

NON-CONFIDENTIAL APPLICATION: VOL 1

MZUMBE FM

COVERAGE AREA

**Lesedi Local Municipality Under
Sedibeng District Municipality**

FREQUENCY: Heidelberg 97.8 FM

REGITRANT: RATANDA OLD AGE HOME

SUBMISSION DATE: 30 APRIL 2020

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PROOF OF PAYMENT



NOTIFICATION OF PAYMENT

To Whom It May Concern:

First National Bank hereby confirms that the following payment instruction has been received:

Date Actioned : 2020/04/28
Time Actioned : 19:23:40
Trace ID : C714N8HG

Payer Details

Payment From : *GHETO COMMUNICATIONS AND
Curr/Amount : ZAR3829.00

Payee Details

Recipient/Account no : ..249044
Name : ICASA
Bank : NEDBANK LIMITED
Branch Code : 198765
Reference : MZUMBE FM 95.1

END OF NOTIFICATION

To authenticate this Payment Notification, please visit the First National Bank website at fnb.co.za, select the "Verify Payments" link and follow the on-screen instructions

Our customer (the payer) has requested First National Bank Limited to send this notification of payment to you. Should you have any queries regarding the contents of this notice, please contact the payer. First National Bank Limited does not guarantee or warrant the accuracy and integrity of the information and data transmitted electronically and we accept no liability whatsoever for any loss, expense, claim or damage, whether direct, indirect or consequential, arising from the transmission of the information and data.

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APPENDIX 9.1

RESOLUTION OF AUTHORITY



An entity of Ratanda Old Age Home
2403 Nkitsing Street, RatandaHeidelberg , 2403
Tel: 016 343 8993 / 079 170 7824 email: mzumbecr@gmail

Thursday, April 30, 2020

Resolution by the Board

The Board of Mzumbe FM, hereby resolved to mandate Mr Bayanda Sidwell Radebe , ID number 861117 5884 085 to submit the application for **INVITATION TO PRE-REGISTER FOR COMMUNITY SOUND BROADCASTING AND RADIO FREQUENCY SPECTRUM LICENCES – MZUMBE FM**

The Board empowers Mr Radebe to sign all the required documents in relation to this application

Regards



Board Secretary



An entity of Ratanda Old Age Home
2403 Nkitsing Street, Ratanda, Heidelberg, 2403
Tel: 016 343 8993 / 079 170 7824 email: mzumbecr@gmail.com

TO : THE LICENCING DEPARTMENT
INDEPENDENT COMMUNICATIONS AUTHORITY OF SOUTH AFRICA
350 WITCH-HAZEL AVE,
ECO-PARK ESTATE
CENTURION
0144

DATE : 30 APRIL 2020

RE: INVITATION TO PRE-REGISTER FOR COMMUNITY SOUND BROADCASTING AND RADIO FREQUENCY SPECTRUM LICENCES - MZUMBE FM

The above matter refers,

We would like to thank the Regulator for allowing us an opportunity to make an application to pre-register for the provision of sound broadcasting service. The targeted footprint for the proposed community radio station is the Lesedi Local Municipality under the Sedibeng District in the Gauteng province. The Frequency that we are applying for as per the frequency spectrum list in the gazette dated 12 November 2019 and subsequent erratum is 97.6 which will be able to cater for the area that we are applying for. The available frequency technical report is included in the attached application.

The Lesedi Local Municipality is a Category B municipality situated in the Sedibeng District in the Gauteng Province. It is one of three municipalities in the district, making up over a third of its geographical area. The 2011 Census put the population at 99 520, whilst there has been a grown in that population as per the Stats South Africa Community Survey of 2016 with a population of 112 472.

The main towns in the Municipality are Devon, Heidelberg, Nigel amongst others and there is a vibrant manufacturing and agricultural economy in the area. The area is classified as rural and there are a lot of challenges that include crime, lack of service delivery, drug abuse, unemployment and in particular amongst the youth. There is no broadcasting service within the area that focuses on the small area and address the issues of the area accordingly

as most radio station are based in Ekurhuleni and the Vaal regions focusing on their particular areas of broadcast with areas within the municipalities falling within the cracks of receiving sound broadcasting services.

The Ratanda Old Age Home as a registrant has been based in the community for a number of years where amongst others our role has been to look after the elders, but also assist with community development.

The station will be called Mzumbe FM, with the motto: the Mirror of Society.

The station shall broadcast in three main languages which is English, IsiZulu and Sesotho in order to cater for the majority of the population in the area, whether it be first, second or even third language speakers of those languages. Furthermore, we are proposing a balance talk and music orientated radio station in order to educate, inform and educate to the listeners of the area that we shall be licensed to broadcast.

Mzumbe FM mainly focus on local community matters mixed with national and international. Local community issues will include amongst others: service delivery, religion, education, jobs or economics, general events and entertainment. The Music on the station will have a general appeal from the following genres: African, Gospel, R&B, House, Kwaito, Jazz, Reggae, Electro & Hip Hop.

The governance structure of the radio station will be made up of representatives from of non-governmental and non-profit making organisations from the Local Municipality that shares the vision of community development. This application is details has all the required submission and appendices as the required of the Invitation to Apply.

Regards

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 that Act with regard to the requirements to be fulfilled by registrants. Registrants 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).*
- (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:	RATANDA OLD AGE HOME
1.2 Designated contact person:	Dineo Mngomezulu
1.3 Registrant's street address:	2865 Nkitsing Street Ratanda 1441
1.4 Registrant's principal place of business (if different from street address):	SAME AS ABOVE

1.5 Registrant's postal address:	P.O Box 1278 Heidelberg 1438
1.6 Registrant's telephone number/s:	016 343 8993
1.7 Registrant's telefax number/s:	N/A
1.8 Registrant's mobile number/s:	082 970 4316
1.9 E-mail address of designated contact person:	<u>ratandaoldage@gmail.com</u>

2. LEGAL FORM OF REGISTRANT	
2.1 If the registrant is a juristic person: YES	
2.1.1 Indicate the legal form of the registrant (e.g. Non-Profit entity incorporated in terms of the Companies Act, 1973): Non Profit Organisation	
2.1.2 Registration number of the registrant:	001-975 NPO
2.1.3 Attach certified copies of the registrant's certificate of registration and memorandum and articles of association together with constitutive documents of the registrant (e.g. memorandum of incorporation, association agreement, constitution) marked clearly as Appendix 2.1.3 of FORM B , indicating the applicant's compliance with the requirements of section 5(8) (b) of the Act. See Attached Appendix 2.1.3	
2.2 If the registrant is not a juristic person but intends to operate as one if the licence that is the subject of this registration is granted: N/A	
2.2.1 Provide a written undertaking that the registrant will comply with section 5(8) (b) of the Act marked clearly as Appendix 2.2.1 of FORM B .	

2.2.2 Indicate when and how the registrant will comply with section 5(8) (b) of the Act.

The Registrant is registered with the Department of Social Development in terms of the Non-Profit Organisations (NPO) Act (Act No 71 of 1997)

3. NON-PROFIT STATUS OF REGISTRANT

Provide details of the registrant's non-profit status. The following documents must be submitted with the registration: the certificate of registration accompanied by either an approved memorandum of incorporation, a constitution etc. from the relevant department/s. The founding documents must have provision for the following, 51% quorum for the annual general meeting, provision for membership and an appeals mechanism in case of rejection upon application and clear separation of powers between management and board of directors. Should the registrant fail to submit these documents, the registration will not be considered.

- 1. See attached Constitution of the Registrant**
- 2. See attached Constitution of the Radio Station**

4. COMMUNITY

4.1 Indicate whether the community to be served by the proposed broadcasting service is:

4.1.1 geographically founded community; or

Geographically Founded

4.1.2 group of persons or sector of the public with a specific, ascertainable common interest.

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

<p>(ii) the number of people in the community</p> <p>(iii) gender, language, income and demographic statistics in relation to the community. (Attach as Appendix 4.2)</p>
<p>See appendix 4.2</p>
<p>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:</p> <p>(i) the nature of the common interest;</p> <p>(ii) the size of the community in the geographic area in which the service is proposed to be provided; and</p> <p>(iii) gender, language, income and demographic statistics in relation to the community. (Attach as Appendix 4.3)</p>
<p>Not applicable</p>

<p>5. NATURE OF SERVICES TO BE LICENSED</p>
<p>5.1 Provide a description of the service to be provided: Attach as Appendix 5.1</p>
<p>See Attached Appendix 5.1</p>
<p>5.2 Indicate the geographic area in which the service is to be provided:</p> <p>The broadcasting service will mainly serve the community under the Lesedi Local Municipality under the Sedibeng District and surrounding areas. This is as per the frequency advertised for the area of the pre-registration notice by the Regulator.</p>
<p>5.3 Provide details of the languages in which the broadcasting service is to be</p>

<p>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.</p>
<p>The broadcasting languages and percentages will be as follows:</p> <p>(a) English – 30 %</p> <p>(b) Isizulu – 50 %</p> <p>(c) Sesotho – 20%</p> <p>The overall number of hours during the performance period i.e. 126 hours in one week measured between 05H00 and 23H00 as per the definition in the ICASA Local Music Regulations of 23 March 2016. Of the overall total per week, talk will be 55% of the 126 hours which equals 69.3 hours</p> <p>IsiZulu at 50 % equals to 35 hours*</p> <p>English at 30 % equals to 21 hours*</p> <p>Sesotho at 20 % equals to 14 hours*</p> <p>*The figures have been rounded off</p>
<p>5.4 Provide the registrant's proposed programming schedule. Further provide the proposed programming format and content to be provided, and also 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 Authority's South African music regulations on local content require class community sound broadcast licenses to broadcast the prescribed percentage of local music. Indicate your proposed percentage of local music to be broadcast. See Appendix 5.4 of FORM B.</p>
<p>6. SERVING THE COMMUNITY'S INTERESTS</p>
<p>6.1 Provide proof of how the registrant proposes to serve the community's interests:</p>

	<ol style="list-style-type: none"> 1. The radio station will seek to provide opportunities for local artists in the Arts (Music, Film, Dance, Poetry, etc). 2. The radios station will be used as a medium for the community to engage on issues that affects them 3. Provide Educational programmes to assist the communities in all different sectors including health, law and formal education amongst others. 4. Will be able to hold the executive accountable through our current affairs programming and news coverage 5. Providing workshop for the youth and unemployment communities members 6. To deepen the meaning of Democracy 7. Providing Annual Workshops and events for the elderly and people with disabilities.
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:
	<p>We will establish a programming committee that will assist with regards to selection and guide the radio station with regards to the topics of discussion, the type of content that would want from music, and different theme for different years for discussion. The programming committee will comprise of the representatives' form organisation within the coverage area in accordance with the Guidelines for the Community Programming Committee.</p> <p>Furthermore, we shall have community consultative meetings on an annual basis so as to get their inputs in terms of the content and issues that they would want to be discussed in the radio station.</p>

