



La Dade-Kotopon Municipal Assembly

Government of Ghana

Right to Information Manual

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La Dade-Kotopon Municipal Assembly

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1.0 OVERVIEW

This Right to Information (RTI) Manual is pursuant to the provisions of the recently passed Act, (Act 989) by Parliament and assented to by the President, Nana Addo Dankwa Akufo-Addo. The Act gives substance to the constitutional right to information provided under Article 21 (1) (f) of the Constitution, enabling citizens access to official information held by government institutions, and the qualifications and conditions under which the access may be obtained. In accordance with Section 80, the Act applies to information which came into existence before, or which will come into existence after the commencement of the Act.

1.1 Purpose of Manual – To inform/assist the public on the organizational structure, responsibilities and activities of the LA Dadekotopon Municipal Assembly and provide the types of information and classes of information available at LADMA, including the location and contact details of its Information Officers and units.

2.0 Departments under La Dadekotopon Municipal Assembly (LADMA)

This section describes the institution's vision and mission and lists the names of all Directorates and Departments under the institution, including the description of organizational structure, responsibilities, details of activities and classes and types of information accessible at a fee.

VISION

Our vision is to be the best administered Municipal Assembly which offers highly appreciable development for its people.

MISSION

The La Dadekotopon Municipal Assembly (LADMA) exists to provide socio-economic development for its people within the municipality, through effective mobilization and development of fiscal, human, material and natural resources with stakeholders' collaboration.

Departments under La Dadekotopon Municipal Assembly (LADMA)
<p>1. Central Administration</p> <ul style="list-style-type: none">a. Records/Registryb. Procurementc. MIS/ITd. Storese. Securityf. Development Planningg. Budgeth. Auditi. Statisticsj. Client Service <p>2. Works Department</p> <p>3. Physical Planning Department</p> <p>4. Trade and Industry Department</p> <p>5. Agriculture Department</p> <p>6. Social Protection and Community Development Department</p> <p>7. Disaster Prevention Department(NADMO)</p> <p>8. Municipal Health Department</p>

9. Education, Youth and Sports Department

10. Finance Department

11. Urban Roads Department

12. Transport

13. Natural Resources Conservation, Game and Wildlife Department

14. Human Resource Department

Responsibilities of LADMA.

- Be responsible for the overall development of the Municipality and shall ensure the preparation of development plans of the district to the Commission for approval and budget of the municipality related to the approved plans to the Minister of Finance for approval.
 - The establishment of a comprehensive socio-economic data that is accessible to the public.
 - Initiate programs for the development of basic infrastructure and provide municipal works and services in the Municipality.
 - Be responsible for the development, improvement and management of human settlements and the environment in the municipality.
 - In cooperation with the appropriate National and Local Security Agencies, be responsible for the maintenance of security and public safety in the municipality.
 - Formulate and execute plans, programs and strategies for the effective mobilization of the resources necessary for the overall development of the municipality.
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2.1 Description of Activities of each Directorate and Department

Directorate/Department	Responsibilities/Activities
Central Administration	<ul style="list-style-type: none">• The Department is the secretariat of the Municipal Assembly and it is responsible for the provision of support, services, effective and efficient general administration and organization of the Assembly. The Unit also performs functions such as:• Assists in guiding the implementation of Government policies, programs and projects• Assists in coordinating the activities of all the decentralized departments of the Assembly• Supporting the M.C.D in ensuring the day-to-day administration of the Assembly.• It also serves as a Desk Office for:<ul style="list-style-type: none">• Marriage registration• Municipal HIV/AIDS Committee• Gender Mainstreaming• School Feeding Program• Municipal Security Council• Arbitration and conflict resolution
Works Department	<ul style="list-style-type: none">• Assist the Assembly to formulate policies on works within the framework of the Assembly• Advise the Assembly on matters relating to works in the Municipality• Assist to prepare tender documents for all construction works projects to be undertaken by the Assembly through contracts or community initiated projects.• Facilitate the construction, repair and maintenance of; public buildings, streets lights etc., in the Municipality• Facilitate the provision of adequate and

