

EFFIA – KWESIMINTSIM MUNICIPAL ASSEMBLY



SERVICE CHARTER

VISION

“To Become a Vibrant Local
Democracy,
that Promotes Effective, Transparent And
Proactive Delivery of Services
As well as
Spatial Infrastructure Development.”

MISSION STATEMENT

“To mobilize all available resources and
Utilities them effectively and efficiently
to
Facilitate improvement in the quality of
Life of the people through equitable
Provision of socio – economic services.

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CHAPTER ONE- GENERAL INTRODUCTION

INTRODUCTION

LOCAL GOVERNMENT ACT 1993 ACT 462 SECTION 64 (1) states that;

“Every person shall, before constructing a building or other structure or undertaking any work obtains a permit from the district planning authority which shall contain such conditions as the Municipal planning authority may consider necessary”.

Service delivery in the Ministries, Department and Agencies (MDAs) over the years has not always been of satisfactory standards and has often been characterized by cumbersome procedures which do not encourage transparency and openness.

This has led to regular complaints from the public and has tended to reduce trust and confidence in the public system of service delivery.

The Civil Service has, therefore, embarked on a mission of improving the quality of service delivery in the MDAs through simplifying processes, clarifying rules and procedures, and setting –frames for prompt completion of tasks in order to render them more transparent to the public . The objective is to create a customer-oriented Civil Service focused on providing value-for-money services.

LEGISLATIVE INSTRUMENT ESTABLISHING THE EKMA

The L.I.2322,2017 which established the new EKMA on 15th March,2018 has created the following two (2) Urban Councils: -

1. Kwesimintsim
2. Effia

Functions of the Effia-Kwesimintsim Municipal Assembly

The Assembly, through the Local Government Act 1993 (462), Section 10 Sub-Sections 1,2,3,4, and 5 is assigned legislative deliberative and executive functions.

The functions of the Effia-Kwesimintsim Municipal Assembly are outline in the Legislative Instrument (L.I.2322) which established the EKMA. The functions are summarized as follows:

- a. Provision of a sound sanitary and healthy environment;
- b. Provision of educational infrastructure for first and second cycle schools;
- c. Provision of markets and lorry parks within the Municipality;
- d. The planning and development control of all infrastructure within EKMA;
- e. Activities bordering on the maintenance of peace and security with in the Municipality;
- f. Provision of public safety and comfort;

Vision

“To become a vibrant local democracy that promotes effective, transparent and proactive delivery of services as well as spatial infrastructure development”

Mission

“The Effia–Kwesimintsim Assembly exists to mobilize all available resources and utilize them effectively and efficiently to facilitate improvement in the quality of life of the people through equitable provision of socio-economic services

PROCEDURE AND REQUIREMENT FOR OBTAINING BUILDING PERMIT

PURPOSE

Any person or organization which intends to commence construction of a building whether for residential or for other purposes within the jurisdiction of the EKMA must obtain a building permit.

The purpose of the permit to ensure, among other things that the proposed project conform to the building regulations, development control guidelines and planning scheme of the Assembly.

However, the City Authority have observed that the general public find the processes involved are in obtaining the permit as unclear and cumbersome. This therefore results in unnecessary delays in submission of the necessary documents for the processing of the permit.

This document provides specific information on the requirement and procedures to prospective developers and the general on obtaining building permits as early as possibly from the EKMA.

The purpose of the document is to serve as a practical guide, with clear and simple procedures to the public (customer and client) and the EKMA to enhance transparency and trust in the processing of building permits.

Stage 1

Basic Requirement for All Building Developments

Any prospective developer is required to have present the following documents before applying for a building permit;

1. Building Permit Application Form
2. Town and Country Planning Development Application Form 1
3. Two (2) sets of site plans (one on transparency)

4. Four (4) sets of building fence and block plans (scale not less than 1;20 or 1;40 or metric equivalent 1;100 and 1;2000)
5. Four (4) set of working drawings
6. Certificate official letter or search on status of land (from the Lands Commission or Land Title Registration)
7. Colored photocopies three (3) of applicant's valid ID Card.

Types of Developments

The types of developments include Schools, Hotels, Restaurants, Places of worship, Buildings Factories, Hospitals Residential Building, Offices, Shops, Underground Structures, Maximum Height of Pylons Car Parks Amusements Parks and Others.

