INVITATION TO PRE - REGISTER FOR COMMUNITY SOUND BROADCASTING SERVICE AND RADIO FREQUENCY SPECTRUM LICENCE

INDEPENDENT COMMUNICATION AUTHORITY OF SOUTH AFRICA

CAPE WINELANDS FM
Year: 2024

Compiled by: Cape Winelands FM

[redacted]

Attention: Licensing Officer
Independent Communication Authority of South Africa
Service Broadcasting Licensing
350 Witch-Hazel Ave
Eco Point Office Park
Eco Park
Centurion
0169

Dear Sir/Madam

RE: APPLICATION FOR A COMMUNITY SOUND BROADCASTING SERVICES LICENSE: CAPE WINELANDS FM

Cape Winelands FM is a community tool for gathering, dissemination of information relevant to the community development. We broadcast to Stellenbosch Municipality, Drakenstein Municipality, Breede Valley, Witzenberg and surrounding areas of the previous disadvantaged communities in the Cape Winelands District municipality. We believe and encourage community participation of our communities in their own development and broadcasting.

Our on-air programmes focus on providing information, entertainment and education of communities so as to enable them to participate meaningfully in their own development. The station offers low and affordable advertising rates to local businesses and free advertising to some community organisations and charities. Cape Winelands FM also informs listeners in the surrounding areas about events or information of importance or interests to residents in the area such as media releases form local Stellenbosch municipality, Drakensein municipality and ultimately the entire Cape Winelands District Municipality.

Cape Winelands FM also helps upcoming local artists, radio presenters, students to gain experience in the field of journalism and media related studies. There's a high demand of a community radio station in this area. The station currently broadcasts online on and many other social media platforms and our intention is to be available on frequency to reach more people. Cape Winelands FM will be more local orientated and use languages spoken in our community with the following language percentage: Xhosa 60%, English 30% & Afrikaans 10%.

Since we have been broadcasting online for last couple of years, we do have basic resources and some broadcasting equipment.

Regards

[redacted]

Armand Mhlekude – (Cape Winelands FM Chairperson)

CAPE WINELANDS FM
BUTTERCUP STREET, KLAPMUTS,
7625
TEL: 081 882 6410 / 083 886 9766
215-423 NPO

FORM B

REGISTRATION FOR A CLASS LICENCE TO PROVIDE A COMMUNITY BROADCASTING SERVICE

(Regulation 7 (2))

INDEPENDENT COMMUNICATIONS AUTHORITY OF SOUTH AFRICA

Note:

(a) Registrants must refer to the Electronic Communications Act, 2005 (Act No. 36 of 2005) ("the Act") and any regulations published under the Act with regard to the requirements to be fulfilled by registrants. Registrants are referred, in particular, to the Community Sound Broadcasting Regulations, 2019 (published under GN439 in Government Gazette 42323 of 22 March 2019) and the Community Sound Broadcasting Licence: Criteria to Measure Community Support Regulations, 1997 (published under GN R1388 in Government Gazette 18380 of 17 October 1997).

(b) Information required in terms of this Form which does not fit into the space provided may be included in an appendix attached to the Form. Each appendix must be numbered with reference to the relevant part of the Form.

(c) Where any information in this Form does not apply to the registrant, the registrant must indicate that the relevant information is not applicable.

1. PARTICULARS OF REGISTRANT	
1.1 Full name of registrant:	Cape Winelands FM
1.2 Designated contact persons (maximum of two):	[redacted]

2

1.3 Registrant's principal place of business:	[redacted]
1.4 Registrant's postal address:	[redacted]
1.5 Registrant's telephone number/ (including mobile numbers):	[redacted]
1.6 Registrant's telefax number/s:	N/A We don't use fax services for now
1.7 Email address of designated contact person (maximum of two):	armstar7570@gmail.com capewinelandsfm@gmail.com

2. LEGAL FORM OF REGISTRANT	
2.1 Indicate the legal form of the registrant (e.g., Non-Profit company incorporated in terms of the Companies Act, 2008):	Non-Profit Organization
2.2 Registration number of the registrant:	215-423NPO
2.3 The following documents must be submitted with the registration: the certificate of registration accompanied by an approved memorandum of incorporation, a constitution which has been signed by founding members/ Board. The founding documents must have provisions for the following minimum of 51% quorum for the annual general meeting, provision for membership and an appeals mechanism in case of rejection upon application, and a clear separation of powers between management and board of directors. Should the registrant fail to submit these documents, the registration will not be considered. **(Attach as Appendix 2.3.1)**	

3

3. NON-PROFIT STATUS OF REGISTRANT	
Provide details of the registrant's non-profit status. Please provide a certified certificate of registration as a Non-Profit Entity or provide a deed of trust and Letter of Authority from the Master's Office in respect of a Community Trust.	
1.Certificate of registration attached -Older than 2 years 2.Constitution of the organization attached including amended copies -Membership and appeal mechanism 3.Separation of Powers. 4.51% of quorum. NB: Amendments were done in 2021 & 2023 AGMs as attached.	
4. COMMUNITY	
4.1 Indicate whether the community to be served by the proposed broadcasting service is:	
4.1.1 geographically founded community; or	Geographical founded
4.1.2 group of persons or sector of the public with a specific, ascertainable common interest.	N/A We're a geographical founded station
4.2 Where the community to be served by the registrant is a geographically founded community, provide details of the community to be served, including: (i) whether the community is urban, peri-urban, or rural (ii) the number of people in the community (iii) gender, language, income, and demographic statistics in relation to the community. **(Attach as Appendix 4.2)** attached	
4.3 Where the community to be served by the registrant is a community of common interest, provide details of the community to be served, including: (i) the nature of the common interest; (ii) the size of the community in the geographic area in which the service is proposed to be provided; and (iii) gender, language, income, and demographic statistics in relation to the community. **(Attach as Appendix 4.3)**	
N/A -We're geographical founded	

4

5. NATURE OF SERVICES TO BE LICENSED
5.1 Provide a description of the service to be provided: **(Attach as Appendix 5.1)**
attached
5.2 Indicate the geographic area in which the service is to be provided:
Cape Winelands FM will provide broadcasting services in Stellenbosch, drakenstein municipalities and the surrounding communities within the Cape Winlands District municipality as per our ECNS License.
5.3 Provide details of the languages in which the broadcasting service is to be provided. Where it is proposed that the service will be provided in more than one language, provide a breakdown of the number of hours of programming which will be broadcast in each language.
Cape Winelands FM will broadcast in the following languages: IsiXhosa- 60% English - 30% Afrikaans-10%
Provide the registrant's proposed programming schedule. Further provide the proposed programming format and content to be provided, and indicate when your peak time will be, the extent to which output would be locally originated and extent to which it will be externally sourced. Further indicate the proposed minutes of news to be broadcast on a daily basis and provide a percentage split in terms of local, national and international news content. Indicate the duration and scheduling of current affairs programme/s and provide the percentage split in terms of local, national and international content and indicate source as well. The ICASA South African Music Content Regulations, 2016 require class community sound broadcast licences to broadcast the prescribed percentage of local music. Indicate your proposed percentage of local music to be broadcast. **(Attach as Appendix 5.4)** (attached)

S

6. SERVING THE COMMUNITY'S INTERESTS
6.1 Provide proof of how the registrant proposes to serve the community's interests:
(i) Cape Winelands FM will encourage local employment (ii) We'll provide distinct services dealing with issues not delt with by other broadcasters who render their services in our targeted broadcasting footprint. (iii) We'll broadcast programming that covers education, health, tourism, business, farming, children, life coaching, arts, culture, religion, services delivery and democracy. (iv) Our news will be more about our people in our broadcasting area (v) Cape Winelands FM will plough back the profit it makes to the people in the community in various ways to grow and develop our communities we serve. (vi) We are a youth driven radio station with a balance of academically and experienced community members who serve on key positions. (vii) Cape Winelands FM will be in complience with the Authority by having AGM to report back to the community we serve and have a proof of such meetings.
6.2 Provide proof of how the registrant proposes to encourage members of the community it serves, or persons associated with the promotion of the community's interests, to participate in the selection and production of programming to be provided by the registrant:
(i) Cape winelands Fm will hold Annuel General meeting with the communinty on programing policies and to all station affairs. (ii) The station will submit to the authority the proof of such meeting together with attendance register of community when requested by the authority. (iii) Cape Winelands FM will have advisory committee from the community about the programming of the station- listener's forum as the way of community involvement on station affairs. (iv) Cape Winelands FM will consider and include previously disadvantaged community members on the station structures and programming. (v) Feedback through social media and community engagement through phone in. (vi) Cape Winelands FM will have a program survey and an allocated suggestion box at our offices. Cape Winelands FM has an appeal mechanism for membership.

7. SUPPORT
Provide proof of support by members of the registrant's community or of persons associated with the registrant's community or of persons who promote the interests of the registrant's community. Kindly submit letters of support from NGOs, business, and so forth and signatures of support from members of the community/prospective listeners, etc. **(Attach as Appendix 7)**
attached

6

8. FINANCES
8.1 Submit commitment of funding, which includes the amount from financial institutions or any other entity for start-up costs, and provide details of the way the proposed service is to be funded (e.g. sponsorship, donations etc.) **(Attach as Appendix 8.1)**
attached
8.2 Provide details of the registrant's anticipated: (i) capital expenditure necessary for the commencement of the provision of services; and (ii) operating expenditure during the registrant's first year of operation. **(Attach as Appendix 8.2)**
attached
8.3 Provide details of the registrant's business plan: **(Attach as Appendix 8.3)**
attached

9. CONTROL AND MANAGEMENT
9.1 Provide details (including name, nationality, identification or passport number, position, and address) of each member of the registrant. Confirm if the individuals below reside within the proposed coverage area **(Attach as Appendix 9.1)** (i) board of directors or similar body; (ii) senior management; and (iii) attach the proposed organogram. attached
9.2 Provide details of all ownership interests in the registrant: **(Attach as Appendix 9.2)** Type text here 9.2.1 Provide details of any persons in a position of control of the registrant who is a foreign citizen, or an entity registered or incorporated in any country other than South Africa: Indicate whether any member of the Board of the

7

registrant is a foreign citizen or an entity registered or incorporated in any country other than South Africa. Provide details below.
(i) At Cape Winelands FM we do not have any person who holds a position who is a foreign citizen. (ii) Cape Winelands FM is owned by the community members of Cape Winelands, who are democratically elected.
9.3 Indicate whether any member of the Board of the registrant is also a member of the Board of another licensee issued in terms of the Act. Please provide details below.
-Cape Winelands Fm does not have any board member or management member who is in control in any other licensee issued i terms of the Act.

10. RADIO FREQUENCY SPECTRUM		
Indicate if the registrant has submitted or intends to submit an application for a radio frequency spectrum licence for the provision of the services to which this registration relates. The registrant must complete the RFS application form contained in Schedule I of this ITP-R, indicate, from the frequencies provided by the Authority, which frequency band it seeks to utilise to provide the service.		
Cape Winelands FM submits this application for a radio frequency spectrum(see form P) simultanneously with the class community broadcasting license. Cape winelands FM would like to apply for the follwing frequencies as advertised on the ITP-R:		
1.-Province: Western Cape -Transmitter name: Paarl -Frequency: 92.8FM -ERP/KW: 0.3	2.-Province: Western Cape -Transmitter name: Worcester -Frequency: 92.6FM -ERP/KW: 0.1	3.-Province: Western Cape -Tramsitter name: Hexrivier -Frequencey: 89.9 -ERP/KW: 0.2

11. GENERAL		
11.1	Indicate whether the registrant is a member of an entity recognised in terms of section 54 and 55 of the Act.	Cape Winelands FM intends to be a member of NCRF or SACRO in future.
11.2	Indicate whether the registrant is a party, movement, organisation, body, or alliance which is of a party - political in nature.	Cape Winelands FM is not an allience to any party, movement or organization which is of a political nature.

8

11.3	Indicate whether the registrant has ever been convicted of an offence in terms of the Act or related legislation, as defined in the Act. If so, provide details of such conviction	N/A No Cape Winelands FM member was convicted of any offence in terms of the ACT.
11.4	Provide details of other matters or undertakings which, in the registrant's view, the Authority should consider:	
Comments: The board members, managers, presenters and volunteers of Cape Winelands FM and the entire district municipality, hope and pray that this application will be favorably considered as there's no community radio station that caters for siXhosa speaking audience in the district. Also the Authority is urged to please advise where a certein amendment has to be made where necessary.		
11.5	Attach a resolution authorising the person(s) not more than two signing this registration and liaising with the Authority during the registration process. The resolution must be marked clearly as **(Appendix 11.5)** attached	

The person signing the registration on behalf of the registrant must acknowledge as follows:

I acknowledge that the Authority reserves the right to have any licence issued pursuant to this registration set aside sh[redacted]al statement made herein, at any time, be found to be false. Signed .....

(REGISTRANT)

I certify that this declaration ~~was~~ signed and sworn to before me at Klapmuts on the 19 day of June 2025 by the deponent who acknowledged that he/she:

1. knows and understands the contents hereof;
2. has no objection to taking the prescribed oath or affirmation; and
3. considers this oath or affirmation to be truthful and binding on his/her conscience.

[redacted]

COMMISSIONER OF OATHS

[redacted]

SOUTH AFRICAN POLICE SERVICE
19 JUN 2025
KLAPMUTS

G.P.-S. 012-0123

CERTIFICATE OF REGISTRATION OF NONPROFIT ORGANIZATION

In terms of the Nonprofit Organisation Act, 1997, I am satisfied that

Cape Winelands FM

(name of the organisation)

meets the requirements for registration.

The organisation's name was entered into the register on **18 September 2018**

(date)

Registration number [redacted]

Director's signature

.....

Department of Social Development

APP 18/299924

Nonprofit Organisations
Act, 1997
Section 13

APPLICATION FOR REGISTRATION BY A NONPROFIT ORGANISATION

READ THIS FIRST

WHAT IS THE PURPOSE OF THIS FORM?

This form is an application by a Nonprofit Organisation for registration. Registration is voluntary. If the Nonprofit Organisation complies with the requirements for registration then the Director for Nonprofit Organisations will enter its name in a register and send it a certificate of registration.

WHICH ORGANISATIONS MAY APPLY FOR REGISTRATION?

Organisations such as trusts, companies or other associations established for a public purpose whose income and property are not distributable to its members or office-bearers except as reasonable compensation for services rendered.

Nonprofit organisations which were previously authorised or registered in terms of the Fund-raising Act, 1978, are regarded as registered in terms of the Nonprofit Organisations Act, 1997, but are nonetheless required to apply for registration within a specified period after this Act takes effect in order to maintain their registration.

WHO FILLS IN THIS FORM?

The office-bearer responsible for managing the nonprofit organisation.

WHERE DOES THIS FORM GO?

To: Directorate for Nonprofit Organisations
Private Bag x901
PRETORIA
0001

OTHER REQUIREMENTS?

Two copies of the nonprofit organisations' constitution must accompany this form.

1. ORGANISATIONAL DETAILS

Name of the organisation

CAPE WINELANDS FM

[redacted]

Code 7625

[redacted]

Code 7625

Te[redacted]

Fax ([redacted]

E-ma[redacted]

Date 30TH of NOVEMBER financial EVERY year-end

3. REQUIREMENTS FOR REGISTRATION OF THE ORGANISATION'S CONSTITUTION

(1) Compulsory requirements for registration in terms of section 12(2)

(a)Each requirement from (a) – (o) must be reflected in the constitution. If the requirements are not satisfied the director will not register the nonprofit organisation.

(b)Indicate in column 2 where in your organisation's constitution the requirements listed in column 1 are provided for.

Column 1 REQUIREMENTS FOR REGISTRATION	Column 2 Applicable reference in constitution
(a) Organisation's name(s)	1.1
(b) Organisation's main and ancillary objectives	2.9
(c) Organisation's income and property are not distributable to its members or office-bearers, except as reasonable compensation for services rendered	3.2
(d) Provision for the organisation to be a body corporate and have an identity and existence distinct from its members or office-bearers	1.3.1
(e) Provision for the organisation's continued existence notwithstanding changes in the composition of its membership or office-bearers	1.3.2
(f) Members or office-bearers have no rights in the property or other assets of the organisation solely by virtue of their being members or office-bearers	3.4
(g) Powers of the organisation	6
(h) Organisational structures and mechanisms for its governance	5.8
(i) Rules for convening and conducting meetings, including quorums required for and the minutes to kept of those meetings	7
(j) Manner in which decisions are to be made	5.4
(k) Provision made for the organisation's financial transactions to be conducted by means of a banking account	9.2
(l) Date for the end of the organisation's financial year	9.4
(m) Procedure for changing the constitution	10.3
(n) Procedure by which the organisation may be wound up or dissolved and	11
(o) Provision that, when the organisation is wound up or dissolved, any assets remaining after all its liabilities have been met, must be transferred to another non-profit organisation having similar objectives	11.2

(2) Optional provisions in terms of section 12(3)

(a) These provisions are optional (i.e. not compulsory) but desirable, as they strengthen the governance procedures in the constitution.

(b) Indicate in column 2 where in your organisation's constitution the provisions listed in column 1 are located.

Column 1 **OPTIONAL PROVISIONS FOR REGISTRATION**	Column 2 **Applicable reference in constitution**
(a) Qualifications for and admission to membership of the organisation	
(b) Circumstances in which a member will no longer be entitled to the benefits of membership	
(c) Provisions for termination of membership	
(d) Provision for appeals against loss of the benefits of membership or against termination of membership, the procedure for such appeals and the body to which such appeals may be made	

THE CONSTITUTION OF CAPE WINELANDS FM

Table of Contents

1. **NAME**

1.1 The organization hereby constituted will be called the CAPE WINELANDS FM
MOTTO: CAPE WINELANDS FM: 87.6 "Your best infotainment station"

1.2 Its shortened name will be **CWFM Hereinafter** referred to as the organization).

2. **BODY CORPORATE**

The **CAPE WINELANDS FM** shall:

2.1 Exist in its own right, separately from its members.
2.2 Continue to exist even when its membership changes and there are different office bearers.
2.3 Be able to own property and other possessions.
2.4 Be able to sue and be sued in its own name.

OBJECTIVES;

3. The CAPE WINELANDS FM produces creative and engaging programing for communities whose voices are under-represented in the mainstream media.

SECONDARY OBJECTIVE:
CAPE WINELANDS FM is a cooperative society rooted in social justice values, when media operates in the interest of people of the Cape Wineland's district and where creativity flourishes

Values:

- **Participation:** we values and solicit the input of the members of the community. We work to reduce barriers to ensure accessibility and full participation of all the communities around Cape Winelands district namely, Paarl, Klapmuts, Wellinginton, Simondium, Franshhoek , Stellenbosch, Kraaifontein, Malmesbury, Gouda, Saron, Dal Josaphat, Worcester and Ceres. We value and support the knowledge and skills that the community members bring to the station and we encourage growth as well.
- **Co-operative**: We openness and respectful dialogue and seek to build bridges of cooperation among the diverse communities we serve. We also believe in fostering a healthy, sustainable environment within the orgainsation.
- **Social Justice**: We challenge system of oppression by promoting progressive social and economic change and equal opportunities and outcomes for all.
- **Independent**:: We are firmly committed to our independence as a member owned community station in a world of media steeped in corporate domination. We remain free of commercial and corporate interest, we value and celebrate that we are a community owned alternative media.
- **Community base**: We are in volunteerism and diversity. We exist through the support of the community we serve.

4. **GOVERNING STRUCTURE AND MECHANISM OF GOVERNANCE**

4.1 The Office Bearers will oversee the organisation. The Office Bearers will be made up of 3 members. They are the Board of governance of the Cape Winelands FM.

4.2 **Term of office:** Office bearers will serve for a period of 5 years which has been agreed to by the general membership at an AGM, and which shall not exceeding three years. They can, however, stand for re-election for another term in office again and again after that, for so long as their services are needed and they are ready to give their services.

4.3 **Vacancies:** The Office Bearers must, as soon as reasonably possible, appoint someone to fill any vacancy that reduced the number of Office Bearers.

CERTIFIED AS A TRUE COPY
18 SEP 2018
CHIEF DIRECTORATE: NON-PROFIT ORGANISATIONS
DEPT. OF SOCIAL DEVELOPMENT

4.4 **Resignation:** An Office Bearer may resign from office in writing.

4.5 **Disqualification or Removal** If an Office Bearer does not attend three meetings in a row, without having applied for and obtaining leave of absence from the Board, then the Board will find a new member to take that person's place.

5. POWERS OF CAPE WINELANDS FM

5.1 The Board shall carry out the powers on behalf of the CAPE WINELANDS FM and they shall manage the affairs of the CAPE WINELANDS FM in accordance with the resolutions of the members as shall be taken from time to time at General Meetings of the CAPE WINELANDS FM..

5.2 The Board is responsible for making decisions, and acting on such decisions, which it believes it needs to make in order to achieve the objectives of the CAPE WINELANDS FMas stated in point number 2 of this constitution. However, such decisions and their activities may not be against the resolutions of the members or be against the law of the Republic of South Africa.

5.3 The Board shall have the general powers and authority to:-

5.3.1 raise funds or to invite and receive contributions.

5.3.2 buy, hire or exchange for any property that it needs to achieve its objectives.

5.3.3 make by-laws for proper governance and management of the CAPE WINELANDS FM.

5.3.4 form sub-committees as and when it is necessary for proper functioning of the CWFM

5.4 If the Board thinks it is necessary, then it can decide to set up one or more sub-committees. It may decide to do this to get some work done quickly. Or it may want a sub-committee to do an inquiry, for example

5.5 The Board may delegate any of its powers or functions to a sub-committee provided that:-

5.5.1 such delegation and conditions are reflected in the minutes for a meeting

5.5.2 at least one Office Bearer serves in the sub-committee.

5.5.3 there are three or more people on a sub-committee.

5.5.4 the sub-committee must regularly report back to the Board on its activities.

5.6 The Board must in advance approve all expenditure incurred by the sub-committee, and may revoke the delegation or amend the conditions of the delegation.

CERTIFIED AS A TRUE COPY

18 SEP 2018

CHIEF DIRECTORATE: NON-PROFIT ORGANISATIONS
DEPT. OF SOCIAL DEVELOPMENT

6. MEETINGS

6.1 Annual General Meetings (AGM)

6.1.1 Stakeholders of the CAPE WINELANDS FM must attend its annual general meetings.

6.1.2 The purpose of an Annual General Meeting (AGM) is to:

- Report back to stakeholders from the Office Bearers on the achievements and work of over the year.
- Make any changes to the constitution
- Enable members to decide on the policies of the CAPE WINELANDS FM.

6.1.2 The annual general meeting must be held once every year, towards the end of the CAPE WINELANDS FM financial year.

6.1.3 The CAPE WINELANDS FM should deal with the following business, amongst others, at its annual general meeting:

- Agree to the items to be discussed on the agenda.
- Write down who is there and who has sent apologies because they cannot attend.
- Read and confirm the previous meeting's minutes with matters arising.
  Chairperson's report.
-
- Treasurer's report.
- Changes to the constitution that members may want to make.
- Elect new office bearers.
- General.
- Close the meeting.

6.2 Special General Meetings

6.2.1 The Special General Meeting (SGM) or any other special meeting is held outside of the normal or regular meetings.

6.2.2 Special or extraordinary meetings can take the shape of an Annual General Meeting (AGM) or any ordinary meeting of members.

6.2.3 The Board or not less than one-third of the members may call a Special General Meeting of the Cape Winelands FM

6.2.4 Special meetings may be called when the Board needs the mandate or guidance of the general members of the Cape Wineland FM to take up issues that require urgent attention and cannot wait until the next regular AGM or ordinary meeting.

6.3 Ordinary Meetings

6.3.1 Ordinary members meetings are conducted to complete a standard order of business of the CAPE WINELANDS FM. These are held once a quarter and are attended by the board.

6.3.2 The meetings of the Board will be held at least once a quarter or when a need arises from time to time to conduct the business of the Board.

6.4 Notices of Meetings

6.4.1 The Chairperson of the Board shall convene meetings. The Secretary must let all Board members know the date of the proposed meeting within a reasonable time, but not less than seven (7) days, before it is due to take place.

6.4.2 However, when convening an AGM, or a Special General Meeting, all members of the CAPE WINELANDS must be informed of the meeting no less than fourteen (14) days before such a meeting.

6.4.3 Notices for all meetings provided for in this constitution must be given to relevant members in writing, either personally, by post or electronic communication or whichever manner it is convenient, to the address or other similar particulars provided by the members.

6.4.4 The notices for all meetings must indicate the reasons for the meeting and the matters that will be discussed in the meeting.

6.4.5 For confirmation of delivery, all notices sent to members at the latest known contact details shall be deemed to have been duly served on members, unless it can be proven otherwise.

6.4.6 All members present in person at any meeting shall be deemed to have received notice of such meeting.

6.5 Quorums

6.4.7 Quorums for all meetings of the CAPE WINELANDS FM shall be a simple majority (50% + 1) of relevant members who are expected to attend

6.4.8 However, for the purpose of considering changes to this constitution, or the dissolution of the CAPE WINELANDS FM, then a two thirds (⅔) of the members shall be present at a meeting to make a quorum before a decision to change the constitution is taken.

6.4.9 All meetings of the CAPE WINELANDS FM must reach a quorum before they can start.

6.4.10 If, however a quorum is not present within fifteen minutes of the appointed time of the meeting, the meeting must be adjourned or postponed to another date, within fourteen days thereafter.

6.4.11 If no quorum is present at the reconvened meeting within fifteen minutes of the appointed time, the members present shall be regarded

to make up a quorum for that meeting and the meeting will continue as if a quorum is present.

6.6 Procedures at Meetings

6.4.12 The Board may regulate its meetings and proceedings as it deems fit, subject to the following:

- That the Chairperson shall chair all meetings of the CAPE WINELANDS FM, including that of the Board.

- That, if the Chairperson is not present, the Vice-Chairperson shall chair such meeting. In the event both are absent, the Board members present at the meeting shall elect a chairperson for that meeting.

6.7 Making decisions in meetings

6.4.13 Where possible, the decisions of the CAPE WINELANDS FM As shall be taken by consensus. However, when there is no consensus, then members will discuss options for a while and then call for a vote.

6.4.14 All votes shall be counted and the majority votes on an issues shall be regarded as the decision of the meeting

6.4.15 However, if opposing votes are equal on an issue, then the chairperson in that meeting has either a second or a deciding vote.

6.4.16 All members must abide by the majority decision

6.4.17 Decisions concerning changes to this constitution, or of dissolution and closing down of the CAPE WINELANDS FM, shall only be dealt with in terms of clauses 9 and 10 of this constitution.

6.8 Records of meetings

6.4.18 Proper minutes and attendance records must be kept for all meetings of the CAPE WINELANDS FM

6.4.19 The minutes shall be confirmed as a true record of proceedings by the next meeting of the Board, or of general members as the case may be, and shall thereafter be signed by the chairperson.

6.4.20 Minutes shall thereafter be kept safely and always be [illegible] for members to consult.

7. INCOME AND PROPERTY

7.1 The CAPE WINELANDS FM will keep a record of everything it owns.

7.2 The CAPE WINELANDS FM may not give any of its money or property to its members or the Board. The only time it can do this is when it pays for work that an Office

Bearers or member has done for the CAPE WINELANDS FM. The payment must be a reasonable amount for the work that has been done.

7.3 The Board or a member of the CAPE WINELANDS FM can only get money back from the CAPE WINELANDS FM for expenses that she or he has paid for or on behalf of the CAPE WINELANDS FM , and for which authorisation has been granted.

7.4 The Board or members of the CAPE WINELANDS FM do not have rights over things that belong to the CAPE WINELANDS FM..

8. FINANCES AND REPORTS

8.1 **Bank Account:** The Board must open a bank account in the name of the CAPE WINELANDS FM with a registered Bank.

8.2 **Signing:** Cheques and other documents requiring signature on behalf of the CAPE WINELANDS FM shall be signed by at least two persons authorised by the Board. Whenever funds are taken out of the bank account, the chairperson and at least two other members of the CAPE WINELANDS FM must sign the withdrawal or cheque.

8.3 **Financial year-end:** The financial year end of the CAPE WINELANDS FM shall be end of 30th of November each year.

8.4 **Financial Report:** The Board must ensure that proper records and books of account which reflect the affairs of the CAPE WINELANDS FMare kept, and within six months of its financial year a report is compiled by an independent registered Accounting Officer stating whether or not the financial statements of the CAPE WINELANDS FM are consistent with its accounting policies and practices of the CAPE WINELANDS FM .

8.5 The Treasurer is responsible for making sure that the money of the CAPE WINELANDS FM is safe and is accounted for

8.6 The Treasurer must also make regular reports to the Board on the finances of the CAPE WINELANDS FM, which should include all incomes, expenditures and balances that remain according to accounting practices of the CAPE WINELANDS FM .

8.7 If the CAPE WINELANDS FM has funds that can be invested, the funds may only be invested with registered financial institutions. These institutions are listed in Section 1 of the Financial Institutions (Investment of Funds) Act, 1984, or as shall be amended. Or the CAPE WINELANDS FM can get securities that are listed on a licensed stock exchange as set out in the Stock Exchange Control Act, 1985 (as amended). The CAPE WINELANDS FM can go to different banks to seek advice on the best way to look after its funds.

CERTIFIED AS A TRUE COPY
18 SEP 2018
CHIEF DIRECTORATE: NON-PROFIT ORGANISATIONS
DEPT. OF SOCIAL DEVELOPMENT

9. AMENDMENTS TO THE CONSTITUTION

9.1 The constitution can only be changed by a resolution. The resolution has to be agreed upon and passed by not less than two thirds (⅔) (or at least 67%) of the members who are at the annual general meeting or special general meeting. Members must vote at this meeting to change the constitution.

9.2 For the purpose of considering changes to this constitution, a two thirds (⅔) of the members shall be present at a meeting to make a quorum before a decision to change the constitution is taken. Any annual general meeting may vote upon such a motion, if the details of the changes are set out in the notice referred to in clause 6 of this constitution

9.3 As provided for in clause 6, written notices must go out not less than fourteen (14) days before the meeting at which the changes to the constitution are going to be proposed. The notice must indicate the proposed changes to the constitution that will be discussed at the meeting.

9.4 No amendments may be made which would cause the CAPE WINELANDS FM to close down or stop to function or die away.

10. DISSOLUTION/CLOSING DOWN

10.1 The CAPE WINELANDS FM may dissolve or close down if at least two thirds (⅔) of the members present and voting at a meeting convened for the purpose of considering such matter, are in favour of closing down.

10.2 When the CAPE WINELANDS FM closes down it has to pay off all its debts. After doing this, if there is property or money left over it should not be paid or given to members of the CAPE WINELANDS FM . It should be given in some way to another non-profit CAPE WINELANDS FM that has similar objectives. The CAPE WINELANDS FM 's general meeting can decide what CAPE WINELANDS FM this should be.

This constitution was approved and accepted by members of CAPE WINELANDS FM

At a special (general) meeting held on 08/09/2017
Day/Month/Year

[redacted]
Chairperson

Zuko Patrick Vimela
Secretary

CERTIFIED AS A TRUE COPY
18 SEP 2018
CHIEF DIRECTORATE: NON-PROFIT ORGANISATIONS
DEPT. OF SOCIAL DEVELOPMENT

CAPE WINELANDS FM

2020-2021

AMENDED CONSTITUTION

THE CONSTITUTION OF CAPE WINELANDS FM

Table of Content

AM A.Z KM

12

1. NAME

1.1 The organisation hereby constituted will be called the **CAPE WINELANDS FM**
MOTTO: CAPE WINELANDS FM: - "YOUR BEST INFOTAINMENT STATION"

1.2 Its shortened name will be will be **CWFM** Hereinafter referred to as an organization

2. **BODY CORPORATE**

The **CAPE WINELANDS FM** shall:
2.1 Exists in its own right, separately from its members.
2.2 Continue to exists even when its membership changes and there are different office bearers.
2.3 Be able to own property and other possessions.
2.4 Be able to sue and to be sued in its own name.

OBJECTIVES:
3. The CAPE WINELANDS FM produces creative and engaging programming for communities whose voices are under-represented in the mainstream media.

SECONDARY OBJECTIVE:
CAPE WINELANDS FM is a cooperative society media operates in social justice values, when media operates in the interest of people of Cape Wineland's district and where creativity flourishes.

Values:

- **Participation:** We value and solicit the input of the community.
  We work to reduce the barriers to ensure accessibility and full participation of all the communities around the Cape Winelands district Namely, Paarl, Klapmuts, Wellington, Simondium, Franschoek, Stellenbosch, Kraaifontein, Malmesbury, Gouda, Saron, Dal Josaphat, Worcester and Ceres. We value and support the knowledge and skills that the community members bring to the station and we encourage growth as well.
- **Co-operative:** We openness and respectful dialogue and seek to build bridges of cooperation among the diverse communities we serve. We also believe in fostering a healthy, sustainable environment within the organisations.
- **Social justice:** We challenge system of oppression by promoting progressive social and economic change and equal opportunities and outcomes for all.
- **Independent:** We are firmly committed to our independence as a member owed community station in a world of media steeped in corporate domination. We remain free of commercial and corporate interest, we value and celebrate that we a community owned alternative media.
- **Community base:** We are in volunteerism and diversity. We exist through the support of the community we serve.

4. **GORVERNING STRUCTURE AND MECHANISM OF GOVERNANCE**
4.1 The office barriers will oversee the organisation. The office barriers will be made up of three members. They are the board of governance of the Cape Winelands FM.

A.M A.Z. K

13

4.2 **Term of office:** Office bearers will serve for a period of five years which has been agreed to by the general membership at an AGM, and which shall not exceed period of three years. They can, however, stand for re-election for another term in office again and again after that, for so long as their services are needed and they are ready to give their service.

4.3 **Vacancies:** The Office bearers must, as soon as reasonably possible, appoint someone to fill any vacancy that reduces the number of office barriers.

4.4 **Resignation:** All Office Barriers may resign from office in writing.

4.5 **Disqualification or Removal:** If an Officer bearer does not attend three meeting in a row, without having to apply for and obtained leave of absence from the board, then the board will find a new member to take that person's place.

4.6 **Membership and General Meetings:** If a person wants to be a member of the organisation, she or he will have to ask the organisation's management committee. The management has the right to say no and the member can appeal the decision taken by the management committee within 14 working days in writing.

5. POWERS OF CAPE WINELANDS FM

5.1 The Board shall carry out the powers on behalf of the CAPE WINELANDS FM and they shall manage the affairs of the CAPE WINELANDS FM in accordance with the resolutions of the members as shall be taken from time to time at general meetings of CAPE WINELANDS FM.

5.2 The Board is responsible for making decisions, and acting on such decisions, which believes it needs to make in order to achieve the objectives of the CAPE WINELANDS FM as stated in point number 2 OF THIS CONSTITUTION. However, such decisions and their activities may not be against the resolution of the members or be against the law of the Republic of South Africa.

5.3 The Board shall have the general powers and authorities to:-

5.3.1 Raise funds or to invite and receive contributions.

5.3.2 Buy, hire or exchange for any property that it needs to achieve its objectives

5.3.3 Make by-laws for proper governance and management of the CAPE WINELANDS FM.

5.3.4 Form sub-committees as and when it is necessary for proper functioning of the CWFM.

5.4 If the board thinks it is necessary, then it can decide to set up one or more sub-committees. It may decide to do this to get some work done quickly, or it may want a sub-committee to do an inquiry.

5.5 The Board may delegate any of its powers or functions to a sub-committee provided that:-

5.5.1 Such delegation and conditions are reflected in their minutes for a meeting.

5.5.2 At least one office barrier serves in the sub-committee.

5.5.3 There are three or more people in a sub-committee.

5.5.4 The sub-committee must regularly report back to the board on its activities.

5.6 The Board must in advance approve all expenditure incurred by the sub-committee, and may revoke the delegation or amend the conditions of the delegation.

M A.Z. KM

14

5.7 **Duties of office bearers within the board:**

Chairperson

- Provide leadership to the board
- Develop agenda for board meeting
- Mediate with Directors or Management on decision by the board
- Monitors financial planning and financial reports
- Plays leading role in fundraising activities
- Evaluates annually the performance of the organisation in achieving its mission.
- Negotiate on behalf of the organisation if given the mandate.
- Perform other duties as assigned by the board such as representing the organisation at formal function etc.
- Evaluates the performance of board members on a regular basis.

Secretary

- Maintain records of the board and ensure effective logistics at board meetings.
- Manages minutes of the board meetings.
- Ensure that minutes are distributed shortly after each meeting.
- Must be familiar with legal documents to note applicability during the meeting

Treasurer

- Manages the finance of the organisation
- Administrate the fiscal matters of the organisation
- Provide the annual budget to the board members approval
- Ensure development and review of financial policies and procedures by the board

Board Members

- Regularly attend board meetings and important related meetings
- Accept assignments and complete them thoroughly and on time
- Stay informed on common matters, prepare for meetings, review and comments on minutes and reports.
- Build collegial relationship with other board members to contribute to consensus
- Active participation in annual evaluation planning exercise
- Participate in fundraising activities

6. MEETINGS

6.1 Annual General Meetings (AGM)

6.1.1 Stakeholders of the CAPE WINELANDS FM must attend its annual general meetings.

6.1.2 The purpose of the Annual General Meeting (AGM) is to:

A.M A.C K.M

15

- Report back to stakeholders from the office barrier on the achievements and work of over the year.
- Make any changes to the constitution.
- Enable members to decide on the policies of the CAPE WINELANDS FM.

6.1.2 The Annual General Meeting must be held once every year, towards the end of the CAPE WINELANDS FM financial year.

6.1.3 The CAPE WINELANDS FM should deal with the following business, amongst others at the Annual General Meeting:

- Agree to the items to be discussed on the agenda.
  - Write down who is available and who has sent the apologies due to their absence.
  - Read and confirm the previous meeting's minutes with matters arising.
  - Chairperson's report.
  - Treasure's report
  - Changes to the constitution that members may want to make.
  - Elect new Office Barriers.
  - General.
  - Close the meeting.

