



SOUTH AFRICA



2009

**ELECTORAL COMMISSION
ANNUAL REPORT**

ELECTORAL COMMISSION OF SOUTH AFRICA



SOUTH AFRICA

ANNUAL REPORT TO THE NATIONAL ASSEMBLY
FOR THE FINANCIAL YEAR ENDED 31 MARCH 2009

The Honourable M.V. Sisulu

Speaker of the National Assembly

The Electoral Commission's report and audited financial statements for the financial year ended 31 March 2009 are hereby conveyed to you for formal submission to the National Assembly, as required by section 14(1) of the Electoral Commission Act, 1996 (Act 51 of 1996) and section 65(1)(a) of the Public Finance Management Act, 1999 (Act 1 of 1999).



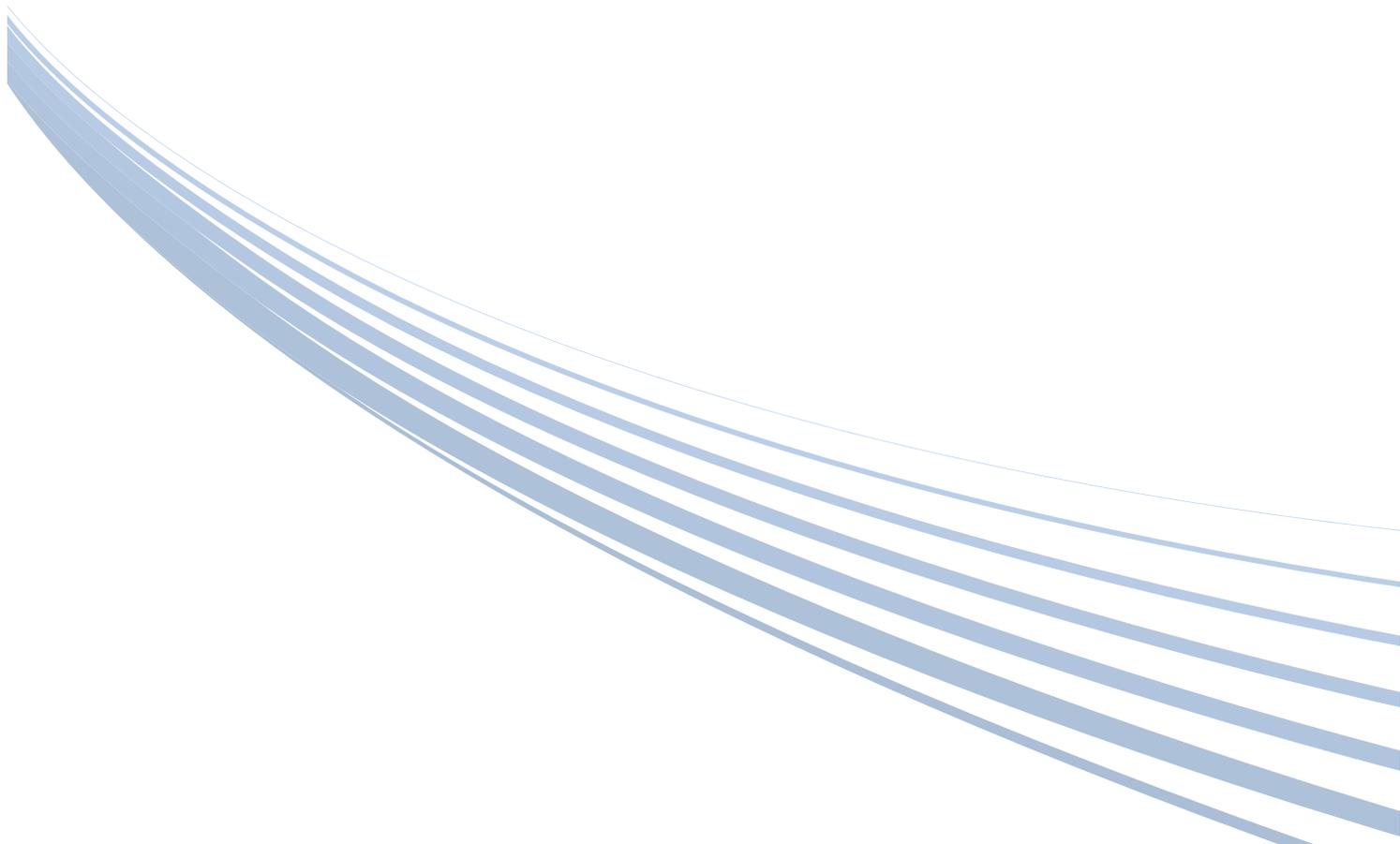
Chairperson

Date: 22 September 2009



Chief Electoral Officer

Date: 22 September 2009



ELECTORAL COMMISSION OF SOUTH AFRICA



SOUTH AFRICA

Annual Report to the National Assembly

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SOUTH AFRICA



Section

1





INTRODUCTION BY THE CHAIRPERSON



It is with pleasure that the Electoral Commission of South Africa presents its Annual Report for the 2008/09 reporting period.

This reporting period marks the fourteenth anniversary since the dawn of democracy in South Africa and exactly eleven years since the establishment of the Commission. The period also coincided with our preparations for the 4th national and provincial elections in South Africa since 1994. Most of our activities were, therefore, focused on preparing for the 2009 elections. It is during this period that major election milestones of election launches and registrations were achieved.

There is no doubt that this period provided an opportunity for South Africans to prove their ability to live by the values and provisions of the nation's social contract as espoused in the Constitution of the Republic of South Africa. General political developments provided a real test of the tenacity of the nation's constitutional order. It became very clear that South Africans were keen to contribute towards entrenching their constitutional democracy.

The enthusiasm of South Africans with regard to participating in their democracy became evident from the number of voters who registered to take part in these elections – these far exceeded our expectations. The number of voters on our voters' roll increased from 20.6 million in 2004 to 23.1 million in 2009. Once again, the youth were targeted in the communication campaign for the 2009 National and Provincial elections. There was a significant increase in the number of youth registrations, resulting in 6 283 630 young people in the age band 18 years to 29 years on the certified voters' roll for the 2009 elections, which represented 27.11% of the total number of registered voters.

It is also during this period that we confirmed the registration of 156 political parties, representing the largest number of political parties ever registered in this country. Forty of these parties were to participate in the 2009 national and provincial Elections in April 2009. The Commission did everything possible to liaise with all relevant stakeholders towards promoting conditions conducive to free and fair elections.

Some of the challenges that had to be dealt with prior to the elections involved disputes about the provincial location of certain municipalities. In particular, protest and legal action regarding the incorporation of Merafong into Gauteng and Moutse into Mpumalanga threatened voter registration activities ahead of the elections. These challenges were all successfully addressed in time.

The Commission remains grateful for the patriotic spirit that our political parties displayed during this reporting period. In the spirit of multi-partyism, this period saw a notable increase in the number of political parties that sought registration with the Commission. Even with the increase in registered political parties, their working relationship with the Commission was constructive. Where serious legal differences were experienced, political parties used legal and constitutional means to resolve these.

The Commission pioneered several initiatives to meet the challenges brought about by our maturing democracy. Such initiatives are a result of our steadfastness in ensuring that the Commission remains an independent, effective and impartial organisation. Over the years, and since its inception, the Commission has developed a



cadre of professional and efficient elections administrators through internal programmes and through participation in technical assistance initiatives in other countries. These initiatives and programmes have culminated in an outstanding team which carries out its activities efficiently and with conviction. The Commission is confident in and proud of its team's ability to meet any challenges with respect to elections management and administration in South Africa.

One particular highlight was the procurement of 30 000 new state-of-the-art portable scanners which are used to register voters. This is part of the Commission's commitment to maintaining a credible and up-to-date voters' roll, which is a critical component of the Commission's mandate to provide free and fair elections. The scanners worked very well during the two major voter registration initiatives, allowing the Commission to increase the number of registered voters on the voters roll to more than 23 million without any difficulty.

The Commission continues to play a critical role internationally through active membership of the International Institute for Democracy and Electoral Assistance (International IDEA) and the Electoral Commissions Forum of the SADC countries. We also enjoy strong relationships with other electoral management bodies on the African continent and beyond. During this reporting period, we participated in various international forums convened under the auspices of, among others, the African Union and SADC. We sent delegations to observe elections and sent our staff to provide assistance with and learn about the management of elections in other countries. We also received delegations from countries as far afield as the Maldives Islands and many other countries on the continent.

We recognise and affirm the oversight role that Parliament has over Chapter 9 institutions, including the Electoral Commission. It is in line with this that we are looking forward to participating and co-operating with Parliament in implementing recommendations made by the *ad hoc* Committee on the Review of Chapter 9 and Associated Institutions. The Commission prides itself on its achievements and accomplishments in implementing its mandate and would like to strengthen its relationship with Parliament even further so that there could be greater and more thorough engagement in its activities.

During the period under review, we worked very closely with our sister organisations in implementing programmes that promote and support our constitutional democracy. We will ensure that our relationship with these institutions is strengthened further in order to develop meaningful engagement and to deliver on our constitutional mandate in the service of the nation.

The Commission continues to receive full co-operation from government at municipal, provincial and national levels. The scale of complexity and sensitivity of the Commission's mandate makes this co-operation a prerequisite for a successful election. Most departments and officials that were approached facilitated our work.

Finally, the Commission would like to express its appreciation for all the enthusiastic support it received during this reporting period from a number of institutions, including Parliament; political parties and civil society organisations, faith-based organisations, traditional leaders and the public in general.

The report on the 2009 elections will elaborate further on matters pertaining to preparations and delivery. This report will be tabled at the National Assembly within the next reporting period.

Dr Brigalia Bam
Chairperson



INTRODUCTION BY THE CHIEF ELECTORAL OFFICER



This report presents information on the performance of the Electoral Commission in achieving its strategic objectives for the period from 1 April 2008 to 31 March 2009. This period was significant in that it preceded the 2009 National and Provincial elections. Much time and effort was therefore devoted to preparations for South Africa's fourth democratic elections.

Due to the high level of attention that was focused on preparations for the elections, the Commission was therefore not able to finalise the annual financial statements for submission to the Auditor-General and to National Treasury by 31 May 2009, as required by section 40(1)(c) of the Public Finance Management Act, 1999 (Act 1 of 1999).

Projecting the Commission as the global leader in electoral democracy

In addition to intense preparations for the 2009 National and Provincial elections during this reporting period, the Commission also provided assistance with the management of elections for 38 other institutions. As the National and Provincial elections drew closer, however, a moratorium was placed on assistance with other elections.

The Commission set itself targets of participating in at least one technical assistance programme and election observer missions to at least four countries. In the reporting period, the Commission participated in one international technical assistance programme and in election observer missions to four countries, namely Angola, Ghana, Swaziland and Zimbabwe. In addition, the Commission hosted three international delegations.

The Commission also participated in various forums where matters relating to peace and electoral democracy in Africa were discussed with institutions such as the Electoral Commissions Forum of SADC countries (SADC ECF), the African Union, and the International Institute for Democracy and Electoral Assistance (International IDEA).

Developing and maintaining organisational policies and strategy for the effective and efficient functioning of the Commission

The Commission set itself the targets of reviewing its strategic objectives, aligning its budget with these strategic objectives and reporting on performance against strategic objectives once a year. In the reporting period, the Commission achieved these targets within the legislative timeframes.

Providing independent, objective assurance and consulting activities designed to add value and improve the operations of the Commission

The Audit Committee met four times during the reporting period. The frequency of meetings was increased to ensure effective oversight. An internal Risk Management Committee was established and met three times during the period under review. The members of the Committee also participated in weekly Nerve Centre project status and risk review meetings from 4 September 2008 onwards, aimed at proactively monitoring readiness for the national and provincial elections of 22 April 2009. The Risk Management Framework duly adopted during the year under review prescribes quarterly meetings.



Maintaining an optimal network of voting districts and voting stations for elections, which will ensure reasonable access by voters and lead to an accurate and up-to-date national voters' roll

When the voters' roll was certified for the 2009 national and provincial elections, it contained the names of 23 181 997 registered voters. This exceeded the Commission's target of 22 million registered voters for the 2009 elections. This is also the highest number of registered voters since the national common voters' roll was first compiled in 1999. In fact, the registration figure for the reporting period increased by 2 875 861, after taking into account deaths of registered voters. There was also a significant increase in the number of youth registrations, resulting in 6 283 630 young people in the age band 18 years to 29 years on the certified voters' roll for the 2009 elections. This represented 27.11% of the total number of registered voters. The figure for registered voters as at the end of the financial year on 31 March 2009 was 23 167 604.

The Commission aimed to review 100% of voting districts and voting stations in accordance with legislative requirements and in consultation with municipal party liaison committees. This target was achieved. In addition, the Commission also worked on the stability of the voting station network by ensuring that 80.48% of voting stations used in the 2006 elections were identified for use in the 2009 elections.

In preparation for the 2009 elections, 13 177 schools were identified as voting stations – more than the targeted number of 11 868. This is in line with the Commission's objective of making wider use of schools and other public facilities as voting stations. The number of temporary voting stations was reduced to 1 061 and that of mobile voting stations to 57.

Implementing and promoting effective electoral processes that will facilitate the participation of political parties and independent ward candidates in the management and delivery of free and fair elections

In the period under review, 2 375 Party Liaison Committee (PLC) meetings were held at various levels. This number exceeded the target of 1 482 PLC meetings at national, provincial and municipal levels. The high number of PLC meetings was due partly to the increase in the number of by-

elections, but also to the heightened activity as the national and provincial elections drew closer.

Providing and maintaining an effective electoral logistics infrastructure for the efficient warehousing and distribution of materials and equipment for all electoral events

The Commission succeeded in having Infrastructure Task Teams active in each province. It also achieved the target of maintaining lease agreements to ensure 100% availability of warehouses. The Commission aimed to have 90% stock accuracy maintained per warehouse and 99% accuracy in the distribution of materials and equipment. For the reporting period, a 90% stock accuracy rate was maintained and 100% accuracy in the distribution of materials and equipment was attained.

Informing civil society with a view to maximising citizen participation in democracy and electoral processes

In total, 254 857 civic education interventions, nationally and in the provinces, were conducted. The Commission also set itself the target of conducting ten public awareness campaigns per province and four campaigns nationally. During the reporting period, the Commission conducted ten campaigns per province and four campaigns nationally. Three research projects related to electoral matters were undertaken during the period under review.

Developing and maintaining an effective and integrated communication policy and strategy that enables the Commission to engage its stakeholders utilising various media platforms

For the period under review, the Commission held two staff briefing sessions and produced six issues of its internal newsletter.

With respect to communication with its external audiences, the Commission set itself the target of holding ten media briefings but in fact 16 media briefings were held.



An efficient public call centre was established in preparation of the elections. For the period under review, the dropped call rate was 22.3%.

Developing and maintaining effective business processes (in respect of legal services, human resources management, support services, financial management, and information and communication technology (ICT) services) in order to ensure the effective functioning of the Commission

By the close of the financial year, 90% of electoral staff had been recruited.

The Commission's Voting Station Finder facility was redesigned and improved with the resultant release of the unrestricted version for use by all Commission employees and a redesign of the existing web-based version. The newly designed web-based Voting Station Finder processed 494 488 unique hits from January 2009 to April 2009. By putting in the correct physical address information, the Voting Station Finder not only allows the users to find the correct voting station instantly, but also provides precise descriptions of the area and gives directions to the voting stations.

Maintaining a credible and up-to-date voters' roll forms a critical part of the Commission's mandate to provide free and fair elections. To support this process, the Commission procured 30 000 portable scanners which are used to register voters. The ICT team was involved in the design and testing of the software loaded on the scanners. The scanners worked very well during the two major voter registration initiatives, allowing the Commission to increase the number of registered voters on the voters' roll to more than 23 million without any difficulty.

Offering continuous structured training to officials to facilitate the effective functioning of the organisation, including a fluent and effective registration of voters' campaigns as well as the delivery of a successful free and fair election

For the period under review, the Commission conducted 538 staff training and development interventions. The Commission aimed to train 185 000 election officials. During the reporting

period, 68 146 election officials were trained. A lower number than the targeted number was trained due to the fact that the national and provincial elections were due to take place only in the following financial year.

**Advocate Pansy Tlakula
Chief Electoral Officer**



Section

2





MISSION AND VISION STATEMENT

Vision

To strengthen constitutional democracy through the delivery of free and fair elections in which every voter is able to record his or her informed choice.

Mission

The Electoral Commission is a permanent body created by the Constitution to promote and safeguard democracy in South Africa. Although publicly funded and accountable to Parliament, the Commission is independent of the government. Its immediate task is the impartial management of free and fair elections at all levels of government.



LEGISLATIVE MANDATE

In terms of Section 190 of the Constitution of the Republic of South Africa (Act 108 of 1996), the Electoral Commission must

- a. manage elections of national, provincial and municipal legislative bodies in accordance with national legislation;
- b. ensure that those elections are free and fair; and
- c. declare the results of those elections within a period that must be prescribed by national legislation and that is as short as reasonably possible.

The duties and functions of the Electoral Commission are defined in section 5 of the Electoral Commission Act, 1996. These include to

- a. compile and maintain a voters' roll by means of a system of registering eligible voters by utilising data available from government sources and information furnished by voters;
- b. compile and maintain a register of parties;
- c. undertake and promote research into electoral matters;
- d. develop and promote the development of electoral expertise and technology in all spheres of government;
- e. continuously review electoral legislation and proposed electoral legislation, and to make recommendations in connection therewith;
- f. promote voter education;
- g. declare the results of elections for national, provincial and municipal legislative bodies within seven days after such elections; and
- h. appoint appropriate public administrations in any sphere of government to conduct elections when necessary.

STRATEGIC OBJECTIVES

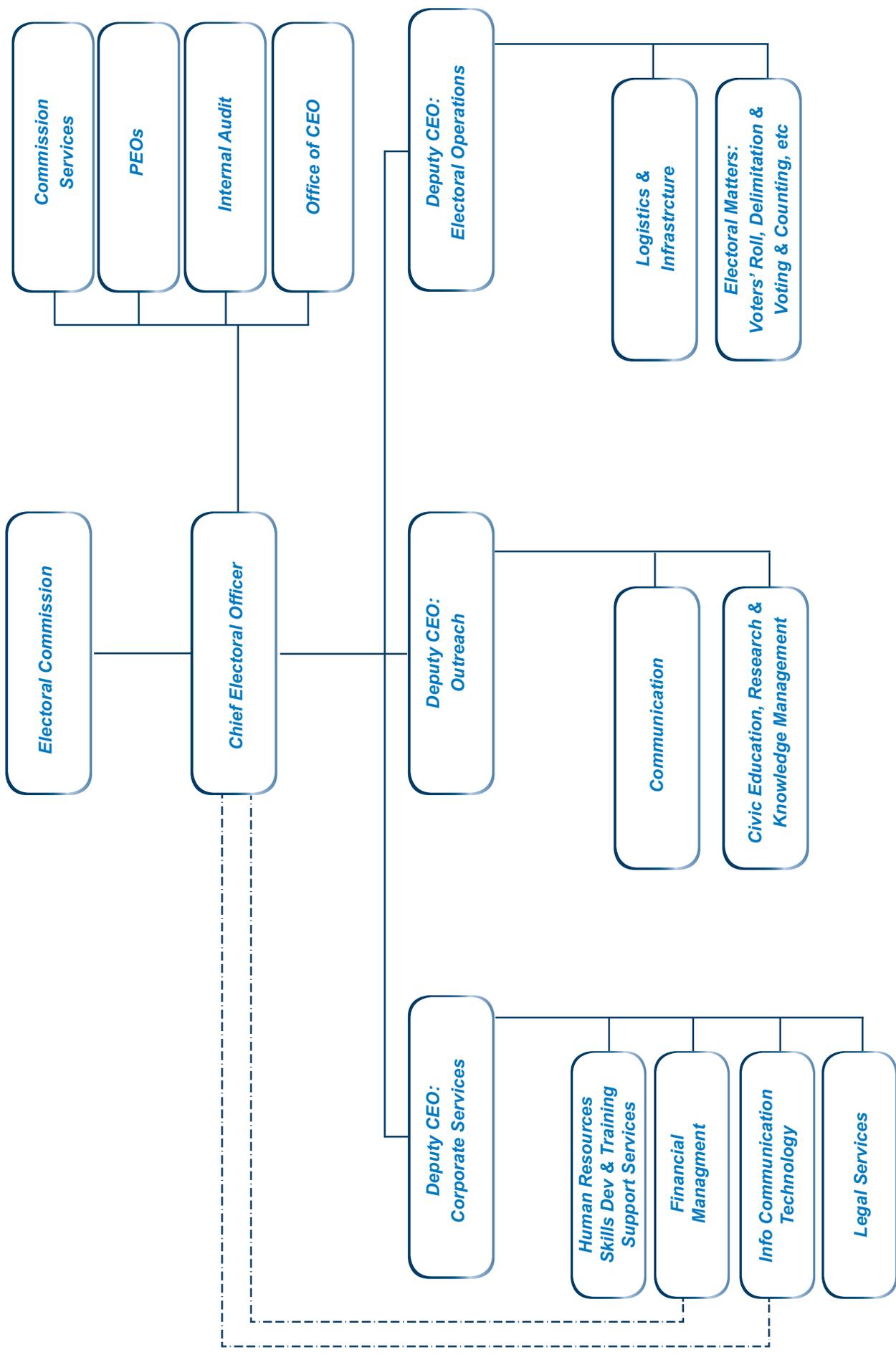
- Projecting the Commission as the global leader in electoral democracy
- Developing and maintaining organisational policies and strategy for the effective and efficient functioning of the Commission
- Providing independent, objective assurance and consulting activities designed to add value and improve the operations of the Commission
- Maintaining an optimal network of voting districts and voting stations for elections, which will ensure reasonable

access by voters and lead an accurate and up-to-date national voters' roll

- Implementing and promoting effective electoral processes that will facilitate the participation of political parties and independent ward candidates in the management and delivery of free and fair elections
- Providing and maintaining an effective electoral logistics infrastructure for the efficient warehousing and distribution of materials and equipment for all electoral events
- Informing civil society with a view to maximising citizen participation in democracy and electoral processes
- Developing and maintaining an effective and integrated communication policy and strategy that enables the Commission to engage its stakeholders utilising various media platforms
- Developing and maintaining effective business processes (in respect of legal services, human resources management, support services, financial management, and information and communication technology services) in order to ensure the effective functioning of the Commission

Offering continuous structured training to officials to facilitate the effective functioning of the organisation, including a fluent and effective registration of voters' campaigns as well as the delivery of a successful free and fair election

ELECTORAL COMMISSION OF SOUTH AFRICA'S ORGANOGRAM 2009





Section

3





ACHIEVEMENT OF STRATEGIC OBJECTIVES

Strategic objective	Performance indicator	Delivery indicator	Actual performance Against target		Comments
			Target	Actual	
Projecting the Commission as the global leader in electoral democracy	The number of liaisons with other Chapter 9 institutions	This refers to the number of interactions with other Chapter 9 institutions. Ongoing liaison with these institutions to create partnerships for joint ventures with regard to entrenchment of democracy and the sharing of initiatives. One of the common objectives of Chapter 9 institutions is to enhance constitutional democracy in South Africa.	2	1	The Electoral Commission prioritized preparations for the 2009 national and provincial elections.
	The number of other institutions assisted with the management of their elections		18	38	More requests for assistance from other institutions were received than planned.
	The number of liaisons with other EMBs	This refers to the number of interactions with EMBs on the African continent. Due to South Africa's involvement in the rest of Africa, the Commission is increasingly called upon to assist its counterparts in aspects of election management activities. While such assistance benefits the recipient country, it also presents the Commission with learning opportunities.	15	10	The Electoral Commission prioritized preparations for the 2009 national and provincial elections.
	The number of elections observed	This refers to the number of elections observed on the African continent. Many elections were held in various parts of Africa over the period. The Commission was invited to either observe these elections or provide technical assistance including a skills exchange program.	4	4	
Developing and maintaining organisational policies and strategy for the effective and efficient functioning of the Commission	The extent to which the Commission complied with requirements for strategic planning and reporting to Parliament	This refers to whether the Commission reviewed its strategic objectives, aligned its budget and reported on performance against its objectives annually.	1	1	



Strategic objective	Performance indicator	Delivery indicator	Actual performance Against target		Comments
			Target	Actual	
Providing independent, objective assurance and consulting activities designed to add value and improve the operations of the Commission	The number of meetings of the Audit Committee		3	4	
	The number of meetings of the internal Risk Management Committee		4	3	The Risk Management Committee held three meetings but all the members participated in weekly Nerve Centre project status and risk review meetings from 4 September 2008 onwards aimed at proactively monitoring readiness for the national and provincial elections.
Maintaining an optimal network of voting districts and voting stations for elections, which will ensure reasonable access by voters and lead an accurate and up-to-date national voters' roll	The number of registered voters on the certified voters' roll for the 2009 elections		22 000 000	23 181 997	
	The extent to which the same venues that were used as voting stations for the 2006 elections were used as voting stations for the 2009 elections		80%	80.48%	
	Reduction in number of mobile voting stations	This refers to the identification of permanent voting stations to replace mobile voting stations. Liaison with stakeholders, including political parties, is performed throughout the process.	41	57	



ACHIEVEMENT OF STRATEGIC OBJECTIVES

Strategic objective	Performance indicator	Delivery indicator	Actual performance Against target		
			Target	Actual	Comments
	Number of temporary voting stations	This refers to the reduction in the number of temporary voting stations, in favour of permanent stations. The goal is to reduce the number of temporary voting stations by 10% in the 2009 elections.	828	1 061	The growth in informal settlements, where no fixed structures are located - necessitate the use of a temporary structure for a voting station. The unpredictable nature of these settlements makes it impossible to predict the precise outcome in advance. We were unable to secure fix structures at Matatielle, Moutse and Merafong due to the security situation –community dissatisfaction - cross border issues .We had to erect temporary voting stations in these areas.
	The increase in the number of schools used as voting stations		11 868	13 177	
Implementing and promoting effective electoral processes that will facilitate the participation of political parties and independent ward candidates in the management and delivery of free and fair elections	The number of meetings of Party Liaison Committees (PLCs) at national, provincial and municipal levels		1 482	2 375	
	Status of current registered parties reviewed continuously as required by legislation				In total, there were 156 registered parties at the end of the reporting period covered by this report. Of these, 117 parties were registered at national and 39 at municipal level. Unrepresented parties are required to renew their registration for the year before 31 January annually.
	Nominations of candidates checked against legislative requirements				The Final List of Candidates for the 2009 national and provincial elections (of 22 April 2009) is outside the reporting period for the financial year under review. It is therefore not possible to report on this.
	Candidate lists available as per Election Timetable				The Final List of Candidates for the 2009 national and provincial elections is outside the reporting period for the financial year under review.