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 NGO, business and so forth and signatures of support from members of the community/prospective listeners etc. Attach as Appendix 7
We have attached letters of support marked Appendix 7

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 manner in which the proposed service is to be funded (e.g. sponsorship, donations etc.) Attach as Appendix 8.1
See appendix 8.1
8.2 Provide details of the registrant's anticipated: <ul style="list-style-type: none"> 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
See appendix 8.2
8.3 Provide details of the registrant's business plan: Attach as Appendix 8.3
We have attached the Business Plan as Appendix 8.3

9. CONTROL AND MANAGEMENT
9.1 Provide details (including name, nationality, identification or passport number, position and address) of each member of the registrant's. Confirm if the individuals below reside within the proposed coverage area. See Appendix 9.1 <ul style="list-style-type: none"> i. board of directors or similar body ii. senior management iii. Attach the proposed organogram See Appendix 9.1
9.2 Provide details of all ownership interests in the registrant: Attach as Appendix 9.2 <p>9.2.1 Provide details of any persons in a position of control of the registrant who</p>

is a foreign citizen or an entity registered or incorporated in any country other than South Africa:	
ALL THE MEMBERS OF THE GOVERNANCE STRUCTURE ARE SOUTH AFRICANS AND THE APPLICANT IS INCORPORATED IN SOUTH AFRICA	
9.3	Indicate whether there is anyone in the position of control of the registrant who is in the position of control in another licensee issued in terms of the Act.
NOT APPLICABLE	
9.4	Provide details of how the registrant complies with the 30% requirement of ownership interest held by historically disadvantaged persons or groups. Attach as Appendix 9.4
NOT APPLICABLE	
10. RADIO FREQUENCY SPECTRUM	
10.1	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 indicate, from the frequencies provided by the Authority, which frequency band it seeks to utilise to provide the service
YES	

11. GENERAL		
11.1	Indicate whether the registrant is a member of the Advertising Standards Authority or intends to become a member:	NO
11.2	Indicate whether the registrant is a member of a body contemplated in section 54(3) of the Act or intends to become a member:	NO
11.3	Where the registrant proposes to provide a subscription community broadcasting service, indicate the percentage of its annual revenue which is	

proposed to be drawn from:	
11.3.1 Advertising	70%
11.3.2 Sponsorships	10%
11.3.3 Subscriptions	n/a
11.3.4 Donations	n/a
11.3.5 Grants	20%
11.3.6 membership fees	
11.4 Indicate whether the registrant is a party, movement, organisation, body or alliance which is of a party-political nature.	The registrant does not have any affiliation with any party and/or organisation of political nature.
11.5 Indicate whether the registrant has ever been convicted of an offence in terms of the Act or the related legislation, as defined in the Act. If so, provide details of such conviction.	NO
11.6 Provide details of other matters or undertakings which, in the registrant's view, the Authority should be consider:	
1. Leisure Trips for Members Of Member Organisation 2. Bi Annual Community Empowerment Workshop 2.1Employment and Youth Development Support 2.2Sports Programme and Conference for people with disabilities and the Elderly	
11.7 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 11.9 of FORM B.	

- 1.1 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 11.9 of FORM B.**

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 B. F. Radebe Radebe
(REGISTRANT)

I certify that this declaration was signed and sworn to before me at Ratanda on the 30 day of April 2020 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.



A handwritten signature in black ink, appearing to read 'Thabang Moseke'.

COMMISSIONER OF OATHS

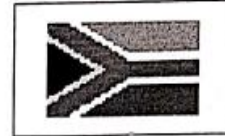
Name: THABANG MOSEKE

Address: 2842 HEIDELBERG RD.

(...end of substitution)" RATANDA

APPENDIX 2.1.3

REGISTRATION DOCUMENT AND FOUNDING DOCUMENTS OF THE REGISTRANT AND RADIO STATION



CERTIFICATE OF REGISTRATION OF NONPROFIT ORGANIZATION

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

RATANDA OLD AGE HOME

.....
(name of the organisation)

meets the requirements for registration.

The organisation's name was entered into the register on **06 November 2017**
(date)

Registration number **198-512 NPO**

Director's signature

M. Krifane

Department of Social



Development

CONSTITUTION OF RATANDA OLD AGE HOME

1. NAME

1.1. THE NAME OF THE ORGANISATION WILL BE:
RATANDA OLD AGE HOME

1.2. THE SHORT NAME WILL BE ROAH

(Hereinafter referred to as the non-profit making organization)

1.3. BODY CORPORATE

THE ORGANIZATION SHALL:

- Exist on its own separately from its members
- Continue to exist even when the initial members and office bearer change
- Be able to acquire property and other possessions
- Be able to sue and to be sued in its name

2. VISION AND MISSION

To render a service for the older persons in Lesedi Local Municipality, provision of social services, service centre and old age home in partnership with the Department of Social Development.

3. OBJECTIVES

- a. To provide in the unique requirements of older persons and homeless older persons.
- b. To render a direct service to meet the needs of the older persons in the area.
- c. To care for the homeless and frail elderly persons.
- d. To fundraise for the sustainability of the programme.

4. AREA OF OPERATION

The area in which the service will be rendered shall be in Ratanda and all the surrounding extensions and neighbouring farms and plots. The area of fundraising will be Lesedi Local Municipality and the Sedibeng District.

5. INCOME/ PROPERTY

- 5.1 The organization may not give its money or property to its members or office bearers. The only time they may do this is when it pays for work that a member or office bearer has done for the organization. The payment must be a reasonable amount for the work that has been done.
- 5.2 A member of the organization can only get money back from the organisation for expenses that she or he has paid for or on behalf of the organization.
- 5.3 Member or office bearer of the organization do not have rights over things that belong to the organization.

CERTIFIED AS A TRUE COPY

24 JAN 2018

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

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6. MEMBERSHIP AND GENERAL MEETINGS

- 6.1. Members of the organization must attend its annual general meeting. At the annual general meeting members exercise their right to determine the policy of the organization.
- 6.2. 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 committee has the right to say no.

7. MANAGEMENT

- 7.1. A management committee will manage the organization. The management committee will be made up of not less than six (6) members. They are the office bearers of the organization.
- 7.2. Office bearers will serve for three years but can stand for re-election for another term in office after that. Depending on what kind of service they give to the organization, they can stand for re-election into office again. This is so long as their services are needed and they are ready to give their services.
- 7.3. If a member of the management committee does not attend three meetings in a row, without having applied for and obtaining leave of absence from the management committee, then the management committee will find a new member to take that person's place.
- 7.4. Management committee will meet at least once a month. More than half of members need to be at meeting to make decisions that are allowed to be carried forward. This constitutes a quorum.
- 7.5. Minutes will be taken at every meeting to record the management committee's decisions. The minutes of each meeting will be given to management committee members at least two weeks before the next meeting. The minutes shall be confirmed of proceedings, by the next meeting of the management committee, and shall thereafter be signed by the chairperson.
- 7.6. The organization has the right to form sub-committees. The decisions that sub-committees take must be given to the management committee. The management committee must decide whether to agree to them or not at its next meeting. The minutes shall be confirmed as a true record of proceedings, by the next management committee. By agreeing to decisions the management committee ratifies them.
- 7.7. All members of the organization have to abide by decisions that are taken by the management committee.

8. POWERS OF THE ORGANIZATION.

The management committee may take on the power and authority that it believes it needs to be able to achieve the objectives that are stated in point number 2 of this constitution. Its activities must abide by the law.

- 8.1. The management committee has the power and authority to raise funds or to invite and receive contributions.
- 8.2. The management committee does, however, have the power to buy, hire or exchange for any property that it needs to achieve its objectives.
- 8.3. The management committee has the right to make by-laws for proper management, including procedure for application, approval and termination of membership.
- 8.4. Organizations will decide on the powers and functions of office bearers.



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9. MEETINGS AND PROCEDURES OF THE COMMITTEE

9.1. The management committee must hold at least two ordinary meetings each year.

9.2. The chairperson, or two members of the committee, can call a special meeting if they want to. But they must let the other management committee member know the date of the proposed meeting not less than 21 days before it is due to take place. They must also tell the other members of the committee which issues will be discussed at the meeting. If, however, one of the matters to be discussed is to appoint a new management committee member, then those calling the meeting must give the other committee members not less than 30 days notice.

9.3. The chairperson shall act as the chairperson of the management committee. If the chairperson does not attend a meeting, then members of the committee who are present choose which one of them will chair that meeting. This must be done before the meeting starts.

9.4. There shall be a quorum whenever such a meeting is held.

9.5. When necessary, the management committee will vote on issues. If the votes are equal on an issue, then the chairperson has either a second or a deciding vote.

9.6. Minutes of all meetings must be kept safely and always be on hand for members to consult.

9.7. If the management committee thinks it is necessary, then it can be decided to set up one or more sub-committees. It may decide to do this to get some work done quickly. Or it may want sub-committees to do an inquiry, for example, there must be at least three people on a sub-committee. The sub-committee must report back to the management committee on its activities. It should do this regularly.

10. ANNUAL GENERAL MEETING

The annual general meeting must be held once a year, towards the end of the Organization's financial year.

The organization should deal with the following business amongst others, 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.

11. FINANCE

11.1. An accounting officer shall be appointed at the annual general meeting. Her duty is to audit and check on the finance of the organization.

11.2. The treasurer's job is to control the day finances of the organization. The treasurer shall arrange for all funds to be put into bank account in the name of the organisation. The treasurer must keep proper records of all finances.



- 11.3. Whenever funds are taken out of the bank account, the chairperson and at least two other members of the organization must sign the withdrawal or cheque.
- 11.4. The financial year of the organisation ends on 31 October each year.
- 11.5. The organisation's accounting records and must be ready and handed to the Director of Non-profit Organisation within six months after the financial year end.
- 11.6. If the organization 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 the organisation can get securities that are listed on a licensed stock exchange as set out in the Stock Exchange Control Act, 1985. The organization can go to different banks to seek advice on the best way to look after its funds.

12. CHANGES TO THE CONSTITUTION

- 12.1. The constitution can be changed by a resolution. The resolution has to be agreed upon and passed by not less than two thirds of the members who are at the annual general meeting or special general meeting. Members must vote at this meeting to change the constitution.
- 12.2. Two thirds of the members shall be present at the meeting ("The quorum") before a decision to change the constitution is taken. Any annual general meeting may be vote upon such a motion, if the details of the changes are set out in the notice referred to in 9.2
- 12.3. A written notice 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.
- 12.4. No amendment may be made which would have effect of making the organization cease to exist.

13. DISSOLUTIONS/WINDING-UP

- 13.1. The organization may close down if at least two-thirds of the members present and voting at the meeting convened for the purpose of considering such matter, are in favour of closing down.
- 13.2. When the organization close down has to pay off all debts. After doing this, if there is a property or money left over it should not be paid or given to members of the organization, it should be given in some way to another, non-profit organization that has similar objectives. The organization general meeting can decide what organization's this should be.

