

WESTERN CAPE PROVINCIAL PARLIAMENT



STYLE GUIDE February 2021

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1. Purpose

The style guide of the Western Cape Provincial Parliament (WCPP) establishes and enforces a uniform style to improve communication. This style guide ensures greater consistency in a document and across different documents and enforces best practice in usage and in language composition, orthography and typography and visual composition.

2. Standard resources

2.1 Make use of the latest dictionaries (explanatory and bilingual) for South African English:

- *Collins South African English Dictionary* (2015)
- *Oxford South African Concise Dictionary* (2nd edition, 2010)
- *Pharos Afrikaans-Engels/English-Afrikaans Woordeboek/Dictionary* (2nd edition, 2010)

2.2 Make use of up-to-date online dictionaries for British English:

- Oxford (<https://en.oxforddictionaries.com/>)
- Cambridge (<http://dictionary.cambridge.org/>)

2.3 Make use of the latest writing guides:

- GCIS Editorial Style Guide, March 2013 (http://www.gcis.gov.za/sites/www.gcis.gov.za/files/docs/resourcecentre/guidelines/Editorial_Style_Guide.pdf)
- *New Hart's Rules* (2nd edition, 2014)
- *Oxford Style Manual* (3rd edition, 2016)
- *Garner's Modern English Usage* (4th edition, 2016)

2.4 Make use of an electronic spell checker:

- In Word, set the spell checker to English (South Africa) or English (United Kingdom)

2.5 Note to freelancers:

- Do not return a document full of enquiries to the language section. Try to solve as many problems as possible by doing research, consulting specialist dictionaries and using the internet. If you are still not able to find a solution, contact one of the language practitioners who will be able to assist or refer you to someone who will be able to help. Do this continually rather than returning a long list of questions with the final translated version of the document.
- The quality of outsourced work cannot always be checked. For this reason, the text that you have prepared must be print-ready. Keep in mind that the client might not be able to understand the source language and is, therefore, completely reliant on your translation expertise. If you encounter problems in the source text or if there are problems in the translated text, please bring these to the attention of the language section.

3. Corporate identity, fonts and font sizes

- 3.1 The WCPP applies a uniform corporate identity and has a comprehensive set of guidelines for the use of this identity. The use of the logo and typography has been determined and must be used in accordance with these prescripts.
- 3.2 Calibri is the prescribed font and 11 pt (for text) and 12 pt (for headings) are the font sizes for all internal communication, including emails. Optima is the font used in main headings and for cover pages.
- 3.3 For all documents tabled in the House, the prescribed font is Times New Roman and 12 pt is the font size.
- 3.4 For communication with the public, including notices and advertisements, retain the format supplied by the client or the external agency.

4. Style

- 4.1 Be consistent (despite the content of the source text). Where you have the option, choose one format and keep to that format throughout the document.
- 4.2 Always compose short, clear sentences with a logical structure.
- 4.3 Translate and edit with the intended reader in mind. Convey the most important information directly and simply (plain language). Make use of comments before making drastic changes.
- 4.4 Use plain language without detracting from the content of the document. Do not use flowery or highfalutin language when accessible language can be used.
- 4.5 Noun strings can become long and are usually difficult to read. Help the reader by rephrasing the noun string to make the meaning clearer by making the underlying relations between the nouns explicit. The noun string “Provincial Parliament annual standing committees meeting dates” is much more readable when it is reworded as “dates of the annual meetings of the standing committees of the Provincial Parliament”.
- 4.6 Use bold, italics and underlining sparingly and only when it supports the structure of the text. It is seldom, if ever, necessary to use all three of these font styles together.
- 4.7 If a bullet lists starts with an introductory sentence or phrase, every bulleted sentence or phrase should develop syntactically from that introduction. Do not mix noun and verb constructions in the same list. Use punctuation sparingly and keep the format consistent in a specific bullet list.
- 4.8 In advertisements inviting public participation, the heading is “Have your say”. The tone of the advertisements is formal but friendly. Titles, names and surnames are given in full together with the detailed contact information for the relevant official and due date.

5. General guidelines

- 5.1 If you are overtyping your translation, make sure that there are no untranslated parts. If you make use of computer-assisted tools when preparing the translation, make sure that there

are no untranslated segments in the final translation and that all the metadata have been removed.