	<p>wholesome supply of potable water for the entire Municipality</p> <ul style="list-style-type: none">• Advise and encourage owners of premises to; Remove dilapidated structures or fences in any public place, Remove any derelict vehicles or objects which constitute nuisance
Physical Planning Department	<ul style="list-style-type: none">• To plan, control and ensure the harmonious, sustainable and cost effective development of human settlements in accordance with sound environmental and planning principles”, the department among other things is responsible for:• Preparation of land use plans to direct and guide the growth and sustainable development of human settlements in the district.<ul style="list-style-type: none">• Assessment of zoning status of lands and proposal of re-zoning where necessary.• Co-ordination of the diverse physical developments promoted by departments, agencies of government and private developers.• Administration of land use, management procedures in settlements and channeling of day to day physical developments into efficient forms and sound environmental places of residence, work and recreation.• Processing of development/building permit application documents for consideration by the Statutory Planning Committees.• Creating awareness about the need to obtain planning and developments permits, as well as the right procedure to use.

<p>Trade and Industry Department</p>	<p>The Department of Co-operative exists to facilitate the development of vibrant Co-operative Enterprises that are capable of contributing positively towards sustainable employment generation, agricultural growth, poverty reduction and community development through mobilization of people to form co-operatives, capacity building, policy implementation, co-ordination, monitoring, evaluation and regulations based on our believes in the effective group action.</p> <ul style="list-style-type: none"> • To promote culture • To help establish training centers as well as train La Youth in Arts and Crafts. • To document cultural programs in the Municipality • To create awareness of the traditional values of the La Municipality • To identify and disseminate local knowledge of the environment and support communities to sustain positive traditional concepts and practices to protect nature and bio-diversity for the benefit of the La Municipality. • To organize culture programs for schools and communities in the Municipality.
<p>Agriculture Department</p>	<ul style="list-style-type: none"> • Primarily tasked with the development and sustenance of these agricultural ventures in the areas of Crop Farming, Livestock Farming and non-traditional agriculture enterprises. Done mainly through the dissemination of academic and technical knowhow to our clients.
<p>Social Protection and Community Development Department</p>	<ul style="list-style-type: none"> • This department is structured into the Social Welfare unit and Community Development unit which are decentralized Government Statutory Agencies currently within the La Dade –