Additional Reports (Documents)

- Buildings – 3 storey and above (including basement) must have structural Analysis Report and Geotechnical Report and this applies also to single storey warehouses, industrial building with wide spans.
- If development is a multi-storey structure or complex, applicant is required to provide additional reports such as, Environmental Impact Assessment Report, Structure Analysis Report, Fire Service Report, Hydro Report, Geotechnical Report, Traffic Management Report etc...
- The applicant should contact the Municipal Works Department, EKMA or the Physical Planning Department or consultants for advice and assistance.

Stage 2

Completion of Forms

Complete in full the building permit Application Form and the Town and Country Planning Development Planning Application Form 1.

Stage 3

Submission of Forms

- Submit completed Development application and the Building Permit Application forms with all necessary attachments to the Desk Officer at the Town and Country Planning Department (TCPD) any day except weekends.
- On submission, applicant would be informed of corrections and or additions to be made, if any, date for site inspection and the submission fee payable by the prospective developer.
- Pay the appropriate submission fee. Fees payable are specified in the Local Government Bulletin, thus Fee Resolution (please note, applicants must obtain an official receipt for any payment made and any fee paid must be in the Fee Fixing Resolution).

Stage 4

Processing

- The Joint Technical Sub-Committee would undertake site inspection with the applicant(s) (prospective developer[s]) on an agreed date.
- Relevant EKMA departments and Agencies undertake preliminary assessment of applications and submit report to the Joint Technical Sub-Committee within Ten (10) working days.

Stage 5

Final Approval

- The EKMA Spatial Planning Committee meets for final approval of application within nine (9) working days after the Joint Technical Sub-Committee evaluation meeting.

- Applicants notified of decision by the EKMA Spatial Planning Committee within ten (10) working days of the meeting.

Stage 6

Notification of Payment

Applicants would be notified when to pay building permit fees. Fee payable are specified in the Local Government Bulletin, thus Fee Fixing Resolution (please note, applicants must obtain an official receipt for payment made and any fee paid must be in the Fee Fixing Resolution):

Stage 7

Payment of Building Permit Fees

Applicant or developer would only pay building permit fee to the Finance Department of the Assembly. Please note that the payment receipt is not a building permit certificate.

Also note that refusal to make payment within Twenty-Eight (28) working days indicates loss of interest. The process is re-activated when the applicant settles the appropriate bill. Applicants will bear the cost for re-inspection.

Stage 8

Issue of Building permit and collection

Applicant would collect development permit certificate from Physical Planning Department jointly signed by the Municipal Works Engineer and the Physical Planning Officer within Ten (10) working days of receipt of approval list from the Secretary of the EKMA Spatial Planning Committee, provided the applicant has paid the full building permit fee and no anomaly is discovered. This is in reference to Regulation 45(13) (b) of the land use and spatial planning regulations, 2019. L.I 2384, Form 43C.

Caution

- Act 936 provides that any unauthorized structure or structures attached to premises shall be demolished or removed on notice by Effia – Kwesimintsim Municipal Assembly (EKMA).
- Any such development shall be considered unauthorized and liable to demolition and or removal by EKMA.
- Any applicant who makes a false declaration does so at his or her own risk.

GENERAL INFORMATION

- It is important to note that the validity of a Building Permit issued in accordance with the above process is five years.
- Developers are therefore required to seek renewal of Building Permit if development is not complete within five (5) years. By this, applicants are to submit four (4) sets of Block and Site Plans (Scale not less than 1:20 or 1:40 or metric equivalent 1:100 and 1:2000) and a copy of the old Building Permit to the Physical Planning Department for the renewal process

MUNICIPAL ENVIRONMENTAL HEALTH DEPARTMENT

The Environmental Health Department is responsible for the software aspects of Environmental Health in the Metropolis, Municipalities, Districts and Sub Metropolitan District Councils.

It provides the following services delivery, rules and processes to ensure a clean and healthy environment.