- 5.2 Make sure that figures are overtyped correctly.
 - 5.3 Make sure that careless punctuation and typing errors are avoided, for example:
 - a space before a comma
 - two spaces after a full stop
 - not putting full stops at the end of sentences
 - 5.4 Avoid the use of the ampersand (&) except in registered trade names or brands.
 - 5.5 Avoid the use of the slash or solidus (/) except to indicate two chronological financial years, for example 2010/11. Where the solidus is used to show options, rather use brackets, write out the options or replace the solidus with an “or” or an “and”, for example not “form/s” but “form(s) or “form or forms”, not “section/s” but “section(s)” or “section or sections”, not “he/she” but “he or she”.
 - 5.6 Avoid the use of the preposition “around” when “about” is meant, for example not “the discussion was around saving water” but “the discussion was about saving water”.
 - 5.7 Use South African or British English rather than American English, for example:
 - “-ise” instead of “-ize” (prioritise, except prize)
 - “-yse” instead of “-yze” (analyse)
 - “-ise-” instead of “-ize-” (organisation, except World Health Organization)
 - “-our” instead of “-or” (colour, harbour but Arbor Day)
 - distinguish between “-ce” for nouns and “-se” for verbs (licence and license)
 - programme instead of program (except for computer programs)
 - adviser instead of advisor
 - 5.8 Construct sentences with care. Make sure that the translation is idiomatic and does not follow the word order of the source text slavishly. Keep the natural word order of the target language in mind not to undermine the meaning of the sentence.
 - 5.9 Use abbreviations, truncations, acronyms and letter words sparingly and only after being defined at first use or if an explanatory table is appended to the document.
- 6. Punctuation**
- 6.1 Do not use full stops with abbreviations (abbreviations such as Prof and contractions such as Mr, Mrs and Dr).
 - 6.2 Do not use full stops with acronyms (Absa, Aids, SAPS, SARS) or with initialisms (HIV, MPP, SABC, UCT, UWC, WCPP). (Refer to paragraph 10 and the separate list of acronyms.)
 - 6.3 Do not use full stops with initials, for example Mr PJ Smith.
 - 6.4 Write all e-words with a hyphen, except email.
 - 6.5 Use a decimal comma, not a decimal point. Also with amounts with cents, for example R11 567,23.

- 6.6 Make a distinction between a hyphen (-) and the en rule (–) and em rule (—). In legislation the horizontal bar (—) is used often.
- 6.7 Use only one space after a full stop at the end of a sentence, or after a comma and a colon.
- 6.8 Do not use a comma between the city and the postal code when an address is given in a sentence, for example 7 Wale Street, Cape Town 8000.
- 6.9 Use punctuation in bullet lists sparingly. If the bullet list develops from an introductory sentence and comprises phrases only, put a full stop only at the end of the last bullet point. If every bullet is a full sentence or sentences, put a full stop at the end of each bullet point.
- 6.10 Use single inverted commas ('and') within double inverted commas ("and"). Place quoted matter within double inverted commas ("and").

7. Upper case and lower case

- 7.1 Use uppercase sparingly and only where it is required grammatically.
- 7.2 The name of the Provincial Parliament and the titles as they appear in the organogram are written with an uppercase initial, for example Speaker, Deputy Speaker, Serjeant-at-Arms, Members (of Parliament)
- 7.3 When a common noun is used to refer to a specific person or institution, that common noun is written with a capital letter to make the specific use clear, for example in "The Province decided to increase allowances" the word "Province" does not refer to the province of the Western Cape (geographical area) but to the Western Cape Government.

8. One word, two words and hyphens

- 8.1 Use dictionaries to make sure if words are written spaced or unspaced, for example "timeline" but "time frame", "cellphone" but "cellular telephone".
- 8.2 Use a hyphen for compound modifiers but not if the first element of the compound is an adverb, for example "high-level decision" but "newly elected member".
- 8.3 Do not hyphenate capitalised compounds, for example Provincial Parliament staff, Western Cape Government employees.
- 8.4 Use a hyphen between two identical vowels, for example "pre-eminent" and "semi-invalid" but do not use a hyphen between "-oo-", for example "cooperate", "cooperation", "coordinate", "coordination" and "coordinator".
- 8.5 Use a hyphen to avoid confusion and make a distinction between two meanings, for example "re-form" and "reform", "re-cover" and "recover".
- 8.6 Use a hyphen to indicate an omitted common element in a series, for example "upper-, middle- and lower-class citizens", "two-, three- and fourfold increase".
- 8.7 Distinguish between phrasal verbs (not hyphenated) and phrasal nouns (hyphenated), for example "time off" (verb) and "time-off" (noun), "build up" (verb) and "build-up" (noun), "set off (verb) and "set-off" (noun).
- 8.8 Do not hyphenate the prefix "sub-", for example subcommittee, subsection, subcontinent.