14. ADOPTION OF THE CONSTITUTION :

THIS CONSTITUTION WAS APPROVED AND ACCEPTED BY THE MEMBERS
OF RATANDA OLD AGE HOME
AT THIS SPECIAL GENERAL MEETING HELD ON 2010/02/15


CHAIRPERSON




SECRETARY

CONSTITUTION
OF
MZUMBE FM

“The Mirror of Society”

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- 8. GENERAL MEETINGS**
- 9. FINANCIAL MATTERS**
- 10. AMMENDMENTS TO THE CONSTITUION**
- 11. INDEMNITY**

1. PREAMBLE

The name of the radio station shall be known as ***Mzumbe FM ('MZ FM')*** which can be changed for marketing and branding purposes after the approval by the governance structure after consultation with members of the entity.

The radio station is a Non-Profit Organisation licensed in accordance with the prescripts of the Broadcasting Regulatory framework of the Republic of South Africa through the Independent Communication Authority of South Africa (ICASA).

The radio station has been licensed to serve the communities within the Lesedi Local Municipality under the Sedibeng District Municipality. The radio station will be licensed under the entity called ***Ratanda Old Age Home***, NPO number **198 – 512**.

2. OBJECTIVES AND PRINCIPLES

The radio station has been established by the licensed entity for the following amongst others:

- 2.1 To provide motivational content for the betterment of the community members within the coverage area;
- 2.2 To provide a platform for discussion of topical and relevant issues to the community within the coverage area and foster social cohesion;
- 2.3 To provide access to training and development for students and unemployed youth within the coverage areas;
- 2.4 To facilitate community outreach with member organisation; and
- 2.5 To ensure participation at all levels of the station and maintain the highest standards of organizational excellence in terms of governance, management and administration of the station;

3. LEGAL STATUS

- 3.1 Mzumbe FM has been licensed to Ratanda Old Age Home, as the licence holder by ICASA, notwithstanding any changes in the composition of its members or office bearers, unless dissolved in accordance with applicable regulatory legislation.
- 3.2 The Income and Property of the radio station shall be used solely for the promotion of its stated objectives. The member organisation and the office bearers shall have no rights to the property of other assets of the radio station solely by virtue of them being members or office bearers.

3.3 No portion of the income or property of the radio station shall be paid or distributed directly or indirectly to any persons other than the ordinary course of undertaking any public benefit activity or to any member of the Association, Board or Management Committee, except:

3.3.1 Reasonable compensation for services actually rendered for the radio station at the mandated of the governance structure

3.3.2 reimbursement of actual costs or expenses reasonable incurred on behalf of the radio station

3.4 Upon the dissolution of the radio station, after all debts and liabilities have been paid, any remaining assets shall not be paid to or distributed amongst members but shall be transferred through donation to the licensed entity.

4 POWERS

4.1 The radio station acting through its governance structure, management committee or at General Meetings shall have all the powers necessary to carry out its stated objectives which are to be included in the sections in the Constitution or any supplementary documents referred herein.

4.2 The radio station through the licensed entity can:

4.2.1 enter into contracts, sue or be sued in its own name.

4.2.2 admit individuals, companies, associations, institutions and statutory and other bodies to membership.

4.2.3 open and operate a banking account.

4.2.4 enter into any approved agreements with any government or other authority or agency or with individuals, associations or organisations

4.2.5 employ, dismiss and remunerate employees, consultants in accordance with the internal policy framework.

5 MEMBERSHIP

5.1 There shall be a biennial membership fee (s) for all members

5.2 Membership of the radio station shall be bestowed to the qualifying non-profit organisations within the coverage area that shares the vision and objectives of the radio station. These includes cultural, religious, educational and developmental non-profit organisations amongst others.

5.3 Membership shall not be open to political parties or any organisation of political nature as outlined in the applicable regulatory framework by ICASA.

5.4 An organisation wishing to become a member of the radio station should apply by completing the membership form and return the forms within fourteen (14) working days. Copies of the

registration document, founding document and a certificate of non-profit nature and any document deemed necessary should accompany the membership application form.

5.5 The response to the application of membership will be communicated to the applicant no later than twenty-one (21) working days upon approval or rejection by the Board of the radio station through the office of the Secretary of the Board.

5.6 The term of membership if renewed as per the specified clause 5.1 shall be renewed and applicable registration fee payable through the office of the Secretary of the Board.

5.7 Any member organisation who wishes to terminate their membership shall tender the resignation letter to the Secretary of the Board and upon acceptance by the Board of Directors, membership shall be terminated.

5.8 The Secretary of the Board shall keep a register of all the member organisations

5.9 A right, privilege or obligation of a Member by virtue of membership of the station shall;

(a) Not be transferred or transmitted in any way; and

(b) be terminated upon the cessation of that member's membership when the member organisation is deregistered, liquidated or sequestrated.

6 REFUSAL OF MEMBERSHIP

6.1 An organisation will be refused/rejected membership if:

(a) It is of political nature, has political affiliation and of profit nature

(b) The organisation is based outside of the coverage area

(c) Has a court judgement related to financial, labour and corporate governance affairs

6.2 Any organisation whose membership application has been refused/rejected will be accompanied by a reasons' notice and be awarded an opportunity to appeal.

6.3 The Chairperson, Secretary of the Board and the Station Manager will be designated to constitute an Appeals Committee that deals with appeal process for membership rejection, wherein they will make recommendation to the board for review.

6.4 Any organisation that have been refused membership of the station can:

(a) be given an opportunity to re-apply for membership and attach a written motivation in response to the reasons given for the refusal of membership

(b) can be called for an interview by the Appeals Committee to discuss the reasons for refusal where the applicant can motivate for consideration.

6.5 The decision of the appeal process ratified by the Board of Trustees/Directories is final

6.6 If the membership application is still rejected after the appeal process, the organisation can only be allowed to re-apply after two (2) years from the date of rejection.

7 ORGANISATIONAL STRUCTURE

7.1 BOARD OF DIRECTORS

The Board of Directors will be composed of representatives from member organisation

- 7.1.1 The Board of Directors of the radio station shall comprise of a minimum of three (3) not more than eight (8) Directors.
- 7.1.2 The membership organisation shall second a single representative from their organisations who shall serve for a period of two (2) years on a rotational basis
- 7.1.3 The representatives shall serve on the Board on condition that their organisation is a member of the radio station;
- 7.1.4 The registered organisation will send the name of the representative in writing to the Secretary of the Board within fourteen (14) days of any change to their nominated representatives
- 7.1.5 The Board Chairperson and Secretary vacancies shall be seconded from the licence holder i.e. Ratanda Old Age Home
- 7.1.6 The Board shall have the following positions (a) Chairperson, (b) Deputy Chairperson, (c) Secretary, (d) Deputy Secretary (e) Treasurer (f) Three additional members
- 7.1.7 The Board of Directors will have the powers to control and manage the affairs of the radio station subject to the terms and condition of this Constitution and to the resolution of members at a properly Constituted General Meeting
- 7.1.8 The Board shall provide strategic leadership and be accountable to the members of the radio station and shall not interfere in operational and administrative duties of the radio station;
- 7.1.9 The Station Manager will serve as an ex officio member of the Board without any voting rights
- 7.1.10 The Board shall approve the annual budget for the running of radio.
- 7.1.11 In General Meetings, the radio station may review, approve or amend any decision taken the Board but no such resolution shall invalidate any prior action taken by the Board of Directors in accordance with provision of this Constitution

7.2 BOARD MEMBERS VACATING OFFICE

7.3

7.2.1 The office of a Board member shall be vacated if a member:

- (a) resigns
- (b) becomes deregistered and/or liquidated; or
- (c) would be disqualified, in terms of the Companies Act or equivalent legislation in force from time to time, from acting as a director of a company; or

(d) is removed by the board, by resolution adopted by at least three-quarters (3/4) of its members in office from time to time, being not less than the required minimum of five (5).

The board shall only furnish reasons for its decision/s regarding removal to the member removed and to the members of the association in the General Meeting.

7.2.2 Should a position on the board fall vacant, the Board, by resolution adopted at least two thirds (2/3) of its members, may (and if the vacancy reduces the number of members to less than four (4)) co-opt a member/s to fill the vacancy/ies.

7.2.3 The office of any person co-opted as member of the board shall lapse unless confirmed by resolution of members at the next annual general meeting.

7.4 PROCEDURE AT BOARD MEETING (S)

7.4.1 The Board shall conduct its meetings and regulate its proceedings as it finds convenient, provided that:

7.4.1.1 The Chairperson, or in his or her absence, the Vice-Chairperson, shall chair all meetings of the Board which he or she attends. In the absence of the Chairperson and the Vice-Chairperson, the remaining members of the Board shall elect a chairperson from those attending.

7.4.1.2 The Chairperson shall convene a meeting of the Board, quarterly at the written request of any two (2) members of the Board and may convene such a meeting at any other time.

7.4.1.3 The quorum necessary for the transaction of any business by the Board shall be four (4) Board members serving at any given time.

7.4.1.4 At meetings of the Board each member shall have one (1) vote.

7.4.1.5 Questions arising shall be decided by a majority of votes. Should there be an equality of votes the Chairperson shall have a casting or second vote.

7.4.1.6 Proper minutes shall be kept of the proceedings of the Board, and a record of the persons present at each meeting. The minutes shall be signed by the member who chairs the meeting and shall be available at all times for inspection or copying by any member of the Board, and a five (5) days' notice to the secretary or his or her deputy, by any member of the station.

7.4.1.7 A resolution signed by all members of the Board shall be as valid as if passed at a duly convened meeting of the Board.

- 7.4.2 The Board may delegate any of its powers to any of its members, or to a special purpose committee. The member, committee, employee or agent to whom such delegation is made shall conform to any regulations and procedures that may be stipulated by the Board from time to time.
- 7.4.3 The Board upon appointing a Station Manager, the Station Manager will then appoint other employees, as it may consider necessary from time to time upon such terms and conditions as it may consider appropriate.

7.5 DISCLOSURE OF INTERESTS

- 7.4.1 Each board member who has personal or financial interests (whether direct or indirect), in a matter that is to be considered at a meeting of the Board or who has an interest in any contract or arrangement made or proposed to be made with Mzumbe FM shall disclose that interest at the first meeting of the Board at which the contract or arrangement is to be considered if the interest then exists or in any other case at the first meeting of the Board after the acquisition or development of the interest.
- 7.4.2 If such a member becomes interested in a contract or arrangement after it is made or entered into s/he shall disclose the interest at the first meeting of the Board after becoming interested.
- 7.4.3 Each board member who has an interest as outlined in clauses (7.4.1) and (7.4.2):
- (i) should not be present while the matter is being considered;
 - (ii) should not vote on the matter – subject to clause (7.4.4);
- 7.4.4 The Board may pass a resolution with no less than 50% votes in favour to exempt a member of the Board from clause 7.4.3 (i) and (ii) subject to such conditions as it sees fit.
- 7.4.5 Despite clause 7.4.3 (i) the member concerned may still be counted towards the quorum of the said meeting.