MONITORING AND ENVIRONMENTAL MANAGEMENT ACTIVITIES

Providing Environmental Health and Sanitation profile for policy formulation

Process

1. Survey
2. Geographical boundary
3. Population
4. Identify socio-economic/cultural activities
5. Identify stakeholders / opinion leaders
6. Identify sanitary sites and other facilities eg. Schools, hospitals, churches etc
7. Identify hard core sanitary problems existing within the community

Premises inspection

Process

- Name and Address
- Inspection
- Identification of sanitary problems and abatement of nuisance

Methods

- Health Education
- Issuance of notices and court summons
- Prosecution
- Bench warrant execution
- Public places (markets, lorry parks, terminals)
- Sanitary facilities (abattoir, slaughter slabs, public toilets, public cemeteries)

Receiving complaints on sanitary nuisances and ensuring abatement

Process

- Investigation
- Health Education
- Notices
- Summons
- Prosecutions

Resources Needed

- Statutory Notice books, summons books
- Fuel and transport
- Noise measuring and sound meters
- Vehicle emission detectors
- Stationery

Hygiene / Health Education

- Identification of Community Health problems and needs
- Set strategic objectives
- Design of program manuals, handbook, brochures, leaflets etc
- Implementation and Evaluation

Disposal of the dead

When Death occurs at Hospital

A formal notice of death is provided by a Medical Practitioner who issues a medical cause of death in accordance with Sec. 18, Act 301 of Birth and Deaths registry.

The body remains in the morgue until a member of the family brings to the registry of death, a copy of the medical cause of death, duly signed by a Medical Practitioner stating:

1. Name of Deceased
2. House No.
3. Age of Deceased
4. Cause of Death
5. Date and Time of Death
6. Disease Condition
7. Antecedent cause
8. Other significant conditions contributing to the death, but not related to the disease on condition causing it.

Having satisfied the above conditions, the cemetery management and Control Unit of the Municipal Environmental Health Department which is responsible for issuing burial permit in the Effia-Kwesimintsim Municipality, will then issue permit to any member of the deceased's family who reported the death and may sign as an informant of the death. This is subject to Sec. 20 Act 301, Regulation 17 and 18.

Where Death Occurs at Home

A family member calls a doctor or the last doctor the patient had seen. Report to the nearest District Police Station within the area where death had occurred.

The Police assists family member in acquiring a coroner's report, after which a burial permit is issued subject to Sec. 20 (2) Act 301, Regulation 17 and 18.

Process

- Record keeping on deaths
- Sanitary disposal of the dead
- Ordinary burial
- Cremation
- Exhumation
- Disinfection

Management and Control of Cemeteries

- Allocation of grave space
- Clearing of overgrowth of weeds in cemeteries
- Enforcement of burial standards
- Enforcement of cemeteries and burial bye-laws

Resources Needed

- Chemicals
- Standby Ambulance / hearse

Collaborating with Health Centers on Diseases Control

Process

- Prioritization of disease cases in community e.g. malaria
- Larviciding
- Hygiene education (e.g. Distribution of mosquito nets)
- Enforcement of sanitary bye-laws

Monitoring and Report of Waste Management issues

Process

- Refuse collection and Disposal
- Drain Cleansing

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- Liquid and Solid Waste disposal e.g. Supervision of drain cleansing, refuse and public toilet contractors
- Prosecution (enforcement of bye-laws)

Prosecuting sanitary offenders

Process

- Serving of statutory notices
 - Serving of summons
 - Prosecution
 - Execution of bench warrant arrests
- 1) Providing Back-up support to the Lower levels of the Assembly / urban councils
 - Training of Assembly members, opinion leaders in urban councils on health related issues
 - Provided logistics / resources to other stakeholders
 - 2) Monitoring Large Industries in collaboration with other Ministries, Departments and Agencies (MDA's) involved in environmental management eg. EPA, WRC etc.

Premises Inspection of Industries

- Name and Address of industry
- Inspection location, structure, facilities, products
- Health and safety of workers
- Identification of sanitary problems and abatement of nuisances
- Enforcement of bye-laws on industries

Methods

- Health Education
 - Issuance of notices and court summons
 - Prosecution
 - Execution of Bench warrant arrests
- 3) Serving on the Statutory Planning Committee and Site Advisory Board of the Assembly.
 - 4) Prosecuting and effecting bench warrant arrests
 - Serving Statutory Notices
 - Serving of Court Summons
 - Prosecutions
 - Effecting Arrests

- 5) Responsible over the Sanitation Gang (Sanigang) which is responsible for Pest Control, control of Stray Animals and Disposal of Unclaimed Corpses (where applicable).