Strategic objective	Performance indicator	Delivery indicator	Actual performance Against target		
			Target	Actual	Comments
	Ward by-elections held within 90 days of declaration of vacancies				During the period under review, 161 by-elections were held to fill ward vacancies, compared to 65 by-elections in the previous year – an increase of 148%. Ward vacancies must be filled within a 90 day period from the date on which the vacancy occurred. Most of the vacancies occurred due to the resignation (75), followed by deaths (49) and expulsion of councillors (37).
	Proportional Representation (PR) vacancies filled within 35 days of declaration of vacancy				<p>In the case of a PR councillor ceasing to hold office, the Local Government Municipal Structures Act (Act 117 of 1998) provides that the Chief Electoral Officer must fill the vacancy with the name of the candidate on top of the candidate list of the party to which the PR seat had been allocated.</p> <p>During the reporting period a total of 251 PR vacancies were processed, mostly due to resignations (144); expulsions (60) and deaths (47) of councillors.</p>
	PR vacancies filled within 4 days of complete documents being concluded				<p>In the case of a PR councillor ceasing to hold office, the Local Government Municipal Structures Act (Act 117 of 1998) provides that the Chief Electoral Officer must fill the vacancy with the name of the candidate on top of the candidate list of the party to which the PR seat had been allocated.</p> <p>During the reporting period a total of 251 PR vacancies were processed, mostly due to resignations (144); expulsions (60) and deaths (47) of councillors.</p>
	Funds allocated quarterly to qualifying parties according to legislative criteria				Reporting on the Represented Political Parties' Fund (RPPF) is done separately to Parliament in terms of the Public Funding of Represented Political Parties Act, 1997.



ACHIEVEMENT OF STRATEGIC OBJECTIVES

Strategic objective	Performance indicator	Delivery indicator	Actual performance Against target		Comments
			Target	Actual	
	PLC consulted on draft timetable and final timetable published as per legislative provisions				In terms of the Electoral Act, the Commission must determine the Election Timetable for the National and Provincial elections and must publish the Timetable after consultation with the National PLC. On 13 February 2009, the National PLC was consulted and agreed to the proposed Election Timetable for the elections.
	Results processes 100% accurate and auditable				The National and Provincial Election Results fall outside the reporting period for the financial year under review.
	65% voter turnout achieved in Elections 2009				The National and Provincial Elections Voter Turnout falls outside the reporting period for the financial year under review.
	Functional operations centres at National, Provincial and Municipal spheres of government				The operation of National Provincial centres for the 2009 National and Provincial Elections falls outside the reporting period for the financial year under review.
Providing and maintaining an effective electoral logistics infrastructure for the efficient warehousing and distribution of materials and equipment for all electoral events	The extent to which stock accuracy is maintained per warehouse		90%	90%	
	The extent to which accuracy was maintained in the distribution of materials and equipment		99%	100%	
	The number of voting stations	This refers to the facility within a voting district where registration and voting drives take place. Expenditure on elections is mainly driven by the steady increase in the required number of voting stations resulting from continuous efforts to increase accessibility to voting stations. The emergence of new suburbs and informal settlements also necessitates increased changes in voting stations.	20 000	19 726	Despite the overall increase in the number of registered voters, the increase in voting districts has meant that the average number of registered voters per voting district and voting station decreased between elections. The average number of voters registered at voting stations declined from 1 240 per station in 1999 to 1 218 per station in 2004, and a further decrease to 1 175 per station in 2009.



Strategic objective	Performance indicator	Delivery indicator	Actual performance Against target		
			Target	Actual	Comments
	100% voting station availability per registration and election event.				<p>The voting station network was expanded to a total of 19 726 voting stations spread across the country.</p> <p>All voting stations were reviewed, contracted and brought to a state of readiness to be used in the national and provincial elections in April 2009.</p>
	Publicized specifications for BOM items.				<p>The Commission relies on a computerised logistics information system (LIS) for the planning, management and control of electoral materials. The logistics information system permits detailed materials requirement planning (MRP), from the voting stations level upward to combined national requirements. Materials planning is based on a comprehensive bill of materials (BOM) for each electoral event. Materials are procured in accordance with the MRP requirements, and are taken into stock.</p>
	100% provisioning of materials and equipment using appropriate economies of scale procurement methods				<p>The Commission relies on a computerised logistics information system (LIS) for the planning, management and control of electoral materials. The logistics information system permits detailed materials requirement planning (MRP), from the voting stations level upward to combined national requirements. Materials planning is based on a comprehensive bill of materials (BOM) for each electoral event.</p> <p>Materials are procured in accordance with the MRP requirements, and are taken into stock. Distribution is planned in accordance with the MRP and is managed through the provincial and municipal levels down to each voting station. The system is reliably used to plan electoral materials procurement for by-elections, national registration weekends, and full scale elections, and also to manage the distribution of those materials.</p>



ACHIEVEMENT OF STRATEGIC OBJECTIVES

Strategic objective	Performance indicator	Delivery indicator	Actual performance Against target		Comments
			Target	Actual	
	MEO appointment process supported and monitored.				<p>The Electoral Commission appoints a local representative - known as the municipal electoral officer (MEO) – in each of the 237 municipalities in the country. Each MEO is responsible for one municipal area. MEOs are normally senior employees of municipalities identified as being suitably qualified to provide part-time assistance on elections-related matters.</p> <p>MEOs are paid an honorarium to compensate them for their extra work. They facilitate cooperation between the Electoral Commission and their respective municipalities and they promote the functional relationship between the Commission and the municipality in the registration of voters and the management of elections.</p>
	Additional election support staff recruited as per term contracts in line with election milestones.				Recruitment of additional election support staff for the 2009 National and Provincial Elections falls outside the reporting period for the financial year under review.
Informing civil society with a view to maximising citizen participation in democracy and electoral processes	The number of civic education interventions conducted nationally and provincially		238 051	254 857	
	The number of public awareness campaigns conducted nationally and provincially		94	94	
	The number of research projects in regard to electoral democracy		3	3	



Strategic objective	Performance indicator	Delivery indicator	Actual performance Against target		Comments
			Target	Actual	
Developing and maintaining an effective and integrated communication policy and strategy that enables the Commission to engage its stakeholders utilising various media platforms	The number of internal newsletters produced		8	6	The Commission prioritized preparations for the 2009 national and provincial elections.
	The number of media briefings held		10	16	
Developing and maintaining effective business processes (in respect of legal services, human resources management, support services, financial management, and information and communication technology services) in order to ensure the effective functioning of the Commission	The proportion of electoral staff recruited by the close of the financial year		90%	94%	
Offering continuous structured training to officials to facilitate the effective functioning of the organisation, including a fluent and effective registration of voters' campaigns as well as the delivery of a successful free and fair election	The number of staff training and development interventions		391	538	
	The number of election officials trained		185 000	68 146	The initial training was for Presiding and Deputy Presiding Officers. The other electoral staff members were scheduled to be trained closer to the election day, which fell in the following financial year.



ACHIEVEMENT OF STRATEGIC OBJECTIVES

3.1 Projecting the Commission as the global leader in electoral democracy

The Commission set itself the target of managing at least two elections of other institutions per province. In the reporting period, the Commission provided assistance with the management of the elections of 38 other institutions.

The Commission set itself targets of participating in at least one technical assistance programme, and election observer missions to at least four countries. In the reporting period, the Commission participated in one international technical assistance programme and in election observer missions to four countries.

The Commission set itself the target of hosting 12 international delegations. In the reporting period, the Commission hosted six international delegations.

As part of its planning for the 2009 national and provincial elections, the Commission reviewed electoral legislation and regulations. In the course of this process, political parties were briefed and consulted on amendments to regulations. The review process did not result in any proposed amendments to legislation. Five sets of regulations were, however, amended and one set of new regulations was published.

On 27 January 2009 and on 17 February 2009, the Commission briefed the Portfolio Committee on Home Affairs on its readiness for the 2009 elections. In addition to its regular interaction with the Portfolio Committee, the Commission was also invited for a public hearing with the Standing Committee on Public Accounts (SCOPA) on 21 May 2008. The Committee considered the Commission's 2008 Annual Report in detail, specifically the financial statements and the report of the Auditor-General. The Committee also used the opportunity to interact with the Commission on the preparations for the 2009 national and provincial elections.

Table 1: Elections for other institutions

Province	Institutions
Eastern Cape	Border Cricket Board; Nelson Mandela Metro University SRC; Fort Hare University SRC; Walter Sisulu University SRC
Free State	South African Democratic Teachers' Union (SADTU)
Gauteng	South African Network of Women in Transport (SANWIT); Gender and Media Southern Africa (GEMSA); South African Non-Government Coalition (SANGOCO); Government Information and Technology Officers Council
KwaZulu-Natal	South African Democratic Teachers Union (SADTU); University of KwaZulu-Natal SRC; University of South Africa SRC; Durban University of Technology SRC; University of Zululand SRC; Department of Transport Regional Transport Forum; Land Claims Commission Community Trust; Sisonke Municipal District Regional Youth Council
Limpopo	SADTU; University of Venda SRC; Tshwane University of Technology SRC
Mpumalanga	White River Taxi Association; Delmas Taxi Association; Bushbuckridge Taxi Association; SADTU; UNISA SRC; Tshwane University of Technology SRC
Northern Cape	Schmidsdrift Community Property Association (CPA); Democratic Nursing Association of South Africa (DENOSA)
North West	Boitekong and Meriting Taxi Association; North West University SRC; Ngaka Modiri Molema Local House of Traditional Leaders; Rustenburg Community Policing Forum; UNISA SRC; SADTU
Western Cape	Nelson Mandela Metropolitan University SRC; Cape Peninsula University of Technology SRC; University of Cape Town SRC; South African Local Government Association (SALGA) Provincial Executive Committee



The Commission, through its national and provincial offices, provided assistance with the elections of 38 South African institutions in terms of its policy on assisting with elections for other institutions. Details of these elections are provided in **Table 1**.

The Commission also maintains regular contact with other Chapter 9 and associated institutions. Interaction continues with the Municipal Demarcation Board (MDB) and various strategic stakeholders like the traditional leaders, faith based organisations, civil society organisations and business representatives.

International liaison

Through its interaction with various stakeholders, the Commission participates in the nurturing and sustaining of democratic values across the world. The Commission participated in 22 international interventions, either by providing technical assistance and advice, by observing

elections or by hosting international delegations. In line with its objective of projecting itself as the global leader in electoral democracy, the Commission has further strengthened its role internationally and in particular on the continent of Africa.

During this reporting period, the Commission participated in a number of observer missions in countries such as Zimbabwe, Swaziland, Ghana and Angola. The Commission also participated in a number of events where it shared experiences on the best practices on elections management and in electoral democracy in general. **Table 2** is a summary of these interactions with other international institutions.

The Commission continues to participate in international organizations whose membership and contribution is appreciated. These organizations are:

- the International Institute of Democracy and Electoral Assistance
- the African Commission on Human and Peoples' Rights
- the Electoral Commissions Forum of the SADC countries
- The African Union's Panel of the Wise.





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Table 2: International liaison

Dates	Country	Activity	Representative
19/03 – 04/04/08	Zimbabwe	SADC ECF Observer Mission	S White
21/03 – 02/04/08	Zimbabwe	DFA SADC Observer Mission	R Naidu
21/03 – 02/04/08	Zimbabwe	DFA SADC Observer Mission	S Ngwenya
26/03 – 01/04/08	Zimbabwe	SADC ECF Observer Mission	Judge H Msimang
18 – 26/04/08	Zimbabwe	DFA Technical Assistance	S Ngwenya
07 – 13/05/08	Swaziland	43 rd Seating of the African Commission	P Tlakula
18 – 22/05/08	Swaziland	Observer Mission	J Tshabalala K Magudumana
16 – 17/07/08	Ethiopia	AU Panel of the Wise meeting	B Bam
22 – 29/07/08	Tanzania	SADC ECF 10 th AGM and Anniversary	V Letele
24 – 28/07/08	Tanzania	SADC ECF 10 th AGM and Anniversary	B Bam NFT Mpumlwana T Tselane P Tlakula
29 – 31/07/08	Kenya	Workshop on Political Funding, Transparency International	M Moepya
8 – 10/08/08	Mozambique	Women's Day Celebrations	B Bam
20 – 21/07/08	Scotland	Festival of Politics, hosted by the Electoral Commission of the UK	B Bam S Ngwenya
26/08 – 09/09/08	Angola	SADC ECF Observer Mission to the elections in Angola	Z Mafuya M Kelembe Z Mabulu
11 – 17/10/08	Algeria	AU Panel of the Wise meeting	B Bam P Sithole
30 – 31/09/08	United States	Visit to the United Nations and addressed African Ambassadors to the UN	B Bam
2 – 5/11/08	United States	Elections in the US	B Bam
24 – 26/11/08	Botswana	SADC ECF	M Kelembe
01 – 06/12/08	Sweden	International IDEA	B Bam
03 – 12/12/08	Ghana	Observer Mission	M Masutha
03 – 12/12/08	Ghana	Observer Mission	N Mateta
25 – 28/11/08	Kenya	Panel of the Wise meeting	B Bam
23 – 25/03/09	Zambia	SADC ECF	M Kelembe



During this period, the Commission received a number of requests to host delegations from other countries. The reason for the visits was to learn about the various electoral systems implemented by the Commission and also to establish ways and means in which the Commission could assist.

The following institutions visited the Commission during this period.

- **Visit by a delegation of Ethiopian Women Parliamentarians:** The visit by a group of ten Ethiopian Women Parliamentarians took place on 23 May 2008. The purpose of the visit was to exchange views on the electoral systems and to learn how the system in South Africa encourages the participation of women.
- **Visit by the Electoral Commission of the Democratic Republic of Congo (DRC):** A delegation of the Electoral Commission of the DRC, accompanied by officials of MONUC in the DRC visited the Commission from 7 to 21 November 2008. The focus of their visit was to learn about the use of ICT in supporting electoral management processes with special reference to voter registration.
- **Visit by the Electoral Commission of Tanzania:** Registered political parties in Tanzania visited the Commission on 29 July 2008, under the auspices of the Centre for Policy Studies in South Africa. Some members of the Electoral Commission of Tanzania also participated in this delegation. The purpose of the visit was to learn about the Commission's work and how the Commission manages its relationship with political parties and other stakeholders.
- **Visit by the Electoral Commission of Ethiopia:** The Commission hosted a delegation from the Electoral Commission of Ethiopia on 20 November 2009. The delegation was led by the Chairperson, Professor Merga Bekana Gonfa. The purpose of their visit was to learn about the Commission's work and to share experiences on the functions of an electoral commission, its protection under a constitution, the management of political parties and resolution of conflict.
- **Visit by the Club of Madrid:** The visit by the Club of Madrid took place on 14 December 2008. The Club's delegation to the Commission consisted of:
 - Mr Uteem, former President of Mauritius
 - Mr Masire, former President of Botswana

- Mr Lagos, former President of Chile
- Mr Jospin, former Prime Minister of France
- Dr Tesha of Africa Forum
- Ms Kajee of the University of Witwatersrand's International Human Rights Exchange.

The purpose of the visit by the delegation was to discuss with political, government and civil society leaders the policy and practice in managing issues of diversity.

Visit by a delegation of the African Union: The Commission hosted Dr Salim Salim, a member of the Panel of the Wise of the African Union, from 23 to 26 February 2009. The purpose of Dr Salim's visit was to interact with the Commission leaders of political parties and other stakeholders with respect to the 2009 National and Provincial Elections.

The Commission also briefed diplomats, members of the faith community in South Africa, business leaders and a host of other stakeholders on its functions and its preparations for the 2009 elections.

In preparation for the 2009 elections, advertisements were placed in national newspapers to call for domestic election observers. In addition, invitations were sent to election management bodies to encourage them to apply for accreditation as international observers.

3.2 Developing and maintaining organisational policies and strategy for the effective and efficient functioning of the Commission

The Commission set itself the targets of reviewing its strategic objectives, aligning its budget with the strategic objectives and reporting on performance against the strategic objectives once a year. In the reporting period, the Commission achieved these targets.

The Commission's 2008 Annual Report was tabled in Parliament on 1 September 2008. On 27 January 2009, the Commission briefed the Portfolio Committee on Home Affairs on the 2008 Annual Report.

As part of the procedures for reporting on performance against strategic objectives, all members of the senior management submit monthly reports to the Chief Electoral Officer on activities in their respective divisions and departments.



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The Chief Electoral Officer submits consolidated reports based on the various monthly reports to the monthly Commission meetings. These reports form the basis for the Commission's Annual Report.

The Commission engages in an annual review of its strategic objectives. As part of this process, it aligned its budget with the revised strategic objectives. The Commission's Strategic Plan for 2008/09 to 2010/11 was tabled in Parliament on 12 May 2008. On 13 May 2008, the Commission briefed the Portfolio Committee on its Strategic Plan.

The streamlining of the policy environment is an ongoing activity. The review of policies takes place at the meetings of the executive committee (EXCO), the senior management committee (MANCO), the committees of the Commission and the Commission itself.

During the period under review, 12 ordinary meetings and four special meetings of the Commission were held. In addition, the following committees of the Commission met on a regular basis:

- The Human Resources and Corporate Services Committee
- The Finance and Audit Committee
- The Electoral Operations Committee
- The Outreach Committee.

Thirty-nine meetings of EXCO and ten meetings of MANCO were held.

3.3 Providing independent, objective assurance and consulting activities designed to add value and improve the operations of the Commission

The Commission set itself the target of hosting at least three meetings of the Audit Committee. The Audit Committee met four times during the reporting period. The frequency of meetings was increased to ensure effective oversight.

The Commission aimed to establish an internal Risk Management Committee that would meet quarterly to deliver on its mandate. The Risk Management Committee was established and met three times during the period under review. The members of the Committee participated in weekly Nerve Centre project status and risk review meetings from 4 September 2008 onwards, aimed at proactively monitoring readiness for the national and provincial elections of 22 April 2009. The terms of reference of the Risk Management Committee adopted during the year under review prescribes quarterly meetings.

According to standards specified in the Audit Committee Charter, the Audit Committee should meet at least twice a year to evaluate, review and effectively discharge its duties and oversight over the internal audit activity. In the period under review, the Audit Committee of three members met in May 2008, July 2008, November 2008 and March 2009 to perform oversight functions. The Audit Committee received various reports which they evaluated and reviewed with the aim of adding value to the business processes.

In the reporting period, the Auditor-General confirmed and agreed on areas of reliance on internal audit work performed and findings released.

Internal audit activity

The internal audit activity of the Commission is performed through a co-sourced model incorporating the:

- In-house Internal Audit Unit
- KPMG Consortium, consisting of Afripeak Management Services (Pty) Ltd, KPMG Services (Pty) Ltd, Manase & Associates Finance CC and SAB&T Chartered Accountants Inc.
- Sekela-Matasis Consulting (Pty) Ltd
- LMD Africa Chartered Accountants Inc.



Table 3: National Office 2008/9 internal audit coverage

National office	Type of audit/review
SAP/R3 systems reviews	IT review
Supply Chain Management	Financial discipline, management review, risk-based compliance audit, follow-up review
Finance Budget Process	Financial discipline, management review, risk-based compliance audit
Human Resources	Management review, compliance audit, follow-up review
Quarterly performance reporting	Management review, compliance audit, follow-up review
Expense procedures, performance reporting and elections/by-elections expenditure at Municipal Electoral Officer (MEO) and Provincial electoral Officer (PEO) level	Financial discipline, risk-based compliance audit, follow-up review
Business continuation and disaster recovery	Management review, compliance audit
Month-end closure and financial statement readiness in the SAP/R3 ERP environment	Financial discipline, management review, risk-based compliance audit
2008 annual financial statements	Consulting service
Risk Management Committee	Consulting service

Table 4: Provincial and Municipal Office 2008/9 financial discipline and risk-based compliance internal audit coverage

Eastern Cape	Kwa-Zulu Natal	Northern Cape	Western Cape
PEO - Office	PEO - Office	PEO - Office	PEO - Office
EC105 - Ndlambe [Port Alfred]	KZN211 - Vulamehlo [Dududu]	NC065 - HANTAM [Calvinia]	WC012 - Cederberg [Citrusdal]
EC124 - Amahlathi [Stutterheim]	KZN222 - uMngeni [Howick]	NC081 - MIER [Mier]	WC026 - Breede River/Winelands [Robertson]
EC126 - Ngqushwa [Peddie]	KZN227 - Richmond [Richmond]	NC082 - KAI !GARIB [Keimoes]	WC032 - Overstrand [Greater Hermanus]
EC136 - Emalahleni [Lady Frere]	KZN233 - Indaka [Waaihoek]	NC083 - KHARA HAIS [Upington]	WC042 - Hessequa [Heidelberg/Riversdale]
EC137 - Engcobo [Engcobo]	KZN241 - Endumeni [Dundee]	NC085 - TSANTSABANE [Postmasburg]	WC045 - Oudtshoorn [Oudtshoorn]
EC141 - Elundini [Mount Fletcher]	KZN271 - Umhlabuyalingana [Emangusi]	NC451 - MOSHAWENG [Kgalagadi]	WC051 - Laingsburg [Laingsburg]
EC143 - Maletswai [Aliwal North]	KZN272 - Jozini [Mkuze]	NC453 - GAMAGARA [Kathu]	WC052 - Prince Albert [Prins Albert]
EC153 - Ngquza Hill [Flagstaff]	KZN274 - Hlabisa [Somkele]		
Agreed upon Procedure			
EC155 - Nyandeni [Libode]	KZN291 - Mandeni [Mandeni]		
	KZN432 - Kwa Sani [Underberg]		



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Table 5: Provincial and Municipal Office 2008/9 follow-up and risk-based compliance internal audit coverage

Free State	Gauteng	Limpopo	Mpumalanga	North West
PEO - Office	PEO - Office	PEO - Office	PEO - Office	PEO - Office
FS181 - Masilonyana [Theunissen]	GT421 - Emfuleni [Vereeniging]	LIM332 - Greater Letaba [Duiwelskloof]	MP304 - Pixley Ka Seme [Volksrust]	NW392 - Naledi [Vryburg]
FS183 - Tswelopele [Hoopstad]	GT482 - Randfontein [Randfontein]	LIM341 - Musina [Messina]	MP324 - Nkomazi [Nkomazi]	NW404 - Maquassi Hills [Wolmaransstad]
FS185 - Nala [Bothaville]	GT483 - Westonaria [Westonaria]	LIM343 - Thulamela [Thohoyandou]	MP306 - Dipaleseng [Balfour]	NW372 - Masibeng [Brits]
FS191 - Setsoto [Senekal]		LIM353 - Molemole [Dendron/Dikgale]	MP314 - Emakhazeni [Belfast]	NW373 - Rustenburg
				NW382 - Tswaing(Delareyville)

The in-house Internal Audit Unit is responsible for the overall preparation and execution of the duly approved audit plan and for project management of the co-sourced internal audit service capacity. Based on embedded organisational experience in electoral management cyclical risk areas, the appropriateness and timing of the following audits, reviews and consulting services for the year ending 31 March 2009 was decided on in consultation with the Audit Committee and executive management.

The internal audit unit deviated from the internal audit plan during the period under review and in consultation with the Audit Committee rolled over the scheduled performance and corporate governance audits to the 2009/10 financial year.

Risk management

During the period under review the Commission consolidated its approach to risk management by appointing a team of senior managers to an in-house Risk Management Committee (RMC) chaired by the Deputy Chief Electoral Officer: Outreach. The RMC, in consultation with the Chief Electoral Officer and Commissioners, approved the terms of reference which enabled the committee to closely monitor continuous risk identification and risk negation processes in preparation for the 2009 national and provincial elections. The chairperson of the RMC attended meetings of the Audit

Committee and provided regular progress updates on risk management.

The Risk Management Committee adopted a Risk Management framework and roadmap in order to structure delivery on its mandate. The Risk Management Committee held three meetings but all the members participated in weekly Nerve Centre project status and risk review meetings from 4 September 2008 onwards aimed at proactively monitoring readiness for the national and provincial elections of 22 April 2009. The terms of reference of the Risk Management Committee adopted during the year under review prescribes quarterly meetings.

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3.4 Maintaining an optimal network of voting districts and voting stations for elections, which will ensure reasonable access by voters and lead an accurate and up-to-date national voters' roll

The Commission set itself the target of having 22 million registered voters on the certified copy of the voters' roll for the 2009 elections. When the voters' roll was certified for the 2009 national and provincial elections, it contained 23 181 997 names of registered voters.

The Commission aimed to improve the stability of the voting station network by ensuring that 80% of venues used in the 2009 elections were the same venues used in the 2006 elections. After the review of the voting station network, 80.48% of voting stations used in the 2006 elections were identified for use in the 2009 elections.

The Commission set itself the target of using 11 868 schools as voting stations, reducing the number of temporary voting stations to a total of 828 and reducing the number of mobile voting stations to a total of 41. In preparation for the 2009 elections, the Commission identified 13 177 schools as voting stations, 1 061 temporary voting stations and 57 mobile voting stations.

Review and re-delimitation of voting districts

During the period under review the Commission undertook a review of the geographical functionality of all its voting districts and voting stations, based on the experience of the 2006 elections and in accordance with the human settlement and population changes that had occurred since the 2006 municipal elections. The aim of the review was to ensure

that voters in both rural and urban areas continue to have convenient access to their registration and voting stations.

It is useful to provide a historical context of voter access to voting stations and voting district delimitation. A total of 14 650 voting districts were delimited for the 1999 general elections when the national common voters' roll was first compiled for South Africa. One of the aims of the Commission is to improve voter access to voting stations. The number of voting districts (and hence voting stations) increased considerably for the 2009 national and provincial elections as 19 726 voting districts were delimited. This delimitation represented a 35% increase in the number of voting districts (and hence voting and registration stations) available to voters in 2009 compared with the voting districts for the national and provincial elections in 1999, and a 16% increase compared with the available voting districts/stations for the national and provincial elections in 2004.

Table 6 illustrates the changes in the geographical distribution of voting districts and voting stations for the 1999, 2000, 2004, 2006 and 2009 elections.

A total of 19 726 voting districts and stations were delimited for the 2009 national and provincial elections – an additional 853 voting stations (5%) from the 18 873 voting districts and stations used in the 2006 municipal elections. Of the 19 726 voting stations, 18 608 are permanent, 1 061 are temporary and 57 are mobile voting stations. 13 177 (69%) of voting stations are located in schools. 18 853 voting stations that were used in the 2006 municipal elections were also identified for use in the 2009 elections. This represents a voting station stability rate of 80.48%.