7.6 STATION MANAGER

- 7.6.1 Station Manager shall be responsible for operational and administrative duties of the organization reporting to the Board on a quarterly basis.
- 7.6.2 She / he shall executive all his / her tasks together with his / her management committee.
- 7.6.3 The Manager is appointed and accountable to the Board
- 7.6.4 She/ he shall delegate duties to Management Committee members.
- 7.6.5 She/he will employ the Management Committee
- 7.6.6 She/he will ensure that the radio station complies with the terms and conditions of the licence issued by ICASA and any other operational and administrative regulations and/or legislation.

7.7 MANAGEMENT COMMITTEE

- 7.7.1 The Management Committee shall be composed of four (4) members. (Station Manager, Content /Programmes Manager, Sales & Marketing Manager and Finance Manager) responsible for running operational and administrative duties headed by the Station Manager

7.8 PROCEDURE AT MANAGEMENT COMMITTEE MEETING (S)

- 7.8.1.1 Unless the Board in its entire discretion decides otherwise, the management committee may conduct its meetings and regulate its proceedings as it finds convenient, subject to the following:
- 7.8.1.1.1 The Station Manager must chair all management committee meetings. In his/her absence, the members of the management committee must elect a person to chair the meeting.
- 7.8.1.1.2 The quorum necessary for the transaction of any business by the Management Committee will be three (3) of its members.
- 7.8.1.1.3 At meetings of the Management Committee, each member will have one (1) vote.
- 7.8.1.1.4 Questions arising at the Management committee meeting will be decided by a majority of votes. In the event of an equality of votes the member of management committee, the Station Manager will have a casting or second vote. The chairperson or the other person who chairs the meeting will decide, in his/her entire discretion, whether a vote is taken by a show of hands or by secret ballot.
- 7.8.1.2 Proper minutes must be kept of every Management Committee meeting, and a record of the persons present at each meeting. The Station Manager must sign the minutes or the other member who chairs the meeting, must be available at all times for inspection or copying by any member of the management committee and by any member of the station.
- 7.8.1.3 The Management Committee will meet as often as is necessary to carry out its responsibilities, it being intended that committee will meet at least once every calendar month.

7.9 COMMUNITY PROGRAMMING COMMITTEE

- 7.9.1 The community programming committee meetings shall be held twice per annum in accordance with the service licence conditions and the Guidelines in the Community Programming Committee document;
- 7.9.2 The venue of the meeting shall be communicated through the representative from the management committee;

- 7.9.3 The purpose of the community programming committee is to discuss any matters relating to the programming of the radio station and related activities thereof;
- 7.9.4 Further, other social media platforms and community surveys shall be utilised to solicit inputs and feedback from community members within the coverage area.

8. GENERAL MEETINGS

8.1 ANNUAL GENERAL MEETINGS

- 8.1.1 The Board of Directors shall organize an Annual General Meeting (AGM) once per calendar year not later six months (6) months after the radio stations financial year end.
- 8.1.2 The Secretary shall issue the relevant physical notices and invitations to the members organisation and community members
- 8.1.3 The notices should be in writing for the membership and an on-air invite will be used for the general community and stipulate the following: the place, time, purpose and date of the meeting.
- 8.1.4 The notice period and invitation for the AGM shall not be less than twenty-one (21) days to the date of the meeting.
- 8.1.5 No business transacted at an AGM shall be invalid merely by reason of the fact that any member or organization entitled to receive notice of the meeting was accidentally not notified or missed the on-air invite.
- 8.1.6 Members, organizations of structures may notify the Secretary of the Mzumbe FM Board not later than fourteen (14) days before the date of the meeting, of their intentions to discuss matters additional to those in the agenda, by delivering such notice to the Board of Directors
- 8.1.7 The Treasurer assisted by the Auditors and/or book keeper shall table the financial statements as outlined in the Companies Act
- 8.1.8 The Board of Directors Chairperson shall table his / her organisational report
- 8.1.9 The Chairperson will announce the rotation or addition of new seconded members of the Board of Directors from member organisation. There shall be no election at any AGM of the radio station
- 8.1.10 Sixty percent (60%) of the registered members shall constitute a majority at any General Meeting.
- 8.1.11 All resolutions taken at the AGM shall be decided by an ordinary majority vote.
- 8.1.12 The business of an Annual General Meeting shall include:

- (a) Presentation and adoption of the Annual Report of the Chairperson, Secretary and/or Station Manager
- (b) Consideration of the Audited Annual Financial Statements;
- (c) Introduction of members to serve on The Board for the following year, provided the term of the current board has expired;
- (d) Appointment of Auditors;
- (e) Other matters as may be considered appropriate.

8.2 Other General Meetings

- 8.2.1 Other General Meetings of the radio station shall be convened at any time by the Chairperson or Deputy Chairperson at the written request of the Board of half (1/2) of the member organisation of the radio station
- 8.2.2 Any general meeting other than the AGM shall be convened on not less than fourteen (14) days written notices to all member organisation. The notice shall state the in broad terms the business to be transacted at the meeting;
- 8.2.3 The quorum at any other meeting than the AGM should be fifty (50) plus 1 to constitute a quorum

9. FINANCIAL MATTERS

- 9.1 The financial year shall be March of each year
- 9.2 The signatories of the bank account of the radio station will be the Treasurer, Chairperson and/or the Station Manager and at least two (2) of the three (3) can authorise withdrawal and/or payments
- 9.3 The Board of Directors shall ensure that there is a preparation of a financial statement and is tabled at the AGM for adoption
- 9.4 The Board of Directors shall be fully responsible for the financial management controls of the radio station and shall instruct the Management Committee to stipulate and implement proper financial systems.
- 9.5 The Management Committee shall be responsible for the preparation of monthly budgets and be accountable for the day – today financial operations

10. AMENDMENTS OF THE CONSTITUTION

The terms of this Constitution may be amended by resolution of sixty five percent (65%) of the members present at a General Meeting, provided that the meeting is properly constituted in terms of the prescriptions in this Constitution.

11. INDEMNITY

11.1 Mzumbe FM indemnify every Director, Manager, Member or Officer against all expenses, and expenditure (including traveling expenses) incurred by such member for which he/ she may become liable in the normal course of performing his/ her duties on behalf of Mzumbe FM

11.2 No Director, Manager, Member of Mzumbe FM is responsible for the action receipts, negligence or omissions of any other for participating in any receipt other deed of concurrence or for any loss or expenditure incurred by Mzumbe FM as a result of a faulty title to any property acquired by Mzumbe FM by order of the Board of Directors, or for the inadequacy or defectiveness of any investment made by Board of Directors, or for any loss or damage resulting from the insolvency or depict of anybody with whom any money, securities or effects have been deposited, or for any loss or damage or adversity which may happen as a result of his/her won negligence omission, neglect of duty or breach of faith.

APPENDIX 4.2

POPULATION DEMOGRAPHICS

BACKGROUND

1. Lesedi Local Municipality spans an area of $\pm 1430\text{km}^2$ which is largely rural, with two towns situated within it, namely Heidelberg/Ratanda in the western part, and Devon Impumelelo on its eastern edge.
2. The area can be described as mostly agricultural, with Heidelberg and Devon being the primary service centres for the surrounding agricultural areas.
3. The population for the area is 99 520¹ (Census 2011) with the 2016 Stats SA Community Survey having the population at 112 472²

❖ The data below is from the Census 2011

POPULATION GROUPS	PERCENTAGE
1. BLACK AFRICAN	77,3%
2. WHITE	19,7%
3. INDIAN/ASIAN	1,3%
4. COLOURED	1,2%
5. OTHER	0,6%

LANGUAGE (s)	PERCENTAGE
1. AFRIKAANS	18,9%
2. ENGLISH	4,9%
3. ISINDEBELE	2,4%
4. ISIXHOSA	3,7%
5. ISIZULU	39,6%
6. SEPEDI	1,3%
7. SESOTHO	21,3%
8. SETSWANA	1,1%
9. SIGN LANGUAGE	0,6%

¹ http://www.statssa.gov.za/?page_id=993&id=lesedi-municipality

² <http://cs2016.statssa.gov.za/wp-content/uploads/2018/07/Gauteng.pdf>

10. SISWATI	0,5%
11. TSHIVENDA	0,4%
12. XITSONGA	1%
13. OTHER	1.4%
14. NOT APPLICABLE	3%

GENDER

SEX	PERCENTAGE
FEMALE	48.4%
MALE	51.6 %

GROUP	PERCENTAGE
1. NO SCHOOLING	2,6%
2. SOME PRIMARY	39,3%
3. COMPLETED PRIMARY	5,7%
4. SOME SECONDARY	34,9%
5. COMPLETED SECONDARY	13,2%
6. HIGHER EDUCATION	2,1%
7. NOT APPLICABLE	2,3%

WORKING AGE (15-64)

EMPLOYMENT STATUS	NUMBER
1. EMPLOYED	31518
2. UNEMPLOYED	11042
3. DISCOURAGED WORK SEEKER	2889
4. NOT ECONOMICALLY ACTIVE	22805

INCOME	PERCENTAGE
1. R1 - R4,800	4%
2. R4,801 - R9,600	6%
3. R9,601 - R19,600	16%
4. R19,601 - R38,200	19,2%
5. R38,201 - R76,4000	14,8%
6. R76,401 - R153,800	10,5%
7. R153,801 - R307,600	7,6%
8. R307,601 - R614,400	4,8%
9. R614,001 - R1,228,800	1,7%
10. R1,228,801 - R2,457,600	0,4%
11. R2,457,601+	0,3%
12. NONE INCOME	14,7%

APPENDIX 5.1

Description of the Service



An entity of Ratanda Old Age Home
2403 Nkitsing Street, Ratanda, Heidelberg, 2403
Tel: 016 343 8993 / 079 170 7824 email: mzumbecr@gmail.com

The Radio Station will be a full spectrum services catering for all the needs of the community from school going age until retirement age.

Programme Format: The radio station will be presented in a 50- 50 split between music and talk content. The midweek programming will be mostly music driven in the morning and afternoon drive programmes with the mid morning and afternoon programme providing more talk content than music. Most of the weekend programming will be music driven in with majority talk content on Sunday to ensure that two meet the weekly balance split.

Languages: The radio station will broadcast in three (3) languages i.e. IsiZulu, Sesotho and English. Mzumbe FM will be the heartbeat of the community with a main focus on community development programming wherein the talk content will be focused on current affairs, educational and actuality programmes. Local issues of discussion include crime, drug abuse, unemployment, service delivery, health matters amongst other.

Music: The radio station is meant to cater for the entire community with programming to cater for children from the ages of 12 until the age of grandparents in their pension years. Thereby, the music will be mainly local music including Afro Jazz, Jazz and Blues, Reggae, R&B, Gospel, African Music, House Music and Traditional music including current Pop music which includes Hip Hop

APPENDIX 5.4

PROGRAMMING SCHEDULE

PROGRAMMING FORMAT

TALK VERSUS MUSIC (Talk 50 % and Music 50%)

Talk (Speech i.e. News & Currents Affairs/Sports/ Interviews including Presenters links)	50 %
Music: South African as per the Local Music Regulation i.e. 80% and International 20 %	50%

NEWS BREAKDOWN

The radio station shall broadcast a total of two hundred and fifty (250) minutes of news per week.

