Over 11 000 seats were contested of which the African National Congress won 6 032 (or 58% of the vote), the National Party 1 814 (18%), and the Inkatha Freedom Party 754 (just under 9%).

After changes to the Constitution at this time, elections for municipal councils were extended from every four years to every five years, and it was decided that the 2000 Municipal Elections and all future elections had to be held on the same day in all parts of the country.

### 2000 Municipal Elections

The constitutional transition in the sphere of local government followed a more complex route than had been the case in the national and provincial spheres. Although councils for integrated municipalities were elected in 1995/96, ward representation in those councils was based on segregated areas and not on voter numbers.

It was only with the passing of the Municipal Structures Act of 1998 that an electoral system resulting in overall proportionality with all votes of equal value became a reality.

The 5 December 2000 elections were therefore the founding elections for South Africa's first truly democratic and fully representative municipal

councils. These elections had the same historical significance for local government as did the 1994 elections for national and provincial government.

The 2000 Municipal Elections took place under a battery of new municipal electoral laws, such as the Municipal Electoral Act of 2000, on 5 December.

Depending on where voters lived, they had two or three party or ward candidate votes in metropolitan, local or district councils newly demarcated under the Municipal Structures Act and Municipal Demarcation Act.

Despite the complex local government electoral system, voters seemed comfortable with the marking of their multiple ballot papers, and this election witnessed a record number of registered voters at 18.4 million registered voters.

In the 2000 Municipal Elections, the ANC received 64.8% of the vote, the DA 16% and the IFP 7.6%.

### 2006 Municipal Elections

The 2006 Municipal Elections took place on 1 March 2006 during the year in which South Africa celebrated the 10th anniversary of its new Constitution.

Once again, the ANC won the majority of seats nationwide, with 66.3% of the vote. The official opposition, the DA took 14.8% of votes nationwide, while the IFP took 8.1% of the vote. 97 political parties and 45 189 candidates participated in the elections.

The number of registered voters increased from 18.47 million to just over 21 million voters as a result of ongoing registration, including targeting specific sectors and having two general registration weekends.

An interesting development is that the proportion of women as candidates increased from 28.5% in 2000 to 34.8% in 2006 to move closer to the



demographics of registered voters, with women making up almost 55% of registered voters.

## 2011 Municipal Elections

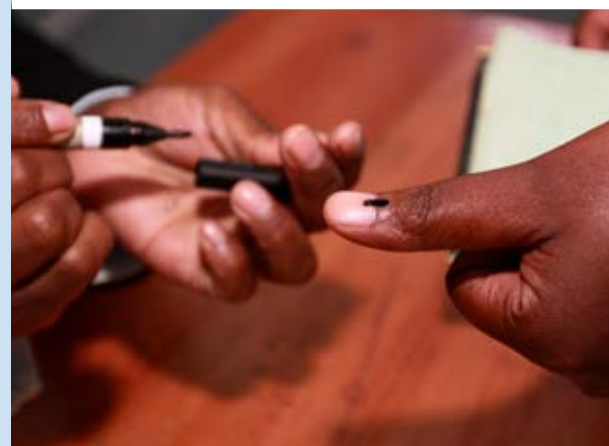
The 2011 Municipal Elections took place on 18 May 2011 and were contested by 121 parties and 53 757 candidates. The final results, collated from a total of 58 152 results slips, were available within 56 hours of the elections.

Voter turnout was close to 57.64%, the highest since the first municipal election in 2000. Some 200 000 election officials were employed in 20 859 voting districts, each serviced by a voting station, across the country. This was a 10% increase on the number of voting stations in the 2006 Municipal Elections, and a hefty 40% increase on the number in 2000.

Innovations in the 2011 Municipal Elections included:

- printing of ballot papers with security features similar to those in national and provincial elections; and
- introduction of special voting, previously only offered in national and provincial elections.

The ANC won just under 62% of the vote and the DA won just under 24% of the vote. There was a decline in ANC support and an increase in support for the DA as the ANC lost voters in every province with the exception of KwaZulu-Natal where it captured votes from former IFP voters.



The full election reports for the 2000, 2006 and 2011 Municipal Elections are available at [www.elections.org.za](http://www.elections.org.za).

**Statistics for the 2000, 2006, 2011 and 2016 Municipal Elections (ME)\***

	2000 ME	2006 ME	2011 ME	2016 ME
<b>Demarcation</b>				
Number of wards	3 794	3 895	4 277	4 392
Number of council seats contested	8 951	9 297	10 055	10 285
Number of voting districts/stations	14 988	18 873	20 859	22 612
<b>Voters</b>				
Number of voters on the voters' roll	18 476 516	21 054 957	23 655 046	26 333 353
Voter turnout	48.07%	48.40%	57.64%	TBC
<b>Contestants</b>				
Number of political parties contesting	79	97	121	203
Total number of candidates	30 081	45 189	53 757	63 654
Number of independent candidates	689	663	754	855
Number of party ward candidates	13 236	23 028	29 700	36 082
Number of party PR candidates	16 156	21 498	23 303	26 717

\*As at July 2016















# THE 2016 MUNICIPAL ELECTIONS


*Municipal elections are held every five years to elect councillors who will be responsible for governing a municipality for the next five years.*

While the work of the Electoral Commission may appear to culminate in a single election day (or election week, including the casting of special votes), preparations for municipal elections begin several years before the election day is formally proclaimed.

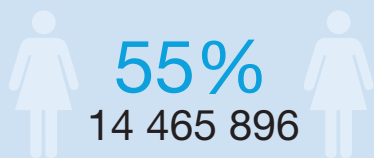
South African elections operate in five-year cycles, for both municipal (local government) and national and provincial elections. There are also frequent municipal by-elections, as a result of the death, expulsion or resignation of a ward councillor.

This means that, at any given time, the Electoral Commission is working towards multiple and complex election timelines and objectives. At the same time, even outside of election years, the Commission continues to conduct ongoing voter education and voter and electoral research, so that these activities can inform and improve the institution's work and competency as an electoral management body.

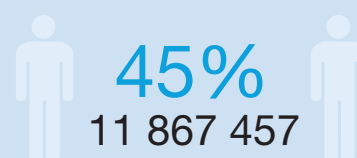
Municipal elections are held every five years to elect councillors who will be responsible for governing a municipality for the next five years. The councillors will serve on the town, city, metropolitan or district councils that ensure services that impact the daily lives of citizens in their areas including water, electricity and sanitation. The current term of office of municipal councils ended on 18 May 2016.



## 2016 Municipal Elections by the numbers



**26 333 353**  
The number of registered voters



**203**

Number of political parties contesting elections

**22 612**

Number of voting districts/stations  
(8.4% up on 2011's 20 859 stations)

**73.9 mil**

Number of ballot papers printed

**63 654**

Number of candidates

**192 000**

Number of election officials serving voters

Provinces with the highest number of voters:

GAUTENG

**6.2 mil**

KWAZULU-NATAL

**5.4 mil**

EASTERN CAPE

**3.3 mil**

**12.7 mil**

48% of all voters are aged under 40 years of age



**8**

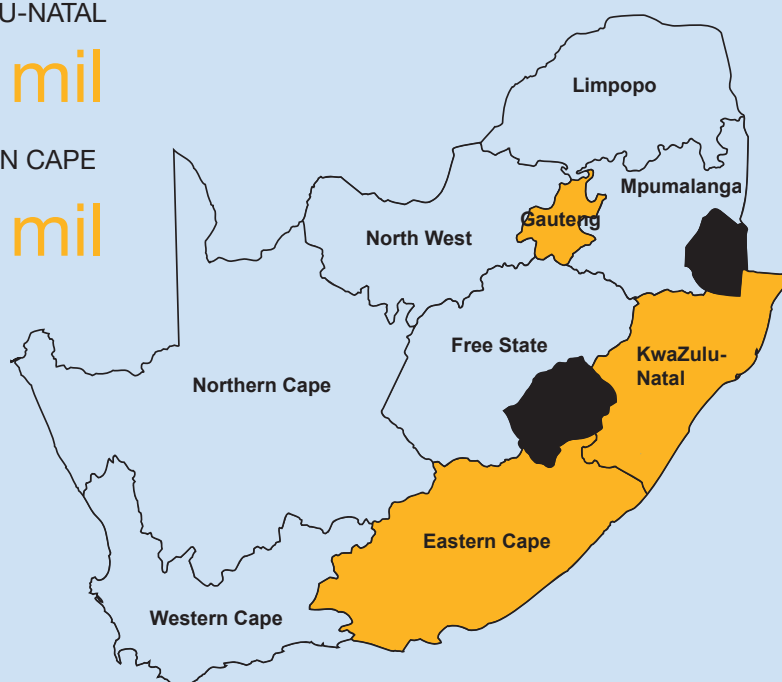
metropolitan municipalities  
(unchanged from 2011)

**205**

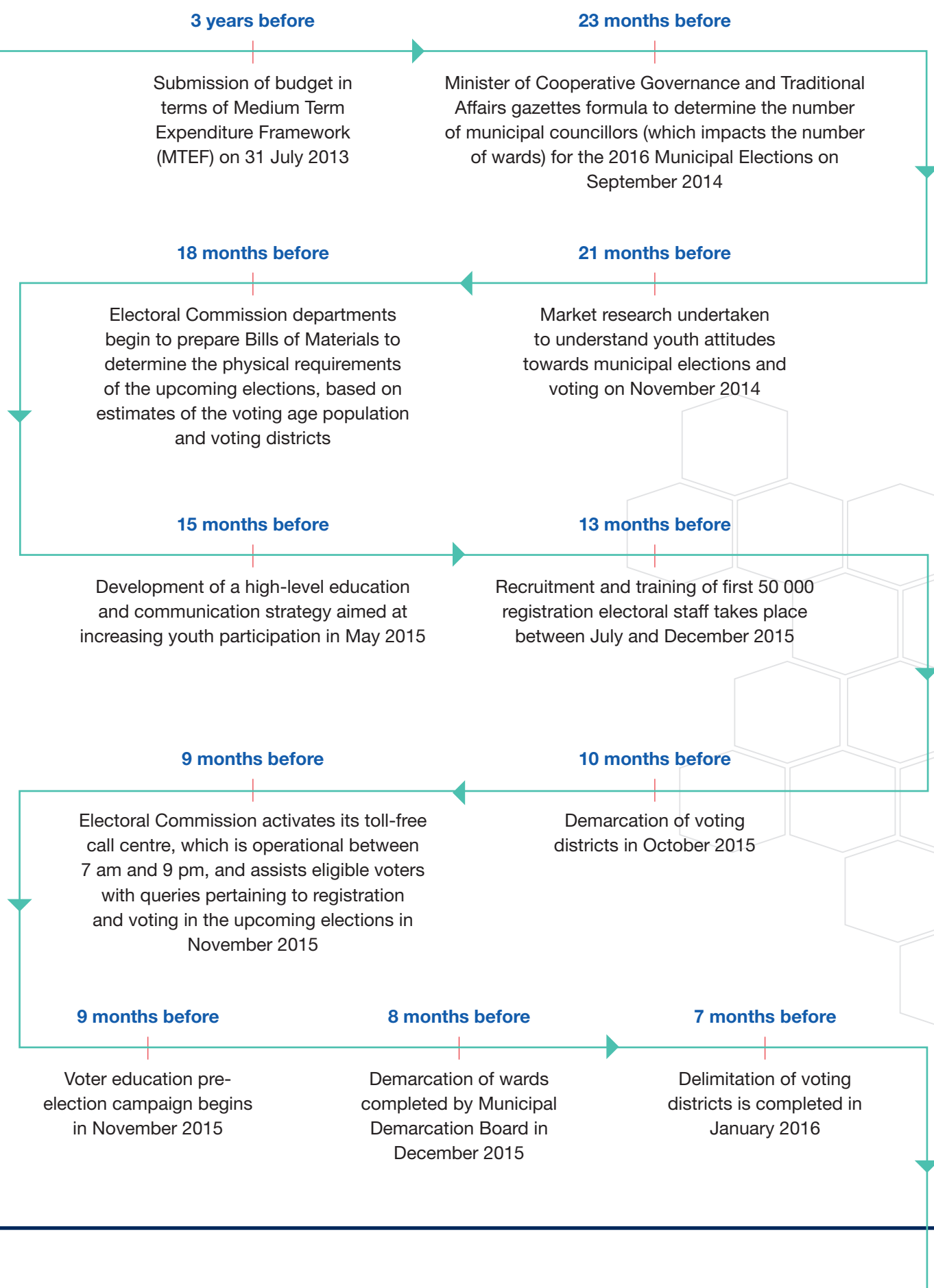
local municipalities  
(down from 226 in 2011)

**44**

district municipalities  
(unchanged since 2011)



## Planning: The road to the 2016 Municipal Elections



**7 months before**

The 'My tomorrow is in my hands' campaign is launched, with communications ramped up across all media platforms in a voter registration drive in January 2016

**6 months before**

First voter registration weekend is held on 8 & 9 March 2016

**5 months before**

Second and final voter registration weekend is held on 9 & 10 April 2016

**4 months before**

Additional 140 000 electoral staff recruited from May to July 2016 to man voting stations

**5 months before**

Schools Democracy Week held in government schools around South Africa from 25–20 April 2016, targeting youth aged 15 years and upwards, to encourage new voter registration

**3 months before**

Material requirement plans based on the Bills of Materials are issued for estimated quantities of all physical materials required for the upcoming election

**3 months before**

Proclamation of the 2016 Municipal Elections by the Minister of Cooperative Governance and Traditional Affairs, Mr David van Rooyen, on 23 May 2016. He announces that the elections will take place on 3 August 2016. The proclamation triggers the official election timetable and the closing of the voters' roll for the elections

**9 weeks before**

Deadline for political parties and independent candidates contesting the elections to submit candidate nominations and deposits

**9 weeks before**

Certification of the voter's roll on 31 May 2016 and publication for inspection on 3 June 2016

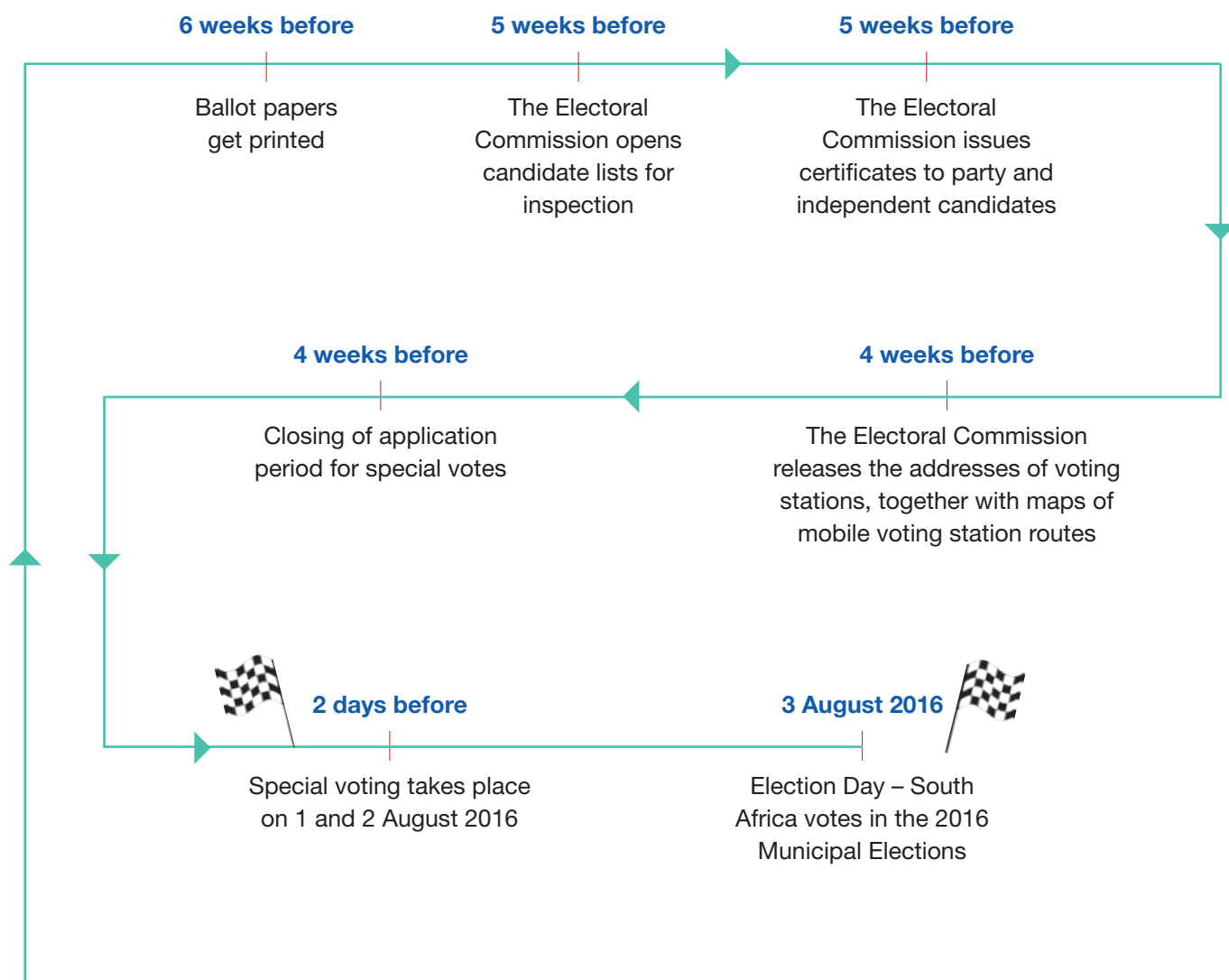
**8 weeks before**

Applications for special votes on 1 and 2 August 2016 open on 10 June 2016

**7 weeks before**

The Electoral Commission begins setting up the National Results Operations Centre at the Tshwane Business and Agriculture Events Centre in Pretoria



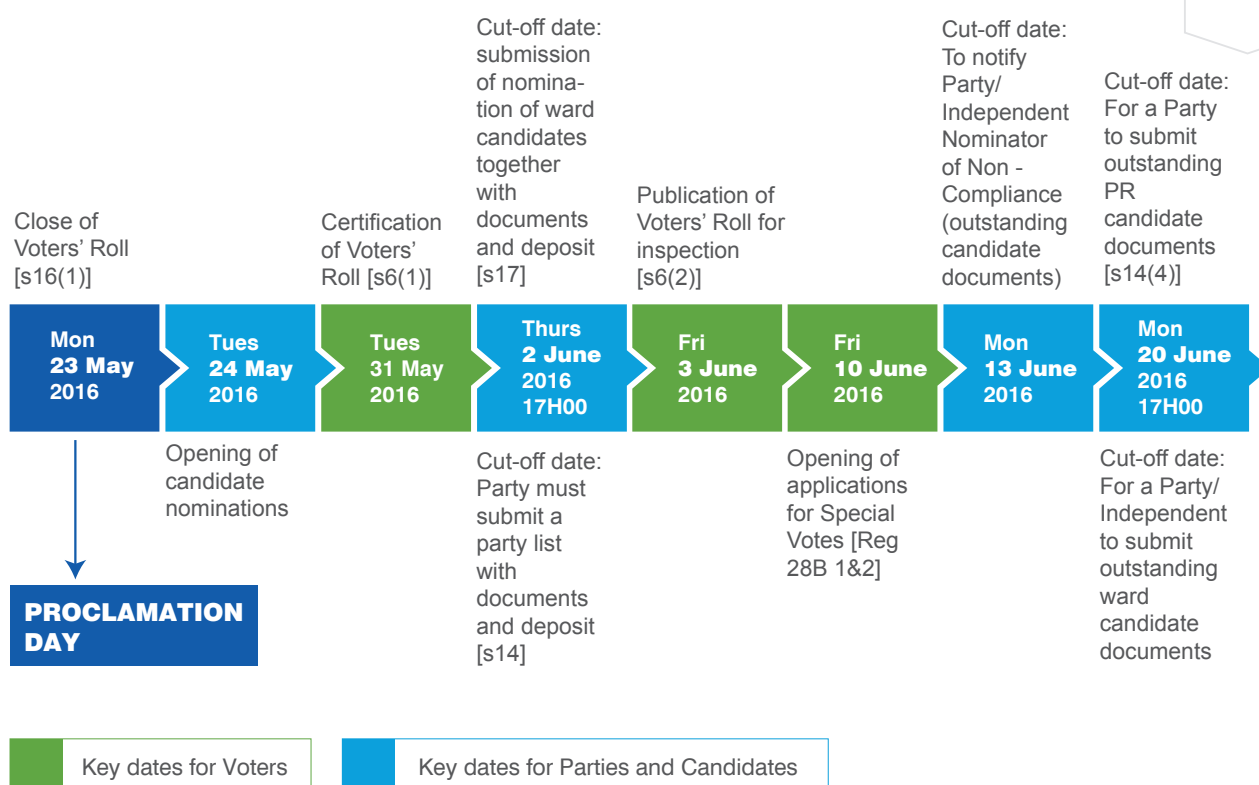


## Election timetable

In terms of Section 20 of the Electoral Act, the Electoral Commission must publish an election timetable which clearly outlines all the electoral activities that need to take place by specific dates and times to ensure the smooth running of an election. For all elections the timetables are published in the *Government Gazette*.