Table 6: Inter-election change in geographical distribution of voting districts (VDs) and stations

Province	Vds 1999	Vds 2000 (% Change)	Vds 2004 (% Change)	Vds 2006 (% Change)	Vds 2009 (% Change)
Eastern Cape	2 646	3 087 (16.7)	4 115 (33.3)	4 368 (6.1)	4 482 (2.6)
Free State	1 075	1 061 (-1.3)	1 063 (0.2)	1 186 (11.6)	1 263 (6.5)
Gauteng	1 841	1 979 (7.5)	1 956 (-1.2)	2 172 (11)	2 238 (3)
KwaZulu-Natal	3 340	3 336 (-0.1)	3 556 (6.6)	4 064 (14.3)	4 187(3)
Limpopo	1 954	1 796 (-8.1)	2 170 (20.8)	2 274 (4.8)	2 455 (7.9)
Mpumalanga	877	1 023 (16.6)	966 (-5.6)	1 259 (30.3)	1 376 (9.2)
Northern Cape	357	396 (10.9)	347 (-12.4)	621 (79)	625 (0.6)
North West	1 252	1 020 (-18.5)	1 445 (41.7)	1 488 (3)	1 559 (4.7)
Western Cape	1 308	1 290 (-1.4)	1 348 (4.5)	1 441 (6.9)	1 541 (6.9)
TOTAL	14 650	14 988 (2)	16 966 (13.2)	18 873 (11.2)	19 726 (4.5)



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The increase in voting districts has meant that the average number of registered voters per voting district and voting station decreased between elections, despite the overall increase in the number of registered voters. The average number of voters registered at voting stations declined from 1 240 per station in 1999 to 1 218 per station in 2004, and there was a further decrease to 1 175 per station in 2009. When a by-election is held in a ward, the voting stations in that ward are utilised.

The Municipal Demarcation Board (MDB) changed several outer municipal boundaries (not to be confused with ward boundaries) during the period under review. The Electoral Commission is required to assess the impact of such municipal boundary changes on its network of voting districts and stations, the voters' roll and voter registration, and on voter representation in the municipal councils concerned. This assessment was done and the Commission found that most of the changes did not impact on the voter representation in the municipal councils concerned, with the notable exceptions of the disestablishment of all the District Management Areas (DMAs) and the establishment of three new metropolitan councils, which are to come into effect on the date of the 2011 municipal elections.

Maintenance of the voters roll and registration of voters

The Electoral Act of 1998 requires the Commission to compile and maintain a national common voters' roll. Voters have to register to vote in the voting district in which they ordinarily reside (i.e. the place to which a voter returns after a period of temporary absence). Each voting district is serviced by one voting station. On voting day, the voters will find their names on that unique voting district portion of the national common voters' roll. The national common voters' roll is used for all national, provincial and municipal elections.

The year under review was a pre-election year for the 2009 national and provincial elections. Consequently, the Commission geared itself to maximise voter awareness and the need for voters to apply for registration on the voters' roll.

The Electoral Commission continued to implement projects aimed at improving the quality of the voters' roll. The main objectives were to ensure that eligible South African citizens have an opportunity to register prior to the 2009 elections and to ensure that the names of registered voters appear on

the correct segment of the voters' roll for the relevant voting district on the day of elections. These initiatives comprised:

- Continuous voter registration at offices of the Municipal Electoral Officer (MEO)
- Voters' roll verification against the National Population Register
- By-election voters' roll management to ensure that voters appear on the correct segment and that new registrations are included on the relevant segment of the voters' roll, even for by-elections
- Targeted communication and registration (TCR) campaigns, for example, in schools and institutions of higher learning and in identified voting districts that were re-delimited
- Two registration weekends when all voting stations were open to allow for registration, re-registration in the case where voters have moved, and for voters to inspect the voters roll.

Registration figures

The registration figure for the reporting period increased by 2 875 861, after taking into account deaths of registered voters, as illustrated in **Table 7**. There were various reasons for this, mainly the heightened political climate in the country and the various projects and information campaigns run by the Commission. The total number of voters on the certified voters roll, on 20 February 2009, for the national and provincial elections was 23 181 997. This is the highest number of registered voters on the voters roll since it was first compiled in 1998. The figure for registered voters as at the end of the financial year on 31 March 2009 was 23 167 604.

Continuous voter and specific registration events

Voters were encouraged to register or update their registration details on the voters' roll at the Electoral Commission's 237 Municipal Electoral Officer (MEO) offices nationally. Provincial offices of the Commission also identified schools and tertiary institutions and specific events at which to provide access to eligible voters to register and to inspect their voters' roll details. Registration was also conducted prior to by-elections in the affected wards.

The results of the continuous registration initiatives are indicated in **Table 9**.



Table 7: Changes in the voters' roll

Province	Registration statistics	
	1 April 2008	31 March 2009
Eastern Cape	2 799 775	3 054 367
Free State	1 253 347	1 387 497
Gauteng	4 617 579	5 460 054
KwaZulu-Natal	3 794 662	4 471 407
Limpopo	2 085 883	2 254 643
Mpumalanga	1 484 671	1 695 358
North West	1 497 242	1 656 399
Northern Cape	510 323	554 539
Western Cape	2 248 261	2 633 340
Grand Total	20 291 743	23 167 604

Table 8: Overall Registration Activity: 1 April 2008 to 31 March 2009

Province	New registrations	Re-registrations, same voting district	Voting district move	Grand total
Eastern Cape	409 592	109 650	455 548	974 790
Free State	198 215	48 658	242 314	489 187
Gauteng	838 640	116 703	1 007 850	1 963 193
KwaZulu-Natal	825 135	158 042	747 250	1 730 427
Limpopo	285 053	44 932	262 092	592 077
Mpumalanga	266 844	46 476	299 781	613 101
North West	187 245	44 599	243 845	475 689
Northern Cape	61 010	13 872	66 854	141 736
Western Cape	369 253	49 780	429 743	848 776
Grand Total	3 440 987	632 712	3 755 277	7 828 976

Table 9: Continuous Registration (excluding specific registration events)

Province	New registrations	Re-registrations, same voting district	Voting district move	Grand total
Eastern Cape	31 905	7 210	17 323	56 438
Free State	7 954	3 946	12 858	24 758
Gauteng	17 318	7 327	24 612	49 257
KwaZulu-Natal	41 817	38 604	50 981	131 402
Limpopo	26 723	5 653	32 231	64 607
Mpumalanga	10 672	4 561	8 593	23 826
North West	12 903	7 000	19 404	39 307
Northern Cape	5 077	1 713	5 034	11 824
Western Cape	16 727	4 846	16 560	38 133
Grand Total	171 096	80 860	187 596	439 552



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Targeted communication registration (TCR)

Beside the continuous registration activity in the provinces, two targeted communication registration (TCR) events were held during the months of July 2008 and November 2008. These events were undertaken to provide voters affected by re-delimitation changes with the opportunity to re-register or to inform them that their voting district had changed.

A total of 176 542 voters in the nine provinces were re-registered and informed that their voting districts had changed by means of the provincial TCR campaigns.

General registration weekends

Once again, the youth were targeted in the communication campaign for the 2009 national and provincial elections. There was a significant increase in the number of youth

registrations, resulting in 6 283 630 young people in the age band 18 years to 29 years on the certified voters' roll for the 2009 elections, which represented 27.11% of the total registered voters.

The first registration weekend was held from 8 to 9 November 2008 and produced the results as indicated in **Table 10**.

The second registration weekend was held from 7 to 8 February 2009. The number of people who came out to register and check their registration details was more or less in line with the number of people who came out over the first registration weekend. There were 1 508 642 new registrations recorded in the second general registration weekend (see **Table 11**).

Table 10: Registration Weekend, November 2009

Province	New registrations	Re-registrations, same voting district	Voting district move
Eastern Cape	193 444	59 294	214 933
Free State	88 247	22 818	104 775
Gauteng	369 623	50 405	429 691
KwaZulu-Natal	451 030	69 179	401 340
Limpopo	137 112	22 053	125 833
Mpumalanga	136 419	25 137	147 548
North West	82 597	20 542	108 470
Northern Cape	25 634	6 103	28 786
Western Cape	164 083	18 340	191 220
Grand Total	1 648 189	293 871	1 752 596

Table 11: Registration Weekend, February 2009

Province	New registrations	Re-registrations, same voting district	Voting district move
Eastern Cape	171 688	37 558	199 708
Free State	89 471	17 894	98 540
Gauteng	411 341	49 573	498 214
KwaZulu-Natal	316 853	38 984	278 038
Limpopo	108 175	14 604	98 590
Mpumalanga	110 969	14 083	124 107
North West	96 318	17 460	124 948
Northern Cape	27 990	4 746	30 078
Western Cape	175 837	22 209	200 993
Grand Total	1 508 642	217 111	1 653 216



Registration of prisoners

The Commission, in keeping with the Constitutional Court judgement, provided prisoners with the opportunity to register at the correctional facilities that they were being held at. Numerous meetings were held with representatives from the Department of Correctional Services and arrangements were made to facilitate the registration process in approximately 194 correctional facilities during the period of 2 to 6 February 2009.

The Department of Correctional Services undertook to inform prisoners prior to the visit by the Commission officials of the requirements for registration. A voter education campaign by the fieldworkers of the Commission also preceded the registration event. In the process, 17 065 prisoners took the opportunity to register at the correctional facilities. It must be noted that this figure does not represent the total number of prisoners who are registered as prisoners could have been registered prior to their incarceration or were previously registered at a correctional facility.

Registration of embassy staff, members of their households and the SANDF

In order to cast a special vote out of the country, persons absent from the Republic on government service and members of their households must be registered against the voting district in which the head offices of their departments are situated. Those people were given the opportunity to apply for registration at the foreign missions where they were based. A total of 838 staff and members of such households applied for registration at the South African missions abroad. This excluded people who had already been so registered. The overseas registration of staff was jointly co-ordinated by the Department of Foreign Affairs and the Electoral Commission.

Members of the South African National Defence Force (SANDF) who were on peacekeeping duty outside the Republic were also registered against the voting district in which their head office is situated. The SANDF facilitated registration of its members at its deployment camp at De Brug where a total of 1 634 SANDF members were registered before departing the country for their deployments to a peacekeeping mission out of the country while 584 SANDF members were registered while outside of the country where they were doing duty.

Voters' roll verification

Every month the voters' roll is checked against the National Population Register to verify the status of voters and a total number of 23 181 997 voters were verified during the period. The verification process is important as it confirms a voter's status and the right to be on the verified or rejected section of the voters' roll. During this reporting period, 3 440 987 new voters were added to the voter's roll. However, there were 427 705 registered voters who were removed from the voters' roll on account of death.



Certification of the voters' roll

In terms of the Electoral Act, the Chief Electoral Officer must certify the voters' roll that is used in an election. The Chief Electoral Officer certified the voters' roll used in all the respective municipal ward by-elections as per the Election Timetable specifically approved by the Commission for such by-elections. For purposes of the Election Timetable for the 2009 national and provincial elections, the Chief Electoral Officer certified the voters' roll on 20 February 2009.



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3.5 Implementing and promoting effective electoral processes that will facilitate the participation of political parties and independent ward candidates in the management and delivery of free and fair elections

The Commission set itself the target of 1 482 Party Liaison Committee (PLC) meetings at national, provincial and municipal levels. In the period under review, 2 375 PLC meetings were held at various levels.

Liaison with political parties

The Commission liaises with registered parties through regular meetings of the Party Liaison Committees (PLCs). The Committees are established in terms of the Regulations on Party Liaison Committees (R824 of 19 June 1998) and operate at national, provincial and municipal levels. Every registered party is entitled to representation on the different committees, depending on representation in the legislatures in the different spheres.

Once an election is proclaimed, all contesting parties and independent candidates are also represented on the appropriate committees from the date on which submission of candidate nomination has taken place.

The Committees serve as important links between the contesting political parties and the Commission, and provide forums for the sharing of information. They also serve as forums for different parties to interact with one another. Moreover, the local PLCs give parties the opportunity to express their views

on matters such as voting district boundaries and the location of voting stations. The local PLCs are also forums where the names of prospective Presiding Officers are made known and where parties are given the opportunity to make substantive objections against such people, where appropriate.

Table 12 summarises the number of PLC meetings that were held at various levels.

In terms of the Electoral Act, the Commission must determine the Election Timetable for the National and Provincial elections and must publish the Timetable after consultation with the National PLC. On 12 February 2009, the President and the nine respective Premiers proclaimed the elections for the National Assembly and the provincial legislatures. On 13 February 2009, the National PLC was consulted and agreed to the proposed Election Timetable for the elections. The Election Timetable was published in the *Government Gazette* on 16 February 2009.

The officials of the Commission interact with political parties in other forums as well. In the run-up to the 2009 elections, a number of meetings and workshops were held with parties represented on the PLCs, as well as with those not represented, to inform them of the legislative framework for the elections, including the requirements for nomination of candidates and the Results System which would be used for the elections. At the National PLC, a special sub committee was established to allow parties to make recommendations on the Results System application and the reports that would be available to parties from such a system. The subcommittee completed its work and the identified reports were developed and used in the election period.

Table 12: PLC meetings

	National	Provincial	Municipal
National	14		
Eastern Cape		10	424
Free State		10	186
Gauteng		10	126
KwaZulu-Natal		15	500
Limpopo		14	234
Mpumalanga		12	217
Northern Cape		9	242
North West		16	120
Western Cape		14	202
TOTAL	14	110	2 251



The Commission is always committed to interacting with all its stakeholders, especially political parties, members of the civil society and also diplomats. During the period under review, members of the Commission met with the leadership of the following political parties, in addition to interactions at the level of the PLCs:

- The African Christian Democratic Party (ACDP)
- The African National Congress (ANC)
- The Azanian People's Organization (AZAPO)
- The Independent Democrats (ID)
- The Inkatha Freedom Party (IFP)
- The Pan Africanist Congress (PAC)
- The Democratic Alliance (DA)
- The United Christian Democratic Party (UCDP)
- The Federal Alliance (FA)
- The Freedom Front (FF)
- The United Democratic Movement (UDM)

The Commission also met with other political parties that were registered but not represented in Parliament.

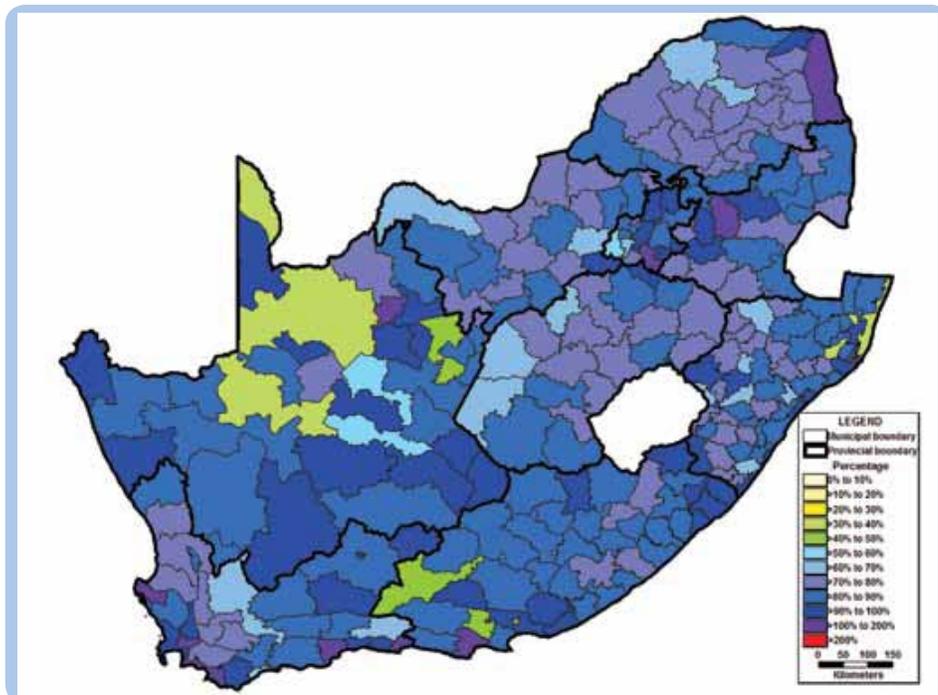
The purpose of these meetings was to discuss with the parties ways and means in which the Commission could improve on the delivery of elections in South Africa. The meetings were also a platform for discussion and sharing of information and concerns.

Registration of political parties

In total, there were 156 registered parties at the end of the reporting period covered by this report. Of these, 117 parties were registered at national and 39 at municipal level. Unrepresented parties are required to renew their registration for the year before 31 January annually. **Table 13** presents the total number of parties registered with the Commission.

Table 13: Political Party Statistics: 1 April 2008 – 31 March 2009

Party Registration Statistics			
	National	Municipal	Total
New Registrations	32	0	32
Cancelled Political Parties	29	19	48
Political parties currently registered	117	39	156





ACHIEVEMENT OF STRATEGIC OBJECTIVES

By-Elections

During the period under review, 161 by-elections were held to fill ward vacancies, compared to 65 by-elections in the previous year – an increase of 148%. Ward vacancies must be filled within a 90 day period from the date on which the vacancy occurred. Most of the vacancies occurred due to the resignation (75), followed by deaths (49) and expulsion of councillors (37).

Table 14 reflects the number of by-elections per province.

Nomination of candidates for the National and Provincial Elections

In order for political parties to participate in the 2009 elections, they had to submit candidate lists. Registration as a political party at national level with the Electoral Commission was a prerequisite for submitting lists of party candidates and for contesting national and provincial elections. Of the 117 parties registered at national level at the time for submission of candidates, 40 parties successfully complied with the requirements for submission of candidate nominations.

Table 14: By-election statistics per province (1 April 2008 to 31 March 2009)

(The figures given below include information for uncontested by-elections.)

Province	By-elections	Number of Voting Districts	Number of Wards	Registered Voters
Eastern Cape	21	106	21	131 146
Free State	13	55	13	57 865
Gauteng	15	73	15	167 297
KwaZulu-Natal	35	192	35	181 616
Mpumalanga	2	4	2	6 441
Northern Cape	28	77	28	84 138
Limpopo	7	32	7	27 099
North West	7	20	7	28 487
Western Cape	33	138	33	233 233
TOTAL	161	697	161	917 322

Proportional representation (PR) list and candidate management for municipal councils

In the case of a PR councillor ceasing to hold office, the Local Government Municipal Structures Act (Act 117 of 1998) provides that the Chief Electoral Officer must fill the vacancy with the name of the candidate at the top of the candidate list of the party to which the PR seat had been allocated.

During the reporting period a total of 251 PR vacancies were processed, mostly due to resignations (144), expulsions (60) and deaths (47) of councillors.

In order to contest the election, parties were required to pay election deposits of R180 000 for the National Assembly and R40 000 per Provincial Legislature.

The procedures, requirements and time allowed for the nomination of candidates was outlined to political parties at special PLC meetings and workshops. This was done so that registered and contesting parties would understand the legislative requirements and administrative processes in place for this exercise.



In contesting the election, parties could decide which elections they wished to participate in. For the 2009 elections, parties contested as follows:

- National Assembly and all nine Provincial Legislatures = 11 parties
- National Assembly and selected Provincial Legislatures = 13 parties
- National Assembly only = 2 parties
- Selected Provincial Legislatures only = 14 parties.

3.6 Providing and maintaining an effective electoral logistics infrastructure for the efficient warehousing and distribution of materials and equipment for all electoral events

The Commission aimed to have 90% stock accuracy maintained per warehouse and 99% accuracy in the distribution of materials and equipment. For the reporting period, a 90% stock accuracy rate was achieved and 100% accuracy in distribution of materials and equipment was attained.

Voting stations infrastructure

The voting station network was expanded to a total of 19 726 voting stations spread across the country. Of these, 18 608 are permanent, 1 061 are temporary and 57 are mobile voting stations. 66.8% (13 177) of voting stations are located in schools.

Voting stations infrastructure was maintained and activated periodically to support by-elections as they occurred during the year. When a by-election is held in a ward, the voting stations in that ward are opened. Standardised lease agreements are entered into with the landlords of the premises to secure the use of voting stations. All voting stations were activated for the two national registration weekends in November 2008 and February 2009.

Voting stations provide an essential platform for the delivery of elections and continued attention is given to sanitising and improving the quality of data available on the Commission's voting station database. Surveys were conducted in various areas to keep track of new developments countrywide.

Of the 18 608 permanent voting stations, 16% (2 969) do not have operating electricity, 6% (1 182) do not have toilets and 10% (1 862) do not have water. The Electoral Commission

continuously seeks opportunities to enhance or develop existing voting station facilities – especially at schools and community centres – by co-operating with landlords, government departments and other stakeholders.

All voting stations were reviewed, contracted and brought to a state of readiness to be used in the national and provincial elections in April 2009.

Local (municipal) office infrastructure

The Electoral Commission appoints a local representative - known as the municipal electoral officer (MEO) – in each of the 237 municipalities in the country. Each MEO is responsible for one municipal area. MEOs are normally senior employees of municipalities identified as being suitably qualified to provide part-time assistance on elections-related matters. MEOs are paid an honorarium to compensate them for their extra work. They facilitate co-operation between the Electoral Commission and their respective municipalities and they promote the functional relationship between the Commission and the municipality in the registration of voters and the management of elections. MEOs are not directly involved in operational matters of the Electoral Commission.





ACHIEVEMENT OF STRATEGIC OBJECTIVES

Day-to-day management of electoral matters and election-related projects requires full-time resources permanently located at municipal level. The Commission operates a modest office in each municipality to provide services to the public and to manage electoral matters at local level. These offices are staffed by electoral project coordinators (EPCs) and are equipped with basic office infrastructure which is expanded at times of heightened electoral activity.

By-election support

Support for by-elections during the year comprised the following:

- *Management of the ballot paper generation (BPG) system.* This system creates individual ballot papers for each ward by-election, and makes the papers available for printing at the local office of the Commission. The same applies to results slips.
- *Management of the materials supply chain for by-elections.* This includes procurement, preparation, picking and despatching of the necessary materials to voting stations for each by-election.
- *Monitoring and maintaining adequate security materials stock.*

The BPG system delivered reliable and consistently good results and may be used with confidence in future elections. Security materials were effectively despatched and the established processes will be maintained in the new financial year. Electoral materials stock was replenished on time and within budget.

National registration weekends and election preparations

All necessary registration materials for use during the two national voter registration weekends were procured and distributed to voting stations. Voter registration equipment (PBSU scanners) was tested and serviced before distribution. The existing warehousing infrastructure performed well, with all materials being delivered according to plan and in good time. Additional temporary personnel was deployed where necessary to assist in handling the large volumes of material. In view of the voting date for the 2009 elections being only three weeks into the following financial year, the bulk of logistical preparations were carried out in the last two quarters of 2008/2009. This included printing of the final voter's roll, printing of ballot papers and procurement of all essential electoral material, including security items. Distribution of

all these items was carried out to municipal level, where the material would be readily available for transfer to voting stations. The Commission's electronic procurement system, "Vota-quotes", was used extensively and with good results for the purchase of electoral materials.

Logistics infrastructure

Logistics infrastructure consists of the Commission's warehousing network and the materials-handling resources at the warehouses. The network consists of ten warehouses – one warehouse in each province and a central warehouse controlled from the national office. Distribution of electoral materials is done by means of contracted-in resources.

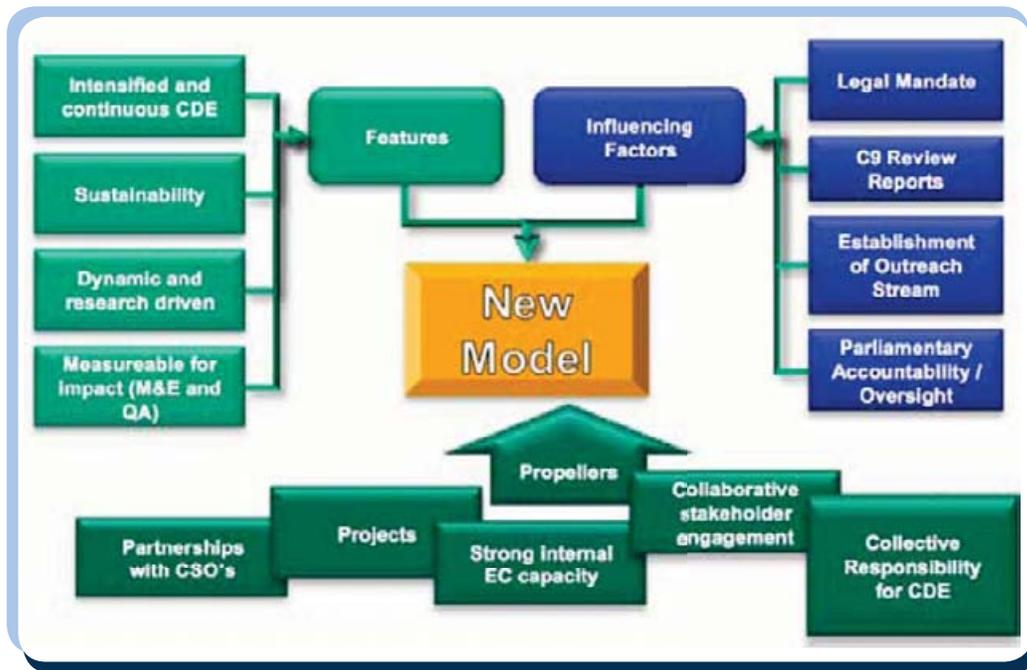
Logistics information system

The Commission relies on a computerised logistics information system (LIS) for the planning, management and control of electoral materials. The LIS permits detailed materials requirement planning (MRP), from the voting stations level upward to combined national requirements. Materials planning is based on a comprehensive bill of materials (BOM) for each electoral event. Materials are procured in accordance with the MRP requirements and are taken into stock. Distribution is planned in accordance with the MRP and is managed through the provincial and municipal levels down to each voting station. The system is reliably used to plan electoral materials procurement for by-elections, national registration weekends and full-scale elections, and also to manage the distribution of those materials.

PBSU equipment

During the year under review, the original programmable bar scanning units (PBSUs), commonly known as "zip-zip" machines, were replaced with a new-generation scanning unit. The original units had reached the end of their useful lives due to age and the robust nature of their use in the field. Altogether 30 000 new units were procured by the Commission. The new units were successfully deployed for use in the two national voter registration weekends.

The new PBSUs have been prepared for use on Election Day, to monitor and record voter participation data at each voting station. In this mode, each PBSU carries an electronic version of the voters' roll.



3.7 Informing civil society with a view to maximising citizen participation in democracy and electoral processes

The Commission aimed to conduct 238 051 civic education interventions nationally and in the provinces. For the period under review, the Commission conducted 254 857 interventions.

The Commission aimed to conduct three research projects in regard to electoral democracy. During the period under review, the Commission conducted one large-scale research survey on voter participation. Two in-house desktop research projects on voting in prisons, as well as on voting practices for people with special needs, were also conducted.

The outreach campaigns were founded on the pillars of fostering public participation through collaboration, coalition building with stakeholders and strategic partners, provision of education and support to Civil Society Organisations (CSOs), focused research and knowledge management as well as developmental communication.

