

# LA DADEKOTOPON MUNICIPAL ASSEMBLY



**2025**

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## **1.0 OVERVIEW**

This Right to Information (RTI) Manual is issued under the provisions of the Right to Information Act, 2019 (Act 989), passed by Parliament and assented to by the President, Nana Addo Dankwa Akufo-Addo. The Act upholds the constitutional right to information under Article 21(1)(f) of the Constitution, ensuring that citizens can access official information held by government institutions while adhering to specific qualifications and conditions. As stipulated in Section 80, the Act applies to all information, whether created before or after the Act's commencement.

### **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 GENERAL PROFILE OF LA DADE-KOTOPON MUNICIPAL ASSEMBLY**

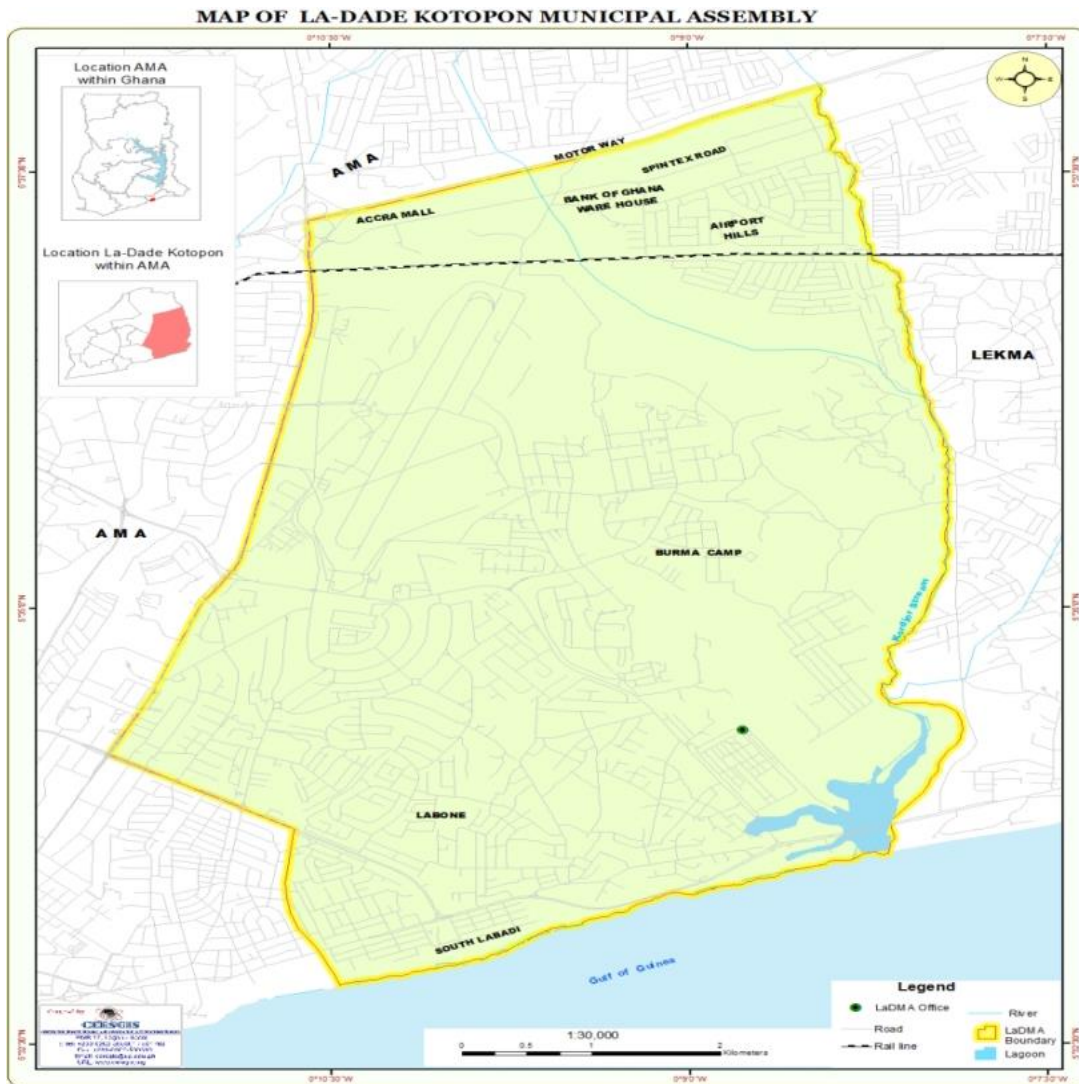
The La Dade-Kotopon Municipal is situated in the South Eastern part of the Greater Accra Region. It can be located between latitudes **5°32'50' N and 5°38'0' S and Longitude 0°11'15' E 0°7'50' W**. The total land area of the Municipality is about 360 square km, which represents almost 1.1% of the total land size of the Greater Accra Region.