9. Numbers

- 9.1 Write out numbers lower than 10 but consider the context and keep numbers below 10 as numbers if this will aid comprehension.
- 9.2 If suffixes are used after ordinal numbers, do not superscript the suffix, for example “1st” not “1st”, “2nd” not “2nd”. Always try to write the word out in full (first, second).
- 9.3 Indicate time in the 24-hour format with a colon, for example 07:30 and 19:30. To indicate a range, write “from 10:00 to 14:00” in prose or “10:00–14:00” in tables.
- 9.4 Use a nonbreaking space (Ctrl+Shift+spacebar) between hundreds and thousands, for example 12 345, and also between hundred-thousands and millions, for example 123 456 789.
- 9.5 Use a decimal comma not a decimal point in prose, for example 21,4. Do not change the decimal point to a decimal comma if it is used in financial tables (Excel).
- 9.6 Use the en rule not the hyphen to indicate negative numbers, for example –4,6 C and not -4,6 C.
- 9.7 There is no space between the currency symbol and the amount of money, for example R10,99, \$100 000, £76 400, €37,24.
- 9.8 There is no space between the abbreviation for million and billion and the preceding number, for example R10m and R25b.
- 9.9 Use a nonbreaking space between the number and the SI symbol, for example 26 km, 5 ℓ, 32 °C, 100 cm³.
- 9.10 Group telephone numbers in the following way (do not bracket area codes) with nonbreaking spaces, for example 021 487 1234 and 073 123 4567.
- 9.11 Write dates as follows: Thursday 2 February 2017 or Monday 6 March 2017. Insert a nonbreaking space only between the date and the month and do not insert a comma after the name of the day but use a comma when the day is celebrated, for example Reconciliation Day, 16 December 2017. Do not use an ordinal (not: 1st of January) and do not use a “0” in front of a single number (not: 01 January).
- 9.12 Use the unspaced solidus (slash) to indicate two chronological financial or reporting years, for example 2017/18.
- 9.13 Do not start a sentence with a number. Rephrase the sentence or write the number in words.
- 9.14 Do not use an en rule to indicate a range between two numbers in a sentence, only within brackets or in a table, for example use “from 5 to 10” to indicate the range, not “from 5–10”.

10. Latin expressions

- 10.1 Well-known Latin phrases are not printed in italics, for example *ad hoc*, *bona fides*, *curriculum vitae*, *modus operandi*, *mutatis mutandis*, *prima facie*. Lesser known Latin phrases are italicised, for example *ex post facto*, *ad hominem*, *vaticinium ex eventu*.

- 10.2 Use a hyphen if a well-known Latin phrase is used as a compound modifier, for example “ad-hoc committee”, “in-camera meeting”, “prima-facie evidence” but “*ex post facto* decision”, “*ad hominem* argument”.

11. Some abbreviations and acronyms

English	Afrikaans
BAS: Basic Accounting System	Basiese Rekeningkundige Stelsel
BBBEE: broad-based black economic empowerment	BBSEB: breëbasis- swart ekonomiese bemagtiging
CBO: community-based organisation	GGO: gemeenskapsgebaseerde organisasie
DORA: Division of Revenue Act	Wet op die Verdeling van Inkomste
EE: employment equity	diensbillikheid
EMS: Emergency Medical Services	MND: Mediese Nooddienste
EPWP: Expanded Public Works Programme	UOWP: Uitgebreide Openbarewerkeprogram
FMPPLA: Financial Management of Parliament and Provincial Legislatures Act, 2009	“Wet op die Finansiële Bestuur van die Parlement en Provinsiale Wetgewers”
GMT: Government Motor Transport	SMV: Staatsmotorvervoer
GRAP: generally recognised accounting practice	AARP: algemeen erkende rekeningkundige praktyk
HCT: HIV counselling and testing	MBT: MIV-berading-en-toetse
MTEF: Medium-Term Expenditure Framework	MTBR: Mediumtermynbestedingsraamwerk
NCOP: National Council of Provinces	NRVP: Nasionale Raad van Provinsies
NGO: non-governmental organisation	NRO: nieregeringsorganisasie
NPO: non-profit organisation	OSW: organisasie sonder winsoogmerk
PFMA: Public Finance Management Act, 1999	WOFB: Wet op Openbare Finansiële Bestuur, 1999
PPP: public-private partnership	openbare-private-vennootskap
SAPS: South African Police Service	SAPD: Suid-Afrikaanse Polisie
SARS: South African Revenue Service	SAID: Suid-Afrikaanse Inkomstediens
Scopa: Standing Committee on Public Accounts	Skoor: Staande Komitee oor Openbare Rekening
SONA: State of the Nation Address	staatsrede
SOPA: State of the Province Address	premiersrede of provinsiale rede
SCM: supply-chain management	voorsieningskanaalbestuur
SLA: service-level agreement	diensvlakkoenkoms
SOP: standard operating procedures	standaardwerkprosedure
UWC: University of the Western Cape	UWK: Universiteit van Wes-Kaapland
WCCC: Western Cape Cultural Commission	WKKK: Wes-Kaapse Kultuurkommissie
WCLC: Western Cape Language Committee	WKTK: Wes-Kaapse Taalkomitee
WCLF: Western Cape Language Forum	WKTF: Wes-Kaapse Taalforum
WCPP: Western Cape Provincial Parliament	WKPP: Wes-Kaapse Provinsiale Parlement

