

THE REVISED CLIENTS SERVICE CHARTER OF THE BEREKUM WEST DISTRICT ASSEMBLY

ABOUT US

The Berekum West District Assembly (BWDA) is one of the twelve (12) Municipal/District Assemblies (MMDAs) in the Bono Region of Ghana. It was carved out of the then Berekum District Assembly in March 15, 2018. It was established by Legislative Instrument (L.I) 2337 with Jinijini as the Administrative Capital of the District. The Assembly has 28 Assembly Members-19 Elected and 9 Government Appointees. There are four Area Councils namely; Koraso, Nsapor, Jinijini and Fetentaa. There are 19 Electoral Areas and over 24 Settlements in the District.

It has a total population of 49644 made up of males 25871 and female 23593 as at 2021 as projected from the 2020 population and Housing Census. The Berekum West District shares boundaries with Dormaa-East in the South-West, North-East by Jaman-South, and North-West by Tain Districts. It has over 24 Communities with major towns as Jinijini, Koraso, Jamdede, Amankokwaa, Adom, Domfete,

OFFICE COMPLEX



LOCATION: JINIINI OF AYIMOM ROAD
(0.5 km FROM JINIINI MAIN ROAD)
P.O.BOX 15, JINIINI



CONTACT US ON 0545448427

EMAIL: westberekumassembly@gmail.com

Website: bwda.gov.gh

MISSION, VISION AND CORE VALUES

MISSION

The Berekum West District Assembly exists “to improve upon the quality and standard of living of the people in a more coordinated manner and also provide Socio-Economic services to the people by expediting the maintenance of law and order for a more harmonious and uniformed environment through the formulation of policies in collaboration with stakeholders”.

VISION

A District geared “towards the equality of life and high standard of living by having access to all Socio-Economic services and also promote effective Grassroots participation geared towards the overall development of the District in partnership with other Administrative Authorities”.

CORE VALUES/ GUIDING PRINCIPLES

- Anonymity
- Participation
- Integrity

SERVICE STANDARDS

Professionalism, Transparency and Accountability

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FUNCTIONS OF THE ASSEMBLY

- Exercise political and administrative authority in the District.
- Promote local economic development and provide guidance, give direction and supervise other administrative authorities in the District as may be prescribed by law
- Responsible for the overall development of the District. Preparation of plans to ensure development, improvement and management of human settlements in the District.
- Formulate and execute plans, programmes and strategies for the effective mobilization of revenue and other resources necessary for the overall development of 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
- Supports development
- Preparation of human settlement plans and physical development
- Child rights promotion and protection
- Enactment of Bye-Laws
- Provision of socio-economic infrastructure such as markets, schools, places of convenience, lorry parks roads parks and gardens etc. issuance of Business Operating Licenses
- Facilitation of provision of safe and portable water

WE PROVIDE THE FOLLOWING SERVICES

Listed below are the specifics services the Assembly provides to the General Public against the actionable officers and their contact.

Service - Responsible Person - Contacts

1. Issuance of Business Licenses –Frank Baiden 0549707202
2. Issuance of development permit –Adjei Vincent 0547636303
3. Issuance of Food Venders’ Certificates- Marvin 0244859763
4. Monitoring of physical projects- Seidu Issah 0244965226
5. Extension & Veterinary Services to Farmers -Danso 0243788280
6. Replacement of lost Ghana card(s) Micheal Osei 0208200742
7. Enrolment of clients for Ghana Cards-Yaw Antwi 0240463510
8. Marriage Certification-Sarkodie & Ida0243524798/02083631441
9. Registration & Assistance of (PWDs) Ida Georgina 02083631441
10. Receive visitor complaints & feedback-Sabina 0245465825
11. Water and sanitation issues Adu Nyamekye Eric- 0246517681
12. Radio Sensitization (Adiza & Juliana0204935933/ 0245009628
13. Investigation on financial corruption issues Bernard 0244070731
14. Human Right Issues – Angela Opokua Yeboah 0244790070
15. HIV-AIDS focal Person- Stephen Kusi Amponsah 0209723089
- 16 Drafting of District annual composite Budget-0243250095
17. Solid waste collection –Philip Nyarko- 0244911615
18. General Assembly Meeting- Maxwell- 0551947603
19. Preparation and Submission of Trial Balance Agyenim-Boateng 0244707504
20. Project monitoring /evaluation- Agyei Emmanuel0245795774
- 21.

WHAT WE ASK FROM THE CLIENTS

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.

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- We expect all our clients to call at the Clients Service Unit for direction.
- The Assembly byelaws 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 carry 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.
- 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.