Starting from the coast i.e. west of the Fisheries Department Fence, the boundary moves northwards to hit the Okodan Street and continues along the Okodan Street to hit Clottey Stream. From there it turns left along the Ring Road, passing through Danquah Circle to Ako-Adjei Overpass (Sankara Circle). It then turns right to Tetteh Quarshie Interchange to hit the Motorway and moves along the Motorway to hit the Kordjor Stream that runs southwards by Papaye area and moves southwards along the Kordjor Stream to hit the Tse-Addo Bridge and turns left to hit the Rasta Road to continue on the Rasta Road to La Beach Road at the Kpeshie Lagoon Estuary (Turtle Hill beach) and then runs along the coast again to the starting point.

The Municipality is bounded by the Accra Metropolitan Assembly and Osu Korley Klottey Municipal Assembly to the West and the North, Ledzokuku Municipal Assembly to the East, and the Gulf of Guinea to the South. By virtue of its location, the Municipal Assembly has become one of the prominent 49 Municipalities in the country. It holds in possession several stakes in

nationalism and key functional organizations and services which are very unique and delicate to the country.

La (township) is the District capital of the La Dade-Kotopon Municipal Assembly and is located at the southern part of the Municipality, and lies close to the coast. Other major settlements are Cantonments, Labone, Burma Camp, Kaajaanor, Ako-Adjei, Abafum, Kowe, New Lakpanaa, Tse-Addo, Adiembra and Adobetor. These areas also make-up the electoral areas of the Municipality which are being represented by ten elected Assembly Members. The location of the Municipality in the regional context makes it economically viable particularly for local folks to engage in fishing, fish processing and subsistence farming for subsistence livelihood.



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## 2.1 Mandate

La Dade-Kotopon Municipal Assembly was carved from the Accra Metropolitan Assembly and established by Legislative Instrument LI 2133. It forms part of the six (6) Municipal and District Assemblies (MMDAs) created in the Greater Accra Region in the year 2012 and was inaugurated on 28<sup>th</sup> June, 2012.

The La Dade-Kotopon Municipal Assembly (LaDMA), established under Act 2016, Act 936, shall exercise Political and Administrative Authority in the District as well as exercise Deliberative, Legislative and Executive Functions.

To this end, the Assembly coordinates, integrates and harmonizes the execution of programmes and project under development plans for the District and other development programmes, promoted or carried out by Ministries, Departments, Public Corporations and other statutory bodies and non-governmental organizations in the district.

The La Dade- Kotopon Municipal Assembly derives its authority from the following legislative (Legal) instruments:

1. The 1992 Constitution of the Republic of Ghana
2. The Local Governance Act, 2016, Act 936 and 940 as amended
3. Local Government (Departments of District Assemblies, Commencement Instrument 2009 (LI 1961)
4. Local Government (Urban, Zonal, Town Councils and Unit Committees) Regulations 2010 (LI 1967)
5. District Assemblies Election Act (Act 473 of 1994)
6. District Assemblies Common Fund (DACF) Act (Act 455 of 1993)
7. Public Financial Management Act, 2016 (921)
8. Public Procurement Act, 2003 (Act 663, Act 914 (2016) as amended
9. Internal Audit Agency Act, 2003(Act 658)
10. National Development Planning Commission Act 1994 (Act 479)
11. National Development Planning (Systems) Act (Act 480 of 1996)
12. National Development Planning (Systems) Regulations, 2016 (LI 2232)

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## 13. Land Use and Spatial Planning Act 2016 (Act 925)

### **2.2 Vision**

The vision of the La Dade Kotopon Municipality is to be the best administered Municipal Assembly which offers highly appreciable development for its people.