News bulletins will be broadcast for seven (7) days, with a majority being midweek and less of over the weekend

Regional	40%
National	40%
International	20%

LANGUAGES OF BROADCAST

English	30%
IsiZulu	50%
Sesotho	20%

MZUMBE FM - PROGRAM SCHEDULE

MONDAY TO THURSDAY

06:00-09:00	BREAKFAST SHOW
This show will focus on entertainment, education and music with general appeal across all ages with segments that includes, sports, traffic, pop quiz, competition and community announcements.	
09:00-12:00	LIFESTYLE AND MAGAZINE SHOW
This is a magazine and lifestyle show focused on household chores, health, motivation and community notice board.	
12:00-15:00	MIDDAY PROGRAMME - LUNCH ON
This show will be mainly an informal knowledge building format with current affairs allowing engagement with listeners' on topical issues which will includes, health, legal, education amongst others.	
15:00-18:00	AFTERNOON DRIVE
18:00-20:00	CURRENT AFFAIRS
This a talk show focused on local community, national and international current affairs, including interviews.	
20:00-21:00	EDUCATION PROGRAMME/COMMUNITY ANNOUCENMENT
This dedicated to educational programme which including Health Matters, Legal Matter, Social issue and local community issues and announcements	
21:00-00:00	EVENING TALK
This slot will be dedicated to music with relationship and social challenges being discussed.	
00:00-04:00	TRAINING SLOT
	AUTOMATION: LISTENERS REQUEST
04:00-06:00	EARLY MORNING BREAKFAST
This show is a precursor to the main breakfast show. It will include current affairs highlights, traffic and entertainment. Music will be driven by the listeners' and there will be call ins.	

FRIDAYS

18:00 - 20:00	SPORTS WRAP
This a talk show focused on local community, national and international sports with a focus on all sporting codes that are relatable to the listeners.	
20:00 - 00:00	PARTY ZONE
This show will be purely entertainment with music relevant to the weekend with DJ mixes and party announcements and gigs for the weekend.	

02:00-06:00	AUTOMATION AND DEEJAYS MIXES

SATURDAYS

06:00- 09:00	WEEKEND BREAKFAST
This show will focus on music with general appeal across all ages with segments that includes, sports, traffic, pop quiz, competition and community announcements.	
09: 00 - 10:00	COMMUNITY DIARIES
Announcements about any weekend events on the radio station	
10:00-11:00	KIDDIES CORNER
The programme is aimed at kids of school going age and will consists of recitals, poems and stories amongst others.	
11:00 – 12:00	ARTIST OF WEEK/NEW TALENT
This shows will be to showcase and interview artists of the week and get a profile of their lives. Also, any form of talented artists for any form of arts, be it dancing, painting etc will be interviewed and given a platform to engage the listeners.	
12:00-15:00	WEEKEND CHILL SESSION
This show will include sports update, entertainment and music relevant to the weekend.	
15:00-18:00	WEEKEND DRIVE
This show will include sports update, entertainment and music relevant to the weekend.	
18H00 – 20H00	NATIONAL TOP 20
Chart show of local music	
20H00 – 22H00	PARTY ZONE
This show will be purely entertainment with music relevant to the weekend with DJ mixes and party announcements and gigs for the weekend.	
00H00 – 06H00	AUTOMATION AND DEEJAYS MIXES

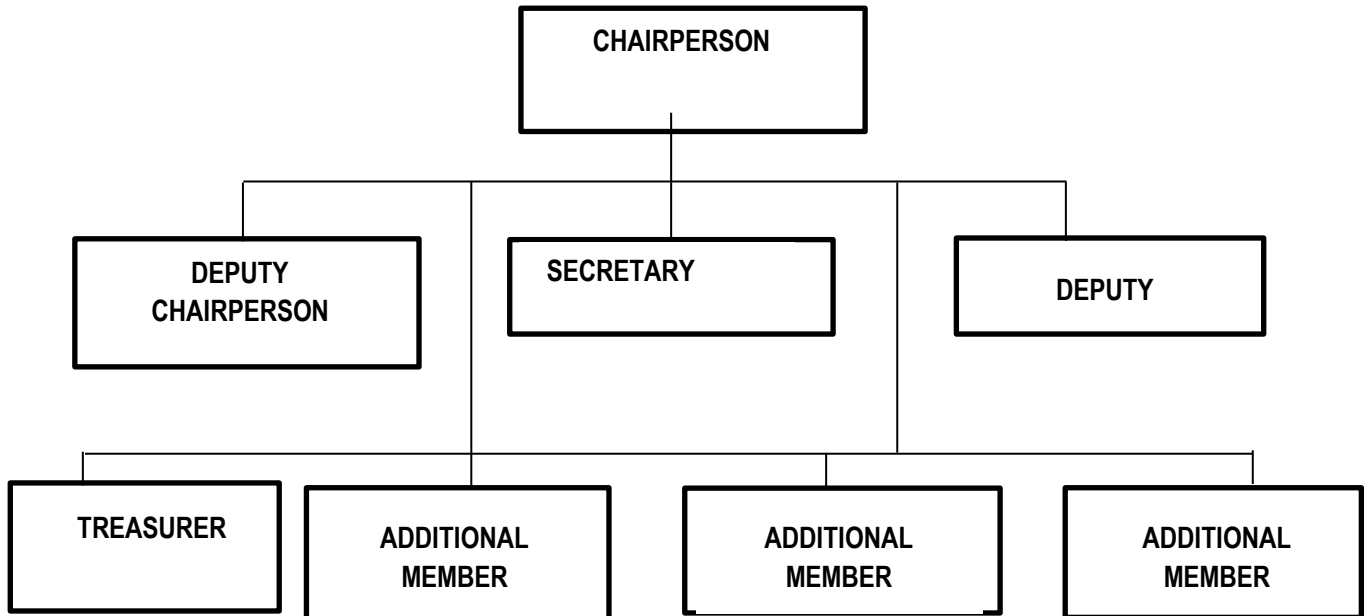
SUNDAYS

06:00-09:00	WEEKEND BREAKFAST
This show will focus on music with general appeal across all ages with segments that includes, sports, traffic, pop quiz, competition and community announcements.	
09:00-12:00	SPIRITUAL PROGRAMMING
This show will focus on all issues religion, religious debates, and empowerments. This show will also have live broadcasts from local churches. Live sermons will also be put on air. Listeners will also be encouraged to select music to reflect their various religions.	
12:00-15:00	SUNDAY CHILL SESSION
Music related show, that will cater for Jazz, R&B, African and other related music.	
15:00-18:00	WEEKEND DRIVE

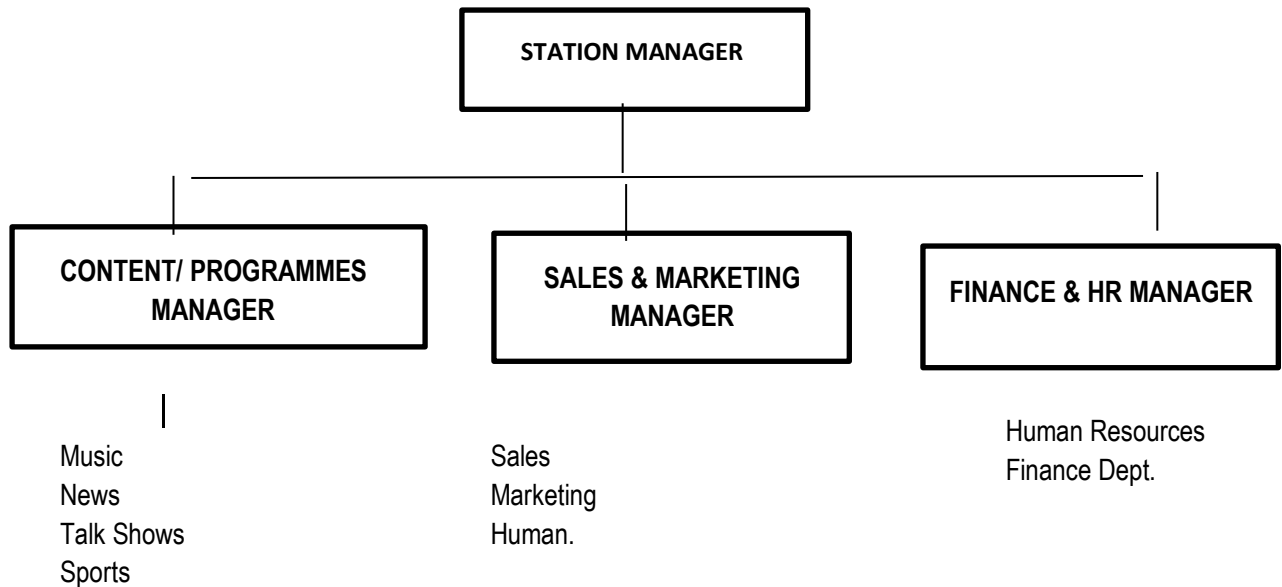
This show will include sports update, entertainment and music relevant to the weekend.	
18:00- 20:00	CURRENT AFFAIRS
Wrap up of the weekend news with in-depth analysis and a focus on the upcoming week.	
20:00-:00:00	SPECIALITY PROGRAMME
The slots will always have two hours segments that will on alternative weekends focus on issues with disability, African religion, spirituality on the first hours and second segment being music and dedications.	
00:00-04:00	TRAINING SLOT

MZUMBE FM ORGANOGRAM

BOARD OF DIRECTORS



MANAGEMENT ORGANOGRAM



APPENDIX 7

LETTERS AND/OR PROOF OF SUPPORT



MBK SOLUTIONS
T/A MBUSOKHUMO INVESTMENTS (Pty) Ltd
2011/148431/07
MANDLA DHLAMINI
mbusokhumo@gmail.com
Cel: 0609308589/Office: 016 341 2022

Monday, 13th April 2020

Re: Mzumbe Community Radio

To whom it may concern

This is to express our support for the Mzumbe Community Radio initiative that is driven by the Ratanda Old Age Home. We as MBK Solution welcome the establishment of this radio station in our area, and we commit to support it as best as we can.

All the best to the team

Regards

A handwritten signature in black ink, appearing to be 'M Dhlamini'.

M Dhlamini



Cell: 076 1723 571
Email: gcinagova@gmail.com

3324 Jehlum Street
Shalimar Ridge
Heidelberg
1441

To ICASA

Att: ICASA Chairperson

From:

Re: Support for Mzumbe FM

This is to express our excitement and support for the establishment of a community station in our area and wish to indicate that we stand behind the Mzumbe FM team in their efforts to make this a reality in our community. We will use the station for advertise our services to the entire community once its broadcasting

Sincerely

Gcina Gova

SIZE1SOLUTIONS

2019/025108/07

08 Jacob Street
2nd Floor, Heidelberg Office Park
Heidelberg, 1438

083 885 2618 / 016 150 0711

Size1solution@gmail.com

29th April 2020

To whom it may concern

Establishment of a Community Radio in Ratanda

We would like to register our support for the establishment of this radio station for our community, and wish the team all the best in this endeavour. We are happy that at last Ratanda will also have a community radio of its own which we as business people can also use to promote our business.