The key events on the election timetable:

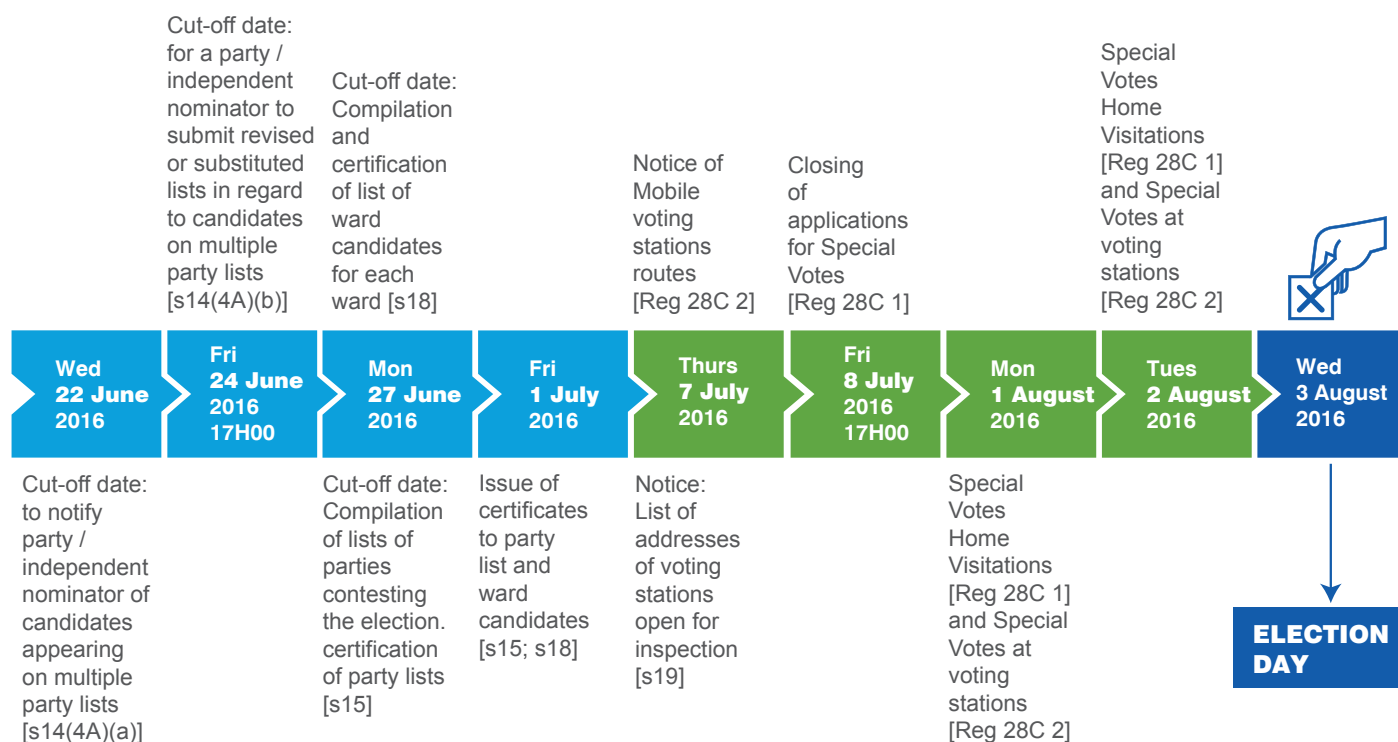
- Gazetting of election date
- Closing of voters' roll
- Release of proposed voting station addresses for inspection
- Certifying and publishing of voters' roll
- Deadline for submission of lists of candidates and deposits for all candidates



## 2016 MUNICIPAL ELECTIONS TIMETABLE

- Notifying parties and candidates about any noncompliance around documents or deposits
- Final compliance deadline for parties and candidates
- Publishing of parties contesting elections, party lists and lists of ward candidates
- Applications for special votes at municipal electoral office
- Publishing of voting stations and mobile voting station routes
- Issuing of participation certificates to parties and ward candidates
- Special votes at voting stations from 8 am to 5 pm
- Special votes visits to voters' homes
- Election Day: voting from 7 am to 7 pm

The election timetable for the 2016 Municipal Elections is as follows:



**MUNICIPAL  
ELECTIONS  
2016**



## Voters' roll and GIS

The Constitution stipulates that all elections must be based on a national common voters' roll. This means that citizens must apply to register in the area where they are ordinarily resident, and be placed geographically to determine their appropriate location on the voters' roll. The Electoral Act provides for the creation of administrative voting districts, which are compiled by the Electoral Commission's Geographical Information System or GIS (an electronic mapping system).

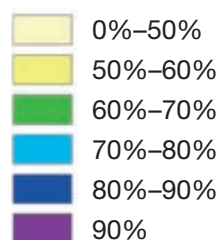
### Mapping the voters' roll

The voters' roll is one of the primary documents/datasets used to plan an election as it captures not only every single registered voter in South Africa, but also the area in which each voter lives. This information is essential for determining the fundamental logistics and operational requirements of an election (like the number of ballot papers that will be required). When this data is used together with the GIS, it also creates detailed spatial references or "intelligent maps", which are used to plan and delimit voting stations.

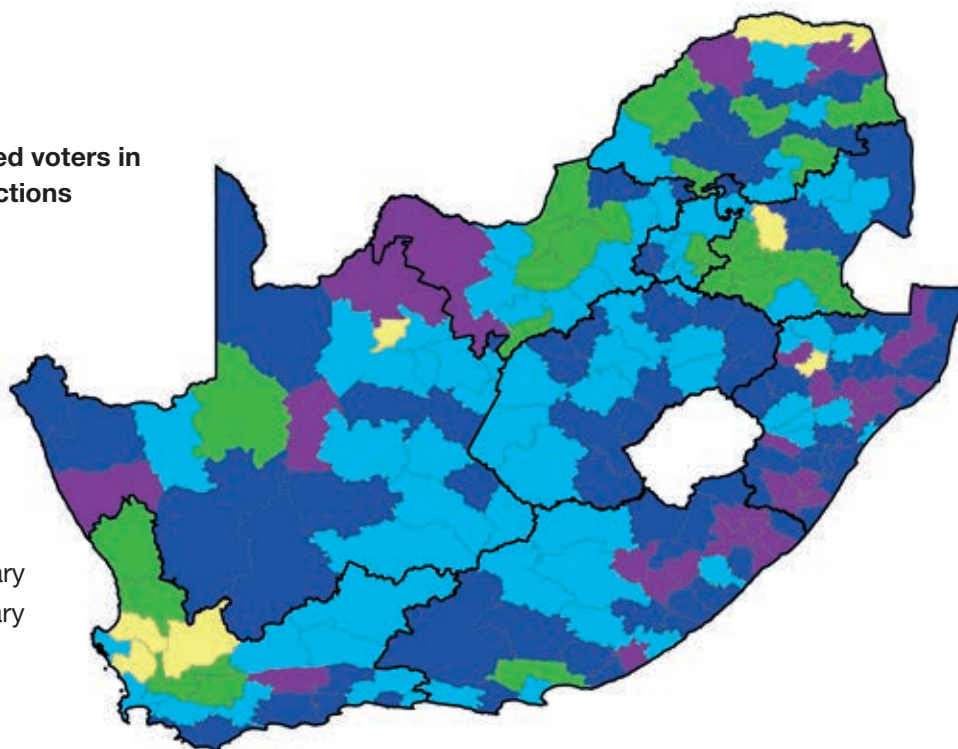
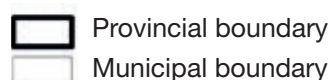
### Population data

The Commission uses population data estimates provided by Statistics South Africa to determine both the total voting age population – i.e. the estimates of the number of South Africans eligible to register to vote – and, using regional and local census data, to create spatial guidelines for voting registration requirements.

**Percentage of registered voters in the 2016 Municipal Elections**



**KEY**





Between 1994 and 2015, South Africa's population grew from an estimated 40 million people to 54.96 million. According to Statistics South Africa, South Africa's population is currently growing at a current rate of 1.65% each year.

Estimates from Statistics South Africa in July 2015 indicate that approximately 51% (approximately 28.07 million) of the population is female. Further estimates are that Gauteng comprises the largest share of the South African population. Approximately 13.20 million people (24%) live in this province. KwaZulu-Natal is the province with the second largest population, with 10.92 million people (19.9%). With a population of approximately 1.19 million people (2.2%), Northern Cape remains the province with the smallest share of the South African population.

About 30.2% of the population is aged younger than 15 years, which means that 70% of the population is eligible to register to vote (from the age of 16). This means that population data needs to constantly be updated, at the same time taking into account the geographical or spatial variations in line with changes in human settlement patterns.

### The voters' roll

A national common voters' roll is one of the founding provisions of the Constitution. To this end, the Commission is legally bound to compile and maintain the voters' roll by affording eligible voters the opportunity to register, check their registration details or update their registration details where applicable, to ensure the accuracy of the voters' roll.

The first national common voters' roll was prepared ahead of the national and provincial elections in 1999. All South African citizens 16 years of age and older (you can only vote from the age of 18) who are in possession of a green, barcoded ID book; a smart card ID; or who have a valid Temporary Identity Certificate (TIC) can register.

The barcode feature on valid South African identity documents is a requirement that exists solely for the purpose of voter registration. During the registration process a scanning machine known as a 'zip-zip' is used to create a unique voter profile for each person registering, linking the barcode/identity number of the person registering to vote with the barcode of the voting district. On completion of registration, the zip-zip machine prints a barcode sticker receipt confirming the date, time and voting district where the person has registered. This process eliminates capturing errors and ensures consistent registration service across the country.

Once voter registration details are submitted, each individual's name and status is retrieved from the National Population Register (NPR). For new applications or changes in registration, this can take up to seven working days to confirm. The voters' roll is based on the NPR in order to verify certain legal requirements for voting, including citizenship and age, and to prevent fraud.

The general voters' roll is updated against the NPR on a monthly basis – to take into account changes in individuals' names or surnames, and to ensure the removal of the names of deceased parties from the roll. The NPR data is

received from the Department of Home Affairs through the State Information Technology Agency.

The voters' roll has to be certified for each by-election, and the Auditor-General of South Africa audits the certification of the voters' roll on an annual basis.

Once an individual is registered to vote and the registration has been approved, there is no need to register again unless the registered person changes home address and moves into a new voting district, or is affected by a change in voting district boundaries.

The Electoral Commission's voter registration systems ensure that no voter is registered in more than one voting district. However, in view of the recent Kham judgment by the Constitutional Court and the subsequent judgment by the Electoral Court, the accuracy and currency (quality) of the voters' roll were in the spotlight in the past year. These judgments have a major impact on the way that the Electoral Commission will be conducting voter registration in future, especially in relation to the procuring of addresses or the capturing of sufficient particularities of voters on the voters' roll with a view to further improving the quality of the voters' roll.

### Voters' roll for the 2016 Municipal Elections

The Electoral Commission held its first registration weekend on 5 and 6 March 2016, and a second registration weekend on 9 and 10 April 2016, where all voters were encouraged to register to vote or to confirm their registration details in order to ensure that they were on the correct segment of the voters' roll.

The enthusiasm of South Africans to participate in their democracy became evident in the number that heeded the call to visit voting stations to register and to verify their registration status. As a result, more than 6 million South Africans visited the voting stations during this registration period, either for the first time, to re-register or to update their registration details. This activity is more than double that recorded during the first registration weekend for the previous municipal elections in 2011 and a 23% increase over registration activity during the first registration weekend in the 2014 National and Provincial Elections. Some 1 384 000 new registrations were recorded during the entire registration drive.

At certification of the voters' roll for the 2016 Municipal Elections, it contained a record 26 333 3535 voters who will cast their ballots on 3 August.

This is 2 678 307 more voters (an 11.3% increase) than in the previous municipal elections in 2011 and a 42.5% increase in the number of voters since the first municipal elections using a voters' roll in 2000. It is also 943 203 more (a 3.7% increase) than were on the voters' roll for the 2014 National and Provincial Elections.

The voters' roll contains approximately 77% of all eligible citizens of voting age based on population estimates provided by Statistics South Africa.

In line with population trends and previous elections, approximately 55% of the voters (14.47 million) are women, compared to 45% men (11.87 million).



Gauteng has the highest number of voters with 6.2 million certified voters followed by KwaZulu-Natal with 5.4 million, the Eastern Cape with 3.3 million and the Western Cape with 3 million. Approximately 69% of all voters are located in these four provinces.

The following are the provincial and gender breakdowns:

Province	Female	% of Prov Total	Male	% of Prov Total	Prov Total	% of Total
Eastern Cape	1 908 575	57.19%	1 428 957	42.81%	3 337 532	12.67%
Free State	809 121	55.00%	661 878	45.00%	1 470 999	5.59%
Gauteng	3 215 834	51.58%	3 018 988	48.42%	6 234 822	23.68%
KwaZulu-Natal	3 052 876	56.42%	2 358 361	43.58%	5 411 237	20.55%
Limpopo	1 521 360	59.52%	1 034 768	40.48%	2 556 128	9.71%
Mpumalanga	1 047 802	54.60%	871 414	45.40%	1 919 216	7.29%
North West	900 655	52.50%	814 805	47.50%	1 715 460	6.51%
Northern Cape	332 780	53.56%	288 530	46.44%	621 310	2.36%
Western Cape	1 676 893	54.68%	1 389 756	45.32%	3 066 649	11.65%
<b>Total</b>	<b>14 465 896</b>	<b>54.93%</b>	<b>11 867 457</b>	<b>45.07%</b>	<b>26 333 353</b>	

A comparison of the voters' rolls over the past four municipal elections shows that the highest growth in voters has occurred in the Western Cape (56.8% increase since 2000) followed by KwaZulu-Natal (54.6% increase). The lowest growth has occurred in the Free State where the voters' roll has grown just 20% in the past 16 years. Below is a breakdown per province since 2000:

Province	2000 Voter's Roll	2006 Voters' Roll	2011 Voters' Roll	2016 Voters' Roll	% Increase in Registered Voters from 2000
Eastern Cape	2 531 273	2 908 106	3 111 535	3 337 532	31.85%
Free State	1 225 620	1 318 408	1 386 521	1 470 999	20.02%
Gauteng	4 373 977	4 785 955	5 592 676	6 234 822	42.54%
KwaZulu-Natal	3 501 113	3 964 817	4 648 733	5 411 237	54.56%
Limpopo	1 756 799	2 146 048	2 341 498	2 556 128	45.50%
Mpumalanga	1 419 168	1 546 731	1 718 309	1 919 216	35.24%
North West	1 261 732	1 554 864	1 576 898	1 715 460	35.96%
Northern Cape	451 380	528 657	572 140	621 310	37.65%
Western Cape	1 955 454	2 301 371	2 706 736	3 066 649	56.83%
<b>Total</b>	<b>18 476 516</b>	<b>21 054 957</b>	<b>23 655 046</b>	<b>26 333 353</b>	<b>42.52%</b>

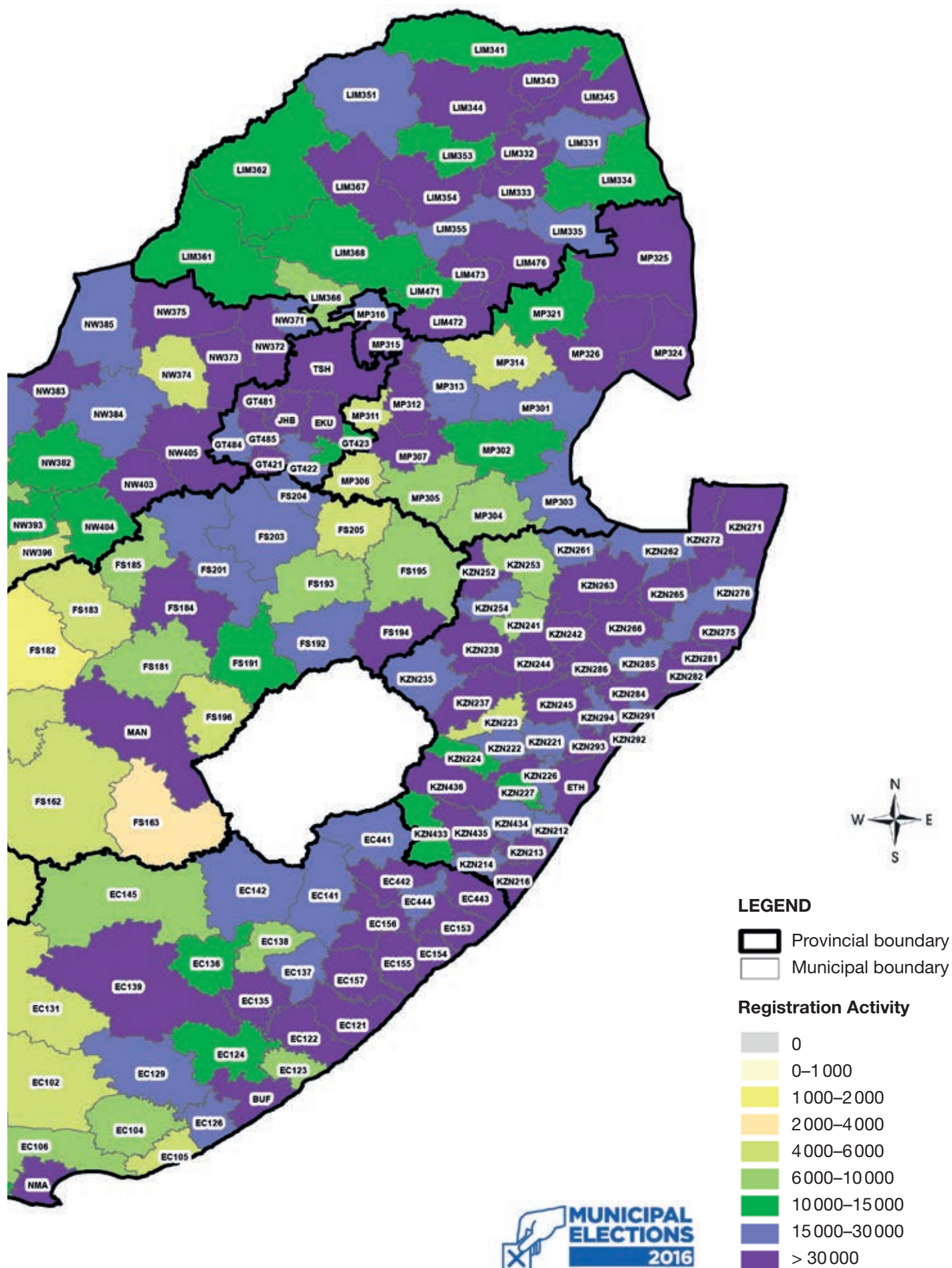


A map of Texas divided into 110 counties, each labeled with a unique identifier. The counties are color-coded into five regions: North (blue), Central (yellow), South (orange), East (green), and West (purple). The map shows the state's outline with county boundaries. The labels are as follows:

- North (Blue):** NC087, NC082, NC084, NC077, NC074, NC071, NC066, NC051, NC041, NC045, NC044, NC043, NC042, NC034, NC032, NC033, NC031, NC026, NC025, NC024, NC023, NC015, NC014, NC013, NC012, NC011, NC004, NC002, NC001, NC003, NC004, NC005, NC006, NC007, NC008, NC009, NC010, NC011, NC012, NC013, NC014, NC015, NC016, NC017, NC018, NC019, NC020, NC021, NC022, NC023, NC024, NC025, NC026, NC027, NC028, NC029, NC030, NC031, NC032, NC033, NC034, NC035, NC036, NC037, NC038, NC039, NC040, NC041, NC042, NC043, NC044, NC045, NC046, NC047, NC048, NC049, NC050, NC051, NC052, NC053, NC054, NC055, NC056, NC057, NC058, NC059, NC060, NC061, NC062, NC063, NC064, NC065, NC066, NC067, NC068, NC069, NC070, NC071, NC072, NC073, NC074, NC075, NC076, NC077, NC078, NC079, NC080, NC081, NC082, NC083, NC084, NC085, NC086, NC087, NC088, NC089, NC090, NC091, NC092, NC093, NC094, NC095, NC096, NC097, NC098, NC099, NC100.
- Central (Yellow):** NC061, NC062, NC067, NC065, NC064, NC063, NC062, NC061, NC060, NC059, NC058, NC057, NC056, NC055, NC054, NC053, NC052, NC051, NC050, NC049, NC048, NC047, NC046, NC045, NC044, NC043, NC042, NC041, NC040, NC039, NC038, NC037, NC036, NC035, NC034, NC033, NC032, NC031, NC030, NC029, NC028, NC027, NC026, NC025, NC024, NC023, NC022, NC021, NC020, NC019, NC018, NC017, NC016, NC015, NC014, NC013, NC012, NC011, NC010, NC009, NC008, NC007, NC006, NC005, NC004, NC003, NC002, NC001.
- South (Orange):** NC085, NC086, NC088, NC089, NC090, NC091, NC092, NC093, NC094, NC095, NC096, NC097, NC098, NC099, NC100.
- East (Green):** NC081, NC080, NC079, NC078, NC076, NC075, NC073, NC072, NC071, NC070, NC069, NC068, NC067, NC066, NC065, NC064, NC063, NC062, NC061, NC060, NC059, NC058, NC057, NC056, NC055, NC054, NC053, NC052, NC051, NC050, NC049, NC048, NC047, NC046, NC045, NC044, NC043, NC042, NC041, NC040, NC039, NC038, NC037, NC036, NC035, NC034, NC033, NC032, NC031, NC030, NC029, NC028, NC027, NC026, NC025, NC024, NC023, NC022, NC021, NC020, NC019, NC018, NC017, NC016, NC015, NC014, NC013, NC012, NC011, NC010, NC009, NC008, NC007, NC006, NC005, NC004, NC003, NC002, NC001.
- West (Purple):** NC081, NC080, NC079, NC078, NC076, NC075, NC073, NC072, NC071, NC070, NC069, NC068, NC067, NC066, NC065, NC064, NC063, NC062, NC061, NC060, NC059, NC058, NC057, NC056, NC055, NC054, NC053, NC052, NC051, NC050, NC049, NC048, NC047, NC046, NC045, NC044, NC043, NC042, NC041, NC040, NC039, NC038, NC037, NC036, NC035, NC034, NC033, NC032, NC031, NC030, NC029, NC028, NC027, NC026, NC025, NC024, NC023, NC022, NC021, NC020, NC019, NC018, NC017, NC016, NC015, NC014, NC013, NC012, NC011, NC010, NC009, NC008, NC007, NC006, NC005, NC004, NC003, NC002, NC001.