### **2.3 Mission**

The La Dade - Kotopon Municipal Assembly (LaDMA) exists to provide socio-economic development for the people within the Municipality through effective mobilization and deployment of fiscal, human, material and natural resources with stakeholders' collaboration".

### **2.4 Core Values**

1. Team Work
2. Discipline
3. Excellence
4. Client-oriented
5. Dedication
6. Timeliness

### **2.5 Functions**

The core business of the Assembly includes exercising deliberative, legislative and executive functions. Specifically:

- (a) Responsible for the overall development of the Municipality and ensuring the preparation and submission through the Regional Co-ordinating Council;
  - (i) Of development plans of the Municipality to the Commission for approval; and
  - (ii) Of the budget of the Municipality related to the approved plans to the Minister for Finance for approval;
- (b) Formulate and execute plans, programmes and strategies for the effective mobilization of the resources necessary for the overall development of the Municipality;

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- (c) Promote and support productive activity and social development in the Municipality and remove any obstacles to initiative and development;
  - (d) Initiate programmes for the development of basic infrastructure and provide municipal works and services in the Municipality;
  - (e) Responsible for the development, improvement and management of human settlements and the environment in the district;
  - (f) In co-operation with the appropriate national and local security agencies, maintain security and public safety in the Municipality;
  - (g) Ensure ready access to courts in the Municipality for the promotion of justice;
  - (h) Initiate, sponsor or carry out such studies as may be necessary for the discharge of any of the functions conferred by its establishing act or any other enactment; and
  - (i) Perform such other functions as may be provided under any other enactment.

This information can be found in the service charter on Client Service file number EA/63/145/01.

## **2.6 Departments under La Dadekotopon Municipal Assembly (LADMA)**

### **1. Central Administration**

- a. Records/Registry
- b. Procurement
- c. MIS/IT
- d. Stores
- e. Security
- f. Development Planning
- g. Budget
- h. Audit
- i. Statistics
- j. Client Service

### **2. Works Department**

### **3. Physical Planning Department**

### **4. Trade and Industry Department**

### **5. Agriculture Department**

### **6. Social Protection and Community Development Department**

### **7. Disaster Prevention Department (NADMO)**

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**8. Municipal Health Department**

**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**

Description of Activities of each Directorate and Department

<b>Directorate/Department</b>	<b>Responsibilities/Activities</b>
<b>Central Administration</b>	<ul style="list-style-type: none"><li>• 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:</li><li>• Assists in guiding the implementation of Government policies, programs and projects</li><li>• Assists in coordinating the activities of all the decentralized departments of the Assembly</li><li>• Supporting the M.C.D in ensuring the day-to-day administration of the Assembly.</li><li>• It also serves as a Desk Office for:<ul style="list-style-type: none"><li>• Marriage registration</li><li>• Municipal HIV/AIDS Committee</li><li>• Gender Mainstreaming</li><li>• School Feeding Program</li><li>• Municipal Security Council</li><li>• Arbitration and conflict resolution</li></ul></li></ul>

<p><b>Works Department</b></p>	<ul style="list-style-type: none"> <li>• Assist the Assembly to formulate policies on works within the framework of the Assembly</li> <li>• Advise the Assembly on matters relating to works in the Municipality</li> <li>• Assist to prepare tender documents for all construction works projects to be undertaken by the Assembly through contracts or community-initiated projects.</li> <li>• Facilitate the construction, repair and maintenance of; public buildings, streets lights etc., in the Municipality</li> <li>• Facilitate the provision of adequate and wholesome supply of potable water for the entire Municipality</li> <li>• 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</li> </ul>
<p><b>Physical Planning Department</b></p>	<ul style="list-style-type: none"> <li>• 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:</li> <li>• Preparation of land use plans to direct and guide the growth and sustainable development of human settlements in the district.</li> <li>• Assessment of zoning status of lands and proposal of re-zoning where necessary.</li> <li>• Co-ordination of the diverse physical developments promoted by departments, agencies of government and private developers.</li> </ul>

