

GOVERNMENT PORTFOLIO

Translation | English > Afrikaans

 Tenderadvertensies • Newspaper ads: Government tender specifications • CCT: Language Services (2025-2015)	 Werkaansoeke • Manual: E-course on job applications in the City of Cape Town (Module 1&2) • CCT: Language Services (2025)	 Hersiene konsepstrategie oor reisaanvraagbestuur • Summary: Draft travel demand management strategy for the City of Cape Town • CCT: Language Services (2025)
 Uitsettingskennisgewings • Notices: Draft order, Notice of motion, Section 4(2) notice • CCT: Language Services (2025)	 Volwasseneonderwys en -opleiding en die oorbruggingsinisiatiefprogram • Manual: E-course on Adult Education and Training & GAP Initiative Programme • CCT: Language Services (2025)	 Beroepsgesondheidsdienste • Manual: E-course on Occupational Health Services • CCT: Language Services (2025)
 Administrasie van vergoeding vir beroepsbeserings en -siektes • Manual: E-course on compensation for COVID administration in the City of Cape Town • CCT: Language Services (2025)	 Wes-Kaapse Kultuurkommissie: Strategiese Plan 2025/26-2029/30 • Annual report: Western Cape Cultural Commission • WC Department of Cultural Affairs & Sport: Language Services (2025)	 Wes-Kaapse Departement van Ekonomiese Ontwikkeling en Toerisme: Jaarlikse Prestasieplan 2024/25 • Annual performance plan: Western Cape Department of Economic Development & Tourism • WC Department of Cultural Affairs & Sport: Language Services (2024)
 Wes-Kaapse Departement van Maatskaplike Ontwikkeling: Jaarverslag 2022/23 • Annual report: Western Cape Department of Social Development • WC Department of Cultural Affairs & Sport: Language Services (2023)	 Die leefwêreld van mense met gestremdhede in die Stad Kaapstad • Article: Living and working with disability in the City of Cape Town • CCT: Language Services (2023)	 Gereelde Vrae: Bouontwikkelingsbestuur • FAQs: Development Management • CCT: Language Services (2023)
 Proefskrif: Opsomming • Abstract: Thesis on the representation of women in Kenyan county assemblies • Private individual (2023)	 Wes-Kaapse Departement van Infrastruktuur: Strategiese Plan 2023/24-2027/28 • Strategic plan: Western Cape Department of Infrastructure • WC Department of Cultural Affairs & Sport: Language Services (2023)	 Wes-Kaapse Provinsiale Parlement: Jaarverslag 2021/22 • Annual report: Western Cape Provincial Parliament • WC Provincial Parliament (2023)
 Wes-Kaapse Departement van Ekonomiese Ontwikkeling en Toerisme: Jaarverslag 2021/22 • Annual report: Western Cape Department of Economic Development & Tourism • WC Department of Cultural Affairs & Sport: Language Services (2023)	 Khoikhoi: Geskiedenis en rituele • Booklet: History and rituals of the Khoikhoi • CCT: Language Services (2022)	 Wes-Kaapse Kultuurkommissie: Jaarverslag 2021/22 • Annual report: Western Cape Cultural Commission • WC Department of Cultural Affairs & Sport: Language Services (2022)
 Wes-Kaapse Departement van Ekonomiese Ontwikkeling en Toerisme: Jaarverslag 2020/21 • Annual report: Western Cape Department of Economic Development & Tourism • WC Department of Cultural Affairs & Sport: Language Services (2022)	 Vorderingsverslag aan inwoners • Report: Mayo's progress report to residents • CCT: Language Services (2021)	 Handleiding: Ontwikkeling van woonbuurtervarings • Training guide: Neighbourhood experience development: (Cape Town Tourism) • CCT: Language Services (2021)
 Wes-Kaapse Provinsiale Parlement: Jaarverslag 2020/21 • Annual report: Western Cape Provincial Parliament • WC Provincial Parliament (2021)	 Wes-Kaapse Provinsiale Tesourie: Jaarlikse Prestasieplan 2021/22 • Annual performance plan: Western Cape Provincial Treasury • WC Department of Cultural Affairs & Sport: Language Services (2021)	 Wes-Kaapse Departement van Kultuursake & Sport: Jaarlikse Prestasieplan 2021/22 • Annual performance plan: Western Cape Department of Cultural Affairs & Sport • WC Department of Cultural Affairs & Sport: Language Services (2021)

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Afrikaans | English | Dutch

Translation | English > Afrikaans (cont.)