6.2 SPECIAL GENERAL MEETING (SGM)

6.2.1 The Special General Meeting (SGM) is held outside of the normal or regular meetings.

6.2.2 Special or extraordinary meetings can take the shape of an Annual General Meeting (AGM) or any ordinary meeting of members.

6.2.3 The board or not less than one –third of the members may call a Special General Meeting of the Cape Winelands FM.

6.2.4 Special Meetings may be called when the board needs the mandate or guardians of the general members of the Cape Winelands FM to take out issues that require urgent attention and cannot wait until regular AGM /Ordinary meeting

6.3 ORDINARY MEETINGS

6.3.1 Ordinary members meetings are conducted to complete a standard order of business of the CAPE WINELANDS FM; these are held once a quarter and are specifically attended by the board.

6.3.2 The meetings of the board will be held at least once a quarter or when a need arises from time to time to conduct the business of the board.

M A2. KM

16

6.4 Notices of Meetings

6.4.1The Chairperson of the board shall convene meetings. The Secretary must let all board members know of the date of the proposed meeting within a reasonable time but not less than seven (7) days, before it is due to take place.

6.4.2However, when convening an AGM, or an SGM, All members of the CAPE WINELANDS FM must be informed of the meeting, not less than fourteen (14) days before a meeting.

6.4.3Notices for all meeting provided in this constitution must be given to relevant members in writing, either personally, by post, electronic communication or manner whichever is convenient to the address provided by the members.

6.4.4The notices for all meetings must indicate the reasons for the meeting and matters that will be discussed during the meeting.

6.4.5For Confirmation of deliveries, all notices sent to members at the latest known contact details shall be deemed to have been duly served on members, unless it can be proven otherwise.

6.4.6 All members present in person at any meeting shall be deemed to have received notice of such meeting.

6.5 Quorums

6.4.7. Quorums for all meetings of the CAPE WINELANDS FM shall be a simple majority of (50% +1) of relevant members whom are expected to attend.

6.4.8. However, for the purpose of considering changes to this constitution, or the dissolution of the CAPE WINELANDS FM, then a two thirds (2/3) of the members shall be presented to a meeting to make a quorum before a decision to change the constitution is taken.

6.4.9. All meeting of the CAPE WINELANDS FM must reach a quorum before they can start.

6.4.10 If a quorum is not present within fifteen (15) minutes of the meeting, the meeting must adjourned or postponed to another date, within fourteen (14) days thereafter.

6.4.11 If no quorum is present at the reconvened meeting within fifteen (15) minutes of the appointed time, the members present shall be regarded to make up a quorum for that meeting and the meeting will continue as if the quorum is present.

6.6 Procedures at Meetings

6.4.12 The Board may regulate its meeting proceeds as it deems fit, subject the following:

- That the Chairperson shall chair all meetings of the CAPE WINELANDS FM including meetings of the board.
- That, if the Chairperson is not present, the Vice-Chairperson shall chair such meeting. In the event both are absent, the Board members present at the meeting shall elect a chairperson for that meeting.

6.7 Making decisions in the meeting

AM A.Z. KM

6.4.13 Where possible, the decisions of the CAPE WINELANDS FM as shall be taken by the consensus. However, where there is no consensus, then members will discuss options for a while and then call for a vote.

6.4.14 All votes shall be counted and the majority vote on an issue shall be regarded as the decision of the meeting.

6.4.15 However, if opposing votes are equal on an issue, then the Chairperson in that meeting has either a second or a deciding vote.

6.4.16 All members in the meeting must abide by the majority decision.

6.4.17 Decision concerning changes to this constitution or of dissolution and closing down of the CAPE WINELANDS FM, shall only be dealt with in terms of the clauses 9 and 10 of this constitution.

6.8 Records of the meeting

6.4.18 Proper minutes and attendance records must be kept for all meetings of the CAPE WINELANDS FM.

6.4.19 The minutes must be recorded as a true record of proceedings by the next meeting of the board, or of general members as the case may be, and shall thereafter be signed by the chairperson.

6.4.20 Minutes shall thereafter be kept safely after the meeting for members to consult.

7. INCOME AND PROPERTY

7.1 The CAPE WINELANDS FM will keep the records of everything it owns.

7.2 The CAPE WINELANDS FM may not give any of its money or property to its members or the Board. The only time it can do this it is when it pays for work that an office bearers or member has done for the CAPE WINELANDS FM. The payment must be reasonable amount for the work that has been done.

7.3 The Board or a member of the CAPE WINELANDS FM can only get money back from the CWFM for expenses that she or he has paid for or on behalf of the CAPE WINELANDS FM, and for which authorization has been granted.

7.4 The Board or members of the CAPE WINELANDS FM does not have rights over things that belong to the CAPE WINELANDS FM.

8. FINANCE AND REPORTS

8.1 Bank Account: The Board must open the account in the name of the CAPE WINELANDS FM with a registered bank.

8.2 Signing: Cheques and other documents requiring signature on behalf of the CAPE WINELANDS FM shall be signed at least by two members authorised by the board.
Whenever funds are taken out the bank account, chairperson and at least two other members of the CAPE WINELANDS FM must sign the withdrawal or the cheque.

AM A.2 KM

18

8.3 **Financial year-end:** The financial year-end of the CAPE WINELANDS FM shall be end of 30th of November each year.

8.4 **Financial Report:** The Board must ensure that proper records and books of accounts which reflect the affairs of the CAPE WINELANDS FM are kept, and within six months its financial year report is compiled by an independent registered Accounting Officer stating where or not the financial statements of the CAPE WINELANDS FM are consistent with its accounting policies and the practises of CAPE WINELANDS FM.

8.5 The Treasure is responsible for making sure of the CAPE WINELANDS FM is safe and accounted for.

8.6 The Treasurer must also make regular reports to the Boards on the finances of the CAPE WINELANDS FM, which should include all incomes, expenditures and balances that will remain according to balance purchases of the CAPE WINELANDS FM.

8.7 If the CAPE WINELANDS FM has funds that can be invested, the funds may only be invested with registered financial institutions. This institution is listed in Section 1 of the Financial Institution (Investments of Funds) Act, 1984, or as shall be amended. Or the CAPE WINELANDS FM can get securities that are listed on a Licence Stock Exchange as set out in the Stock Exchange Control Act, 1984(as amended). The CAPE WINELANDS FM can go to different banks to seek advice on the best way to look after its funds.

9. AMENDMENTS TO THE CONSTITUTION

9.1 The Constitution can only be changed by a resolution, the resolution has to be agreed upon and passed by not less than two thirds or at least 67% of members who are at the Annual General Meeting to change the constitution.

9.2 For the purpose of considering changes to this constitution a two thirds of members shall be present at a meeting to make a quorum before a decision to change constitution is taken. Any Annual General Meeting may vote upon such a motion, if the details of the changes are set out in the notice referred in clause six of this constitution

9.3 As provided for in clause 6, written notices must go out not less than fourteen (14) days before the meeting at which the changes to the constitution are going to be proposed. The notice must indicate the proposed changes to the constitution that will be discussed at the meeting.

9.4 No amendments may be made which would cause the CAPE WINELANDS FM to close down or stop to function or die way.

10. DISSOLUTION/ CLOSING DOWN

10.1 The CAPE WINLANDS FM may dissolve or close down if at least two thirds (2/3) of the members present and voting at a meeting convened for the purpose of considering such matters, are in favour of closing down.

10.2 When the CAPE WINELANDS FM closes down if has to pay of all its debts. After doing this, if there is a property or money left over it should not be paid or given to members of the CAPE WINELANDS FM. It should be given in some way to another non-profit organisation of CAPE WINELANDS FM that has similar objectives. The CAPE WINELANDS FM's general meeting can decide what CAPE WINELANDS FM this should be.

AM

A.Z.

km

19

This constitution was approved and accepted by members of CAPE WINELANDS FM.

At a special (general) meeting held on

13/11/2021
Day/Month/Year

[redacted].....
Chairperson

[redacted].....
Secretary

[redacted].....
Treasurer

A.M

A.Z

20

1.1 The organisation hereby constituted will be called the CAPE WINELANDS FM

MOTTO: CAPE WINELANDS FM: - "YOUR BEST INFOTAINMENT STATION"

4.6 **Membership and General Meetings:** If a person wants to be a member of the organisation, she or he will have to ask the organisation's management committee. The management has the right to say no and the member can appeal the decision taken by the management committee within 14 working days in writing.

5.7 Duties of office bearers within the board:

Chairperson

- Provide leadership to the board
- Develop agenda for board meeting
- Mediate with Directors or Management on decision by the board
- Monitors financial planning and financial reports
- Plays leading role in fundraising activities
- Evaluates annually the performance of the organisation in achieving its mission.
- Negotiate on behalf of the organisation if given the mandate.
- Perform other duties as assigned by the board such as representing the organisation at formal function etc.
- Evaluates the performance of board members on a regular basis.

Secretary

- Maintain records of the board and ensure effective logistics at board meetings.
- Manages minutes of the board meetings.
- Ensure that minutes are distributed shortly after each meeting.
- Must be familiar with legal documents to note applicability during the meeting

Treasurer

- Manages the finance of the organisation
- Administrate the fiscal matters of the organisation
- Provide the annual budget to the board members approval
- Ensure development and review of financial policies and procedures by the board

Board Members

- Regularly attend board meetings and important related meetings
- Accept assignments and complete them thoroughly and on time
- Stay informed on common matters, prepare for meetings, review and comments on minutes and reports.
- Build collegial relationship with other board members to contribute to consensus

A.M A.2 K.M

21

- Active participation in annual evaluation planning exercise
- Participate in fundraising activities

AM A.Z

22

Department:
Social Development
REPUBLIC OF SOUTH AFRICA

Private Bag X901 | Pretoria, 0001 | 134 Pretorius Street | HSRC Building, Pretoria
tel: (012) 312 7500 | Fax. (012) 312 7684 | email: NPOEnquiry@dsd.gov.za

A. ORGANISATIONAL DETAILS

NPO Number	215-423NPO
NPO Name	CAPE WINELANDS FM

B. RESOLUTION ADOPTED AT A MEETING HELD ON THE

Date	13 NOVEMBER 2021
Place	KLAPMUTS
Time	12H00 – 14H30

C. THE ORGANISATION HAS RESOLVED TO AMEND THE FOLLOWING

Tick where appropriate	Objective	Financial year end	Number of members	Any other clause ✓
Write the new changes ✓ *To REMOVE "§7.6 IN CLAUSE 1.1 *Appeal mechanism" IN CLAUSE 4.6 *Duties of BOARD MEMBERS IN CLAUSE 5.7	N/A	2020 – 2021	21 MEMBERS	ONLY THESE ONES. CLAUSE: 1.1 CLAUSE: 4.6 CLAUSE: 5.7

The notes should state that this notice should be accompanied by the amended constitution. This note should go on the section of notes, and all the templates should be signed by an authorized office bearer or a delegated proxy with a letter of delegation signed by authorized office bearer in organisations letter head

[redacted]

Authorised Office-Bearer

Name and Surname [redacted] Signature [redacted]

Signed at KLAPMUTS on this 13 day of NOVEMBER 2021

237 Merchant Street
Klapmuts

[redacted]

7600
email: capewinelandsfm@gmail.com

Fax [redacted]
Reg. No. [redacted]

Resolution to amend Constitution

The board of directors of **Cape Winelands FM** passed at an AGM held on 13 November 2021 and agreed that the constitution of the organization has to be amended as follows:

Clause: 1.1
Clause: 4.6
Clause: 5.7.

Those amendments are done to meet the requirements of the Invitation to Pre-Register with the licensing authority, Icasa. Mr Armand Mhlekude with ID no: 820213 5431 082 who is currently serving as the Chairperson of the board has been duly authorized as an office barrier to submit the amendments of the constitution.

Signed on behalf of the organization by:

Armand Mhlekude ..... *Chair[redacted]*

Zenani Amerillies Mithi ..... *Secreta[redacted]*

Kopelang Eric Makhashane ..... *Treasurer*

>>>>>>>><<<<>>>>>>>>>>

CAPE WINELANDS FM

2022-2023

AMENDED CONSTITUTION

25

CAPE WINELANDS FM

AMENDED

CONSTITUTION

AM A.M KEM

26

1. NAME

1.1 The organization hereby constituted will be called the **CAPE WINELANDS FM**
Motto: "Your best infotainment station"

1.2 Its shortened name will be will be **CWFM** Hereinafter referred to as an organization

2. BODY CORPORATE

The **CAPE WINELANDS FM** shall:
2.1 Exists in its own right, separately from its members.
2.2 Continue to exists even when its membership changes and there are different office bearers.
2.3 Be able to own property and other possessions.
2.4 Be able to sue and to be sued in its own name.

3. OBJECTIVES:

a) The CAPE WINELANDS FM's main objective is to produce creative and engaging programming for communities whose voices are under-represented in the mainstream media in the Winelands District Municipality.

b) SECONDARY OBJECTIVE: is to promote arts and culture in the community we serve.
c) THIRD OBJECTIVE: is to promote sport in our communities.
d) OUR LAST OBJECTIVE: is to provide community network in our communities in a form of data distribution.

Values:

- ⇨ Participation: We value and solicit the input of the community.
  We work to reduce the barriers to ensure accessibility and full participation of all the communities around the Cape Winelands District namely, Paarl, Klapmuts, Wellington, Simondium, Franschoek, Stellenbosch, Kraaifontein, Robertson, Ashton, De Doorns, Gouda, Saron, Dal Josaphat, Worcester and Ceres. We value and support the knowledge and skills that the community members bring to the station and we encourage growth as well.
- ⇨ Co-operative: We openness and respectful dialogue and seek to build bridges of cooperation among the diverse communities we serve. We also believe in fostering a healthy, sustainable environment within the organizations.
- ⇨ Social justice: We challenge system of oppression by promoting progressive social and economic change and equal opportunities and outcomes for all.

KEM

A.M

A.M

27

- ⇨ Independent: We are firmly committed to our independence as a member owed community station in a world of media steeped in corporate domination. We remain free of commercial and corporate interest, we value and celebrate that we a community owned alternative media.
- ⇨ Community base: We are in volunteerism and diversity. We exist through the support of he community we serve.
- ⇨ Gender based violence: We advocate against woman and children's rights violations.

4. GOVERNANCE AND MANAGEMENT

4.1 The office bearers will oversee the organization. The office bearers will be made up of three members. They are the board of governance of the Cape Winelands FM.

4.2 Term of office: Office bearers will serve for a period of **two years** which has been agreed to by the general membership at an AGM. They can, however, stand for re-election for another term in office again and again after that, for so long as their services are needed and they are ready to give their service.

4.3 Vacancies: The Office bearers must, as soon as reasonably possible, appoint someone to fill any vacancy that reduces the number of office bearers.

4.4 Resignation: All Office bearers may resign from office in writing.

4.5 Disqualification or Removal: If an Officer bearer does not attend three meeting in a row, without having to apply for and obtained leave of absence from the board, then the board will find a new member to take that person's place.

4.6 Membership and General Meetings: If a person wants to be a member of the organization, she or he will have to ask the organization's management committee. The management has the right to say no and the member can appeal the decision taken by the management committee within 14 working days in writing.

4.7 The Structure of the management committee:

The staff of the radio station shall consist of the following personnel:

- Station Manager
- Programmes Manager
- Head of News Manager
- Finance and Administration Manager
- Sales and Marketing Manager
- Music Compiler and
- Technical Manager

A.M

KEM

28

Other staff

- Receptionist
- Volunteers/Presenters
- Security
- Hygene

The station will form a listeners' forum from the community for community participation in programming of the station.

4.8 Membership Conditions:

- Natural person (legal person) over the age of eighteen (18) who is a South African citizen and reside within the station broadcasting footprint are eligible as a member of the station including registered nonprofit organizations, businesses and recreational societies.
- No person or organization shall be admitted as a member unless they have agreed in writing to be bound by the terms and conditions of the constitution of the organization.
- Members pay an annual fee determined by the board and will also receive a monthly newsletter.
- Members are entitled to use social media platforms and suggestion box to indicate topics and themes that they would like to have aired on the radio station. They are entitled to lodge complaints, suggestions and indicate changes they would like. All member correspondence will be responded to formally by management.
- The management committee must keep a register with names and addresses of all members.

Transfer of membership and Termination of membership:

- Membership is not transferable
- Membership automatically terminates upon notification of the death of natural person. Membership will terminate upon resignation or if the member has been found guilty of illegal practices or for bringing the reputation of the radio station into disrepute. Membership will terminate if a member moves out of the licensed broadcasting area.

KEM

A.M

29

5. POWERS OF CAPE WINELANDS FM

5.1 The Board shall carry out the powers on behalf of the CAPE WINELANDS FM and they shall manage the affairs of the CAPE WINELANDS FM In accordance with the resolutions of the members as shall be taken from time to time at general meetings of CAPE WINELANDS FM.

5.2 The Board is responsible for making decisions, and acting on such decisions, which believes it needs to make in order to achieve the objectives of the CAPE WINELANDS FM as stated in point number 2 of the constitution. However, such decisions and their activities may not be against the resolution of the members or be against the law of the Republic of South Africa.

5.3 The Board shall have the general powers and authorities to:-

5.3.1 Raise funds or to invite and receive contributions.

5.3.2 Buy, hire or exchange for any property that it needs to achieve its objectives

5.3.3 Make by-laws for proper governance and management of the CAPE WINELANDS FM.

5.3.4 Form sub-committees as and when it is necessary for proper functioning of the CAPE WINELANDS FM.

5.4 If the board thinks it is necessary, then it can decide to set up one or more sub-committees. It may decide to do this to get some work done quickly, or it may want a sub-committee to do an inquiry.

5.5 The Board may delegate any of its powers or functions to a sub-committee provided that:-

5.5.1 Such delegation and conditions are reflected in their minutes for a meeting.

5.5.2 At least one office barrier serves in the sub-committee.

5.5.3 There are three or more people in a sub-committee.

5.5.4 The sub-committee must regularly report back to the board on its activities.

5.6 The Board must in advance approve all expenditure incurred by the sub-committee, and may revoke the delegation or amend the conditions of the delegation.

5.7 **Duties of office bearers within the board:**

Chairperson

- Provide leadership to the board
- Develop agenda for board meeting
- Mediate with Directors or Management on decision by the board
- Monitors financial planning and financial reports
- Plays leading role in fundraising activities

A. M

k Em

30

- Evaluates annually the performance of the organization in achieving its mission.
- Negotiate on behalf of the organization if given the mandate.
- Perform other duties as assigned by the board such as representing the organization at formal function etc.
- Evaluates the performance of board members on a regular basis.

Secretary

- Maintain records of the board and ensure effective logistics at board meetings.
- Manages minutes of the board meetings.
- Ensure that minutes are distributed shortly after each meeting.
- Must be familiar with legal documents to note applicability during the meeting

Treasurer

- Manages the finance of the organization
- Administrate the fiscal matters of the organization
- Provide the annual budget to the board members approval
- Ensure development and review of financial policies and procedures by the board

Board Members

- Regularly attend board meetings and important related meetings
- Accept assignments and complete them thoroughly and on time
- Stay informed on common matters, prepare for meetings, review and comments on minutes and reports.
- Build collegial relationship with other board members to contribute to consensus
- Active participation in annual evaluation planning exercise
- Participate in fundraising activities
- Ensuring compliance with all relevant laws, regulations and codes of good practice.
- Approving policies for the station.
- Giving strategic direction to the licensee.
- Development of corporate code of conduct.
- Identification of risk area and performance indicators.
- Appointing and supervising the station manager.

tcm

A.M

31

- Approving the appointment of other senior management of the station.
- Monitor implementation of boards plan and
- Supporting the station management in fundraising activities through networks.

6. MEETINGS

6.1 Annual General Meetings (AGM)

6.1.1 Stakeholders of the CAPE WINELANDS FM must attend its annual general meetings.

6.1.2 The purpose of the Annual General Meeting (AGM) is to:

- Report back to stakeholders from the office bearer on the achievements and work of over the year.
- Make any changes to the constitution.
- Enable members to decide on the policies of the CAPE WINELANDS FM.

6.1.2 The Annual General Meeting must be held once every year, towards the end of the CAPE WINELANDS FM financial year which is **30 November.**

6.1.3 The CAPE WINELANDS FM should deal with the following business, amongst others at the Annual General Meeting:

- Agree to the items to be discussed on the agenda.
  - Write down who is available and who has sent the apologies due to their absence.
  - Read and confirm the previous meeting's minutes with matters arising.
  - Chairperson's report.
  - Treasure's report
  - Changes to the constitution that members may want to make.
  - Elect new Office bearers.
  - General.
  - Close the meeting.

KEM

A.M

32

6.4.5 For Confirmation of deliveries, all notices sent to members at the latest known contact details shall be deemed to have been duly served on members, unless it can be proven otherwise.

6.4.6 All members present in person at any meeting shall be deemed to have received notice of such meeting.

6.5 Quorums

6.5.1 Quorums for all meetings of the CAPE WINELANDS FM shall be a simple majority of **(51%)** of relevant members whom are expected to attend.

6.5.2 However, for the purpose of considering changes to this constitution, or the dissolution of the CAPE WINELANDS FM, then a two thirds (2/3) of the members shall be present to a meeting to make a quorum before a decision to change the constitution is taken.

6.5.3 All meeting of the CAPE WINELANDS FM must reach a quorum before they can start.

6.5.4 If a quorum is not present within fifteen (15) minutes of the meeting, the meeting must adjourned or postponed to another date, within fourteen (14) days thereafter.

6.5.5 If no quorum is present at the reconvened meeting within fifteen (15) minutes of the appointed time, the members present shall be regarded to make up a quorum for that meeting and the meeting will continue as if the quorum is present.

6.6 Procedures at Meetings

6.6.1 The Board may regulate its meeting proceeds as it deems fit, subject the following:

- That the Chairperson shall chair all meetings of the CAPE WINELANDS FM including meetings of the board.
- That, if the Chairperson is not present, either Secretary or Treasurer shall chair such meeting. In the event both are absent, the Board member present at the meeting shall elect a chairperson for that meeting.

6.7 Making decisions in the meeting

6.7.1 Where possible, the decisions of the CAPE WINELANDS FM as shall be taken by the consensus. However, where there is no consensus, then members will discuss options for a while and then call for a vote.

K EM

L M

34

6.7.2 All votes shall be counted and the majority vote on an issue shall be regarded as the decision of the meeting. However, if opposing votes are equal on an issue, then the Chairperson in that meeting has either a second or a deciding vote.
6.7.3 All members in the meeting must abide by the majority decision.
6.7.4 Decision concerning changes to this constitution or of dissolution and closing down of the CAPE WINELANDS FM, shall only be dealt with in terms of the clauses 9 and 10 of this constitution.

6.8 Records of the meeting

6.8.1 Proper minutes and attendance records must be kept for all meetings of the CAPE WINELANDS FM.
6.8.2 The minutes must be recorded as a true record of proceedings by the next meeting of the board, or of general members as the case may be, and shall thereafter be signed by the chairperson.
6.8.3 Minutes shall thereafter be kept safely after the meeting for members to consult.

7. INCOME AND PROPERTY

7.1 The CAPE WINELANDS FM will keep the records of everything it owns.
7.2 The CAPE WINELANDS FM may not give any of its money or property to its members or the Board. The only time it can do this it is when it pays for work that an office bearers or member has done for the CAPE WINELANDS FM. The payment must be reasonable amount for the work that has been done.
7.3 The Board or a member of the CAPE WINELANDS FM can only get money back from the CWFM for expenses that she or he has paid for or on behalf of the CAPE WINELANDS FM, and for which authorization has been granted.
7.4 The Board or members of the CAPE WINELANDS FM does not have rights over things that belong to the CAPE WINELANDS FM.

8. FINANCE AND REPORTS

8.1 Bank Account: The Board must open the account in the name of the CAPE WINELANDS FM with a registered bank.
8.2 Signing: Cheques and other documents requiring signature on behalf of the CAPE WINELANDS FM shall be signed at least by two members authorized by the board.
Whenever funds are taken out the bank account, chairperson and at least one other board member of the CAPE WINELANDS FM must sign the withdrawal or the cheque.

K EA

A.M

35

6.2 SPECIAL GENERAL MEETING (SGM)

6.2.1 The Special General Meeting (SGM) is held outside of the normal or regular meetings.

6.2.2 Special or extraordinary meetings can take the shape of an Annual General Meeting (AGM) or any ordinary meeting of members.

6.2.3 The board or not less than one –third of the members may call a Special General Meeting of the Cape Winelands FM not less 14 days before it is due to take place. They must also tell other members of the board which issues will be discussed at the meeting. If however one of the matters to be discussed is to appoint a new office bearer, then those calling the meeting must give the other members no less than 30 days' notice.

6.2.4 Special Meetings may be called when the board needs the mandate or guardians of the general members of the Cape Winelands FM to take out issues that require urgent attention and cannot wait until regular AGM /Ordinary meeting.

6.3 ORDINARY MEETINGS

6.3.1 Ordinary members meetings are conducted to complete a standard order of business of the CAPE WINELANDS FM; these are held once a quarter and are specifically attended by the board.

6.3.2 The meetings of the board will be held at least once a quarter or when a need arises from time to time to conduct the business of the board.

6.4 Notices of Meetings

6.4.1 The Chairperson of the board shall convene meetings. The Secretary must let all board members know of the date of the proposed meeting within a reasonable time but not less than seven (7) days, before it is due to take place.

6.4.2 However, when convening an AGM, or an SGM, All members of the CAPE WINELANDS FM must be informed of the meeting, not less than fourteen (14) days before a meeting.

6.4.3 Notices for all meeting provided in this constitution must be given to relevant members in writing, either personally, by post, electronic communication or manner whichever is convenient to the address provided by the members.

6.4.4 The notices for all meetings must indicate the reasons for the meeting and matters that will be discussed during the meeting.

KEM

A.M

33

8.3 Financial year-end: The financial year-end of the CAPE WINELANDS FM shall be 30th of November each year.

8.4 Financial Report: The Board must ensure that proper records and books of accounts which reflect the affairs of the CAPE WINELANDS FM are kept, and within six months its financial year report is compiled by an independent registered Accounting Officer stating where or not the financial statements of the CAPE WINELANDS FM are consistent with its accounting policies and the practices of CAPE WINELANDS FM.

8.5 The Treasure is responsible for making sure of the CAPE WINELANDS FM is safe and accounted for.

8.6 The Treasurer must also make regular reports to the Boards on the finances of the CAPE WINELANDS FM, which should include all incomes, expenditures and balances that will remain according to balance purchases of the CAPE WINELANDS FM.

8.7 If the CAPE WINELANDS FM has funds that can be invested, the funds may only be invested with registered financial institutions. This institution is listed in Section 1 of the Financial Institution (Investments of Funds) Act, 1984, or as shall be amended. Or the CAPE WINELANDS FM can get securities that are listed on a Licence Stock Exchange as set out in the Stock Exchange Control Act, 1984(as amended). The CAPE WINELANDS FM can go to different banks to seek advice on the best way to look after its funds.

9. AMENDMENTS TO THE CONSTITUTION

9.1 The Constitution can only be changed by a resolution, the resolution has to be agreed upon and passed by not less than two thirds $\left(\frac{2}{3}\right)$ or at least 51% of members who are at the Annual General Meeting to change the constitution.

9.2 For the purpose of considering changes to this constitution a two thirds $\left(\frac{2}{3}\right)$ of members shall be present at a meeting to make a quorum before a decision to change constitution is taken. Any Annual General Meeting may vote upon such a motion, if the details of the changes are set out in the notice referred in clause six of this constitution

9.3 As provided for in clause 6, written notices must go out not less than fourteen (14) days before the meeting at which the changes to the constitution are going to be proposed. The notice must indicate the proposed changes to the constitution that will be discussed at the meeting.

9.4 No amendments may be made which would cause the CAPE WINELANDS FM to close down or stop to function or die way.

10. DISSOLUTION/ CLOSING DOWN

10.1 The CAPE WINLANDS FM may dissolve or close down if at least two thirds (2/3) of the members present and voting at a meeting convened for the purpose of considering such matters, are in favour of closing down.

10.2 **When** the CAPE WINELANDS FM closes down if has to pay of all its debts. After doing this, if there is a property or money left over it should not be paid or

KEM

A.M

36

given to members of the CAPE WINELANDS FM. It should be given in some way to another non-profit organization that has similar objectives. The CAPE WINELANDS FM's general meeting can decide what non-profit organization this should be.

This constitution was approved and accepted by members of CAPE WINELANDS FM.

At an Annual General Meeting held on

[redacted]

.....
Chairperson

03/12/2023
Day/Month/Year

[redacted]

.....
Secretary

[redacted]

.....
Treasurer

AMENDED CLAUSES

3a - 3d - (Objectives)

4.2 - (Term of office)

4.7 - Management committee

4.8 - (Membership conditions)

5.7 - (Duties of bearers)

6.2.3 - (Special General Meeting)

6.5 - (51% Quorum)

KEM

A.M

37

social development

Department:
Social Development
REPUBLIC OF SOUTH AFRICA

Private Bag X901 | Pretoria, 0001 | 134 Pretorius Street | HSRC Building Pretoria
Tel. (012) 312 7500 Fax (012) 312 7684 | email NPOEnquiry@dsd.gov.za

RESOLUTION TO AMEND THE ORGANISATION'S CONSTITUTION

in terms of section 19(2) of the NPO Act 71 of 1997

NPO19(2) Form

A. ORGANISATIONAL DETAILS

NPO Number	215 - 423NPO
NPO Name	CAPE WINELANDS FM

B. RESOLUTION ADOPTED AT A MEETING HELD ON THE

Date	03 December 2023
Place	[redacted]
Time	14h00-16h30

C. THE ORGANISATION HAS RESOLVED TO AMEND THE FOLLOWING

Tick where appropriate	**Objective**	**Financial year end**	**Number of members**	**Any other clause**
Write the new changes	3(a) - 3(d)	30/11/23	19	Clause 4.2 Clause 4.7 Clause 4.8 Clause 5.7 Clause 6.2.3 Clause 6.5

The notes should state that this notice should be accompanied by the amended constitution. This note should go on the section of notes, and all the templates should be signed by an authorized office bearer or a delegated proxy with a letter of delegation signed by authorized office bearer in organisations letter head

CAPE WINELANDS FM
BUTTERCUP STREET, KLAPMUTS,
7625
TEL: 081 592 6410 / 083 886 9786
215 423 NPO

Authorised Office-Beare [redacted]

Name and Surname ..... **Signature** [redacted]

Signed at Klapmuts **on this** 03 **day of** DECEMBER 2023

237 Merchant Street
Weltevrede park
Klapmuts
Stellenbosch
7625

Tel: 067 202 6767
Cell: 069 963 4925
Email: capewinelandsfm@gmail.com
Reg.No:215-423NPO

Resolution to amend the constitution

The board of directors of Cape Winelands FM passed at an AGM held on 03 December 2023 and agreed that the constitution of the organization has to be amended as follows:

3a - 3d - (Objectives)

4.2 - (Term of office)

4.7 - Management committee

4.8 - (Membership conditions)

5.7 - (Duties of bearers)

6.2.3 - (Special General Meeting)

6.5 - (51% Quorum)

These amendments are made to meet the requi[redacted] in[redacted] with the licensing Authority, Icasa [redacted] m[redacted] who's currently serving as a boar[redacted] ut[redacted] as an office barrier to submit the amendments of the constitution.

Signed on behalf of the organization by:

Armand Mhlekude [redacted]
Chairperson

Annemarie Mintoor [redacted]
Secretary

Kopelang Eric Makashane [redacted]
Treasurer

Cape Winelands Profile

Demographics Statistics

Cape Winelands District Municipality

Area Description: The Cape Winelands District Municipality (CWDM) is a Category C municipality situated in the Western Cape Province next to the Cape Metropolitan area. It was formerly known as the Boland District Municipality. Cape Winelands District Municipality is a landlocked area in between the West Coast, Central Karoo and Overberg coastal districts. The district includes five local municipalities, namely: Drakenstein, Stellenbosch, Breede Valley, Witzenberg and Langeberg. The area is one of the 'pearls' of South Africa's rural and small-town sub regions, but disparate with a relatively high and diverse level of development. It's a superb wine-producing area, and indeed the best known in South Africa. The magnificent mountain ranges around Stellenbosch and Franschhoek provide ideal microclimates for the vines. As of 2022, Cape Winelands District Municipality had an estimated population of 968,667 and estimated to reach 1,35,507 by 2026. The largest towns in the municipality are Paarl, Stellenbosch, Worcester and Wellington.

Area: 21 473km^2

Cities/Towns: Ashton, Bonnievale, Ceres, De Doorns, Franschhoek, Gouda, Klapmuts, McGregor, Montagu, Op-Die-Berg, Paarl, Pniel, Prince Alfred Hamlet, Rawsonville, Robertson, Saron, Stellenbosch, Stellenbosch Farms, Touws River, Tulbagh, Wellington, Wolseley, Worcester

Main Economic Sectors: Finance and business services (23.9%), manufacturing (19.6%), wholesale and retail trade (15.2%), agriculture, forestry and fishing (13.1%), transport and communication (9%), construction (4.5%

i. Cape Winelands District Municipality is **predominantly peri urban**, with high levels of unemployment, poverty and dependency. The dependency ratio is set to increase if employment opportunities are not created for the large and youthful population.
ii. According to census 2022, **Cape Winelands District has a total population of about 968,667.**
iii. At about 49.6% people of the area use Afrikaans as their home language, isiXhosa at 24.7% while English is at 20.2%, Sesotho at 1.9% and other at 2.4%.

Language by population

IsiXhosa	: 24.7%
English	: 4.3%
Afrikaans	: 20.2%
Sesotho	: 1.9%
Other	: 2.4%

Racial Makeup

Black African	: 27.85%
Coloured	: 60.83%
White	: 10.85%
Indian/Asian	: 0.47%

Population Density

In 2022, the population density of the Cape Winelands District (CWD) was 45 persons per square kilometer. In order of highest to lowest, the various local municipal areas in the CWD compare as follows: • Stellenbosch 210 people/km2 • Drakenstein 180 people/km2 • Breede Valley 55 people/km2 • Langeberg 21 people/km2 • Witzenberg 12.1 people/km

Stellenbosch Municipality

Area Description: The Stellenbosch Local Municipality is a Category B municipality located within the Cape Winelands District in the Western Cape Province. It is the smallest of the five municipalities in the district, making up only 4% of its geographical area.
The major portion of the area is utilized for agriculture (mainly wine production). Stellenbosch Town is 50km to the east of Cape Town and is – after Cape Town – the oldest town in South Africa. The municipal area is internationally renowned for its beautiful environment, many places of interest, wine farms, street cafes, restaurants, quality wines, historical buildings and excellent educational institutions. According to Census 2022, Stellenbosch Local Municipality has a total population of 175,411 people, of whom 37,8% are coloured, 37,0% are black African, and 23,3% are white. Indians/Asians 0.5% and the other population groups make up the remaining 1,4%.

Area: 831km²

Cities/Towns: Franschhoek, Klapmuts, Pniel, Stellenbosch, Stellenbosch Farms

Main Economic Sectors: Agriculture, tourism, hospitality, finance, business, manufacturing, technology

i. Stellenbosch is **predominantly peri-urban**, with high levels of unemployment, poverty and dependency. The dependency ratio is set to increase if employment opportunities are not created for the large and youthful population.
ii. According to census 2022, Stellenbosch has a total population of about **175 411.** Projections estimate the population will reach **192,951** residents by 2027, with an average annual growth rate of **2.0%.** At about **63.8%** people of the area use Afrikaans as their home language. isiXhosa at **19,6%** while English at **20.8%,** Sotho at **1,2** and other at **3.1%**

Language by population

IsiXhosa	: 19.6%
English	: 20.8%
Afrikaans	: 63.8%
Other	: 3.1%

Population distribution by gender

The statistics reveals that the population is female dominated.

Female	: 51.1%
Male	: 48.5%

Household income

No Income	: 18%
Between R0-R4800	: 0%
Between R5.000-R10.000	: 1%
Between R10.000-R20.000	: 9%
Between R20.000– R40.000	: 17%
Between R40.000 –R75.000	: 24%
Between R75.000 –R150.000	: 16%
Between R150.000 –R300.000	: 11%
Between R300.000 – R600.000	: 10%
Between R600.000 – R1.2M	: 4%
Between R1.2M – R2.5M	: 1%
Over R2.5M	: 1%

Drakenstein Municipality

Area Description: The Drakenstein Local Municipality is a Category B municipality forming part of the Cape Winelands District in the Western Cape Province. It is bordered on the west by the City of Cape Town Metro and West Coast District. The municipality is one of five in the district. It stretches from just south of the N1 freeway, including Simondium in the south, up to and including Saron in the north. The Klein Drakenstein, Limiet and Saron Mountain Ranges from its eastern edge, and the agricultural areas immediately to the west of the R45 form its western border. Paarl and Wellington are the main urban centers in the municipality, located in close proximity to the N1 in the south, with smaller rural settlements at Saron and Gouda in the north and Hermon in the mid-west. According Census 2022, Drakenstein Local Municipality has a total population of 276, 800, of which 26% are black African, 55,3% are coloured people, 16,8% are white people, with the other population groups making up the remaining 3.2%.

Area: 1 538km²

Cities/Towns: Gouda, Paarl, Saron, Wellington

Main Economic Sectors: Finance, insurance, real estate and business services (21.29%), wholesale and retail trade, catering and accommodation (18.12%), manufacturing (15.36%), general government (10.75%), transport, storage and communication (8.74%)

i. Drakenstein is **predominantly peri urban**, with high levels of unemployment, poverty and dependency. The dependency ratio is set to increase if employment opportunities are not created for the large and youthful population.
ii. According to census 2022, **Drakenstein has a total population of about 276,800**
iii. At about 73.0% people of the area use Afrikaans as their home language. isiXhosa at 20% while English at 5% and other at 3.2%.

Language by population

IsiXhosa	: 20%
English	: 5%
Afrikaans	: 73.0%
Other	: 3.2%

Population distribution by gender

The statistics reveals that the population is female dominated. The overall sex ratio (SR) depicts as there are 93.8 males per 100 females in the population.

There are in general considerably less males than females in the Drakenstein as well as the Western Cape in general.

