

Any and all records relating to:

- (i) Total number of vacant positions in your department (including level of positions) within the past 5years
- (ii) Total number of positions advertised within the past 5years
- (iii) Total numbers of positions that were vacant but not advertised and reasons thereof within the past 5years
- (iv) Total number of position filled after being advertised within the past 5years
- (v) Budget allocated to each position within the past 5years
- (vi) Human resource policy indicating procedure on filling vacant positions
- (vii) Human resource policy indicating time frames to filling positions
- (viii) Human resource policy indicating criteria and selection process
 - o Reference number, if available:
 - o Any further particulars of record:

Responses from City of Cape Town to the above questions:

- (i) Information is available from 2008 through to 2013 on the City of Cape Town's website www.capetown.gov.za. As explained telephonically, this information can be accessed via the following links: "Council"; "Council Meetings" and then accessing the monthly meetings for the Corporate Services Portfolio Committee. There are regular vacancy reports which all include the baseline for that particular period starting from the 1st July for each year, plus the changes between 1 July and the reporting month.
- (ii) All positions which became vacant over this period were advertised, either individually or through generic adverts.
- (iii) All positions which had approved funding attached to them were advertised, either via a generic ad or via an individual ad. As with any large organisation, the Staff Establishment is not fixed in time.
- (iv) The vacancy reports referred to under (i) include updates on the number of positions being filled.
- (v) The vacancy reports referred to under (i) above include the total cost to employer, of the vacant positions.
- (vi) Attached.
- (vii) The time frames are not contained within the policy. The City's benchmark differs for various different types of positions
- (viii) See attached policy.