**Map produced: 13 June 2016**

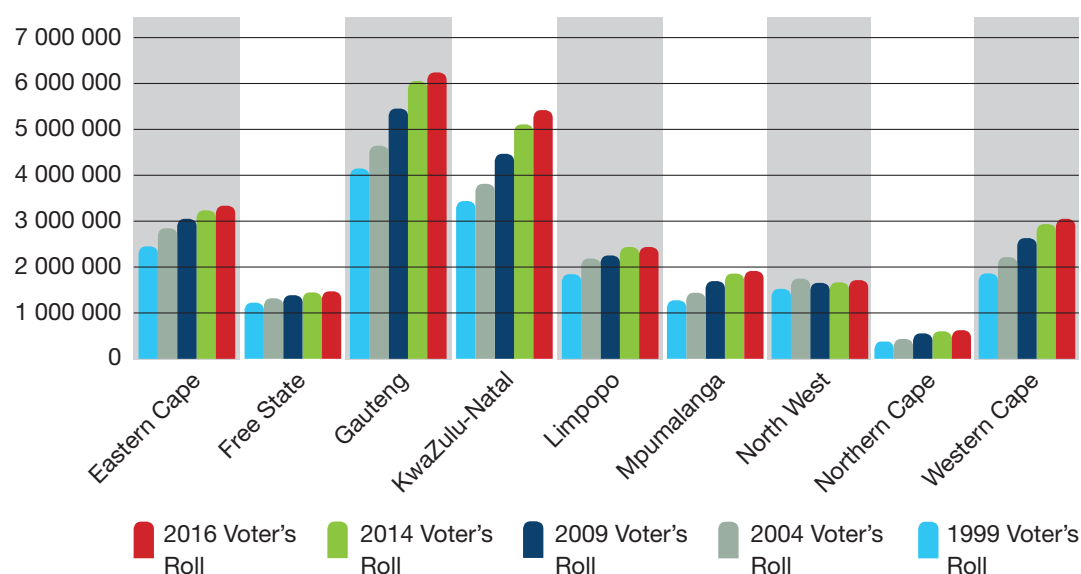




In terms of age, approximately 48% of all voters are aged under 40 years old (12.7 million):

Age Band	Female	Male	Total	%
>=18 <=19	278 272	228 289	506 561	1.92%
>=20 <=29	3 122 802	2 653 797	5 776 599	21.94%
>=30 <=39	3 373 081	3 062 254	6 435 335	24.44%
>=40 <=49	2 799 636	2 468 351	5 267 987	20.00%
>=50 <=59	2 246 966	1 782 626	4 029 592	15.30%
>=60 <=69	1 430 877	1 055 687	2 486 564	9.44%
>=70 <=79	769 866	450 258	1 220 124	4.63%
>=80	444 396	166 195	610 591	2.32%
<b>Total</b>	<b>14 465 896</b>	<b>11 867 457</b>	<b>26 333 353</b>	

### Voters' Rolls between 1999 and 2016



## Electoral logistics and infrastructure

### Electronic support systems

The Electoral Commission's Logistics Information System (LIS) is a computerised system used for the planning, monitoring, management and control of electoral material at voting station level. A comprehensive bill of materials (BOM) is created for each electoral event. By registering the BOM on the LIS, detailed MRP (material requirements plan) lists are produced to enable the accurate procurement and distribution of electoral material.

The LIS information is accessible internally to all levels of the organisation – national, provincial and municipal – providing a transparent planning and monitoring process.

## Distribution network

The Electoral Commission's logistics distribution network consists of 10 warehouses – one central warehouse controlled from the national office and one warehouse in each of the nine provinces.

The Electoral Commission maintains minimal permanent resources in support of this distribution network, in the interests of cost containment. Contracted-in resources, such as human capacity and vehicles, are utilised as and when needed at the appropriate scale. These resources and support activities were appropriately ramped up to handle the logistical demands of the national voter registration weekends in March and April, and again for the week of elections in August.

Storage facilities for electoral material at the local (municipal) level are procured for a limited time during peak election activity periods – such as national registration weekends and voting days – and these can be in the form of a basic storeroom, storage shed or container, dependant on the prevailing volume needs and offering of adequate security.

## Programmable Barcode Scanner Unit (PBSU) fleet

The Electoral Commission holds a fleet of 32 130 PBSUs (also known as zip-zips). The primary function of these units is the capture of voter registration information. The units were procured in 2008, and have attained an advanced age by average technological norms. To ensure sustained operational effectiveness of the units, the Electoral Commission has entered into a long-term maintenance contract with a specialised technical service provider to ensure the regular testing, servicing and essential maintenance of these units.

All the units were operationally prepared and successfully deployed to all voting stations for the national voter registration weekends, and again during the 2016 Municipal Elections voting procedures to capture and record voter participation details.

## Leasing voting stations

The Electoral Commission does not own any of the venues used as voting stations for the national and provincial or municipal elections (including municipal by-elections) – instead, these venues are leased, with a view to choosing venues and locations that are stable and consistent. For this reason, about two-thirds of voting stations are located at schools. Other venue types include community halls, places of worship, tribal authorities, hospitals, clinics, old-age homes, sports clubs, hostels, libraries, mines, museums, police stations, post offices and even private houses.

The Commission continuously seeks opportunities to enhance or develop facilities such as water and electricity at voting station sites, especially

at schools and community centres, through cooperation with landlords, government departments and other stakeholders. The Commission is also working towards making these stations more accessible to all South Africans, including those with disabilities.

In areas where there are no suitable permanent structures, temporary voting stations – typically housed in a tent – are erected. In some voting districts where the large geographical area or location of the (voting) population within the area is very spread out, mobile voting stations are used. These mobile voting stations travel through the voting district on a pre-determined route, with set times and stop-off points that are publicly advertised.

For the 2016 Municipal Elections, as with any other election, one voting station was identified for each voting district. In more densely populated areas, the voting station takes the form of a “voting centre”, containing a number of sub-stations. This facilitates the flow of the large number of voters and reduces queuing time. A typical example of this is a school as the voting centre, with various classrooms as the sub-stations.

## Voting stations and sustainable materials

Immediately before Election Day, the presiding officers of each voting station are issued with a bill of materials made up of some 45 items including identification stickers for staff, stationery packs, banners, various forms, and hard-copy printouts of segments of the voters’ roll.

The Electoral Commission is committed to principles of sustainability and, where possible, uses items and materials that are environmentally friendly and recyclable. Most notably, this includes the Commission and construction of special Electoral Commission-branded tables, chairs, voting compartments and ballot boxes made from cardboard that is recyclable and/or disposable.

The election furniture is manufactured locally and, once packaged and labelled, is held at the Commission’s provincial warehouses before distribution to municipal offices, then on to individual voting stations.

The construction material means that all items can be pre-labelled for simplified distribution, flat-packed for easy transport and delivery, and can be assembled on site. Security materials such as ballot papers and ballot boxes are also produced from recyclable material, but their production and delivery to voting stations is handled separately to ensure secure and fraud-free packaging, storage and transport of these items.

### Voting materials for Election Day in the 2016 Municipal Elections

- 72 million ballot papers
- 585 000 pens
- 133 500 voting compartments
- 163 000 ballot boxes
- 58 500 stationery packs
- 45 224 voting station banners
- 29 000 staff identification sets of stickers





## Ballot papers

For the 2016 Municipal Elections approximately 74 million ballot papers will be produced to serve 26.33 million voters.

There has not been a fundamental change in the appearance of the South African municipal ballot papers since those used in the first municipal elections in 1995. While security features and the vibrancy of the printing colour have been improved, the ballot is still recognisable as being proudly South African; in fact, the ballot papers for all Electoral Commission elections are 100% locally produced.

In many other countries, ballots may be printed on special security paper – which adds to the expense of printing, and involves more complicated production processes. In South Africa, ballots are printed on standard bond paper, and the security of ballots is attained by other means. Many of these security features are not publicly disclosed, to ensure the maximum anti-fraud and anti-copying effect. Security features are built into the ballot design, and the number, allocation, distribution and verification of ballot papers is closely managed at every step.

Once ballots are printed, packed and labelled, they are securely dispatched to central provincial warehouses, from which they are delivered to any one of 234 municipal offices, and from there to the 22 612 voting stations established for the 2016 Municipal Elections.

Planning for the production of election materials – including ballot papers – begins as much as 18 months before each election, when the Commission's Logistics and Infrastructure department begins preparing a Bill of Materials detailing all the different physical items required for use at voting stations. Each item is linked to a project milestone, or a timeline; as the relevant milestone approaches, procurement and production of the ballot papers begins.

The technical specifications of ballot papers are drawn up at the same time as the Bill of Materials and milestones are put into place – although the final design of the ballot papers will only take place in the weeks before the election, once the number of registered political parties and ward candidates are confirmed. Until that time, the ballot paper is an unknown entity – in terms of how long it will be (how many party or candidate listings), or how many ballots will be required. The tender process for the production of ballot papers has to take all of these variables into account, while still ensuring secure and competent printing operations, within determined price ranges.

Printers for the ballots are selected according to the regulations of the specific tender process. A number of printers are selected across South Africa, and each candidate is subjected to a rigorous due diligence evaluation that includes an assessment of printing quality and capacity, and security.

Following the final registration period, the number of registered voters within demarcated voting districts is used to confirm the total number of ballot papers required and the specific ballot requirements of each voting station.

Ballots are produced in booklets of 100 ballot papers and each voting station is allocated a sufficient number of ballot books to service every registered voter – so, for example, a voting district with 180 registered voters will receive two books (or 200 ballots) at the voting station. As part of the technical and security specifications of the ballot design, ballot papers are numbered and labelled for unique use at specific voting stations. The packaging of ballot papers also requires special labelling and distribution management, to ensure the correct ballots are delivered to the appropriate voting stations.

The final ballot design is approved by the Commission, and once the contesting parties and candidates are finally confirmed – usually six weeks before the election – the official ballot images are released to the printers. The printers are supplied with a detailed production and delivery plan that determines the destination (per voting station) of each ballot book.

The ballot papers are subjected to high levels of security throughout the stages of the supply chain – from printing, distribution, storage and allocation to voters. This starts at the printing works, where the ballot production is quarantined from the rest of the factory. The product itself is closely monitored throughout the print process until the ballot books are packed and sealed. The inevitable spoils during printing are immediately retrieved and shredded and/or stored under lock and key until after the election. Dispatch staging and delivery take place under 24-hour guarding and surveillance. The same applies to storage at the various levels of the supply chain down to municipal level.

Printing of the mammoth 74 million ballot papers is shared between printing presses in Johannesburg, Durban, Cape Town and Polokwane. The print run will consume an astonishing 500 000 kg of paper and about 6 000 kg of ink.

Since 1999, the ballot boxes used in South African national, provincial and local government elections have been made out of disposable and recyclable material. The innovative design of the cardboard ballot boxes allows for easy packaging, transportation and on-site assembly – without compromising the structural integrity of the boxes, which must be stored (with their ballots) for at least six months after each election.

Like the ballot papers, the ballot boxes used in elections are designed with a number of security features in place. Ballot boxes are printed with the Electoral Commission logo, and with a blank label panel that is completed by the Presiding Officer of each voting station once the box is assembled. Each box has a complex sealing mechanism so that, once it is assembled and sealed, its contents are completely secure.

## Ballots for the 2016 Municipal Elections

In the 2016 Municipal Elections, 203 political parties and 63 654 candidates will be contesting the elections.

There are three different types of ballot papers involved in these elections:



- **Ward ballot paper: (this ballot will have a grey/white background)**

Every voter will receive a ward ballot paper. All candidates contesting that ward seat in the council will appear on this ballot. The ballot will show the individual candidates' names; in the case of a candidate representing a political party, the candidate's name will be followed by the party logo and abbreviation. In the case of an independent candidate, the name will be followed by a head and shoulders photograph and the letters 'IND'.

- **Council PR ballot paper: (this ballot will have a yellow background)**

Every municipality (be it a metro or a normal local council) will receive a council PR ballot paper. All political parties registered to contest seats in that council will appear on this ballot. The ballot will show the party name, logo and official abbreviation; no individual's name will appear. Councillors will be appointed from the official list of candidates submitted in advance by the party – in accordance with the relative number of votes the party receives.

- **District Council PR ballot paper: (this ballot will have a green background)**

In local municipalities, a district council must be constituted. Every voter in a local municipality (non-metro) will also receive a district council (DC) PR ballot paper. All political parties registered to contest the elections within the DC area will appear on this ballot. The ballot will show the party name, logo and official abbreviation; no individual's name will appear. Councillors will be elected to the district council in accordance with the prescribed procedures, based on the voting results and the party list.

### Number of unique ballot papers in the 2016 Municipal Elections

• Ward ballot papers	4 392
• District council ballot papers	44
• Metro council ballot papers	8
• Local council ballot papers	205
• Total	4 649



## The Universal Ballot Template

Working together with the South African National Council for the Blind and Blind SA, the Electoral Commission has developed a voting aid known as the Universal Ballot Template (UBT), to assist persons with disabilities and special needs to have an independent and secret vote during elections.

The UBT is suitable for use by blind and partially sighted people; low-vision users; people who are dyslexic; the elderly; people with low literacy; and people with motor and nervous conditions that do not allow for a steady hand. UBTs can be used for all elections, including national and provincial elections, local government elections, and by-elections. The UBT can be used at voting stations, and for home visits for special votes.

### How the UBT works

The UBT is a casing made of hard black plastic or cardboard, into which a ballot paper is inserted – the UBT is not a Braille ballot paper. The instructions on the use of the UBT appear in raised print on the back of the template. The right front of the template has a flap which has cut-out windows numbered in Braille and in large raised white print. When the ballot paper is inserted into the template, each window aligns to a particular candidate or party and the voter is free to make his or her secret and independent mark accurately.

Plastic UBTs were successfully used in the 2011 Local Government Elections, but the large number of parties contesting the 2014 National and Provincial Elections, and again in the 2016 Municipal Elections, has required the Electoral Commission to develop a special new cardboard ballot template that can accommodate up to 40 candidates. The cardboard UBT works in exactly the same way as the plastic UBT.

### Voting with the UBT

To use the UBT, a voter must be able to cast his or her mark in a manner that is absolutely private, and consistent with his or her selection. Voters must place the ballot paper into the template, and ensure the ballot is correctly aligned by feeling the top right corner of the ballot paper through the cut-out triangle at the back of the UBT, ensuring that the marking squares on the ballot are aligned with the UBT windows. Election officials may provide help or assistance with this.

Once the ballot has been placed in the UBT, a voting official must:

- explain which ballot is being used in the template;
- answer questions about the order in which the names of parties or candidates appear in the ballot;
- read out loud, and accurately, the parties or candidates on the ballot; and
- ensure that the numerical sequence in which parties or candidates appear is correctly understood.

A voter using the UBT must be allowed to make his or her mark in private, using the windows on the UBT to identify the number corresponding to his or



her choice of party or candidate. The voter must then remove the ballot from the UBT and fold it in private. In the event of more than one ballot, this process must be repeated.

The voter will then be directed to the ballot box(es) to deposit the folded ballots.

Voters with disabilities or special needs may ask for assistance from a companion to mark their ballot paper. Such a companion must be 18 years or older, and may not be a party agent, candidate or observer. Witnesses are not required when a companion assists a voter – but the Presiding Officer must remind the companion that she or he is not allowed to disclose any information that may compromise the security of the vote cast by the assisted voter.

Should a voter require such assistance and not have a companion, then this may be done by the Voting Official or Presiding Officer in the presence of two party agents from different parties, and one accredited observer if available.

The cardboard template works in exactly the same way as the plastic UBT and has windows numbered in Braille and with raised letters so people with different tactile-literacy levels can use the same template.

## Education and stakeholder engagement

Keeping voters and political parties informed about both the electoral process and the work of the Commission encourages stakeholder engagement and creates an electoral environment based on transparency and civic responsibility.

The Electoral Commission uses a number of educational and interactive communication structures and platforms to create a bridge between the complex legal framework that enshrines and governs its mandate and operations, and the act of voting. This includes civic and democracy education (encompassing voter and balloting education), research and knowledge management; communications, public relations, media liaison and stakeholder engagement.

These channels facilitate informed discourse around the constitutional concept of the franchise, as well as the rights and powers of both political parties or candidates, and voters – and the responsibilities and processes of the Electoral Commission.

The Electoral Commission's civic and democracy education initiatives play a pivotal role in the electoral process. Such education is imperative to ensuring free and fair elections. Each year, it conducts thousands of civic and democracy education events with civil society organisations, faith-based organisations, traditional leadership structures, schools and tertiary education institutions.

It has partnered with the Department of Education, the South African Broadcasting Corporation, the South African Council for the Blind, the Deaf Federation of South Africa, the National Community Radio Forum, and various others to help us spread its democracy message. However, democracy education is not only our responsibility; it is also the responsibility of all political parties to educate their members and, ultimately, citizens themselves to arm themselves with the knowledge needed to be active citizens.

## Civic and voter education

The Commission's mandate to deliver and manage regular free and fair elections includes working to ensure not only that more and more citizens register on the voters' roll, but also that they actively participate in each election.

Equal participation of all sectors of the population is essential to the conduct of democratic elections. In upholding the constitutional cornerstone of equality, the Commission ensures that the South African public in its diversity, as well as groups who may be at risk of further discrimination and marginalisation due to their disability, socio-economic status, ethnicity, gender or health, are able to fully claim and enjoy their civil and political rights.

**Civic and democracy education (CDE)** refers to ongoing dialogue and discourse about broad concepts of democratic society and citizen participation, with a broad focus on the Constitution, human rights and democracy. Civic education takes place continually, in schools, universities, non-formal education locations, and in partnership with civil society organisations. It may also involve improving election-related conditions before each election cycle to create a climate that is conducive to free and fair elections.

**Voter education** generally takes place in relation to a specific election, and includes information such as the official date and times, the type of election and an election timetable, the location of voting stations, identification and registration requirements and the process of voting (balloting education).

Non-partisan voter education also covers explanations of basic information like the roles, rights and responsibilities of voters, the importance of voting, the casting of special votes and explanations about electoral system and seat allocation – how voting determines the composition of representative units of government.

### Key education programmes

Continuous civic and democracy education encourages active and informed citizens and meaningful public participation not only before but after and between elections. The Commission's programme is dynamic and research-driven, and is benchmarked against national, regional and international legislative and pedagogical frameworks with built-in monitoring and evaluation measurable for impact and effectiveness. As with electoral management bodies the world over, efforts are ongoing to improve monitoring and evaluation.

### Voter education programme for schools

One of the greatest challenges for the Electoral Commission is to get youth to register and vote. The largest proportion of unregistered voters is found among the youngest age cohort (16–19 years), affirming the focus on youth during registration and voting periods as of vital and continued relevance. According to the 2015 voter participation survey (VPS) very few South Africans (15%) are aware that they can register to vote from the age of 16.

Accordingly, initiatives such as the Schools Democracy Week set out to address the profound challenge of increasing the youth vote and in ensuring a culture of voting among youth. The objectives of the week are to entrench registration, voting, and active participation as fundamental civic responsibilities, to encourage, educate and empower learners to understand and participate in democratic processes of the country and ultimately to assist in deepening constitutional democracy in general. Schools Democracy Week is a joint endeavour between the Electoral Commission of South Africa and the Department of Basic Education.