Pest control

- Survey
- Identification of breeding sites
- Disinfection
- Larviciding

Control of Stray Animals

- Health Education, awareness creation on stray animals, bye-laws (EKMA bye-laws on control of cattle, sheep, goat etc)
- Arrest
- Impound
- Fine / Auction

Disposal of Unclaimed Corpses

- Organizing transport
- Ensure sanitary disposal of the dead

- 2) Provide monthly / quarterly / midyear/ yearly report to the appropriate quarters for decision making

Certification of Food Handlers

Food Handlers are made to undergo periodic medical screening by the Municipal Environmental Health Department. The examination is to investigate for pathogenic micro-organisms by means of blood, sputum and stool.

The handlers are issued with certificate when they are found to be fit. Those found to be unfit are directed for treatment.

After two weeks, they present their samples for re-examination and thereafter the handler is issued with medical health certificate to confirm fitness to handle food for public consumption.

ACQUISITION OF EKMA COMMERCIAL DRIVERS' LICENSES ASSEMBLY

All commercial drivers are to acquire EKMA Commercial Driver's License before operating within the Assembly.

STEPS TO THE ACQUISITION

Step 1 - Drivers are to provide original professional or original Temporary Driving License with Classifications A, B, C, D and F.

Note that;

1. Professional or Temporary driving license not Renewed, Expired, Fake, Photocopies and Classifications A and E do not qualify a driver to acquire Municipal Assembly Commercial Driver's License.
2. Fees charged are subject for review ever year
3. Driver's age
4. Height
5. Complexion
6. Driver's Name
7. Driver's Passport
8. Hair Colour of Eye
9. Colour of Eyes
10. Build or Body Stature
12. Peculiarities
14. Driver's Signature / Right Thrum print

PROCEDURES AND SPECIFICATONS FOR OUTDOOR ADVERTISEMENT

PROCEDURES

1. Applicants apply to mount the advertising boards/signs in writing to the Municipal Works Department.
2. Application letter is then referred to the outdoor advertising unit of the Municipality.
3. The outdoor advertising unit then invite the applicants for inspection of the proposed site for the mounting of the boards/signs.
4. If approved, applicants are expected to obtain EKMA outdoor registration forms where all necessary information are provided.
5. Applicants are then expected to pay a prescribed fee (as in the Fee Fixing Resolution) to the EKMA.
6. Applicants would then have to mount the adverts under the supervision of the Municipal Works Department.

DISTINCTION OF BILLBOARD TYPES

1. First Party Stage – Owner of structure is being advertised and structure usually on owner's business premises.

BILLBOARD PRICING

- Equitable Price using Square pricing for all structure types.
- Zonal reduction procedure is applied according to locations.
- Expanded sizes.
- Use this Standard for any items not specifically identified in Rate Sheet.

ZONING OF AREAS / ROADS

International Airport Zone

1. Area within and around Roundabout and Intersection.

Zone A

- Paa Grant Roundabout
- Apollo Junction
- Pipe Ano
- TTU Intersection
- Effia No. 9 Intersection
- I Adu Junction
- Kwesimintsim Traffic Light
- Aprembo Market

Zone B

All other locations/areas as applied and specified by the applicants.

TYPES OF ADVERTISEMENT

- Floating/Promotions
- Branding
- Group Directional Signs
- Fascia
- Advertising Billboards
- Notice or Sign boards
- Banners
- Flags
- Road Medians

SPECIFICATION OF ADVERTISING HARDWARE

Advertising Boards

- Specification of advertising billboards shall conform to Ghana Standard Board and EKMA beautification specification, and shall be such size as may be set out and approved by EKMA.
- For the purpose of conforming and uniformity of billboards, all billboard mounting shall be supervised and signed-off by EKMA Works Engineer.
- The dimensions (sizes) of billboards shall be as follows;

Types of Sheeter	Class	Dimension	Maximum Area
1-3 Sheeter	A	< 1,05 m x 1,56 m	3 m ²
4-Sheetter	A	1,05 m x 1,56 m	
6-Sheetter	A	1,20 m x 1,80 m	
8-Sheetter	A	1,56 m x 2,10 m	
12-Sheetter	B	1,80 m x 1,20 m	6 m ²
16-Sheetter	B	2,00 m x 3,00 m	
40-Sheetter	C	2,30 m x 7,62 m	36 m ²
48-Sheetter		6,00 m x 3,00 m	
		8,00 m x 4,00 m	
96-Sheetter	D	3,00 m x 12,0 m	56 m ²
Flexi-Sheetter	D	10,00m x 5,00 m	
		9,00m x 6,0 m	