Outreach Framework

Comprehensive integrated model. The model is multi-faceted, multi-pronged and targets different audiences in different localities. This model has been developed and tested during the communications campaigns and the civic, voter and balloting education processes preceding the 2009 elections. Use was made of various education and communication platforms. Critical to the model is the integration of civic and voter education with developmental communication that is accessible to the various voter profiles in terms of language, methods and packaging of information. The Outreach strategy is therefore fuelled by its multi-pronged and multi-media approach aimed at all South African citizens.

A rights-based approach to civic and voter education is implemented which puts education within a human rights framework, puts voters at the centre of electoral support and ensures that the voting and non-voting public become aware of their civic rights and responsibilities that enable them to become informed participants in our constitutional democracy.

A targeted approach to civic and voter education is implemented which ensures that all voters and targeted voters, such as those in rural areas, youth, women, the disabled and the elderly, are reached to the extent that they develop awareness of their civic rights, duties and responsibilities and become informed participants during elections.



ACHIEVEMENT OF STRATEGIC OBJECTIVES

Purposeful collaboration with various partners nationally and locally has increased the pool for information dissemination during, and between major events and campaigns for continuous civic education before and after the elections to ensure that civic education reaches all the segmented clients of the Commission.

The guiding principles of the Outreach Programme are:

- Promotion of a culture of democracy and human rights by creating and emphasizing awareness of civic responsibilities
- Entrenching registration and voting as fundamental civic duties amongst the full spectrum of the electorate
- Promoting and increasing understanding of the electoral processes
- Engaging in targeted interventions with communities, with a view to empowering them with information on electoral processes and broad democracy development issues
- Conducting research to inform the processes of preparing for the elections and modelling best practices
- Communication through a variety of platforms to reach South Africans and prepare them to vote.

Stakeholder management and partnerships

Various government departments, media houses, trade unions and CSOs added value in the outreach initiatives during the year under review. Activities included the “ID Yourself Campaign” in partnership with the Department of Home Affairs and the SABC, and Youth Month, focusing on elections with the National Youth Commission.

Project-driven partnerships to attain mutual goals:

These include collaboration with the MDDA (Media Diversity Development Agency) on the use of community radio to disseminate election-related messages and information; partnering with the NCRF (National Community Radio Forum) to reach rural voters; and collaborating with government departments such as the national Department of Education (to reach learners and educators); Department of Home Affairs through the “ID Yourself Campaign” which sought to provide prospective voters with national identity documents; and Department of Correctional Services to ensure access to prisoners so that they could exercise their rights to vote.

Donor Partnerships: This refers to collaboration with parties with which the Electoral Commission had established such partnerships such as the Embassy of Japan (which

funded the Electoral Commission's Balloting and Voter Education booklet), the Danish Embassy (which funded the Commission's community radio initiatives) and the Embassy of Finland (which rendered financial support to the Commission's democracy development campaigns). The 2009 elections Voter and Balloting Education booklet was printed in 11 official languages, and included Braille and large-font versions for the visually impaired.

Academic partnerships: Another partnership was collaboration with the University of South Africa (UNISA) in the form of a book launch, seminars on elections, information sharing and collaboration on matters of mutual interest.

Mass education, stakeholder engagement and community mobilisation

Through the flagship Mass Education project, the Commission sought to promote sound knowledge and understanding of democracy, civic rights and specifically voter education, as well as to increase and nurture ongoing dialogue between the Commission and its stakeholders in order to promote an environment conducive to free and fair elections.

The Mass Education and Community Mobilisation drives resulted in a massive Voter and balloting Education rollout, utilising both fieldworkers at local level and CSOs, who partnered with the Commission to deliver on voter and balloting education from September 2008 to March 2009 (see **Table 15**).

Table 15: Utilisation of fieldworkers and civil Society Organisations for the mass education and community Mobilisation

Province	MFC	FW	CSOs
Eastern Cape	39	643	0
Free State	24	139	0
Gauteng	28	212	11
KwaZulu-Natal	20	90	1
Limpopo	25	212	30
Mpumalanga	18	150	0
North West	25	255	0
Northern Cape	27	350	0
Western Cape	39	250	6



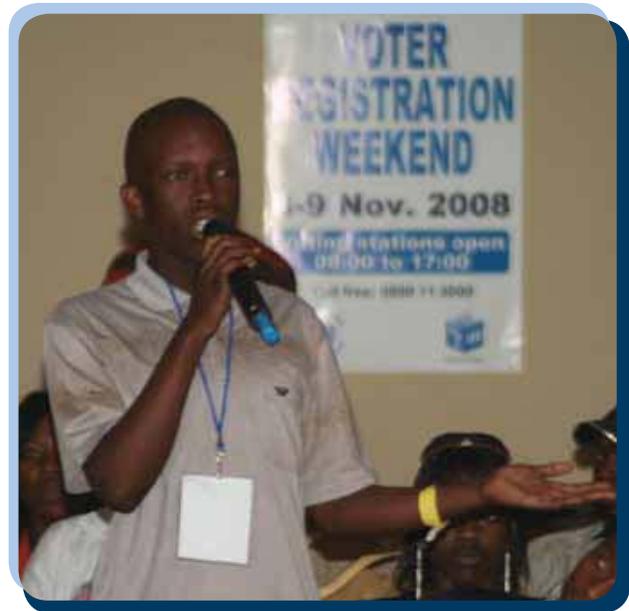
Table 15 represents the capacity that was created to deliver on voter and balloting education country wide, during the election period. A total of 238 051 interventions were planned for national and provincial stakeholder engagements, representing schools, both GET and FET bands, farming communities, mass education of civil society at large through formal and informal structures, consciously targeting people with disabilities and the youth. The targeted interventions were exceeded by 7% as a result of the vibrant campaigns which supported outreach work even in the remote rural areas. The campaigns were carefully phased and structured, with the aim of preparing South Africans to register during the first and second registration weekends and to get to the polls on Election Day.

The Commission conducted 254 857 interventions. These educational interventions were multi-faceted and included community presentations, workshops, site visits and walkabouts as well as widespread campaigns, seminars, events and advocacy initiatives.

Each province met the required quota of ten audience-specific campaigns on Voter Registration, Voter Education, Balloting Education and Democracy Education. Target audiences for these campaigns included rural communities, women, youth, educational institutions (schools and tertiary educational institutions), persons with disabilities, the elderly, farming communities, prisoners, the private sector, traditional leadership, civil society organizations, faith-based organisations, and organised labour).

Nationally, the Commission conducted a massive Voter and Democracy Education drive with the public broadcaster through its lead department, namely SABC Education. The programming deliverables that resulted from this partnership consisted of four diverse and powerful campaigns, reaching wide audiences:

- **Television:** democracy education drama, campaign messages and calls to action, television shows
- **Radio:** radio campaign messages and calls to action, radio talk shows
- **Outreach:** four outside broadcasts were conducted in rural areas and at tertiary educational institutions
- **An online campaign:** creation of the “X for Democracy” website, targeted at youth.



An illustrated “comic” booklet on voter and balloting education was developed and produced in South Africa’s 11 official languages. It was also produced in Braille and large font for the visually impaired. The booklet was in an easily accessible, plain language, illustrated format and was well received. It played an important part in raising awareness and educating the public on democracy and elections, providing voter education, balloting education and guidelines for free and fair elections. The booklet was made possible through funding from the Embassy of Japan’s Official Development Assistance (ODA) project.

Research and knowledge management (RKM)

- A survey on voter participation was undertaken by the Commission. The value of the research conducted by the Commission in collaboration with the Human Sciences Research Council (HSRC) is that it has enabled the Commission to analyse pro-actively and systematically the weaknesses and challenges of election preparations and to build on the strengths and opportunities that the Commission experienced in the run-up to the 2009 national and provincial elections.
- Research projects included a desktop study on international best practices and other relevant issues with regard to voting for people with disabilities as input to the preparations for the 2009 elections.
- The Commission undertook another desktop study on international best practices on voting rights for prisoners.



ACHIEVEMENT OF STRATEGIC OBJECTIVES

Methodology

The methodology of the survey involved a random sample of 4 000 participants and face-to-face interviews with respondents drawn from eight households in each of the 500 Enumeration Areas that were selected countrywide. Each respondent was interviewed in his or her preferred official language in all the provinces.

Findings

The findings of this survey were very useful in that they informed the strategy for election campaigns and the methods used for voter and balloting education. Among others, the research indicated that only about 74% of youths aged 25 to 34 were registered to vote, compared with other age categories. Moreover, a mere 22% of youths aged 18 to 24 indicated that they had registered, which helped the Commission to target the youth in its voter education campaigns (e.g. by reaching them through the use of Youth Ambassadors). The research also gave the Commission a comprehensive picture of its services during the previous election, e.g. 30% of the respondents in the survey indicated that they had spent "5-10 minutes" registering to vote, which was the highest number among those interviewed. A mere 17% of the respondents had spent more than 30 minutes registering.

The data also indicated that a significant 80% of the respondents were interested in casting their votes in the forthcoming elections, the highest proportions being in Gauteng and Limpopo, among Africans and those aged from 45 to 54. The lowest proportions were in KwaZulu-Natal and the Western Cape, among Indians and Asians, Coloureds and youths aged 18 to 24. In addition, the data showed that about 48% (out of a total 530 respondents interviewed) would not vote for several reasons which included the following: "Not interested in voting", "Not registered", "My vote would not make a difference", and "Not interested in any of the existing political parties." Overall, the findings of the survey helped to improve the voter turnout and the research findings will inform the sustainable model for outreach to ensure greater efficiency and effectiveness in the management of future elections.

3.8 Developing and maintaining an effective and integrated communication policy and strategy that enables the Commission to engage its stakeholders utilising various media platforms

The Commission aimed to have four staff briefing sessions and to produce eight issues of its internal newsletter. Due to intense preparations for the 2009 elections, the Commission held two staff briefing sessions and produced six issues of its newsletter for the period under review.

The Commission set itself the target of holding ten media briefings. During this period, the Commission held 16 media briefings.

The Commission aimed to establish an efficient public call centre, where the dropped call rate would be less than 3%. For the period under review, the dropped call rate was 22.3%.

For the year under review, the communication challenges for the Electoral Commission included: the profiling of the Electoral Commission and its mandate; persuading youth, the elderly and disabled voters to register; participating in and supporting activities that would strengthen constitutional democracy; reaching voters in rural and remote areas of the country; and supporting the ongoing programmes and activities of the Electoral Commission. There has been significant achievement in terms of increasing the participation of the youth and of people with disabilities. For the first time a template was used to cater for blind voters and the visually impaired.

Internal communication and annual staff events

Siyathetha is an interactive employee forum whose main objective is to foster strong relationships between employees and senior management of the Commission. The programme is designed to ensure that staff at all levels of the organisation are aware of the Commission's organisational strategy, vision and progress in order to feel appreciated so that they can perform optimally in their respective tasks, thus increasing organisational effectiveness.

Two events took place in the past year, at which there was notable vibrancy in the interaction between staff and the senior management echelon of the organisation at the national level. This initiative also creates opportunities for the exchange of information at an informal level and encourages constructive dialogue, which is necessary for organisational growth and learning.



Interesting issues are shared with the provinces through the internal newsletter: Vota News, which captures national and provincial milestones and lessons to be learnt in an exciting way. The newsletter serves as a vehicle to involve staff members in communicating with each other monthly. It also highlights flagship programmes of the Commission and informs staff of developments at national, provincial and local level. Six editions of this publication were produced during the review period.

Women's Month celebrations

A successful staff event was hosted for Women's Day, with the focus on commemorating the sacrifices and achievements made by South African women in the quest for democracy. Younger women in the entertainment and arts field were invited to "flavour" the event, as well as for them to learn from the stalwarts of human rights who made notable contributions to the discourse on the rights of women in South Africa.

Stakeholder conferences and events

In preparation for the 2009 national and provincial elections, the following three key conferences were hosted by the Electoral Commission:

- The National Media Conference from 23 to 24 April 2008 with representatives from the media, political parties and other relevant stakeholders, which was attended by approximately 200 delegates.
- The National Youth Dialogue on 30 October 2008 with young people from all nine provinces and representatives of all sectors, which was attended by about 500 delegates.
- The National Conference with Political Parties on 25 November 2008 with delegates from political parties and organs of civil society, aimed at promoting an environment conducive to free and fair elections. This conference was attended by approximately 180 delegates.

Other major events included the launch of the 2009 elections for 300 guests, and the signing of the Electoral Code of Conduct for political parties contesting elections nationally. The latter meeting also included the draw for the first position on the ballot paper and was attended by 500 guests.

Successful programmes that were implemented during the year under review

Media relations

The Commission embarked on an extensive media engagement programme at national and provincial levels to educate and inform journalists about electoral processes and activities. A media workshop was held in May 2008 and a cross-section of sectors attended and participated in the deliberations which culminated in solid resolutions that demonstrated a sense of collective responsibility in ensuring an environment conducive to free and fair elections.

The last national and provincial elections were held in 2004 and since then there has been a review of several electoral processes which necessitated the training of journalists to familiarize them with these electoral processes. These national interventions were supported by provincial media workshops, which included radio stations. In total 16 media briefings were hosted and 58 releases issued.





ACHIEVEMENT OF STRATEGIC OBJECTIVES

Media monitoring

The Electoral Commission continues to monitor coverage of the organisation across all media platforms, especially with the implementation of two major voter registration campaigns. The usefulness of these reports lies in them providing relevant information to the Commission, thereby enabling the organisation to be forward-looking and to prepare for appropriate intervention.

The media monitoring agency has confirmed that the Commission received record-breaking coverage and as a result there was a high turnout of new registrations, mostly by young South Africans who are “techno savvy”.

Publications

The institution publishes regular and *ad hoc* publications as and when required. To this end, 2 000 copies each of the 2008 Annual Report and the 2007 Multi-Stakeholder Conference report were printed and distributed in the financial year.

Campaigns (advertising and promotions)

The Electoral Commission conducted two national voter registration campaigns (October and November 2008, and January and February 2009) as well as the first phase of the elections campaign (March 2009).

Material produced consisted of 850 000 posters and 3 million flyers which informed voters and created awareness.

A total of 285 928 communication interventions were recorded which covered all media platforms. The Commission utilised SABC television, radio and online communications, eTV, community television, commercial radio, community radio and print media.

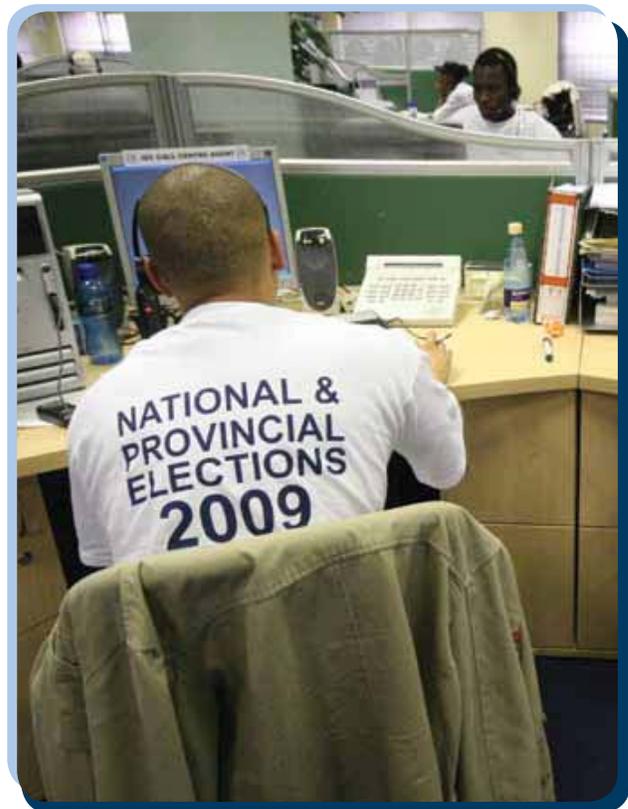
Campaign messages were also carried on billboards, train station platform boards, campus media, wall murals, screens in post offices countrywide and taxi television.

Public Call Centre

The Commission’s Call Centre acted as an interactive facility for members of the public who needed information on voter registration and elections. Voters had the opportunity to obtain information in their preferred languages, and multi-lingual agents were employed to cater for all official languages.

The automated, computerised voice-response system was upgraded and maintained to support business processes for the voter registration weekends in order to communicate vital information before the elections.

For the period from the start of its operation until the end of the year under review, the Call Centre handled 498 954 calls.



3.9 Developing and maintaining effective business processes (in respect of legal services, human resources management, support services, financial management, and information and communication technology services) in order to ensure the effective functioning of the Commission

The Commission set itself the target of recruiting 90% of electoral staff by the end of the financial year. By the close of the financial year, 94% of electoral staff had been recruited.



Table 16: Court cases

Case	Court	Outcome
Richter: section 33/overseas voting	Constitutional Court	The matter was decided on 12 March 2009. Registered voters who were abroad had a right to vote if they informed the Commission of their absence.
ANC against COPE registration as a party	North Gauteng High Court	The Court decided on 12 December 2008 that COPE had the right to use the name COPE, and accordingly authorised the Commission to register it.
ANC against the Commission on submission of supporting documents after 17:00 cut-off time for the by-elections	Electoral Court	The matter was decided on 9 December 2008, on basis of written submissions. The Court held that the ANC was obliged to comply with the prescribed timelines.
FF+ and DA against the Commission. The two parties were appealing against the decision of the Commission to allow a candidate with a suspended criminal record to stand in the elections	Electoral Court	The matter was decided on 31 March 2009. The Electoral Court ruled that section 47 of the Constitution was not applicable as it referred only to custodial sentences not suspended sentences.
CAPE party against the Commission's registration of COPE	Electoral Court	The matter was decided on 26 March 2009. COPE has no resemblance to CAPE party acronym, and it was therefore entitled to register its name and acronym.
PAC against the Commission's registration of PAM	North Gauteng High Court	The PAC had contended that PAM resembles PAC, and in fact PAM is owned by the PAC. The matter was never decided as the PAC opted to withdraw the application.

Legal services

The Commission collated and published relevant electoral legislation and regulations in a useable pocket book format, of which, 120 000 were printed and distributed to various interested parties.

During the year under review, 767 contracts and Service Level Agreements were concluded.

The Electoral Commission was involved in a total of 46 court cases. Forty of these cases involved local and district council vacancies contemplated in Items 19 and 12 of Schedules 1 and 2, respectively, to the Municipal Structures Act, 1998 (Act 117 of 1998). In these cases, the Electoral Commission was joined as an interested party. In six cases concluded in the period under review the Commission was the main respondent or co-respondent. These are listed in **Table 16**.

Human resources

The total staff provision (organogram) of the Commission is 806, covering service delivery and human resources at national, provincial and local level (see **Table 17**).

A total of 119 positions were filled during the financial year: 86 were new appointments and 33 were promotions. The vacancy rate at the beginning of the reporting period was 24.2% and this was reduced to 21.3% at the end of the financial year. The nominal achievement resulted from internal promotions, terminations and the moratorium on the filling of posts as a result of the preparation for elections. However, the majority of the vacant positions, being EPC (Electoral Project coordinator) positions, were used for the appointment of the Assistant Project Coordinators who were appointed on contract for the elections.



ACHIEVEMENT OF STRATEGIC OBJECTIVES

Table 17: Positions – March 2009

Component	Rank	Approved Posts	Posts Filled	Vacant Posts
Office of the CEO	CEO	1	1	0
	Manager	2	2	0
	Senior Admin Officer	1	1	0
Commission Services	Manager	1	1	0
	Deputy Manager	1	0	1
	Senior Admin Officer	2	2	0
DCEO Corporate Services	Deputy CEO	1	1	0
	Senior Admin Officer	1	1	0
IT Operations	Senior Manager	1	1	0
	Manager	2	1	1
	Deputy Manager	8	2	6
	Assistant Manager	10	4	6
	Senior Admin Officer	4	0	4
	Admin Officer	5	2	3
	Assistant Admin Officer	2	1	1
Chief Financial Officer	Senior Manager	1	1	0
	Manager	3	3	0
	Deputy Manager	4	3	1
	Assistant Manager	3	2	1
	Senior Admin Officer	7	4	3
	Admin Officer	19	12	7
	Assistant Admin Officer	2	0	2
HR, Training, Skills Development & Support	Senior Manager	1	1	0
	Manager	3	3	0
	Deputy Manager	7	6	1
	Assistant Manager	4	2	2
	Senior Admin Officer	4	4	0
	Admin Officer	7	5	2
	Assistant Admin Officer	3	0	3
	Senior Admin Clerk	2	2	0
	Admin Clerk	7	7	0
	Messenger/Cleaner	10	10	0
Legal Services	Manager	1	1	0
	Deputy Manager	1	1	0
	Assistant Admin Officer	1	0	1
DCEO Electoral Matters	Deputy CEO	1	1	0
	Senior Admin Officer	1	1	0
Logistics & Infrastructure	Senior Manager	1	1	0
	Manager	2	2	0
	Deputy Manager	2	2	0
	Assistant Manager	2	1	1
	Senior Admin Officer	2	0	2
	Assistant Admin Officer	2	2	0
	Electoral Matters	Senior Manager	1	1
	Manager	2	2	0



Table 17: Positions – March 2009

Component	Rank	Approved Posts	Posts Filled	Vacant Posts
	Deputy Manager	1	0	1
	Assistant Manager	2	2	0
	Senior Admin Officer	2	2	0
	Assistant Admin Officer	2	2	0
DCEO Outreach	Deputy CEO	1	1	0
	Senior Admin Officer	1	1	0
Communication	Manager	1	1	0
	Deputy Manager	2	1	1
	Assistant Manager	1	0	1
	Senior Admin Officer	1	1	0
	Admin Officer	1	0	1
	Assistant Admin Officer	1	0	1
Civic Education, Research & Knowledge Management	Senior Manager	1	1	0
	Manager	1	1	0
	Deputy Manager	1	1	0
	Assistant Manager	1	1	0
	Senior Admin Officer	1	0	1
	Assistant Admin Off	1	0	1
Provincial electoral staff: Limpopo	Senior Manager	1	1	0
Provincial	Manager	1	1	0
	Deputy Manager	1	1	0
	Assistant Manager	4	4	0
	Senior Admin Officer	10	10	0
	Admin Officer	1	1	0
	Assistant Admin Officer	1	1	0
	Messenger/Cleaner	1	1	0
Local	Office Supervisor	5	5	0
	Electoral Project Coordinator	44	31	13
Provincial electoral staff: Free State	Senior Manager	1	1	0
Provincial	Manager	1	1	0
	Deputy Manager	1	1	0
	Assistant Manager	4	4	0
	Senior Admin Officer	10	8	2
	Admin Officer	1	1	0
	Assistant Admin Officer	1	1	0
	Messenger/Cleaner	1	1	0
Local	Office Supervisor	2	2	0
	Electoral Project Coordinator	31	20	11
Provincial electoral staff: Mpumalanga	Senior Manager	1	1	0
Provincial	Manager	1	1	0
	Deputy Manager	1	1	0
	Assistant Manager	4	4	0



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Table 17: Positions – March 2009

Component	Rank	Approved Posts	Posts Filled	Vacant Posts
	Senior Admin Officer	8	8	0
	Admin Officer	1	1	0
	Assistant Admin Officer	1	0	1
	Messenger/Cleaner	1	1	0
Local	Office Supervisor	2	2	0
	Electoral Project Coordinator	33	26	7
Provincial electoral staff: North West	Senior Manager	1	1	0
Provincial	Manager	1	1	0
	Deputy Manager	1	1	0
	Assistant Manager	4	2	2
	Senior Admin Officer	9	7	2
	Admin Officer	1	1	0
	Assistant Admin Officer	1	1	0
	Messenger/Cleaner	1	1	0
Local	Office Supervisor	0	0	0
	Electoral Project Coordinator	38	35	4
Provincial electoral staff: Northern Cape	Senior Manager	1	1	0
Provincial	Manager	1	1	0
	Deputy Manager	1	1	0
	Assistant Manager	4	3	1
	Senior Admin Officer	10	9	1
	Admin Officer	1	1	0
	Assistant Admin Officer	1	1	0
	Messenger/Cleaner	1	1	0
Local	Office Supervisor	0	0	0
	Electoral Project Coordinator	35	33	3
Provincial electoral staff: KwaZulu-Natal	Senior Manager	1	1	0
Provincial	Manager	1	1	0
	Deputy Manager	2	2	0
	Assistant Manager	6	5	1
	Senior Admin Officer	15	15	0
	Admin Officer	2	2	0
	Assistant Admin Officer	2	1	1
	Messenger/Cleaner	1	1	0
Local	Office Supervisor	5	4	1
	Electoral Project Coordinator	89	69	20
Provincial electoral staff: Eastern Cape	Senior Manager	1	1	0
Provincial	Manager	1	1	0
	Deputy Manager	3	3	0
	Assistant Manager	5	3	2
	Senior Admin Officer	11	11	0
	Admin Officer	3	3	0



Table 17: Positions – March 2009

Component	Rank	Approved Posts	Posts Filled	Vacant Posts
	Assistant Admin Officer	2	1	1
	Messenger/Cleaner	1	1	0
Local	Office Supervisor	14	14	0
	Electoral Project Coordinator	68	50	20
Provincial electoral staff: Western Cape	Senior Manager	1	1	0
Provincial	Manager	1	1	0
	Deputy Manager	2	2	0
	Assistant Manager	5	3	2
	Senior Admin Officer	10	9	1
	Admin Officer	1	1	0
	Assistant Admin Officer	1	1	0
	Messenger/Cleaner	1	0	1
Local	Office Supervisor	1	0	1
	Electoral Project Coordinator	34	29	5
Provincial electoral staff: Gauteng	Senior Manager	1	1	0
Provincial	Manager	1	1	0
	Deputy Manager	2	2	0
	Assistant Manager	6	5	1
	Senior Admin Officer	8	6	2
	Admin Officer	2	1	1
	Assistant Admin Officer	1	1	0
	Senior Admin Clerk	1	0	1
	Messenger/Cleaner	1	1	0
Local	Office Supervisor	4	0	4
	Electoral Project Coordinator	32	37	7
TOTAL		806	647	172

Discrepancies in Electoral Project Coordinator totals for Eastern Cape, Northern Cape and Gauteng are due to nine positions over the establishment



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Recruitment, promotions and resignations

In line with the approved organizational structure and budget allocation, nine positions at senior manager and manager level were filled. Most of the posts are positions that were created during the previous financial year (see **Table 18**).

The staff turnover for the Commission was 1.6% during the financial year, which is far below the national benchmark. Most of the terminations were from the National Office and this was from staff below Deputy Manager level. The exit interviews indicated that people were leaving for better job and salary opportunities.

Employment Equity (EE)

Central to the process of increasing capacity within the Commission is a commitment to ensure compliance with the Employment Equity Act and the EE targets as set in the Commission's EE Plan. The Commission is committed to continuous improvement in the recruitment, development and retention of the previously disadvantaged and to ensuring that the establishment of the Commission reflects the country's

demographics. The employment equity report was submitted to the Department of Labour as required of all designated employers.

