

DEPARTMENTS

Central Administration

The Central Administration Department is the Secretariat of the Municipal Assembly and shall be responsible for the provision of support” services, effective and efficient general administration and organization of the District Assembly

The Department manages all sections of the assembly including:

- (ii) Estate
- (iii) Transport
- (iv) Logistics and Procurement
- (v) Accounts
- (vi) Stores
- (vii) Security and
- (viii) Human Resources Management

The Department also coordinate the General administrative functions , Development planning and management functions ,Budgeting functions, Rating functions, Statistics and information services generally and Human Resource Planning and Development of the Assembly.

The following Units are under the Central Administration Department

- Procurement unit
- Public Relations Unit
- Human Resource Unit
- Planning Unit
- Budget Unit
- Stores
- Security

- Environmental Health Unit
- Administration and Records
- MIS unit

Works Department

The Department of Works of the Municipal Assembly is a merger of the Public Works Department, Department of Feeder Roads and Municipal Water and Sanitation Unit, Department of Rural Housing and the Works Unit of the Assembly.

The Works Department:

- (a) assist the to formulate policies on works within the framework of national policies;
- (b) assist to establish and specify the programmes of action necessary for the implementation of physical plans;
- (c) facilitate the implementation of policies on works and report to the Assembly;
- (d) advise the Assembly on matters relating to works in the Municipal;
- (e) assist to prepare tender documents for all civil works projects to be undertaken by the Assembly through contracts or community initiated projects;
- (f) facilitate the construction, repair and maintenance of public roads including feeder roads, and drains along any streets in the major settlements in the Municipal;
- (g) advise on the construction, repair, maintenance and diversion or alteration of the course of any street;
- (h) encourage and facilitate maintenance of Public buildings and facilities in the district;
- (i) assist to build, equip, close and maintain markets and prohibit the erection of stalls in places other than the markets;
- (j) assist to peg and demarcate all physical developments prepared for all major settlements in the Municipal;
- (j) facilitate the provision of adequate and wholesome supply of potable water for the entire Municipal;
- (k) assist to inspect projects undertaken by the District Assembly with relevant Departments of the Assembly
- (l) advise the Assembly on the prohibition of digging of burrow pits or other excavations and the sinking of wells or their closure;
- (m) assist to maintain public buildings made up of offices, residential accommodation and ancillary structure;
- (n) provide technical and engineering assistance on works undertaken by the Assembly;
- (o) facilitate the registration and maintenance of data on public buildings, and
- (p) in consultation with Electricity Company of Ghana facilitate the provision of street lighting.
- (q) Advise and encourage owners of premises to Remove or trim trees, shrubs or hedges which interfere with traffic, wires or works on any street; Remove dilapidated structures or fences in any public place; Paint, distemper, white wash or colour wash the outside of any building forming part of the premises; Tidy up the premises; and Remove any derelict vehicles or objects

which constitute nuisance;

(r) protection or prevention of obstructing access to fire hydrants;

(s) provide technical advice for the machinery and structural layout of building plans to facilitate escape from fire, rescue operation and fire management;

Physical Planning

The Department of Physical Planning at the Municipal level shall manage the activities of the Department of Town and Country Planning and the Department of Parks and Gardens.

The Department:

(a) advise the Municipal Assembly on national policies on physical planning, land use and development;

(b) co-ordinate activities and projects of departments and other agencies including Non-Governmental Organizations to ensure compliance with planning standards;

(c) assist in preparation of physical plans as a guide for the formulation of development policies and decisions and to design projects in the district;

(d) assist to identify problems concerning the development of land and its social, environmental and economic implications;

(e) advise on setting out approved plans for future development of land at the district level;

(g) advise on preparation of structures for towns and villages within the Municipal;

(h) collaborate with the Survey Unit in the performance of its functions;

(i) facilitate and participate in research into planning in the District;

(j) assist to offer professional advice to aggrieved persons on appeals and petitions on decisions made on their building;

(k) facilitate consultation, co-ordination and harmonization of developmental decisions into a physical development plan;

(l) assist to prepare a District Land-Use Plan to guide activities in the district;

(m) advise on the conditions for the construction of public and private buildings and structures;

(n) assist to provide the layout for buildings for improved housing layout and settlement;

(o) ensure the prohibition of the construction of new buildings unless building plans submitted have been approved by the Assembly;

(p) advise and facilitate the demolition of dilapidated buildings and recovery of expenses incurred in connection with the demolition;

(q) ensure the prohibition of the use of inflammable materials in the construction or repair of buildings in defined areas;

(r) advise the Assembly on the siting of bill boards, masts and ensure compliance with the decisions of the Assembly;

(s) advise on the acquisition of landed property in the public interest; and

(t) undertake street naming, numbering of house and related Issues.