Super Bulletin	E	6,00 m x 12,0 m	96 m ²
		6,0 m x 20,0 m	120 m ²

NOTICE BOARDS OR SIGN BOARDS

Sizes of Notice or Sign Boards are subject to approval by EKMA Scheduled Officer

Street Names with Adverts

1. The EKMA may execute a franchise arrangement with any reliable advertising agencies to mount Street Names in the Municipal on its behalf and pay appropriate annual fee for each sign – post.
2. Advertising space must conform to a standard dimension of 60cm by 60cm.

Group Directional Signs

- a) The EKMA may execute a franchise arrangement with any reliable advertising agencies to mount Street Names in the Municipal on its behalf and pay appropriate annual fee for each sign – post.
- b) Permits must be obtained for the mounting of every stand.
- c) The maximum height for a stand shall be 2.7meters and shall contain 8 plates.

Banners

All banners shall attract daily fees as determined in the Fee –Fixing Resolution.

DIRECTIVES FOR MOUNTING ON SITE

- I. No billboards shall be mounted.
 - a) In such a manner as to partially or wholly cover any premises or the facades or elevations of an existing edifice.
 - b) On a proposed or existing right of way of Municipal engineering infrastructure services and its ancillaries.
 - c) On a location in a manner that may hinder the installation or maintenance of Municipal Engineering System / facility or infrastructure.
 - d) And aligned in such a manner so as not to obstruct road sight lines
 - e) To violate clearance requirement from the shoulders of primary and secondary drains
 - f) Lower than 1.8m from the ground
- II. For all areas that are approved for mounting, there shall be uniformity in size, heights, the orientation and distances apart and at an angle to the center line of the road.
- III. All boards mounted upon approval, shall be maintained routinely and periodically in such a manner as to prevent it from being defaced. The structural framework shall be maintained as to prevent deterioration and possible collapse of the board.
- IV. The immediate environs of every board, stretching ten (10) meters radius shall be kept and be devoid of overgrown grass / weeds. Maintenance of the surrounding shall be organized by Advertising agency responsible for the mounting.

FEES

1. The fees charges are subject to EKMA's annual Fee-Fixing Resolution and or policy decision.
2. An application/registration fee shall be paid on form submission.
3. Refundable deposits for removal shall be paid for banners and posters only.

Enforcement

- Demand Notice shall be served before the end of the financial year of a permit cycle latest by the end of the first month of the year, and payment made by the 31st March of every year.
- Enforcement Removal Notice shall be served and acted upon, upon failure to comply with Demand Notice.
- All unauthorized outdoor adverting structures shall be subject to removal by EKMA or its accredited agents with or without due notice and the advertising company surcharged with the cost of removal and storage.
- All approval applications are valid for the EKMA's financial year of approval only.
- All unauthorized advertising devices which do not conform as specified in the application shall be subjected to removal by EKMA and the advertising company responsible surcharged with the cost of removal and storage.
- Terms of payment: if can advertiser refuses to pay within the first quarter after advertising, the company can be blacklisted and / if six-months after being allocated a site and there is no billboard / structure mounted and no maintenance of the site, the site will revert to the EKMA.
- Force nature: after EKMA has issued nay permit and the billboard is damaged, the AMA will not be held liable.
- Permitted sign: in case EKMA moves or cases such a sign to be removed without just cause, EKMA would pay appropriate for same.
- Offensive sign: EKMA can in the interest of the public cause to be removed such a sign with due notice.
- New concepts: advertising who come up with new concept may discuss with the EKMA for franchise and payment of special fees.

Note:

All advertising is to note that billboards are considered as temporal structures and may be removed and relocated to pave way for Municipal and National development interventions.

THE DEPARTMENT OF SOCIAL WELFARE AND COMMUNITY DEVELOPMENT (SW&CD)

The Department of Social Welfare and Community Development consists of two (2) units:

- Social Welfare Unit
- Community Development unit

The activities of the department are geared towards helping the poor and vulnerable in our society.

MISSION

- To work in partnership with stakeholders to improve the wellbeing of the vulnerable.