12. Structure of the WCPP (organogram, standing committees and other committees)

12.1 Organogram

Office of the Speaker	Kantoor van die Speaker
Office Manager	Kantoorbestuurder
Senior Parliamentary Adviser	Senior Parlementêre Adviseur

Receptionist and Registry Clerk	Ontvangs-en-registrasieklerk
Personal Assistant	Persoonlike Assistent
Special Programme Officer	Beampte vir Spesiale Programme
Executive Assistant	Uitvoerende Assistent
Registrar of Members' Affairs	Registrateur van Lede se Belange
Office of the Secretary	Kantoor van die Sekretaris
Secretary	Sekretaris
Office Manager	Kantoorbestuurder
Senior Officer: Risk Management	Senior Beampte: Risikobestuur
Senior Officer: Project Management	Senior Beampte: Projekbestuur
Senior Officer: Strategy and Organisational Performance	Senior Beampte: Strategie en Organisasieprestasie
Executive Office Administrator	Uitvoerende Kantooradministrateur
Office of the Deputy Secretary	Kantoor van die Adjunksekretaris
Deputy Secretary	Adjunksekretaris
Administrative Officer	Administrasiebeampte
Office Administrator	Kantooradministrateur
Legal Services	Regsdienste
Senior Legal Adviser	Senior Regsadviseur
Legal Adviser	Regsadviseur
Directorate: Public Engagement (PE)	Direktoraat: Openbare Skakeling (OS)
Director: Public Engagement	Direkteur: Openbare Skakeling
Office Administrator	Kantooradministrateur
Service Officer	Diensbeampte
Section: Stakeholder Management and Communication Services	Afdeling: Belanghebbberbestuur en Kommunikasiedienste
Manager: Stakeholder Management and Communication Services	Bestuurder: Belanghebbberbestuur en Kommunikasiedienste
Digital Communication Officer	Digitalekommunikasiebeampte
Public Relations and Media Officer	Skakel-en-mediabeampte
Public Relations and Media Assistant	Skakel-en-media-assistent
Stakeholder Management Officer	Belanghebbberbestuursbeampte
Receptionist	Ontvangspersoon
Switchboard Operator	Skakelbordoperateur
Section: Public Education and Outreach (PEO)	Afdeling: Openbare Opvoeding en Uitreiking (OOU)
Manager: Public Education and Outreach (PEO)	Bestuurder: Openbare Opvoeding en Uitreiking (OOU)
Senior Public Education and Outreach Officer (Senior PEO Officer)	Senior Beampte vir Openbare Opvoeding en Uitreiking (Senior OOU-beampte)
Public Education and Outreach Officer (PEO Officer)	Beampte vir Openbare Opvoeding en Uitreiking (OOU-beampte)

Public Education and Outreach Assistant (PEO Assistant)	Assistent Openbare Opvoeding en Uitreiking (OOU-assistent)
Directorate: Parliamentary Support Services (PSS)	Direktoraat: Parlementêre Steundienste (PSD)
Director: Parliamentary Support Services (PSS)	Direkteur: Parlementêre Steundienste (PSD)
Office Administrator	Kantooradministrateur
Service Officer	Diensbeampte
Hansard Services	Hansarddienste
Section: Committee Support	Afdeling: Komiteesteun
Manager: Committee Support	Bestuurder: Komiteesteun
Senior Committee Coordinator	Senior Komiteekoördineerder
Committee Coordinator	Komiteekoördineerder
Committee Assistant	Komitee-assistent
Section: Plenary Support	Afdeling: Raadsteun
Manager: Plenary Support	Bestuurder: Raadsteun
Senior Procedural Officer	Senior Prosedurebeampte
Procedural Officer	Prosedurebeampte
Clerk of the Papers	Dokumenteklerk
Section: Serjeant-at-Arms (Security and Parliamentary Precinct Management)	Afdeling: Ampswag (Sekuriteit en Parlementsomgewingsbestuur)
Serjeant-at-Arms	Ampswag
Administrative Officer	Administrasiebeampte
Administrative Clerk	Administrasieklerk
Directorate: Institutional Enablement (IE)	Direktoraat: Institusionele Bemagtiging (IB)
Director: Institutional Enablement (IE)	Direkteur: Institusionele Bemagtiging (IB)
Office Administrator	Kantooradministrateur
Service Officer	Diensbeampte
Section: Human Resources	Afdeling: Menslike Hulpbronne
Manager: Human Resources	Bestuurder: Menslike Hulpbronne
Senior Employee Relations Officer	Senior Beampte vir Werknemerbetrekkinge
Senior Talent Management and Learning and Development Officer	Senior Beampte vir Talentbestuur en Leer en Ontwikkeling
Employee Relations Officer	Beampte vir Werknemerbetrekkinge
Learning and Development Officer	Beampte vir Leer en Ontwikkeling
Administration Assistant	Administrasie-assistent
Section: Knowledge Management and Information Services	Afdeling: Kennisbestuur en Inligtingsdienste
Manager: Knowledge Management and Information Services	Bestuurder: Kennisbestuur en Inligtingsdienste