The fourth annual Schools Democracy Week, a component of a broader schools democracy programme, ran from 24 to 30 April 2016 in schools countrywide. The timing of the week, culminating in Freedom Day on 27 April 2015, when South Africa celebrated the 22nd anniversary of the first historic democratic elections, infused the topic of democracy with extra significance and context.

The campaign was discussed and agreed on by all represented political parties, through the national party liaison committee as well as provincial and



local committees. Political parties were invited to participate by observing the roll-out of the campaign to ensure that it was conducted in an even-handed manner without party political bias.

Schools Democracy Week events were also combined with registration drives, and resulted in thousands of new registrations in the 15–20 age group.

It is worth noting that the Schools Democracy Programme was awarded first prize in the “First Time Voter” category at the 2015 International Electoral Democracy Awards.

Encouraging young people to register and vote in elections is a critical component to ensuring the continued credibility of future elections. It has been shown that a history of voting has a clear and positive impact on voting intention. Campaigns that successfully target youth electoral participation create citizens that will return again and again to the voting booth. The Electoral Commission’s education campaigns will continue to target the youth to promote civic engagement and electoral participation.

### Democracy Week: Teaching and Learning Materials

The following teaching and learning materials were specifically developed to support Schools Democracy Week activities:

- The 95-page booklet *Not Too Young – Teaching Electoral Democracy to Young South Africans* was made available to teachers and younger learners in primary schools in the General Education and Training band. These learners play an important role in encouraging other youth and their elders to register.
- The 58-page booklet *Becoming a Good Citizen: Electoral Democracy Toolkit*, aimed at learners in secondary schools in the Further Education and Training band.
- As was done for the first time in 2015, braille and audio versions of these teaching and learning materials were provided to visually impaired pupils.
- To encourage registration, Schools Democracy Week also linked to social media opportunities on Twitter and Facebook.

All the Democracy Week materials were made available on the Department of Basic Education’s website and on the Commission’s website. Other materials included a range of fact sheets and posters on how to register to vote.

## Persons with disabilities and special needs

South Africa is a signatory to the United Nations Convention on the Rights of Persons with Disabilities. Accordingly, the Electoral Commission focuses on removing barriers to citizenship for Persons with Disabilities (PWDs), and those with special needs. The Commission regularly engages with organisations like the South African National Council for the Blind (SANCB) and the Deaf Federation of South Africa (DeafSA), which allows these representative





organisations to give specialised feedback to the Commission about their experiences and expectations of the electoral process. At the same time, the Commission has invested in building related capacity within the disability sector – for example, through the training and recruitment of accredited sign language interpreters, and the accreditation of observers.

The Commission produces PWD-specific materials in braille, large font and sign language, and is conducting training to institutionalise the use of the Universal Ballot Template (or UBT; see the section on ballot papers for more details) and of special votes; and to facilitate equitable participation of Visually Impaired Persons (VIPs) in voting processes and the right to a secret ballot.

As part of ongoing and focused engagement with persons with disabilities, a national briefing and consultative session was held with organisations representing persons with disabilities in February 2016. Through robust and constructive discussion, a number of areas were raised for further attention. These include improving universal access to voting stations, employment and procurement opportunities within the Electoral Commission, voting rights and legislative issues. The meeting agreed that the sector would meet with the Electoral Commission regularly to collaborate further, to address concerns, make recommendations and monitor progress.

## Research

### Voter Participation Survey 2015/16

The Voter Participation Survey 2015/16 (VPS) represents the latest in a series of nationally representative, cross-sectional surveys undertaken on behalf of the Electoral Commission. The intention of the survey series is to inform and guide the Electoral Commission in its plans, policies and practices, by evaluating voting behaviour in South Africa and ascertaining people's interest in and perceptions of forthcoming elections, and how these have been changing over time. The 2015/16 VPS was conducted by the Human Sciences Research Council (HSRC) between October and December 2015, and provided important insights ahead of the 2016 Municipal Elections.

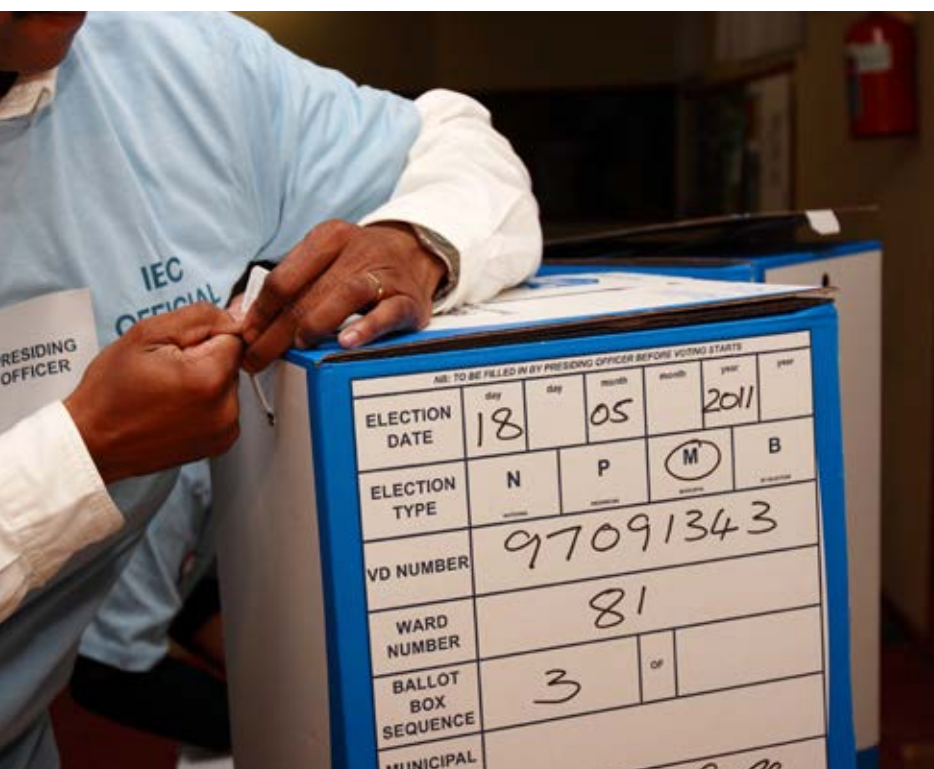
The sample consisted of 500 population census small area layers (SALs) as primary sampling units, stratified by province, geographical sub-type and majority population groups. A total of 2 976 individuals aged 16 and older were interviewed in households geographically spread across the nine provinces. The data was weighted and benchmarked to Statistics South Africa's mid-year population estimates for 2015 to ensure that the results were representative of the population older than 15 years.

The survey included a range of questions focusing on the general outlook of the voting-age public towards difference aspects of democracy and politics in the country. This is important as previous VPS rounds have shown that this impacts fundamentally on electoral participation. Some of the highlights include:

### Political attitudes ahead of the 2016 Municipal Elections

*Democratic ideals:* South Africans believe fundamentally in the salience of free and fair elections as a cornerstone of democracy. When asked about the importance of various core democratic principles, free and fair elections were





rated highest by the public, with an average score of 81 on a 0–100 scale. This is consistent with what was evident in the Electoral Commission's 2012 State of Democracy survey and the 2013 VPS.

*Perceptions regarding the functioning of democracy:* A range of critical evaluations are generally evident in relation to the manner in which democracy is seen to be performing. In 2015, a greater share of the public was discontent with democracy than satisfied (40% vs 45%). Discontentment has been rising steadily since 2004 and exceeded levels of satisfaction from 2011 onwards. Similarly, the share indicating the country is going in the wrong direction rose from 46% to 63% between late 2010 and 2015, though the picture has remained fairly stable between the 2013 and 2015 VPS rounds.

*Confidence in institutions:* From the 2015 results, it is apparent that trust in a number of political institutions has increased marginally from the fairly low levels observed in previous survey rounds. Trust in national government rose from 44% to 46% between 2013 and 2015, from 44% to 47% for provincial government, and from 34% to 36% for local government. While confidence in these spheres of government has shown distinct ebbs and flows since the late 1990s, we find that despite the slight gains, these figures are lower than was observed ahead of the 2000, 2006 and 2011 Municipal Elections. In 2015, only around a quarter expressed trust in political parties and politicians. Trust in the Electoral Commission dropped significantly between 2009 and 2014 (from 72% to 55%), reflecting general political disillusionment rather than electoral management performance. Yet, this increased to 66% in 2015, making the Commission the most trusted institution after religious institutions and the SABC.

*Municipal performance:* With respect to municipal performance, in 2015 only 30% of citizens were satisfied with their municipality, while 21% were neutral and 48% were dissatisfied. This represents a more sombre view than was the case ahead of the 2011 Municipal Elections. Satisfaction with the provision of basic services plays a clear role in shaping such assessments, as do views on the extent to which one's municipality is living up to the Batho Pele principles. Redress and value for money appear to be the areas of greatest concern.

*Levels of trust in political, social and governmental institutions, 2003–2015*

	2003	2004	2005	2006	2007	2008	2009	2010	2011	2012	2013	2014	2015
Electoral Commission	63	69	65	68	..	67	72	71	61	60	63	55	66
National government	57	69	64	59	52	52	61	52	51	46	44	41	46
Provincial government	52	63	59	54	..	..	..	..	..	..	44	..	47
Local government	45	55	48	44	34	38	40	36	36	34	34	32	36
Parliament	57	65	59	55	46	48	56	49	45	44	37	33	38
Political parties	..	..	42	37	27	29	34	29	29	25	25	22	26
Politicians	..	..	..	32	22	26	29	24	25	21	22	18	25

Sources: HSRC SASAS 2003–2012, 2014; Electoral Commission VPS 2013, 2015.

Note: Figures shaded in green indicate year-on-year improvements in trust, while figures in orange represent year-on-year declines in trust. Cells that are not shaded represent unchanged levels of trust or an absence of data to assess year-on-year changes.

## Registration and voting experience

### Voter Registration

Almost all registered voters (96%) found the registration process easy, with the average reported time it took to register being 12 minutes. Despite this, a minor share of potential voters (5%) refused to register, mainly on the grounds of political disillusionment. Administrative barriers only play a nominal role, and the possession of a legitimate bar-coded identity card no longer presents as a notable factor underlying registration.

### Satisfaction with most recent voting experience

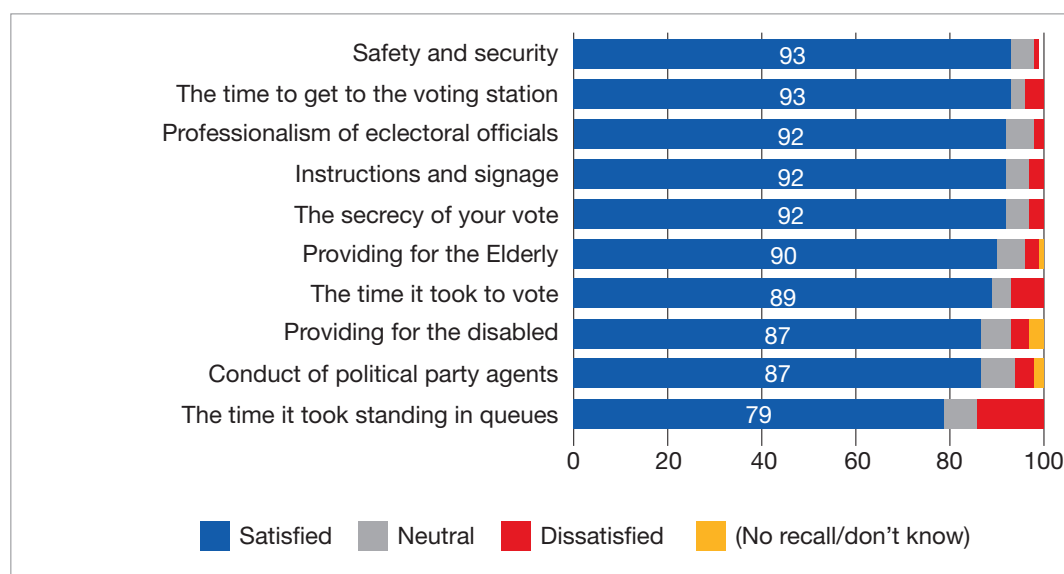
Voters were extremely positive in their assessment of their last voting experience. More than 90% of voters were satisfied with the time it took to get to the voting station, instructions and signage, and the secrecy of their vote. Voters were least satisfied (79%) with the time that they had to queue. Nonetheless, satisfaction with queues has improved appreciably since 2008, when only 65% of voters were satisfied with the queuing time. This reflects favourably on the continued efforts of the Electoral Commission to improve the voting experience with each successive election.

Staffing represents a critical element in any election. The 2015 survey found that voters were generally very complimentary towards the conduct of Electoral Commission officials, with more than 90% of voters rating the officials as being capable in terms of their ability to communicate in different languages, being

helpful and friendly, easily identifiable, efficient, professional and impartial. More than 80% of voters also felt that officials were punctual, could solve conflicts, and were able to effectively prevent irregularities from occurring.

There was again almost universal satisfaction (95%) among voters about their ability to cast their ballot in secret at their voting station. The majority (more than 90%) were also satisfied with access to the voting stations, safety and security, the availability of facilities, materials and equipment, the neatness and cleanliness, as well as the conduct of the observers and political party agents at the voting stations.

*Satisfaction with the general voting experience (row percentage and mean)*



*Note: Figure presents levels of satisfaction with different aspects of the last voting experience for those who have voted previously.*





## Voting attitudes

The 2015/16 VPS also examined public attitudes towards different aspects of politics and voting, since such orientations are likely to inform electoral turnout behaviour. The findings reveal that there is an entrenched view that citizens have a duty to vote, expressed by 78% in 2015, with similar shares in both 2010 and 2013. Three-quarters (73%) of the voting-age population reported that they vote because they believe it makes a difference, while close to two-thirds (63%) feel their vote is important in determining the provision of high-quality basic services. Again these figures have remained broadly constant since 2010. The public is, however, less convinced that the elected look after their interests once they have been voted into power.

South Africans expressed a resolute intention to vote, with 78% of the voting-age public reporting that they would vote if there were a municipal election tomorrow, compared to 16% that stated they would abstain and 6% that were uncertain. These figures are similar to those recorded in 2010 and 2013. The reasons offered for abstention are predominantly related to disinterest and disillusionment (72%), with administrative barriers playing a much smaller, secondary role (21%).

In terms of views on protest action during elections, 29% stated that it was acceptable for voters to protest outside their voting stations to register unhappiness with their municipality, while 10% felt it acceptable for voters to vandalise voting stations as an expression of municipal discontent.

## Voting and special needs

When planning national and municipal elections, the Electoral Commission places a strong emphasis on ensuring that voting procedures adequately cater for the particular needs of all groups, especially those of the elderly and the youth, women and persons with disabilities. Approximately 80% of the public



believed that these special needs were being effectively addressed by the Electoral Commission.

*Age and voting procedures:* Satisfaction with the extent to which voting procedures address the needs of the elderly is higher on average among older citizens. This is encouraging since these are the direct beneficiaries of such provisions. Furthermore, the evaluations of senior citizens in this regard have shown distinct improvements since the 2013 VPS.

*Persons with disabilities:* Similarly, the majority of people with disabilities thought that the Election Commission was effectively taking their needs into account in voting procedures.

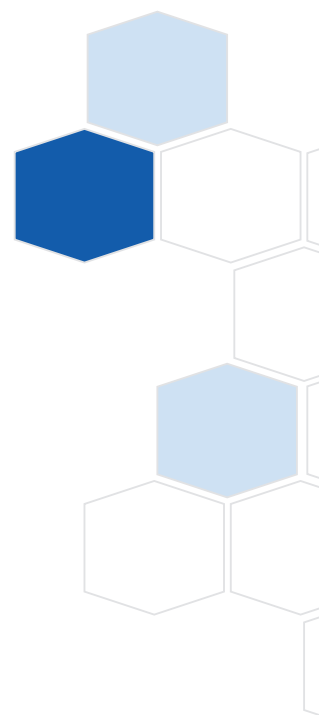
*Getting the youth involved:* Eight in ten adult South Africans think that the youth should (a) take a lead in voting, and (b) be encouraged to participate in elections. In addition, 81% voiced support for schools to play a key role in educating young people about elections. Public backing for civic education is therefore widespread, and has increased between 2010 and 2015.

## Outreach

Nearly two-thirds (63%) of South Africans are familiar with the Electoral Commission. Of these, a majority (60%) are aware that the Electoral Commission undertakes voter education programmes prior to an election. Over a quarter (26%) report they have received voter education information from the Electoral Commission. Most of those receiving information via voter education campaigns were very satisfied with the language used (93%), communication style (90%), content (91%), presentation style (87%), material used (88%), media used (87%) and channel used (77%).

The survey contained several items on the sources from which the South African public obtains information concerning the Electoral Commission and about voting in general, as well as what they believe to be the preferred channel through which to receive information on voting. Among those who had, at least, some knowledge of the Electoral Commission, 85% say they access information on the institution through a television channel while 68% receive information via the radio. Close to two-fifths rely on newspapers and posters (59% and 54% respectively), with the next largest source being personal contacts (i.e. family, relatives and neighbours).

In terms of where adult South Africans usually get voting information, the pattern is as anticipated: television (73%), radio (48%), newspapers (41%) and posters (29%). Approximately a quarter mentioned personal contacts, while 6% internet and 5% social media. Respondents were also asked to indicate their preferred source of information about voting. In response, the majority (60%) nominate television, with a further 12% opting for radio-based information. The results suggest that television is the most common medium through which South Africans are accessing political content.



## Partnership with SABC Education

Increased visibility of the Electoral Commission and its outreach programmes is one of the key components of the vision of the Commission. Through its partnership with SABC Education, the Electoral Commission is able to run mass multimedia civic and voter education campaigns with maximum reach to the general public and to the electorate. These campaigns provide wall-to-wall coverage and generate high listenership and viewership figures. Through the development of innovative and customised electoral democracy content, they provide citizens with the means to discuss, debate and educate themselves about key issues of constitutional democracy.

Television is the most common medium through which South Africans are accessing political content. Both radio and television are best suited to reaching the widest possible audiences to disseminate information and deepen discourse around issues of democracy. The Electoral Commission needs to ensure that no citizen should be marginalised or discriminated against in the dissemination of information towards this end. The latest Voter Participation Survey reveals that television and radio are potent vehicles for voter education and remain the preferred sources of information on elections and the Electoral Commission's role in promoting constitutional democracy. During the reporting period, attention was focused on the production of programming for the municipal elections. Programmes include:

- a. Public radio:
  - i. Civic Matters – 13 stations
  - ii. *Youth ke Yona* – 18 stations
- b. Television
  - i. The Right to Win – Series 3 – democracy game show
  - ii. *Walala Wasala* – Series 3 – youth magazine show
- c. Radio and TV Voter Education Fillers (Voter Education messages on SABC1, 2 and 3)

*Walala Wasala* (television), *Youth ke Yona* and the Civic Matters talk show radio slots began transmission in March 2016. Most programming will be broadcast from April 2016 onwards to reach audiences closer to elections.

## Political party education

The Electoral Commission is bound by the Electoral Commission Act 51 of 1996 and the Regulations on Party Liaison Committees 1998, to establish Party Liaison Committees (PLCs) at a national, provincial and municipal level.

These committees hold meetings to allow for consultation and cooperation between the organisation and registered parties concerned on all electoral matters, aimed at the delivery of free and fair elections. Meetings are generally held monthly, but are held weekly in the month before elections, and almost daily in the week of elections when party representatives are gathered at the Results Operations Centres nationwide.



Each registered party represented in the National Assembly, provincial legislature or municipal council can appoint no more than two representatives to the relevant PLC. The Electoral Commission also appoints a person as its representative for each committee, and that person convenes and chairs meetings of that committee.

In the year leading up to the 2016 Municipal Elections the number of PLC meetings held at the national, provincial and municipal levels numbered some 2 500 meetings.

PLC members have access to all relevant meeting documents from a special portal on the Electoral Commission's website, [www.elections.org.za](http://www.elections.org.za).

It is also from this portal that the Electoral Commission, enabled online candidate nominations for the first time ahead of the 2016 Municipal Elections.

## Communications Campaign 2016: “My future is in my hands”

Communications plays a vital role in promoting electoral democracy through providing information, facilitating education, creating awareness and encouraging action in support of the objectives of the Electoral Commission.

The Media Liaison function is responsible for maintaining an open and transparent relationship with a wide variety of media that is also central to managing the flow of information to the public.

Key communication activities in the run-up to the 2016 Municipal Elections related to support for the 2016 Schools Democracy Week and the build up to the elections – including the launch of the Contact Centre in November 2015 and a pre-election education campaign, the launch of the 2016 Municipal Elections campaign on 14 January 2016, and the registration weekends held in March and April 2016, and finally the week of the elections in the first week of August 2016.

