



Government of Ghana

Right to Information Manual

Awutu Senya District Assembly, (ASDA)

2022

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1. Overview

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

This RTI Manual seeks to make available to the public and applicants for information the classes of information accessible in Awutu Senya District Assembly (ASDA). It reveals the various departments and structures within ASDA and specific classes of information that can be obtained from each of them. This RTI Manual has been compiled in compliance with section 3 of the Right to Information Act, 2019 (Act 989).

Inspection of this Manual is not to attract any fee or charge since the RTI Manual only seeks to point users to the information available for access within ASDA. Request for a copy of this RTI Manual, however, shall attract a charge which covers the unit cost of the RTI Manual.

1.1 Purpose of Manual – To inform/assist the public on the organizational structure, responsibilities and activities of the Awutu Senya District Assembly (ASDA) and provide the types of information and classes of information available at ASDA, including the location and contact details of its Information Officers and units.

2. Directorates and Departments under Awutu Senya District Assembly (ASDA)

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

VISION

The Awutu Senya District Assembly aspires to become an attractive centre for modernized agriculture, brisk commerce and a knowledge-based society in which all men, women and children are capable of utilizing available potentials and opportunities to contribute to development.

MISSION

The District Assembly exists to facilitate improvement in the quality of life of the people within the Assembly's jurisdiction through equitable provision of services for the total development of the district, within the context of Good Governance.

Directorates and Departments under Awutu Senya District Assembly (ASDA)

1. Education Directorate
2. Health Directorate
3. National Disaster Management Organization
4. Planning
5. Finance / Accounts
6. Human Resource Unit
7. Procurement Unit
8. Agric Department
9. District Wireless Room
10. Works Department
11. Budget Unit

12. Information Services/ PR Unit
13. Centre For National Culture
14. Social Welfare & Community Development
15. National Commission for Civic Education

Responsibilities of Awutu Senya District Assembly:

Article 12(1) of the Local Governance Act, (2016), Act 936 outlines the core functions of the

District Assembly as:

1. A District Assembly shall:
 - i) Exercise political and administrative authority in the district;
 - ii) Promote local economic development; and
 - iii) Provide guidance, give direction to and supervise other administrative authorities in the district as may be prescribed by law.
2. A District Assembly shall exercise deliberative, legislative and executive functions.
3. Without limiting subsections (1) and (2), a District Assembly shall:
 - i) Be responsible for the overall development of the district;
 - ii) Formulate and execute plans, programmes and strategies for the effective mobilisation of the resources necessary for the overall development of the district;
 - iii) Promote and support productive activity and social development in the district and remove any obstacles to initiative and development;
 - iv) Sponsor the education of students from the district to fill particular manpower needs of the district especially in the social sectors of education and health, making sure that the sponsorship is fairly and equitably balanced between male and female students;
 - v) Initiate programmes for the development of basic infrastructure and provide municipal works and services in the district;
 - vi) Be responsible for the development, improvement and management of human settlements and the environment in the district;

- vii) In co-operation with the appropriate national and local security agencies, be responsible for the maintenance of security and public safety in the district;
- viii) Ensure ready access to courts in the district for the promotion of justice;
- ix) Act to preserve and promote the cultural heritage within the district;
- x) Initiate, sponsor or carry out studies that may be necessary for the discharge of any of the duties conferred by this Act or any other enactment; and
- xi) Perform any other functions that may be provided under another enactment.
4. A District Assembly shall take the steps and measures that are necessary and expedient to:
- i) Execute approved development plans for the district;
 - ii) Guide, encourage and support sub-district local structures, public agencies and local communities to perform their functions in the execution of approved development plans;
 - iii) Initiate and encourage joint participation with other persons or bodies to execute approved development plans;
 - iv) Promote or encourage other persons or bodies to undertake projects under approved development plans; and
 - v) Monitor the execution of projects under approved development plans and assess and evaluate their impact on the development of the district and national economy in accordance with government policy.
5. A District Assembly shall co-ordinate, integrate and harmonize the execution of programmes and projects under approved 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 organisations in the district.
6. A District Assembly in the discharge of its duties shall:
- i) Be subject to the general guidance and direction of the President on matters of national policy; and

- ii) Act in co-operation with the appropriate public corporation, statutory body or non-governmental organization.
7. Public corporations, statutory bodies and non-governmental organizations shall co-operate with a District Assembly in the performance of their functions.
 8. In the event of a conflict between a District Assembly and an agency of the central Government, public corporation, statutory body, non-governmental organization or individual over the application of subsection (5), (6) or (7), the matter shall be referred by either or both parties to the Regional Co-ordinating Council for resolution.
 9. The Instrument that establishes a particular District Assembly or any other Instrument, may confer additional functions on the District.