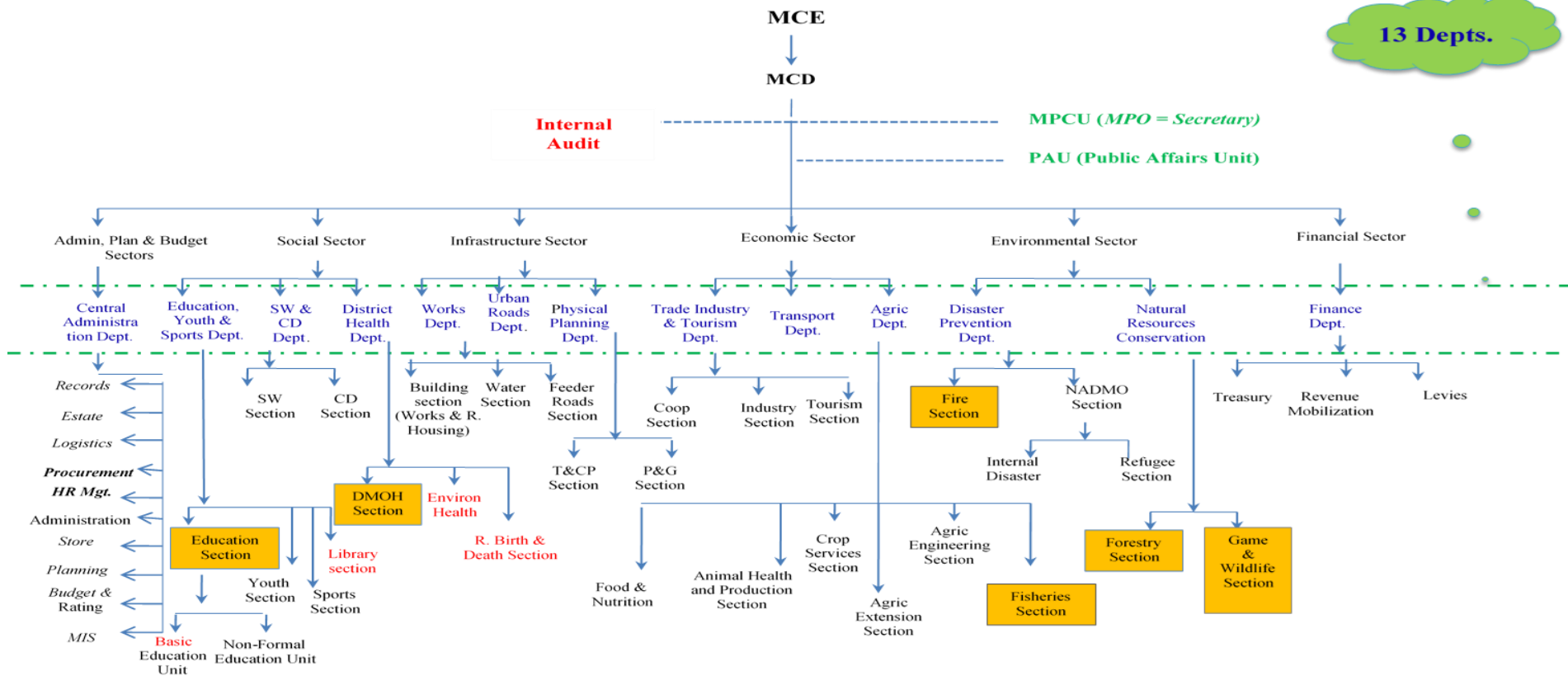
	<p>Kotopon Municipal Assembly with the mandate to assist the Assembly in the formulation and implementation of Social welfare and Community Development policies within the framework of national policy.</p> <ul style="list-style-type: none"> • Working in partnership with people in the communities to improve their well-being through promoting development with equity for the disadvantaged, vulnerable and the excluded
Disaster Prevention Department(NADMO)	<ul style="list-style-type: none"> • NADMO sees to the de-silting of drains in flood prone areas of the municipality. NADMO educates and creates awareness on various diseases in the communities and in the rainy season, they run special campaigns on cleanliness, targeting the general community and corporate bodies
Municipal Health Department	<p>Control of factors in the physical environment that may impact on well-being of the population.</p> <ul style="list-style-type: none"> • Environmental protection and standards enforcement • Food, water and drug safety programs. • Public Health Information Programs.
Education, Youth and Sports Department	<ul style="list-style-type: none"> • Create an enabling environment that will ensure quality acquisition of knowledge and skills of school children thereby make them productive efficient and effective citizens through motivated staff.
Finance Department	<ul style="list-style-type: none"> • The Department is required to ensure by leading in revenue mobilization, control expenditure, accounting and reporting to all

	<p>stakeholders.</p> <ul style="list-style-type: none"> • The Department is established by the Controller and Accountants General's Department to provide Public Financial Management (PFM) to the Assembly and the general public. The Department is established to assist the Controller and Accountant General exercise its mandate as per the constitution of Ghana.
Urban Roads Department	<ul style="list-style-type: none"> • To manage the road network within the La Dade-Kotopon Municipality • To improve the proportion of the road network in good condition • To protect the vulnerable in the municipality by providing safe walking/crossing areas for school children and pedestrians. • To reduce the occurrence of accidents by providing traffic calming facilities • To provide safe parking area for transport • To mitigate negative environmental and social impact of road related activities • To develop effective quality control measures • To collaborate with the Municipal Assemblies in the administration of the road network.
Transport	<ul style="list-style-type: none"> • Responsible for the movement of workers and goods from one place to another and the maintenance of all vehicles.
Natural Resources Conservation, Game and Wildlife Department	<ul style="list-style-type: none"> • This department is responsible for the sustainable development of the forestry and wildlife resources and protected areas, in the Municipal.
Human Resource Department	<ul style="list-style-type: none"> • Develop and maintain a decentralized Human