Senior Digital Information and Knowledge Services Officer	Senior Beampte vir Digitale Inligting en Kennisdienste
Senior Information and Services Provision Officer	Senior Beampte vir Inligting- en Diensteverkaffing
Digital Knowledge and Information Enhancement Officer	Beampte vir die Verbetering van Digitale Kennis en Inligting
Researcher	Navorser
Records Management Officer	Rekordsbestuursbeampte
Senior Language Practitioner	Senior Taalpraktisyn
Language Practitioner	Taalpraktisyn
Section: Information and Communications Technology (ICT) and Digital Services	Afdeling: Inligting-en-kommunikasietegnologie (IKT) en Digitale Dienste
Manager: Information and Communications Technology (ICT) and Digital Services	Bestuurder: Inligting-en-kommunikasietegnologie (IKT) en Digitale Dienste
Senior Information and Communications Technology (ICT) and Digital Services Improvement Officer	Senior Beampte vir die Verbetering van Inligting-en-kommunikasietegnologie (IKT) en Digitale Dienste
Senior Information and Communications Technology (ICT) Strategy and Architecture Officer	Senior Beampte vir Inligting-en-kommunikasietegnologiestrategie (IKT-strategie) en -argitektuur
Information and Communications Technology (ICT) Software and Hardware Support Officer	Beampte vir Sagteware- en Apparaatsteun vir Inligting-en-kommunikasietegnologie (IKT)
Information and Communications Technology (ICT) Assistant	Assistent vir Inligting-en-kommunikasietegnologie (IKT-assistent)
Logistical Services	Logistiese Dienste
Senior Logistics Officer	Senior Logistiese Beampte
Logistics Officer	Logistiese beampte
Administrative Clerk	Administrasieklerk
Clerk	Klerk
Driver	Drywer
Directorate: Financial Management (FM)	Direktoraat: Finansiële Bestuur (FB)
Chief Financial Office	Hoof- Finansiële Beampte
Office Administrator	Kantooradministrateur
Service Officer	Diensbeampte
Section: Financial Compliance and Internal Control	Afdeling: Finansiële Voldoening en Interne Beheer
Manager: Financial Compliance and Internal Control	Bestuurder: Finansiële Voldoening en Interne Beheer
Senior Internal Control Officer	Senior Internebeheerbeampte
Internal Control Officer	Internebeheerbeampte
Section: Supply Chain and Asset Management	Afdeling: Voorsieningskanaal- en Batebestuur

Manager: Supply Chain and Asset Management	Bestuurder: Voorsieningskanaal- en Batebestuur
Senior Supply Chain Management (SCM) Officer	Senior Voorsieningskanaalbestuursbeampte (Senior VKB-beampte)
Supply Chain Management (SCM) Officer	Voorsieningskanaalbestuursbeampte (VKB-beampte)
Supply Chain Management (SCM) Clerk	Voorsieningskanaalbestuursklerk (VKB-klerk)
Section: Financial and Management Accounting	Afdeling: Finansiële en Bestuursrekeningkunde
Manager: Financial and Management Accounting	Bestuurder: Finansiële en Bestuursrekeningkunde
Senior Accountant	Senior Rekenmeester
Accountant	Rekenmeester
Finance Clerk	Finansiële Klerk
Members' Affairs	Ledebelange
Senior Members' Affairs Officer	Senior Ledebelangebeampte
Members' Affairs Officer	Ledebelangebeampte