The current Employment Equity Plan was adopted by the Employment Equity Committee of the Commission in March 2008 and came into effect in April 2008. Line managers consider the stated employment equity targets of the Commission to meet numerical goals, and ensure that these goals are reflected in final decisions pertaining to the recruitment, employment and development of staff. The Commission subsequently embarked upon an extensive recruitment and selection process, and the filling of management positions was prioritised in preparation of the upcoming electoral events. As indicated in **Table 19** below, a concerted effort in this area has resulted in an improvement in the appointment of women in management positions, even though there is still work that needs to be done in this area. Table 19 reflects the employment equity status of the organisation as at 31 March 2009.

Table 18: Recruitment, promotions and resignations

LEVEL	Recruited	Promoted	Terminations	Foreign employees
DCEO/Senior Manager	1	0	0	0
Manager	6	2	0	0
Deputy Manager	4	8	3	0
Assistant Manager	13	3	2	0
Senior Administrative Officer	31	14	1	0
Administrative Officer	14	5	2	0
Assistant Administrative Officer	10	0	1	0
Administrative Clerk	5	1	1	0
Housekeeper/Driver	2	0	0	0
TOTAL	86	33	10	0



With regards to the targets for people with disability and women at management level there is notable improvement in the recruitment and retention of women at middle and senior management levels while people with disabilities at present constitutes only 0.93% of the Commission's staff establishment, which is far below the government's target of 2%. One of the constraints is the submission of disability disclosure forms and poor capturing on SAP. The mandatory submission of disability disclosure forms for newly appointed employees has resulted in a slight improvement in the rate of disability disclosure.

Performance management and development system

All positions on the organogram should have job profiles defining these positions; job profiles also inform the performance contract and job advertising processes. As at the end of March 2009, all the posts in the Commission had approved job profiles.

The Performance Management and Development policy was developed and training had been conducted for all staff in the employment of the Commission by November 2008.

Performance contracts were signed and submitted to Human Resources and the final performance reviews are due at the beginning of the next financial year.

Policy development

Seven Human Resource Management policies were developed. Two of these, namely the Cell phone Allowance Policy and Long Service Rewards policy, were approved. The remaining policies will be submitted for ratification in the next financial year.

Table 19: Employment equity status at 31 March 2009

LEVEL	A/M	C/M	I/M	W/M	A/F	C/F	I/F	W/F	PWD
DCEO/Senior Manager	9	2	0	2	4	0	1	0	0
Manager	7	4	1	2	5	2	0	4	1
Deputy Manager	10	0	2	3	6	0	1	5	1
Assistant Manager	21	2	2	1	12	1	1	5	0
Senior Administrative Officer	27	5	2	3	36	6	2	8	1
Administrative Officer	22	1	2	0	20	4	2	11	1
Assistant Administrative Officer	138	23	2	8	135	26	1	14	2
SAC/Administrative Clerk	4	0	0	0	6	1	0	0	0
Housekeeper/Driver	8	1	0	0	9	0	0	0	0
TOTAL	246	38	11	19	233	40	8	47	6



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Employee wellness programme

Injury, illness, death

The average number of days sick leave taken and the inherent costs are reflected in **Tables 20 and 21** below.

Three incidents of injury while on duty or in the working environment were reported, as indicated in **Table 22**.

The only incidents of injury on duty reported was a motor vehicle accident in which three Commission employees were involved on their way back to the office from a provincial event.

Table 20: Sick leave

Total number of days sick leave taken	1 727
Estimated cost of sick leave taken	R1 686 145.71
Number of employees who took more than 15 consecutive days	11

Table 21: Average days sick leave by rank

Rank	Days
Senior Manager	3.53
Manager	1.44
Deputy Manager	2.60
Assistant Manager	4.86
Senior Administrative Officer	2.56
Administrative Officer	2.24
Assistant Administrative Officer	2.47
Administration Clerk	4.00
Messenger / Cleaner	4.44

Table 22: Incidents of injury while on duty or in the working environment

Office		Date
National Office	Motor vehicle accident	20.03.2009
National Office	Motor vehicle accident	20.03.2009
National Office	Motor vehicle accident	20.03.2009

HIV and AIDS and programmes for promoting health

The Electoral Commission endeavours to promote HIV and AIDS awareness in the workplace. As part of its social responsibility programme, the Commission has entered into partnerships with a number of institutions working on HIV and AIDS-related initiatives. The Commission has also developed a policy for supporting staff members who suffer from chronic diseases.

The Commission conducts regular programmes targeting employees infected and affected by HIV and AIDS as well as offering counselling, psychosocial counselling services as and when required. As part of the promotion of employee wellness, six employees were referred for professional assistance; these were all formal referrals.

The following programmes were successfully hosted by the Employee Wellness Programme at the national office:

- Take a Girl Child to Work Campaign
- World Aids Day commemoration
- Employee Wellness clinics

There is a need for integrated coordination of this Wellness Programme to ensure that wellness activities are also undertaken at provincial level. A draft proposal and terms of reference for Employee wellness were developed and a service provider will be appointed in the next financial year.

Expenditure on remuneration

Table 23 presents a summary of expenditure on remuneration for Commissioners and Senior Management during the financial year under review.

Employee relations

The major objective of the employee relations unit is to establish and maintain sound employer-employee relations. During this period several attempts were made to establish a relationship and a functional structure for management and employee representatives (unions). During the third quarter both parties resolved to resuscitate the labour forum and several resolutions were made. The election of shop-stewards, which has been one of the factors that contributed to the non-functionality of the Labour Forum, was due to be finalised in the fourth quarter but this goal was not met.



Table 23: Personnel expenditure (salaries)

Amount (R)	
Commissioners	2 795 534.37
Senior Management	15 262 716.93

Collective agreements/Labour relations/ Disciplinary actions

No new collective agreements, beside the one entered into with the National Education and Allied Workers Union (NEHAWU) in 2007, were entered into.

Disciplinary actions were taken against seven employees for various reasons as set out in **Table 24**.

There was one matter of attempted fraud which did not necessitate reporting to the SAPS, as it was detected early and no financial loss was incurred by the Commission.

During the year under review a total of four matters were referred to the CCMA by former employees of the Electoral Commission, alleging unfair dismissal. The Commission successfully defended all these CCMA referrals.

Table 24: Disciplinary actions taken

Nature of misconduct	Number	%	Outcome
Gross negligence	2	28.7	Final written warning
Drinking while on duty	2	28.7	Final written warning
Dishonesty and disloyalty	1	14.2	Final written warning
Forgery	1	14.2	Final written warning
Attempted fraud	1	14.2	Dismissed
Total	7		

Support services

Office space

During this period appropriate office accommodation was secured, with lease agreements in place and renewed as was required, for employees to enable them to perform their daily duties in a secure working environment. New office space was acquired for two provincial offices, namely the Northern Cape and the North West. There were challenges and delays with the delivery of furniture for the latter office but this will be finalised in the next financial year.

The Occupational Health and Safety Act

The Occupational Health and Safety Act (Act 85 of 1993) was adhered to and no incidents of occupational health and safety contraventions were reported except for the three employees who were involved in a motor vehicle accident.

Transport management

Efficient transport and travel services were rendered in compliance with organizational requirements. Thirty-three accidents involving Electoral Commission vehicles were recorded.

Document management

All documented information was effectively managed and filed in compliance with relevant legislation, namely the National Archives and Record Service of South Africa Act (Act 43 of 1996), the Promotion of Access to Information Act (Act 2 of 2000) and Electronic Communications and Transactions Act (Act 25 of 2002). The library for staff on elections and support functions contains approximately 14 000 books, as well as publications in hard copy and electronic format.

Security services

The tender for a new security and guarding service provider was advertised after the old one had expired and a new service provider was duly appointed for the National Office. These and related services were outsourced. Nine incidents of burglary or theft occurred at Electoral Commission sites during the review period. Mainly electronic office equipment was removed from the affected premises. The replacement value of the stolen equipment was approximately R187 000.00.



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In conjunction with the National Security Cluster, security services were provided to ensure the safety and security of voters, election officials, election premises and election materials.

Financial services and management

Monies received from other sources

All monies received from the state and other sources towards expenditure in connection with exercising of the Commission's powers and the performance of its functions are reflected in the annual financial statements accompanying this report. Other sources exclude foreign and local aid assistance as these funds are held in trust and spent according to the agreements entered into.

Annual financial statements

Annual financial statements comprise:

- Statement of financial position
- Statement of financial performance
- Statement of changes in net assets
- Cash-flow statement
- Accounting policies and
- Notes to the financial statements accompanying this report.

Overview of funds received and spent

The Commission received R1 039 393 000 for the year under review by way of a Parliamentary grant. Sundry income of R28 203 714 was generated which largely consists of interest earned, bringing the Electoral Commission's total income to R1 067 596 714. All these funds have been accounted for and are disclosed in the financial statements. Property, plant and equipment to the value of R220 113 532 were acquired

during the year under review. Development costs of R9 363 583 were incurred to develop intangible assets. These funds and costs were accounted for as prescribed in accordance with the South African Statements of Generally Accepted Accounting Practice (SAGAAP) including any interpretations of such statements issued by the Accounting Practices Board, with the prescribed Standards of Generally Recognised Accounting Practices (GRAP) issued by the Accounting Practices Board as prescribed in the Treasury Regulations and the PFMA and relevant guidelines issued by the National Treasury.

Foreign and local aid assistance

The Commission received funds to assist with the preparations for National and Local Government elections from the Danish and Japanese Embassies. These funds were fully utilised in the current financial year. The Commission also utilised in the current financial year the balances that were remaining from the 2008 financial year.

The break down of amounts received and spent in this financial year is illustrated in **Table 25**.

Procurement and Asset Management

During the year under review the Commission fully accepted its obligations in regard to supply chain management in terms of section 16A of the Treasury Regulations.

The Commission attended to the following in dealing with Supply Chain Management requirements:

- Continuous review of the Commission's procurement policies and procedures to ensure alignment with Supply Chain Management (SCM) requirements
- Continued effective implementation and operational management of an electronic procurement system (eProcurement/Vota-quotes)

Table 25: Summary of funds received and utilised

Donor	Balance 31 March 2008	Received	Spent	Balance 31 March 2009
Government of Ireland	41 987	-	41 987	-
Limpopo Local Government & Housing	878	-	878	-
Danish Embassy	-	2 000 000	2 000 000	-
Japanese Embassy	-	3 337 373	3 337 373	-



- Continued stringent and effective due diligence audits on companies under consideration for contracts, especially to ensure the validity of supplier claims in terms of the provisions of the Preferential Procurement Policy Framework Act (Act 5 of 2000)
- Continued compliance with the requirements for reporting to National Treasury concerning contracts entered into and supplier details. This included continuous adjustment, where necessary, of the Commission's procurement systems and processes to enhance its reporting ability to the Auditor-General, National Treasury and the South African Revenue Service (SARS)
- Implementation of an integrated financial system (SAP), allowing proper and effective internal control in the management and recognition of assets, as well as control of procurement requirements
- Continuous bar-coding and recording of all assets in the Asset Register and implementation of frequent asset-verification exercises at the national, provincial and local levels
- Continuous maintenance of the Asset Register to ensure that it provides a true reflection of the Commission's asset situation
- Continuous review of asset policies, procedures and processes to ensure compliance with the requirements of the Public Finance Management Act (Act 1 of 1999), Generally Accepted Accounting Practices (GAAP), Generally Recognised Accounting Practice (GRAP), International Financial Reporting Standards (IFRS) and International Accounting Standards (IAS)
- Reassessment of assets in the Commission's asset register and alignment with legislation and accounting standards pertaining to asset management
- Continuation of skills development initiatives at the national and provincial offices for supply chain management functions.

Assessment of procurement initiatives and impact on black economic empowerment and small business

An assessment of the impact of the Electoral Commission's procurement processes on small business development and black economic empowerment (BEE) during the year under review has been performed.

The Commission awarded 653 contracts to the total value of R487.23 million.* Of these contracts, 494 (approximately R418.78 million or 85.95%) went to BEE companies. Approximately 94.01% (204 out of a total of 217 contracts)

of bids awarded through eProcurement auctions went to BEE companies.

The value of contracts awarded to small businesses was as follows:

- Microenterprises (10% of value of contracts)
- Very small enterprises (4.22% of value of contracts)
- Small enterprises (64.84% of value of contracts)
- Medium enterprises (6.81% of value of contracts)
- Non-SMMEs (14.13% of value of contracts)

Key figures in respect of the impact on small enterprises and BEE companies:

- 284 contracts were awarded to microenterprises (43.49%)
- 75 contracts were awarded to very small enterprises (11.49%)
- 218 contracts were awarded to small enterprises (33.38%)
- 28 contracts were awarded to medium enterprises (4.29%)
- 48 contracts were awarded to non-SMMEs (7.35%)

The value of these contracts for the period under review came to R487.23 million, through the following procurement options:

- Tenders (R318.23 million)
- Quotations (R63.14 million)
- Auctions (R105.86 million)

**Note: Contract values are based on all tenders and auctions awarded by the Electoral Commission. The value for quotation is reflective of all contracts awarded with a monetary value of R30 000,00 and higher.*

Information and Communication Technology

Information and Communication Technology (ICT) continues to play a critical role in supporting and enabling the business processes of the Electoral Commission. The innovative implementation of ICT is a key element in enabling the Commission to deliver a proficient service to all stakeholders including the electorate and political parties. To ensure continued support to the different business processes, a number of programmes have been initiated to provide the following:

- Stable applications to support and enable all business processes;



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- Closely integrated systems aimed at ensuring a seamless flow of information across the different systems, business units and business processes;
- Stable and consistent supporting ICT infrastructure, a stable network at both Wide Area Network (WAN) and Local Area Network (LAN) levels and the data centre;
- Sufficient network and background server capacity, with the required scalability and capability of supporting increased election activity and network traffic; and
- Management of risks, disaster recovery and business continuity processes ensuring that the Commission can take advantage and fully utilise all relevant appropriate technologies in the information and communications market.

The primary focus of all ICT projects in the period under review was on ensuring that all ICT infrastructure and systems are prepared and ready to support the 2009 national and provincial elections (NPE). Some of the programmes implemented to provide the above services are summarised below:

Election 2009 systems readiness preparations

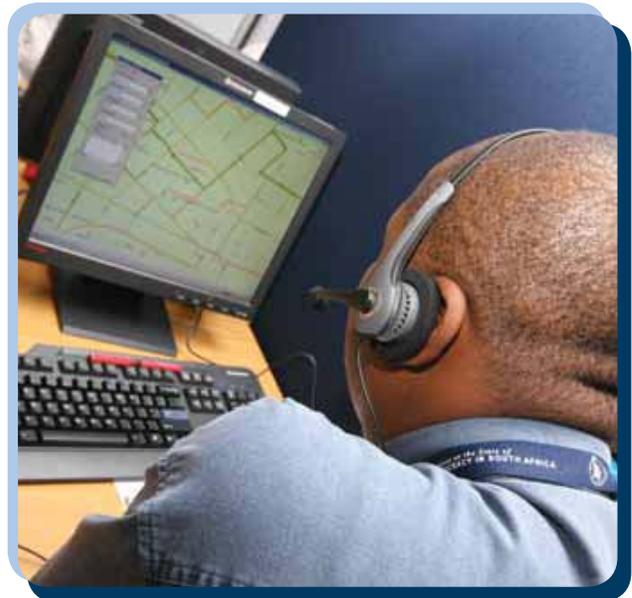
Several projects were executed focusing on upgrading and enhancing application systems to ensure that all application systems that support electoral processes for the national and provincial elections are up to date ready. Among these projects were the enhancement of the Candidate Nomination System (CNS), the Party Registration Systems (PRS), and the Voting Station Operations System (VSO). Most of these were projects that started in the previous year and were completed in the first half of the year under review.

Enhancement of National and Provincial Elections (NPE) Results System

Based on the lessons learnt from the 2006 Local Government Elections, the Results System was enhanced to improve the management processes involved in the capturing of results. The biggest enhancement was in the area of exceptions management. Categorisation of voting districts using the voter population was introduced to the exceptions module. The changes allowed the Commission to better manage exceptions that arise during the capturing of results and also to detect and address any anomalies in the captured results. In addition to the exceptions management module, an appeals and objections module has also been introduced. This module will allow the legal team to capture and track the resolution of all formal objections lodged by political parties.

Website capacity upgrade

In the run-up to the November 2008 registration weekend, the Commission's website received more than a million hits. During the same period, the Commission also received more than 717 075 SMS messages from voters verifying their registration details. In response to the huge volumes experienced on the website and the SMS functionality, the hosting of the website was moved to an Internet Service Provider (ISP). Hosting with the internet service provider ensured easy access to the bandwidth required to deal with the huge volumes anticipated for the February 2009 registration weekend and the elections. In addition to the external ISP hosting, the website was also modified to ensure scalability and cross-browser compatibility with all known web browsers that are based on open standards. Ensuring cross-browser compatibility of the website was critical in addressing the concerns about alleged discrimination raised by the "open source" community. A project for a complete revamp of the website is also underway and should be completed in the next financial year. Scalability enabled the ICT Department to cluster more server and increase processing capacity without limitations in software and hardware.





SAP (ERP) implementation

The year started with the SAP (ERP) implementation project going live on 14 April 2008. Besides addressing shortcomings in the legacy systems, SAP is intended to streamline financial processes and ensure integration in the management of back-office tasks. The modules implemented include:

- Financials (FI) with the following sub-modules – Accounts payable (AP), Accounts Receivable (AR), General Ledger (GL) and Asset Management (AM)
- Costing (CO)
- Investment Management (IM)
- Project System (PS)
- Material Management (MM) with the following sub-modules; Inventory Management, Purchasing and Material Requirement Planning (MRP)
- Human Capital Management (HCM), with the following submodules: Human Resources (HR), Payroll, Time Management (TM) and Organisational Management (OM)
- Workflow
- Travel Management
- SAP Portal
- Employee Self-Service (ESS) and Management Self-Service (MSS).

Together these modules provide the Commission with an integrated system for managing all financial and human resources across the whole organisation on a common platform. All systems facilities are online and real-time, with workflow functionality that ensures that transactions that require approval are routed through to the appropriate levels of approval, with full audit trails. Included in the project was the development and implementation of integration modules that enabled seamless data transfer between SAP and other electoral systems such as ESS (Electoral Staff System), VSO (Voting Station Operations System), etc. Such integration allowed the Commission to retain some of the customised systems supporting business processes that could not be handled using SAP.

Call Centre infrastructure upgrade

As part of the Commission's outreach and communications strategy of keeping in contact with the electorate, a toll free Call Centre using an integrated system of people, telephone infrastructure, software, computers and networks was established. In addition to about 220 Call Centre agents, the Commission also implemented an automated Interactive Voice Response (IVR) system at the Call Centre. The IVR

improves services by increasing the Call Centre's capacity to deal with more callers and to extend service hours to 24/7. The IVR enables callers to get automated responses on frequently asked questions, including checking individual registration status. Coupled with the IVR, the Call Centre provided the electorate with all information on electoral matters (such as finding their correct voting stations, their registration status, parties, candidates, election processes, the election results as they came in, etc.) in 11 official languages. Since going live on 6 October 2008, the Call Centre has received 667 555 calls, with the highest peak being for the 2009 elections' first general voter registration weekend on 8 and 9 November 2008 (127 332 calls). The combination of the IVR and the SMS facility enabled the Commission to be accessible anytime from anywhere.

GIS support

The Commission revised and enhanced voting districts, voting stations and municipal boundaries. Over 200 000 A3 maps were produced from September 2008 to February 2009. Ad hoc requests for specialised maps from internal and external (political parties, companies and citizens) sources were also received and processed.

Enhancement of the GIS voting station finder

The Voting Station Finder facility was redesigned and improved with the resultant release of the unrestricted version for use by all Commission employees and a redesign of the existing web-based version. The newly designed web-based Voting Station Finder processed 494 488 unique hits from January 2009 to April 2009. When a user puts in the correct physical address information, the Voting Station Finder not only allows the user to find the correct voting station instantly but also provides precise descriptions of the area and gives directions to the voting stations.

Integration of GIS and the voting Station Operations system

Utilization of the Voting Station Operations (VSO) system for planning, logistics provision and material distribution, and other operations is one of the key factors for a successful election. Critical in the VSO's database is the correct location of each voting station in relation to the voting district it is meant to service. The VSO was redesigned and integrated with a web-based GIS service which allows staff at various municipal



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electoral offices to verify the location of voting stations against the intended voting district with their provincial colleagues. This service was previously available only at the National Office which led to inefficiency in providing technical support to voting station-capturing projects across the country.

Enhancement of Voter Registration System on the new PBSU

Maintaining a credible and up-to-date voters' roll forms a critical component of the Commission's mandate to provide free and fair elections. To support this process, the Commission procured 30 000 portable scanners that are used to register voters. The ICT team was involved in the design and testing of the software loaded on the scanners. The scanners worked very well during the two major voter registration initiatives, allowing the Commission to increase the number of registered voters on the voters' roll to more than 23 million without any difficulty.

Enhancement of Voter Participation System

Voter education forms a critical part of the Commission's mandate to ensure maximum participation of all registered voters in all the elections. It is therefore important that the Commission gains a good understanding of all registered voters who actually go and vote on election day. During the period under review, the ICT team was involved in the design and testing of the Voter Participation application. This application is loaded on the same scanners used for voter registration. As voters arrive at the voting station, their identity documents are scanned to validate their registration status, record the voter's identity and assist the Voters' Roll Officer to locate the voter on the voters' roll. The recorded information is later transferred to the central database at the National Office when each scanner is docked. Proper analysis of the demographics of participating voters will allow the Commission to analyse voter participation patterns in order to inform future targeted voter education campaigns. In addition to this, the data will be useful to political parties as input to their campaigning strategies for future elections.

Network segmentation

In response to a need to improve network security, a project on network segmentation was started. The segmentation of the network will go a long way towards improving the Commission's network security and to protecting sensitive data.

Change-control management

In response to concerns raised by the Office of the Auditor-General of South Africa (AGSA) about the Commission's change-control processes, the Commission also started a project to implement the Change Management module. In addition to the existing service desk and issue logging system (Remedy), this will streamline the documentation and management of changes to the ICT infrastructure.

Server room consolidation

As part of infrastructure consolidation and preparation for the 2009 elections, the Commission's Data Centre, which previously consisted of three separate server rooms, was consolidated into a single, centralised Data Centre. The benefit is simplified and easy-to-manage infrastructure at the national Data Centre. Included in this move was the migration from old to new servers.

Computing infrastructure upgrade

As part of a process of improving computing hardware stability, improving capability and minimizing the risk of failure, the entire desktop and server hardware platform was refreshed, replacing current infrastructure that was more than five years old with new equipment, which brought with it high processing power, stability and higher performance capabilities. All servers, switches, routers and desktops at the National Office and provincial and municipal offices were replaced. More than 2 000 workstations were distributed and installed at the National Office, nine provincial offices, the ten warehouses and more than 300 municipal offices, including temporary sites. A further 15 servers were installed at provincial and metro offices.

Support for election timetable

Upon proclamation of the election date, ICT played a critical role in supporting the finalization and certification of the voters' roll and the capturing of candidate lists submitted by the parties contesting the elections. The process culminated with the printing of the voters' roll and the publication of party lists in all the major newspapers throughout the country. The South African public was able to scrutinise the lists and lodge objections to on any of the candidates.



Support for voting abroad

When the Constitutional Court ruled that South Africans based abroad (outside the country) had the right to vote in the 2009 elections, the ICT team responded with the necessary systems to support the processing of notifications. A Special Votes Application system was designed and developed in less than two weeks. This system allowed the Commission to capture details of all South Africans who applied to vote abroad. In addition to this, the website was modified to introduce a module that allowed applicants to check the status of their applications.

Results slip scanning

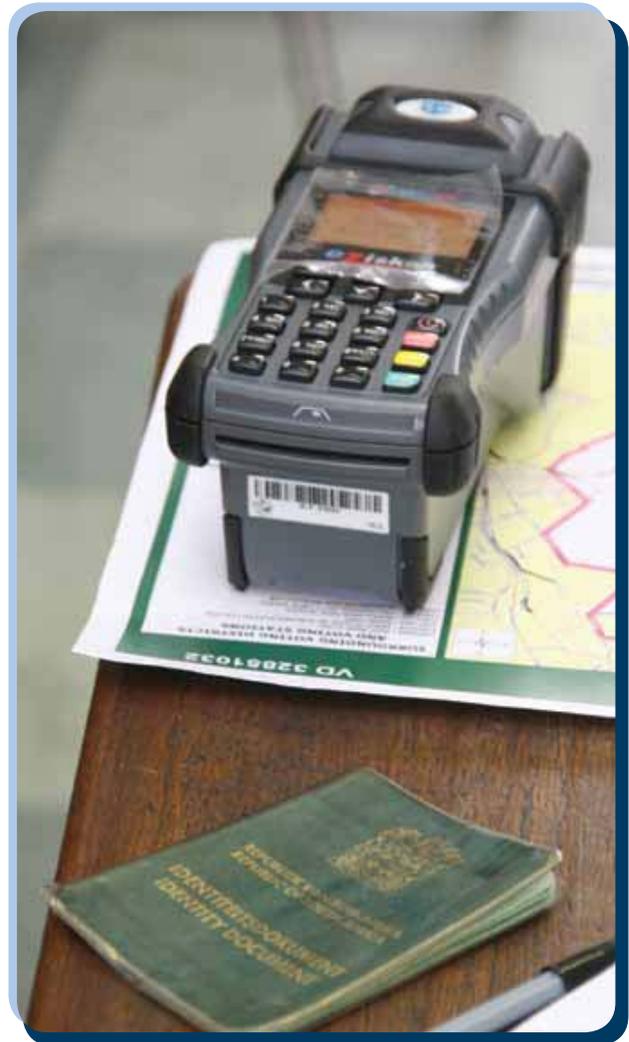
As part of improving the level of transparency in the capturing of election results, the Results Slip Scanning project was implemented. The solution allowed the scanning of all results slips that were used for capture on the Results System. Political parties and the media will be able to view images of all results slips. It will be possible to compare the images with the data captured on the system to ensure accuracy. The project involved the procurement, distribution and installation of 400 scanners for more than 300 Commission offices around the country.

Building a scalable reporting architecture

The results reporting architecture was modified to take advantage of improvements in the latest reporting technologies. All reports on the Results System were designed to read off the data warehouse. Implementing this architecture has ensured a stable reporting functionality that is able to handle huge volumes and provide a quick response to all reporting requests. In addition, the architecture ensures that reporting does not impact on the actual capturing of results.

Enhancement of issue tracker system

The application that enables Commission staff, political parties and the media to log all issues related to the management of elections was upgraded. Through the use of the Issue Tracker System, management is able to address and monitor all problems logged by the different role-players and stakeholders. The Issue Tracker was enhanced to provide a special login and tracking functionality for political parties. Each political party was able to track all the calls it had logged and was also able to reopen all closed calls if it is was not satisfied with the resolution provided by the Commission.