Resource Management System

- Manage effectively the human capacity to improve the quality of service ;(recruitment, promotion, etc.)
- Develop the human resources to implement effectively, policies, programs and projects of government.
- Implement the Local Government Service Performance Management System
- Ensure good employee/labor relations
- Effectively manage the Local Government Service Human Resource Management Information System and,
- Ensure the general welfare of staff at the Assembly.

2.2 LA Dadekotopon Municipal Assembly's Organogram



2.3 AGENCIES UNDER THE LA DADEKOTOPON MUNICIPAL ASSEMBLY

Agencies under LA DADEKOTOPON MUNICIPAL ASSEMBLY
NO AGENCIES

NAME OF AGENCY	
Responsibilities of the Agency:	Details of Activities:
	<click here and press enter for more space>

NAME OF AGENCY	
Responsibilities of the Agency:	Details of Activities:
	<click here and press enter for more space>

2.4 Classes and Types of information

List of various classes of information in the custody of the institution:
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1. Minutes of Monthly Management Meetings
2. Minutes of Quarterly Staff Durbar 3
3. Annual Financial Statements
4. Human Resource Management and Directorates
5. HR Annual Work Plan
6. Staff List
7. Bio Data of Staff
8. Job Schedules of Staff
9. Planning Phase, Mid-year and End of year Staff Appraisal Reports
10. Mid and End of Year Staff Attendance Reports
11. Mid and End of Year of Training Reports
12. RTI Annual Report
13. Information Manual
14. Mid and End of Year Reports on the Operations of the Client Service Unit

Types of Information Accessible at a fee:
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1. Currently there is no Information accessible at a fee.
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3. Procedure in Applying and Processing Requests

Section 18 of the RTI Act provides specific guidelines for application for access to information kept by a public institution. It is thus important that request for information be made in accordance with provisions under this section. The Information Officer or a designated officer is responsible for dealing with applications made to the LA DADEKOTOPON MUNICIPAL ASSEMBLY. To request for information under the RTI Act from LADMA, applicants are to follow these basic procedures:

3.1 The Application Process

- a.** Application by any person or organization who seeks access to information in the custody of LADMA must be made in writing, using the standard RTI Application Form. (**See Appendix A for the Standard RTI Application Form**). A copy of the form can be downloaded or completed and submitted electronically on the Ministry of Information website.

- b.** In making the request, the following information must be provided:
 - Date of the Application.
 - Name of the applicant or the person on whose behalf an application is being made.
 - Name of the organization represented by the applicant.
 - Available contact details of the applicant or address of the person/organization on whose behalf an application is being made (Telephone Number, Email, Postal Address and Fax).
 - Brief description of information being sought. (Applicant are to specify the class and type of information including cover dates).
 - Payment of relevant fee if applicable.
 - Signature/ thumbprint.

- c.** Provision of identification

The applicant must present at least one (1) of the following valid identification cards (IDs) to serve as proof of identity:

 - Driver's License.
 - Passport.

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- National ID.
 - Voter's ID.
- d. The applicant should state the format of information being requested and the mode of transmission. Example (do you need certified true copy, normal photocopy or electronic copies. Would you want to receive it through a postal address, e-mail, courier services, fax etc.?)
- e. Where an applicant cannot write due to illiteracy or a disability, he/she may make the request orally. However, oral request must conform to the following guidelines;
- The Information Officer must reduce the oral request into writing and give a copy of the written request as recorded for the applicant to authenticate. (s. 18) (3).
 - The Information Officer shall clearly and correctly read and explain the written request to the understanding of the applicant.
 - A witness must endorse the face of the request with the writing; *“the request was read to the applicant in the language the applicant understand and the applicant appeared to have understood the content of the request.”*
 - The applicant must then make a thumbprint or mark on the request.