Trade and Industry

The Department of Trade, Industry and Tourism shall under the guidance of the Assembly deal with issues related to trade, cottage industry and tourism in the Municipal.

The Department:

(a) assist in the formulation of policies on trade and tourism in the municipal within the framework of national policy and guidelines;

(b) facilitate the implementation of policies on trade, industry and tourism in the Municipal;

(c) advise the District Assembly on issues related to trade and industry in the district;

(d) assist in the collection and dissemination of tourism, trade and industry, statistical data and other information; and prevention of smuggling in collaboration with agencies responsible for internal security, Customs and Excise;

(e) prepare and submit half-yearly reports on tourism, trade and industries to the Municipal Assembly;

(f) assist in sourcing funding to support the implementation of programmes and projects to promote trade and industry in the Municipal;

(g) facilitate the promotion and development of small scale industries in the Municipal;

(h) advise on the provision of credit for micro, small-scale and medium scale enterprises;

(i) assist to design, develop and implement a plan of action to meet the needs and expectations of organized groups;

(j) co-ordinate the organization of field extension works to identify projects, collate relevant data, disseminate information and provide feedback information;

(k) assist and facilitate the provision of infrastructure required to accelerate the implementation of policies or execution of programmes on trade and industry including estates in the district;

(l) assist in the establishment and management of rural small scale industries on commercial basis;

(m) promote the formation of associations, co-operative groups and other organizations which are beneficial to the development of small-scale industries;

(n) assist in offering business and trading advisory information services;

- (o) facilitate the promotion of tourism in the district;
- (p) assist to identify, undertake studies and document tourism sites in the district;
- (q) facilitate private sector participation in the development of tourism in the district;
- (r) compile a register of all trade , industry/associations in the district;
- (s) advise on prescription of conditions for the operation of markets by the private sector;
- (t) assist to regulate and control markets including the fixing and collection of stallage rents and tolls;
- (u) advise on licensing of petrol and gas services and filling stations in the Municipal;
- (v) advise the Assembly on the prohibition, restriction, regulation and licensing on the: manufacture, distillation, sale, transportation, distribution, supply, possession, and consumption of any alcoholic beverage including “akpeteshie”, palm wine and fermented liquors;
- (w) assist to provide for the control, regulation, inspection, supervision and licensing of: social halls, dance halls and places of entertainment; hotels, rest-houses, lodging and eating houses; and premises or lands where a profession, occupation, trade or business is carried out.

Agriculture

The Agriculture Department in the Municipal:

- (a) participates in provision of extension services in the areas of natural resources management, and rural infrastructural and small scale irrigation in the Municipal;
- (b) assist in the formulation and implementation of agricultural policy for the Municipal Assembly within the framework of national policies;
- (c) submit report on the implementation of policies and programmes to the Municipal Assembly;
- (d) advise the Municipal Assembly on matters related to agricultural development in the Municipal;
- (e) promote extension services to farmers;
- (f) assist and participate in on-farm adaptive research;
- (g) lead the collection of data for analysis on cost effective farming enterprises;
- (h) participate in the education and enforcement of legislation on fisheries;
- (i) promote the formation of viable fishermen associations and assist in fish farming;
- (j) promote soil and water conservation measures by the appropriate agricultural technology;
- (k) disseminate and adopt improved soil and water conservation methods;
- (l) promote agro-forestry development to reduce the incidence of bush fires;

- (m) promote an effective and integrated water management;
- (n) assist and facilitate sustained pasture and forage production and act as out grower to farmers;
- (o) assist development of animal health services infrastructure;
- (p) facilitate the development, operation and maintenance of livestock water supplies;
- (q) assist in developing forage production, ranges and farmlands;
- (r) encourage improvement in livestock breeds;
- (s) assist in developing early warning systems on animals diseases;
- (t) facilitate and encourage vaccination and immunization of livestock and control of animal diseases;
- (u) advise and encourage crop development through nursery propagation;
- (v) assist in the development, rehabilitation and maintenance of small scale irrigation schemes;
- (w) facilitate the assessment of the economic, financial and environmental viability of providing canals;
- (x) assist the construction, rehabilitation and maintenance of fish landing sites;
- (y) promote agro-processing and storage; facilitate the development of programmes and the establishment of close linkage between the various sub-sectors in the Municipal; supervise the agricultural extension staff in the field; co-ordinate the systematic and regular training of frontline staff; monitor and evaluate projects; promote investment in agriculture by assisting to identify and prepare pre-feasibility reports; develop proposal writing capacity at the district level; facilitate capacity building at the district level through training, workshops and other related activities; and assist to supervise projects planned, designed and implement centrally.