Female	: 51.6%
Male	: 48.4%

Household income

No Income	: 13%
Between R0 – R4 800	: 0%
Between R5k – R10k	: 2%
Between R10k – R20k	: 10.%
Between R20k – R40k	: 20%
Between R 40k – R75k	: 23%
Between R 75k – R150k	: 14%
Between R 150k – R300k	: 23%
Between R 300k – R600k	: 7%
Between R 600k – R1.2m	: 6%
Between R 1.2m – R2.5m	: 2%
Over R2.5m	:1%

Breede Valley Municipality

Area Description: The Breede Valley Local Municipality is a Category B municipality located within the Cape Winelands District Municipality in the Western Cape Province. It is bordered by Witzenberg in the north, Langeberg in the south, the Central Karoo District in the east, and Drakenstein and Stellenbosch in the west. It is one of five municipalities in the district. The most striking feature of the Breede Valley is its scenic beauty consisting of majestic mountains, fertile valleys, vineyards and vast plains, covered with indigenous semi-desert vegetation. According Census 2022, Breede Valley Local Municipality has a total population of **212.682** people, of which 59,1% are coloured, **30.0%** are black African, **9.5%** are white, with the other population groups making up the remaining 0.4%.

Area: 3 833km^2

Cities/Towns: Worcester, De Doorns, Rawsonville, Touws River

Main Economic Sectors: Agriculture (28.8%), community services (21.9%), finance (20.2%), manufacturing (11.3%), trade (7.7%), transport (6.1%), construction (2.7%)

i. Breede Valley is **predominantly peri urban**, with high levels of unemployment, poverty and dependency. The dependency ratio is set to increase if employment opportunities are not created for the large and youthful population.
ii. According to census 2022, **Breede Valley has a total population of about 212.682 and is projected to grow to 222,891 by 2026**
iii. At about 76.0% people of the area use Afrikaans as their home language. IsiXhosa at 16.1% while English at 2.9%, Sesotho at 2.7% and other at 2.3%

Language by population

IsiXhosa	: 16.1%
English	: 2.9%
Afrikaans	: 76.0%
Sesotho	: 2.7%
Other	: 2.3%

Population distribution by gender

The statistics reveals that the population is female dominated.

Female	: 51.7%
Male	: 48.3%

Household income

No Income	: 38%
Between R10k – R20k	: 19%
Between R20k – R40k	: 25%
Between R40k – R75k	: 19%
Between R75k – R150k	: 0%
Between R 150k – R300k	: 0%

The proposed community radio station

Cape Winelands FM: The station will serve the black marginalized community in the district municipality with a 60% isiXhosa, 30% English and 10% Afrikaans in a format of 60% talk and 40% music from farming community in De Doorns to Zweletemba, Mbekweni, Klapmuts, Kayamandi and everything in between as your best infotainment station in the three proposed municipalities.

Description of the services to be rendered

Station name: Cape Winelands FM

Slogan: Your best infotainment station

Cape Winelands FM main objective is to produce a creative and engaging programming for communities, whose voices are under-represented in the main stream media, entertaining the youth and the community at large.

Cape Winelands FM will provide a full spectrum of programming content for its targeted community. The station will be a youth driven radio station but with a mix of experienced management in key positions with the focus to the entire community.

Format:

- 60% - Talk
- 40% - Music
- Peak time: 05:00 – 23:00

Language:

- IsiXhosa – 60%
- English – 30%
- Afrikaans – 10%

- Age

16 - 35+ Primary market
36 – 55+ Secondary market
55+ other market

News Percentage:

- Will provide 1 hour 34 Minutes of news per day
  (1Hour of Current affairs and 8 bulletins at 4 minutes 25 seconds)
- Local News – 60%
- National News – 30%
- Continental and the world – 10%

Music Percentage:

- 80% - Local music
- 20% - International music
- *From the 80% of the local music, 20% is music originally from the proposed broadcasting footprint of Cape Winelands 89.9/92.6/92.8FM.*

Cape Winelands FM continuously promote the rights mentioned on the constitution through dialogues and programs as part of its mandate to provide some public service or have some public purpose that goes beyond serving the personal interests of the members of the NPO (such as the promotion of social welfare, economic development, religion, culture, charity, education, or research)

The expected outcomes of the services rendered by the station to the community of Cape Winelands includes but not limited:

- Skills development
- Communication platform with government
- Job creation
- Fighting crime
- Economic development
- Promotion of social welfare and
- Edutainment

Studio Location:

The station proposed its studio's to be located in the Stellenbosch Municipality as we want to have a very strong coverage between Stellenbosch Municipality, the Drakenstein Municipality, Breede Valley Municipality and the entire Cape winelands District as stipulated by our ECNS License.

Appendix 5.4 OF FORM B

CAPE WINELANDS FM

Programme and community issues to be discussed

Monday – Friday Programme Schedule

Name of Programme	SLOT	Content
Midnight Ride	**00:00 – 02:00**	Woman on board, Youth matters and all kinds of music and discussion
Early Bird Cruise	**02:00 – 05:00**	Exclusives birthday dedications, out and about celebs, community members in memories, youth in the making and educations study's
Winelands Breakfast	**5:00 – 8:00**	News bulletin, Traffic report, Weather, Sport update, Interviews, Competition, Birthdays, Dedications, Edutainment, Music, Information, Crime report
The Mag Show	**8:00 – 12:00**	News bulletin, Kids preparatory, Woman educational programs, Health, Recipe, Community matters and meetings and music
Winelands Lunch	**12:00 – 15:00**	News bulletin, business matters, information technology, social matters, movie reviews, community members interviews, dedications, music, community leaders, organisations, tourism, environmental and agricultural affairs
Winelands Drive	**15:00 -18:00**	News bulletin, Traffic report, Crime report, Comedy, Sport update, Weather, Dedications, music, Information, and DJ's mixes
Sport Review (Mon)		Sport review, updates, results, interviews with coaches, sportsman,

Appendix 5.4 OF FORM B

Thetha Junction – T, W, T **Sport Preview –** (Fri)	**18:00 -19:00**	Current affairs, – (Compiled by News department) Sport preview, fixtures, updates, interviews with coaches, sportsman,
Yiba nam Bawo (Mon) **Grace on Grace** (Tue)	**19:00 – 21:00**	African gospel music and content International gospel, Healing song and Christian content
Sigqobhozitonela (Wed) **Droppa Mreppa** (Thur) **House HD** (Frid)	**19:00 – 21:00** **19:00 – 21:00**	Cultural infotainment, community matters and cultural music. Hip Hop infotainment, hip hop community matters and hip hop music. Gqom/amapiano infotainment, and gqom, amapiano music.
Hamba nam (Mon) **Life on the line** (Tue) **Reggae Ryhthm** (Wed) **Civilians N Axion** (Thur) **House Breakin** (Frid)	**21:00 – 00:00**	These programs will specialize on the followings: Rhythm and blues-music, Career choices and guidance's, Local artists interviews, music biographies, African gospel and spiritual healing, Reggae music, Healing songs, international gospel, Hip hop and Rap, interviews, topics and Dj Mix's.

Appendix 5.4 OF FORM B

CAPE WINELANDS FM

Saturday Programme Schedule

Masala Mix	**00:00 – 03:00**	Dj Mixes, Shout outs from Drivers, topics, kwaito tunes, house tunes, dedications, play more fast paced music as the previous show was kind of laid back
Morning Cruise	**03:00 – 06:00**	Exclusives. Birthday dedications, out and about Celebs, Community members who make change in the community, credits to NPO where they do.
Weekend Breakfast	**6:00 – 9:00**	Information, Education and Entertain, Community developments, Movie reviews, what's trending, wedding songs and dedications, Plans for the weekend
Winelands - Top 30 Chart Show	**9:00 – 12:00**	Latest music count down, celebrity news, artist profile, give away
Winelands Soul Theraphy	**12:00 -15:00**	Golden oldies, Slow jams, interviews, Old school local jams, topics, Rhythm and blues music, General discussions and birthday Dedications
Amaqhawe ase Winelands	**15:00 – 18:00**	Community development, The movers and shakers from the community, Nature and conservation, Various music, music requests and fashion shows, crossing to the sport fields, interviews with coaches and sport analysis.
House Turn Up	**18:00 – 21:00**	Deep house, electro house, Gqom house, Dj interviews, Topics, community notice board , Two House Dj mixes and then choose the

		winner through listener voting.
Winelands Kick Back	**21:00 – 00:00**	Strictly old school jams from kwaito, reggae music, Rhythm & blues, celebrity interviews, Song requests but still only all school jams. Back in the day reminder. Interview with yester years artists

CAPE WINELANDS FM

Sunday Programme Schedule

Masala Mix	**00:00 – 03:00**	Dj Mixes, Shout outs from Drivers, topics, kwaito tunes, house tunes, dedications, play more fast paced music as the previous show was kind of laid back
Morning Cruise	**03:00 – 06:00**	Exclusives. Birthday dedications, out and about Celebs, Community members who make change in the community, credits to NPO where they do.
A Moment with God	**6:00 – 9:00**	Discussion about religion, Sermons from different pastors/priest and churches leaders and youth gospel music
Afro Beat	**9:00 – 12:00**	Afro pop, Afro soul, music and rhythm and blues music, Youth discussion and some shout outs.
Winelands Soul Therapy	**12:00 -15:00**	Golden oldies, Slow jams, interviews, local old school jams, topics, Dedication, Rhythm and blues music, General discussions, Dedications and pick a tune
Winelands Jazz **Afternoon Devotion**	**15:00 – 17:55** **17:55 – 18:00**	Various kind of jazz, from local to international, Interviews with jazz artists and music biographies, information and topics discussions. Prayer>>>>>

House Breakin	**18:00 – 21:00**	Strictly deep house and looking at how the weekend was while preparing for the new week, Dedications and birthday wishes.
Winelands Flashback	**21:00 – 00:00**	Review of the week. The show summarise the news of the week and the developing stories for the next day – not be too formal or newsworthy style but must be content based with easy listening music with an experience radio presenter preferable from News dept. more talk less music

- The programme time slot and core content to be discussed on the show may change to satisfy the community's needs.
- The board and the management of the station will be more than willing to accept suggestions and proposal of the new shows through programming department with an Authority's approval.
- Personalities, experience, potential, voice quality, availability will be used as the determining factor in presenter's selection for the slot in order to deliver compelling content.
- Proper training of presenters, air checks, one on one, scripting will be mandatory and a music compiler of the station will be appointed.

Presenters has no powers to change the name of the shows as they want to, name change of the show has to be approved by the Pragrams Manager or Station manager to avoid losing the main reason of having that show at the station.

Winelands FM Peak time is between 05:00 - 23:00

Cape Winelands FM News and Music Breakdown

Monday – Friday: News Bulletin

(7:00am – 18:00pm) = 8 Hours

= Each bulletin @ 4 Minutes 25 Seconds x 8 bulletins = **34 Minutes of news**

Current Affairs

= 1 Hour Current Affairs

(4.25 x 8 = 34 minutes + 1 Hour Current affairs minutes

Total News Output per day (Monday - Friday 1 Hour 34 Minutes news per day

Weekend: 17 minutes' news per day – **Total output**: **34 Minutes news** (Saturday and Sunday)

News Split Percentage

Local News Stories – 60%

National News – 30%

Continental and the world – 10%

Music Percentage

Winelands FM will broadcast 80% local music and 20% International music

From the 80% of the local music a portion of 20% is music originally from the proposed broadcasting footprint of Winelands FM.

2025

Cape Winelands FM

Projected Cash budget for the year ended 30 November 2025

	December	January	February	March	April	May	June	July	August	September	October	November
		R	R	R	R	R	R	R	R	R	R	R
Receipts:												
Advertising	280,000.00	280,000.00	280,000.00	280,000.00	280,000.00	280,000.00	280,000.00	280,000.00	280,000.00	280,000.00	280,000.00	280,000.00
Donation	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	200,000.00	0.00	0.00	0.00
Total receipts	**280,000.00**	**280,000.00**	**280,000.00**	**280,000.00**	**280,000.00**	**280,000.00**	**280,000.00**	**280,000.00**	**480,000.00**	**280,000.00**	**280,000.00**	**280,000.00**
Payments:												
Icasa Radio License	0.00	0.00	0.00	0.00	0.00	0.00	0.00	4,719.00	0.00	0.00	0.00	0.00
Refreshments	7,500.00	7,500.00	7,500.00	7,500.00	7,500.00	7,500.00	7,500.00	7,500.00	7,500.00	7,500.00	7,500.00	7,500.00
Rent	4,000.00	4,000.00	4,000.00	4,000.00	4,000.00	4,000.00	4,000.00	4,000.00	4,000.00	4,000.00	4,000.00	4,000.00
Salary	250,000.00	250,000.00	250,000.00	250,000.00	250,000.00	250,000.00	250,000.00	250,000.00	250,000.00	250,000.00	250,000.00	250,000.00
Stationery	3,000.00	3,000.00	3,000.00	3,000.00	3,000.00	3,000.00	3,000.00	3,000.00	3,000.00	3,000.00	3,000.00	3,000.00
Studio repairs & maintenance	0.00	40,000.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
Telephone and data	500.00	500.00	500.00	500.00	500.00	500.00	500.00	500.00	500.00	500.00	500.00	500.00
Total payments	**265,000.00**	**305,000.00**	**265,000.00**	**265,000.00**	**265,000.00**	**265,000.00**	**265,000.00**	**269,719.00**	**265,000.00**	**265,000.00**	**265,000.00**	**265,000.00**
Net cash flow	15,000.00	-25,000.00	15,000.00	15,000.00	15,000.00	15,000.00	15,000.00	10,281.00	215,000.00	15,000.00	15,000.00	15,000.00
Opening bank balance	4,200.00	19,200.00	-5,800.00	9,200.00	24,200.00	39,200.00	54,200.00	69,200.00	79,481.00	294,481.00	309,481.00	324,481.00
Closing bank balance	**19,200.00**	**-5,800.00**	**9,200.00**	**24,200.00**	**39,200.00**	**54,200.00**	**69,200.00**	**79,481.00**	**294,481.00**	**309,481.00**	**324,481.00**	**339,481.00**

Cape Winelands FM

Projected Cash budget for the year ended 30 November 2026

	December	January	February	March	April	May	June	July	August	September	October	November
		R	R	R	R	R	R	R	R	R	R	R
Receipts:												
Advertising	280,000.00	280,000.00	280,000.00	280,000.00	280,000.00	280,000.00	280,000.00	280,000.00	280,000.00	280,000.00	280,000.00	280,000.00
Donation	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	1,000,000.00	0.00	0.00	0.00
Loan received	0.00	0.00	0.00	0.00		175,000.00	0.00	0.00	0.00	0.00	0.00	0.00
Total receipts	**280,000.00**	**280,000.00**	**280,000.00**	**280,000.00**	**280,000.00**	**455,000.00**	**280,000.00**	**280,000.00**	**1,280,000.00**	**280,000.00**	**280,000.00**	**280,000.00**
Payments:												
Fuel	0.00	5,000.00	5,000.00	5,000.00	5,000.00	5,000.00	5,000.00	5,000.00	5,000.00	5,000.00	5,000.00	5,000.00
Refreshments	8,000.00	8,000.00	8,000.00	8,000.00	8,000.00	8,000.00	8,000.00	8,000.00	8,000.00	8,000.00	8,000.00	8,000.00
Rent	4,000.00	4,000.00	4,000.00	4,000.00	4,000.00	4,000.00	4,000.00	4,000.00	4,000.00	4,000.00	6,000.00	6,000.00
Salary	275,000.00	275,000.00	275,000.00	275,000.00	275,000.00	275,000.00	275,000.00	275,000.00	275,000.00	275,000.00	275,000.00	275,000.00
Stationery	3,000.00	3,000.00	3,000.00	3,000.00	3,000.00	3,000.00	3,000.00	3,000.00	3,000.00	3,000.00	3,000.00	3,000.00
Studio repairs & maintenance	0.00	60,000.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
Telephone and data	700.00	700.00	700.00	700.00	700.00	700.00	700.00	700.00	700.00	700.00	700.00	700.00
Vehicle - Van	0.00	250,000.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
Vehicle - Van Insurance	0.00	1,500.00	1,500.00	1,500.00	1,500.00	1,500.00	1,500.00	1,500.00	1,500.00	1,500.00	1,500.00	1,500.00
Total payments	**290,700.00**	**607,200.00**	**297,200.00**	**297,200.00**	**297,200.00**	**297,200.00**	**297,200.00**	**297,200.00**	**297,200.00**	**297,200.00**	**299,200.00**	**299,200.00**
Net cash flow	-10,700.00	-327,200.00	-17,200.00	-17,200.00	-17,200.00	157,800.00	-17,200.00	-17,200.00	982,800.00	-17,200.00	-19,200.00	-19,200.00
Opening bank balance	339,481.00	328,781.00	1,581.00	-15,619.00	-32,819.00	-50,019.00	107,781.00	90,581.00	73,381.00	1,056,181.00	1,038,981.00	1,019,781.00
Closing bank balance	**328,781.00**	**1,581.00**	**-15,619.00**	**-32,819.00**	**-50,019.00**	**107,781.00**	**90,581.00**	**73,381.00**	**1,056,181.00**	**1,038,981.00**	**1,019,781.00**	**1,000,581.00**

Cape Winelands FM

Projected Cash budget for the year ended 30 November 2027

	December	January	February	March	April	May	June	July	August	September	October	November
		R	R	R	R	R	R	R	R	R	R	R
Receipts:												
Advertising	280,000.00	280,000.00	280,000.00	280,000.00	280,000.00	280,000.00	280,000.00	280,000.00	280,000.00	280,000.00	280,000.00	280,000.00
Donation	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	1,000,000.00	0.00	0.00	0.00
Total receipts	**280,000.00**	**280,000.00**	**280,000.00**	**280,000.00**	**280,000.00**	**280,000.00**	**280,000.00**	**280,000.00**	**1,280,000.00**	**280,000.00**	**280,000.00**	**280,000.00**
Payments:												
Fuel	7,000.00	7,000.00	7,000.00	7,000.00	7,000.00	7,000.00	7,000.00	7,000.00	7,000.00	7,000.00	7,000.00	7,000.00
Loan repayment	0.00	0.00	0.00	0.00	0.00		0.00	0.00	175,000.00	0.00	0.00	0.00
Refreshments	8,500.00	8,500.00	8,500.00	8,500.00	8,500.00	8,500.00	8,500.00	8,500.00	8,500.00	8,500.00	8,500.00	8,500.00
Rent	6,000.00	6,000.00	6,000.00	6,000.00	6,000.00	6,000.00	6,000.00	6,000.00	6,000.00	6,000.00	6,000.00	6,000.00
Salary	275,000.00	275,000.00	275,000.00	275,000.00	275,000.00	275,000.00	275,000.00	275,000.00	275,000.00	275,000.00	275,000.00	275,000.00
Stationery	4,000.00	4,000.00	4,000.00	4,000.00	4,000.00	4,000.00	4,000.00	4,000.00	4,000.00	4,000.00	4,000.00	4,000.00
Studio repairs & maintenance	0.00	60,000.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
Telephone and data	700.00	700.00	700.00	700.00	700.00	700.00	700.00	700.00	700.00	700.00	700.00	700.00
Vehicle - Van Insurance	1,600.00	1,600.00	1,600.00	1,600.00	1,600.00	1,600.00	1,600.00	1,600.00	1,600.00	1,600.00	1,600.00	1,600.00
Total payments	**302,800.00**	**362,800.00**	**302,800.00**	**302,800.00**	**302,800.00**	**302,800.00**	**302,800.00**	**302,800.00**	**477,800.00**	**302,800.00**	**302,800.00**	**302,800.00**
Net cash flow	-22,800.00	-82,800.00	-22,800.00	-22,800.00	-22,800.00	-22,800.00	-22,800.00	-22,800.00	802,200.00	-22,800.00	-22,800.00	-22,800.00
Opening bank balance	1,000,581.00	977,781.00	894,981.00	872,181.00	849,381.00	826,581.00	803,781.00	780,981.00	758,181.00	1,560,381.00	1,537,581.00	1,514,781.00
Closing bank balance	**977,781.00**	**894,981.00**	**872,181.00**	**849,381.00**	**826,581.00**	**803,781.00**	**780,981.00**	**758,181.00**	**1,560,381.00**	**1,537,581.00**	**1,514,781.00**	**1,491,981.00**

Cape Winelands FM

Projected Cash budget for the year ended 30 November 2028

	December	January	February	March	April	May	June	July	August	September	October	November
		R	R	R	R	R	R	R	R	R	R	R
Receipts:												
Advertising	300,000.00	300,000.00	300,000.00	300,000.00	300,000.00	300,000.00	300,000.00	300,000.00	300,000.00	300,000.00	300,000.00	280,000.00
Donation	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	1,000,000.00	0.00	0.00	0.00
Total receipts	**300,000.00**	**300,000.00**	**300,000.00**	**300,000.00**	**300,000.00**	**300,000.00**	**300,000.00**	**300,000.00**	**1,300,000.00**	**300,000.00**	**300,000.00**	**280,000.00**
Payments:												
Fuel	8,000.00	8,000.00	8,000.00	8,000.00	8,000.00	8,000.00	8,000.00	8,000.00	8,000.00	8,000.00	8,000.00	8,000.00
Refreshments	9,000.00	9,000.00	9,000.00	9,000.00	9,000.00	9,000.00	9,000.00	9,000.00	9,000.00	9,000.00	9,000.00	9,000.00
Rent	6,000.00	6,000.00	6,000.00	6,000.00	6,000.00	6,000.00	6,000.00	6,000.00	6,000.00	6,000.00	6,000.00	6,000.00
Salary	285,000.00	285,000.00	285,000.00	285,000.00	285,000.00	285,000.00	285,000.00	285,000.00	285,000.00	285,000.00	285,000.00	285,000.00
Stationery	4,000.00	4,000.00	4,000.00	4,000.00	4,000.00	4,000.00	4,000.00	4,000.00	4,000.00	4,000.00	4,000.00	4,000.00
Studio repairs & maintenance	0.00	80,000.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
Telephone and data	800.00	800.00	800.00	800.00	800.00	800.00	800.00	800.00	800.00	800.00	800.00	800.00
Vehicle - Van Insurance	1,600.00	1,600.00	1,600.00	1,600.00	1,600.00	1,600.00	1,600.00	1,600.00	1,600.00	1,600.00	1,600.00	1,600.00
Total payments	**314,400.00**	**394,400.00**	**314,400.00**	**314,400.00**	**314,400.00**	**314,400.00**	**314,400.00**	**314,400.00**	**314,400.00**	**314,400.00**	**314,400.00**	**314,400.00**
Net cash flow	-14,400.00	-94,400.00	-14,400.00	-14,400.00	-14,400.00	-14,400.00	-14,400.00	-14,400.00	985,600.00	-14,400.00	-14,400.00	-34,400.00
Opening bank balance	1,491,981.00	1,477,581.00	1,383,181.00	1,368,781.00	1,354,381.00	1,339,981.00	1,325,581.00	1,311,181.00	1,296,781.00	2,282,381.00	2,267,981.00	2,253,581.00
Closing bank balance	**1,477,581.00**	**1,383,181.00**	**1,368,781.00**	**1,354,381.00**	**1,339,981.00**	**1,325,581.00**	**1,311,181.00**	**1,296,781.00**	**2,282,381.00**	**2,267,981.00**	**2,253,581.00**	**2,219,181.00**

Cape Winelands FM

Projected Cash budget for the year ended 30 November 2029

	December	January	February	March	April	May	June	July	August	September	October	November
		R	R	R	R	R	R	R	R	R	R	R
Receipts:												
Advertising	320,000.00	320,000.00	320,000.00	320,000.00	320,000.00	320,000.00	320,000.00	320,000.00	320,000.00	320,000.00	320,000.00	320,000.00
Donation	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	1,000,000.00	0.00	0.00	0.00
Total receipts	**320,000.00**	**320,000.00**	**320,000.00**	**320,000.00**	**320,000.00**	**320,000.00**	**320,000.00**	**320,000.00**	**1,320,000.00**	**320,000.00**	**320,000.00**	**320,000.00**
Payments:												
Fuel	9,000.00	9,000.00	9,000.00	9,000.00	9,000.00	9,000.00	9,000.00	9,000.00	9,000.00	9,000.00	9,000.00	9,000.00
Refreshments	9,500.00	9,500.00	9,500.00	9,500.00	9,500.00	9,500.00	9,500.00	9,500.00	9,500.00	9,500.00	9,500.00	9,500.00
Rent	6,000.00	6,000.00	6,000.00	6,000.00	6,000.00	6,000.00	6,000.00	6,000.00	6,000.00	6,000.00	6,000.00	6,000.00
Salary	300,000.00	300,000.00	300,000.00	300,000.00	300,000.00	300,000.00	300,000.00	300,000.00	300,000.00	300,000.00	300,000.00	300,000.00
Stationery	5,000.00	5,000.00	5,000.00	5,000.00	5,000.00	5,000.00	5,000.00	5,000.00	5,000.00	5,000.00	5,000.00	5,000.00
Studio repairs & maintenance	0.00	80,000.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
Telephone and data	800.00	800.00	800.00	800.00	800.00	800.00	800.00	800.00	800.00	800.00	800.00	800.00
Vehicle - Van Insurance	1,600.00	1,600.00	1,600.00	1,600.00	1,600.00	1,600.00	1,600.00	1,600.00	1,600.00	1,600.00	1,600.00	1,600.00
Total payments	**331,900.00**	**411,900.00**	**331,900.00**	**331,900.00**	**331,900.00**	**331,900.00**	**331,900.00**	**331,900.00**	**331,900.00**	**331,900.00**	**331,900.00**	**331,900.00**
Net cash flow	-11,900.00	-91,900.00	-11,900.00	-11,900.00	-11,900.00	-11,900.00	-11,900.00	-11,900.00	988,100.00	-11,900.00	-11,900.00	-11,900.00
Opening bank balance	2,219,181.00	2,207,281.00	2,115,381.00	2,103,481.00	2,091,581.00	2,079,681.00	2,067,781.00	2,055,881.00	2,043,981.00	3,032,081.00	3,020,181.00	3,008,281.00
Closing bank balance	**2,207,281.00**	**2,115,381.00**	**2,103,481.00**	**2,091,581.00**	**2,079,681.00**	**2,067,781.00**	**2,055,881.00**	**2,043,981.00**	**3,032,081.00**	**3,020,181.00**	**3,008,281.00**	**2,996,381.00**

Cape Winelands FM

Projected Cash budget for the year ended 30 November 2030

	December	January	February	March	April	May	June	July	August	September	October	November
		R	R	R	R	R	R	R	R	R	R	R
Receipts:												
Advertising	320,000.00	320,000.00	320,000.00	320,000.00	320,000.00	320,000.00	320,000.00	320,000.00	320,000.00	320,000.00	320,000.00	320,000.00
Donation	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	1,000,000.00	0.00	0.00	0.00
Total receipts	**320,000.00**	**320,000.00**	**320,000.00**	**320,000.00**	**320,000.00**	**320,000.00**	**320,000.00**	**320,000.00**	**1,320,000.00**	**320,000.00**	**320,000.00**	**320,000.00**
Payments:												
Fuel	10,000.00	10,000.00	10,000.00	10,000.00	10,000.00	10,000.00	10,000.00	10,000.00	10,000.00	10,000.00	10,000.00	10,000.00
Refreshments	10,000.00	10,000.00	10,000.00	10,000.00	10,000.00	10,000.00	10,000.00	10,000.00	10,000.00	10,000.00	10,000.00	10,000.00
Rent	4,000.00	4,000.00	4,000.00	4,000.00	4,000.00	4,000.00	4,000.00	4,000.00	4,000.00	6,000.00	6,000.00	60,000.00
Salary	300,000.00	300,000.00	300,000.00	300,000.00	300,000.00	300,000.00	300,000.00	300,000.00	300,000.00	300,000.00	300,000.00	300,000.00
Stationery	5,000.00	5,000.00	5,000.00	5,000.00	5,000.00	5,000.00	5,000.00	5,000.00	5,000.00	5,000.00	5,000.00	5,000.00
Studio repairs & maintenance	0.00	100,000.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
Telephone and data	800.00	800.00	800.00	800.00	800.00	800.00	800.00	800.00	800.00	800.00	800.00	800.00
Vehicle - Van Insurance	1,600.00	1,600.00	1,600.00	1,600.00	1,600.00	1,600.00	1,600.00	1,600.00	1,600.00	1,600.00	1,600.00	1,600.00
Total payments	**331,400.00**	**431,400.00**	**331,400.00**	**331,400.00**	**331,400.00**	**331,400.00**	**331,400.00**	**331,400.00**	**331,400.00**	**333,400.00**	**333,400.00**	**387,400.00**
Net cash flow	-11,400.00	-111,400.00	-11,400.00	-11,400.00	-11,400.00	-11,400.00	-11,400.00	-11,400.00	988,600.00	-13,400.00	-13,400.00	-67,400.00
Opening bank balance	2,996,381.00	2,984,981.00	2,873,581.00	2,862,181.00	2,850,781.00	2,839,381.00	2,827,981.00	2,816,581.00	2,805,181.00	3,793,781.00	3,780,381.00	3,766,981.00
Closing bank balance	**2,984,981.00**	**2,873,581.00**	**2,862,181.00**	**2,850,781.00**	**2,839,381.00**	**2,827,981.00**	**2,816,581.00**	**2,805,181.00**	**3,793,781.00**	**3,780,381.00**	**3,766,981.00**	**3,699,581.00**

CAPE WINELANDS FM

Registration number 215-423NPO

SIGNATURES OF SUPPORT FROM THE MEMBERS OF COMMUNITY

Cape Winelands FM (Community radio) with the above NPO number is in the process of applying for a community sound broadcasting license as it already got the spectrum license from ICASA. As the community member of the Cape Winelands District Municipality can you please support our application by signing this form as a proof of your support as it's a requirement for the [redacted]rocess from ICASA? For more information visit www.capewinelandsfm.[redacted]

[redacted]	[redacted]	AREA/TOWN	C[redacted]RE
		[redacted]	[redacted]

22473

24774

CAPE WINELANDS FM

Registration number 215-423NPO

SIGNATURES OF SUPPORT FROM THE MEMBERS OF COMMUNITY

Cape Winelands FM (Community radio) with the above NPO number is in the process of applying for a community sound broadcasting license as it already got the spectrum license from ICASA. As the community member of the Cape Winelands District Municipality can you please suppo[redacted]n by signing this form as a proof of your support as it's a requirement for the application process from ICASA? [redacted]ation visit www.capewinelandsfm[redacted]

NAME	[redacted]	SIGNATURE
[redacted]	[redacted]	[redacted]
[redacted]	[redacted]	[redacted]
[redacted]	[redacted]	[redacted]
[redacted]	[redacted]	[redacted]
[redacted]	[redacted]	[redacted]
[redacted]	[redacted]	[redacted]
[redacted]	[redacted]	[redacted]
[redacted]	[redacted]	[redacted]
[redacted]	[redacted]	[redacted]
[redacted]	[redacted]	[redacted]
[redacted]	[redacted]	[redacted]
[redacted]	[redacted]	[redacted]
[redacted]	[redacted]	[redacted]
[redacted]	[redacted]	[redacted]
[redacted]	[redacted]	[redacted]
[redacted]	[redacted]	[redacted]
[redacted]	[redacted]	[redacted]
[redacted]	[redacted]	[redacted]
[redacted]	[redacted]	[redacted]
[redacted]	[redacted]	[redacted]
[redacted]	[redacted]	[redacted]
[redacted]	[redacted]	[redacted]
[redacted]	[redacted]	[redacted]
[redacted]	[redacted]	[redacted]
[redacted]	[redacted]	[redacted]
[redacted]	[redacted]	[redacted]
[redacted]	[redacted]	L.Majobela.

CAPE WINELANDS FM

Registration number 215-423NPO

SIGNATURES OF SUPPORT FROM THE MEMBERS OF COMMUNITY

Cape Winelands FM (Community radio) with the above NPO number is in the process of applying for a community sound broadcasting license as it already got the spectrum license from ICASA. As the community member of the Cape Winelands District Municipality can you please support our application by signing this form as a proof of your suppor[redacted]rement for the application process from ICASA? For [redacted]ion visi[redacted]nelandsfm.co.za

NAME	SURNA[redacted]	[redacted]	[redacted]ACT N[redacted]	G[redacted]
[redacted]	[redacted]	[redacted]	[redacted]	[redacted]
[redacted]	[redacted]	[redacted]	[redacted]	[redacted]
[redacted]	[redacted]	[redacted]	[redacted]	[redacted]
[redacted]	[redacted]	[redacted]	[redacted]	[redacted]
[redacted]	[redacted]	[redacted]	[redacted]	[redacted]
[redacted]	[redacted]	[redacted]	[redacted]	[redacted]
[redacted]	[redacted]	[redacted]	[redacted]	[redacted]
[redacted]	[redacted]	[redacted]	[redacted]	[redacted]
[redacted]	[redacted]	[redacted]	[redacted]	[redacted]
[redacted]	[redacted]	[redacted]	[redacted]	[redacted]
[redacted]	[redacted]	[redacted]	[redacted]	[redacted]
[redacted]	[redacted]	[redacted]	[redacted]	[redacted]
[redacted]	[redacted]	[redacted]	[redacted]	[redacted]
[redacted]	[redacted]	[redacted]	[redacted]	[redacted]
[redacted]	[redacted]	[redacted]	[redacted]	[redacted]
[redacted]	[redacted]	[redacted]	[redacted]	[redacted]
[redacted]	[redacted]	[redacted]	[redacted]	[redacted]
[redacted]	[redacted]	[redacted]	[redacted]	[redacted]
[redacted]	[redacted]	[redacted]	[redacted]	[redacted]
[redacted]	[redacted]	[redacted]	[redacted]	[redacted]
[redacted]	[redacted]	[redacted]	[redacted]	[redacted]
[redacted]	[redacted]	[redacted]	[redacted]	[redacted]
[redacted]	[redacted]	[redacted]	[redacted]	[redacted]
[redacted]	[redacted]	[redacted]	[redacted]	[redacted]
[redacted]	[redacted]	[redacted]	[redacted]	[redacted]
[redacted]	[redacted]	[redacted]	[redacted]	[redacted]
[redacted]	[redacted]	Klapmuts	[redacted]	[redacted]

CAPE WINELANDS FM

Registration number 215-423NPO

SIGNATURES OF SUPPORT FROM THE MEMBERS OF COMMUNITY

Cape Winelands FM (Community radio) with the above NPO number is in the process of applyi [redacted] unity s [redacted] broadcasting license as it already got the spectrum license from ICASA. As the [redacted] n [redacted] e Win [redacted] Municipality can you please support our application by signing this form as a pro [redacted] o [redacted] ireme [redacted] application process from ICASA? For more information visit www [redacted]

NAME	[redacted]	AREA/T [redacted]
[redacted]	[redacted]	[redacted]
[redacted]	[redacted]	[redacted]
[redacted]	[redacted]	[redacted]
[redacted]	[redacted]	[redacted]
[redacted]	[redacted]	[redacted]
[redacted]	[redacted]	[redacted]
[redacted]	[redacted]	[redacted]
[redacted]	[redacted]	[redacted]
[redacted]	[redacted]	[redacted]
[redacted]	[redacted]	[redacted]
[redacted]	[redacted]	[redacted]
[redacted]	[redacted]	[redacted]
[redacted]	[redacted]	[redacted]
[redacted]	[redacted]	[redacted]
[redacted]	[redacted]	[redacted]
[redacted]	[redacted]	[redacted]
[redacted]	[redacted]	[redacted]
[redacted]	[redacted]	[redacted]
[redacted]	[redacted]	[redacted]
[redacted]	[redacted]	[redacted]
[redacted]	[redacted]	[redacted]
[redacted]	[redacted]	[redacted]
[redacted]	[redacted]	[redacted]
[redacted]	[redacted]	[redacted]
[redacted]	[redacted]	[redacted]
~~Anne Kuzit~~	[redacted]	[redacted]
[redacted]	[redacted]	Klapmuts

CAPE WINELANDS FM

Registration number 215-423NPO

SIGNATURES OF SUPPORT FROM THE MEMBERS OF COMMUNITY

Cape Winelands FM (Community radio) with the above NPO number is in the process of applying for a community sound broadcasting license as it already got the spectrum licen[redacted]A. As the community [redacted] Cape Winelands District Municipality can you please support our a[redacted] as a proof of your su[redacted] requirement for the application process from ICASA? For mo[redacted]inelandsfm.co.za

NAME	[redacted]
[redacted]	

STELLENBOSCH

STELLENBOSCH • PNIEL • FRANSCHHOEK

MUNICIPALITY • UMASIPALA • MUNISIPALITEIT

WARD 18, KLAPMUTS

12 June 2025

To:

LETTER OF SUPPORT FOR CAPE WINELANDS FM LICENSE APPLICATION

I, [redacted] Counsellor of ward 18 in Stellenbosch Municipality) fully support Cape Winelands FM on its application for obtaining a 7-year class Community Sound Broadcasting license.

The radio station will benefit the Cape Winelands District Municipality, local businesses and relevant stakeholders as they will utilize their services.

At Stellenbosch Municipality, we fully support this initiative by the youth of Cape Winelands District Municipality to serve us with a community voice that speaks directly to us so that we don't rely on national radio stations and print media for communication.

Regards

[redacted]

OFFICE OF THE WARD COUNCILLOR FOR WARD 18; Multi-Purpose Building, Merchant Street, Klapmuts
Alderman JC Anthony, Stellenbosch Municipality, Ward 18: Klapmuts @ Surrounding Farms: Tel: 021 808 8238: Cell No: 079 338 8451:
Email address:

[redacted]
Stellenbosch
7600
12 June 2025

Icasa Licencing Department
Centurion
0001

Dear Icasa

LETTER OF SUPPORT FOR CAPE WINELANDS FM LICENSE APPLICATION

[redacted] supports Cape Winelands FM on its application for obtaining a 7-[redacted] Broadcasting license and request that Icasa may please grant the organization such a license as to serve Cape Winelands district municipality community.

