

ANAFO AND SOUTH WEST DISTRICT ASSEMBLY

OPERATIONS AND MAINTENANCE PLAN

STATUS OF IMPLEMENTATION

PREPARED BY

THE WORKS DEPARTMENT

November, 2024

PREFACE

This booklet on the Operations and Maintenance Plan (O & M) is prepared to serve as a guide in the Assembly's quest to prolong the lifespan of its facilities and provide effective and efficient use of the facilities. This document will help to identify the various aspects of the Operations and Maintenance modules and strategies to be used in the management of the Assembly's Existing facilities.

Development modules such as management of facilities and the role of the Unit Committees and the Town/Area Councils in the Operations and Maintenance (O & M) of the Assembly's properties have been outlined.

The document also captures facilities that would need Operations and Maintenance for the 2025 – 2028.

We wish to express our profound gratitude to the Budget Committee Members, Works Department and other Departmental Heads who made some inputs in the preparation of the plan.

OPERATIONS AND MAINTENANCE PLAN FOR ANAFO ANO SOUTH WEST DISTRICT ASSEMBLY

INTRODUCTION

The need to instill the culture of operations and maintenance in Assembly's existing facilities and newly constructed facilities made Anafo Ano South West District Assembly draw-up an operations and maintenance plan to guide its properties.

SITUATIONAL ANALYSIS OF THE ASSEMBLY'S PROPERTIES

Most of the Assembly's properties such schools, Assembly's bungalows and offices, Police Stations and quarters, and other infrastructures have not seen any maintenance with exception of the official vehicles which undergo regular maintenance.

In addition to that, newly constructed infrastructures like water facilities, schools, toilets etc. are left to rot as a result of lack of maintenance plan and maintenance operation.

The above mentioned problems have left most of the facilities in a very deplorable condition. For newly constructed projects, periodic maintenance of the facilities are not followed hence in five to six years the facility starts to deteriorate.

OBJECTIVE OF THE OPERATIONS AND MAINTENANCE PLAN (2025 - 2028)

The main objective of the operations and maintenance plan is:

To instill the culture of operations and maintenance in Assembly's existing facilities and newly constructed facilities for the purpose of sustainability.

STRATEGIES FOR THE CURRENT SYSTEM FOR THE OPERATING AND MAINTAINING OF THESE FACILITIES.

1. Daily tolls and fees collected from the users of the market and the lorry parks and part of the proceeds are used for operations and maintenance. To undertake periodic maintenance of the facilities, the Assembly has put in place a Technical Committee comprising the Works Department, Budget, Planning, Audit and Environmental Health units. The committee assesses situations of the facilities and reviews their operations and makes recommendation to management for necessary action. It was based on these recommendations that in 2024, the Assembly saw the need to rehabilitate some schools, maintenance of street lights and refuse evacuation among others.
2. With respect to water and sanitation facilities in the district, the committees formed to manage the water facilities after the facility had been provided is the Water and Sanitation Committee (WATSAN). The WATSAN are charged with the management of Water and Sanitation facilities in the communities. The committees agreed with the communities for the collection of fees in the communities and part of the proceeds used to maintain the borehole facilities. In some communities also a standard monthly fee is collected by the Unit Committees and such monies are used to procure spare parts to repair the boreholes.
3. Management of toilet facilities is given to the Unit Committees for operations and maintenance. Fees are collected as one attends to the nature's call and part of the proceeds used to maintain the facilities. The Assembly set out guidelines for the management of the toilet facilities. Attached is a copy of the guidelines as an appendix.
4. With respect to Assembly's estates, rent is paid by the occupants of the building and proceeds are used to maintain the facilities. Also the Assembly in its IGF and DACF has allocated some monies for the maintenance of the Assembly's properties. For the effective collection of the rent, revenue collectors have been assigned for that.
5. With respect to Public Buildings such as Schools, Assembly's Offices, Court Buildings, Police Stations, and other infrastructure the Assembly makes yearly budgetary allocation under the IGF, Stool Land Revenue, DACF-RFG and DACF for renovations and rehabilitations of most of these facilities. In 2023 & 2024, the Assembly budgeted for some facilities to be rehabilitated and maintained.