Social Welfare & Community Dev't

The Social Welfare and Community Development Department assist the Assembly to formulate and implement social welfare and community development policies within the framework of national policy.

The Department:

- (a) facilitate community-based rehabilitation of persons with disabilities;

(b) assist and facilitate provision of community care services including: registration of persons with disabilities; assistance to the aged; personal, social welfare services; hospital welfare services; assistance to street children, child survival and development; and socio-economic and emotional stability in families;

(c) assist to maintain specialized residential services in the districts;

(d) facilitate the registration and supervision of non-governmental organizations and their activities in the district;

(e) assist to organize community development programmes to improve and enrich rural life through: Literacy and adult education classes; Voluntary contribution and communal labour for the provision of facilities and services such as water, schools, library, community centres and public places of convenience or; teaching deprived or rural women in home management and child care

Urban Roads

The Urban Roads Department:

(a) advise the Municipal Assembly on the formulation and implementation of Urban Road Policy in the Region;

(b) collect data for planning and development of the infrastructure in the Municipal;

(c) establish and maintain a database on urban infrastructure in the Municipal

(d) register and maintain records of classified contractors and consultants in the urban road construction industry within the Municipal;

(e) facilitate the prioritization of works and preparation of annual plans for infrastructure works in the Municipal;

(f) assist in preparation of tender documents and tender evaluation;

(g) prepare progress and annual reports on road works in the Municipal;

(h) provide input into the preparation of budget for road maintenance activities;

(i) monitor to ensure that funds from Road Fund and other sources are used for the designated roads in line with approved standards;

(j) assist with evaluation of road designs by consultants; and

(k) facilitate capacity building of contractors and stakeholders in the Municipal.

Transport

The Department of Transport assist the Assembly formulate and implement policies on transport services within the framework of national policies.

The Department:

(a) advise the Assembly on matters relating to transport services in the Municipal;

(b) prohibit or restrict the driving of general or any specified vehicles on specified roads or specified direction;

(c) regulate the use and conduct of public vehicles, including the routes and parking places in

- accordance with the Driver and other detail Vehicle Licensing Authority Act (Act 569);
- (d) provide for the identification of licensed vehicles;
 - (e) license taxis, bicycles and motor bikes and prescribe fees to be paid;
 - (f) establish, acquire and maintain transport services by land or water including ferries;
 - (g) maintain records of classified contractors and consultants in the transport services industry within the Municipal;
 - (h) prepare composite progress and annual reports on transport works in the Municipal;
 - (i) assist in the review of road designs by consultants for designated roads; and
 - (j) establish, maintain and control parks for motor and other vehicles.

Health

The department of Health at the Municipal Assembly level consists of the office of the Municipal Medical Officer of Health.

The functions of the Department of Health:

- (a) advise on the construction and rehabilitation of clinics and health centers or facilities;
- (b) assist in the operation and maintenance of all health facilities under the jurisdiction of the regional and district coordinating council;
- (c) assist to undertake health education and family immunization and nutrition programmes;
- (d) coordinate works of health centers or posts or community based health workers;
- (e) facilitate collection and analysis of data on health;
- (f) promote and encourage good health and sanitation;
- (g) facilitate diseases control and prevention;
- (h) advise on management of the sick;
- (i) assist to formulate, plan and implement district health policies within the framework of national health policies and guidelines provided by the Minister of Health;
- (j) provide reports on the implementation of policies and programmes relating to health in the Municipal Assembly;
- (k) advise the Assembly on all matters relating to health including diseases in the municipal;
- (l) advise on the: appointment, discipline, posting and transfer of health personnel within the district; formulation and appointment of District Health management Committee, Advisory Boards, Committee of District Hospital, Polyclinics and Health Centers; supervision and control

of all Municipal health Institutions; and collection of health statistical data and other relevant information;

(m) advise on the licensing and regulation of provision of medical care services by the private sector in the municipal;

(n) facilitate activities relating to mass immunization and screening for diseases treatment in the district.