The radio station will benefit the community, local businesses and relevant stakeholders as they will utilize their services.

A[redacted] fully support this initiative by the youth of Cape Winelands D[redacted] us with a community voice that speaks directly to us so that we don't rely on national radio stations and print media for communication.

Kind regards

[redacted]

Position:.. [redacted]

Contact [redacted]

[redacted]
7646
Tel [redacted]
Fax
E-m
"THE SKY IS THE LIMIT"

Icasa Licencing Department
Centurion
0001
13 June 2025

Dear Icasa

LETTER OF SUPPORT FOR CAPE WINELANDS FM LICENSE APPLICATION

[redacted] upports Cape Winelands FM on its application for obtaining a 7-year Class Community Sound Broadcasting license and request that Icasa may please grant the organization such a license as to serve Cape Winelands district municipality community.

The radio station will benefit the community, local businesses and relevant stakeholders as they will utilize their services.

At [redacted] ve fully support this initiative by the youth of Cape Win [redacted] ve us with a community voice that speaks directly to us so that we don't rely on national radio stations and print media for communication.

Kind regar [redacted]

.....
Signature

Position: [redacted]

Contac [redacted]

[redacted]
13 JUN 2025
THE SKY IS THE LIMIT

[redacted]

13 June 2025

Icasa Licencing Department
Centurion
0001

Dear Icasa

LETTER OF SUPPORT FOR CAPE WINELANDS FM LICENSE APPLICATION

[redacted]ports Cape Winelands FM on its application for obtaining a 7-year Class Community Sound Broadcasting license and request that Icasa may please grant the organization such a license as to serve Cape Winelands district municipality community.

The radio station will benefit the community, local businesses and relevant stakeholders as they will utilize their services.

[redacted]ve fully support this initiative by the youth of Cape Winelands District Municipality to serve us with a community voice that speaks directly to us so that we don't rely on national radio stations and print media for communication.

Kind regards

[redacted]

Signature

Position [redacted]

Contact : [redacted]

69

[redacted]

12 June 2025

Icasa Licencing Department
Centurion
0001

Dear Icasa

LETTER OF SUPPORT FOR CAPE WINELANDS FM LICENCE APPLICATION

[redacted] Cape Winelands FM (which is an online radio station) on its application for obtaining a 7 years Class Community Sound Broadcasting Licence and requests that Icasa may please grant Cape Winelands FM such a licence as to serve the Cape Winelands District Municipality community.

This radio station will benefit us and businesses in the area to make use of their services when we need to communicate with our communities and relevant stakeholders.

At [redacted] we fully support this initiative by the youth from Cape Winelands district Municipality to serve us with a community voice that speaks directly to us so that we won't only depend on print media and national radio broadcasters to communicate.

Kind regards

[redacted]

Signature. [redacted]

Contac [redacted]

170

[redacted]

13 June 2025

Icasa Licencing Department
Centurion
0001

Dear Icasa

LETTER OF SUPPORT FOR CAPE WINELANDS FM LICENSE APPLICATION

[redacted]lly supports Cape Winelands FM on its application for obtaining [redacted]d Broadcasting license and request that Icasa may please grant the organization such a license as to serve Cape Winelands district municipality community.

The radio station will benefit the community, local businesses and relevant stakeholders as they will utilize their services.

A[redacted]e fully support this initiative by the youth of Cape Winelands [redacted]ality to serve us with a community voice that speaks directly to us so that we don't rely on national radio stations and print media for communication.

Kind regards

[redacted]

Signature

Position:..[redacted]

Contact :[redacted]

71

[redacted]

12 June 2025

Icasa Licencing Department
Centurion
0001

Dear Icasa

LETTER OF SUPPORT FOR CAPE WINELANDS FM LICENSE APPLICATION

[redacted]pports Cape Winelands FM on its application for obtaining a 7-year [redacted]d Broadcasting license and request that Icasa may please grant the organization such a license as to serve Cape Winelands district municipality community.

The radio station will benefit the community, local businesses and relevant stakeholders as they will utilize their services.

[redacted]we fully support this initiative by the youth of Cape Winelands District [redacted]ith a community voice that speaks directly to us so that we don't rely on national radio stations and print media for communication.

Kind regards

[redacted]

Signature

Position: [redacted]

Contact [redacted]

72

[redacted]

12 June 2025

Icasa Licencing Department
Centurion
0001

Dear Icasa

LETTER OF SUPPORT FOR CAPE WINELANDS FM LICENSE APPLICATION

[redacted]orld supports Cape Winelands FM on its application for obtaining a 7-year Class Community Sound Broadcasting license and request that Icasa may please grant the organization such a license as to serve Cape Winelands district municipality community.

The radio station will benefit the community, local businesses and relevant stakeholders as they will utilize their services.

[redacted]we fully support this initiative by the youth of Cape Winelands District M[redacted] us with a community voice that speaks directly to us so that we don't rely on national radio stations and print media for communication.

Kind regards

[redacted]

Signature

Positio[redacted]

Contact : [redacted]

173

[redacted]

12 June 2025

Icasa Licencing Department
Centurion
0001

Dear Icasa

LETTER OF SUPPORT FOR CAPE WINELANDS FM LICENSE APPLICATION

[redacted]ape Winelands FM on its application for obtaining a 7-year Class [redacted]adcasting license and request that Icasa may please grant the organization such a license as to serve Cape Winelands district municipality community.

The radio station will benefit the community, local businesses and relevant stakeholders as they will utilize their services.

A[redacted]we fully support this initiative by the youth of Cape Winelands District [redacted]rve us with a community voice that speaks directly to us so that we don't rely on national radio stations and print media for communication.

Kind regards

[redacted]

Signature

Positio[redacted]

Contact [redacted]

13/06/ 2025

Dear Icasa

LETTER OF SUPPORT FOR CAPE WINELANDS FM LICENSE APPLICATION

[redacted]pports Cape Winelands FM on its application for obtaining a 7-year Class Community Sound Broadcasting license and request that Icasa may please grant the organization such a license as to serve Cape Winelands district municipality community.

The radio station will benefit the community, local businesses and relevant stakeholders as they will utilize their services.

A[redacted]we fully support this initiative by the youth of Cape Winelands District Municipality to serve us with a community voice that speaks directly to us so that we don't rely on national radio stations and print media for communication.

Kind regar[redacted]

.....

Signature[redacted]....

Position:[redacted]

Contact:..[redacted]

CAPE WINELANDS FM

SIGNATURE'S OF SUPPORT FROM CAPE WINELANDS COMMUNITY MEMBERS

Cape winelands FM Community Radio Station with registration number **215-432 NPO** is in the process of applying for a community sound broadcasting licence at Icasa. As the community member of Cape winelands District Municipality and surrounding areas can you please support our application by signing this form as a proof of your support and part of the requirements for the application process from ICASA? For more information: **069 963 4925** or visit

	FIRSTNAME	SURNAME	CONTACT	SIGNATURE
1.	[redacted]	[redacted]	[redacted]	[redacted]
2.				
3.				
4.				
5.				
6.				
7.				
8.				
9.				
10.				
11.				
12.				
13.				
14.				
15.				
16.				
17.				
18.				
19.				
20.				

CAPE WINELANDS FM

Registration number 215-423NPO

SIGNATURES OF SUPPORT FROM THE MEMBERS OF COMMUNITY

Cape Winelands FM (Community radio) with the above NPO number is in the process of applying for a community sound broadcasting license as it already got the spectrum license from ICASA. As the community member of the Cape Winelands District Municipality can you please support our application by signing this form as a proof of your support as it's a requirement for the application process from ICASA? For more information visit www.capewinelandsfm.co.za

NAME	SURNAME	AREA/TOWN	CONTACT NO.	SIGNATURE
[redacted]	[redacted]	KLAPMUTS	[redacted]	[redacted]
[redacted]	[redacted]	Klap[redacted]	[redacted]	[redacted]

CAPE WINELANDS FM

Registration number 215-423NPO

SIGNATURES OF SUPPORT FROM THE MEMBERS OF COMMUNITY

Cape Winelands FM (Community radio) with the above NPO number is in the process of applying for a community sound broadcasting license as it already got the spectrum license from ICASA. As the community member of the Cape Winelands District Municipality can you please support our application by signing this form as a proof of your support as it's a requirement for the application process from ICASA? For more information visit www.capewinelandsfm.co.za

NAME	SURNAME	AREA/TOWN	CONTACT NO.	SIGNATURE
[redacted]	[redacted]	[redacted]	[redacted]	[redacted]

CAPE WINELANDS FM

Registration number 215-423NPO

SIGNATURES OF SUPPORT FROM THE MEMBERS OF COMMUNITY

Cape Winelands FM (Community radio) with the above NPO number is in the process of applying for a community sound broadcasting license as it already got the spectrum license from ICASA. As the community member of the Cape Winelands District Municipality can you please support our application by signing this form as a proof of your support as it's a requirement for the application process from ICASA? For more information visit www.capewinelandsfm.co.za

NAME	SURNAME	AREA/TOWN	CONTACT NO.	SIGNATURE
[redacted]	[redacted]	[redacted]	[redacted]	[redacted]

CAPE WINELANDS FM

Registration number 215-423NPO

SIGNATURES OF SUPPORT FROM THE MEMBERS OF COMMUNITY

Cape Winelands FM (Community radio) with the above NPO number is in the process of applying for a community sound broadcasting license as it already got the spectrum license from ICASA. As the community member of the Cape Winelands District Municipality can you please support our application by signing this form as a proof of your support as it's a requirement for the application process from ICASA? For more information visit www.capewinelandsfm.co.za

NAME	SURNAME	AREA/TOWN	CONTACT NO.	SIGNATURE
[redacted]	[redacted]	[redacted]	[redacted]	[redacted]

80

CAPE WINELANDS FM

Registration number 215-423NPO

SIGNATURES OF SUPPORT FROM THE MEMBERS OF COMMUNITY

Cape Winelands FM (Community radio) with the above NPO number is in the process of applying for a community sound broadcasting license as it already got the spectrum license from ICASA. As the community member of the Cape Winelands District Municipality can you please support our application by signing this form as a proof of your support as it's a requirement for the application process from ICASA? For more information visit www.capewinelandsfm.co.za

NAME	SURNAME	AREA/TOWN	CONTACT NO.	SIGNATURE
[redacted]	[redacted]	[redacted]	[redacted]	[redacted]

81

CAPE WINELANDS FM

Registration number 215-423NPO

SIGNATURES OF SUPPORT FROM THE MEMBERS OF COMMUNITY

Cape Winelands FM (Community radio) with the above NPO number is in the process of applying for a community sound broadcasting license as it already got the spectrum license from ICASA. As the community member of the Cape Winelands District Municipality can you please support our application by signing this form as a proof of your support as it's a requirement for the application process from ICASA? For more information visit www.capewinelandsfm.co.za

NAME	SURNAME	AREA/TOWN	CONTACT NO.	SIGNATURE
[redacted]	[redacted]	[redacted]		[redacted]

CAPE WINELANDS FM

Registration number 215-423NPO

SIGNATURES OF SUPPORT FROM THE MEMBERS OF COMMUNITY

Cape Winelands FM (Community radio) with the above NPO number is in the process of applying for a community sound broadcasting license as it already got the spectrum license from ICASA. As the community member of the Cape Winelands District Municipality can you please support our application by signing this form as a proof of your support as it's a requirement for the application process from ICASA? For more information visit www.capewinelandsfm.co.za

NAME	SURNAME	AREA/TOWN	CONTA[redacted]	SIGNATURE
[redacted]	[redacted]	[redacted]	[redacted]	[redacted]

CAPE WINELANDS FM

Registration number 215-423NPO

SIGNATURES OF SUPPORT FROM THE MEMBERS OF COMMUNITY

Cape Winelands FM (Community radio) with the above NPO number is in the process of applying for a community sound broadcasting license as it already got the spectrum license from ICASA. As the community member of the Cape Winelands District Municipality can you please support our application by signing this form as a proof of your support as it's a requirement for the application process from ICASA? For more information visit www.capewinelandsfm.co.za

NAME	SURNAME	AREA/TOWN	CONTACT NO.	SIGNATURE
[redacted]	[redacted]	[redacted]	[redacted]	[redacted]

CAPE WINELANDS FM

SIGNATURE'S OF SUPPORT FROM CAPE WINELANDS FM COMMUNITY MEMBERS

Cape winelands fm Community Radio Station with registration number **215-432 NPO** is in the process of applying for a community sound broadcasting licence at Icasa. As the community member of Cape winelands District Municipality and surrounding areas can you please support our application by signing this form as a proof of your support and part of the requirements for the application process from ICASA? For more information: **069 963 4925** or visit

	FIRSTNAME	SURNAME	CONTACT	SIGNATURE
1.	[redacted]	[redacted]	[redacted]	[redacted]
2.	[redacted]	[redacted]	[redacted]	[redacted]
	[redacted]	[redacted]	[redacted]	[redacted]
	[redacted]	[redacted]	[redacted]	[redacted]
	[redacted]	[redacted]	[redacted]	[redacted]
	[redacted]	[redacted]	[redacted]	[redacted]
	[redacted]	[redacted]	[redacted]	[redacted]
	[redacted]	[redacted]	[redacted]	[redacted]
	[redacted]	[redacted]	[redacted]	[redacted]
	[redacted]	[redacted]	[redacted]	[redacted]
	[redacted]	[redacted]	[redacted]	[redacted]
	[redacted]	[redacted]	[redacted]	[redacted]
	[redacted]	[redacted]	[redacted]	[redacted]
	[redacted]	[redacted]	[redacted]	[redacted]
1	[redacted]	[redacted]	[redacted]	[redacted]
14	[redacted]	[redacted]	[redacted]	[redacted]
17	[redacted]	[redacted]	[redacted]	[redacted]
18	[redacted]	[redacted]	[redacted]	[redacted]
19	[redacted]	[redacted]	[redacted]	[redacted]
20	[redacted]	[redacted]	[redacted]	[redacted]

85

CAPE WINELANDS FM

Registration number 215-423NPO

SIGNATURES OF SUPPORT FROM THE MEMBERS OF COMMUNITY

Cape Winelands FM (Community radio) with the above NPO number is in the process of applying for a community sound broadcasting license as it already got the spectrum license from ICASA. As the community member of the Cape Winelands District Municipality can you please support our application by signing this form as a proof of your support as it's a requirement for the application process from ICASA? For more information visit www.capewinelandsfm.co.za

NAME	SURNAME	AREA/TOWN	CONTACT NO.	SIGNATURE
[redacted]	[redacted]	[redacted]	[redacted]	[redacted]

CAPE WINELANDS FM

Registration number 215-423NPO

SIGNATURES OF SUPPORT FROM THE MEMBERS OF COMMUNITY

Cape Winelands FM (Community radio) with the above NPO number is in the process of applying for a community sound broadcasting license as it already got the spectrum license from ICASA. As the community member of the Cape Winelands District Municipality can you please support our application by signing this form as a proof of your support as it's a requirement for the application process from ICASA? For more information visit www.capewinelandsfm.co.za

NAME	SURNAME	AREA/TOWN	CONTACT NO.	SIGNATURE
[redacted]	[redacted]	[redacted]	[redacted]	[redacted]

CAPE WINELANDS FM

Registration number 215-423NPO

SIGNATURES OF SUPPORT FROM THE MEMBERS OF COMMUNITY

Cape Winelands FM (Community radio) with the above NPO number is in the process of applying for a community sound broadcasting license as it already got the spectrum license from ICASA. As the community member of the Cape Winelands District Municipality can you please support our application by signing this form as a proof of your support as it's a requirement for the application process from ICASA? For more information visit www.capewinelandsfm.co.za

N[redacted]	SURNAME	AREA/TOWN	CONTACT NO.	[redacted]TURE
[redacted]	[redacted]		[redacted]	[redacted]

CAPE WINELANDS FM

SIGNATURE'S OF SUPPORT FROM CAPE WINELANDS FM COMMUNITY MEMBERS

Cape winelands fm Community Radio Station with registration number **215-432 NP0** is in the process of applying for a community sound broadcasting licence at Icasa. As the community member of Cape winelands District Municipality and surrounding areas can you please support our application by signing this form as a proof of your support and part of the requirements for the application process from ICASA? For more information: **069 963 4925** or visit www.capewinelandsfm.co.za

	FIRSTNAME	SURNAME	CONTACT	SIGNATURE
1.	[redacted]	[redacted]	[redacted]	[redacted]
2.				
3.				
4.				
5.				
6.				
7.				
8.				
9.				
10.				
11.				
12.				
13.				
14.				
15.				
16.				
17.				
18.				
19.				
20.				

From August 2024

CAPE WINELANDS FM

Registration number 215-423NPO

SIGNATURES OF SUPPORT FROM THE MEMBERS OF COMMUNITY

Cape Winelands FM (Community radio) with the above NPO number is in the process of applying for a community sound broadcasting license as it already got the spectrum license from ICASA. As the community member of the Cape Winelands District Municipality can you please support our application by signing this form as a proof of your support as it's a requirement for the application process from ICASA? For more information visit www.capewinelandsfm.co.za

NAME	SU[redacted]	AREA/TOWN	CONTACT NO.	SIGNATURE
[redacted]	[redacted]	[redacted]	[redacted]	[redacted]

CAPE WINELANDS FM

Registration number 215-423NPO

SIGNATURES OF SUPPORT FROM THE MEMBERS OF COMMUNITY

Cape Winelands FM (Community radio) with the above NPO number is in the process of applying for a community sound broadcasting license as it already got the spectrum license from ICASA. As the community member of the Cape Winelands District Municipality can you please support our application by signing this form as a proof of your support as it's a requirement for the application process from ICASA? For more information visit www.capewinelandsfm.co.za

NAME	SURNAME	AREA/TOWN	CONTACT NO.	SIGNATURE
[redacted]	[redacted]	[redacted]	[redacted]	[redacted]

Appendix 8.1 of Form B

[redacted]

17 June 2025

Icasa Licencing Department
Centurion
0001

Dear Icasa

LETTER OF COMMITMENT FOR CAPE WINELANDS FM SPONSORSHIP

[redacted] ..... ID numbe[redacted]... and the owner of Klapmuts windows based in the above mentioned a[redacted]o confirm that I will loan Cape Winelands FM with funding that amounts [redacted]r the radio station to kick off. However, the station will have to pay it back [redacted]nterest when the organization is well off.

Should you need any further information, please don't hesitate to reach out to me.

Kin[redacted]

..[redacted].....

Sign[redacted]

Position:.[redacted].....

Cont[redacted]

[redacted]

13 June 2025

Icasa Licencing Department
Centurion
0001

Dear Icasa

LETTER OF COMMITMENT FOR CAPE WINELANDS FM SPONSORSHIP

I [redacted]. the owner of Simwanjas Electronic Supply based in the above mentioned address, would [redacted] confirm that I will sponsor Cape Winelands FM with funding that amounts t[redacted]r the radio station to kick off. However, the station will have to pay it back wit[redacted] when the organization is well off.

Should you need any further information, please don't hesitate to reach out to me.

Kind regards

[redacted]

Signature[redacted]

Position:[redacted]

Contac[redacted]

Capital and Operating Expenditure

ITEMS		
ADMINISTRATION	Administration costs	R 30 000.00
	Bank charges	R 8 000.00
	Computers (PC x10 @4500.00)	R 45 000.00
	Printer-office Jet 5 in 1	R 12 000.00
	Telephone	R 3 000.00
	Electricity	R 5 000.00
	Auditors	R 15 000.00
		Total Amount : R 118 000.00
SALARIES/STIPEND	Management members 6 @R 4500.00 X 12 Months	R 324 000.00
	Hygene @ R 2 800.00 X 12 Months	
	Security officers 2 @ R3 000.00 X 12 Months	R 33 600.00
		R 72 000.00
		Total Amount : R 429 600.00
FURNITURE	Desk and chairs (boardroom)	R 8 000.00
	Reception Couches X 2	R 6 000.00
		Total Amount : R 14 000.00
BROADCASTING EQUIPMENTS		
	On Air Studio	R 350 000.00
	Production Studio	R 350 000.00
	News Department	R 25 000.00
	Marketing Department	R 25 000.00
	DJ Set console	R 20 000.00
		Total Amount : R 770 000.00
SIGNAL TRANSMISSION		
	Transmitter/Antenna/Accessories	R 90 000.00
	Technical maintenance	R 100 000.00
		Total Amount : R 190 000.00
SOUND PROOFING		
	Acoustic sound proofing	R 80 000.00
		Total Amount : R 80 000 00
GENARATOR		
	Generator	R 20 000 00
		Total Amount : R 20 000 00

CAPACITY BUILDING	Project Management	R 5 000.00
	Financial Management	R 5 000.00
	Marketing Management	R 5 000.00
	Conflict Management	R 5 000.00
	Public Relations	R 5 000.00
	Broadcasting and Journalism	R 7 500.00
	Media Law	R 5 000.00
	Technical Management	R 7 000.00
		Total Amount : R 44 500.00
OTHERS	Renovation of Broadcasting House	R 100 000.00
	Security alarm (CCTV cameras)	R 20 000.00
	Garden tools (lawn machine, rake, spades)	R 5 000.00
	Cleaning Equipment	R 20 000.00
	Wall fencing (labour and equipment)	R 50 000.00
		Total Amount : R 195 000.00

TOTAL	**Total Amount : R 1 860 500.00**

Appendix 8.3 07 Form B

[redacted]
7625
email:

Mobile [redacted]
Mobile: [redacted]

CAPE WINELANDS FM BUSINESS PLAN

1. Programme technical Design

Cape Winelands FM Community Radio Station

[redacted]

7600

2. Name of a Project Manager and contact details

[redacted]

Physical Address

[redacted]

7600

Email Address: Capewinelandsfm@gmail.com

96

3. Profile of Organization

During 2018, [redacted] who are founding members, were still persistent after few members lost hope calling this community radio an unrealistic dream. The Radio station was joined by more vibrant youth who are still determined to take development initiatives as their priority in their communities.

4. History of the Organization

Cape winelands FM, Community Radio Station started on the 1st of September 2018 with 09 members in Kayamandi Stellenbosch. The initiative collapsed because of a lack of knowledge with regards to proper channels as well as a lack of operational structures. Only the founding members Armand Mhlekude, [redacted] were persistent to continue with this dream despite all the challenges prevailing to them. Armand did his research about failure of Franschoek FM which was the only community radio station under Stellenbosch municipality; He also did another research about failure of Western Cape FM which was based in Wellington. He then communicated with ICASA about right procedures of applying for a broadcasting license. The vision is to put Stellenbosch, Franschoek, Klapmuts, Pniel and the surrounding town/farms as a landmark for investment and to become the certain raiser for socio-economic development.

5. Track record of the Organization

Cape Winelands FM is currently broadcasting ONLINE. The radio Station's broadcasting studios are in Klamuts which is under the Stellenbosch local municipality in the Cape winelands district municipality. The organization further more managed to recruit numerous youth in Stellenbosch and the surrounding areas using its social media platforms.

MANAGEMENT AND CAPACITY IN THE ORGANIZATION

MANAGEMENT	DESIGNATION
[redacted]	Station Manager
	Programs Manager
	Production coordinator
	Sales and Marketing Manager
	Head of News
	Financial manager
	Technical manager

97

Policies governing the organization

The Constitution is attached

4. Community Profile

4.1 Nature of socio-economic/ needs in the community

4.1.1 Unemployment, Gender based violence, Alcohol Abuse, Drug Abuse, gangsterism, H.I.V and Aids, Teenage Pregnancy and poverty amongst the youth is a major socio problem that the community is faced with. The socio-economic analysis for Stellenbosch Municipality indicated 37% of population is black.

4.1.2 Most people of Kayamandi location under Stellenbosch local municipality are characterized by high unemployment rate, illiterate, poverty and poor health; this implies that there is a need for education, skills development and job creation with effort to address which mostly affect youth

4.1.3 Kayamandi Location +/-2.9km from Stellenbosch under Stellenbosch Local Municipality.

Community members from Kayamandi depend in Stellenbosch city to access government services such as SAPS, Home Affairs, Public Works, Post Office, Agricultural, Water Affairs and SASSA. The region surfers from lack of exposure ever since all Radio Stations and News Papers is this area are either in English or Afrikaans leaving out the people who speak IsiXhosa, Sotho and IsiZulu. The community needs this radio station to be the source of the recent information about their local events and opportunities that will happen in the future in their language, hence language is 60% Xhosa, 30% English and 10% Afrikaans.

4.2 Nature of socio-economic/needs in the community

According to the 2022 stats, there were about 6,510,312 people living in the Western Cape Province. Of this number 2,002,771 meaning 30% is between the ages of 18-35 years. Amongst this percentage, some are either employed, unemployed, educated and uneducated. The establishment of the organization is to attempt to address these socio-economic problems by making information accessible to the community. Rural migration amongst the Movement of these youth due to lack of employment opportunities is the other problem these marginalized rural communities experience. Movement of this youth is not productive because at their places and destinations they tend to get involved in drugs, alcohol, crime and prostitution which shatter their dreams even further. Poverty on the other hand makes people vulnerable to false employment agencies and human traffickers. Their phase of development is to find themselves not withstanding these challenges; young people are an essential core of the province's human capital. Our action and initiatives provide a future landscape picture of the developmental path of the province.

98

Our visions are the cradle of the future landscape picture development prospects of Cape Winelands District on which the continued existence of the province and the district heavily rely on.

4.3 People affected by the problem

Overall Youth:	Young women and men
	Out of school youth
	Youth with disabilities
	Adolescents
	Youth headed households

4.4 What is being done by the community or other stakeholders to address the problem or need.

-They only rely on government online publications, which tend to limit the required information.

4.5 Is this a priority in the community – demonstrate that

Youth employment is crucial since the station will provide an opportunity for them to explore their talents and also create a communication platform for all the governments departments during their events, imbizo's advertisements for the community relevant information with regard to the development of the Stellenbosch municipality, area, region, province and the country as a whole. Cape Winelands FM will be a landmark for investments and be curtain raiser for social and economic development while being the mouthpiece of the Kayamandi and surrounding areas in the Stellenbosch local Municipality and greater Cape Winelands Distrcit as stipulated by our ECNS license.

5. Programme appraisal

The program has been praised a lot by the learners of Stellenbosch and surrounding towns including Franschoek, Klapmuts, Pniel, Lanquedoc, Joostenburg, Paarl, Wellington, Saron, Gouda etc. It has also been praised by Old mutual both organizations have worked together in some projects.

5.1 Project background

The project was founded on the 1st September 2018, Project started by 9 members of which some are unemployment youth, women and men (Who were volunteering at community radio in Paarl) aiming at curbing the level of poverty and unemployment at the same time addressing the skill development issues, inform, educate and entertain communities. Subsequent to the establishment, some members left and then one member, whom is the founder, recruited other members after advertising the idea.

5.2 Location of the project

The station is located in Kayamandi Location 2.9km from Stellenbosch Town and Klapmuts which in 16Km away from Stellenbosch. Cape Winelands FM does not have land/property but pays rent for its Broadcasting and Recording Studios, in Kayamandi and Klapmuts.

Loud hailing and survey is to be conducted as stated below:

Date of visits	Name of the places that are under Stellenbosch Municipality
Online broadcasting 01 April 2019 Easters(religious broadcasting) 18 till 21 May Youth day event 16th June annually Donation at soup kitchen 27 July 2024 Team up with local organizations to host women games. Heritage event, 24 September annually Ms LGBTQ and Winelands got talent end November annually.	Stellenbosch Paarl Kayamandi Franschoek Pniel Klapmuts Lanquedoc Jonkershoek Krommrie Joostenberg and De Nova

6. Project objectives

*To create a platform for communication and other stakeholders.

*To ensure that information reaches the public in all language in an appropriate mode of communication.

*To ensure that the voices of communities are heard in all social ills affecting them.

*To create a platform for the youth skills development and entrepreneurial opportunities.

*To cultivate the youth's talents and inspire them to reach their goals and unleash their potential.

100

*Promote recreational entertainment through all aspects of performing arts.

*Provide educational programs about all sectors (government and private)

6.1 Direct outputs/outcomes

*120 jobs will be created

*Self-employment for youth

6.2 Indirect outputs/outcomes

*Increases self-dependence amongst the youth/employment

*Youth skills development

*Reduce dependence on social grants

*Reduce crime rate amongst the youth

*Reduce alcohol and drug abuse

6.3 Number of Target Beneficiaries

200 Youths and other community members

Profile and analysis of the target group

It is clear that unemployment amongst young people require specific attention to deal with wide range of corners and problems they experience. It is under these conditions that the youth led initiatives such as Cape Winelands FM Community Radio continue to emerge within the boarder context of rural youth development.

In an attempt to fight poverty and unemployment amongst the youth, this project will further address the following issues:

*Lack of employment opportunities

*Racism

*Drug Abuse and Abuse

*Lack of skills and

*Human rights and Gender based violence

6.4 Nature and scope of the work/service to be delivered

The community radio station is all about information sharing, education and entertainment for our local communities. The focus is on informing the community about the current news happening in and around Stellenbosch. Community matters and issues such as social skills and developments will be broadcasted either live or pre-recorded.

On education the station offers programs that benefit the learners and also improving their level of education/knowledge. Educational programs for higher learning (secondary and high schools) and children/kids programs are featured daily, discussing various subjects. Interviews are conducted with educators from different schools.

On the entertainment sector the station covers all spheres like playing different types of music, drama and theatre. Creating a platform for young artist's performing arts to explore and unleash the youth's potential since our youth is not exposed to other activities that assist them to grow. There are also competitions and dedications that excite our audience. Current news and local & national sports news are on the Program line-up. We have a timetable guideline to cater for all our audience.

The station provides an opportunity for fans to get a chance to meet with celebrities and host events. We also provide awards for best school to encourage learners to improve their grades.

Ministers, Medical practitioners and nurses are invited on slots to motivate and teach youth health related issues such as Alcohol and Substance abuse, HIV/AIDS and Gender based violence pandemic.

We also have sports slot, to encourage a healthy lifestyle since some of our youth are enthusiastic about sports. We promote sports development and leisure activities to help reduce the crime rate and teenage pregnancy. Our sports department is doing very well not just only in Cape Winelands district but in other districts like Overberg, Cape town metropole, city of Cape town, Garden route etc.

Motivational talk slot with respected local community members and entrepreneurs encourage the youth and unemployed people to take charge of their own destiny and refrain from other unnecessary activities.

This initiative creates a platform for communication medium for communities and other stakeholders such as government communications, during Imbizo's, Department advocacy programs or community outreach programs, service or product advertising for funded and non-funded projects, municipal services and different departmental programs offered by each. We also hold interviews with relevant stakeholders that enlighten the communities on different issues that affect them.

6.4.2 Service Delivery capacity of the organization

What knowledge and skills are required to render services and manage this service?

*Broadcasting and Journalism

*Marketing management

*Project management

*Financial management

*Conflict management

*Public Relation

*Media Law

*Communication

*Advance writing and reading

0. **What competencies does the organization process to deliver this service?**

These following members have more than two years of experience at the radio station and are in possession of the following certificates and competencies that are needed to render the services as stated below:

[redacted]

: Human resource management

: Business management

: Hospitality & Tourism

: B.Ed degree

: Business management

: Advance teaching

: Sound engineering

5. **Does the organization have a human resource plan to address capacity gaps:**

   The training is as follows and has been included in the budget breakdown

   #Project Management

   #Financial Management

   #Marketing Management

   #Conflict Management

   #Public Relation

   #Broadcasting and Journalism

If the station needs more staff in the long run, recruitment and selection procedures, advertisement, short listing and interviews. There are HRD policies to guide the station. Although some members have experience, they undergo through training to perfect their skill.

WEEKDAY SHOWS:

NAME OF THE PROGRAMME		TIME	CORE ISSUES TO BE DISCUSSED
CW Breakfast		05h00 – 08h00	Education, guidance Program, News bulletins, Crime report, Interviews on issues in the community, Geographic teaching or knowledge, Competitions and various music
The Mag show with YOUR host!!!		08h00 – 12h00	News bulletins, Kids preparatory, Educational programs, Information technology/Health, Recipes/cooking and baking, Community matters and meetings, Interviews and various music
Winelands lunch		12h00 – 15h00	Information technology, Education, Environmental and Agricultural affairs, Social Matters, Travel and tourism, Interviews with celebrities, Respected community members, church leaders (moral regeneration issues), Latest movie, Theatre and stage review and various
CW Drive		15h00 – 18h00	News bulletins and weather report, Comedies(jokes), Dedications and wishes, Crime report, Afternoon drive and Traffic report
Thetha junction		18h00 – 19h00	Current affairs (news bullets)/Sports
Buyelembo	Mondays	19h00 – 21h00	Culture, information, Education, Community matters and Music (various)
Grace On Grace	Tues	19h00---21h00	
Sigqobhozitonela	Wednes	19h00---21h00	Interviews. Topic

105

Droppa Mreppa Thurs Gqom Friday		discussions etc.
Hambanam Monday Life on the line Tuesday Reggae Rythm Wednes Civilians N axion Thurs Dropp(a) Mrapp(a) Friday Q?	21h00 – 00h00 21h00 ---00h00(Afr gospel) 21h00----00h00 21h00----00h00(Healin/Intr 21h00----00h00	Rhythm and blues-music, Career choice, Local artists interview, music biographies, African gospel, Reggae music, Healing songs and international gospel, Hip hop and Rap, interviews, topics and Dj Mixies.
Midnight Ride	00h00 – 03h00	Woman on board, youth matters and all kinds of music and discussions.
Early bird show	03h00 – 06h00	Exclusives. Birthday dedications, Out and about Celebs, Community members in memories, Youth in the making and Educational studies

SATURDAY SHOWS:

NAME OF A PROGRAMME	TIME	CORE ISSUES TO BE DISCUSSED
Weekend breakfast show	06h00-09h00	Information, Education and Entertain, Community developments, Movie reviews, what's trending, wedding songs and dedications, Plans for the weekend
Winelands International & Local Top 30 chart show	09h00 – 12h00	Countdown of the latest hits, What is in and going to the top 30, Information about artists and gift giveaways as there'll be competitions.
Winelands soul therapy	12h00-15h00	Golden oldies, Slow jams, interviews, Old school local

106

		jams, topics, Rhythm and blues music, General discussions and birthday Dedications
Amaqhawe aseWinelands	15h00-18h00	Community development, Nature and conservation, Various music, song requests and fashion shows, crossing to the sport fields, interviews with coaches and sport analysis.
House turn up	18h00-21h00	Deep house, electro house, Gqom house, Dj interviews, Topics, community notice board , Two House Dj mixes and then choose the winner through listener voting.
Winelands kick back	21h00-00h00	Strictly old school jams from kwaito, reggae music, Rhythm & blues, celebrity interviews, Song requests but still only all school jams. Back in the day reminder and focus on current events.
Masala Mix	00h00-03h00	Dj Mixes, Shout outs from Drivers, topics, kwaito tunes, house tunes, dedications, play more fast paced music as the previous show was kind of laid back.
Morning cruise	03h00-06H00	Exclusives. Birthday dedications, out and about Celebs, Community members who make change in the community, credits to NPO where they do.

SUNDAY SHOWS:

NAME OF THE PROGRAMME	TIME	CORE ISSUES TO BE DISCUSSED
A moment with God	06h00 – 09h00	Discussion about religion, Sermons from different pastors/priest and churches, Leaders and youth(Gospel music)
Afro-beat	09h00 – 12h00	Afro pop, Afro soul, music and rhythm and blues music, Youth discussion and some shout outs.
Winelands Soul Therapy	12h00 – 15h00	Golden oldies, Slow jams, interviews, local old school jams, topics, Dedication, Rhythm and blues music, General discussions, Dedications and pick a tune
CW Jazz show	15h00 – 17h55	Various kind of jazz, from local to international, Interviews with jazz artists and do their music biographies, information and do topics discussions.
Afternoon Devotion	17h55-18h00	Prayer>>>>>
House breakin	18h00-21h00	Strictly deep house and looking at how the weekend was while preparing for the new week, Dedications and birthday wishes
CW Flashback (Newsreader)	21h00 – 00h00	Review of the whole week happenings, crime reports, discussions and soul music

INSERT

Sports discussion/ Crime

7. STAKEHOLDERS ANALYSIS AND THEIR ROLES

DEPARTMENT/STAKEHOLDERS	ROLES
Department of Social Development	Community development, Practitioners on NPO registration and compliance, annual reports and community income generating projects, Overall supports on community Development issues, Provision of information of social welfare service
Social Security Agency	Information Grants on social protection issues
Department of Health	Information on Provision of primary health care services and programs
Department of Education	Information on educational programs
Stellenbosch Local Municipality	Provide overall support on the development in the project
Community	Mobilizing parents to participate in establishments of support groups
Safety and Liaison	SAPS, traffic department: Information on community safety issues, crime reports, etc
Home Affairs Department	Information of their services
ICASA	Radio license providers
Tribal Authorities	Provide overall support on the developments in the project
Churches	Issues of moral regeneration and church issues (sermons)
Department of Labor	Educate rural dwellers about their services and any other labor related Other labor related
Self distribution	Signal distributors

8. FINANCIAL ANALYSIS

Financial control systems that are currently used

The station uses the financial control system as drawn.

Expenditure report

EXPENDITURE		AMOUNTS
Office equipment		R 17000
ICASA Spectrum license		R 15000
Studio maintenance and repairs		R 32 650
Bank charges		R 1412.74
Rent		Not applicable
Telephone and Data		Not applicable as it's covered by a third party company.
TOTAL:		**R 66 062.74**

REPORT IN TERMS OF INCOME

SOURCE OF INCOME	AMOUNT OF REVENUE GENERATED
Sales	R 6 970.00 + 35 000.00 R 15 000.00 R 40 000.00 Donation + R 8 990.00
Total	**R 105 960.00**

Profit made for the month: R20 000…….

