

KPONE-KATAMANSO MUNICIPAL ASSEMBLY



Government of Ghana

Right to Information Manual

**KPONE-KATAMANSO
MUNICIPAL ASSEMBLY**

Government of Ghana

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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.

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

2. Directorates and Departments under KPONE-KATAMANSO MUNICIPAL ASSEMBLY (KKMA)

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 Kpone-Katamanso Municipal Assembly envisions a well-developed Municipality in which the inhabitants will enjoy the benefits of modernization and higher living standard, peacefully and sustainability.>

MISSION

The Kpone-Katamanso Municipal Assembly exists to improve the living conditions of the habitants of the district through the provision of effective and efficient services within a conducive physical socio-economic environment and a well-established legal framework.

Directorates and Departments under Kpone-Katamanso Municipal Assembly

1. Central Administration
 - I. Administration unit
 - II. Planning unit
 - III. Budget unit
2. Finance
3. Human Resource Management
4. Education, Youth and Sport
5. Department of Health
6. Waste Management
7. Agriculture
8. Physical Planning
9. Social Welfare and Community Development
10. Natural Resources Conservation
11. Department of Works
12. Trade and Industry
13. Finance
14. Urban Passenger Transport Department
15. Transport
16. Disaster Management and Prevention

17. Urban Roads.
18. Information Services Department (ISD)
19. National Identification Authority
20. National Communication on Civic Education.
21. National Youth Authority
22. National Identification Authority

Responsibilities of the Institution:

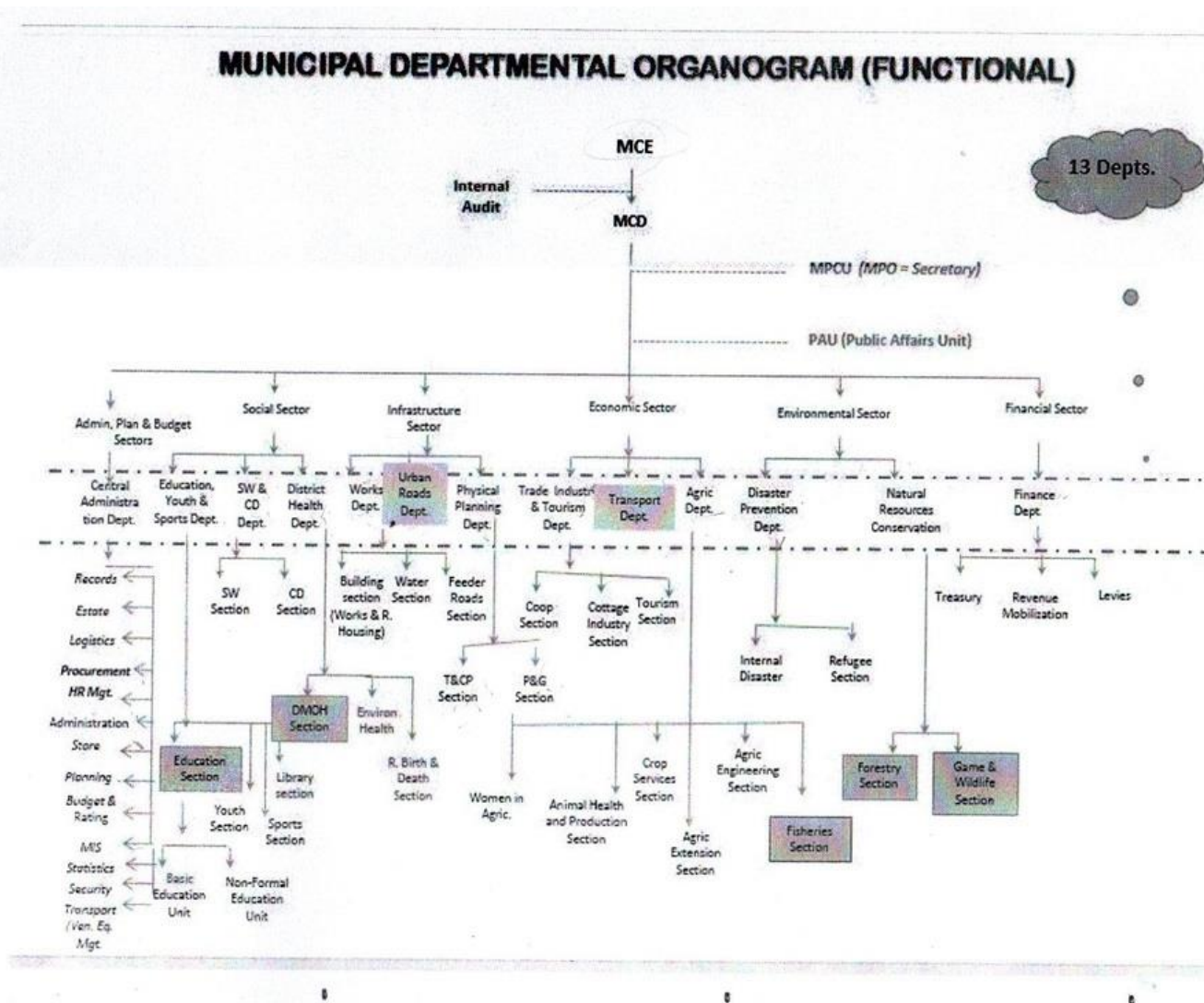
- Issuance of Building Permits, Renovation Permits, Certificate of Habitation etc.
- Approval of planning schemes / layouts
- Development control / enforcement of building codes, regulations and bye laws for orderly physical development of settlements
- Issuance of Businesses/ Non-Governmental Organizations (NGO)
- Revenue Mobilizations
- Fixing of Rates and Fees
- Preparation of Medium term Development and Action Plans
- Provision of basic socio-economic infrastructure such as schools, electricity, furniture, health facilities, markets, roads, lorry parks, institutions/public toilets and other pro-poor interventions.
- Facilitate the provision of water and other utilities
- Maintenance of peace and security
- Supporting sports and recreational development
- Process interim and final payment certificates for payments to contractors/consultants.