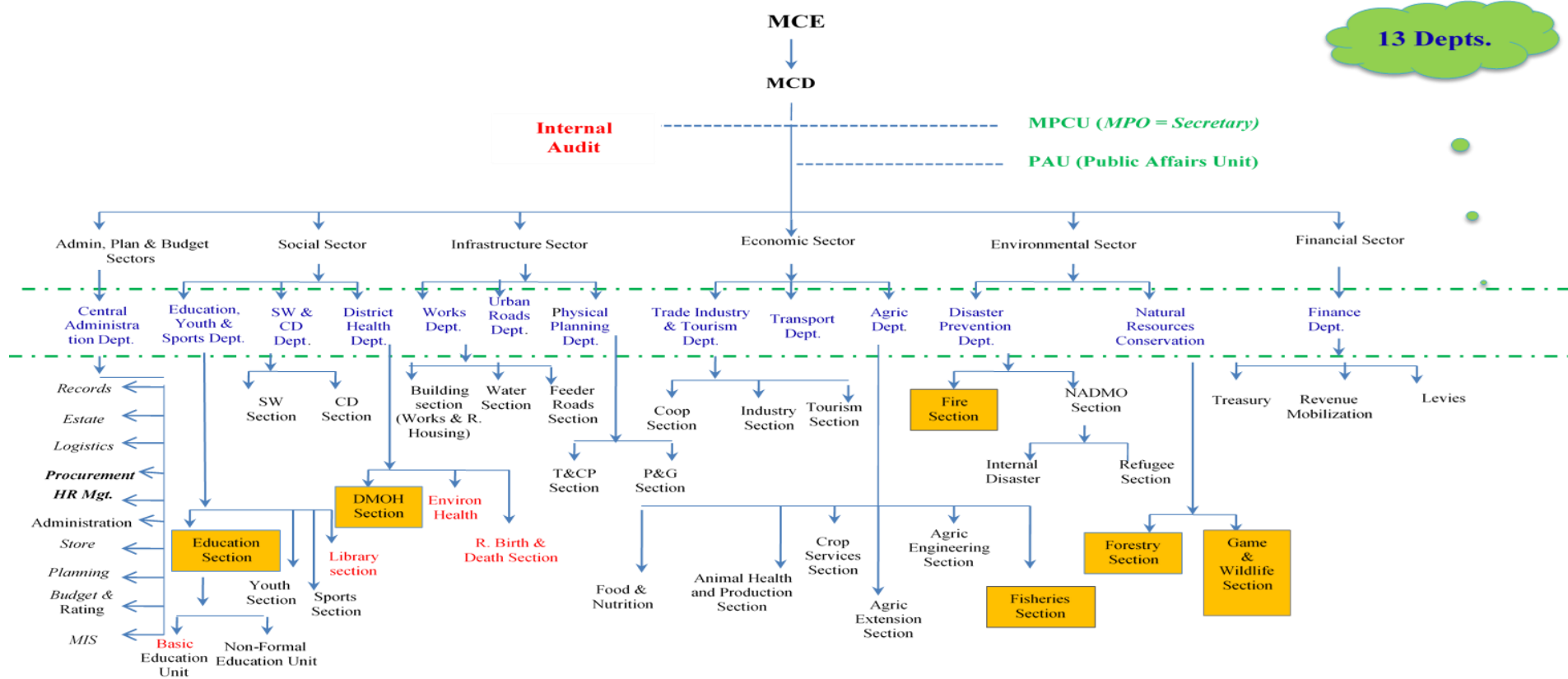
	<ul style="list-style-type: none"> <li>• Administration of land use, management procedures in settlements and channeling of day-to-day physical developments into efficient forms and sound environmental places of residence, work and recreation.</li> <li>• Processing of development/building permit application documents for consideration by the Statutory Planning Committees.</li> <li>• Creating awareness about the need to obtain planning and developments permits, as well as the right procedure to use.</li> </ul>
<p><b>Trade and Industry Department</b></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"> <li>• To promote culture</li> <li>• To help establish training centers as well as train La Youth in Arts and Crafts.</li> <li>• To document cultural programs in the Municipality</li> <li>• To create awareness of the traditional values of the La Municipality</li> <li>• 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.</li> <li>• To organize culture programs for schools and communities in the Municipality.</li> </ul>