Deviations (if any, reasons and redress)

Cash flow project for the next month

Budget item	**Allocation**	**Expenditure**	**Balance**	**Next month projection**

The chairperson or the treasurer will sign off the report

Charges per slot allocated (RATE)

WEEKENDS				
MON TO FRI		**SATURDAY**		**SUNDAY**
TIMES	**CHARGES**	**CHARGES**	**TIMES**	**CHARGES**
03h00-06h00	R300.00	R300.00	03h00-06h00	R300.00
06h00-09h00	R1600.00	R800.00	06h00-09h00	R600.00
09h00-12h00	R1400.00	R1100.00	09h00-12h00	R1100.00
12h00-18h00	R1500.00	R1500.00	12h00-18h00	R1500.00
18h00-21h00	R800.00	R600.00	18h00-21h00	R600.00
21h00-00h00	R450.00	R450.00	21h00-00h00	R450.00
00h00-03h00	R300.00	R300.00	00h00-03h00	R300.00

All rates are quoted excluding VAT; the rates include agency commission where applicable. All rates quoted are in respect of 30 Seconds commercials.

PRODUCTION AND STUDIO COST	**R1000.00**
VOICE OVER	**R600.00**
LIVE OUTSIDE BROADCAST	**R12 000.00**
LIVE CROSSING	**R7 000.00**
1 HOUR TALK SHOW	**R3000.00**
30 MINUTES TALK SHOW	**R1 500.00**

111

8.3 Other funders

Old Mutual (check financial report)

9 MARKET ANALYSES

9.1 Current conditions and size of the market

Currently there are operating radio stations in the area that don't focus on the issues affecting some community members of Stellenbosch municipality

9.2 Key market players and size of the market

Goodhope FM

Paarl FM

KFM

Smile FM

Maties FM

Heart 104.9

Radio KC

9.3 Available niche market

Our services target the following:

1. All government departments
2. Community projects
3. Small Medium Enterprises,
4. Farming departments
5. Benjamin Bus Services
6. SAPS

9.4 Compare strength and weakness with those leading the market

A PEST analysis will be used as indicated below:

POLITICAL:	ECONOMIC:
7. Government policies 8. Funding grants and initiative 9. Support from Stellenbosch local Municipality	10. Home economy trends and situated
SOCIAL:	**TECHNOLOGICAL:**
11. Media views 12. Mayor event and influences 13. Law changes affecting social factors 14. Ethnic factors 15. Fashion and role mode in the Community 16. Advertising and publicity 17. Religious factors 18. Listeners opinion and attitudes	19. Innovation potential 20. Technology legislation 21. Intellectual property Issues 22. Information and Communication 23. Replacement/solutions Technology 24. Technology access, Licensing patents

9.5 STRATEGY TO CAPTURE AND EXPAND ON EXISTING MARKET

25. To get involved during exhibitions (Covid-19 awareness campaigns, Lights opening, government imbizos) to be able to get exposure to other communities so the we can continue to be their voices.

26. To sell station branded merchandise during sport events/tournaments

27. Take part in government special events- Covid-19 campaigns as we're currently doing with health department, World AIDS, JUNE YOUTH MONTH

9.6 Attach pledges by businesses willing to the said product.

NONE

10. BUDGET BREAKDOWN

ITEMS	AMOUNT
ADMINISTRATION	**R132 000.00**
Administration costs	R30 000.00
Bank charges	R1412.74
Computer (laptops x10 @5000.00)	R50 000.00
Printer-office jet 5 in 1	R12 000.00
Telephone	R3000.00
Electricity	R5000.00
Auditors	R2500.00
Photocopy machine	R9000.00
Audio Visual Equipment for brought casting	**R3,5000-000.00**
GENERAL: Installation : Noise free power : Transmitting equipment	R3.5, million
OFFICE EQUIPTMENT	**R70 000.00**

114

Television	R10 000.00
Desk and chairs (boardroom)	R50 000.00
Couches x2	R10 000.00
RENTED BROADCASTING EQUIPTMENT	**R180 000.00**
Live Studio @ R10 000x12months	R120 000.00
Production Studio @ R5 000.00 x 12 months	R60 000.00
OUTSIDE BROADCAST EQUIPTMENT	**R725 000.00**
Iveco (OB VAN)	R250 000.00
Quantum	R300 000.00
Transmitter	R90 000.00
Generator converter	R85 000.00
CAPACITY BUILDING	**R44 500.00**
Project Management	R5000.00
Financial Management	R5000.00
Marketing Management	R5000.00
Conflict Management	R5000.00
Public Relations	R5000.00
Broadcasting and Journalism	R7 500.00
Media Law	R5000.00
Technical Management	R7000.00
MATERIAL	**R350 000.00**
Wiring and tubing (maintenance)	R32 650.00
Garden tools (law machine, rake, spades, etc.)	R35 000.00
Cleaning Equipment	R20 000.00
Wall fencing (labour and equipment)	R150 000.00
Security alarm (CCTV cameras)	R20 000.00
Paving	R100 000.00
STIPEND	**R988 000.00**
Management members 6 @ R9000 x12 months	R648 000.00

Staff members 16 @ R7000.00 x 12 months	R1 344 000.00
Admin workers 1 @ R2000.00 x 12 months	R24000.00
Security officers 3 @ R2000.00 x 12 months	R72 000.00
OTHERS	**R425 000.00**
Renovating of Broadcasting House	R85 000.00
Marketing department	R60 000.00
News department	R50 000.00
Uniform	R15 000.00
TOTAL	**R3.7, 914 500.00**

116

Appendix 9.1 of Form B

CAPE WINELANDS FM

BOARD OF DIRECTORS

Name and Surname	Positions	Physical Address	Postal Addresses	ID Number
[redacted]	[redacted]	[redacted]	[redacted]	[redacted]
[redacted]	[redacted]	[redacted]	[redacted]	[redacted]
[redacted]	[redacted]	[redacted]	[redacted]	[redacted]

CAPE WINELANDS FM

SENIOR MANAGEMENT

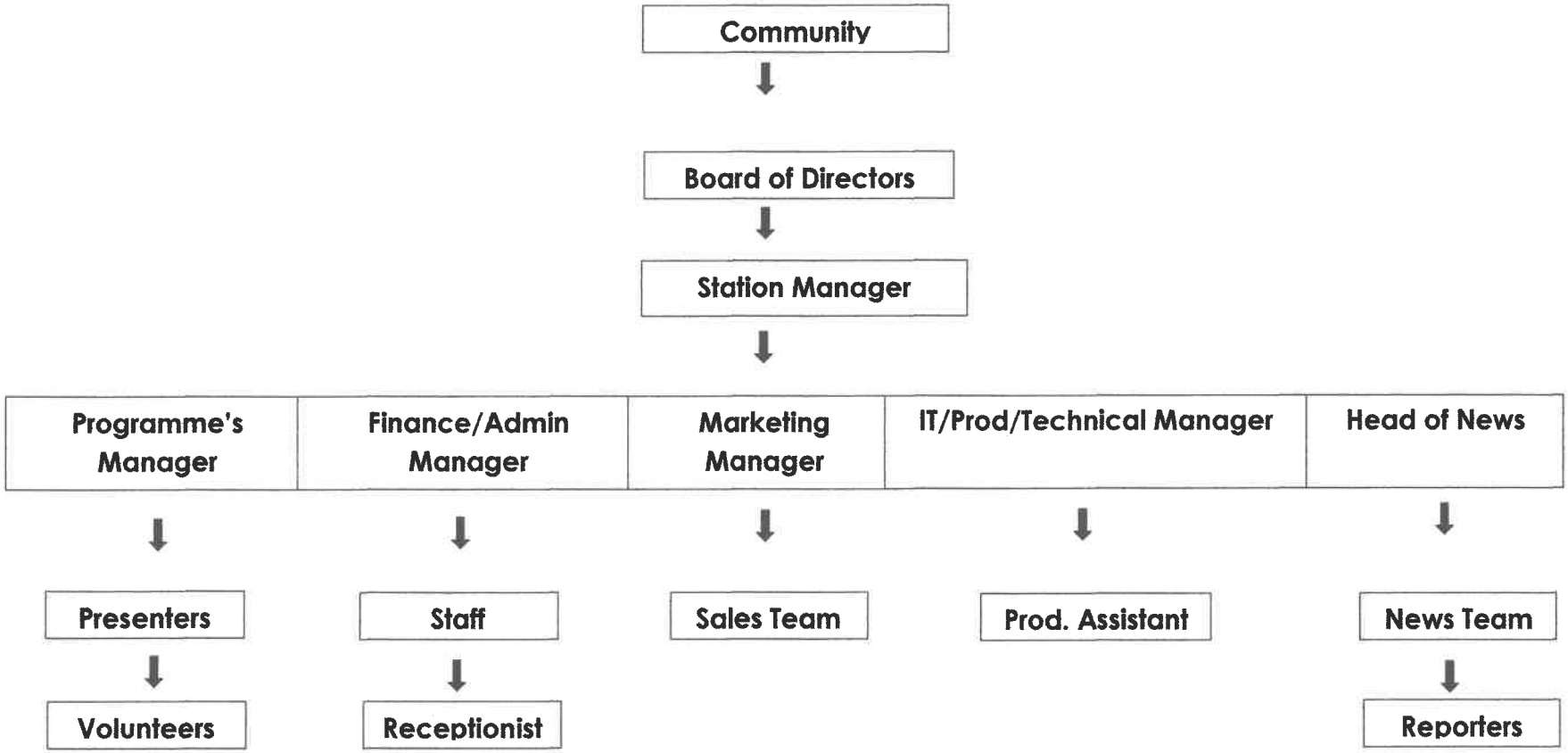
Name and Surname	Positions	Addresses		ID Number
[redacted]	[redacted]	[redacted]	[redacted]	[redacted]
[redacted]	Programme's Manager	[redacted]	[redacted]	[redacted]
[redacted]	Finance and Admin	[redacted]	[redacted]	[redacted]
[redacted]	Sales & Marketing Manager	[redacted]	[redacted]	[redacted]
[redacted]	Production/Technical Manager	[redacted]	[redacted]	[redacted]

[redacted]

Appendix 9.1 of Form B

CAPE WINELANDS FM

ORGANOGRAM



[redacted]
[redacted] June 2025

Icasa Licencing Department
Centurion
0001

Dear Icasa

CONFIRMATION LETTER

[redacted]D numb[redacted]would like to confirm that all board members, managers, volunteers and presenters of Cape [redacted] reside withing the Cape Winelands District municipality.

Should you need any further information, please don't hesitate to reach out to me.

Kin[redacted]
....[redacted].....
Signature

Position[redacted]

Contact[redacted]

121

Ownership interest of

Cape Winelands FM

Board of Directors interests:

Name	Surname	Position	Interest/Company/Involvement
[redacted]	[redacted]	Chairperson	Serve as: [redacted]
[redacted]	[redacted]	Treasurer	[redacted]
[redacted]	[redacted]	Secretary	[redacted]

122

Management interests:

Name	Surname	Position	Interest/Company/Involvement
[redacted]	[redacted]	Station Manager	Serve as: Cashier at Sport scene Station Manager: Cape Winelands FM
[redacted]	[redacted]	Program Manager	Serve as: Waitress Programs Manager: Cape Winelands FM
[redacted]	[redacted]	Finance & Admin	Serve as: HR student Finance & Admin: Cape Winelands FM
[redacted]	[redacted]	Sales / Marketing	Serve as: winemaker Sales/Marketing: Cape Winelands FM
[redacted]	[redacted]	IT/Prod/Technical	Serve as: Assistance arts teacher Production Manager: Cape Winelands FM
[redacted]	[redacted]	Head of News	Serve as: sales agent Head of News: Cape Winelands FM

FM

Date: 15/06/2025

Resolution Authorising to sign

The board of directors of Cape W[redacted]ule and [redacted] held on **15/06/2025** that [redacted] ID no: [redacted] is currently serving as the Chairperson of the board has been duly authorised to be a signing person and liaise with the authority for the organisation during the registration process. He has been authorised to sign all documents in connection with the registration related matters of Cape Winelands FM.

Signed on behalf of the organisation by:

[redacted]

[redacted]

[redacted]

[redacted]

Chairperson

[redacted]

[redacted]

Treasurer

[redacted]

15/06/ 2025

Acceptance letter

I, [redacted] with ID no [redacted] urrently serve as the C[redacted]rd of Cape Winelands FM – 215-423NPO do accept the appointment to be authorised to sign all documents in connection with the registration related matters of Cape Winelands FM as I was duly appointed in a meeting held on the **15/06/2025**

Thank you

[redacted]

.....

Chairperson – Cape Winelands FM

FM
Your best infotainment station

[redacted]

[redacted]

Reg. No: 215-423NPO

Cape Winelands complies with the 30% requirements of ownership interest held by historical disadvantaged persons or group.

Cape Winelands FM is all about empowering the youth and giving the historically disadvantaged a chance for the better. **Senior Management at the station has 3 females in positions that previously were male dominated, Financial Manager is a woman and people living with albinism and physical challenged are part of the management at the station**. The station annually hosts Ms LGBTQ event as one of its managers belongs to the LGBTQ society. Cape Winelands FM believes in a 50-50 working situation between male and females in management.

As the station – Cape Winelands FM grows it will train more historically disadvantaged community members to became independent. Cape Winelands 89.9/92.6/92.8FM is a 100% black community radio station it will give everyone a fair chance to prove themselves.

Thank you

[redacted]

[redacted]

215-423NPO

[redacted]

Documents containing confidential information

[redacted]th I[redacted]ereby declare that in this application, [redacted]rsonal knowledge, there are no documents that contain confidential information.

The organization will however send a separate application without personal information as requested by the Authority.

Dated: 17 June 2025

[redacted]

Signature

Position : [redacted]

"FORM P"

"FORM P"

APPLICATION FOR BROADCASTING SPECTRUM LICENCE

(Regulation 15)

INDEPENDENT COMMUNICATIONS AUTHORITY OF SOUTH AFRICA

Note:

(a) ~~Application must refer to the Electronic Communications Act, 2005 (Act No. 36 of 2005) ("the Act") and any regulations published under the Act with regard to the requirements to be fulfilled by the applicant. Applications are referred, in particular, to the Community Sound Broadcasting Regulations, 2006 (published under GN755 in Government Gazette 28919 of 6 June 2006) and the Community Sound Broadcasting Licence: Criteria to Measure Community Support Regulations, 1997 (published under GN R1388 in Government Gazette 18380 of 17 October 1997).~~ [1]

(b) Information required in terms of this Form which does not fit into the space provided may be included in an appendix attached to the Form. Each appendix must be numbered with reference to the relevant part of the Form.

(c) Where any information in this Form does not apply to the registrant, the registrant must indicate that the relevant information is not applicable.

1. PARTICULARS OF APPLICANT	
1.1 Application/Radio Station Name:	Cape Winelands FM
1.2 Designated contact person/s:	[redacted]
1.3 Applicant's principal place of business:	[redacted] 7600

[1] This note does not apply to this process, and the Processes and Procedures Regulations will be amended as appropriate, in due course.

127

1.4 Applicant's postal address:	[redacted]
1.5 Applicant's telephone numbers/s (include mobile numbers):	
1.6 Applicant's telefax number/s:	N/A Service is not in use for now.
1.7 Email address of designated contact person (maximum of two):	capewinelandsfm@gmail.com armstar7570@gmail.com
1.8 Applicant's Service Licence No:	1940/CECNS/JUNE2021

2. **TECHNICAL INFORMATION**		
2.1 Transmitter Site*	Paarl	
2.2 Signal Distributor*	Self-distribution	
2.3 Frequency Applied For*	92.8	MHz
2.4 Geographic Co-Ordinates*	33 S 42 51 - 18 E 56 23	
2.5 Physical Address	Klapmuts Windows,Merchant street,Klapmuts Stellenbosch 7600	
2.6 Site Height*	617	m above sea level
2.7 Mid-Antenna Height*	95	m above site
2.8 Maximum Effective Antenna Height*	600	m above terrain
2.9 Designation of Emission*	250KF8EHF	
2.10 Frequency Stability*	2	kHz
2.11 Spurious Emission Level*	60	dB/1mW
2.12 Maximum Deviation*	75	kHz
2.13 Maximum Effective Radiated Power (ERP)*	0.3	kW
2.14 Antenna Horizontal Radiated Pattern*	Directional (Beam width: 238 Azimuth: 105)	

128

2.15 Antenna Polarisation*	Vertical
2.16 Programme Source*	STL
2.17 RDS Service	Cape Winelands FM
2.18 SST Service	None
2.19 Period**	N/A
Legend: (*) mandatory field	

The person signing the registration on behalf of the registrant must acknowledge as follows:

I acknowledge that the Authority reserves the right to have any licence issued pursuant to this registration set aside should any material statement made herein, at any time, be found to be false.

Signed [redacted]

(REGISTRANT)

I certify that this declaration was signed and sworn to before me at Klapmuts on the 19 day of June 2025 by the deponent who acknowledged that he/she:

4. knows and understands the contents hereof;
5. has no objection to taking the prescribed oath or affirmation; and
6. considers this oath or affirmation to be truthful and binding on his/her conscience.

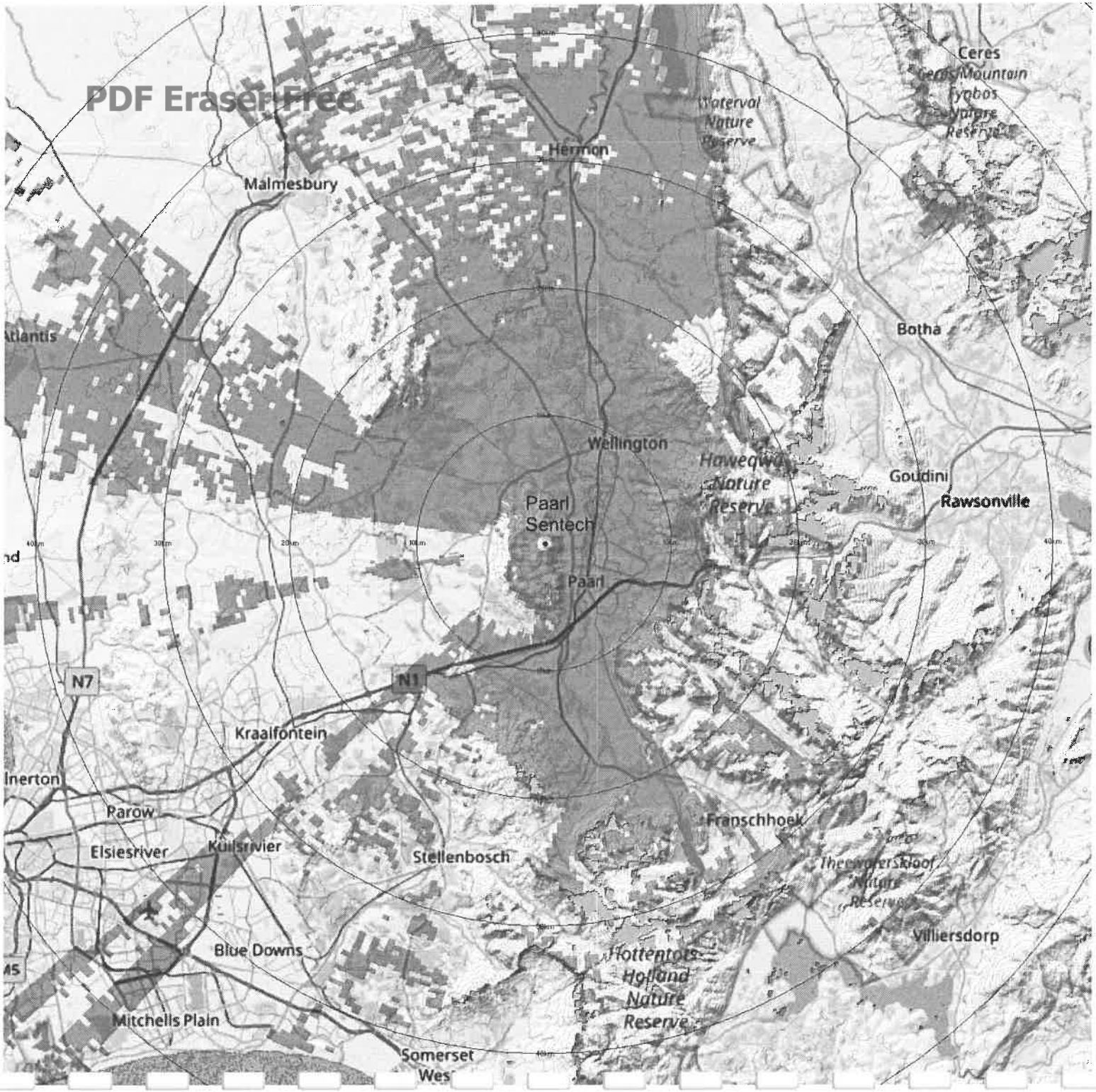
[redacted]

COMMISSIONER OF OATHS

[redacted]

SUID-AFRIKAANSE POLISIEDIENS
BRIG
19 JUN 2025
KLAPMUTS
SOUTH AFRICAN POLICE SERVICE

129



CAPE WINELANDS FM
SITE: Sentech Paarl

Lat 33 42' 51" S
Long; 18 56' 23" E
Height: 619m

Transmitter: FM 220W
Frequency: 92.8MHz
Antenna; 2 stack dipole
Height; 50m
Gain: 3dBd
ERP: 300W
Direction 90 degrees

Signal Level;

>54dBuV/m

Studio to Transmitter link:
5.8GHZ narrow beam IP link

20

"FORM P"

APPLICATION FOR BROADCASTING SPECTRUM LICENCE

(Regulation 15)

INDEPENDENT COMMUNICATIONS AUTHORITY OF SOUTH AFRICA

Note:

(a) ~~Application must refer to the Electronic Communications Act, 2005 (Act No. 36 of 2005) ("the Act") and any regulations published under the Act with regard to the requirements to be fulfilled by the applicant. Applications are referred, in particular, to the Community Sound Broadcasting Regulations, 2006 (published under GN755 in Government Gazette 28919 of 6 June 2006) and the Community Sound Broadcasting Licence: Criteria to Measure Community Support Regulations, 1997 (published under GN R1388 in Government Gazette 18380 of 17 October 1997).~~ [1]

(b) Information required in terms of this Form which does not fit into the space provided may be included in an appendix attached to the Form. Each appendix must be numbered with reference to the relevant part of the Form.

(c) Where any information in this Form does not apply to the registrant, the registrant must indicate that the relevant information is not applicable.

1. PARTICULARS OF APPLICANT	
1.1 Application/Radio Station Name:	Cape Winelands FM
1.2 Designated contact person/s:	[redacted]
1.3 Applicant's principal place of business:	[redacted]

[1] This note does not apply to this process, and the Processes and Procedures Regulations will be amended as appropriate, in due course.

131

1.4 Applicant's postal address:	[redacted]
1.5 Applicant's telephone numbers/s (include mobile numbers):	[redacted]
1.6 Applicant's telefax number/s:	N/A Service is not in use for now.
1.7 Email address of designated contact person (maximum of two):	capewinelandsfm@gmail.com armstar7570@gmail.com
1.8 Applicant's Service Licence No:	1940/CECNS/JUNE2021

2. **TECHNICAL INFORMATION**		
2.1 Transmitter Site*	Worcester	
2.2 Signal Distributor*	Self-distribution	
2.3 Frequency Applied For*	92.6	MHz
2.4 Geographic Co-Ordinates*	33 S 37 30 – 19 E 28 09	
2.5 Physical Address	Klapmuts Windows,Merchant street,Klapmuts Stellenbosch 7600	
2.6 Site Height*	276	m above sea level
2.7 Mid-Antenna Height*	29	m above site
2.8 Maximum Effective Antenna Height*	30	m above terrain
2.9 Designation of Emission*	250KF8EHF	
2.10 Frequency Stability*	2	kHz
2.11 Spurious Emission Level*	60	dB/1mW
2.12 Maximum Deviation*	75	kHz
2.13 Maximum Effective Radiated Power (ERP)*	0.1	kW
2.14 Antenna Horizontal Radiated Pattern*	Directional (Beam width:180 - Azimuth: 230)	

132

2.15 Antenna Polarisation*	Vertical
2.16 Programme Source*	Studio
2.17 RDS Service	Cape Winelands FM
2.18 SST Service	None
2.19 Period**	N/A
Legend: (*) mandatory field	

The person signing the registration on behalf of the registrant must acknowledge as follows:

I acknowledge that the Authority reserves the right to have any licence issued pursuant to this registration set aside should any material statement made herein, at any time, be found to be false.

[redacted]

Signed .....

(REGISTRANT)

I certify that this declaration was signed and sworn to before me at Klapmuts ..... on the 19 day of June 2025 by the deponent who acknowledged that he/she:

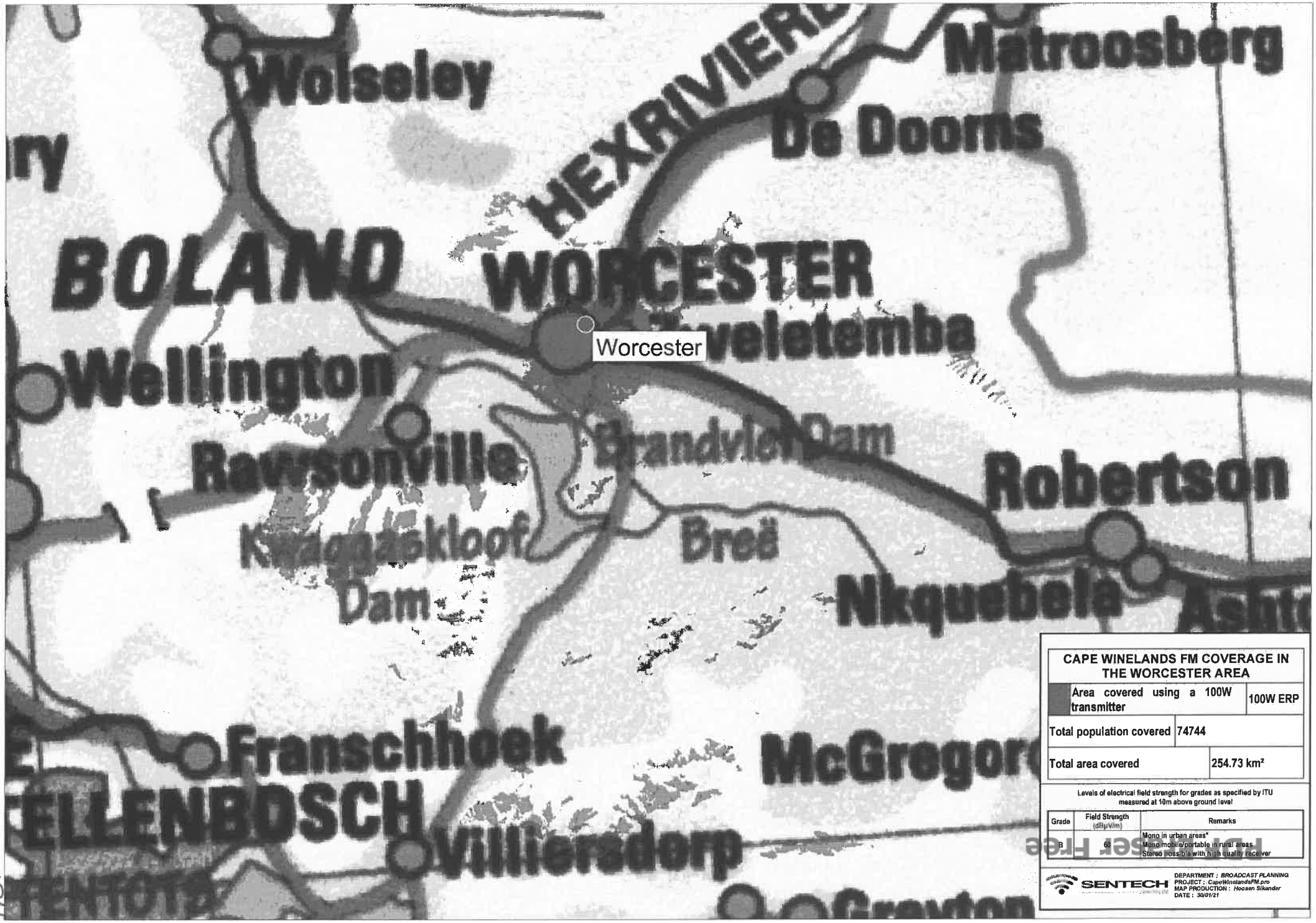
4. knows and understands the contents hereof;
5. has no objection to taking the prescribed oath or affirmation; and
6. considers this oath or affirmation to be truthful and binding on his/her conscience.

[redacted]

Address [redacted]

SUID-AFRIKAANSE POLISIEDIENS
19 JUN 2025
KLAPMUTS
SOUTH AFRICAN POLICE SERVICE

133



CAPE WINELANDS FM COVERAGE IN THE WORCESTER AREA

	Area covered using a 100W transmitter	100W ERP
Total population covered	74744	
Total area covered	254.73 km²	

Levels of electrical field strength for grades as specified by ITU measured at 10m above ground level

Grade	Field Strength (dBµ/Vm)	Remarks
B	60	Mono in urban areas* Mono mobile/portable in rural areas Stereo possible with high quality receiver

SENTECH

DEPARTMENT : *BROADCAST PLANNING*
PROJECT : *CapeWinelandsFM.pro*
MAP PRODUCTION : *Hoosen Sikander*
DATE : *30/01/21*

Please Sender Free

TRANSMISSION SPECIFICATIONS FOR CAPE WINELANDS FM IN THE WORCESTER AREA

STATION	CODE	GEO. CO-ORDINATES						HEIGHTS			TRANSMITTER			ANTENNA								FEED	
		LATITUDE			LONGITUDE												BEAM			NULL FILL	POL		
NAME		Deg	Min	Sec	Deg	Min	Sec	SITE m	MAST m	ANT m	FREQ MHz	CH	PWR kW	GAIN dB	ERP kW	DIR	AZM	WIDTH	TILT			TYPE	FROM
WORCESTER	C2.51	-33	-37	-30	19	28	9	276	30	29	92.6	51	0.1	0	0.1	Y	230	180	0.0	N	VER	TBD	

"FORM P"

APPLICATION FOR BROADCASTING SPECTRUM LICENCE

(Regulation 15)

INDEPENDENT COMMUNICATIONS AUTHORITY OF SOUTH AFRICA

Note:

(a) ~~Application must refer to the Electronic Communications Act, 2005 (Act No. 36 of 2005) ("the Act") and any regulations published under the Act with regard to the requirements to be fulfilled by the applicant. Applications are referred, in particular, to the Community Sound Broadcasting Regulations, 2006 (published under GN755 in Government Gazette 28919 of 6 June 2006) and the Community Sound Broadcasting Licence: Criteria to Measure Community Support Regulations, 1997 (published under GN R1388 in Government Gazette 18380 of 17 October 1997).~~ [1]

(b) Information required in terms of this Form which does not fit into the space provided may be included in an appendix attached to the Form. Each appendix must be numbered with reference to the relevant part of the Form.

(c) Where any information in this Form does not apply to the registrant, the registrant must indicate that the relevant information is not applicable.

1. PARTICULARS OF APPLICANT	
1.1 Application/Radio Station Name:	Cape Winelands FM
1.2 Designated contact person/s:	[redacted]
1.3 Applicant's principal place of business:	[redacted]

[1] This note does not apply to this process, and the Processes and Procedures Regulations will be amended as appropriate, in due course.

136

1.4 Applicant's postal address:	[redacted]
1.5 Applicant's telephone numbers/s (include mobile numbers):	[redacted]
1.6 Applicant's telefax number/s:	N/A Service is not in use for now.
1.7 Email address of designated contact person (maximum of two):	capewinelandsfm@gmail.com armstar7570@gmail.com
1.8 Applicant's Service Licence No:	1940/CECNS/JUNE2021

2. **TECHNICAL INFORMATION**		
2.1 Transmitter Site*	Hexrivier	
2.2 Signal Distributor*	Self-distribution	
2.3 Frequency Applied For*	89.9	MHz
2.4 Geographic Co-Ordinates*	33 S 30 54 - 19 E 39 23	
2.5 Physical Address	Klapmuts Windows,Merchant street,Klapmuts Stellenbosch 7600	
2.6 Site Height*	1328	m above sea level
2.7 Mid-Antenna Height*	21	m above site
2.8 Maximum Effective Antenna Height*	22	m above terrain
2.9 Designation of Emission*	250KF8EHF	
2.10 Frequency Stability*	2	kHz
2.11 Spurious Emission Level*	0	dB/1mW
2.12 Maximum Deviation*	75	kHz
2.13 Maximum Effective Radiated Power (ERP)*	0.2	kW
2.14 Antenna Horizontal Radiated Pattern*	Omni-Directional (Beam width:180 - Azimuth: 230)	

138

2.15 Antenna Polarisation*	Vertical
2.16 Programme Source*	Studio
2.17 RDS Service	Cape Winelands FM
2.18 SST Service	None
2.19 Period**	N/A
Legend: (*) mandatory field	

The person signing the registration on behalf of the registrant must acknowledge as follows:

I acknowledge that the Authority reserves the right to have any licence issued pursuant to this registration set aside should any material statement made herein, at any time, be found to be false.

Signed ..... [redacted] .....

(REGISTRANT)

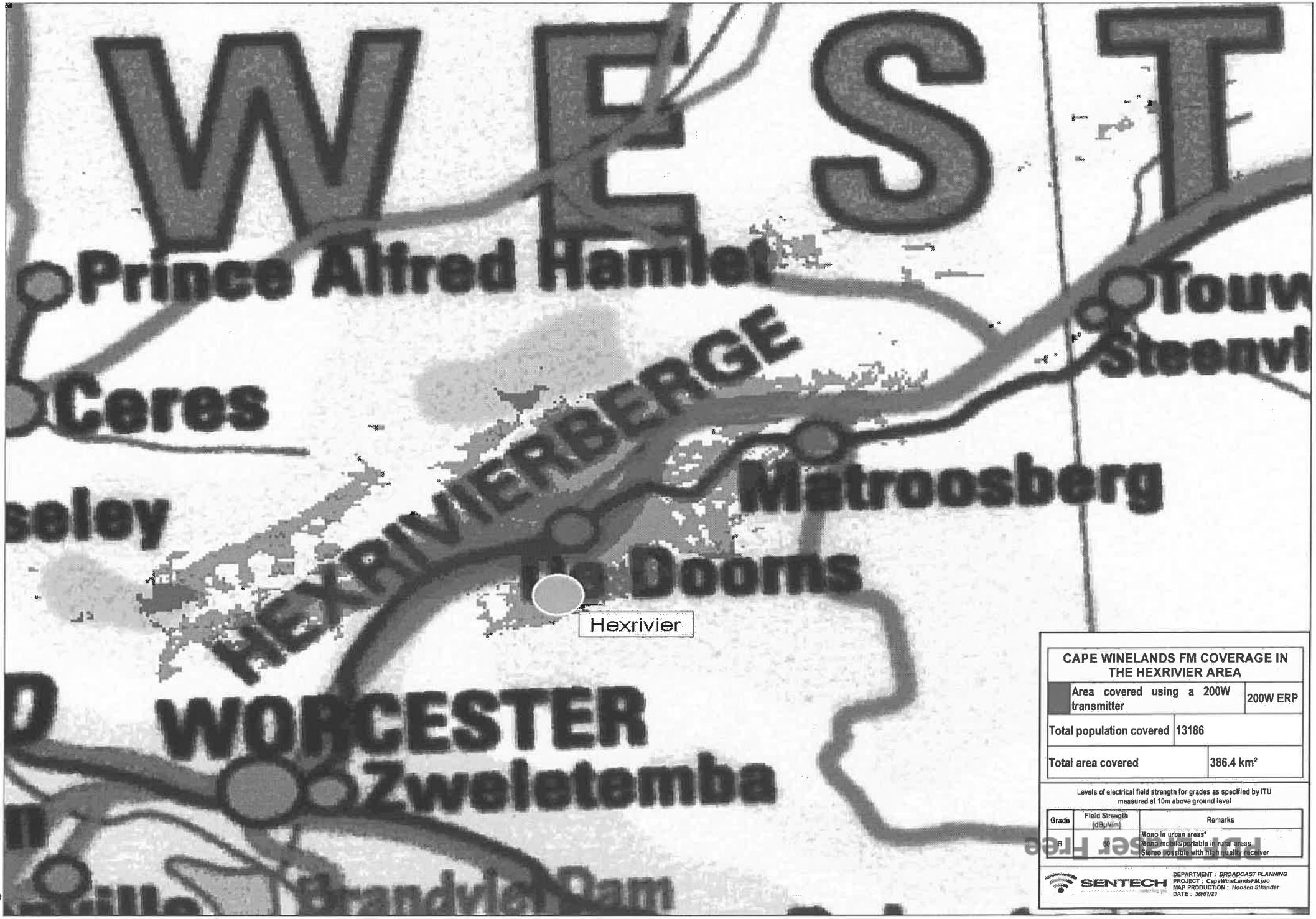
I certify that this declaration was signed and sworn to before me at Klapmuts SAPS on the 19 day of June 2025 by the deponent who acknowledged that he/she:

4. knows and understands the contents hereof;
5. has no objection to taking the prescribed oath or affirmation; and
6. considers this oath or affirmation to be truthful and binding on his/her conscience.