VISION

- To help create a municipality where the vulnerable attains basic human dignity and further integrated into mainstream development.

The activities of the department are as follows:

DAYCARE REGISTRATION:

The department is responsible for processing and approving all documents necessary for registering a daycare and receiving a certificate to operate. The processes are:

- One must apply to the department requesting for a recommendation letter to the registrar general.
- you attach your business certificate to the day-care forms filled.
- The department inspects the facility and prepare a social investigation report (sir)

DAYCARE MONITORING

- The department is also responsible for routine monitoring of the various day-care within the municipality to ensure all requirements and standards are met and adhered to.
- They are also monitored to ensure they have paid for or renewed their municipal certificate and as well as national certificate.

NON-PROFIT ORGANIZATION (N.P.O.)

The department is responsible for processing all the documents necessary for registering an N.P.O. and also monitor their operations within the municipality.

- Apply to the department requesting for a recommendation letter to the registrar general.
- You attach your business certificate and all the necessary documents including the N.P.O.'s constitution to the forms provided by the department to fill and submit.
- The department will then inspect the office of such n.p.o. and prepare a social investigation report (sir)
- A fee will be communicated to the n.p.o. to pay a banker's draft to the national director at any commercial bank.
- The n.p.o. will also have to pay for the assembly permit certificate at the account office.

- A national and municipal certificate is then issued to the n.p.o. to operate.
- This is however renewable every year.

CASE REGISTRATION/CASE MANAGEMENT

- This is where individuals in the municipality report to the department for assistance in bringing solutions/settling matters bothering on domestic abuse and children's welfare, as well as marital issues especially the ones affecting the children.
- These cases are categorized into maintenance, custody and family welfare.
- With this, when a person reports a case to our office a letter is served on the defendant inviting him/her to our office to help solve/settle the issue/matter.

HOSPITAL WELFARE SERVICE/CHILD CARE

- The department as part of its activities is also responsible for helping out poor but needy individuals with their health care especially paying for their hospital bills.
- The department in rescuing abandoned babies takes them to the hospital for health screening and those with health care problems are treated before they are sent to the orphanage homes.

PWD REGISTRATION AND DISBURSEMENT

The department is responsible for registering the various persons with disability (PWDS) within the municipality.

- The department together with the municipal disability fund management committee (mdfmc) are responsible for the pwd disbursement.
- The money for the disbursement is the three percent (3%) district assembly common fund (daf) allocated to persons with disability (PWDS)

PWD REGISTRATION AND DISBURSEMENT

- To benefit from the fund, the various PWDS are required to first register with the department and then write a letter addressed to the municipal chief executive (MCE) requesting for items/equipment that is capable of helping the pwd generate money instead of begging on the street.
- These letters are received by the MCE and brought to the department. the department then sends these letters to the mdfmc meetings for the members to sort, vet and select the beneficiaries.
- The department is also responsible for pre monitoring of the selected PWDS to make sure that they are capable of managing what they have requested for.
- The department after receiving the various items/equipment requested by the PWDS from the procurement office then distribute them to the various pwd beneficiaries selected by the mdfmc and passed the pre monitoring.
- The department again goes on post monitoring and write a progress report on those pwd beneficiaries.

POST MONITORING

- The department periodically organizes sensitization/education programs for the various pwd associations

SKILLS TRAINING CENTER

- The department operate a skills training center for out of school youth and junior high school pupils who wants to learn skills like dress making, beads making etc. This is however a three (3) month training program.
- Interested persons would have to register with the department to start.

SOCIAL EDUCATION - WOMEN'S WORK AND DEVELOPMENT

- The department of social welfare and community development (sw&cd) organizes educational programs throughout the year for various women's groups, associations, schools, institution, pwd associations etc.
- The department embarks on such educational programs to create awareness within the communities that is hampering development and also come out with solutions.
- The department also work/collaborate with other institutions to sensitize the public on issues that is affecting development within the municipality.
- The department again organizes trainings for women to help them acquire some skills that will help them generate money to help their families.
- Some of the educational programs that the department undertakes includes domestic violence education, education on depression, child abuse. Some of the training also includes soap making.