12.2 Standing committees

English	Afrikaans
Standing Committee on Agriculture, Environmental Affairs and Development Planning (<i>Agriculture, Environmental Affairs and Development Planning</i>)	Staande Komitee oor Landbou, Omgewingsake en Ontwikkelingsbeplanning (<i>Landbou, Omgewingsake en Ontwikkelingsbeplanning</i>)
Standing Committee on Community Safety, Cultural Affairs and Sport (<i>Community Safety, Cultural Affairs and Sport</i>)	Staande Komitee oor Gemeenskapsveiligheid, Kultuursake en Sport (<i>Gemeenskaps-veiligheid, Kultuursake en Sport</i>)
Standing Committee on Education (<i>Education</i>)	Staande Komitee oor Onderwys (<i>Onderwys</i>)
Standing Committee on Finance, Economic Opportunities and Tourism (<i>Provincial Treasury, Economic Development and Tourism</i>)	Staande Komitee oor Finansies, Ekonomiese Geleenthede en Toerisme (<i>Provinsiale Tesourie, Ekonomiese Ontwikkeling en Toerisme</i>)
Standing Committee on Health (<i>Health</i>)	Staande Komitee oor Gesondheid (<i>Gesondheid</i>)
Standing Committee on Human Settlements (<i>Human Settlements</i>)	Staande Komitee oor Menslike Nedersettings (<i>Menslike Nedersettings</i>)
Standing Committee on Local Government (<i>Local Government, Local Government Oversight and National Council of Provinces</i>)	Staande Komitee oor Plaaslike Regering (<i>Plaaslike Regering, Plaaslikeregeringstoedig en Nasionale Raad van Provinsies</i>)
Standing Committee on Social Development (<i>Social Development</i>)	Staande Komitee oor Maatskaplike Ontwikkeling (<i>Maatskaplike Ontwikkeling</i>)
Standing Committee on the Premier and Constitutional Matters (<i>Premier</i>)	Staande Komitee oor die Premier en Grondwetlike Aangeleenthede (<i>Premier</i>)
Standing Committee on Transport and Public Works (<i>Transport and Public Works</i>)	Staande Komitee oor Vervoer en Openbare Werke (<i>Vervoer en Openbare Werke</i>)

12.3 Other committees

English	Afrikaans
Budget Committee	Begrotingskomitee
Chairpersons' Forum	Voorsittersforum
Conduct Committee	Gedragskomitee
Parliamentary Oversight Committee	Parlementêre Toesigkomitee
Petitions Committee	Petisiëkomitee
Programme Authority	Programmeringsgesag
Public Accounts Committee	Komitee oor Openbare Rekeninge
Rules Committee	Reëlskomitee

13. Western Cape Government

English	Afrikaans
Western Cape Government	Wes-Kaapse Regering
Better together	Beter tesame
an open-opportunity society for all	'n oop-geleentheid-samelewing (ook: 'n samelewing met geleenthede wat oop is vir almal)

14. Provincial government departments¹

English	Afrikaans
Department of Agriculture	Departement van Landbou
Department of Community Safety	Departement van Gemeenskapsveiligheid
Department of Cultural Affairs and Sport	Departement van Kultuursake en Sport
Department of Economic Development and Tourism	Departement van Ekonomiese Ontwikkeling en Toerisme
Department of Education (also Western Cape Education Department or WCED)	Departement van Onderwys (ook Wes-Kaapse Onderwysdepartement of WKOD)
Department of Environmental Affairs and Development Planning	Departement van Omgewingsake en Ontwikkelingsbeplanning
Department of Health	Departement van Gesondheid
Department of Human Settlements	Departement van Menslike Nedersettings
Department of Local Government	Departement van Plaaslike Regering
Department of Social Development	Departement van Maatskaplike Ontwikkeling
Department of the Premier	Departement van die Premier
Department of Transport and Public Works	Departement van Vervoer en Openbare Werke
Provincial Treasury	Provinsiale Tesourie

15. Provincial public entities

English	Afrikaans
Cape Agency for Sustainable Integrated Development in Rural Areas (Casidra)	Kaapse Agentskap vir Volhoubare, Geïntegreerde Ontwikkeling in Landelike Gebiede (Kavolg)
CapeNature (Western Cape Nature Conservation Board)	CapeNature (Wes-Kaapse Natuurbewaringsraad)

¹ Source: https://www.westerncape.gov.za/your_gov/70

Government Motor Transport (GMT)	Staatsmotorvervoer (SMV)
Heritage Western Cape (HWC)	Erfenis Wes-Kaap (EWK)
Saldanha Bay Industrial Development Zone Licencing Company (SOC) Limited [Should read: Licensing, but keep spelling error as in the Act]	Saldanhabaai Nywerheidsontwikkelingsone Lisensiëringsmaatskappy (MSB) Beperk (Wet 1 van 2016) [Eerder: Saldanhabaai-nywerheidsontwikkelingsone-lisensiëringsmaatskappy]
Western Cape Cultural Commission (WCCC)	Wes-Kaapse Kultuurkommissie (WKKK)
Western Cape Gambling and Racing Board	Wes-Kaapse Raad op Dobbelary en Wedrenne
Western Cape Housing Development Fund	Wes-Kaapse Behuisingsontwikkelingsfonds
Western Cape Language Committee (WCLC)	Wes-Kaapse Taalkomitee (WKTK)
Western Cape Liquor Authority	Wes-Kaapse Drankowerheid
Western Cape Rental Housing Tribunal	Wes-Kaapse Huurbehuisingstribunaal
Western Cape Tourism, Trade and Investment Promotion Agency (Wesgro) [Section 17(8) of Act 6 of 2013]	Wes-Kaapse Toerisme-, Handels- en Investeringsbevorderingsagentskap [Artikel 17(8) van Wet 6 van 2013] [Eerder: Wes-Kaapse Agentskap vir die Bevordering van Toerisme, Handel en Investerings (Wesgro)]