 Gender-gebaseerde geweld • Poster: How to report gender-based violence • Brochure: What is gender-based violence? • CCT: Language Services (2021)	 MPAC-verslag: Heideveld-Duinefontein-behuisingsprojek • Report: MPAC report on Heideveld-Duinefontein Housing Project • CCT: Language Services (2021)	 Stad Kaapstad se reaksie rakende straatmense: Gereelde vrae • Document: City of Cape Town's street people response: FAQs • CCT: Language Services (2020)
 Wes-Kaapse Provinsiale Parlement: Jaarverslag 2019/20 • Annual report: Western Cape Provincial Parliament • WC Provincial Parliament (2020)	 Wes-Kaapse Provinsiale Parlement: Jaarlikse Prestasieplan 2020/21 • Annual performance plan: Western Cape Provincial Parliament • WC Provincial Parliament (2020)	 Wes-Kaapse Provinsiale Parlement: Strategiese Plan 2020/21–2024/25 • Strategic plan: Western Cape Provincial Parliament • WC Provincial Parliament (2020)
 Konsepkusverordening, 2020 • By-law: Draft Coastal By-law, 2020 • CCT: Language Services (2020)	 Netbal-studie • Questionnaires: Condition/ membership of City-owned netball facilities • Letter: Cover letter re netball study • CCT: Language Services (2020)	 Grieweverslag • Grievance report: Transport & Urban Development Authority (CCT) • CCT: Language Services (2019)
 Oorsig van Geleentheidsbeleid, Beleid oor Wetstoepassingshulp, Verordening op Verkeer • Summaries: Events Policy Summary & Auxiliary Law Enforcement Policy • Presentation: Traffic By-law • CCT: Language Services (2019)	 Premier Alan Winde: Provinsiale Rede 2019/20 • Speech: Premier Alan Winde: State of the Province Address 2019/20 • WC Provincial Parliament (2019)	 Mosie: Geraasbesoedeling • Document: Motion (noise pollution) in terms of rule 18 of the Rules of Order for the Council meeting scheduled on 31 October 2019 • CCT: Language Services (2019)
 Gesinsversterkingsprogram • Manuals: Group Leader's Manual & Parent Manual (Strengthening Families Program) • CCT: Language Services (2019)	 Kennisgewing: Ken jou stad • Notice: Know your city (Urban Management) • CCT: Language Services (2019)	 Antwoord: Uitvoerende burgemeester • Annexure: Reply from the Executive Mayor to question from Cllr. Cassim (Council meeting: 31 July 2019) • CCT: Language Services (2019)
 Agronomie 343 • Course outline: Agronomy • Elsenburg Agricultural Training Institute (Western Cape Department of Agriculture) • WC Department of Cultural Affairs & Sport: Language Services (2019)	 Kom ons gesels oor waardes • Booklet: Values conversations in schools • Western Cape Education Department • WC Department of Cultural Affairs & Sport: Language Services (2019)	 Wes-Kaapse Departement van Maatskaplike Ontwikkeling: Jaarlikse Prestasieplan 2019/20 • Annual report: Western Cape Department of Social Development • WC Department of Cultural Affairs & Sport: Language Services (2019)
 Wes-Kaapse Departement van die Premier: Jaarverslag 2018/19 • Annual report: Western Cape Department of the Premier • WC Department of Cultural Affairs & Sport: Language Services (2019)	 Erfenis Wes-Kaap • Forms: Application forms in terms of the National Heritage Resources Act • Heritage Western Cape • WC Department of Cultural Affairs & Sport: Language Services (2019)	 Wes-Kaapse Departement van Kultuursake en Sport: Jaarverslag 2017/18 • Annual report: Western Cape Department of Cultural Affairs & Sport • WC Department of Cultural Affairs & Sport: Language Services (2018)
 Wes-Kaapse Departement van Omgewingsake en Ontwikkelingsbeplanning: Jaarverslag 2017/18 • Annual report: Western Cape Department of Environmental Affairs & Development Planning • WC Department of Cultural Affairs & Sport: Language Services (2018)	 Wes-Kaapse Departement van Landbou: Jaarverslag 2016/17 • Annual report: Western Cape Department of Agriculture • WC Department of Cultural Affairs & Sport: Language Services (2018)	

Translation | English > Afrikaans (cont.)