Major infrastructural facilities in the communities need Assembly's operations and maintenance (O&M).

-  Rehabilitation of 10 boreholes in the communities
-  Maintenance of feeder roads in the Districtity
-  Rehabilitation of Public Buildings
 - Schools
 - Assembly bungalows, offices & equipment
 - Police Station

6. Organization of workshops for basic schools on operations and maintenance of basic school infrastructure and furniture have been for most of the schools

TYPES OF MAINTENANCE TO BE UNDERTAKEN

1. Regular Maintenance and repairs

These include all maintenance and repair works, caused by gradual wear of facilities. These activities require material and or spares. They do not involve the overhaul of complete parts of building or replacement of furniture.

2. Preventive Maintenance

Includes all small works that help to prevent further wear of facilities beyond the point where they cannot function without being replaced partly or fully.

These activities require no or very small materials, e.g.: cleaning, oiling, fixing etc.

3. Emergency Repairs

Includes all repairs and replacement works that are caused by events beyond common control such as high winds, floods, lightning among others

4. Rehabilitation/Replacement

Rehabilitation is not really a maintenance activity but has to take place if facilities and furniture have not been maintained or repaired for a long time, and have deteriorated beyond repairs.

MINISTRY OF LOCAL GOVERNMENT, CHIEFTANCY AND RELIGIOUS AFFAIRS**AHAFO ANO SOUTH WEST DISTRICT ASSEMBLY**

OPERATION AND MAINTENANCE IMPLEMENTATION PLAN FOR 2025					
SN	DESCRIPTION OF PROJECTS	LOCATION	FUNDING SOURCE	ESTIMATED COST	ACTUAL EXPENDITURE GHC
1	Evacuate refuse dump and maintain final disposal site	District Wide	DACF/IGF	126,862.60	220,000.00
2	Undertake District wide Fumigation Exercise (Quarterly payment of Ghs91,568.75)	District Wide	DACF	193,602.50	193,602.50
3	Sanitation Improvement Package (SIP) (Ghs96,801.25)	District Wide	DACF	96,801.25	96,801.25
8	Rehabilitation of office building	Mankranso	DACF	50,000.00	34,000.00
9	Maintenance of vehicles Insurance Policy and running cost of official vehicles	Mankranso	DACF	100,000.00	272,300.00
11	Rehabilitation of 1 No. 3-Unit Classroom Block at Wioso JHS	Wioso	DACF	74,060.00	74,060.00
12	Rehabilitation of 1 No. 3-Unit Classroom Block at Asuokor JHS	Asuokor	DACF	90,646.00	90,646.00
13	Rehabilitation of DCE's Bungalow	Mankranso	DACF	48,200.00	67,000.00

14	Rehabilitation of Education Director's Bungalow	Mankranso	DACF	76,500.00	98,200.00
15	Rehabilitation of Physical Planning and NADMO Directors Bungalow	Mankranso	DACF	45,000.00	88,700.00
18	Re-roofing of ripped-off School Structures	Bonkwaso No. 1, Boatengkrom, Adadekrom, Asikantia, Asuokor, Afreseni, Mankranso School "B", and Beposo Market Shed	DACF	125,000.00	105,290.00
19	Rehabilitation of Bokrom - Agyeibikrom (4.4Km) feeder road		GPSNP II	720,180.00	259,788.92
20	Purchase and rehabilitation of health facility at Bonkwaso	Boonkwaso I	DACF	505,342.60	350,000.00
21	Fire fightine equipment at Mankranso		IGF	10,000.00	9,800.00
	GRAND TOTAL			2,262,194.95	1,960,188.67
					0.87

FUTURE OPERATIONS AND MAINTENANCE PLANS FOR FACILITIES TO BE CONSTRUCTED

As part of the project maintenance, plans would be prepared for the projects to guide the preparations for future facilities.