Data communication network upgrade

Telecommunications play a critical part in the Commission's network infrastructure. To ensure a stable, reliable and scalable infrastructure, the Commission implemented the latest Virtual Private Network (VPN) solution, based on Telkom SA's MPLS backbone. The VPN represents a dramatic move forward from the older networking technologies (frame relay) previously used, providing better flexibility and redundancy across the network. The solution has improved connectivity between municipalities nationwide and creates a more robust and reliable communication infrastructure which provides the Commission with a platform to roll out applications that will empower users to perform their tasks more efficiently. Through this upgrade the Commission's wide area network (WAN) was redesigned, resulting in a reduction in the number of offices connected through VSAT from 297 to 63; all other offices were moved to the VPN.



ACHIEVEMENT OF STRATEGIC OBJECTIVES

3.10 *Offering continuous structured training to officials to facilitate the effective functioning of the organisation, including a fluent and effective registration of voters' campaigns as well as the delivery of a successful free and fair election*

The Commission aimed to conduct 391 staff training and development interventions. For the period under review the Commission conducted 538 staff training and development interventions. The target was exceeded due to the number of Performance Management and Development System (PMDS) sessions and the number of people who were supposed to be trained.

The Commission aimed to train 185 000 electoral staff. During the reporting period, 68 146 election officials were trained. The initial training was for Presiding and Deputy Presiding Officers. The other electoral staff members were scheduled to be trained closer to Election Day, which fell in the following financial year.



Training and development interventions comprised internal training courses, professional associations, academic qualifications, mentoring and skills transfer. Twenty employees benefited through bursaries. All staff members were trained on various SAP modules and the myCosmos system. Nineteen employees were trained on the SAP Project Management System and 538 received PMDS training.

The review of the draft policy on Internship and Learnership commenced and will be finalised in the next financial year. The target for the appointment of interns, for this financial year was 1.17% of the total staff establishment. However, only 0.26% interns were appointed; 25% of the target were placed in Legal Services and 75% in the different provincial offices. A need for a coordinated and structured internship programme was identified and plans were developed to accelerate the achievement of this target in the next financial year.

Training and capacity-building of electoral officials for the national and provincial elections remained a crucial task for the Electoral Commission. Some of the critical success factors included the methodologies and processes to be used, the roll-out of the training programme, and the timing of the training programme implementation. Attention also had to be given to the recruitment of electoral staff.

The recruitment of staff was guided by retention, focusing

on previous experience of working with elections and the levels of accumulated knowledge and skills for the roles of Presiding and Deputy Presiding officers. Challenges emerged with regard to recruitment and concerns about their impartiality and independence. The training manuals and reading materials supporting the training processes have been revised and rendered increasingly user-friendly during training. The content was updated and structured to ensure that it complied with the relevant legislative framework and to address problems encountered at voting stations.

The Electoral Commission recruited staff according to the following categories:

a) Lead Trainers

A total of 140 Lead Trainers were recruited across the nine provinces and stringent criteria were used for the recruitment of these trainers. The primary responsibility of lead trainers was to train and support the 350 identified provincial trainers. It was imperative for the Commission to equip these lead trainers with both election content and facilitation skills to ensure better quality of training roll-out.



b) Provincial Trainers

The function of Provincial Trainers is to train all Presiding and Deputy Presiding Officers, Ward Managers, MEO staff, Political Party Agents and members of the South African Police Service (SAPS). They also have to train party agents and security officials. A total of 350 Provincial trainers were identified across the nine provinces.

The 350 provincial trainers were identified according to the formula of one trainer per municipality, with metropolitan councils being allocated more than one trainer.

The provincial trainer allocation was done as indicated in **Table 26**.

c) Presiding officers and Deputy presiding officers

A total of 68 146 officers were recruited and trained in preparation for the 2009 national and provincial elections. The identified Presiding and Deputy Presiding Officers were not appointed until they had been vetted by the relevant political party PLC forums during the period set aside for that purpose.

Altogether 520 personnel from the public service were trained on electoral processes. Similar training was provided to 4 963 political party agents and 924 members of the SAPS.

Training methodology

The interactive training methodology was used for both registration and election event training. Training was supported by a service provider who focussed on developing skills and election content.

Training was rolled out in a cascading model down to municipal level. All trainees were assessed for competence with an achievement level of 80% or higher being required. Any scoring below the set minimum indicated the need for reassessment. The training went fairly well but there is a need to strengthen the monitoring and evaluation of training as it cascades downwards.

Table 26: Allocation of provincial trainers

Eastern Cape	65
Free State	25
Gauteng	50
KwaZulu-Natal	65
Limpopo	40
Mpumalanga	30
Northern Cape	15
North West	30
Western Cape	30
TOTAL	350

REPORT OF THE AUDIT COMMITTEE
FOR THE FINANCIAL YEAR ENDED
31 MARCH 2009



Section

4





REPORT OF THE AUDIT COMMITTEE FOR THE FINANCIAL YEAR ENDED 31 MARCH 2009

Report of the Audit Committee required by Treasury Regulations 27.1.7 and 27.1.10 (b) and (c) issued in terms of the Public Finance Management Act, 1999 (Act 1 of 1999), as amended by Act 29 of 1999

We are pleased to present our report for the financial year ended 31 March 2009.

1. Audit Committee Members and Attendance

The audit committee consists of the members listed hereunder and meets at least twice per annum as per its approved terms of reference. During the current year, four meetings were held.

Name of Member	Number of Meetings	Attendance			
		17-Mar-09	11-Dec-08	30-Jul-08	26-May-08
Mr. J. Maqubela (Chairperson)*	2	Resignations		✓	✓
Ms. Linky Mamoepa	3	✓	✓	✗	✓
Adv. Roshan Dehal	1	✓	New Appointment		
Mr. J. F. J. Scheepers (Acting Chairperson)	3	✓	✓	✓	✗

* Resigned August 2008

2. Audit Committee Responsibility

The Audit Committee reports that it has adopted appropriate formal terms of reference as its audit committee charter, has regulated its affairs in compliance with this charter and has discharged all its responsibilities as contained therein.

3. The effectiveness of internal control

The system of controls is designed to provide cost effective assurance that assets are safeguarded and that liabilities and working capital are efficiently managed. In line with the PFMA and the King II Report on Corporate Governance requirements, Internal Audit provides the Audit Committee and management with assurance that the internal controls are appropriate and effective for the focus areas reviewed. This is achieved by means of the risk management process, as well as the identification of corrective actions and suggested enhancements to the controls and processes.

The instances of non-compliance with statutory requirements, key governance responsibilities and prescribed policies and procedures reported in the various reports of the Internal Auditors, the Audit Report and Management Letter of the Auditor-General on the Annual Financial Statements is noted. However, the Audit Committee accepts Management's undertaking to address these matters and hereby directs Internal Audit to review progress in this regard.

Accordingly, we can report that there were no material deficiencies in the systems of internal control for the period under review.



4. Quality of in-year management, monthly and quarterly reports

The implementation of the new computerised financial and administrative system turned out to be an onerous task and difficulties in maintaining good month-end close practises delayed the preparation of timely, good quality financial statements.

Apart from the above, the Committee is satisfied that the policies and procedures implemented by management were in the main sufficient to ensure that the accounting and information systems and related controls are adequate and effective.

5. Evaluation of Annual Financial Statements

The Audit Committee has

- Reviewed and discussed the audited annual financial statements to be included in the annual report with the Auditor-General and the Accounting Officer;
- Reviewed the Auditor-General's management letter and the response of management thereto;
- Reviewed changes in accounting policies and practices; and
- Reviewed significant adjustments resulting from the audit.

The Audit Committee is of the opinion that the annual financial statements are a fair reflection of the financial position of the Electoral Commission and that all funds have been accounted for as disclosed.

The Audit Committee concurs and accepts the Auditor-General's conclusions on the annual financial statements. The audit Committee is of the opinion that the audited annual financial statements are accepted and read together with the report of the Auditor-General of South Africa.

.....
Chairperson of the Audit Committee

Date: 4 September 2009

REPORT OF THE AUDITOR-GENERAL



Section

5





REPORT OF THE AUDITOR-GENERAL

REPORT OF THE AUDITOR-GENERAL TO PARLIAMENT ON THE FINANCIAL STATEMENTS AND PERFORMANCE INFORMATION OF THE ELECTORAL COMMISSION FOR THE YEAR ENDED 31 MARCH 2009

REPORT ON THE FINANCIAL STATEMENTS

Introduction

1. I have audited the accompanying financial statements of the Electoral Commission (Commission) which comprise of the statement of financial position as at 31 March 2009, the statement of financial performance, the statement of changes in net assets and the cash flow statement for the year then ended, a summary of significant accounting policies and other explanatory notes, as set out on pages 81 to 103.

The accounting officer's responsibility for the financial statements

The accounting officer is responsible for the preparation and fair presentation of these financial statements in accordance with the applicable basis of accounting determined by the National Treasury, as set out in accounting policy note 1 and in the manner required by the Public Finance Management Act, 1999 (Act No. 1 of 1999) (PFMA) and for such internal control as the accounting officer determines is necessary to enable the preparation of financial statements that are free from material misstatement, whether due to fraud or error.

The Auditor-General's responsibility

2. As required by section 188 of the Constitution of the Republic of South Africa, 1996 read with section 4 of the Public Audit Act, 2004 (Act No. 25 of 2004) (PAA) and section 14(1) of the Electoral Commission Act, 1996 (Act No. 51 of 1996), my responsibility is to express an opinion on these financial statements based on my audit.
3. I conducted my audit in accordance with the International Standards on Auditing read with *General Notice 616 of 2008*, issued in *Government Gazette No. 31057 of 15 May 2008*. Those standards require that I comply with ethical requirements and plan and perform the audit to obtain reasonable assurance about whether the financial statements are free from material misstatement.
4. An audit involves performing procedures to obtain audit evidence about the amounts and disclosures in the financial statements. The procedures selected depend on the auditor's judgement, including the assessment of the risks of material misstatement of the financial statements, whether due to fraud or error. In making those risk assessments, the auditor considers internal control relevant to the entity's preparation and fair presentation of the financial statements in order to design audit procedures that are appropriate in the circumstances, but not for the purpose of expressing an opinion on the effectiveness of the entity's internal control. An audit also includes evaluating the appropriateness of accounting policies used and the reasonableness of accounting estimates made by management, as well as evaluating the overall presentation of the financial statements.
5. I believe that the audit evidence I have obtained is sufficient and appropriate to provide a basis for my audit opinion.

Opinion

6. In my opinion the financial statements present fairly, in all material respects, the financial position of the Commission as at 31 March 2009 and its financial performance and its cash flows for the year then ended, in accordance with the basis of accounting determined by the National Treasury, as set out in accounting policy note 1 and in the manner required by the PFMA.

Emphasis of matters

Without qualifying my opinion, I draw attention to the following matters:

Basis of accounting

7. The Commission's policy is to prepare financial statements on the basis of accounting determined by the National Treasury, as set out in accounting policy note 1.



Irregular expenditure

8. As disclosed in note 27 to the financial statements, irregular expenses to the amount of R36,874,604 were incurred due to the following reasons:
- The Commission made cheque payments for amounts exceeding R2 000 to the value of R184,085 during the financial year ended 31 March 2009 without obtaining the approval from National Treasury which is in contravention to Treasury Regulation 15.12.3.
 - The Commission acquired a new computerised financial and administrative system without obtaining written approval from National Treasury as required in terms of Treasury Regulation 17.3.1. The expenditure incurred during the financial year ended 31 March 2009 amounted to R36,688,116.
 - An amount of R2,403 was utilised by an employee to purchase items that are not used in business operations.

Restatement of corresponding figures

9. As disclosed in note 28 to the financial statements, the corresponding figures for 31 March 2008 have been restated as a result of errors discovered during the financial year ending 31 March 2009 in the financial statements of the Commission for the year ended, 31 March 2009.

Other matters

Without qualifying my opinion, I draw attention to the following matters that relate to my responsibilities in the audit of the financial statements:

Unaudited supplementary schedules

10. The supplementary information set out on pages 104 to 110 does not form part of the financial statements and is presented as additional information. I have not audited these schedules and accordingly I do not express an opinion thereon.

Non-compliance with applicable legislation

Public Finance Management Act and Treasury Regulations

11. The Commission did not perform bank reconciliations on a daily basis to comply with Treasury Regulation 15.10.1.2(j).
12. During the audit several cheques were issued for payment but not crossed appropriately as required by Treasury Regulation 15.12.4.
13. The Commission did not make payments to all qualifying suppliers within 30 days to comply with Treasury Regulation 8.2.3.
14. The Commission did not report all instances to National Treasury and the Auditor-General where the Commission procured goods or services in excess of R1 million by means other than competitive bids as required by Treasury Regulation 16A6.4 read with National Treasury Practice Note 6 of 2007/08. Six bids were not reported to National Treasury and the Auditor-General in this regard.
15. During the audit it was identified that several bids were either not advertised at all or advertised for less than 21 days in the Government Tender Bulletin as required by the Treasury Regulation 16A63(c).
16. During the audit it was identified that tenders awarded by the Commission were not published timeously in the Government Tender Bulletin and other media by means of which the bids were originally advertised as required by Treasury Regulation 16A6.3(d).
17. During the audit of revenue, it was identified that the Commission had not recognised or recovered any monies in terms of an agreement entered into with a cellular provider who rendered SMS services on behalf of the Commission. This represents non-compliance with Treasury Regulations 7.2.1 and 11.2.1.
18. During the audit it was noted that the Commission did not disclose their tariff structure, for the sale of maps to political parties, in the annual report as required by Treasury Regulation 7.3.1 and 7.3.2.



REPORT OF THE AUDITOR-GENERAL

Governance framework

19. The governance principles that impact the auditor's opinion on the financial statements are related to the responsibilities and practices exercised by the accounting officer and executive management and are reflected in the key governance responsibilities addressed below:

Key governance responsibilities

20. The PFMA tasks the accounting officer with a number of responsibilities concerning financial and risk management and internal control. Fundamental to achieving this is the implementation of key governance responsibilities, which I have assessed as follows

21. The Commission facilitated the national elections on 22 April 2009 and due to the preparation for such an onerous and important task their focus was shifted away from the preparation of the financial statements. The Commission also implemented a new computerised financial and administrative system during the financial year. These factors contributed largely to the delay in the timeous submission of the financial statements to the Auditor-General of South Africa as indicated below. It is suggested that the Commission should enhance its internal control and governance environment during the next financial year which is not an election year in anticipation and preparation of 2011, which would be the next election year.

No.	Matter	Y	N
Clear trail of supporting documentation that is easily available and provided in a timely manner			
1.	No significant difficulties were experienced during the audit concerning delays or the availability of requested information.		✓
Quality of financial statements and related management information			
2.	The financial statements were not subject to any material amendments resulting from the audit.		✓
3.	The annual report was submitted for consideration prior to the tabling of the auditor's report.	✓	
Timeliness of financial statements and management information			
4.	The annual financial statements were submitted for auditing as per the legislated deadlines as set out in section 40 of the PFMA.		✓
Availability of key officials during audit			
5.	Key officials were available throughout the audit process.		✓
Development and compliance with risk management, effective internal control and governance practices			
6.	Audit committee		
	• The constitutional institution had an audit committee in operation throughout the financial year.	✓	
	• The audit committee operates in accordance with approved, written terms of reference.	✓	
	• The audit committee substantially fulfilled its responsibilities for the year, as set out in section 77 of the PFMA and Treasury Regulation 3.1.10.	✓	



No.	Matter	Y	N
7.	Internal audit		
	<ul style="list-style-type: none"> The constitutional institution had an internal audit function in operation throughout the financial year. 	✓	
	<ul style="list-style-type: none"> The internal audit function operates in terms of an approved internal audit plan. 	✓	
	<ul style="list-style-type: none"> The internal audit function substantially fulfilled its responsibilities for the year, as set out in Treasury Regulation 3.2. 	✓	
8.	There are no significant deficiencies in the design and implementation of internal control in respect of financial and risk management.		✓
9.	There are no significant deficiencies in the design and implementation of internal control in respect of compliance with applicable laws and regulations.		✓
10.	The information systems were appropriate to facilitate the preparation of the financial statements.	✓	
11.	A risk assessment was conducted on a regular basis and a risk management strategy, which includes a fraud prevention plan, is documented and used as set out in Treasury Regulation 3.2.	✓	
12.	Powers and duties have been assigned, as set out in section 44 of the PFMA.	✓	
Follow-up of audit findings			
13.	The prior year audit findings have been substantially addressed.	✓	
Issues relating to the reporting of performance information			
14.	The information systems were appropriate to facilitate the preparation of a performance report that is accurate and complete.	✓	
15.	Adequate control processes and procedures are designed and implemented to ensure the accuracy and completeness of reported performance information.		✓
16.	A strategic plan was prepared and approved for the financial year under review for purposes of monitoring the performance in relation to the budget and delivery by the Commission against its mandate, predetermined objectives, outputs, indicators and targets Treasury Regulations 5.1, 5.2 and 6.1.	✓	
17.	There is a functioning performance management system and performance bonuses are only paid after proper assessment and approval by those charged with governance.	✓	



REPORT OF THE AUDITOR-GENERAL

Investigations

22. The following investigations were undertaken by the Commission during the financial year :

- Higher than normal capital expenditure on infrastructure was investigated in some of the provinces. The investigation on the escalation in expenditure patterns over periods of high electoral activity periods is still in progress.
- Instances of cover quoting to favour a company belonging to an electoral project coordinator's family member was investigated and evidence to corroborate the allegations were obtained. The disciplinary hearing is pending.
- Irregular procurement processes were investigated whereby an electoral project coordinator was assisting in providing work to family members and friends. The investigation was still ongoing at the time of this report.
- An investigation was finalised regarding excessive kilometres travelled with a rental car designated for use as a mobile voting station.
- An investigation was conducted regarding lost voting station cheques but no corroborating evidence could be obtained to prove anything except negligence. The cheques were subsequently found after having been stopped at the bank.

REPORT ON OTHER LEGAL AND REGULATORY REQUIREMENTS

Report on performance information

23. I have reviewed the performance information as set out on pages 18 to 65.

The accounting officer's responsibility for the performance information

24. The accounting officer has additional responsibilities as required by section 40(3)(a) of the PFMA to ensure that the annual report and audited financial statements fairly present the performance against predetermined objectives of the Commission.

The Auditor-General's responsibility

25. I conducted my engagement in accordance with section 13 of the PAA read with *General Notice 616 of 2008*, issued in *Government Gazette No. 31057 of 15 May 2008*.

26. In terms of the foregoing my engagement included performing procedures of an audit nature to obtain sufficient appropriate evidence about the performance information and related systems, processes and procedures. The procedures selected depend on the auditor's judgement.

27. I believe that the evidence I have obtained is sufficient and appropriate to provide a basis for the findings reported below:

Findings on performance information

Lack of effective, efficient and transparent systems and internal controls regarding performance management

28. The accounting officer did not ensure that the Commission has and maintains an effective, efficient and transparent system and internal controls regarding performance management, which describe and represent how the institution's processes of performance planning, monitoring, measurement, review and reporting will be conducted, organised and managed, as required in terms of section 38(1)(a)(i) and (b) of the PFMA.

Reported performance information not relevant

29. The following targets with regard to strategic objective 5 – "to implement and promote effective electoral processes that will facilitate the participation of political parties and independent ward candidates in the management and delivery of free and fair elections" and strategic objective 6 – "to provide and maintain an effective electoral infrastructure for the efficient warehousing and distribution of materials and equipment for all electoral events" were not:

- specific in clearly identifying the nature and the required level of performance
- measurable in identifying the required performance
- time bound in specifying the time period or deadline for delivery.



For several of the listed sub-programmes, the indicators and targets were not clearly described and defined to ensure that the required performance levels and outcomes are easily understood.

APPRECIATION

30. The assistance rendered by the staff of the Commission during the audit is sincerely appreciated.

Pretoria
4 September 2009



A U D I T O R - G E N E R A L
S O U T H A F R I C A

Auditing to build public confidence

ANNUAL FINANCIAL STATEMENTS FOR
THE YEAR ENDED 31 MARCH 2009



Section

6



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The following appendices do not form part of the financial statements and are not audited:

DETAILED INCOME AND EXPENDITURE STATEMENT	APPENDIX A
DEPARTMENTAL EXPENDITURE STATEMENT	APPENDIX B

STATEMENT OF FINANCIAL POSITION

AS AT 31 MARCH 2009

Figures in Rand

		2009	2008
Assets			
Current Assets			
Inventories	4	54,813,038	1,334,020
Trade and other receivables from exchange transaction	5	7,907,339	8,268,141
Prepayments	6	2,847,881	4,167,202
Non-current assets held for sale	7	1,139,031	-
Cash and cash equivalents	8	237,308,352	290,555,322
		304,015,641	304,324,685
Non-Current Assets			
Property, plant and equipment	9	264,910,296	78,414,807
Intangible assets	10	29,831,174	24,055,247
		294,741,470	102,470,054
Total Assets		598,757,111	406,794,739
Liabilities			
Current Liabilities			
Trade and other payables from exchange transaction	11	131,608,400	62,851,890
Deferred income / Unspent conditional grants and receipts	12	1,243	601,693
Provisions	13	769,601	331,370
Foreign and local aid assistance	14	-	11,253,614
		132,379,244	75,038,567
Non-Current Liabilities			
Operating lease liability	15	1,078,447	544,291
Deferred income / Unspent conditional grants and receipts	12	-	1,243
		1,078,447	545,534
Total Liabilities		133,457,691	75,584,101
Net Assets		465,299,420	331,210,638
Net Assets			
Accumulated surplus		465,299,420	331,210,638



ADV FDP TLAKULA
CHIEF ELECTORAL OFFICER

4 September 2009

DATE

STATEMENT OF FINANCIAL PERFORMANCE

FOR THE YEAR ENDED 31 MARCH 2009

Figures in Rand

		2009	2008
Revenue			
Sponsorship Income	16	-	300,000
Government allocation foreign assistance		-	1,307,607
Political party registration fees		23,500	7,700
Other income		2,755,328	932,204
Parliamentary allocation		1,039,393,000	485,250,000
Interest received		25,424,886	25,818,991
Total Revenue		1,067,596,714	513,616,502
Expenditure			
Employee related costs	17	(276,815,474)	(158,964,464)
Depreciation and amortisation	18	(34,788,793)	(18,327,042)
Finance costs	19	(18,515)	-
Bad debts		-	(665,609)
Repairs and maintenance		(7,536,315)	(3,934,135)
Miscellaneous expenditure		(935)	(498)
Administrative expenditure	20	(614,248,735)	(197,384,044)
Total Expenditure		(933,408,767)	(379,275,792)
Deficit on sale of assets and liabilities		(96,706)	(834,522)
Deficit on exchange differences		(2,459)	(5,800)
Surplus for the year		134,088,782	133,500,388

STATEMENT OF CHANGES IN NET ASSETS

FOR THE YEAR ENDED 31 MARCH 2009

Figures in Rand		Accumulated surplus	Total net assets
Balance at 31 March 2007		196,710,672	196,710,672
Adjustments			
Changes in net assets	28	999,578	999,578
Restated balance as at 31 March 2007		197,710,250	197,710,250
Changes in net assets			
Surplus for the year		133,500,388	133,500,388
Total changes		133,500,388	133,500,388
Opening balance as previously reported		330,988,525	330,988,525
Adjustments			
Errors affecting net assets (included above)	28	(777,465)	(777,465)
Prior year adjustments		999,578	999,578
Balance at 01 April 2008 as restated		331,210,638	331,210,638
Changes in net assets			
Surplus for the year		134,088,782	134,088,782
Total changes		134,088,782	134,088,782
Balance at 31 March 2009		465,299,420	465,299,420

CASHFLOW STATEMENT

FOR THE YEAR ENDED 31 MARCH 2009

Figures in Rand

		2009	2008
Cash receipts from Customers		1,043,851,951	492,315,734
Income received		1,067,596,714	513,616,502
Less: Interest Received		(25,424,886)	(25,818,991)
Add: Prior year accounts receivable		8,268,141	16,699,323
Prior year prepayments		4,167,202	254,243
Less: Current year accounts receivable		(7,907,339)	(8,268,141)
Current year prepayments		(2,847,881)	(4,167,202)
Cash paid to suppliers and employees		(894,209,346)	(349,924,720)
Total expenses		(933,507,932)	(380,121,497)
Add: Deficit on scrapping assets		96,706	834,522
Prior year inventory		1,334,020	847,982
Interest paid		18,515	-
Depreciation		34,788,793	18,327,042
Current year total liabilities		133,457,691	75,584,101
Less: Prior year total liabilities		(75,584,101)	(64,062,850)
Current year Inventory		(54,813,038)	(1,334,020)
	21	149,642,605	142,391,014
Interest received		25,424,886	25,818,991
Interest paid		(18,515)	-
Net cash inflow from operating activities		175,048,976	168,210,005
CASH FLOW FROM INVESTING ACTIVITIES			
Disposal of assets held for sale	7	588,954	-
Proceeds on disposal of property, plant and equipment	9	592,217	543,428
Purchase of property, plant and equipment	9	(220,113,532)	(36,855,035)
Purchase of intangible assets	10	(9,363,583)	(15,698,236)
Net cash outflow from investing activities		(228,295,944)	(52,009,843)
Net (decrease)/increase in cash and cash equivalents		(53,246,968)	116,200,162
Cash and cash equivalents at beginning of the year		290,555,322	174,355,160
Cash and cash equivalents at end of year	8	237,308,354	290,555,322

1. Basis of preparation

The financial statements have been prepared in accordance with the South African Statements of Generally Accepted Accounting Practices (SA GAAP) including any interpretations of such Statements issued by the Accounting Practices Board, with the effective Standards of Generally Recognised Accounting Practices (GRAP) issued by the Accounting Standards Board replacing the equivalent SA GAAP Statement as follows:

Standard of GRAP

GRAP 1: Presentation of financial statements
GRAP 2: Cash flow statements
GRAP 3: Accounting policies, changes in accounting estimates and errors

Replaced Statement of SA GAAP

AC 101: Presentation of financial statements
AC 118: Cash flow statements
AC 103: Accounting policies, changes in estimates and errors

Currently the recognition and measurement principles in the above GRAP and GAAP Statements do not differ or result in material differences in items presented and disclosed in the financial statements. The implementation of GRAP 1, 2 & 3 has resulted in the following changes in the presentation of the financial statements:

Terminology differences:

Standard of GRAP

Statement of financial performance
Statement of financial position
Statement of changes in net assets
Net assets
Surplus/deficit
Accumulated surplus/deficit
Contributions from owners
Distributions to owners

Replaced Statement of SA GAAP

Income statement
Balance sheet
Statement of changes in equity
Equity
Profit/loss
Retained earnings
Share capital
Dividends

The cash flow statement can only be prepared in accordance with the direct method.