Biodiversiteitsverslag 2018

- **Executive summary:** City of Cape Town Biodiversity Report 2018
- CCT: Language Services (2018)



Mosie: Sanitêre produkte

- **Document:** Motion (sanitary products) in terms of rule 18 of the Rules of Order for the Council meeting scheduled on 25 October 2018
- CCT: Language Services (2018)



Inligting oor plaaslike regering

- **Website copy:** Information on local government (www.civicsacademy.co.za)
- WC Department of Local Government/Civics Academy
- WC Department of Cultural Affairs & Sport: Language Services (2018)



Wes-Kaapse Departement van Omgewingsake en Ontwikkelingsbeplanning: Jaarlikse Prestasieplan 2017/18

- **Annual performance plan:** Western Cape Department of Environmental Affairs & Development Planning
- WC Department of Cultural Affairs & Sport: Language Services (2017)



Wes-Kaapse Departement van Ekonomiese Ontwikkeling en Toerisme: Jaarverslag 2016/17

- **Annual report:** Western Cape Department of Economic Development & Tourism
- WC Department of Cultural Affairs & Sport: Language Services (2017)



Wes-Kaapse Departement van Maatskaplike Ontwikkeling: Jaarverslag 2016/17

- **Annual report:** Western Cape Department of Social Development
- WC Department of Cultural Affairs & Sport: Language Services (2017)



Kennisgewing: Buitengewone maatreëls in 'n verklaarde gebied

- **Notice:** Intention to institute extraordinary measures in a declared area (due to taxi violence in Delft)
- Western Cape Department of Transport & Public Works
- WC Department of Cultural Affairs & Sport: Language Services (2017)



Konsepswysigingsverordening op Elektriesiteitsvoorsiening, 2017

- **By-law:** Draft Electricity Supply Amendment By-law, 2017
- CCT: Language Services (2017)



Alcohol Harms Reduction Game Changer

- **Questionnaires:** Learners/community
- **Information document**
- **Consent form**
- Western Cape Department of the Premier
- WC Department of Cultural Affairs & Sport: Language Services (2016)



Slimleef Handboek: Afval

- **Presentation:** Smart Living Handbook: Waste
- Department: Environmental Resource Management
- CCT: Language Services (2016)



Kennisgewings: Toekennings en prestasies, Stad se vordering met Macassar-projek

- **Notices:** 2015 Awards and Achievements of your City & City updates on the Macassar Project
- CCT: Language Services (2016)



Individuele Prestasiebestuur: Opleidingshandleiding 2016

- **Manual:** Individual Performance Management Training Manual 2016
- **Document:** Example of professional template process
- **Presentation:** IPM process in SAP
- Department: SAP HR Training Project
- CCT: Language Services (2016)



Huisseienaarstoelae: Vrae & Antwoorde

- **Brochure:** Homeowner Allowance: Questions & Answers
- CCT: Language Services (2016)



Verkorte gedragskode

- **Poster:** Abridged Code of Conduct (telecommunications client)
- Folio Online (2016)



Advertensie

- **Radio ads:** Text lines for ConneCT digital campaign ads (government client)
- Folio Online (2016)



Wes-Kaapse Departement van Omgewingsake en Ontwikkelingsbeplanning: Jaarverslag 2014/15

- **Annual report:** Western Cape Department of Environmental Affairs & Development Planning
- WC Department of Cultural Affairs & Sport: Language Services (2015)



Konsephandleiding 2015: Alkohol- en middelmisbruik

- **Manual:** Draft Manual 2015: Alcohol and Substance Abuse
- Social Development & Early Childhood Development Directorate
- CCT: Language Services (2015)



E-pos: Aanvullende waardasielys

- **Email:** Answer to query regarding Supplementary Valuation Roll
- City of Cape Town Valuation Office
- CCT: Language Services (2015)



