THE NEW CHARTER

ASSIN FOSU MUNICIPAL ASSEMBLY

INTRODUCTION

We are the ASSIN FOSU MUNICIPAL ASSEMBLY under the Ministry of Local Government, Rural Development and Environment

VISION

To elevate Assin Fosu to an international standard Municipality where its residents will enjoy the full benefits of modernization on a peaceful, reliable and sustainable basis.

MISSION

The Assin Fosu Municipal Assembly exists to create an enabling environment for the sustainable improvement of the quality of life of the people in the Municipality through the provision of basis services in a coordinated system of decentralized administration and good Governance.

FUNCTIONS

- Provide guidance, give direction and supervise political and administrative authorities in the Municipality
- Be responsible for the overall development of the Municipality

vii. Financial Institutions

Viii. Civil Society Organisations

ix. Ghana Police Service

x. Judicial Service

xi. Ghana Health Service

xii. Ghana Education Service

Address:

Assin Fosu Municipal Assembly
P. O. Box 99,
Assin Foso

Telephone:

Email: afmassembly@gmail.com

The Head Client Unit
Assin Fosu Municipal Assembly
P. O. Box 99,
Assin Foso

Telephone: 0312299934
Email: **info@afma.gov.gh**

Suggestion Boxes may be located at the front lobby of the Assembly.

As a last resort, you may appeal to:

THE NEW CHARTER OFFICE
C/o. OFFICE OF THE PRESIDENT
PUBLIC SECTOR REFORM
PMB STADIUM POST OFFICE
ACCRA
TEL:
FAX:

- Formulate and execute plans, programmes and strategies for effective mobilization of the resources necessary for the overall development of the Municipality

- Promote and support productive activity and social development in the Municipality

- Be responsible for the development, improvement and management of human settlement and the environment in the Municipality
- Enactment and enforcement of Bye-laws
- Link clients to Micro Credit Institutions
- Support Health Care Service Delivery
- Provide support for the vulnerable and excluded
- Provide financial support for:
    - Teacher Trainees
    - Brilliant but needy students
    - The Disabled
- Agricultural Services
- Conflict Resolution and Promotion of Peace and Order

WE ARE RESPONSIBLE FOR:

- Issuance of Building, Temporal and Burial permits
- Registration of:
    - Marriage and Divorce
    - Births and Deaths
- Contracts and Supplies

Granting of:

- Hotel/Restaurant/Bar Licenses
- Alcohol distiller's licenses
- Store licenses
- Herbalist license

COMPLAINTS AND COMMENTS

Complaints and comments may be submitted to:

The Municipal Chief Executive

Assin Fosu Municipal Assembly

P. O. Box 99

Assin Foso

Telephone: 0312299934

Email: info@afma.gov.gh

The Municipal Co-coordinating Director

Assin Fosu Municipal Assembly

P. O. Box 99

Assin Foso

Telephone: 0312299934

Email: info@afma.gov.gh

OUR SERVICE STANDARDS

We shall issue certificates and permits within the following time frames

SERVICE	TIME FRAME
Registration of Marriages	21 days
Issuance of Building Permits	30 days
Registration of Contractors/Suppliers	2 days
Registration of Non-Governmental Organizations	1 day

WE STRIVE FOR

- Systematic compilation of a data base which can be used for planning and revenue mobilization for effective development of the Municipality

- Continuous improvement in our service delivery and dissemination of Government and Assembly's policies to ensure the attainment of our vision

COURTESY AND COOPERATION

- Friendly and courteous staff with their names boldly displayed will be on hand to serve you

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- Accurate and reliable information will be provided by staff
- All office doors will be clearly marked to facilitate easy identification.
- Customers will not have to wait in a line for a long time for most transactions.

WHAT WE EXPECT FROM THE PUBLIC

To assist the Assin Fosu Municipal Assembly in performing its duties expeditiously, we expect the following from the general public.

- Ensure that your registration forms are properly completed 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 provisions and requirements.
- Be courteous and polite to our staff and demand the same from them.

- Expeditiously reply to letters and enquiries

INFORMATION TRANSPARENCY AND CONVENIENCE

- The Assin Fosu Municipal Assembly will ensure that it provides its clients/customers with all the information they need to access our services

- Suggestion boxes will be placed at our Client Service Unit and Urban, Town and Area Council premises to facilitate feedback on the quality of our services

- Information sheets and pamphlets will be made available at our Client Service Units

- We will provide clean, healthy and friendly reception areas

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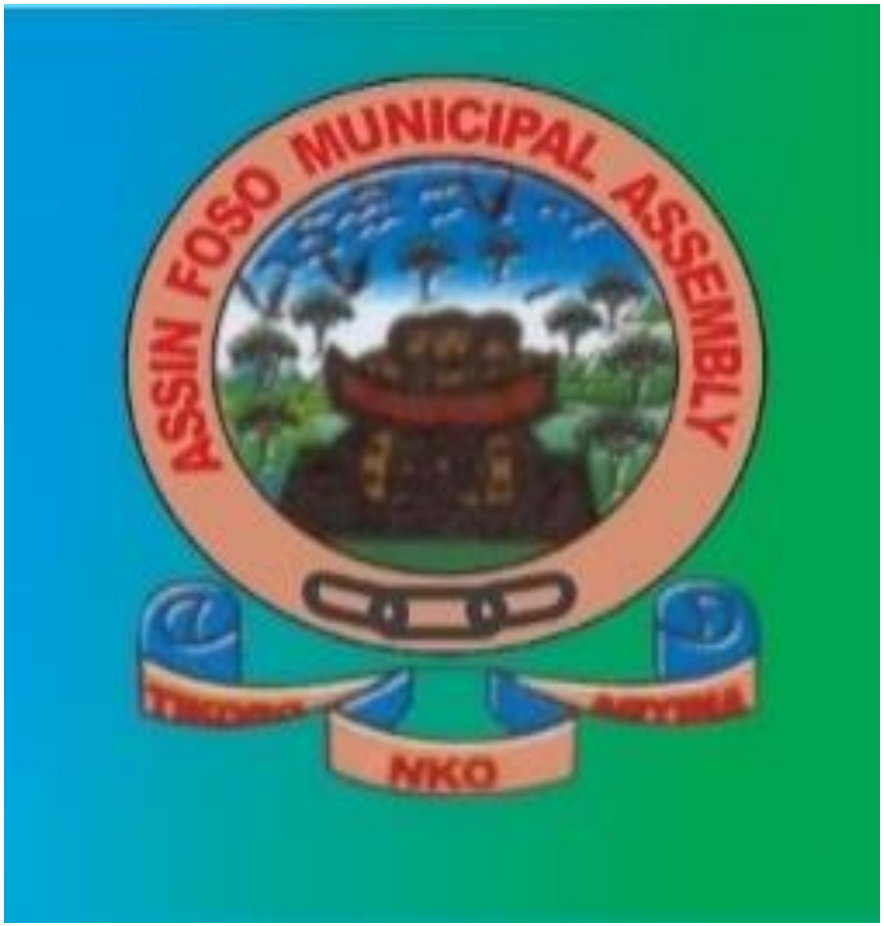

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