

## **THE NEW CHARTER**

### **ABURA-ASEBU-KWAMANKESE DISTRICT ASSEMBLY**

#### **INTRODUCTION**

We are the Abura-Asebu-Kwamankese (AAK) District Assembly under the Ministry of Local Government and Rural Development

#### **GENERAL PROFILE OF THE ASSEMBLY**

The Abura-Asebu-Kwamankese District Assembly (A.A.K.D.A) is one of the twenty-two (22) Political and Administrative Districts in the Central Region. The District was carved out of the Mfantseman District on 30<sup>th</sup> December, 1988 . Abura Dunkwa is the District Capital. It is made up of three paramountcies namely; Abura, Asebu and Kwamankese. The District shares boundaries with Twifo-Heman-Lower Denkyira District on the West, Assin South District on the North and with Mfantseman District on the East. On the South western part, the District is boarded by Cape Coast Metropolitan, and the gulf of guinea at the South eastern part.

#### **STRUCTURAL COMPOSITION**

The Abura-Asebu-Kwamankese District Assembly **(A.A.K.D.A)** is a Local Government Service Organization under the Ministry of Local Government and Rural Development and serves as the highest Political and Administrative body in the District operating under the following statutory documents:

1. AAKDA LI 1381, 1988
2. Local Government Act (Act 462) 1993 now, Local Governance Act 936, 2016
3. Legislative Instrument (L.I. 1961, 2009)
4. Bye laws of the District Assembly
5. The 1992 Constitution of the Republic of Ghana

6. Disability Act 751, 2006
7. Children's Act 560, 1998
8. Local Government Service Act 656, 2003
9. DACF Act 455, 1993
10. Land Use and Spatial Planning Act 925, 2016
11. Section 85 of the Civil Service Law 1988 (PNDCL 207)
12. Public Procurement Amendment Act 663, 2016, etc

The Abura-Asebu-Kwamankese District Assembly (A.A.K.D.A) is made up of the District Administration headed by the District Chief Executive, Decentralized Departments, Urban and Area Councils as well as Unit Committees.

The General Assembly (G.A) is composed of Forty-Four (44) Members, Thirty-one (31) Elected Members, Thirteen (13) Government Appointees, One (1) Member of Parliament (MP) and the District Chief Executive. The Member of Parliament (MP) is an ex-officio member of the General Assembly without a voting right. The General Assembly is chaired by the Presiding Member (PM).

### **FUNCTIONS OF THE DISTRICT ASSEMBLY**

The functions were derived from the statutes as mandated by the Local Government Act 462 of 1993, now the new Local Governance Act 936, 2016 and Legislative Instrument 1381, 1988 which established the decentralized departments of the Assembly. It is aimed at achieving its mission of improving the living conditions of its people. They include:

1. Exercise Political and Administrative Authority in the District
2. Promote local economic development
3. Provide guidance, give direction, and supervise other administrative authorities in the District as may be provided by law

4. Exercise deliberative, legislature and executive functions
5. Responsible for the overall development of the district by ensuring the timely presentation and submission of budgets and development plans to the relevant central government agencies through the Regional Co-ord. Council
6. Create an enabling environment for organizations and businesses to triumph
7. Initiate programmes for the development of basic infrastructure
8. Be responsible for the development, improvement and management of human settlement and the environment in the District
9. Be responsible for the maintenance of peace, security, public safety, law and order in the District in collaboration with the relevant security agencies.
10. To ensure ready access to courts in the District for the promotion of justice
11. Performs such other functions as may be provided under any other enactment.

## **DEMOGRAPHIC AND ECONOMIC CHARACTERISTICS**

### **Population Size type of locality and sex**

According to the 2010 Population and Housing Census, the District had a population of 117,185, which constituted 5.3% of the population of the Central Region. Based on the estimated growth rate of 1.8%, the projected population of the district as at 2019 is 148,873. The district has more females than males with a sex ratio of 89.3.

The district is predominantly rural with 66.4 percent of the population living in rural areas, while 33.6 percent live in urban areas. The average household size in the district estimated at 4.0 persons as at the 2010 PHC

Economically, Agriculture constitutes the major economic activity in the district. It employs about 65.4% (farming 54.5 fishing 10.9) of the economically active

population, followed by services 21.9 (commerce 9% and others 12.9%) and then Industry 12.7%

### **MISSION STATEMENT**

The Abura-Asebu-Kwamankese District Assembly (A.A.K.D.A) exists to facilitate the 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.

### **VISION**

To ensure that about 80% of the inhabitants have access to basic economic and social amenities like water, education, health, shelter, means of livelihood, electricity and others.