IMPLEMENTATION OF THE OPERATIONS AND MAINTENANCE PLAN (2025 - 2028)

This part deals with the actual programmes and projects identified above whose implementation will assist in the realization of the said objectives and strategies set out in the operations and maintenance plan. The programmes and projects have been phased out in four year period (2025 - 2028).

FINANCING OF THE FOUR – YEAR OPERATIONS AND MAINTENANCE PLAN (O & M Plan)

Successful implementation of the operations and maintenance plan for the Ahafo Ano South West District would to a large extent depend on the ability of the Assembly to raise the needed financial resources and other resources from the government. The O&M is prepared on the assumption that there would be timely inflow of the GOG funds, DDF, DACF and the Assembly's IGF. About 70% of the O&M would be through the share of the District Assembly's Common fund and DDF and internally generate funds and community financial support. The remaining 30% will be financed through the Government of Ghana Budgets for the road sector in view of the massive capital outlay in which the Assembly cannot cope with.

MONITORING AND EVALUATION

The need for the operations and maintenance plan is to address the needs of the people and also make sure that targets set in the various interventions are achieved. This call for effective and efficient monitoring. Monitoring and evaluation would be done at Community, District, Regional and National levels to assess the impact of the operations and maintenance plan.

Stakeholders who would be involved in the monitoring and evaluation are the following:

Community level

Unit Committees
Area Council members
WATSAN Committees
CBO'S
Traditional Authorities.

District Level, Regional Level and National Level

Metropolitan/Municipal/District Planning & Co-ordinating Unit (MMDPCU)
Works Dept.
Other Departmental Heads
Assembly-members
NGO'S
Development Partners
Regional Co-ordinating Council

EVALUATION OF THE OPERATION AND MAINTENANCE PLAN

The Assembly with the DPCU taken the leading command will undertake periodic evaluation at specified intervals to ascertain whether the resources provided are outlived the expected outputs and benefits and whether these benefits reach the target population. DPCU will conduct mid-term evaluation and terminal evaluation. It

will assess the performance of the programmes and the projects inculcated in the Operations and Maintenance plan.

CONCLUSION

It is the cherished hope of the Ahafo Ano South West District Assembly that the Operations and Maintenance Plan (O&M Plan) when fully implemented will help to improve the Assembly's facilities and prolong the life span of the facilities.

GUIDELINES FOR THE MANAGEMENT OF PUBLIC TOILETS IN THE AHAFO ANO SOUTH WEST DISTRICT ASSEMBLY.

The District Assembly has decided to bring out the under listed guidelines for the management and operations of public toilets in the communities under the jurisdiction of the Assembly as follows:

- (i) The WATSANS shall operate the toilets under the supervision of the Area Councils within which it falls.
- (ii) The daily user rate should be based on the fee fixing resolution of the Assembly.
- (iii) Half (1/2) of the all proceeds collected shall be paid into the Area Council Account whilst the remaining half (1/2) shall be paid to the Assembly's account
- (iv) Monitor maintenance e.g. daily /routine maintenance such as cleaning, sweeping weeding around the toilets, provision of toilet papers, dislodging of the human excreta, painting and others that might be necessary from time to time shall be borne by the Area Council.
- (v) Major maintenance works that may arise due to the structural defects or disaster shall be the responsibility of the Area Councils and the Assembly.
- (vi) The Area Councils Shall Supervise the activities of the WATSANS

You are kindly requested to act in accordance with in the directives above, Assembly – Members are kindly being informed of the above guidelines

We count on your co-operation.



HON ABUBAKAR SADIK
DISTRICT CHIEF EXECUTIVE

THE CHAIRMAN
UNIT COMMITTEES

THE ASSEMBLY MEMBERS
TOWN/AREA COUNCILS (CHAIRMAN AND SECRETARIES)