Kennisgewing: Elektriesiteitsopwekkingstoerusting

- **Notice:** Unauthorised electricity generation equipment process
- Department: Electricity Services
- CCT: Language Services (2015)



Stad Kaapstad: Waterbeperkings

- **Press release:** City's Council amends and approves proposed water restrictions
- City of Cape Town Media Office
- CCT: Language Services (2015)



Wes-Kaapse Departement van Omgewingsake en Ontwikkelingsbeplanning: Jaarverslag 2013/14

- **Annual report:** Western Cape Department of Environmental Affairs & Development Planning
- WC Department of Cultural Affairs & Sport: Language Services (2014)

Translation | English > Afrikaans (cont.)

 Afvalbestuur in onderwys • Letter: Invitation to workshop on Waste Management in Education • Questionnaire: Workshop evaluation • Western Cape Department of Environmental Affairs & Development Planning • WC Department of Cultural Affairs & Sport: Language Services (2014)	 Raamwerk vir Provinsiale Landvervoer 2011/12-2015/16 • Report: Provincial Land Transport Framework 2011/12-2015/16 • Western Cape Department of Transport & Public Works • WC Department of Cultural Affairs & Sport: Language Services (2012)	 Namakwa Distrik: Sektorplan vir Biodiversiteit 2008 • Report: Namakwa District Biodiversity Sector Plan 2008 • Botanical Society of South Africa/Conservation International (2008)
 Biodiversiteitsprioriteitsgebiede • Booklet: Biodiversity priority areas: Supporting land-use planning and decision-making in threatened ecosystems and special habitats • Swartland & Drakenstein Municipality • Botanical Society of South Africa (2006)		 Biodiversiteitsprodukte • Posters: Biodiversity products: Supporting land-use decisions in threatened ecosystems and special habitats • Swartland, Drakenstein & Kaap Agulhas Municipalities • Botanical Society of South Africa (2006)

Translation | Afrikaans > English

 Library in Profile: Delft Public Library • Article: Biblioteekprofiel: Delft Openbare Biblioteek • <i>Cape Librarian</i>, March 1994 • CCT: Language Services (2015)	 Minutes: Ward Committee Meeting • Minutes: Wykskomiteevergadering (9/06/2015) • CCT: Language Services (2015)
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Editing | Afrikaans



Afrikaanse Taalmuseum & -Monument: Jaarlikse Prestasieplan 2017/18

- **Annual performance plan:** Afrikaans Language Museum & Monument
- Afrikaans Language Museum & Monument (2017)

Editing | English



Waste Strategy

- **Report:** City of Cape Town waste strategy
- CCT: Communication Department (2025)



Guidelines for Catchment Management Forums in Cape Town

- **Report:** City of Cape Town guidelines for a water-sensitive city
- CCT: Communication Department (2025)



Designing Quality Places

- **Report:** City of Cape Town urban design policy 2024
- CCT: Communication Department (2024)



Heatwave Action Plan

- **Report:** City of Cape Town heatwave strategy
- CCT: Communication Department (2024)



Corporate Services Directorate: Overview

- **Booklet:** Key objectives of CCT Corporate Services Directorate
- CCT: Communication Department (2024)



Construction Health and Safety Specifications

- **Report:** OHS Regulations for the construction industry
- CCT: Communication Department (2024)



Climate Change Strategy 2021/22 & 2022/23

- **Report:** City of Cape Town climate change strategy
- CCT: Communication Department (2024)



Junior City Council Yearbook

- **Book:** City of Cape Town Junior City Council 2023 Yearbook
- CCT: Communication Department (2023)



Invest in Cape Town

- **Report:** Regional Market Analysis and Intelligence for investing in Cape Town
- CCT: Communication Department (2023)



Our Shared Energy Future

- **Report:** City of Cape Town's energy strategy for 2050
- CCT: Communication Department (2023)



Implementation of Community Development Worker Programmes: The Legacy Project

- **Booklet:** City of Cape Town and Western Cape Government showcase of community programmes
- CCT: Communication Department (2023)



Strategic Management Framework Strategy Brief: 2024/25 MTREF

- **Report:** City of Cape Town SMF Strategy Briefs for the 2024/25 MTREF period
- CCT: Communication Department (2023)