Goodluck and all the best

COMMUNITY AND STAKEHOLDERS MEETING

MZUMBE COMMUNITY RADIO

VENUE: LESEDI LOCAL MUNICIPALITY INFRASTRUCTURE BOARD ROOM


DATE: 20 FEBRUARY 2020

TIME: 11H00

AGENDA

1.	<p>WELCOME & INTRODUCTION</p> <p>The Chairperson opened and welcomed all present at the meeting and requested attendees to introduce themselves and state their respective organizations they represent.</p> <p>ATTENDANCE REGISTER HAS BEEN ATTACHED</p>
2.	<p>PURPOSE OF THE MEETING</p> <p>The stakeholders were appraised about the process that led to the meeting of today as the process that was initiated by the Municipal Manager (MM) of Lesedi Local Municipality having recognized the absence of a community radio in the Lesedi municipal area. The MM made contact with Kasi FM in Katlehong which is the nearest township outside Lesedi which had a community radio operating there for nearly 25 years. The MM and the Station Manager of Kasi FM agreed that they should start a process to consultation with as wider stakeholders in the Lesedi Local Municipality urgently and identify a local NGO that has a proven and a solid track record of work it has and continues to do in the community. These collective of NGO's will then be supported to establish the station with the help and the blessing of the wider community.</p> <p>Ratanda Old Age Home (ROAH) was identified as that suitable and appropriate organization to drive this process and to be the custodian of the license on behalf of the community give its impeccable track record in the community. The Board of ROAH accepted the responsibility of championing the Community Radio initiative for the community and it also committed itself to engaging other like-minded and community based and active organisations to drive this initiative on behalf of the community of Ratanda.</p>
3.	<p>3.1 WHY WE NEED A COMMUNITY RADIO IN OUR AREA</p> <p>Ratanda is a community that is plagued with a lot of socio-economic challenges, ranging from a high rate of youth unemployment, skills shortage, high rate of crime, teenage pregnancy, neglected senior citizens etc. All these societal ills have plagued the community and often the lack of a communication platform to build social cohesion has contributed to the downward spiral of the community. Service delivery challenges and lack or business opportunities for the young people is aggravating the already volatile situation. The high rate of urban migration by people coming from rural South Africa migrating into Ratanda as an urban township in Gauteng in search of a better life, has added more pressure to the community that is already under strain from little and declining public resources.</p> <p>Community radio will play a critical role in building social cohesion through developmental programming and information segments to empower the community with information they need to make better informed choices about their lives. Radio is an important platform of expression to reflect the culture, needs, aspirations, joys and celebrate the community of Ratanda.</p>

	<p>3.2 KEY STAKEHOLDERS AND WHY</p> <p>The meeting agreed that key stakeholders of the station will also become members of the radio station. No political parties or churches will be allowed to be members, but they will be part of the community wide programming committees which will inform and advise the station on the types and nature of programming the station intends to do. The invited stakeholder were regarded as a good starting point to get the process going and the invitation is still opened to others who will join as the program continues, provided they meet the criteria as set out by ROAH to be active community based organisation with demonstrable work and track record within the community and have good governance and financial management.</p> <p>3.2 LANGUAGE OF BROADCASTING & FORMAT</p> <p>The meeting proposed to adopt a 40% English, 25% isiZulu, 20% Sesotho, 10% isiXhosa and 5% Other as a language policy breakdown of the station. This will ensure that as many people in the community of Lesedi are catered for in the station. Although this is by no means a scientifically informed breakdown, but it's based on anecdotal and empirical lived experiences of the people of Lesedi who attest to those language breakdown in line with the popularity and dominance of the languages spoken in the area.</p> <p>3.3 TYPES OF ISSUES TO BE ADDRESSED BY THE STATION (Current Affairs, Education etc)</p> <p>The meeting noted that the station has to be bridge builder for the community amongst the wide and diverse groups within the community of Lesedi. The station should take on a 40% Talk and 60% music format. In its talk formats, news and current affairs will be given prominence as well as the educational programming to cater for the needs of various segments of the community.</p> <p>3.4 MUSIC AND LOCAL CONTENT QUOTAS</p> <p>The station will comply with ICASA's local content quota and will endeavour to surpass it through giving local artists coming from Lesedi airplay including none recorded artists.</p> <p>3.5 PROGRAMMING COMMITTEE</p> <p>A broader community programming committee will be held in due course to engage the community and other interested parties on the desired programs they would like the station to have as well as to bring them onboard with regards to the production of some of these programs</p>		
4.	<p>ESTABLISHMENT OF AN INTERIM COMMITTEE (GOVERNANCE)</p> <p>An interim committee was set up to help ROAH with the submission and managing the process going forward the following are the members of the interim Board of the station. The meeting agreed that ROAH must second 2 names to the committee and these names to be provided once the Board to ROAH has met and agreed on the two people to be seconded on their behalf.</p> <table data-bbox="395 1944 1023 1980"> <thead> <tr> <th data-bbox="395 1944 459 1980">Name</th> <th data-bbox="874 1944 1023 1980">Organization</th> </tr> </thead> </table>	Name	Organization
Name	Organization		

	1. Magaret Tsotetsi Ahanang Development Organization 2. Katleho Seaga Lesedi Local Municipality 3. Mbali Mduli RET 4. TBA ROAH 5. TBA ROAH.
5.	RESOLUTION & MANDATE TO APPLY The meeting resolved to give ROAH unanimous support and mandate to submit the application for a community radio license on behalf of the Lesedi Community. The name adopted for the station is Mzumbe Community Radio as a name that reflect the rich historical heritage of the area and it's a name that will resonate with most people in the community and the surrounding areas.
5.	ANY OTHER BUSINESS The date of the next meeting will be communicate in due course and stakeholders will be requested to assist the process of colleting letters of support and signatures of support from the community in the next few days. A template will be provided for this process.
6.	CLOSURE In the absence of any further matters the Chairperson closed the meeting.  20th February 2020 Bayanda Radebe Chairperson

COMMUNITY SURVEY

ESTABLISHMENT OF A COMMUNITY RADIO STATION

No:

INITIAL AND SURNAME	Kenny Mayisa.	AREA:	Ramatso
CONTACT DETAILS	07 066 465 2158	GENDER:	Male

1. PROPOSED FORMAT OF THE RADIO STATION (TALK VS MUSIC)

☐ 80/20 ☐ 70/30 ☐ 60/40 ☒ 50/50 ☐ Other

2. WHAT NEWS AND CURRENT AFFAIRS CONTENT IS RELEVANT TO THE COMMUNITY? (YOU CAN TICK MORE THAN ONE BOX).

☒ LOCAL ☒ REGIONAL/NATIONAL ☐ INTERNATIONAL

3. FAVOURITE PROGRAMMING: (YOU CAN TICK MORE THAN ONE BOX)

☒ NEWS ☒ CURRENT AFFAIRS ☒ EDUCATIONAL ☐ DRAMA ☐ ACTUALITY

OTHER:

4. PROPOSED LANGUAGE (S) OF BROADCAST

Zulu	English	Shothe
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5. ANY ADDITIONAL INPUT TOWARDS THE PROGRAMMING OF THE RADIO STATION:

School programmes

SIGNATURE: 

COMMUNITY SURVEY

ESTABLISHMENT OF A COMMUNITY RADIO STATION

No:

INITIAL AND SURNAME	MS Majisa	AREA:	RID
CONTACT DETAILS	063 840 3056	GENDER:	Male

1. PROPOSED FORMAT OF THE RADIO STATION (TALK VS MUSIC)

☐ 80/20
 ☐ 70/30
 ☐ 60/40
☒ 50/50
☐ Other

2. WHAT NEWS AND CURRENT AFFAIRS CONTENT IS RELEVANT TO THE COMMUNITY? (YOU CAN TICK MORE THAN ONE BOX).

☒ LOCAL
 ☒ REGIONAL/NATIONAL
☐ INTERNATIONAL

3. FAVOURITE PROGRAMMING: (YOU CAN TICK MORE THAN ONE BOX)

☒ NEWS
☒ CURRENT AFFAIRS
☒ EDUCATIONAL
☐ DRAMA
☒ ACTUALITY

OTHER: Local upcoming artist interviews

4. PROPOSED LANGUAGE (S) OF BROADCAST

English	IsiZulu	Sesotho
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5. ANY ADDITIONAL INPUT TOWARDS THE PROGRAMMING OF THE RADIO STATION:

• Job ads

• Tender and project ads

SIGNATURE:

[Signature]

COMMUNITY SURVEY

ESTABLISHMENT OF A COMMUNITY RADIO STATION

No:

INITIAL AND SURNAME	Tricia Rooi	AREA:	RATONGA
CONTACT DETAILS	078889 1467	GENDER:	Female

1. PROPOSED FORMAT OF THE RADIO STATION (TALK VS MUSIC)

☐ 80/20 ☐ 70/30 ☒ 60/40 ☐ 50/50 ☐ Other

2. WHAT NEWS AND CURRENT AFFAIRS CONTENT IS RELEVANT TO THE COMMUNITY? (YOU CAN TICK MORE THAN ONE BOX).

☒ LOCAL ☒ REGIONAL/NATIONAL ☐ INTERNATIONAL

3. FAVOURITE PROGRAMMING: (YOU CAN TICK MORE THAN ONE BOX)

☒ NEWS ☐ CURRENT AFFAIRS ☒ EDUCATIONAL ☒ DRAMA ☐ ACTUALITY

OTHER:

4. PROPOSED LANGUAGE (S) OF BROADCAST

Enca	Zulu	Sotho
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5. ANY ADDITIONAL INPUT TOWARDS THE PROGRAMMING OF THE RADIO STATION:

Provide latest Gossip

SIGNATURE:

W. Fone

COMMUNITY SURVEY

ESTABLISHMENT OF A COMMUNITY RADIO STATION

No:

INITIAL AND SURNAME	Zolile Gxubane	AREA:	KATANDA
CONTACT DETAILS	074 055 6733	GENDER:	Male

1. PROPOSED FORMAT OF THE RADIO STATION (TALK VS MUSIC)

☐ 80/20 ☐ 70/30 ☐ 60/40 ☒ 50/50 ☐ Other

2. WHAT NEWS AND CURRENT AFFAIRS CONTENT IS RELEVANT TO THE COMMUNITY? (YOU CAN TICK MORE THAN ONE BOX).

☒ LOCAL ☒ REGIONAL/NATIONAL ☒ INTERNATIONAL

3. FAVOURITE PROGRAMMING: (YOU CAN TICK MORE THAN ONE BOX)

☒ NEWS ☒ CURRENT AFFAIRS ☒ EDUCATIONAL ☒ DRAMA ☒ ACTUALITY

OTHER: Sports

4. PROPOSED LANGUAGE (S) OF BROADCAST

isiXhosa		
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5. ANY ADDITIONAL INPUT TOWARDS THE PROGRAMMING OF THE RADIO STATION:

