



THE NEW CHARTER

THECHIMAN NORTH DISTRICT ASSEMBLY

INTRODUCTION

The Techiman North District Assembly is one of the Elven (11) Assemblies in the Bono East Region. The Techiman North District was established by LI 2095 in 2012 as a District Assembly and, it was duly inaugurated on Thursday, 28th June, 2012 with Tuobodom as the District capital. It was carved out of Techiman Municipal to ensure and strengthen decentralization and effective grass root participation in the governance at the local level and bring development to the doorsteps of the people the District share political and administrative boundaries with the Techiman Municipal in the South, WENCH Municipal in the North-East, Kintampo in the North and Nkroranza North District in the North-East.

Our area of jurisdiction includes Techiman Municipal and others

We share common boundaries with Techiman Municipal Assembly, Wenchi Municipal Assembly and Kintampo North District Assembly and Nkroranza North District in the North-East.

VISION

The Techiman North District Assembly has a vision to alleviate poverty and transform its local economy into a vibrant and developed enclave.

MISSION

The Techiman North District Assembly exists to improve the quality of life of the people through effective mobilization and utilization of resources both human and material by involving the people in the decision-making process and provision of needed services.

FUNCTION

Preparation of plans to ensure development, improvement and management of human settlements in the District

Monitoring of all environment at management activities including food, drugs, water, hygiene and safety activities in the District

Maintenance of effective and efficient security and public safety in collaboration with the relevant national and local security agencies

Facilitate the mobilization and use of available human and material resources to improve upon the living standards of deprived rural and urban communities within an effectively decentralized system of administration through adult education and extension services as well as technical assistance for community projects

Promotion of justice such as ensuring ready access to courts and other arbitration facilities

Mobilization of revenue and other resources necessary for the overall development of the district

Creating the enabling environment for and co-operation with development partners to carry out development activities in the District

WE ARE RESPONSIBLE FOR:

- Fixing of rate, fees license etc
- Maintaining of peace and security
- Registration of Births and Deaths
- Issuance of Building Permits
- Revenue mobilization
- Provision of socio-economic infrastructure such as markets, schools, places of convenience, lorry parks, roads, parks and gardens etc
- Issuance of Businesses Operating Licenses
- Facilitation of provision of and portable water
- Sports Development
- Preparation of Human settlement Plans and Physical Development
- Environmental Health and Sanitation
- Child Rights Promotion and Protection
- Enactment of Bye-Laws

SERVICE STANDARDS

Specific programmes, functions, issue of certificate, time frame for execution are detailed below:

SERVICE	<u>TIME FRAME</u>
Creation of awareness on prevention of HIS/AIDS and provision of support for people living with HIV/AIDS	January - December
Issuance of Businesses Licenses	One week
District Security Committee Meeting	Monthly
Ensure that building permits are ready for clients	Three months
Public education on Hygiene practices	Daily
Solid waste collection	Twice a week
Issuance of food vendors certificate	Five working days
Issuance of Birth certificate	Under one year-one day Above one year –two weeks
Settlement Development Plans	Within two months after submission of the application
Issuance of Death certificate	One day
Assembly meeting	Quarterly
Project monitoring/evaluation	Thrice a month
Management meeting	Monthly
Preparation and submission of Trial Balance	Monthly
Preparation & submission of Administrative reports	Quarterly

WE STRIVE FOR:

- Maintenance of law and order in the District
- Monitoring of all environmental management activities in the District
- Effective co-operation between the Assembly and development partners, traditional rulers and other stakeholders
- The development and enforcement of an effective system of discipline
- Continuous creation of enabling environment for business activities
- The identification of financially feasible projects and providing guidance for their implementation
- Open and transparent dissemination of information
- Organization of social education campaigns on social problems affecting the welfare of the District
- High level of efficiency in the implementation of all government policies and programmes.

COURTESY AND CO-OPERATION

- Landed property owners are served with demand notices, which clearly spell out the amount of money to be paid as property rate
- Developers and the public are educated on the need to apply for and produce valid permits
- Adherence to building regulations are manned by well-trained staffs that ensure compliance
- Door posts of various offices are marked or numbered to facilitate easy identification
- Revenue collectors go round daily to collect various rates
- Sanitation officers move from one area to another on daily basis to educate the public on good sanitary practices

WHAT WE EXPECT FROM THE PUBLIC

The public is expected to co-operate with the Assembly in the delivery of its duties, services and functions by adhering and complying with rules, regulations, policies and procedures. The public is therefore required to be abreast with the following for compliance.

- We expect all our clients to call at the Client Service unit for direction
- The Assembly's bye-laws for the administration of the District require full compliance for effective co-operation
- The public should be law abiding for the maintenance of peace and security
- To register their newly born babies and evidenced by having birth certificates
- No development of settlements should take place without approved planning scheme layouts.
- No physical development should be carried out without approval in the form of written permit by the Assembly.
- For generating enough revenue for development projects, the public should honour or pay regularly the rates levied by the Assembly.
- Maintenance of clean and hygienic environment.
- Businesses should thrive on the issuance of licenses from the Assembly.
- Business location, address, street names, house numbers and nature of business should be made available.
- Attendance of various programmes organized to sensitize the public on specific issues is demanded.
- Volunteer information necessary for crime prevention/detection and maintenance of peace and order.

INFORMATION TRANSPARENCY AND CONVENIENCE

To ensure information transparency and convince, the Assembly will:

- Assist in the dissemination of information with regard to Government policies, programmes and procedures.
- Provide Radio Broadcast on the activities of the Assembly.
- Issue invitations to the public to subscribe their views, suggestions and comments through the suggestion boxes put at Assembly office.
- Provide information on pay-points of revenues.
- Conspicuously position notice board in the premises of the Assembly.

OTHER COLLABORATION AGENCIES

- Environmental Protection Agency
- The Ghana Police Service
- Internal Revenue Service
- Internal Audit Agency
- Volta River Authority
- Lands Commission
- Ghana Water Company
- Ghana Fire Service
- Ghana Information Service
- Financial Institutions
- Land Valuation Board
- Ghana Aids Commission
- Community Water And Sanitation Agency
- The New Charter Office
- Regional Co-Ordinating Council
- NGOs and CBOs.

COMPLAINTS

All complaints and comments from the public and other institutions should be directed to the address below:

THE DISTRICT CO-ORDINATING DIRECTOR
TECHIMAN NORTH DISTRICT ASSEMBLY
P. O. BOX 3
TUOBODOM

Where you are not satisfied, you may seek further assistance from:

THE DISTRICT CHIEF EXECUTIVE
TECHIMAN NORTH DISTRICT ASSEMBLY
P. O. BOX 3
TUOBODOM

As a final resort, you may appeal to:

THE NEW CHARTER OFFICE
C/O OFFICE OF THE PRESIDENT
MINISTRY OF PUBLIC SECTOR REFORM
PMB, STADIUM POST OFFICE, ACCRA
TEL: 021 684086/671359/672333
FAX: 021 671358

WHERE YOU CAN FIND US

You can locate our office in Tuobodom along the Techiman-Tamale road near the tall boot.
TEL: 0243814123.