16. National government departments²

English	Afrikaans
Department of Agriculture, Forestry and Fisheries	Departement van Landbou, Bosbou en Visserye
Department of Arts and Culture (DAC)	Departement van Kuns en Kultuur
Department of Basic Education	Departement van Basiese Onderwys
Department of Civilian Secretariat for Police Service	Departement van die Burgerlike Sekretariaat vir die Polisie
Department of Cooperative Governance and Traditional Affairs	Departement van Samewerkende Regering en Tradisionele Sake
Department of Correctional Services	Departement van Korrektiewe Dienste
Department of Defence	Departement van Verdediging
Department of Economic Development	Departement van Ekonomiese Ontwikkeling
Department of Energy	Departement van Energie
Department of Environmental Affairs	Departement van Omgewingsake
(Department of the) Government Communication and Information System (GCIS)	(Departement van die) Regeringskommunikasie-en-inligtingstelsel (RKIS)
Department of Health	Departement van Gesondheid
Department of Higher Education and Training	Departement van Hoër Onderwys en Opleiding
Department of Home Affairs	Departement van Binnelandse Sake
Department of Human Settlements	Departement van Menslike Nedersettings
(Department of the) Independent Police Investigative Directorate (IPID)	(Departement van die) Onafhanklike Polisie-ondersoekdirektoraat (OPOD)

² Source: <http://www.gov.za/about-government/government-system/national-departments>

Department of International Relations and Cooperation	Departement van Internasionale Betrekkinge en Samewerking
Department of Justice and Constitutional Development	Departement van Justisie en Grondwetlike Ontwikkeling
Department of Labour	Departement van Arbeid
Department of Military Veterans	Departement van Militêre Veterane
Department of Mineral Resources	Departement van Mineralehulpbronne
(Department of the) National School of Government, previously the Public Administration Leadership and Management Academy or PALAMA)	(Departement van die) Nasionale Regeringskool (voorheen PALAMA)
(Department of the) National Treasury	(Departement van die) Nasionale Tesourie
Office of the Chief Justice	Kantoor van die Hoofregter
Department of Planning, Monitoring and Evaluation	Departement van Beplanning, Monitering en Evaluasie
Department of Public Enterprises	Departement van Openbare Ondernemings
Department of Public Service and Administration	Departement van die Staatsdiens en Administrasie
Public Service Commission	Staatsdienskommissie
Department of Public Works	Departement van Openbare Werke
Department of Rural Development and Land Reform	Departement van Landelike Ontwikkeling en Grondhervorming
Department of Science and Technology	Departement van Wetenskap en Tegnologie
Department of Small Business Development	Departement van Kleinsakeontwikkeling
Department of Social Development	Departement van Maatskaplike Ontwikkeling
South African Police Service (SAPS)	Suid-Afrikaanse Polisie (SAPD)
South African Revenue Service (SARS)	Suid-Afrikaanse Inkomstediens (SAID)
State Security Agency (SSA)	Agentskap vir Staatsveiligheid
Department of Sport and Recreation	Departement van Sport en Ontspanning
Statistics South Africa	Statistieke Suid-Afrika
Department of Telecommunications and Postal Services (previously the Department of Communications)	Departement van Telekommunikasie en die Posdiens (voorheen die Departement van Kommunikasie)
Department of Tourism	Departement van Toerisme
Department of Trade and Industry	Departement van Handel en Nywerheid
Department of Transport	Departement van Vervoer
Department of Water and Sanitation	Departement van Water en Sanitasie
Department of Women	Departement van Vroue
The Presidency	Die Presidensie

17. Municipalities (metropolitan, district and local municipalities)³

City of Cape Town	Stad Kaapstad	www.capetown.gov.za
Cape Winelands District Municipality	Kaapse Wynland-distriksmunisipaliteit	www.capewinelands.gov.za
Breede Valley Municipality	Breedevallei-munisipaliteit	www.breedevallei.gov.za
Drakenstein Municipality	Drakenstein-munisipaliteit	www.drakenstein.gov.za

³ Source: <https://www.westerncape.gov.za/general-publication/municipalities-western-cape>