Kids programs

SIGNATURE:



COMMUNITY SURVEY ESTABLISHMENT OF A COMMUNITY RADIO STATION

No:

INITIAL AND SURNAME	N. S. GASA	AREA:	RTD
CONTACT DETAILS	076 544 1976	GENDER:	Male

1. PROPOSED FORMAT OF THE RADIO STATION (TALK VS MUSIC)

☐ 80/20 ☐ 70/30 ☐ 60/40 ☒ 50/50 ☐ Other

2. WHAT NEWS AND CURRENT AFFAIRS CONTENT IS RELEVANT TO THE COMMUNITY? (YOU CAN TICK MORE THAN ONE BOX).

☐ LOCAL ☒ REGIONAL/NATIONAL ☐ INTERNATIONAL

3. FAVOURITE PROGRAMMING: (YOU CAN TICK MORE THAN ONE BOX)

☐ NEWS ☐ CURRENT AFFAIRS ☐ EDUCATIONAL ☐ DRAMA ☒ ACTUALITY

OTHER:

4. PROPOSED LANGUAGE (S) OF BROADCAST

English	Zulu	Setho
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5. ANY ADDITIONAL INPUT TOWARDS THE PROGRAMMING OF THE RADIO STATION:

SIGNATURE



COMMUNITY SURVEY

ESTABLISHMENT OF A COMMUNITY RADIO STATION

No:

INITIAL AND SURNAME	R. Mgumi	AREA:	Ratonda
CONTACT DETAILS	083 5120 686	GENDER :	F

1. PROPOSED FORMAT OF THE RADIO STATION (TALK VS MUSIC)

☐ 80/20 ☐ 70/30 ☐ 60/40 ☒ 50/50 ☐ Other

2. WHAT NEWS AND CURRENT AFFAIRS CONTENT IS RELEVANT TO THE COMMUNITY? (YOU CAN TICK MORE THAN ONE BOX).

☒ LOCAL ☒ REGIONAL/NATIONAL ☐ INTERNATIONAL

3. FAVOURITE PROGRAMMING: (YOU CAN TICK MORE THAN ONE BOX)

☒ NEWS ☐ CURRENT AFFAIRS ☐ EDUCATIONAL ☐ DRAMA ☐ ACTUALITY

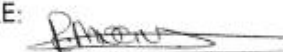
OTHER:

4. PROPOSED LANGUAGE (S) OF BROADCAST

Zulu	English	
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5. ANY ADDITIONAL INPUT TOWARDS THE PROGRAMMING OF THE RADIO STATION:

SIGNATURE:



COMMUNITY SURVEY

ESTABLISHMENT OF A COMMUNITY RADIO STATION

No:

INITIAL AND SURNAME	M. M. SEJAMA	AREA:	RATANDA OLD AGE HOME
CONTACT DETAILS	072 72 33 715	GENDER :	FEMALE

1. PROPOSED FORMAT OF THE RADIO STATION (TALK VS MUSIC)

☐ 80/20 ☐ 70/30 ☒ 60/40 ☐ 50/50 ☐ Other

2. WHAT NEWS AND CURRENT AFFAIRS CONTENT IS RELEVANT TO THE COMMUNITY? (YOU CAN TICK MORE THAN ONE BOX).

☒ LOCAL ☐ REGIONAL/NATIONAL ☐ INTERNATIONAL

3. FAVOURITE PROGRAMMING: (YOU CAN TICK MORE THAN ONE BOX)

☒ NEWS ☐ CURRENT AFFAIRS ☐ EDUCATIONAL ☐ DRAMA ☐ ACTUALITY

OTHER:

4. PROPOSED LANGUAGE (S) OF BROADCAST

Zulu		
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5. ANY ADDITIONAL INPUT TOWARDS THE PROGRAMMING OF THE RADIO STATION:

SIGNATURE: M. M. SEJAMA

COMMUNITY SURVEY

ESTABLISHMENT OF A COMMUNITY RADIO STATION

No:

INITIAL AND SURNAME	L.P Tshepe	AREA:	Old Age Retards
CONTACT DETAILS	0728888211	GENDER:	Female

1. PROPOSED FORMAT OF THE RADIO STATION (TALK VS MUSIC)

☐ 80/20 ☐ 70/30 ☐ 60/40 ☒ 50/50 ☐ Other

2. WHAT NEWS AND CURRENT AFFAIRS CONTENT IS RELEVANT TO THE COMMUNITY? (YOU CAN TICK MORE THAN ONE BOX).

☒ LOCAL ☐ REGIONAL/NATIONAL ☐ INTERNATIONAL

3. FAVOURITE PROGRAMMING: (YOU CAN TICK MORE THAN ONE BOX)

☒ NEWS ☐ CURRENT AFFAIRS ☒ EDUCATIONAL ☐ DRAMA ☐ ACTUALITY

OTHER:

4. PROPOSED LANGUAGE (S) OF BROADCAST

SOTHO	ZULU	
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5. ANY ADDITIONAL INPUT TOWARDS THE PROGRAMMING OF THE RADIO STATION:

SIGNATURE: L.P Tshepe

COMMUNITY SURVEY

ESTABLISHMENT OF A COMMUNITY RADIO STATION

No:

INITIAL AND SURNAME	R.V. Mopokeng	AREA:	Ratanda old age Home
CONTACT DETAILS	063 045 1620	GENDER:	Female

1. PROPOSED FORMAT OF THE RADIO STATION (TALK VS MUSIC)

☐ 80/20 ☐ 70/30 ☐ 60/40 ☒ 50/50 ☐ Other

2. WHAT NEWS AND CURRENT AFFAIRS CONTENT IS RELEVANT TO THE COMMUNITY? (YOU CAN TICK MORE THAN ONE BOX).

☒ LOCAL ☐ REGIONAL/NATIONAL ☐ INTERNATIONAL

3. FAVOURITE PROGRAMMING: (YOU CAN TICK MORE THAN ONE BOX)

☒ NEWS ☒ CURRENT AFFAIRS ☐ EDUCATIONAL ☐ DRAMA ☐ ACTUALITY

OTHER:

4. PROPOSED LANGUAGE (S) OF BROADCAST

Sesotho	Zulu	
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5. ANY ADDITIONAL INPUT TOWARDS THE PROGRAMMING OF THE RADIO STATION:

SIGNATURE:

R.V. Mopokeng

COMMUNITY SURVEY
ESTABLISHMENT OF A COMMUNITY RADIO STATION

No:

INITIAL AND SURNAME	N. N. LANGA	AREA:	RATANNA
CONTACT DETAILS	061 252 2464	GENDER :	FEMALE

1. PROPOSED FORMAT OF THE RADIO STATION (TALK VS MUSIC)

☐ 80/20
 ☐ 70/30
 ☐ 60/40
☒ 50/50
☐ Other

2. WHAT NEWS AND CURRENT AFFAIRS CONTENT IS RELEVANT TO THE COMMUNITY? (YOU CAN TICK MORE THAN ONE BOX).

☒ LOCAL
 ☒ REGIONAL/NATIONAL
☒ INTERNATIONAL

3. FAVOURITE PROGRAMMING: (YOU CAN TICK MORE THAN ONE BOX)

☒ NEWS
☒ CURRENT AFFAIRS
☒ EDUCATIONAL
☐ DRAMA
☒ ACTUALITY

OTHER: Gender equality and Business opportunities

4. PROPOSED LANGUAGE (S) OF BROADCAST

IsiZulu	English	
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5. ANY ADDITIONAL INPUT TOWARDS THE PROGRAMMING OF THE RADIO STATION:

HEALTHY LIFESTYLE AND Drug awareness

SIGNATURE: _____

[Signature]

APPENDIX A

LETTER FROM SIGNAL DISTRIBUTOR



Blulemon Pty Ltd

Reg no. 2005/011512/07

61 Eden Park Edenglen Edenvale PO Box 1078 Edenvale 1610 Republic of South Africa
Telephone: Cell: 082 339 9305 Email: russel@blulemon.net www.blulemon.net

RE: Signal distributor for MZUMBE FM

28 APRIL 2020

Blulemon Pty Ltd, an authorised signal distributor for ICASA is willing to assist MZUMBE FM, with their licence application as well offer guidance and technical support for the transmission equipment as well as studio equipment. If application is successful Blulemon will apply for the ECNS license for your district and offer the signal distribution services to MZUMBE FM.

Regards

Russel Jones

Director

LESEDI LOCAL MUNICIPALITY MAP



APPENDIX C

OPERATIONAL POLICIES

MZUMBE FM: MUSIC POLICY

INTRODUCTION

The ICASA Local Music Content Regulation requires that community sound broadcasting services broadcast a total of eight percent (80%) of local music. The regulations supersede the regulations, and such will be the basis for the music playlist at the radio station.

The Regulations further outlines a point system in order to increase the local music outputs which includes playing new music, interviews, broadcasting of music events amongst others. The station, through its music division, is to provide the platform benchmarked on the development and celebration of musical talents, especially for local artists.

MUSIC COMMITTEE TERMS OF REFERENCE

1. The Mzumbe FM music division falls under the Programming Department, albeit run by the music compiler.
2. The music compiler is to submit a music report to the Programmes/Content Manager on a monthly basis on the status of the division.
3. The music compiler is to work with a music committee on listening to music submissions.
4. The music committee is to comprise of 1 to 2 Mzumbe FM Management Team and two (2) staff members and its work is to approve songs that are to be on the Mzumbe FM play list.
5. Through the music division, Mzumbe FM is to play a minim of 80% South African music and the balance will be foreign music.

PROCESS OF SUBMISSIONS OF SONGS

1. All music submissions must be made to the Programmes/Content Manager
2. In the event that the Programmes/Content Manager is not present, the music compiler can accept the submissions.
3. Alternatively, music can be accepted by the administration department who will keep a registry for all submissions for the attention of the Programmes/Content Manager.
4. Music submissions are to be accepted through a hard copy brought to the station and/or through email or cloud-based link.
5. The registry is to contain the following: person submitting the music, name of music artist, title of album/song, contact details, date of submission, signature of person submitting and signature of person accepting. All submissions deserve a written reply on the status of their submitted material.
6. All music submissions shall be accepted whether released or not, from signed artists or not, in a demo format or not for the purpose of not making people feel excluded within the processes of their community radio station.
7. Mzumbe FM, through the music compiler and the music committee, reserves the right to approve or reject submissions but will be open to continuous engagements with interested parties.
8. Any aggrieved person who feels their submission was not handled properly has a right to lodge a complaint through the radio stations' complaints department.
9. Should the grievances still stand they can be escalated to the board of directors.