The Electoral Commission has developed and implemented a comprehensive communications strategy to promote participation in the 2016 Municipal Elections. This began with market research aimed at understanding the environment and attitude of voters (especially young voters) to local elections and voting in general. The insights gained into the attitudes and beliefs of voters were used to develop a communication strategy in conjunction with members of the provincial offices.

From this strategic document, the creative concept for the 2016 Municipal Elections was developed under the slogan “My future is in my hands”. The campaign began in November 2015 with a “pre-election campaign” which reminded voters that municipal elections would be held in 2016 and urging young voters to make sure they had applied for an ID document ahead of time so that they were able to register in the new year.



# MY TOMORROW IS IN MY HANDS

## REGISTER TO VOTE

### 5-6 MARCH | 8AM-5PM

elections.org.za | \*120\*432# | 0800 11 8000

**MUNICIPAL ELECTIONS 2016**

**IEC SOUTH AFRICA**

## REGISTER TO VOTE

### 5-6 MAR

### 08:00-17:00

### 0800 11 8000

elections.org.za

**MUNICIPAL ELECTIONS 2016**

**IEC SOUTH AFRICA**

## REGISTER TO VOTE

### 5-6 MARCH | 8AM-5PM

**WHO SHOULD REGISTER?**  
South African citizens, 16 years or older (you have to be 18 or older to vote).

**WHAT DO YOU NEED TO REGISTER?**  
An SA ID document (green bar-coded ID, smart-card ID, or a valid temporary identity certificate).

**WHERE TO REGISTER?**  
Register at the voting station in the voting district in which you live. To find out where your voting station is:  
• Visit [www.elections.org.za](http://www.elections.org.za)  
• Call 0800 11 8000 (7am – 9pm)  
• Dial \*120\*IEC# (\*120\*432#)

**ARE YOU ALREADY REGISTERED?**  
SMS your ID number to 32810 to check your registration details (SMS charged at R1).

Find us on: [f](#) [t](#)

**MUNICIPAL ELECTIONS 2016**

**IEC SOUTH AFRICA**

## FINAL REGISTRATION WEEKEND

### 5-6 MARCH

### 08:00-17:00

### 0800 11 8000

elections.org.za

**MUNICIPAL ELECTIONS 2016**

**IEC SOUTH AFRICA**

## MY TOWN IS IN MY HANDS

**REGISTER AND VOTE**  
elections.org.za | 0800 11 8000

**MUNICIPAL ELECTIONS 2016**

**IEC SOUTH AFRICA**

## MY TOWN IS IN MY HANDS

**REGISTER AND VOTE**  
elections.org.za  
0800 11 8000

**MUNICIPAL ELECTIONS 2016**

**IEC SOUTH AFRICA**

## MY FUTURE IS IN MY HANDS

**REGISTER TO VOTE**  
5-6 MARCH | 8AM-5PM  
elections.org.za | \*120\*432#  
0800 11 8000

**MUNICIPAL ELECTIONS 2016**

**IEC SOUTH AFRICA**

### ARE YOU STANDING FOR ELECTION AS AN INDEPENDENT CANDIDATE?

**WHO CAN CONTEST ELECTIONS?**  
Any registered voter is a potential candidate for election as an independent candidate in the municipality. Candidates for registered parties should consult the website [elections.org.za](http://elections.org.za) for information about submitting candidates lists.

**HOW TO NOMINATE AN INDEPENDENT CANDIDATE?**  
All independent candidates must submit the following documents to the local IEC office in the ward in which they are contesting elections:  
• A completed and signed nomination form  
• A signed affidavit of nomination  
• An affidavit of support of at least 10 registered voters in the ward  
• A prescribed form with signatures of at least 10 registered voters in the ward being contested  
• An A4 colour photo (head & shoulders) of the candidate

**NEED TO GET IN TOUCH WITH US?**  
• Simply visit our website [elections.org.za](http://elections.org.za) which has all the information you need.  
• Our Contact Centre (0800 11 8000) is now open between 07:00 and 21:00 every weekday – and over registration weekends.

**YOU CAN ALSO CHAT WITH OUR CONTACT CENTRE STAFF:**  
• Via website: [elections.org.za](http://elections.org.za)  
• Via Twitter: @IECSouthAfrica  
• Via Facebook: IECSouthAfrica  
• Via email: [info@elections.org.za](mailto:info@elections.org.za)  
• Via USSD: \*120\*IEC# (\*120\*432#)

## MY TOMORROW IS IN MY HANDS

**REGISTER TO VOTE**  
5-6 MAR | 8AM-5PM  
elections.org.za | 0800 11 8000

**MUNICIPAL ELECTIONS 2016**

**IEC SOUTH AFRICA**

## FINAL REGISTRATION WEEKEND

### 9-10 APRIL | 8AM-5PM

**WHO SHOULD REGISTER?**  
South African citizens, 16 years or older (you have to be 18 or older to vote).

**WHAT DO YOU NEED TO REGISTER?**  
An SA ID document (green bar-coded ID, smart-card ID, or a valid temporary identity certificate).

**WHERE TO REGISTER?**  
Register at your local voting station where you live. To find out where your voting station is:  
• Visit [www.elections.org.za](http://www.elections.org.za)  
• Call 0800 11 8000 (7am – 9pm)  
• Dial \*120\*IEC# (\*120\*432#)

**ARE YOU ALREADY REGISTERED?**  
SMS your ID number to 32810 to check your registration details (SMS charged at R1).

Find us on: [f](#) [t](#)

**MUNICIPAL ELECTIONS 2016**

**IEC SOUTH AFRICA**

## FINAL REGISTRATION WEEKEND

### 9-10 APRIL

### 8AM-5PM

### 0800 11 8000

elections.org.za

**MUNICIPAL ELECTIONS 2016**

**IEC SOUTH AFRICA**

The primary campaign was then launched in mid-January 2016 at an event featuring key stakeholders, including political leaders, civil society and the media. The event was broadcast live on a number of television news channels.

Among the key creative products launched were two television adverts utilising similar material – one focusing on appealing to all voter demographics and a second advert focused specifically on the youth market. The television commercials were supported by radio adverts in all 11 languages, billboards, street posters and print adverts, including a four-page special voter education pamphlet covering all aspects of the election. Issues covered in the pamphlet (of which approximately 10 million copies were printed and distributed in community newspapers in six languages), were registration processes, voting, vote counting and also how to stand as an independent candidate.

The outdoor campaign was supported by street posters and flyers. Approximately 184 000 A1 posters and 4 million flyers were printed to promote the March and April 2016 registration weekends. Both products were made available in all 11 official languages.

Following the success of the social media campaign for the 2014 National and Provincial Elections, digital and social media were once again key channels for communication in the 2016 Municipal Elections communications drive. This included sending over 2.5 million SMS messages to citizens aged 17 to 25 years old ahead of the first registration weekend to urge those not yet registered to do so.

The social media campaign for the 2016 Municipal Elections kicked off with a pre-election education campaign on mobile web, Facebook and Twitter which ran from mid-November to mid-December 2015. The campaign linked viewers of advertised Facebook posts, non-paid-for Facebook posts, and mobile ‘Please call me’ adverts to the Electoral Commission’s special 2016 Municipal Elections mini website (microsite), with almost daily posts providing eligible voters with information on municipal government, municipal elections, and the requirements for registration.

The social media campaign continued during the launch of the 2016 Municipal Elections on 14 January 2016 and ahead of the registration weekends in March and April 2016. Content on Facebook, Instagram, Twitter and the mobile web focused on motivating eligible voters to register to vote, and educating them about the importance of municipal elections, the details of registration processes, and key registration weekend dates.

The impact of the social media strategy was significant; between April 2015 and May 2016, the Electoral Commission enjoyed the following growth in key social media platforms:

- a. the number of Twitter followers nearly doubled year-on-year from some 71 500 at the end of April 2015 to 140 000 followers at the end of May 2016. The Electoral Commission’s Twitter profile featured in the top five governmental Twitter profiles in South Africa, and it continued to rank as one of the fastest-growing governmental Twitter profiles in the country;

- b. Facebook Likes increased by 37 800 Likes from 217 200 Likes at the end of April 2015 to 266 111 Likes at the end of May 2016, just after the second registration weekend. The Electoral Commission made the Top 50 South African brands list on Facebook and was the leading public sector brand. By April 2016 the Electoral Commission had by far the largest audience of any government Facebook platform, and its Facebook page continued to rank as one of the fastest-growing governmental pages in South Africa; and
- c. the Electoral Commission established a presence on the Instagram photo sharing platform in February 2016 ahead of the registration weekends for the 2016 Municipal Elections.

### **Voter Education Game**

Following the initial release of an animated digital game in 2014 aimed at educating new voters about how to vote, the IXSA [I Vote South Africa] game was significantly enhanced and expanded to include the voter registration process and additional information around electoral democracy.

The updated version of the game was released in Android, Apple and Windows application stores for free download in November 2015 and by end April 2016 had recorded just over 41 000 downloads, with 81% of them being game plays. Scoring for the game showed that about 67% of questions in the game were answered correctly.

### **Contact Centre**

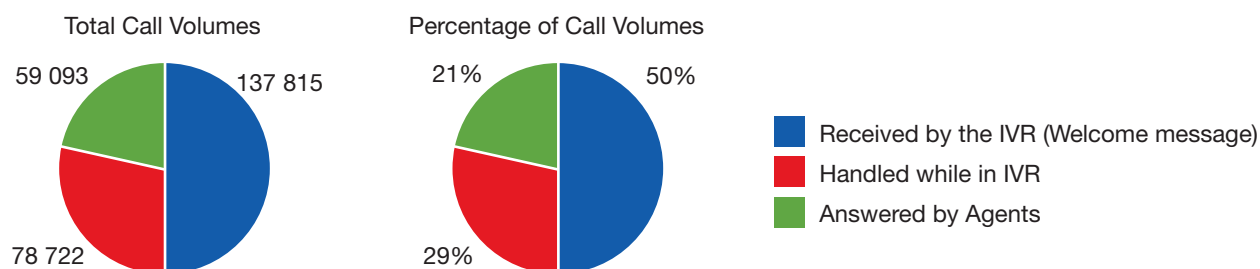
The growing demands on the organisation to provide its various stakeholders with information on elections at their convenience, and the 2016 Municipal Elections in particular, motivated the Electoral Commission to once again establish an integrated inbound contact centre to service the South African electorate. The purpose of the contact centre is to allow potential eligible voters to clarify any queries they may have with respect to voter registration, voter education and voting processes so that they may meaningfully participate in the elections.

Popular social media were again incorporated into the contact centre function, allowing the Electoral Commission to reach South Africans, and especially young unregistered voters, in a more integrated and accessible way. The contact centre was divided into a traditional call centre, which could be accessed through a toll-free number, 0800 11 8000, and interactive internet-based communication tools, including social media applications such as Facebook and Twitter, and the Electoral Commission's general email address, [info@elections.org.za](mailto:info@elections.org.za).

Following an intensive training period for contact centre agents, the contact centre went live with voice calls in early November 2015. As was done for the 2014 National and Provincial Elections, the contact centre attended to queries on the Electoral Commission's social media platforms, namely its Facebook and Twitter pages, a service that went live in early January 2016. The contact centre will be operational until the conclusion of the 2016 Municipal Elections and the announcement of the results in August 2016. During normal activity periods, operational hours are from 7 am to 9 pm weekdays, but these hours

were extended to include weekends during the March and April registration weekends.

### Total Incoming Calls (inception to 31 May 2016)



**\*\* Note:** Handled while in IVR includes Self Help and After Hours

**\*\*** 137 815 calls received up to and including 31 May 2016

**\*\* Total Facebook Interactions received:** 3329

**\*\* Total Twitter Interactions received:** 19 610

**\*\* Total E-Mails received:** 14 954

**\*\* Total Social Media Interaction received:** 37 893

## Staffing and training

The Electoral Commission has a full-time establishment of just over a thousand (1 033) permanent members of staff. During the peak registration period, this was expanded with the employment of fixed-term staff, including 383 assistant project coordinators, 260 municipal outreach coordinators and 1 376 democracy education facilitators. In addition, some 58 000 temporary staff members were employed in various capacities to assist at voting stations during the registration drives in March and April, supplemented by approximately 4 740 area managers. In preparation for Election Day, the number of temporary staff members increased to some 192 000.

The employment of temporary staff in these numbers presents challenges. One of the key areas of focus of the Electoral Commission is to continuously identify and address training needs, particularly for staff at voting stations who have statutory responsibilities, and who are the public face of the organisation during election and registration periods.

One of the most frequently asked questions on the Electoral Commission's social media platforms, as pertains its employment opportunities, is why it keeps hiring only those people who have worked for it in elections before and not unemployed youth.



The answer is that, while the Electoral Commission is extremely mindful of unemployment and endeavours to appoint at least 50% of its election staff from the unemployed, including young people in communities surrounding each voting station, at the same time it does need experienced, skilled and highly responsible people for leadership roles among voting station staff, including Presiding Officers and Deputy Presiding Officers. The Electoral Commission invests in their training, often over a number of years, and so prefers to make use of their skills, if they are available, with every election. However, most temporary election staff are not required to have previous experience and the Electoral Commission gives positions to members of the community where a voting station is based.

The training of electoral staff plays an instrumental role in guaranteeing the credibility of the elections as these staff members are the ones to set up the voting stations, facilitate voting processes, count the ballots and complete the various forms, including the results slips.

Electoral staff training with the Electoral Commission follows a cascading model. The national training team trains a cohort of master trainers from each province. These master trainers in turn train all the provincial trainers in their respective provinces. The trainers then train all electoral staff in the different wards and municipalities. The purpose of the national training meeting (called the *Imbizo*) is to familiarise the master trainers with the content, approach and training methodologies that can be utilised during the training of electoral staff in order to standardise training across the country.

National master trainer training sessions (*Izimbizos*) were conducted in July and December 2015. Provincial offices then ran their electoral staff training roll-out programmes, where 100 election officials are trained at a time, between September and November 2015 in preparation of the registration drives.

Training for Election Day and subsequent counting continued countrywide in the period 1 May to 29 July 2016, in order to train some 192 000 citizens to serve as election officials during the election week, and to assist with voting and undertaking the counting of ballots. Training was provided to citizens who would serve as, among others, Presiding and Deputy Presiding Officers, and Voters' Roll Officers. Party Agents and members of the South African Police Service and South African National Defence Force, who would assist in providing security services at voting stations on Election Day, were also provided the necessary training during this period.

## Information and communications systems

With every election, information and communication technology (ICT) plays an increasingly critical role in supporting the various processes of the Electoral Commission.

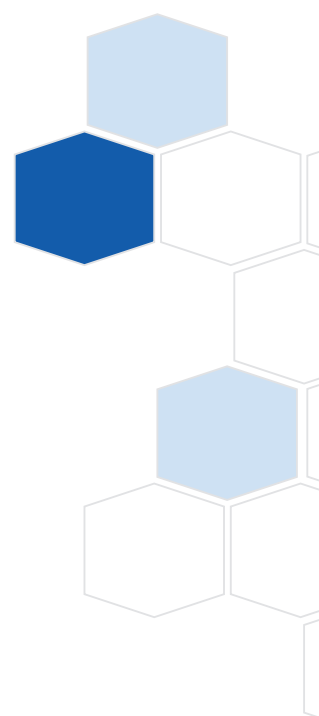
Various projects were undertaken in support of the 2016 elections, including:

- Improvements to the Electoral Staff System to improve the attendance monitoring and payment of electoral staff
- Changes to the results system in terms of the calculation of excessive seats in accordance with proposed changes in legislation. The system is used to process municipal elections, from capture through to seat calculation and assignment
- Implementation of a Special Votes Application System, used by voters for submitting applications for special votes online through the internet and via text message/SMS
- Improvement of the Party Liaison Committee meeting documentation system which makes all documentations for PLC meetings at all levels (national, provincial and municipal) accessible online through the website
- Enhancement of voter registration process on the Voter Registration System to support the scanning and processing of registration application (REC1) forms
- Upgrades in data centre capacity, network capacity, and security
- Implementation of an Online Candidate Nomination System (OCNS) with online self-service capability for political parties and candidates to capture candidates online through the website

### Online candidate nomination system

For the first time in the 2016 Municipal Elections candidate nominations were submitted online via the Electoral Commission's website ([www.elections.org.za](http://www.elections.org.za)). The Online Candidate Nomination System (OCNS) is a secure system for which users must first register in person with proof of identification.

The new OCNS has proved popular among political parties with 37 parties having registered to use the system. A total of 22 659 ward and 16 307 PR candidate nominations were submitted online by 2 June 2016, the deadline for candidate submission according to the election timetable. A further 22 048 nominations were submitted manually and captured at IEC offices, bringing the total number of candidates by this date to 61 014.













# CONTESTING THE ELECTIONS

*Parties draw up their lists of candidates after party list conferences or discussions within the party.*

## Candidates and political parties

A record 203 parties and 63 654 candidates will contest the 3 August 2016 Municipal Elections following the certification on 27 June 2016 of parties and candidates contesting the elections.

This is approximately 68% more parties and approximately 19% more candidates than the previous municipal elections held in 2011.

As part of the verification of compliance process some 8 000 candidates were disqualified. Of the candidates disqualified, the vast majority were disqualified for non-submission of documentation (46%), non-payment of deposit (38%) and not being registered voters in the municipality in which they wanted to contest (15%).

By law, in terms of the Electoral Act, any party that wants to participate in an election must register with the Electoral Commission.

Parties may choose to register at national level, which will allow them to contest elections of the National Assembly, provincial legislatures and all municipal councils.

However, a party may choose to register only at municipal level for a particular municipality or municipalities, and the party will then only be allowed to contest municipal elections for those particular municipal councils stated in its registration application.

During the election period, registered political parties are invited to submit candidate lists to the Electoral Commission. Parties draw up their lists of candidates after party list conferences or discussions within the party.

Only political parties can submit candidate lists for proportional representation elections for either metropolitan municipalities, local and district municipalities.

Any registered voter in a municipality may stand for election as a ward councillor in that municipality as an independent candidate.

## Parties contesting the 2016 Municipal Elections

### National totals:

Election	Number of Parties contesting PR lists	Percentage increase
2000	79	n/a
2006	97	23%
2011	121	25%
2016**	203	68%

*\*\*Numbers correct as of July 2016*

### Provincial totals:

The Western Cape will have the highest number of parties contesting (76) followed by Limpopo (54), Gauteng (43) and the Eastern Cape (40). The smallest number of parties will contest in the Northern Cape (18).

Province	Number Of Parties	
	2016 Municipal Elections	2011 Municipal Elections
Eastern Cape	40	29
Free State	27	18
Gauteng	43	36
KwaZulu-Natal	37	28
Limpopo	54	22
Mpumalanga	33	21
North West	31	20
Northern Cape	18	11
Western Cape	76	62

### Number of candidates standing for election in the 2016 Municipal Elections

Election	Party PR	Party Ward	Independent	Total	% change for total
2000	16 156	13 236	689	30 081	n/a
2006	21 498	23 028	663	45 189	+50%
2011	23 303	29 700	754	53 757	+19%
2016	26 717	36 082	855	63 654	+18%

*\*\* Figures as of July 2016*

Of the candidates contesting the elections approximately 68% are male and 31% are female. However, gender parity is more closely achieved on party PR lists where the gender ratio is 52 men to 48 women. When it comes to ward candidates, the picture is different with 66% men versus 34% women. Of the 855 independent candidates, 86% are men and only 14% are women.

The province with the highest percentage of women candidates is Limpopo province (43%) followed by the Eastern Cape and Northern Cape provinces (both at 42%) and then the Free State province (41%). The province with the lowest percentage of women candidates is KwaZulu-Natal province with 34%.

### Gender and age statistics of candidates

Candidate types	Percentage male	Percentage female
PR lists	52%	48%
Ward candidates	66%	34%
Independent candidates	86%	14%
Total average	68%	31%

*(These are national averages.)*

In terms of age, the average age of candidates is 44 years old (compared to 43 years in 2011). The youngest candidate is an 18-year-old first-time voter who is standing for election in Ward 5 (EC 153) in Ingquza Hill Local Municipality in the Eastern Cape. The oldest candidate is 90 years old and is standing for election on the PR list in EC 443 in Mbizana Local Municipality, also in the Eastern Cape.

## Order of parties and candidates on the ballot papers

The Proportional Representation ballot papers (Council PR and District Council PR) are ordered in alphabetical order starting with one party which is picked at random in a lucky draw.

This draw took place on 8 June 2016 and the Pan Africanist Movement (PAM) was selected to top the ballot papers in those municipalities where it is contesting (it is contesting in five municipalities in the Eastern Cape). In all other municipalities where the PAM is not contesting the next party in alphabetical order (e.g. Patriotic Front) tops the ballot paper.

Ward ballot papers (for candidates) are ordered in alphabetical order based on the surname of the candidates.