### **VALUES**

In pursuance to the deliberative, legislative and executive functions, the Assembly sought to supervise all administrative authorities in the District. To this end the values have basically been derived from the statutes as mandated by the Local Governance Act 462 of 1993, now Local Governance Act and Legislative Instrument 1381, which established the Assembly and aimed at achieving its mission of improving the living conditions of its people.

### **OUR SERVICE STANDARDS**

We promise to maintain the standards in the table below

| SERVICE                                      | TIME FRAME                    |
|--|-------------------------------|
| Issuance of development permit               | Within three (3) months       |
| Dislodging of liquid waste                   | Within seven (7) working days |
| Disinfection and disinfestations of premises | Within two (2) working days   |

|  |                             |
|--|-----------------------------|
| Registration of customary marriage/divorce (PNDC 11) | Twice every week            |
| Granting of scholarshio/bursary                      | 1 Day                       |
| Granting of poverty and income generating fund       | Twice every three(3) months |

### **INFORMATION, TRANSPARENCY AND CONVENIENCE**

- The Abura-Asebu-Kwamankese (AAK) District Assembly endeavor to provide its clients/customer with all the information they need to access our service.
- Information counters will be made available at our client service unit.
- Information sheet will be made available at our client service unit.
- Client service survey will be conducted twice a year.
- We will provide a clean, healthy and reception area.

### **CLIENT SERVICE OFFICE**

The Client Service Office is located at the ground floor of the District Assembly. Its main objectives are;

1. To identify the local government service goals and target Clients
2. To identify and utilize effective channels of communication
3. Proper handling of client service delivery standards, client's right and responsibilities
4. Receiving feedbacks and complaints into consideration
5. Ensuring that formatting and style are uniform
6. To formulate a response plan to Client's concern
7. Consistently monitoring, reviewing and updating when necessary
8. To ensure staff are accountable for their actions and inactions.

## **WHAT WE STRIVE FOR**

- Sustainable compilation of a data base which can be accessible to the public on demand in shortest possible time
- Effective collaboration with other agencies to shorten time frames for service delivery
- Continued improvement in our service delivery
- Provision of information in an open, supportive and transparent manner

## **COURTESY AND CO-OPERATIVE**

- Friends and courteous customers service officers with names and offices boldly displayed will be on hand to serve you
- All officers door will be clearly marked to facilitate easy identification
- Customers will not have to interface with more than two(2) Assembly Staff when making telephone enquires
- Customers will not have to wait in a line for longer than thirty (30) minutes for most transactions
- Accurate and reliable information will be provided by desk officer for forcal persons.

## **WHAT WE EXPECT FROM THE PUBLIC**

To assist the Assembly in performing its duties expeditiously, we expect the following from the public;

- Ensure that your registration forms are properly complete before submitting them for registration
- Adhere strictly to the procedures for lodging of documents and secure official receipts for the documents lodged.
- Queried/rejected documents should be double checked for accuracy and compliance with registration provision for queries and rejections
- Demand written communication for queries and rejections.
- Be courteous and polite to our staff and demand the same from them.
- Expeditiously respond to letters and enquiries

## **OTHER COLLABORATING AGENCIES**

We collaborate with the under listed agencies/ departments

Department of Social Welfare

Ministry of Food and Agriculture  
District Finance Office  
Information Service Department  
Department of Co-Operative  
Works Department  
Commission of Human Right and Administrative Justice  
District Electoral Commission  
Ghana Water Company Ltd  
Ghana Health Service  
Ghana National Fire Service  
Statistical Service  
Bureau of National Investigations  
Internal Revenue Service  
Ghana Police Service  
Ghana National Fire Service  
Ghana Ambulance Service

**WE ARE RESPONSIBLE FOR**

- Development control-issuing of building/development permits.
- Refuse collection
- Dislodging of liquid waste
- Disinfection and disinfestations of premises
- Registration of customary marriages and divorce
- Granting of productivity and income generation fund (poverty alleviation scheme)

## **COMPLAINTS**

You may address your comment and complaints to

OFFICER-IN-CHARGE  
CLIENT SERVICE UNIT  
AAK DISTRICT ASSEMBLY  
PO. BOX 27  
ABURA DUNKWA

Where you are not satisfied, you may address your

### **comments/complaints to**

DISTRICT CO-ORDINATING DIRECTOR  
AAK DISTRICT ASSEMBLY  
P.O.BOX 27  
ABURA DUNKWA  
TEL: 0257593150/0242321696  
WEBSITE: [www.aakda.gov.gh](http://www.aakda.gov.gh)

### WHERE YOU CAN FIND US

Our office is located along the main Cape Coast-Kumasi highway about way between Edumfa and Abura Dunkwa lorry station.

Or

Regional Co-ordinating Council  
P.O. Box 202  
Cape Coast