Specific information has been presented separately on the statement of financial position such as:

- Receivables from non-exchange transactions, including taxes and transfers;
- Taxes and transfers payable;
- Trade and other payables from non-exchange transactions.

Amount and nature of any restrictions on cash balances are required.

Paragraph 11 – 15 of GRAP 1 have not been implemented due to the fact that the budget reporting standard has been developed by the local standards setter and the international standard is not effective for this financial year. Although the inclusion of budget information would enhance the usefulness of the financial statements, non-disclosure will not affect the objective of the financial statements.

Financial statements have been prepared on the historical cost basis except where stated otherwise. Functional and presentation currency is South African Rands.

1.1 Revenue

Revenue is recognised when it is probable that future economic benefits will flow to the Commission and these benefits can be measured reliably.

Parliamentary and project related allocations are recognised as revenue when it is probable that the economic benefits associated with the allocation will flow to the Commission and the amount of allocation can be measured reliably.

Revenue from the sale of goods is measured at the fair value of the consideration received or receivable, net of returns and allowances, trade discounts and volume rebates and is recognised when significant risks and rewards of ownership of the goods have been transferred to the buyer.

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Interest income is accrued on a time proportionate basis using the effective interest rate implicit in the instrument.

Sponsorship revenue is recognised in the year of receipt as other income.

Donations received from which assets were acquired are accounted for as deferred income. Subsequently, deferred income is recognised as revenue in the statement of financial performance over the period necessary to match the income with the useful life of the related asset.

1.2 Translation of foreign currencies

Foreign currency transactions

Transactions in foreign currencies (mainly the purchase of forex for overseas subsistence travel allowances) are accounted for at the rates of exchange ruling on the transaction. Gains and losses arising from the settlement of such transactions are recognised in the statement of financial performance as part of operating expenditure.

1.3 Property, plant and equipment

Property, plant and equipment are initially recognised at cost, being the cash price equivalent at the recognition date. The cost of an asset comprises any cost incurred in bringing the asset to the location and condition necessary for it to operate as intended by management.

Property, plant and equipment are subsequently stated at cost, less accumulated depreciation and any accumulated impairment. Subsequent costs are included in the asset's carrying amount or recognised as a separate asset, as appropriate, only when it is probable that future economic benefits associated with the item will flow to the Commission and the cost of the item can be measured reliably. All other repairs and maintenance expenditure are charged to the statement of financial performance during the financial period in which they are incurred.

Depreciation commences when the assets are available for their intended use. The depreciation expense is recognised through the statement of financial performance. Property, plant and equipment are depreciated on a straight line basis over the expected useful lives of the various classes of assets, after taking into account residual values. Useful lives of property, plant and equipment, the depreciation method and residual values are reviewed on an annual basis. A change resulting from the review is treated as a change in accounting estimate.

The carrying amounts of assets are reviewed at each reporting date to assess if there are any indications of impairment. If any such indication exists and where assets are recorded in excess of their recoverable amounts, assets or cash-generating units are written down to their recoverable amounts.

Impairment loss is recognised in the statement of financial performance.

An item of Property, plant and equipment is derecognised upon disposal or when no future economic benefits are expected from its use or disposal. Any gain or loss on de-recognition of the asset (calculated as the difference between the net disposal proceeds and the carrying amount of the assets) is included in the statement of financial performance in the year it is derecognised.

Artwork is not written off and is carried at cost.

The expected useful lives reviewed on an annual basis for depreciation purposes, for the main categories of Property, plant and equipment, are as follows:

Item	Average useful life
Pre - fabricated buildings	10 years
Furniture and fittings	10 - 15 years
Motor vehicles	5 years
Office machines and equipment	10 years
Computer equipment	3 - 10 years
Leasehold improvements	1 year
Scanners	10 years
Cell phones	3 years
Appliances	10 years

1.4 Intangible assets

Licensed software is classified as intangible assets. Other intangible assets are initially recognised at cost, being the cash price equivalent at the recognition date. The cost of an asset comprises any cost incurred in bringing the asset to the location and condition necessary for it to operate as intended by management. Intangible assets are amortised on a straight line basis over the expected useful life of eight years.

Intangible assets are subsequently stated at cost, less accumulated amortisation and any accumulated impairment. Subsequent costs are included in the asset's carrying amount or recognised as a separate asset, as appropriate, only when it is probable that future economic benefits associated with the item will flow to the Commission and the cost of the item can be measured reliably. Amortisation commences when the asset is available for use.

Maintenance fees are charged to the statement of financial performance during the financial period in which they are incurred.

The carrying amounts of intangible assets are reviewed at each reporting date. If the expected useful life of the asset is different from the previous estimate, the amortisation period shall be changed accordingly. Such changes shall be accounted for as changes in accounting estimates.

Intangible assets are derecognised on disposal or when no future economic benefits are expected from their use. Any gain or loss on de-recognition of the asset is included in the statement of financial performance in the year it is derecognised.

Intangible assets are assessed for indicators of impairment at each reporting date. Intangible assets not yet available for use are also tested for impairment irrespective of whether there is any indication of impairment. Where there is an indication of impairment, the carrying amount of an intangible asset is reduced to the recoverable amount. Impairment loss is charged to the statement of financial performance. The remaining useful life of an intangible asset is reviewed and adjusted.

1.5 Leases

Operating leases

Office rentals and rented equipment are classified as operating leases if the lessor effectively retains all risks and benefits. Operating lease payments are charged to the statement of financial performance on a straight line basis over the term of the relevant lease. The resulting difference arising from the straight line basis and contractual cash flows is recognised as an operating lease obligation or asset. The contingent rental income and expense is recognised when accrued or incurred.

1.6 Inventories

Inventories are stated at the lower of cost or estimated net realisable value. Net realisable value represents the estimated selling price in the ordinary course of business less any costs of completion and costs to be incurred in marketing, selling and distribution.

Cost is determined on the following bases:

- Consumable stores are valued at weighted average.
- Promotional items, electoral supplies and electoral printing supplies are valued at cost using the first in, first out (FIFO) method.

ACCOUNTING POLICIES

FOR THE YEAR ENDED 31 MARCH 2009

1.7 Financial instruments

Initial recognition and measurement

Financial assets and financial liabilities are recognised on the statement of financial position when the Commission becomes a party to the contractual provisions of the instrument.

All “regular way” purchases and sales of financial assets are initially recognised using trade date accounting, i.e. the date that the Commission commits itself to purchase or sell the assets.

Financial instruments are initially measured at fair value plus directly attributable transaction costs, except for financial assets or financial liabilities carried at fair value through profit or loss, which do not include directly attributable transaction costs. Subsequent to initial recognition these instruments are measured as set out below.

The Commission’s principal financial assets are trade receivables and cash and cash equivalents.

Trade and other receivables

Trade and other receivables are recognised initially at fair value and subsequently measured at amortised cost using the effective interest method, less impairment. Impairment of trade and other receivables is established when there is objective evidence that the Commission will not be able to collect all amounts due according to the original terms of receivables. Significant financial difficulties of the debtor, default or delinquency in payments are considered indicators that the trade and other receivables are impaired. The amount is the difference between the asset’s carrying amount and the present value of estimated future cash flows, discounted at the effective interest rate. The amount is recognised in the statement of financial performance within ‘operating expenditure’.

Trade and other payables

Trade payables are initially measured at fair value, and are subsequently measured at amortised cost, using the effective interest rate method.

Cash and cash equivalents

Cash and cash equivalents consisting of cash on hand and cash in banks are measured at amortised costs.

1.8 Provisions and contingencies

Provisions are recognised when the Commission has a present legal or constructive obligation as a result of past events, when it is probable that an outflow of resources embodying economic benefits will be required to settle the obligation, and when a reliable estimate of the amount of the obligation can be made. If the effect of the time value of money is material, provisions are discounted using a current rate that reflects, where appropriate, the risk specific to the liability. Where discounting is used, the increase in the provision due to the passage of time is recognised as a borrowing cost.

Contingent liabilities for contractual agreement and commitments are initially measured as at the statement of financial position date. Estimates of expenditure required to settle legal claims existing at the statement of financial position date are made. Contingent liabilities are assessed annually to determine whether an outflow of resources embodying economic benefits has become probable. If it becomes probable that an outflow of economic benefits will be required for an item previously dealt with as a contingent liability, a provision is recognised in the financial statements of the period in which the change in probability occurs.

1.9 Employee benefits

Employee entitlements to annual leave are recognised when they accrue to employees. A provision is made for the estimated liability for annual leave as a result of services rendered by employees up to the reporting date.

1.10 Deferred Income

Deferred income is initially recognised at fair value and represents donor funds received from which assets were acquired. Deferred income is subsequently recognised as revenue in the statement of financial performance over the periods necessary to match the income with the useful life of the related asset.

1.11 Significant judgements and sources of estimation uncertainty

Estimates and judgements, where applicable, are continually evaluated and are based on historical experience and other factors, including expectations of future events believed to be reasonable under the circumstances.

1.12 Comparative figures

Where necessary, comparative figures have been reclassified to conform to changes in presentation in the current year.

1.13 Irregular expenditure

Irregular expenditure is defined as expenditure incurred in contravention of or not in accordance with a requirement of any applicable legislation.

All irregular expenditure is charged in the statement on financial performance in a period in which they are incurred.

1.14 Government grants

Government grants are accounted for in terms of IAS 20 (AC 134) - "Accounting for Government Grants and Disclosure of Government Assistance". Foreign and local government aid assistance are initially recognised at fair value and subsequently measured at amortised cost using the effective interest rate method, less provision for impairment. The funds received for operational expenditure are not included as income nor are the payments made out of these funds treated as expenses as these amounts are only administered by the commission on behalf of the relevant parties of beneficiaries. The net amount is reported in the statement of financial position.

1.15 Related Parties

The entity operates in an economic environment currently dominated by entities directly or indirectly owned by the South African Government. As a result of the constitutional independence of all three spheres of government in South Africa, only parties within the national sphere of government will be considered to be related parties.

Key management is defined as being individuals with the authority and responsibility for planning, directing and controlling the activities of the entity.

1.16 Cash and Cash Equivalents

Cash and cash equivalents comprise cash on hand, cash in current accounts and notice deposits held with banks.

1.17 Non-current assets held for sale

The classification principle of non-current assets held for sale used by the Commission applies to assets that will be recovered primarily through sale rather than through continuing use. For this to be the case, the asset must be available for sale in its present condition and the sale must be highly probable. An asset is highly probable for sale when the appropriate level of management approval and commitment to a plan to sell the asset has been obtained and the sale is expected to qualify for recognition as a completed sale within one year from the date of classification. Non-current assets classified as held for sale are measured at the lower of their carrying value and fair value less costs to sell.

ACCOUNTING POLICIES

FOR THE YEAR ENDED 31 MARCH 2009

2. Changes in accounting policy

Accounting policies are changed when required to do so by a Standard or an interpretation. They can also be changed if the change will result in the financial statements providing reliable and more relevant information about the effects of transactions, other events or conditions on the commission's financial position, financial performance or cash flow.

When there is a change in an accounting policy, the change will be applied retrospectively except to the extent that it is impractical to determine either the period specific effects or the cumulative effect of the change.

Where it is practical to effect the change, opening balances are adjusted for each affected component of equity for the earliest prior period presented and other comparative amounts disclosed for each prior period presented as if the new accounting policy had always been applied.

Where it is impractical to effect the change, the Commission applies the new accounting policy to the carrying amounts of the assets and liabilities as at the beginning of the period for which retrospective application is applicable.

3. New standards and interpretations

The following standards/interpretation will be adopted by the Commission in the 2010 financial statements:

Number	Title	Effective date (Years beginning on or after)	Expected impact
GRAP 24	Presentation of Budget Information in the Financial Statements	1 April 2010	Material impact unlikely
GRAP 100	Non-current Assets Held for Sale and Discontinued Operations	1 April 2009	Material impact unlikely
GRAP 101	Agriculture	1 April 2009	Material impact unlikely
GRAP 102	Intangible Assets	1 April 2009	Material impact unlikely
GRAP1	Interpretation of GRAP: Applying the Probability Test on Initial Recognition of Exchange Revenue	1 April 2010	Material impact unlikely
IAS 1 (AC 101)	Presentation of Financial Statements Amendment: Puttable Financial Instruments and obligations Arising on Liquidation	1 January 2009	Material impact unlikely
IAS 12 (AC 102)	Income Taxes – consequential amendments due to IAS 27 (AC 132) Amended) Consolidated and Separate Financial Statements	1 July 2009	Material impact unlikely
IAS 19 (AC 116)	Employee Benefits	1 January 2009	Material impact unlikely
IAS 28 (AC 110)	Investments in Associates	1 January 2009	Material impact unlikely
IAS 31 (AC 119)	Interests in Joint Ventures	1 January 2009	Material impact unlikely
IAS 32 (AC125)	Financial Instruments	1 January 2009	Material impact unlikely
IAS 36 (AC 128)	Impairment of Assets: Consequential amendments	1 January 2009	Material impact unlikely
IAS 39 (AC 133)	Financial Instruments: Recognition and Measurement	1 January 2009	Material impact unlikely
IFRIC 12 (AC 445)	Service Concession Arrangement	1 January 2008	Material impact unlikely
IFRIC 13 (AC 446)	Customer Loyalty Programmes	1 July 2008	Material impact unlikely

ACCOUNTING POLICIES

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Number	Title	Effective date (Years beginning on or after)	Expected impact
IFRIC 14 (AC 447) IAS 19	The Limitation on a Defined Benefit Asset, Minimum Funding Requirements and their Interaction	1 January 2008	Material impact unlikely
IFRIC 15 (AC 448)	Agreement for the Construction of Real Estates	1 January 2009	Material impact unlikely
IFRIC 16 (AC 449)	Hedges of a Net Investment in a foreign Operation	1 October 2008	Material impact unlikely
IFRS 2 (AC 139)	Amendment: IFRS 2 – Share based Payment: Vesting Conditions and Cancellations	1 January 2009	Material impact unlikely
IFRS 3 (AC 140)	Business Combinations	1 July 2009	Material impact unlikely
IFRS 7 (AC 144)	IAS39 (AC 133) Financial Instruments: Disclosures	1 January 2009	Material impact unlikely
IPSAS 21	Impairment of Non Cash Generating Assets	1 April 2009	
IPSAS 20	Related Party Disclosure	1 April 2009	Material impact unlikely
GRAP 18	Segment Reporting	1 April 2011	Material impact unlikely
IAS 12 (AC 102)	Income Taxes – consequential amendments due to IAS 27 (AC 132) (Amended) Consolidated and Separate financial Statements	1 July 2009	Material impact unlikely
IAS 39 (AC 133)	Financial Instruments: Recognition and Measurement – Amendments for eligible hedged items	1 July 2009	Material impact unlikely
IFRS 3 (AC 140)	(Revised) Business Combinations	1 July 2009	Material impact unlikely
IFRS 5 (AC 142)	Non-current Assets Held for Sale and Discontinued Operations	1 July 2009	Material impact unlikely
IFRS 7 (AC 144)	Reclassification of Financial Assets	1 July 2009	Material impact unlikely

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4. Inventories

Consumable stores	927,442	472,985
Electoral Stock	53,762,120	497,885
Promotional items	123,476	363,150
	54,813,038	1,334,020

Electoral stock relates to stock that was acquired before year end in preparation for elections.

5. Trade and other receivables from exchange transaction

Trade debtors	200,125	50,016
Deposits	1,000,339	593,545
Accrued interest	706,630	894,424
Sundry	2,456,526	3,216,103
* Department of Foreign Affairs	4,356,101	4,356,101
Less: Impairment	(812,382)	(842,048)
	7,907,339	8,268,141

Impairment has been determined by reference to past default experience and the current economic environment.

The executive considers that the carrying amount of trade and other receivables approximates to their fair value.

* This amount has since been received subsequent to financial year end.

6. Prepayments

Prepayments	2,847,881	4,167,202
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7. Non-current assets held for sale

The financial figures for the asset class non-current assets held for sale represent assets that were identified for future sale in the following financial year. The assets are classified as held for sale as it is highly probable that their carrying amounts will be recovered principally through a sale transaction rather than through continuing use. The non-current assets classified as held for sale comprise of the following:

	Cost	2009 Accumulated depreciation	Book value
Computer Equipment	35,950,967	(34,301,167)	1,649,800
Scanners	85,612,635	(85,612,634)	1
Office Machines and Equipment	768,205	(709,053)	59,152
Furniture and Fittings	53,466	(36,648)	16,818
Appliances	10,830	(8,717)	2,113
Cellphones	32,748	(32,736)	12
Low Value Assets	43,527	(43,438)	89
	122,472,378	(120,744,393)	1,727,985
Less: Disposals	(9,638,383)	9,049,429	(588,954)
	(112,833,995)	(111,694,964)	(1,139,031)

NOTES TO THE FINANCIAL STATEMENTS

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8. Cash and cash equivalents

Cash and cash equivalents comprise cash and short-term, highly liquid investments that are held with a registered bank institution with maturities of three months or less and that are subject to insignificant interest rate risk. The carrying amount of these assets approximates to their fair value.

Cash on hand	252,210	3,463
Bank balances	70,361,621	34,500,842
Short-term deposits	166,694,521	256,051,017
	237,308,352	290,555,322

The notice deposits are carried at an effective floating interest rate that varied between 8,85% and 12,00% (2008: 8,54% and 10,68%).

In 2009, there is no amount (2008: R11,253,614) held in trust included in the above balances.

9. Property, plant and equipment

	2009			2008		
	Cost / Valuation	Accumulated depreciation Carrying value	Carrying value	Cost / Valuation	Accumulated depreciation	Carrying value
Pre - fabricated buildings	651,289	(481,216)	170,073	651,294	(416,829)	234,465
Furniture and fittings	19,246,835	(9,247,931)	9,998,904	17,730,047	(7,767,245)	9,962,802
Motor vehicles	24,715,428	(6,467,405)	18,248,023	24,628,475	(4,728,476)	19,899,999
Office equipment	24,369,718	(10,770,263)	13,599,455	18,916,624	(9,391,322)	9,525,302
Computer equipment	93,314,974	(34,335,539)	58,979,435	88,482,414	(58,214,018)	30,268,396
Leasehold improvements	2,758,455	(865,440)	1,893,015	2,696,429	-	2,696,429
Scanners	169,448,366	(8,495,630)	160,952,736	85,612,636	(80,648,624)	4,964,012
Artwork	509,746	(8,846)	500,900	401,742	39,194	440,936
Cell phones	3,099	(2,898)	201	35,843	(35,635)	208
Low Value Assets	-	-	-	-	-	-
Assets Held for Sale	-	-	-	-	-	-
Appliances	987,795	(420,241)	567,554	761,136	(338,878)	422,258
Total	336,005,705	(71,095,409)	264,910,296	239,916,640	(161,501,833)	78,414,807

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9. Property, plant and equipment (continued)

Reconciliation of property, plant and equipment - 2009

	Opening Balance	Additions	Disposals	Transfers	Depreciation	Closing Balance
Pre - fabricated buildings	234,465	-	-	(5)	(64,387)	170,073
Furniture and fittings	9,962,802	1,430,054	(2,064)	(262,190)	(1,129,698)	9,998,904
Motor vehicles	19,899,999	1,280,542	(431,841)	(1)	(2,500,676)	18,248,023
Office equipment	9,525,302	6,118,879	(404)	(12,639)	(2,031,683)	13,599,455
Computer equipment	30,268,396	41,201,548	(254,613)	(1,655,625)	(10,580,271)	58,979,435
Leasehold improvements	2,696,429	62,026	-	-	(865,440)	1,893,015
Scanners	4,964,012	169,448,366	-	(3)	(13,459,639)	160,952,736
Artwork	440,936	107,130	-	(50,026)	2,860	500,900
Cell phones	208	-	-	(5)	(2)	201
Low Value Assets	-	205,472	-	288,280	(493,752)	-
Appliances	422,258	259,515	(1)	(35,771)	(78,447)	567,554
	78,414,807	220,113,532	(688,923)	(1,727,985)	(31,201,135)	264,910,296

Reconciliation of property, plant and equipment - 2008

	Opening Balance	Additions	Disposals	Transfers	Depreciation	Closing Balance
Pre - fabricated buildings	301,243	-	(1,389)	-	(65,389)	234,465
Furniture and fittings	9,614,761	1,455,797	(143,157)	-	(964,599)	9,962,802
Motor vehicles	5,023,455	16,038,545	(249,914)	-	(912,087)	19,899,999
Office equipment	8,016,194	3,527,094	(276,376)	-	(1,741,610)	9,525,302
Computer equipment	23,852,020	12,996,443	(632,167)	-	(5,947,900)	30,268,396
Leasehold improvements	-	2,696,429	-	-	-	2,696,429
Scanners	13,568,297	3,320	(23,663)	-	(8,583,942)	4,964,012
Artwork	487,677	1,817	(43,205)	-	(5,353)	440,936
Cell phones	211	-	(3)	-	-	208
Low Value Assets	-	-	-	-	-	-
Assets Held for Sale	-	-	-	-	-	-
Appliances	400,909	135,590	(8,076)	-	(106,165)	422,258
	61,264,767	36,855,035	(1,377,950)	-	(18,327,045)	78,414,807

Low value assets

Low value assets refer to assets acquired at a cost less than that is below R1,000. It has been the policy for assets acquired at this cost to be fully depreciated on acquisition and kept at a book value of R1 from the year of acquisition. This has been deemed necessary to be able to locate all the commission's assets. This category was created in April 2009 and all assets from various asset categories falling under this group were transferred to this new group. At the end of the financial year these assets were moved back to their original classes to be able to calculate depreciation as required by IAS 16: Property, plant and equipment.

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10. Intangible assets

	2009			2008		
	Cost / Valuation	Accumulated amortisation	Carrying value	Cost / Valuation	Accumulated amortisation	Carrying value
Computer software	33,418,707	(3,587,533)	29,831,174	24,055,247	-	24,055,247

Reconciliation of intangible assets - 2009

	Opening Balance	Additions	Transfers	Amortisation	Closing Balance
Computer software	24,055,247	9,363,583	2	(3,587,658)	29,831,174

Reconciliation of intangible assets - 2008

	Opening Balance	Additions	Transfers	Amortisation	Closing Balance
Computer software	8,357,011	15,698,236	-	-	24,055,247

	2009	2008
11. Trade and other payables from exchange transaction		
Trade payables	101,497,133	41,849,639
Deposits received	11,070,050	350,550
Sundry Creditors	9,291,798	2,065,945
Cheques not presented for payment	9,749,419	18,585,756
	131,608,400	62,851,890

12. Deferred income / Unspent conditional grants and receipts

Deferred income represents donor funding received and is deferred over the useful life of the related asset.

Office of the Premier-Limpopo	1,243	1,243
Japanese Vehicle Finance	-	601,693
	1,243	602,936

Movement during the year

Balance at the beginning of the year	1,243	650,200
Disposals during the year	-	(47,264)
	1,243	602,936
Non-current liabilities	-	1,243
Current liabilities	1,243	601,693
	1,243	602,936

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13. Provisions

Reconciliation of provisions - 2009

	Opening Balance	Additions	Utilised during the year	Closing Balance
Workman's Compensation	331,370	769,601	(331,370)	769,601

Reconciliation of provisions - 2008

	Opening Balance	Additions	Utilised during the year	Closing Balance
Workman's Compensation	290,726	331,370	(290,726)	331,370

A provision is made for the estimated liability for workman's compensation in respect of employees who are injured on duty.

14. Foreign and local aid assistance

The unutilised amount of R9,363,121 has now been refunded to the Department of Foreign Affairs (DFA). This relates to the capital portion of the funds received for the Democratic Republic of Congo project. As a separate bank account was opened for these funds, interest received on this account was also paid over to DFA. Interest paid was R3,144,052 for the 2007, 2008 and 2009 financial years.

Government of Ireland

The unutilised amount of R41,987 has been fully utilised on voter education as agreed with the donor.

Local Government and Housing

The unutilised amount of R878 has been fully utilised on voter education as agreed with the donor.

Danish Embassy

An amount of R2,000,000 was received from the Danish Embassy. This amount was fully utilised during the year on a community radio training campaign for the 2009 elections.

Japanese Embassy

An amount of R3,337,393 was received from the Japanese Embassy. This amount was fully utilised during the year on booklets for balloting education as agreed with the donor.

	2009	2008
Department of Foreign Affairs	-	11,210,749
Government of Ireland	-	41,987
Local Government and Housing	-	878
	-	11,253,614

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15. Operating Lease Straight-lining

Minimum operating lease payments

Payable within one year	983,549	107,980
Payable later than one year and not later than five years	1,078,447	544,291
Payable later than five years	-	-
	2,061,996	652,271

16. Revenue

Sponsorship income	-	300,000
Government allocation foreign assistance	-	1,307,607
Political party registration fees	23,500	7,700
Other income	2,755,328	932,204
Parliamentary allocation	1,039,393,000	485,250,000
Interest received	25,424,886	25,818,991
	1,067,596,714	513,616,502

17. Employee related costs

Wages and Salaries	270,455,867	149,830,225
Employer Contributions	15,755,824	5,216,275
Gratuities	(9,958,696)	3,719,680
Remuneration allowances	162,449	175,252
Relocation Costs	400,030	23,032
	276,815,474	158,964,464

18. Depreciation and amortisation

Property, plant and equipment	34,788,793	18,327,042
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19. Finance costs

Interest paid	18,515	-
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NOTES TO THE FINANCIAL STATEMENTS

FOR THE YEAR ENDED 31 MARCH 2009

Figures in Rand

	2009	2008
20. Administrative expenditure		
Audit fees	4,532,252	1,241,021
Advertising	6,907,993	5,655,367
Bank charges	1,450,929	375,589
Cleaning Services	940,420	671,041
Commission paid	9,997	7,046
Conferences and workshop meals	18,257,065	1,704,539
Insurance	1,574,594	362,289
Conferences and seminars	41,083,907	17,499,404
Lease rentals on operating lease	45,048,637	20,749,782
Magazines, books and periodicals	395,939	465,211
Medical expenses	365	14,285
Printing, stationery and other supplies	18,097,624	1,013,077
Postage and courier	761,238	235,862
Printing and stationery	18,702,502	4,204,649
Promotional stock	1,583,295	1,597,270
Protective clothing	178,048	73,856
Security	8,316,814	5,062,468
Software expenses	13,204,882	7,431,586
Subscriptions and membership fees	500,626	851,018
Communication related expenditure	42,458,990	38,055,636
Transport and freight	45,599,669	11,787,150
Training	791,904	958,565
Air travel - local	4,600,770	3,901,196
Air travel - overseas	551,303	654,102
Subsistence: Registration staff	93,184,021	4,909,880
Study expenditure	212,821	91,123
Professional services	244,337,712	67,530,916
Other expenses	964,418	280,116
	614,248,735	197,384,044

21. Cash generated from operations

Surplus	134,088,782	133,500,388
Adjustments for:		
Depreciation and amortisation	34,788,793	18,327,042
Deficit on sale of assets	96,706	834,522
Interest received	(25,424,886)	(25,818,991)
Finance costs	18,515	-
Movements in operating lease assets and accruals	534,156	(359,881)
Movements in provisions	438,231	(2,594,150)
Changes in working capital:		
Inventories	(53,479,018)	(486,038)
Trade and other receivables from exchange transaction	360,802	8,431,181
Prepayments	1,319,317	(3,912,967)
Trade and other payables from exchange transaction	68,756,515	17,656,215
Deferred income / Unspent conditional grants and receipts	(601,693)	(707,596)
Foreign and local aid assistance	(11,253,614)	(2,478,711)
	149,642,606	142,391,014

22. Taxes and transfers payable

No provision is made for income taxation, as the Commission is exempt from taxation in terms of legislation.