<p><b>Agriculture Department</b></p>	<ul style="list-style-type: none"> <li>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.</li> </ul>
<p><b>Social Protection and Community Development Department</b></p>	<ul style="list-style-type: none"> <li>This department is structured into the Social Welfare unit and Community Development unit which are decentralized Government Statutory Agencies currently within the La Dade – 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.</li> <li>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</li> </ul>
<p><b>Disaster Prevention Department (NADMO)</b></p>	<ul style="list-style-type: none"> <li>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</li> </ul>
<p><b>Municipal Health Department</b></p>	<p>Control of factors in the physical environment that may impact on well-being of the population.</p> <ul style="list-style-type: none"> <li>Environmental protection and standards enforcement</li> </ul>

	<ul style="list-style-type: none"> <li>• Food, water and drug safety programs.</li> <li>• Public Health Information Programs.</li> </ul>
<b>Education, Youth and Sports Department</b>	<ul style="list-style-type: none"> <li>• 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.</li> </ul>
<b>Finance Department</b>	<ul style="list-style-type: none"> <li>• The Department is required to ensure by leading in revenue mobilization, control expenditure, accounting and reporting to all stakeholders.</li> <li>• 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.</li> </ul>
<b>Urban Roads Department</b>	<ul style="list-style-type: none"> <li>• To manage the road network within the La Dade-Kotopon Municipality</li> <li>• To improve the proportion of the road network in good condition</li> <li>• To protect the vulnerable in the municipality by providing safe walking/crossing areas for school children and pedestrians.</li> <li>• To reduce the occurrence of accidents by providing traffic calming facilities</li> <li>• To provide safe parking area for transport</li> <li>• To mitigate negative environmental and social impact of road related activities</li> <li>• To develop effective quality control measures</li> </ul>

	<ul style="list-style-type: none"> <li>• To collaborate with the Municipal Assemblies in the administration of the road network.</li> </ul>
<b>Transport</b>	<ul style="list-style-type: none"> <li>• Responsible for the movement of workers and goods from one place to another and the maintenance of all vehicles.</li> </ul>
<b>Natural Resources Conservation, Game and Wildlife Department</b>	<ul style="list-style-type: none"> <li>• This department is responsible for the sustainable development of the forestry and wildlife resources and protected areas, in the Municipal.</li> </ul>
<b>Human Resource Department</b>	<ul style="list-style-type: none"> <li>• Develop and maintain a decentralized Human Resource Management System</li> <li>• Manage effectively the human capacity to improve the quality of service ;( recruitment, promotion, etc.)</li> <li>• Develop the human resources to implement effectively, policies, programs and projects of government.</li> <li>• Implement the Local Government Service Performance Management System</li> <li>• Ensure good employee/labor relations</li> <li>• Effectively manage the Local Government Service Human Resource Management Information System and,</li> <li>• Ensure the general welfare of staff at the Assembly.</li> </ul>

2.2 LA Dadekotopon Municipal Assembly's Organogram



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## 2.3 AGENCIES UNDER THE LA DADEKOTOPON MUNICIPAL ASSEMBLY

<b>Agencies under LA DADEKOTOPON MUNICIPAL ASSEMBLY</b>
NO AGENCIES

<b>NAME OF AGENCY</b>	
<b>Responsibilities of the Agency:</b>	<b>Details of Activities:</b>
	<a href="#">&lt;click here and press enter for more space&gt;</a>