## Longest and shortest ballot papers

The longest PR ballot paper will be the City of Cape Town metro with 37 parties. The shortest metro will be Buffalo City in the Eastern Cape with 10 parties. The following is a list of the number of parties contesting the metro councils:

Metropolitan Council	Parties Contesting
BUF – Buffalo City	12
CPT – City of Cape Town	36
EKU – Ekurhuleni	25
ETH – eThekweni	27
JHB – City of Johannesburg	26
MAN – Mangaung	14
NMA – Nelson Mandela Bay	19
TSH – Tshwane Metro	20

Two municipalities in the Eastern Cape (EC102 – Blue Crane Route; EC131 – Inxuba Yethemba) and one municipality in the Northern Cape (NC061 – Richtersveld) share the shortest PR ballot paper with just three parties contesting each municipality.





# ARE YOU READY TO VOTE ON 3 AUGUST?

## QUICK VOTING FACTS

### WHAT TIME IS VOTING?



**7AM  
TO  
7PM**

### WHERE DO I VOTE?



You may only vote at the voting station where you are registered.

To check your voting station:

- Dial \*120\*432#
- SMS your ID to 32810 (R1)
- Call 0800 11 8000
- Visit [www.elections.org.za](http://www.elections.org.za)

### WHAT DO I NEED?



A valid ID document:

- Smartcard ID
- Green barcode ID
- Valid Temporary ID Certificate

### WHAT CAN I WEAR?



Voters are allowed to wear clothing which features political party insignia. It is only candidates and party agents who may not wear such clothing inside voting stations. Speaking of what to wear... remember it's still winter so dress warmly especially in the morning or evening.

### WHAT NOT TO DO?



- Don't take a picture of your ballot paper.
- Don't take any weapons to the voting stations.

## HOW TO VOTE

### 1. VOTERS' ROLL



When you arrive at your voting station, election officials will look at your ID document and check for your name on the voters' roll for that specific voting district.

### 2. INKED THUMB



Voting staff will ink your left thumb. This is special ink that will not wash off for several days to show everyone you participated!

### 3. BALLOT PAPERS



If you are registered in a metropolitan municipality you get two ballot papers. If you are registered in a local municipality you get three ballot papers. Make sure your ballot papers are stamped on the back.

### 4. VOTING BOOTH



Place your X in the box next to the ward councillor (ward ballot paper) and the political party (PR ballot paper) of your choice. Then fold your ballot papers and leave the voting booth.

Remember, if you make a mistake, call an election official to give you a new ballot paper.

### 5. BALLOT BOX



Place your folded ballot papers into the relevant ballot boxes.

### 6. ADDRESS UPDATE



Voters whose addresses do not appear on the voters' roll will be asked to complete an address update form so that we have your address for future elections.

### 7. LEAVE THE VOTING STATION



Share the fact that you've voted with your friends and family via social media! Remember though – selfies of ballot papers are not allowed. #Ivoted #2016MunicipalElections

## YOUR FUTURE IS IN YOUR HANDS



**MUNICIPAL ELECTIONS 2016**



Find us on: [iecsouthafrica](https://www.facebook.com/iecsouthafrica)  
For more information visit [www.elections.org.za](http://www.elections.org.za) | 0800 11 8000





# COUNTING AND ELECTION RESULTS

*All votes cast over the course of the special voting days and Election Day will be counted together.*

## Results process

The results process begins as soon as voting has been completed. Each step of the process is carefully verified, checked and audited – from the counting and recording of votes to the scanning and capturing of results, culminating in the announcement of the final election results.

### 1. The counting process

Counting takes place at each voting station immediately after the conclusion of voting on Election Day. All votes cast over the course of the special voting days and Election Day will be counted together. Votes can be counted at a central place if this will help ensure free and fair elections, or the votes come from a mobile voting station. In addition to the voting station officials, the Electoral Commission can employ counting officials to assist with counting. All counting officials will work in shifts allocated by the Presiding/Counting Officer.

The following people are allowed in the counting station during counting:

- The Counting Officer
- Counting officials
- Accredited observers
- Accredited party agents
- People authorised by the Electoral Commission.

The counting process will unfold as follows in the presence of observers and party agents and/or independent candidate agents, who will check that the counting is done correctly and fairly:

- Each voting station is issued with two or three results slips depending on whether the VD is in a local or metro council.

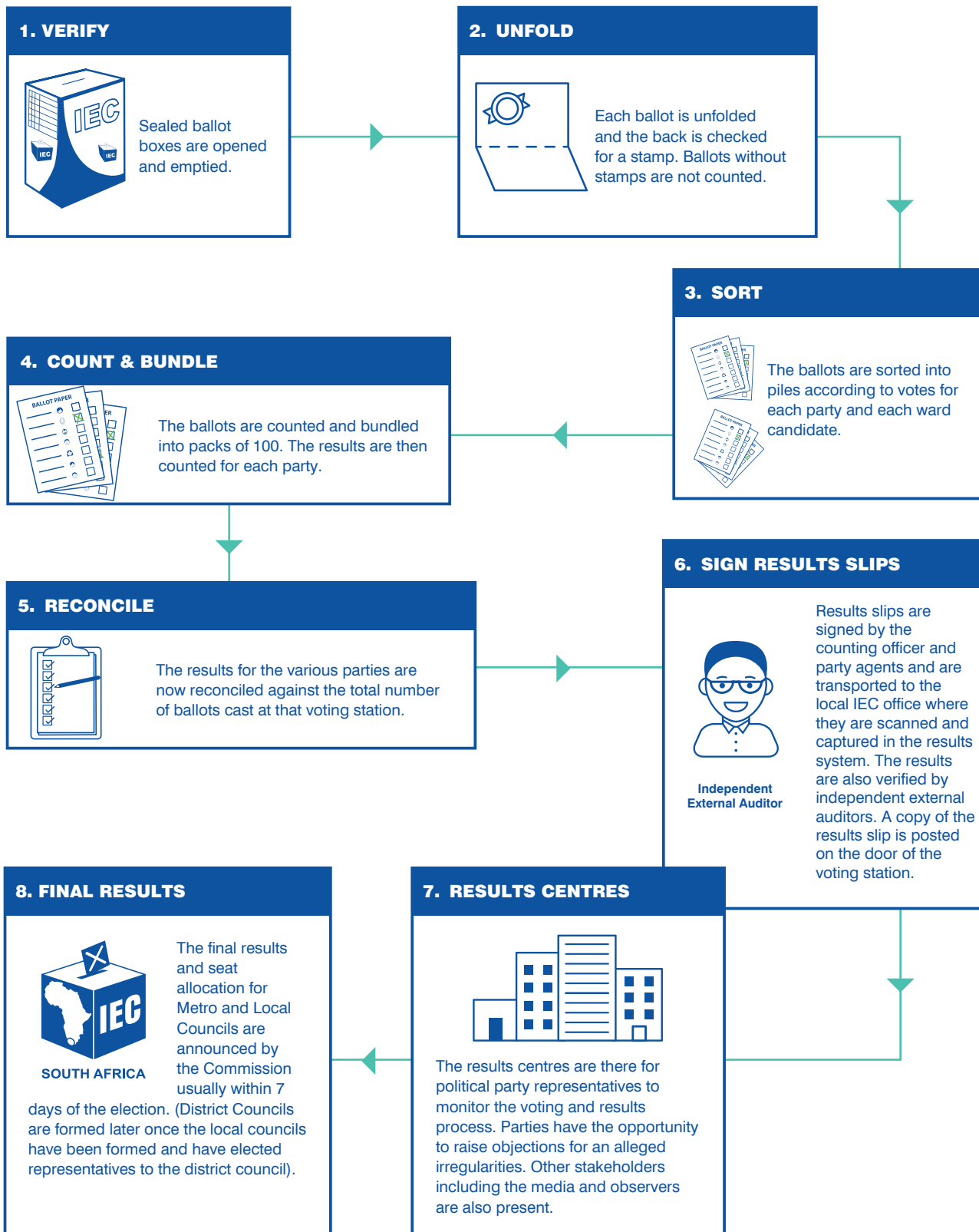
- The Presiding Officer becomes the Counting Officer and the Deputy Presiding Officer becomes the Deputy Counting Officer.
- The voting station's doors are locked and no one may leave or enter.
- Cell phones must be switched off, except that of the Counting Officer.
- The Counting Officer advises all those present of counting procedures and confirms the rules regarding acceptable and unacceptable ballots.
- The numbered and sealed ballot boxes are opened.
- The ballots are unfolded, sorted and reconciled by election officials.
- Ballots are counted, checked and bundled, and the recorded votes are entered onto a results slip.
- The recorded votes are entered onto both results slips (in duplicate) by the Counting Officer, and signed off by the Deputy Counting Officer, in the presence of at least two party agents. These party agents must then also affix their signatures to the results slips.
- The ballots are then placed back into the ballot boxes, which are then resealed and kept in storage for six months after the election in the event of any queries and challenges.
- The one results slip is sealed in a tamper-evident bag and sent to the municipal electoral office, where the results are verified and then scanned, captured and transmitted to the Electoral Commission's central results system.
- The other copy of the results slip is displayed outside the door of the voting station.





# HOW COUNTING WORKS

Remember, party agents and observers oversee the entire counting process and are present at all times.



## 2. How election results are worked out

The tabulation of results takes place at the voting station. Provisional results for each voting station are displayed outside the voting station when counting is finished.

The results from each voting station are also sent to the municipal electoral offices, where they are verified and then scanned, captured and transmitted to the Electoral Commission's central results system.

The dual scan-capture feature of this system makes the image of the original results slip available, together with the captured result. Moreover, the capturing entails a double-blind process and validations, and is audited by independent auditors.

The overall election results are worked out at centralised election results operations centres (ROCs) under the control of the Electoral Commission: one national ROC based in Pretoria, Tshwane, and one provincial ROC in each province.

Where exceptions are raised by the results system – for example, with an exceptionally high or low voter turnout – a team at the national ROC checks the exceptions and, if necessary, takes steps to resolve the matter.

Accredited observers, party/independent candidate agents and party Representatives are also invited by the Electoral Commission to these ROCs to check that everything is done correctly and fairly.

Only the Electoral Commission has the legal authority to announce the election results. This is to ensure that all objections are addressed by the Electoral Commission prior to the final result announcement. The Electoral Commission will then determine the seat calculation and seat allocation and announce the elections results within seven days.

## 3. Objections and appeals

Throughout the voting and counting process, any voter or agent can lodge an objection to any alleged irregularity at a voting station that could affect the results, and a record is kept of these objections.

Objections to the election result are dealt with directly by the Commission, which will investigate any such objection, can request evidence in doing so, and must make a decision. The Commission must make a decision on the objection within three days of receiving the objection.

Any person not satisfied with that decision can appeal to the Electoral Court. The Electoral Court is a specialised court with the status of a High Court and has jurisdiction on all electoral disputes and breaches of the Electoral Code of Conduct. This court is easily accessible and has a speedy process for dealing with matters brought before it.

### Who can object?

Voters, party agents and ward candidates can submit objections at any time during the voting and counting process.

**When to object**

Objections must be lodged before 5pm on the second day after voting takes place (usually the Friday after Election Day).

Voters, party agents and ward candidates can object to:

- a voter being given too many ballot papers;
- a voter being refused a ballot paper; or
- the conduct of a voting officer, party agent or any other person.

Party agents and ward candidates can object to any irregularities or inaccuracies in the:

- sorting of ballot papers;
- counting of votes or determination of results; or
- verification procedure.

**How to object**

Let the Presiding Officer know that you want to make an objection. The Presiding Officer will give you the relevant form to fill in.

The Presiding/Counting Officer must then:

- investigate the objection;
- record the finding on the written objection;
- inform the objector of the decision; and
- keep a record of each objection.

**Appealing the decision on an objection**

One can appeal the decision of the Presiding Officer or Counting Officer by submitting an appeal to the Electoral Commission's national office in Pretoria, in writing, by 5 pm, within two days of Election Day.

**4. Declaration of results**

After all objections are dealt with, the Electoral Commission must announce the final results and seat allocation for metropolitan and local councils within seven days of Election Day. The reality is that these election results usually become available within about three days of the election voting day.

The Electoral Commission must then inaugurate district councils with 14 days after the Election Day. Local councils nominate 60% of the councillors to represent them in the district councils. 40% of the councillors in the district council are elected directly by voters on Election Day.

**5. Allocation of seats**

After the municipal elections, the allocation of seats then takes place for metropolitan councils and local councils, and district council elections.

**Metropolitan and local councils**

In metropolitan and local councils, half of the council seats are allocated to directly elected ward councillors (ward ballot paper) and the other half are

allocated to political parties on the basis of the results of the PR ballot paper.

The ward councillors are elected first and then the remaining seats are allocated to political parties based on proportional representation. The PR allocation takes into account how many ward seats a party has already won to make sure that the final number of seats a party has does not exceed the percentage of the vote which they won. So for example if a party has won 50% of the wards and 50% of the PR votes then that party will not receive any proportional seats.

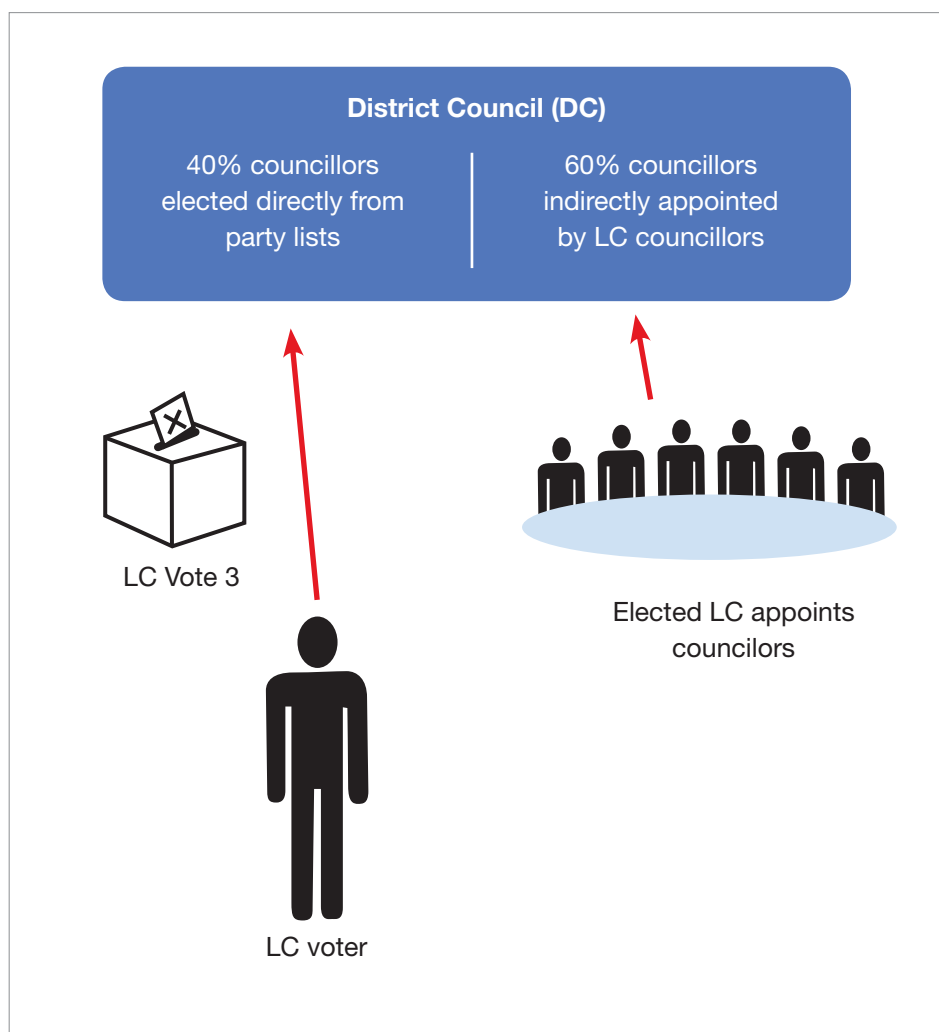
**District councils**

In district councils only 40% of the seats will be given to parties based on the votes they got on the PR ballot. The remaining 60% of seats on the district council will be allocated to the local councils in that area whereby local council representatives are elected to represent the local council on the district council. Each local council will be given a number of seats and must send councillors from their ranks to fill those seats. The seats should be filled according to the support that parties have in a specific council. For example, if a local municipality is given five seats on the district council and Party A gained 60% of the seats on the local council, then Party A councillors should fill three of the five seats. The other two seats should be allocated to other parties according to the number of votes received.



The calculations for seat allocation are described in Schedule 1 of the Local Government Structures Act (117 of 1998)

PR list seats

*Seat allocation for district councils*

In the diagram above, 40% of district council seats are directly elected by voters on voting day on the party list ballot for the district council. 60% of district council seats are appointed by local council representatives to represent the local council on the district council. This needs to occur at the first meeting of the newly elected local council within 14 days from voting day.



**WHEN IT COMES TO  
THE FUTURE CITIZEN  
THEY ARE  
BORN  
DIGITAL  
ALWAYS-ON  
KNOWLEDGE-DRIVEN  
MULTICHANNEL**

**Meet your future citizens.  
Are you ready for them?**

Telkom has joined forces with Business Connexion. Together we've strengthened our digital capabilities, and together we can carry you into the future. As Africa's premier end-to-end digital solutions partner, we'll take care of all your current and future citizens' needs. Let's embrace change and welcome the future. Today.

Speak to one of our business sales consultants.

Visit [www.telkom.co.za/bigbusiness](http://www.telkom.co.za/bigbusiness) or call 10214.

**Telkom | Business  
Connexion**





## Results system

The 2016 Municipal Elections saw the Commission continue to offer a number of interactive online and mobile-based platforms, to encourage voter engagement prior to and during the registration process and election day events, and to make election results information more accessible to a broad audience.

To facilitate the distribution of election data, the Commission developed various Application Programming Interfaces (APIs) incorporating a variety of functions relating to voter information, election results and other related information. The APIs provided data and functionality that could be utilised by third-party websites, mobile devices, political parties and the media – which effectively created multiple new content streams based on the Commission's data.

To access the Electoral Commission's API, third-party users had to apply for a username and password from the Commission's ICT department. Authorised applications received access tokens that were valid for a limited time only.

These APIs formed the basis of the Electoral Commission's citizen-facing mobile application, known as the Official IEC Election application. Downloadable from the Android and apple app Stores, the application's 2014 version was refreshed by digital partner Accenture just in time for the opening of applications for special votes in June 2016. The Official IEC Election application allows users to check:



- registration status and voting station details, based on the user's ID number;
- information about special votes in your registered voting district;
- maps on how to find your and other voting stations;
- information about candidates and ward councillors; and
- election results and the calculation and assignment of seats.

The seat calculation and assignment feature will indicate how many seats a party has won, and provide the names of candidates who have won seats (known as seat allocation), with data breakdowns available by party, by province, by regional list and/or nationally.

The calculation of seats can only occur when all results have been received for those voting districts where a result has been expected; when all exceptions and objections have been resolved.

As a feature of the APIs, certain restrictions or limits are in place to ensure security and robustness of the API. The solution is intelligent enough to detect any potential threats or attacks on the system, including attempts at data mining.

## Results Operations Centres

The National Results Operations Centre in Pretoria serves as the central hub of activity over the election period, and enhances the transparency of the election process.

A National Results Operations Centre, now familiarly called the ROC, enhances the transparency of the election process and serves as the hub of activity over the election period. It is where election officials, political parties, the media and other stakeholders can come together under one roof for the week of elections.

This year, for the 2016 Municipal Elections, the national ROC is again being located at the Tshwane Business and Agriculture Events Centre, just three kilometres from the central business district in South Africa's executive capital, Pretoria. This will be the eighth election where the ROC is housed at the Tshwane Business and Agriculture Events Centre, formerly known as the Pretoria Showgrounds.

However, as familiar as electoral staff are with the venue, establishing the national ROC necessitates strict project management skills and the coordination of a number of key service providers. Moreover, there are always new demands, such as the variable knowledge of the number of political parties in attendance, demands from print, radio and television media companies for office space, and then opportunities to bring something new to the venue, whether it be facilities such as providing a business centre, introducing new technology, a leaderboard display, or fresh elements of branding and lighting.

The ROC officially opens one week before the actual elections – but planning and construction of the ROC facilities begins six months before. Construction of the ROC takes place over just seven weeks, during which time two levels of empty flooring, covering some 12 000 m<sup>2</sup>, are transformed into a high-tech, world-class business centre.

Commissioners and electoral staff relocate to the ROC for approximately 10 days – from a few days before the ROC launch, until after the results have been announced – and are joined by stakeholders, representatives from all the political parties represented at a national level, and television, radio and print media providing national and international coverage of the election events.

During this time, the ROC becomes the command centre for all voting activities throughout the country. Cellphone companies increase their capacity in the area to ensure coverage is available. Eskom is advised that the Electoral Commission's National and Provincial ROCs are strategic locations for this brief period, to ensure continued electrical supply. Back-up generators are installed nonetheless. For the second election in a row, limited WiFi will be introduced for the benefit of attendees and visitors.