NOTES TO THE FINANCIAL STATEMENTS

FOR THE YEAR ENDED 31 MARCH 2009

Figures in Rand

2009

2008

23. Contingencies and commitments

Operating Commitments

Payable Within the Next Year

Contractual Commitments	117,736,620	161,637,668
Office rental agreements	16,203,233	9,365,057
Equipment Lease and maintenance	-	-

Payable Later than 1 year and Not later than 5 years:

Contractual Commitments	110,068,197	44,044,404
Office Rental Agreements	39,364,270	11,668,557

Payable later than 5 years
 - | - |

Total Future Cash Flows
 283,372,320 | 226,715,686 |

Straight Lining Already Accrued in Statement of Financial Position
 (2,061,996) | (652,271) |

Future Expenses
 281,310,324 | **226,063,415** |

Contingencies not provided For:

Legal Claims
 - | **3,042,896** |

24. Retirement Funding

Employees are members of the Government Employee's Pension Fund and will receive benefits in terms of the rules of the fund.

25. Financial Instrument Risk Management

Financial risk management

The Commission's activities have limited exposure to financial risk, liquidity risk and cash flow risk. Risk management is carried out by the Executive committee under policies approved by the Commission. The Commission provides written principles for overall risk management, as well as written policies covering specific areas, such as investing excess liquidity.

Liquidity risk

Prudent liquidity risk management implies maintaining sufficient cash. Due to the dynamic nature of the underlying operations, the Commission aims to maintain sufficient funding through a robust medium term (MTEF) budgeting process

The following are the contractual maturities of financial Liabilities:

31 March 2009	Carrying Amounts	Contractual Cash Flow	1-12 months	2-5 years	Later than 5 years
Trade and other Payables	131,608,400	283,372,320	133,939,853	149,432,467	-
31 March 2008					
Trade and other Payables	62,851,890	226,715,686	171,002,725	55,712,961	-

NOTES TO THE FINANCIAL STATEMENTS

FOR THE YEAR ENDED 31 MARCH 2009

Figures in Rand

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Credit risk

The Commission trades only with recognised, creditworthy customers. Receivables are monitored on an ongoing basis with the result that exposure to bad debts is not significant. For transactions that do occur out of the country, debts only result from signed agreements

With respect to credit risk arising from cash and cash equivalents, cash is placed with quality financial Institutions.

The carrying amounts of the financial Assets represent the maximum credit exposure. The maximum exposure at the reporting date was:

Trade and other receivables	5	7,907,339	8,268,141
Cash and cash equivalents	8	237,308,352	290,555,321
		245,215,691	298,823,462

The maximum exposure to credit risk for trade receivables at the reporting date by major customer cluster was:

Trade and other receivables	38,115	50,016
Deposits	1,000,339	593,545
Sundry Debtors	2,512,784	3,268,479
Department of Foreign Affairs	4,356,101	4,356,101
	7,907,339	8,268,141

Impairment Losses

The ageing of trade receivables net of the provision for doubtful debts at the reporting date was:

Not Past due	1,000,339	6,509,721
Past due 0 - 30 days	1,444,884	1,737,502
Past due 31 - 120 days	425,100	14,911
Past due 121 - 365 days	253,072	4,880
Past due- more than a year	4,783,944	1,128
	7,907,339	8,268,142

The due date of invoices is determined as being 30 days after the invoice date.

An amount of R 812,383 has been provided for as doubtful debts and is included in the amounts disclosed above. This provision relates to identified invoices older than 365 days that were not committed for payment.

Analysis of Doubtful Debts is as follows:

Written to Income statement	842,048	226,691
(Decrease) / increase in provisions	(29,665)	615,357
Closing Balance	812,383	842,048

NOTES TO THE FINANCIAL STATEMENTS

FOR THE YEAR ENDED 31 MARCH 2009

Figures in Rand

2009

2008

Interest rate risk

The Commission's exposure to the risk of changes in market interest rates relates primarily to cash in current accounts and notice deposits held with Banks.

Cash and Cash Equivalents	<u>237,308,352</u>	<u>290,555,322</u>
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Cash flow

The Commission manages its cash flow risk by aligning the monthly parliamentary allocation to its estimated monthly activity levels.

Parliamentary allocation	<u>1,039,393,000</u>	<u>485,250,000</u>
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Fair value risk

The executive consider that the carrying amounts of trade and other receivables, cash and cash equivalents together with trade and other payables approximate to their fair values.

Trade and other receivables from exchange transactions	7,907,339	8,268,141
Cash and Cash equivalents	237,308,352	290,555,322
Trade and other payables from exchange transactions	131,627,522	62,851,890

Foreign exchange risk

The entity does not operate internationally and is not exposed to foreign exchange risk arising from various currency exposures. Transactions in foreign currency are primarily for the purchase of forex for overseas subsistence and travel allowance.

The entity reviews its foreign currency exposure, including commitments on an ongoing basis. The entity expects its foreign exchange contracts to hedge foreign exchange exposure.

26. Related parties

Related party transactions

Key Management compensation

1. Commissioners	4,135,895	3,385,687
• Salaries	3,004,906	2,398,910
• Short term employee benefits	1,130,989	986,777
	-	-
2. Senior management salaries	<u>4,105,592</u>	<u>2,993,648</u>
	<u>8,241,487</u>	<u>6,379,335</u>

Represented political Party Funding

Party Funding	<u>576,244</u>	<u>548,340</u>
Short-term employee benefits	<u>-</u>	<u>-</u>

Senior managers are members of the Government Employee's Pension Fund (GEPF) and will receive benefits in terms of the rules of the fund. Commissioners do not qualify for membership of the GEPF.

NOTES TO THE FINANCIAL STATEMENTS

FOR THE YEAR ENDED 31 MARCH 2009

Figures in Rand

2009

2008

27. Irregular expenditure

Reconciliation of irregular Expenditure

Opening balance	65,866,977	73,708,198
Add: Irregular expenditure for the current year	36,874,604	16,214,027
Less: Amounts recoverable (not condoned)	(2,403)	-
Less: Irregular Expenditure awaiting condonement	(66,051,062)	(65,866,977)
Irregular expenditure not condoned	36,688,116	24,055,248

Analysis of current irregular Expenditure:

Incident	Disciplinary steps taken/criminal proceedings
1.) Payment were made by cheques in excess of R2,000 due to non-availability of bank details of suppliers. The total value of these cheques amounted to R184,085. Electronic transfers are now taking place for these suppliers.	1.) No action has been taken against any official as there was no financial misconduct, It is only a matter of non-compliance with Treasury Regulation 15.12.3. Treasury will be approached for a condonation.
2.) Prior approval to institute new computerised system affecting financial administration was not obtained from National Treasury. Total costs relating to SAP amounted to R 36,688,116.	2.) No Action has been taken against any official as there was no financial misconduct, it is only a matter of non-compliance with Treasury regulation 17.3.1. Treasury has been approached for approval. A response is awaited.
3.) An amount of R2,403 was utilised by an employee to purchase items that are not used in business operations.	3. Disciplinary hearing will be held when the employee is back from maternity leave.

Other matters

Electoral Commission has reduced cheque payments from R 515,790 paid in 2008 financial year to R 184,085 in 2009 financial year. Although in 2009 financial year we are preparing for elections, we managed to reduce this figure by insisting service providers and temporal staff to open bank accounts whenever a payment to be made exceeded R 2 000. We last printed cheques exceeding R2,000 in November 2008, the system has been set up to reject all cheque payments exceeding the limit.

28. Prior period errors

Foreign and Local Aid Assistance

The funds received for operational expenditure are not included as income nor are the payments made out of these funds treated as expenses as these amounts are only administered by the Commission on behalf of there relevant parties or beneficiaries. The net amount is reported in the statement of financial position. Interest accruing to foreign and local aid assistance funds were erroneously included in Commissions interest.

Accrual basis of accounting

In terms of the framework of the preparation and presentation of financial statements, financial statements are prepared on the accrual basis of accounting. Under this basis, the effects of transactions and other events are recognised when they occur and not as cash or its equivalent is received or paid. Some expenses for the 2008 financial year were erroneously accounted for in the 2009 financial year when payments were made.

NOTES TO THE FINANCIAL STATEMENTS

FOR THE YEAR ENDED 31 MARCH 2009

Figures in Rand

2009

2008

Rates and taxes relate to expenses which were not paid in the prior financial year.

Re-assessment of the useful life of property, plant and equipment

Assets with a book value of R1 were re-assessed resulting in a decrease to depreciation.

Audit fee provision for 2008 was reversed.

Effect on 2008:

Decrease in interest received		789,044
Increase in depreciation expense		9,571
Increase in administrative expenses		181,680
Increase in professional and special services		508,092
Increase in rates and taxes		3,695,919
Decrease in repairs and maintenance: office equipment		(5,382)
Decrease in repairs and maintenance: buildings		(2,008,578)
Decrease in audit fees		(2,392,881)
		777,465

Decrease in provision for audit fees		2,392,881
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Effect on periods prior to 2008:

Net increase in property plant and equipment		(2,058,163)
Decrease in interest received		1,058,585
Net increase in unutilised surplus		(999,578)

29. Operating surplus is arrived at after taking into account the following

Operating lease charges		
Premises		
Contractual amounts	27,346,909	20,566,266
Equipment		
Contractual amounts	701,007	183,516
Lease rentals for registration weekends		
Contractual amounts	17,000,721	-
	45,048,637	20,749,782

Deficit on sale of property, plant and equipment	(96,706)	(834,522)
Surplus on exchange differences	2,459	5,800
Depreciation on property, plant and equipment	34,788,793	18,327,042
Employee costs	276,815,474	158,964,464

30. Change in estimate

The residual values of vehicles were reviewed and adjusted in accordance with the accounting policy. The nature and the amount of the estimate is as follows:

The change in estimate of depreciation on vehicles gave rise to a decrease of R2,901,301 in the current period.

The effect on future periods is an increase in depreciation on vehicles of R2,901,301.

DETAILED INCOME AND EXPENDITURE STATEMENT

FOR THE YEAR ENDED 31 MARCH 2009

APPENDIX A

Figures in Rand

2009

2008

INCOME

	2009	2008
Parliamentary allocation	1,039,393,000	485,250,000
Government allocation foreign assistance	-	1,307,607
Political party registration fees	23,500	7,700
Interest received	25,424,886	25,818,991
Sponsorship income	-	300,000
Other	2,755,328	932,204
Total income	1,067,596,714	513,616,502

EXPENDITURE

	2009	2008
Personnel expenditure	276,815,474	158,964,464
Salaries	270,455,867	149,830,225
- Permanent Staff	180,983,361	75,154,645
- Temporary Staff	84,081,174	6,600,305
- Voter education Fieldworkers	22,411,150	-
- Election Support	14,479,175	300
- By-elections	1,148,364	593,157
- Registration	2,754,322	-
- Expansion staff	43,288,163	6,006,848
- MEO Agents	5,391,331	68,075,275
Remunerative Allowances	162,449	175,252
- Permanent staff	162,449	175,252
Gratuities	(9,958,696)	3,719,680
- Permanent staff	(9,958,696)	3,719,680
Employer's contributions	15,755,824	5,216,275
Deployment Costs	-	-
Relocation cost	400,030	23,032

DETAILED INCOME AND EXPENDITURE STATEMENT (CONTINUED)

FOR THE YEAR ENDED 31 MARCH 2009

APPENDIX A

Figures in Rand

	2009	2008
Administrative expenditure	227,889,998	57,319,414
Subsistence Expenditure	84,937,107	3,984,307
- Registration staff	84,219,137	-
- Election staff	5,428	-
- Other	712,542	3,984,307
Hotel Expenditure	8,256,912	394,052
Travel Expenditure	45,599,669	11,753,257
- Democracy Development and voter education	2,836,396	896,237
- Other - Corporate Services	28,742,091	3,808,138
- Logistics & Electoral Matters	14,021,182	7,048,882
Air transport	5,152,074	4,095,201
Communication Expenditure	14,770,873	8,933,735
Study Expenses	219,822	91,123
Advertisements	6,907,993	5,473,687
Catering/Entertainment Exp.	18,257,065	1,704,539
- Democracy Development and voter education	1,892,717	725,865
- Other - Corporate Services	14,149,928	866,332
- Logistics & Electoral Matters	2,214,420	112,342
Membership and registration	1,129,983	1,809,584
Insurance	1,574,594	362,289
Conferences & Workshops	41,083,907	17,640,792
Democracy Development and voter education	12,129,173	8,371,199
Other - Corporate Services	15,044,241	4,027,849
Logistics & Electoral Matters	13,910,493	5,241,744
Administrative expenses foreign assistance	-	1,076,848

DETAILED INCOME AND EXPENDITURE STATEMENT (CONTINUED)

FOR THE YEAR ENDED 31 MARCH 2009

APPENDIX A

Figures in Rand

	2009	2008
Printing	39,377,160	7,508,120
Printing and other suppliers	13,949,131	2,959
Printing, stationary and other supplies	25,428,028	7,505,161
Purchase of Equipment and software	13,204,882	7,914,643
Software license fees	4,963,331	7,431,586
Other	8,241,551	483,057
Rented equipment	720,649	183,516
Rental - Land and buildings	44,327,987	20,566,266
IEC offices and warehouses	22,807,391	17,617,259
ME Offices	4,539,518	2,770,864
By-elections	16,981,079	178,143
Professional and other services	296,266,833	108,497,628
Government Institutions	26,953	16,827
Computer services - wide area network	28,519,864	29,400,330
Maintenance and repairs	7,536,315	3,934,135
Private Institutions	797,527	70,578,976
Legal costs	3,570,870	2,044,496
Audit costs	4,532,252	1,241,021
Bank charges	1,453,169	375,589
Foreign exchange loss	226	5,800
Contracted in	249,829,657	900,454
Miscellaneous expenditure	935	498
Depreciation	34,788,794	18,327,043
Deficit on disposal / scrapping of assets	96,706	834,522
Interest paid	18,515	-
Total expenditure	933,507,932	380,116,114
Surplus for the year	134,088,782	133,500,388

DEPARTMENTAL EXPENDITURE STATEMENT

FOR THE YEAR ENDED 31 MARCH 2009

APPENDIX B

	Total Expenditure		Personnel expenditure		Administrative expenditure		Consumables		Equipment		Land and Building rentals		Professional and other Services		Miscellaneous expenditure	
	R	R	R	R	R	R	R	R	R	R	R	R	R	R	R	R
NATIONAL OFFICE ADMINISTRATION																
Internal Audit	7,957,901		164,344		123,365		12,570		-					7,657,622		-
Chief Electoral Officer	7,191,589		2,389,047		4,659,408		9,204		-					133,930		-
Commission Services	7,999,906		5,730,688		1,820,323		35,381		-					413,514		-
Total Chief Electoral Office	23,149,396		8,284,078		6,603,096		57,156		-					8,205,066		-
Deputy Chief Electoral Officer	1,670,403		1,575,740		85,916		8,747		-					-		-
Legal Services	4,288,276		1,091,497		114,141		-10,595		-					3,093,232		-
Financial Management	6,451,142		2,055,307		148,992		30,359		-					4,216,485		-
Budget & Party Funding, Compliance Verification	1,612,561		1,600,885		9,019		2,657		-					-		-
Financial Services	9,837,288		3,339,084		843,023		499,330		109,973					4,921,544		-
Procurement and Asset Management	5,011,697		3,299,426		1,609,270		113,778		-					-10,778		-
Human Resources	139,086,843		36,638,903		98,401,915		307,085		-					3,738,939		*
HR, Skills Development & Training, Support Services	46,212		-		39,809		6,403		-					-		-
Skills Development & Training	34,560,891		1,474,998		27,108,270		4,847,939		2,111		21,000			1,515,147		-
Support Services	26,943,983		4,930,206		2,702,259		580,160		-980,655		8,743,710			10,968,303		-
Business Enterprise Systems	82,681,274		3,707,331		150,404		139,984		-					78,683,556		-
Information Communication Technology	38,097,076		948,161		234,212		8,624		14,132,339		-			22,527,705		-
IT Operations Services	55,466,880		867,016		1,133,380		-480		-					53,466,964		-
Total for Corporate services	405,754,527		61,528,554		132,580,609		6,533,992		13,263,768		8,764,710			183,121,097		-
Total for national office: Administration	428,903,923		69,812,632		139,183,706		6,591,148		13,263,768		8,764,710			191,326,163		-
Deputy Chief Electoral Operations	1,647,651		1,505,381		132,615		9,655		-					-		-
Delimitation, Voting, Counting, Results & By Elections	9,560,164		2,883,501		3,681,545		318,907		24,500		1,078,728			1,572,983		-
Electoral Matters	1,306,244		1,207,064		95,345		3,834		-					-		-
Voters Roll, Registration, Cand Nom & Party Liaison	3,592,488		1,723,292		1,674,823		67,637		-		-5,500			132,235		-
Voters Roll, Registration, Cand Nom & Party Liaison	5,959,027		2,657,939		3,101,437		267,567		-					32,083		-
Infrastructure, Courier Services	48,892,964		6,782,970		16,550,024		1,631,531		500,457		21,277,936			2,149,990		55
Logistics & Infrastructure	1,806,447		1,426,033		166,850		8,292		-					5,273		-
Logistics	41,529,880		5,143,509		13,611,869		14,576,148		35,122		5,537,002			2,625,951		280
Total for Electoral Operations	114,094,865		23,229,690		39,014,509		16,883,571		560,079		27,888,165			6,516,515		335
Civic Education & EDDE	62,541,076		31,606,935		15,491,433		3,537,784		-					11,904,924		-
Civic Education, Research & Knowledge Management	64,547		-		58,288		6,259		-					-		-
Research, Library, Knowledge Management	4,999,700		-		10,404		287,457		-					4,701,839		-
Communications	97,214,292		1,658,637		4,645,434		10,667,639		-					80,242,231		350
Deputy Chief Electoral Outreach	1,503,250		1,331,178		162,537		9,535		-					-		-
Total for Outreach	166,322,865		34,596,750		20,368,096		14,508,676		560,079		27,888,165			96,848,994		350
Total for national office: Operations	280,417,730		57,826,440		59,382,605		31,392,605		560,079		27,888,165			103,367,509		685
Total for national office	709,321,653		127,639,072		198,566,311		37,983,395		13,823,848		36,652,876			294,693,671		685

DEPARTMENTAL EXPENDITURE STATEMENT (CONTINUED)

FOR THE YEAR ENDED 31 MARCH 2009

APPENDIX B

	Total Expenditure		Personnel expenditure		Administrative expenditure		Consumables		Equipment		Land and Building rentals		Professional and other Services		Miscellaneous expenditure		
	R	R	R	R	R	R	R	R	R	R	R	R	R	R	R	R	
REGIONAL OFFICES																	
Eastern Cape	22,542,834		15,036,053	5,959,194	215,866	41,175	962,624	327,921	-								
Free State	16,309,159		12,941,514	2,161,342	97,918	-	999,987	108,399	-								
Gauteng	19,501,508		15,358,791	2,633,038	191,601	14,241	1,151,638	113,979	14,241								
Kwazulu-Natal	36,494,813		30,623,362	4,999,736	178,999	-	496,054	196,412	-								250
Mpumalanga	15,876,418		12,850,205	2,014,800	30,697	-	859,972	120,744	-								
Northern Cape	18,831,150		15,270,940	2,459,205	142,913	26,141	857,462	55,979	26,141								
Limpopo	23,365,504		18,228,183	4,102,343	173,717	-	737,731	123,530	-								
North West	17,122,389		13,028,736	2,781,586	191,630	-	713,160	407,276	-								
Western Cape	19,257,012		15,838,618	2,212,442	170,423	20,126	896,481	118,922	20,126								
Total for regional offices	189,300,788		149,176,402	29,323,687	1,393,765	101,683	7,675,112	1,573,161	101,683								250
Departmental Expenditure	898,603,918		276,815,474	227,889,998	39,377,160	13,925,531	44,327,987	296,266,833	13,925,531								935
Depreciation	34,788,794																
Profit / (Loss) on disposal/Scrapping of asset	96,706																
Interest paid	18,515																
Total Expenditure	933,507,933																
Total Income	1,067,596,714																
Surplus for the year	134,088,78																
Unutilised surplus at 31 March 2008	331,210,638																
Unutilised surplus at 31 March 2009	465,299,419																

* The amounts allocated during the 2008 adjustment budget are as follows: (1) Compensation of employees - R5.342 m; (2) Fuel and electricity inflation adjustment - R21.590 m; (3) Election results scanners - R53.307 m.

DEPARTMENTAL EXPENDITURE STATEMENT (CONTINUED)

FOR THE YEAR ENDED 31 MARCH 2009

APPENDIX B

	Total expenditure		Personnel expenditure		Administrative expenditure		Consumables		Equipment		Land and building rentals		Professional and other services		Miscellaneous expenditure	
	R	R	R	R	R	R	R	R	R	R	R	R	R	R	R	R
NATIONAL OFFICE																
Administration																
Electoral Commission	12,447,576	4,846,587	4,176,559	489,784	-	2,934,398	248									
Commission services	7,001,690	4,829,892	1,114,136	27,170	-	1,030,492	-									
Special Projects	4,479,789	13,695	2,145,300	416,640	-	1,903,906	248									
International liaison and fund raising	963,097	-	917,123	45,974	-	-	-									
Management	11,241,328	6,324,144	953,992	48,641	-	3,914,301	250									
Office of the CEO	3,812,330	2,617,162	653,056	18,020	-	524,092	-									
Office of the deputy CEO	3,315,106	3,049,916	236,049	28,891	-	-	250									
Performance and internal audit	4,113,892	657,066	64,887	1,730	-	3,390,209	-									
Financial management	18,954,100	9,605,572	1,771,020	230,500	196,044	7,150,964	-									
Budget, party funding and compliance verification	4,134,990	6,698	478,517	15,873	-	3,633,902	-									
Financial administration	9,977,655	6,723,880	79,128	149,732	196,044	2,828,871	-									
Procurement and asset management	4,781,455	2,874,994	1,153,375	64,895	-	688,191	-									
Human resources and corporate services	45,621,646	12,741,986	10,616,657	2,381,818	503,808	11,573,728	-									
Communication services	4,129,760	706,775	533,732	1,398,737	-	1,490,516	-									
Human resources	18,074,433	7,865,011	8,313,979	270,227	-	1,625,216	-									
Support services	23,417,453	4,170,200	1,768,946	712,854	503,808	7,803,649	-									
Total for national office : Administration	88,264,650	33,518,289	17,518,228	3,150,743	699,852	7,803,649	498									
NATIONAL OFFICE																
Operations																
Logistics and MEO development	104,050,686	78,743,406	15,980,858	702,559	191,279	6,960,691	(13,159)									
Logistics	9,712,869	3,968,264	636,811	167,046	191,279	3,885,959	(4,633)									
Establishment of MEO offices	93,759,304	74,772,832	14,788,915	517,202	-	3,075,358	(8,526)									
Voting station infrastructure	578,513	2,310	555,132	18,311	-	-626	-									
Information technology	89,039,098	5,256,944	960,595	669,249	7,064,818	-	-									
Business systems	5,674,579	-	60,670	136,169	-	5,477,740	-									
Information technology operations	83,364,519	5,256,944	899,925	533,080	7,064,818	69,609,752	-									
Voting and electoral democracy development	25,318,552	3,227,453	14,465,343	2,164,742	-	181,893	(7,575)									
By-elections	1,645,511	986,902	453,642	21,813	-	182,143	(5,316)									
Electoral democracy development and education	13,036,656	23,837	10,092,536	1,680,629	-	-	(2,177)									
DRC Elections	1,307,607	-	1,076,848	2,959	-	227,800	-									
Legal services	2,455,794	-	90,802	321,345	-	2,043,647	-									
Political party liaison	2,860,047	-	972,250	90,881	-	1,796,998	(82)									
Voting and results	4,012,937	2,216,714	1,779,265	47,115	-	-250	-									
Voters' roll and delimitation	5,240,388	4,186,535	774,765	262,261	-	16,827	-									
Delimitation	2,936,655	2,306,814	605,332	24,509	-	-	-									
Voters' roll and registration	2,303,733	1,879,721	169,433	237,752	-	16,827	-									
Total for national office: Operations	223,648,724	91,414,338	32,181,561	3,798,811	7,256,097	7,142,584	(20,734)									

DEPARTMENTAL EXPENDITURE STATEMENT (CONT.)

FOR THE YEAR ENDED 31 MARCH 2009

APPENDIX B

	Total expenditure R	Personnel expenditure R	Administrative expenditure R	Consumables R	Equipment R	Land and building rentals R	Professional and other services R	Miscellaneous expenditure R
REGIONAL OFFICES								
Eastern Cape	7,643,834	5,138,088	1,379,786	81,674	86,730	675,246	282,310	-
Free State	4,656,276	2,946,721	674,406	75,397	-	884,793	71,071	3,888
Gauteng	4,867,545	3,133,114	482,898	59,564	5,406	1,086,626	99,937	-
KwaZulu-Natal	6,308,665	5,264,280	895,341	83,244	-	-6,109	71,616	293
Mpumalanga	4,316,211	2,860,004	775,674	35,985	-	569,838	74,710	-
Northern Cape	5,326,091	3,818,908	696,168	62,390	19,437	690,800	38,388	-
Northern Province	5,574,357	4,024,334	812,530	110,441	-	551,156	73,743	2,153
North West Province	5,062,069	3,185,036	1,111,427	56,600	-	442,593	252,012	14,401
Western Cape	5,286,128	3,661,356	791,390	-6,728	30,637	725,090	84,383	-
Total for regional offices :	49,041,176	34,031,841	7,619,620	558,567	142,210	5,620,033	1,048,170	20,735
Departmental expenditure	360,954,550	158,964,468	57,319,409	7,508,121	8,098,159	20,566,266	108,497,628	499
Depreciation								
Profit / (Loss) on disposal / scrapping of assets	834,521							
Interest paid								
Total expenditure	380,116,114							
Total income	513,616,502							
Surplus for the year	133,500,388							
Unutilised surplus at 31 March 2007	197,710,250							
Unutilised surplus at 31 March 2008	331,210,638							



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