2.1 Description of Activities of each Directorate and Department

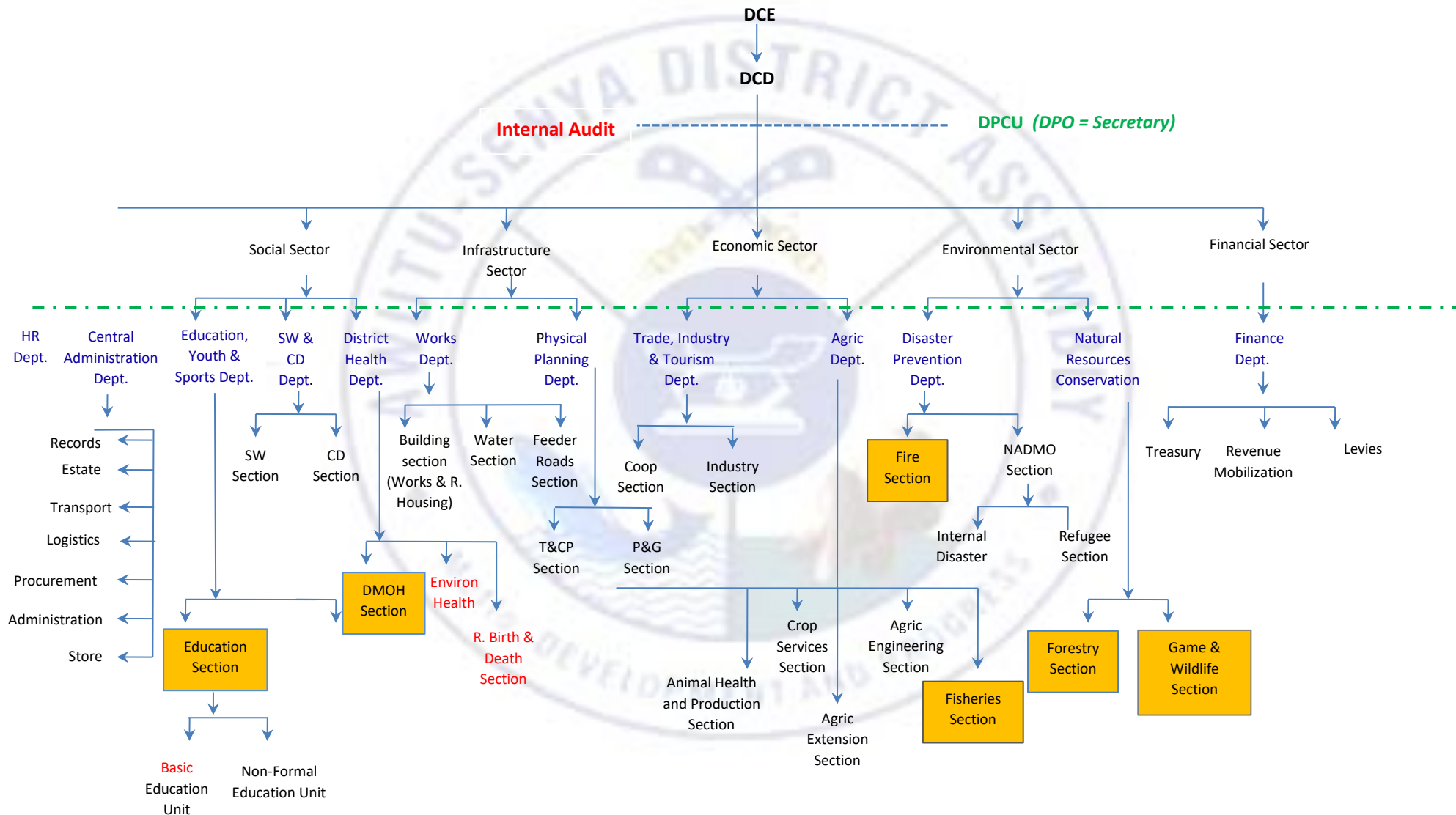
Directorate/Department	Responsibilities/Activities
Central Administration	Responsible for the provision of support" services, effective and efficient general administration and organization of the Assembly.
Education Directorate	Responsible for pre-school, special school, basic education, youth and sports, development or organization and library services.
Health Directorate	Assist to formulate, plan and implement district health policies within the framework of national health policies and guidelines, promote and encourage good health and sanitation; facilitate diseases control and prevention.