[redacted]

SUID-AFRIKAANSE POLISIEDIENS
19 JUN 2025
KLAPMUTS
SOUTH AFRICAN POLICE SERVICE

139



CAPE WINELANDS FM COVERAGE IN THE HEXRIVIER AREA

	Area covered using a 200W transmitter	200W ERP
Total population covered	13186	
Total area covered	386.4 km²	

Levels of electrical field strength for grades as specified by ITU measured at 10m above ground level

Grade	Field Strength (dBµV/m)	Remarks
B	60	Mono in urban areas* Mono mobile/portable in rural areas Stereo possible with high quality receiver

SENTECH

DEPARTMENT : *BROADCAST PLANNING*
PROJECT : *CapeWineLandsFM.pro*
MAP PRODUCTION : *Hoosen Sikander*
DATE : *30/01/21*

TRANSMISSION SPECIFICATIONS FOR CAPE WINELANDS FM IN THE HEXRIVIER AREA

STATION	CODE	GEO. CO-ORDINATES						HEIGHTS			TRANSMITTER			ANTENNA								FEED	
		LATITUDE			LONGITUDE												BEAM			NULL FILL	POL		
NAME		Deg	Min	Sec	Deg	Min	Sec	SITE m	MAST m	ANT m	FREQ MHz	CH	PWR kW	GAIN dB	ERP kW	DIR	AZM	WIDTH	TILT			TYPE	FROM
HEXRIVIER	C12.2	-33	-30	-54	19	39	23	1328	22	21	89.9	24	0.2	0	0.20	Y	340	180	0.0	N	VER	TBD	

14

South African Revenue Service

TAX COMPLIANCE STATUS

PIN Issued

[redacted]

Enquiries should be addressed to SARS:

Contact Details

SARS
Alberton
1528

Contact Centre Tel: 0800 00 7277
SARS website: www.sars.gov.za

Details

Taxpayer Reference [redacted]

Always quote this reference number when contacting SARS

Issue Date: [redacted]

Dear Taxpayer

TAX COMPLIANCE STATUS PIN ISSUED

The South African Revenue Service (SARS) has issued your tax compliance status (TCS) PIN as indicated below:

TCS Details:	
Taxpayer Name	Cape Winelands Fm
Trading Name	CAPE WINELANDS FM
Taxpayer Reference Number(s)	IT - 9129091246
Purpose of Request	Good Standing
Request Reference Number	0043177561GS0104252231497
PIN	C43F3B732V
PIN Expiry Date	01/04/2026

You may authorise a third party to view your TCS by providing them the PIN. The PIN only allows the third party access to your TCS. All your other tax information remains secure.

Your TCS displayed is based on your compliance as at the date and time the PIN is used.

You may cancel this PIN at any time before the expiry date reflected above. Once cancelled, a third party will not be able to verify your TCS.

SARS reserves the right to cancel the TCS application and associated PIN in the event that it was issued in error or provided on the basis of fraud, misrepresentation or non-disclosure of material facts.

More details regarding our channels, office hours, services, tailored information regarding tax as well as a comprehensive FAQ repository are available on the SARS website: www.sars.gov.za.

We value your support and contribution to our country's economy and prosperity. We strive to ensure that you clearly understand what is expected from you, as well as what your rights as a taxpayer are.

Sincerely

ISSUED ON BEHALF OF THE COMMISSIONER FOR THE SOUTH AFRICAN REVENUE SERVICE

Cape Winelands FM

Policies

Your best infotainment station

Policy and Procedures Manual

Chapter 1: Personnel

Chapter 2: Programming

Chapter 3: Training

Chapter 4: House rules

Chapter 5: Code of Conduct

Chapter 6: Disciplinary Procedures

NS

Annexures:

CHAPTER 1: Personnel

1.1 Recruitment of personnel

1.1.1 Special emphasis will be placed on the recruitment of members from the previously disadvantaged groups, be it for employment or volunteer purposes.

1.1.2 Cape Winelands FM shall strive to reflect the demographics of the geographical area covered by its broadcasting, in all aspects of the station.

1.1.3 All qualifications, as accepted by the South African Qualifications Authority (SAQA) will be accepted.

1.1.4 The process for recruitment will entail the following: Identifying the need for the position, drafting of job description, Advertising internally, Advertising externally, Short listing, Interviewing, Decision making of suitable candidate, Appointment. A second short list and interview can be held if the need arise.

1.2 Process of employment of staff:

1.2.1 Vacancies shall first be advertised internally to allow staff and volunteers to apply.

1.2.2 Vacancies shall be advertised in the externally through the means identified at Cape Winelands FM, and can include local newspapers, facebook, our website, etc.

1.2.3 A shortlist shall be drafted between the relevant Head of Department and the Station Manager.

1.2.4 Interviews shall take place with only the short listed candidates.

1.2.5 If necessary, a second short list may be drafted and further interviews held.

1.2.6 The Station Manager and Head of Department will make a recommendation to the Managing Director, who will be responsible for the appointment.

1.2.7 The successful candidate will be given a letter of appointment, which will outline the job description, remuneration, probationary period, performance review process and date of employment.

1.3 Affirmative Action

1.3.1 **Definition:** Affirmative action measures are measures designed to ensure that suitably qualified people from designated groups have equal employment opportunities and are equitably represented in all occupational categories and levels in the workplace of Cape Winelands FM.

147

1.3.2 Cape Winelands FM will strive to employ members of the previously disadvantaged groups of our community, i.e. women, blacks and persons with disabilities in order to bring equity in the field of radio.

1.3.3 Members of the previously disadvantage groups will be represented in all levels of Cape Winelands FM, i.e. Board of Directors, staff and volunteers.

1.3.4 Cape Winelands FM shall, through its training program, develop potential members of the Previously Disadvantage Group's to ensure that they are equipped to perform the tasks expected from them.

1.3.5 An employment equity plan will be drafted by the Managing Director and be implemented on an annual basis to achieve progress towards equity. This plan will include:

a) the objectives to be achieved each year
b) the affirmative action measures to be implemented during the year.
c) where under representation of people from designated groups has been identified by the analysis, the numerical goals to achieve equitable representation, the timeframes and the strategies Cape Winelands FM intends to use to achieve these goals.
d) the procedures to be used to monitor and evaluate the implementation of the equity employment plan.
e) the internal procedures to resolve any dispute about the interpretation or implementation of the plan.
f) any other matter necessary.

1.4 Conditions of employment:

1.4.1 Hours of work:

1.4.1.1 Full time staff:

1.4.1.1.1Work is based on a flexi-hour principle, which is controlled by the Managing Director in consultation with the Head of Department.
1.4.1.1.2 Staff is expected to work a minimum of 40 hours per week.
1.4.1.1.3 Staff may have a maximum of one-hour lunch break per day.

1.4.1.2 Part-time staff:

1.4.1.2.1 Part time staff members will negotiate the number of hours they wish to work at the beginning of their contracts.
1.4.1.2.2 If any part-time staff member works more than five hours per day, they may have a maximum of half an hour lunch break.

1.4.1.3 Overtime:

1.4.1.3.1 Time worked beyond the 40-hour period must be negotiated with department heads. If overtime is in excess of 8 hours, time off should be negotiated with the Managing Director.
1.4.1.3.2 There will be no remuneration for overtime not taken.

1.4.2 Staff Register

1.4.2.1 It is the responsibility of the staff member to fill in the staff register on a daily basis.
1.4.2.2 Staff will only be marked as present once they have started working for the day.
1.4.2.3 The Managing Director has the right to inspect the staff register at any given time.

1.4.3 Remuneration

1.4.3.1 Cape Winelands FM shall endeavor to pay all staff on the 25th of each month. If the 25th should fall over a weekend or on a public holiday, payments will be made on the last banking day preceding the 25th.
1.4.3.2 The period of payment will be for a full calendar month.
1.4.3.3 In the event of staff not working for the full month, they will be remunerated on a pro-rata basis.
1.4.3.4 During the month of December, staff will be paid on December 15th, or on the last banking day proceeding December 15th.

1.4.4 Annual Increase

1.4.4.1 Annual increases will be negotiated between staff and management, depending on the availability of funds.
1.4.4.2 Staff will only qualify for an annual increase after one full year of employment.

1.4.5 Performance Bonus

1.4.5.1 Permanent employees may qualify for a performance bonus equivalent to one month's salary which is payable in December each year, depending on the availability of funds.
1.4.5.2 This performance bonus will be dependent on the outcome of the performance review, and the recommendations by the remuneration committee.
1.4.5.3 Noting 1.4.5.1 and 1.4.5.2, staff appointed during the course of the year will only qualify after three (3) months of continuous employment. In such cases, the amount will be calculated on a pro-rata basis.

1.4.6 Long service payment

1.4.6.1 Members of staff may qualify for an additional month of leave or the equivalent of one month's salary, which will be taxable, after every 5 years of service, depending on the availability of funds.
1.4.6.2 Cape Winelands FM will endeavour to pay this benefit to relevant staff who worked a full and continuous five years and not a proportion thereof.
1.4.6.3 Long service payment or leave will be approved by the Board of Directors of Cape Winelands FM, as recommended by the Managing Director and is payable or taken in December of the fifth anniversary of the employee.

1.4.7 Salary Advances

1.4.7.1Salary advances will only be considered under exceptional circumstances.
1.4.7.2 The Managing Director will authorize salary advances.

1.4.8 Contract of work

1.4.8.1 All staff, full time and part-time, will sign a contract within the first week of commencing employment. Cape Winelands FM shall be represented by the Managing Director or one of the members of the Board of Directors.
1.4.8.2 A job description will be agreed upon between the Managing Director, new employer and the relevant head of department. This will be signed in addition to the contract.

1.4.9 Leave
1.4.9.1 Annual leave:

1.4.9.1. Staff qualify for twenty-one (21) working days leave per annum (1, 75 days per month or one day for every 17 days worked).
1.4.9.1.2 Staff will be able to accumulate leave for two (2) years only.
1.4.9.1.3 The maximum amount of accumulative leave is 30 days, and no one may take more than 30 days leave at one time, unless agreed upon in advance by the Managing Director.
1.4.9.1.4 There will be no payment for accumulated leave not taken.
1.4.9.1.5 On the termination of employment, staff will only be remunerated for a maximum of 30 days' accumulative leave.
1.4.9.1.6 Requests for leave must be made 30 days in advance to the Managing Director through the Administration Department.
Leave can be taken at any time that is suitable to both the staff member and Cape Winelands FM. The Managing Director, based on production commitments, retains the final say on allowing a staff member to go on leave on the days requested.
1.4.9.1.7 The Board of Directors authorizes leave for the Managing Director.
1.4.9.1.8 The Administrative staff is responsible for monitoring authorized leave records.

1.4.9.1.9 The Managing Director, in consultation with staff, will decide on staff duties during Christmas and New Year.

1.4.9.2 Sick leave:

1.4.9.2.1 Staff is allowed up to thirty (30) working days' sick leave over a three (3) year cycle, which is broken down on a basis of 10 days per year. At the end of the cycle any leave not taken will fall away.
1.4.9.2.2 A medical certificate should be provided if the member of staff is sick for:
1.4.7.2.2.1Any day preceding or following a Monday or a Friday
1.4.7.2.2.2 Any day preceding or following a public holiday

1.4.7.2.2.3More than two (2) consecutive days in order for this to be accepted as sick leave.
1.4.9.2.3 Cape Winelands FM retains the right to call the doctor that issued the medical certificate to verify the illness. If the doctor is unable to provide any information due to a non-disclosure signed by the employee, and the doctor is unable to divulge any information on the sickness, Cape Winelands FM might decide not to approve the sick leave, and take the days off from the employee's annual leave.
1.4.9.2.4 Any staff member that is sick should inform the Programme Manager or the Managing Director or Administrator before 10h00 on the first day they are sick.
1.4.9.2.5 In the event of the staff member becoming seriously ill, including HIV/AIDS, the Managing Director in consultation with the Board, can authorize further time off.

1.4.9.3 Public Holidays:

1.4.9.3.1 The following statutory public holidays are recognized and paid:

1 January	- New Year's Day
21 March	- Human Rights Day
April	- Good Friday
April	- Family Day
27 April	- Freedom Day
1 May	- Workers Day
16 June	- Youth Day
9 August	- National Women's Day
24 September	- Heritage Day
16 December	- Day of Reconciliation
25 December	- Christmas Day
26 December	- Day of Goodwill

1.4.9.3.2 In event of the Public Holiday falling on a Sunday, the Monday following the Sunday is considered as a Public Holiday.

1.4.9.3.3 Staff shall be allowed to take a day off should they work on any of the statutory public holidays.
1.4.9.3.4 A public holiday shall be considered as a weekend shift and the programming and administrative staff will consult and determine the staffing requirements and keep the Managing Director informed.

1.4.9.4 Compassionate leave

1.4.9.4.1 Staff may qualify for a maximum of 5 days paid leave per annum for immediate family bereavements. By immediate family, it is meant biological or adoptive parents, grandparents, children and siblings.
1.4.9.4.2 If, however, staff members need to travel long distances to attend funerals of immediate family, additional time off will be at the discretion of the Managing Director.

1.4.9.5 Maternity leave

1.4.9.5.1 Cape Winelands FM allows a female staff member four (4) months maternity leave. The period of maternity leave has to be agreed upon between the Managing Director and the staff member before the leave commences.
1.4.9.5.2 For the purpose of this policy, the qualification to maternity leave shall include members of staff who have adopted a child.
1.4.9.5.3 Staff must have completed a one-year, continuous service prior to qualifying and taking any maternity leave.
1.4.9.5.4 Any additional leave granted, whether annual or unpaid leave will not be considered maternity leave and will be at the discretion of the Managing Director.
1.4.9.5.5 During maternity leave, the staff member's position will be guaranteed and all conditions of service will remain as they are at the start of the leave.
1.4.9.5.6 Cape Winelands FM shall endeavor not to dismiss or retrench any staff member on maternity leave.
1.4.9.5.7 In the case of same sex couples, the couple will determine who is eligible for maternity leave.
1.4.9.5.8 Pregnant staff will be granted the necessary time off, to the maximum of ten (10) working days, to attend ante-natal clinic at the discretion of the Managing Director. There will be no payment for days not taken.

1.4.9.6 Paternity leave

1.4.9.6.1 A member of staff with more than one (1) year's continuous service will qualify for a maximum of five (5) working days paid paternity leave to be taken within the first three (3) months of the baby's birth date.
1.4.9.6.2 A period of unpaid leave may be negotiated with Cape Winelands FM if such extra time becomes necessary. This will be at the discretion of the Managing Director.

1.4.9.7 Unpaid leave

1.4.9.7.1 Unpaid leave shall only be granted in exceptional circumstances and if all annual leave has been used up.
1.4.9.7.2 The Managing Director authorizes unpaid leave at his/her discretion.

1.4.9.8 Other leave

1.4.9.8.1 This category leave is available only for religious holidays not provided for in the calendar. Up to three (3) days, leave may be taken in one year. This leave does not constitute part of staff members' annual leave.
1.4.9.8.2 This leave must be applied for one (1) week in advance.

1.4.9.9 Sabbatical leave

1.4.9.9.1
1.4.10 BENEFITS
1.4.10.1 Cape Winelands FM presently investigating various Medical Aids and Pension Schemes and staff will be informed accordingly.

1.4.11 Period of probation

1.4.11.1 All staff appointments are subject to a three (3) month probationary period. The purpose of this period is to allow an orientation process and to provide staff with the necessary information and guidance to fulfill their job descriptions.
1.4.11.2 During this period, either party may terminate the contract by giving 24 hours written notice.

1.4.12 Notice period or termination of employment

1.4.12.1 The notice period for all staff is one (1) full calendar month and should be in writing.
1.4.12.2 If any staff member breaches their contract regarding notice period, they will be kept liable to pay Cape Winelands FM for the period not worked.
1.4.12.3 In certain circumstances, immediate dismissal may be necessary. Cape Winelands FM shall negotiate a financial settlement, if necessary, to remunerate the staff member for the notice period.

1.4.13 Copyright and ownership of audio production

1.4.13.1 All productions that a staff member produces while they are employed at Cape Winelands FM, which relates to the work of Cape Winelands FM, shall be the property of Cape Winelands FM, and as such, Cape Winelands FM reserves full copyright over such work. This will exclude production made by staff members in their personal capacity and during their own time.

1.5 Policy on Human Resource Development (Skills Development)

1.5.1 All staff qualifies for a maximum of 20 working days for skills development after being in the employment of Cape Winelands FM for one year.
1.5.2 If needs be, the Managing Director can decide to increase the number of days for skills development.
1.5.3 The Managing Director can authorize training for staff if s/he has not been in Cape Winelands FM employment for one year.
1.5.4 The staff member and the Managing Director will negotiate the time for the training that would be suitable for both the employer and employee.

CHAPTER 2: Programming

2.1 Programming content:

2.1.1 Cape Winelands FM shall strive to have 60% talk and 40% music on-air.
2.1.2 These percentages will be maintained in all programs, with the exception of music driven programs.

2.1.3 Cape Winelands FM shall strive to have 70% locally produced programs, including music.
2.1.4 To ensure that the local content is uphold, Cape Winelands FM shall ensure that it's training program consistently train volunteers as producers and presenters to ensure that there are a pool of producers and presenters that is producing local programs.
2.1.4 Cape Winelands FM shall strive, through its selection and training programs, ensure that at least 50% of the presenters are women.

2.2 Gender policy in relation to on air

2.2.1 Cape Winelands FM promotes a gender friendly environment.
2.2.2 At least 50% of all on-air presenters must be women in order to promote women voices on air.

2.2.3 All presenters and producers will seek out the voices of women for interviews.
2.2.4 Women will be represented as positive role-models on air, and not be represented in any marginalized way.

2.3 Language

2.3.1 Cape Winelands FM shall promote a multilingual culture by exposing our listeners to different languages, be it spoken word or music.
2.3.2 Cape Winelands FM shall broadcast in the two (2) dominant languages of the Eastern Cape, i.e. isiXhosa (90%) and English (10%).
2.3.3 Producers and listeners will be allowed to speak in the language of their choice and accent of their choice (no vulgar language is allowed).
2.3.4 Cape Winelands FM shall strive to do translations at all times in order to prevent the exclusion of listeners.
2.3.5 Swearing are not allowed on air, be it spoken word or music, except if used in the context of demonstrating a point. If swearing is used in this instance, a warning should be made before, during and after the program.
2.3.6 Cape Winelands FM shall discourage our on-air guests from using swearing as a means of expression.
2.3.7 No sexist language, racial or xenophobia labels, jokes or language will be used on air. If this is found, the relevant person will be suspended until a disciplinary hearing.
2.3.8 The following breakdown of languages will be upheld: isiXhosa 60%, English (30%) and Afrikaans (10%) each

2.4 Cape Winelands FM News Policy

2.4.1 Cape Winelands FM news shall at all times strive to do the following:
- It should seek the truth and reporting it.
- It should minimize harm.

- It should be accurate.
- It should be fair.
- It should be gender sensitive.
- It should be accountable.

2.4.2 News will be prioritized in the following order: local, provincial, national, African and international.

2.4.3 Cape Winelands FM shall strive to have 60% local news stories, 30% national stories and stories from the African continent and 10% international stories.

2.4.4 Cape Winelands FM news bulletins will be produced and read in the following language: IsiXhosa, English and Afrikaans.

2.4.5 Cape Winelands FM news bulletins will be gender sensitive, and will be free from xenophobic or religious labels.

2.4.6 Cape Winelands FM shall promote positive news, and will strive to promote positive South African role models.

2.4.7 The news bulletins will be broadcasted hourly on the hour from 7:00 am until 18:00pm, and headlines will be broadcasted half hourly.

2.4.8 The duration of bulletins will be a minimum of four (4) minutes and a maximum of five (5) minutes, and headlines will be 1 minute.

2.4.9 All newsreaders will undergo training in news reading before being allowed to read the news.

2.5 Cape Winelands FM Music Policy

2.5.1 As the music plays an important role in creating a distinctive sound for any station, all play listing will adhere to the following policy.

2.5.2 At least 80% of all music played should be local, i.e. Western Cape/South African artists. The other 20% can be divided between African and International music.

2.5.3 Cape Winelands FM strive, as far as possible, to promote artists that have not yet recorded CD's using their demo's – process

2.5.4 The play listing process will be as follows:

2.5.5 All music (CD's, cassettes and vinyl) are the property of Cape Winelands FM, and should not be removed from Cape Winelands FM's premises, except for the use of Cape Winelands FM activities off the premises

2.6 Use of foreign programs

2.6.1 Definition: Foreign programs are programs that are produced outside South Africa by other radio stations or individuals e.g. Radio France International, Voice of America and Radio Netherlands.

2.6.2 Cape Winelands FM may receive these programs in various formats, be it CD, mini-disk, internet or via satellite.

2.6.3 Cape Winelands FM shall strive, through its training programs, to create a situation where there is no need for the use of programs from foreign agencies.

2.6.4 Until such time, foreign programs will not exceed 20% Cape Winelands FM total programming for that day. This 20% do not include the use of foreign music, except where it is used as part of a program.

2.6.5 All programs will be listened to, and approved of, by the programming department to ensure that it is relevant and that the quality is of a high standard, with the exception of satellite programs.

2.7 Use of Satellite programs

2.7.1 **Definition:** Satellite programs are programs that are broadcasted via satellite to Cape Winelands FM. These programs can be foreign or locally produced.

2.7.2 The programming department or staff member on duty will have the authority to stop a program in case of poor quality or if the program content is irrelevant to our listeners.

2.7.3 Satellite programs will be aired immediately.

2.8 Selection process of programs to be aired

2.8.1 The programming department will receive all programs, advertisements, live-reads and competition requests.

2.8.2 The following criteria will be used to determine the suitability of programs for our listeners:

a) That it should be of a broadcast quality,

b) Be relevant to our community.

c) And it does not compromise Cape Winelands FM aims and objectives

2.8.3 If the program meets with our criteria, it will be labeled, catalogued and scheduled for playing on air.

2.8.4 Once a program has been played, it can only be rescheduled for airing after six (6) months, except in special circumstances such as commemoration days.

2.8.5 If the program does not meet our criteria, it will be labeled and stored for six months, during which it will be available for other community radio stations. If no other community radio station is interested in the program, it shall be discarded.

2.9 Rebroadcasting of programmes

2.10 Syndication of programs

2.9.1 **Definition**: Syndication of programs is when Cape Winelands FM programs are made available to other radio stations to be aired with their station ID's
2.9.2 Cape Winelands FM shall at times, make relevant programs available to other community radio stations
2.9.3 The recipient community radio station agrees to use the full program without editing any part thereof.
2.9.4 The recipient community radio station agrees that the copyright of the program remains with Cape Winelands FM.
2.9.5 The recipient community radio station agrees that Cape Winelands FM shall credited for the program by using the words: "this program was produced by Cape Winelands – broadcasting on 89.9/92.6/92.8FM Cape Winelands Municipality and surroundings.

2.11 Process for presenters to get on air

2.10.1 All presenters will first go through the process of selection as a volunteer
2.10.2 After the training program, the volunteers may fill in a program proposal form (see attached).
2.10.3 The programming committee will meet to assess the feasibility of the program, as well as do a voice test for the potential presenters.
2.10.4 If the programming department accepts the programming proposal, the potential presenters might have to undergo further training.
2.10.5 The programming department will identify the date for the start of the program.

2.12 Season for programs

2.11.1 All programs shall strive to have a production team of not less than three (3) people, and not more than ten (10).
2.11.2 No individual programs will be allowed on air.
2.11.3 All volunteers in the production team do not have to be on-air presenters.
2.11.4 All programs will have the following seasons: Trial period of one (1) month, Development period of three (3) months, and a Full season of 12 months (one year).
2.11.5 During the Trial period the program will be assessed for relevance of the program to our listeners, content of the program, punctuality of presenters, the existence or establishment of the production team, further training needed for the production team and the participation of women in the program. If the criteria are not met, the program may be discontinued, or another production team may be appointed by the Programming

Department to produce the program, in consultation with the Station Manager.
2.11.6 During the Development period of the program, the members of the production team will be given further training if the need arise. If the programming department is not satisfied with the development of the program, it may be discontinued or another production team may be appointed by the Programming Department, in consultation with the Station Manager.
2.11.7 Cape Winelands FM has the right to discontinue any program at any time
2.11.8 At the end of a season, no guarantee exists that a program will be continued, or that the production team will be re-appointed.

2.12 Policy on community participation

Community participation is crucial to the existence of community radio
2.12.1 Cape Winelands FM shall strive to ensure community participation in all levels of the Organisation.
2.12.2 Monthly Open Forums, consisting of staff, volunteers, presenters, directors and members of the community will take place at least once every three (3) months at a date, time and venue determined by Cape Winelands FM.
2.12.3 A programming committee will be set up by Cape Winelands FM to look at programming content and programming applications.

2.13 Competitions

2.13.1 All competitions will be negotiated by the Station Manager or the relevant person in the Programming Department.
2.13.2 Competitions will only be run if accompanied by advertising that is equivalent to the time spent on running the competition.

2.14 Studio usage Policy

2.14.1 The studio must be kept clean at all times.
2.14.2 No foods or drinks may be taken into the studios.
2.14.3 No smoking is allowed in the studios.
2.14.4 It is necessary to book the studio at least 48 hours beforehand. A booking must be made through the relevant staff member.
2.14.5 The person using the studio needs to have the relevant training before having access to the studios. If they do not have the necessary training, they will be supervised and assisted by a technician or another staff member.
2.14.6 In event of the studios being used by outside organizations / individuals, a Cape Winelands FM technician or staff member must be present at

all times. The outside organization / individual will be charged for the time of the Mbhashe FM technician or staff member.

2.14.7 Cape Winelands FM productions and studio work take priority over all other productions. The priority of the productions will be decided upon by the Station Manager or Program Manager.

2.14.8 Payment for the studio usage is according to Cape Winelands FM rates.

2.14.1 Technical Policy

Below are points to govern the technical division:

1) The technical division is to operate under the programming department, albeit run by a technician.

2) The technician is answerable to the head of programming.

3) The technician shall provide a monthly report to the head of programming on the status of the division.

4) The technician shall work with a team of 2 to 3 persons of sound technical knowledge; this will include the technical producer responsible for production and/or the executive producer.

5) It is also important to note the following as primary roles/objectives for the technical division/personnel:

a) Be on standby 24/7 for any urgent technical challenges

b) Be available on mobile, email and other platforms at reasonable times.

c) Ensure the optimum functionality of all studio equipment at all times.

d) Ensure the optimum functionality of the production studio.

e) Ensure the optimum functionality of the control room.

f) Ensure that the main studio, production studio and control room are kept in immaculate condition and are presentable at all times.

g) Ensure that studio equipment is serviced at least once to twice a year.

h) Ensure the optimum functionality of all back-up systems in the event of a power outage or as a result of any unforeseen circumstances.

i) Ensure the optimum functionality of all the internet connectivity at the station.

j) Ensure the proper functioning of all other equipment used at the station i.e. printers, telephones, etc.

k) Ensure the smooth running of all outside broadcasts.

l) Work with a great sense of urgency in all work related to the division as it is critical to maintain quality and uninterrupted broadcast and also for the staff to be able to meet their work mandate.

Offences

6) It will be an offence not to carry the work principles as mandated.

Oversight

7) The station manager shall play the oversight role of the division.

2.15 Advertising Policy

2.15.1 **Definition** – Advertising is a paid promotion by a company or Organisation that advertises a particular event or product, or advertises the services of the particular Organisation or company. The advertisement is normally shorter than one minute.

2.15.2 The total advertising time for the broadcasting day will not exceed the ICASA code on advertising.

2.15.3 The costs of advertising will be determined by the Station Manager and will be increased annually with 10%.

2.15.4 Special rates will apply for community organisations and Small, Medium and Macro Enterprises (SMME's)

2.15.5 Live reads will only be allowed in the case of advertising a SMME or its product, and if the advertising is for one week or less.

2.15.6 Political advertising will only be allowed during elections periods as identified by the Independent Electoral Commission (IEC).

2.15.7 Cape Winelands FM do not accept advertising for tobacco, alcohol or gambling.

2.15.8 Advertising that is discriminating on the basis of gender, race, xenophobia or religion will not be accepted.

2.15.9 Cape Winelands FM reserve the right to reject an advertisement if it breaches any clause in our Constitution/Memorandum and Articles of Association, if it's racist, sexist or culturally biased or if we feel that it might offend our listeners.

2.15.10 Cape Winelands FM shall adhere to the South African Standards Authority's Advertising Code of Conduct.

2.16 Sponsorship Policy

2.16.1 Definition – Sponsorship is where a company or Organisation sponsored a timeslot longer than 3 minutes to advertise their company or Organisation and its services and products. The sponsored time will have an opening and closing billboard.

2.16.2 Cape Winelands FM shall hold the editorial control over the content, and will have the right to stop any program being broadcasted if it is racist, sexist or culturally biased.

2.16.3 In the case of a program promoting the work / cause of the sponsor, the sponsor will have the right to make input into the content of the program.

2.16.4 All costs of sponsorship will be determined by the Station Manager, or the advertising manager, in consultation with the Station Manager

2.16.5 Cape Winelands FM shall not accept sponsorship from organisations or companies that promotes the use of alcohol or tobacco, or gambling.

2.17 Community announcements

2.17.1 Definition: Community announcements are announcements that promote an activity of Organisations such as schools, tertiary institutions, NGO's or CBO's.

2.17.2 The broadcasting time of community announcements will be determined by the Programming Coordinator.

2.18 Cape Winelands FM Broadcast Complaints procedure:

2.18.1 Introduction:

Broadcasting complaints are received telephonically, via emails or in writing. However, for formal complaints, Cape Winelands FM shall only deal with written complaints. No anonymous complaints will be accepted, but complainants can remain anonymous. However, they should provide their full names, address and contact details.

2.18.2 Procedure for complaints:

2.18.2.1 The complainant needs to submit a written complaint to the complaints officer.

2.18.2.2 Once the complaint has been received by Cape Winelands FM, an acknowledgement has to be sent to the complainant acknowledging receipt.

2.18.2.3 The complaints officer will investigate the complaint by:

a) listening to the recording.
b) talking to the presenter and producer.
c) have a discussion with the management of Cape Winelands FM on the complaint.

2.18.2.4 Once all evidence has been investigated, and the management had a discussion, appropriate action will be considered.

2.18.3 Cape Winelands FM shall endeavor to resolve complaints through:

- Right to reply, where the complainant has not been given airtime to express their side.
- Apologies in cases of gross violations, and when the Cape Winelands FM policies and procedures have been violated.
- Suspension of the presenter, in cases of gross violations.
- Expulsion when there is no recourse for rehabilitation.

2.19 **Political Programming**

- Cape Winelands FM is nonpolitical radio broadcaster.
- Program content of a political nature must always be clearly identified as such.
- Producers and presenters must ensure that content presented has been researched and due consideration has been given to all points of view.
- Fair and reasonable opportunity must be given to all parties involved in the respective issue or discussion.
- Producers and presenters must have the content approve by the Programs Manager.
- Producers and presenters must have completed Presenters Training Course offered by the station, which will address this area.
- All producers and presenters must adhere to Cape Winelands FM constitutional objectives, Cape Winelands FM station policies Broadcasting Code of Conduct.

2.20 **Political Branding and affiliation policy**

- Cape Winelands FM is an organization with a focus on community and skills development with no political affiliation.
- Board of directors, management and presenters of Cape Winelands FM must not hold any political position while serve at the organization and not allowed to wear any political regalia at the station's premises.
- Members of political organizations are not permitted to showcase their regalia during the functions organized by Cape Winelands FM, or while having interviews of community interest.
- Members of the community who holds political position either at local, municipality, provincial or national level are not permitted to hold position at Cape Winelands FM.
- Cape Winelands FM will only allow political programming during the elections on the time slot allocated and monitored by the authority.

CHAPTER 3: Training

3.1 Overall Training policy

3.1.1 In its training program, Cape Winelands FM shall strive to:

a) develop the skills of existing broadcasters, potential broadcasters and Cape Winelands FM staff and volunteers.
b) to demystify radio as a medium to listeners and members of our target community.
c) to improve the quality of programs produced in community radio.
d) to improve the productivity of community radio and make community radio a force to be reckoned with.
e) to improve the employment prospects of members of community radio stations through training and education
f) Cape Winelands FM shall encourage its workers:
    a. to use Cape Winelands FM as an active learning environment.
    b. to provide workers with the opportunity to acquire more skills.
    c. to provide interns with valuable work experience
    d. to encourage workers to participate in identified training programmes.
g) Cape Winelands FM shall provide students, through its work shadow program, an opportunity to experience the working of a radio station, so that they, in turn, can enter the field of media as a career choice.

3.2 Implementation of the training policy

a) Cape Winelands FM has developed the Winelands Broadcast Academy (WBA) as a mechanism for implementation of the Training policy.
b) The WBA is under the management of the Training Director.
c) All training, be it staff training, volunteer training, interns, work shadow or staff development, will fall within the ambit of the Training Director.
d) The Training Director, will, on a yearly basis, develop a training plan for the coming year, outlining the intended training courses.
e) Policy issues, such as the main focus for training for the year, has to be developed with the Station Manager, and be approved by the Board of Directors.

Policy on volunteerism

3.3.1 Definition: Volunteers are members of Cape Winelands FM who devote time, skills and experience to the station with no financial compensation.
3.3.2 Cape Winelands FM has two categories of volunteers:

(i) ***Volunteer producers*** are volunteers that devote time in the furtherance of the on-air component of Cape Winelands FM such as production of programs, research or engineering.

(ii) ***Other volunteers*** are members that devote their time and experience in other areas of Cape Winelands FM, such as administration and reception.

3.3.3 Process to became a volunteer

3.3.3.1 Members of the community who wish to become volunteers need to apply through our receptionist.

3.3.3.2 The Station Manager and the Programme Manager will scrutinize volunteer applications once a month and inform the applicant via letter as to the outcome.

3.3.3.3 Once the volunteer has been selected, s/he will undergo the Orientation and Basic Radio Skills training course offered at Cape Winelands FM, or any other relevant training identified by the Training Director.

3.4 Criteria for the selection of training course participants

3.4.1 The course content needs to be relevant for the needs of Cape Winelands FM

3.4.2 The Cape Winelands FM applicant can be a volunteer or staff member

3.4.3 In event of a staff member, negotiations between the staff member and Station Manager should take place to choose the best suitable time for both partners.

3.4.4 The Cape Winelands FM applicant should be available for the full duration of the course.

3.4.5 The Cape Winelands FM applicant should submit all relevant documentation by the due date.

3.4.6 After the course, the Cape Winelands FM applicant commits him / herself to organize an hour workshop for staff and volunteers to ensure skills transfer. This workshop will be organized at a suitable time for the Cape Winelands FM applicant and staff / volunteers.

3.4.7 A written report and all materials should be handed to the Training Manager by the Cape Winelands FM applicant within one week after the end of the course attended.

CHAPTER 4: Cape Winelands FM House Rules

4.1 Smoking

4.1.1 No smoking is allowed on Cape Winelands FM premises.
4.1.2 Any staff member, volunteer or director that smokes on the premises will be suspended immediately.
4.1.3 Special care will be taken to ensure that visitors do not smoke on the premises.

4.2 Keys

4.2.1 Staff will be issued with keys as needed by the Administrator.
4.2.2 Volunteers and members of Cape Winelands FM may use the keys only if granted special permission by the Station Manager or Administrator.
4.2.3 Keys must be signed out and signed in by the Administrator or a relevant staff member.

4.3 Computers

43.1 Only staff members, directors and interns may use the computers of Cape Winelands FM.
4.3.2 The volunteers will only be able to use the computers with special permission, or under the supervision of a staff member.
4.3.3 Programs, documents and emails may not be copied or deleted off the computers, unless special permission is obtained from the Administrator, or if the documents belong to the person copying it.
4.3.4 When using the printer for personal use, the user will be charged at a rate determined by the Administrator, in consultation with the Station Manager.
4.3.5 No staff member or volunteer is allowed to open and read the emails of staff.
4.3.6 No staff member or volunteer is allowed to open and read the documents in the mailboxes of other staff members.
4.3.7 If anyone is caught opening and reading other's mail, or going through their mailboxes, they may be suspended.

4.4 Telephone

4.4.1 Cape Winelands FM's telephones may only be used for calls concerning Cape Winelands FM.
4.4.2 No change for the telephone will be provided by the admin office
4.4.3 The use of cellular phones for personal purposes should be limited during working hours.
4.4.4 No social networking, such as Twitter, Instagram, Tik Tok and Facebook will be allowed during working hours, unless it is related to Cape Winelands FM work.

4.5. Faxes

4.5.1 All personal faxes done at Cape Winelands FM will be charged for at a rate determined by the Administrator.
4.5.2 On the fax receipt slip, the user must sign their name and the destination of the fax.
4.5.3 All incoming faxes should be entered into the incoming fax book.
4.5.4 All incoming faxes must be copies and placed in the relevant pigeon hole.
5.4.5 All personal faxes must for paid for in cash.

4.6 Photocopier

4.6.1When using the photocopy machine, the total number of copies, the person/ department making the copies as well as the reason for making the copies should be written down in the relevant book.
4.6.2 Any person using the photocopy machine for personal use, will be charged at the rates determined by the Administrator.
4.6.3 Cape Winelands FM staff, volunteers and directors should try to use recycle paper as far as possible.

4.7 CD Writer

4.7.1 The CD writer should only be used for Cape Winelands FM purposes.
4.7.2 Anyone that are caught using the CD writer to make illegitimate copies of CD's, will be dismissed immediately.

4.8 Scanner

4.8.1 The scanner should only be used for Cape Winelands FM purposes as far as possible.
4.8.2 Arrangements should be made with the Administrator regarding the CD writer for other use, and will charged as per fax rates.

4.9 Kitchen

4.9.1 Any person using the kitchen should clean up.
4.9.2 Any breakages should be reported to the Administrator.

4.10 Visitors

4.10.1 Visitors are only allowed into the studio if accompanied by a staff member or volunteer.
4.10.2 Organised tours for visitors will be arranged on the following days: Tuesdays and Thursdays at 10:00; 12:00 and 14:00
4.10.3 Arrangements for tours can be made with the Receptionist.

4.11 Security

4.11.1 The last person leaving Cape Winelands FM's premises must ensure that the lights are switched off, all the windows are closed, the fire escape door is closed properly, the computers, studio and air-conditioners are switched off, the night programming and jingle is on and that the burglar alarm is activated.
4.11.2 When entering or leaving the Cape Winelands FM premises, care should be taken outside the building.
4.11.3 If any problem arises, the relevant staff member should be telephoned using the emergency numbers

4.12 Theft of Cape Winelands FM property

4.12.1 Anyone caught in illegal possession of any Cape Winelands FM property, be it CD's, recording equipment or anything else, will be prosecuted.
4.12.2 Anyone that witnesses another person stealing Cape Winelands FM's property should report it, with immediate effect, to the Station Manager, Administrator or Head of Department.
4.12.3 Staff members, producers or volunteers caught stealing will be suspended with immediate effect, pending a disciplinary hearing
4.12.4 The removal of Cape Winelands FM's property without the permission of the Station Manager constitutes theft.