### ROC layout and facilities

This year visitors will be welcomed to the National ROC with an exhibition area, displaying exhibits around the theme of “21 Years of Local Government Elections”, proudly showing off South Africa's electoral history and some of the awards and achievements the Electoral Commission has received over the past 20 years. Branding of the centre is vital communicating the current campaign theme, “My tomorrow is in my hands” in the centre.

Commission staff are based in an “X” desk formation in the centre of the lower level of the hall, surrounded by television sets, political parties, the leaderboard and executive offices, all in clear view of stakeholders.

While this layout may appear to represent the “X” on a ballot paper, it is in fact designed to assist with linking electrical and data cabling to switches located in the centre of the hall, so while this is aesthetically pleasing it is also technologically efficient in its layout. The shape is also echoed throughout the Provincial ROCs.

In 2016, 13 political parties will each have office space in the National ROC, with desk space on the open floor where intranet and telephone services are provided allowing representatives to keep in touch with their agents in the field.

As results slips are captured in the municipal electoral offices (MEOs) across the country, the data is transferred to the Electoral Commission's computer systems and stored in a database.

State-of-the-art IT and GIS applications will rapidly make data available for communication to political parties, the media and Electoral Commission staff within the venue, and to the nine Provincial ROCs.

In addition, data in various formats will be displayed on the projection screens. Graphic interpretations, maps, analyses, running scores and percentages are all popular displays.

The ROC uses high-powered large projection screens for the Provincial Leaderboard, with a single central LED screen for the National Leaderboard. Multiple stacked projectors will allow for failover of a single unit to prevent any loss of picture.

National ROC Statistics	
Hall	12 000 m <sup>2</sup>
Computers	± 450 PCs
Telephones	± 300, with 2 x PABX
Network cabling	Over 20 km of data, fibre and telephone cabling
Electrical	> 1000 power points
Lights	> 200
Radio media	>10
TV broadcasters	SABC, e-NCA, ANN7 and BBC
News media	>7
Political parties	13





# Together with our clients, we are changing the way South Africans live, work and play

## High performance. Delivered.

For more than four decades, Accenture has worked with South Africa's most successful public and private sector organisations, continually helping them to transform and grow their businesses. To the South African public we are an integral—but often hidden—part of their day-to-day lives. To our clients we are strategic partners who have helped them do more for the people they serve.

Proudly serving South Africa since 1971.



Strategy | Consulting | Digital | Technology | Operations



## Provincial ROCs

All nine provincial offices of the Electoral Commission have their own ROC. Each Provincial ROC is connected to the National ROC through the Commission's IT network infrastructure, and computer-generated data and information is available real-time, exactly as it would be at the National ROC.

As with the National ROC, voice and computer connectivity is provided through Telkom.

At each location national television stations such as the SABC, eNCA and ANN7, plus local radio stations create their presence with a set, outside-broadcast van, camera crew and presenters, so as to be able to broadcast local news. Space is made available for editing suites, television sets and operational staff, all connecting back into each broadcaster's infrastructure.

## Location of the Provincial ROCs

**Eastern Cape:** International Convention Centre, East London

**Free State:** Bloemfontein City Hall, Bloemfontein

**Gauteng:** SABC buildings, Johannesburg

**KwaZulu-Natal:** Durban International Convention Centre, Durban

**Limpopo:** Peter Mokaba Stadium, Polokwane

**Mpumalanga:** Mpumalanga Department of Cooperative Governance and Traditional Affairs, Mbombela (Nelspruit)

**Northern Cape:** Mittah Seperepere Convention Centre, Kimberley

**North West:** Electoral Commission Provincial Warehouse, Mmabatho (Mafikeng)

**Western Cape:** Century City Convention Centre, Cape Town



## FREQUENTLY ASKED QUESTIONS

*‘Do I need my  
registration sticker  
to vote?’*

### 1. What is the difference between national, provincial and municipal elections?

In national elections you vote for members of Parliament and in provincial elections (held on the same day as national elections) you vote for members of the provincial legislature. In municipal elections you are voting for city or town councillors who will run your town council for the next five years.

### 2. Can I still register as a voter or update my voting station/address details for the 2016 Municipal Elections?

The voters' roll for the 2016 Municipal Elections closed on 23 May 2016. By law no further additions or changes to the voters' roll for these elections may be made. Registration is, however, ongoing for elections to be held after 3 August 2016. You can register at your local IEC office. Find the contact details at: [www.elections.org.za/content/About-Us/Contact/](http://www.elections.org.za/content/About-Us/Contact/)

### 3. Do I need my registration sticker to vote?

No. The IEC will only refer to the registration sticker if your name does not appear on the voters' roll and you indicate that you have registered. In this case the sticker is proof that you had applied for registration.

### 4. How long will it take to vote?

This depends on how busy your voting station is. On average it only takes about 15 minutes to vote, but more people vote in the first few hours of voting so the queues tend to be longer before 11am.

### 5. I am disabled/blind/deaf. Who will help me at the voting station?

Officials at your voting station will assist you if you request them to do so. We also have a voting aid known as a Universal Ballot Template (UBT) that can be used when voting to ensure your vote remains your secret. Please ask an electoral official for assistance and more information.

### 6. I am registered to vote but lost my ID with the registration sticker. Can I still vote?

Yes, provided that you obtain a temporary identity certificate, from the Department of Home Affairs that will be valid on Election Day – 3 August 2016.

### 7. I work and live overseas. Can I vote in the 2016 elections?

Unfortunately there is no overseas voting in a municipal election.

### 8. If I have registered but I don't vote, what happens to my vote?

Only valid votes cast in an election are counted in the result. So if you don't participate your vote is lost.

### 9. What happens if I registered but my name isn't on the voters' roll when I go to vote?

If a voter's name is not on the roll for the voting district where they applied to register to vote and they have a barcode sticker in their identity document that was provided to them by the IEC when they applied to register to vote and that proves that they applied to register for that voting district, they will be allowed to vote. Voters will be asked to fill in an MEC7 form and will then vote normally. In this instance, voters may still only vote in the voting district where they applied to register and not in another voting district. Also note that proof of application for registration is limited to the sticker granted when applying to register to vote. A printout of a website page, an SMS message, etc. do not constitute proof of application for registration in the case of a MEC7 vote.

### 10. Why should I vote?

The 2016 Municipal Elections are your chance to have a direct say in who runs your community and ward, so make your voice heard and make your right to vote count. Municipal elections are only held every five years to elect councillors who will be responsible for governing your municipality for the next five years. They will serve on the town, city, metropolitan and/or district councils that ensure services for the people in their areas including providing water, electricity, sewerage and sanitation services, waste removal and other services that directly impact your daily life.

### 11. How do we know elections will be free and fair?

In South Africa the voting and counting process at each voting station happens in the presence of observers and party agents from all contesting parties. The ballot boxes are opened in front of the observers and party

agents who check that the counting is done correctly and fairly. Party agents sign the results slips at each voting station to verify that they are correct. These results slips are then posted on the door of the voting station and a copy is sent to the results centre – where once again observers, party representatives and independent auditors verify the results against what was captured at the voting station. Only once all such verifications have taken place are the results reflected. Each step of the election process is carefully verified, checked and audited – from the counting and recording of votes to the scanning and capturing of results, culminating in the announcement of the final election results. Rest assured that the process is free and fair, and transparent, and that every single vote is counted and counts.

## 12. How many ballots will I receive when voting in the 2016 Municipal Elections?

If you live in a metropolitan council area (e.g. Johannesburg), you will receive two ballots: one for the ward councillor and one for the proportional representation party list. If you live in a local municipality (e.g. Standerton municipality), you'll receive three ballots: one for the ward councillor for the local council; one for the proportional representation party list for the local council; and one for the proportional representation party list for the district council.

## 13. I get called/SMSed by various political parties. Why did the IEC give them my contact details?

The Electoral Commission is very protective of voter information and privacy and does not provide contact details for any voters to any political party or outside agency. However, we are required by law to publish the voters' roll and to make it available to parties which are contesting elections. Only the names, ID numbers and addresses (where available) of registered voters are provided to parties and no contact details are included in the voters' roll. We are aware that some parties use commercially available databases to obtain contact details for eligible voters. We suggest you raise any concerns you may have regarding unsolicited approaches with the party concerned.

## 14. Is Election Day going to be a public holiday?

Yes, President Jacob Zuma has declared 3 August 2016, the date of the 2016 Municipal Elections, a public holiday. The purpose is to enable all South Africans who are eligible to vote to exercise their right on Election Day.

## 15. Is my ballot invalid if I didn't make the cross or a mark inside the block next to my party or candidate of choice?

It is important that voters make clear marks when they vote to indicate their choice. Both the cross and a tick mark are allowed, and we advise voters to try and make these marks inside the box next to their party or candidate of choice when voting. This is not a rule by any means, though. What is required is that you, as the voter, must make your intention clear to the counting official.



## 16. What does the law say about wearing of political party clothing in a voting station?

Electoral laws prohibit party agents and candidates from wearing political party clothing or regalia inside a voting station on Election Day. But there is nothing stopping ordinary voters from wearing political party clothing or regalia.

## 17. Why can't I take a selfie inside the voting station?

By law you are not allowed to take any photos inside the voting station or to share them on social media. The reason is to maintain the secrecy of your vote and the privacy of others. It is illegal to reveal how you or someone else has voted, which could happen with a selfie. If you take a selfie in a voting station, especially showing a marked ballot, and are found guilty of this offence, you could face a fine or up to a year in jail. You can take selfies after you have voted, outside the voting station.

## 18. Why don't we have online registration or voting?

The use of technology for elections is the subject of ongoing consideration by most election management bodies around the world – including here in South Africa. Unfortunately we are not yet in a position to provide online registration – but this is one of the things we are looking at for the future. Similarly, we are currently investigating the pros and cons of e-voting but it is not something we are considering for the 2016 Municipal Elections.

## 19. When will we receive the 2016 Municipal Elections results?

By law the election results must be announced within seven days of the day on which the election took place. In municipal elections each ward and municipality is its own election so these results are announced as and when the counting and results processes have been finalised. The first results will probably be known within a few hours of the close of voting stations and the results for municipalities within a day or two of the election. Watch the media for information or follow the results on our website ([www.elections.org.za](http://www.elections.org.za)) on the Official IEC Election app.

## 20. How are PR seats calculated?

In metropolitan and local councils, half of the council seats are allocated to directly elected ward councillors (ward ballot paper) and the other half are allocated to political parties on the basis of the results of the PR ballot paper.

The ward councillors are elected first and then the remaining seats are allocated to political parties based on proportional representation. The PR allocation takes into account how many ward seats a party has already won to make sure that the final number of seats a party has does not exceed the percentage of the vote which they won. So for example if a party has won 50% of the wards and 50% of the PR votes then that party will not receive any proportional seats. For a graphic representation of this process, please go to: [www.elections.org.za/content/Elections/Seat-calculation-for-Metro-and-Local-Councils/](http://www.elections.org.za/content/Elections/Seat-calculation-for-Metro-and-Local-Councils/)



# MEDIA GUIDELINES

## 1. Role of the media

The Electoral Code of Conduct states that political parties and candidates must respect the role of the media during an election period. They must also ensure that they don't prevent access by journalists and other members of the media to public political meetings, marches, rallies and demonstrations. Parties and independent candidates must also take all reasonable steps to ensure that journalists are not subjected to harassment, intimidation, threats or physical assault by their representatives or supporters.

## 2. Media accreditation for elections

Media representatives will not need formal accreditation from the Electoral Commission to gain access to voting stations for the 2016 Municipal Elections, but they will be required to identify themselves clearly as members of the media by presenting a valid press card or signed letter from their editor (on the organisation's letterhead) in addition to an identity document or passport. The press card will get media representatives access to a voting station to report on voting or counting if it has:

- the name and photo of the journalist or reporter; and
- the name of the publication or broadcasting station they represent.

Members of the media will need accreditation for all Results Operation Centres. Please check with each provincial Results Operation Centre for their requirements.

## 3. Media contacts for the Electoral Commission

Please refer to page 128 of this publication.

#### 4. Access to voting stations

Members of the media will be given access to a voting station at the discretion of the Presiding Officer of a particular voting station. If you have any problems getting access at the door, ask to speak to the Presiding Officer or the Deputy Presiding Officer.

Presiding Officers are under no obligation to grant the media access to the voting station or to discuss the activities in the voting station. You can, however, appeal to the Provincial Electoral Officer if you feel that your access to a voting station has been unreasonably withheld.

Queries that fall outside of the mandate of the Presiding Officer will be escalated to the Electoral Commission official spokesperson at the National Results Operations Centre in Pretoria or the particular provincial results operation centre.

Voting hours in the 2016 Municipal Elections are from 7am to 7pm. No media coverage will be allowed once the voting stations have closed and counting has started.

#### 5. Interviews and information at voting stations

In terms of the Section 109 of the Electoral Act No 73 of 1998, no persons including the media may print, publish or distribute any exit polls taken in the elections in process during the hours of voting (7am to 7pm).

Voters, party agents, candidates and accredited observers have to be interviewed outside of the boundaries of a voting station. Except for the Presiding Officer no interviews may be conducted with any other voting station staff/Electoral Commission staff at a voting station.

Presiding Officers are mandated to talk on the following:

- Voter turnout at their voting station; and
- Arrangements for voting at their station.

Media queries on the following topics have to be directed to either the media centre at the National Results Operation Centre in Pretoria or provincial centres as appropriate:

- Content and number of objections as these are subject to an appeals process;
- Activities outside the boundaries of the voting station; and
- policy matters.

Remember that in terms of the Elections Regulations no person – including members of the media – may produce a photographic image of a marked ballot. This is a criminal offence.

No visuals are allowed inside the boundaries of a voting station without the permission of the affected voter and the Presiding Officer.

No visuals are allowed where the secrecy of a voter's ballot may be compromised.

Once the results have been finalised at the voting station the Presiding Officer may inform the media of the provisional count.

Copies of the results slips will not be made available to the media, but a copy of the results slip for each election in each voting district is placed on the door of the voting station at the close of counting of ballots, so the media are at liberty to access results slips in this manner.

## 6. Opinion polls

Since the 1999 elections the Electoral Act has allowed for the publication of opinion polls. Media houses can broadcast or publish the results of an opinion poll at any time during the election period as long as they follow all the other election laws affecting the broadcast, digital or print media.

## 7. Access to election data

To make information from the 2016 Municipal Elections more accessible to all South Africans, the Electoral Commission has developed application programme interfaces (APIs) to provide election source data in real-time to political parties, media institutions and other interested parties.

This source data includes real-time voter and voting station information, including mapping and election results data, as well as other generic information.

To access the Electoral Commission's API, interested parties and media organisations must apply for a username and password from the Commission. Authorised applications will receive access tokens that are valid for a limited time.

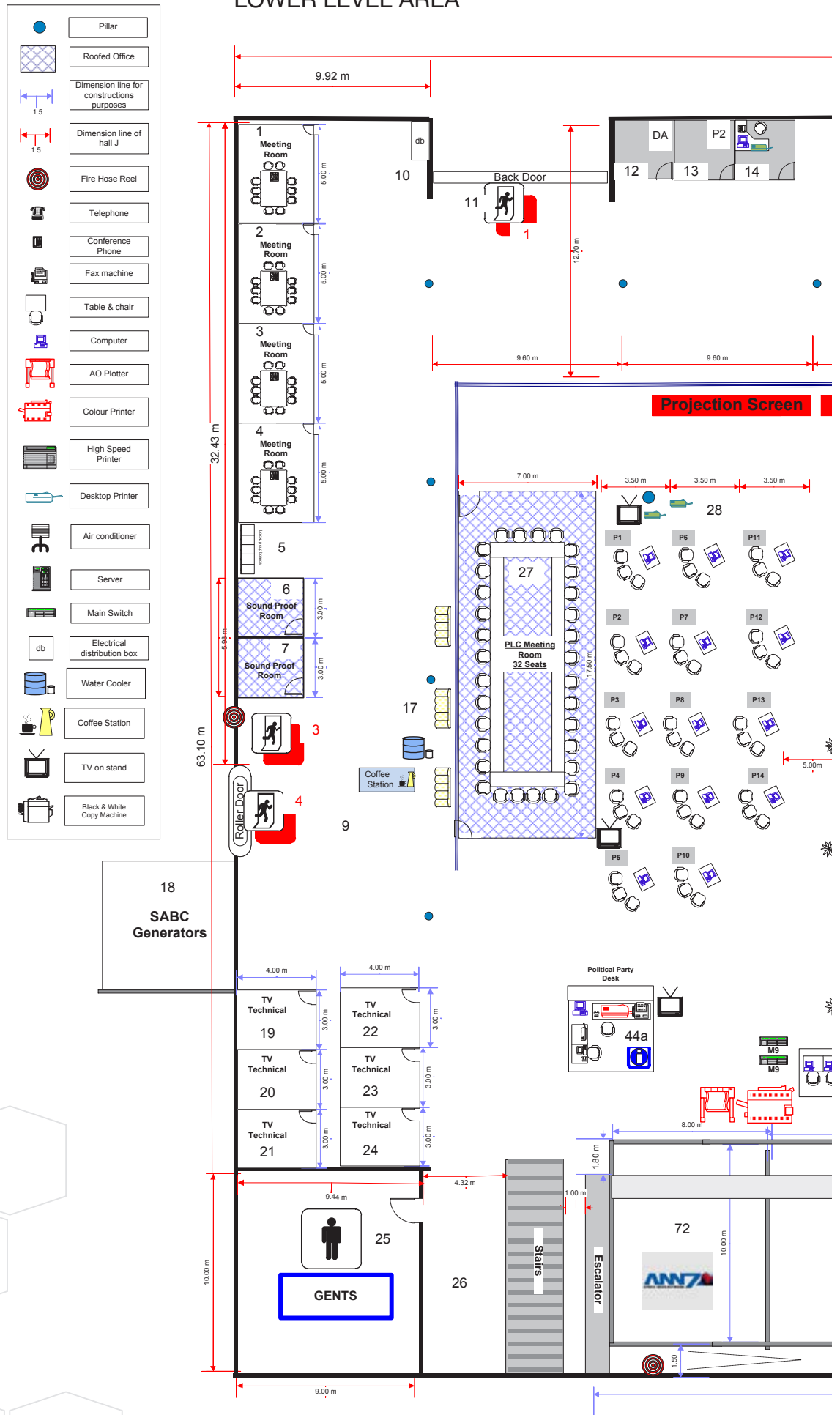
Please send your request for access to the API to the Electoral Commission addressed to [webmaster@elections.org.za](mailto:webmaster@elections.org.za).