LIVELIHOOD EMPOWERMENT AGAINST POVERTY (LEAP)

- The leap payment which is paid to the vulnerable in our communities comes from the leap secretariat.
- These monies are deposited in a bank account and these beneficiaries with the use of ezwich cards are able to withdraw their monies.
- The department also take the bankers to the various communities where the beneficiaries are located to help them withdraw their monies.
- This is paid every two (2) months.
- The leap payment is done in nine (9) communities within the municipality with four hundred and fifty-five (455) beneficiaries.
- 1 person gets ghC 64
- 2 persons get ghC76
- 3 persons get ghC 88
- 4 or more people get ghC106

KITH HOME CARE (ABIBA’S MENTAL HOME)

- The department is also charged with responsibility of supervising the kith home care (Abiba’s Mental Home), which is institution that caters for the mentally challenged persons.

SERVICES OF MARRIAGE REGISTRY

- Filling of Notice of Marriage
- Issue of Registrar’s Certificate (License for Marriage Celebration)
- Register of Customary Marriage
- Records Keeping (Marriage Certificate)
- Search (Marriage Certificate)
- Whenever any person’s desire to marry under the ordinance, one of the parties to the intended marriage shall give notice of the intended marriage. This is signed by the party giving the notice at the Marriage Registry of Effia-Kwesimintsim Municipal Assembly Headquarters.

Information required for the Notice includes: -

Name	Condition	Occupation	Age	Dwelling Or abode	Consent if any, and by whom given
Bridegroom	Bachelor or Single / Widowed / Divorced				
Bride	Spinster/ Single/ Widow/ Divorced				

A copy of the notices is then fixed on a notice board of the office at the Effia-Kwesimintsim Municipal Assembly Headquarters for twenty-one (21) days.

- b) After the expiration of twenty- one (21) days and before the expiration of three months from the date of notice, a registrar’s certificate is issued to the couple this is done after registrar is satisfied that there is not any impediment or any other lawful hindrance to the marriage.

Note: If the marriage shall not take place within three months after the date of the notice, the notice and all proceedings consequent thereupon shall be void, and a fresh notice must be given before the parties can lawfully marry under a registrar’s certificate.

- c) Marriage may hereafter be celebrated in any licensed place or worship by any recognized minister of a Church, denomination or body.

Note: No Minister shall celebrate any marriage except in a building which has been duly licensed by the Government. If a couple wants to celebrate at the premises of the Effia- Kwesimintsim Municipal Assembly, they present their registrar’s Certificate to the registry, to be booked on a Monday for their signing Ceremony or Sunday.

Current Rates are found in the Fee Fixing Resolution of the Effia-Kwesimintsim Municipal Assembly and are subject to review

MUNICIPAL COMMUNITY DEVELOPMENT

LEGAL FRAMEWORK

Community Development (also known as Mas Education) was established in 1948

Following the public of the document “Mass Education in African Society” by the Colonial Government in 1944. This document stressed the importance of securing the co-operation and participation of the Colonies in their own development and it also dealt with Adult Literacy. The development was thereon charge with the responsibility to promote and develop the deprived rural, urban and peri-urban communities.

FUNCTIONS

1. Provide Community Mobilization and Education.
2. Conduct Mass Education Campaigns.
3. Youth Skills Transfer Programmes – Integrated Community Centers for employable and sustainable skills training for the youth.
4. Home Science Extension Work – Train rural / vulnerable women in entrepreneurial and home management skills.
5. Extension Service – The department collaborates with other Ministries Department and Agencies; e.g. Ministry of Agric, Ghana Health Services etc.

AIMS AND OBJECTIVES

With the broad aim and objective of seeking an improvement in the socio-economic well being of rural and deprived urban communities, the Department of Community Development pursues the following aims and objectives; -

1. To collectively bring about social change and justice.
2. Communities to identify their needs, opportunities, rights and responsibilities.
3. Plan, organize and take action.
4. Evaluate the effectiveness and impact of the action taken by them.
5. Create and facilitate opportunities of communities and local authorities to discuss strategies for addressing their own needs.
6. Identify and support community members to take on more active and responsible roles.
7. Assist organizations to establish informal networks and ensuring that they take on appropriate structures.
8. Set up service strategic fora that bring together people and grounds with a common agenda or similar life experiences.
9. Encourage groups to think about people in their communities who find it more difficult to participate in their organization and helping organizations to change on to develop new activities.