Langeberg Municipality	Langeberg-munisipaliteit	www.langeberg.gov.za
Stellenbosch Municipality	Stellenbosch-munisipaliteit	www.stellenbosch.gov.za
Witzenberg Municipality	Witzenberg-munisipaliteit	www.witzenberg.gov.za
Central Karoo District Municipality	Sentraal-Karoo-distriksmunisipaliteit	www.skdm.co.za
Beaufort West Municipality	Beaufort-Wes-munisipaliteit	www.beaufortwestmun.co.za
Laingsburg Municipality	Laingsburg-munisipaliteit	www.laingsburg.gov.za
Prince Albert Municipality	Prins Albert-munisipaliteit	www.pamun.gov.za
Garden Route District Municipality	Tuinroete-distriksmunisipaliteit	www.edendm.co.za
Bitou Municipality	Bitou-munisipaliteit	www.botou.gov.za
George Municipality	George-munisipaliteit	www.george.gov.za
Hessequa Municipality	Hessequa-munisipaliteit	www.hessequa.gov.za
Kannaland Municipality	Kannaland-munisipaliteit	www.kannaland.gov.za
Knysna Municipality	Knysna-munisipaliteit	www.knysna.gov.za
Mossel Bay Municipality	Mosselbaai-munisipaliteit	www.mosselbay.gov.za
Oudtshoorn Municipality	Oudtshoorn-munisipaliteit	www.oudtmun.gov.za
Overberg District Municipality	Overberg-distriksmunisipaliteit	www.odm.org.za
Cape Agulhas Municipality	Kaap Agulhas-munisipaliteit	www.capeagulhas.org.za
Overstrand Municipality	Overstrand-munisipaliteit	www.overstrand.gov.za
Swellendam Municipality	Swellendam-munisipaliteit	www.swellenmun.co.za
Theewaterskloof Municipality	Theewaterskloof-munisipaliteit	www.twk.org.za
West Coast District Municipality	Weskus-distriksmunisipaliteit	www.westcoastdm.co.za
Berg River Municipality	Bergrivier-munisipaliteit	www.bergmun.org.za
Cederberg Municipality	Cederberg-munisipaliteit	www.cederbergmunicipality.co.za
Matzikama Municipality	Matzikama-munisipaliteit	www.matzikamamun.co.za
Saldanha Bay Municipality	Saldanha-baai-munisipaliteit	www.saldanhabay.co.za
Swartland Municipality	Swartland-munisipaliteit	www.swartland.org.za

18. Legislation

18.1 Make sure of the short title of acts. The titles of acts should not be translated if the act was published in the target language. All the national and provincial acts are published in English. Sources for finding the correct titles of acts are:

- Provincial acts, <http://www.wcpp.gov.za/legislation>
- National acts, <http://discover.sabinet.co.za/>
- *Government Gazette*, <http://opengazettes.org.za/>
- *Provincial Gazette*, <http://opengazettes.org.za/>
- Language Services Section, tel 021 487 1694

- 18.2 The short title of an act has the following format: Western Cape Appropriation Act, 2016. The preferred citation of the title of an act is: Western Cape Appropriation Act, 2016 (Act 3 of 2016), where the Act number and year are included between brackets.
- 18.3 An act consists of sections (“artikels”) and subsections (“subartikels”). A bill consists of clauses (“klousule”) and subclauses (“subklousules”).
- 18.4 A draft bill (“konsepwetsontwerp”) becomes a bill (“wetsontwerp”) before it becomes an act (“wet”).
- 18.5 A draft amendment bill (“konsepwysigingswetsontwerp”) becomes an amendment bill (“wysigingswetsontwerp”) before it becomes an amendment act (“wysigingswet”) by means of which an existing act is amended.
- 18.6 Avoid the use of the word promulgate (“promulgeer”). An act is adopted (“aanneem”) by the House, it is assented to (“bekragtig”) by the Premier and it comes into operation (“tree in werking”).
- 18.7 Regulations are made under an act and consists of regulations, subregulations, paragraphs, subparagraphs, items and subitems.

19. Problematic words and phrases

19.1 Ministers and departments

- national Minister of Health
- provincial Minister of Education
- national Department of Human Settlements
- provincial Department of Social Development

19.2 Designations

- Deputy Speaker
- Serjeant-at-Arms
- Speaker

19.3 Buildings and streets

- Norton Rose House, 8 Riebeek Street
- Protea Assurance Building, Green Market Square
- Provincial Legislature Building, 7 Wale Street and 15 Wale Street
- Utilitas Building, 1 Dorp Street

19.4 Cape Town

- Company’s Garden
- foreshore
- Leeuwenhof
- St George’s Cathedral
- St George’s Mall
- Victoria & Alfred Waterfront (V&A Waterfront)

19.5 Hospitals

- Brooklyn Chest Hospital
- Groote Schuur Hospital
- (Netcare) Christaan Barnard Memorial Hospital
- Red Cross (War Memorial) Children's Hospital
- Valkenberg Psychiatric Hospital

19.6 Place names

- Beaufort West
- Bo-Kaap
- Buitengracht Street
- Chapman's Peak and Chapman's Peak Drive
- Dunoon
- Factreton
- Franschhoek
- Gallows Hill
- Guguletu
- Khayamandi
- Khayelitsha
- Mitchells Plain
- Paardeneiland
- Philippi
- Schotschekloof (historic)
- Signal Hill
- Sir Lowry's Pass
- Sir Lowry's Pass Village
- Somerset West
- Tulbagh
- Wale Street

20. Enquiries

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