3.2 Processing the Application

- Applications would be treated on a priority basis. The Information Officer is responsible for handling requests to ensure that statutory deadlines are met.
- He reviews and identify which part is exempt based on Section 5 to 16 of the RTI Act and determines which of the units in the institution have the records or is responsible for the subject matter of the request.
- Provision is made under section 20 for the transfer of an application within a period of not more than ten days of receipt where the public institution to which the application was initially made is unable to deal with the application. In such situations, applicants would be notified accordingly with the reasons and dates of transfer.
- For information readily available in official publications, the Information Officer shall direct the applicant to the institution having custody of that publication and notify the public institution of the request. (s.21).

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- If a requested information is not readily accessible, the estimated time it will take to search for the information would be communicated to the applicant.

3.3 Response to Applicants

a. The Information Officer is required under section 23 of the RTI Act to notify applicants within fourteen (14) days from the date of receipt. Applicant should however note that the time limit does not apply to applications transferred to another public institution or which has been refused due to failure to pay prescribed deposit or fee. (s.23) (6). The notice should state:

- Whether or not full access to the requested information will be granted or only a part can be given and the reason.
- The format and mode of the access.
- The expected publication or submission day of the information in the case of a deferred access.
- The prescribed fee (s.24).

b. The Information Officer can request an extension to the deadline if:

- Information requested is voluminous.
- It is necessary to search through a large number of records.
- The information has to be gathered from more than one source.
- Consultation with someone outside the institution is required.

c. The Information Officer would in such situations notify applicants of an extension as well as the period and reason for the extension. An extension should not be more than seven days.

d. In giving applicants access to information, the applicant would be given the opportunity to inspect the information or receive a copy physically or any other form required such as electronic, magnetic, optical or otherwise, including a computer print-out, various computer storage devices and web portals.

- Where access cannot be given in the form specified by the applicant, access can be given in some other form. In such cases, the applicant shall be provided with a reason why access cannot be given in the specified form.

Amendment of Personal Record

A person given access to information contained in records of a public institution may apply for an amendment of the information if the information represents the personal records of that person and in the person's opinion, the information is incorrect, misleading, incomplete or out of date.

4.1 How to apply for an Amendment

- a. The application should be in writing indicating;
 - Name and proof of identity.
 - Particulars that will enable the records of the public institution identify the applicant.
 - The incorrect, misleading, incomplete or the out of date information in the record.
 - Signature of the applicant.
- b. For incomplete information claimed or out of date records, the application should be accompanied with the relevant information which the applicant considers necessary to complete the records.
- c. The address to which a notice shall be sent should be indicated.
- d. The application can then be submitted at the office of the public institution.

5. Fees and charges to access to information.

The act mandates Parliament in section 75 to approve a fee that public institutions can charge however, fees shall apply to only the three circumstances stated below:

- Request for information in a language other than the language in which the information is held. (s.75) (3).
- When a request is made for a written transcript of the information, a reasonable transcription cost may be requested by the information officer. (s.75) (4).
- Cost of media conversion or reformatting. (s.75) (5).