National Disaster Management Organization	Assist in planning and implementation of programmes to prevent and/or mitigate disaster in the District within the framework of national policies.
Physical Planning	Manage the activities of the Department of Town and Country Planning and the Departments of Parks and Gardens.
Finance / Accounts	<p>Management of financial administration, develops corporate investment portfolio and ensures effective credit control.</p> <p>Development of financial policies and procedures for planning, controlling and monitoring financial transactions.</p>
Human Resource Department	The Department ensures that the Assembly has the requisite skill set or mix to meet service level standards through the application of best human resource practices in a transparent manner.
Agric Department	<p>Advises on policy plans, programmes and projects for agricultural development.</p> <p>Coordinate the activities of the district agricultural development units.</p> <p>Facilitate the preparation of agricultural development plans, programme and budget.</p> <p>Provide agricultural services to clients.</p>
Works Department	Assist the Assembly to formulate policies on works within the framework of national policies;

	provide technical and engineering assistance on works undertaken by the Assembly.
Social Welfare & Community Development	Promote and implement government policies and public services that can substantially improve social inclusion, development of people and communities.
Procurement Unit	<p>Procurement of goods, works and services are procured in accordance with the Public Procurement Act 2003 (ACT 663) and 2016 (Act 914).</p> <p>Preparation of Tender documents for goods and works.</p> <p>Request for Expression of Interest.</p> <p>Evaluation of Bids and Negotiations of goods works and services.</p> <p>Preparation of contract documents.</p>
Budget Unit	<p>Provide technical advice to the Assembly and management on effective revenue mobilization and prudent expenditure.</p> <p>Issuing of warrant to cover government expenditure.</p> <p>Monitoring, Tracking and Reporting of Revenue and expenditure</p>
Information Services/ PR Unit	<p>The main function of this department is Information dissemination.</p> <p>Create communication platforms for the public to enhance participation in policy making process.</p>

	<p>Develop feedback mechanism between the District Assembly and the public.</p> <p>Facilities access to information, Receive and process application for information. Prepare and updates information manual.</p>
Centre For National Culture	<p>Mandated to, among others, liaise with the District Assembly, the Ghana Education Services, NGO's, Agencies, the traditional council, individuals, various clubs, associations and other stake holders towards the implementation of the cultural policy of Ghana.</p>
National Commission For Civic Education	<p>Promote and sustain democracy and inculcate in citizenry the awareness of their rights and obligations, through civic education.</p>

2.2 Awutu Senya District Assembly's Organogram



2.3 Classes and Types of information

List of various classes of information in the custody of ASDA:
<ol style="list-style-type: none">1. Administrative Information2. Legal Documents3. Financial Documents4. Assets Information
Types of Information Accessible at a fee:
NA

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 Awutu Senya District Assembly. To requests for information under the RTI Act from the Awutu Senya District Assembly, 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 Awutu Senya District Assembly 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 Awutu Senya District Assembly's official website or 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, 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.

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.