RESPONSIBILITIES OF THE MUSIC COMPILER/MUSIC COMMITTEE

1. Music playlist are to be loaded on the playout system and a weekly report to be provided for by the presenters/producers.
2. The Music Committee will have a healthy and active communication channels with all presenters and producers.
3. Keep record of the number of physical discs in the music library.
4. Loads approved music on the system. (No one else is to load music onto the system except for the music compiler or any other approved person)
5. Maintains good relations with all record companies, production houses and artists that continue to make submissions to the station.
6. Provide updates to record companies, production houses and artists on the status of their material.
7. Provided an archive system for the radio station
8. Work on acquiring music that will be relevant to certain themes and campaigns i.e. freedom month, women's month. 16 days of no violence on women and children, etc.

OFFENCES

1. It is an offence to accept money or gifts for the purpose of play listing music.
2. The offense will result in immediate dismissal

MZUMBE FM: NEWS POLICY

INTRODUCTION

The credibility of the radio station rests on how it tells the story of the community that's it serve. It is therefore crucial that the radio station has a news department that operates with the outmost professionalism when it comes to news gathering and reporting.

The radio station will ensure that is execute its mandate of reporting in news of local and regional significance first and foremost, and then National and International News. The News Department is headed by the News Editor and who reports to the Programmes/Content Manager and should ensure that the department continuously striving to achieve the goals of telling stories reflecting our diverse communities.

OPERATIONAL FRAMEWORK:

1. The head of news is to provide a monthly report to the station manager.
2. The head of news is to be in direct and continuous consultation with the head of programming.
3. As the news department is directly involved in the on-air programming of the station, the head of programming can intervene in matters that affect on-air delivery.
4. The head of news is responsible for recommending personnel he/she would like to hire in accordance with the HR policy.
5. The News Editor shall establish and maintain healthy relations with different news sources, agencies and any other structure that has an interest in providing content for the department.
6. The following points are also important to note regarding Mzumbe FM news department:
 - a) Mzumbe FM news is to be delivered in all the languages of broadcast.
 - b) News bulletins are to be carried seven days a week and the total hours of news in a week should not be less than those contained within the licence conditions.
 - c) News bulletins shall be carried from 06h00 until 18h00 weekdays and 07h00 until 13h00 one weekends. (Inclusive of news headlines)
 - d) All news bulletins shall compile with the percentage breakdown which is measured weekly
 - e) There is to be a minimum of two recorded clips for each bulletin.
 - f) The head of news shall facilitate diary meetings.
 - g) The head of news is to approve all stories meant for broadcast and is to ensure all is in order; this is to avoid wrong content being broadcast and the wrong pronunciation.
 - h) There is to be an adequate substitute for each news anchor for each language.
 - i) Recorders and any other equipment used in preparing for broadcasts are to be the responsibility of the head of news but should be easily available to all news anchors and reporters for the purpose of preparing their work adequately.
 - j) A news anchor cannot leave their workstation until the next anchor has arrived.
7. The sports division falls under the news department and all points mentioned in the running of the news department apply to the sports division.
8. Traffic updates are to be run from the news department; all points mentioned in the running of the news department apply in terms of traffic updates.
9. Should there be any breaking news then the news department is allowed to interfere with normal programming through reasonable consultation with the head of programming and the presenter/producer on duty.
10. Should there be any major events that require special attention then news personnel can be asked to work extra hours to cover those events i.e. elections, disasters, etc.

Offences

11. It shall be deemed an offence for any person not to carry the work entrusted with them.

MZUMBE FM: PROGRAMMING POLICY

INTRODUCTION

The programming department plays an integral role in the running of a radio station; its focus is the desired output of the material broadcast, this department links and heads all departments as it seeks to maintain good programmes with relevant content delivered in an effective way to the community.

Mzumbe FM programming aims to acknowledge community aspirations on all levels and create a platform where people can be the voice which directs their own concerns and interests, it is to celebrate the people of Ekurhuleni and to champion development through programming that has the essence of the people as priority. Mzumbe FM programming is open to people of all ages, all religions, all civil organisations, all sporting codes, all educational structures, all political parties, all citizens and other structures that are within our broadcast areas contributing one way or another to our different communities.

The objective is to always be a reflection of the demographics of the state of our communities and to not just broadcast for but broadcast with our community.

Below are points that govern the programming department:

- 1) The head of programming is to ensure the optimum functionality of the programming department.
- 2) The head of programming is accountable to the station manager.
- 3) The head of programming is to provide a monthly report to the station manager on the status of the department.
- 4) The head of programming is to ensure that work is harmonised between all departments and divisions.
- 5) The head of programming shall be responsible for the placement of presenters and producers, a decision that will be ratified by the station manager. He/she will also be responsible for the placement of interns within the department.
- 6) The head of programming shall work with the programming committee and programming team pursuant of the goal of bringing about programming that reflects the varied needs of our communities.
 - a) The programming committee is to comprise of one board member and people having valid membership at the station.
 - b) The programming committee is to champion the needs of the communities.
 - c) The programming team is to comprise of Mzumbe FM staff members.

MZUMBE FM: PRODUCTION POLICY

INTRODUCTION

Good quality production is critical to the output of the radio station; it speaks directly to how the listener relates to the station and how the station positions itself to the listener. It is therefore important that the production division is relevant as possible to the Mzumbe FM mandate as a community broadcaster and that it is well run in ensuring all deliverables are met.

Below are points that govern the production division:

- 1) The production division is under the programming department, albeit run by the technical producer.
- 2) The technical producer is accountable to the head of programming.
- 3) Provide a monthly report to the head of programming on the status of the division.
- 4) Through the technical producer, the production division shall do the following:
 - a) Record and place jingles and promos for all programmes.
 - b) Ensure that programme promos are updated monthly; this is to keep promos fresh and relevant.
(Should the possibility arise to update promos weekly this shall be amended)
 - c) Continuously engage with all presenters/producers on production needed for different programmes.
 - d) Record, edit and place messages or any other production that is needed for monthly themes or campaigns i.e. youth month, heritage month, back to school campaign, etc.
 - e) Record, edit and load adverts when asked to without any payment required.
 - f) Edit and load adverts submitted by the marketing and sales department timeously.
 - g) Ensure that adverts loaded on the system do not exceed the 30-second time limit.
 - h) Delete all production/adverts that are no longer needed on the system or are outdated.
 - i) Must not load any production/advert that is not of good quality and that does not meet our set standards.
 - j) The technical producer will in essence record, edit and place any production required for programming.
- 5) The technical producer shall be available at work from 09h00 until 17h00 weekdays, unless otherwise required to work at different hours and days.
- 6) The technical producer is to consult with the head of programming on all production that is to be placed on air.
- 7) The technical producer is to work with a team of 2 to 3 people so as to have different opinions on work done and to manage the workload.

Offences

- 8) It will be an offence for work to be carried as mandated

MZUMBE FM: TECHNICAL POLICY

INTRODUCTION

A high sense of technical awareness is critical to Mzumbe FM providing good quality and uninterrupted broadcasts, it is therefore mandatory that the technical division functions at optimum levels all the time. The failure to ensure that the station is technically able to provide the required service becomes in direct violation of its licence conditions, the entire output of the programming of the station is dependent on the correct technical expertise and the foresight to maintain a high level of vigilance on all technicalities.

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.

APPENDIX :

COMMUNITY PROGRAMMING COMMITTEE

GUIDELINES FOR THE COMMUNITY PROGRAMMING COMMITTEE /LISTENERS CLUB

MZUMBE COMMUNITY RADIO

VERSION 1

INDEX

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1. FOREWORD

- 1.1 The Independent Community Authority of South Africa licences community broadcasting service i.e. sound and television in terms of Chapter 3 of the Electronic Communications Act no. 36 of 2005.
- 1.2 Section 50 of the ECA outlines amongst others that applicants should encourage the community to participate in the selection and provision of programmes to be broadcast in the course of such broadcasting service.
- 1.3 A template of the service licence for community broadcasting services in the Licensing Process and Procedure Regulations of 2010 as amended refers to a structure called the community programming committee that is set to provide for the participation of community members in the affairs of the station in the following ways
 - a) Hold meeting annually with its community on programming and programme related matters for the selection and provision of programmes, and
 - b) such proof of meeting shall be furnished to the Authority with the attendance register thereof.
- 1.4 The following meant to provide for the establishment of the community programming committee/listeners' club and its terms of reference thereof:

2. TERMS OF REFERENCE OF THE COMMUNITY PROGRAMMING COMMITTEE/LISTENERS' CLUB

- 2.1. The structure shall be called the Community Programming Committee (CPC) or Listeners' Club
- 2.2. The sole mandate of the structure is to discuss programming matters at the radio station.
- 2.3. The structure does not have the power to hire nor fire presenters and/or employees at the radio station
- 2.4. The structure does not have the power to make changes to the programming of the radio station, the structure can make recommendation to the radio station Management and governance structure for their desired programming format.

3. MEMBERSHIP OF THE COMMUNITY PROGRAMMING COMMITTEE/LISTENERS' CLUB

- 3.1. Only members of the radio station can be a member of the Community Programming Committee/Listeners Club
- 3.2. Programming Manager, Station Manager and/or a member of the governance structure
- 3.3. The Secretary of the Board shall keep a register of all the member organisations

4. COMPOSITION OF THE COMMUNITY PROGRAMMING COMMITTEE/LISTENERS' CLUB

- 4.1. The Community Programming Committee (CPC) will be composed of ten (10) member representatives from membership organisation and a maximum of three (3) members from the radio station for a total of thirteen (13) members.
- 4.2. The member representative is nominated and seconded to the structure by the organisation
- 4.3. The three (3) members from the radio station includes Programming Manager, Station Manager and/or one (1) member of the governance structure
- 4.4. The Committee structure shall have the following positions (a) Chairperson, (b) Deputy Chairperson, (c) Secretary, (d) Deputy Secretary (e) Treasurer (f) Three additional members

5. PROCEDURE AT MEETING (S)

- 5.1. The Committee shall conduct its meetings and regulate its proceedings as it finds convenient, provided that:
 - 5.1.1 The Chairperson, or in his or her absence, the Vice-Chairperson, shall chair all meetings of the Board which he or she attends. In the absence of the Chairperson and the Vice-Chairperson, the remaining members of the Board shall elect a chairperson from those attending.
 - 5.1.2 The Chairperson shall convene a meeting of the Committee, quarterly at the written request of any two (2) members of the Board and may convene such a meeting at any other time.
- 5.2. The quorum necessary for the transaction of any business by the Committee shall be six (6) members serving at any given time.
- 5.3. At meetings of the Community Programming Committee (CPC), each member shall have one (1) vote.
- 5.4. Proper minutes shall be kept of the proceedings of the Committee, and a record of the persons present at each meeting. The minutes shall be signed by the member who chairs the meeting and shall be available at all times for inspection or copying by any member of the Committee, and a five (5) days' notice to the secretary or his or her deputy, by any member of the Committee.
- 5.5. A resolution signed by all members of the Committee shall be as valid as if passed at a duly convened meeting of the Committee.