4.13 Cape Winelands FM vehicle policy:

4.13.1 Cape Winelands FM's vehicle/s should only be used for Cape Winelands FM business

4.13.2 Only licensed drivers, with the appropriate documentation, are allowed to drive the vehicle/s.

4.13.3 All drivers will fill in the logbook.

4.13.4 All drivers are expected to do the K53 test each time they take out the vehicle/s.

4.13.5 The drivers must report any maintenance needs to the administrator.

4.13.6 In case of an accident, the Station Manager needs to be informed immediately.

4.14 Policy on day-care facility

4.14.1 The day-care facility is available to Cape Winelands FM staff and mothers in the vicinity and provides mothers with the surety that their babies are cared for properly.

4.14.2 The day care facility is also available to encourage mothers to breastfeed their babies as long as possible, thus ensuring mother to child bonding.

4.14.3 All parents of children in the day care facility will be expected to provide all the provisions needed for their children.

4.14.4 If needs be, parents can be asked to contribute financially, to cover the costs for the day care facility. The contribution paid by parents will be determined by Cape Winelands FM.

4.14.5 No sick children will be allowed at the day care facility.

CHAPTER 5: Code of conduct

5.1 Desertion

5.1.1 **Meaning:** Desertion implies that an employee has left the place of work, and does not appear to have any intention of returning to the workplace.

5.1.2 A period of 5 working days is accepted as the period to lapse that would indicate that the employee is not planning to return to work.

5.1.3 The employee has the obligation to inform Cape Winelands FM of any reason why s/he is unable to be at work and when s/he is intending to return to work.

5.1. Cape Winelands FM has the obligation to try and contact the employee is s/he fails to contact Cape Winelands FM.

5.1.5 This will enable Cape Winelands FM to warn the employee of the possible consequences of desertion, this will also enable Cape Winelands FM to determine whether a valid reason exist for the absence of the employee.

5.1.6 After this reasonable doubt can exist that the employee has any intention of returning to work.

5.2 Action Steps

5.2.1 Cape Winelands FM shall send the employee a telegram at the employee's last known address, informing him/her that s/he is needed at work.

5.2.2 If the employee does not return to work within 5 (five) consecutive days, s/he will be regarded as having deserted and his/her services will be terminated.

5.2.3 Proof of delivery of the telegram must be obtained by Cape Winelands FM.

5.2.4 If a forwarding address does not exist for the employer, Cape Winelands FM shall make every effort to get a message to the employee.

5.3 Employee Returns

5.3.1 If the employee returns to work by the specified date, Cape Winelands FM shall be entitled to enquire as to the reasons why the employee absented him/herself from work.

5.3.2 Cape Winelands FM shall also be entitled to enquire why the employee did not contact Cape Winelands FM for Cape Winelands FM to be informed earlier about the reasons and circumstances causing the employee to absent him/her from work.

5.4 Employee contacts Cape Winelands FM

5.4.1 If the employee contacts Cape Winelands FM within the given period, Mbhashe FM shall be entitled to enquire as to the reasons why the employee absented him/herself from work.

5.4.2 Cape Winelands FM shall also be entitled to enquire why the employee did not contact Cape Winelands FM for Cape Winelands FM to be informed earlier about the reasons and circumstances causing the employee to absent him/her from work.

5.4.3 Cape Winelands FM can also agree that the reasons given by employee as above are justifiable.

5.5 Employee returns after given date

5.5.1 If the employee returns to Cape Winelands FM after date given, Cape Winelands FM is obligated to provide the employee with an opportunity to explain Him / herself.

5.5.2 This would include giving reasons why s/he was absent from work.

5.5.3 This would include giving reasons why s/he did not contact Cape Winelands FM.

5.5.4 This would include giving reasons why s/he did not return to work in specified period.

5.5.5 Where the reasons are such that it was clearly not possible for the employee to make contact with Cape Winelands FM or return to work and particularly where there is some proof to support the employee's claim, or this claim can be verified in some way, Cape Winelands FM would be obligated to re-employee the employee.

5.5.6 This will depend on the reasons given for the absence and the proof that the employee can provide to support his/her claim.

5.6 Remuneration

5.6.1 Where an employee admits desertion and his/her services is suspended, s/he is still entitled to be paid for any period worked and to be paid for any leave which has accumulated.

6 Intoxication

Where an employee is accused of being intoxicated on duty:

6.1 **On Duty will mean**:

(i) On Cape Winelands FM premises during or after the employee's designated working hours, on an outside broadcast during or after the employee's designated working hours, representing Cape Winelands FM at any gathering outside Cape Winelands FM premises during or after the employees designated working hours, or any other activity on behalf of Cape Winelands FM.

6.2 **Action Steps**

6.2.1 Cape Winelands FM shall be obligated to suspend the member from work with full pay.
6.2.2 Cape Winelands FM must remove employee or cause for employee to be removed from premises immediately.
6.2.3 Where employee is representing Cape Winelands FM at outside broadcast, Cape Winelands FM will be obligated to remove or cause to remove the employee from the premises where outside broadcast is taking place.
6.2.4 Where employee is representing Cape Winelands FM at any other gathering outside of Cape Winelands FM premises, Cape Winelands FM will cause to have employee removed from premises if informed of employee's condition whilst gathering is taking place.
6.2.5 Cape Winelands FM shall be obligated to have employee medically tested for alcohol levels, at Cape Winelands FM expense, within 3 (three) hours.

6.3 **Employee refuse to be medically tested**

6.3.1 If the employee refuses to be medically tested, Cape Winelands FM shall be obligated to suspend the employee with immediate effect with full pay.
6.3.2 Cape Winelands FM shall be obligated to call a hearing where the employee can be represented by a person of his/her choice.
6.3.3 Cape Winelands FM must be represented by its Human Resource Officer, the staff member laying the charge against the employee and any other person Cape Winelands FM feel would expedite the hearing.
6.3.4 Cape Winelands FM shall send the employee a telegram at the employee's last known address, giving 7 (seven) days' notice of hearing, outlining date, time and venue of such hearing.
6.3.5 Written notice must include charge sheet against employee.
6.3.6 Proof of delivery of the said telegram must be obtained by Cape Winelands FM.
6.3.7 If a forwarding address does not exist for the employer, Cape Winelands FM shall make every effort to get a message to the employee.
6.3.8 If the member or his/her representative doesn't attend hearing, employee's service will be terminated with immediate effect.
6.3.9 If the member and/or his/her representative attend the hearing
6.3.9.1 The charge will be put to the employee including his/her reluctance to be medically examined.
6.3.9.2 Cape Winelands FM is obligated to provide the employee with an opportunity to explain him / herself.
6.3.9.3 This would include giving reasons why s/he was drunk on duty.

6.3.9.4 This would include giving reasons why s/he refused to allow Cape Winelands FM to have him/her medically tested.

6.3.9.5 Where the reasons are such that it was clear that the employee was not under the influence of alcohol or any other narcotic, particularly where there is some proof to support the employee's claim, or this claim can be verified in some way, Cape Winelands FM would be obligated to re-employee the employee.

6.3.9.6 Where the reasons forwarded are such that it was clear that the employee was under the influence of alcohol or any other narcotic, Cape Winelands FM shall be entitled to terminate the services of the employee.

6.4 **Employee is medically tested and tested positively**

6.4.1 Cape Winelands FM, on receipt of the medical certificate, would be entitled to terminate the employee's service with immediate effect.

6.4.2 Cape Winelands FM is not obligated to hold a hearing, where employee can be represented, to dispense of the issue at hand.

6.5 **Employee is medically tested and tested negative**

6.5.1 Cape Winelands FM would be obligated to hold a hearing where the negative status, through proof provided by doctor's certificate, is submitted by Mbhashe FM.

6.5.2 Cape Winelands FM is obligated to give employee written apology.

6.5.3 Cape Winelands FM is obligated to re-employ employee in same position with same responsibilities, remuneration and benefits.

6.5.4 Cape Winelands FM is obligated to ensure that this incident is not reflected in the employee's employment record.

6.5.5 Cape Winelands FM is obligated to ensure that the employee's chances of promotion are not hampered/stifled by this incident.

Conduct of personnel

7.1 As Cape Winelands FM is a community radio station, the behavior or conduct of its personnel needs to be exemplary.

7.2 When representing Cape Winelands FM in the public, be it at meetings, outside broadcast or at field broadcasts, no excessive alcoholic beverages will have consumed.

173

8. Use of equipment

8.1 Telephone calls

8.1.1 The staff and volunteers should ensure that all office equipment is treated with care, and prevent wastage, which can be very costly.
8.1.2 Cape Winelands FM staff are expected to keep calls to a minimum and be aware of the time spent on the telephone, especially when the calls are not local.
8.1.3 All non-local calls need to go through the switchboard, and will be written in a book logging all non-local calls made.
8.1.4 Staff are not allowed to make personal long distance telephone calls
8.1.5 All international calls must be approved by the Administrator or the Station Manager, before it is made.
8.1.6 The Receptionist or switchboard operator will not accept any reverse charge calls.

8.2 Faxes

8.2.1 All personal faxes should be paid for in cash.
8.2.2 All personal faxing must be approved beforehand by the Administrator before the fax is sent.

8.3 Photocopying

8.3.1 All personal photocopying must be paid for in cash
8.3.2 All personal photocopying must be approved beforehand by the Administrator.
8.3.3 Double-sided copies must be made to ensure the saving of paper.
8.3.4 The cost for personal copies will be determined by the Administrator and Station Manager.

8.4 Other equipment

8.4.1 The use of all other equipment for personal use must be approved by the Station Manager beforehand.
8.4.2 The cost will be determined annually by the Station Manager and Administrator.
8.4.3 In case of breakage, the user will be expected to either pay for the repairs or to cover the cost of replacing the equipment.

9. Abuse of facilities

Definition: Abuse of facilities will be defined as unauthorized use (without proper permission), incorrect use, no provision for the safety of the facilities, using equipment without any training and being generally negligent with Cape Winelands FM's facilities.

9.1 The abuse of any of Cape Winelands FM facilities will not be allowed.
9.2 In cases of abuse, the user will be prevented from using Cape Winelands FM's facilities in future.
9.3 If needs be, a disciplinary can be held to suspend or dismiss the person guilty of abuse of Cape Winelands FM's facilities.

10. Unauthorised recordings

10.1 Cape Winelands FM subscribes to South African Music Rights Organisation (SAMRO), and as such do not allow anyone to make recordings of musical works of artists for personal use.
10.2 The use of music by recorded artists will only be allowed if this is recorded in the PRS's sheets.
10.3 When copyright music is used as a part of jingles, the relevant organizations needs to be informed, and Cape Winelands FM will then remunerate the artist through this Organisation.

11. Unauthorized use of the email/internet

11.1 The internet and email are for the explicit use of Cape Winelands FM related tasks.
11.2 Any person, be it a volunteer or staff member using the internet for personal use, will be disciplined.
11.3 Any person, be it a volunteer or staff member that uses Cape Winelands FM's internet facilities to access website containing pornography, will be suspended pending a disciplinary hearing.
11.4 Any person using the email to send messages containing pornography will be suspended pending a disciplinary hearing.

CHAPTER 6: Disciplinary procedures

6.1 Introduction

6.1.1 This part of the Policy and Procedures Manual are supplementary to the Employment Contracts of staff. Disciplinary Procedures are started when there is alleged misconduct by an employee against Cape Winelands FM or against another person

6.2 Objective

6.2.1 In order to build a strong organization, discipline is necessary. The disciplinary procedures come into play when these rules have been bridged. The objective of Cape Winelands FM is to rectify the behavior of the staff member, rather than being punitive.

6.3 Implementation of disciplinary process

6.3.1 A disciplinary committee, consisting of members of the Board of Directors, staff and volunteers will be constituted.
6.3.2 The role of the disciplinary committee will be to investigate any alleged misconduct.
6.3.3 The disciplinary committee can call any director, staff member or volunteer that they feel will shed some clarity on misconduct
6.3.4 Any person appearing before the disciplinary committee has the right to a representative of their choice.
6.3.5 Cape Winelands FM guarantees the right of the accused to a fair hearing where all sides of the story will be explored

6.4 Steps for the disciplinary hearings

6.4.1 The accused need to be informed of disciplinary hearings in writing, five working days before the hearing takes place
6.4.2 The accused has the right to have a representative of his/her choice present in the disciplinary hearing
6.4.3 The disciplinary hearing will take place during office hours. If it takes place outside office hours, Cape Winelands FM shall provide transport of necessary
6.4.4 The accused has the right to request translations of the proceedings of the disciplinary committee
6.4.5 The chairperson of the disciplinary hearing will read the complaint/ against the accused
6.4.6 The accused can ask for clarity, and can also respond to the complaint/s against him/her
6.4.7 The disciplinary committee has the right to cross examine the accused
6.4.8 If the accused feels that s/he has been unfairly treated, s/he has the right to seek the help of the Commission on Conciliation, Mediation and Arbitration (CCMA).

6.5 Rules on immediate dismissal

6.5.1 The following serious offences are punishable by immediate dismissals, i.e. no notice periods and no previous warnings. The staff remuneration will not be effected in terms of notice periods

a) Intoxication: being under the influence of alcohol or any other non-prescribe drugs
b) Assaulting, threatening, fighting or racial insults
c) Theft or the unauthorized possession of Cape Winelands FM property
d) Making racist jokes on air
e) The selling of alcohol or non-prescribed drugs for commercial gain
f) Desertion (absence from work for 5 days or longer)
g) Deliberate damage to Cape Winelands FM property or equipment
h) Gross negligence or carelessness
i) Bringing the name of Cape Winelands FM in disrepute by badmouthing Cape Winelands FM, representing Cape Winelands FM negatively

6.6 EXAMPLES OF HOW DISCIPLINE COULD BE APPLIED:

		Step 1	Step 2	Step 3	Step 4
1	Under the influence of alcohol or non-prescribed drugs on duty	Dismissal			
2	Assaulting, threatening, fighting or racial insults	Dismissal			
3	Malicious damage to Cape Winelands FM property	Dismissal			
4	Theft, unauthorized possession of Cape Winelands FM property	Dismissal			
5	Disregard for safety, fire or health regulations	Verbal warning	Written warning	Written warning	Dismissal
6	Leaving Cape Winelands FM premises or property unlocked or open	Dismissal			
7	Unauthorized copying of musical works by artist	Dismissal			
8	Absenteeism, excessive sick leave, absence without permission	Verbal warning	Written warning	Written warning	Dismissal

6.6 Grievance procedures

6.7.1 Definition: A grievance is lodge when a staff member has a complaint against a senior staff member

6.7 **Process**

6.8.1 The complaint needs to be lodge in writing to the Station Manager.
6.8.2 If the complaint is against the Station Manager, the complaint needs to be lodge with the Secretary of the Board of Directors
6.8.3 After the lodging of the complaint, an investigation will be held in the form of a hearing. This hearing will differ from a disciplinary hearing in that it investigates the allegations against the senior staff member.
6.8.4 Once the hearing has been has taken place and the investigations are complete, the committee will make recommendations as to the way forward
6.8.5 If the committee does find grounds in the complaint against the senior staff member, a disciplinary hearing will be held

ANNEXURES:

A Contract of employment for casual workers / interns
B Contract of employment for full time staff
C Volunteer application form
D Program application form
E 1st Warning – Form A
F 2nd Warning – Form B
G Final written warning – Form C
H Exit form (Reason for leaving) – Form D
I lodging of a grievance – Form

181

FM
Your best infotainment station

VOLUNTEER / CASUAL CONTRACT OF EMPLOYMENT

Name_____
Address :_____
_____

Telephone number: _____ID:_____

I, hereby accept Volunteer / Casual Employment with Cape Winelands FM, situated at 237 Merchant Street Klapmuts, Stellenbosch 7600 under the following terms and conditions:

1. That my volunteer / casual employment will commence and terminate on the dates reflected below and as signed by me
2. That on termination of my employment, I will not expect this employment to either be extended or to be made permanent
3. That I have been employed on a Volunteer / Casual basis only to render specific duties
4. That during my Volunteer / Casual employment I agree to abide by all instructions as given to me by my superior staff member
5. That after the termination of my employment period, no guarantee exists that this contract will be extended or renewed
6. I agree that I will be paid R_____ per hour, and that my hours of work do not exceed 24 hours per month
7. I agree that Pay As You Earn (PAYE) can be deducted from my wages as prescribed by the Government
8. I agree that my hours of work are Monday to Friday from 09:00 to 17:00. I understand that I might be called upon to work over the weekend, and in such an instance, will either be compensated or I will take the time off during the following week
9. I accept that as a Volunteer / casual employee, my employment at Cape Winelands FM may be terminated by either party with 48 hours' notice

I hereby confirm that I fully understand the content of this document and further confirm that I accept all the Terms and Conditions as laid down concerning the Volunteer / Casual Contract of Employment as detailed herein.

I confirm that I have received a copy of the Conditions of Employment, as well as the Code of Conduct, the Disciplinary Procedures and the Grievance Procedures.

Signed at_____ on the _____ day of _____
2016.

Signed by: _____Signature :_____
(Employee)

Signed by :_____ Signature:_____
(For Cape Winelands FM)

FM
Your best infotainment station

CONTRACT OF APPOINTMENT:

We are pleased to confirm your appointment to the position of

_____

For the period _____ to _____

With 237 Merchant Street, Klapmuts, Stellenbosch 7600, under the following terms and conditions:

1. That my employment will commence and terminate on the dates reflected below and as signed by me
2. That on termination of my employment, I will not expect this employment to either be extended
3. That I have been employed to render specific duties according to my Conditions of Employment, but agree and understand that I might be called upon to do duties that are beyond this
4. I agree to abide by all instructions as given to me by my superior staff member
5. That after the termination of my employment period, no guarantee exists that this contract will be extended or renewed
6. I agree that I will be paid R_____ per month, and that PAYE or SITE and UIF will be deducted from my salary as prescribed by the Government of South Africa
7. I agree that my hours of work are Monday to Friday from 09:00 to 17:00. I understand that I might be called upon to work over the weekend, and in such an instance, will either be compensated or I will take the time off during the following week
8. I accept that during my probationary period, either party, within 48 hours' notice may terminate my employment at Cape Winelands FM
9. After the probationary period, thirty (30) days' notice will be given upon my resignation

I hereby confirm that I fully understand the content of this document and further confirm that I accept all the Terms and Conditions as laid down concerning the Volunteer / Casual Contract of Employment as detailed herein.

I confirm that I have received a copy of the Conditions of Employment, as well as the Code of Conduct, the Disciplinary Procedures and the Grievance Procedures.

Signed at_____ on the _____ day of _____2022

Signed by: _____Signature:_____
(Employee)

Signed by:_____ Signature:_____
(For Cape Winelands FM)

FM
Your best infotainment station

Programme Application Form

Name of programme: _____ Demo Tape incl: yes ____
no ____

Date of Application: _____

Surname: _____

First Names: _____

Address: _____

Telephone number:

(w)_____

(c)_____

E-mail address:

On a separate sheet, please describe the following:

1. Your programme idea
2. What the focus of your programme will be.
3. What you hope to achieve with the programme, and why you want to do it.
4. How many times a week said programme will be broadcast.
5. How long the programme will be (e.g. 1 hour, 3 hours, etc.).
6. Who your target audience is and why.
7. How this programme will be different from programming elsewhere.
8. Why Cape Winelands FM should broadcast this programme.
9. How many people will be involved in the production of the programme, and what their involvement will be? Please provide their contact details, relevant experience, skills, etc.

What resources will you need to gain access to from Cape Winelands FM

_____

Please specify any other needs/support you will require from the station i.e. training, etc.

Who will be responsible for the co-ordination of the programme?

_____

How will you contribute to the overall efforts of the station, e.g. membership drives, outside broadcasts, road shows, etc.?

_____

FM
Your best infotainment station

Volunteer Application Form
(All information contained herein is considered confidential)

Surname		First names	

I.D. Number	

Physical Address	Postal Address

Telephone number	(w)	(h)	(cell)	(Fax)

Contactable References

Surname	First Name	Telephone(w)	(h)

How did you hear about Cape Winelands FM?

Newspapers			
Friends			
Radio			
Television			

Education

Primary	Secondary
Tertiary	Other

Employment History

Where	Job description	From(date)	Till(date)

185

Where you are currently employed?

GENERAL

What do you read?

Magazines Newspapers Books Other

Do you listen to radio?

Yes No

If yes, specify which stations you listen to...

Do you watch television?

Yes No

If yes, what programmes do you watch?

Do you belong to any organisations? (social, political, cultural)

Yes No

If yes, please complete the following list of contactable references

Organisation	Contact person	Telephone	Fax

Do you hold office in any political organisations?

Yes No?

Why should you be accepted as a volunteer at Mbhashe FM?

186

What sort of voluntary position interests you?

How do you plan to balance your involvement at Cape Winelands FM with your other commitments?

When are you available to volunteer at Cape Winelands FM?

How will Cape Winelands FM benefit from your involvement with the station?

I declare that all the information contained above is to my knowledge correct and true. If my application is accepted, I will abide by all conditions and policies as set out by Cape Winelands FM.
Completion of this application form does not guarantee the acceptance of this proposal.

Signature: **Date:**

CURRICULUM VITAE

OF

[redacted]

188

CURRICULUM VITAE OF

[redacted]

[redacted]

SDP
Skills Development Professionals

Certificate of Competence

This is to certify that

[redacted]

Has successfully achieved competence in

59201 National Certificate: Generic Management NQF 5, Credits 162

SUID-AFRIKAANSE POLISIEDIENS
MIS
19 JUN 2025
KLAPMUTS
SOUTH AFRICAN POLICE SERVICE

PRINCIPAL

20 June 2023

2023SDP2803

SERVICES SETA

Accreditation No: 13128

182

Please feel free to verify this certificate at SDP on 051-4475882

SERVICES SETA

SERVICES SECTOR EDUCATION AND TRAINING AUTHORITY

CERTIFICATE OF COMPETENCE

This is to certify that

[redacted]

Has been found competent against the registered qualification

National Certificate: Generic Management: General Management : Level 05

SAQA ID: 60269

CREDITS : 165

Issued under the Skills Development Act, 1998 (Act no 97 of 1998)

Date Issued : 24 May 2023

SUID-AFRIKAANSE POLISIEDIENS
19 JUN 2025
KLARINUS
SOUTH AFRICAN POLICE SERVICE

DIE OORSPRONKLIKE DOKUMENT WAT AAN ... IS. EK SERTIFISEER VERDER DAT VOORSIENING VAN NAMAKLARINGS OF AMENDEMENT WYSIGING OF VERANDERING AP DIE OORSPRONKLIKE DOKUMENT AANGEBRING IS NIE.
I CERTIFY THAT THIS DOCUMENT IS A TRUE REPRODUCTION OF THE ORIGINAL DOCUMENT WHICH WAS PRODUCED TO ME FOR AUTHENTICATION. FURTHER CERTIFY THAT NO CLARIFICATION OR AMENDMENT OR A CHANGE WAS NOT MADE TO THE ORIGINAL DOCUMENT.
HANDTEKENING / SIGNATURE
MAGSNOMMER
FORCE NUMBER
RANG
RANK
NAAM IN DRUKSKRIF
NAME IN PRINT

[redacted]

Menzi Fakude
Chief Executive Officer
For and on behalf of Services SETA

CERTIFICATE NUMBER : 00294092

This Certificate is issued without alteration or erasure of any kind

2023000941230

193

MILPARK EDUCATION

This is to certify that:

[redacted]

has, in accordance with the requirements of the Further Education and Training Act (Act No 98 of 1998), satisfied the requirements for the

Certificate in Financial Products

Date of issue:
9 March 2021

Executive Dean

Registrar

Certificate number:
20210309/54423

194

FSB

FPI
Financial Planning Institute of Southern Africa
THE PROFESSIONAL STANDARD

Regulatory Examination Certificate

THIS SERVES TO CERTIFY THAT

[redacted]

has successfully completed the

First Level Regulatory Examination: Representatives

examination at

Netcare Education - CT

on

02 Jun 2017

PR238714

195

MILPA
EDUCATI

Powered by Free

16 Mar 2

ACADEMIC TRANSCRIPT

[redacted]

*Fo[redacted]

Statement [redacted] is
time, his/her conduct as a [redacted]

CERTIFY THAT THE
ORIGINAL DOCUMENT WHICH
FURTHER CERTIFY THAT FROM
CHANGE WAS NOT MADE TO THE ORIGINAL DOC

HANDTEKENING / SIGNATURE

MAGSNOMMER
FORCE NUMBER

RANG
RANK

NAAM IN DRUKSKRIF
NAME IN PRINT

SUID-AFRIKAANSE POLISIEDIENS
MIC
19 JUN 2025
KLAPMUTS
SOUTH AFRICAN POLICE SERVICE

Sharon Bender
Registrar

ACHIEVEMENT AWARD

This award is presented to

[redacted]

for outstanding achievement in

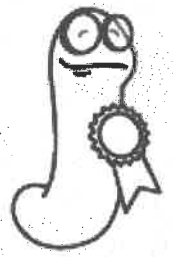
Community Development

[redacted]

Signature

11. 12. 2013.

Date



[redacted]

[redacted]

Education For Life

Qualification

SUID-AFRIKAANSE POLISIEDIENS
MIC
19 JUN 2025
KLAPMUTS
SOUTH AFRICAN POLICE

DIE OORSPRONKLIKE DOKUMENT WAT AANGEHOU WORD IS 'N SERTIFISEER VERDUBBELING VAN DIE OORSPRONKLIKE DOKUMENT. AANGE-BRINGE IS NIE.
I CERTIFY THAT THIS DOCUMENT IS A TRUE REPRODUCTION OF THE ORIGINAL DOCUMENT WHICH WAS HANDED TO ME FOR AUTHENTICATION. FURTHER CERTIFY THAT FRAUDULENT ALTERATION, AMENDMENT OR A CHANGE WAS NOT MADE TO THE ORIGINAL DOCUMENT.

MAGSNOMMER / OFFICE NUMBER
NAAM IN DRUKSKRIF / PRINT NAME
RANG / RANK
MAGTIGING / SIGNATURE

This is to certify that

[redacted]

has been assessed and found competent for

MEDIA CONSULTANT

[redacted]

[redacted]

[redacted]

[redacted]

[redacted]

[redacted]

NO. 58001786

198

NOTICE OF PERSONAL PARTICULARS

1. Any changes to the personal particulars in your ID Book must be communicated to all relevant parties.

NOTICE OF CHANGE OF ADDRESS

1. Keep the NOTICE OF CHANGE OF ADDRESS form in this pocket to report a change of address or a change in particular of your present address e.g. name of street and/or street number etc.

2. Hand in at or post to the nearest regional/district office of the DEPARTMENT OF HOME AFFAIRS

[redacted]

S.A.CITIZEN

SURNAME

[redacted]

FORENAMES

[redacted]

COUNTRY OF BIRTH

SOUTH AFRICA

[redacted]

DATE ISSUED

2012-11-06

ISSUED BY AUTHORITY OF THE DIRECTOR-GENERAL HOME AFFAIRS

SUID-AFRIKAANSE POLISIEDIENS
WC
19 JUN 2025
KLAPMUTS
SOUTH AFRICAN POLICE SERVICE

DIE OORSPRONKLIKE DOKUMENT WAT AAN MY AFGEWAARNEMINS VOORGELE IS, EK SERTIFISEER VERDER DAT VERLENGING, MY WAARNEMINGS DAAR DIE IN WYSIGING OF VERANDERING OP DIE OORSPRONKLIKE DOKUMENT AANGEBRING IS NIE.
I CERTIFY THAT THIS DOCUMENT IS A TRUE REPRODUCTION OF THE ORIGINAL DOCUMENT WHICH WAS HANDED TO ME FOR AUTHENTICATION. I FURTHER CERTIFY THAT FROM MY OBSERVATIONS AN AMENDMENT OR A CHANGE WAS NOT MADE TO THE ORIGINAL DOCUMENT.

HANDTEKENING / SIGNATURE

MAGSNOMMER / FORCE NUMBER 90-125L

RANG / RANK

NAAM IN DRUKSKRIF / NAME IN PRINT

28

[redacted]

[redacted]

[redacted]

[redacted]

103119009

REPUBLIC OF SOUTH AFRICA

[redacted]

Dear Sir/Madam

CALCULATION OF AGGREGATE : SENIOR CERTIFICATE

Only the six (6) highest marks are used, including either 2 First Languages or a First Language and a Second Language.
Your examination results were calculated as follows:

YEAR	EXAMINATION NO.	SUBJECT	SYMBOL
200711	1070044010140	AFRIKAANS FIRST LANGUAGE HG	B
200711	100050	ENGLISH SECOND LANGUAGE HG	C
200711		BIOLOGY SG	D
200711		GEOGRAPHY HG	D
200711		BIBLICAL STUDIES HG	E
200711		HISTORY SG	A K
200711		BUSINESS ECONOMICS SG	B

K = Subject condoned

AGGR: M(1200-1439)

REMARKS:
THE CANDIDATE PASSED THE SENIOR CERTIFICATE EXAMINATION WITH EXEMPTION. APPLICATION FOR THE ISSUE OF THE SENIOR CERTIFICATE WILL BE MADE BY THE DEPARTMENT TO THE COUNCIL FOR QUALITY ASSURANCE IN GENERAL AND FURTHER EDUCATION AND TRAINING (UMALUSI) AND ON RECEIPT THEREOF IT WILL BE POSTED TO THE LEARNER.

Yours faithfully

[redacted]

DATE: 2016/04/26

VALUE OF AGGREGATE SYMBOLS:
M SENIOR CERTIFICATE WITH MATRICULATION ENDORSEMENT
M* SENIOR CERTIFICATE WITH CONDITIONAL EXEMPTION
S SENIOR CERTIFICATE
The Department reserves the right to effect changes to this document.

112632847Z

202

WELGEVALLEN COMMUNITY PSYCHOLOGY CLINIC OF STELLENBOSCH UNIVERSITY

awards this

Certificate of Attendance

to

[redacted]

for training in a psychoeducational intervention at Klapmuts Primary School from August-September 2017.

Theoretical hours: 6 *Practical hours: 14*

Tali Lanesman
Student Clinical Psychologist

Jean-Pierre Hartmann
Student Clinical Psychologist

ASHLEY KRIEL SKILLS DEVELOPMENT CENTRE

TEACHER ASSISTANT PROGRAMME

AWARDED TO

[redacted]

For **Outstanding Performance** WCED School Support Programme

02 December 2017

Ms. G. Grootboom
Programme Manager

NPO
REG NR:
177 923

Director

202

CERTIFICATE OF ACHIEVEMENT

SUID-AFRIKAANSE POLISIEDIENS
MIC
JUN 2025
SOUTH AFRICAN POLICE SERVICE

[redacted]

STUDEN[redacted]
DATE: [redacted]

Has successfully completed a StellieTech course for

MOS Excel 2019/365 - Beginners to Advanced

DIE OORSPRONKLIKE DOKUMENT WAT AAN M[illegible] VERWAARNEM WOORD IS. EK SERTIFISEER VERDER DAT VOLGENS MY WETENSKAP GEEN WYSIGING OF VERANDERING [illegible] BRONKLIKE DOKUMENT AANGEBRING IS.
I CERTIFY THAT THIS DOCUMENT IS A TRUE REPRODUCTION [illegible] ORIGINAL DOCUMENT WHICH [illegible] TO ME FOR AUTHENTICATION. FURTHER [illegible] AMENDMENT OR A CHANGE WAS NOT MADE TO THE ORIGINAL DOCUMENT.

HANDTEKENING / SIGNATURE
MAGSNOMMER / FORCE NUMBER: 767256 RANG / RANK: Sgt
NAAM IN DRUKSKRIF / NAME IN PRINT: CH[illegible]

STELLIE TECH
Computer Training Courses and Certifications

Dylan Evans
Course Administrator

26

CERTIFICATE OF ACHIEVEMENT

[redacted]

STUDEN[redacted]
DATE[redacted]

19 JUN 2025

Has successfully completed a StellieTech course for

Introduction to Data Science

DIE OORSPRONKLIKE DOKUMENT WAT AAN [redacted] IS. EK SERTIFISEER VERDER DAT VOLGENS [redacted] WYSIGING OF VERANDERING OP DIE [redacted] BESTAAN IS NIE.
I CERTIFY THAT THIS DOCUMENT IS A TRUE [redacted] ORIGINAL DOCUMENT [redacted] I FURTHER CERTIFY THAT [redacted] CHANGE WAS NOT MADE TO THE ORIGINAL DOCUMENT.

HANTEKENING
MAGSNOMMER
FORCE NUMBER
NAAM IN DRUKSKRIF
NAME IN PRINT

STELLIE TECH
Computer Training Courses and Certifications

Dylan Evans
Course Administrator

CERTNEXUS

SUID-AFRIKAANSE POLISIEDIENS
MIC
19 JUN 2025
KLAPMUTS
SOUTH AFRICAN POLICE

[redacted]

has successfully completed the requirements
to be recognized as

DIE OORSPRONKLIKE DOKUMENT WAT AAN MY VERTOON IS, EK SERTIFISEER VERDER DAT VOLGENS DIE WAAR-NEMING BLIJKBAAR GEEN WYSIGING OF VERANDERING VAN DIE ORIGINELE DOKUMENT AANGEBRING IS NIE.
I CERTIFY THAT THIS DOCUMENT IS A TRUE REPRODUCTION OF THE ORIGINAL DOCUMENT WHICH WAS SHOWN TO ME FOR AUTHENTICATION. I FURTHER CERTIFY THAT FROM OBSERVATION NO ALTERATION OR AMENDMENT OR A CHANGE WAS NOT MADE TO THE ORIGINAL DOCUMENT.
HANDTEKENING SIGNATURE
MAGSNOMMER FORCE NUMBER
GANG RANK
NAAM IN DRUKSKRIF NAME IN PRINT

CERTNEXUS | CyberSAFE: CBS-410

September 8, 2022

DATE CERTIFIED

Bill Rosenthal

BILL ROSENTHAL
CEO

www.certnexus.com

207

CERTNEXUS

[redacted]

has successfully completed the requirements
to be recognized as
19 JUN 2025

CERTNEXUS Data Science BIZ

[redacted]

DATE CERTIFIED

[redacted]

BILL ROSENTHAL
CEO

[redacted]

209

CERTIFICATE OF ACHIEVEMENT

DIE OORSPRONKLIKE DOKUMENT WAT AAN MY VERTOON WORD IS, EK SERTIFISEER VERDER DAT DIE KOPIE MY WAARNEMING GEEN OORTREDE IN WYSIGING OF VERANDERING OP DIE OORSPRONKLIKE DOKUMENT AANGEBRING IS NIE.
I CERTIFY THAT THIS DOCUMENT IS A TRUE REPRODUCTION OF THE ORIGINAL DOCUMENT WHICH WAS PRODUCED TO ME FOR AUTHENTICATION. I FURTHER CERTIFY THAT FROM MY OBSERVATION NO AMENDMENT OR A CHANGE WAS NOT MADE TO THE ORIGINAL DOCUMENT.

HANDTEKENING / SIGNATURE

MAGSNOMMER / FORCE NUMBER 10/123 RANG / RANK

NAAM IN DRUKSKRIF / NAME IN PRINT

[redacted] [redacted]

Has successfully completed a StellieTech course for

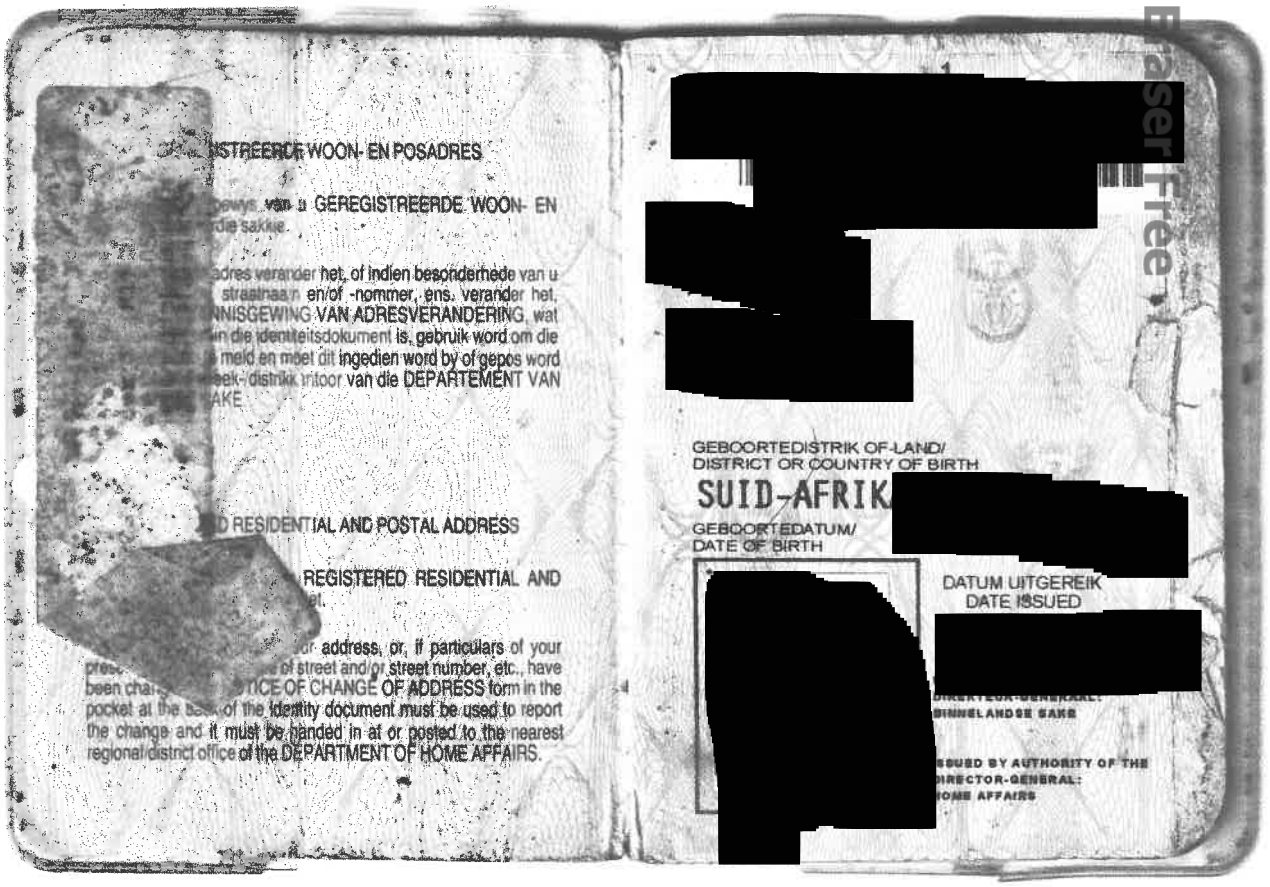
IC3 GS6/Digital Literacy

SUID-AFRIKAANSE POLISIEDIENS
FPC
19 JUN 2025
KLAPMUTS
SOUTH AFRICAN POLICE SERVICE

[redacted]

Dylan Evans
Course Administrator

STELLIE TECH
Computer Training Courses and Certifications



...ISTREERDE WOON- EN POSADRES

...bewys van u GEREGISTREERDE WOON- EN ...die sakke.