4. Amendment of Personal Record

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

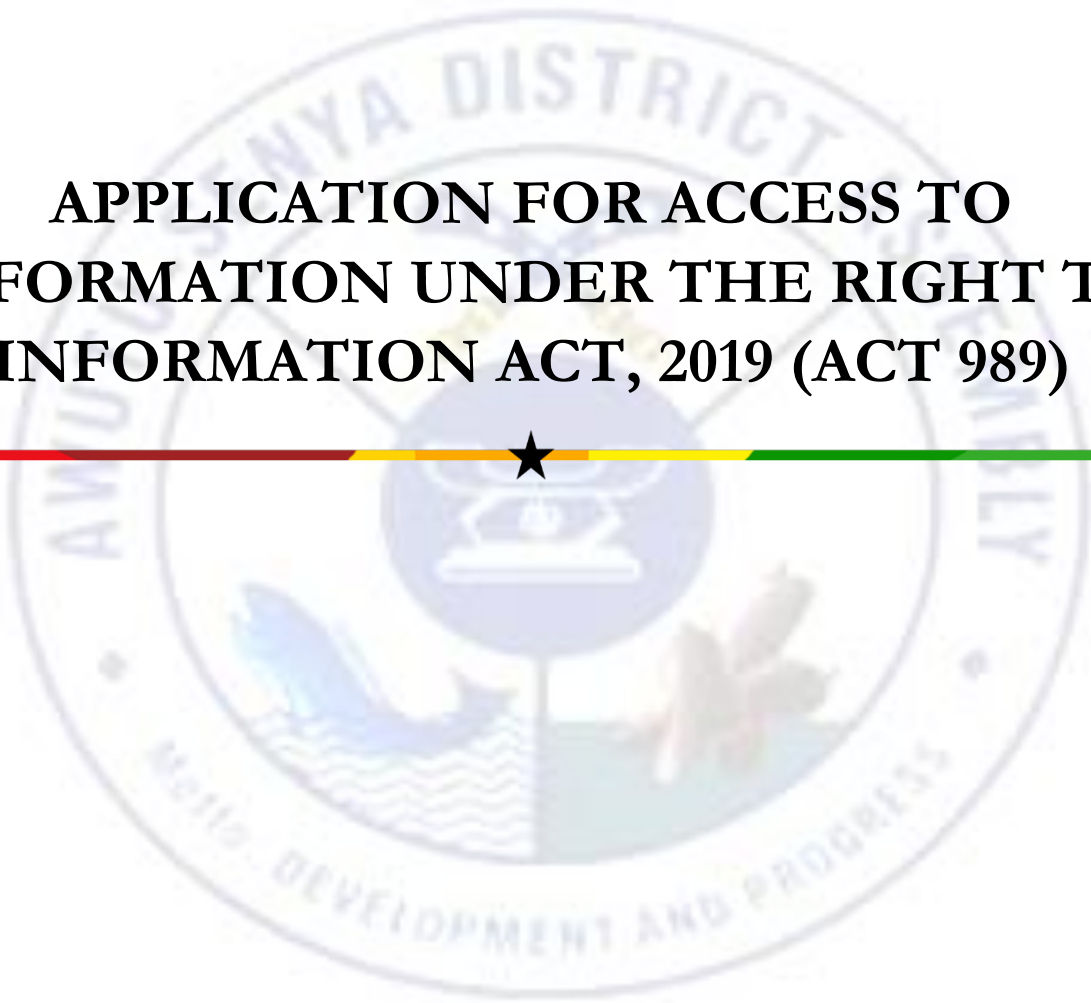
4.1 How to apply for an Amendment

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

5. Appendix A: Standard RTI Request Form

[Reference No.:]

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



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

10.	Manner of Access:	<input type="checkbox"/> Inspection of Information <input type="checkbox"/> Copy of Information <input type="checkbox"/> Viewing / Listen <input type="checkbox"/> Written Transcript <input type="checkbox"/> Translated (specify language) <input style="width: 150px; height: 20px;" type="text"/>
10 (a).	Form of Access:	<input type="checkbox"/> Hard copy <input type="checkbox"/> Electronic copy <input type="checkbox"/> Braille
11.	Contact Details:	<input type="checkbox"/> Email Address _____ <input type="checkbox"/> Postal Address _____ <input type="checkbox"/> Tel: _____
12.	Applicant's signature/thumbprint:	
13.	Signature of Witness (where applicable) <i>"This request was read to the applicant in the language the applicant understands and the applicant appeared to have understood the content of the request."</i>	

6. Appendix B: Contact Details of ASDA's Information Unit

Name of Information/Designated Officer:

Lydia Nyarkoa Parry
Samuel Danso Quayson

Telephone/Mobile number of Information Unit:

0244861961
0541579148

Postal Address of ASDA:

Post Office Box 4,
Awutu Beraku.

Email Address of ASDA:

Awutusenya2024@gmail.com

7. Appendix C: Acronyms

Table 1 Acronyms

Acronym	Literal Translation
ASDA	<i>Awutu Senya District Assembly</i>
MDA	<i>Ministries, Departments and Agencies</i>
MMDAs	<i>Metropolitan, Municipal and District Assemblies</i>
RTI	<i>Right to Information</i>
s.	<i>section</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

Term	Definition
Access	<i>Right to Information</i>
Access to information	<i>Right to obtain information from public institutions</i>
Contact details	<i>Information by which an applicant and an Information Officer may be contacted</i>
Court	<i>A court of competent jurisdiction</i>
Designated officer	<i>An officer designated for the purposes of the Act who perform similar role as the Information Officer</i>
Exempt information	<i>Information which falls within any of the exemptions specified in sections 5 to 16 of the Act</i>
Function	<i>Powers and duties</i>
Government	<i>Any authority by which the executive authority of the Republic of Ghana is duly exercised</i>
Information	<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>
Information officer	<i>The Information Officer of a public institution or the officer designated to whom an application is made</i>
Public	<i>Used throughout this document to refer to a person who requires and/or has acquired access to information.</i>
Public institution	<i>Includes a private institution or organization that receives public resources or provides a public function</i>
Right to information	<i>The right assigned to access information</i>
Section	<i>Different parts of the RTI Act</i>