NADMO

DISASTER MANAGEMENT AND PREVENTION DEPARTMENT (NADMO)

The Disaster Management and Prevention Department

(a) assist in planning and implementation of programmes to prevent and/or mitigate disaster in the Municipal within the framework of national policies;

(b) facilitate the organization of public disaster education campaign programmes to: create and sustain awareness of hazards of disaster; and emphasize the role of the individual in the prevention of disaster;

(c) assist and facilitate education and training of volunteers; to fight fires including bush fires, or take measures to manage the after effects of natural disasters;

(d) prepare and review district disaster prevention and management plans to prevent or control disasters arising from floods, bush fires, and human settlement fires; outbreak of communicable diseases; and earthquakes and other natural disasters.

(e) facilitate the organization of disaster management exercises annually;

(f) ensure compliance with rules in respect of private and public properties to ensure adequate protection against disasters;

(g) facilitate the provision of emergency shelters and services in the event of disasters;

(h) in consultation and collaboration with appropriate agencies, identify disaster zones and take necessary steps to; educate people within the areas and prevent development activities which may give rise to disasters in the area;

(i) participate in post disaster assessment to determine the extent of damage and needs of the disaster area;

(j) co-ordinate the receiving, management and supervision of the distribution of relief items in the district;

- (k) investigate reports and analyze the nature of hazards, vulnerability and risk situations;
- (l) facilitate collection, collation and preservation of data on disasters in the Municipal;
- (m) inspect and offer technical advice on the importance of fire extinguishers;
- (n) co-ordinate the organization of Fire Volunteer Squads at the community level; and
- (o) assist and facilitate rescue and valuation services to those trapped by fire and other emergency situations

Natural Resources Conservation

NATURAL RESOURCES CONSERVATION DEPARTMENT (FORESTRY AND WILDLIFE DIVISION)

The Natural Resources Conservation Department of the Municipal Assembly is for the sustainable development of the forestry and wildlife resources and protected areas in the Municipal by combining functions of the Departments of Forestry and Wildlife.

The Department:

- (a) assist the Assembly in the formulation of policies for the conservation of natural resources in the district within the framework of national policy on natural resources, conservation and report on the implementation of the policies and programmes to the Municipal Assembly;
- (b) facilitate the creation of awareness on the benefits of forests and wildlife conservation;
- (c) encourage investment in commercial timber plantation and the preservation of wildlife;
- (d) assist and facilitate the establishment and maintenance of tree nurseries and forest plantations for sale to the public;
- (e) facilitate the promotion and support of the development of: private nurseries, woodlots, fodder poles and timber; and Municipal wildlife reserves including rearing of animals for the production of bush meat and horn by individuals, institutions and organizations;
- (f) advise on the prohibition, restriction or regulation of the hunting, capture, killing or sale of animals or any specified species; and cutting, logging or destruction of vegetation growing along any river, stream watercourse, degraded hill slopes and river sources and courses;
- (g) facilitate replanting or re-forestation of water courses and degraded land;

(h)assist in developing collaborative mechanisms for; the sustainable management and utilization of timber and non-timber products; and the protection of forest and water resources from bush fires, illegal harvesting, agricultural encroachment and pollution;

(i) assist the Assembly in the mapping out of areas for natural environment, preservation and protection:

(j) advise the Assembly on measures to embark on to prevent soil erosion; and

(k) assist in prohibiting farming practices which are detrimental to the environment.

Education, Youth and Sports

The education, youth and Sports Department of the Assembly is responsible for pre-school, special school, basic education, youth and sports, development or organization and library services at the district level.

The department harmonizes the activities and functions of the following agencies operating at the Municipal level:

(a)The Ghana Education Service

(b)The Youth Council;

(c)The Sports Council; and

(d)The Library Board.

The functions of the Department are:

(a)assist in the formulation and implementation of policies on Education in the District within the framework of National Policies and guidelines;

(b)encourage, report on implementation of policies and matters relating to basic education in accordance with reporting format provided by the Minister;

(c) advise the Municipal Assembly on matters relating to preschool, primary, junior high schools in the district and other matters that may be referred to it by the Municipal Assembly;

(d)facilitate the appointment, disciplining, posting and transfer of teachers in pre-schools, basic schools and special schools in the district;

(e)assist in keeping records of teachers;

(f) advise on discipline of teachers in accordance with their conditions of service;