For more detailed specification information and sample code, calling parameters and structure of the returned data, please visit: [www.api.elections.org.za](http://www.api.elections.org.za)

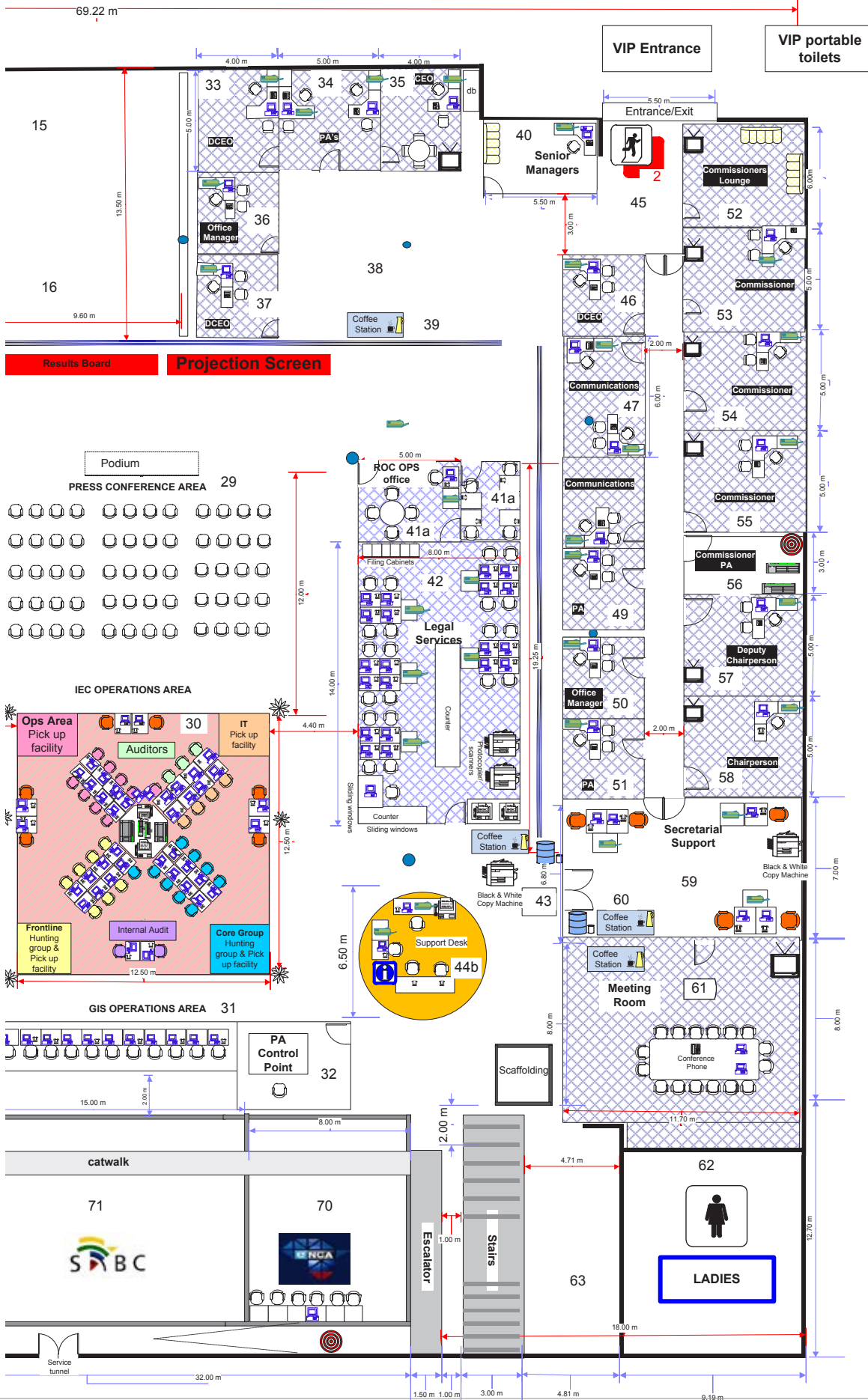




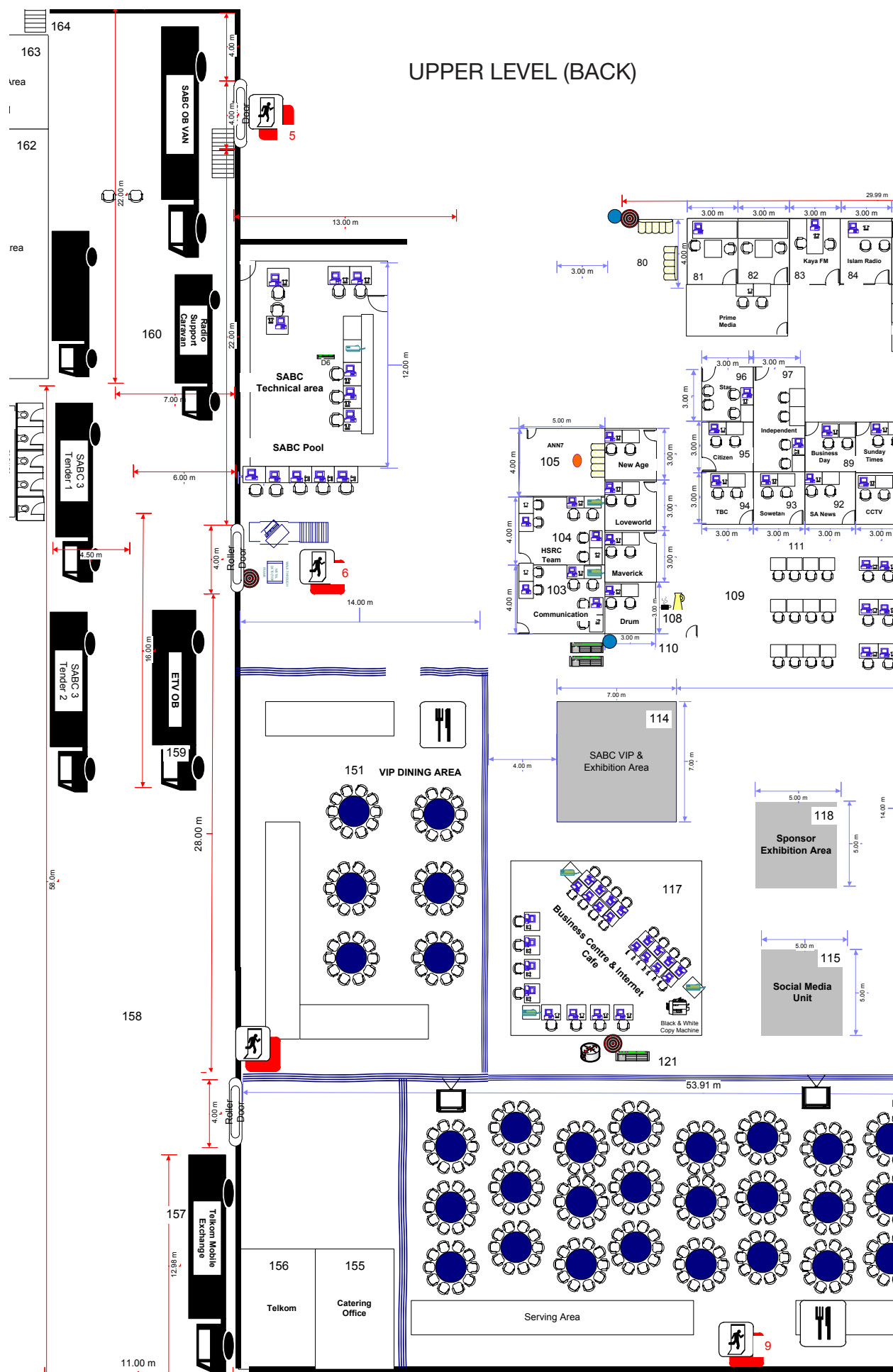
## LOWER LEVEL AREA





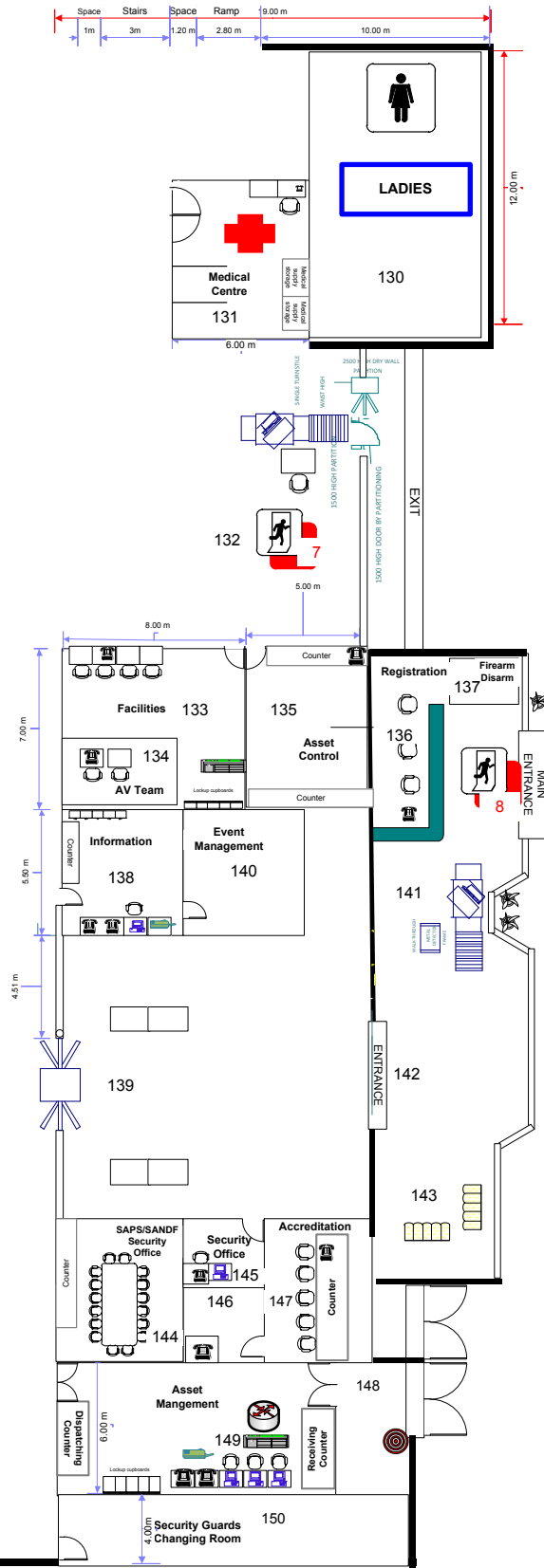
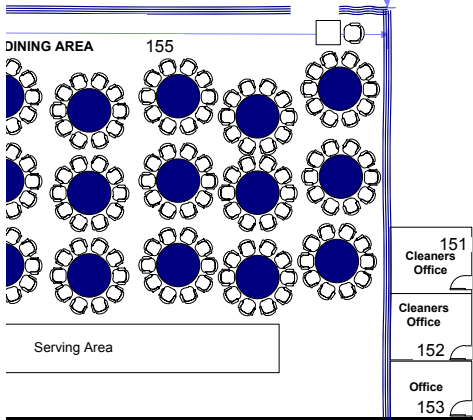
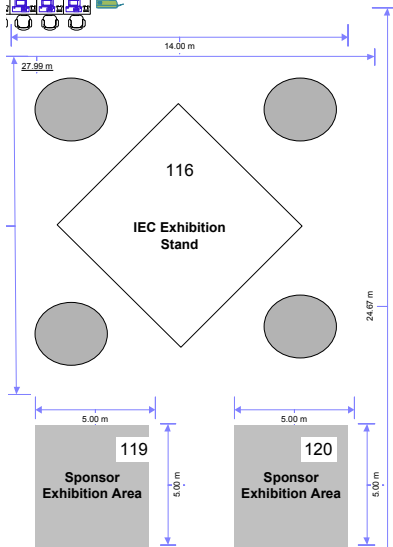
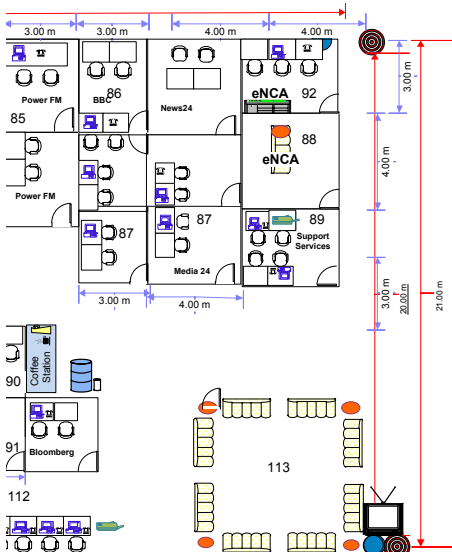


### UPPER LEVEL (BACK)

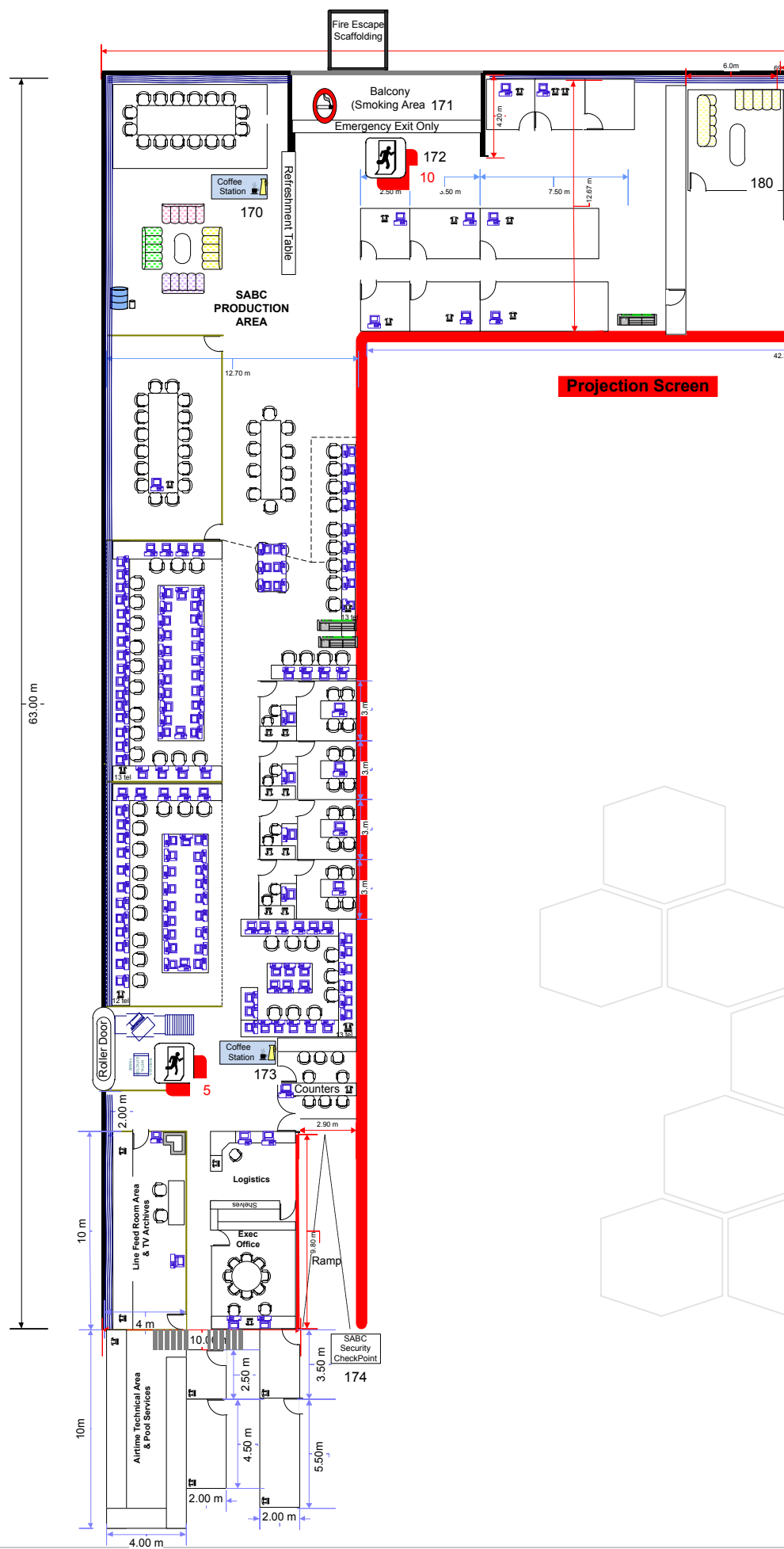


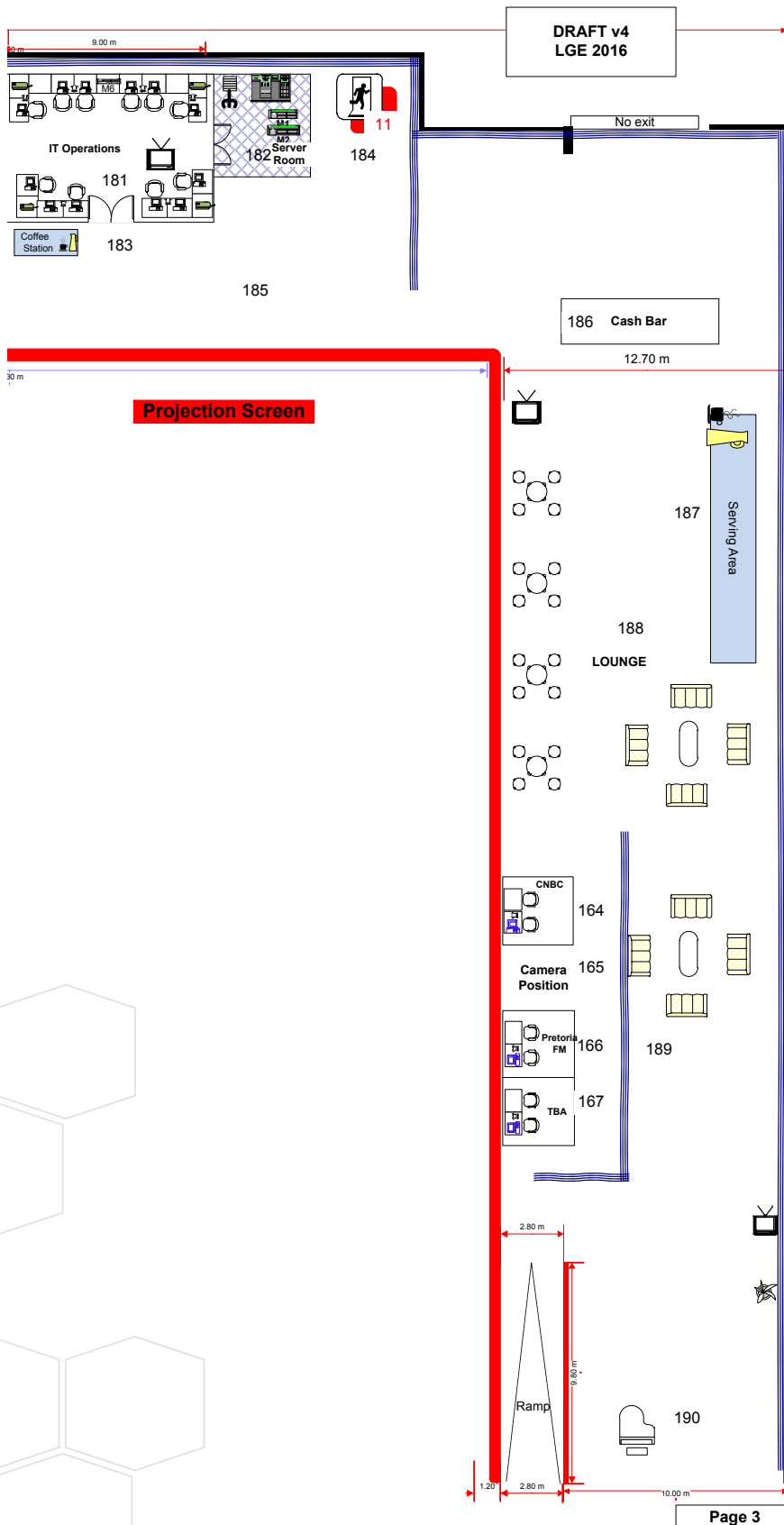


DRAFT V 4  
LGE 2016



## UPPER LEVEL (FRONT)







# CONTACT LIST OF ELECTORAL COMMISSION SPOKESPERSONS

## National Office

Election House  
Riverside Office Park  
1303 Heuwel Avenue  
Centurion

Tel: 012 622 5700



National Spokesperson:  
Ms Kate Bapela

[spokesperson@elections.org.za](mailto:spokesperson@elections.org.za)  
Tel: 082 600 6386



## Provincial spokespersons

### Eastern Cape

Provincial Electoral Officer: Mr Thami Mraji  
Media contact person: Ms Pearl Ngoza on 076 885 1653 or ngozap@elections.org.za

### Free State

Provincial Electoral Officer: Mr Jabulani Tshabalala  
Media contact person: Ms Mmathabo Rasengane on 083 507 9895 or rasenganem@elections.org.za

### Gauteng

Provincial Electoral Officer: Mr Masego Sheburi  
Media contact person: Ms Boitumelo Monaki on 084 366 2168 or monakib@elections.org.za

### KwaZulu-Natal

Provincial Electoral Officer: Mr Mawethu Mosery  
Media contact person: Mr Thabani Ngwira on 084 505-5117 or ngwirat@elections.org.za

### Limpopo

Provincial Electoral Officer: Ms Nkaro Mateta  
Media contact person: Mr Motsiri Ramafalo on 082 548 2134 or ramafalom@elections.org.za

### Mpumalanga

Provincial Electoral Officer: Mr Steve Ngwenya  
Media contact person: Mr Sibusiso Nkosi on 072 919 0704 or nkosisv@elections.org.za

### Northern Cape

Provincial Electoral Officer: Mr Bonolo Modise  
Media contact person: Ms Ntsoaki Sebeela on 082 699 9273 or sebeelan@elections.org.za

### North West

Provincial Electoral Officer: Dr Tumi Thiba  
Media contact person: Ms Maureen Mathamela on 082 808 9520 or mathamelam@elections.org.za

### Western Cape

Provincial Electoral Officer: Rev. Courtney Sampson  
Media contact person: Mr Trevor Davids on 074 475 2082 or davidst@elections.org.za or mediaWC@elections.org.za



## ACKNOWLEDGEMENTS

Elections are without a doubt the biggest event on the calendar of any electoral democracy. It would not be possible to list every organisation that has played a part, no matter how big or small, in aiding the Electoral Commission in successfully managing South Africa's 2016 Municipal Elections. However, we would like to thank our partners who enabled us to raise the bar in terms of reaching out to voters, and hosting representatives of the political parties and the media at the Results Operations Centres (ROCs) countrywide. Without the sponsors of our ROCs, these facilities would not be possible.









SOUTH AFRICA

Election House  
Riverside Office Park  
1303 Heuwel Avenue  
Centurion  
0157

Tel: 012 622 5700

[www.elections.org.za](http://www.elections.org.za)

[IEC@elections.org.za](mailto:IEC@elections.org.za)



[www.facebook.com/IECSouthAfrica](https://www.facebook.com/IECSouthAfrica)



[@IECSouthAfrica](https://twitter.com/IECSouthAfrica)

ISBN: 978-0-621-44716-3