SERVICE RENDERED TO THE PUBLIC

1. Educate community members on hands hygiene.
2. Educate various women groups on domestic violence.
3. Educate basic schools pupils on child abuse and child kidnapping.
4. Educate basic school pupils on teenage pregnancy and gambling.
5. Educate basic school pupils on child online safety.
6. Educate community members on the rights of people living with disabilities.
7. Educate women groups on basic financial literacy and customer service.
8. Educate community members on parietal responsibilities in accordance to the children Act 1998.

THE PROCESS AND SPECIFICATION FOR OBTAINING SERVICE

The department service goes through the following;

- The field staff contact already existing group(s) within the Municipals
- Upon request by already existing group(s)
- Formation of community group(s) upon situation on the ground
- The office contact line – 0302-676-357

FOOD AND AGRICULTURE DEPARTMENT

THE DECENTRALIZED POLICY

1. The Local Government Act of 1993, Act 462 enjoins certain Government Departments and Agencies to operate under the ambit of the Local Government System.
2. In accordance with this statute, the Ministry of Food and Agriculture was effectively decentralized by October 1997 and operates under the Local Government system variously as the Department Agriculture / Metropolitan / Municipal / District Agriculture Development Units.

FUNCTIONS

The Municipal Department of Food and Agriculture has a core mandate of providing technical education and innovative services to farmers, agro-processors, foodstuff sellers and other agricultural related stakeholders in the Municipal.

SPECIFIC RESPONSIBILITIES

- Apart from the units core objective to provide technical educate and innovative services to farmers, agro-processors, foodstuff sellers and other agricultural related stakeholders, it specifically ensures:
- That, practical demonstrations of innovations are carried to stakeholders that fall under its ambit.

- The involvement of research institutions and relevant stakeholders of the industry to development modules of agriculture best practices for farmers. The unit is also happy to add that, it currently coordinates and facilitates an Accra Working Group on Urban and Peri-Urban Agriculture made up of about 20 institutions that are committed to alleviating poverty in Accra and beyond.
- The consumption of wholesome and safe foods in our markets and our households through consistent education on food safety practices on our markets.
- That, opportunities are created for actors for actors along the production to marketing chain through trainings on processing techniques perishable food items to help reduce post harvest losses.
- The promotion of the livestock industry through a Livestock Development project to avail quality and affordable meat products for consumption to meet out protein needs.
- The promotion of non-traditional agriculture such as grasscutter and rabbit production, mushroom production, etc. which required lesser spaces for production.
- The promotion of home gardening in the Municipal to augment household food security need.
- The protection and greening of the environment through education on safe environmental practices.

SERVICE PROVISIONS MECHANISMS

The mandate of the Municipal Department of Agriculture is to provide technical education and innovative services to farmers, agro-processors, food stuff sellers and other agricultural related stakeholders in the Municipal. These services are provided through;

1. Routine Farm and Home Visit – Extension Delivery
2. Assessment of information in the Municipal Department by Farmers and other agro stakeholders
3. Refresh trainings and workshops organized for agro stakeholders
4. Institutional collaborations (specially the research institutions) to introduce new technologies to farmers.
5. Form and Seminars
6. Regular Media (Radio) programs

7. Development of simple and applicable training materials and flyers for extension delivery
 8. Field Trips
-
1. Investigating ornamental and economic plants for eventual introduction into the country to increase plant varieties for public selection into the country to increase plant varieties for public varieties for public selection in their various landscaping.
 2. Establish and maintaining Arboreta ND Botanic Gardens for the country.
 3. Promoting Agricultural, Floriculture, Pomology.
 4. Preparing and marketing wreaths, bouquets and undertaking civic decorations.
 5. Undertakings export s of plants and cut flowers and also import the exotic plants for sale to the general public.
 6. Promoting sale of trees, shrubs, and annual seeds for the general public.
 7. Undertaking Horticultural Landscaping projects for public and private institutions as well as the entire Ghanaians populace.
 8. Developing national Parks Gardens, recreational centers, prestige areas etc, to beautify the open space of the country for people to visit for games, leisure and gardening.

WHAT TO DO WHEN THINGS GO WRONG

If you are not satisfied with the service that you have received, please contact the Client Service Unit of the EKMA. You can also write, phone or call personally to:

THE OFFICER – IN – CHARGE

CLIENT SERVICE UNIT

EKMA HEAD OFFICE

P. O. MC 726, TAKORADI

TEL: 0551188800/ 0201626333