

Activity	Implementer
Meet with the Ward Councillor & Ward Committees.	Senior Informal Housing Officer
Discuss the plans to relocate the families, why and where they will relocate to.	Senior Informal Housing Officer
Request the Councillor to arrange a public meeting to discuss the relocation plans as well as electing a Task team (from the community) that will assist with the relocations.	Senior Informal Housing Officer/ Informal Housing Officer & Community Development Facilitator (CDF)
Decide of the list of names that will relocate and send them for pre-screening (to Province – 3 to 5 days to process).	Assistant Informal Housing Officer & Ward Councillor/ Task teams
Conduct Housing Consumer Education to prepare the potential beneficiaries on the upcoming relocations and related matters.	Community Development Facilitator
Outline the relocation process as well as informing them about the service-providers that will be relocating the families (loading & offloading of furniture).	Informal Housing Inspector
Present the pre-screening results to the Councillor and the Ward Committees.	Informal Housing Inspector
Decide on the dates of relocations and the number of families that will relocate per day.	Informal Housing Inspector/ Task team
<p>Once all the above have been done and agreed upon, then relocations can commence, under the following conditions:</p> <ul style="list-style-type: none"> • The responsible official will make sure that all shacks are dismantled completely before any material can be loaded on the truck (shack materials are Owner's responsibility to dispose of. Abandoned material will be removed to the tip-site); • All the necessary paper work will be done on site by the responsible officials; • On rainy days, no relocations will take place; • Relocations should start at 08:00 and the last load should be not later than 13:00 to give the family enough time to rebuild the shack (in cases where there is no provision of temporary structure); • No person should dismantle the shack unless told to do so by the official or the task team members; • Only people that are on the Municipal database will be relocated (note that the database may include people other than South African citizens). 	Informal Housing Inspectors/ Task team