Under section 75(2), fees are not payable for:

- Reproduction of personal information
- Information in the public interest
- Information that should be provided within stipulated time under the Act
- An applicant who is poor or has disability
- Time spent by the information officer to examine and ensure the information is not exempt
- Preparing an information

1. Appendix A: Standard RTI Request Form

[Reference No.:]

**APPLICATION FOR ACCESS TO INFORMATION UNDER THE RIGHT TO
INFORMATION ACT, 2019 (ACT 989)**



1.	Name of Applicant:	
2.	Date:	

3.	Public Institution:			
4.	Date of Birth:	DD	MM	YYYY
5.	Type of Applicant:	<input type="checkbox"/>	<input type="checkbox"/>	
		Individual	Organization/Institution	
6.	Tax Identification Number			
7.	If Represented, Name of Person Being Represented:			
7 (a).	Capacity of Representative:			
8.	Type of Identification:	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
		<input type="checkbox"/> National ID Card	Passport	Voter's ID
		Driver's License		
8 (a).	Id. No.:			
9.	Description of the Information being sought (specify the type and class of information including cover dates. Kindly fill multiple applications for multiple requests):			

10.	Manner of Access:	<input type="checkbox"/> <input type="checkbox"/> Inspection of Information Copy of Information <input type="checkbox"/> Viewing / Listen <input type="checkbox"/> Written Transcript <input type="checkbox"/> Translated (specify language) <input type="text"/>
10 (a).	Form of Access:	<input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> Hard copy Electronic copy Braille
11.	Contact Details:	<input type="checkbox"/> Email Address _____ <input type="checkbox"/> Postal Address _____ <input type="checkbox"/> Tel: _____
12.	Applicant's signature/thumbprint:	
13.	Signature of Witness (where applicable) <i>"This request was read to the applicant in the language the applicant understands and the applicant appeared to have understood the content of the request."</i>	

2. Appendix B: Contact Details of LADMA's Information Unit

Name of Information/Designated Officer:

SIMON PRAH

Telephone/Mobile number of Information Unit

0550005599, 0509110265

Postal Address of the institution:

LADMA P.O.BOX LA 395, LA, Accra- Ghana

3. Appendix C: Acronyms

Table 1 *Acronyms*

Acronym	Literal Translation
<i>LADMA</i>	<i>LA Dadekotopon Municipal Assembly</i>
<i>MDA</i>	<i>Ministries, Departments and Agencies</i>
<i>MMDAs</i>	<i>Metropolitan, Municipal and District Assemblies</i>
<i>RTI</i>	<i>Right to Information</i>
<i>S</i>	<i>Section</i>
<i>ISD</i>	<i>Information Services Department</i>
<i>MOI</i>	<i>Ministry of Information</i>
<i>CSU</i>	<i>Client Services Unit</i>

4. Appendix D: Glossary

This Glossary presents clear and concise definitions for terms used in this manual that may be unfamiliar to readers listed in alphabetical order. Definitions for terms are based on section 84 of the RTI Act.

Table 2 Glossary

Term	Definition
<i>Access</i>	<i>Right to Information</i>
<i>Access to information</i>	<i>Right to obtain information from public institutions</i>
<i>Contact details</i>	<i>Information by which an applicant and an Information Officer may be contacted</i>
<i>Court</i>	<i>A court of competent jurisdiction</i>
<i>Designated officer</i>	<i>An officer designated for the purposes of the Act who perform similar role as the Information Officer</i>
<i>Exempt information</i>	<i>Information which falls within any of the exemptions specified in sections 5 to 16 of the Act</i>
<i>Function</i>	<i>Powers and duties</i>
<i>Government</i>	<i>Any authority by which the executive authority of the Republic of Ghana is duly exercised</i>
<i>Information</i>	<i>Information according to the Act includes recorded matter or material regardless of form or medium in the possession or under the control or custody of a public institution whether or not it was created by the public institution, and in the case of a private body, relates to the performance of a public function.</i>
<i>Information officer</i>	<i>The Information Officer of a public institution or the officer designated to whom an application is made</i>
<i>Public</i>	<i>Used throughout this document to refer to a person who requires and/or has acquired access to information.</i>
<i>Public institution</i>	<i>Includes a private institution or organization that receives public resources or provides a public function</i>
<i>Right to information</i>	<i>The right assigned to access information</i>
<i>Section</i>	<i>Different parts of the RTI Act</i>