...adres verander het, of indien besonderhede van u ... straatnaam en/of -nommer, ens. verander het, ...NNISGEWING VAN ADRESVERANDERING, wat ...in die identiteitsdokument is, gebruik word om die ... meld en moet dit ingedien word by of gepos word ...eek-/distrikkantoor van die DEPARTEMENT VAN ...AKE.

...D RESIDENTIAL AND POSTAL ADDRESS

... REGISTERED RESIDENTIAL AND ...al.

...dr address, or, if particulars of your pres... of street and/or street number, etc., have been cha... TICE OF CHANGE OF ADDRESS form in the pocket at the back of the identity document must be used to report the change and it must be handed in at or posted to the nearest regional/district office of the DEPARTMENT OF HOME AFFAIRS.

[redacted]

GEBOORTEDISTRIK OF-LAND/
DISTRICT OR COUNTRY OF BIRTH
SUID-AFRIK[redacted]

GEBOORTEDATUM/
DATE OF BIRTH
[redacted]

DATUM UITGEREIK
DATE ISSUED
[redacted]

...DIREKTEUR-GENERAAL:
...BINNELANDSE SAKE

...ISSUED BY AUTHORITY OF THE
...DIRECTOR-GENERAL:
...HOME AFFAIRS

SUID-AFRIKAANSE POLISIEDIENS
MIC
19 JUN 2025
ALAPMUTS
SOUTH AFRICAN POLICE SERVICE

DIE OORSPRONKLIKE DOKUMENT WAT AAN MY VIR WAARMERKING VOORGELÊ IS. EK SERTIFISEER VERDER DAT KOLGENS MY BEWETE GEEN WYSIGING OF VERANDERING OP DIE OORSPRONKLIKE DOKUMENT AANGEBRING IS MIC.
I CERTIFY THAT THIS DOCUMENT IS A TRUE REPRODUCTION OF THE ORIGINAL DOCUMENT WHICH WAS HANDED TO ME FOR AUTHENTICATION. I FURTHER CERTIFY THAT, FROM MY KNOWLEDGE, NO AMENDMENT OR A CHANGE WAS NOT MADE TO THE ORIGINAL DOCUMENT.

HANTEKENING / SIGNATURE
MAGSNOMMER / FORCE NUMBER 70/11
RANG / RANK 5/Sgt
NAAM IN DRUKSKRIF / NAME IN PRINT CHESTER

211

CURRICULUM VITAE

OF

[redacted]

212

CURRICULUM VITAE OF

[redacted]

[redacted]

ican

Afrikaans

[redacted]

[redacted]

[redacted]

PROTEA COIN GROUP

GIJIMA TRAINING CENTRE

PROTEA COIN GROUP

GIJIMA OPLEIDINGSENTRUM

Certificate / Sertifikaat

Registered with Department of Manpower Utilisation
in terms of the MANPOWER TRAINING ACT, 1981

Geregistreer by die Department van Mannekragbenutting
in terme van die MANNEKRAG OPLEIDINGS WET, 1981

THIS IS TO CERTIFY THAT
HIERMEE WORD GESERTIFISEER DAT

[redacted]

NAME OF CANDIDATE / NAAM VAN KANDIDAAT

[redacted]

NATIONAL IDENTITY NUMBER / NASIONALE IDENTITEITSNOMMER

EK SERTIFISEER DAT HIERDIE DOKUMENT 'N WARE AFDRUK (AFSKRIF) VAN DIE OORSPRONKLIKE DOKUMENT WAT AAN MY VIR WAARNEMING VOORGEDRAG IS. EK SERTIFISEER VERDER DAT VOLGENS MY WAARNEMINGS DAAR NIE 'N WYSIGING OF VERANDERING OP DIE OORSPRONKLIKE DOKUMENT AANGEBRING IS NIE.
I CERTIFY THAT THIS DOCUMENT IS A TRUE REPRODUCTION (COPY) OF THE ORIGINAL DOCUMENT WHICH WAS HANDED TO ME FOR AUTHENTICATION. I FURTHER CERTIFY THAT FROM MY OBSERVATIONS AN AMENDMENT OR CHANGE WAS NOT MADE TO THE ORIGINAL DOCUMENT.

HANDTEKENING / SIGNATURE

MAGSNOMMER / FORCE NUMBER 708215 RANG / RANK Sgt

NAAM IN DRUKSKRIF / NAME IN PRINT Tshwane Rosa

SUID-AFRIKAANSE POLISIEDIENS
MIC
31 MAR 2025
KLAPMUTS
SOUTH AFRICAN POLICE SERVICE

has successfully completed the following course
het die volgende opleidingskursus met suskses voltooi
SEC/OFF/AIT/16/2011

10 DAYS

For a training period of
Vir 'n opleidingstydperk van

FROM / *VANAF* 17 OCT 2011 *TO* / *TOT* 28 OCT 2011

[redacted]

COURSE OFFICER
KURSUSOFFISIER

[redacted]

TRAINING MANAGER
OPLEIDINGSBESTUURDER

28 OCT [redacted] 06

DATE OF ISSUE
DATUM VAN UITREIKING

SERIAL NUMBER
REEKSNOMMER

215

PSiRA

Certification of Registration

Security Officer

This certificate certifies that

[redacted]

ID Nu[redacted]

PSiRA Reg Nu[redacted]

Date of Registration : 08 Jun 2004

Is duly registered as a Security Service Provider as Contemplated in terms of Section 21 of the Private Security Industry Regulation Act 2001 (Act no 56 of 2001).

Recognised Training Qualification as at date of issue hereof:

Grade B

Cash In Transit-007

Response Security Officer-006

Date of Issue : **08 Jun 2024**

Valid Until : **07 Jun 2026**

Certificate No. : **19619726**

This digital certificate remains the property of the Private Security Industry Regulatory Authority and must be authenticated at all times by verifying its validity using the QR Code or visiting https://www.psira.co.za

216

SEESA

Certificate

SUID-AFRIKAANSE POLISIEDIENS
MIC
31 MAR 2025
KLAPMUTS
SOUTH AFRICAN POLICE SERVICE

This is to certify that

[redacted]

Identity Number

[redacted]

EK SERTIFISEER DAT HIERDIE DOKUMENT 'N WARE AFDRUK (AFSKRIF) IS VAN DIE OORSPRONKLIKE DOKUMENT WAT AAN MY VIR WAARNEMING VOORGELÊ IS. EK SERTIFISEER VERDER DAT VOLGENS MY WAARNEMINGS DAAR NIE 'N ... ING OP DIE OORSPRONKLIKE DOKUMENT AANGE-
... UMENT IS A TRUE REPRODUCTION (COPY) OF THE ... ICH WAS HANDED TO ME FOR AUTHENTICATION. I ... FROM MY OBSERVATIONS AN AMENDMENT OR A ... TO THE ORIGINAL DOCUMENT.
HANDTEKENING / SIGNATURE
MAGSNOMMER / FORCE NUMBER 475307
RANG / RANK
AFSKRIF

Attended

Occupational Health & Safety

Date

13 October 2023

The contents of the training include

The Basic principles of the Health & Safety Act.
Minimum Requirements for compliancy to the Act.
Management Controls & Record Keeping.

Recommended Revision Period

3 Years

From date of issue

SEESA SKILLS TRAINING CERTIFICATE

[redacted]

Richard Bothroyd
Training Facilitator

178 Erasmus Street, Roban Centre, Meyerspark, Pretoria, RSA
Tel: +2712 810 2206 | Fax: +2712 810 2207 | Email: loryn@seesa.co.za

217

DRIVING LICENCE

SADC ZA SOUTH AFRICA

CARTA DE CONDUCAO

[redacted]

Code:
Vehicle restriction:
First issue:

01
0
25/09/2008

Prof. driving permit: G,P
Expiry date: 24/02/2024

REPUBLIC OF SOUTH AFRICA
NATIONAL IDENTITY CARD

[redacted]

Nationality:
RSA

[redacted]

RSA
Status:
CITIZEN

SUID-AFRIKAANSE POLISIEDIENS
MIC

31 MAR 2025

[redacted]

EK SERTIFISEER DAT HIERDIE DOKUMENT 'N WARE AFDRUK (AFSKRIF) IS VAN DIE OORSPRONKLIKE DOKUMENT WAT AAN MY VIR WAARNEMING VOORGELÊ IS. EK SERTIFISEER VERDER DAT VOLGENS MY WAARNEMINGS DAAR NIE 'N WYSIGING OF VERANDERING OP DIE OORSPRONKLIKE DOKUMENT AANGEBRING IS NIE.
I CERTIFY THAT THIS DOCUMENT IS A TRUE REPRODUCTION (COPY) OF THE ORIGINAL DOCUMENT WHICH WAS HANDED TO ME FOR AUTHENTICATION. I FURTHER CERTIFY THAT FROM MY OBSERVATIONS AN AMENDMENT OR A CHANGE WAS NOT MADE TO THE ORIGINAL DOCUMENT.

[redacted]

MAGSNO
FORCE N

NAAM IN DRUKSKRIF
NAME IN PRINT

[redacted]

DRIVER RESTRICTIONS
0 None
1 Glasses /

[redacted]

VEHICLE RESTRICTIONS
0 None
1 Automatic transmission
2 Electrically powered
3 Physically disabled
4 Bus > 15000 kg (GVM) permitted

[redacted]

Conditions:
This card has been issued by the Department of Home Affairs in terms of the Identification Act, Act 68 of 1997

If found please return to the Department of Home Affairs
For enquiry or verification purposes contact 0800 60 11 90

[redacted]

CURRICULUM VITAE

OF

[redacted]

CU[redacted]CULUM VITAE OF

[redacted]

dary School

Readiness

rogramme
radio activist

CURRICULUM VITAE

OF

222

CURRICULUM VITAE OF

[redacted]

23

224

y and Tourism

[redacted]

CURRICULUM VITAE

OF

[redacted]

226

[redacted]

[redacted]

227

CURRICULUM VITAE

OF

[redacted]

228

CURRICULUM VITAE OF

CURRICULUM VITAE

OF

[redacted]

[redacted]

CURRICULUM VITAE

OF

[redacted]

234

UME

at

a

x

ir

n

e

le

w

ci

is

ctively.

e

f

n

er

n

nd

d

s

ec

n

ol

e

a

Cond

PROFES

ned

2

ts

ent

Co

237

CURRICULUM VITAE

OF

[redacted]

Good
Good
Fair

ion (4 ye

ICT

239

OSOFT OFFICE

OL.

ning

)

240

Cape Winelands FM, 237 Merchant street, Klapmuts
Stellenbosch 7600
Mail:capewinelandsfm@gmail.com Cell:069 963 4925

BOARD DECLARATION

1. We, the undersigned declare that:

1.1 No board members have any interest in the programming or finances of the station.

1.2 There are no family members or next of kin in the governance structure in compliance with clause 5 (2) of the Community Broadcasting Services Regulation of 22 March 2019[2];

1.3 There is no member of the governance structure who is a political office bearer to any political organisation or alliance thereof in compliance with clause 9 (1) of the Community Broadcasting Services Regulations;

1.4 None of the members of the governance structure are members or serve in a governance structure of any other sound or broadcasting television services; and

1.5 No Board of Directors/Trustees occupy a dual role with regards to being members of the Board, Trustees, Managers and simultaneously being presenters at the radio station in compliance with Regulation 14 (A) of the Amended Standard Terms and Conditions for Class Licences 2021[3].

1.6 All members of the governance structure reside within the coverage area in compliance with Regulation 12 (2) (g) of the Community Broadcasting Services Regulations.

[2] Published in *Government Gazette* No. 42323, on 22 March 2019
[3] Published in *Government Gazette* No. 44328, on 25 March 2021

243

2. Details of Board of Directors/Trustees

Full Name	Designation	Signature
1	Board Chairperson	
2	Treasurer	
3	Secretory	
4		
5		
6.		
7.		
8.		
9.		
10.		

3. Declaration

I declare [redacted] the information disclosed in this form is correct and reflective of the current st[redacted] affairs at the radio station as at the 19 day of June 2025.

[redacted]

Signature of the Chairperson

Date: 19 June 2025

Place: [redacted]

244

4. Commissioner of Oath

Commissioner of Oath /Justice of the Peace

Full first names and surname: GAVIN CHUSI (Block letters)

Designation (rank): Sgt.

Ex Officio, Republic of South Africa.

Date: 2025-06-19

Place: Klapmuts

MANAGEMENT DECLARATION

1. We, the undersigned declare that:

1.1 There is no member of the management team who is a political office bearer or aligned to any political organisation or alliance thereof in compliance with clause 9 (1) of the Community Broadcasting Services Regulations; and

1.2 No members of the Station Management occupy a dual role with regard to being Managers and simultaneously being presenters at the radio station in compliance with Regulation 14 (A) of the Amended Standard Terms and Conditions for Class Licences.

245

2. Details of Management

Full Name	Designation	Signature
1 [redacted]	Station manager	[redacted]
[redacted]	Financial manager	[redacted]
3. [redacted]	Technical manager	[redacted]
4. [redacted]	Program's manager	[redacted]
5 [redacted]	Sales and Marketing manager	[redacted]
6. [redacted]	Head of news	[redacted]
7. [redacted]	Production coordinator	[redacted]

3. I declare that the information disclosed in this form is correct and reflective of the current state of affairs at the radio station. I hereby certify that the information as at the 19th day of June 2025, is true, complete and correct to the best of my knowledge.

[redacted]

Signature of Station Manager

Date: 19 June 2025

Place: [redacted]

246

4. Commissioner of Oath

Commissioner of Oath /Justice of the Peace

Full first names and surname: G. CHUSIIA (Block letters)

Designation (rank): Sgt.

Ex Officio, Republic of South Africa.

Date: 2025-06-19

Place: Klapmuts

SUID-AFRIKAANSE POLISIEDIENS
19 JUN 2025
KLAPMUTS
SOUTH AFRICAN POLICE SERVICE

247

RADIO STATIONS PROFILES

RADIO STATION FOUND SERVING CAPE WINELANDS DISTRICT MUNICIPALITY

2024

Prepared by: Cape Winelands FM

Geographical Description: The Cape Winelands District Municipality (CWDM) is a Category C municipality situated in the Western Cape Province next to the Cape Metropolitan area. It was formerly known as the Boland District Municipality. CWDM is a landlocked area in between the West Coast District and Overberg Coastal Districts. The district includes five local municipalities, namely: Drakenstein, Stellenbosch, Witzenberg, Breede Valley and Langeberg.

Public Broadcasting Services and Commercial Stations

Stations Name	Stellenbosch, Paarl, Franschhoek & Worcester
▪ UMhlobo Wenene FM	90.9FM | 91.6FM | 90.7FM
▪ Good Hope FM	94.1FM | 94.8FM | 93.9FM
▪ Radio 2000	97.4FM | 98.1FM | 97.4FM
▪ Heart FM	103.6FM | 102.7FM | 88.1
▪ Magic 828	828AM
▪ Smile FM	90.4FM
▪ SAFM	104.5FM | 105.2 | 104.3FM
▪ 5FM	87.8FM | 88.5FM
▪ RSG	100.9FM | 101.6FM | 100.7
▪ KFM	107.2FM | 92.6FM

The abovementioned broadcasting services are licenced to serve a total different market, respectively. PBS and Commercial stations are not really a direct competitor to Cape Winelands FM community radio station, as the content differs but only compete on customers for on air advertising share.

Class Community Radio Stations

▪ KC 107.7FM	| Drakenstein Municipality
▪ Valley FM 88.8 - 93.7FM	| Breede Valley Mun. and Witzenberg Mun.
▪ Voice of the Cape FM 95.8FM	| Cape Metro with gap fillers in Paarl & Worcester
▪ WRFM 105.9	| Witzenberg Municipality
▪ Bok Radio 98.9FM	| Cape Metropolitan and Stellenbosch Mun.

KC 107.7FM is a Paarl based community radio station with a class community sound broadcasting licence mandated to broadcast in 60% Afrikaans, 30% English and 10% isiXhosa. The majority of KC107.7FM programming and content appeal mainly to the Afrikaans speaking community. The isiXhosa speaking community don't really recognize the 10% from the licencees conditions in daily programming. The station position itself as Paarl valley and Wellington, and the surrounding communities – The sound that sets you free.

Valley FM 88.8 - 93.7FM is a class community sound broadcasting licensee mandated to broadcast in the Breede Valley municipality and the parts of the surrounding municipalities which is Witzenberg and Langeberg. The station broadcast mainly in Afrikaans, English and isiXhosa.

Voice of the Cape FM is a Cape Metropolitan based religious community radio station which is officially licenced to broadcast on 91.3FM from Tygerberg mountain. The station has three gap fillers frequencies to cover more areas. The VOC FM programming and content appeal to the Muslim community in Cape Metro, Paarl and Worcester. The station broadcast using 95.8FM in Paarl and Worcester, 90.9FM in Hout Bay, 89.8FM in Fish Hoek

and Simonstown. VOC FM broadcast using mainly English and a bit of Afrikaans.

WRFM 105.9FM, is a community-oriented radio station situated in the Witzenberg Municipality. Through its service, the station connects, raises, inspires, and makes a difference in the community along with the nearby areas. WRFM is also acting as a Christian Community radio broadcast where it sustains Christian morals and norms. The station considers these Christian standards a source of regeneration. The radio station supplies good music, good conversation, daily words to encourage and raise its audience's spirit and to be able to know about their ideal presenter. The station broadcast using Afrikaans, English and a bit of isiXhosa.

Bok Radio 98.9FM is an Afrikaans station broadcasting from the Cape Metropolitan and in parts of the Stellenbosch Municipality. The stations programming and content appeals to the Afrikaans speaking community on its broadcasting footprint.

Previously licenced but off air

- Franschhoek FM 87.6 | Stellenbosch Municipality
- Western Cape FM 92.8 | Drakenstein Municipality

The abovementioned two community radio stations have been licenced by Icasa to broadcast on their allocated frequencies respectively. But due to unforeseen circumstances the two community radio stations has to stop to render its services to their targeted communities. The sudden closure of the two community stations was a big blow to the isiXhosa speaking communities in Stellenbosch and Drakenstein Municipalities as the station was serving these disadvantaged communities in these areas.

FHFM 87.6 was licenced to broadcast in Franchhoek valley and the surrounding areas using 0.1ERP/KW under the Stellenbosch Municipality, the station has been predominantly broadcasting its services in Afrikaans followed by English and a bit of isiXhosa before it finally went off air years back.

Western Cape FM has been licenced to broadcast in the Drakenstein Municipality and the surrounding areas using the power of 0.3ERP/KW. The station has been licenced to broadcast to the isiXhosa community in the area which has been disadvantaged for so many years in the area. WCFM 92.8 has been mandated to broadcast 80% isiXhosa and 20% English. The station only broadcasted nearly two years on its five years' licence term before it finally gets silent. Western Cape FM 92.8 was well received and appreciated its existence by the community but unfortunately it did not last long to serve the isiXhosa speaking community.

The closure of the abovementioned community radio stations left a huge gap to the isiXhosa community market, more especial to the Stellenbosch and Drakenstein Municipalities and the surroundings communities.

Low Power Commercial and Campus Stations

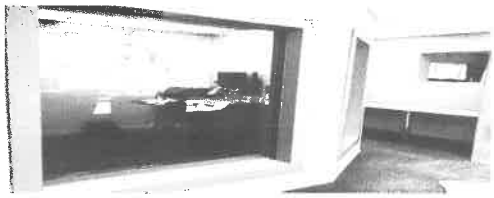
- Paarl 96.7FM | Drakenstein Municipality
- Worcester 89.2FM | Breede Valley Municipality
- MFM 92.6 | Stellenbosch Municipality
- Basic Radio 98.7FM | Breede Valley Municipality

Paarl 96.7FM is a low power commercial station that broadcast from Rembrandt Mall and serve in a more Adult Contemporary Afrikaans speaking community in the radius of about 5 -10 kilometers. The stations programming and content is received in Paarl CBD and the surroundings. The station only appeals to the Afrikaans speaking community in Paarl.

WORCESTER

Worcester 89.2FM is also a low power commercial station broadcasting from Mountain Mill Mall and the surrounding communities in a radius of 5 -10 Kilometers. The station programming sound having a little bit of Christian values broadcasting in CHR format using Afrikaans and English. Worcester FM appeals to the Afrikaans speaking community in the Worcester CBD in the Breeda Valley Municipality.

MFM 92.6 is a University of Stellenbosch campus based radio station. The stations coverage is limited in a radius of about 10 -15 kilometers. MFM 92.6 programming is showcasing the campus life and is appealing more to the students and to those around the campus vicinity or Stellenbosch CBD. The station broadcast using Afrikaans and English.



Basic Radio 98.7FM is an in house radio station for Brandvlei Correctional Centre in the Breede Valley Municipality. The station has been licenced to broadcast in a terrestrial radio platform

Proposed Community Radio Station

Cape Winelands FM is a new proposed class community radio station primarily broadcasting in Stellenbosch, Drakenstein Municipality and in other parts of the Cape Winelands District Municipality. The stations programming will appeal mainly to the disadvantaged isiXhosa speaking community in the

area who are not fully served by other radio stations followed by English and Afrikaans speaking communities. Cape Winelands FM will use gap fillers in other communities in order to reach a wider broadcasting coverage due to the topographically proposed broadcasting footprint of the station in the Winelands. The isiXhosa speaking community in our primary targeted footprint rely to PBS station (Umhlobo Wenene) to listen in their home language. The isiXhosa percentage will enjoy mainly the prime time programming is normal a versa versa to other licencee in the area.

CAPE WINELANDS FM

FM

Your best infotainment station

Project Reporting:

Management, Governance and Finances

Management:

Cape Winelands FM had been under resourced from its inception in 2018, but the station began to operate in its fully capacity as the organization with full time management from 01 April 2019, both management and the board had been multi-tasking most of the organization's duties and responsibilities. Due to the fact that the organization couldn't apply for broadcasting license as it had not reached two-year cycle, Cape winelands FM had no option but to broadcast on digital platforms and all the projects' links to the station to achieve its mandate.

Governance:

The organization kept its governance style simple with consistency and continuity. Cape Winelands FM has been governed by the founding board members which are guided by the constitution for the past financial years to keep the continuity and the strength of the organization, thanks to the community of the Winelands district for always being vocal and supportive to this organization.

Due to the data which is expensive in South Africa and the station targeting rural/urban communities, Cape Winelands FM launched other projects to support its mandate and to reach a wider audience using a digital space for the listeners who cannot be able to stream to our station broadcast services: The station was also granted & issued a special events license by the Authority to broadcast for 4 days in September 2023 which is heritage month in South Africa.

CAPE WINELANDS FM & WEST COAST COLLEGE

Cape Winelands FM made a partnership with West coast college in the Swartland Municipality at the beginning of 2020 and has made another partnership with Westcoast college in Atlantis which is under the city of Cape Town municipality in order to give their students a platform to do in-service training in the organization, as a result there're currently interns who hail from disadvantage communities who do their practicals at Cape Winelands FM and those who've just enrolled at the mentioned TVET colleges through Cape Winelands FM. The station is planning to give the same opportunity to a minimum 20 interns from different TVT colleges per annum.

Cape Winelands TV – Cape winelands Online TV is our Youtube Channel which is an extension of our services but in a video format embedded in our websites as Winelands TV, where we can also link government feeds: We used this platform a lot in hosting family meetings by the President during covid 19. We currently use it for local artist interviews, SONA, Comedy by local actors, live performances and Interviews and exposure of music videos by local artists etc.

Community Initiative –

-The station is proud to mention that it had at least managed to be more on the field doing ground works and building relationships with stakeholders while giving back to the community. The always strengthens its relationships with churches during **Easter holidays** and broadcasts more religious programs. We do school campaign in every June as **it's youth month**. To end the **Madiba month**(July) in Style in 2024 we donated food parcels to SOS soup kitchen in Klapmuts where 78 people benefited. Cape Winelands FM partnered with Hollyhood bets and other local organizations and ended August 2024 in style by hosting a **women's tournament** in Mbekweni spots ground in Paarl in 2024

-As part of community initiative Cape Winelands FM together with Amangcitshana asentshona koloni cultural group host **Heritage Annual Festival in September** in which artists, traditional and cultural groups from all over the Western Cape come showcase their cultural diversity in the form of sport, arts and culture. The aim of this annual event which happens on the 24 September which is a heritage day, is to culturally equip and empower the youth from disadvantage areas of the Cape Winelands by providing the youth with knowledge and tools to help fight not only poverty but all challenges affecting the youth and communities of the Western Cape using Arts and Culture.

-Cape Winelands FM held its AGM on the 30th November 2024 and **hosted Ms LGTBQ and Winelsnds Got talent** on the same day; this is where a music group called Wine-Mills was founded as they were voted by the members of the public.

– We profile our local athletes and local artists then playlist their music to meet the percentage of local produced music as part of growing and developing their craft to reach a much bigger audience.

-Through all the mentioned initiatives, Cape Winelands FM has managed to get signatures of support from the members of the community to get its administration on point so that it's fully ready for the ITP-R application.

Finances:

Cape Winelands FM started started off the 2024 financial year with a total balance of **R647.45** that crossed over from the 2023 financial year. As the organization has broadcasting equipment such as antennas, transmitters, Dipoles and other appliances for signal distribution that amounts to the total of **R52 100** which was installed in **2023** by our service provider TX Magic as the radio station was already granted a special events license which was issued for **22 September 2023 to 25 September 2023** by the Authority, The organization has decided to focus more on the ground work and license application hence there's been no transaction in its 2023-2024 financial year, but only **R647.65** to keep the account active while focusing more on the ground to ensure that strong and long term relationships are made while giving back to the community at the same time.

Board members support

Description	Amount
Internet – Telkom and Rain	R24000.00
Basic Broadcast equipment – mixer, computers, mics	R117000.00
Stationery, Printing, Website etc	R3500.00
Rent	R48000.00
	R170 900

Cape Winelands FM has managed to secure quite a lot of advertisers and pro bono adverts on non-profit organizations and public services announcement while operating as digital station.

Advertising

Advertisers	Item	Amount
Shell garage	3 Advert	R15 500
Hlume media@ R2000 x 5	2 Adverts	R10 000
Census R2000 x 5	2 Advert	R10 000
Prospect Academy R2000 x 5	2 Advert	R10 000
Zabalaza R2000 x 10	2 Advert	R20 000
		Advert Total: R 65 500

Pro Bono advertisement

Public Services Announcement	Adverts	Amount
Retina SA (PE)	2	0

Working on Fire	1	0
Telletubies	3	0
Covid19	30+	0
Silulo Academy	10+	0

Funding

Cape Winelands FM won R35 000 in Old Mutual World Changer and Volunteerism Awards in 2020 as its board chairperson participated in those awards.

Great potential

Cape Winelands FM has great potential as advertisers even from Johannesburg advertise in the organization.

The organization will do well once it's granted a broadcasting licence.

Visit our website for a full reference:

CAPE WINELANDS FM

FM
Your best infotainment station

Project Reporting:

Management, Governance and Finances

Management:

Cape Winelands FM had been under resourced from its inception in 2018, but the station began to operate in its fully capacity as the organization with full time management from 01 April 2019, both management and the board had been multi-tasking most of the organization's duties and responsibilities. Due to the fact that the organization couldn't apply for broadcasting license as it had not reached two-year cycle, Cape winelands FM had no option but to broadcast on digital platforms and all the projects' links to the station to achieve its mandate.

Governance:

The organization kept its governance style simple with consistency and continuity. Cape Winelands FM has been governed by the founding board members which are guided by the constitution for the past financial years to keep the continuity and the strength of the organization, thanks to the community of the Winelands district for always being vocal and supportive to this organization.

Due to the data which is expensive in South Africa and the station targeting rural/urban communities, Cape Winelands FM launched other projects to support its mandate and to reach a wider audience using a digital space for the listeners who cannot be able to stream to our station broadcast services: The station was also granted & issued a special events license by the Authority to broadcast for 4 days in September 2023 which is heritage month in South Africa.

CAPE WINELANDS FM & WEST COAST COLLEGE

Cape Winelands FM made a partnership with West coast college in the Swartland Municipality at the beginning of 2020 and has made another partnership with Westcoast college in Atlantis which is under the city of Cape Town municipality in order to give their students a platform to do in-service training in the organization, as a result there're currently interns who hail from disadvantage communities who do their practicals at Cape Winelands FM and those who've just enrolled at the mentioned TVET colleges through Cape Winelands FM. The station is planning to give the same opportunity to a minimum 20 interns from different TVT colleges per annum.

Cape Winelands TV – Cape winelands Online TV is our Youtube Channel which is an extension of our services but in a video format embedded in our websites as Winelands TV, where we can also link government feeds: We used this platform a lot in hosting family meetings by the President during covid 19. We currently use it for local artist interviews, SONA, Comedy by local actors, live performances and Interviews and exposure of music videos by local artists etc.

Community Initiative –

-The station is proud to mention that it had at least managed to be more on the field doing ground works and building relationships with stakeholders while giving back to the community. The always strengthens its relationships with churches during **Easter holidays** and broadcasts more religious programs. We do school campaign in every June as **it's youth month**. To end the **Madiba month**(July) in Style in 2024 we donated food parcels to SOS soup kitchen in Klapmuts where 78 people benefited. Cape Winelands FM partnered with Hollyhood bets and other local organizations and ended August 2024 in style by hosting a **women's tournament** in Mbekweni spots ground in Paarl in 2024

-As part of community initiative Cape Winelands FM together with Amangcitshana asentshona koloni cultural group host **Heritage Annual Festival in September** in which artists, traditional and cultural groups from all over the Western Cape come showcase their cultural diversity in the form of sport, arts and culture. The aim of this annual event which happens on the 24 September which is a heritage day, is to culturally equip and empower the youth from disadvantage areas of the Cape Winelands by providing the youth with knowledge and tools to help fight not only poverty but all challenges affecting the youth and communities of the Western Cape using Arts and Culture.

-Cape Winelands FM held its AGM on the 30th November 2024 and **hosted Ms LGTBQ and Winelsnds Got talent** on the same day; this is where a music group called Wine-Mills was founded as they were voted by the members of the public.

– We profile our local athletes and local artists then playlist their music to meet the percentage of local produced music as part of growing and developing their craft to reach a much bigger audience.

-Through all the mentioned initiatives, Cape Winelands FM has managed to get signatures of support from the members of the community to get its administration on point so that it's fully ready for the ITP-R application.

Finances:

Cape Winelands FM started started off the 2024 financial year with a total balance of **R647.45** that crossed over from the 2023 financial year. As the organization has broadcasting equipment such as antennas, transmitters, Dipoles and other appliances for signal distribution that amounts to the total of **R52 100** which was installed in **2023** by our service provider TX Magic as the radio station was already granted a special events license which was issued for **22 September 2023 to 25 September 2023** by the Authority, The organization has decided to focus more on the ground work and license application hence there's been no transaction in its 2023-2024 financial year, but only **R647.65** to keep the account active while focusing more on the ground to ensure that strong and long term relationships are made while giving back to the community at the same time.

Board members support

Description	Amount
Internet – Telkom and Rain	R24000.00
Basic Broadcast equipment – mixer, computers, mics	R117000.00
Stationery, Printing, Website etc	R3500.00
Rent	R48000.00
	R170 900

Cape Winelands FM has managed to secure quite a lot of advertisers and pro bono adverts on non-profit organizations and public services announcement while operating as digital station.

Advertising

Advertisers	Item	Amount
Shell garage	3 Advert	R15 500
Hlume media@ R2000 x 5	2 Adverts	R10 000
Census R2000 x 5	2 Advert	R10 000
Prospect Academy R2000 x 5	2 Advert	R10 000
Zabalaza R2000 x 10	2 Advert	R20 000
		Advert Total: R 65 500

Pro Bono advertisement

Public Services Announcement	Adverts	Amount
Retina SA (PE)	2	0

264

Working on Fire	1	0
Telletubies	3	0
Covid19	30+	0
Silulo Academy	10+	0

Funding

Cape Winelands FM won R35 000 in Old Mutual World Changer and Volunteerism Awards in 2020 as its board chairperson participated in those awards.

Great potential

Cape Winelands FM has great potential as advertisers even from Johannesburg advertise in the organization.

The organization will do well once it's granted a broadcasting licence.

Visit our website for a full reference:

CAPE WINELANDS FM

PROOF OF

PAYMENT

NEDBANK

Nedbank Limited, Reg No 1951/000009/06
135 Rivonia Road, Sandown, Sandton
2196, South Africa

Stellenbosch FC34
17/06/2025 11:59 ATM FC34 TRAN 9198

Nedbank Limited
Reg No. 1951/000009/06

Stellenbosch FC34

17 JUNE 2025

ATMNFC34
19-87-65

ACCOUNT NUMBER : **********

CARDLESS CASH DEPOSIT OF FUNDS

INTO ACCOUNT : ******9044
ACCOUNT NAME : INDEPENDENT COMMUNI

DEPOSIT DETAILS

R10	0	R	0
R20	1	R	20
R50	2	R	100
R100	8	R	800
R200	19	R	3800
AMOUNT DEPOSITED		: R	4720

NOTICE: DO NOT RELEASE GOODS UNTIL FUNDS APPEAR IN YOUR ACCOUNT. THERE MAY BE A DELAY IN YOUR DEPOSITED FUNDS REFLECTING ON THE ACCOUNT STATEMENT. ALLOW FOR UP TO 2 BUSINESS DAYS FOR THE ACCOUNT BALANCE TO UPDATE.

APN :
AID :
RRN : 002453426679
REF NO: cape winelands fm

265

Independent Communications Authority of South Africa
350 Witch-Hazel Avenue, Eco Point Office Park
Eco Park, Centurion
Private Bag X10, Highveld Park 0169
Telephone number: (012) 568 3000/1

CLASS ELECTRONIC COMMUNICATIONS NETWORK SERVICE LICENCE

No: 1940/CECNS/JUNE/2021

GRANTED AND ISSUED

TO

CAPE WINELANDS FM NPO

REGISTRATION NUMBER: 215/423

FOR THE PROVISION OF

ELECTRONIC COMMUNICATIONS NETWORK SERVICES

SIGNED FOR AND ON BEHALF OF THE INDEPENDENT COMMUNICATIONS AUTHORITY OF SOUTH AFRICA

AT BLOEMFONTEIN ON THIS 24th **DAY OF** June **2021**

DERRAC MATTHEW
REGIONAL MANAGER

266

1. LICENSEE

The Licence is issued to:

1.1 Name of Company: Cape Winelands FM NPO

1.2 Shareholders: [redacted] 33% 33% 33%

1.3 Ownership held by persons from historically disadvantaged groups: Yes

2. CONTACT DETAILS

2.1 The contact person for the Licensee shall be:

2.1.1 Name: [redacted]

2.1.2 Tel:

2.1.3 Fax: (N/A)

2.1.4 Cell: [redacted]

2.1.5 Email: capewinelandsfm@gmail.com

2.2 Should the Licensee propose to replace the person so designated, the Licensee shall notify the Authority in writing within seven (7) days after appointing the new designated person.

3. NOTICES AND ADDRESSES

The Licensee chooses the following addresses as its principal addresses:

3.1 Postal Address

[redacted]

Cape Town

7625

3.2 Physical Address

[redacted]

Cape Town

7625

267

SCHEDULE

1. Trading Name

Cape Winelands FM NPO

2. Geographic coverage

The Licensee shall provide its electronic communications service within the boundaries of Cape Winelands District Municipality in the Western Cape Province.

3. Rights and obligations

3.1 The licensee is hereby authorised to construct, maintain and operate an electronic communication network, as well as provide electronic communication network services.

3.2 The rights and obligations under this licence may be exercised or performed by a third party, including its agents and contractors. The Licensee shall be responsible for the acts or omissions in respect thereof on the basis that –

3.2.1 The liability of the Licensee for any acts or omissions of such third party, including agents or contractors, in relation to the exercise of such rights shall be limited to acts or omissions which constitute a contravention of the conditions of this Licence;

3.2.2 The Licensee shall stipulate adequate provisions in its contracts with such third party, including agents or contractors, to ensure that their exercise of any of the above rights do not contravene any of the conditions of this Licence;

3.2.3 should any such third party, including agents or contractors, commit any act or omission in contravention of a condition of this Licence, the Licensee shall, upon becoming aware thereof, act as expeditiously as is reasonably possible to remedy such contravention and for this purpose the Licensee shall be afforded reasonable time; and

268

3.2.4 The Authority shall, upon becoming aware of any contravention of this Licence by such third party, including the Licensee's agents or contractors or any complaints lodged with the Authority in relation thereto, forthwith in writing notify the Licensee accordingly.

3.3 The Licensee and any or all of its subsidiaries shall be entitled by virtue of this Licence to provide all or any of the services together with all or any other rights granted to it under this Licence.

3.4 Nothing in this Licence shall be construed or understood as to relieve the Licensee or any other party of the obligations to comply with any other applicable statutory prohibition or obligation.

4. Force Majeure

The Licensee shall not be held liable for its inability to perform its obligations in this licence and other regulations due to unforeseen natural causes. However, the Licensee shall advise the Authority as soon as practicable after becoming aware of the existence of any such event or circumstances likely to lead to such event.