2.1 Description of Activities of each Directorate and Department

Directorate/Department	Responsibilities/Activities
Central Administration Department	Provision of support services, administration, planning, budgeting, coordinating and organization of the activities of KKMA.
Finance Department	Provides sound financial management of Assembly's resources and solutions.
Human Resource Department	Training on financial management and budget guidelines, training on National Anti-corruption Action Plan
Education, Youth and Sports Department	Responsible for pre-schools, special schools, basic education, youth and sports, development or organization of library services
Health Department	To advise on construction and rehabilitation of clinics and health centers or facilities
Works Department	Assist in formulation of policies on works
Agriculture Department	Provision of extension services in the areas of natural resources management and rural infrastructure and small-scale irrigation
Physical Planning Department	Manage activities of Town and Country Planning and Parks and Gardens. Advise on national policies regarding physical planning, land use and development
Department of Social Welfare and Community Development	Assist in formulation and implementation social welfare and community development policies within the framework of national policy Facilitate community-based rehabilitation of persons with disabilities

Forestry and Game and Wildlife Department	Sustainable development of forestry and wildlife resources and protected areas Department of Works
Department of Trade and Industry	Assist in formulation of policies on trade and tourism
Legal Department	Provide legal advice, assist or facilitate the drawing up of rules and regulations
Transport Department	Assist to formulate and implement policies on transport service.
Disaster Management and Prevention Department	Assist in planning and implementation of programs to prevent or mitigate disaster in KKMA
Department of Urban Roads	Advise on formulation and implementation of urban road policies. Collect data for planning and development of infrastructure.

2.2 Kpone-Katamanso Municipal Assembly's Organogram



2.3 Classes and Types of information

List of various classes of information in the custody of the institution:

- Executive file, these are information's on management decisions, budgets, planned activities and contracts.
- Municipal Security Information, these are information's on security to maintain peace, law and order.
- Financial Information, these are information on financial management.
- KKMA Maps and town plans

Types of Information Accessible at a fee:

REVENUE ITEM	APPROVED FEES AND CHARGES (GHS)
For every photocopy of an A4 size page or part thereof	0.27
For every printed copy of an A4 size page or part thereof held on a computer or in electronic or machine readable form	0.38
For a copy in a computer readable form on external storage device	0.29
For a transcription of visual images, for an A4 size page or part thereof	1.28
For a copy of visual images	3.50
For a transcription of an audio record, for an A4 size page or part thereof	0.70
For a copy of audio record	1.0

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 Kpone-Katamanso Municipal Assembly. To requests for information under the RTI Act from the Kpone-Katamanso Municipal 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 Kpone-Katamanso Municipal Assembly must be made in writing, using the standard Right to Information (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 Kpone-Katamanso Municipal 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.
- e. A statutory declaration must be attached.

5. Fees and Charges for Access to Information

The Act mandates Parliament in Section 75 to approve a fee that public institutions can charge. However, fees shall apply to only the three circumstances stated below:

- Request for information in a language other than the language in which the information is held. (s.75) (3).
- When request is made for a written transcript of the information, the information officer may request a reasonable transcription cost. (s.75) (4).
- Cost of media conversion or reformatting. (s.75) (5).

Under Section 75 (2), fees are not payable for:

- reproduction of personal information
- information in the public interest
- information that should be provided within stipulated time under the Act
- an applicant who is poor or has a disability
- time spent by the information officer to examine and ensure the information is not exempt
- preparing the information

6. 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 ☐ Organization/Institution ☐			
6.	Tax Identification Number				
7.	If Represented, Name of Person Being Represented:				
7 (a).	Capacity of Representative:				
8.	Type of Identification:	☐ National ID Card	☐ Passport	☐ Voter's ID	
		☐ 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:	☐ Inspection of Information ☐ Copy of Information ☐ Viewing / Listen ☐ Written Transcript ☐ Translated (specify language)
10 (a).	Form of Access:	☐ Hard copy ☐ Electronic copy ☐ Braille
11.	Contact Details:	☐ Email Address _____ ☐ Postal Address _____ ☐ 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>	

7. Appendix B: Contact Details of Kpone-Katamanso Municipal Assembly's Information Unit

Name of Information/Designated Officer:

Mr. Ishmael Tettey Gbadadgo

Telephone/Mobile number of Information Unit:

0302 906745, 0506066104

Postal Address of the institution:

Kpone-Katamanso Municipal Assembly
P.O.BOX 33, Kpone on Sea.

8. Appendix C: Acronyms

Instructions: Provide a list of acronyms and associated literal translations used within the manual. List the acronyms in alphabetical order using the table below.

Table 1 Acronyms

Acronym	Literal Translation
RTI	Right to Information
MDA	Ministries, Departments and Agencies
s.	Section
MMDAs	Metropolitan, Municipal and District Assemblies
KKMA	Kpone-Katamanso Municipal Assembly

9. 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>