- (g) assist in the appointment of school welfare officers;
- (h) facilitate the granting of study leave to teachers who gain admission to higher level educational institutions in accordance with the condition of service of teachers;
- (i) advise on the appointment of Head teachers;
- (j) facilitate the supervision of pre-school, primary and junior high schools in the district
- (k) advise on the formation of school Management Committees;
- (l) facilitate collection of statistical data and other relevant information;
- (m) liaise with the appropriate authorities for in-service training of pupil teachers;
- (n) advise on the approval of the opening of private pre-schools, primary and junior high schools;
- (o) assist in indenting for the supply of textbooks from national level institutions and the distribution of textbooks to schools in the district
- (p) assist to regulate, supervise and control teaching and learning in preschools, primary schools, junior high schools and special schools in the district;
- (q) advise on the construction, maintenance and management of public schools and libraries in the district;
- (r) advise on the granting and maintenance of scholarships or bursaries to suitably qualified pupils or persons to attend any school or other educational institution in Ghana or elsewhere;
- (s) facilitate the establishment and maintenance of facilities or centers of excellence for the arts and crafts for recreation;
- (t) advise on the provision and management of public libraries and library services in the district in consultation with the Ghana Library Board;
- (u) assist the Assembly to formulate and implement policies on youth within the framework of the National policies and guidelines;
- (v) advise the Assembly on matters relating to the youth in the Municipal;
- (w) advise the Assembly on the appointment, posting, discipline, transfer of officers and welfare of the youth in the municipal;
- (x) advise on the establishment of District Youth Council Committees and appointment of staff;

(y) facilitate supervision, regulation and general administration of youth organizations and their activities in the district;

(z) assist in the collection of statistical data and other information on youth matters in the district;

(aa) assist to build, equip, operate and maintain Youth Recreational and Resource Centers where young people can meet and interact in a healthy atmosphere;

(bb) promote the formation and development of youth organizations to coordinate, develop direct and channel the talents and energies of the youth into productive activities;

(ee) assist to liaise with public and private sector agencies to promote youth work and seek resources for youth development;

(dd) submit reports on matters relating to youth development to the Municipal Assembly;

(ee) co-ordinate the organization and supervision of training programmes for youth in the municipal to develop leadership qualities, personal initiatives, patriotism and community spirit;

(ff) encourage investments in youth programmes and projects;

(gg) assist in organizing voluntary school work camps for school and out of school to enable the youth interact and take part in Community Development;

(hh) facilitate the organization of Municipal Youth Festivals annually;

(ii) organize Municipal Youth Environmental awareness week yearly for the Youth to focus and address problems pertaining to the environment;

(jj) encourage the provision of youth counseling services on career counseling paths, drugs and employment;

(kk) assist the youth to engage themselves profitably in small scale enterprises;

(ll) assist in formulation and implementation of sports policies, programmes and activities of the Municipal Assembly;

(mm) coordinate the preparation of annual youth budget of the Municipal Assembly;

(nn) advise on the appointment of a Municipal sports organizer; appointment, discipline, posting and transfer of personnel for public, sports organizations and institution in the district; promotion of efficient management and administration of private sector sports clubs and associations in the municipal; and collection and dissemination of sports statistical data and other information in the districts;

(oo) advise the Assembly on all matters relating to sports development in the Municipal;

(pp) facilitate construction, equipping, operating and maintenance of sports stadia and other sporting facilities in the municipal;

(qq) assist in organizing sports activities in the municipal to participate in mass sports, sports for excellence and sports for the disabled in the municipal;

(rr) assist to organize a Municipal Sports festival at least once a year;

(ss) coordinate the selection and preparation of Municipal sportsmen and women for inter Municipal sports festival and tournaments;

(tt) assist to establish amateur and professional sports associations in the Municipal;

(uu) encourage the establishment of Keep-Fit Clubs in the district;

(vv) facilitate training of community sports leaders and coaches for the Keep-Fit Clubs and sports teams in the Municipal;

(ww) participate in research into matters relating to sports in the municipal;

(xx) facilitate private sector participation in the provision and management of sports infrastructure in the municipal;

(yy) assist in the provision of sports equipment to public sports organizations and activities in the municipal; and facilitate preparation of reports on the implementation of sports policies and matters relating to sports to the Municipal Chief Executive in accordance with a reporting format provided by the Assembly.

Finance

The Finance Department is responsible for the sound financial nagement of the Municipal

Assembly Resources.

The Finance Department:

(a) ensure access at all reasonable times to files, documents and other records of the Municipal Assembly;

(b) keep, render and publish statements on Public Accounts;

(c) keep receipts and custody of all public and trust monies payable into the Consolidated Fund;

(d) facilitate the disbursement of legitimate and authorized funds;

- (e) prepare financial reports at specific periods for the Assembly;
- (f) prepare payment vouchers and financial encumbrances;
- (g) undertake revenue mobilization activities of the Assembly and
- (h) Make provision for financial services to all departments in the District.