Water and Sanitation Services Policy

- **Manual:** City of Cape Town policy on water and sanitation services
- CCT: Communication Department (2022)



Voluntary Local Review 2021

- **Report:** City of Cape Town review of implementation of Sustainable Development Goals
- CCT: Communication Department (2022)



Community Engagement: A Practical Workbook for Local Government Practitioners

- **Manual:** City of Cape Town guide on informal settlements
- CCT: Communication Department (2022)



State of the Environment Report 2022

- **Report:** City of Cape Town state of the environment
- CCT: Communication Department (2022)



Know your coast 2021

- **Report:** City of Cape Town coastal water quality
- CCT: Communication Department (2022)



Best Practice Guidelines: Urban Watercourses

- **Report:** City of Cape Town urban watercourses guidelines
- CCT: Communication Department (2021)



Western Cape Department of Agriculture: Annual Report 2020/21

- **Annual report:** Western Cape Department of Agriculture
- WC Department of Cultural Affairs & Sport: Language Services (2021)



Climate Change Action Plan 2021

- **Report:** City of Cape Town climate change action plan
- CCT: Communication Department (2021)



Service Delivery & Budget Implementation Plan 2021/22

- **Report:** City of Cape Town budget
- CCT: Communication Department (2021)



Know your coast 2020

- **Report:** City of Cape Town coastal water quality
- CCT: Communication Department (2021)



Climate Change Strategy 2021

- **Report:** City of Cape Town climate change strategy
- CCT: Communication Department (2021)



Smart Office Handbook & Toolkit

- **Manual:** Guide for ecofriendly offices
- CCT: Communication Department (2020)

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Draft Coastal By-law, 2020

- **By-law:** Draft Coastal By-law, 2020
- CCT: Language Services (2020)



Desalinated seawater: A new source of water for Cape Town

- **Brochure:** Desalination for Cape Town
- CCT: Communication Department (2020)



City of Cape Town Public Art Catalogue 2019

- **Catalogue:** Cape Town Public Art
- CCT: Communication Department (2019)



Mayor's Portfolio of Urban Sustainability

- **Report:** Urban sustainability in Cape Town
- CCT: Communication Department (2018)



Afrikaans Language Museum & Monument: Annual Performance Plan 2017/18

- **Annual performance plan:** Afrikaans Language Museum & Monument
- Afrikaans Language Museum & Monument (2017)



Divisional and Supplementary Report 2014

- **Report:** Supporting document to the Integrated Report (electricity utility client)
- Clarity Editorial (2014)

Proofreading | English



Rand Water Innovation Hub

- **Booklet:** Rand Water overview of innovation in water quality, treatment and delivery
- Bushbaby Communication (2023)



Solid Waste Management: Accreditation Application User Guide

- **Manual:** Guide for accreditation as waste generator/service provider (internal & external site)
- CCT: Communication Department (2020)



Smart Living Handbook

- **Manual:** Guide for ecofriendly living
- CCT: Communication Department (2020)



Integrated Governance Report 2019

- **Report:** Supplement to Annual Report
- CCT: Communication Department (2020)



Communications Handbook

- **Manual:** Guide on communication for CCT departments
- CCT: Communication Department (2020)



Integrated Development Plan

- **Report:** Amendments to the IDP
- CCT: Communication Department (2020)



Cape Town: Drought crisis

- **Report:** How the City of Cape Town communicated the drought crisis
- CCT: Communication Department (2019)



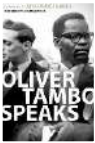
Company's Garden: Self-guided walk

- **Booklet:** Company's Garden
- CCT: Communication Department (2019)



Events Permitting: Online Application Guide

- **Manual:** Guide for events organisers
- CCT: Communication Department (2019)



Oliver Tambo Speaks

- **Book:** Collected speeches, letters & transcripts of Oliver Tambo (ANC)
- Kwela Books (2014)



Everyone's Guide to the Consumer Protection Act

- **Book:** Guide on the CPA
- Clive Gibson & Geoff Hull
- Zebra Press (2012)



The VAT Handbook

- **Book:** Guide on value-added tax
- Geoff Hull & Clive Gibson
- Zebra Press (2012)