<b>NAME OF AGENCY</b>	
<b>Responsibilities of the Agency:</b>	<b>Details of Activities:</b>
	<a href="#">&lt;click here and press enter for more space&gt;</a>

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## 2.4 Classes and Types of information

<b>List of various classes of information in the custody of the institution:</b>
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- |  |
|--|
| <ol style="list-style-type: none"><li>1. Minutes of Monthly Management Meetings</li><li>2. Minutes of Quarterly Staff Durbar</li><li>3. Annual Financial Statements</li><li>4. Human Resource Management and Directorates</li><li>5. HR Annual Work Plan</li><li>6. Staff List</li><li>7. Bio Data of Staff</li><li>8. Job Schedules of Staff</li><li>9. Planning Phase, Mid-year and End of year Staff Appraisal Reports</li><li>10. Mid and End of Year Staff Attendance Reports</li><li>11. Mid and End of Year of Training Reports</li><li>12. RTI Annual Report</li><li>13. Information Manual</li><li>14. Mid and End of Year Reports on the Operations of the Client Service Unit</li></ol> |
|--|

<b>Types of Information Accessible at a fee:</b>
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Currently there is no Information accessible at a fee. Applicants are only required to pay for the cost of reproducing the requested information as mandated and approved by parliament.
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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.
- 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).
- 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.

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### 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.

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## 4.0 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.

## 4. 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).

Below are the fees approved by parliament

REVENUE ITEM	APPROVED FEES AND CHARGES (GH¢)
For every photocopy of an A4 size page or part thereof	0.27
For every printed copy of an A4 size page or part thereof held on a computer or in electronic or machine-readable form	0.38
For a copy in a computer-readable form on an external storage device	0.29
For a transcription of visual images, for an A4 size page or part thereof	1.28
For a copy of visual images	3.50
For a transcription of an audio record, for an A4 size page or part thereof	0.70
For a copy of an audio record	1.00

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

5. [Appendix A: Standard RTI Request Form](#)

**[Reference No.: .....]**

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



<b>1.</b>	<b>Name of Applicant:</b>			
<b>2.</b>	<b>Date:</b>			
<b>3.</b>	<b>Public Institution:</b>			
<b>4.</b>	<b>Date of Birth:</b>	<b>DD</b>	<b>MM</b>	<b>YYYY</b>
<b>5.</b>	<b>Type of Applicant:</b>	<b>Individual</b> <input type="checkbox"/>	<input type="checkbox"/>	
		<b>Organization/Institution</b>		
<b>6.</b>	<b>Tax Identification Number</b>			



10 (a).	<b>Form of Access:</b>	<input type="checkbox"/> <b>Hard copy</b> <input type="checkbox"/> <b>Electronic copy</b> <input type="checkbox"/> <b>Braille</b>
11.	<b>Contact Details:</b>	<input type="checkbox"/> <b>Email Address</b> _____ <input type="checkbox"/> <b>Postal Address</b> _____ <input type="checkbox"/> <b>Tel:</b> _____
12.	<b>Applicant's signature/thumbprint:</b>	
13.	<b>Signature of Witness (where applicable)</b> <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>	

6. [Appendix B: Contact Details of LADMA's Information Unit](#)

**Name of Information/Designated RTI Officer:**

SOLOMON OWUSU TSIBU
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**Telephone/Mobile Number of Information Unit**

+233245300122
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**Postal Address of LaDMA:**

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

**E-Mail Address and Website of LaDMA:**

Email: [info@ladma.gov.gh](mailto:info@ladma.gov.gh) Website: [www.ladma.gov.gh](http://www.ladma.gov.gh) Telephone: +233550005588

**Digital Address and Location of LaDMA:**

GL-036-3194; Adjacent Trade Fair La, Accra

## 7. [Appendix C: Acronyms](#)

*Table 1 Acronyms*

<b>Acronym</b>	<b>Literal Translation</b>
<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>

## 8. [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*

<b>Term</b>	<b>Definition</b>
<i>Access</i>	<i>Right to Information</i>

<b>Term</b>	<b>Definition</b>
<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>